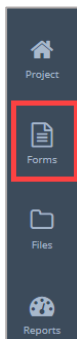


MOUs and Reprogramming

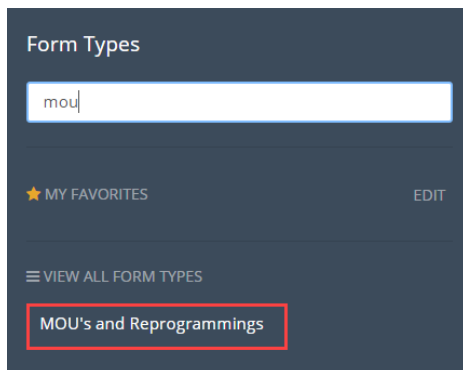
This is the required Routing Slip for all MOU and Reprogramming requests. Please complete the following in its entirety and provide all supporting documentation.

Creating MOUs and Reprogramming Records

1. Within the project, click the **Forms** icon on the left navigation pane.




2. In the search area of the Form Types, begin typing **MOU** and click to select the **MOUs and Reprogrammings** form.



3. If this is the very first record for this form, click the Create **MOUs and Reprogramming** button located in the middle of the log or click the **New** button in the upper right corner.

MOU's and Reprogrammings shared with me

New Print



You have no MOU's and Reprogrammings yet
Once you have access to MOU's and Reprogrammings, they will show here.

Create New MOU's and Reprogramming

- Click inside the **Type** field and select from the pick list.

Type

- Click inside the **DGS Role – MOU Only** field and select the role from the picklist. If DGS is providing services, they are the seller (SE).

DGS Role - MOU Only

- Enter the current **Fiscal Year**.

Fiscal Year

Type the Fiscal Year

- Click the **Get Next** button to assign the **Number**.

Number

Get Next

- Enter the title of the form in the **Subject** field.

Subject

Type the Subject

* Required

- Add the **Created Date**.

Created Date

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

10. Enter the **Due Date** that MOU/Reprogramming is needed by.

Due Date

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

11. Add the **Deadline Date**. If applicable.

Deadline Date

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

12. Click the checkbox for **Expedite Process**.

Expedite Process

☐

13. Enter the **Originator's Name**.

Originator's Name

14. Enter the **Originator's Phone Number**.

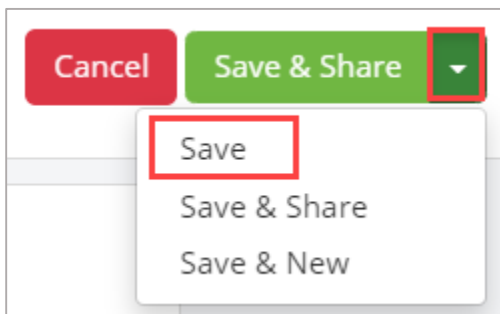
Originator's Phone Number

15. Add any applicable information in the **Summary** field.

Summary

Type the Summary

16. To complete and save the **MOUs and Reprogramming** document, click the dropdown arrow beside **Save & Share** and click the **Save** button.



Attach Supporting Documentation

1. Drag and drop any supporting files, not attributable to a specific MOU/Reprogramming field, to the **Attachments** section of the record.

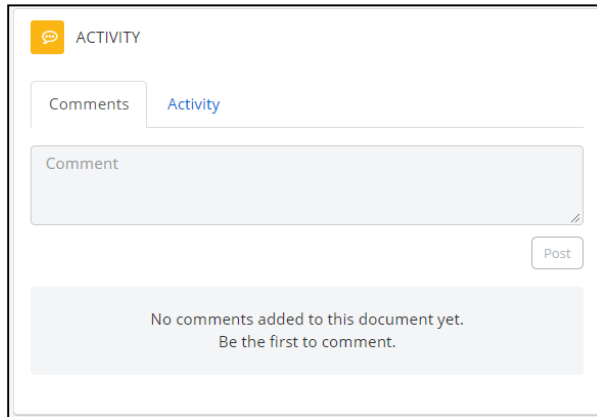
ATTACHMENTS

New ▾

Drag and drop to upload

Comments

1. To ask questions or add commentary regarding the MU/Reprogramming record, use the **Comments** section.



The screenshot shows a section titled 'ACTIVITY' with a speech bubble icon. Below the title are two tabs: 'Comments' and 'Activity'. The 'Comments' tab is selected. There is a large text input area labeled 'Comment' with a 'Post' button to its right. Below the input area, a message states: 'No comments added to this document yet. Be the first to comment.'

Editing the MOUs and Reprogramming Document

1. Open the MOUs and Reprogramming log and **click the title of the record** you would like to edit.



The screenshot shows a table titled 'MOU's and Reprogrammings shared with me'. The table has columns for 'Subject', 'Created On', and 'Shared'. There is a red arrow pointing to the 'MOUs and Reprogramming' entry in the 'Subject' column. The 'Created On' column shows '4/18/20 12:44 PM' and the 'Shared' column shows '1'.

Subject	Created On	Shared
MOUs and Reprogramming	4/18/20 12:44 PM	1

2. Click the **Edit** button located in the Details panel.

DETAILS

Type

DGS Role - MOU Only

Fiscal Year

Number
5000

Subject
MOUs and Reprogramming

Created Date

Due Date

Deadline Date

Expedite Process
☐

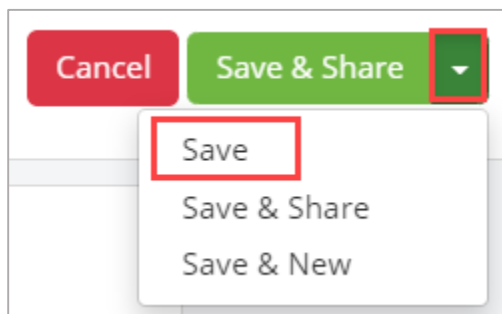
Originator's Name

Originator's Phone Number

Summary

Edit

3. Make the required edits to the applicable fields and click the dropdown arrow beside **Save & Share** and click the **Save** button.



Submitting MOUs and Reprogramming for Approval

1. Click **Start New** in the workflow window on the MOU/Reprogramming that is ready for submission.

WORKFLOWS

Start New

2. Select the box next to the MOU and Reprogramming, click **Start Workflow**.

Start new workflow

Search...

Workflow Name	Description
<input checked="" type="checkbox"/>	MOU and Reprogramming Approval

Cancel

Start Workflow