Attach Documents or Add Notes

At the bottom of the screen there will be a section to Add Documents, or Add Notes & Comments. Click on your desired choice *"Add Note"* or *"Add Document."* If adding notes or documents, be sure to add them to their respective module/workflow.

	pr 2018 – Jun 2018	СОТНИК
🕎 Return 📷 Delete		More ·
Summary	> Quarterly Report Details ·	🌳 Grant 🔹
Projects	This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.	9999 Public Assistance Test Grant Public Assistance Declared: August 25, 2017
Form	Period: 2018 Q3 (Apr 1, 2018 - Jun 30, 2018)	Emergency Deadline: February 25, 2018 Permanent Deadline: February 25, 2019
Notes	Project Count: 2	Applicant -
Documents	Viewed Count: 2 Projects (100.0%) 100% Complete Count: 0 Projects (0.0%)	
Workflow	Fully Closed Count: 0 Projects (0.0%)	Any Texas Town Sherman County (5 - Northwest Texas Region Region) FIPS #: 000-TEST0-00
S History	Workflow Summary -	State #: 90052 FEIN #: 11111111 Vendor #: DUNS #: 111222333
	Current Step: 4) Complete Extended Description: Complete	Type: City Physical/Mailing: 1 Longhorn Drive Sherman, TX,
	Last Advanced: Nov 8, 2018 at 1:06 PM by Maria Salazar 322 days ago	
	Last Note Added: Nov 8, 2018 at 1:06 PM by Maria Salazar 322 days ago	
	Submission: Jul 19, 2018 at 8.54 AM by User 1 Test 434 days ago	
Notes & Comments	Add Note: No Uploaded Documents	Add Documen
	No Issues	Add Issue:

Add/Attach/Upload Document

If you are attaching a document to a completed form, make sure to save the form to establish it in the system before uploading supporting documents.

Click the **"Add Document"** button. Click the **"Choose Files"** button to select the document to be uploaded, and then select the type of document from the drop down menu. The selection types in the drop down menu will vary depending on the module/workflow where the document is being uploaded. Click the **"Upload"** button to upload the document.

 Upload Files 			
1st Quarter 2018 Late St	Select a Type All Delinquency Letter Quarterly Report	Internal Only	×
Note: There is no limit to the number Documents containing personal inforr should not be uploaded.			
Close dialog after upload comple	etes Cho	oose Files Upload	Cancel

Add/Attach/Upload Multiple Documents

Multiple documents can be uploaded at once instead of uploading each one individually. They do not need to be the same type of document either. Click the *"Add Document"* button. Click the *"Choose Files"* button to select the documents to be uploaded. Hold down the Ctrl button on your key board to select the documents you wish to upload. Click the *"Open"* button.

Documents		• Upload Files									
Choose File to Upload								×			
– 🗦 👻 🕇 📙 > This PC	> Docume	ents → Job Aids Documents			ٽ ~	Search Job Aids D	ocuments	٩	to upload		
Organize 👻 New folder						E	- 🔳	?			
💻 This PC	^	Name		Date modified	Туре	Size			sd, however the maximum size per file is 100MB. ion should not be uploaded. Personal l license, passport, or other identification sdil/debit card numbers.		
3D Objects		👃 9.30.18 FEMA-4332-DR	TX Any Texas To	1/4/2019 9:39 AM	Adobe Acrobat D.	145 KB				ites	
E Desktop		10.15.18 FEMA-4332-D			Adobe Acrobat D.						
Documents		10.15.18 FEMA-4332-D			Adobe Acrobat D.				Choose Files Cancel		
Downloads		10.15.18 FEMA-4332-D	R-TX Any Texas To	1/4/2019 9:39 AM	Adobe Acrobat D.	145 KB					
h Music									No Uploaded Do	cuments	Add Do
Pictures											
Videos											
GSDisk (C:)									Noissues		
									NOISSUES		
	~								S@DPS.TEXAS.GOV		
File name:	"10.15.18 FE	EMA-4332-DR-TX Any Texas T	own, Private Roads D	ebris Removal Map" '	9.30.18 FEMA ~	All Files (*.*)		\sim		EMGra	an
						Open	Cancel				

Select the type of document from the drop down menu for each of the documents being uploaded. The selection types in the drop down menu will vary depending on the module/workflow where the documents are being uploaded. Click the *"Upload"* button to upload the documents.

 Upload Files 							
9.30.18 FEMA-4332-DR- Select a Type All Engineering Review Approval	×						
FEMA Letter / Determination Memo Grantee DAC Support Indirect Cost Rate Allocation Plan Project Case File Project Reports	×						
10.15.18 FEMA-4332-DF Proof of Ownership/Responsibility Write off Authorization PA Fixed Cost Estimate Subaward Agreement	×						
10.15.18 FEMA-4332-DF Select a Type	×						
Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted personal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.							
Close dialog after upload completes Choose Files	pload Cancel						

The uploaded documents are listed under the **Uploaded Documents** section at the bottom right of the screen.

Note: Only the 10 most recent documents will be visible at the bottom of the page. You can always click on the Documents tab to view other documents.

	cument Templates Balance Detail
p	loaded Documents Add Document
>	10.15.18 FEMA-4332-DR-TX Any Texas Town, Notice of Intent for Debris Removal from Private Roads (Project Case File)
>	10.15.18 FEMA-4332-DR-TX Any Texas Town, Private Roads Address List (Project Case File)
>	10.15.18 FEMA-4332-DR-TX Any Texas Town, Private Roads Debris Removal Map (Project Case File)
>	9.30.18 FEMA-4332-DR-TX Any Texas Town, Expedited PWs for Debris Removal (Project Case File)

Add/Attach Notes & Comments

Click the *"Add Note"* button, and complete the short form that will display. If adding notes, be sure to add them to their respective module/workflow.

- 1) To: Type the recipient's name (names will begin to appear dynamically).
- 2) *Subject:* Enter a subject.
- 3) **Body:** Add a note or comment.
- 4) **Step:** Select which step the note/comment is pertaining to, or not specific to any step from the drop down menu. The **Step** option may not appear; it depends on the module/workflow.

Click the *"Add"* button to add the note/comment.

Add a Note		
To:	Select Recipients	Show CC
Subject:		
Body:		<u> </u>
		-
Step:	Not specific to any step	•
		Add Cancel