Employees may view effort reports dated between January 2004 and March 2013, within selected parameters, utilizing the Oracle Administrative Systems. The View OLD Effort Reports (Jan. 2004 – Mar. 2013) form is available on the following Oracle Administrative Systems responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Access Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAB HR Officer</td>
<td>View Old Effort Reports (Jan. 2004 – Mar. 2013) (restricted based on HR Organizational Security)</td>
</tr>
</tbody>
</table>

The **Find: Effort Report** window will load.
The scope of the report is dependent on the search criteria entered by the requestor. The fields available for search criteria are defined below. **NOTE:** Under the responsibility, **UAB Effort Report User**, the requestor may view only their personal effort reports.

The requestor may enter the employee’s name (Last Name, First Name) or may use the LOV in the **Employee Name** field to search for a specific individual. Once the employee has been determined, the **Employee Number** field will auto populate.

The requestor may enter the employee’s identification number (7 –digit) or may use the LOV in the **Employee Number** field to search for a specific individual. Once the employee number is selected, the **Employee Name** field will auto populate.

The requestor may search using the **Primary Organization** field. The data can be entered manually or chosen from the options provided by the LOV. The information extracted will be dependent on the employee's primary organization affiliation.

The **Effort Report Year** field must be entered manually. Once the year is entered, the requestor must select the effort report period.

The **Effort Report Period** search criterion allows the requestor to search according to a specific period of time.
Selecting the LOV in the **Effort Report Period** field will return a list of available data.

The **Period Dates** field will auto populate once the effort reporting period is selected.

To search for a specific document, the requestor may enter the document number in the **Document Number** field.

If an effort report has been generated more than one time for a reporting period, this is noted by a version number. To use the **Version** field, the requestor must enter data in the **Document Number** field as well.

The requestor may elect to query effort reports according to the status of the document by using the **Workflow Status** field.
Selecting the LOV in the **Workflow Status** field will return a list of available criteria. For more explanation on the definition of each status, click here.

The default parameters for the extract are indicated by a check mark. The requestor may select any combination or all of the requests (except for Search by Approver) according to the purpose of the extract.

Selecting **Show Only Active Efforts** will extract all effort reports in the following statuses: New, Certified, and Accepted.

Selecting **Show Only Latest Versions** will limit the extract to pull only the most current version of any effort report.
Selecting **Show Log With Eff Rep** will pull the effort report and open the document locator for the report in a separate window.

Selecting **Show Listing Before Export** will allow the requestor to view the list before the data is exported. The viewable data will be an overview of the detail presented in the report.

The requestor may elect to locate a document by searching using the approver's name. In order to do this, select **Search by Approver**. Once this radio button is selected, the other options are no longer available and the **Search by Approver** box is activated. **NOTE:** Under the responsibility, UAB Effort Report User, the requestor may utilize the approver search function.

The **Approver Name** field may be completed manually or by using the LOV. Once the name is selected, the **Approver Number** field will auto populate. The same will occur if the approver number is selected. **NOTE:** The approver number is the employee's BlazerID.

The **Search by Approver** will return a listing of all effort report documents located in an approver's worklist.

The requestor has the ability to determine how the extract data should be reported. The **Sort Listing By:** field allows the requestor to select from a variety of reporting layout options.
View Old Effort Reports (Jan. 2004 – Mar. 2013)

The action buttons allow the requestor to select the format in which the data will be reported.

Select **Export Eff Rep List** to have the report generated and sent to the requestor in an email notification.

The **Note** box will notify the requestor that the report has been submitted and will give the report number.

The report will be sent to the requestor as an attachment via an email notification.
View Old Effort Reports (Jan. 2004 – Mar. 2013)

Select *Show Effort Report* to view the results of the report on the screen.

The *Note* box will notify the requestor that the effort report and log will appear in separate windows.

Select *Clear* to remove all data and refresh the screen.

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