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** |
| --- | --- |
|  | From the Home screen, select the **Organisation Profile** tile. Alternatively, select the **Organisation Profile** link from the Navigation menu.  This screenshot is of the Home page for the Grant Recipient Portal. It shows tiles for different areas of the Portal such as Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile and Acceptances. The Organisation Profile is highlighed. |
|  | The Organisation Profile screen will display. Select **Staff** from the Organisation profile menu to display the Organisation’s Staff screen.  Screenshot of the Organisation details screen with the Staff button on the left hand side menu highlighted. |
|  | 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** menutochoose one of the following:   1. Active Staff 2. Inactive Staff 3. All Staff   **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.  **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 Portal) * Contacts with an end date = Inactive staff (in Portal).   The **Status** column displayed in this screen will show the Status of each contact.  Screenshot of the Organisation details > Staff screen with the Status column highlighted.  **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**.**  Screenshot of the Organisation details > Staff screen with the Contact ID column highlighted. |
|  | To view additional information about an Organisation staff member select the **View** button next to the staff member.  Screenshot of the Organisation details > Staff screen with the Staff button and View button highlighted. |
|  | The Staff details screen will display.  This screen has four sections:   * Staff details * System access * Contact for Grant Agreements * Contact for Grant Activities.   Screenshot of the Organisation details > Staff > Add staff details screen with the Staff button, Staff details heading, System access heading, Contact for Grant Agreement heading and Contact for Grant Activities heading highlighted. |

# Searching for Organisation Staff

| **Step** | **Action** |
| --- | --- |
|  | From the Organisation’s Staff Screen, select **Search Staff**.  Screenshot of the Organisation details > Staff screen with the Search staff button highlighted |
|  | The Search staff screen will display. This screen allows you to search by First name, Last Name, Email, Position and/or Contact Id.  Screenshot of the Search staff screen. Organisation's can search by First Name, Last Name, Email, Position or Contact ID |
|  | Once you have entered the information, select **Run Search** to continue with the search or **Clear** to exit the search.  Screenshot of the Search Staff screen with the Staff button on the left-hand side menu highlighted, as well as the Search Staff heading, all of the search boxes, the clear screen button and the Run Search button |
|  | The search results will display when the search is complete.  To view additional information about an Organisation staff member select the **View** button next to the staff member.  Screenshot of the Search Staff screen with results from the staff search function. The screenshot shows 3 contact results with the View column highlighted. |
|  | The Staff details screen will display.  This screen has four sections:   * Staff details * System access * Contact for Grant Agreements * Contact for Grant Activities.   Screenshot of the Organisation details > Staff > staff details screen with the Staff button, Staff details heading, System access heading, Contact for Grant Agreement heading and Contact for Grant Activities heading highlighted. |

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone**: 1800 020 283 (Option 5)

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