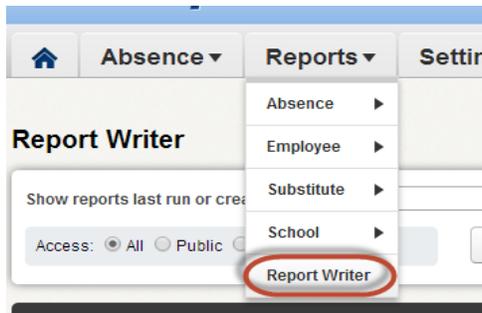


## Q: How to View all Absences Entered into AESOP for a Specific Person?

Answer:

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



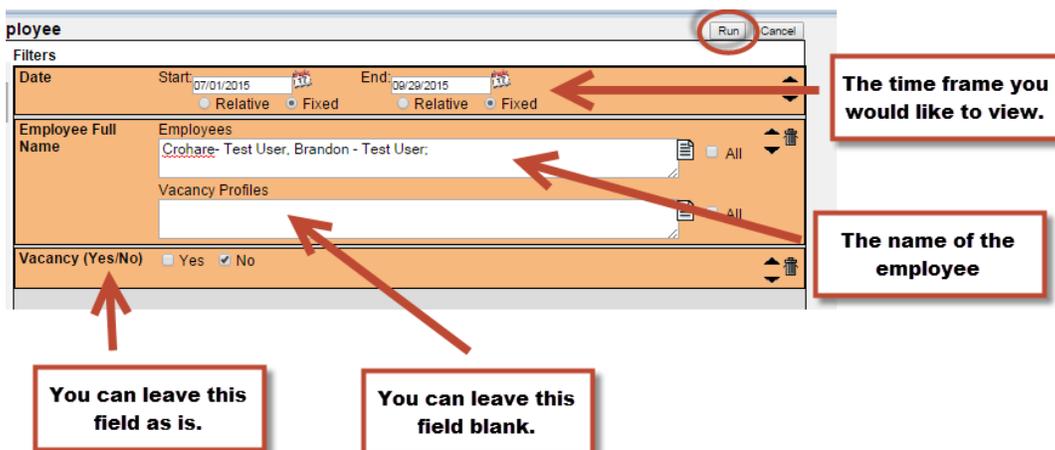
1. Select "any time" from the "Show reports last run or created" drop down and type "absence history for a specific employee" into the "name" field. Then click the search button.



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



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



5. 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.**

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!