



Activating and Inactivating Staff in the Grant Recipient Portal

New fields in the Portal allowing Organisation Administrators to manage staff contacts.

Activating and Inactivating staff

Administrators of the Portal can now activate and inactivate staff through the Portal.

What does active and inactive staff mean?

Active staff are staff members who are listed on the Hub's system as a contact for an Organisation.

Inactive staff are staff members who are listed as a contact for an Organisation in the Hub's system but have an end date against their record as they are no longer a contact for an organisation.

Inactivating a staff record

Click on the Organisation Profile tile and then select **Staff** in the menu on the left hand side of the screen. Find the staff member you wish to inactivate and click on the **View** button.

Note that the default view that you will be presented with is for Active Staff. Alternatively you can select the views of Inactive Staff and All Staff and apply the filter to present those list views.

Also note that all staff records will now display a Contact ID in various areas so you can identify the record to be kept and which can be inactivated if there is duplication of staff records against your organisation.

In the Staff area outlined above, the Contact ID is seen by clicking on the arrow at the side of each staff record.



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[Logout](#)

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

You are currently viewing:

Training Group

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1. Active Staff [Apply Filter](#)

[Search Staff](#)

[Add staff](#)

	Title	First name	Last name	Status	Position	System access level	System access status	
	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View
	Mr	TECH	TRAINING	Active	Director	No Access	Requested	View

The unique Contact ID detail will show in the expanded details.

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[Personal Profile](#)

[Logout](#)

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

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You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

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Acceptance administration

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[Search Staff](#)

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	Title	First name	Last name	Status	Position	System access level	System access status	
	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
<div>Staff details</div> <div>Phone:</div> <div>Email: training@dss.gov.au</div> <div>Contact ID: 4-5Y4PJTY</div>								
	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View
	Mr	TECH	TRAINING	Active	Director	No Access	Requested	View

Find the staff member you wish to deactivate and click on the **View** button.

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Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: **Training Group**

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff

Filter: 1 Active Staff Apply Filter

Search Staff Add staff

Title	First name	Last name	Status	Position	System access level	System access status	
Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View

The staff details in the screen below will appear with three buttons: **Activate**, **Inactivate** and **Update**.

Australian Government Community Grants Hub

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: **Training Group**

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Staff details

Staff details

Inactivate Reactivate Update

Title: Mr First name: TRAINING Last name: ADMIN

Position: Not Specified Email: training@ds.gov.au Phone:

Status: Active Contact ID: 454PJTJ

System access

System access level: Administrator System access status: Completed Update

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

This Staff member is not linked to any Grant Agreement. Add Grant Agreement

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

This Staff member is not linked to any Activities. Add Grant Activity

Return to all staff

If a staff contact has been **Inactivated**, the **Update** button will be disabled. If the staff member is **Active**, the **Update** and the **Inactivate** buttons will be enabled.

To inactivate a staff member, click on the Inactivate tab. When the staff member is **Inactivated** the screen below will be displayed with the only option available to **Reactivate** the staff member.

Staff details

* required

Staff details

Inactivate

Reactivate

Update

Title:	First name:	Last name:
Miss	NEWUSER3	003NEW
Position:	Email:	Phone:
Librarian	001newtest@gmail.com	02 6277 8898
Status:		
Inactive		

Administrators for the system cannot deactivate their own Staff record. Another Administrator will be required to do this.

If a Staff record is the Primary Contact attached to a current Agreement, Program Schedule or Activity then the staff contact record cannot be deactivated until another Primary Contact is assigned to the Agreement, Program Schedule or Activity.



If the Staff record is listed with an access status of 'requested' it cannot be deactivated and you will get the following error message:

"The Staff record cannot be deactivated at the moment as a system access request is already in progress for this staff member. Please try again later or contact the Helpdesk on 1800 020 283, option. 5".

Activating a staff record

From the staff list click on the **View** button next to the staff member.

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Notifications ⁰ [Personal Profile](#) [Logout](#)

[Home](#) [Grants](#) [Milestones](#) [Applications](#) [Payment Advice](#) [Organisation Profile](#) [Data Exchange](#) [Training and Support](#) [Acceptances](#)

You are currently viewing: **Training Group**

You are here: [Home](#) / [Organisation Profile](#)

Organisation profile menu

[Organisation details](#)

[Postal address](#)

[Staff](#)

[Bank accounts](#)

[Acceptance administration](#)

Staff

Filter: 1. Active Staff [Apply Filter](#)

[Search Staff](#)

[Add staff](#)

Title	First name	Last name	Status	Position	System access level	System access status	
▶ Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
▶ Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View



Their detail screen will appear and only the **Reactivate** button will be enabled.

Staff details

* required

Staff details

Inactivate

Reactivate

Update

Title:

Miss

First name:

NEWUSER3

Last name:

003NEW

Position:

Librarian

Email:

001newtest@gmail.com

Phone:

02 6277 8898

Status:

Inactive

Click on the **Reactivate** button. This will make the Staff record an active contact for the Organisation.

Reactivating staff at this level does not re-establish any prior relationships to Agreements or Activities in the Portal.

Need assistance

If you require assistance in using the Grant Recipient Portal contact the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).