PHOENIX POLICE DEPARTMENT GRANT MANAGEMENT SYSTEM USER MANUAL

GRANTEE TRAINING GUIDE

NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM

PHOENIX POLICE DEPARTMENT

September 2015

Contents

Introduction

This document explains how to use the Phoenix Police Department's (PPD) Grants Management System (GMS) as an applicant to the Neighborhood Block Watch Grant program.

The PPD GMS is configured to allow an Applicant to enter, update and submit Grant Applications. Applicants may also review the status of their applications, upload documentation, submit Quarterly Reports, and view reports.

External Reviewers can log in and review Project Applications, in addition to responding and rating review questions.

The PPD GMS is accessible through a public web page that anyone can see.   This home page can be accessed without registering and logging in to the system.

To access the PPD GMS home page, navigate to **http://nbwgrants.phoenix.gov**

Clicking on Welcome Letter, NBW Grants, or Program-Related Forms and FAQ links will display expanded data on those topics. Clicking the links again will hide the expanded data, and return the page to its original state, as shown below.
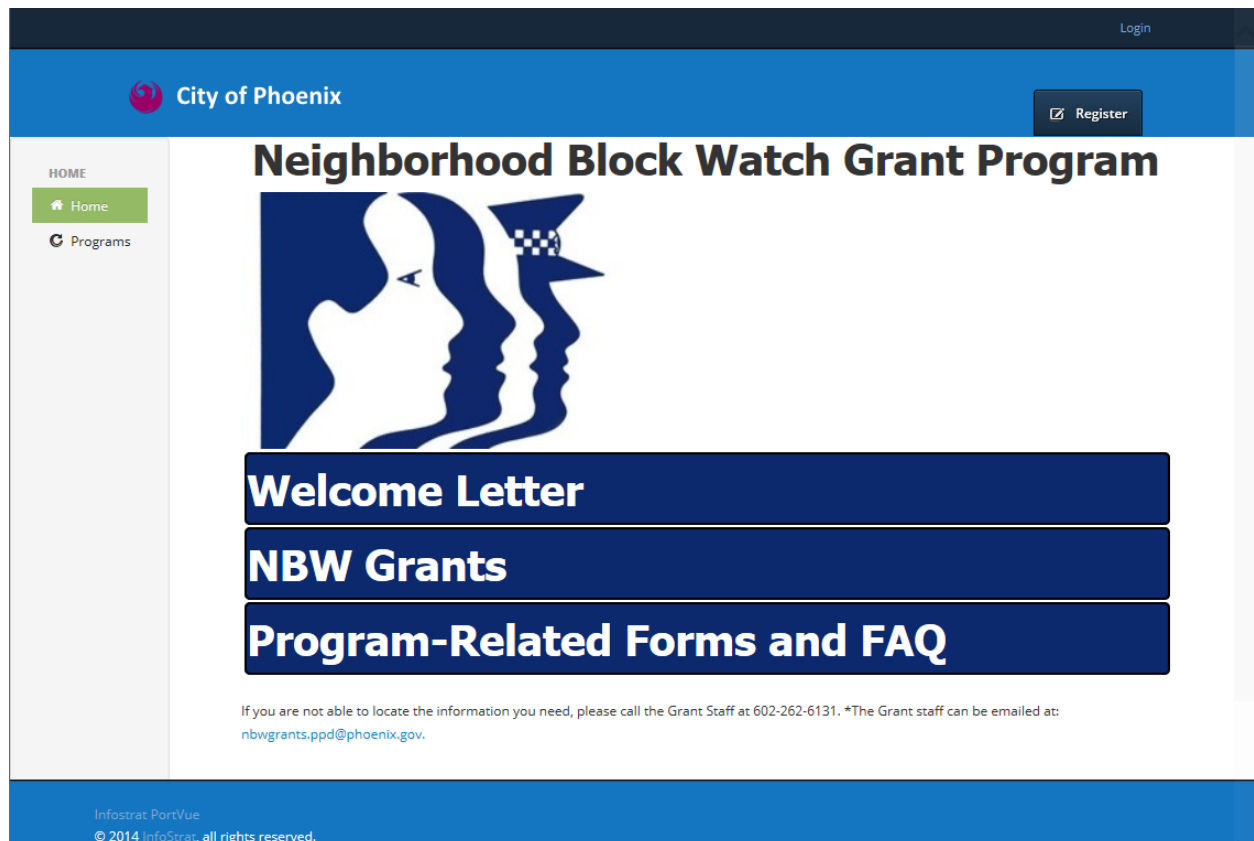

Figure 1 PPD GMS Home Page

Before registering, anonymous users will be able to see the PPD GMS home page, and may click on Programs in the left navigation menu, to see the upcoming Neighborhood Block Watch Grant Programs, along with submission date and time for applications.

Figure 2 NBW Grant Programs

Getting Started

Registering in PPD GMS

If you are a new user of PPD GMS, you must register for system access. To register on PPD GMS, follow these steps:

1. *Click* **Register** or **Login** on the top right side of the navigation.

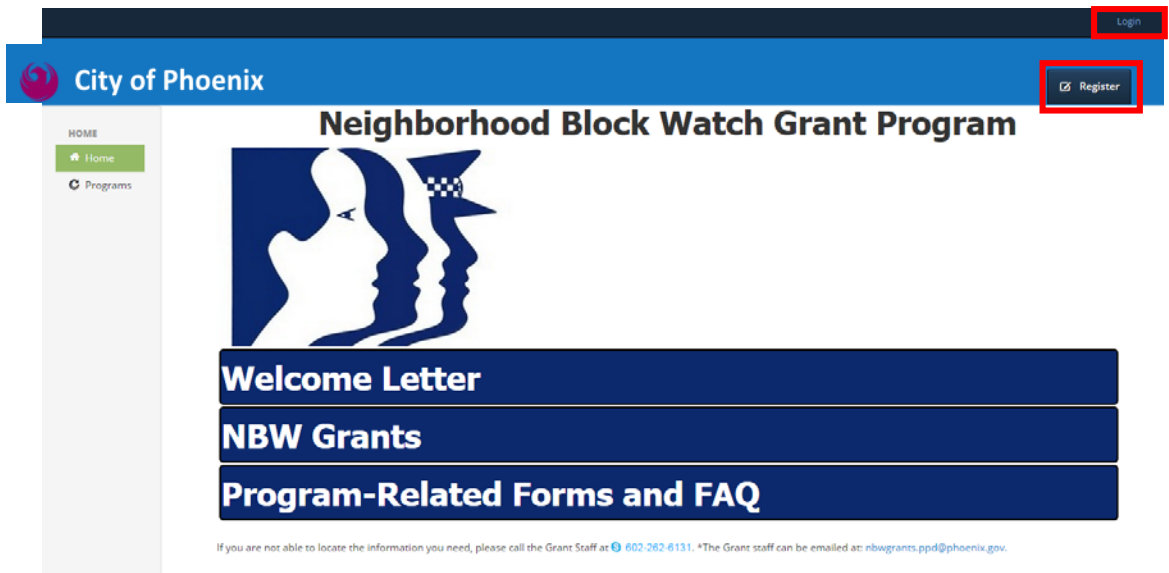2. *If selecting Login, then select the Not registered? Sign up here link on the Login page.*
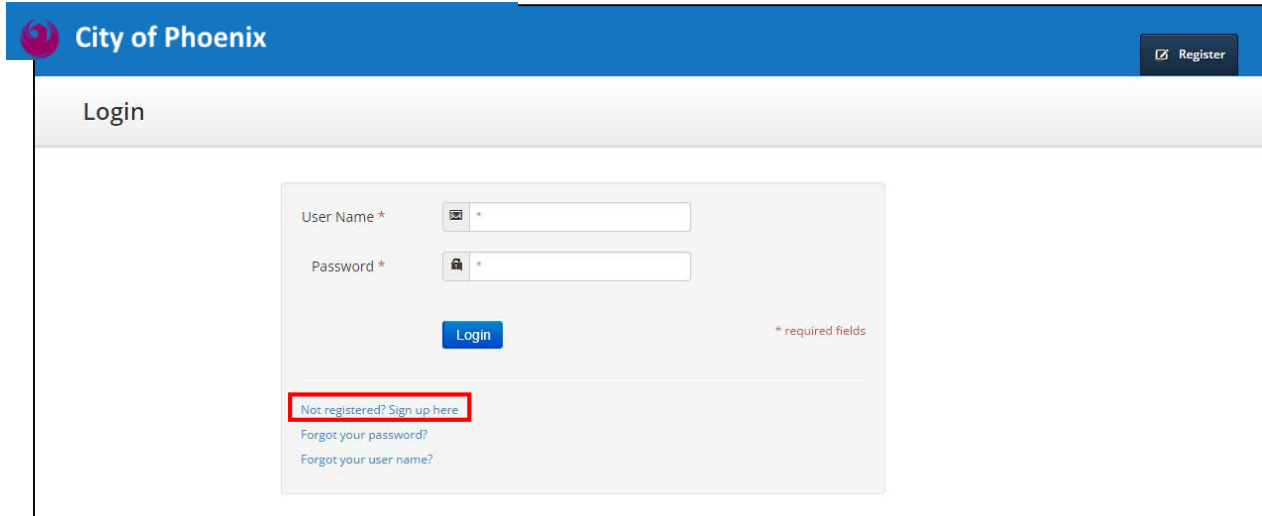

Figure 3 Register or Login

Figure 4 New User Registration

3. Enter the following information:

- ➢ **Requested Portal Role** – *Select* Applicant

- ➢ **First Name** – *Enter* your first name

- ➢ **Last Name** – *Enter* your last name

- ➢ **Address 1** – *Enter* your Address

- ➢ **Address 2** – *Enter* your continued Address

- ➢ **City** – *Enter* your city

- ➢ **State** – *Enter* your state

- ➢ **Zip** – *Enter* your job title

- ➢ **Mobile Phone #** – *Enter* your mobile phone number

- ➢ **Other Phone #** - *Enter* other phone number

- ➢ **Email** – *Enter* your email address

- ➢ **User Name** – *Enter* the name that you will use to login. This can be a

name, characters, or an email address

Figure 5 User Contact Information

- ➢ **Password** – *Enter* the password that you would like to use. Please note the following password rules apply:

i. **Must be a minimum of 8 characters**

ii. **Must contain at least 3 of the following:**

1. **Upper case**

2. **Lower case**

3. **Numbers**

4. **Symbols (!@$%^*?_()~)**

Login

Password Complexity Rules: Please make sure that your password is at least 8 characters long and contains at least one from **each** of the following categories: uppercase character, lowercase character, number, and special character (!@$%^*?_()~).

User Name

Password

Confirm Password

☐ I agree to the Terms of Use and Privacy Policy

Register

* required fields

Figure 6 Password Rules

➢ **Confirm Password** – *Enter* your password again to ensure that they match

➢ **Clicking on the Terms of Use and Privacy Policy link will open the PPD policy page**

➢ **Check the box next to "I agree to the Terms of Use and Privacy Policy"**

If there is a problem with submitting the registration form, a validation error will appear informing the user to review the form. The error message will indicate missing required fields or invalid data.
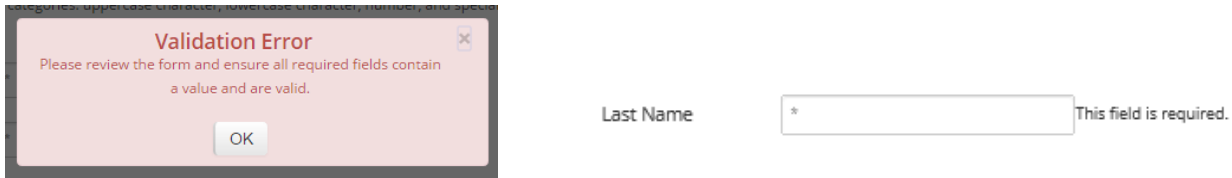

Figure 7 Validation Errors

4. *Click* **Register**.

Logging into PPD GMS

After registering on PPD GMS a user may log into the system. To login, *navigate* to the site
http://nbwgrants.phoenix.gov and follow these steps:

1. *Enter* your **User Name**.

2. *Enter* your **Password**.

3. *Click* **Login**. You should see a message in the upper right hand corner that you are logged in as your first and last name you registered with.

Figure 8 Logging In

To Log out of PPD GMS, follow these steps:

1. *Click* on the **Logged in as** link in the top right navigation.

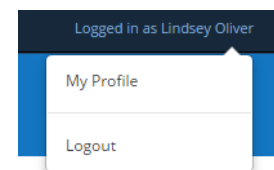2. *Select* **Logout**. The login page will be displayed once logged out.

Figure 9 Logging Out

Navigating in PPD GMS

This chapter describes how to navigate among PPD GMS areas, updating user profile information, submitting grant applications, uploading documents, and logging out.

Navigation Menu

The left navigation menu contains links to different areas of PPD GMS. Each area contains different information and functionality related to Grants. Selecting a link will navigate you to that area of the system. The link highlighted in green is the active area you are currently viewing. The Home link will return you to the public home page for PPD GMS.

The links in the red box are ones that you can see if you are logged in as an **applicant** or **signer,** as show in the fig. 10 below.

Figure 10 PPD GMS Areas

Updating User Profile Information

To update your user profile information **after you registered** on PPD GMS, follow these steps:

1. *Login* to PPD GMS.

2. Once Logged in, *click* on **Logged in as** link in the top right navigation**.**

3. *Select* **My Profile***.* This will take you to the **Edit Profile** page.

4. Change any information that needs to be updated.

5. You may also update your **Password** from the Update Profile page. You can *enter* a new Password and Confirm Password in the Update Password section.
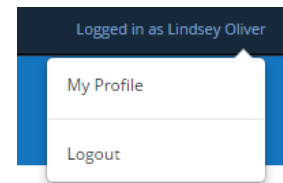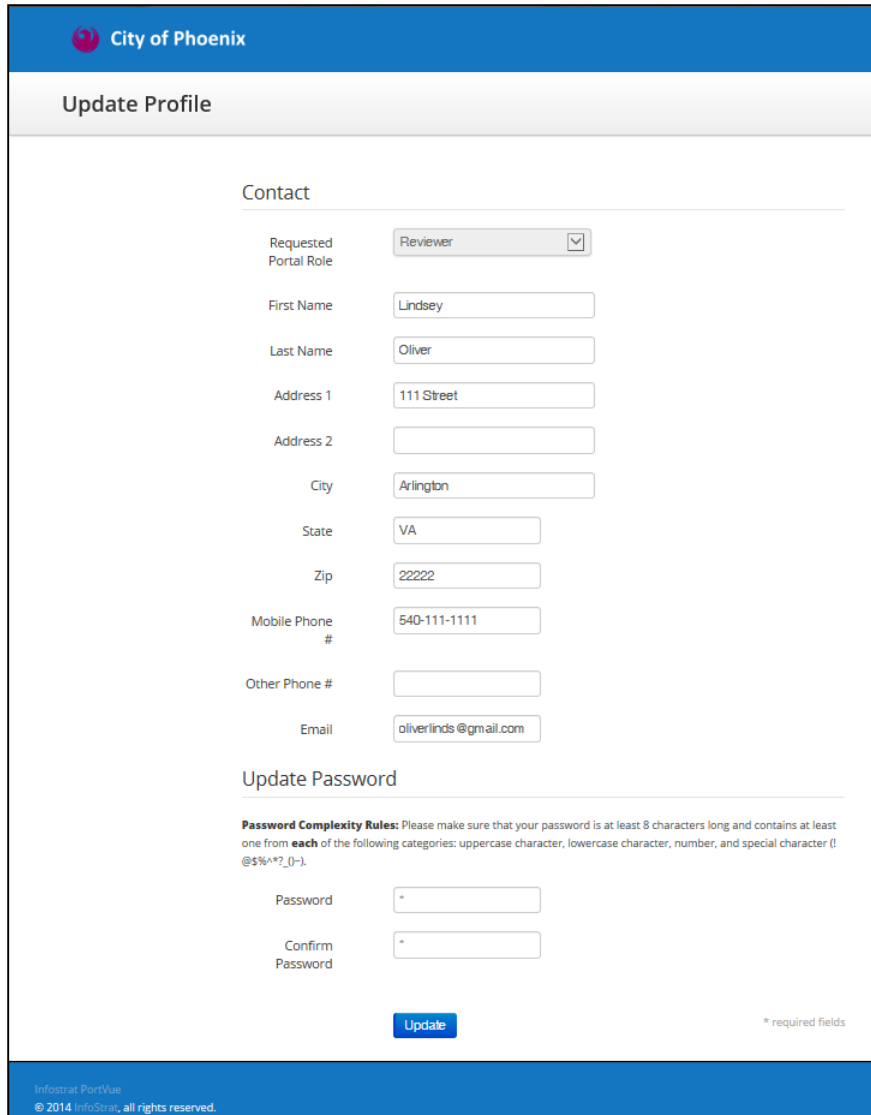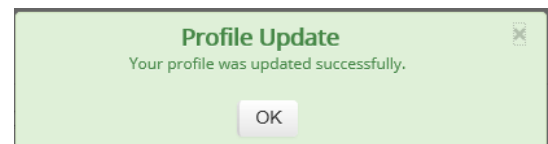
Figure 11 Updating User Profile

6. *Click* **Update**. You will see a message letting you know your profile was updated successfully. If the user updates their password, then they will receive an email about their reset password.
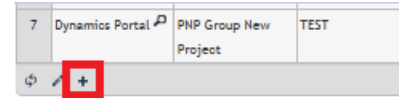
Creating, Viewing and Editing Data in PPD GMS

PPD GMS data, including programs, grants, budget items and reports are displayed in table grids or sub-grids. This section will describe how to create, view, edit, refresh, delete and navigate through the data grids in PPD GMS.

Creating a Record

To add a record to the grid, follow these steps:

1. *Click* on the **+** at the bottom of the grid. This allows you to add a new record.

2. The + action will either open a **form** (as shown in fig. 12) or will allow the user to add a new line of data in the grid directly through **inline editing** (as shown in fig. 13).

Figure 12 Creating a new record in a form

3. **FORM** - When you have completed the information on the **form**, you can *click* on **Save**, **Save & Close**, or **Cancel**.

   ➢ **Save** – Saves the form and lets you continue to edit it.

   ➢ **Save & Close** – Saves the form, closes the form, and returns you to the previous screen.

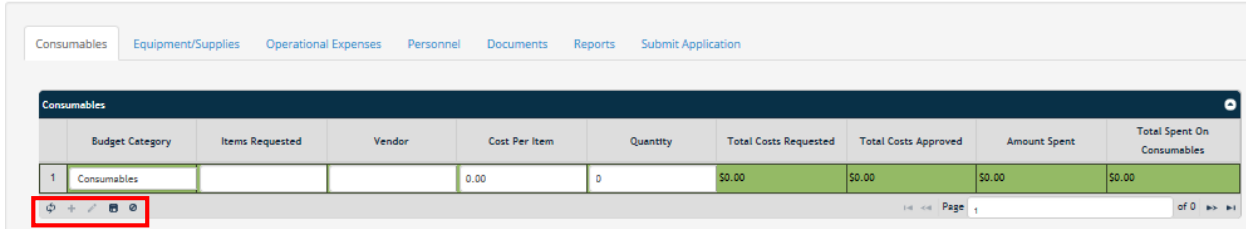   ➢ **Cancel** – Closes the form without saving it.

Figure 13 Creating a new record in a grid

4. **GRID** - When you have completed the information on the **grid**, you can *click* the disk to **Save** 🖫 or the **Cancel Row Editing** button ⊘ to **Cancel** the new line.

Editing a Record

To edit an existing record in a grid, follow these steps:

1. *Select* the record you would like to edit by clicking on that line of the grid. The selected record will be highlighted in green.

2. *Click* on the pen ✎ to edit the record.

Figure 14 Editing a record in a grid

3. This action will either open a **form** for edit or will allow the user to add data directly through **inline editing**. This will depend on which area of the portal the user is in.

4. Follow steps 3 – 4 in the **Add New Line in Grid** section.

Deleting a Record

To delete an existing record in a grid, follow these steps:

1. *Select* the record you would like to delete by clicking on that line of the grid. The selected record will be highlighted in green.

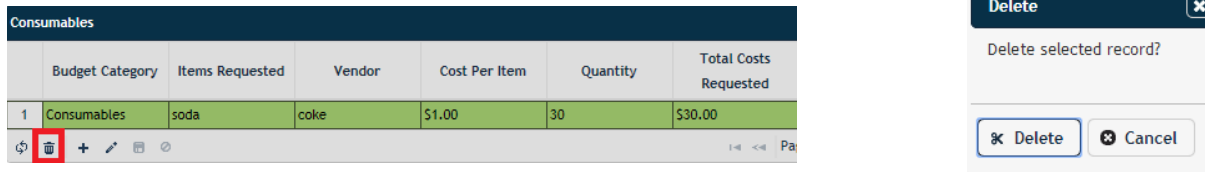2. *Click* the trashcan button 🗑. A confirmation message will appear.

Figure 15 Deleting a record in a grid

3. *Click* **Delete** to Delete that record or **Cancel** to keep it. Please note the deletion cannot be undone once confirmed (selecting the Delete Button).

Refreshing Records Shown in a Grid

To refresh the data in the grid, *click* the **refresh** button 🔄. Any recently saved changes will now be displayed on the grid.

Figure 16 Refreshing Data in a Grid

Grid Paging and Sorting

1. To navigate through multi-page grids, *click* on the **page arrows** at the bottom of the grid. If you want to go to a specific page, type the page number in the box after Page and hit enter.

Figure 17 Scrolling through pages of grid data

2. To sort grid data on a specific column, *select* the column name at the top of the grid. You will notice an arrow appears to the right of the column name indicating it can be sorted in ascending or descending order by *clicking* on the **up and down arrows.**
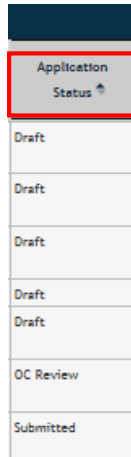

Figure 18 Sorting Grants Grid by Application Status

Grant Programs

To review the current Neighborhood Block Watch Grant Programs in process or starting soon to PPD GMS, click on the **Programs** link on the left navigation menu. The Programs area will display a list of the Programs that are active and available for Applicants to submit project applications, along with the submission deadline. If you submit an application after the submission deadline, the system will reject your application and you will receive an email notifying you that the deadline has passed.
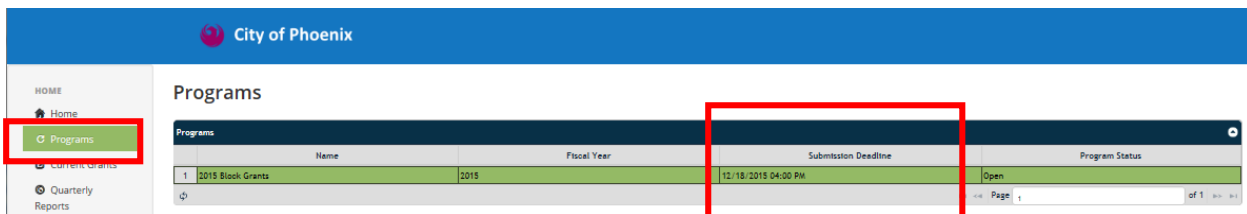
Figure 19 Program Submission Deadline

Grant Applications

To view your current grant applications, *click* on the **Current Grants** area. This will display your current applications and allow you to create new grant applications. **Please note that PPD Policy limits you to 2 active grant applications at one time. Additional grant applications will be rejected.**

Figure 20 Viewing Current Grants

To preview the application instructions, *click* on the **Click Here to Review Application Help and Instructions**. This action will expand instructions for the area. Click again to close them.

Figure 21 Application Help & Instructions

Quarterly Reports

Quarterly Reports can be viewed and submitted from the Quarterly Reports area of PPD GMS. Four empty reports will be created automatically when a grant application is awarded. Signers will go to the Quarterly Report area of PPD GMS to update Report Line Items and submit each Quarterly Report. Additional Details on how to submit reports is provided in a later section of this manual.

Closed Grants

Completed Grant Applications from previous years are archived in the **Closed Grants** area of PPD GMS. They are available so you can review see previous grant information.

Common Documents & Help

The Common Documents and Help areas contain supplemental forms and documentation to be used in the grant application and reporting processes. More detailed description of these areas follows in a later section of this manual.
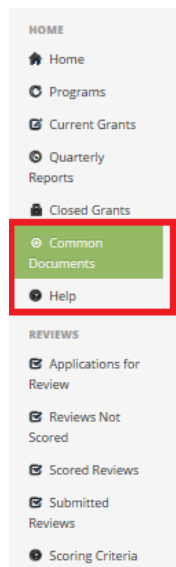
Creating a Grant Application

To create a grant application in PPD GMS navigate to Current Grants area as show below.

1. *Click* on the **+** symbol at the bottom of the grid to add a new application.

Figure 22 Create a new Grant Application

2. A new grant application will open on your screen.

3. Fill out the form with information for this project.

4. When you have completed the information on the form (or are done entering for the day), you may click Save, Save & Close, or Cancel.

   a. **Save** – Saves the form and lets you continue to edit it.

   b. **Save & Close** – Saves the form, closes it, and returns you to the previous screen.

   c. **Cancel** – Closes the form without saving.

   Please note that Project Title, NSD Notification #, Primary Applicant Group Name, and Primary Applicant Contact information are mandatory fields that must be completed before an application can be saved.

Figure 23 Mandatory Fields on an Application

5. Once the grant application is saved, you will need to enter additional information in the grids on lower section of the screen (see below).

Consumables

Enter Consumable budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Figure 24 Consumables Budget

Equipment / Supplies

Enter in any Equipment or Supply budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Figure 25 Equipment/Supplies Budget

Operational Expenses

Enter in any Operational budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Figure 26 Operational Expenses Budget

Personnel

Enter in any Personnel budget data in this grid by following the steps under *Creating, Viewing and Editing Data in PPD GMS* (clicking on the +, entering the data, and clicking save to add; clicking on the line to edit and then the pen, changing data, and clicking on Save to update; clicking on the line to delete and then the trash can to delete). The Total Cost Requested will automatically calculate.

Figure 27 Personnel Budget

Documents

The Grant Application may require additional documentation to be provided. The Documents area allows the user to add and upload files to Grant Application. Instructions are provided above under Uploading Documents.

To download uploaded documents, select the document from the grid you would like to download and select the downward pointing arrow.

Figure 28 Documents

Updating a Grant Application

A grant application can only be updated if the **Application Status = Draft**.

To update a grant application on PPD GMS (before submission), do the following:

1. Navigate to the Current Grants area to view existing records.

2. *Click* on the grant application that you would like to update. This will turn it green.

3. *Click* on the **pen** at the bottom of the grid. This allows you to edit this grant application.

	Applicant	Project Title	Application Number	Application Status	Amount Requested	Amount Approved
1	Dynamics Portal 🔎	LO TEST APP 6/26	BG-235	Draft	$0.00	$0.00
2	some 🔎	aaa new one	BG-234	Draft	$0.00	$0.00
3	77 Test Applicant 🔎	LO TEST GRANT 6/26	BG-233	Draft	$0.00	$0.00
4	NBW of 17th St. NE 🔎	NJM IS mobile test 6-25-15	BG-232	Draft	$30.00	$0.00
5	Palm Lakes Village, Inc. 🔎	Sue NSD # Delivery Services	BG-231	Draft	$0.00	$0.00
6	LO 1234 Group 🔎	LO TEST 3 6/23	BG-230	Draft	$0.00	$0.00
7	LO 123 Group 🔎	LO TEST 2 6/23	BG-229	Draft	$0.00	$0.00
8	Sue Test 🔎	Sue Test of Invalid NSD #	BG-228	Draft	$0.00	$0.00
9	Here we go 🔎	Sue Test of NSD #	BG-227	Draft	$0.00	$0.00
10	Dynamics Portal 🔎	LO TEST APPLICATION 6/24	BG-226	Awarded	$120.00	$1,000.00

Figure 29 Edit a Grant Application

4. The grant application form will be displayed for update. These are the same fields that you saw when you created the grant application.

Grant Application

Please note the Project Title, NSD Notification #, and Primary Applicant Contact Information fields are required to save and begin a draft Application. All fields required for submission are denoted with an * next to the field name. If you do not know the NSD Notification #, then please enter a 1 in the field.

Overview

* Project Title

LO TEST 9/25

* NSD Notification #

000

* Primary Applicant Group Name

Dynamics Portal

* Form Type

Up to $1,000   ▼

Save   Save & Close   Cancel

Figure 30 Grant Application open for editing

5. When you have completed editing the information on the form, you can click on Save, Save & Close, or Cancel.

   a. **Save** – Saves the form and lets you continue to edit it.

   b. **Save & Close** – Saves the form, closes out of it, and returns you to the previous screen.

   c. **Cancel** – Closes out of the form without saving it.

Submitting a Grant Application

To submit the Application, do the following:

1. When you have completed all Required fields on the grant Application, added all required related records, and uploaded all required documentation, you are now ready to submit your Application.
2. Navigate to the Current Grants area and *Select* the Grant Application you would like to submit by clicking on it.
3. *Select* the **Submit Application** tab in the sub-grid.
4. Review the requirements to make sure that you have submitted everything correctly so your application does not get rejected.
5. *Select* the **Submit Application** button.

Figure 31 Submit Application

6. A confirmation message will appear. If you would like to continue with your submission, then *Select* **Continue**. *Select* **Cancel** to prevent submission.
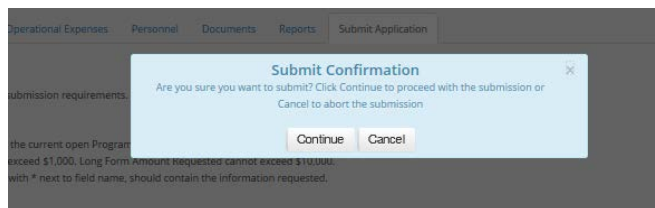
Figure 32 Application Submission Confirmation

7. You will see you Application Status change to **Submitted. If it remains as Draft, check your email for notifications, as any errors found in submission will trigger an email to the Primary Contact with the errors to fix before re-submitting the application. If these errors are not fixed, the application will not be considered to be submitted.**

8. Also, at this time, e-mail will be sent to the Signers to let them know that this application has been submitted and that they need to register on PPD GMS with the e-mail address used for them as a signer.

Checking Grant Application Status

To check the status of a grant application, do the following:

1. *Click* on **Current Grants** from the left navigation area.

2. Look in the **Application Status** column to see what the status is of each grant you have.

Figure 33 Grant Status

Application Status Business Rules

The following describe the current PPD GMS Business Process rules:

1. Applicants register on PPD GMS (if not already registered).

2. Applicants enter project application.

3. Applicants submit grant application.

4. The Application Status will change to Submitted.

5. Signers will receive an email notifying them of this grant submission and their signer status.

6. All applications will be system date/time stamped when submitted. PPD will use this date/time stamp to determine if an application has been submitted before the deadline. If you attempt to submit after the deadline, you will see that the status remains as Draft and you will receive an e-mail stating that you submitted after the due date.

7. PPD Analysts will change the project status to Staff Review or Supervisor Review.

8. PPD Analysts review the application and contact you for any additional information.

9. PPD Analysts review and if approved will change the project status to OC Review.

10. External Reviewers will review the project.

11. City Council reviews and if approved will change the application status to Awarded or Awarded Modified (meaning one or more budget lines were changed in value).

12. At this point, paperwork will be accomplished to set up the contract signing dates and times.

13. If the project is rejected at any time during the approval process, the project status will change to Rejected.

Uploading Documents

This section covers how to upload supplemental documentation to the Grants and Quarterly Reports areas. Please note that prior to uploading the document, the file needs to be saved or scanned in and saved on your system.

Multiple PPD GMS areas may require supplemental documentation to be provided as support for applications and reports.

Adding Grant Application Supplemental Documentation

To upload supplemental documentation, follow these steps.

1. *Select* the **Current Grants** area.

2. *Click* on the grant you want to upload documents for.

3. *Click on the* **Documents** tab in the sub-grid.

4. *Click* on the **Add Files** button and *select* a file(s) from your file system. *Select* **Open**.
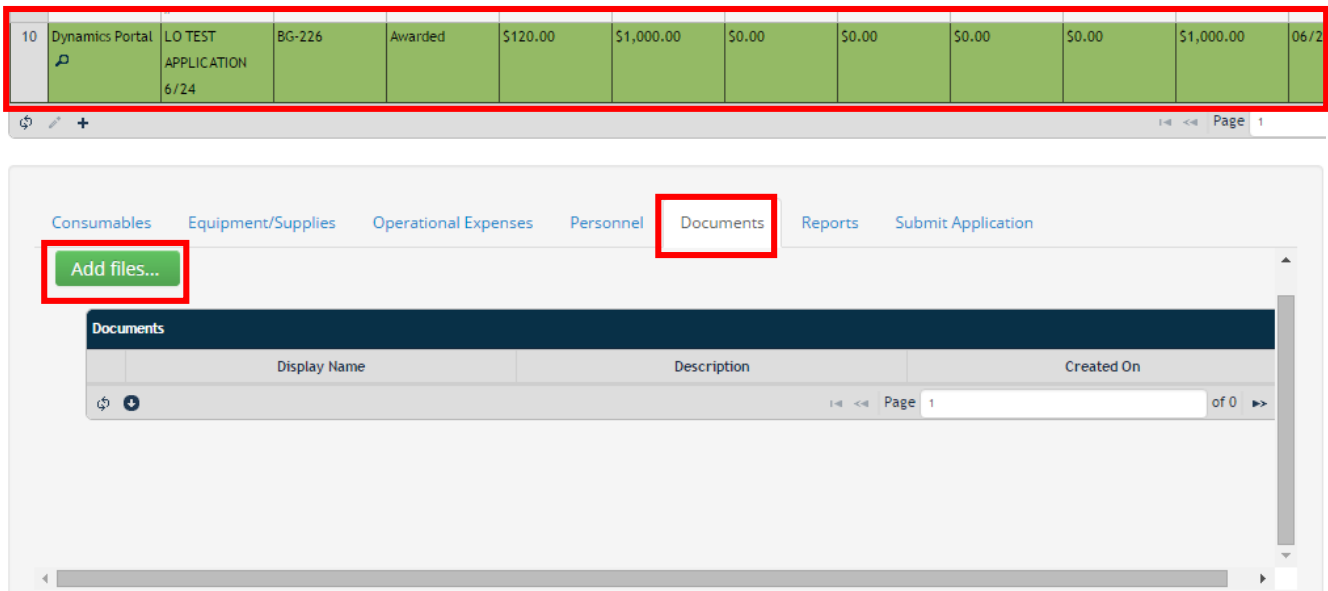
Figure 34 Add Files

5. If a file type is not allowed, an error message will appear next to the document reference. *Select* **Remove** to remove the file from the screen and Add a new document.
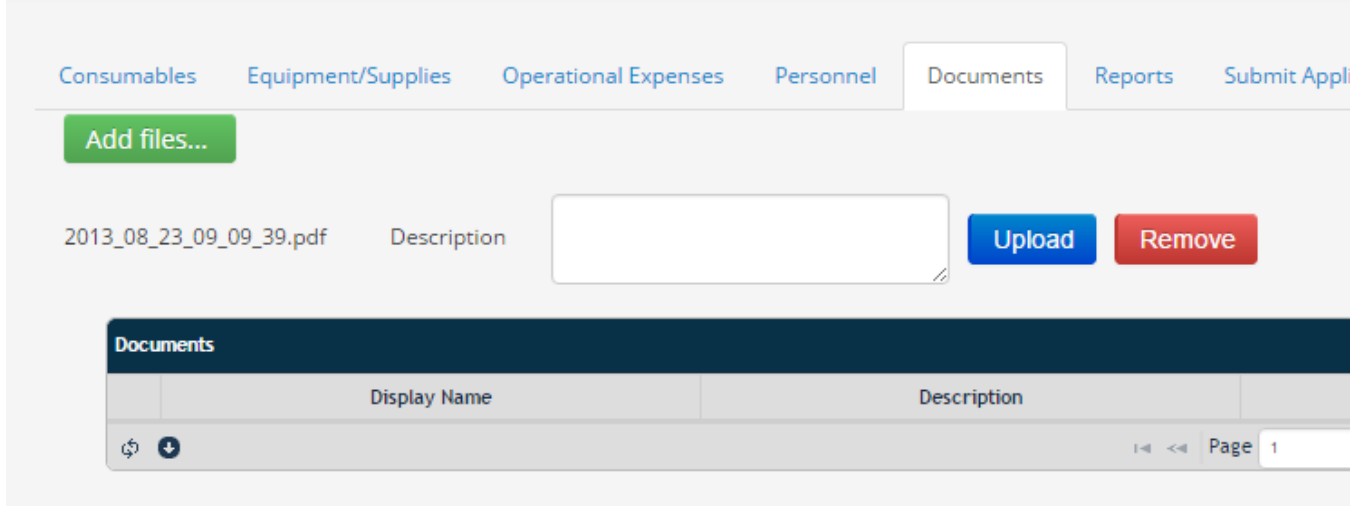
6. Before uploading a document, *enter* in a description and *click* **Upload**.

7. Once the document is uploaded, the grid will refresh with the new document. If it doesn't, just click the refresh button.

Downloading Documentation

To download documents that have been been uploaded, follow these steps:

1. *Select* the **Current Grants, Help, or Common Documents** area.

2. *Click* on the item in the top grid that pertains to the document to be downloaded.

3. *Click on the* **Documents** tab in the sub-grid.

4. *Click* on the document you would like to download.

5. *Click* on the **download icon** at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.**
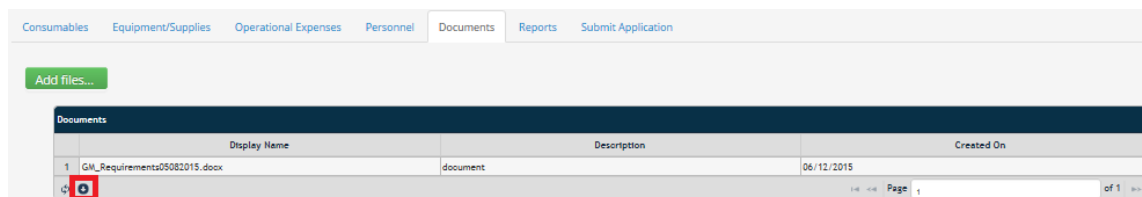
Figure 35 Downloading a Document

Quarterly Reports

Once a grant application has been awarded, a set of quarterly report templates will be created automatically by PPD GMS for that grant. These reports can be viewed from the left navigation menu on the PPD GMS Home Page as shown below:

Figure 36 Quarterly Reports

Create or Update Quarterly Reports

To create or update quarterly reports, do the following:

1. *Click* on **Quarterly Reports** on the left navigation menu.

2. *Click* on the Quarterly Report that you would like to update.

3. *Click* on the pen ✎ on the top Quarterly Reports grid to display a form to enter data and add yourself as a signer of the report.

4. When you have finished updating the report information, you can click on Save, Save & Close, or Cancel.

   a. **Save** – Saves the form and lets you continue to edit it.

   b. **Save & Close** – Saves the form, closes out of it, and returns you to the previous screen.

   c. **Cancel** – Closes out of the form without saving it.

Adding Budget Lines

For each Quarterly Report grantee will add lines detailing how the grant funds were spent. The budget line items in the reports should correspond to the budget line items setup in the grant application.

1. *Click* on the **Quarterly Report** in the top grid for which you would like to add budget lines.

2. *Click* on the **+** in the **Report Lines Items** grid to add a new Budget Line Item.
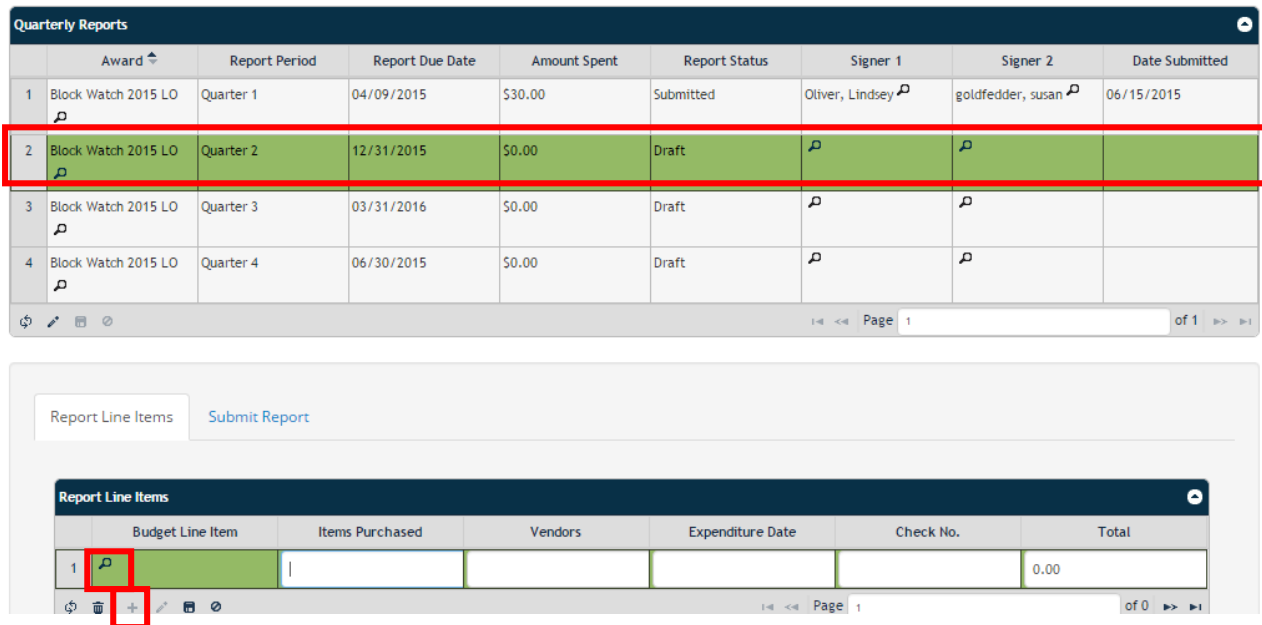
Figure 37 Adding Budget Line Items

3. *Click on the Magnifying Glass in the budget line item field (shown above) to bring up the budget items that were entered in the application when the grant was submitted.*
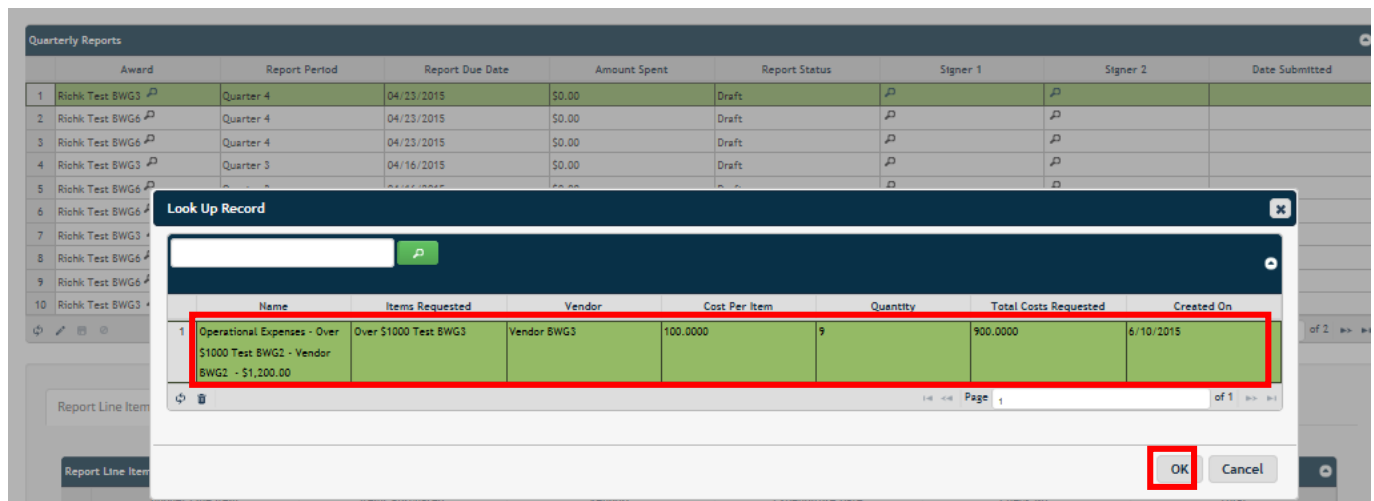
Figure 38 Selecting Budget Line Item from Grant Application

4. *Select* a budget line to add to the quarterly and enter actual expenses, *click* **OK.**

Figure 39 Saving Budget Line Items

5. *Enter* detailed budget line information, *click* on the disk at the bottom of the **Report Line Items** grid to save.

Editing Budget Lines

To change data in existing quarterly report budget lines, prior to submission, do the following:

1. *Click* on the **Quarterly Report** that you want to change in the top grid.

2. *Click* on the budget line that you want to change in the second grid.

3. *Click* on the **pen** ✎ at the bottom of the **Report Line Items** grid to update detail report lines.

Figure 40 Editing Report Budget Line

4. *The budget line will become accessible and allow* changes to the data. Edit as needed and *click* on the **disk** at the bottom of the **Report Line Items** grid to save.

Deleting Budget Lines

To remove budget lines from a quarterly report, prior to submission, do the following:

1. *Click* on the **Quarterly Report** in the top grid for which you want to delete a budget line item.

2. *Click* on the budget line that you want to delete to select it in the **Report Line Items** grid.
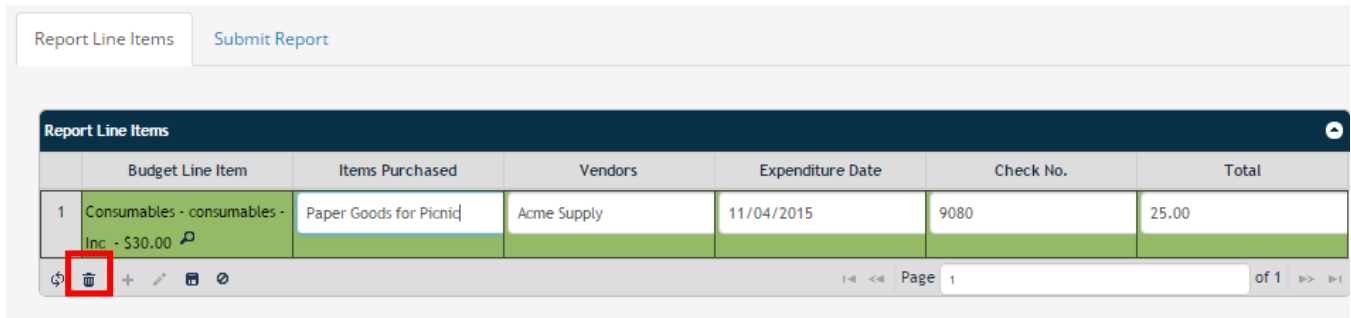
Figure 41 Deleting Report Budget Line

3. *Click* on the **trash can** at the bottom of the **Report Line Items** grid to delete that detail report line. A confirmation box will appear as shown below:
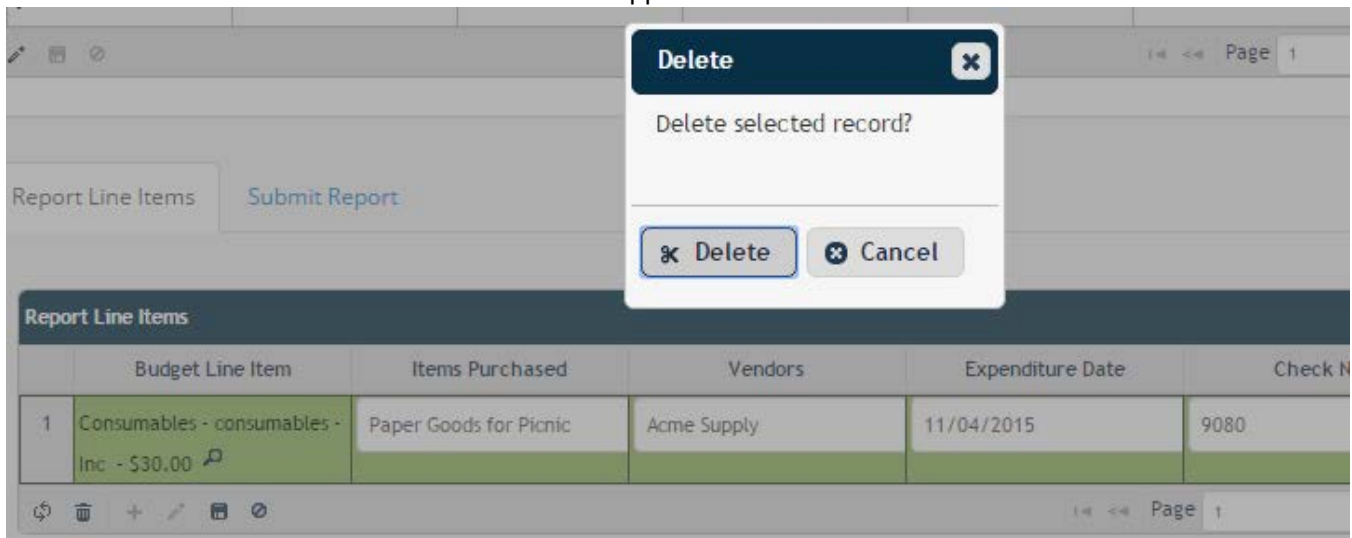
Figure 42 Confirming Deletion

4. *Click* **Delete** to delete the line and **Cancel** if you don't want to delete it.

Upload Expenditure Documents

Receipts must be provides for all expenditures reported on a Quarterly Report. To submit supporting expense documentation navigate to the Quarterly Reports area.

1. Click the Report in the Quarterly Report grid to select it.

2. Click on Expenditure Documents tab in the lower part of the screen.

3. Read the note request expense receipts, bank statements and written bids as shown below.

Quarterly Reports

|	Award	Report Period	Report Due Date	Amount Spent	Report Status	Signer 1	Signer 2	Date Subm
1	Block Watch 2015 LO	Quarter 1	09/30/2015	$0.00	Draft			
2	PNP Group New Project	Quarter 1	09/30/2015	$0.00	Draft			
3	PNP Group New Project	Quarter 1	09/30/2015	$0.00	Draft			
4	PNP Group New Project	Quarter 1	09/30/2015	$0.00	Draft			
5	PNP Group New Project	Quarter 1	09/30/2015	$0.00	Draft			
6	PNP Group New Project	Quarter 1	09/30/2015	$0.00	Draft			
7	PNP Group New Project	Quarter 1	05/31/2015	$2,133.00	Draft	Oliver, Lindsey		
8	Block Watch 2015 LO	Quarter 1	04/09/2015	$30.00	Submitted	Oliver, Lindsey	goldfedder, susan	06/15/2015
9	Block Watch 2015 LO	Quarter 2	12/31/2015	$25.00	Draft			
10	Block Watch 2015 LO	Quarter 2	12/31/2015	$0.00	Draft			

Page 1

Report Line Items   **Expenditure Documents**   Submit Report

Please note: You must provide expense receipts for every item purchased with this grant and copies of each month's bank statement for this reporting period. You must include three written bids for any item purchased for $1,500 or more.

Add files...

Expenditure Documents

	Display Name	Description	Created On
1	UAT Issues 9-23-15.docx	Expenditure	09/28/2015
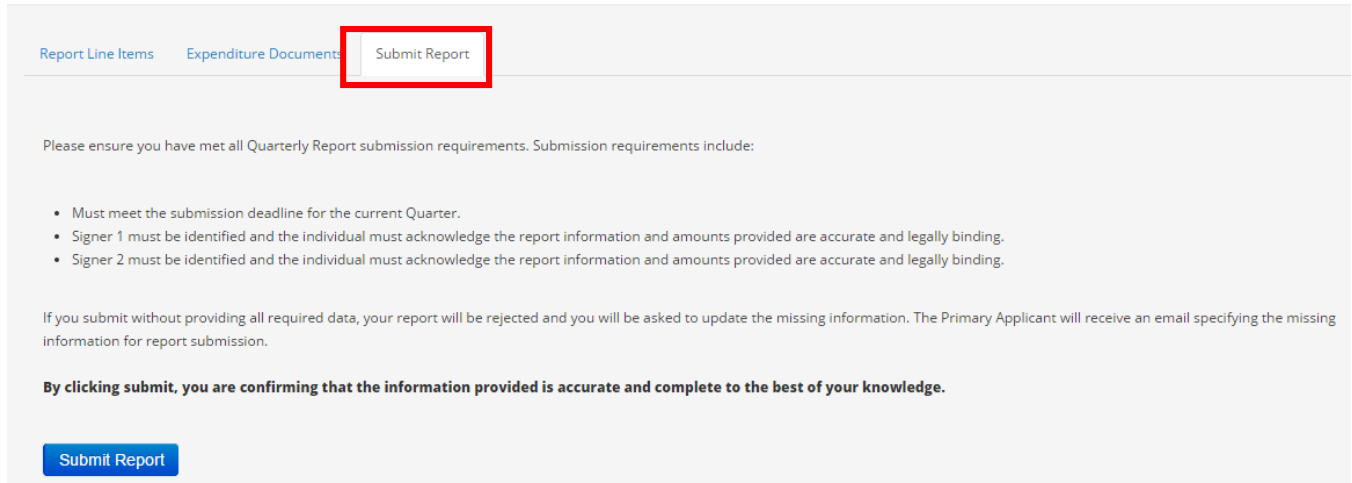
Figure 43 Expenditure Documents

4. *Click* the **Add Files** button and select the files to upload from your computer.

Submit Quarterly Report

When the report is completed and all signers have entered in their information, then one of the signers needs to Submit the Report. To submit the Quarterly Report, do the following:

1. *Click* on the **Submit Report** tab.

Figure 44 Submit Report Tab

2. Quarterly Report submission requirements will be displayed as shown below. *Read* the instructions and ensure that you have completed all items.

3. *Click* on **Submit Report**. **If there are any missing required fields, an e-mail will be sent to you, the status will remain Draft (instead of submitted) and Date Submitted will remain blank. You will need to fix the errors and re-submit in order for this to report to be considered submitted.**

Common Documents & Help
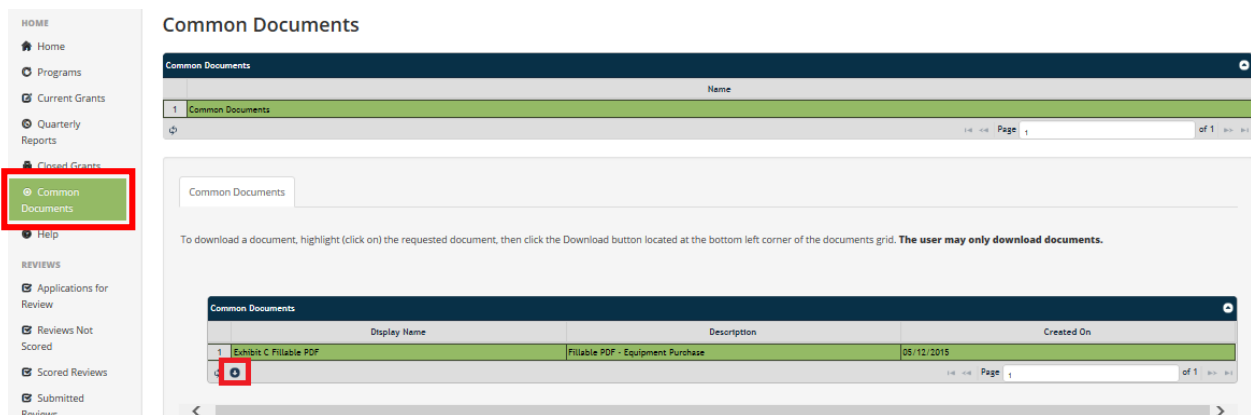
The Common Documents and Help areas contain documentation that is supplemental to PPD GMS and can be printed or downloaded.

Common Documents

Common Documents contains Exhibit C for the Final Quarterly Report.

To review and download documents from Common Documents, follow these steps:

1. *Select* the **Common Documents** portal area.

2. *Click* on **Common Documents** in the top grid.

3. *Click* on the document in the sub-grid that you would like to download or review.

4. *Click* on the **download icon** at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.**

5. The document will be opened in another tab of your browser. You can either review, print, or save it from there.

Figure 45 Common Documents

Help

The Help Area contains documents and information that will help you in navigating through the PPD GMS application process.

There are 3 help documents:

- Directions for Completing Budget

- 2015 Grant Program Application Guide

- PPD GMS Portal Instructions

To review and download documents that have been added to Help, follow these steps:

1. *Select* the **Help** portal area.

2. *Click* on **Help Documents** in the top grid.

3. *Click* on the document in the sub-grid that you would like to download or review.

4. *Click* on the **download icon** at the bottom of the grid. This will download the selected document for you. **Please ensure popup blocker is off for your site.**
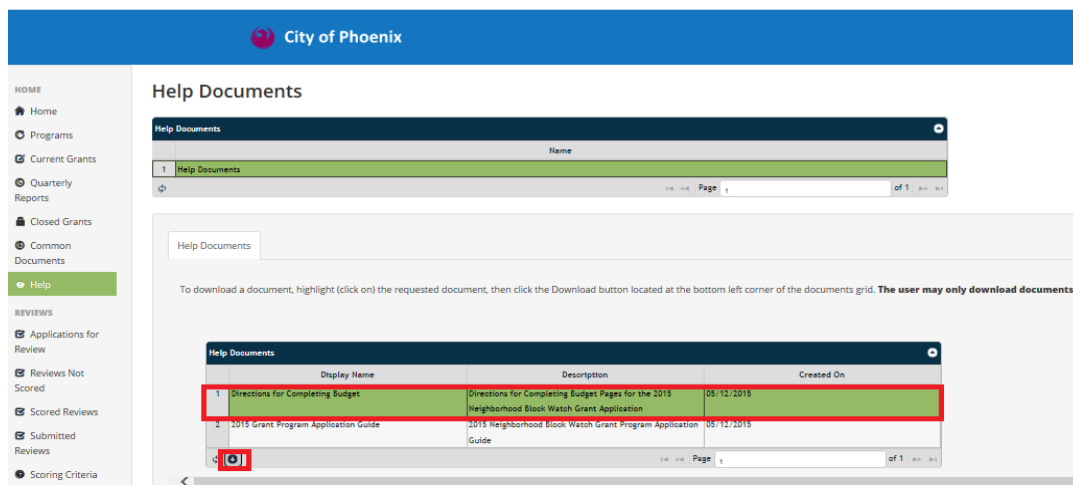
Figure 46 Downloading a Help Document
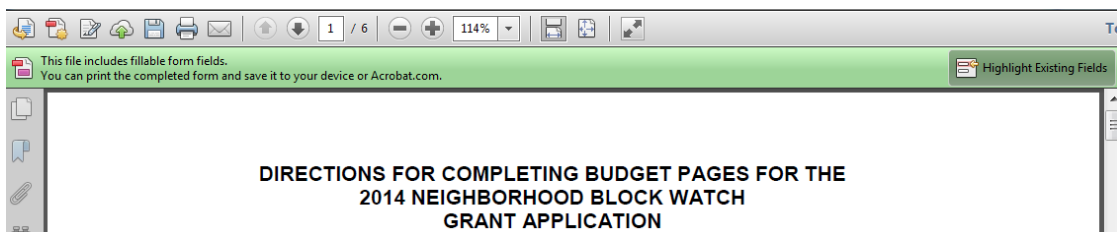
5. The document will be opened in another tab of your browser, where you can review, print, or save it.

Exercises

Register as a new user
Review Chapters 1 and 2. Perform the following Exercise.

Go to the PPD GMS site.
Register as a new user on PPD GMS.

Log into PPD GMS.
Review Chapter 3. Perform the following Exercise.

Log into PPD GMS as the user you just created.

Download Help or Common Documents.
Review Chapter 4. Perform the following Exercise.

Log into PPD GMS.
Download Help or Common Docs.

Create a Grant Application.
Review Chapters 5 and 6. Perform the following Exercises.

Log into PPD GMS.
Create a new Grant Application.
Enter some information and save it.

Updating/Submitting Project Application.
Review Chapters 5 and 6. Perform the following Exercises.

Log into PPD GMS.
Edit the grant application that you just created.
Add related record information in the sub-grids.
Upload documents in documents tab.
Submit the grant application from the Submit Application tab.

Submit Quarterly Report
Review Chapter 8. Perform the following Exercise.

Log into PPD GMS.
Update the current Quarterly Report.
Enter some information and save it.

External Reviewers
Review Chapter 9. Perform the following Exercise.

Log into PPD GMS as a reviewer.
Update review questions to the grant you created and submitted.
Send it between the different statuses.

Update User Information.
Review Chapter 5. Perform the following Exercise.

Log into PPD GMS.
Go to your profile.
Update a field on your profile.
Save.