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.dcjs.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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	<u>Pri</u>
Grant Number:	Grant Files Upload Screen
10-F6120VW14	
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	"Select Files". When the upload boxes appear enter or select the Progress Reports file(s) to be uploaded and click the
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Main Menu	0 Select Files
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HELP	File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not
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4. Key in the # of files you will be updating and click the 'Select Files' button.

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Grant Number:	Grant Files Upload Screen
SOGA: Yes Applications View Budgets Quarterly Reporting View Status Start Date: 07-01-2014	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 enter the path and filename of your file into the box. Do this for each file to upload. File Type to Upload: Progress Reports Reporting Period:
End Date: 06-30-2015 Return to Main Menu HELP Click here to E-Mail guestions or for	09/30/2014 # of files to upload: 0 Select Files 2. Glick button
information: <u>Grants Web</u> OR here for FAQs: <u>FAQs</u> <u>View User's Guide (pdf)</u> <u>Related Links</u>	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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End Date:	09/30/2014
06-30-2015	# of files to upload:
Main Menu	1 Select Files
HELP Click here to E-Mail questions or for information: Grants Web OR here for FAQs: EAQs View User's Guide Lodf) Related Links DCIS Home Page Grants Administration Get Acrobat Reader	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 No file chosen Submit

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

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7. 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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HELP Click here to E-Mail questions or for information: <u>Grants Web</u> OR here for FAQs: <u>FAQs</u> View User's Quide (pdf) <u>Related Links</u> DCJS Home Page Grants Admistration Get Acrobat Reader	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!

8. Final screen should look something like this:

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HELP Click here to E-Mail questions or for information: Grants Web OR here for FAQs: FAQs View User's Guide (.pdf) <u>Related Links</u> DCJS Home Page Grants Administration Get Acrobat Reader	Your file approva) here in I.	'Pending'	status a	waiting			