



Grants and Projects - DA3000

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District Administration > Maintenance > User Profiles > Grants and Projects

This tab is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has access to view the details associated with the grant code in the Grants and Projects application.

Note: Refer to the [Accounts](#) tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Assign a grant code:









- ☐ Click **+Add** to add a row. The Grants and Projects Directory is displayed.
 - Select one or more grant codes to assign to the selected user. Only active grant codes that exist on the Tables > Grant/Project Profile page in the Grants and Projects application are displayed.
 - Type data in the **Search** field to narrow the list of grant codes displayed in the list.
 - Click **OK** to continue and return to the Grants and Projects tab.
 - Click **Cancel** to return to the Grants and Projects tab without making a selection.

| Field | Description |
|--------------------|---|
| Grant Code | The user-defined grant code is displayed. |
| Description | The user-defined grant code description is displayed. |
| Active | Indicates the grant code status. |

- ☐ Click **Save**.

Other functions and features:

| | |
|-----------------|---|
| Retrieve | Retrieve data . Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
|-----------------|---|

| | |
|---|--|
| Print | <p>Print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> |
|  | <p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed asking if you want to delete the row. Click OK.</p> <p>Click Cancel to not delete the row.</p> |