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 "Review or Certify Reports" tab.

### 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"
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Select Chart of Account Code - Type “U” – Select Go</td>
</tr>
<tr>
<td>9.</td>
<td>All Effort Reports requiring Pre-Review are displayed</td>
</tr>
<tr>
<td>10.</td>
<td>Effort Report by Employee</td>
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