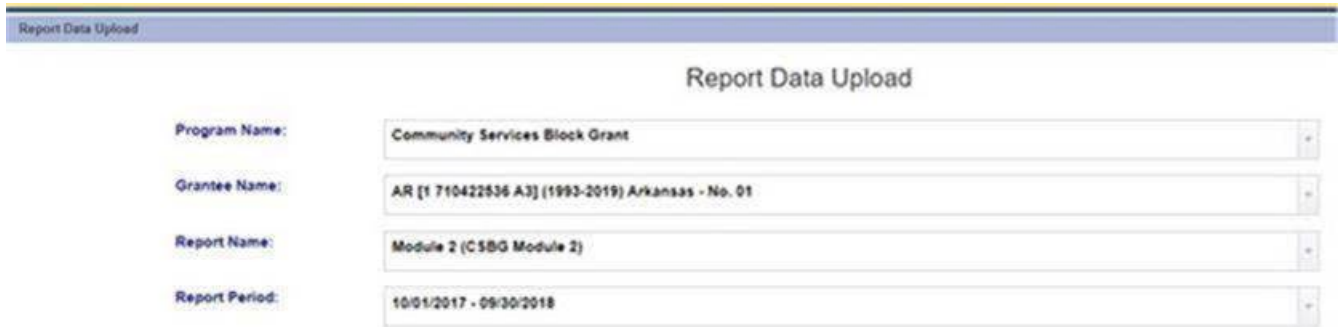


To upload the XMLs, access the *Report Data Upload* page, and then take the following steps:

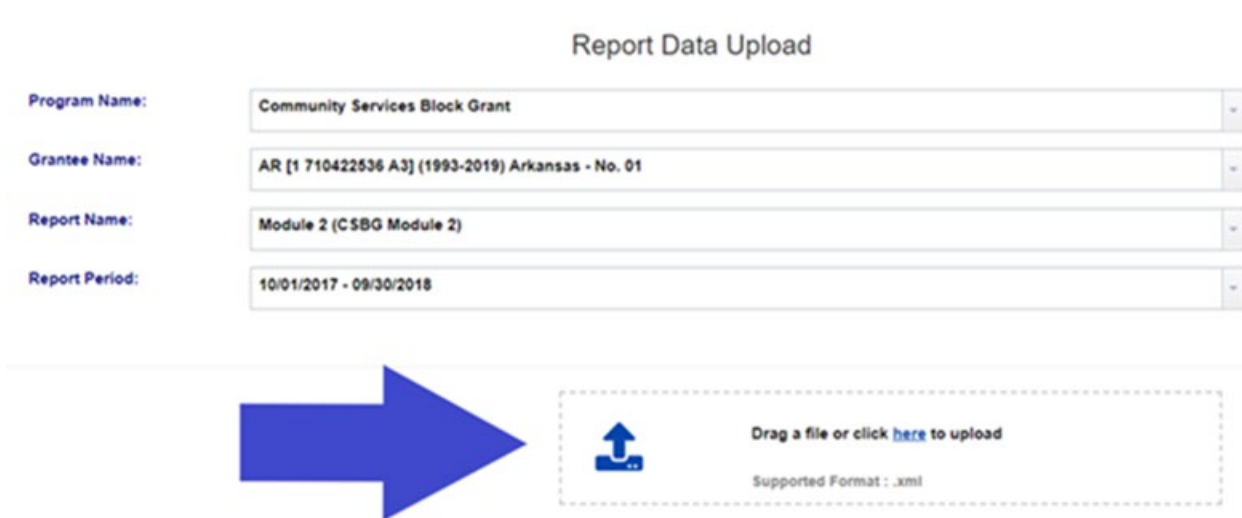
- 1) Select the **Program Name:** Community Services Block Grant
- 2) Select the **Grantee Name:** [Your state]
- 3) Select the **Report Name:** either Module 2 or Module 4
  - a. **Note:** you must upload each XML under the correct Module – i.e., Module 2 XMLs can only be uploaded under Module 2
- 4) Select the **Report Period:** 10/01/2017 – 09/30/2018



The screenshot shows the 'Report Data Upload' page with a blue header. Below the header, there are four dropdown menus, each with a label on the left and a value in the box:

- Program Name:** Community Services Block Grant
- Grantee Name:** AR [1 710422536 A3] (1993-2019) Arkansas - No. 01
- Report Name:** Module 2 (CSBG Module 2)
- Report Period:** 10/01/2017 - 09/30/2018

- 5) Once you have completed all of the fields, you will then see a box appear; you can drag and drop multiple files at once into the box or select files one-by-one by clicking “here” within the box.



The screenshot shows the same 'Report Data Upload' form as above, but with a dashed box below it for file upload. A large blue arrow points from the left towards the upload box. The upload box contains an upload icon (a blue square with a white arrow pointing up) and the text: 'Drag a file or click [here](#) to upload' and 'Supported Format : .xml'.

**Note:** To check the status of your uploaded reports, select the plus sign next to *My Upload Process*. The uploaded files will either be in *Pending*, *Saved*, or *Failed*. In order to continue, all uploads should be in *Saved* status. If an Upload status shows as *Failed*, please contact please send an email to [Monique Alcantara](#) and [Niki Frazier](#), as well as [Katy Kujawski](#) and [Kyle Gasser](#) of the National Association of State Community Services Programs (NASCSPP).

My Upload Status



Search an item

Show 5 entries

1 2 3 4 5

File Name	Status	Date Uploaded	Actions
FY18_VT_M2_BROC_-_Community_Action_in_Southwest_Vermont_162205835.xml	Pending	04/18/2019 11:52:36 AM	
FY17_TN_M4_Blount_County_Community_Action_Agency_Inc_966721552.xml	Failed	04/08/2019 05:41:29 PM	
FY17_TN_M2_Blount_County_Community_Action_Agency_Inc_966721552.xml	Failed	04/08/2019 05:41:08 PM	
AnnualReport_Module2_CFC_04052019.xml	Saved	04/08/2019 05:29:20 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
AnnualReport_Module4_CFC_04042019.xml	Saved	04/04/2019 10:37:48 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

6) Once you are done adding all of the XMLs for each Module, return to the OLDC homepage.