



## **Grants and Projects - DA3000**



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# Grants and Projects

## *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
<b>Grant Code</b>	The user-defined grant code is displayed.
<b>Description</b>	The user-defined grant code description is displayed.
<b>Active</b>	Indicates the grant code status.

- ☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data</a> . Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
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<b>Print</b>	<p><a href="#">Print the report.</a></p> <p><b>Review the report using the following buttons:</b></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><b>The report can be viewed and saved in various file formats.</b></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 <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
	<p><a href="#">Delete a row.</a></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 <b>Save</b>. A message is displayed asking if you want to delete the row. Click <b>OK</b>.</p> <p>Click <b>Cancel</b> to not delete the row.</p>