CELINE WYNN: Hello, everyone. This is Celine Wynn with the e-planning team, and today I'll show you how to go into CARA and code your comments. CARA is the comment analysis and response application. It's a custom tool used for storing, managing, and coding public comments.

It allows team members to draft concerns and responses to issues, and run comment reports. When a comment period is created in back office, an associated CARA project and comment period will automatically be created. The following steps show you how to create a CARA project associated with a back office e-planning project.

Make sure you're a team lead for the project in D2 first, so that you'll have the ability to manage your initiative in CARA. Once a comment period is set up in back office, you can manage all of your comments there. However, CARA should be used when you wish to manage a project with a large number of comments.

Make sure that you've clicked synchronized now and back office already to ensure that all public comments that have been made through the NEPA register will be stored in CARA. You can access CARA by clicking on the CARA tab after you've initially logged into D2.

Once CARA opens, you will see the home screen. From here, you'll have several options. Click on the my projects tab. In the table, you will see your projects names and corresponding comment periods that were set in back office. The project and comment period can be edited in CARA, but these changes will not be reflected in back office and front office.

Your project is now ready for modification. Click on the project link and the project name ID column. Once you are on the project home page, you will have a series of options for working with your project. On the left side of the screen, you will see menu options from adding another comment period to running standard reports.

You may have multiple comment periods for each initiative if you need. One of the most important functions of the comment process is coding. Letters are the public submissions that have been submitted through the NEPA register. Submissions can also be entered manually by the initiative manager, but we can get into that later.

To code your comments, click on the blue number link in the new letters column. This will take you to the list of current comments. To begin, on the left side of the pane you will see a letter number. Click the underlined blue number to open the comment.

The public comment will automatically show up in the text box if they comment it through the NEPA register. Note that different parts of this page. You have coding status, navigate to, and the coding structure tree. Let's get ready to code. The first step in coding is to verify the coding structure tree on the right side of the screen.

To see what codes are available, simply maximize the structure by clicking the plus signs next to each category. This will allow you to code effectively. To begin coding, simply highlight the appropriate text, and check the box next to the correlating issue in the tree.

Now click apply codes. You can select more than one issue. Practice this a couple of times. Once you're done with this submission, either click, next letter, or return to the letter inbox by clicking on the left side of the project menu. The public may submit comments in various formats, and CARA provides us a way to process them.

If you have a comment for your initiative that did not come in through the NEPA register, you will have to enter it manually. To do so, select enter new letter from the left hand menu. This will bring you to a new screen that allows you to enter in the public's information.

Enter in as much information in the boxes that is known, and copy and paste the text from your source, whether email or handwritten letter. You can also add a supporting attachment. Once you fill in all pertinent information, you can submit and enter another letter, submit and go to letter inbox, or submit and go to letter coding page.

You can go through this process as many times as you need. Once you're done coding your letters, the next step will be to create concerns or responses, and run reports. To create a concern, click on the comment period in the project home. Then click on the concerns responses tab in the display pane, and click create concern response.

This will pull up a list of all the comment codes. You can assign them out to members of your team by selecting the dropdown in the assigned To column. Then click save task assignments. Your team members will then be able to address the concerns under the my tasks tab at the screen.

Click on the number in the my concerns column. Now you can draft a concern by clicking the blue link number in the C/R pound column. This will bring you to a screen, which will enable you to draft a concerned statement and response. When finished, click Save and return.

One of the other important functions in CARA is running reports. To run a standard report, simply go to the project home of a comment period, and then select the standard reports link on the left hand menu. This will bring up a list of canned reports to include comments, responses to comments, team members, and a few other important items you may want to run a report on.

Let's run a report for the comments option. Click Run. You'll see a dropdown that says select format. Select the option that best fits you. Let's select Excel worksheet, and then click export. Your report will download on the lower left corner after which you can open it.

You may then save it as your own copy. There are a number of other capabilities that CARA has to help make you successful in your efforts with handling public comments. For more information on specifics, or to request a more in-depth CARA training, please contact the e-planning team.

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