

Guide for Use of GMS Page Lock Control

Overview

GMS Page Lock Control functionality and Web pages are used to manage the locking and unlocking of individual GMS Web data pages within the GMS online applications. The functionality works as follows:

- NDE users in the appropriate user groups (e.g. Grant Reviewers) are able to 'lock' GMS data pages during the application review process. Application Section level control has been developed that provides the ability to lock all pages in a given Application Section for ease of use. NDE staff can also 'unlock' GMS data pages that had been previously locked. This ability is available following LEA submission of the completed application to NDE Grant Review (GR) staff for agency review.
- LEA/applicant users in appropriate user groups are also able to 'unlock' some GMS data pages. This capability is available to the LEA staff while the application is in LEA control – for example, when the application has been returned by NDE to the LEA for needed changes. The LEA users have the ability to 'unlock' pages that have been LOCKED by NDE however; they cannot 'unlock' pages that are marked "FINAL".
- GMS System controls: The system will automatically LOCK all pages and will mark appropriate Web data pages as FINAL (e.g. Assurances pages are FINAL and cannot be unlocked once submitted to NDE) or during the Amendment Creation process. This will force the applicant to 'unlock' pages they intend to modify on the amendment. The system cannot lock all pages on Submit because this functionality is intended to provide NDE with information on which pages need to be reviewed.

The following screen shots and information will help guide LEA GMS users in how to use the GMS Page Locking functionality and related pages.

As pages are locked and unlocked using the Page Lock Control process, functionality is impacted. Below is a table that explains the impact on the LEA user based on the action(s) of the Grant Reviewer.

Grant Reviewer Action on Page Review Status Page	LEA View	Save Button Available to LEA on Individual Page	What LEA Can Do
Selects Ok -Saves	Page Status is "Locked"	No	LEA can select Open Page for Editing and press Save Result: The Page is available for editing; Save button is available on the individual page(s)
Selects Needs Update -Saves	Page Status is "Open" Explanation of what needs to be updated should appear in the Review Checklist	Yes	LEA can make changes to the page(s) and Save
Selects Mark as Final - Saves	Page Status is "Final"	No	LEA can request the SEA Grant Reviewer to change status to "Ok"
Action below effects Page Lock Status, but is not controlled by the Page Lock Control Page:			
When the application is marked as "Final Approved"	Page Status may appear "Open" or "Final"	No	LEA cannot edit any page. All Save buttons including the Save button on the Page Review Status page have been removed.

Guide for LEA GMS Users

(For LEA Users)

The **Page_Lock Control** tab navigates the GMS user to the **Page Review Status** Web page, which provides a view of ALL data pages at the highest section of the GMS application.

This is the LEA view of the GMS Page Review Status page for the consolidated application Web pages. The default page view will have no pages expanded. The “Expand All” field has not been selected on this example and only the Title I A Basic Program Specific section has been expanded.

NEBRASKA Department of Education **GMS** Grants Management System

District Name: ALMA PUBLIC SCHOOLS
Project Number: 08-NCLB-4201-00-11-042-0002-13
Application: Original Application
Consolidated Application: NCLB Consolidated - 4201

Overview | Allocations | Contact Information | Goals and Needs | Assurances | Submit | Application History | Page_Lock Control

The application has been approved. No more updates will be allowed for this application.

Page Review Status Instructions

Expand All

	Page Status	Open Page for editing
NCLB Consolidated - 4201	LOCKED	<input type="checkbox"/>
Title I - 4200		
Program Information	LOCKED	<input type="checkbox"/>
Staff	LOCKED	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Targeting	Unlock Section	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title II-A - 4310	Unlock Section	<input type="checkbox"/>
Title II-D - 4985	Unlock Section	<input type="checkbox"/>
Title III - Limited English Proficient - 4925	LOCKED	<input type="checkbox"/>
Title III - Immigrant Education - 4926	LOCKED	<input type="checkbox"/>
Title IV - 4960	LOCKED	<input type="checkbox"/>
Title V - 4320	LOCKED	<input type="checkbox"/>
Title IC - Migrant Education - 4915	LOCKED	<input type="checkbox"/>

Select the “**Expand All**” checkbox to display the lowest level of detail for each application section in the left-hand column. All pages in each of the application sections listed will display. Uncheck the checkbox to return to main application sections.

The “**Page Status**” column displays the status of the GMS Web pages as returned by the NDE Grant Reviewer (GR) – see screen shot that follows for detail

Major GMS application sections appear in the left-hand column. Click on the text to show additional related detail of all web pages in that application section. This allows the user to expand and see detail for a particular application section or sections. Click the text again to hide the displayed sections.

Below is an example of the Detailed LEA Page Lock Control view with the Expand All selected:

NEBRASKA Department of Education **GMS** Grants Management System

District Name: ALMA PUBLIC SCHOOLS Application: Original Application Consolidated Application: NCLB Consolidated - 4201
 Project Number: 08-NCLB-4201-00-11-042-0002-13 Click to Return to Application Select

Overview Allocations Contact Information Goals and Needs Assurances Submit Application History Page_Lock Control

The application has been approved. No more updates will be saved for the application.

Page Review Status Instructions

Expand All

NCLB Consolidated	Page Status	Open Page for editing
NCLB Consolidated - 4201	Unlock Section	<input type="checkbox"/>
Allocations	OPEN	<input type="checkbox"/>
Contact Information	OPEN	<input type="checkbox"/>
Goals and Needs	Unlock Section	<input type="checkbox"/>
Student Academic Needs	OPEN	<input type="checkbox"/>
Professional Development	OPEN	<input type="checkbox"/>
Safe, Supportive Schools	OPEN	<input type="checkbox"/>
Student Populations	OPEN	<input type="checkbox"/>
Non-Public Schools	OPEN	<input type="checkbox"/>
Title I - 4200	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Targeting	Unlock Section	<input type="checkbox"/>
Targeting Step 1	LOCKED	<input type="checkbox"/>
Targeting Step 2	LOCKED	<input type="checkbox"/>
Targeting Step 3	LOCKED	<input type="checkbox"/>
Targeting Step 4	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title II-A - 4310	Unlock Section	<input type="checkbox"/>
Program Information	OPEN	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	OPEN	<input type="checkbox"/>
Additional Instructional Staff	OPEN	<input type="checkbox"/>
Non-Instructional Staff	OPEN	<input type="checkbox"/>
Additional Non-Instructional Staff	OPEN	<input type="checkbox"/>
Capital Outlay	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Title II-D - 4985	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title III - Limited English Proficient - 4925	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title III - Immigrant Education - 4926	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title IV - 4960	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title V - 4320	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>
Title IC - Migrant Education - 4915	Unlock Section	<input type="checkbox"/>
Program Information	LOCKED	<input type="checkbox"/>
Staff	Unlock Section	<input type="checkbox"/>
Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Instructional Staff	LOCKED	<input type="checkbox"/>
Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Additional Non-Instructional Staff	LOCKED	<input type="checkbox"/>
Capital Outlay	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input type="checkbox"/>

LEA staff will need to make desired selection(s) in the "Open Page for editing" column check box fields and then press the SAVE button at the bottom of the page to make the changes effective. Web pages that are marked as FINAL or LOCKED will NOT be able to be edited so make sure the "Page Status" for the desired page is OPEN if changes are needed. Once the page status is OPEN, LEA users can navigate to the page and edit as required.

- The "Open Page for editing" check box fields provide LEA staff with ability to Open a page that was LOCKED by an NDE Grant Reviewer (GR) if the LEA needs to make additional changes to the page.
- Any page that is OPEN can be edited by the LEA. In most cases, the pages that are marked as OPEN by the NDE GR are the reason the application was returned for changes and to allow the LEA to make changes to the OPEN pages.
- If an NDE GR has marked a page as FINAL, the LEA will NOT be able to open the page for further changes without first calling the NDE GR to request the change.
- To OPEN an entire Section select the "Unlock Section" checkbox field corresponding to the section. Press the Save button. This option will allow the LEA to edit all the pages in the section.

LEA Page Locking View – Title I Example

District Name: SO SIOUX CITY COMMUNITY SCHS Consolidated Application

Project Number: 08-NCLB-4201-00-01-022-0011-18 NCLB Consolidated - 4201

[Printer-Friendly](#)
[Click to Return to Organization Select](#)
[Click to Return to Application Select](#)

Overview
Allocations
Contact Information
Goals and Needs
Assurances
Submit
Application History
Page_Lock Control

Page Review Status Instructions

Expand All

NCLB Consolidated	Page Status	Open Page for editing
NCLB Consolidated - 4201	Unlock Section	<input type="checkbox"/>
Allocations	LOCKED	<input type="checkbox"/>
Contact Information	LOCKED	<input type="checkbox"/>
Goals and Needs	Unlock Section	<input type="checkbox"/>
Title I - 4200	Unlock Section	<input type="checkbox"/>
Title II-A - 4310	Unlock Section	<input type="checkbox"/>
Title II-D - 4985	Unlock Section	<input type="checkbox"/>
Title III - Limited English Proficient - 4	Unlock Section	<input type="checkbox"/>
Title III - Immigrant Education - 4926	Unlock Section	<input type="checkbox"/>
Title IV- 4960	Unlock Section	<input type="checkbox"/>
Title V - 4320	Unlock Section	<input type="checkbox"/>
Title IC - Migrant Education - 4915	Unlock Section	<input type="checkbox"/>

The SEA Review staff has locked the Instructional Staff page so the Page Status field is "LOCKED".
 If the LEA needs to change the Allocations page, they need to click the checkbox for this item in the "Open Page for editing" field.



Example of LOCKED Allocations page.




District Name: SO SIOUX CITY COMMUNITY SCHS Consolidated Application

Project Number: 08-NCLB-4201-00-01-022-0011-18 NCLB Consolidated - 4201

Application: Original Application Printer-Friendly

Click to Return to Organization Select
Click to Return to Application Select

Overview
Allocations
Contact Information
Goals and Needs
Assurances
Submit
Application History
Page Lock Control

Allocations Instructions

This page has been locked by the agency review. You must unlock it on the Page Control Tab if changes are needed.

	TitleI-4200	TitleIIA-4310	TitleIID-4985	TitleIII-LEP-4925	TitleIII-IE-4926	TitleIV-4960	TitleV-4320	TitleIC-Migrant-4915
Current Year Funds								
Allocation	\$660,993	\$151,330	\$8,681			\$0	\$17,778	\$5,937
ReAllocated (+)	\$0	\$0	\$0			\$0	\$0	\$0
Released (-)	\$0	\$0	\$0			\$0	\$0	\$0
Total Current Year Funds	\$660,993	\$151,330	\$8,681	\$94,656		\$17,778	\$5,937	\$96,805
Prior Year(s) Funds								
Carryover (+)	\$14,411	\$0	\$3,875					
ReAllocated (+)	\$40,198	\$0	\$0					
Released (-)	\$0	\$0	\$0					
Total Prior Year(s) Funds	\$54,609	\$0	\$3,875					
Sub Total	\$715,602	\$151,330	\$12,556					
Multi-District								
Transfer In (+)	\$0	\$0	\$0					
Transfer Out (-)	\$0	\$0	\$0					
Administrative Agent								
Adjusted Sub Total	\$715,602	\$151,330	\$12,556					

Until the LEA staff selects the "Open Page for editing" checkbox on the Page Review Status page (see prior screen shot), the Allocations page will display this message and there will be no SAVE buttons on the page.

Complete the section below to notify the SEA that the applicant is transferring or flexing funds per the provisions of the State and Local Transferability Act. Guidance on Transferability is available at <http://www.ed.gov/programs/transferability/finalsummary04.doc>. Guidance on REAP/Flex is available at <http://www.ed.gov/policy/elsec/guid/rep03guidance.doc>

Funds Available for Transfer/Flex	TitleI-4200	TitleIIA-4310	TitleIID-4985	TitleIII-LEP-4925	TitleIII-IE-4926	TitleIV-4960	TitleV-4320	TitleIC-Migrant-4915
Applicable Percentage	0%	50%	50%	0%	0%	50%	50%	0%
Current Year	\$0	\$75,665	\$6,278	\$0	\$0	\$11,000	\$4,462	\$0
Cap for Carryover								
Total Available for Transfer/Flex	\$0	\$75,665	\$6,278	\$0	\$0	\$11,000	\$4,462	\$0
From TitleIIA-4310 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="10061"/>	
From TitleIID-4985 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	
From TitleIV-4960 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="8889"/>	
From TitleV-4320 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Transfer/Flex	\$0	(\$10,061)	\$0	\$0	\$0	(\$8,889)	\$18,950	\$0

Release Remaining Funds to NDE	<input type="checkbox"/>							
Net Adjustment	\$0	(\$10,061)	\$0	\$0	\$0	(\$8,889)	\$18,950	\$0
Total Available for Budgeting	\$715,602	\$141,269	\$12,556	\$96,024	\$0	\$13,112	\$27,874	\$96,805

	TitleI-4200	TitleIIA-4310	TitleIID-4985	TitleIII-LEP-4925	TitleIII-IE-4926	TitleIV-4960	TitleV-4320	TitleIC-Migrant-4915
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This screen shot shows the result after the LEA staff has selected the checkbox next to the Allocations page item for "Open Page for editing" and SAVED the Page Review Status page.

NEBRASKA Department of Education **GMS** Grants Management System

District Name: SO SIOUX CITY COMMUNITY SCHS Consolidated Application: NCLB Consolidated - 4201

Project Number: 08-NCLB-4201-00-01-022-0011-18 Application: Original Application

Printer-Friendly: Click to Return to Organization Select / Click to Return to Application Select

Overview | Allocations | Contact Information | Goals and Needs | Assurances | Submit | Application History | Page_Lock Control

Page Review Status Instructions

Expand All

	Page Status	Open Page for editing
NCLB Consolidated - 4201	Unlock Section	<input type="checkbox"/>
Allocations	OPEN	<input checked="" type="checkbox"/>
Contact Information	LOCKED	<input type="checkbox"/>
Goals and Needs	Unlock Section	<input type="checkbox"/>
Title I - 4200	Unlock Section	<input type="checkbox"/>
Title II-A - 4310	Unlock Section	<input type="checkbox"/>
Title II-D - 4985	Unlock Section	<input type="checkbox"/>
Title III - Limited English Proficient - 4925	Unlock Section	<input type="checkbox"/>
Title III - Immigrant Education - 4926	Unlock Section	<input type="checkbox"/>
Title IV- 4960	Unlock Section	<input type="checkbox"/>
Title V - 4320	Unlock Section	<input type="checkbox"/>
Title IC - Migrant Education - 4915	Unlock Section	<input type="checkbox"/>

[Save Page](#)

Example of OPEN Allocations page.




District Name: SO SIOUX CITY COMMUNITY SCHS Consolidated Application

Project Number: 08-NCLB-4201-00-01-022-0011-18 Application: Original Application

NCLB Consolidated - 4201 Printer-Friendly
Click to Return to Organization Select
Click to Return to Application Select

Overview
Allocations
Contact Information
Goals and Needs
Assurances
Submit
Application History
Page Lock Control

Allocations Instructions

	TitleI-4200	TitleIIA-4310	TitleIID-4985	TitleIII-LEP-4925	TitleIII-IE-4926	TitleIV-4960	TitleV-4320	TitleIC-Migrant-4915
Current Year Funds								
Allocation	\$660,993	\$151,330	\$8,681					\$96,805
ReAllocated (+)	\$0	\$0	\$0					\$0
Released (-)	\$0	\$0	\$0					\$0
Total Current Year Funds	\$660,993	\$151,330	\$8,681					\$96,805
Prior Year(s) Funds								
Carryover (+)	\$14,411	\$0	\$3,875					\$0
ReAllocated (+)	\$40,198	\$0	\$0	\$1,368	\$0	\$0	\$0	\$0
Released (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Prior Year(s) Funds	\$54,609	\$0	\$3,875	\$1,368	\$0	\$4,223	\$2,987	\$0
Sub Total	\$715,602	\$151,330	\$12,556	\$96,024	\$0	\$22,001	\$8,924	\$96,805
Multi-District								
Transfer In (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Out (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Agent								
Adjusted Sub Total	\$715,602	\$151,330	\$12,556	\$96,024	\$0	\$22,001	\$8,924	\$96,805

'Page has been locked' message is now gone. Save Page is available

Complete the section below to notify the SEA that the applicant is transferring or flexing funds per the provisions of the State and Local Transferability Act. Guidance on Transferability is available at <http://www.ed.gov/programs/transferability/finalssummary04.doc>. Guidance on REAP/Flex is available at <http://www.ed.gov/policy/elsec/guid/rep03guidance.doc>

Funds Available for Transfer/Flex	TitleI-4200	TitleIIA-4310	TitleIID-4985	TitleIII-LEP-4925	TitleIII-IE-4926	TitleIV-4960	TitleV-4320	TitleIC-Migrant-4915
Applicable Percentage	0%	50%	50%	0%	0%	50%	50%	0%
Current Year	\$0	\$75,665	\$6,278	\$0	\$0	\$11,000	\$4,462	\$0
Cap for Carryover								
Total Available for Transfer/Flex	\$0	\$75,665	\$6,278	\$0	\$0	\$11,000	\$4,462	\$0
From TitleIIA-4310 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="10061"/>	
From TitleIID-4985 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	
From TitleIV-4960 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="8889"/>	
From TitleV-4320 (+)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Transfer/Flex	\$0	(\$10,061)	\$0	\$0	\$0	(\$8,889)	\$18,950	\$0

Release Remaining Funds to NDE

<input type="checkbox"/>								
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Net Adjustment	\$0	(\$10,061)	\$0	\$0	\$0	(\$8,889)	\$18,950	\$0
Total Available for Budgeting	\$715,602	\$141,269	\$12,556	\$96,024	\$0	\$13,112	\$27,874	\$96,805

Calculate Totals
Save Page

Page is now OPEN for editing with SAVE button