

How to upload a progress report to GMIS Online.

Purpose:

If you have generated progress reports in either CIMS or VSDVVF software follow these steps to upload it into GMIS Online.

1. Log in to GMIS Online. (grants.dcls.virginia.gov)
2. Key in your grant #.
3. From the side navigation menu hover over "Quarterly Reporting" and select "Upload Progress Reports"

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Grant Files Upload Screen

This screen is used to upload Grant Progress Reports to the DCJS. Please enter the number of files to upload and click "Select Files". When the upload boxes appear enter or select the Progress Reports file(s) to be uploaded and click the submit button. To locate your file(s), click on the Browse button and navigate to the location of your file. Then select it and click OK. This will place the path and filename of your file into the box. Do this for each file to upload.

of files to upload:

Attach Grant File here. ***Please upload only files that end in: *.pdf .rtf .snp .txt .zip*
File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be entered into each upload box.

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4. Key in the # of files you will be updating and click the 'Select Files' button.

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Print

Grant Number:
15-F6120VW14

SOGA: Yes

Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶

Start Date:
07-01-2014

End Date:
06-30-2015

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File Type to Upload:
Progress Reports

Reporting Period:
09/30/2014

of files to upload:

2. Click button

1 Attach Grant File here. ***Please upload only files that end in: .pdf .rtf .snp .txt .zip
File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be entered into each upload box.

5. Click 'Choose File' button.

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Reporting Period:
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of files to upload:

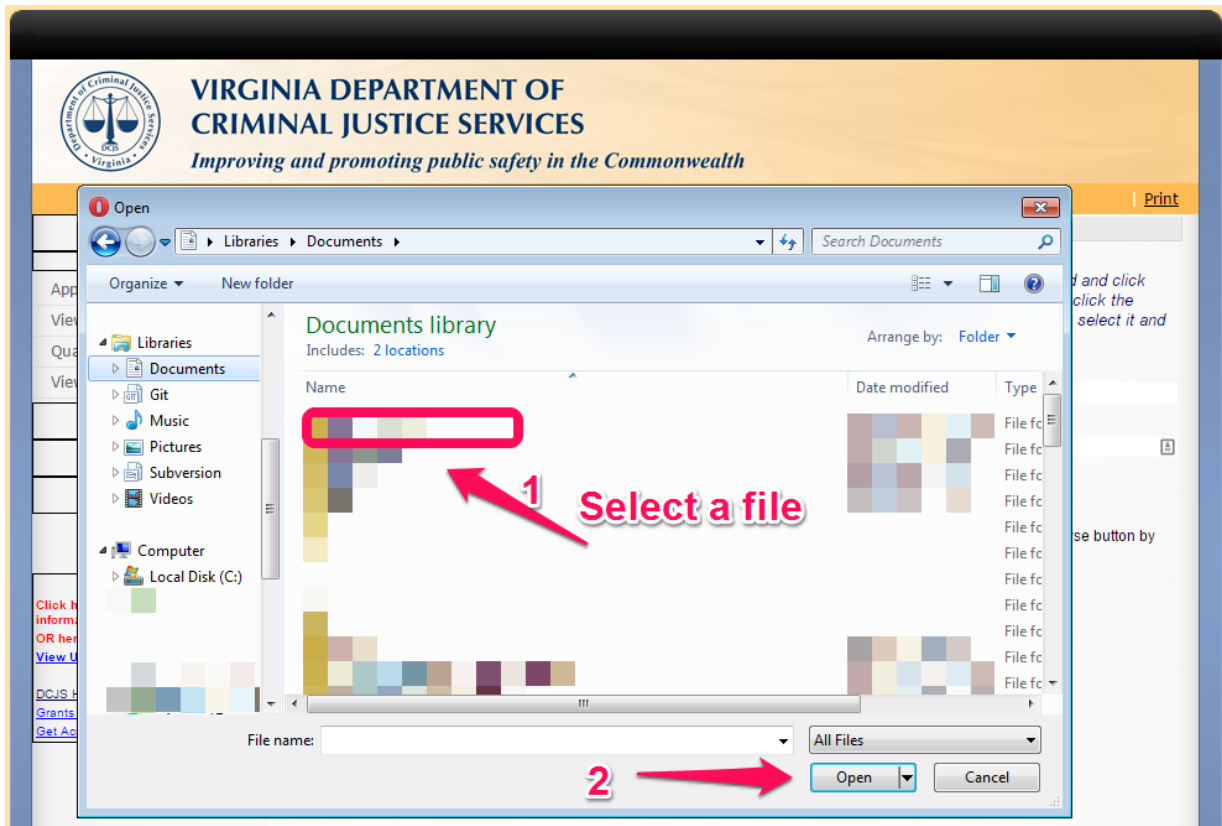
1

You are uploading files for the Reporting Period ending 09/30/2014 Please enter your file name(s) here. Click the Browse button by each entry box to locate and select your file(s) from your hard drive.

No file chosen

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6. Navigate to your progress report file and select it in the 'Browse' dialog box and click the 'Open' button.



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- The final step is to click the 'Submit' button. If you don't click 'Submit' here then your progress report will never be uploaded.

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File Type to Upload:
Progress Reports

Reporting Period: 09/30/2014

of files to upload:
1 Select Files

You are uploading files for the Reporting Period ending 09/30/2014 Please enter your file name(s) here. Click the Browse button by each entry box to locate and select your file(s) from your hard drive.

Choose File new 2.txt
Submit

1. Click Submit to upload file!

- Final screen should look something like this:

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File Type to Upload:
Progress Reports

No more Progress Reports may be uploaded until the last uploaded report has been approved.

Unloaded Files					
File Name	File Type	Reporting Period	Date Received	Status	Submitted By
new 2.txt	Progress Reports	09/30/2014	11/18/2014	Pending	grantsadmin

Your file here in 'Pending' status awaiting approval.