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 shortcut, 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.

Filter Tasks

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

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