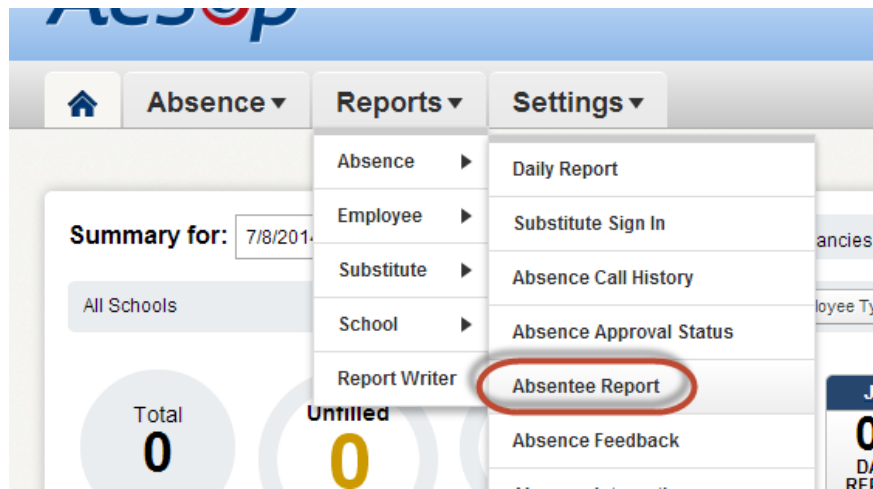


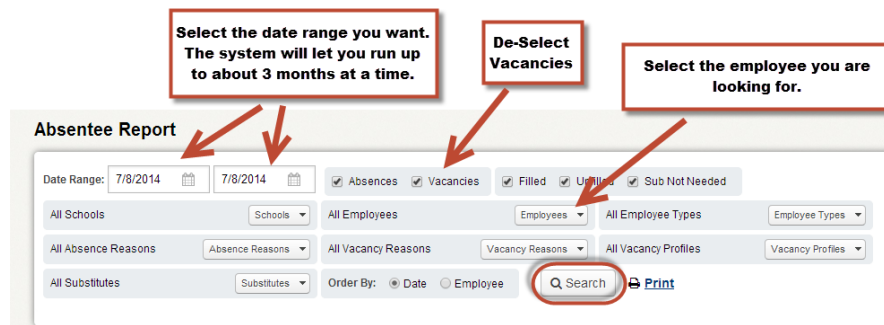
Q: How to find all absences related to a specific employee?

Answer:

1. Log into AESOP: www.aesoponline.com
2. Scroll over the “reports” button at the top, then scroll over the “absence” tab, then click on the “absentee report.”



3. Filled out the search fields at the top of the report and then click submit.



4. The report will show you all the absences for that person, during the date range you selected.
5. If you needed more detail you can click the confirmation number (CONF #) to view that particular absence.