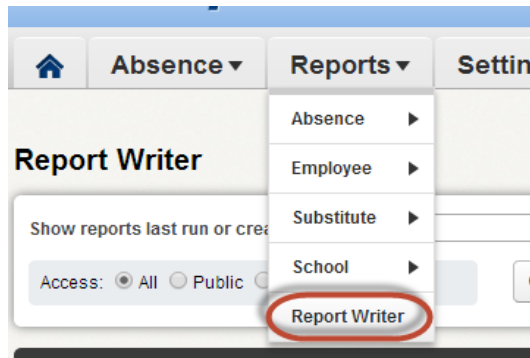


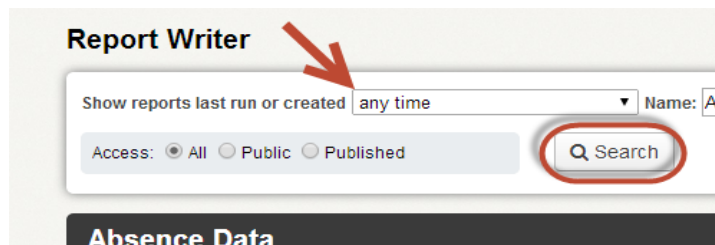
## Q: How to run a report for Licensed Substitutes with a specific endorsement?

Answer:

1. Log into AESOP: [www.aesoponline.com](http://www.aesoponline.com)
2. Scroll over "Reports" at the top and click "Report Writer."



1. Select "any time" from the "Show reports last run or created" drop down at the top then hit the Search button.



3. Scroll down to the "Substitute Information" section and click "run with saved filters" on the "Active LCND Sub List by Skill with Phone and Email" report.

| Substitute Information   |                          |   |                  |        |  |
|--|--------------------------|---|------------------|--------|--|
| Name   | Access                   | Created                                   | Last Run         | # Runs | Actions  |
| <a href="#">Active Classified EA Sub List w/ Phone and Email</a>   | <input type="checkbox"/> | 6/18/2013 11:47 AM<br>By: Brandon Crohare |                  | 0      | <input type="button" value="Run with New Filters"/><br><input type="button" value="Run with Saved Filters"/> |
| <a href="#">Active Clerical Class Sub List w/ Phone and Email</a>  | <input type="checkbox"/> | 1/13/2014 4:54 PM<br>By: Brandon Crohare  |                  | 0      | <input type="button" value="Run with New Filters"/><br><input type="button" value="Run with Saved Filters"/> |
| <a href="#">Active Full Sub List with Phone and Email</a>          | <input type="checkbox"/> | 9/17/2013 9:49 PM<br>By: Brandon Crohare  | 7/8/2014 1:47 PM | 1      | <input type="button" value="Run with New Filters"/><br><input type="button" value="Run with Saved Filters"/> |
| <a href="#">Active LCND Sub List by Skill with Phone and Email</a> | <input type="checkbox"/> | 6/18/2013 11:25 AM<br>By: Brandon Crohare | 7/8/2014 1:54 PM | 1      | <input type="button" value="Run with New Filters"/><br><input type="button" value="Run with Saved Filters"/> |

4. Set your report preferences as shown below then click Run.

**You probably want this report in Excel.**

**If the file is not to large you can view it right away. If it is large then it will automatically default to the second check box.**

**If the file is to large it will email you when it is complete.**

5. Click the file to download it to your computer and view the information.

**Report Run**

Started 7/8/2014 1:47:44 PM  
Finished 7/8/2014 1:47:47 PM

**Download Results**

CSV (Excel)

Notification emailed to crohare\_b@4j.lane.edu

6. All done!