

OMNI FACET Training Resolving Errors

Overview:

Understanding the Process to Resolving Errors in FACET

There are various edits used by the FACET application in an effort to ensure that the data is accurate. The results of these edits are presented as simply messages at one level, warnings at the next level, and an error in another level. Each message/warning/error has a message number assigned to it. Refer to the [Explanation of Messages](#) document which lists all these messages by number to better understand what action, if any is required, to resolve the issue indicated.

Procedure

Scenario:

In this topic, you will learn how to identify and research the various symbols you may encounter in the FACET system.

The screenshot displays the OMNI FACET system interface for Florida State University. The header includes the university logo, name, and a search bar. The main content area is organized into several panels:

- Employee Central:** A sidebar menu with categories like Financials, HR / Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.0:** A panel with a link to "Financials 9.0" and the text "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A panel with a link to "Human Resources 9.0" and the text "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A panel with a link to "OMNI e-Market" and the text "OMNI online shopping".
- OBI Reporting:** A panel with a link to "Interactive OBI Reporting" and the text "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A panel featuring a red exclamation mark icon and text: "In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. important! The Committee will review, analyze and discuss the financial challenges facing the university and develop appropriate recommendations for consideration by the President and the University Board of Trustees. The Committee will meet regularly and, to every extent possible, will try to keep the university community apprised of its deliberations. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/Budget/>. In addition to such Materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Help Desk:** A panel with a link to "FSU Help Desk" and the text "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- Business Objects XI:** A panel with a link to "Business Objects XI" and the text "Use this reporting tool to reach Business Objects reports."

Training Guide

OMNI FACET Training

Step	Action
1.	<p>The effort certification application can be accessed directly from the OMNI Portal.</p> <p>Click the Certify Effort link.</p> <p>Certify Effort</p>

THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Certify Effort
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

My Queue Only

Institution: begins with

Report ID: begins with

Reporting Period: begins with

Employee ID: =

Report Sequence: =

Employee Name: begins with

Report Status: =

Approval Sequence: =

Overload: =

Error Messages Exist: =

Certify Required: =

Includes Instruction: =





Includes Sponsored Funding: =

Approval Path: begins with

Case Sensitive


[Basic Search](#)

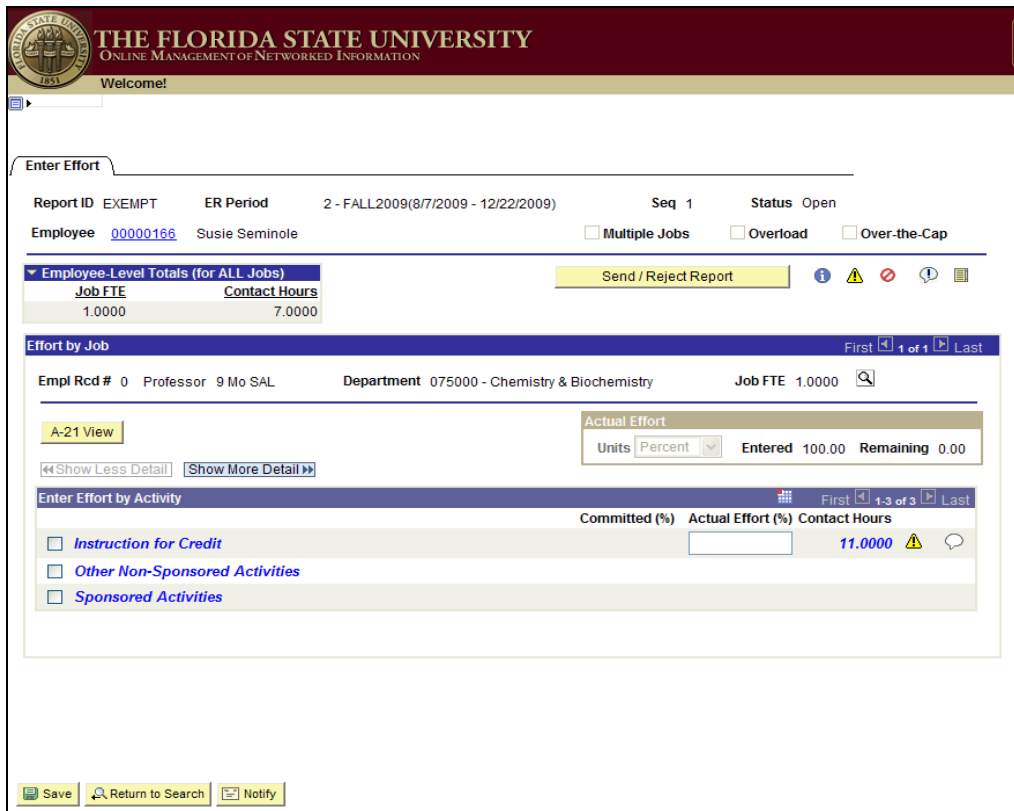
Step	Action
2.	Enter the desired information into the Employee Name field to find the report on which you are working.
3.	<p>Click the Search button to see all results matching your criteria.</p> <p><input type="button" value="Search"/></p>

Step	Action
4.	The blue "i" (information) icon  at the top of the Enter Effort page indicates additional information is available.
5.	The yellow exclamation point icon  at the top of the Enter Effort page indicates that there are warning messages. Warning messages do not prevent you from pushing the report to the next approval level.
6.	The red error icon  at the top of the Enter Effort page indicates an error exists. You will not be able to push the report to the next approval level until the error condition is resolved. Information for each error message is available explaining the options for resolving the issue.
7.	The blue speech bubble icon  at the top of the Enter Effort page indicates that there have been comments entered at some point in the approval process.

Training Guide

OMNI FACET Training


Step	Action
8.	<p>The white speech bubble icon  at the line level indicates comments can be entered.</p> <p>Notice there is no "!" in the center of the bubble because no comments have been entered. Once a comment is added, the icon will change.</p>




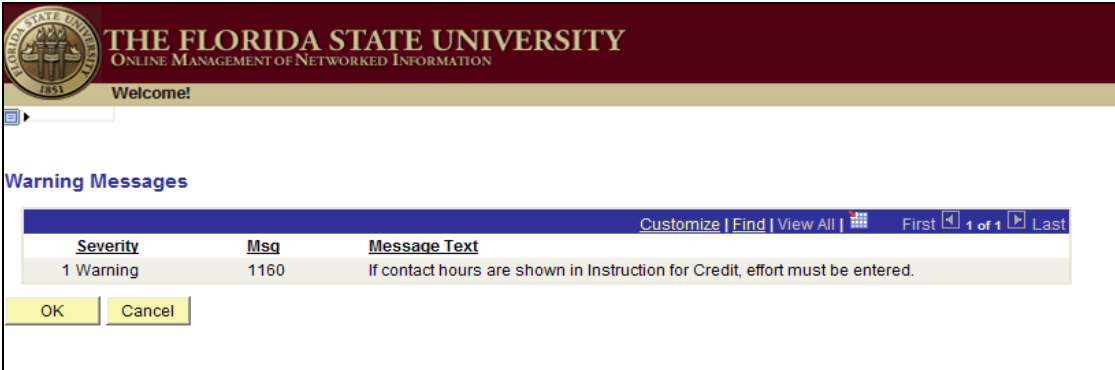
The screenshot shows the 'Enter Effort' interface in the OMNI FACET system. The header includes 'THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION' and a 'Welcome!' message. The main content area is titled 'Enter Effort' and displays the following information:

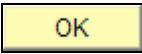
- Report ID:** EXEMPT
- ER Period:** 2 - FALL2009(8/7/2009 - 12/22/2009)
- Seq:** 1
- Status:** Open
- Employee:** 00000166 Susie Seminole
- Options:** Multiple Jobs, Overload, Over-the-Cap
- Employee-Level Totals (for ALL Jobs):**

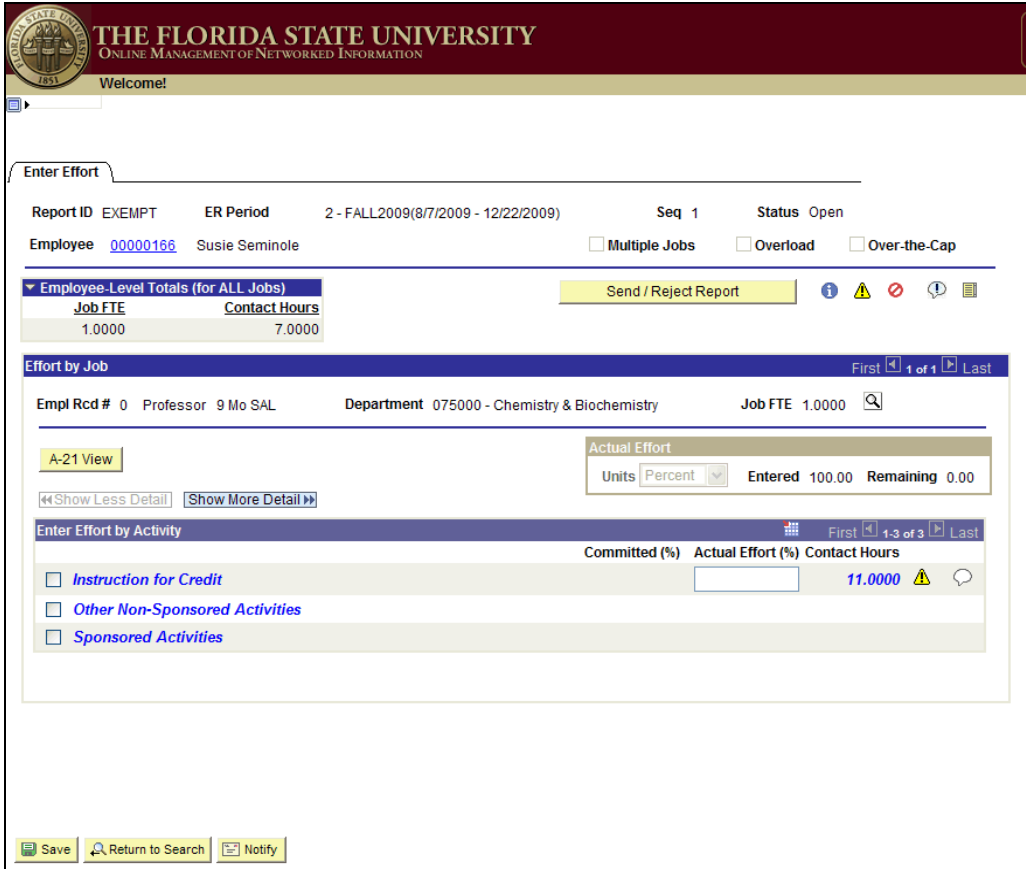
Job FTE	Contact Hours
1.0000	7.0000
- Effort by Job:**
 - Empl Rcd #: 0
 - Professor 9 Mo SAL
 - Department: 075000 - Chemistry & Biochemistry
 - Job FTE: 1.0000
- Actual Effort:**
 - Units: Percent:
 - Entered: 100.00
 - Remaining: 0.00
- Enter Effort by Activity:**

Activity	Committed (%)	Actual Effort (%)	Contact Hours
<input type="checkbox"/> Instruction for Credit			11.0000 
<input type="checkbox"/> Other Non-Sponsored Activities			
<input type="checkbox"/> Sponsored Activities			

Step	Action
9.	<p>The yellow exclamation point icon indicating a warning message may also appear at the line level.</p> <p>To view the warning, click the Warning Messages Exist icon on the Instruction for Credit line level.</p> 



Step	Action
10.	<p>Read the warning or error message carefully.</p> <p>For specific information regarding messages and associated resolutions, refer to the Explanation of Messages document.</p> <p>Click the OK button.</p> <div style="text-align: center;">  </div>



Training Guide

OMNI FACET Training

Step	Action
11.	Click the Home link. Home
12.	Congratulations! You have completed this topic. End of Procedure.

Glossary

FACET FACET is the acronym for Faculty Assignments, Commitments & Effort Certification Tracking.