Enabling Multiple Certifications on ERS
Welcome to the Enabling Multiple Certifications on ERS module. In this module you will learn how to activate and deactivate the multiple certifications functionality on an Effort Report.
Why Require Multiple Certification?

Effort Reports can generally be certified either by the individual or by a supervisor or someone with first hand knowledge of the work performed.

However, when an individual works on multiple projects, has multiple supervisors, and/or is not aware of which projects their effort is benefiting their Effort Report may require multiple certifications.
ERS makes it easy to enable and track multiple certifications on Effort Reports.

Reviewers and certifiers are able to activate this feature. Once activated, review and certification of the Effort Report is required on a line by line basis.
How to Enable the Multiple Certification Capability

To enable the ERS multiple certification capability:

- Access the Effort Report that requires multiple certification.

- Click the **check box** adjacent to “Report requires multiple certifications” in the **Report Options** window.
Access the Effort Report that requires multiple certification in Edit mode.
Click on the check box adjacent to “Report requires multiple certifications” in the Report Options window.
An ERS Alert requests you confirm your multiple certification request.

Click **OK** to confirm.

Click **Cancel** to cancel.
Effort Reports designated as requiring multiple certification will display a new column of click boxes titled **Line Certified** to the far right of the lines for each sponsored project.
Enabling Multiple Certification (Cont’d)

In addition to the line certified column, ERS displays a message on the Effort Report that says “This report will remain open until all lines of the report have been certified.”
Once multiple certification is enabled ERS requires that effort on each sponsored project line be individually certified.

Since the Effort Report is not considered to be certified until all lines have been certified, it is possible to continue to make changes after the Effort Report has been partially certified.

It is also possible to “uncertify” individual lines which had previously been certified.
Enabling Multiple Certification (Cont’d)

This can be done simply by clicking on the Line Certified button at the far right of the line.

It is also possible to deactivate the Multiple Certifications choice if the Multiple Certification was activated in error or if it has been determined that a single individual can certify the Effort Report.
To deactivate multiple certification:

• Access the Effort Report

• Click on the **check box** adjacent to “Report requires multiple certifications” in the Report Options window.

This box will contain a check mark; when you click on the check box you are deactivating multiple certification.
ERS Alert prompts you to confirm your request to stop requiring multiple certification.

Click **OK** to confirm.

Click **Cancel** to cancel the request.
When you confirm, ERS displays the revised Effort Report.

Note the **Line Certified** column is gone and the check box in the **Report Options** window is unchecked.

Multiple certification is no longer activated on this Effort Report.
If the Multiple Certification option is deactivated AFTER one or more line certifications have taken place, those lines will now be uncertified.

If a previously certified line is uncertified by clicking the Line Certified box, that line will also be considered to be uncertified.

If either of these “uncertifying” actions takes place ERS will send an email notification to alert the individual(s) who certified the line(s) that the certification has now been removed.

A detailed explanation of how to line certify Effort Reports is provided in the Multiple Certifications module.
Conclusion

This concludes the Enabling Multiple Certifications on ERS module.

In this module you learned how to activate and deactivate the multiple certifications capability on ERS.