

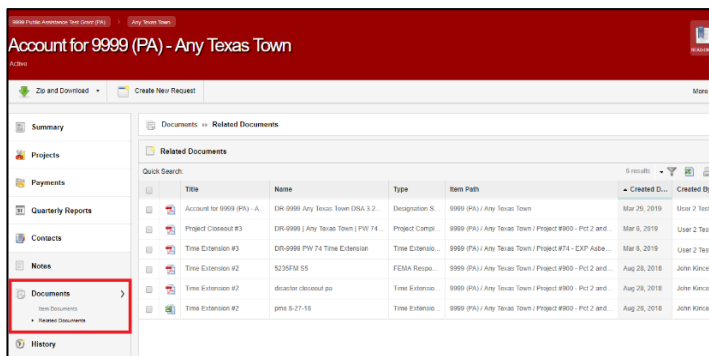
View, Edit, Delete, Move, or Link Documents

Navigate to the desired **Account** to view the documents. Click **“Documents”** then **“Related Documents”** to view the documents. **Item Documents** are documents pertaining to a specific module/workflow, and **Related Documents** are all documents uploaded for that particular account (includes all account workflows).

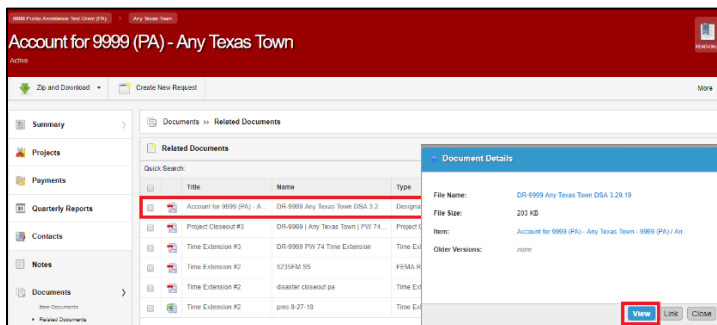
Note: You may not be able to edit, delete, move, or link a document. These actions are permission based.

View Document

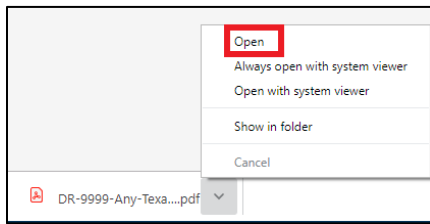
1. Click the **“Documents”** tab on the left hand menu. Then click on either **“Item Documents”** or **“Related Documents.”**



2. Click on the line that contains the document that you wish to view (*lines are hyperlinked*). When the **Document Details** window appears, click the blue **“View”** button.



3. **“Open”** the file. The following example is from Google Chrome, and the notification will display at the bottom left hand corner.

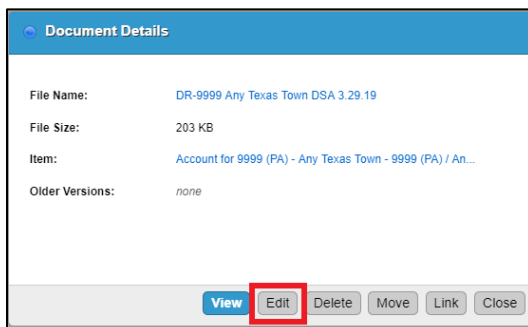


4. The form is now visible.

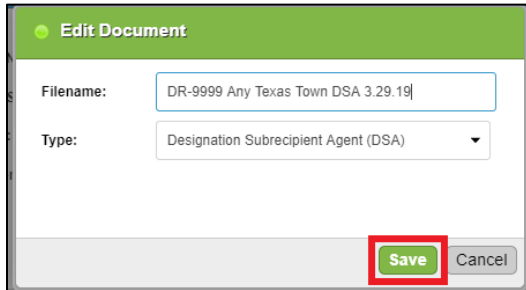
Texas Division of Emergency Management Designation of Subrecipient Agent	
Primary Contacts	
Subrecipient:	Grant Program:
Disaster Number(s):	
Primary Agent Serves as the primary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*:	The Primary Agent will have full GMS access
Secondary Agent Serves as the secondary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*:	The Secondary Agent will have full GMS access
Primary Finance Agent Serves as the primary point of contact for financial matters.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*:	The Primary Finance Contact will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*:	GMS Access (pick 1) - Full <input type="checkbox"/> Read Only <input type="checkbox"/> None <input type="checkbox"/>
<small>The above Primary and Secondary Agents are hereby authorized to execute and file the application on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 99-208 as amended) or otherwise available. Primary financial agent and the certifying official are authorized to represent and act for this organization in all financial operations pertaining to this grant with the State of Texas. The Primary Agent will have authority to add or remove users within the Texas Division of Emergency Management (TDEM) Grant Management System (GMS) for all grants.</small>	
*Note: All email addresses must be unique to user	
Signature of Certifying Official <small>(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)</small>	Print Name Date
<small>September 2019</small>	

Edit Document

1. Navigate to **“Item Documents”** of the desired workflow. Click the document to be edited. Click the **“Edit”** button.

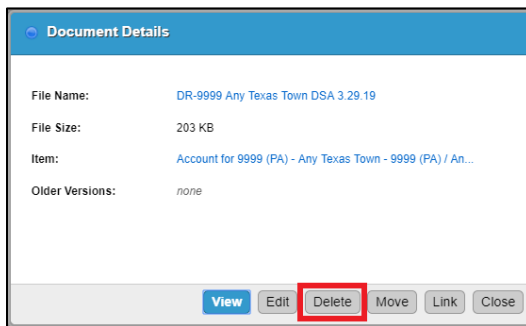


2. The **Filename** can be edited, and also the **Type** can be changed by making a different selection from the drop down menu. Click the **“Save”** button after you have made changes.

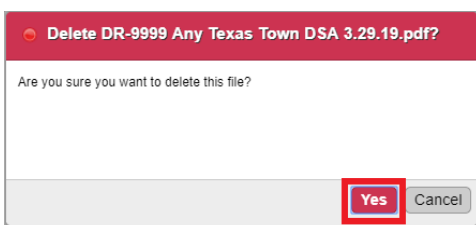


Delete Document

1. Navigate to **“Item Documents”** of the desired workflow. Click on the document to be deleted. Click the **“Delete”** button.

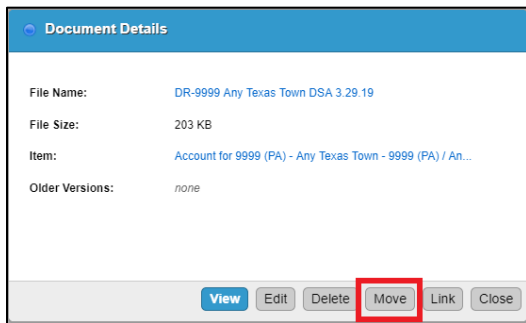


2. The following window will appear asking you if you are sure that you want to delete the file. Click the **“Yes”** button if you are certain that you want to delete the document.

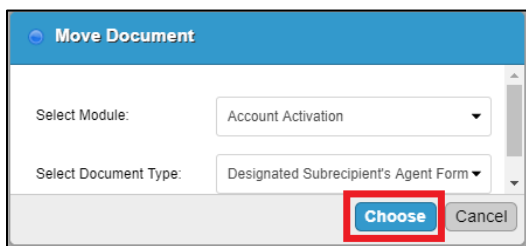


Move Document

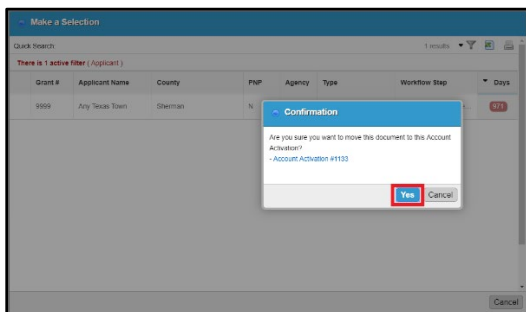
1. Navigate to **“Item Documents”** of the desired workflow. Click on the document to be moved. Click the **“Move”** button.



2. **“Select Module”** from the drop down menu of where the document will be moved. **“Select Document Type,”** if a new document type is needed. Once the selections have been made, click the **“Choose”** button.

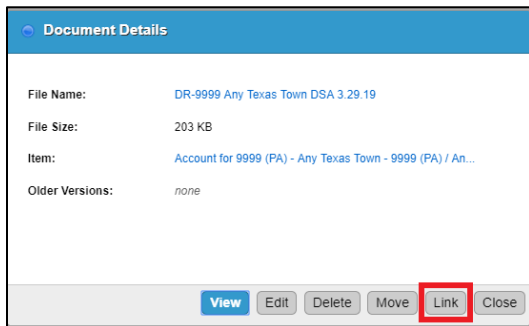


3. The following screen will appear asking you to **Make a Selection**. Click the line that contains the new desired location. A window will display to confirm the move. Click the **“Yes”** button.

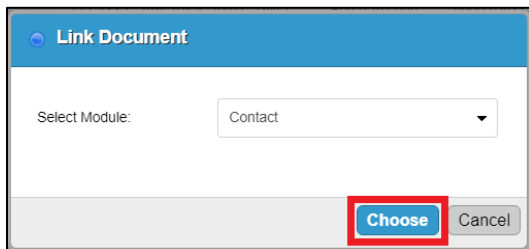


Link Document

1. Navigate to **“Item Documents”** or **“Related Documents”** then click on the desired document to be linked. Click the **“Link”** button. For example, you may want to use the **Link** document feature if a Designation of Subrecipient Agent (DSA) form will apply to multiple Account Activations. Make sure that each disaster number is listed on the top of the DSA, and also include the disaster numbers in the name of the document.



2. **“Select Module”** from the drop down menu. After you have made your selection, click the **“Choose”** button.



3. The following screen will appear asking you to **Make a Selection**. Click the line that contains the desired item. A window will display to confirm the link. Click the **“Yes”** button.

