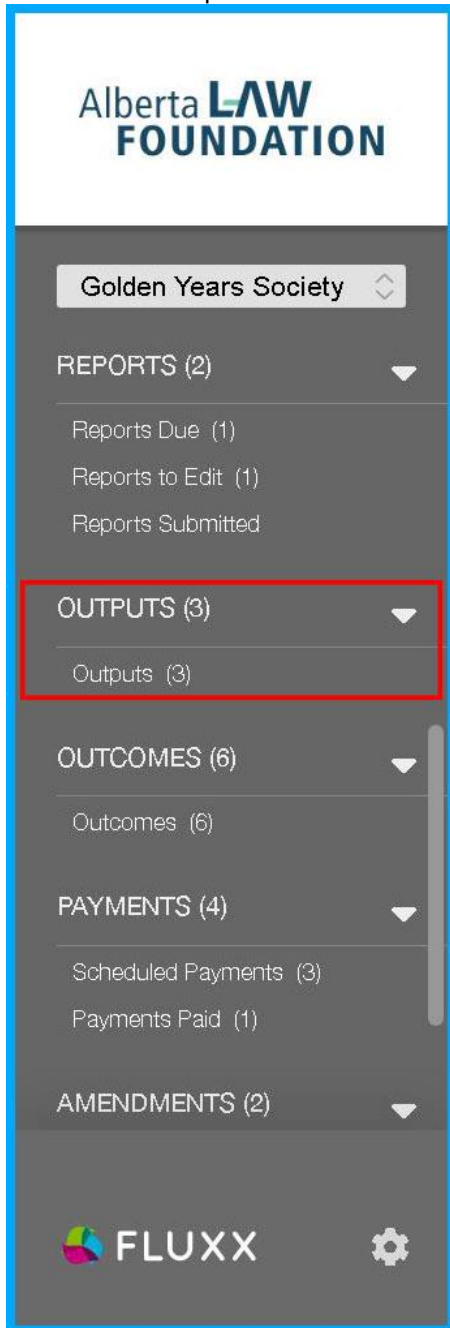


## Grantee Portal Training Manuals

### How to Report on Outputs

1. Click on the “Outputs” card under the Outputs section from the homepage of the Grantee Portal.




2. Select the outputs table that you would like to report on [red box]. Make sure that you are selecting the correct report by checking the grant number [green box], project title [blue box], and output category [black box].

Search...

**Project Title:** Legal Supports for Seniors  
**Grant Number:** 9999-PR-02-23/24  
**Organization:** Golden Years Society  
**Output Category:** Research

**Project Title:** Legal Supports for Seniors  
**Grant Number:** 9999-PR-01-23/24  
**Organization:** Golden Years Society  
**Output Category:** Public Legal Education - Distribution

**Project Title:** Legal Supports for Seniors  
**Grant Number:** 9999-PR-02-23/24  
**Organization:** Golden Years Society  
**Output Category:** Public Legal Education - Distribution

[Edit](#) 

### Output Instructions

To update the program outputs, select the **Output Category** for the grant you would like to report and click 'Edit' in the top right corner. Fill out the output results for the timeframe you are reporting on. The table below will populate once the Outputs have been added to the Outputs card.

**Output Category:** Research

### Date Ranges

**Current Year Actuals** 1 April 2022 - 2022-08-15

**Request Year Targets** 1 April 2023 - 31 March 2024

### Output 1

**Output Description:** # of PLE Sessions

**Current Year Actuals:** 50

**Request Year Targets:** 100

1 - 3 of 3

3. Click on the “Edit” button on the upper right side.

The screenshot displays a web interface for managing grant outputs. On the left, there is a search bar and a list of three project entries. The first entry is highlighted in green. The main content area on the right is titled 'Output Instructions' and contains a text box with instructions on how to update program outputs. Below this, there are sections for 'Output Category', 'Date Ranges', and 'Output 1'. The 'Output Category' is set to 'Research'. The 'Date Ranges' section shows 'Current Year Actuals' as '1 April 2022 - 2022-08-15' and 'Request Year Targets' as '1 April 2023 - 31 March 2024'. The 'Output 1' section shows 'Output Description' as '# of PLE Sessions', 'Current Year Actuals' as '50', and 'Request Year Targets' as '100'. At the top right, there is an 'Edit' button and a print icon. At the bottom left, there are navigation arrows and the text '1 - 3 of 3'.

Project Title	Grant Number	Organization	Output Category
Legal Supports for Seniors	9999-PR-01-23/24	Golden Years Society	Research
Legal Supports for Seniors	9999-PR-01-23/24	Golden Years Society	Public Legal Education - Distribution
Legal Supports for Seniors	9999-PR-02-23/24	Golden Years Society	Public Legal Education - Distribution

**Output Instructions**

To update the program outputs, select the Output Category for the grant you would like to report and click 'Edit' in the top right corner. Fill out the output results for the timeframe you are reporting on. The table below will populate once the Outputs have been added to the Outputs card.

**Output Category:** Research

**Date Ranges**

**Current Year Actuals** 1 April 2022 - 2022-08-15

**Request Year Targets** 1 April 2023 - 31 March 2024

**Output 1**

**Output Description:** # of PLE Sessions

**Current Year Actuals:** 50

**Request Year Targets:** 100

1 - 3 of 3

4. Depending on whether you are reporting on your 6-month interim report actuals, 12-month interim report actuals, or your final report actuals, fill out the matching field on the form. Most grantees will

not need to complete the 12-month interim report as that is only applicable to 18-month grants. Remember that you are not to edit the Output Description, Current Year Actuals and Request Year Targets. You only need to add the information for the period that you are reporting on.

**Output 1**

Output Description	PLE Sessions
Current Year Actuals	6 sessions 100 attendees
Request Year Targets	8 sessions 160 attendees
Interim Report Actuals - 6 Month	4 sessions 80 attendees
Interim Report Actuals - 12 Month	
Final Report Actuals	

Would you like to add another output? Yes

**Output 2**

Output Description	Individual sessions
Current Year Actuals	30
Request Year Targets	30
Interim Report Actuals - 6 Month	10

Delete Cancel Save and Continue Save and Close

5. If you have an output to report that was not originally in the application, you can add it in at the bottom by indicating that you have another output to add and then complete the Output Description. The Current Year Actuals and Request Year Targets fields should be filled out as N/A, then you can enter the data for the period that you are reporting on.

- When you are finished filling out the fields, click on the “Save and Continue” or “Save and Close” button on the bottom right.

### Output 1

Output Description	PLE Sessions
Current Year Actuals	6 sessions 100 attendees
Request Year Targets	8 sessions 160 attendees
Interim Report Actuals - 6 Month	4 sessions 80 attendees
Interim Report Actuals - 12 Month	
Final Report Actuals	
Would you like to add another output?	Yes <input type="button" value="v"/>

### Output 2

Output Description	Individual sessions
Current Year Actuals	30
Request Year Targets	30
Interim Report Actuals - 6 Month	10

- The report that this outputs table is associated with will update itself based on the information that you entered. We recommend that you complete your outputs reporting first and then complete the rest of your report.
- To verify that the information in the table is correct, click on the “Reports Due” card under the “Reports” section [Red box]. Select the report that you are reporting your outputs on [Blue box]. To ensure that you are selecting the correct report, do not forget to check its program name and grant number [Green box].

Search...

Golden Years Society

Program Name: Legal Supports for Seniors  
Grant Number: 9999-FR-01-23/24  
Due: 20 July 2022  
Type: Interim Report - 6 Month  
Status: Scheduled

Golden Years Society

GRANTS (1)  
Active (1)  
Closed

REPORTS (2)  
Reports Due (1)  
Reports to Edit (1)  
Reports Submitted

OUTPUTS (3)  
Outputs (3)

OUTCOMES (6)  
Outcomes (6)

FLUXX

1 - 1 of 1

Edit

### Outputs Reporting

3. Please update your project outputs. To update the program outputs, navigate to the 'Outputs' card in the left menu. Select the Output Category for the grant you would like to report and click 'Edit' in the top right corner. Fill out the output results for the timeframe you are reporting on. The table below will populate once the Outputs have been added to the Outputs card.

Date Ranges:	Request Year Targets 1 May 2023 - 30 April 2024	Interim Report Actuals 6 Month 1 April 2023 - 30 September 2024
Output Category: Public Legal Education - Distribution		
Output 1: PLE Sessions	8 sessions 160 attendees	4 sessions 80 attendees
Output 2: Individual sessions	30	10
Output 3: Phone Referrals	175	105
Output 4: Total # of Individuals served	365	285


4. How do you explain the above results? Please elaborate on why your outputs are on target, better, lower, or unexpected, compared to what was anticipated:

5. How do these results affect your program plans going forward?

Submit

- Scroll down the report until you reach the “Outputs Reporting” header [Blue box]. In this table, you will see the information you entered earlier under the rightmost column in the table [Red box]. Please ensure that all information in the table is correct, if corrections need to be made, you will need to go

back to Step 1 in this manual and make the edits in the Outputs card.

Search...Edit 

**Golden Years Society**  
**Program Name:** Legal Supports for Seniors  
**Grant Number:** 9999-PR-01-23/24  
**Due:** 20 July 2022  
**Type:** Interim Report - 6 Month  
**Status:** Scheduled

### Outputs Reporting

3. Please update your project outputs. To update the program outputs, navigate to the 'Outputs' card in the left menu. Select the Output Category for the grant you would like to report and click 'Edit' in the top right corner. Fill out the output results for the timeframe you are reporting on. The table below will populate once the Outputs have been added to the Outputs card.

Date Ranges:	Request Year Targets 1 May 2023 - 30 April 2024	Interim Report Actuals 6 Month 1 April 2023 - 30 September 2024
<b>Output Category:</b> Public Legal Education - Distribution		
<b>Output 1:</b> PLE Sessions	8 sessions 160 attendees	4 sessions 80 attendees
<b>Output 2:</b> Individual sessions	30	10
<b>Output 3:</b> Phone Referrals	175	105
<b>Output 4:</b> Total # of Individuals served	365	285

4. How do you explain the above results? Please elaborate on why your outputs are on target, better, lower, or unexpected, compared to what was anticipated:

5. How do these results affect your program plans going forward?