

*AmpliFund* 



# Recipient Training Part 2

**Florida Department of Law Enforcement**

**03/24/2022**

# Agenda

- Welcome & Introductions
- Getting Started with AmpliFund
- AmpliFund Navigation & Account Overview
- Performance Achievements
- Submitting a Performance Reporting Period
- Submitting a Request to Clear Special Conditions
- Submitting an Amendment Request
- Available Tools
- Reporting
- Support Resources
- Q&A

# Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

# Award Activation



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Hello Admin,

You are receiving this notification because your organization has been given an award from **Funder name**

This award of **#** years **#** months 0 days begins on **Award Start Date**

If you currently use AmpliFund, please [login](#) to see the details of your award and get started.

If you have never used AmpliFund, please use [this link](#) to set your password and login.

Regards,  
AmpliFund Administrator  
**Funder name**

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AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Account owner will use this link to set-up log-in and can add additional users.

Award activation emails will be sent in the coming days

# Application Approved



Hello Name,

You are receiving this AmpliFund notification email because the status of the application you submitted to **Funder Name** for **Opportunity Name** been updated.

Your application, **App Name** now has a status of Approved.

Select <https://www.gotomygrants.com/> to log in to the Amplifund Applicant Portal to view your application.

Regards,  
AmpliFund Administrator

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Application approved emails is NOT official approval to spend. Any spending before the executed contract is at the recipient's risk.

# In-Product Review

# Appendix

Support Slides

# Navigating AmpliFund

The screenshot displays the AmpliFund application interface. At the top, the AmpliFund logo is on the left, and the user name 'Joe Test Applicant' is on the right. Below the header is a navigation menu with options: Activity, Contacts, Grant Management, Reports, Documents, and Administration. The main area shows a calendar for August 2020. The calendar grid has columns for days of the week and rows for dates. A yellow highlight is on Friday, August 7th. A legend at the top left indicates 'Past Due' (red), 'Complete' (grey), and 'Due' (green). A toolbar at the top right allows switching between 'week' and 'day' views. A dropdown menu is open over the calendar, showing 'Budgeting Tracking Period Due' and 'Performance Tracking Period Du'.

- 1. Left Navigation** – shows on every page
- 2. User Navigation** – includes account information, change password, message center, support, terms and conditions, applicant portal, and logout
- 3. Options Toolbar** – displays icons to perform functions available on the current page, icons vary based on page

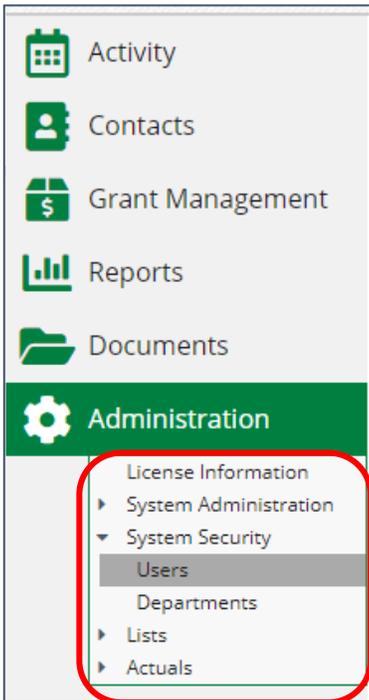
The logo for AmpliFund, featuring the word "AmpliFund" in a white, sans-serif font. To the right of the text is a small icon consisting of four horizontal lines of increasing length, stacked vertically, resembling a bar chart or a signal indicator. The logo is positioned on a dark blue rounded rectangular background element.

**AmpliFund**

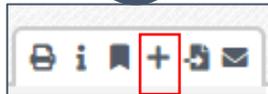
# Adding Users

# Creating Additional Users

1



2



3

### Create User

**User Information**

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role\*

**Staff Information**

First Name\*

Last Name\*

Title

Supervisor

Track Time\*

**Primary Address**

Address Line 1

Address Line 2

City

State

Zip Code

1. Open Administration > System Security > Users
2. Click the + icon in the top right hand corner to create a User
3. Enter user preferences & information
  - Select the User's Email Preference
  - User role
  - User's First Name, Last Name, and E-Mail Address
4. Click the 'Create' button

# User Options

## Subscribe to Daily/Weekly Emails

- Set to Yes to receive daily and/or weekly emails from AmpliFund with tasks/reminders

## Applicant Portal Access

- Set to **Yes** to provide a user in your organization with access to submit applications

## Role\*

- **Organization Administrator**
  - Full view and edit access to your organization's AmpliFund account
- **Executive**
  - View only access to your organization's AmpliFund account
- **Department User (No Salary)**
  - Only has access to budget or performance plan items to which you assign the user as the Responsible Individual
- **Department User (Salary)**
  - Has access to budget or performance plan items to which you assign the user as the Responsible Individual including personnel line items

**AmpliFund**

Activity  
Contacts  
Grant Management  
Reports  
Documents  
**Administration**  
License Information  
System Administration  
System Security  
**Users**  
Departments  
Lists  
Actuals

## Create User

### User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role\* Organizational Admin

### Staff Information

First Name\*

Last Name\*

Title

Supervisor

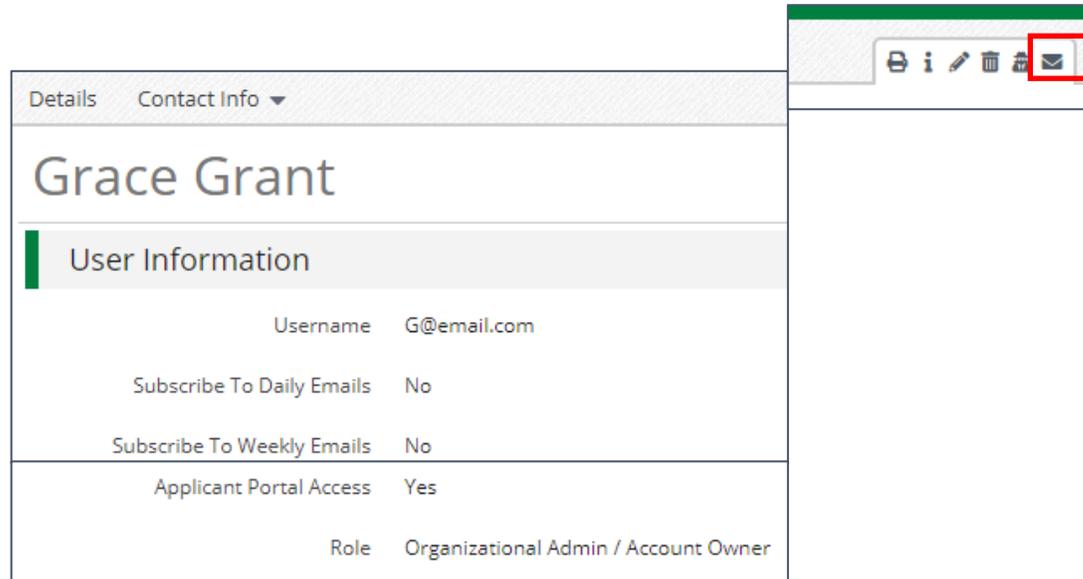
Track Time\* Monthly

### Primary Address

Address Line 1

Address Line 2

# Sending an Invitation to a User



Details Contact Info ▾

## Grace Grant

### User Information

Username	G@email.com
Subscribe To Daily Emails	No
Subscribe To Weekly Emails	No
Applicant Portal Access	Yes
Role	Organizational Admin / Account Owner

1. Click the  in the *Icon Bar*
2. In the confirmation pop-up window, click **Send Invitation**

*Link is active for 72 hours*

Note: An Organization Administrator can resend the invitation email to a user by going to **Administration > System Security > Users**. Click the envelope icon next to the User's name and confirm.

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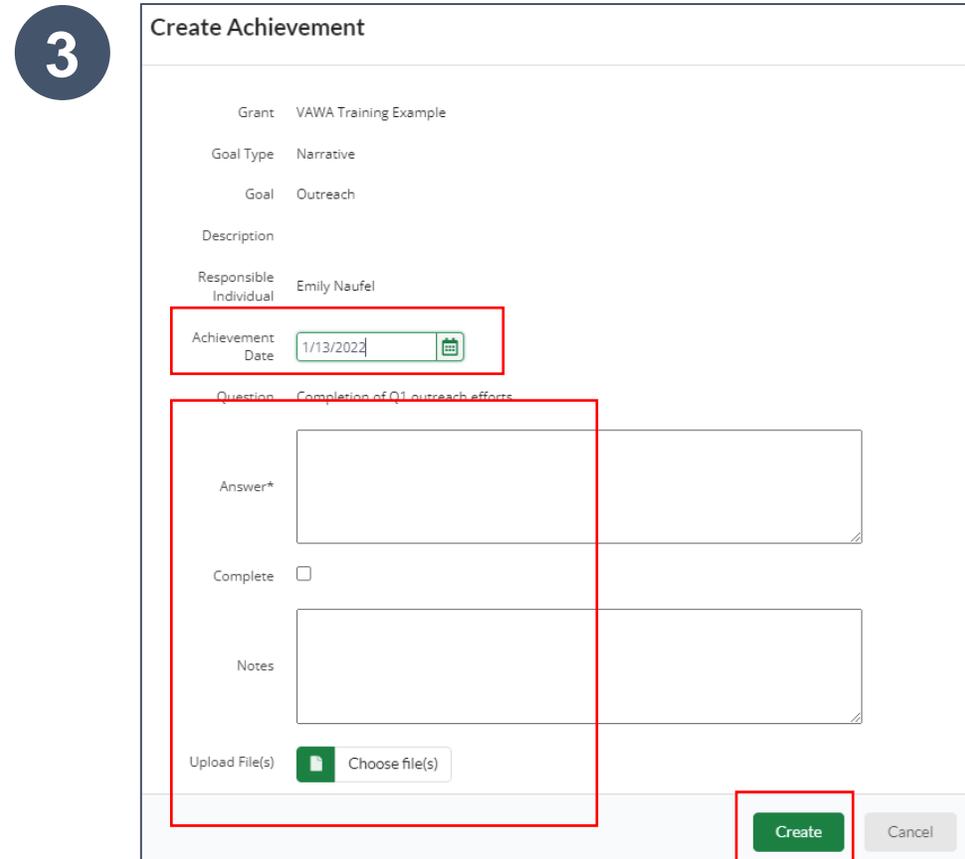
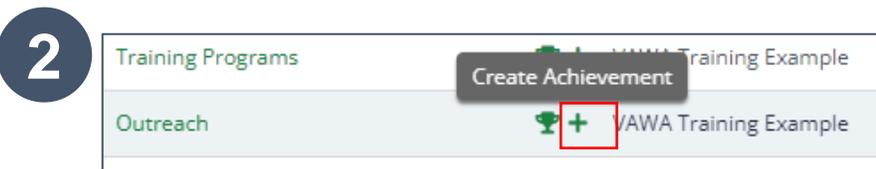
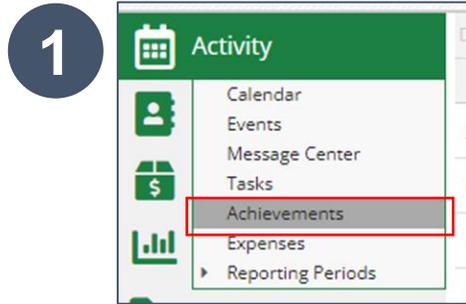
*AmpliFund*

# Creating & Submitting Performance Achievements

# Creating Performance Achievements

1. Click on Activity then Achievements
2. Click on the plus icon next to the goal
3. Enter information about performance achievement and click Create

Repeat for each relevant goal



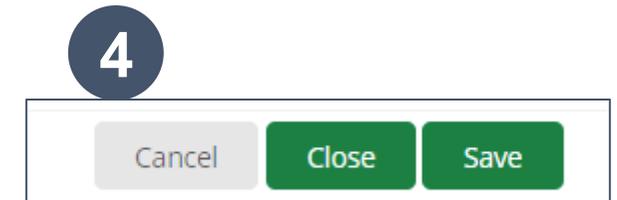
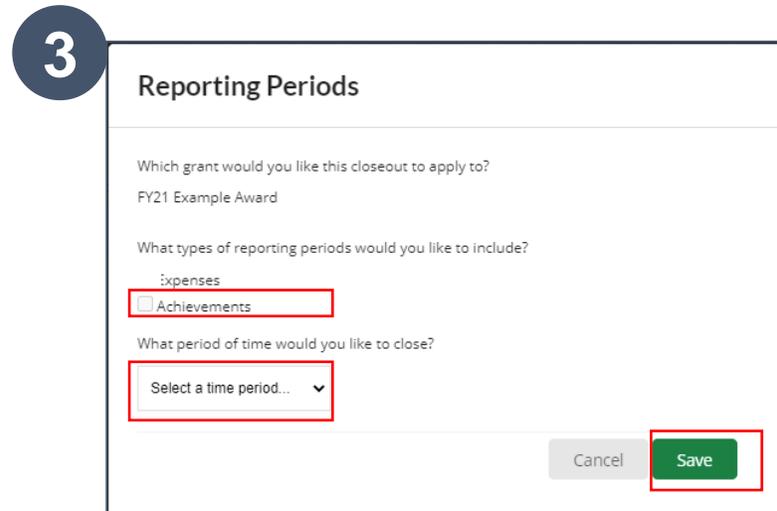
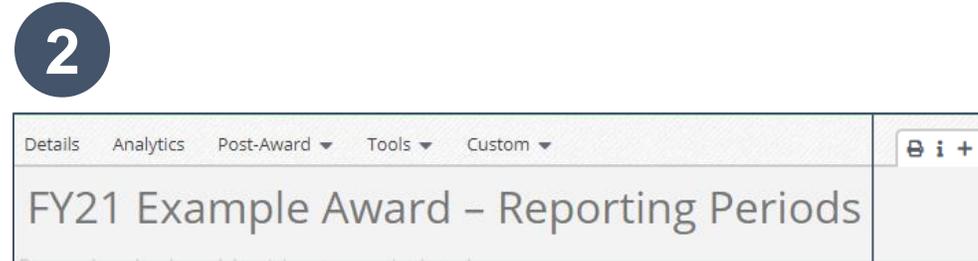
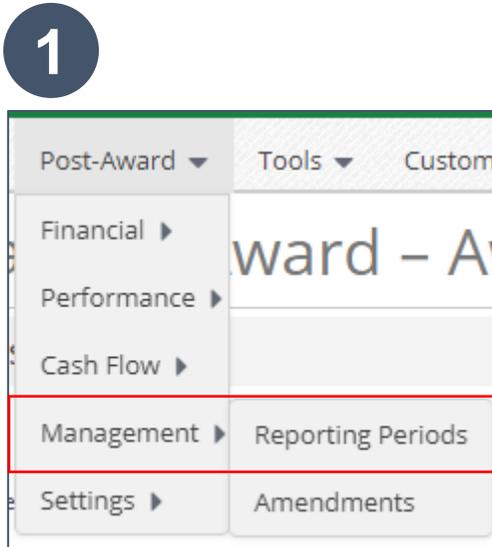
A screenshot of a 'Create Achievement' form. The form contains the following fields and controls:

- Grant: VAWA Training Example
- Goal Type: Narrative
- Goal: Outreach
- Description:
- Responsible Individual: Emily Naufel
- Achievement Date: 1/13/2024 (with a calendar icon)
- Question: Completion of Q1 outreach efforts
- Answer\*: (text input field)
- Complete:
- Notes: (text input field)
- Upload File(s): Choose file(s) (with a file icon)
- Buttons: Create (green), Cancel (grey)

Red boxes highlight the 'Achievement Date' field, the 'Answer\*' and 'Notes' input fields, and the 'Create' button.

# Generating a Performance Reporting Period

1. From the Grant click on Post Award>Management>Reporting Periods
2. Click on the plus icon in the upper right hand corner
3. Select Achievements and Time Period then click Save
4. Review achievements & details, click Close to send completed reporting period to Funder



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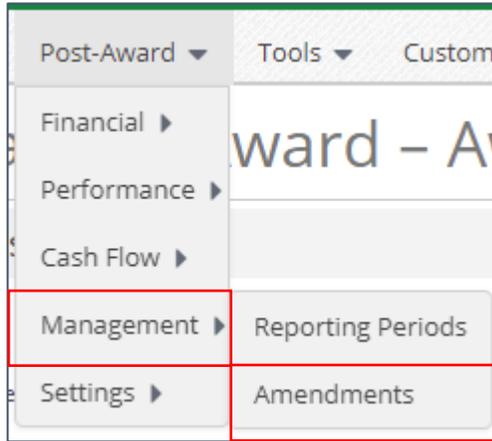
*AmpliFund*

# Submitting an Amendment Request

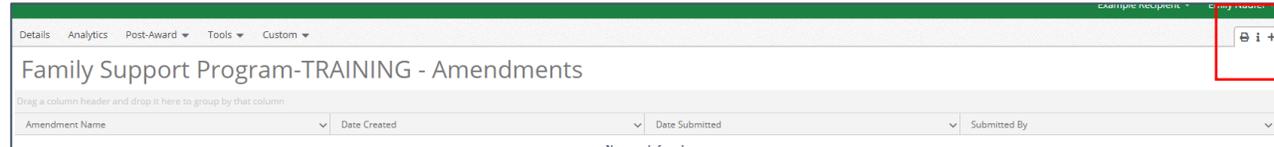
# Generating an Amendment

1. From the Grant click on Post Award>Management>Amendments
2. Click on the plus icon in the upper right hand corner
3. Click on circle then text of amendment type
4. Enter amendment Information
5. Click **Submit** to Submit request to Funder

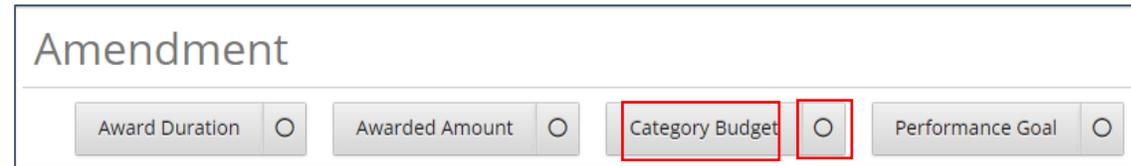
1



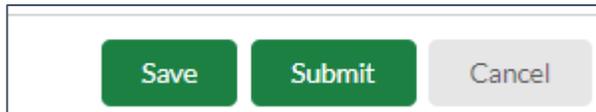
2



3



4



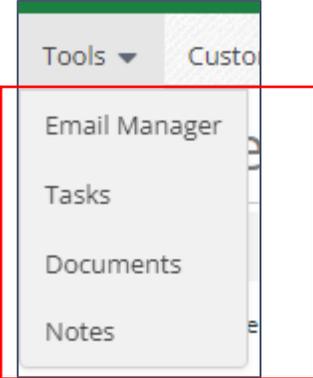
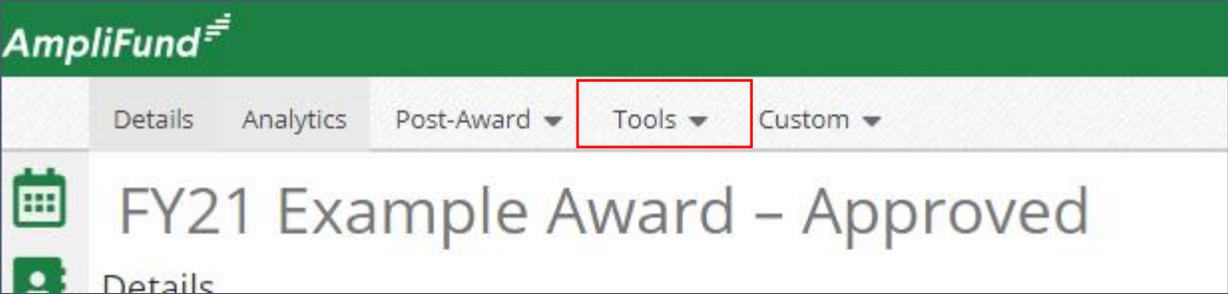


**AmpliFund**

Available Tools

# Available Tools

From Grant Record Select Tools

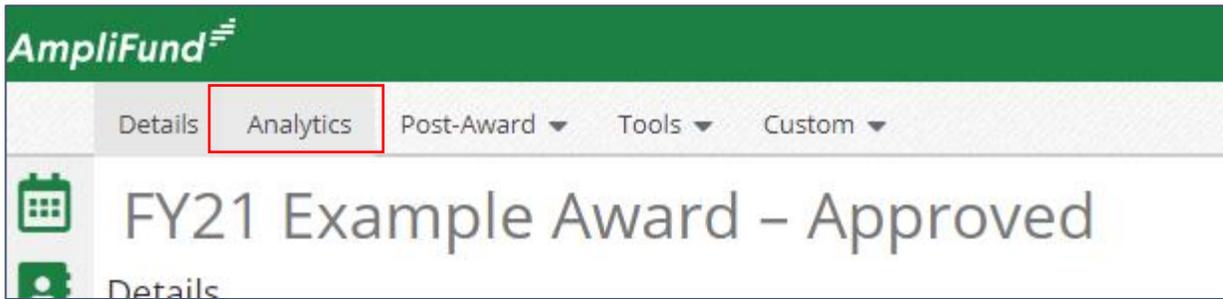


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Available Reporting

# Available Reporting

## Grant Dashboard



## Other Reports

