Instructions for using Effort Report System

To access the ER system, visit http://greenbay.usc.edu/ERSystem (case sensitive) and log in using your iCard number and password.
Once you log in, you will get the following screen. To add effort data, click on “Submit Report”. To Edit data, click “Update”. To view data, click “View”.

Project Managers are responsible for reporting the total number of hours of effort put in by his/her team, in the Progress Report. The required info can be viewed by clicking “Get Weekly Total”.

The cumulative weekly effort of Aditya Mandavilli for Week 01: 8.5
The cumulative weekly effort for the team 99: 24
Number of members that have submitted effort information this week: 2
You will then get a screen containing a number of fields under a many categories. Each column represents each weekday that week. Enter the number of hours you spent for each activity on that particular day.

After entering all the relevant information, don’t forget to click 'Submit'.
You will get a confirmation page after submitting the data.
Once you are done, you can log out.