

## View Grants

To view grants from your fund, click the Grants tab. If you have more than one fund, also make sure the correct fund is selected under Choose Fund.



The Grants tab includes a Grantee Summary page at the top. All grantees are listed with the total number of grants and the total amount. Click on a grantee name to see the list of grants to only that organization.



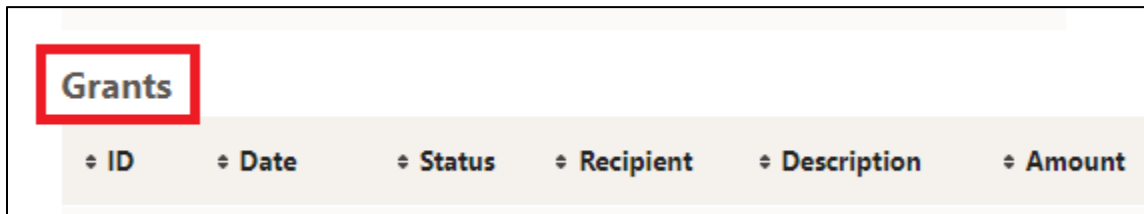
Change the sort order by clicking the field name. The arrows to the left of the field name will change indicating how the field is sorted.



Filter the list by mousing over the field name and clicking the funnel icon. You can select only the options you would like to see listed.

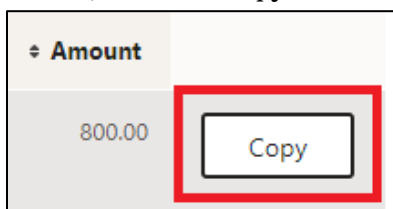


Beneath Grant Summary is a Grants section where all grants are listed by date. This list can also be sorted and filtered using the toggle icons next to the field names.



Click the grant ID link to see more details about that grant.

If you would like to make a recommendation to the same organization and to copy over the details, click the Copy button.



You can also export the list of grants to a file by clicking the Export tab. Your browser will download a spreadsheet of the grants which you can then open.

