

Hello, and welcome to the E-planning basics module Starting Workflows and Assigning Authoring Tasks. Today we will discuss briefly the steps required to successfully initiate the workflow process for your newly created project as well as assign interdisciplinary team members tasks related to your project. My name is Joseph Coleman, E-planning specialist with the Bureau of Land Management's National Operations Center, and I'll be your instructor. Specifically, during this module you will learn what a workflow is and how to initiate the workflow process, how to work with the task notification messages within your inbox inside of E-planning, how to copy the appropriate templates from the asset library, and how to assign specific authoring tasks to your IDT members. To do this, the team lead must have created a project and assigned individuals to the overall project. With that in mind, please log in to E-planning and access the webtop application. From there we will begin this learning journey. You can follow along in E-planning while I'm teaching by either toggling back and forth between the E-planning application and this online course, or if you're lucky enough to have two computer screens you can see both of them at the same time. You can hit the pause button at any time if you need to practice what I'm describing and then hit play again when you're ready for more.