





# PERT Quick Reference Guide (DR)

## Sign In

1. Access USF Single-Sign On portal
2. Type your User ID and Password
3. Click 
4. Click Business Systems
5. Click 

## Viewing FAST Project Information

1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Certify](#)>[FAST Project Information](#)
2. Type Search criteria
3. Click 
4. Click on row from Search Results to view details for a particular row
5. Use  to view additional projects

Sample FAST Project Information:


## Retrieve and Review Effort Reporting Data

1. Navigate:

Lock Status:  Locked for DR Review 

## Correcting a Rejected Employee Effort Reporting Data

1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Use](#)>[Admin Effort Review](#)
2. Type search criteria (search criteria must include a Y in the "Re



EMAIL



FAST

FAST