Applications

Go to the My Accounts page. This is where previously saved applications can be accessed. On the right side of the screen under Action are 3 icons.

Grantee functionality changes will center around two new concepts: “owners” and “viewers.”

**OWNER:** The owner has exclusive rights to edit, save, or submit an application or grantee report.
--The current owner will be allowed to transfer each application or requirement to a different owner. The new owner must accept the transfer.
--The owner can grant View-only rights to any number of other grantees; a read-only version of the application or report will be listed on the others’ My Account pages.
--The owner can see a list of all “viewers” and take view rights away from any of them.

**VIEWER:** “Viewers” will see applications and requirements owned by others listed in their My Account pages, and can view read-only copies until view rights are taken away by the owner.
All grantees can select a filter on his or her My Account page to show or hide items that s/he does not own via the Hide Viewer Only Applications/Requirements checkbox.

Transferring an Application
The first icon looks like a person. This allows the application to be transferred to someone else. This means you will no longer be the owner of the application. The transfer must be accepted by the new owner. If the account exists, a notification of ownership transfer will be sent to the new owner. If the account does not exist, a new account will be created and notification will be sent to the new owner.

Transfer to new owner

```
*Your Name  JP
Your E-mail Jang@microwedge.com
*E-mail  jptest01@me.org
*Subject: Application Ownership Transfer

Memo to New Owner:  

Dear [Grantee],

This message is to notify you that ownership of Application 20101 has been transferred to you.
You must accept transfer of ownership in order to complete this process.
Please login to complete the application.
You can login to your account, «Account_Login_URL», at any time.
NOTE: if you are a new user, a separate email will be sent to you with the login web page and your initial password. For security reasons you will be asked to change the password when you

Maximum  [50000] characters
* Required
```

[Transfer]  [Cancel]
Sharing an Application
The second icon is an eye. This will allow the application to be shared with one or more individuals. It must also be accepted by the viewer(s). Current owners can add one or more Viewers by entering valid email address(es) and clicking Add Viewer(s). Multiple email addresses must be separated by commas.
NOTE: If an added viewer does not have an account, an error is returned instead stating that the account does not exist.

IMPORTANT: Changes are not permanent until you click Update.

Once a user has a view rights, s/he enjoys them until the current owner removes that access. To remove one or more Viewers from an Application or Requirement, the owner can check one or more check boxes to the right of the viewer(s) and click the Remove button.

Deleting an Application
The third icon is a trashcan and allows you to delete the application. Once an application is deleted it cannot be retrieved.