

AGENCY(/EN/CERF/A

CERF

CERF

COUNTRY

> Agency(/en/cerf/agency) > Contact Management

Contact Management

[Download this Page\(/page/print/pdf/node/1699\)](#)

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 Country Focal Point..

You can access the Contact Management page from your home page by clicking on **[Manage Contacts]**

  Grant Management System Fund Name: CERF Role: Agency Focal Point?in Country English FUND HOME LOGOUT

Home Contact Management

Welcome, FAO

Following details about your organization is available with us

Name	Country	All
Acronym		

[Manage Contacts](#) [Manage Sub-IPs](#)

Projects

By Allocation Type | By Year

Select Allocation: 06-RR-AFG-1_Afghanistan_Jun2016_Applica

06-RR-AFG-1_Afghanistan_Jun2016_Application

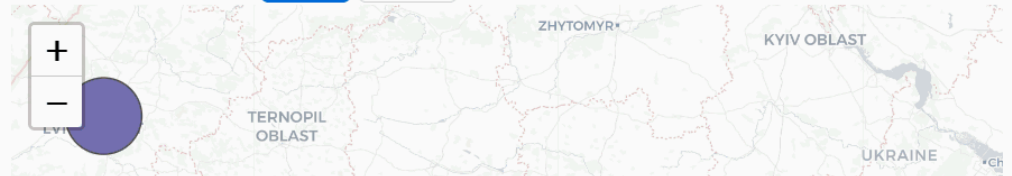
ID	Project Name	Value
1	CERF-AFG-06-RR-FAO-24463 Status: Project Review Rejected Cluster: Food Security - Agriculture aa	US \$1,816,277.00

Project Locations and Reports Overview

Locations | Report Overview (Coming Soon)


Select Year | Select Fund | Select Sector | Select Status

Allocations value encoded by: Size Color



1) Search for a contact

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

OCHA  Grant Management System Fund Name: CERF Role: Agency Focal Point?in Country

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

Home 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"/>	Field / HQ	<input type="text" value="Select"/>	Organization / Agency	<input type="text" value="1 Organization selected"/>
Focal Point Type	<input type="text" value="Select"/>	First Name	<input type="text"/>	Last Name	<input type="text"/>	Email	<input type="text"/>

Is Active?
 Is Signatory?
 Is Mou?

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

Contact List

Filters description:

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

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Contact type:** select the contact type. By default, the contact type is Agency Focal Point in country.
- **Field/HQ:** select whether you wish to find a contact linked to the field or to HQ.
- **Organization / Agency:** select the organization. Only the organization(s) you are registered in will be displayed.
- **Focal Point Type:** **select** between allocation or report focal points.
- **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.

CBPF GRANT MANAGEMENT SYSTEM (GMS)




Focal Point Type: ▼
















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 <input type="button" value="+ Add New Contact"/>									
#	Contact Name	Country	Email	Organization	Contact Type(s)	Is System User	Status	Action	
5	Mr. cerf agency cerf agency	Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan	 cerfagency@gmail.com		Agency Focal Point in Country		Draft		
6	Mr. FAO FP1	Iraq	 test@test1.com		Agency Focal Point in Country		Draft		
7	PV test FAO PV test FAO	Bangladesh	 tes456t@test.com		Agency Focal Point in Country, Country Focal Point		Approved		
8	test cerffp	Bangladesh	 cerffp@test.com		Agency Focal Point in Country		Approved		
9	test2 -updated fp2	Afghanistan, Åland Islands, Albania, Algeria, American	 test.fp2@a.a		Agency Focal Point in Country		Approved		

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.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **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 contact. As an agency focal point, you will only be able to add an agency focal point for your organization and the fund from which you are registering the focal point. As an agency HQ, you will be able to add an agency focal point, and agency HQ for one organization across all the funds you have access to.
- **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, 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

Field / HQ

Organization / Agency

Focal Point Type

First Name

Last Name

Email

Is Active? Is Signatory? Is Mou?

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

From the 'Overview' tab of the project proposal. In fact, 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\(/cerf/overview-0?query#3.%20Organization%20Focal%20Point\)](http://cerf/overview-0?query#3.%20Organization%20Focal%20Point).

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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]**.

Manage Contact

Save Save & Exit Cancel

Salutation *	First Name *	Last Name *	Email *
<input style="width: 90%;" type="text" value="Dr."/>	<input style="width: 90%;" type="text" value="Sky"/>	<input style="width: 90%;" type="text" value="Blue"/>	<input style="width: 90%;" type="text" value="sb@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 -

- hw@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. Harry Winsley, please [click here](#) to provide the secure authorization code

Salutation * First Name * Last Name * Email *

Mr. Harry Winsley hw@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)

✔ Contact details saved successfully

Save Save & Exit Cancel

Contact Details

Salutation * First Name * Last Name * Email *

Dr. Blue Sky sb@email.com

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
No contact types linked with the contact.						

Document Detail + Add Document Detail

Document Type	Document Number	Document Name	Action
No records found.			

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Phone Details (mandatory)

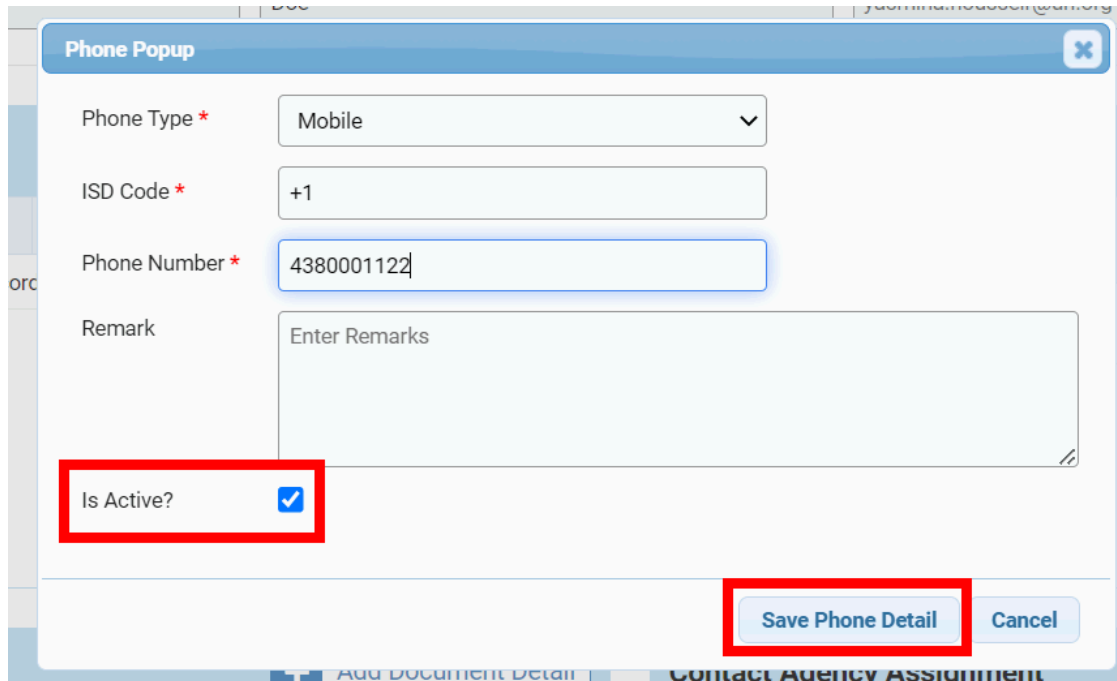
It is mandatory to add the phone details of your focal point. To do so, click on **[Add Phone Detail]**

Address Detail				+ Add Address Detail
Phone Detail				+ Add Phone Detail
Phone Type	Phone Number	ISD Code	Remark	Action
No records found.				

No contact types linked with the contact.

In 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 * Mobile

ISD Code * +1

Phone Number * 4380001122

Remark
Enter Remarks

Is Active?

Save Phone Detail Cancel

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)

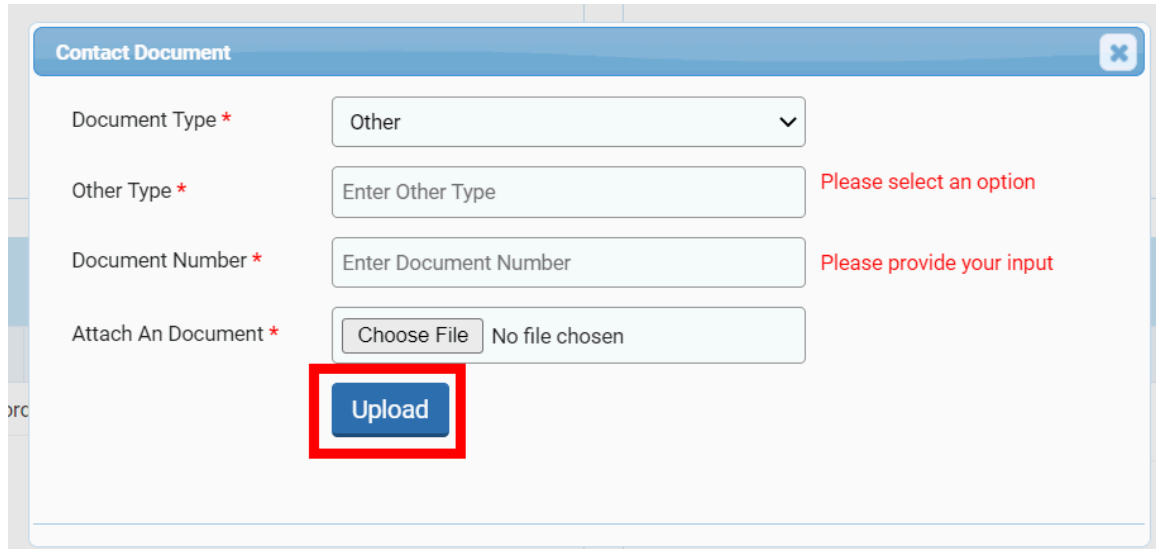
You can add an ID document. To do so, click on **[Add Document Detail]**.

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]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



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.		

[+ Add Address Detail](#)

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)

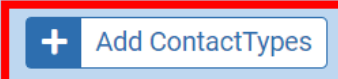
- **Is Active?:** please do not forget to tick this box or this address will be deemed inactive.

Contact Type Assignment (mandatory)

It is mandatory to link your contact to a contact type. If you are an Agency HQ, you will be able to add an Agency Focal Point and/or an Agency HQ. If you are an Agency Focal Point, you will only be able to add an Agency Focal Point. One contact can be both, an Agency Focal Point and/or an Agency HQ

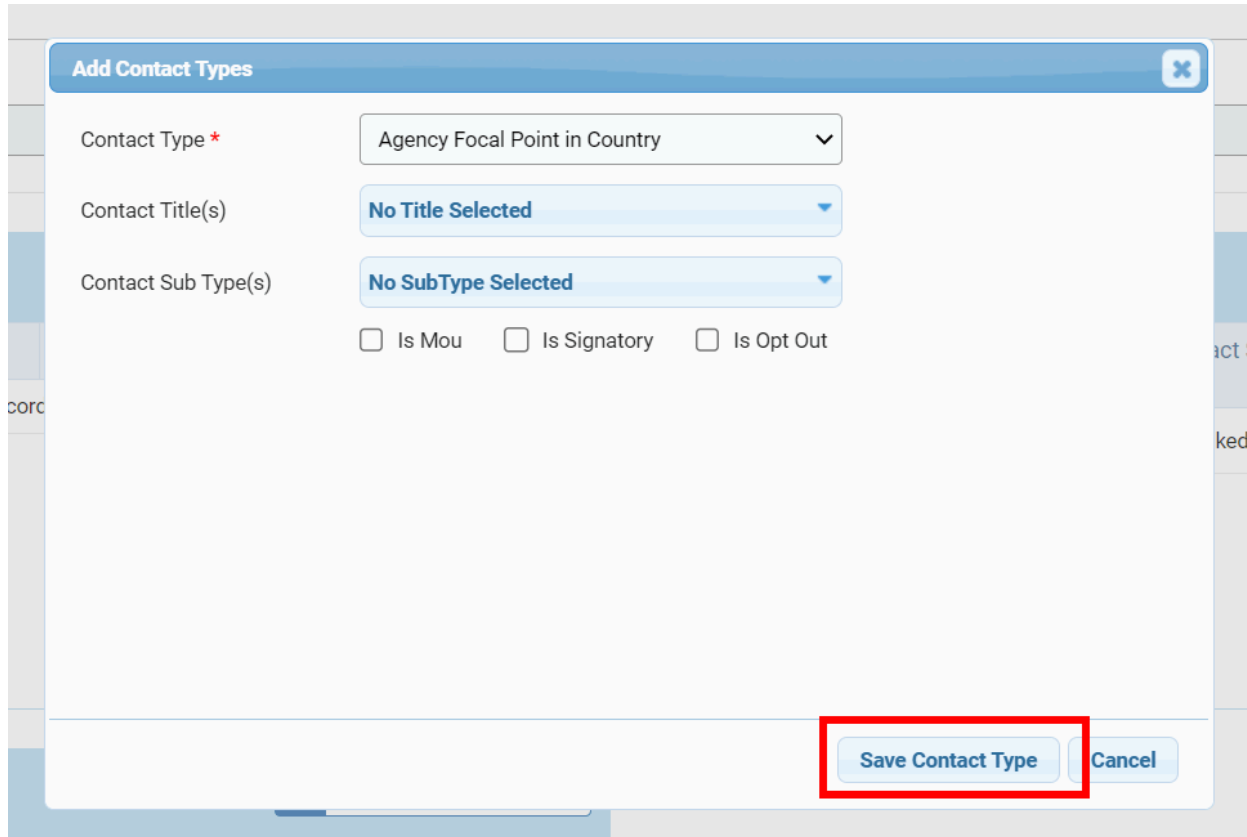
To add a contact type against your contact, click on **[Add Contact Types]**.

Contact Type Assignment						
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 [Close]

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.


CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Contact Title(s) ***: the dropdown menu will be tailored to the contact type you selected. Select at least one contact title.
- **Contact Sub type(s) ***: the dropdown menu will be tailored to the contact title you selected. Select at least one contact sub type.
- **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.

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	Agency Contact	Agency Focal Point HQ (Primary)	✓	✓	✗	 
Agency HQ	Administrator	Agency Focal Point HQ (Alternate)	✗	✓	✗	 

Contact Agency Assignment

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 and countries are automatically displayed. Indeed, it corresponds to your organization and the countries you are registered in. However, you can edit these fields by clicking on .

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Contact Agency Assignment			
Contact Type	Organization(s)	Countries	Action
Agency HQ	United Nations High Commissioner for Refugees (UNHCR)		
Agency Focal Point	United Nations High Commissioner for Refugees (UNHCR)	Afghanistan, Yemen	

For agency focal point:

On the pop-up window, select the organization and the country(ies). The data displayed in the drop-down lists are the organization(s) and country(ies) you are registered in. You can link the focal point to one or several countries. Once you have selected all the fields, click on **[Save Organization]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Add Region/Country ✕

Contact Type: Agency Focal Point in Country

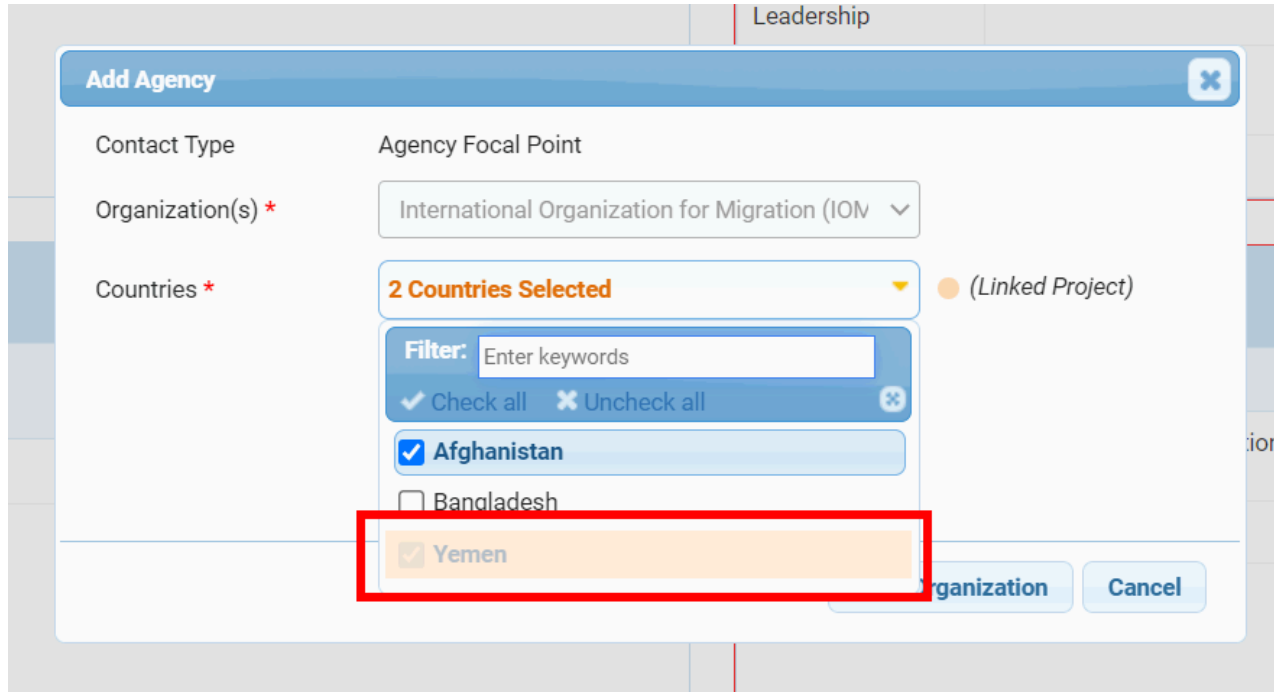
Organization(s) * Uni ▾

Countries * 3 Countries Selected ▾ ● (Linked Allocation/Project)

Save Organization Cancel

If you are trying to edit the focal point's countries and one of the countries is 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.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



The screenshot shows a modal window titled "Add Agency" with a close button (X) in the top right corner. The window is divided into two main sections: "Contact Type" and "Agency Focal Point".

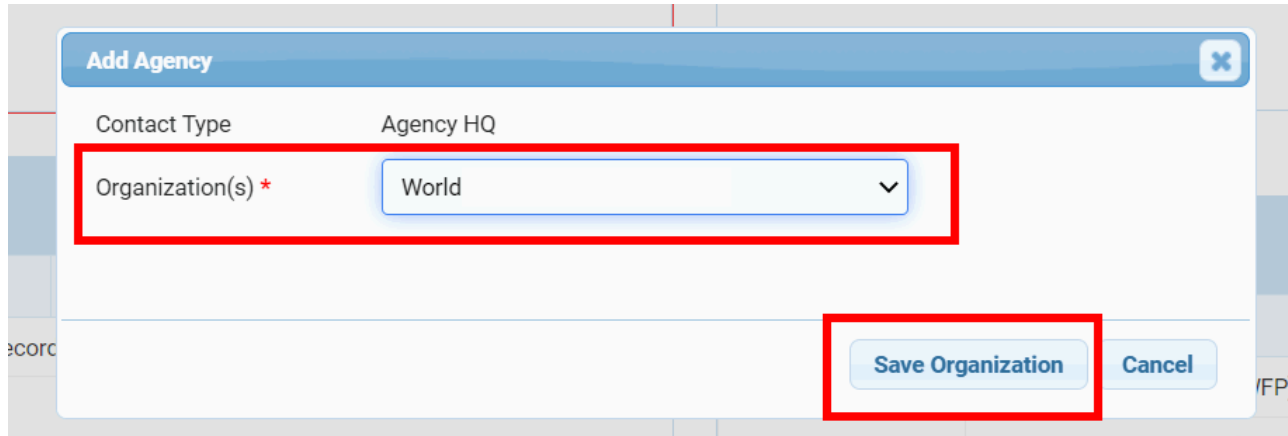
- Contact Type:** This section is currently empty.
- Agency Focal Point:** This section contains a dropdown menu for "Organization(s) *", which is currently set to "International Organization for Migration (IOM)".
- Countries *:** This section features a dropdown menu showing "2 Countries Selected". To the right of this dropdown is a small orange circle followed by the text "(Linked Project)". Below the dropdown is a "Filter:" input field with the placeholder text "Enter keywords". Underneath the filter are two buttons: "Check all" (with a checkmark icon) and "Uncheck all" (with an X icon). A list of countries is displayed below these buttons:
 - Afghanistan
 - Bangladesh
 - YemenThe "Yemen" entry is highlighted with a light orange background and is enclosed in a red rectangular box.

At the bottom of the dialog, there are two buttons: "Add Organization" and "Cancel".

For agency HQ:

If you are recording an agency HQ contact, select from the drop-down list the contact's organization. On the drop-down, only the organizations you are registered in will be displayed.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Add Agency

Contact Type	Agency HQ
Organization(s) *	World

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/approved, this section will provide information on the contact: the system user role, if the email was verified (to read more on email verification, please click [here\(#Email\)](#)) and the last login date.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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.

Manage Contact | Draft (Inactive)

✔ Contact details saved successfully

Contact Details

Salutation *
First Name *
Last Name *
Email *

Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
Mobile	123456	0033		

Contact Type Assignment

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

III) Edit a contact

You can watch our video tutorial below or continue reading this article.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



OCHA




HOW TO EDIT AN INACTIVE/DRAFT CONTACT
(User Role: Agency)




CERF

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 can search for it and click on this icon  . Please click [here\(#1\) Search for a contact](#) to find out how to search for a contact.

 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	Dr. Blue Sky	Afghanistan, Albania, Algeria	 sb@email.com	United Nations	Agency Focal Point in Country		Approved		

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

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).

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

Manage Contact | Draft (Inactive)

✔ Contact details saved successfully

Save Save & Exit Cancel



Contact Details

Salutation * First Name * Last Name * Email *

Dr. Blue Sky sb@email.com



Phone Detail

+ Add Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
Mobile	123456	0033		 

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			×	×	×	 

2) The contact status is draft/inactive

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

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

Field / HQ

Organization / Agency

Focal Point Type

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
---	--------------	---------	-------	--------------	-----------------	----------------	--------	--------




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).

a) You can find the contact in the Contact List

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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	A Diaz		 diaz .org	United Nations	Agency HQ		Draft	

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

Manage Contact | Draft (Inactive)

✔ Contact details saved successfully

Contact Details

Salutation *
First Name *
Last Name *
Email *

Phone Detail

+ Add Phone Detail

Phone Type	Phone Number	ISD Code	Remark	Action
Mobile	123456	0033		

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			✗	✗	✗	

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

Field / HQ

Organization / Agency

Focal Point Type

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

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

Manage Contact

Save Save & Exit Cancel

Salutation * First Name * Last Name * Email *

Mr. Harry Winsley hw@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)

✔ Contact details saved successfully

Save Save & Exit Cancel

Contact Details

Salutation * First Name * Last Name * Email *

Dr. Blue Sky sb@email.com

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
No contact types linked with the contact.						

Document Detail + Add Document Detail

Document Type	Document Number	Document Name	Action
No records found.			

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 -

- hw@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. Harry Winsley, please [click here](#) to provide the secure authorization code

Salutation * First Name * Last Name * Email *

Mr. Harry Winsley hw@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 -

- hw@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. Harry Winsley, please [click here](#) to provide the secure authorization code

Salutation *

Mr. ▼

First Name *

Harry

Last Name *

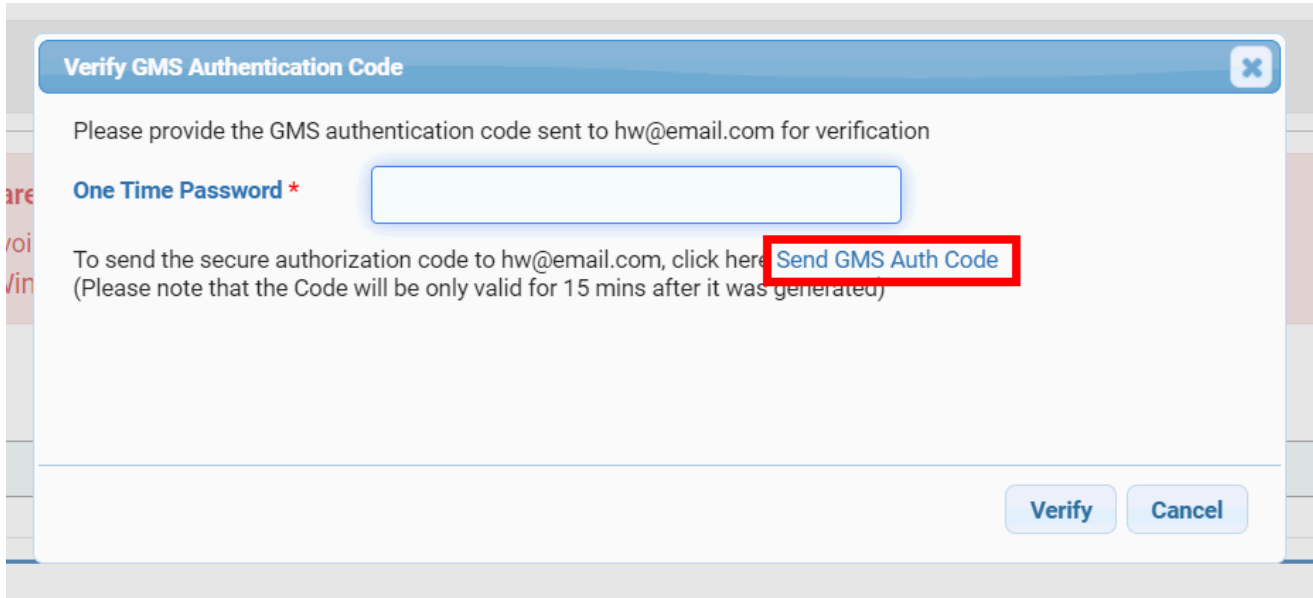
Winsley

Email *

hw@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 reads: "Please provide the GMS authentication code sent to hw@email.com for verification". Below this is a label "One Time Password *" followed by an empty text input field. Further down, it says: "To send the secure authorization code to hw@email.com, click here" followed by a blue link "Send GMS Auth Code" which is highlighted with a red rectangular box. Below the link 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 box 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 hw@email.com for verification

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

Last time the code sent to hw@email.com: 10 Mar 2023 02:47 PM

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)