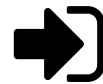




https://easymanage.com

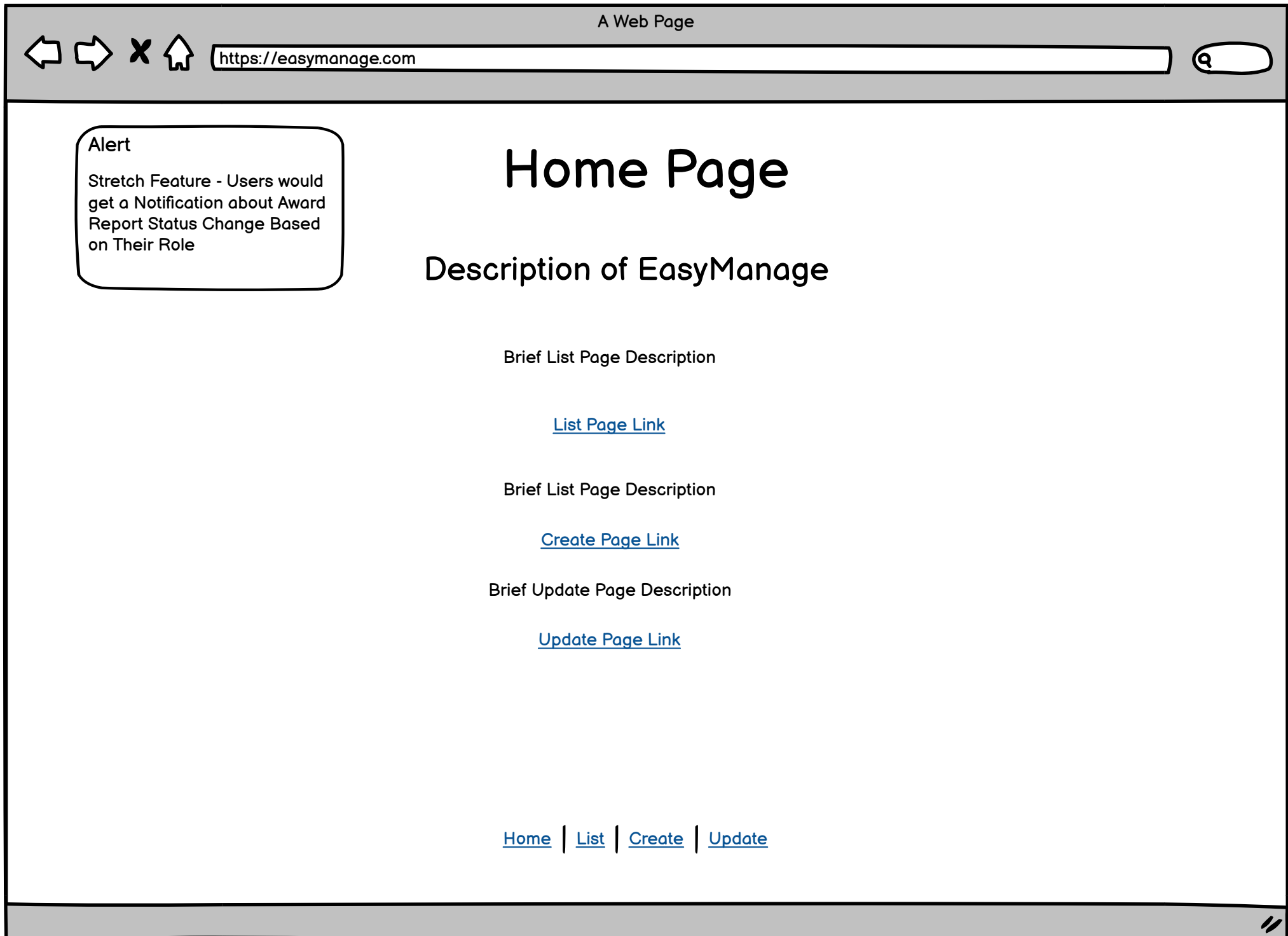


Home Page



User Logs Into Website

[Home](#) | [List](#) | [Create](#) | [Update](#)



Home page will display a description of EasyManage as well as links to other pages

A Web Page

X

https://easymanage.com/create

Q

Create an Award

Brief description of how to use the page

Award Number

?

Select Department

▼

?

Select Professor

▼

?

Select Award Start Date

?

Select Award End Date

?

Select Reporting Requirements

▼

?

Select Special Reporting Requirements

▼

?

Report Status Selection

▼

?

Comments Input

?

Submit Award

[Home](#)

|

[List](#)

|

[Create](#)

|

[Update](#)

User can use the Create Page to create an award in the application. The help icons will provide information regarding each specific field



Create an Award

Brief description of how to use the page



[Home](#) | [List](#) | [Create](#) | [Update](#)



The user enters award info, any information not provided result in an error message



Create an Award

Alert

You have not provided the Award Number

Brief description of how to use the page

 ? ? ? ? ? ? ? ? ?

[Home](#) | [List](#) | [Create](#) | [Update](#)



A Web Page

https://easymange.com/update

Update an Award

Q Search by Award Number

Once user finds an award they can update information

Update Department▼?

Update Professor▼?

Update Award End Date📅?

Update Reporting Requirements▼?

Update Special Reporting Requirements▼?

Update Report Status▼?

Update Comments?

Update Award

[Home](#) | [List](#) | [Create](#) | [Update](#)

To update an award the user searched by award number

A Web Page

X

https://easymange.com/update

Update an Award

Q 2000

Once user finds an award they can update information

Biology

?

Jane Smith, PhD

?

10/1/21

?

Quarterly Financial Reports

?

No Special Reports

?

Complete Ready for Review

?

?

Update Award

Home

List

Create

Update

The user can update award info after searching for award number



Find Awards

Search Criteria ▼

Q Search Criteria ?

Award Number
Award End Date
Award PI
Award Department
Award Reporting Requirement
Award Special Reporting Requirement
Award Report Status

User will be able to search by various criteria to find awards





Find Awards

Search Criteria ▼

Q Search Criteria ?

- Award Number
- Award End Date
- Award PI
- Award Department
- Award Reporting Requirement
- Award Special Reporting Requirement
- Award Report Status

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User will be able to select from Award Number, Professor, Department, End Date, Reporting Requirements and Special Reporting Requirements to find awards



Find Awards

Award Number ▼

Q 1000

Once user finds an award they will be presented with relevant info

Award Number -1000
Award Professor - Dr. John Doe
Award Department -Biology
Award Start Date -10/1/21
Award End Date-10/1/22
Award Reporting Requirements-Annual Financial Report
Special Award Report Requirements-Annual Effort Report
Report Status -WIP
Comments - Waiting on Department



Home

Create Award

Update Award

Find Award