



## Works for Queensland / Covid Progress Report - Portal

1. In the portal, click on 'Project'.

eGrant Portal

User Management | Expression of Interest | Application | **Project** | New CEO -

### Home

Welcome to eGrant Portal.

#### Task

Subject Status Task Type

Search

Open/Reviewed tasks

Search

| Subject | Description | Regarding | Priority | Task Type | Created On | Activity Status |
|---------|-------------|-----------|----------|-----------|------------|-----------------|
|---------|-------------|-----------|----------|-----------|------------|-----------------|

There are no records to display.

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2. You will see a list of all project. Please ensure that you have selected 'Open Project' as shown in the screenshot below to see only the current projects.
3. Click on the project you wish to submit a progress report for.

eGrant Portal

User Management | Expression of Interest | Application | **Project** | New CEO -

### Home > Projects

Program Funding Round Project Status

Search

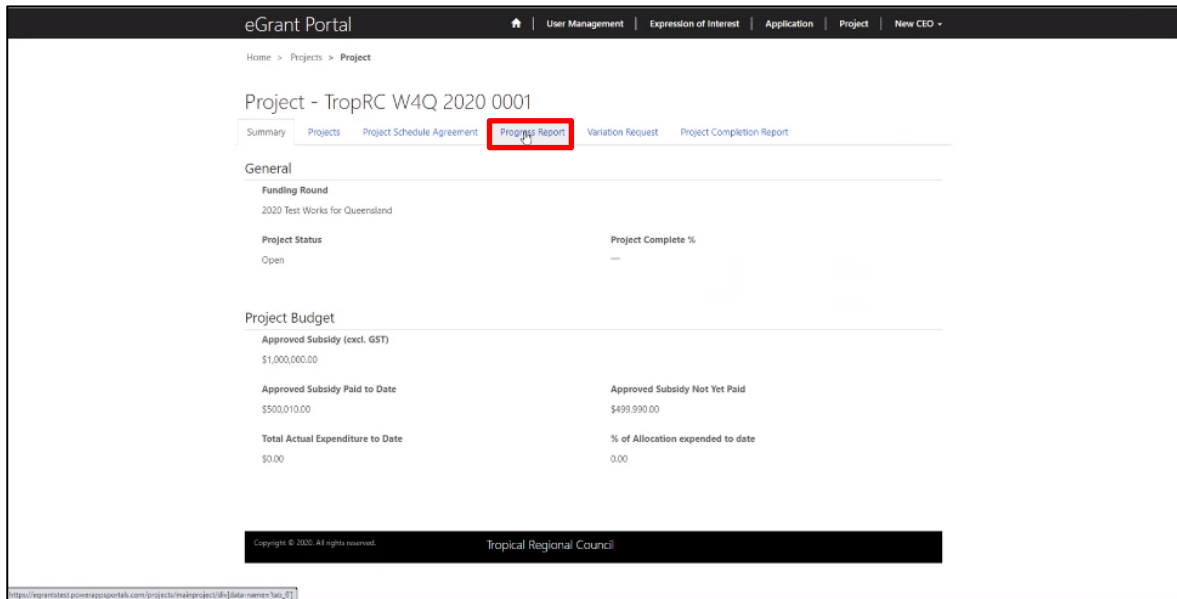
Open Projects

Search

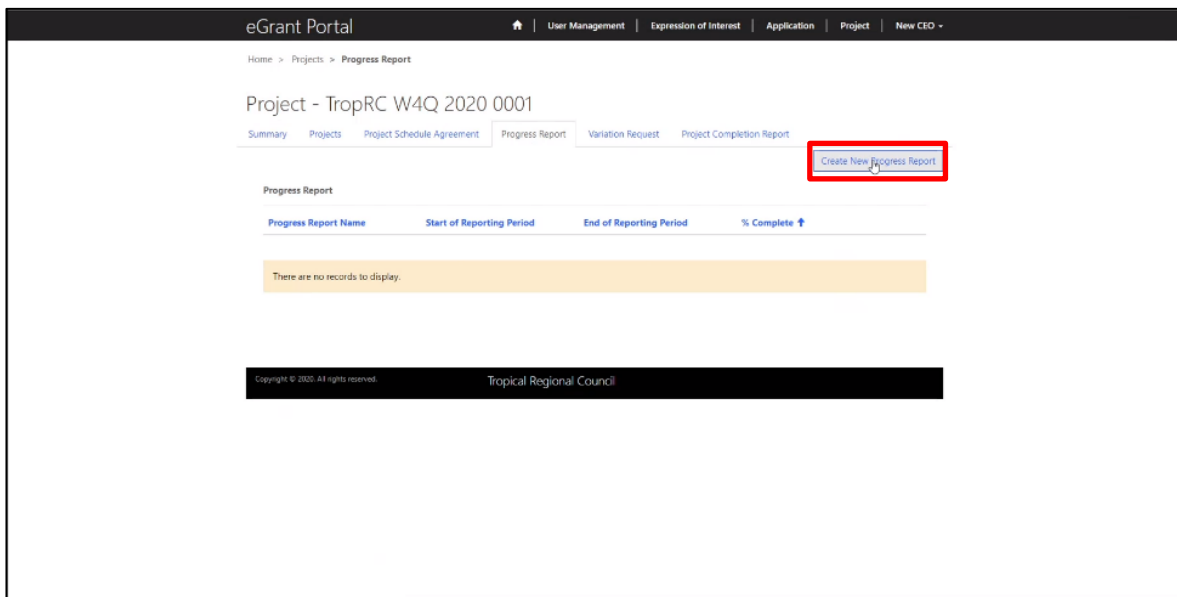
| Name  | Status | Approved Subsidy (excl. GST) | Project Complete % | Agreement Start Date | Agreement End Date | Funding Round                                      | Program |
|---|--------|------------------------------|--------------------|----------------------|--------------------|--|---------|
| TropRC 2020 ATLG 0005 - Create jobs   | Open   | \$1,000,000.00               |                    | 01/10/2020           | 31/12/2020         | 2020 Allocation Testing Local Government           | TLG     |
| TropRC LGGSP 2020 0001 - Sewage Treatment Plant - Augmentation to Improve Performance | Open   | \$1,140,000.00               | 0.00               | 06/10/2020           | 25/06/2021         | 2020 Local Government Grants and Subsidies Program | LGGSP   |
| <b>TropRC W4Q 2020 0001</b>   | Open   | \$1,000,000.00               |                    | 06/10/2020           | 30/09/2021         | 2020 Test Works for Queensland                     | W4Q     |

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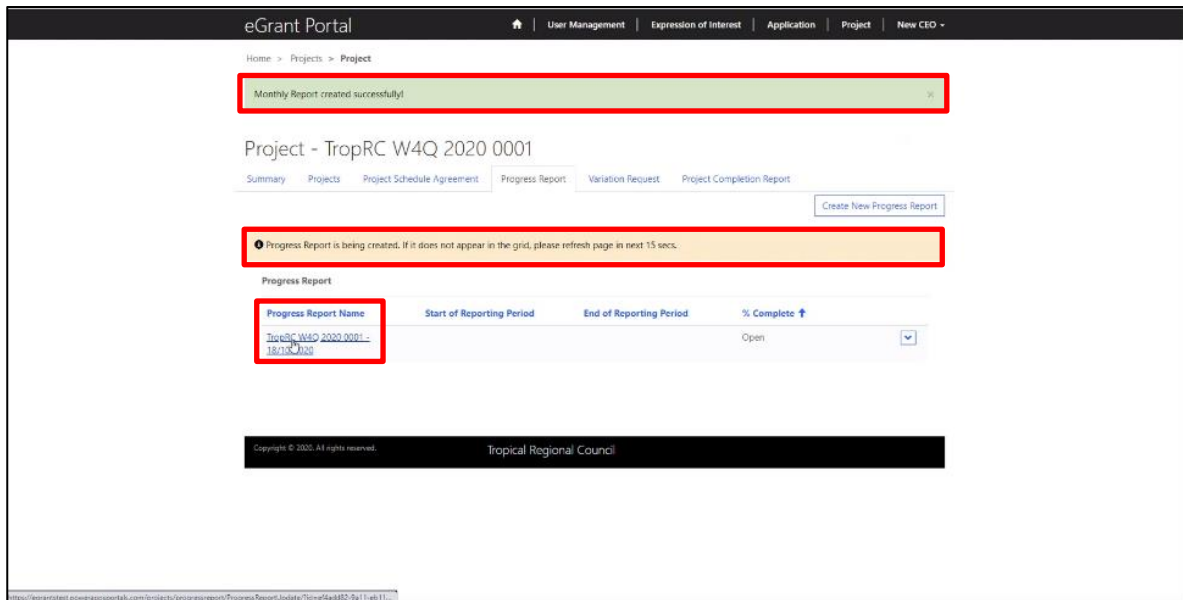
4. In the summary screen, click on the tab 'Progress Report'.



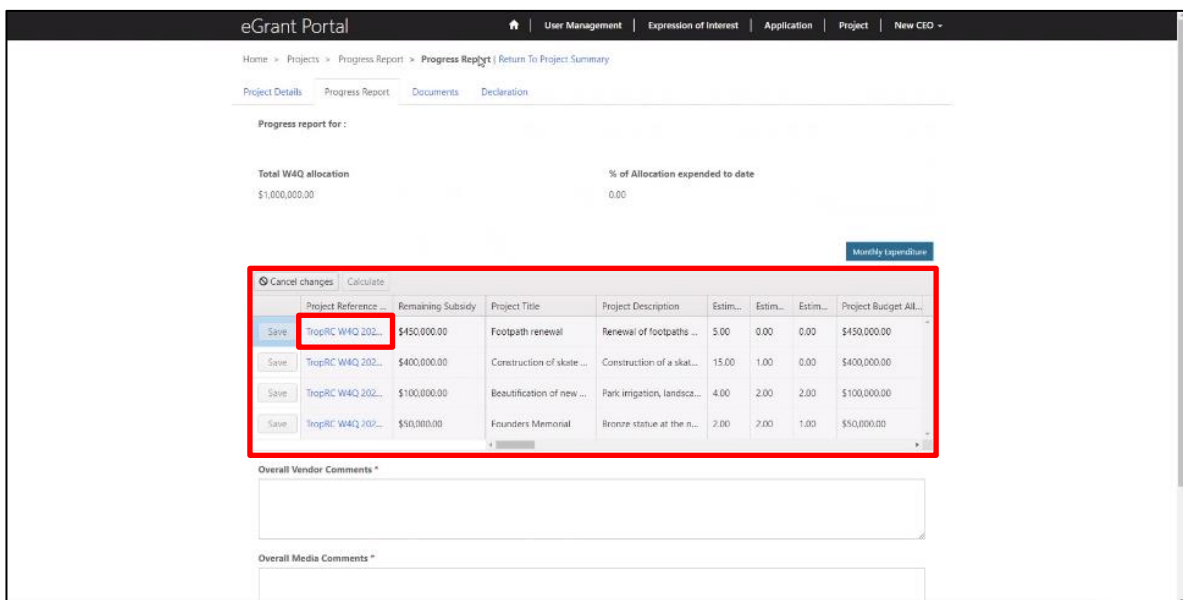
5. On the next screen, click the button 'Create New Progress Report' to create a new Progress Report. Any progress reports that are in draft (and not yet submitted) will show on this screen.



- The progress report is now being created. This can take up to 15 seconds to complete. If nothing happens, please press F5 on your keyboard to refresh the screen.
- Click on the Progress Report Name to move to the details screen.



- You are now in the progress report details screen. You can see a grid of all the sub-projects that are part of this project. Each sub-project will need to be reviewed, amended and saved.
- By clicking on the project reference hyperlink, you can add information about signage and upload pictures as required.



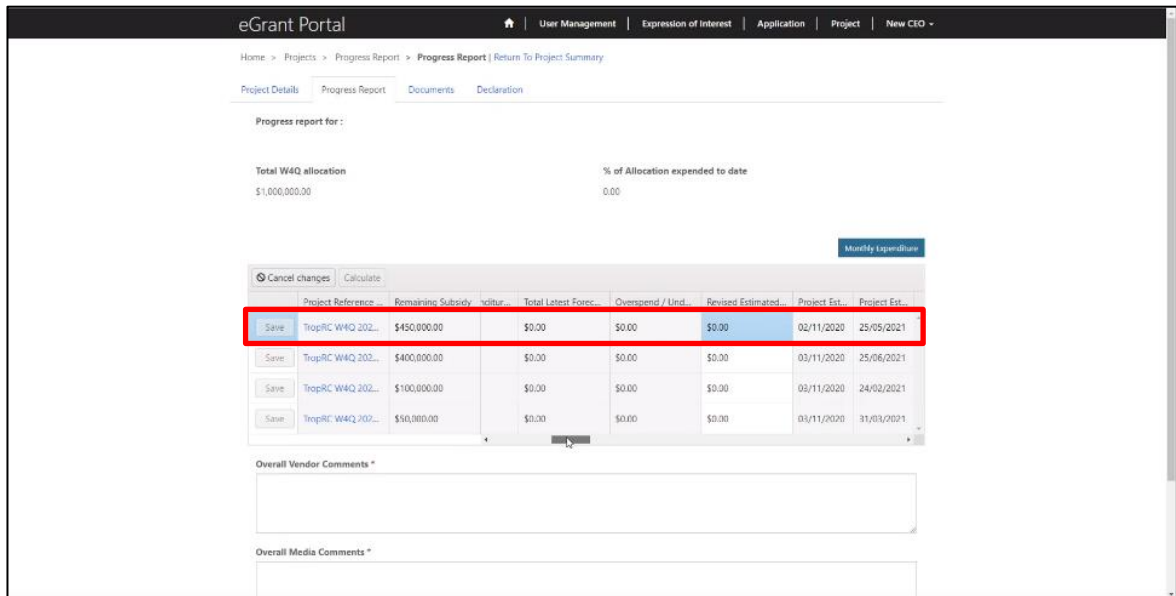
10. When the project reference hyperlink is clicked, the Sub-Progress Report page opens, where you can provide information around signage and acknowledgement of funding contributions. You can also upload pictures or other documents.

The screenshot shows the 'Sub-Progress Report' page in the eGrant Portal. The page title is 'Project signage and acknowledgement of funding contribution'. It contains three dropdown menus: 'Is applicable signage erected at the Project Site?' (set to 'No'), 'Are signage exemptions being sought?' (set to 'No'), and 'Photo/Acknowledgement of Qld Government contribution' (set to 'No'). Below these is a 'Documents' section with an 'Upload Documents' button and a table with columns 'Name', 'File Name', 'Type', and 'Notes'. A message states 'There are no records to display.' At the bottom, there is a 'Submit' button and a footer with 'Copyright © 2020. All rights reserved. Tropical Regional Council'.

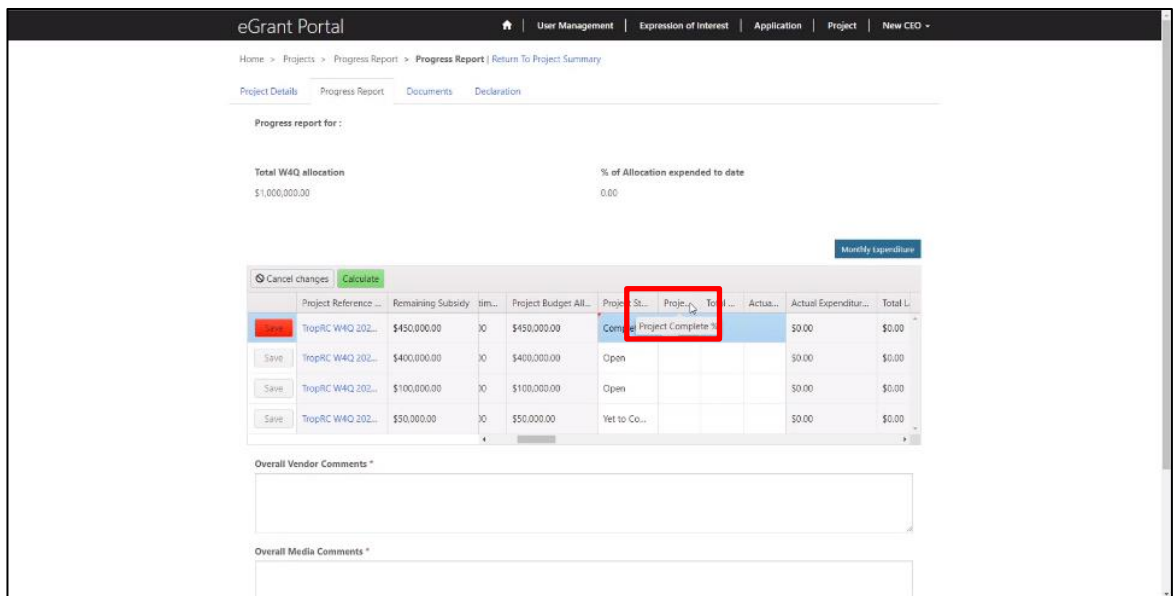
11. When uploading pictures, the highlighted fields shown below are mandatory. You can cancel by clicking the 'x' in the top right corner.

The screenshot shows a 'Create' modal form for uploading documents. The form is titled 'General' and has a close button (an 'x' in a red square) in the top right corner. It contains three mandatory fields, each highlighted with a red box: 'Name' (a text input field), 'Type' (a dropdown menu), and 'Attach a file' (a button labeled 'Choose file' next to the text 'No file chosen'). There is also a 'Notes' text area and an 'Upload Document' section. A 'Submit' button is at the bottom. The background shows the same 'Sub-Progress Report' page as in the previous screenshot.

12. Once you have returned to the Progress Report, you can now review each sub-project and update the required fields. You can use the arrow (<>) keys or the TAB key to move to the next column.



13. If you hover over the link, you will see a description of the column. You are also able to adjust the width of the columns as required.



14. The following fields need to be reviewed and, if needed, updated:

- Project status
- Project complete %
- Total actual jobs created/supported
- Actual number of neet jobs
- Forecast project commencement date
- Forecast project completion date
- Actual project commencement date
- Actual project completion date
- Baseline and latest forecast for each month
- Is applicable signage erected at the project site?
- Comments
- Media activities planned

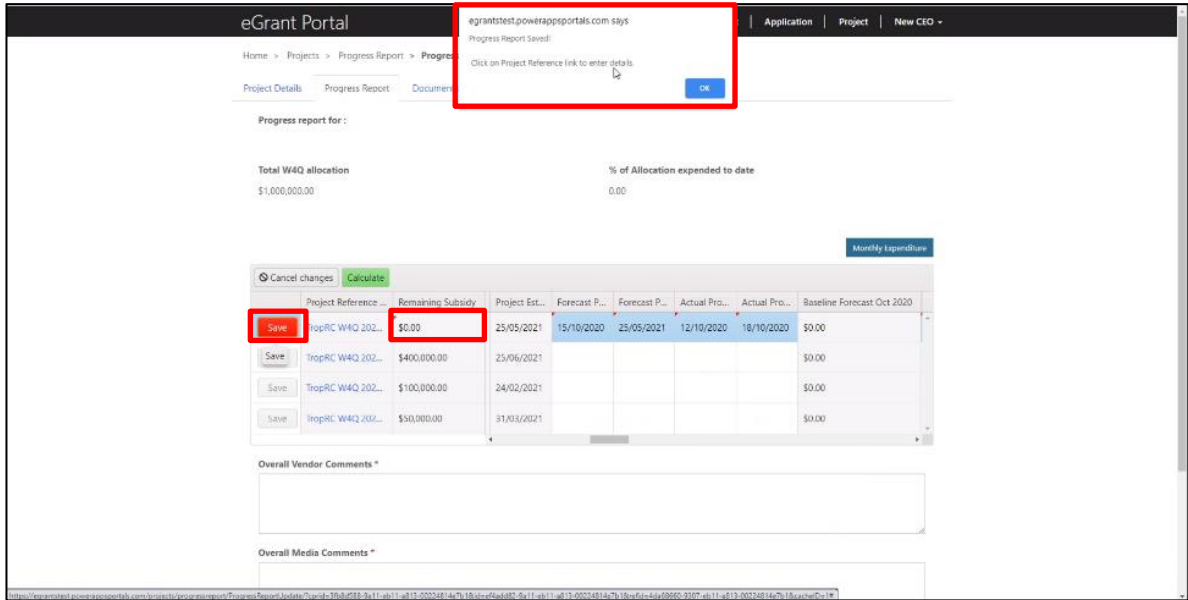
The red 'Save' button indicates that there are unsaved changes for this sub-project.

The screenshot displays the 'eGrant Portal' interface for a 'Progress Report'. At the top, there are navigation links: Home, Projects, Progress Report, Progress Report | Return To Project Summary, Project Details, Progress Report, Documents, and Declaration. Below this, the 'Progress report for:' section shows 'Total W4Q allocation' as \$1,000,000.00 and '% of Allocation expended to date' as 0.00. A 'Monthly Expenditure' button is visible on the right. The main table has columns for Project Reference, Remaining Subsidy, Actual Pro..., Baseline Forecast Oct 2020, Latest Forecast Oct 2020, and Baseline Forecast Nov 20... The first row shows a 'Save' button highlighted in red, indicating unsaved changes for that sub-project. Below the table are sections for 'Overall Vendor Comments' and 'Overall Media Comments'.

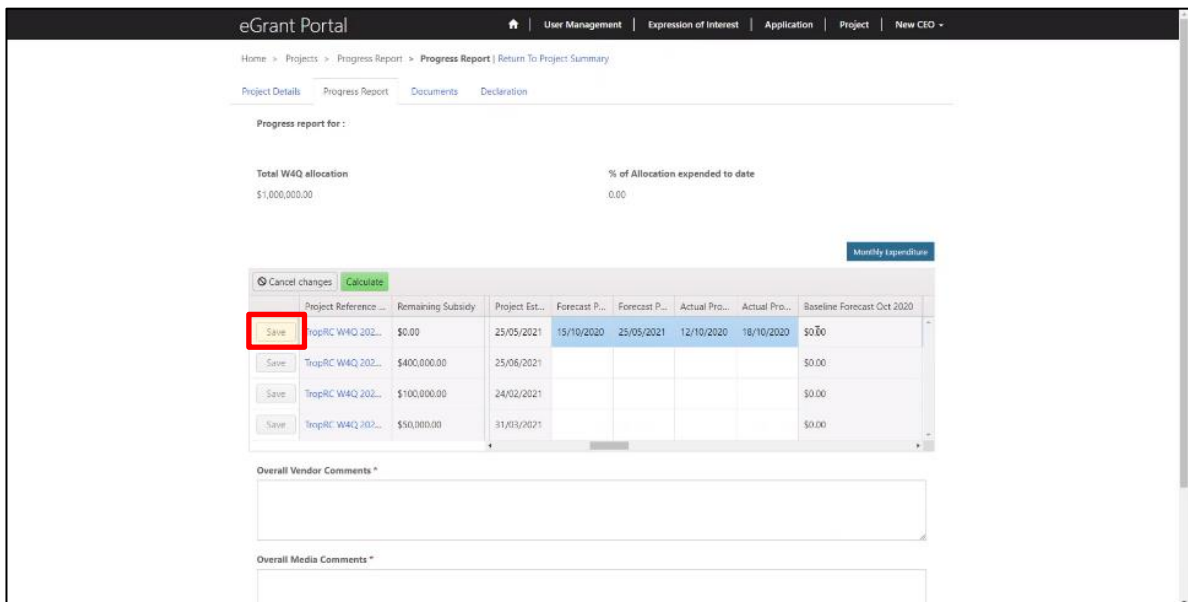
| Project Reference ... | Remaining Subsidy | Actual Pro... | Baseline Forecast Oct 2020 | Latest Forecast Oct 2020 | Baseline Forecast Nov 20... |
|-----------------------|-------------------|---------------|----------------------------|--------------------------|-----------------------------|
| TropRC W4Q 202...     | \$450,000.00      | 19/10/2020    | \$0.00                     | \$0.00                   | \$0.00                      |
| TropRC W4Q 202...     | \$400,000.00      |               | \$0.00                     | \$0.00                   | \$100,000.00                |
| TropRC W4Q 202...     | \$100,000.00      |               | \$0.00                     | \$0.00                   | \$0.00                      |
| TropRC W4Q 202...     | \$50,000.00       |               | \$0.00                     | \$0.00                   | \$0.00                      |

15. Once the row of details is completed, the field 'Remaining Subsidy' should show '\$0.00'. This means that the total amount of subsidy has been forecasted.

16. click 'Save'. The information is validated and a confirmation message appears.



17. Once saved, the 'Save' button will turn yellow. This is to indicate that changes have been saved successfully. Now the other sub-projects need to be completed. At this stage you can exit the portal and return at a later stage to complete the other sub-projects. The progress report will appear on the screen as shown in step 5.



18. Once all the projects have been saved, 'Overall Vendor Comments' and 'Overall Media Comments' need to be added.

Project Details Progress Report Documents Declaration

Progress report for :

Total W4Q allocation \$1,000,000.00 % of Allocation expended to date 0.00

Monthly Expenditure

Cancel changes Calculate

| Project Reference ... | Remaining Subsidy | Baseline Forecast Sep 2021 | Latest Forecast Sep 2021 | Is applica... | Comments                       |
|-----------------------|-------------------|----------------------------|--------------------------|---------------|--------------------------------|
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | Yes           | Project is now complete ahe... |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | No            | project is on track            |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | Yes           | on track.                      |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | No            | not yet commenced              |

Overall Vendor Comments \*

Projects are on track

Overall Media Comments \*

Min visit for project 1 - social media to commence next

19. All information has now been completed. The next step is to upload additional documents (if required) and complete the declaration screen. Click 'Save and next'.

Total W4Q allocation \$1,000,000.00 % of Allocation expended to date 0.00

Monthly Expenditure

Cancel changes Calculate

| Project Reference ... | Remaining Subsidy | Baseline Forecast Sep 2021 | Latest Forecast Sep 2021 | Is applica... | Comments                       |
|-----------------------|-------------------|----------------------------|--------------------------|---------------|--------------------------------|
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | Yes           | Project is now complete ahe... |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | No            | project is on track            |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | Yes           | on track.                      |
| TropRC W4Q 202...     | \$0.00            | 00                         | \$0.00                   | No            | not yet commenced              |

Overall Vendor Comments \*

Projects are on track

Overall Media Comments \*

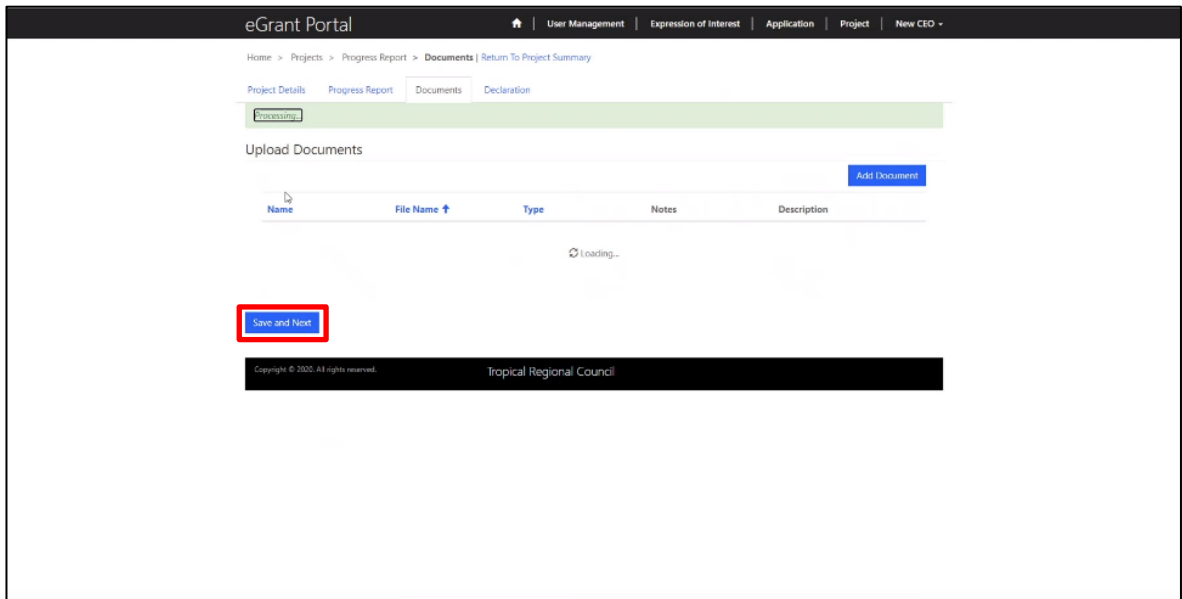
Min visit for project 1 - social media to commence next month.

Save and Next

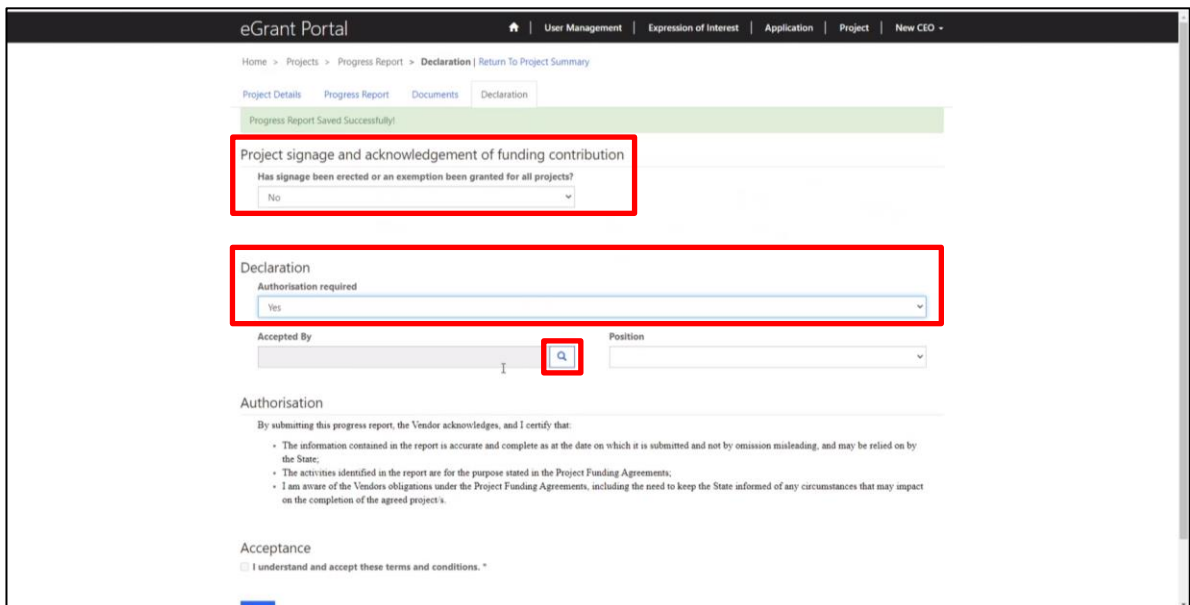
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20. On the Documents tab you can add documents as required. Any documents uploaded in step 10 and 11 will show. Click 'save and next'.



21. The last screen is the Declaration screen. Complete all the fields. Please note that the 'Authorisation required' field must always be set to yes and a Delegate User must be selected. If the Delegate user is not the user completing the progress report, a task will be created for that Delegate to authorise the progress report. In this case, the user is a Delegate user so this user can assign and authorise the progress report.



## 22. Select the Delegate user from the list

Lookup records

| Full Name     | Delegate | Business Phone | Email                        | Parent Vendor             |
|---------------|----------|----------------|------------------------------|---------------------------|
| Arling CEO    | Yes      | 0733333333     | arling@trpcjd.gov.au         | Tropical Regional Council |
| D Westall     | No       | 04 3963 2443   | daniel.westall@trpcjd.gov.au | Tropical Regional Council |
| Donel Westall | Yes      | 12 3456 7890   | donel.westall@trpcjd.gov.au  | Tropical Regional Council |
| Donna Roberts | Yes      | 12 3456 7890   | donna.roberts@trpcjd.gov.au  | Tropical Regional Council |
| Grant Officer | No       | 0733333333     | grant@trpcjd.gov.au          | Tropical Regional Council |

Select Cancel Remove value

## 23. Tick the box under 'Acceptance' to accept authorisation of the progress report.

Project Details Progress Report Documents Declaration

Progress Report Saved Successfully!

Project signage and acknowledgement of funding contribution

Has signage been erected or an exemption been granted for all projects?  
No

Declaration

Authorisation required  
Yes

Accepted By  
New CEO

Position  
CEO

Authorisation

By submitting this progress report, the Vendor acknowledges, and I certify that:

- The information contained in the report is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State;
- The activities identified in the report are for the purpose stated in the Project Funding Agreements;
- I am aware of the Vendors obligations under the Project Funding Agreements, including the need to keep the State informed of any circumstances that may impact on the completion of the agreed project's.

Acceptance  
 I understand and accept these terms and conditions.\*

Save

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24. The Progress Report has now been submitted successfully.

