To view or maintain your My Projects list, select My Projects from the Main Menu.



\*Before delving into *My Projects*, there are 2 ways to add Projects to your list.

Option from within the project summary page -



Second option is from within the My Projects list -



*My Projects – display of items currently included on your list*

1. Choose balance type to display
	1. Budget Category
	2. Budget Category – No Encumbrances
	3. Budget Category – Direct Only
	4. Unencumbered Cash
	5. Cash
2. Filter by available options (Listed Project’s attributes)
3. Line option
	1. Move project up in list
	2. Move project down in list
	3. Remove from list
4. Hyperlink to Project Summary Report
5. Sort by column headers
6. Financials as of date drop down selector
7. Search for Project – takes you to search criteria screen
8. Clear all projects from listing
9. Export options
	1. Excel
	2. PDF

Selecting Dept Hyperlink from My Projects takes you to listing of all projects within that Department-



\*some options not explained here, but still available on this screen, were identified on previous screenshot

1. Hyperlink to Award Summary Report
2. Hyperlink to Project Summary Report
3. Return to My Project List
4. Hyperlink to list of selected Investigator’s projects
5. Indicator of items listed that exist in My Projects