

Office of Superintendent of Public Instruction

iGrants User Training Manual

iGrants User Manual - District

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Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), agreements, and end-of-year reports.

Training Manual Purpose

In an effort to make iGrants a more user-friendly system, enhancements are ongoing. This training manual serves as an introduction to operate the upgraded iGrants system.

This manual is structured so that one can work at his/her own pace by following the system navigation steps. Screenshots are provided to illustrate the various iGrants processes.

Audience

All non-OSPI iGrants users can use this training manual to learn how to operate the iGrants system and generate budget reports and exports.

Gaining Access to iGrants

The procedures for gaining access to iGrants are listed below.

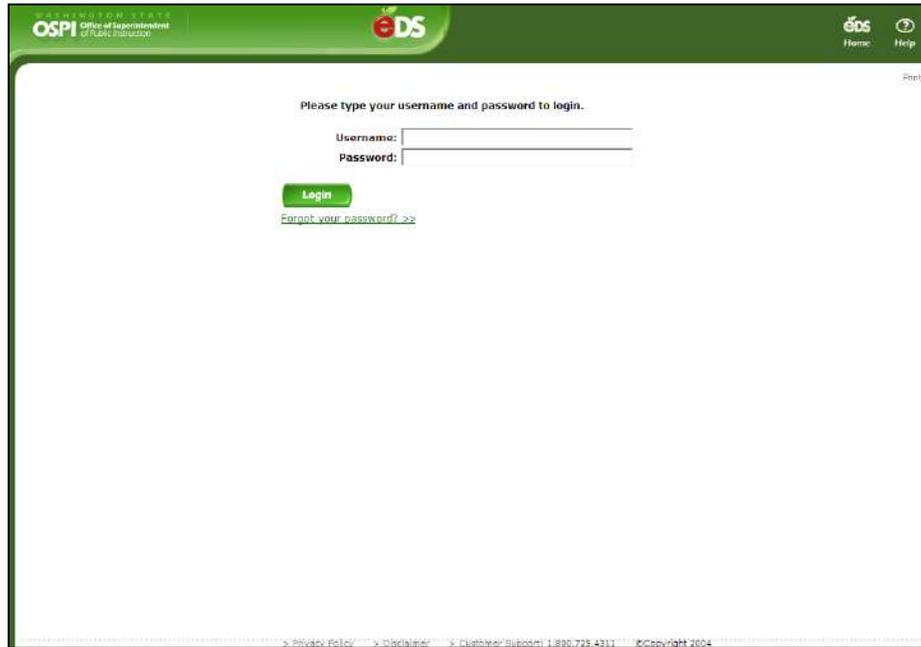
- **School Districts:** All users must contact their district security manager. A list of district security managers is located on the iGrants home page under the **Obtain User Login Credentials** link.
- **All other organizations** (listed below) must contact OSPI Customer Support by calling **(800) 725-4311, Option #1** or emailing CustomerSupport@k12.wa.us.
 - ❖ **Educational Service Districts**
 - ❖ **Non-Profit Organizations**
 - ❖ **Colleges and Universities**

1. Logging Into iGrants (All Users)

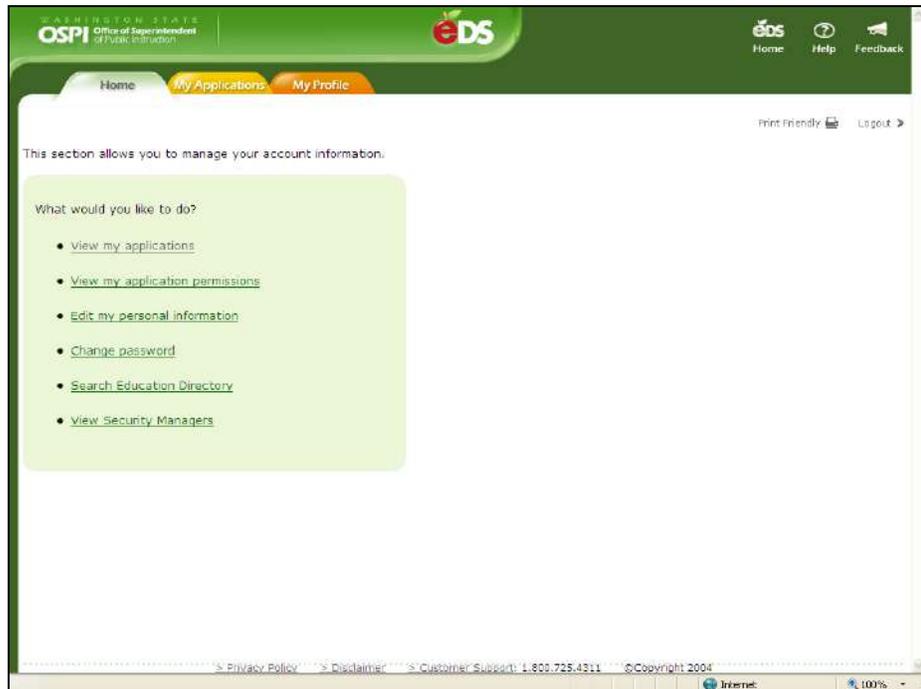
1. From the EDS Login screen, type your **Username** and **Password** and click **Login**. The EDS Home page opens.

The URL to use is:

<https://eds.ospi.k12.wa.us/Login.aspx>



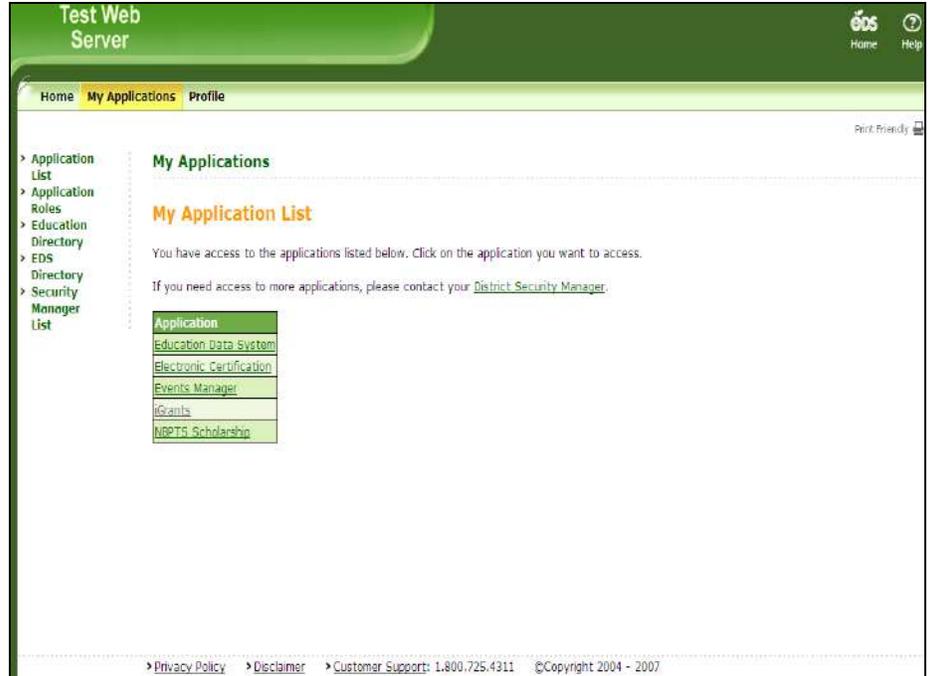
2. From the EDS home screen, click on the **My Applications** tab. The My Application page opens.



- From the My Applications screen, click on the link to the **iGrants** application.

Note:

- Each user's My Application List will contain different links. If yours is missing the **iGrants link**, contact your district's data security manager (districts only) or OSPIs Customer Support (all other organizations) at 1.800.725.4311, Ext. 1 and ask to be given iGrants access.



- Clicking iGrants on the My Application page displays the iGrants home page screen. You can click on **Login to iGrants** to go into the iGrants application. (If you have already logged into the EDS system, you are not required to login again.)

Notes:

- From the iGrants login page, **set a bookmark** to make future logins quicker.
- The EDS applications – which include iGrants – are designed to use **Internet Explorer 6.0** or greater as the Web browser. It is best not to use other browsers. See Appendix A for details about browser settings.



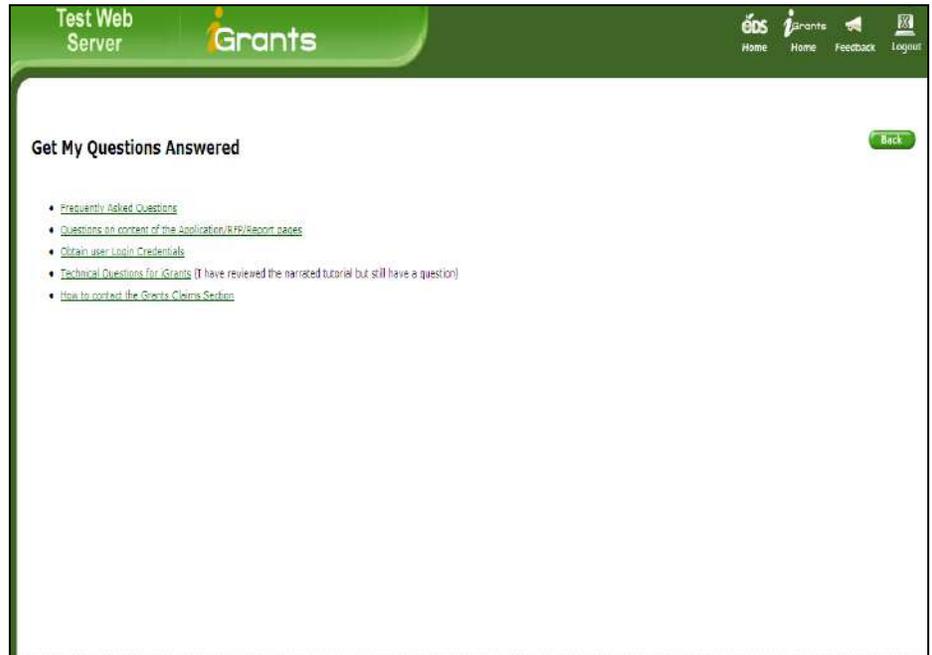
2. iGrants Home Page

2.1 I Need To...

1. Depending upon what you need to do, you can navigate to various pages by clicking the appropriate link from iGrants home page.

Notes:

- Clicking **Login to iGrants** would take you to the iGrants login page.
- Clicking the following links will display pages with corresponding information:
 - **Obtain user Login Credentials**
 - **Get My Questions Answered**
 - **Get a list of form package contacts**

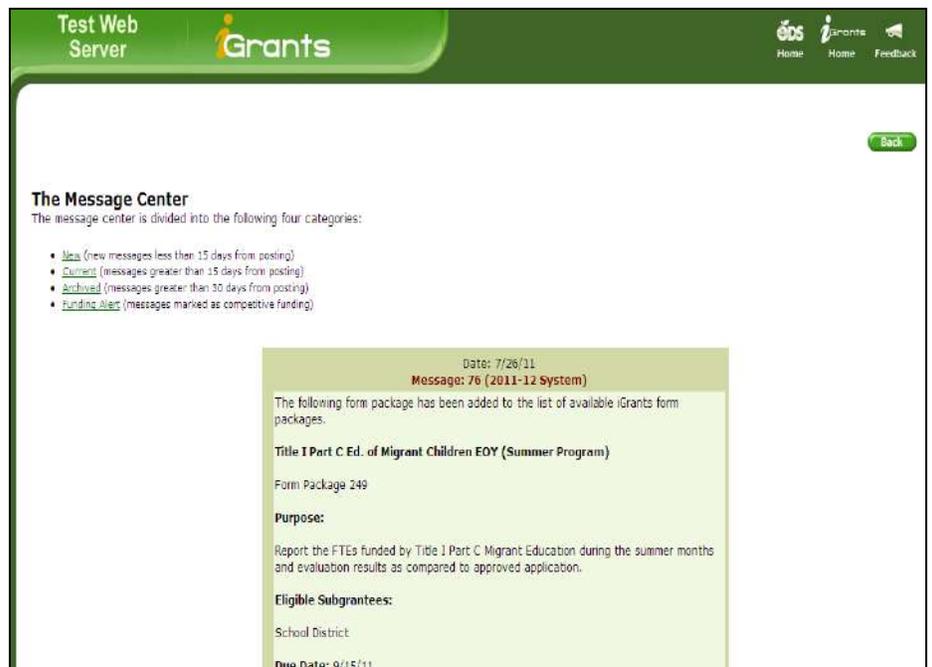


2.2 Message Center

1. Clicking the **Message Center** link on iGrants home page displays the Message Center page. This page is used to display any New, Current, or Archived messages.

Notes:

- Click on the appropriate link (**New, Current, or Archived**) to see messages.
- Click the **Print** icon to print the page.



2.3 Topics

- The iGrants home page also displays links to the following Topics:

- ❖ **Inventory of Form Packages**
- ❖ **Allocations**
- ❖ **Indirect Rate**
- ❖ **Carryover**

Notes:

- Clicking the **Inventory of Form Packages** link displays a list of form package types.
- Use the fiscal year drop-down to see form packages from prior years.

- Clicking the link for **form package type** or **organization** on the Inventory of Form Packages page displays the form package details and the contact information.

Note:

- Click the **Back** button to go back to the inventory page.

FP ID	FP Name/Profile	Type/Audience	Program Area	Status	Activation Date	Due Date	Funding Amounts	OSPI Program Contact	Grant Analyst	Budget Information
221	Educational Leadership Intern Program	State School Grant District	Principals Association AWSP	Open	6/16/2011	8/12/2011		Linda Thomas AWSP 360.357.7951 linda@ensp.org	Staci Brooks Director, Grants Management 360.725.6278 staci.brooks@k12.wa.us	Go
409	Full-Day Kindergarten (Base Only)	State School Grant District	Early Learning	Open	6/22/2011	7/15/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
359	Full-Day Kindergarten (Renewal)	State School Grant District	Early Learning	Open	6/10/2011	6/27/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
217	Highly Capable Students Program	State School Grant District	Highly Capable	Open	6/9/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100 gayle.pauley@k12.wa.us	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go
								Jody Heis Program Supervisor 360-725-6130 Jody.Heis@k12.wa.us		
								Sandy Benedetti Program Support 360-725-6101 sandy.benedetti@k12.wa.us		
218	Learning Assistance Program (LAP)	State School Grant District	Special Programs and Federal	Open	6/3/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go

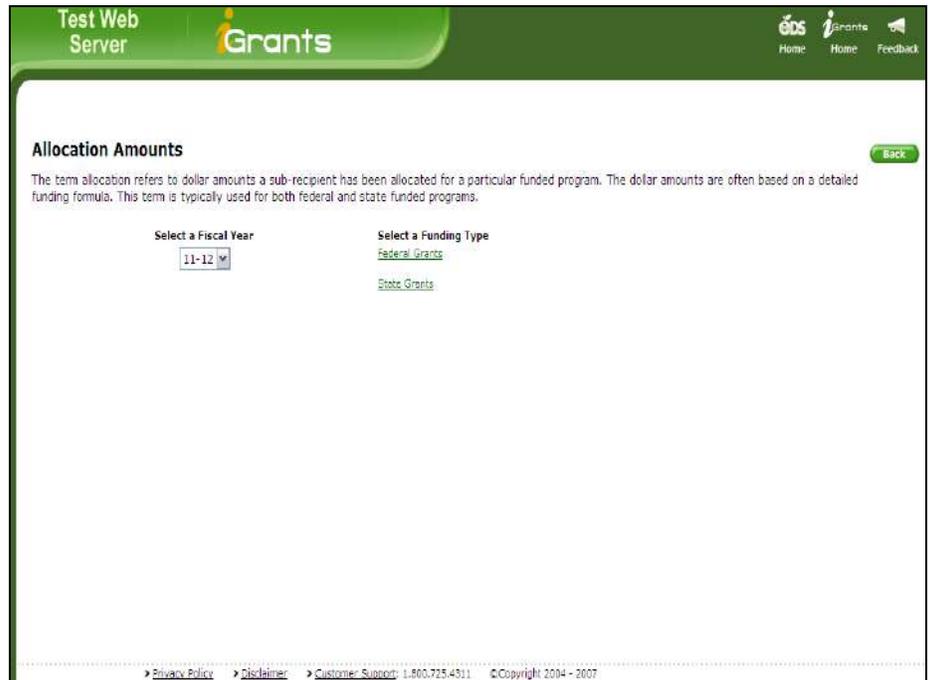
- Clicking the **FP Name/Profile** link or **Go**, the page refreshes to display the form package profile page.



- Clicking the **Allocation** hyperlink on iGrants home page displays the **Allocation Amounts** page. You can also use the drop-down filter to view allocations for prior years or by funding type.

Note:

- The fiscal year defaults to the current year.



- Clicking a **Funding Type** link on Allocation Amounts page displays allocation amounts for different form packages sorted by organization name.

Notes:

- Click the **Back** button to go back to the Inventory page.
- Click the **Print** icon to open the page in printer friendly view.

Allocations
Federal Funded for: 10-11

District	CoDist ID	Organization	Form Package ID	Form Package	Amount
	BGCSP	Boys and Girls Clubs of South Puget Sound	364	21st Century Community Learn Centers (Continuing Awards - Consortium)	\$335,275
	CFIC	Camp Fire USA Inland NW Council	363	21st Century Community Learn Centers (Continuation Awards - District)	\$194,000
	19901	Central Washington University	436	Special Education State Needs Projects	\$264,244
	19901	Central Washington University	436	Special Education State Needs Projects	\$36,033
	CSL	Communities in Schools of Lakewood	540	21st Century Community Learn Centers (New Applicants - District)	\$72,000
	CSCWG	Community Schools Collaboration of King County	426	21st CCLC Cohort 5 (Continuing Awards - District)	\$410,518
	DECCA	Distributive Education Clubs of America	388	Student Leadership - Federal (Selected Recipients Only)	\$24,000
	32801	Educational Service District 101	209	Title I Part D Subpart 1 N or D State Agency	\$32,158
	32801	Educational Service District 101	231	Title III LEP (Consortium Package)	\$0
	32801	Educational Service District 101	232	Title III LEP (District Package)	\$0
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$10,167
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$0
	32801	Educational Service District 101	293	AARRA CSA Ed Tech Support Center (ETSC) ESDs 101, 112, 121	\$13,500
	32801	Educational Service District 101	356	Title I Part D Training Proposal - Mini Grant	\$2,260
	32801	Educational Service District 101	422	Prevention Intervention Services Program (Federal)	\$521,097
	32801	Educational Service District 101	426	21st CCLC Cohort 5 (Continuing Awards - District)	\$400,274
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$41,050

- Clicking the **Indirect Rates** link on iGrants home page displays a page which describes the purpose of the indirect rate.

Note:

- The fiscal year defaults to the current year.

Indirect Rates

An indirect rate allowed by most grants helps subgrantees to offset the cost of providing program services. Not all grants allow an indirect rate to be applied. The programs that do allow an indirect rate are based on either a restricted, unrestricted, or state recovery percentage. Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (direct expenditures) plus a limited allowance for overhead or indirect expenditures.

Select a Fiscal Year

[Home](#) [Home](#) [Feedback](#) [Logout](#)

[Home](#) [Home](#) [Feedback](#)

[Home](#) [Home](#) [Feedback](#) [Logout](#)

- Clicking the  button on the **Indirect Rates** page displays the indirect rates by type for organizations by the selected fiscal year.

Notes:

- Click the **Back** button to return to previous page
- Click the **Print** icon to print the page.

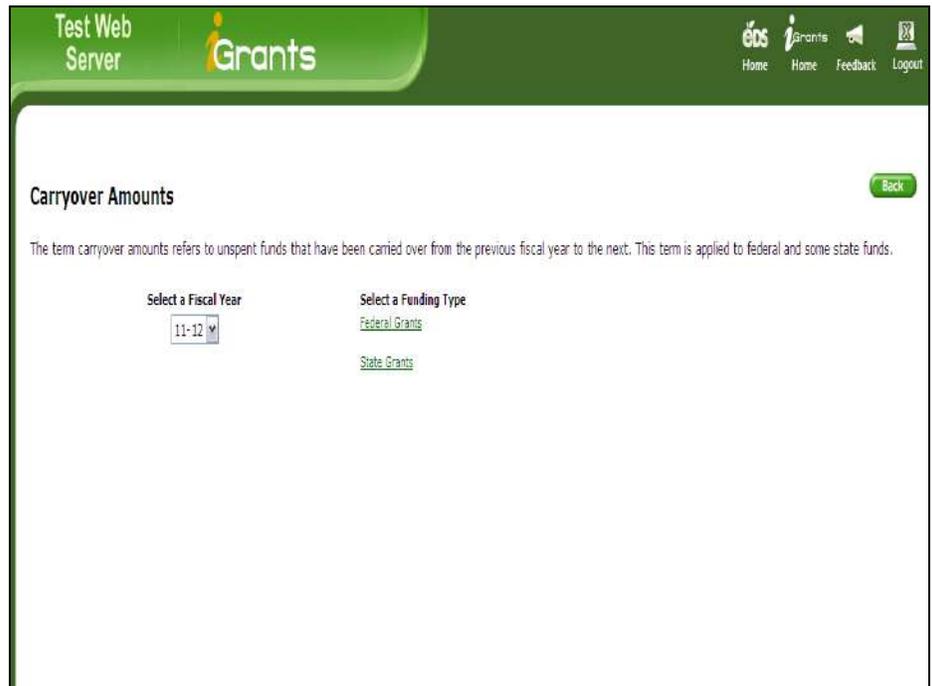


CoDist ID	Organization	Restricted Rate	Unrestricted Rate	Recovery Rate
14005	Aberdeen School District	0.0325	0.1097	0.1491
01226	Adna School District	0.0318	0.186	0.1898
22017	Almira School District	0.0472	0.2447	0.2921
09103	Ancworte School District	0.0256	0.1542	0.1627
01016	Arlington School District	0.0203	0.1296	0.1428
02420	Austin-Anatone School District	0.0522	0.1563	0.1901
17408	Auburn School District	0.0275	0.1285	0.1244
18303	Bainbridge Island School District	0.0387	0.1741	0.1825
17931	Bates Technical College	0.1	0.0	0.0
06119	Battle Ground School District	0.037	0.1529	0.1529
17405	Bellevue School District	0.0347	0.1573	0.1603
07001	Bellingham School District	0.0397	0.1519	0.1592
01122	Benge School District	0.0349	0.2645	0.3025
07403	Bethel School District	0.0302	0.1911	0.1414
10103	Birkleton School District	0.0502	0.1755	0.1982
07503	Blaine School District	0.0207	0.169	0.1841
11234	Boistfort School District	0.0493	0.2944	0.3788
08100	Bremerton School District	0.0617	0.1948	0.1797
24111	Brewster School District	0.028	0.1863	0.198
09075	Bridgeport School District	0.0449	0.1777	0.1795
10046	Brimmon School District	0.1296	0.2417	0.3005
09100	Burlington-Edison School District	0.0495	0.1724	0.1810
06117	Camas School District	0.0394	0.1492	0.1682
08401	Cape Mudge School District	0.0322	0.1841	0.2199
17019	Carbonado School District	0.0545	0.3034	0.326
04228	Cascade School District	0.022	0.1598	0.1779
04127	Cascade School District	0.0451	0.1427	0.2018

- Clicking the **Carryover** link on iGrants home page displays the **Carryover Amounts** page.

Notes:

- Select a **Fiscal Year** from the drop-down. The fiscal year defaults to the current year.
- Select a **Funding Type** by clicking on the **Federal Grants** or **State Grants** link.



Carryover Amounts

The term carryover amounts refers to unspent funds that have been carried over from the previous fiscal year to the next. This term is applied to federal and some state funds.

Select a Fiscal Year: 11-12

Select a Funding Type: [Federal Grants](#), [State Grants](#)

9. Clicking the funding type link on the carryover amounts page displays the appropriate **carryover amounts** for all organizations by form package for the selected fiscal year.

Notes:

- Click the **Back** button to return to previous page.
- Click the **Print** icon to print the page.

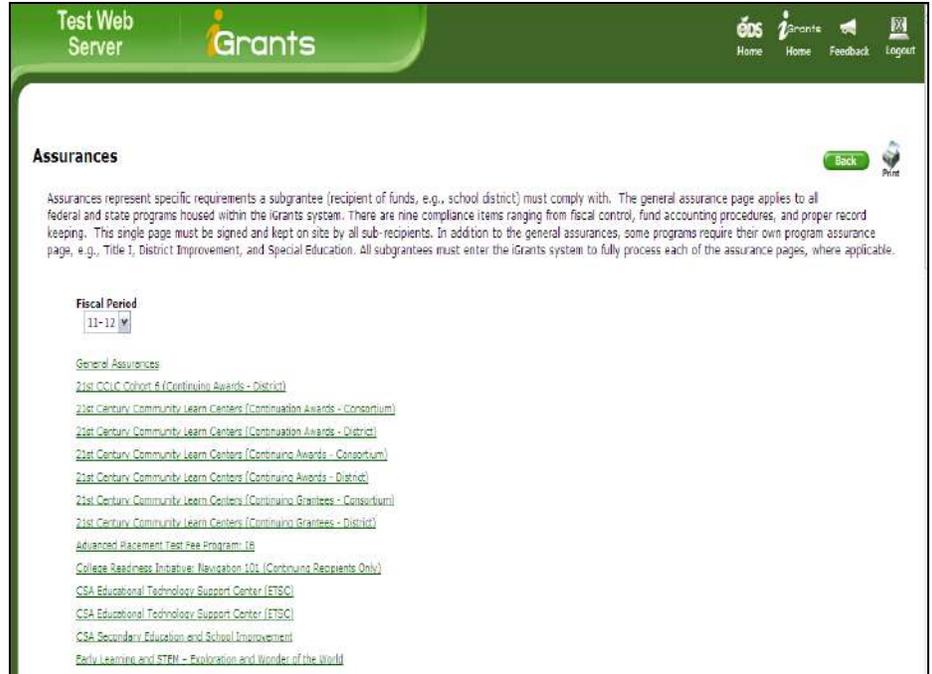
Cobist ID	Organization	Form Package ID	Form Package	Amount	Budget Category
2034	A J West Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$3,503	
2034	A J West Elementary	502	ARRA Peer Coaching (Carryover Only)	\$468	
2034	A J West Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,425	
14005	Aberdeen School District	201	Title I, Part A Improving Basic Programs	\$365,030	
14005	Aberdeen School District	208	Title I Part D Subpart 2 Neglected or Delinquent Local Agency	\$19,953 2010-11	
14005	Aberdeen School District	232	Title III LEP (District Package)	\$48,058	
14005	Aberdeen School District	238	Title II Part D Enhancing Education Through Technology	\$3,172 2010-11 Funding	
14005	Aberdeen School District	239	Title II Part A Teacher Principal Training and Retraining	\$200,056	
14005	Aberdeen School District	262	Rural and Low-Income School Grant	\$7,116	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$38,668 IDEA-B	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$2,344 Section 619	
14005	Aberdeen School District	416	21st Century Community Learn Centers (Continuing Awards - District)	\$75,290	
14005	Aberdeen School District	426	21st CCLC Cohort 5 (Continuing Awards - District)	\$73,580	
14005	Aberdeen School District	482	ARRA Title I Part A	\$170,191	
14005	Aberdeen School District	485	ARRA McKinney-Vento Homeless Children and Youth	\$5,101	
14005	Aberdeen School District	487	ARRA Special Education (IDEA B and Section 619) Carryover Funds	\$300,731 IDEA-B	
14005	Aberdeen School District	487	ARRA Special Education (IDEA B and Section 619) Carryover Funds	\$12,847 Section 619	
14005	Aberdeen School District	500	ARRA Title II Part D (Carryover Only)	\$9,456	
3209	Abraham Lincoln Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,601	
3209	Abraham Lincoln Elementary	502	ARRA Peer Coaching (Carryover Only)	\$947	
3209	Abraham Lincoln Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,353	
2685	Acme Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$1,940	
2156	Adams Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,027	
21226	Adna School District	201	Title I, Part A Improving Basic Programs	\$0	
21226	Adna School District	236	Title II Part D Enhancing Education Through Technology	\$1 2010-11 REAP	

2.4 Resources

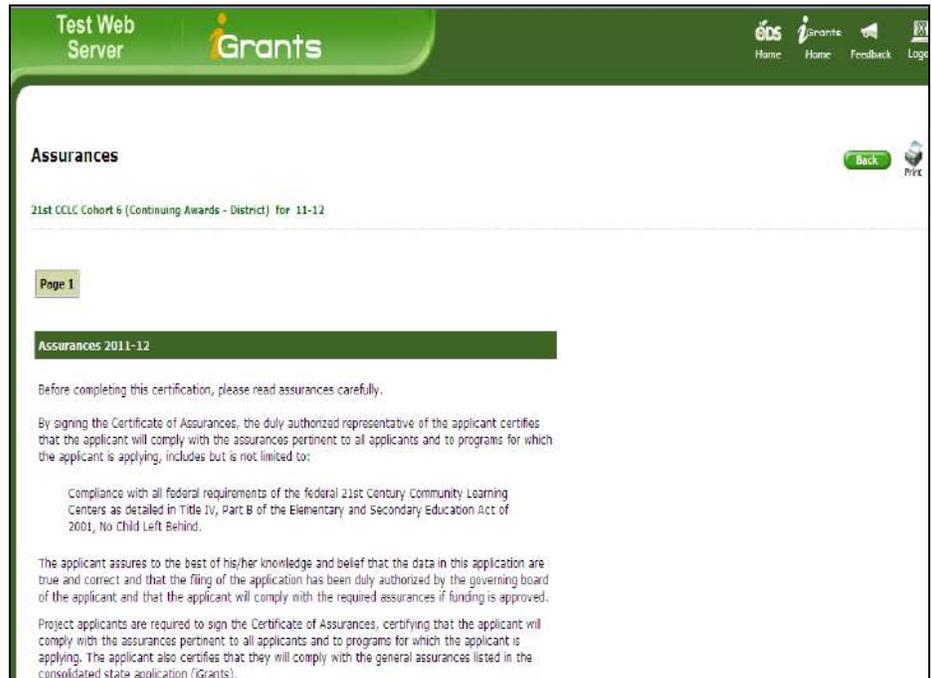
1. Clicking the **Assurances** link on iGrants home page displays a page which describes the purpose of assurances and gives a list of individual federal and state program assurances.

Note:

- Select the appropriate fiscal year from the drop-down. The fiscal year defaults to the current year.



2. Clicking any of the program links displays a page with the list of assurances associated with that program.



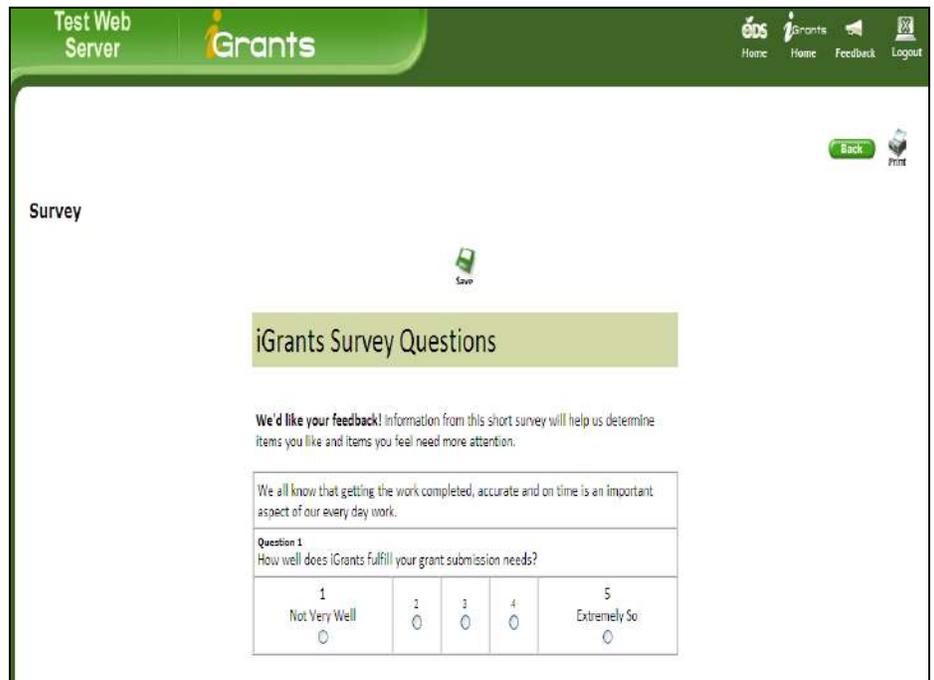
3. Clicking the **General Resource Information** link on iGrants home page displays links to supportive documents on topics such as:

- ❖ ARRA (Stimulus) Guidance
- ❖ DUNS Numbers
- ❖ ESEA
- ❖ Nine Characteristics
- ❖ Transferability & REAP Guidance
- ❖ Time and Effort
- ❖ Comparability
- ❖ Lifecycle of a Grant
- ❖ Dollar Flow (Federal)
- ❖ Dollar Flow (State)
- ❖ Faith Based
- ❖ SAS Timeline

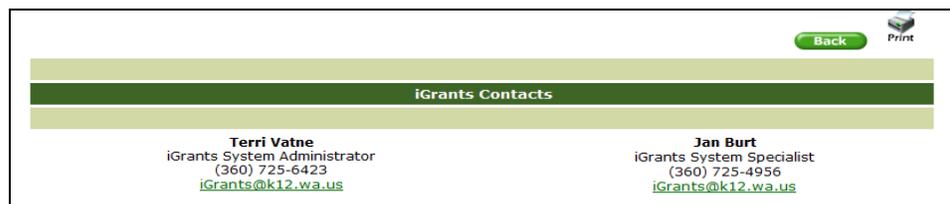


2.4 Customer Service

1. Clicking the **Take Our Quick Survey** link on iGrants home page displays the **iGrants Survey Questions**.



2. Clicking the **Contact Us with Technical Issues** link displays the technical support contact information.



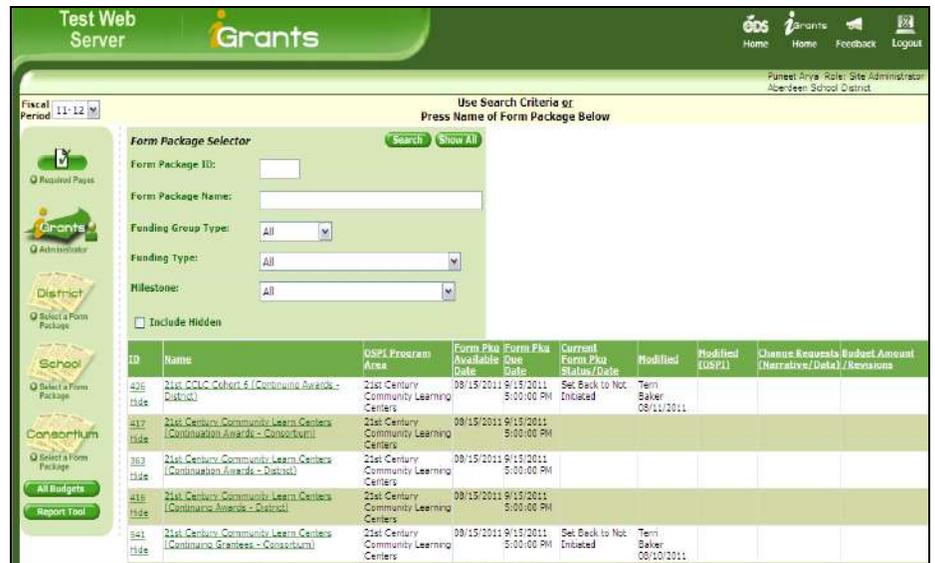
3. Enter Form Package Data

The Form Package selector page displays when you login into the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected in the drop-down in the left-hand corner of the page. The form package initially displays with the status of **Not Initiated**. The form package pages are sometimes pre-populated even though the status is Not Initiated. That means the data entered last year has been copied over to the current fiscal period. Clicking **Save** changes the status to **Draft**.

1. The initial view of the **Form Package Selector** page displays once you login into the iGrants system. The page displays the list of form packages a district can apply for.

Notes:

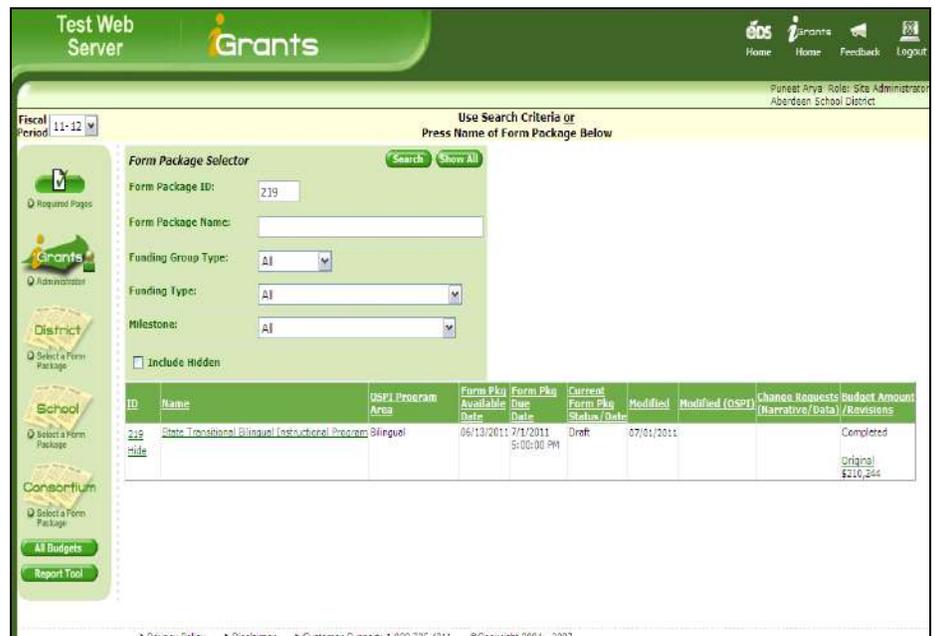
- Clicking the **Hide** link would hide the form package. This feature is specific to an individual computer.
- Click the **Include Hidden** checkbox and **Search** to **Unhide** the form package in the list.



2. The search feature on the Form Package Selector page is used to search for specific form packages.

Notes:

- To locate a form package, enter the **3-digit Form Package ID**; click Search.
- You can view information on form package name, ID#, available date, due date, current status, and budget info/status.
- The default is to display data sorted by organization, but you can sort differently by clicking on the column headers.



3. Clicking form package name or the ID displays the form package detail pages.

Notes:

- The contact page is the default page which displays, when you click the form package name or ID.
- Enter or update the data as required and click **Save**.
- The top of the page displays the form package name and the current status.
- Clicking **Set Back to Draft** icon would change the page status to draft and the icon changes to **Mark Completed**.
- After entering the data, click **Save** and **Mark Completed**.



4. Clicking the **Application** tab, displays the form package pages.

Notes:

- Enter or update data as required and click the **Save** icon.
- Click the **Print All** icon to view and print all form package pages.
- After entering the data, click **Save** and **Mark Completed**.



- Enter **Save** data on all the required pages and mark each page complete.

Note:

- Click **Next** to navigate between the pages.



- Select the **Milestone Viewer** from the page drop-down to display the status of all form package pages.

Note:

- Clicking the page icon will display that page.



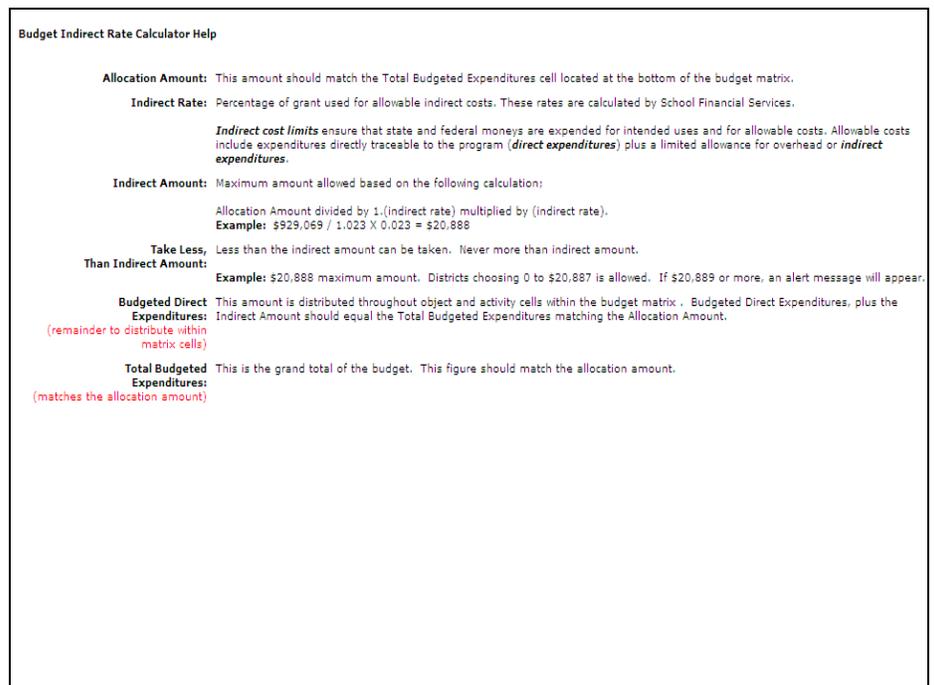
- Clicking the **Budget** tab displays either the page to create a new budget or the list of existing budgets.

Notes:

- If you are creating a new budget, click the **New** button which will take you to the **Budget Indirect Rate Calculator**.
- If you are taking less than the indirect amount displayed, enter the amount in the white field, then use the **Calculate** button to recalculate the **Budgeted Direct Expenditures** amount.



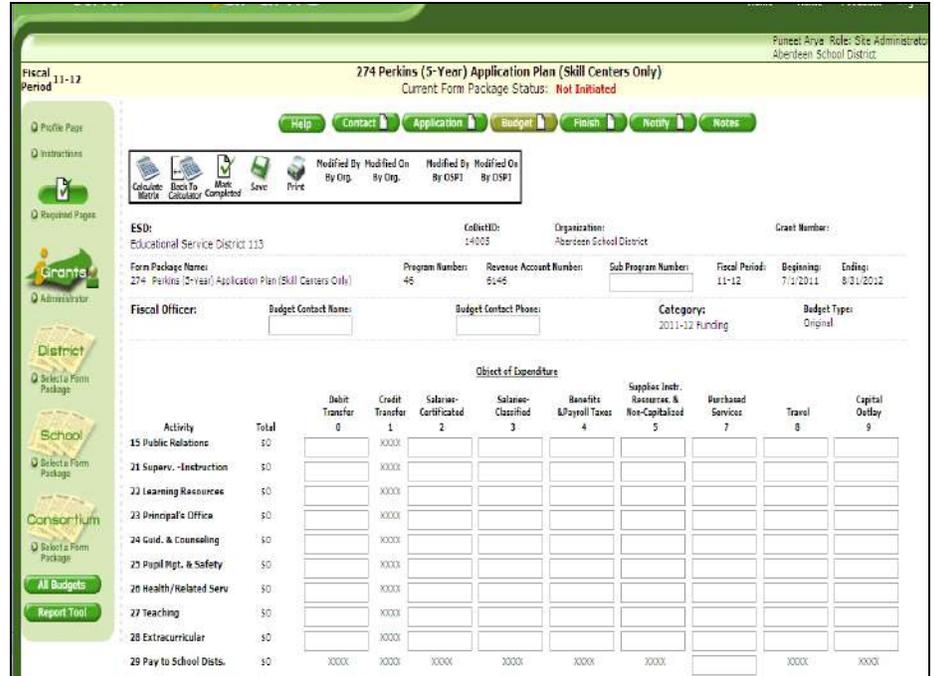
- Clicking the **Help** hyperlink displays the help page with the information on Budget Indirect Rate calculator.



9. Clicking **Continue** on the Budget Indirect Rate Calculator page displays the **Budget Matrix**.

Notes:

- Enter/update data as required; click **Save**.
- Click **Back to Calculator** icon if you need to review figures from the calculator page.
- Once you click **Calculate Matrix**, the page refreshes to display the calculated values. Clicking **Save** will also calculate the page.
- Enter **Comments** at the bottom of the page, if appropriate, and click **Save**.
- Click **Mark Completed** to finalize budget. A check mark will display in the budget tab.



10. Once you enter data, save, and mark all pages complete, click the **Finish** tab. The page refreshes to display icons for all form package components.

Notes:

- The **Finish** page will display a check mark in each icon if that section is complete. If there is not a check mark in the icon, go back to that tab and make sure all pages are marked completed.
- All the icons, including the one for Required Pages (located in the left-hand navigation bar), must display a check mark in order to submit a form package for Org Review.



11. Once all pages have been marked compete and you have clicked the Finish tab, click the **Notify** tab to send an email to your organization's iGrants Administrator.

Notes:

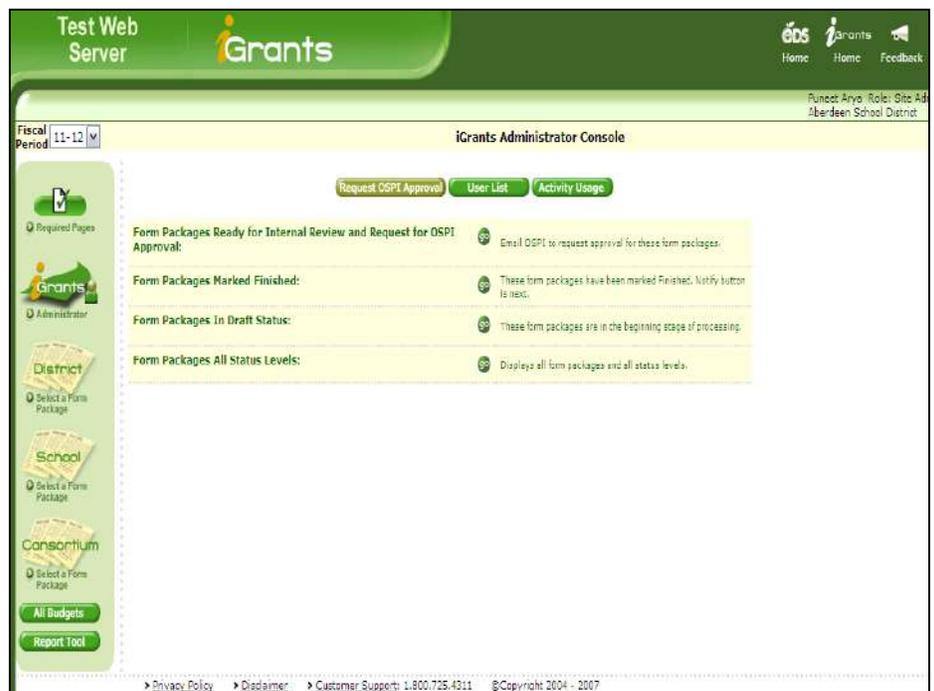
- Click the **Send Message** button to send the email.
- Current form package status now changes to **Under Org Review**.



12. Once you have clicked Notify and the form package has been assigned the status of Under Org Review, the form package can be submitted to OSPI for review.

Notes:

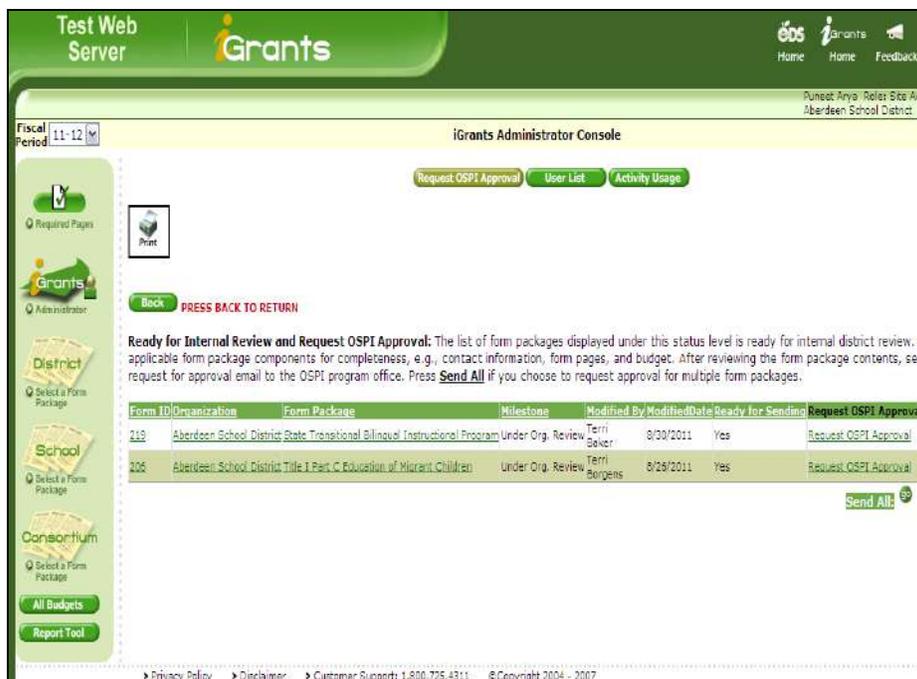
- **Submitting a form package to OSPI** can only be done by your organization's iGrants Administrator.
- The iGrants Administrator must click the **iGrants Administrator icon** in the left-hand navigation bar to reveal the **iGrants Administrator Console**.
- Click the **go** button to display form packages ready to send to OSPI for approval.



13. Clicking the  button displays the **Request for OSPI Approval Page**.

Notes:

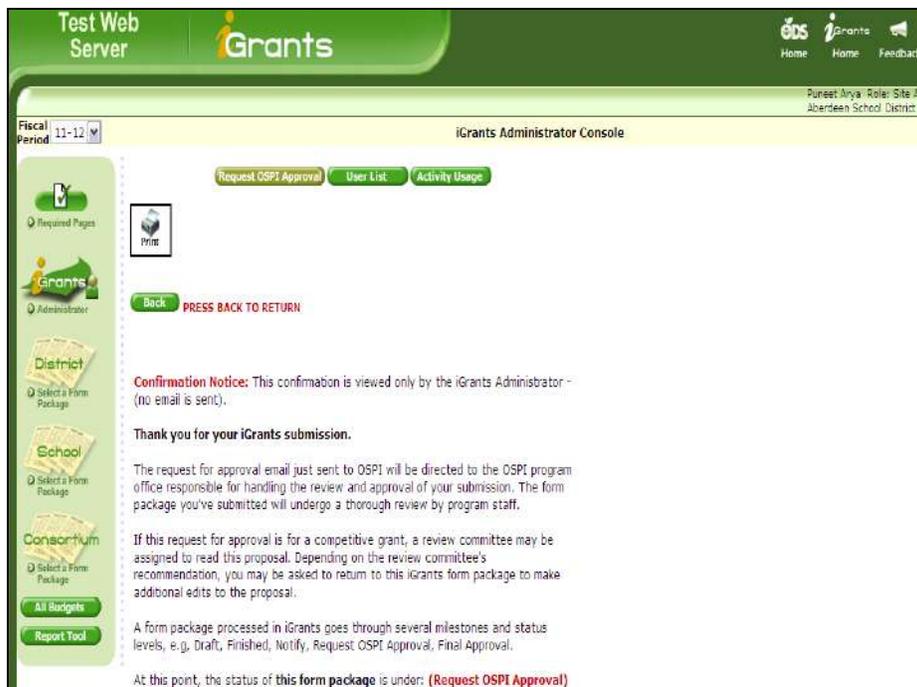
- Clicking the **Request OSPI Approval** link changes the form package status to **Requested OSPI Approval** and sends an email to the OSPI program manager.
- Clicking the **Send All**  button submits all the form packages displayed on the list.
- Once the form package status is changed to **Requested OSPI Approval**, the organization is locked out and cannot make further changes.



14. Clicking the **Request OSPI Approval** link displays the **Confirmation Page**.

Notes:

- Click the **Print** icon to print.
- Click the **Back** button to navigate to the previous page.
- The iGrants Administrator can also access the **User List** and **Activity Usage** tabs to get information on iGrants users and system usage.



15. Click on the **Notes** tab to enter and view notes.

Notes:

- All system-generated emails are recorded in Notes.
- You may also manually enter notes in the text box and click the **Add** button. The page refreshes to display your message in the notes table. The system will also record your name and the date of manual entry.



4. Update Form Package Data

Sometimes form packages are sent back to districts for further work. The form package status is then changed from **Under OSPI Review** to **Needs More Work**.

- To find form packages that have been put under Needs More Work, use the Milestone drop-down on the Form Package Selector page. Select **Needs More Work** and click **Search**. The page refreshes to display the appropriate results.

Note:

- Click form package name or ID to see the form package data.

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data)	Budget Amt / No.
215	Perkins 5 Year Application Plan (District package)	Perkins	06/08/2011 9/1/2011	5:00:00 PM	Needs More Work	Lynn Schrammer-Green 08/29/2011	Mary Magal 08/29/2011		
207	Special Education (IDEA Part B Sections 511 and 512)	Special Education	05/16/2011 7/1/2011	5:00:00 PM	Needs More Work	Jean Prochaska 08/15/2011	Valerie Arnold 08/09/2011		Need Sect 0104 \$748 Sect 0105 \$412 Sect 0106 \$213
219	State Transitional Bilingual Instructional Program Bilingual	Bilingual	06/13/2011 7/1/2011	5:00:00 PM	Needs More Work	Jean Prochaska 08/26/2011	Puneet Arya 08/30/2011		Com

- The tab containing pages that need more work displays with a **Yellow icon**. Pages needing more work display with a status of **Needs More Work** on the drop-down list of pages. (If there is only one page in the form package, this is not the case.)

Notes:

- Click **Req. OSPI Review** once suggested changes have been made.
- The **form package status will remain as Needs More Work** until OSPI puts the corrected page under review. Then the form package status will change to **Under OSPI Review**.

219 State Transitional Bilingual Instructional Program
Current Form Package Status: **Needs More Work**

Page 1 - Use of Funds (Needs More Work)

Modified By	Modified On	Modified By	Modified On
By Org.	By Org.	By OSPI	By OSPI
Jean Prochaska	8/26/2011 4:34 PM	Puneet Arya	8/30/2011 6:10 PM

Use of Funds
TBIP Funds CANNOT be combined with other funds in Title I schoolwides.

Estimated Count

Estimated TBIP Allocation: **\$210,244**

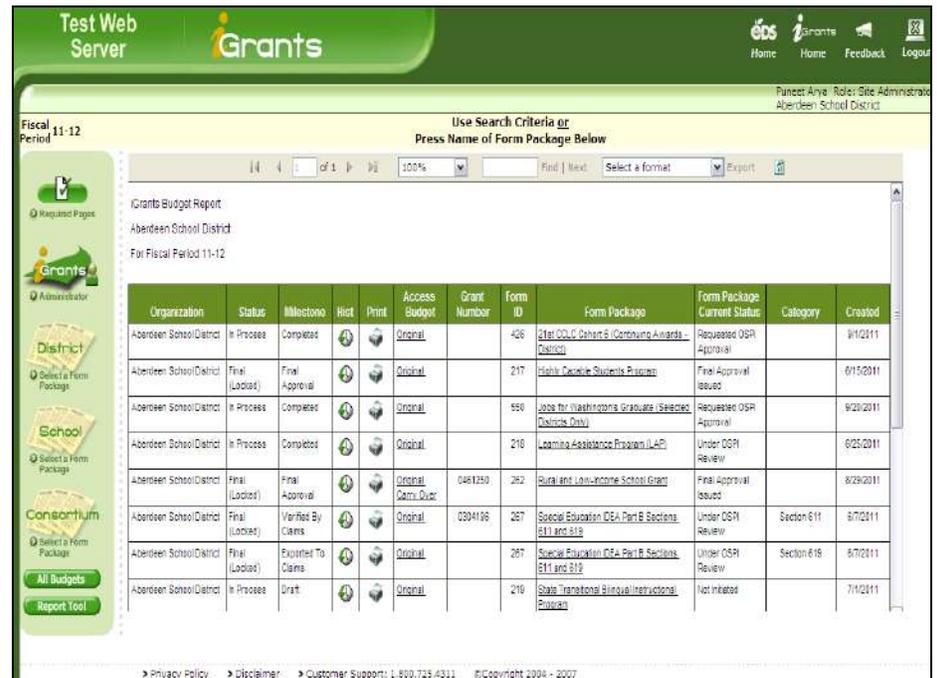
For more information on the allocation calculation, please refer to the [Categorical Calculation Model](#).

5. All Budgets

1. Clicking the  button in the left-hand navigation bar displays the **iGrants Budget Report** page with links to all budgets.

Notes:

- The **Budget Report** page displays budgets for current fiscal period only.
- Click the  icon to view the budget status and history.
- Click the  icon to print.
- Click **Access Budget** link or the form package name to view the budget.



Organization	Status	Milestone	Hist	Print	Access Budget	Grant Number	Form ID	Form Package	Form Package Current Status	Category	Created
Aberdeen School District	In Process	Completed			Original		426	21st CCLC Cohort 6 (Continuing Awards - District)	Requester OSR Approval		8/1/2011
Aberdeen School District	Final (Locked)	Final Approval			Original		217	Highly Capable Students Program	Final Approval Issued		8/15/2011
Aberdeen School District	In Process	Completed			Original		550	Jobs for Washington Graduates (Selected Districts Only)	Requester OSR Approval		9/20/2011
Aberdeen School District	In Process	Completed			Original		218	Learning Assistance Program (LAP)	Under OSR Review		6/25/2011
Aberdeen School District	Final (Locked)	Final Approval			Original	0481250	252	Rural and Low-Income School Grant	Final Approval Issued		8/29/2011
Aberdeen School District	Final (Locked)	Verified By Claims			Original	0204108	267	Special Education IDEA Part B Sections 611 and 612	Under OSR Review	Section 611	8/7/2011
Aberdeen School District	Final (Locked)	Exported To Claims			Original		267	Special Education IDEA Part B Sections 611 and 612	Under OSR Review	Section 612	8/7/2011
Aberdeen School District	In Process	Draft			Original		219	State Transitional Bilingual Instructional Program	Not Initiated		7/1/2011

2. Clicking the  icon on the Budget Report page displays the **Budget Status and History** page in a new window.



Budget Status and History

Form Package: 426 21st CCLC Cohort 6 (Continuing Awards - District)

Organization: Aberdeen School District

Grant Number: N/A

Revision: Original

Direct Expenditures: \$479,808

Indirect Expenditures: \$10,796

Total Expenditures: \$490,604

Current Status: In Process

Current Milestone: Completed

Current Date: 10/7/2011

Last Modified By: Lynn Stritmatter-Green

Last Modified Date: 9/1/2011

OSPI Last Modified By:

OSPI Last Modified Date:

Milestone History

Initiated: 9/1/2011

Completed: 9/1/2011

6. Report Tool

The Report tool is used to generate and print a report. Currently, clicking the **Report Tool** icon in the left-hand navigation bar takes you back to the **Form Package Selector** page (see section 2.3) where you can search and print the form package data.

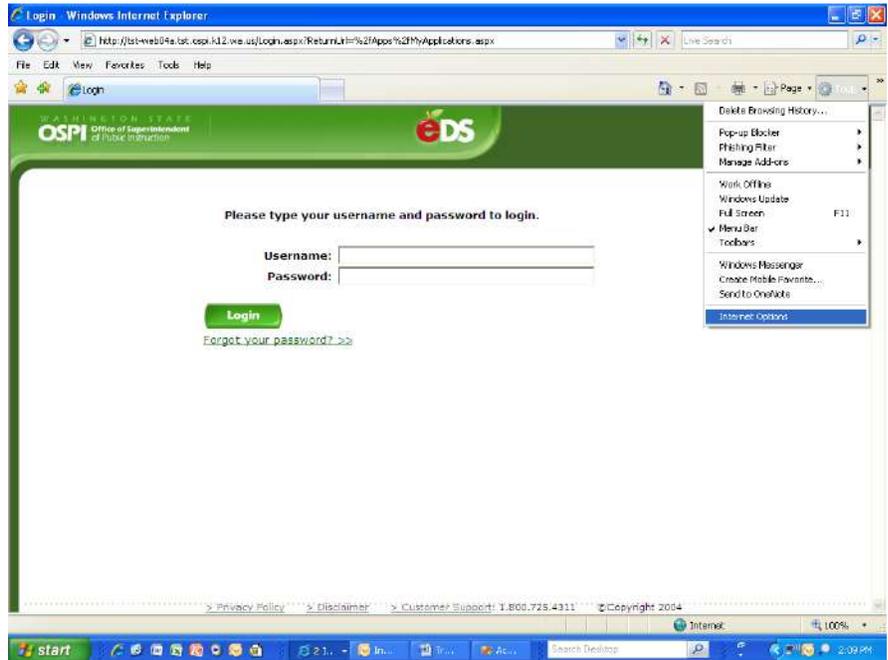
Note: iGrants is working on a future enhancement that will enable districts to run form package reports and download as Excel documents. This section of the user manual will be updated with instructions on how that works once the enhancement is in place.

The screenshot shows the iGrants web interface. At the top, there's a green header with 'Test Web Server' and the 'iGrants' logo. To the right, there are links for 'eds Home', 'iGrants Home', and 'Feedback'. Below the header, a user profile is visible: 'Puneet Arya Role: Site Administrator Office of Superintendent of Public I'. The main content area is titled 'Form Package Selector' and features a search interface. On the left, there's a navigation sidebar with icons for 'Administrator', 'District', 'School', and 'Consortium', each with a 'Select a Form Package' button. Below these are 'All Budgets' and 'Report Tool' buttons. The search area includes a 'Fiscal Period' dropdown set to '11-12', a search input field, and a 'Show All' button. The search criteria are: 'Form Package ID' (text input), 'Form Package Name' (text input), 'Funding Group Type' (dropdown set to 'All'), 'Funding Type' (dropdown set to 'All'), and 'Milestone' (dropdown set to 'All'). The footer contains links for 'Privacy Policy', 'Disclaimer', and 'Customer Support: 1.800.725.4311', along with a copyright notice '©Copyright 2004 - 2007'.

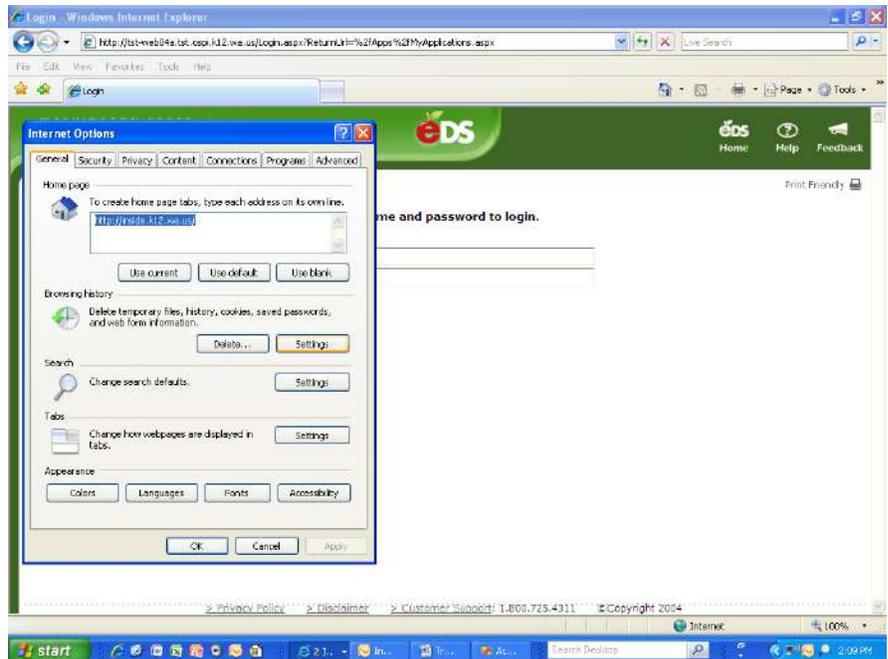
(See section 2.3 for details)

Appendix A – Adjusting the Browser Settings

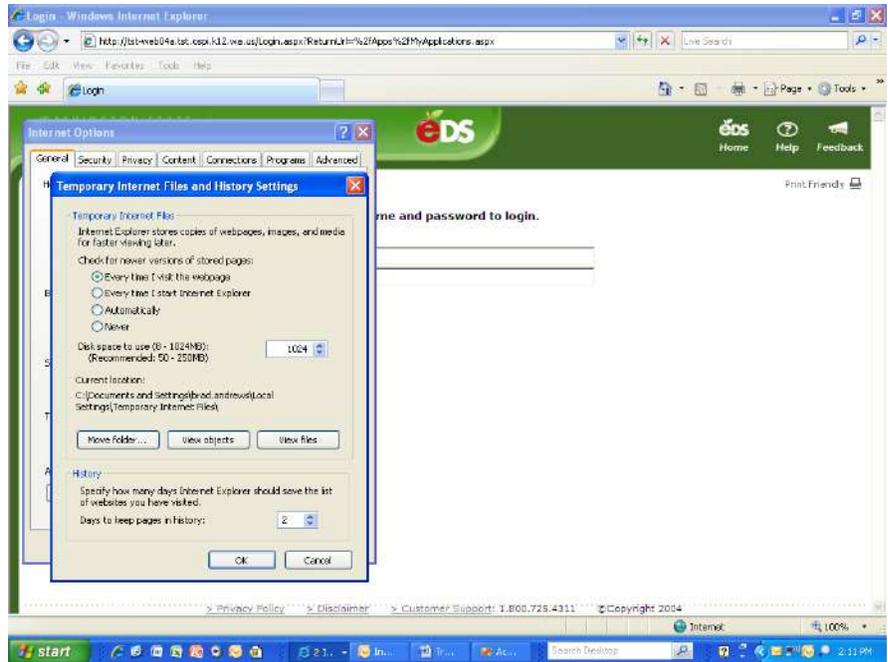
1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your Web browser. You may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select **Internet Options**.



2. A window will display with Internet Options. On the **General** tab, under the heading Browsing history click the **Settings** button.



- Another window will display with Temporary Internet Files and History Settings. Under the heading **Temporary Internet Files**, select the first radio button that says **Every time I visit the webpage**. Click OK.



- This window will close and the Internet Options window will display. **Click OK again** to close this window.
- Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.

