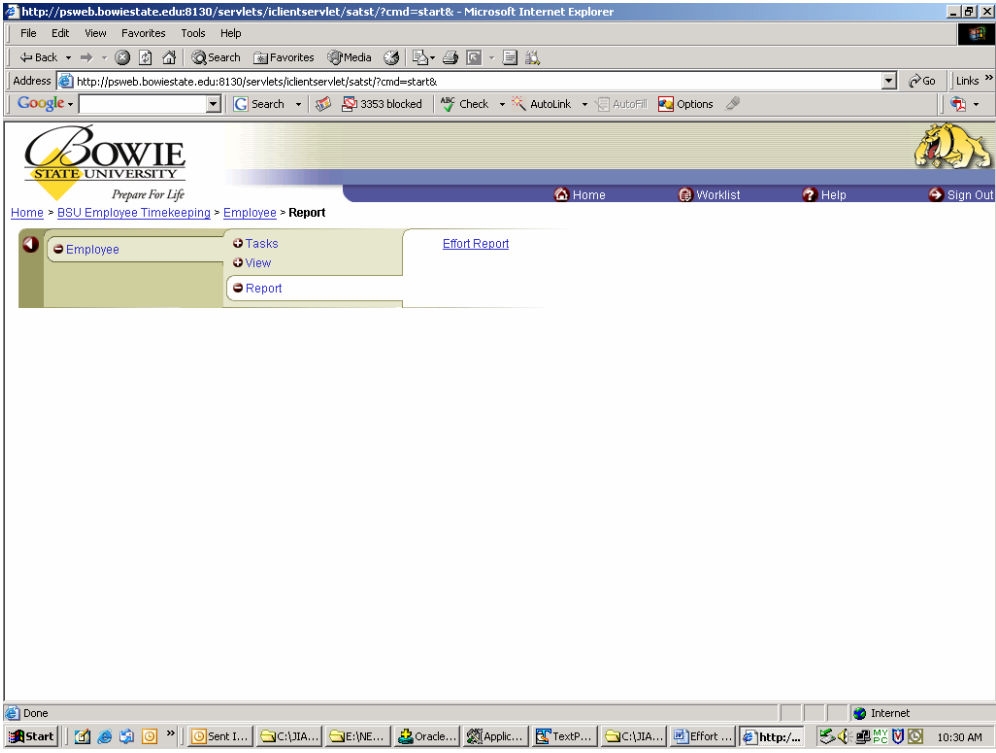
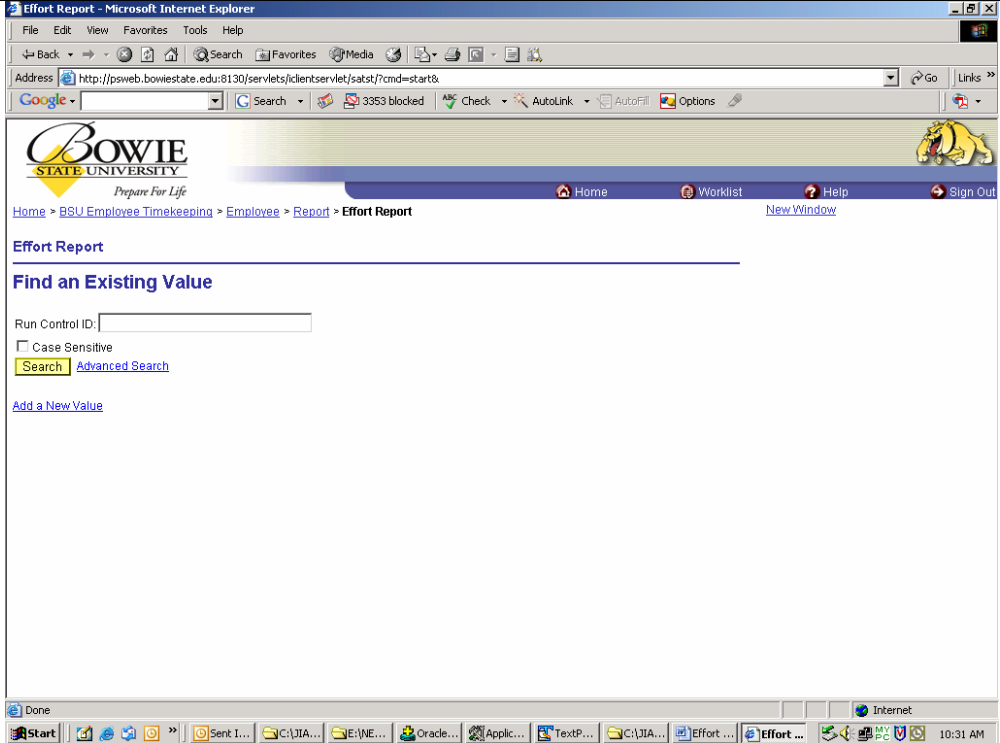
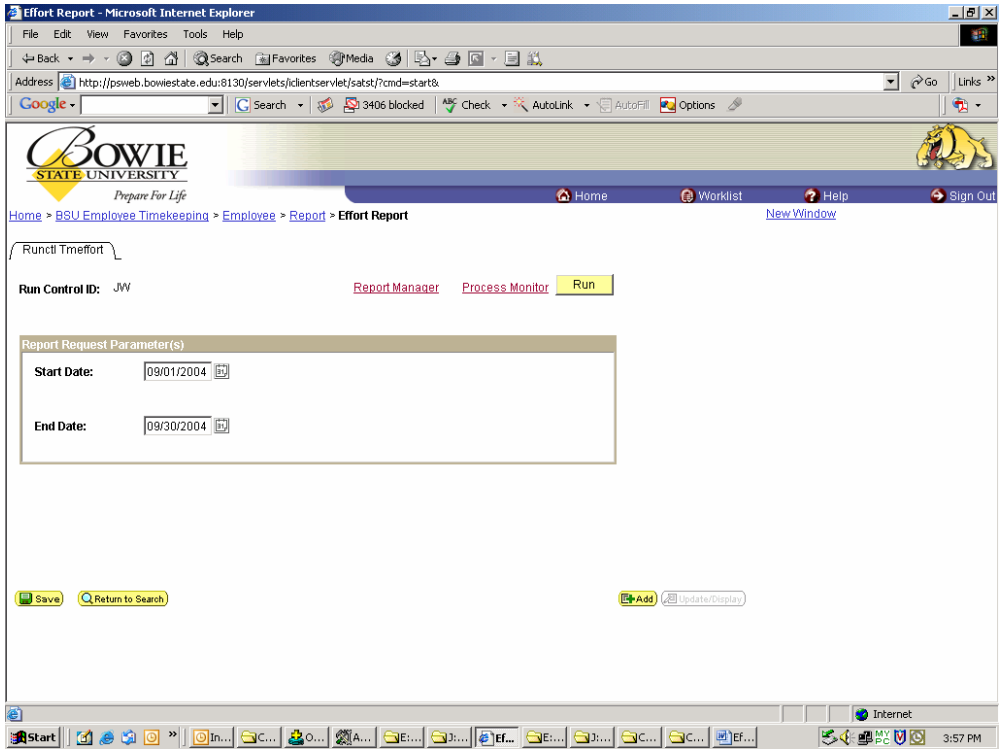


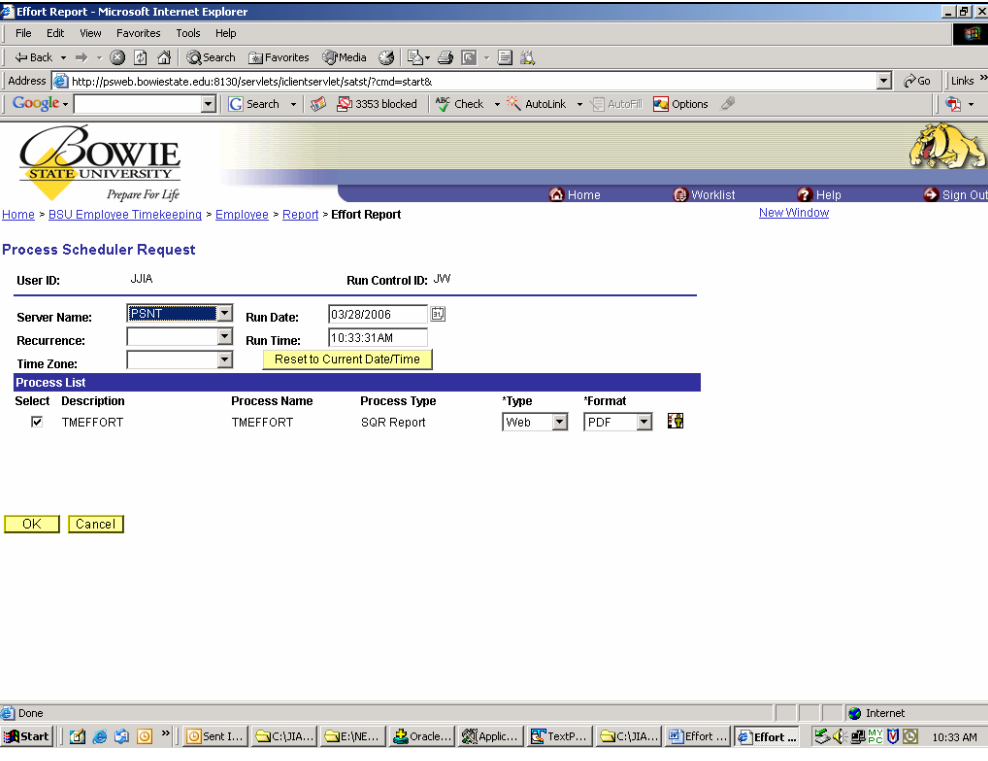
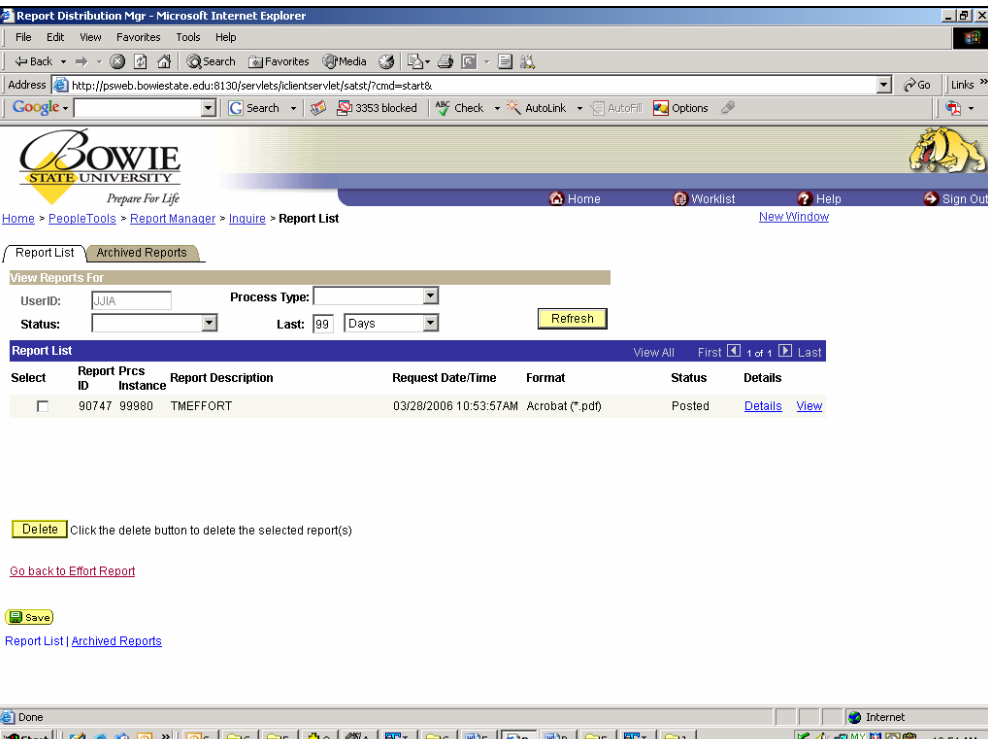
## Effort Report

<b>Step 1</b>	Sign onto PeopleSoft Human Resources by <a href="http://psweb.bowiestate.edu:8081/servlets/clientservlet/saprd/?cmd=login&amp;languageCd=ENG">http://psweb.bowiestate.edu:8081/servlets/clientservlet/saprd/?cmd=login&amp;languageCd=ENG</a>
<b>Navigation</b>	Navigate to <b>BSU Employee Timekeeping &gt; Employee &gt; Reports</b>
<b>Results</b>	 A screenshot of a Microsoft Internet Explorer browser window displaying the PeopleSoft Human Resources web application. The browser's address bar shows the URL: http://psweb.bowiestate.edu:8130/servlets/clientservlet/satst/?cmd=start&. The page header features the Bowie State University logo with the tagline "Prepare For Life" and navigation links for Home, Worklist, Help, and Sign Out. The main content area shows a breadcrumb trail: Home > BSU Employee Timekeeping > Employee > Report. Below the breadcrumb, there are three tabs: Employee, Tasks, and View. The Report tab is selected, and the page title is "Effort Report". The Windows taskbar at the bottom shows several open applications, including Oracle, Applc..., TextP..., and Effort ....
<b>Step 2</b>	Click on Effort Report, the following screen will appear.

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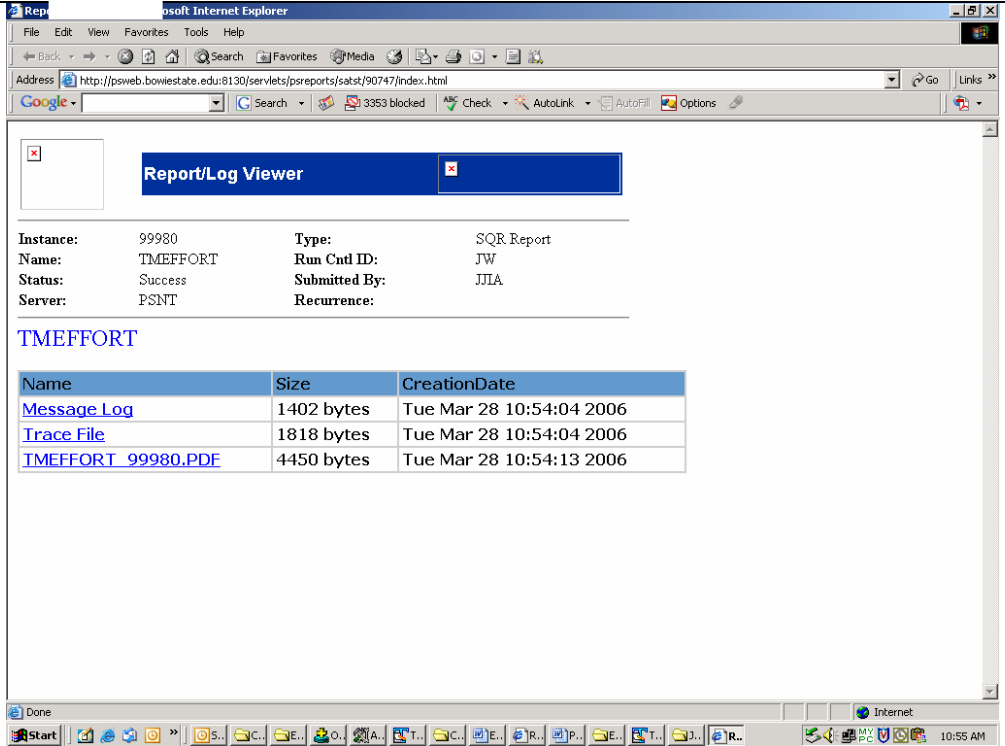
<p><b>Results</b></p>	
<p><b>Step 3</b></p>	<p>Click on search or add a new run control ID, the following screen will appear.</p>
<p><b>Results</b></p>	
<p><b>Step 4</b></p>	<p>Click prompt lookup Start Date and End Date to select for the desired dates, then click save and click run, the following screen will appear.</p>

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<p><b>Results</b></p>	
<p><b>Step 5</b></p>	<p>On the above screen check the select box and insure Server Name = PSNT, type = Web and format = PDF, then click OK.</p>
<p><b>Step 6</b></p>	<p>To see the reports go to the Report Manager click Refresh until Status = Posted.</p>
<p><b>Results</b></p>	

**Step 7** Click View for desired report. The following screen will appear:

**Results**



**Step 8** Right click on PDF report and click on open to view report. The report may also be saved to a disk. The following is example of Effort Report:

**Results**

