



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'

A screenshot of the WebGrants login page. The page features the WebGrants logo at the top left. Below the logo is a "Login" section with a key icon. The login form includes a heading "Enter your user id and password" with a user icon, two input fields for "User ID" and "Password", a green "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". To the right of the login form is an "Announcements" section with a document icon. At the bottom of the login form is a yellow button that says "Click here to Register".

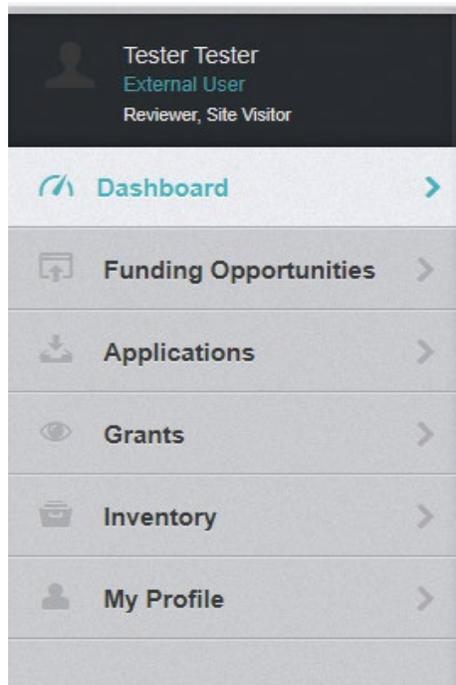
Note: Use the WebGrants Menu, not the Browser Menu

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

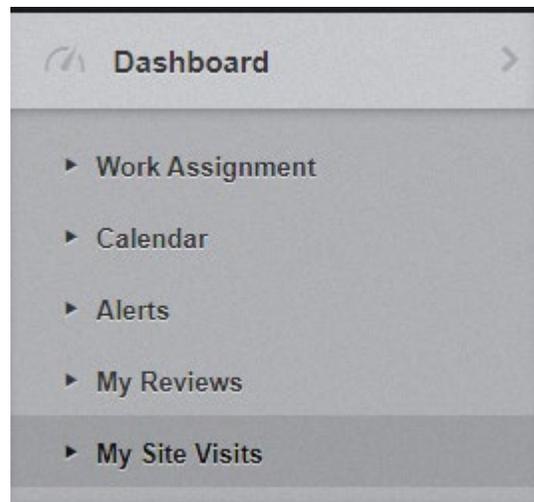
Read the Instructions on the screen for navigating in the system.



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.



| Due Date | Number | Type | Status | Grant | Organization | Program Area | Funding Opportunity |
|------------|----------------|-------------|---------|--------------|----------------------|-------------------|--|
| 02/28/2020 | T351FY2020-002 | Field Visit | Editing | PB Test 2/10 | Grantee Organization | Test Program Area | 1-Test Funding Opportunity FY2020-2021 |

Showing 1 to 1 of 1 entries

Click on 'Edit Site Visit'.

Site Visit

Site Visits awaiting visit

Work Assignment | Calendar | Alerts | My Reviews | **My Site Visits**

Back | Print | Online Help | Log Out

Site Visit Details

Notes (0) | Edit Site Visit

T351FY2020

Site Visit Details

Funding Opportunity: 1-Test Funding Opportunity FY2020-2021 | Initial Submit Date:

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

Site Visit Details

Notes (0) | Preview Site Visit

Site Visit cannot be Submitted Currently
• Site Visit components are not complete

| Component | Complete? | Last Edited |
|---------------------|-----------|-------------|
| Simple Site Visit | - | - |
| Funding Opportunity | - | - |
| Application | - | - |

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

Site Visit

Site Visits awaiting visit

Work Assignment | Calendar | Alerts | My Reviews | **My Site Visits**

Back | Print | Online Help | Log Out

Simple

Comments*:

Save Form

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 | - | - |