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YourGrants QuickGuide

YourGrants is composed of 4 separate components:

- * *Manager*
- * *Query*
- * *Grant Lists*
- * *Grant Details*

The first three components appear as tabs in one window. The Grant Details always displays in a separate window (identical to Grant Detail Viewer).

Queries

From this component, a user can search grants using criteria listed in the top half of the screen. The search functions are similar to Grant Detail Viewer. Users do NOT have to create stored queries just to search for a grant! The search criteria can be saved to a stored query to be reused. Optionally, the user may load a stored query. The stored query can be changed or saved as a new stored query.

After clicking on the Search button, the retrieved grants appear in the bottom half of the screen. This area is titled Grants. It contains a menu allowing users to create reports (located on the right edge of the window). The menu has two drop-down lists. From the Report list, the user will choose the type of report desired. From the Format list, the user will need to choose how the report should be formatted. Each report may have different formatting options.

After selecting a grant or group of grants using a check box provided next to each grant, the user may:

- Produce a report from the grants
- Save the grants to a new grant list
- Add the grants to an existing grant list

By clicking on the hyperlinked grant, the Grant Detail window opens up.

Grant Lists

Grant Lists are created and maintained in the Grant Lists component.

The retrieved grants from the grant list appear in the bottom half of the screen. This area is titled Grants. It contains the same menu as described in the Queries component. The user can add an individual grant to the grant list (by clicking on Add Grant by Grant Number button). After selecting a grant or group of grants using a check box provided next to each grant, the user may:

- Produce a report from the grants
- Add the grants to an existing grant list
- Delete the grant from the current grant list

Manager

The Manager component provides users with functions related to managing stored queries and grant lists. Each stored query or grant list owned by the user is displayed. The user can perform the following functions on one or more stored queries/grant lists.

- Load the stored query/grant list (by clicking on the name)
- Produce a report from the grants in the stored query/grant list (by using the checkbox)
- Delete the stored query/grant list
- Edit the name and description (by clicking on the Edit Properties button)