
Disaster Recovery Grant Reporting System (DRGR) Reports Module – Draft User Guide

September 2010

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development**

DRGR 7.0 Release



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EVER VIGILANT™

This document details DRGR MicroStrategy Reporting instructions.

Disaster Recovery Grant Reporting System (DRGR)

Reports Module – Draft User Guide

DRGR 6.4.0 Release

TABLE OF CONTENTS

I. Navigating in the Reports Module.....	1
A. Accessing the Reports Module.....	1
B. Navigating Across Folders.....	2
C. Accessing MS Excel or PDF Versions of Reports	2
II. Modifying Reports	5
A. Changing Column Order.....	5
B. Changing the Row Sort Order.....	5
C. Grouping and Ungrouping Data at the Report Level	7
D. Grouping Numeric Data in Columns	9
E. Accessing Other Report Format Options	10
III. Saving and Accessing Reports.....	13
A. Saving Modified Versions of Reports	13
B. Exporting Modified Reports	14
C. Accessing Archived Reports in the History List.....	15
IV. Working with Public Reports.....	16
A. Financial Updates.....	17
B. Quarterly Expenditure Analyses	20
C. Exporting Public Reports	22

I. Navigating in the Reports Module

A. Accessing the Reports Module

You can access the Reports Module in DRGR from any computer that can run a browser.

- 1) In DRGR application, click on “**Reports**” link. ***This will open a separate web browser for MicroStrategy Reporting.*** It displays DRGR project as well as any other projects you have permissions to access.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR **Reports** G

Welcome to the
Disaster Recovery Grant Reporting System

DRGR News:
=====

SYSTEM UPDATE: A new version of DRGR will be released on Jan. 5, 2008 that includes a drawdown module. Any existing DRGR accounts that need to be modified to allow users to request or approve draws should have their supervisors email their CPD field office and DRGR Help@hud.gov to update their account. Training resources for DRGR are located at

War
Misu
Fede
Infor
at th
site

login
ID:TEST0003
Role:Grantee
Admin

RGR
Admin
Action
Plans
QPR
Drawdown

- 2) When the new browser opens, select the Disaster Recovery Grant Reporting System – FY2008 – 001A folder.

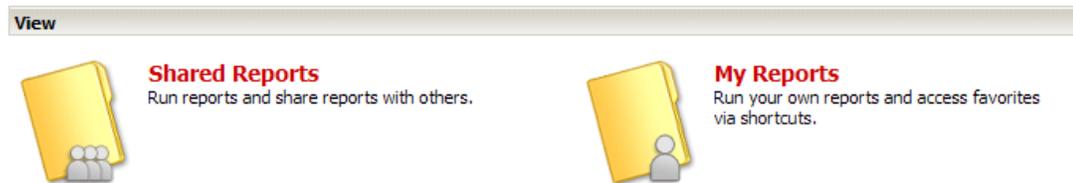
Help Logout

Welcome Howard Hong (HONGGA)

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A
Project description unavailable

B. Navigating Across Folders

You can select Shared Reports or My Reports to find a report.



- 1) **Shared Reports:** It contains the folders and reports that are available for other users.
- 2) **My Reports:** My Reports are specific to your account. Users can save their personal reports in **My Reports**.
- 3) There are three main folders under Shared Reports.
 - a) **Public Reports:** This folder will contain any shared reports for all users. It is currently empty.
 - b) **Standard Reports:** This folder contains user role specific folder(s) and reports. i.e. A Grantee user will see the Grantee user specific folder and its reports.

Name	Owner	Modified	Description	Action
Public Reports	Administrator	3/25/09 1:32:08 PM	Available reports: n/a	
Standard Reports	Administrator	3/11/09 3:14:12 PM	Contains custom defined reports	

- 4) Folders and reports list can be displayed in the list view or the large icon view.



C. Accessing MS Excel or PDF Versions of Reports

When you find a report you would like to access in MS Excel to work with or as a PDF to share or publish, double-click the icons on the right side of the rows showing the report name.

Name	Status	Message Creation Time	
Grant Level - Cum Fin Summ Report	Ready	4/28/09 2:45:59 PM	 
Voucher Status NP Grouped by Voucher Number	Ready	4/22/09 12:12:49 PM	 

History List Message Creation Time: EDT

MS EXCEL **PDF**

- 1) **MS Excel Reports:** If you select a MS Excel version of the report, the system will prompt you to choose a MS Excel export version. If you save it as 'Excel with formatting' it will look and feel like the report displayed with merged cells. However, you will not be able

DRGR Reports Module Draft User Guide– 06/26/09

to sort this file once it is in Excel. If you save it as a plain text, it will repeat values in the merged cells so it can be sorted but you will lose all formatting. For both types of MS Excel reports, you will have set print areas and page layout settings.

Help

Export Options

Reports Overdue

Export: Whole report

Excel with plain text
 CSV file format
 Excel with formatting
 HTML
 Plain text Delimiter: Comma

Export metric values as text⁽¹⁾
 Export headers as text⁽¹⁾
 Export filter details
 Remove extra column from exported grid⁽²⁾

(1) Excel only
 (2) Excel with formatting only

Do not prompt me again. Export

Save As

Save in: CPD

Name	Size	Type	Date Modified
HCD USC T42 Ch69	181 KB	Text Docu...	1/29/2007 6:27 PM
DRSI Admin		File Folder	5/24/2007 3:47 PM
DRGR		File Folder	5/24/2007 9:10 AM
FY06		File Folder	5/16/2007 4:21 PM
Monitoring		File Folder	5/16/2007 12:29 PM
IDIS		File Folder	4/25/2007 12:27 PM
Fed and HUD egrants		File Folder	3/8/2007 1:51 PM

File name:

Save as type: Unicode Text

Save Cancel

http://hwvaup310:8080/MicroStrategy/export/20070524155105473 - Microsoft Internet Explorer

Address: http://hwvaup310:8080/MicroStrategy/export/20070524155105473

A3	Paged by:									
	A	B	C	D	E	F	G	H	I	J
7	Activity Type.Description	Measure Type.Description	Measure T	0	0	1	1			
8			Metrics	Activity Me	QPR Meas	Activity Me	QPR Measure	Actual	Quantity	
9	Relocation payments and assistance	# of housing units		51	6					
10	Relocation payments and assistance	# of Households benefitting				102	12			
11	Relocation payments and assistance	# of Persons benefitting				150	38			
12	Clearance and Demolition	# of Properties		40	15					
13	Clearance and Demolition	# of housing units		37	15					
14	Clearance and Demolition	# of Households benefitting				80	30			
15	Rehabilitation/reconstruction of residential structures	# of Properties		16	5					
16	Rehabilitation/reconstruction of residential structures	# of housing units		16	5					
17	Rehabilitation/reconstruction of residential structures	# of Households benefitting				32	10			
18	Rehabilitation/reconstruction of a public improvement	# of Linear feet of Public Imp		1,000	0					
19	Acquisition - buyout of residential properties	# of Properties		9	5					
20	Acquisition - buyout of residential properties	# of housing units		9	5					
21	Acquisition - buyout of residential properties	# of Households benefitting				18	10			
22										
23										
24										

Note: Depending on your Internet browser configuration during the exporting process you may get a message asking whether to Save or Open the exported Excel report.

File Download

Do you want to open or save this file?

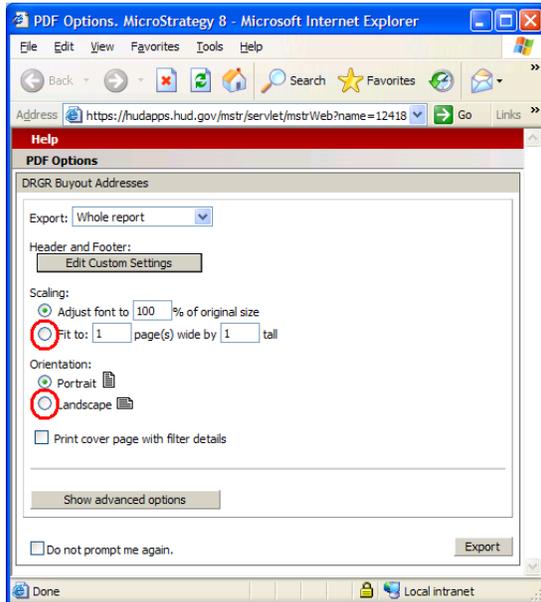
 Name: Addresses_by_Activity_and_Resp_Org_NP.xls
 Type: Microsoft Excel Worksheet, 41.0KB
 From: www5.hud.gov

Open Save Cancel

Always ask before opening this type of file

DRGR Reports Module Draft User Guide– 06/26/09

- 2) **PDF:** If you select a PDF version of the report, the system will let quickly set the page layout settings but you will not be able to modify the look and feel of the report further or re-sort the order of the information included in the report. You can force pages to be single width instead of printing across pages and you can select the landscape setting instead of portrait.



II. Modifying Reports

You can modify reports in Microstrategy before you export them to MS Excel or PDF. MicroStrategy also allows you to save these modifications in your own folder for future use. When you find a report, double-click the title of the report to execute.

Name	Owner	Modified	Description
Grant Level - Cum Fin Summ Report	DRGR Manager User Test (TEST0005)	4/22/09 10:35:06 AM	This is a f... be used a... other rep...
Report for Grantees	DRGR Manager User Test (TEST0005)	4/1/09 3:40:55 PM	This repor... contains 1... Grantee,

A. Changing Column Order

Any data including text or dates (called 'Attributes') will display on the left while any data that is numeric (called 'Metrics') will display on the right. When the report displays, the data in the left columns will show as merged cells any time data in the columns in each adjacent row repeats. Basically, this means that data columns on the left side will group the data to the right.

Project Title	Activity Number	Grantee Activity Title	Activity Type/Description	Activity Resp Organization	Description	Metrics
Direct Assistance to Communities	MA NSP-1-Boston	Boston match	Rehabilitation/reconstruction of residential structures	City of Boston		
	MA NSP-1-Worcester	Worcester match	Rehabilitation/reconstruction of residential structures	City of Worcester	Middle Income Objective for NSP Only	
	MA NSP-1-Brockton	Brockton match	Rehabilitation/reconstruction of residential structures	City of Brockton	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	
	MA NSP-1-Springfield	Springfield match	Rehabilitation/reconstruction of residential structures	City of Springfield	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	
				MA Housing	LH25: Funds targeted for	

Users can change the sort using a couple of methods. The first would be to put the mouse cursor in the column header (showing in grey here) and using the left mouse button to drag the column to the left or right. The other method is to put the cursor over this same area, but use the right button. This will display a drop down that includes the 'Move' option. Users can select left or right, but attribute data cannot be moved to the right of metric data and vice versa.

B. Changing the Row Sort Order

Users can also sort using two different methods. If you only want to change the order of one column, you can use the right mouse button to access the menu that will allow you to select whether the report shown displays in ascending or descending order for that column.

DRGR Reports Module Draft User Guide– 06/26/09

PAGE-BY: Grantee.Name: State of Massachusetts Grants.Grant Number: B-08-DN-25-0001

Project.Grantee Project.Project Activity.Grantee Activity.Activity	Activity Type.Description	Activity.Responsible	National
Project Number	Activity Number Title	Organization	Objective.Descripti
MA NSP-1 Assistance to Communities	Boston match	City of Boston	LMMI: Low, Moderate Middle Income Nation Objective for NSP Or
	MA NSP-1-Worcester Worcester match	City of Worcester	LMMI: Low, Moderate Middle Income Nation Objective for NSP Or
	MA NSP-1-Brockton Brockton match	City of Brockton	LMMI: Low, Moderate Middle Income Nation Objective for NSP Or
	MA NSP-1-Springfield Springfield match	City of Springfield	LMMI: Low, Moderate Middle Income Nation Objective for NSP Or

If you would like to specify the sort order based on more columns, there are other options using the DATA-SORT menu displayed below the report title or the A to Z sort icon below that. Users have to pick each column name (up to three) and specify the order for each one selected. When the options show (ID) or (DESC), choose (DESC). DESC is the order that is based on the text displayed. ID is an internal numeric index assigned by DRGR that will not be useful for sorting.

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Grantee User Reports

Cum Fin Summ Report

File View **Data** Format

REPORT FILTER The filter is empty.

PAGE-BY: Grantee.Name: State of Mississippi Grants.Grant Number: B-06-DG-28-0001

1 2 3 4 5 of 6 page(s)

Sort

1. Sort by: [Dropdown] Ascending Descending

2. Then by: [Dropdown] Ascending Descending

3. Then by: [Dropdown] Ascending Descending

Project.Project ID
Project.Project Title
Activity.Grantee Activity Number (ID)
Activity.Grantee Activity Number (DESC)
Activity.Activity Title
Activity.HUD Fund
Activity.Obligation.Obligated Amount
QPR Activity.HUD Fund Expended
Activity.Drawn Amount

0001 HAP PHASE I (LOW/MOD)	0001 HAP PHASE I (LOW/MOD)	337,681,587	\$446,882,062.52
0001 HAP	0001 HAP		

Undo / Redo: For any change made in report result, you can undo or redo.



C. Grouping and Ungrouping Data at the Report Level

If the report shows information in the PAGE BY section at the top of the report, this will only allow data to show for the record selected. This allows users to create and export reports that show for a smaller set of records than all the records that are in DRGR. Users can add any attribute column headings displayed to this PAGE BY area and even move these groups to the left or the right of each other.

Grants Number	Project Number	Project Title	Activity Number	Activity Title	Activity Type	Description	Activity Responsible Organization	National Objective Description
B-08-DN-18-0001	BCKT	Bucket Project	CNR-001	Acquisition and Rehabilitation	Rehabilitation/reconstruction	of residential structures	Indiana Housing and Community Development Authority	LMMI: Low, Moder Middle Income Na Objective for NSP
			CNR-002	Land Banks	Land Banking - Acquisition	(NSP Only)	Indiana Housing and Community Development Authority	LMMI: Low, Moder Middle Income Na Objective for NSP
			CNR-003	Demolition	Debris removal	Indiana Housing and Community Development Authority	LMMI: Low, Moder Middle Income Na Objective for NSP	
			CNR-004	Redevelop/New Construction	Construction of new housing	Indiana Housing and Community Development Authority	LMMI: Low, Moder Middle Income Na Objective for NSP	
	NSP Administration	State NSP Administration	Admin IHCA	NSP State Administration	Administration	Indiana Housing and Community Development Authority	Not Applicable - (f Planning/Administ Unprogrammed F	
						Indiana Housing and Community Development Authority	Not Applicable - (f	

This can be done in a few ways also. The first involves placing the cursor over the column header to move and using the left mouse button to drag and drop the column to the report. The second involves using the right mouse button to access the MOVE menu and select TO PAGE BY AXIS.

PLACE CURSOR OVER RIGHT SIDE OF COLUMN AND USE RIGHT MOUSE BUTTON

Grants Number	Project Number	Project Title	Activity Number	Activity Title	Activity Type	Description	Activity Responsible Organization	National Objective Description
			CNR-001	Acquisition and Rehabilitation	Rehabilitation/reconstruction	of residential structures	Indiana Housing and Community Development Authority	LM Mic Ob
			CNR-002	Land Banks	Land Banking - Acquisition	(NSP Only)	Indiana Housing and Community Development	LM Mic

DRGR Reports Module Draft User Guide– 06/26/09

Project Number	Project Title	Activity Number	Activity Title	Activity Description	Activity Responsible Organization	National Objective Description
NSP-MSP	Market Stabilization Fund	MSP-001	Financing Mechanisms	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate & Middle Income National Objective for NSP Only
		MSP-002	Acquisition and Rehabilitation	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate & Middle Income National Objective for NSP Only
NSP Administration	State NSP Administration	Admin IHCA	NSP State Administration	Administration	Indiana Housing and Community Development Authority	Not Applicable - (for Planning/Administratio Unprogrammed Funds
					Indiana Housing and	Not Applicable - (for

In order to change the data displayed from any of these, users just put their cursors over the down arrow to change the selection.

Project ID	Project Title	Activity Number	Activity Title	Metrics	Activity Fund
		0001 HAP PHASE I (LESS LOW/MOD)	0001 HAP PHASE I (LESS LOW/MOD)		1,056,8

The Page-By can also be turned on View menu.

Project ID	Project Title	Activity Number	Activity Title	Metrics	Activity HUD Fund
		0001 HAP PHASE I (LESS LOW/MOD)	0001 HAP PHASE I (LESS LOW/MOD)		1,056,834,716
		0001 HAP			

D. Grouping Numeric Data in Columns

Attribute data in rows can also be used to create columns of metric data for reports. This is more useful for data that only includes a few categories rather than lots of categories. The example shown here is the NSP national objective. This way, the budget data (listed as activity.hud fund here) will only show in the category it fits. If the Microstrategy report or MS Excel export file includes column totals, this is an easy way to highlight information across categories.

Activity Number	Activity Title	Activity Type Description	Activity Responsible Organization	National Objective Description	Activity HUD Fund
MSP-001	Financing Mechanisms	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	28,700,000
MSP-002	Acquisition and Rehabilitation	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	5,000,000
Admin IHEDA	NSP State Administration	Administration	Indiana Housing and Community Development Authority	Not Applicable - (for Planning/Administration or Unprogrammed Funds only)	1,675,140
Admin Projects	Project Admin	Administration	Indiana Housing and Community Development Authority	Not Applicable - (for Planning/Administration or Unprogrammed Funds only)	5,000,000

Like other MOVE options, users can use the right mouse button to select MOVE and then TO COLUMNS or the left mouse button to try to drag the column header over the metric columns.

Activity Number	Activity Title	Activity Type Description	Activity Responsible Organization	National Objective Description	Activity HUD Fund
MSP-001	Financing Mechanisms	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	28,700,000
MSP-002	Acquisition and Rehabilitation	Homeownership assistance to low- and moderate-income households	Indiana Housing and Community Development Authority	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	5,000,000

Activity.Activity Title	Activity Type.Description	Activity.Responsible Organization	National Objective.Description	Activity.HUD Fund	Activity.HUD Fund	Activity.HUD Fund
State administration	Administration	MA DHCD		3,500,903	0	0
MHIC NSLF	Rehabilitation/reconstruction of residential structures	MA Housing Investment Corp. (MHIC)		0	10,000,000	0
MHP Soft Second	Rehabilitation/reconstruction of residential structures	MA Housing Partnership (MHP)		0	0	3,750,000
MassHousing Rehab Loans	Rehabilitation/reconstruction of residential structures	MassHousing (MHFA)		0	0	3,750,000

E. Accessing Other Report Format Options

1) Autostyles: Autostyles allow users to select a specific report formatting as shown below.

The screenshot shows a report interface with a menu bar (File, View, Data, Format) and a toolbar. Below the toolbar is a 'REPORT FILTER' section with the text 'The filter is empty.' and a 'PAGE-BY:' section with 'Grantee.Name: State of Mississippi' and 'Grants.Grant Number:'. A dropdown menu is open, showing various 'Autostyle' options: Accounting, Agent, Blue and Grey, Classic, Colorful, Columns, Corporate, and Finance. The 'Finance' option is highlighted. Below the menu is a table with columns: Project.Project ID, Project.Project Title, Activity.Grant Number, and Activity.Acti.

Project.Project ID	Project.Project Title	Activity.Grant Number	Activity.Acti
100669	Homeowner Programs	0001 HAP PHASE I (LESS LOW/MOD)	0001 HAP PHA LOW/MOD)
100669	Homeowner Programs	0001 HAP ELEVATION (LESS LOW/MOD)	0001 HAP ELE LOW/MOD)
100669	Homeowner Programs	0001 HAP PHASE I (LOW/MOD)	0001 HAP PHA
100669	Homeowner	0001 HAP DELIVERY PHASE I	0001 HAP DEL

Users can choose the Outline function to collapse/expand data level display.

DRGR Reports Module Draft User Guide– 06/26/09

Shared Reports My Reports My Subscriptions History List Preferences Search Help Log

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Re
- Cum Fin Summ Report

REPORT FILTER The filter is empty.

PAGE-BY: Grantee.Name: State of Mississippi Grants.Grant Number: B-06-DG-28-0001

1 2 3 4 of 6 page(s)

Project ID	Project Title	Project Activity Number	Project Activity Title	Activity Metrics	Activity.HUD Fund	Activity.Obligation Amount
100669	Homeowner Programs					
100670	Housing for Renters					
		0002	SRAP ADMIN COST	0002 SRAP ADMIN COST	4,000,000	\$4,000,000
100671	Public Housing					
		0004	PHP UNOBLIGATED			
		0004	PHP R107BWBP01 - BAY ST. LOUIS-BAY PINES			
		0004	PHP R107BWOH01 - WAVELAND-OAK HAVEN			

Users can also display data as graphs using the VIEW-GRAPH menu selection or use the graph icon to display the information as graphs instead of tables. They can also combine tables with graphs.

Shared Reports My Reports Create Report History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > My Reports > DRGR NSP Activity Budgets and Disbursements NP

VIEW: Grid Graph

Grid and Graph Report Filter Toolbars Pivot Buttons Sort Buttons Page-by Axis Related Reports Full Screen Mode F12

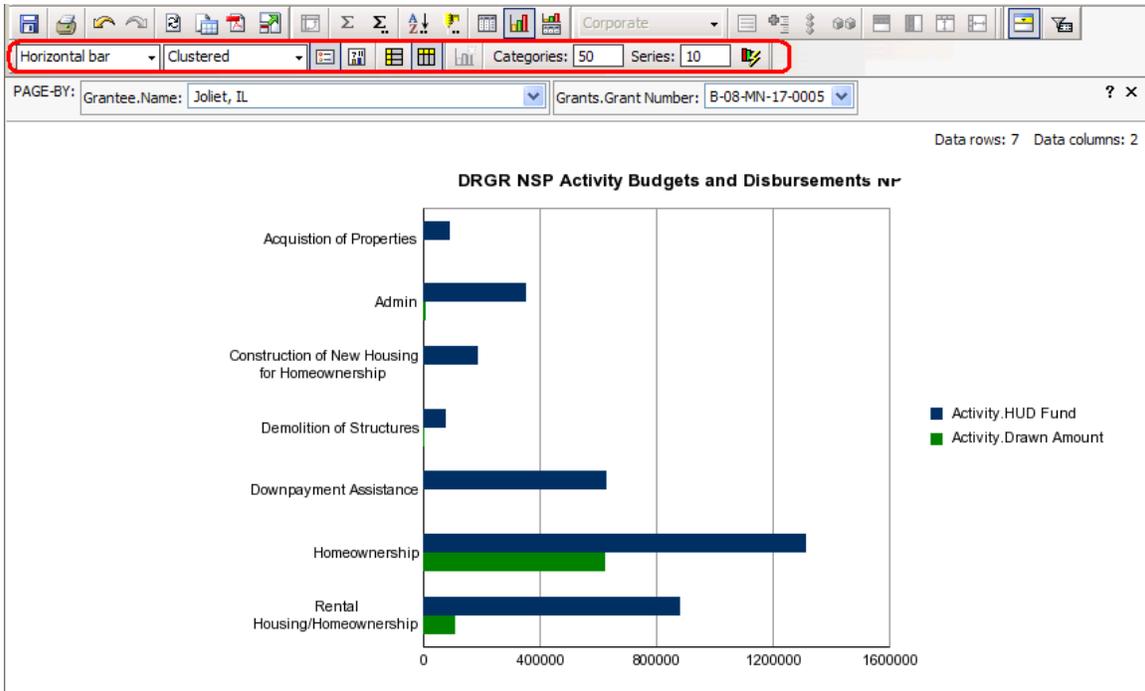
Grants.Grant Number: B-08-MN-17-0005

Data rows: 7 Data columns: 2

Activity	Metrics	Activity.HUD Fund	Activity.Drawn Amount
Acquisition		90,710	\$0.00
Administration		353,100	\$7,998.38
Construction for Homeownership		187,500	\$0.00
Demolition of Structures		75,000	\$652.65
Downpayment Assistance		630,000	\$0.00
Homeownership		1,312,500	\$622,105.76
Rental Housing/Homeownership		883,000	\$107,639.47

Once the graph is displayed, another row of graph options will display. Users should consider that the graphs will be easier to read and understand if there are a relatively small number of columns and rows displayed in a table. As the number of columns and rows increase, the graphs will become much more complex and there is less chance that there will be room for all the labels to be displayed.

DRGR Reports Module Draft User Guide— 06/26/09

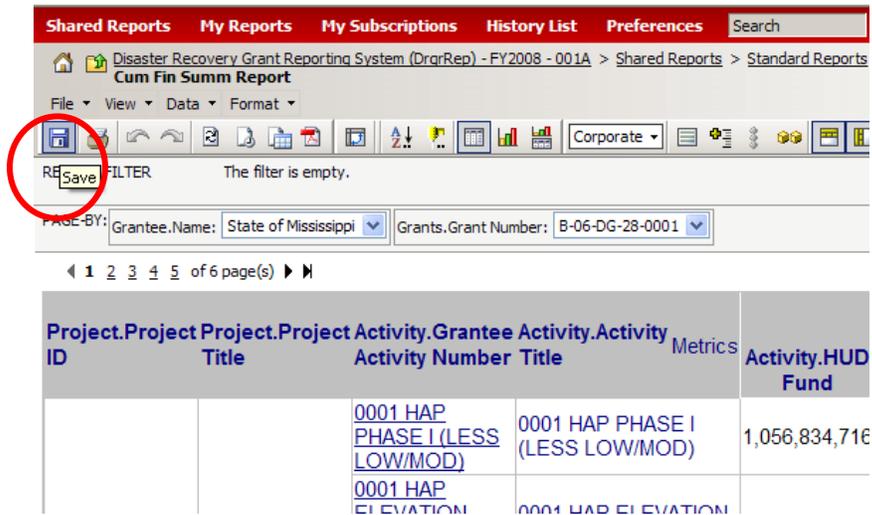


III. Saving and Accessing Reports

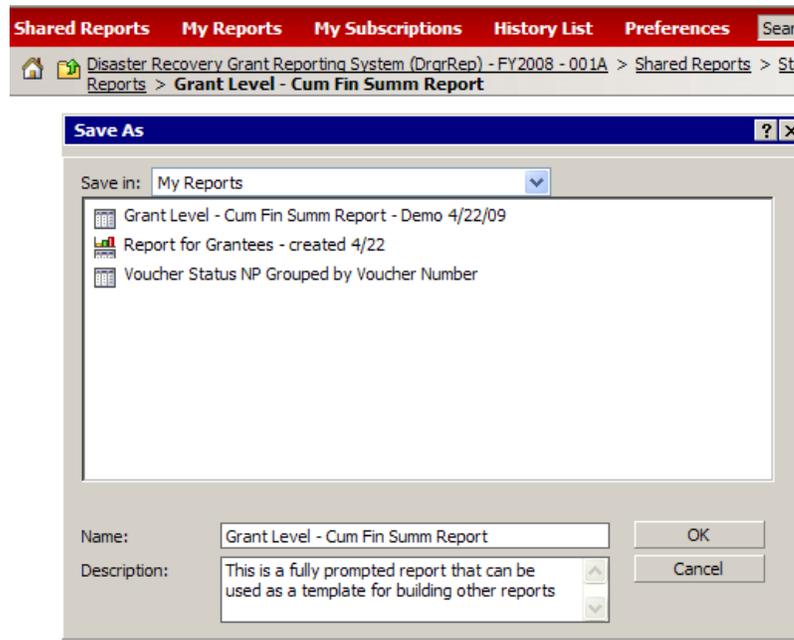
A. Saving Modified Versions of Reports

Any changes in the report format can be saved and accessed in the future using the **My Reports** folder.

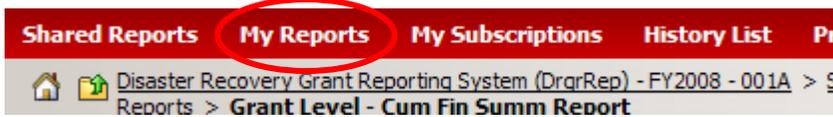
- 1) In the report result page, click on 'Save' button



- 2) Save the report in **My Reports**



- 3) Click on 'My Reports' link to navigate to the saved report.



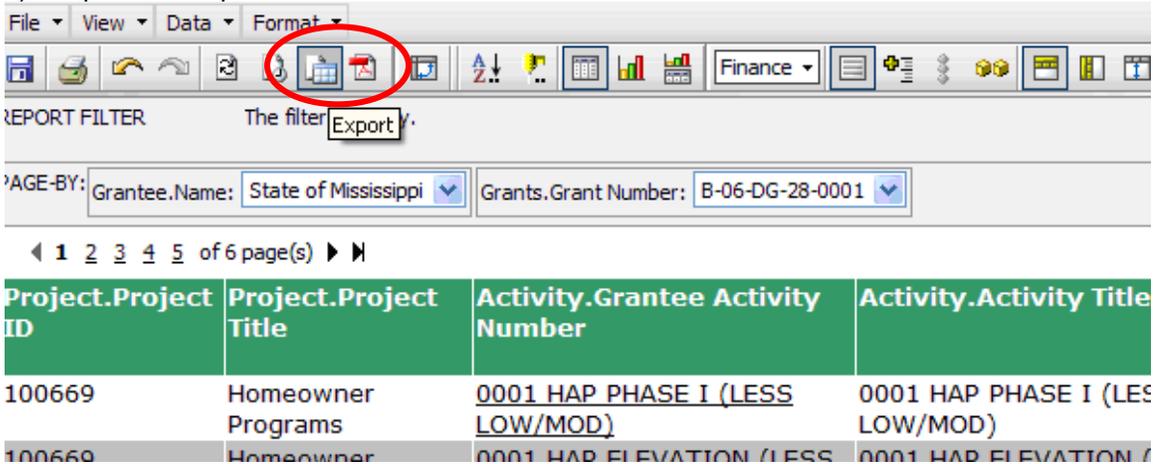
B. Exporting Modified Reports

Unmodified reports can be exported to Excel and PDF from the main report list. Modified reports can also be exported to Excel or PDF from the toolbar in a report you are editing. An Excel or PDF file will be exported through the Web browser, and you can choose to open or save it.

- 1) Direct Export without Report execution: A report can be exported without running.

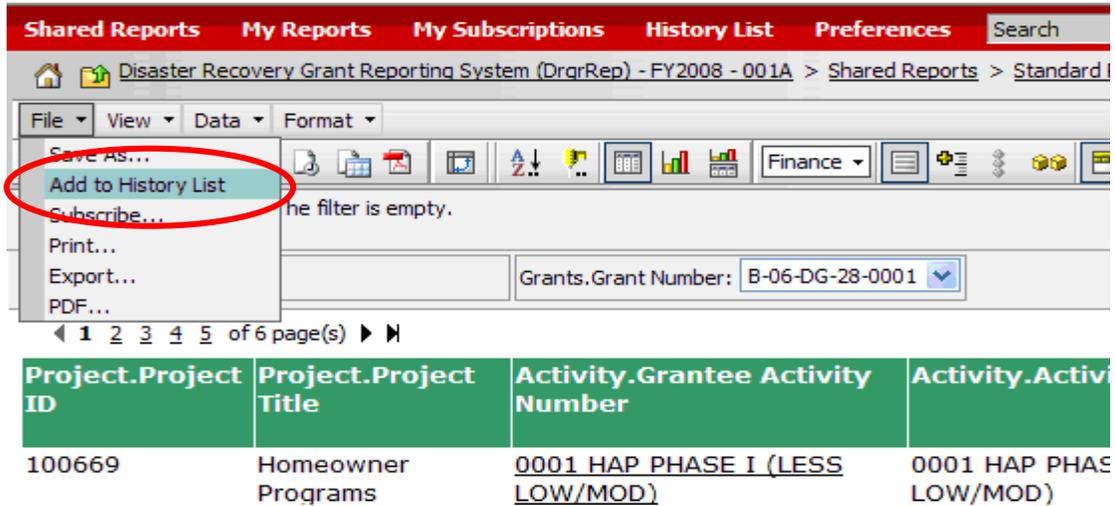


- 2) Export from report result.

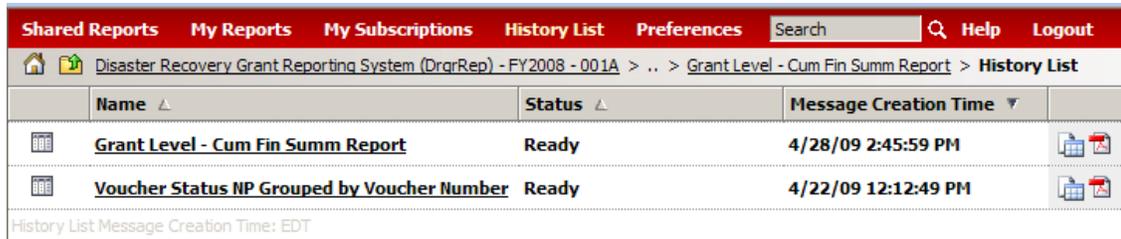


C. Accessing Archived Reports in the History List

You can add the report result to History List, which is the user’s inbox to keep the report result for future reference.



You can go to History List link and open the saved report result. In History List, you can retrieve the saved report result or export it to Excel or PDF..



IV. Working with Public Reports

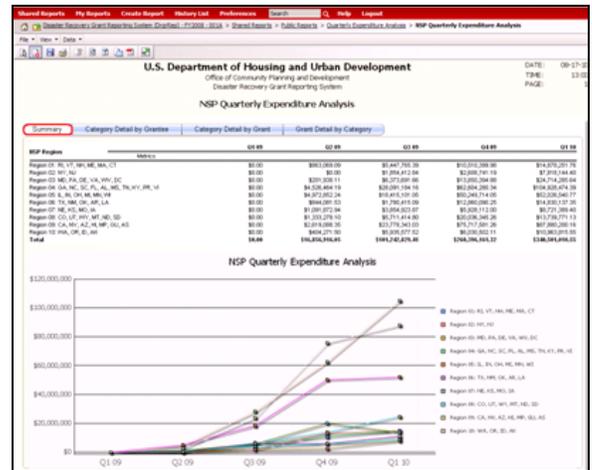
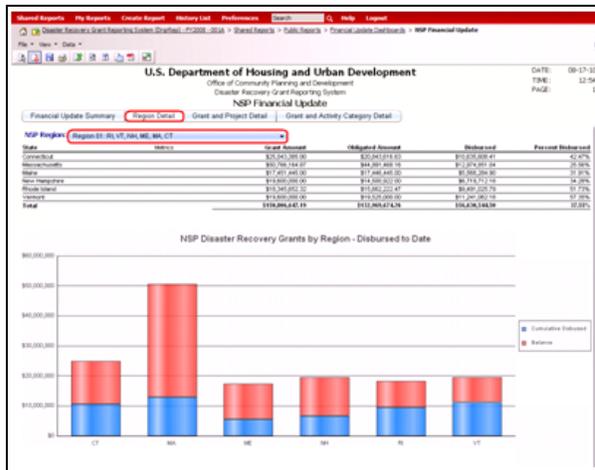
As outlined above, DRGR STANDARD REPORTS function much as data tables that can be grouped and sorted exported into spreadsheets for additional analysis. Starting in DRGR Release 7.0, two types of PUBLIC REPORTS have been added to the SHARED REPORTS folder.

The screenshot shows the top navigation bar of the DRGR system with tabs for Shared Reports, My Reports, Create Report, History List, Preferences, Search, Help, and Logout. Below the navigation bar, the breadcrumb path is: Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Public Reports. Two report folders are displayed:

- Financial Update Dashboards**: Owner: Ivo Djoubailov, Modified: 8/6/10 1:19:16 PM
- Quarterly Expenditure Analysis**: Owner: Ivo Djoubailov, Modified: 8/6/10 1:19:36 PM

As shown below, the Financial Update Dashboards provide tables detailing the amount of funds by grant, project, or activity category that have been disbursed in DRGR. The bar charts below the tables illustrate these disbursements and the amount of funds remaining by each of these groupings. In effect, the bar charts help user see the relative amount of funding across these groupings and how much progress has been made by each individual group.

While this report provides a snapshot of progress, the Quarterly Expenditure Analysis reports break these disbursements down across quarters using data from the Quarterly Progress Reports (QPRs). This allows users to examine spending trends by grants, projects, or activity categories across the life of the grants.

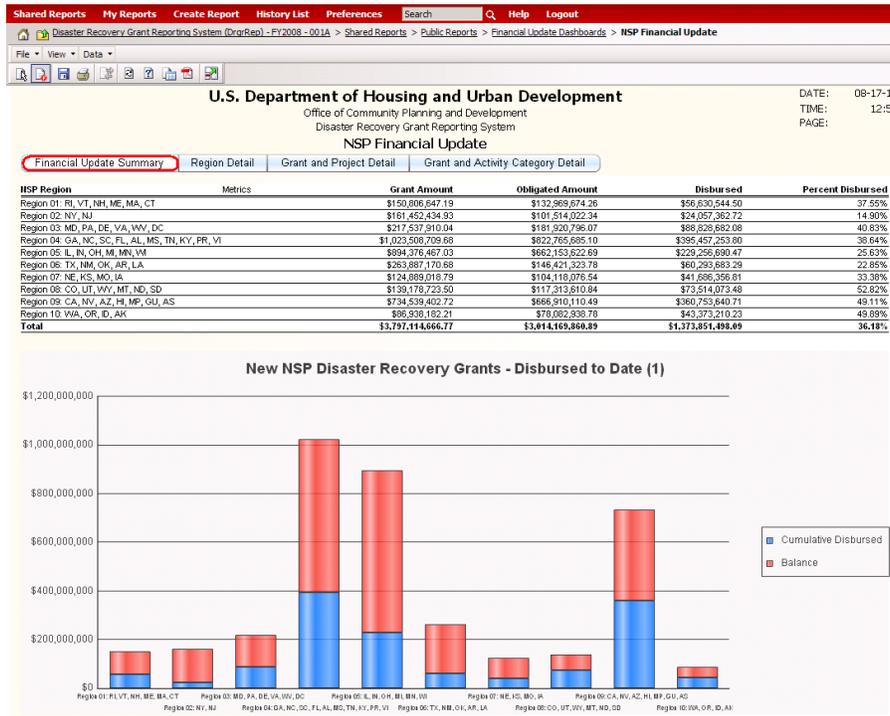


Each of these reports include another set of folders that allow DRGR users to select the APPROPRIATION they would like to select. After the user selects an appropriation, they can further customize these charts and graphs through a series of tabs and checkboxes. The tabs available are:

Financial Update		Quarterly Expenditure Analysis	
Tab:	Comparison across:	Tab:	Comparison across:
Fin. Update Summary	Regions	Summary	Regions
Region Detail	States within Region	Category Detail by Grantee	Based on selection of all or individual activity categories
Grant & Project Detail	Projects within Grant	Grant & Project Detail	Based on selection of all or individual activity categories
Grant & Activity Category	Activity Category within Grant	Grant & Activity Category	Comparison of grant spending within category across grants

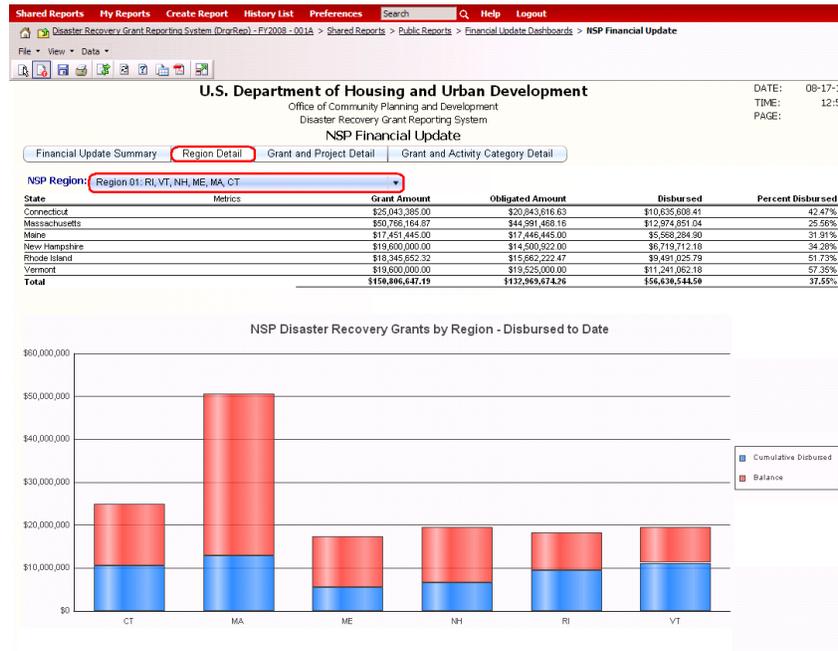
A. Financial Updates

As indicated above, the FINANCIAL UPDATE SUMMARY tab shows spending and balances across regions. This tab cannot be modified further by other levels of tabs or checkboxes.

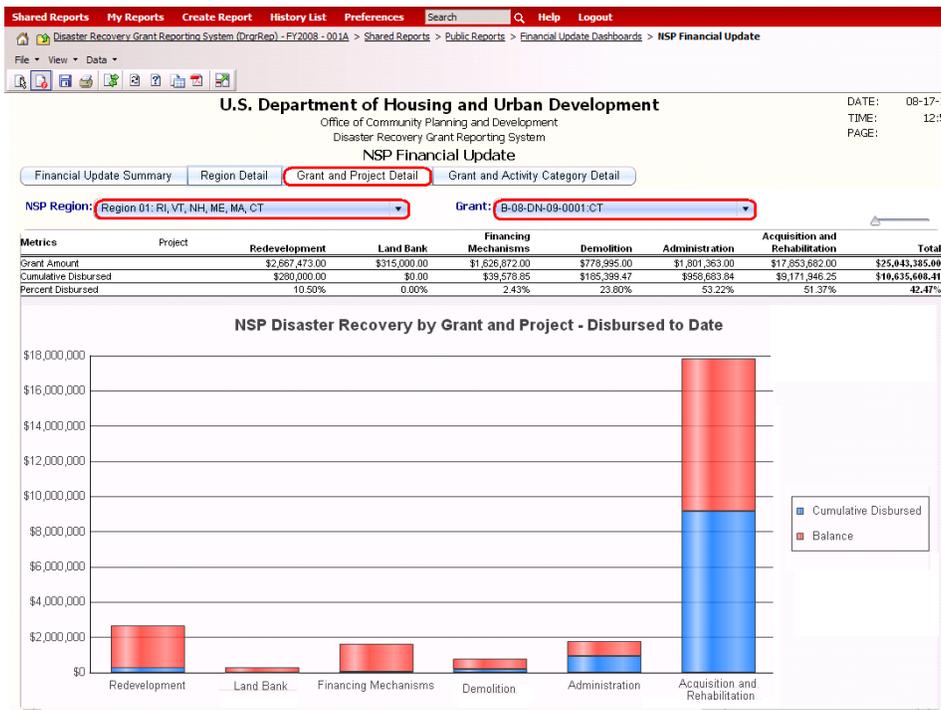


DRGR Reports Module Draft User Guide– 06/26/09

The REGION DETAIL tab allows users to select an individual tab. The table and chart will then display the spending and balances for each state in the region.

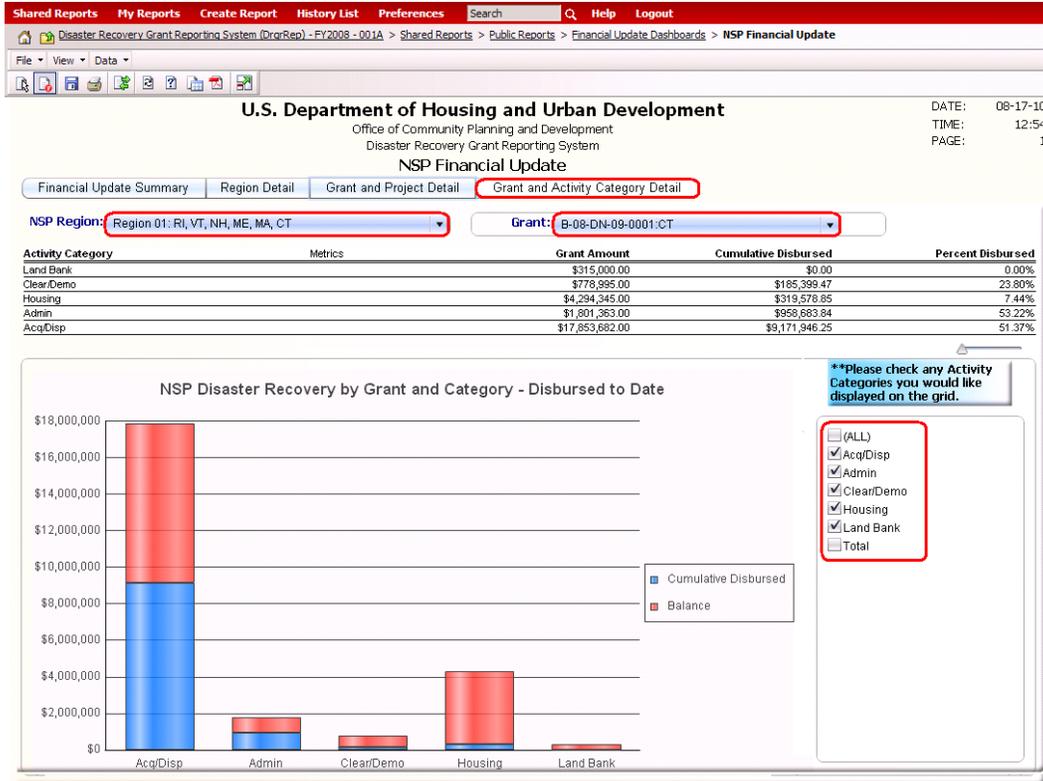


The GRANT AND PROJECT DETAIL provides two levels of tabs. The user would first select the region and then select the individual grant. Once these selections are made, the user will see the spending and balances within each PROJECT grouping that a grantee has identified for the grant.



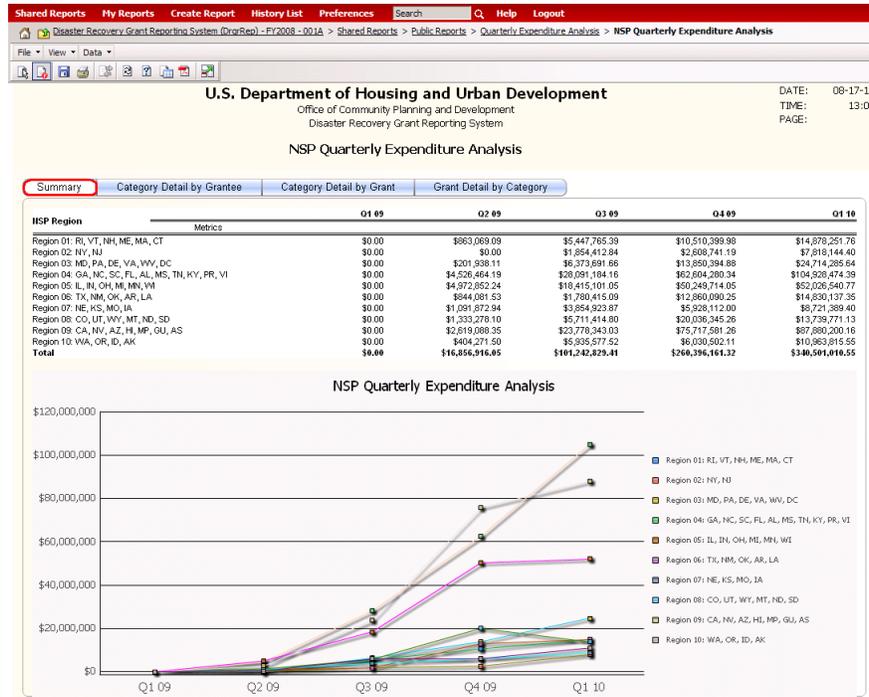
DRGR Reports Module Draft User Guide– 06/26/09

In the last of the four main tabs, there is also a set of checkboxes that allows users to customize the projects displayed. The default selection should be for all categories except TOTAL. Users can modify these as needed to show one or more projects that may be of particular interest to an audience. This is especially helpful if one or more spending categories are much greater than others, making the remaining categories difficult to see on the chart.

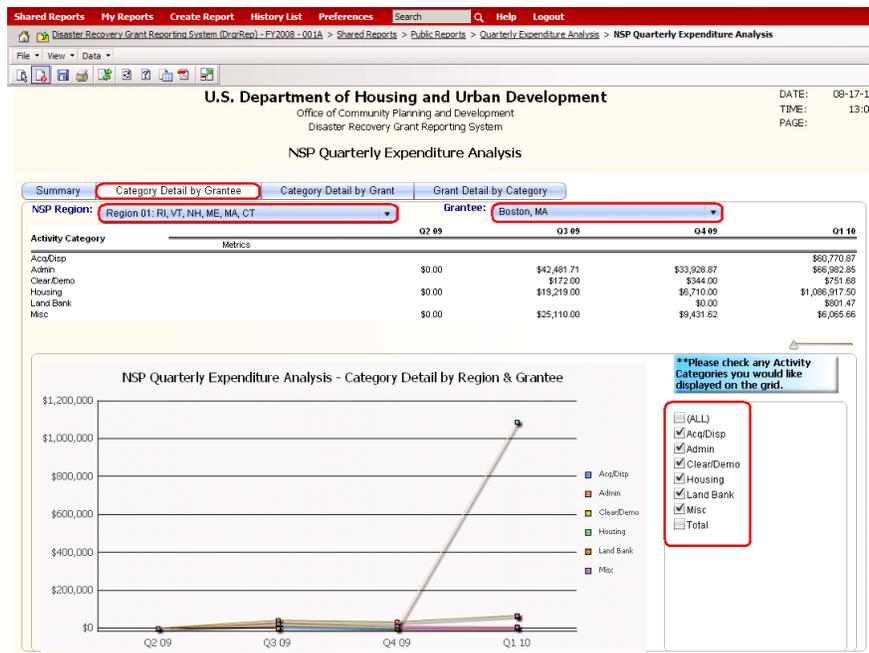


B. Quarterly Expenditure Analyses

As indicated above, the SUMMARY tab shows spending trends across regions. Again, there are no tabs or checkboxes to modified this report further.

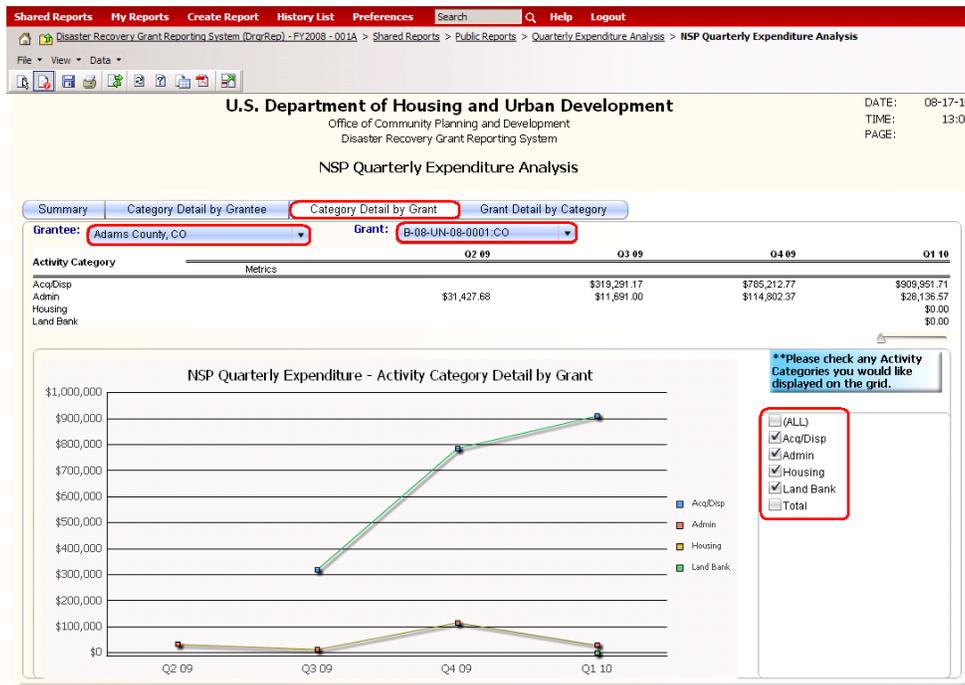


The CATEGORY DETAIL BY GRANTEE tab includes a tab for region and grantee. It also includes checkboxes to select one or more DRGR activity categories.

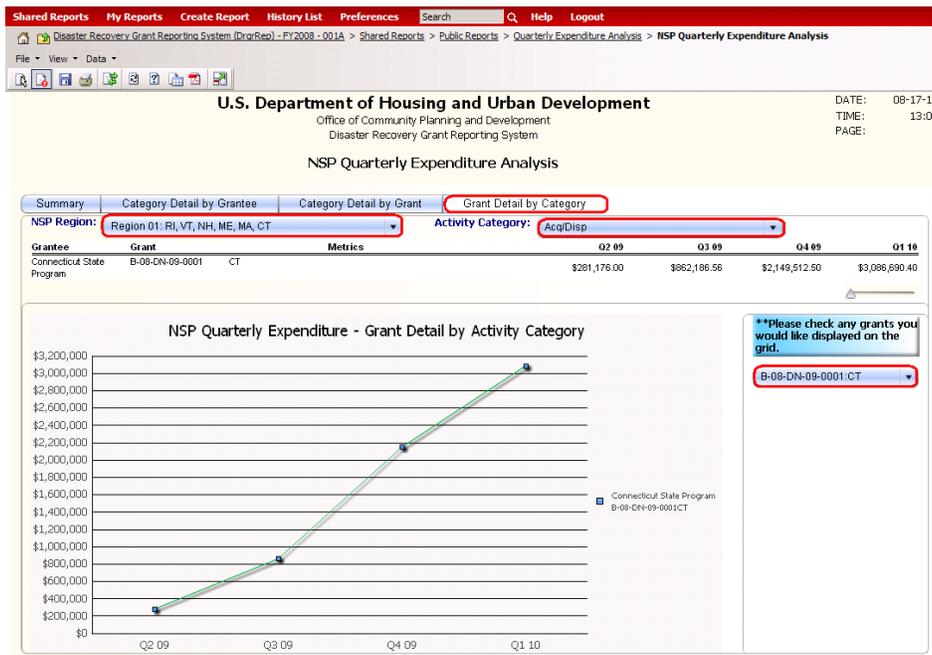


DRGR Reports Module Draft User Guide– 06/26/09

The tab CATEGORY DETAIL BY GRANT allows users to navigate down to the grant level with similar checkboxes by activity category.



The final tab lets users compare the spending rates of one or more individual activity categories across grants within a region. Users would first select a region and then the activity category above the chart display.



C. Exporting Public Reports

Each report can be exported as PDFs with its chart or graph in a similar way to the STANDARD reports using the FILE menu or PDF icon. Any graph report in MSTR can also be saved just as a jpg by right-clicking and selecting “Save Picture As” (see screenshot below)

NOTE: This only works for regular reports. Dashboards are powered by Adobe Flash and can be exported to PDF or Excel in their entirety.

(note: I am researching a creative way we can “decouple” them so you can save individual graphs out of the dashboards as well)

