ASAAP
Web Interface
Users Guide

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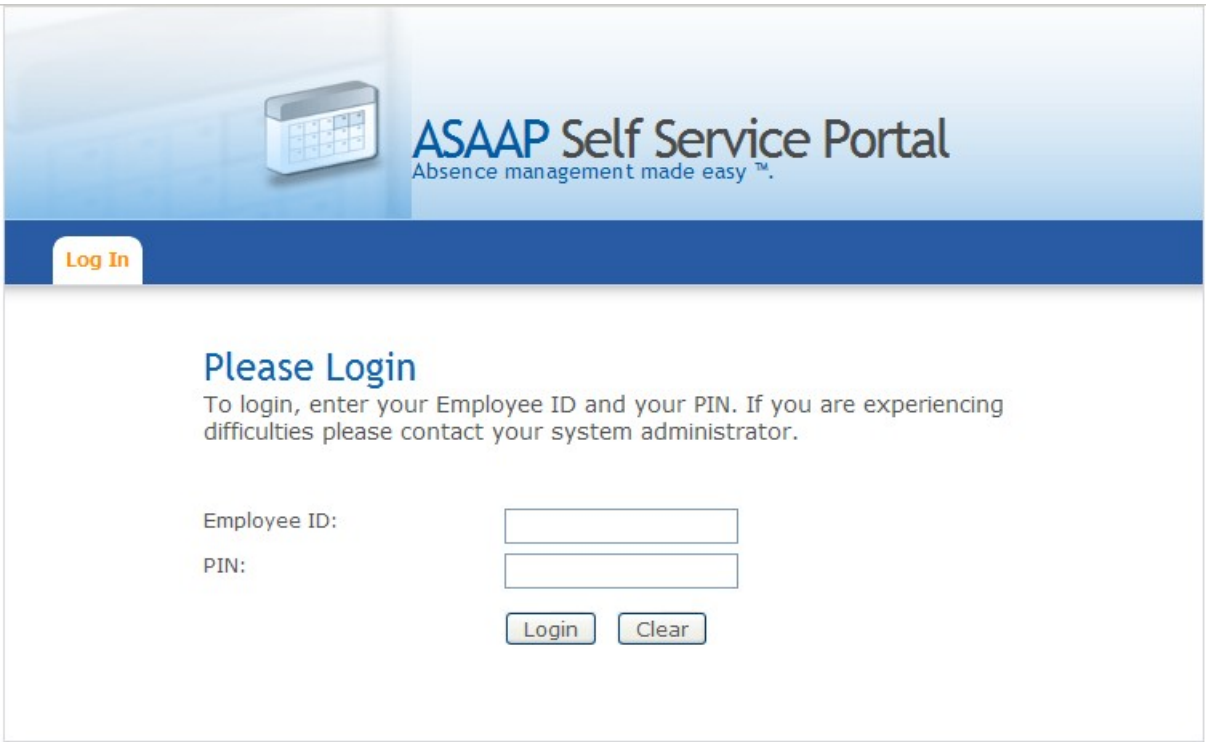
User Log In

When you go to the ASAAP Web Interface home page. You will see the following login page:



Complete the fields as follows:

Employee ID: This is the employee ID you were issued by the school district.
PIN: This is the unique personal identification number that you were issued by the school district. This is the same PIN you use to access the ASAAP IVR (phone based system).

As a security precaution, although you will be typing your employee ID and your PIN, you will only see ***** as you type.

Substitute Assignment Maintenance

The following screen will display if you are a substitute. (If you are a regular employee and are entering your absence information see page 13 for instructions.) This screen is the "Find work Opportunities" screen.

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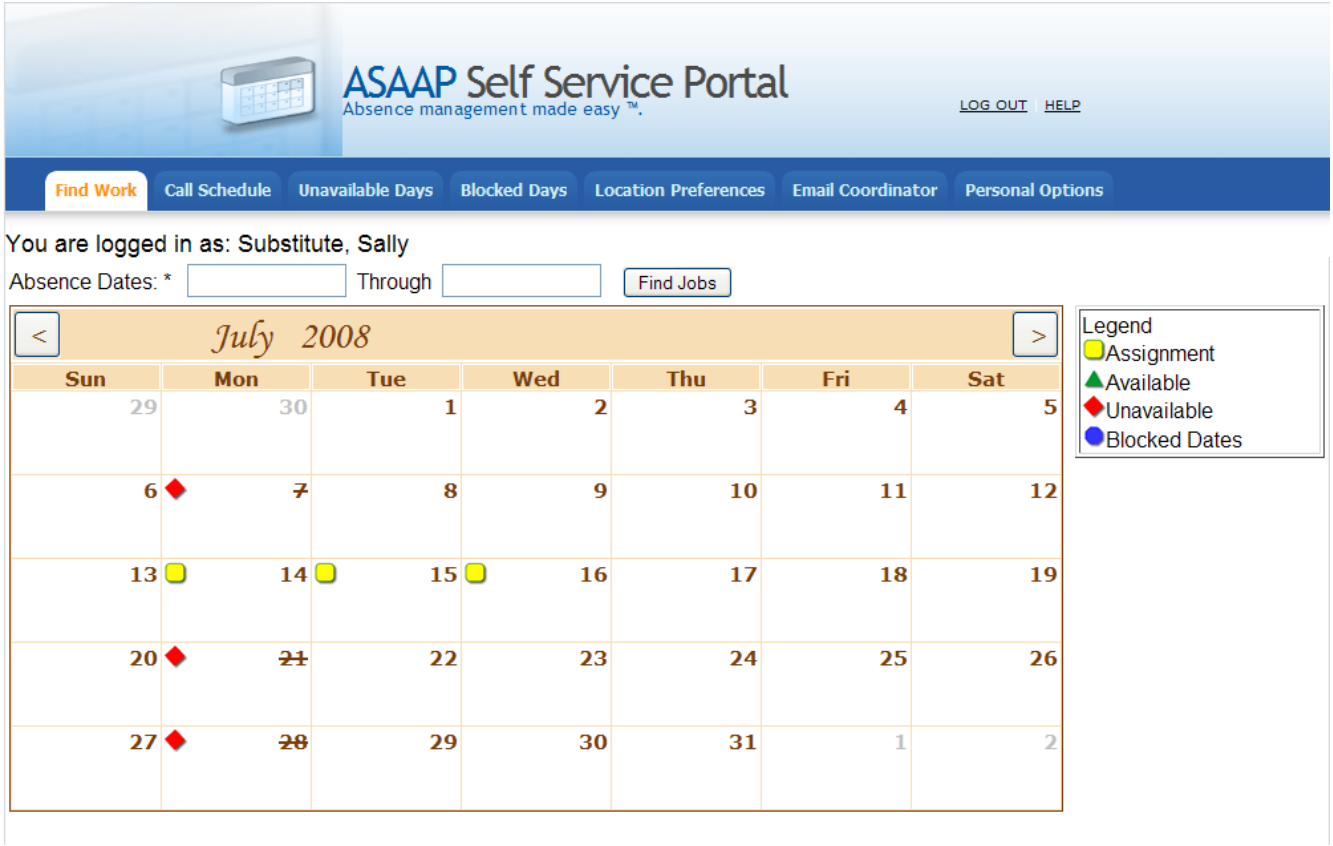
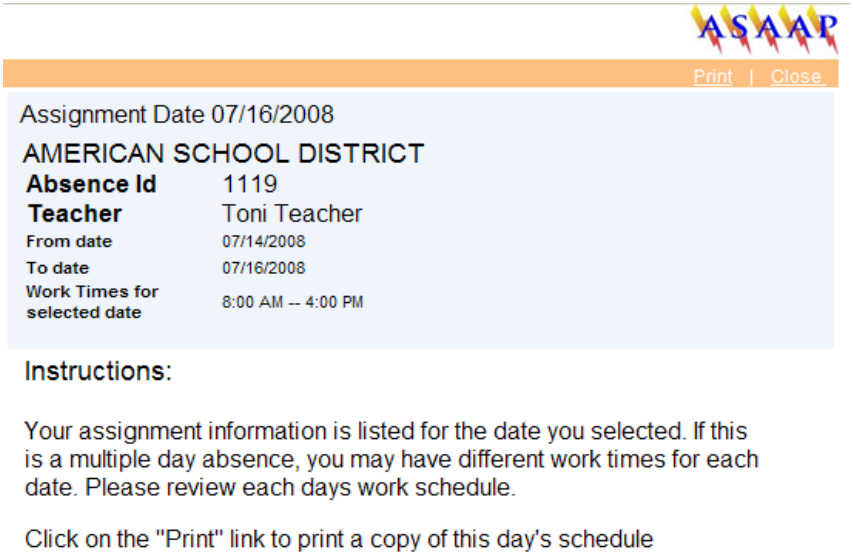


This screen is the "control center" for substitutes assignment information. In the upper right hand corner of the screen is a Legend that explains the icons that may be displayed. Your calendar may or may not have some, all or none of these icons displayed.

As the legend explains, for each day that you have been assigned to work, either by manually assigning yourself through the IVR or here at the ASAAP web site, or by a secretary at a school, you will see the yellow square displayed. If you want to see the details of the assignment, click on the yellow square and a screen will display details about that assignment.



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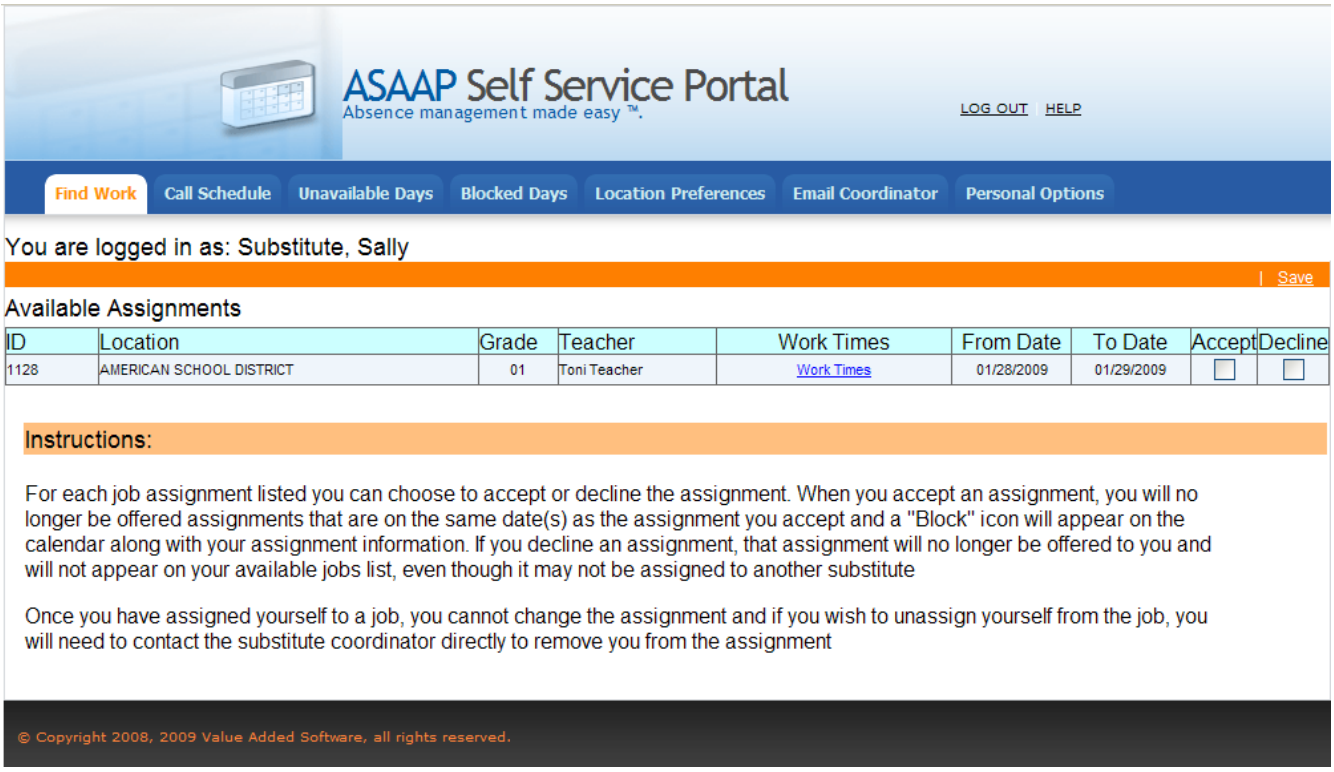
Green triangles represent assignments for which you are qualified to work. To view the assignment(s) click on the green triangle and the following screen will display:



Click on the "Find Work Opportunities" to return to the display of the main calendar and assignment control center.

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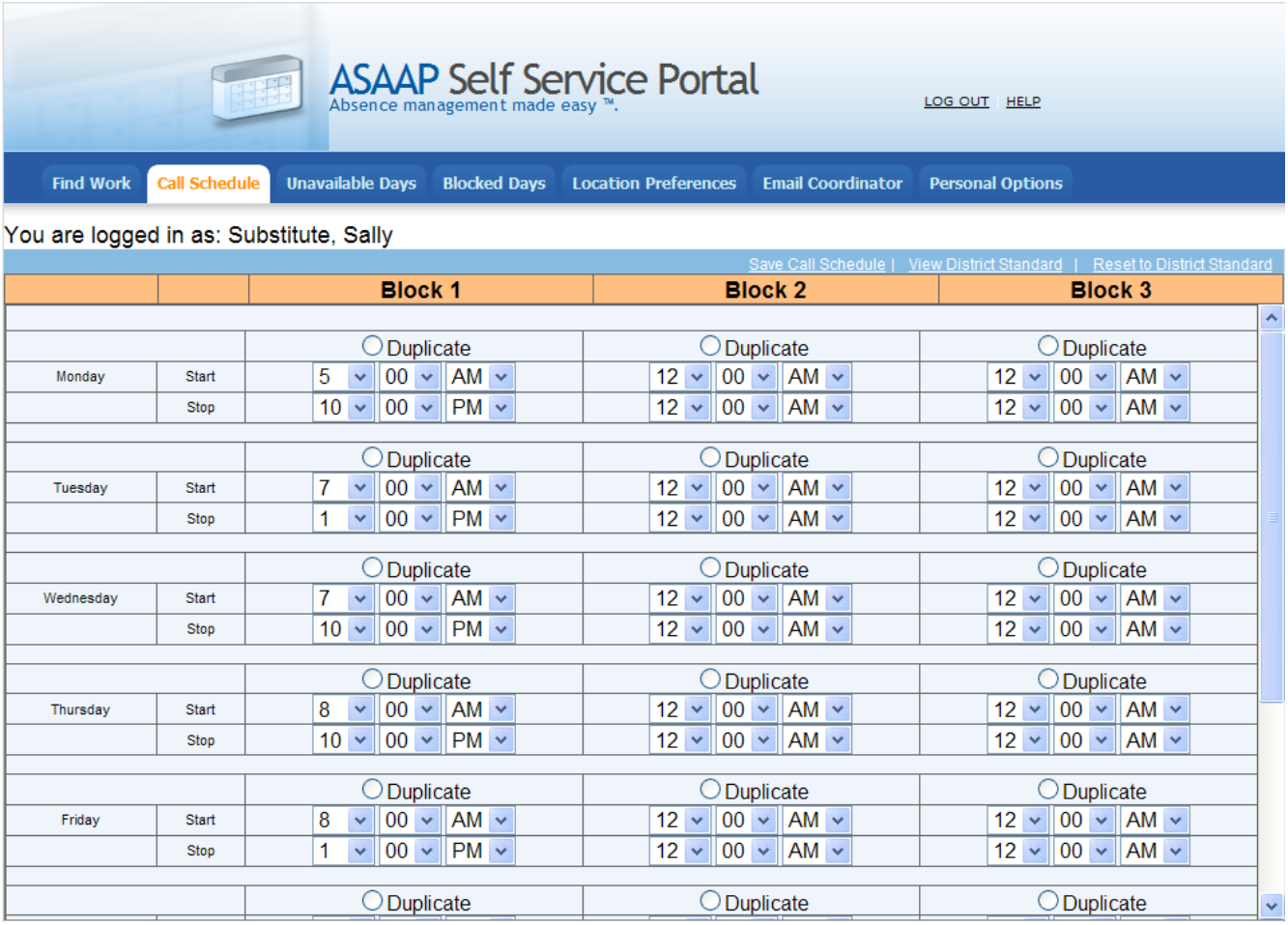
Call Schedule

You can change the times of the day when the ASAAP IVR system will call you on substitute assignments. To change these preferences, click on the "Call Schedule" link. The following screen will display:



Basic instructions: There are three possible "blocks" of time that you can control using this program. All three may not be used by your district and by default, you will see the district default times display when you first use this program. If you want to reset the time to the district "standard" times you can click on the "Reset to District Standard" link and all of your calling times will be reset to district standard calling times. Click on the "View District Standard" link if you would like to see what those standard times currently are.

Generally, if the times are 12:00AM to 12:00 AM in any of the blocks, this indicates that times are not used by the district and you can ignore setting them. Also, only times that are entered within the district's calling times will be recognized. For example if the District has a calling time of 6am to 10am in block 1, Monday through Friday, then if you change your block 1 calling times to 5AM to 9AM, Monday through Friday, you will receive calls from 6AM (the earliest district calling time) until 9AM (your latest calling time). So, the district's calling times will affect the earliest and latest times

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you can receive calls.

Make your selections by using the dropdown list boxes and chose times that meet your preferences. Again, if the district's calling times are 12AM – 12AM then those times are not set and will not be recognized even if you set them.

If you want to duplicate a particular time for ALL days for an entire week, then click on the "Duplicate" button on the day of the week that contains the times you want to duplicate. Those times will be copied to ALL days within that week.

When you have completed selecting your preferred calling times, click on the "Save Call Schedule" link.

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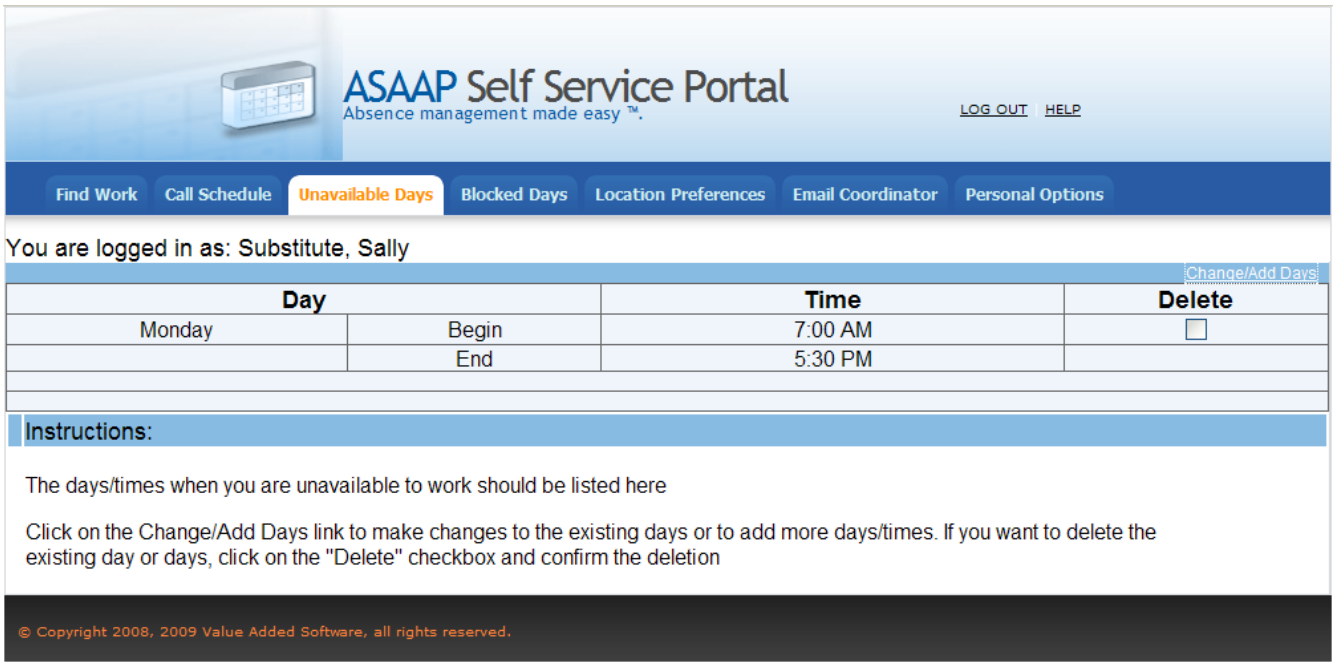
Unavailable Days

The red diamonds represent days during the week which you have indicated you cannot work . Use this screen to identify times and days during the week for which you are unable to work. This will NOT affect the times you are called by the IVR it is only used to determine your availability for a particular assignment. To add or change your Unavailable Days, click on the "Unavailable Days" link. The following screen will display:



If you already have days during the week you cannot work they will display on this screen. If you click on the Delete checkbox, that unavailable day will be deleted. To change or add more unavailable days click on the "Change/Add days" link in the upper right hand corner. The following screen will display:

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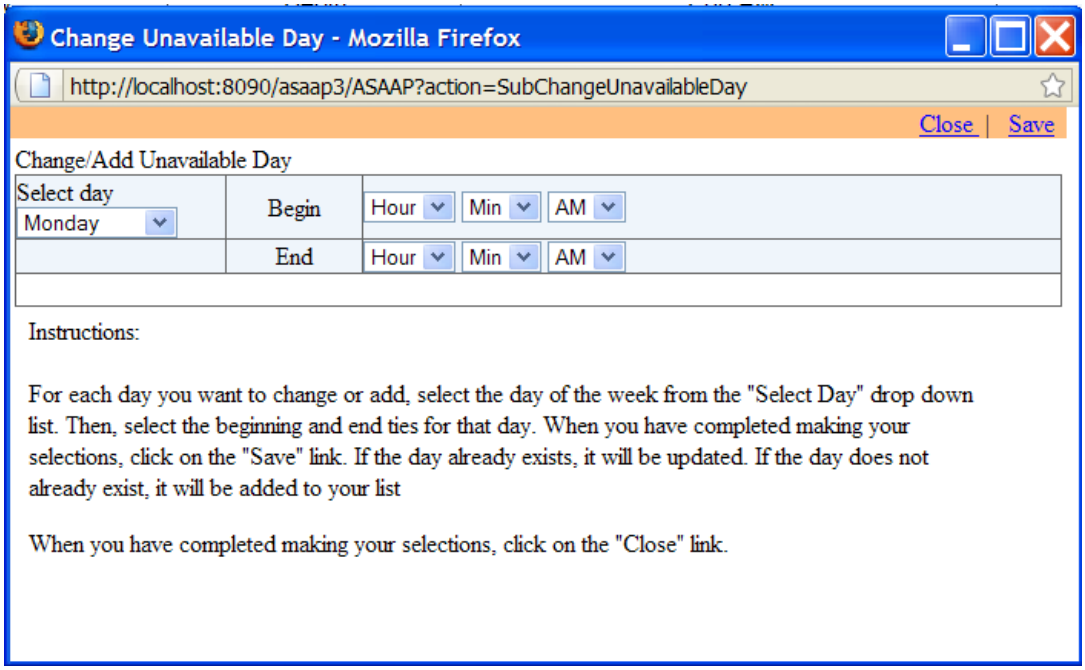

Complete the fields as follows:

Select day: Click on the dropdown list and choose a day of the week you will be unavailable.
Begin (Hour): Click on the dropdown list and an hour to begin your unavailability.
Begin (Min): Click on the dropdown list and choose a minute to begin your unavailability.
Begin (AM/PM): Click on the dropdown list and choose AM or PM to begin your unavailability.

Repeat this procedure for your ending times of availablity.

You can repeat the entire process for each day of the week that you have unavailability. Make sure you click on the “Save” link in the upper right hand corner to save the changes to your availablilty. Click on the “Close” link to close the window after you click “Save”. To return to the assignment control center, click on the “Find Work Opportunities” link.

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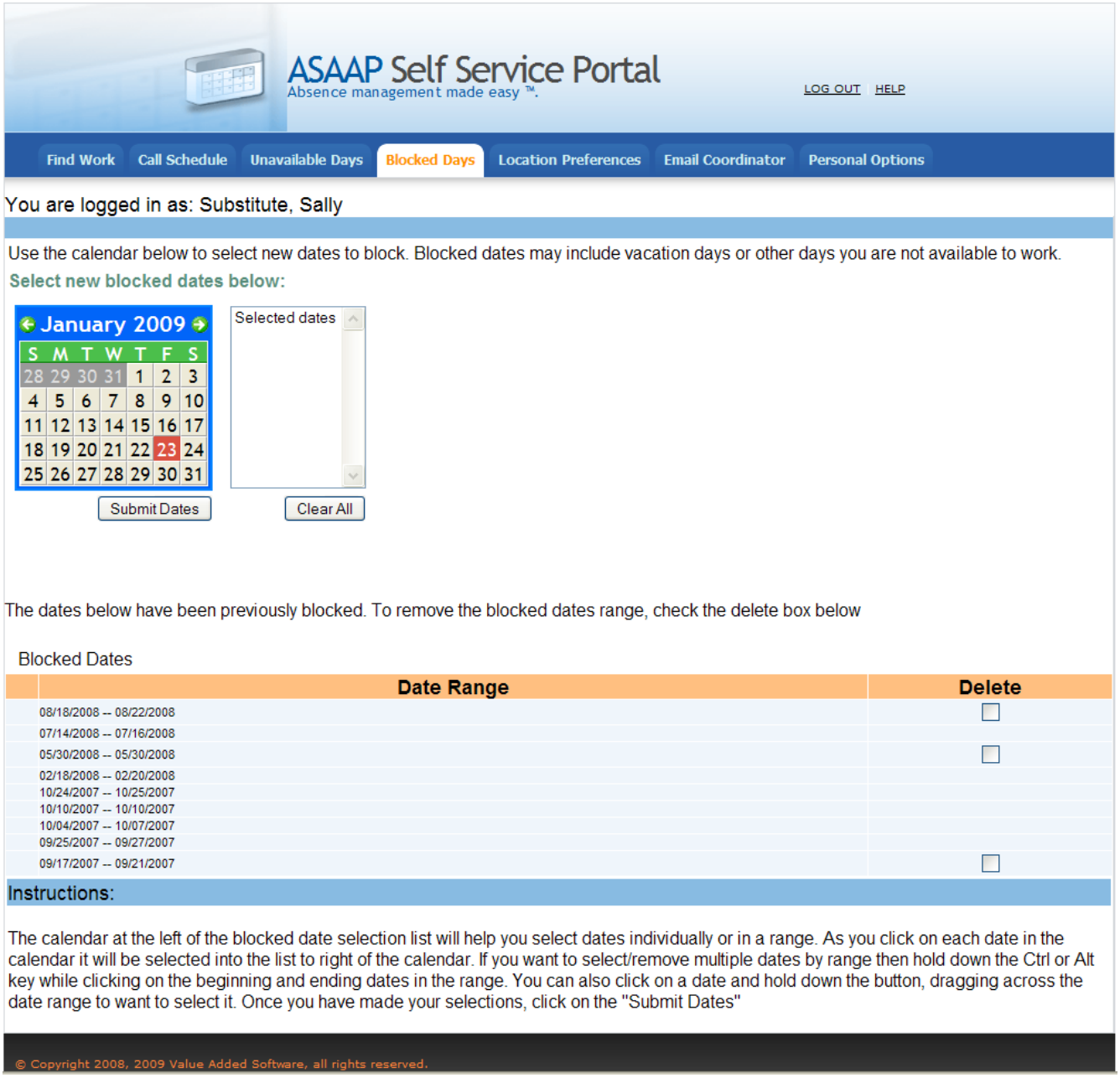
Blocked Dates

Block dates can be displayed for any dates you might already be assigned to work or for dates that you have manually entered. Blocked dates are represented by blue octagons.

To change your manually assigned blocked dates, click on the "Blocked Dates" link. The following screen will display:



Entering new blocked dates:

The left hand section of this screen allows you to choose a date range to add to your blocked dates list.

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Add a new blocked date by clicking a date on the calendar to start the blocked date range and then click another date for the ending date range. If you only want to block a single date, simply click on a single date. As you choose a date or dates, they will display immediately to the right of the small calendar in the "Selected dates" list. When you have made all of your selections, click on the "Submit Dates" button. If you make a mistake you can click on the "Clear All" button and the contents of the "Selected Dates" pane will be cleared.

After clicking on the "Submit Dates" button, you will see these dates listed in the lower section of the screen. You will notice that some of the dates cannot be changed and others will have a "Delete" checkbox next to them. The dates without a "Delete" option represent days that are part of a current assignment and cannot be deleted from here.

Click on the "Find Work Opportunities" link to return to the assignment control center.

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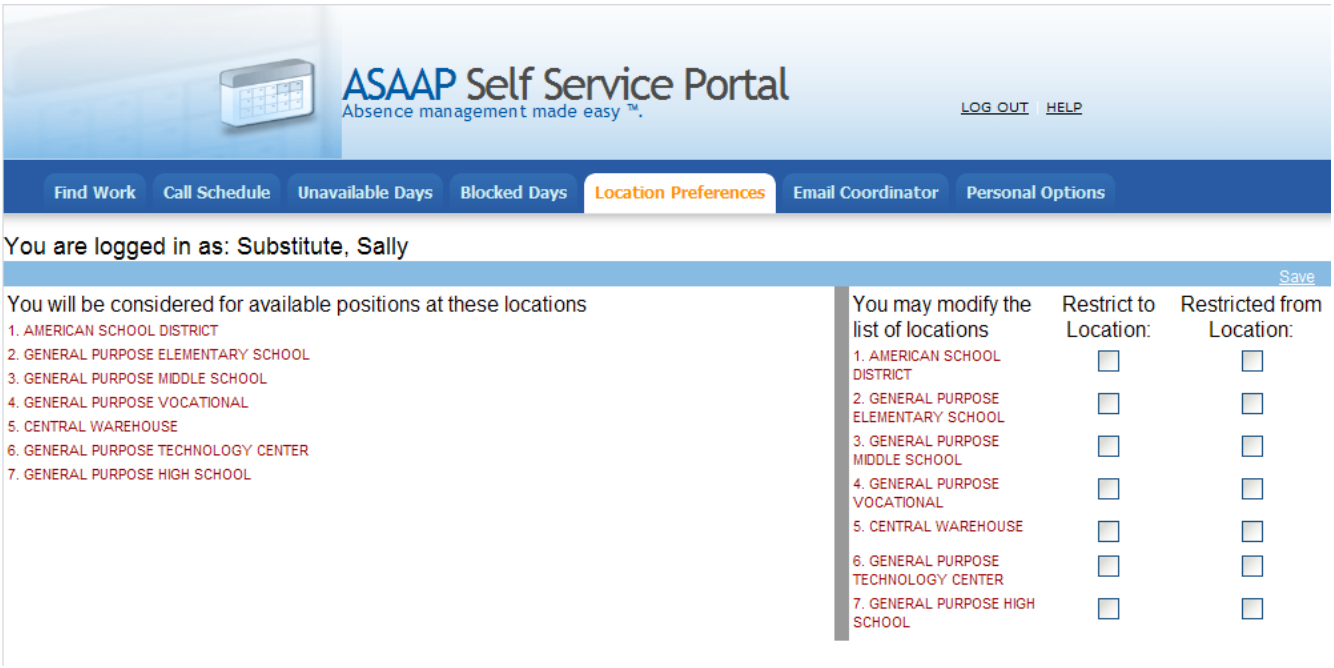
Location Preferences

You can chose to limit your substitute assignments or to block your substitute assignments to/from locations within your school district. To set these preferences click on the "Location Preferences" link. The following screen will display:



The left hand column of the screen shows the current list of locations you have made preference selections for. To change them, simply select the location preference type next to each location in the list. "Restrict to Location" means that this location will be selected to the exclusion of all other locations. You can have multiple locations selected here and that will limit the locations that you will be considered for. "Restricted from Location" means that the particular location selected will be omitted from your list of preferred locations. When you have completed your selections, click on the "Save" link in the upper right hand corner of the screen. Your location list in the center column will be updated to reflect just the location selections you have made.

Click on the "Find Work Opportunities" link to return to the assignment control center.

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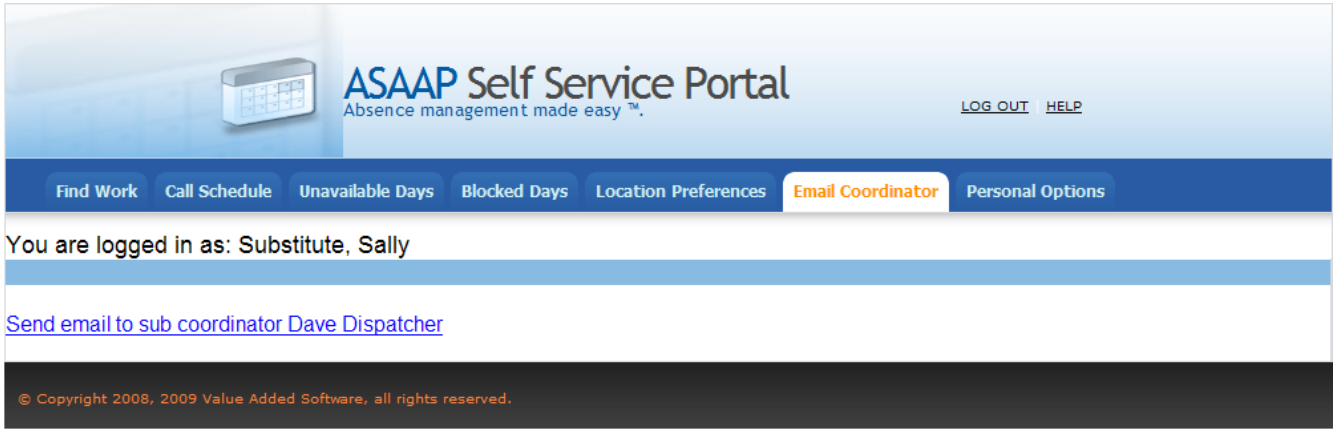
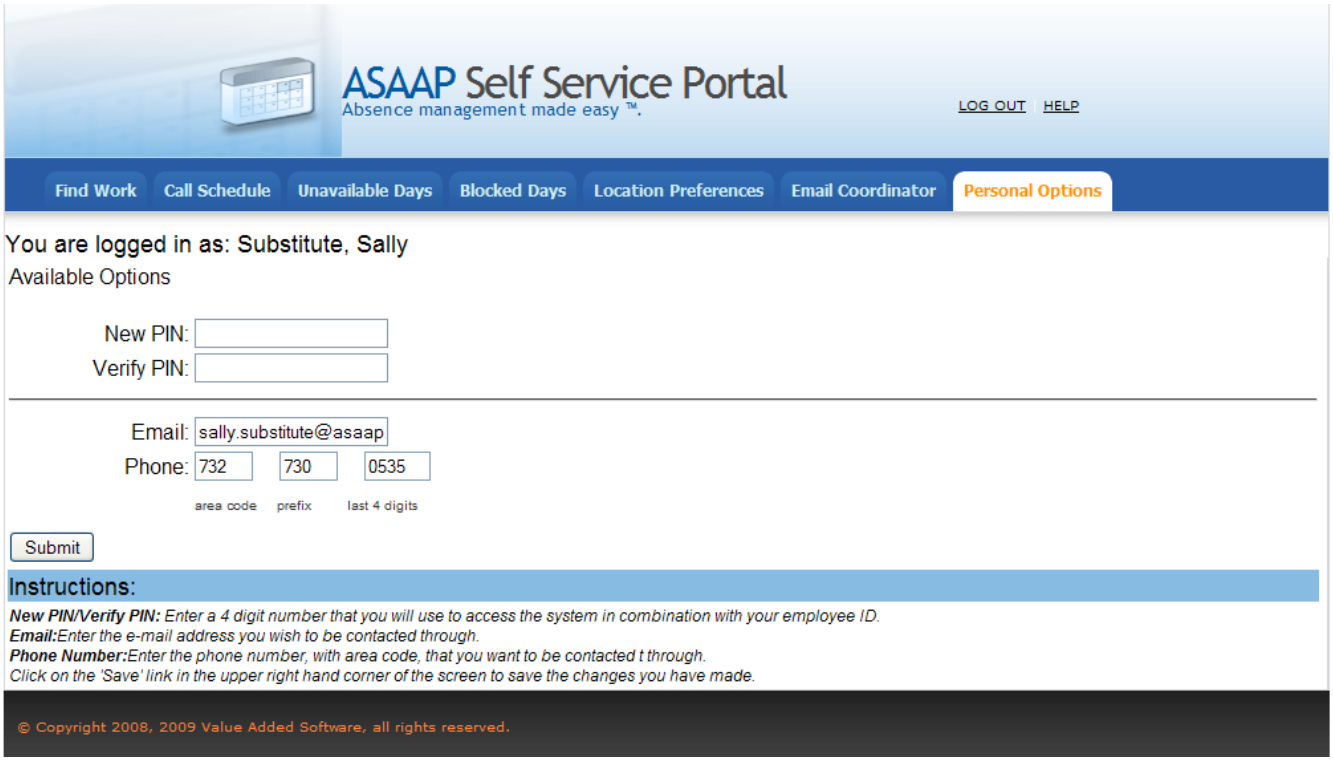
Email Coordinator

This link is used to send an e-mail to the ASAAP administrator. When you click on this link, your e-mail client will open to send an e-mail to the designated person.



Substitute Personal Options

The Person Options link is used to set your personal options such as your PIN, email contact information and your phone number. To set your personal options, click on the "Personal Options" link. The following screen will display:



Complete the fields as follows:

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New PIN/Verify PIN: Enter a 4 digit number that you will use to access the system in combination with your employee ID.

Email: Enter the e-mail address you wish to be contacted through.

Phone Number: Enter the phone number, with area code, that you want to be contacted t through.

Click on the “Save” link in the upper right hand corner of the screen to save the changes you have made.

Click on the “Find Work Opportunities” link to return to the assignment control center.

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