

Lesson 3: Navigating within eGrants

Objectives

Upon completion of this lesson, you should be able to:

- Navigate within the eGrants system
- Access eGrants system help links
- Change a user profile

Navigation Buttons

Navigation within eGrants is similar to navigation within other Web-based applications. Navigation features include links, buttons, scroll bars, etc.

Buttons:

Users may select a button to perform a specific function. Within eGrants, there are several buttons that appear throughout the system. Some button functions are:

- **Save:** Stores data from the current screen into the eGrants system.
- **Save and Continue:** Stores data from the current screen into the eGrants system and advances to the next screen.
- **Go Back:** Returns to the previous screen.
- **Find Organization:** Allows the user to type in part of an organization name to search for it in the eGrants system.
- **Attachments:** Initiates selection of a file to be attached to the subgrant application.

Note: If a button appears gray or dim, it is not active. This means that the button function is not available at that time.

Input

Inputting information within eGrants is similar to inputting information within other Web-based applications.

There are two primary ways to input data in eGrants:

- **Drop-down Menus:** These fields offer users the opportunity to select an item from a limited list. To do so, select the arrow at the right of the field to see the list. Then, to choose the most appropriate option, simply select that item from the menu.
- **Text Fields:** These fields offer users the opportunity to input data by typing. Simply place the cursor at the beginning of the field and use the keyboard to type the appropriate information. If the data must be entered in a specific format, an example of that format will be shown next to the text field in eGrants.

Note: Certain fields within each section of the subgrant application are required and must be completed. These fields are designated by an asterisk (*). While eGrants allows required fields to be passed over within each application section, the subgrant application cannot be successfully submitted until all required fields in every section are complete.

Scrolling

Another navigation feature in eGrants is the Scroll Bar. On occasion, the screen will be longer than the available window space. In order to see the lower portion of the screen, users must scroll down. The Scroll Bar is located along the right edge of any screen that requires scrolling.

Users may simply move their cursor to the arrow at either the top or the bottom of the Scroll Bar to see the appropriate portion of the screen.

Hyperlinks

Another navigation feature within eGrants is the Hyperlink. A Hyperlink is displayed as blue, underlined text. In eGrants, a Hyperlink opens a new window so that the user may view the additional information while maintaining his or her location in eGrants.

Help Links

Another navigation feature within eGrants is the Help link. Help links appear to the right of a field as the word “Help” in blue, underlined text. Selecting this link will produce a pop-up window with details about the information that is expected in that field.

Main Menu

There are three types of menus within eGrants. One menu is the Main Menu, located across the bottom of the eGrants screen. The items in this Menu allow applicants to access a variety of eGrants features:

- **FEMA Home:** This feature moves the applicant to the FEMA Home page.
- **eGrants Home:** This feature moves the applicant to the Subgrant Applicant Home page.
- **Contact Us:** This feature opens a new window offering FEMA phone numbers and an online information request form.
- **Frequently Asked Questions:** This feature opens a new window offering a list of common questions about eGrants, along with specific answers.
- **Glossary:** This feature opens a new window offering an extensive, alphabetized list of eGrants terms and definitions.
- **Help:** This feature opens a new window offering information for first-time eGrants users, as well as definitions of technical concepts related to eGrants use.

Task Menu

Task Menus, such as those found on the Subgrant Applicant Home page, allow subgrant applicants to navigate to a particular task to perform.

In menu shown in Figure 1 below, subgrant applicants have four task options from which to choose. They are:

- Enter Paper Subgrant Application (Application Intake)
- Work on Un-submitted Paper Subgrant Application(s)
- Work on Submitted Paper Subgrant Application(s)
- Review Submitted Subgrant Applications



Figure 1

Sidebar Menu

A Sidebar Menu appears on the left side of the Subgrant Application screen. This Menu assists users to move directly to a specific section of the subgrant application without having to view each section sequentially. Figure 2 below shown an image of the sidebar menu.



Figure 2

Changing a Profile

Over time, certain information, such as a telephone number or email address, may change. If information entered during registration changes, an applicant should update the information in the eGrants user profile.

To update the user profile, select the **Edit Profile** link from the top right corner of the eGrants screen. Update the information, as needed, on the User Profile page. Then, select the **Save** button to store your changes.

Save

To ensure that information entered in eGrants is successfully captured, users must always save their data. At the bottom of each page are two buttons to facilitate this process. Failure to use the Save buttons will result in the loss of all data entered since the last time the application was saved.

- **Save and Continue:** This feature saves the data entered in a section of the application and automatically moves the applicant to the next section.
- **Save:** This feature saves the data entered in a section of the application, but does not automatically move the user to the next section.

Note: On some screens, a **Go Back** button will appear. This button will return you to the previous screen, but does **not** save the data from the current screen.

Data Loss

A concern while in eGrants is the potential loss of data. There are two main areas of risk.

Risk #1—Buttons: Using the **Back** and **Next** buttons on the browser toolbar will result in data loss. Users should only use the **Save**, **Save and Continue**, and **Go Back** buttons within eGrants. These buttons ensure that the information entered is saved and stored in eGrants.

Risk #2—Expiration: Each eGrants session expires after 30 minutes of inactivity. The time until expiration is displayed at the top of the eGrants screen. As the session nears expiration, a reminder screen will appear asking if the user wishes to continue the session. Selecting **Continue** returns the user to eGrants for a new 30-minute session. Lack of response closes the eGrants session and causes all unsaved data to be lost.

Summary

- eGrants offers a variety of standard Web-based navigation features including menus, scrolling, text fields, hyperlinks, and help links.
- To avoid the loss of data, users should always use the **Save** or **Save and Continue** buttons at the end of each application screen.
- After 30 minutes of inactivity, eGrants will display a warning message. If the eGrants session is allowed to expire, all unsaved data will be lost.
- If a user's information changes, the user profile should be updated.
- While required fields, marked with an asterisk (*), may be skipped during information input, the subgrant application may not be submitted to the grant applicant until all required fields are all completed.

Lesson 3 Resources

The following is a list of additional resources related to this lesson:

FEMA's Home page – <http://www.fema.gov/>

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – <https://portal.fema.gov/famsVuWeb/home>

Flood Mitigation Assistance (FMA) Program – <http://www.fema.gov/government/grant/fma/index.shtm>

Pre-Disaster Mitigation (PDM) Grant Program – <http://www.fema.gov/government/grant/pdm/>

Hazard Mitigation Grant Program (HMGP) – <http://www.fema.gov/government/grant/hmgp/index.shtm>