eRA Improved Visual Appearance Transcript

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eRA Modules: Improved Visual Appearance

eRA has been enhancing the visual appearance of its modules by standardizing the way users navigate to other eRA modules, access action items, export documents, etc.

This video aims to familiarize you with these visual changes, by focusing on these three items:

1. Navigating to other modules
2. Accessing action items
3. Enhanced table tools

Let's begin with **Navigating to Other Modules.**

Once you are logged into a module,

In the upper left corner, you see the Main Menu, (a grid icon) and the eRA logo.

Click on the Main Menu or eRA logo to see a dropdown menu with all the modules that are available to you, based on your roles and privileges. Select the module you want to open.

The Main Menu icon and logo also appear on the subsequent screens, allowing for quick navigation to any other modules you need to access.

Accessing Available Actions

Action items are now found by clicking the three-dot ellipsis icon displayed in a row of a table and clicking the dropdown menu for options.

In this example of the General Search screen for Status in eRA Commons, we see actions for a Just in Time request, Human Subject information and View Prior eSubmissions, when we click on the three-dot ellipsis icon.

Standardized tools for tables

Because data is often displayed in tables, eRA has introduced a number of tools for managing this information. These are located at the top of the table.

First is the Filter Table tool. This tool filters the table instantly based on the text you type in the field, providing a quick and simple way to get to the information you are looking for. As you type text, the system highlights matching characters and removes any records that don't match the input.

Next to the Filter Table field is the visible columns button. Using this button, you can hide or display columns, so you only see the data you want to see. Maybe the Project Period Start Date is not information you use. Uncheck that from the menu and the table is immediately updated in real time.

And if you don't need the Project Period Start Date, maybe you don't need the Budget Periods Start Date.

Next is the Export or Download button. This button lets you export the data typically as either Excel or PDF, or you can send it to a printer. The exact options may vary depending on the screen and the type of data. Note, that regardless of what is displayed, all columns are exported or printed even if only a subset of them are visible.

Another display option is the grid tool. This allows you to specify how many table rows appear per page. Some search result tables, like the Status Result – General Search table, have a limit to the number of records that can be displayed. If the table does not have that limit, an 'All' menu option is included.

For a complete listing, please see [Basics and Navigation for eRA Modules](https://www.era.nih.gov/erahelp/Commons/Commons/NavigationAndUI.htm) in the eRA Commons online help.

https://www.era.nih.gov/erahelp/Commons/Commons/NavigationAndUI.htm

This concludes this tutorial on the enhanced visual appearance of eRA modules. Thank you for watching.