

# Announcement Workbook inSight User Guide

January 22, 2018

## Table of Contents

|  |   |
|--|---|
| OVERVIEW DESCRIPTION .....                 | 1 |
| APPLICATION DASHBOARD .....                | 2 |
| <b>Application Dashboard Part 1</b> .....  | 2 |
| <b>Application Dashboard Part 2</b> .....  | 4 |
| <b>Application Map Dashboard</b> .....     | 5 |
| <b>Application Details Dashboard</b> ..... | 6 |
| FUNDING MEMO DASHBOARD .....               | 7 |
| AWARD DASHBOARD .....                      | 8 |
| <b>Awards Dashboards</b> .....             | 8 |
| <b>Award Map Dashboard</b> .....           | 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

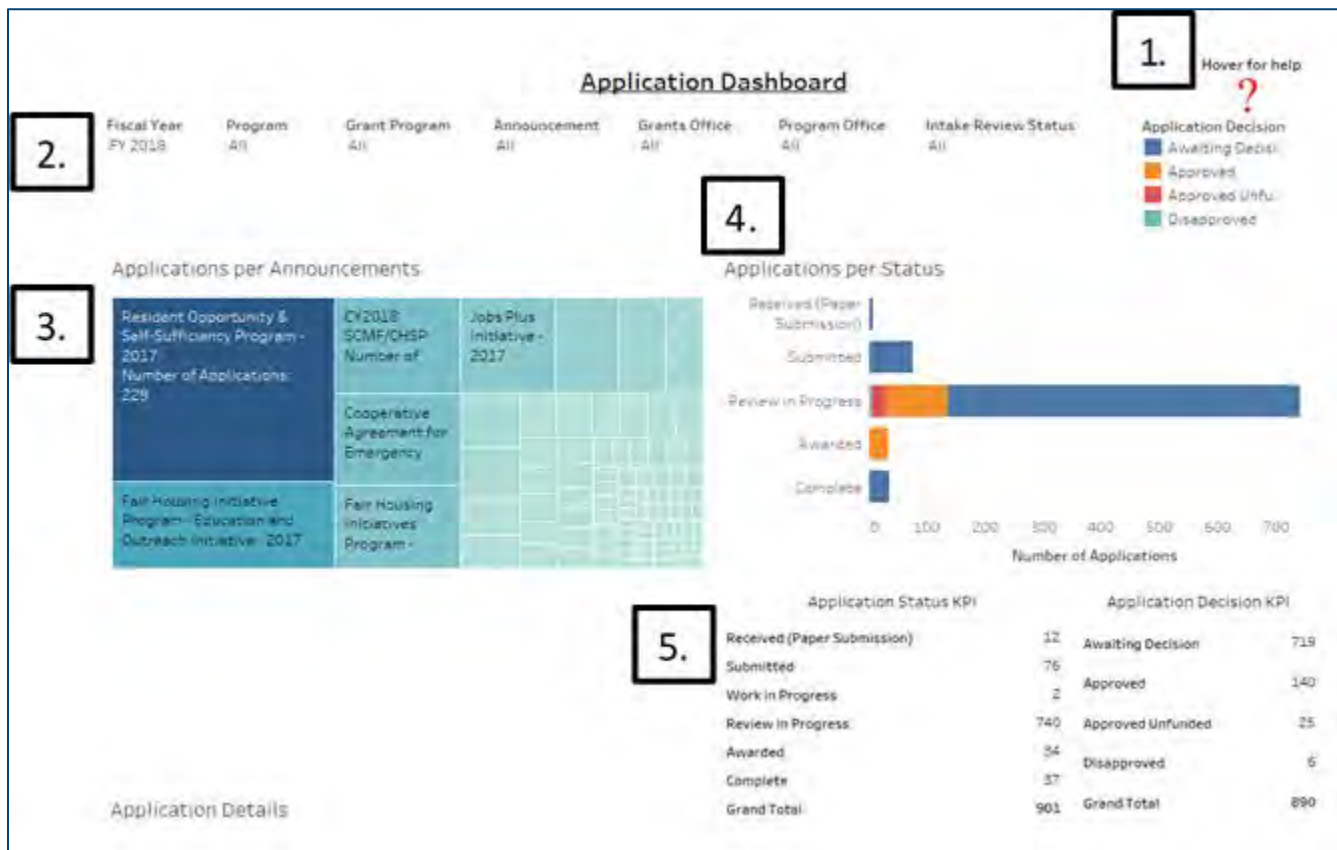


Figure 1: Application Dashboard

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

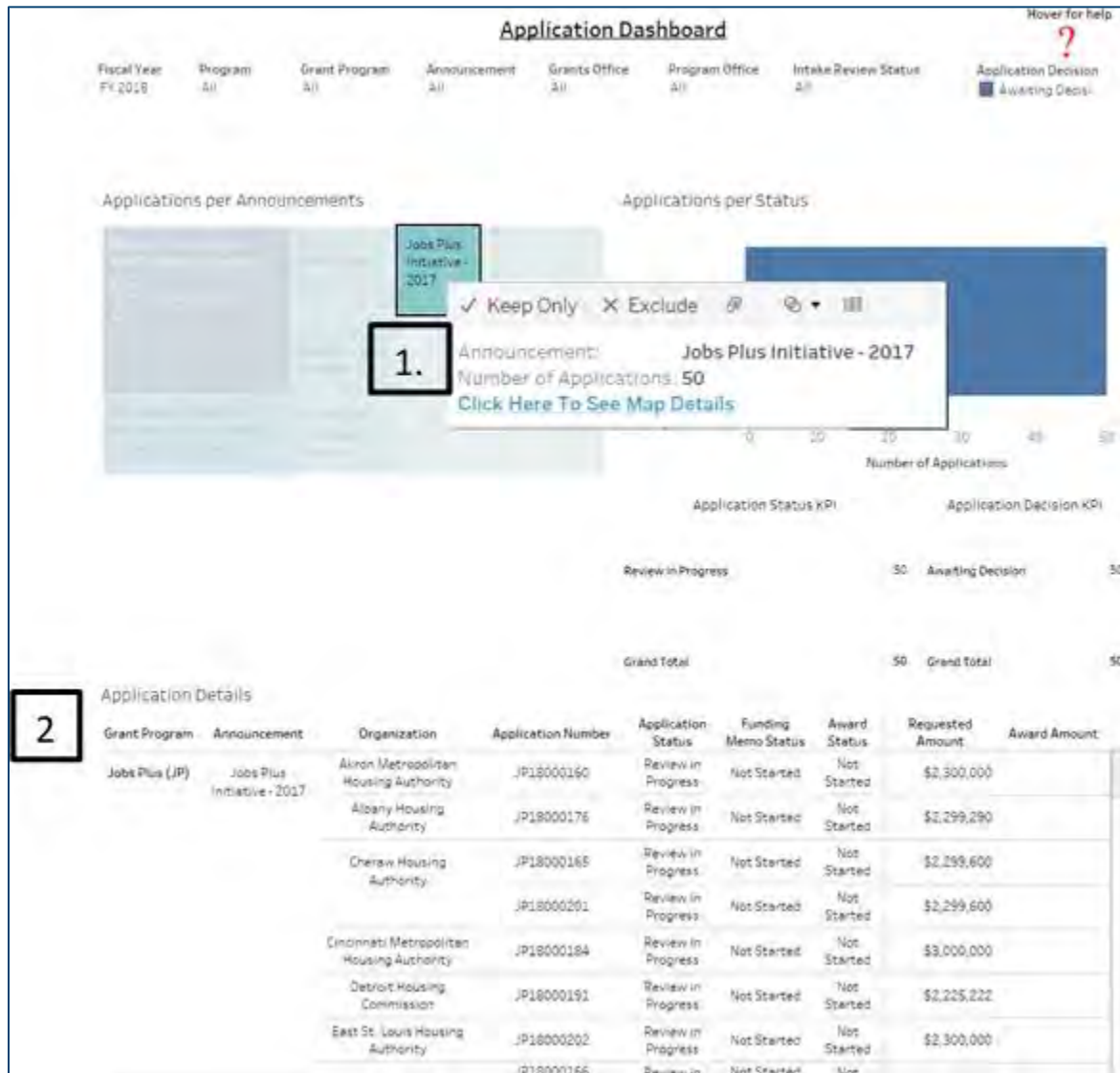
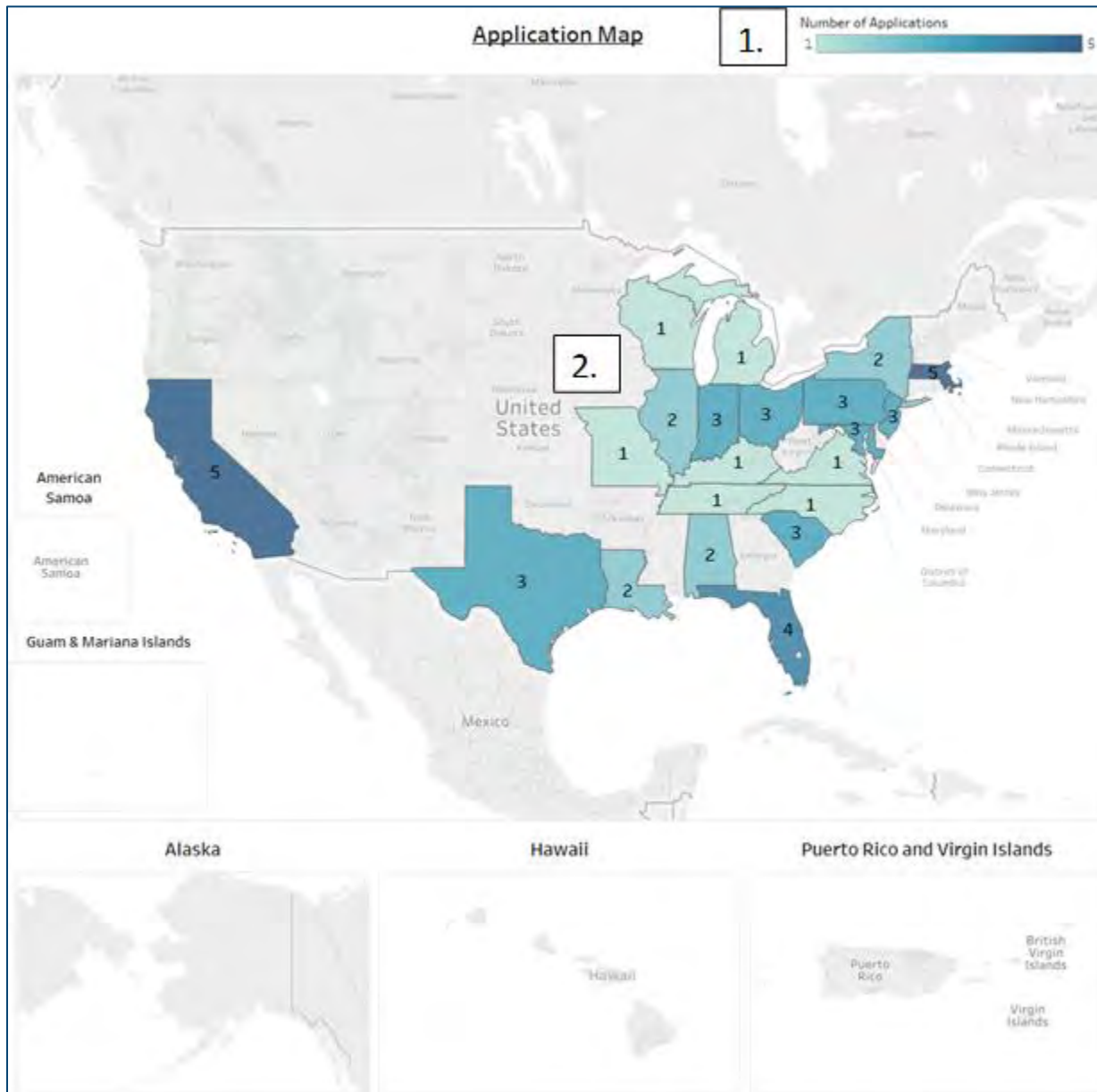


Figure 2: Application Dashboard

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.

## APPLICATION MAP DASHBOARD



**Figure 3: Application Map**

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

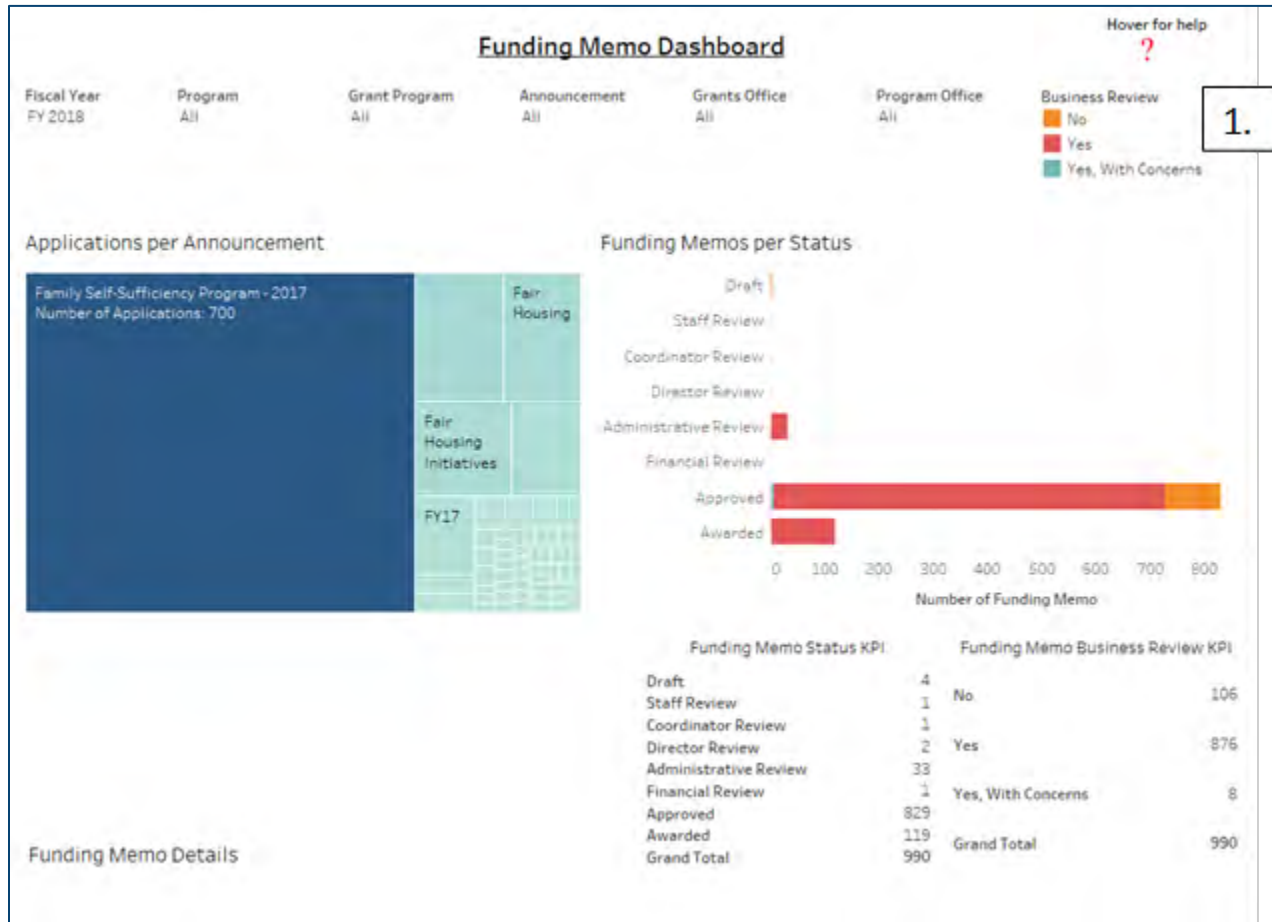


Figure 5: Funding Memo Dashboard

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

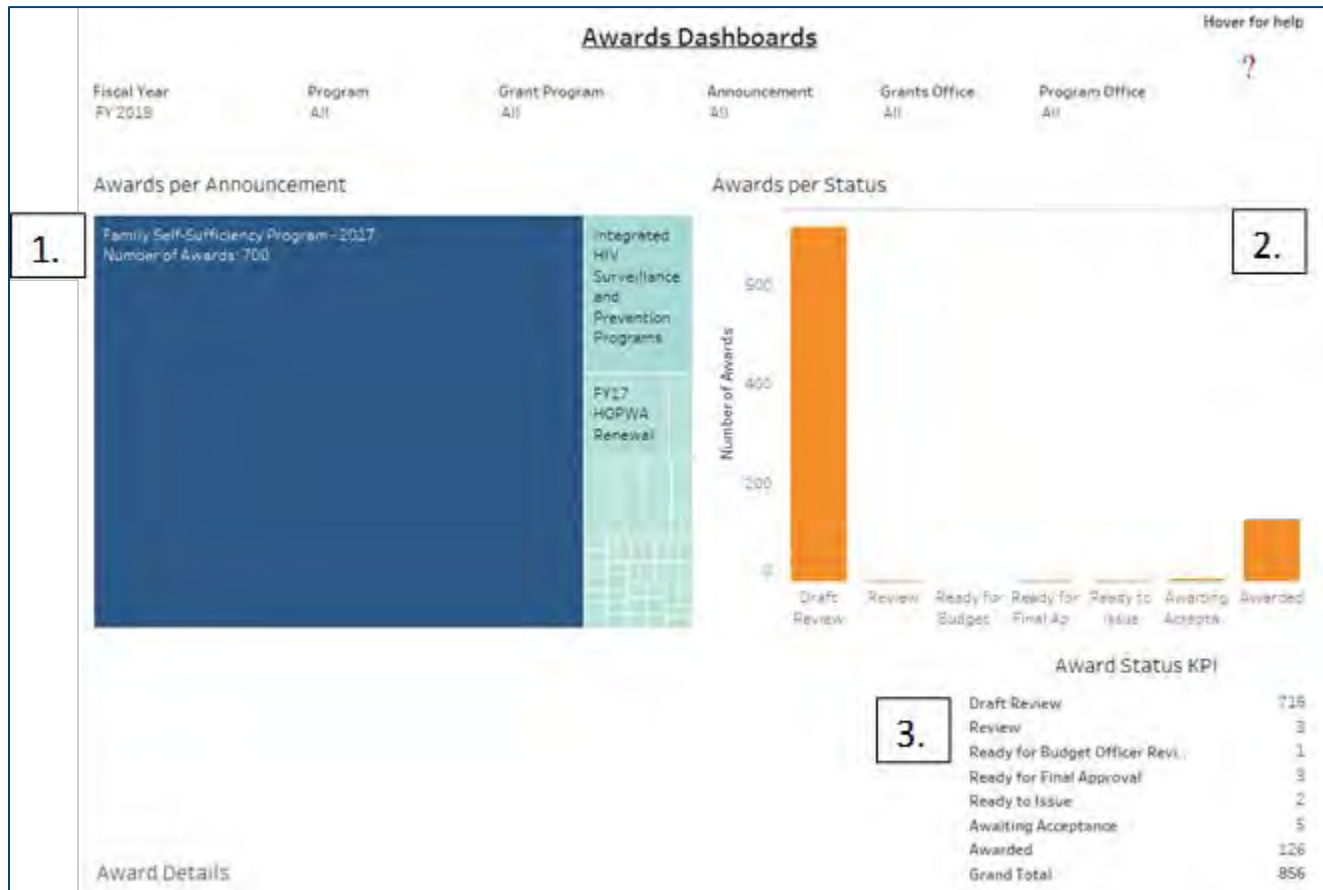


Figure 6: Awards Dashboards

- 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

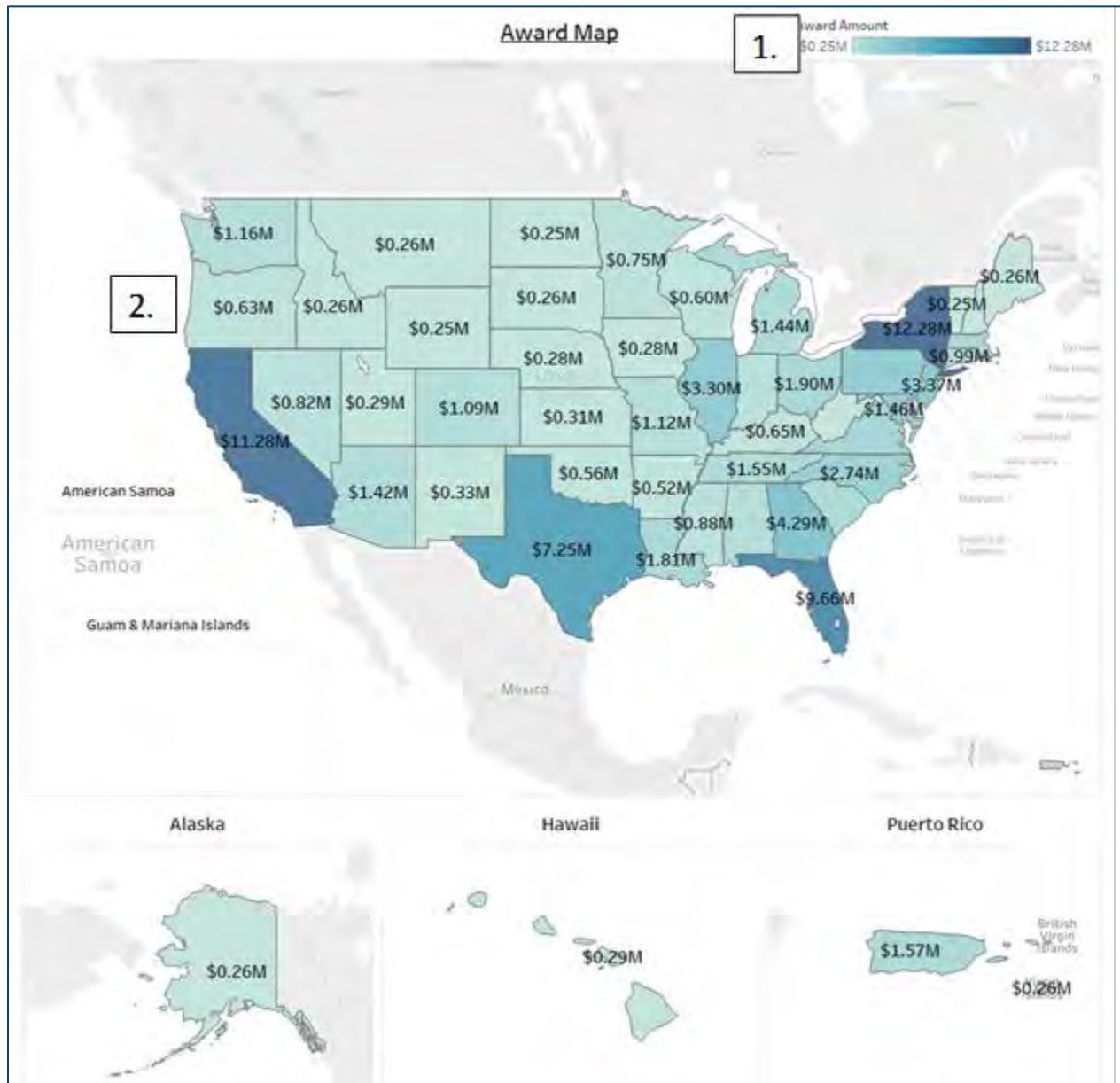


Figure 7: Award Map

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.