**Core Concept: Navigation**

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| Script |
| Welcome to the AmpliFund Core Concept video focused navigation for Grant Maker Core Customers. |
| Before we dive into AmpliFund, let’s review some key terminology you will see.  While your organization may use different words for these concepts, it’s important to understand how they all connect in AmpliFund.  First is a fund, a fund is a pool of income or money that is available for an opportunity.  An opportunity is a posted chance to obtain funding, could be competitive, non-competitive or continuation.  An application is what an applicant would complete to express desire to receive an award, consists of customized form(s) that capture applicant information and responses.  An award is an opportunity that has been “won” by a recipient.  Applicants are the organizations who are applying to your opportunity and finally, recipients are organizations that have been awarded opportunities. |
| That was a lot of new concepts, let’s take a quick look at how you’ll see them all connect in AmpliFund!  First we start with an organization, that is where your money is coming from.  An organization provides income for a fund.  Your subscription includes 1 fund per opportunity.  Your opportunity must have a fund, remember that’s your pool of income.  Each opportunity will have one application, that’s what the applicants complete to express interest.  Within an application, you can have many forms that obtain information from an applicant on different criteria you set.  The final piece is your award, you’ll turn each opportunity into an award, which can fund 1 or many recipients. |
| Now, let’s get into AmpliFund!  You will receive an email inviting you to log-in to AmpliFund.  Once you create your password and log-in, you will land on the calendar screen.  In this video we’ll cover navigating through key sections of the system that you’ll learn about through your implementation process. |
| On the left side is your left navigation menu.  This will help guide you to different areas of AmpliFund.  We’ll dive into this area shortly. |
| On the top right is the icon tool bar, the icons you see in each section will change but you can access printing and exporting options, adding and importing options, help and the ability to change your home screen. |
| If you click on the I, a pop up will appear to reach the help and support options.  From here you can access our support site via this link which includes user guides, additional videos and instructions.  You can also submit a ticket to our support team via the form that appears. |
| From the drop down next to your name, you can access your account information, change your password, access our help center and more! |
| Let’s go back over to the left navigation menu and review each section, starting with Administration.  Under this section you find key security features like the activity log and user set up.  You also can set up your departments and budget categories from this section, which we’ll learn about with Master data. |
| Our next section is the knowledge center.  This is updated with important grant news, forms and webinars that you might find useful. |
| The next section is Documents.  There are many areas of AmpliFund where you can upload documents, and your subscription includes unlimited document storage. Here you can access all uploaded documents. |
| The next section is reporting where you can run summary reporting about your opportunities. |
| Our next section is fund management, this will include the funds you set up and awards you generate for recipients. |
| The next section on our menu is the award management section, here you can see your fund opportunities and awards. |
| The grant management section is not applicable to your grant maker core subscription. |
| The next section is contacts, this is where you will create and manage organizations or funding sources, individuals who work at those organizations.  You will also add your staff in this section. |
| Finally our last section in the left navigation menu is the Activity center.  Here you’ll be able to access key events, tasks you’ve added, workflow actions and the message center. |
| Through this Core Concept video you learned about navigation in AmpliFund for Grant Maker Core Customers. |