OLIVER: Hello, everyone. This is Oliver with the ePlanning team. And today we're going to be learning how to manage and publish summary sites in back office.

Start by navigating to the back office dashboard and click the My Projects tile to populate a list to select from below. However, if your project is older than 30 days, select the All radio button to populate the additional projects depending on which publishing stage the project is on. In the far right column under Site Approval is the status indicator. And it will display a specific color depending on the completion status of a project.

The three stages of a project are red, which indicates the project has changes not yet submitted for approval, yellow indicates the project is approved by the public affairs official but not published, and green indicates the project is approved, published, and viewable by the public. Once you have identified the needed project, click on the NEPA number and it will take you to the Summary page. Please note that every project is now assigned with a project summary page and cannot be deleted.

In the center of the page, you will see specific information pertaining to the project selected to include NEPA number, project name, type, and status. Under project description, you can enter a brief overview of the project. The section labeled what's new can be used for the latest information on a project. But please note you must click save after entering text into these fields to ensure information is not lost when you navigate from the screen.

Beneath the what's new section, you now have application information, dates, any points of contact, as well as office information. Scroll back to the top and in the left hand navigation, select the Add Page button. And it will bring up a modal window to select the pages you'd like to add for this project. Note the Add Page button will be hidden if you have added all available pages to the site project.

Select the desired pages you want to add. For this example, I will use documents, map data, and FAQs. Then click the Add button. And you will now see the page disappear in the left navigation under project summary.

To delete a page, simply click the Recycling Bin icon to the left of the page title. The Recycling Bin icon will be disabled for documents and maps if there are any open or closed participation periods present for these pages. Now you are able to upload and edit information placed in these pages but this will be covered in a separate training video.

In order to approve a project to the NEPA register, you must set a project location. Under the administration section on the left hand side, select Project Location. Locate and click the Set Project Location button to open the ERSI map in a separate browser. Note that this button will be shown as Update Project Location if your project already has an assigned location. Click the DOI button when prompted to sign into the Argus Enterprise.

Once the ERSI map has loaded, draw your project boundary using the point, polyline, or polygon option. Also note that if you would like to discover a specific location in the map, use the locate by latitude longitude or location by PLSS division option to zoom in to the desired location. Once the project boundary has been set, please click the Save Location button and wait for the confirmation matches to be displayed. Click OK and the current page should refresh. Once that is complete, you can close the Argus tab and navigate to the back office project location page. And that page should automatically refresh.

The button you selected before should now read Update Project Location. And your new location details will now be displayed at the very bottom of the screen.

Next, we will approve this site by navigating to the left side menu and selecting Site Approval. Confirm you have made at least one change to any of the project site pages, project location, and/or participation period. But if all changes have been approved and published, the site approval page will display a message that says no pending change is available and you will not be able to submit changes for approval. Confirm your changed pages have been listed accurately within the Ready for Approval section. Next, locate the public affairs reviewer dropdown and select the appropriate PA reviewer.

Remember, a team member will need to be assigned the public affairs rule within

D2 for your respective project in order for their name to appear within the dropdown list. Enter any text into additional comments field if needed. Now locate and click the Submit for Approval button at the bottom of the page. Finally, click the Submit button shown in the confirmation pop-up to submit your changes to the selected PA reviewer. And an email should be sent to all appropriate parties.

Please note that if you selected yourself as the PA reviewer, you will automatically be navigated to step two, Approve Changes page. Select OK. Select Approve. And you will be brought to a confirmed site approval pop-up. Select Approve again once you confirm all site content is ready for approval. And you will see all changes have been successfully approved. Click OK.

If you scroll to the top in the left hand navigation under Dashboard, you will now see the icon has changed from red, which meant project has changes not yet submitted for approval, to yellow, which means the project has been approved by the PA reviewer but not published. Next, scroll back down and click the Publish Now button. A confirmation pop-up window will appear reading Confirm Site Publish. If you are ready to continue, select Publish Now.

Once the page processes the request, you will receive a prompt stating the project has been successfully published. If you would like to confirm changes, you can select the front office link. Otherwise, select OK. In the left hand navigation under dashboard, you will now see that the icon has changed from yellow, indicating the project has changes not yet submitted for approval, to green, indicating the project is approved, published, and viewable by the public. It will be helpful to note if you have selected someone else as a peer reviewer, you will automatically be navigated to the Change or Cancel Approval Request page. Also note that once changes have been successfully submitted, the entire project site will be made read only to prevent further editing to the site.

Some things you want to remember about managing your project summary site. The Add Page button will be hidden if you have added all available pages to the project site. Every project is now assigned with a project summary page. And this page cannot be deleted. In order to add project to the NEPA register, you must set a project location. Confirm you have made at least one change to any of the project page site, project location, and/or participation periods before approval, and have a team member assigned a public affairs role within D2 for your respective project for their name to appear within the dropdown list.

Thank you all so much for watching. For more information on how to upload documents, please go to the How to Manage Documents on Summary Site video. If you have any additional questions, please submit a remedy ticket or visit our KRC and SharePoint site for additional supporting documentation.