NSPIRES User Dashboard

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User Dashboard

Once users log into their accounts, NSPIRES provides a dashboard in order to view important notifications and alerts. Users will be able to access different features of the website directly from the dashboard.

The NSPIRES dashboard is composed of individual widgets which provide functionality such as:

- Individual Reminders/Notifications
- Organization Alerts
- Shortcut Links to various other application modules

This guide illustrates how a user can use and customize the dashboard to access more quickly intended modules on NSPIRES:

Access NSPIRES at https://nspires.nasaprs.com, and login into your user account on the right hand side.
Dashboard Overview & Customization

Dashboard Overview: Once logged in, the user should see the default dashboard consisting of three main widgets: Reminders/Notifications, Organization Alerts, and NSPIRES Links. Widget layouts can be customized and saved according to the user needs.

The main goal of the user Dashboard is to provide useful shortcuts to key modules on NSPIRES. The NSPIRES team is currently working on implementing more widgets to the list.

Users can refresh notifications for certain widgets by pressing the update icon next to the title of a widget.
Reminders/Notifications Widget

Currently, the Reminders/Notifications widget displays user’s individualized notifications for proposals and reviews. Clicking on any hyperlinked text (blue colored text) will redirect the current window to the selected notification. This widget may NOT be removed from the dashboard, but may be moved to a different position in dashboard.

Other options will be implemented at a later time in order to show account management notifications such as Affiliation requests and new email activation.

Proposal Notifications: This section of the Reminders/Notifications widget displays notifications pertaining to proposals. These notifications, such as proposal confirmation participation are visible until completed.

Review Notifications: This section of the Reminders/Notifications widget displays notifications pertaining to reviews. Reviewers who are currently participating in a review will see links such as new assignments, declaration of a conflict of interest, and self-certification.

Note: All this information is explained in detail in the Review User Guide.
Organization Alerts Widget

The Organization Alerts widget requires organization affiliations and organization’s management permissions to display all possible data.

If a user is not affiliated with an organization, or the user is affiliated, but does not have organization’s management permissions nothing will appear under the Organization Alerts widget.

If the user is affiliated with an organization, and has organization’s management permissions, the Organization Alerts widget will show the corresponding notifications based on those permissions.

Typically, the users with organization’s management permissions are the Organization Point of Contact (OPOC) and the Authorizing Organization Representative (AOR). However, some other users may have permissions to help the AOR or OPOC in their functions.

The OPOC and/or AOR can confirm or deny affiliations requests, revoke affiliations, and provide organization management permissions to affiliated users. They can also edit, reject and submit proposals to NASA on behalf of the organization.

Note: All this information is explained in detail in the Organizations User Guide.
NSPIRES Links Widget

This widget displays a variety of buttons in six different sections: Solicitations, Account Management, Organization Management, Proposals/NOIs, Reviews, and Getting Started (Help/FAQs). This widget can be moved, removed, and re-added from the dashboard (explained in page 7).

The titles of each section are links that can take you to the corresponding page in NSPIRES.

The buttons will redirect you to the specific corresponding page in NSPIRES.
Dashboard Customization: Widget layouts can be customized and saved according to the user needs. Once a layout is saved, it will remain that way even after logout.

Manage Widgets: From the 3 default widgets in a dashboard, the Organization Alerts and the Reminders/Notifications widgets cannot be removed. The NSPIRES Links widget can be removed, and can be re-added by clicking the ‘Change Layout’ button on the right hand side.

Once you click the ‘Change Layout’ button, new icons will appear at the top right hand corner of each widget. These icons will allow you to resize the widget or remove it.
A widget can be displayed in half or all of its allotted space in the dashboard. Many times a user will only need small widget to display information. However, when needed, a widget can be expanded to its full size to display more information.

The ‘Change Layout’ button will become the ‘Save Layout’ button, and the option to add more widgets to the dashboard will appear under the Available Widgets section.

Select a widget from the drop down menu and click the Add button.

You can not add multiple versions of the same widget type. If the widget is already on a dashboard, the option to select it again will be grayed out.
**Rearrange Widgets:** Once a user’s widget selection has been made, the dashboard can be further customized by rearranging the location of chosen widgets. Simply drag the desired widget to the desired location. Once you begin dragging the widget, an outline of the nearest potential landing spot will appear to guide you into creating a valid user dashboard, as seen in the screenshot below.

After you have made the desired changes in the dashboard, click the ‘Save Layout’ button. These changes will remain even after you logout from your NSPIRES account.

If you have any questions about this process, please contact the NSPIRES Help Desk. Phone number: 202-479-9376 from 8:00 am to 6:00 pm EST, Monday through Friday. E-mail: NSPIRES-Help@nasaprs.com.