

## Notes Tab

1. To view Grant Project notes, click the **Notes** tab.

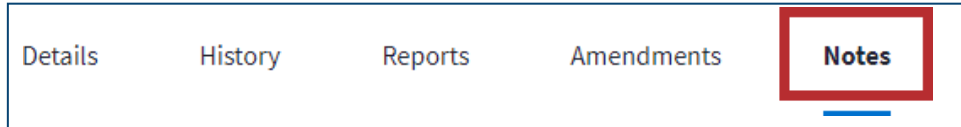


Figure 1: Grant Details screen with Notes tab

2. The **Notes** tab opens. Features within this tab are currently unavailable. A “Coming Soon” message appears in the middle of the tab.

Note: For some Non-Discretionary only users, the Reports tab will display a “Coming Soon” message. No other actions are available, so the users will not see an option to return to the Classic view.

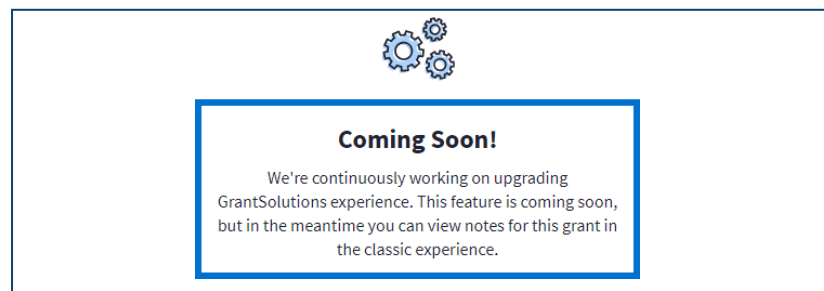


Figure 2: Notes tab with Coming Soon message

3. If you have the ability to access grant notes, you may click the **View Grant Notes** button below the “Coming Soon” message.

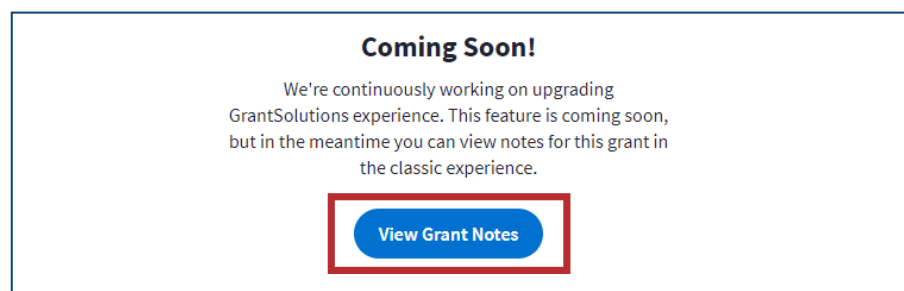


Figure 3: Notes tab with View Grant Notes button

4. Users are routed to the *Grant Notes* screen in the GrantSolutions GMM.

**Grant Notes**

Grant Number

Grantee Name

Project Start Date

Project End Date

10/01/2015

09/30/2017

Grant Note Create Date

From

To

Grant Note Type

Grant Note Category

Author

Subject

Hide Automatic Notes

--All--

--All--

--All--

☒

Add

Search

Total 0 notes

No Records

Add

Cancel

Has Attachment

Edit Note

Delete Note

View Note