



Searching Staff in the Grant Recipient Portal

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

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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Home

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Milestones

Applications


Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

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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

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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Notifications ⁰

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Home

Grants

Milestones

Applications


Payment Advice

Organisation Profile

Data Exchange

Training and Support

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

Organisation profile menu

Organisation details

Postal address

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Bank accounts

Acceptance administration

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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	View
▶ Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View



2 | Community Grants Hub



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

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Personal Profile

Logout

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

You are currently viewing: **Training Group**

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Search staff

First Name:

Last Name:

Email:

Position:

Contact ID:

Please Select

Clear

Run search



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.

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Personal Profile

Logout

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

You are currently viewing: **Training Group**

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Search staff

First Name:

Last Name:

Email:

Position:

Contact ID:

Please Select

Clear

Run search

Results (2)

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

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 shows the 'Staff details' page in the Community Grants Hub. The page has a sidebar menu on the left with 'Organisation profile menu' and 'Staff' selected. The main content area is titled 'Staff details' and contains several sections:

- Staff details:** A form with fields for Title (Mr), First name (TRAINING), Last name (EDITOR), Position (Not Specified), Email (training1@dss.gov.au), Phone, Status (Active), and Contact ID (4-SYAPJ2). There are red buttons for 'Inactivate', 'Reactivate', and 'Update'.
- System access:** A form with fields for System access level (Editor) and System access status (Completed). There is a red button for 'Update'.
- Contact for Grant Agreements:** A section with a red button for 'Add Grant Agreement'.
- Contact for Grant Activities:** A section with a red button for 'Add Grant Activity'.

At the bottom of the page, there is a 'Return to all staff' button.

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).