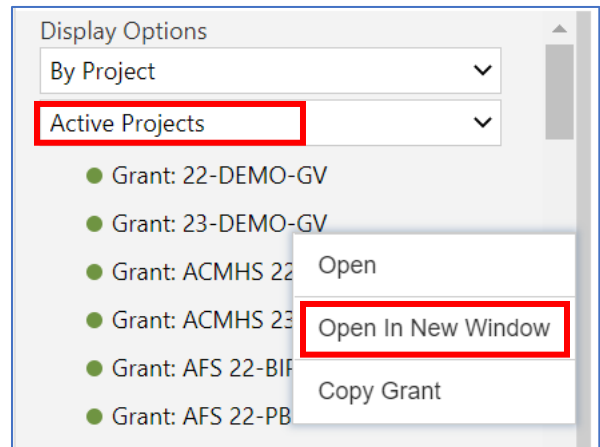


How to Upload Quarterly Reports in GrantVantage

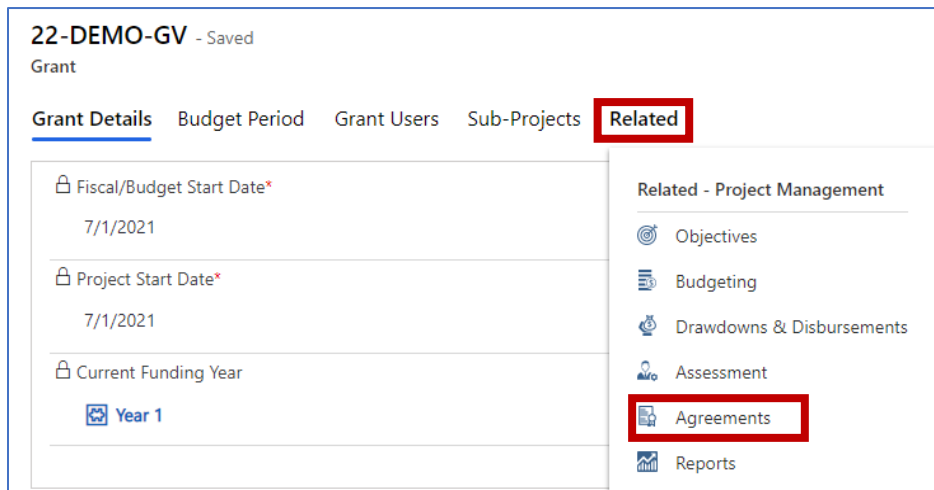
Quarterly Reports should be uploaded into the GrantVantage system by CDVSA subgrantees. Doing so will provide a timestamp for when documents were submitted and will keep all documents in a central location accessible by CDVSA staff and subgrantees in live time.

In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award). From this view, under display options, make sure the drop down says, "Active Projects".

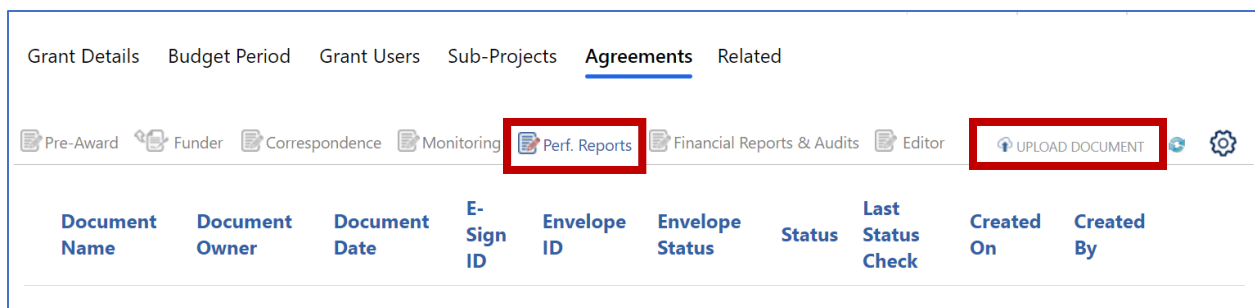
Right-click on the project you want to open and select **Open in New Window**.



In the new window, the project/grant award detail page, single click on the **Related** tab and select **Agreements** from the drop-down menu.



On this screen, click on the **Performance Reports** tab, then click on **Upload Document** at the right.

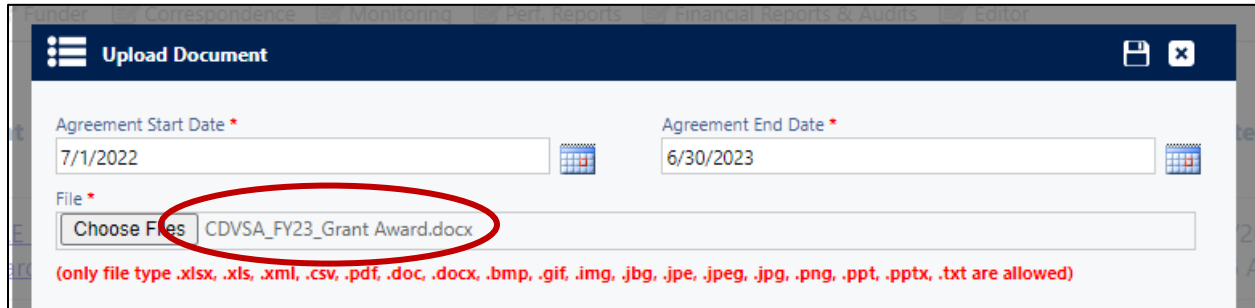


In the **Upload Document Window** that opens, enter the following:

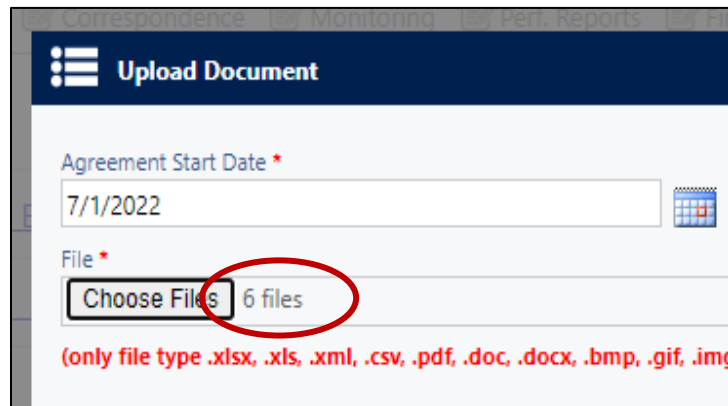
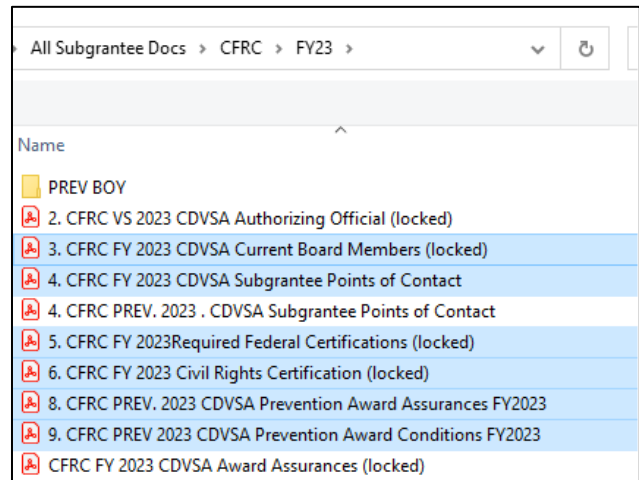
- **Agreement Start Date** is the beginning of the fiscal year (July 1st of the current year)
- **Agreement End Date** is the last day of the fiscal year (June 30th of next year)
- Single click **Choose Files** to select the document(s) from your computer to upload

IMPORTANT NOTE: Documents must be accurately labeled on your computer because once uploaded, you will not be able to change the document's label. Please label documents according to this format: **Subgrantee Acronym_FYXX_Name of Document**

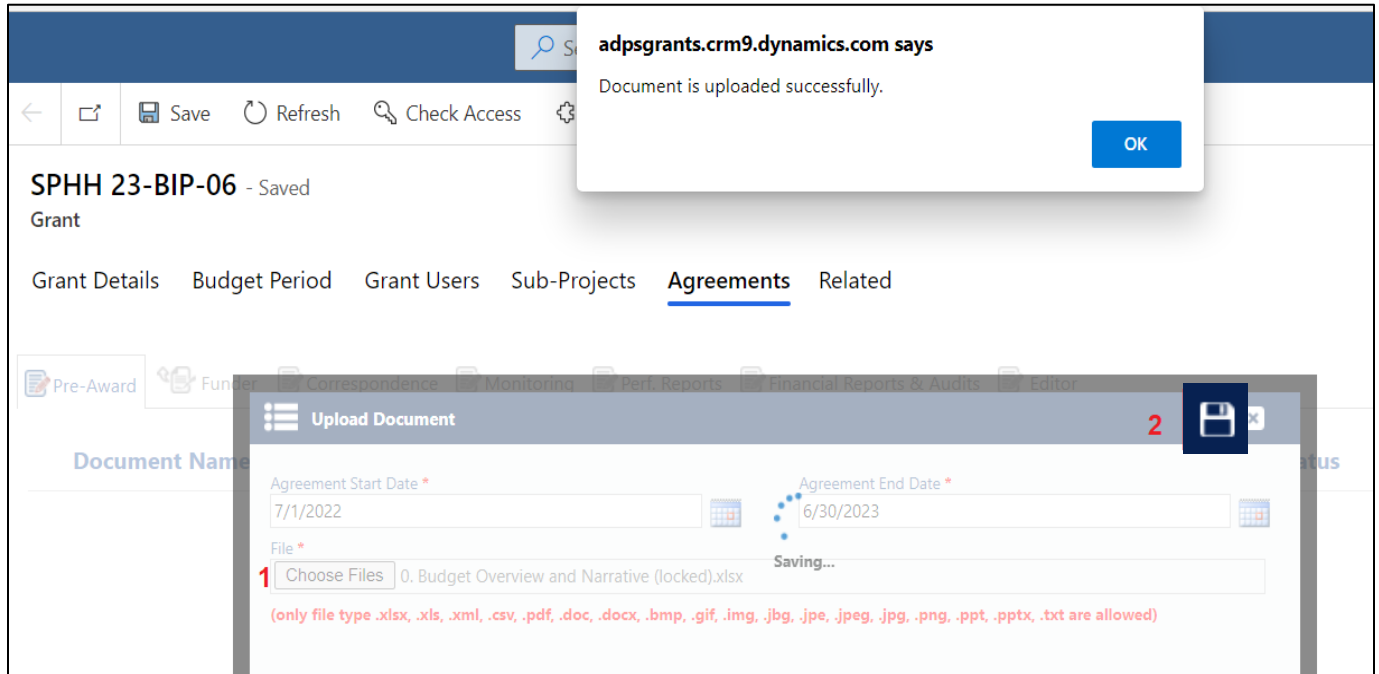
Example: **CDVSA_FY23_Outcome Measures and Education Report**



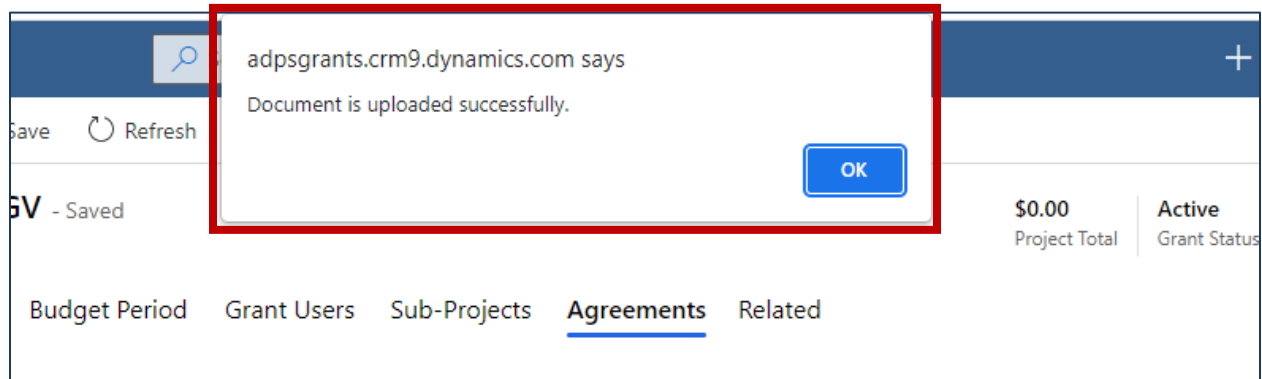
HELPFUL NOTE: Multiple files can be uploaded at one time. Hold the CTRL key to highlight (choose) multiple files from your computer to be uploaded simultaneously.



Once files are selected (1), click on the disk icon to save (2). Documents upload quickly.



The following message appears once you have successfully uploaded a new document:



When done uploading Quarterly Reports, correctly labeled, close the Upload Document window by clicking on the **X** in the upper right corner. You should now see your uploaded documents in the Performance Reports Document list.