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 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
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	Print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.


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