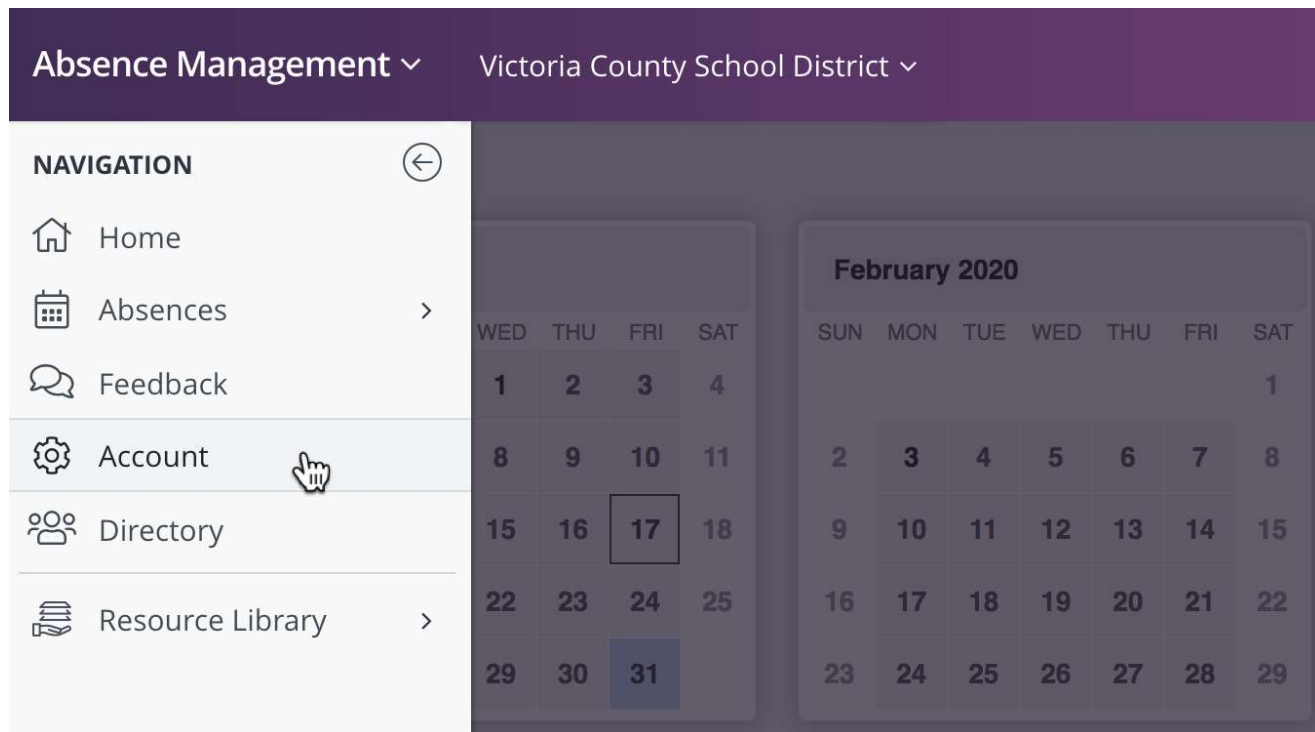


Managing a Preferred Substitute List

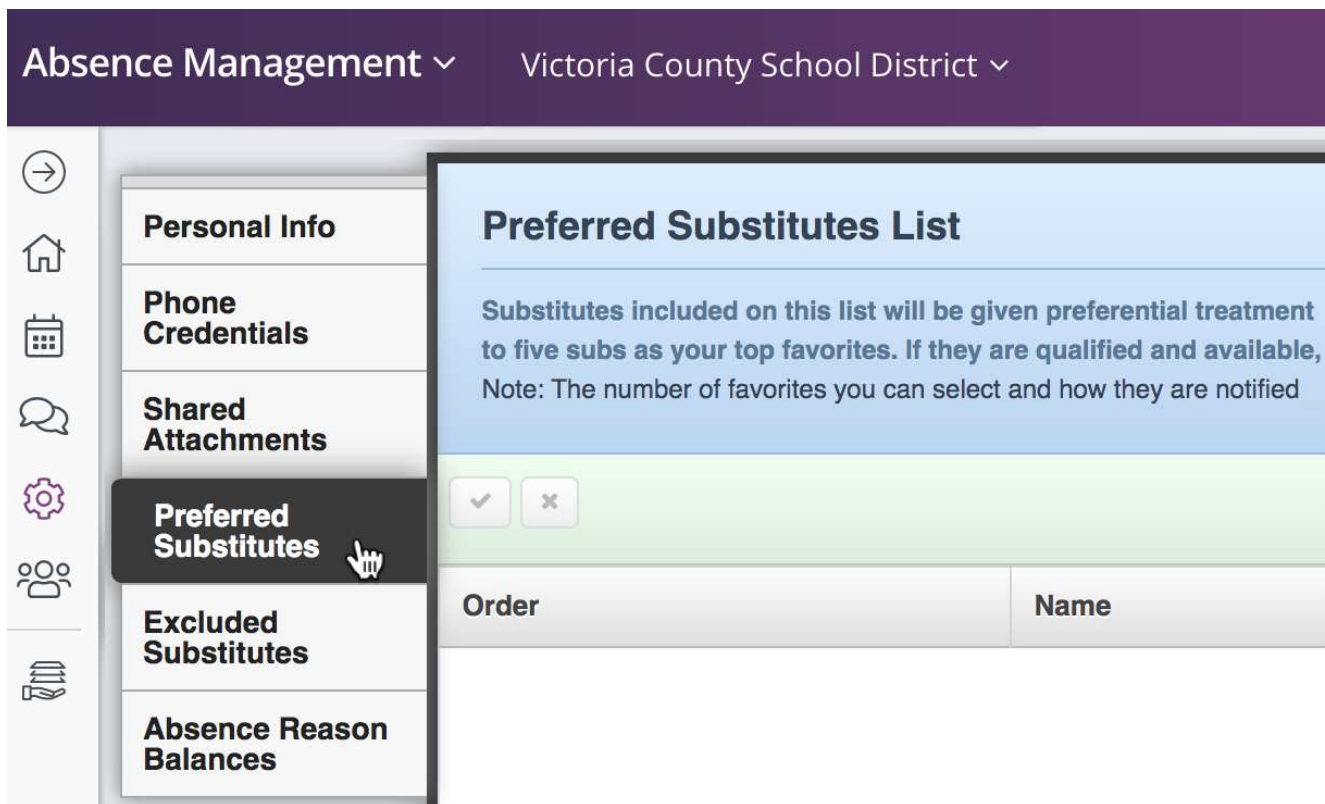
 absence-help.frontlineeducation.com/hc/en-us/articles/115003384808

Your district may allow its employees to create a list of preferred substitutes. This list consists of subs who you consider reliable, experienced, and preferred, and the substitute placement feature will attempt to contact these substitutes first when you create an absence.

To access the "Preferred Substitutes" page, click the **Account** option in the side navigation.

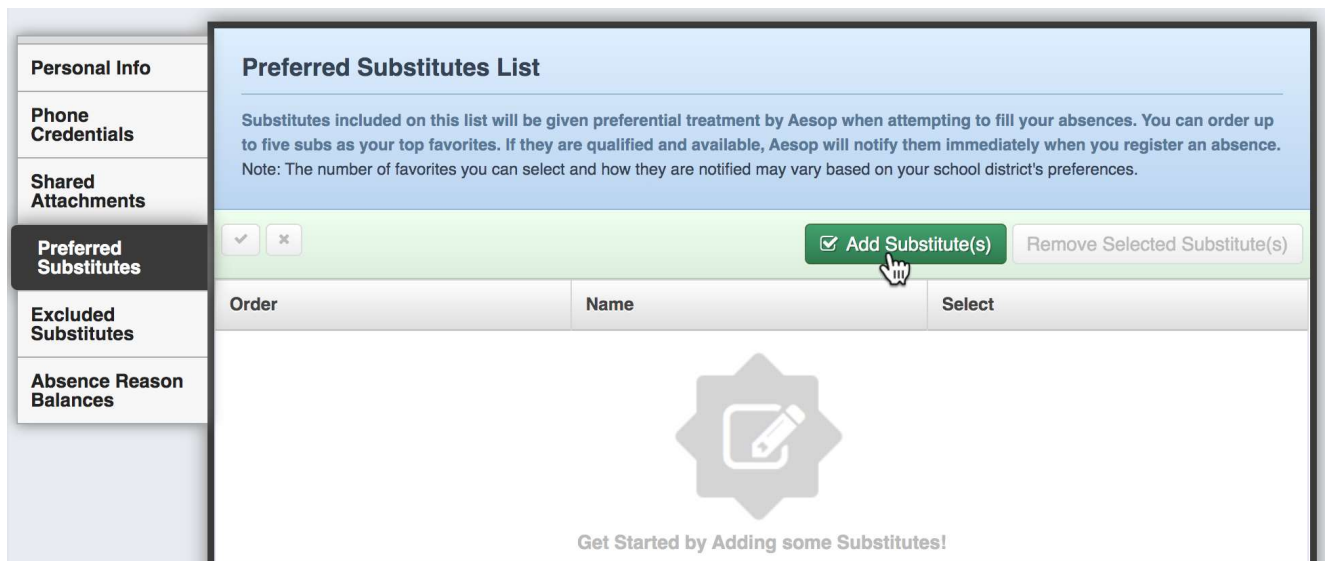


Now, click on the **Preferred Substitutes** tab.



Adding Substitutes

From here, you can click the **Add Substitute(s)** button to update your list.



This opens the substitute selection page. Here, you can find the substitute(s) you want by using one of the search options provided. (You can search by last name via the search bar, filter by the first letter of the substitute's last name, or browse the complete list.)

Check the box beside the substitute(s) you want to add to your list and click **Add to Preferred Substitutes** to complete the process.

Add Substitutes

Search: [Back to Preferred Substitutes](#) [Add to Preferred Substitutes](#)

Search by Letter

Select	Substitute Name
B	
<input checked="" type="checkbox"/>	Baker, Tom ★★★★★
<input checked="" type="checkbox"/>	Barker, Bob ★★★★★
<input type="checkbox"/>	Barrowman, George (No Rating)
C	
<input type="checkbox"/>	Caughill, David ★★★★★★
<input type="checkbox"/>	Chan, Alice ★★★★★★

SELECTED SUBSTITUTES

Baker, Tom ★★★★★	<input type="button" value="x"/>
Barker, Bob ★★★★★	<input type="button" value="x"/>

Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box beside the individual you want to remove. The **Remove Selected Substitute(s)** button will appear, and you can select it to remove the sub in question.

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

☒ [Add Substitute\(s\)](#) [Remove Selected Substitute\(s\)](#)

Order	Name	Select
<input type="button" value="heart"/>	Baker, Tom ★★★★★	<input type="checkbox"/>
<input type="button" value="heart"/>	Barker, Bob ★★★★★	<input type="checkbox"/>
<input type="button" value="heart"/>	Coulson, Phil (No Rating)	<input checked="" type="checkbox"/>

☒ [Add Substitute\(s\)](#) [Remove Selected Substitute\(s\)](#)

Learn how to choose your top five favorite subs on your Preferred Substitutes list [here](#).

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