DENALI COMMISSION

DENALI
I - Recipient User Manual

Version 3.0.0

SEPTEMBER 9, 2021

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1 Solution Summary

This manual is designed to guide users using the Denali Project Database System 2.0 (PD 2.0). This system provides transparency into all Denali Commission funded projects, both in progress and completed. Through the system, users can access extensive information on Awards and Projects pertaining to specific Alaskan communities and states, including comprehensive data on project costs, schedule, and scope of work.

2 Getting Started

2.1 Software Version

To access the Denali Project Database System, hereinafter referred to as PD 2.0, open your browser and go to: https://cf.denali.gov/.

2.2 Solution Requirements

Users must have the following to use PBD 2.0:

- Screen Resolution 1920x1080 optimal
- Internet Connection
- Up-to-date Windows Operating System (Windows 10)
- An Up-to-date Web Browser (IE, Edge, Chrome, Firefox, Safari)
- A valid username, email address, and password
- Adobe Acrobat Reader or other .pdf reader (recommended)

Users may not use the following to access PBD 2.0:

- Mobile device with a screen size of 760px or less

As a web-based application, PBD 2.0 is accessed through a web browser, and is not "installed" onto any user's computer.

2.3 Access Information

PBD 2.0 users are classified into one or more of seven roles:

1. Public User (User Outside Project Database System)
2. Access Level I (Other, Recipient, or Recipient Staff)
3. Access Level II (Staff)
4. Access Level III (Program Manager that **is not** associated with Award)
5. Access Level III (Program Manager that is associated with Award)
6. Access Level IV (Data Entry)
7. Access Level V (Administrator)

System access and functionality is predicated by the role of the user. For the User Access Rights Matrix, see Appendix A.

2.3.1 New User Request

To request an account to the system, a non-logged-in user can request a username and password.

Step 1: From the welcome page, select the **[NEW USER REQUEST]** button.

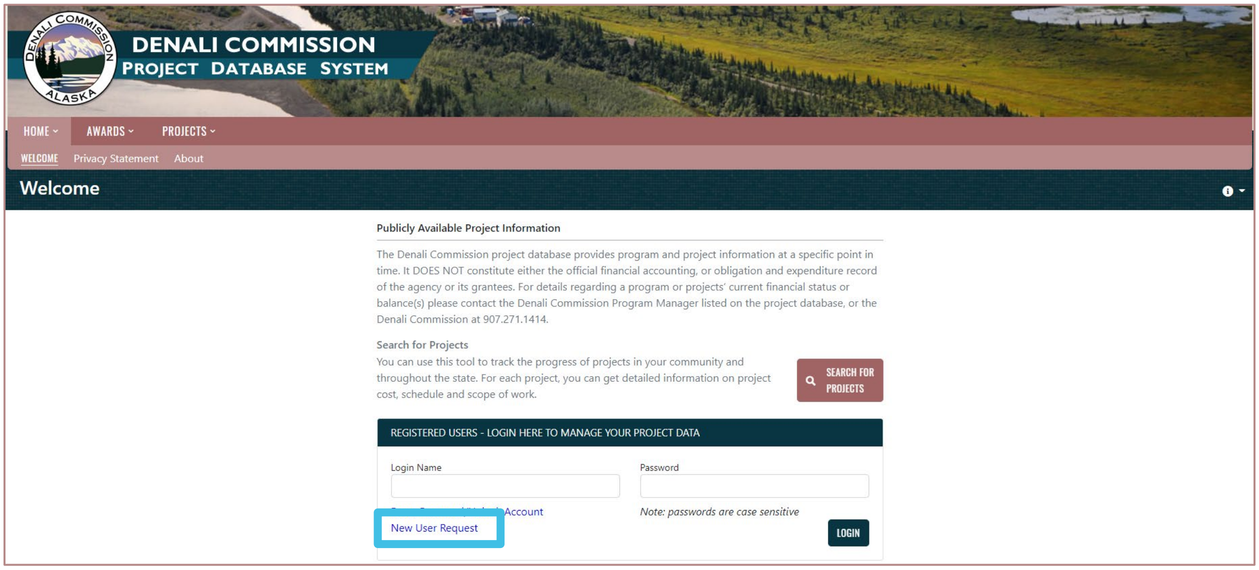


Figure 1: Welcome Page

Step 2: Enter in all data as required and select **[SAVE]**. You will receive a notification stating that the request was submitted.

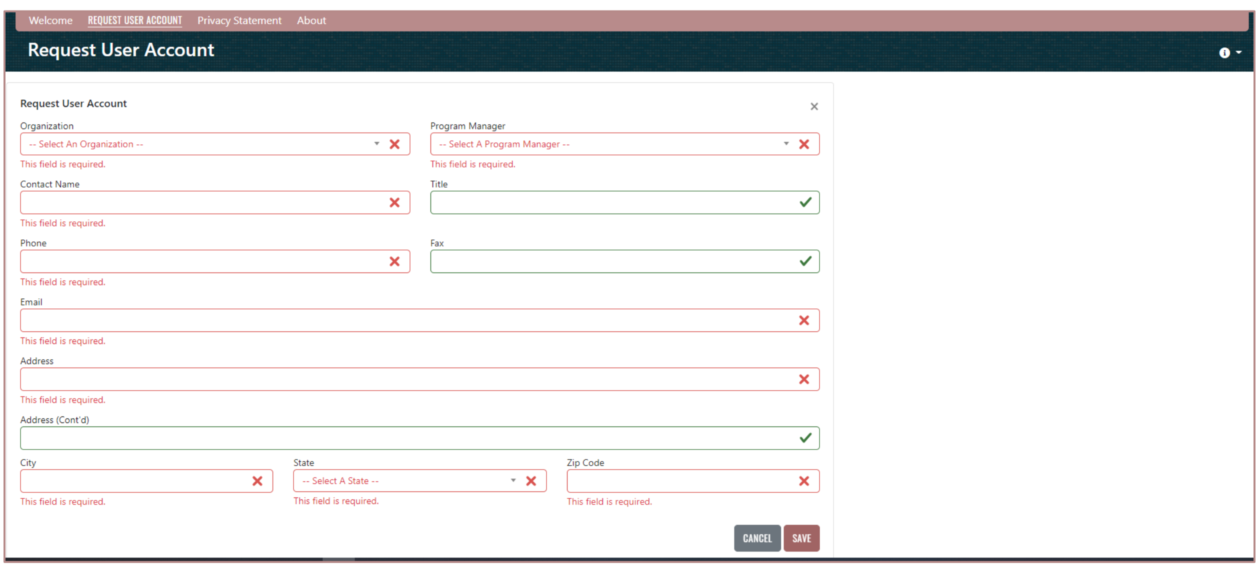


Figure 2: Request User Account

Step 3: Via email, a message will be sent to the PM notifying that a user account request was submitted.

- If the user request is <u>approved</u>, an email will be sent to the recipient with instructions on setting up a password.
- If the user request is <u>rejected</u>, an email will be sent to the recipient.

2.3.2 Login

Once your user profile has been created and approved, you may begin using the site. To Login, follow the steps outlined below.

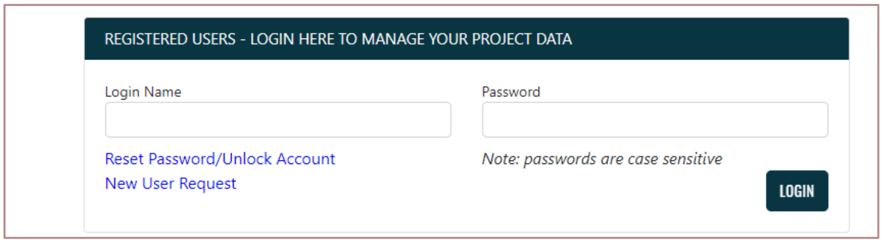


Figure 3: Welcome Page – Login

Step 1: To login to PD 2.0, open your web browser and go to https://cf.denali.gov/.
Step 2: Input your Login Name. Input your Password.
Step 3: Click **[LOGIN]**. You will be redirected to your default page.

2.4 Solution Menu

After you have successfully logged into Denali Project Database System your default page is the My Project Database page.

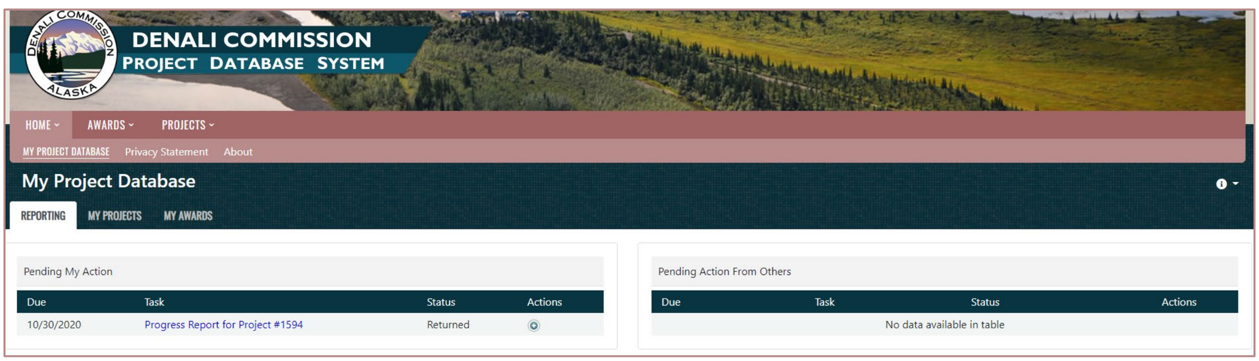


Figure 4: Default Page

From the My Project Database Page you can access every point in the site needed via the Top Navigation Menu. From left to right, the options are Home, Awards, Projects, Indicators, and Admin.

2.4.1 Home

Under the tab **[HOME]** you have four options: My Project Database, Privacy Statement, About and Vulnerability Disclosure Policy. **[MY PROJECT DATABASE]** further has four options: My Pre-Awards, My Awards, My Projects, and Reporting.

2.4.2 Awards

Under the tab **[AWARDS]** you have one option: Search.

2.4.3 Projects

Under the tab **[PROJECTS]** you have one option: Search.

2.5 Changing Password

To comply with security policies requiring periodic modification to all access passwords, PD 2.0 includes the Change Password functionality. Follow the steps below to change your current password.

Step 1: From the dropdown arrow next to information symbol on the right side of the screen, click **[CHANGE PASSWORD]**.

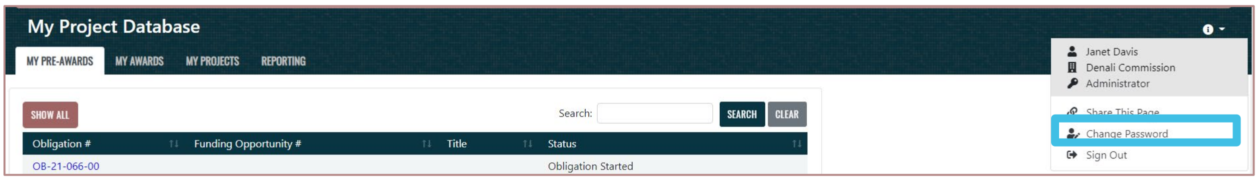


Figure 5: Change Password from Information Symbol Dropdown

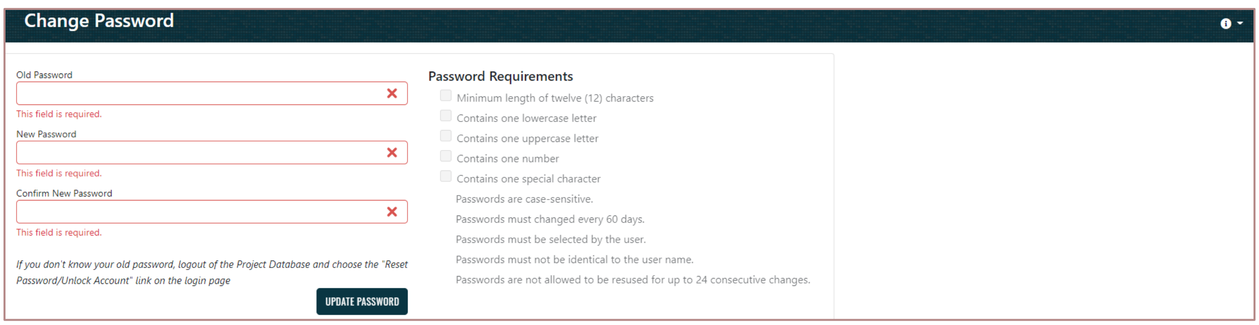


Figure 6: Change Password Page

Step 2: Input your current password in the Old Password field then

Step 3: Input your New Password. Re-enter your new password to confirm accuracy.

Step 4: Click **[UPDATE PASSWORD]**.

The user is required to change their password every 60 days. The system maintains a password history, so that 24 passwords cannot be reused.

2.5.1 Reset Password/Unlock Account

Step 1: To retrieve a lost password, go to the login page and click Reset Password/Unlock Account.

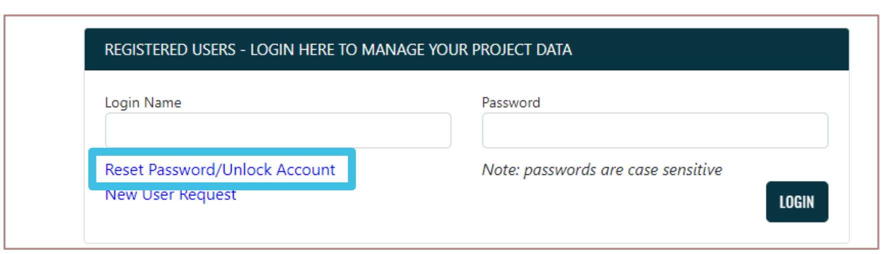


Figure 7: Welcome Page – Reset Password/Unlock Account

Step 2: Enter in the email address and click **[SUBMIT]**.
Step 3: You will receive a message stating that an email will be sent if the account exists.
Step 4: From the email, click the "Reset My Password" button.
Step 5: From the Reset Password page, input your New Password. Re-enter your new password to confirm accuracy.
Step 6: Click **[UPDATE PASSWORD]**.

2.6 Exit Solution

To end your session, click the dropdown arrow next to information symbol on the right side of the screen, then click **[SIGN OUT]**. Be sure to update any work prior to exiting the system.

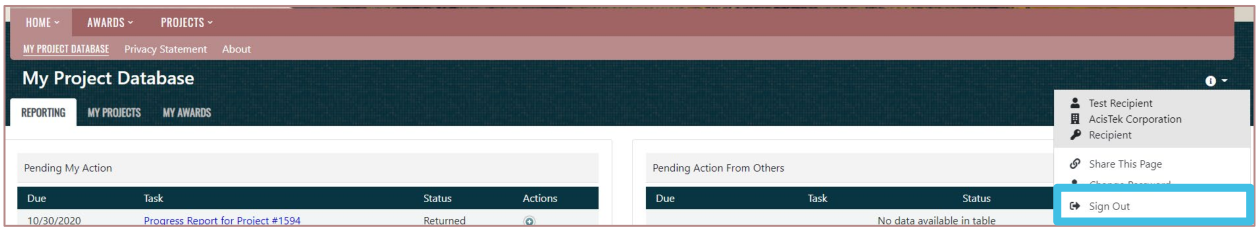


Figure 8: Sign Out

3 Using Home

3.1 My Project Database

3.1.1 My Pre-Awards (and How to Submit an Application Package)

After you have successfully logged into PD 2.0 your default page is the My Project Database page. The default tab of My Project Database is the **[My Pre-Awards]** tab. From the **[My Pre-Awards]** tab, the Recipient user will be able to view all Pre-Awards – that is, the Announcement (Funding Opportunity #) and Application Package - that they are associated with. All Pre-Awards are hyperlinked and will take the user to the Submit Application page.

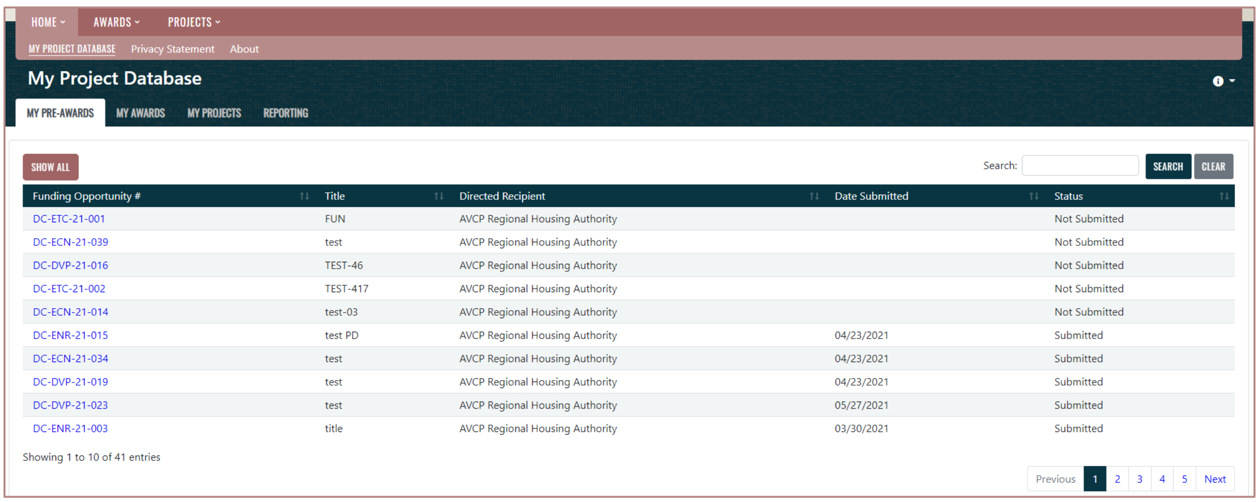


Figure 9: My Project Database – My Pre-Awards

3.1.1.1 Submit Application

The default tab on the Submit Application page is **[Announcement details].** On this page the user can view the Announcement information as well as view and download the Announcement documents, including the associated application package forms.

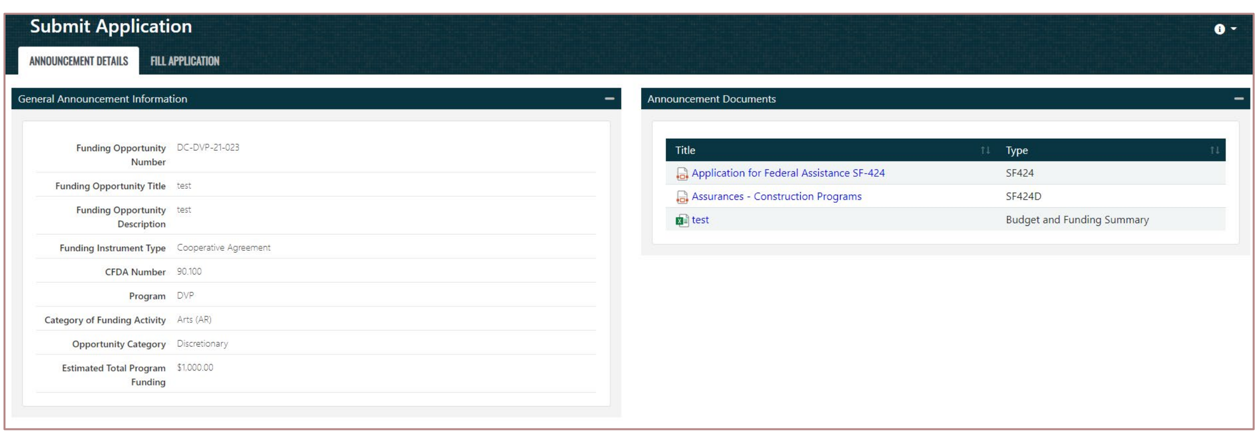


Figure 10: Pre-Awards > Applications > Submit Application > Announcement Details

The user has options two options to submit their application:

There are two available options to fill and submit an application:

1. Web-Fillable (the preferred method): The application package forms are completed using web-fillable forms.
2. Partial Application: The application package forms are downloaded, filled in and then submitted as attachments. Partial Submission is intended to be used by Grantees who may experience difficulties in using the web-fillable forms. Prior to selecting this option, it must be communicated to your Grants Officer that you will be performing a partial submission, as this will require the Grants Officer to fill the web-fillable forms on your behalf.

3.1.1.1.1 Web Fillable

Step 1: Click on the **[Fill Application]** tab. A pop up will appear asking you to choose a Partial Application or Web Fillable.

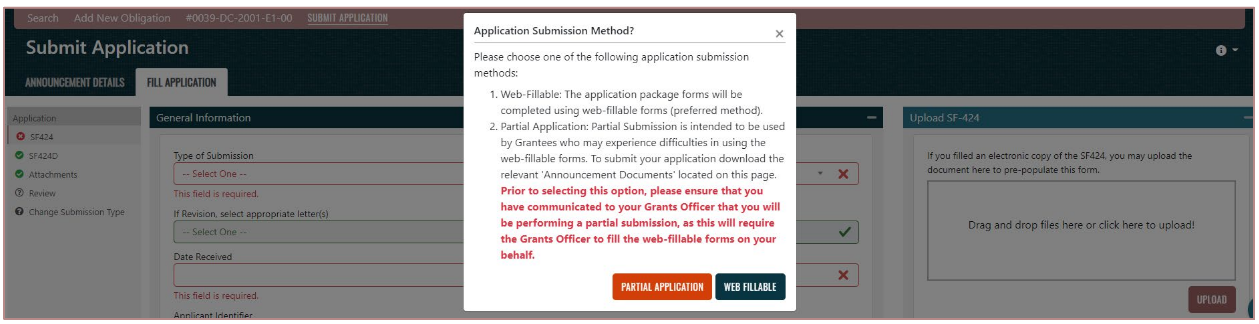


Figure 11: Pre-Awards > Applications > Submit Application > Fill Application > Application Submission Method

Step 2: Click the **[Web Fillable]** button. The user will be taken to the **[Fill Application]** tab.

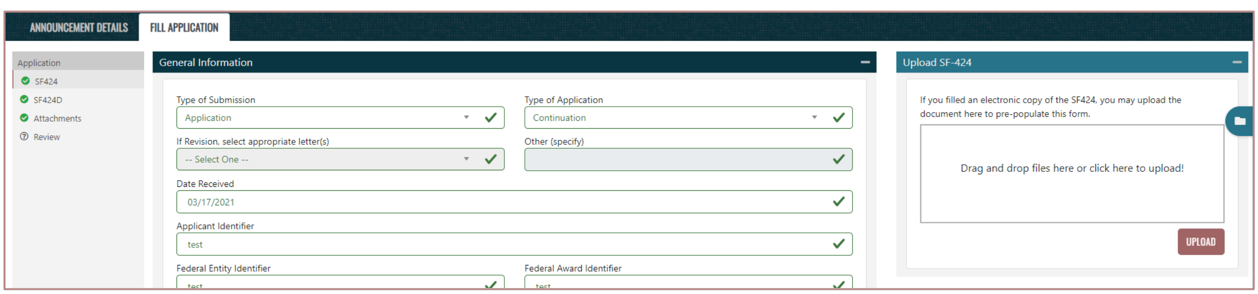


Figure 12: Pre-Awards > Applications > Submit Application > Fill Application > Web Fillable

Step 3: Using the Application Navigation Bar on the left, complete all required sections of the application package.

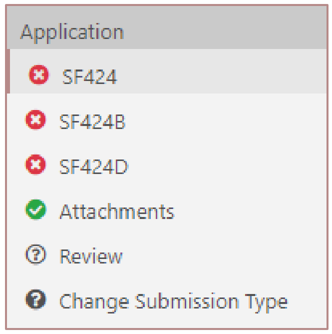


Figure 13: Fill Application > Application Navigation Bar

Step 4: Click on the **[SF424*]** tab to complete the web fillable SF424* form.

Note: users also have the option to download the fillable SF424* form from the **[ANNOUNCEMENT DETAILS]** tab**.** The form can be completed offline and then, when ready, uploaded via the UPLOAD SF-424* functionality. Data from the form will be pre-populated into the web-fillable form fields.

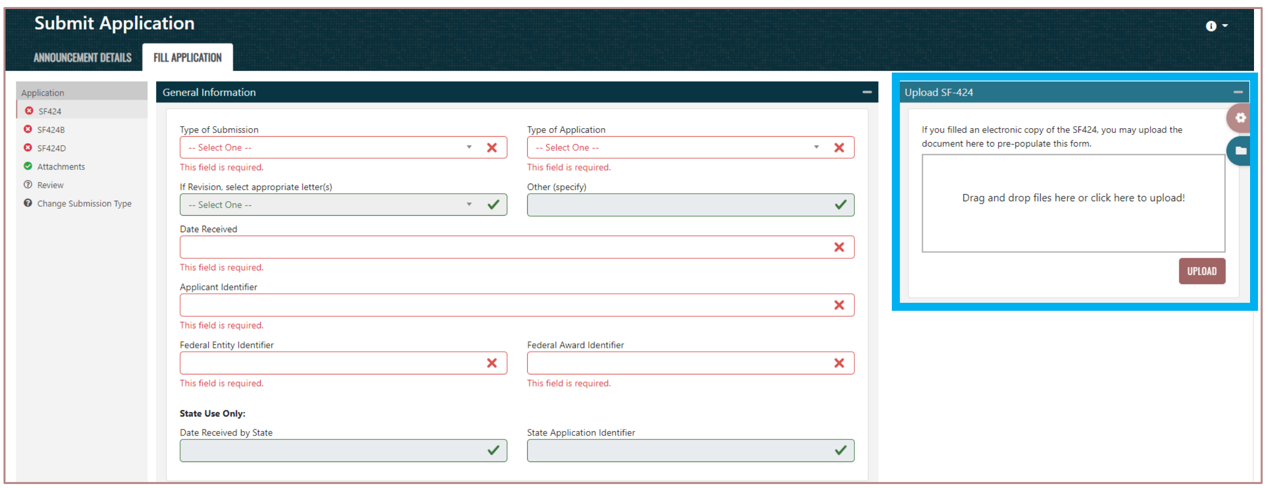


Figure 14: Upload SF-424 Functionality*

Step 5: To view, add, edit, or delete an <u>Attachment</u>, click on **[ATTACHMENTS]** navigation tab.

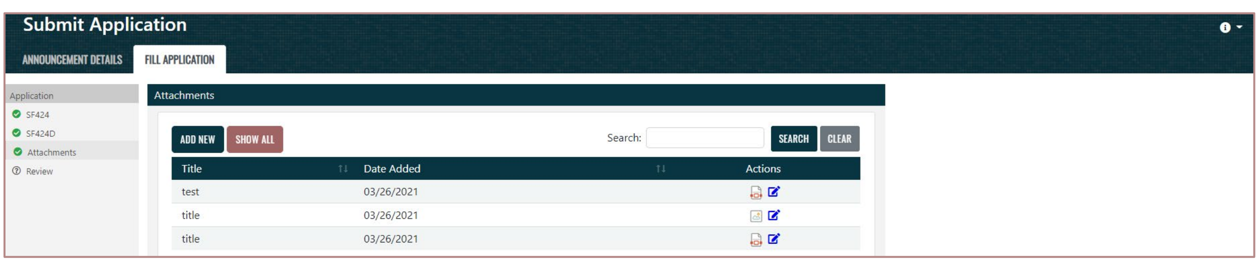


Figure 15: Pre-Awards > Applications > Submit Application > Fill Application > Web Fillable > Attachments

Step 6: To add a new Attachment, click on **[ADD NEW]** located above the Attachments Table.
Step 7: **To edit an Attachment**, click on the icon located in the <u>Actions</u> column of the Table.
Step 8: Make the necessary changes, complete all required fields, and click **[SAVE]**. Upon a successful edit of the attachment, an Attachment Updated success message will pop-up.

Step 9: To delete an Attachment, click on the icon located in the Actions column of the Table and click **[DELETE]**.

Step 10: On the confirmation pop-up, check the box next to "I want to remove this attachment" and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

Step 11: To review the entire Application Package, prior to submission, click the **[REVIEW]** navigation tab. Edits to any of the sections of the Application can be made directly from this page.

Step 12: Once the application is ready to submit to the Grants Officer, the user can add comments in the Additional Information section, and then click **[FINALIZE AND SUBMIT]**. If all validations are met, data will be saved, and the user will receive a success message.

3.1.1.1.2 Partial Application

Step 1: On the **[ANNOUNCEMENT DETAILS]** tab, download and complete all Announcement documents that need to be submitted as part of the Application Package.

Step 2: Click on the **[FILL APPLICATION]** tab. A pop up will appear asking you to choose a Partial Application or Web Fillable.

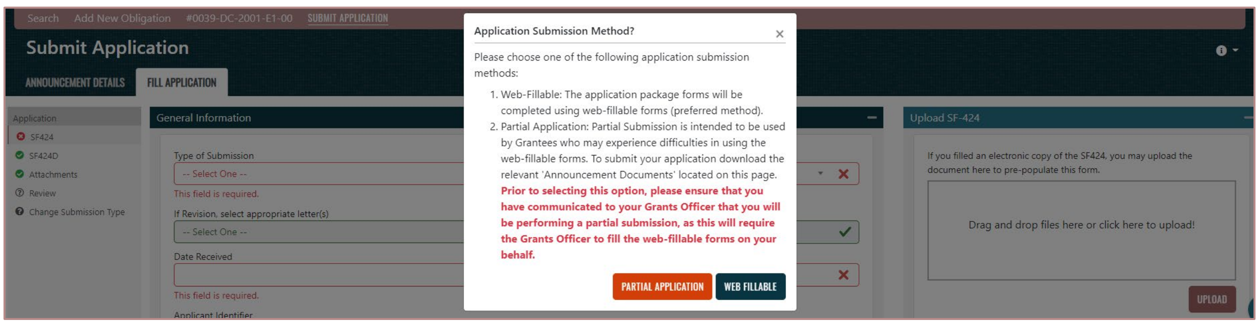


Figure 16: Pre-Awards > Applications > Submit Application > Fill Application > Application Submission Method

Step 3: Click the **[PARTIAL APPLICATION]** button. The user will be taken to the **[FILL APPLICATION]** tab.

Step 4: To view, add, edit, or delete an Attachment of a Partial Application, click on the **[ATTACHMENTS]** tab.

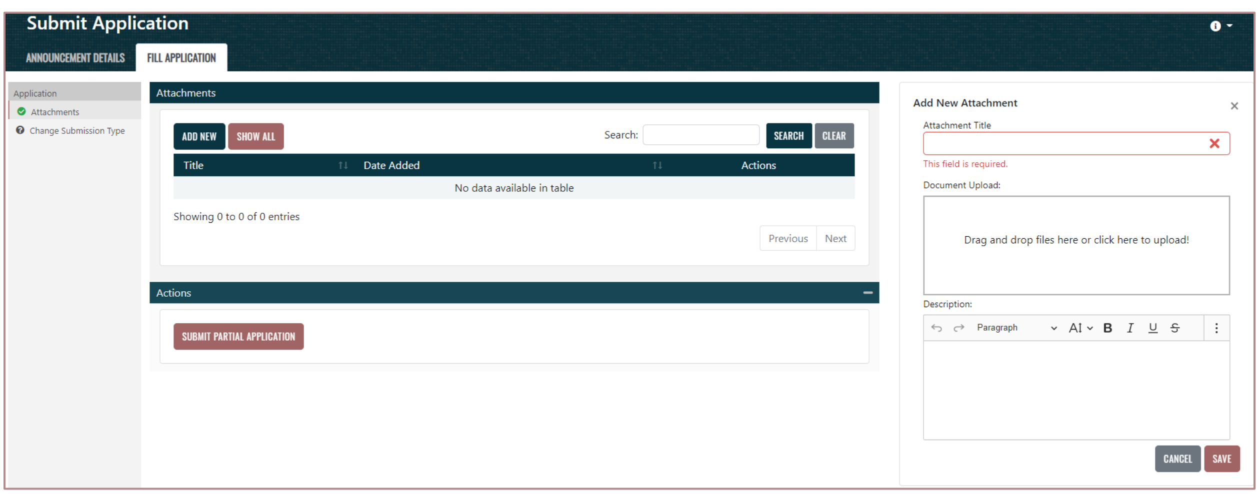


Figure 17: Pre-Awards > Applications > Submit Application > Fill Application > Partial Application > Attachments

Step 5: To add a new Attachment, click on **[ADD NEW]** located above the Attachments Table.

Step 6: To edit an Attachment, click on the icon located in the Actions column of the Table.

Step 7: Make the necessary changes, complete all required fields, and click **[SAVE]**. Upon a successful edit of the attachment, an Attachment Updated success message will pop-up.

Step 8: To delete an Attachment, click on the icon located in the Actions column of the Table and click **[DELETE]**.

Step 9: On the confirmation pop-up, check the box next to "I want to remove this attachment" and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

Step 10: When all the attachments required have been uploaded, click the **[SUBMIT PARTIAL APPLICATION]** button in the Actions table.

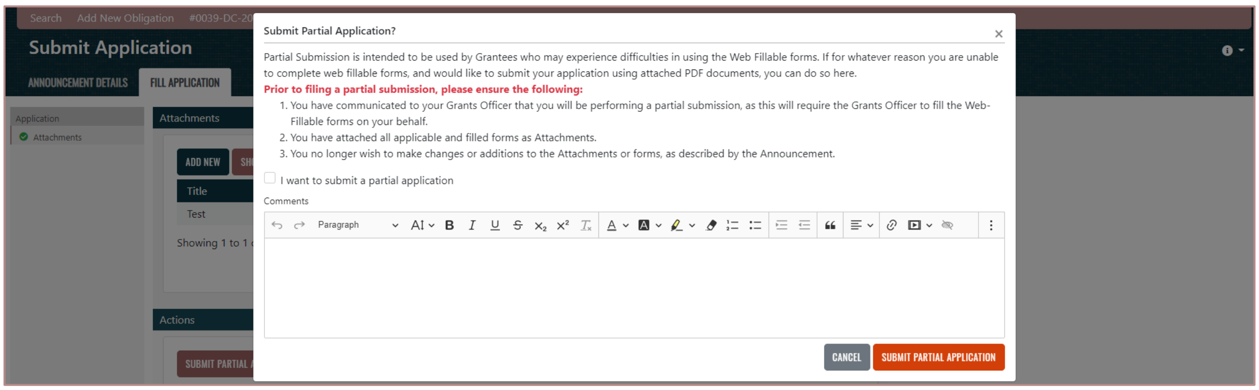


Figure 18: Pre-Awards > Applications > Submit Application > Fill Application > Partial Application > Submit

Step 11: On the Submit Partial Application? pop-up, check the box next to "I want to submit a partial application" and add a comment. Then click **[SUBMIT PARTIAL APPLICATION]**. If an attachment is added, all changes will be saved, and a success message will appear confirming that the application has been submitted. On the **[MY PRE-AWARDS]** tab the record (Funding Opportunity #) will have a status of "Submitted".

3.1.1.1.3 Additional Information

Changing Submission Type

On the Application navigation bar, click the [**CHANGE SUBMISSION TYPE]** tab and select the submission type you wish to change to. Note, your data from the previous submission type will be retained if you decide to revert to it.

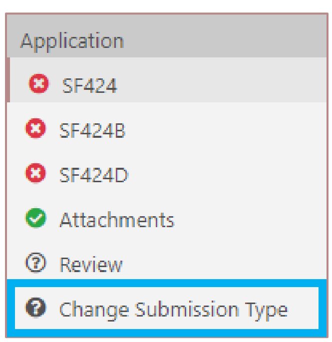


Figure 19: Application Navigation Bar > Change Submission Type

Saving data

To save data in a particular section of the Application (without submitting the Application), scroll to the bottom of the page and in the Actions table click [**SAVE**].

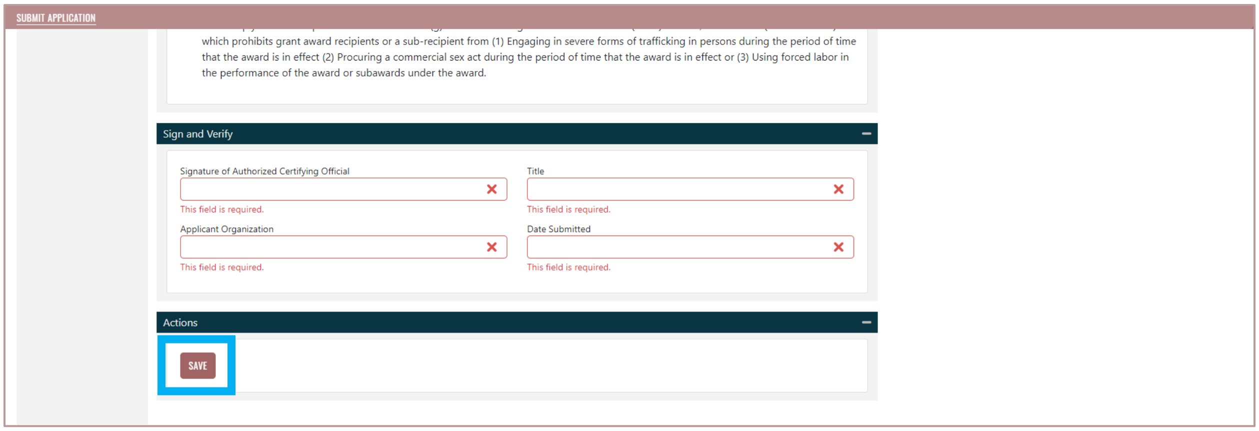


Figure 20: Fill Application > Save

Viewing Attachments

Application Packages that include an SF424 form will display a blue folder icon on the right of the screen. Clicking on the icon allows the user preview Attachments while simultaneously being on the SF424 web fillable page or Review page. This is especially useful for the Grants Officer when completing a Partial Submission application. Simply click on the icon and select the file you wish to view. You will be able to toggle between the page you are on and the attachment you need to view without leaving the page. **Note, this preview tool only works for PDF documents.**

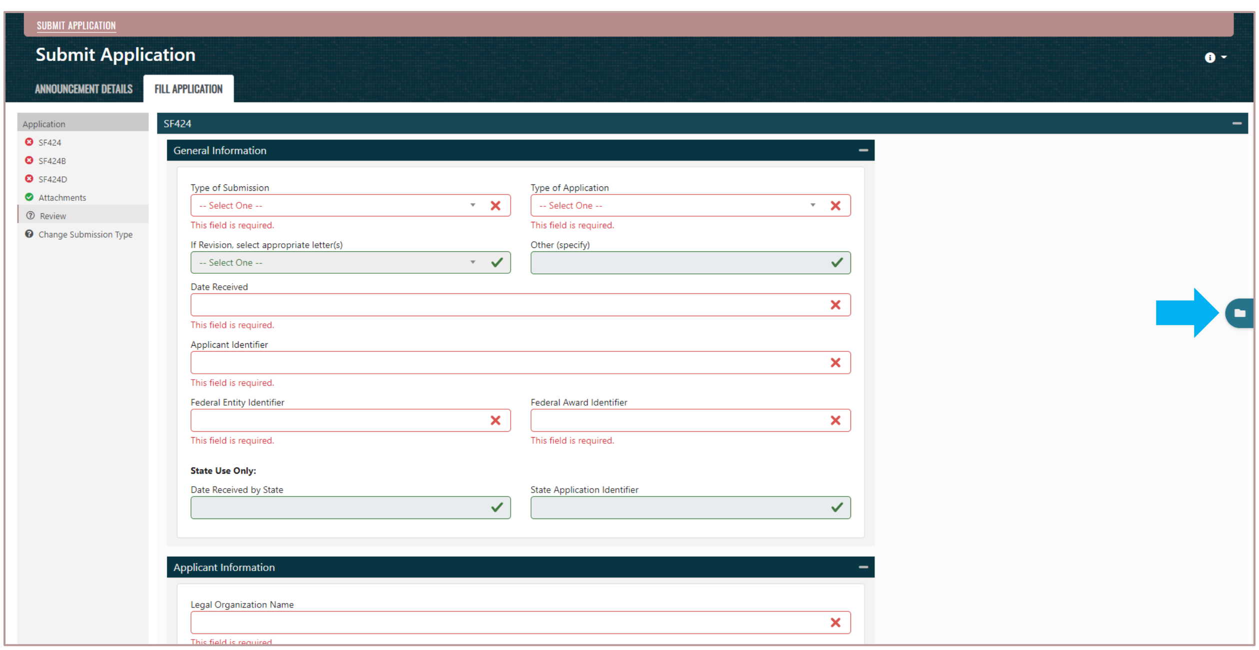


Figure 21: Fill Application > Attachment Preview Icon

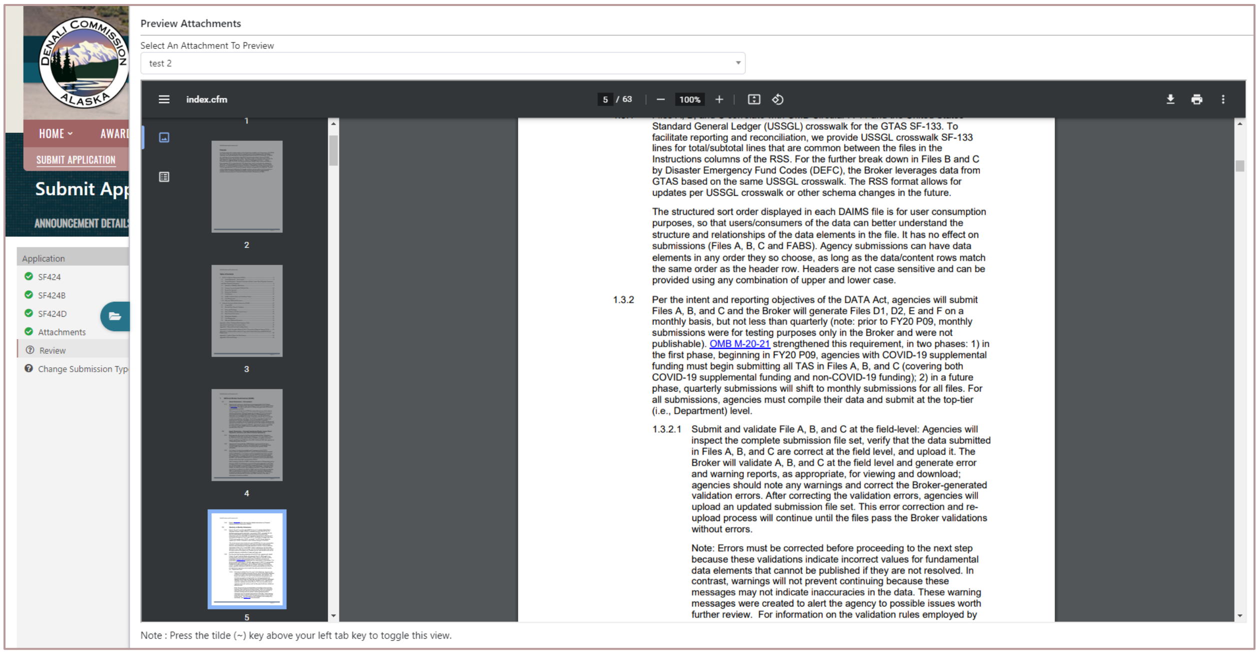


Figure 22: Fill Application > Attachment Preview Icon > Expanded View

3.1.2 My Awards

To see <u>My Awards</u>, click on the **[My Awards]** tab. From here the user will be able to view all Awards that they are associated with. All awards are hyperlinked and will take the user to the Award's At-A-Glance page.

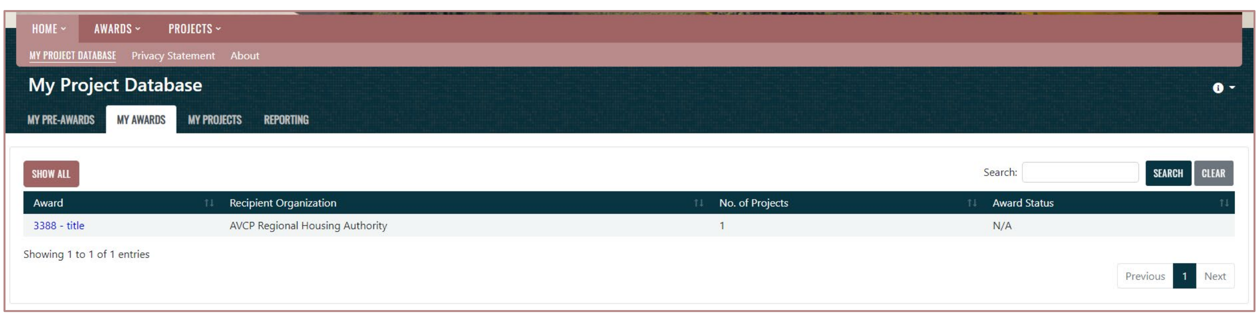


Figure 23: My Project Database – My Awards

3.1.3 My Projects

To see My Projects, click on the **[MY PROJECTS]** tab. From here the user will be able to view all Projects that they are associated with. All projects are hyperlinked and will take the user to the Project's At-A-Glance page.

Figure 24: My Project Database – My Projects

3.1.4 Reporting

To see Reports, click on the **[REPORTING]** tab. From here the user will be able to view reports that are "Pending My Action" and "Pending Action from Others." Where applicable, certain reports are hyperlinked.

Reports listed in the 'Pending My Action" table require action from the user. Clicking on the hyperlink in the Task column will take the user directly to the report.

Reports listed in the "Pending Action from Others" are reports that are waiting on action from a Denali Commission Program Manager or Grants Officer.

To view additional information for a report, click on the icon in the Actions column.

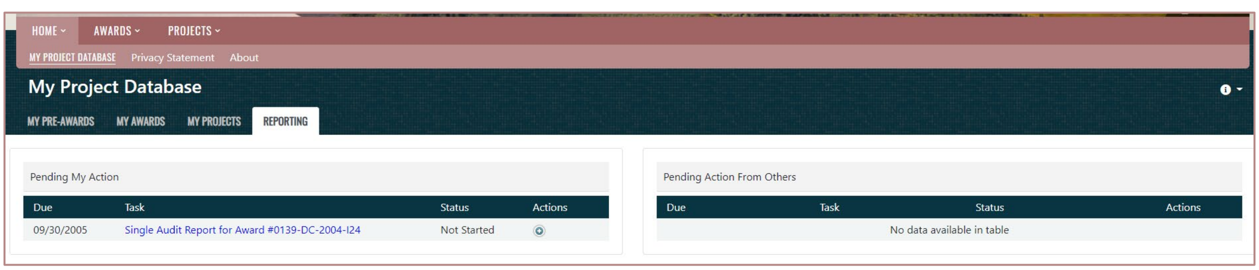


Figure 25: My Project Database - Reporting

3.2 Privacy Statement

To view the Privacy Statement page, select the **[HOME]** tab from the Navigation Bar, and then select **[PRIVACY STATEMENT]**. The user will be taken to the Privacy Statement page. Clicking on the hyperlinks will take the user to the corresponding documents.

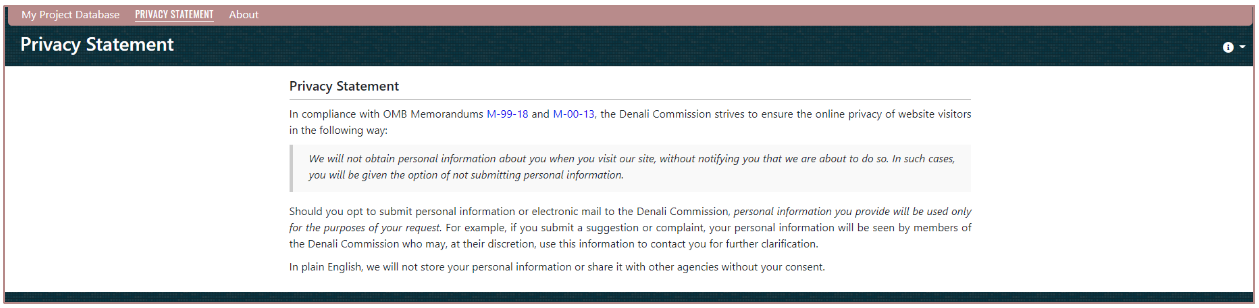


Figure 26: Privacy Statement

3.3 About

To view the About page, select the **[HOME]** tab from the Navigation Bar, and then select **[ABOUT]**. The user will be taken to the About page.

Figure 27: About

4 Using Awards

4.1 Search for an Award

4.1.1 Search

Awards can be retrieved through various combinations of the search criteria available on the Search for an Award page.

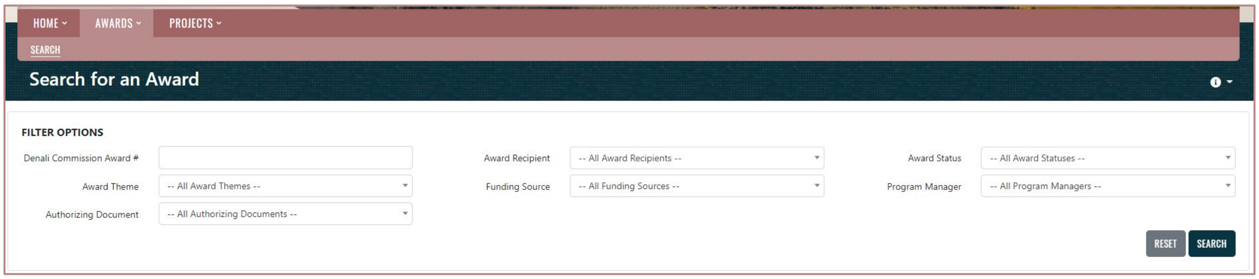
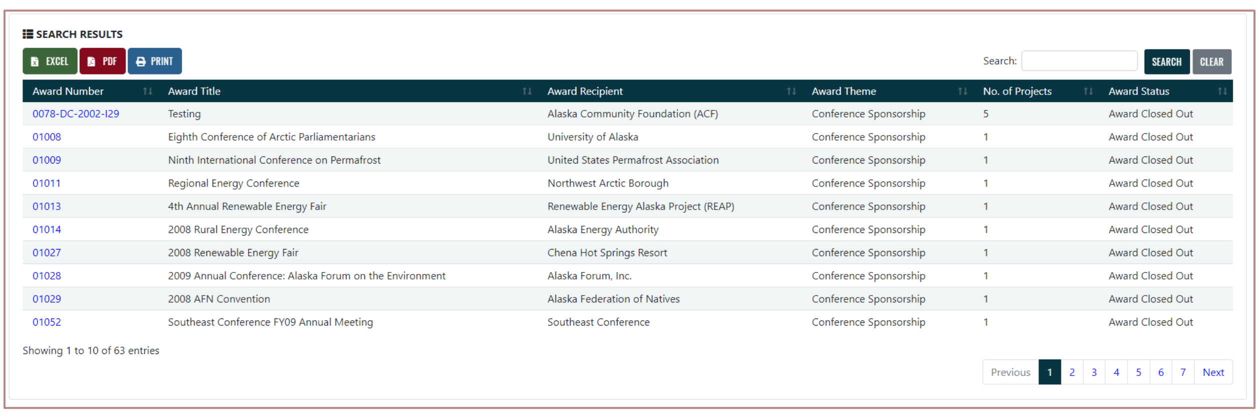


Figure 28: Search for an Award

Step 1: Click **[AWARD]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
Step 2: Select the search criteria from the displayed search fields on the Search for an Award screen.
Step 3: Click **[SEARCH]**.

4.1.2 Search Results

On the Search for an Award page, the search results will display on the Table below the search screen. 10 records will display in the Table.



Award Number	Award Title	Award Recipient	Award Theme	No. of Projects	Award Status
0078-DC-2002-I29	Testing	Alaska Community Foundation (ACF)	Conference Sponsorship	5	Award Closed Out
01008	Eighth Conference of Arctic Parliamentarians	University of Alaska	Conference Sponsorship	1	Award Closed Out
01009	Ninth International Conference on Permafrost	United States Permafrost Association	Conference Sponsorship	1	Award Closed Out
01011	Regional Energy Conference	Northwest Arctic Borough	Conference Sponsorship	1	Award Closed Out
01013	4th Annual Renewable Energy Fair	Renewable Energy Alaska Project (REAP)	Conference Sponsorship	1	Award Closed Out
01014	2008 Rural Energy Conference	Alaska Energy Authority	Conference Sponsorship	1	Award Closed Out
01027	2008 Renewable Energy Fair	Chena Hot Springs Resort	Conference Sponsorship	1	Award Closed Out
01028	2009 Annual Conference: Alaska Forum on the Environment	Alaska Forum, Inc.	Conference Sponsorship	1	Award Closed Out
01029	2008 AFN Convention	Alaska Federation of Natives	Conference Sponsorship	1	Award Closed Out
01052	Southeast Conference FY09 Annual Meeting	Southeast Conference	Conference Sponsorship	1	Award Closed Out

Figure 29: Search Results

4.1.2.1 Actions

From the Search Results page you can generate three different reports. The table below describes the capabilities of the buttons located on the top left of the Search Results Table. These options are also available on other Search Results pages within PD 2.0.

Description		
Export to Excel	EXCEL	Exports the data from the table into an excel spreadsheet.
Export to PDF	PDF	Exports the data from the table into a .pdf file.
Print	PRINT	Displays the data from the table into a printable page.

Table 1: Data Table Buttons

4.1.2.2 Search and Sort

In order to customize your view of the data tables for the Search Results page, the user has two options: Search and Sort.

The user can use the search bar to filter the page by specific keywords. The user can search by entering their search criteria into the field and clicking on **[SEARCH]**. To clear out the search criteria, select **[CLEAR]**.

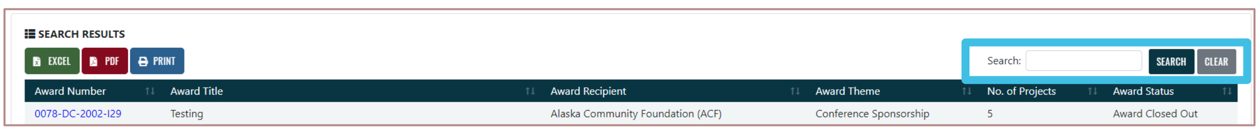


Figure 30: Search Results - Search

The user can use the arrows next to each column title to sort the requests by any of the columns of the table.

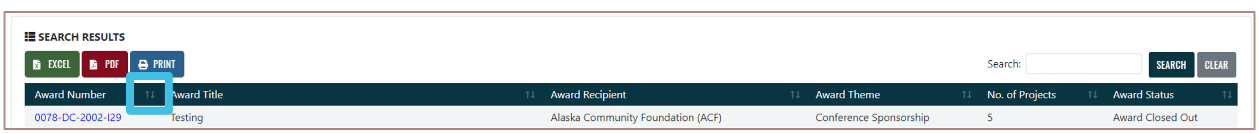


Figure 31: Search Results - Sort

4.1.2.3 Reset Search

To clear the search fields in the Search for an Award page, click the **[RESET]** button. The information in the search fields and the search results will be cleared.

4.2 Accessing Award Information

Opening an Award from the Search for an Award page will navigate the user to the Award page on the Details > At-A-Glance tab. The Award page consists of multiple tabs that provide detailed Award information.

Step 1: Click **[AWARD]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
Step 2: Select the search criteria from the displayed search fields on the Search for an Award screen.
Step 3: Click **[SEARCH]**. 10 results will display in the Search Results table.
Step 4: From the Search Results table, click on the Award Number to open the award.

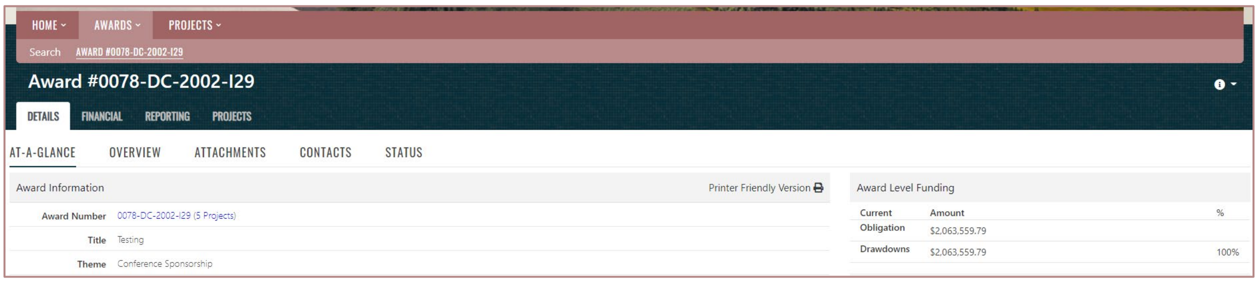


Figure 32: Award Information

4.2.1 Details

4.2.1.1 At-A-Glance

The default page the user comes to after selecting an Award is the **[DETAILS]** > **[AT-A-GLANCE]** page. On the At-A-Glance page, the user can view key pieces of information about the award. From this page, the user can navigate through multiple tabs or via hyperlinks on the page to view specific data for the selected award.

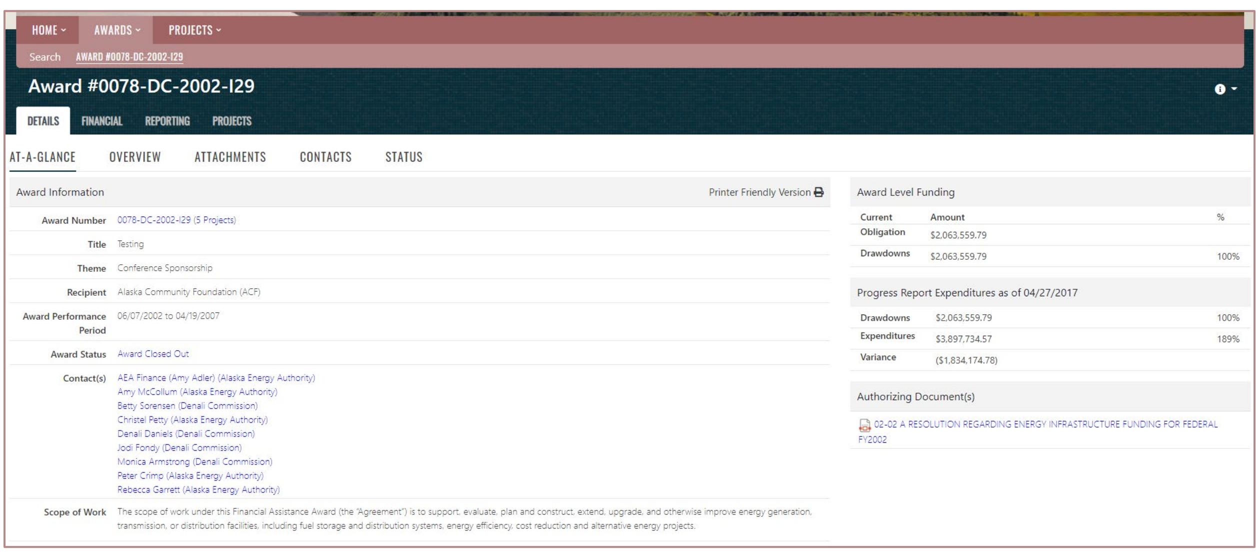


Figure 33: Awards > Details > At-A-Glance

4.2.1.2 Overview

To view the Overview page of an Award, click on the **[DETAILS]** > **[OVERVIEW]** tab.

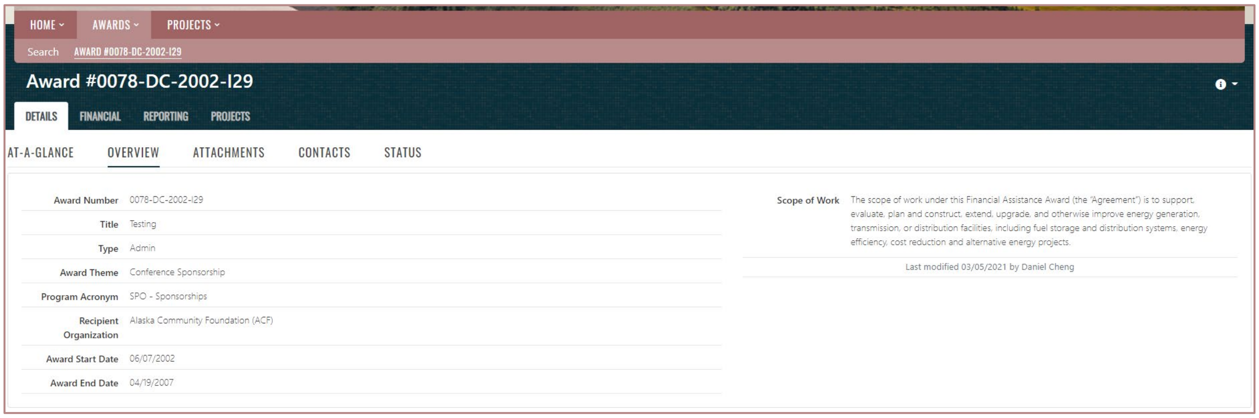


Figure 34: Awards > Details > Overview

4.2.1.3 Attachments

To view the Attachments of an Award, click on the **[DETAILS]** > **[ATTACHMENTS]** tab.

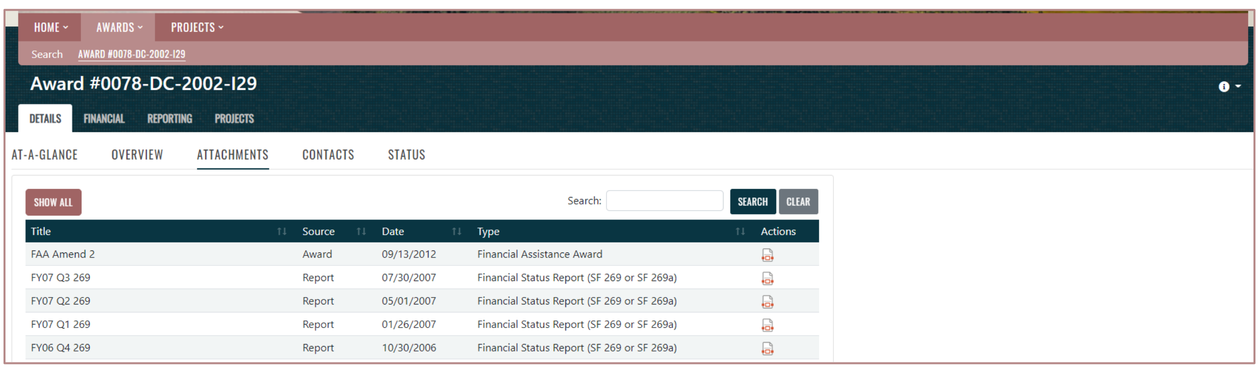


Figure 35: Awards > Details > Attachments

4.2.1.4 Contacts

To view the Contacts of an Award, click on the **[DETAILS]** > **[CONTACTS]** tab.

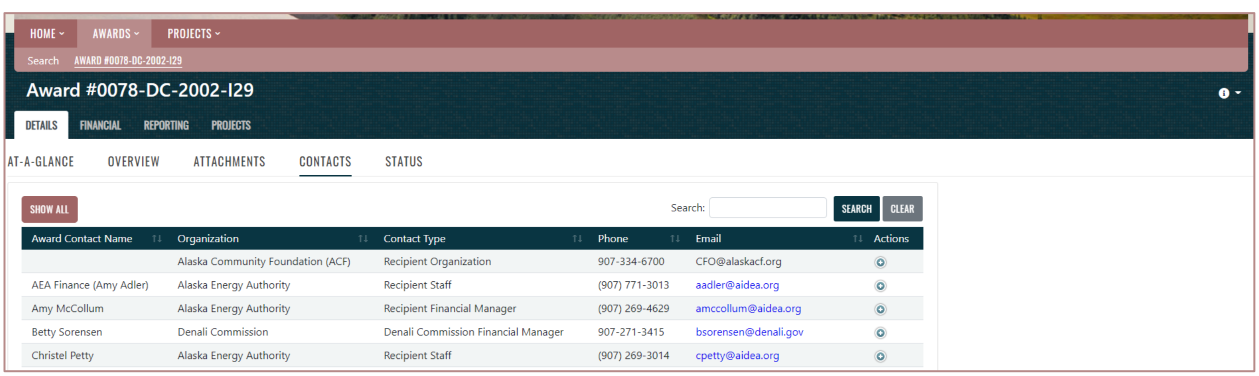


Figure 36: Awards > Details > Contacts

4.2.1.5 Status

To view the Status of an Award, click on the **[DETAILS]** > **[STATUS]** tab.

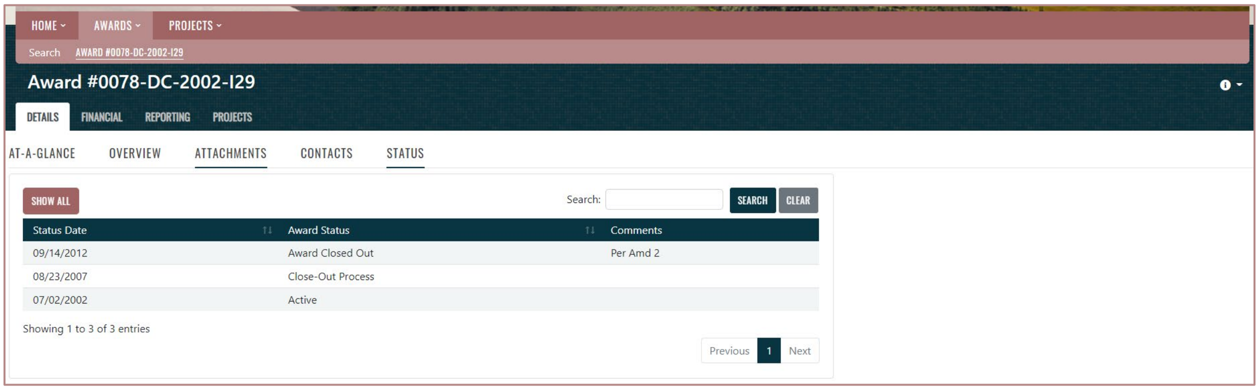


Figure 37: Awards > Details > Status

4.2.2 Financial

4.2.2.1 Funding

To view the Funding of an Award, click on the **[FINANCIAL]** > **[FUNDING]** tab.

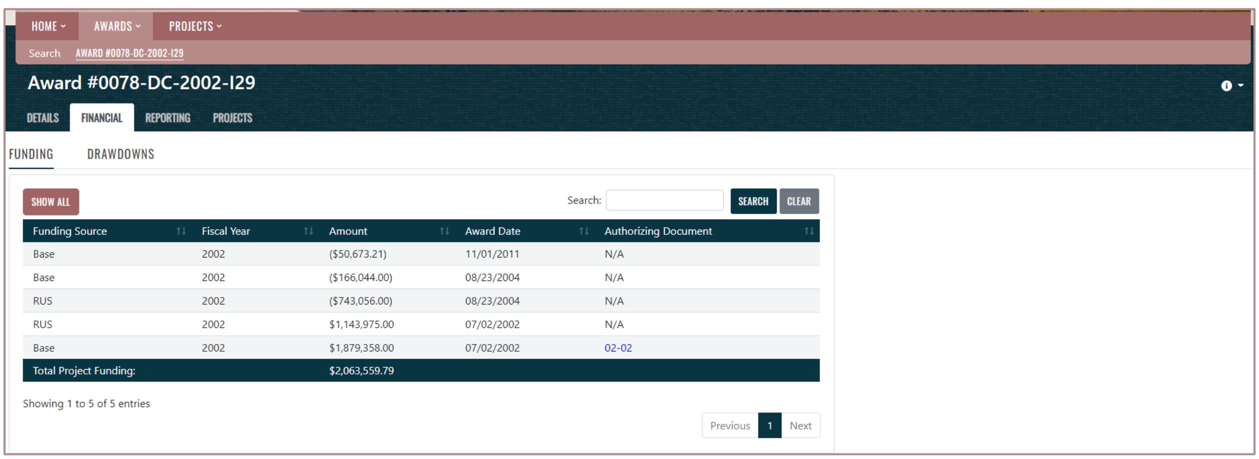


Figure 38: Awards > Financial > Funding

4.2.2.2 Drawdowns

To view the Drawdowns of an Award, click on the **[FINANCIAL]** > **[DRAWDOWNS]** tab.

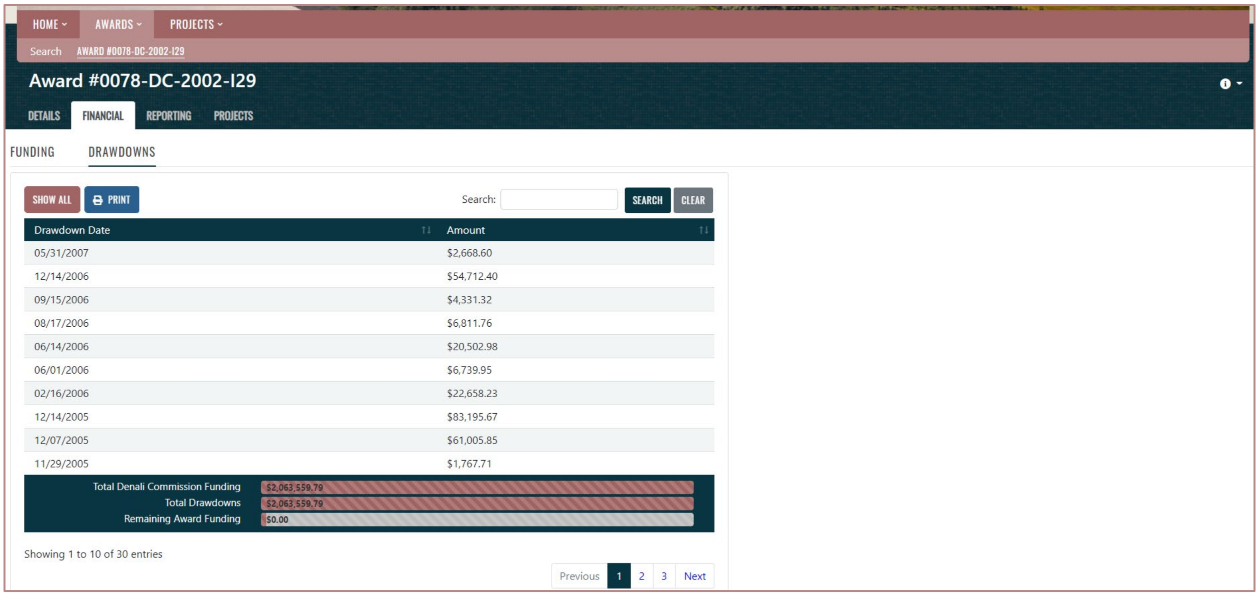


Figure 39: Awards > Financial > Drawdowns

4.2.3 Reporting

4.2.3.1 Recipient Reports

To start, edit, view, delete or submit a Recipient Report for an award, click on the **[REPORTING]** > **[RECIPIENT REPORTS]** tab**.**

> Recipients can only start, edit and delete an **unsubmitted** report if they are the listed recipient contact for the award. Otherwise, these actions will not be available.

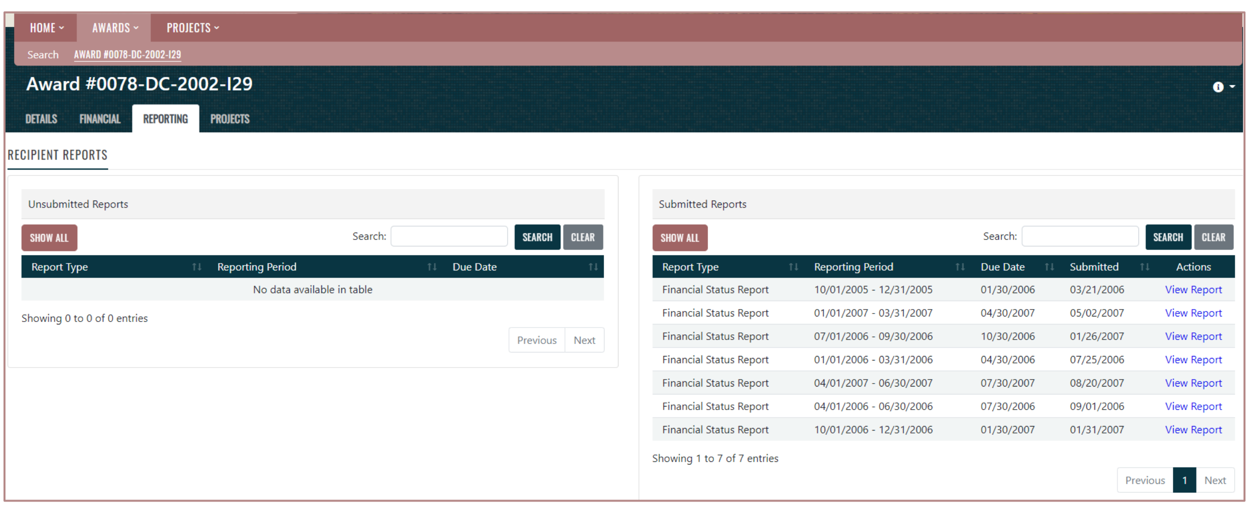


Figure 40: Awards > Reporting > Recipient Reports

The Recipient Reports page contains two tables – Unsubmitted Reports and Submitted Reports. The Unsubmitted reports table contains the next upcoming award reports and their due date. The two report types available for awards are:

1. Single Audit Report (SAR)
2. Financial Status Report (FSR)

The Submitted Reports table contains all the award reports that have been submitted by the recipient.

4.2.3.1.1 Single Audit Report (SAR) and Financial Status Report (FSR)

The steps below outline how to start, edit, delete, and submit an SAR and FSR report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.

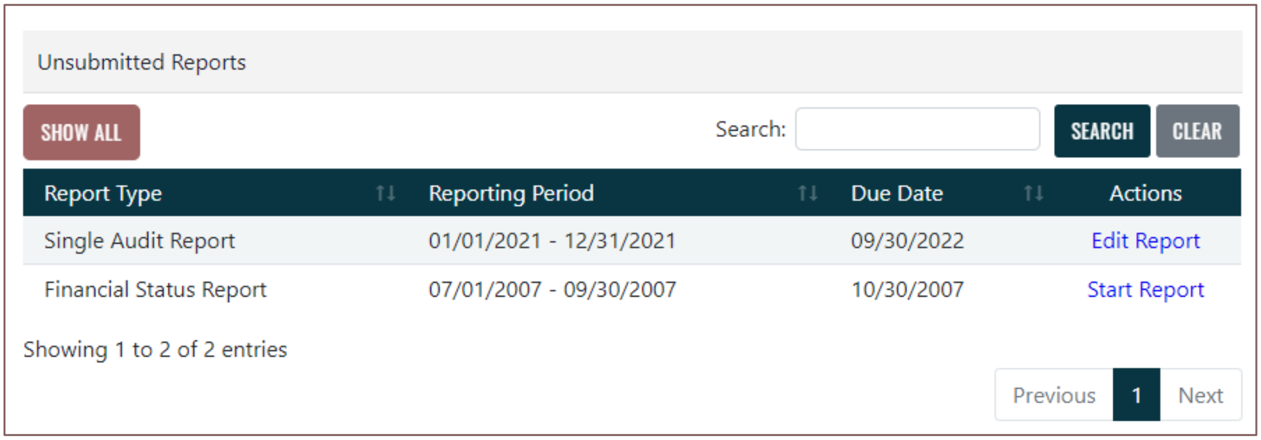


Figure 41: Unsubmitted Reports Table

Step 2: You will be taken to the Edit Report page.

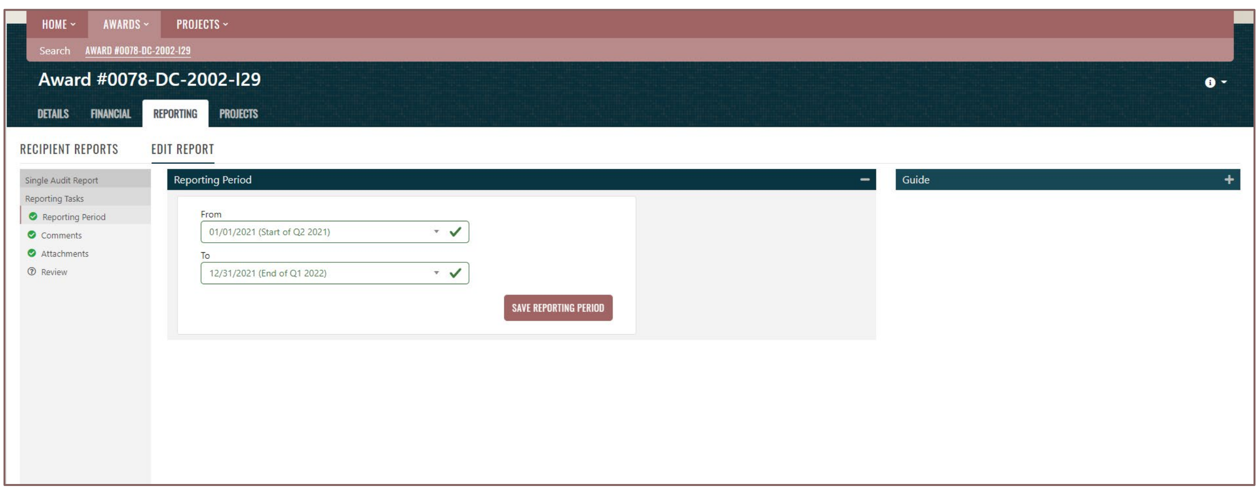


Figure 42: Award Reports > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

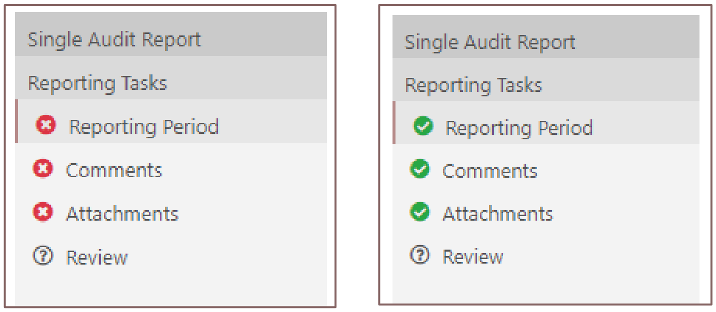


Figure 43: Reporting Tasks > Incomplete vs Incomplete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: On the Reporting Tasks bar, click on the Comments tab. As providing comments is optional, clicking on the tab will automatically mark the section as complete.

Step 6: To add comments, type text into the Rich Text Editor (you can use the tool bar to format your text) and click **[SAVE COMMENT].**

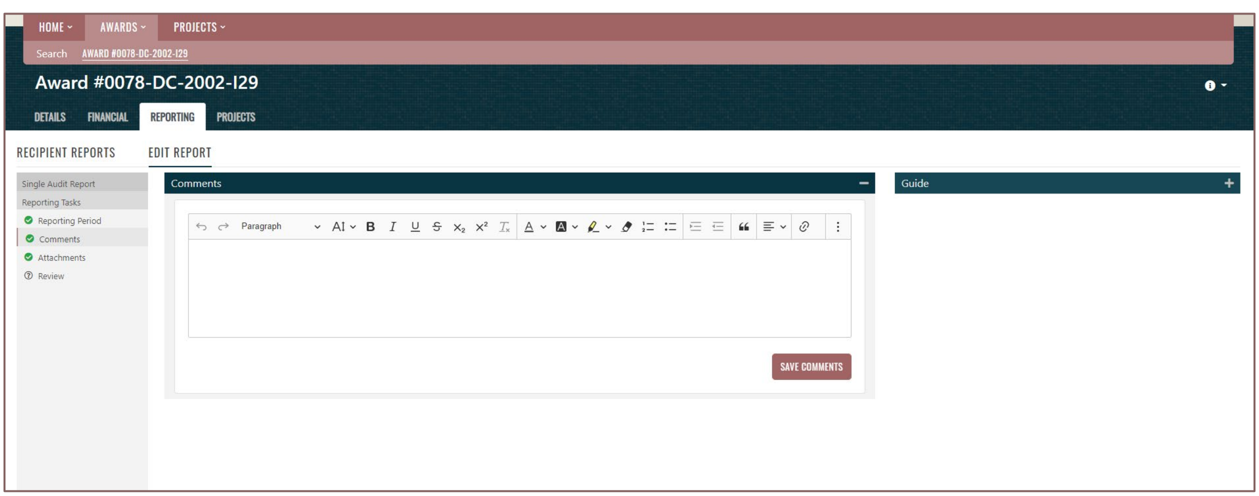


Figure 44: Award Reports > Comments Section

Step 7: On the Reporting Tasks bar, click on the Attachments tab. As providing attachments is optional, clicking on the tab will automatically mark the section as complete.

Step 8: To add an attachment, click **[ADD NEW]**.

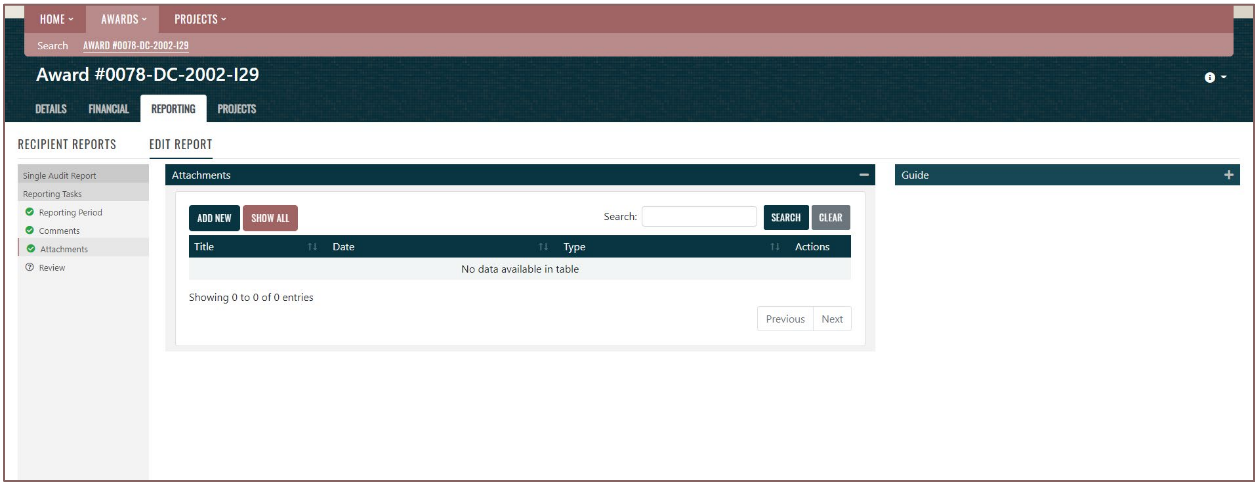


Figure 45: Award Reports

Step 9: Upload a file using the drag and drop file zone feature.

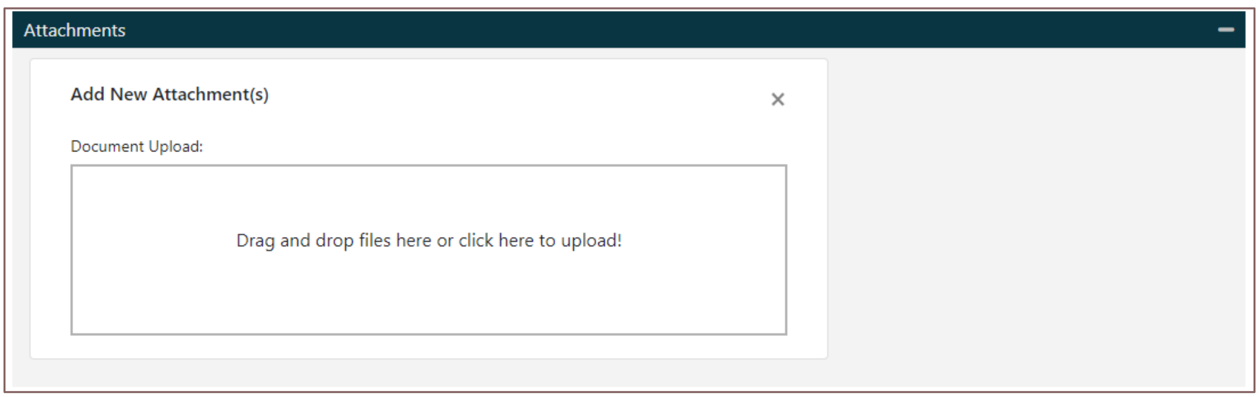


Figure 46: Add New Attachment > Drag and Drop File Zone

Step 10: Upon a successful upload, a Successfully Uploaded message will display.

Step 11: Close the window. The attachment record will be listed in the table.

Step 12: To preview, download or print an uploaded file, click on the file icon in the Actions column of the Table.

Step 13: To edit an attachment record, click on the icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

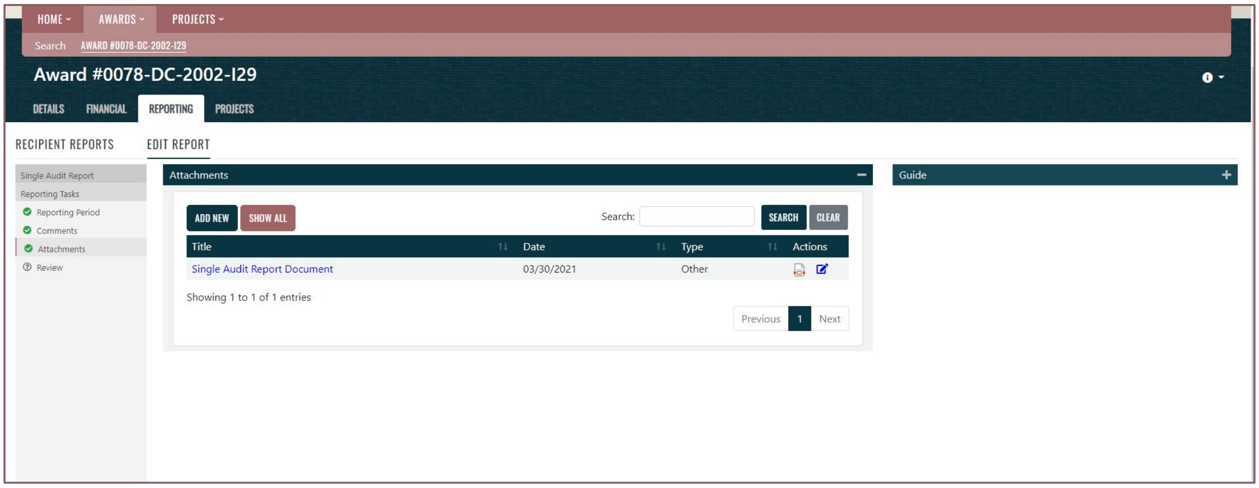


Figure 47: Attachments > View and Edit Actions

Step 14: Make the necessary changes and click **[SAVE].** Upon a successful save, an Attachment Saved success message will pop-up.

Step 15: To delete a record, click **[DELETE]** on the Edit Attachment page.

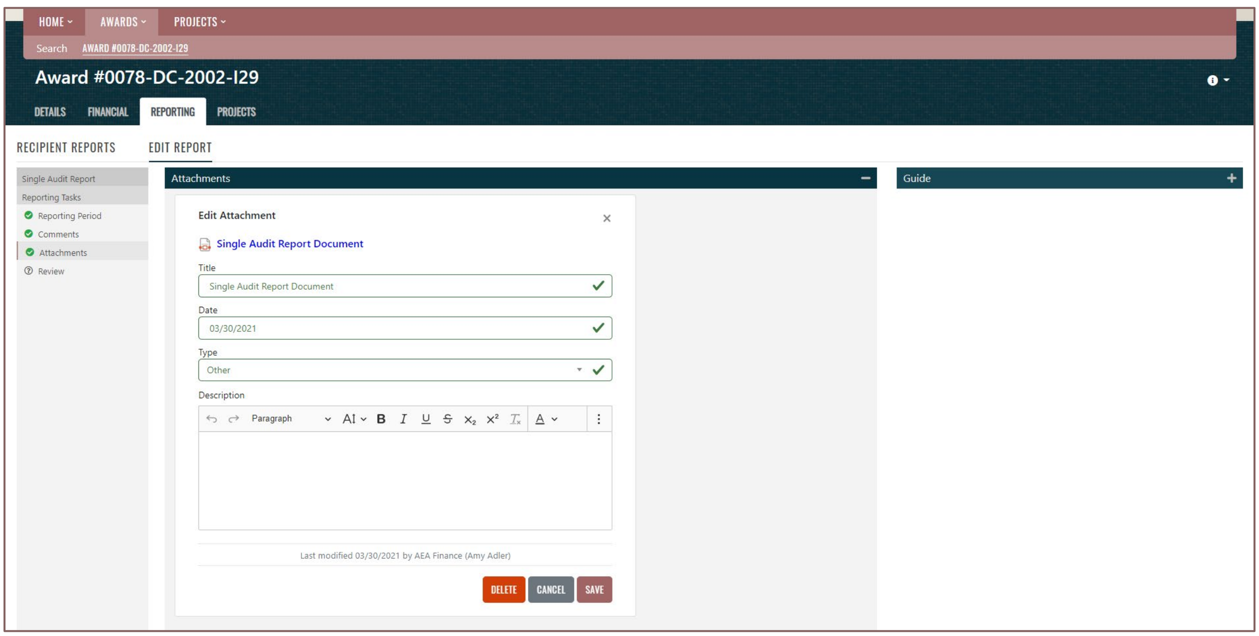


Figure 48: Attachments > Delete an Attachment

Step 16: On the confirmation pop-up, check the box next to "I want to remove this Attachment" and then select [DELETE]. An Attachment Deleted success message will pop-up.

Step 17: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

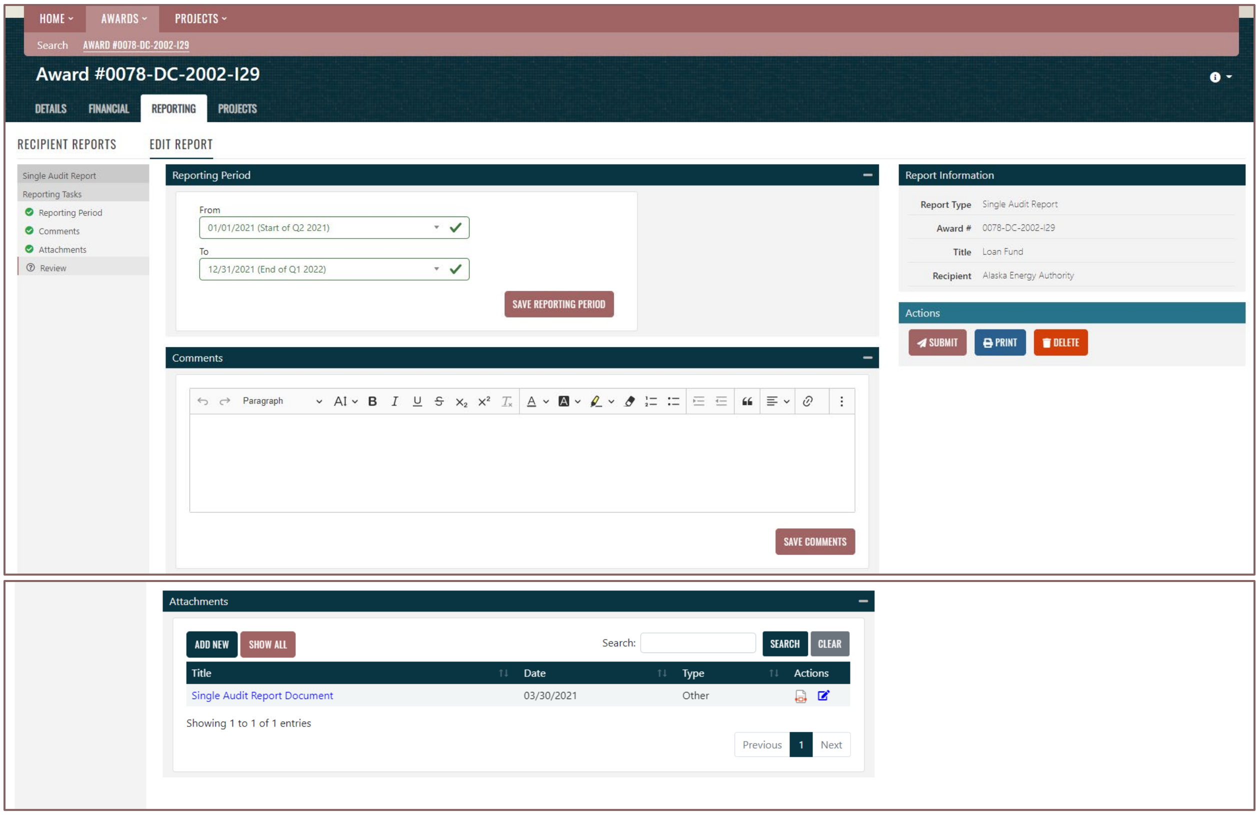


Figure 49: Award Reports > Review page

Step 18: To submit a report, click **[Submit]** in the Actions Table. On the confirmation pop-up, check the box next to "I want to submit this report" and then select **[Submit]**. A Report Submitted success message will pop-up. The submitted report will be listed in the **Submitted Reports** Table with a status of "Submitted".

Step 19: To print a report, click **[Print]** in the Actions Table.

Step 20: To delete a report, click **[Delete]**.

Step 21: On the confirmation pop-up, check the box next to "I want to remove this report" and then select **[Delete]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

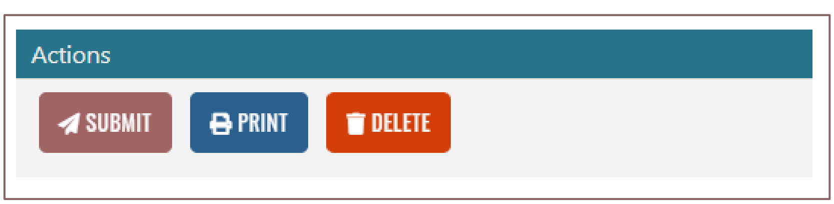


Figure 50: Review Page > Actions Table

4.2.4 Projects

To view Projects associated with an Award, click on the **[PROJECTS]** Projects tab.

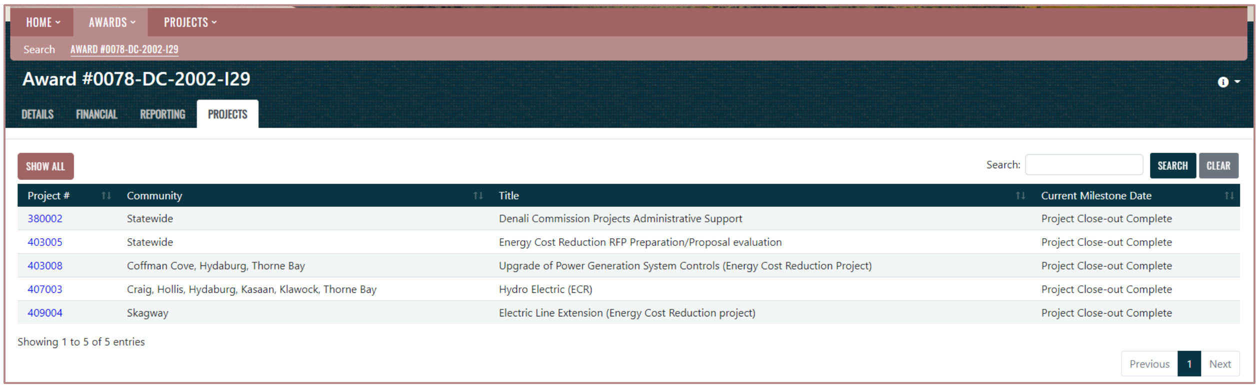


Figure 51: Awards > Projects

5 Using Projects

5.1 Search for a Project

5.1.1 Search

Projects can be retrieved through various combinations of the search criteria available on the Search for a Project page.

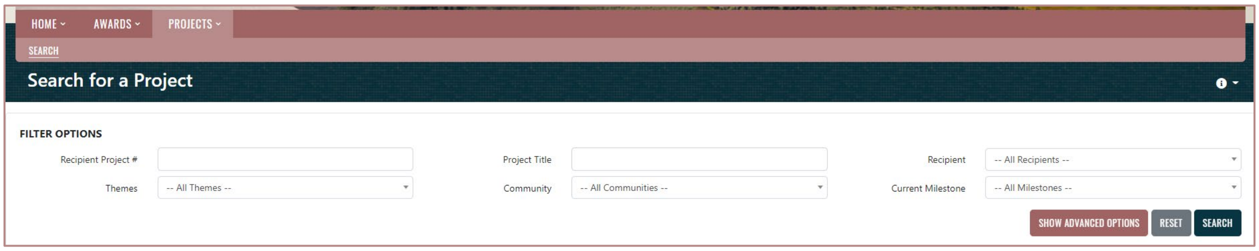


Figure 52: Search for a Project

Step 1: Click **[PROJECT]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
Step 2: Select the search criteria from the displayed search fields on the Search for a Project screen.
Step 3: Click **[SEARCH]**.

5.1.2 Search Results

On the Search for a Project page, the search results will display on the table below the search screen. 10 records will display in the table.

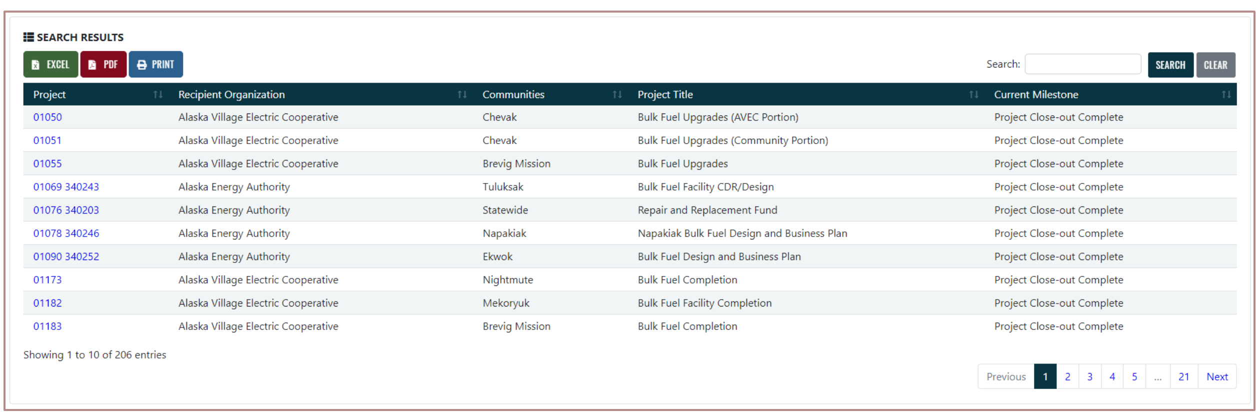


Figure 53: Search Results

5.1.2.1 Actions

From the Search Results page you can generate three different reports. The table below describes the capabilities of the buttons located on the top left of the Search Results table. These options are also available on other Search Results pages within PD 2.0.

		Description
Export to Excel	EXCEL	Exports the data from the table into an excel spreadsheet.
Export to PDF	PDF	Exports the data from the table into a .pdf file.
Print	PRINT	Displays the data from the table into a printable page.

Table 2: Data Table Buttons

5.1.2.2 Search and Sort

In order to customize your view of the data tables for the Search Results page, the user has two options: Search and Sort.

The user can search bar to filter the page by specific keywords. The user can search by entering their search criteria into the field and clicking on **[SEARCH]**. To clear out the search criteria, select **[CLEAR]**.

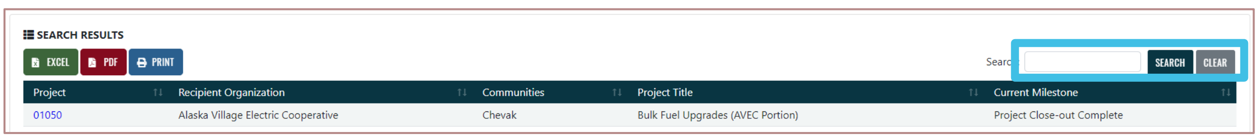


Figure 54: Search Results - Search

The user can use the arrows next to each column title to sort the requests by any of the columns of the table.

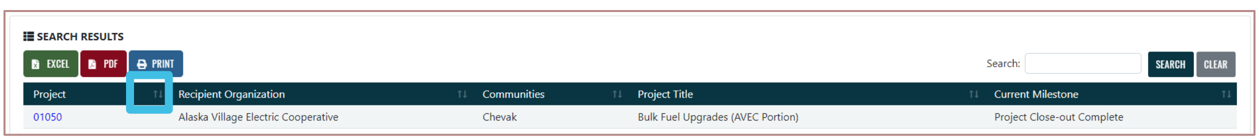


Figure 55: Search Results - Sort

5.1.2.3 Reset Search

To clear the search fields in the Search for a Project page, click the **[RESET]** button. The information in the search fields and the search results will be cleared.

5.2 Accessing Project Information

Opening an Project from the Search for an Project page will navigate the user to the Project page on the Details > At-A-Glance tab. The Project page consists of multiple tabs that provide detailed Project information.

Step 1: Click **[PROJECT]** from the top Navigation menu. Select **[SEARCH]** from the dropdown.
Step 2: Select the search criteria from the displayed search fields on the Search for an Project screen.
Step 3: Click **[PROJECT]**. 10 results will display in the Search Results table.
Step 4: From the Search Results table, click on the Project Number to open the award.

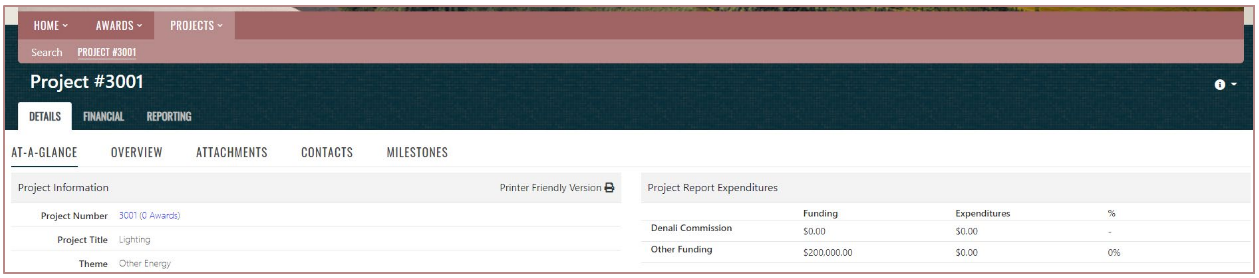


Figure 56: Project Information

5.2.1 Details

5.2.1.1 At-A-Glance

The default page the user comes to after selecting a Project is the **[DETAILS]** > **[AT-A-GLANCE]** page. On the At-A-Glance page, the user can view key pieces of information about the award. From this page, the user can navigate through multiple tabs to view specific data for the selected award.

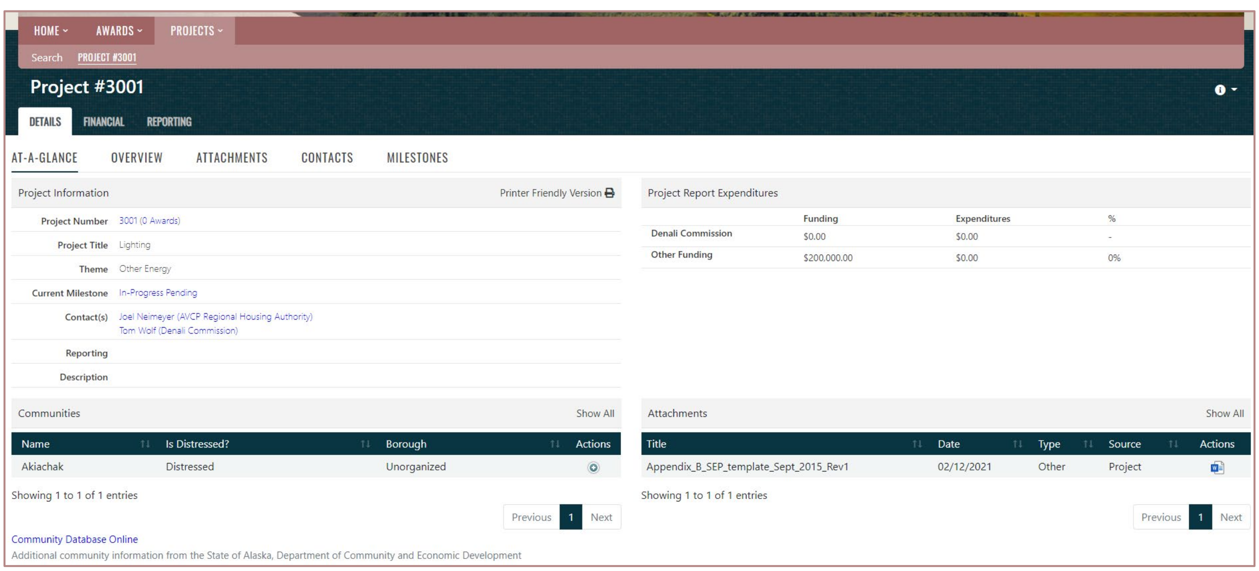


Figure 57: Projects > Details > At-A-Glance

5.2.1.2 Overview

To view the Overview page of a Project, click on the **[DETAILS]** > **[OVERVIEW]** tab.

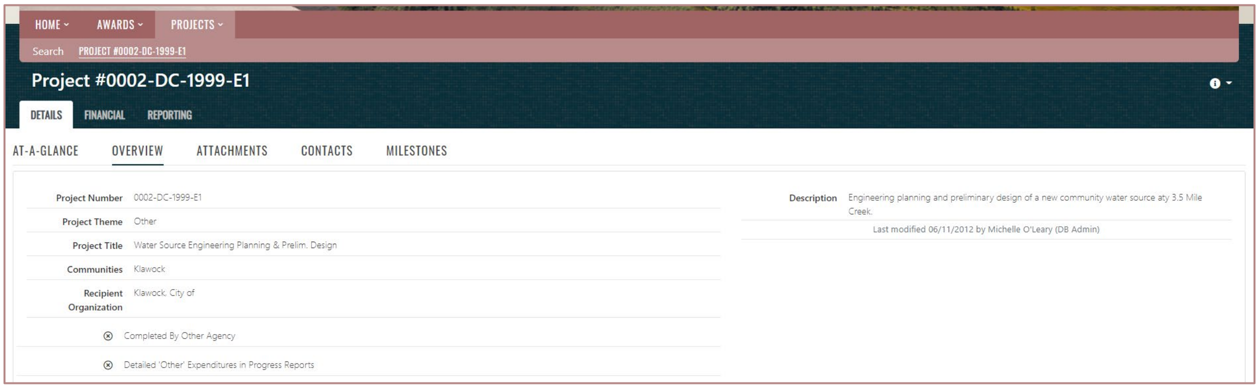


Figure 58: Projects > Details > Overview

5.2.1.3 Attachments

To view the Attachments of a Project, click on the **[DETAILS]** > **[ATTACHMENTS]** tab.

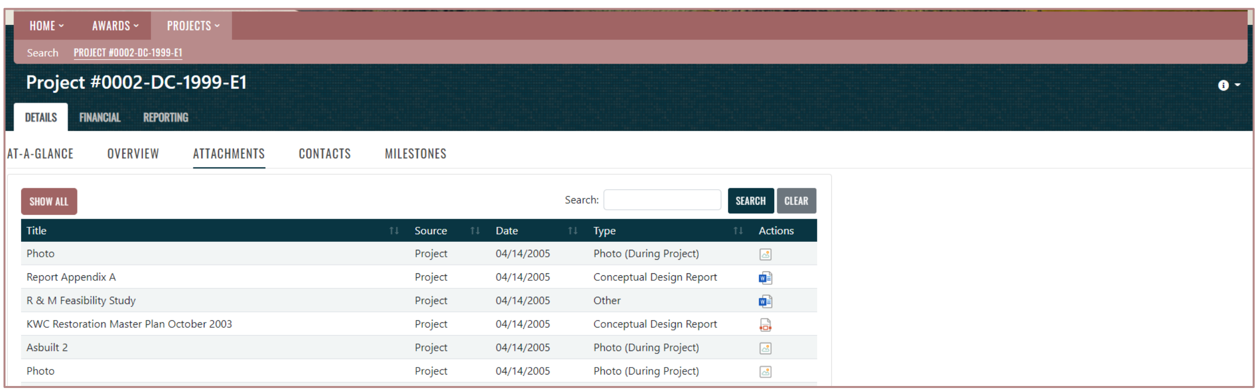


Figure 59: Projects > Details > Attachments

5.2.1.4 Contacts

To view the Contacts of a Project, click on the **[DETAILS]** > **[CONTACTS]** tab.

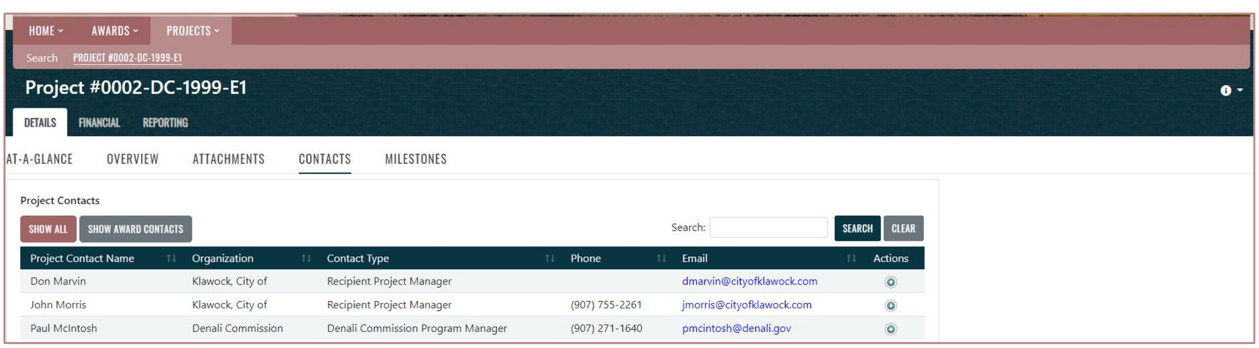


Figure 60: Projects > Details > Contacts

5.2.1.5 Milestones

To view the Milestones of a Project, click on the **[DETAILS]** > **[MILESTONE]** tab.

Figure 61: Projects > Details > Milestones

5.2.2 Financial

5.2.2.1 Award Funding

To view the Award Funding of a Project, click on the **[FINANCIAL]** > **[AWARD FUNDING]** tab.

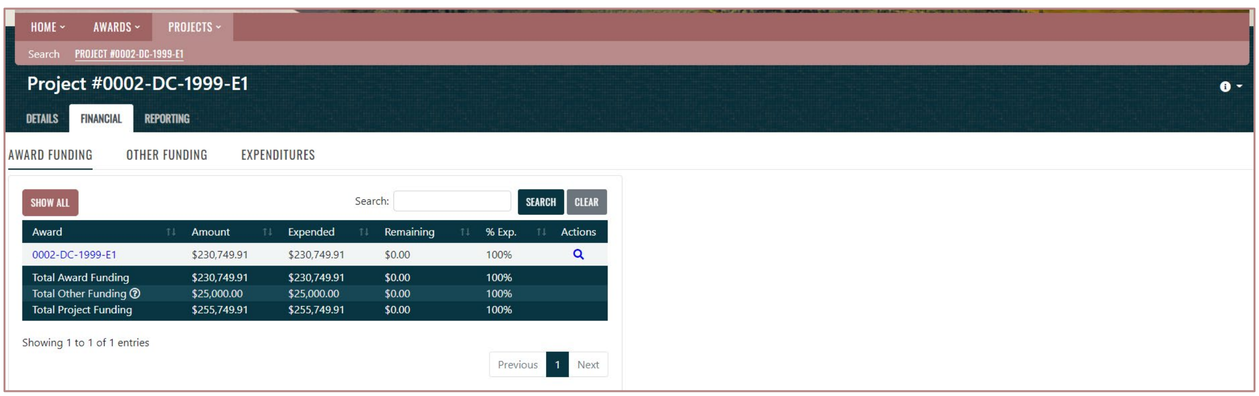


Figure 62: Projects > Financial > Award Funding

5.2.2.2 Other Funding

To view the Other Funding of a Project, click on the **[FINANCIAL]** > **[OTHER FUNDING]** tab.

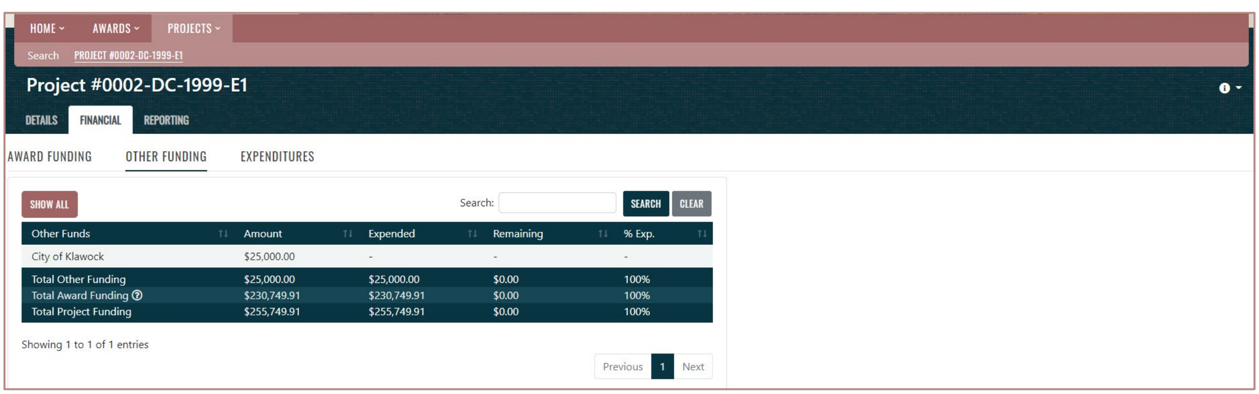


Figure 63: Projects > Financial > Other Funding

5.2.2.3 Expenditures

To view a Project's Expenditures, click on the **[FINANCIAL]** > **[EXPENDITURES]** tab.

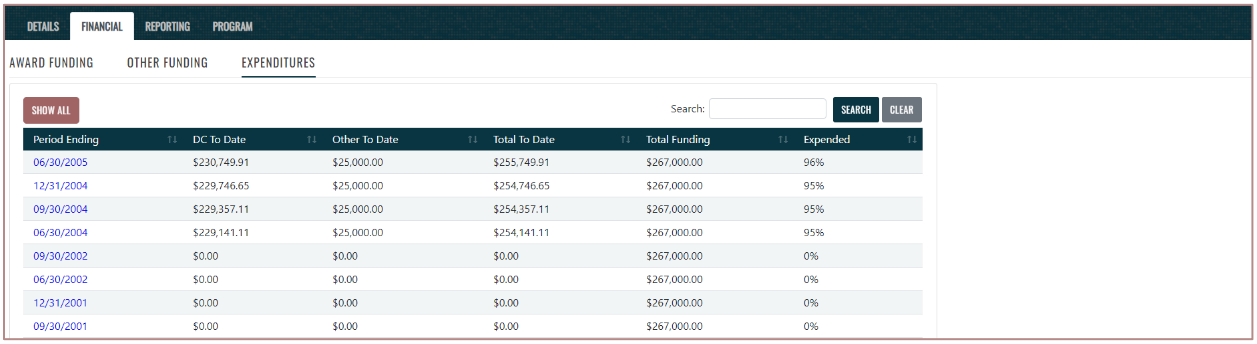


Figure 64: Projects > Financial > Expenditures

5.2.3 Reporting

To start, edit, view, delete or submit a Recipient Report for a project, click on the **[REPORTING]** > **[RECIPIENT REPORTS]** tab.

Recipients can only start, edit, and delete an **unsubmitted** report if they are the listed recipient contact for the project. Otherwise, these actions will not be available.

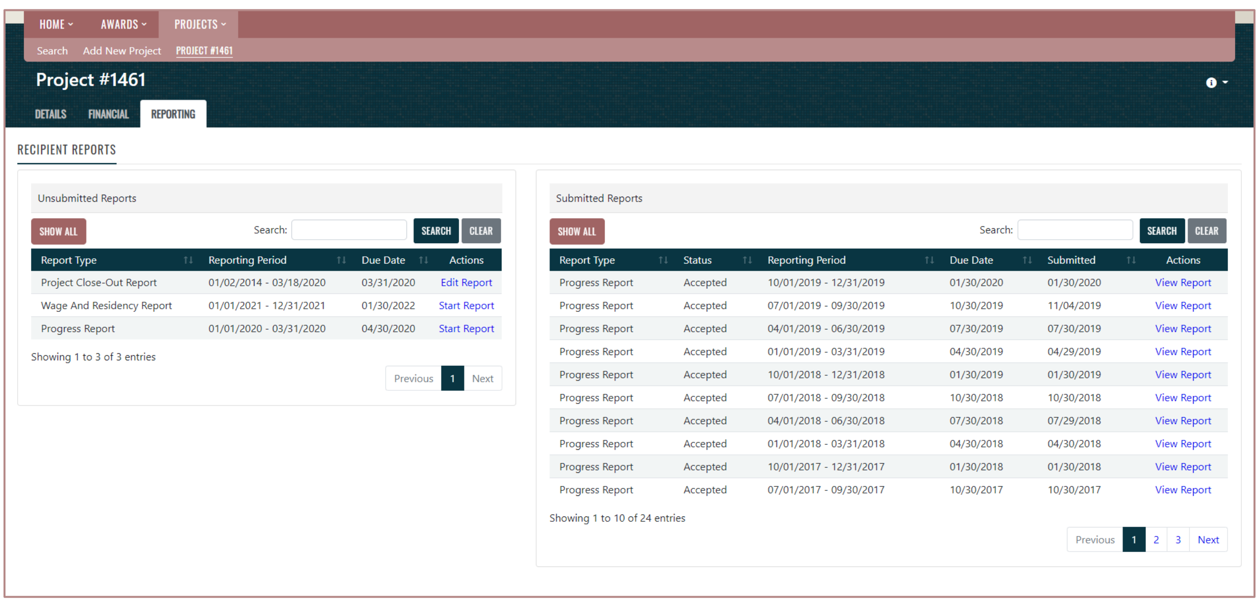


Figure 65: Awards > Reporting > Recipient Reports

The Recipient Reports page contains two tables – Unsubmitted Reports and Submitted Reports. The Unsubmitted reports table contains the next upcoming project reports and their due date. The report types available for projects are:

1. Wage and Residency Report (WRR)
2. Progress Report
3. Project Close-Out Report

The Submitted Reports table contains all the project reports that have been **submitted** by the recipient and **accepted** by the Program Manager.

5.2.3.1 Wage and Residency Report (WRR)

The steps below outline how to start, edit, delete, and submit a WRR report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.

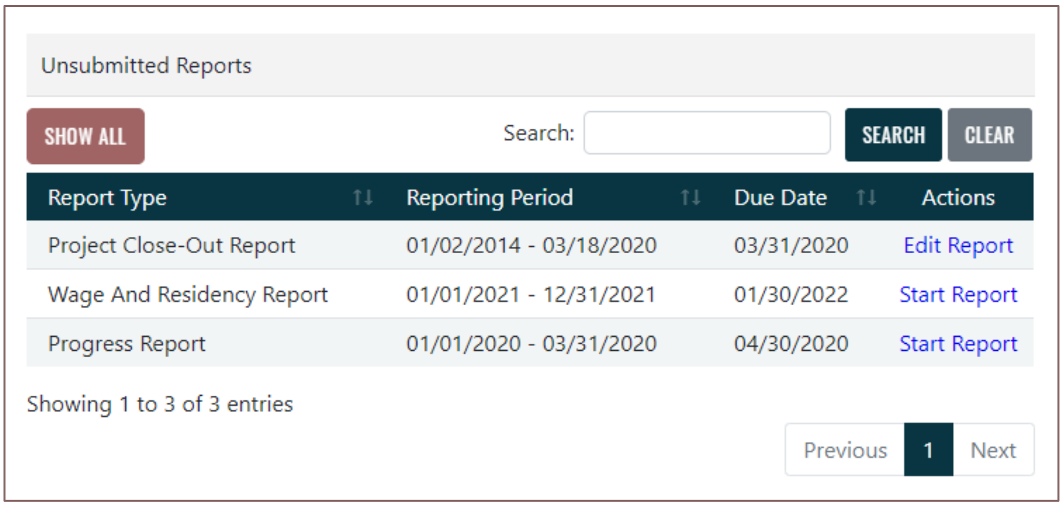


Figure 66: Project Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.

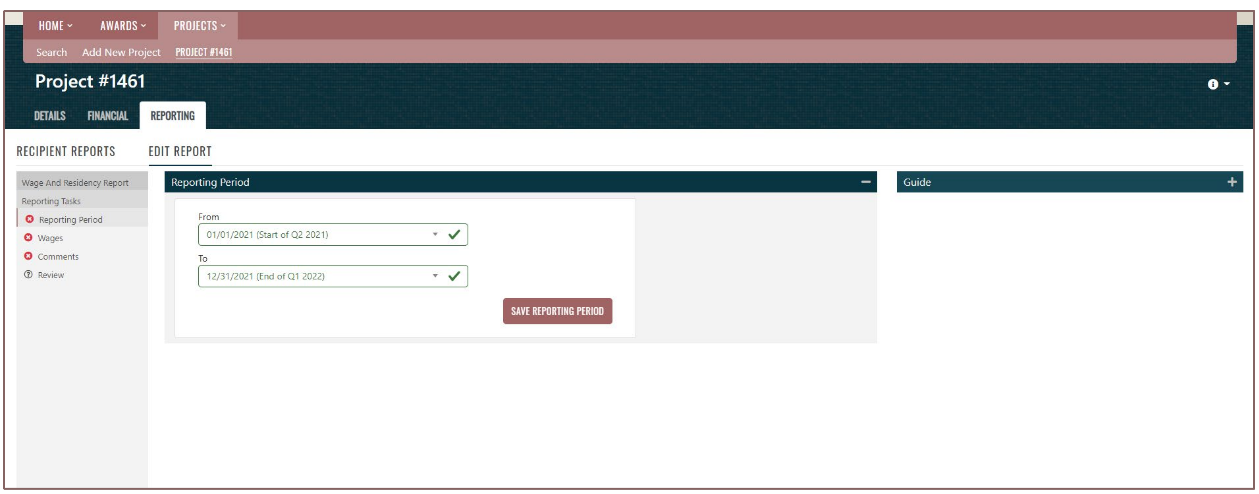


Figure 67: WRR > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

Figure 68: Reporting Tasks: Incomplete vs Complete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click [Save Reporting Period].

Step 6: Click on the Wages tab. Complete all required fields and click **[SAVE WAGES].** The section will be marked complete.

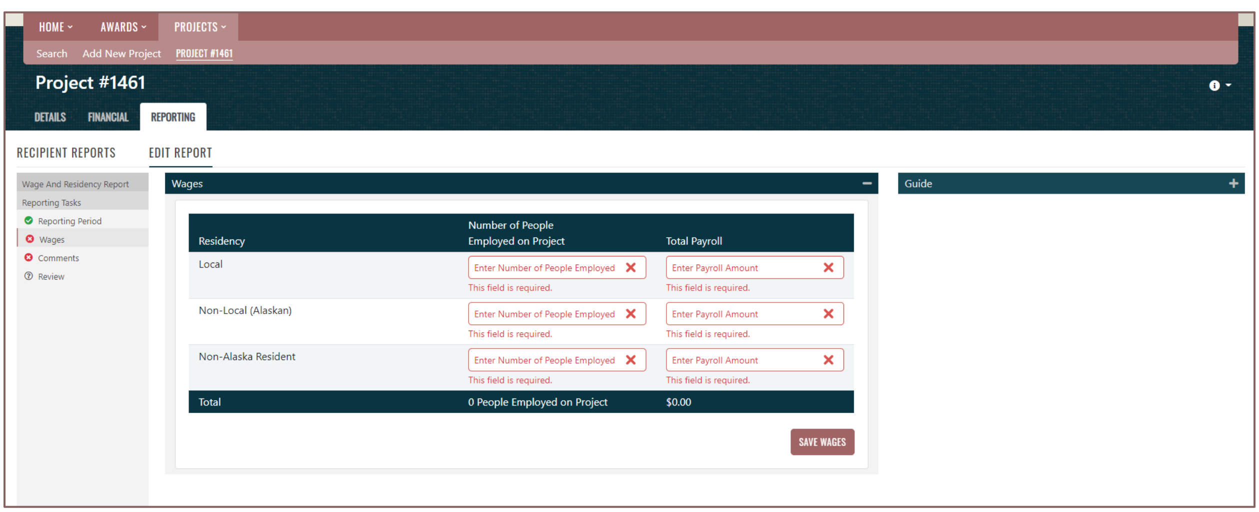


Figure 69: WRR > Wages Section

Step 7: On the Reporting Tasks bar, click on the Comments tab. As providing comments is optional, clicking on the tab will automatically mark the section as complete.

Step 8: To add comments, type text into the Rich Text Editor (you can use the tool bar to format your text) and click **[SAVE COMMENT].**

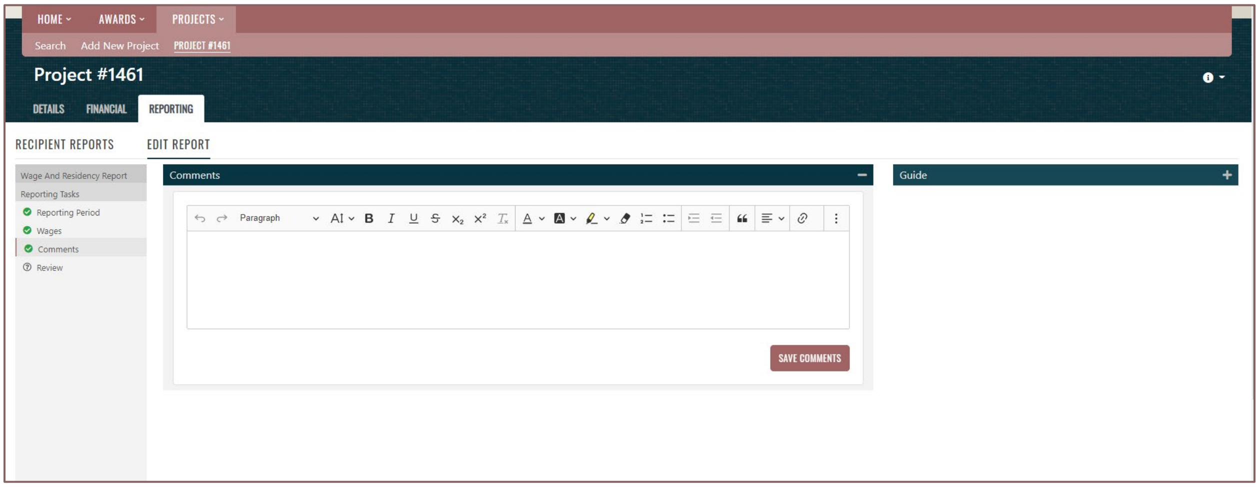


Figure 70: WRR > Comments Page

Step 9: On the Reporting Tasks bar, click on the Review tab.

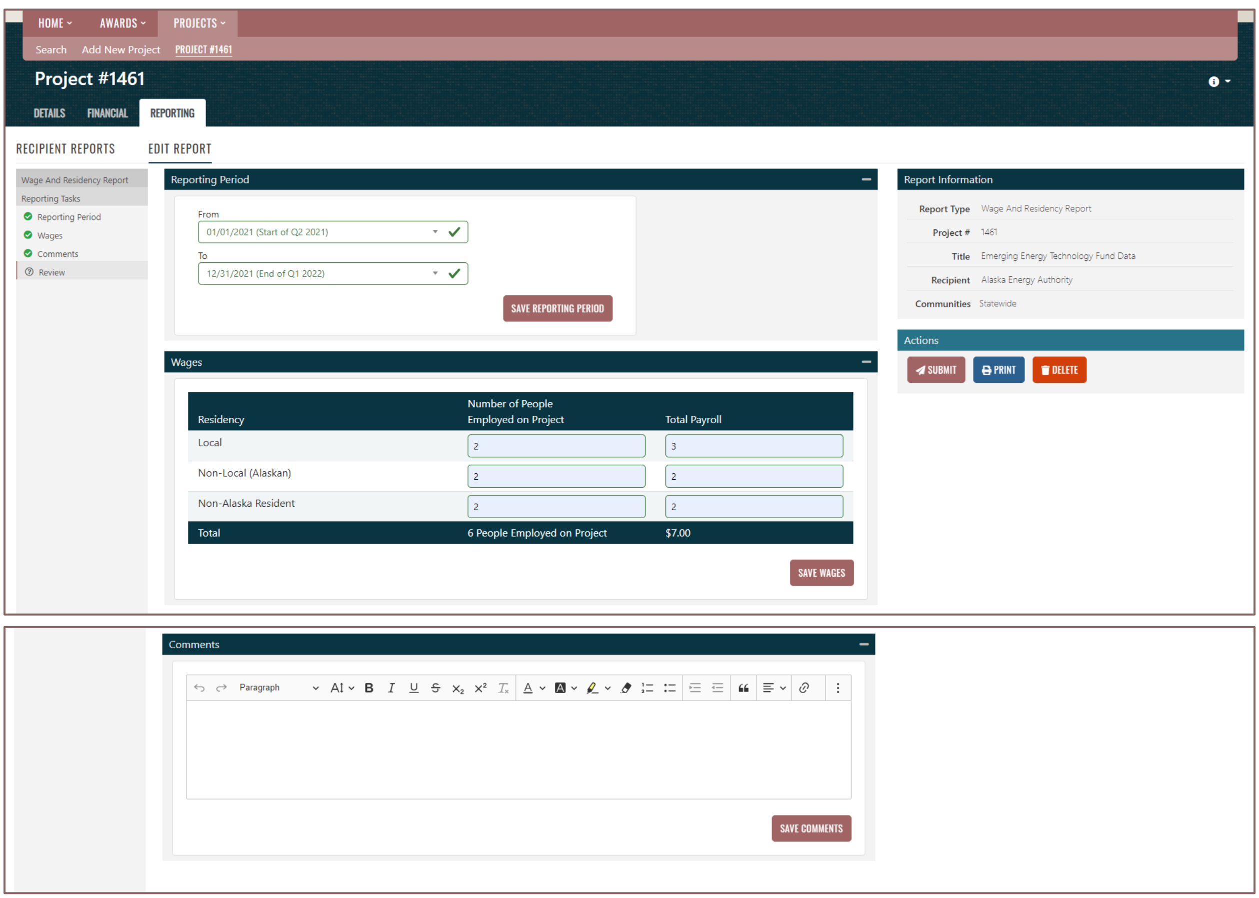


Figure 71: WRR: Review Page

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

Step 10: To submit a report, click [Submit] in the Actions Table. On the confirmation pop-up, check the box next to "I want to submit this report" and then select [Submit]. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status "Submitted".

Step 11: To print a report, click **[PRINT]** in the Actions Table.

Step 12: To delete a report, click **[DELETE]**.

Step 13: On the confirmation pop-up, check the box next to "I want to remove this report" and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

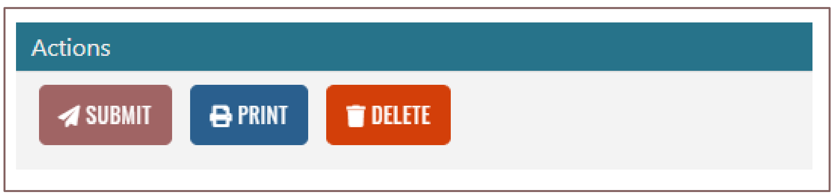
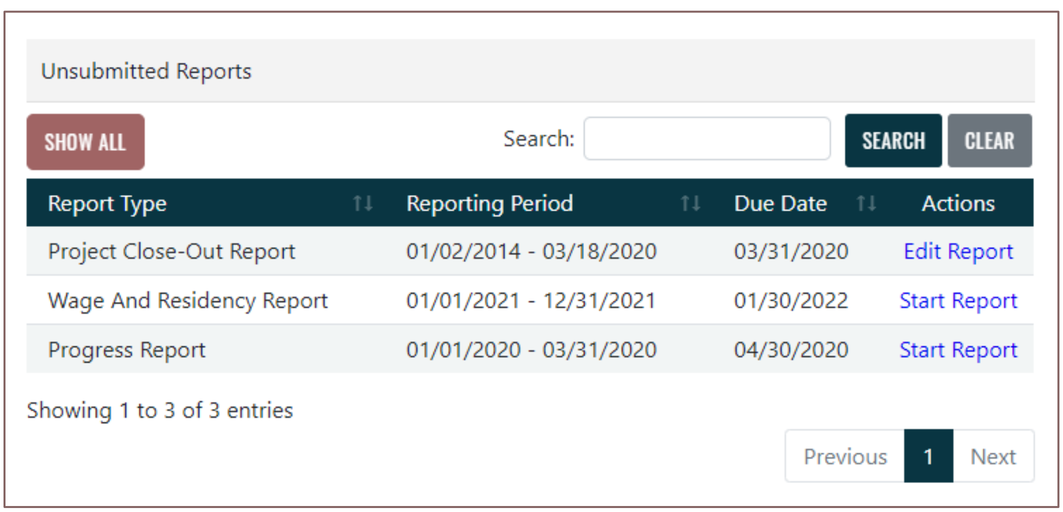


Figure 72: Actions Table

5.2.3.2 Progress Report

The steps below outline how to start, edit, delete, and submit a Progress Report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.



Unsubmitted Reports

SHOW ALL | Search: | SEARCH | CLEAR

Report Type	Reporting Period	Due Date	Actions
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 73: Project Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.

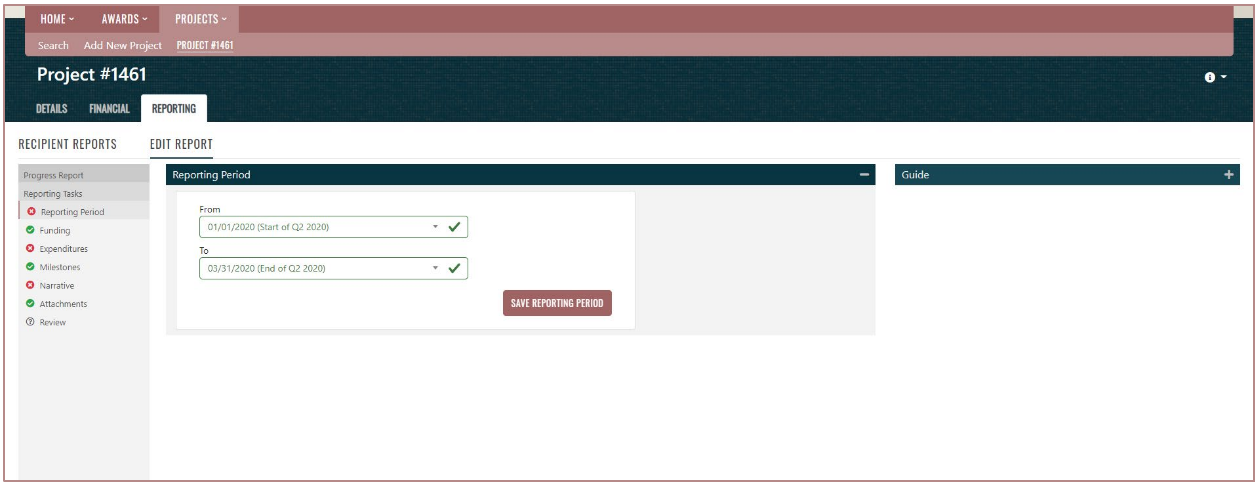


Figure 74: Progress Report > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

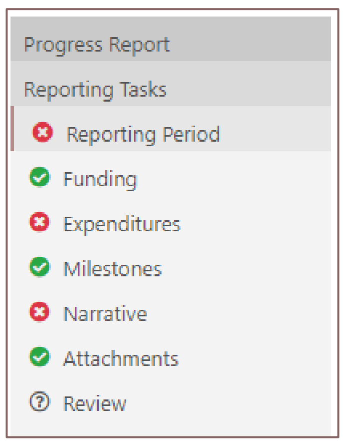


Figure 75: Reporting Tasks: Incomplete vs Complete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click **[SAVE REPORTING PERIOD].**

Step 6: Click on the Funding tab to view the Award Funding and Other Funding for the project. No Action is required here.

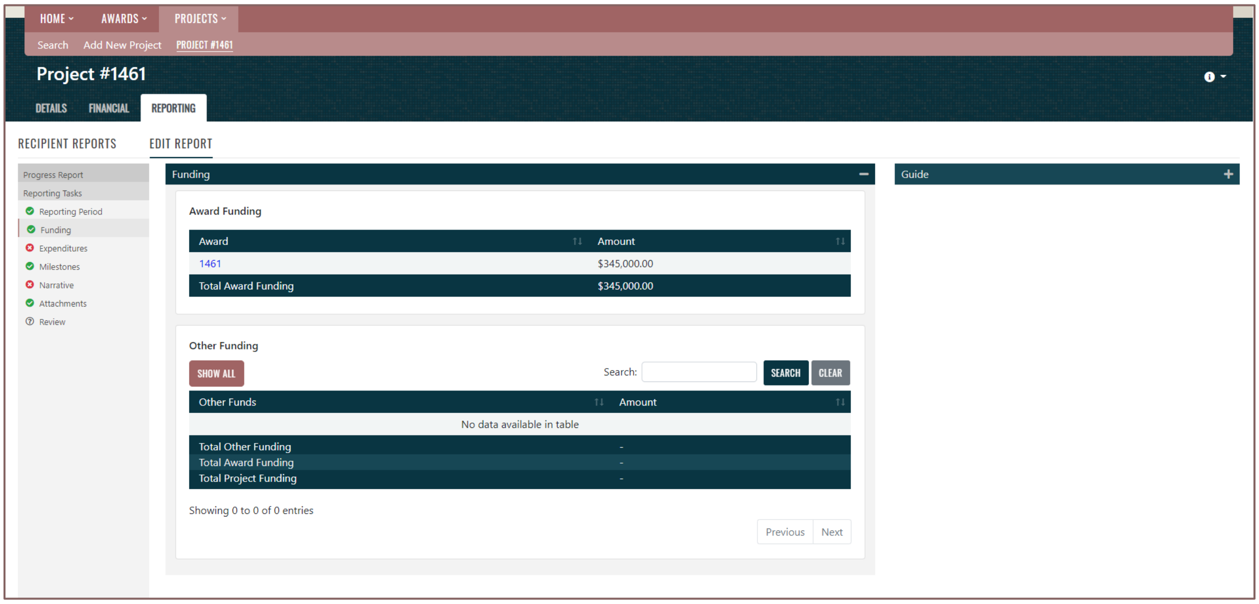


Figure 76: Progress Report > Funding Section

Step 7: On the Reporting Tasks bar, click on the Expenditures tab. Enter your expenditure amounts to date and click **[SAVE EXPENDITURES].**

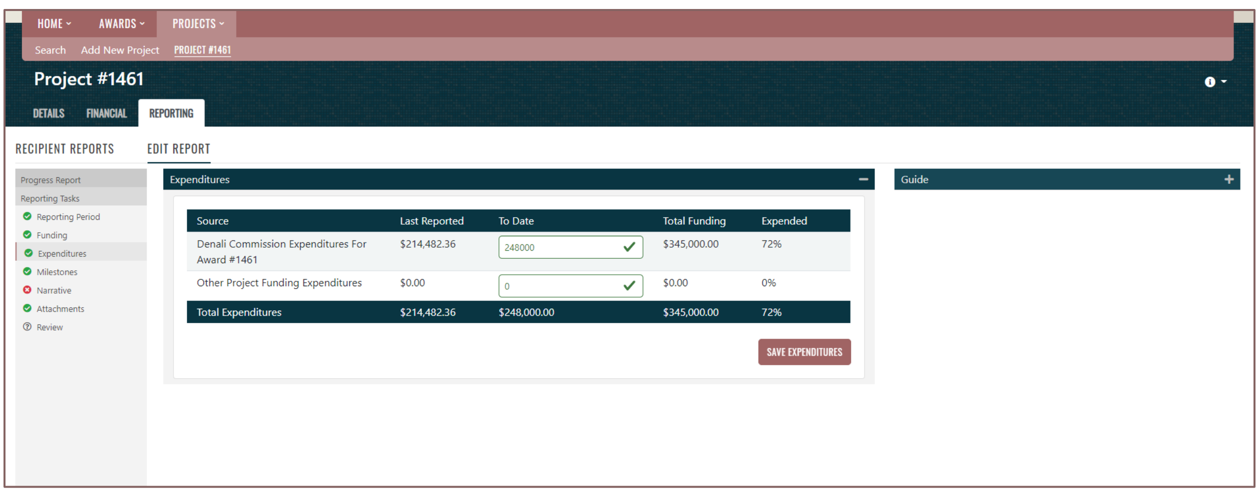


Figure 77: Progress Report > Funding Section

Expenditures for a funding source cannot be LESS than the Last Reported amount or ABOVE Total Funding.

Step 8: On the Reporting Tasks bar, click on the Milestones tab. To edit a Milestone, click on the icon in the Actions column. Make the necessary changes and click **[SAVE].**

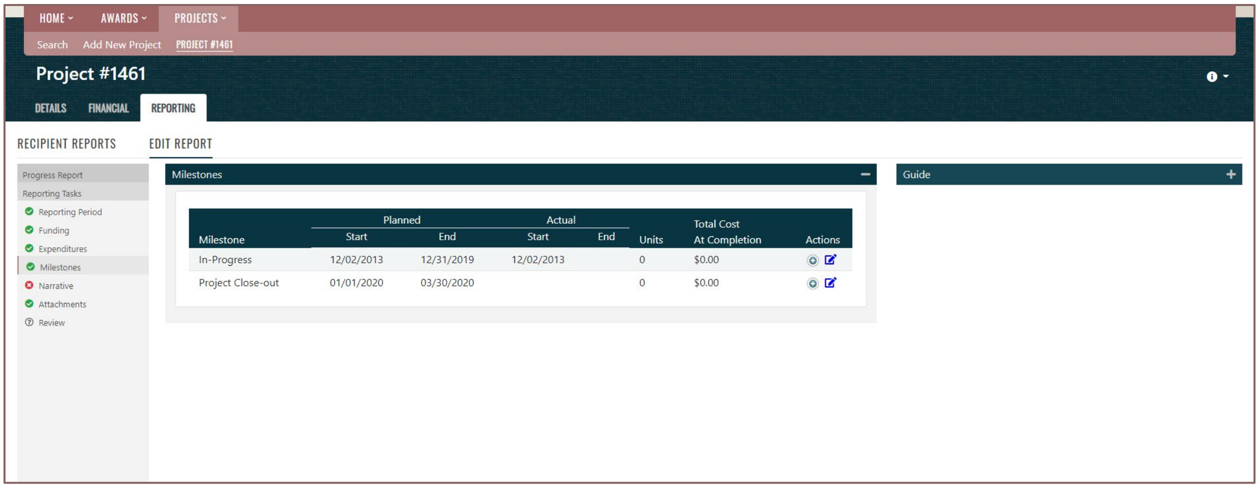


Figure 78: Progress Report > Milestones Section

Step 9: On the Reporting Tasks bar, click on the Narrative tab. This section is required; therefore, it must be completed. Enter text into the rich text editor and click **[Save Narrative].**

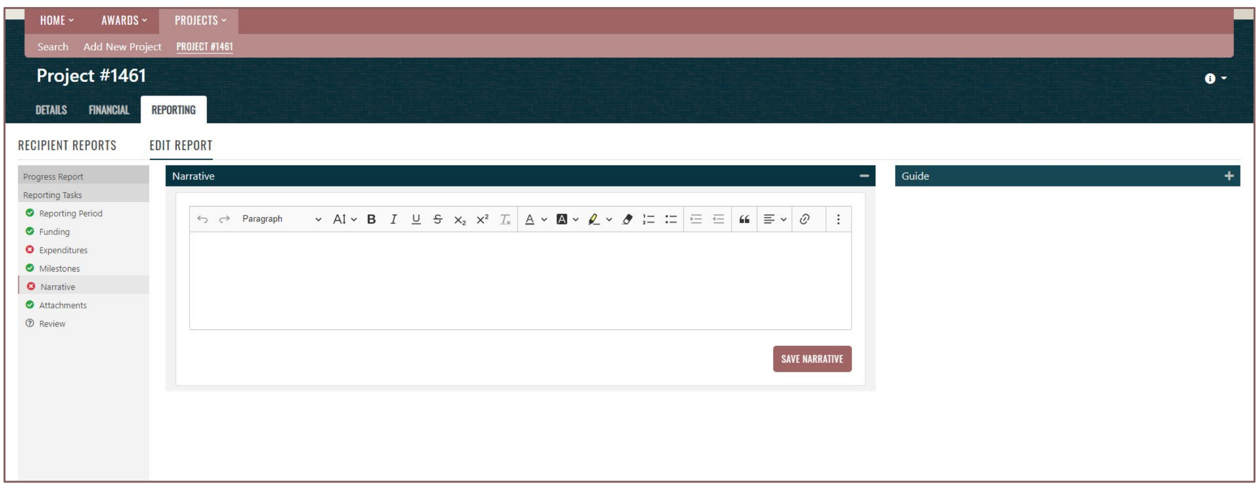


Figure 79: Progress Report > Narrative Section

Step 10: On the Reporting Tasks bar, click on the Attachments tab. This section is optional.

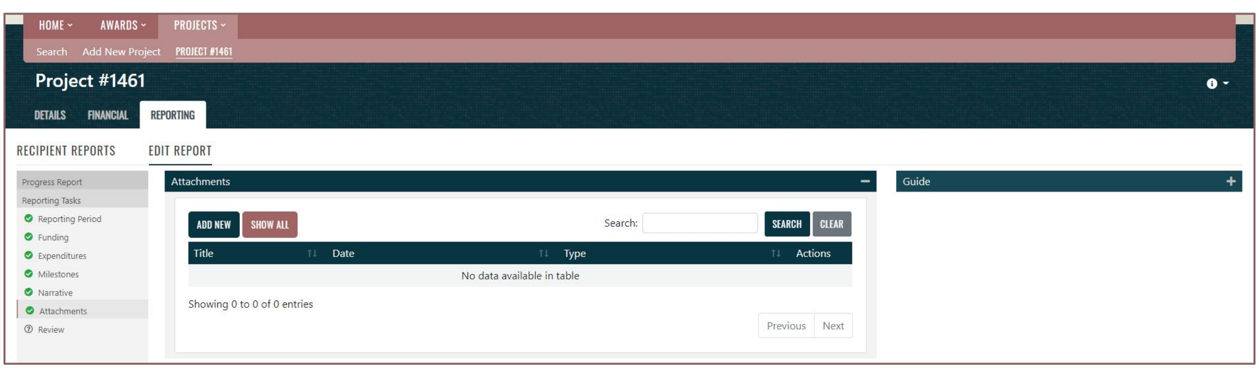


Figure 80: Progress Report > Attachments Section

i. To add an attachment, click **[ADD NEW]**.
ii. Upload a file using the drag and drop file zone feature.

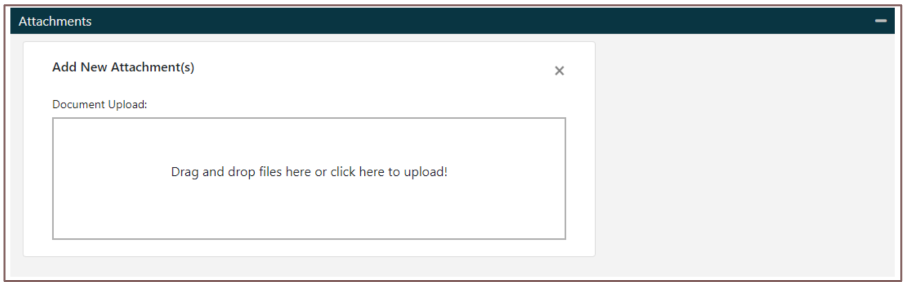


Figure 81: Add New Attachment > Drag and Drop File Zone

iii. Upon a successful upload, a Successfully Uploaded message will display.
iv. Close the window. The attachment record will be listed in the table.
v. To preview, download or print an **uploaded file**, click on the file icon in the Actions column of the Table.
vi. To edit an **attachment record**, click on the icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

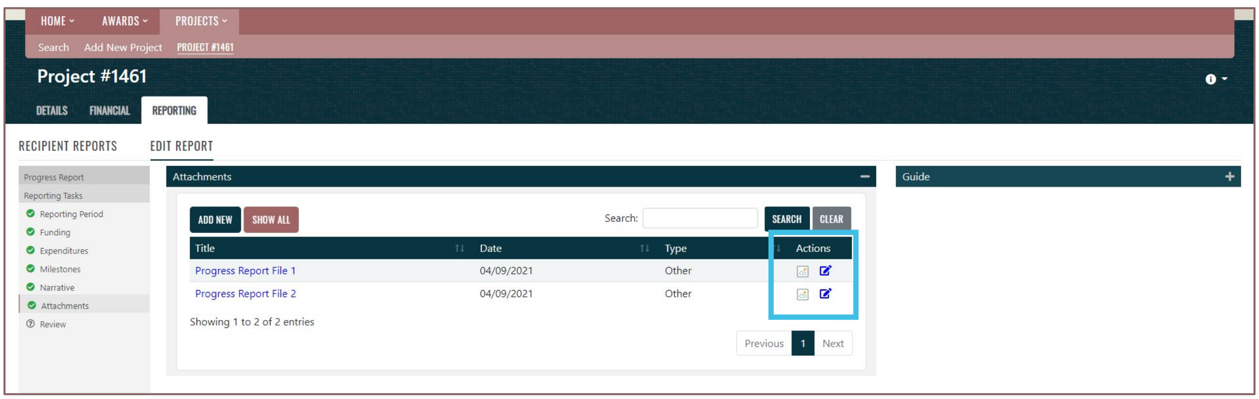


Figure 82: Attachments > View and Edit Actions

vii. Make the necessary changes and click **[SAVE].** Upon a successful save, an Attachment Saved success message will pop-up.
viii. To delete an **attachment**, click **[DELETE]** on the Edit Attachment page.
ix. On the confirmation pop-up, check the box next to "I want to remove this Attachment" and then select **[DELETE]**. An Attachment Deleted success message will pop-up.

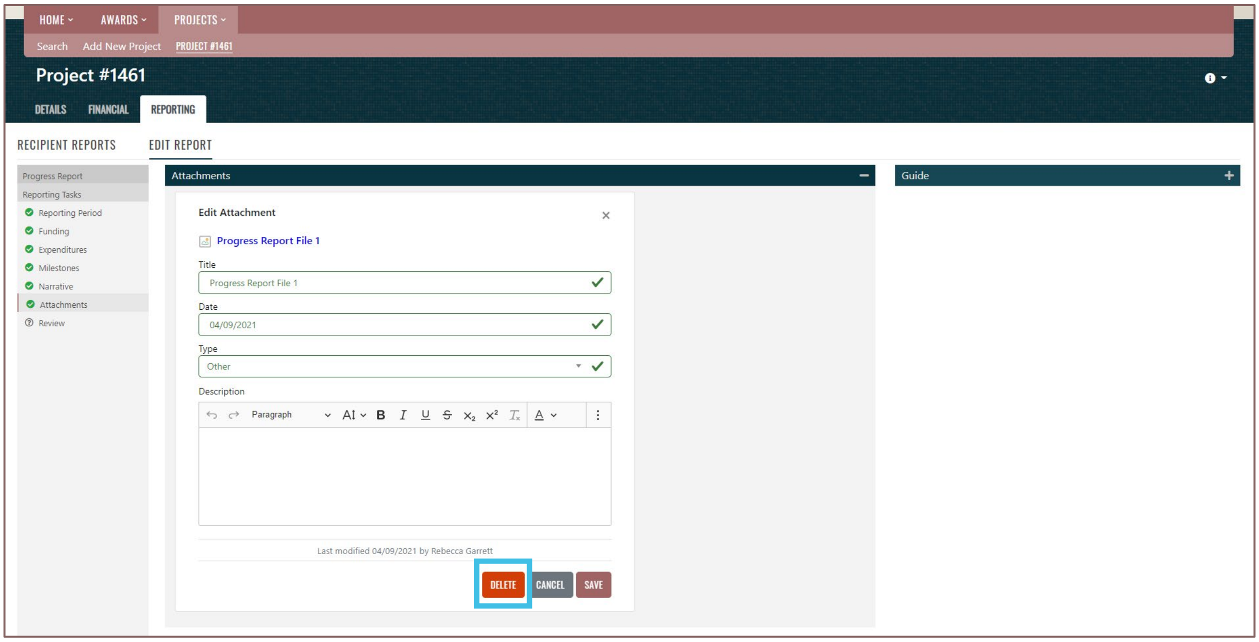


Figure 83: Attachments > Delete an Attachment

Step 11: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[SAVE]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.

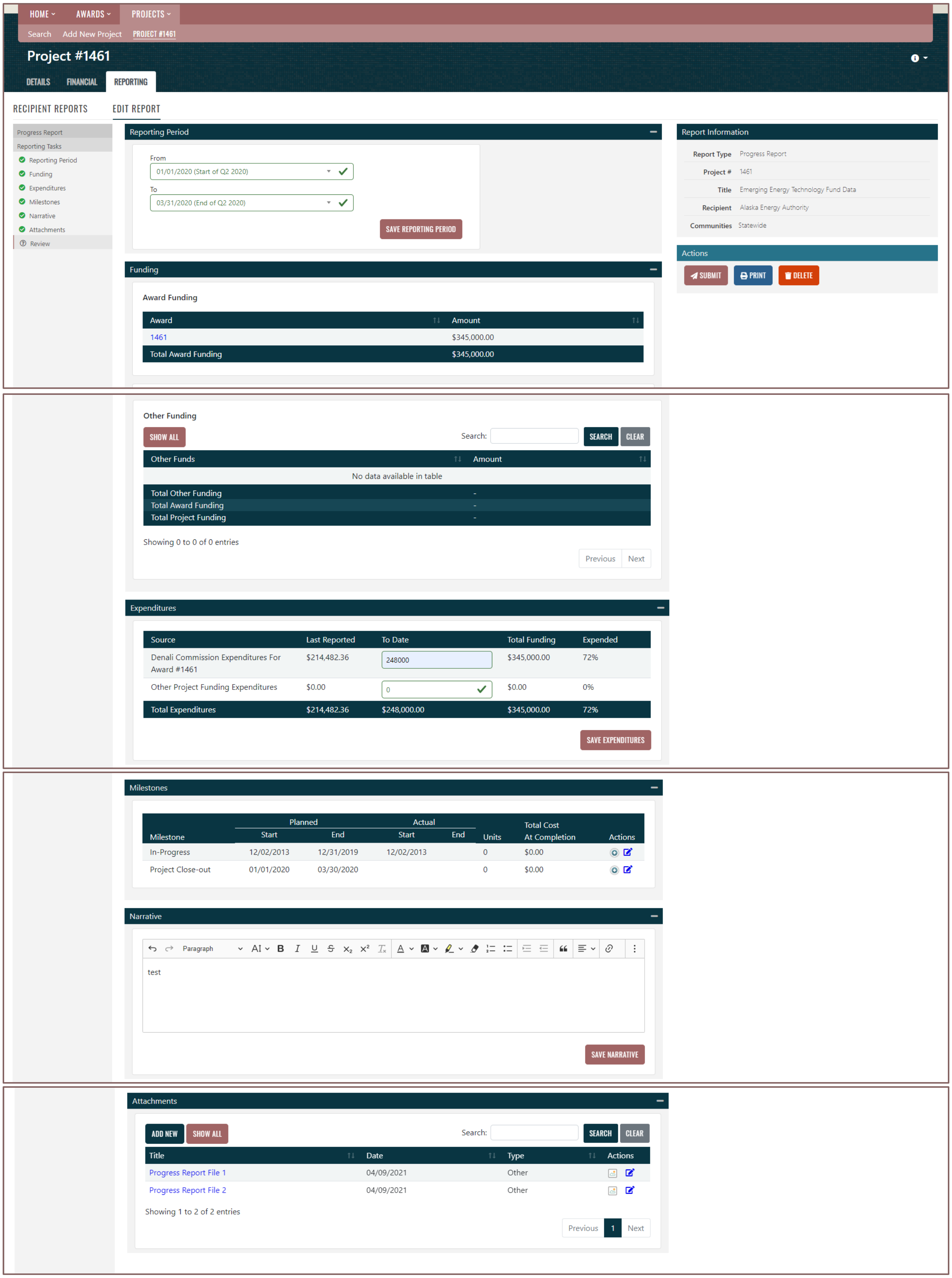


Figure 84: Progress Report > Review Page

Step 12: to submit a report, click **[SUBMIT]** in the Actions Table. On the confirmation pop-up, check the box next to "I want to submit this report" and then select **[SUBMIT]**. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status "Submitted".

Step 13: To print a report, click **[PRINT]** in the Actions Table.

Step 14: To delete a report, click **[DELETE]**.

Step 15: On the confirmation pop-up, check the box next to "I want to remove this report" and then select **[DELETE]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

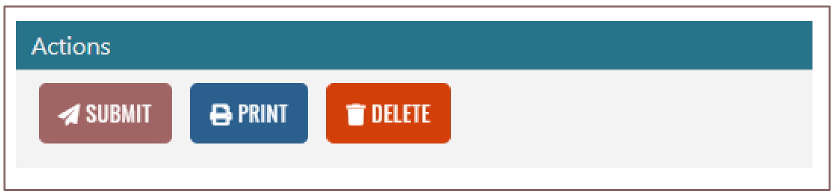
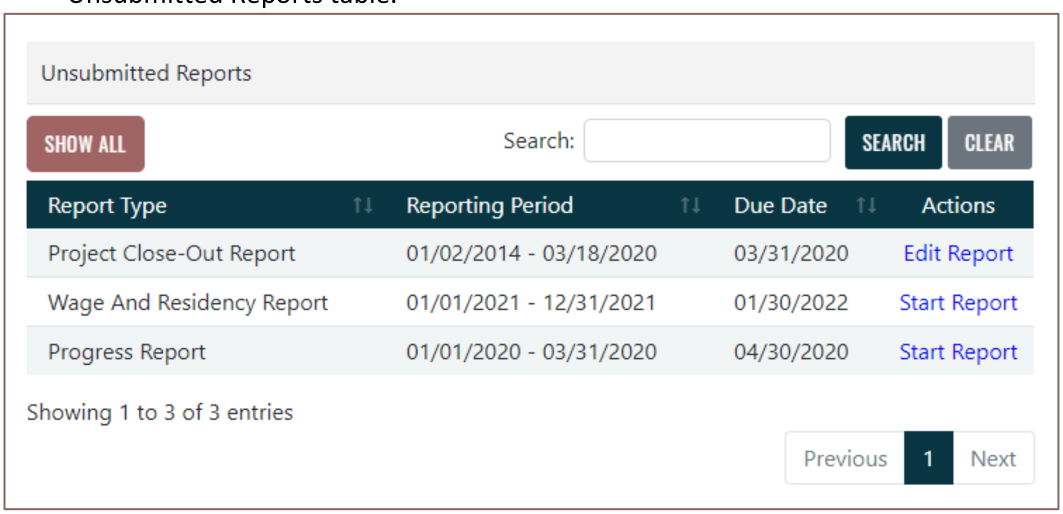


Figure 85: Actions Table

5.2.3.3 Project Closeout Report

The steps below outline how to start, edit, delete, and submit a Progress Report.

Step 1: Click on the Start Report or Edit Report link in the Actions Column of a report in the Unsubmitted Reports table.



Report Type	Reporting Period	Due Date	Actions
Project Close-Out Report	01/02/2014 - 03/18/2020	03/31/2020	Edit Report
Wage And Residency Report	01/01/2021 - 12/31/2021	01/30/2022	Start Report
Progress Report	01/01/2020 - 03/31/2020	04/30/2020	Start Report

Figure 86: Project Closeout Reports > Unsubmitted Reports

Step 2: You will be taken to the Edit Report page.

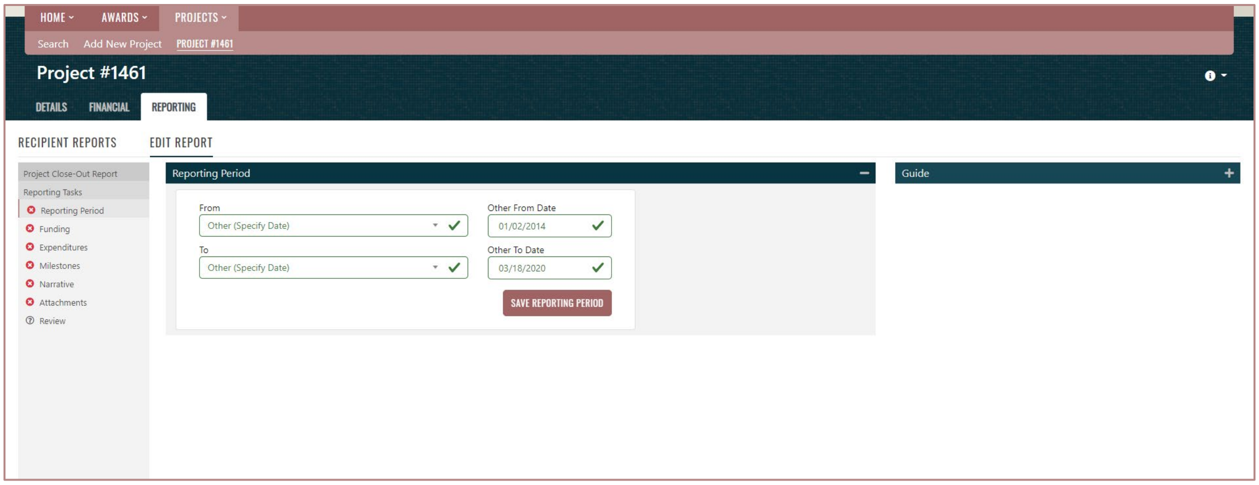


Figure 87: Project Closeout Report > Edit Report Page

Step 3: Use the Reporting Tasks tab on the left to navigate to each report section.

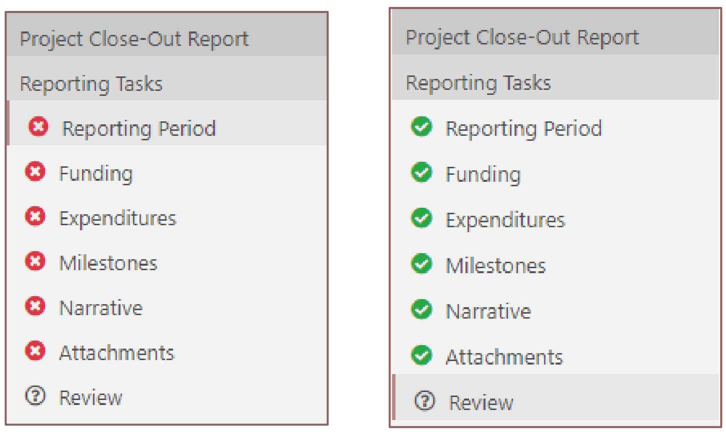


Figure 88: Reporting Tasks: Incomplete vs Complete Report Sections

A green check next to reporting task tab indicates that the section is complete while a red cross indicates that a section is incomplete. Note, the report cannot be submitted if any sections are denoted with a red cross.

Step 4: By default, the landing page of the Edit Report page is the Reporting Period section. The Reporting Period dates are prepopulated by the system but, if needed, these dates can be changed via the field's drop-down options.

When editing the reporting period dates, the "From" date must precede the "To" date. Even if no changes to the prepopulated dates are made, the page must be saved to mark the section as complete.

Step 5: Click **[Save Reporting Period].**

Step 6: Click on the Funding tab to view the Award Funding and Other Funding for the project. No Action is required here.

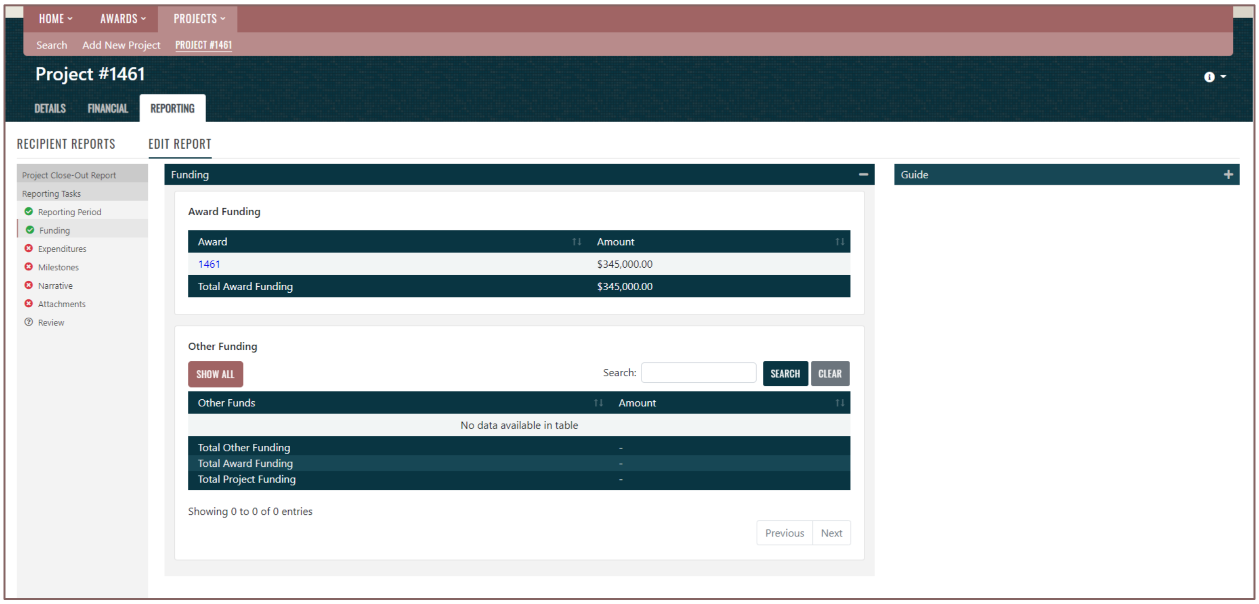


Figure 89: Progress Report > Funding Section

Step 7: On the Reporting Tasks bar, click on the Expenditures tab. Enter amounts in the Expenditures "To Date" and Project Expenditure Summary "To Date" fields and click **[SAVE EXPENDITURES & SUMMARY]**.

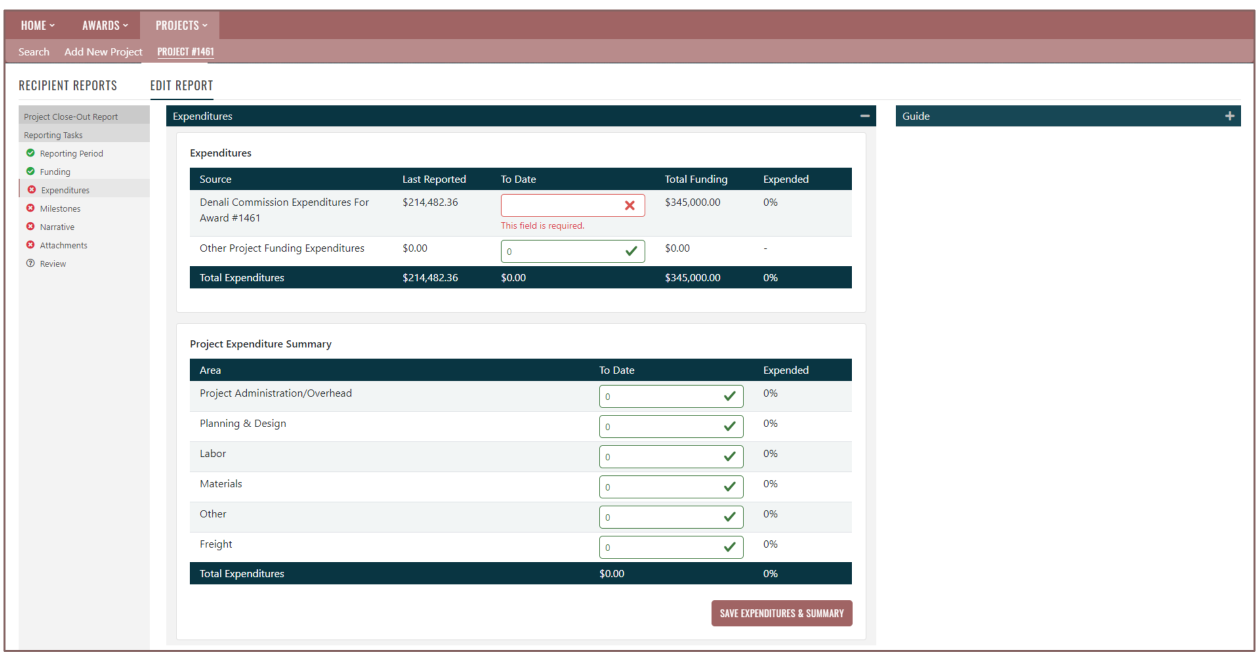


Figure 90: Project Closeout > Expenditures Section

Expenditures for a funding source cannot be LESS than the Last Reported amount or ABOVE the Total Funding.

Project Expenditure Summary:

- Must have a value of “0” or more
- The Project Expenditure Summary “Total Expenditures” cannot EXCEED or BE LESS THAN the Expenditures “To Date” Total

Step 8: On the Reporting Tasks bar, click on the Milestones tab. To edit a Milestone, click on the icon in the Actions column. Make the necessary changes and click **[SAVE].**

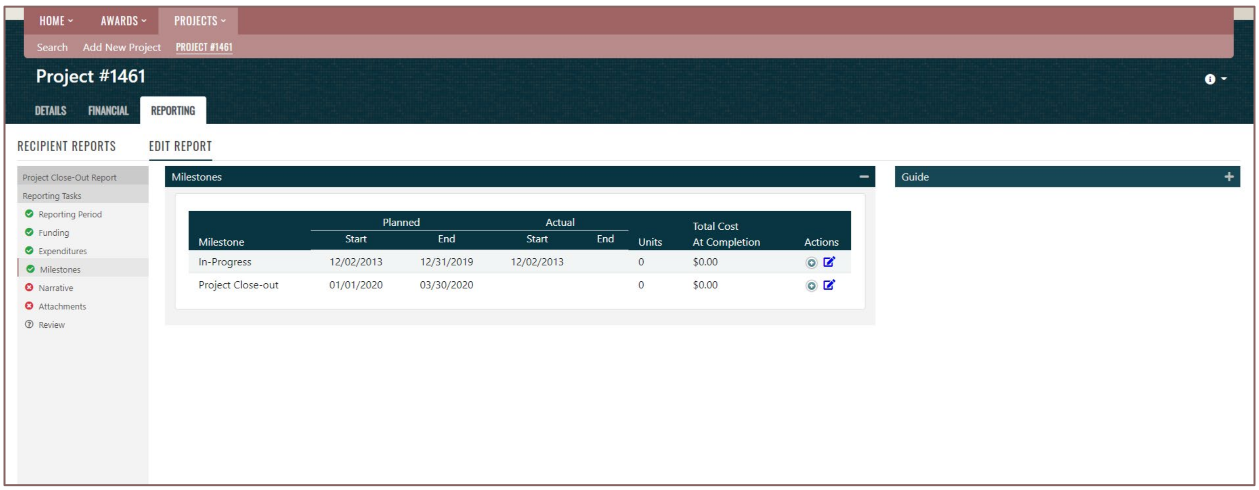


Figure 91: Project Closeout Report > Milestones Section

Step 9: On the Reporting Tasks bar, click on the Narrative tab. This section is required; therefore, it must be completed. Enter text into the rich text editor and click **[SAVE NARRATIVE].**

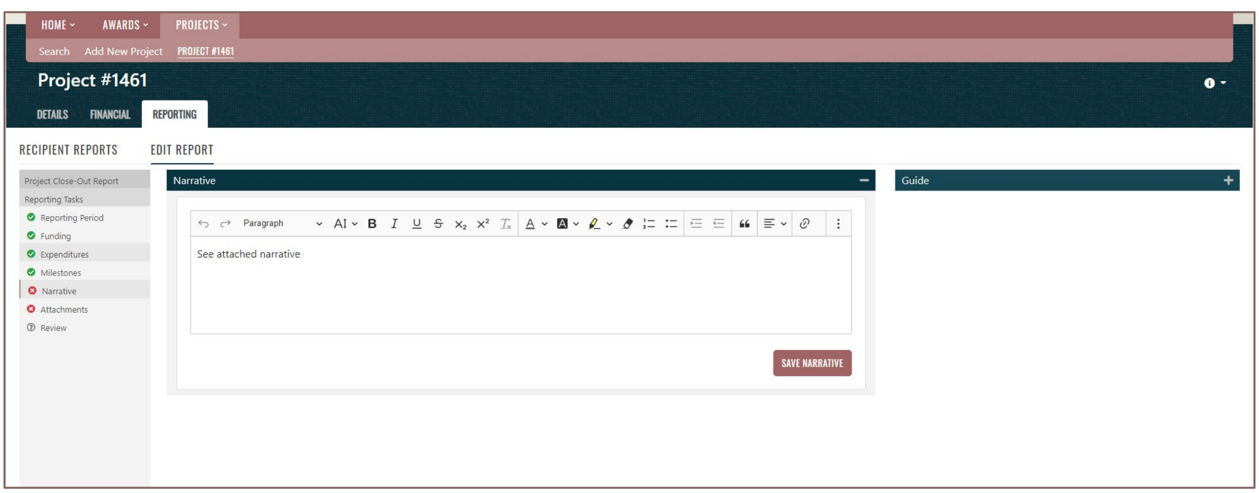


Figure 92: Project Closeout Report > Narrative Section

Step 10: On the Reporting Tasks bar, click on the Attachments tab. This section is optional.

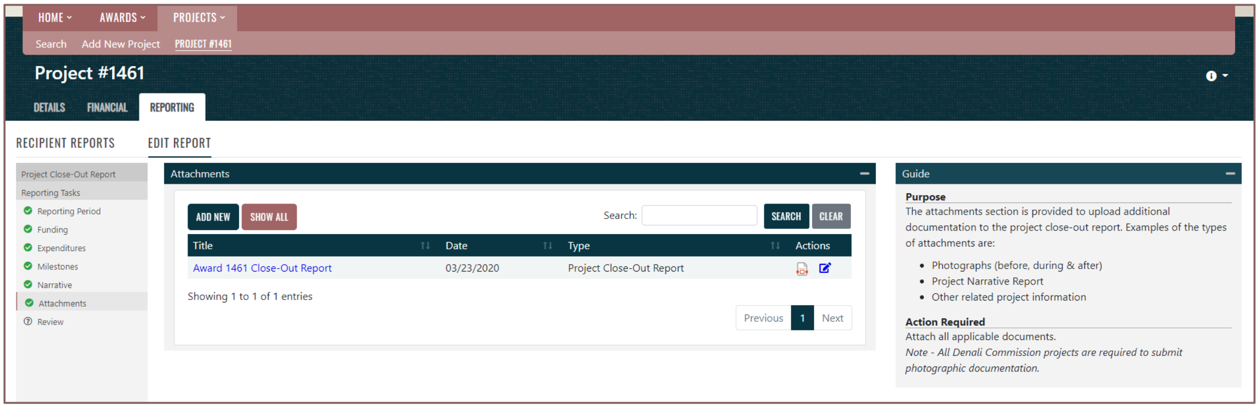


Figure 93: Project Closeout Report > Attachments Section

i. To add an attachment, click **[ADD NEW]**.
ii. Upload a file using the drag and drop file zone feature.

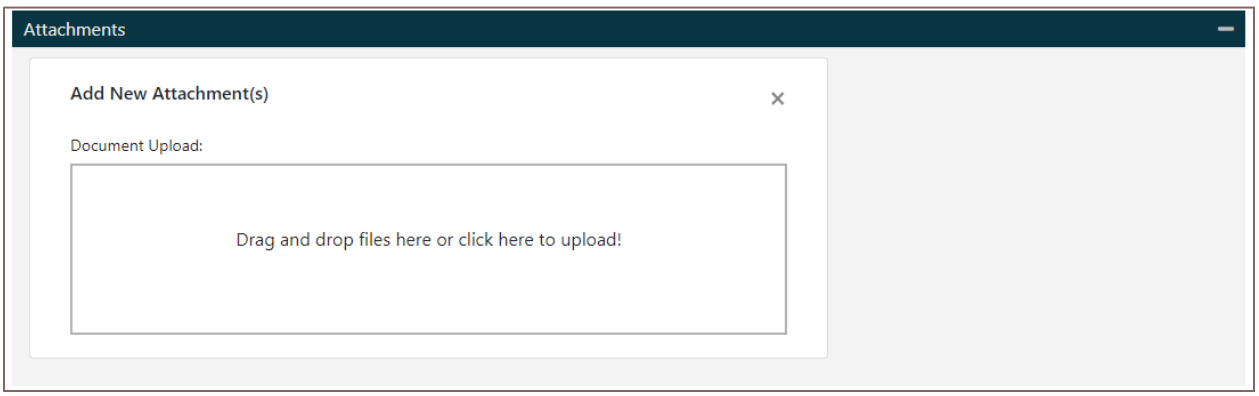


Figure 94: Add New Attachment > Drag and Drop File Zone

iii. Upon a successful upload, a Successfully Uploaded message will display.
iv. Close the window. The attachment record will be listed in the table.
v. To preview, download or print an **uploaded file**, click on the file icon in the Actions column of the Table.
vi. To edit an **attachment record**, click on the icon located in the Actions column of the Table. You will be taken to the Edit Attachment page.

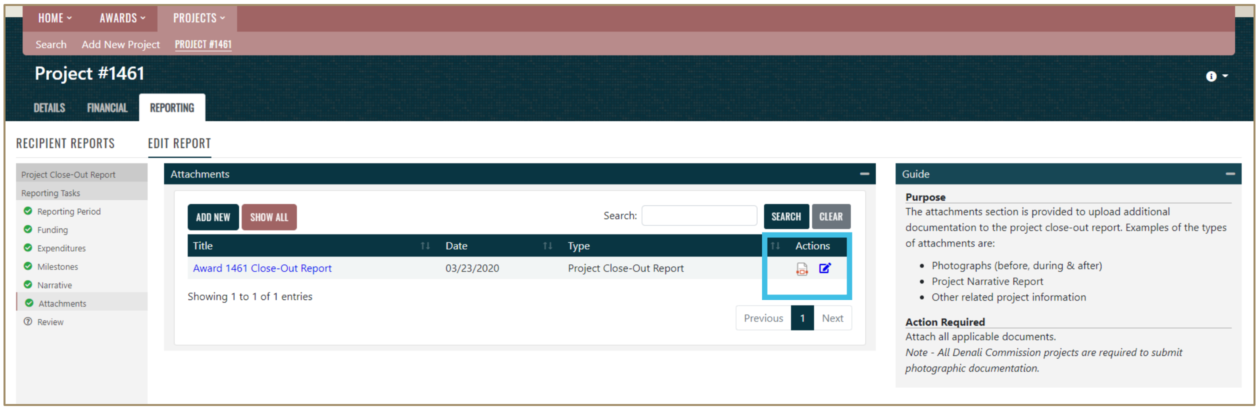


Figure 95: Attachments > View and Edit Actions

vii. Make the necessary changes and click **[Save].** Upon a successful save, an Attachment Saved success message will pop-up.

viii. To delete an **attachment**, click **[Delete]** on the Edit Attachment page.

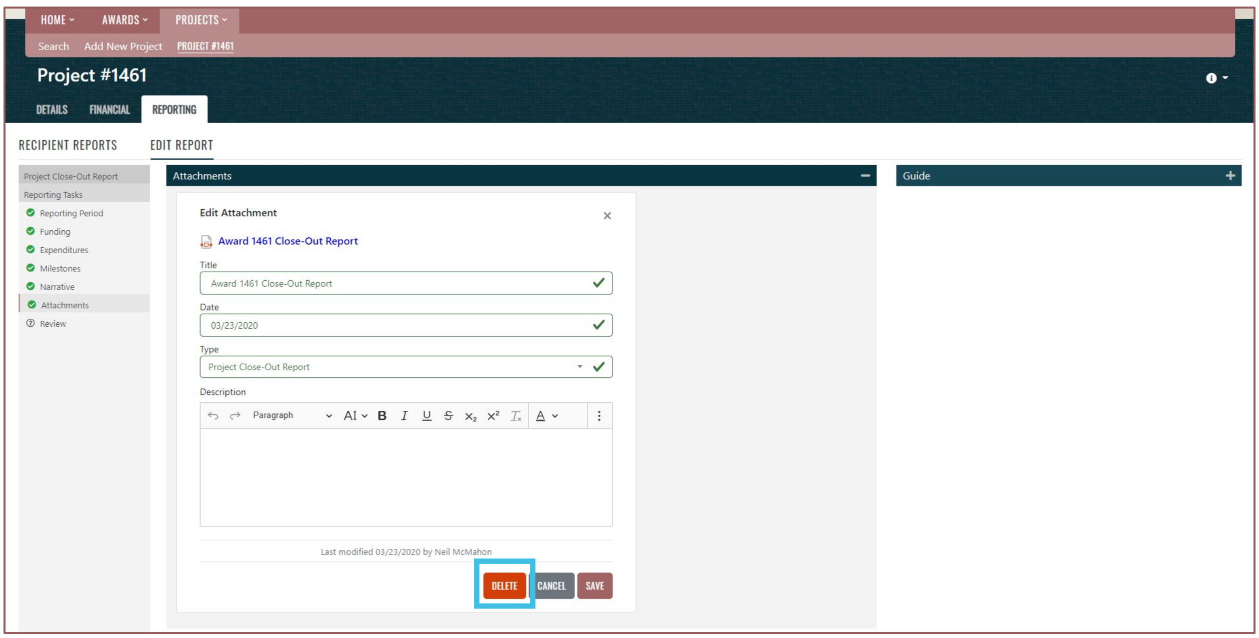


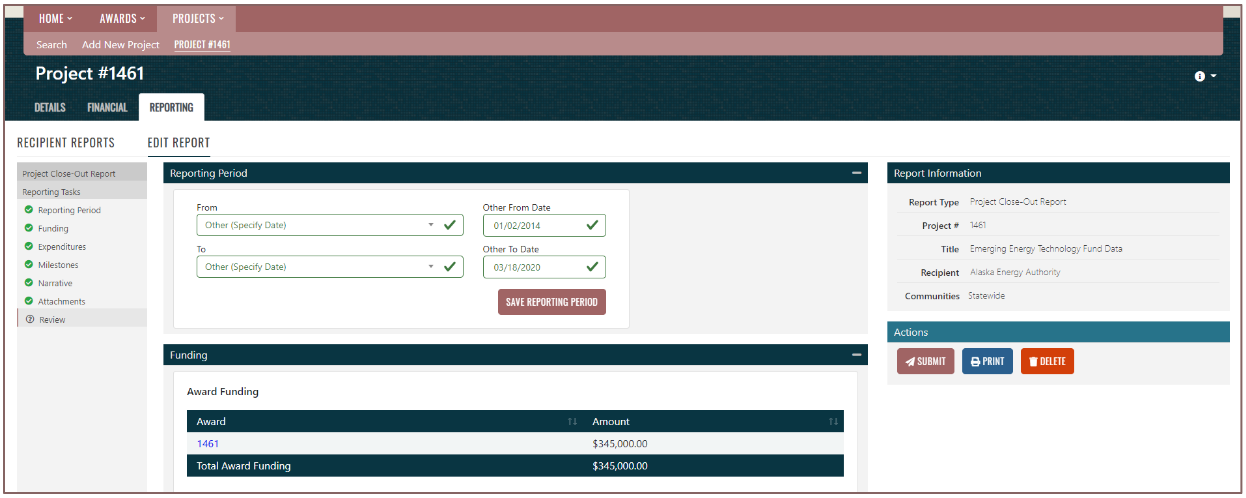
Figure 96: Attachments > Delete an Attachment

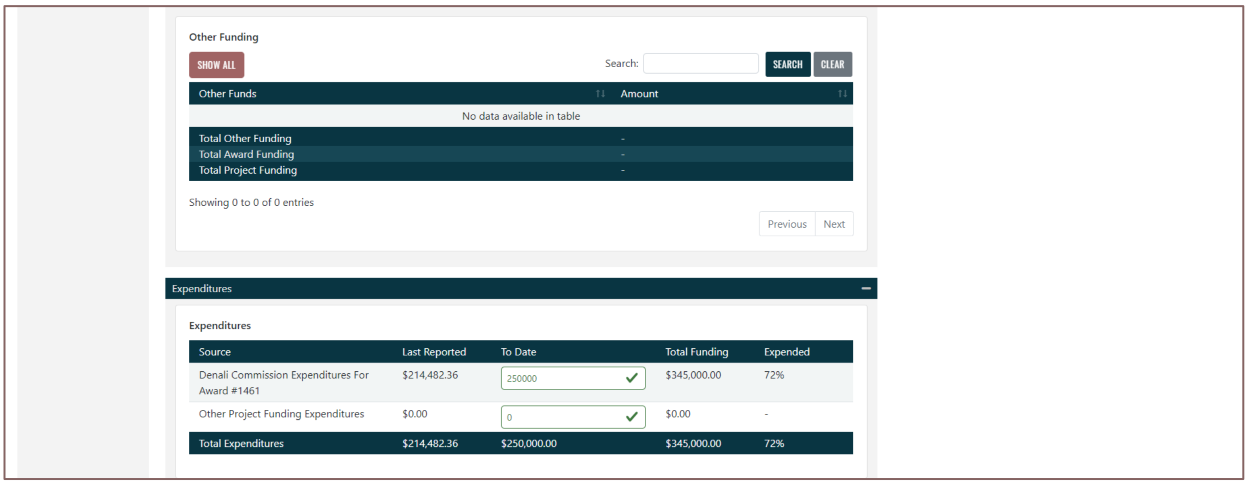
ix. On the confirmation pop-up, check the box next to "I want to remove this Attachment" and then select **[Delete]**. An Attachment Deleted success message will pop-up.

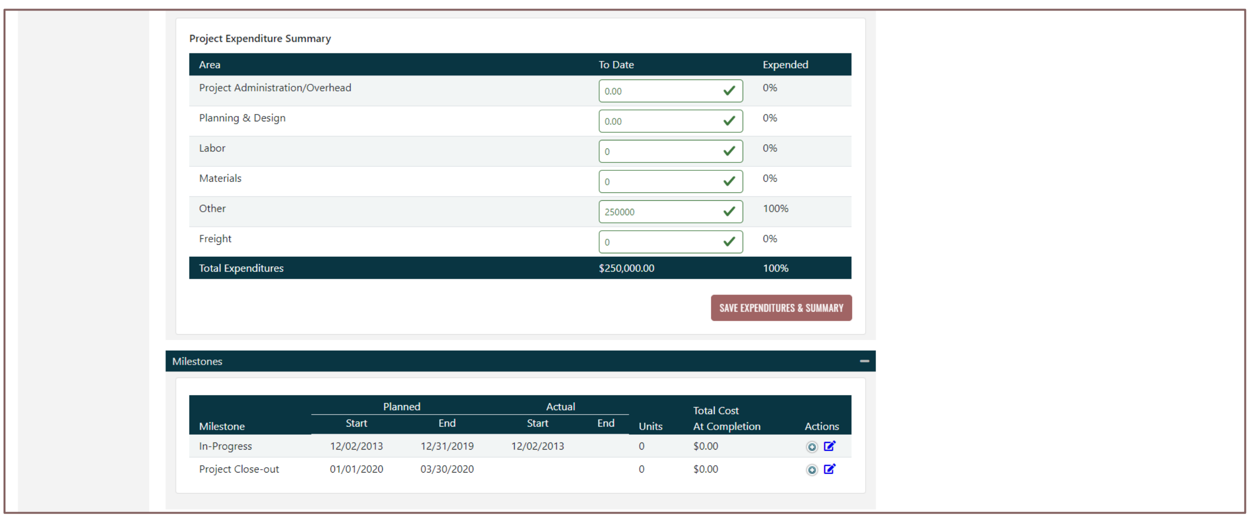
Step 11: On the Reporting Tasks bar, click on the Review tab.

The Review tab contains all the sections of the report on one page. Changes to each individual report section can be made directly on this page. Clicking **[Save]** will mark the section/corresponding Reporting Task tab as complete.

The Actions Table on the Review Reporting Tasks tab allows you to submit, delete or print a report.


HOME
AWARDS
PROJECTS
Search
Add New Project
PROJECT #1461
Project #1461
DETAILS
FINANCIAL
REPORTING
RECIPIENT REPORTS
EDIT REPORT
Project Close-Out Report
Reporting Tasks
Reporting Period
Funding
Expenditures
Milestones
Narrative
Attachments
Review
Reporting Period
From
Other (Specify Date)
Other From Date
01/02/2014
To
Other (Specify Date)
Other To Date
03/18/2020
SAVE REPORTING PERIOD
Report Information
Report Type Project Close-Out Report
Project # 1461
Title Emerging Energy Technology Fund Data
Recipient Alaska Energy Authority
Communities Statewide
Actions
SUBMIT
PRINT
DELETE
Funding
Award Funding
Award
Amount
1461
$345,000.00
Total Award Funding
$345,000.00


Other Funding
SHOW ALL
Search:
SEARCH
CLEAR
Other Funds
Amount
No data available in table
Total Other Funding
Total Award Funding
Total Project Funding
Showing 0 to 0 of 0 entries
Previous
Next
Expenditures
Expenditures
Source
Last Reported
To Date
Total Funding
Expended
Denali Commission Expenditures For Award #1461
$214,482.36
250000
$345,000.00
72%
Other Project Funding Expenditures
$0.00
0
$0.00
Total Expenditures
$214,482.36
$250,000.00
$345,000.00
72%


Project Expenditure Summary
Area
To Date
Expended
Project Administration/Overhead
0.00
0%
Planning & Design
0.00
0%
Labor
0
0%
Materials
0
0%
Other
250000
100%
Freight
0
0%
Total Expenditures
$250,000.00
100%
SAVE EXPENDITURES & SUMMARY
Milestones
Planned
Actual
Milestone
Start
End
Start
End
Units
Total Cost At Completion
Actions
In-Progress
12/02/2013
12/31/2019
12/02/2013
0
$0.00
Project Close-out
01/01/2020
03/30/2020
0
$0.00

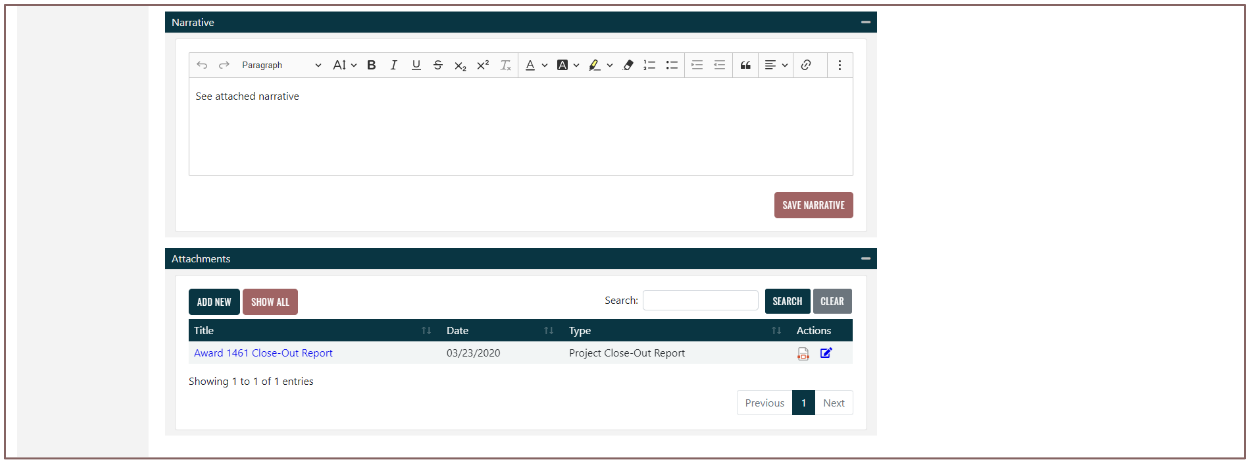


Figure 97: Progress Report > Review Page

Step 12: To submit a report, click **[Submit]** in the Actions Table. On the confirmation pop-up, check the box next to “I want to submit this report” and then select **[Submit]**. A Report Submitted success message will pop-up. The report will be listed in the Unsubmitted Reports table with the status “Submitted”.

Step 13: To print a report, click **[Print]** in the Actions Table.

Step 14: To delete a report, click **[Delete]**.

Step 15: On the confirmation pop-up, check the box next to “I want to remove this report” and then select **[Delete]**. A Report Removed success message will pop-up.

Note, only an **unsubmitted** report can be deleted.

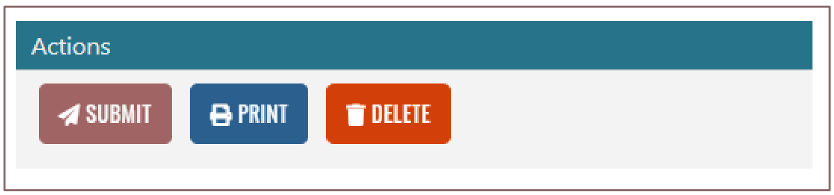


Figure 98: Actions Table

6 Getting Help

6.1 Solutions to Common Problems

Problems with the Denali Project Database System fall into three categories: internet issues, browser issues, and Denali Project Database System issues. Please follow the steps below to resolve each issue.

6.1.1 Internet and Browser Issues

The Primary characteristic of this issue is a delay when loading a page. At the conclusion of this long delay, a message may display indicating there is a problem with internet access. Alternatively, pages may seem to load but appear blank. If a page has not loaded or displayed after 30 seconds, please follow the steps below.

Note: Not all steps have to be completed; start with Step 1 and keep working until the issue is resolved. Once the issue is resolved, skip all remaining steps and return to your training session.

Step 1: Refresh the page using the browser's **[REFRESH]** button.
Step 2: If the issue still exists, close all browser windows, wait 10 seconds, then open a new browser window and return to SMART.
Step 3: Check your internet connectivity – do other sites display without issue? If so, proceed to Step 2. Otherwise, the issue may be that the browser is unable to connect to the internet. Check all connections and try again. If the problem persists, contact your network administrator or your Internet Service Provider.
Step 4: Send email to denali_support@acistek.com. Include your email address, your contact information, and a description of what happened leading up to and following the issue.

6.1.2 Denali Project Database System Issues

SMART issues may be errors which display on-screen or situations where data may not be saved properly. If you experience either of these problems, please contact Support via email.

Step 1: Use **[PRTSC]** on the keyboard to capture an image of the screen.
Step 2: Compose a new email message and paste (**[CTRL+V}** on the keyboard) the screen image into the message. Be sure to include your Username, your contact information, a description of what module or page you were viewing, and what you were doing (or trying to do) at the time the error occurred.
Step 3: Send the email to denali_support@acistek.com.

6.2 Getting More Help

If you are experiencing technical difficulties, please contact the Denali Support team via email at denali_support@acistek.com.

When emailing, pleases include as much information as possible relating to the problem, including print screen(s) of the error.

Appendix A – User Access Rights Matrix

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Admin	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Archives																												
Bulk Operations																												
General																												
Logins																												
Requests																												
System																												

Announcements	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Announcement																												
Announcement Attachments																												
Application																												
NoA																												
Obligations																												
Pre-Award Attachments																												
Routing Slip																												
Routing Slip Users																												
Search																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Awards	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Add New Award																												
Add New Drawdowns																												
Details																												
Financial																												
Projects																												
Reporting																												
Search for An Award																												

Awards Details	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**
At-A-Glance																												
Attachments																												
Build Project																												
Contacts																												
Notes																												
Overview																												
Status																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Awards Financial	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Drawdowns																												
Funding																												
Awards Projects	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Project List																												
Awards Reporting	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Approve Report																												
Rescind Report																												
Schedule																												
Start Report																												
View Submitted Report																												
View Unsubmitted Report																												
Home	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Change Password																												
Dashboard																												
General																												
PM Tasks																												
Indicators	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
General																												

	* – Public				I – Other, Recipient, Recipient Staff				II – Staff				III – Program Manager				IV – Data Entry				V – Administrator				VI – Developer			
Projects	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Add New Project																												
Details																												
Financial																												
Program																												
Reporting																												
Search for An Project																												
Projects Details	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**
At-A-Glance																												
Attachments																												
Contacts																												
Milestones																												
Notes																												
Overview																												
Projects Financial	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D	C	R	U	D
Award Funding																												
Expenditures																												
Other Funding																												
Projects Program	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**	**C**	**R**	**U**	**D**
Checklist																												
Costs																												

Projects Reporting	* – Public				I – Other, Recipient, Recipient Staff			
	C	R	U	D	C	R	U	D
Approve Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable
Rescind Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable
Schedule	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible
Start Report	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Permissible if Associated	Not Applicable	Not Applicable	Not Applicable
View Submitted Report	Not Applicable	Permissible	Not Applicable	Not Permissible	Not Applicable	Permissible	Not Applicable	Not Permissible
View Unsubmitted Report	Not Applicable	Not Permissible	Not Permissible	Not Permissible	Not Applicable	Permissible if Associated	Not Permissible	Permissible if Associated

Projects Reporting	II – Staff				III – Program Manager			
	C	R	U	D	C	R	U	D
Approve Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Permissible if Associated	Not Applicable
Rescind Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable
Schedule	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible	Not Permissible
Start Report	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable
View Submitted Report	Not Applicable	Permissible	Not Applicable	Not Permissible	Not Applicable	Permissible	Not Applicable	Permissible if Associated
View Unsubmitted Report	Not Applicable	Not Permissible	Not Permissible	Not Permissible	Not Applicable	Permissible if Associated	Not Permissible	Permissible if Associated

Projects Reporting	IV – Data Entry				V – Administrator			
	C	R	U	D	C	R	U	D
Approve Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable
Rescind Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Permissible	Not Applicable
Schedule	Permissible	Permissible	Permissible	Permissible	Permissible	Permissible	Permissible	Permissible
Start Report	Not Permissible	Not Applicable	Not Applicable	Not Applicable	Not Permissible	Not Applicable	Not Applicable	Not Applicable
View Submitted Report	Not Applicable	Permissible	Not Applicable	Not Permissible	Not Applicable	Permissible	Not Applicable	Permissible
View Unsubmitted Report	Not Applicable	Not Permissible	Not Permissible	Not Permissible	Not Applicable	Permissible	Not Permissible	Permissible

Projects Reporting	VI – Developer			
	C	R	U	D
Approve Report	Not Applicable	Not Applicable	Not Permissible	Not Applicable
Rescind Report	Not Applicable	Not Applicable	Permissible	Not Applicable
Schedule	Permissible	Permissible	Permissible	Permissible
Start Report	Not Permissible	Not Applicable	Not Applicable	Not Applicable
View Submitted Report	Not Applicable	Permissible	Not Applicable	Permissible
View Unsubmitted Report	Not Applicable	Permissible	Not Permissible	Permissible

Legend	
(grey)	Not Applicable
(red)	Not Permissible
(yellow)	Permissible if Associated
(green)	Permissible

C	**Create**
R	**Read**
U	**Update**
D	**Delete**