

Announcement Workbook inSight User Guide

January 22, 2018

Table of Contents

OVERVIEW DESCRIPTION	1
APPLICATION DASHBOARD	2
Application Dashboard Part 1	2
Application Dashboard Part 2	4
Application Map Dashboard	5
Application Details Dashboard	6
FUNDING MEMO DASHBOARD	7
AWARD DASHBOARD	8
Awards Dashboards	8
Award Map Dashboard	9

Overview Description

The purpose of the Announcement Workbook is to enable comprehensive analysis into Applications, Funding Memos, and Awards associated with Announcements.

This user guide covers:

- The status of Applications associated with an Announcement
 - The map displaying the number of Applications per state
- The status of Funding Memos associated with an Announcement
- The status of Awards associated with an Announcement
 - The map displaying the Awarded Amount per state

All three sections have details pages associated with them which can be viewed at the bottom the main dashboards. Application and Award have additional details pages accessible through the maps.

If you have further questions about the dashboards, please feel free to view our FAQ and videos.

Application Dashboard

APPLICATION DASHBOARD PART 1

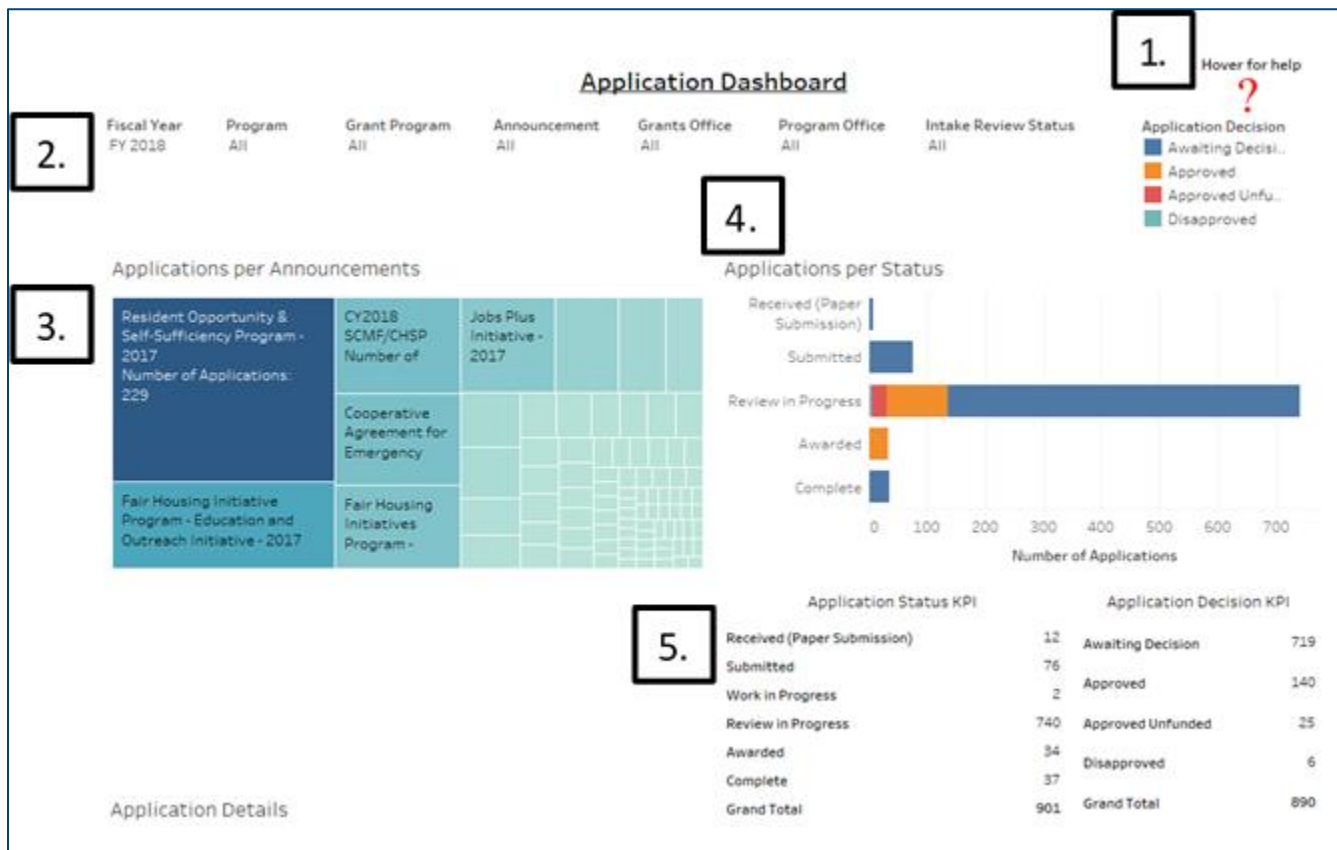


Figure 1: Application Dashboard

1. The help section of the dashboard can be viewed by hovering over the red question mark in the top right corner of the dashboard. By hovering over the question mark, you can view instructions on the dashboard you are currently viewing. The text when hovering over a question mark may be different across dashboards so be sure to make that the first place you stop when viewing a new dashboard.
2. These are your available filters. Click the arrow next to the corresponding filter to open a multi-check box list of relevant fields. Select which fields you want to include and then click the “Apply” button in the bottom right corner of the drop down. If you have a large quantity of options you can type what you are searching for in the top part of the drop down to search for it.

3. Each tile represents an individual Announcement. The size and color of the tile represents the number of Applications assigned to it. By hovering over an Announcement, you will see the tooltip displaying the full Announcement name and number of Applications.
4. Each Bar represents the number of Applications in the corresponding status. Each bar is further broken down by color based on the Application decision. If you click on the status, it will filter all the Announcements from the tree map and populate the details section below.
5. These are your Key Performance Indicators (KPI), which are summaries of the information being displayed in the two charts. The KPI will update as you apply the filtering options from the previous numbers. The Application Status KPI is a total of each bar from the bar chart. The Application decision KPI is a summation of all the colors across statuses.

APPLICATION DASHBOARD PART 2

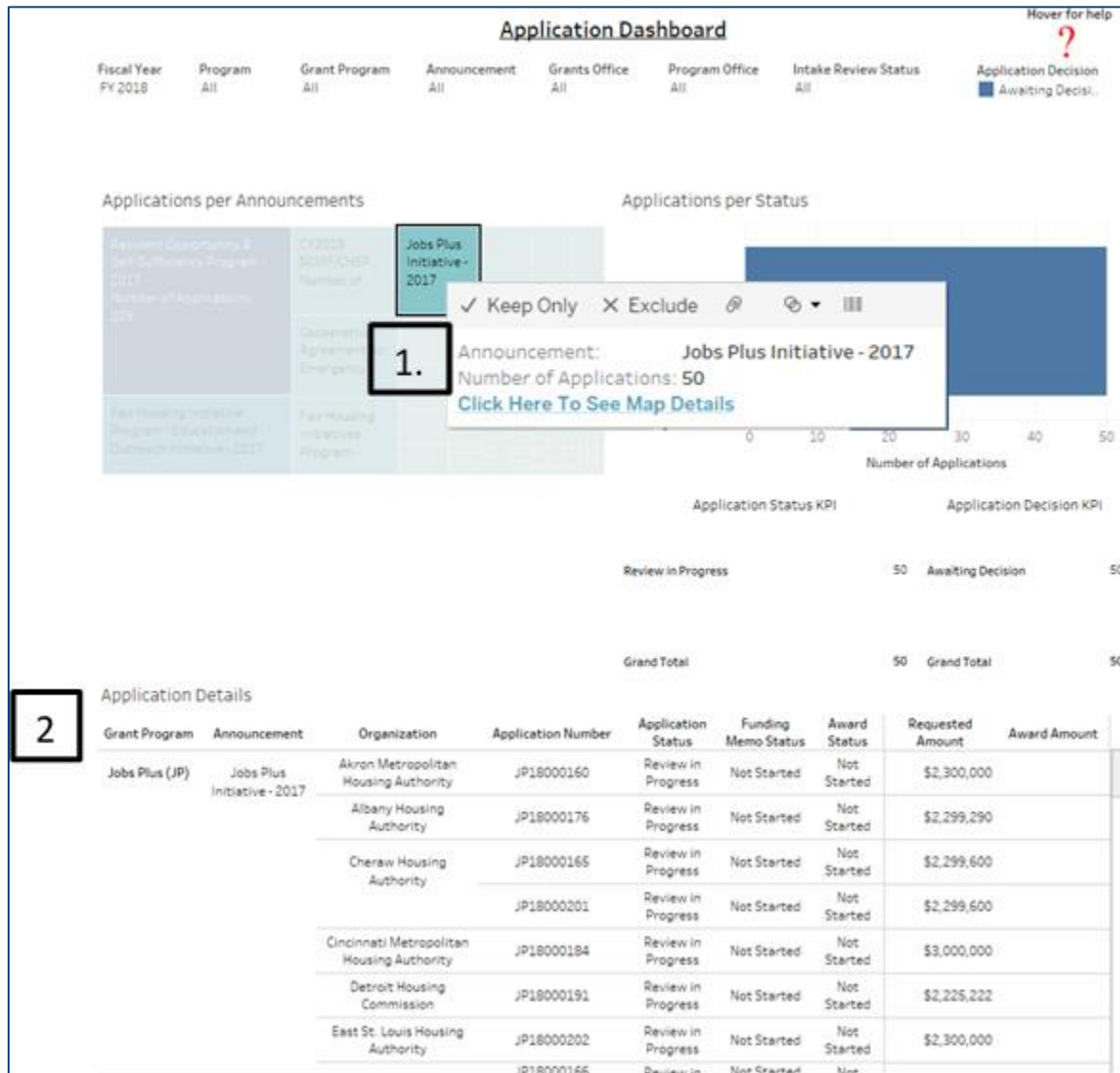


Figure 2: Application Dashboard

1. After selecting an Announcement, hovering over it within the tree map will display “Click Here To See Map Details”. You can select this to be taken to the map section of the Workbook.
2. This is the details section of the dashboard. After you have made a selection from either the tree map or bar chart, this section will populate with details relating to the applications you selected.
3. Hovering over the Award amount will display a Tooltip that condenses information from all the other columns within the row.

[illegible]

1. This is the map's legend. Its range (Number of Applications) is dependent upon what is chosen on the previous dashboard.
2. Select an individual state or a group of states and hover over the selection to click on "Click Here To See Map Details" to see relevant details.

APPLICATION DETAILS DASHBOARD

Application Details									
Grant Program	Announcement	Organization	Application Number	Application Status	Funding Memo Status	Award Status	State	Requested Amount	Award Amount
Jobs Plus (JP)	Jobs Plus Initiative - 2017	Detroit Housing Comm..	JP18000191	Review in Pro..	Not Started	Not Started	MI	\$2,225,222	
		East St. Louis Housing ..	JP18000202	Review in Pro..	Not Started	Not Started	IL	\$2,300,000	
		Gary Housing Authority	JP18000180	Review in Pro..	Not Started	Not Started	IN	\$2,000,000	
		Housing Authority of C..	JP18000171	Review in Pro..	Not Started	Not Started	IL	\$2,300,000	
		Housing Authority of C..	JP18000196	Review in Pro..	Not Started	Not Started	KY	\$2,203,270	
		Housing Authority of t..	JP18000173	Review in Pro..	Not Started	Not Started	IN	\$363,836	
		Housing Authority of t..	JP18000182	Review in Pro..	Not Started	Not Started	WI	\$2,300,000	
		Independence Housing..	JP18000179	Review in Pro..	Not Started	Not Started	MO	\$2,300,000	
		Johnson City Housing ..	JP18000159	Review in Pro..	Not Started	Not Started	TN	\$1,050,000	
		New Albany Housing A..	JP18000189	Review in Pro..	Not Started	Not Started	IN	\$2,048,308	
Grand Total								\$19,090,636	

Figure 4: Application Details

1. Hovering over the Award amount will display a Tooltip that condenses information from all the other columns within the row.

Funding Memo Dashboard

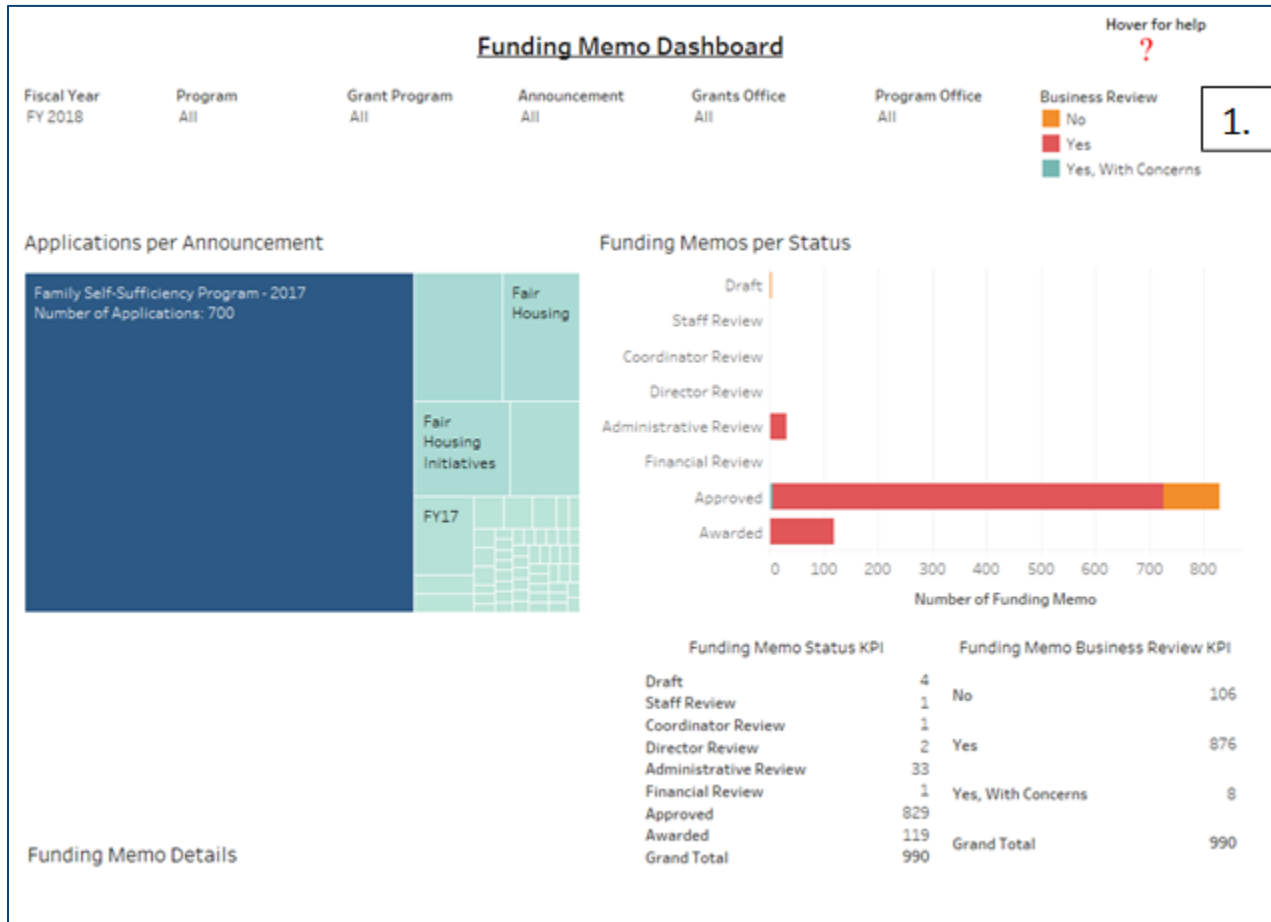


Figure 5: Funding Memo Dashboard

This dashboard acts similarly to Application Dashboard. However, there is no map option.

1. The bar chart's legend is Business Review Status instead of Application Decision. The Statuses are based on Funding Memo and not Application.

Award Dashboard

AWARDS DASHBOARDS

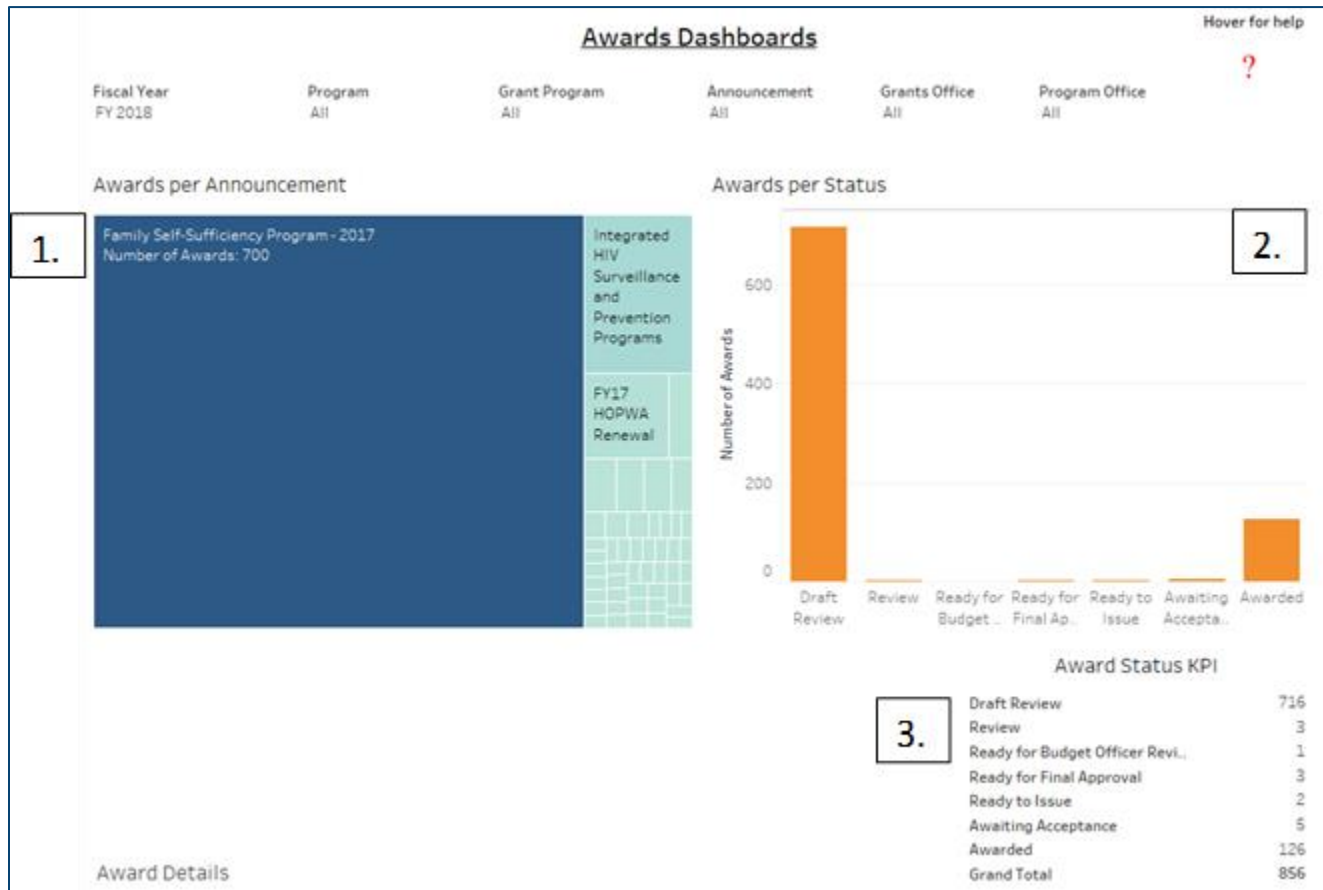


Figure 6: Awards Dashboards

- Each tile within the tree map represents an individual announcement. The size and color of the tile is dependent upon the number of awards assigned to it. Hovering over an Announcement will display a tooltip showing the full Announcement name and number of Awards.
- Each bar within the chart represents the number of Awards within the corresponding status. By hovering over a status, the tree map will highlight all Announcements which contain Awards under that status. Clicking on the status will filter all the Announcements on the tree map and populate the details section below.
- These are your Key Performance Indicators (KPI), which are summaries of the information being displayed in the two charts. The KPI will update as you apply the filtering options from the previous numbers. The Application Status KPI is a total of each bar from the bar chart. The Application decision KPI is a summation of all the colors across statuses.

AWARD MAP DASHBOARD

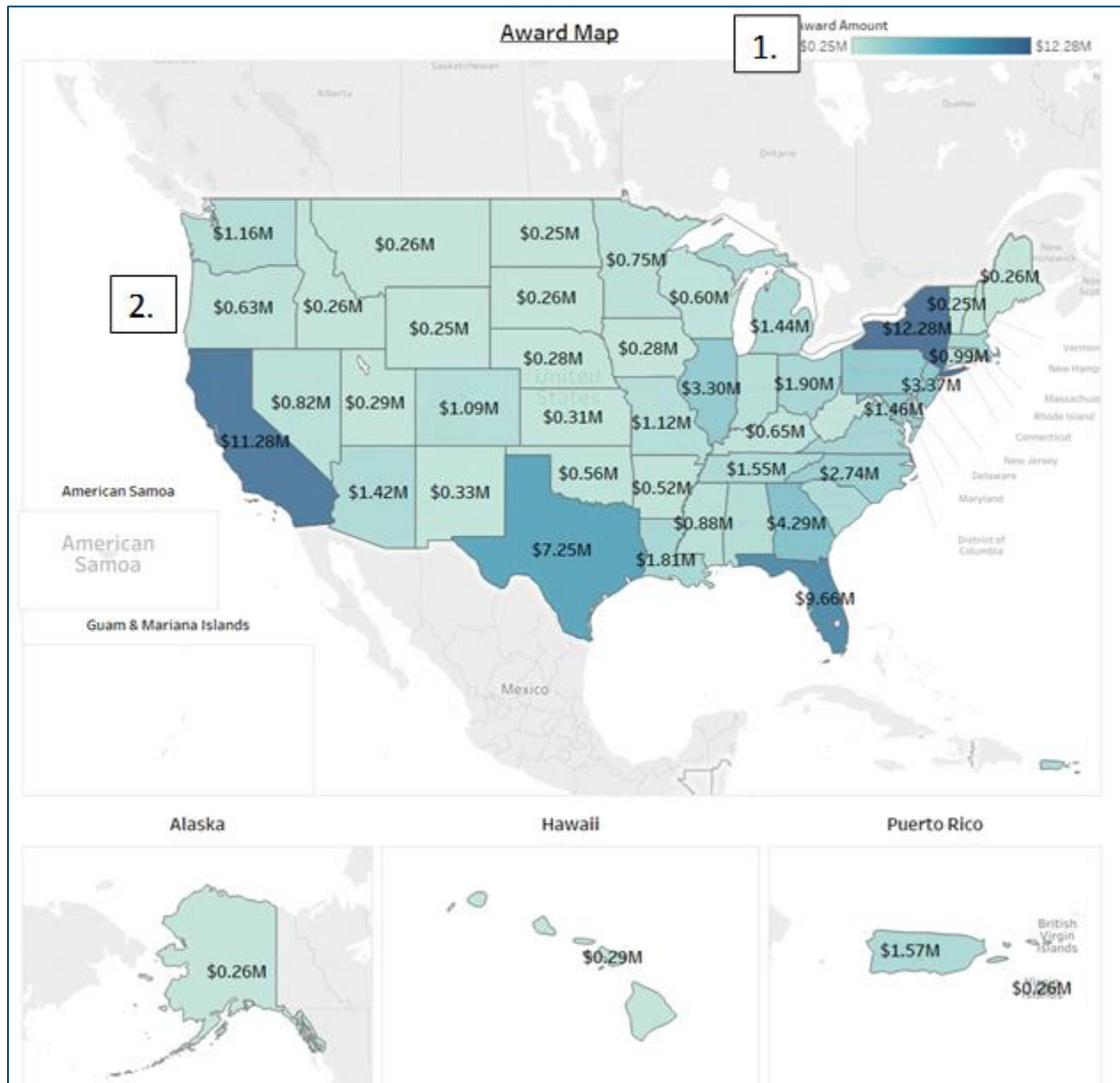


Figure 7: Award Map

1. This is the map's legend. Its range (Award Amount) is dependent upon what is chosen on the previous dashboard.
2. Select an individual state or a group of states and hover over the selection to click on "Click Here To See Map Details" to see relevant details.