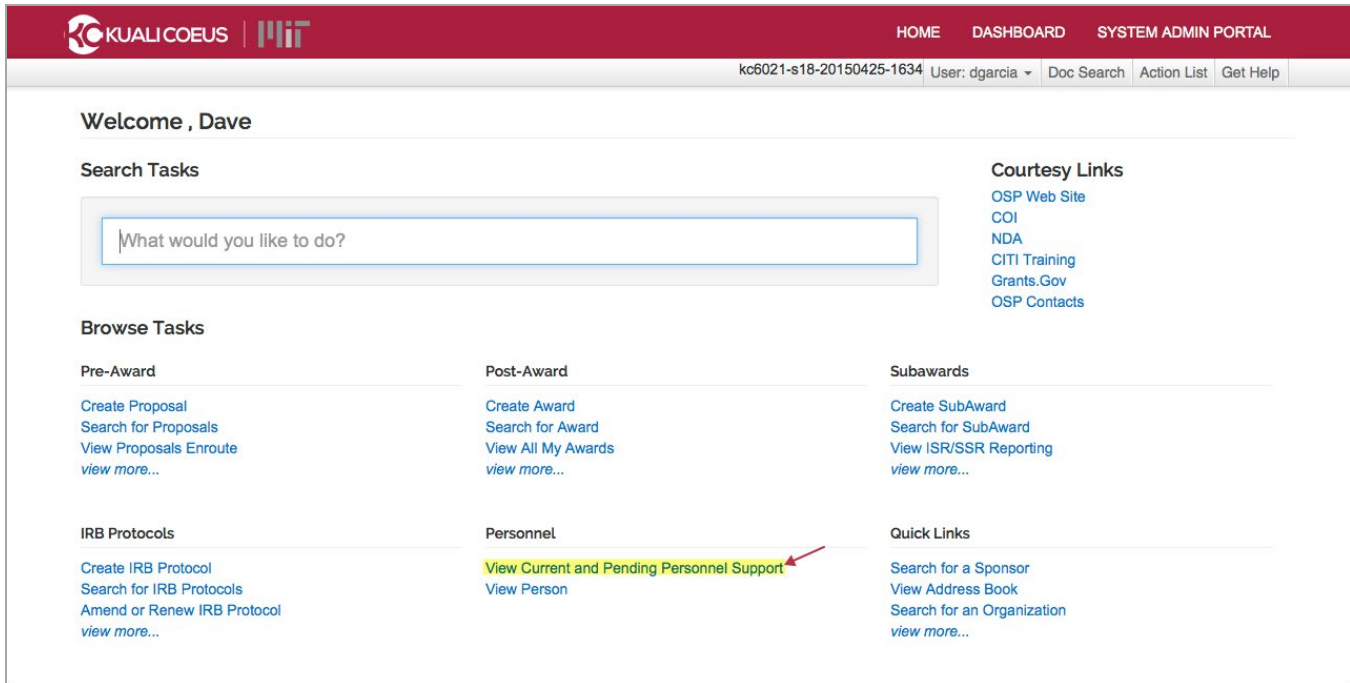## Overview:

This Quick Card covers how to search, open, and save a current and pending support for a Principal Investigator.

Procedure:

Viewing Current and Pending Support

1. From your **Home** page view, click on the **Current & Pending Support** link.

Figure 1 – Kuali Coues Researcher Tab

2. The Current & Pending Support screen is displayed; click the **show** button.
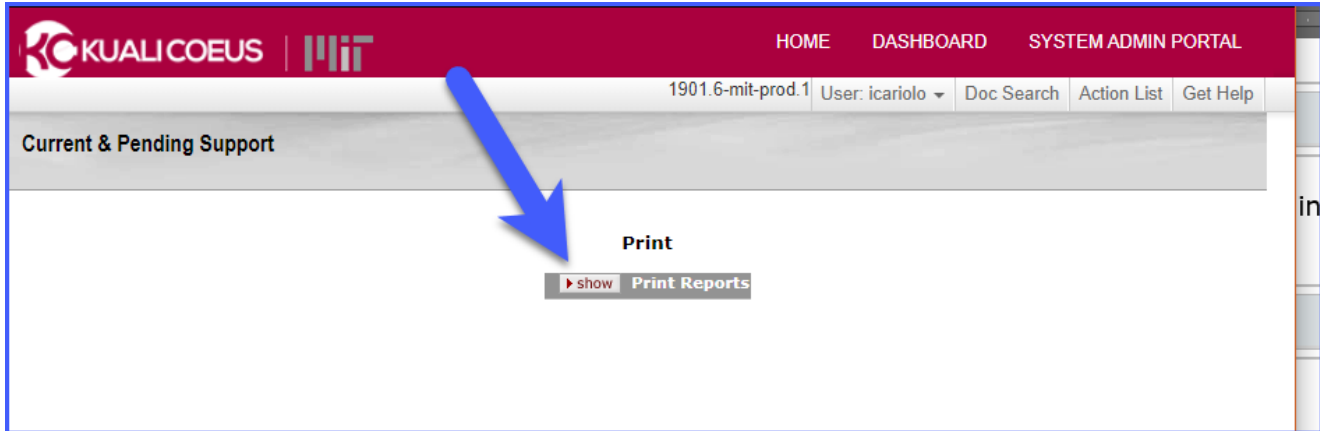

Figure 2 – Current & Pending Support

3. Once the screen has been expanded, click on the **Current Report search magnifying glass**.
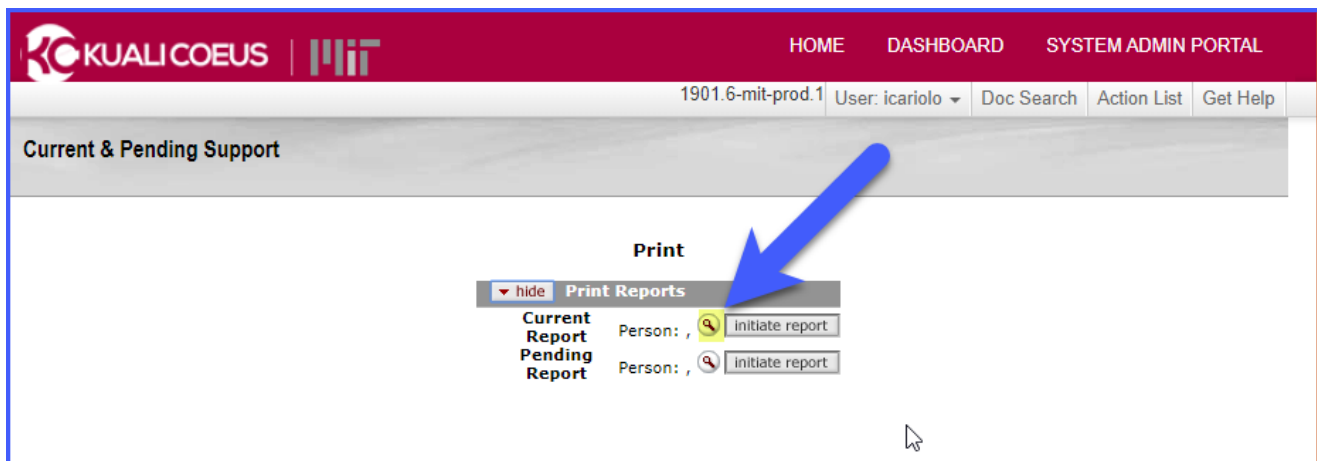

Figure 3 – Current & Pending Support Screen Expanded

4. A **KC Person Lookup** window will open. In the **Last Name** field, enter the individual's last name with an asterisk at the end or if you know the individual's user ID enter their Kerberos ID into the **User ID** field with an asterisk at the end.

Figure 4 – KcPerson Lookup Screen

5. Click the **search** button.

Figure 5 – KcPerson Search Button

6. In the displayed search results, click the **return value** link for the PI you want to view the report for.

Figure 6 – KcPerson Return Value Link

7. Back in the **Current & Pending Support** screen, click the **initiate report** button to view the report. If you need to print the report, click on the **print** button.

- If you want to view/print the **Current Report**, you will need to click the initiate report/print buttons in the Current Report row.
- If you want to view/print the **Pending Report**, you will need to click the initiate report/print buttons in the Pending Report row

Figure 7 – Current & Pending Support Screen

From the **Print Reports** screen you have the option to view (initiate report) and print the **Current** and **Pending Reports**. You may also choose to export these reports into a **CSV**, **Spreadsheet**, or **XML** file formats.

Figure 8 – Print Report Screen