

OMNI FACET Training Printing Reports

Overview:

Understanding the Process for Printing Effort Reports

Effort reports can be printed for individual employees or for an entire department, and are printed for a specified academic term.

In order to be able to print reports, you must have requested and received the security role FSU_FACET_REP. You cannot print reports unless you have been granted this security. Security Roles are requested through eORR.

For specific instructions on how to request this role, review the [Submitting an eORR Role Request Tutorial](#) found on the [OMNI Security page](#).

Procedure

Scenario:

Reports can be printed for an individual employee, a specified list of employees or all employees in a specified department.

Key Information:

Employee ID or
Department ID
ER Year and Term

The screenshot shows the Florida State University OMNI FACET web portal. At the top, there is a search bar and a "SEARCH FLORIDA STATE" button. Below the search bar, there are links for "Personalize Content" and "Sign out". The main content area is divided into several sections:

- Employee Central:** A sidebar menu with links to "Financials", "HR / Payroll", and "Resources and Applications".
- OMNI FINANCIALS 9.0:** A widget with a "Financials 9.0" link and "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A widget with a "Human Resources 9.0" link and "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A widget with an "OMNI e-Market" link and "OMNI online shopping".
- OBI Reporting:** A widget with an "OBI Reporting" link and "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A widget with a red exclamation mark icon and a notice: "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://tollu.flsu.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 widget with an "FSU Help Desk" link and "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- Business Objects XI:** A widget with a "Business Objects XI" link and "Use this reporting tool to reach Business Objects reports."

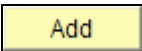
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Step	Action
1.	Click the Human Resources 9.0 link. Human Resources 9.0
2.	Click the FACET link. ▶ FACET
3.	Click the Effort Certification link. Effort Certification
4.	Click the Print Effort Certification Rpt link. Print Effort Certification Rpt



Step	Action
5.	<p>If this is the first time that you have printed an effort report, click the Add a New Value tab.</p> <p>If you've run this report before, click the Search button to pull up your saved Run Controls.</p> <p>Add a New Value</p>

Step	Action
6.	Enter a description into the Run Control ID field. This will help you identify your Run Control next time you print effort reports. Click the Add button. 

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Step	Action
7.	The ER Year and ER Period determine which semester you are looking at. The year corresponds with the fiscal year (July 1, 2008-June 31, 2009 is year 2009). - Summer is ER Period 1 - Fall is ER Period 2 - Spring is ER Period 3.
8.	Enter the desired information into the ER Year and the ER Period fields.
9.	If the Include Audit box is checked, additional pages will print which will display the detail of who took action to move the report through the process. Generally, this box should not be checked.
10.	Decision: Please make a selection from the options listed below: <ul style="list-style-type: none"> To print reports for a specific employee or limited set of employees Go to step 11 To print reports for an entire department Go to step 24

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FSU ER Cert Rpt

Run Control ID: Donna [Report Manager](#) [Process Monitor](#) [Run](#)

Certified Effort Report

Employee Department: 062000
- OR -

*Report ID: EXEMPT
*ER Year: 2010
*ER Period: 1
Include Audit:

Regular or Select Empl Proc

All Employees
 Selected Employees

Employees View All First 1 of 1 Last
 Employee ID Name

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
11.	Enter the Employee ID and press Tab on your keyboard.

Step	Action
12.	Press [Tab] on your keyboard to see the employee's name appear.
13.	<p>Decision: Please make a selection from the options listed below:</p> <ul style="list-style-type: none"> • Run report for just one person Go to step 14 • Add more people Go to step 26

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FSU ER Cert Rpt

Run Control ID: ReptByEmplID [Report Manager](#) [Process Monitor](#) **Run**

Certified Effort Report

Employee Department:

- OR -

Regular or Select Empl Proc

All Employees
 Selected Employees

Employee ID	Name
000028715	Susie Seminole

*Report ID: EXEMPT
*ER Year: 2009
*ER Period: 1

Include Audit:

Save **Notify** **Add** **Update/Display**

Step	Action
14.	Click the Run button.

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Process Scheduler Request

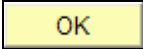
User ID: _____ Run Control ID: ReptByEmplID

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ER Certified Effort Report	FSERCERT	SQR Report	Web	PDF	Distribution

Step	Action
15.	Click the OK button. 
16.	The Process Instance at the top right of the page indicates the report(s) is being run.

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FSU ER Cert Rpt

Run Control ID: ReptByEmplID [Report Manager](#) [Process Monitor](#)

Process Instance: 558534

Certified Effort Report

Employee Department:

- OR -

Regular or Select Empl Proc

All Employees
 Selected Employees

Employees	View All	First	1 of 1	Last
Employee ID	Name			
<input type="text" value="000028715"/>	Susie Seminole	<input type="button" value="+"/> <input type="button" value="-"/>		

*Report ID:

*ER Year:

*ER Period:

Include Audit:

Step	Action
17.	Click the Process Monitor link. Process Monitor

Step	Action
18.	Click the Refresh button until: <ul style="list-style-type: none"> - Run Status equals "Success" - Distribution Status equals "Posted" <div style="text-align: center;">Refresh</div>
19.	When the Run Status appears as "Success" and the Distribution Status as "Posted" click the Details link. Details

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Process Detail

Process

Instance: 558534 Type: SQR Report
 Name: FSERCERT Description: ER Certified Effort Report
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: ReptByEmpIID Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 04/20/2009 1:11:14PM EDT [Parameters](#) Transfer
 Run Anytime After: 04/20/2009 1:11:05PM EDT [Message Log](#)
 Began Process At: 04/20/2009 1:11:23PM EDT Batch Timings
 Ended Process At: 04/20/2009 1:11:38PM EDT [View Log/Trace](#)

OK Cancel

Step	Action
20.	Click the View Log/Trace link. View Log/Trace

The screenshot shows the 'View Log/Trace' page for an FSERCERT report. The report ID is 284875 and the process instance is 558534. The report name is FSERCERT and the process type is SQR Report. The run status is Success. The distribution node is STSTHR and the expiration date is 05/05/2009. A file list is provided with three entries: SQR_FSERCERT_558534.log (1,836 bytes), fsercert_558534.PDF (19,120 bytes), and fsercert_558534.out (309 bytes). A 'Distribute To' section is also visible with columns for Distribution ID Type and Distribution ID.

Step	Action
21.	Click the PDF file and the report will open in a new window or a new tab, depending on your personal browser settings.
22.	Click the Home link. Home
23.	Congratulations! You have completed this topic! End of Procedure. Remaining steps apply to other paths.

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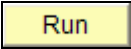
Employee ID	Name
<input type="text"/>	<input type="text"/>

*Report ID: EXEMPT
*ER Year: 2009
*ER Period: 1

Include Audit:

Save **Notify** **Add** **Update/Display**

Step	Action
24.	Enter the desired information into the Employee Department field.
25.	Click the Run button.  Go to step 15

Step	Action
26.	To add more people, click the Add a new row button. 
27.	Enter the second Employee ID to include on the report and press Tab on your keyboard.
28.	The name will appear after you Tab out of the Employee ID field. To add additional employees, repeat this process by adding a new row and entering the employee's ID.
29.	Click the Run button.  Go to step 14