



★ Welcome to ERS Web-Based Training for ERS Coordinators



Welcome to the Web-Based Training for ERS Coordinators for the Effort Reporting System (ERS)

This ERS training program is provided in a modular, web-based format to allow maximum flexibility for the User. These modules will allow you to:

- View the modules at your convenience
- Complete some modules and return to complete others later
- Access only those modules needed based on how you will use ERS
- Access modules as an ongoing reference source

Welcome to ERS Web-Based Modules

The modules contained in this program have been selected specifically for ERS Coordinators.

The presentations convey information that makes it easy to understand how ERS works and how you can use the system to quickly complete the certifications process and monitor compliance.

Welcome to ERS Web-Based Modules

Modules are easy to use:

- Users control the pace of the modules by simply clicking through the presentation
- Modules contain audio to enhance the presentation, but can be used without audio as well. If you do not have audio available, or prefer not to use it, you may proceed through the modules by simply reading the text provided.

ERS Coordinator Program Content

There are 4 modules in the Effort Report Coordinator program:

- Policy ERS Coordination
- ERS Notifications
- Report Lists
- The Effort Report

Getting Started

We suggest that before you start, you print out the list of training modules at the beginning of this module. You can then use this as a checklist as you complete the modules and if you are interrupted or need to stop before you have completed all the modules, you will be able to pick up where you left off when you return to the program.

It should take approximately 20-30 minutes to complete the modules. Let's get started by reviewing the first module.