



MHCRC Community Technology Grants

GRANTS MANAGEMENT SYSTEM

NAVIGATION INSTRUCTIONS

General Navigation

Navigation in the system has been standardized where possible. At the top of each page is a white bar that contains the following buttons:

Menu: Will take you to the Main Menu from any screen in the application.

Help: Will bring up an online help window that is specific to the page you are currently on. This Help page will restate many of the instructions on this page, so it's a useful link to click on when you need help.

Log Out: This link will log you out of the application and return you to the Login page.

These buttons are active only on some screens:

Back: This is a very useful button. For the most part, it works similarly to the browser back button. But it will also return you to the main components page when you are creating Applications or down in a sub-screen. If you are feeling lost at any time hit the Back button until you return to a familiar screen.

Print: This button is active on screens that can be printed. Clicking this button will bring up a new window that will display the current screen's contents in printer friendly black and white. To print the page go to File-Print in the browser.

Add: The Add button is available when new entries can be made. For example, use the Add button to create a new Application, to add a new budget line item, or a new Task.

Delete: This link will delete items that you have created. Delete can be used to delete an Application or a Budget line item. Pressing delete will always result in a confirmation before the item is deleted.

Edit: This link is available when the contents of the page you are on can be changed. For example, if you create a budget line item, you can edit it later with this link.

Save: This link is available when you are creating or editing something. When you are finished, you press the Save button to save it and return to the previous screen.

There are other buttons and links in the application that appear elsewhere besides in the top menu bar. These links will typically appear on the right hand side of the page sections below the menu bar. These links are specific to the page you are on. Their function is described on the page level help on each page.

Main Menu

The main menu is the first page of the application when you log in. The main menu will take you to the modules of the application. Each module is explained below:

Instructions:

This link displays a high-level instructions page describing all the screens in the application.

Funding Opportunities:

This link displays all currently posted opportunities, you may create and submit an application for each opportunity.

My Applications:

All previously created applications can be found in this module.

My Grants:

All grants can be found here, you can also create status reports, request claims and communication with the grantor in this module.

My Profile:

You can update your contact information in this module.