



Search for Organisation Staff

Task Card

The Grant Recipient Portal (Portal) allows users to view staff records and search for staff members linked to their organisation. This task card explains how to access staff records and use the staff search function.

Portal access required: Administrator, Editor or View Only.

Quick Links

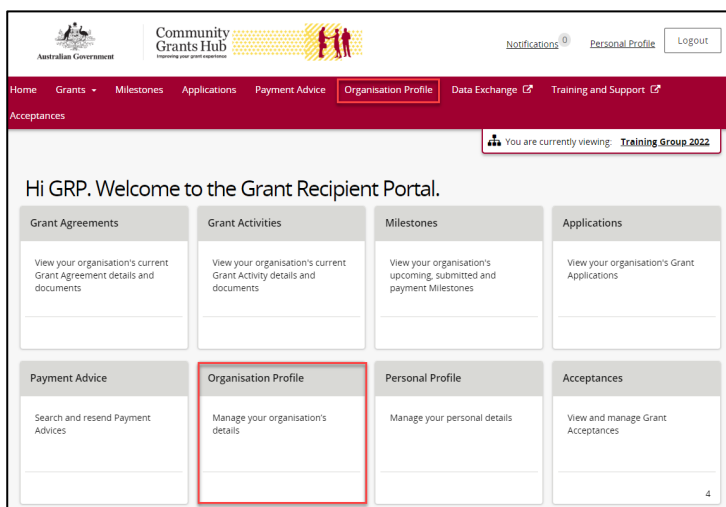
[View a Staff Record](#)

[Search for Organisation Staff](#)

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View a Staff Record

From the Portal home page, select the **Organisation Profile** tile, or link from the navigation menu.



On the Organisation Profile page, select **Staff** from the menu on the left. The Staff page will open

You are here: Home / Organisation Profile

Organisation details

Organisation details can be updated if you are an Administrator

Update

Organisation ID: 4-GX(VA)JL	Organisation name: Training Group 2022	Legal name: Training Group 2022
ABN: 39729461841	Business address: L 6 15 Bowes PI PHILLIP ACT 2606	Phone: 02 6287 9987
General email: traininggroup22@gmail.com	Financial email: traininggroup22@gmail.com	Web address:

The Staff page displays a list of staff linked to your organisation. Active staff are shown by default.

The **Status** column shows whether a staff member is active or inactive.

Use the filter to choose:

- Active Staff
- Inactive Staff
- All Staff

Active staff are current organisation contacts in the Community Grant Hub's Grant Payment System with no end date.

Inactive staff are former organisation contacts who have an end date recorded in the Community Grant Hub's Grant Payment System.

The Portal will not show the end date.

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Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

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

Each staff record includes a unique **Contact ID** that can be used to identify contacts and help manage duplicate records.

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Organisation profile menu

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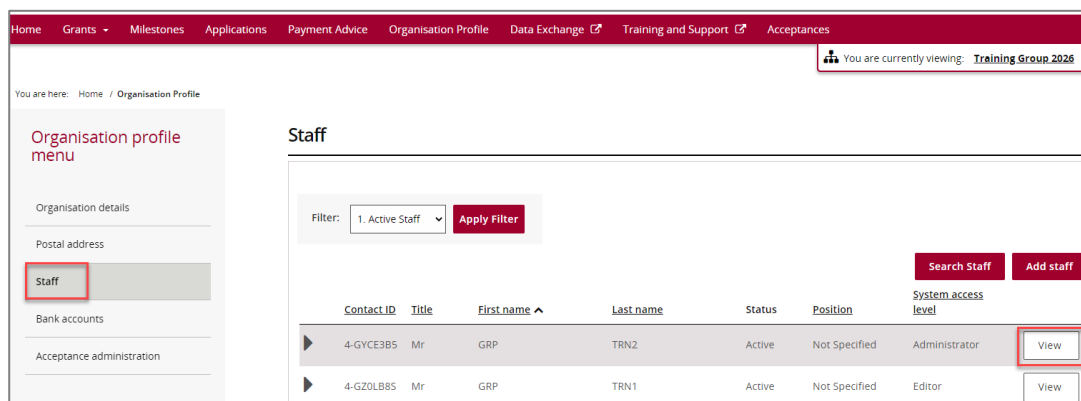
Acceptance administration

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

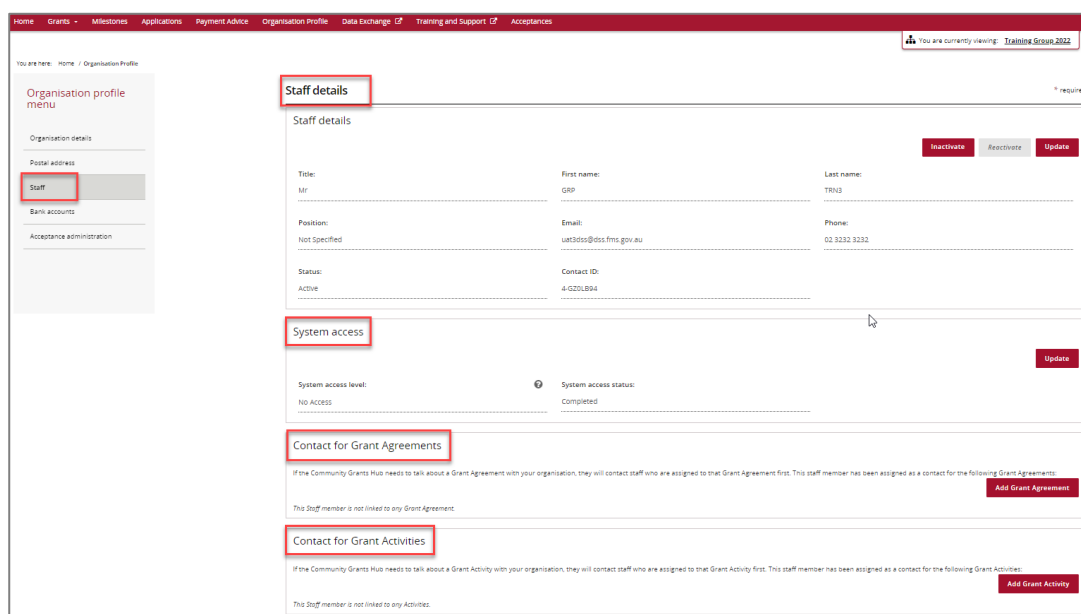
To view more information about a staff member, select **View** next to their name.



The **Staff Details** page displays information about the staff member.

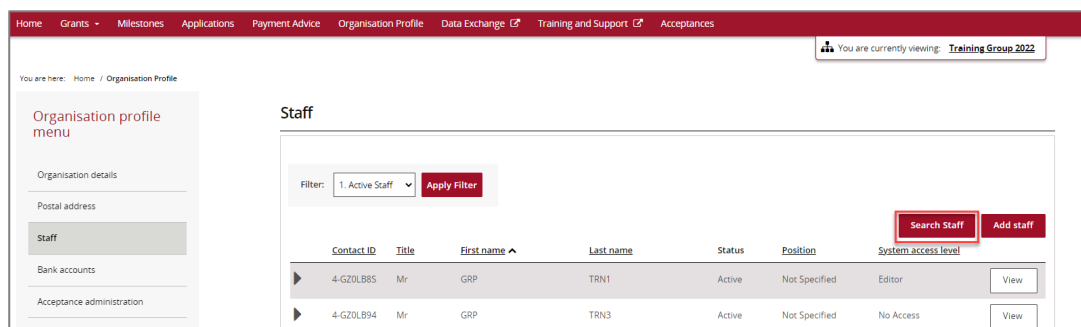
The page includes:

- Staff Details
- System Access
- Contact for Grant Agreements
- Contact for Grant Activities



Search for Organisation Staff

From the Staff page, select **Search Staff**.



The **Search Staff** page allows you to search for staff members using one or more of the following fields:

- First Name

- Last Name
- Email
- Position
- Contact ID

Enter the search details and select **Run Search**.

If you want to clear the search fields and start again, select **Clear**.

Search results will be displayed below the search fields.

To open a staff record, select **View** next to the staff member's name.

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

Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.