

Quick Start Guide to OVW Progress Reports on GMS

Modifying Adobe Reader to Work with OVW Progress Report PDF

1. The GMS OVW Progress Report forms work with Adobe Reader 6.0 or 7.0. To modify Adobe Reader 6.0 or 7.0 to work with the progress report forms, you must follow steps a. and b. below.
 - a) To allow Adobe Reader to work with the OVW automated forms, you should click the Start button on your PC. Then navigate to Programs and then click on Adobe Reader. The Adobe Reader program will execute.
 - b) When the Adobe Reader program is presented, click Edit and then Preferences. The preferences page will be displayed with the tab order checked. Click the Tab Order check box to uncheck the tab order. Then click on Forms and to the Auto Complete section. Click on the dropdown box and select Off. Then click the OK button. This will allow the PDF progress report form to work with Adobe Reader 6.0 or 7.0. Click the X in the upper right hand corner of the program to exit Adobe Reader.

Getting Into GMS

2. Open a browser (Netscape or Internet Explorer) and enter URL <https://grants.ojp.usdoj.gov/> and then either hit “Enter” or click the “Go” button.
3. On the GMS Main Page, click on the GMS Sign-in button. The GMS login page will be presented.
4. On the GMS Login page, please enter your user-id and password and click “Sign in.” (If you have forgotten your password, click on the Forgot your password link and follow the directions there.) The GMS Home page will be presented and will automatically default to the “Applications” page.
5. On the left hand side of the screen, please click the second link, which says “Awards.” The GMS Awards Home page will be presented.
6. Next, locate the applicable award and then click on the “Progress Reporting” link located on the right side of the screen under the column that says “Action.” The Progress Reports home page will be presented.
7. To begin your progress report you must click on the “Update” button.

1 If you do not Adobe Reader on your computer, follow the steps on the last page of this guide to download the program from GMS.

8. This will take you to the “Report Overview” page. Under “Report Type” is a drop down box that defaults to “Regular.” (*if, however, this is your final progress report for your grant, then choose a “Final” report.) Click “Save and Continue”.
9. This will take you to the “Progress Report PDF Form” page. The link in the center of the page will display the applicable program form (e.g. Arrest program form, LAV program form, etc.). Click on the program link to open the applicable form.
10. A “File Download” pop-up will appear. Click “Open.” NOTE: It may take several minutes to open based on your connection speed.
11. The Progress Report form will be presented. Click the “File” heading on the upper left tool bar and go to “Save As. . .” to **save the form to your PC. You should save the form to your personal computer and complete the form off line.** (If you choose, you can e-mail the form to your grant partners.) A navigation screen will be presented. Provide a file location on your PC for the form then click the save button on the navigation screen. Once the form is saved on your computer you may exit GMS.

Completing the Form

12. Open the file you downloaded onto your PC and complete the form. NOTE: The form may be opened and closed multiple times. Click the “Save” button to save until the form is completed. **Once the form is completed, you must go to the last page of the form and click the “Validate” button to validate the form prior to uploading the form in GMS.** The validation process will highlight any missing or incomplete information and ask whether you wish to complete that section. As the instructions will indicate, some questions are mandatory. After correcting or completing missing information, return to the bottom of the form and press “Validate” until all sections of the form are complete. You are now ready to upload your Progress Report Form into GMS. Additional NOTE: The Narrative questions on each form are subject to a character limit. Once the limit has been reached, the form will not permit additional characters to be entered. Please attempt to limit responses to the space provided. If additional space is needed, the final narrative question (which requests any “additional information” regarding effectiveness you wish to provide) may be used.

Uploading the Completed Form

13. When you are ready to upload the form into GMS, you should:
 - a) Login to GMS.
 - b) Click the Awards Link
 - c) Locate the applicable award then click on the Semi-Annual Progress Reporting link in the Action column.
 - d) Click the “Update” button

- e) The Reports Overview screen will be presented. Click the “Upload PDF” link (in the left hand navigation box). The “Progress Report Upload” screen will be presented.
 - f) Click “Upload” button.
 - g) The “Upload Description” pop-up window will appear.
 - h) Click the “Browse” button in the window to locate the saved form.
 - i) Clicking the “Browse” button will open another window.
 - j) Navigate to the file location on your PC, highlight the filename and click the “Open” button.
 - k) Once the “Open” button is clicked in the step above, the “Upload Description” pop-up will appear again this time with the file name in the box. Click the “Upload Your Progress Report” button.
 - l) An “Upload Progress” bar will appear.
 - m) You will receive a “Progress Report Upload Successful” pop-up when your upload is complete. Click “Close” button. **NOTE: The form has now been uploaded to GMS, but not submitted to OVW. PLEASE CONTINUE.**
14. The “Progress Report Upload” screen will be presented. Click the “Continue” button to continue the submission process.
15. Note: OVW does not require or request any attachments to be added; therefore, in most cases, no attachments should be submitted with your OVW GMS Progress Report, and you can skip steps a-d and go to #16. If attachments are required, click the “Attach” button.
- a) An Attachment Description window will be presented. Click the Browse button.
 - b) The desktop browse window will appear. Navigate to the location of the attachment then highlight the file, then click the open button
 - c) The file name and location will be entered in the Attachment Description box. Click the Upload Your Document button
 - d) The document will process and the Attachments screen will be presented. The grantee has the option to add additional attachments or delete an attachment.
16. Whether or not attachments are submitted, you **MUST** click the “Continue” button to continue processing the OVW Progress Report.
17. The “Certification” screen will be presented. Verify that the pre-populated information on this screen is correct. Correct any fields as needed. Scroll to the bottom of the screen and click “Accept and Continue” button.
18. After the “Accept and Continue” button is clicked, the “Submit Report” page will be presented.
- a) If any action(s) are incomplete, the screen will display the incomplete requirement.
 - b) Click on the incomplete link to complete the requirement

Note: Attachments will show as Complete even if none are submitted because no attachments are required.

19. If all steps above were followed, all action should be completed except “Submit Report.” Click the “Submit Report” button to complete the OVW Progress Report upload.
20. A confirmation screen will appear stating that your online OVW progress report has been successfully submitted.
21. On the OVW Submitted Progress Reports homepage, there is a status column. After your report is submitted, the report will show in Submitted status until it is approved by OVW. After OVW approves the report, the status will change from Submitted to Approved. If your OVW Program Specialist sends a Change Request on your report, any changes should be made by editing the copy of your report saved in your personal computer and uploading the revised form into GMS.

Training aids with screen shots are available. If you would like a copy of the OVW Progress Reports training aids, please send an e-mail to Kevin.Sweeney@usdoj.gov and the training aids will be e-mailed back. You may also download the training aids from the Muskie School website at <http://muskie.usm.maine.edu/vawamei>

If you need assistance with your progress report upload, please contact the GMS Help Desk at 888-549-9901 Opt.3 or Kevin Sweeney at 202-353-9330.

Downloading Adobe Reader 6.0

1. Go to the “Progress Report PDF Form” page. (See steps 2 through 9 above for description how to reach this page.)
2. Click the “here” link located in the “If you do not have Adobe Acrobat Reader® version 6.0 installed please click [here](#) for the version that works best with OVW Progress Report Forms” sentence.
3. “File Download” pop-up box will appear.
4. Click the “Save” button.
5. “Save as” pop-up will appear.
6. Select the folder from the “Save in” drop down list where you would like to save your file.
7. The file name “acrobat60.exe” should appear by default in the “file name” box.
8. Click the “Save” button
9. A pop-up box will appear and provide status of the file download.
10. When download is complete go to the folder where you saved Adobe.
11. Click on the file that you saved which should be “acrobat60.exe”.
12. A “Netopsystems FEAD Optimizer” box will appear showing the process.
13. When that is complete an “Adobe Reader 6.0 – Setup” box will appear.
14. Click the “Next” button
15. A welcome to the Setup Wizard for Adobe Reader box will appear.
16. Click the “Next” button.
17. A “Destination Folder” box will appear.
18. Either select default folder listed by clicking the “Next” button or click the “Change Destination Folder” button to choose another folder to save the document.
19. A “Ready to Install the Program” box will appear.
20. Click the “Install” button
21. Adobe Reader 6.0 should begin to install.
22. A “Set-up Wizard Completed” box will appear.
23. Click the “Finish” button.
24. If you saved Adobe Reader in the default selection then please follow Step 1 above. If you saved it in another folder please navigate to that folder and open Adobe Reader 6.0.
25. An “End User License Agreement Box” will appear. Click the “Accept” button.
26. Adobe Reader 6.0 will open.