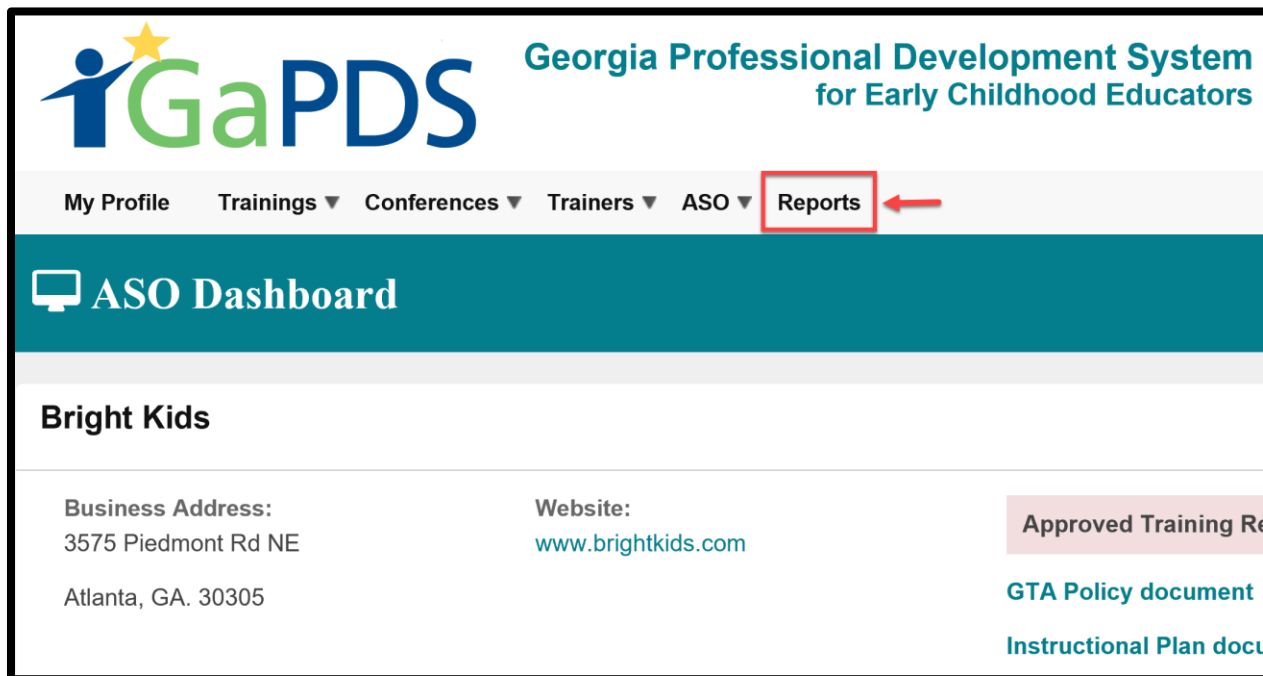# How to View ASO Reports

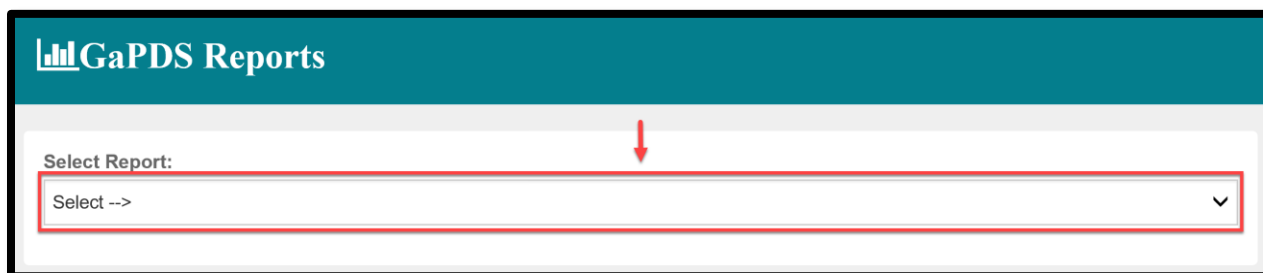**ASO Trainer Report – by ASO Trainer:**

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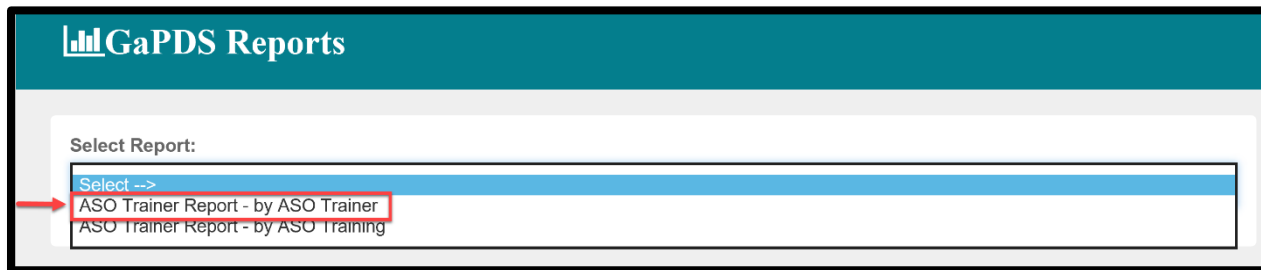

2. On the 'GaPDS Reports' page, click on the "**Select Report**" dropdown.

Bright from the Start: Georgia Department of Early Care and Learning

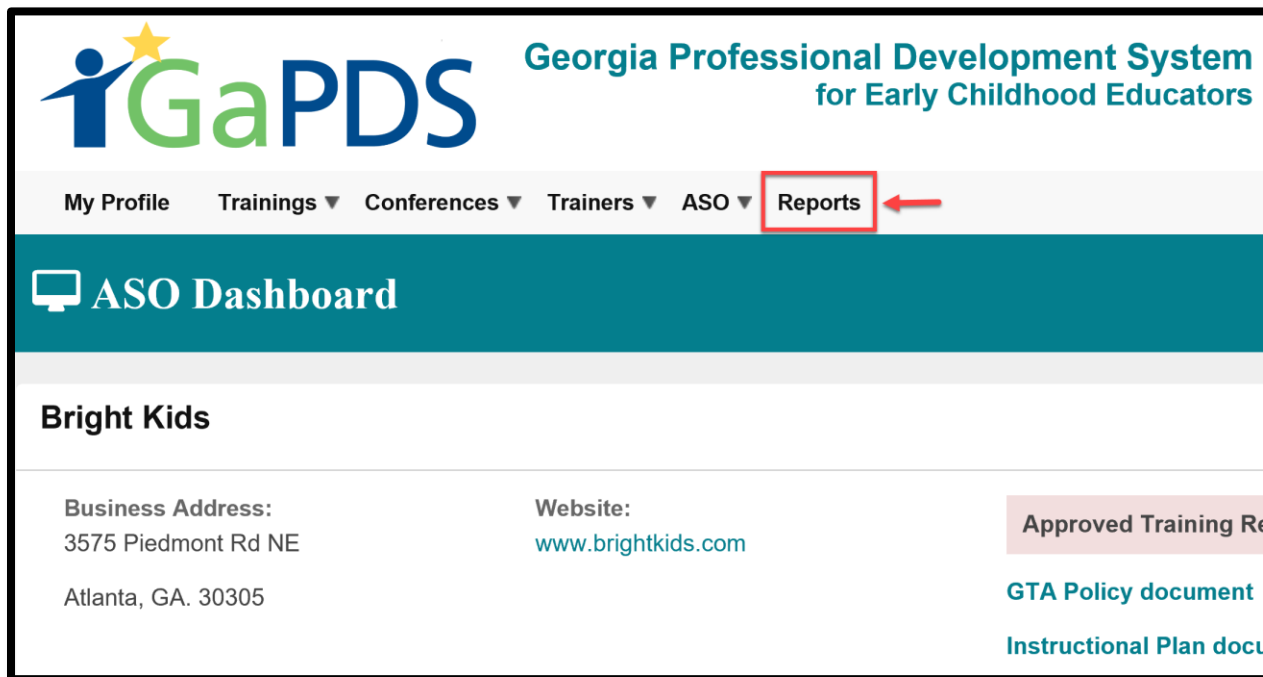3. Select "**ASO Trainer Report – by ASO Trainer**".

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.

Bright from the Start: Georgia Department of Early Care and Learning

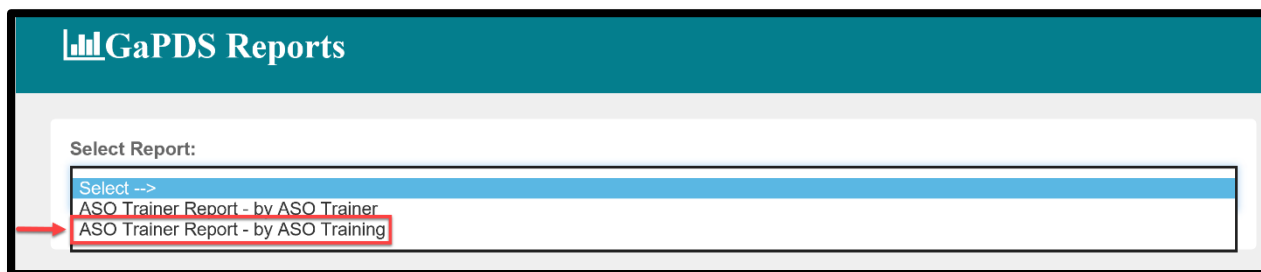**ASO Trainer Report – by ASO Trainings:**

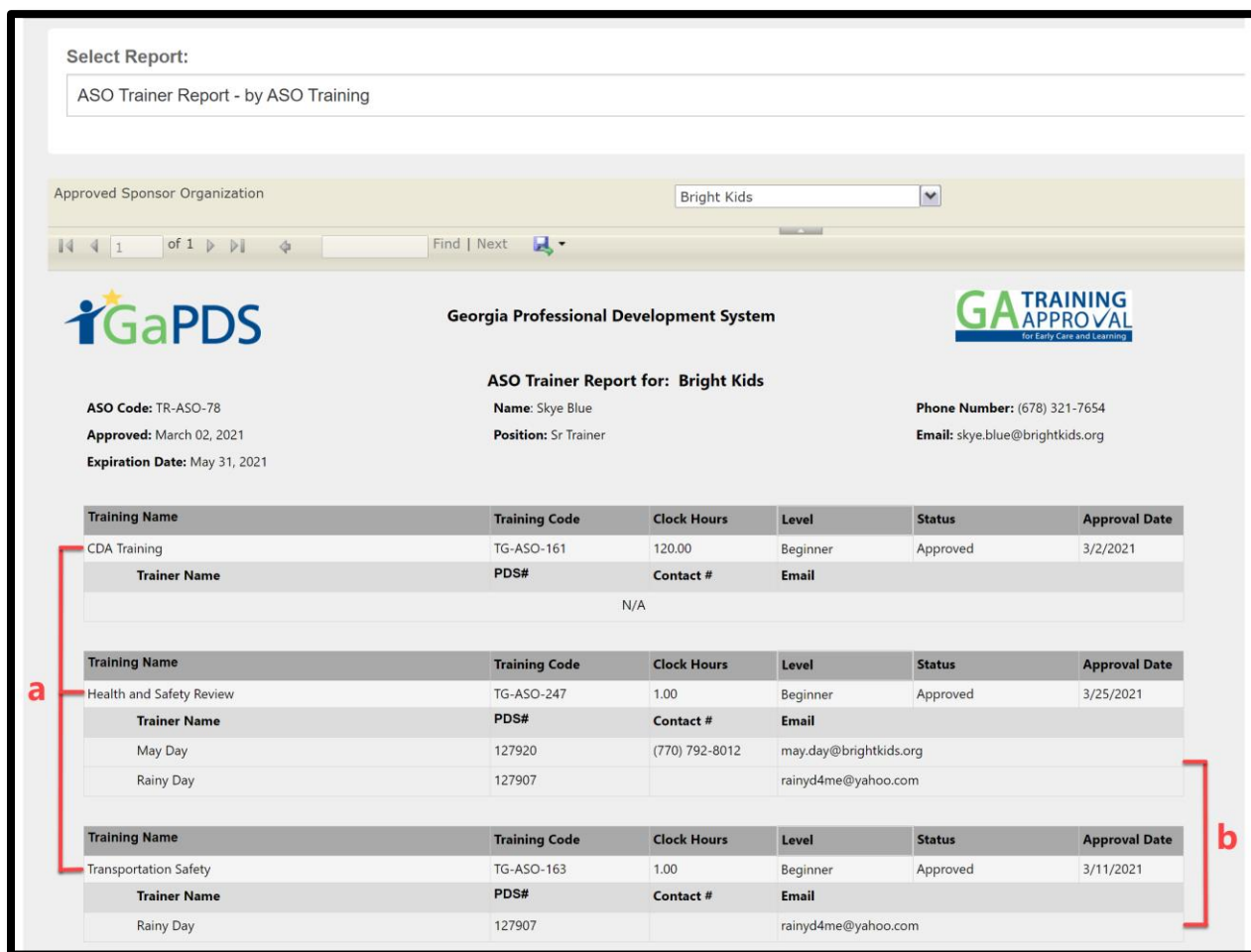1. Log in to GaPDS as an ASO Admin or an ASO Trainer Admin and click on the "**Reports**" tab.

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.

Note: An ASO Trainer cannot view ASO Reports.

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Export the Reports

1. To export a report, click on the "**Export**" icon.
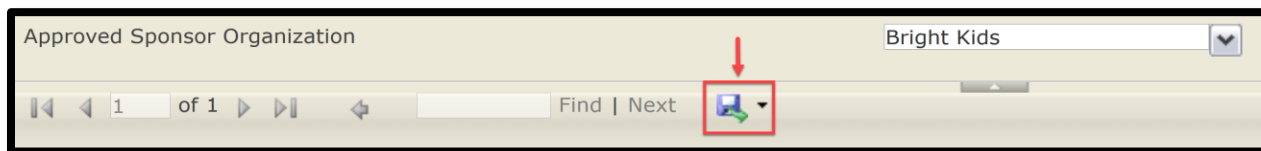
2. Select a format.
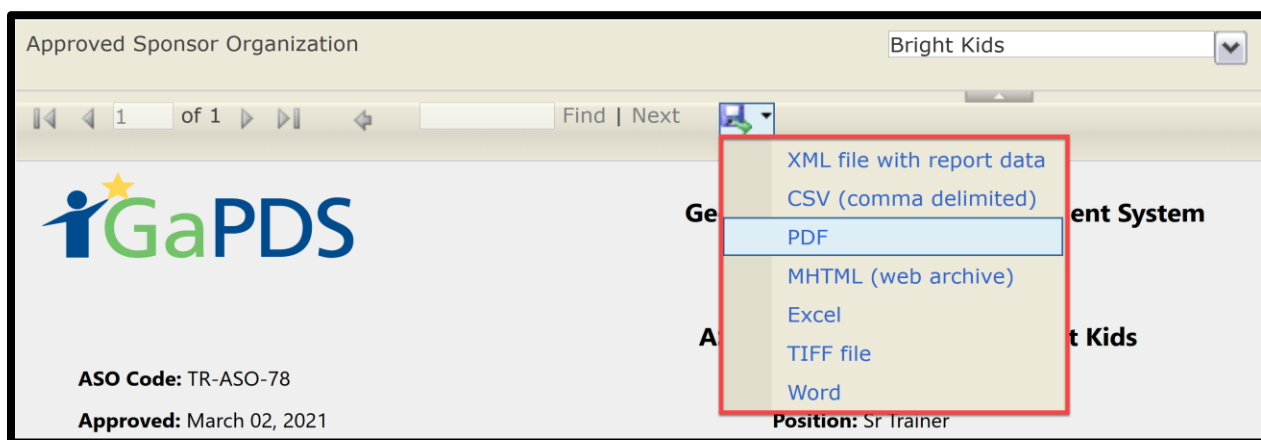
3. Open the report. Some browsers may require you to click "**Ok**" before opening the report.

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