Grantee Portal Notes

Grantee portal notes/comments are now available. Portal notes are available to create and view by both state staff and by grantee portal users. For state staff to post a comment on the grantee portal click the "Add a note" button on the Grantee Portal Access bar…

The note will appear on the Grantee Portal main screen. Grantee portal users can also create notes by clicking the "Add Note" button on the Notes and Comments bar.

The rules for deleting notes are as follows…

- Any grantee portal user can delete notes from other grantee portal users within their organization;
- State staff can delete notes posted for other state staff within their agency. State staff can also delete any grantee portal user note;
- GATU can delete any note.

For grantee portal users there is additional information about a note by hovering the mouse cursor over the username. If grantee portal user has the ability to delete a note it is done by clicking on the username.

State staff can delete the note by clicking the Delete button associated with the note…