



Australian Government

Community  
Grants Hub  
Improving your grant experience



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# Searching Staff in the Grant Recipient Portal

New search functions making it easier for Organisation Administrators to find staff listed in the Portal.

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## Searching for Staff in the Portal

The following new features are now available on the Staff list in the Organisation Profile menu to assist you in finding staff in the Portal:

- a status column displayed in the staff list lets you know if a staff member is active or inactive in the system
- a new drop down filter – allowing you to list active staff, inactive staff and all staff on the system.
- A new search staff button where you can search for staff by name, email, position and contact ID.

## 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.

## How do I filter search for staff

When you select Staff in the Organisation Profile, the screen below will appear. Click on **Active**, **Inactive** or **All staff** and click on apply filter button to change the view. If you select **All staff** it will place the active contacts at the top of the list.

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**BETA** This is beta. Help us make it better for you - please [give feedback](#)

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Notifications <sup>0</sup> 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	<b>View</b>
Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	<b>View</b>

## What does the status column tell me?

The status column has been added to the view to assist you in identifying staff members who are active or inactive.

## How do I search for staff?

When you select Staff in the Organisation Profile the following screen will appear. Click on the **Search Staff** button.

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**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	<b>View</b>
Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	<b>View</b>

The screen below will appear that allows you to search by First name, Last name, Email, Position and/or Contact Id.

The screenshot shows the 'Search staff' form in the Community Grants Hub system. The form includes input fields for First Name, Last Name, and Email. There is a dropdown menu for Position with the text 'Please Select' and a text input field for Contact ID. A 'Clear' link is located below the Position dropdown, and a 'Run search' button is in the bottom right corner. The page header includes the Australian Government logo, Community Grants Hub logo, and navigation links like Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, Training and Support, and Acceptances. A user notification bar indicates 'You are currently viewing: Training Group'.

Once you have entered in the information you need to select **Run Search** to continue with the search or **Cancel** to exit the search.

When the search is complete the following screen will appear that provides you with the Name, Position, Email, System access level, System access status and Contact status of staff based on your search criteria.

Identify the staff member and click on the **View** button next to their name.

The screenshot shows the 'Search staff' results page. The search form is identical to the previous screenshot. Below the form, there is a 'Results (2)' section containing a table with the following data:

Title	First name	Last name	Status	Position	System access level	System access status	
Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	<a href="#">View</a>
Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	<a href="#">View</a>

The 'View' button for the first staff member is highlighted with a red box. The page header and navigation are the same as in the previous screenshot.

This will take you to the screen below. In this screen you can:

- Activate or Inactivate the staff member
- Update contact details
- Update their system access
- Add them as a contact to a Grant Agreement
- Add them as a contact to a Grant Activity.

The screenshot displays the 'Staff details' page in the Community Grants Hub. The page is divided into several sections:

- Navigation:** A top navigation bar includes 'Home', 'Grants', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Data Exchange', 'Training and Support', and 'Acceptances'. A user menu in the top right shows 'Notifications', 'Personal Profile', and 'Logout'. A secondary navigation bar indicates the user is currently viewing 'Training Group'.
- Left Sidebar:** An 'Organisation profile menu' includes links for 'Organisation details', 'Postal address', 'Staff' (highlighted), 'Bank accounts', and 'Acceptance administration'.
- Staff details section:** Contains a table of staff information with buttons for 'Inactivate', 'Reactivate', and 'Update'.

Title:	Mr	First name:	TRAINING	Last name:	EDITOR
Position:	Not Specified	Email:	training1@dss.gov.au	Phone:	
Status:	Active	Contact ID:	4-SYAPJ52		
- System access section:** Shows 'System access level' as 'Editor' and 'System access status' as 'Completed', with an 'Update' button.
- Contact for Grant Agreements section:** Includes a note that the staff member is not linked to any Grant Agreements and an 'Add Grant Agreement' button.
- Contact for Grant Activities section:** Includes a note that the staff member is not linked to any Activities and an 'Add Grant Activity' button.
- Footer:** A 'Return to all staff' button is located at the bottom left.

## Need assistance

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