OLIVER: Hello, everyone. This is Oliver with the ePlanning support team. And in this video, we will be showing you how to create, manage, and edit projects in the new user interface.

Start by navigating to the new user interface, also known as dashboard. You will now notice the left-hand navigation has been updated to include dashboard, create project, CARA comment management, OBIEE reports, view National NEPA register, and view document repository.

Let's begin by selecting create project in the left-hand navigation. In the center of the screen, beneath create project, you will see a checklist of items that must have a green check mark before the project can be created.

Choose your project and type, and take note that department and agencies are pre-populated. Select next button.

On the status and date section, select the following from the drop-down menus-- project status, sub-status, and fiscal year. The project initiation date will automatically populate for today's date, or it can be changed manually. Add any other applicable information, then select next button.

On the project location section, ensure you have selected states, office locations, and lead office from the drop-down menu. Select the next button.

The project information section will need the following information completed before proceeding-- project name, program and sub-program, as well as answering the Greater Sage Grouse Habitat, GRSG, monitoring item questions. Then select next.

Please note-- you can select the create button at this time. But before doing so, let's take a moment to quickly preview the DOI tracking information, cooperating agencies, and team members.

Starting with the DOI tracking information, note all fields are read only for ePlanning but can be edited by making updates to the corresponding project in the DOI database, and the information will sync overnight.

Please select the cooperating agency section. Select yes from the drop-down menu, and it will populate below the information to be completed. Select agency type, agency name, contact, and phone. Then select add, and you can see the information populated at the top of the screen. Note you must select add for any information entered for it to be saved. Select next.

Lastly, in the team member section, begin partially entering an entire name of the user to look up, then select their name from the drop-down.

As the creator of any project, you are already on as team lead and public affairs roles. Be sure to set the desired roles, and select the add button.

Now select create project, and you will be returned to a screen displaying project has been successfully created, and the NEPA numbers showing beneath. From this window, you can create another project, visit the project website, or any other option from the left-hand navigation.

To show you how to make edits to a project, let's navigate back to the dashboard and select the project we just created. You will now be directed to the project summary page. And in the left-hand navigation, select manage project data, and you will see the project data sections we completed earlier. Please note-- if any changes are made to this section, you must select save project for the changes to be made.

Thank you for watching. And remember, if you have any questions, please submit a remedy ticket, or visit our SharePoint site for additional supporting documentation.