

Quick Sheet: Using the Showme Feature in the GMM

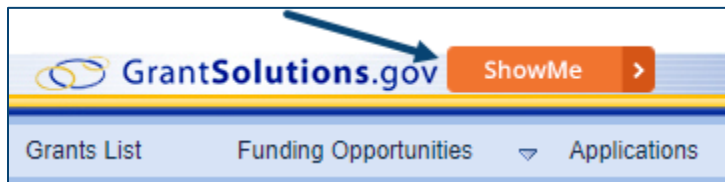
Audience: Grantors with the ShowMe Feature Enabled

PURPOSE

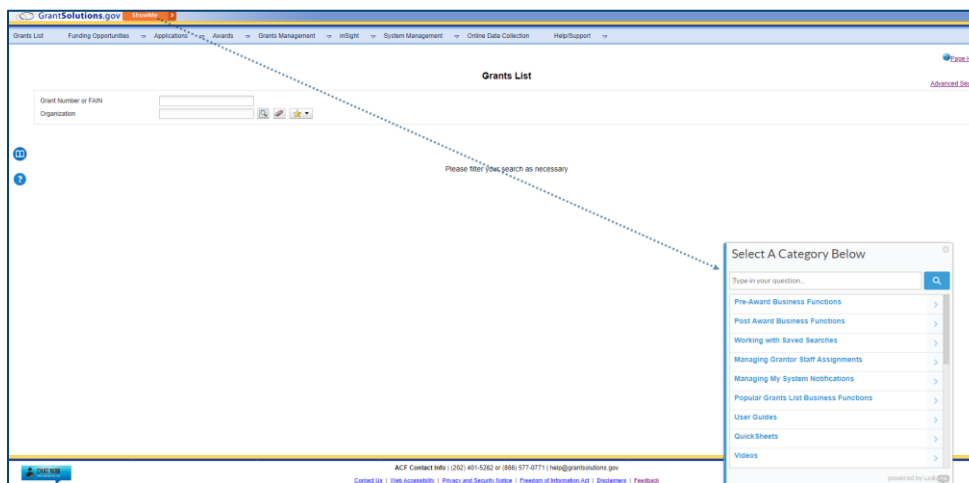
This Quick Sheet provides instructions for accessing and utilizing help content through the ShowMe feature in the GrantSolutions Grants Management Module (GMM).

ACCESS SHOWME FEATURE

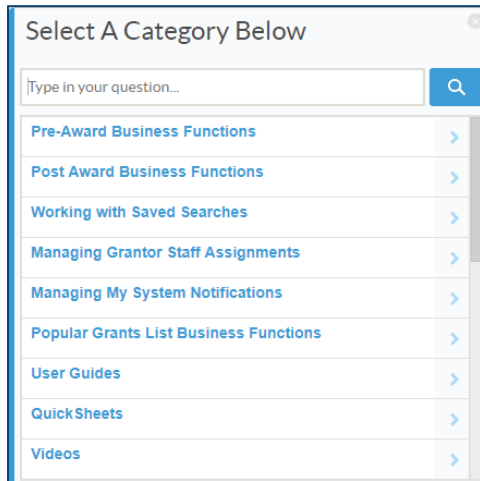
1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. The “Grants List Simple Search” screen appears. On the left side of the screen, the **ShowMe** button is visible next to the GrantSolutions.gov logo.



3. To launch the help menu, click the **ShowMe** button. The menu window opens at the bottom of the “Grant List Simple Search” screen.

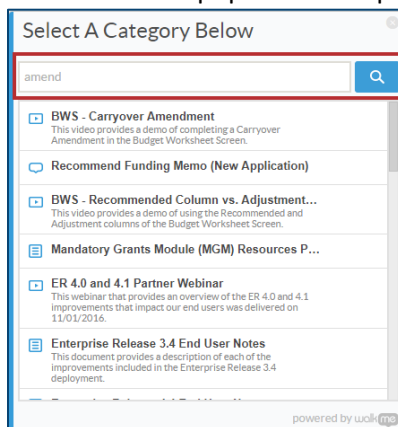


4. The Help Menu contains a list of content topics and a search field.



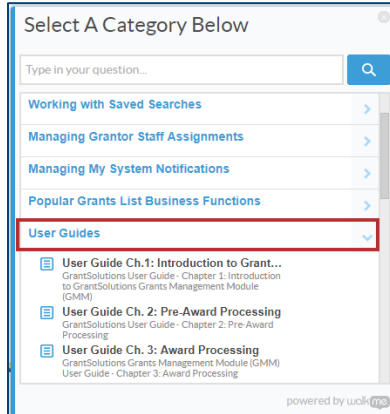
5. When searching:

- If using the search field, enter a **question/keyword** in the textbox. Results automatically populate to display related ShowMe content.






- If selecting a category to search, click a **topic name** to display the related ShowMe content.

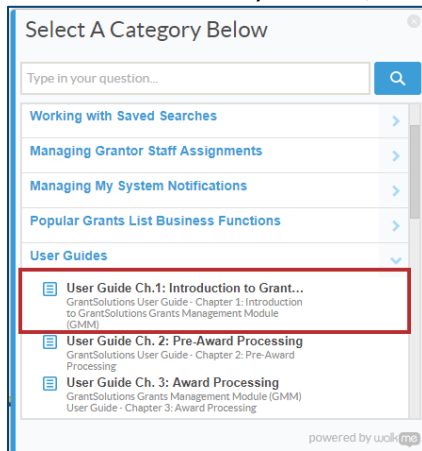
Note: When a topic name is selected, the arrow points down.



6. There are three types of content available in the ShowMe Help Menu.

	a. <u>Walk-Thru content</u> (message bubble icon) displays a series of step-by-step balloons that navigate a user through completing an action.
	b. <u>Resource content</u> (paper icon) displays documentation in a new browser tab. This allows the user to navigate from the current GMM screen to read the document. The user also has the option of saving the file as a PDF to their computer.
	c. <u>Video content</u> (play icon) displays a video on a new browser tab so the user is not required to navigate away from the current GMM screen to view the video.

7. To launch any content, click the desired **item**.



8. To print resource content, click the **print** icon (printer) on the preview screen. To save, click the **download** icon (down arrow underlined).

Note: To rotate the document, click the **rotate** icon (clockwise arrow).

