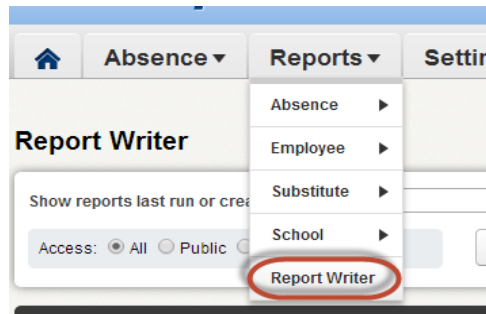


## Q: How to Run a Report for a Specific Subs Work History in my School/Building?

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 and type "sub work history" into the "name" field. Then click the search button.

A screenshot of the 'Report Writer' search form. The 'Show reports last run or created' dropdown is set to 'any time'. The 'Name' field contains 'sub work history'. The 'Search' button is circled in red. Red arrows point to the dropdown and the name field.

3. Click the "run with new filters" button.

Name	Access	Created	Last Run	# Runs	Actions
<a href="#">Sub Work History</a>		11/19/2013 4:49 PM By: Brandon Crohare	4/1/2016 4:16 PM	1	<b>Run with New Filters</b> Run with Saved Filters

4. Complete the fields and click the run button once you are ready to run the report.

**Run** **Cancel**

**Filters**

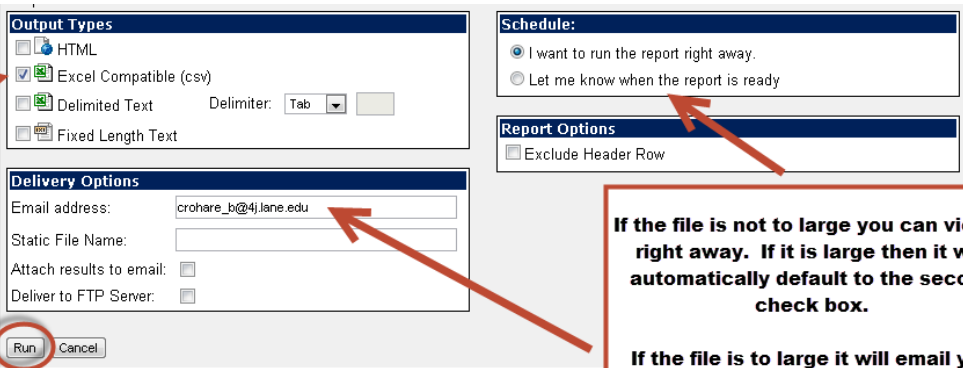
**Date** Start: 7/1/2015 End: 4/1/2016  
Relative Fixed Relative Fixed

**Substitute Full Name** Crohare - TEST ACCT, Brandon - TEST ACCT;

**The time frame you would like to view.**

**The name of the sub you are looking for. You can search for multiple subs in one report.**

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



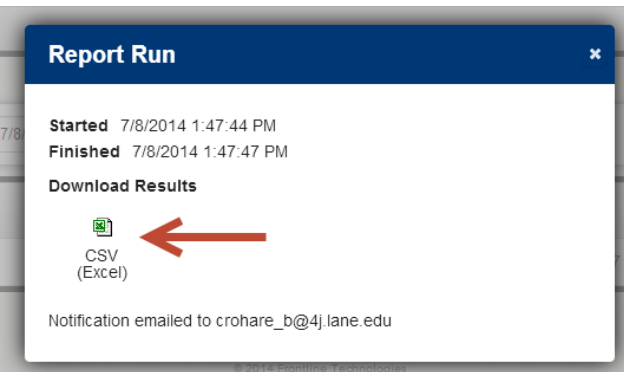
The screenshot shows a report configuration dialog with three main sections: **Output Types**, **Delivery Options**, and **Schedule:**. In the **Output Types** section, the **Excel Compatible (csv)** option is selected. In the **Delivery Options** section, the email address field is populated with `crohare_b@4j.lane.edu`. In the **Schedule:** section, the option **I want to run the report right away.** is selected. A **Run** button is circled at the bottom left. Three callout boxes provide additional instructions: one points to the **Excel Compatible (csv)** option, another points to the **Exclude Header Row** checkbox, and a third points to the **Run** button.

**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.**

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



The screenshot shows a **Report Run** dialog box. It displays the following information: **Started** 7/8/2014 1:47:44 PM, **Finished** 7/8/2014 1:47:47 PM, and **Download Results** showing a **CSV (Excel)** file. A red arrow points to the **CSV (Excel)** file icon. Below the results, it states **Notification emailed to crohare\_b@4j.lane.edu**.

7. All done!