

# Report Lists Effort Reporting System



# Introduction

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Welcome to the Report Lists module. In this module you will learn about the Effort Report List functionality and how to use report lists to monitor the status of effort reports and the certification process.

## Report Lists – Overview

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ERS gives you the ability to search the effort reporting database using various filtering devices to create search criteria. The results of your search can be saved, printed or shared.

You can run searches at any time and ERS will produce a Report List based on your search criteria.

Each Report List shows a list of Effort Reports that matched your search criteria.

Authorized users may view and re-sort the list using various report list sorting options.

# The Effort Report List

This is an example of a typical **Effort Report List**.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

# The Effort Report List

The lower portion of the screen displays the **Report List** specified on the **Display Saved Search**.

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Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

# The Report List

The **Report List** indicates the reporting **Period**, who the report is **For**, when it was **Last Modified** and the **Status** of each of the Effort Reports on the list.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)

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# The Report List

You can sort the list by clicking on a **column** name:

- **Period:** sorts the list by reporting period
- **For:** sorts the list alphabetically by name
- **Last Modified:** sorts the list by date the Effort Report was last modified
- **Status:** sorts the list by status (e.g., open, certified, etc.)

The screenshot displays the 'Effort Reporting System' interface for the University of California. The user is identified as GRAGYRU DONN (333520644). The main section is titled 'EFFORT REPORT LIST' and includes a search bar with 'Display Saved Search:' and buttons for 'Manage Searches...' and 'Create New...'. Below this, there are 'Reporting Periods' options: 'All' (selected) and 'Select:'. The report list is for 'My Projects' and includes buttons for 'Export List', 'Send List', and 'Print List'. The table has four columns: 'Period', 'For', 'Last Modified', and 'Status'. The 'Status' column is highlighted with a red box. The table contains 10 rows of data, each representing an effort report for 'Winter 04/05 11/12 Academics' with various faculty names and dates.

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd
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Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display  reports per page      displaying 1 to 10 (10 total)

# The Report List

In this example, the list has been sorted by **Status**.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period ^	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)



# The Report List

Authorized users can access individual Effort Reports from the Report List.

Click the view icon to access the Effort Report in **view** mode.

Click the edit icon to access the Effort Report in **edit** mode.

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






Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My PROJECTS* Export List Send List Print List

Period	For	Last Modified	Status
 Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
 View Report Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIGOAL (138660204)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)

# Display Saved Search

Click on the name of the search you wish to display.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: Core Team Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My PROJECTS* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIGOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)

# Display Saved Search

Once a new saved search is selected, ERS displays a current list of Effort Reports that match the criteria in the saved search.

The **Saved Search** name, in this case **Core Team** is displayed in the **Display Saved Search** drop-down menu as well as the **Report List** title.

The screenshot shows the UNIVERSITY of CALIFORNIA Effort Reporting System interface. At the top, it displays the user name 'GRAGYRU DONN (333520644)' and links for 'Account Settings' and 'Sign-Out'. The main section is titled 'EFFORT REPORT LIST' and features a 'Display Saved Search' dropdown menu set to 'Core Team'. There are buttons for 'Manage Searches...' and 'Create New...'. Below this, the 'Reporting Periods' are set to 'All' with a radio button, and a dropdown menu shows 'Winter 04/05 11/12 Academics'. The report list is titled 'REPORT LIST FOR: CORE TEAM' and includes buttons for 'Export List', 'Send List', and 'Print List'. The table below has columns for 'Period', 'For', 'Last Modified', and 'Status'. A single report is listed: 'Q1 04/05 - Non-academics' for 'AADS, PIOLI JAIN (738621516)', last modified '01/11/2006 - v1.2', with a status of 'Not Required'. At the bottom, it shows 'Display 20 reports per page' and 'displaying 1 to 1 (1 total)'. A copyright notice at the very bottom reads 'copyright 2005 - 2006, The Regents of the University of California, All rights reserved.'

Period	For	Last Modified	Status
Q1 04/05 - Non-academics	AADS, PIOLI JAIN (738621516)	01/11/2006 - v1.2	Not Required

# Reporting Periods

**Reporting periods:**  
ERS will sort reports on the displayed Report List by reporting period.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My PROJECTS* Export List Send List Print List

Period	For	Last Modified	Status
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Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)

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# Reporting Periods

Click on the drop down menu to determine what reporting periods are represented in the search query.

The screenshot displays the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. At the top, the user is identified as 'GRAGYRU DONN (333520644)'. The main section is titled 'EFFORT REPORT LIST' and includes a search bar with 'My Projects' selected. A 'Reporting Periods' dropdown menu is open, showing options: 'All', 'Select', 'Fall 04/05 9/12 Academics', 'Winter 04/05 11/12 Academics', 'Winter 04/05 9/12 Academics', 'Fall 04/05 9/12 Academics', 'Summer 04/05 11/12 Academics', and 'Q1 04/05 - Non-academics'. Below the menu is a table with columns for 'Period', 'For', and 'Last Modified'. The table currently shows no data. At the bottom, it indicates 'Display 20 reports per page' and 'displaying 0 to 0 (0 total)'. A copyright notice for 2005-2006 is visible at the very bottom.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

EFFORT REPORT LIST

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Fall 04/05 9/12 Academics  
Winter 04/05 11/12 Academics  
Winter 04/05 9/12 Academics  
Fall 04/05 9/12 Academics  
Summer 04/05 11/12 Academics  
Q1 04/05 - Non-academics

REPORT LIST FOR: My PROJECTS

Period	For	Last Modified
-	-	-

Display 20 reports per page displaying 0 to 0 (0 total)

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# Reporting Periods

Note that the selected reporting periods are displayed on the Report List.

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Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My PROJECTS* Export List Send List Print List

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Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIGOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

# Reporting Periods

When you chose a reporting period, ERS automatically fills the **Select** circle and then regenerates the report. Note the report now lists only reports for the reporting period specified – Winter 04/05 11/12 Academics.

The screenshot shows the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. The user is identified as GRAGYRU DONN (333520644). The page title is 'EFFORT REPORT LIST'. A dropdown menu for 'Display Saved Search' is set to 'My Projects'. The 'Reporting Periods' section shows 'All' selected, but a dropdown menu is open, highlighting 'Winter 04/05 11/12 Academics'. Below this, the report list is titled 'REPORT LIST FOR: My PROJECTS'. The table has columns for 'Period', 'For', and 'Last'. The 'Period' column is filtered to show only 'Winter 04/05 11/12 Academics'. The table contains 10 rows of data, each representing a report for a specific user. At the bottom, there is a 'Display 20 reports per page' option and a status bar indicating 'displaying 1 to 10 (10 total)'.

Period	For	Last	
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRKI (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

# Reporting Periods

You can now sort this new list alphabetically, by when reports were last modified, and by status.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
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Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)



# The Report List

The Report List and/or an individual Effort Report on the list can be exported, sent or printed using the highlighted buttons.

UNIVERSITY OF CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

**REPORT LIST FOR: *My Projects*** [Export List](#) [Send List](#) [Print List](#)

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

Display 20 reports per page displaying 1 to 10 (10 total)

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# The Report List

Click on the **Export List** button to...

UNIVERSITY of CALIFORNIA





















Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics ▼

**REPORT LIST FOR: My PROJECTS** [Export List](#) [Send List](#) [Print List](#)

Period	For	Last Modified	Status ▲
  Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
  Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
  Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
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  Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
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  Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
  Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open
  Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd

# Export List

Export List. You will be asked if you want to open or save the file. Click **Save**.

The screenshot shows the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The file details are: Name: reportList.xls, Type: Microsoft Excel Worksheet, From: ucop010107.ucop.edu. The dialog has 'Open', 'Save', and 'Cancel' buttons, and a checked option for 'Always ask before opening this type of file'. A security warning is also present: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The background interface includes a search bar, a dropdown menu for '04/05 11/12 Academics', and buttons for 'List', 'Send List', and 'Print List'. A table of reports is visible below the dialog:

Period	Status
Winter 04/05 11/12 Aca	Open
Winter 04/05 11/12 Aca	Open
Winter 04/05 11/12 Aca	Open
Winter 04/05 11/12 Aca	Open
Winter 04/05 11/12 Aca	Open
Winter 04/05 11/12 Academics	Open
Winter 04/05 11/12 Academics	Open
Winter 04/05 11/12 Academics	Open
Winter 04/05 11/12 Academics	Open
Winter 04/05 11/12 Academics	Open
Winter 04/05 11/12 Academics	Certified/AdjustReqd

At the bottom, there is a pagination control: 'Display 20 reports per page' and 'displaying 1 to 10 (10 total)'.

# The Report List

Click on the **Send List** button to send the list via email to another person. A window will appear asking you to enter email information.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

# The Report List

Click on the **Print List** button to print the list.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

**EFFORT REPORT LIST** ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods:  All  Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
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Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)


# Print List

The list you wish to print is shown along with a **Print Report List** dialogue box.

University of California ~ Effort Reporting System  
EFFORT REPORT LIST :: MY PROJECTS  
Displaying All Available Periods

For	Last Modified	Status
AEG	2/06/2006 - v1.2	Open
CLIE	2/03/2006 - v1.0	Open
CYV	2/03/2006 - v1.0	Open
KOH	2/03/2006 - v1.0	Open
KRC	2/03/2006 - v1.0	Open
MEG	2/06/2006 - v2.0	Certified/AdjustReqd
MIL	2/03/2006 - v1.0	Open
PAR	2/03/2006 - v1.0	Open
SCH	2/03/2006 - v1.0	Open
SON, DYING (838615/73)	02/03/2006 - v1.0	Open

**PRINT REPORT LIST**

 To print this report list:

- Change the *orientation* in *Page Setup* to *landscape*.
- Turn on *Print background colors and images*.
- Select *Print* from the *File* menu or click *Print* below.

When you've finished printing, click the *Done* button below.

Printed for: GRAGYRU DONN on February 7, 2006

# Print List

Follow the instructions in the dialogue box to set up the page orientation and print background colors and images.


When you are done, print the report using the **File** menu or click on the **Print** button.

Click the **Done** button when you've executed the print command. ERS returns you to your Report List screen.

University of California ~ Effort Reporting System  
EFFORT REPORT LIST :: MY PROJECTS  
Displaying All Available Periods

For	Last Modified	Status
AEG	2/06/2006 - v1.2	Open
CLIE	2/03/2006 - v1.0	Open
CYV	2/03/2006 - v1.0	Open
KOH	2/03/2006 - v1.0	Open
KRC	2/03/2006 - v1.0	Open
MEG	2/06/2006 - v2.0	Certified/AdjustReqd
MIL	2/03/2006 - v1.0	Open
PAR	2/03/2006 - v1.0	Open
SCH	2/03/2006 - v1.0	Open
SON, DYING (838615/73)	02/03/2006 - v1.0	Open

**PRINT REPORT LIST**

 To print this report list:

- Change the *orientation* in *Page Setup* to *landscape*.
- Turn on *Print background colors and images*.
- Select *Print* from the *File* menu or click *Print* below.

When you've finished printing, click the *Done* button below.

Printed for: GRAGYRU DONN on February 7, 2006

## Conclusion

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This concludes the Report Lists module. In this module, you learned how to:

- Use searches to display report lists.
- Sort report lists by name, date last modified, reporting period and status.
- Monitor the status of the certification process by performing searches and sorting the results by various criteria, including open and overdue reports as well as status.