

## Dashboard Views

### Student Notice of Awards (SNOA)



**Help Tutorial for understanding the  
Dashboard Views displayed in SNOA.**

## Student Notice of Awards Creator Tutorial

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### **The color code for views:**

**Purple** = Pending

**Red** = Rejected

**Green** = Completed/Approved

**Grey** = Decision/Recall

**These tabs will display for the following SNOA roles:**

### **Creator, Principle Investigator (PI) and ORSP -**

- Approve Awards
- My Created Awards
- Help/SNOA Online Training

### **Financial Aid and Scholarships -**

- Approval History
- Approve Awards
- My Created Awards
- Help/SNOA Online Training

## Student Notice of Awards Creator Tutorial

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The "**Dashboard**" view contains the following fields:

Approval Step  
Student Name  
Student ID  
Semester  
Award Type  
Cost Center or Project  
Award Amount  
Creator  
PI  
Creation Date  
Last Approval

### Search Toggle

Student Name  
Student ID  
Semester  
Award Type  
Cost Center or Project  
Creator  
PI  
Status  
Minimum Creation Date  
Maximum Creation Date  
Maximum Awards  
Search  
Reset

Student Name	<input type="text" value="Student Name"/>	
Student Id	<input type="text" value="Student Id"/>	
Semester	<input type="text" value="Semester"/>	
Award Type:	<input type="text" value="Select Award Type"/>	
Cost Center or Project	<input type="text" value="Cost Center or Project"/>	e.g. '14648212'
Creator	<input type="text" value="Creator"/>	
PI	<input type="text" value="PI"/>	
Status	<input type="text" value="Status"/>	
Minimum Creation Date	<input type="text" value="4/1/2016"/>	format: d/m/yyyy
Maximum Creation Date	<input type="text" value="Maximum Creation Date"/>	format: d/m/yyyy
Maximum Awards	<input type="text" value="200"/>	more than 200 awards may slow display

## Student Notice of Awards Creator Tutorial

List the awards you are creating that have not been submitted yet.

### DashBoard

Being Created Pending Completed Require Approval Recalable Create New Award

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/25/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM

The "Being Created" tab lists the awards you are creating that have not been submitted.

## Student Notice of Awards Creator Tutorial

The University of Texas at El Paso  
Student Notice of Awards

Dashboard

Being Created **Pending** Completed Require Approval Recallable Create New Award

List the awards you have submitted that are pending approvals from the PI or another department.

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/28/2015 2:19 PM

The "Pending" tab lists the awards you have submitted that are pending approvals from the PI or respective department.

# Student Notice of Awards Creator Tutorial

The screenshot shows the 'Student Notice of Awards' dashboard for The University of Texas at El Paso. At the top, there is a header with the UTEP logo and the text 'The University of Texas at El Paso Student Notice of Awards'. Below the header is a navigation bar with links for 'DASHBOARD', 'HELP/SNOA ONLINE TRAINING', and 'Logout'. A central message box states: 'List your awards that have been completed and either been approved or rejected.' Below this is a 'Dashboard' title and a set of tabs: 'Being Created', 'Pending', 'Completed', 'Require Approval', 'Recallable', and 'Create New Award'. The 'Completed' tab is highlighted in red. Below the tabs, a heading reads: 'Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)'. A table displays a list of awards with columns for Approval Step, Student Name, Student Id, Semester, Award Type, Cost Center or Project, Award Amount, Creator, PI, Creation Date, and Last Approval.

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2014	Participant Support	14____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2014	Participant Support	14____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801____	Spring 2015	Participant Support	19____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2015	Student Activity	14____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2015	Student Activity	14____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2015	Student Activity	14____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2015	Student Activity	14____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800____	Fall 2015	Student Activity	14____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/28/2015 2:19 PM

The "Completed" tab lists your awards that have been completed (Approved or Rejected).

## Student Notice of Awards Creator Tutorial

The University of Texas at El Paso  
Student Notice of Awards

DASHBOARD HELP/SNOA ONLINE TRAINING Logout

List the awards that require your approval. **Require Approval**

Being Created Pending Completed **Require Approval** Recalable Create New Award

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/29/2015 2:19 PM
Pending Financial Aid				Participant					4/20/2015	4/20/2015

The "Require Approval" tab lists the awards that require your approval.

## Student Notice of Awards Creator Tutorial

UTEP The University of Texas at El Paso Student Notice of Awards

DASHBOARD HELP/SNOA ONLINE TRAINING Logout

Dashboard List the awards that can be recalled.

Being Created Pending Completed Require Approval **Recallable** Create New Award

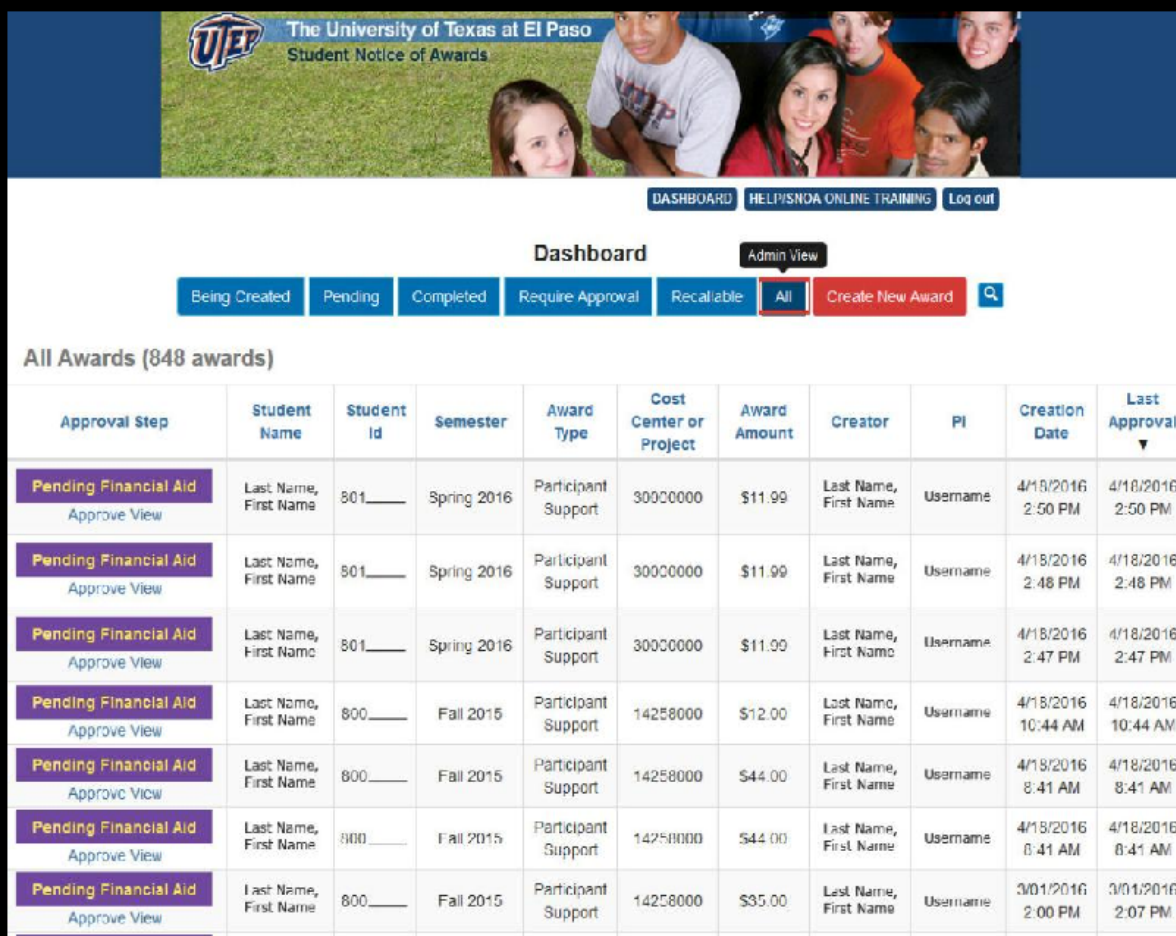
Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/28/2015 2:19 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Participant Support	14_____		Last Name, First Name	Username	4/20/2015 1:48 PM	4/20/2015 1:48 PM

The "Recallable" tab lists the awards that can be recalled.



## Student Notice of Awards Creator Tutorial



The screenshot shows the UTEP Student Notice of Awards Admin View dashboard. At the top, there is a header with the UTEP logo and the text "The University of Texas at El Paso Student Notice of Awards". Below the header, there are navigation links for "DASHBOARD", "HELP/SNOA ONLINE TRAINING", and "Log out". The main content area is titled "Dashboard" and includes an "Admin View" button. Below this, there are several tabs: "Being Created", "Pending", "Completed", "Require Approval", "Recallable", "All", and "Create New Award". The "All" tab is currently selected. Below the tabs, there is a heading "All Awards (848 awards)" and a table displaying a list of awards.

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:50 PM	4/18/2016 2:50 PM
Pending Financial Aid Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:48 PM	4/18/2016 2:48 PM
Pending Financial Aid Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:47 PM	4/18/2016 2:47 PM
Pending Financial Aid Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$12.00	Last Name, First Name	Username	4/18/2016 10:44 AM	4/18/2016 10:44 AM
Pending Financial Aid Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$44.00	Last Name, First Name	Username	4/18/2016 8:41 AM	4/18/2016 8:41 AM
Pending Financial Aid Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$44.00	Last Name, First Name	Username	4/18/2016 8:41 AM	4/18/2016 8:41 AM
Pending Financial Aid Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$35.00	Last Name, First Name	Username	3/01/2016 2:00 PM	3/01/2016 2:07 PM

The "All" tab displays all of the awards on the Admin View.

## Student Notice of Awards Creator Tutorial

The University of Texas at El Paso  
Student Notice of Awards

DASHBOARD HELP/SROA ONLINE TRAINING Logout

**DashBoard** Create a new award.

Being Created Pending Completed Require Approval Recallable **Create New Award** 🔍

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	FI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	001_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/20/2015 2:19 PM

The "Create New Award" tab is for creating your new awards.

## Student Notice of Awards Creator Tutorial

**Dashboard**

Being Created Pending Completed Require Approval Recallable Create New Award

Toggle Search

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/20/2015 9:07 AM	4/20/2015 9:07 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/20/2015 8:59 AM	4/20/2015 8:59 AM
Pending Financial Aid Approve	Last Name, First Name	801	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid Approve	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/28/2015 2:19 PM

The "Search Toggle" is where you can search for various award criteria.

**Thank you for viewing the  
Dashboard Views  
Student Notice of Awards tutorial.**