

The screenshot displays the Aesoponline.com web application interface. At the top, there is a navigation bar with the user's name 'Jason Lopez', notification counts, and links for 'Questions?' and 'Logout'. Below this is the 'Aesop' logo and a main navigation menu with options: Home, Absences, Account, Directory, and Help.

The main content area features three calendar views for August, September, and October 2015. A legend below the calendars identifies 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). The 'Create Absence' form is the primary focus, showing a date selection calendar for August 2015. The form includes the following sections:

- Substitute Required:** A dropdown menu currently set to 'No'.
- Absence Reason:** A dropdown menu with a list of options including 'Conference Day', 'Docked Day', 'Jury', 'Leave w/o Pay', 'Medical - Screening', 'Mourning', 'Personal Days>Emergency Personal', 'Personal Days>Personal', 'Sick Days>Family Illness', 'Sick Days>Sick Day', and 'Vacation Days>Vacation'.
- Time:** A text input field with the instruction: 'Please enter a valid time range using the HH:MM AM format.'
- Notes to Administrator:** A text area with the note '(not viewable by Substitute)' and a character count of '255 character(s) left'.
- File Attachments:** A section for uploading files, including a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button.
- Shared Attachments:** A section for shared files.

At the bottom of the form, there are 'Cancel' and 'Create Absence' buttons.

Notes:

Link for help: <http://help1.frontline12.com>

*User name is your phone number registered with Human Resources. Your password is a four digit number.