To access Find Awards/Projects select it from the Main Menu

*Main Menu*

*Find Awards/Projects*

1. Enter any search criteria
	1. The more criteria, the narrower the search
	2. All are optional
2. Show Department picker
	1. Displays tree view of departments for selection
3. Default value can be changed
4. Search using any criteria entered

*Search Results*

1. Return to Find Awards/Projects search
2. Drop down menu to choose Balance Type
3. Column headers can be used to sort list (if multiple results shown)
4. Project ID is a hyperlink to details
5. Drop down selector for month to display financials for
6. Add to My Projects list
7. Pin to Dashboard (create tile or add to existing group on Homepage) and Export options
8. Add All to my projects – useful for lists of results
9. Checkbox to add to My Projects list – useful when selecting multiple, but not all from list
10. Page navigation

*Hyperlink detail Results*

1. Details on Project
2. Tabs for additional information (if any)
3. Fiscal year selector and option for Multi Year
4. Period selector
5. Program and Fund selector (available options included in drop down)
6. Slide to increase or decrease detail
7. Options for Project
	1. Pin to Dashboard (tile)
	2. Remove from My Projects list
	3. Export options
8. More options
	1. Change Tree used
	2. Set current level to default
	3. Toggle to include Period 998
9. Toggle cell selection mode
	1. Allows you to select amounts and calculates Sum, Count, and Average
	2. Select again to toggle off cell selection mode
10. Blue amounts are hyperlinks to further detail

*Hyperlink Transaction Details results* 

1. Total of transaction detail selected/displayed
2. Blue text signifies hyperlinks to further detail
3. Page navigation
4. Detail options
	1. Export to Excel or PDF
	2. Customize – can add, remove, or reorder columns
	3. Records per page
5. Minimize, maximize, or close detail window
6. View presented as - AP, Standard, Salary/Fringe, Custom