

OKGRANTS

MONITORING

The Monitoring Report is initiated by ODOC Project Managers NOT the Grantee.

1. Log on to OK Grants.
2. Go to “**My Tasks**” and click on **Name** (ex: MR-2012-HOLDENVILLE CI-0008) (Current Status: Monitoring Report in Process)
3. This will take you to the ODOC Monitoring Report Menu screen that has the following:

View, Edit and Complete Forms
Change the Status
Access Management Tools
Examine Related Items

4. Click on **View, Edit and Complete Forms**
5. Click on **Uploads**

The next screen is the Uploads page.

This page is where you upload all the documents required for the resolution of monitoring findings or other documents that ODOC might request during or after the monitoring.

After you upload your documents you must click the Save button in the upper right hand corner of the page.

At this point the Monitoring documents are ready to be submitted to ODOC:

The Authorized Official (AO) is the only role that can submit the Monitoring Responses Required.

If the AO signed in and has uploaded the Monitoring Responses continue with these steps to submit the Monitoring documents to ODOC (**if you are signed in as a writer please skip to steps 9 – 12 below**)

6. Click on the Document Information at the top of the screen. (ex: MR-2012-HOLDENVILLE CI-00008) This will take you back to the ODOC Monitoring Report Menu screen
7. Click on “**Change the Status**” button.
8. You will have one possible status –
Click on the Monitoring Report Submitted (Apply Status button)

9. The AO must log into OKGrants.
10. Go to “**My Tasks**” and click on **Name of the Monitoring** (ex: MR-2012-HOLDENVILLE CI-00008) (“Current Status” will say Monitoring Report Response Required)

The next screen will be the ODOC Monitoring Report Menu which will show:

View, Edit and Complete Forms
Change the Status
Access Management Tools
Examine Related Items

11. Click on “**Change the Status**” button.
12. You will have one possible status –
Click on the Monitoring Report Submitted (Apply Status button)