



EGMS

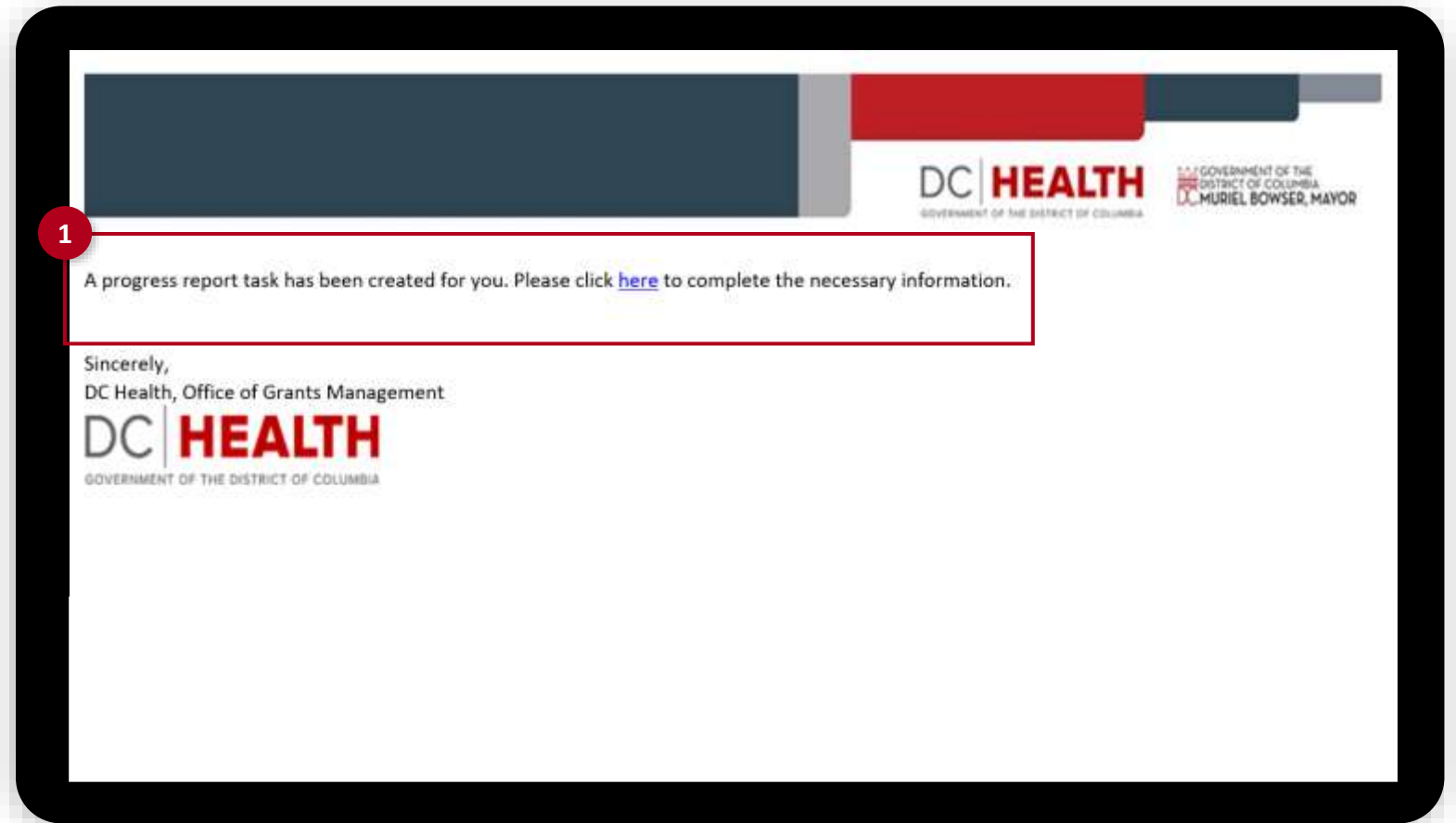
Progress Reports

Reference Guide for Primary Users

Let's begin!

Notification e-mail

- 1 Click the **link** in the notification e-mail to start completing the Progress Report task.



Log into EGMS

- 1 Log into the Enterprise Grants Management System page by entering your username and password. Click the Log in button.

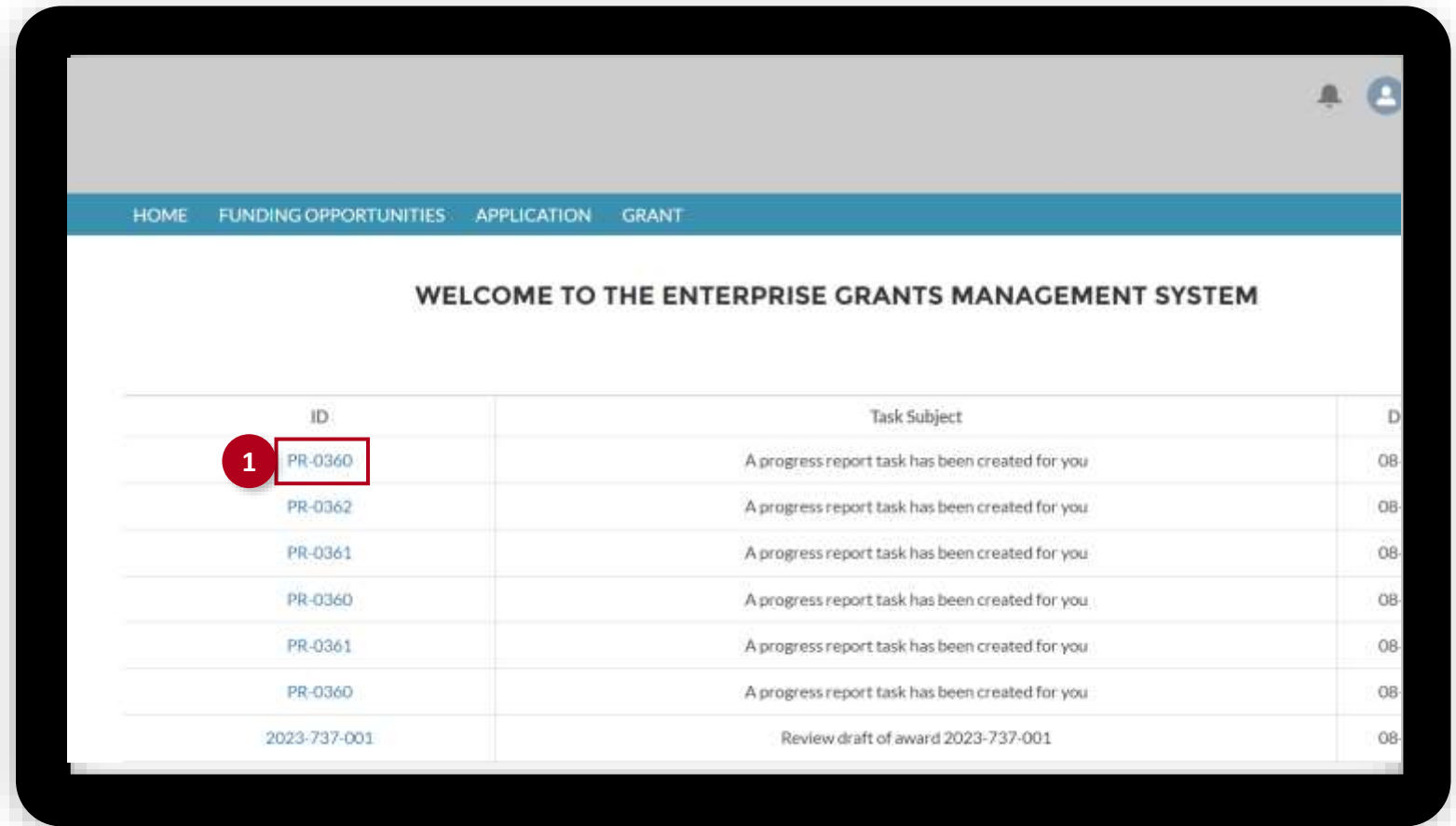


TIP: If you don't have a User, click the Register Here link.



Open the Progress Report Task

1 Click on the Progress Report ID.



Fill out the Profile section

- 1 Complete all the fields in the Profile section.
- 2 Click the **Next** button to continue.

The screenshot shows a web form with the following sections and fields:

- Reporting Period Start Date:** Nov 5, 2022
- Reporting Period End Date:** Dec 5, 2022
- Submission date:** (empty)
- Contact name:** (empty)
- Organization name:** (empty)
- Contact title:** (empty)
- Grant number:** SA - 1158
- Contact phone:** (empty)
- Program description:** (empty)
- Contact email:** (empty)

Mark the areas that you have included in your progress report:

- Key Accomplishments:** Completed
- Targets and Results:** Not applicable
- Challenges:** Completed
- Partnerships:** Completed
- Project Changes:** Not applicable
- Future Activities:** Not applicable
- Comments:** Completed

Project Timeline:

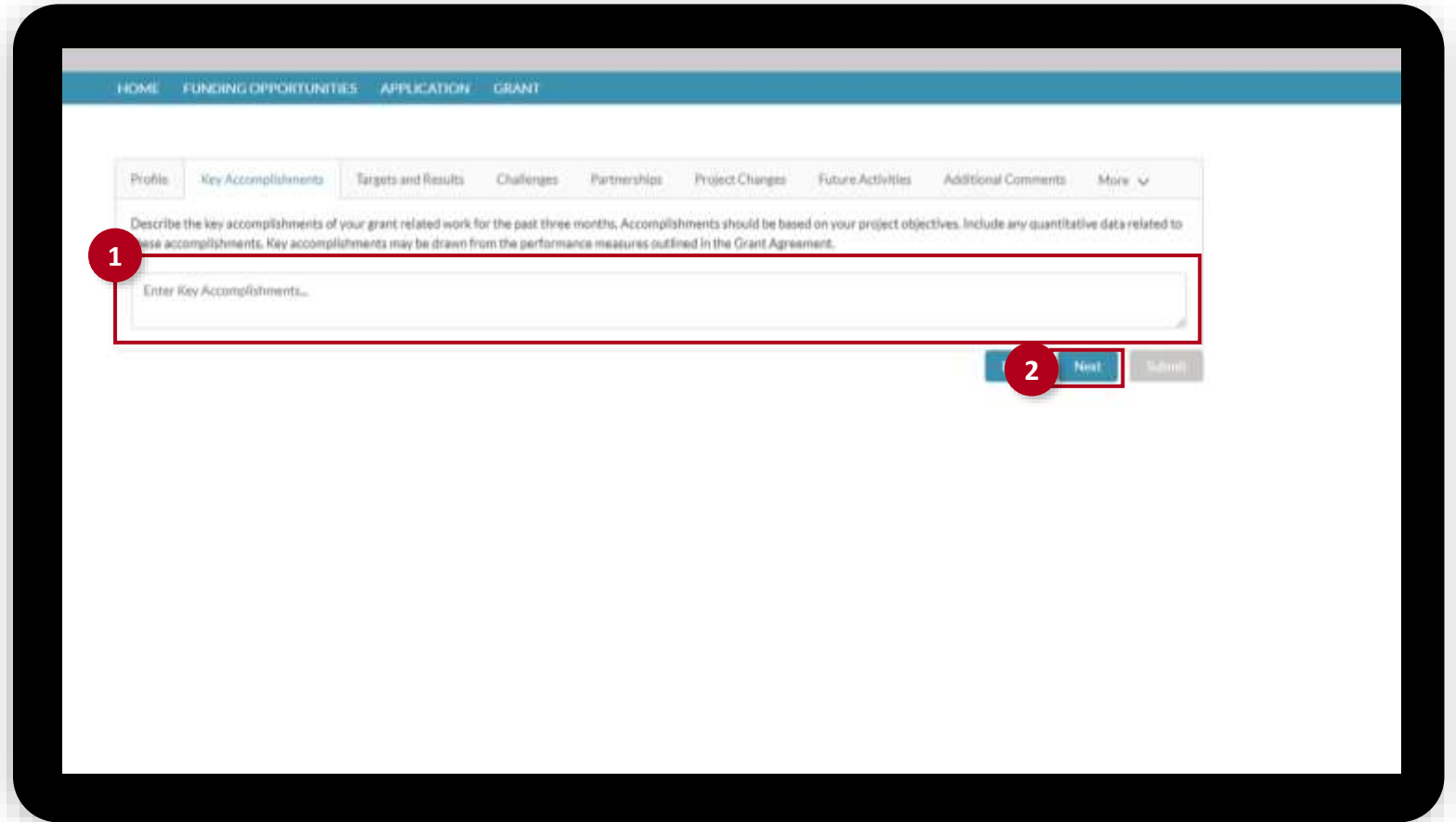
So that we may best assist you, please indicate:

- On schedule
- Ahead of schedule
- Behind schedule
- Technical assistance required

At the bottom right, there is a **Next** button and a **Cancel** button.

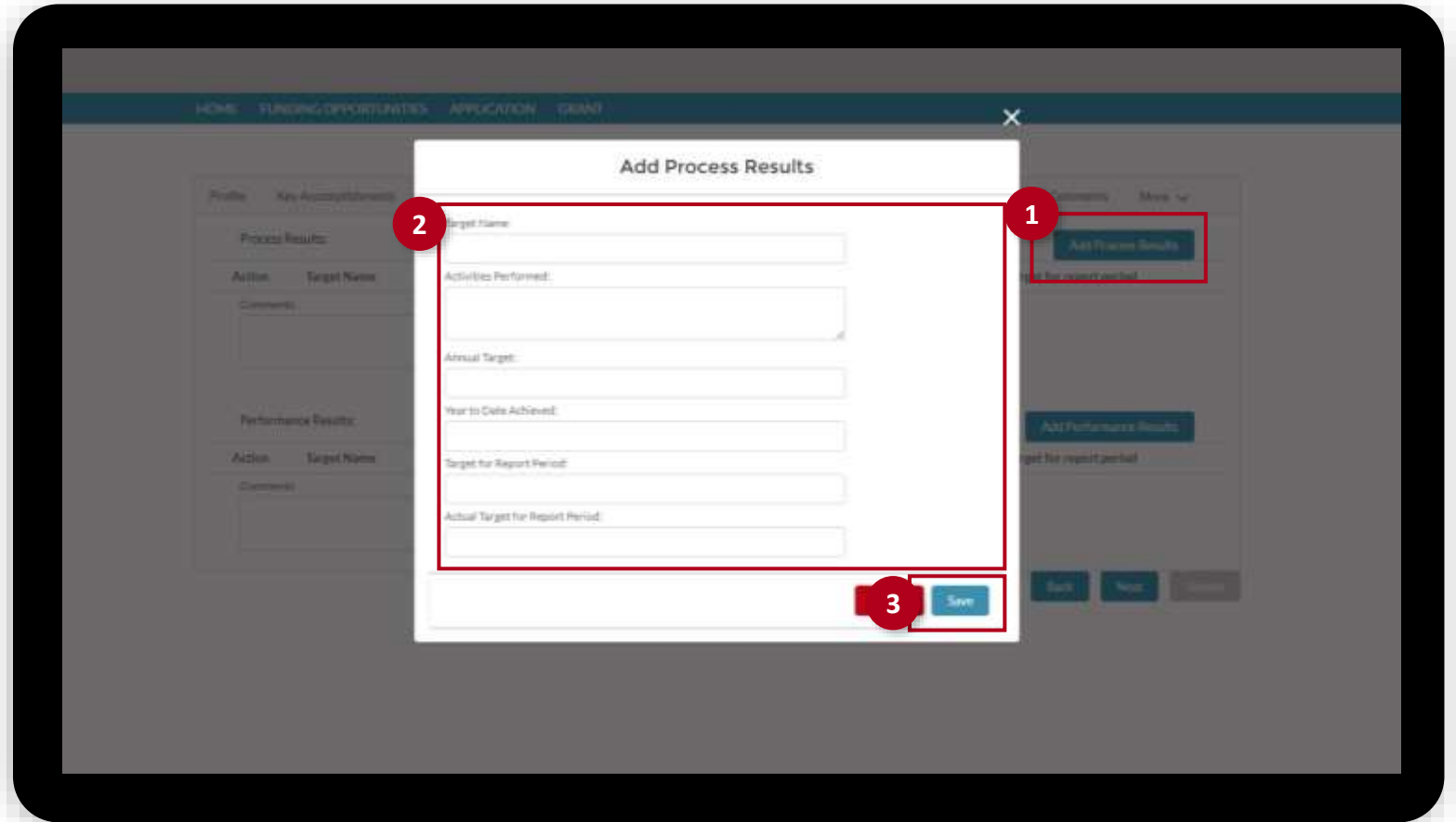
Fill out the Key Accomplishments section

- 1 Enter **Key Accomplishments** in the comment box.
- 2 Click the **Next** button to continue.



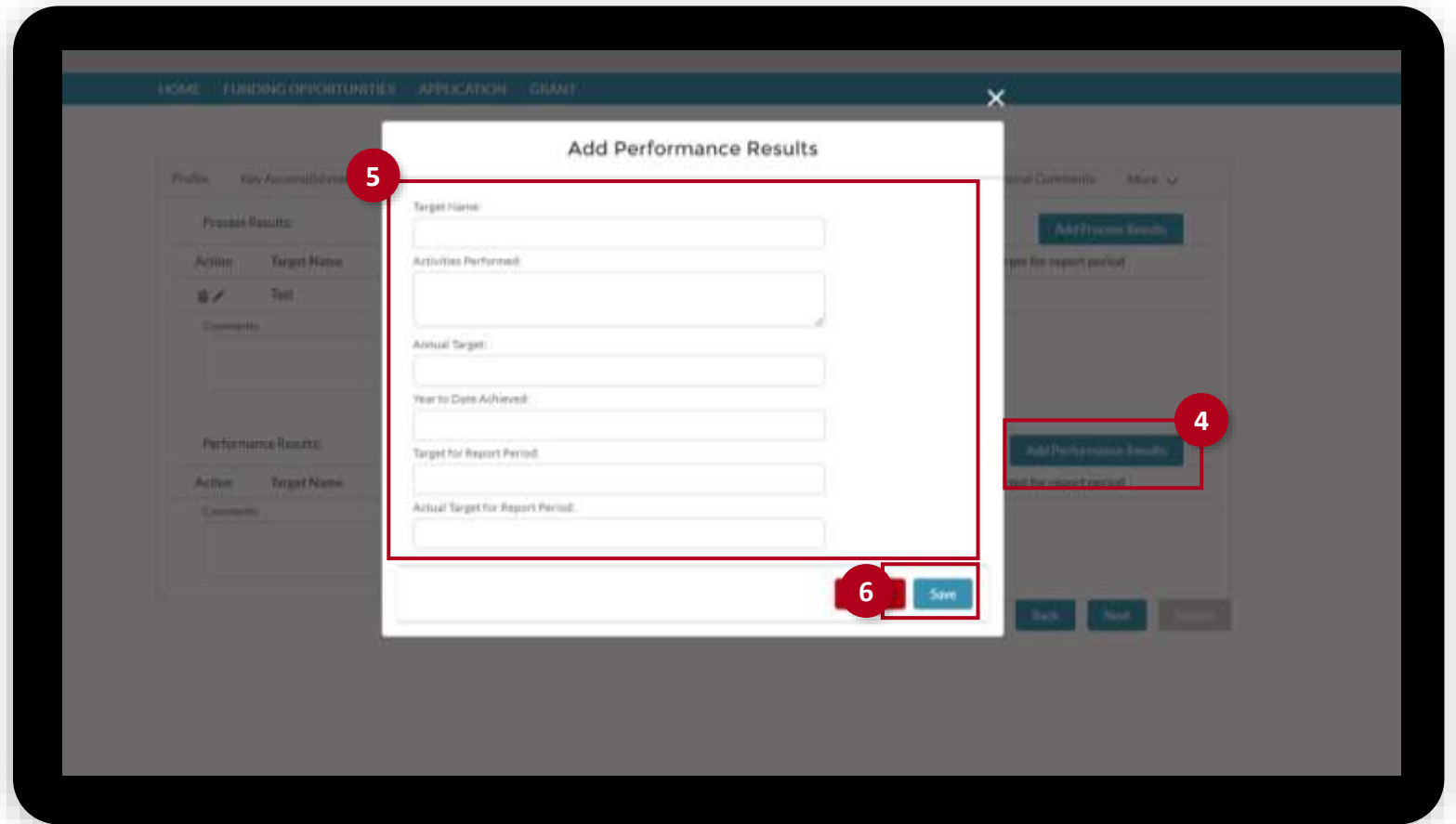
Fill out the Target and Results section

- 1 Click the **Add Process Results** button.
- 2 Fill out all of the relevant information in the **Add Process Results** pop-up.
- 3 Click the **Save** button.



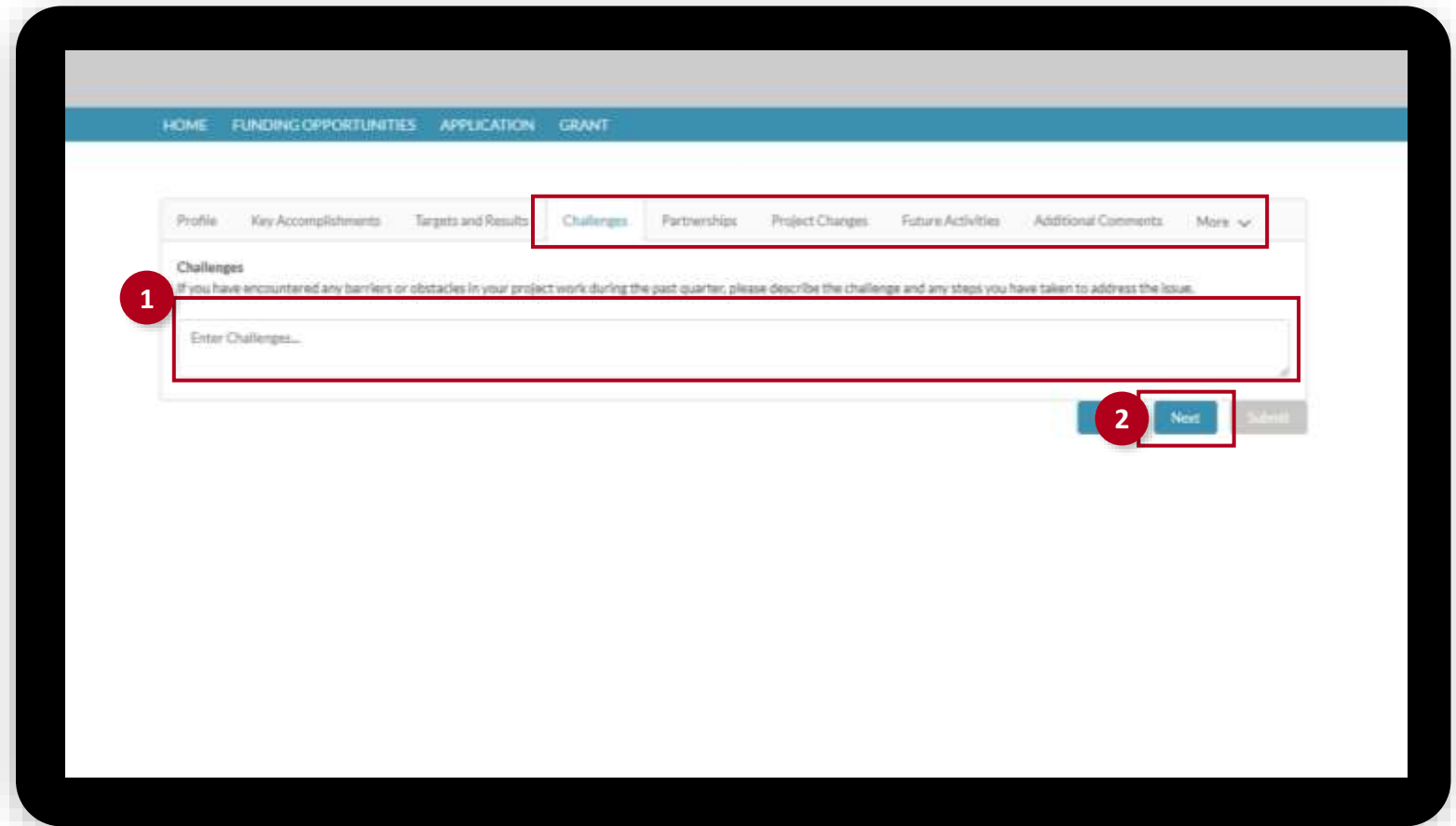
Fill out the Target and Results section

- 4 Click the **Add Performance Results** button.
- 5 Fill out all of the relevant information in the **Add Performance Results** pop-up.
- 6 Click the **Save** button.



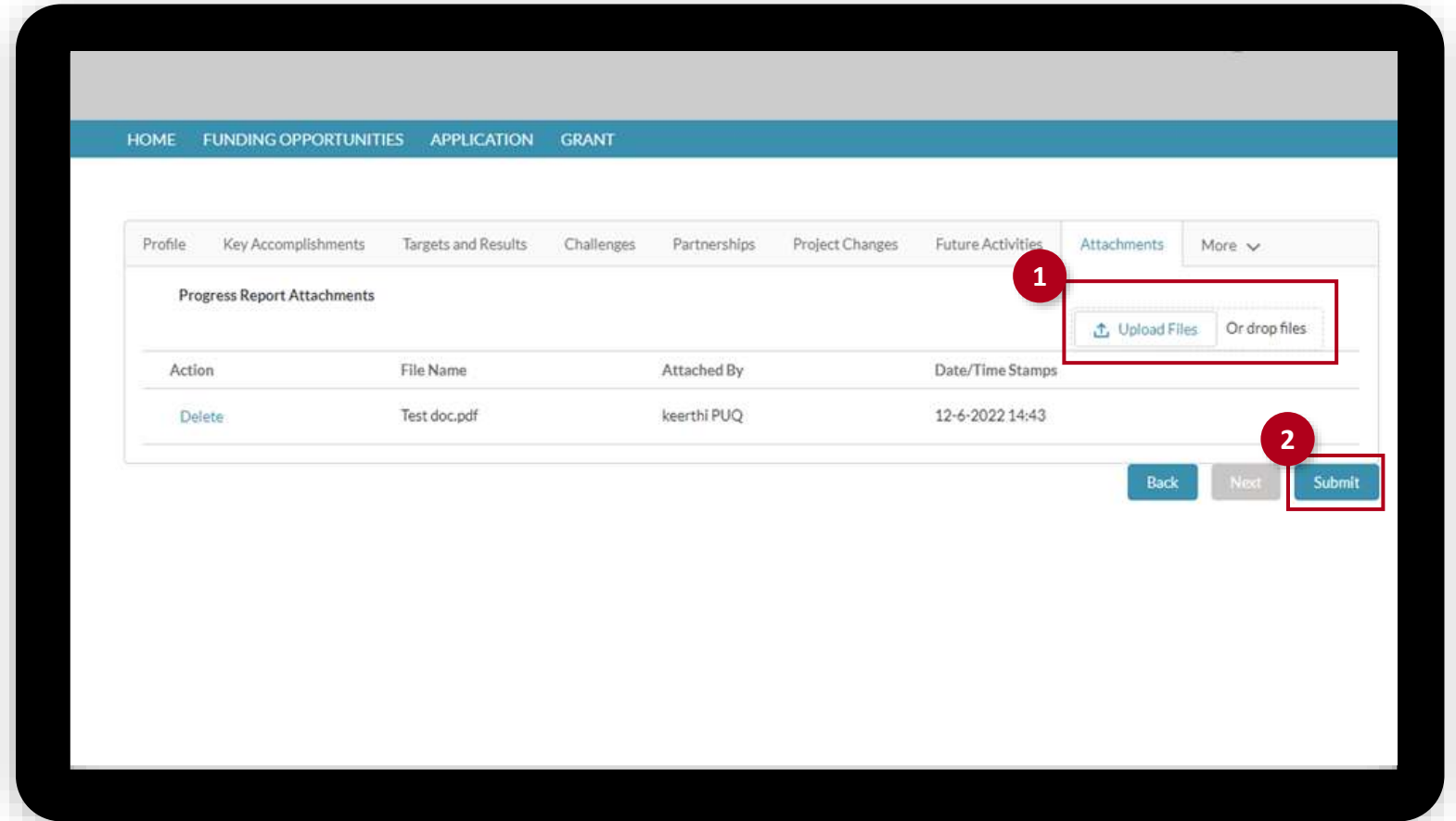
Fill out the relevant information

- 1 Enter relevant information in the comment box in the following sections:
 - Challenges
 - Partnerships
 - Project Changes
 - Future Activities
 - Additional Comments
- 2 Click the **Next** button to continue to the following section.



Upload Attachments and Submit Progress Report

- 1 Upload relevant documents by clicking the **Upload Files** button or by **dragging and dropping** the files.
- 2 Click the **Submit** button. Your progress report has been submitted successfully.



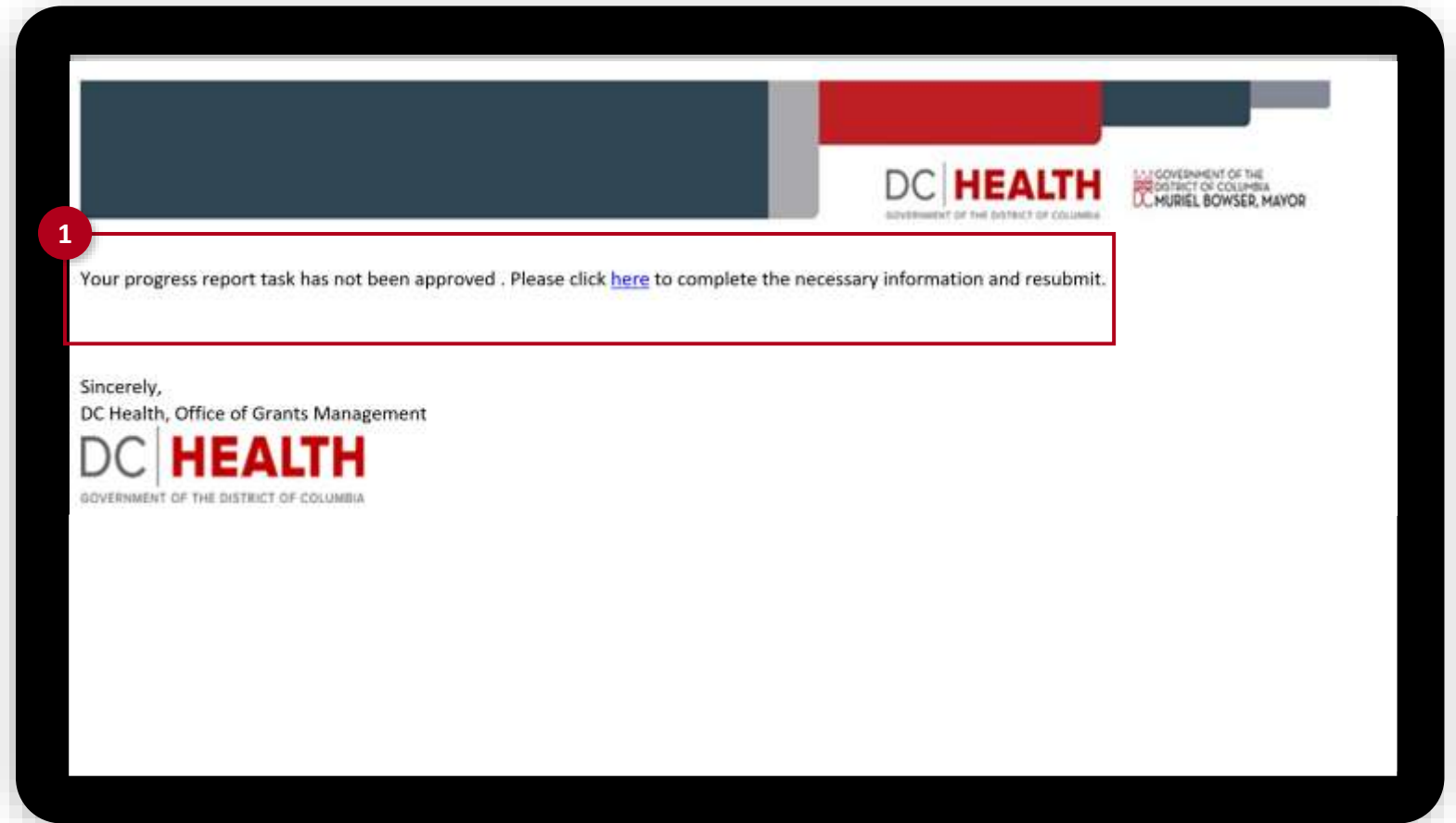
Notification e-mail of approval

- 1 Once the Progress Report has been approved, you will receive a notification e-mail.



Notification e-mail of rejection

- 1 If your Progress Report has been rejected, you will receive a notification e-mail to revise and resubmit.



If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!