RESOURCES & ALLOCATIONS
Modules: Grant management and Organisations

➢ Overview of employments (with shortcut to allocations)
- ✓ Select module: **Organisations > Employments**
- ✓ Define your search criteria by the dropdown menues and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Documents** button to the left to find uploaded documents (green colour = attachment present). *Navigate using the title menus in MyGrant; do not use the browser forward and reverse buttons!*
- ✓ Click the **Resource allocations** button to get an overview of allocations for a specific employment (green colour = allocation present). *Navigate using the title menus in MyGrant; do not use the browser forward and reverse buttons!*
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** if you want to export to Excel or PDF

➢ Search for allocations to grants or employees
- ✓ Select module: **Grant management > Resource allocations**
- ✓ Define your search criteria by the dropdown menues and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** if you want to export to Excel or PDF

➢ Available resources
- ✓ Select module: **Grant management > Available resources**
- ✓ Define your search criteria by the dropdown menues and click **Search**
- ✓ Click **Reset** to clear the search
- ✓ Click the **Export** tab at the top and click **Excel (all)** or **PDF (all)** if you want to export to Excel or PDF