

abbvie

# AbbVie Grant Management System (GMS)

Requestor Training: Manage Activities



## After Reviewing this Module, You Will be Able to:

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- Understand what happens in “Manage Activities”
- Print the grant request
- View the signed LOA
- Cancel your request

# Reviewing Your Request in Manage Activities

A request moves to the “Manage Activities” status once payment has been released. During this time the request will remain in this status until the end date of the program has passed. Within the status of “Manage Activities” there are multiple actions you can take as a requestor.

abbvie GRANT MANAGEMENT SYSTEM

search:  Request

My Actions All Requests My Account

REQUEST DETAIL

**Request ID 19912**

THERAPEUTIC AREA  
Virology  
TYPE  
Patient Education Request  
STATUS  
Manage Activities  
ORGANIZATION LEGAL NAME  
Test Organization  
TITLE  
Program ABC

2 Print Request PDF  
3 View LOA  
Cancel

1 General Delivery Format Outcomes Third Party Budget Payment Uploads

**General**

Please choose the Therapeutic Area that closest matches your intended topic. This section is used to enter the overall individual delivery format in following sections.

\* Therapeutic Area Virology  
\* Program Title Program ABC

1. You have the ability to view the entire grant request in a read only view.
2. Clicking the “Print Request PDF” button allows you to print the grant request.
3. You can view the signed LOA by selecting “View LOA”.

# Viewing the Signed LOA

abbvie GRANT MANAGEMENT SYSTEM

search:  Request

My Actions All Requests My Account

REQUEST DETAIL

**Request ID 19912**

THERAPEUTIC AREA  
Virology  
TYPE  
Patient Education Request  
STATUS  
Manage Activities  
ORGANIZATION LEGAL NAME  
Test Organization  
TITLE  
Program ABC

Print Request PDF  
View LOA  
Cancel

Please use "Print LOA" button to view the LOA.

Cancel Print LOA

General Delivery Format Outcomes This

**General**

Please choose the Therapeutic Area that closest matches your intended topic. This section is used to enter the overall details for the program and individual delivery format in following sections.

* Therapeutic Area	Virology
* Program Title	Program ABC

1. If you would like to view the signed LOA, select "View LOA".





2. A popup will appear informing you to select "Print LOA".

3. Select "Print LOA".

The system will save the signed LOA in PDF format for you to download, view or print.

# Cancelling Your Request in Manage Activities

**Request ID 19912**





 THERAPEUTIC AREA Virology TYPE Patient Education Request STATUS Manage Activities ORGANIZATION LEGAL NAME Test Organization TITLE Program ABC	 Print Request PDF  View LOA  Cancel
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**1**

Are you sure you would like to cancel your request?  
Completing this action will notify AbbVie and should only be used if your program/event has been cancelled.

**2**

1. If you would like to cancel your request, select "Cancel".
2. The system will display a popup validating that you would like to cancel your request, if you would like to proceed with your cancellation, select "OK".
3. After you have selected "OK" the system will notify AbbVie and push this request to "Pending Reconciliation." Although you have cancelled your request **you are still required** to reconcile the grant.

 THERAPEUTIC AREA Virology TYPE Patient Education Request STATUS Pending Reconciliation <b>3</b> ORGANIZATION LEGAL NAME Test Organization TITLE Program ABC	 Print Request PDF  Complete Reconciliation  View LOA
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