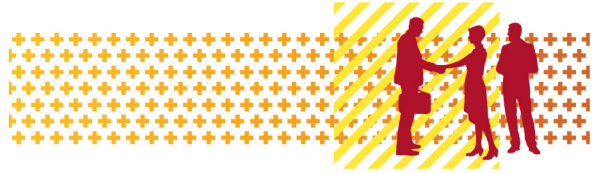




Australian Government

Community
Grants Hub
Improving your grant experience



Reactivate and Inactivate Organisation Staff

Grant Recipient Portal Task Card

Portal Access required: Administrator

The Grant Recipient Portal (Portal) enables grant recipients to reactivate and inactivate their Organisation staff records.

This task card describes the process of reactivating and inactivating Organisation staff records in the Portal.

Note: Administrators are not able to inactivate their own staff record.

What does Active and Inactive Staff mean?

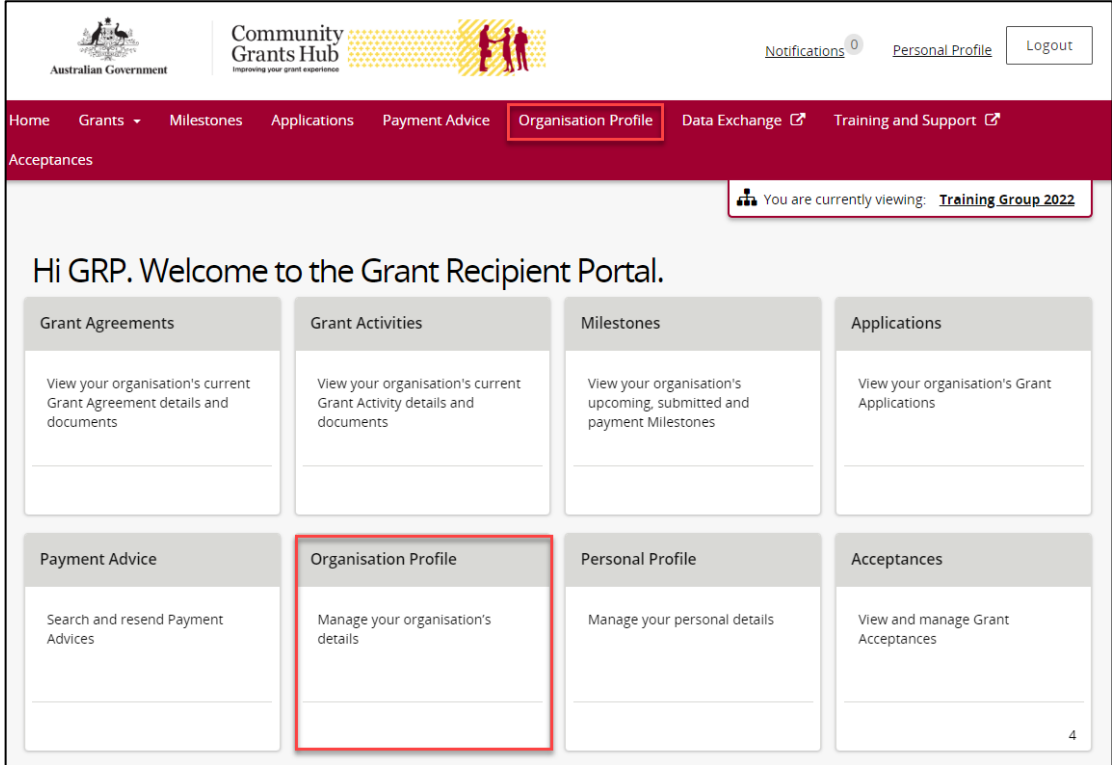
Active staff are staff members who are listed as a contact for an Organisation in the Community Grant Hub's Grant Payment System (GPS) without an end date against the record.

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

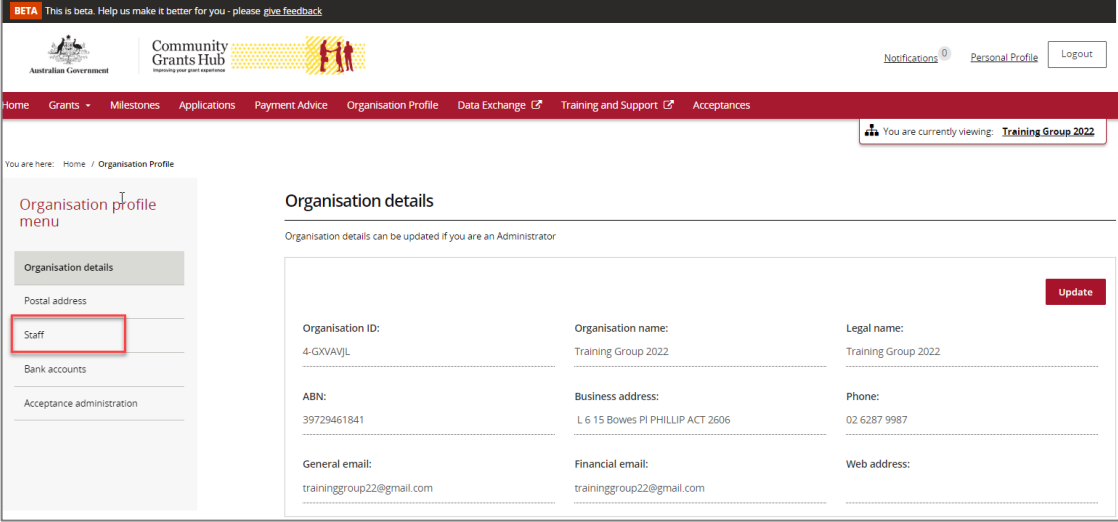
Note:

- Grant recipients are unable to see the end date in the Portal
- Contacts without an end date = Active staff (in the Portal)
- Contacts with an end date = Inactive staff (in the Portal).

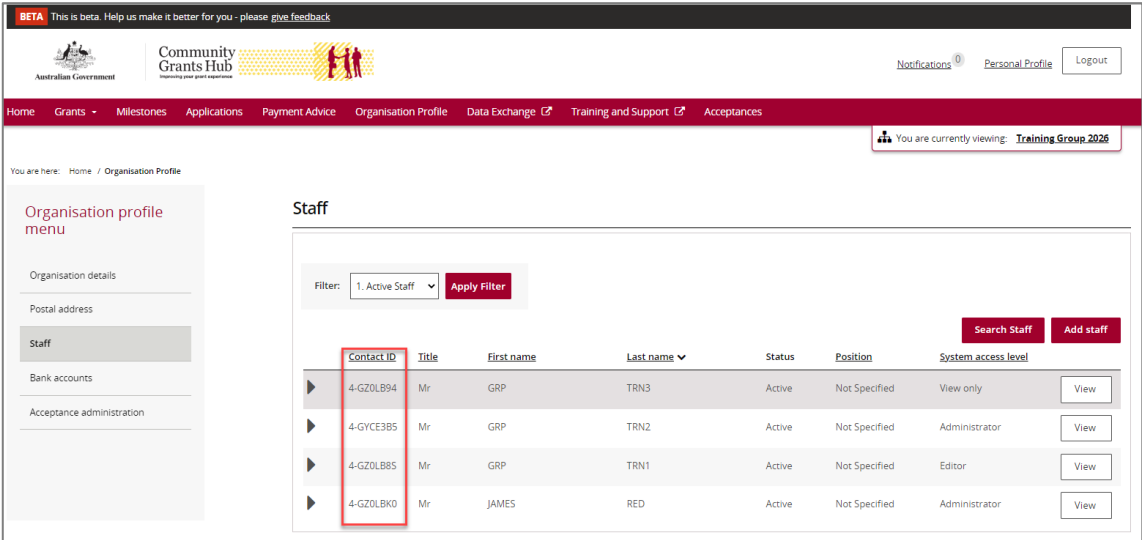
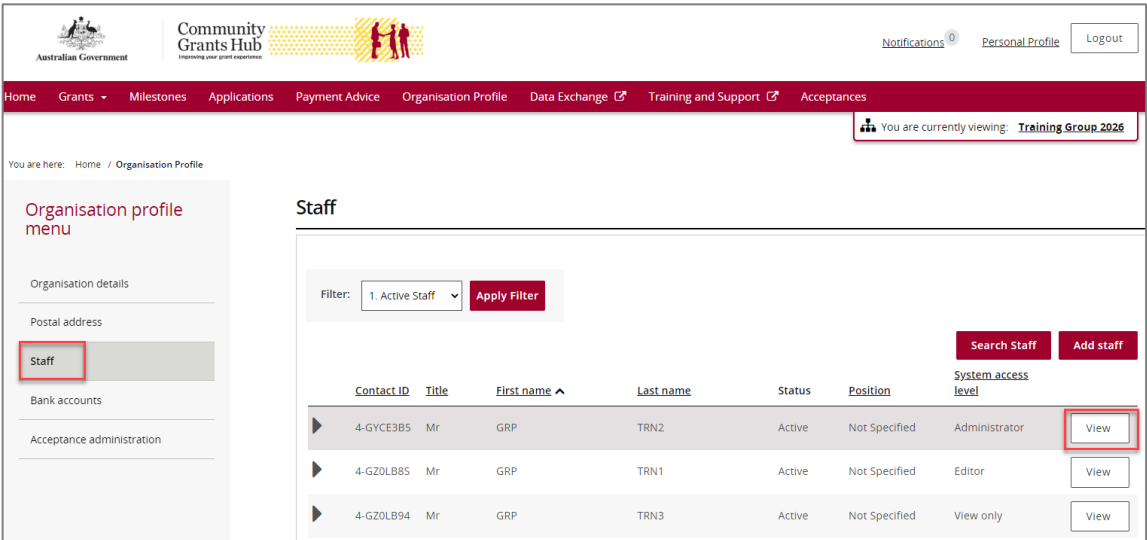
Navigating to a Staff Record

Step	Action
1	<p>From the Home screen, select the Organisation Profile tile. Alternatively, select the Organisation Profile link from the Navigation menu.</p>  <p>The screenshot shows the Community Grants Hub portal interface. At the top, there is a navigation menu with links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. Below the navigation menu, there is a header area with the Australian Government logo and the Community Grants Hub logo. A notification area shows 'Notifications 0' and a 'Personal Profile' link. A 'Logout' button is also present. The main content area displays a welcome message: 'Hi GRP. Welcome to the Grant Recipient Portal.' Below this, there are eight tiles representing different portal functions: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Personal Profile, and Acceptances. The Organisation Profile tile description is 'Manage your organisation's details'. A small notification in the top right corner of the main content area says 'You are currently viewing: Training Group 2022'. A small number '4' is visible in the bottom right corner of the Acceptances tile.</p>



Step	Action
2	<p>The Organisation Profile screen will display. Select Staff from the Organisation profile menu to display the Organisation's Staff screen.</p>  <p>The screenshot shows the 'Organisation profile menu' on the left with 'Staff' selected. The main area displays 'Organisation details' for 'Training Group 2022'. Fields include Organisation ID (4-GXVAVJL), ABN (39729461841), Organisation name (Training Group 2022), Business address (L 6 15 Bowes PI PHILLIP ACT 2606), and General email (traininggroup22@gmail.com). An 'Update' button is visible in the top right of the details section.</p>
3	<p>The Organisation's Staff screen will display. This screen displays Active Staff for the organisation by default. The Staff list can be filtered using the drop down menu to choose one of the following:</p> <ol style="list-style-type: none">1. Active Staff2. Inactive Staff3. All Staff <p>Note: All staff records display a unique Contact ID. This ID can be very helpful for identification purposes in various screens and assisting with duplicate contacts.</p> <p>You can view the Contact ID from the Staff screen.</p>



Step	Action																																			
	 <p>The screenshot shows the 'Staff' page in the Community Grants Hub. A table lists staff members with columns for Contact ID, Title, First name, Last name, Status, Position, and System access level. The 'Contact ID' column is highlighted with a red box.</p> <table border="1"><thead><tr><th>Contact ID</th><th>Title</th><th>First name</th><th>Last name</th><th>Status</th><th>Position</th><th>System access level</th></tr></thead><tbody><tr><td>4-GZ0LB94</td><td>Mr</td><td>GRP</td><td>TRN3</td><td>Active</td><td>Not Specified</td><td>View only</td></tr><tr><td>4-GYCE3B5</td><td>Mr</td><td>GRP</td><td>TRN2</td><td>Active</td><td>Not Specified</td><td>Administrator</td></tr><tr><td>4-GZ0LB85</td><td>Mr</td><td>GRP</td><td>TRN1</td><td>Active</td><td>Not Specified</td><td>Editor</td></tr><tr><td>4-GZ0LBK0</td><td>Mr</td><td>JAMES</td><td>RED</td><td>Active</td><td>Not Specified</td><td>Administrator</td></tr></tbody></table>	Contact ID	Title	First name	Last name	Status	Position	System access level	4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	View only	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	4-GZ0LBK0	Mr	JAMES	RED	Active	Not Specified	Administrator
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4	<p>To view additional information about an Organisation staff member select the View button next to the staff member.</p>  <p>The screenshot shows the 'Staff' page with the 'View' button for the staff member with Contact ID 4-GYCE3B5 highlighted with a red box.</p> <table border="1"><thead><tr><th>Contact ID</th><th>Title</th><th>First name</th><th>Last name</th><th>Status</th><th>Position</th><th>System access level</th></tr></thead><tbody><tr><td>4-GYCE3B5</td><td>Mr</td><td>GRP</td><td>TRN2</td><td>Active</td><td>Not Specified</td><td>Administrator</td></tr><tr><td>4-GZ0LB85</td><td>Mr</td><td>GRP</td><td>TRN1</td><td>Active</td><td>Not Specified</td><td>Editor</td></tr><tr><td>4-GZ0LB94</td><td>Mr</td><td>GRP</td><td>TRN3</td><td>Active</td><td>Not Specified</td><td>View only</td></tr></tbody></table>	Contact ID	Title	First name	Last name	Status	Position	System access level	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	View only							
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5	<p>The Staff details screen will display.</p> <p>This screen has four sections:</p> <ul style="list-style-type: none">• Staff details• System access• Contact for Grant Agreements																																			



Step	Action
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- Contact for Grant Activities.

This screen is where you will reactivate or inactivate staff records.

For Active Staff records the Inactivate button is enabled.

For Inactive Staff records the Reactivate button is enabled.

Example of Active Staff record

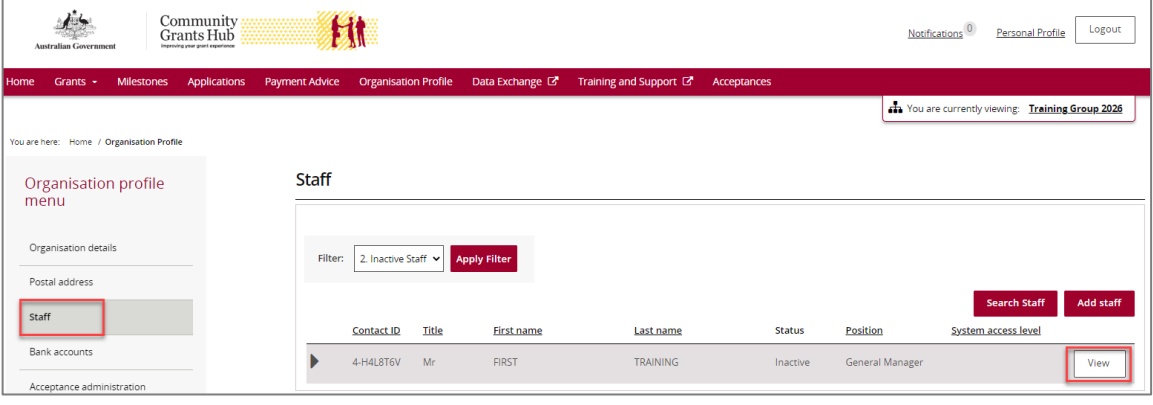


Step	Action
	<p>Example of Inactive Staff record</p>

Reactivating a Staff Record

Step	Action
6	<p>To reactivate a staff record, from the Staff details screen select 2. Inactive Staff from the drop down menu and select Apply Filter to view inactive staff for the Organisation.</p> <p>Note: To reactivate a staff record there must be an existing inactive staff record for the Organisation.</p>
7	<p>The list of Inactive Staff will display. Select the View button next to the staff member you want to reactivate.</p>



Step	Action
	
8	<p>The staff details screen will display.</p> <p>This screen has four sections:</p> <ul style="list-style-type: none"> • Staff details • System access • Contact for Grant Agreements • Contact for Grant Activities <p>As this contact is inactive, only the Reactivate button will be enabled.</p> <p>Select the Reactivate button to update the Staff record as an active contact for the Organisation.</p> <p>Note: Reactivating staff at this level does not re-establish any prior relationships to Agreements or Activities in the Portal. For further details refer to the Update Grant Agreement Contacts Task Card and Update Grant Activity Contacts Task Card which are available on the Portal Training and Support page of the Hub’s website.</p>



Step	Action
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Your contact is now active and listed in the Organisation's Active Staff list.

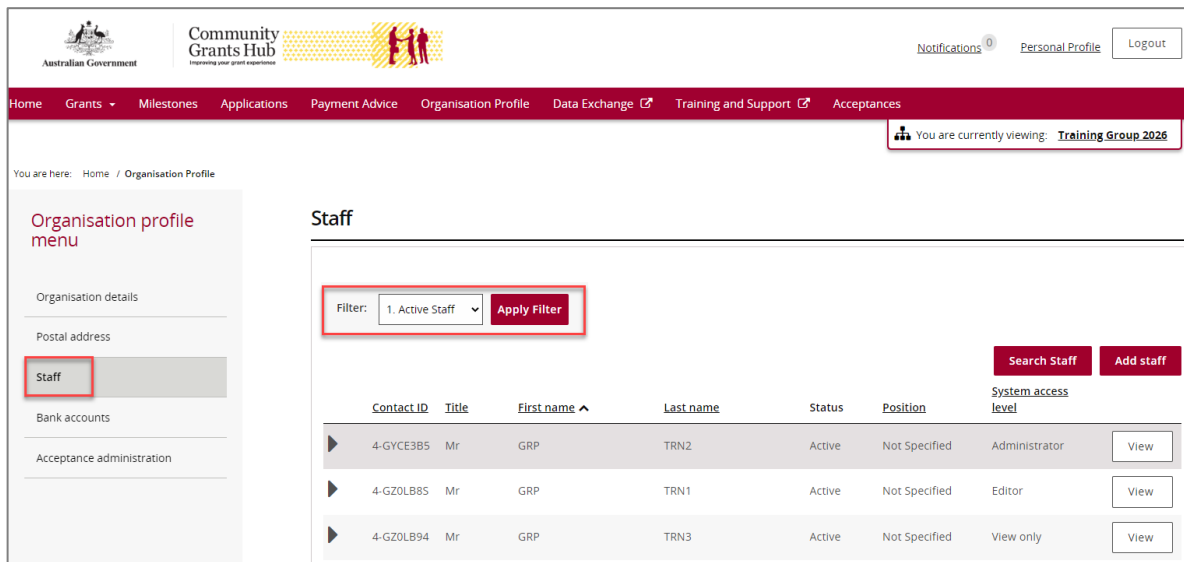
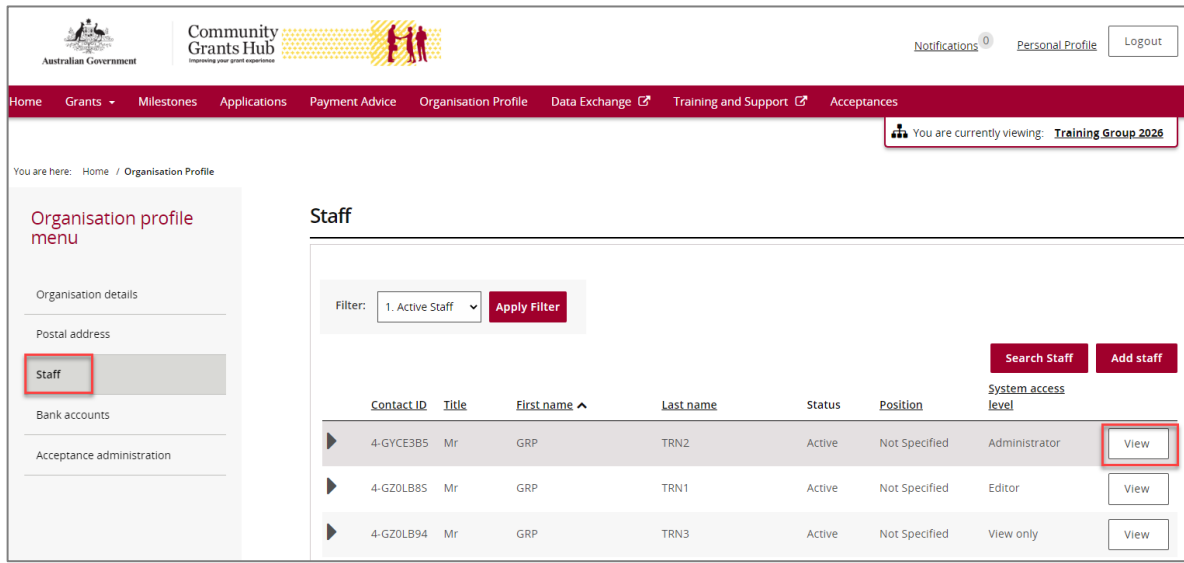
Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
4-H9M66Y5	Master	STAFF 2	STAFF 2	Active	Not Specified	No Access	View

Inactivating a Staff Record

Step	Action
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9	<p>To inactivate a staff record, from the Staff details screen select 1. Active Staff from the drop down menu and select Apply Filter to view active contacts for the Organisation.</p> <p>Note: To inactivate a staff record there must be an existing active staff record for the Organisation.</p>
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Step	Action																																
	 <p>The screenshot shows the 'Staff' page in the Community Grants Hub. The 'Organisation profile menu' on the left has 'Staff' highlighted. The 'Staff' section has a filter set to '1 Active Staff' and an 'Apply Filter' button. Below the filter is a table with the following data:</p> <table border="1"><thead><tr><th>Contact ID</th><th>Title</th><th>First name</th><th>Last name</th><th>Status</th><th>Position</th><th>System access level</th><th>View</th></tr></thead><tbody><tr><td>4-GYCE3B5</td><td>Mr</td><td>GRP</td><td>TRN2</td><td>Active</td><td>Not Specified</td><td>Administrator</td><td>View</td></tr><tr><td>4-GZ0LB85</td><td>Mr</td><td>GRP</td><td>TRN1</td><td>Active</td><td>Not Specified</td><td>Editor</td><td>View</td></tr><tr><td>4-GZ0LB94</td><td>Mr</td><td>GRP</td><td>TRN3</td><td>Active</td><td>Not Specified</td><td>View only</td><td>View</td></tr></tbody></table>	Contact ID	Title	First name	Last name	Status	Position	System access level	View	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View	4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View	4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	View only	View
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10	The list of Active Staff will display. Select the View button next to the staff member you want to inactivate.																																
	 <p>This screenshot is identical to the previous one, but the 'View' button for the first staff member (Contact ID 4-GYCE3B5) is highlighted with a red box.</p>																																
11	The Staff details screen will display. This screen has four sections: <ul style="list-style-type: none">• Staff details• System access																																



Step	Action
	<ul style="list-style-type: none">• Contact for Grant Agreements• Contact for Grant Activities. <p>As this contact is Active, the Inactivate button is enabled.</p> <p>Select the Inactivate button to update the Staff record as an Inactive contact for the Organisation.</p> <p>Note:</p> <ul style="list-style-type: none">• A staff record cannot be inactivated if it is the Primary Contact for a current Agreement, Program Schedule, or Activity until another Primary Contact is assigned.• If the staff record has a 'requested' access status, it also cannot be inactivated and an error message will appear. Please contact the Portal Helpdesk for assistance with this error. <div data-bbox="268 1010 1444 1518"></div>



Step	Action																																								
	<p>Your contact is now Inactive and listed in the Organisation's Inactive Staff list.</p> <p>The screenshot displays the 'Staff' section of the Community Grants Hub. A filter is set to '2 Inactive Staff'. The table below lists the inactive staff members:</p> <table border="1"><thead><tr><th>Contact ID</th><th>Title</th><th>First name</th><th>Last name</th><th>Status</th><th>Position</th><th>System access level</th><th>View</th></tr></thead><tbody><tr><td>4-H9M66TS</td><td>Master</td><td>STAFF 1 FIRST NAME</td><td>STAFF 1 LAST NAME</td><td>Inactive</td><td>Not Specified</td><td>No Access</td><td>View</td></tr><tr><td>4-H9M66V0</td><td>Miss</td><td>STAFF 2</td><td>STAFF 2</td><td>Inactive</td><td>Not Specified</td><td>No Access</td><td>View</td></tr><tr><td>4-H9M66W5</td><td>Master</td><td>STAFF 3</td><td>STAFF 3</td><td>Inactive</td><td>Not Specified</td><td>No Access</td><td>View</td></tr><tr><td>4-H9M66Y5</td><td>Master</td><td>STAFF 2</td><td>STAFF 2</td><td>Inactive</td><td>Not Specified</td><td>No Access</td><td>View</td></tr></tbody></table>	Contact ID	Title	First name	Last name	Status	Position	System access level	View	4-H9M66TS	Master	STAFF 1 FIRST NAME	STAFF 1 LAST NAME	Inactive	Not Specified	No Access	View	4-H9M66V0	Miss	STAFF 2	STAFF 2	Inactive	Not Specified	No Access	View	4-H9M66W5	Master	STAFF 3	STAFF 3	Inactive	Not Specified	No Access	View	4-H9M66Y5	Master	STAFF 2	STAFF 2	Inactive	Not Specified	No Access	View
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Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am – 5:00pm (AEST/AEDT)