



Search for Organisation Staff

Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

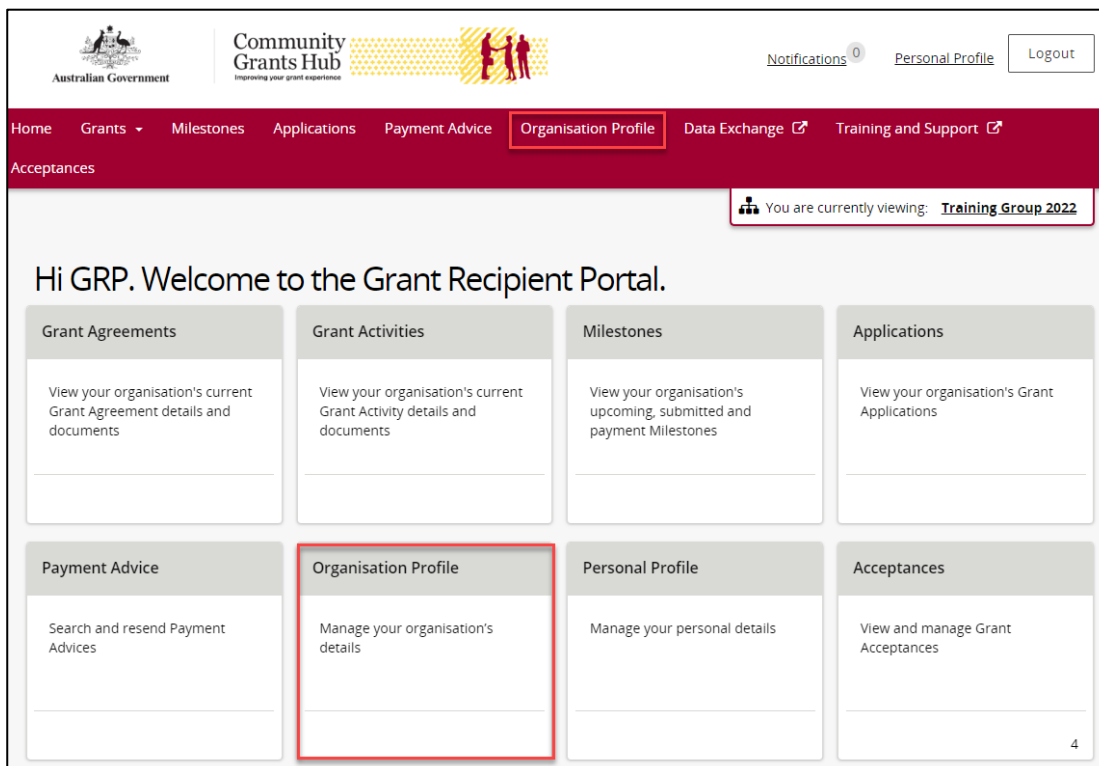
The Grant Recipient Portal (Portal) enables grant recipients to view and search for Organisation Staff in the Portal.

This task card describes the key functions available for Portal users to view and search for staff within their Organisation.

Viewing a Staff record

Step 1

From the Home screen, select the **Organisation Profile** tile. Alternatively, select the **Organisation Profile** link from the Navigation menu.



Step 2

The Organisation Profile screen will display. Select **Staff** from the Organisation profile menu to display the Organisation's Staff screen.

BETA This is beta. Help us make it better for you - please give feedback

Australian Government Community Grants Hub

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff**
- Bank accounts
- Acceptance administration

Organisation details

Organisation details can be updated if you are an Administrator

Organisation ID: 4-GXVAVJL	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:

Update

Step 3

The Organisation's Staff screen will display. This screen displays Active Staff for the organisation by default. The Staff list can be filtered using the **drop down** menu to choose one of the following:

1. Active Staff
2. Inactive Staff
3. All Staff

Active staff are staff members who are listed as a contact for an Organisation in the Community Grant Hub's (Hub's) Grant Payment System (GPS) without an end date against the record.

Inactive staff are staff members who are listed as a contact for an Organisation in the Hub's GPS with an end date against their record as they are no longer a contact for the Organisation.

Note:

- Grant recipients are unable to see the end date in the Portal
- Contacts without an end date = Active staff (in Portal)
- Contacts with an end date = Inactive staff (in Portal).

The **Status** column displayed in this screen will show the Status of each contact.

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1. Active Staff Apply Filter

1. Active Staff
2. Inactive Staff
3. All Staff

Search Staff Add staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GYYWERR	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

Note: All staff records display a unique Contact ID. This ID can be very helpful for identification purposes in various areas and assisting with duplicate contacts.

You can view the **Contact ID** from the Organisation's Staff screen.

BETA This is beta. Help us make it better for you - please give feedback

Australian Government Community Grants Hub

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Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1. Active Staff Apply Filter


1. Active Staff

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

Step 4

To view additional information about an Organisation staff member select the **View** button next to the staff member.



Community Grants Hub

Supporting your grant experience

Notifications 0

Personal Profile

Logout

HomeGrantsMilestonesApplicationsPayment AdviceOrganisation ProfileData ExchangeTraining and SupportAcceptances

You are currently viewing: Training Group 2026

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1 Active Staff Apply Filter

Search StaffAdd staff

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	View only	View

Step 5

The Staff details screen will display.

This screen has four sections:

- Staff details
- System access
- Contact for Grant Agreements
- Contact for Grant Activities.

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff details ^{* required}

Staff details

Inactivate **Reactivate** **Update**

Title: Mr First name: GRP Last name: TRN3

Position: Not Specified Email: uet3dsu@dss.fms.gov.au Phone: 02 3232 3232

Status: Active Contact ID: 4-GZ0LB94

System access

System access level: No Access System access status: Completed **Update**

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Add Grant Agreement

This Staff member is not linked to any Grant Agreement.

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Add Grant Activity

This Staff member is not linked to any Activities.

Searching for Organisation Staff

Step 6

From the Organisation's Staff Screen, select **Search Staff**.

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1 Active Staff **Apply Filter**

Search Staff **Add staff**

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View

Step 7

The Search staff screen will display. This screen allows you to search by First name, Last Name, Email, Position and/or Contact Id.

The screenshot shows the 'Search staff' screen in the Community Grants Hub. The page has a dark header with the Australian Government logo and 'Community Grants Hub' text. A navigation bar below the header contains links: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, Training and Support, and Acceptances. A user profile section on the right shows 'You are currently viewing: Training Group'. On the left, there is a sidebar titled 'Organisation profile menu' with links: Organisation details, Postal address, Staff, Bank accounts, and Acceptance administration. The main content area is titled 'Search staff' and contains a search form with fields for First Name, Last Name, Email, Position (a dropdown menu), and Contact ID. There are 'Clear' and 'Run search' buttons at the bottom of the form.

Step 8

Once you have entered the information, select **Run Search** to continue with the search or **Clear** to exit the search.

This screenshot shows the 'Search staff' screen with search criteria entered. The 'First Name' field contains 'GRP'. The 'Position' dropdown menu is set to 'Please Select'. The 'Clear' and 'Run search' buttons are highlighted with red boxes. The sidebar on the left shows the 'Staff' link highlighted with a red box. The navigation bar and user profile section are the same as in the previous screenshot.

Step 9

The search results will display when the search is complete.

To view additional information about an Organisation staff member select the **View** button next to the staff member.

[Home](#)[Grants](#)[Milestones](#)[Applications](#)[Payment Advice](#)[Organisation Profile](#)[Data Exchange](#)[Training and Support](#)[Acceptances](#)

You are currently viewing: **Training Group 2022**

Organisation profile menu

[Organisation details](#)[Postal address](#)[Staff](#)[Bank accounts](#)[Acceptance administration](#)

Search staff

First Name:
GRP

Last Name:

Email:

Position:
Please Select

Contact ID:

Clear

Run search

Results (3)

Contact ID	Title	First name	Last name	Status	Position	System access level	
4-GZ0LB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View
4-GZ0LB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View

Step 10

The Staff details screen will display.

This screen has four sections:

- Staff details
- System access
- Contact for Grant Agreements
- Contact for Grant Activities.

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Groups 2022

You are here: Home / Organisation Profile

Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff details

* required

Inactivate Reactivate Update

Title: Mr First name: GRP Last name: TRN3

Position: Not Specified Email: uat3dss@dss.fms.gov.au Phone: 02 3232 3232

Status: Active Contact ID: 4-G20LB94

System access

Update

System access level: No Access System access status: Completed

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

This Staff member is not linked to any Grant Agreement.

Add Grant Agreement

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

This Staff member is not linked to any Activities.

Add Grant Activity

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am – 5:00pm (AEST/AEDT)