

1_Intro_authoringtask_screen

Hello, and welcome to E-planning basics, my authoring task. Today we will discuss the steps required to successfully initiate authoring assignments for your newly created NEPA project. My name is Michael Molder, E-Planning specialist with the Bureau of Land Management's National Operations Center, and I'll be your instructor today.

In this module you will learn how to acknowledge authoring tasks and navigate to document sections you have been assigned. Scenario: At this point your team lead has created the project, assigned individuals to their tasks, completed the workflows, and copied the necessary templates. By understanding how to perform this task, you will be able to accomplish your assignments quicker and with more efficiency. With that in mind, please log in to E-planning and access the webtop application. If you don't remember how to log in to E-planning or the webtop application, you can review the online module Account Creation and E-Planning Navigation. You can follow along in E-planning by either toggling back and forth between the E-planning application and this online module, or if you have two computer screens then you can keep the E-planning application open on one screen while following along on the other screen. You can hit the pause button anytime and then click play when you're ready to continue.