## GENERAL

### **Screen Layout**

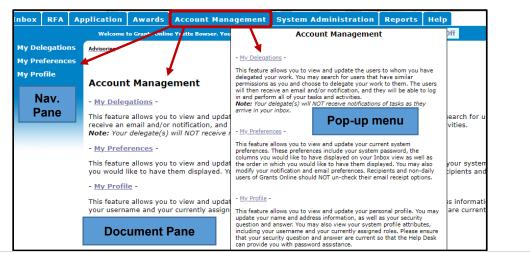
When the user signs into Grants Online and accepts the terms of use, the system defaults to the Inbox Tab. The Grants Online main landing screen is divided into three sections:

- <u>Tabs</u>: The red border at the top of the screen. Use tabs to navigate to the Grants Online content areas.
- <u>Navigation Pane</u>: The green border on the left-hand side of the screen. The options displayed in the navigation pane are determined by the active tab. Click the desired link to go to that content area of Grants Online.
- <u>Document Pane</u>: The black border located in the middle of the screen. This is where most detailed Grants Online information is displayed.

Inbox RFA App	Iradion Awards Account Management Reports Help
	Welcome to Contro Online Mc Contro StateControl New Services Control New
Advisories	Advisories
<ul> <li>Archived Notifications</li> </ul>	
• Notifications	Advisories
<ul> <li>Task Management</li> </ul>	
+ Tasks	** NOAA Grants Training 2014
	05/11/2014 06:28 PM
	Hafa Adai Guam partnersi
Navigation F	Pane Document Pane
	Document ralle

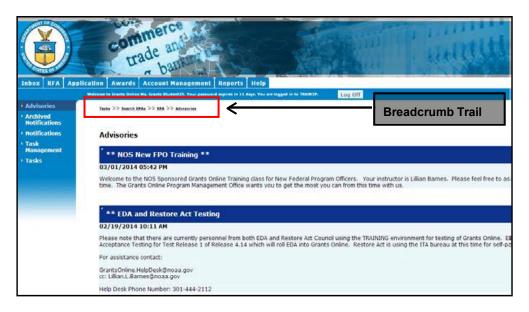
# **Pop-Up Short Cuts**

While the cursor is on a **tab** at the top of the screen, a pop-up menu is visible. The popup menu contains the same links as the navigation pane and the document pane for that tab.



# Breadcrumbs

The Grants Online system keeps track of the pages the user visits during each session. The software displays a "breadcrumb trail" of the pages visited at the top of the document pane. As a navigation short cut, use this instead of the browser's "Back" button.



## INBOX

### View the Inbox

• From the Inbox Tab, click the Tasks link. A list of the user's available tasks is displayed.

	rade and trade and basis	Pent Reports	Help			i ii			1 H	
THOOX   KTA   A	Welcome to Crants Online Hs. Crants Bludent25. You are b		merp		Log	Off				
<ul> <li>Advisories</li> <li>Archived Notifications</li> </ul>	Advisories >> Tasks									
Notifications	Your Tasks									
* Task Management	Document Type Status									
• Tasks	All • Open • Ap	ply Filter >>								
	17 items found, displaying all items.1 View/Award Number RFA Name Task Applicant Task Id Task Name Task Document Document/Start									
	View Award Number RFA Name	Task Received Date	Applicant Name	Taskeld	Task Name	Task Status	Document Lype	Document Id	tStart	
	View NA14GOT9990070 Competitive RFA 041	514 08/06/201	4 SKILLIGALEE INC		Procurement Request and Commitment of Funds	Started	Procurement Request and Commitment of Funds			
	View NA14GOT9990070 Competitive RFA 041	514 08/06/201	4 SKILLIGALEE INC	2571209		Started	Procurement Request and Commitment of Funds			
	VIEW NA14GOT9990070 Competitive RFA 041	514 08/06/201	4 SKILLIGALEE INC	2571077	Procurement	Progress	Procurement Request and Commitment of Funds		08/06	

# View Tasks

• Click the View link next to the task you wish to view.

<ul> <li>Archived Notifications</li> <li>Notifications</li> <li>Task Management</li> </ul>	Your Tasks	Status									
Tasks	17 items found, displayir		Apply Filte	37.22							
	View Award Number			Task Received Date	Applicant Name	Task Id	Task Name			Document Id	Start
	View (A14GOT9990070	Competitive RFA	041514	08/06/2014	SKILLIGALEE INC	2571210	Procurement Request and Commitment of Funds	Started	Procurement Request and Commitment of Funds		
	View NA14GOT9990070	Competitive RFA	041514	08/06/2014	SKILLIGALEE INC	2571209	Procurement Request and Commitment of Funds	Started	Procurement Request and Commitment of Funds		
	View NA14GOT9990070	Competitive RFA	041514	08/06/2014	SKILLIGALEE INC	2571077		Progress	Procurement Request and Commitment of Funds		08/06,
	View NA14GOT9990070	Competitive RFA	041514	08/06/2014	SKILLIGALEE INC	2571076	Review Release of Funds	Not Started	Award File	2259283	

## **Filter Tasks**

- Select the Document Type from the dropdown list.
- Specify the Status from the dropdown list.
- Click the **Apply Filter** button.

Your Tasks		
Document Type	Status	
RFA •	Open 🔻	Apply Filter >>

• The **Your Tasks** screen shows only the filtered tasks. In this example, only the Open (In Progress) RFAs are visible.

Docur RFA	r Tasks		n 🔻 Ap	ply Filter	>>		$\checkmark$			
View	RFA Id	RFA Name		RFA	Task Id	Task Name		Document	FFO	Document
				Туре			Status	Туре	Id	Id
View	2259009	Student25_0804	14_Universal	N N	2569643	Notify Recipients	Status In Progress		Id	Id 2259009
		Student25_0804 test 0508	14_Universal		2569643 2564265	Recipients		RFA	Id	
View	2256808	_		N		Recipients Notify Recipients	In Progress	RFA RFA	Id	2259009