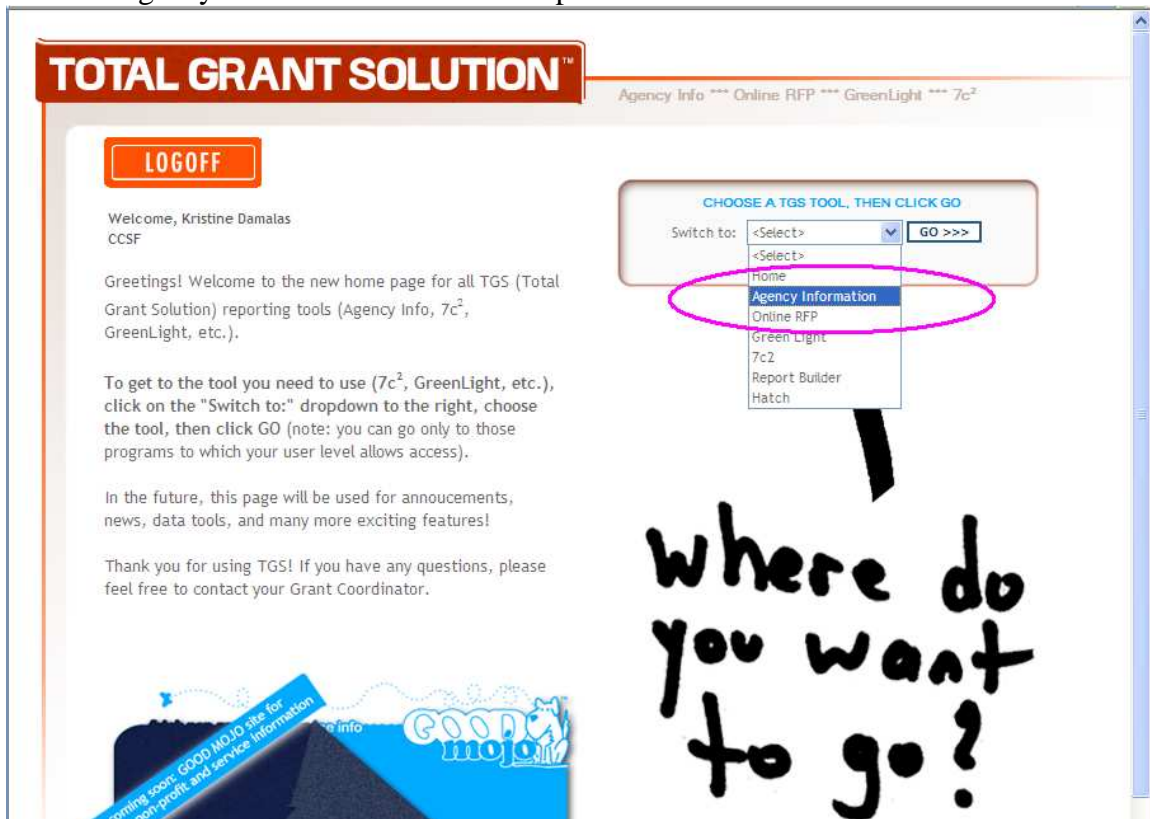


To add a user to your organization:

Log in to the TGS system with an organizational level log on and password – these are generally held by the Executive Director or their designee.



Choose “agency information” from the drop down list.



Once the agency information page appears, scroll to the middle of the page where users are displayed.

**SAN FRANCISCO**

=AGENCY USERS=

Use this section to add/edit/delete users who will have access to TGS (Total Grant Solution) tools.

GreenLight is used for online Grant Agreement negotiation. Only Organization Admin level users have access to GreenLight.  
7c2 is used by funded agencies to report monthly results and submit reimbursement requests.

To add a new user, click the "Add User" link, complete the fields, then click "Update."  
To edit a user's information, click the "Edit" link next to that user, change the fields, then click "Update."  
To delete a user, click the "Delete" link, then click "Delete" in the confirmation box (note: once deleted, information cannot be retrieved).

For "User Level" choose the level based on the type of access a user may have on the 7c2 system (i.e., for users who need to enter data, choose the appropriate data entry level; for users who never need to enter data, but require information from the system, choose the appropriate read-only level; for users who need FULL access, including submission rights, choose "Organization Administrator," but note that this level should be limited to only one or two high level people - also note that only "Organization Administrators" have access to GreenLight, the Total Grant Solution online negotiation system).

Under "Uses RFP" and "Uses 7c2," click the box or boxes that match the system(s) the user will use (i.e., if the person you are adding will be using 7c2, but not the RFP site, then check only the 7c2 box).

Last Name	First Name	User ID	Password	User Level	E-Mail	Uses RFP	Uses 7c2
<a href="#">Edit</a>	<a href="#">Delete</a>	7intern1		MOCD MOH Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Delete</a>	7intern2		MOCD MOH Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Delete</a>	Zometa	Astrid	7azometa		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Add User</a>							

Below the table of users, click on "add user"

A new line will appear in the user table where the new user's name, password, user level, and types of uses can be set. The instructions on the screen give additional information about each field.

**SAN FRANCISCO**

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Under "Uses RFP" and "Uses 7c2," click the box or boxes that match the system(s) the user will use (i.e., if the person you are adding will be using 7c2, but not the RFP site, then check only the 7c2 box).

Last Name	First Name	User ID	Password	User Level	E-Mail	Uses RFP	Uses 7c2
<a href="#">Edit</a>	<a href="#">Delete</a>	7intern1		MOCD MOH Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Delete</a>	7intern2		MOCD MOH Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Update</a>	<a href="#">Cancel</a>	aa72484		<Select>		<input type="checkbox"/>	<input type="checkbox"/>

When finished, click "update" to the left of the line where the new user has been added.

Scroll back to the top of the screen and click “submit” for the changes to be saved.

San Francisco total grant solution  
Agency Info \*\*\* RFP \*\*\* Green Light \*\*\* 7c  
(sān frāns sis'kō)

LOGOFF

Please review your Agency Information below and update fields as needed.  
Once done, click the 'Submit' button to the right or at the bottom of this page to save your data.

Fields with an asterisk (\*) are required.

Click to save agency information:  
**SUBMIT**

**=ADMINISTRATIVE ADDRESS=**  
25 Van Ness Av  
San Francisco, CA 94102

**=MAILING ADDRESS=**  
ADDRESS LINE 1 \* 123 Van Ness Street  
number street name street type

**== USEFUL TIPS ==**

**INSTRUCTIONS:**  
Complete the requested information and when finished, click the 'Submit' button at the bottom or top of the screen.

If you are intending to submit an RFP, after submitting updated agency information, click the 'Launch RFP' button. You will be taken to the RFP application site.

**SUGGESTION:**  
For longer answers, as with the ADA section, it is a good idea to type your responses in a word processing program, then copy/paste into the appropriate boxes.

**REMEMBER:**  
Items with an asterisk (\*) are required fields. You will not be able to submit your information with these fields left blank.