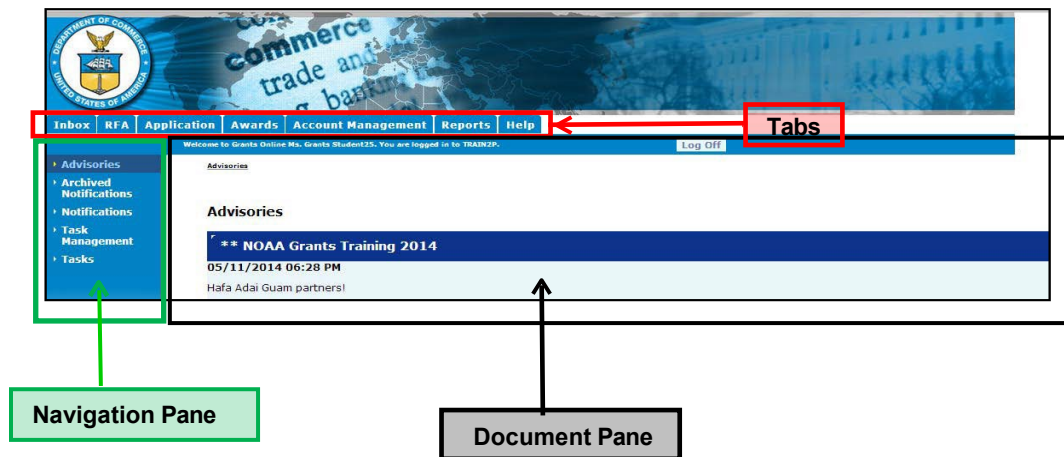


## GENERAL

### 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:

- **Tabs:** The red border at the top of the screen. Use tabs to navigate to the Grants Online content areas.
- **Navigation Pane:** 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.
- **Document Pane:** The black border located in the middle of the screen. This is where most detailed Grants Online information is displayed.



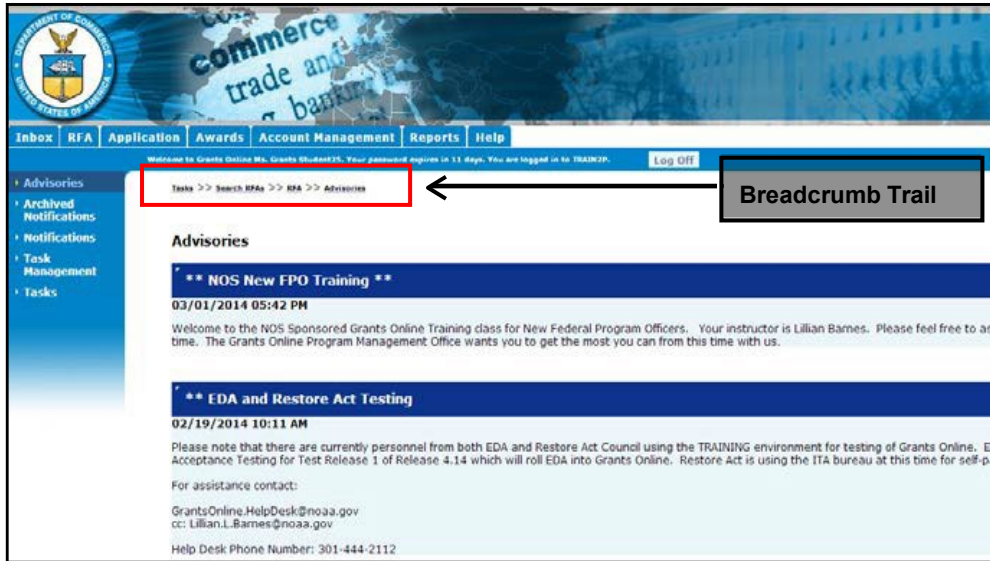
### Pop-Up Short Cuts

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



## Breadcrumbs

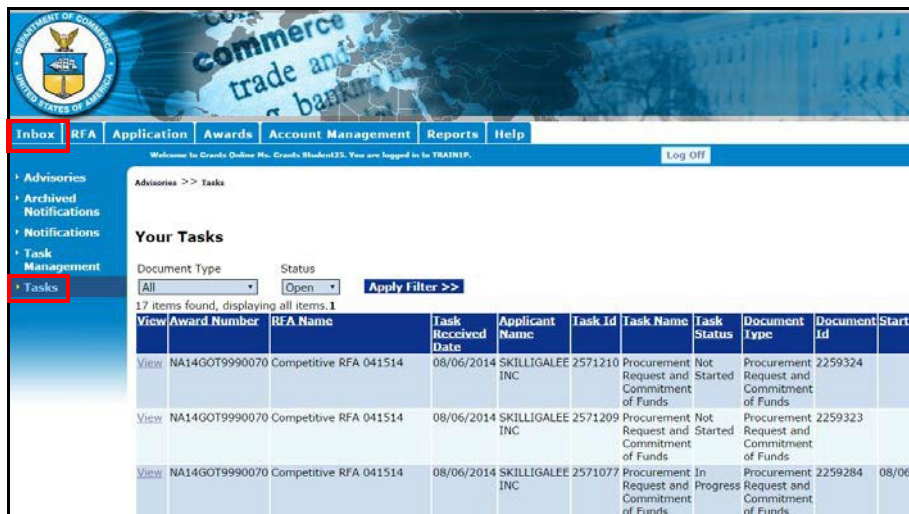
The Grants Online system keeps track of the pages the user visits during each session. The software displays a “breadcrumb trail” of the pages visited at the top of the document pane. As a navigation short cut, use this instead of the browser’s “Back” button.



## INBOX

### View the Inbox

- From the Inbox Tab, click the **Tasks** link. A list of the user’s available tasks is displayed.



## View Tasks

- Click the **View** link next to the task you wish to view.

**Your Tasks**

Document Type: All | Status: Open | [Apply Filter >>](#)

17 items found, displaying all items.1

| View                 | Award Number   | RFA Name               | Task Received Date | Applicant Name  | Task Id | Task Name                                   | Task Status | Document Type                               | Document Id | Start      |
|----------------------|----------------|------------------------|--------------------|-----------------|---------|---|-------------|---|-------------|------------|
| <a href="#">View</a> | NA14GOT9990070 | Competitive RFA 041514 | 08/06/2014         | SKILLIGALEE INC | 2571210 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2259324     |            |
| <a href="#">View</a> | NA14GOT9990070 | Competitive RFA 041514 | 08/06/2014         | SKILLIGALEE INC | 2571209 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2259323     |            |
| <a href="#">View</a> | NA14GOT9990070 | Competitive RFA 041514 | 08/06/2014         | SKILLIGALEE INC | 2571077 | Procurement Request and Commitment of Funds | In Progress | Procurement Request and Commitment of Funds | 2259284     | 08/06/2014 |
| <a href="#">View</a> | 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: RFA | Status: Open | [Apply Filter >>](#)

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

**Your Tasks**

Document Type: RFA | Status: Open | [Apply Filter >>](#)

4 items found, displaying all items.1

| View                 | RFA Id  | RFA Name                           | RFA Type | Task Id | Task Name         | Task Status | Document Type | EFO Id | Document Id |
|----------------------|---------|------------------------------------|----------|---------|-------------------|-------------|---------------|--------|-------------|
| <a href="#">View</a> | 2259009 | Student25_080414_Universal         | N        | 2569643 | Notify Recipients | In Progress | RFA           |        | 2259009     |
| <a href="#">View</a> | 2256808 | test 0508                          | N        | 2564265 | Notify Recipients | In Progress | RFA           |        | 2256808     |
| <a href="#">View</a> | 2256757 | Universal RFA 042914               | N        | 2556044 | Notify Recipients | In Progress | RFA           |        | 2256757     |
| <a href="#">View</a> | 2256176 | Great Day For FPO Training (GDFFT) | N        | 2553586 | Notify Recipients | In Progress | RFA           |        | 2256176     |