U.S. Department of Energy (DOE)
Office of State and Community Energy Programs (SCEP)

Performance and Accountability for Grants in Energy (PAGE)

Instructions for Uploading and Downloading Attachments Using the PAGE Document Library

Version 1.0

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Introduction

PAGE provides users with the capability to upload various types of documents as attachments to the Application Package and to the grant in general. This document provides instructions on how to use the PAGE Document Library to upload and attach document to the grant.

There are two primary methods for attaching documents to the grants. The first was is to use the upload capability to upload attachments to the SF-424, the second is to upload attachments to the grant using the Document Library menu option under the Grant Administration menu. Regardless of the method used to upload the attachments, they may be accessed via the Document Library menu option.

1. Uploading attachments to the SF-424

One you have selected a grant, the SF-424 may be accessed by selecting the Application Documents → SF-424 menu option on the left navigation menu.
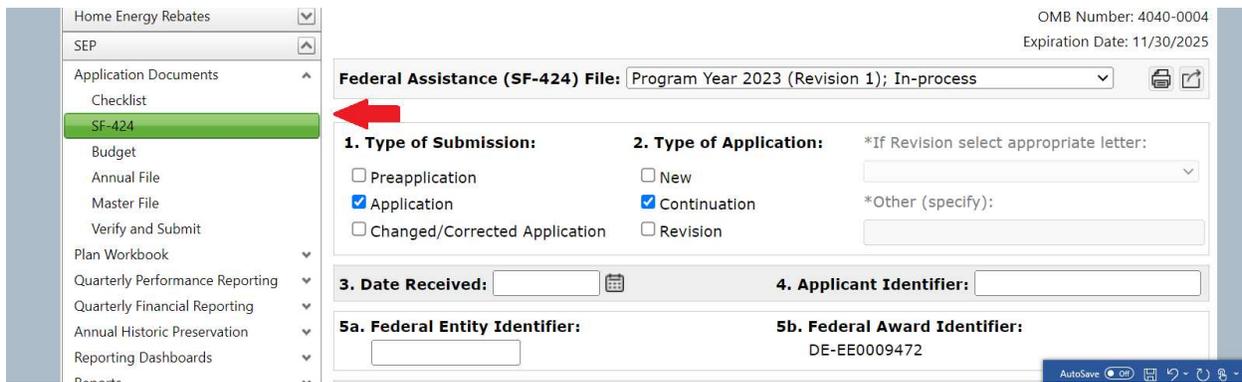
To upload attachments, scroll to the bottom of the SF-424 web page to the section labeled "Attachment(s)" and click the "Upload New Document" button.

An Upload New Document dialog window will be displayed. Click the Choose File button and a standard Windows Open dialog will be displayed. Browse to the file you want to upload, then click the Open button to return to the PAGE Upload New Document dialog window. The name of the file you chose will now be displayed in the File field next to the Choose File button and the Title will default to the name of the file (without the extension), however you may change the Title. Optionally enter a comment. The tags are used as a convenient way to further classify the uploaded document. Since you are uploading from the SF-424, the Application Document tag is selected by default. You may modify the tag selections as needed, multiple tags is allowed.

Once you are satisfied with the file you chose and have entered the other information, upload the attachment by clicking on the Upload button.

Once the document has been uploaded, you will be returned to the SF-424 webpage and you will now see the document in the list of attachments.
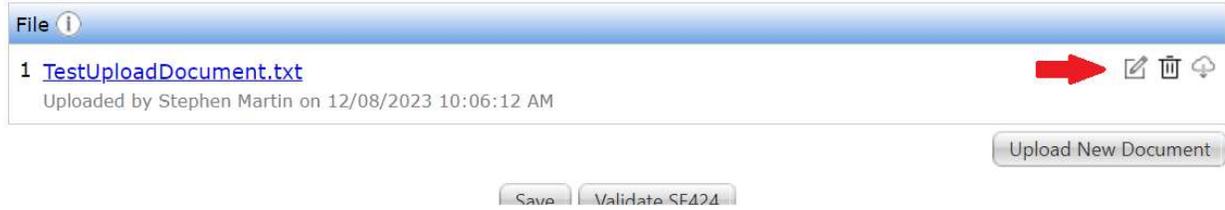
To edit the information about the attachment, click the icon with the pencil and paper; to delete the attachment, click the trashcan icon; and to download the attachment click on the cloud icon.

2. Uploading attachments using the Document Library menu option

One you have selected a grant, the Document Library may be accessed by selecting the Grant Administration → Document Library menu option on the left navigation menu.

To upload a new attachment, click the link "upload new document".

An Upload New Document dialog window will be displayed. Click the Choose File button and a standard Windows Open dialog will be displayed. Browse to the file you want to upload, then click the Open button to return to the PAGE Upload New Document dialog window. The name of the file you chose will now be displayed in the File field next to the Choose File button and the Title will default to the name of the file (without the extension), however you may change the Title. Optionally enter a comment. The tags are used as a convenient way to further classify the uploaded document. Since you are uploading from the SF-424, the Application Document tag is selected by default. You may modify the tag selections as needed, multiple tags is allowed.

Once you are satisfied with the file you chose and have entered the other information, upload the attachment by clicking on the Upload button.

Once the document has been uploaded, you will be returned to the Document Library webpage and you will now see the document in the list of attachments.

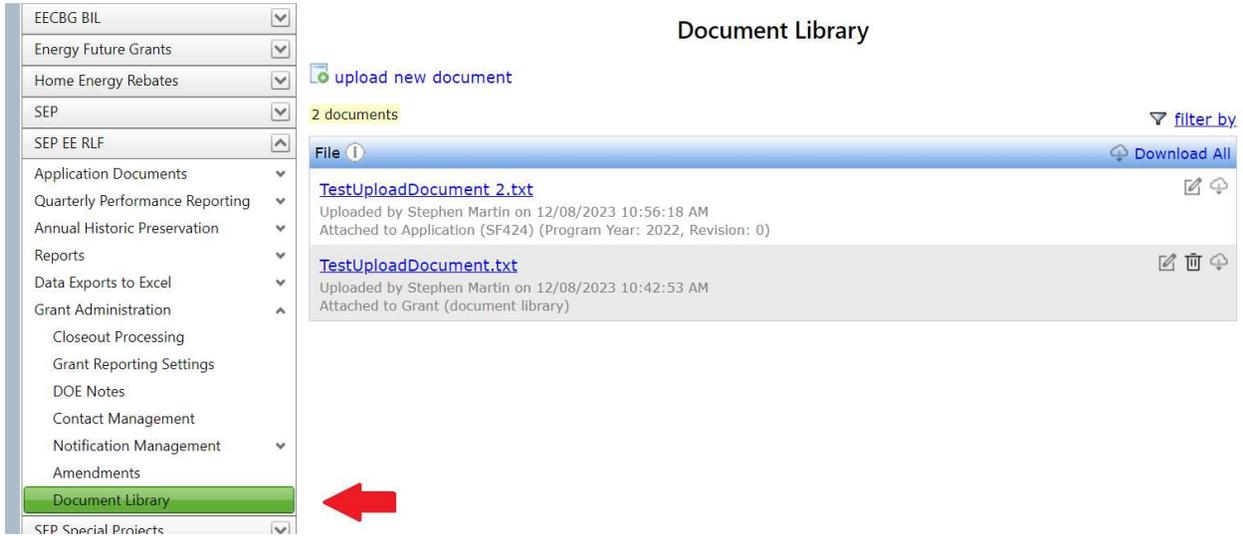To edit the information about the attachment, click the icon with the pencil and paper; to delete the attachment, click the trashcan icon; and to download the attachment click on the cloud icon.

**3. Downloading attachments using the Document Library menu option**

One you have selected a grant, the Document Library may be accessed by selecting the Grant Administration → Document Library menu option on the left navigation menu.

As you can see above, the Document Library webpage displays the list of attachments for the grant. Note that just below the name of each attachment document the system displays the user that uploaded the attachment as well as the date/time the upload occurred. The next line shows where in the system the attachment was uploaded. For the first attachment shown above, the document has been uploaded via the SF-424, for attachments uploaded via the SF-424, the program year and revision number of the application where it was attached is displayed. For the second attachment above, the system indicates that the attachment was uploaded using the Document Library.

To edit the information about the attachment, click the icon with the pencil and paper; to delete the attachment, click the trashcan icon; and to download the attachment click on the cloud icon.
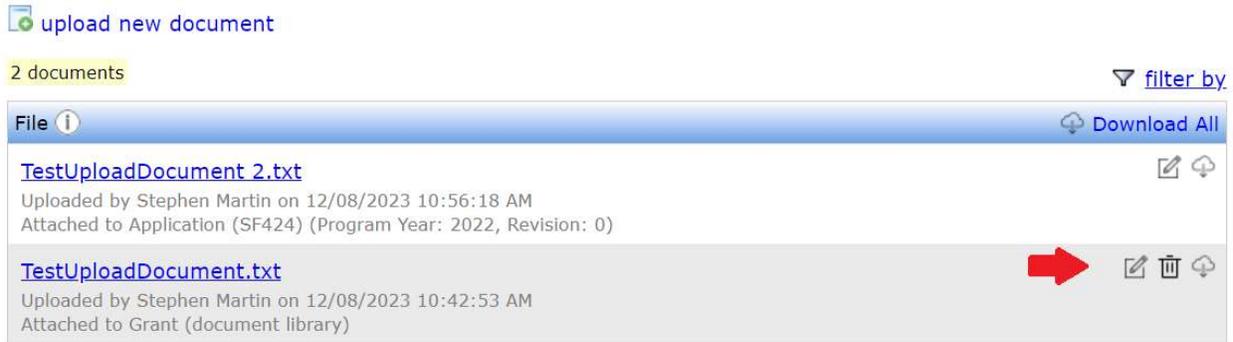
Note: documents attached via an SF-424 cannot be deleted here in the Document Library, therefore the trashcan icon is not displayed above for the document attached via the SF-424.

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