



Chapter 3: Home Page and Resources | Administration Module

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A. Chapter 3: Home Page and Resources

This section provides information on the purpose and features of the “Home” page. The “Home” page is the page that loads after successful login to the DRGR System. The “Home” page provides access to key features such as “My Announcements,” “My Resources,” and “My Action Items.” It also provides information on the user’s DRGR User Account under the “My Account” heading and a link to the **My Profile** module, which is further described in Chapter 7.

A1. Access the Home Page

The “Home” page serves as the landing page of the DRGR System after a user has successfully logged in.

User Role: Grantee Users and HUD Users	Menu Option:
Purpose: Allow Grantee Users and HUD Users to access the “Home” page of the DRGR System.	
<p>1 In the DRGR System, select the Home module, or icon located in the Navigation Bar.</p>	
<p>2 The “Home” page will load providing users access to the following key features: “My Account”, “My Announcements” (See Section B1), “My Action Items” (See Section B2), and “My Resources” (See Section B3).</p>	



B. Home Page Features

Feature	Description
My Announcements	“My Announcements” provides links to important DRGR System news with the most current news appearing first.
My Resources	“My Resources” provides links to DRGR System resources, including this DRGR User Manual, Fact Sheets, Data Upload Templates, as well as upcoming and past training materials.
<ul style="list-style-type: none"> ▼ Active Flags 815 ▼ Collections and Adjustments requiring Approval 4 	“My Action Items” display a list of pending items that require completion and are specific to the role(s) and privilege(s) of the DRGR User.

B1. My Announcements

User Role: Grantee Users and HUD Users	Menu Option: My Announcements																			
Purpose: Allow users to view further information on a particular announcement.																				
<p>1 In the DRGR System, announcements are in collapsed view under the “My Announcements” feature. To view further information, select the desired link.</p>																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Home</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> My Account</p> <p>User ID: T017GA Recertification Status: Recertified Manage My Profile</p> </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p> My Announcements</p> <ul style="list-style-type: none"> ■ UAT Known Issues (4/9/20) ■ If you have any questions or experience any defects please contact HUD's Ask A Question (AAQ) portal. Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System." (9/18/19) ■ Instructions for DRGR users on how to perform the data uploads and prepared excel templates can be found at https://www.hudexchange.info/resource/5863/voucher-approval-data-uploads-instructions-and-templates/ NOTE: User must provide data in all four fields of the new data upload (no blanks) and the submission date value must be the present date or a future date (excluding weekends). The system will not accept dates prior to the date the upload is attempted. (9/5/19) </div> </div> <div style="width: 50%;"> <p>▼ Active Flags 170</p> <p>Flags</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr><td style="text-align: center;">170</td></tr> </table> <p>▼ Grantee Draw Revision Approval 2</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Grantee</th> <th style="text-align: left;">Grant</th> <th style="text-align: left;">Voucher</th> <th style="text-align: left;">Item Nu</th> </tr> </thead> <tbody> <tr> <td>Georgia</td> <td>B-08-DN-13-0001</td> <td>400713</td> <td>1</td> </tr> <tr> <td>Georgia</td> <td>B-08-DN-13-0001</td> <td>433817</td> <td>2</td> </tr> </tbody> </table> <p>▼ Voucher Supporting Document Grantee Action 5</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Grant Number</th> <th style="text-align: left;">Voucher Number</th> <th style="text-align: left;">Item Num</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> </div>		170	Grantee	Grant	Voucher	Item Nu	Georgia	B-08-DN-13-0001	400713	1	Georgia	B-08-DN-13-0001	433817	2	Grant Number	Voucher Number	Item Num			
170																				
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Grant Number	Voucher Number	Item Num																		
<p>2 The “Announcement” page will load, allowing users to read additional information regarding that announcement.</p>																				



User Role: Grantee Users and HUD Users **Menu Option:** My Announcements

Grant Number	Voucher Number	Item Num	Status	Update Date
B-18-DP-13-0001	438612	1	Requested	07/17/2020

B2. My Action Items

The tasks that appear in “My Action Items” are dependent on the user’s role. All users in an organization with the same User Profile Roles will receive the same Action Items for that role (User Profile Roles are described in Chapter 5). Once any user completes an action item, that item is cleared from the list of all users with that role. Further information on which Action Items are displayed for each User Profile Role can be found here in the Fact Sheet entitled, “DRGR Action Items Quick Guide.” Fact Sheets can be accessed under the “My Resources” section of the “Home” page.

TIP! “My Action Items” are a great way to review tasks awaiting your attention that you may have missed in your email inbox.

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User Role: Grantee Users and HUD Users

Menu Option: Active Flags 815
Collections and Adjustments requiring Approval 4

Purpose: Allow users to view the “My Action Items” detail and actions.



1 In the DRGR System, pending tasks are displayed under the “My Action Items” feature.

The screenshot shows a user interface with a top navigation bar containing the text 'B-11-DN-13-0001' and various icons. Below the navigation bar, there are three expandable sections:

- Active Flags 170**: A section with a dropdown arrow and the number 170. Below it, a table shows 'Flags' with a value of 170.
- Grantee Draw Revision Approval 2**: A section with a dropdown arrow and the number 2. Below it, a table lists grantee information:

Grantee	Grant	Voucher	Item Num	Submission Date	Days Pending	Action
Georgia	B-08-DN-13-0001	400713	1	07/08/2019	696	
Georgia	B-08-DN-13-0001	433817	2	02/06/2020	406	

- Voucher Supporting Document Grantee Action 5**: A section with a dropdown arrow and the number 5. Below it, a table lists voucher information:

Grant Number	Voucher Number	Item Num	Status	Update Date	Days Pending	Action
B-18-DP-13-0001	438612	1	Requested	07/17/2020	0	
B-18-DP-13-0001	439973	1	Requested	07/17/2020	0	

2 To expand and collapse “My Action Items” detail, select the ▶ button.

A close-up view of the three expandable section headers from the previous screenshot, each with a right-pointing arrow and a circled number:


- ▶ Active Flags 170
- ▶ Grantee Draw Revision Approval 2
- ▶ Voucher Supporting Document Grantee Action 5

3 The “My Action Items” detail will be displayed.



The screenshot shows the same interface as before, but with the three expandable sections expanded to show their respective tables. An orange callout box highlights the three expandable headers: 'Active Flags 170', 'Grantee Draw Revision Approval 2', and 'Voucher Supporting Document Grantee Action 5'. The tables below each header contain the same data as shown in the previous screenshot.



User Role: Grantee Users and HUD Users	Menu Option: <ul style="list-style-type: none"> Active Flags 815 Collections and Adjustments requiring Approval 4
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4 To complete a task in the “My Action Items” list, select the edit  icon under the “Action” column, next to the desired task.

- Active Flags 170
- Grantee Draw Revision Approval 2


Grantee	Grant	Voucher	Item Num	Submission Date	Days Pending	Action
Georgia	B-08-DN-13-0001	400713	1	07/08/2019	696	
Georgia	B-08-DN-13-0001	433817	2	02/06/2020	406	

B3. My Resources


DRGR Users have access to several resources regarding the DRGR System including guides, fact sheets, tools, and training materials. Resources are found on the HUD Exchange and are linked in DRGR on the “Home” page under the “My Resources” section. The following steps describe how to access “My Resources.”









User Role: Grantee Users and HUD Users	Menu Option:  My Resources
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Purpose: Allow users to access additional resources regarding the DRGR System.



- Select the link for the desired resource under the “My Resources” heading.

 **My Resources**

 -  [View DRGR Resources](#)
 -  [View DRGR User Manual](#)
 -  [View DRGR Fact Sheets](#)
 -  [View DRGR Data Upload Templates](#)
 -  [View MicroStrategy Guides, Tools, and Webinars](#)
 -  [Upcoming DRGR trainings](#)
 -  [Past DRGR trainings](#)
 -  [Community Compass and Distressed Cities TA Guidance](#)
- Each resource will load a separate window.



The My Resources links contain useful information to assist DRGR Users with managing DRGR awards. The first few links under My Resources direct Users to the HUD Exchange and HUD.gov.

TIP! The HUD Exchange and HUD.gov provide additional resources for Grantees on HUD programs and requirements, including DRGR functionality and news about DRGR updates.

Grantee Users are encouraged to use the “View DRGR Resources” link to access the HUD Exchange “Ask a DRGR Question” tool. Grantees can submit questions to help troubleshoot the DRGR System. To directly link to the AAQ tool, Users can access this link <https://www.hudexchange.info/get-assistance/my-question/>. Once a question is submitted, a TA provider or HUD staff member will provide a response, typically within three (3) business days.

All DRGR Users are encouraged to sign-up for the HUD Exchange DRGR Mail List (<https://www.hudexchange.info/maillinglist/subscribe/>) and the HUD.gov mailing list (<https://www.hud.gov/subscribe/maillinglist>) to receive announcements related to future DRGR System releases and technical assistance resources.

Finally, TA Providers should use the Community Compass and Distressed Cities Guidance link under My Resources in DRGR, to access program guidance documents and requirements that support management of DRGR awards. Through the Community Compass and Distressed Cities Guidance link, TA Providers can also access the SharePoint sites for the Community Compass TA Program.

PROGRAM PROCESS RECOMMENDATIONS: Grantees can also request direct or remote TA through the HUD Exchange for more complex troubleshooting needs at <https://www.hudexchange.info/technical-assistance/>. Grantees should consult with field office staff before submitting TA requests. The CPD Technical Assistance Division determines approval of all submitted TA requests.

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C. DRGR Frequently Asked Questions (FAQ)

The DRGR FAQ is an archive of previously submitted questions and answers, organized by DRGR Module, and includes step-by-step instructions to navigate the DRGR System.

User Role: Grantee Users and HUD Users	Menu Option: ? FAQs
Purpose: Allow Grantee Users to access DRGR Help Desk Frequently Asked Questions (FAQ).	
<p>1 In the DRGR System, select the Administration module, or icon, located in the navigation menu.</p>	
<p>2 This opens up the dropdown menu items for the Administration module. Below the Utilities menu, select the <FAQs> option.</p>	
<p>3 The "FAQ" page allows users to search for existing questions and answers. Enter text in the "Search by Keyword" field and select <Submit>. The search results are sorted by category and question relevance. To view the FAQ, select the <View> link for the desired FAQ.</p>	