



Completing a Site Visit in OGMS

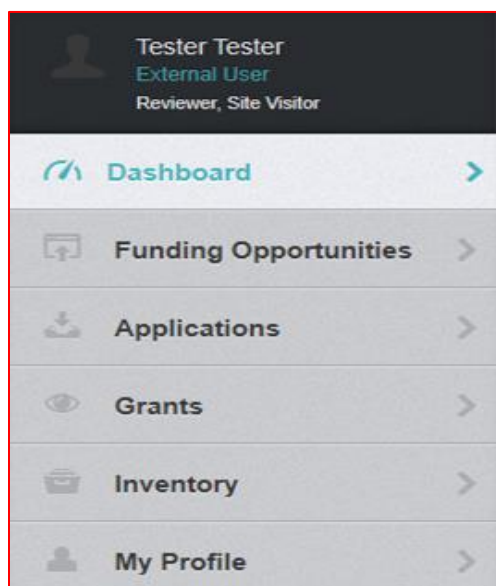
LOGGING INTO OGMS

Sign into OGMS <https://ogms.dcjs.virginia.gov>

- On the **Login** Page
 - Click on **User ID** on the left side of your page under Login
 - Enter your User ID
 - Enter your **Password**
 - **Click on Sign In**

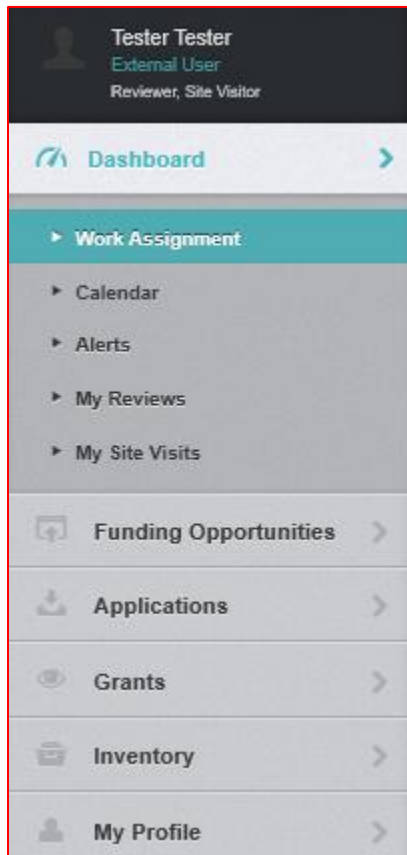
Note: Use the OGMS Menu, not the Browser Menu.
OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

From the Side Menu: Click on **Dashboard**.





Click on **My Site Visits**.



Select the **Site Visit** you would like to access in the **My Site Visits** listing.
If you need to access a recent site visit, click on the **Recent Site Visits** tab.

Current Site Visits Recent Site Visits							
🔍 My Site Visits							
Due Date ▲	Number ▼	Type ▼	Status ▼	Grant ▼	Organization ▼	Program Area ▼	Funding Opportunity ▼
02/28/2020	T351FY2020-002	Field Visit	Editing	PB Test 2/10	Grantee Organization	Test Program Area	1-Test Funding Opportunity FY2020-2021
Showing 1 to 1 of 1 entries							

Click on **Edit Site Visit**.

🔍 Site Visit

Site Visits awaiting visit

Work Assignment Calendar Alerts My Reviews **My Site Visits**

Back Print Online Help Log Out

🔍 Site Visit Details

Notes (0) Edit Site Visit

T351FY2020

Site Visit Details



Click on the site visit form(s) listed under **Components**.
(*Simple Site Visit Form in this example*)

The screenshot shows the 'Site Visit Details' page. At the top, there are tabs: 'Site Visit Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs, there is a search icon and the text 'Site Visit Details'. To the right, there are two buttons: 'Notes (0)' and 'Preview Site Visit'. A red banner message states: 'Site Visit cannot be Submitted Currently' with a sub-message 'Site Visit components are not complete'. Below this, there is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
Simple Site Visit		-
Funding Opportunity	-	-
Application	-	-

Enter the requested information and click on **Save Form**.

The screenshot shows the 'Site Visit' form. At the top, there is a search icon and the text 'Site Visit'. Below this, there is a navigation bar with tabs: 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the navigation bar, there are buttons: 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has a yellow background and a green 'Save Form' button. Below the button, there is a text area labeled 'Comments*:'.

Review form and if correct, click on **Mark as Complete**.

The screenshot shows the 'Site Visit' form. At the top, there is a search icon and the text 'Site Visit'. Below this, there is a navigation bar with tabs: 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', and 'My Site Visits'. Below the navigation bar, there are buttons: 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area has a yellow background and a green 'Mark as Complete' button. Below the button, there is a text area labeled 'Comments*:' with the text 'test'.

If site visit is ready for submission, click on **Submit Site Visit**.

The screenshot shows the 'Site Visit Details' page. At the top, there are tabs: 'Site Visit Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs, there is a search icon and the text 'Site Visit Details'. To the right, there are three buttons: 'Submit Site Visit', 'Notes (0)', and 'Preview Site Visit'. A green banner message states: 'Site Visit is in compliance and is ready for Submission!'. Below this, there is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
Simple Site Visit	✓	Feb 14, 2020 11:41 AM - Tester Tester
Funding Opportunity	-	-
Application	-	-

For technical assistance contact ogmssupport@dcjs.virginia.gov