





Search for Organisation Staff

Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

The Grant Recipient Portal (Portal) enables grant recipients to view and search for Organisation Staff in the Portal.

This task card describes the key functions available for Portal users to view and search for staff within their Organisation.

Viewing a Staff record

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	From the Home screen, select the Organisation Profile tile. Alternatively, select the Organisation Profile link from the Navigation menu.									
	Australian Government	nunity s Hub		Notificati	ons ⁰ Personal Profile Logout					
Hon	ne Grants - Milestones Ap eptances	plications Payment Advice O	rganisation Profile Data	Exchange 🗗	Training and Support 🕻					
				👍 You are c	urrently viewing: Training Group 2022					
	Hi GRP. Welcome to	o the Grant Recipi	ent Portal.							
	Grant Agreements	Grant Activities	Milestones		Applications					
	View your organisation's current Grant Agreement details and documents	View your organisation's current Grant Activity details and documents	View your organisatic upcoming, submittec payment Milestones	on's and	View your organisation's Grant Applications					
	Payment Advice	Organisation Profile	Personal Profile		Acceptances					
	Search and resend Payment Advices	Manage your organisation's details	Manage your person	al details	View and manage Grant Acceptances					
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Org	ganisation profile	Organisation details								
me	nu	Organisation details can be updated if you are an A	dministrator							
Post	tal address			Upda						
Staff	ff	Organisation ID: 4-GXVAVJL	Organisation name: Training Group 2022	Legal name: Training Group 2022						
Acce	eptance administration	ABN: 39729461841	Business address: L 6 15 Bowes PI PHILLIP ACT 2606	Phone: 02 6287 9987						
		General email:	Financial email:	Web address:						
		traininggroup22@gmail.com	traininggroup22@gmail.com							
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Organisation profile menu	Staff			
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	4-GZOLB85 Mr	GRP TRN1	Active Not	t Specified Editor
	4-GYCE3B5 Mr	GRP TRN2	Active Not	t Specified Administrator
	4-GZOLB94 Mr	GRP TRN3	Active Not	t Specified No Access
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Searching for Organisation Staff

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You	u are here: Home / Organisation Pro	file									
	Organisation profile menu		Staff								
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	Staff			Contact ID	<u>Title</u>	First name 🔨	<u>Last name</u>	Status	Position	System access level	
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	Acceptance administration		•	4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
			•	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View

	Action									
7	The Search staff screen will display. This screen allows you to search by First name, Last Name Email, Position and/or Contact Id.									
	BETA This is beta. Help us make it better for you- Australian Covernment Community Grants Hub	- please <u>give feedback</u>		Notifications ⁽⁰⁾ Personal Profile Logou						
	Home Grants - Milestones Application	ns Payment Advice Organisation Profile Dat	ta Exchange 🕼 Training and Support 🕼 Acceptances	A You are currently viewing: Training Group						
	Organisation profile menu	Search staff								
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	Home Grants - Milestones Application	ns Payment Advice Organisati Search staff	on Profile	Data Exchange 🧭 🛛 T	raining and Support C Ac	ceptances	A You	are currently viewing. <u>Irair</u>	ing Group 2022	
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Staff	Title: Mr	First name:	Last name: TRN3	
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	This Staff member is not linked to any Activities.			

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: <u>GRP.Helpdesk@communitygrants.gov.au</u>

Phone: 1800 020 283 (Option 5)

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