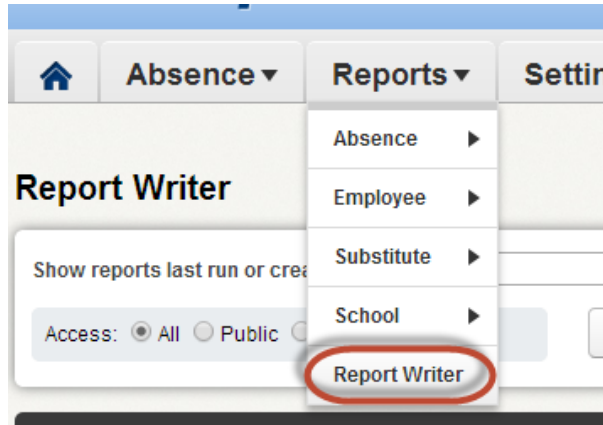


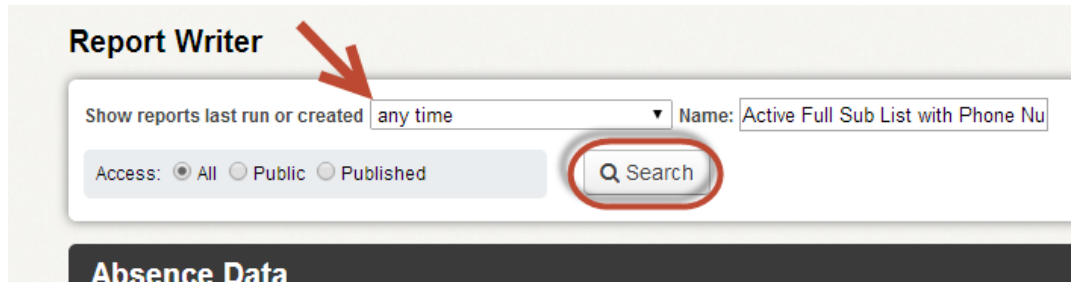
Q: How to run a report of active substitutes in the Eugene School District 4J?

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.



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

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

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

The screenshot shows a configuration dialog box with three main sections: **Output Types**, **Delivery Options**, and **Schedule/Report Options**. In the **Output Types** section, **Excel Compatible (csv)** is selected, with a callout box stating: "You probably want this report in Excel." In the **Delivery Options** section, the **Email address:** field contains "crohare_b@4j.lane.edu" and is highlighted with a callout box: "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 **Run** button at the bottom left is circled. In the **Schedule:** section, the radio button for "I want to run the report right away." is selected, with a callout box pointing to it: "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." The **Report Options** section has an unchecked **Exclude Header Row**.

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

The screenshot shows a window titled "Report Run" with a close button (X) in the top right corner. It displays the following information: **Started** 7/8/2014 1:47:44 PM, **Finished** 7/8/2014 1:47:47 PM, and **Download Results**. Under **Download Results**, there is a green icon representing a CSV file, with the text "CSV (Excel)" below it. A red arrow points to this icon. At the bottom, it says "Notification emailed to crohare_b@4j.lane.edu".

7. All done!