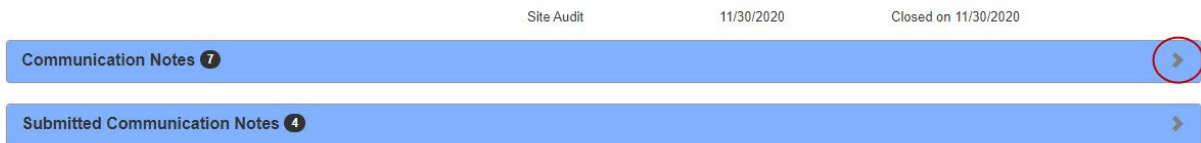
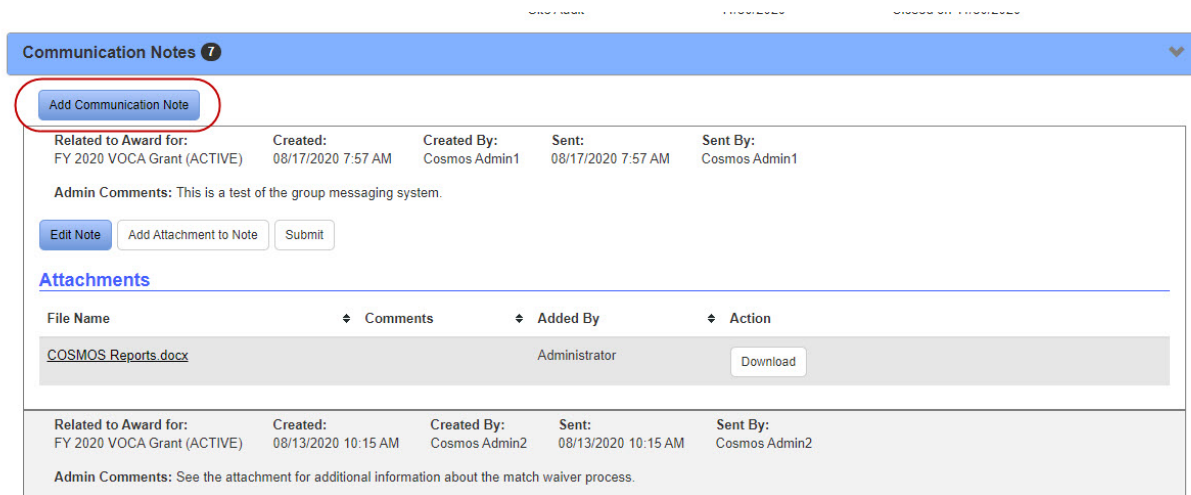


How to Submit a Communication Note

On the home screen, scroll down until you see communication notes. On the right hand side, click on the arrow to open communication notes.



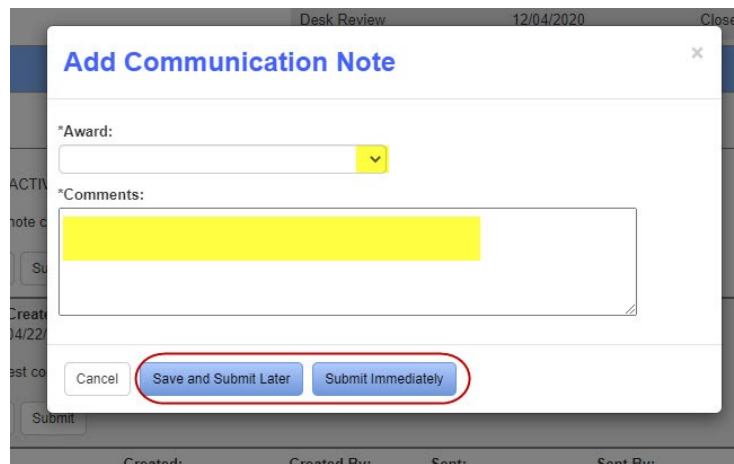
After clicking on the arrow, you will see previously submitted communication notes. To begin a new communication, click on "Add Communication Note" located under the blue bar.



In the pop-up box, use the drop down arrow to select the grant the communication note is referencing.

Click in the "Comments" box to write the message.

To add an attachment to the communication note, click on the blue "Save and Submit Later" button.



Click on the "Submit Immediately" button to save and submit the communication note to DOCR.

If the “Save and Submit Later” button was selected, you can now edit the note, add an attachment, or submit the note. Click on the arrow in the blue Communication Notes bar to expand the communication notes section again. The communication note you just wrote should appear at the top.

The screenshot shows a 'Communication Notes' section with a blue header bar containing a dropdown arrow. Below the header, the title 'Communication Notes' is followed by an 'Add Note' button. Two notes are listed:

- Note 1:**
 - Related to Award for: FY 2020 VOCA Grant (ACTIVE)
 - Created: 01/27/2021 3:51 PM
 - Created By: Cosmos Site 4
 - Site Comments: Testing communication notes for Cosmos How to manual.
 - Buttons: Edit Note (green), Add Attachment to Note (yellow), Submit (yellow)
- Note 2:**
 - Related to Award for: FY 2020 VOCA Grant (ACTIVE)
 - Created: 08/17/2020 7:57 AM
 - Created By: Cosmos Admin1
 - Sent: 08/17/2020 7:57 AM
 - Sent By: Cosmos Admin1
 - Admin Comments: This is a test of the group messaging system.
 - Buttons: Edit Note (blue), Add Attachment to Note (white), Submit (white)

Below the notes is an 'Attachments' section.

To edit the message, click on the blue “Edit Note” button in the screenshot above. A pop-up box will appear.

In the pop-up box you can change the award type or make changes to the comments section. Click the blue “Save” button to keep changes. Click the “Cancel” button if you do not want to add comments to the communication note. Click on the “Delete” button to discard the communication note.

The 'Edit Communication Note' pop-up box contains the following fields and buttons:

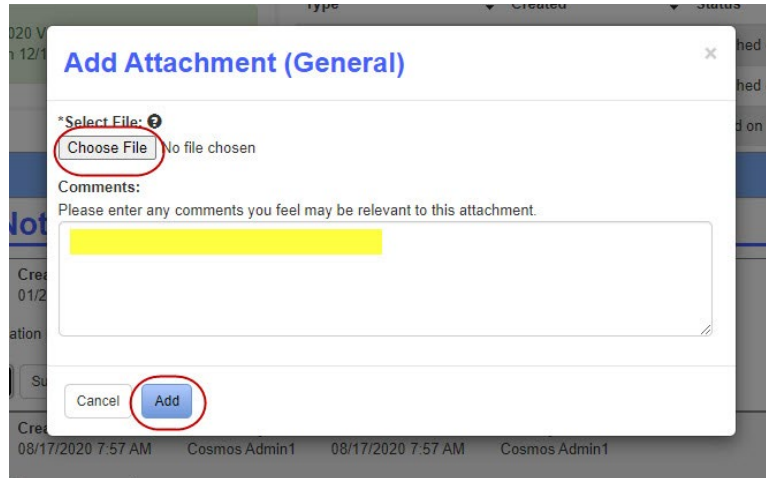
- *Award:** A dropdown menu currently showing 'FY 2020 VOCA Grant (ACTIVE)'.
- *Comments:** A text area containing 'Testing communication notes for COSMOS'.
- Buttons:** 'Cancel' (white), 'Save' (blue), and 'Delete' (red).

To add an attachment, click on the white “Add Attachment to Note” button under the communication note. A pop-up box will appear.

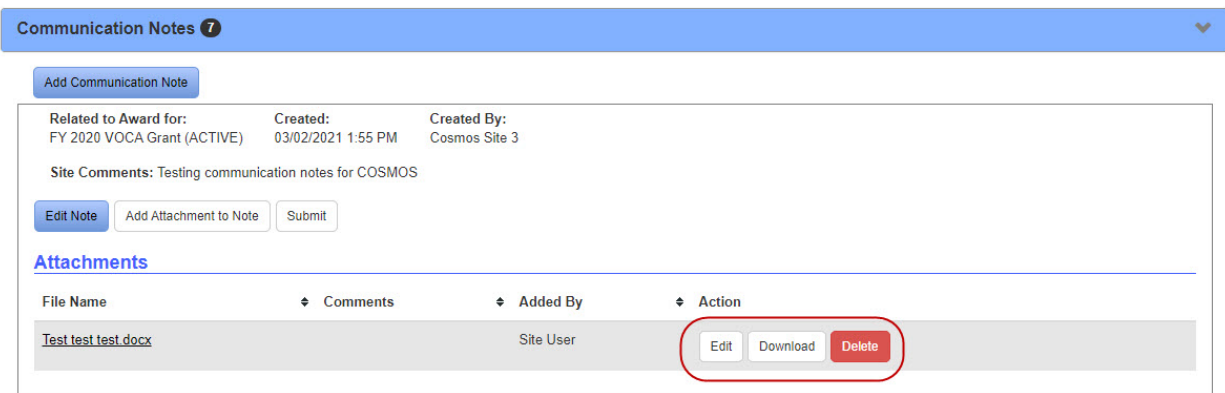
This screenshot shows the 'Communication Notes' interface with a notification badge '7' on the blue header bar. The 'Add Communication Note' button is visible. The second note from the previous screenshot is shown, with the 'Add Attachment to Note' button circled in red. Below the notes is an 'Attachments' table:

File Name	Comments	Added By	Action
COSMOS Reports.docx		Administrator	Download

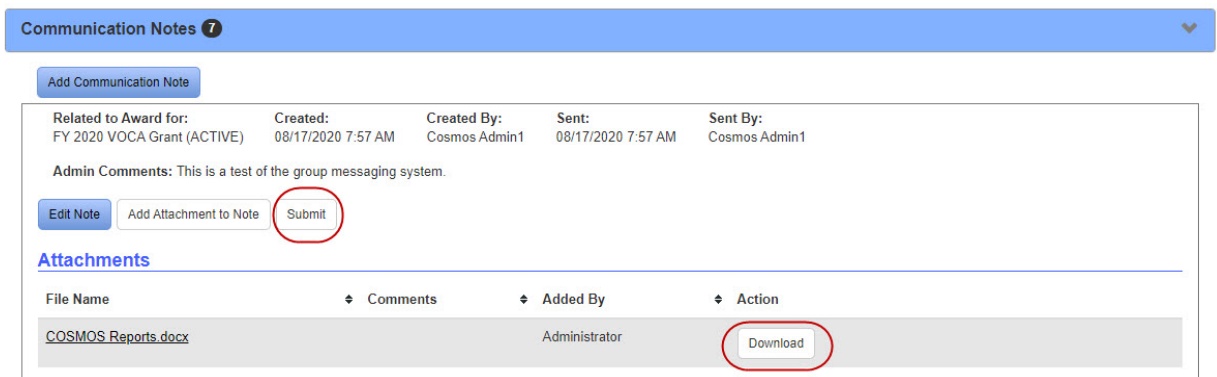
Click on “Choose File” to select the document you want to attach. Enter any comments or a description of the attachment in the comment box if you choose to do so. Click on “Add” to attach the file to the communication note.



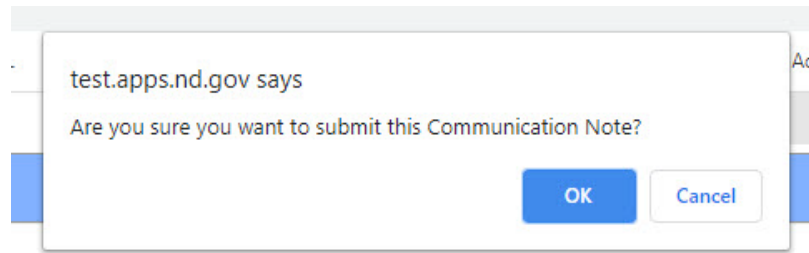
Your attachment will now appear under the message of the communication note. Click on the “Edit” button to make changes to the document. Click on the “Download” button to open the document. Or click “Delete” to remove the attachment from the communication note.



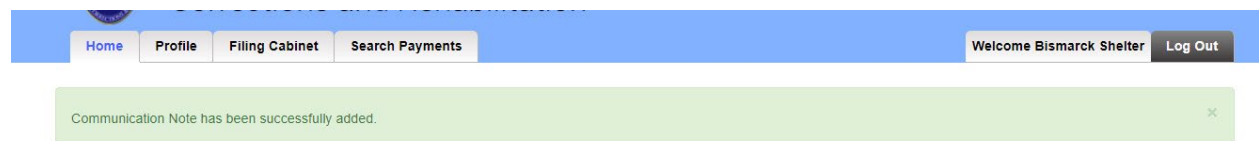
When the communication note is ready to send, click on the “Submit” button to send it to DOCR.



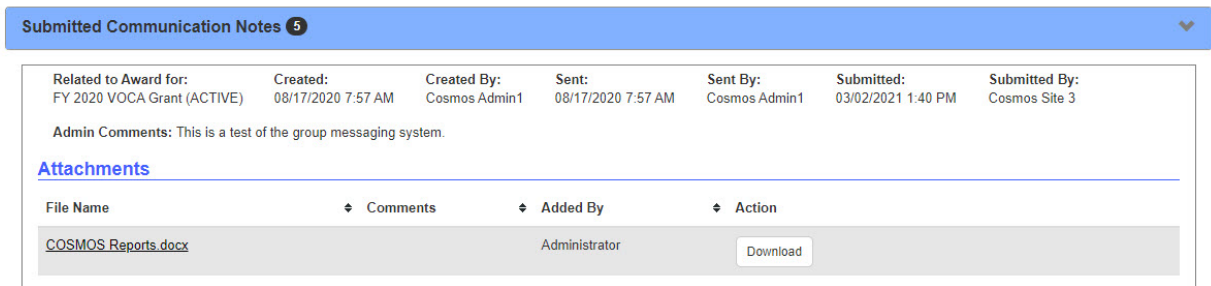
One more pop-up box will appear. Click on “OK” to submit the communication note or “Cancel” to return to the previous screen.



A green bar will appear at the top of the Home screen, confirming the communication note has been successfully submitted.



The communication note will now appear under the Submitted Communication Notes section.



How to Respond to a Communication Note

On the Home page, click on the arrow in the blue Communication Notes bar to expand the section. Any communication notes from DOCR will appear here. To reply to the note, click on the “Respond” button. Note: If an attachment is needed, click on the “Add Attachment to Note” button before the Respond button.

Desk Review 12/04/2020 COSBO 01 12/04/2020

Communication Notes 1

Add Communication Note

Related to Award for: FY 2020 VOCA Grant (ACTIVE) Created: 08/17/2020 7:57 AM Created By: Cosmos Admin1 Sent: 08/17/2020 7:57 AM Sent By: Cosmos Admin1

Admin Comments: This is a test of the group messaging system.

Add Attachment to Note **Respond**

Attachments

File Name	Comments	Added By	Action
COSMOS Reports.docx		Administrator	Download

Write your response in the “Comments” box and click on “Submit” to send the communication note to DOCR.

Respond to Communication Note x

Related to Award for: FY 2020 VOCA Grant (ACTIVE)

Admin Comments: This is a test of the group messaging system.

*Comments:

Cancel **Submit**

The original communication note with response will now be found in the Submitted Communication Notes section.

Submitted Communication Notes 21

Related to Award for:	Created:	Created By:	Sent:	Sent By:	Submitted:	Submitted By:
Michael Scott's Fun Run Grant (ACTIVE)	05/11/2021 12:12 PM	Cosmos Admin1	05/11/2021 12:12 PM	Cosmos Admin1	05/11/2021 12:12 PM	Bismarck Shelter

Admin Comments: Test communication notes

Site Comments: Test reply