

Upload Documents in Organization Profile

These documents apply across multiple events.



Upload Organization Documents

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation links: Dashboard, My Organization (selected), 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 shows the 'RECIPIENT REGION' as 'Region 7'. A callout box labeled 'Step 1: Click Organization Profile' points to the 'Organization Profile' link in the sidebar. Another callout box labeled 'Step 2: Click Upload' points to the 'UPLOAD' button in the 'Documents' section of the main content area. The 'Documents' section also includes 'DOWNLOAD' and 'MANAGE' buttons. Other sections visible include 'Locations', 'Counties with Facility', 'Insurance Profile' (with 'UPLOAD INSURANCE DOCUMENTS' and 'HELP' buttons), 'Applicant Event Profiles' (with 'REQUEST PUBLIC ASSISTANCE' button), and 'Action Log'.

Step 1: Click Organization Profile

Step 2: Click Upload

Upload Insurance Document

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Insurance Documents'. The modal contains a dashed box with an upload icon and the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with instructions: '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.' A note states: 'Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.' At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. A red callout bubble points to the dashed box with the text: 'Click and drag document or click to add file'.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

General Information

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 Insurance Profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Click and drag document or click to add file

Select Insurance Document – Pop-Up Box

The screenshot shows the Grants Portal interface with a sidebar on the left containing navigation links: 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 displays 'My Organization' information for Bananatown (8790), including a 'General Information' section with fields for STATE/TRIBE/TERRITORY, EIN NUMBER, and a 'Documents' section. Overlaid on this is a 'Upload Insurance Documents' pop-up box. Inside this box is a 'File Upload' window showing a list of files in the 'Glenville applica...' directory. The files are listed in a table with columns for Name, Date modified, and Type. The file 'Glenville PDMG009 Insurance Doc' is highlighted. A red callout box points to this file with the text 'Step 1: Select the document to upload'. At the bottom of the 'File Upload' window, there is a 'File name' field containing 'Glenville PDMG009 Insurance Doc' and a file type dropdown set to 'All Files'. Below these are 'Open' and 'Cancel' buttons. A second red callout box points to the 'Open' button with the text 'Step 2: Click Open'.

Name	Date modified	Type
Glenville PDMG009 damage inspection Hourly ...	11/3/2017 8:44 AM	Micro
Glenville PDMG009 Debris Removal Contract	11/3/2017 11:06 AM	Micro
Glenville PDMG009 Dell Inc. Contract	11/3/2017 3:17 PM	Micro
Glenville PDMG009 Fringe Benefits	11/3/2017 8:42 AM	Micro
Glenville PDMG009 Hurricane work Log	11/3/2017 8:43 AM	Micro
Glenville PDMG009 Insurance Doc	10/30/2017 7:44 AM	Micro
Glenville PDMG009 Mutual Aid Agreement	11/3/2017 11:07 AM	Micro
Glenville PDMG009 PayPolicy	11/3/2017 8:41 AM	Micro
Glenville PDMG009 Roadway Maint Records	11/3/2017 4:56 PM	Micro
Glenville PDMG009 Work Orders	11/3/2017 8:41 AM	Micro

File name: Glenville PDMG009 Insurance Doc All Files

Open Cancel

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a modal titled 'Upload Organization Profile Documents'. The modal has a search bar and a table of documents pending upload. A red callout bubble points to the 'EDIT' button for the document 'Payroll Policy.docx'.

Upload Organization Profile Documents

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

Documents Pending Upload

Search...

	Filename	Description	Size	Category
	EDIT REMOVE	Payroll Policy.docx	11.4 KB	

Showing 1 to 1 of 1 entries

Click Edit

UPLOAD PENDING DOCUMENTS **CANCEL**

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename', 'Description', and 'Category', and a dropdown for 'Category Filter'. Three callouts provide instructions: Step 1 points to the 'Description' field, Step 2 points to the 'Category' dropdown, and Step 3 points to the 'Force Account Labor Pay Policy' option in the category list.

Step 1: Write description of document

Step 2: Begin typing type of document in the Category box

Step 3: Click to select document category type

Process Document

CAUTION: Document will be uploaded to the Organization profile.

Filename *
Payroll Policy.docx

Description

Category Filter (Optional)
All

Category *
pay

- Force Account Labor Pay Policy
- Force Account Labor Payroll / Timesheets

Add Document Description & Category Type

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: 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 shows the 'My Organization Profile' for Bananatown (8790) with a 'Manage Documents' link. Below this is a table of documents:

	Filename	Description
EDIT	General Insurance Expires	
REMOVE	12-31-2020.jpg	
EDIT	Insurance policy.docx	
REMOVE		

Below the table, it indicates 'Showing 1 to 2 of 2 entries'.

A 'Process Document' modal is open in the foreground. It contains a yellow caution box with the text: **CAUTION: Document will be uploaded to the Organization profile.**

The modal includes the following fields:

- Filename ***: A text input field containing 'Payroll Policy.docx'.
- Description**: A text input field containing 'Fire Department Payroll Policy'.
- Category Filter (Optional)**: A dropdown menu currently set to 'All'.
- Category ***: A dropdown menu currently set to '× Force Account Labor Pay Policy'.

At the bottom right of the modal are two buttons: **SAVE** (with a save icon) and **CANCEL** (with a cancel icon).

A red callout bubble with the text **Click Save** points to the **SAVE** button.

Add Insurance Documents

Step 1: Repeat uploading any additional documents

Upload Organization Profile Documents

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

Documents Pending Upload

Search...

	Filename	Description	Size	Category
✓	Payroll Policy.docx	Fire Department Payroll Policy	11.4 KB	Force Account Labor Pay Policy

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Step 2: When all documents are uploaded, click **Upload Pending Document**

Manage Uploaded Documents in Organization Profile



Manage Organization Uploaded Documents

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation links: Dashboard, My Organization (selected), 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 shows the 'RECIPIENT REGION' as 'Region 7'. A callout box labeled 'Step 1: Click Organization Profile' points to the 'Organization Profile' link in the sidebar. Another callout box labeled 'Step 2: Click Manage' points to the 'MANAGE' button in the 'Documents' section. The 'Documents' section includes buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'.

Grants Portal

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

RECIPIENT REGION Region 7

Step 1: Click Organization Profile

MANAGE

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENTS ? HELP

Applicant Event Profiles >

REQUEST PUBLIC ASSISTANCE

Documents >

UPLOAD DOWNLOAD ▼ MANAGE

Action Log >

Step 2: Click Manage

Edit Document Name

Portal

 **7**  Leghorn, Foghor...

 **My Organization Profile** Manage Documents

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

 **ADD DOCUMENT**  **GO BACK**

 Search... 

 **SHOW/HIDE COLUMNS**

			 Size	 Category	 Uploaded Date	 Uploaded By
 EDIT						
 REMOVE						
 EDIT	Glenville PDMG0009 Pay Policy.docx	Employee Payroll policy	11.2 KB	Force Account Labor Pay Policy	08/07/2018 05:21 PM CDT	Leghorn, Foghorn
 REMOVE						
 EDIT	Insurance Policy.docx	Wind and Fire Policy	11 KB	Insurance Certificate; Insurance Policy	05/23/2018 10:15 AM CDT	Leghorn, Foghorn
 REMOVE						

10

Showing 1 to 3 of 3 entries

 Previous **1** Next 

Click **Edit**

Edit Name

The screenshot shows a web portal with a sidebar on the left containing a 'Manage Documents' section. A modal window titled 'Edit Document' is open in the center. The modal has a close button (X) in the top right corner. It contains four input fields: 'Filename' (Glenville PDMG0125 Paypolicy.docx), 'Description' (Payroll Policy), 'Types' (All), and 'Category' (x Force Account Labor Pay Policy). A red bracket groups the first three fields, and a callout box points to them with the text 'Step 1: Edit information'. A red arrow points to the 'SAVE CHANGES' button at the bottom right of the modal, and a callout box points to it with the text 'Step 2: Click Save Changes'. The background shows a list of documents with columns for 'Filename', 'Date', and 'User'.

Portal

Manage Documents

Search...

Filename

EDIT

REMOVE

Showing 1 to 1 of 1 entries

Sam, Yosemite

2017 04:48 PM CDT

Previous 1 Next

Step 1: Edit information

Step 2: Click Save Changes

Remove Documents

 **Grants Portal**

Crocker, Betty ▾

Dashboard

My Organization ▾
Bananatown (8790)

My Organization Profile Manage Documents

+ ADD DOCUMENT

GO BACK

SEARCH... ?

SHOW/HIDE COLUMNS

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT REMOVE	General Insurance Expires 12-31-2020.jpg	606.4 KB	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Work Order / Activity Log; Maintenance Record; Photo; Procurement Policy	05/16/2019 09:31 AM AST	Crocker, Betty	
EDIT REMOVE	Insurance policy.docx	11.4 KB	Insurance Policy	05/29/2019 10:25 PM AST	Crocker, Betty	

10 ▾

Showing 1 to 2 of 2

Previous 1 Next

Click Remove

Delete Confirmation Pop-Up Box

The screenshot shows the 'Grants Portal' interface. On the left is a sidebar with navigation links: Dashboard, My Organization (selected), 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 'My Organization' and 'Manage Documents'. It features a search bar and a table of documents. A 'Confirm Delete' pop-up box is displayed in the center, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red callout bubble points to the 'YES' button with the text 'Click Yes'.

Grants Portal

My Organization
Bananatown (8790) / **Manage Documents**

Search...

	Filename	Description	Size	Category
EDIT	General Insurance Expires		606.4 KB	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment
REMOVE	12-31-2020.jpg		KB	Summary; Force Account Labor Pay Policy; Force Account Labor / Timesheets; Force Account Work Order / Activity
EDIT	Insurance policy.docx		11.4 KB	Maintenance Record; Photo; Procurement Policy
REMOVE				

Showing 1 to 2 of 2 entries

Confirm Delete
Are you sure you would like to remove this document?

YES **NO**

Click Yes