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"

ACCOMPANY VIRGI	NIA DEPARTMENT OF
15/14/181	INAL JUSTICE SERVICES
10 10 /3/	
Improvin	ng and promoting public safety in the Commonwealth
	Print
Grant Number:	Grant Files Upload Screen
15-F6120VW14 SOGA: Yes	
plications +	This screen is used to upload Grant Progress Reports to the DCJS. Please enter the number of files to upload and click
vew Budgets	"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
Ouarterly Reporting	th and filename of your file into the box. Do this for each file to upload.
	Enter Financial Report
View Status	Revise Financial Reports
Start Date: 2	Upload Progress Reports
End Date:	09/30/2014
06-30-2015	# of files to upload:
Return to Main Menu	0 Select Files
HELP	Attach Grant File here. ***Please upload only files that end in: .pdf .rtf .snp .txt .zip
ck here to E-Mail questions or for	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
ormation: <u>Grants Web</u> R here for FAQs: <u>FAQs</u>	include any spaces of special characters (i.e. a., penous, commas, etc) in your me names. Only one me can be entered into each upload box.
ew User's Guide (.pdf)	
Related Links US Home Page	
ants Administration	
et Acrobat Reader	

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

CRIM	NIA DEPARTMENT OF INAL JUSTICE SERVICES ag and promoting public safety in the Commonwealth
Improvi	promoting public sufery in the Commonwealth
Grant Number:	Grant Files Upload Screen
15-F6120VW14 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: <u>Progress Reports</u> Reporting Period:
Hol Date: 06-30-2015 Return to Main Menu HELP Click here to E-Mail questions or for information: Grants Web OR here for FAQs: FAQs View User's Guide (.pdf) Related Links	

5. Click 'Choose File' button.

CI	IRGINIA DEPARTMENT OF RIMINAL JUSTICE SERVICES approving and promoting public safety in the Commonwealth
	Print
Grant Number:	Grant Files Upload Screen
15-F6120VW14 SOGA: Yes	
Applications	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
View Budgets	submit button. To locate your file(s), click on the Browse button and navigate to the location of your file. Then select it and
Quarterly Reporting	click OK. This will enter the path and filename of your file into the box. Do this for each file to upload.
View Status	File Type to Upload: Progress Reports
Start Date: 07-01-2014	Reporting Period:
End Date: 06-30-2015	09/30/2014
Return to Main Menu	# of files to upload:
	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.
HELP	Choose File No file chosen
Click here to E-Mail questions information: Grants Web	s or for Submit
OR here for FAQs: FAQs	Subilit
View User's Guide (.pdf)	
Related Links DCJS Home Page	
Grants Administration	
Get Acrobat Reader	

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

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES Improving and promoting public safety in the Commonwealth		
O Open		Print
Search Die	locuments	۹
App Organize New folder	iii 🕶 🔟 🔞	and click
Viet Documents library	rrange by: Folder 🔻	click the select it and
	e modified Type	<u>^</u>
 Music Pictures Subversion Videos 	File file file file file file file file f	
Computer	File fi File fi File fi	se button by
Click h Inform OR her View U	File fi File fi File fi	
DCJS F Grants	File	
Get Ac File name: All Files	•]
2 Open	 ▼ Cancel	

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.

CRIM	NIA DEPARTMENT OF INAL JUSTICE SERVICES and promoting public safety in the Commonwealth
	Print
Grant Number: 15-F6120VW14	Grant Files Upload Screen
SOGA: Yes Applications View Budgets Quarterly Reporting View Status Start Date: 07-01-2014 End Date: 06-30-2015 Return to Main Menu	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: 09/30/2014 # of files to upload: 1 Select Files
HELP Click here to E-Mail questions or for information: Granits Web OR here for FAQs: FAQs View User's Guide (.pdf) <u>Related Links</u> DCJS 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 new 2.txt your file name displayed here Submit file submit file submit to upload file!

8. Final screen should look something like this:

CRIM	INIA DEPARTM INAL JUSTICE	SERVICES	Commonwealth					
					Print			
Grant Number:	Grant Files Upload S	creen						
15-F6120VW14 SOGA: Yes	-							
Applications •	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							
View Budgets	submit button. To locate your file(s), click on the Browse button and navigate to the location of your file. Then select it and							
Quarterly Reporting	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							
View Status								
Start Date:	No more Program Poor	te may be uploaded	until the last uploaded rep	art has been approved	4			
07-01-2014 End Date:	No more Progress Repo	ns may be uploaded	until the last uploaded rep	on has been approved	A.			
06-30-2015			Lists a de d. Elles					
Return to			Uploaded Files					
Main Menu	File Name File Type	Reporting Period	Date Received	Status	Submitted By			
	new 2.txt; Progress Reports	<u>09/30/2014</u>	<u> 11/18/2014 </u>	Pending	<u>grantsadmin</u>			
HELP Click here to E-Mail questions or for information: <u>Grants Web</u> OR here for FAQs: <u>FAQs</u> View User's Guide (.pdf) <u>Related Links</u> DCJS Home Page Grants Administration <u>Get Acrobat Reader</u>	Your file approva	-	'Pending'	status a	waiting			