WebGrants Handbook (External Staff)
4.2 Externals – Navigating the Dashboard & Navigation Panel

A. **Dashboard:** Upon initial login, Users will be taken to the Dashboard. The Dashboard consists of an active list of items in several categories. These categories include:

1) **Approaching Deadlines** – this is a list of upcoming Status Report due dates for Grants the User is associated with.

⧖ **Approaching Deadlines** - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date ▲	Document	Sub-Type	ID	Status	Title
09/15/2023	Status Report	Expenditure Report	23-TEST-02-008	Editing	2023 Project Consulting

2) **Recent Negotiations** – this is a list of Status Reports that have been "Negotiated" or returned to the Grantee for revision/correction within the last 30 days.

🔄 **Recent Negotiations** - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date ▲	Document Type	Sub Type/Round	ID	Status	Title	Organization
08/25/2023	Status Report	Expenditure Report	23-TEST-02-001	Submitted	2023 Project Consulting	Test Organization

3) **Recent Correspondence** – this is a list of correspondence in which the User has engaged in the previous 30 days.

💬 **Recent Correspondence** - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
08/22/2023	🚩	Emily Arent	Max Jones, Olivia Benson	Budget Modification	Hi Max – I received your budget modification request and had a question about the wages. Can you clarify

4) **My Site Visits** – this is not a feature Nebraska Children & Families Foundation uses at this time.

5) **Organization Compliance** – this is not a feature Nebraska Children & Families Foundation uses at this time.

B. **Navigation Panel** - The Navigation Panel on the left side of the page will remain there throughout the course of navigation.

4.2 Navigating the
Dashboard &
Navigation Panel

Webgrants Handbook: Internal
Staff
Developed: August 2023
Revised: NA

〽 Dashboard	>	
⬆ Funding Opportunities	>	
⬇ Applications	>	
👁 Grants	>	
⬈ Reports	>	
👤 My Profile	>	
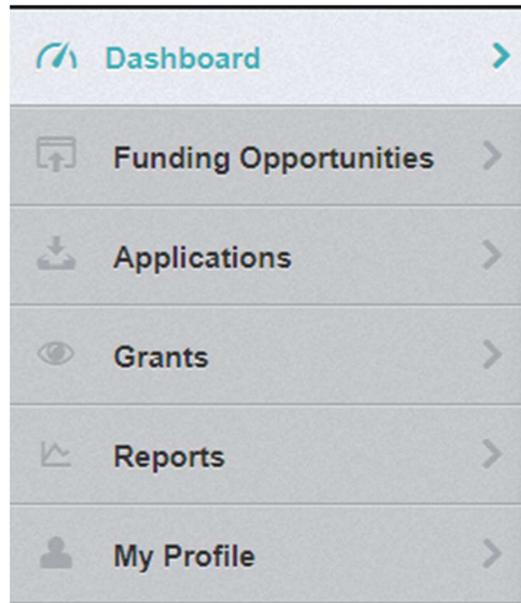
1) **Funding Opportunities** – This feature is used by Grantee Organizations to submit information during the contract drafting process. Please reference *4.5 - Completing Applications* for instructions on how to apply for Grants.

2) **Applications** – This feature can be used to view Applications previously submitted by the Grantee Organization. Please reference *4.5 - Completing Applications* for instructions on how to apply for Grants.

3) **Grants** – this feature displays all Grants in "Underway" status that are associated with the User's Grantee Organization and that the User is assigned to as a Grantee Contact.

4) **Reports** – this feature contains a variety of data reports that Nebraska Children & Families Foundation will be utilizing in the near future. More information about this feature will be shared at a later date.

5) **My Profile** – this feature displays the Users profile information including contact information, and associated Grantee Organizations. User profiles are created by Nebraska Children & Families Foundation. However, individual Users can update their profile information at any time by clicking "Edit My Profile."

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a) Users can edit their passwords by clicking "Reset Password." Password guidelines are provided.

Reset Password - Max Jones

To reset your password, enter your current password and your new password. Your new password must conform to the following rules:

- at least 1 alphabetical letter
- at least 1 numeric number
- at least 1 special character.
- the minimum length must be at least 10 characters long

Standard: External Reset Password

Client: External Reset Password

Current Password:	Current Password
New Password:	New Password
Confirm New Password:	Confirm New Password

💾 Save Password Information

i. Click "Save Password Information."