Quick Guide for Pre-Reviewers
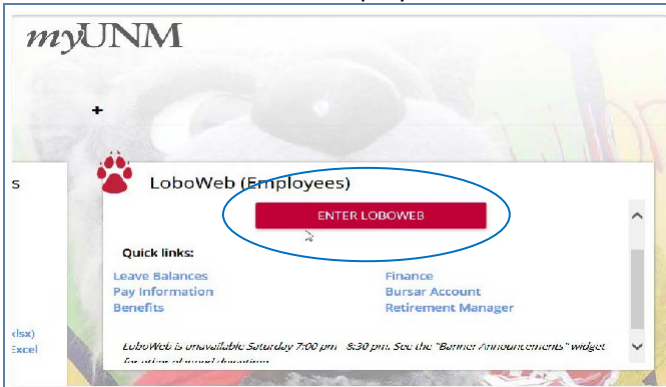
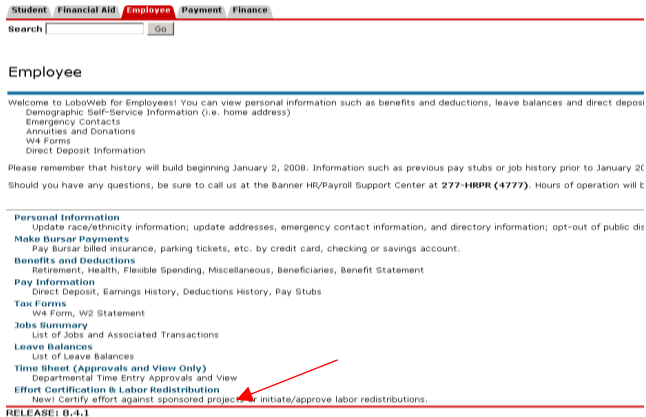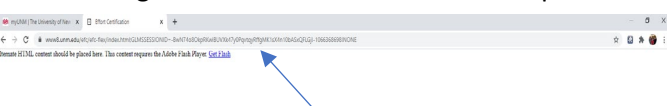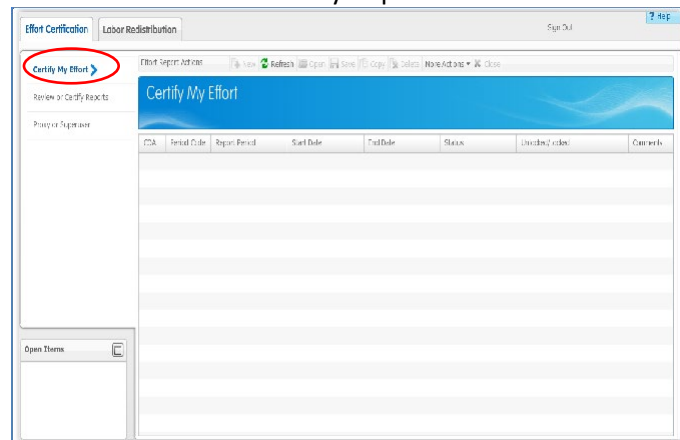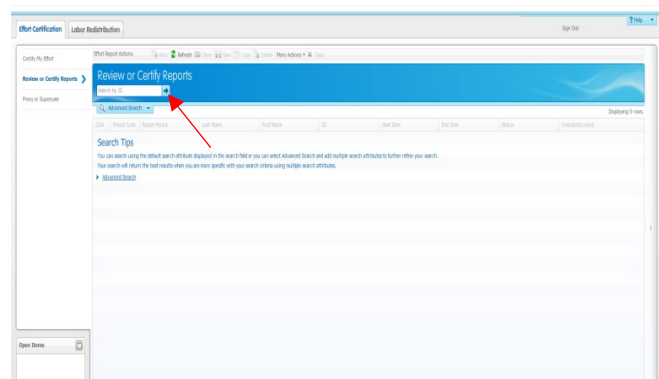|	
1. Sign into my.unm.edu 	**Ten easy steps to pre-review effort:** Log into my.unm.edu
2. Access LoboWeb from the Employee Life tab 	Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab
3. Select Effort Certification & Labor Redistribution link 	Select the "Effort Certification & Labor Redistribution" link at the bottom of the page
4. A warning will show that Adobe Flash is required 	You will be prompt to open Adobe Flash Player. If you do not have Flash and do not want to install it please use Internet Explorer
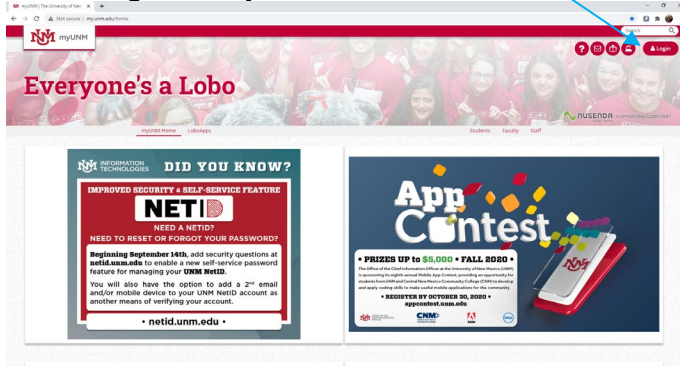
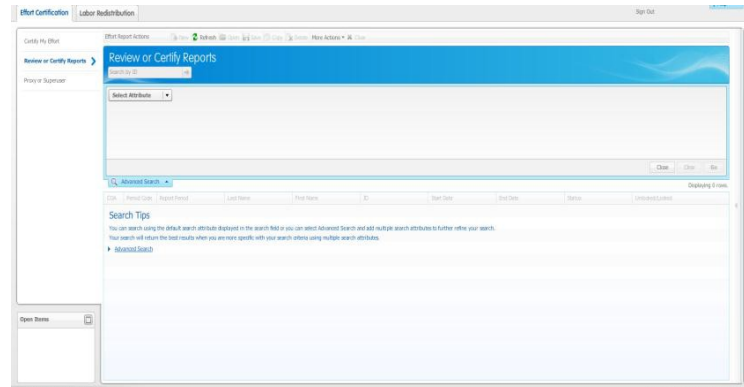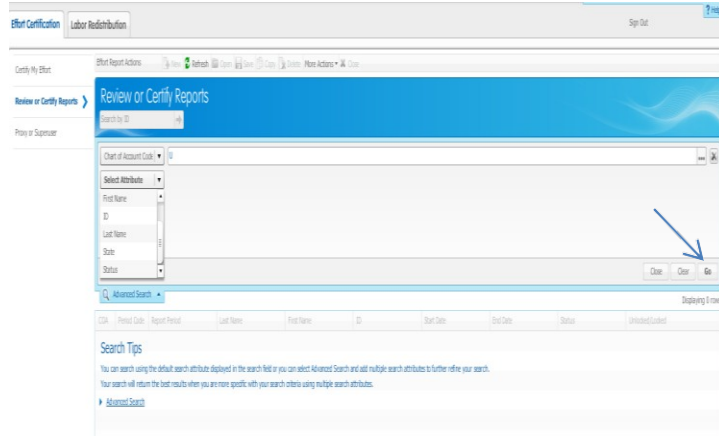|	
5. Click on Review or Certify Reports 	To view all other Effort Reports requiring certification, click on the <mark>"Review or Certify Reports" tab</mark>
6. Click on Advanced Search 	Click on "Advanced Search" you are now able to look up the effort by employee name or banner ID #
7. Select Attribute 	Click on "Select Attribute"

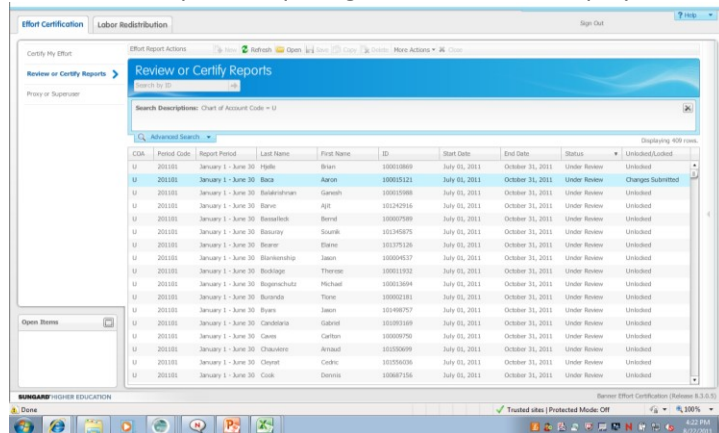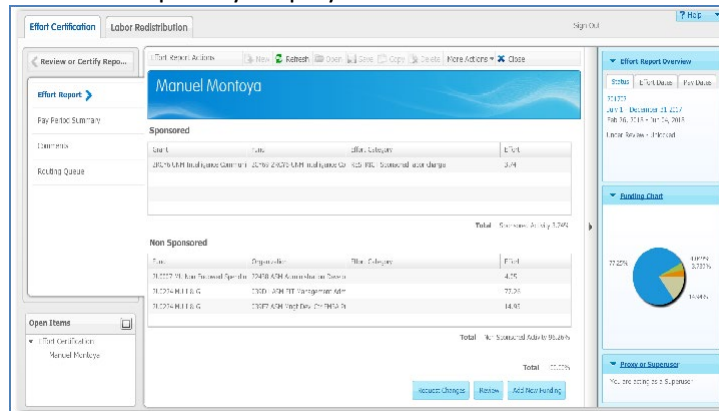|	
8. Select Chart of Account Code - Type "U" – Select Go 	Select the "Chart of Account Code" search option Type an Upper Case "U" in the search field Click on "Select Attribute" AGAIN Select the "Effort Period Code" option Type effort Period "202001" in the search field Click "Go" (bottom right hand of screen)
9. All Effort Reports requiring Pre-Review are displayed 	A list of all Effort Reports requiring certification is now displayed Double click on an employee to access their Effort Report
10. Effort Report by Employee 	Click the "Review" button if effort is reported correctly ***Please note that when the "Request Changes" button is clicked NO changes are made. The changes will only be made when a Labor Redistribution is processed.***