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CBPF

CLUSTER

> HFU(/en/content/hfu) > Contact Management for Partners

Contact Management for Partners

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I) Search for a contact (#I) Search for a contact

II) Add a new contact (#II) Add a new contact

III) Edit a contact(#III) Edit a contact

1) The contact status is approved/active(#1) The contact status is approved/active

2) The contact status is draft/inactive(#2) The contact status is draft/inactive

a) You can find the contact in the Contact List(#a) You can find the contact in the Contact List

b) You do not find the contact in the Contact List(#b) You do not find the contact in the Contact List

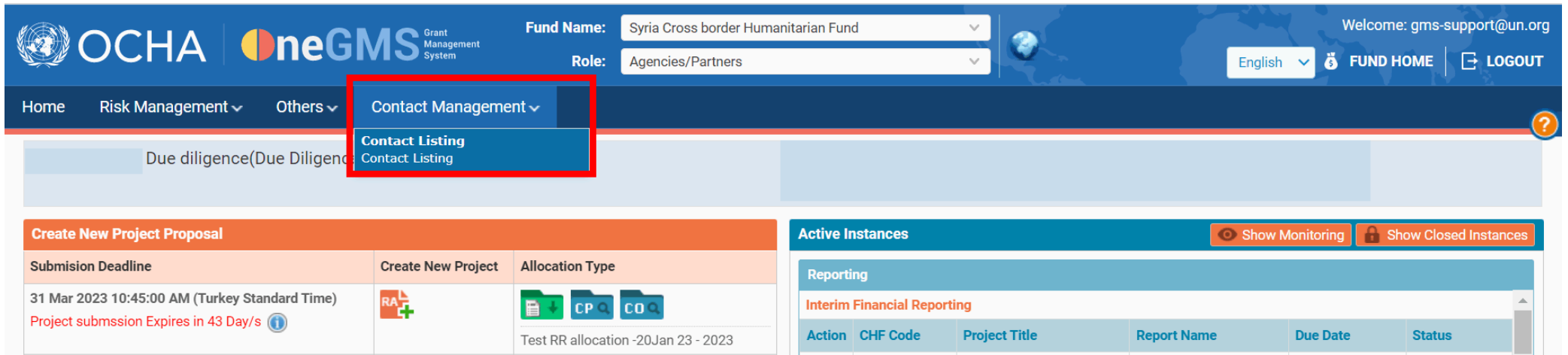
The Contact Management page contains the list of contacts saved in the country you have access to.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

A contact is a person whose information is saved in the system for communication purposes. They do not necessarily have access to the OneGMS. Conversely, a registered user is a person who can log into the OneGMS and edit/review/access modules of the OneGMS, depending on their user role's right. A OneGMS user is also not automatically a contact person. They need to register themselves as a contact to become the focal point of a project.

As an agency, you will only be able to add or edit focal points. If the focal point wishes to gain access to the OneGMS as a registered user, they should contact the HFU.

You can access the Contact Management page by following this navigation: **Contact Management --> Contact listing.**



The screenshot shows the OCHA OneGMS interface. At the top, there is a navigation bar with the OCHA logo, 'oneGMS' branding, and 'Grant Management System' text. The 'Fund Name' is set to 'Syria Cross border Humanitarian Fund' and the 'Role' is 'Agencies/Partners'. A user is logged in as 'gms-support@un.org'. The navigation menu includes 'Home', 'Risk Management', 'Others', and 'Contact Management'. The 'Contact Management' menu is expanded, showing 'Contact Listing' as the selected option. Below the navigation bar, there are several sections: 'Create New Project Proposal' with a submission deadline of 31 Mar 2023 10:45:00 AM (Turkey Standard Time) and a warning that the submission expires in 43 days; 'Active Instances' with buttons for 'Show Monitoring' and 'Show Closed Instances'; and 'Reporting' with a sub-section for 'Interim Financial Reporting' and a table with columns for Action, CHF Code, Project Title, Report Name, Due Date, and Status.



I) Search for a contact

You can use the filters and click on **[Search]**.



Grant Management System

Fund Name: Syria Cross border Humanitarian Fund ▼
Role: Agencies/Partners ▼

Welcome: gms-support@un.org
 English ▼  **FUND HOME** |  **LOGOUT**

Home Risk Management ▼ Others ▼ Contact Management ▼

Contact Management




You will find in this page the list of contacts saved in the country you have access to in the GMS. Please note, contacts are added against the Partner/Agency Due Diligence (CBPF only), Allocation strategies and/or Project Proposal. A GMS contact is a person whose information are saved in the system for communication purposes. They do not necessarily have/need access to the GMS. A registered user is a person who is going to log into the OneGMS and edit/review/ access modules of the OneGMS depending on their user role's rights. If the person you are looking for is a registered GMS user, please go to the page : User list. [underlined text should redirect to the user list page]


Search Contacts

Pooled Fund / Country: Select Country/Region(s) ▼
 Contact Type: 1 Contact selected ▼
 Organization / Agency: 1 Organization selected ▼

First Name:
 Last Name:
 Email:

Is Active?
 Is Signatory?
 Is Mou?

 Verified
 Not Verified
 Send confirmation email to verify this contact's email address

Contact List 

Filters description:

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Pooled Fund/Country: select the pooled fund. Only the pooled funds you have access to will be displayed.

Contact type: select the contact type. By default, the contact type is Agency Focal Point in country.

Organization / Agency: select the organization. Only the organization(s) you are registered in will be displayed.

First Name: you can search by using the first name of the focal point.

Last name: you can search by using the last name of the focal point.

Email: you can search by using the email of your contact.

Is Active?: tick this box to only display active focal points

Is Signatory: tick this box to only display focal points that have signatory rights.

Mou: tick this box to only display Mou focal points.

The result will be displayed in a table below.

Contact Management

You will find in this page the list of contacts saved in the country you have access to in the GMS. Please note, contacts are added against the Partner/Agency Due Diligence (CBPF only), Allocation strategies and/or Project Proposal. A GMS contact is a person whose information are saved in the system for communication purposes. They do not necessarily have/need access to the GMS. A registered user is a person who is going to log into the OneGMS and edit/review/ access modules of the OneGMS depending on their user role's rights. If the person you are looking for is a registered GMS user, please go to the page : User list. [underlined text should redirect to the user list page]



- Search Contacts

Pooled Fund / Country Select Country/Region(s) ▼

Contact Type Select ContactType ▼

Organization / Agency Select Organization ▼

First Name

Last Name

Email

Is Active?
 Is Signatory?
 Is Mou?

Search
Reset







✔ Verified
✘ Not Verified
✉ Send confirmation email to verify this contact's email address

Contact List + Add New Contact

#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action
1	end1 end	Syria Cross border Humanitarian Fund, Ukraine	✉ endtend@end.com	ition	Agency Focal Point in Country	✖	Approved	✎
2	Focal Poinr UK	Ukraine	✉ pvtestukr@test.com		Agency Focal Point in Country	✖	Approved	✎
3	focalpoint focalpoint	Iraq	✉ focalpoint@gmail.com		Agency Focal Point in Country	✖	Approved	✎
4	fp2	Iraq	✉ s_fp2@test.com		Agency Focal Point in Country	✖	Approved	✎
5	Miss. Fp1	Iraq	✉ who.fp1@test.com		Agency Focal Point in Country	✖	Draft	✎

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Columns Description:

- **Contact Name:** the name of the contact.
- **Country:** the country in which the contact is registered. Contacts can be registered in multiple countries.
- **Email:** the contact's email. Each contact's email must be verified to be able to validate the contact. In doing so, an automatic email will be sent to the contact who will have to click on a link to verify its email. In the email column, a letter icon will give you the status of this email verification.
- A green letter  means that the email has been verified.
- A red letter  means that the email has not been verified.
- You can click on the blue letter  to send a verification email to the contact.
- **Organization:** the organization to which the contact is linked.
- **Contact Type(s):** the type of the contact. As a partner, you can only add and have access to partner focal points.
- **Is System User:** this icon  means that the user is a registered user who can log into the OneGMS. Conversely, this icon  means that the user is not a registered user and cannot log into the OneGMS.
- **Status:** the status of the contact.
- **Action:** click on this icon  to edit the contact.

II) Add a new contact

The Contact Management page allows you to add a new focal point. Before adding a contact, please ensure that the contact you wish to add is not already in your contact list.

There are two ways to access the Manage Contact page from which you will be able to add a contact:

From the Contact Management page, we presented above, click on **[Add New Contact]**.

Contact Management

You will find in this page the list of contacts saved in the country you have access to in the GMS. Please note, contacts are added against the Partner/Agency Due Diligence (CBPF only), Allocation strategies and/or Project Proposal. A GMS contact is a person whose information are saved in the system for communication purposes. They do not necessarily have/need access to the GMS. A registered user is a person who is going to log into the OneGMS and edit/review/ access modules of the OneGMS depending on their user role's rights. If the person you are looking for is a registered GMS user, please go to the page : User list. [underlined text should redirect to the user list page]

— Search Contacts

Pooled Fund / Country Select Country/Region(s) ▼

First Name

Is Active? Is Signatory? Is Mou?

Search Reset

Contact Type 1 Contact selected ▼

Last Name

Organization / Agency 1 Organization selected ▼

Email

✔ Verified
✘ Not Verified
✉ Send confirmation email to verify this contact's email address

+ Add New Contact

#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action
Sorry no search results were found. Please review search filters and try again.								

From the 'Overview tab of the project proposal. Indeed, in case you do not find your focal point during proposal drafting in the system, you can click on the hyperlink 'Add a new contact here'. To know all the steps to add a focal point from the 'Overview' tab, click [here\(/content/overview-0?query=454c4be4-1cf7-4b6a-a348-950e16395f2b#3.%20Organization%20Focal%20Point%C2%A0\)](/content/overview-0?query=454c4be4-1cf7-4b6a-a348-950e16395f2b#3.%20Organization%20Focal%20Point%C2%A0).

Add New Focal Point ✕

Focal Point are the persons from your organization who will play an active part in drafting the proposal and following up on this project. Focal Points will receive notifications from the GMS regarding the status change of this project. Please search for the person's name and click on search. Then select the focal point from the list and click on save. If you cannot find the person you are looking for, please click on 'add new focal point' to save them as a contact in the OneGMS. [Need help?](#)

Search Existing Focal Point

Search For Name ⓘ

Focal Point Name	Focal Point Email
No Record Found	

Cannot find the person you are looking for [Add a new contact here](#)

Whether you add a contact using the first or the second option, you will land on the Manage Contact page. From there, complete all mandatory fields marked by a red asterisk * and click on **[Save]**.

OCHA  Grant Management System Fund Name: Syria Cross border Humanitarian Fund Role: Agencies/Partners English FUND HOME LOGOUT Welcome: gms-support@un.org

Home Risk Management Others Contact Management

Manage Contact

Save Save & Exit Cancel

Salutation * First Name * Last Name * Email *

Ms. Jane Doe jane.doe@email.com

Save Save & Exit Cancel

If you get an error message, it means that the contact you are trying to add is already registered in the system. Please click [here\(#b\) You do not find the contact in the Contact List](#)), to see how to edit it.

Manage Contact

Save Save & Exit Cancel

⚠ Contact would be valid, if the following details are provided -

- jd@email.com already exists in the system. To avoid duplicates, please make sure the contact is not already saved in the system before creating a new one.

If you wish to update the profile of user :Mr. John Doe, please [click here](#) to provide the secure authorization code

Salutation * First Name * Last Name * Email *

Mr. John Doe jd@email.com

Save Save & Exit Cancel

You will now be able to provide more contact details on the focal point.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Manage Contact | Draft (Inactive)

Send For Approval

✔ Contact details saved successfully

Save Save & Exit Cancel

Contact Details

⚠ Contact would be valid, if the following details are provided -

- Phone Details Required For The Contact
- Address Details Required For The Contact

Salutation * First Name * Last Name * Email *

Ms. Jane Doe @un.org

Phone Detail + Add Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
No records found.				

Contact Type Assignment + Add ContactTypes

Contact Type	Contact Title(s)	Contact Sub Type(s)	Is Mou	Is Signatory	Is Opt Out	Action
Agency Focal Point in Country			✗	✗	✗	✎ ✖

Document Detail + Add Document Detail

Document Type	Document Number	Document Name	Action
No records found.			

Contact Agency Assignment

Contact Type	Organization(s)	Countries	Action
Agency Focal Point	Qatar Charity (QC)	Syria Cross border Humanitarian Fund	✎

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Phone Details (mandatory)

It is mandatory to add the phone details of your focal point. To do so, click on **[Add Phone Detail]**

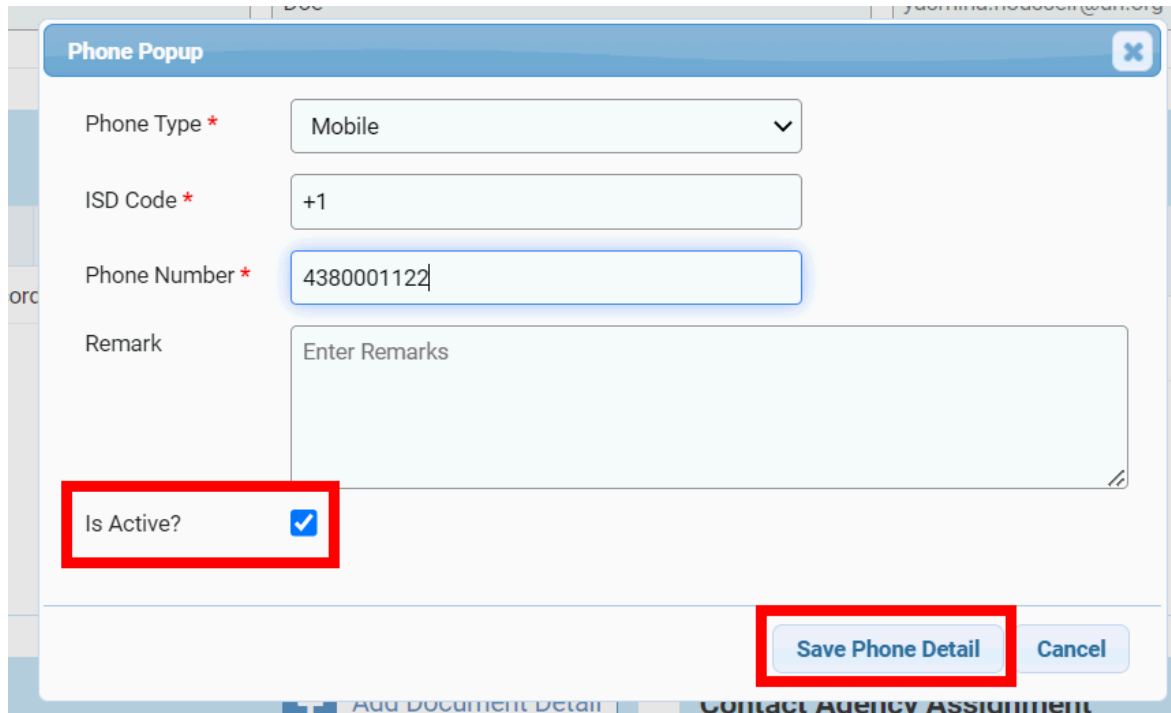
Phone Detail + Add Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
No records found.				

Agency Focal Point in Country	Agences/Partenaires	<div style="display: flex; align-items: center;"> ✉ No </div>
-------------------------------	---------------------	--

On the pop-up window, fill in all mandatory fields marked with a red asterisk * and click on **[Save Phone Detail]**

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Phone Popup

Phone Type *

ISD Code *

Phone Number *

Remark

Is Active?

Fields Description:

- **Phone Type ***: select from the dropdown list whether you are adding a mobile phone or a fixed-line phone number.
- **ISD Code ***: enter the International Subscriber Dialing code that is the country code to call a telephone or mobile subscriber from outside of the country.
- **Phone Number ***: enter the phone number.
- **Remark**: you can add any remark or comment you deem necessary.
- **Is Active?:** do not forget to tick this box or your contact information will be deemed inactive.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Document Detail (optional)

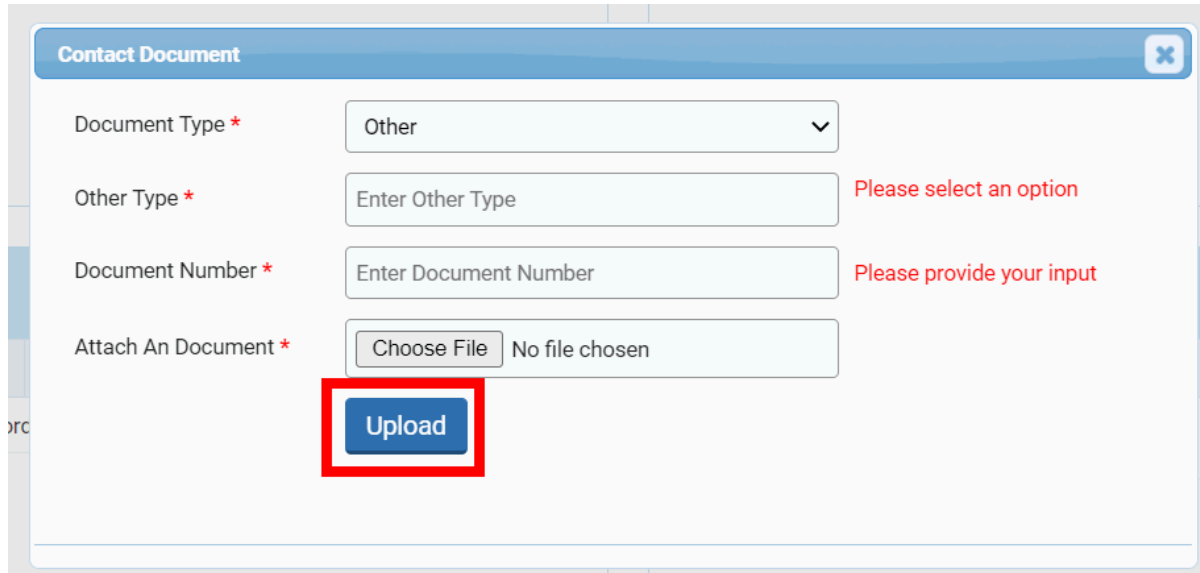
You can add an ID document. To do so, click on **[Add Document Detail]**.

Document Detail			
Document Type	Document Number	Document Name	Action
No records found.			

[+ Add Document Detail](#)

On the pop-up window, fill in all mandatory fields marked with a red asterisk * and click on **[Upload]**.

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Fields Description:

- **Document Type ***: select from the drop-down list the type of the ID document you wish to upload. If you select 'Other' an additional field will be displayed (as shown in the snip hereinabove).
- **Other Type * (only for the Document Type 'Other')**: enter the type of the document.
- **Document Number ***: enter the document number.
- **Attach a Document ***: click on **[Choose File]** to upload the document.

Address Detail (mandatory)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

It is mandatory to provide at least one address for the focal point. To do so, click on **[Add Address Detail]**.

Address Detail		
Address	Is Primary	Action
No records found.		

On the pop-up window, fill in all mandatory fields marked with a red asterisk * and click on **[Save Address Detail]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Contact Address
✕

Addressline1 *

Addressline2

Countries *

City *

Postal Code *

Is primary address? Is Active?

Fields Description:

- **Address line 1 and 2 *:** enter the address of the focal point.
- **Country *:** enter the country.
- **City *:** enter the city.
- **Postal code *:** enter the postal code.
- **Is primary address?:** tick this box if the address is the primary one. It is mandatory to have at least one primary address.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Is Active?:** please do not forget to tick this box or this address will be deemed inactive.

Contact Type Assignment (mandatory)

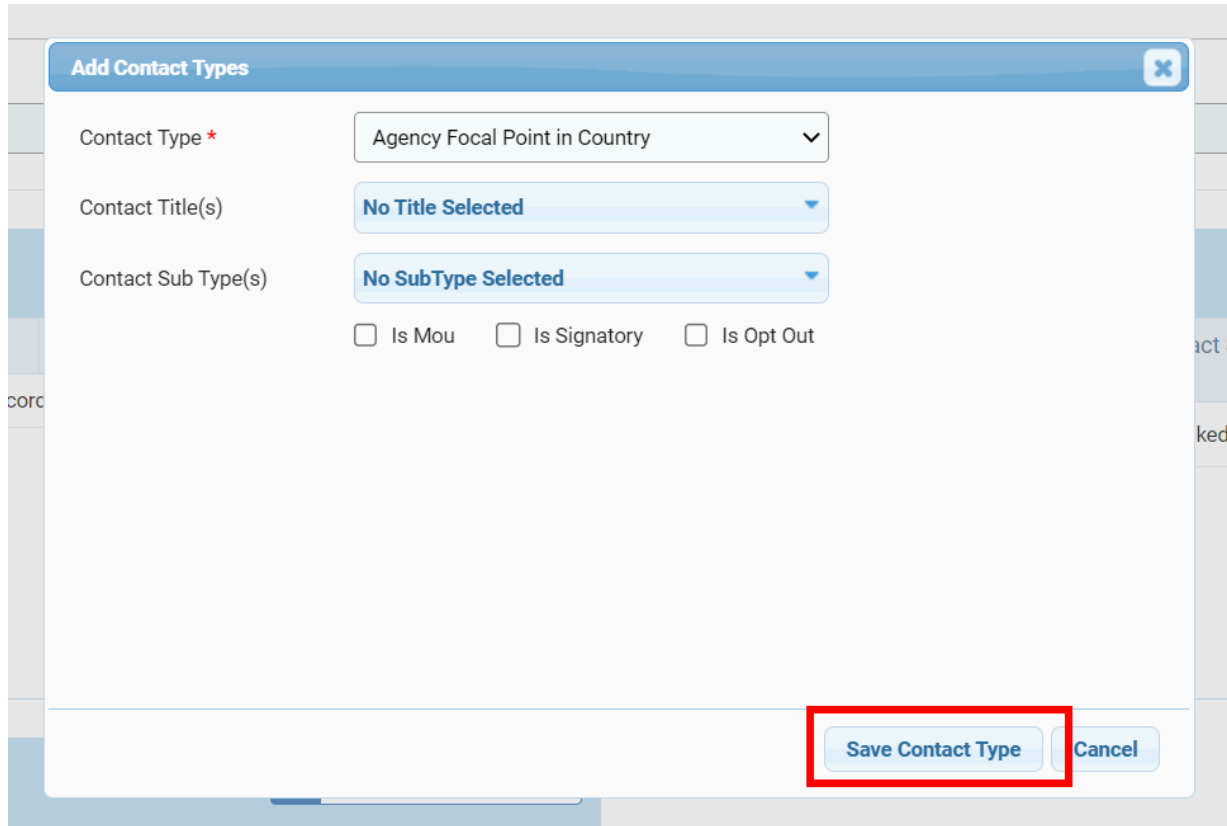
It is mandatory to link your contact to a contact type. As a partner, the only type of contact you can add is an agency/partner. To do so, click on **[Add Contact Types]**.

Please note: if you are adding a contact from the 'Overview' tab, this section is automatically filled. However, you will still be able to edit some fields.

Contact Type Assignment						+ Add ContactTypes
Contact Type	Contact Title(s)	Contact Sub Type(s)	Is Mou	Is Signatory	Is Opt Out	Action
No contact types linked with the contact.						

On the pop-up window, fill in all mandatory fields marked with a red asterisk * and click on **[Save Contact Type]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Add Contact Types

Contact Type * Agency Focal Point in Country

Contact Title(s) No Title Selected

Contact Sub Type(s) No SubType Selected

Is Mou Is Signatory Is Opt Out



Save Contact Type Cancel



Fields Description:

- **Contact Type ***: select from the drop-down list the contact type.
- **Contact Title(s)**: This field is not required for CBPF.

CBPF GRANT MANAGEMENT SYSTEM (GMS)


- **Contact Sub type(s):** this field is not required for CBPF.
- **Is Mou:** the 'MoU' box should be ticked if the contact is the legal signatory of the Grant Agreement and the project's reports. Signatory contacts will be generated in the Grant Agreement upon projects' approval.
- **Is Signatory:** the 'Signatory' box should be ticked if the contact is the legal signatory of financial reports of the project.

To delete a contact type, click on this icon  to delete the contact type and on this icon  to edit it. However, once your contact is linked to a project you will not be able to delete it.


Contact Type Assignment + Add ContactTypes						
Contact Type	Contact Title(s)	Contact Sub Type(s)	Is Mou	Is Signatory	Is Opt Out	Action
Agency Focal Point in Country			✘	✔	✘	 

Contact Agency Assignment

CBPF GRANT MANAGEMENT SYSTEM (GMS)

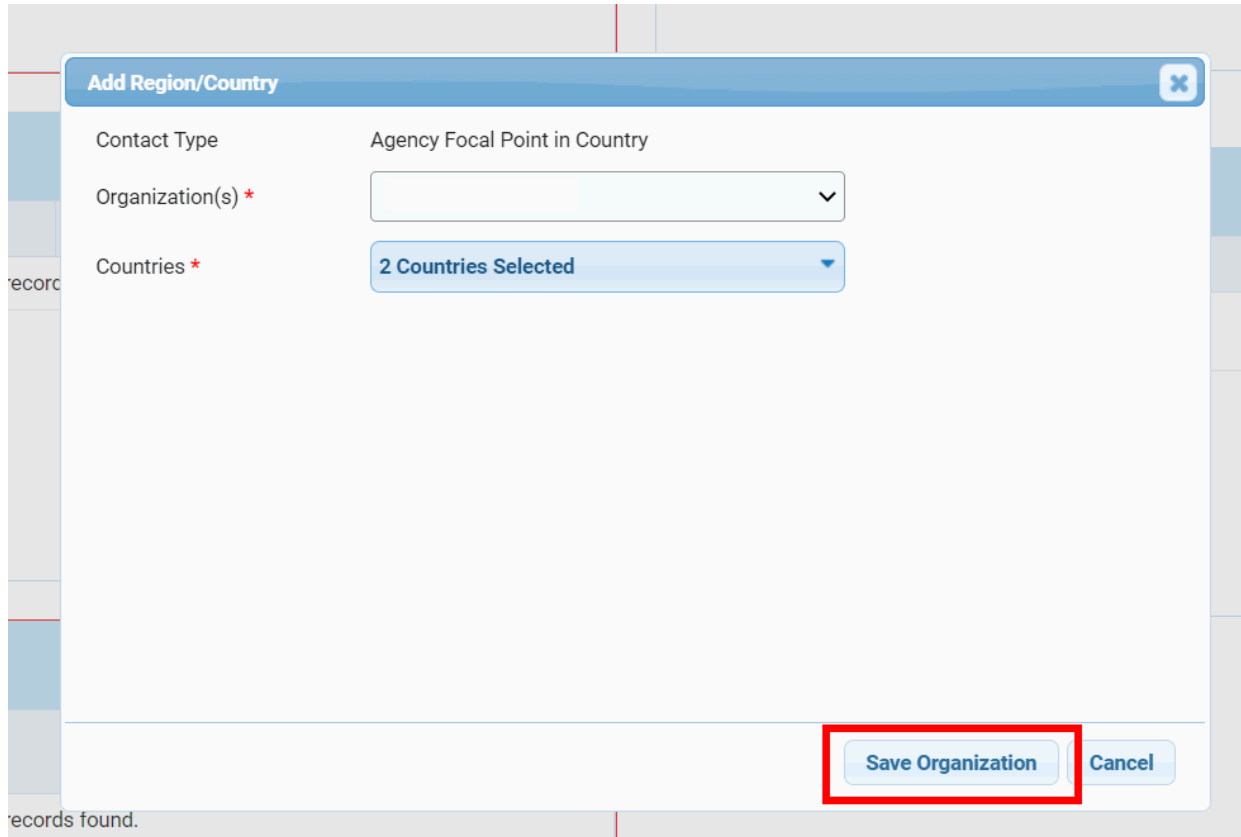
Once you have added your contact type, a new section, 'Contact Agency Assignment' will be displayed. It shows the country(ies) and the organization linked to the contact type. The organization is automatically displayed. Indeed, it corresponds to your organization. You can add or delete countries by clicking on  .

Please note: if you are adding a contact from the 'Overview' tab, this section is automatically filled. However, you will still be able to edit some fields.

Contact Agency Assignment			
Contact Type	Organization(s)	Countries	Action
Agency Focal Point in Country	C)	Syria, Ukraine	

On the pop-up window, select the country(ies). The countries displayed are the funds you have access to. You can link the focal point to one or several funds you are linked to. Then click on **[Save Organization]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



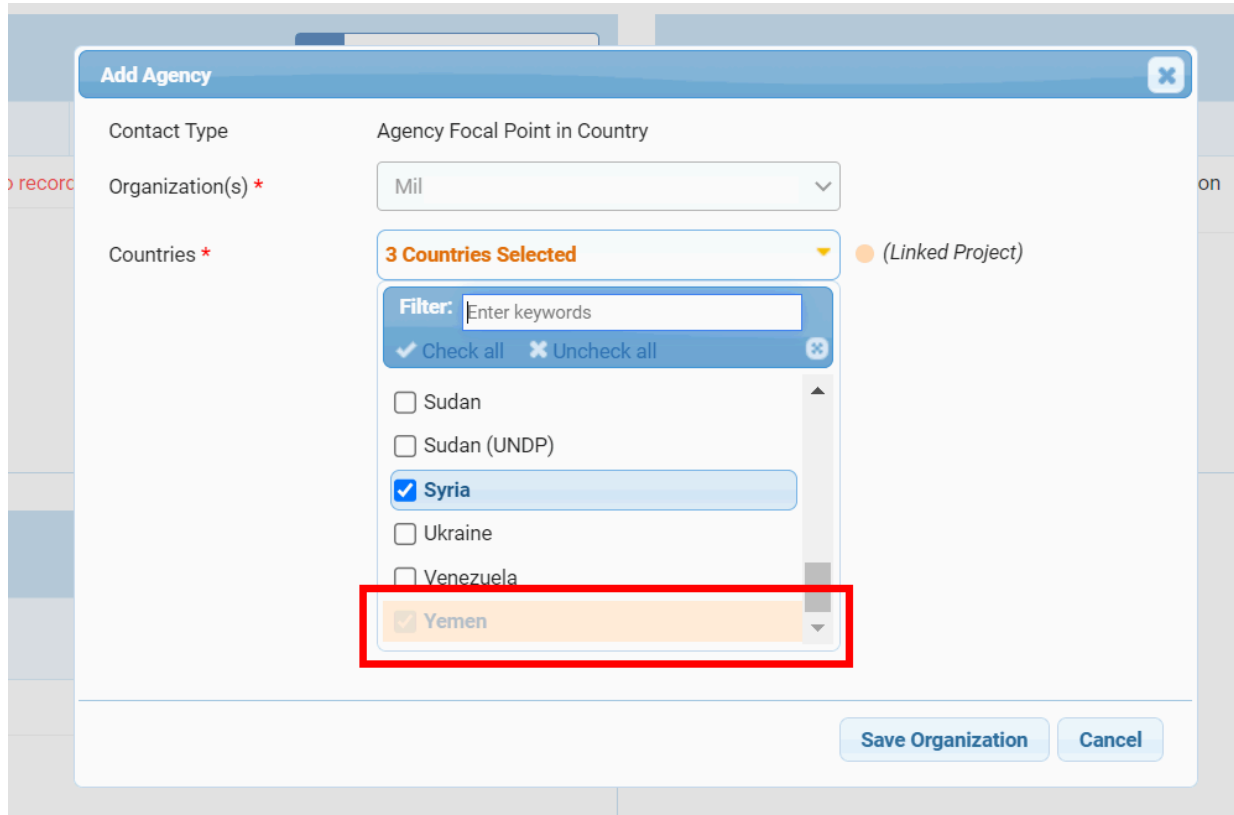
The screenshot shows a modal dialog box titled "Add Region/Country" with a close button (X) in the top right corner. The dialog contains the following fields:

- Contact Type:** Agency Focal Point in Country
- Organization(s) *:** A dropdown menu that is currently empty.
- Countries *:** A dropdown menu showing "2 Countries Selected".

At the bottom of the dialog, there are two buttons: "Save Organization" and "Cancel". The "Save Organization" button is highlighted with a red rectangular border.

If you are trying to edit the focal point's country(ies) and you see a country highlighted it means that the focal point is already linked to an ongoing project in this country. As a result, you will not be able to remove this focal point from this country.

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Add Agency

Contact Type: Agency Focal Point in Country

Organization(s) *: Mil

Countries *: 3 Countries Selected (Linked Project)

Filter: Enter keywords

Check all Uncheck all

- Sudan
- Sudan (UNDP)
- Syria
- Ukraine
- Venezuela
- Yemen

Save Organization **Cancel**

System User Assignment (read only)

At the bottom of the page, you will find the 'System User Assignment' section. Once the contact is registered, this section will provide information on the contact: the system user

CBPF GRANT MANAGEMENT SYSTEM (GMS)

role, if the email was verified (to read more on email verification, please click [here\(#Email:\)](#)) and the last login date.

System User Assignment			
Contact Type	System User Role	Email Verified	Last Login Date
Agency Focal Point in Country			

Once you have filled in all the fields, you can click on **[Save]** to approve your focal point.

Please note: once approved, the only way you will have to edit the contact is to send an email to your HFU to ask them to send it back for correction.

Manage Contact | Draft (Inactive)

Send For Approval

Save Save & Exit Cancel

Contact Details

Salutation *	First Name *	Last Name *	Email *
Mr. ▼	James	Doe	xzy@email.com

Phone Detail

+ Add Phone Detail

Contact Type Assignment

+ Add ContactTypes

III) Edit a contact

To find out how to edit a contact, you can either watch our video tutorial or continue reading this article.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



One  GMS Grant Management System

HOW TO EDIT AN INACTIVE/DRAFT CONTACT
(user role: Agency/Partner)

CBPF




CBPF GRANT MANAGEMENT SYSTEM (GMS)

The way to update a contact depends on its status:

1) The contact status is approved/active

To edit an approved contact, you will have to contact your HFU and ask them to send it back to you for correction. You will then be able to find your contact from the Contact Management page and edit it. Its status will be 'Correction Required'. Please click [here\(#1\)_Search for a contact](#)) to find out how to search for a contact.

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 Verified  Not Verified  Send confirmation email to verify this contact's email address


Contact List + Add New Contact								
#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action
1	Mr. James Doe	Afghanistan, Burkina Faso (RhPF), CAR, CAR (UNDP), Colombia, DRC, DRC (UNDP), Ethiopia, Iraq, Jordan, Lebanon, Myanmar Humanitarian Fund (MHF), Nigeria, oPt, Pakistan, Somalia, South Sudan, South Sudan (UNDP), Sudan, Sudan (UNDP), Syria, Syria Cross border Humanitarian Fund, Ukraine, Venezuela, Yemen	 xzy@email.com	Qatar Charity	Agency Focal Point in Country		Correction Required	
2	Mr. John Doe	Afghanistan, Burkina Faso (RhPF), CAR, CAR (UNDP), Colombia, DRC, DRC (UNDP), Ethiopia, Iraq, Jordan, Lebanon, Myanmar Humanitarian Fund (MHF), Nigeria, oPt, Pakistan, Somalia, South Sudan, South Sudan (UNDP), Sudan, Sudan	 jd@email.com	Qatar Charity	Agency Focal Point in Country		Draft	

All members of the same organisation that have a OneGMS access can edit a focal point's contact details linked to this same organisation.

Please note: once a contact is linked to a project, you will not be able to edit the Contact Agency Assignment section(#Contact Agency Assignment).

2) The contact status is draft/inactive

From the Contact Management page, search for your contact using the filters and click on **[Search]**.



Grant Management System

Fund Name: Syria Cross border Humanitarian Fund ▼

Role: Agencies/Partners ▼

Welcome: gms-support@un.org
 English ▼
🇺🇸 FUND HOME
🚪 LOGOUT

[Home](#)
[Risk Management ▼](#)
[Others ▼](#)
[Contact Management ▼](#)

Contact Management

You will find in this page the list of contacts saved in the country you have access to in the GMS. Please note, contacts are added against the Partner/Agency Due Diligence (CBPF only), Allocation strategies and/or Project Proposal. A GMS contact is a person whose information are saved in the system for communication purposes. They do not necessarily have/need access to the GMS. A registered user is a person who is going to log into the OneGMS and edit/review/ access modules of the OneGMS depending on their user role's rights. If the person you are looking for is a registered GMS user, please go to the page : User list. [underlined text should redirect to the user list page]

-
Search Contacts

Pooled Fund / Country	<input type="text" value="Select Country/Region(s)"/>	Contact Type	<input type="text" value="1 Contact selected"/>	Organization / Agency	<input type="text" value="1 Organization selected"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>	Email	<input type="text"/>

Is Active?
 Is Signatory?
 Is Mou?

Search
Reset

✔ Verified
✘ Not Verified
✉ Send confirmation email to verify this contact's email address


Contact List




+ Add New Contact







From there you can face two scenarios: a) You find your focal point in the Contact List(#a) You can find the contact in the Contact List) or b) You do not find your focal point in the Contact List(#b) You do not find the contact in the Contact List).

CBPF GRANT MANAGEMENT SYSTEM (GMS)

a) You can find the contact in the Contact List

The results will be displayed in the Contact List. If you find the contact you wish to edit, ensure that its status is 'Draft' and click on this icon  to edit it.

 Verified  Not Verified  Send confirmation email to verify this contact's email address

Contact List + Add New Contact								
#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action
1	Mr. James Doe	Afghanistan, Burkina Faso (RhPF), CAR, CAR (UNDP), Colombia, DRC, DRC (UNDP), Ethiopia, Iraq, Jordan, Lebanon, Myanmar Humanitarian Fund (MHF), Nigeria, oPt, Pakistan, Somalia, South Sudan, South Sudan (UNDP), Sudan, Sudan (UNDP), Syria, Syria Cross border Humanitarian Fund, Ukraine, Venezuela, Yemen	 xzy@email.com		Agency Focal Point in Country		Draft	
2	Ms. Jane Doe	Afghanistan, Burkina Faso (RhPF), CAR, CAR (UNDP), Colombia, DRC, DRC (UNDP), Ethiopia, Iraq, Jordan, Lebanon, Myanmar Humanitarian Fund (MHF), Nigeria, oPt, Pakistan, Somalia, South Sudan, South Sudan (UNDP), Sudan, Sudan (UNDP), Syria, Syria Cross border Humanitarian Fund, Ukraine, Venezuela, Yemen	 yasmina.nousseir@un.org		Agency Focal Point in Country		Approved	

Once you have edited the necessary fields, do not forget to save your contact details.

Manage Contact | Draft (Inactive)

Send For Approval

Contact Details

Salutation *	First Name *	Last Name *	Email *
Mr. ▾	James	Doe	xzy@email.com

Phone Detail

+ Add Phone Detail

Contact Type Assignment

+ Add ContactTypes

b) You do not find the contact in the Contact List

In case you do not find your contact in the Contact List, it means that either a draft was created, but the focal point was not linked to a Contact Type or that the contact was never created. To know which scenario applies to you, click on **[Add New Contact]**.

Contact Management

You will find in this page the list of contacts saved in the country you have access to in the GMS. Please note, contacts are added against the Partner/Agency Due Diligence (CBPF only), Allocation strategies and/or Project Proposal. A GMS contact is a person whose information are saved in the system for communication purposes. They do not necessarily have/need access to the GMS. A registered user is a person who is going to log into the OneGMS and edit/review/ access modules of the OneGMS depending on their user role's rights. If the person you are looking for is a registered GMS user, please go to the page : User list. [underlined text should redirect to the user list page]

Search Contacts

Pooled Fund / Country: Contact Type: Organization / Agency:

First Name: Last Name: Email:

Is Active? Is Signatory? Is Mou?



✔ Verified ✘ Not Verified ✉ Send confirmation email to verify this contact's email address

Contact List [+ Add New Contact](#)

#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action
Sorry no search results were found. Please review search filters and try again.								

Fill in all mandatory fields and click on **[Save]**.

OCHA  Grant Management System Fund Name: Syria Cross border Humanitarian Fund Role: Agencies/Partners Welcome: gms-support@un.org English  FUND HOME  LOGOUT

Home Risk Management  Others  Contact Management  

Manage Contact

Save Save & Exit Cancel

Salutation * First Name * Last Name * Email *

Ms. Jane Doe jane.doe@email.com

Save Save & Exit Cancel

If you are redirected to the Manage Contact page, it means that this email address was never registered. You can now add your focal point. To know how to fill in this form please click [here\(#11\)_Add a new contact](#).

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Manage Contact | Draft (Inactive)

Send For Approval

✔ Contact details saved successfully

Save Save & Exit Cancel

Contact Details

⚠ Contact would be valid, if the following details are provided -

- Phone Details Required For The Contact
- Address Details Required For The Contact

Salutation * First Name * Last Name * Email *

Ms. Jane Doe @un.org

Phone Detail + Add Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
No records found.				

Contact Type Assignment + Add ContactTypes

Contact Type	Contact Title(s)	Contact Sub Type(s)	Is Mou	Is Signatory	Is Opt Out	Action
Agency Focal Point in Country			x	x	x	✎ x

Document Detail + Add Document Detail

Document Type	Document Number	Document Name	Action
No records found.			

Contact Agency Assignment

Contact Type	Organization(s)	Countries	Action
Agency Focal Point	Qatar Charity (QC)	Syria Cross border Humanitarian Fund	✎

If you get this error message, it means that a draft was created with this email address, but the focal point was not linked to a Contact Type.

Manage Contact

Save Save & Exit Cancel

⚠ Contact would be valid, if the following details are provided -

- jd@email.com already exists in the system. To avoid duplicates, please make sure the contact is not already saved in the system before creating a new one.

If you wish to update the profile of user :Mr. John Doe, please [click here](#) to provide the secure authorization code

Salutation * First Name * Last Name * Email *

Mr. John Doe jd@email.com

Save Save & Exit Cancel

If you wish to update the profile, you must click on the 'click here' hyperlink.

Manage Contact

⚠ Contact would be valid, if the following details are provided -

- jd@email.com already exists in the system. To avoid duplicates, please make sure the contact is not already saved in the system before creating a new one.

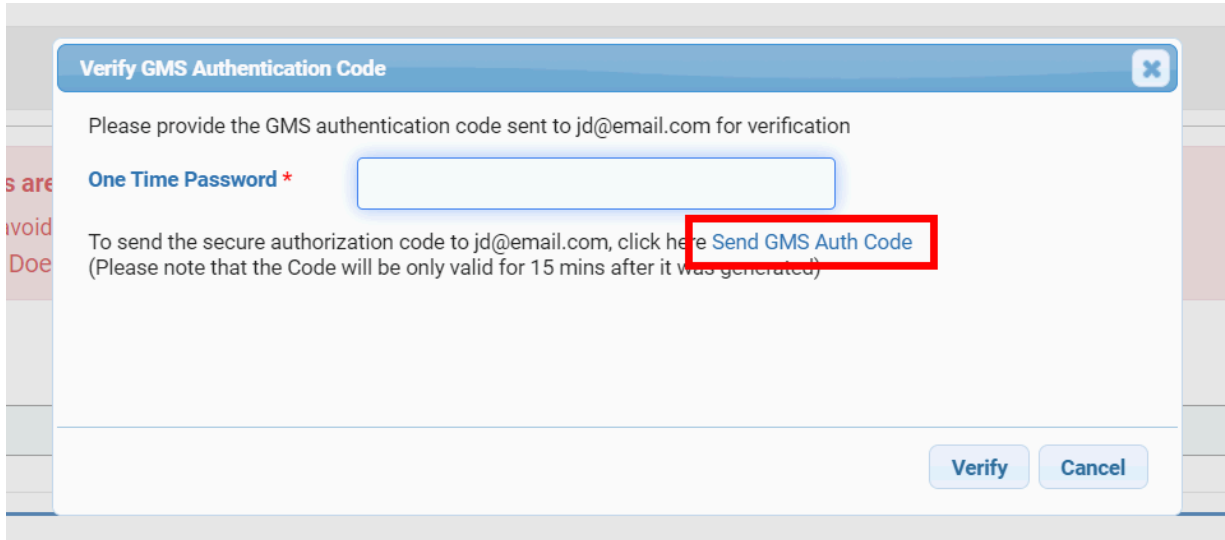
If you wish to update the profile of user :Mr. John Doe, please [click here](#) to provide the secure authorization code

Salutation * First Name * Last Name * Email *

Mr. John Doe jd@email.com

Clicking on this hyperlink will open a pop-up window that will allow you to send to your focal point a one-time password to the email address registered. To do so click on the hyperlink 'Send GMS Auth Code'.

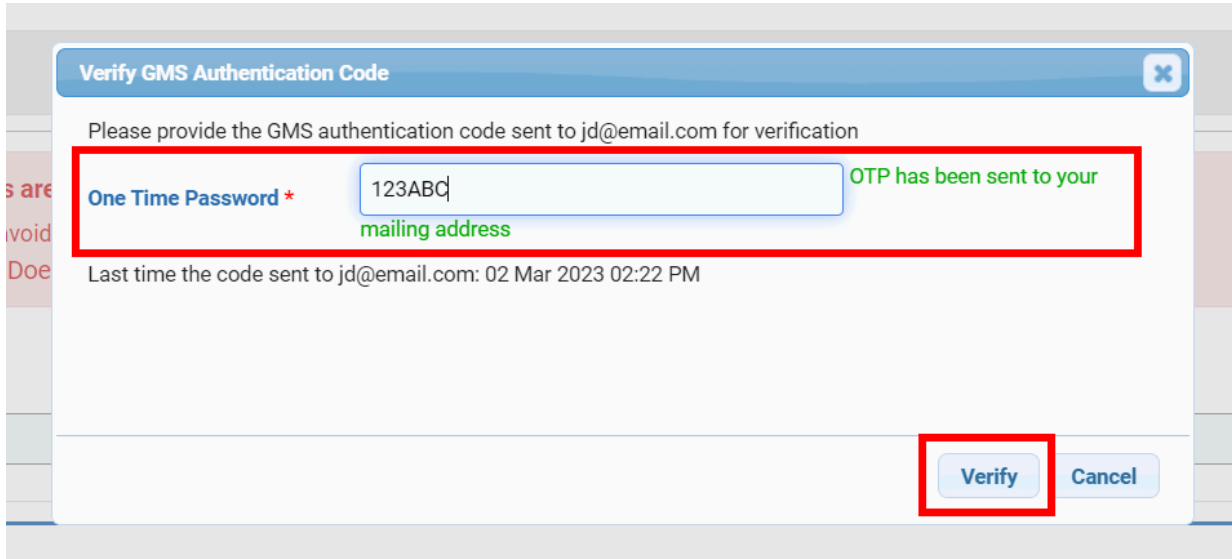
CBPF GRANT MANAGEMENT SYSTEM (GMS)



The image shows a dialog box titled "Verify GMS Authentication Code" with a close button (X) in the top right corner. The main text inside the dialog reads: "Please provide the GMS authentication code sent to jd@email.com for verification". Below this text is a label "One Time Password *" followed by an empty text input field. Underneath the input field is a link "Send GMS Auth Code" which is highlighted with a red rectangular box. Below the link, there is a note: "(Please note that the Code will be only valid for 15 mins after it was generated)". At the bottom right of the dialog, there are two buttons: "Verify" and "Cancel".

This one-time password will be valid for 15minutes. Your focal point will have to communicate you this password and you will be able to enter it on the pop-up window. Then click on **[Verify]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Verify GMS Authentication Code

Please provide the GMS authentication code sent to jd@email.com for verification

One Time Password * OTP has been sent to your mailing address

Last time the code sent to jd@email.com: 02 Mar 2023 02:22 PM

Verify Cancel

Upon clicking on **Verify**, the Manage Contact page will open. There, you will be able to edit and save your focal point. To know how to fill in this page, please click [here\(#1\)](#). [Add a new contact](#)).

CBPF GRANT MANAGEMENT SYSTEM (GMS)