

Adding/Viewing Notes to Documents in eGrants

User Role (All Users): Create, Add and View a Note in an eGrants Document

1. Login to eGrants <https://www.txdot.gov/apps/egrants>
2. Navigate to the eGrants document (i.e. Proposal/Grant, PR, RFR, Supplemental, etc.) you wish to add a note.
3. On the **Document** Menu under **View, Edit and Complete Forms**; click **VIEW FORMS**
4. Click on the link of the page where you want to add the note.
5. Click the **ADD NOTE** button on the page where you are adding the Note. The Notes box will display.

Notes

There are no available notes at this time.

Message	Author	Date	Action
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ADD A NEW NOTE CLOSE NOTES

6. Click the **ADD A NEW NOTE** button on the Notes Pop Up. The Add New Note box will display.

Add New Note

Subject

Message

The following people can be assigned access to view or *not* view your note. Check the box next to the name of the viewer to give them the ability to view the note. Uncheck the box if the note should not be seen by that viewer. Checking the **All/None** box will either check or uncheck all of the viewers.

All/None

Mr. Srinivas Aduri Mr. Srinivas (EA) Aduri Ms. Lauralea Bauer Ms. Anna Hovenden

Mr. Gonzalo Ponce Ms. Nina Saint Mr. Lindsay Shuff eGrants TxDOT

SAVE CANCEL CLOSE NOTES

7. Enter the Subject of the Note in the **Subject** line.

Add New Note

Subject

Enter subject of Note here.

8. Type or Copy and Paste the contents of the Note in the **Message** section.

Message

Enter the message of the Note here.

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9. You can check (person can view Note) or uncheck (person cannot view note) the person's name to choose who can view the Note.

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All/None

<input checked="" type="checkbox"/> Mr. Srinivas Aduri	<input checked="" type="checkbox"/> Mr. Srinivas (EA) Aduri	<input checked="" type="checkbox"/> Ms. Lauralea Bauer	<input checked="" type="checkbox"/> Ms. Anna Hovenden
<input checked="" type="checkbox"/> Mr. Gonzalo Ponce	<input checked="" type="checkbox"/> Ms. Nina Saint	<input checked="" type="checkbox"/> Mr. Lindsay Shuff	<input checked="" type="checkbox"/> eGrants TxDOT

10. When you are done with the Note. Click the **SAVE** button on the note to save the note to the page.
11. Once you are done with editing the Note; Click the **CLOSE NOTES** button to close the Add New Note box.
12. The Note is now added to this page in the eGrants **Document**.
13. Users can view the Note by navigating to this page and clicking the **SHOW NOTES (1)** button on the page. The Notes box will display. The number in parenthesis will indicate the number of notes on the page.

Drag Here ☰

Notes

Message	Author	Date	Action
Provide job description clarification	Ms. Anna Hovenden	4/20/2011	Reply

ADD A NEW NOTE
CLOSE NOTES

14. Click the link under the Message column in the Notes box to display the note. Users may click the [Reply](#) link to reply to the current note.

Drag Here ☰

Notes

Message	Author	Date	Action
Provide job description clarification Provide detailed job descriptions/duties for each person on the payroll. Define "Mature" -- as in your Position/Title: "Mature Driver Program Coordinator" Submitted: 4/20/2011 4:06:05 PM	Ms. Anna Hovenden	4/20/2011	Reply

ADD A NEW NOTE
CLOSE NOTES