DRGR Global Navigation and Home Page

Disaster Recovery Grant Reporting (DRGR) System Release 8.0 Fact Sheet

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ) https://www.hudexchange.info/program-support/my-question/

Overview

With DRGR Release 8.0, navigation across modules has been enhanced in the DRGR system. This allows grantees to quickly navigate to perform common day-to-day tasks.

What Changed?

The new DRGR design provides the following features:

- 1. Updated Home Screen
- 2. Enhanced Grantee/Grant lock grant bar
- 3. New icons to access each module
- 4. Consolidated User Log Out and User Profile menu

What didn't change?

Besides the way users navigate to each screen, actual workflow remains the same for tasks like creating vouchers, editing Action Plans, submitting QPRs, certifying users, etc. Common processes in this release are identical to the processes in prior releases.

Comparing old and new designs

The following screenshots show the old DRGR design and navigation bar compared to the new design in Release 8.0.

Pre-Release 8.0 Home Screen

Disaster Recovery Grant Reporting S Grant Reporting S Grant Number	ystem
Home Grant Management + Financial + Compliance - Administration + Utilities -	Nelson, Hana [H52043] ≁ Logout
Home	
DRGR Update (09/19/2019) HUD deployed DRGR 7.17.1 on 18 September 2019. This new release permanently addresses the error that prevented voucher approval by grantees and HUD staff in DRGR 7.17. Grantees and HUD staff may resume the standard voucher approval procedure at this time. The upload option for draw approvals is also still available.	My Action Items QPR Review (7) New User Requests requiring Completion (3)
	Quick Links
Outer uppates 09/06/2019 The new release of DRGR 7.17, which went live on 1 September 2019, is causing an error that is preventing voucher approval by grantees and HUD staff. A permanent fix will require another release, which is expected within the next 4 weeks. In the interim, HUD has developed an upload through which grantees and HUD staff can submit approval for pending vouchers. This will serve as a temporary fix until the new release, so that grantees and HUD users are able to process voucher requests.	Action Plan/QPR Financial Work Plans View All Action Plans Search Vouchers Search Work Plans View All QPRs
DRGR Guide, Tools and Webinars	
The following guides, tools, webinars, and other resources are available to assist grantees with DRGR navigation, workflow and troubleshooting	
View DRGR Resources View DRGR User Manual	

Release 8.0 New Design - Home Screen

Disaster Recovery Grant Reporting	System	2-B-1	3-DS-22-0001	▲ 斧 血・	\$- 🕸- 🚱- 🕁-	Santos, Jenni [T024GA]	
Home			Action Plan	Project and Activities Add Activity	Performance Reports	Grant	
My Account	Bummary		 Oview ✓ Download 	 Add Project Search/Edit Project 	/i View All	O View	
User ID: T024GA			🗙 Review Tools	Inload Project		View All	
Lo Manage My Profile	Active Flags	Approvai	n View All		\sim		
My Announcements If you have any questions or experience any defects please contact HUD's Alek A Caucetion (AAQ) portal. Under	Grantee Draw I	Revision Approval	Restore Activities		$\overline{)}$		
	Grantee users	pending Certifications	Q Lookup Con Plans				
	F Grantee Draw Approval (9)						
Recovery Grant Reporting System," (9/19/19)	Grantee	Grant	Voucher	Submission Date	Days Pending	Action	
a instructions for DRGR users on how to perform the data uploads and prepared excel templates can be found	Louisiana	B-08-DG-22-0003	455857	11/29/2019	13	2	
approval-data-uploads-instructions-and-templates/ NOTE:	Louisiana	B-08-DG-22-0003	455859	11/29/2019	13	2	
User must provide data in all four fields of the new data upload (no blanks) and the submission date value must	Louisiana	B-08-DG-22-0003	455860	11/29/2019	13	2	
be the present date or a future date (excluding weekends). The system will not accept dates prior to the	Louisiana	B-13-DS-22-0001	455854	11/29/2019	13	Ø	
date the upload is attempted. (9/6/19)	Louisiana	B-13-DS-22-0001	455863	11/29/2019	13	∠	
	Louisiana	X-19-R-8-14511	455861	11/29/2019	13	2	
My Resources	Louisiana	X-19-R-8-14511	455862	11/29/2019	13	Ø	
View DRGR Resources	Louisiana	X-19-R-8-14511	455894	12/02/2019	10	Ø	
View DRGR User Manual View DRGR Fact Sheets View DRGR Data Upload Templates	Louisiana	X-19-R-8-19801	455932	12/04/2019	8	C	
View MicroStrategy Guides, Tools, and Webinars Upcoming DRGR trainings Rest DRCP trainings	♣ Active FI	ags (525)					

The following key design and navigation features are highlighted in the Release 8.0 New Design screenshot above. They are described in the following sections:

- 1. Main Navigation bar
- 2. Select or Lock Grant bar
- 3. Dropdown Menus

Main Navigation Bar

The design in prior releases used labels to define menu items in the main navigation bar. As part of the new design, icons are used to define menu items. See highlight #1 in the Release 8.0 New Design screenshot above. For instance, in Release 8.0 the Financial Module is accessed by clicking on the dollar sign icon rather than clicking on the word "Financial." The following table summarizes the icons chosen for each module.

New Module	Old Module	Release 8.0 Enhancements
Â	Home	
±.	Grant Management	
\$-	Financial	
ব্রত্র -	Compliance	
& -	Not Applicable	Reports module is now available under Data Analytics menu item

New Module	Old Module	Release 8.0 Enhancements
	Utilities	The Utilities and Administration menu items have been consolidated under one icon. Also note that reports.
≚ *	Administration	which previous appeared under Utilities, is now a separate menu item as described above.
Santos, Jennifer [T024GA]	User's name/Logout	Profile options and logout are consolidated under user menu

Select or Lock Grant Bar

The design in prior releases displayed grant numbers as a user typed in the "Lock Grant" bar. The new design also provides similar, but enhanced, functionality. After clicking inside the lock grant bar, a pop-up will display. The pop-up screen gives users the option to select or replace the grant by typing into the lock grant bar or choosing from a drop down of available grants. Grantees also have the option to "Clear" the selection. Users click "Save" to select the grant.

Lock Grant - Old Design

	Disaster Recovery Grant Reporting System									
PLANNING	2016 LTW B-16-DL-22-0001]								
Home Gr	2016 LTW <mark>B-16-DL-22-0001</mark>	ompliance -	Administration	Utilities -	Santos, Jennifer [T024GA] -	Logout				

Lock Grant - New Design

	Change Default Grant	×	os, Jennifer 4GA]
Home	Enter the grant number and click save.		
My Account	Grant Number: 2013 SDY X-19-R-8-18339 ×	, Actions	
Recertification Status: A Expirit	Cancel Clear	Save M	
	Grantee Draw Revision Approval	in in its second se	
Announcer 🌲	ments Grantee users pending Certifications 28	14	

Dropdown Menus

The design in prior releases used labels to define menu items in the drop down menus. As part of the new design, icons are included in addition to labels for each menu item.

Drop down menu - Old Design

	Disaster 2016 LTW B-16-DL-2		ery Gra	nt Repo	rting S	ystem			
Home	Grant Management -	Financial -	Compliance -	Administration -	Utilities -	Santos, Jennifer [T0;	24GA] -	Logout	
Home	Action Plan	Project a	and Activities	Performance I	Reports	Grant			
_	Edit	Add Activi	ity	Add/Edit		Closeout			
DRGR	View	Add Proje	ct	View All		View			
HUD dep	Download	Search/Ed	dit Project			View All			
he error nd HUD	Review Tools	Upload Pr	oject				rtifications	(26)	
tion for a	View All								
0	Restore Activities								
09/06/2L	Lookup Con Plans						al Vouchers	Work Plans Search Work Plans	
The new is prevent	release of DRGR 7.17, w	hich went live or grantees and Hi	n 1 September 2 UD staff. A perm	019, is causing an e anent fix will requir	error that i	View All QPRs			

Drop down menu - New Design

	X-19-	R-8-18339	A	☆ ±+\$	- 40-	Ģ - <u>₩</u> - 2	Santos, Jennifer (T024GA)
Home		Action Plan	Project an	d Activities ctivity	Perform:	ance Reports /Edit	Grant
My Account	Bummar	 View Download 	Add Project Search/Edit Project Lupload Project		M View All		View View All
User ID: T024GA Recertification Status: A Expiring A Manage My Profile	Grantee Draw A	X Review Tools					
My Announcements	Grantee Draw F	Restore Activities Q Lookup Con Plans					
If you have any questions or experience any defects please contact HUD's Ask A Question (AAQ) nortal Under "My question	∓ Grantee	Draw Approval (9)					
is related to," select "DRGR: Disaster	Grantee	Grant	Voucher	Submission Date		Days Pending	Action
Recovery Grant Reporting System." (9/18/19)	Louisiana	B-08-DG-22-0003	455857	11/29/2019		20	Ľ
Instructions for DRGR users on how to perform the data uploads and prepared excel	Louisiana	B-08-DG-22-0003	455859	11/29/2019		20	Ľ
templates can be found at https://www.hudexchange.info/resource/5863	Louisiana	B-08-DG-22-0003	455860	11/29/2019		20	C

As enhanced in a previous release, grantees use the lock grant text box to lock the system to a particular grant. Grantees then click on each menu item to access the drop downs with submenus to perform functions within the locked grant. Each sub-menu includes a faint line. All items above the faint line are functions specific to the locked grant while the items under the faint line allow users to work broadly across DRGR.

Additional Release 8.0 Home Screen Updates

With Release 8.0, DRGR includes an updated home screen that serves as the landing page upon login. The new "Home" screen:

- 1. Relocates the "My Announcements" Panel.
- 2. Upgrades the list of action items and adds a detailed list of open action items.
- 3. Combines the "DRGR Guide, Tools, and Webinars" and "DRGR Trainings" sections into a single section called "My Resources"

My Announcements Panel

Upon login, the new "Home" screen displays "My Announcements" that are specific to each user on the left side of the screen. This allows both grantee and HUD users to receive timely information about the system posted by DRGR administrators.

My Resources Panel

A DRGR System user can now view a consolidated list of the items that were displayed on the previous design home page in the "DRGR Guide, Tools, and Webinars" and "DRGR Trainings" sections. Here users can find resources designated for them specifically.

Summary and Detail Panels

The summary and detail panels replace the "My Action Items" list in the previous version of the system. The summary panel displays the list of action items for the logged-in user. For some action items on the Summary Table, users will see an action column with a search icon (*i*). By clicking the search icon, the user is directed to the appropriate module screen in DRGR to perform the pending action.

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Home							
	🗎 Summ	nary					
	Туре			Number of Items	Actions		
User ID: 1024FO Recertification Status: Recertified ♣ Manage My Profile	New Grante	e User Req	uests requiring A	2	Ä		
	QPR Review	N			2	14	
My	F Most Recent New Gr Grantee Last N			antee User Requests rea ame First Name Submi		ng Approval (2) Date Days Per	nding Action
summary 2 (11/2/19)	New York		Jordan	Hillaun	06/09/2015	1607	ß
News Message Summary (11/1/19)	New York City, NY		Williamson	Nathan	08/08/2018	451	ß
D	∓ Most F	Recent (QPR Revie	w (2)			
My Resources	Grantee	Grant		Report Period	Submission	Date Days Per	nding Action
View DRGR Resources View DRGR User Manual View DRGR Fact Sheets View DRGR Data Upload Templates View MicroStrategy Guides, Tools, and Webinars	New York	B-13-DS-36-0001		10/01/2018	01/30/2019	276	Ľ
	New York	B-13-DS	-36-0001	01/01/2019	04/30/2019	186	C
Upcoming DRGR trainings Past DRGR trainings							