

Quick Reference Guide:

How to Run the Project Resources Report



Purpose:

The Project Resources report will give Financial Analysts and/or those with a Project Manager or Project Participant role information based on their data level access. This report will show the following information:

- Project Number
- Project Name
- Project Status
- Project Manager
- Task Manager
- Project Organization
- Users with their Project Role and the Start and End Dates of that role

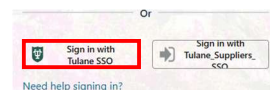
REQUIREMENT: To view data, a user must have the Financial Analyst and/or a Project Manager or Project Participant role. To obtain one of these roles, submit a WaveWorks Service Now Access request including the data level needed to receive.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



Click on Shared Folders.



Click on Custom.



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Click on FDI
Production.



Open the report.

03) Project Resources
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Make selections
from available
search filters.

Each selection
will change the
data below.

Project Number	Project Manager	Task Manager	Project Organization Name
All	All	All	All
Project Role	Person	Project Status	
All	All	All	

Review or Export
the data.

