



# DCJ\_Job Aid

Job Aid	Upload Administrative Documents
Grant Programs	All
Publication Date	12/09/2016
Revision Date	NA
Description	This job aid provides instructions on how to upload document in the administrative side of ZoomGrants.

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## I. Access the Grant Program

Note: Program in ZoomGrants (ZG) is equivalent to Funding Opportunity (i.e. a group of applications group within the same funding cycle).

From the [My Account](#) page open the program by clicking [Dashboard](#) or name of the Program.

Open Programs	Submitted	Incomplete	Need Attention	Total Awarded	
<a href="#">Office of Adult and Juvenile Justice Assistance</a> <a href="#">2016 OAJA Transition (JAG, NCHIP, COV)</a> <b>8 New</b> 11/16/2016 - 12/10/2016	18	41	0	\$ 643,563.00	<a href="#">Dashboard</a> <a href="#">Program Setup</a>
Recently Closed Programs (within 18 months)	Submitted	Incomplete	Need Attention	Total Awarded	
<a href="#">Office for Victims Programs</a> <a href="#">2016 OVP Transition (CVS (CY16-17) &amp; VOCA one-time)</a> <b>32 New</b> 5/4/2016 - 12/2/2016	56	26	0	\$ 3,475,227.00	<a href="#">Dashboard</a> <a href="#">Program Setup</a>
<a href="#">Office of Adult and Juvenile Justice Assistance</a> <a href="#">2017-2018 State Juvenile Diversion Program &amp; Marijuana Tax Cash Funds</a> <b>14 New</b> 10/11/2016 - 11/10/2016	28	6	0	0	<a href="#">Dashboard</a> <a href="#">Program Setup</a>
<a href="#">Office of Adult and Juvenile Justice Assistance</a> <a href="#">2016-2017 State Juvenile Diversion Program &amp; Marijuana Tax Cash Funds Transition</a> 11/16/2015 - 9/28/2016	29	1	0	\$ 1,641,139.00	<a href="#">Dashboard</a> <a href="#">Program Setup</a>

## II. Open the Application

- From the [Dashboard](#) page click on [Applications](#).
- Applications will be in Submitted Applications or Incomplete Applications. **Note:** you will only attach documents to incomplete documents during the data entry phase for transition grants.

Colorado Division of Criminal Justice  
Office of Adult and Juvenile Justice Assistance  
2016 OAJJA Transition (JAG, NCHIP, COV)

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data

Program Setup

## Applications

Submitted Applications | Organizational Details | Incomplete Applications



Note: if you can't find something, clear your filters

- Click on the name of the Application.

Submitted Applications | Organizational Details | Incomplete Applications

- Submitted Applications
- 19th Judicial District Probation Department**  
2016-DJ-16-013659-04-1 / JAG16 19th Judicial Probation SPACKLE for Mentally Ill
- Adams County**  
2016-DJ-16-013907-06-2 / Adams County CJCC JIS Federated Portal
- Aurora Judicial Administration - Aurora Municipal Court**  
2016-DJ-16-013591-02-3 / Aurora Cross Jurisdictional Mental Health Wellness Court Planning Grant

### III. Open the Document tab

Once an individual application is open you have access to the application tab. Click on the **Documents** tab.

Colorado Division of Criminal Justice  
Office of Adult and Juvenile Justice Assistance  
2016 OAJJA Transition (JAG, NCHIP, COV)

\$ 3,007,864.00 Available  
12/10/2016 Deadline

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data | Program Setup

19th Judicial District Probation Department  
**2016-DJ-16-013659-04-1 / JAG16 19th Judicial Probation SPACKLE for Mentally Ill**  
\$ 100,375.00 \$ 100,375.00 Requested

Application | Application Summary | Organizational Details | Questions / Statement of Work | Budget Summary | Tables (G&O, Budget Details, Additional Funding) | **Documents** | Extra

Post-Decision | Grant Agreement | Financial | Report (Post Award Submissions) | Tasks

Official Decision  Approved \$ 100,375.00 **Review Tools**

### IV. Attach the Document

- Scroll down to **Administrative Documents** and click **Upload**. A new pop-up window will appear.

Administrative Documents	Viewability	Uploaded Documents *	
	This Applicant Only ▼	<a href="#">COGMS Funding Results and Final Application</a>	<a href="#">delete</a>
	Internal Only ▼	<a href="#">COGMS Award Setup</a>	<a href="#">delete</a>
	Internal Only ▼	<a href="#">Project_20161117</a>	<a href="#">delete</a>

[Upload](#)

2. Enter a **File Description**

- a. It should be description enough to recognize and find what you are looking for at a later point.
- b. Include the date

**ZoomGrants** File Upload Window

**Administrative Documents**

**Uploaded Document \***

[COGMS Funding Results and Final Application](#) [Delete]  
[COGMS Award Setup](#) [Delete]  
[Project\\_20161117](#) [Delete]

1 File description: Form 16 (1) contract with test xyz- approved- (20 (e.g. IRS Letter, Financials, etc.)

2 Type of attachment:  File Upload (file size limited to 4MB each)  Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

3 Select a file to upload: [Choose File](#) No file chosen

No T or J allowed in filenames.  
 Be sure to include the file extension  
 File size is limited to 4MB.  
 Supported file extensions:  
 .DOC, .XLS, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF

Document type: ADMIN DOCUMENT

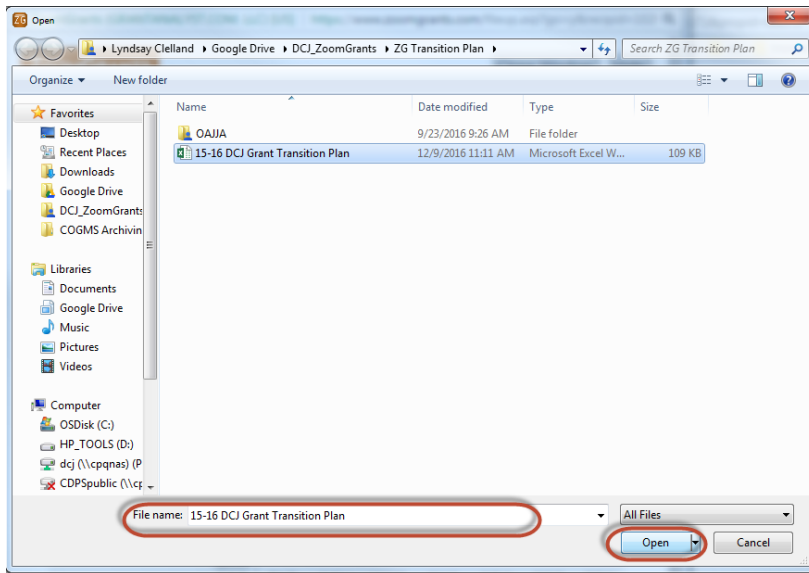
Viewable to Applicant?  Yes

[Upload Now](#)

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

\* ZoomGrants™ is not responsible for the content of uploaded or linked documents.

3. Chose File will open your windows explorer. Locate the file you want to upload, highlight it and select open.



- a. Each attachment must be no more than 4MB
- b. See acceptable file types

**3** Select a file to upload

Choose File 15-16 DCJ Gran...tion Plan.xlsx

*No '[' or ']' allowed in filenames.  
Be sure to include the file extension  
File size is limited to 4MB.  
Supported file extensions:*

.DOC , .XLS , .DOCX , .XLSX , .TXT , .RTF , .WPS ,  
.SXW ,  
.ODT , .TAB , .CSV , .WKS , .SXC , .ODS , .PPT , .PPS  
,  
.SXI , .ODP , .PDF , .GIF , .JPG , .PNG , .MW , .WAV ,  
.AIF , .MP3 , .MP4 , .MID , .MPG , .MOV , .WMV , .RM  
,  
.JPEG , .SHX , .SHX , .DBF , .KML , .KMZ , .TIF , .TIFF

- 4. **Viewable to Applicant?** Select this if you want the Grantee to see the attachment when they log in their **Document** tab.
- 5. Select **Upload Now** when you are ready to upload  
Note: The document will show up in your pop-up window as attached, but will NOT show up in your Documents tab until you refresh your page.
- 6. Upload additional documents. Repeat steps 2-5.
- 7. Close the pop-up window once you are done uploading.

## V. Return to Applicants list

Click on the Applications tab in the Program tabs.

