MTW Expansion

User Training

01/29/2021
Walk through of the Community Portal

1. Home Page
2. Building and Unit
   1. Clone Building and Unit
   2. Request Removal of Building and Unit
3. API(JSON) Submission
4. Review Previous Submissions
   1. Log Entries
   2. Household
   3. Income & Asset
   4. Voucher
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1. Home page of the Community Portal
2. The Home tab at the top enables you to always come back to this page
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2. The Home tab at the top enables you to always come back to this page
1. To see all of the Building and Unit:
2. Click the down arrow and select All
1. You can pin this list view so that it will become the default view for this object.

2. To see the details of a Building and Unit, click on the record ID.
Building and Units

1. This is the detail view of the record along with the related list.
2. Editable fields will be indicated by a pencil icon on the right side of the field.
3. You can also edit this record by clicking on the “Edit” button.
4. Clicking the “Clone” button will replicate the record.
Building and Units

1. After clicking “Clone” a pop-up window appears with the new record information replicated.
2. If you click “Save” without edits you will get a duplicate error message.
3. Make the edits and then click “Save”.

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1. To request the removal of a unit, click on the “Request for Removal” button.
2. A pop-up will ask for a reason.
3. The status will then be changed to “Request for Removal”.
API(JSON) Submission

1. From the Home page, click on “API(JSON) Submission”
1. Paste your JSON file into the text area and click on the “Submit” button.

2. A pop-up confirmation window will appear with the form number of the submission.
Review Previous Submissions

1. From the Home page click on “Review Previous Submissions”
Review Previous Submissions

1. On the Form Submissions list, you can click on the drop-down arrow and select “All” to view all records.
Review Previous Submissions

1. You can click on the Header to change the sort order of the list.
2. To view the details of the record, click on the Form number.
Review Previous Submissions

1. Detailed view of the Form Submission record
2. Related items can be seen on the right side
3. For this record, Status is “Validation Error”
4. Will need to go to the related list for Log Entries

Scroll down for Log Entries
Review Previous Submissions

1. Click on “View All” to see all of the Log Entries for this Form Submission
2. You can also click on the “Log Entries” link
1. This view will display all of the errors and warnings for the Form Submission.
2. This list view shows the error code, error message and field that the error pertains to.
3. Click on a record to see the details.
Review Previous Submissions

1. This is the detailed view of the error.
2. In some cases the list view will not display the full message so you may need to go to the detailed view of the record.
3. To go back to the Form Submission, click on the link.
1. Most of the section 3 information can be found in the Household related items.

2. Most of the information for sections 6, 7 & 8 will be on the Income & Assets related items.
1. Section 10, 11, 12 & 15 information will be found on the Vouchers related item.

2. Some of the information in section 17 will be on the Addendum related item.