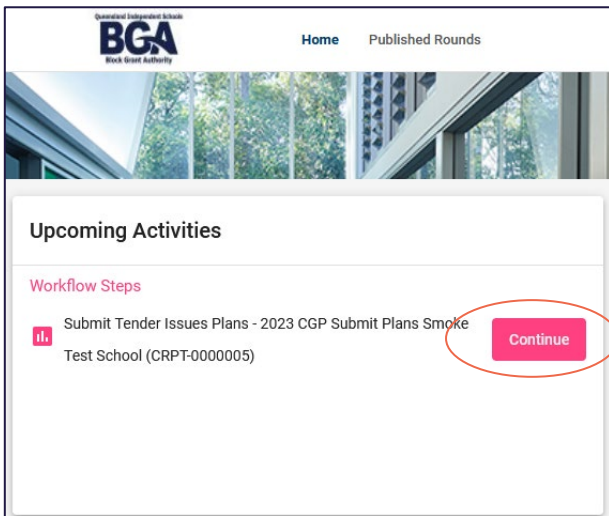




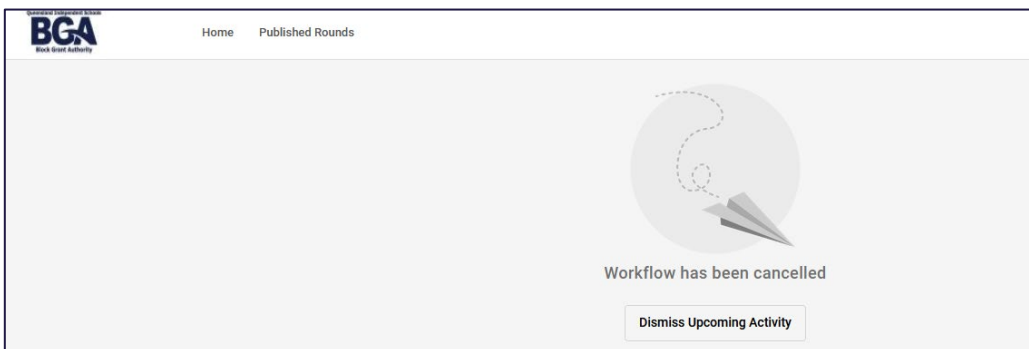
Tasks No Longer Accessible

Grant administration tasks for an Approved Project display as *Upcoming Activities* within the Home Page of the Enquire Grant Management System (GMS) client portal and remain accessible for one year from the date of establishment. Once this period of time has passed, tasks that are not approved will automatically no longer be accessible.

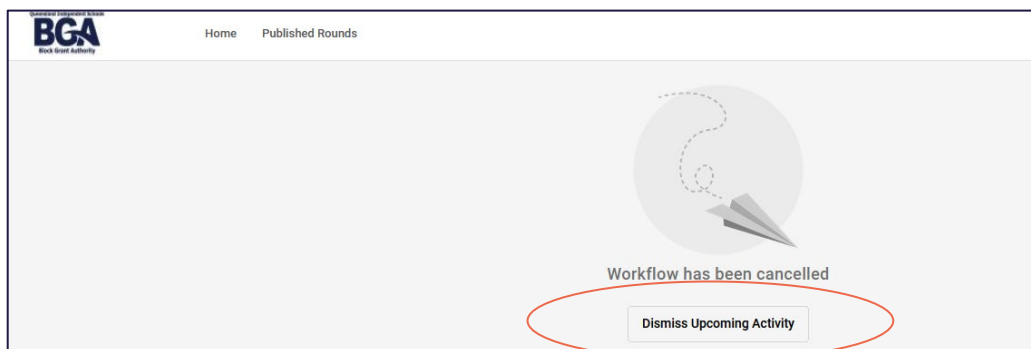
1. Below is an example of *Upcoming Activities* displayed on the Home Page of the GMS.



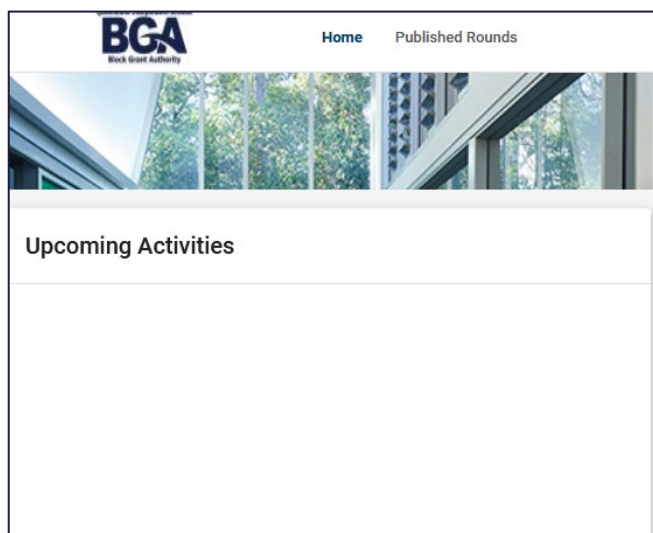
2. When a grant administration task has been established for more than one year, it will remain visible as an *Upcoming Activity* however, when the *Start* or *Continue* button is pressed, the below message will display.



- The task is no longer accessible for submission and a new workflow task will need to be established by the QIS BGA Office. Select *Dismiss Upcoming Activity*.



- The task will be removed from the Upcoming Activities menu on the Home Page.



- Workflows that are no longer accessible will be reinstated by the end of each month by the QIS BGA office, however, if you need to access a workflow earlier, please contact the [Office Administration team](#).