Grantee Portal Notes

Grantee portal notes/comments are now available. Portal notes are available to create and view by both state staff and by grantee portal users. For state staff to post a comment on the grantee portal click the “Add a note” button on the Grantee Portal Access bar...

![Image of Grantee Portal Access bar with Add a note button highlighted]

The note will appear on the Grantee Portal main screen. Grantee portal users can also create notes by clicking the “Add Note” button on the Notes and Comments bar.

![Image of Notes and Comments bar with Add Note button highlighted]

The rules for deleting notes are as follows...

- Any grantee portal user can delete notes from other grantee portal users within their organization;
- State staff can delete notes posted for other state staff within their agency. State staff can also delete any grantee portal user note;
- GATU can delete any note.

For grantee portal users there is additional information about a note by hovering the mouse cursor over the username. If grantee portal user has the ability to delete a note it is done by clicking on the username.

![Image of hovering over username with delete option highlighted]

State staff can delete the note by clicking the Delete button associated with the note...

![Image of GRANTEE PORTAL ACCESS with notes and Delete button highlighted]