

The screenshot displays the myUFL website interface. At the top left is the myUFL logo. The top right features the University of Florida logo and a search bar. Below the search bar are navigation links: Home, Worklist, Add to My Links, Suggestions, Alerts, and Sign out. A My Links dropdown menu is also visible. The main content area is divided into three columns. The left column contains a 'myUFL Menu' with a tree structure of links. The middle column is titled 'Staff News' and contains an article about the Pro3 Series training for administrative employees. The right column is titled 'IFAS' and contains an article about the NFREC Hall of Fame. Below the IFAS section is a 'UF News' section with an article about drug exposure before birth. The 'myUFL Menu' on the left has a red circle around the 'Cost Sharing Reports' link under the 'Grants' section. The browser's address bar at the bottom shows the URL: http://my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.UF_GM_CS_RPT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GRANTS.EPGM_REVIEW

myUFL Menu

- My Account
- My Self Service
- Calendars
- Help
- Local Interest
- Quick Links
- Search
- Access Request System
- Accounts Payable
- Accounts Receivable
- Benefits
- Billing
- Bridges Transition
- Commitment Control
- Compensation
- Customer Contracts
- Customers
- EProcurement
- Effort Tracking
- Enterprise Reporting
- General Ledger
- Grants
 - Proposals
 - Awards
 - Institutions
 - Departments
 - Professionals
 - Sponsors
 - Subrecipients
 - Review
 - Award Inventory
 - Project Forecast
 - Project Variance
 - Proposal Inventory
 - Cost Sharing Reports
- Reports
 - My Proposal
 - Grants Home
- Items
- Manager Self Service
- North American Payroll
- Organizational Development
- Projects
- Purchasing
- Recruiting
- Self-Service/Quick-Check

Staff News

Register today for the Pro3 Series - a new training designed for UF's administrative employees

Training and Organizational Development is proud to announce the launch of a new training series designed to provide additional and enhanced access to training and information needed by UF's administrative employees. This first phase of the Pro3 Series will focus on fiscal-related administrative functions such as entering, processing, and monitoring financial transactions and is being offered out of a partnership between HR and our colleagues in Finance and Accounting and the Office of Audit and Compliance. Several workshops associated with the first phase of the Pro3 Series will be previewed this November and December.

News & Announcements

- Ainsley Carry named Assistant Vice President for Student Affairs
- Register today for the Pro3 Series - a new training designed for UF's administrative employees
- Read Your GatorLink E-mail with Thunderbird: Free Download!
- Register today for FRIENDS of Lesbian, Gay, Bisexual, and Transgender People Ally Training

View Entire Publication

IFAS

The NFREC Hall of Fame

Click the link above to view all of the current and past winners of the NFREC Hall of Fame Award, which provides recognition to those clientele and supporters of the NFREC, who have gone above and beyond the call of duty in supporting our efforts to provide research and extension programs for the agricultural and natural resource industries in northern Florida.

News & Announcements

* No articles currently available

Personnel Affairs

* No articles currently available

View Entire Publication

UF News

Drug exposure before birth could affect kids' decision-making skills

GAINESVILLE, Fla. — The part of the brain responsible for making most decisions about how to behave seems to develop less quickly in children exposed to cocaine before they were born, University of Florida researchers have found.

Research News

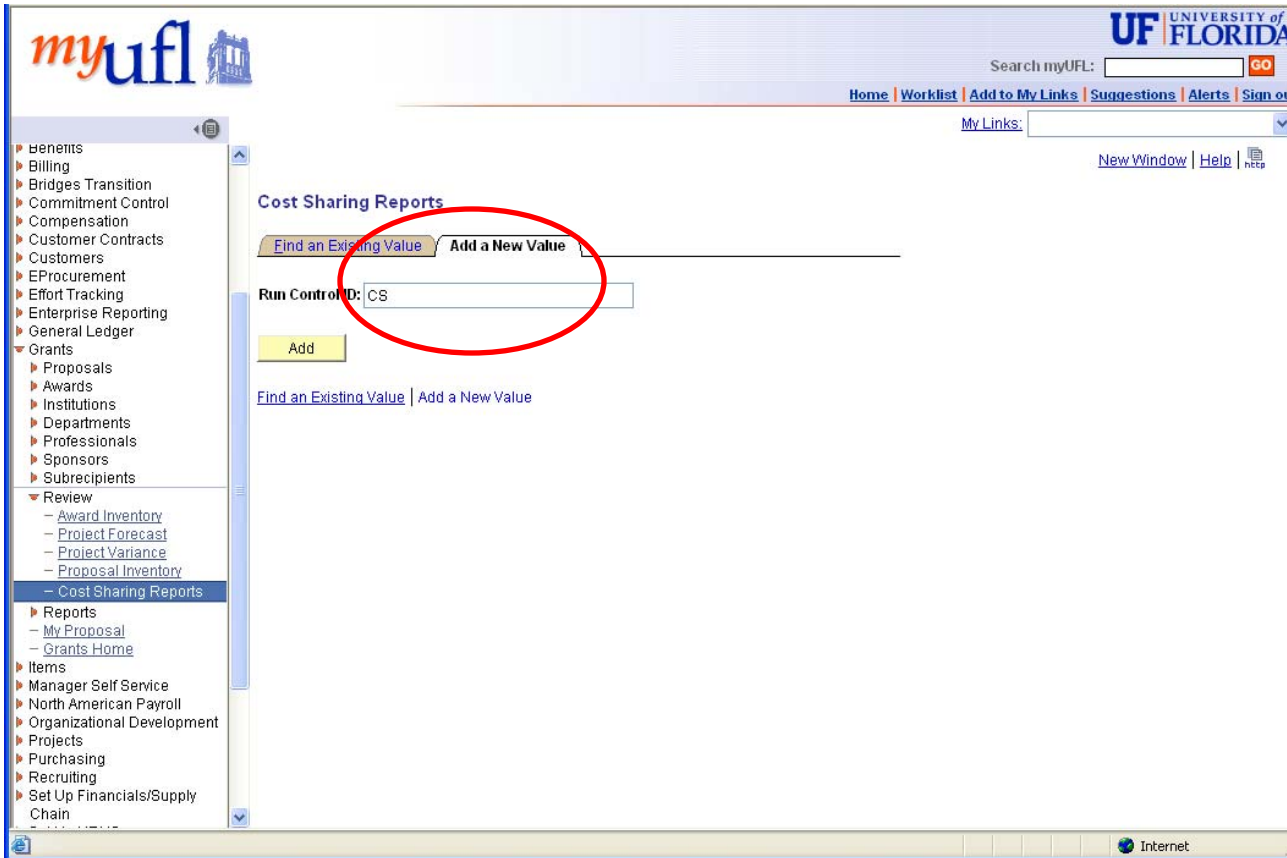
- Drug exposure before birth could affect kids' decision-making skills

Inside UF: Your Campus News Source

Select the Add a new Value TAB

Call it something you will remember – you can reuse this query report name each time you want to run the report

I am naming it “CS” for Cost Sharing



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Search myUFL: GO

[Home](#) | [Worklist](#) | [Add to My Links](#) | [Suggestions](#) | [Alerts](#) | [Sign out](#)

My Links:

[New Window](#) | [Help](#) | [Customize Page](#)

Cost Sharing Reports

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

Report Request Parameters

Report By Options

Business Unit

Project

Choose “P” from the magnifying glass for “by Project”

Choose Business Unit “Grant”

Enter your Project number, or choose from the list (warning this is a VERY long list).

After entering the grant project number – Select the RUN button

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Search myUFL: GO

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My Links:

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Process Scheduler Request

User ID: 76090450 Run Control ID: CS

Server Name: Run Date: 11/13/2006

Recurrence: Run Time: 4:28:43PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	C/S History by Project	UFGMR004	SQR Report	Web	PDF	Distribution

Confirm the CHECK is in the C/S History by project, type = WEB, format = PDF

And select OK

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Back on this page again, now select the link for PROCESS MONITOR

The screenshot shows the myUFL University of Florida portal. The main content area displays a 'Process List' with a search filter for 'User ID: 76090450' and 'Server: PSUNX'. Below the search filters is a table of process instances. The table has columns for 'Select Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. One instance is highlighted with a red circle: Instance 2743618, Process Type 'ROB Report', Process Name 'UFGMR004', User '76090450', Run Date/Time '11/13/2006 4:28:43PM EST', Run Status 'Success', and Distribution Status 'Posted'. In the left sidebar, under the 'Cost Sharing Reports' section, a link 'Go back to Cost Sharing Reports' is circled in red. The status bar at the bottom left shows 'Process Instance: 2743618'.

Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2743618	ROB Report	UFGMR004	76090450	11/13/2006 4:28:43PM EST	Success	Posted	Details

You may have to select REFRESH several times, but once you have the RUN STATUS = SUCCESS and DIST STATUS = POSTED select the “Go Back to Cost Sharing Reports” Link

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Now Select the REPORT MANAGER LINK

The screenshot shows the myUFL portal interface. On the left is a navigation menu with categories like Benefits, Billing, and Grants. The main content area is titled 'View Reports For' and includes search filters for Folder, Instance, Name, and Created On. Below the filters is a table of reports. The first row in the table is highlighted, and the report name '1 UFGMR004' is circled in red.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UFGMR004	CIS HISTORY BY PROJECT	General	11/13/06 4:30PM	729722	2743618

Select the UFGMR*** file name under the REPORT column heading.

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Search myUFL:

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My Links:

[New Window](#) | [Help](#) | [Customize Page](#) |

Report

Report ID: 729722 **Process Instance:** 2743618 [Message Log](#)

Name: UFGMR004 **Process Type:** SQR Report

Run Status: Success

C/S History by Project

Distribution Details

Distribution Node: FIN **Expiration Date:** 11/27/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,552	11/13/2006 4:30:04.764552PM EST
ufgmr004_2743618.PDF	4,750	11/13/2006 4:30:04.764552PM EST
Trace File	0	11/13/2006 4:30:04.764552PM EST

Distribute To

Distribution ID Type	Distribution ID
User	76090450

Process Instance: 2743618 Internet

Now select the ufgmr*****.PDF file name and it will open the report in PDF format.