## Answer:

- 1. Log into AESOP: <u>www.aesoponline.com</u>
- 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.

Report Writer		
Show reports last run or created any time	Name: absence history for a specific emp	
Access:  All  Public  Published	Q Search	

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

Absence Data					
Name	Access	Created	Last Run	# Runs	Actions
Absence History for Specific Employee		9/29/2015 3:26 PM By: Brandon Crohare		0	Run with New Filters Run with Saved Filters

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.

	Active Licensed Sub List with Phone Numbers						
You probably	Image: Section of the section of t	redule: I want to run the report right away. Let me know when the report is ready Port Options Exclude Header Row					
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	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 ×	
8/	Started 7/8/2014 1:47:44 PM Finished 7/8/2014 1:47:47 PM	l
	Download Results	7
	Notification emailed to crohare_b@4j.lane.edu	

7. All done!