



Search for Organisation Staff

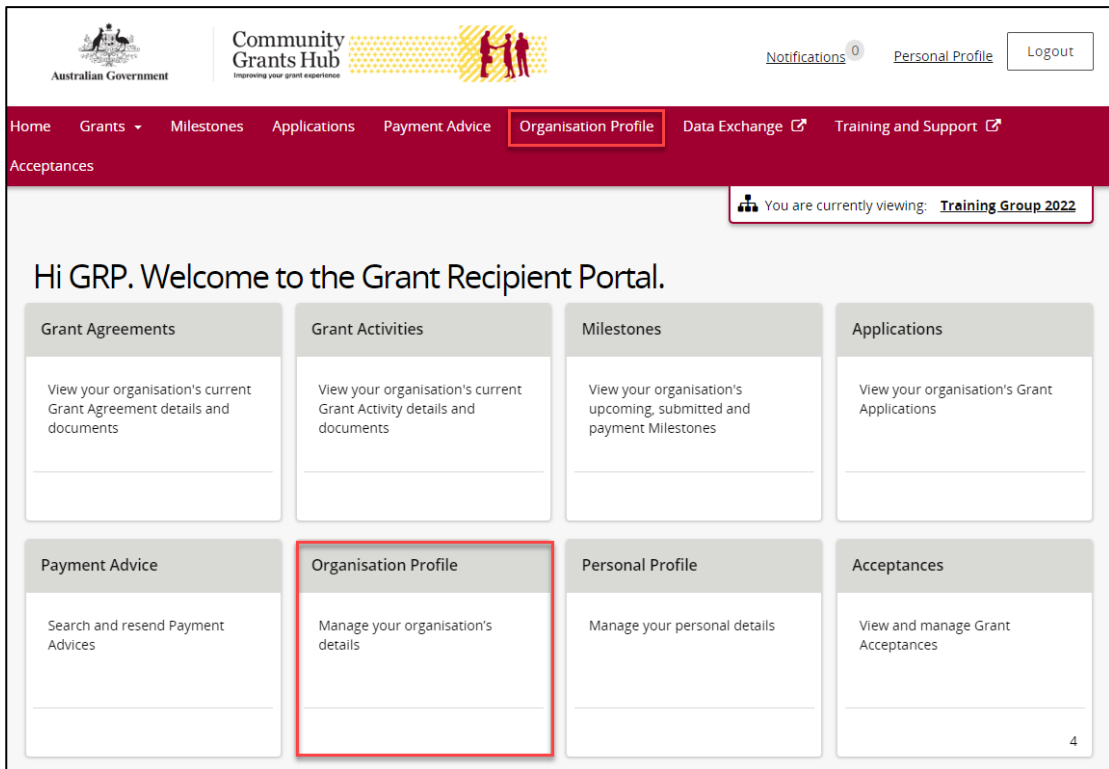
Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

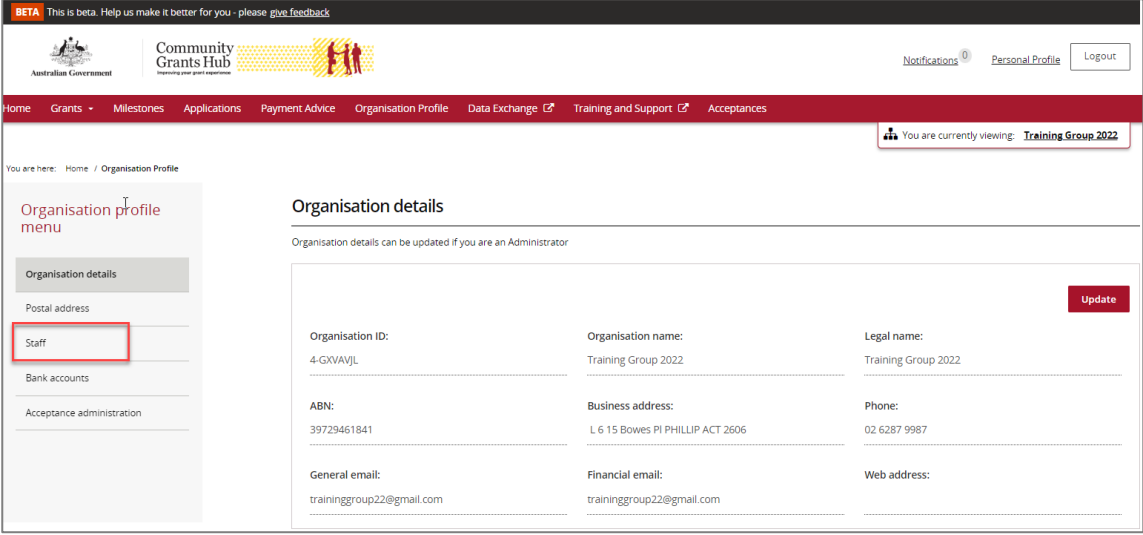
The Grant Recipient Portal (Portal) enables grant recipients to view and search for Organisation Staff in the Portal.

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

Viewing a Staff record

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 Grant Recipient Portal interface. At the top, there is a header with the Australian Government logo, Community Grants Hub logo, and navigation links: Notifications, Personal Profile, and Logout. Below the header is a navigation menu with links: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. Below the navigation menu is a dashboard with a welcome message: 'Hi GRP. Welcome to the Grant Recipient Portal.' The dashboard contains eight tiles: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Personal Profile, and Acceptances. The Organisation Profile tile is described as 'Manage your organisation's details'.</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> 
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>Active staff are staff members who are listed as a contact for an Organisation in the Community Grant Hub's (Hub's) Grant Payment System (GPS) without an end date against the record.</p> <p>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.</p> <p>Note:</p> <ul style="list-style-type: none">• Grant recipients are unable to see the end date in the Portal• Contacts without an end date = Active staff (in Portal)• Contacts with an end date = Inactive staff (in Portal). <p>The Status column displayed in this screen will show the Status of each contact.</p>



Step

Action

Home

Grants

Milestones

Applications

Payment Advice

Organisation Profile

Data Exchange

Training and Support

Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1. Active Staff 2. Inactive Staff 3. All Staff

Apply Filter

Search Staff

Add staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GYWERR	Captain	RAYMOND	HOLT	Active	Senior Manager	Editor	View
4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View

Note: All staff records display a unique Contact ID. This ID can be very helpful for identification purposes in various areas and assisting with duplicate contacts.

You can view the **Contact ID** from the Organisation's Staff screen.

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

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 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1. Active Staff

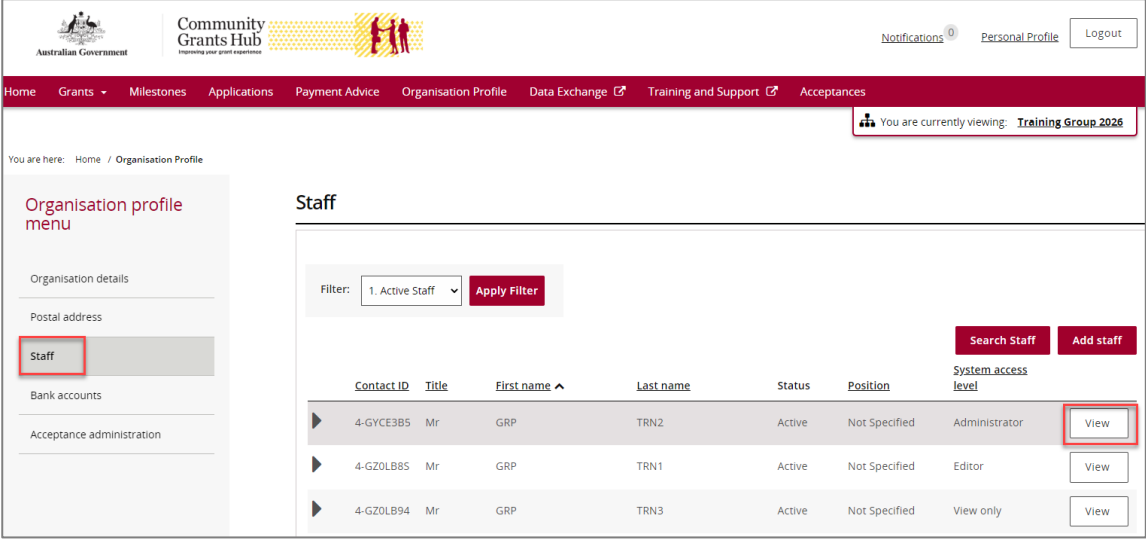
Apply Filter

Search Staff

Add staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	View only	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZOLBK0	Mr	JAMES	RED	Active	Not Specified	Administrator	View



Step	Action
4	<p>To view additional information about an Organisation staff member select the View button next to the staff member.</p> <div></div>
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• Contact for Grant Activities.



Step	Action
	<div><div><div><div>Home</div><div>Grants</div><div>Milestones</div><div>Applications</div><div>Payment Advice</div><div>Organisation Profile</div><div>Data Exchange</div><div>Training and Support</div><div>Acceptances</div></div><div>You are currently viewing: Training Group 2022</div></div><div><div>You are here: Home / Organisation Profile</div><div><div>Organisation profile menu</div><div>Organisation details</div><div>Postal address</div><div>Staff</div><div>Bank accounts</div><div>Acceptance administration</div></div></div><div><div>Staff details</div><div><div>Inactivate</div><div>Reactivate</div><div>Update</div></div><div><div>Title: Mr</div><div>First name: GRP</div><div>Last name: TRN3</div></div><div><div>Position: Not Specified</div><div>Email: uat3dss@dss.fms.gov.au</div><div>Phone: 02 9332 3232</div></div><div><div>Status: Active</div><div>Contact ID: 4-GZ0LB94</div></div></div><div><div>System access</div><div><div>Update</div></div><div><div>System access level: No Access</div><div>System access status: Completed</div></div></div><div><div>Contact for Grant Agreements</div><div><div>Add Grant Agreement</div></div><div><div>This Staff member is not linked to any Grant Agreement.</div></div></div><div><div>Contact for Grant Activities</div><div><div>Add Grant Activity</div></div><div><div>This Staff member is not linked to any Activities.</div></div></div></div>

Searching for Organisation Staff

Step	Action																																
6	<div><div>From the Organisation's Staff Screen, select Search Staff.</div><div><div><div>Home</div><div>Grants</div><div>Milestones</div><div>Applications</div><div>Payment Advice</div><div>Organisation Profile</div><div>Data Exchange</div><div>Training and Support</div><div>Acceptances</div></div><div>You are currently viewing: Training Group 2022</div></div><div><div>You are here: Home / Organisation Profile</div><div><div>Organisation profile menu</div><div>Organisation details</div><div>Postal address</div><div>Staff</div><div>Bank accounts</div><div>Acceptance administration</div></div></div><div><div>Staff</div><div><div>Filter: 1 Active Staff</div><div>Apply Filter</div></div><div><div>Search Staff</div><div>Add staff</div></div><table><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></th></tr></thead><tbody><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>No Access</td><td>View</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><td>View</td></tr></tbody></table></div></div>	Contact ID	Title	First name	Last name	Status	Position	System access level		4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View	4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
Contact ID	Title	First name	Last name	Status	Position	System access level																											
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View																										
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View																										
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View																										



Step	Action																																
9	<p>The search results will display when the search is complete.</p> <p>To view additional information about an Organisation staff member select the View button next to the staff member.</p> <div><div><div>Home</div><div>Grants</div><div>Milestones</div><div>Applications</div><div>Payment Advice</div><div>Organisation Profile</div><div>Data Exchange</div><div>Training and Support</div><div>Acceptances</div></div><div>You are currently viewing: Training Group 2022</div><div><div>Organisation profile menu</div><div>Organisation details</div><div>Postal address</div><div>Staff</div><div>Bank accounts</div><div>Acceptance administration</div></div><div><div>Search staff</div><div><div>First Name: GRP</div><div>Last Name:</div><div>Email:</div><div>Position: Please Select</div><div>Contact ID:</div></div><div>Clear</div><div>Run search</div></div><div><div>Results (3)</div><table><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></th></tr><tr><td>4-GZ0LB94</td><td>Mr</td><td>GRP</td><td>TRN3</td><td>Active</td><td>Not Specified</td><td>No Access</td><td>View</td></tr><tr><td>4-GZ0LB8S</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-GYCE3BS</td><td>Mr</td><td>GRP</td><td>TRN2</td><td>Active</td><td>Not Specified</td><td>Administrator</td><td>View</td></tr></table></div></div>	Contact ID	Title	First name	Last name	Status	Position	System access level		4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View	4-GZ0LB8S	Mr	GRP	TRN1	Active	Not Specified	Editor	View	4-GYCE3BS	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
Contact ID	Title	First name	Last name	Status	Position	System access level																											
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View																										
4-GZ0LB8S	Mr	GRP	TRN1	Active	Not Specified	Editor	View																										
4-GYCE3BS	Mr	GRP	TRN2	Active	Not Specified	Administrator	View																										
10	<p>The Staff details screen will display.</p> <p>This screen has four sections:</p> <ul style="list-style-type: none">Staff detailsSystem accessContact for Grant AgreementsContact for Grant Activities.																																



Step	Action
	<div><div><div>Home</div><div>Grants</div><div>Milestones</div><div>Applications</div><div>Payment Advice</div><div>Organisation Profile</div><div>Data Exchange</div><div>Training and support</div><div>Acceptances</div></div><div>You are currently viewing: Training Group 2022</div></div> <div><div><div>You are here: Home / Organisation Profile</div><div>Organisation profile menu</div><div>Organisation details</div><div>Postal address</div><div>Staff</div><div>Bank accounts</div><div>Acceptance administration</div></div><div><div><div>Staff details</div><div>Staff details</div><div><div>Title: Mr</div><div>First name: GRP</div><div>Last name: TRH3</div><div>Position: Not Specified</div><div>Email: uat3dss@dss.fms.gov.au</div><div>Phone: 02 3232 3232</div><div>Status: Active</div><div>Contact ID: 4-G20LB94</div><div><div>Inactivate</div><div>Reactivate</div><div>Update</div></div></div><div><div>System access</div><div><div>System access level: No Access</div><div>System access status: Completed</div><div><div>Update</div></div></div></div><div><div>Contact for Grant Agreements</div><div><div>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:</div><div><div>This Staff member is not linked to any Grant Agreement.</div><div><div>Add Grant Agreement</div></div></div></div><div><div>Contact for Grant Activities</div><div><div>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:</div><div><div>This Staff member is not linked to any Activities.</div><div><div>Add Grant Activity</div></div></div></div></div></div></div></div></div>

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)