

## Collab Feature

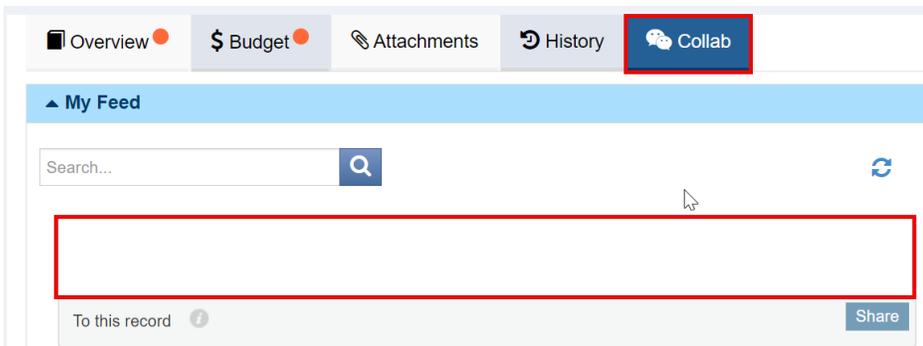
Subrecipients can collaborate on work within Utah Grants utilizing the Collab feature. Users can tag and message other Utah Grants users within their organization and Utah State Board of Education. Available records have a tab labeled “Collab,” including applications, payment requests and site visits.

### Collab My Feed

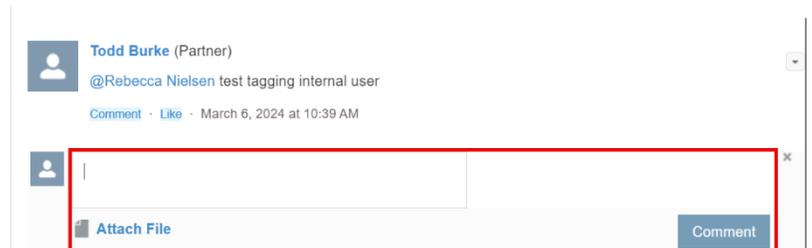
My Feed can be used for collaboration and messaging within Utah Grants. When a user is tagged on a record, an email will be sent notifying the user that they have been tagged.

Available records show a tab labeled Collab. Under My Feed, type @[name] to tag a user.

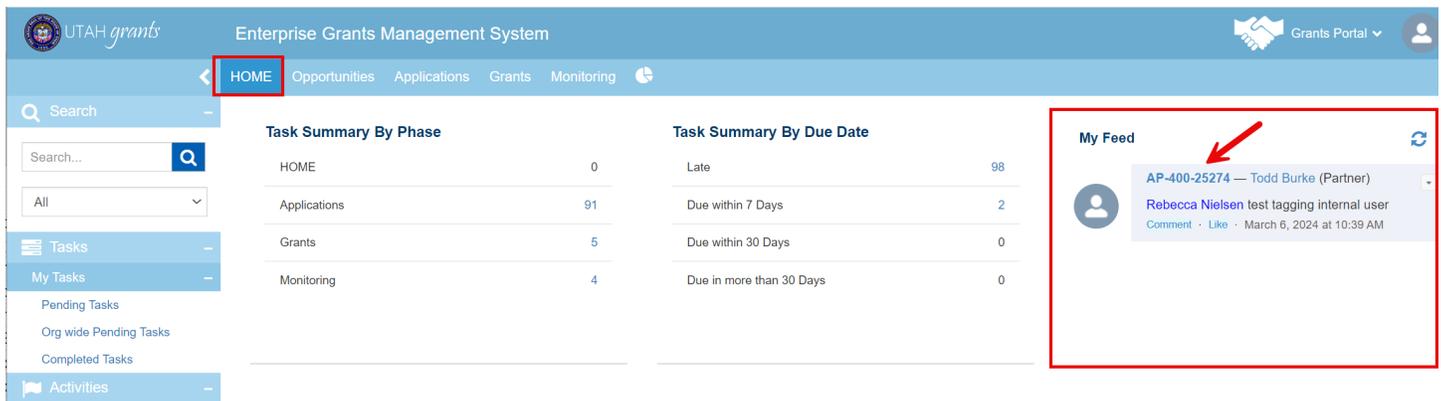
- Type “@” (ampersand) and begin typing the name. Then select the user to tag them in the message.
- Multiple users may be tagged within one message.
- Subrecipient can tag other users within their organization or USBE users.
- Tagged users will receive an email with a link to the record in Utah Grants.



After initiating a conversation, users can comment or add attachments.



- Users will also see the message on the Home Screen of Utah Grants under My Feed.

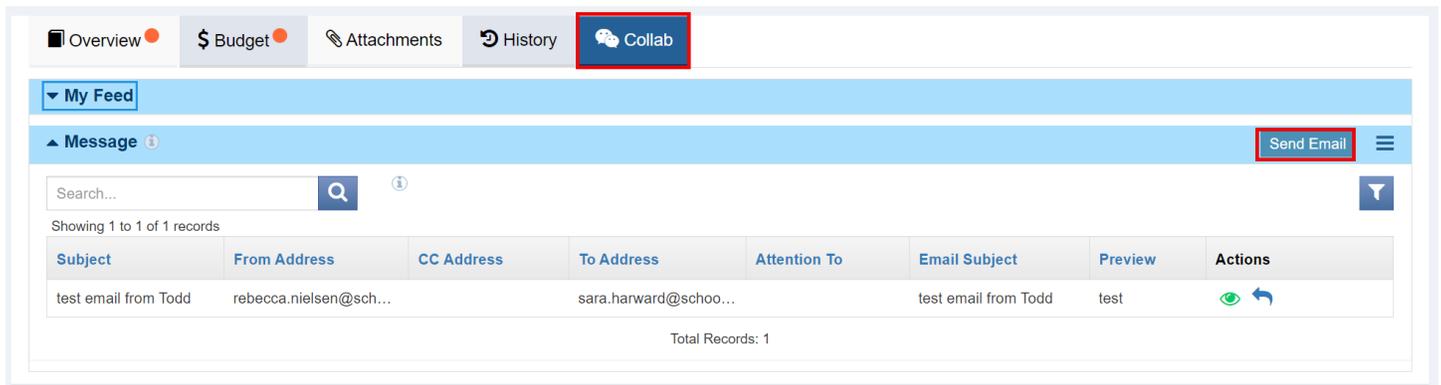


- User can link directly to the record by clicking the record ID hyperlink.
- User can comment from the home screen or from the record.
- Only the message creator and those tagged will view the message from the home screen. However, messages can be viewed on the specific record by all users.
- Messages can be deleted by the message creator or tagged participants.

## Collab Messages

Email messages can be generated directly from the record.

Available records show a tab labeled Collab. Go to the Message section (below My Feed) to view and generate email associated with the record.



- You must know the recipient's email address to send an email from the record.
- The email does not contain a link to the record yet, but functionality is forthcoming.

- Email message sender and recipients will see the email message on the Home Screen of Utah Grants under My Workspace: Messages.

The screenshot shows the 'Enterprise Grants Management System' interface. The navigation bar includes 'HOME', 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'HOME' tab is selected. Below the navigation bar, there are sections for 'Task Summary By Phase' and 'Task Summary By Due Date'. The 'Task Summary By Phase' table shows counts for HOME (0), Applications (91), Grants (5), and Monitoring (4). The 'Task Summary By Due Date' table shows counts for Late (98), Due within 7 Days (2), Due within 30 Days (0), and Due in more than 30 Days (0). The 'My Feed' section shows a post from 'Rebecca Nielsen' about tagging an internal user. The 'My Workspace' section is expanded to show 'Messages', 'Files', 'Calendar', and 'Notes'. The 'Messages' section is further expanded to show an 'Inbox' with one email record. The email record table has columns for From Address, CC Address, To Address, Attention To, Email Subject, Created Date, Description, and Actions. The 'Actions' column for the email record contains an eye icon and a box with an arrow icon, which is highlighted by a red arrow.

From Address	CC Address	To Address	Attention To	Email Subject	Created Date	Description	Actions
rebecca.nielsen@sc...		sara.harward@sch...		test email from Todd	03/06/2024 11:21 AM	test	👁️ 📄

- User can link directly to the record by clicking the box and arrow icon in the Actions column.
- User can view the email detail by clicking on the eye icon in the Actions column.
- Only email recipients and creator can view the message from the home screen. However, email messages can be viewed on the specific record by all users.
- Email messages can only be deleted by the email creator.