How to run - Semester Effort Report – Master List

**Hint** - REMEMBER to set your PopUp Blocker to – **PopUps OK**

- Enterprise Reporting > Access Reporting (Public Folders) > Human Resources Information > Workforce Information > Effort Tracking then
- At **Semester Effort Report – MASTER LIST**
  - **OPTIONAL** - Click on the Run with Options icon in the middle under the report title (the blue triangle) and choose your options
    - **FORMAT = Excel 2002**
    - **DELIVERY =** Send me the report by email
    - **PROMPT for VALUES =** should be checked
    - **Click RUN**
- **Enter** the **first four digits** of your **Department** (or first two digits for a full College) as **KEYWORD** and hit **SEARCH**
- You need to choose all of the departments (they are listed at the 8 digit level) that roll up to your main 4 digit department (or two digit college).
  - Once all the 8 digit departments are displayed in the **RESULTS** box, press **SELECT ALL** then **INSERT**
- Click **FINISH**
If you used the Run with Options icon, you will see this final screen and will need to press OK to finish.

Enterprise Reporting

You selected to run Semester Effort Report - Master List as follows:
- Time: now
- Sent to email: 35193620 (kandiez@buffalo.edu)
- Languages: English (United States)
- Select Departments: "29170000 - MD-ORTHOPAEDICS / REHAB, 29170100 - MD-ORTHOPAEDICS-G, 29170200 - MD-MUSCULOSKELETAL TRNG CTR"

Click OK to run the report or click Cancel to return to your selection.

☑ Show the dialog in the future

[OK] [Cancel]
Obtain Effort Home Department for a specific Employee

REMEMBER to set your PopUp Blocker to – PopUps OK

- Enterprise Reporting > Access Reporting (Public Folders) > Human Resources Information > Workforce Information > Effort Tracking then
- At Semester Effort Report – MASTER LIST
- Choose second option Enter Employee ID Prompt
- Enter the Employee ID as KEYWORD and hit SEARCH
- Choose SELECT ALL then INSERT
- Click FINISH
REMEMBER !!!!! to set your PopUp Blocker to – PopUps OK

--- Or ---

[Image of a search interface with an option to insert or remove selections]

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[Image of a table titled "Employee Master List Report"]

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