

Quick Sheet: The Notification Center

Audience: Recipients (All roles)

INTRODUCTION

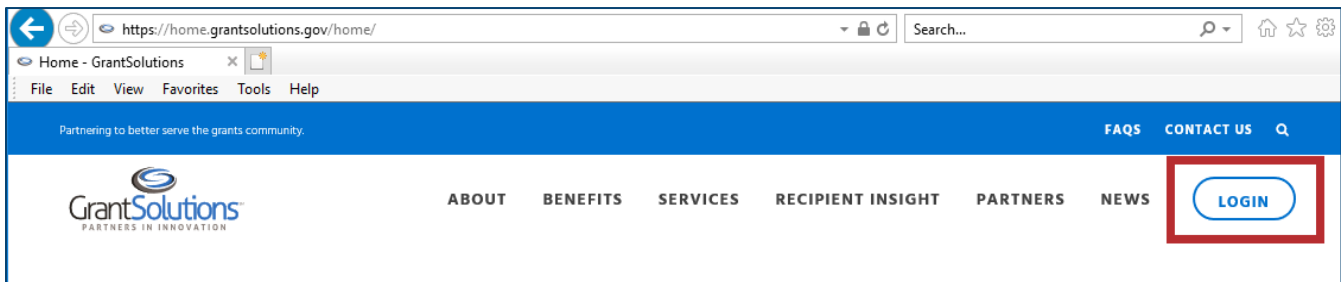
The Notification Center allows recipients to receive notifications for all new grant and application messages in one location. Recipients receive notifications for all grants and applications they are assigned to as primary. Messages received in the notification center direct users to grant or application 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.

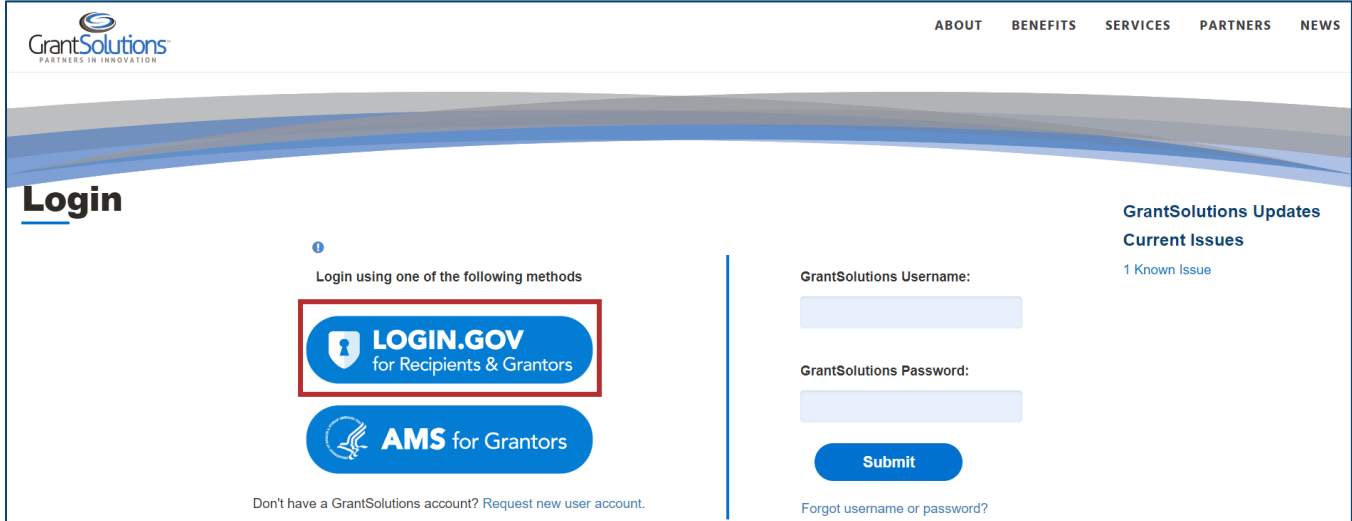
LOGIN

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.

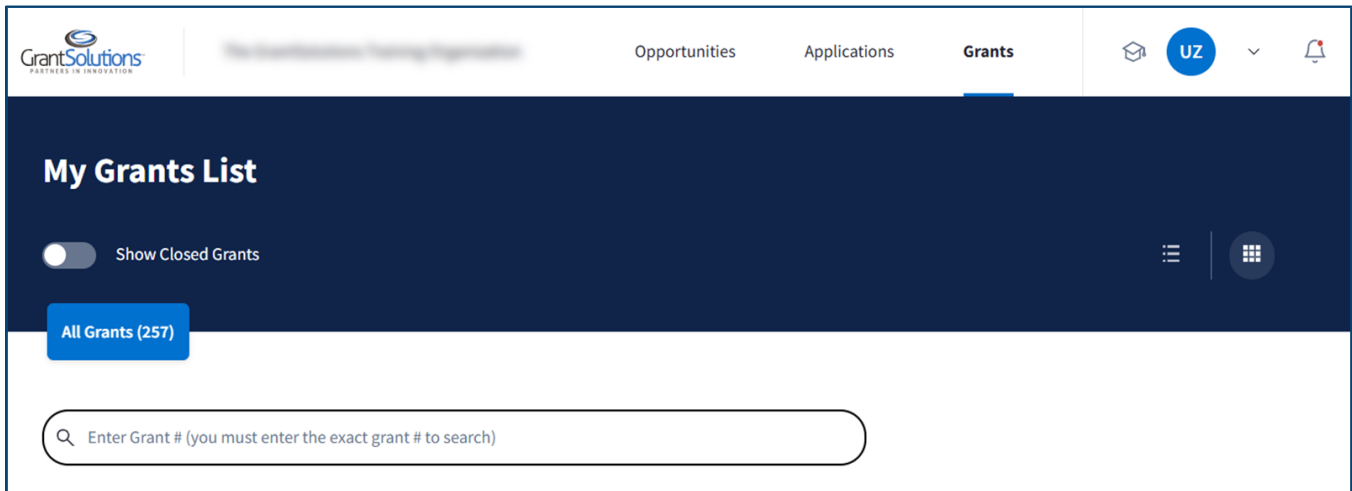


2. The “GrantSolutions Login” screen appears. Click the **Login.gov for Recipients & Grantors** button to log in using a Login.gov account.



The screenshot shows the GrantSolutions Login page. At the top left is the GrantSolutions logo. At the top right are navigation links: ABOUT, BENEFITS, SERVICES, PARTNERS, NEWS. The main heading is "Login". Below it, a message says "Login using one of the following methods". Two buttons are shown: "LOGIN.GOV for Recipients & Grantors" (highlighted with a red box) and "AMS for Grantors". To the right is a login form with fields for "GrantSolutions Username:" and "GrantSolutions Password:", a "Submit" button, and a link for "Forgot username or password?". On the far right, there is a section for "GrantSolutions Updates" with "Current Issues" and "1 Known Issue". At the bottom left, there is a link: "Don't have a GrantSolutions account? Request new user account."

The “My Grants List” screen appears.



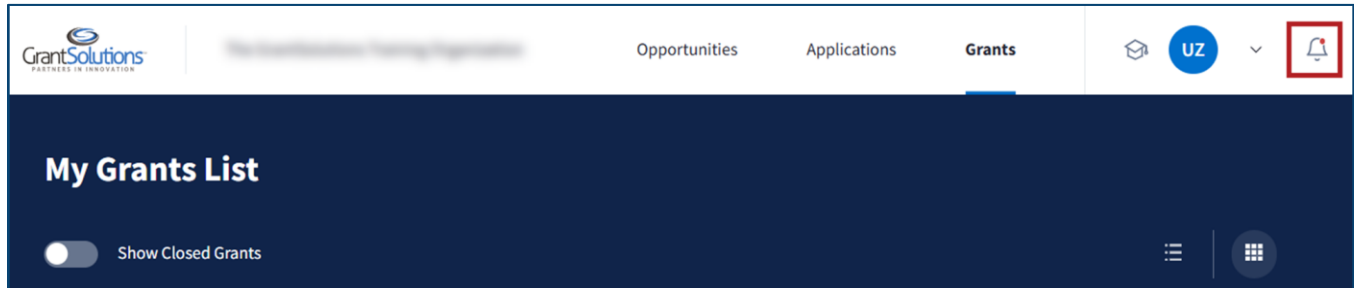
The screenshot shows the "My Grants List" screen. At the top left is the GrantSolutions logo. At the top right are navigation tabs: Opportunities, Applications, Grants (selected), and a user profile icon labeled "UZ". Below the navigation is the heading "My Grants List". There is a toggle switch for "Show Closed Grants" which is currently turned off. Below that is a blue button labeled "All Grants (257)". At the bottom, there is a search bar with the placeholder text "Enter Grant # (you must enter the exact grant # to search)".

THE NOTIFICATION CENTER

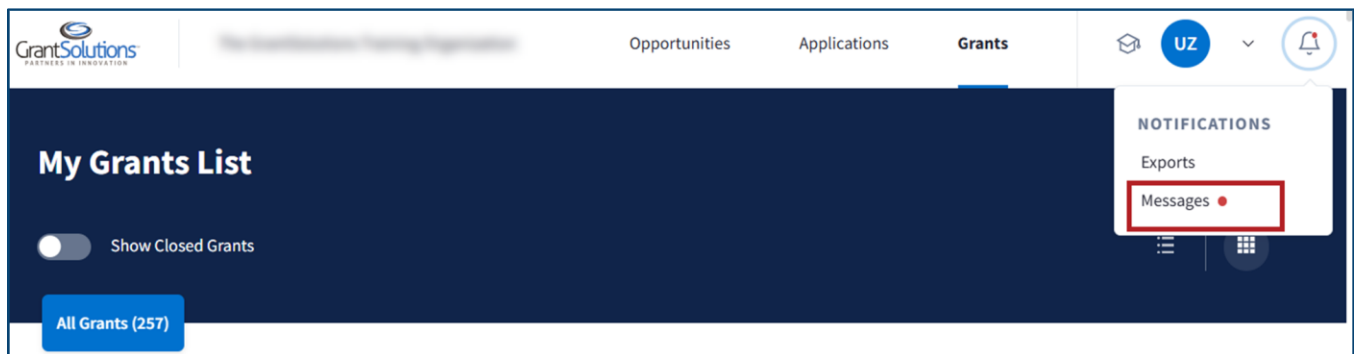
To access and perform tasks in the Notification Center, follow the steps below:

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.

Notifications

X

Grant Messages ●
Application Messages

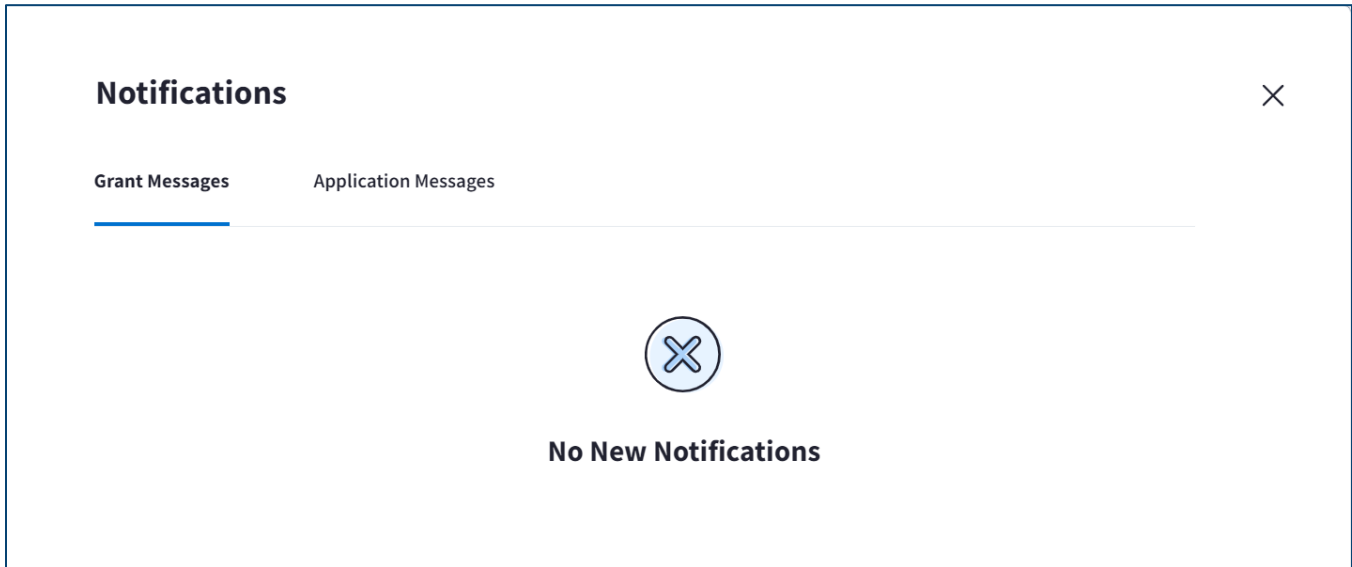
Grant Messages Notifications 3

You have new grant messages. To view them, click "Go to Messages" under the Actions column, which will take you to the Grant Messages tab for the associated grant project and remove the notification from this list.

[Clear All Notifications](#)

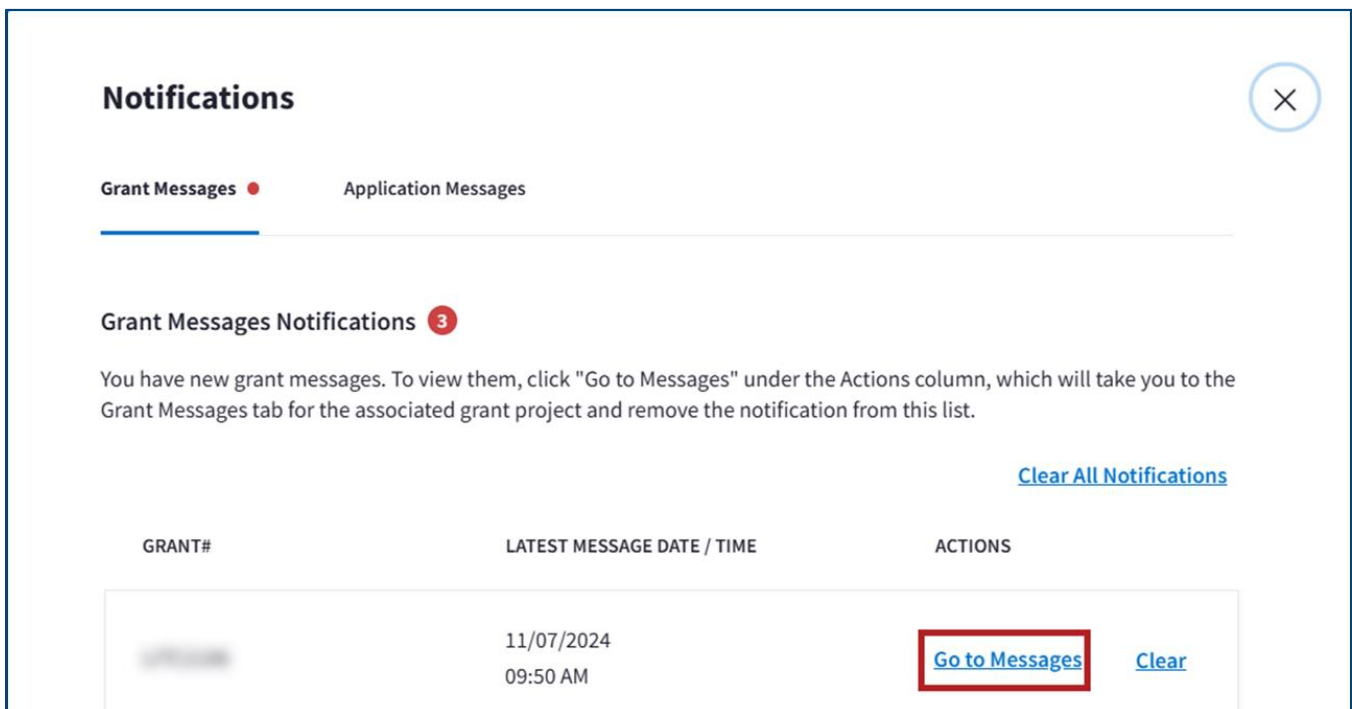
GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
[blurred]	11/07/2024 09:50 AM	Go to Messages Clear
[blurred]	11/04/2024 04:13 PM	Go to Messages Clear

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



The screenshot shows a notification window titled "Notifications" with a close button (X) in the top right corner. Below the title, there are two tabs: "Grant Messages" (which is selected and underlined) and "Application Messages". In the center of the window, there is a large blue circle containing a white 'X' icon, with the text "No New Notifications" centered below it.

3. Click the **Go to Messages** link in the *Actions* column to view a grant message for the associated grant project.

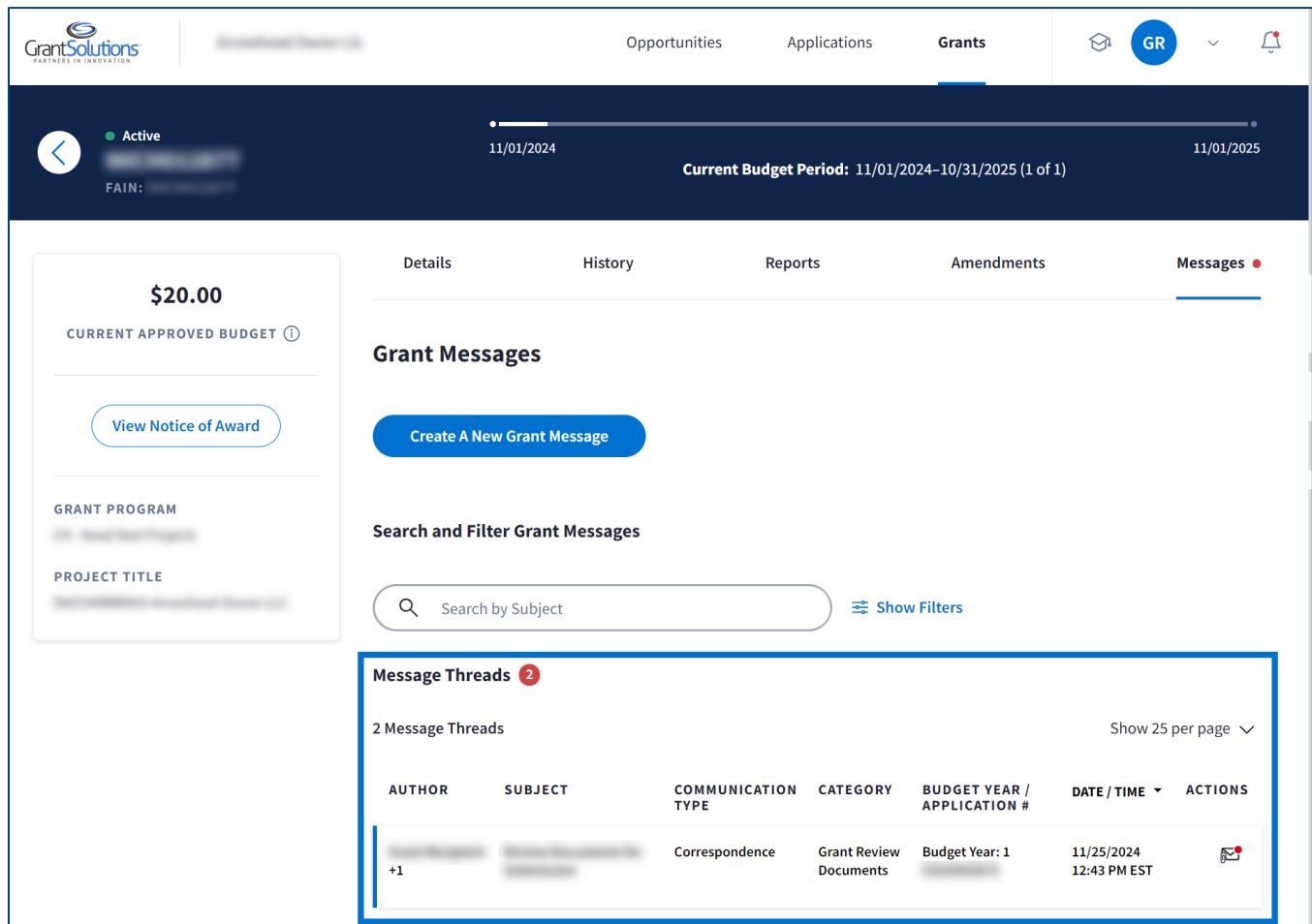


The screenshot shows a notification window titled "Notifications" with a close button (X) in the top right corner. Below the title, there are two tabs: "Grant Messages" (which has a red dot next to it) and "Application Messages". Below the tabs, there is a section titled "Grant Messages Notifications" with a red circle containing the number "3". Below this section, there is a message: "You have new grant messages. To view them, click 'Go to Messages' under the Actions column, which will take you to the Grant Messages tab for the associated grant project and remove the notification from this list." Below the message, there is a link "Clear All Notifications". Below the link, there is a table with three columns: "GRANT#", "LATEST MESSAGE DATE / TIME", and "ACTIONS". The table has one row with a blurred grant number, the date "11/07/2024" and time "09:50 AM", and two links: "Go to Messages" (which is highlighted with a red box) and "Clear".

GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
[Blurred]	11/07/2024 09:50 AM	Go to Messages Clear

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.



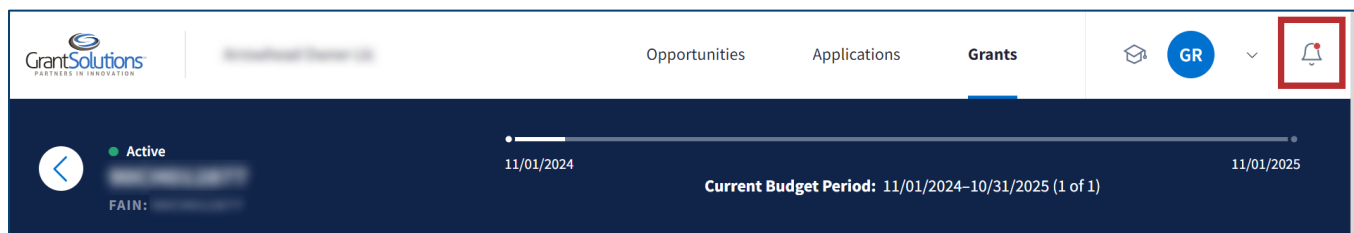
The screenshot shows the Grant Messages interface. At the top, there are navigation tabs for Opportunities, Applications, and Grants. The Grants tab is active. Below the navigation, there is a header with a back arrow, an 'Active' status indicator, a date '11/01/2024', and a 'Current Budget Period: 11/01/2024–10/31/2025 (1 of 1)'. On the right, there is a 'GR' button and a notification bell icon.

The main content area has tabs for Details, History, Reports, Amendments, and Messages. The Messages tab is selected. Below the tabs, there is a 'Grant Messages' section with a 'Create A New Grant Message' button. A search bar labeled 'Search and Filter Grant Messages' contains the text 'Search by Subject' and a 'Show Filters' button.

Below the search bar is a 'Message Threads' section with a red notification badge showing '2'. It indicates '2 Message Threads' and a 'Show 25 per page' dropdown. A table lists the message threads:

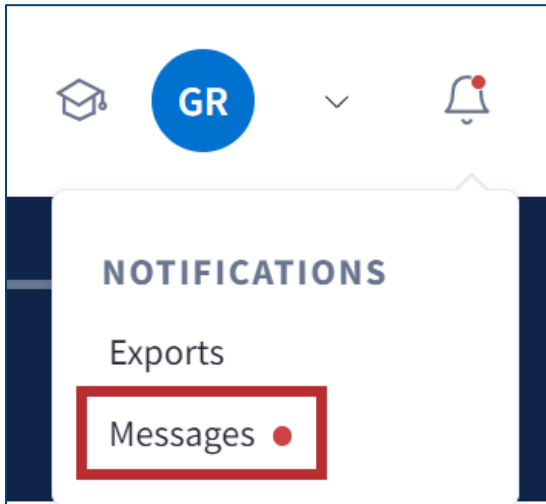
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
+1		Correspondence	Grant Review Documents	Budget Year: 1	11/25/2024 12:43 PM EST	

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

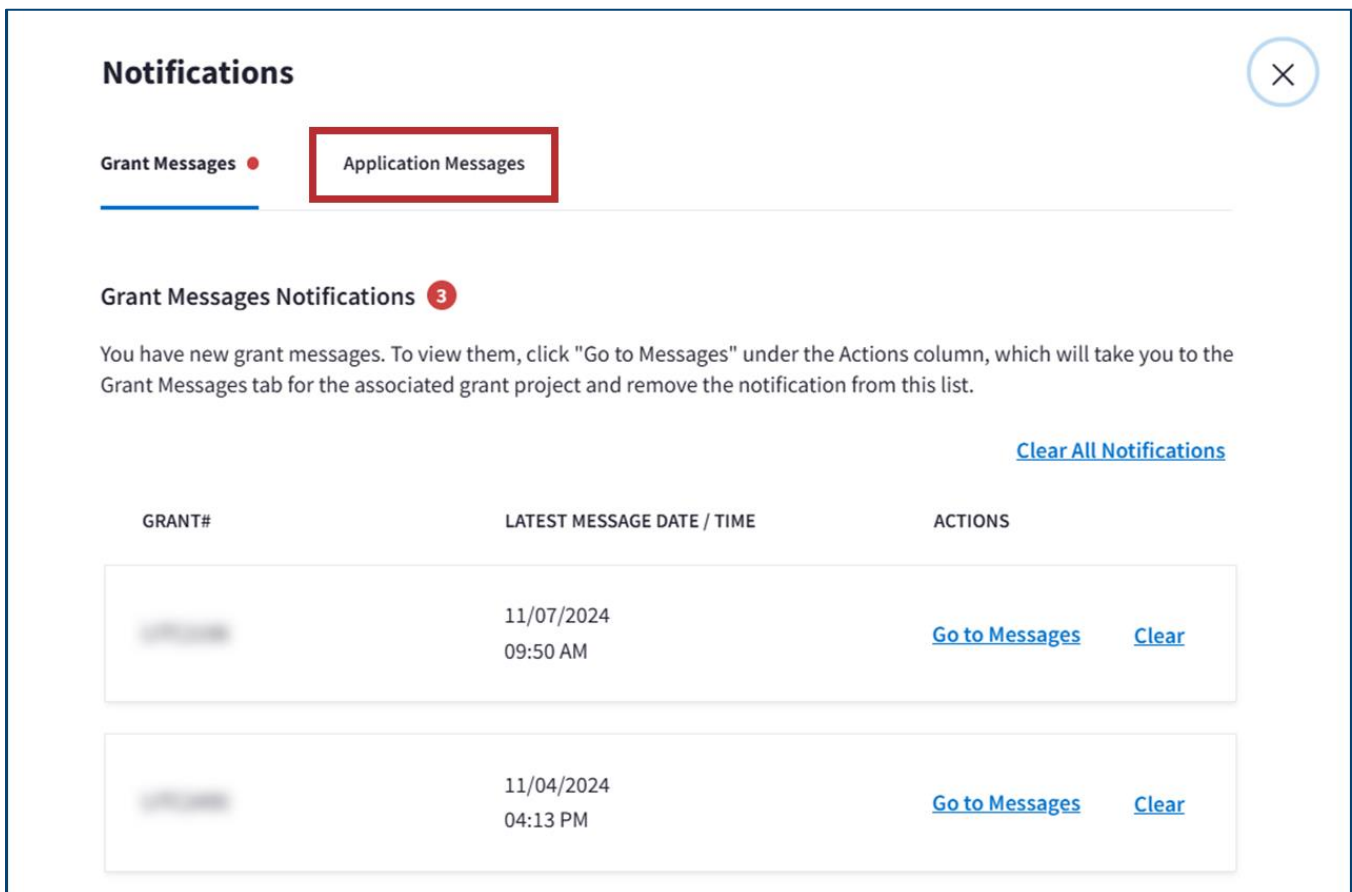


This screenshot is identical to the previous one, but the notification bell icon in the top right corner of the Grants navigation bar is highlighted with a red square, indicating the location to click to return to the Notification Center.

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.

Notifications ✕

Grant Messages •
Application Messages •

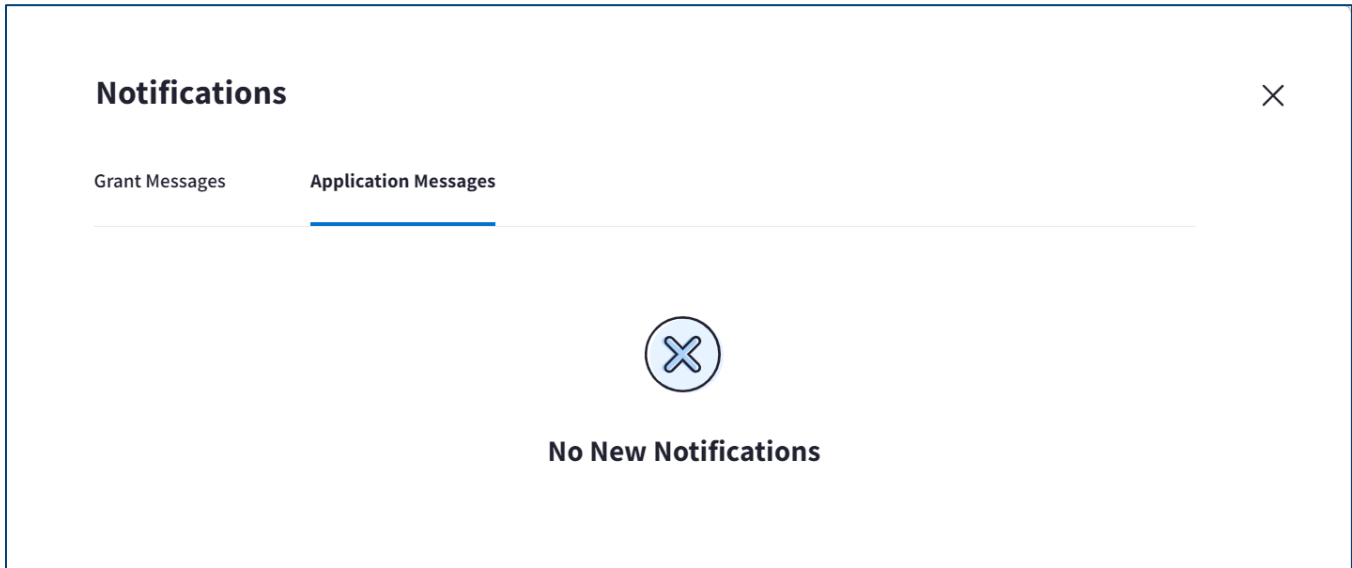
Application Messages Notifications 2

You have new application messages. To view them, click “Go to Messages” under the Actions column, which will take you to the Application Messages tab for the associated application and remove the notification from this list.

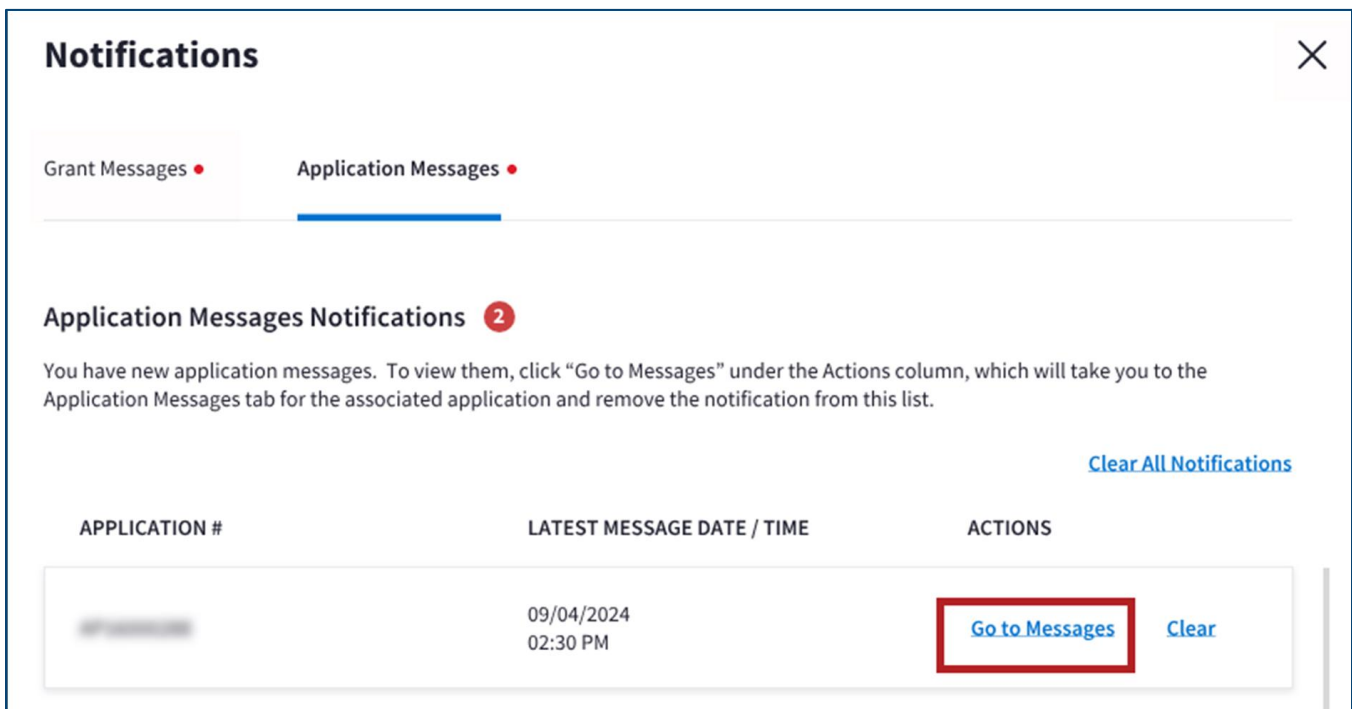
[Clear All Notifications](#)

APPLICATION #	LATEST MESSAGE DATE / TIME	ACTIONS
██████████	09/04/2024 02:30 PM	Go to Messages Clear
██████████	09/03/2024 11:04 AM	Go to Messages Clear

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

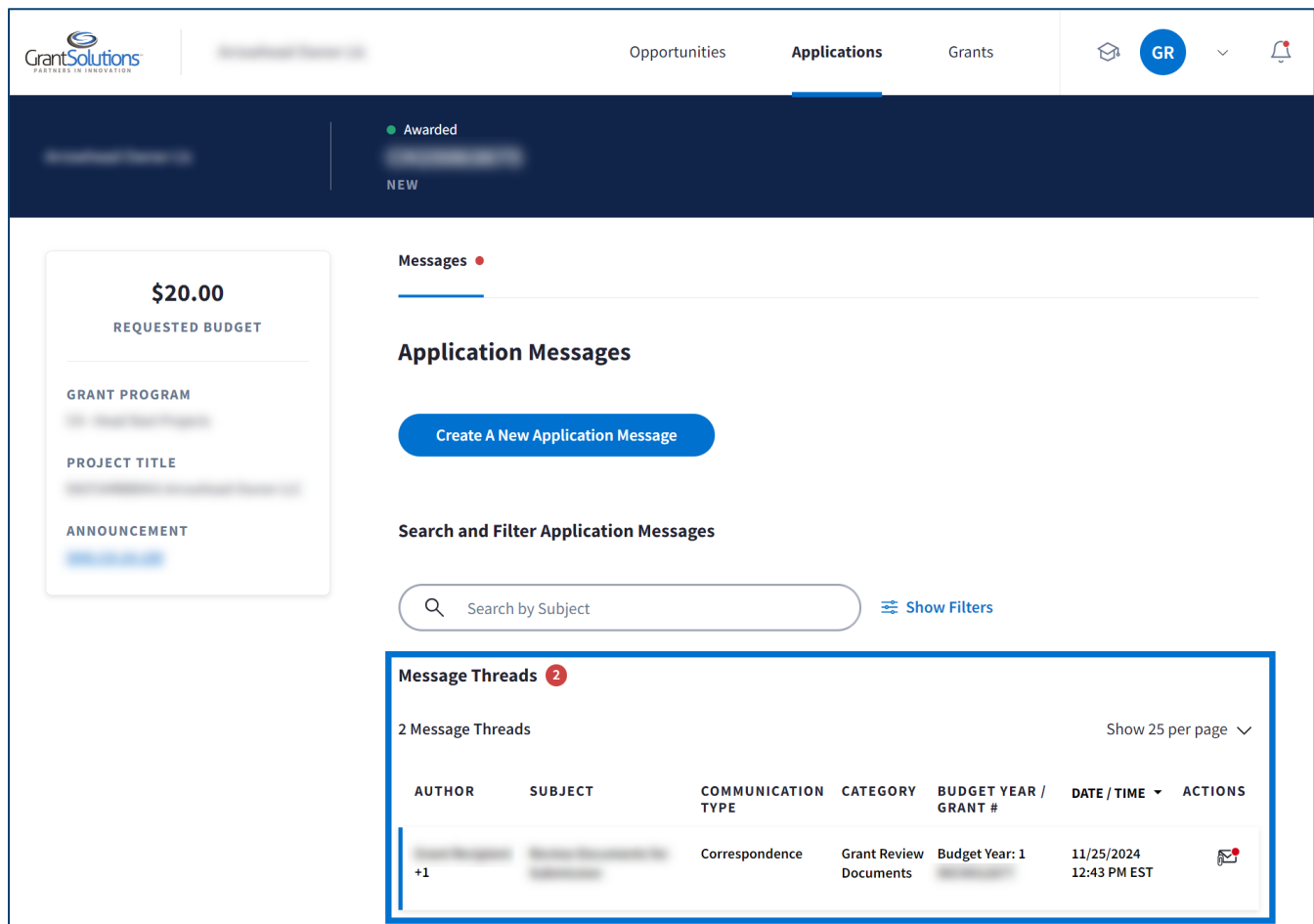


7. Click the **Go to Messages** link in the *Actions* column to view an application message for the associated application.



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.



GrantSolutions PARTNERS IN INNOVATION

Opportunities Applications Grants

AWARDED

NEW

\$20.00
REQUESTED BUDGET

GRANT PROGRAM
PROJECT TITLE
ANNOUNCEMENT

Messages

Application Messages

Create A New Application Message

Search and Filter Application Messages

Search by Subject Show Filters

Message Threads 2

2 Message Threads Show 25 per page

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / GRANT #	DATE / TIME	ACTIONS
+1		Correspondence	Grant Review Documents	Budget Year: 1	11/25/2024 12:43 PM EST	