

Chapter 34: Data Uploads

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TIP! HUD provides

templates. All

for more tips.

templates must be

saved in the .CSV file

format. See Section B2

templates that must be

used for data uploads.

See the HUD Exchange for a list of current



Chapter 34: Data Uploads

This Chapter provides procedures for uploading data directly into DRGR using spreadsheets instead of entering the data manually across DRGR pages.

DRGR uploads can be accessed in three DRGR Modules:

- Administration Module Access upload links from the dropdown menus
- Manage My Grants Module Access uploads from Manage Action Plan and Manage Performance Report
- Manage My Financials Module- Access uploads from Search/Edit Obligations and Vouchers

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections:

Menu Option	Subsection	Action
Manage Action Plan	B1 – B3	Upload Action Plan, Projects and Activities, and TA Work Plans
Manage Performance Report	B4	Upload Performance Report accomplishments
Search/Edit Obligation	C1	Upload Obligations
• Create a Voucher	C2	Upload New Vouchers
1 Upload User Requests	D1	Upload New and Edit Users
1 Upload Responsible Organizations	D2	Upload New and Edit Responsible Organizations
1 Upload	D4	Upload Batch Data

Grantee Users

HUD Users

Menu Option	Section	Action
🗹 Manage Action Plan	B3	Upload TA Work Plans
1 Upload User Requests	D1	Upload New and Edit Users
▲ Upload Staff Data	D3	Upload and Edit Staff Data
🏂 Upload	D4	Upload Batch Data





A. Data Uploads Overview

Data Uploads offer DRGR Users the option of uploading data into DRGR in-lieu of entering the information into DRGR manually across multiple pages. For example, if a Grantee needed to create a voucher for several line items, or upload quarterly accomplishments across several activities, data upload templates can be used to upload the data directly into DRGR.

TIP! Refer to Report A42 to view existing Grantee User access to Grants.

The upload feature is meant to save Grantees time by allowing them to enter larger volumes of data into a template and avoid having to navigate through multiple DRGR pages. If used properly, data upload templates can also be a great tool for Grantees to collect information that must be input into DRGR from their subgrantees and subrecipients. DRGR Users should use this Section of the User Manual with the supplemental DRGR Factsheet: Data Uploads, which is available under the Factsheet link online at https://www.hudexchange.info/drgr.

A1. Steps to Complete Data Uploads

The following steps describe the process for uploading data into DRGR. Each step is explained in more detail throughout this Chapter of the DRGR User Manual:

- Section A2: Download and enter all necessary data into the Upload Template(s) using local records and DRGR reports.
- Section B-D: Log into DRGR and navigate to the appropriate upload function.
- Section E1: Upload the data using the completed Upload Template.
- Section E2: Verify results of data upload.

A2. Data Upload Templates

DRGR Grantee users authorized to complete DRGR data uploads must use pre-designed Upload Templates found at <u>https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/</u>. Users with advanced knowledge of .CSV file formats may create their own upload templates, so long as the created templates are identical to the pre-designed templates. The following criteria <u>MUST</u> be met in order for the DRGR System to successfully process data uploads:

- Files uploaded into DRGR must be .CSV formatted. To ensure the file is .CSV formatted prior to upload into the DRGR System, save the file as '.csv comma delimited' file.
- Upload Templates are case-sensitive and should not contain any formatting (e.g., \$ dollar signs, semi-colons, or other special characters).
- Users cannot alter the column order of the Upload Templates.
- The data entered into the Upload Templates must match the values that appear in the DRGR System (e.g., Activity Status = Underway; National Objective: Low/Mod). These fields typically correspond to the dropdown menus or radio buttons users see on their screen in DRGR.
- The data entered into the Upload Templates must also match the data already entered into the DRGR System by the Grantee, if applicable (e.g., when editing an activity, the existing Activity # already entered into DRGR must match the Activity # entered into the data Upload Template).



A3. Data Upload Types

DRGR supports the following data uploads:

- Regular Uploads individual Upload Templates for each Upload Type (e.g., Action Plan Project, Voucher, etc.)
- Batch Data Uploads multiple Upload Types in a single Upload Template

A list of Data Upload Types for all users can be found in the "DRGR Data Upload Types and Associated Columns Quick Guide" on the HUD Exchange.

B. Manage My Grants Module Uploads

The following steps describe how to access the appropriate DRGR pages based on the Upload Template that is ready to be uploaded into the DRGR System.

B1. Grantee | Upload Action Plan and Activities

User Role: Grantee User		Menu	Option: 🗹 Manage	Action Plan				
Purpose: Allow Grantee Users to access Action Plan and Activity Uploads.								
Complete the following steps to access Action Plan and Activity Uploads:								
1 Navigate to the Mana Plan>. The "Manage All Manage My Grant Image My Grant ACTION PLANS Image Action Plan Image Action Plan <t< th=""><td>age My Grants modu Action Plan" page wi S PROJECTS ACT Add Project View Projects/Activities Download Projects/Activities Search Projects</td><th>Ile 🖭, locat Ill load. TIVITIES Add Activity Search Activities 🏶</th><th>e the Action Plans</th><td>menu, and select <n performance="" reports<="" td=""><td>GRANTS @ View Grant Q Search Grants</td><td>•n •</td></n></td></t<>	age My Grants modu Action Plan" page wi S PROJECTS ACT Add Project View Projects/Activities Download Projects/Activities Search Projects	Ile 🖭, locat Ill load. TIVITIES Add Activity Search Activities 🏶	e the Action Plans	menu, and select <n performance="" reports<="" td=""><td>GRANTS @ View Grant Q Search Grants</td><td>•n •</td></n>	GRANTS @ View Grant Q Search Grants	•n •		



<pre>baser Records Gant Reporting System</pre>	ser Role: Grantee User	Menu Option: 🗹 Manage Action Plan
Image Action Plan Been Plan of the Second and the	Disaster Recovery Grant Reporting System	B-06-DN-13-0001
Seriet Number: B-08-DN-13-0001 Series Same: Series Same: Appropriation Code: 2008 MSP1 Modified - Resubmit When Readed Issue: Strike Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Series Same: Same:<	📠 Manage Action Plan	<bac< td=""></bac<>
Instatis Naratives Documents Measures Projects Activities History CBCR DATA UPLOAD Please select the Upload Type: Particity and oppositions mean Particity and oppositions mean Click here to view sample upload templates. Select the file to upload Bease select the file to upload Please select the file to upload file button Choose File Upload	Grant Number: B-08-DN-13-0001 Grantee Name: Georgia Appropriation Code: 2008 NSP1 Action Plan Status: X Modified - Resubmit When Ready	LOCCS Authorized Amount: \$77,085,125.00 Grant Award Amount: \$77,085,125.00 Total Estimated PI/RL Funds: \$200,000,000.00 Total Budget: \$27,085,125.00
DEGR DATA UPLOAD Please select the Upload Type Aff-stimatedPilk. Click here to view sample upload templates. Click here to view sample upload templates. Select the file to upload Please select the file to upload Please select file in cxv format and click the Upload File button Choose File Upload	Financials Narratives Documents Measures	Projects Activities History Upload
	Please select the Upload Type Select Upload Type Click here to view sample upload templates. Select button to get specific DRGR data Please select the file to upload Please select file in cov format and click the Upload File button Choose File Upload	

B2. Grantee | Upload Project

User Role: Grantee User	Menu Option: 🗹 Manage Actio	on Plan					
Purpose: Allow Grantee Users to access Projec	t Uploads.						
Complete the following steps to access Project Uploads:							
 Navigate to the Manage My Grants module Project>. The "Search Projects" page will le page will load. Manage My Grants 	a, locate the Action Plans oad. Select any project to ea	menu, and select <se< b=""> dit, the "Manage Prc</se<>	earch oject"				
ACTION PLANS PROJECTS ACTIVIT	IES GRANTEE PROGRAMS	PERFORMANCE REPORTS	GRANTS				
Manage Action Plan Add Project Add	Activity O Add Grantee Program	Manage Performance Report	 View G 				
View Action Plan View Projects/Activities Q Sear	rch Activities 🌐 🔍 Search Grantee Programs	Q Search Performance Reports	Q Search				
Download Action Plan Download Projects/Activities		Manage Addresses					
C Search Action Plans C Search Projects							
Q Lookup Consolidated Plans⇔							
2 On the "Manage Project" page, select the "	Upload" tab.						



CPD Disaster Recovery Grant Reporting	System	B-08-DN-13-0001	🔺 🏠	- \$- ∰- &- 🛓- 🛓	 SORIANO, ALIC [T018GR]
Manage Project					 ■ Bac
Project Number: Project Title: Appropriation Code: Grant Number: Project Status:	01-Acq/Disp Acquisition / Disposition 2008 NSP1 B-08-DN-13-0001 ♥ Open	Project Designation: Project Budget: Revolving Loan Fund: Project Effective Date: Project End Date:		\$115,886,099.01 No	🗭 Edit
Financials	Details	Measures	Activities	Upload	
DRGR DATA UPLOAD Please select the Upload Type Select upload Type ProjectAdd ProjectAdd Click here to view sample upload templa Select button to get specific DRGR data Please select the file to upload Please select file in csv format and click Choose File Upload	tes. Supporting Info the Upload File button				

B3. Grantee and HUD Users | Upload TA Work Plan

User Role: Grantee and HUD User		Menu Optio	n: 🗹 Manage Action Pl	an	
Purpose: Allow Grante	ee and HUD Users t	to access TA Work	Plan Uploads.		
Complete the fo	llowing steps to ac	cess TA Work Plan	Uploads:		
 1 Navigate to the Maplan>. The "DRGR Im Manage My Gra ACTION PLANS If Manage Action Plan View Action Plan Download Action Plan Search Action Plans Lookup Consolidated Plans 	anage My Grants m Data Upload" page ants PROJECTS View Projects/Activities Download Projects/Activities Q Search Projects	GRANTEE PROGRAMS GRANTEE PROGRAMS Add Grantee Program Gearch Grantee Programs	the Work Plans men PERFORMANCE REPORTS Manage Performance Report Search Performance Reports Manage Addresses	GRANTS Closeout Grant View Grant Q Search Grants	Jpload TA Work WORK PLANS Add Work Plan Search/Edit Work Plan Upload Work Plan Q Manage Requests Q Manage Assignments
2 Once the "DRGR D process.	ata Upload" page l	oads, proceed to S	ection E <u>Completing</u>	<u>ş Data Uploads</u> I	to complete the



Role: Grante	ee and HUD User	Menu Option: 🗹	Manage Action Plan
DRGR DATA U	PLOAD		
Please select t	he Upload Type		
Select Upload Type Click here to view s Select button to ge	TAWorkplanAccomplishmentEdit TAWorkplanAdd TAWorkplanAssociatedWorkPlanAdd TAWorkplanAssociatedWorkPlanRemove		
Please select th	e file to upload		
Please select file in	csv format and click the Upload File button		

B4. Grantee | Upload Performance Reports

User Role: Grantee User	Menu O	ption: 🗹 Manage Pe	rformance Report					
Purpose: Allow Grantee Users to acces	s Performance Re	port Uploads.						
Complete the following steps to access Performance Report Uploads:								
 Navigate to the Manage My Grants Performance Report>. The "Perform Manage My Grants 	module 🟛, locato nance Report" pag	e the Performance ge will load.	Report menu, and s	elect <mana< b=""></mana<>	ıge			
ACTION PLANS PROJECTS	ACTIVITIES	GRANTEE PROGRAMS	PERFORMANCE REPORTS	GRANTS	_			
Manage Action Plan Add Project	Add Activity	Add Grantee Program	🕼 Manage Performance Report	 View Grant 				
View Action Plan View Projects/Activities	Q Search Activities 🌐	🝳 Search Grantee Programs 🌐	Q Search Performance Reports	Q Search Grants	⊕			
🛓 Download Action Plan 🕹 Download Projects/Activities	s		Manage Addresses					
Q Search Action Plans (Search Projects (
🔀 Review Tools								
Q Lookup Consolidated Plans								

2 On the **"Performance Report"** page, select **<Manage>** under the "Actions" column next to the desired Performance Report.



						4 Peels
🔟 Manage Pe	erforman	ce Reports				• васк
Grant Number:		B-11-DN-13-	-0001	LOCCS Authorized Amount	nt: \$1	
Appropriation Code:		2011	NSP3	Total Estimated PI/RL	\$	
Action Plan Status: Grant Status:	٢) Modified - Resubmit When R A	Ready Active	Total Budget:	\$	
Reports by Reporting	Period 41					
Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
04/01/2021 - 06/30/2021	07/30/2021			Original - In Progress		20
01/01/2021 - 03/31/2021	04/30/2021	04/29/2021	04/29/2021	Reviewed and Approved		7 G X
10/01/2020 - 12/31/2020	01/30/2021	01/30/2021	01/30/2021	Reviewed and Approved		70×
07/01/2020 - 09/30/2020	10/30/2020	10/29/2020	10/29/2020	Reviewed and Approved		7C×
04/01/2020 - 06/30/2020	07/30/2020	08/17/2020	08/17/2020	Reviewed and Approved		70×
01/01/2020 - 03/31/2020	04/30/2020	08/17/2020	08/17/2020	Reviewed and Approved		7C×
10/01/2019 - 12/31/2019	01/30/2020	08/17/2020	08/17/2020	Reviewed and Approved		70×
07/01/2019 - 09/30/2019	10/30/2019	10/30/2019	10/30/2019	Reviewed and Approved		TS ×
04/01/2019 - 06/30/2019	07/30/2019	07/29/2019	07/29/2019	Reviewed and Approved		76×
01/01/2019 - 03/31/2019	04/30/2019	07/05/2019	07/05/2019	Reviewed and Approved		TS ×
		04/04/0040	01/21/2010	Reviewed and Approved		± 12 ¥
10/01/2018 - 12/31/2018	01/30/2019	01/31/2019	01/51/2015			
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 On the "Edit Pef	01/30/2019 10/30/2018 07/30/2018 ormance	0/3/2019 10/30/2018 07/26/2018 Report" page, so	elect <upload></upload> .	Reviewed and Approved Reviewed and Approved		76×
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 On the "Edit Pef	01/30/2019 10/30/2018 07/30/2018	n/31/2019 10/30/2018 07/26/2018 Report" page, St	elect < Upload> .	Reviewed and Approved Reviewed and Approved	脊 血- \$- 亞- ♣- 날	± ♂ × ± ♂ × ± ♂ ×
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 On the "Edit Pef Disaster Recovery Gra	01/30/2019 10/30/2018 07/30/2018 ormance nt Reporting Sys erformar	Report" page, si tem	elect <upload></upload> . 8-11-DN-13-0001	Reviewed and Approved Reviewed and Approved	脊 血 - \$- 亞 - € - 坐 <8ack ⊙View R	± C × ± C × ± C × • € Statige Head Char Front ± Download Rep
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10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 On the "Edit Pef Disaster Recovery Gra Disaster Recovery Gra Manage Pe Grant Number: Grantee Name: Appropriation Code:	01/30/2019 10/30/2018 07/30/2018	01/31/2019 10/30/2018 07/26/2018 Report" page, s term tce Report B-11-DN-12 Groups Groups	a-0001 a-000	Reviewed and Approved Reviewed and Approved	★ ① - \$- 亞 - ● · ● · ◆Back @ View R punt: \$1 \$	
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 00 the "Edit Pef D I Disaster Recovery Gra D Manage Pe Grant Number: Grantee Name: Appropriation Code: Action Plan Status: Grant Status:	or/30/2019 10/30/2018 07/30/2018	1/31/2019 10/30/2018 07/26/2018 Report" page, s stem 1/26 Report B-11-DN-13 Gr 2011 I Modified - Resubmit When	a-0001 a-000	Reviewed and Approved Reviewed and Approved	ম	± G × ± G × ± G × ± C × ↓ C × ↓ C × ↓ C × ↓ C × ↓ C × ↓ C ×
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 00 the "Edit Pef Disaster Recovery Gra Manage Pe Grant Number: Grantee Name: Appropriation Code: Action Plan Status: Grant Status: Contract Start Date:	or/30/2019 10/30/2018 07/30/2018	10/31/2019 10/30/2018 07/26/2018 Report" page, s tem nce Report B-11-DN-12 Gr 2011 Modified - Resubmit When 03/H	a-0001 10/30/2018 07/26/2018 elect <upload>. B-11-DN-13-0001 ieorgia 1 NSP3 Ready Active</upload>	Reviewed and Approved Reviewed and Approved LOCCS Authorized Ama Grant Award Amount: Total Estimated PI/RL Funds: Total Budget: Report Start Date:	★ 重 - \$- 亞 - € - 量 <back @="" p="" r<="" view=""> punt: \$1 \$1 5 5 04/01</back>	
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 00 the "Edit Pef D Disaster Recovery Gra Manage Pe Grant Number: Grantee Name: Appropriation Code: Action Plan Status: Grant Status: Contract Start Date: Report Status:	or/30/2019 10/30/2018 07/30/2018	And the set of the set	a-0001 a-000 a-0001	Reviewed and Approved Reviewed and Approved LOCCS Authorized Amo Grant Award Amount: Total Estimated PI/RL Funds: Total Budget: Report Start Date: Report End Date: Report Contact:	★ <u>m</u> + + + + + + + + + +	Los X
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 00 the "Edit Pef Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Grant Number: Grantee Name: Appropriation Code: Action Plan Status: Grant Status: Contract Start Date: Report Status: Enancials	or/30/2019 10/30/2018 or/30/2018 orrmance ant Reporting Sys arformar	And Antiper Contemporation of the second sec	allocuments	Reviewed and Approved Reviewed and Approved	★ ① - \$- ❹△ - ♠ - ▲ - • Back ● View R ount: \$ 04/01 06/30 ies History	L G X L
10/01/2018 - 12/31/2018 07/01/2018 - 09/30/2018 04/01/2018 - 06/30/2018 04/01/2018 - 06/30/2018 00 the "Edit Pef Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Disaster Recovery Gra Grant Number: Grante Name: Appropriation Code: Action Plan Status: Grant Status: Contract Start Date: Report Status: Financials NOTE: Although the perf	or/30/2019 10/30/2018 07/30/2018 ormance arformar erformar Details	0/31/2019 10/30/2018 07/26/2018 Report" page, s stem DCE Report B-11-DN-1: G 2011 Modified - Resubmit When 03/10 ♥ Original - In Pro Narratives	alloglaving changes made to the Action	Reviewed and Approved Reviewed and Approved Reviewed and Approved LOCCS Authorized Amo Grant Award Amount: Total Estimated PI/RL Funds: Total Estimated PI/RL Funds: Total Budget: Report Start Date: Report Start Date: Report End Date: Report Contact: Measures Activit	 ★ ① - \$- 00 - 0 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2	Los X L

C. Manage My Financials Module Uploads

C1. Grantee | Upload Obligations

User Role: Grantee Drawdown User	Menu Option: 🗹 Search/Edit Obligation
Purpose: Allow Grantee Users to access Obligation	Uploads.



User Role: Grantee Drawdown User			Menu Option: C Search/Edit Obligation
ď	Complete the follow	wing steps to access Oblig	ation Uploads:
1 Na <s S</s 	avigate to the Mar Gearch/View Obligat Manage My Find DRAWDOWN Q Search/View Obligation Q Search/View Obligation	nage My Financials mod ions>. The "Activity Obliga ancials PROGRAM INCOME Create Receipt Add Program Income Account Search/Edit PI Accounts Search/Edit Receipts	ule S , locate the Drawdown menu, and select ation" page will load.
2 Or	Disaster Recovery Grant Reporting System Disaster Recovery Grant Reporting System ACTIVITY OBLIGATION Search for Activities to Obligate Search Criteria Grant Number: B-00-DN-13-0001 Search Reset Upload Financial Data	ation," select <upload fin<="" td=""><td>ancial Data>.</td></upload>	ancial Data>.
3 Pro	oceed to Section E <u>(</u>	Completing Data Uploads	to complete the process.

C2. Grantee | Upload Vouchers

Purpose: Allow Grantee Users to access Voucher Uploads.				
Complete the following steps to access Voucher Uploads:				
1 Navigate to the Manage My Financials module S, locate <search maintain="" vouchers="">. The "Drawdown" page will load. S Manage My Financials DRAWDOWN PROGRAM INCOME Q Search/View Obligation Q Search/View Obligation Q Search/View Obligation Q Search/Maintain Vouchers C Create Receipt Q Add Program Income Account S Search/Edit PI Accounts S Search/Edit Receipts</search>	the Drawdown menu, and select			



Use	Jser Role: Grantee Drawdown Request User			Menu Option: • Create a Voucher			
	CPD Disaster Recovery Grant Reporti	ng System		B-08-DN-13-0001	▲ 谷 血-	\$- @- 🗞- 🛓- 🕅	NO, ALICIA IR]
	DRAWDOWN Create Voucher - Page 1 of 4 (S	elect Activities)					
	Continue						
	Voucher Created For: Georgia	Requested Submission Date: 09/11/2020 Select Date (ex: mm/dd/yyyy)					
	Voucher Items	Researching Generation	Arthutu Tume Replace # Vice	alaa Astivitu # Titla	Fund Tune Resorant T	ncome Account	
	Add More Activities	ner	No Activities Selected	,			
	Continue						
3	Proceed to Sectio	n E <u>Completing</u>	Data Uploads to co	mplete the p	rocess.		

D. Administration Module Uploads

D1. Grantee and HUD | Upload User Requests

User Role: Grantee and HUD User Profile Reques	t Menu Option: 🌲 Upload User Requests					
Purpose: Allow Grantee and HUD Users to acces	s User Request Uploads.					
Complete the following steps to access Use	Complete the following steps to access User Request Uploads:					
 Navigate to the Administration select <upload requests="" user="">. The "DRGR D</upload> Administration 	module, locate the User Management menu, and wata Upload" page will load.					
With the second sec						
2 Once the "DRGR Data Upload" page loads, proceed to Section E <u>Completing Data Uploads</u> to complete the process.						



er Role: Grantee and HUD User Profile Request	Menu Option: 🏦 Upload User Requests
CPD Disaster Recovery Grant Reporting System	B-08-DN-13-0001 ▲ 🗛 🏠 🛧 🛧 🥸 🕹 🖕 🖕 SORMAND, AUCLA
DRGR DATA UPLOAD	
Please select the Upload Type	
Select Upload Type: CertifyGrantee CertifyHudOffice へ UserAud UserDeactive	
Click here to view sample upload templates. Select button to get specific DRGR data Supporting Info	
Please select the file to upload	
Please select file in csv format and click the Upload File button Choose File Upload	

D2. Grantee | Upload Responsible Organizations

User Role: Grantee User	Menu Option: 1 Upload Responsible Organizations					
Purpose: Allow Grantee Users to access Responsible Organization Uploads.						
Complete the following steps to access Responsible Organization Uploads:						
1 Navigate to the Administration module, <upload requests="" user="">. The "DRGR Data Uploa</upload>	 Navigate to the Administration module, locate the User Management menu, and select <upload requests="" user="">. The "DRGR Data Upload" page will load.</upload> 					
🔛 Administration						
USER MANAGEMENTMANAGE GRANTEESUTILITIESI Associate Users to GrantsAdd Responsible OrganizationsUploadI Certify Grantee UsersQ Search Responsible OrganizationsI FAQsI Request New UsersUpload Responsible OrganizationsManage FAQsI Manage Existing UsersUpload User RequestsI Upload Negroup						
3 Once the "DRGR Data Upload" page loads, proceed to Section E <u>Completing Data Uploads</u> to complete the process.						
Disaster Recovery Grant Reporting System	BCB-DN-13-0001					
DRGR DATA UPLOAD Please select the Upload Type Select Upload Type ResponsibleOrgEdit Click here to view sample upload templates. Select button to get specific DRGR data Supporting Info Please select the file to upload						
Please select file in csv format and click the Upload File button Choose File Upload						



D3. Grantee and HUD | Upload Staff Data

User Role: HUD User	Menu Option:						
Purpose: Allow HUD Users to access Staff Data Uploads.							
Complete the following steps to access Staff D	Complete the following steps to access Staff Data Uploads:						
1 Navigate to the Administration locate the Staff Rates menu, and select <upl Data>. The "DRGR Data Upload" page will load.</upl 	Navigate to the Administration \checkmark module, locate the Staff Rates menu, and select <upload staff<br="">Data>. The "DRGR Data Upload" page will load.</upload>						
Weight of the second state of the	IdE GRANTEES UTILITIES Id Responsible Organizations Upload arch Responsible Organizations FAQs pload Responsible Organizations Manage FAQs						
 Once the "DRGR Data Upload" page loads, procomplete the process. Diaster Recovery Grant Reporting System 	answe Access (B-15-DF-37-000) E <u>Completing Data Uploads</u> to						
DRGR DATA UPLOAD Please select the Upload Type Select typioal Type StaffEdd StaffEdd StaffEdd StaffEdd Click here to view sample for BGR deta for some to the second to th							
Please select file in csv format and click the Upload File button Choose File Upload							

D4. Grantee and HUD | Batch Uploads

User Role: Grantee and HUD User	Menu Option: 🤹 Upload			
Purpose: Allow Grantee and HUD Users to access Batch Uploads.				
Complete the following steps to access Batch Uploads:				
1 Navigate to the Administration module,	locate the Utilities menu, and select <upload.></upload.>			



User Role: Grantee and H	HUD User	Menu Option: 🛕	Upload
Administratio USER MANAGEMENT Associate Users to Grants Certify Grantee Users Request New Users Manage Existing Users Upload User Requests	MANAGE GRANTEES Add Responsible Organizations Search Responsible Organizations Upload Responsible Organizations	UTILITIES Upload FAQs Manage FAQs	
2 The "DRGR Data Uple Disaster Recovery Grant Reporting Syst DRGR DATA UPLOAD Please select the Upload Type Select Upload Type Batch Click here to view sample upload templates. Select button to get specific DRGR data Supportin Please select the file to upload Please select the file to upload	a Info	8-08-DN-13-0001	▲ ★ 血・ \$・ 亞・ ◆・ ★・ \$ (CREAND ALCA)
3 Proceed to Section E	Completing Data Uploads	to complete the pro	cess.

The remainder of this page is intentionally left blank.



E. Completing Data Uploads

DRGR Users should only complete the following steps after completing the steps in Sections B, C, or D.

E1. Grantee and HUD | Select Upload Template and File

The following page/options will load regardless of the Upload Template selected for upload.

DRGR DATA UPLOAD				
Please select the Upload Type				
Select Upload Type APNarratives ActivityAccomplishment ActivityAdd ActivityAddress				
2 Click here to view sample upload templates. Select button to get specific DRGR data Supporting Info 3				
Please select the file to upload				
Please select file in csv format and click the Upload File button 4 Choose File Upload				

#	Function
1	Select the Upload Type – this tells DRGR what Upload Template the user is trying to upload (type of data upload the user is attempting, and where to place the uploaded data).
2	Optional: Selecting the "here" link is optional and will navigate the user to the predesigned templates available for use at https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/ .
3	Optional: Selecting <supporting info=""></supporting> is optional and will allow users to see existing data already entered into DRGR. For example, if a user is not sure about the data, they have previously entered into DRGR, they can use the "Supporting Information" function. Users will be brought to a MicroStrategy page where they can run the report with the existing data. Grantees are encouraged to use this feature to assist with creating upload files; and/or to pull existing data such as DRGR Activity # and Responsible Organization names that can be used for uploads. Note: the "Supporting Information" files have additional reference data to help Grantees conduct an analysis and quality control for uploads. This information might include budgets and projected accomplishments. All extra columns must be deleted before any files are uploaded.
4	Select <choose file=""></choose> to locate the template the user has already completed and is attempting to upload (e.g., the file the user saved to their computer).
5	Select <upload></upload> to complete the upload for the template the user located in Step #4.



E2. Grantee and HUD | Verify Results of Data Upload

The following page/options will load regardless of the Upload Template selected for upload and will display after the steps in Section E1 are completed.

DRGR DATA UPLOAD	
Upload another file 1 File Upload Results Info:	
Total number of file rows:	
20 20	
Uploaded number of rows:	
20 3	
Status of the Uploading:	
Completed Successfully 4	
Download Upload Details 5	
	•
	-

#	Function
1	Option to return to the previous screen (Upload Page) to upload another file.
2	Displays the total number of rows in the uploaded file.
3	Displays the total number of rows successfully uploaded from the uploaded file.
4	 Displays the status of the upload: "Completed Successfully" indicates that the upload was a success with no errors; or "Completed with Errors" indicates that some or all rows were not uploaded successfully.
5	Shows the user the errors or successes of each row. To review error messages associated with each Data Upload Type, consult the "DRGR Data Upload Error Messages Quick Guide" on the HUD Exchange.
6	Shows the user which data was successfully uploaded. If the "Status of the Uploading" returned "Completed with Errors", selecting <view data="" upload=""></view> will show the user only the line items that uploaded successfully.