The department dashboard has 4 tabs, “People”, “Project Certifications”, “Fund and Account” and “Department Information”. The department dashboard can be used to access In Progress, Available, and Historical annual effort and quarterly project statements. In addition, the department dashboard can be used by effort coordinators to perform specific functions as discussed below.

To Access the Department Dashboard:

1. Navigate to the department dashboard by Clicking Manage>Department Dashboard
2. Select the appropriate department from the drop-down menu and select “Choose”
3. Navigate to the appropriate tab

Select Department Dashboard from the Manage Menu

Select Department when defined to more than one and click Choose.
The “People” Tab
The first tab on the department dashboard is the “People” tab, which lists all annual individuals assigned to the department.

Within the “People” tab you can perform various functions:
- Obtain statement status statistics for a specific period of work performed
- Access “In Progress”, “Available for Certification”, and historically “Certified” statements
- Filter statements by Certifier Name, Employee ID, Role or Employee Type

At the top of the tab is the certification summary chart, which by default shows the statistics for all statements for the most recent period of work performed. To see statistics for a different PWP, first select Annual from the Employee Type drop-down menu and then select the desired period from the Period drop-down menu.

The covered individual section is where the list of all annual employees in the department will be shown and where the statements can be accessed. This section is broken down into 4 sections, (1) Sponsored, (2) Non-Sponsored, (3) Non-Department, and (4) Terminated. The sponsored individuals are those that will have an effort statement(s) to certify - Individuals listed under the Non-sponsored section will have effort statement(s), however, once the certification period opens and the status changes from ‘In progress”, these statements will be auto processed, meaning there is no certification required as there is no sponsored funding on the statements that requires certification.
The “Project Certification” Tab
The “Project Certification” tab lists all quarterly project statements assigned to the department.

Within the “Project Certifications” tab you can perform various functions:

- Obtain statement status statistics for a specific period of work performed
- Access “In Progress”, “Available for Certification”, and historically “Certified” statements
- Filter statements by Nickname, Number, PI, Grant Manager
- Perform GM overrides
- Run the Payroll report for all individuals listed on the project
- Run the Project Status Report for all project statements belonging to the PI/Certifier selected

Similarly to the “People” tab, by default the Project certification summary chart shows the statistics for all Project statements for the most recent period of work performed. To see statistics for a different PWP, select desired period from the drop-down menu.

The project statement section is where all the project statements for the department will be shown and where they can be accessed.
The “Fund and Account” Tab

The “Fund and Account” tab lists all active and inactive accounts from GMAS that are assigned to the department – All Inactive grants will have a yellow icon next to the name. The list displays the fund and account number, the account name, the sponsor and PI of the account, and the start and end dates. All of the columns are sortable, allowing you to find all accounts related to a fund, a sponsor, or a specific PI – Selecting the header once sorts the column in an ascending order, twice sorts descending. Additionally, the list can be filtered to reduce what is displayed.

If you click on an active FUND, you will be brought to the Fund Summary Page and from there you will see all accounts (fund, activity, sub activity) under that fund. If you go back and click on the active ACCOUNT, you will be taken to the Account Summary Page – this is where the project statements live and where they need to be accessed from.
The “Department Information” Tab

The “Department Information” tab contains information about the department’s effort coordinators (TEC's, PEC's, SEC's, GM's), including names and email addresses and which individual is the department PEC (highlighted in yellow). In addition, this tab allows several possible actions depending on the role and rights of the effort coordinator such as re-assigning the “Gold Bar” PEC and managing GM assignments.

The TEC has the ability to assign and Re-assign the “Gold Bar” PEC by clicking on the yellow highlighter icon next to the appropriate individual.

The PEC/SEC has the ability to process GM assignments by clicking on the icon.