

FLUXX USER GUIDE

IMPACT AND OUTCOME REPORT



GRANTEE IMPACT AND OUTCOME REPORT



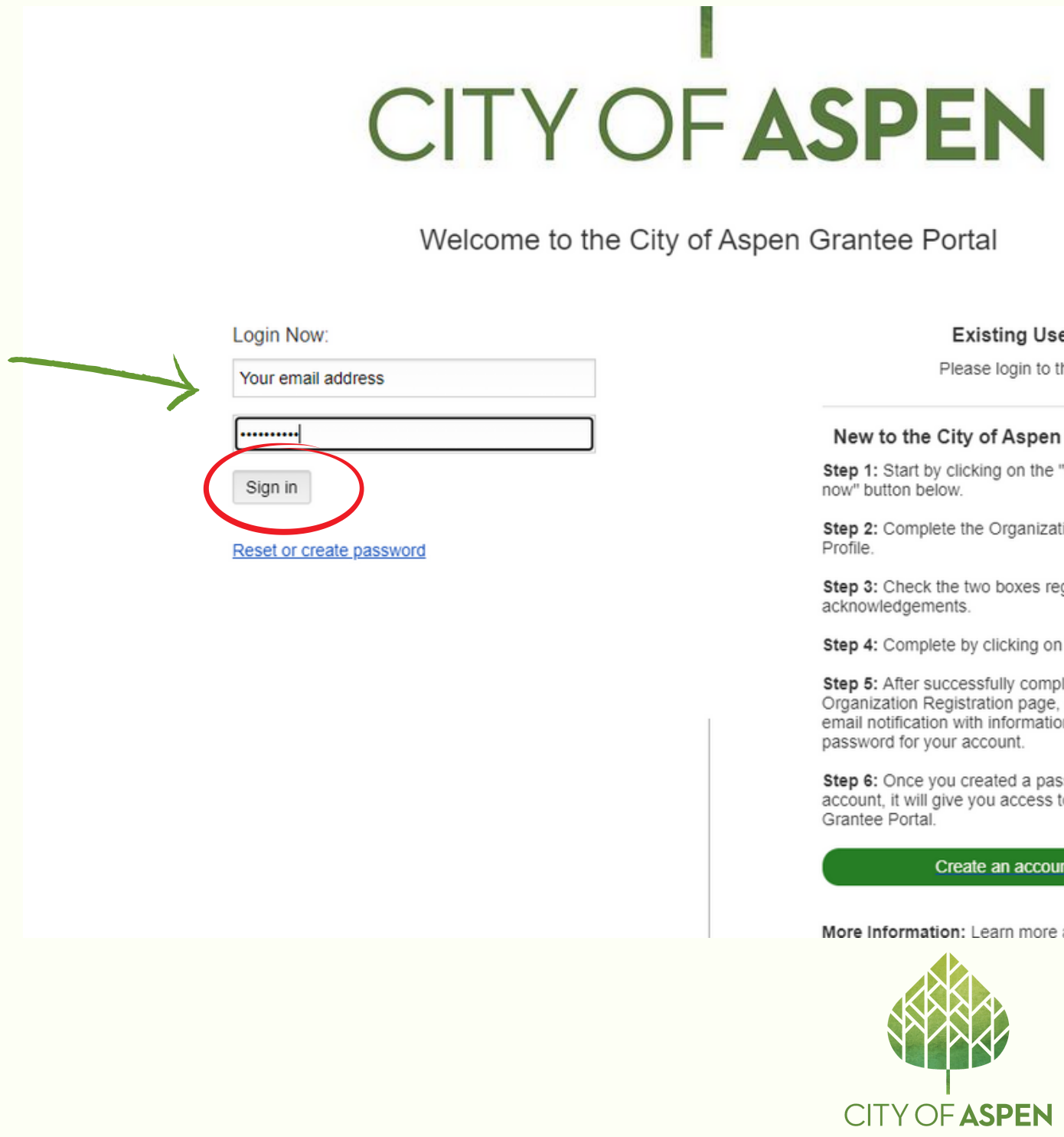
CITY OF ASPEN

LOGIN TO THE GRANTEE PORTAL

Visit <https://cityofaspen.fluxx.io/>
to access the City of Aspen's Grantee Portal.

Enter your **login information*** to
access the Portal

(*Your **email address** and **password**)



CITY OF ASPEN

Welcome to the City of Aspen Grantee Portal

Login Now:

Your email address

.....

Sign in

[Reset or create password](#)

Existing Users: Please login to the portal

New to the City of Aspen:

Step 1: Start by clicking on the "Login Now" button below.

Step 2: Complete the Organization Registration Profile.

Step 3: Check the two boxes regarding your acknowledgement of the terms and conditions.


Step 4: Complete by clicking on the "Create Account" button.

Step 5: After successfully completing the Organization Registration page, you will receive an email notification with information regarding your account and password for your account.

Step 6: Once you created a password for your account, it will give you access to the Grantee Portal.

Create an account

More Information: Learn more about the Grantee Portal

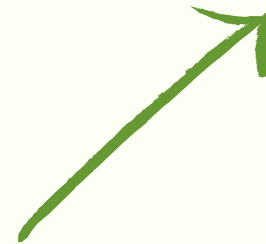
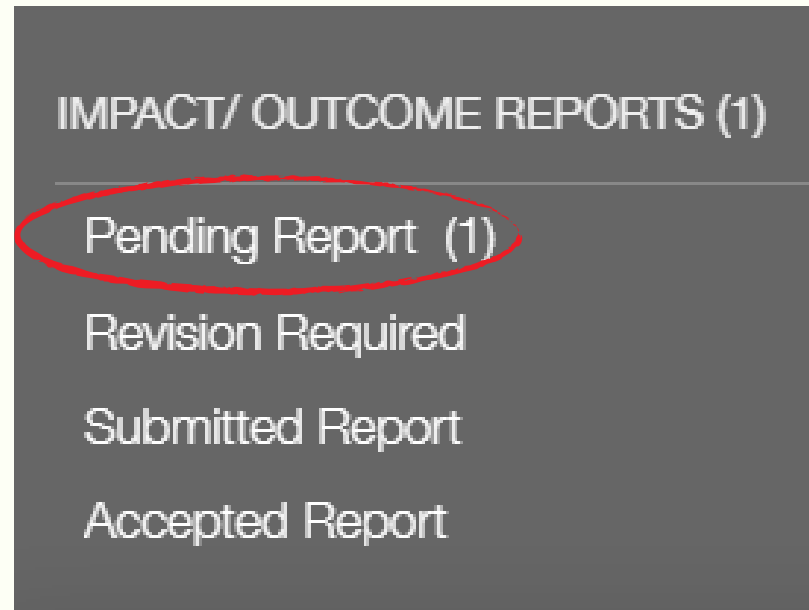
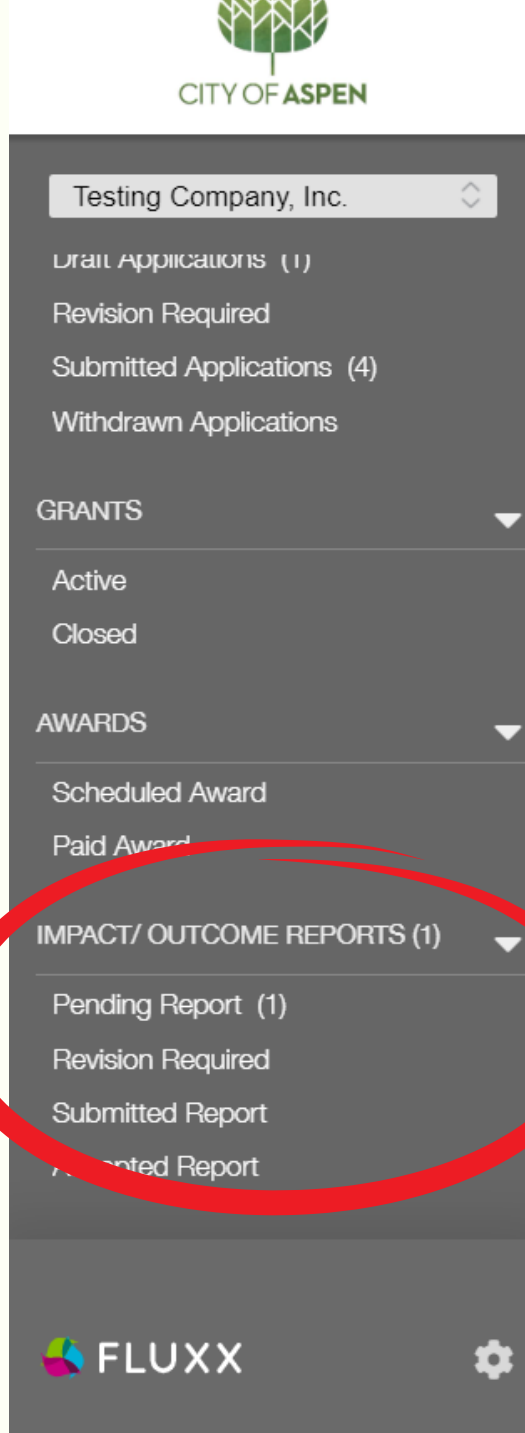


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HOW TO ACCESS THE IMPACT AND OUTCOME REPORT

Navigate the Portal by using the **grey menu bar** on the left-hand side. **Scroll down** to **Impact/ Outcome Reports**.

Impact/ Outcome Reports:
Access your report by click on
Pending Report.



HOW TO ACCESS THE IMPACT AND OUTCOME REPORT

Select and click on the application that you would like to submit a report for, located in the **middle of the screen** (green rectangle) .

CITY OF ASPEN

Search...

Testing Company, Inc.

Grant ID: R-2023-00896
Due: December 1, 2023
Type: Impact & Outcome Report
Report ID: 173
Status: New / Pending Submission

Draft Applications (1)
Revision Required
Submitted Applications (4)
Withdrawn Applications

GRANTS

Active
Closed

AWARDS

Scheduled Award
Paid Award

IMPACT/ OUTCOME REPORTS (1)

Pending Report (1)
Revision Required
Submitted Report
Accepted Report

FLUXX

1 - 1 of 1

CITY OF ASPEN

HOW TO START AN IMPACT AND OUTCOME REPORT

Click on **EDIT** and your Impact & Outcome Report for the selected application will open.

IMPORTANT:

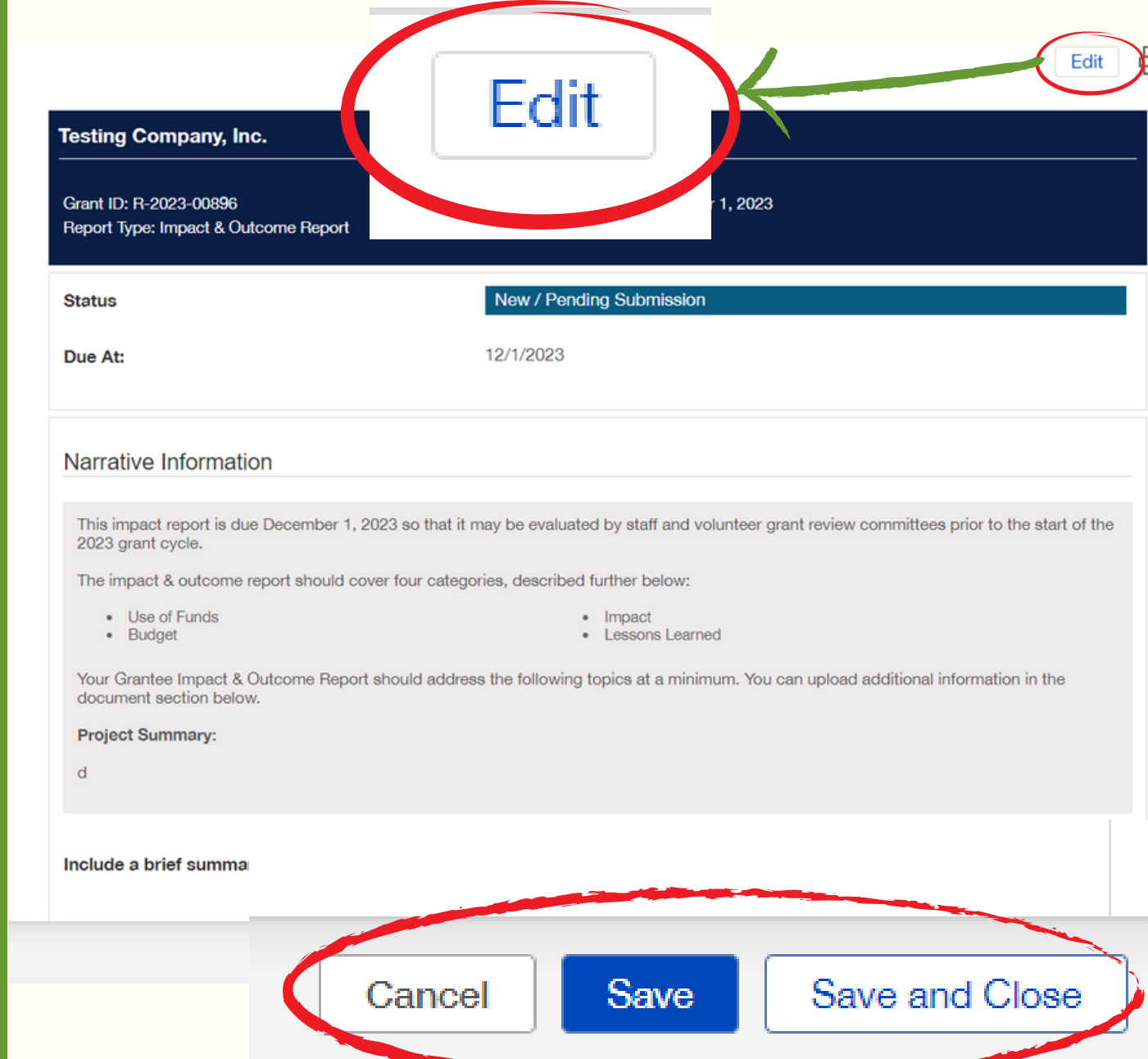
The system does not autosave.
Remember to save often.

Buttons:

Save allows you to save your work and continue entering information.

Save and Close will save your work and close the current report.

Cancel will only exit the report but will not save your work.



The screenshot shows a web interface for editing a report. At the top, a red circle highlights a large 'Edit' button, with a green arrow pointing to it from a smaller 'Edit' button in the top right corner. The header section includes the company name 'Testing Company, Inc.', 'Grant ID: R-2023-00896', 'Report Type: Impact & Outcome Report', and a date '1, 2023'. Below this, the 'Status' is 'New / Pending Submission' and the 'Due At' date is '12/1/2023'. The 'Narrative Information' section contains instructions about the report's due date and evaluation process, followed by a list of four categories: Use of Funds, Budget, Impact, and Lessons Learned. A 'Project Summary' section is partially visible. At the bottom, a red circle highlights three buttons: 'Cancel', 'Save', and 'Save and Close'.

Testing Company, Inc.

Grant ID: R-2023-00896
Report Type: Impact & Outcome Report

1, 2023

Status New / Pending Submission

Due At: 12/1/2023

Narrative Information

This impact report is due December 1, 2023 so that it may be evaluated by staff and volunteer grant review committees prior to the start of the 2023 grant cycle.

The impact & outcome report should cover four categories, described further below:

- Use of Funds
- Budget
- Impact
- Lessons Learned

Your Grantee Impact & Outcome Report should address the following topics at a minimum. You can upload additional information in the document section below.

Project Summary:

d

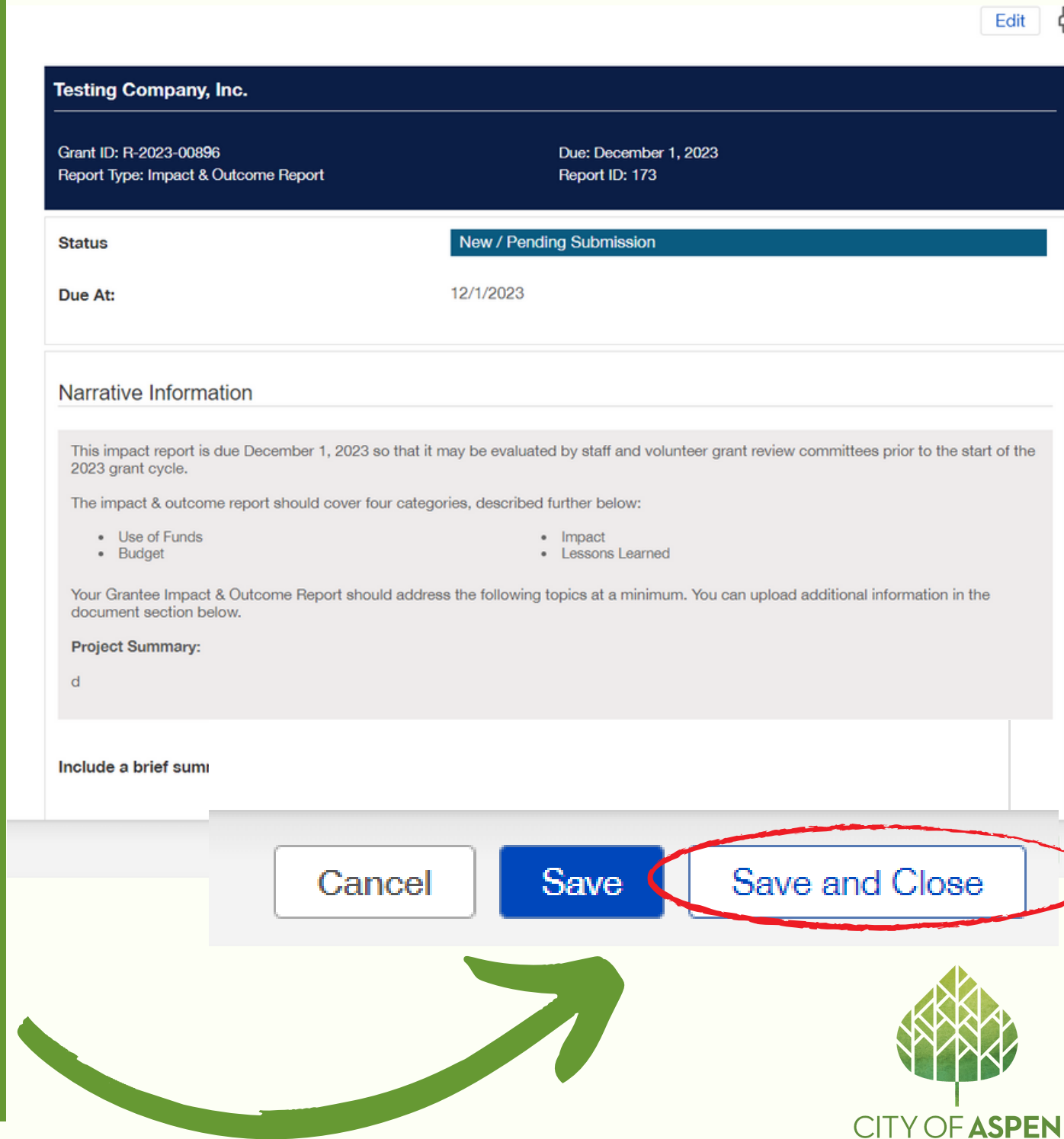
Include a brief summary

Cancel **Save** **Save and Close**

HOW TO PREPARE TO SUBMIT THE REPORT

Once you have completed the report, click **Save and Close**.

Review your report before submitting. Once submitted, you cannot make any changes to it!



The screenshot shows a web interface for submitting a report. At the top, a dark blue header bar contains the company name "Testing Company, Inc." and two columns of information: "Grant ID: R-2023-00896" and "Report Type: Impact & Outcome Report" on the left, and "Due: December 1, 2023" and "Report ID: 173" on the right. Below this, a "Status" section shows "New / Pending Submission" in a blue box, and a "Due At:" section shows "12/1/2023". The main content area is titled "Narrative Information" and contains a light gray box with instructions: "This impact report is due December 1, 2023 so that it may be evaluated by staff and volunteer grant review committees prior to the start of the 2023 grant cycle." It then states "The impact & outcome report should cover four categories, described further below:" followed by a bulleted list: "Use of Funds", "Budget", "Impact", and "Lessons Learned". Below this, it says "Your Grantee Impact & Outcome Report should address the following topics at a minimum. You can upload additional information in the document section below." and "Project Summary:" followed by a text input field containing the letter "d". At the bottom, a light gray bar contains three buttons: "Cancel", "Save", and "Save and Close". The "Save and Close" button is circled in red. A large green arrow points from the bottom left towards the "Save and Close" button. In the bottom right corner, there is a logo for the "CITY OF ASPEN" featuring a stylized green tree.

Testing Company, Inc.

Grant ID: R-2023-00896
Report Type: Impact & Outcome Report

Due: December 1, 2023
Report ID: 173

Status: New / Pending Submission

Due At: 12/1/2023

Narrative Information

This impact report is due December 1, 2023 so that it may be evaluated by staff and volunteer grant review committees prior to the start of the 2023 grant cycle.

The impact & outcome report should cover four categories, described further below:

- Use of Funds
- Budget
- Impact
- Lessons Learned


Your Grantee Impact & Outcome Report should address the following topics at a minimum. You can upload additional information in the document section below.

Project Summary:

d

Include a brief summary

Cancel Save Save and Close



CITY OF ASPEN

HOW TO SUBMIT THE IMPACT AND OUTCOME REPORT

Submit:

When you are ready to submit,
click **Submit** located at the
bottom right of the screen.

Testing Company, Inc.

Grant ID: R-2023-00896
Report Type: Impact & Outcome Report

Due: December 1, 2023
Report ID: 173

Status

New / Pending Submission

Due At:

12/1/2023

Narrative Information

This impact report is due December 1, 2023 so that it may be evaluated by staff and volunteer grant review committees prior to the start of the 2023 grant cycle.

The impact & outcome report should cover four categories, described further below:

- Use of Funds
- Budget

- Impact
- Lessons Learned

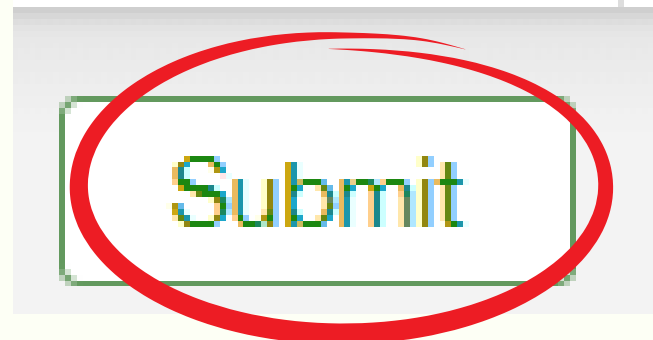
Your Grantee Impact & Outcome Report should address the following topics at a minimum. You can upload additional information in the document section below.

Project Summary:

d

Include a brief summary of the purpose of the grant.

Submit



GENERAL TIPS

Browser: *Google Chrome* is the recommended browser. While other browsers are compatible with the system, visibility, functionality and performance is optimized in the Chrome browser.

Save often: The Grantee Portal *does not auto-save*. Please *save your work often*.

Time-Out: The system *times out after 15 minutes of inactivity*. Any unsaved work will be lost. Save early and save often.

More Information: For any other issues or questions, please contact : [*grants@aspen.gov*](mailto:grants@aspen.gov)

