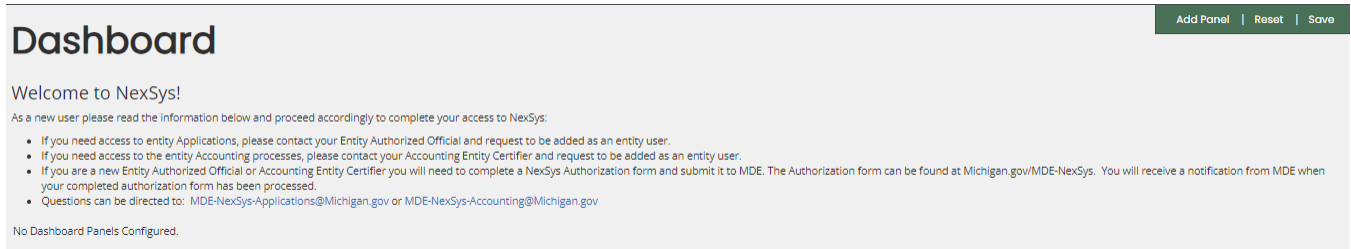




Dashboard Set-up Instructions

Newly assigned users to the NexSys system are highly encouraged to set-up their customizable dashboard based on their system security level:



NOTE: If not yet assigned to an entity/organization, follow the instructions provided on the screen for further information.

Following are the recommended panels based on security access level:

Grant Module:

- For Authorized Official (Level 5): Announcements, My Opportunities, My Tasks
- For Grant Admin (Level 4) or Grant Writer (Level 2): Announcements, My Tasks

Accounting Module:

- For Accounting access users: Announcements

State of Michigan (SOM) Employees/Contractors:

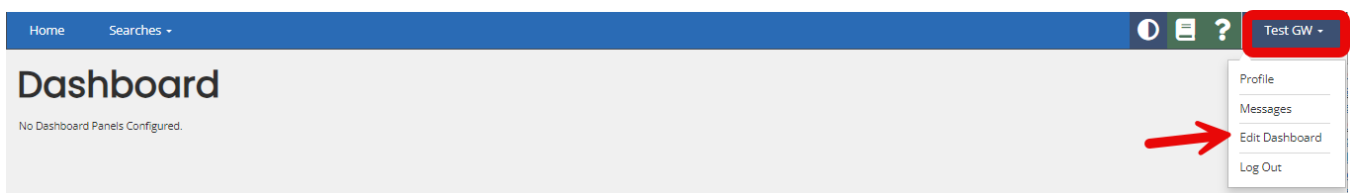
- For SOM users: Announcements, My Tasks

Term Glossary:

- Announcements Panel – notifies user of important system messages
- My Opportunities Panel – displays grant applications the entity/organization is eligible to apply for, only available to the Authorized Official security level
- My Tasks Panel – displays *in progress* grant application/report that the user is assigned to, but have not been submitted by the Authorized Official
 - For SOM users – displays grant application/report ready for review, if assigned

Follow the steps outlined below:

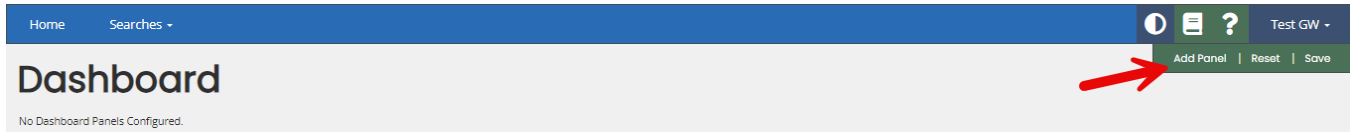
- Click on your name in the right-hand corner of the page (see screenshot below)
- Select the Edit Dashboard link (see **red** arrow)



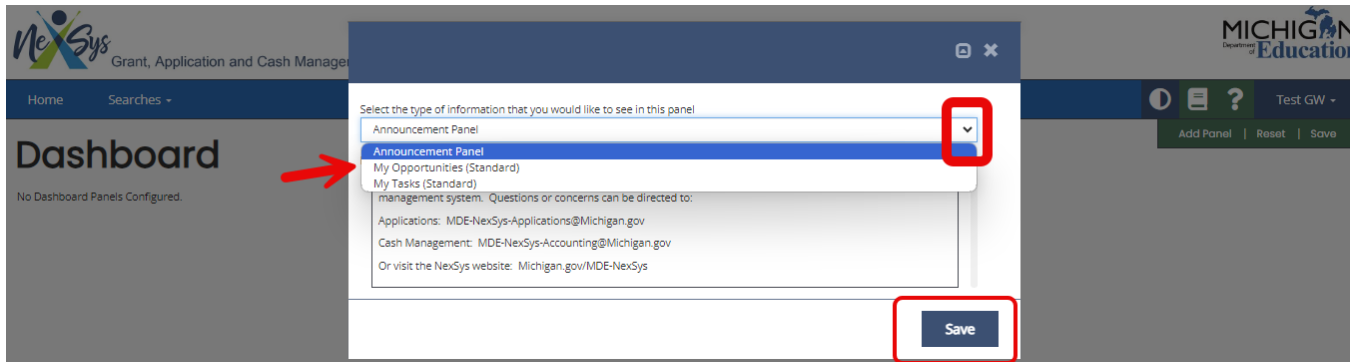


Dashboard Set-up Instructions

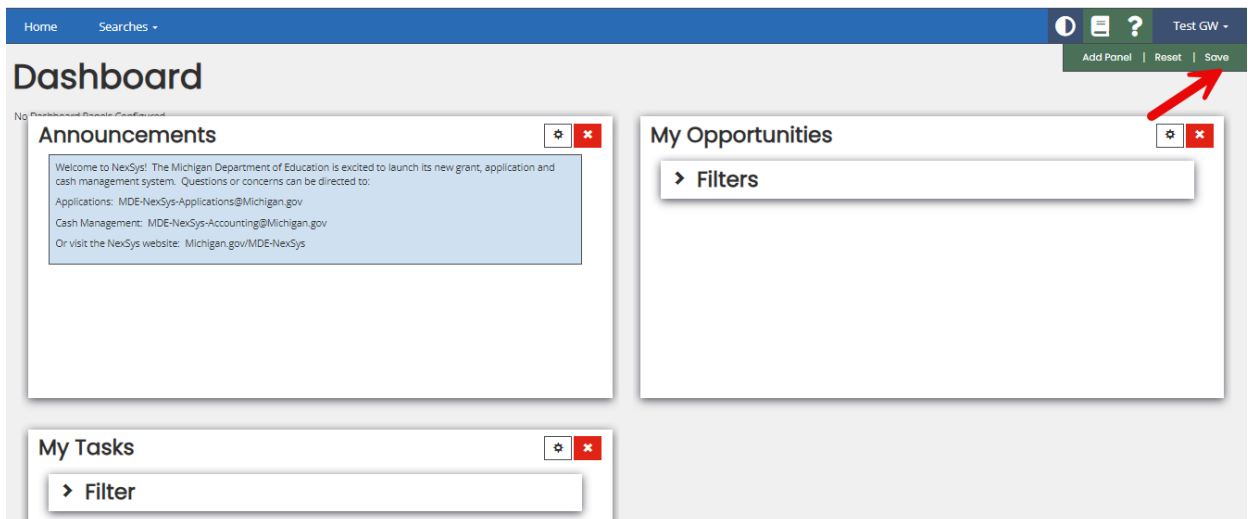
- Select Add Panel button (see **red** arrow on screenshot below)



- Make a selection from the dropdown menu (see screenshot below)
 - NOTE: Dropdown menu options are based on your user security access level
- Click the Save button
- Repeat these steps for each recommended panel based on your specific security level



- Note: the panel can be dragged into a different location on the screen, if desired
- Click Save button (see **red** arrow on the upper right corner of screenshot below) to save the panels to the Dashboard

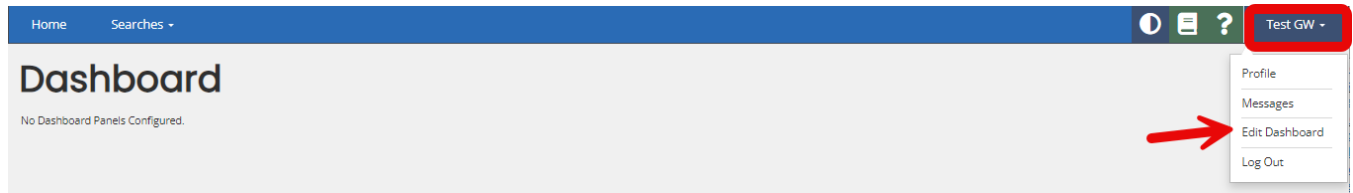




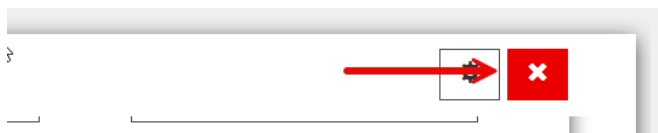
Dashboard Set-up Instructions

To Remove a Panel:

- Click on your name in the right-hand corner of the page (see screenshot below)
- Select the Edit Dashboard link (see **red** arrow)



- Click on the **red X** within the panel to be removed (see screenshot below)



- Click the Save button (see **red** arrow on the upper right corner of screenshot below) to save the updates to the Dashboard

