

The E-planning inbox is an important component that assists with your project's workflow. The inbox contains two types of messages, task messages and notification messages. It is important to note here that your E-planning inbox is in no way connected to your lotus notes E-mail account. Inside of your E-planning inbox, task messages are indicated by an icon that resembles a notepad with a green check on it. Task messages inform you of an action that you are required to perform and provide a deadline for that particular task. In most cases, you will be required to acknowledge the task message, complete an action, and then return to the message to finish it before receiving additional tasks. The primary options available to you when working with task messages inside your inbox are accept, forward, delegate, repeat, and close.

Now that we know more about task messages, let us examine notification messages. Notification messages are indicated by a little red flag. These messages simply let you know when a specific action has occurred with one of your E-planning projects. Once you have read the notification message, you can simply delete it from your E-planning inbox.

Now that we know more about task and notification messages as well as their purpose, you should feel comfortable watching as I work with a few of these tasks for the project that I've just created. Because I have chosen to create an EA, one of the first task messages that I received as it relates to this project is to get the affected resource form. As the affected resource form is an optional form

3_ePlg_Start_Project_Workflow_Inbox_edit

in the NEPA process, I will exclude from this presentation the detailed instructions for retrieving it and instead will focus on retrieving the VA form. Keep in mind however that the procedures for retrieving both of these documents are similar. Watch as I navigate to my E-planning inbox and select the task get EA template. Once I have opened the message by double clicking on it, I will accept the task by clicking on the accept button in the lower right corner. After clicking accept, I will click on the close tab. I have now acknowledged or accepted the task, and after I copy the EA template I'll return to the inbox where I'll demonstrate how to finish this task.