















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

1.	<p>The Grants-Standard page is located from the RAVEN Inquiry search page.</p> <p>Navigate to the RAVEN Inquiry search 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>If ADHOC is your only inquiry, clicking Search will take you directly to the default RAVEN page (usually All Activities).</p> <p>Click the Search button.</p> 
4.	<p>Create more viewing room by collapsing the menu.</p> <p>Click the Menu Collapse button.</p> 
5.	<p>We want to view data for a standard grant, so we need to move to the Grants-Standard page.</p> <p>Click the Grants - Standard tab.</p> 
6.	<p>Observe the Grants-Standard 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 contains budget-related columns (Current, Available, % Spent)

<p>7.</p>	<p>The Grants-Standard page layout differs from non-grant pages. On the Grants-Standard page you can...</p> <ul style="list-style-type: none"> -- retrieve data for one grant at a time -- view detail on the grant (start/end dates, PI, Administrator, etc.) <p>Use PCBU and Project to select a grant. Select the PCBU.</p> <p>Click the Look up PCBU (Alt+5) button.</p> 
<p>8.</p>	<p>The PCBU search list is "filtered" and displays only those PCBUs related to standard grants.</p> <p>The PCBU we are looking for is 00187.</p> <p>Click the correct PCBU hyperlink.</p> 
<p>9.</p>	<p>Click the Look up Project (Alt+5) button.</p> 
<p>10.</p>	<p>If a long list of projects is returned, enter enough of the Project ID to get closer in the Project ID list.</p> <p>Enter the desired information into the begins with field. Enter a valid value e.g. "004303".</p>
<p>11.</p>	<p>Click the Look Up button.</p> 
<p>12.</p>	<p>Find the Project ID in the list returned.</p> <p>The Project ID we are looking for is 00430323.</p> <p>Click the correct Project ID in the Search Results table.</p> 
<p>13.</p>	<p>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 line 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>Project Period is a second option on the time line for the Grants - Standard page.</p> <p>Click the Life to Date option to UN-check the Life to Date option.</p> 

<p>14.</p>	<p>When you uncheck Life to Date, Project Period becomes an option. When 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>15.</p>	<p>Retrieve ("fetch") the data for this standard grant.</p> <p>Click the Fetch button.</p> 
<p>16.</p>	<p>Summarized results are displayed in the Results Grid at the bottom of the page.</p> <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> 
<p>17.</p>	<p>You have successfully retrieved data using the default ADHOC inquiry on the Grants - Standard page.</p> <p>You have...</p> <ul style="list-style-type: none"> -- searched for an inquiry -- fetched data -- stepped out one level of detail <p>Congratulations!</p> <p>REMINDER: Changing Display Options and Drill To options are the same throughout RAVEN. Refer to "Using the All Activities Page" for more detail.</p> <p>End of Procedure.</p>