

## Guide to the Left Menu Bar

The following table identifies the four links on the left menu bar under Workspace and provides a brief summary of when to select each link.

Left menu bar link	What you can do...	How to do it...
Applicants	Access the Applicant Profile (CoC or Project Applicant)	Select the “Folder” icon (orange folder)
	Add registrants in e-snaps (i.e., add staff so they can access the organization’s <i>e-snaps</i> account)	Select the “Registrant” icon (looks like a person)
	View applicant details (e.g., organization name, number, and type)	Select the applicant name
	Add an applicant (either the CoC as an applicant or the project applicant organization as an applicant)  !! Use this one time only the first time you set up your organization in <i>e-snaps</i> as an applicant and create the Applicant Profile.	Select the “Add” icon
Funding Opportunity Registration	Use this link one time only during each CoC Program competition. <ul style="list-style-type: none"> <li>• CoCs register for the funding opportunity during CoC Registration period.</li> <li>• Project Applicants register for the funding opportunity during the CoC Program Competition period.</li> </ul>	Select the “Register” icon (piece of paper with a check mark)
Projects	Create a project	Select the “Add” icon
	View project details (e.g., revise a project’s name and/or add notes describing the project)	Select the “View” icon (magnifying glass)
Submissions	For the CoC:  Access CoC Registration, Consolidated CoC Application, Project Priority Listing  For the project applicant:  Access the Project Application	Select the “Folder” icon (orange folder)