



GMIS
Attaching
Documents

Attaching documents

Ohio.gov So much to Discover!

Ohio Department of **HEALTH** OH Grants Management Information System

Worklist Project Reports View Bulletins Logout

Welcome, ODH Subgrantee. You currently have Subgrantee Access.

Agency Name: Allen County Health Department
 Program Title: IMMUNIZATION ACTION PLAN
 Project Number: 00210012IM0613 Employer Id Number: 346400019
 Grant Period Begin: 1/1/2013 Grant Period End: 12/31/2013 Print This Page

Application Section Status

Application Section	Status
Application Information	Completed
Project Narrative	Completed
Project Contacts	Completed
Budget	Completed
W-9	Completed
EFT	Completed
Civil Rights Review Questionnaire	Completed
Assurances	Subgrantee Completed
FFATA	Subgrantee Completed

Project Comments Display All Comments

Date	ODH Comment	Comment	Attachment	User
9/21/2012 12:00:00 AM	<input checked="" type="checkbox"/>	Agency requested to disapprove the Application so that they can correct errors involved in it. E-mail requesting us to disapprove is attached.	Request from Allen County to disapprove the Application.pdf	Sam Chatterji
9/21/2012 11:08:22 AM	<input type="checkbox"/>	2013 IAP Budget Narrative is Attached	2013 Iap Budget Narrative 092012.doc	Sally Dray
2/8/2013 2:22:59 PM	<input type="checkbox"/>	Budget Justificaiton in response to Special Conditions.	IAP Budget narrative - REV Feb2013.doc	Rebecca "Becky" Dershem
4/10/2013 8:32:02 AM	<input checked="" type="checkbox"/>	Equipment Disposal Form attached per Agency request	Allen Co Hlth Dept 02-IM-13, Agency dated 4-9-13, ODH received 4-9-13.pdf	Steve Bailmer

New

View Approval History

- We will be covering how to attach documents to GMIS
- Navigate to the Application section of GMIS
- Click New to open the comment section

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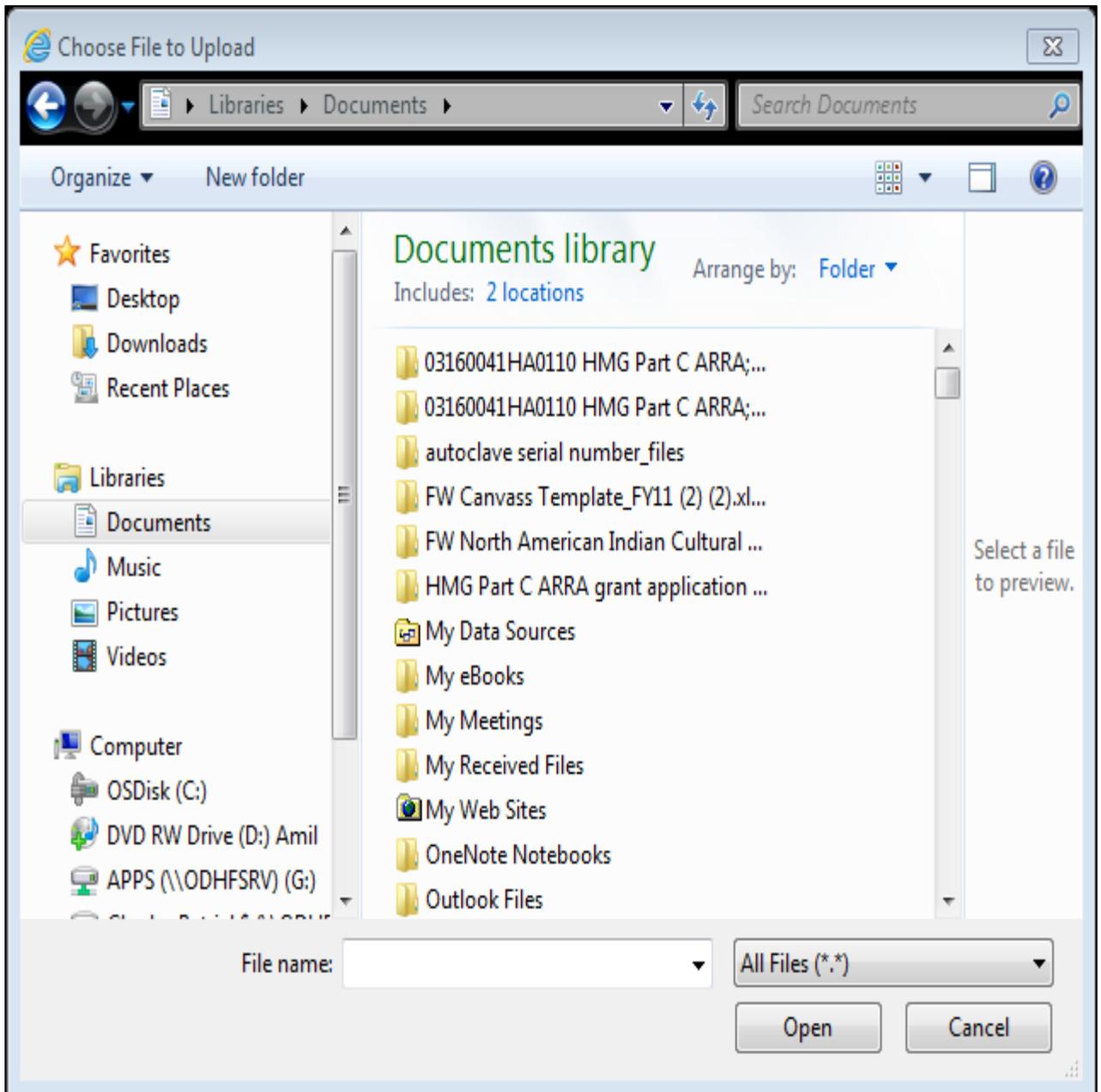
[Display All Comments](#)

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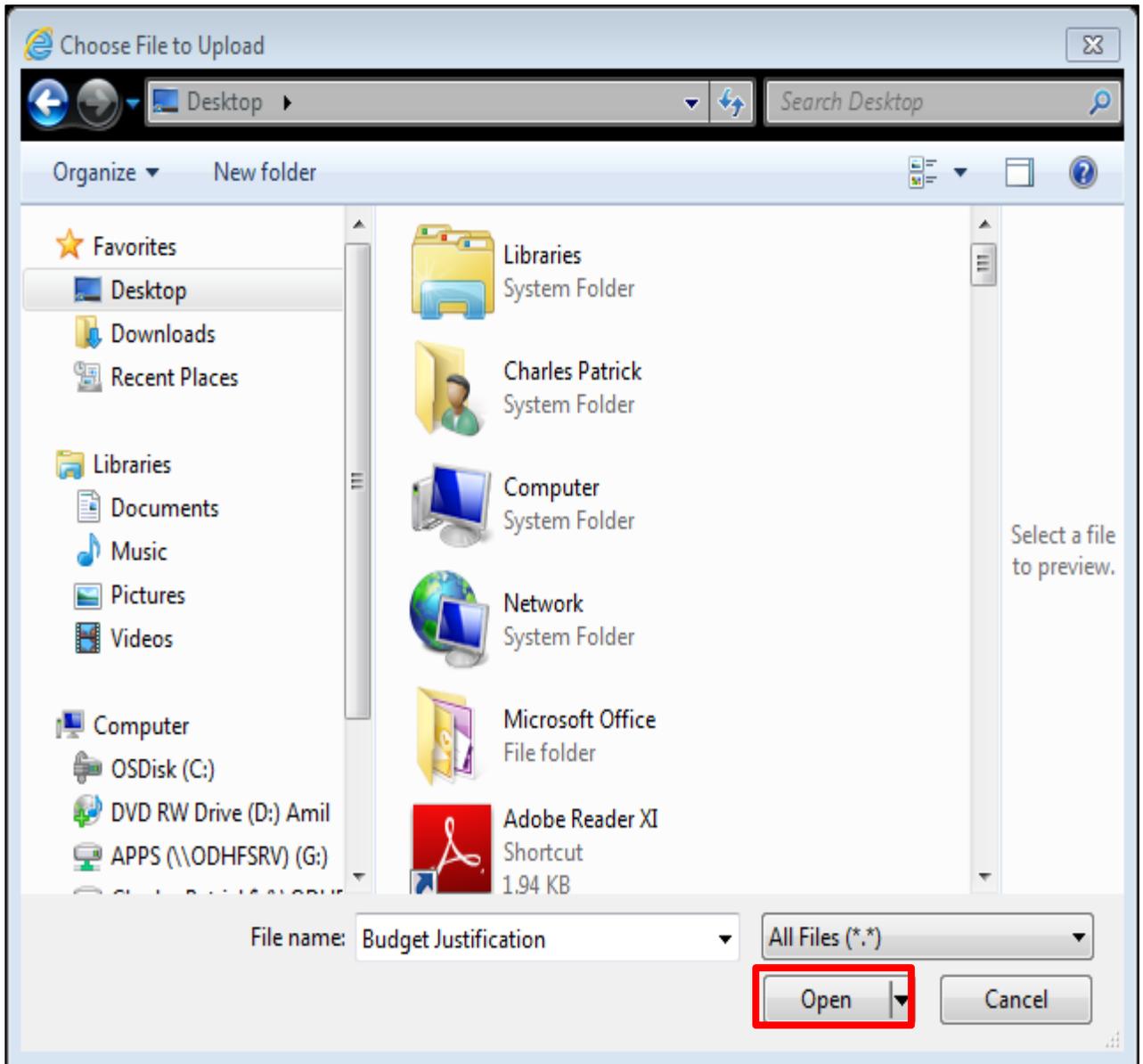
- Click the Browse button

Attaching documents



- From this point you will locate the document to be attached
- Click the document name once to select

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- Click Open

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		<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>1000 characters left</p>	C:\Users\Gina.Jackson\Documents\BudgetJustification.PDF <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	

- Click Upload next to the file you have selected

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Budget Justification

980 characters left

[Budget.Justification.PDF](#)

- Enter a comment that identifies the document you are attaching
- Once you have identified the attachment click Save

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<input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="checkbox"/>	Budget Justification	BudgetJustification.PDF	ODH Subgrantee

- Document is identified and attached to GMIS
- Congratulations you have attached your document