



**PREPAREDNESS
RESPONSE
RECOVERY
MITIGATION**

Submitting a 911 Quarterly Report

Oklahoma Emergency Management

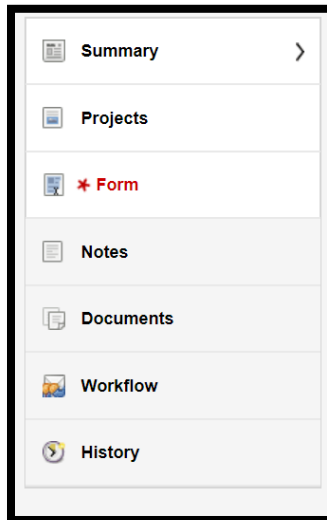
Submitting a 911 Quarterly Report

This document will walk you through how to complete your quarterly report for the 911 Program. Quarterly Reports are due 10 days after the end of the quarter. You will receive a notification 30 days prior to the end of the quarter as a reminder to submit your report.

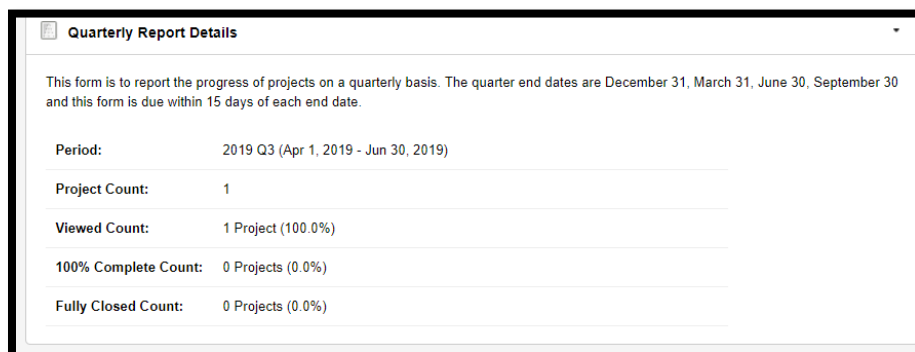
Entering the Quarterly Report

1. Once you log into the system, you should see a section on the right hand side of your screen with the list of quarterly reports that are due.

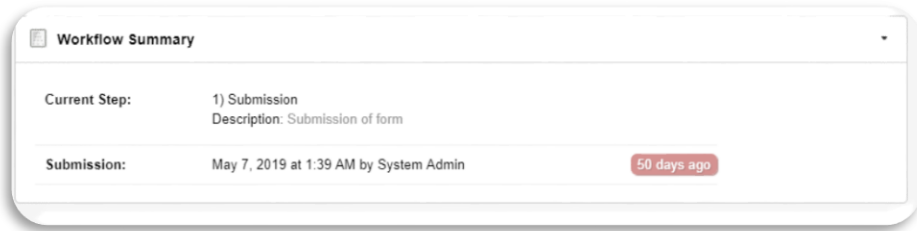
Click on the link to go to the quarterly report, this will take you to the quarterly report, you will notice a set of tabs on the left hand side of the screen.



The Summary Tab has information that is not editable, it includes the period that the report is for, and counts about the projects included in this report.



The workflow summary will tell you what step the quarterly report is currently in.



The Workflow Summary card displays the current step and submission details. It includes a title, current step information, and submission details with a timestamp and a '50 days ago' indicator.

Workflow Summary	
Current Step:	1) Submission Description: Submission of form
Submission:	May 7, 2019 at 1:39 AM by System Admin 50 days ago

The Project tab will list all the projects included in this quarterly report, if you click on the line with the project you want to update, it will turn blue and it will move you on to the Form Tab, or you can click on the Form tab to start entering the details about the quarterly report.



The Projects table shows a list of projects with columns for Proj #, Type, Title, % Complete, Completion D..., and Is Certified. A search bar and filter icons are visible at the top right.

Projects									
Quick Search:						1 results			
Proj #	Type	Title	% Complete	Completion D...	Is Certified				
	TRNG	erty	0						

2. The Form tab is where you will enter all the information for the quarterly report. The information at the top of the form includes the project name, category, eligible amount and the deadline to complete the report.

Form

F # S #1 - Test E911 Application ([View Project](#))

Category: CCC Call Center Creation Last Viewed By: Fonda Logston (Jun 26, 2019)

Eligible Amount: \$0.00

Work Deadline:

Current Percent Complete: %
The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).

Total Funds Expended to Date: \$
The amount that has been spent on the project from award date through quarter end. If match required, include Local and Non-Local expenses.

Total Reimbursement Requested to Date: \$0.00

Anticipated Completion Date:
The date you expect the work to be completed.

A. Begin completing the report by entering the Percent complete of the project, the Total Funds Expended to Date, and Anticipated Completion Date.

Projected Funds to be Requested for Reimbursement

Estimated Apr 1, 2019 - Jun 30, 2019: \$

Project Status:

Funding Status:

Do you anticipate a Scope of Work Change?

Do you anticipate a Matching Funds Amount Change?

Describe specific activities achieved during this quarter:

- B. The Estimated Funds that will be requested for the next Quarter.
- C. The Project Status, by selecting one of the items in the drop down box.
- D. The Funding Status, by selected one of the items in the drop down box.
- E. Answer the question as to whether you believe the scope of work is going to change.
- F. Answer the question do you anticipate the matching funds amount to change.
- G. Describe the Specific activities achieved during the quarter.

0 OF 3000 CHARACTERS USED

Provide a comparison of actual accomplishments to the planned objectives established in the Application:

Additional Issues:

Describe any problem, delays and/or changes encountered.

[Click here to view the planned objectives as per the Application](#)

H. If the accomplishments and the planned are not the same, please describe a statement what was different and why.

I. In the Additional Issues field, put any addition problems, delays or changes that you encountered during this quarter.

3. Once you have completed the form you can save it by clicking the Save button in the upper left hand corner of the form.

Save Advance Set on Hold Deny Delete

Summary Projects Form Notes Documents Workflow History

Form

F #1 S #1 - Test EMPG Project ([View Project](#))

Category: STD Standard EMPG & HMEP Project

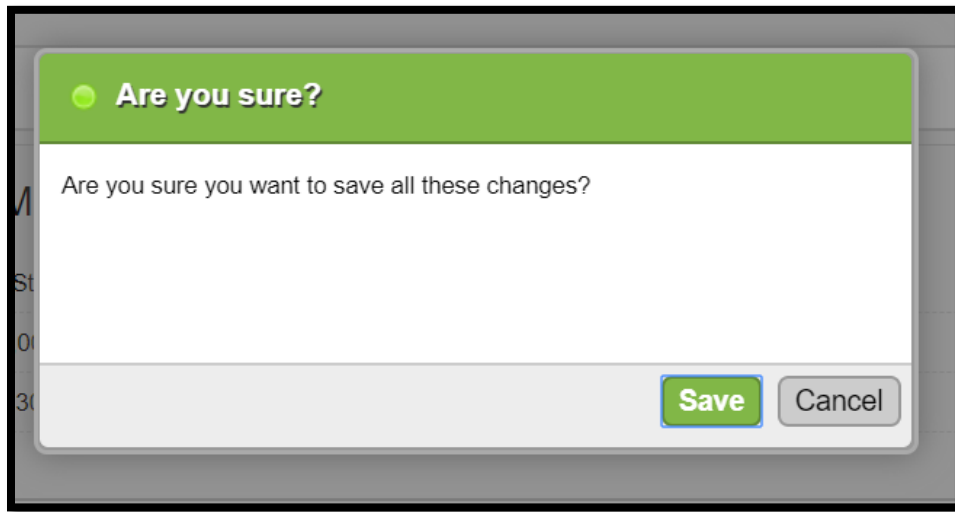
Eligible Amount: \$101,000.00

Work Deadline: June 30, 2019

Hazard Mitigation Plan Status: Approved

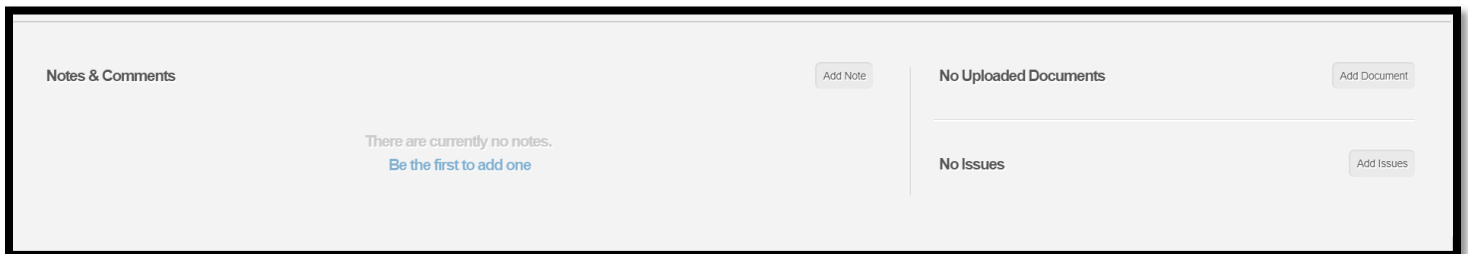
Hazard Mitigation Plan Approval Date: May 8, 2019

A. It will ask you to confirm you want to save: Click the Save Button.



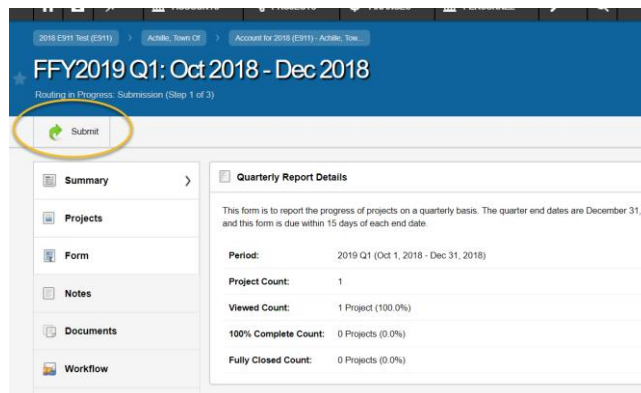
4. Adding Notes, Documents and Issues:

A. At the bottom of the forms tab you can add any notes, additional documents or issues; by clicking on the Add note, Add Document or add issues and completing the forms.

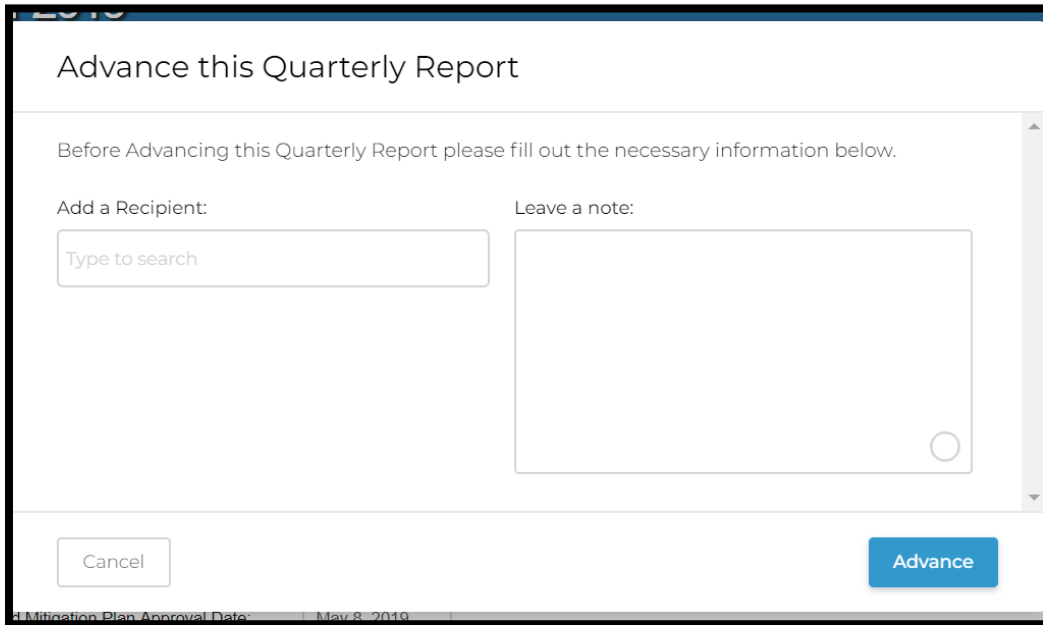


5. Submitting the Quarterly Report:

A. Once you have completed the form, and are ready to submit it, click the Submit button;

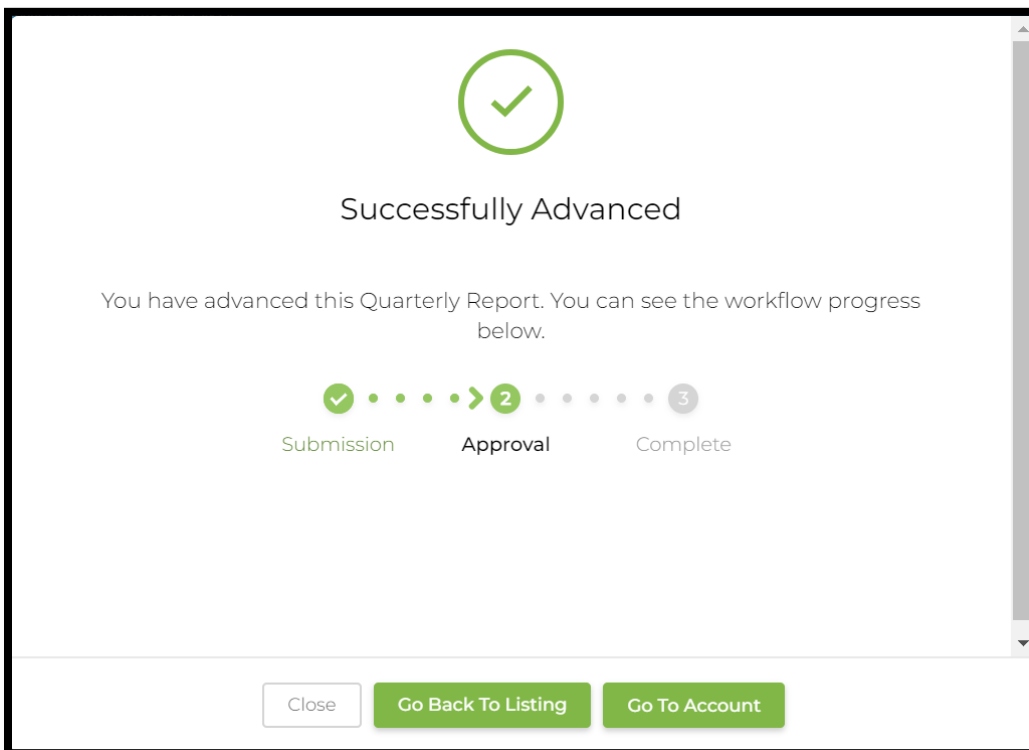


B. Once you click Submit it will come up with a box for you to complete; If you have a note that you would like to leave. Then Click the Advance Button.



The screenshot shows a dialog box titled "Advance this Quarterly Report". Below the title is a message: "Before Advancing this Quarterly Report please fill out the necessary information below." There are two main sections: "Add a Recipient:" with a text input field containing "Type to search", and "Leave a note:" with a larger text area. At the bottom, there are two buttons: "Cancel" on the left and "Advance" on the right. A status bar at the very bottom indicates "Mitigation Plan Approval Date: May 8, 2019".

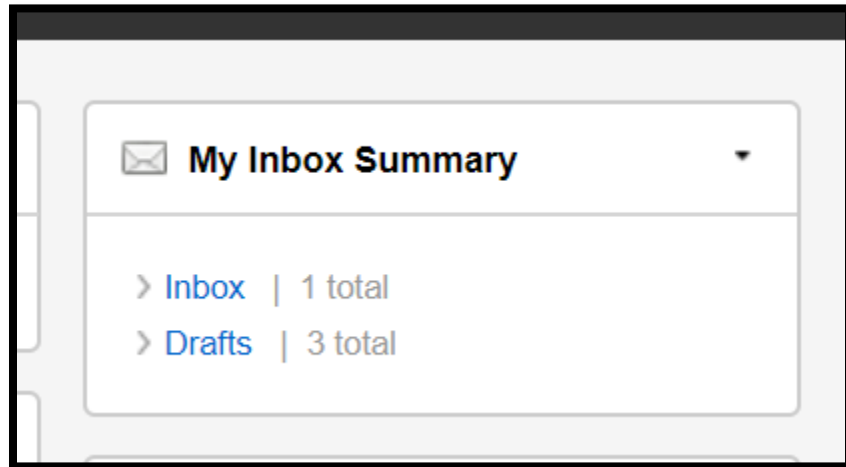
C. You will get a screen show you have successfully advanced and thus submitted your quarterly report. IT will now be reviewed and approved by the 911 OEM Staff.



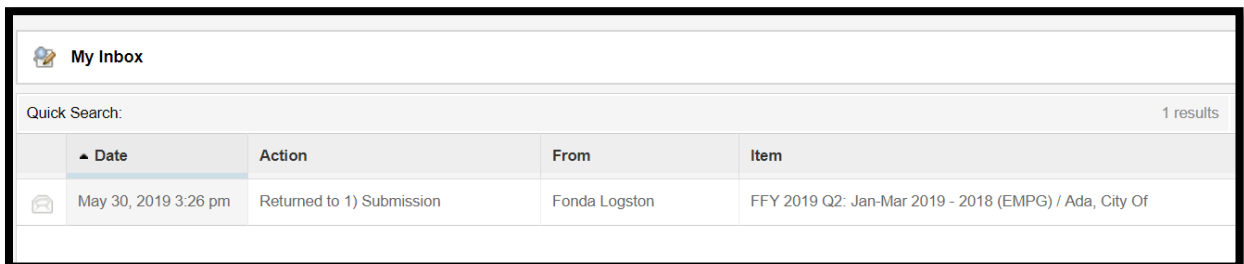
The screenshot shows a confirmation screen with a large green checkmark icon at the top. Below the icon is the text "Successfully Advanced". A message follows: "You have advanced this Quarterly Report. You can see the workflow progress below." Below this is a progress indicator consisting of a series of dots. The first dot is a green checkmark, and the second dot is a green circle with the number "2" inside, indicating the current step. The third dot is a grey circle with the number "3" inside. Below the dots are the labels "Submission", "Approval", and "Complete". At the bottom of the screen, there are three buttons: "Close", "Go Back To Listing", and "Go To Account".

D. You have now submitted your quarterly report, you can click Close.

6. If for some reason your quarterly report does not get accepted, it will be returned to you. You will get a notification as well as it will show up in your inbox on the right hand side of your home page:



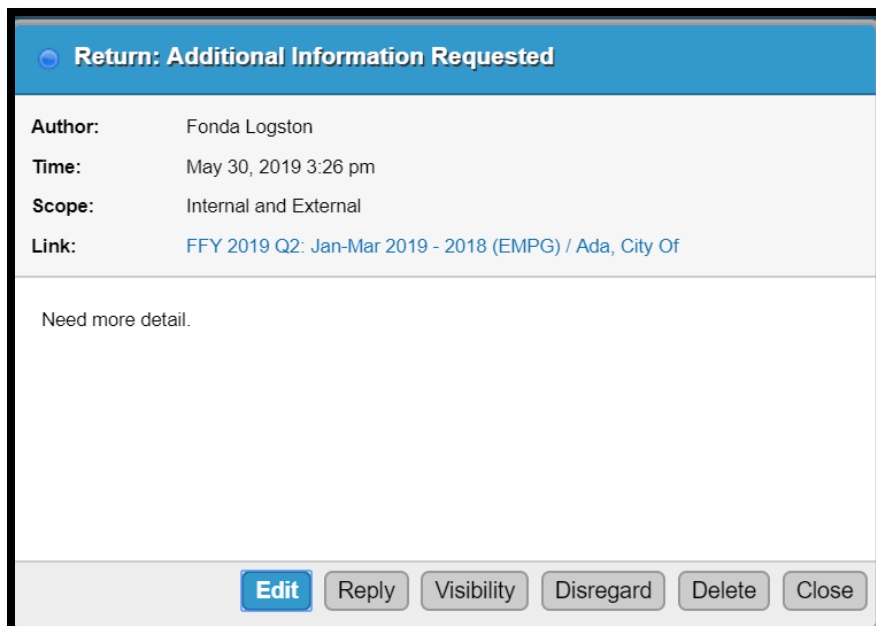
- A. If you click on the Inbox; It will show you the date, time and who returned your report. If you click on the report



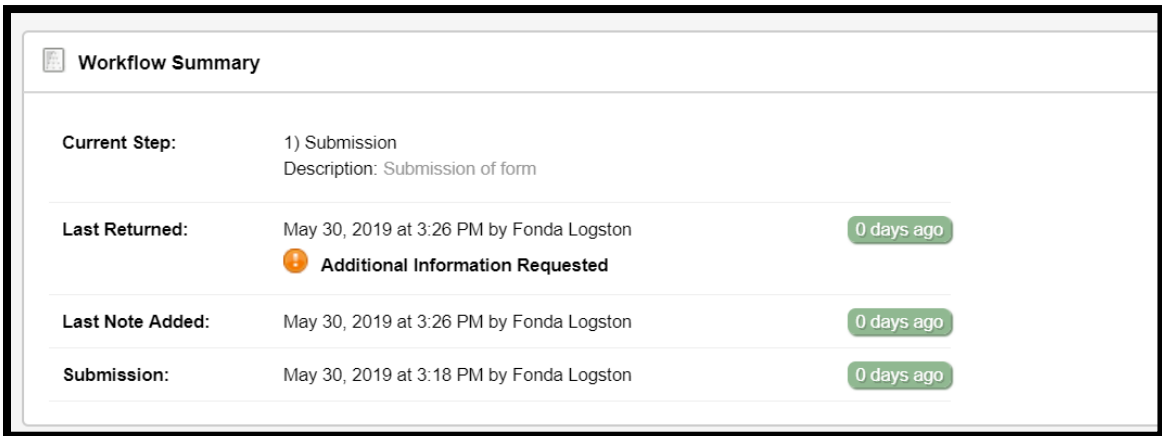
The screenshot shows the 'My Inbox' interface. It includes a 'Quick Search' bar with '1 results' on the right. Below is a table with the following data:

	Date	Action	From	Item
	May 30, 2019 3:26 pm	Returned to 1) Submission	Fonda Logston	FFY 2019 Q2: Jan-Mar 2019 - 2018 (EMPG) / Ada, City Of

- B. It will pop up a box with the note from the person that returned it. From here you can Reply, change the Visibility, Disregard, Delete or Close the note.



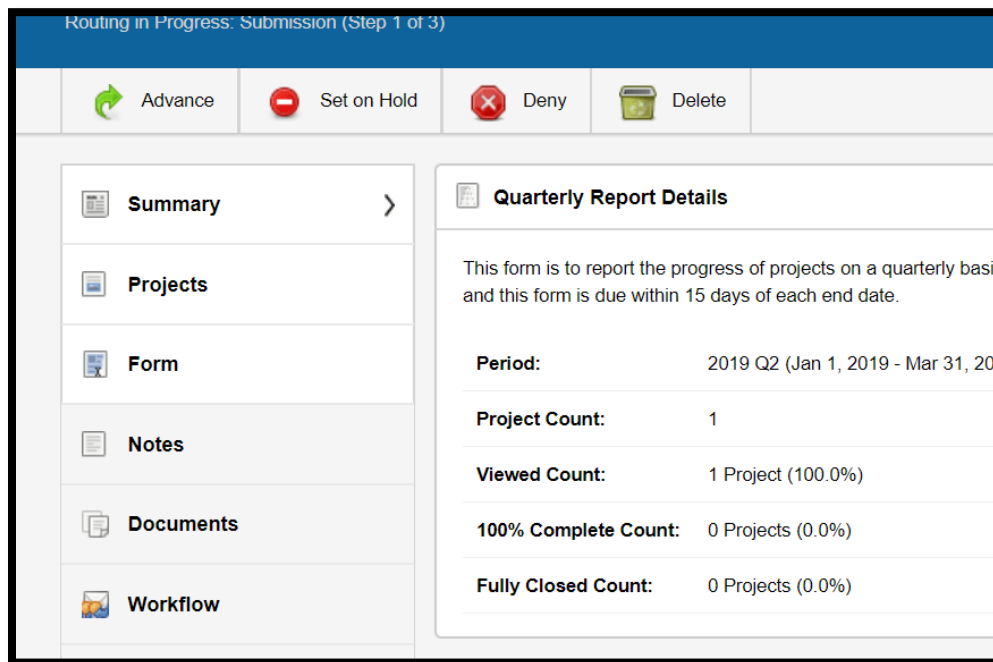
C. If you go back into the Quarterly Report by clicking on the Link in the message, and go to the summary tab you will see the step is now back on the submission step. You will need to correct anything mentioned in the note.



The screenshot shows a 'Workflow Summary' page with the following details:

Current Step:	1) Submission Description: Submission of form
Last Returned:	May 30, 2019 at 3:26 PM by Fonda Logston 0 days ago Additional Information Requested
Last Note Added:	May 30, 2019 at 3:26 PM by Fonda Logston 0 days ago
Submission:	May 30, 2019 at 3:18 PM by Fonda Logston 0 days ago

D. Click the advance button again.



The screenshot shows a 'Routing in Progress: Submission (Step 1 of 3)' page. At the top, there are four action buttons: 'Advance' (green arrow), 'Set on Hold' (red minus), 'Deny' (red X), and 'Delete' (green trash). Below these is a sidebar with navigation options: 'Summary' (selected), 'Projects', 'Form', 'Notes', 'Documents', and 'Workflow'. The main content area is titled 'Quarterly Report Details' and contains the following information:

This form is to report the progress of projects on a quarterly basis and this form is due within 15 days of each end date.

Period:	2019 Q2 (Jan 1, 2019 - Mar 31, 2019)
Project Count:	1
Viewed Count:	1 Project (100.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

E. It will pop up a box that you will may enter a note and click the Advance Button.

Advance this Quarterly Report

Before Advancing this Quarterly Report please fill out the necessary information below.

Leave a note:

I fixed everything you asked, please re-review

Cancel Advance

This screenshot shows a dialog box titled "Advance this Quarterly Report". It contains a text area for a note with the text "I fixed everything you asked, please re-review". At the bottom, there are two buttons: "Cancel" and "Advance".

F. You will once again get a confirmation that it was successfully advanced.

Successfully Advanced


You have advanced this Quarterly Report. You can see the workflow progress below.

Submission Approval Complete

Close Go To My Inbox Go To Account

This screenshot shows a confirmation dialog titled "Successfully Advanced". It features a green checkmark icon at the top. Below the title, it says "You have advanced this Quarterly Report. You can see the workflow progress below." A progress indicator shows three steps: "Submission" (completed with a green checkmark), "Approval" (current step with a green arrow and the number 2), and "Complete" (next step with the number 3). At the bottom, there are three buttons: "Close", "Go To My Inbox", and "Go To Account".

G. You can also now see that it is in the Approval Step within the workflow summary.

 **Workflow Summary**

Current Step: 2) Approval
Description: Approval of form

Recipients: Fonda Logston

Last Advanced: May 30, 2019 at 3:35 PM by Fonda Logston 0 days ago

Last Note Added: May 30, 2019 at 3:35 PM by Fonda Logston 0 days ago

Submission: May 30, 2019 at 3:18 PM by Fonda Logston 0 days ago