














Using the Grants-Deliverable Page (04/14/06)

1.	<p>Navigate to the RAVEN Inquiry page.</p> <p>Click the RAVEN link.</p> 
2.	<p>Click the RAVEN Inquiry link.</p> 
3.	<p>Search for the ADHOC inquiry.</p> <p>Click the Search button.</p> 
4.	<p>Hide the menu to create more viewing room.</p> <p>Click the Menu Collapse button.</p> 
5.	<p>Navigate to the Grants - Deliverable page.</p> <p>Click the Grants - Deliverable tab.</p> 
6.	<p>Observe the Grants-Deliverable page:</p> <ul style="list-style-type: none"> -- Tabs at top, hyperlinks at bottom for easy navigation -- Inquiry name and My Security link appear below tabs -- Selection criteria are inside thin blue border -- NEW: Select PCBU/Project to view details for one Project -- NEW: Time line options are Life to Date or Project Period -- NEW: Chartfield Selection area limited to 3 chartfields -- Next Level buttons, Display Options and Drill To operate the same on every page -- Results Grid does not contain budget-related columns
7.	<p>Enter the PCBU and Project values for the deliverable-based grant.</p> <p>Click the Look up PC BU (Alt+5) button.</p> 
8.	<p>The PCBU Look Up list displays only PCBUs related to deliverable-based grants.</p> <p>PCBUs display only when you have access to a grant in that PCBU. In this example, the user does not have access to any grants in PCBU 00188.</p> <p>Select the PCBU for Fed G&C - Deliverable.</p> <p>Click the Search Results table.</p> 

<p>9.</p>	<p>Look up the Project.</p> <p>Click the Look up Project (Alt+5) button.</p> 
<p>10.</p>	<p>Select the Project titled CODES Data Network (Project 00521060).</p> <p>Click the Search Results table.</p> 
<p>11.</p>	<p>Grant detail displays between the gray lines once PCBU and Project have been selected (just below the selection area).</p>
<p>12.</p>	<p>The time line area displays below the grant detail area. There are three time line options for the Grants - Standard tab. They are: Life to Date (LTD) or Project Period (PP, PPTD) and Current Month.</p> <p>The default option is Life to Date. Titles in the Results Grid reflect changes in time option. The title of the Results Grid for the LTD option is "Life to Date thru..." The Actuals column is titled "LTD Actuals".</p> <p>A second option is displayed when Life to Date is un-checked.</p> <p>Click the Life to Date option.</p> 
<p>13.</p>	<p>When you uncheck Life to Date, the Project Period option is displayed. The Results Grid is re-titled "Project Period to Date thru...". The Actuals column is re-titled "PPTD Actuals".</p> <p>Re-check Life to Date to return to the default Life to Date time option.</p> <p>Click the Life to Date option.</p> 
<p>14.</p>	<p>We have...</p> <ul style="list-style-type: none"> -- selected the PCBU and Project -- accepted the defaults for time (LTD/Current Month), Chartfield Selections (highest level) and Display Option (Account) <p>Retrieve the data.</p> <p>Click the Fetch button.</p> 
<p>15.</p>	<p>Summarized results are displayed in the Results Grid at the bottom of the page.</p> <p>Note that the Results Grid for deliverable-based grants contains no budget-related columns.</p>

16.	<p>To view more detail or less detail, use the Next Level buttons. Step out for more detail using the right pointing arrows or step back for less detail using the left pointing arrows.</p> <p>Step out one level to view more detailed information.</p> <p>Click the Open Next Level button.</p> 
17.	<p>Selection of Display Options and Drill To options are the same for all RAVEN pages.</p> <p>Refer to 'Using the All Activities Page' for detail on changing Display Options or Drill To options.</p>
18.	<p>In this section, you...</p> <ul style="list-style-type: none">-- navigated to the Grants-Deliverable page-- ran the ADHOC inquiry to retrieve data on a deliverable-based grant-- observed differences in the Results Grid-- learned where to look for more information on using Display Options and Drill To options. <p>Congratulations!</p> <p>End of Procedure.</p>