

Creating a Project Website (1610-40): Creating a Project Website and a Comment Period

To begin this process, log in to the Back Office through Citrix. Once logged into Citrix, click on the Back Office icon. On the login screen, use your BLM login and password to access the Back Office.

On the main Back Office screen the information displayed is similar to the Webtop application. On the left side you can access the NEPA Register and the Planning Register, as well as NEPA and Planning Handbooks in PDF format if you need additional assistance. On the right side, the Active Projects area is blank for new users; however, this area soon becomes full with projects that you have created or worked on.

Above the Display Pane and Navigation Pane, there is a Breadcrumbs feature similar to the Webtop application. Use these Breadcrumbs to move back and forth in Back Office as needed.

For this example, let's add a project to the NEPA Register. This page is similar to registers that the public will see on the BLM website. To create a project website for your project, click on the green hyperlink here titled "Add". Ensure that you have selected the Project Website as opposed to a Project Summary Website in the second dropdown menu. In the first dropdown menu, please select the project that you wish to add to the repository.

Once you have selected the project in the repository dropdown menu and you have selected a project website in that second dropdown menu, if you scroll down towards the bottom of the page, in the lower right area there is an Add button. Clicking this will add your project to the NEPA Register and automatically create your project website. A pop-up window will display confirming this, and you can click Ok.

Once your page has been created and you've automatically navigated to that site, you will see that your Home screen displays blank information. You can use a text editor to add content to your home page, to your Welcome screen. To do so, you can click on

the orange Edit link right next to the Home title. Doing so will bring up your text editor where you can add text in that main window down below. Once you have added content to your web page, or to your Home screen, click the Save button down below. You can see now that for your Home Welcome screen for your project website you have some content in there now.

The same process applies to a few of the other links down below such as Contact Information, How to Get Involved, Maps, Links, etc. The text editor is a great tool to add additional information that might not be displayed in your document.

Once you have added in all of the necessary information in all of the other links in here, you can also actually add your documents to your project. You can do so by clicking the Documents link on the left side. When you first create a project, no documents have been set up for your project.

To add your projects, click on the green Add link right next to the document's title. Here you will have to add in a name for the documents that you are going to add into your project, as well as the release date, and you can browse and select the builds that were covered in another module, and add those to your project. Clicking on that green Add link in the previous screen will allow you to select those specific builds that you created.

For this example, I will select the PDF of the project that I've set up, click Add at the bottom. One important note to remember is that for project websites, all PDFs must be accompanied by an interactive document if you wish to have a comment period. So again, in the next screen you can select Interactive Document, assuming then you've built that type of document, and go ahead and click Add at the bottom.

So now we have a name for the two documents that we've set up, a release date, we have your PDF and our interactive document ready to go. Once you have that set, click the Add button in the bottom of the screen. The system will bring you back to

your document section in your project website and you can see that in this area we have the PDF and the interactive document ready to go for the public to view.

Next, after you have added content to your project using the text editor and after you have added your documents in the Document link on the left, you are ready to add a comment period.

To do so, under Site Administration on the left side click on the Comment Periods link. For new projects, you should not have a comment period set, but to add one, click on the green link here. Doing so will bring up a new window which requires you to fill in specific information for your comment period.

For this example, I have just filled in the required fields designated by the red asterisks. I've given the project document, I've selected the titles available under this dropdown menu, I've given my project a 30-day comment period, and I've given my project a submission ID prefix located here. If you wish, you can require additional information such as address, e-mails or phone numbers from the public. You can also add additional disclaimers or agreements if you wish to do so.

Once you have completed all of that information, click the Add button on the bottom of the screen. You will have a pop-up window confirming that your comment period has been successfully added, go ahead and click Ok here. And now under Comment Periods you will see that for your training documents in this example we do have a comment period that starts June 17 and ends July 17.

If you notice right away after you've created the comment period that there is an incorrect attribute, you can modify your comment period attributes under the Comment Periods section by checking the box right next to that comment period that you just opened and clicking Edit. However, keep in mind that typically when a comment period has started, you should not modify any attributes related to your website until that comment period has ended.

If we move to the Documents link on the left side, we'll see what the public typically sees when they view the Documents link on the public website. In addition to that PDF and interactive document on the right side of the screen, they'll see that the project has open comment dates from the dates that you have specified.

So we have walked through creating a project website as well as creating a comment period for your website. Additional information on managing comments after a comment period has ended will be covered in another lesson.