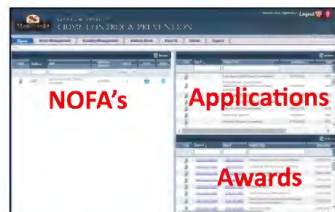


QR#102: How to Use the GMS Dynamic Homepage and Dashboards (Side 1)

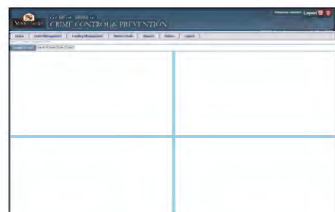
Introduction

Traditionally when logging into GMS, you are presented with the HOME screen containing three Controls: NOFA's, Applications, and Awards.



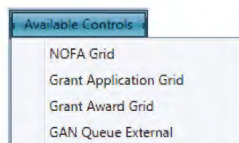
Traditional GMS Home Page

With the GMS Dynamic Homepage, you now have the flexibility to arrange your home page in a way that works best for you based on your workflow.



Dynamic Home Page

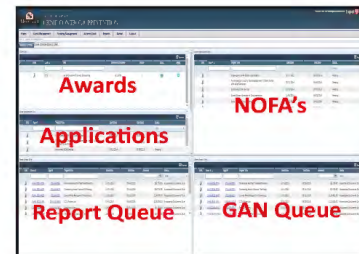
By selecting controls from the Available Controls menu and placing them in any of the four quadrants (more than 1 per quadrant if needed):



GMS Controls
Availability based on Role

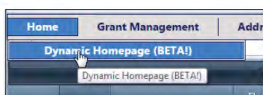


You define exactly how your home page will appear, making it easier to locate the information you most need according to the way you work!



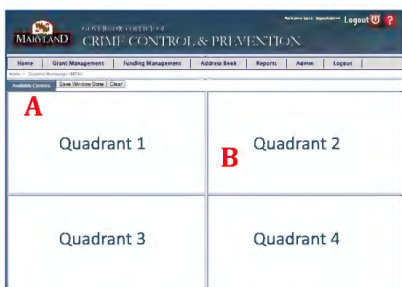
Log In and Access your Dynamic Homepage

1. Log into GMS with your username and password. Your Home screen is displayed.



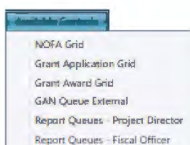
2. Hover your mouse pointer over the Home button; when the Dynamic Homepage button appears, click it.

The Dynamic Homepage appears:



GMS Dynamic Homepage

- A. Access to specific controls is based upon your role and permissions. To view controls available to you, click on the "Available Controls" button.



List of Controls

Controls are grids containing specific information. For example, the Applications control allows you to view all of your grant applications in a list/grid format.

App #	Project Title	Start Date	End Date
2015-B-001	Medication Assisted Treatment Recovery	10/01/2015	09/30/2016
2015-B-002	Combating Human Trafficking	10/01/2015	09/30/2016
2015-B-003	Laboratory-Based Diagnostic Technology	10/01/2015	09/30/2016

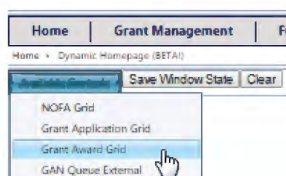
"Applications" Control

- B. Quadrants: Your home page has four quadrants, each of which can hold one or more controls.



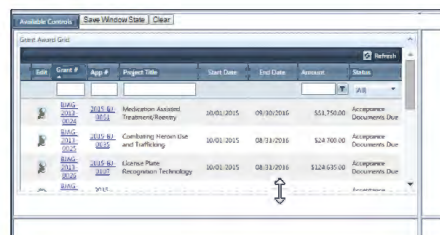
Add Controls to your Quadrants

1. Click the "Available Controls" button to view the list of controls. Then scroll down and click to select the control you wish to install. In this example, we're selecting Grant Award grid.



NOTE: Every time you add a control, it appears at the bottom of the first grid. From there you can move it to another grid.

The Grant Awards grid now appears in Quadrant 1.



Grid Operations

Once a grid has been added to a quadrant, there are several things you can do with it:

1. **Resize the grid.** Float your mouse pointer over the dotted line at the bottom of the grid until the pointer changes to the up/down resize pointer. Holding your mouse button down, drag up or down to make the grid larger or smaller.
2. **Expand / Collapse the grid.** Click on the arrow in the upper-right corner of the grid heading. Clicking once will collapse the grid, clicking it again will expand it.



Example: Grant Award and Grant Application grids stacked in one quadrant, both collapsed.

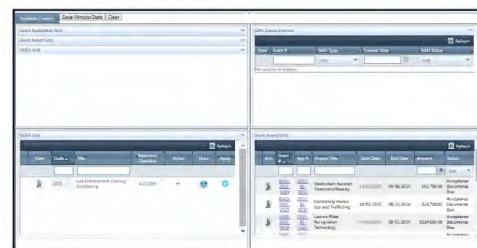
3. **Move the grid to another quadrant.** Click and hold on the grid you'd like to move. Drag it to the destination quadrant, then release the mouse button.



Click & hold grid to be moved. Drag to new quadrant.

Release mouse button when grid is in new quadrant.

Standard Grid Functionality



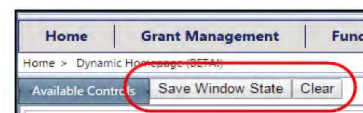
Example Dynamic Home Page - 4 Quadrants, several controls/grids in each. Some grids are collapsed, some expanded. Standard functionality applies to all grids in all quadrants, for example:

- Dashboard Header
- Column Headings
- Search/Filter Fields
- Records
- Action Columns
- Filtering
- Scrolling
- Page Navigation

For detailed instructions on the above grid features and more, please refer to the GMS User Manual, Section 5.2.4.1 - Dashboards on pages 17 through 32.

Saving Window State

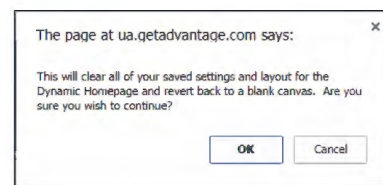
Click the **Save Window State** button in the upper-left corner of the GMS screen to save your quadrant / grid layout.



This will save the state of the grids (expanded / collapsed) and which grids are in which quadrants.

Clearing

Click the **Clear** button next to the **Save Window State** button to completely reset your Dynamic Homepage. Doing this will remove all grids from all quadrants. **Be sure this is what you want before clicking Clear!**



QR#102: How to Use the GMS Dynamic Homepage and Dashboards (Side 2)

Dashboards

In addition to the three traditional dashboards on the GMS Home Page (NOFA's, Awards, and Applications), with the Dynamic Homepage feature come three additional dashboards:

GAN Queue External

This dashboard allows an external user to view/sort/search GANs in any status and navigate directly to the associated Grant Award.

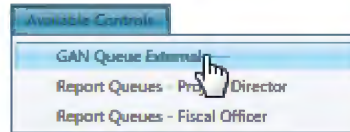
Report Queues - Project Director

This dashboard allows a project director to view/sort/search any reports currently in their queue and navigate directly to the associated Grant Award and report.

Report Queues - Fiscal Officer

This dashboard allows a project director to view/sort/search any reports currently in their queue and navigate directly to the associated Grant Award and report.

GAN Queue External



Click the Available Controls button, then click on GAN Queue External. Move it from quadrant 1 to another quadrant and resize it to show as many records as you wish.

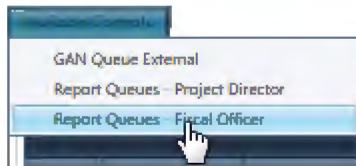
View	Grant #	GAN Type	Created Date	GAN Status
	BARM-2016-0013	General	10/23/2015	New
	BARM-2016-0013	Budget	10/23/2015	New

Click the icon in the View column to navigate directly to the Grant Award associated with the GAN. You will be taken directly to the Grant Award GAN tab of the Grant Award Menu, where you can take proper action

Grant Number:	App. Number:	Awarded:	Reported %:	Match:
BARM-2016-0013	2015-BA-0014	\$15,152.00	0.00 %	\$15,152.00

GAN #	GAN Type	Approved Date	ROR/DOR Amount	Project Director	GOCCP Monitor
0	General		\$0.00		
0	Budget		\$0.00		

Report Queues - Fiscal Officer



Click the Available Controls button, then click on Report Queues - Fiscal Officer. Move it from quadrant 1 to another quadrant and resize it to show as many records as you wish.

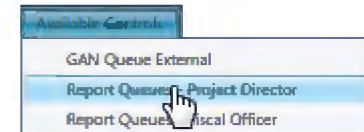
Click the Report icon in the Reports column, and you are taken directly to the Reports tab in the Grant Award Menu for the associated Grant Award.

Reports	Grant #	Imp Org	Project Director	Due Date	Report Type
	BARM-2016-0013	Baltimore Police Department	Knaupp Jacob	06/30/2016	Financial Reports

Grant Number:	App. Number:	Awarded:	Reported %:	Match:	Match Rept. %:	Proj
BARM-2016-0013	2015-BA-0014	\$15,152.00	0.00 %	\$15,152.00	0.00 %	07/01/2015

Report	Period Start	Period End	Status	Submitted
	07/01/2015	06/30/2016	Returned for Review	10/23/2015

Report Queues - Project Director



Click the Available Controls button, then click on Report Queues - Project Director. Move it from quadrant 1 to another quadrant and resize it to show as many records as you wish.

Click the Report icon in the Reports column, and you are taken directly to the Reports tab in the Grant Award Menu for the associated Grant Award.

Reports	Grant #	Imp Org	Project Director	Due Date	Report Type
	BARM-2016-0013	Baltimore Police Department	Knaupp Jacob	06/30/2016	Financial Reports

Grant Number:	App. Number:	Awarded:	Reported %:	Match:	Match Rept. %:
BARM-2016-0013	2015-BA-0014	\$15,152.00	0.00 %	\$15,152.00	0.00 %

Report	Period Start	Period End	Status	Submitted
	07/01/2015	06/30/2016	Returned for Review	10/23/2015