Documentation for
Electronic National Environmental Policy Act
(eNEPA 2.0)

User Handbook
U.S. Department of Transportation
Federal Highway Administration

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Document Control

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Reviewers

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<tr>
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Document Location

https://fitssii.fhwa.dot.gov/sites/FHWA/FITSIITA/Apps/Apps/eNEPA/eNEPA2UserHandbookv2.pdf
CONTENTS

Document Control ........................................................................................................................................... 2
   Change Record ........................................................................................................................................ 2
   Reviewers ............................................................................................................................................ 2
   Distribution ......................................................................................................................................... 2
   Document Location ............................................................................................................................ 2
1. Introduction .......................................................................................................................................... 5
2. Background .......................................................................................................................................... 5
3. Development Approach ....................................................................................................................... 6
4. Accessing eNEPA 2 ............................................................................................................................... 7
   4.1 Tool Requirements: ..................................................................................................................... 7
   4.2 Website Access ............................................................................................................................. 8
5. User Login and Registration ................................................................................................................. 11
   5.1 Login to eNEPA .......................................................................................................................... 11
   5.2 Register to ENEPA ....................................................................................................................... 12
      5.2.1 NGO User Registration: .................................................................................................... 12
      5.2.2 FHWA User Registration: .................................................................................................. 15
   5.3 Reset your Password ...................................................................................................................... 16
6. User Roles and Privileges ...................................................................................................................... 17
7. Project Template Creation ..................................................................................................................... 18
   7.1 Create a completely new Custom Template from scratch (Option A) .............................................. 19
   7.2 Create a custom template from existing template (Option B) ......................................................... 22
   7.3 Manage Project Template ............................................................................................................. 25
8. NEW PROJECT CREATION ................................................................................................................... 27
   8.1 US Coast Guard - USCG Project ..................................................................................................... 30
   8.2 US Army Corp Engineer - USACE Project ..................................................................................... 31
9. Project Tabs .......................................................................................................................................... 32
   9.1 Projects Details Tab ....................................................................................................................... 33
      9.2 Adding Projects Numbers ......................................................................................................... 35
   9.3 Adding Funding Sources ............................................................................................................... 36
   9.4 Adding Deputy Managers ............................................................................................................. 38
10. Project Contacts Tab ........................................................................................................ 39
11. Project Calendar Tab ...................................................................................................... 41
   11.1 Add Calendar Events to Outlook ................................................................................. 41
12. Project Meetings Tab ..................................................................................................... 44
   12.1 Edit an Existing Meeting ......................................................................................... 46
   12.2 Delete a Meeting ....................................................................................................... 47
13. Project Actions Tab ....................................................................................................... 49
14. Project Reviews Tab ....................................................................................................... 50
   14.1 Adding a Post ............................................................................................................ 52
   14.2 Editing a Post ........................................................................................................... 54
   14.3 Replying to a Post .................................................................................................... 55
   14.4 Deleting a Post ........................................................................................................ 56
   14.5 Publishing a Post ..................................................................................................... 57
15. Document Manager ....................................................................................................... 58
   15.1 Uploading a Document ............................................................................................ 59
   15.2 Email document ........................................................................................................ 60
   15.3 Deleting a document ............................................................................................... 62
   15.4 Editing Attributes of the document ........................................................................ 63
   15.5 Searching a document ............................................................................................. 64
16. Help ............................................................................................................................... 65
1. Introduction

This is the user handbook for how to use FHWA’s electronic collaboration tool during the National Environmental Policy Act of 1969 (NEPA) process. This tool is referred to as “eNEPA” throughout this document.

The development of eNEPA is the result of the longstanding FHWA priority to improve the timeliness and quality of the environmental review process. Since TEA-21, a central focus of FHWA efforts to accelerate project delivery has been establishing coordinated environmental review processes with concurrent interagency reviews and established time periods. FHWA has developed eNEPA for use by State Departments of Transportation (DOTs) in support of interagency reviews with the intent of creating a transparent and streamlined process across states and transportation projects. FHWA believes that interagency collaboration will be greatly enhanced and expedited through the use of eNEPA. By improving the ability for concurrent agency reviews, particularly by Federal agency reviews, issues can be raised and dealt with early, in real-time, thereby simplifying and clarifying the review process and assisting agencies in fulfilling their NEPA responsibilities.

2. Background

FHWA has been at the forefront of the efforts to streamline and accelerate project delivery, and has pursued a multi-faceted strategy to improve and accelerate the project development process through process reinvention, interagency relationship building, performance measurement, dispute resolution and facilitation of State and regional initiatives. FHWA’s “Shortening Project Delivery Toolkit” includes initiatives such as Every Day Counts (EDC), which focuses on identifying and deploying innovative methods and technologies for accelerating project delivery while also enhancing the safety of roadways and protecting the environment. Planning and Environment Linkages (PEL) is another initiative included in the toolkit that focuses on early consideration and planning for environmental, community, and economic goals, and incorporating this information into the environmental review process.

Accelerating project delivery has not only been a FHWA mission, it has been an executive and legislative directive. On August 31, 2011 President Barack Obama released a Memorandum entitled Speeding Infrastructure Development through More Efficient and Effective Permitting and Environmental Review. This Memorandum emphasizes the importance of expediting the environmental review process and directs agencies to coordinate with each other to run reviews concurrently, efficiently, and to utilize Information Technology tools to assist with these responsibilities. Specifically, the Memorandum directed agencies to deploy Information Technology tools, which allow “personnel from different agencies or jurisdictions to coordinate review timelines, share data and review documents through a common, internet-based platform”.
Following the August 31 Presidential Memorandum, the White House released Executive Order 13604 on March 22, 2012, which re-emphasized the importance of efficient agency reviews, and utilizing Information Technology to do so. This Executive Order established a Steering Committee on Federal Infrastructure Permitting and Review Process Improvement to facilitate improvements in Federal review processes in a number of sectors, including surface transportation. Furthermore, the 2012 Transportation Reauthorization Act: Moving Ahead for Progress in the 21st Century (MAP 21) took additional steps to ensure that agencies work to expedite their review times.

Rising to meet the objectives set forth by the President, as well as its own goals and objectives for shortening project delivery, FHWA has developed eNEPA. FHWA believes that interagency collaboration can be further enhanced and expedited through the use of eNEPA, and expects that this tool will facilitate concurrent agency reviews, and lead to issue resolution in real-time early in the environmental review process. The goal of using eNEPA is a streamlined and transparent process that improves communication and shortens the project delivery timeline.

### 3. Development Approach

eNEPA 2.0 has been developed from scratch with input from eNEPA 1.0 and major enhancements. eNEPA 1.0 received inputs from State agencies who volunteered to participate in the pilot effort lead by FHWA. The State agencies include Arizona DOT, North Dakota DOT, Washington DOT, Wisconsin DOT and Utah Transit Authority. These agencies have participated in the initial requirements gathering, three iterative testing sessions and a final testing session.

Upon completion of eNEPA 2.0, DOT will roll out the release of eNEPA 2 nationally. This will be followed by several training demonstrations to the participating state agencies.
4. Accessing eNEPA 2

4.1 Tool Requirements:

The eNEPA application will work best with the FHWA standard browser Internet Explorer 10, or Internet Explorer 11. Some features may not work with other browsers. If you use another browser and encounter any issues, switch to an FHWA supported browser.

eNEPA supports many commonly used file formats. If you try to upload an unsupported format, you will receive a message requesting that documents of a supported file type be uploaded. Supported file types include:

- .pdf
- .txt
- .doc
- .docx
- .xls
- .xlsx
- .rtf
- .ppt
- .pptx
- .jpg
- .jpeg
4.2 Website Access

To access eNEPA 2, click on the link below:

https://enepa.fhwa.dot.gov/enepap/

This is the eNEPA 2 Home Page. The different sections on this page include:

- “Things TO DO” lists all the Reviews due for the project actions.

- “Recently Accessed Projects” displays the five most recent projects accessed by the current user.

- “Upcoming Meetings” shows all the upcoming meetings the user is involved in.

- “Latest News” presents all the latest eNEPA related news.

- “Resources” lists all the resources that will be helpful to learn the eNEPA application.
The **About** link on the application header routes the user to the About eNEPA page, which provides a basic description of the tool’s functions.
The **CONTACT** link routes the user to the Contact eNEPA screen. This page provides a way to contact the eNEPA team for assistance. The tool will send an e-mail to the three contacts displayed below.

Send a question or request to the FHWA eNEPA contacts by filling out the form, and then clicking the “**Send Message**” button.
5. User Login and Registration

5.1 Login to eNEPA

2. Once the website launches, click LOGIN on the top right of the page.

3. As soon as the login page loads, already registered eNEPA users can use their login credentials to access eNEPA. Other users will need to register first prior to using the tool.

Note: All users must be registered to access eNEPA.
5.2 Register to ENEPA

There are two types of users that can register. Public users, or nongovernment officials (NGO), can register directly from the website. FHWA users will need to register first through UPACS, which supports the eNEPA application.

5.2.1 NGO User Registration:


2. Once the website launches, click the login link on the top right of the page.

3. Once the login page loads, click the Register tab to register to eNEPA.
4. Enter your e-mail address. Select if you are an FHWA employee. Click “Register Now”.

The eNEPA website will verify the user’s e-mail ID against the centralized UPACS database to see whether the user has prior access to eNEPA or any other FHWA application behind UPACS (for example: NHI).

5. Accept the Rules of Behavior.
6. Complete the Register User page.

7. Upon completion, click “Create User”.

This will grant the “eNEPA User” role. You can log in to eNEPA 2, but will not be able to access any projects until you are assigned one by the Project Manager. If you need elevated access, like “Project Manager”, then contact the System Administrator.
5.2.2 FHWA User Registration:

Users with @dot.gov e-mail IDs need to register to UPACS first before registering to eNEPA.

Enter your @dot.gov e-mail. Select if you are an FHWA employee. Click “Register Now”. The tool will automatically recognize the e-mail ID and grant “eNEPA User” access seamlessly. No further steps are required. You will not be able to view any projects until the eNEPA Project Manager adds you to a project.

Note: If you have questions or problems registering to UPACS, contact the IT Department at ______ for assistance.
5.3 Reset your Password

1. If you forget your password, click the “Forgot your Password?” link.

2. This will take you to the “Forgot Your Password?” page displayed below. Enter your e-mail address. The system will send a temporary password via e-mail.

   Note: This will take a few seconds to a few minutes. Please check the junk folder in case it is not in your inbox.

3. Upon receiving the temporary password, login to eNEPA. The tool will prompt you to change your temporary password to a permanent password.
6. User Roles and Privileges

Each user is assigned an “eNEPA User” role by the tool. Upon request to the System Administrator, this can be elevated to the “Project Manager” role. User roles, their capabilities within the tool, what each user can access in eNEPA 2, and what information they can change within the application are shown in the following table.

<table>
<thead>
<tr>
<th>Description of the activity</th>
<th>System Administrator</th>
<th>Project Manager</th>
<th>eNEPA User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create User (Individual user has to register themselves)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant elevated access</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Project Template, Manage Template</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create and edit all eNEPA projects, Assign Deputy Project Managers for all eNEPA projects</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create projects and edit project details / Project Contacts / Assign Deputy Project Manager for their own projects</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Projects, Contacts, Calendar, Meetings Review Posts, Manage documents for all actions</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Publish, Review, Update Review Status</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add meetings (when designated as a project contact)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit document details on own projects</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contribute to document reviews (when designated as a reviewer for the project)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add document review posts</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View documents and posts designated as “FHWA Only” access</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>View Reports</td>
<td></td>
<td></td>
<td>X</td>
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</table>
7. Project Template Creation

eNEPA 2 allows users with a Project Manager or System Administrator role to create a custom template via the “Template” menu option. Users with the “eNEPA Users” role will not see the Project Template menu option.

There are two ways you can create custom templates:

1. Create a custom template from scratch (Option A).
2. Create a custom template from a standard template (Option B).

Select one of the options. Click “Continue”.
7.1 Create a completely new Custom Template from scratch (Option A)

eNEPA 2 provides Project Managers the capability to create new custom templates from scratch. In other words, Project Managers don’t have to start from the standard template. Prior to performing this, you need to know how work flows consist of actions, which are grouped by project phases.

When the Project Manager chooses Option A to create a brand new template, the tool will display the “Create a New Project Template” page as shown below.

Specify which project type you are creating by selecting the “Project Type” drop down. Provide the template name, and then click the Save And Continue button. After providing this information, the tool will minimize the current Project Template tab and expand the next tab (Create New Custom Action).
In this tab, it is vital that the Project Manager selects the Phase Name the Action belongs to, and then provide an Action Name.

Next, specify what action components are required for that action from the list of Available Action Components (for instance, the user could select 15 File Upload, Select Reviewer List, Review Date, or Notes in their custom template). Use the search functionality to quickly find the action component.

Pick and select the actions needed and move it to the “Selected Action Components by” column using the arrows between the columns, or by double clicking the selected action. Use the arrow buttons below the Selected Actions Components column to rearrange the order that it will appear on the Actions page.

To select consecutive action components, hold the [Shift] key and select the values.

To select random action components, hold the [Control] key and select the values.
Click the **Add Custom Action** button to save another custom action.

Click the **Review Template** button to view all the selected actions, as well as the custom actions just created for review.

Once reviewed, click **Publish Template**. Once this step is completed, the tool will notify the FHWA System Administrators via e-mail. Upon FHWA verification, the template will be available for state DOT to create the project.
7.2 Create a custom template from existing template (Option B).

In this option, provide the Project Type for the custom template, and a Template Name.

Click the Save And Continue button. The tool will automatically navigate to the next section. Select a template from the list of available templates for your state for the selected Project Type.
Once the Project Manager selects a template, the tool will display all of the project phase and actions associated with that template. Check boxes will be displayed next to every phase. The Project Manager will have the ability to click the check box if they want all the actions from that phase in their custom template. Check boxes will also be displayed next to every action. The Project Manager will have the ability to click only the desired check boxes next to the actions that are appropriate for their template.

After clicking the button, the tool will close the current section and expand the next section where the Project Manager can add any custom defined actions.

In addition to selecting the required actions from the standard template, if the Project Manager decides to add any custom action tailor made for their state that was not in the standard template, they can do so in this section.
To add a custom action, first select the project phase the action belongs to. Then, provide an Action Name.

Next, specify what action components are required for that action from the list of Available Action Components (for instance, the user could select 15 Files Upload functionality, Select Reviewer List, Review Date, or Notes in their custom action). Use the search functionality to quickly find the action component.

Pick and select the action components needed from the “Available Action Components” list and move it to “Selected Action Components” by double clicking the selected action, or by using the arrows in between the columns. Use the arrow buttons below the Selected Actions Components box to rearrange the order that it needs to appear on the Actions page.

Click the button to save additional custom actions.

Click the button to view all the selected actions as well as the custom actions just created for review. Once this step is complete, the template will be available for that state DOT to use in any project.

Click the button once reviewed. You will be routed to the home screen.
7.3 Manage Project Template

eNEPA 2 provides users the ability to manage their custom templates. This “Manage Project Template” option is enabled for the Project Managers and System Administrators only under the “Templates” menu option.

Once selected, the tool will load the page below. The system will retrieve all the “Published Templates” under one tab. These templates are available for use in any project.
In the second tab (Un Published Templates), the tool will gather all the work-in-progress templates. These templates are saved in the database, but not completed. Unpublished templates are considered works-in-progress, and are not available to use in project creation.

In the third tab, the tool will display the “Expired Templates”. In this tab the system will display the templates that are no longer in use, and cannot be used to create a new project.

Note: If there is an active project, or projects, that are using an expired template, it will be not affected. Projects can be used to upload documents.
8. NEW PROJECT CREATION

Project Managers from State DOTs and other Federal agencies who are leading the eNEPA project are responsible for creating new projects in eNEPA. Only Project Managers and the System Administrator will have the ability to create a new project.

1. Click the “Projects” menu, then “Create” to access the Create Project screen.

2. Fill out the “Create Project” page as shown below.

Note: Required fields are marked with a red *. 

Click “Create” from the Project menu to create a project.
3. For a project that spans multiple states or counties, click + Add next to the “Select State and County” drop down. Click − Remove to remove the state/county.
4. Select the project start/end date from the calendar control. You do not need to manually enter the date.

5. When finished entering all the fields, click to save the project to the database. You will then be routed to the Project Details screen.

The Project Manager will have the ability to enter the different Project Number and Funding Source associated with the project after it has been created.

If you need more time to create a project, click to cancel the creation of this project. You will be taken back to the List of Projects page.
8.1 US Coast Guard - USCG Project

The tool provides an option for the Project Manager to specify if the project is part of the US Coast Guard (USACG) in the “USACG Bridge Permit” section. Select the “Required” check box under “USCG Bridge Permit”.

If the project has already been created, the Project Manager can enable this option for the project by clicking Edit Project from the Project Details page.

Once this Bridge Permit option is checked, the following additional actions will be displayed in the Actions tab:

- **Early Coordination**
  - **Upload USCG Waterways Data**

- **Scoping**
  - **Upload USCG Preliminary Navigation Determination**

- **FEIS/ROD**
  - **Upload USCG Status of Application**
  - **Upload USCG ROD**
  - **Upload USCG Permit**
8.2 US Army Corp Engineer - USACE Project

The tool provides an option for the Project Manager to specify if the project is part of Army Corp Engineering (USACE) in the “Potential Impacts to Waters of the U.S” section. Select the “Likely” check box.

If the project has already been created, the Project Manager can enable this option by clicking Edit Project from the Project Details page.

Once selected, the following additional actions will be displayed in the Actions tab:

- **Early Coordination**
  - USACE Pre-Application Conference or meeting

- **Comment Period**
  - USACE Preliminary LEDPA

- **FEIS/ROD**
  - USACE Public Notice
  - USACE Compensatory Mitigation Plan
  - Upload USACE Permit Decision
9. Project Tabs

Once a project is created in eNEPA, a line of tabs are displayed along the middle of the screen. These tabs help you navigate to different topics related to a specific project. Each tab is discussed in the following sections.

The Project Banner provides basic project information.
9.1 Projects Details Tab

The Project Details tab includes all of the information about the project, including the option to include the funding information, project numbers, project limits, remarks, status notes and description.
Click the **Edit Project** button to edit any of the project information. The tool will load the Edit Project page where the Project Manager can update the project information.

After making necessary modifications, click the **Save** button to save the information.
9.2 Adding Projects Numbers

To add the Project Number associated with this project, click the New Project Number link in the Project Numbers section.

Enter the Project Number and a Name. Click “Save”.

After successfully adding the project number, the tool will display the Project Details page. The new Project Number will be shown under “State Project Number”. To update or delete the project numbers, click the Edit and Delete link in the Project Numbers section. To add additional project numbers, repeat the step above.
9.3 Adding Funding Sources

To add the Funding Source associated with this project, click the **New Funding Source** link under the Project Funding section.

When clicked, the tool will invoke the Create Funding Source page where the Project Manager can provide the Funding Source Type, Funding Source, Amount Funded and Notes for any comments.

Below is the list of Funding Sources available for eNEPA projects.
After saving the information, Project Details will display the newly added Funding Source. Add an additional Funding Source using the same steps above. All of the funding sources will be displayed one below the other.
9.4 Adding Deputy Managers

After creating the project and adding the Project Contacts, the Project Manager can add the “Deputy Project Managers” to the Project. You must have added contacts to the project in order to assign this role.

To add a Deputy Project Manager:

1. Click “Edit Project” from the Project Details tab.

2. At the bottom of the Project Information section, select “Yes” for “Would you like to add Deputy Manager(s)?”

3. Click the “Select Deputy Managers” drop down menu.

4. Select the name of the person.

5. To add additional Deputy Managers, click “Add”. Repeat steps 3 and 4.

6. Click the Save button. An e-mail notification will be sent to the selected users.
10. Project Contacts Tab

The Project Contacts tab displays the list of eNEPA users designated as contacts for a project. The Project Manager can add or remove contacts to a project at any time. Project Managers will be pre-selected as a contact.

Each time a user is added or removed to and from the eNEPA project, an e-mail notification will be sent to the user informing them about the change.

The Project Manager is solely responsible for adding team members to the project. Only the Project Contacts will be appearing as Reviewers throughout the application for that project. Selected team members will appear at the top of the list.

To select users to add to a project, click the check box next to the desired name. Click “Save”. A notification e-mail will be sent to the user. Repeat the process for all desired team members.
Below is a sample e-mail the user will receive when added to the eNEPA Project. If an eNEPA user thinks it was an error, they can contact the Project Manager to remove them from the project.

When a user is removed from the Project Contacts, an e-mail notification will be sent.
11. Project Calendar Tab

The Project Calendar displays all of the events associated with the project. Meetings, review deadlines, and National Register publication dates are displayed in the calendar.

11.1 Add Calendar Events to Outlook

You can export eNEPA calendar events and add them to your Microsoft Outlook 2010 calendar. Upon clicking the calendar export icon, you will receive an e-mail with an .ics attachment file. An .ics file extension is a calendar file that can be shared and imported into your Microsoft Outlook calendar.

Below are instructions for how to add eNEPA calendar events to a Microsoft Outlook 2010 calendar.

Note: If you have a different version of Outlook or use an alternative calendar application, please consult the help menu or contact your administrator.
1. After clicking the calendar icon to the right, open Microsoft Outlook. You should have received an e-mail from eNEPA Notifications. Open the e-mail and download the attached file.

There are two ways to add the events to your Microsoft Outlook calendar. You can create a separate calendar view for the eNEPA project or import the eNEPA events into your main calendar. Creating a separate calendar view for the eNEPA project enables you to turn the display of the events on and off as needed. Importing the eNEPA events into your main calendar integrates the events with all other calendar appointments.

When assessing the choice, consider your level of involvement in the project and whether you want to hide the display of the eNEPA calendar events.

2. Open your Outlook Calendar. Click “File” -> “Open” -> “Import”.

3. Click “Import an iCalendar (.ics) or vCalendar file (.vcs)”.

4. Click “Next”. You will be prompted to browse to the .ics file. Select the file and click “Open”.

5. To create a separate eNEPA calendar, click “Open as New”.

6. To integrate eNEPA events with your existing calendar, click “Import”.

Note: If you select to create a separate eNEPA calendar, it will display under the Other Calendars section. You can rename the calendar or turn the display on or off.

7. After importing, the Microsoft Outlook Calendar looks like the one below.
12. Project Meetings Tab

The Project Meetings tab is the location where all project meetings are created and managed. Only the Project Contacts can create new meetings.

To create a new meeting, click the New Meeting button. When the Create Meeting page has loaded, enter the meeting details. Required fields are marked with an *.

To attach a document to the meeting, click the “Browse” button and locate the file. Every successfully created meeting will be added to the Calendar events.
When finished, click the **Save Meeting** button. This will take you to the Meetings list page and the newly created meeting will be on the top.

To cancel creating the meeting, click the **Back To Meetings** button to go back the Meetings list page.
12.1 Edit an Existing Meeting

The Meetings tab will allow the user to edit the Meeting details. Click the Meeting Topic link for the meeting you want to edit.

After updating the information, click to save the information to the database. The Meeting list page will be displayed after successfully saving the meeting information.
12.2 Delete a Meeting

The Meetings tab will allow the Project Manager or the Meeting Creator to delete a meeting.

Select the Meeting Topic link for the meeting you want to delete. Once the page has loaded, click “Delete”.
Verify the selected meeting is the right one, and then click the **Delete** button to delete the meeting.

You are about to delete meeting: Team Members Meeting. All notes, meeting participants and attachments related to this meeting will be deleted as well, this process is irreversible. Do you want to proceed?

If you want to cancel the delete, click **Close**, and then click the **Back to Meetings** button to go back to the Meetings list page.
13. **Project Actions Tab**

The Project Actions tab is the location where eNEPA users complete specific tasks associated with a project. eNEPA Projects can be of Environmental Assessment (EA) project type or Environmental Impact Statement (EIS) project type.

Environmental Assessment actions are broken out into following phases

- Transportation Planning Actions
- Early Coordination
- Scoping
- Draft
- Comment Period
- Revised Assessment
- Finding of No Significant Impacts

Each phase can be collapsed and expanded individually by clicking on the + sign. Each group of actions is discussed in detail in subsequent sections of the handbook.
14. Project Reviews Tab

The Reviews tab is a collaboration interface for the State DOT and agency reviewers. When a document is ready for review and uploaded by the Project Manager, a Review link is created and displayed on the Reviews tab.

The Project Manager will select one or more team members as a reviewer. Each reviewer is notified via e-mail individually when a document is ready for them to review. Reviewers can make comments or ask questions about the document in a forum in the Reviews tab. A forum is like an online message board or blog area where eNEPA team members can hold conversations in the form of posted messages.

All posts must be published by the Project Manager prior to becoming visible to all eNEPA users.

Reviews are grouped by the Project Phases. Select a Project Phase by clicking on the corresponding review link to review the documents uploaded for that action by the Project Manager.
The Review displays the point-of-contact, the status of the review, and the document to be reviewed. Until the Project Manager opens the Review Status to “In-Progress”, users won’t be able to comment on the documents.

The Add a Post button is visible only after the Project Manager opens the review for team members to post their comments. Prior to adding a post or comment, the eNEPA user can review the document by clicking the download link next to the document title. You will get a confirmation to open or save the document.
14.1 Adding a Post

To post a comment for the document, click the Add a Post button. The tool will load the “Create Post” page as shown below.

On the “Create Post” screen, you can add a title showing the subject of the post, and type questions or comments under “Comment”. The Title and Comment fields are required, and are marked with a red *. Optionally, you can upload a revised document to your post.

Select the first check box if the comment is a question to the Project Manager. eNEPA will automatically send an e-mail to the Project Manager. Check the second check box if the comment is internal. Only FHWA users will be able to see the comment if this option is selected. The Project Manager can select the third check box if the question or comment is approved.

When finished filling out the post details, click the Save button. The Project Manager will receive an e-mail regarding the post.

Once the Project Manager reviews the comment, and only after s/he “Publishes” the comment, other users won’t be able to see it. The Project Manager has the responsibility of determining which posts to publish. A published post is visible to all eNEPA users. If a post is not published, it will remain visible only to the Project Manager, and to the poster (the user who created the post).

The post count will be incremented. Click the “Post” link to expand and view the comment.
After reviewing the comment, the Project Manager can either reply by clicking the “Reply” button, or publish the post to make it visible for other team members by clicking the “Publish” button.

Click the button to go back to the Reviews list page.
14.2 Editing a Post

To edit a comment already posted on the document, select the document. The tool will display all the reviews posted for that document.

Click the “Edit” button next to the post which you want to update. The tool will load the “Edit a Post” page as shown below, where the user can update the post content, attach a document, or delete a previously uploaded attachment.

When finished, click the Save button to save the information.

If the reviewer checks the option indicating that the comment is for FHWA Internal Only then only FHWA users can view that post.

If the reviewer checks the option requesting a response from the Project Manager, eNEPA automatically sends an e-mail to the Project Manager.

Note: Uploading a document is optional, but if the user uploads a document a second time it will replace the previously uploaded document. Only one reviewed document can be uploaded.
### 14.3 Replying to a Post

To reply to a comment posted on the document, select the document. The tool will display all the Reviews posted for that document.

Click the **Reply** button. A “Reply to Post” box will appear.

Type your reply in the “Comment” field. When finished, click the **Save** button to save the information.

**Note:** Only one reply can be made to a post. You must have a different post if there is more than one question in the reply.
14.4 Deleting a Post

The delete function is available only for the Project Manager and post owner. To delete a comment posted on the document, select the document first. The tool will display all the Reviews posted for that document.

Click the **Delete** button for the post you want to remove. Click **Delete** to confirm the deletion. The post will be removed.
14.5 Publishing a Post

Only the Project Manager has the ability to view all of the comments posted on a document. After reviewing them, Project Managers have the responsibility of determining which post to publish. The tool will display all of the Project Team members from that project and a check box next to them.

By selecting the check boxes, the Project Manager can publish the comment to all users or to selected individuals. After selecting the individual check boxes, click the Publish Users button to publish the post. A published post is visible to the other team members. If the post is not published, it will remain visible only to the Project Manager and to the Post Owner.
15. Document Manager

The Documents tab provides a library for all documents associated with the project. Expand deeper in the Document tree (folder structure) on the left side until the desired action folder or document appears on the right side of the screen.

When the user clicks the “Documents” tab the tool will display all the documents assigned to the logged in user by default. Also the “Show me All documents assigned to me” check box enabled. This is to quickly access the documents assigned.

Additionally, user could also use the search capability to reach the document faster by filtering it.
When the user expands the tree structure and selects a specific folder then the documents in that folder will be displayed. The selected folder will be in bold font.

The "Expand All" will expand the tree structure in one click. The "Collapse All" will collapse all the folders quickly.

### 15.1 Uploading a Document

The tool allows the user to upload documents directly from the Document Manager to any folder. Prior to uploading a document user need to select the folder otherwise the button will be disabled.

In the upload window user can locate any document on their computer by clicking the "Browse" button. Then after providing the description user could save the document. The status field has two values to choose from 1. Draft 2. Final. This indicates whether the document version is draft or final. When finished click button. The "Uploaded Action" column will have “Document Manager” value to indicate that this document is uploaded using Document upload function.

**NOTE:** The document uploaded from Document Manager will not appear in Action. Vice versa is true.
User could also use the “Project Documents” folder to upload documents that doesn’t belong to any action but belongs to the project.

15.2 Email document

User has the ability to email a document. In order to perform that, click the pencil icon next to the document and select the “Email” option.
A window will pop up and provide the senders email address and click . To send email to multiple recipients separate email ids by comma.

The tool will send user an email along with the attachment.
15.3 Deleting a document

User has the ability to delete a document directly from the document manager. Only the Project Manager, Deputy Project Manager, System Administrator and the document Owner can perform this function.

Select the “Delete” option.

Click button to confirm the delete. Click button to cancel the delete operation.
15.4 Editing Attributes of the document

The “Edit” function will help the Project Manager to edit the attributes of the document already uploaded. User could change the description, change the status or to include it in the “Administrative Record” flag.

When finished click **Save** to save the attributes to the file.
15.5 Searching a document

User has the ability to search a document from the Document Manager. Enter the search criteria in the search field and click enter.

The search function will work on any columns (uploaded action, file, status, size, last edit or Editor). In order to clear the search, simply delete the search field values and click enter.
16. Help

The help section of the website includes a link to this user handbook. Clicking the link launches the handbook in Microsoft Word format.