



# DRGR Fact Sheet

## Additional Data Upload Features (User Profile Requests, Service Areas, and Address Visibility)

Release 7.10

U. S. Department of Housing and Urban Development  
June 2014

# Introduction

---

DRGR now supports **User Profile Requests uploads** (under the Admin module) and **Activity ServiceArea uploads** (under the Action Plans module). Also in this release, the **Activity Address** and **QPR Address uploads** now support a new field (DisplayPublicFlag) to restrict which addresses are visible on the PDFs.

## Upload Types

---

UPLFAMILY	UPLOADTYPE	FIELDNAMES
ActionPlan	ActivityServiceArea	GranteeActivity#,AllAreaFlag,CappedIndicator,State,CountyFIPSCode,CT,BG01,BG02,BG03,BG04,BG05,BG06,BG07,BG08,BG09,BG10
ActionPlan	ActivityServiceAreaRemove	GranteeActivity#,State,CountyFIPSCode,CT
User Profile	UserAdd	UserPIN,Comments,FirstName,LastName,MiddleName,Title,Agency,Organization,Address1,Address2,Address3,City,State,ZIP,Phone,PhoneExtension,Fax,Email,GranteeName,HUDOffice,ProgramAgency,ManagementIndicator,Role
User Profile	UserEdit	Username,Comments,FirstName,LastName,MiddleName,Title,Agency,Organization,Address1,Address2,Address3,City,State,ZIP,Phone,PhoneExtension,Fax,Email,GranteeName,HUDOffice,ProgramAgency,ManagementIndicator,Role
User Profile	UserDeactive	UserID,Comments
ActionPlan	ActivityAddress	GranteeActivity#,State,Address,City,Zip, <b>DisplayPublicFlag</b>
QPR	QPRAddress	GranteeActivity#,State,Address,City,Zipcode, <b>DisplayPublicFlag</b>

# User Profile/Requests Upload Steps

---

Step 1 - Go to Admin.

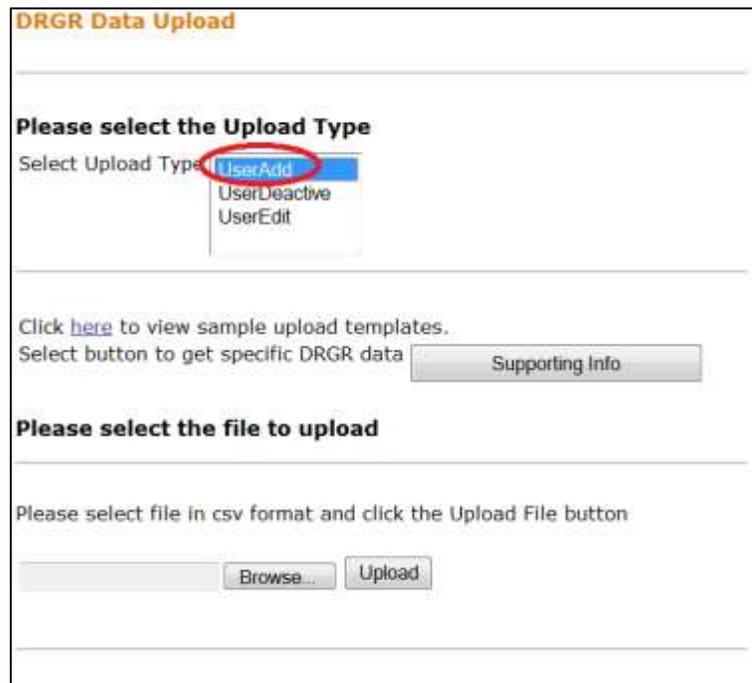


Step 2 - Select the **Upload User Requests** option under the left side menu.



Step 3 – On the DRGR Data Upload page:

A) Select the Upload Type.

A screenshot of the 'DRGR Data Upload' page. The page title is 'DRGR Data Upload'. Below the title, there is a section titled 'Please select the Upload Type' with a dropdown menu. The dropdown menu is open, showing three options: 'UserAdd' (circled in red), 'UserDeactive', and 'UserEdit'. Below this, there is a link 'Click [here](#) to view sample upload templates.' and a button 'Supporting Info'. The next section is titled 'Please select the file to upload' and contains the text 'Please select file in csv format and click the Upload File button'. At the bottom, there is a file input field with a 'Browse...' button and an 'Upload' button.

B) Select the file to import using the **Browse** button.

**DRGR Data Upload**

---

**Please select the Upload Type**

Select Upload Type   
UserDeactive  
UserEdit

---

Click [here](#) to view sample upload templates.  
Select button to get specific DRGR data

**Please select the file to upload**

---

Please select file in csv format and click the Upload File button

---

C) Click the **Upload** button to start the upload process.

**DRGR Data Upload**

---

**Please select the Upload Type**

Select Upload Type   
UserDeactive  
UserEdit

---

Click [here](#) to view sample upload templates.  
Select button to get specific DRGR data

**Please select the file to upload**

---

Please select file in csv format and click the Upload File button

---

After the Upload process is completed, the upload results page is displayed.

**DRGR Data Upload**

---

[Return to Upload Page](#)

**File Upload Results Info:**  
Total number of file rows: 1  
Uploaded number of rows: 1  
Status of the Uploading: Completed Successfully

---

[Download Upload Details](#)