



ePlanning – Back Office User Guide

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ePlanning – Back Office User Guide

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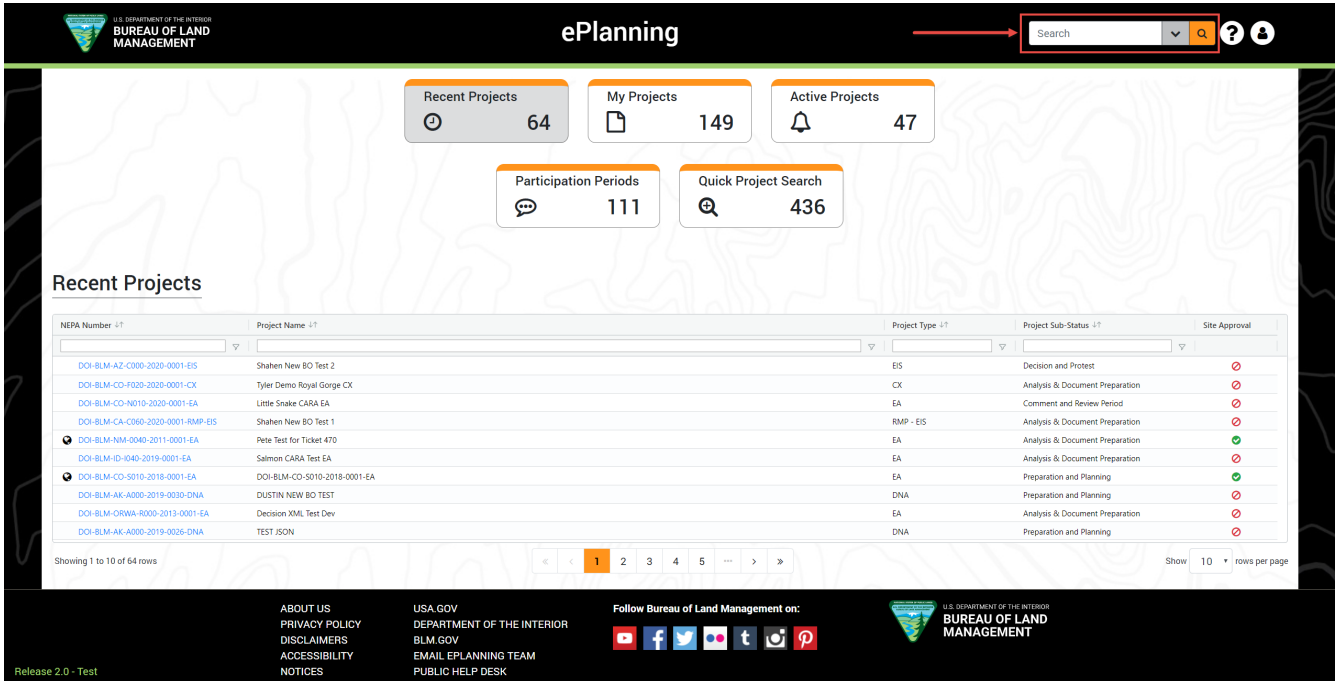
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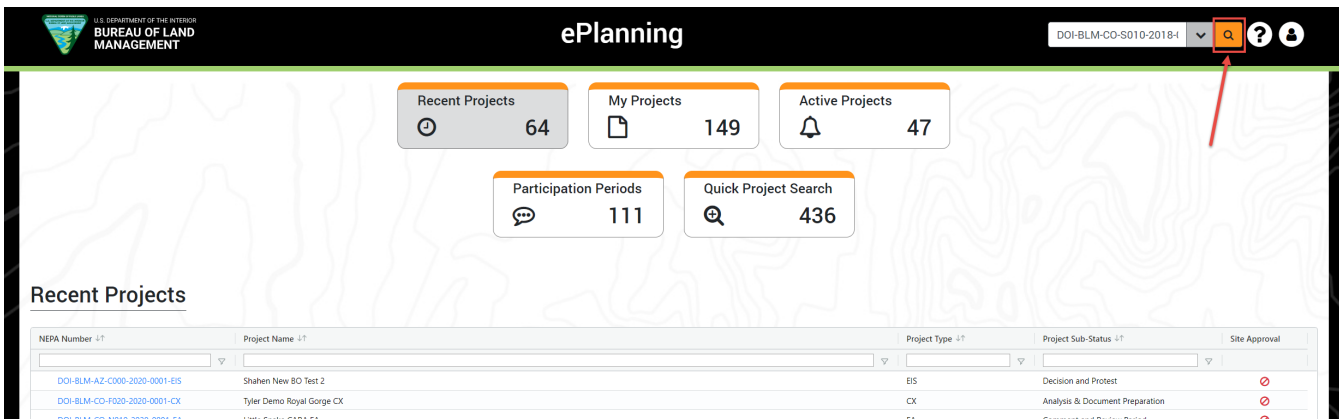
HEADER

How to use Simple Search to find Projects

1. Navigate to Back Office
2. Locate the Search bar in the website header



3. Enter a NEPA Number, Project Name, or any text that would exist within site pages
4. Once the desired search value is entered, hit enter on your keyboard or click the "Search" button



5. Your search results will be shown within a grid

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Search Results

[Download Results](#)

NEPA Number ↓↑	Project Type ↓↑	Project Name ↓↑	Lead Office ↓↑	Program ↓↑	Project Status ↓↑	Public Participation ↓↑	Decision Date ↓↑
DOI-BLM-CO-5010-2018-0001-EA	Environmental Assessment	DOI-BLM-CO-5010-2018-0001-EA	Tres Rios FO		Preparation and Planning	2	10/17/2017 10:06:53 MDT
DOI-BLM-CO-5010-2018-0001-EA	Environmental Assessment	DOI-BLM-CO-5010-2018-0001-EA	Tres Rios FO		Preparation and Planning	2	10/17/2017 10:06:53 MDT

Showing 1 to 2 of 2 rows

Navigation: < < 1 > >

Show 10 rows per page

How to use Advance Search to find Projects

1. Navigate to Back Office
2. Locate and click the Advanced Search button in the website header

Recent Projects

NEPA Number ↓↑	Project Name ↓↑	Project Type ↓↑	Project Sub-Status ↓↑	Site Approval
DOI-BLM-AZ-0000-2020-0001-EIS	Shahen New BO Test 2	EIS	Decision and Protect	⊘
DOI-BLM-CO-F020-2020-0001-CX	Tyler Demo Royal Gorge CX	CX	Analysis & Document Preparation	⊘
DOI-BLM-CO-N010-2020-0001-EA	Little Snake CLRA EA	EA	Comment and Review Period	⊘
DOI-BLM-CA-0060-2020-0001-RMP-ES	Shahen New BO Test 1	RMP - ES	Analysis & Document Preparation	⊘
DOI-BLM-AN-0040-2011-0001-EA	Pete Test for Ticker 470	EA	Analysis & Document Preparation	⊘
DOI-BLM-ID-0040-2019-0001-EA	Salmon CARA Test EA	EA	Analysis & Document Preparation	⊘
DOI-BLM-CO-5010-2018-0001-EA	DOI-BLM-CO-5010-2018-0001-EA	EA	Preparation and Planning	⊘
DOI-BLM-AK-4000-2019-0003-DNA	DUSTIN NEW BO TEST	DNA	Preparation and Planning	⊘
DOI-BLM-ORWA-0000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘
DOI-BLM-AK-4000-2019-0003-DNA	TEST JS0N	DNA	Preparation and Planning	⊘

Showing 1 to 10 of 64 rows

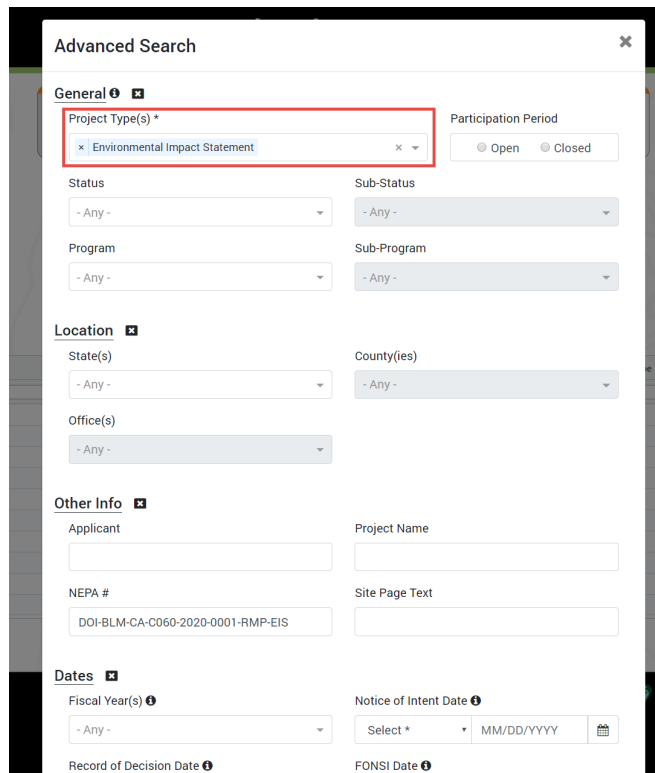
Navigation: < < 1 2 3 4 5 ... > >

Show 10 rows per page

3. Select at least one Project Type.

Note: Selecting at least one project type is required before search. The “Search” button will be disabled until a selection is made

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Advanced Search

General

Project Type(s) *
x Environmental Impact Statement x

Participation Period
 Open Closed

Status
- Any -

Sub-Status
- Any -

Program
- Any -

Sub-Program
- Any -

Location

State(s)
- Any -

County(ies)
- Any -

Office(s)
- Any -

Other Info

Applicant
[Text Field]

Project Name
[Text Field]

NEPA #
DOI-BLM-CA-C060-2020-0001-RMP-EIS

Site Page Text
[Text Field]

Dates

Fiscal Year(s)
- Any -

Notice of Intent Date
Select * MM/DD/YYYY [Calendar Icon]

Record of Decision Date

FONSI Date

4. Select or enter any other desired search values
5. Once the desired search values are entered, scroll to the bottom of the page and click the “Search” button



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Environmental Impact Statement [x] [Close] [Open]

Status: - Any - Sub-Status: - Any -

Program: - Any - Sub-Program: - Any -

Location [x]

State(s): - Any - County(ies): - Any -

Office(s): - Any -

Other Info [x]

Applicant: [] Project Name: []

NEPA #: DOI-BLM-CA-C060-2020-0001-RMP-EIS Site Page Text: []

Dates [x]

Fiscal Year(s): - Any - Notice of Intent Date: Select * MM/DD/YYYY []

Record of Decision Date: Select * MM/DD/YYYY [] FONSI Date: Select * MM/DD/YYYY []

[Clear] [Cancel] **Search** ←

6. Your search results will be displayed within a grid

Search Results

[Download Results](#)

NEPA Number	Project Type	Project Name	Lead Office	Program	Project Status	Public Participation	Decision Date
DOI-BLM-AZ-0000-2014-0001-EIS	Environmental Impact Statement	Jeff's Test NEPA EIS GIS Project 1	Arizona Strip DO		Withdrawn	0	
DOI-BLM-CO-5020-2014-0025-EIS	Environmental Impact Statement	GIS Test Maps	Columbine FO		Preparation and Planning	2	
DOI-BLM-CO-5020-2014-0025-EIS	Environmental Impact Statement	GIS Test Maps	Columbine FO		Preparation and Planning	2	
DOI-BLM-AZ-C000-2014-0001-EIS	Environmental Impact Statement	Jeff's Test NEPA EIS GIS Project 1	Colorado River DO		Analysis & Document Preparation	2	
DOI-BLM-AZ-C000-2014-0001-EIS	Environmental Impact Statement	Jeff's Test NEPA EIS GIS Project 1	Colorado River DO		Analysis & Document Preparation	2	
DOI-BLM-CO-5070-2013-0001-EIS	Environmental Impact Statement	Test NEPA EIS Project for jeff	Canyon of the Ancients NMON		Withdrawn	0	
DOI-BLM-CO-S940-2009-0003-EIS	Environmental Impact Statement	f0safa0sf	Dolores FO		Select a status	0	
DOI-BLM-CO-5020-1981-0001-EIS	Environmental Impact Statement	Jeff's Columbine FO Legacy Site 1	Columbine FO		Select a status	0	
DOI-BLM-CO-F060-2004-0009-EIS	Environmental Impact Statement	PLSS layer EIS Legacy test	Del Norte FO		Analysis & Document Preparation	0	
DOI-BLM-AK-A010-2014-0001-EIS	Environmental Impact Statement	test eis	Anchorage FO		Withdrawn	0	

Showing 1 to 10 of 30 rows

« < 1 2 3 > »

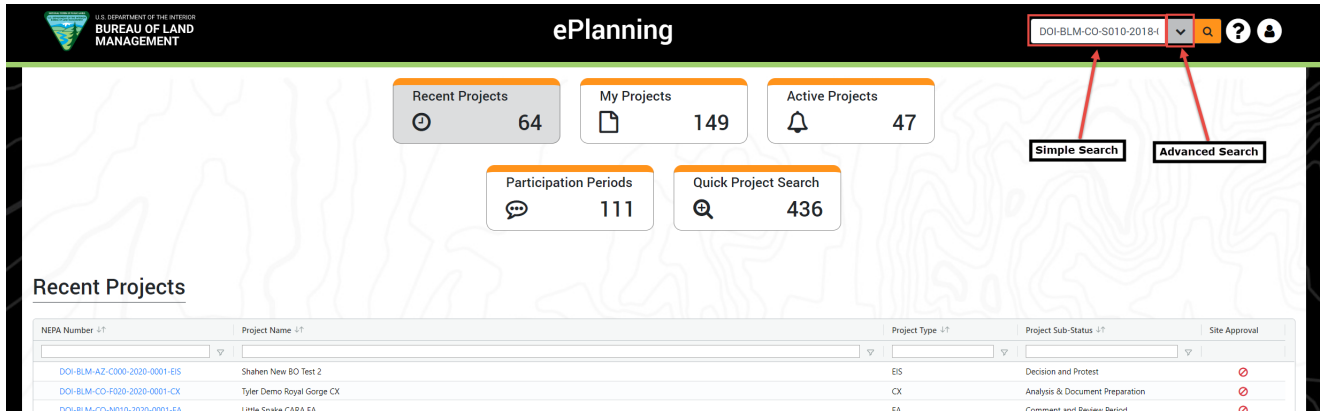
Show 10 rows per page



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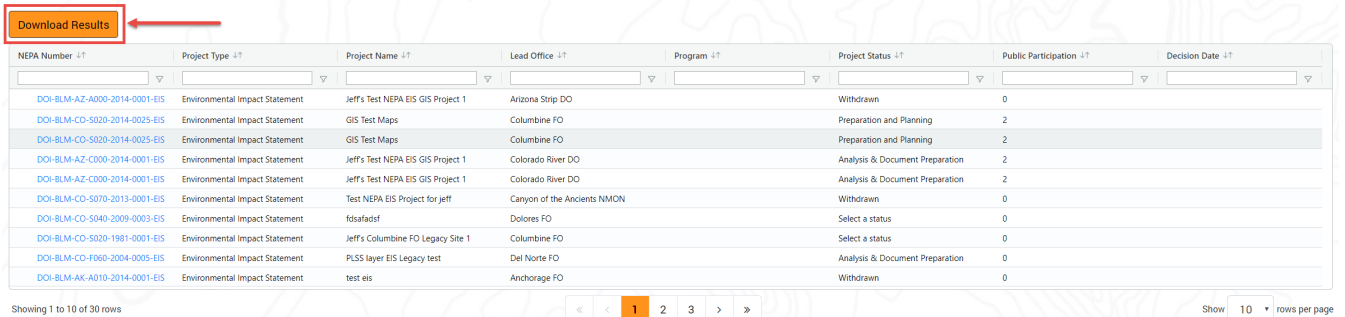
How to Download Search Results

1. Perform a project search using the Simple Search or Advanced Search. Refer to “How to use Advance Search to find Projects” & “How to use Simple Search Projects” sections for more information



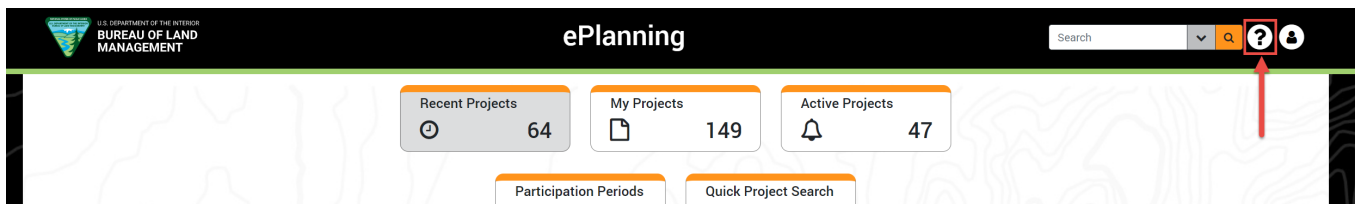
2. In the search results page, click the “Download Results” button.
 - a. **Note:** All search results will be downloaded as an Excel sheet into your local hard drive

Search Results



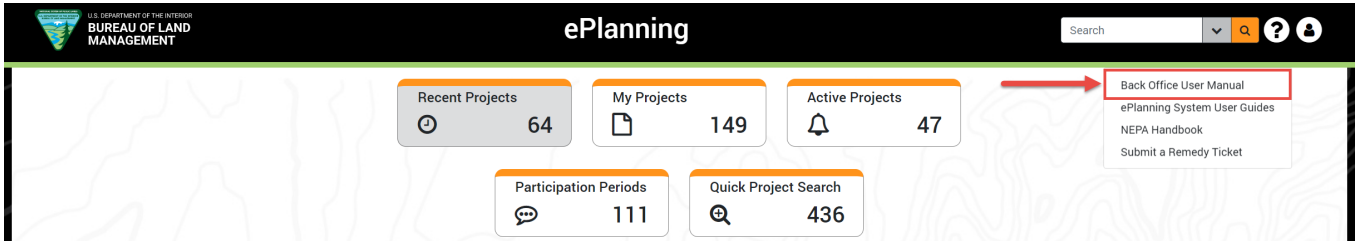
How to View Back Office User Manual

1. Locate the “Help” button within Back Office website header



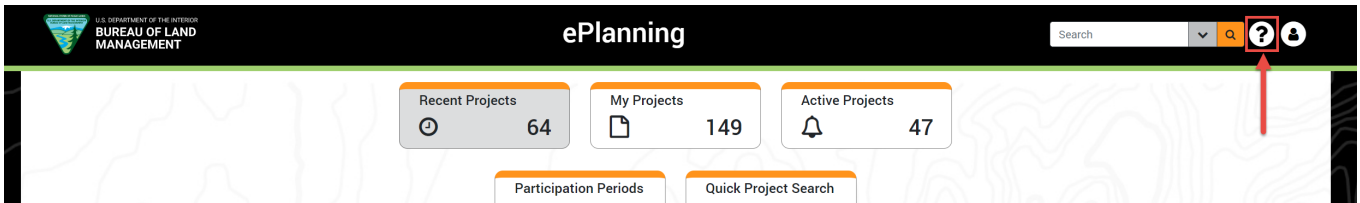
2. Click “Help” button to open the menu
3. Click “Back Office User Manual” to open the manual

ePlanning – Back Office User Guide

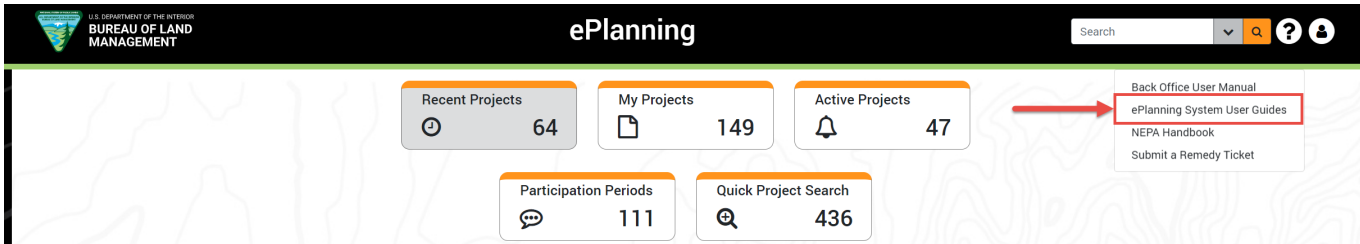


How to View ePlanning System User Guides

1. Locate the “Help” button within the Back Office website header

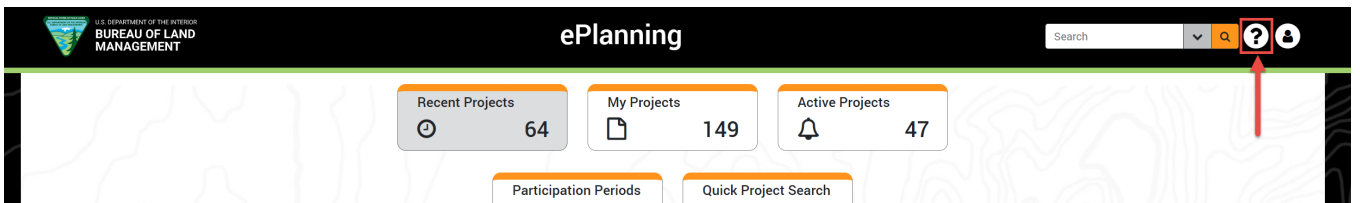


2. Click the “Help” button to open the menu
3. Click “ePlanning System User Guides” to open the system user guides



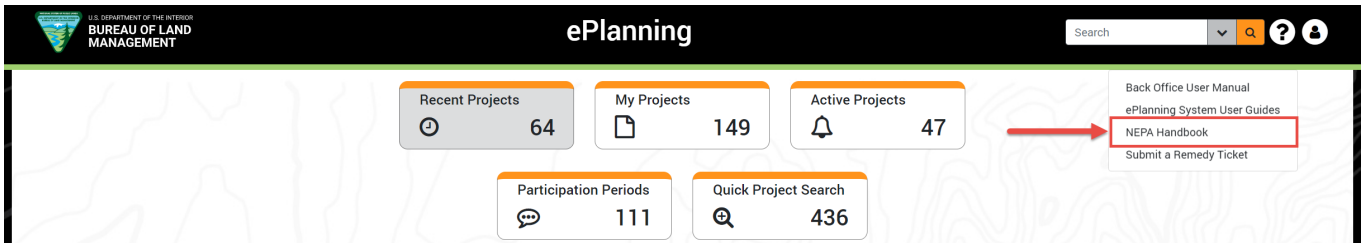
How to View NEPA Handbook

1. Locate the “Help” button within Back Office website header



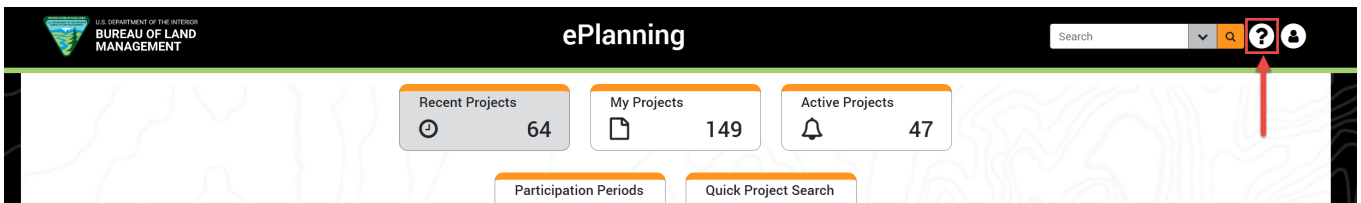
2. Click the “Help” button to open the menu
3. Click the “NEPA Handbook” to open the handbook

ePlanning – Back Office User Guide

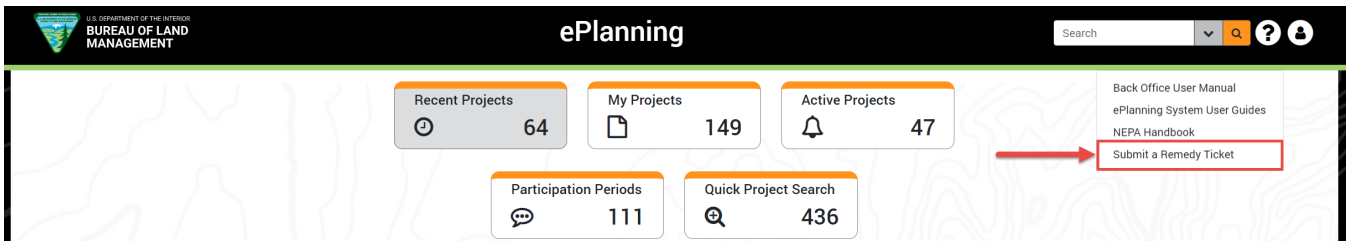


How to Submit a Remedy Ticket

1. Locate the “Help” button within Back Office website header

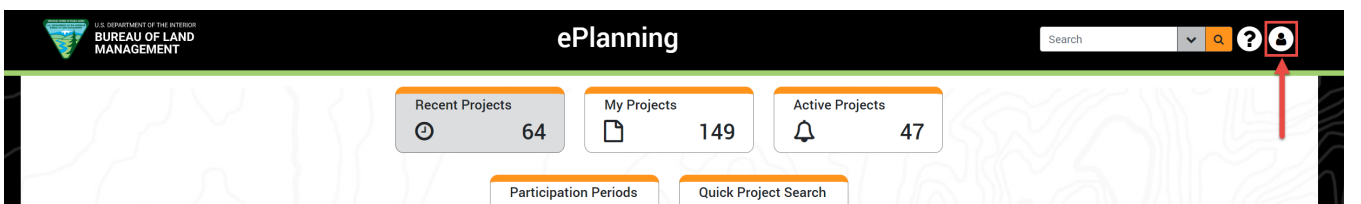


2. Click the “Help” button to open the menu
3. Click “Submit a Remedy Ticket” to open the Remedy application



How to Sign Out

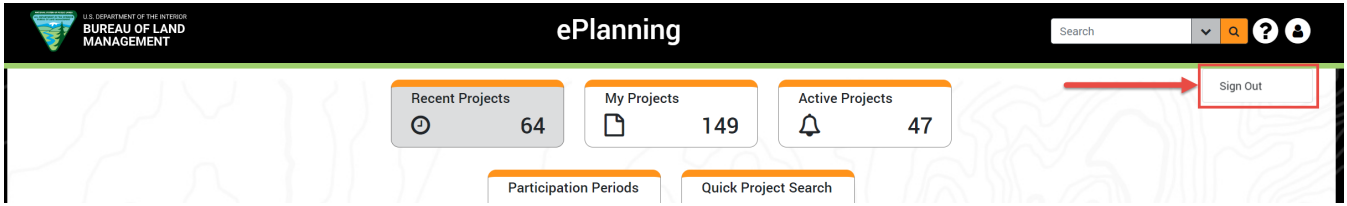
1. Locate “User” button within Back Office website header



2. Click the “User” button to open the menu
3. Click “Sign Out” to log out of the back office application



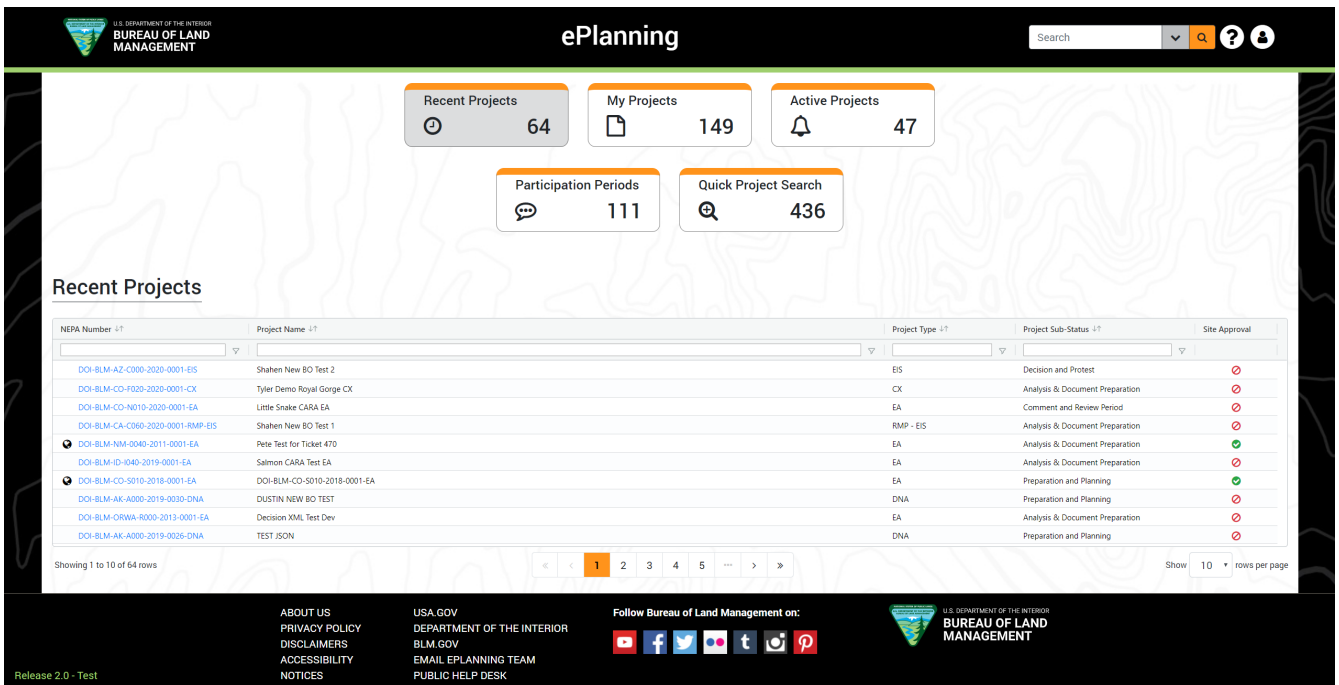
ePlanning – Back Office User Guide



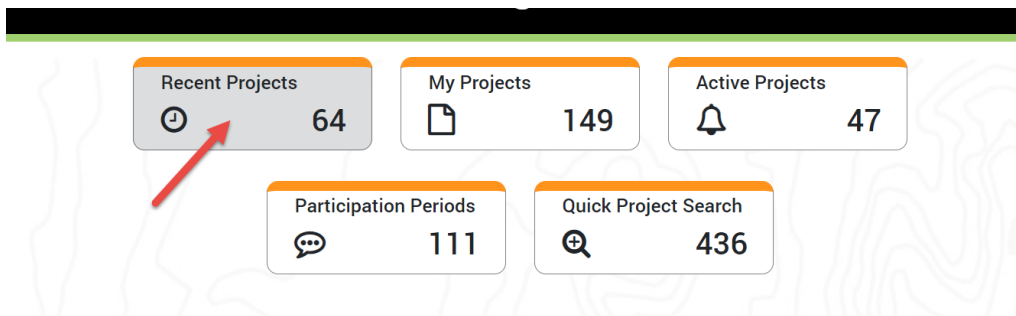
DASHBOARD

How to Navigate Between Dashboard Cards

1. Navigate to the Back Office Dashboard



2. Click on each dashboard card to navigate between them
 - a. **Note:** As you navigate between each card, the active card will be highlighted in grey to indicate the selection



ePlanning – Back Office User Guide

How to Search Dashboard Grids

1. Navigate to the Back Office Dashboard

The screenshot shows the ePlanning dashboard with the following statistics:

- Recent Projects: 64
- My Projects: 149
- Active Projects: 47
- Participation Periods: 111
- Quick Project Search: 436

Recent Projects Table:

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval
DOI-BLM-AZ-C000-2020-0001-EIS	Shahen New BO Test 2	EIS	Decision and Protest	⊘
DOI-BLM-CO-F020-2020-0001-CX	Tyler Demo Royal Gorge CX	CX	Analysis & Document Preparation	⊘
DOI-BLM-CO-N010-2020-0001-EA	Little Snake CARA EA	EA	Comment and Review Period	⊘
DOI-BLM-CA-C060-2020-0001-RMP-EIS	Shahen New BO Test 1	RMP - EIS	Analysis & Document Preparation	⊘
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	⊙
DOI-BLM-ID-I040-2019-0001-EA	Salmon CARA Test EA	EA	Analysis & Document Preparation	⊘
DOI-BLM-CD-S010-2018-0001-EA	DOI-BLM-CD-S010-2018-0001-EA	EA	Preparation and Planning	⊙
DOI-BLM-AK-A000-2019-0030-DNA	DUSTIN NEW BO TEST	DNA	Preparation and Planning	⊘
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘
DOI-BLM-AK-A000-2019-0028-DNA	TEST JSON	DNA	Preparation and Planning	⊘

2. Visit any dashboard card.
 - a. **Note:** Confirm projects are available in the grid for the selected card
3. Locate the text bar below each column header

The screenshot shows the 'My Projects' dashboard. The search bars under the 'NEPA Number', 'Project Name', 'Project Type', and 'Project Sub-Status' columns are highlighted with red boxes. The table below shows a list of projects:

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval
DOI-BLM-AZ-C000-2020-0001-EIS	Shahen New BO Test 2	EIS	Decision and Protest	⊘
DOI-BLM-CA-C060-2020-0001-RMP-EIS	Shahen New BO Test 1	RMP - EIS	Analysis & Document Preparation	⊘
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	⊙
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	⊙
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	⊙
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	⊙
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	⊘

4. Enter the desired search value in the text field
 - a. **Note:** A search will be performed automatically as soon you enter values



ePlanning – Back Office User Guide

Recent Projects
🕒 64

My Projects
📄 149

Active Projects
🔔 47

Participation Periods
💬 111

Quick Project Search
🔍 436

My Projects

Show Active Deleted All

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval
2011				
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0005-DNA	dfasdfasfasdf	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0005-DNA	dfasdfasfasdf	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0005-DNA	dfasdfasfasdf	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0005-DNA	dfasdfasfasdf	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0007-DNA	Test NEPA DNA Project	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-5020-2011-0007-DNA	Test NEPA DNA Project	DNA	Analysis & Document Preparation	🟢
DOI-BLM-CO-F000-2011-0001-CX	PIF 511790 Asset Push Test	CX	Analysis & Document Preparation	🔴

Showing 1 to 10 of 13 rows

How to Open a Project Site

1. Navigate to the Back Office Dashboard

ePlanning

🔍
?
👤

Recent Projects
🕒 64

My Projects
📄 149

Active Projects
🔔 47

Participation Periods
💬 111

Quick Project Search
🔍 436

Recent Projects

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval
DOI-BLM-AZ-C000-2020-0001-EIS	Shahen New BO Test 2	EIS	Decision and Protest	🔴
DOI-BLM-CO-F020-2020-0001-CX	Tyler Demo Royal Gorge CX	CX	Analysis & Document Preparation	🔴
DOI-BLM-CO-N010-2020-0001-EA	Little Snake CARA EA	EA	Comment and Review Period	🔴
DOI-BLM-CA-C060-2020-0001-RMP-EIS	Shahen New BO Test 1	RMP - EIS	Analysis & Document Preparation	🔴
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-ID-I040-2019-0001-EA	Salmon CARA Test EA	EA	Analysis & Document Preparation	🔴
DOI-BLM-CO-5010-2018-0001-EA	DOI-BLM-CO-5010-2018-0001-EA	EA	Preparation and Planning	🟢
DOI-BLM-AK-A000-2019-0030-DNA	DUSTIN NEW BO TEST	DNA	Preparation and Planning	🔴
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	🔴
DOI-BLM-AK-A000-2019-0026-DNA	TEST JSON	DNA	Preparation and Planning	🔴

Showing 1 to 10 of 64 rows

ABOUT US

PRIVACY POLICY

DISCLAIMERS

ACCESSIBILITY

NOTICES

USA.GOV

DEPARTMENT OF THE INTERIOR

BLM.GOV

EMAIL EPLANNING TEAM

PUBLIC HELP DESK

Follow Bureau of Land Management on:

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

2. Click on any dashboard card
 - a. **Note:** Confirm projects are available in the grid for the selected card
3. Locate the NEPA Number column and click on the NEPA Number link to open the project site



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Recent Projects
🕒 64

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🔔 47

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💬 111

Quick Project Search
🔍 436

My Projects

Show Active Deleted All

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval
DOI-BLM-AZ-C090-2020-0001-EIS	Shahen New BO Test 2	EIS	Decision and Protest	🔴
DOI-BLM-CA-C060-2020-0001-RMP-EIS	Shahen New BO Test 1	RMP - EIS	Analysis & Document Preparation	🔴
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-NM-0040-2011-0001-EA	Pete Test for Ticket 470	EA	Analysis & Document Preparation	🟢
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	🔴
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	🔴
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	🔴
DOI-BLM-ORWA-R000-2013-0001-EA	Decision XML Test Dev	EA	Analysis & Document Preparation	🔴

Showing 1 to 10 of 145 rows

How to use the Quick Project Search

1. Navigate to the Back Office and click “Quick Project Search”
2. Locate the five project search filters

Quick Project Search

Search by State Office Type Year Sub-Status

NEPA Number	Project Name	Project Type	Project Sub-Status	Site Approval

3. Select at least one value for a filter and click “Search”
 - a. **Note 1:** The Search button will be disabled until at least one filter value is selected
 - b. **Note 2:** The “Office” filter is disabled until a value for the “State” filter is selected
4. Search results will be displayed in the grid located below the filters
 - a. **Note:** This grid is empty until a search is performed

LEFT NAVIGATION

How to Add Site Pages

1. Navigate to the Back Office Dashboard and click on the project’s NEPA Number

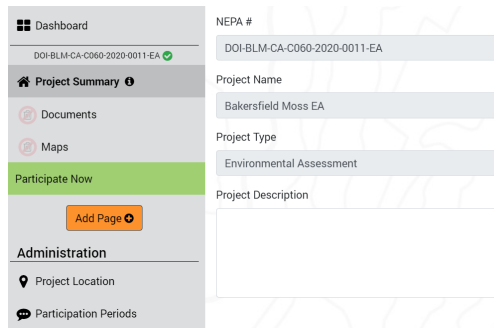
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My Projects

Show Active Deleted All

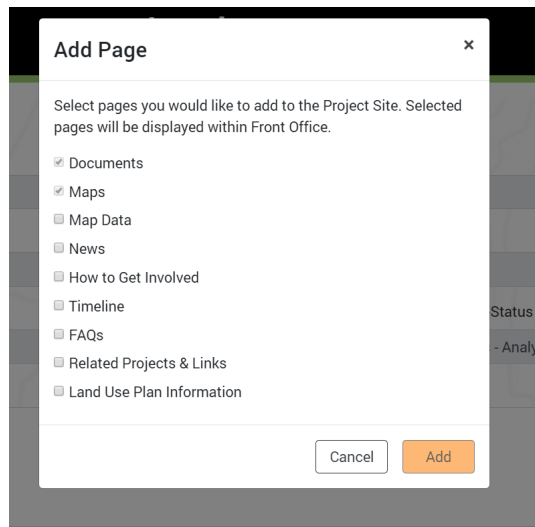
NEPA Number ↓↑	Project Name ↓↑
DOI-BLM-CA-C060-2020-0011-EA	Bakersfield Moss EA
DOI-BLM-NM-F020-2020-0001-EA	Taos EA
DOI-BLM-CA-N030-2020-0001-RMP-EIS	Tyler Not in CARA
DOI-BLM-CO-S030-2020-0001-EA	Tyler Demo EA 2192020

2. Locate and click the “Add Page” button within the left navigation



- a. **Note 1:** This “Add Page” button will be hidden if you have added all available pages to the project site
- b. **Note 2:** Furthermore, every project is now assigned a “Project Summary page” and which cannot be deleted

3. Multi-select or single select the desired page(s)



4. Click “Add” to add the selected page(s) to the project site

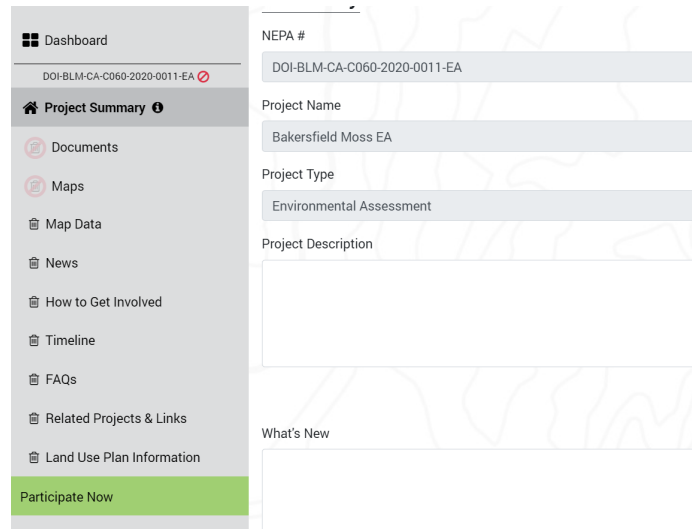
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How to Delete Site Pages

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number



2. Locate and click the “Recycle Bin” button next to the project’s site page
 - a. **Note:** The “Recycle Bin” button will be disabled for Documents & Maps pages if there are any open or closed Participation Periods present for these pages



3. A confirmation pop up is displayed; click “Delete” to remove the site page from the project
 - a. **Note:** Every project is now assigned with a “Project Summary page” and this page cannot be deleted

How to Minimize the Left Navigation pane

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number




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My Projects

Show Active Deleted All

NEPA Number ↓↑	Project Name ↓↑
DOI-BLM-CA-C060-2020-0011-EA	Bakersfield Moss EA
DOI-BLM-NM-F020-2020-0001-EA	Taos EA
DOI-BLM-CA-N030-2020-0001-RMP-EIS	Tyler Not in CARA
DOI-BLM-CO-S030-2020-0001-EA	Tyler Demo EA 2192020

2. Within the project site’s left navigation pane, locate the “hamburger” button () on the top right corner
3. Click the “hamburger” button to minimize the left navigation to open up more space for the project site pages

4. Once minimized, click the “hamburger” button again to expand the left navigation

PROJECT SUMMARY

How to Add Project Description Text

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number



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My Projects

Show Active Deleted All

NEPA Number ↓↑	Project Name ↓↑
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> DOI-BLM-CA-C060-2020-0011-EA	Bakersfield Moss EA
<input checked="" type="checkbox"/> DOI-BLM-NM-F020-2020-0001-EA	Taos EA
<input checked="" type="checkbox"/> DOI-BLM-CA-N030-2020-0001-RMP-EIS	Tyler Not in CARA
<input checked="" type="checkbox"/> DOI-BLM-CO-S030-2020-0001-EA	Tyler Demo EA 2192020

2. Navigate to the “Project Summary” page using the left navigation
3. Locate the “Project Description” field text box

Summary

NEPA #
DOI-BLM-CA-C060-2020-0011-EA

Project Name
Bakersfield Moss EA

Project Type: Environmental Assessment Status / Sub-Status: In Progress - Analysis & Document Preparation

Project Description

4. Add the desired text and click “Save”
 - a. **Note 1:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button
 - b. **Note 2:** If populated in D2, this field will display text from the “Project Purpose” field in D2

How to Edit or Delete Project Description Text

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

My Projects

Show Active Deleted All

NEPA Number ↓↑	Project Name ↓↑
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> DOI-BLM-CA-C060-2020-0011-EA	Bakersfield Moss EA
<input checked="" type="checkbox"/> DOI-BLM-NM-F020-2020-0001-EA	Taos EA
<input checked="" type="checkbox"/> DOI-BLM-CA-N030-2020-0001-RMP-EIS	Tyler Not in CARA
<input checked="" type="checkbox"/> DOI-BLM-CO-S030-2020-0001-EA	Tyler Demo EA 2192020

2. Navigate to the “Project Summary” from the left navigation pane
3. Locate the “Project Description” field text box



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- a. **Note:** Confirm that text is available to be edited or deleted
- 4. Click on the text box field and edit or delete text as desired

The screenshot shows a 'Summary' form with the following fields:

- NEPA #: DOI-BLM-CA-C060-2020-0011-EA
- Project Name: Bakersfield Moss EA
- Project Type: Environmental Assessment
- Status / Sub-Status: In Progress - Analysis & Document Preparation
- Project Description: (Empty text box)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

- 5. Once you have completed making changes, click “Save”
 - a. **Note 1:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button
 - b. **Note 2:** If populated in D2, this field will display text from the “Project Purpose” field in D2

How to Add What’s New Text

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Project Summary” page using the left navigation
3. Locate the “What’s New” field text box

This screenshot is identical to the previous one but includes an additional field:

- What's New: (Empty text box)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

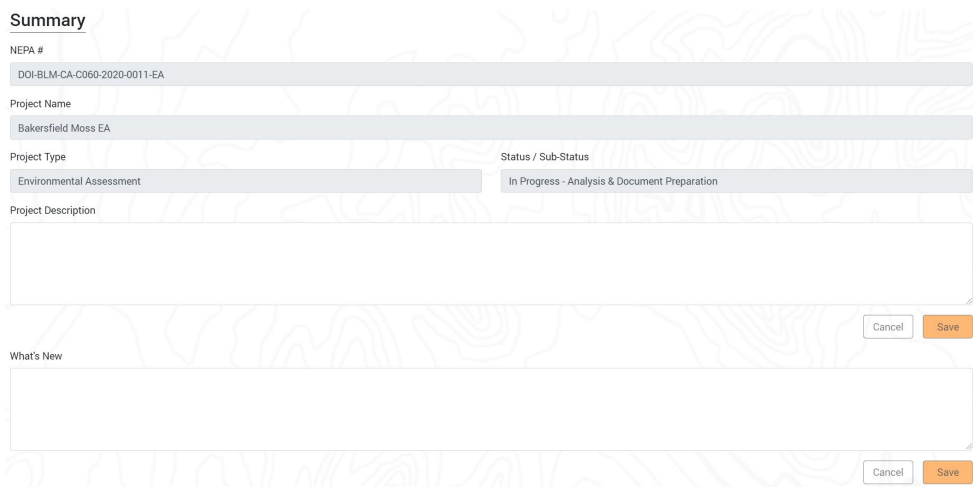
4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete What’s New Text

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

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2. Navigate to the “Project Summary” page using the left navigation pane
3. Locate the “What’s New” field text box
 - a. **Note:** Confirm text is available to be edited or deleted
4. Now click on the text box field and edit or delete text as desired



Summary

NEPA #
DOI-BLM-CA-C060-2020-0011-EA

Project Name
Bakersfield Moss EA

Project Type
Environmental Assessment

Status / Sub-Status
In Progress - Analysis & Document Preparation

Project Description

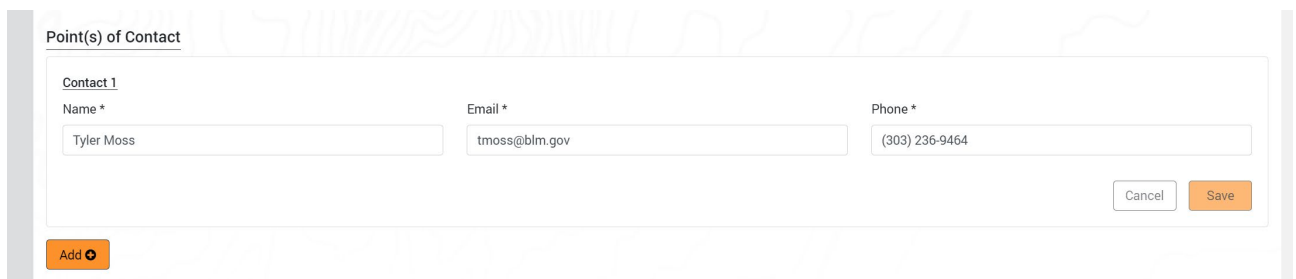
What's New

Buttons: Cancel, Save

5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button

How to Add Point of Contact(s)

1. Navigate to the Back Office Dashboard and click on a project NEPA Number
2. Navigate to the “Project Summary” page using the left navigation
3. Scroll down the page and locate the “Point of Contact(s)” section.



Point(s) of Contact

Contact 1						
<table border="0"> <tr> <td>Name *</td> <td>Email *</td> <td>Phone *</td> </tr> <tr> <td>Tyler Moss</td> <td>tmoss@blm.gov</td> <td>(303) 236-9464</td> </tr> </table>	Name *	Email *	Phone *	Tyler Moss	tmoss@blm.gov	(303) 236-9464
Name *	Email *	Phone *				
Tyler Moss	tmoss@blm.gov	(303) 236-9464				

Buttons: Cancel, Save

Add +

- a. **Note:** By default, the project creator will be automatically assigned as the POC “Contact 1”
4. Locate and click the “Add” button
5. Enter a new contact Name, Email, and Phone number (all three fields are required) and click “Save” to add the contact to the project
 - a. **Note 1:** A maximum of three contacts can be added to any given project site

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- b. **Note 2:** The “Add” button will disappear when three contacts have been added to the project

How to Delete Point of Contact(s)

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Project Summary” page using the left navigation
3. Scroll down the page and locate the “Point of Contact(s)” section
 - a. **Note 1:** By default, the project creator will be automatically assigned as the POC “Contact 1”
 - b. **Note 2:** The “Contact 1” can be updated but it can never be deleted
4. Locate Contact 2 or Contact 3 to be deleted
5. Locate the “Recycle Bin” button on the upper right corner of each Contact 2 and Contact 3

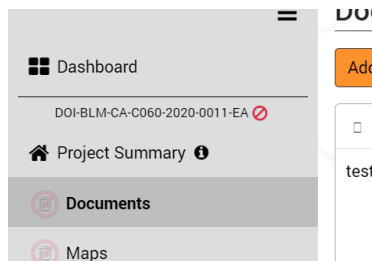


6. Click the “Recycle Bin” button
7. A confirmation window is displayed. Click “Delete” to remove the contact from the project site

DOCUMENTS

How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation.



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page

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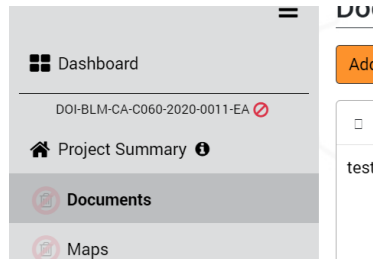
3. Locate the rich text editor box along with a toolbar



4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete Text from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Locate the rich text editor box along with a toolbar

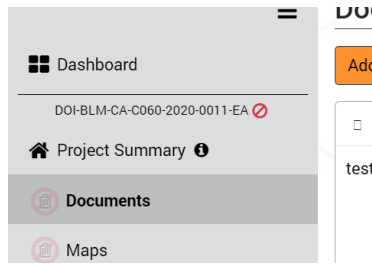


4. Now click on the rich text editor box and edit or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” if you want to discard any changes made before clicking the “Save” button

How to Add Images to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation

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- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
- 3. Locate the rich text editor box along with a toolbar



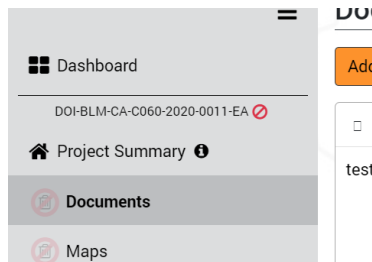
- 4. Locate and click the “Add Picture” button from the toolbar



- a. **Note:** The cursor needs to be situated at the location you would like to add the image
- 5. In the pop up window, click “Choose Files” button and locate the picture you would like to add
- 6. Once the file has been located, click “Open” to add the image to the description box

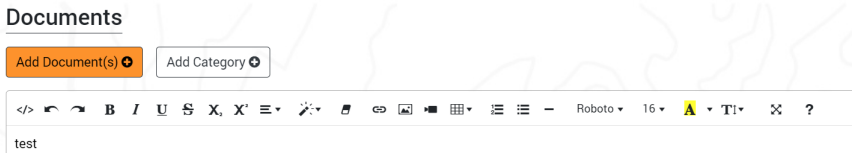
How to Delete Images from the Description

- 1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- 2. Navigate to the “Documents” page using the left navigation

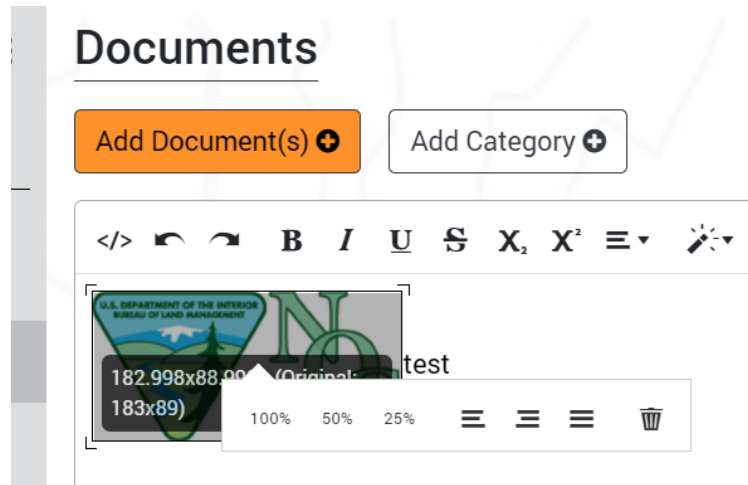


- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
- 3. Locate the rich text editor box along with a toolbar

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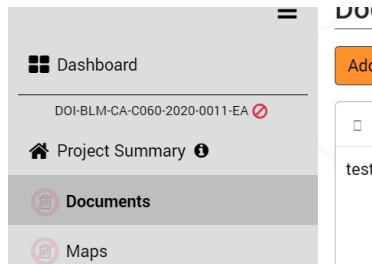
4. Locate and click on the image you would like to remove



5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor
 - a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pop up once the desired image is clicked

How to Add Document Categories

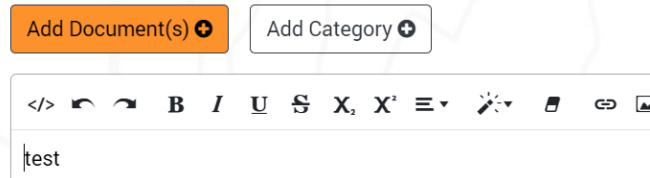
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



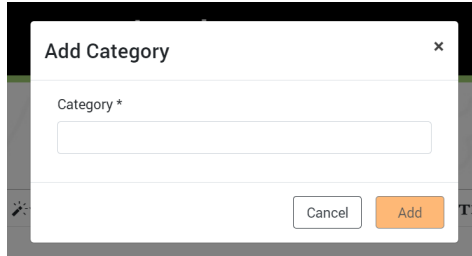
- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Locate and click the “Add Category” button

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Documents

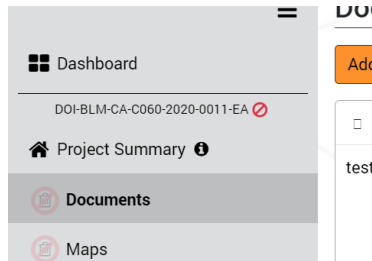


4. In the pop up window, enter the desired Category name and click “Add” button



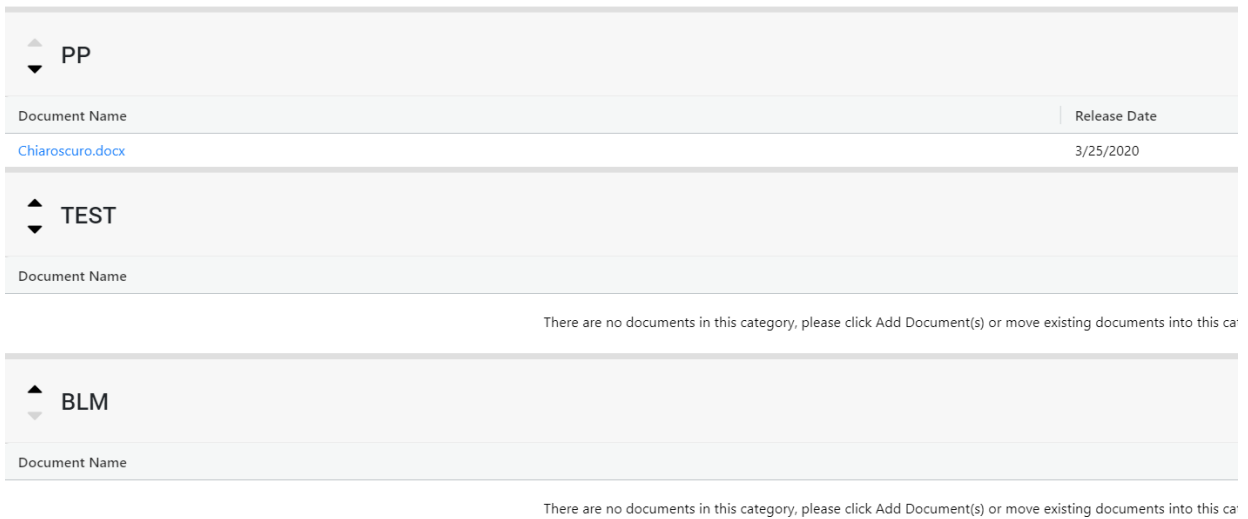
How to Delete Document Categories

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm document categories are present other than the “Default” category

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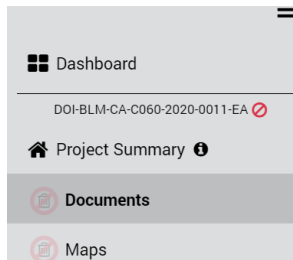
- a. **Note:** The “Default” document category can never be deleted while documents are present for the category. It can only be deleted by manually deleting all documents within the category
4. Locate and click the “Recycle Bin” button on the right hand side of the category header



5. In the pop up confirmation modal window, click the “Delete” button to remove the category from the Documents page

How to Add Documents

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation
 - a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page



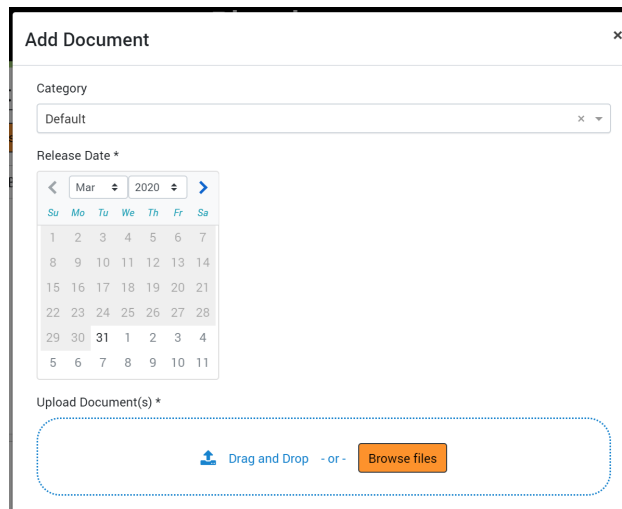
3. Locate and click the “Add Document(s)” button

Documents



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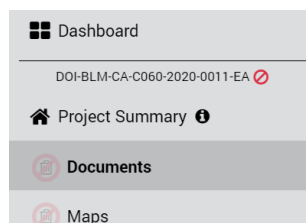
4. In the popup, select document “Category” and “Release Date” (required field).
 - a. **Note 1:** If you have already created document categories, you can select the category using the drop down menu OR you can leave the category field as-is and the uploaded document(s) will be added to the “Default” category
 - b. **Note 2:** If you would like to create a brand new category while adding documents, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name
5. You can upload documents via two methods
 - a. Method 1: Locate the desired document(s) from your local hard drive and drag and drop the files into the blue container area
 - b. Method 2: Click the “Browse files” button, locate the desired document(s) from your local hard drive, and click “Open”
 - i. **Note:** A red warning will be displayed if you try to upload duplicate documents (same file name and extension)



6. Confirm you have completed all above steps and now finally click the “Add” button to upload the file(s) into the specified category



How to Delete Documents

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation

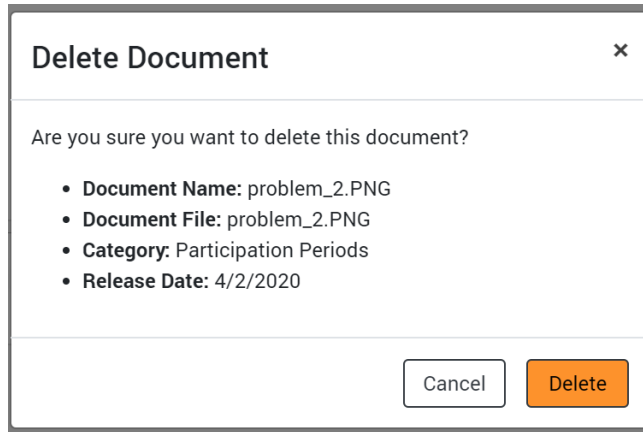


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- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document uploaded into the page
 - a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column
 - a. **Note:** The recycle bin button will be hidden if the document is associated with a participation period

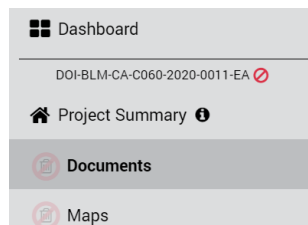
Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		 

5. In the pop up confirmation modal window, click the “Delete” button to remove the document from the site page



How to Open or Download Documents for Preview

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document uploaded into the page
 - a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)

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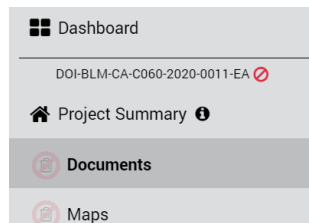
- Click on the desired document name link to download or preview the document

Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

- Note 1:** If PDF document, it will preview the document in a new browser tab, and you will have to manually click the download button within PDF preview to download into your local hard drive
- Note 2:** If Image document, it will preview the document in a new browser tab, and you will have to manually download the image into your local hard drive
- Note 3:** If Word, Excel, or any other document format, upon clicking the link, it will automatically download the document into your local hard drive

How to Edit the Document Name

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Documents” page using the left navigation

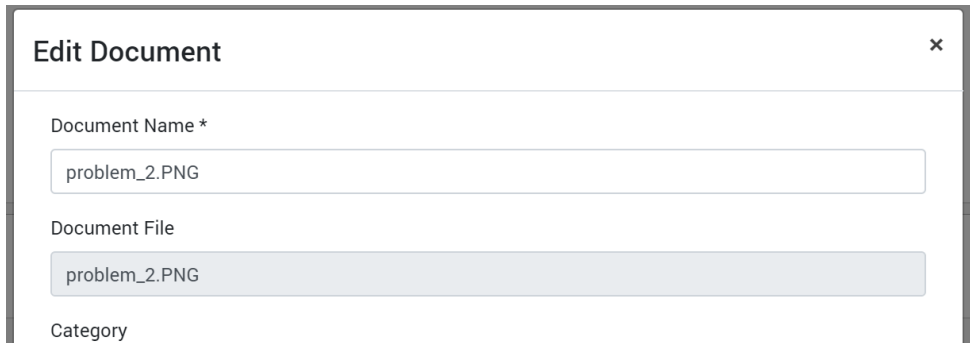


- Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
- Confirm you have at least one document uploaded into the page
 - Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
 - Locate and click the “Edit” button displayed within the [Actions] column

Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

- Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- In the popup, locate the “Document Name” text field and change the name as desired

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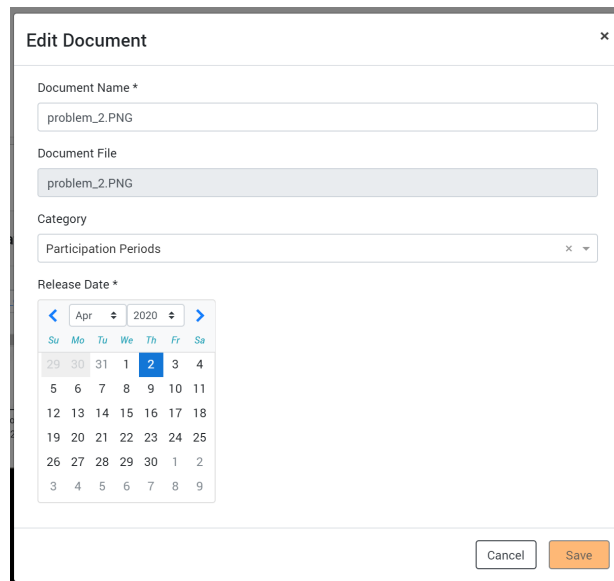
Edit Document [Close]

Document Name *

Document File

Category

6. Finally, click “Save” to save the new document name



Edit Document [Close]

Document Name *

Document File

Category

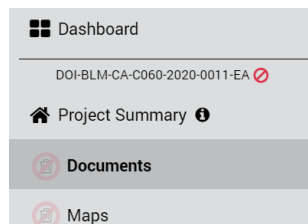
Release Date *

<	Apr	>	2020	<	>	
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

[Cancel] [Save]

How to Edit the Document Category Name

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



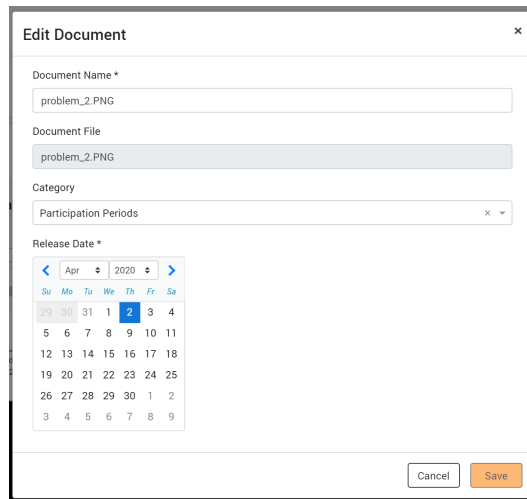
- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document category created
 - a. **Note:** If a document category does not exist, please follow the “How to Add Document Categories” guide to create a category(s)

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4. Locate and click the “Edit” button displayed on the header section of the category title

Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

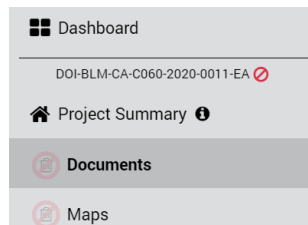
- Note 1:** The “Default” document category does not have a category title and it cannot be edited
 - Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, enter the new desired category name



6. Once the new category name has been entered, click “Save” to change the category name

How to Edit the Document Release Date

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



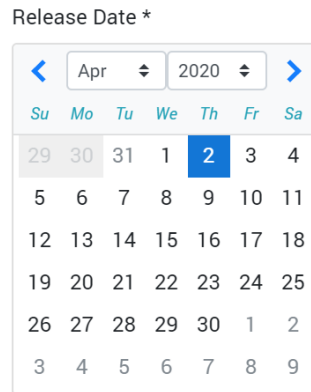
- Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document uploaded into the page
 - Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)

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4. Locate and click the “Edit” button displayed within the [Actions] column

Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

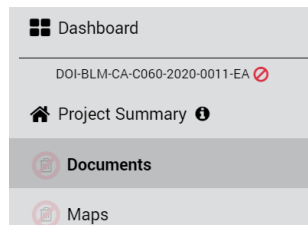
- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Release Date” calendar field and select the new desired release date



- a. **Note:** A date prior to the present date cannot be selected. A release date always has to be either the present day or a future date
6. Finally, click “Save” to save the new release date

How to Change the Document Category

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document uploaded into the page
 - a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
 4. Locate and click the “Edit” button displayed within the [Actions] column

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Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

- a. **Note:** The “Edit” button is hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Category” drop down field and select a new category

problem_2.PNG

Category

Participation Periods x ▲

- Add New Category -

Default

Participation Periods

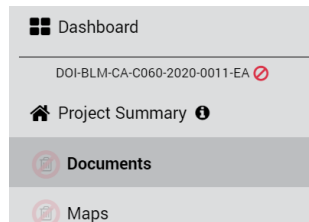
29 30 31 1 2 3 4

5 6 7 8 9 10 11

- a. **Note:** If you would like to create a category while editing, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name
6. Once the new category has been selected or entered, click “Save” to add the document into the new category

How to Change the Document Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least two documents uploaded into the same document category

Document Name	Release Date	Document Type	Participate	Actions
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	
problem_2.PNG	4/2/2020	Other		Edit Delete

- a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload documents

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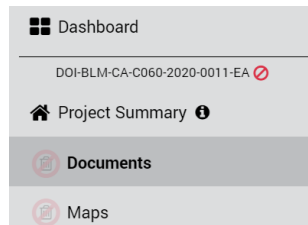
4. Now locate the dotted box button displayed on the left side of each Document
5. Click and drag this button (the document will be dragged along with it) into the new sort order and release the button

Document Name	Release Date	Document Type	Participate	Actions
problem_2.PNG	4/2/2020	Other		
XML_Document_Conversion_steps.docx	3/25/2020	Word	Comment Now!	

- a. **Note 1:** This “drag and drop” functionality only works within the same document category. You cannot drag and drop a document into a different category
- b. **Note 2:** If you would like to change the document category, please follow the “How to Change the Document Category” instructions

How to Change the Document Category Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation



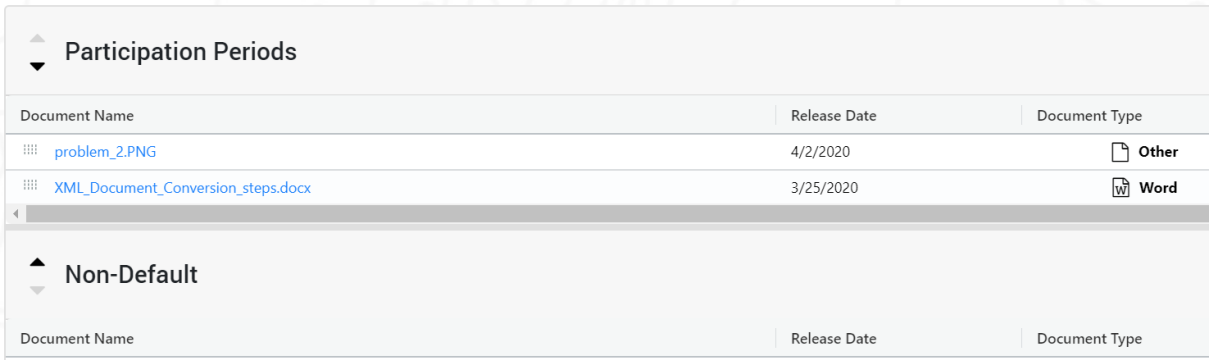
- a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least two non- “Default” document categories created

Participation Periods		
Document Name	Release Date	Document Type
problem_2.PNG	4/2/2020	Other
XML_Document_Conversion_steps.docx	3/25/2020	Word

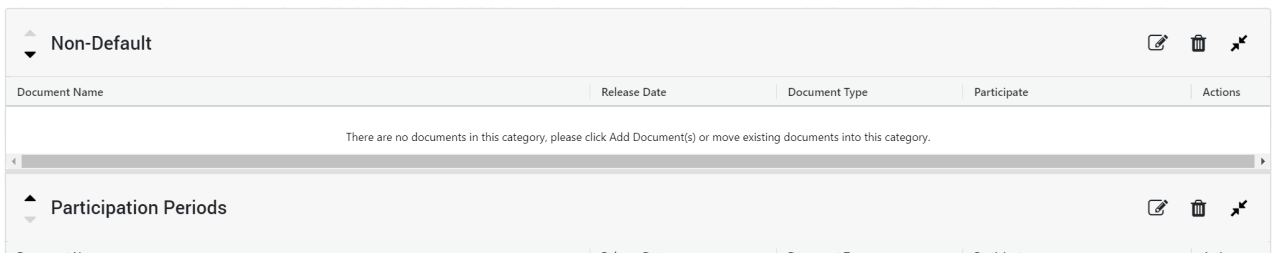
Non-Default		
Document Name	Release Date	Document Type

- a. **Note:** If categories don’t exist, please follow the “How to Add Document Categories” guide to create multiple categories
4. Now locate the up/down arrow buttons displayed on the left hand side of each Category Name

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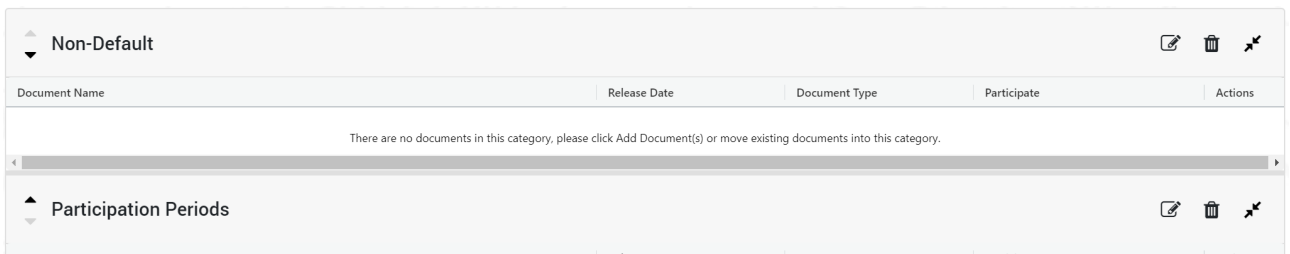
- a. **Note 1:** The “Default” category does not have a title for its category grid
- b. **Note 2:** The “Default” category is always pinned to the very top of categories and the “Default” category can never be moved up or down
5. Now click the desired up or down arrow depending on the direction you would like to move the category



6. Confirm the category is now displayed in the order you desired

How to Collapse or Expand Document Categories

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Documents” page using the left navigation
 - a. **Note:** If a “Documents” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page
3. Confirm you have at least one document category created

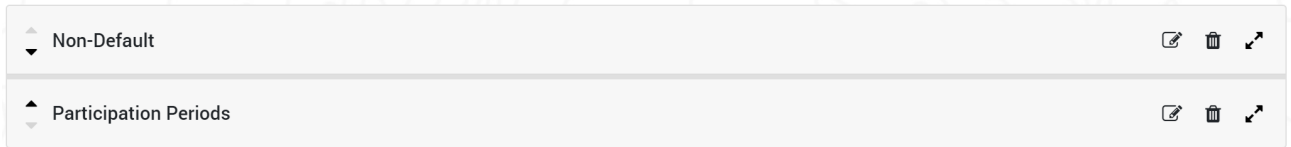


- a. **Note:** If categories don’t exist, please follow the “How to Add Document Categories” guide to create a category
4. Now locate the Expand/Collapse button displayed on the right hand side of the category header

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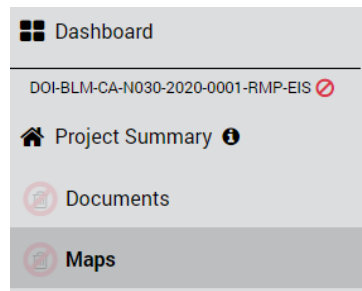
5. Now click this button to expand or collapse the category as desired



MAPS

How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation.



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Locate the rich text editor box along with a toolbar

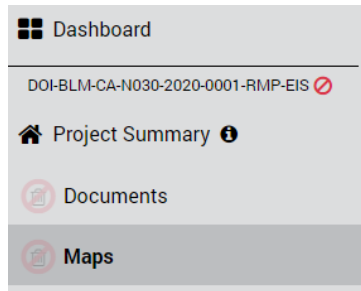


4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” if you want to discard any changes made before clicking “Save”

How to Edit or Delete Text from the Description

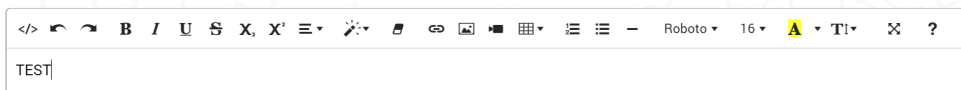
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation

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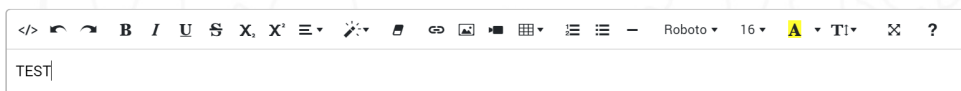


- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page

3. Locate the rich text editor box along with a toolbar
Maps



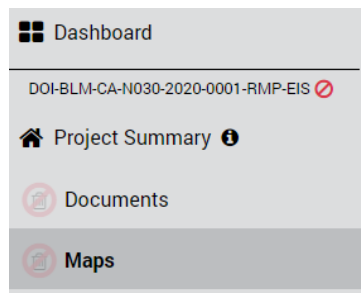
4. Now click on the rich text editor box and edit text or delete text as desired
Maps



5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Add Images to the Description

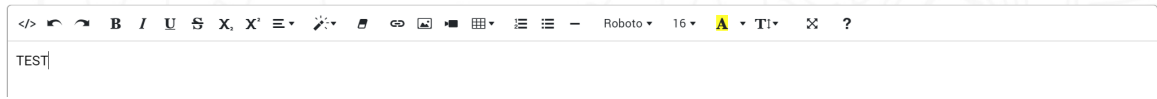
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



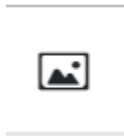
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Locate the rich text editor box along with a toolbar

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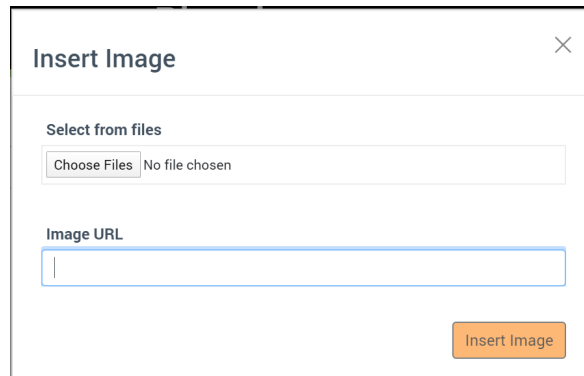
Maps



4. Locate and click the “Add Picture” button from the toolbar



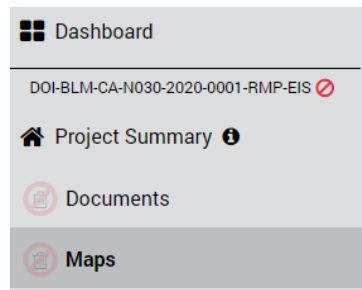
- a. **Note:** The cursor needs to be situated at the location you would like to add the image
5. In the modal window, click “Choose Files” button and locate the picture you would like to add



6. Once the file has been located, click “Open” to add the image to the description box

How to Delete Images from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation

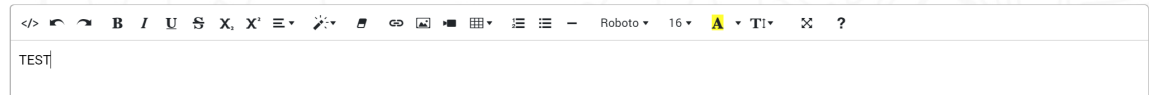


- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page

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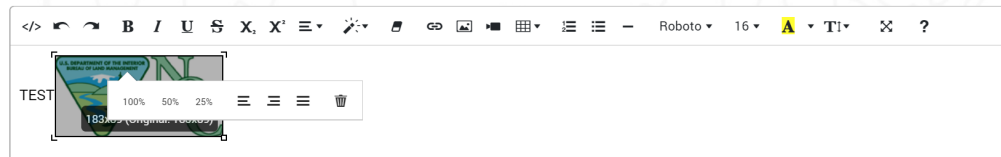
3. Locate the rich text editor box along with a toolbar

Maps

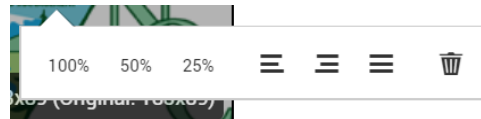


4. Locate and click on the image you would like to remove

Maps



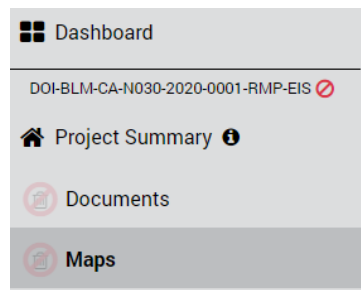
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box



- a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add Static Maps Categories

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Documents” page

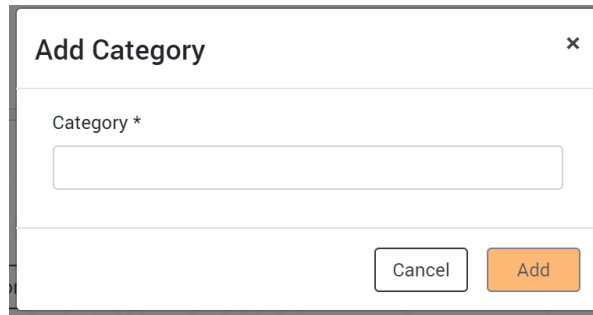
3. Locate and click the “Add Category” button

Static Maps



4. In the popup, enter the desired Category name and click “Add” button

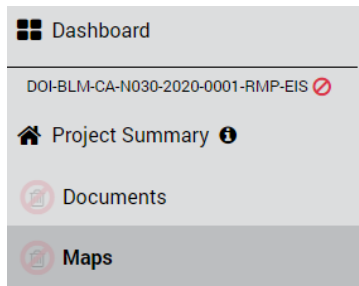
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The "Add Category" modal window contains a text input field labeled "Category *" and two buttons at the bottom: "Cancel" and "Add".

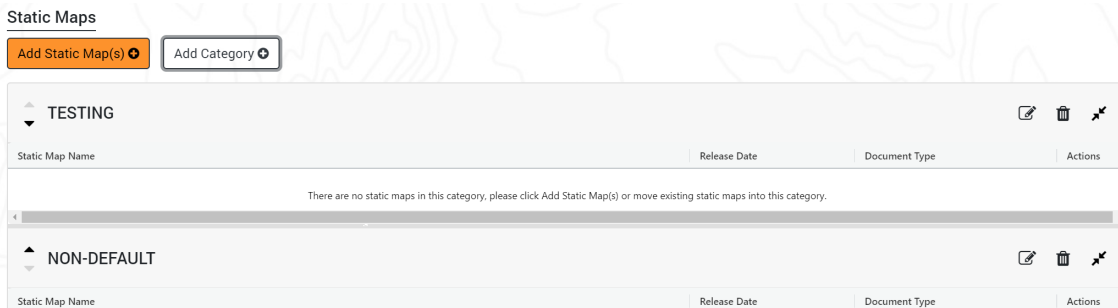
How to Delete Static Maps Categories

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



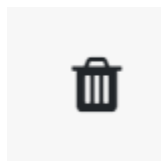
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page

3. Confirm document categories are present other than the “Default” category



- a. **Note:** The “Default” document category can never be deleted while static maps are present for the category. It can only be deleted by manually deleting all static maps within the category

4. Locate and click the “Recycle Bin” button on the right hand side of the category header

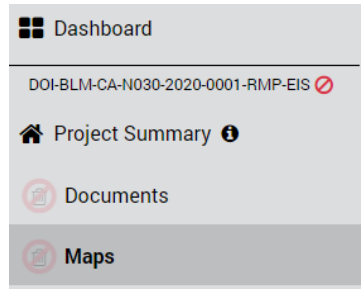


5. In the pop up confirmation modal window, click the “Delete” button to remove the category from the Maps page

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How to Add Static Maps

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation

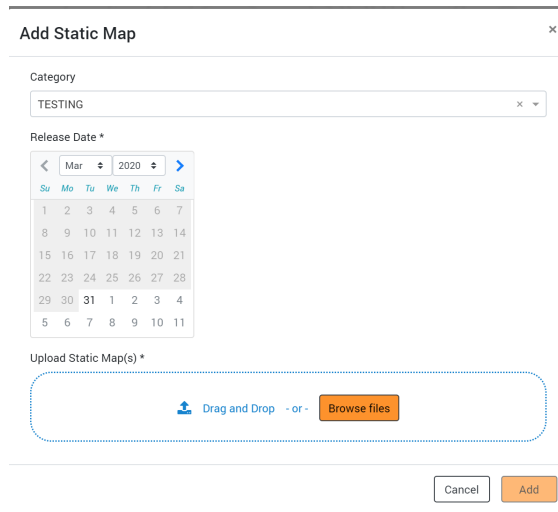


- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Locate and click the “Add Static Map(s)” button

Static Maps



4. In the popup, select document “Category” and “Release Date” (required field)



- a. **Note 1:** If you have already created static map categories, you can select the category using the drop down menu OR you can leave the category field as-is and the uploaded static map(s) will be added to the “Default” category
- b. **Note 2:** If you would like to create a brand new category while adding static maps, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name

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5. You can upload static maps via two methods

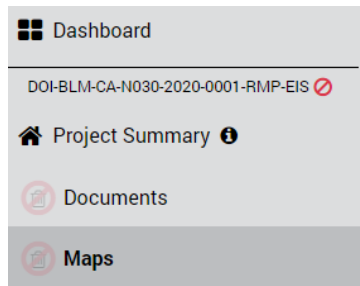
Upload Static Map(s) *



- a. Method 1: Locate the desired static map(s) from your local hard drive and drag and drop the files into the blue container area
 - b. Method 2: Click the “Browse files” button, locate the desired static map(s) from your local hard drive, and click “Open”
 - i. **Note:** A red warning will be displayed if you try to upload duplicate static maps (same file name and extension)
6. Confirm you have completed all above steps and now finally click the “Add” button to upload the file(s) into the specified category

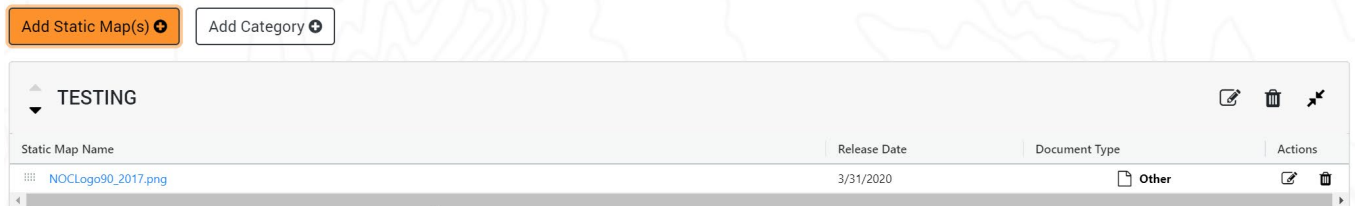
How to Delete Static Maps

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



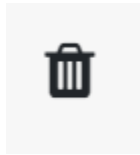
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map uploaded into the page

Static Maps



- a. **Note:** If static maps don’t exist, please follow the “How to Add Static Maps” guide to upload a static map(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column

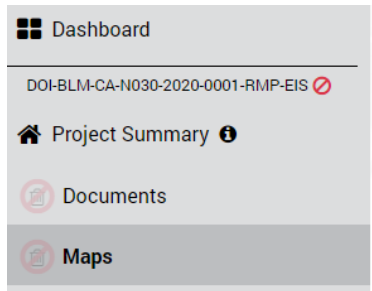
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5. In the pop up confirmation modal window, click the “Delete” button to remove the static map from the site page

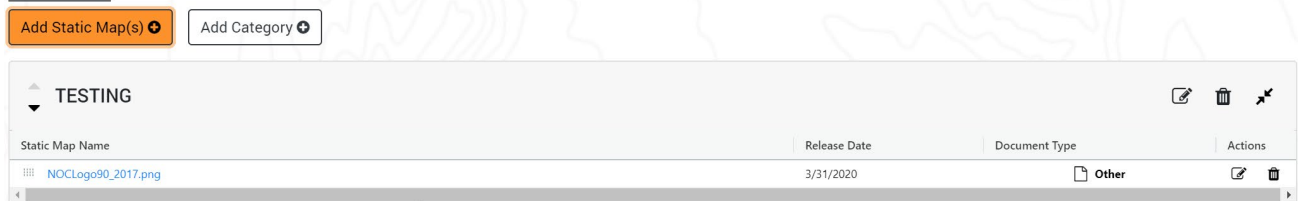
How to Open or Download Static Maps for Preview

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map uploaded into the page

Static Maps

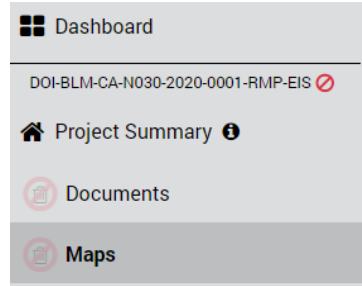


- a. **Note:** If static maps don’t exist, please follow the “How to Add Static Maps” guide to upload a static map(s)
4. Click on the desired static map name link to download or preview the static map
 - a. **Note 1:** If PDF document, it will preview the document in a new browser tab, and you will have to manually click the download button within PDF preview to download into your local hard drive
 - b. **Note 2:** If Image document, it will preview the document in a new browser tab, and you will have to manually download the image into your local hard drive
 - c. **Note 3:** If Word, Excel, or any other document format, upon clicking the link, it will automatically download the static map into your local hard drive

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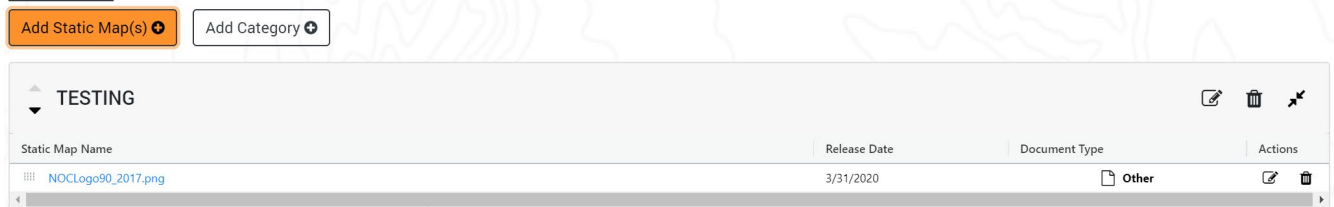
How to Edit a Static Map Name

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map uploaded into the page

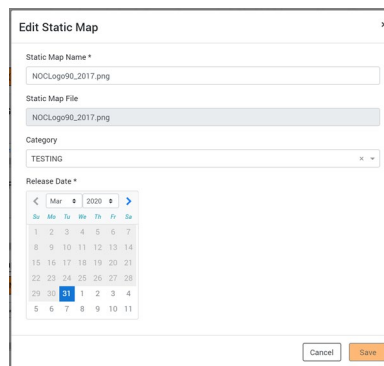
Static Maps



- a. **Note:** If static maps don’t exist, please follow the “How to Add Static Maps” guide to upload a static map(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Static Map Name” text field and change the name as desired

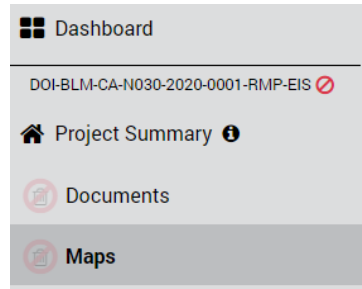


6. Finally, click “Save” to save the new static map name

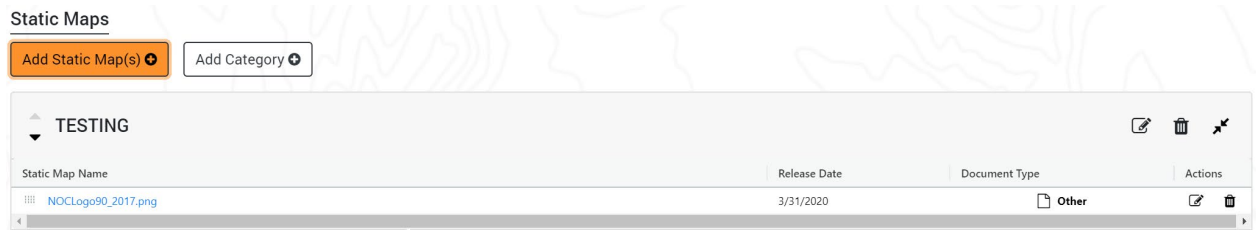
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How to Edit a Static Map Category Name

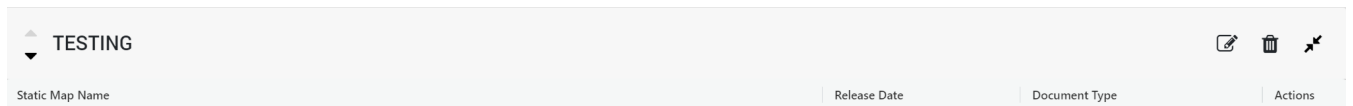
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation.



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map category created

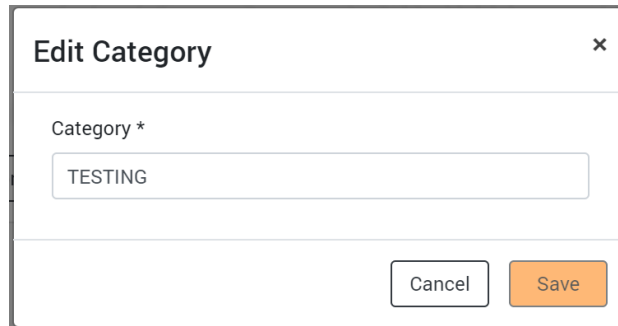


- a. **Note:** If a static map category does not exist, please follow the “How to Add Static Map Categories” guide to create a category(s)
4. Locate and click the “Edit” button displayed on the header section of the category title



- a. **Note 1:** The “Default” static map category does not have a category title and it cannot be edited
- b. **Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, enter the new desired category name

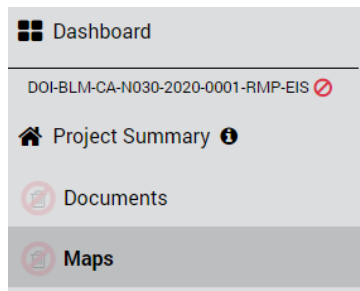
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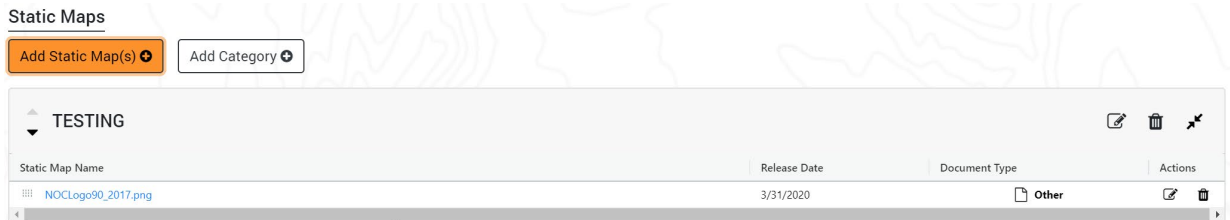
6. Once the new category name has been entered, click “Save” to change the category name

How to Edit a Static Map Release Date

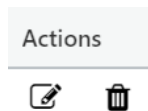
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map uploaded into the page



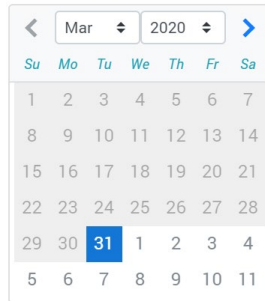
- a. **Note:** If static maps don’t exist, please follow the “How to Add Static Maps” guide to upload a static map(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Release Date” calendar field and select the new desired release date

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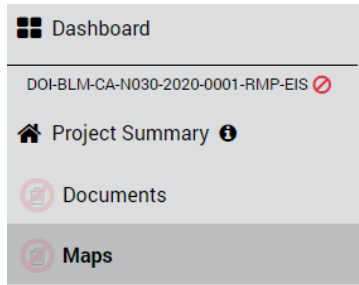
Release Date *



- a. **Note:** An older date to the present date cannot be selected. A release date always has to be either present day or a future date
- 6. Finally, click “Save” to save the new release date

How to Change a Static Map Category

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



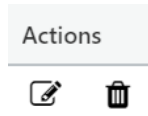
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
- 3. Confirm you have at least one static map uploaded into the page

Static Maps



Static Map Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]

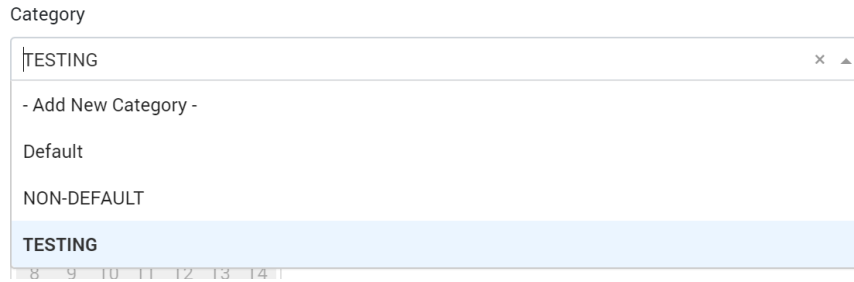
- a. **Note:** If a static map does not exist, please follow the “How to Add Static Maps” guide to upload a static map(s)
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

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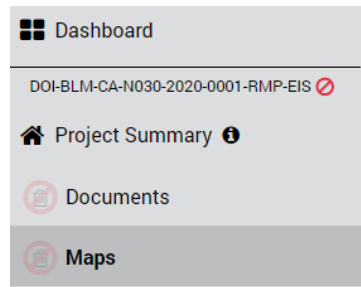
- In the popup, locate the “Category” drop down field and select the desired new category



- Note:** If you would like to create a brand new category while editing, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name
- Once the new category has been selected or entered, click “Save” to add the static map into the new category

How to Change the Static Map Sort Order

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Maps” page using the left navigation



- Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
- Confirm you have at least two static maps uploaded into the same static map category

TESTING			
Static Map Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

- Note:** If static maps do not exist, please follow the “How to Add Static Maps” guide to upload static maps
- Now locate the dotted box button displayed on the left hand side of each Static Map

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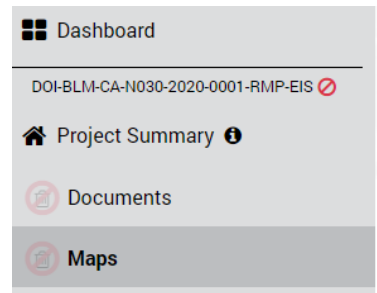
5. Click and drag this button (the static map will be dragged along with it) into the desired new sort order and release the button

TESTING			
Static Map Name	Release Date	Document Type	Actions
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]

- a. **Note 1:** This “drag and drop” functionally only works within the same static map category. You cannot drag and drop a static map into a different category
- b. **Note 2:** If you would like to change the static map category, please follow the “How to Change Static Map Category” instructions
6. Confirm the static map is now displayed in the order you desired

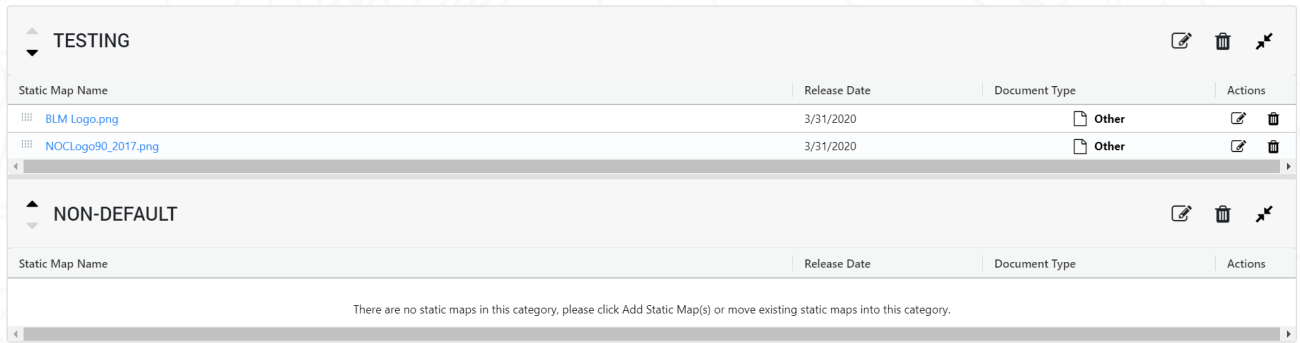
How to Change a Static Map Category Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation

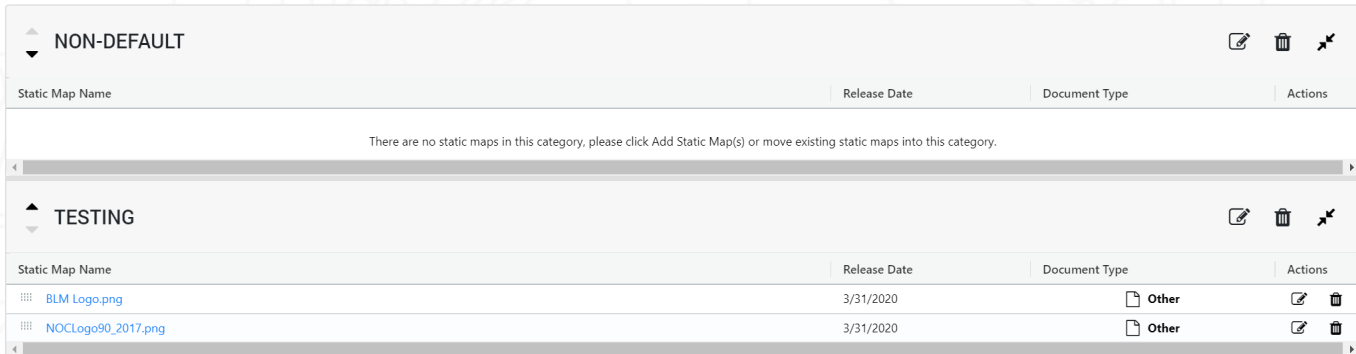


- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least two non- “Default” static map categories created

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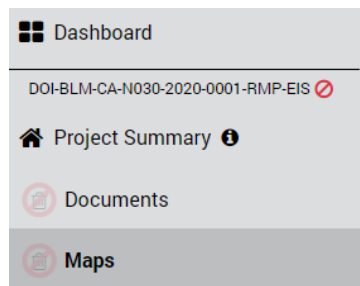
- a. **Note:** If categories do not exist, please follow the “How to Add Static Map Categories” guide to create multiple categories
4. Now locate the up/down arrow buttons displayed on the left hand side of each Category Name
 - a. **Note 1:** The “Default” category does not have a title for its category grid
 - b. **Note 2:** The “Default” category is always pinned to the very top of categories and the “Default” category can never be moved up or down
5. Now click the desired up or down arrow depending on the direction you would like to move the category



6. Confirm the category is now displayed in the order you desired

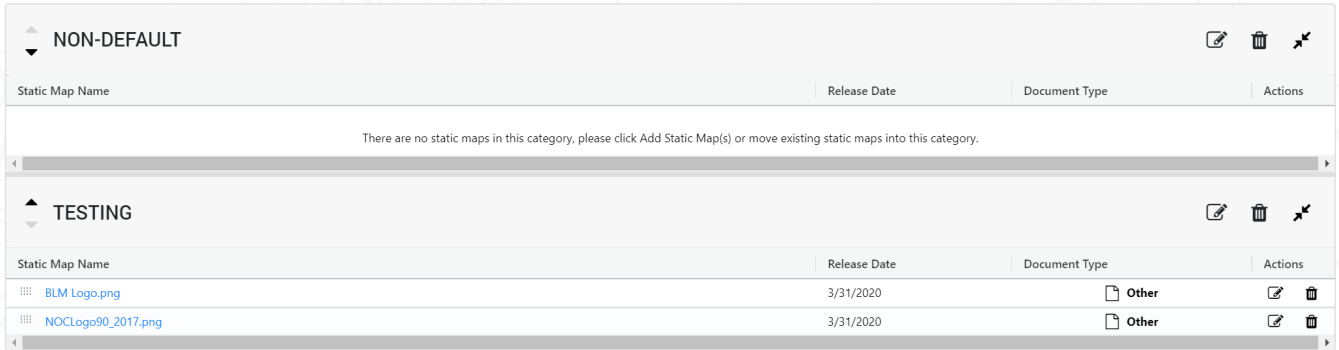
How to Collapse or Expand Static Map Categories

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



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- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one static map category created



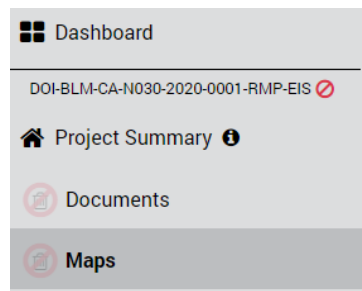
- a. **Note:** If categories do not exist, please follow the “How to Add Document Categories” guide to create a category
4. Now locate the Expand/Collapse button displayed on the right hand side of the category header



5. Now click this button to expand or collapse the category as desired

How to Add Interactive Map(s)

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



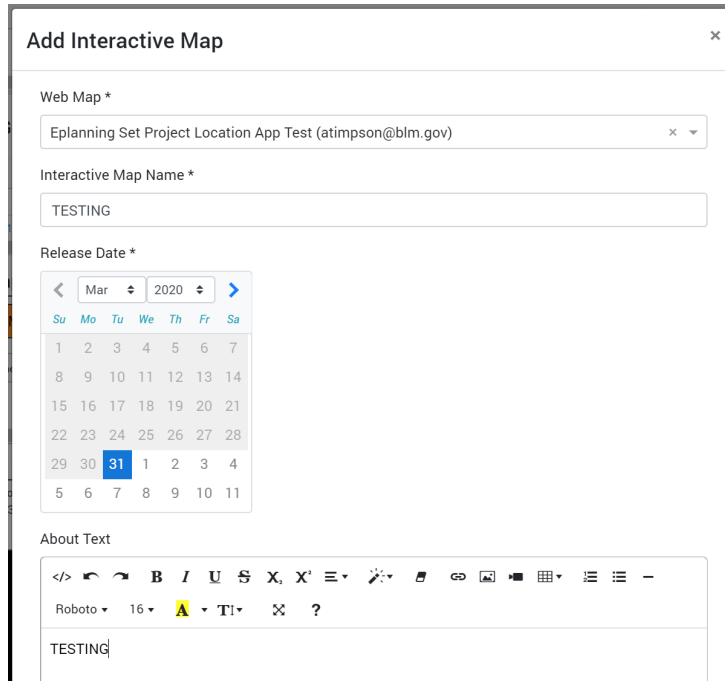
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Locate and click the “Add Interactive Map(s)” button

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Interactive Maps

Add Interactive Map(s) 

- In the popup, select the appropriate “Web Map” from the dropdown

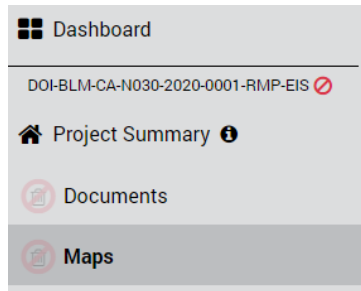


- Note:** Only the web maps that are created in GIS Portal with the tag “ePlanning” will appear here
- Enter an “Interactive Map Name” and “Release Date” (required field)
 - Enter an “About Text” (optional field) if desired
 - Note:** When opening the GIS map, the entered text in this field will appear as the welcome modal message
 - Confirm you have completed all above steps and now finally click the “Add” button to upload the interactive map

How to Delete an Interactive Map

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Maps” page using the left navigation



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- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one interactive map uploaded into the page

Interactive Maps



Interactive Map Name	Release Date	Actions
TESTING	3/31/2020	 
TESTING 2	3/31/2020	 

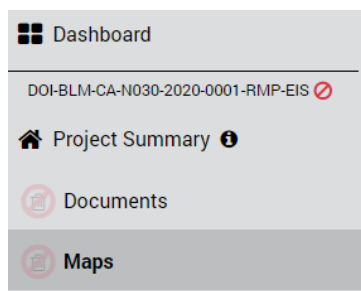
- a. **Note:** If interactive maps do not exist, please follow the “How to Add Interactive Map(s)” guide to upload an interactive map(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column



- a. **Note:** The recycle bin button will be hidden if the interactive map is associated with a participation period
5. In the pop up confirmation modal window, click the “Delete” button to remove the interactive map from the site page

How to Edit the Interactive Map Name

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



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- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
- 3. Confirm you have at least one interactive map uploaded into the page

Interactive Maps

Add Interactive Map(s) 

Interactive Map Name	Release Date	Actions
TESTING	3/31/2020	 
TESTING 2	3/31/2020	 

- a. **Note:** If interactive maps do not exist, please follow the “How to Add Interactive Map(s)” guide to upload an interactive map(s)
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note 1:** The edit button will be hidden if the interactive map is associated with a participation period
- b. **Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Interactive Map Name” text field and change the name as desired

Edit Interactive Map x

Web Map *

Eplanning Set Project Location App Test (atimpson@blm.gov)

Interactive Map Name *

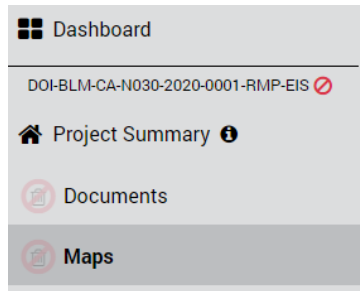
TESTING

- 6. Finally, click “Save” to save the new interactive map name

How to Edit the Interactive Map Release Date

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation





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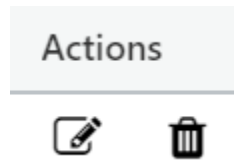
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one interactive map uploaded into the page

Interactive Maps

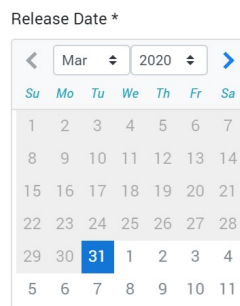


Interactive Map Name	Release Date	Actions
TESTING	3/31/2020	 
TESTING 2	3/31/2020	 

- a. **Note:** If interactive maps do not exist, please follow the “How to Add Interactive Map(s)” guide to upload an interactive map(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note 1:** The edit button will be hidden if the interactive map is associated with a participation period
- b. **Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Release Date” calendar field and select the new desired release date

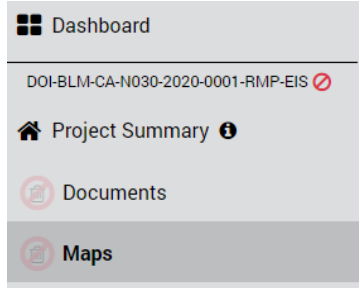


- a. **Note:** An older date to the present date cannot be selected. A release date always has to be either present day or a future date
6. Finally, click “Save” to save the new release date

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How to Edit the Interactive Map About Text

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



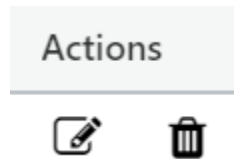
- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one interactive map uploaded into the page

Interactive Maps

[Add Interactive Map\(s\)](#)

Interactive Map Name	Release Date	Actions
TESTING	3/31/2020	 
TESTING 2	3/31/2020	 

- a. **Note:** If interactive maps do not exist, please follow the “How to Add Interactive Map(s)” guide to upload an interactive map(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note 1:** The edit button will be hidden if the interactive map is associated with a participation period
 - b. **Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “About Text” field and add or change text as desired

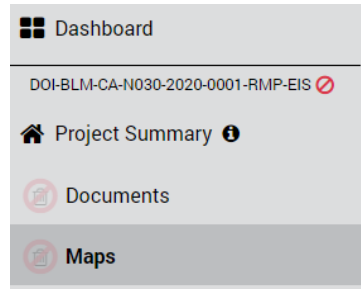


- a. **Note:** When opening the GIS map, the entered text in this field will appear as the welcome modal message
6. Finally, click “Save” to save the new about text

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How to Open the Interactive Map

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Maps” page using the left navigation



- a. **Note:** If a “Maps” page does not exist, follow the “How to Add Site Pages” instructions to add the “Maps” page
3. Confirm you have at least one interactive map uploaded into the page

Interactive Maps

[Add Interactive Map\(s\)](#) 

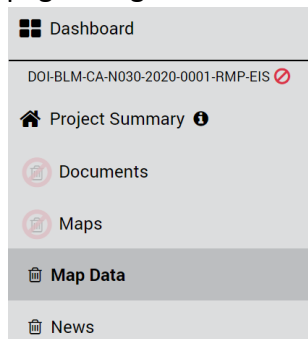
Interactive Map Name	Release Date	Actions
TESTING	3/31/2020	 
TESTING 2	3/31/2020	 

- a. **Note:** If interactive maps do not exist, please follow the “How to Add Interactive Map(s)” guide to upload an interactive map(s)
4. Locate and click the desired interactive map name link
5. The interactive map will be opened in a separate browser tab

MAP DATA

How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation

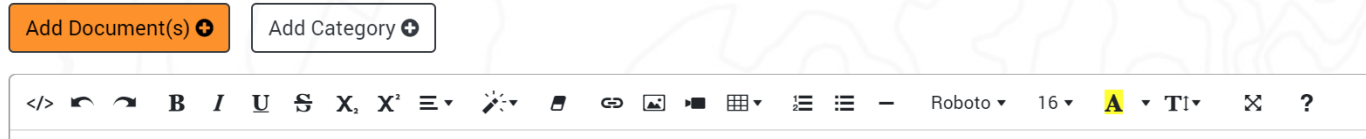


- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page

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3. Locate the rich text editor box along with a toolbar

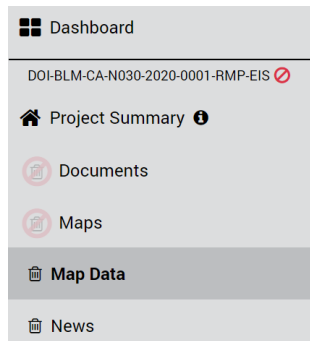
Map Data



4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

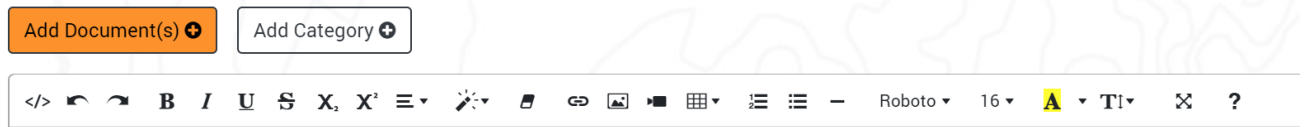
How to Edit or Delete Text from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



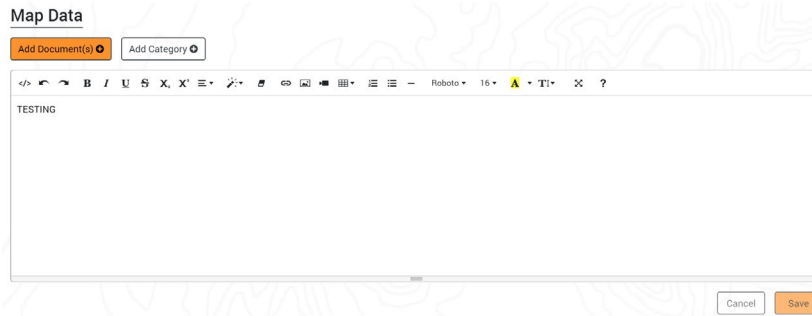
- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Locate the rich text editor box along with a toolbar

Map Data



4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”

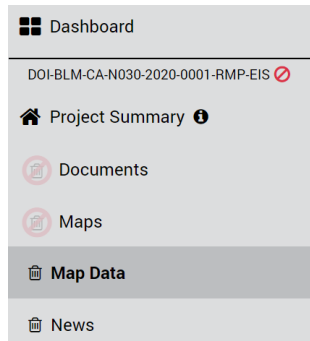
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- a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

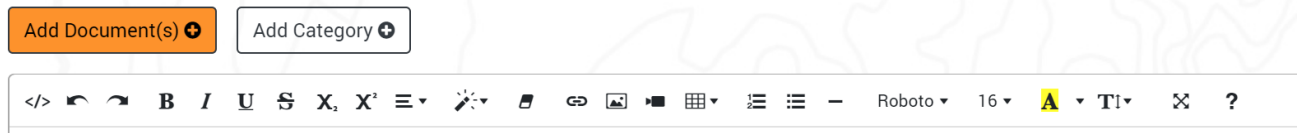
How to Add Images to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation

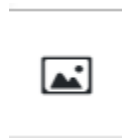


- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Locate the rich text editor box along with a toolbar

Map Data



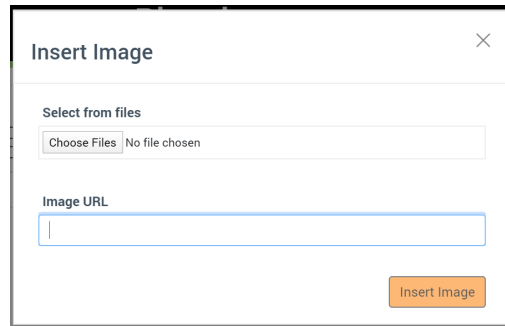
4. Locate and click the “Add Picture” button from the toolbar



- a. **Note:** The cursor needs to be situated at the location you would like to add the image

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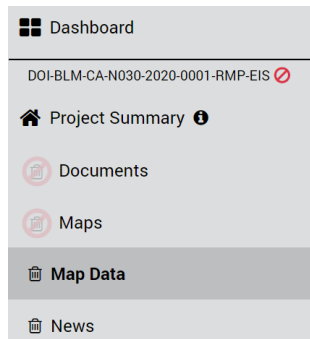
- In the modal window, click “Choose Files” button and locate the picture you would like to add



- Once the file has been located, click “Open” to add the image to the description box

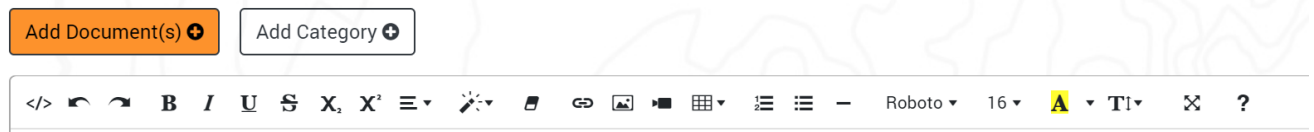
How to Delete Images from the Description

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Map Data” page using the left navigation



- Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
- Locate the rich text editor box along with a toolbar

Map Data

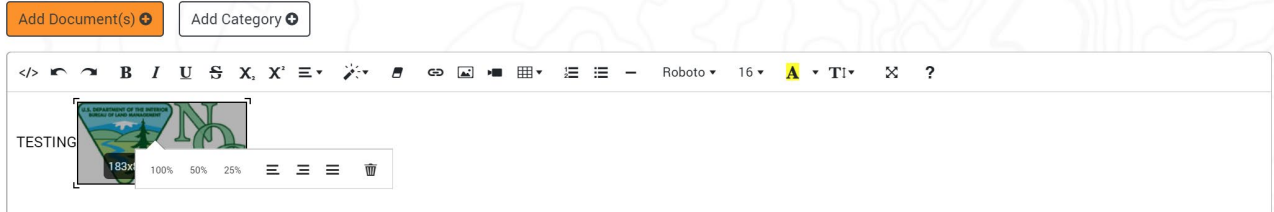


- Locate and click on the image you would like to remove

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- Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

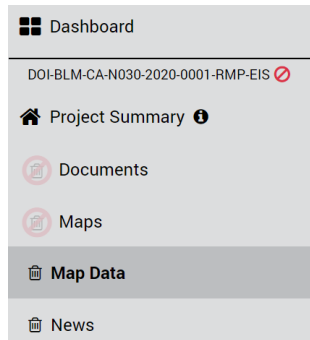
Map Data



- Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add Document Categories

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Map Data” page using the left navigation

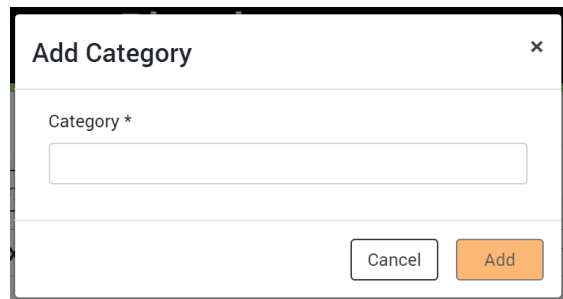


- Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
- Locate and click the “Add Category” button

Map Data



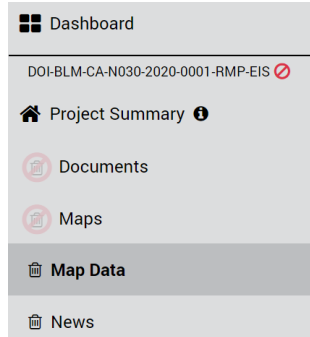
- In the popup, enter the desired Category name and click “Add” button



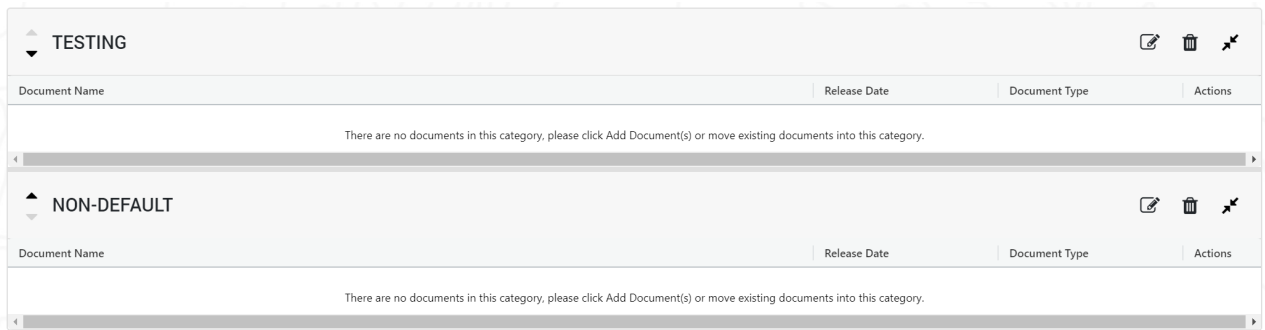
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How to Delete Document Categories

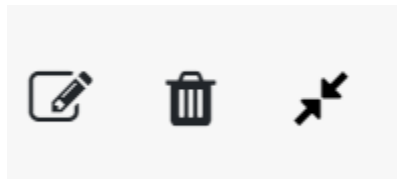
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm document categories are present other than the “Default” category



- a. **Note:** The “Default” document category can never be deleted while documents are present for the category. It can only be deleted by manually deleting all documents within the category
4. Locate and click the “Recycle Bin” button on the right hand side of the category header

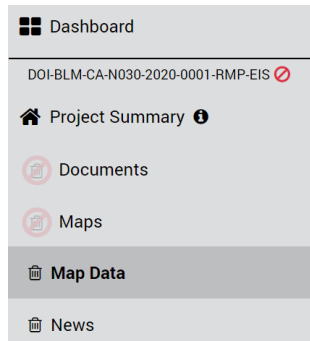


5. In the pop up confirmation modal window, click the “Delete” button to remove the category from the Documents page

How to Add Documents

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation

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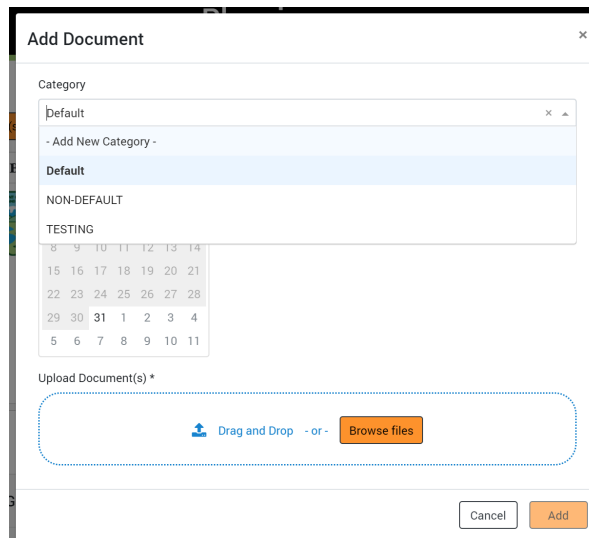


- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
- 3. Locate and click the “Add Document(s)” button

Map Data



- 4. In the popup, select document “Category” and “Release Date” (required field).



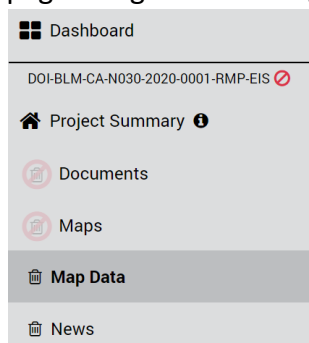
- a. **Note 1:** If you have already created document categories, you can select the category using the drop down menu OR you can leave the category field as-is and the uploaded document(s) will be added to the “Default” category
- b. **Note 2:** If you would like to create a brand new category while adding documents, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name
- 5. You can upload documents via two methods
 - a. Method 1: Locate the desired document(s) from your local hard drive and drag and drop the files into the blue container area

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- b. Method 2: Click the “Browse files” button, locate the desired document(s) from your local hard drive, and click “Open”
 - i. **Note:** A red warning will be displayed if you try to upload duplicate documents (same file name and extension)
6. Confirm you have completed all above steps and now finally click the “Add” button to upload the file(s) into the specified category

How to Delete Documents

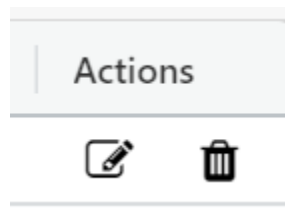
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm you have at least one document uploaded into the page

TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

- a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column

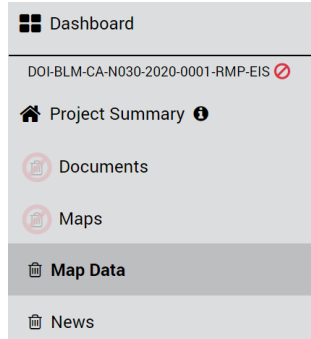


5. In the pop up confirmation modal window, click the “Delete” button to remove the document from the site page

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How to Open or Download Documents for Preview

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm you have at least one document uploaded into the page



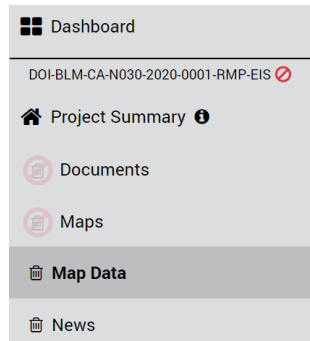
TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Preview] [Delete]
BLM Logo.png	3/31/2020	Other	[Preview] [Delete]

- a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
4. Click on the desired document name link to download or preview the document
 - a. **Note 1:** If PDF document, it will preview the document in a new browser tab, and you will have to manually click the download button within PDF preview to download into your local hard drive
 - b. **Note 2:** If Image document, it will preview the document in a new browser tab, and you will have to manually download the image into your local hard drive
 - c. **Note 3:** If Word, Excel, or any other document format, upon clicking the link, it will automatically download the document into your local hard drive

How to Edit the Document Name

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation

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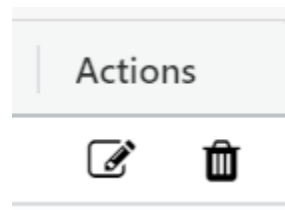
- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page

3. Confirm you have at least one document uploaded into the page

TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	
BLM Logo.png	3/31/2020	Other	

- a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)

4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

5. In the popup, locate the “Document Name” text field and change the name as desired

Edit Document ✕

Document Name *

Document File

Category

Release Date *

< Mar 2020 >

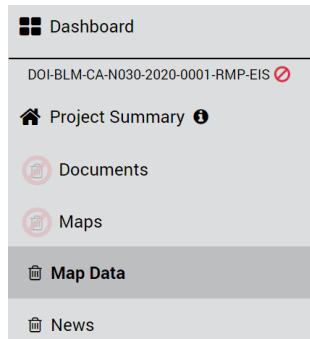
Sv	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

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6. Finally, click “Save” to save the new document name

How to Edit the Document Category Name

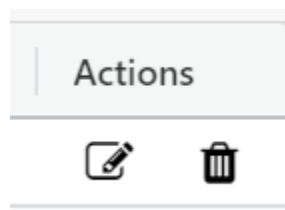
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm you have at least one document category created

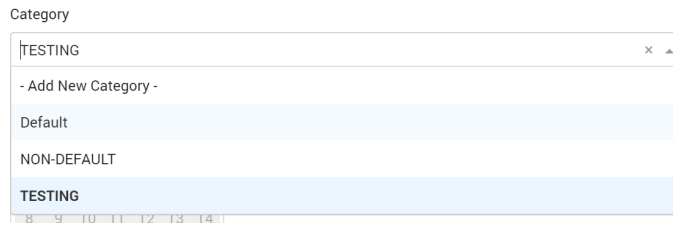
TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

- a. **Note:** If a document category does not exist, please follow the “How to Add Document Categories” guide to create a category(s)
4. Locate and click the “Edit” button displayed on the header section of the category title



- a. **Note 1:** The “Default” document category does not have a category title and it cannot be edited
 - b. **Note 2:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, enter the new desired category name

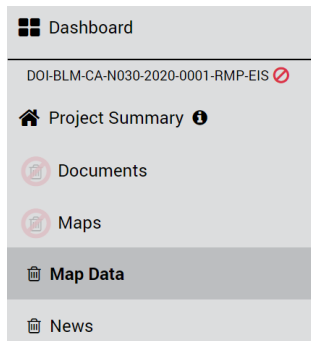
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6. Once the new category name has been entered, click “Save” to change the category name

How to Edit the Document Release Date

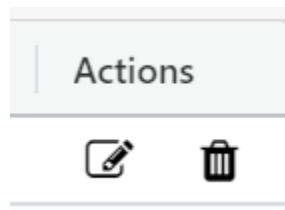
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm you have at least one document uploaded into the page

TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

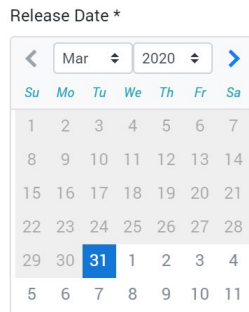
- a. **Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

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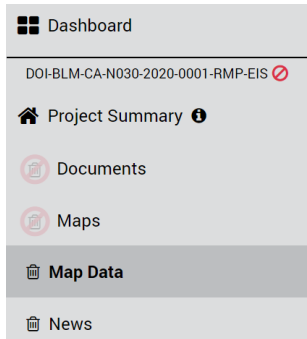
- In the popup, locate the “Release Date” calendar field and select the new desired release date



- Note:** An older date to the present date cannot be selected. A release date always has to be either present day or a future date
- Finally, click “Save” to save the new release date

How to Change the Document Category

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Map Data” page using the left navigation

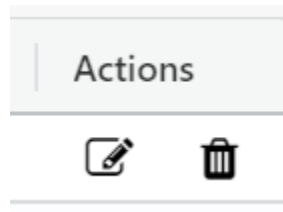


- Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
- Confirm you have at least one document uploaded into the page

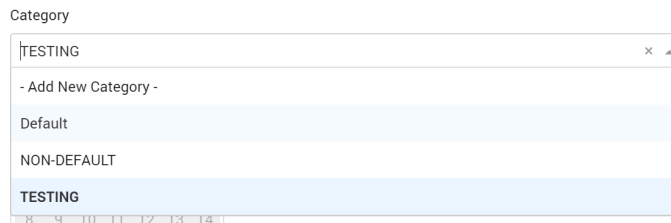
TESTING			
Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

- Note:** If documents don’t exist, please follow the “How to Add Documents” guide to upload a document(s)
- Locate and click the “Edit” button displayed within the [Actions] column

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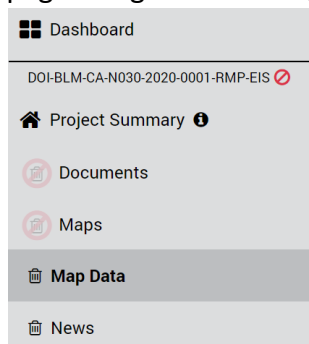
- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Category” drop down field and select the desired new category



- a. **Note:** If you would like to create a brand new category while editing, you can do so by selecting the “Add New Category” option from the drop down menu and entering a new category name
- 6. Once the new category has been selected or entered, click “Save” to add the document into the new category

How to Change the Document Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Map Data” page using the left navigation



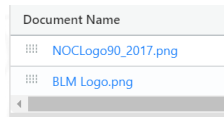
- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
- 3. Confirm you have at least two documents uploaded into the same document category

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Document Name	Release Date	Document Type	Actions
NOCLogo90_2017.png	3/31/2020	Other	[Edit] [Delete]
BLM Logo.png	3/31/2020	Other	[Edit] [Delete]

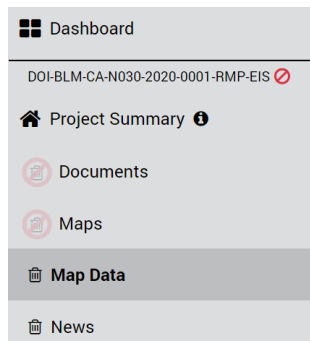
- a. **Note:** If documents don't exist, please follow the "How to Add Documents" guide to upload documents
4. Now locate the dotted box button displayed on the left hand side of each Document



5. Click and drag this button (the document will be dragged along with it) into the desired new sort order and release the button
 - a. **Note 1:** This "drag and drop" functionally only works within the same document category. You cannot drag and drop a document into a different category
 - b. **Note 2:** If you would like to change the document category, please follow the "How to Change Document Category" instructions
6. Confirm the document is now displayed in the order you desired

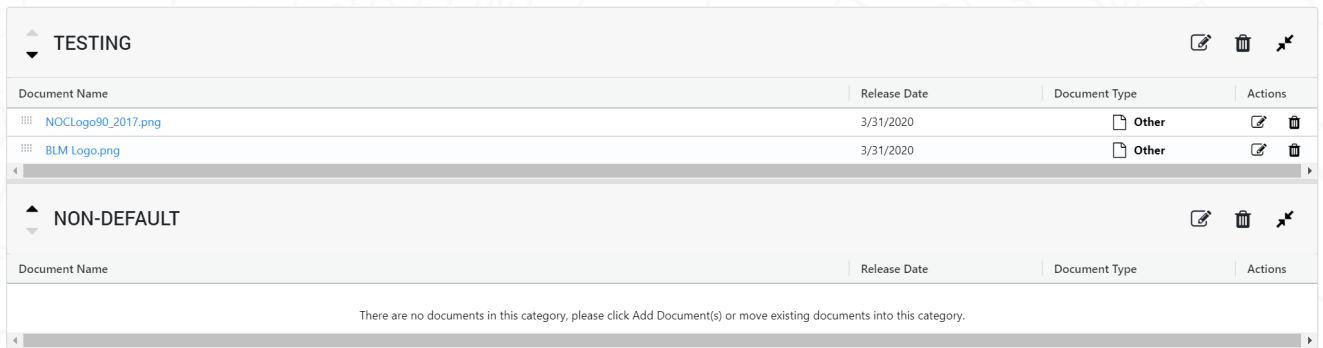
How to Change the Document Category Sort Order

1. Navigate to the Back Office Dashboard and click on a project's NEPA Number
2. Navigate to the "Map Data" page using the left navigation

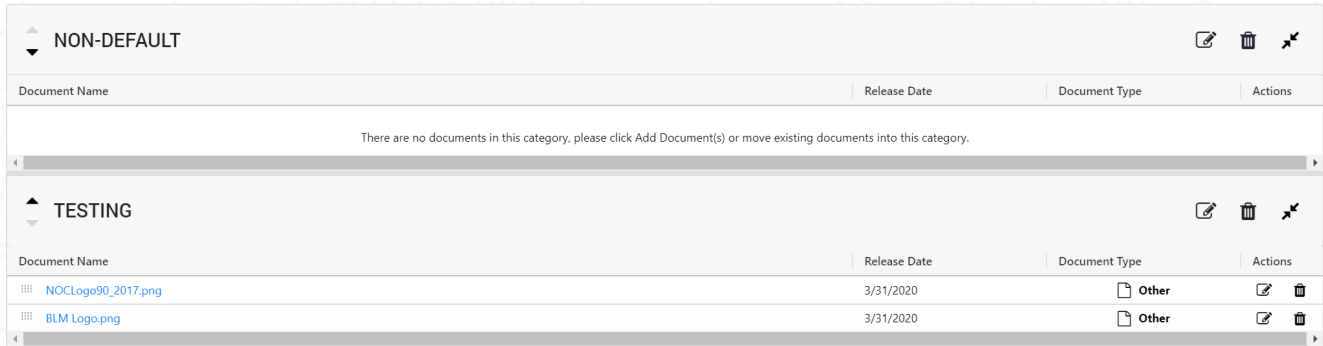


- a. **Note:** If a "Map Data" page does not exist, follow the "How to Add Site Pages" instructions to add the "Map Data" page
3. Confirm you have at least two non- "Default" document categories created

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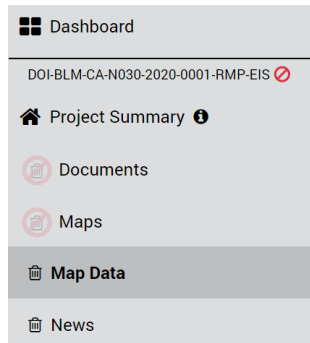
- a. **Note:** If categories don't exist, please follow the "How to Add Document Categories" guide to create multiple categories
4. Now locate the up/down arrow buttons displayed on the left hand side of each Category Name
 - a. **Note 1:** The "Default" category does not have a title for its category grid
 - b. **Note 2:** The "Default" category is always pinned to the very top of categories and the "Default" category can never be moved up or down
5. Now click the desired up or down arrow depending on the direction you would like to move the category
6. Confirm the category is now displayed in the order you desired



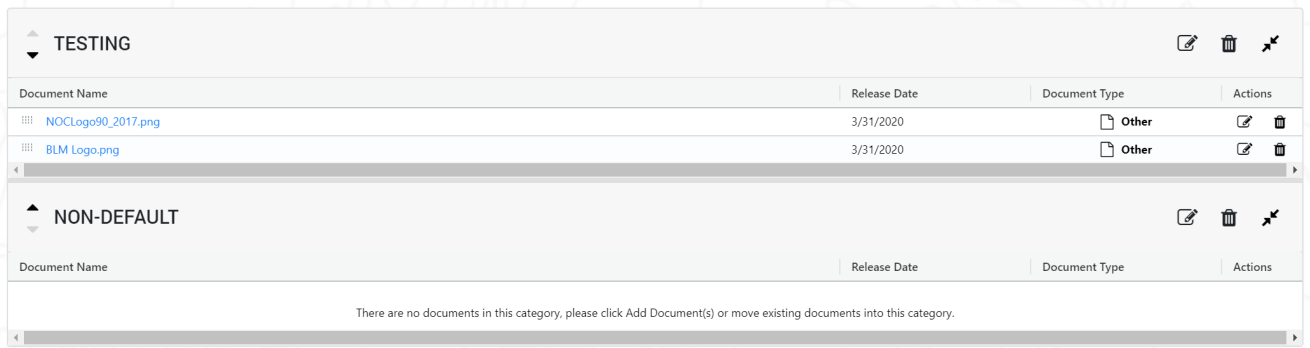
How to Collapse or Expand Document Categories

1. Navigate to the Back Office Dashboard and click on a project's NEPA Number
2. Navigate to the "Map Data" page using the left navigation

ePlanning – Back Office User Guide



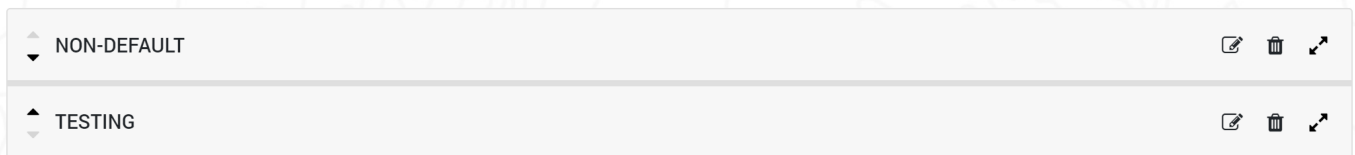
- a. **Note:** If a “Map Data” page does not exist, follow the “How to Add Site Pages” instructions to add the “Map Data” page
3. Confirm you have at least one document category created



- a. **Note:** If categories don’t exist, please follow the “How to Add Document Categories” guide to create a category
4. Now locate the Expand/Collapse button displayed on the right hand side of the category header



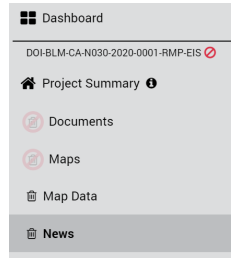
5. Now click this button to expand or collapse the category as desired



NEWS

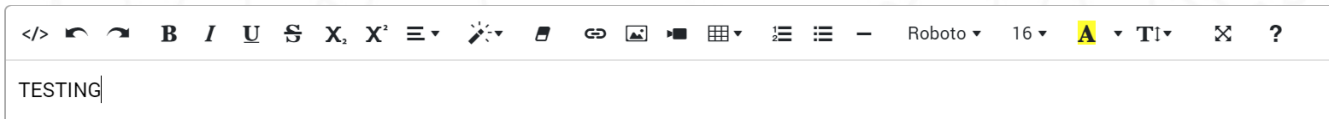
How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “News” page using the left navigation



- a. **Note:** If a “News” page does not exist, follow the “How to Add Site Pages” instructions to add the “News” page
3. Locate the rich text editor box along with a toolbar

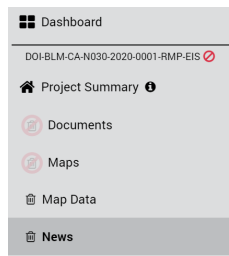
News



4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete Text from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “News” page using the left navigation

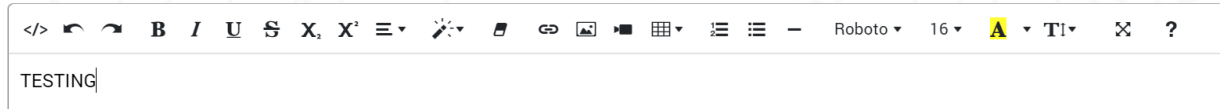


- a. **Note:** If a “News” page does not exist, follow the “How to Add Site Pages” instructions to add the “News” page

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3. Locate the rich text editor box along with a toolbar

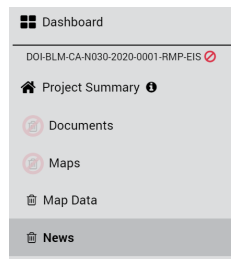
News



4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

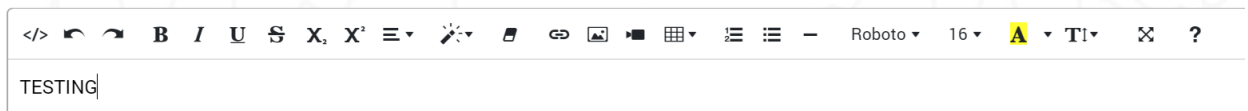
How to Add Images to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “News” page using the left navigation



- a. **Note:** If a “News” page does not exist, follow the “How to Add Site Pages” instructions to add the “News” page
3. Locate the rich text editor box along with a toolbar

News



4. Locate and click the “Add Picture” button from the toolbar

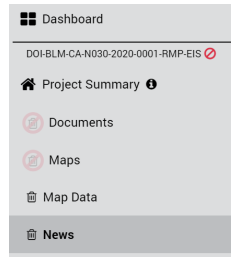


- a. **Note:** The cursor needs to be situated at the location you would like to add the image
5. In the modal window, click “Choose Files” button and locate the picture you would like to add
 6. Once the file has been located, click “Open” to add the image to the description box

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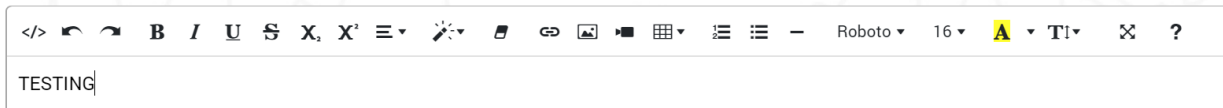
How to Delete Images from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “News” page using the left navigation



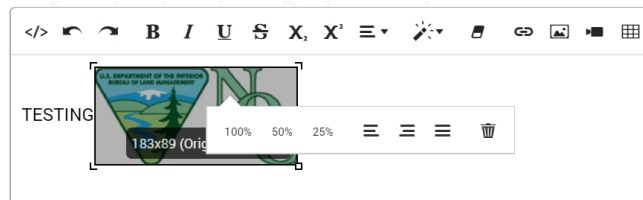
- a. **Note:** If a “News” page does not exist, follow the “How to Add Site Pages” instructions to add the “News” page
3. Locate the rich text editor box along with a toolbar

News



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

News



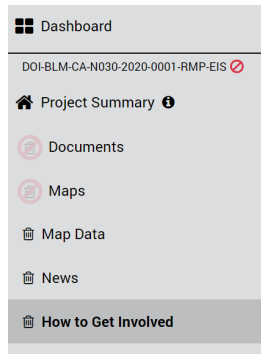
- a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

HOW TO GET INVOLVED

How to Add Text to the Description

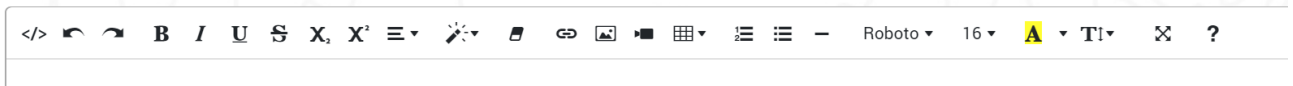
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation

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- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
- 3. Locate the rich text editor box along with a toolbar

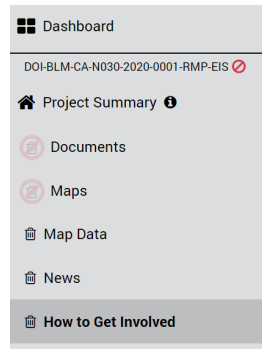
How to Get Involved



- 4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

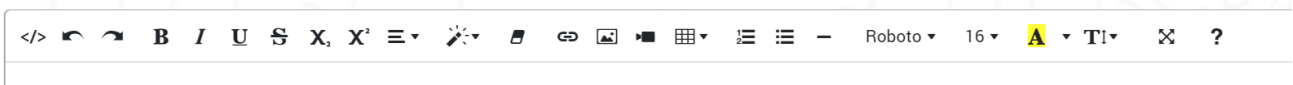
How to Edit or Delete Text from the Description

- 1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- 2. Navigate to the “How to Get Involved” page using the left navigation



- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
- 3. Locate the rich text editor box along with a toolbar

How to Get Involved

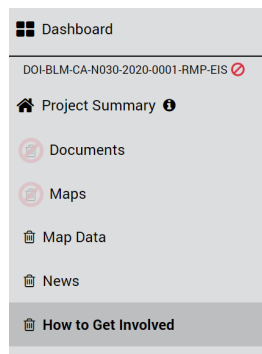


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4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

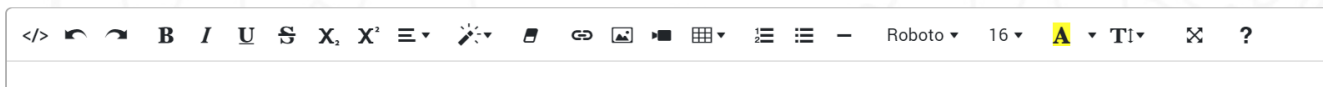
How to Add Images to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation



- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
3. Locate the rich text editor box along with a toolbar

How to Get Involved



4. Locate and click the “Add Picture” button from the toolbar

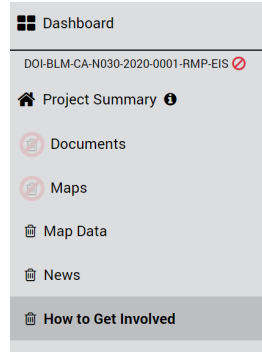


- a. **Note:** The cursor needs to be situated at the location you would like to add the image
5. In the modal window, click “Choose Files” button and locate the picture you would like to add
6. Once the file has been located, click “Open” to add the image to the description box

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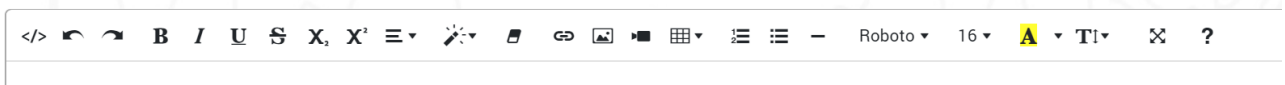
How to Delete Images from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation



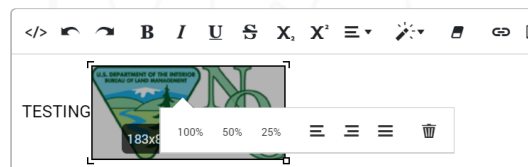
- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
3. Locate the rich text editor box along with a toolbar

How to Get Involved



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

How to Get Involved

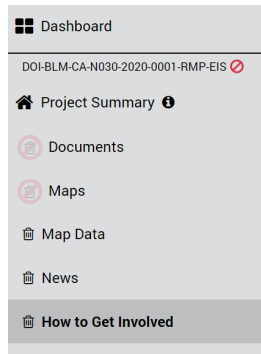


- a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add a New Meeting

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation

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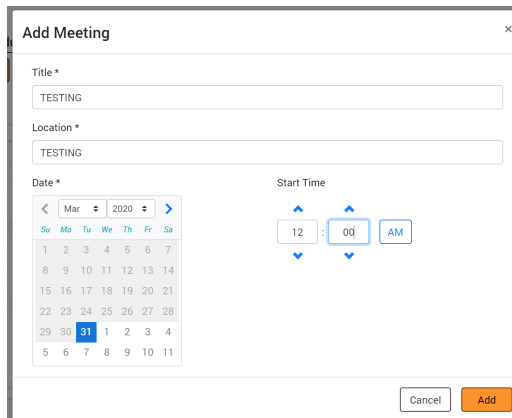


- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
3. Locate and click the “Add Meeting” button

Meeting Schedule

Add Meeting +

4. In the popup, enter the meeting “Title” and “Location” (required fields)

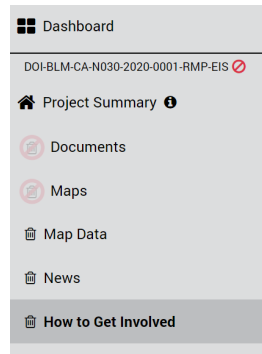


5. Utilize the calendar to select the “Date” of the meeting
 - a. **Note:** An older date to the present date cannot be selected. A meeting always has to be either present day or a future date
6. Select the meeting “Start Time” (optional field)
7. Confirm you have completed all above steps and now finally click the “Add” button to create the meeting



How to Delete a Meeting

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation

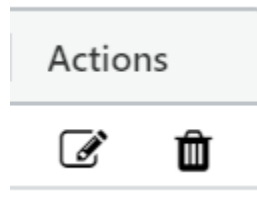
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- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
- 3. Confirm you have at least one meeting created

Title ↓↑	Location ↓↑	Date/Time ↑	Actions
TESTING	TESTING	3/31/2020 at 12:00AM	 

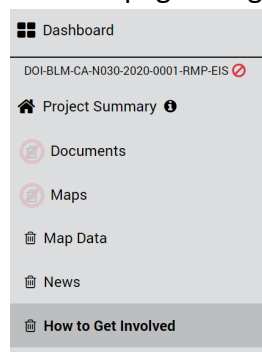
- a. **Note:** If a meeting does not exist, please follow the “How to Add a New Meeting” guide to create a meeting
- 4. Locate and click the “Recycle Bin” button displayed within the [Actions] column



- 5. In the pop up confirmation modal window, click the “Delete” button to remove the meeting from the site page

How to Edit the Meeting Title



1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation



- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page

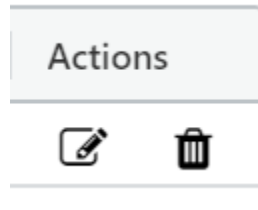
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3. Confirm you have at least one meeting created

Title ↓↑	Location ↓↑	Date/Time ↑	Actions
TESTING	TESTING	3/31/2020 at 12:00AM	 

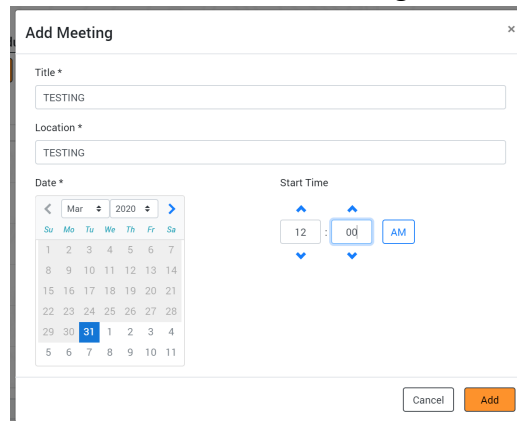
- a. **Note:** If a meeting does not exist, please follow the “How to Add a New Meeting” guide to create a meeting

4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

5. In the popup, locate the “Title” text field and change the name as desired

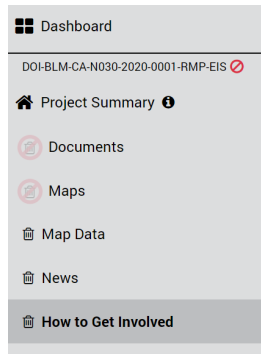


6. Finally, click “Save” to save the new meeting title



How to Edit the Meeting Location

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation

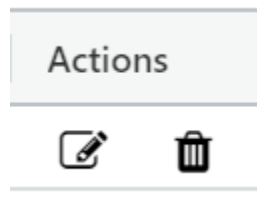
ePlanning – Back Office User Guide



- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
- 3. Confirm you have at least one meeting created

Title ↓↑	Location ↓↑	Date/Time ↑	Actions
TESTING	TESTING	3/31/2020 at 12:00AM	 

- a. **Note:** If a meeting does not exist, please follow the “How to Add a New Meeting” guide to create a meeting
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Location” text field and change the location as desired

Add Meeting ✕

Title *

Location *

Date * Start Time

< Mar 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

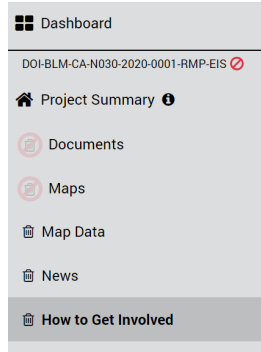
12 : 00 AM

- 6. Finally, click “Save” to save the new meeting location



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How to Edit the Meeting Date

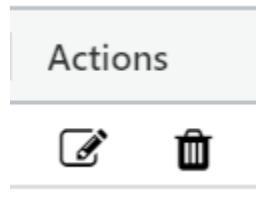
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation



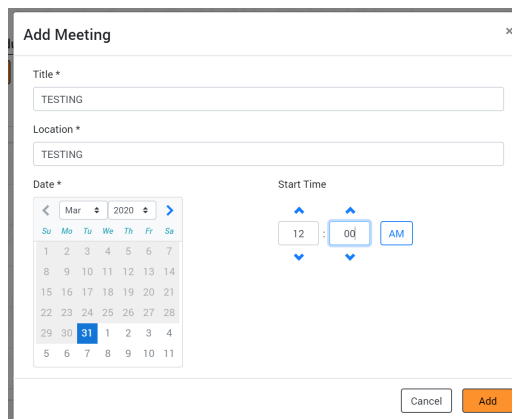
- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
3. Confirm you have at least one meeting created

Title ↓↑	Location ↓↑	Date/Time ↑	Actions
TESTING	TESTING	3/31/2020 at 12:00AM	 

- a. **Note:** If a meeting does not exist, please follow the “How to Add a New Meeting” guide to create a meeting
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Date” calendar and select a new date as desired

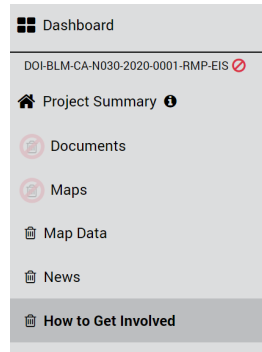


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- a. **Note:** An older date to the present date cannot be selected. A meeting always has to be either present day or a future date
- 6. Finally, click “Save” to save the new meeting date

How to Edit the Meeting Start Time

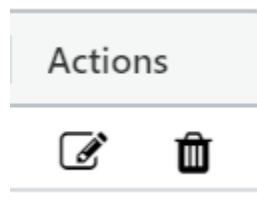
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “How to Get Involved” page using the left navigation



- a. **Note:** If a “How to Get Involved” page does not exist, follow the “How to Add Site Pages” instructions to add the “How to Get Involved” page
- 3. Confirm you have at least one meeting created

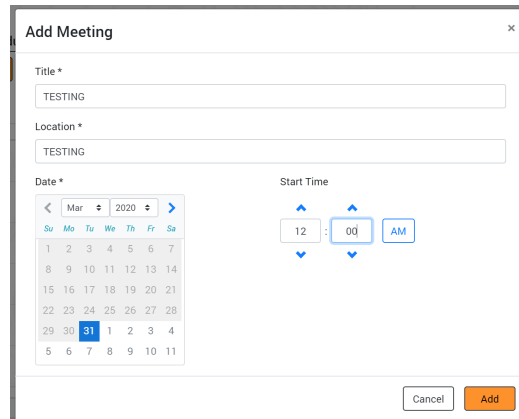
Title ↓↑	Location ↓↑	Date/Time ↑	Actions
TESTING	TESTING	3/31/2020 at 12:00AM	 

- a. **Note:** If a meeting does not exist, please follow the “How to Add a New Meeting” guide to create a meeting
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Start Time” field and change the start time as desired

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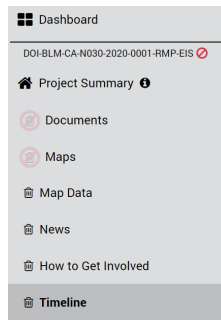


6. Finally, click “Save” to save the new meeting start time

TIMELINE

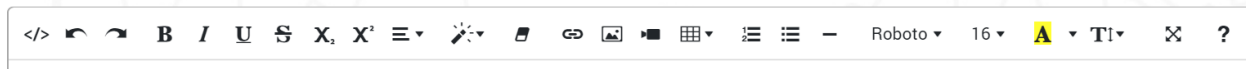
How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
3. Locate the rich text editor box along with a toolbar

Timeline

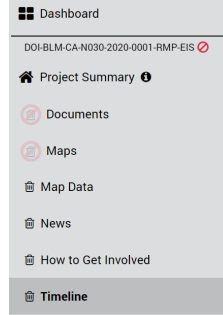


4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

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How to Edit or Delete Text from the Description

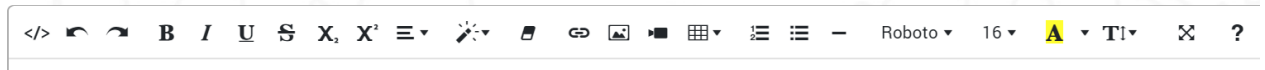
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page

3. Locate the rich text editor box along with a toolbar

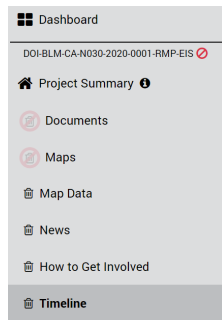
Timeline



4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Add Images to the Description

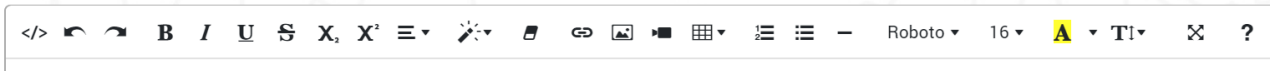
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
3. Locate the rich text editor box along with a toolbar

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Timeline



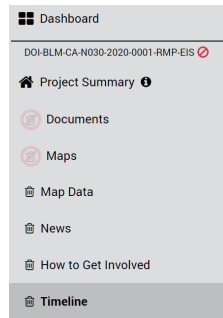
4. Locate and click the “Add Picture” button from the toolbar



- a. **Note:** The cursor needs to be situated at the location you would like to add the image
5. In the modal window, click “Choose Files” button and locate the picture you would like to add
 6. Once the file has been located, click “Open” to add the image to the description box

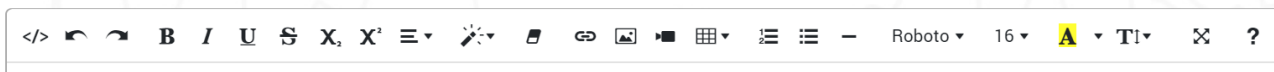
How to Delete Images from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
3. Locate the rich text editor box along with a toolbar

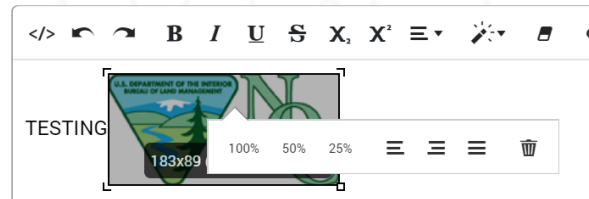
Timeline



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

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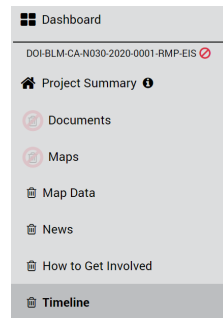
Timeline



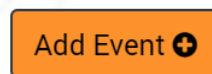
- a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add a New Event

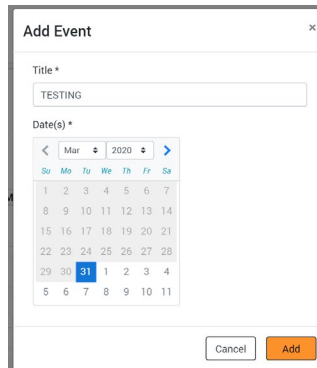
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
3. Locate and click the “Add Event” button



4. In the popup, enter the event “Title” and “Date(s)” (required fields)



- a. **Note:** Multiple dates can be selected by clicking on a date and then selecting another date. For example, if you click 05/20/2020 as the first

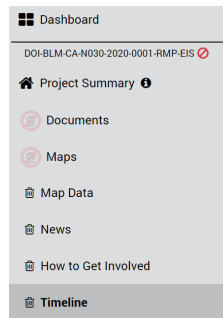
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date and 05/24/2020 as the second date. The system will automatically show the event is from 05/20/2020 to 05/24/2020



5. Confirm you have completed all above steps and now finally click the “Add” button to create the event

How to Delete an Event

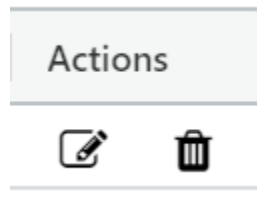
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation



- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
3. Confirm you have at least one event created

Title ↓↑	Event Date(s) ↑	Actions
TESTING	3/31/2020	 

- a. **Note:** If an event does not exist, please follow the “How to Add a New Event” guide to create an event
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column

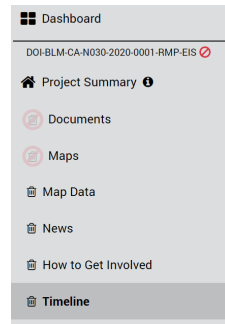


5. In the pop up confirmation modal window, click the “Delete” button to remove the event from the site page



How to Edit the Event Title

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation

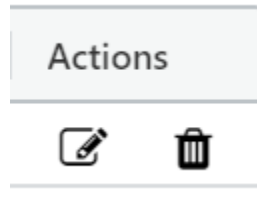
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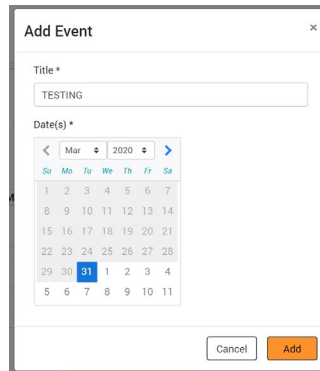
- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
- 3. Confirm you have at least one event created

Title ↓↑	Event Date(s) ↑	Actions
TESTING	3/31/2020	 

- a. **Note:** If an event does not exist, please follow the “How to Add a New Event” guide to create an event
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Title” text field and change the title as desired

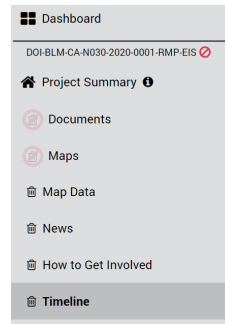


- 6. Finally, click “Save” to save the new event title



How to Edit the Event Date

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Timeline” page using the left navigation

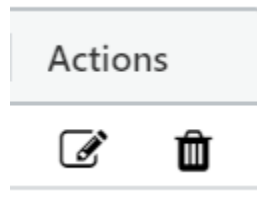
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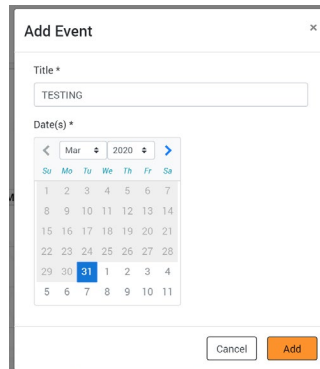
- a. **Note:** If a “Timeline” page does not exist, follow the “How to Add Site Pages” instructions to add the “Timeline” page
- 3. Confirm you have at least one event created

Title ↓↑	Event Date(s) ↑	Actions
TESTING	3/31/2020	 

- a. **Note:** If an event does not exist, please follow the “How to Add a New Event” guide to create an event
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Date(s)” calendar and select a new date(s) as desired

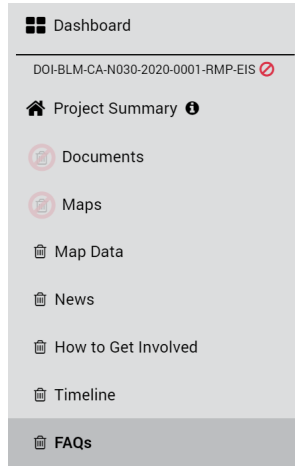


- a. **Note:** An older date to the present date cannot be selected. An event always has to be either present day or a future date
- 6. Finally, click “Save” to save the new event date(s)

FAQS

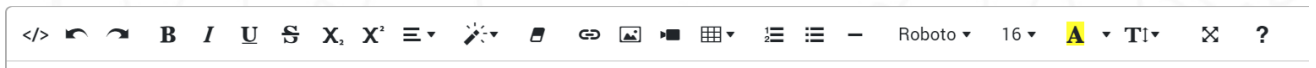
How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation



- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Locate the rich text editor box along with a toolbar

Frequently Asked Questions

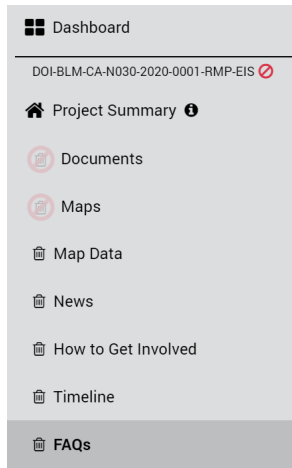


4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete Text from the Description

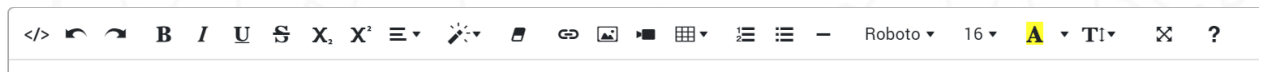
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation

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- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Locate the rich text editor box along with a toolbar

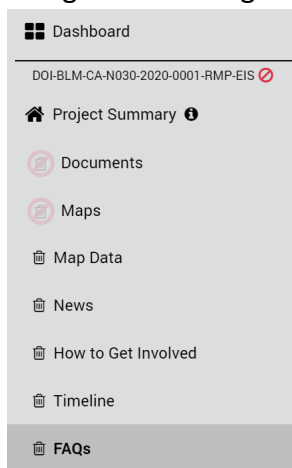
Frequently Asked Questions



4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Add Images to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation

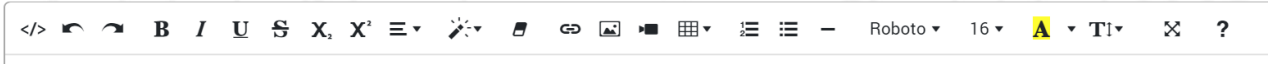


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- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page

3. Locate the rich text editor box along with a toolbar

Frequently Asked Questions



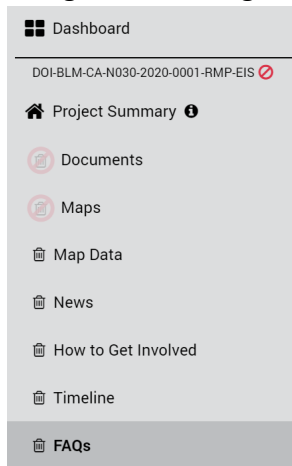
4. Locate and click the “Add Picture” button from the toolbar



- a. **Note:** The cursor needs to be situated at the location you would like to add the image
- 5. In the modal window, click “Choose Files” button and locate the picture you would like to add
- 6. Once the file has been located, click “Open” to add the image to the description box

How to Delete Images from the Description

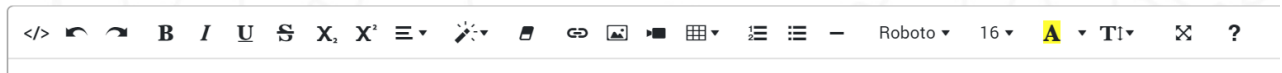
- 1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- 2. Navigate to the “FAQs” page using the left navigation



- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
- 3. Locate the rich text editor box along with a toolbar

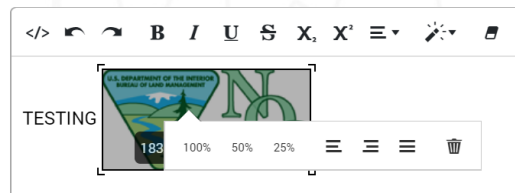
ePlanning – Back Office User Guide

Frequently Asked Questions



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

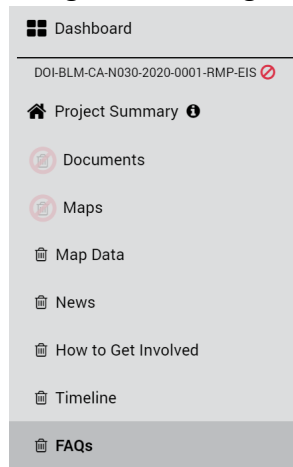
Frequently Asked Questions



- a. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add a New FAQ

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation

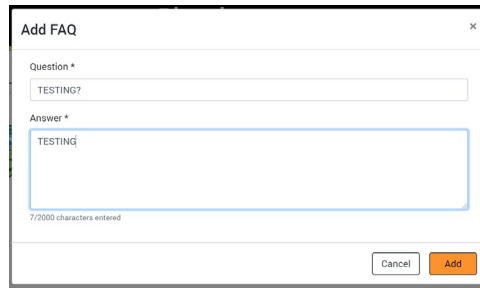


- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Locate and click the “Add FAQ” button



4. In the popup, enter the FAQ “Question” and “Answer” (required fields)

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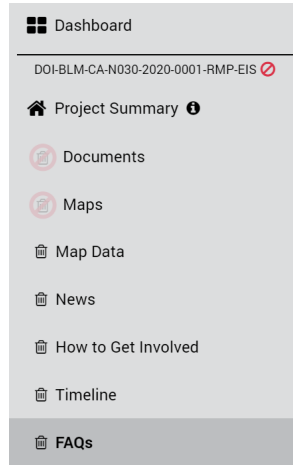


a. **Note:** Character limit of the “Answer” field is 2000

5. Confirm you have completed all above steps and now finally click “Save” to add a new FAQ

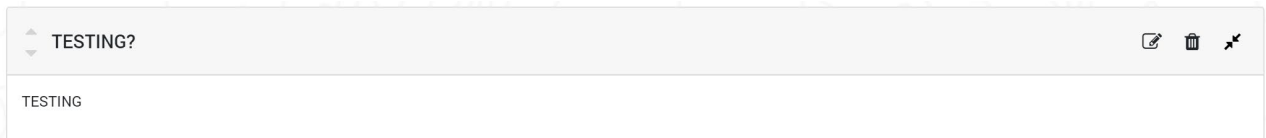
How to Delete an FAQ

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation



a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page

3. Confirm you have at least one FAQ created



a. **Note:** If an FAQ does not exist, please follow the “How to Add a New FAQ” guide to create an FAQ

4. Locate and click the “Recycle Bin” button displayed on the right hand side of the FAQ header

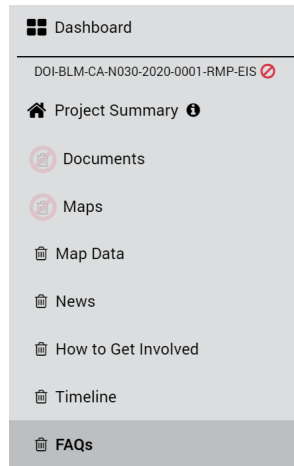
ePlanning – Back Office User Guide



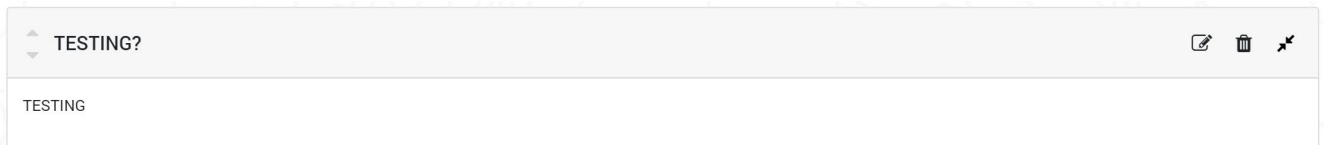
5. In the pop up confirmation modal window, click the “Delete” button to remove the FAQ from the site page

How to Edit an FAQ

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation



- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Confirm you have at least one FAQ created

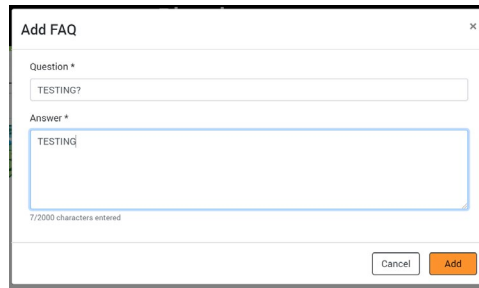


- a. **Note:** If an FAQ does not exist, please follow the “How to Add a New FAQ” guide to create an FAQ
4. Locate and click the “Edit” button displayed on the right hand side of the FAQ header



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Question” text field and change the question as desired

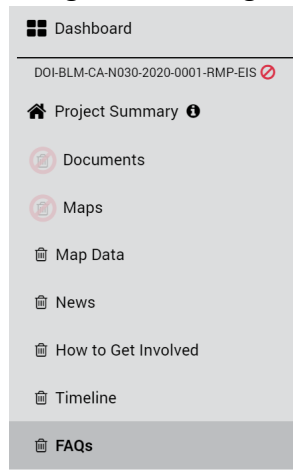
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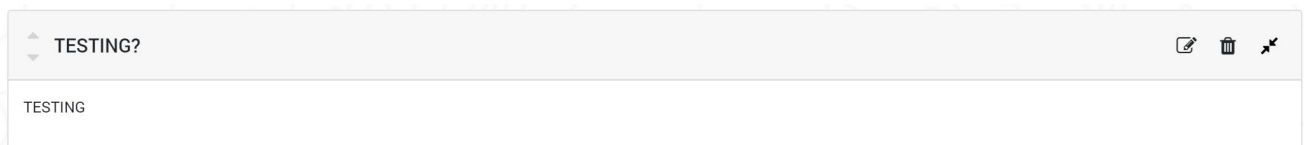
6. Finally, click “Save” to save the updated question

How to Edit an FAQ Answer

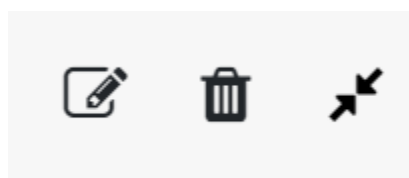
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation



- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Confirm you have at least one FAQ created



- a. **Note:** If an FAQ does not exist, please follow the “How to Add a New FAQ” guide to create an FAQ
4. Locate and click the “Edit” button displayed on the right hand side of the FAQ header



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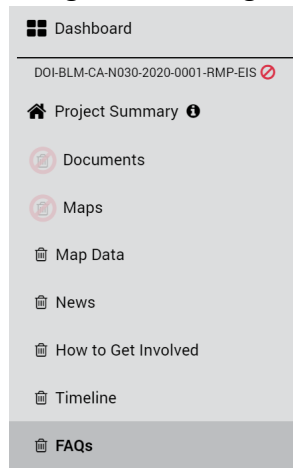
- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Answer” text field and change the answer as desired



- a. **Note:** Character limit of the “Answer” field is 2000
- 6. Finally, click “Save” to save the updated answer

How to Change the FAQ Display Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation



- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
- 3. Confirm you have at least two FAQs created

<div style="display: flex; justify-content: space-between; align-items: center;"> TESTING? ✎ ✖ ✕ </div>
TESTING
<div style="display: flex; justify-content: space-between; align-items: center;"> TESTING 2 ✎ ✖ ✕ </div>
TESTING 2

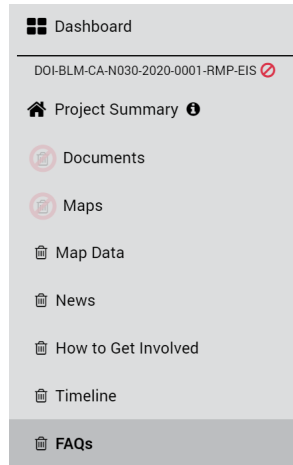
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- a. **Note:** If FAQs do not exist, please follow the “How to Add a New FAQ” guide to create multiple FAQs
4. Now locate the up/down arrow buttons displayed on the left hand side of each FAQ Question
5. Now click the desired up or down arrow depending on the direction you would like to move the FAQ
6. Confirm the FAQs are now displayed in the order you desired



How to Collapse or Expand FAQs

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “FAQs” page using the left navigation

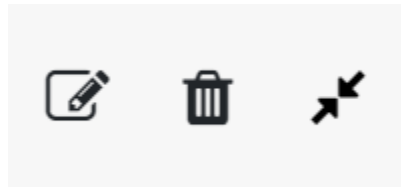


- a. **Note:** If an “FAQs” page does not exist, follow the “How to Add Site Pages” instructions to add the “FAQs” page
3. Confirm you have at least two FAQs created

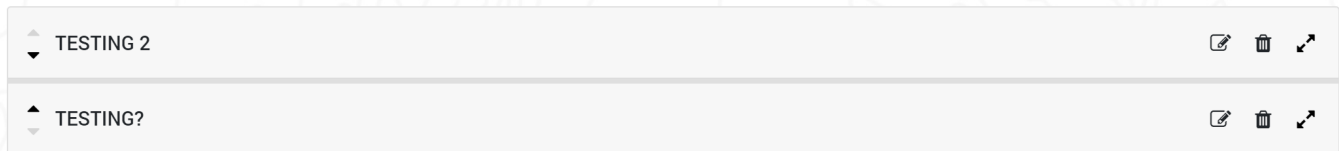
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- a. **Note:** If FAQs do not exist, please follow the “How to Add a New FAQ” guide to create multiple FAQs
4. Now locate the Expand/Collapse button displayed on the right hand side of the FAQ header



5. Now click this button to expand or collapse the FAQ as desired

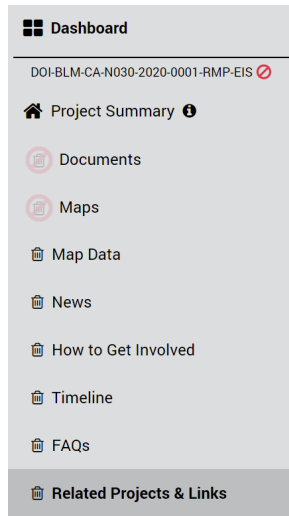


RELATED PROJECTS & LINKS

How to Add Text to the Description

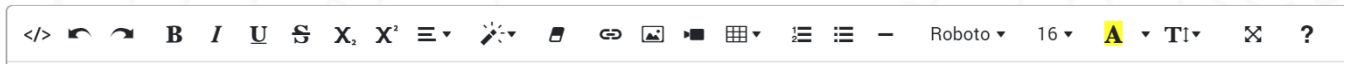
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation

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- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Locate the rich text editor box along with a toolbar

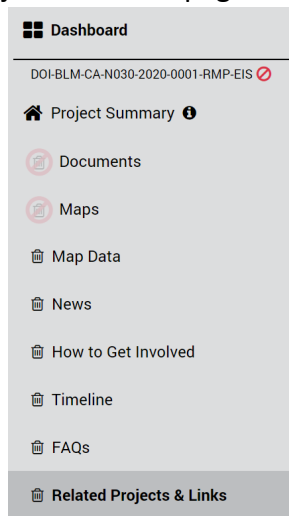
Related Projects & Links



4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete Text from the Description

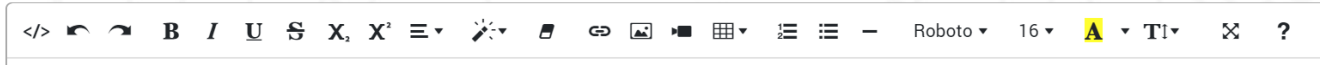
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation



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- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
- 3. Locate the rich text editor box along with a toolbar

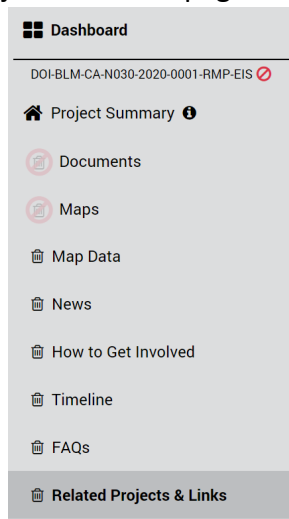
Related Projects & Links



- 4. Now click on the rich text editor box and edit text or delete text as desired
- 5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

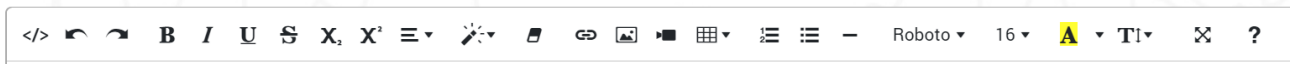
How to Add Images to the Description

- 1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- 2. Navigate to the “Related Projects & Links” page using the left navigation



- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
- 3. Locate the rich text editor box along with a toolbar

Related Projects & Links



- 4. Locate and click the “Add Picture” button from the toolbar

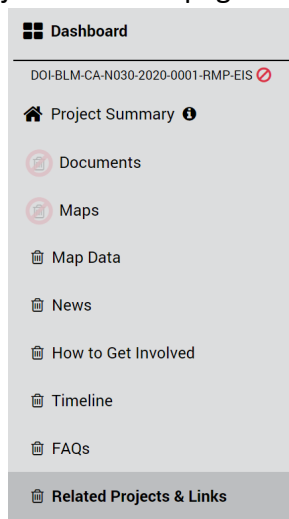


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- a. **Note:** The cursor needs to be situated at the location you would like to add the image
5. In the modal window, click “Choose Files” button and locate the picture you would like to add
6. Once the file has been located, click “Open” to add the image to the description box

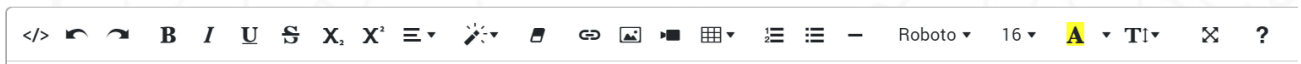
How to Delete Images from the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation



- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Locate the rich text editor box along with a toolbar

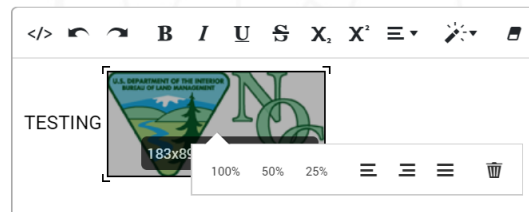
Related Projects & Links



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

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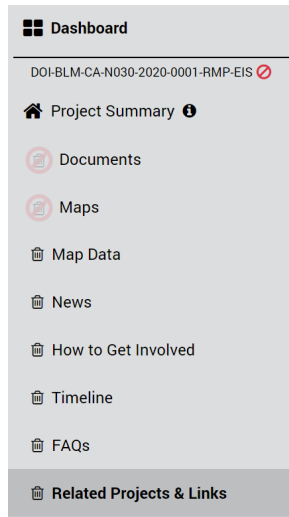
Related Projects & Links



- b. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add a New Link

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation

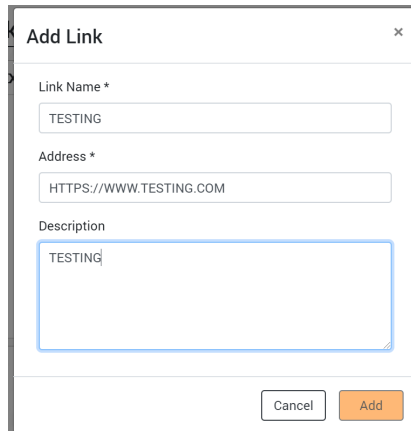


- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Locate and click the “Add Link” button



4. In the popup, enter the “Link Name” and “Address” (required fields)

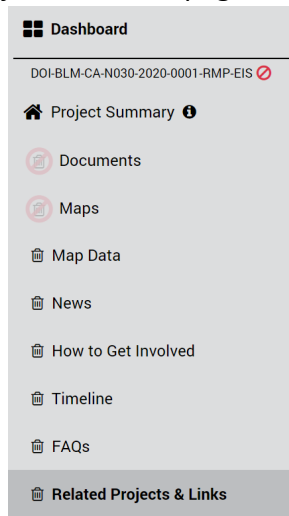
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- a. **Note:** The link address needs “https://” at the beginning of the link. If not added, the “Add” button will remain disabled. For example, if adding the CNN website, you will need to enter “https://www.cnn.com”
- 5. Enter a link “Description” if desired (optional field)
- 6. Confirm you have completed all above steps and now finally click the “Add” button to add a new link

How to Open a Link



1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation



- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
- 3. Confirm you have at least one link added to the page

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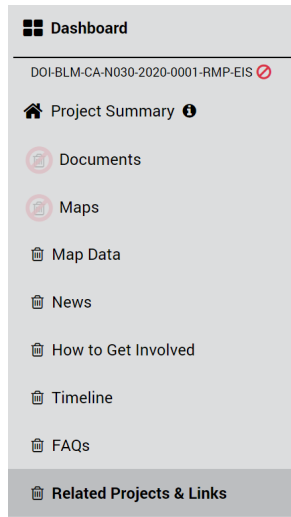
[Add Link](#)

Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	 

- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate the clickable “Link Name” and click on the desired link name to open the link in a new browser tab



How to Delete a Link

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation

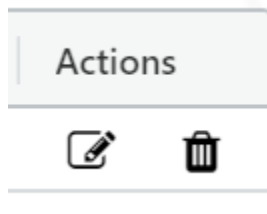


- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Confirm you have at least one link added to the page

[Add Link](#)

Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	 

- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column

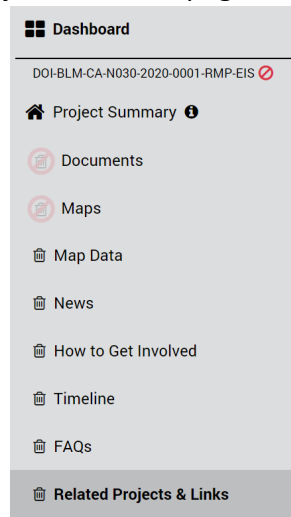


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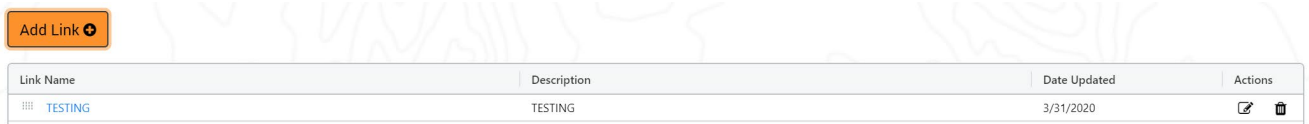
- In the pop up confirmation modal window, click the “Delete” button to remove the link from the site page

How to Edit the Link Name

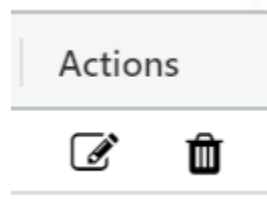
- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Navigate to the “Related Projects & Links” page using the left navigation



- Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
- Confirm you have at least one link added to the page



- Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
- Locate and click the “Edit” button displayed within the [Actions] column

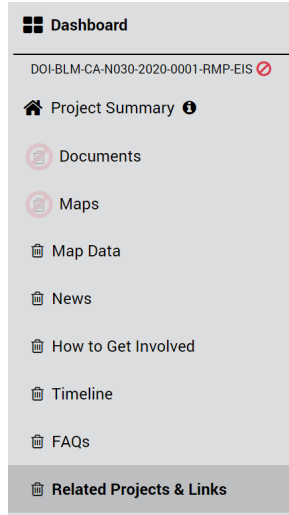


- Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- In the popup, locate the “Link Name” text field and change the name as desired
 - Finally, click “Save” to save the new link name

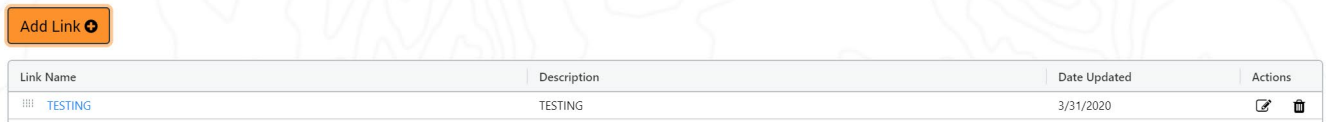
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How to Edit the Link Address

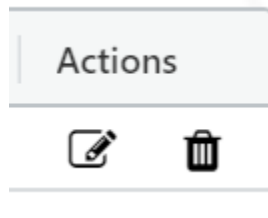
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation



- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Confirm you have at least one link added to the page



- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate and click the “Edit” button displayed within the [Actions] column

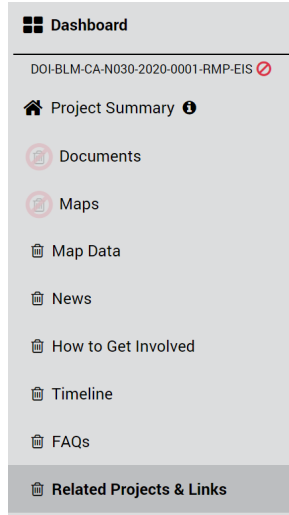


- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Address” text field and change the address as desired
 - a. **Note:** The link address needs “https://” at the beginning of the link. If not added, the “Add” button will remain disabled. For example, if adding the CNN website, you will need to enter “https://www.cnn.com”
6. Finally, click “Save” to save the new link address

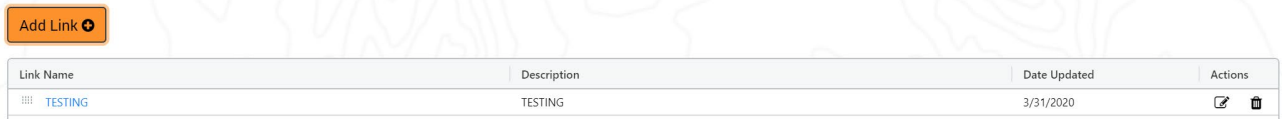
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How to Edit the Link Description

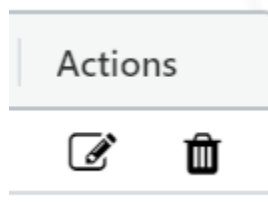
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Related Projects & Links” page using the left navigation



- a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page
3. Confirm you have at least one link added to the page



- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate and click the “Edit” button displayed within the [Actions] column



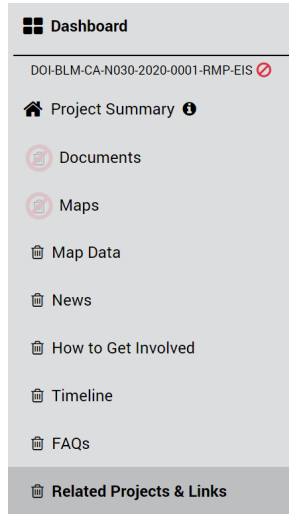
- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
5. In the popup, locate the “Description” text field and change the link description as desired
6. Finally, click “Save” to save the new link description

How to Change Link Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

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2. Navigate to the “Related Projects & Links” page using the left navigation



a. **Note:** If a “Related Projects & Links” page does not exist, follow the “How to Add Site Pages” instructions to add the “Related Projects & Links” page

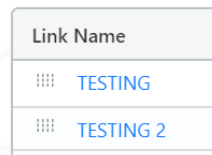
3. Confirm you have at least two links created



Link Name	Description	Date Updated	Actions
☰ TESTING	TESTING	3/31/2020	✎ 🗑
☰ TESTING 2	TESTING 2	3/31/2020	✎ 🗑

a. **Note:** If links do not exist, please follow the “How to Add a New Link” guide above to add links

4. Now locate the dotted box button displayed on the left hand side of each link name



5. Click and drag this button (the link will be dragged along with it) into the desired new sort order and release the button

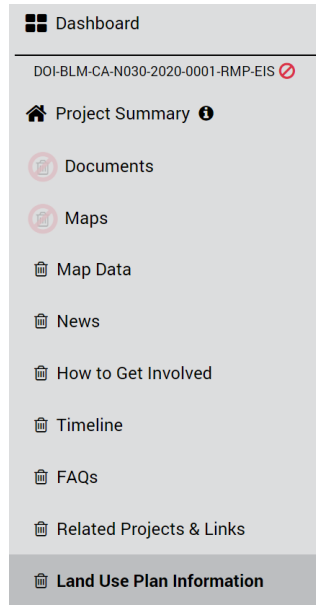
6. Confirm the link is now displayed in the order you desired

Link Name	Description	Date Updated	Actions
☰ TESTING 2	TESTING 2	3/31/2020	✎ 🗑
☰ TESTING	TESTING	3/31/2020	✎ 🗑

LAND USE PLAN INFORMATION

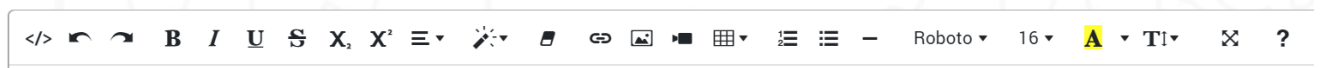
How to Add Text to the Description

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation



- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
3. Locate the rich text editor box along with a toolbar

Land Use Plan Information

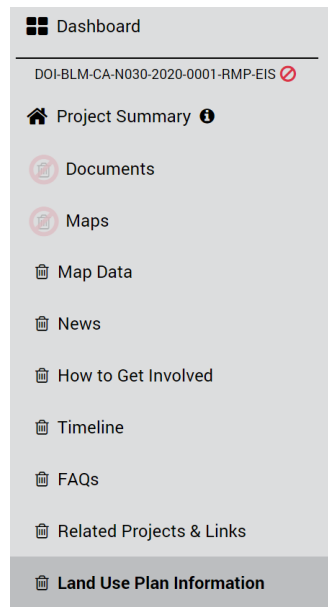


4. Add the desired text and click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Edit or Delete Text from the Description

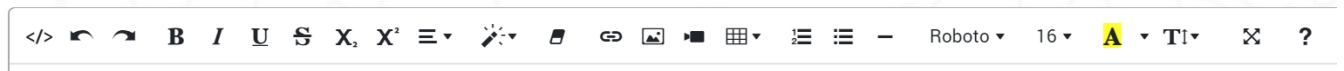
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation

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- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
3. Locate the rich text editor box along with a toolbar

Land Use Plan Information

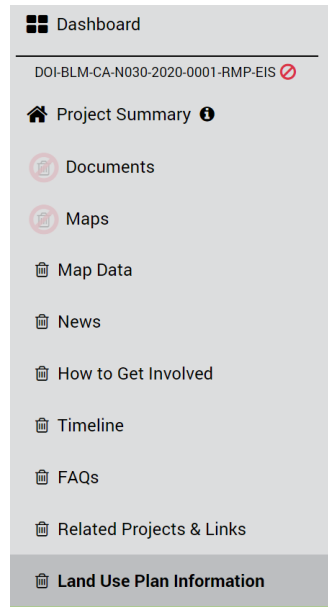


4. Now click on the rich text editor box and edit text or delete text as desired
5. Once desired changes are completed, click “Save”
 - a. **Note:** You can click “Cancel” button if you want to discard any changes made before clicking the “Save” button

How to Add Images to the Description

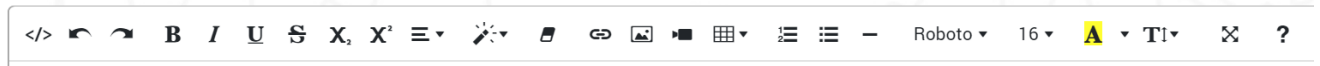
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation

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- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
- 3. Locate the rich text editor box along with a toolbar

Land Use Plan Information



- 4. Locate and click the “Add Picture” button from the toolbar

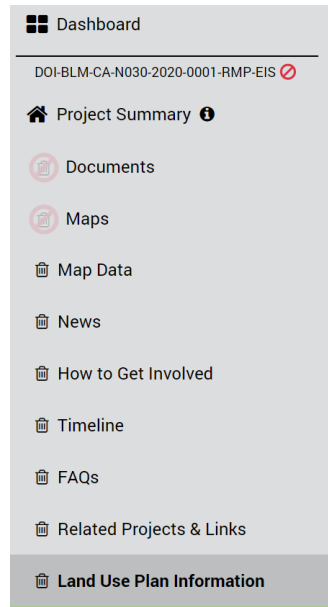


- a. **Note:** The cursor needs to be situated at the location you would like to add the image
- 5. In the modal window, click “Choose Files” button and locate the picture you would like to add
- 6. Once the file has been located, click “Open” to add the image to the description box

How to Delete Images from the Description

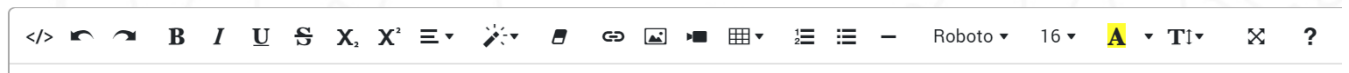
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation

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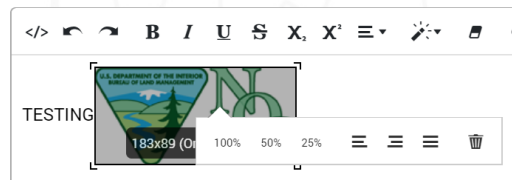
- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
3. Locate the rich text editor box along with a toolbar

Land Use Plan Information



4. Locate and click on the image you would like to remove
5. Click on the “Recycle Bin” button that pops up once the image is clicked, and this will remove the image from the rich text editor box

Land Use Plan Information

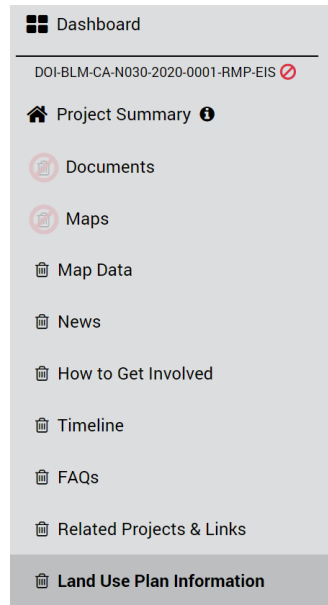


- c. **Note:** In a similar fashion, the images can be resized using the 100%, 50%, and 25% options that pops up once the desired image is clicked

How to Add a New Link

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation

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- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
- 3. Locate and click the “Add Link” button



- 4. In the popup, enter the “Link Name” and “Address” (required fields)

Add Link ×

Link Name *

Address *

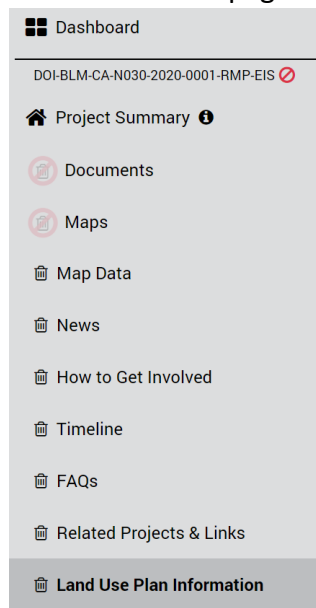
Description

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- a. **Note:** The link address needs “https://” at the beginning of the link. If not added, the “Add” button will remain disabled. For example, if adding the CNN website, you will need to enter “https://www.cnn.com”
5. Enter a link “Description” if desired (optional field)
6. Confirm you have completed all above steps and now finally click the “Add” button to add a new link



How to Open a Link

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation



- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
3. Confirm you have at least one link added to the page

[Add Link](#)

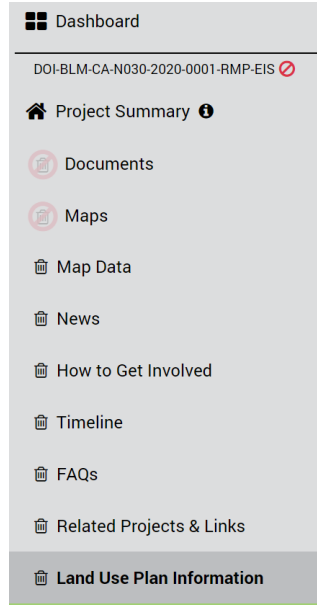
Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	 

- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate the clickable “Link Name” and click on the desired link name to open the link in a new browser tab

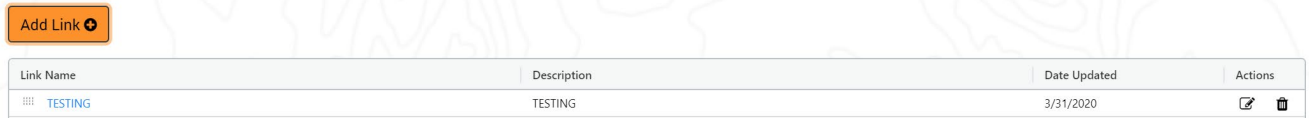
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How to Delete a Link

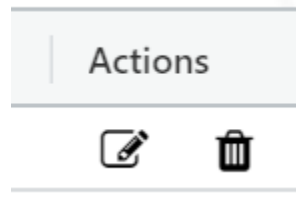
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation



- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page
3. Confirm you have at least one link added to the page



- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
4. Locate and click the “Recycle Bin” button displayed within the [Actions] column



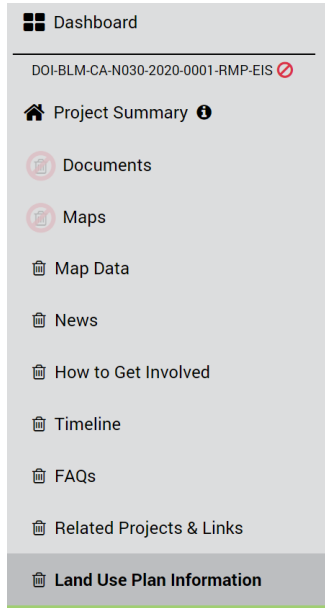
5. In the pop up confirmation modal window, click the “Delete” button to remove the link from the site page

How to Edit the Link Name

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

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2. Navigate to the “Land Use Plan Information” page using the left navigation



a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page

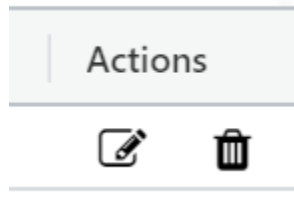
3. Confirm you have at least one link added to the page



Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	 

a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)

4. Locate and click the “Edit” button displayed within the [Actions] column



a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

5. In the popup, locate the “Link Name” text field and change the name as desired

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Add Link ✕

Link Name *

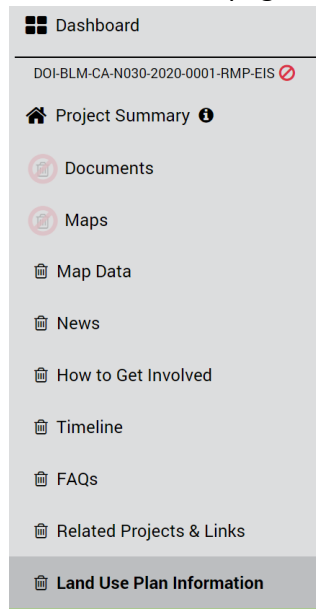
Address *

Description

6. Finally, click “Save” to save the new link name

How to Edit the Link Address

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation



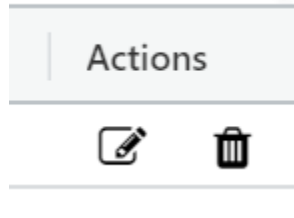
- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page

3. Confirm you have at least one link added to the page

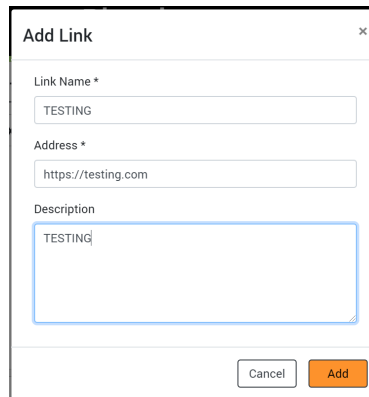
Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	✎ ✕

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- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)
- 4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project
- 5. In the popup, locate the “Address” text field and change the address as desired

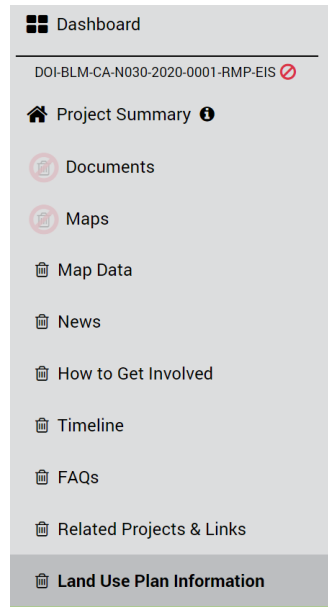


- a. **Note:** The link address needs “https://” at the beginning of the link. If not added, the “Add” button will remain disabled. For example, if adding the CNN website, you will need to enter “https://www.cnn.com”
- 6. Finally, click “Save” to save the new link address

How to Edit the Link Description

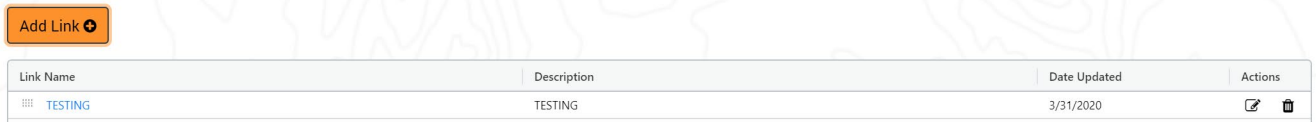
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation

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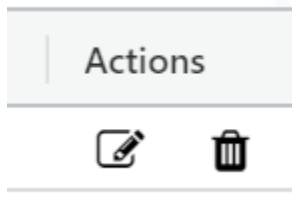
- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page

3. Confirm you have at least one link added to the page



- a. **Note:** If a link does not exist, please follow the “How to Add a New Link” guide above to add a link(s)

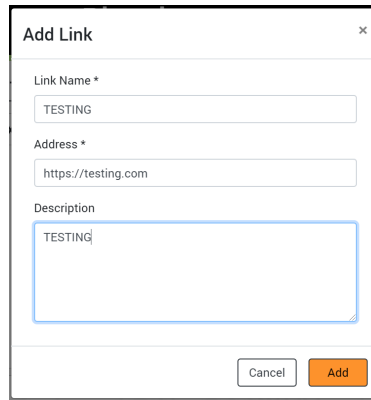
4. Locate and click the “Edit” button displayed within the [Actions] column



- a. **Note:** The edit button will be hidden if you are not assigned as a team member for the given project

5. In the popup, locate the “Description” text field and change the link description as desired

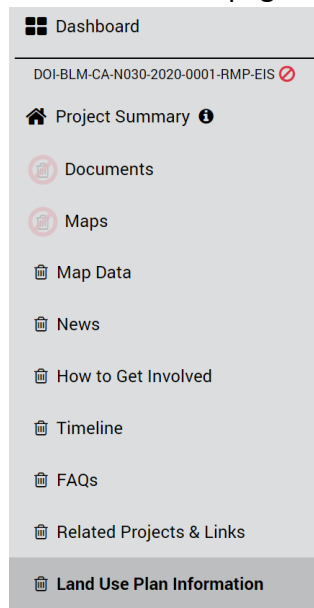
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6. Finally, click “Save” to save the new link description

How to Change Link Sort Order





1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Navigate to the “Land Use Plan Information” page using the left navigation



- a. **Note:** If a “Land Use Plan Information” page does not exist, follow the “How to Add Site Pages” instructions to add the “Land Use Plan Information” page

3. Confirm you have at least two links created

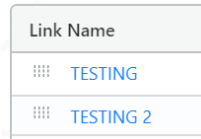
Add Link ➕

Link Name	Description	Date Updated	Actions
TESTING	TESTING	3/31/2020	 
TESTING 2	TESTING 2	3/31/2020	 

- a. **Note:** If links do not exist, please follow the “How to Add a New Link” guide above to add links

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- Now locate the dotted box button displayed on the left hand side of each link name



- Click and drag this button (the link will be dragged along with it) into the desired new sort order and release the button
- Confirm the link is now displayed in the order you desired

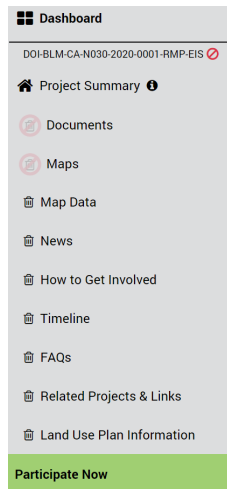
[Add Link](#)

Link Name	Description	Date Updated	Actions
TESTING 2	TESTING 2	3/31/2020	
TESTING	TESTING	3/31/2020	

PARTICIPATE NOW

How to Navigate to the Participate Now page

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Click on the “Participate Now” page link located within the left navigation

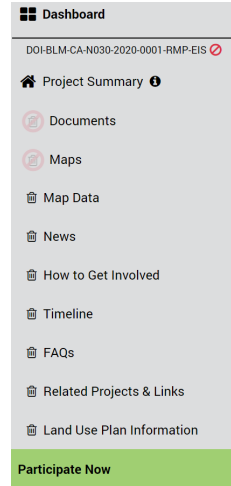


- Note 1:** You will need at least one map or document participation period created in order for the “Participate Now” page to appear in the left navigation. The participation periods need to be in either “Open” or “Closed but comments allowed after end date” statuses.
- Note 2:** This page is hidden if no “Open” or “Closed but comments allowed after end date” participation periods exist for your project

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How to Open Document or Map Participation Periods

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Click on the “Participate Now” page link located within the left navigation



- a. **Note 1:** You will need at least one map or document participation period created in order for the “Participate Now” page to appear in the left navigation. The participation periods need to be in either “Open” or “Closed but comments allowed after end date” statuses.
- b. **Note 2:** This page is hidden if no “Open” or “Closed but comments allowed after end date” participation periods exist for your project
3. Locate the “Document/Map Name” grid column and select the clickable link to open Document or Map

Participate Now

The following participation periods are open for submitting feedback on the listed document(s) and/or map(s).

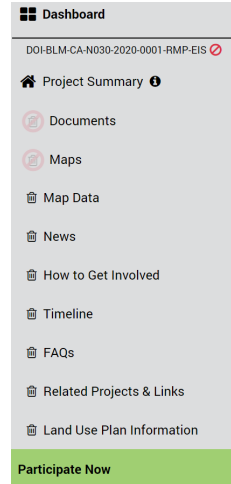
Document/Map Name ↓↑	Type ↓↑	Period ↑	Status ↓↑	Submission Count ↓↑	Participate
XML_Document_Conversion_steps.docx	Document	03/25/2020 - 03/31/2020	Open	5	Participate

- a. **Note 1:** If PDF document, it will preview the document in a new browser tab, and you will have the option to download the document into your local hard drive if desired
- b. **Note 2:** If Image document, it will preview the document in a new browser tab, and you will have the option to download the image into your local hard drive if desired
- c. **Note 3:** If Word, Excel, or any other document format, upon clicking the link, it will automatically download the document into your local hard drive
- d. **Note 4:** If Map, it will open the comment map in a new browser tab

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How to Comment on Participation Periods

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Click on the “Participate Now” page link located within the left navigation



- a. **Note 1:** You will need at least one map or document participation period created in order for the “Participate Now” page to appear in the left navigation. The participation periods need to be in either “Open” or “Closed but comments allowed after end date” statuses.
- b. **Note 2:** This page is hidden if no “Open” or “Closed but comments allowed after end date” participation periods exist for your project
3. Location the “Participate” column and click on the “Comment Now!” or “Protest Now!” buttons to visit the Add Submission page or Map or Document participation periods

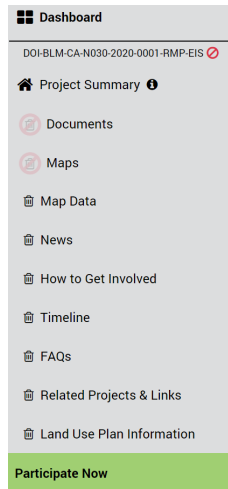


- a. **Note:** The button will be named “Protest Now!” during NEPA/RMP protest project statuses

How to Change Column Sort Order

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Click on the “Participate Now” page link located within the left navigation

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- a. **Note 1:** You will need at least one map or document participation period created in order for the “Participate Now” page to appear in the left navigation. The participation periods need to be in either “Open” or “Closed but comments allowed after end date” statuses.
- b. **Note 2:** This page is hidden if no “Open” or “Closed but comments allowed after end date” participation periods exist for your project
3. Confirm you have at least two “Open” or “Closed but comments allowed after end date” map or document participation periods created

Document/Map Name ↓↑	Type ↓↑	Start Date ↓↑	End Date ↓↑	Status ↓↑	Sub
XML Document Conversion steps.docx	Document	02/19/2020	02/29/2020	Closed	
Deployment Instructions for MakePoint and ESRI Proxy.docx	Document	03/25/2020	03/31/2020	Closed	

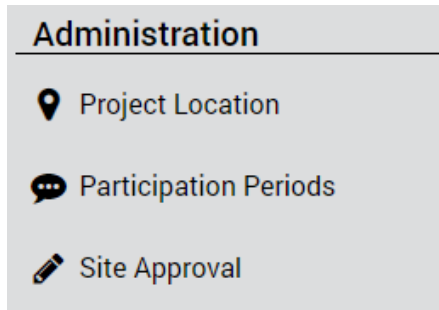
4. Locate and click on the grid column header to in order to sort grid data from A-Z or Z-A
 - a. **Note:** By default, the “Participate Now” grid will be sorted by the “Period” column to show oldest participation periods first (oldest start date at the top)

PROJECT LOCATION

How to Set a New Project Location

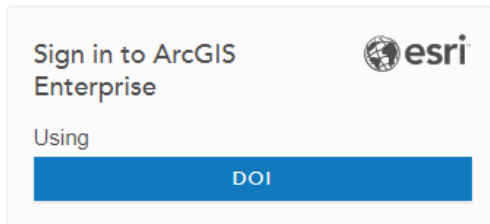
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Project Location” site page link

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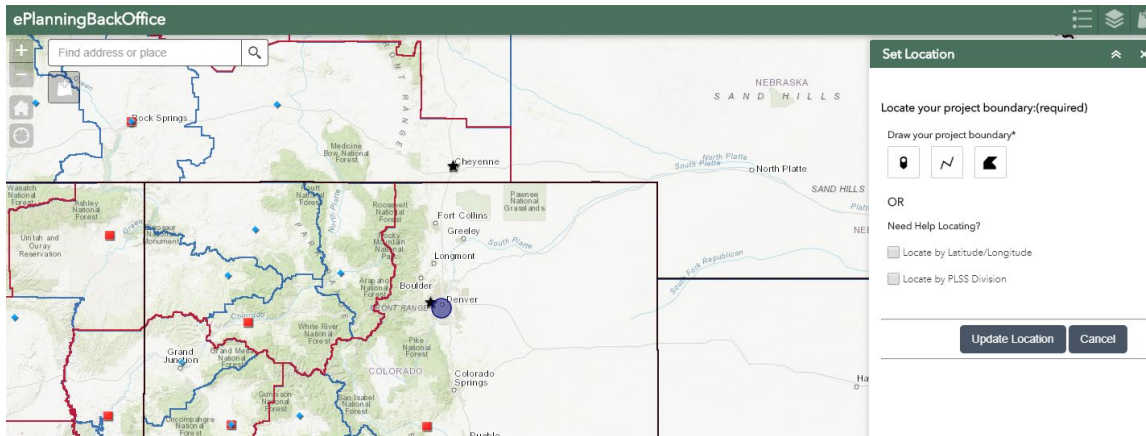
3. Locate and click the “Set Project Location” button to open the ESRI project location map in a separate browser tab
 - a. **Note:** This button will be shown as “Update Project Location” if your project already has a location assigned
4. Click the “DOI” button when prompted to sign into ArcGIS Enterprise

Eplanning Set Project Location App Test wants to access your ArcGIS Enterprise account information



Eplanning Set Project Location App Test developed by:
ArcGIS Enterprise

5. Once the ESRI map is loaded, draw your project boundary using the Point, Polyline, or Polygon options
 - a. **Note:** If you would like to discover a specific location in the map, use the “Locate by Latitude/Longitude” or “Location by PLSS Division” options to zoom into the desired location

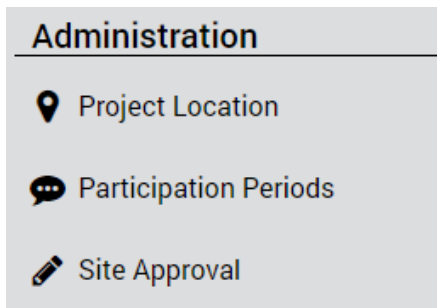


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6. Once the project boundary has been drawn, click the “Save Location” button and wait for the confirmation message to be displayed
7. Once you see the confirmation message within ESRI map, navigate back to the Back Office Project Location page, and refresh the page by selecting “F5” in the keyboard or clicking the page reload button in your web browser
8. Your new location will now be displayed within Back Office along with “Location Details”

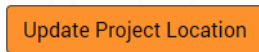
How to Update the Project Location

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Project Location” site page link



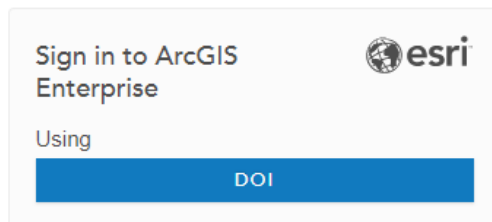
3. Locate and click the “Update Project Location” button to open the ESRI project location map in a separate browser tab

Project Location



- a. **Note:** This button will be shown as “Set Project Location” if your project has never been assigned a location
4. Click the “DOI” button when prompted to sign into ArcGIS Enterprise

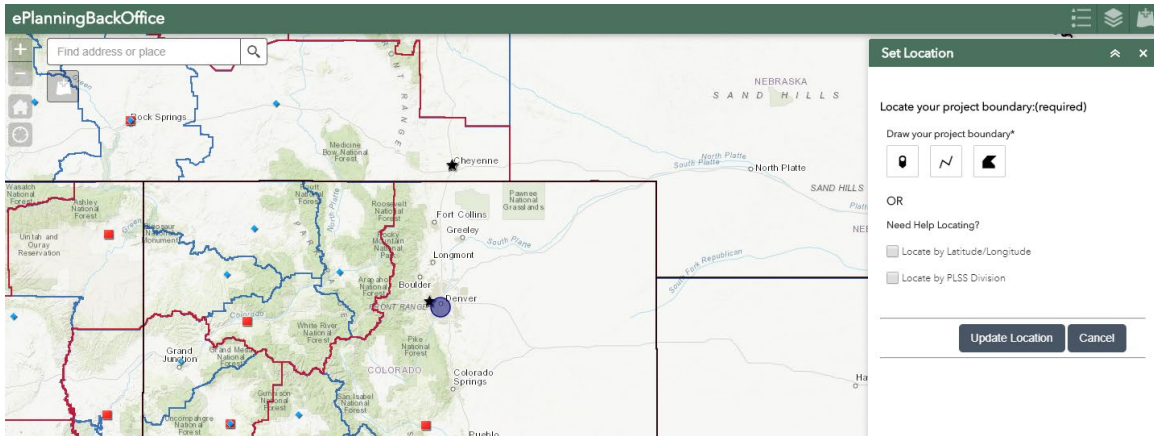
Eplanning Set Project Location App Test wants to access your ArcGIS Enterprise account information



Eplanning Set Project Location App Test developed by:
ArcGIS Enterprise

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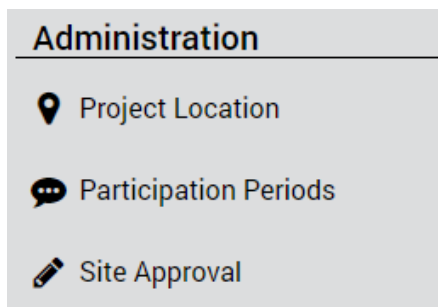
5. Once the ESRI map is loaded, draw your new project boundary using the Point, Polyline, or Polygon options
 - a. **Note:** If you would like to discover a specific location in the map, use the “Locate by Latitude/Longitude” or “Location by PLSS Division” options to zoom into the desired location
6. Once the project boundary has been drawn, click the “Update Location” button and wait for the confirmation message to be displayed



7. Once you see the confirmation message within ESRI map, navigate back to the Back Office Project Location page, and refresh the page by selecting “F5” in the keyboard or clicking the page reload button in your web browser
8. Your updated location will now be displayed within Back Office along with the updated “Location Details”

How to Locate the Project Lead Office

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Project Location” site page link



3. Locate and click the “Update Project Location” button to open the ESRI project location map in a separate browser tab

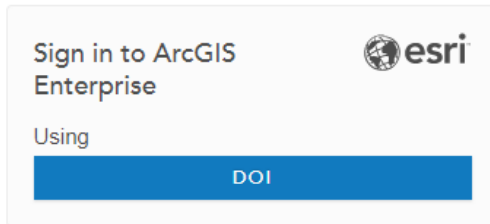
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Project Location

Update Project Location

- a. **Note:** This button will be shown as “Set Project Location” if your project has never been assigned a location
- 4. Click the “DOI” button when prompted to sign into ArcGIS Enterprise

Eplanning Set Project Location App Test wants to access your ArcGIS Enterprise account information

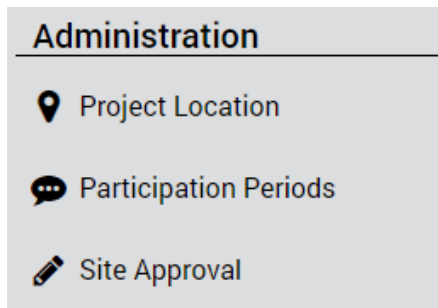


Eplanning Set Project Location App Test developed by:
ArcGIS Enterprise

- 5. Once the ESRI map is loaded, locate and click the “Locate LO” button and the ESRI map will zoom to the project lead office
 - a. **Note:** The “Locate LO” button will be hidden if your selected project does not have an office code in the GIS database. This can occur when newly created offices in D2 are not synced with the Back Office or GIS databases

How to View the Project Location

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Project Location” site page link



3. Within the Project Location site page, a GIS map and “Location Details” section will be displayed with the appropriate project location

Location Details

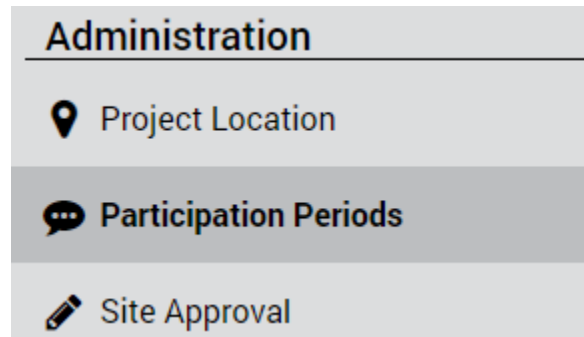
City	State	Zip Code
Denver	Colorado	80223

- a. **Note:** If you do not have a project location set, the GIS map will be zoomed out to show united states and the “Location Details” section will be hidden

PARTICIPATION PERIODS

How to Add a Document Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Locate and select the “Add Document” button
 - a. **Note 1:** This button will be disabled if there are no documents uploaded to your project
 - b. **Note 2:** If this button is disabled, please upload at least one document to the “Documents” site page
4. Once the “Add Document Participation Period” modal is opened, enter appropriate values for the required fields and click “Add” button to create the new document participation period
 - a. **Note 1:** The “Standard Disclaimers/Agreements” text is read-only and cannot be edited
 - b. **Note 2:** The “Add” button will be disabled until you enter appropriate values for all required fields

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Add Document Participation Period ✕

Document Name *

NOCLogo90_2017.png
✕ ▼

Start Date * End Date *

04/01/2020
📅

07/31/2020
📅

Allow Comments After End Date?

Yes
 No

Submission ID Prefix *

TEST|

Standard Disclaimers/Agreements

* Withhold personally identifying information from future publications on this project?

Note: Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment - including your personal identifying information - may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

Please include me on the mailing list for this project?

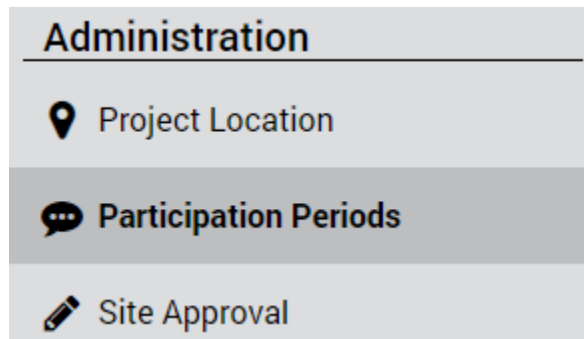
You will be included on any future mailings related to this project.

Cancel
Add

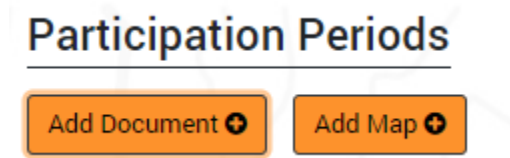
How to Add a Map Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link

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3. Locate and select the “Add Map” button



- a. **Note 1:** This button will be disabled if there are no interactive maps uploaded to your project
 - b. **Note 2:** If this button is disabled, please upload at least one interactive map to the “Maps” site page
4. Once the “Add Map Participation Period” modal is opened, enter appropriate values for the required fields and click “Add” button to create the new map participation period
 - a. **Note 1:** Map participation period templates are available for certain project statuses only. This dropdown will be empty if there are none configured to your project’s status
 - b. **Note 2:** The “Add” button will be disabled until you enter appropriate values for all required fields

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Add Map Participation Period ✕

Attention: Carefully review your questions and options before publishing the project site. All questions & options will NOT be editable once the project has been published and commenting is open to the public.

General

Map Name *

Start Date * End Date *

Submission ID Prefix *

Comment Layer(s)

Layer 1

Comment Layer *

Unique ID Field *

Add Comment Layer

Question(s)

Map Participation Period Template

Question 1 ✕

Question *

Required? * Yes No Type * Text Single Select Multi Select

Add Question

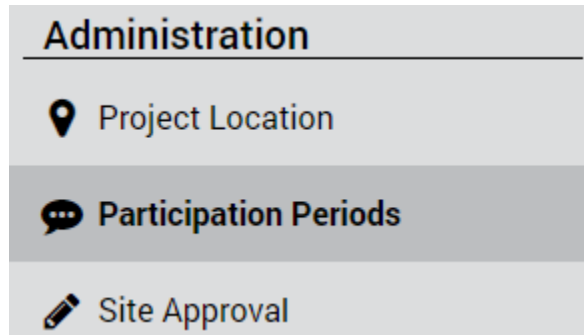
About Participation Period

How to Close a Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

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2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



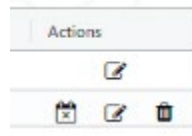
3. Confirm that you have at least one “Open” or “Closed but comments are allowed after end date” Participation Period available in the grid
 - a. **Note:** The “Close Participation Period” button will be hidden if the participation period’s end date has passed without allowing further public commenting or it has been already closed

Participation Periods

[Add Document](#) [Add Map](#)

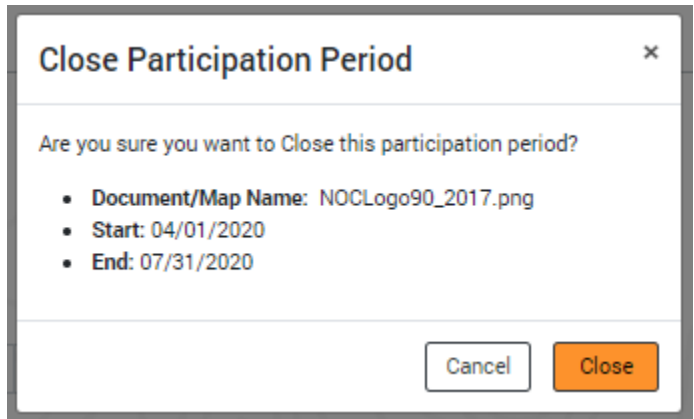
Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLeg60_2017.png	Document	04/01/2020	07/31/2020	Open	0	

4. Once you have the appropriate participation period with the criteria above, locate the “Actions” column and select the “Close Participation Period” button



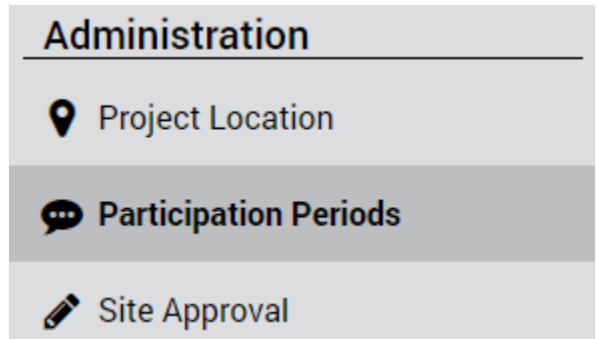
- a. **Note 1:** You can close a map or document participation period at any given time regardless of the publish status or the comment submission count
 - b. **Note 2:** For document participation periods, manually closing a participation period will automatically disable the “allow comments after end date” toggle
5. Click “Close” button in the confirmation modal to “Close” the selected participation period

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How to Edit a Document Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Document Participation Period available in the grid
 - a. **Note:** If a document participation period does not exist, follow the “How to Add a Document Participation Period” instructions to add a participation period

Participation Periods

Add Document + Add Map +

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

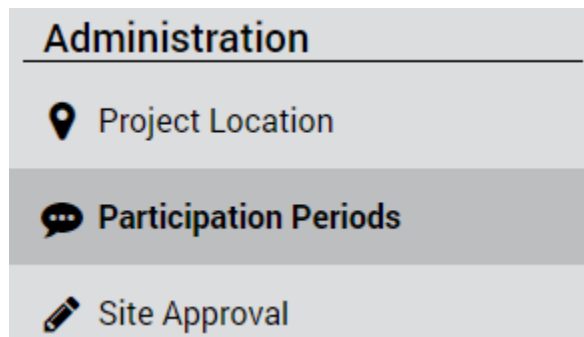
4. Now locate the “Actions” column and select the “Edit Participation Period” button on the desired document participation period
 - a. **Note 1:** If participation period is NOT Published to Front Office, the following fields are editable or non-editable,
 - i. Document – **Non-Editable**

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- ii. Start Date – **Editable** (cannot pick a new date prior to present day)
- iii. End Date – **Editable**
- iv. Prefix – **Editable** (can contain letters or numbers only)
- v. Allow Comment After End Date – **Editable**
- b. **Note 2:** If participation period is PUBLISHED to Front Office and Status is OPEN, the following fields are editable or non-editable,
 - i. Document – **Non-Editable**
 - ii. Start Date – **Non-Editable**
 - iii. End Date – **Editable** (cannot pick a new date prior to present day)
 - iv. Prefix – **Non-Editable**
 - v. Allow Comment After End Date – **Editable**
- c. **Note 3:** If participation period is PUBLISHED to Front Office and Status is CLOSED, the following fields are editable or non-editable,
 - i. Document – **Non-Editable**
 - ii. Start Date – **Non-Editable**
 - iii. End Date – **Editable** (cannot pick a new date prior to present day)
 - iv. Prefix – **Non-Editable**
 - v. Allow Comment After End Date – **Non-Editable**
- 5. Make the desired updates (please read the edit restrictions/rules in step 4 above) to the fields and click “Save” button to edit the selected document participation period

How to Edit a Map Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map Participation Period available in the grid
 - a. **Note:** If a map participation period does not exist, follow the “How to Add a Map Participation Period” instructions to add a participation period



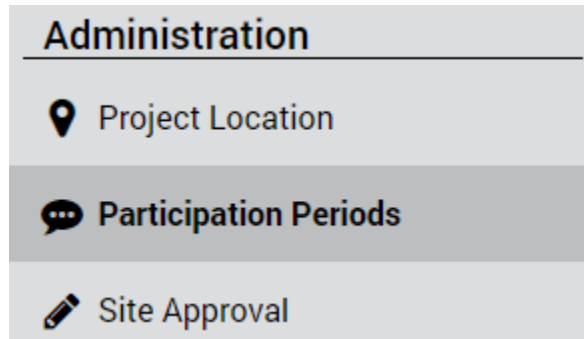
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4. Now locate the “Actions” column and select the “Edit Participation Period” button on the desired map participation period
 - a. **Note 1:** If participation period is NOT Published to Front Office, the following fields are editable or non-editable,
 - i. Project Map – **Non-Editable**
 - ii. Comment Layer – **Non-Editable**
 - iii. Start Date – **Editable** (cannot pick a new date prior to present day)
 - iv. End Date – **Editable**
 - v. Prefix – **Editable** (can contain letters or numbers only)
 - vi. Map Questions – **Editable**
 - vii. About PP Text Field – **Editable**
 - b. **Note 2:** If participation period is PUBLISHED to Front Office and Status is OPEN, the following fields are editable or non-editable,
 - i. Project Map – **Non-Editable**
 - ii. Comment Layer – **Non-Editable**
 - iii. Start Date – **Non-Editable**
 - iv. End Date – **Editable**
 - v. Prefix – **Non-Editable**
 - vi. Map Questions – **Non-Editable**
 - vii. About PP Text Field – **Editable**
 - c. **Note 3:** If participation period is PUBLISHED to Front Office and Status is CLOSED, the following fields are editable or non-editable,
 - i. Project Map – **Non-Editable**
 - ii. Comment Layer – **Non-Editable**
 - iii. Start Date – **Non-Editable**
 - iv. End Date – **Editable**
 - v. Prefix – **Non-Editable**
 - vi. Map Questions – **Non-Editable**
 - vii. About PP Text Field – **Editable**
5. Make the desired updates (please read the edit restrictions/rules in step 4 above) to the fields and click “Save” button to edit the selected map participation period

How to Delete a Participation Period

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link

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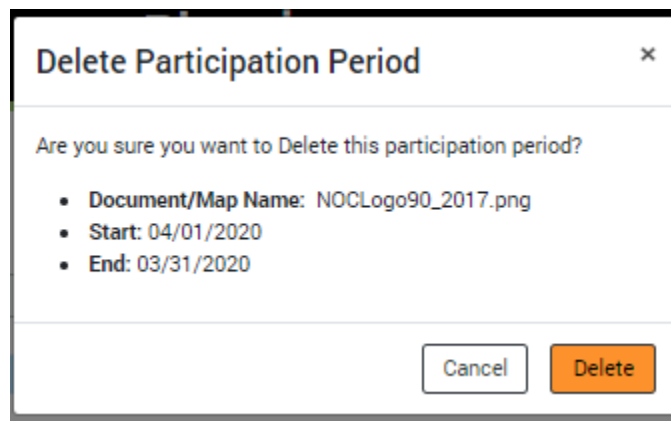
3. Confirm that you have at least one Participation Period added to the grid
 - a. **Note:** If a participation period does not exist, follow the “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period

Participation Periods

Add Document Add Map

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

4. Now locate the “Actions” column and select the “Delete Participation Period” button on the desired document or map participation period
 - a. **Note:** Regardless of the site publish status, a participation period can be deleted only if the submission count is zero for that selected participation period
5. Click “Delete” button in the confirmation modal to “Delete” the selected participation period

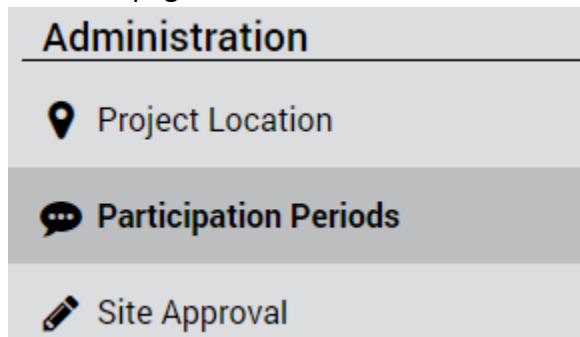


How to View Participation Submissions

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number

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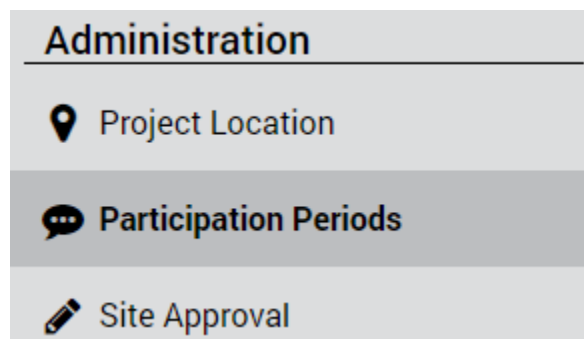
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Participation Period added to the grid
 - a. **Note:** If a participation period does not exist, follow the “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid
6. Submissions for the selected participation period will be displayed within the “Participation Submissions” grid

How to Add a Document Participation Period Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Document Participation Period added to the grid

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- a. **Note:** If at least one participation period does not exist, follow the “How to Add a Document Participation Period” instructions to add a participation period

Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

Filter Submitted Date From To

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

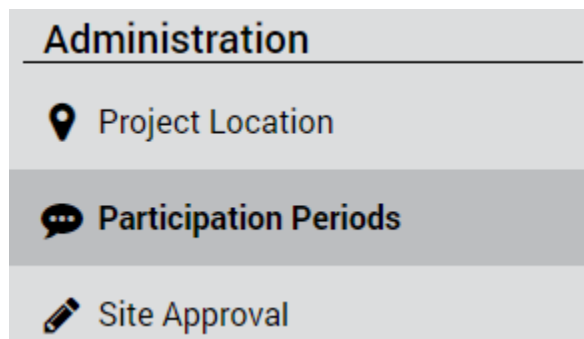
6. Locate and click the “Add Submission” button
 - a. **Note:** The “Add Submission” button will be disabled if the selected document participation period is in “Closed and comments after end date is not allowed” status
7. Enter appropriate values for all required fields within “Step 1 – Your Information” page
 - a. **Note 1:** Certain PII fields will be automatically made required during the following project DOI/Sub-Statuses
 - i. NEPA
 - In Progress -> Decision and Appeal
 - In Progress -> Decision and Protest
 - ii. RMP
 - In Progress -> Decision and Appeal
 - In Progress -> Decision and Protest

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- In Progress -> PRMP - Protest and Resolution
- b. **Note 2:** The field “How have you participated in the process for this project?” will be shown and as a required field during the following project DOI/Sub-Statuses
 - iii. NEPA
 - In Progress -> Decision and Protest
 - iv. RMP
 - In Progress -> Decision and Protest
 - In Progress -> PRMP - Protest and Resolution
- 8. Once the appropriate information has been entered during Step 1, locate and click the “Preview” button to navigate to the “Step 2 – Preview” of the process
- 9. Now verify all previously entered information is correct and click the “Submit” button
 - a. **Note:** The field “Withhold my personally identifying information from future publications on this project” will be hidden and defaulted to “No” during the project DOI/Sub-Statuses noted in “Step 7 - Note 1” above
- 10. Once the “Submit” button is selected, you will be navigated to the “Step 3 - Receipt” page and a Submission ID will be shown indicating you have successfully added a submission

How to Add a Map Participation Period Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



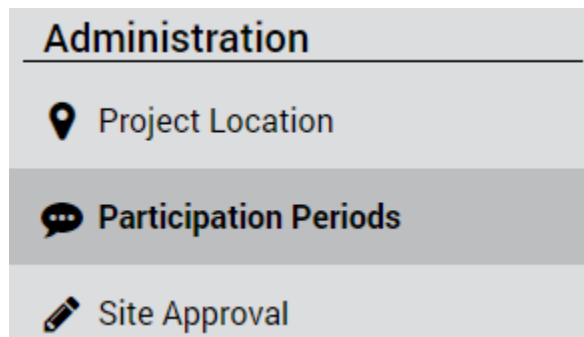
3. Confirm that you have at least one Map Participation Period added to the grid
 - a. **Note:** If at least one participation period does not exist, follow the “How to Add a Document Participation Period” instructions to add a participation period

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4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid
6. Locate and click the “Add Submission” button
7. Upon click, confirm the GIS comment map is opened in a separate browser tab
8. Now locate and click the “Add Comment” button
9. Now click either “Select Existing Feature” or “Create New Feature”
 - a. **Note:** If “Create New Feature” is selected, proceed to create the desired Point, Polyline, or Polygon in the comment map
10. Enter appropriate values for the required and optional (if applicable) map participation period questions
11. Verify all entered information is accurate and click the “Submit” button
12. Once the “Submit” button is selected, a confirmation message will be shown along with a Submission ID indicating you have successfully added a submission
 - a. **Note:** See “How to Sync Comment Map Submissions with Back Office” instructions to view your submitted map participation period comments within Back Office

How to Sync Comment Map Submissions with Back Office

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



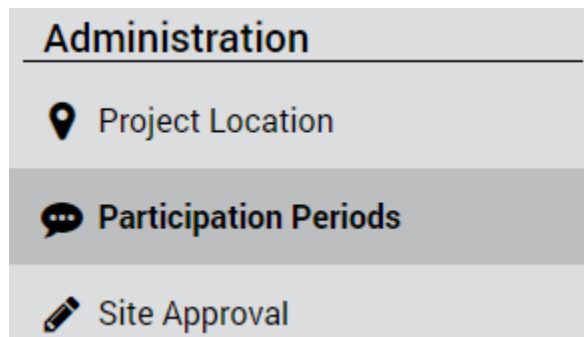
3. Confirm that you have at least one Map Participation Period added to the grid
 - a. **Note:** If at least one participation period does not exist, follow the “How to Add a Document Participation Period” instructions to add a participation period
4. Confirm that you have at least one submission added to your selected Map Participation Period

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- a. **Note:** If you do not have any submissions added, follow the “How to Add a Map Participation Period Submission” instructions to add a new submission
- 5. Select the desired participation period by clicking on the appropriate row within the grid
- 6. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid
- 7. Locate and click the “Sync Submissions” button
- 8. Now refresh the page by selecting “F5” in the keyboard or clicking the page reload button in your web browser
- 9. Confirm that your map comments have been pulled into the “Participation” Submissions grid
 - a. **Note 1:** If you do not see your desired map comments after refresh, please wait a moment for the system to finish the batch process. This may take a few minutes based on the amount of comments being synced
 - b. **Note 2:** You can also check the “Last Synced” date/time stamp located next to the “Sync Submissions” button to ensure that the batch process was run successfully

How to Open a Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



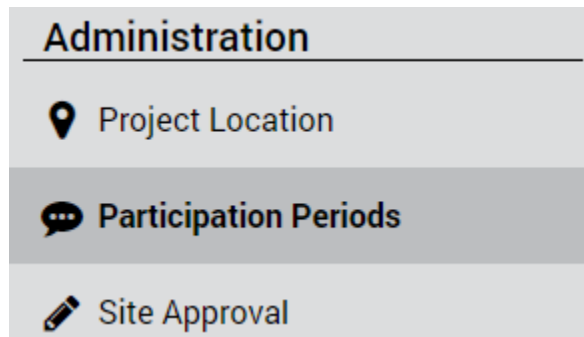
3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period

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- b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
- 4. Select the desired participation period by clicking on the appropriate row within the grid
- 5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid
- 6. Now locate the “Actions” column and select the “View Comment Submission” button on the desired submission
- 7. You will be navigated to a read-only page to view all submitted content of the submission

How to Download Attachments of a Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added with an attachment(s)
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

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Participation Periods

[Add Document](#)
[Add Map](#)

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion.steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

[Add Submission](#)

Filter Submitted Date From: To:
[Filter](#) [Clear](#)

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

- Now locate the “Actions” column and select the “View Comment Submission” button on the desired submission
- You will be navigated to a read-only page to view all submitted content of the submission

View Comment for NOCLogo90_2017.png

Submission ID is test-1-500000125

Submitted by BLM User: tgomes

Comment Classification

Response Type: Letter
 Delivery Type: Fax
 Receipt Date: 03/24/2020

Comment

test

Uploaded File(s)

Files

- BLM_Logo_bLACK_BACKGROUND.png
- BLM_Logo_bLACK_BACKGROUND.png

Submitter(s)

Submitter 1

Name: Gomes, Tyler
 Address: Not Provided
 Group or Organization Name: Not Provided

Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment - including your personal identifying information - may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

(Withhold my personally identifying information from future publications on this project) - *NO*

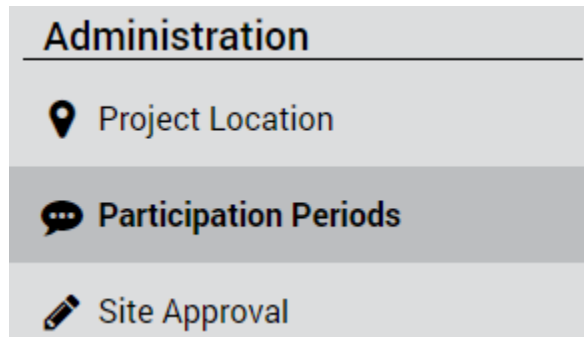
- Now locate the “Uploaded Files” section and click on the “Download” button next to the attachment
- The attachment will be downloaded to your local hard drive

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- a. **Note:** When there are multiple attachments, repeat Step 8 for all attachments that you would like to download

How to Delete a Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

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Participation Periods

[Add Document](#) [Add Map](#)

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion.steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NICLog#60 2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

[Add Submission](#)

Filter Submitted Date From: MM/DD/YYYY To: MM/DD/YYYY [Filter](#) [Clear](#)

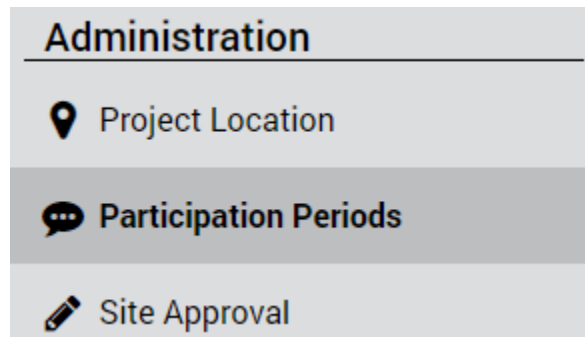
Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

6. Now locate the “Actions” column and select the “Delete Comment Submission” button on the desired submission
 - a. **Note:** Comments that are submitted via Front Office can never be deleted so the “Delete” button will be hidden for such comments
7. Click “Delete” button in the confirmation modal to “Delete” the selected submission
 - a. **Note:** Even though deleted submissions are removed from the Participation Submissions grid, they are never deleted from the Back Office database. Moreover, you have the option to run a report (See “How to Create a Submission Listing Report”) and pull in all deleted comments if desired

How to Edit a Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



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3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOClog#90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

Filter Submitted Date From To

Document/Map Name:

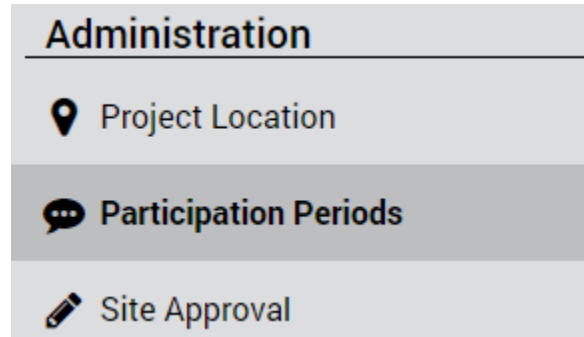
Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

6. Now locate the “Actions” column and select the “Edit Comment Submission” button on the desired submission
 - a. **Note:** Comments that are submitted via Front Office can never be edited so the “Edit” button will be hidden for such comments
7. Once the appropriate information has been edited during “Step 1 – Edit Information”, locate and click the “Preview” button to navigate to the “Step 2 – Preview” of the process
8. Now verify all previously entered information is correct and click “Save” to successfully save your changes to the selected submission
 - a. **Note:** If you change your mind, you can click the “Cancel” button and to cancel the entire editing process and go back to the Participation Submissions grid

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How to Download or Print a Submission

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document_Conversion_steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

Filter Submitted Date From To

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	



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6. Now locate the “Actions” column and select the “View Comment Submission” button on the desired submission
7. You will be navigated to a read-only page to view all submitted content of the submission
8. Now scroll to the bottom of the page and click the “Download as PDF” button and a preview of the comment will be displayed in a modal

View Comment for NOCLogo90_2017.png

Submission ID is test-1-500000125

Submitted by BLM User: tgomes

Comment Classification

Response Type: Letter
Delivery Type: Fax
Receipt Date: 03/24/2020

Comment

test

Uploaded File(s)

Files

- BLM_Logo_bLACK_BACKGROUND.png
- BLM_Logo_bLACK_BACKGROUND.png

Submitter(s)

Submitter 1
Name: Gomes, Tyler
Address: Not Provided
Group or Organization Name: Not Provided

Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment - including your personal identifying information - may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

(Withhold my personally identifying information from future publications on this project) - NO

Close Download as PDF Edit Comment




9. Scroll to the bottom of the preview modal and click the “Download/Print” button and a “Print” options screen will be displayed
10. If you would like to download the submission as PDF, select the “Destination” as “Save as PDF” and click “Save” to download the submission into your local hard drive
11. If you would like to print the submission, select the “Destination” as the desired printer and click the “Print” button to print the submission

How to Filter Submissions

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link

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Administration

-  Project Location
-  **Participation Periods**
-  Site Approval

3. Confirm that you have at least one Map or Document Participation Period available with at least two submissions added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Participation Submissions” grid is now displayed below the main Participation Periods grid

Participation Periods

Add Document
Add Map

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
MML_Document_Conversion_steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLarge90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows Show 10 rows per page

* Participation Period is closed and public input is still allowed.

Participation Submissions

Add Submission

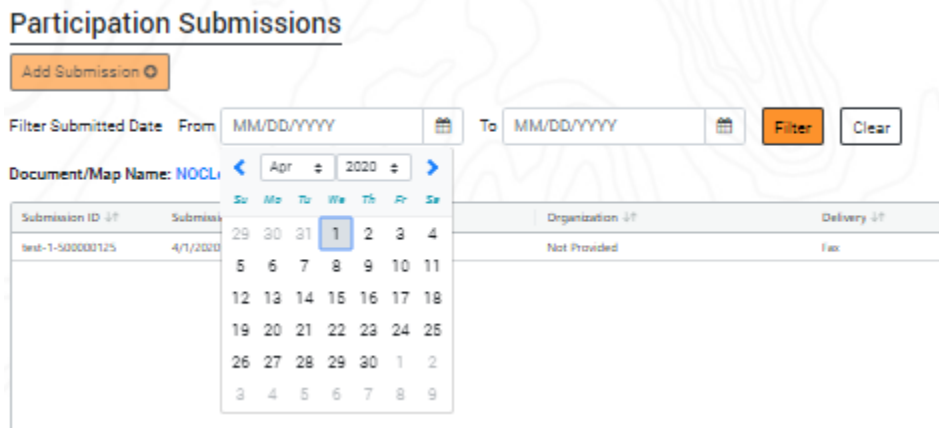
Filter Submitted Date From To
Filter
Clear

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

6. Now locate the “Filter Submitted Date” filters that above the Participation Submissions grid
7. Now use the date picker tools to enter the desired date ranges into “From” and “To” fields

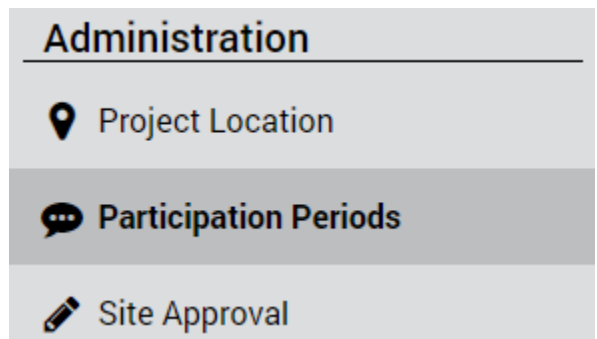
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8. Finally, click the “Filter” button to filter all submissions from the Participation Submissions grid based on your selected dates in Step 7

How to Create a Submission Listing Report

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Submission Reports” grid is now displayed below the “Participation Submissions” grid

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Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLog#90 2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

Filter Submitted Date From: To:

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

6. Locate and click the “Create Report” button
7. Enter a “Report Title” and other optional fields as desired
 - a. **Note 1:** When sorting by “Submitter Name” the report will sort by the first submitter of each submission only. Meaning, if there are multiple submitters for a given comment, the sorting option will account the first submitter’s name within that comment and compare that against other “first” submitters from different comment submissions
 - b. **Note 2:** Check the “Include Deleted Submissions” option if you would like to see deleted submissions in your report
 - c. **Note 3:** Check the “Download Submitted Attachments” option if you would like to download all submission attachments along with your report

Submission Reports

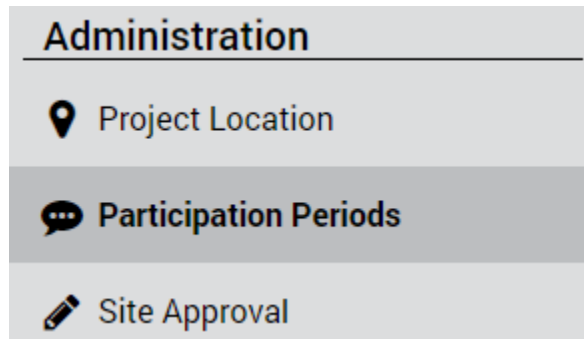
Title	Generate Date	Size	Actions
There are no reports available. Please generate a report.			

8. Once you are satisfied with the entered values, click the “Create” button and the report will be added to the “Submission Reports” grid
 - a. **Note 1:** While the report is generating, the “Size” column will display the text of “Pending” and the “Delete” and “Download” buttons in the “Actions” column will be disabled for that report
 - b. **Note 2:** You will need to refresh the page to check if the report has been finished generating
 - c. **Note 3:** For participation periods with a large number of submissions, the report may take a several minutes to generate

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How to Download a Submission Listing Report

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added
 - a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
 - b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Submission Reports” grid is now displayed below the “Participation Submissions” grid

Participation Periods

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document Conversion steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogin90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

Filter Submitted Date From To

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

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6. Confirm that you have at least one submission report generated and ready to be downloaded in the “Submission Reports” grid
 - a. **Note 1:** If a report does not exist, follow “How to Create a Submission Listing Report” instructions to create a report
 - d. **Note 2:** If a report is still in the process of generating, the “Size” column will display the text of “Pending” and the “Delete” and “Download” buttons in the “Actions” column will be disabled for that report

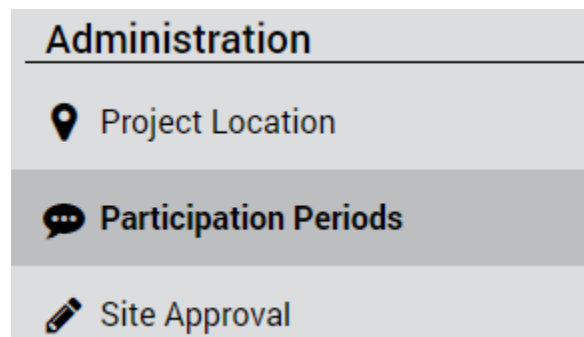
Submission Reports



7. Now locate the “Actions” column and select the “Download Submission Report” button on the desired report
8. The Microsoft Excel report will be downloaded to your local hard drive
 - a. **Note 1:** In most cases, the report can be found in your local “Downloads” folder
 - b. **Note 2:** If you have checked the “Download Submitted Attachments” option during report creation, a .ZIP file will be downloaded that include all submission attachments along with the Excel report

How to Delete a Submission Listing Report

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Participation Periods” site page link



3. Confirm that you have at least one Map or Document Participation Period available with at least one submission added

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- a. **Note 1:** If a participation period does not exist, follow “How to Add a Document Participation Period” or “How to Add a Map Participation Period” instructions to add a participation period
- b. **Note 2:** If you do not have any submissions added, follow “How to Add a Map Participation Period Submission” or “How to Add a Document Participation Period Submission” instructions to add a new submission
4. Select the desired participation period by clicking on the appropriate row within the grid
5. Confirm the “Submission Reports” grid is now displayed below the “Participation Submissions” grid

Participation Periods

[Add Document](#) [Add Map](#)

Document/Map Name	Type	Start Date	End Date	Status	Submission Count	Actions
XML Document_Conversion_steps.docx	Document	03/25/2020	03/31/2020	Closed	5	
NOCLogo90_2017.png	Document	04/01/2020	03/31/2020	Closed	0	

Showing 1 to 2 of 2 rows

* Participation Period is closed and public input is still allowed.

Participation Submissions

[Add Submission](#)

Filter Submitted Date From To [Filter](#) [Clear](#)

Document/Map Name:

Submission ID	Submission Date	Submitter	Organization	Delivery	In CARA	In Participation Period	Attach	Actions
test-1-500000125	4/1/2020	Tyler Gomes	Not Provided	Fax	Y	N	0	

6. Confirm that you have at least one submission report generated and ready to be deleted in the “Submission Reports” grid
 - a. **Note 1:** If a report does not exist, follow “How to Create a Submission Listing Report” instructions to create a report
 - e. **Note 2:** If a report is still in the process of generating, the “Size” column will display the text of “Pending” and the “Delete” and “Download” buttons in the “Actions” column will be disabled for that report

Submission Reports

[Create Report](#)

Title	Generate Date
test	4/1/2020

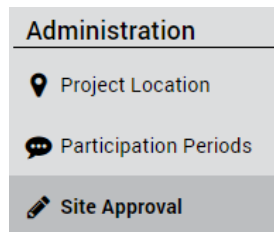
7. Now locate the “Actions” column and select the “Delete Submission Report” button on the desired report

- Click “Delete” button within the delete confirmation modal and your selected submission listing report will be deleted from the “Submission Reports” grid

SITE APPROVAL

How to Submit Changes for Approval

- Navigate to the Back Office Dashboard and click on a project’s NEPA Number
- Locate the “Administration” section within left navigation and select the “Site Approval” site page link




- Confirm that you have made at least one change to any of the project site pages, project location, and/or participation periods
 - Note:** If all changes have been “Approved & Published”, the Site Approval page will display a message that says no pending changes available and you will not be able to submit changes for approval
- Confirm that your changed pages have been listed accurately within “The following project website sections have been updated and are ready for approval:” section

The following project website sections have been updated and are ready for approval:



- Now locate the “Public Affairs Reviewer” dropdown and select the appropriate PA reviewer from the dropdown list

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Public Affairs Reviewer * 

Select a Reviewer

- Tyler Moss
- Tyler E Gomes

- a. **Note:** A team member will need to be assigned the “Public Affairs” role within D2 for your project in order for their name to appear within the dropdown list
6. Enter text into “Additional Comments” field if desired
7. Now locate and click the “Submit for Approval” button

Additional Comments

TEST|

9996 characters remaining

Submit for Approval




8. Finally, click the “Submit” button shown in the confirmation modal to submit your changes to the selected PA reviewer in Step 5 above
 - a. **Note 1:** If you selected yourself as the PA Reviewer, you will be automatically navigated to the “Step 2 – Approve Changes” page
 - b. **Note 2:** If you have selected someone else as the PA Reviewer, you will be automatically navigated to the “Change or Cancel Approval Request” page
 - c. **Note 3:** Once changes have been successfully submitted, the entire project site will be made read-only to prevent any further editing to the site

How to Change the Public Affairs Reviewer for Approval

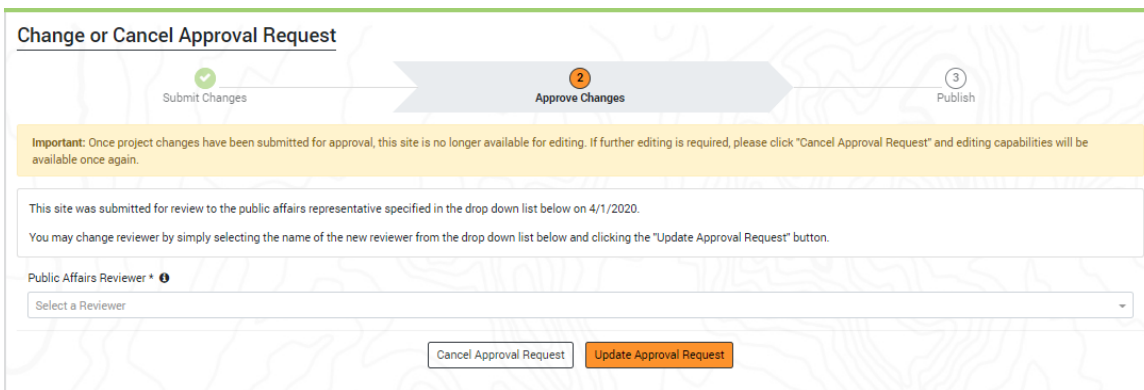
1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link

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Administration

-  Project Location
-  Participation Periods
-  Site Approval

3. Confirm that you are on the “Change or Cancel Approval Request” page
 - a. **Note:** This page will be visible only if you are not the selected PA Reviewer during “Step 1 – Submit Changes”. See Step 8 of “How to Submit Changes for Approval” instructions




Change or Cancel Approval Request

Submit Changes 2 Approve Changes 3 Publish

Important: Once project changes have been submitted for approval, this site is no longer available for editing. If further editing is required, please click “Cancel Approval Request” and editing capabilities will be available once again.

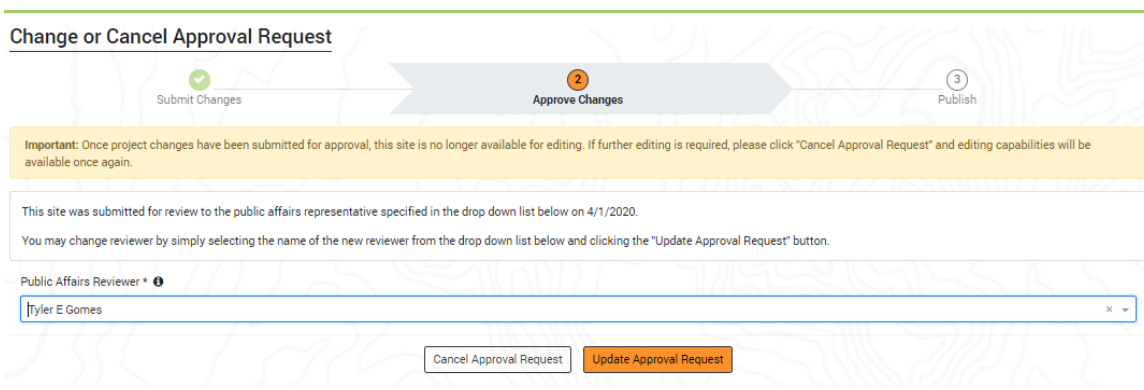
This site was submitted for review to the public affairs representative specified in the drop down list below on 4/1/2020.
You may change reviewer by simply selecting the name of the new reviewer from the drop down list below and clicking the “Update Approval Request” button.

Public Affairs Reviewer * 

Select a Reviewer ▼

Cancel Approval Request Update Approval Request

4. Now locate the “Public Affairs Reviewer” dropdown and select the desired PA reviewer from the dropdown list
 - a. **Note:** A team member will need to be assigned the “Public Affairs” role within D2 for your project in order for their name to appear within the dropdown list
5. Finally, locate and click the “Update Approval Request” button to change the PA Reviewer




Change or Cancel Approval Request

Submit Changes 2 Approve Changes 3 Publish

Important: Once project changes have been submitted for approval, this site is no longer available for editing. If further editing is required, please click “Cancel Approval Request” and editing capabilities will be available once again.

This site was submitted for review to the public affairs representative specified in the drop down list below on 4/1/2020.
You may change reviewer by simply selecting the name of the new reviewer from the drop down list below and clicking the “Update Approval Request” button.

Public Affairs Reviewer * 

Tyler E Gomes x ◀

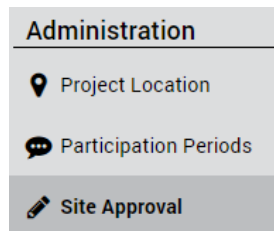
Cancel Approval Request Update Approval Request

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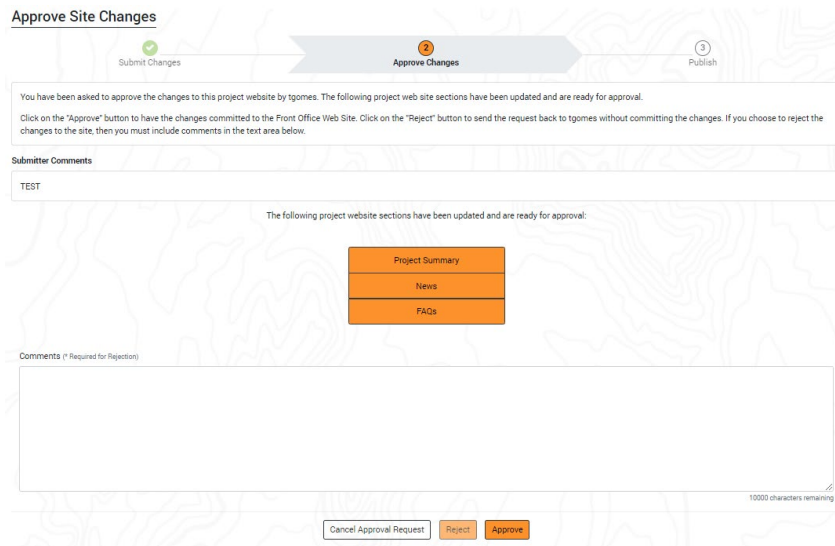
- a. **Note:** You can also cancel the entire approval request by selecting the “Cancel Approval Request” button. If cancelled, the site approval process will be automatically pushed back to “Step 1 – Submit Changes” page
- 6. A confirmation modal will be displayed after the PA reviewer has been successfully updated

How to Approve Site Changes

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link



3. Confirm that you are on the “Step 2 – Approve Site Changes” page
 - a. **Note:** This page will be visible only if you are the selected PA Reviewer during “Step 1 – Submit Changes”. See Step 8 of “How to Submit Changes for Approval” instructions



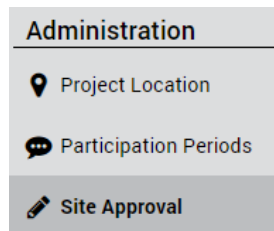
4. Add text into the “Comments” field (optional) if applicable
 - a. **Note:** Adding a comment is not required before approval
5. Now locate and click the “Approve” button

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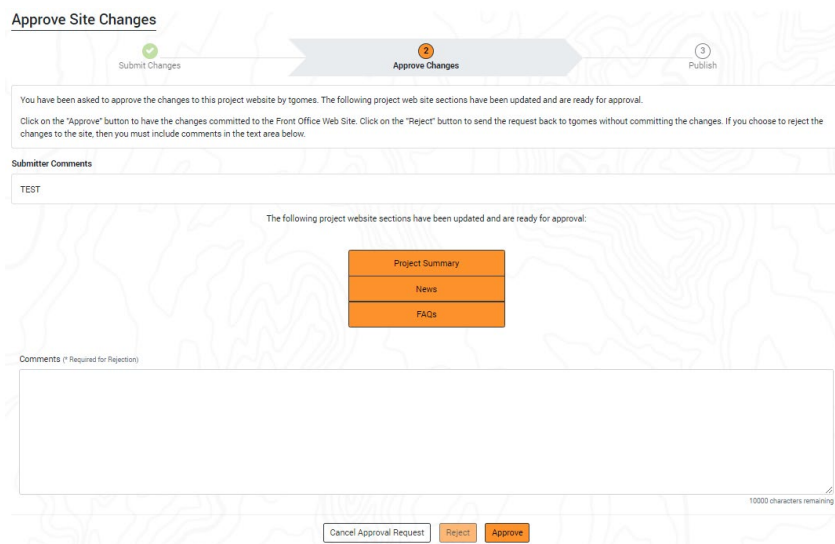
- a. **Note:** Only the users with “Public Affairs” role assigned in D2 can approve site changes
- 6. Carefully read the confirmation modal message and finally, click the “Approve” button
 - a. **Note:** Once changes have been successfully approved, you will be automatically navigated to the “Step 3 - Publish” page
- 7. A confirmation modal will be displayed after the changes have been successfully approved
 - a. **Note:** The site approval button for the project will now be changed to the yellow “Changes Approved But Not Published” status

How to Reject Site Changes

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link



3. Confirm that you are on the “Step 2 – Approve Site Changes” page
 - a. **Note:** This page will be visible only if you are the selected PA Reviewer during “Step 1 – Submit Changes”. See Step 8 of “How to Submit Changes for Approval” instructions

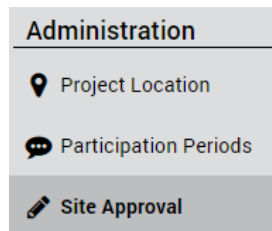


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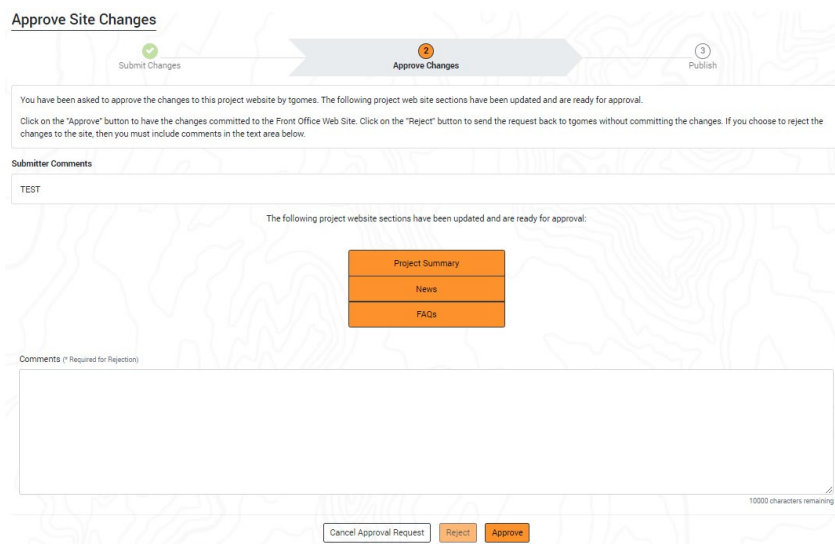
4. Add text into the “Comments” field (required for rejection)
5. Finally, locate and click the “Reject” button
 - a. **Note:** Once changes are successfully rejected, you will be automatically navigated to the “Step 1 – Submit Changes” page and your rejection comments will be shown in red within the “Public Affairs Rejection Comments” field
 - b. **Note 2:** Only the users with “Public Affairs” role assigned in D2 can reject site changes
6. A confirmation modal will be displayed after the changes have been successfully rejected

How to Cancel Site Approval Request

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link



3. Confirm that you are on the “Step 2 – Approve Site Changes” page
 - a. **Note:** This page will be visible only if you are the selected PA Reviewer during “Step 1 – Submit Changes”. See Step 8 of “How to Submit Changes for Approval” instructions

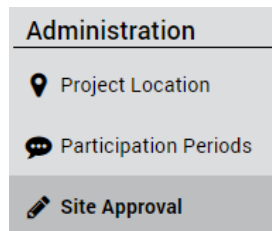


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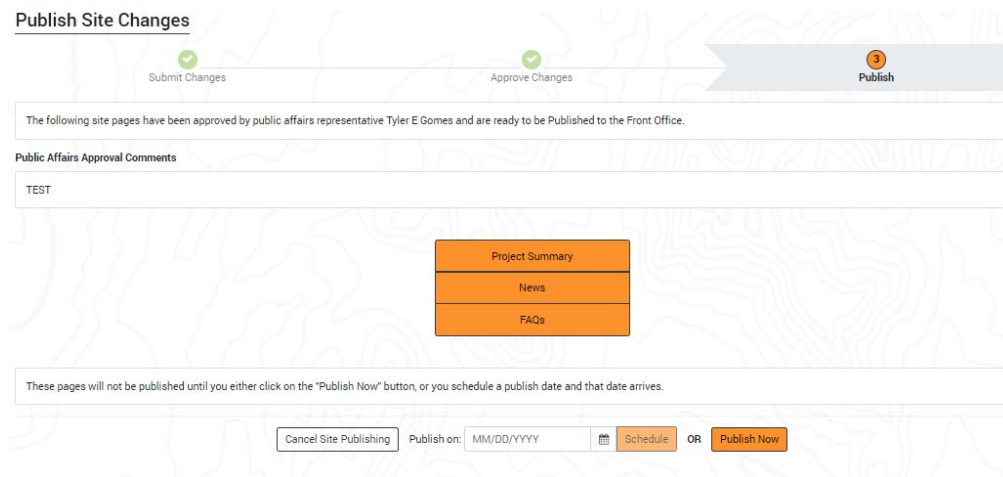
4. Now locate and click the “Cancel Approval Request” button
5. Carefully read the confirmation modal message and finally, click the “Cancel Approval Request” button
 - a. **Note:** Once the approval request has been successfully cancelled, you will be automatically navigated to the “Step 1 – Submit Changes” page

How to Publish Site Changes

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link



3. Confirm that you are on the “Step 3 – Publish Site Changes” page
 - a. **Note:** If you do not see the “Step 3 – Publish Site Changes” page, follow “How to Submit Changes for Approval” (select yourself as the PA Reviewer in Step 5) and “How to Approve Site Changes” instructions



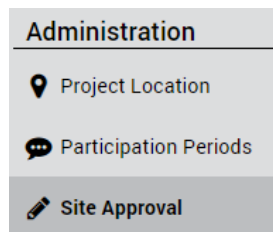
4. Confirm that your approved site pages are listed accurately
5. Now locate and click the “Publish Now” button
 - a. **Note:** Only the users with “Team Lead” role assigned in D2 can publish site changes
6. Carefully read the confirmation modal message and finally, click the “Publish Now” button

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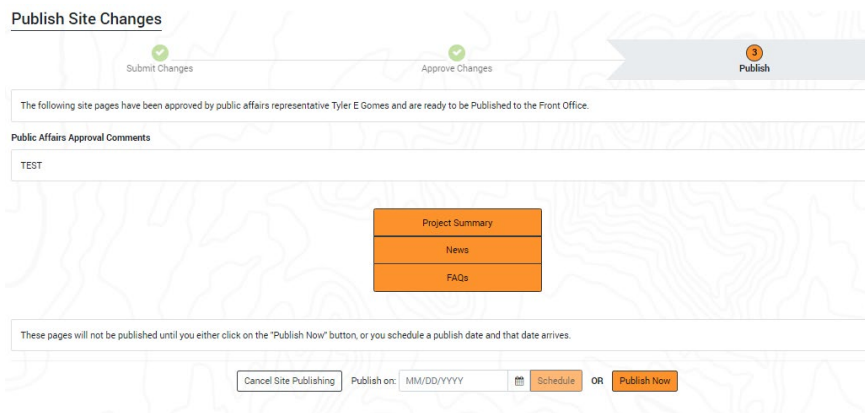
7. A confirmation modal will be displayed after the changes have been successfully published
 - a. **Note 1:** It may take a few seconds for the publish confirmation modal to be displayed
 - b. **Note 2:** Within the confirmation modal, there will be a link to the Front Office site page to review the newly published changes
 - c. **Note 3:** The site approval button for the project will now be changed to the green “Approved & Published” status

How to Schedule Site Publishing

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link

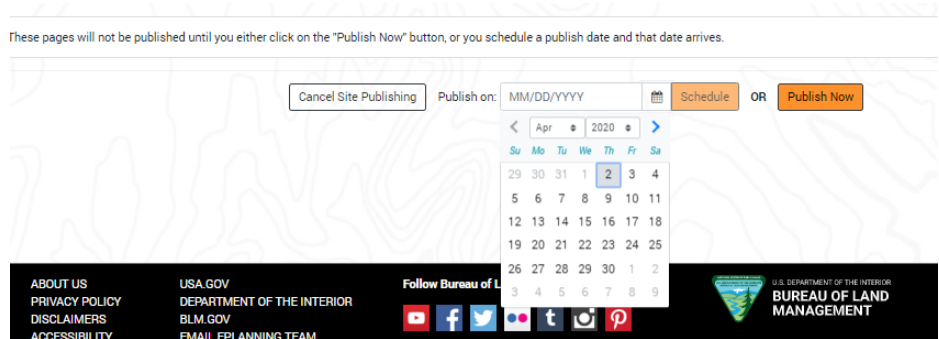


3. Confirm that you are on the “Step 3 – Publish Site Changes” page
 - a. **Note:** If you do not see the “Step 3 – Publish Site Changes” page, follow “How to Submit Changes for Approval” (select yourself as the PA Reviewer in Step 5) and “How to Approve Site Changes” instructions



4. Confirm that your approved site pages are listed accurately
5. Now locate and click the date picker calendar button and select a desired publish date to schedule
 - a. **Note:** A date prior to your present day cannot be selected

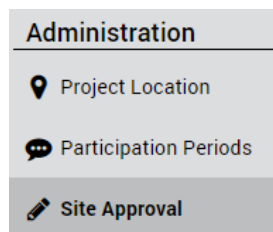
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6. Once a publish date has been selected using the calendar, click the “Schedule” button
 - a. **Note:** Confirm that the selected date has a format of MM/DD/YYYY
7. A confirmation modal will be displayed after the changes have been successfully scheduled to publish
 - a. **Note 1:** When scheduled, the changes will always automatically publish at 12:00AM MST when the selected date arrives
 - b. **Note 2:** If you wish to reschedule, simply select a new date from the date picker calendar and click the “Schedule” button again

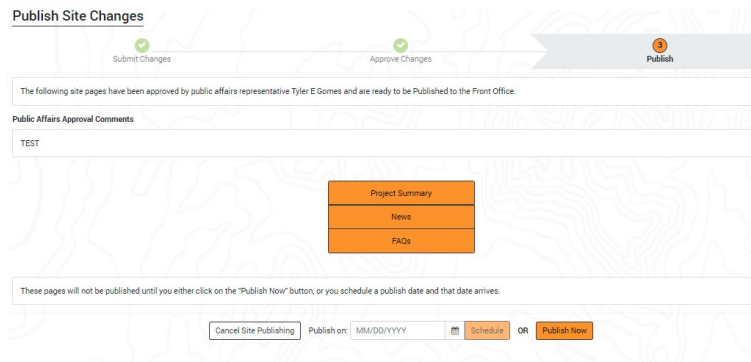
How to Cancel Site Publishing

1. Navigate to the Back Office Dashboard and click on a project’s NEPA Number
2. Locate the “Administration” section within left navigation and select the “Site Approval” site page link



3. Confirm that you are on the “Step 3 – Publish Site Changes” page
 - a. **Note:** If you do not see the “Step 3 – Publish Site Changes” page, follow “How to Submit Changes for Approval” (select yourself as the PA Reviewer in Step 5) and “How to Approve Site Changes” instructions

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4. Now locate and click the “Cancel Site Publishing” button
5. Carefully read the confirmation modal message and finally, click the “Cancel Site Publishing” button
 - a. **Note:** Once the site publishing has been successfully cancelled, you will be automatically navigated to the “Step 1 – Submit Changes” page