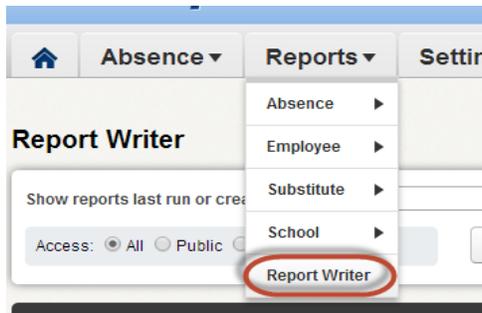# Q: How to View all Absences Entered into AESOP for a Specific Person?

Answer:

1. Log into AESOP: 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.

Revised: 09/29/2015 12:55 PM
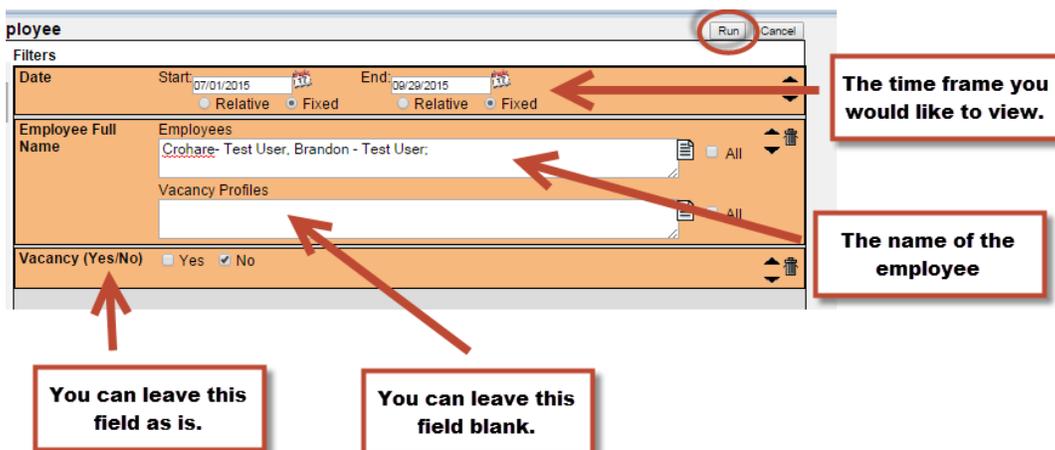
5. Set your report preferences as shown below then click Run.

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

7. All done!