US Bureau of Land Management | Adding and Managing Participation Periods and Submissions Transcript

Hello, everyone. This is Mandy Gutierrez with the ePlanning team. And today we are going to be discussing how to add and manage participation periods and submissions, formerly known as comment periods, in ePlanning.

And this video, we will set up a participation period and view submissions. A document must be added before participation period can be added. Participation periods can be established for either a PDF document, Word, or an interactive HTML document.

Let's start by setting up a participation period. Once your project has been set up in D2, navigate to back office to set up a participation period and view submissions. Under the Recent Project header, find your project name and clip on NEPA number to open your project. Your project opens up to the Summary page. The left hand side, click on Add button. And add the pages you're wanting to be added to your project. For this demonstration, click on Documents. Then click the Add button.

Underneath Project Summary, you will find a list of all project sites you have added. In order to set up a participation period, you must have a document loaded. You can view how to manage documents on a summary page video to see how to add document. Under the Administration heading, select participation periods. Add document under document name. Find and select your document.

Enter your start date and end date. This is when you want to start receiving comment periods and where you want to end. Allow comments after end date. Select yes or no. Submission ID prefix, unique identifier to check comment periods. Standard disclaimer agreements. Select Add button. The document participation period has been successfully created. OK. To verify, click the Documents tab on the left and you'll see a green Participate Now next to the document.

Here are some things to remember about comment periods in ePlanning. Once a participation period has been received by letter, submission, or commented, you cannot make any changes to the online document or delete it. A participation period can be deleted as long as there is no comment, but you cannot close it. It can never be deleted if comments are attached.

After the participation period has been published, you will then be able to manage your submissions in back office. To manually add a submission, click on Document under Participation Period. After you click on under the participation period section, you will see participation submission and submission reports. Click on Add Submission button. Under Your Information, enter response type, deliver type, receipt date, comment. Upload a file if you choose.

Enter submitter name, additional contact information, and add additional submitter if you choose. Select Preview button. Withhold personally identifying information from future publication to this project. Select yes or no. Submit. Then you'll see submission ID where you can download as a PDF. And now hit Close.

To do a report, you can scroll down to the bottom and go to the Submission Report section. Select Create Report button. Enter report title. Select sort by and choose from list. Select Create button. You'll now need to refresh. To do so, click on the project summary on the left hand side and then click back to participation periods and click on Document. Scroll to the bottom and you'll see the submission report has been downloaded.

You have successfully created a participation period, manually submitted participation comment, and created submission report. Thank you for watching. And please remember if you have any additional questions, please submit a remedy ticket or visit our KRC SharePoint site for additional supporting documents.