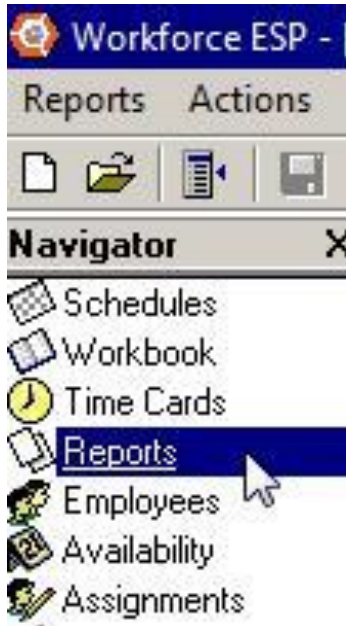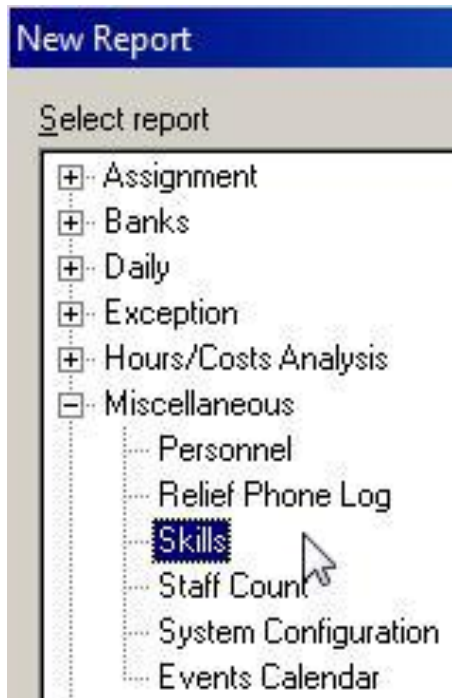# Running Reports on ESP

1. Click on **Reports**

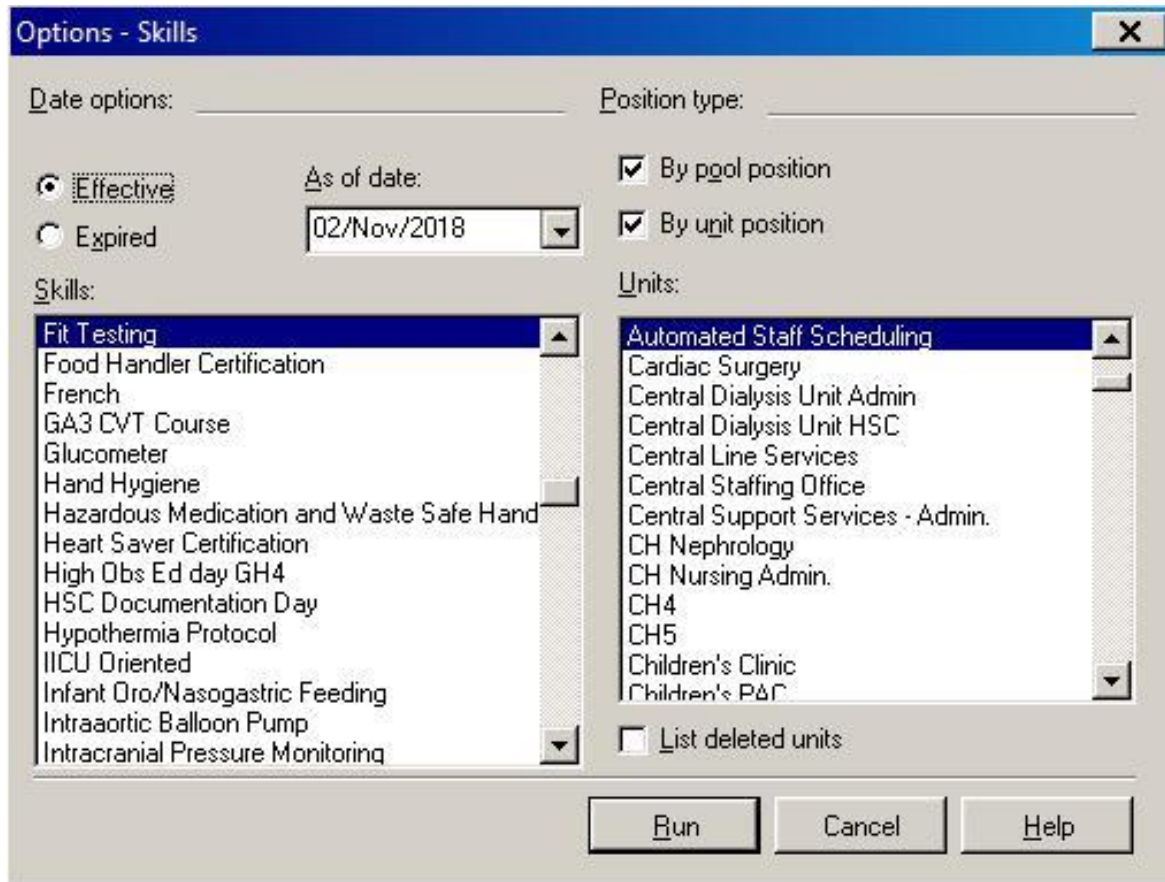2. Click on **Miscellaneous** then double click on **Skills**

3. Depending on what you would like to report on (expired/effective), you can change the options. The only issue is if an employee didn't have the fit testing skill uploaded from SAP, you won't be able to report for either expired or effective.