

Before I actually locate and copy the EA template, let me recap what I've done so far. First, I initiated a workflow for my project that in turn sent a task message to my E-planning inbox instructing me to get the EA template. In order to select and copy the correct template, I must first navigate to the asset library. If you recall from earlier E-planning training modules, the asset library is located inside the navigation pane and contains many different types of documents. With that said, watch as I locate and copy the EA template. To begin, inside of the navigation pane I'll select cabinets, asset library, document templates, standard templates, and I'll click on the folder for planning and NEPA document templates. After doing so, you'll notice that in the display pane I'll have a folder entitled EA. To open it up, I'll simply double click on it, and inside is the virtual document that I wish to copy. To copy this document I will right click on it, and from my context menu I will select the add to clipboard option. I have now successfully copied the EA template and must paste it into my project folder. In order to paste the EA template into the correct spot inside of my project, I'll need to navigate to my project subfolder entitled EA document. I will go to my subscriptions, find my particular project, and double click on it to get inside. Now you'll notice I have the folder that I'm looking for, EA document, I'll double click inside of it, and now to paste the template inside of this subfolder, from the menu bar I will select edit and paste. If the copy completed successfully, a new screen will appear entitled document copy notification. Click OK at the bottom of the screen. Now that I've completed the task of getting the EA template, I must return to the E-planning inbox to complete the task. I will go inside of my E-planning inbox and click on

the message get EA template. Now that it is complete, I will open it up and I'll select finish from the lower right-hand corner. It is important to note that finishing this task will initiate another task. For example, because I have chosen to create an EA, the next task message I'll receive in my E-planning inbox will be to author and review the EA. After I finished working with a few of my tasks in my inbox, we are at a point where our document, the EA is ready to have specific sections assigned to an individual team member for authoring. While the inbox mainly provides information about the project's workflow, assigned sections for the document are managed through the task assignments. This leads us to the fourth and final objective of this module, which is to assign a document authoring task.