



## 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.

</WRAP>

### Assign a grant code:

Click **+Add** to add a grant code to the grid. 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 > Grants and Projects 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><br>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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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