

How to Create an Administrative Report

1. www.esped.com
2. Click “Member Login”
3. Type in “User name”
4. Type in “Password”
5. Click on “Login” or press “Enter” key
6. Click on “Administration Reports”
7. Highlight report
8. Enter “Start” and “End” date (if you want specific time period)
9. Click on desired boxes for more specific information
10. Click on “Create”
11. Window appears with “**New**” or “**Working**” in red
12. Click on “Refresh”
13. Window appears with “Done” in black
14. Click on “View”
15. View the document; can print by clicking on the printer icon