

Upload Documents In Applicant Event

These documents apply only to one event.



Add Documents To An Event

Grants Portal 🔔 7 Leghorn, Fogho...

Dashboard REQUEST PUBLIC ASSISTANCE ★

My Organization My Applicant Event Profiles

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

Filters > All Active Applicant Event Profiles 🔍 ⚙️ 🔍 ⬇️ ★

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 to 1 of 1 entries (filtered from 4 total entries) Previous 1 Next

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. A secondary navigation bar contains 'Projects' and a 'BULK ASSIGN PROJECT FOCUS' button. The main left sidebar lists navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area features a vertical list of menu items: Projects, 406 Mitigation Profile, Insurance Profile, EHP Profile, Documents, Comments, Request for Information, Sample Drawdown Testing, and Discussion. The 'Documents' item is selected and expanded, showing an 'UPLOAD' button (highlighted with a red callout box labeled 'Click Upload'), a 'DOWNLOAD' button, and a 'MANAGE' button. The 'Comments' item has 'EXPORT TO CSV' and 'ADD COMMENT' buttons. The 'Discussion' item has a 'START A DISCUSSION' button.

Applicant Event Profile Document Upload – Pop Up

Portal

Applicant Event Profile

4332DR-TX (4332DR) / Glenville - PD

Search...

Filename	Added Date
EDIT Glenville PDMG009 Pay Poli	0/2018 08:22 AM CDT
REMOVE	
EDIT Maint Report.docx	3/2018 04:18 PM CDT
REMOVE	

10

Showing 1 to 2 of 2 entries

Upload Applicant Event Profile Documents

Drag and drop a file here, or click here to select a file

Documents Pending Upload

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

Note: You may not upload the document to the Applicant event profile that matches an existing document with same document area.

[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

Drag and drop file in this box or Click to Select Document

Document Upload – Pop Up

The image shows a web portal interface with a sidebar on the left containing navigation icons and a search bar. The main content area is titled 'Portal' and features a 'Upload Applicant Event Profile Documents' pop-up window. Overlaid on this is a Windows 'File Upload' dialog box. The dialog box shows the current directory as 'This PC > Desktop > Glenville'. A table of files is displayed with the following columns: Name, Date modified, Type, and Size. One file, 'RPA', is selected and highlighted. A red callout box with a white background and a red border points to the 'RPA' file with the text 'Step 1: Click to select document'. At the bottom of the dialog box, there are 'Open' and 'Cancel' buttons. A second red callout box points to the 'Open' button with the text 'Step 2: Click Open'. The background of the portal is dimmed, showing a search bar and a list of items.

Name	Date modified	Type	Size
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB

Step 1: Click to select document

Step 2: Click **Open**


Edit Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Applicant Event Profile Documents". The modal contains a file upload area with a dashed border and a blue arrow icon, with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" featuring a search bar and a table. The table has columns for "Filename", "Description", "Size", and "Category". A single entry is shown: "RPA.docx" with a size of "11.5 KB". To the left of the filename is a yellow warning triangle icon, and to the right are "EDIT" and "REMOVE" buttons. A red callout box with a white background and a red border points to the "EDIT" button, containing the text "Click Edit". At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" (green) and "CANCEL" (grey). The background shows the portal's sidebar with navigation options like "Dashboard", "My Organization", "Applicant Event Profiles", and "Documents".

Upload Applicant Event Profile Documents

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

Documents Pending Upload

	Filename	Description	Size	Category
 EDIT REMOVE	RPA.docx		11.5 KB	

Showing 1 to 1 of 1 entries

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[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

Click Edit

Edit Document Information – Pop Up Box

The screenshot displays the Grants Portal interface with a 'Process Document' pop-up box. The pop-up box contains a yellow caution banner, a 'Filename' field with 'RPA.docx', a 'Description' field, a 'Category Filter (Optional)' dropdown set to 'All', and a 'Category' dropdown set to 'Select...'. At the bottom right of the pop-up are 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide instructions: 'Step 1: Type description' points to the Description field, 'Step 2: Click to select type of document' points to the Category dropdown, and 'Step 3: Click Save' points to the SAVE button.

Step 1: Type description

Step 2: Click to select type of document

Step 3: Click Save

Manage Documents In Applicant Event

These documents apply only to one event.



Locate Documents Uploaded To An Event

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
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 to 1 of 1 entries (filtered from 4 total entries)

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Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. A dark sidebar on the left contains navigation items: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area lists various profile and document sections: Projects, 406 Mitigation Profile, Insurance Profile (with a ? HELP button), EHP Profile, Documents (with UPLOAD, DOWNLOAD, and MANAGE buttons), Comments (with EXPORT TO CSV and ADD COMMENT buttons), Request for Information, Sample Drawdown Testing, and Discussion (with a + START A DISCUSSION button). A red callout box with the text 'Click Manage' points to the MANAGE button in the Documents section.

Edit Upload Document Information

Grants Portal Crocker, Betty

Dashboard | **My Organization** (Bananatown (8790)) | **Applicant Event Profile** Manage Documents

4337DR-FL (4337DR) / Bananatown (8790) / Manage Documents + ADD DOCUMENT

Search...

Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT RPA.docx REMOVE	RPA	11.5 KB	Request for Public Assistance (RPA)	06/04/2019 11:18 AM AST	Crocker, Betty

10 Showing 1 to 1 of 1 entries Previous 1 Next

Click Edit

Edit Applicant Event Profile Document

The screenshot displays the Grants Portal interface. On the left, a sidebar menu includes 'Dashboard', 'My Organization', and 'Applicant Event Profile'. The main content area shows a list of documents with 'RPA.docx' selected. An 'Edit Document' modal is open, containing the following fields:

- Filename: RPA.docx
- Description: RPA
- Types: All
- Category: × Request for Public Assistance (RPA)

At the bottom of the modal are two buttons: 'SAVE CHANGES' and 'CANCEL'. A red callout box labeled 'Step 1: Edit information' points to the Filename, Description, and Types fields. A second red callout box labeled 'Step 2: Click Save Changes' points to the 'SAVE CHANGES' button.

Remove Documents

Applicant Event Profile Manage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / **Manage Documents**

[+ ADD DOCUMENT](#)

🔍 Search... ?

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT REMOVE	Applicant Cost Summary.docx	Historical Cost summary	18.1 KB	Applicant Provided SOW/Cost Estimate	08/08/2018 09:27 AM CDT	Leghorn, Foghorn
EDIT REMOVE	Glenville PDMG009 Pay Policy.docx	Payroll Policy	102.2 KB	Force Account Labor Pay Policy	06/30/2018 08:22 AM CDT	Leghorn, Foghorn
EDIT REMOVE	Facilities Maint Report.docx	Facilities Maint Report	11.1 KB	Maintenance Record	05/23/2018 04:18 PM CDT	Lanneau, Peter

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Showing

Previous 1 Next

Click **Remove** to Delete document

Delete Document Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface. A sidebar on the left contains navigation items: 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 'Applicant Event Profiles' and shows a breadcrumb trail: 4337DR-FL (4337DR) / Bananatown (8790) / Management. A search bar is present. Below it is a table with columns: Filename, Description, Size, Category, and Upload Date. The table contains one entry: RPA.docx, RPA, 11.5 KB, Request for Public Assistance (RPA), 06/04/2023. Below the table are 'EDIT' and 'REMOVE' buttons. A 'Confirm Delete' pop-up box is overlaid on the table, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red callout box points to the 'YES' button with the text 'Click Yes to Delete document'.

Filename	Description	Size	Category	Upload Date
RPA.docx	RPA	11.5 KB	Request for Public Assistance (RPA)	06/04/2023