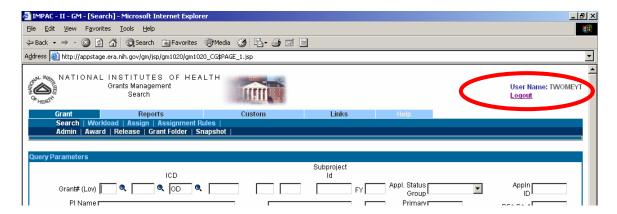
## Tips for Using the J2EE Grants Management

Dropdown menus are not supported in the web version so you will see that there is a new menu structure. The menus are used for navigation from page to page and buttons used for actions (such as Create WIP, Business Rules). Do not use your browser's Back and Forward buttons, instead use the navigation (menu and buttons) provided in the application to move between pages.

Use the Tab key on the keyboard to navigate between fields (do not use the Enter key like you would in the client server version).

When you want to exit the application, you must click the Logout link in the upper right corner of the page (highlighted by the red circle in the screenshot below).



If you do not click Logout and simply close your browser it will leave your session active. You only have a limited number of sessions available to you and run the risk of not being able to login again if you do not properly end your session by clicking the Logout link.

Please be patient while the screen refreshes. For example, on the cofund screen when you enter a new CAN you need to wait for the IC to populate (usually 2-3 seconds). Also, if you enter dollars manually on the Award page you need to wait until page refreshes between each entry.

Spreadsheet import doesn't default to c:\impacii or the grant number to import files.

Click **Browse** to locate the .txt file in the c:\impacii folder on your computer.

Select the desired file and click **Open**. However, the browser will remember the last place you browsed to, so the impacii maybe the first folder opened when the user selects **Browse**.

**Do not use Popup blockers** in your browser, they interfere with display of certain GM windows.

Business Rules Checker doesn't scroll as rules are applied.

Also, in client server, you had to click into the business rule and hit end or the right arrow key to see the whole message. The web version has a little scroll arrow next to each rule.

List of Values are accessed differently in this version of GM. If a field has a list of values, the magnifying class symbol will be next to that field on the screen (example below of List of Value (LOV) for grant number components. Click on the magnifying class symbol to use the LOV.

