

Course Materials

History Log and Creating Comments

Guide for External Users





History Log Page

The History Log Page can be navigated to via the link on the Sections page of the funding application. This is normally listed as the first page of the Sections page.

Sections

Arizona Department of Education (000111000)

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

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

- The History Log maintains transparency by displaying comments related to the system activity, as well as user comments entered by ADE Program Area staff, the Grants Management team, or your own organization’s users.
- Comments entered include GME system-generated statements (such as when a status is changed) or user-generated statements made by individuals. Once posted, comments are permanent and cannot be edited nor deleted; use caution when generating them.

• The default view in the History Log displays comments from the most recent version of the funding application. To view the entire comment history, click on the “View All Status/Comments” link located at the top of the page; to return to the default view, click on the “View Current Revision” link that will appear at the top to replace the previous link.

History Log

Arizona Department of Education (000111000) Test District - FY 2025 - 21st CCLC Yr 2 - Rev 0 - History Log

Go To

[View All Status/Comments](#)

| Attention Needed | Date | User | Status (S)/Comment (C) |
|--------------------------|-----------------------|-------------------|------------------------|
| <input type="checkbox"/> | 1/30/2025 8:54:57 AM | SEA Administrator | Sending Test Message |
| <input type="checkbox"/> | 10/29/2024 3:11:20 PM | SEA Administrator | This is only a test |
| <input type="checkbox"/> | 10/11/2024 9:24:09 AM | SEA Administrator | This is a test. |



Using the History Log Page

The History Log serves as permanent documentation of the communication made between organizations and the Arizona Department of Education. There are 2 types of communication methods; regular comments and e-mail comments.

1. **Regular Comments:** made by various users or by the GME system and displayed within the History Log. Once approved, all comments become public along with the rest of the Funding Application.
 - a. To Create a Comment
 - i. Select the “Create Comment” link from the Sections Page
 - ii. Enter your textual comment using the dialog box (avoid placing images or tables as this will slow the performance of GME for the user). Basic formatting can be done using the options in the dialog box (such as highlight).
 - iii. Hover over the “quick-return” menu to Save And Go To, then click History Log to view the newly generated comment

Sections

Arizona Department of Education (000111000) Test District -

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

| Description (View Sections Only View All Pages) | |
|---|---|
| | All |
| | History Log |
| | History Log |
| | Create Comment 1 |
| | Funding Disclaimer |

Create Comment

Arizona Department of Education (000111000) Test District - FY 2025 - 2

[Save And Go To](#) 3

Create Comment

Comment

Enter Comment Here

Use only text; no images 2

Links are OK



- 2. **Email Comments:** While generating a regular comment, a user can select whether to also have their comment send an email to other GME users.
 - a. To Generate an Email from a Comment
 - i. After entering the text of your comment, scroll to the bottom of the dialog box and select "Send Email to GME Contacts". This will open additional options.

Create Comment

Arizona Department of Education (000111000) Test District - FY 2025

Save And Go To

Create Comment

Comment

Enter Comment Here

Use Only Text

Attachments

Send Email to GME Contacts

Available Contact Groups

LEA Contacts By Funding Application: 21st CCLC Yr 2 Add

LEA Contacts By Role: LEA AZCSP 2024-28 Year 1 Update, LEA AZCSP 2026-2028 Year 2 Update, LEA Business Manager, LEA Character Education Matching Gra, LEA Character Education Matching Gra

Other LEA Contacts: County Business Manager Add, Planning Tool Contact

ADE Contacts: Program Specialist Add, Director, Completion Report User, Fiscal Monitoring, Grants Management

ADE Miscellaneous Contacts: Bailey Acevedo Add, Ryan Adame, Dana Agnew, Cara Alexander, Cara Alexander

Additional Recipients

- ii. Add recipients using the contact group options that are now displayed. Select the contact and then click **ADD** in order to include them in your email. Options include:
 - 1. LEA Contacts By Role – People within your organization that hold specific roles within GME, such as the LEA Business Manager
 - 2. Other LEA Contacts – Other non-ADE staff that may be supporting your organization such as the County Business Manager
 - 3. ADE Contacts – Staff within ADE such as your Program Specialist or Director overseeing your funding application
 - 4. ADE Miscellaneous Contacts – ADE staff, with access to GME, sorted by name
 - 5. Additional Recipients – Enter any additional email addresses, including group inboxes, you would like to receive this email.
- iii. Review the Recipient Summary at the bottom of the page to ensure all desired contacts have been included
- b. To Generate a Help Desk Ticket from a Comment
 - i. Follow all instructions above for generating an email from a comment.
 - ii. From the ADE Contacts recipient list, select **Grants Management** and click Add
 - iii. This will generate a Help Desk ticket accessible by the GM Team.



Need Assistance?

| | |
|--|---|
| Grants Management System (GME) | Help Desk Support Ticket |
| Phone: 602.542.3901 | |
| Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring | https://helpdeskexternal.azed.gov |