Logging into ETS
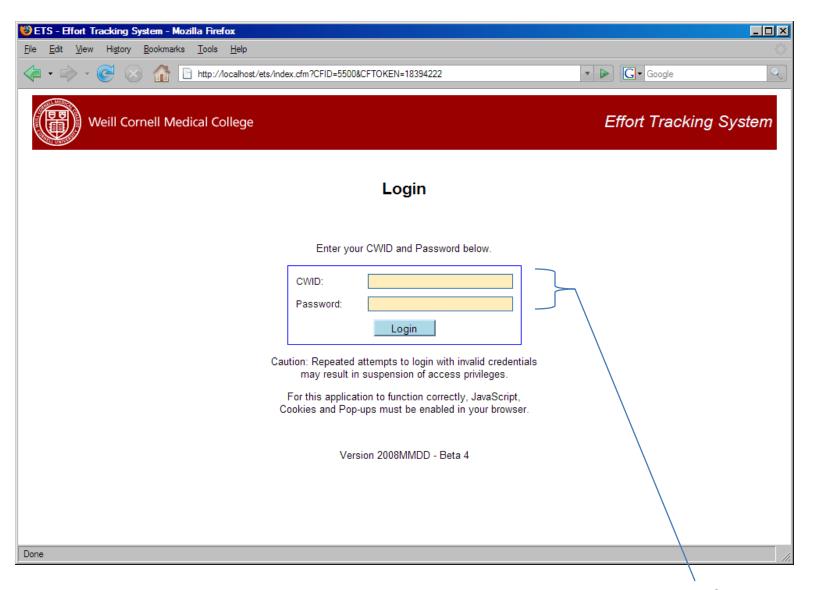

Enter your CWID
And Password and
Click [Login]

Main Menu Description

Selected option is highlighted

Weill Cornell Medical College   *Effort Tracking System*

| Worksheet | Reports | Investigators | Departments | Administrators | Sponsors | | Options | Logout | Help |

User: Jari Peters (NRP2001) Role(s): Super Browser: MZ OS: PC

Sponsor Listing
(Super Administrators
only)

Administrator Listing

User, role, and browser
information

Department Listing
(Super Administrators only)

Investigator Listing

Available Reports

Effort Worksheet

Effort Worksheet Overview

Worksheet functions

Funded Projects
Clicking on title bar will collapse/expand section

Other Activities
Clicking on title bar will collapse/expand section

Pending Projects
Clicking on title bar will collapse/expand section

Grand Totals
Clicking on title bar will collapse/expand section

Notes
Clicking on title bar will collapse/expand section

Effort Worksheet Threshold Limits

98% threshold limit for Funded Projects – Actual or Committed Effort

100% threshold limit for combined Funded Projects and Other Activities – Actual or Committed Effort

Effort Worksheet - Loading

Effort Tracking System

| Worksheet | Reports | Investigators | Departments | Administrators | Sponsors | | Options | Logout | Help |

User: Jari Peters (NRP2001) Role(s): Super Browser: MZ OS: PC

Effort Entry Worksheet

Investigator: Sample, Doctor   Find...   Fiscal Year: << 2007-2008 >> ☑ AutoCalc Calculate   Load   Save   Cancel   History

Step 1:
Click the [Find] button
to go to the
Investigator Search
screen

Step 2:
Select the Fiscal Year
by clicking [<<] or [>>]
Note:
Fiscal Year will default
to current year

Step 3:
Click the [Load] button

Effort Worksheet - Copying Previous Year's Data

Click the [Copy Previous Fiscal Year] button to copy all projects from previous year if available.
Committed Effort from June of previous year will propagate across all Committed Effort buckets.
Note:
The Copy feature is only available if the worksheet is blank and has no Funded or Pending projects.

Effort Worksheet - Editing Data

Type in the Sponsor Number

Type in the Project Title

Click the Search Icon to open Sponsor Search Window

Click the drop-down to select Department / Division

Click the Search Icon to open PI Search Window

Type in the Project Dates

Year 1 of 3	Title	Demonstration project #2									Dates	01/01/2008 - 12/31/2010
Del	Add	Sponsor	Pfizer Inc.				Dept	Medicine:Hematology/Oncology			PI	Sample, Doctor
Actual	85.00	88.10	88.00	60.00	60.00	60.00	65.00	65.00	65.00	70.00	70.00	70.00	70.51
Committed	85.00	88.10	88.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	63.01
Subtotal Actual	97.00	98.10	100.00	74.00	74.00	75.00	81.00	81.00	81.00	87.00	88.00	88.00	85.34
Subtotal Committed	95.00	98.10	98.00	67.00	67.00	67.00	69.00	69.00	69.00	70.00	70.00	70.00	75.76

Enter Actual Effort percentages in this row. Valid values are 0 to 100 %

Enter Committed Effort percentages in this row. Valid values are 0 to 100 %

Effort Worksheet - Editing Data – Sponsor Lookup

Weill Cornell Medical College

Effort Tracking System

User: Jari Peters (NRP2001) **Role(s):** Super **Browser:** MZ **OS:** PC

Sponsor Lookup

Find: [smith] [Search] [Cancel]

Sponsor Code	Sponsor Name	Active	
101658	GlaxoSmithKilne Beecham	✓	Select
101566	GlaxoSmithKline	✓	Select
003727	Nar Smith & Nephew	✓	Select

3 record(s) found

Pick the desired Sponsor by clicking [Select]

Done

Type in Sponsor Code or any part of Sponsor Name and click [Search]

Effort Worksheet - Editing Data – PI Lookup

http://localhost - ETS - PI Lookup - Mozilla Firefox

Weill Cornell Medical College

Effort Tracking System

User: Jari Peters (NRP2001) Role(s): Super Browser: MZ OS: PC

PI Lookup

Find: sample   [Search] [Cancel] [Clear PI]

CWID	Investigator Name	Active	
DXS1234	Sample, Doctor	✓	[Select]

1 record(s) found

Done

Click [Clear PI] to blank out the PI name on the worksheet

Pick the desired PI by clicking [Select]

Type in a CWID or any part of PI's Name and click [Search]

Effort Worksheet - Adding Rows

	1st Quarter		
Sponsor #	Jul %	Aug %	Sep
▼			
Year 1 of 1 ▼	Title	Project for dem
Del Add	Sponsor	Novartis Pharm
Actual	12.00	10.00	12
Committed	10.00	10.00	10
Subtotal Actual	12.00	10.00	12
Subtotal Committed	10.00	10.00	10
▼			
Administration	1.00	1.00	1
Teaching	1.00	1.00	1
Clinical	1.00	0.00	0
Other	0.00	0.00	0
Subtotal Other	3.00	2.00	2
Actual & Other	15.00	12.00	14
Committed & Other	13.00	12.00	12
▼			
Demo Number	Title	Pending project
Del Add	Sponsor	Pfizer Inc.
Fund	0.00	0.00	0
Subtotal Pending	0.00	0.00	0
▼			
Actual	15.00	12.00	14

Clicking [Add] in the Funded or Pending Sections
saves all changes and
inserts a blank row at the end of the section

Effort Worksheet - Deleting Rows

Sponsor #	Jul %	Aug %	Sep
▼			
Year 1 of 1	Title	Project for demo	
Del Add	Sponsor	Novartis Pharm	
Actual	12.00	10.00	12
Committed	10.00	10.00	10
Subtotal Actual	12.00	10.00	12
Subtotal Committed	10.00	10.00	10
▼			
Administration	1.00	1.00	1
Teaching	1.00	1.00	1
Clinical	1.00	0.00	0
Other	0.00	0.00	0
Subtotal Other	3.00	2.00	2
Actual & Other	15.00	12.00	14
Committed & Other	13.00	12.00	12
▼			
Demo Number	Title	Pending project	
Del Add	Sponsor	Pfizer Inc.	
Fund	0.00	0.00	0
Subtotal Pending	0.00	0.00	0
▼			
Actual	15.00	12.00	14

1st Quarter

Clicking [Del] in the Funded or Pending Sections
saves all changes and
deletes the specified row

Effort Worksheet - Funding Pending Projects

Pending Projects													
Demo Number	Title Pending project for demonstration purposes											Dates 01/01/2007 - 12/31/2007	
Del Add	Sponsor Pfizer Inc.						Dept Medicine:Hypertension					PI Sample, Doctor	
Fund	10.00	12.00	12.00	14.00	14.00	14.00	16.00	17.00	18.00	20.00	20.00	20.00	15.58
Subtotal Pending	10.00	12.00	12.00	14.00	14.00	14.00	16.00	17.00	18.00	20.00	20.00	20.00	15.58

Clicking the [Fund] button in the Pending section will remove the
project from the Pending section and Insert it in the Funded section

Effort Worksheet - Saving Data

Click [Save] to save all changes

Effort Entry Worksheet

| Investigator: | Sample, Doctor | | Find... | Fiscal Year: | << | 2007-2008 | >> | ☑ AutoCalc | Calculate | | Load | Save | Cancel | History |

Effort Worksheet - Viewing Change History

Click [History] to view historical change trail

Effort Entry Worksheet

Investigator: Sample, Doctor   Find...   Fiscal Year: << 2007-2008 >> ☑ AutoCalc Calculate   Load   Save   Cancel   History

Effort Worksheet - Change History Detail

Weill Cornell Medical College

Effort Tracking System

User: Jari Peters (NRP2001) **Role(s):** Super **Browser:** MZ **OS:** PC

Worksheet History

| Investigator CWID: | DXS1234 | Name: | Sample, Doctor | Fiscal Year: | 2007-2008 | Close |

Worksheet Header History Trail

Date/Time	User ID	Action	Snapshot	Q1 Base	Q2 Base	Q3 Base	Q4 Base	
03/13/08 02:02:04 PM	nrp2001	Added	After	0	0	0	0	

1 record(s) found

Worksheet Rows History Trail

Date/Time	User ID	Action	Snapshot	Row Type	Seq #	Grant Text	Title
03/13/08 02:02:34 PM	nrp2001	Added	After	Funded	1		
03/13/08 02:48:49 PM	nrp2001	Changed	Before	Funded	1		
03/13/08 02:48:49 PM	nrp2001	Changed	After	Funded	1	Year 1 of 1	Project for demonstration purposes only
03/13/08 02:02:04 PM	nrp2001	Added	After	Other	1	Administration	
03/13/08 02:02:04 PM	nrp2001	Added	After	Other	2	Teaching	
03/13/08 02:02:04 PM	nrp2001	Added	After	Other	3	Clinical	
03/13/08 02:02:04 PM	nrp2001	Added	After	Other	4	Other	
03/13/08 03:02:24 PM	nrp2001	Added	After	Pending	1	Demo Number	Pending project for demonstration purposes

8 record(s) found

Done

Investigator Listing

Speed buttons

Search box
Search by CWID, COEUS ID, or any part of the name

Click on the links to show Investigator detail

Add button (Super Administrator only)

Click [Worksheet] to select the investigator for effort data entry

---

ETS - Investigators - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://localhost/ets/investigators.cfm?parmName=john&parmSearch=Mask

Google

Weill Cornell Medical College

Effort Tracking System

| Worksheet | Reports | Investigators | Departments | Administrators | Sponsors | | Options | Logout | Help |

User: Jari Peters (NRP2001)   Role(s): Super   Browser: MZ   OS: PC

Investigator Maintenance

| A - E | F - J | K - O | P - T | U - Z | List All |

Find: john   Search   Add New

CWID	Investigator Name	COEUS ID	Active	
jwb2001	Barnhill, John W	573	✓	Worksheet
jab2029	Boockvar, John A.	126531	✓	Worksheet
mjb2001	Bruno, Michael John	15760	✓	Worksheet
jac2015	Carucci, John A.	24409	✓	Worksheet
jclarkin	Clarkin, John F	1904	✓	Worksheet
jaf2014	Fossella, John A.	24236	✓	Worksheet
jgh9001	Harpel, John G	13758	✓	Worksheet
jlho	Ho, John L	4509	✓	Worksheet
cej2002	Johnson, Carl E.	28557	✓	Worksheet
vljohns	Johnson, Valerie L	4985	✓	Worksheet
wdjohnso	Johnson, Warren D	4986	✓	Worksheet
jkk2002	Karwowski, John K.	135191	✓	Worksheet
leonarj	Leonard, John	107887	✓	Worksheet
jpleonar	Leonard, John P	5809	✓	Worksheet
jp12002	Lyden, John P	6169	✓	Worksheet
jcmarko	Markowitz, John C	6387	✓	Worksheet
jpm2003	Moore, John P	16720	✓	Worksheet
jpm2005	Mulhall, John P	27009	✓	Worksheet
jop2002	Pena, John	25951	✓	Worksheet
jjsavare	Savarese, John J	9060	✓	Worksheet

Done

Investigator Detail

Activate / Inactivate Investigator

Type in CWID for new investigator

Type in investigator name

Type in COEUS ID

Filled in by clicking [Default] button

http://localhost - ETS - Investigator Detail - Mozilla Firefox

Weill Cornell Medical College

Effort Tracking System

User: Jari Peters (NRP2001) **Role(s):** Super **Browser:** MZ **OS:** PC

Investigator Detail - Edit

CWID:

DXS1234

Active: ☑

Investigator Name:

Sample, Doctor

COEUS ID:

12345

Default Department (click button below depts):

2171

Available Departments

- 2135-Anesthesiology
- 2140-Biochemistry
- 2146-Cardiothoracic Surgery
- 2128-Cell and Development
- 2233-Center For Reproducti
- 2401-CTSC
- 2143-Dermatology
- 2414-Emergency Medicine
- 2099-Genetic Medicine
- 2403-Graduate School
- 2054-MD/PhD Program
- 2149-Medicine:Cardiology
- 2155-Medicine:Cardiovascu
- 2228-Medicine:Center For W
- 2173-Medicine:CIMA
- 2413-Medicine:Clinical Phar
- 2159-Medicine:Endocrinolog
- 2164-Medicine:Gastroentero
- 2169-Medicine:General Inter
- 2161-Medicine:Geriatrics an

Assigned Departments

- 2171-Medicine:Hematology/
- 2172-Medicine:Hypertension

>>

<<

Default

Save   Cancel

Done

Available Departments / Divisions

Save changes (Super Administrator only)

Assign / Unassign Departments / Divisions

Make selected department the default

Assigned Departments / Divisions

Department Listing

File Edit View History Bookmarks Tools Help

http://localhost/ets/departments.cfm?parmName=med&parmSearch=Mask

G ▾ Google

Weill Cornell Medical College　　　　　　　　　　*Effort Tracking System*

| Worksheet | Reports | Investigators | **Departments** | Administrators | Sponsors | | Options | Logout | Help |

User: Later, Samuel (SAL2016) Role(s): Super Browser: MZ OS: PC

Department Maintenance

Speed buttons →

| A - E | F - J | K - O | P - T | U - Z | List All |

Search box
Search by
Department ID
or any part of
Department or
Division name

Find: med | Search | | Add New |

Add button
(Super
Administrator
only)

Department ID	Department	Division	Active	Related Lists	
2233	Center For Reproductive Medicine and Infertility		✓	Investigators	Administrators
2414	Emergency Medicine		✓	Investigators	Administrators
2099	Genetic Medicine		✓	Investigators	Administrators
2149	Medicine	Cardiology	✓	Investigators	Administrators
2155	Medicine	Cardiovascular Pathophysiology	✓	Investigators	Administrators
2228	Medicine	Center For Women's Health	✓	Investigators	Administrators
2173	Medicine	CIMA	✓	Investigators	Administrators
2413	Medicine	Clinical Pharmacology	✓	Investigators	Administrators
2159	Medicine	Endocrinology	✓	Investigators	Administrators
2164	Medicine	Gastroenterology and Hepatology	✓	Investigators	Administrators
2169	Medicine	General Internal Medicine	✓	Investigators	Administrators
2161	Medicine	Geriatrics and Gerontology	✓	Investigators	Administrators
2171	Medicine	Hematology/Oncology	✓	Investigators	Administrators
2172	Medicine	Hypertension	✓	Investigators	Administrators
2148	Medicine	Immunology	✓	Investigators	Administrators
2176	Medicine	International Med. And Infectious Dis.	✓	Investigators	Administrators
2182	Medicine	Nephrology	✓	Investigators	Administrators
2187	Medicine	Pulmonary and Critical Care Medicine	✓	Investigators	Administrators
2286	Pediatrics	Newborn Medicine	✓	Investigators	Administrators

Click on the links
to show
Department /
Division detail

19 record(s) found

Click to see
related lists of
administrators
and
investigators

Done

Department Detail

http://localhost - ETS - Department Detail - Mozilla Firefox

Weill Cornell Medical College

Effort Tracking System

User: Jari Peters (NRP2001) Role(s): Super Browser: MZ OS: PC

Department Detail - Edit

Department ID: 2171 ← Type in Department / Division ID

Department: Medicine ← Type in Department Name

Division: Hematology/Oncology ← Type in Division Name

Active: ☑ ← Activate / Inactivate Department / Division

Save   Cancel

↑ Save changes (Super Administrators only)

Done

Administrator Listing

Speed buttons

Search box
Search by
Administrator
CWID or any
part of
Administrator
name

Add button
(Super
Administrator
only)

Click on the links
to show
Administrator
detail

Administrator Detail

Weill Cornell Medical College

Effort Tracking System

User: Later, Samuel (SAL2016) **Role(s):** Super **Browser:** MZ **OS:** PC

Administrator Detail - Edit

Activate / Inactivate administrator

Type in CWID for new administrator

Type in administrator name

Select role(s)

CWID:
txa1234

Name:
Test Admin

Active: ☑

Roles:
- ☐ Associate Effort Administrator
- ☐ Division Effort Administrator
- ☑ Effort Administrator
- ☐ Super Administrator

Available Departments

- 2135-Anesthesiology
- 2140-Biochemistry
- 2146-Cardiothoracic Surgery
- 2128-Cell and Development
- 2233-Center For Reproducti
- 2401-CTSC
- 2143-Dermatology
- 2414-Emergency Medicine
- 2099-Genetic Medicine
- 2403-Graduate School
- 2054-MD/PhD Program
- 2149-Medicine:Cardiology
- 2155-Medicine:Cardiovascu
- 2228-Medicine:Center For W
- 2173-Medicine:CIMA
- 2413-Medicine:Clinical Phar
- 2159-Medicine:Endocrinolo
- 2164-Medicine:Gastroentero
- 2169-Medicine:General Inter
- 2161-Medicine:Geriatrics an

Assigned Departments

- 2271-Pediatrics:Cardiology
- 2273-Pediatrics:Child Devel
- 2275-Pediatrics:Critical Care
- 2276-Pediatrics:Endocrinol
- 2278-Pediatrics:Gastroenter
- 2279-Pediatrics:General Pe
- 2280-Pediatrics:Genetics
- 2281-Pediatrics:Hematology
- 2282-Pediatrics:Infectious D
- 2283-Pediatrics:Nephrology
- 2285-Pediatrics:Neurology
- 2286-Pediatrics:Newborn M
- 2288-Pediatrics:Pulmonary/

\>\>

\<\<

Save   Cancel

Done

Available Departments / Divisions

Save changes (Super Administrator only)

Assign / Unassign Departments / Divisions

Assigned Departments / Divisions

Sponsor Listing

Speed buttons

Search box
Search by
Sponsor Code
or any part of
Sponsor name

Click on the links
to show Sponsor
detail

Add button
(Super
Administrator
only)

ETS - Sponsors - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://localhost/ets/sponsors.cfm?parmName=agency&parmSearch=Mask   Google

Weill Cornell Medical College   *Effort Tracking System*

| Worksheet | Reports | Investigators | Departments | Administrators | **Sponsors** | | Options | Logout | Help |

User: Later, Samuel (SAL2016)   Role(s): Super   Browser: MZ   OS: PC

Sponsor Maintenance

| A - E | F - J | K - O | P - T | U - Z | List All |

Find: agency   Search   Add New

Sponsor Code	Sponsor Name	Active
100445	Agency for Health Care Policy & Research	✓
101460	Agency for Healthcare Research & Quality	✓
000059	Defense Advanced Research Projects Agency	✓
000626	U.S. Federal Emergency Management Agency	✓

4 record(s) found

Done

Sponsor Detail

Type Sponsor Code

Type in Sponsor Name

Activate / Inactivate Sponsor

Save changes
(Super Administrators only)

Effort Reports

Choose type of report – Monthly, Quarterly, or Fiscal Year

Select filter criteria

Select time parameters

Choose output format – PDF or RTF

Click to view / save report

System Options

File   Edit   View   History   Bookmarks   Tools   Help

http://localhost/ets/options.cfm

Google

Weill Cornell Medical College

Effort Tracking System

| Worksheet | Reports | Investigators | Departments | Administrators | Sponsors | Options | Logout | Help |

User: Jari Peters (NRP2001)   **Role(s):** Super   **Browser:** MZ   **OS:** PC

Options

User Options

No user configurable settings available.

No individual user settings available at this time

System Options

Enable Compensation (Green) Screen: ☐

Save

Set option to enable / disable Compensation Screen (Super Administrators only)

Fiscal Year Compensation Cap Amounts

Add New

Fiscal Year	Q1 Cap (Jul-Sep)	Q2 Cap (Oct-Dec)	Q3 Cap (Jan-Mar)	Q4 Cap (Apr-Jun)
2006-2007	46,650	46,650	47,500	47,500
2007-2008	47,500	47,500	47,825	47,825
2008-2009	47,825	47,825	0	0
2009-2010	0	0	0	0
2010-2011	0	0	0	0

5 record(s) found

Set Compensation Cap amounts to be utilized if the Compensation Screen is enabled (Super Administrators only)

Done