Building My Projects or My Awards Collections

When monitoring a specific set of projects or awards, users may want to create a My Projects or My Awards collection in WISER.

Use the Find Awards/Projects page to search for awards and projects using an array of criteria.

In this example, the user is searching for all projects with Fund 133 for the Department ID 481500, with a Project Status of 1-Open.

The search results page (shown below) offers two ways to add the results to My Projects.

To select individual projects, click in the check box to the right of the project under the “In My Projects” column.

To add all of the search results to My Projects, the user can click on the “Add all to My Projects” button.
When a user selects or unselects a project, a small informational window highlights the change. Once all projects of interest have been added to My Projects; the user can click on **My Projects** to view the list, or navigate from Main Menu, and then My Projects.

Projects are listed individually and are grouped and summed by fund. To find more projects, users can click on **Search for Projects** from this screen, or clear out the My Projects collection by clicking on “Remove all from My Projects”. To rearrange or remove individual projects, the user can hover on a project line to access options.
To build a My Awards collection, users would start similarly, with the Find Awards/Projects search.

From the search results page, users can click on the Award ID for the item of interest to open the Award Summary page.

Once on the Award Summary page, the option **Add to My Awards** is available.
To view the My Awards collection, click on Main Menu, then on My Awards. Items are listed by award, without the project detail, grouped and summed by fund.

To find more projects or awards, users can click on Search for Awards from this screen, or clear out the My Projects collection by clicking on “Remove all from My Awards”. To rearrange or remove individual projects, the user can hover on a project line to access options.