



Application Management

This help guide provides step-by-step instructions on how to update your contact information, select application plans, add attachments, and enter budgets.

Updating Contact Information

- Log into Catalyst (www.catalystserver.com) with your username and password.
- From the “Welcome to Catalyst” page, click on your name in the top right corner of the page.
- Select “Edit Profile” as shown in *Figure 1*. You are directed to the “Profile” page.
- Enter or update your organization information and click **Save** as shown in *Figure 2*. **Note: Any changes will affect your organization information throughout Catalyst.**

Figure 1

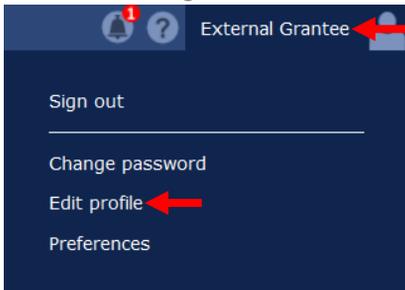


Figure 2



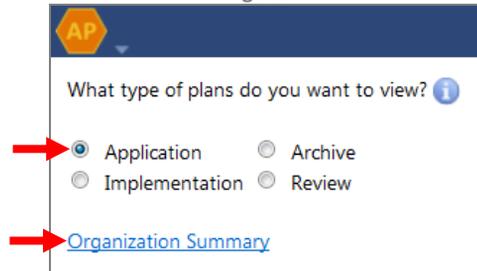
Selecting Application Plans

- From any page in Catalyst, open the Home Menu by clicking in the top left corner of the page and select the Planning & Evaluation components as shown in *Figure 3*. You are directed to your Landing Page.
- Select “Application” and click [Organization Summary](#) as shown in *Figure 4*. You are directed to the “Organization Summary” page.

Figure 3



Figure 4



- As shown in *Figure 5*, click to add a plan and click to remove a plan from your applications.

Figure 5

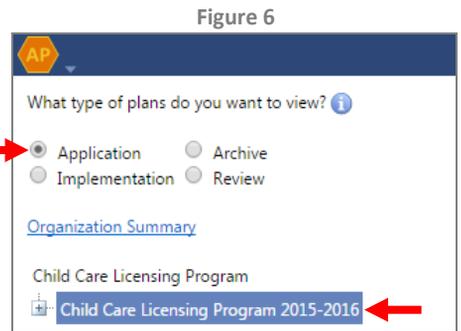
Plan Name	Description		
Child Care Licensing Program 2015-2016			
Community-Based Primary Care Clinic Grant 2015-2016			



Application Management

The Plan Details Page

After you select your application plans, navigate to the “Plan Details” page by clicking on the name of the plan in the Navigation Tree on the left of the page as shown in *Figure 6*. On this page you can add attachments, add a budget, and submit a completed application.



Entering Budget Lines

- Click **+** next to “Budget” to expand this section.
- To add a budget line:
 - Click **+ Add Budget Line** to add a budget line.
 - Select the category and type from the dropdown boxes.
 - Enter the description, cost, and quantity into the provided fields.
 - Select the unit from the dropdown box.
 - Click **Calculate** to view the budget line’s total before saving.
 - Click **✓** to save the budget line as shown in *Figure 7*.
- To edit a budget line, click .
- To delete a budget line, click .



Adding Attachments

- Click **+ Add Attachment** to upload an attachment.
- Attach a file by clicking **Select** . Select the file from your computer and click “Open.” **Note: The size of the attachment cannot exceed 1 MB.**
- Below is a Key to show you the upload status of your attachment.
 - Upload in Process: Meeting Mintues.docx Cancel
 - Cannot Upload: Meeting Mintues.docx Remove
 - Upload Complete: Meeting Mintues.docx Remove
- Rename the attachment and enter a description, if desired.
- Click **✓** to save the attachment.

Submitting Completed Applications

- To submit a completed application, check the box to agree to the provided statements and click **Submit Application** .
- Note: If you submit your application, you will no longer be able to modify it.**
- Note: For more information, see the “Applying for Applications” help guide by clicking in the top right corner of any page in Catalyst.**