



Chapter 34: Data Uploads

Chapter 34: Data Uploads	1
A. Data Uploads Overview	2
A1. Steps to Complete Data Uploads	2
A2. Data Upload Templates.....	2
A3. Data Upload Types.....	2
B. Manage My Grants Module Uploads	3
B1. Grantee Upload Action Plan and Activities.....	3
B2. Grantee Upload Project.....	4
B3. Grantee and HUD Users Upload TA Work Plan	5
B4. Grantee Upload Performance Reports	6
C. Manage My Financials Module Uploads	7
C1. Grantee Upload Obligations.....	7
C2. Grantee Upload Vouchers	8
D. Administration Module Uploads	9
D1. Grantee and HUD Upload User Requests	9
D2. Grantee Upload Responsible Organizations.....	10
D3. Grantee and HUD Upload Staff Data	11
D4. Grantee and HUD Batch Uploads.....	11
E. Completing Data Uploads	13
E1. Grantee and HUD Select Upload Template and File	13
E2. Grantee and HUD Verify Results of Data Upload	14



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

TIP! HUD provides templates that must be used for data uploads. See the HUD Exchange for a list of current templates. All templates must be saved in the .CSV file format. See Section B2 for more tips.

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

Grantee Users

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
Upload User Requests	D1	Upload New and Edit Users
Upload Responsible Organizations	D2	Upload New and Edit Responsible Organizations
Upload	D4	Upload Batch Data

HUD Users

Menu Option	Section	Action
Manage Action Plan	B3	Upload TA Work Plans
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 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:** Login to 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 <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>. 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 **MUST** 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 corresponds 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:	
<p>1 Navigate to the Manage My Grants module , locate the Action Plans menu, and select <Manage Action Plan>. The “Manage Action Plan” page will load.</p>	
<p>2 On the “Manage Action Plan” page, select the “Upload” tab.</p>	



User Role: Grantee User	Menu Option: Manage Action Plan
--------------------------------	--

CPD Disaster Recovery Grant Reporting System
8-08-DN-13-001
SORIANO, AILCA (1018GR)

Manage Action Plan ← Back

Grant Number:	B-08-DN-13-0001	LOCCS Authorized Amount:	\$77,085,125.00
Grantee Name:	Georgia	Grant Award Amount:	\$77,085,125.00
Appropriation Code:	2008 NSP1	Total Estimated PI/RL Funds:	\$200,000,000.00 ✎ Edit
Action Plan Status:	🔄 Modified - Resubmit When Ready	Total Budget:	\$277,085,125.00

Financials Narratives Documents Measures Projects Activities History Upload

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type: APEstimatedPIRL
APFundingSource
APNarratives
ActivityAccomplishment

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

3 Proceed to Section E [Completing Data Uploads](#) to complete the process.

B2. Grantee | Upload Project

User Role: Grantee User	Menu Option: Manage Action Plan
--------------------------------	--

Purpose: Allow Grantee Users to access Project Uploads.

Complete the following steps to access Project Uploads:

- 1 Navigate to the **Manage My Grants** module , locate the **Action Plans** menu, and select **<Search Project>**. The **"Search Projects"** page will load. Select any project to edit. The **"Manage Project"** page will load.

Manage My Grants

ACTION PLANS	PROJECTS	ACTIVITIES	GRANTEE PROGRAMS	PERFORMANCE REPORTS	GRANTS
Manage Action Plan View Action Plan Download Action Plan Search Action Plans 🌐 Review Tools Lookup Consolidated Plans 🌐	Add Project View Projects/Activities Download Projects/Activities Search Projects 🌐	Add Activity Search Activities 🌐	Add Grantee Program Search Grantee Programs 🌐	Manage Performance Report Search Performance Reports 🌐 Manage Addresses	View G Search
- 2 On the **"Manage Project"** page, select the **"Upload"** tab.



User Role: Grantee User **Menu Option:** Manage Action Plan

Disaster Recovery Grant Reporting System 8-08-DN-13-0001

Manage Project ← Back

Project Number:	01-Acq/Disp	Project Designation:		Edit
Project Title:	Acquisition / Disposition	Project Budget:	\$115,886,099.01	
Appropriation Code:	2008 NSP1	Revolving Loan Fund:	No	
Grant Number:	B-08-DN-13-0001	Project Effective Date:		
Project Status:	Open	Project End Date:		

Financials Details Measures Activities **Upload**

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type: ProjectAdd ProjectEdit

[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

3 Proceed to Section E [Completing Data Uploads](#) to complete the process.

B3. Grantee and HUD Users | Upload TA Work Plan

User Role: Grantee and HUD User **Menu Option:** Manage Action Plan

Purpose: Allow Grantee and HUD Users to access TA Work Plan Uploads.

Complete the following steps to access TA Work Plan Uploads:

1 Navigate to the **Manage My Grants** module , locate the **Work Plans** menu, and select **<Upload TA Work Plan>**. The **“DRGR Data Upload”** page will load.

Manage My Grants

<p>ACTION PLANS</p> <ul style="list-style-type: none"> Manage Action Plan View Action Plan Download Action Plan Search Action Plans Lookup Consolidated Plans 	<p>PROJECTS</p> <ul style="list-style-type: none"> View Projects/Activities Download Projects/Activities Search Projects 	<p>GRANTEE PROGRAMS</p> <ul style="list-style-type: none"> Add Grantee Program Search Grantee Programs 	<p>PERFORMANCE REPORTS</p> <ul style="list-style-type: none"> Manage Performance Report Search Performance Reports Manage Addresses 	<p>GRANTS</p> <ul style="list-style-type: none"> Closeout Grant View Grant Search Grants 	<p>WORK PLANS</p> <ul style="list-style-type: none"> Add Work Plan Search/Edit Work Plan Upload Work Plan Manage Requests Manage Assignments
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2 Once the **“DRGR Data Upload”** page loads, proceed to Section E [Completing Data Uploads](#) to complete the process.



User Role: Grantee and HUD User	Menu Option: Manage Action Plan
--	--

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type:

- TAWorkplanAdd
- TAWorkplanAssociatedWorkPlanAdd
- TAWorkplanAssociatedWorkPlanRemove

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

Please select the 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 Option: Manage Performance Report
--------------------------------	---

Purpose: Allow Grantee Users to access Performance Report Uploads.

Complete the following steps to access Performance Report Uploads:

- Navigate to the **Manage My Grants** module , locate the **Performance Report** menu, and select **<Manage Performance Report>**. The **“Performance Report”** page will load.

Manage My Grants

<p>ACTION PLANS</p> <ul style="list-style-type: none"> Manage Action Plan View Action Plan Download Action Plan Search Action Plans Review Tools Lookup Consolidated Plans 	<p>PROJECTS</p> <ul style="list-style-type: none"> Add Project View Projects/Activities Download Projects/Activities Search Projects 	<p>ACTIVITIES</p> <ul style="list-style-type: none"> Add Activity Search Activities 	<p>GRANTEE PROGRAMS</p> <ul style="list-style-type: none"> Add Grantee Program Search Grantee Programs 	<p>PERFORMANCE REPORTS</p> <ul style="list-style-type: none"> Manage Performance Report Search Performance Reports Manage Addresses 	<p>GRANTS</p> <ul style="list-style-type: none"> View Grant Search Grants
---	--	---	--	---	---
- On the **“Performance Report”** page, select **<Edit>** under the **“Actions”** column next to the desired Performance Report.



User Role: Grantee User **Menu Option:** Manage Performance Report

Disaster Recovery Grant Reporting System 8-08-DN-13-0001 SOBANO, ALICIA (T03GR)

PERFORMANCE REPORT
Manage Performance Reports - Georgia

Grant Number: B-08-DN-13-0001 **Contract Start Date:** 03/05/2009
Grant Status: Active **Contract End Date:**
Grant Award Amount: \$77,085,125.00 **LOCCS Authorized Amount:** \$77,085,125.00

* - Actual period does not match Reporting period

Due Date	Reporting Period	Action	Date Submitted	Type	Status	Submitter
01/30/2021	10/01/2020 - 12/31/2020	Add				
10/30/2020	07/01/2020 - 09/30/2020	View Delete Download Print Version Edit			Original - In Progress	
07/30/2020	04/01/2020 - 06/30/2020	View Delete Download Print Version Review Tools	08/17/2020		Reviewed and Approved	B68510 - Tremblay, Kathleen
04/30/2020	01/01/2020 - 03/31/2020	View Delete Download Print Version Review Tools	08/14/2020		Reviewed and Approved	B68510 - Tremblay, Kathleen
01/30/2020	10/01/2019 - 12/31/2019	View Delete Download Print Version Review Tools	08/14/2020		Reviewed and Approved	B68510 - Tremblay, Kathleen
10/30/2019	07/01/2019 - 09/30/2019	View Delete Download Print Version Review Tools	08/14/2020		Reviewed and Approved	B68510 - Tremblay, Kathleen
07/30/2019	04/01/2019 - 06/30/2019	View Delete Download Print Version Review Tools	07/29/2019		Reviewed and Approved	C22834 - Shaw, Robert
04/30/2019	01/01/2019 - 03/31/2019	View Delete Download Print Version Review Tools	07/05/2019		Reviewed and Approved	B66364 - Mrus, Sally
01/30/2019	10/01/2018 - 12/31/2018	View Delete Download Print Version Review Tools	01/31/2019		Reviewed and Approved	B66364 - Mrus, Sally
10/30/2018	07/01/2018 - 09/30/2018	View Delete Download Print Version Review Tools	11/02/2018		Reviewed and Approved	B66364 - Mrus, Sally
07/30/2018	04/01/2018 - 06/30/2018	View Delete Download Print Version Review Tools	07/26/2018		Reviewed and Approved	B66364 - Mrus, Sally
04/30/2018	01/01/2018 - 03/31/2018	View Delete Download Print Version Review Tools	05/04/2018		Reviewed and Approved	B60338 - Jackson, Lorean
01/30/2018	10/01/2017 - 12/31/2017	View Delete Download Print Version Review Tools	01/29/2018		Reviewed and Approved	B55502 - Myktytn, Dana
10/30/2017	07/01/2017 - 09/30/2017	View Delete Download Print Version Review Tools	11/01/2017		Reviewed and Approved	B55502 - Myktytn, Dana
07/30/2017	04/01/2017 - 06/30/2017	View Delete Download Print Version Review Tools	07/25/2017		Reviewed and Approved	B55502 - Myktytn, Dana
04/30/2017	01/01/2017 - 03/31/2017	View Delete Download Print Version Review Tools	05/03/2017		Reviewed and Approved	B55502 - Myktytn, Dana
01/30/2017	10/01/2016 - 12/31/2016	View Delete Download Print Version Review Tools	01/26/2017		Reviewed and Approved	B55502 - Myktytn, Dana

2 On the “Edit Performance Report” page, select <Upload QPR Data>.

Disaster Recovery Grant Reporting System 8-08-DN-13-0001 SOBANO, ALICIA (T03GR)

PERFORMANCE REPORT
Edit Performance Report

*Indicates Required Field

Grant Number: B-08-DN-13-0001 **Contract Start Date:** 03/05/2009 **QPR Start Date:** 07/01/2020
Grantee Name: Georgia **Contract End Date:** **QPR End Date:** 09/30/2020

Save | Cancel Edit QPR | Upload QPR Data

View QPR Report

Use Existing Contact
Select Contact
Add New Contact

Activity Report - Select the Activity to report on.

Project #	Project Title	Project Budget
<input checked="" type="checkbox"/> 01-Acq/Disp	Acquisition / Disposition	\$115,886,099.01
<input checked="" type="checkbox"/> 02-Clearance	Clearance	\$3,591,809.88

3 Proceed to Section E [Completing Data Uploads](#) to complete the process.

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: Search/Edit Obligation										
Complete the following steps to access Obligation Uploads:											
<p>1 Navigate to the Manage My Financials module , locate the Drawdown menu, and select <Search/View Obligations>. The “Activity Obligation” page will load.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Manage My Financials</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">DRAWDOWN</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">PROGRAM INCOME</td> </tr> <tr> <td style="padding: 5px;"> Search/View Obligation</td> <td style="padding: 5px;"> Create Receipt</td> </tr> <tr> <td style="padding: 5px;"> Search/Maintain Vouchers</td> <td style="padding: 5px;"> Add Program Income Account</td> </tr> <tr> <td></td> <td style="padding: 5px;"> Search/Edit PI Accounts</td> </tr> <tr> <td></td> <td style="padding: 5px;"> Search/Edit Receipts</td> </tr> </table> </div>		DRAWDOWN	PROGRAM INCOME	Search/View Obligation	Create Receipt	Search/Maintain Vouchers	Add Program Income Account		Search/Edit PI Accounts		Search/Edit Receipts
DRAWDOWN	PROGRAM INCOME										
Search/View Obligation	Create Receipt										
Search/Maintain Vouchers	Add Program Income Account										
	Search/Edit PI Accounts										
	Search/Edit Receipts										
<p>2 On the “Activity Obligation,” select <Upload Financial Data>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>											
<p>3 Proceed to Section E Completing Data Uploads to complete the process.</p>											

C2. Grantee | Upload Vouchers

User Role: Grantee Drawdown Request User	Menu Option: Create a Voucher										
Purpose: Allow Grantee Users to access Voucher Uploads.											
Complete the following steps to access Voucher Uploads:											
<p>1 Navigate to the Manage My Financials module , locate the Drawdown menu, and select <Search/Maintain Vouchers>. The “Drawdown” page will load.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Manage My Financials</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">DRAWDOWN</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">PROGRAM INCOME</td> </tr> <tr> <td style="padding: 5px;"> Search/View Obligation</td> <td style="padding: 5px;"> Create Receipt</td> </tr> <tr> <td style="padding: 5px;"> Search/Maintain Vouchers</td> <td style="padding: 5px;"> Add Program Income Account</td> </tr> <tr> <td></td> <td style="padding: 5px;"> Search/Edit PI Accounts</td> </tr> <tr> <td></td> <td style="padding: 5px;"> Search/Edit Receipts</td> </tr> </table> </div>		DRAWDOWN	PROGRAM INCOME	Search/View Obligation	Create Receipt	Search/Maintain Vouchers	Add Program Income Account		Search/Edit PI Accounts		Search/Edit Receipts
DRAWDOWN	PROGRAM INCOME										
Search/View Obligation	Create Receipt										
Search/Maintain Vouchers	Add Program Income Account										
	Search/Edit PI Accounts										
	Search/Edit Receipts										
<p>2 On the “Drawdown” page, select <Upload Voucher.></p>											



User Role: Grantee Drawdown Request User **Menu Option:** Create a Voucher

Disaster Recovery Grant Reporting System B-08-DN-13-0001 SORIANO ALICIA [101828]

DRAWDOWN
Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: Georgia **Requested Submission Date:** 09/11/2020
Select Date (Ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account
No Activities Selected							

|

3 Proceed to Section E [Completing Data Uploads](#) to complete the process.

D. Administration Module Uploads

D1. Grantee and HUD | Upload User Requests

User Role: Grantee and HUD User Profile Request **Menu Option:** Upload User Requests

Purpose: Allow Grantee and HUD Users to access User Request Uploads.

Complete the following steps to access User Request Uploads:

- Navigate to the **Administration** module , locate the **User Management** menu, and select **<Upload User Requests>**. The **“DRGR Data Upload”** page will load.

Administration

<p>USER MANAGEMENT</p> <ul style="list-style-type: none"> Associate Users to Grants Certify Grantee Users Request New Users Manage Existing Users Upload User Requests 	<p>MANAGE GRANTEES</p> <ul style="list-style-type: none"> Add Responsible Organizations Search Responsible Organizations Upload Responsible Organizations 	<p>UTILITIES</p> <ul style="list-style-type: none"> Upload FAQs Manage FAQs
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- Once the **“DRGR Data Upload”** page loads, proceed to Section E [Completing Data Uploads](#) to complete the process.



User Role: Grantee and HUD User Profile Request	Menu Option: Upload User Requests
--	--

The screenshot shows the 'DRGR DATA UPLOAD' interface. It includes a header with 'Disaster Recovery Grant Reporting System' and a user profile for 'SORIANO, ALICIA (T116GR)'. The main content area has a section 'Please select the Upload Type' with a dropdown menu containing 'CertifyGrantee', 'CertifyHudOffice', 'UserAdd', and 'UserDeactive'. Below this is a link to view sample upload templates and a 'Supporting Info' button. At the bottom, there is a 'Please select the file to upload' section with 'Choose File' and 'Upload' buttons.

D2. Grantee | Upload Responsible Organizations

User Role: Grantee User	Menu Option: 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 , locate the **User Management** menu, and select **<Upload User Requests>**. The **“DRGR Data Upload”** page will load.

Administration

USER MANAGEMENT	MANAGE GRANTEES	UTILITIES
<ul style="list-style-type: none"> Associate Users to Grants Certify Grantee Users Request New Users Manage Existing Users Upload User Requests 	<ul style="list-style-type: none"> Add Responsible Organizations Search Responsible Organizations Upload Responsible Organizations 	<ul style="list-style-type: none"> Upload FAQs Manage FAQs

- 3 Once the **“DRGR Data Upload”** page loads, proceed to Section E [Completing Data Uploads](#) to complete the process.

The screenshot shows the 'DRGR DATA UPLOAD' interface. It includes a header with 'Disaster Recovery Grant Reporting System' and a user profile for 'SORIANO, ALICIA (T116GR)'. The main content area has a section 'Please select the Upload Type' with a dropdown menu containing 'ResponsibleOrgAdd', 'ResponsibleOrgContactData', and 'ResponsibleOrgEdit'. Below this is a link to view sample upload templates and a 'Supporting Info' button. At the bottom, there is a 'Please select the file to upload' section with 'Choose File' and 'Upload' buttons.



D3. Grantee and HUD | Upload Staff Data

User Role: HUD User	Menu Option: Upload Staff Data																								
Purpose: Allow HUD Users to access Staff Data Uploads.																									
Complete the following steps to access Staff Data Uploads:																									
<p>1 Navigate to the Administration module , locate the Staff Rates menu, and select <Upload Staff Data>. The “DRGR Data Upload” page will load.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> Administration</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid #2c3e50; padding-bottom: 5px;">USER MANAGEMENT</td> <td style="width: 25%; border-bottom: 1px solid #2c3e50; padding-bottom: 5px;">STAFF RATES</td> <td style="width: 25%; border-bottom: 1px solid #2c3e50; padding-bottom: 5px;">MANAGE GRANTEES</td> <td style="width: 25%; border-bottom: 1px solid #2c3e50; padding-bottom: 5px;">UTILITIES</td> </tr> <tr> <td style="padding: 5px;"> Associate Users to Grants</td> <td style="padding: 5px;"> Manage Staff Types</td> <td style="padding: 5px;"> Add Responsible Organizations</td> <td style="padding: 5px;"> Upload</td> </tr> <tr> <td style="padding: 5px;"> Certify Grantee Users</td> <td style="padding: 5px;"> Manage TA Staff</td> <td style="padding: 5px;"> Search Responsible Organizations</td> <td style="padding: 5px;"> FAQs</td> </tr> <tr> <td style="padding: 5px;"> Request New Users</td> <td style="padding: 5px;"> Upload Staff Data</td> <td style="padding: 5px;"> Upload Responsible Organizations</td> <td style="padding: 5px;"> Manage FAQs</td> </tr> <tr> <td style="padding: 5px;"> Manage Existing Users</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"> Upload User Requests</td> <td></td> <td></td> <td></td> </tr> </table> </div> <div style="width: 35%; background-color: #8e44ad; color: white; padding: 10px; border-radius: 5px;"> <p>TIP! Users must have the Staff Rate role to perform these functions.</p> </div> </div>		USER MANAGEMENT	STAFF RATES	MANAGE GRANTEES	UTILITIES	Associate Users to Grants	Manage Staff Types	Add Responsible Organizations	Upload	Certify Grantee Users	Manage TA Staff	Search Responsible Organizations	FAQs	Request New Users	Upload Staff Data	Upload Responsible Organizations	Manage FAQs	Manage Existing Users				Upload User Requests			
USER MANAGEMENT	STAFF RATES	MANAGE GRANTEES	UTILITIES																						
Associate Users to Grants	Manage Staff Types	Add Responsible Organizations	Upload																						
Certify Grantee Users	Manage TA Staff	Search Responsible Organizations	FAQs																						
Request New Users	Upload Staff Data	Upload Responsible Organizations	Manage FAQs																						
Manage Existing Users																									
Upload User Requests																									
<p>2 Once the “DRGR Data Upload” page loads, proceed to Section E Completing Data Uploads to complete the process.</p> <div style="border: 1px solid #2c3e50; padding: 5px; margin-top: 10px;"> </div>																									

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:	
<p>1 Navigate to the Administration module , locate the Utilities menu, and select <Upload.></p>	



User Role: Grantee and HUD User	Menu Option: Upload			
<h3> Administration</h3> <table><tr><td>USER MANAGEMENT<ul style="list-style-type: none"> Associate Users to Grants Certify Grantee Users Request New Users Manage Existing Users Upload User Requests</td><td>MANAGE GRANTEES<ul style="list-style-type: none"> Add Responsible Organizations Search Responsible Organizations Upload Responsible Organizations</td><td>UTILITIES<ul style="list-style-type: none"> Upload FAQs Manage FAQs</td></tr></table>		USER MANAGEMENT <ul style="list-style-type: none"> Associate Users to Grants Certify Grantee Users Request New Users Manage Existing Users Upload User Requests	MANAGE GRANTEES <ul style="list-style-type: none"> Add Responsible Organizations Search Responsible Organizations Upload Responsible Organizations	UTILITIES <ul style="list-style-type: none"> Upload FAQs Manage FAQs
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<p>2 The “DRGR Data Upload” page will load.</p> 				
<p>3 Proceed to Section E Completing Data Uploads to complete the process.</p>				

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: 1

- APNarratives
- ActivityAccomplishment
- ActivityAdd 2
- ActivityAddress
- ActivityBeneficiary

[Click here to view sample upload templates.](#)

Select button to get specific DRGR data: 3

Please select the file to upload

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

4 5

#	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> 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> 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> 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 **2**

Uploaded number of rows: 20 **3**

Status of the Uploading: Completed Successfully **4**

[Download Upload Details](#) **5**

[View Upload Data](#) **6**

#	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: <ul style="list-style-type: none">• “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 Upload Data> will show the user only the line items that uploaded successfully.