


Tool Tips

- [Field Description and/or Requirement](#)
- [Save Often!](#)
- [Print](#)
- [Red tabs Blue tabs](#)
- [Orange buttons versus Green buttons](#)
- [Making Comments](#)
- [Viewing Comments](#)
- [Action Icons](#)

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

- Field Description and/or Requirement
- Save Often!
- Print
- Red tabs verse Blue tabs
- Orange buttons versus Green buttons
- Making Comments
- Viewing Comments
- Action Icons

Field Description and/or Requirement [Top](#)

Field Description and/or Requirement:  The question mark (?) icon will provide you with a field description, whereas the asterisk (*) icon will notify you that the field is required.

Send final TR to HFU Send back to IP

Strategic Review 2 Technical Review 3 HC Final Approval 4

Save & Stay Save & Exit Project

Comments: Description of cost has been c...
- By (07 Oct 2015 01:16:42 PM)
[Add Comments] [More Comments]

Cover Page Background Logical Framework Work Plan M & R Details Other Info Budget Locations Documents Project Tracking Project Admin Timelines Disbursement

Project Created By: on 30/08/2015 12:28:00 PM Last Updated By: on 28/09/2015 12:40:00 PM

This section cannot be edited. For any changes, please contact administrator : (Mummeida@un.org); Skype:

Requesting Organisation XX (Test Organization)
Allocation Type HPF 2015 Second Standard Allocation

Primary cluster	Sub cluster
Education	None

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Project Title *	Return to school: supporting access to education for 6,000 children in Kobane town		Allocation Type Category	Select
Planned project duration *	3 months		Project budget in US\$	220,000.39 (given automatically from budget tab. Includes Actual Implementation Cost)
Fund Project code	Internal (Generated automatically)	XXX-15/0000/SA2/E/INGO/0000	External/Organization's Project code (if any)	
Planned Start Date *	01/10/2015		Planned End Date *	31/12/2015
Actual Start Date (as per Agreement)	01/10/2015		Actual End Date (as per Agreement)	31/12/2015
Project Summary *	<p>Please provide a description of the project.</p> <p>The project will facilitate the return to formal education for 6,000 girls and boys in Kobane town through the provision of essential teaching and learning materials as well as small-scale infrastructure repairs to four schools in Kobane. All activities will be implemented in collaboration with the Kobane department of education.</p>			



Please provide a description of the project.

Save Often! [Top](#)

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

Save & Stay Save & Exit Project

It is recommended that the user continuously save their work in the GMS. There are two saving options available: 'Save & Stay' will save the work and let the user remain on the screen they are working on. The 'Save & Exit Project' option allows the user to save and exit the project.

Print [Top](#)

Print Users can export the documents that they are drafting, reviewing or viewing on the GMS in PDF, Word or HTML, by clicking on the respective icons at the top right of the screen when they are inside the document (project proposal, reports).

At various stages within the project lifecycle, a user is able to print out field information to help them gather the required GMS field data in order to input into GMS at a later date. For instance, a user can print out a project proposal. Note: you can download narrative documents in Word, and budgets/financial reports in Excel.

[Under final TR review]

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Strategic Review 2 Technical Review 3 HC Final Approval 4

Save & Stay Save & Exit Project

Comments: Description of cost has been c...
- By [User Name] (07 Oct 2015 01:16:42 PM)
[Add Comments] [More Comments]

Cover Page Background Logical Framework Work Plan M & R Details Other Info Budget Locations Documents Project Tracking

Project Admin Timelines Disbursement

Project Created By: [User Name] on 30/08/2015 12:28:00 PM Last Updated By: [User Name] on 28/09/2015 12:40:00 PM

Red tabs Blue tabs [Top](#)

[Under final TR review]

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Strategic Review 2 Technical Review 3 HC Final Approval 4

Save & Stay Save & Exit Project

Comments: Description of cost has been c...
- By [User Name] (07 Oct 2015 01:16:42 PM)
[Add Comments] [More Comments]

Cover Page Background Logical Framework Work Plan M & R Details Other Info Budget Locations Documents Project Tracking

Project Admin Timelines Disbursement

Project Created By: [User Name] on 30/08/2015 12:28:00 PM Last Updated By: [User Name] on 28/09/2015 12:40:00 PM

Tabs that are in Red, indicate that there are still required fields within that tab that need to be filled in. Please note, you will not be able to save the contents within the tab until all required fields are entered. Tabs that are in Blue, indicate that all required fields within the tab have been filled out and the contents within the tab has been saved.

Orange buttons versus Green buttons [Top](#)

PP Re-draft Send to TR Recommended

Orange buttons are often used for the administrative purposes of pushing a project through to the next project status in the allocation workflow. Green buttons are often used by Agency/Partner to take some type of action such as 'Submit'

Making Comments [Top](#)

A user with edit or read-only rights to a project proposal, can make comments at the project level as well as at the project proposal tab level.

To make comments at the project level, the user is to first log into GMS, and select the desired project within their Home Page. Once within the desired project proposal, click on the 'Add Comments' hyperlink, located at the top left corner of screen. Once you have clicked on this link, a Project Comments window will appear. Add your comments in the space provided and press 'Save' when done.

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Strategic Review 2 Technical Review 3 HC Final Approval 4

Save & Stay Save & Exit Project

'Add Comments' hyperlink to add comments at Project Level

Comments: Description of cost has been c...
- By *Amal Jagan* (07 Oct 2015 01:16:42 PM)
[Add Comments] [More Comments]

Cover Page Background Logical Framework Work Plan M & R Details Other Info Budget Locations Documents Project Tracking Project Admin Timelines Disbursement

Project Created By: *amalf.jagan@unocha.org* on 30/08/2015 12:28:00 PM Last Updated By: *Elizabeth.Lock@save-the-children.org* on 28/09/2015 12:40:00 PM

This section cannot be edited. For any changes, please contact *Amal Jagan* (*AmalJagan@un.org*); Skype: *AmalJagan@un.org*

Requesting Organisation: XX (Test Organization)
Allocation Type: HPF 2015 Second Standard

Mandatory fields are marked with an asterisk *. Always save before navigating away.

Project Title *	Return to school: supporting access
Planned project duration *	3 months
Fund Project code	Internal (Generated automatically) XXX
Planned Start Date *	01/10/2015
Actual Start Date (as per Agreement)	01/10/2015
Project Summary *	The project will facilitate the return activities will be implemented in col

Project Comments [Close]

Comments for project in "Under final TR review"

[Text input field]

Status Changed From: TR-3 draft To: Under final TR review
By: *amalf.jagan@unocha.org*, Agencies/Partners (07/10/2015 01:16 PM)
Description of cost has been changed i.e. direct to support and BoQ ia also uploaded.


[View Previous Comments](#)


[Save] [Cancel]

Sub cluster	
	None
	[Dropdown menu]
	(given automatically from budget tab. Includes Actual on Cost)
	as small-scale infrastructure repairs to four schools in Kobane. All

Comments for Cover Page

By Date By Status [View all comments](#)

Leave Comment: 



Add Comments here 

By hannah@bigheart.org On 5/4/2015 05:30:30 **(TR-1 draft)**



1) Question - • BENEFICIARIES: the number of beneficiaries is not clear please specify? Answer - Beneficiaries are broken down above as 965 households / 5,790 direct beneficiaries. This includes 1216 men, 1216 women, 1621 boys and 1737 girls.


By drossi@sy.goal.ie On 23/3/2015 03:01:58 **(Under 1st TR review)**


• BENEFICIARIES: the number of beneficiaries is not clear please specify

Comments icon  

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To add comments at the tab level, either go to the bottom of the tab and enter the comments within the comments section provided. Or click on the comments icon  located on the lower right margin of the screen. After comments are made, please do not forget to press 'Save'.  Once you click on the comments icon, a comments window will appear, enter comments within this window and press 'Save'.

Always save your comments before closing this section or changing the tabs. 

Add Comments here 

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Viewing Comments [Top](#)

A user can view comments that have been made on the project proposal by clicking on the 'More Comments' hyperlink to review 'Workflow Status Comments'.

[Send final TR to HFU](#) [Send back to IP](#)

Strategic Review **2** Technical Review **3** HC Final Approval **4**

[Save & Stay](#) [Save & Exit Project](#)

Comments: Description of cost has been c...
- By [Yusef Jugeen](#) (07 Oct 2015 01:16:42 PM)
[[Add Comments](#)] [[More Comments](#)]

[Cover Page](#) [Background](#) [Logical Framework](#) [Work Plan](#) [M & R Details](#) [Other Info](#) [Budget](#) [Locations](#) [Documents](#) [Project Tracking](#)

[Project Admin](#) [T](#)

Project Created By: [yusef.jugeen@unocha.org](#) on 30/08/2015 12:28:00 PM

Last Updated By: [Elizabeth Lock@save-thechildren.org](#) on 28/09/2015 14:00:00 PM

[More Comments](#)

This section cannot be edited. For any changes, please contact: [M.kumar@un.org](#); Skype: [AnshuKumar](#)

Requesting Organisation XX (Test Organization)
Allocation Type HPF 2015 Second Stand...

Mandatory fields are marked with an asterisk *. Always save

Project Title *	Return to school: supporting access	
Planned project duration *	3 months	
Fund Project code	Internal (Generated automatically)	XXX
Planned Start Date *	01/10/2015	
Actual Start Date (as per Agreement)	01/10/2015	
Project Summary *	The project will facilitate the return activities will be implemented in co	

Workflow Status Comments

Status Changed From: TR-3 draft **To:** Under final TR review
By: [yusef.jugeen@unocha.org](#), Agencies/Partners (07/10/2015 01:16 PM)
Description of cost has been changed i.e. direct to support and BoQ ia also uploaded.

Status Changed From: Under TR3 HFU **To:** TR-3 draft
By: [ana@un.org](#), Humanitarian Financing Unit (HFU) (06/10/2015 10:29 AM)
1.1, 1.3: Not direct costs. Pls change to Support cost
5.1, 5.2 move to category 7 and change from direct cost to support cost
Pls upload BoQ for 2.1, 2.2, 2.3, "vehicle running costs" (5.2) and for 7.1
Pls. address all commenets latest by Wednesday 07 October 2015 14:00 hrs. Turkey time

Status Changed From: Under 3rd TR review **To:** Under TR3 HFU

[Close](#)

Sub cluster	
None	
	(given automatically from budget tab. Includes Actual
	n Cost)
	as small-scale infrastructure repairs to four schools in Kobane. All

Or at the bottom of each project proposal tab, view the comments trail provided within. The comments trail will provide you with who made the comment, the date and time stamp of the comment, the workflow project status in which the comment was made, and the comment itself.

Comments for Cover Page

By Date By Status

[View all comments](#)

Leave Comment:

By hannah@bigheart.org On 5/4/2015 05:30:30 (TR-1 draft)

Comments History

1) Question - • BENEFICIARIES: the number of beneficiaries is not clear please specify? Answer - Beneficiaries are broken down above as 965 households / 5,790 direct beneficiaries. This includes 1216 men, 1216 women, 1621 boys and 1737 girls.

By drossi@sy.goal.ie On 23/3/2015 03:01:58 (Under 1st TR review)

• BENEFICIARIES: the number of beneficiaries is not clear please specify



Action Icons [Top](#)

	Camp Coordination / Management	TUR-14/CP/CCM/INGO/0000
	2. Education	TUR-15/0000/CP/E/INGO/0000
	4. Food Security	TUR-15/0000/CP/FS/INGO/0000

Edit Proposal

Activate Financial Report

Print Proposal

View Proposal