

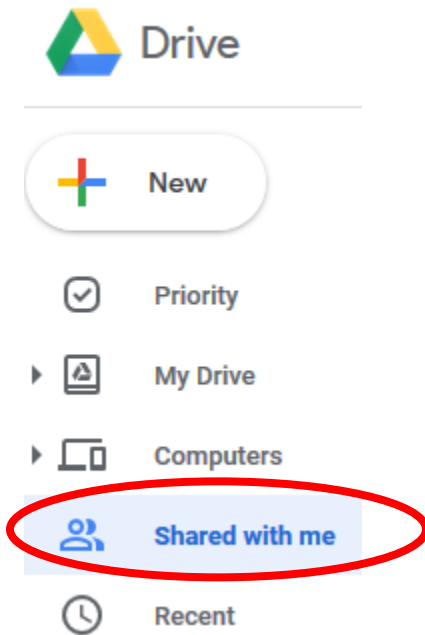
Viewing and Downloading Labor Reports

There are a couple of different ways to access the Google Docs labor, active PCN, and position vacancy reports. Once you have been granted access to the actual folder, you can:

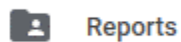
1. Click on your Drive icon in Google Apps



2. Click on Shared with me link from the menu on the left side of the screen



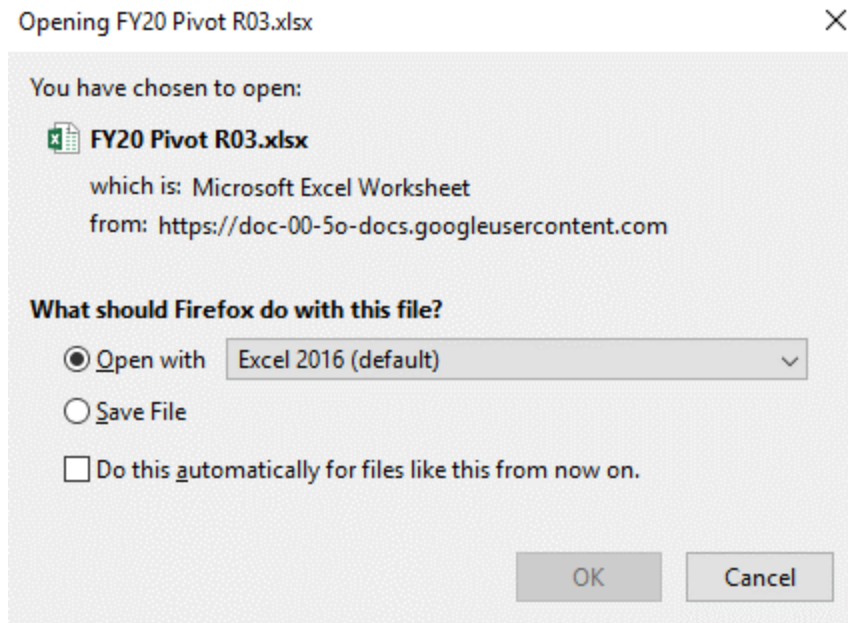
3. You should see the folder called Reports on your Shared with me list.



4. Double click the reports folder to access the active PCN and position vacancy reports and the folder Labor Budget to Expend which contains the labor reports (double click the labor budget folder to access folders for both the current and prior fiscal year labor reports; double click the folder for the FY that you wish to view).
5. When you locate the file you want, double click the file name and the report will open for viewing only. To manipulate the report in Excel, click the download icon in the top right side of the screen.



- This will open up the dialog box to either save to your computer or open directly in Excel.



- You can also access each file directly (without the need to sort through all the folders on your Google Drive) by visiting the Financial Services website. The labor reports are located at: <https://www.uaf.edu/finserv/finance-accounting/budget-cost-records/reports/>
- Clicking any of the file links will open the report in Google for viewing only; to manipulate the report in Excel, download report as instructed in Steps 5 and 6.