



Submitting an Activity Report User Manual





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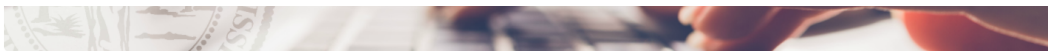


UPLOADING & SUBMITTING AN ACTIVITY REPORT [Return to Top](#)

This section allows the Program Point of Contact (PPOC) and alternate PPOC to upload and submit activity reports for the grant programs assigned.

How to upload and submit activity reports:

1. Click on the Activity Reporting button



Welcome to the new ACJC Grants Management Portal! Please select from the options below.

Weekly Application Status

0 Created **0** Submitted **0** Reviews Pending

<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Access Applications</div> <ul style="list-style-type: none">• Create/Edit Applications• View Prior Applications	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Review Applications</div> <ul style="list-style-type: none">• Score Applications• View Prior Scoring	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">View Records</div> <ul style="list-style-type: none">• View Record Information• Add/Update Information• Contact ACJC	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Manage Personnel</div> <ul style="list-style-type: none">• View Personnel Information• Create/Edit Personnel
<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Sub-Awardee Questionnaires</div> <ul style="list-style-type: none">• View Questionnaires• Submit Questionnaires	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Activity Reporting</div> <ul style="list-style-type: none">• View Activity Reports• Submit Activity Reports	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Financial Reporting</div> <ul style="list-style-type: none">• View Financial Reports• Submit Financial Reports	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Grant Adjustments</div> <ul style="list-style-type: none">• Create a GAR• View Prior GARs

Select the grant program, agency, and grant number for the grant you are reporting on from the dropdown menus.



Activity Reporting

Please select from the following:

2. Click on the "Edit" link to access the report.

Please select from the following:

Victim Assistance December 2020 County A VA-21-003 **Select**

Report Name	Due Date	Document(s)	Status	Days Late	Approved	
Annual Activity Report	07/25/2021		Pending	0	No	Edit
Annual Activity Report	07/25/2021		Pending	0	No	Edit



3. A Pop-up window will display, allowing you to upload up to two documents for your report, or to certify completion of your report.

Submit Activity Report

Project Title Victim Assistance December 2020 TestA Three
Description Annual Activity Report
Due Date 07/25/2021

Document #1 No file chosen
Document #2 No file chosen

In lieu of attachments, I certify that the required information has been submitted via an alternative method of submission (e.g., ACJC Reporting System).

Comment

Submit **Cancel**

Depending on your grant you might be uploading your activity reports in the ACJC Grants Portal or you might be certifying completion of your report in a different reporting system. Check with your grant coordinator for more information on activity report completion for your grant.

To upload an activity report document click "Choose File", this will open access for you to choose the file from your desktop that you want to upload. The screen should refresh. This may take some time depending on the size of the file. After the screen refreshes the file name should appear as a hyperlinked document.

To certify that you have submitted the activity report in an alternative method of submission click on the checkbox next to the certification statement.

There is also a comment section to make notes regarding the activity report submission.

Click on the Submit button once you have completed uploading the report or certifying your submission.

VIEWING ACTIVITY REPORTS [Return to Top](#)

How to view activity reports previously submitted:

1. Select the "View Records" button to access your grant records.

The screenshot shows the ACJC Grants Management Portal dashboard. At the top, there is a navigation bar with links for "ACJC Grants", "Manuals", and "Contact". A red banner indicates "TEST ENVIRONMENT" and "SITE AVAILABLE FOR INTERNAL USE ONLY". The user is logged in as "Hello, VS Admin!". Below the navigation bar is a large banner image showing hands holding a document. The main content area features a "Weekly Application Status" section with three metrics: 0 Created, 0 Submitted, and 0 Reviews Pending. Below this are four main action buttons: "Access Applications", "Review Applications", "View Records", and "Manage Personnel". Each button has a list of sub-options: "Access Applications" (Create/Edit Applications, View Prior Applications), "Review Applications" (Score Applications, View Prior Scoring), "View Records" (View Record Information, Add/Update Information, Contact ACJC), and "Manage Personnel" (View Personnel Information, Create/Edit Personnel).

2. Filter by grant program



Grant Records

Please select from the following:

Victim Assistance Test 2 Agency Against Victimization va-22-02

From the drop-down menus select the grant program, the agency name, and the grant number. Click the "Select" button for the grant. The grant record for the selected grant will appear below.

3. Scroll down the screen to the grant record tabs and select "Activity". The "Activity Reports" section will display a list of activity reports, due dates, documents attached, and information on the status of each report.

Click on the report description to see more detail on that specific report.

Budget	Financial	Activity	GARs	Attachments	Notes	Application
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Activity Reports

Description	Due Date	Document(s)	Days Late	Status
Annual Activity Report	07/25/2022		0	Pending