



Submitting a Status Report in OGMS

LOGGING INTO OGMS

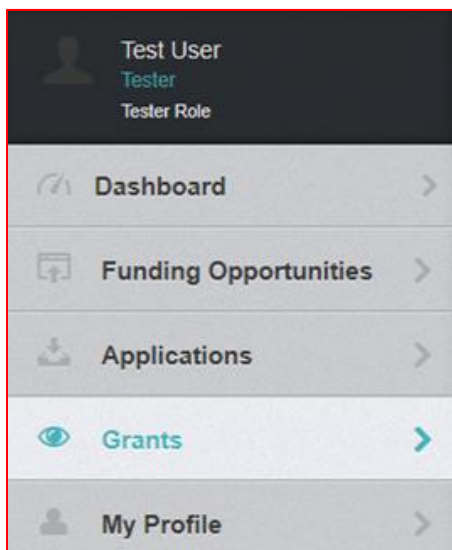
Sign into OGMS <https://ogms.dcjs.virginia.gov>

- 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 **Grants**.





Select the **Grant** you would like to access in the **Active Grant** listing.
If you need to access a closed grant, click on the **Closed Grants** tab.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

Once you have selected the Grant, you will be directed to the **Grant Components**. This list may be different based on the funding opportunity and program area.

Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

Select **Status Reports** from the list of Grant Components.
Click on **Add Status Report**.

ID	Type	Status	Reporting Period	Due Date	Submitted Date	Arrived
T351FY2020 - 001	Quarterly Report	Submitted	11/01/2019 - 02/01/2020		Feb 10, 2020 11:09 AM	



Choose the **Sub Type**.
Enter **Report Dates**. *Start Date and End Date*.
When complete, click **Save Form**.

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Sub Type*:

Report Dates:

Start Date End Date

Click on the **Status Report Form(s)** listed under **Components**.
(*Status Report Test Form in this example*)

Status Report Preview Attachment Alert History Map Versions

Status Report Preview Status Report

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form		-

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

Status Report Save Form

Text:

Save Form

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

Status Report Test Form - Current Version Create New Version View Versions

Status Report Mark as Complete Edit Form

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM Edit Form

If status report is ready for submission, click on **Submit Status Report**.

Status Report Preview Attachment Alert History Map

Status Report Details Submit Status Report Withdraw Preview Status Report

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 13, 2020 2:32 PM - System Administrator
Status Report Test Form	✓	Feb 13, 2020 2:40 PM - System Administrator

For technical assistance contact ogmssupport@dcjs.virginia.gov

