



How to use ACL Reporting

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Agenda

- ” Goals for the Training
 - ” System Workflow
 - ” Permissions
 - ” Access to ACL Reporting
 - ” Registrar
 - ” Logging in
 - ” Detailed walkthrough of ACL Reporting
 - ” Tips
 - ” Questions & Answers
- 



Goals for the Training

- “ Registrar
 - How to create users
 - How to deactivate users

 - “ Grantee/Grantee Reviewer/Project Officer (PO)
 - How to log in using social media
 - How to log in using user name/password
- 



Goals for the Training

” Grantee

- How to do data entry
- How to print or save forms
- How to make revisions after report has been rejected by Grantee Reviewer or PO

” Grantee Reviewer

- How to do data entry
 - How to request for revisions
 - How to print or save forms
 - How to submit a report
- 



System Workflow

- “ ACL Reporting System is an ACL-wide grantee management application focusing on program performance, planning and federal report submission. The program currently supported is State Council on Developmental Disabilities.
 - “ Workflow Diagram - [pdf](#)
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Permissions

Actions	Grantee	Grantee Reviewer	PO	Registrar
View the homepage	X	X	X	X
Log in through social media	X	X	X	X
Log in through ACL Reporting	X	X	X	X
View Grantee Dashboard	X	X		
State Plan and Annual Work Plan Data Entry	X			
Section Ready for review	X			
Review Section		X		
Section Request revision	X	X		
Submit data		X		
Document changes	X			
Print data	X	X		
View PO Dashboard			X	
View status by Region then State for: State Plan, Annual Work Plan(s)			X	
View PO Grantee Dashboard			X	
View a grantee's dashboard			X	
Section Validate			X	
Section Disapprove			X	
Reject data			X	
Approve data			X	
View Admin/Registrar pages				X
Create Users				X
Deactivate Program users				X
View admin pages				
Modify User in same Program				X
Modify any user				
Modify own user record	X	X	X	X
Delete Users				X

Access to ACL Reporting

“ Need to contact your Registrar to get an account

“ Logging in

“ Social Media

- Facebook
- Google
- LinkedIn

“ User name/password

A screenshot of the ACL Reporting login interface. At the top, it says "Log In". Below this are three social media login buttons: "Log in with Facebook" (blue), "Log in with Google" (red), and "Log in with LinkedIn" (blue). Below these buttons is the word "OR" in a smaller font. Underneath "OR" are two input fields: "Username" with the placeholder text "Your username" and "Password" with the placeholder text "Your password". Below the password field is a blue "LOG IN" button. At the bottom of the login area, there is a link that says "Don't have an account? Talk to your Executive Director to request access."



Walkthrough of ACL Reporting

[Pilot- https://reporting-pilot.acl.gov](https://reporting-pilot.acl.gov)

[Post pilot- https://reporting.acl.gov](https://reporting.acl.gov)





Tips

- ” N/A is a valid response for any required text fields and 0 is a valid response for any required numerical fields.
 - ” When ‘pasting’ information in to the rich text editors (text boxes with formatting features):
 - Chrome: right-click and choose ‘Paste as plain text’ or Ctrl-Shift-V
 - Firefox: Ctrl-Shift-V (for Chrome and Firefox)
 - Safari: Command-Option-V or Edit > Paste and Match Style
 - Internet Explorer: paste the information into Notepad > copy > paste into ACL Reporting
- 



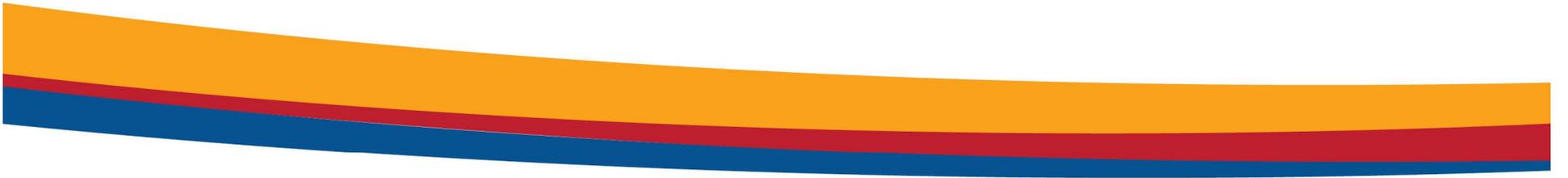
Tips

- ” The ! icon indicates when a field still needs to be edited. Icon will disappear when the section is completed.
 - ” The ? icon indicates there is a Help Text for the section.
 - ” The ‘Add +’ button in the ‘5 Year Goals’ and ‘Annual Work Planning’ sections allows the user to add goals/objectives in those sections.
 - ” The Delta symbol (Δ) in the dashboard indicates when a change has been made to a given section that has already been approved.
- 



Tips

- “ ACL Reporting allows users to work on different sections at the same time. Only one user should be working on a section at any time. The system will save the data from the user who did the last save.
 - “ Once a grantee submits their information to the PO, they can no longer make any edits.
 - “ Reports can be generated in the system at any point in time.
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Questions & Answers

