We'll access Back Office through the Citrix Server. Let's go ahead and log on there. Once there, you'll see the standard icons you're used to, including Webtop and Back Office. For the purposes of this exercise I'll go ahead and log on to Webtop and we'll come back to that in a few minutes. For now, let's log on to Back Office.

Like the other buttons that you access through the Citrix Server, you'll use your normal login to access Back Office. Back Office is going to allow us to create webpages and edit them. What we create and edit is what the public will see eventually.

The first page you see will be a general navigation page for Back Office. In my case, I have a lot of projects that are active projects, which means I've created them in Webtop and already published them to Back Office and Front Office. These are projects that we'll come back to later and possibly edit.

In this case though, we're creating a new project summary webpage. To find where that particular project is, let's go over to the NEPA register on these menus on the left. On this page, we could either navigate to a project, which we'll do when we're trying to edit, or we can add a new project. If you just added a project in Webtop, clicking this button, it will be listed over here. Looking through the list, I can see projects that haven't been published yet. In this case, we'll select a categorical exclusion.

For Back Office webpages, you'll have two choices: a project website or a project summary website. Project websites are most appropriate for larger documents such as environment assessments or environment impact statements that you expect to get public comments on, conduct scoping, that sort of thing. For categorical exclusions and DNAs, a project summary website is more appropriate. Those are projects that we probably won't get much public input on, but we would like the public to know that we are doing something. So this case for categorical exclusion, let's choose a project summary website.

The first page we see when we get a project summary webpage is relatively short. There is the project itself, the type of project or way that we're going to display it, the project lead (which comes from the background tab in Webtop), the phone number. You'll notice that there are relatively few documents that could be added to this project and the webpage.

For the purposes of this exercise, it's a new webpage, let's go ahead and add a map section so that the public will know where our project is. Once we selected that button, we'll hit add and it will take us to a new page. This page shows essentially what the public will see when they see your webpage. The information on this page came from your Webtop project. This is a good time to check to make sure that you didn't make any mistakes in that area. In this case, you'll notice the NEPA number, project name, case file number, project

description, project location--all the items you typed in in Webtop are now showing up here, as well as some of the other things that you selected on the Background page and the Team Definition page. This is a good time here to also add the map section.

When you press the add button, Back Office is going to look in your Webtop project for files that you might want to load on as maps. So let's jump over to the Webtop and load in a map real quick. For this exercise, we'll assume that you've created a map outside of ePlanning and want to load it in to your Webtop project, so let's navigate to the project and an appropriate directory in the project, GIS is a handy one, and then we'll load in a file. We'll go to file, import, and add files. You'll be able to access most of your active directories.

If you're having problems with that, please check the Community SharePoint site and find a video on how to access different drives. In this case, it's usually easiest to access your desktop, as that's the quickest way to find files. I'll get the file that I want and press okay. If you wanted to add more files, you could look elsewhere for them, but for this case we'll just use the one file.

Now it's in your project site in Webtop and we can go back to Back Office and find it there. When I click the add button, it'll go to your project and look for any files that might be in there. In this case, there's only one file, so we'll select that and hit the select button. As with other aspects of ePlanning, any fields that have

a red dot or asterisk next to them are required fields, so you'll need to add information there before you can proceed.

The name you type in under map set name is the one that will appear to the public, so be careful what you put in here. And of course the release date--it would be appropriate to choose today's date. You can only add one map at a time, so let’s go down to the bottom and hit the Add button. Now as we arrow down, you'll notice that we have a map here and we’re ready to go.

Once we've checked all the information and are sure it’s what we want, we can go ahead and publish the project summary website to the Front Office. That’s a three-step process. The first step, we’ll need to select a public affairs reviewer, that’s a role that you selected under the team roles in Webtop. In this case, I've got myself down as the public affairs reviewer. Your office may have different criteria for public affairs reviewer, so check with your office before you take this step. Once you're confirmed your public affairs reviewer, you can submit the document to that person for their approval.

You'll notice that I have a red button up here, which means that I've changed something on this webpage and it no longer reflects what was on Front Office. In this case, we haven't even published to Front Office, so of course it doesn’t.

Let’s arrow down now. Notice that we have a new page down at the bottom here where we can approve the website. This shows up because I selected myself as the public affairs person. If I hit Approve after I've reviewed the information above, we’ll notice that the button now changes to yellow. That means with the next approval, we’ll be live with the public.

And of course you'll notice down below I'm back in the role as the team lead and I have a Publish Now button. If I select this, the website is now available to the public and we've created a project summary webpage. That was pretty straightforward.