

# Quick Reference Guide (QRG)



## History Log and Creating Comments

LEA/External Users

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## History Log

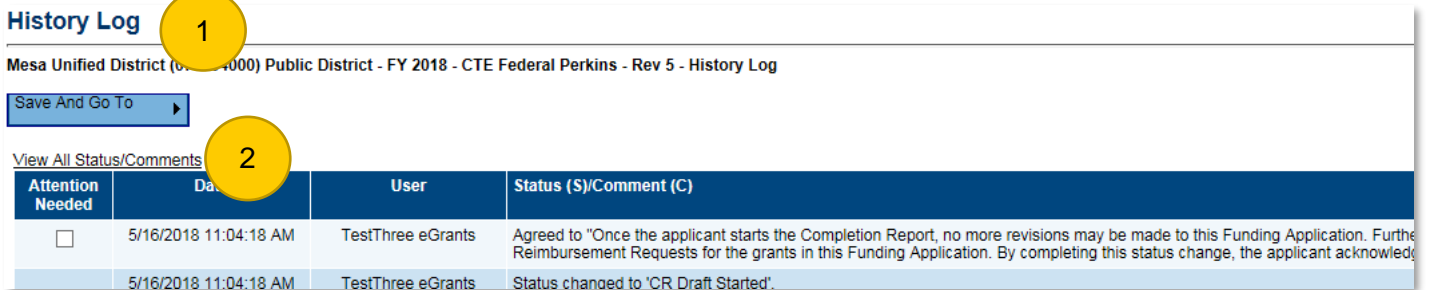
- Maintains transparency by displaying comments related to the system activity (such as application status changes), as well as user comments entered by Program Areas, Grants Management, and LEA/External Users.
- Click on the [History Log](#) link on the Sections page of the component(s) to view all comments related to the particular component(s):
  - The components are:
    - Funding Application (and Completion Reports)
    - Reimbursement Requests
    - General Statement of Assurance
    - Indirect Cost
    - Fiscal Monitoring

**Note:** there is a separate [History Log](#) for each of these components.

## Viewing Options

There are two viewing options of the [History Log](#) for [Funding Applications](#), [Revisions](#), and [Completion Reports](#):

1. Current Revision view: this is the default view; it displays comments from the most recent version (Revision) of the [Funding Application](#) or [Completion Report](#).
2. [View All Status/Comments](#): click on this link to get a view that enables you to view the entire comment history of the [Funding Application](#) or [Completion Report](#).



**History Log**

Mesa Unified District (072206000) Public District - FY 2018 - CTE Federal Perkins - Rev 5 - History Log

Save And Go To

[View All Status/Comments](#)

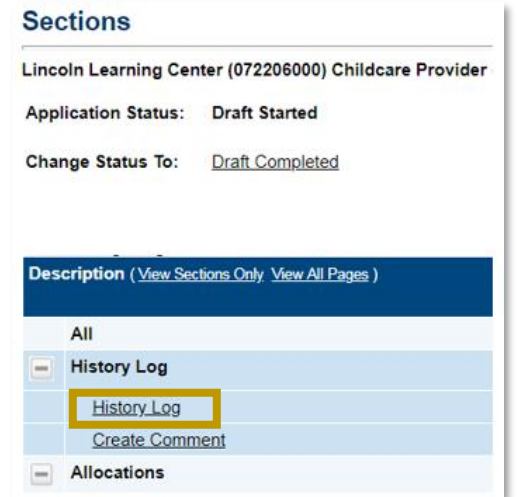
Attention Needed	Date	User	Status (S)/Comment (C)
<input type="checkbox"/>	5/16/2018 11:04:18 AM	TestThree eGrants	Agreed to "Once the applicant starts the Completion Report, no more revisions may be made to this Funding Application. Further Reimbursement Requests for the grants in this Funding Application. By completing this status change, the applicant acknowledged..."
	5/16/2018 11:04:18 AM	TestThree eGrants	Status changed to 'CR Draft Started'.

**Note:** [History Log](#) for the [Reimbursement Request](#), [General Statement of Assurance](#), [Indirect Cost](#), and [Fiscal Monitoring](#) has only one view, and it displays all comments related to the [Reimbursement Request](#), [General Statement of Assurance](#), [Indirect Cost](#), and [Fiscal Monitoring](#), respectively. These comments do **not** appear in the [Funding Application History Log](#).

## Creating Comments

Any users in GME can create comments that will be **permanently** displayed in the History Log. Once comments are made, they **cannot be edited or deleted**.

User created comments may include:



**Sections**

Lincoln Learning Center (072206000) Childcare Provider

Application Status: Draft Started

Change Status To: [Draft Completed](#)

Description (View Sections Only View All Pages)

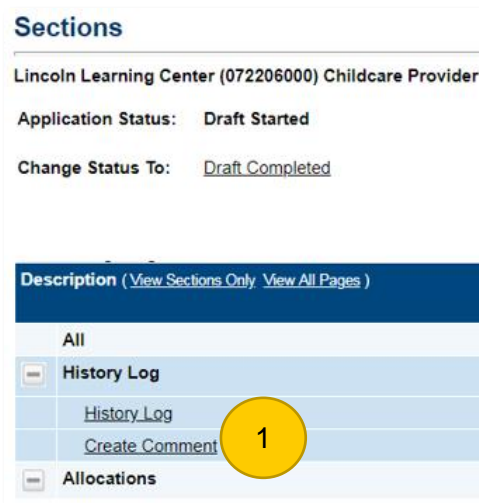
- All
- History Log
  - History Log**
  - [Create Comment](#)
- Allocations

- Program Area comments relating to applications returned as not approved, requests for LEA to take actions relating to [Funding Application](#), [Completion Reports](#), [Reimbursement Requests](#), [General Statement of Assurance](#), [Indirect Cost](#), or [Fiscal Monitoring](#).
- Grants Management comments relating to actions within the system that impact functions or data.
- LEA/External User comments created at the user's discretion.

When creating comments, remember:

- Comments are public when application is approved.
- Comments cannot be edited or deleted once they are visible in the [History Log](#).

## How to Create Comments



1. Select [Create Comment](#) link on any of the sections page.
2. Enter the comments in the narrative field.
3. Hover over the [Save and Go To](#) to save the comments and navigate to another page.

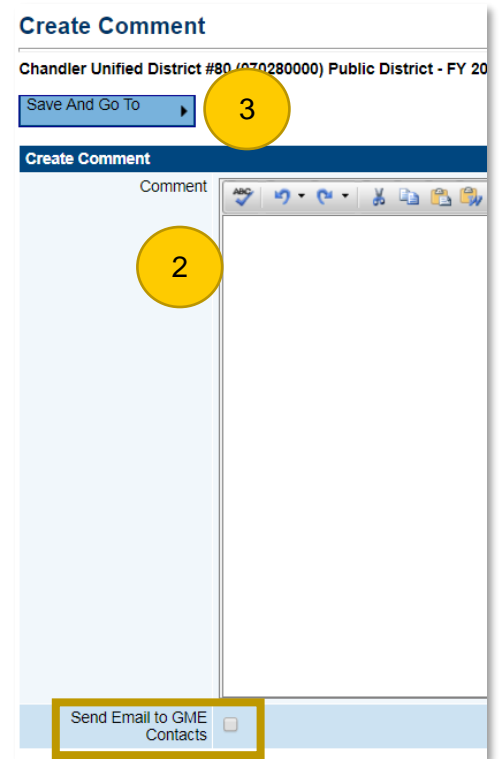
## Emailing Comments

To email comments to ADE contacts and/or other LEA users, after entering the comments, but BEFORE leaving the page, check the Send Email to GME Contacts box.

Once you check the aforementioned box, you will see the following Available Contact Groups:

- LEA Contacts by Funding Application: choose your organization's contacts associated with this Funding Application (assuming there are LEA contacts associated with the Funding Application).
- LEA Contacts by Role: send to others in your organization based on their roles, such as all users with the role of LEA Business Manager.
- Other LEA Contacts: send to County Business Manager (when not sending by specific email address).
- ADE Contacts: send to the Program Areas and Directors associated with the Funding Application.
- ADE Miscellaneous Contacts: sent to specific individuals within Department of Education.
- Additional Recipients: enter individual email addresses.

**Note:** you must click ADD button after each selection is made.



The screenshot shows the 'Create Comment' interface. At the top, it displays 'Chandler Unified District #80 (070280000) Public District - FY 20'. Below this is a 'Save And Go To' button with a right-pointing arrow, annotated with a yellow circle containing the number '3'. The main area is titled 'Create Comment' and contains a 'Comment' text area with a toolbar above it. A yellow circle with the number '2' is placed over the text area. At the bottom of the form, there is a checkbox labeled 'Send Email to GME Contacts', which is annotated with a yellow box.

**Available Contact Groups**

LEA Contacts By Funding Application: CTE Federal Perkins

LEA Contacts By Role: LEA 2014-2015 Head Start Collaboration Update, LEA 21st Century Community Learning Centers - Continuing Update, LEA 21st Century Community Learning Centers Cont-Yr2 Update, LEA 21st Century Community Learning Centers Cont-Yr3 Update, LEA 21st Century Community Learning Centers Cont-Yr4 Update

Other LEA Contacts: County Business Manager Planning Tool Contact

ADE Contacts: Program Specialist, Director, Completion Report User, CTE Federal Perkins Reimbursement Request User

ADE Miscellaneous Contacts: Sarah Accardi, Stacey Alcantar, Cara Alexander, Elizabeth Allen

Additional Recipients:




Once you have selected your recipients, click on the [Recipient Summary](#) to view list of individual participants; return to page to edit or remove any contact groups if needed.

To remove any contact groups, select  .

Hover over [Save and Go To](#) and navigate to the next page; comments will be sent via email.

**Recipient Summary**

**Contact Group(s) Selected**

-  LEA Business Manager
-  Director
-  grant2@azed.gov

## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Passwords/ADEConnect Support</b>
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov