



Activating Non-CEO Users

Presented by



CEO

1. The CEO can now add people to his organization and activate them if they have registered.
2. To do this, the CEO logs in and clicks on his organization link.

IntelliGrants - Main Menu - Microsoft Internet Explorer provided by Agate Software

File Edit View Favorites Tools Help

Address https://ocdgms.massdhcd.com/training/Menu_Person.aspx

User: New User [Logout](#)

CDBG GRANT MANAGEMENT SYSTEM **dhcd** Massachusetts

Person Menu Page Content
Person Menu Page Help

MY DOCUMENTS

- Community Development Fund I 2006
[Create New](#)
- Community Development Fund II 2006
[Create New](#)
- Economic Development Fund AIF 2006
[Create New](#)
- Housing Development Support Program Pre-App 2006
[Create New](#)
- Mini-Entitlement Program 2006
[Create New](#)

MY INFORMATION

[View/Edit My Information](#)

MY MESSAGES

Flag	Subject	Date
See All		

MY ORGANIZATIONS

Name	Role
CITY OF REVERE	Authorized Official

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CEO

1. Click on the Add Persons tab to view the Person Search.
2. Enter the partial name (either first or last) and click Search.
3. The list of users matching the search criteria will then display.
4. Select the person you want to add, select their appropriate role from the Role dropdown, and enter the Active Date.
5. Click Save.

The screenshot shows a web browser window titled "Organization - Microsoft Internet Explorer provided by Agate Software". The address bar shows the URL: <https://ocdgm.massdhcd.com/training/Organization.aspx?orgID=39&Mode=2>. The page content includes a navigation menu with "Home", "SAVE", and "DELETE" buttons. The main section is titled "ORGANIZATION INFORMATION" and contains a form with the following fields:

- Name: CITY OF REVERE *
- Identifier: REVERE *
- Address: 281 BROADWAY REVERE, MA
- City: REVERE
- State: Massachusetts
- Zipcode: 2151
- County: Barnstable County
- Phone: 7812868100
- Fax: 7812868199
- Email: (empty)
- Website: (empty)
- Type: City
- Category: (empty)

Below the form is the "ORGANIZATION MEMBERS" section, which has two tabs: "1: Current Persons" and "2: Add Persons". The "Person Search" field contains the text "train". There are "SEARCH" and "ADD NEW" buttons. The search results are displayed in a table:

Selected	Person	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Eight, Trainee	Administrator	2/18/2006 -	
<input checked="" type="checkbox"/>	Eighteen, Trainee	Writer	2/18/2006 -	
<input checked="" type="checkbox"/>	Eleven, Trainee	Writer	2/18/2006 -	
<input type="checkbox"/>	Fifteen, Trainee	Authorized Official	-	
<input type="checkbox"/>	Five, Trainee	Authorized Official	-	

New User

1. All selected persons were added and are now active within the bounds of the roles assigned.
2. They will now be displayed under the Current Persons tab.

The screenshot shows a web browser window titled "Organization - Microsoft Internet Explorer provided by Agate Software". The address bar shows the URL: <https://ocdgms.massdhcd.com/training/Organization.aspx?orgID=39&Mode=2>. The page content includes a navigation menu with "Home", "SAVE", and "DELETE" buttons. The main section is titled "ORGANIZATION INFORMATION" and contains a message: "The information has been saved." Below this is a form with the following fields:

- Name: CITY OF REVERE *
- Identifier: REVERE *
- Address: 281 BROADWAY REVERE, MA
- City: REVERE
- State: Massachusetts
- Zipcode: 2151
- County: Barnstable County
- Phone: 7812868100
- Fax: 7812868199
- Email: (empty)
- Website: (empty)
- Type: City
- Category: (empty)

Below the form is the "ORGANIZATION MEMBERS" section, which has two tabs: "1: Current Persons" (selected) and "2: Add Persons". The table below shows the current members:

Selected	Person	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	Eight, Trainee	Administrator	2/18/2006 -	User, New
<input checked="" type="checkbox"/>	Eighteen, Trainee	Writer	2/18/2006 -	User, New
<input checked="" type="checkbox"/>	Eleven, Trainee	Writer	2/18/2006 -	User, New
<input checked="" type="checkbox"/>	User, New	Authorized Official	2/18/2006 -	Group, Trainer

CDBG



GRANT MANAGEMENT SYSTEM

This ends the Activating
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