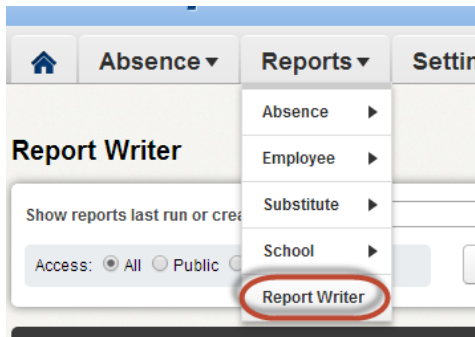


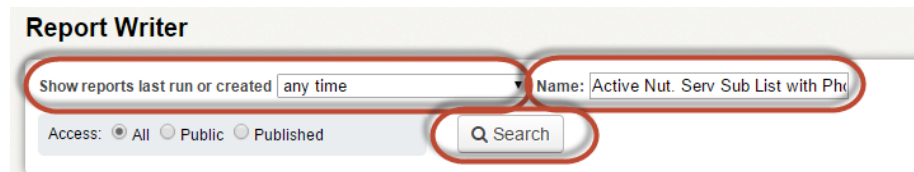
Q: How to run a report of active nutrition services substitutes in 4J?

Answer:

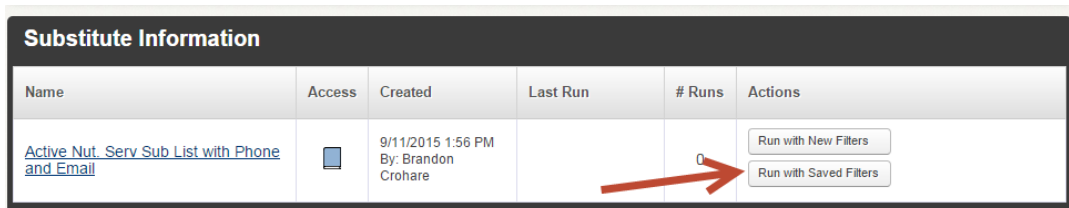
1. Log into AESOP: www.aesopeonline.com
2. Scroll over "Reports" at the top and click "Report Writer."



3. Select "any time" from the "Show reports last run or created" drop down at the top then hit the Search button and type "Active Nut. Serv Sub List with Phone and Email" into the "name" box. Then hit search.

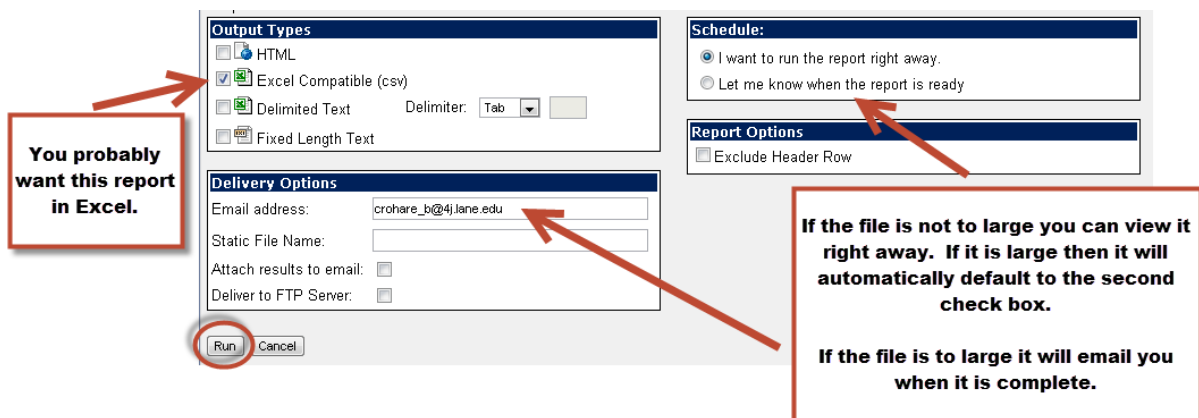


4. Click "run with saved filters" on the "Active Nut. Serv Sub List with Phone and Email" report.



Name	Access	Created	Last Run	# Runs	Actions
Active Nut. Serv Sub List with Phone and Email		9/11/2015 1:56 PM By: Brandon Crohare		0	Run with New Filters Run with Saved Filters

5. Set your report preferences as shown below then click "Run" at the bottom.



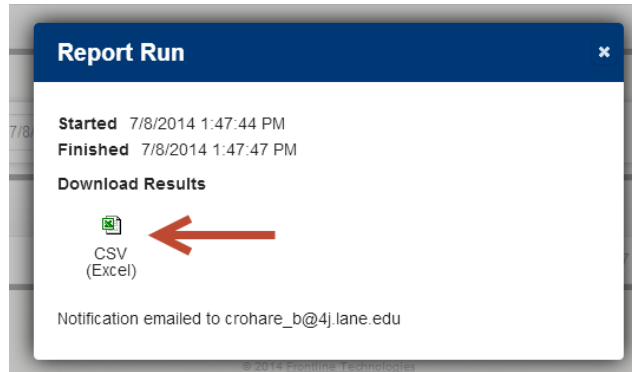
You probably want this report in Excel.

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.

The screenshot shows the 'Report Writer' configuration screen. The 'Output Types' section has 'Excel Compatible (csv)' checked. The 'Schedule' section has 'I want to run the report right away.' selected. The 'Report Options' section has 'Exclude Header Row' checked. The 'Run' button is circled in red.

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



7. All done!