Completing a Site Visit in WebGrants

Logging into the WebGrants System

Sign into Web Grants
Url: Enter Current URL here

On the Login Page
Click on User ID on the left side of your page under Login
Enter your User ID
Enter your Password
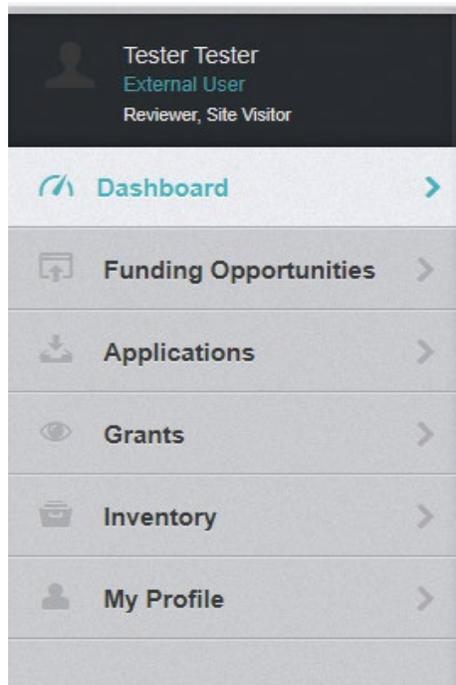**Click on 'Sign In'**

Note: Use the WebGrants Menu, not the Browser Menu
WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
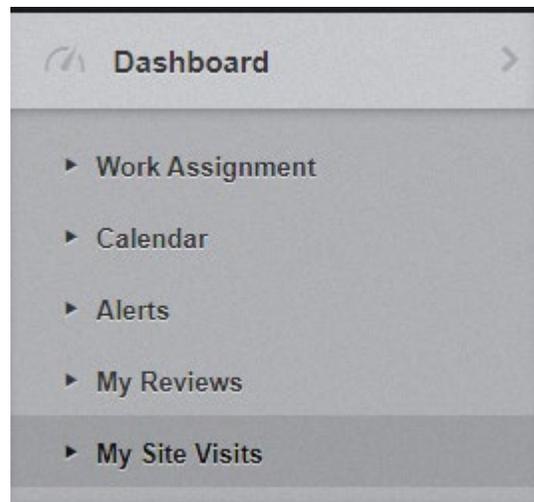Read the Instructions on the screen for navigating in the system.

From the Side Menu:
Click on **'Dashboard'**:

Click on **'My Site Visits'.**

Select the Site Visit you would like to access in the My Site Visits listing.
If you need to access a recent site visit, click on the Recent Site Visits tab.

Click on **'Edit Site Visit'**.

Click on the site visit form(s) listed under Components.
(Simple Site Visit Form in this example)

Enter the requested information and click on **'Save Form'**.

Review form and if correct, click on **'Mark as Complete'**.

Site Visit
Site Visits awaiting visit

Work Assignment   Calendar   Alerts   My Reviews   My Site Visits

↩ Back   🖶 Print ▾   ❓ Online Help   ⤷ Log Out

🗗 **Simple Site Visit** - Current Version

📄 **Simple**   ✓ Mark as Complete   ☑ Edit Form

Comments*:

test

If site visit is ready for submission, click on **'Submit Site Visit'**.

| Site Visit Preview | Attachment | Alert History | Map |

🔍 **Site Visit Details**   ✓ Submit Site Visit   🏷 Notes (0)   🔍 Preview Site Visit

• Site Visit is in compliance and is ready for Submission!

Component	Complete?	Last Edited	
Simple Site Visit	✓	Feb 14, 2020 11:41 AM - Tester Tester	
Funding Opportunity	-		-
Application	-		-