Quick Sheet: The Notification Center

Audience: Recipients (All roles)

INTRODUCTION

The Notification Center allows recipients to receive notifications for all new grant and application messages in one location. Recipients receive notifications for all grants and applications they are assigned to as primary. Messages received in the notification center direct users to grant or application messages within both GrantSolutions Grants Management Services (GMM) classic and new enhanced screens.

Note: Notifications (alerts and email notifications) do not apply to MGM grant messages. The recipient and grantor users should not receive email notifications or alerts in the notification center.
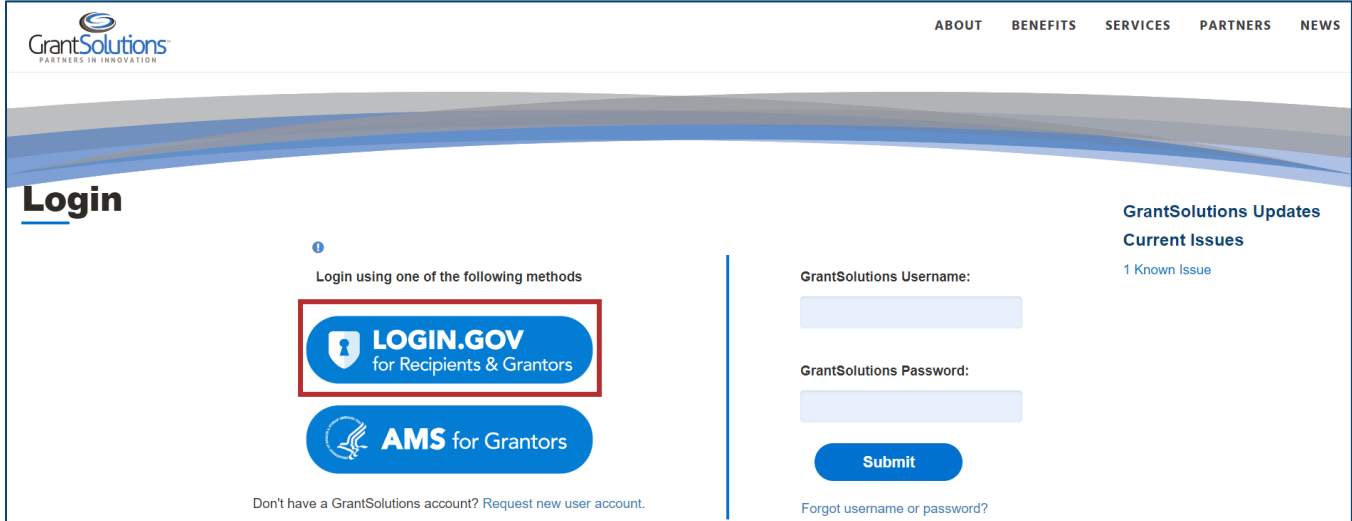
LOGIN

To log into GrantSolutions and access the "My Grants List" screen, follow the steps below:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
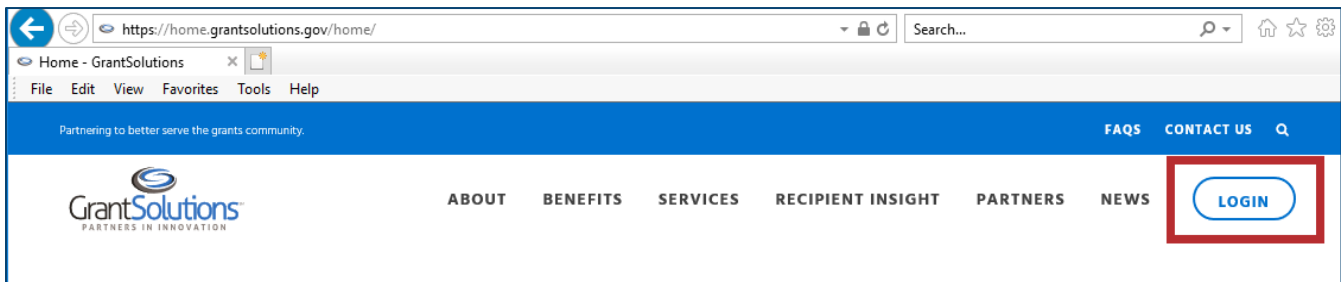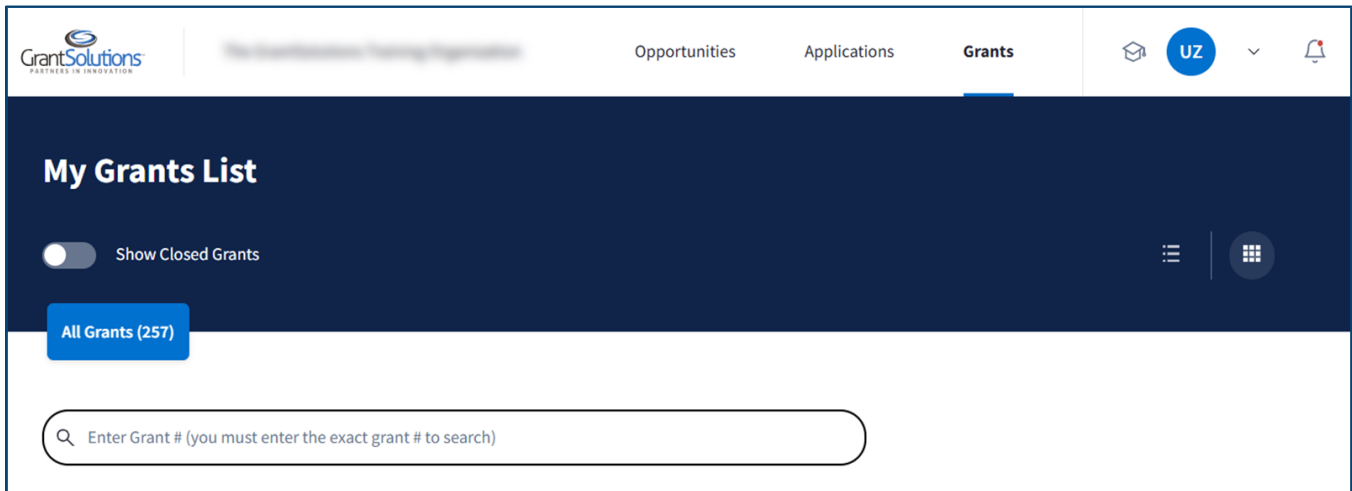
2. The "GrantSolutions Login" screen appears. Click the **Login.gov for Recipients & Grantors** button to log in using a Login.gov account.

The "My Grants List" screen appears.
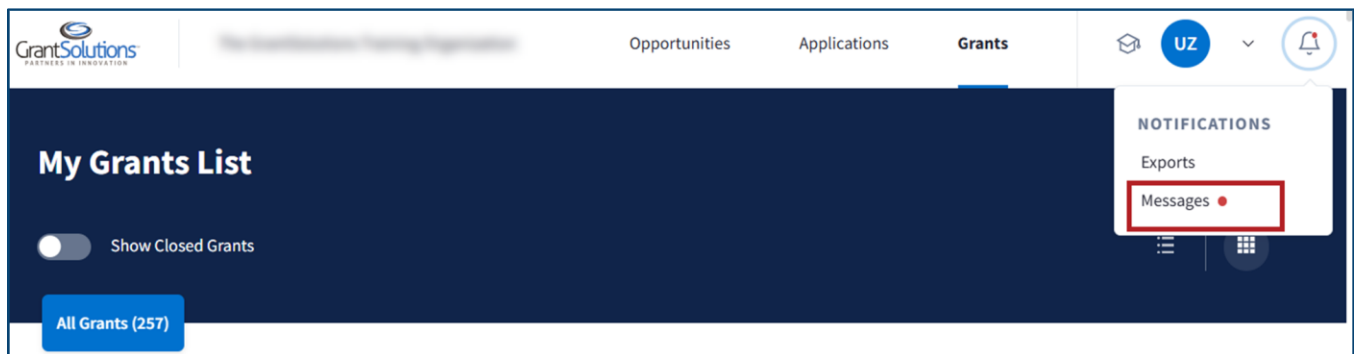
THE NOTIFICATON CENTER

To access and perform tasks in the Notification Center, follow the steps below:

1. From the "My Grants List" screen, click the **alerts** icon in the Global Navigation bar.

Note: An alert icon with a red dot indicates new notifications.
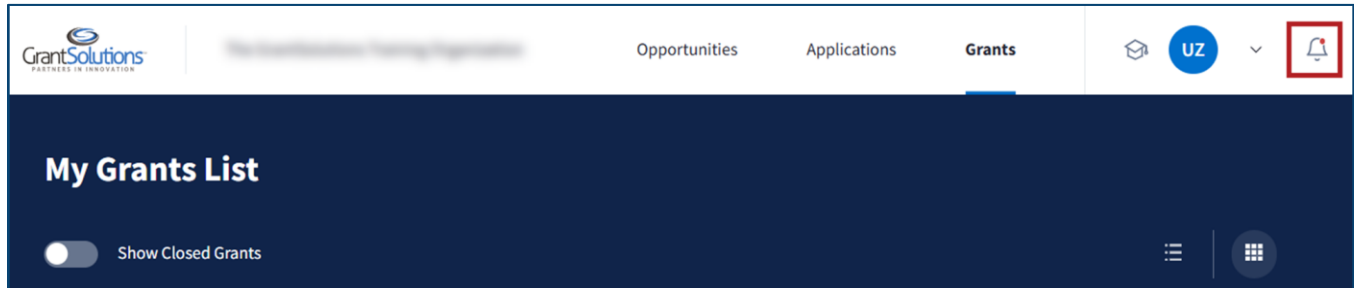
2. The *Notifications* drop-down expands. Click the **Messages** option.

The "Notifications" screen appears with the *Grant Messages* tab open by default. A number to the right of the *Grant Messages Notifications* title indicates the number of new messages. A results table appears below with the following columns:

- **Grant #:** The Grant Number assigned to the associated grant project.
- **Latest Message Date/Time:** The latest date and times when the message was sent or edited.
- **Actions:** Contains a *Go to Messages* link and a *Clear* link.
    - **Go to Messages:** Click to navigate to the "Grant Messages" screen for the associated grant project.
    - **Clear:** Click to clear the message for the associated grant project.

Note: Click the *Clear All Notifications* link to erase all notifications within the Notification Center. Clearing using this method only applies to the Notification Center, and grant messages remain on the "Grant Messages" screen for the associated grant project.

If no new notifications exist, a "No New Notifications" message appears.

3. Click the **Go to Messages** link in the *Actions* column to view a grant message for the associated grant project.
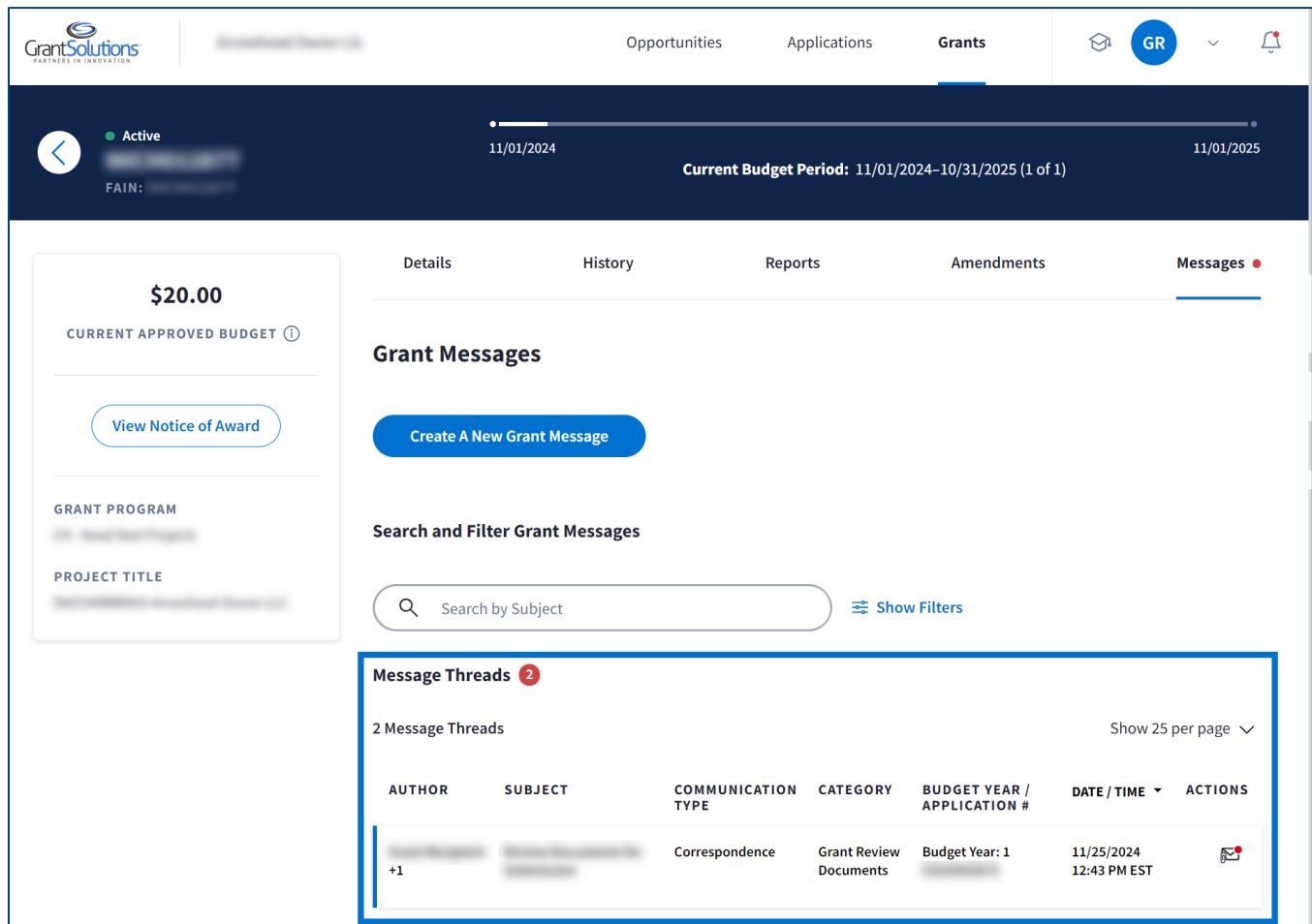
The "Grant Messages" screen appears, with a *Message Threads* results table below. Multiple grant messages and replies may appear in the *Message Threads* results table, with the most recent grant messages at the top. Upon selecting a grant message, it becomes read, and changing it back to unread is not possible.

Note: Results can be modified using the search and filter features. Recipients can read all messages and respond to them within the thread.
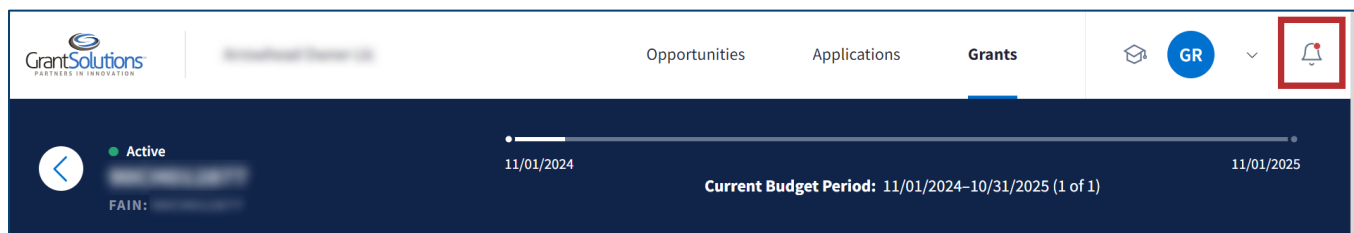

4. To return to the Notification Center, click the **alerts** icon in the Global Navigation bar.

5. The *Notifications* drop-down expands. Click the **Messages** option.
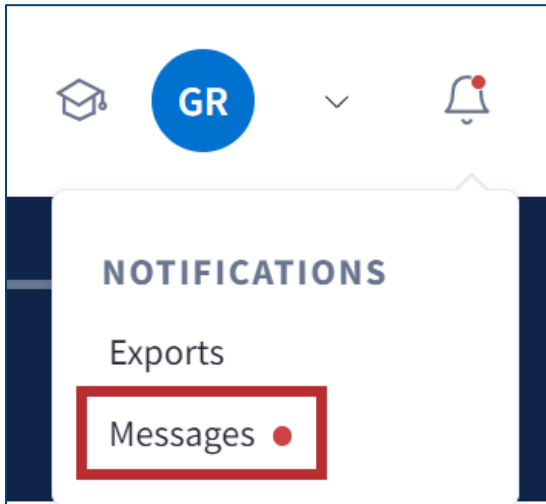
6. The "Notifications" screen appears. Click the **Application Messages** tab.
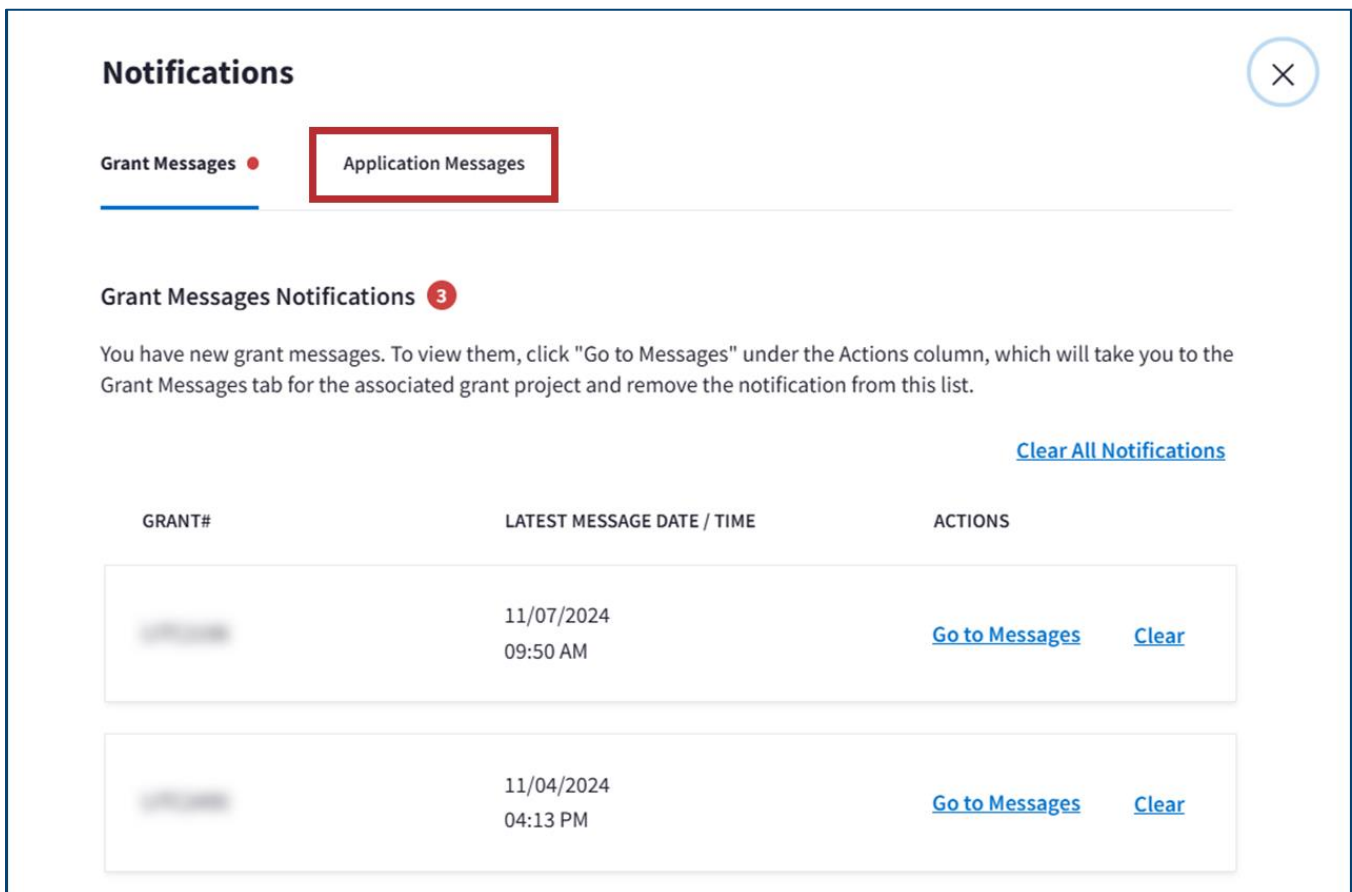
The "Notifications" screen appears with the *Application Messages* tab open. A number to the right of the *Application Messages Notifications* title indicates the number of new messages. A results table appears below with the following columns:

- **Application #:** The Application Number assigned to the associated application.
- **Latest Message Date/Time:** The latest date and times when the grantor sent or edited the message.
- **Actions:** Contains a *Go to Messages* link and a *Clear* link.
    - **Go to Messages:** Click to navigate to the "Application Messages" screen for the associated application.
    - **Clear:** Click to clear the message for the associated application.

Note: Click the *Clear All Notifications* link to erase all notifications within the Notification Center. Clearing using this method only applies to the Notification Center, and application messages remain on the "Grant Messages" screen for the associated application.

If no new notifications exist, a "No New Notifications" message appears.

7. Click the **Go to Messages** link in the *Actions* column to view an application message for the associated application.
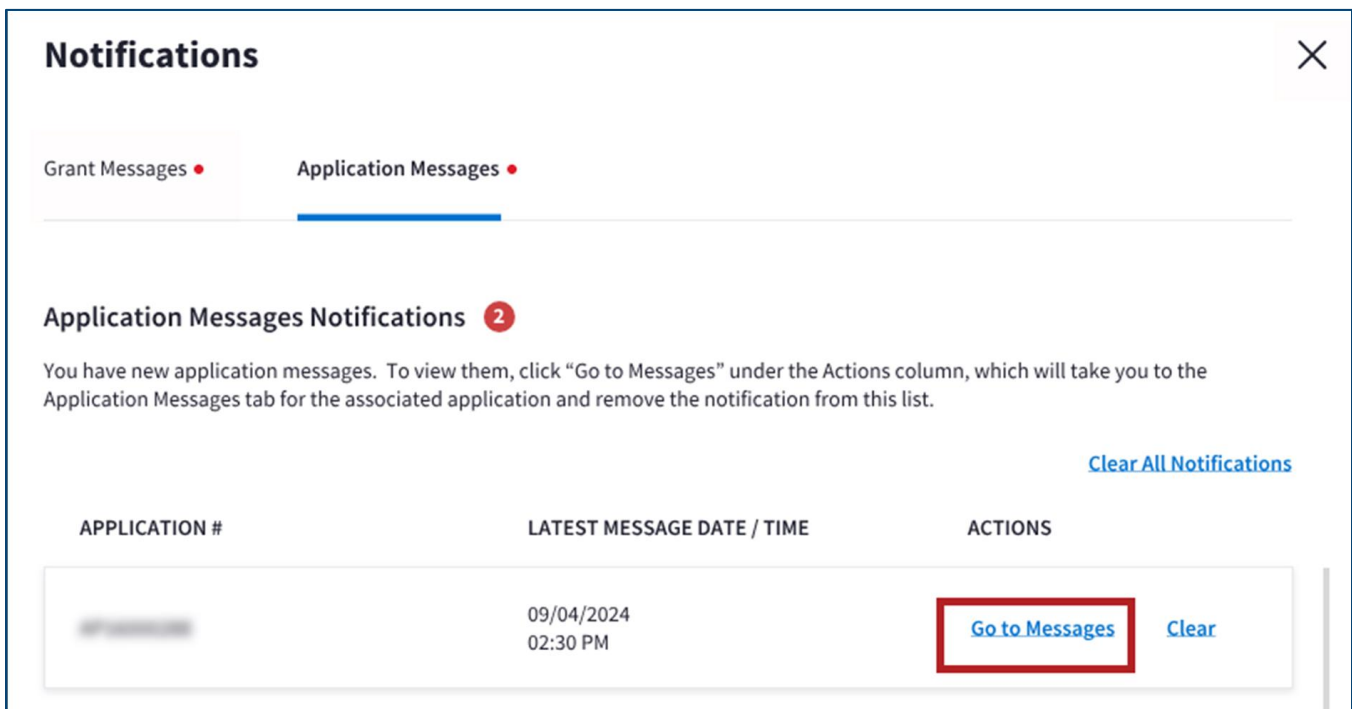
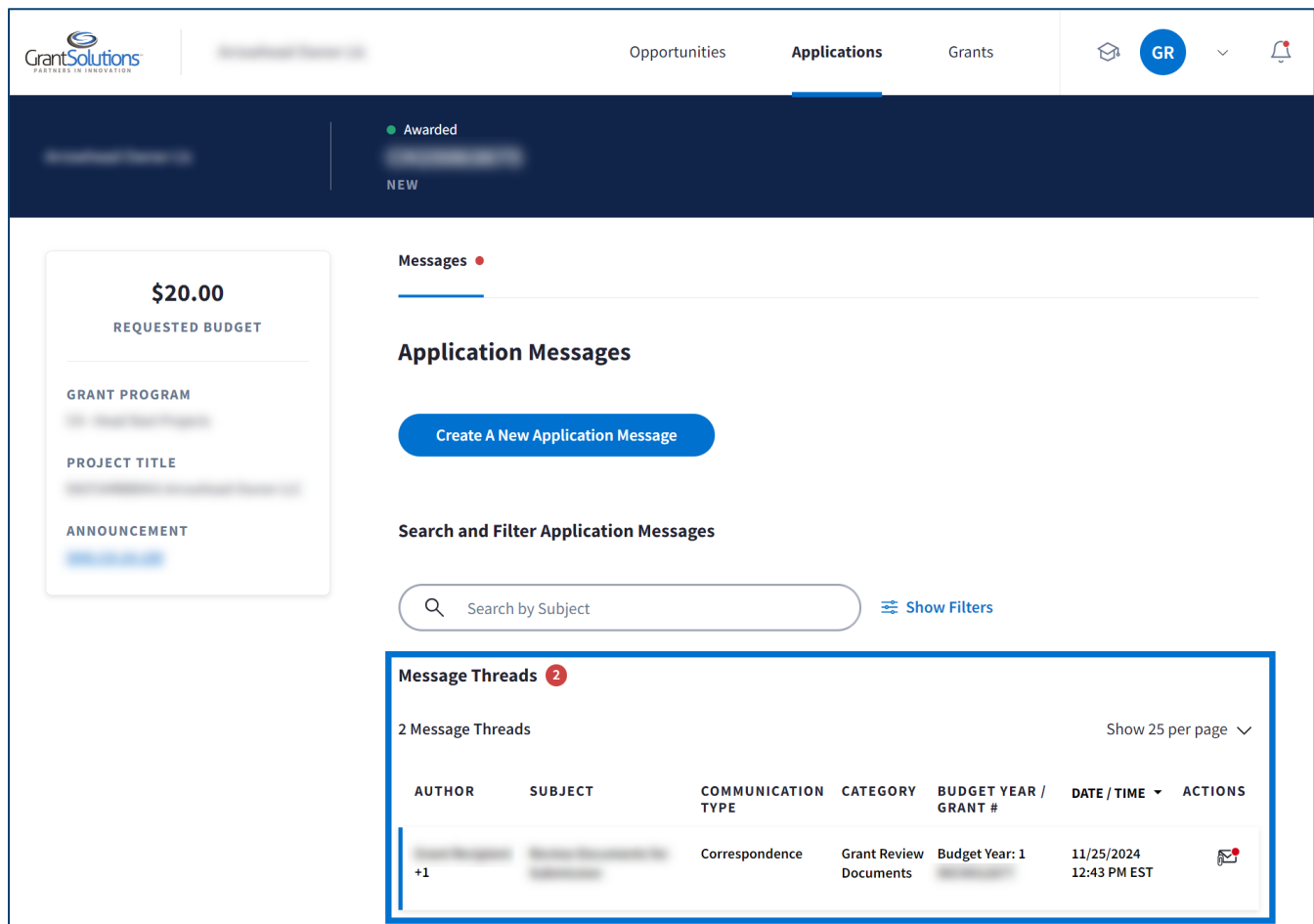The "Application Messages" screen appears, with a *Message Threads* results table below. Multiple application messages and replies may appear in the *Message Threads* results table, with the most recent application messages at the top. Upon selecting an application message, it becomes read and changing it back to unread is not possible.

Note: Results can be modified using the search and filter features. Recipients can read all messages and respond to them within the thread.