Understanding My Reports

Overview: This quick guide provides information for accessing and understanding the “My Reports” screen in the ERC application. My Reports allows you to view all reports for which you are responsible for a given reporting period including reports that do not currently require your action. If you need information about certifying a report, please view the Certifying an Effort Report Quick Guide (http://s.uconn.edu/certify).

1. Access the application (http://apps.research.uconn.edu/erc) and log in with your UConn NetID and password.

2. Click on the “My Reports” link on the left menu.

3. The screen will list all effort reporting periods for which you have reports. Click on the + to expand and display the full list of reports.

4. Once expanded, you will see a list of all reports for individuals that you are responsible for certifying (including your own). All reports will be visible – even those that do not currently require any action by you.

You can click on the icon or double-click on the line to open the effort report. Please see the Certifying an Effort Report Quick Guide if you need information about how to view and certify a report.