As you progress through your project, there’ll be certain milestones that you'll reach that you'll want the public to know about. One of those might be when you complete the project. In this case, with the project summary webpage you'll note that we have a status bar on the summary webpage, but there's no way to modify it here. We’ll have to do that in Webtop, so let’s navigate there.

Navigate to your project directory, select the box next to it and go to ePlanning, Project, and Edit. At this point you could edit almost anything in here, and whatever shows up on the project summary webpage would come from here. For this example, let’s change the project status to Completed and give a decision date for that document.

If you want to make any other changes, now would be the time to do that. Otherwise, let’s go ahead and hit Save.

Let’s navigate back to the ePlanning Back Office. Since some time has passed since you initiated the project and published the webpage initially, let’s assume that you won't see this page when you get into ePlanning Back Office. So how would we find that page? Initially, when we created a new webpage, we went up to Add. In this case, we've got an existing webpage, so we need to navigate to that and edit it. To do that, start from the left hand side and select the appropriate state, field office, project type and year, and hit Search. Project webpages or summary webpages that are available for editing show up to the left.

Let’s select the box for the project that we've been working on. You'll notice that new buttons come up across the top of the page. In this case, we’re going to edit this particular page.

This page should look familiar to you from our exercise in creating a Project Summary Website. This is another opportunity that we could use to change from a Project Summary Website to a Project Website, but we won't do that with this project. We could also change some other information, and it would be a great time to add NEPA documents to it. In this case, we would probably add our completed categorical exclusion. We don’t have a document like that at this point for this exercise, so let’s go ahead and just hit save here, and we’ll go on to the next page.

Once again, you'll get to a familiar page. In this case, the final page. Now you'll notice that the dot here is red once again, which indicates that we've edited the webpage and it doesn’t reflect what's on the webpage the public sees, but you'll also notice that it doesn’t reflect what we put in Webtop. In order for that to happen, we’ll hit the Refresh Metadata From Repository button.

Now after we've hit that, the status has changed to Completed and the decision date occurs. Also if we'd made any other changes to information below, that would've shown up as well.

Since we updated the website on the Back Office, we’ll need to change the publication to the Front Office. Once again we’ll send that to our public affairs reviewer, myself in this case, and submit it to that person for approval.

Once they’ve looked at it, you'll receive a message in your Lotus Notes inbox indicating that it corrected it, and you'll note that the bottom of the page here has changed to allow me to approve it as a public affair person.

Again, we have the yellow button indicating that we’re very close to publication, and if we arrow down to the bottom here, we can select Publish Now and OK, and the website is now available to the public.

So as you can see, updating a project summary website is relatively straightforward.