

EHBs Home Page and Navigation User Guide

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Overview

The EHBs has been redesigned and modified to improve your user experience. The Home Page will contain widgets to help you navigate to your tasks, view help videos, track completed items, pin your favorites to the Home Page for quick access, and seamlessly navigate to your recently accessed items.

Top Navigation Panel

The Top Navigation Panel has a fly-out menu that contains shortcuts to the most commonly used features under each main navigation tab (Figure 1). Hover over each tab to see the fly-out menu and the shortcuts.

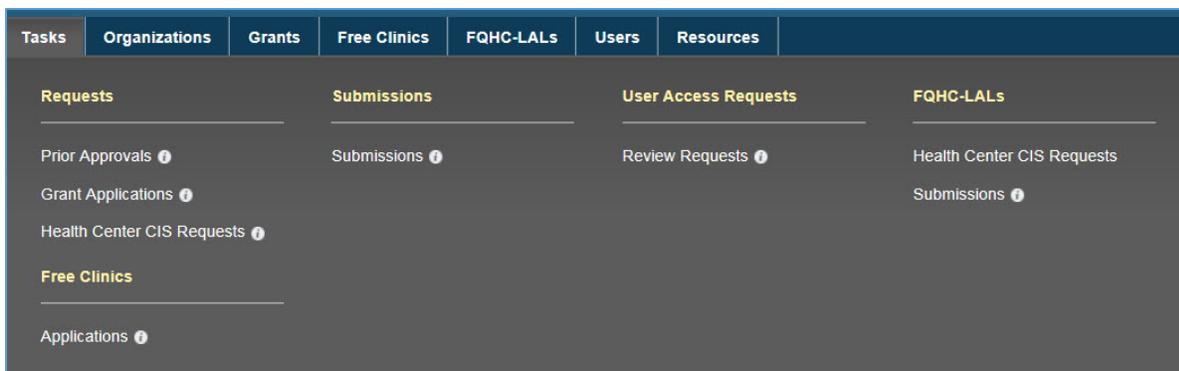


Figure 1: Top Navigation Panel

When you hover over the information icon next to the shortcuts you will see a pop up window with helpful information explaining the shortcut, as well as links to FAQs (Figure 2).

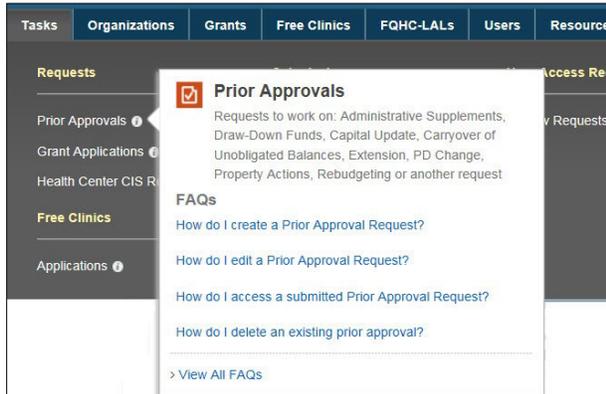


Figure 2: Top Navigation Panel Information Icon

EHBs Search

The EHBs Search feature (Figure 3) provides a quick way to search across different areas of the EHBs. You can use EHBs Search to quickly lookup your grant information, or find relevant knowledgebase articles and FAQs.

Here are some sample searches that you can try:

- Your grant number
- Your organization name or DUNS number
- Question related to EHBs. For example: “How to apply for a grant”, or “Add a grant”.

More search features will be added going forward.



Figure 3: EHBs Search

My Tasks Widget

The My Tasks widget (Figure 4) displays a summary count of the following information:

- Total number of pending tasks in green
- Number of late tasks in red
- Number of tasks that are due within 30 days in blue

Clicking on the task number navigates you to the Pending Tasks page where you can work on your tasks.



Figure 4: My Tasks Widget

Help Widget

The Help widget (Figure 5) features a rotation of videos to guide you through some of the most commonly asked questions. There are 4 links within the widget that guide you to other resources:

- In the What’s New you can find information about changes and new features to the EHBs.
- HRSA Contacts takes you to the Contact Us page where you will find contact information for the Project Officer (PO) and the Grants Management Specialist (GMS) for all the grants listed in your EHBs Portfolio. Here you will also find contact information for the HRSA Contact Center.
- The FAQs link takes you to a list of Frequently Asked Questions sorted by EHBs topics.
- Click the link to View All Videos to see the list of all the helpful EHBs videos.



Figure 5: Help Widget

Smart Assist

The Smart Assist widget (Figure 6) allows you to receive assistance with the most common EHBs tasks without reaching out to the HRSA Contact Center. The Smart Assist will troubleshoot and guide on steps needed to start a given process.

The Smart Assist will provide assistance with the following tasks starting July 7th:

- Change a grant Project Director (PD)
- Request a submissions deadline extension

Other tasks listed in the Smart Assist widget will become available in the future.

Access Smart Assist from your EHBs Home Page (widget in the top right corner) when you need to work on one of the supported tasks.

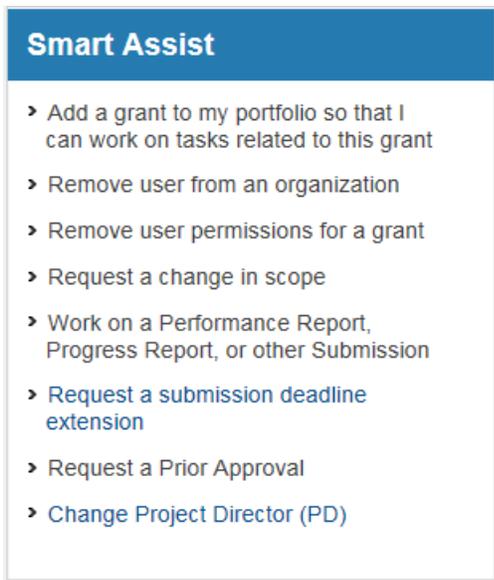


Figure 6: Smart Assist Widget

Favorites

The Favorites widget (Figure 7) provides quick navigation to the EHBs pages you use most often, such as Organization and Grant Folders. For your convenience, favorites will be color-coded based on page type. You will be able to pin and un-pin the favorites from the Home Page. By clicking on the pushpin icon, displayed on the top right corner of each favorite block, you can easily unpin items from the widget.

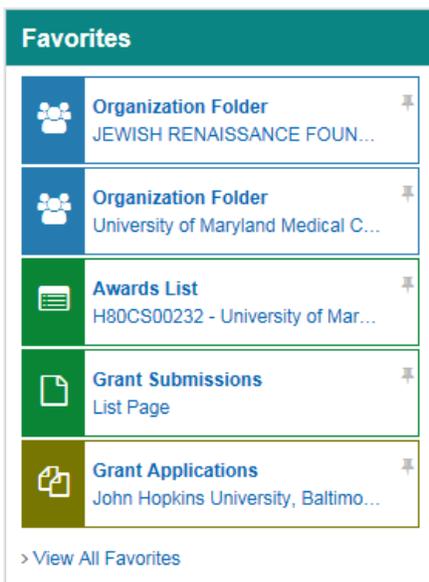


Figure 7: Favorites Widget

To add pages to your Favorites list, click on the Star icon in the bottom right corner of any page you are on, such as an Organization Folder home page (Figure 8). If a page cannot be added as a Favorite to your Favorites list, the Star icon will be white, letting you know that this feature is disabled for the page you are on.



Figure 8: Add Favorite

To manage your Favorites, click on the View All Favorites link below the Favorites list (see Figure 7 above) and you will see the Manage Favorites page. You can pin and unpin items to your Home Page by clicking on the pushpin icons in the left column, “Pin to Home Page” (Figure 9). If the pushpin icon is upright and green, the item will be pinned to your Home Page. If the pushpin icon is horizontal and blue, the item will not be pinned to your Home Page, however you will still be able to access it from your Home Page by clicking on the View All Favorites link. Make sure to click the Save button to save any changes made in the Manage Favorites page.

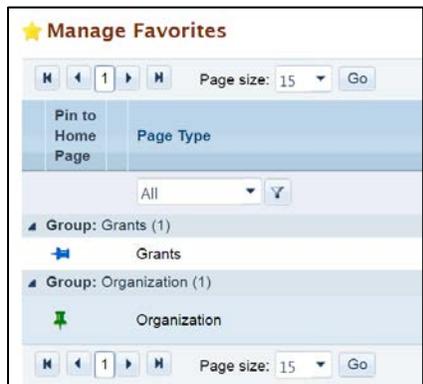


Figure 9: Manage Favorites and Pin to Home Page

Helpful tip: Only five items will be displayed at a time in the Favorites widget of your Home Page. The first five items you add as favorites will automatically be pinned to your Home Page. Note that if you add a sixth item to your favorites, it will not automatically be pinned to your Home Page. You can go to your Manage Favorites page to unpin another item and pin the newest item so that it shows on your Home Page.

Tracking

The Tracking widget (Figure 10) allows you to view the status of your recently submitted items. You can track the status of Applications, Prior Approvals, CIS Request, and other Submissions directly from the Home Page. The six most recently completed items will be listed in this widget.

Tracking		
Submitted Tasks	Submitted	Status
<input checked="" type="checkbox"/> Grant Application - Service Area Competition (HRSA-17-055)	01/10/2017	SCREENING REVIEW
<input checked="" type="checkbox"/> Other Submissions - HCB Revised Budget – Supplemental Funding	10/04/2016	PROCESSED
<input checked="" type="checkbox"/> Other Submissions - No title (Custom Condition)	09/30/2016	PROCESSED
<input checked="" type="checkbox"/> Grant Application - Delivery System Health Information Investment Supplemental Funding (HRSA-16-191)	07/20/2016	AWARD DETERMINATION
<input checked="" type="checkbox"/> Prior Approval - Carryover	03/26/2015	DISAPPROVED
<input checked="" type="checkbox"/> Grant Application - Affordable Care Act New Access Point Grants (HRSA-15-016)	10/07/2014	APPLICATION RECEIPT
<input checked="" type="checkbox"/> Prior Approval - Project Director(PD) Change	09/24/2014	APPROVED

Figure 10: Tracking Widget

Helpful tip: You will be able to see the status of grant applications for all the organizations you are registered to, regardless of whether you worked on the application or not. The submissions displayed in the Tracking widget depend on your grant level privileges. This means that you will only be able to see the status of submissions for which you have the correct grant level privileges.

Recently Accessed

The Recently Accessed Home Page widget (Figure 11) will allow you to navigate to tasks and areas in EHBs you recently worked on, or started but did not complete. Items in this list will be added automatically as you work in EHBs. Item types will be color coded for easier identification.

Recently Accessed	
	Grant Folder - H80CS00232 - Uni...
	Grant Financial Report - FFR000...
	Organization Folder - University o...
	Grant Other Submissions - ATA0...
	Grant Performance Reports - UD...
> View All Recently Accessed	

Figure 11: Recently Accessed Widget

Helpful tip: The Recently Accessed widget will show different items than the items listed in the Tracking widget. The Recently Accessed widget lists all items that you have recently accessed in the EHBs, such as a task that you are working on and have not yet completed, or a read-only page such as the Organization

Home Page. The Tracking widget on the other hand only displays completed tasks as they go through the HRSA review process. The Tracking widget will not display folders such as the Organization Folder Home or the Grant Folder Home.

Resources Tab

The Resources Tab (Figure 12) is added to the top Navigation Panel of the EHBs Home Page. In this tab, you will find all EHBs Help Videos and EHBs Help content, such as Frequently Asked Questions (FAQs).



Figure 12: Resources Tab

Getting Started

The Getting Started page is displayed to new users when they first login and to users who have not logged in for 90 days or more. The Getting Started page can also be accessed by clicking on the Resources tab and then clicking on “Getting Started with the EHBs” (Figure 13).

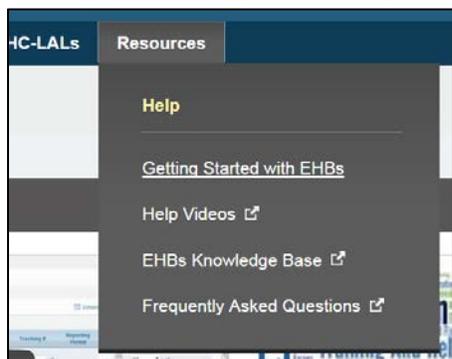


Figure 13: Resources Link to Getting Started with EHBs

The Getting Started page (Figure 14) guides users through the pre-requisites of creating an account, checking browser settings and registering to an organization. It also helps users get everything organized with their EHBs access by guiding them through setting up their EHBs access to additional organizations, grants and applications.

Welcome, John Doe

Getting Started

Pre-requisites



Completed
HRSAs EHBs Account
Created



Not Optimized
Optimize EHBs
experience by changing
system settings



Completed
Registered to an
Organization

HRSA EHBs Introductory Tour

Introduce yourself to the HRSA Electronic Handbooks. This video will get you started.

[View more help videos](#)

4:49

Things you can do

Organizations

Each organization entry in EHBs has a unique DUNS number. You need to register to an organization prior to working on applications, submissions, or requests related to it in EHBs.

You have registered to the following organizations:

DUNS	Organization	Role	Options
1423738	Sterling Neighborhood Health Services Sterling VA	BO	Organization Home
9831746	Georgetown Medical Center Washington DC	AO	Organization Home

Is your organization not listed? [Register to another organization](#)

[Organization FAQs](#)

Active grant applications for your organizations

Announcement	Organization	Project Title	Options
HRSA-16-236	Georgetown Medical Center Washington DC	Health Center Cluster	Request Access
HRSA-11-005	Winton Hills Medical & Health Center, Inc., Cincinnati, OH	Health Center Cluster	View Application
HRSA-16-181	Sterling Neighborhood Health Service	Health Center Cluster	Validate

[Grant Application FAQs](#)

Grants

Add grant to your portfolio to work on Prior Approvals and post award submissions. [View more](#)

Active grants for your organization:

Grant Number	Organization	Role	Options
H80CS9735	Georgetown Medical Center Washington DC	FRA	Grant Folder
C80CS27496	Sterling Neighborhood Health Services	PD	Grant Folder

Is your grant not listed? [Add Grant to my Portfolio](#)

[Grant Portfolio FAQs](#)

FQHC Look-Alikes

LAL #	Organization	Options
LAL093376	Georgetown Medical Center Washington DC	FQHC-LAL Home

[FQHC Look-Alikes FAQs](#)

Free Clinics

Free Clinic #	Free Clinic Name	Role	FC Active	Last Deeming Date	Options
FC00144	Kevin's Community Center, Newton, CT	PD	Yes	5/31/2016	Free Clinic Folder

[Free Clinics FAQs](#)

Figure 14: Getting Started Page

Contacts

You can access the Contact Us section by clicking on the HRSA Contacts link in the Help Widget (Figure 15). The Contact Us section now includes Project Officer (PO) and Grant Management Specialist (GMS) contact information for all the grants listed in your EHBs Portfolio (Figure 16).

Help

Incomplete List

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
Annual Performance Report	Performance Reports	UNIVERSITY OF SOUTH CAROLINA, SC	ADNP1518	BPMP15040000587	08/30/12	Not Started		
Annual Performance Report	Performance Reports	UNIVERSITY OF SOUTH CAROLINA, SC	ADP10151	BPMP15040000587				
Final Report	Performance Reports	UNIVERSITY OF SOUTH CAROLINA, SC	ADNP1518	BPMP15040000587				
Final Performance Report	Performance Reports	UNIVERSITY OF SOUTH CAROLINA, SC	ADNP1518	BPMP15040000587	12/30/12	In Progress		

BHP Annual Performance Report - Introduction
4:29

[What's New](#) [HRSA Contacts](#) [FAQs](#) [View All Videos](#)

Navigation

Support User Friendly Navigation

4:03

[EHBs Home Page](#)

Figure 15: HRSA Contacts link

 **Contact Us**

Contact Center

For navigation and system related issues

Time 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday	Phone 877-Go4-HRSA/877-464-4772	Link to contact us click here
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Grant Contacts

For program related questions contact the PO
For grants administration questions contact the GMS

Organization Name	Grant Number	Project Officer (PO)	Grant Management Specialist (GMS)
BALTIMORE MEDICAL SYSTEM, INC., BALTIMORE, MD	H80CS00123	Sandra Scott sscott@hrsa.gov 301-654-9876	Eric Smith esmith@hrsa.gov 123-345-9876

Figure 16: Contact Us

For more information on the Home Page and Navigation or for any EHBs related assistance, contact the HRSA Contact Center by calling Toll Free: (877) Go4-HRSA; (877) 464-4772 or submitting a ticket here: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>