



An orange outline of the state of Ohio, centered on the page. Inside the outline, the text "GMIS Attaching Documents" is displayed in a large, bold, serif font. "GMIS" is green, while "Attaching Documents" is orange.

GMIS Attaching Documents

Attaching documents



Grants Management Information System

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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

<u>Application Section</u>	<u>Status</u>
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](#)

<u>Date</u>	<u>ODH Comment</u>	<u>Comment</u>	<u>Attachment</u>	<u>User</u>
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

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

Attaching documents

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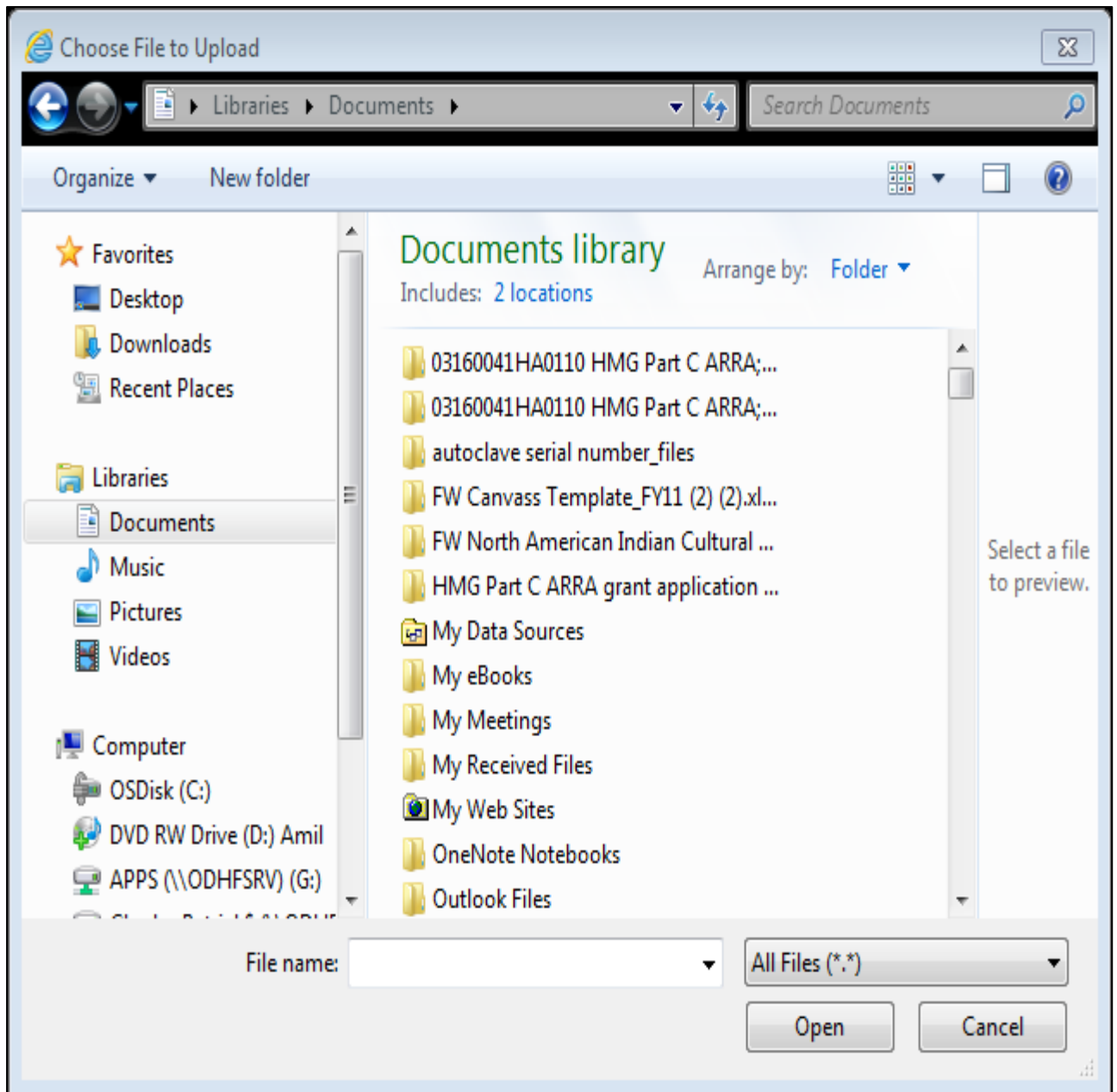
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		<div>1000 characters left</div>	<div> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>	

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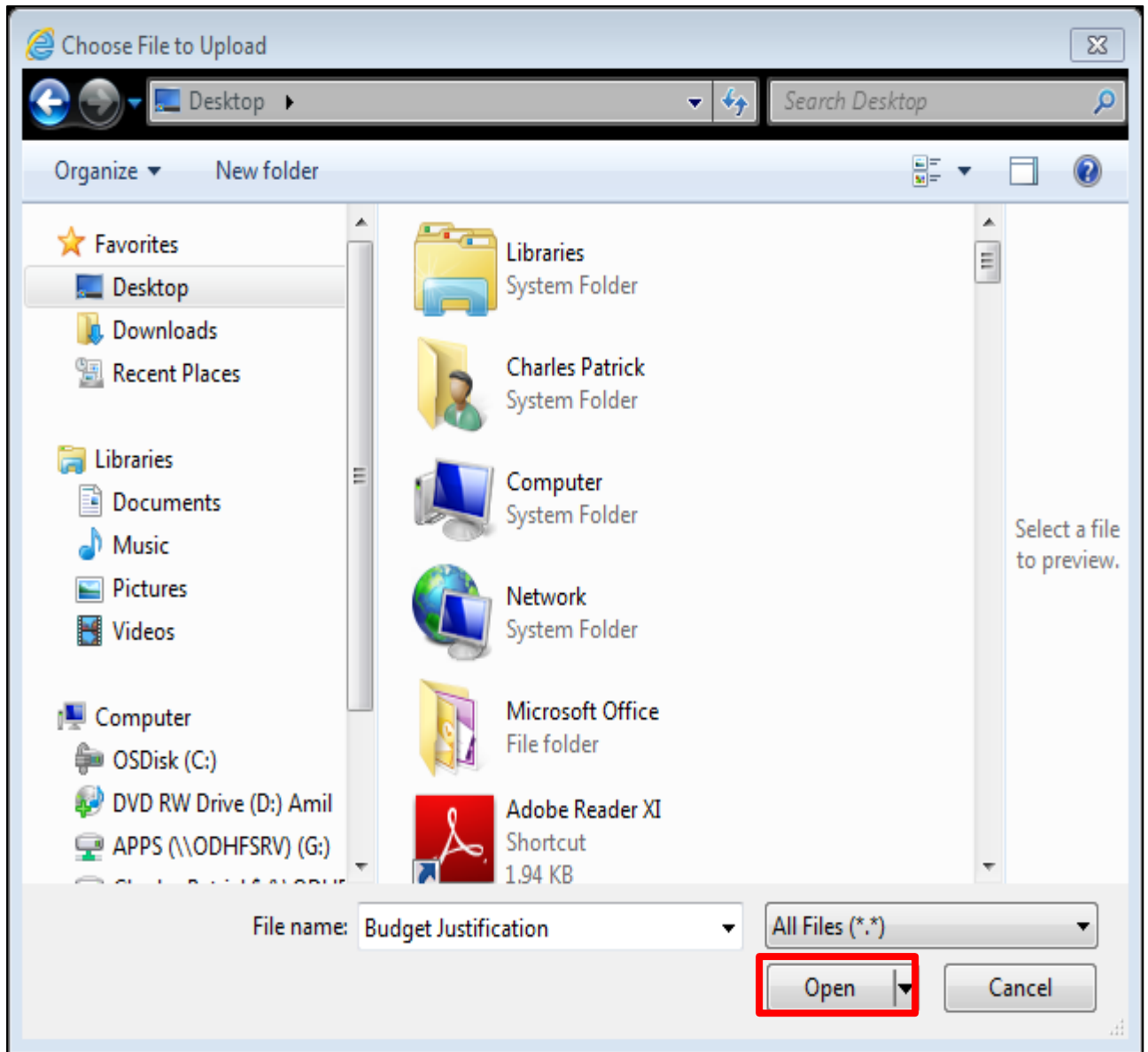
- Click the Browse button

Attaching documents



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

Attaching documents



- Click Open

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		<div>1000 characters left</div>	C:\Users\Gina.Jackson\Documents\BudgetJustification.PDF Browse... Upload	

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Budget Justification

980 characters left

BudgetJustification.PDF

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- Once you have identified the attachment click Save

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Edit Delete 1/13/2014 3:47:09 PM	<input type="checkbox"/>	Budget Justification	BudgetJustification.PDF	ODH Subgrantee

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