

MAVIS Grant Management System Homepage

To access the MAVIS Grant Management System, type mavis.intelligrants.com into the address bar of your web browser. The page you should see should look like the image shown below.



MAVIS Registration and Access Management

Initial MAVIS Access

To gain access to the MAVIS system, the Authorized Official (and/or the organization) must go through the approval process. System roles will be further explained.

NOTE: Only the Authorized Official will gain access by the following steps outlined. If you are the Authorized Official for the organization, please navigate to the **“REGISTER”** button on the top right of the home page.



After selecting **“REGISTER”**, the user is required to select the **“ORGANIZATIONS”** button to advance to the Registration Form.

Please choose the most appropriate option.



ORGANIZATIONS

ALREADY HAVE AN ACCOUNT? (LOG IN HERE)

NOTE: If the user already has an account, the “ALREADY HAVE AN ACCOUNT? (LOG IN HERE)” button will redirect them to the appropriate login page.

All required fields will have a red asterisk(*) beside them. Once the form is complete, don't forget to choose the “**SAVE**” button at the top right of the screen before leaving.

SAVE

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Registration

Please complete all the required fields below. Required fields are marked with an *.

User Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text" value=""/>	<input type="text" value="John"/>	<input type="text" value=""/>	<input type="text" value="Doe"/>	<input type="text" value=""/>
Email	<input type="text" value="none@none.com"/>				
Username	<input type="text" value="johndoe"/>				
Password	<input type="password" value=""/>			Confirm Password	<input type="password" value=""/>
Organization	<input type="text" value="Grantee Organization"/>				
Role	<input type="text" value="Authorized Official"/>				
My Organization Is Not Listed	<input type="checkbox"/>				
Use Organization's Contact Information	<input type="text" value="No"/>				

Contact Information

Address

City State Zipcode

County

Phone #1 Phone #2

NOTE: If the user would like their contact information, such as address and phone number, to mirror the contact information of their organization, select “yes” in the “User Organization’s Contact Information” dropdown list.

If the user’s organization does not appear in the organization dropdown list, the “My Organization Is Not Listed” check box should be utilized. The user will then receive an additional section in which the details of their organization will be entered.

Organization Information			
Name	Grantee Organization *		
Short Name	Grantee Org *		
Vendor Number	123 *		
FEIN	456 *		
DUNS #	789 *		
Physical Address	123 W Test Way *		
City	Pierre *	State	South Dakota * Zipcode 57501 *
County	Hughes County *		
Mailing Address	123 W Test Way *		
City	Pierre *	State	South Dakota * Zipcode 57501 *
Phone	555-555-5555 *	Fax	
Email			
Website			
Type	Private Non-Profit *		
Primary Description	Shelter *		
Fiscal Year	Jan-Dec *		
Crisis Telephone			
Toll-Free Telephone			
On a Reservation?	<input type="checkbox"/>		
Use Organization's Contact Information	Yes *		

Once the Registration form is completed, the user (and/or Organization) will be placed on the approval list for MAVIS Grant Management System. Upon approval of the request, the user (and/or Organization) will receive an email message from Victims' Services indicating registration approval.

Security Role Definitions & Assignment in MAVIS

The following roles have been identified and created for use within MAVIS, all of which have different levels of permissions and access within the MAVIS system:

- **Authorized Official**
 - This role would typically be given to the Executive Director(s) of a grantee agency or organization.
- **Agency Administrator**
 - This role would typically given to the Director or Financial Director (Bookkeepers, Accounting staff, etc.) of a grantee agency or organization.
- **Agency Staff**
 - This role would typically be assigned to people that fall within the following designations of a grantee agency or organization: Advocates; Victim Specialists; Case Managers; Coordinators; Assistants.
- **Agency View Only**
 - This role would be assigned to support staff or other misc. positions within the grantee agency or organization for document viewing purposes.

Now that an organization has been created, and an Authorized Official has been assigned to said organization, additional members can now be added by the Authorized Official. This can be accomplished by following these steps:



- 1) After logging in as the Authorized Official, click the “**Organization(s)**” link.
- 2) Click the link for “**Organization Members**”
- 3) Locate the member whose security role you intend to modify
- 4) Select the appropriate “Role” in the dropdown list
- 5) Check the box next to the user whose role you intend to modify
- 6) Finally, click the “**SAVE**” button



Adding Members to Organization

Once Victims' Services has provided the Authorized Official with MAVIS Grant Management System access, they may now log in to MAVIS Grant Management System and begin the process of managing their organization. You will need to add user accounts for the remainder of your staff/organization members. Please visit the “Security Role Assignment” section of this manual for detailed information regarding the different grantee security roles. To begin adding members to your organization in the MAVIS Grant Management System, first navigate to “Organization(s)”, located in the top right corner of the page as pictured below.

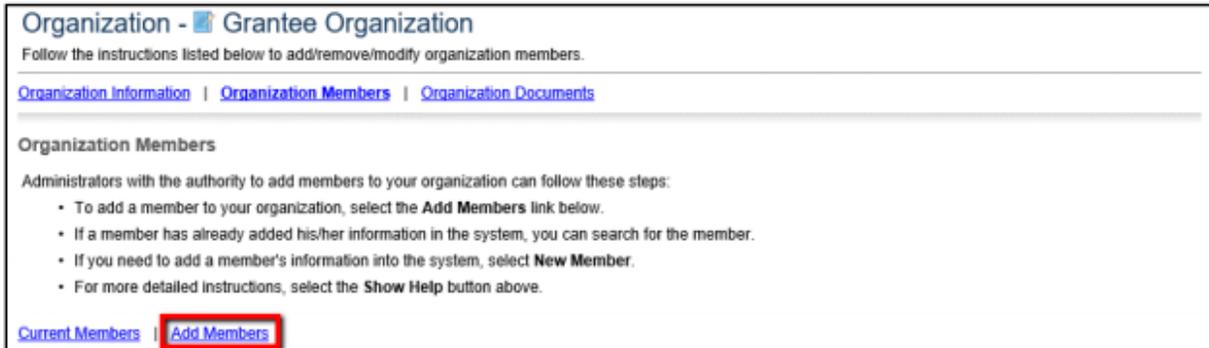


Next, click on the link in the middle of the page that reads, “**Organization Members.**”

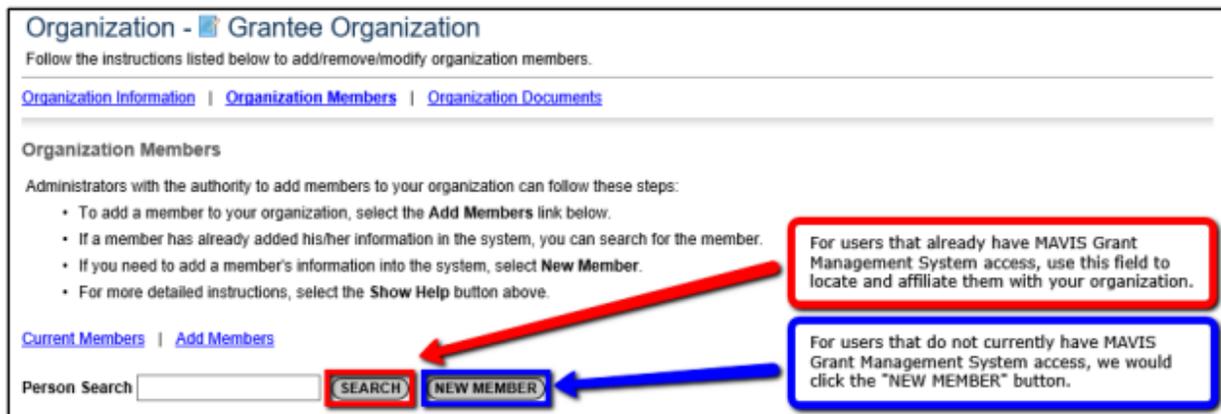


Once you have clicked the “**Organization Members**” hyperlink you will be brought to the “**Organization Members**” page, where you will be presented with a summarized view of all the

current organization members. From here, to continue with adding a new member to the organization, select the **“Add Members”** hyperlink located in the middle of the page.



You will then be presented with a **“Person Search”** textbox where you can perform a search of other users within the system that already exist. If the person you are attempting to add to your organization already possesses MAVIS Grant Management System access, you can locate that user via the search box and affiliate them with your organization. However, if the person you are attempting to add to your organization DOES NOT currently have MAVIS Grant Management System access, you will need to add them by clicking the **“NEW MEMBER”** button, located to the right of the **“Person Search”** textbox, as pictured below.



Once the **“NEW MEMBER”** button has been clicked, the user will be brought to the **“Add/Edit Members”** page where they will need to enter the information of the member they intend to add. When selecting **“Role”**, please refer to the **Security Role Definitions & Assignment in MAVIS** section of this manual. Once all appropriate information has been entered, the Authorized Official will select the **“SAVE & ADD TO ORGANIZATION”** button, located in the top right of the page, to complete the new member addition process.

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Organization - Grantee Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

SAVE & ADD TO ORGANIZATION **SHOW HELP**

Don't forget to press the "SAVE & ADD TO ORGANIZATION" button once all required fields are completed.

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title	<input type="text"/>					
Email	<input type="text"/>					
Username	<input type="text"/>					
Password	<input type="text"/>			Confirm Password	<input type="text"/>	
Date Active	<input type="text" value="3/8/2019"/>			Date Inactive	<input type="text"/>	
Role	<input type="text" value="-- Select --"/>					

Once the new member has been added to the organization, the Authorized Official or Agency Administrator will relay this information to the new user.

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields.
This information may also be edited by the person you are creating the profile for from their Profile page.

Address	<input type="text" value="123 W Test Way"/>				
City	<input type="text" value="Pierre"/>	State	<input type="text" value="South Dakota"/>	Zip code	<input type="text" value="57501"/>
County	<input type="text" value="Hughes County"/>				
Phone #1	<input type="text" value="(623) 444-7136"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>		Cell Phone	<input type="text"/>	
Website	<input type="text" value="http://www.agalesoftware.com"/>				

Information located in the bottom section has been pre-populated using the Organization information. These fields can be modified if needed.

Once the Authorized Official has completed adding the new member to the organization, the Authorized Official user will need to communicate the appropriate login information to the newly added member.