

How do I access and set up a dashboard of my grants and projects?

Select the following *Project/Grant Budget Dashboard* option from the Main Menu. Add to your Favorite menu items.

Click on the Create/Modify groups of projects/grants link.

Show dashboard at login
Welcome to the Project/Grant budget dashboard.

Projects/Grants
[Create/Modify groups of projects/grants](#) Group: Demo

Fund	Dept	Project/Grant	Description	Budget	Revenue	Expense
				0.00	0.00	0.00

Name the Group.

Enter project/grant numbers one by one, using the circled plus sign to add additional rows as needed.

Save and return.

Add or remove groups of p/g to display on your dashboard Find | View All | First | 1 of 1 | Last

Group: Demo

*Project/Grant	Description		
1 01765	Fleet Car (vacant)	+	-
2 35811	IC Industry Research	+	-
3 43544	Endow Schol=Hardiman Frank	+	-

Click the Show dashboard at login if you would like this come out automatically upon login.

Make sure the desired group is displaying from the drop down menu.

Show dashboard at login
Welcome to the Project/Grant budget dashboard.

Projects/Grants
[Create/Modify groups of projects/grants](#) Group: Demo



Fund	Dept	Project/Grant	Description	Budget	Revenue	Expense	Encumbrance	Pre-Encumbrance	Balance
330	60300	01765	Fleet Car (vacant)	0.00	10,185.63	9,685.63	0.00	0.00	500.00
375	15500	35811	IC Industry Research	350,000.00	0.00	334,945.38	2,387.33	0.00	12,667.29
389	77300	43544	Endow Schol=Hardiman Frank	0.00	69,548.88	68,013.45	0.00	0.00	1,535.43

All numbers will drill to underlying transactions using the magnifying glass icon, with the most recent transaction at the top.

If you wish to have more than one group of grants or projects to track via the dashboard, click on the plus sign to the right of the Group name, as shown below and repeat as above.

Add or remove groups of p/g to display on your dashboard Find | View All | First | 1 of 1 | Last

Group + -

	*Project/Grant	Description		
1	<input type="text" value="01765"/> 	Fleet Car (vacant)	+ -	
2	<input type="text" value="35811"/> 	IC Industry Research	+ -	
3	<input type="text" value="43544"/> 	Endow Schol=Hardiman Frank	+ -	