FLUXX

GRANTEE IMPACT AND OUTCOME REPORT

FLUXX USER GUIDE
IMPACT AND OUTCOME REPORT
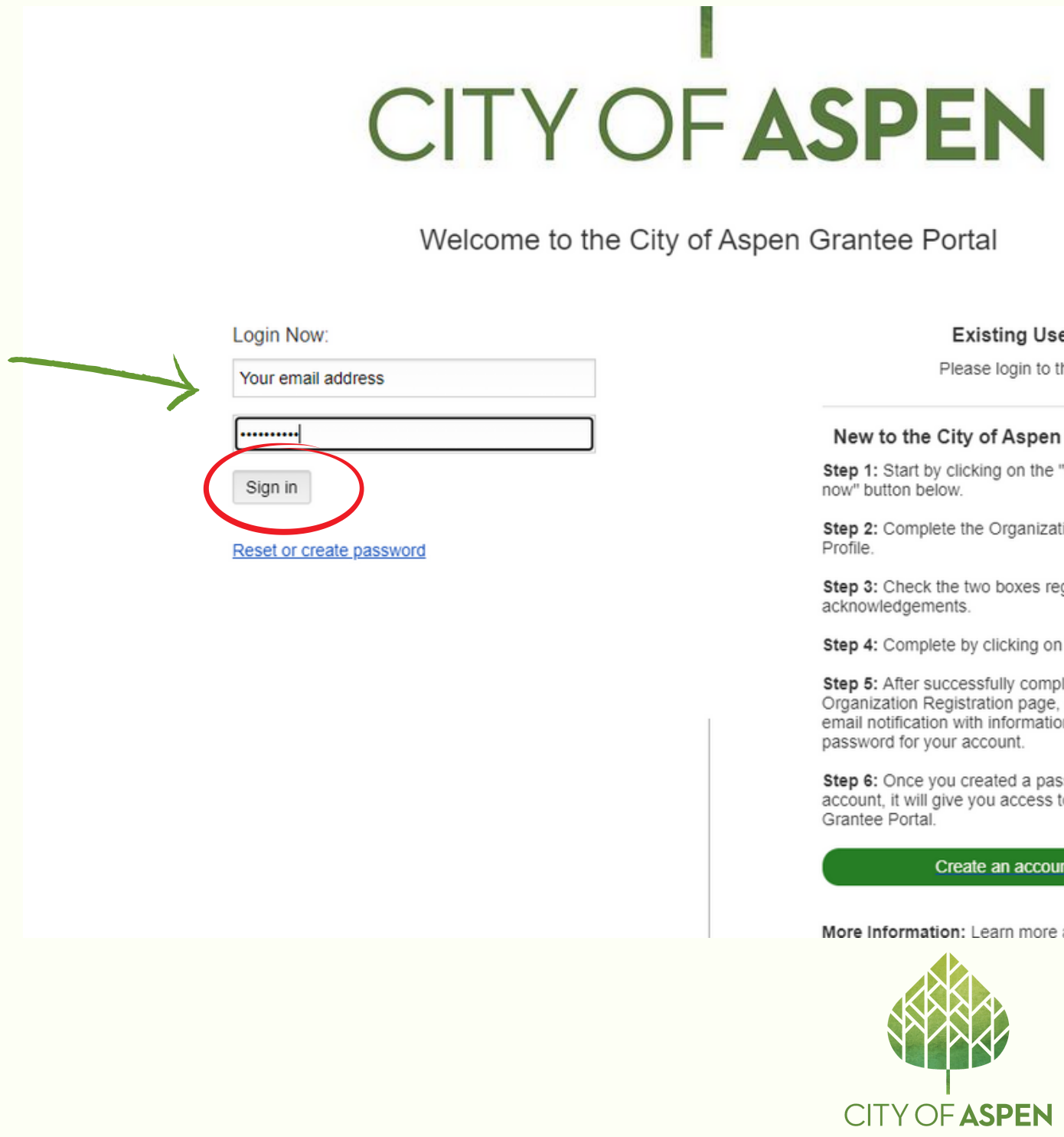
CITY OF ASPEN

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 Use

Please login to t

New to the City of Aspen

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

Step 2: Complete the Organizati Profile.

Step 3: Check the two boxes reg acknowledgements.

Step 4: Complete by clicking on

Step 5: After successfully compl Organization Registration page, email notification with information password for your account.

Step 6: Once you created a pas account, it will give you access t Grantee Portal.

Create an accour
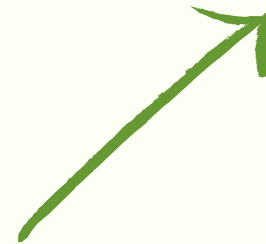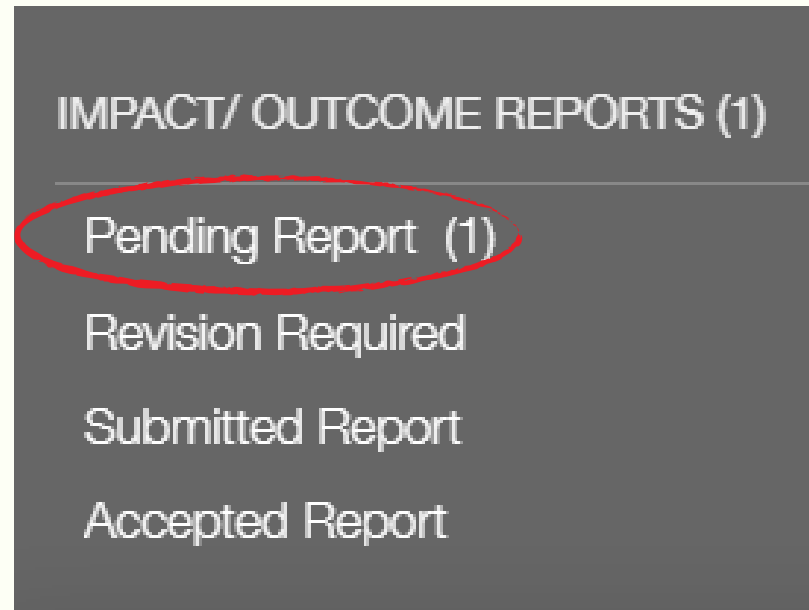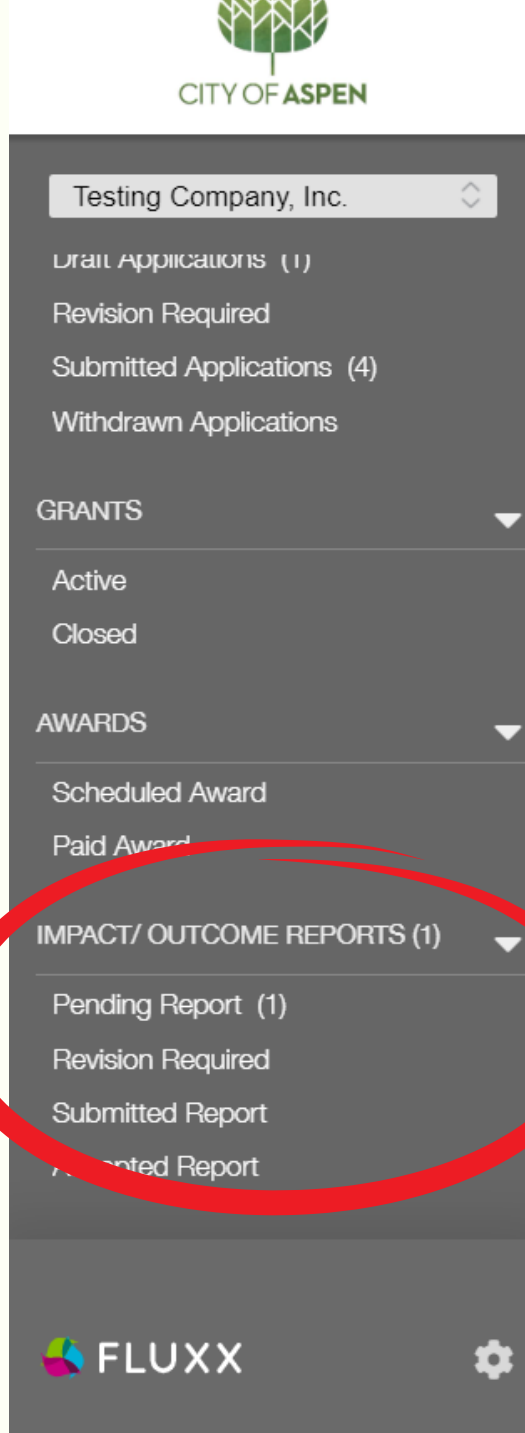
More Information: Learn more

CITY OF **ASPEN**

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.**

CITY OF ASPEN

Testing Company, Inc.

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Withdrawn Applications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** ⚙

IMPACT/ OUTCOME REPORTS (1)

Pending Report (1)

Revision Required

Submitted Report

Accepted Report

CITY OF **ASPEN**

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) .

HOW TO START AN IMPACT AND OUTCOME REPORT

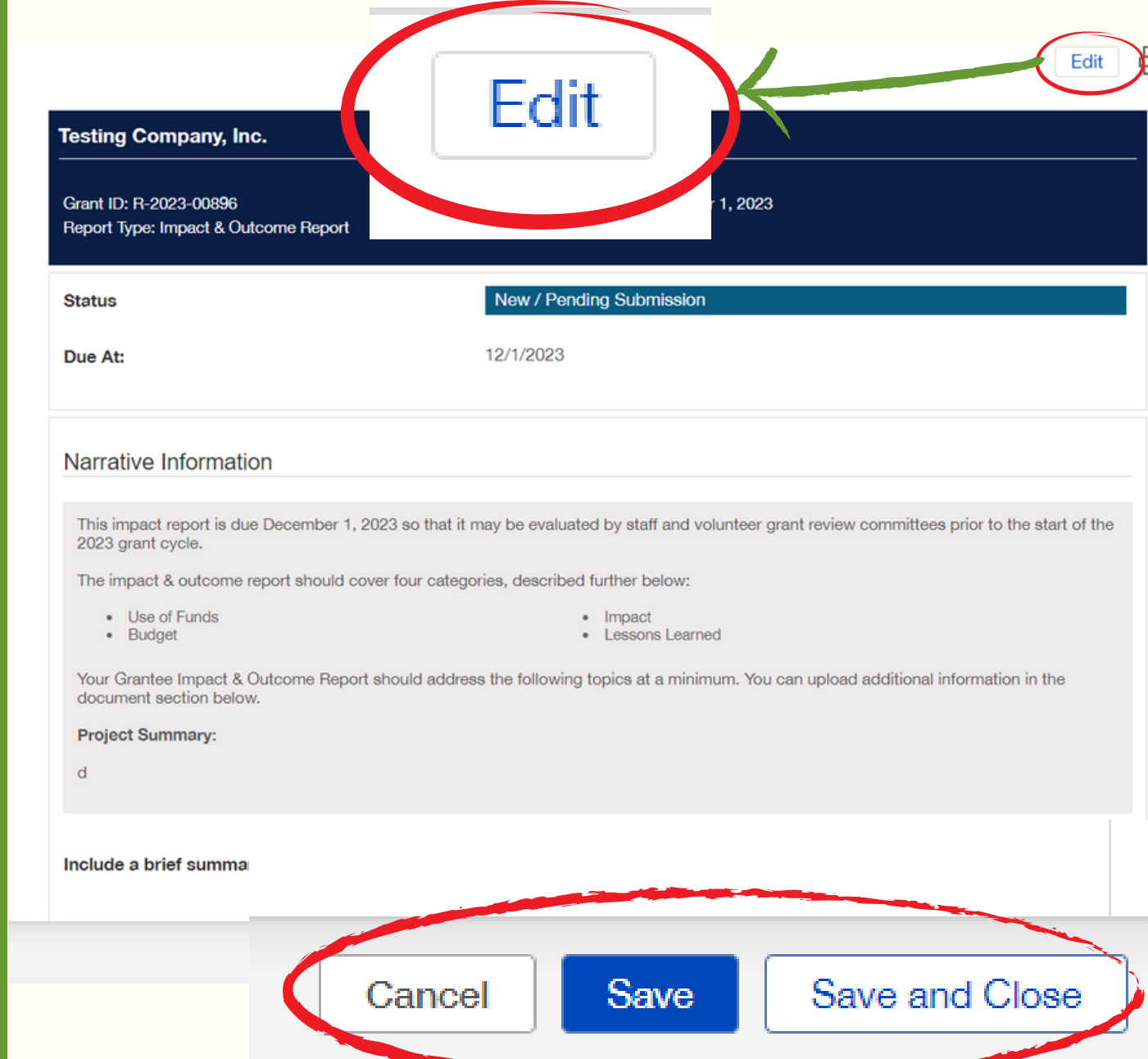Click on **EDIT** and your Impact & Outcome Report for the selected application will open.

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.

Edit

Testing Company, Inc.

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

r 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.
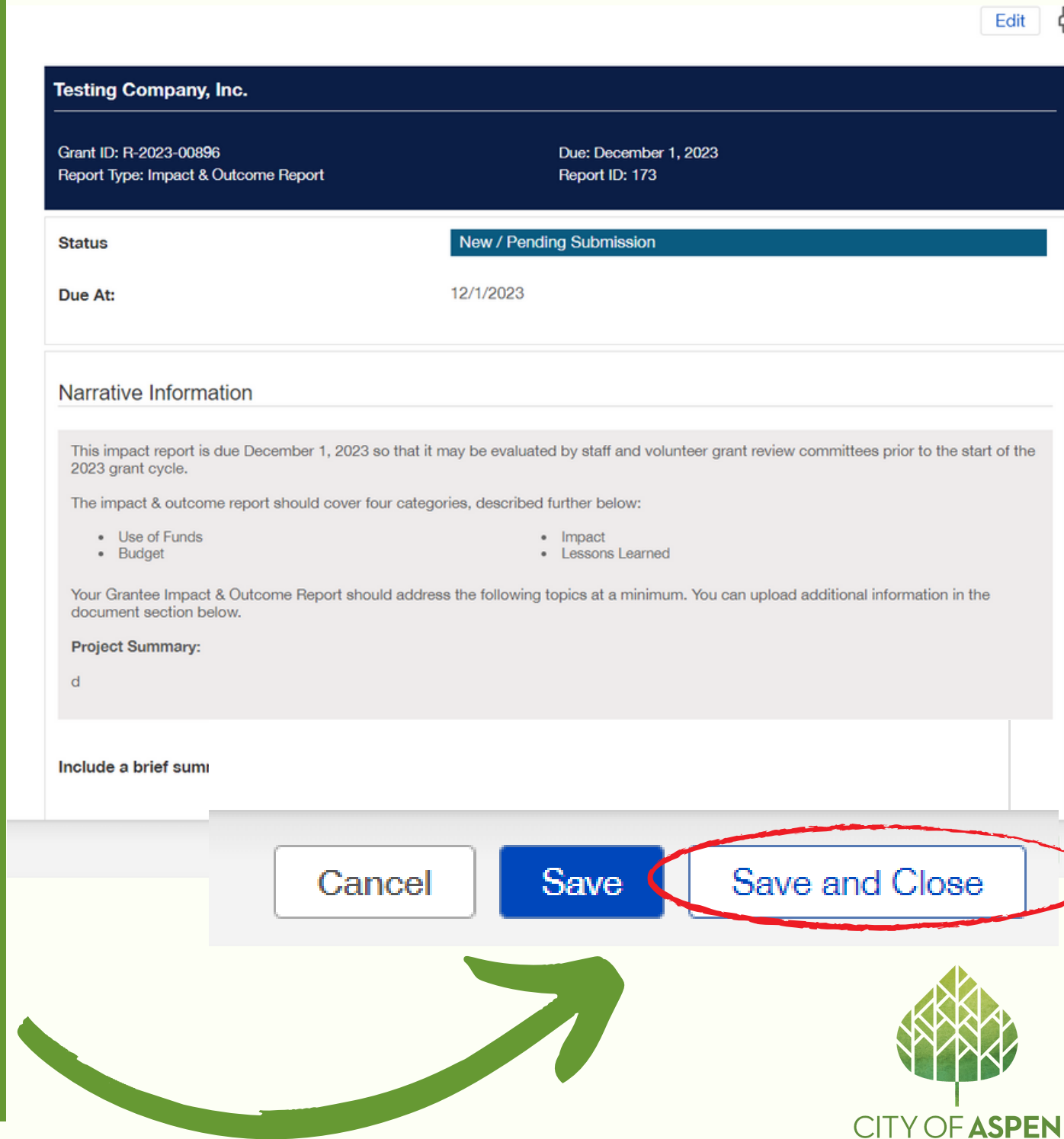
Project Summary:

d

Include a brief summa

Cancel   Save   Save and Close

CITY OF ASPEN

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!

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 sum

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.**

Edit

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
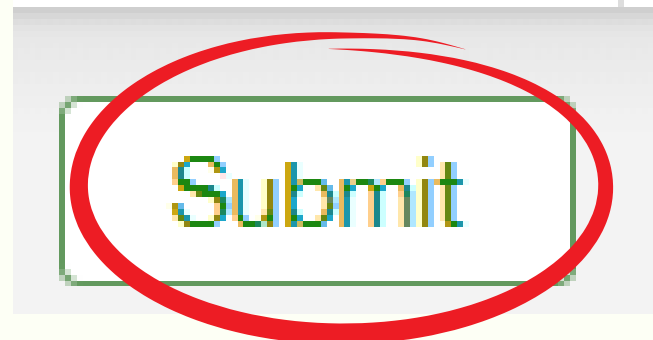- Budget

- 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

Submit

CITY OF ASPEN

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 we be lost . Save early and save often.

More Information: For any other issues or questions, please contact : *grants@aspen.gov*

FLUXX

CITY OF ASPEN