

Widgets

Items on your dashboard that are shortcuts and help track information about your grant.



Add Widgets

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the right side of the header are notification and user icons. A dark red sidebar on the left contains menu items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The Intelligence menu is expanded, showing a "Widgets" option. A red callout box points to the "Widgets" option with the text: "Click on Intelligence and select Widgets".

i Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.










Click on **Intelligence** and select **Widgets**

Select Widget

Grants Portal

WIDGETS

Search...

Preview	Name	Description	Sizes
 + ADD TO DASHBOARD	Applicant Status Column Chart	Showing applicant statuses.	3x1, 4x2
 + ADD TO DASHBOARD	Applicant Status Table	Showing applicant statuses.	3x2
 + ADD TO DASHBOARD	Damage Summary Column Chart	Showing damage summary	2x2
 + ADD TO DASHBOARD	Damages Line Chart	Showing Damage creation timeline	2x2
 + ADD TO DASHBOARD	Event Cost Summary Chart	Showing event cost summary	2x1
 + ADD TO DASHBOARD	Outstanding Items	Showing outstanding items	2x1
 + ADD TO DASHBOARD	Project Location Status Column Chart	Showing project location and status.	2x2, 4x2
 + ADD TO DASHBOARD	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes.	4x2
 + ADD TO DASHBOARD	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes.	4x2

Click on **Add to Dashboard**

Select Criteria for Widget To Track

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main area displays a list of widgets, each with an 'ADD TO DASHBOARD' button. A modal dialog titled 'Add Widget - Project Status Table Work Completed/Fully Documented' is open, showing a dropdown menu for 'Event' with '4337DR-FL (4337DR)' selected, and a dropdown for 'Size' with '4x2 (default)' selected. At the bottom of the modal are '+ ADD' and 'CANCEL' buttons.

Step 1: Click to select Event

Step 2: Click **Add**

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. On the left is a dark sidebar with navigation options: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main content area is titled 'widgets' and contains a table of available widgets. A red callout box points to the 'Dashboard' option in the sidebar with the text 'Click on Dashboard'.

	Description	Sizes
+ ADD TO DASHBOARD	Status Column Chart	Showing applicant statuses. 3x1, 4x2
+ ADD TO DASHBOARD	Status Table	Showing applicant statuses. 3x2
+ ADD TO DASHBOARD	Damage Summary Column Chart	Showing damage summary 2x2
+ ADD TO DASHBOARD	Damages Line Chart	Showing Damage creation timeline 2x2
+ ADD TO DASHBOARD	Event Cost Summary Chart	Showing event cost summary 2x1
+ ADD TO DASHBOARD	Outstanding Items	Showing outstanding items 2x1
+ ADD TO DASHBOARD	Project Location Status Column Chart	Showing project location and status. 2x2, 4x2
+ ADD TO DASHBOARD	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes. 4x2
+ ADD TO DASHBOARD	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes. 4x2

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. The main content area displays a table titled "Compl. Work / Fully Doc. Project Status" for "My Org on 4337DR". The table has 11 columns: Projects Created, Formul ation, EEI, DDD Scope & Cost, QA Review, Ins. / Mit. Reviews, EHP Review, JFO Review Proj., Recip. Review Proj., and Appl. Signed Proj. The rows show counts for "Compl. Step", "Pending Step", "Overdue", and "d with RFI". A red callout box points to the "EEI" column with the text "Click on any item".

	Projects Created	Formul ation	EEI	DDD Scope & Cost	QA Review	Ins. / Mit. Reviews	EHP Review	JFO Review Proj.	Recip. Review Proj.	Appl. Signed Proj.
Compl. Step	1	1	0	0	0	0	0	0	0	0
Pending Step		0	1	0	0	0	0	0	0	0
Overdue			0	0	0	0	0	0	0	0
d with RFI				0	0	0	0			

Click on any item