Export 2014 Unit Worksheets in CBS

1.	Log into CBS at http://intranet.cahnrs.wsu.e du	Network Access Unified Sign In Need a User ID? Forgot Your Password? Forgot Your User ID? Need Help? User ID: youruserid Password: Sign In For your protection, be sure to close all browser windows when you are done. Information Technology, PO Box 641222, Washington State University, Pullman WA 99104-1222, 509-335-4387. Contact Us Copyright @ 2015 Board of Regents, Washington State University, Pullman WA 99104-1222, 509-335-4387. Contact Us
2.	Navigate to the Personnel Module Then Annual Review Then Departments Click Departments	Home Reports Personnel Finance Forms PI Tools Help × Welcome to the Develop: Annual Review Departments Departments Have questions about the system? Expand to watch to College College rative documentat For resources to help you get started using the CAHNRS To access the Production Intranet, which is where the live Dean
3.	All employees with your department as the appointing department and paid in the 2 nd half of December will appear. (Ex: Butch Cougar)	HomeReportsPersonnelFinanceFormsPI ToolsHelp# FirstLastWsuldTypeUnit 2011Dean 2011Unit 2012Dean 2012 \Box U : $\sigma = 0$ Plot \Box \Box \Box \Box \Box \Box \Box ButchCougar99999999U00000 $\mu = 0, s =$
4.	You may use the column headers (Title, Degree, Degree Year, etc.) and open text fields to sort your employees. (Ex: In the Tenure column you may enter "t" to select only those employees with tenure.)	Title Tenure Degree Degr t t t t Mascot false 06

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5.	Hover over the # to the left of "First" name column header to view your options. Click "Export" if you would like to create an Excel spreadsheet of employees currently showing on your screen. You can save or print this file.	Image: Second Secon
6.	To generate Coversheets and Forms, go to the lower left of the screen and select an option from "Choose Document Type" and "Choose Grouping" and then click Export.	S Co II233767 E 0 0 0 0 0 0 $\mu = 0, \dots$ $\mu = 1.$ \blacksquare Co \blacksquare
7.	When prompted, click Save As to save the file then select a place to save it.	Do you want to open or save Annual Reviews - Coversheets and Statements.zip (22 bytes) from dev-reports.cahnrs.wsu.edu?
8.	To work with the documents in the zipped file, you must first extract them. Go to where you saved the zipped file, right click on the file name, select Extract All.	Annual Reviews - Full Form Sheets 1/21/2015 11:13 AM Compressed (zinn 1 KB) Open Open in new window Extract All.
9.	When prompted, choose a location in which to place the extracted files and click Extract. Go to an extracted file and double click to open, as you would any file.	Select a Destination and Extract Files Files will be extracted to this folder: C\User\duie.keame\Desktop\Annual Reviews - Full Form Sheets Browse Select a destination Select a destination Select a destination Select biology: Them ddx the orkbut the selected Select biology: Them ddx the selected