

# GRANT PORTAL INSTRUCTIONS

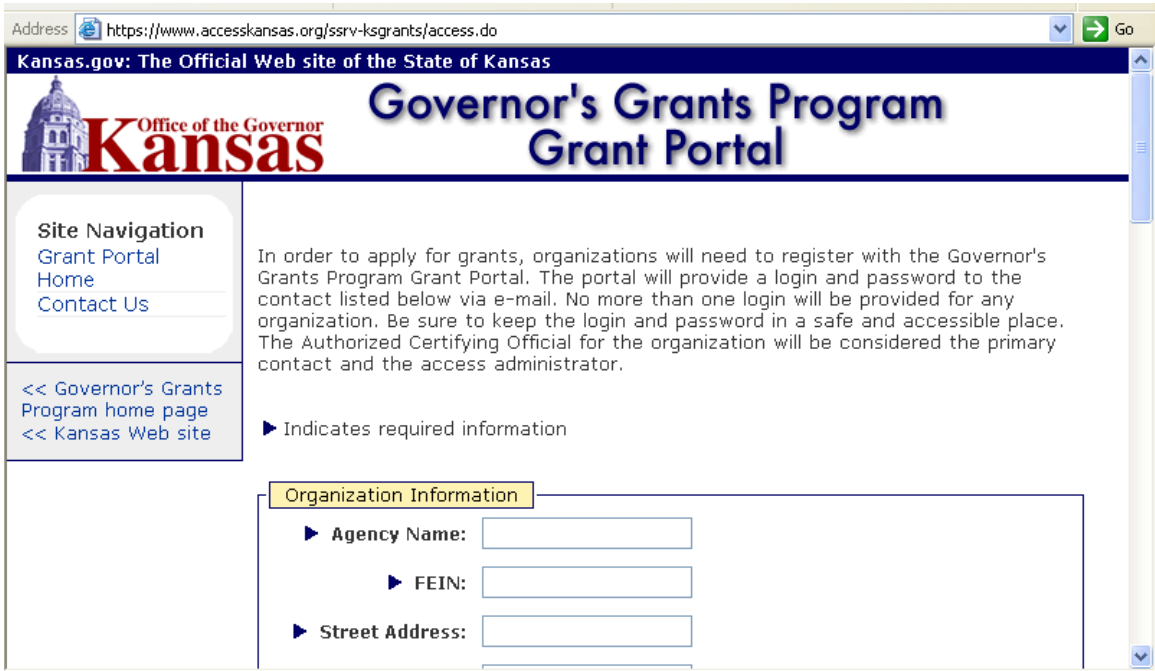
This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor’s Grants Program at <https://www.kansas.gov/grants/index.do>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor’s Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at [helpcenter@ink.org](mailto:helpcenter@ink.org) or 800-452-6727.

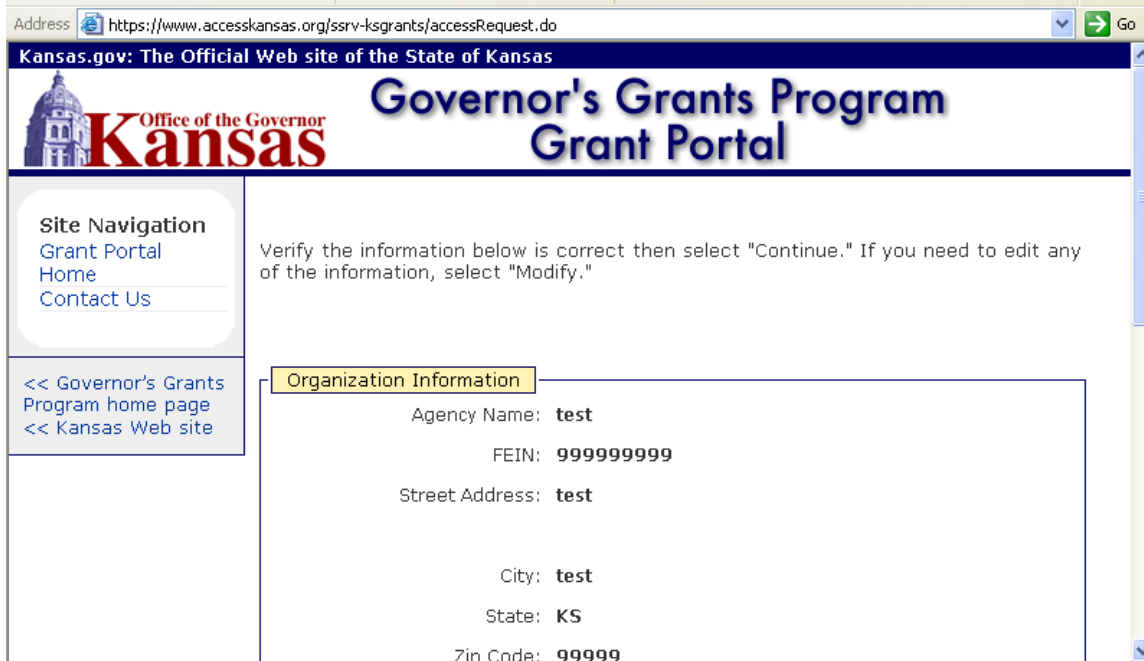
## ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled “Submitting the Application.”

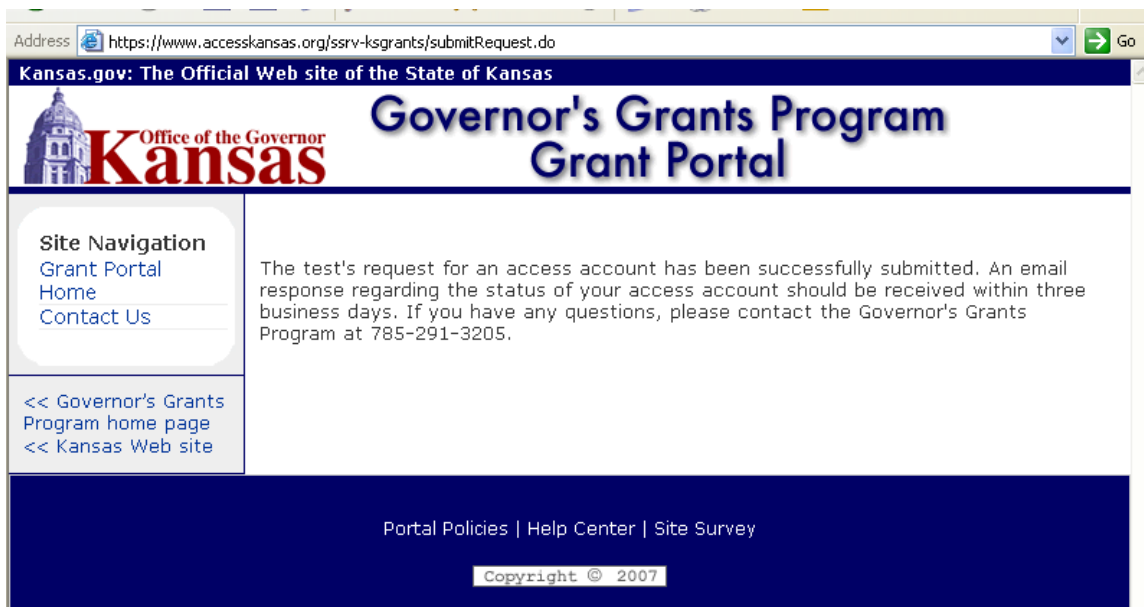
**There is only one login ID accepted per agency.** PLEASE CONTACT LORI JENSEN AT 785-291-3205 PRIOR TO REQUESTING ACCESS, TO ENSURE THERE IS NO DUPLICATION. To complete an Access Request to submit to the Governor’s Grants Program, go to <https://www.kansas.gov/grants/access.do>.



Fill in the information requested in the appropriate fields and click on “Submit.”



A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.



If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a temporary password for login.

## ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.kansas.gov/grants/index.do>.

The screenshot shows the top of a web browser window with the address bar displaying "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left side, there is a login section with "E-mail address:" and "Password:" labels, each followed by a text input field. Below these fields is a "Log in" button and a "forgot password" link. A "Site Navigation" menu lists "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The main content area features a heading "Introduction" followed by "Governor's Grants Program" and the slogan "*Creating S.A.F.E. Communities*". A paragraph of text describes the program's mission to enhance the criminal justice system and support public safety. A link "Learn more about the Governor's Grants Program." is provided at the bottom of the main content area.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows a personalized user interface for "Jill Stewart". The top navigation bar reads "My Grant Portal - Welcome Jill Stewart". Below this, a welcome message states: "Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements." Below the message is a "Message Center" section with tabs for "Messages", "Search", "Current", and "Archived". The "Messages" tab is active, showing a "Message Inbox" with a notification: "You have 0 new messages." On the left side, there is a "My Account" menu with options for "Home", "Change E-mail", "Change Password", and "Log Out". A "Site Navigation" menu is also present, identical to the one in the previous screenshot. At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site".

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the title "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the "Governor's Grants Program Grant Portal" title. The main content area is titled "Change Password" and contains the following text: "Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & \* " ; < ; > = ? ^].". Below this text is a legend: "► Indicates required information". There are three input fields: "Current password:", "New password:", and "Retype new password:". Each field has a small triangle icon to its left. Below the input fields are "Submit" and "Cancel" buttons. On the left side of the page, there is a "My Account" section with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below that is a "Site Navigation" section with links for "Grant Portal Home" and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site".

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window as the previous one, but the main content area now displays a confirmation message: "✔ Congratulations! You have successfully updated your password." The rest of the page layout, including the "My Account" and "Site Navigation" sections, remains the same.

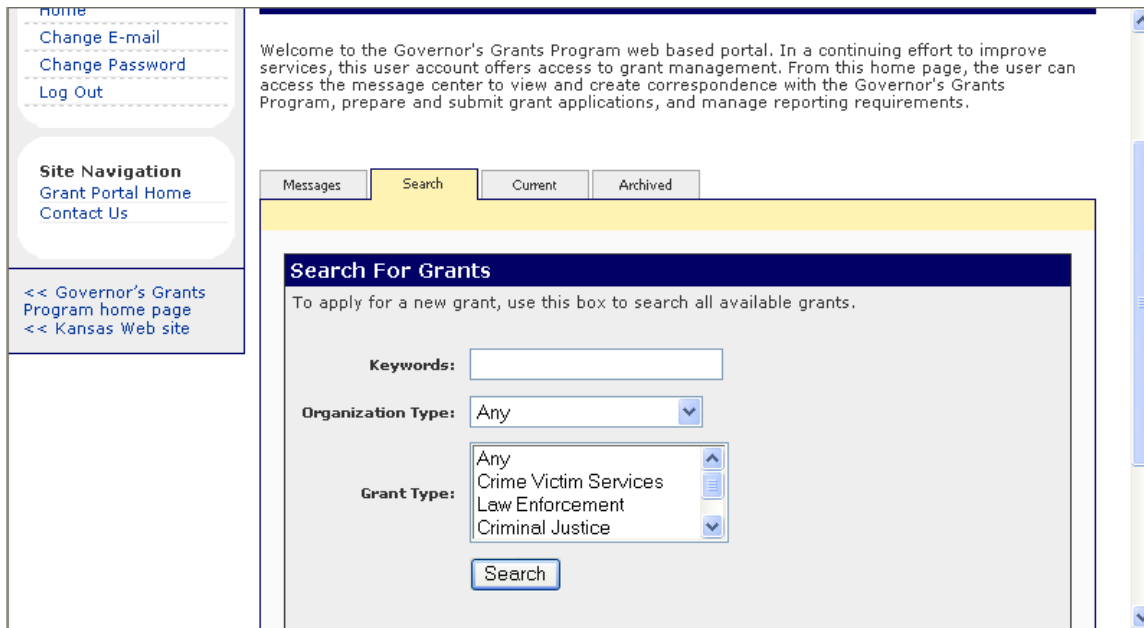
If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

## SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”



To begin a new application, go to the ‘Search’ tab in the middle of the screen.



Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on ‘Search.’

[Grant Portal Home](#)  
[Contact Us](#)  
  
[<< Governor's Grants Program home page](#)  
[<< Kansas Web site](#)

## Search Results

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	<a href="#">Full Guideline Text</a>   <a href="#">Apply</a>

Keywords:

Organization Type:

Grant Type: 

- Any
- Crime Victim Services
- Law Enforcement
- Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

**NOTE:** Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

[Kansas.gov: The Official Web site of the State of Kansas](#)

# Governor's Grants Program Grant Portal

**My Account**

[Home](#)

[Change E-mail](#)

[Change Password](#)

[Log Out](#)

**Site Navigation**

[Grant Portal Home](#)

[Contact Us](#)

[<< Governor's Grants Program home page](#)

[<< Kansas Web site](#)

## Application

Introduction
General Info.
Budget
Attachments
Submit

**Introduction**

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

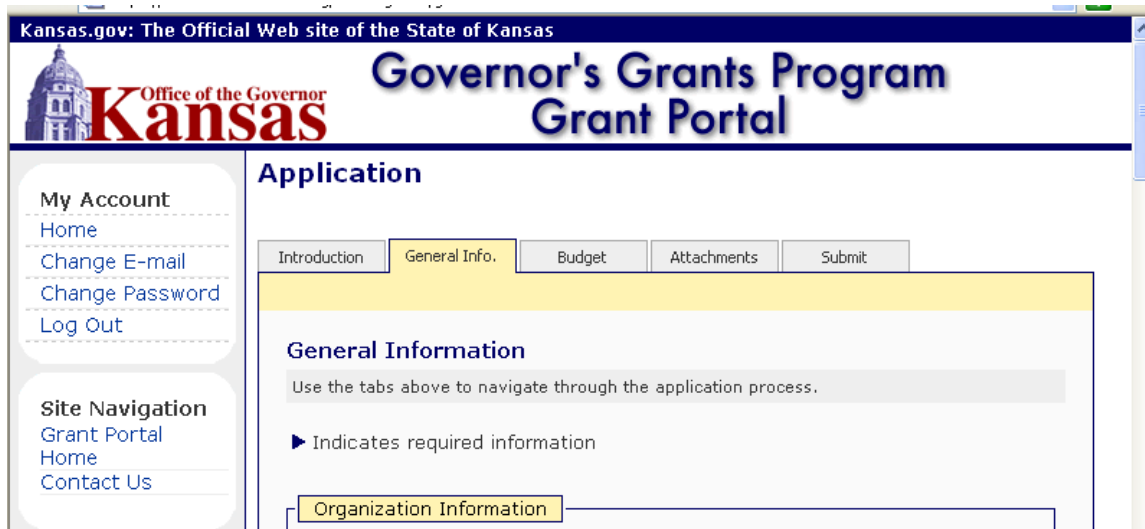
1. General Information
2. Budget
3. Attachments

**IMPORTANT:** Start with any section, but complete ALL sections before submitting the grant application.

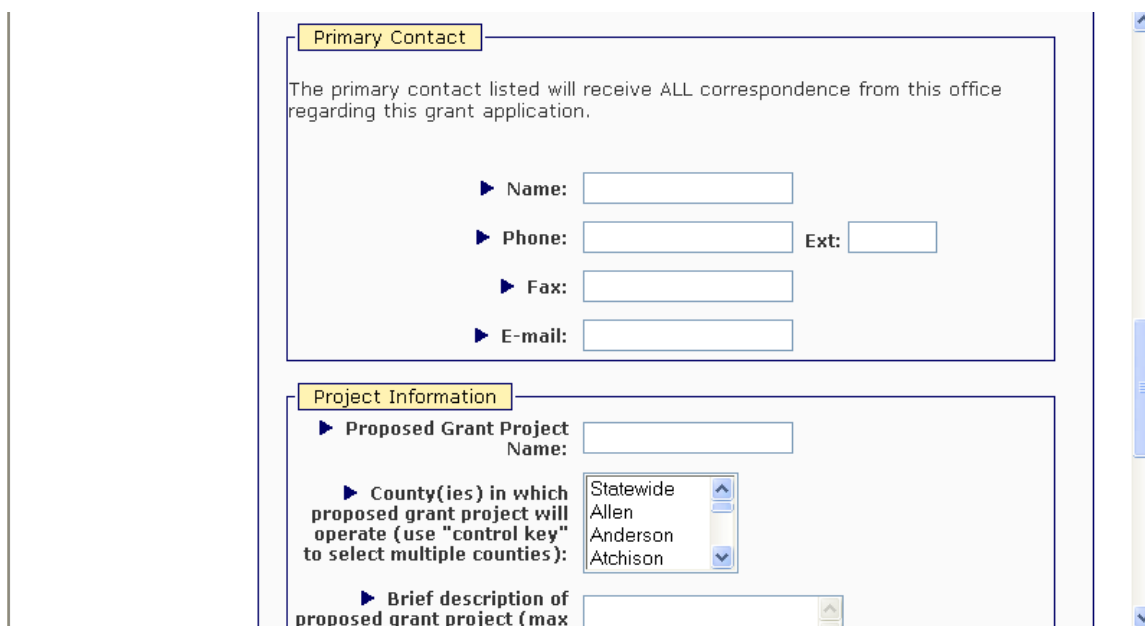
There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

### General Information

Click on the 'General Info.' tab in the middle of the screen.



The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.



When all the data is entered, click on ‘Submit.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

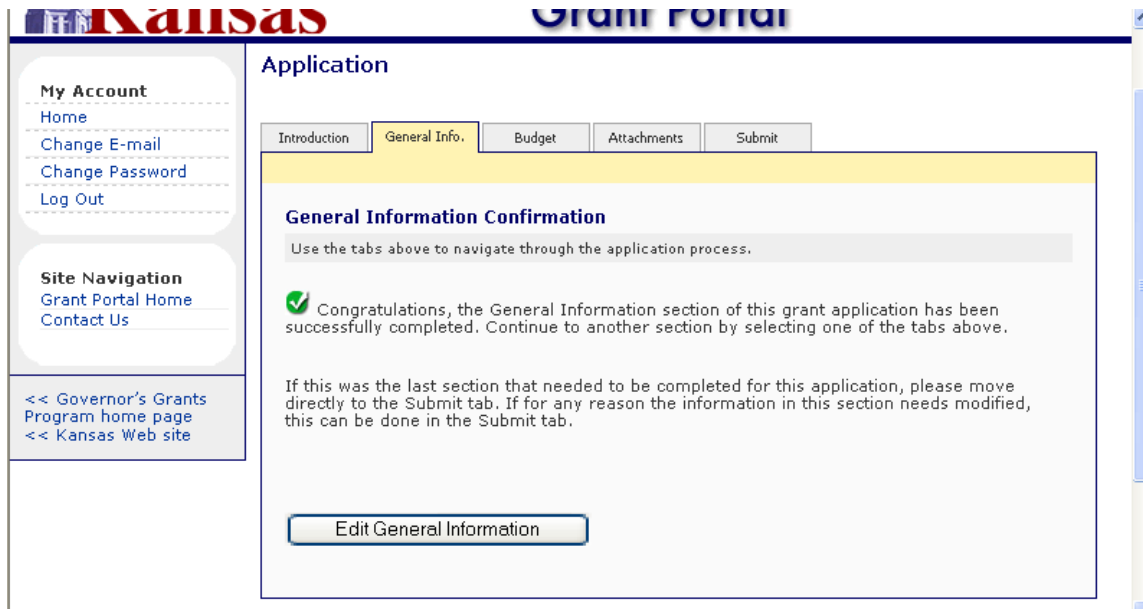
The screenshot shows the 'Application' page of the Governor's Grants Program Grant Portal. The page has a dark blue header with the text 'Kansas.gov: The Official Web site of the State of Kansas' and the 'Office of the Governor Kansas' logo. The main title is 'Governor's Grants Program Grant Portal'. On the left, there are two navigation boxes: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal, Home, and Contact Us. The main content area is titled 'Application' and contains a series of tabs: Introduction, General Info., Budget, Attachments, and Submit. The 'General Info.' tab is selected, leading to a 'General Information Verification' section. This section includes instructions to use the tabs to navigate and to verify the information below. A yellow box labeled 'Applicant Identification' is visible at the bottom of the page.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information.

This screenshot shows the 'Project Information' section of the application. At the top, there is contact information: Fax: 555-555-5555 and E-mail: sample@email.org. The 'Project Information' section is highlighted with a yellow box and contains the following details: Proposed Grant Project Name: Sample Project; County(ies) in which proposed grant project will operate: Statewide; and Description of proposed grant project: Sample project for demonstration. Below this information, there is a prompt: 'If awarded, these funds will: Create a new grant project or service activity.' At the bottom of the section, there are two buttons: 'Continue' and 'Modify'.

If the data appears to be correct, click on ‘Continue’ and the General Information section is completed.



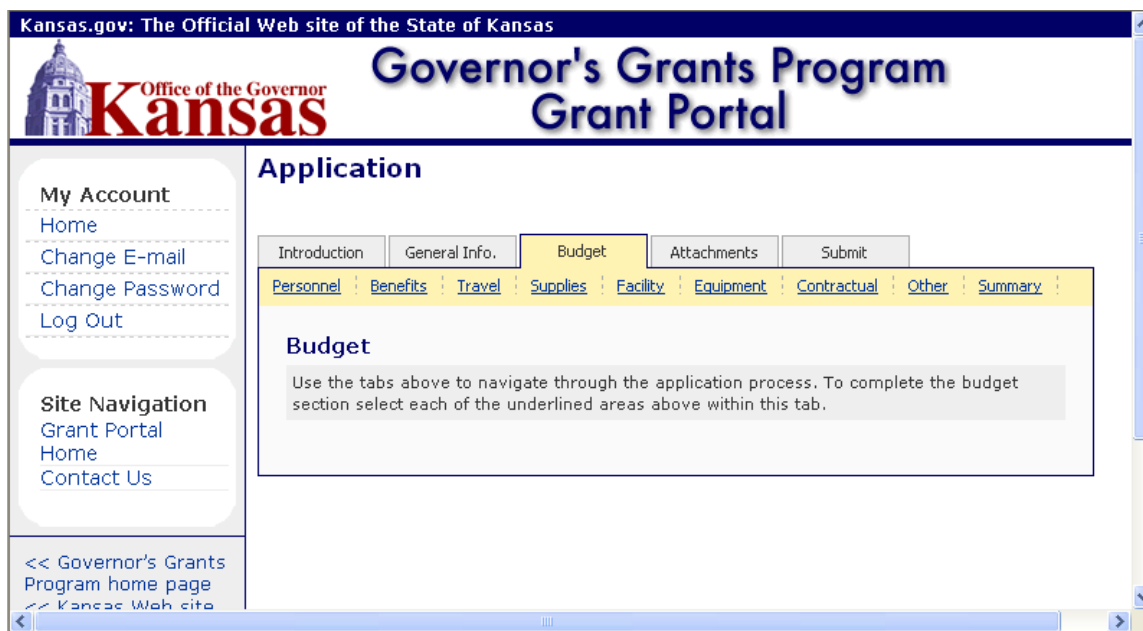


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

### **Budget**

To continue with the application, click on the 'Budget' tab in the middle of the screen.

**NOTE:** All budget line item requests must be rounded off to the nearest whole dollar.

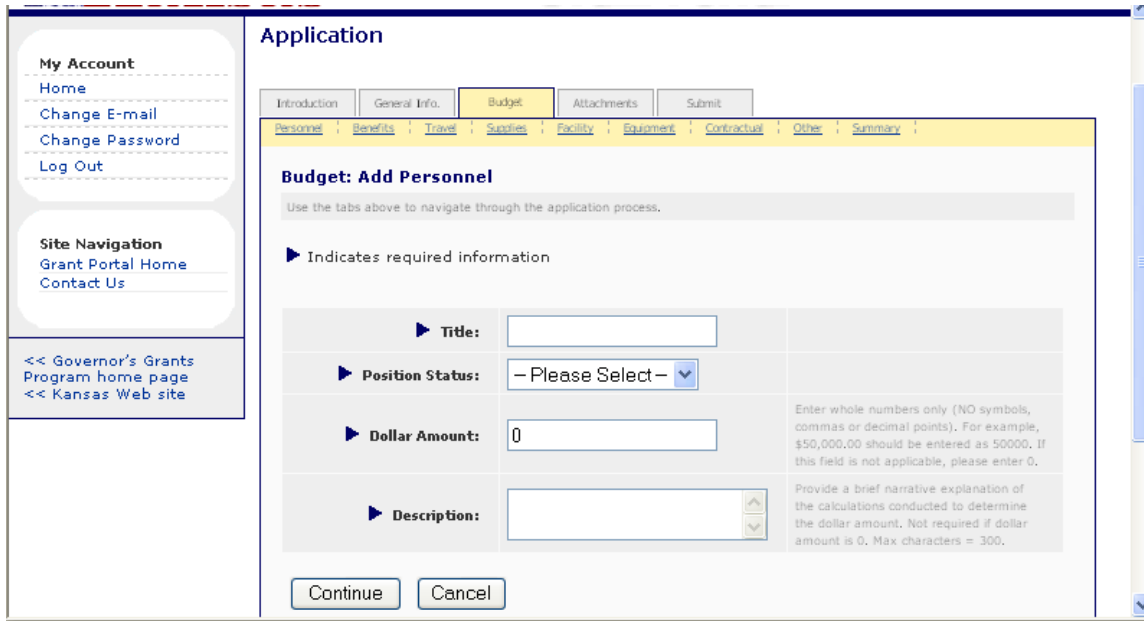


The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.



In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'



Complete the fields that appear on the screen as appropriate for the proposed grant project.

**NOTE:** *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

**Application**

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

**Budget: Personnel Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

**Application**

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

**Budget: Personnel**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify   Delete

Add Personnel

**Personnel Total:**

\$18,720

The user may now edit the new Personnel line item by clicking on either ‘Modify’ or ‘Delete’ under the Action column at the right side of the screen, may add another position title by clicking on ‘Add Personnel’ and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the ‘Budget’ tab.

Change E-mail  
Change Password  
Log Out

**Site Navigation**  
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<< Governor's Grants Program home page  
<< Kansas Web site

**Application**

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

**Benefits Total:**

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a ‘Description’ is not required. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the completed FICA line item appears.

Home  
Change E-mail  
Change Password  
Log Out

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Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

**Benefits Total:**

\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

Change Password  
Log Out

Site Navigation  
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Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance	\$0	Modify
Health Insurance	\$0	Modify
Worker's Compensation	\$0	Modify
Retirement	\$0	Modify

Add Fringe Benefits

**Benefits Total:**

\$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

**Budget: Summary**

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	<a href="#">Modify</a>	\$18,720
	Fringe Benefits	<a href="#">Modify</a>	\$1,432
	Travel/Training	<a href="#">Modify</a>	\$0
	Supplies/Communications	<a href="#">Modify</a>	\$0
	Facility	<a href="#">Modify</a>	\$0
	Equipment	<a href="#">Modify</a>	\$0
	Contractual Services	<a href="#">Modify</a>	\$0
	Other	<a href="#">Modify</a>	\$0
<b>Grand Total:</b>			<b>\$20,152</b>

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

**NOTE:** *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

### **Attachments**

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

**Application**

Introduction | General Info. | Budget | **Attachments** | Submit

**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.

**Application**

Introduction | General Info. | Budget | **Attachments** | Submit

**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

**File Download**

Do you want to open or save this file?

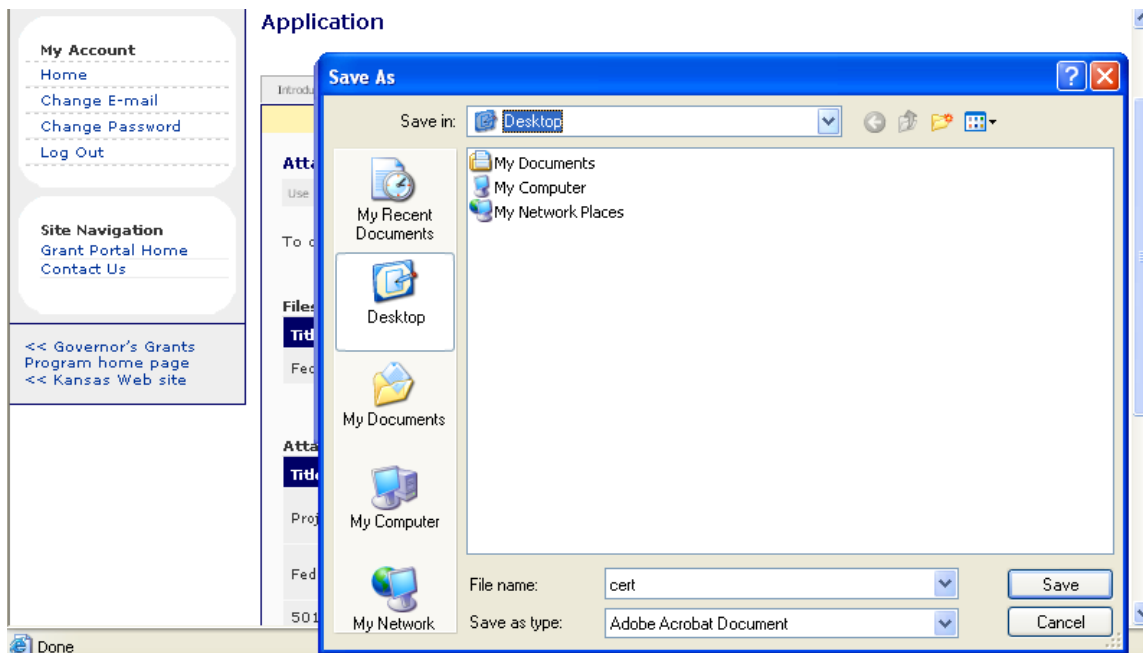
Name: cert.pdf  
Type: Adobe Acrobat Document  
From: demo.accesskansas.org

Open Save Cancel

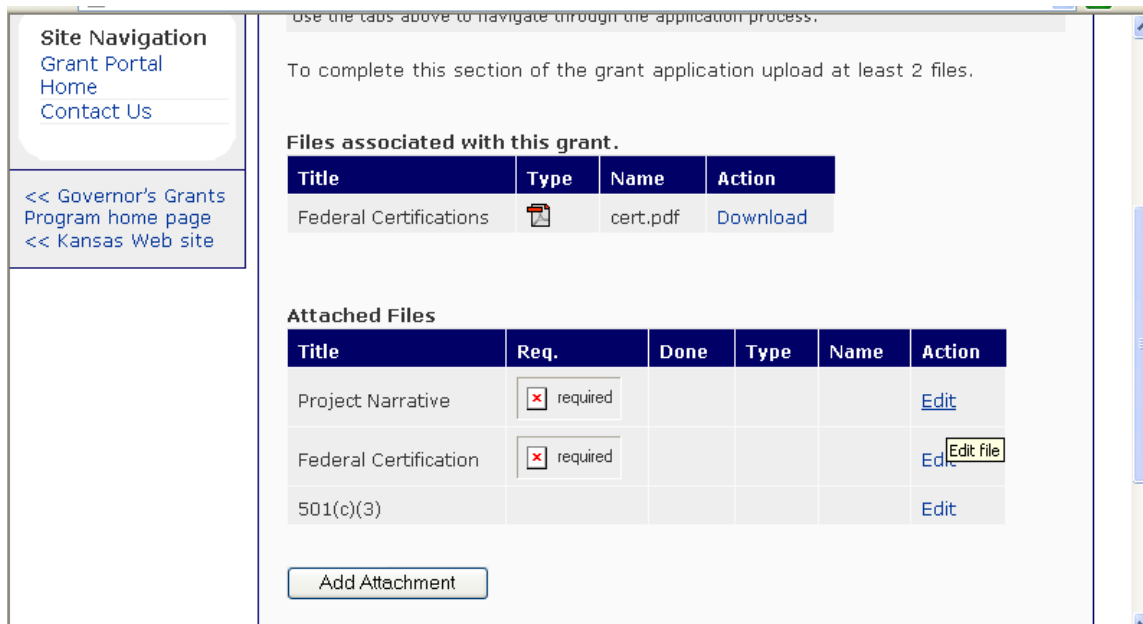
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'





Locate the computer drive and folder on the user’s desktop that the document is to be saved in, give the document a filename and click ‘Save.’ On some computers, the user will see a ‘Download Complete’ verification screen. This screen may be closed. The document is now downloaded to the user’s desktop and the user is returned to the ‘Attachments’ page.

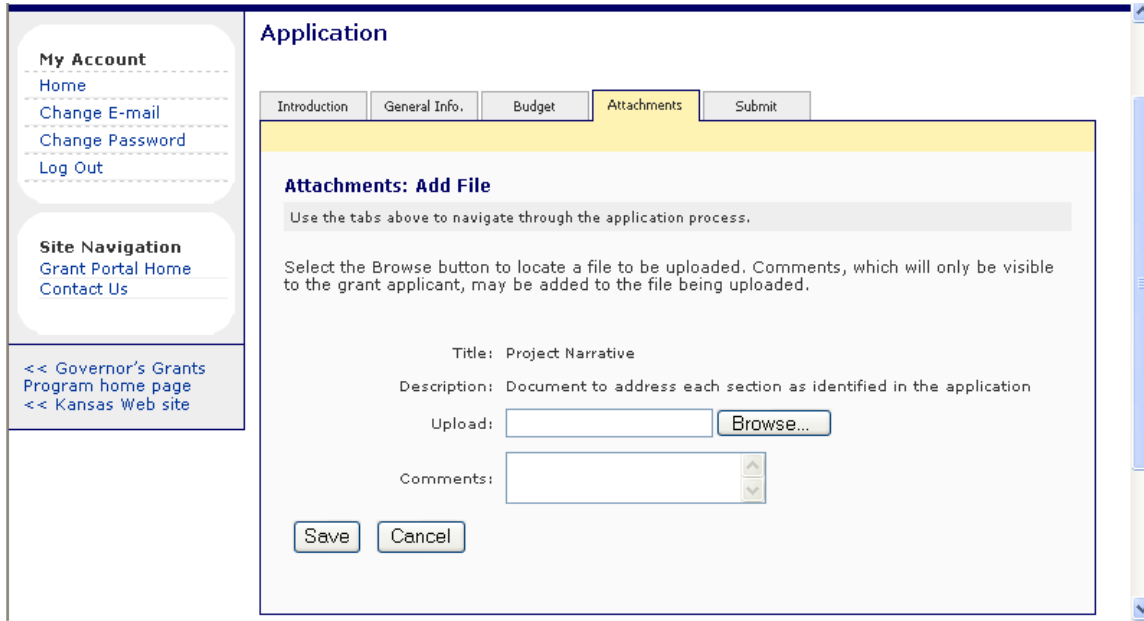


Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

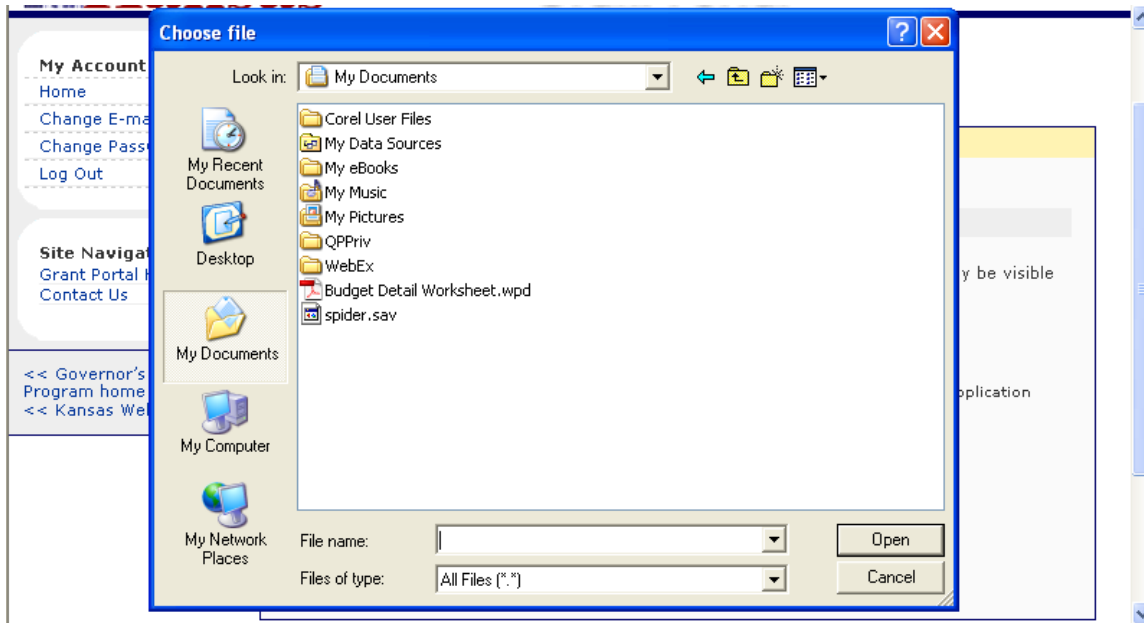
**NOTE:** The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

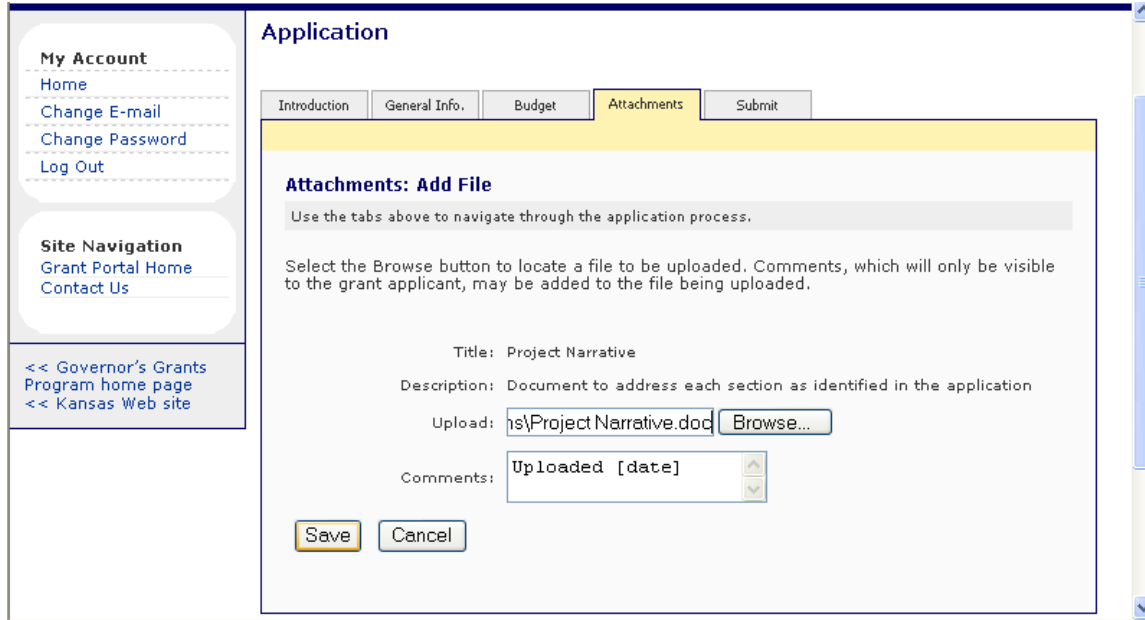
To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.



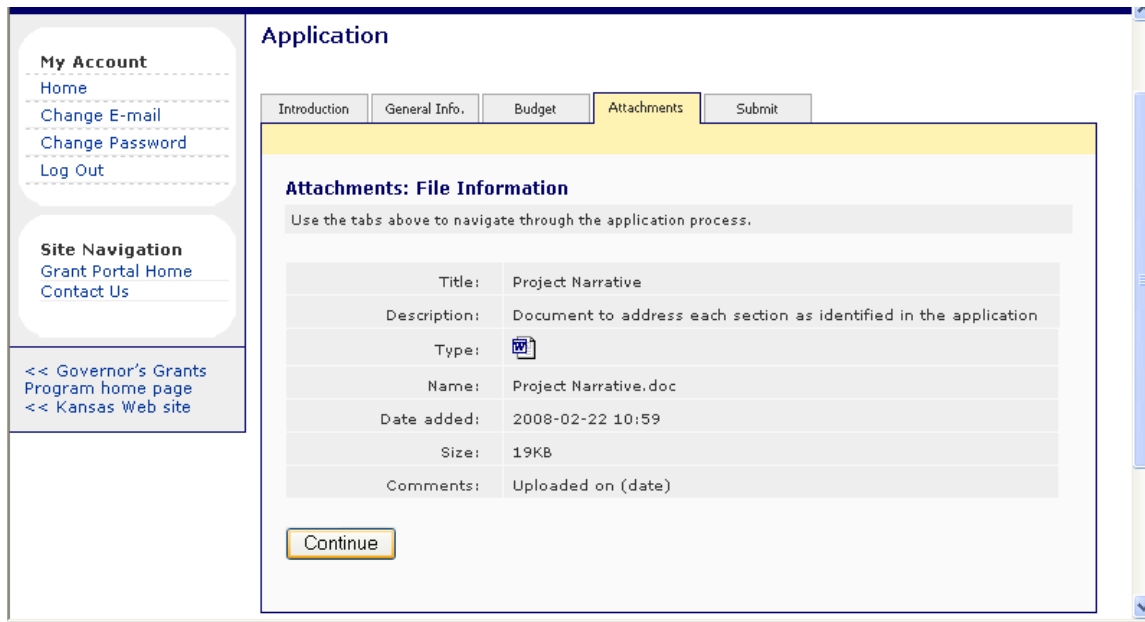
Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).



The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on ‘Save’ at the bottom of the screen. (If the user clicks on ‘Cancel,’ display will return to the Attachments summary page.)



A verification page will display with the filename, date added, and size. If the information is correct, click on the ‘Continue’ button at the bottom of the screen and the user is directed back to the Attachments page.

Log Out

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### Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	<a href="#">Delete</a>   <a href="#">View</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

[Add Attachment](#)

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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### Application

Introduction | General Info. | Budget | **Attachments** | Submit

#### Attachment Confirmation

Use the tabs above to navigate through the application process.

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

[Add Attachment](#)

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

### **Submit**

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

The screenshot shows a web application interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). Below that are links for '<< Governor’s Grants Program home page' and '<< Kansas Web site'. The main content area is titled 'Application' and has tabs for 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit' (which is highlighted). Below the tabs is a yellow banner with the heading 'Submit Application for Review'. A message states: 'Use the tabs above to navigate through the application process. The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.' Below this is a table:

Status	Application Section	Action
	General Information	Modify
	Budget	Modify
	Attachments	Modify

Below the table, a red message reads: 'After the application has been successfully submitted, the information can no longer be edited, but can be viewed.' At the bottom of the main content area is a 'Submit Application' button.

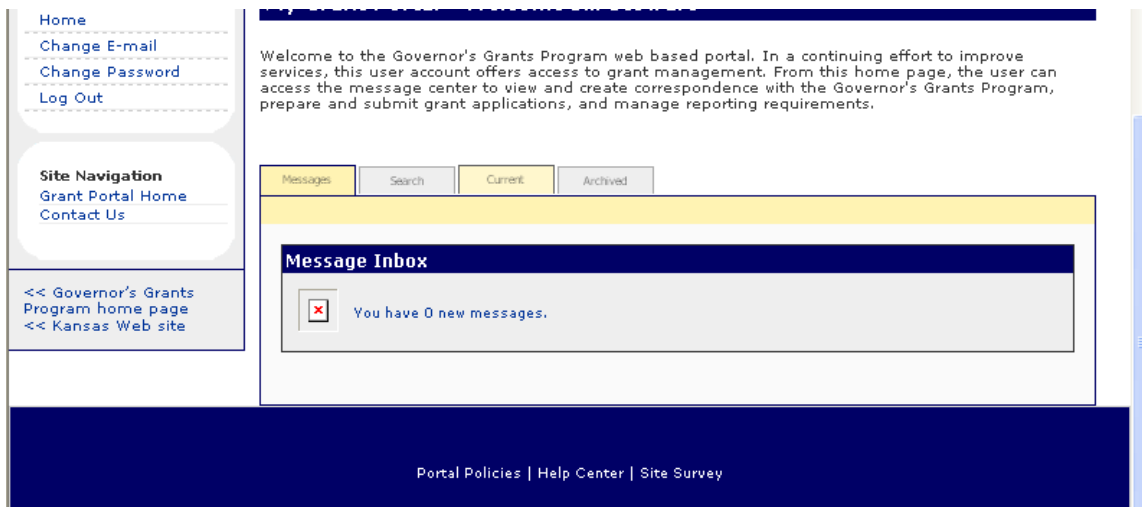
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

**NOTE:** After submitting the application, it is locked to the user for any edits and may only be viewed.

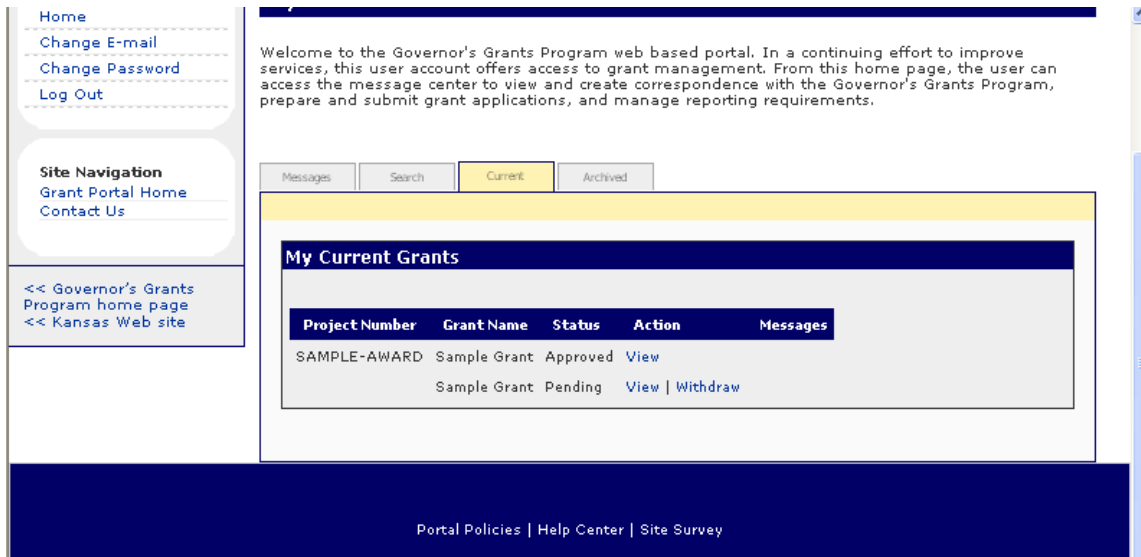


The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.