



# DRGR Fact Sheet QPR Module Uploads

Release 7.9

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

# QPR Uploads

## QPR Upload Types

DRGR R7.9 now allows users to upload data directly into the QPR instead of manually updating each activity. Below are the step by step instructions (five steps total). Before following these steps, you will need to have your data saved in an Excel CSV file. The table below shows what fields are included for each of the different upload types. A link to the upload template is shown in the final step. NOTE: all uploaded files must be in Excel CSV format (or they will not upload at all).

UPLFAMILY	UPLOADTYPE	FIELDNAMES
QPR	QPRProgress	GranteeActivity#,ProgressNarrative,CompletionDate
QPR	QPRExpenditures	GranteeActivity#,ResponsibleOrganization,CurrentQPRActualExpenditure
QPR	QPRAccomplishments	GranteeActivity#,MeasureType,TotalAmount
QPR	QPRAccomplishmentsLM	GranteeActivity#,MeasureType,TotalAmount,ModAmount,LowAmount
QPR	QPRBeneficiaries	GranteeActivity#,MeasureType,Beneficiary,White,Black/AfricanAmerican,Asian,AmericanIndian/Alaskan ,NativeHawaiian/OtherPacificIslander,AmericanIndian/AlaskanNativeandWhite,AsianandWhite,Black/AfricanAmericanandWhite,AmericanIndian/AlaskanNativeandBlack,OtherMultiRacial,HouseholdsFemale,unknown
QPR	QPRAddress	GranteeActivity#,State,Address,City,Zipcode
QPR	AddressSupportInfo	GranteeActivity#,State,Address,City,Zip,PropertyStatus,AffordStartDate,AffordEndDate,AffordMethod,EndUseType,ProjectDispositDate,ActualDispositDate,EndUseNationObj,NationObjMetDate,DeadlineDate,EndUseDescription,TotalExpenditure

## QPR Upload Steps

Step 1 - Go to QPR

<a href="#">Admin</a>	<a href="#">Action Plans</a>	<a href="#">Drawdown</a>	<b>QPR</b>	<a href="#">Reports</a>	<a href="#">Grants</a>
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Step 2 – Click the Add/Edit QPRs link

Quarterly Performance Report					
View All Reports					<a href="#">Help?</a>
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
LA	State of Louisiana	<a href="#">X6455REGTEST</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>

Step 3 - Click the Edit link on the performance report

**Performance Report**

**Add/Edit QPRs - State of Louisiana** [Help?](#)

**Grant Number :** [X6455REGTEST](#) **Contract Start Date:** 12/01/2011  
**Grant Status:** Active **Contract End Date:** 12/01/2015  
**Grant Award Amount:** \$120,000,000.00 **LOCCS Authorized Amount:** \$3,000,000.00

[Maintain Address\(s\)](#)

\* - Actual period does not match Reporting period

Due Date	Reporting Period	Action	Date Submitted	Type	Status
07/30/2014	04/01/2014 - 06/30/2014	<a href="#">View</a> <a href="#">Download Print Version</a>	03/05/2014		Submitted - Await for Review
04/30/2014	01/01/2014 - 03/31/2014	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>			Original - In Progress

Step 4 – Press the Upload QPR Data button

**Performance Report**

**Edit Performance Report**

\*Indicates Required Field

**Grant Number:** [X6455REGTEST](#) **Contract Start Date:** 12/01/2011  
**Grantee Name:** State of Louisiana **Contract End Date:** 12/01/2015

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[View QPR Report](#)

Step 5 – A) Select the Upload Type. B) Select the file to import using the Browse button. C) Press the Upload button to start the upload process

### DRGR Data Upload

Select an Upload Type

#### Please select the Upload Type

Select Upload Type

AddressSupportInfo	▲
QPRAccomplishments	☰
QPRAccomplishmentsLM	▼
QPRAddress	▼

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

Supporting Info

The Supporting Info link will generate and export a Microstrategy report to Excel.

AddressSupportInfo – Act #, Address, Prop Status, Affordability Start/End Dates, Act Type, Proj Disposition Date, Actual Disp Date, Nat Obj for End Use, Date Nat Obj met, Deadline Date, Description of End Use

QPRAccomplishments – Act Number, Perf Meas, QPR begin, QPR end, Projected Amount, Total

QPRAccomplishmentsLM – Same above, but adds Low/Mod and Total

QPRAddress – Address, City/State/Zip, QPR Begin/End

#### Please select the file to upload

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

Select a File

Browse...

Upload

[Return to QPR Page](#)

Before selecting the file to upload, you must first create and save the file in CSV format (an Excel option)

The upload templates may be found here:

<https://www.onecpd.info/resource/3703/drgr-data-upload-templates>