Client Portal Dashboard – Upcoming Activities

Grant administration tasks (workflows) for an Approved Project display as *Upcoming Activities* within the Home Page of the Enquire Grant Management System (GMS) client portal.

1. Below is an example of *Upcoming Activities* displayed on the Home Page of the GMS.
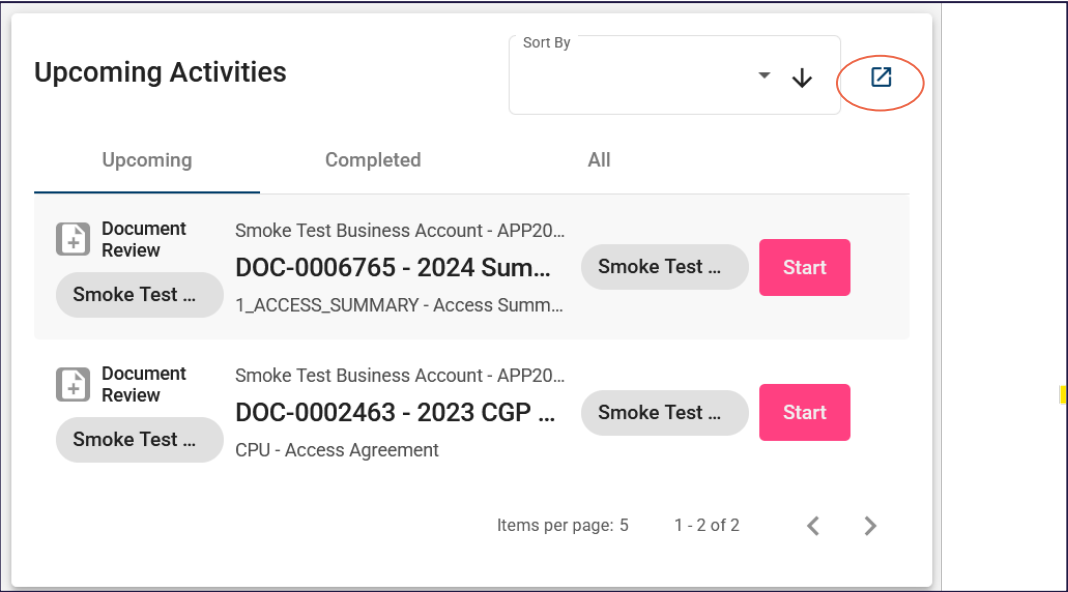

2. Workflows that need to be completed will appear under the *Upcoming* menu. The *Completed* menu will display workflows that have been completed, and the *All* menu will show a combination of workflows that have been completed and are yet to be completed.
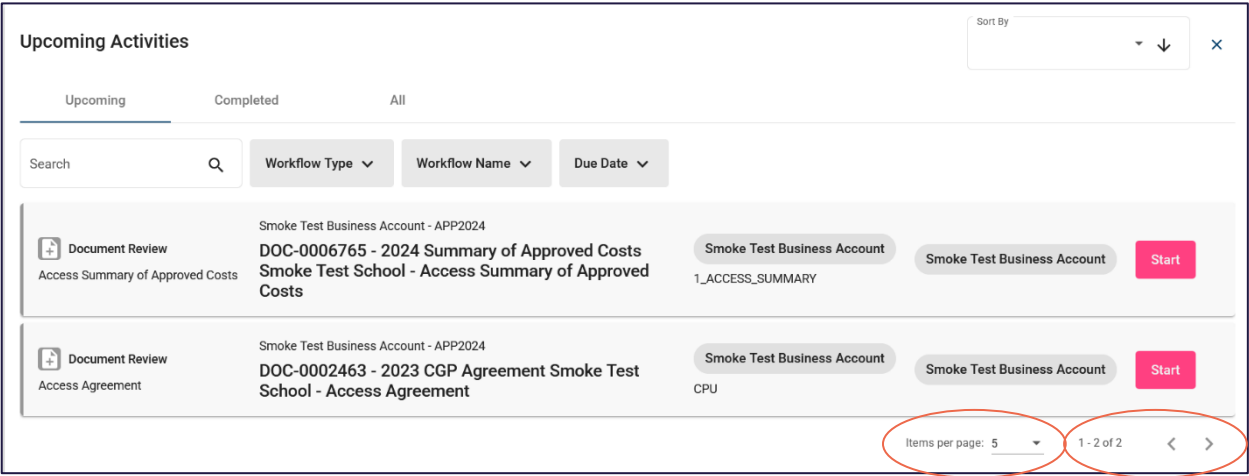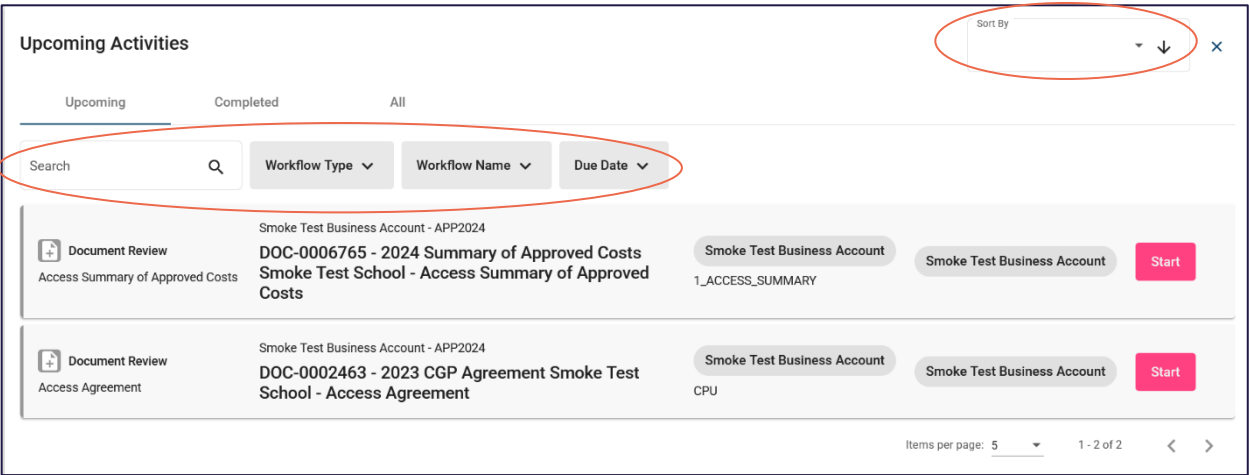
3. Click the boxed arrow button to expand the *Upcoming Activities* dashboard view.

4. View more items on the page by selecting the *Items per page* button or toggle to the next page of workflows by using the arrow buttons.

5. Use the sort by, search or filter buttons to refine your searches.

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6. Use cross to close the expanded view.

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