

abbvie

AbbVie Grant Management System (GMS)

Requestor Training: Inbox



After Reviewing this Module, You Will be Able to:

- Navigate the Requestor Inbox

Requestor Inbox

The inbox is split into 2 views: My Actions and My Requests. My Actions inbox lists the request that may require action. The My Requests inbox lists all requests.


1. To take action on a grant, select the “Open Grant” icon on the very far left hand side.

2. To find information easier, you can filter your inbox by using the drop down selections available in each column heading.

3. The Status field indicates what action should be taken on any particular grant, when the grant appears in the My Actions inbox.

4. Grants which appear in My Actions require an action on your part (e.g. Additional Information is needed, or the LOA must be signed)

5. Every grant you have submitted will appear in My Requests.

ID	Status	Type	Therapeutic Area	Site	Program Title	Starts	Submitted
 12512	Not Submitted	General Program Support		Continuing Education Alliance, LLC			