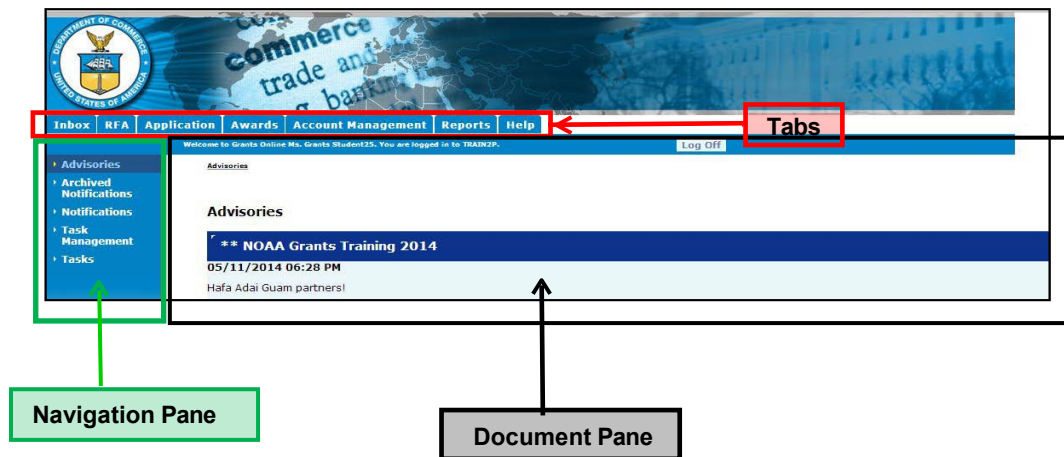


## GENERAL

### Screen Layout

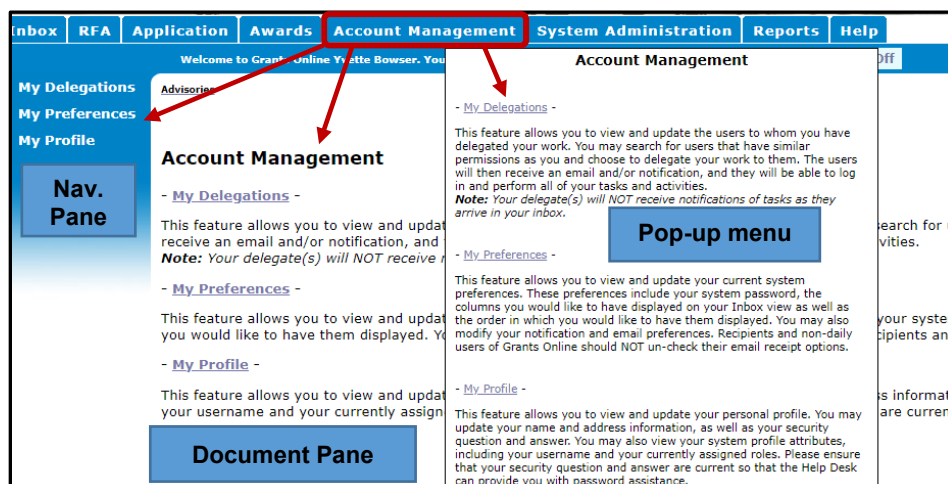
When the user signs into Grants Online and accepts the terms of use, the system defaults to the Inbox Tab. The Grants Online main landing screen is divided into three sections:

- **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.



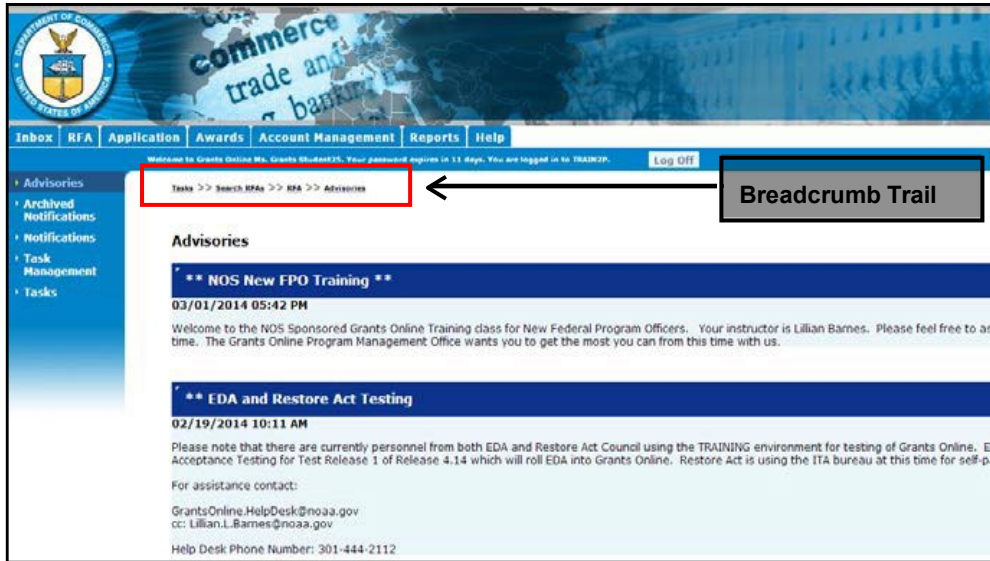
### Pop-Up Short Cuts

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

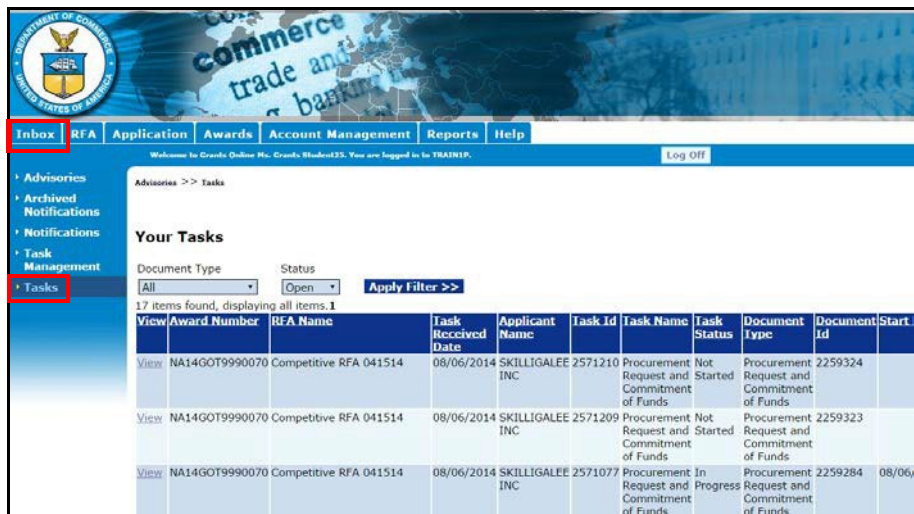
The Grants Online system keeps track of the pages the user visits during each session. The software displays a “breadcrumb trail” of the pages visited at the top of the document pane. As a navigation short cut, use this instead of the browser’s “Back” button.



## 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:  Status:  [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:  Status:  [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:  Status:  [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