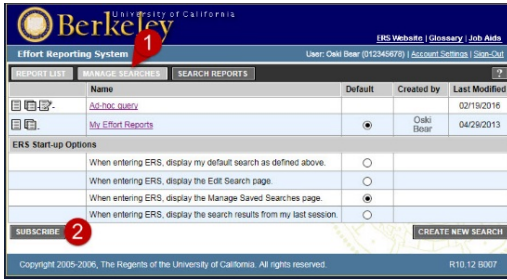


# Effort Reporting System (ERS) Quick Guide for Reviewers

## Subscribing to a PI's "My Projects" List

1. Select "Manage Searches" from the top drop-down menu.
2. Click the "SUBSCRIBE" button on the bottom-left of the screen, and a new window and webpage will open.



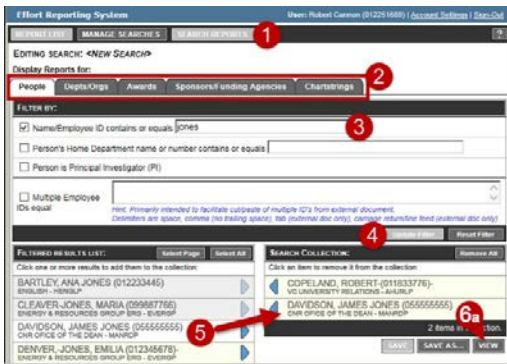
3. Enter the name of your PI, and...
4. ...click the "Update Filter" button on this new page.



5. Click the "SUBSCRIBE" button to the right of their name to add their "My Projects" search to the "Manage Searches" page
6. Repeat starting from step 2 for each PI under your responsibility.

## Searching for Specific Effort Reports

1. Select the "Search Effort Reports" option from the top drop down menu.
2. Select the criteria tab on which you want to base your search.
3. Enter your criteria...
4. ...and click the "Update Filter" button



5. Click on one or more of your results to add them to the "Search Collection" column on the right-hand side.

Repeat steps 3 and 4 to add additional entries.

- 6a. Click the "View" box to see your results without saving...



- 6b. ...Or click the "Save" box to reuse your custom search again in the future from the "Manage Saved Searches" page.

## Viewing, Editing, and Sending Your Searches

1. You can access, all of your subscribed and saved searches by selecting "Manage Searches" from the main page.
2. Select the appropriate icon to the left of the search's name, to edit, delete, or email your search to another person.
3. Clicking on the name of the search or My Projects list, will bring up the list of effort reports resulting from your search.



## Working With a List of Effort Reports

1. Select the desired "Status" and "Reporting Period" you would like to view.
2. Click on the name of the employee to bring up their report.
3. Click on the appropriate box to export, email, print or the list.



## Working With a Specific Effort Report

1. Line entries are grouped by specific project.
2. Click the "View Payroll Details" box to see all transactions and calculations.
3. Click the appropriate box and save the record, if the report requires multiple certifications or cost share.

