

# Upload Documents to Projects

These documents will eventually be attached to the Essential Elements of Information.



# Locate Event

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

Grants Portal

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

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 of 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

# Locate Event Project

**Grants Portal**

Dashboard | Follow-Up Me | Site Inspection

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

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

**Projects** ▼

Active Inactive

**Filters**


**CATEGORY** Select... **STATUS** All  
**HAS RFI** Select... **HAS POLICY ISSUE?** Select...

SEARCH

SHOW/HIDE COLUMNS

| Project # | Category  | Title            | Type     | Process Step                    | # Damages |
|-----------|---|------------------|----------|---------------------------------|-----------|
| 5054      | G - Parks, Recreational Facilities, and Other Items | City Parks       | Standard | Pending EEI Completion          | 3         |
| 5055      | E - Buildings and Equipment                         | Maintenance Bldg | Standard | Pending EEI Completion          | 1         |
| 7446      | E - Buildings and Equipment                         | Sheriff's Lab    | Standard | Pending CRC Project Development | 1         |
| 8415      | C - Roads and Bridges                               | County Roads     | Standard | Pending CRC Project Development | 2         |

# Upload Event Project Document

 🔔 7 👤 Leghorn, Fogho...

**Dashboard**

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

- 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 ▼

**Essential Elements of Information** ▶  
⚠️ 2 of 2 EEIs pending completion

**Damage Description and Dimensions** ▶

**Development Guide Answers** ▶

**Scope & Cost Summary** ▶

**406 Mitigation Profile** ▶  
⚠️ 3 of 3 are pending initial completion of the 406 Mitigation Report.

**Insurance Profile** ▶

**EHP Profile** ▶

**Documents** ▶

**Request for Information** ▶

**Click Upload**

# Upload Event Project Documents

Grants Portal

Dashboard

My Organization

Damage Description

Upload Project 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 upload files manually.

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

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop files in the box OR click to select files to upload

# Document Upload – Pop Up Box

Upload Project Documents

File Upload

Step 1: Click on the document to upload

| Name                                      | Date modified      |
|---|--------------------|
| Glenville PDMG009 damage inspection       | 11/3/2017 8:44 AM  |
| Glenville PDMG009 Debris Removal Contract | 11/3/2017 11:06 AM |
| Glenville PDMG009 Dell Inc. Contract      | 11/3/2017 3:17 PM  |
| Glenville PDMG009 Fringe Benefits         | 11/3/2017 8:42 AM  |
| Glenville PDMG009 Hurricane work Log      | 11/3/2017 8:43 AM  |
| Glenville PDMG009 Insurance Doc           | 10/30/2017 7:44 AM |
| Glenville PDMG009 Mutual Aid Agreement    | 11/3/2017 11:07 AM |
| Glenville PDMG009 PayPolicy               | 11/3/2017 8:41 AM  |
| Glenville PDMG009 Work Orders             | 11/3/2017 8:41 AM  |

File name: Glenville PDMG009 Dell Inc. Contract

All Files

Open Cancel

Step 2: Click **Open**




+ ADD DOCUMENT

UPLOAD PENDING DOCUMENTS

CANCEL

# Edit Project Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Project Documents". The modal includes a dashed box for file uploads with the text "Drag and drop files here, or click here to select files." Below this is a section for "Documents Pending Upload" with a search bar and a table. The table has columns for Filename, Description, Size, and Category. One document is listed: "Pre-Disaster Photos.docx" with a size of 11.4 KB. The "EDIT" button for this document is highlighted with a red callout box containing the text "Click Edit". At the bottom of the modal are buttons for "UPLOAD PENDING DOCUMENTS" and "CANCEL".

|   | Filename                 | Description | Size    | Category |
|---|--------------------------|-------------|---------|----------|
|    | Pre-Disaster Photos.docx |             | 11.4 KB |          |

# Document Description And Category Tag

ct Manage Document

332DR) / Glenville - PDMG0009 - 433

Process Document ✕

**⚠ CAUTION: Document will be uploaded to the Project.**

Filename \*  
Location Map of Culvert on Smith Street

Description  
Identification of Smith Stree Culvert

Category Filter (Optional)  
All

Category \*  
× Map

**SAVE** CANCEL

Step 2: Add Document Description

Step 1: Change document name for better description name

Step 3: Select Category (Document Type)

Step 4: Click **Save**



# Manage Documents in Projects

These documents will eventually be attached to the Essential Elements of Information.



# Locate Event

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

**Dashboard** [REQUEST PUBLIC ASSISTANCE](#) ★

**My Organization** My A

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

**Filters** All Active Applicant Event Profiles 📄 ⚙️ 🔍 📄 ★

Search... 👁️ 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 of 1 entries (filtered from 4 total entries) Previous 1 Next

**My Tasks** **Calendar** **Utilities** **Resources**

# Locate Event Project

**Grants Portal**

Dashboard | Follow-Up Me | Site Inspection

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

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders

**Projects** ▼

Active Inactive

**Filters**

**CATEGORY** Select... **STATUS** All  
**HAS RFI** Select... **HAS POLICY ISSUE?** Select...

SEARCH

**SHOW/HIDE COLUMNS**


| Project # | Category  | Title            | Type     | Process Step                    | # Damages |
|-----------|---|------------------|----------|---------------------------------|-----------|
| 5054      | G - Parks, Recreational Facilities, and Other Items | City Parks       | Standard | Pending EEI Completion          | 3         |
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| 8415      | C - Roads and Bridges                               | County Roads     | Standard | Pending CRC Project Development | 2         |

# Manage Project 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 '7' and a user profile for 'Leghorn, Fogho...'. A left sidebar 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, Resources, and Intelligence. The main content area lists several sections: Essential Elements of Information (2 of 2 EEIs pending completion), Damage Description and Dimensions, Development Guide Answers, Scope & Cost Summary, 406 Mitigation Profile (3 of 3 are pending initial completion of the 406 Mitigation Report), Insurance Profile, EHP Profile, Documents (with UPLOAD, DOWNLOAD, and MANAGE buttons), and Request for Information.

Click **Manage**

# Edit Project Documents

 Crocker, Betty

**Dashboard** | **My Organization** (Bananatown (8790)) | **Project Manage Documents** + ADD DOCUMENT

4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / **Manage Documents**

| Filename  | Description                     | Size    | Category | Uploaded Date           | Uploaded By    |
|---|---------------------------------|---------|----------|-------------------------|----------------|
| <a href="#">EDIT</a> Smith Road Culvert.docx <a href="#">REMOVE</a> | Inspection conducted on June 18 | 11.4 KB | Photo    | 06/04/2019 11:48 AM AST | Crocker, Betty |

10 Previous 1 Next

Showing 1 to 1 of 1 entries

**Click Edit**

# Edit Project Documents Pop-Up Box

Step 1: Edit information

**Edit Document** [X]

Filename:


Description:

Types:

Category:

Click **Save Changes**

# Remove Project Documents

 Crocker, Betty

**Dashboard** | **My Organization** (Banatatown (8790)) | **Project Manage Documents** + ADD DOCUMENT

4337DR-FL (4337DR) / Banatatown (8790) / [37584] BANANA TOWN EMP / **Manage Documents**

| Filename                                     | Description                     | Size    | Category | Uploaded Date           | Uploaded By    |
|--|---------------------------------|---------|----------|-------------------------|----------------|
| <a href="#">EDIT</a> Smith Road Culvert.docx | Inspection conducted on June 18 | 11.4 KB | Photo    | 06/04/2019 11:48 AM AST | Crocker, Betty |
| <a href="#">REMOVE</a>                       |                                 |         |          |                         |                |

10 Previous 1 Next

Showing 1 to 1 of 1 entries

**Click Remove**

# Confirm Delete Project Documents Pop-Up Box

The screenshot displays the Grants Portal interface. A central pop-up box titled "Confirm Delete" asks, "Are you sure you would like to remove this document?". Below the question are two buttons: "YES" (highlighted in blue) and "NO". A red callout box with the text "Click Yes" points to the "YES" button. The background shows a table of project documents with columns for "Filename", "Description", "Size", "Category", "Uploaded Date", and "Uploaded By". The first row contains the document "Smith Road Culvert.docx" with a description "Inspection conducted on June 18", a size of "11.4 KB", and an upload date of "06/04/2019 11:48 AM AST".

| Filename                | Description                     | Size    | Category                            | Uploaded Date           | Uploaded By    |
|-------------------------|---------------------------------|---------|-------------------------------------|-------------------------|----------------|
| Smith Road Culvert.docx | Inspection conducted on June 18 | 11.4 KB | General Photos/Meas/Sketches; Photo | 06/04/2019 11:48 AM AST | Crocker, Betty |