
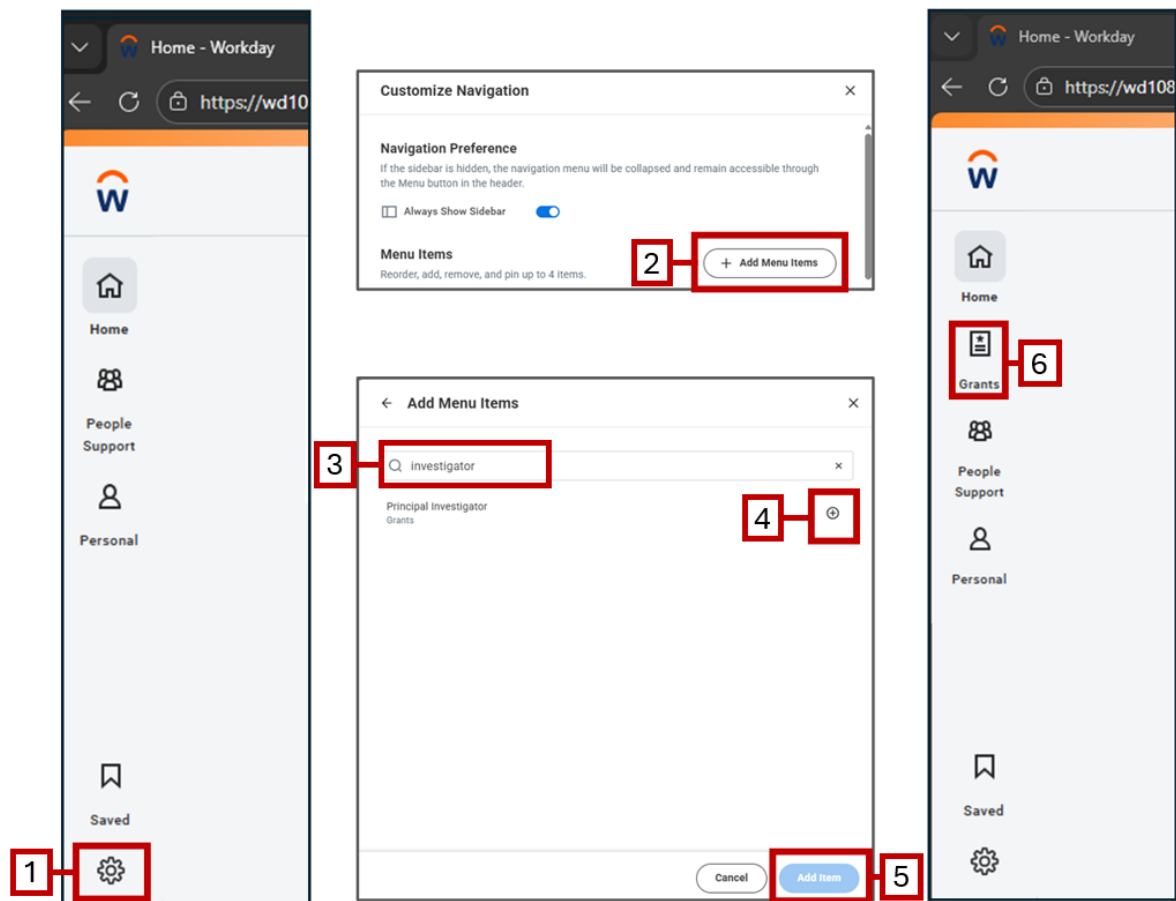


Adding Report Dashboards to the OneRF Menu

The Research Foundation of the City University of New York is providing these instructions to help OneRF users add the Reports Dashboard to their OneRF home screen. To add the dashboard:

1. Find and click the **gear**  icon on the left side panel of the OneRF home screen. The Customize Navigation dialog box will appear.
2. Within the dialog box, select **Add Menu Items**.
3. Reports are found in three different dashboards: Grant Manager, Grant Officer, or Principal Investigator. Type *“grant”*, *“principal”* or *“investigator”* in **the search bar** to locate your desired dashboard.
4. Click on **the plus sign** to the right of your selection.
5. Click on **Add Item** at the bottom of the window.

Your newly selected menus will then appear on the OneRF home screen.



Note: The GO and PI dashboards also include links to RFCUNY’s website, legacy reports, and Contract Manager (GOs).