

# Upload Documents To Damage Inventory

These documents will eventually be attached to the Essential Elements of Information and pertain to specific damages.



# Applicant Event Profiles

**Grants Portal** 🔔 7 👤 Leghorn, Fogho...

**Dashboard** 🏠 My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE ★

**My Organization** ▼  
Glennville - PDMG0009 - 4332DR  
(4332DR - 9)

**Filters** ▶ All Active Applicant Event Profiles 🔒 ⚙️ 🔍 ⬇️ ★

Search...

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 1 entries (filtered from 4 total entries) Previous 1 Next

**Left Sidebar:** Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources

**Callout 1:** Step 1: Click Applicant Event Profiles

**Callout 2:** Step 2: Click the Magnifying Glass

# Applicant Event Profile Damage Inventory

Portal

2 Leghorn, Fogho

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory ▾

MANAGE

Active Inactive PAAP

ALL ACTIVE ▾

Search...

SHOW/HIDE COLUMNS

Damage # Category Name Damage Description Applicant Priority Damage Survey Complete?

Step 2: Click Options  
Select View Damage Details

OPTIONS ▾			COUNTY ROAD 250LF WASHOUT 35	High	Yes
OPTIONS ▾	27641	C	COUNTY ROAD 200LF WASHOUT 95	High	Yes
OPTIONS ▾			ROBERTS PARK DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
OPTIONS ▾	27643	G	ROBERTS PARK DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

# Damage Details Documents Bar

**Grants Portal** Crocker, Betty ▾

**Dashboard** | **My Organization** (Bananatown (8790))

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks**
- Calendar
- Utilities
- Resources
- Intelligence

<b>CATEGORY</b>	B - Emergency Protective Measures	<b>EVENT</b>	4337DR-FL (4337DR)
<b>NAME</b>	Emergency Protective Measures	<b>PROJECT</b>	[37584] BANANA TOWN EMP
<b>LOCATION</b>	1019 Production Row SW Darien, Florida 31305		
<b>STATUS</b>	Active		
<b>SECTOR</b>	-		

**Additional Information** >

**Damage Survey Answers** >

**DDD, Scope, & Cost** >

**EHP Profile** >  
⚠ This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.

**Documents** >

[↑ UPLOAD](#) [↓ DOWNLOAD ▾](#) [⚙ MANAGE](#)

Click **Upload**

# Upload Damage Documents

**Grants Portal**

Dashboard

My Organization  
Banantown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Crocker, Betty

### Upload Damage Documents

Drag and drop files here, or click here to select files.

#### Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to select files manually.

**Note:** You may not upload the document to the Damage that matches an existing document with same document ID.

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop files OR click to select files to upload

# Select Damage Document Upload – Pop Up

Grants Portal

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Additional Information

Damage Survey Answer

DDD, Scope, & Cost

EHP Profile

This damage has completed the EHP Dam

Documents

Upload Damage Documents

File Upload

This PC > Desktop > SI Demo Items

Search SI Demo Items

Name	Date modified	Type	Size
406 Mitigation Serv	10/18/2017 8:09 AM	Microsoft Word Doc...	
Applicant Cost Summary	10/20/2017 7:58 AM	Microsoft Word Doc...	
Cat C - Road-Low Water Crossing_406_SI Manu...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Charter and Bylaws	4/28/2018 7:26 AM	Microsoft Word Doc...	
Contract	4/28/2018 7:26 AM	Microsoft Word Doc...	
Debris Management Plan	4/28/2018 7:26 AM	Microsoft Word Doc...	
DI#89973 DR4332 TX WO#9290 SI Inspection R...	10/17/2017 4:45 PM	Adobe Acrobat Docu...	
DR4332 TX Location	10/28/2017 2:10 PM	JPG File	
Glenville Pay Policy	5/25/2018 2:43 PM	Microsoft Word Doc...	
Maint Report	10/18/2017 8:09 AM	Microsoft Word Doc...	

File name:  All Files




Open Cancel

Step 1: Click to select the document to upload

Step 2: Click **Open**

# Edit Damage Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Damage Documents". The modal includes a file upload area with a dashed border and a blue arrow icon, accompanied by the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" with a search bar and a table. The table has columns for "Filename", "Description", "Size", and "Category". A single entry is shown: "Timesheets.docx" with a size of "11.3 KB". To the left of the entry are a yellow warning icon and two buttons: "EDIT" (blue) and "REMOVE" (red). A red callout box with the text "Click Edit" points to the "EDIT" button. At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" (green) and "CANCEL" (white).

	Filename	Description	Size	Category
  EDIT  REMOVE	Timesheets.docx		11.3 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

# Add Document Description & Category Tag

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a yellow warning box at the top: 'CAUTION: Document will be uploaded to the Damage.' Below this, there are three input fields: 'Filename \*' with the value 'Timesheets.docx', 'Description' with the value 'Timesheets for Road Crew for June', and 'Category Filter (Optional)' with a dropdown menu set to 'All'. At the bottom of the modal, there is a 'Category \*' field with a tag that reads 'x Force Account Labor Payroll / Timesheets'. Two buttons are at the bottom right: a blue 'SAVE' button and a grey 'CANCEL' button. Three red callout boxes with white text and red borders point to the 'Description' field, the 'Category \*' field, and the 'SAVE' button respectively.

**Step 1: Add Document Description**

**Step 2: Select Document Category**

**Step 3: Click **Save****



# Save Uploaded Document

The screenshot shows the 'Upload Damage Documents' modal window. A red callout box on the left points to the file upload area, and another red callout box at the bottom right points to the 'Upload Pending Documents' button.

**Step 1: Continue to add documents by click and drag or selecting files**

Upload Damage Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

	Filename	Description	Size	Category
✓ EDIT REMOVE	Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

**Step 2: Click Upload Pending Documents**

# Manage Documents Uploaded to Damage Inventory



# Applicant Event Profiles

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

Grants Portal

7 Leghorn, Fogho...

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR (4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
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25 1 entries (filtered from 4 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

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2 Leghorn, Fogho

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Damage Inventory ▾

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Active Inactive PAAP

ALL ACTIVE ▾

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# Damage Details Documents Bar

**Grants Portal** Crocker, Betty ▾

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<b>CATEGORY</b>	B - Emergency Protective Measures	<b>EVENT</b>	4337DR-FL (4337DR)
<b>NAME</b>	Emergency Protective Measures	<b>PROJECT</b>	[37584] BANANA TOWN EMP
<b>LOCATION</b>	1019 Production Row SW Darien, Florida 31305		
<b>STATUS</b>	Active		
<b>SECTOR</b>	-		

**Additional Information** >

**Damage Survey Answers** >

**DDD, Scope, & Cost** >

**EHP Profile** >  
⚠ This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.

**Documents** > UPLOAD DOWNLOAD ▾ MANAGE

**Click Manage**

# Edit Damage Inventory Document

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the top right, the user name "Crocker, Betty" is displayed. A left sidebar contains navigation options: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled "Damage Details Manage Damage Documents" and includes a breadcrumb trail: "4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents". There are two buttons: "+ ADD DOCUMENT" and "GO BACK". A search bar is present. Below is a table with columns: Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One entry is shown: "Timesheets.docx" with description "Timesheets for Road Crew for June", size "11.3 KB", category "Force Account Labor Payroll / Timesheets", and uploaded date "06/04/2019 12:08 PM AST" by "Crocker, Betty". The "EDIT" button for this entry is highlighted with a red callout box containing the text "Click Edit to edit document information". Below the table, it says "Showing 1 to 1 of 1 entries" and "10" items per page. At the bottom right of the table area are "Previous", "1", and "Next" navigation buttons.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> <a href="#">REMOVE</a> Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets	06/04/2019 12:08 PM AST	Crocker, Betty

Click **Edit** to edit document information

# Edit Damage Inventory Document

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation items like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Prof', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Damage' and displays a table with one entry: 'Timesheets.docx'. Above this entry are 'EDIT' and 'REMOVE' buttons. A modal window titled 'Edit Document' is open, containing the following fields:

- Filename: Timesheets.docx
- Description: Timesheets for Road Crew for June
- Types: All (dropdown menu)
- Category: \* Force Account Labor Payroll / Timesheets

At the bottom of the modal are 'SAVE CHANGES' and 'CANCEL' buttons. A red callout box on the left points to the form fields with the text 'Step 1: Edit information'. A red callout box on the right points to the 'SAVE CHANGES' button with the text 'Step 2: Click Save Changes'.

# Remove Damage Inventory Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Crocker, Betty'. The left sidebar contains a menu with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Damage Details Manage Damage Documents'. It features a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents'. There are two buttons: '+ ADD DOCUMENT' and 'GO BACK'. A search bar is present. Below is a table with columns: 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. The table contains one row for 'Timesheets.docx' with a size of 11.3 KB, category 'Force Account Labor Payroll / Timesheets', and uploaded on '06/04/2019 12:08 PM AST' by 'Crocker, Betty'. Each row has 'EDIT' and 'REMOVE' buttons. A red callout box with the text 'Click Remove' points to the 'REMOVE' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for 'Previous', '1', and 'Next'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets	06/04/2019 12:08 PM AST Crocker, Betty



# Remove Damage Inventory Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area is titled 'Damage Details' and shows a table with one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor Control / Timesheets'. A 'REMOVE' button is visible next to this entry. A white 'Confirm Delete' pop-up box is overlaid on the table, containing the text 'Are you sure you would like to remove this document?' and two buttons: 'YES' (blue) and 'NO' (white). A red callout box with a white background and black border points to the 'YES' button, containing the text 'Click Yes'.