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Tool Tips

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The following are navigation tool tips that should prove useful to a user in navigating through the OneGMS:

I) FAQ Icon(#FAQ_icon).

II) Field Description and/or Requirement(#field_desc_req).

III) Save Often!(#save_often).

IV) Print(#print).

V) Red tabs(#red_tabs_blue_tabs).

VI) The comments icon(#making_comments).

VII) Action Icons(#action_icons).

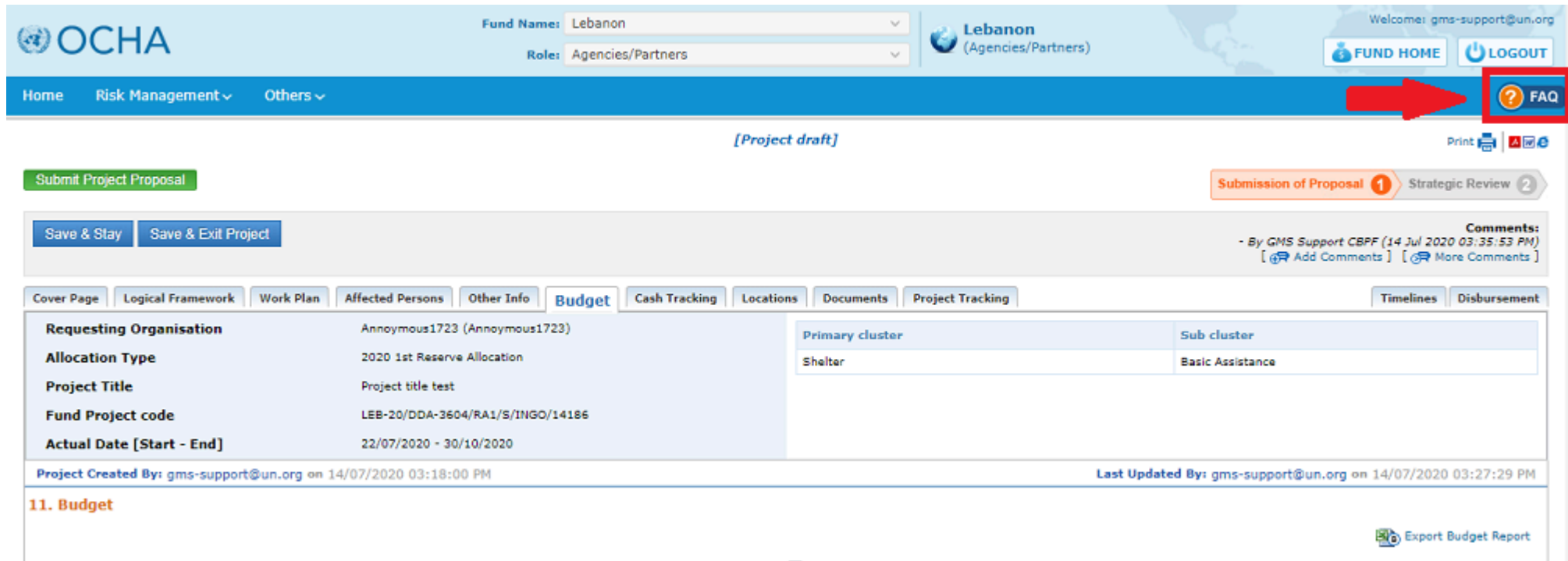
VIII) Quick Access (not available for partner/agency)(#quick_access).

IX) Active People icon(#IX) Active people icon).

CBPF GRANT MANAGEMENT SYSTEM (GMS)


I) FAQ icon

The FAQ tooltip is accessible on all pages of the OneGMS. It redirects to a guidance note dedicated to the page. Upon clicking on the FAQ tooltip from any of the page of the OneGMS, a new tab will open in your browser, opening the specific related article of the Help portal.





The screenshot shows the OCHA GMS interface for a project in Lebanon. The top navigation bar includes the OCHA logo, user information (Lebanon, Agencies/Partners), and buttons for FUND HOME and LOGOUT. A red arrow points to a question mark icon labeled 'FAQ' in the top right corner. Below the navigation bar, there are buttons for 'Submit Project Proposal', 'Save & Stay', and 'Save & Exit Project'. A progress bar shows 'Submission of Proposal 1' and 'Strategic Review 2'. The main content area displays project details under the 'Budget' tab, including fields for Requesting Organisation, Allocation Type, Project Title, Fund Project code, and Actual Date. A table shows the Primary cluster (Shelter) and Sub cluster (Basic Assistance). The page also includes a 'Comments' section and an 'Export Budget Report' button.

II) Field Description and/or Requirement

Field Description: When available, you can hover over this info icon  to display additional guidance.

2. Funding Summary and Country Context

| 2.1 Total Funds Required for Organization's Response *  | <input type="text" value="200,000"/> | | | | | | | | | |
|---|---|--|------|--|-------------------------------|--------------------------------|--|--|-------------|--|
| 2.2 Funds Received for Organization's Response  | <p>Has other funding been secured for this project? <input type="checkbox"/> Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="width: 70%;"></th> <th style="width: 10%;">US\$</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td></td> </tr> </tbody> </table> | | US\$ | | <input type="text" value=""/> | <input type="text" value="0"/> | | | 0.00 | |
| | US\$ | | | | | | | | | |
| <input type="text" value=""/> | <input type="text" value="0"/> | | | | | | | | | |
| | 0.00 | | | | | | | | | |
| 2.3 Total Funds Requested from CBPF for this Proposal  | 214,000.00 (107.00%) | | | | | | | | | |

If applicable, add all the funding sources other than OCHA (the 'external sources') which will fund your organization's response to the emergency, excluding this project proposal budget. Against each funding source, enter the amount received to date.

Requirement: all fields marked with a red asterisk * are mandatory.

III) Save Often!


Save Buttons: 'Save' versus 'Save & Exit'



It is recommended that the user continuously save their work in the OneGMS. There are two saving options available:

- **[Save]:** this will save your progress and let the user remain on the screen they are working on.
- **[Save & Exit]:** it will save your progress but your will exit the page.

IV) Print

Users can export and print the documents that they are drafting, reviewing or viewing on the OneGMS in a PDF, Word or HTML format. To do so, you click on the print icon  on the top right of the screen and select the format in which you wish to export the document. If you are exporting a project proposal you can choose to include or exclude the comments left by ticking/unticking the checkbox 'With Last Comments'.


Project Proposal [Project Re-Draft]

Task
Redraft proposal

[Continue =>](#)



Me ¹

1 Submission of Prop

Print  

Print X

With Last 5 Comments

 PDF  WORD

[Save](#) [Save & Exit](#) [Cancel](#)

Overview [Log Frame](#) [Work Plan](#) [People Targeted](#) [Budget](#) [Programming](#) [Cash](#) [Implementation](#) [Subgrants](#) [Locations](#) [Documents](#) [Tracking](#) [TIM](#)

| | | | | |
|--|--|-------------------------|--|---------------------|
| Requesting Organisation | Allocation Type RA 2022 | Sector / Cluster | | Total Budget |
| Project Title ffa | Fund Project Code CBPF-YEM-22-R-INGO-20292 | Nutrition | | 100% |
| Implementation Period 01 Dec 2022 - 18 Apr 2023 (4 Months 18 Days) | Total Budget US \$535,000 | Total | | 100 % |

Project Created By: GMS Support CBPF (ACTED) (ams-support@un.org) on 21 Nov 2022 10:42 AM Last Updated By: GMS Support CBPF Agencies/Partners (ACTED) (ams-support@un.org) on 04 Jan 2023 11:26 AM

You can also export the budget and financial reports as an Excel file. In the 'Budget' tab, you can click on **[Export Budget]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)






The Budget tab allows you to enter all project budget line items that sum up to give the total project budget, amounting to the grant requested to OCHA. You will need to enter a budget line description and provide your remarks per budget line item, as well as unit description, unit quantity, unit cost, duration and percentage charged to OCHA. You may add a maximum of 50 budget lines per category. At the bottom of the tab, you will find a section to modify the sectors / clusters' budget percentage. [Need Help?](#)

 Export Budget

9. Proposal Budget

A. Staff and Other Personnel Costs

Please itemize costs of staff, consultants and other personnel directly working on this project. For each position, indicate what role it plays in the implementation of the project and its grade/level. [\(More Info\)](#)

| Code | Budget Line Description | Remarks (max 1500 char.)  | Unit Description | Unit Quantity  | Unit Cost  | Duration  | % charged to CBPF | Total Cost  | Action |
|------|-------------------------|--|------------------|---|---|--|-------------------|--|--------|
|------|-------------------------|--|------------------|---|---|--|-------------------|--|--------|

V) Red tabs

A red header on a tab name indicates that there are required fields within that tab that are missing. You will not be able to move forward with the workflow until all required fields are entered.

Project Proposal [Project Re-Draft]

Print   



Task
Redraft proposal

Continue =>

Me ¹

1 Submission of Proposal - 2 Strategic review >>

Save Save & Exit Cancel

Overview  Log Frame **Work Plan**  People Targeted Budget Programming Cash Implementation Subgrants Locations Documents Tracking TIM

VI) The comment icon

If a user has left a comment in a tab, this icon will be displayed .






The screenshot displays the 'Project Proposal' interface for a 'Project Re-Draft'. At the top right, there are 'Print', 'Share', and 'Email' icons. Below the title, a 'Task' section shows 'Redraft proposal' with a 'Continue =>' button. A notification bubble for 'Me' with a '1' indicates a comment. A progress bar shows '1 Submission of Proposal' (active) and '2 Strategic review' (next). Below this is a toolbar with 'Save', 'Save & Exit', and 'Cancel' buttons. A horizontal menu contains tabs: 'Overview' (highlighted with a red box and a comment icon), 'Log Frame', 'Work Plan' (active), 'People Targeted', 'Budget', 'Programming', 'Cash', 'Implementation', 'Subgrants', 'Locations', 'Documents', 'Tracking', and 'TIM'.

VII) Action icons


These icons indicates the actions you can take regarding a project proposal or a report.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

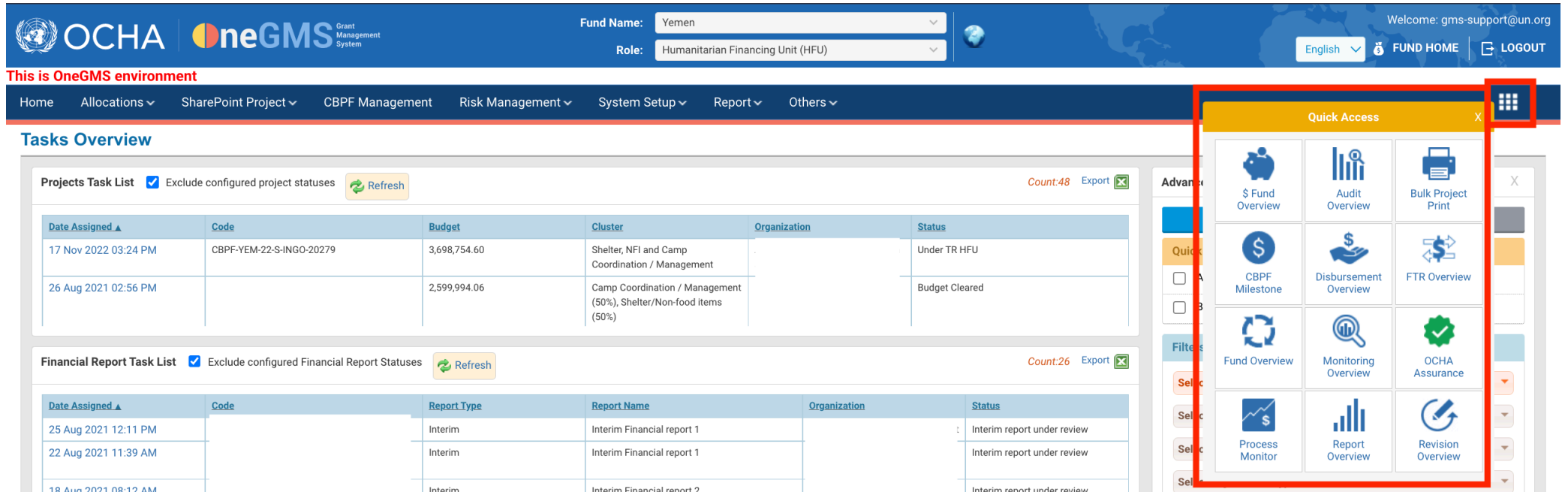
| | | |
|--|------------------------------------|---|
|  Edit Proposal | Camp Coordinati on / Management | TUR-14/CP/CCM/IN GO/0000 |
|  Print Proposal | 2. Education |  Activate Financial Report 000/R/FS/I 50 |
|  View Proposal | 4. Food Security | TUR-15/0000/CP/E/I NGO/0000 TUR-15/0000/CP/FS /INGO/0000 |

VIII) The Quick Access (not available to Agency/Partner user role)

The Quick Access tool, accessible from all pages of the OneGMS, enables users to quickly access sections in the OneGMS.

To access the Quick Access tool, click on this icon  on the right-hand side of the menu bar, then click on one of the icons to access its according page on the OneGMS.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Navigation Menu: Home, Allocations, SharePoint Project, CBPF Management, Risk Management, System Setup, Report, Others

Quick Access Panel:

- \$ Fund Overview
- Audit Overview
- Bulk Project Print
- CBPF Milestone
- Disbursement Overview
- FTR Overview
- Fund Overview
- Monitoring Overview
- OCHA Assurance
- Process Monitor
- Report Overview
- Revision Overview

Projects Task List Exclude configured project statuses Refresh Count:48 Export


| Date Assigned | Code | Budget | Cluster | Organization | Status |
|----------------------|--------------------------|--------------|--|--------------|----------------|
| 17 Nov 2022 03:24 PM | CBPF-YEM-22-S-INGO-20279 | 3,698,754.60 | Shelter, NFI and Camp Coordination / Management | | Under TR HFU |
| 26 Aug 2021 02:56 PM | | 2,599,994.06 | Camp Coordination / Management (50%), Shelter/Non-food items (50%) | | Budget Cleared |

Financial Report Task List Exclude configured Financial Report Statuses Refresh Count:26 Export

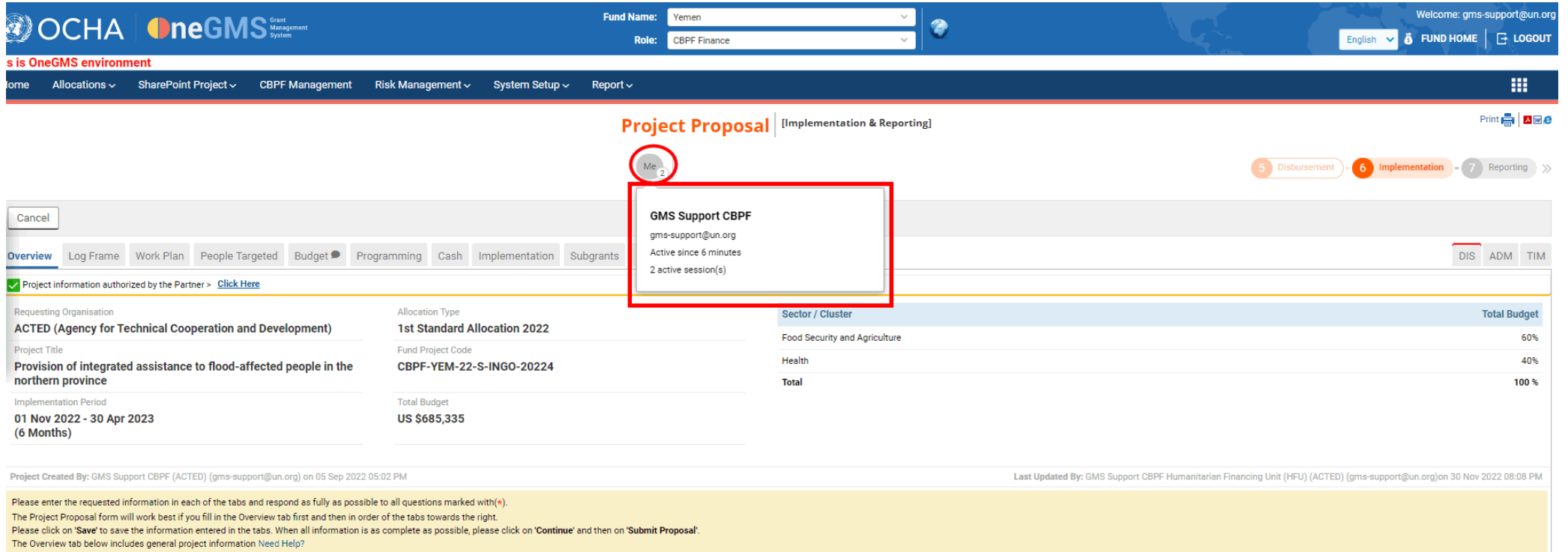
| Date Assigned | Code | Report Type | Report Name | Organization | Status |
|----------------------|------|-------------|----------------------------|--------------|-----------------------------|
| 25 Aug 2021 12:11 PM | | Interim | Interim Financial report 1 | | Interim report under review |
| 22 Aug 2021 11:39 AM | | Interim | Interim Financial report 1 | | Interim report under review |
| 18 Aug 2021 08:12 AM | | Interim | Interim Financial report 2 | | Interim report under review |

The shortcuts displayed in the Quick Access panel depend on the system functions made available for your user role by the OneGMS Admin team.

IX) Active people icon

To avoid overlapping and mistakes while you work on a project proposal, the OneGMS let you know how many people are working on the same project as you. At the top of the page, this icon indicates how many people are on the same page . If you hover over it, the system will display the user that is on the same session, the duration and the number of active sessions.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Project Proposal | [Implementation & Reporting]

5 Disbursement 6 Implementation 7 Reporting >>

Me 2

GMS Support CBPF
gms-support@un.org
Active since 6 minutes
2 active session(s)

Requesting Organisation: **ACTED (Agency for Technical Cooperation and Development)**
Allocation Type: **1st Standard Allocation 2022**
Sector / Cluster: **Food Security and Agriculture** (60%)
Health (40%)
Total (100%)
Project Title: **Provision of integrated assistance to flood-affected people in the northern province**
Fund Project Code: **CBPF-YEM-22-S-INGO-20224**
Implementation Period: **01 Nov 2022 - 30 Apr 2023 (6 Months)**
Total Budget: **US \$685,335**

Project Created By: GMS Support CBPF (ACTED) (gms-support@un.org) on 05 Sep 2022 05:02 PM
Last Updated By: GMS Support CBPF Humanitarian Financing Unit (HFU) (ACTED) (gms-support@un.org) on 30 Nov 2022 08:08 PM

Please enter the requested information in each of the tabs and respond as fully as possible to all questions marked with (*).
The Project Proposal form will work best if you fill in the Overview tab first and then in order of the tabs towards the right.
Please click on 'Save' to save the information entered in the tabs. When all information is as complete as possible, please click on 'Continue' and then on 'Submit Proposal'.
The Overview tab below includes general project information [Need Help?](#)



You can also find all this information in this icon that appears on the left side of your screen. If you click on it, it will give you more detail on the user who is working on the same page as you.


CBPF GRANT MANAGEMENT SYSTEM (GMS)

| | | | |
|--|--|-------------------------------|-----------------------------|
| Requesting Organisation ACTED (Agency for Technical Cooperation and Development) | Allocation Type 1st Standard Allocation 2022 | Sector / Cluster | Total Budget |
| Project Title Provision of integrated assistance to flood-affected people in the northern province | Fund Project Code CBPF-YEM-22-S-INGO-20224 | Food Security and Agriculture | 60% |
| Implementation Period 01 Nov 2022 - 30 Apr 2023 (6 Months) | Total Budget US \$685,335 | Health | 40% |
| | | Total | Total Budget 100% |

Project Created By: GMS Support CBPF (ACTED) (gms-support@un.org) on 05 Sep 2022 05:02 PM

Last Updated By: GMS Support CBPF Humanitarian Financing Unit (HFU)

Please enter the requested information in each of the tabs and respond as fully as possible to all questions marked with (*).
 The Project Proposal form will work best if you fill in the Overview tab first and then in order of the tabs towards the right.
 Please click on 'Save' to save the information entered in the tabs. When all information is as complete as possible, please click on 'Continue' and then on 'Submit Proposal'.
 The Overview tab below includes general project information Need Help?

 1 user(s)

| User | Active since |
|--|--------------|
| GMS Support CBPF (2) gms-support@un.org | 12 minutes |

1. Project Overview

| | |
|---|--|
| 1.1 Allocation Title | 1st Standard Allocation 2022 |
| 1.1 Allocation Type Category | N/A |
| 1.2 Fund Project Code | CBPF-YEM-22-S-INGO-20224 (internal code automatically generated) |
| 1.3 External/Organization's Project Code (if any) | |