

NAVIGATING YOUR DASHBOARD


Your dashboard houses current and historical requests.

(NEW starting 6/12/18) The active request tab houses all current requests. These are the requests still requiring action, awaiting a decision and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

▼ Fall Grant For Book Funding

Process: Base Camp Example Process

| | | | |
|-------------|-----------|------------|----------------------------------|
| Application | Draft | 07/24/2018 | Edit Application |
| Decision | Undecided | | |



- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that once submitted you can not edit them.
- You can also see the request's decision status.
 - The status will be "Undecided" until the site administrator posts a decision.
 - Timing on decision status updates vary depending on the foundation.

If your request is approved you may be assigned Follow Up Reports to be completed and submitted through the system.

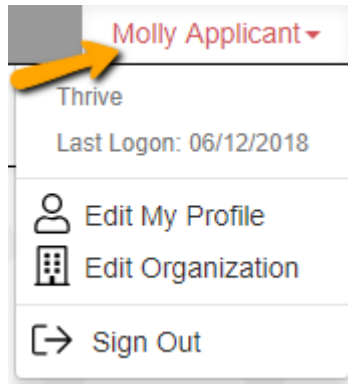
- Follow ups are completed and submitted just like any other form.
- If you've been assigned multiple follow up forms, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.
 - If the past due message is reflected in orange, you may still submit the form.
 - If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

| FORM NAME | ASSIGNED TO | AWARD / INSTALLMENT | DUE DATE | | STATUS | EDIT/VIEW |
|-----------------|-----------------|---------------------|------------|----------|----------|----------------------|
| Award Agreement | Molly Applicant | Overall Award | 05/31/2018 | Past Due | Assigned | Edit |

(NEW starting 6/12/18) Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you've finished.



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").