

About Grants Online: Grants Online operates in a web environment. **Internet Explorer** is the preferred browser for **PC users**; **FireFox** is the preferred browser for **MAC users**. No software is required for installation. Logins and passwords are required. If you do not have a password, you can contact the Grants Online Help Desk for assistance in obtaining your login credentials. They will refer you to the authorized person in your Bureau or Line Office to put in user set up requests. As an approver of an action, you will use the Grants Online system view Grant related documents, document your approval, return a document to the sender for revisions, or forward the document to the next step in the workflow process.

To access Grants Online, enter the following URL in your address bar: <https://grantsonline.rdc.noaa.gov>

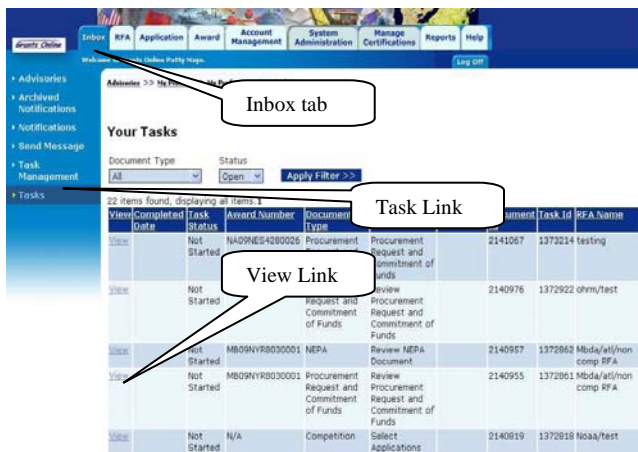
For more information, e-mail GrantsOnline.HelpDesk@noaa.gov or call the Help Desk at 301-444-2112 or toll free at 1-877-662-2478 between the hours of 8:00 am and 6:00 pm Eastern Time Monday through Friday excluding Federal holidays.

Warning: Avoid using the browser “Back” button in Grants Online; it will log you out of Grants Online.

Processing a Task in your Inbox

The Grants Online system allows users to process actions using a workflow design. Workflow provides the technical mechanisms to assign task(s) to the appropriate user based on the roles and organizations assigned to the user’s profile. Users that have task(s) in their inbox are allowed to take action on the task or modify the documents associated with the task.

Use this section to process tasks in your inbox.

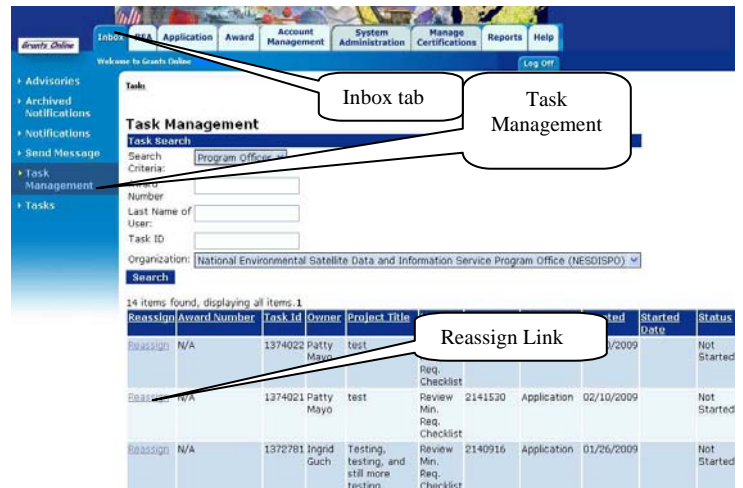


1. Click the “Inbox” tab.
2. Click the “Tasks” link.
3. Click the “View” link next to the task you wish to process.
4. The Launch page is displayed for the corresponding document task selected. Select the action you wish to perform from the action dropdown menu and click the “Submit” button. **NOTE:** The actions available to select from are task dependent.

Reassigning a Task

Use these steps to reassign a task between users in the same organization. Both users must be affiliated with the same organization and have the same user role in Grant Online.

You can also search for open tasks in your organization by following the steps up to #4.



1. Click the “Inbox” tab.
2. Click the “Task Management” link.
3. From the Search Criteria dropdown menu, select the appropriate role.
4. Click the “Search” button, located in the bottom portion of the main window.
5. From the search results, select the “Reassign” link next to the task you wish to reassign.
 - a. The “Search Users” page is displayed for you; enter the last name of the user you wish to reassign the task to in the Last Name field and click the “Search” button.
 - b. Press the “Select” link next to the name of the user that will have the task reassign to them.
 - c. The “Task Management” page is displayed for you to confirm your request. Select the “Yes” button to complete your request and the “No” button to cancel the request.



General Navigation Guide

Grants Online uses a “Tab” style of page formatting. There are tabs across the top of the web site providing general categories of features. Each tab contains its own page. Under each tab are links to items related to that page. These are shown down the left-hand column of the page, and for most pages are also listed on the main page when the tab is clicked. The most used tabs and their links are described here:

Inbox Tab:

- **Advisories** – This page is always the first page displayed after successful login and acceptance of use conditions. Please review any advisories directed towards recipients.
- **Archived Notifications** – Notifications that were originally under the Notifications link, but chosen for archiving. Archived notifications may be deleted from the system.
- **Notifications** – Notifications are sent to recipients as internal messages and external email messages. They may be viewed, deleted, or archived from this window. Additionally, clicking the View Task link will bring the user to the related document. It says “View Task” because most notifications are related to a task that the user has open or has already acted upon.
- **Send Message** – This feature provides a means of sending an email message to another user of Grants Online; however, its usage is not recommended as the message will be sent from GrantsOnlineQandA@noaa.gov instead of the user. If you send a message using this facility, please make sure to identify yourself and your return email address. You MUST use the “Search” button to find your message recipient.
- **Task Management** – This allows tasks to be reassigned between users. Tasks to FALD, CAMS users, and Finance Office users go to all users with those roles. The duplicate tasks are cancelled for other users when one chooses to “View Details” in the workflow action section of the related document launch page. Once a single

user is identified with a document, that same person will receive future workflow tasks for that document unless reassigned through the Task Management window. See **Reassigning a Task** on Page 1.

- **Tasks** – Most users generally navigate to this section immediately after viewing the Advisories. All tasks assigned to a user are shown here. For successful submission of documents or acceptance of awards/amendments, these tasks must be completed. See **Processing a Task** on Page 1.

Award Tab:

- **Search Awards** – Clicking the Search button without entering any parameter information will return all recipient awards. Each returned award has a link to allow navigation to its Grants File Launch Page.
- **Search Reports** – Federal Financial Reports and Project Progress Reports can be found here. Each report has a navigation link to its launch page.

Account Management Tab:

- **My Delegations** – You can “delegate” your inbox to other users. The “Find Peers” button will only find other users in your organization with the same or greater privileges. If another person is your “delegate”, they will be given the option to work as themselves or as your delegate. When they choose to work as your delegate, they will see your inbox tasks and have the ability to act on your behalf. When they act as your delegate, the workflow history will show “John Smith acting as delegate for Jane Doe”.
- **My Preferences** – Change the look and feel of your Grants Online experience: change your password; customize your Inbox; control your breadcrumbs.
- **My Profile** – Set your security question and answer; update your email and other personal information.

Useful Links:

<https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jpf> - Use this link to access the Grants Online’s login page..

http://www.corporateservices.noaa.gov/grantsonline/gol_training.html - This is the Grants Online Training page, on this page you can locate training documents and detailed **user manuals**. The user manuals provide the detail steps needed to perform any action in Grants Online.

http://www.corporateservices.noaa.gov/grantsonline/whats_new.html - This is the Grants Online “What’s New” website link. On this site you can stay up-to-date on Grants Online changes and meetings.