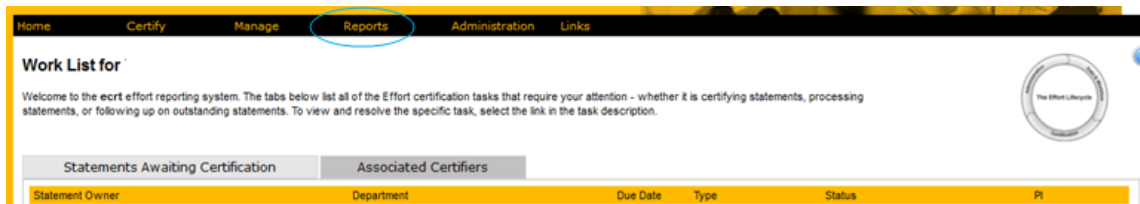
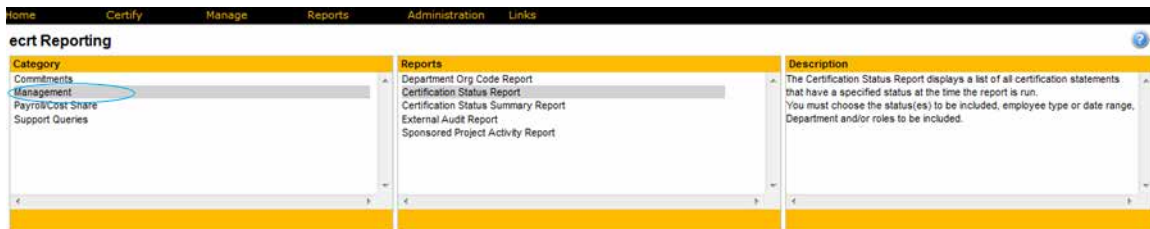


Virginia Commonwealth University Effort Reporting

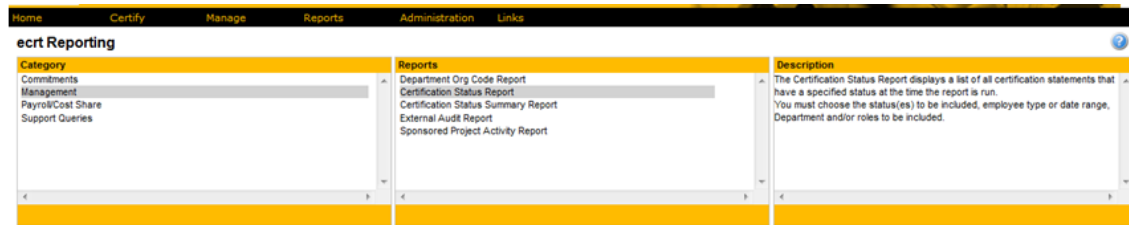
ECRT How to Guide: ecrt Reports (Certification Status Report)



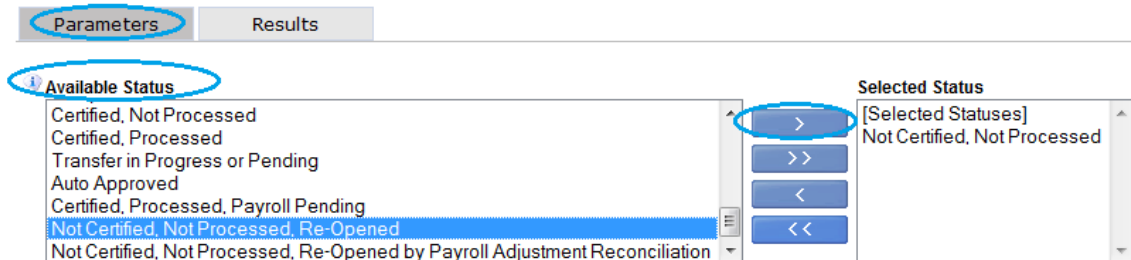
1. Select the “Reports” menu from the Menu bar.



2. The ecrt Reporting screen will display three columns (Category, Reports, and Description). Select “Management” from the “Category” listing.



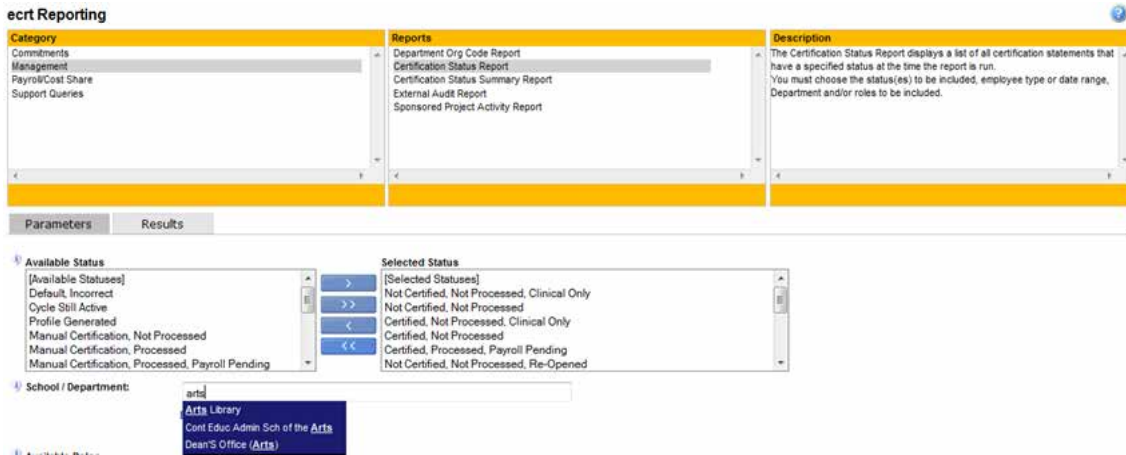
3. The “Reports” column (located to the right of the “Category” column) will display the reports grouped under the selected category. Select the “Certification Status Report” from the “Reports” menu. The “Description” column will provide a brief explanation of the selected report. The report parameters will be listed below the report menu.



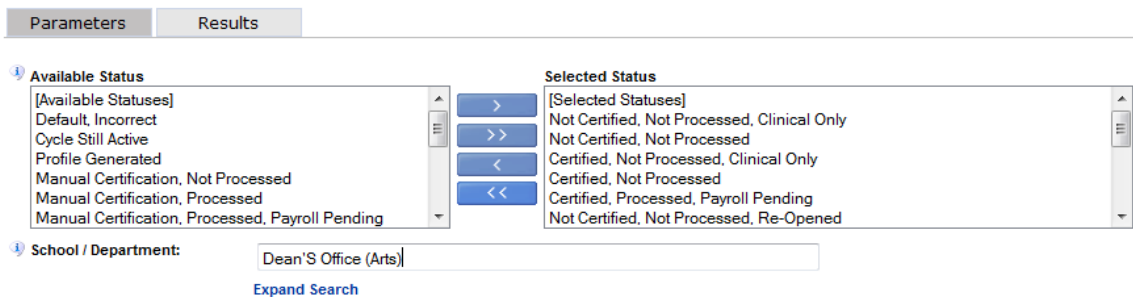
4. Using the Available Status drop down menu, select the status(es) you would like to query. The following status types should be pulled periodically: *Not Certified/Not Processed*, *Certified/Processed/Payroll Pending*, *Not Certified/Not Processed/Re-Opened*, *Not Certified/Not Processed Clinical Only*, and *Not Certified/Not Processed/Re-Opened by Payroll Adjustment Reconciliation*. All statuses can be

Virginia Commonwealth University Effort Reporting

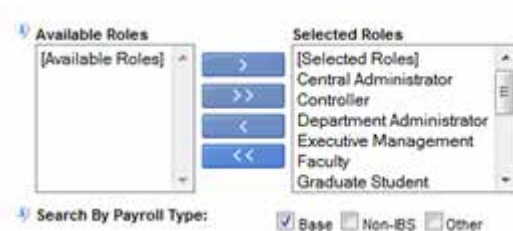
ECRT How to Guide: ecrt Reports (Certification Status Report)
 entered into the Selected Status type by clicking the “>>” icon or individual
 status(es) can be entered by using the “>”.



- The ECRT system uses a “type ahead” feature, which may cause a slight delay when entering your department’s name. Enter in a portion of your department and/or school’s name into the text field located to the right of the “School/Department” parameter. Once entered, the entire department and/or school’s name will appear below the text field.



- Click on the underlining portion of your department/school’s name. This will cause the entire name to populate into the School/Department text field.



- Using the Available Roles drop down menu, select the role(s) in which you would like to query. The “>>” icon allows you to select all certifiers within your department and will move the associated roles to the “Selected Roles” parameter. The roles that are not associated with your department will not generate data. When

Virginia Commonwealth University Effort Reporting

ECRT How to Guide: ecrt Reports (Certification Status Report)
pulling cumulative information, the Selected Roles parameter should contain Faculty, Graduate Student, Clinician, Clinician N/S, Department Manager, Department Administrator, and Principal Investigator.

Search By Payroll Type: Base Non-IBS Other

8. The “Search by Payroll Type” parameter allows you to select various types of cards based upon the use of the ECRT system at your University. Please click the “Base” option.

The screenshot displays the ECRT report generation interface. It features two columns of role selection: 'Available Roles' (currently empty) and 'Selected Roles' (containing Central Administrator, Controller, Department Administrator, Executive Management, Faculty, and Graduate Student). Navigation arrows (>, >>, <, <<) are positioned between the columns. Below the role selection, the 'Search By Payroll Type' section has the 'Base' option selected. The 'Date By' section has the 'Dates' radio button selected, which has triggered a calendar for the 'Start Date' field. The 'Start Date' is set to 12/10/2011, and the 'End Date' is set to 03/09/2012. A 'Run Report' button is located at the bottom left of the form.

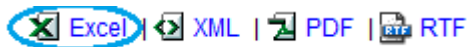
9. “Date by” field on the Certification Status Report allows you to filter your query either by Dates or by Employee Type. The Dates option will cause a calendar to appear below the “Start/End Date” text fields. The Employee Type will cause two additional drop menus (Employee Type and Period) to appear. Use the calendars to select the month, year, and date for your query.

Virginia Commonwealth University Effort Reporting

ECRT How to Guide: ecrt Reports (Certification Status Report)

10. Prior to clicking run, the parameters for your Certification Status Report query may appear similar to the diagram shown above. Click the “Run Report” icon.

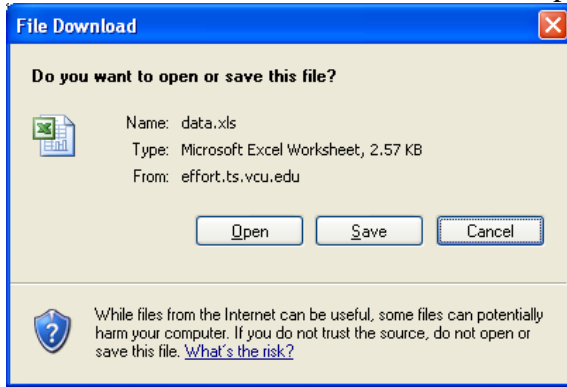
11. The “Results” tab will contain the headings shown above.



12. The “results” can be exported to Excel, XML, PDF, or RTF (Word document in a table format). Export the report by clicking on the Excel option located on the bottom right of the ECRT Reports screen.

Virginia Commonwealth University Effort Reporting

ECRT How to Guide: ecrt Reports (Certification Status Report)



13. Select open and/or save from the File Download dialogue box.