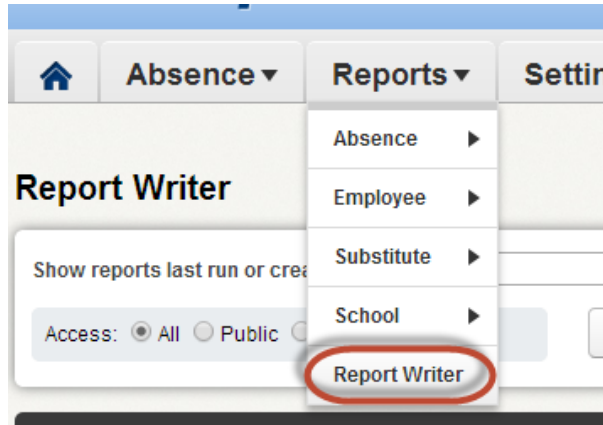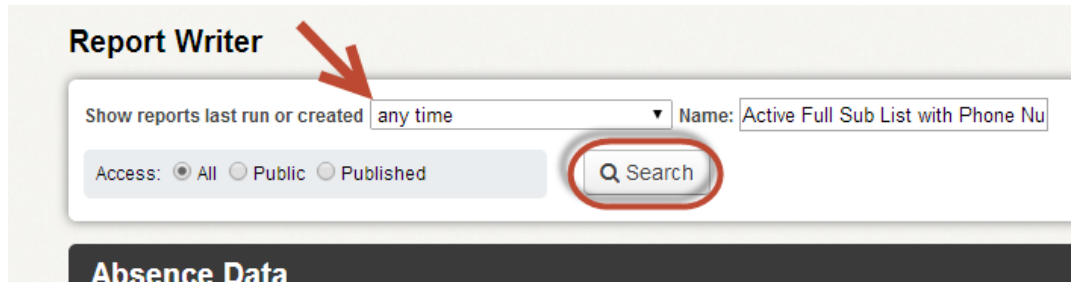**Q: How to run a report of active substitutes in the Eugene School District 4J?**

Answer:

1. Log into AESOP: www.aesoponline.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.

4. Scroll down to the "Substitute Information" section and click "run with saved filters" on the "Active Full Sub List with Phone and Email" repot.

Revised: 07/08/2014 10:50 AM

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

Output Types
- ☐ 🌐 HTML
- ☑ 📊 Excel Compatible (csv)
- ☐ 📊 Delimited Text   Delimiter: Tab ▾ [   ]
- ☐ 📊 Fixed Length Text

You probably want this report in Excel.

Delivery Options
Email address: crohare_b@4j.lane.edu
Static File Name: [   ]
Attach results to email: ☐
Deliver to FTP Server: ☐

(Run) Cancel

Schedule:
- ⦿ I want to run the report right away.
- ○ Let me know when the report is ready

Report Options
☐ Exclude Header Row

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.

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

7. All done!