



Fact Sheet – inForm Tool

Regular and Enhanced Home Pages



Purpose

The purpose of this Fact Sheet is to provide a comparison of the inForm tool’s Regular Home Page and Enhanced Home Page.

Summary

The inForm tool offers the options of a Regular Home Page and an Enhanced Home Page for accessing various features associated the tool. The Enhanced Home Page includes the basic menu found on the Regular Home Page and additional features.

Regular Home Page

- The Regular Home Page provides the basic menu as shown in the green box in Figure 1. Each of these options allows access to various features of inForm including:
 - Report Form Entry
 - Analytical Reports
 - User / System Settings
 - End OLDC
 - Privacy
 - Accessibility
 - Help / FAQ
 - News and Tips

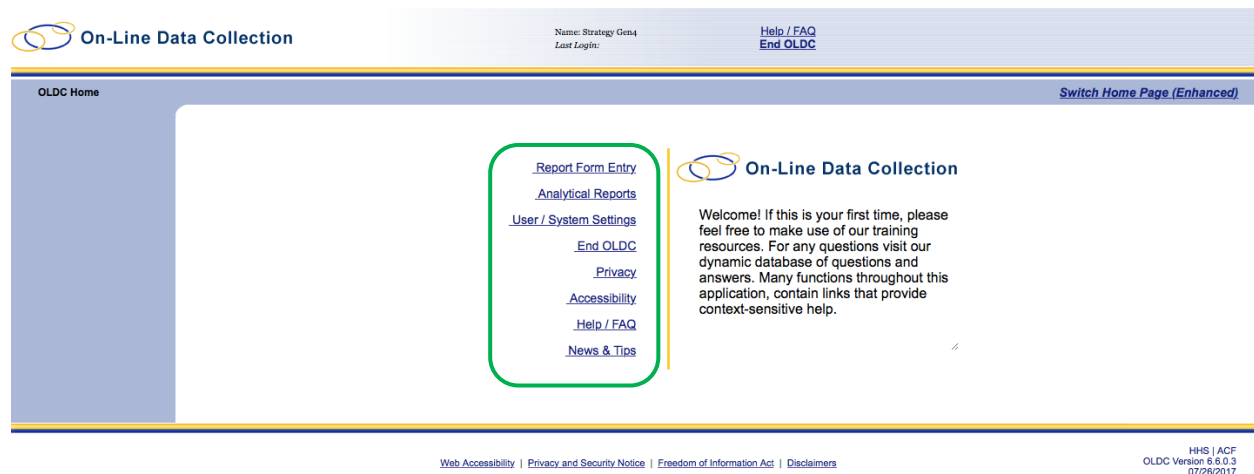


Figure 1 Regular Home Page



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- Report Form Entry provides access to the Forms Selection screen that is the first step in initiating new reports, editing existing reports or viewing reports.
- Analytical Reports leads to a web page containing links to available reports of compiled data.
- User/Systems Settings provides:
 - access to links to personalize the inForm tool based on user preferences; and
 - summaries of grant report names, due dates and any extensions.
- The End OLDC option enables a user to exit the inForm tool.
- The Privacy link leads to the U.S. Department of Health and Human Services' (HHS') Privacy Policy website.
- Similarly, the Accessibility link leads to HHS' Accessibility website containing information regarding websites being accessible to the widest possible audience, including individuals with disabilities.
- Help/FAQs is an option for accessing GrantSolutions' reference information compiled in response to inquiries regarding GrantSolutions' applications.
- News and Tips links to reference materials including announcements, general documentation and program specific documentation.

To access the Enhanced Home Page, click the Switch Home Page (Enhanced) button on the top right of the screen. The Switch Home Page button enables switching back and forth between the Regular Home Page and Enhanced Home Page.

Enhanced Home Page

- The Enhanced Home Page includes the same links that are found in the Regular Home Page. These links are located on the left side of the Enhanced Home Page as shown in Figure 2.
- The Enhanced Home Page includes summaries of activities under the tabs *My Recent Activity*, *Approval Activity*, and *Grantee Activity* (shown in the green box in Figure 2.)



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- The *My Recent Activity* tab (shown in Figure 2) contains rows for every report recently worked on. These reports can be quickly accessed from the *My Recent Activity* tab.

Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators	AK [920060403] Pribilof Islands Aleut Community of St. Paul Island	ROSS171034	HUD-PRL Report	10/01/2016 - 09/30/2017	09/14/2017 06:09:53 PM	Saved	Actions
Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators	CO [611568114] Thomas Bean Local Resident Council	ROSS171025	HUD-PRL Report	10/01/2016 - 09/30/2017	09/11/2017 12:09:07 PM	Saved	Actions

Figure 2 Enhanced Home Page, My Recent Activity tab

- The *Approval Activity* tab (shown in Figure 3) is used to search for reports that have been submitted.

Program : Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators
Report Type : Program Performance Form (HUD - PRL) Search By : Period End Date 9/30/2017
Grantee (Optional) : AL [636000390] Housing Authority of the Birmingham District

This report was generated on: 09/15/2017:12:48:41 Refresh

Grantee Name	Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
AL [636000390] Housing Authority of the Birmingham District	ROSS171071	HUD-PRL Report	10/01/2016 - 09/30/2017	12/31/2017	Submission in Review by CO	Actions

Figure 3 Enhanced Home Page, Approval Activity tab



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- The *Grantee Activity* tab (shown in Figure 4) lists reports that are currently being worked on or are submitted.

On-Line Data Collection

Name: Strategy Gen4
Last Login: 09/14/2017 18:40:30 PM
Help / FAQ
End OLDC

OLDC Home Switch Home Page (Regular)

Report Form Entry
Analytical Reports
User / System Settings
End OLDC
Privacy
Accessibility
Help / FAQ
News & Tips

My Recent Activity | Approval Activity | **Grantee Activity**

Program : Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators
Report Type : Program Performance Form (HUD - PRL) | Search By : Period End Date | 9/30/2017
Grantee (Optional) : AL [636000390] Housing Authority of the Birmingham District

Enter

This report was generated on: 09/15/2017:12:46:42 Refresh

Grantee Name	Grant	Report Name	Reporting Period	Due Date	Report Status	Actions
AL [636000390] Housing Authority of the Birmingham District	ROSS171071	HUD-PRL Report	10/01/2016 - 09/30/2017	12/31/2017	Submission in Review by CO	Actions

Search Box | Export | Print

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Figure 4 Enhanced Home Page, Grantee Activity tab

- Both the *Approval Activity* tab and the *Grantee Activity* tab are resources to easily locate a report. The tabs can be used to search for reports using the initial criteria of:
 - Program
 - Report Type
 - Select Search Options (Report Due Date, Period End Date, Fiscal Year, and Calendar Year)
 - Grantee (optional).
- After clicking Enter, both the *Approval Activity* tab and the *Grantee Activity* tab provide a table summarizing information regarding report(s).
- Clicking a column heading sorts a column in ascending or descending order. This is helpful if multiple reports are listed.
- The Search box, located above the column headings can be used to search within the table. Search any field in the table by using text or numbers.
- The Actions column provides a drop down menu with commands to facilitate actions associated with the status of the report.
- The information on the *Approval Activity* tab and the *Grantee Activity* tab allows easy identification of a report and enables next steps for a report.