Chapter 24
GRANTEES

Grantee users can access this function to view the IDIS records for their organization, program year dates, and contacts.

ACCESSING THE GRANTEE FUNCTION

Click the Grantee tab at the top of any screen to display the View Grantee screen.
The only fields that perhaps require a little explanation are:

- **STATUS** can be either **Active** or **Inactive**. Inactive means the grantee has been blocked from logging into IDIS.

- **SYSTEM BASELINE PROGRAM YEAR** shows the earliest program year assigned by IDIS, and so is of very little significance to end users.

To review grantee contact names and addresses, click the [View Contact Information] button. Click the [View Program Years] button to access a list of your organization’s program year start and end dates.