

MGX SRP Quarterly Reports

How to Complete a Quarterly Report

Home Page

Important Note: A Quarterly Report can only be initiated by the Agency Project Director, the Agency Program Staff, or the Agency Primary Contact

- Click **Initiate Related Document**

The screenshot shows a web dashboard with a dark blue header containing 'Home' and 'Searches -'. The main title is 'Dashboard'. Below it, 'Instructions:' are provided, including a green arrow pointing to the 'Initiate Related Document' button in the 'My Tasks' section. The 'My Tasks' section includes a 'Filter' button and a table with one task entry.

Home Searches -

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
2024-SRP-21	2024 Secondary Road Patrol and Traffic Accident Prevention Program (SRP)	OHSP (SRP Testing)	SRP Application Approved	4/10/2024 3:29:38 PM	

Navigation: 1

Initiate Report

Important Note: Quarterly Reports must be initiated in order (Q1 first, Q2 second, etc.)

- Select the appropriate grant from the first dropdown, select the appropriate Quarterly Report from the second dropdown
- Click **Create**, then click **Proceed**

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier
Search parent documents by identifier...

Parent Document
2024-SRP-21

Available Documents
2024 OHSP SRP Quarterly Report - Quarter 1

Create

2024 OHSP SRP Quarterly Report - Quarter 1

Provided By:	MIMSP_OHSP Provider Org
Provided To:	OHSP (SRP Testing)
OHSP SRP Quarterly Report Availability Dates:	10/1/2023 12:00:00 AM - 10/20/2024 11:59:00 PM
Due Date:	4/20/2024 11:59:00 PM

Proceed Cancel

Landing Page

- At the top of the left side panel click **Quarterly Reporting**

The screenshot shows a web application interface with a dark blue header and a left sidebar. The sidebar is expanded to show a list of options under the heading '2024-SRP-21-Qtr1-QR'. A green arrow points to the 'Quarterly Reporting' option, which has a white square icon next to it. Other options in the sidebar include 'Forms', 'Year to Date Totals', 'Certification', 'Sheriff Certification', 'Attachments', 'Supporting Documentation', 'Status Options', 'SRP Quarterly Report Submitted', 'SRP Quarterly Report Cancelled', and 'Tools'. The main content area is titled 'Document Landing Page' and contains the following information:

Instructions:

- View document details.

Template 2024 Secondary Road Patrol (SRP) Quarterly Report	Instance 2024 OHSP SRP Quarterly Report - Quarter 1
Document Name 2024-SRP-21-Qtr1-QR	Document Status SRP Quarterly Report in Progress
Organization OHSP (SRP Testing)	Your Role Agency Project Director

Quarterly Reporting

- After “Final year-end report for this grant?”, click **No** unless completing the 4th quarter report
- Enter totals for all reporting criteria, all 30 fields are required
 - Enter zero if no activity has occurred in the reporting period
- Only activities occurring in the appropriate quarter should be reported on here
- Click **Next Form**

Home Searches -

2024-SRP-21-Qtr1-QR

Forms

Quarterly Reporting

Quarterly Reporting

Year to Date Totals

Certification

Sheriff Certification

Attachments

Supporting Documentation

Status Options

SRP Quarterly Report Submitted

SRP Quarterly Report Cancelled

Tools

Landing Page

Add/Edit People

Status History

Instructions

- Enter reporting data for all fields.
- Activity Dates must be within the Office of Highway Safety Planning Grant Cycle (October 1st - September 30th).
- All data must be reported quarterly based on date of enforcement.

Reporting Period: 10/01/2023 through 12/31/2023

* Final year-end report for this grant? Yes No

Number	Reporting Criteria
<input type="text"/>	Full time equivalent certified SRP-Funded Road Patrol Deputies
<input type="text"/>	Full time equivalent certified County-Funded Road Patrol Deputies
<input type="text"/>	Sworn officers in the sheriff's office
<input type="text"/>	Miles traveled performing road patrol by SRP-Funded Road Patrol Deputies
<input type="text"/>	Miles traveled performing road patrol by County-Funded Road Patrol Deputies
<input type="text"/>	Traffic stops made by SRP-Funded Road Patrol Deputies
<input type="text"/>	Traffic stops made by County-Funded Road Patrol Deputies
<input type="text"/>	Traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies
<input type="text"/>	Traffic-related verbal warnings given by County-Funded Road Patrol Deputies
<input type="text"/>	Traffic-related citations issued by SRP-Funded Road Patrol Deputies
<input type="text"/>	Traffic-related citations issued by County-Funded Road Patrol Deputies

Report only SRP funded activities for the following questions

Next Form >

Year to Date Totals

- No data entry is required on this page, the numbers on this page are automatically populated based on the current and previous quarters reported. The totals are for information purposes only. Please verify that the year-to-date totals are correct.
- Click **Next Form**

Home Searches -

2024-SRP-2I-Qtr1-QR

Forms

Quarterly Reporting

Quarterly Reporting

Year to Date Totals

Certification

Sheriff Certification

Attachments

Supporting Documentation

Status Options

SRP Quarterly Report Submitted

SRP Quarterly Report Cancelled

Tools

Landing Page

Add/Edit People

Status History

Instructions

- No data entry is required on this page.
- Please simply confirm that the year to date (YTD) totals are correct through the date shown below.

Reporting complete through: 12/31/2023

YTD	Reporting Criteria
65.00	Full time equivalent certified SRP-Funded Road Patrol Deputies
76.00	Full time equivalent certified County-Funded Road Patrol Deputies
65.00	Sworn officers in the sheriff's office
0	Miles traveled performing road patrol by SRP-Funded Road Patrol Deputies
76	Miles traveled performing road patrol by County-Funded Road Patrol Deputies
76	Traffic stops made by SRP-Funded Road Patrol Deputies
67	Traffic stops made by County-Funded Road Patrol Deputies
9	Traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies
9	Traffic-related verbal warnings given by County-Funded Road Patrol Deputies
0	Traffic-related citations issued by SRP-Funded Road Patrol Deputies
8	Traffic-related citations issued by County-Funded Road Patrol Deputies

Report only SRP funded activities for the following questions

Traffic citations issued in county...

< Previous Form

Next Form >

Sheriff Certification

Important Note: This page must be completed by the Agency Project Director - Sheriff

- Verify the data entered in the previous pages
- Click the checkbox when all information has been confirmed
- Click **Next Form**

Home Searches

2024-SRP-21-Qtr1-QR

Forms

Quarterly Reporting

Quarterly Reporting

Year to Date Totals

Certification

Sheriff Certification

Attachments

Supporting Documentation

Status Options

SRP Quarterly Report Submitted

SRP Quarterly Report Cancelled

Tools

Landing Page

Add/Edit People

Status History

Sheriff Certification

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.

NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.

- Completion of this page is required for report submission.

Agency Project Director - Sheriff

* I certify that the information contained in this Quarterly Program Report is correct to the best of my knowledge.

< Previous Form

Next Form >

Supporting Documentation

- This is optional
- Click **Save** if attachments uploaded

The screenshot shows a web application interface for uploading supporting documentation. The top navigation bar includes 'Home', 'Searches', and a user status indicator 'LOGGED IN AS: Project Director SRP Test'. The left sidebar contains a menu with items like '2024-SRP-21-Qtr1-QR', 'Quarterly Reporting', 'Year to Date Totals', 'Certification', 'Attachments', and 'Supporting Documentation'. The main content area is titled 'Supporting Documentation' and contains instructions for uploading files. A table with two columns, 'Title/Description' and 'Document Source', is shown at the bottom. A green arrow points to the 'Save' button in the top right corner of the main content area, and another green arrow points to the 'Browse' button in the 'Document Source' column of the table.

Home Searches - LOGGED IN AS: Project Director SRP Test -

2024-SRP-21-Qtr1-QR
Quarterly Reporting

Quarterly Reporting ✓
Year to Date Totals ✓
Certification
Sheriff Certification ✓
Attachments
Supporting Documentation □

▼ Status Options
SRP Quarterly Report Submitted
SRP Quarterly Report Cancelled

Supporting Documentation

[Instructions](#)

- Use the space provided below to enter a descriptive title for each supporting documentation file to be uploaded that will be supplemental to this annual report.
- To attach files:
 - Click the **Select** button to open File Explorer.
 - Search for the file to upload, and click **Open** in File Explorer.
 - Once the file is selected, the path to the file will appear in the **Document Source** field.
 - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "?", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

- Use the add/delete [+] [-] buttons at the end of each row to attach/detach additional files.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB **per Save** (large files should be attached one at a time). However, the total size of all uploads at page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

Title/Description	Document Source
	<input type="text"/> <input type="button" value="Browse"/> <small>Drag Files Here</small> <input data-bbox="1656 1242 1694 1299" type="button" value="+"/>

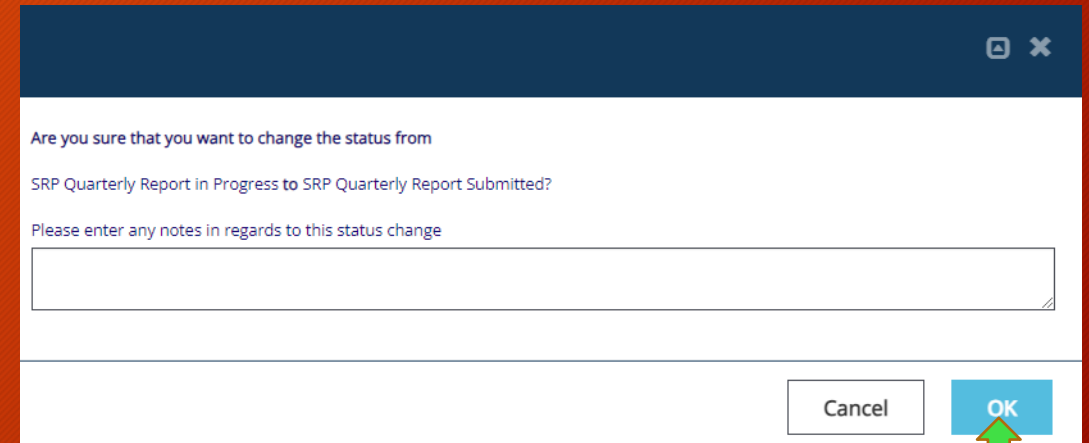
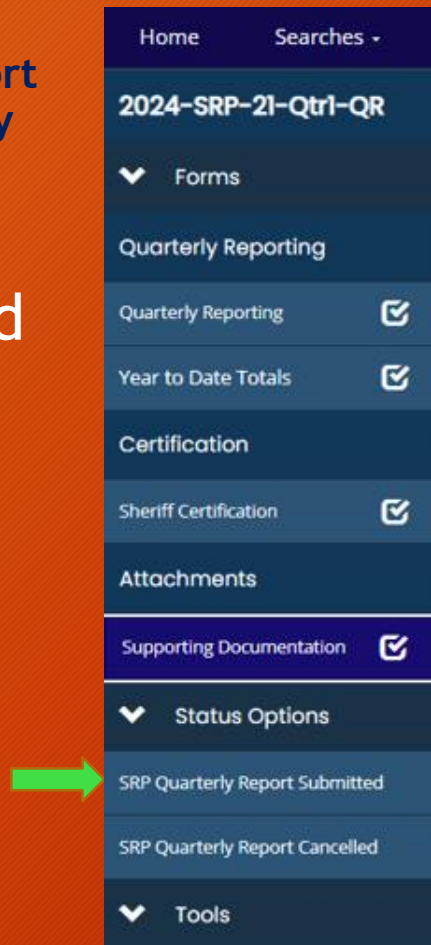
0 of 250

Now Note | Print | **Save** | Delete

Submit Quarterly Report

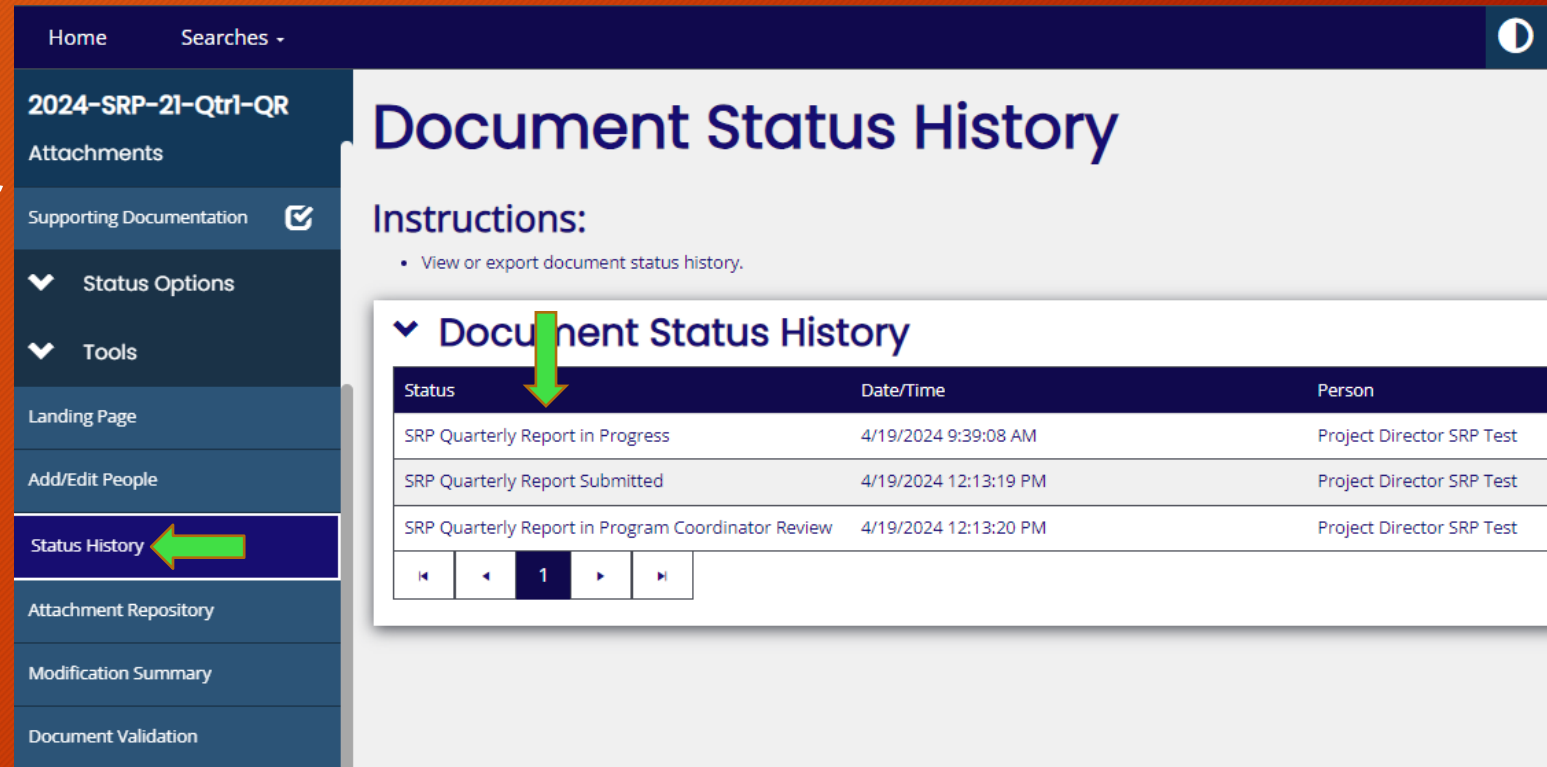
Important Note: The Quarterly Report can only be submitted by the Agency Project Director - Sheriff

- On the left side panel scroll to the bottom and click **SRP Quarterly Report Submitted**
- Click **OK**



Confirm Submission

- To confirm that your Quarterly Report was submitted successfully, click **Status History** under Tools on the left side panel
- If you see SRP Quarterly Report Submitted and SRP Quarterly Report in Program Coordinator Review, then your report is complete



Home Searches -

2024-SRP-21-Qtr1-QR

Attachments


Supporting Documentation

▼ Status Options

▼ Tools

Landing Page

Add/Edit People

Status History 

Attachment Repository

Modification Summary

Document Validation

Document Status History

Instructions:

- View or export document status history.

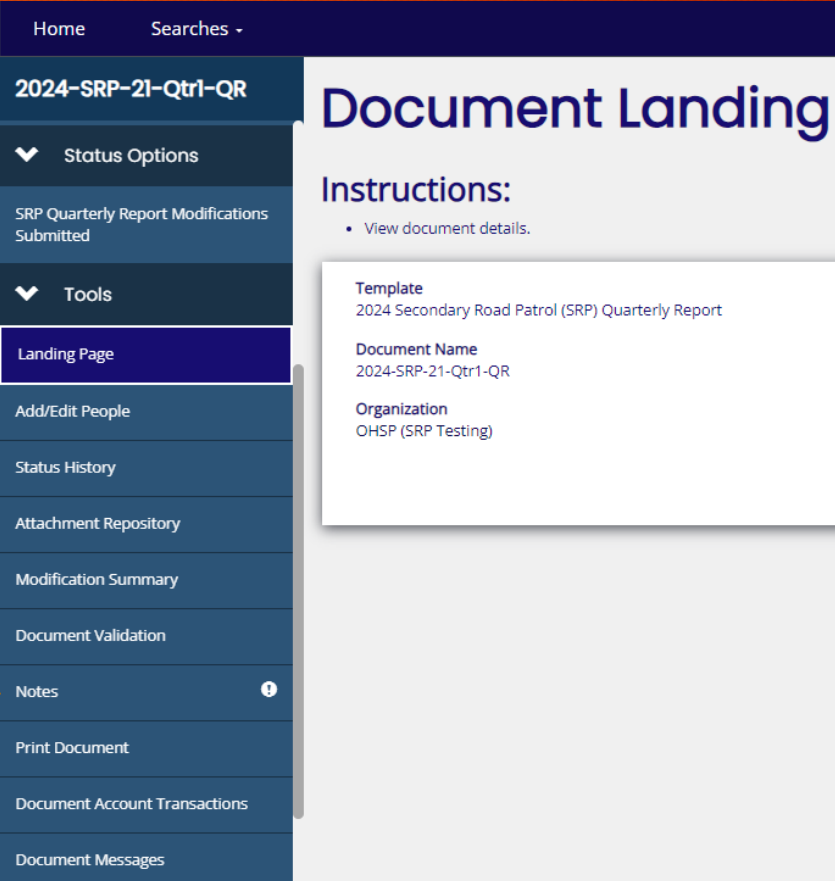
▼ Document Status History

Status	Date/Time	Person
SRP Quarterly Report in Progress	4/19/2024 9:39:08 AM	Project Director SRP Test
SRP Quarterly Report Submitted	4/19/2024 12:13:19 PM	Project Director SRP Test
SRP Quarterly Report in Program Coordinator Review	4/19/2024 12:13:20 PM	Project Director SRP Test

« ‹ 1 › »

Modifications

- If the OHSP requires any modifications to be made, you will be notified via email
- Visit the Notes page to view the modifications requested
- After all modifications have been made, click **SRP Quarterly Report Modifications Submitted**



The screenshot displays a web application interface. At the top, there are navigation links for "Home" and "Searches". The main header area is dark blue with the text "2024-SRP-21-Qtr1-QR". Below this is a sidebar menu with several items: "Status Options", "SRP Quarterly Report Modifications Submitted" (highlighted with a green arrow), "Tools", "Landing Page" (highlighted with a dark blue background), "Add/Edit People", "Status History", "Attachment Repository", "Modification Summary", "Document Validation", "Notes" (highlighted with a green arrow and a notification icon), "Print Document", "Document Account Transactions", and "Document Messages". The main content area is titled "Document Landing" and contains "Instructions:" with a bullet point "View document details.". Below the instructions is a white box with the following information: "Template: 2024 Secondary Road Patrol (SRP) Quarterly Report", "Document Name: 2024-SRP-21-Qtr1-QR", and "Organization: OHSP (SRP Testing)".