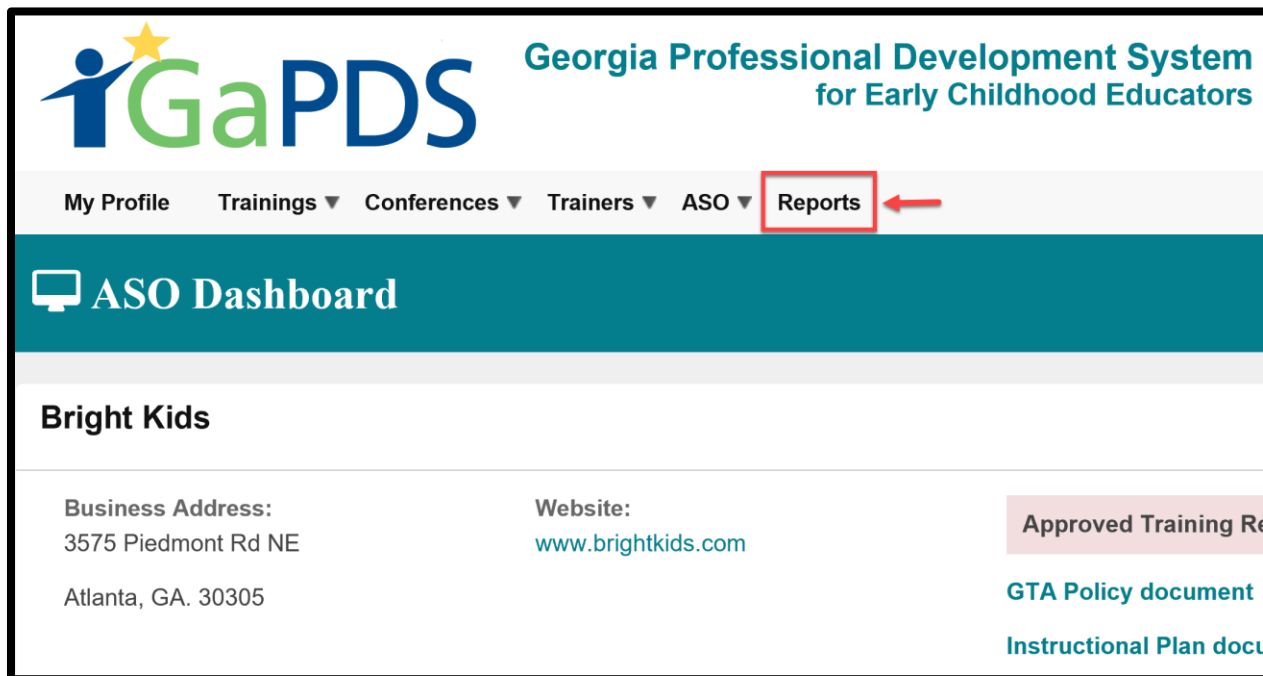


## How to View ASO Reports

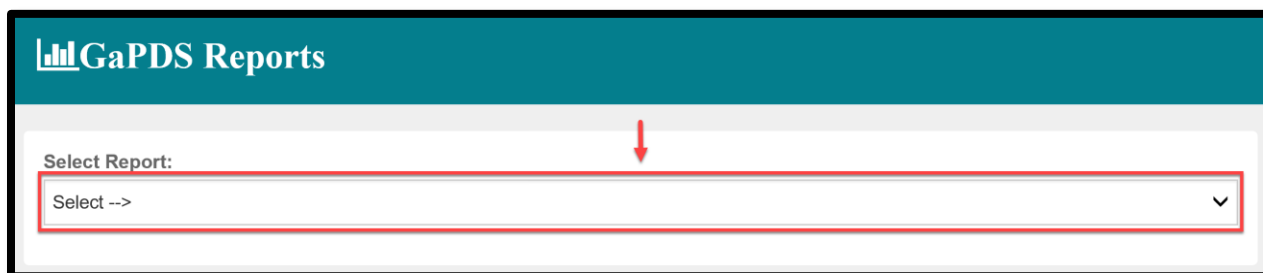
### ASO Trainer Report – by ASO Trainer:

1. Log in to GaPDS as an ASO Admin or an ASO Trainer Admin and click on the “**Reports**” tab.



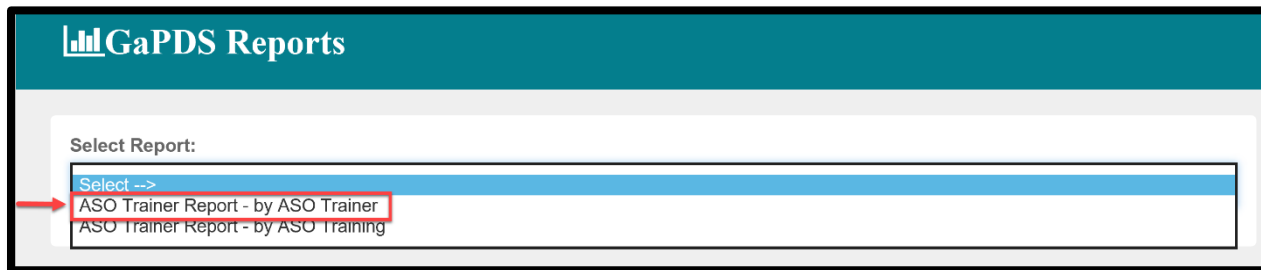
The screenshot shows the ASO Dashboard interface. At the top left is the iGaPDS logo. To its right is the text "Georgia Professional Development System for Early Childhood Educators". Below this is a navigation menu with items: "My Profile", "Trainings", "Conferences", "Trainers", "ASO", and "Reports". The "Reports" item is highlighted with a red box and a red arrow pointing to it from the right. Below the navigation menu is a teal header with a monitor icon and the text "ASO Dashboard". Underneath is a section titled "Bright Kids" with contact information: "Business Address: 3575 Piedmont Rd NE, Atlanta, GA. 30305" and "Website: www.brightkids.com". To the right of this information are links for "Approved Training Re", "GTA Policy document", and "Instructional Plan docu".

2. On the ‘GaPDS Reports’ page, click on the “**Select Report**” dropdown.

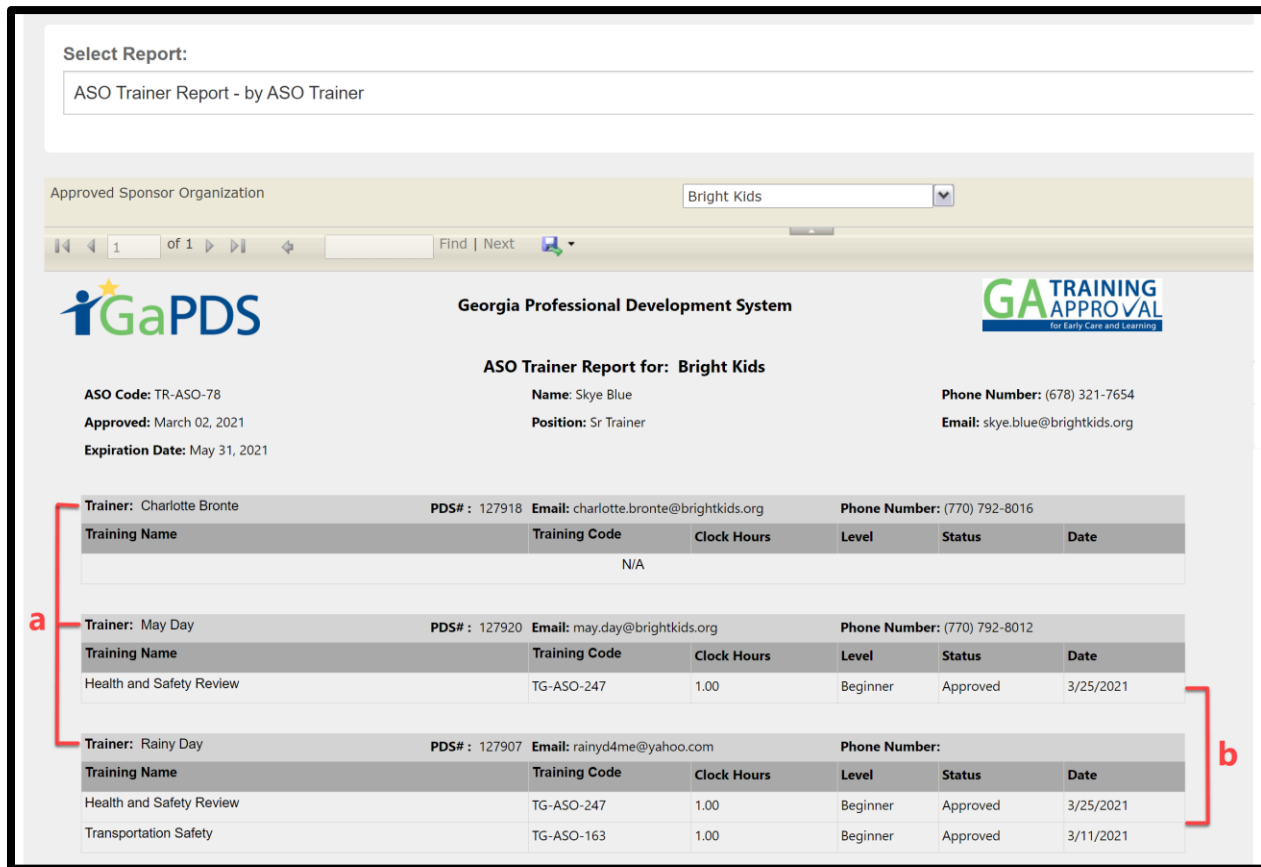


The screenshot shows the "GaPDS Reports" page. It features a teal header with a bar chart icon and the text "GaPDS Reports". Below the header is a "Select Report:" label. Underneath is a dropdown menu with the text "Select -->" and a downward arrow icon on the right. A red box highlights the dropdown menu, and a red arrow points down to it from above.

3. Select “ASO Trainer Report – by ASO Trainer”.



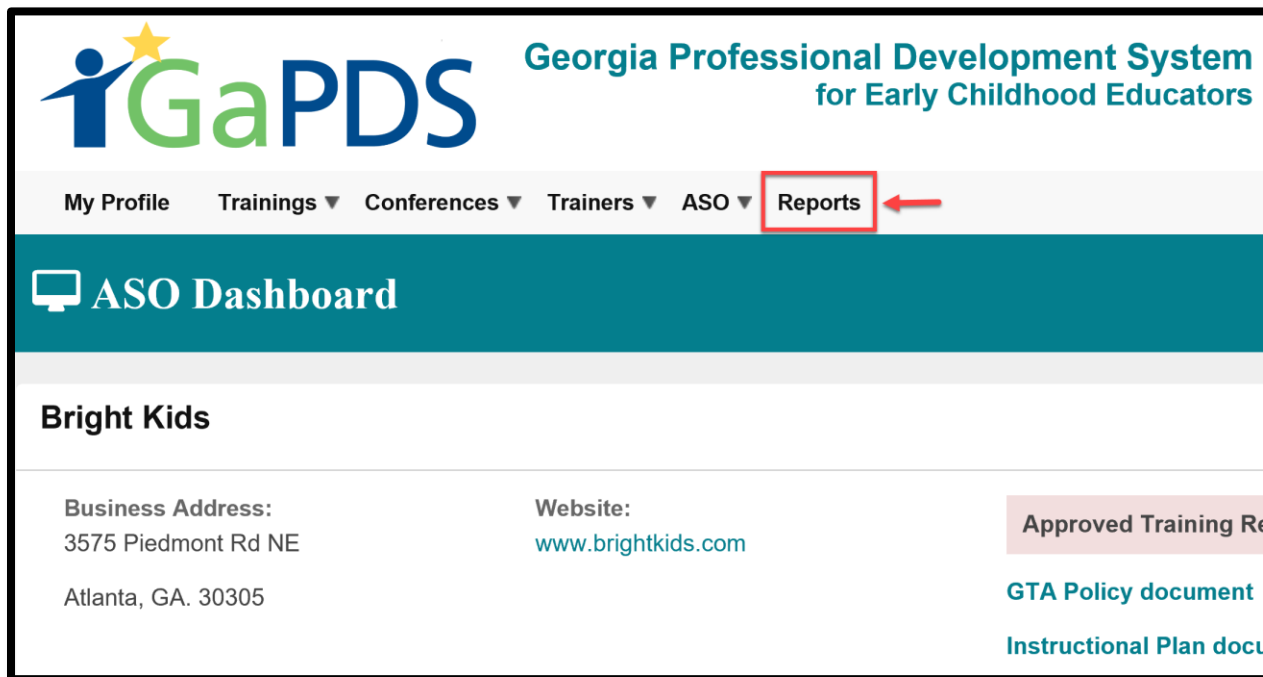
4. The **ASO Trainer Report – by ASO Trainer** displays (a) ASO Trainers associated with the ASO and (b) trainings assigned to the ASO Trainer.



**Note:** An ASO Trainer cannot view ASO Reports.

**ASO Trainer Report – by ASO Trainings:**

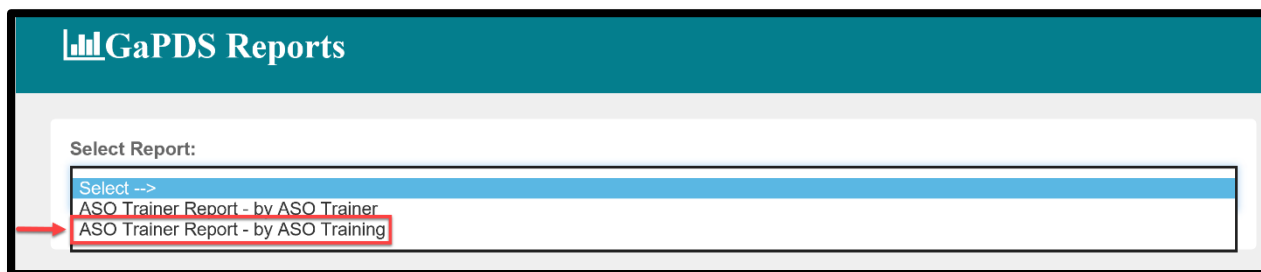
1. Log in to GaPDS as an ASO Admin or an ASO Trainer Admin and click on the “**Reports**” tab.



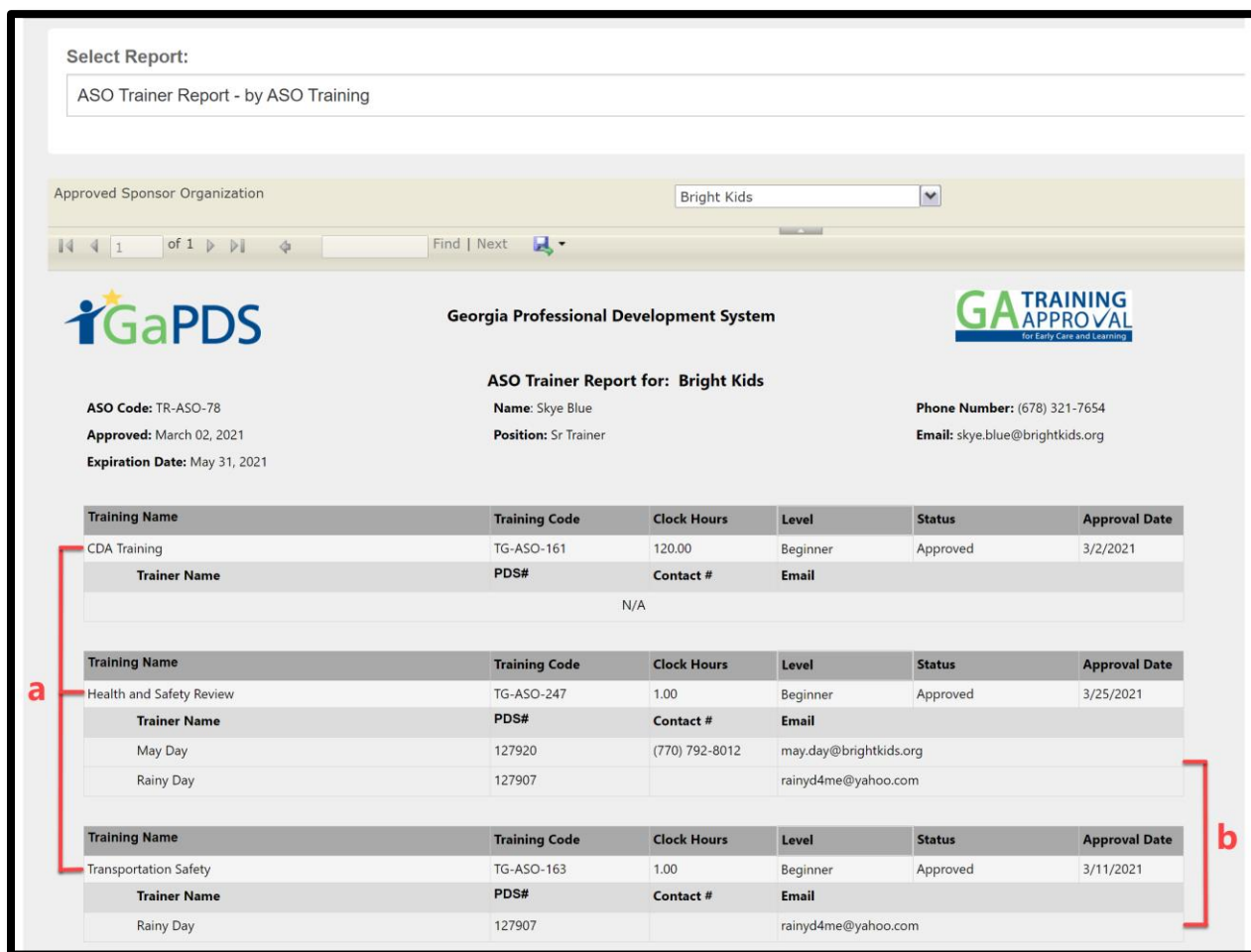
2. On the ‘GaPDS Reports’ page, click on the “**Select Report**” dropdown.



3. Select “ASO Trainer Report – by ASO Training”.



4. The **ASO Trainer Report – by ASO Trainings** displays (a) trainings associated with the ASO and (b) ASO Trainers assigned to the trainings.



**ASO Trainer Report for: Bright Kids**

**ASO Code:** TR-ASO-78  
**Approved:** March 02, 2021  
**Expiration Date:** May 31, 2021

**Name:** Skye Blue  
**Position:** Sr Trainer

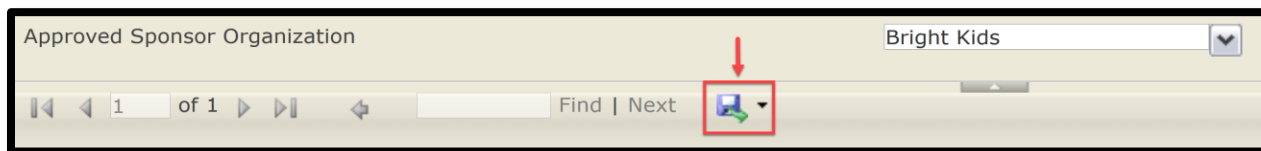
**Phone Number:** (678) 321-7654  
**Email:** skye.blue@brightkids.org

Training Name	Training Code	Clock Hours	Level	Status	Approval Date												
CDA Training	TG-ASO-161	120.00	Beginner	Approved	3/2/2021												
<table border="1"> <thead> <tr> <th>Trainer Name</th> <th>PDS#</th> <th>Contact #</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td colspan="4">N/A</td> </tr> </tbody> </table>						Trainer Name	PDS#	Contact #	Email	N/A							
Trainer Name	PDS#	Contact #	Email														
N/A																	
Health and Safety Review	TG-ASO-247	1.00	Beginner	Approved	3/25/2021												
<table border="1"> <thead> <tr> <th>Trainer Name</th> <th>PDS#</th> <th>Contact #</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>May Day</td> <td>127920</td> <td>(770) 792-8012</td> <td>may.day@brightkids.org</td> </tr> <tr> <td>Rainy Day</td> <td>127907</td> <td></td> <td>rainyd4me@yahoo.com</td> </tr> </tbody> </table>						Trainer Name	PDS#	Contact #	Email	May Day	127920	(770) 792-8012	may.day@brightkids.org	Rainy Day	127907		rainyd4me@yahoo.com
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May Day	127920	(770) 792-8012	may.day@brightkids.org														
Rainy Day	127907		rainyd4me@yahoo.com														
Transportation Safety	TG-ASO-163	1.00	Beginner	Approved	3/11/2021												
<table border="1"> <thead> <tr> <th>Trainer Name</th> <th>PDS#</th> <th>Contact #</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Rainy Day</td> <td>127907</td> <td></td> <td>rainyd4me@yahoo.com</td> </tr> </tbody> </table>						Trainer Name	PDS#	Contact #	Email	Rainy Day	127907		rainyd4me@yahoo.com				
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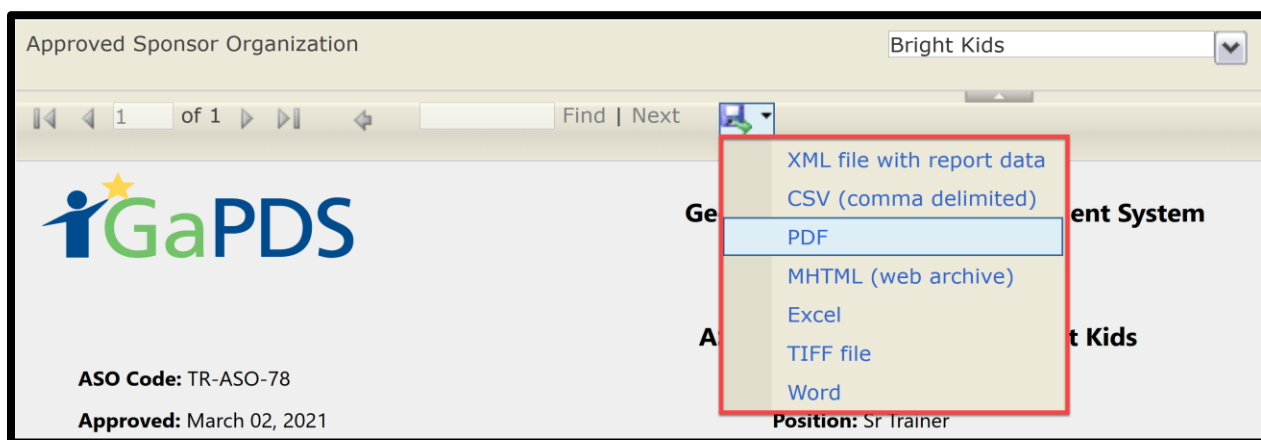
**Note:** An ASO Trainer cannot view ASO Reports.

## Export the Reports

1. To export a report, click on the “Export” icon.



2. Select a format.



3. Open the report. Some browsers may require you to click “Ok” before opening the report.

iGaPDS		Georgia Professional Development System		GA TRAINING APPROVAL for Early Care and Learning	
<b>ASO Trainer Report for: Bright Kids</b>					
<b>ASO Code:</b> TR-ASO-78	<b>Name:</b> Skye Blue	<b>Phone Number:</b> (678) 321-7654			
<b>Approved:</b> March 02, 2021	<b>Position:</b> Sr Trainer	<b>Email:</b> skye.blue@brightkids.org			
<b>Expiration Date:</b> May 31, 2021					
<b>Trainer:</b> Charlotte Bronte	<b>PDS# :</b> 127918	<b>Email:</b> charlotte.bronte@brightkids.org	<b>Phone Number:</b> (770) 792-8016		
Training Name	Training Code	Clock Hours	Level	Status	Date
N/A					
<b>Trainer:</b> May Day	<b>PDS# :</b> 127920	<b>Email:</b> may.day@brightkids.org	<b>Phone Number:</b> (770) 792-8012		
Training Name	Training Code	Clock Hours	Level	Status	Date
Health and Safety Review	TG-ASO-247	1.00	Beginner	Approved	3/25/2021
<b>Trainer:</b> Rainy Day	<b>PDS# :</b> 127907	<b>Email:</b> rainyd4me@yahoo.com	<b>Phone Number:</b>		
Training Name	Training Code	Clock Hours	Level	Status	Date
Transportation Safety	TG-ASO-163	1.00	Beginner	Approved	3/11/2021