

Interagency NEPA & Permitting Collaboration Tool (INPCT)

User Guide



INPCT
Interagency NEPA & Permitting
Collaboration Tool

MAY 2021

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1 Introduction

This is the user handbook for the Interagency NEPA & Permitting Collaboration Tool. It teaches you how to use FHWA's electronic collaboration tool during the National Environmental Policy Act of 1969 (NEPA) process. This tool is referred to as "INPCT" throughout this document.

The development of INPCT 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 INPCT 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 INPCT. 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 initiatives to accelerate project delivery include 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 that focuses on early consideration and planning for environmental, community, and economic goals, and incorporating this information into the environmental review process.

In an effort to accelerate project delivery and to enhance agency collaboration, FHWA developed INPCT. FHWA believes that interagency collaboration can be further enhanced and expedited through the use of INPCT, 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 INPCT is a streamlined and transparent process that improves communication and shortens the project delivery timeline.

3 Development Approach

INPCT has been developed as a modernized version of the previous eNEPA 2.0 (electronic National Environmental Policy Act). INPCT received input from State and Federal agencies who volunteered to participate in the INPCT Technical Working Group led by FHWA. The State and Federal agencies include Washington DOT, Georgia DOT, United States Coast Guard, United State Army Corps of Engineers, FHWA HQ, and US DOT OST. These agencies have participated in iterative testing sessions and a debrief webinar where they discussed proposed changes to the tool.

Upon completion of INPCT, DOT will roll out the release of INPCT nationally. This will be followed by several training demonstrations to the participating state agencies.

4 Accessing INPCT

4.1 Tool Requirements

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

INPCT 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:

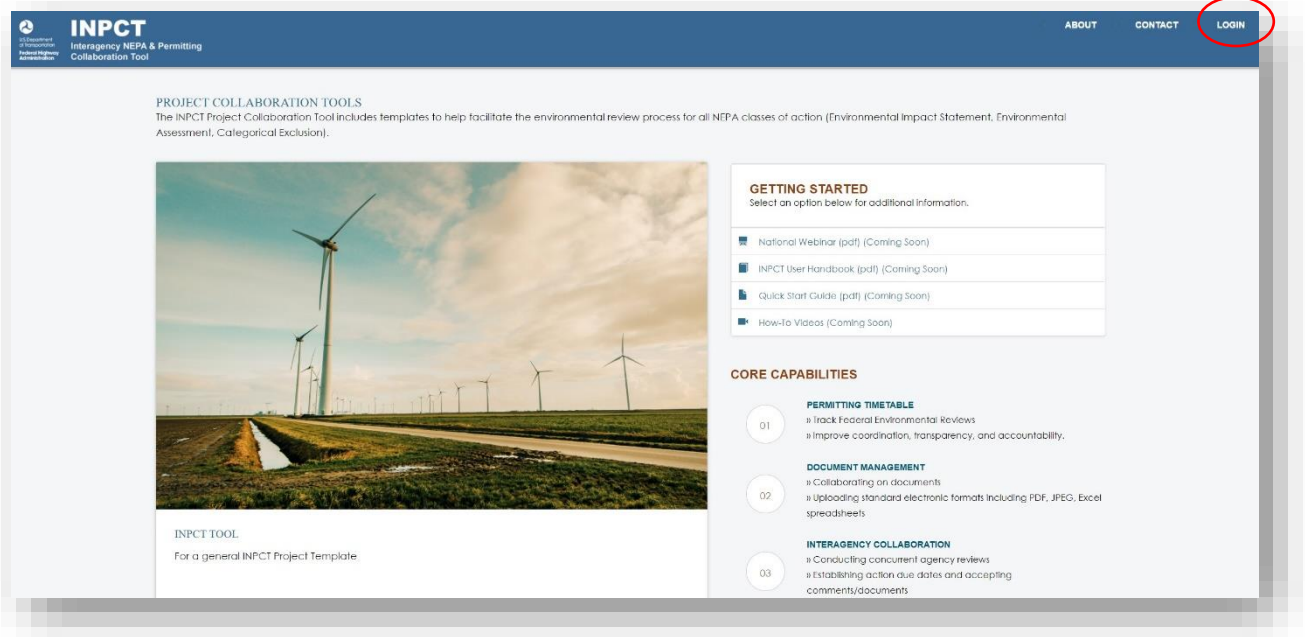
- .pdf
- .txt
- .doc
- .docx
- .xls
- .xlsx
- .rtf
- .ppt
- .pptx
- .jpg
- .jpeg

5 User Login and Registration

5.1 Login to INPCT

1. Go to: <https://inpct.fhwa.dot.gov>
2. Once the website launches, click **LOGIN** on the top right of the page.

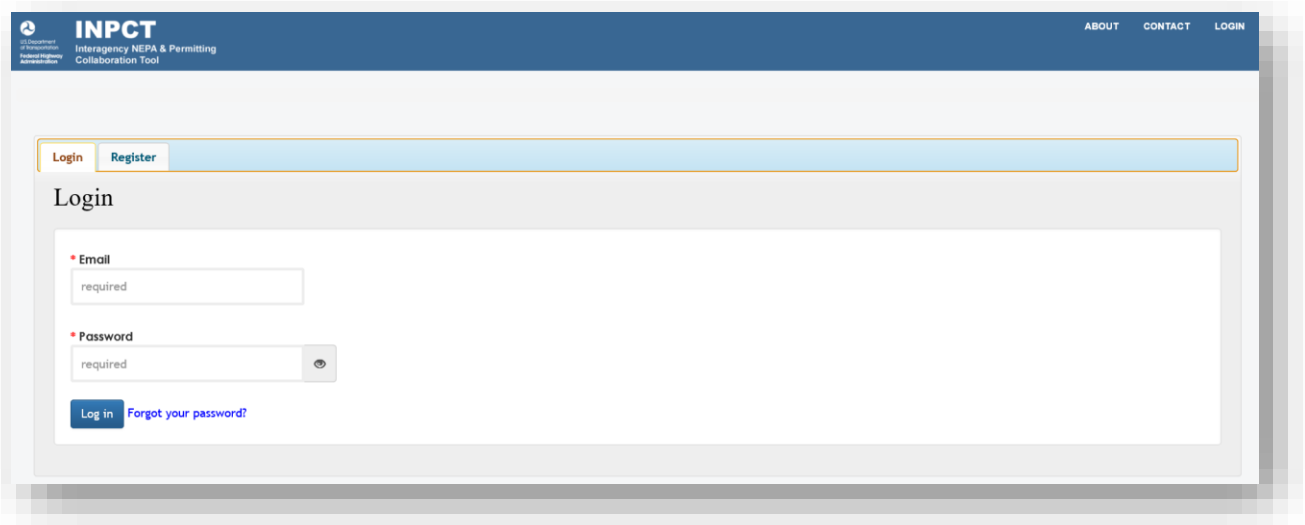
Figure 1



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

Note: All users must be registered to access INPCT.

Figure 2



5.2 Register for INPCT

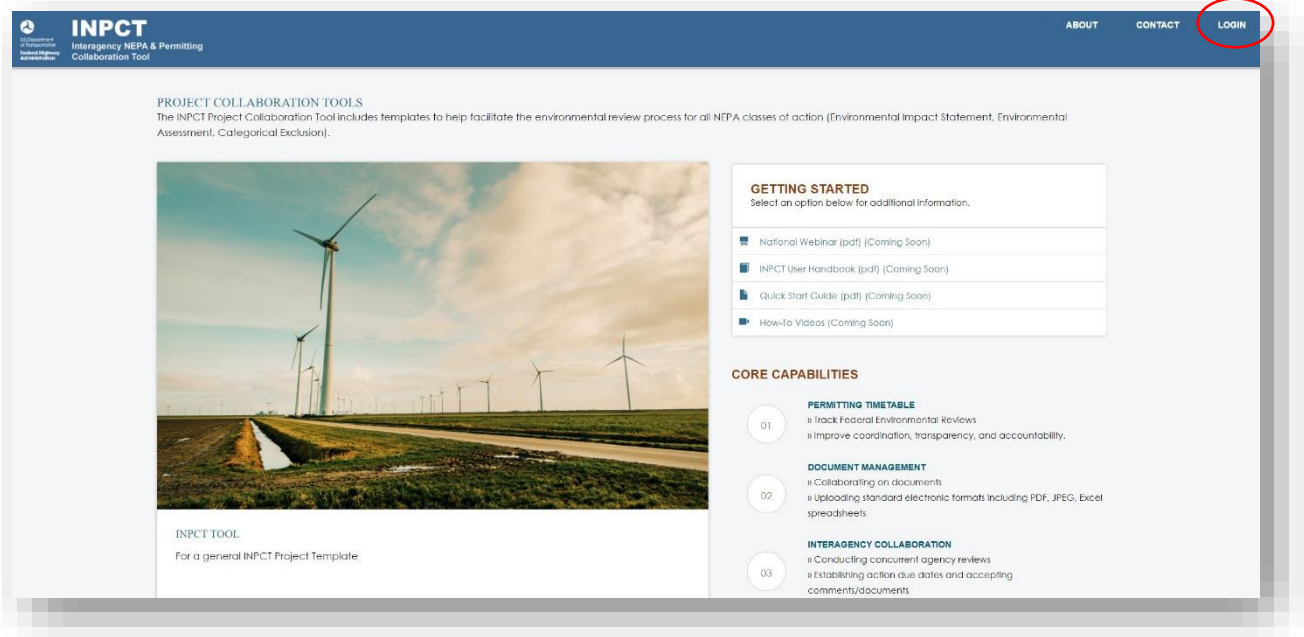
There are two types of users that can register for INPCT: General Users, and FHWA/DOT Users. General Users can register directly from the website. FHWA/DOT Users will need to register first through UPACS, which supports the INPCT application.

5.2.1 General User Registration

For individuals who are members of the public, not associated with the Federal Highway Administration (FHWA) or the Department of Transportation (DOT), they may access and register to INPCT directly from the INPCT website. See the steps below to register as for a General User account.

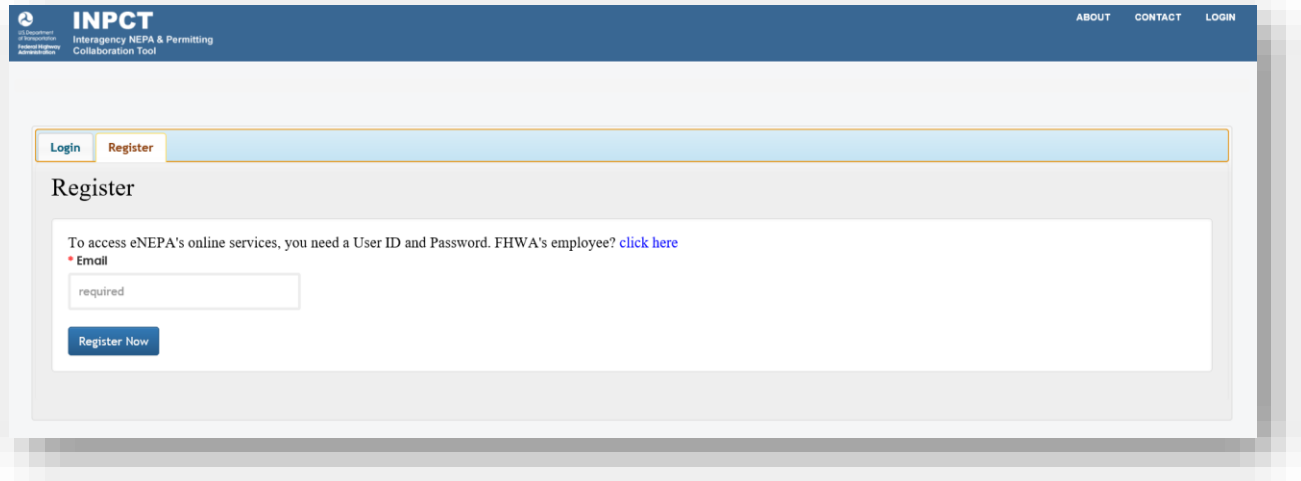
1. Go to: <https://inpct.fhwa.dot.gov/>.
2. Once the website launches, click **LOGIN** on the top right of the page.

Figure 3



3. Once the login page loads, click the **Register** tab to register for INPCT.

Figure 4



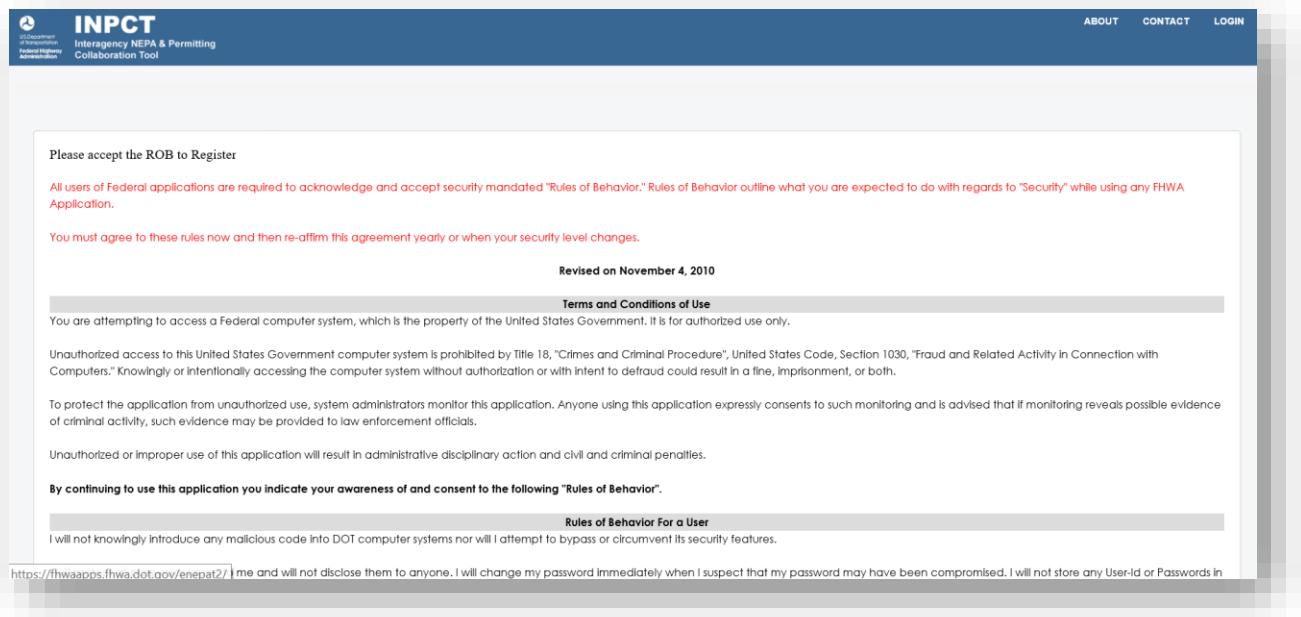
4. Enter your e-mail address and click **Register Now**.

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

Note: If you are an FHWA employee and are uncertain how to register, click the blue “click here” link to find out more information on accessing INPCT through UPACS.

5. Accept the Rules of Behavior.

Figure 5



6. Complete the User Registration page.

Figure 6

The screenshot displays a user registration form with two main sections: "User Information" and "Contact Information".

User Information Section:

- A link: "Click to display password requirements"
- * Password: Text input field with "required" placeholder and a toggle icon.
- * Confirm Password: Text input field with "required" placeholder and a toggle icon.
- * First Name: Text input field with "required" placeholder.
- * Last Name: Text input field with "required" placeholder.

Contact Information Section:

- * Title: Text input field with "required" placeholder.
- * Address: Text input field with "required" placeholder.
- * City: Text input field with "required" placeholder.
- * State: Dropdown menu with "- Select State -" and a downward arrow.
- * Zip: Text input field with "required" placeholder.
- * Phone Number: Text input field with "required" placeholder.
- * Time Zone: Dropdown menu with "- Select Timezone -" and a downward arrow.
- * Organization: Dropdown menu with "- Select Organization -" and a downward arrow.

At the bottom of the form, there is a note: "If you need elevated access, please contact the system administrator under the contact section." Below this note is a blue button labeled "Create User".

7. Upon completion, click [Create User](#) .

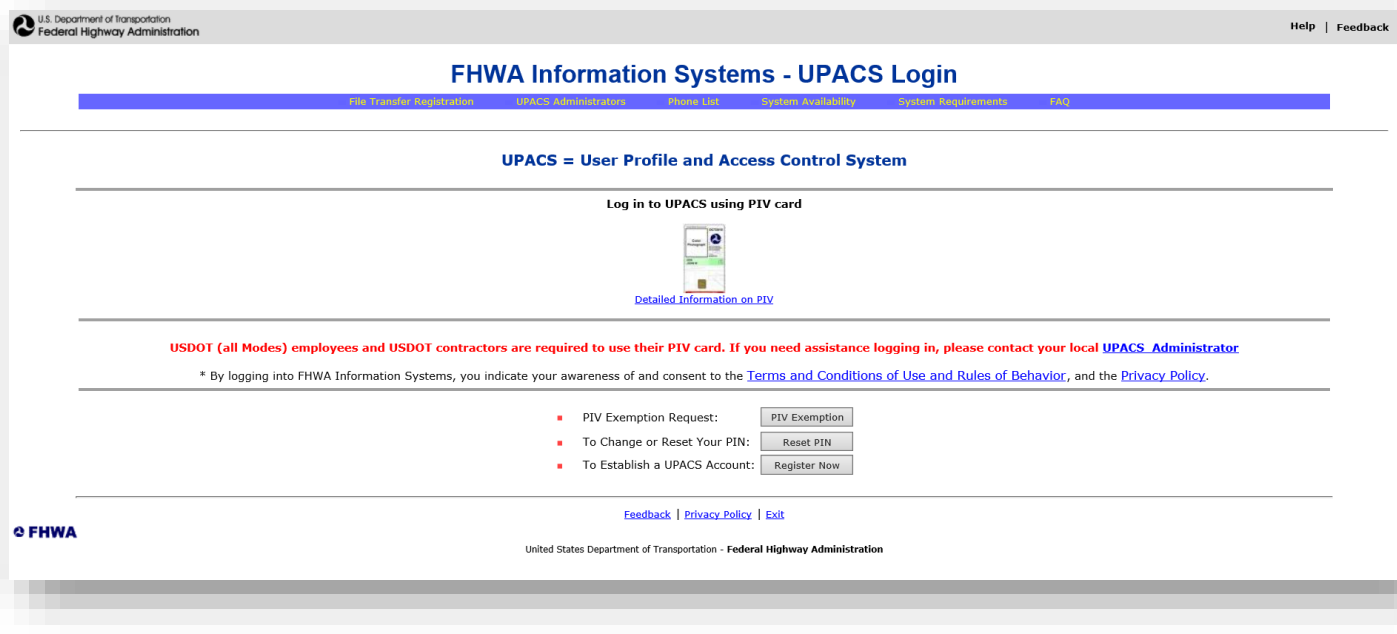
This will grant you the "INPCT User" role. You can log in to INPCT but will not be able to access any projects until you are assigned one by the Project Manager. If you need an elevated access role, such as "Project Manager," then contact the [System Administrator](#).

5.2.2 FHWA/DOT User Registration

FHWA and/or DOT employees may access and register for an INPCT account through UPACS. See the steps below to register for an FHWA/DOT account.

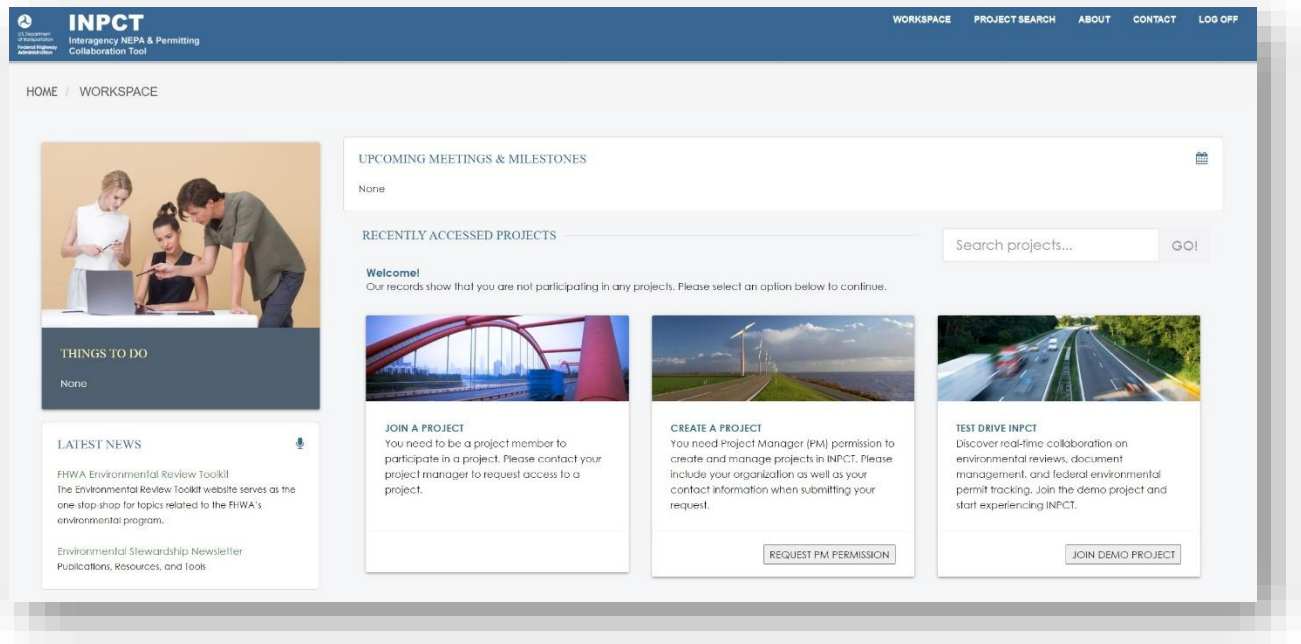
1. Users with @dot.gov e-mail IDs need to register to UPACS in order to access INPCT. If you do not have a UPACS account, [register for a UPACS account](#).
2. Once you have created your UPACS account, send an e-mail to David Williams (david.williams@dot.gov) or Megan Cogburn (megan.cogburn@dot.gov) for INPCT FHWA account access.
3. Once you are notified that you have received access, navigate to UPACS, and click on the PIV icon to login with a valid PIN number.

Figure 7



4. Click on “Prod Systems” from the blue menu bar.
5. Click on the “Interagency NEPA & Permitting Collaboration Tool” link and the INPCT Workspace page shall display.

Figure 8



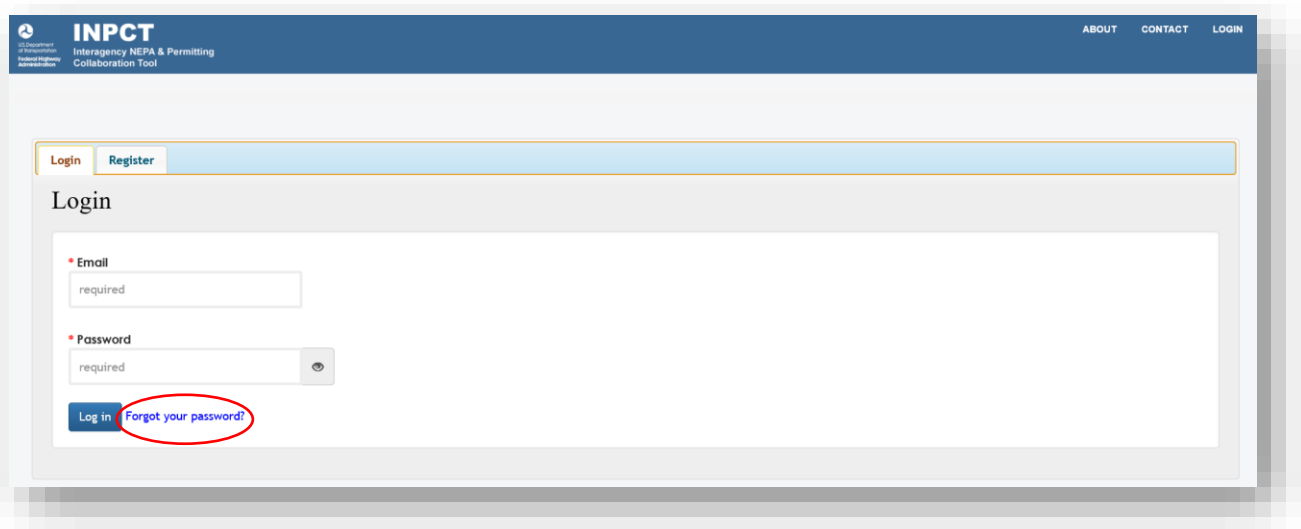
Note: If you have questions or problems registering to UPACS, contact the IT Department at 5-Help for assistance.

5.3 Trouble Accessing Your Account?

5.3.1 Reset Your Password

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

Figure 9



2. This will take you to the “Forgot Your Password?” page displayed below.

Figure 10

3. 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 your junk folder if it is not in your inbox.
4. Upon receiving the temporary password, login to INPCT. The tool will prompt you to change your temporary password to a permanent password.

5.3.2 Locked Accounts

If you have entered your password incorrectly 3 times, you will need to contact an INPCT System Administrator who will give you instructions on how to access your account.

See the [Contact](#) section of this document for System Administrator contact information.

Note: To prevent being locked out of your account in the future, remember to log in to the system every 60-90 days. This will prevent you from being locked out.

6 Website Access

To access INPCT, click on the link below:

<https://inpct.fhwa.dot.gov/>

Figure 11

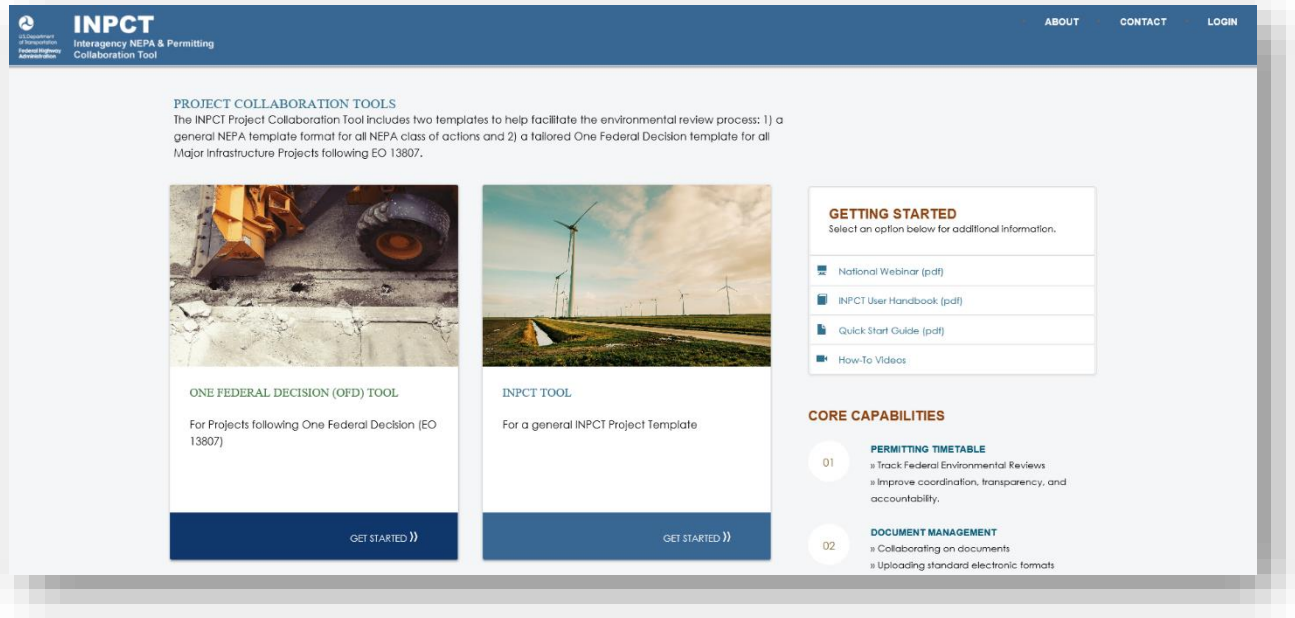
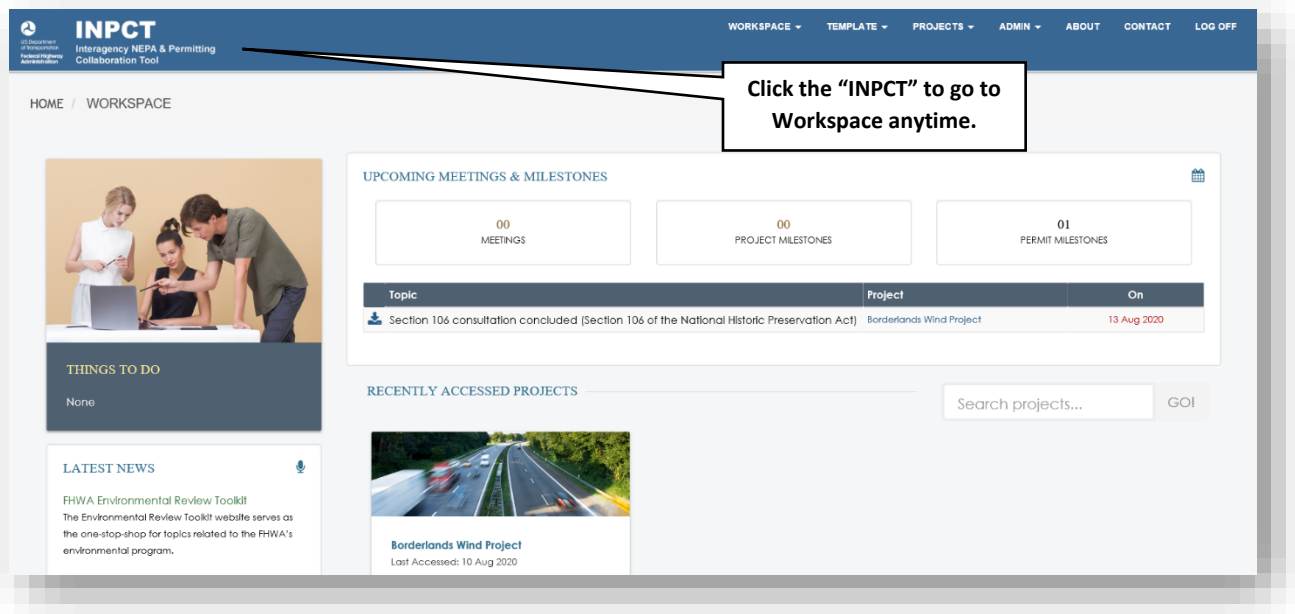


Figure 12



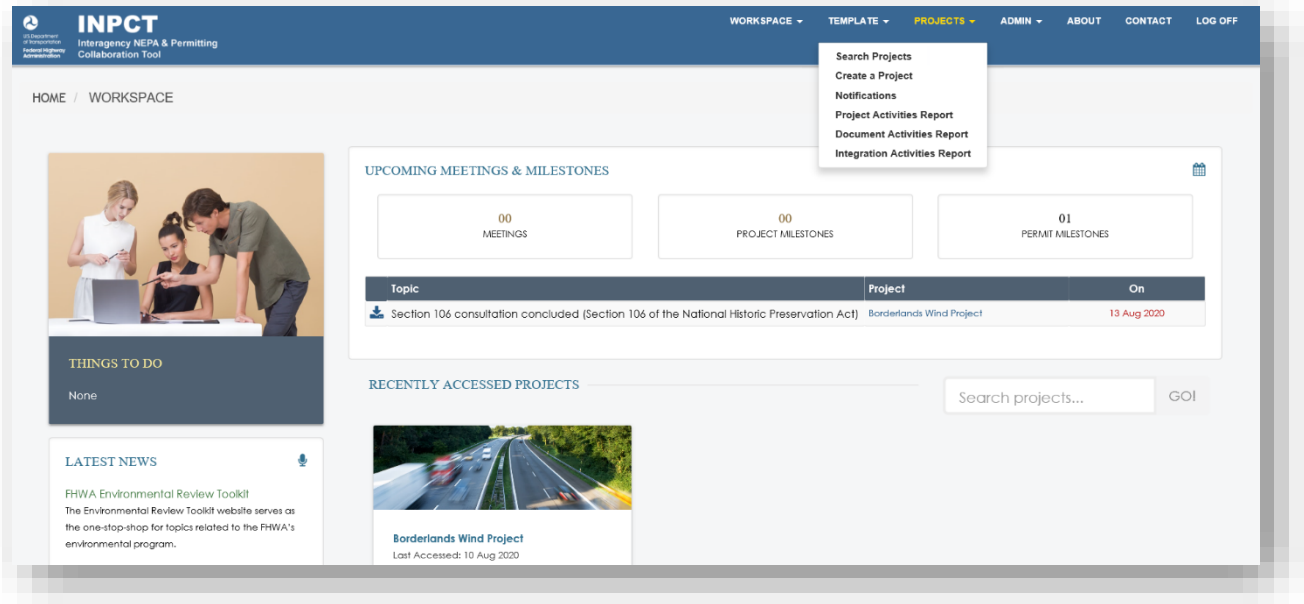
This is the INPCT Workspace. The different sections on this page include:

- **“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 & Milestones”** shows all the upcoming meetings, project milestones, and permit milestones the user is involved in.

- “Latest News” presents all the latest INPCT related news.
- “Resources” lists all the resources that will be helpful to learn the INPCT application.

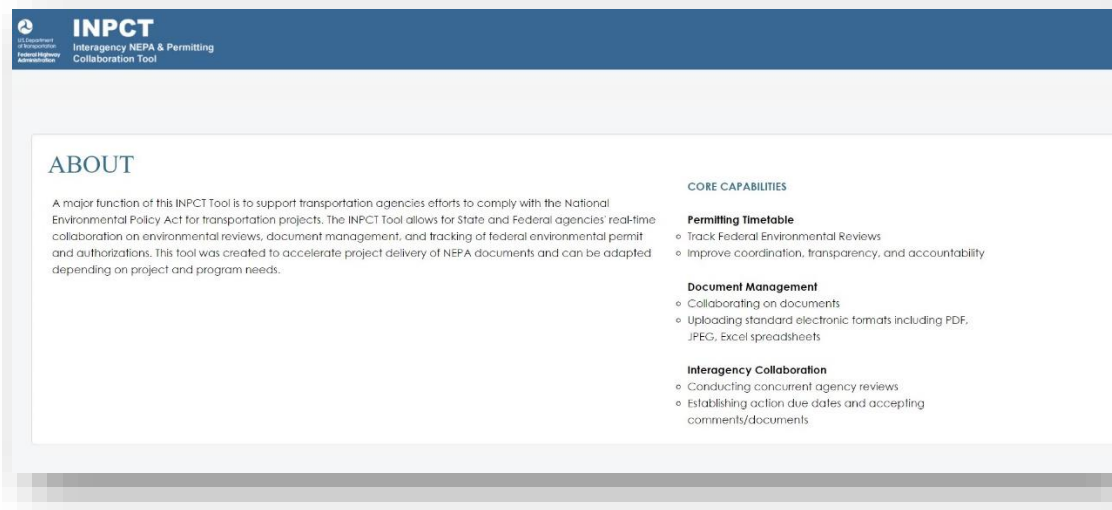
The Workspace includes INPCT projects in the “Recently Accessed Projects” section. Users can click on the **PROJECTS** link in the application header to search for projects that the user has access to, create a project, or view notifications or reports.

Figure 13



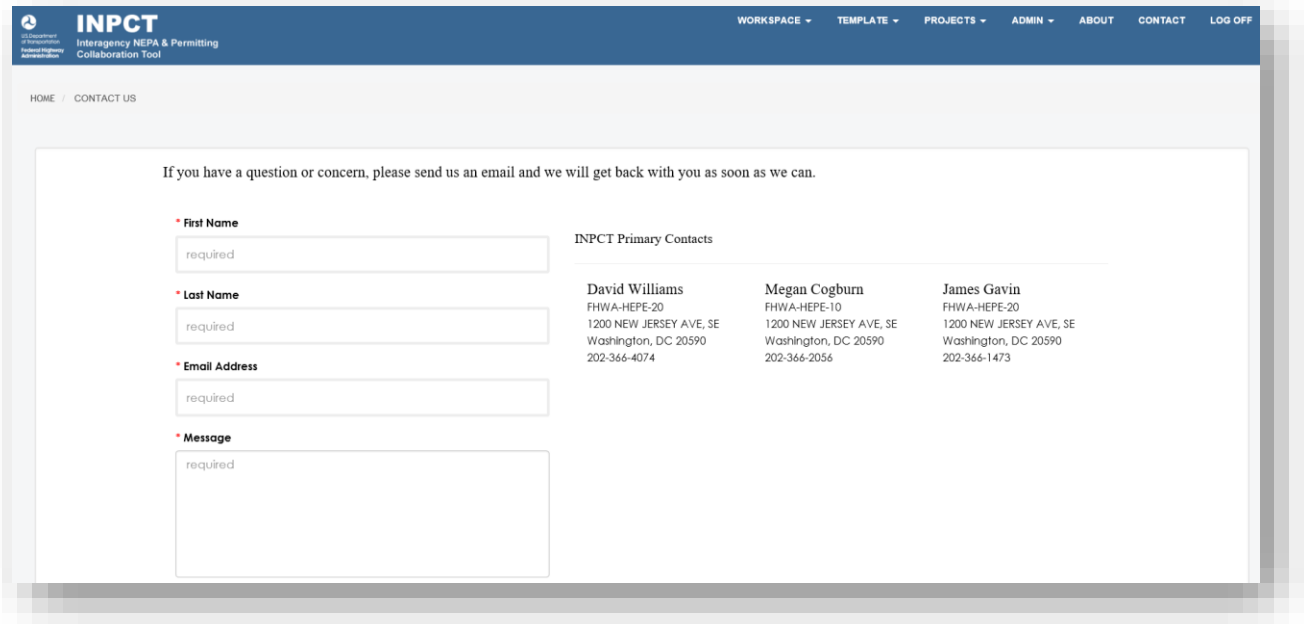
The **ABOUT** link on the application header routes the user to the About INPCT page, which provides a basic description of the tool’s functions.

Figure 14



The **CONTACT** link routes the user to the Contact screen. This page provides a way to contact the INPCT team for assistance. The tool will send an e-mail to the three contacts displayed below.

Figure 15



The form shall already be pre-filled with user’s First Name, Last Name, and E-mail Address. The user can send a question or request to the FHWA INPCT contacts by typing a message, and then clicking the **Send Message** button.

7 User Roles and Privileges

Each user is assigned an “INPCT User” role by the tool. Upon request to the System Administrator, this can be elevated to the “Project Manager” role. See the below table for descriptions of user roles, user capabilities, INPCT access levels, and what information user can change within the application.

Table 1

User Role	Description of Activity
INPCT User	<ul style="list-style-type: none"> View Home Page View INPCT workspace Search for Projects for which they are a team member View “About” and “Contact” pages

User Role	Description of Activity
INPCT User (continued)	<ul style="list-style-type: none"> • View Details, Schedules, Documents, Contacts, Calendar, Meetings, Actions, Reviews, Commitments, and Permits for all projects for which they are a team member • Add meetings (when designated as a project contact) • Add an contribute to document review posts (when designated as a reviewer for the project)
Project Manager (PM)	<ul style="list-style-type: none"> • Inherits INPCT User functionalities and the following additional functionalities: • Able to view all projects for which they are a PM • Able to view and edit all items within the “Projects” menu <ul style="list-style-type: none"> ○ Create Projects ○ Project Notifications ○ Project Activity Report ○ Document Activity Report ○ Integration Activity Report ○ Manage Schedules • Create and manage project templates • Create projects and edit project details/project contacts/assign Deputy Project Manager for their own projects • Manage permits and commitments • Publish, Review, Update Review Status • Edit document details on own projects • Enable/disable their own projects for integration
Deputy Project Manager (DPM)	<ul style="list-style-type: none"> • Inherits INPCT User functionalities and PM functionalities (but only for projects in which they are DPM) including: • Able to view projects for which they are a DPM • Search for Projects for which they are a team member • Edit project details/project contacts/assign Deputy Project Manager within project • Manage permits and commitments • Publish, Review, Update Review Status • Edit document details

User Role	Description of Activity
System Administrator	<ul style="list-style-type: none"> Inherits INPCT User and PM user functionalities and the following additional functionalities: Able to view and edit all items within the “Admin” menu <ul style="list-style-type: none"> Manage Organization Manage E-mail Manage Notification Manage How-to-Videos Generate Project Reports Generate User Reports Able to create and edit ALL projects. Able to assign Deputy Project Managers for ALL projects Able to grant elevated access to users Able to view Reports Enable/disable projects for integration.

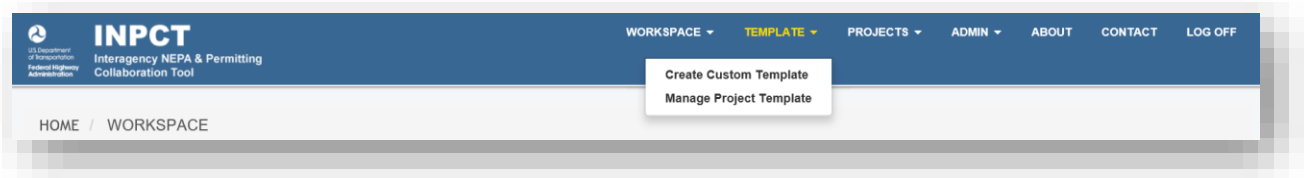
8 Create Custom Template

INPCT allows users with a Project Manager or System Administrator role to create a custom template via the “Template” menu option. Creating a Custom Template allows users to develop templates that more closely align with their own organizations’ internal processes. For example, they can designate their own project type, give the template a unique name, and assign specific phases and actions to the template. See section [16 Project Actions Tab](#) for more details on phases and actions. Once you create a custom template, it can be used on any project in your state.

Please note that once a template is published, it can no longer be edited. If you need more time to create your custom template, do not click the “Publish” button. You can come back later to the Unpublished Templates tab and continue to make edits at your convenience.

Users with the “INPCT User” role will not see the Template menu option.

Figure 16



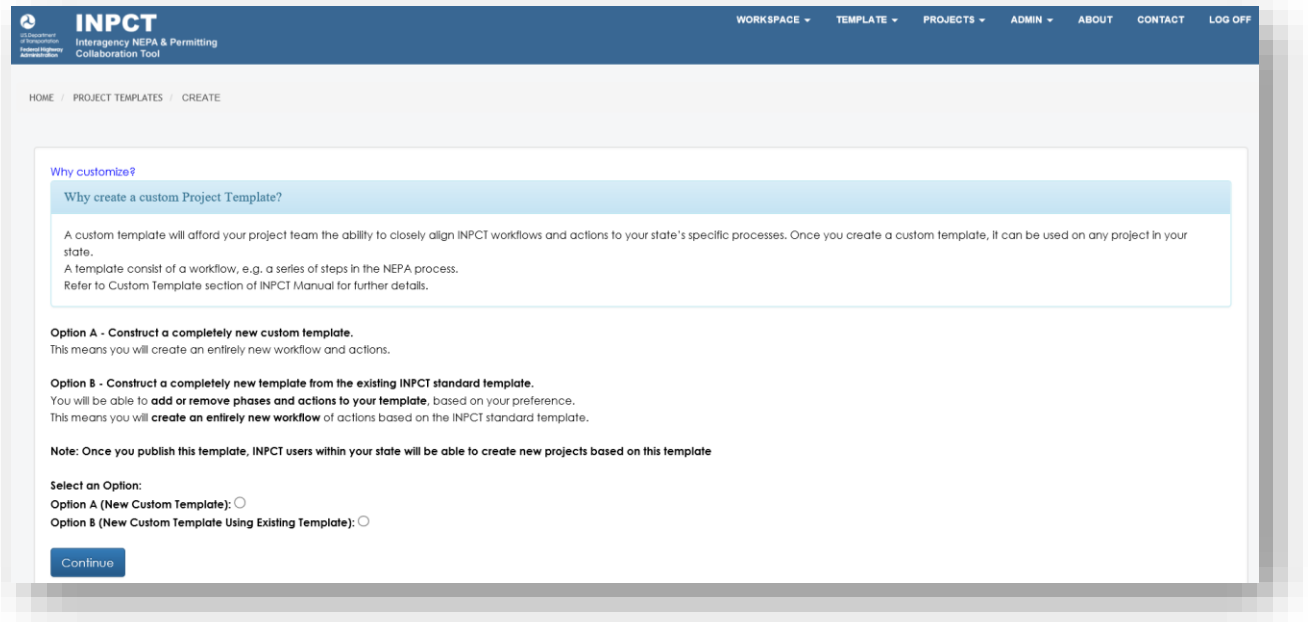
There are two options when selecting “Create Custom Template”:

- **Option A** – New Custom Template

- **Option B – New Custom Template Using Existing Template**

See below for descriptions of both custom template options. Project Managers will be able to select either Option A (New Custom Template) or Option B (New Custom Template Using Existing Template) from this page.

Figure 17

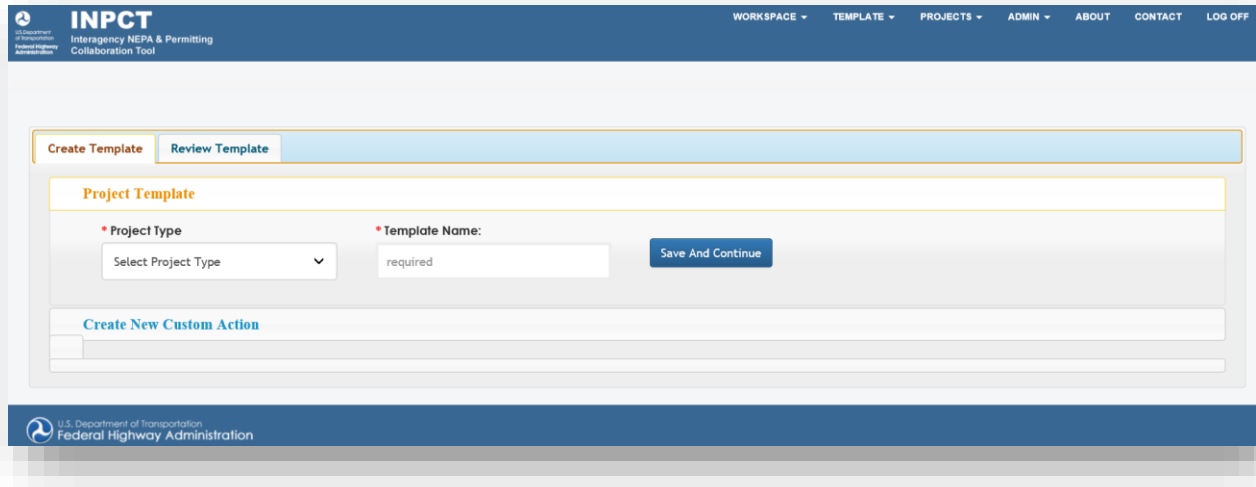


8.1 Option A – New Custom Template

INPCT 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 creating your custom template, you will need to have knowledge of project workflows, consisting of actions and grouped by project phases. Follow the steps below to create a New Custom Template:

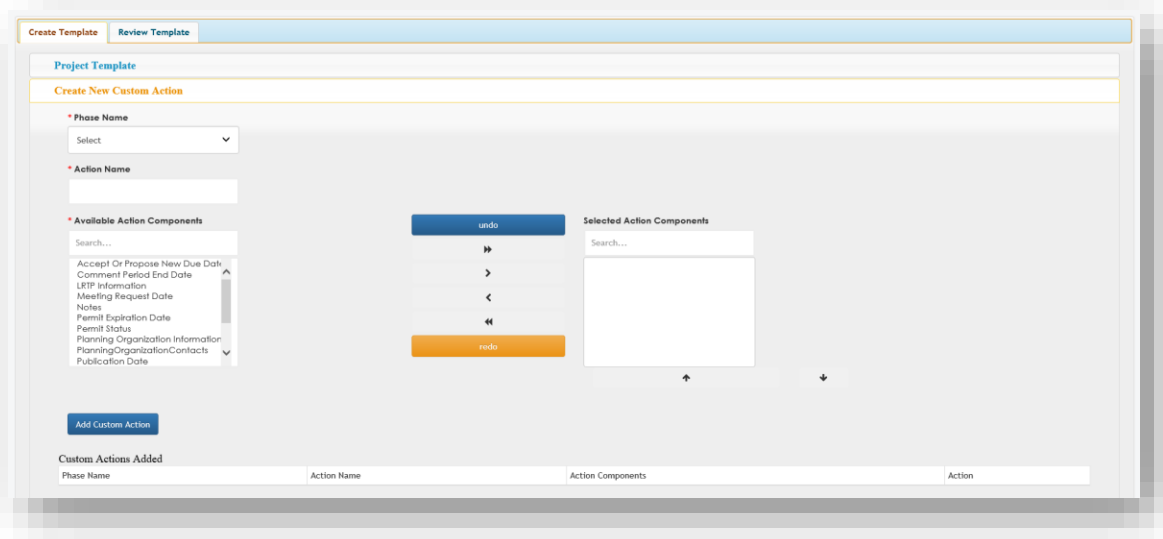
1. From the "Create Custom Template" page, select "Option A (New Custom Template)." The tool will display the "Create Template" page as shown below.

Figure 18



- 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).

Figure 19



- In this tab, it is vital that the Project Manager selects the Phase Name that 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 Permit Status, Select Team of Reviewers, Review Date, or Notes in their custom template). Use the search functionality to quickly find the action component.

5. Select the actions needed and move them to the “Selected Action Components” column using the arrows between the columns, or by double clicking the selected action. Use the up-and-down arrows below the Selected Actions Components column to rearrange the order that they will appear on the Actions page.
 - To select multiple action components at once, hold the **[Shift]** key and select the actions.
 - To select specific, nonconsecutive action components, hold the **[Control]** key and select the actions.
6. Click the **Add Custom Action** button to save another custom action.
7. Click the **Review Template** button to review all the selected actions, as well as the custom actions just created. After you click the **Review Template** button, your template has been saved. You can come back and make edits while the template is still unpublished and in “review.”
8. Once reviewed, click the **Publish Template** button. You can no longer make edits to the template once it has been published. 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 the state DOT to create the project.

8.2 Option B – New Custom Template Using Existing Template

In this option, you will be able to construct a completely new template from the existing INPCT standard template. Based on your preference, you will be able to add or remove phases and actions to your template. This means that you will be able to create a new workflow of actions based on the INPCT standard template.

Reminder: Only Project Managers and System Admins have the ability to create custom templates.

1. From the “Create Custom Template” page, select “Option A (New Custom Template Using Existing Template).” The tool will display the “Create Template” page as shown below.

Figure 20

2. Provide the Project Type for the custom template, and a Template Name.
3. Click the **Save And Continue** button. The tool will automatically navigate to the next section (Select Actions).

Figure 21

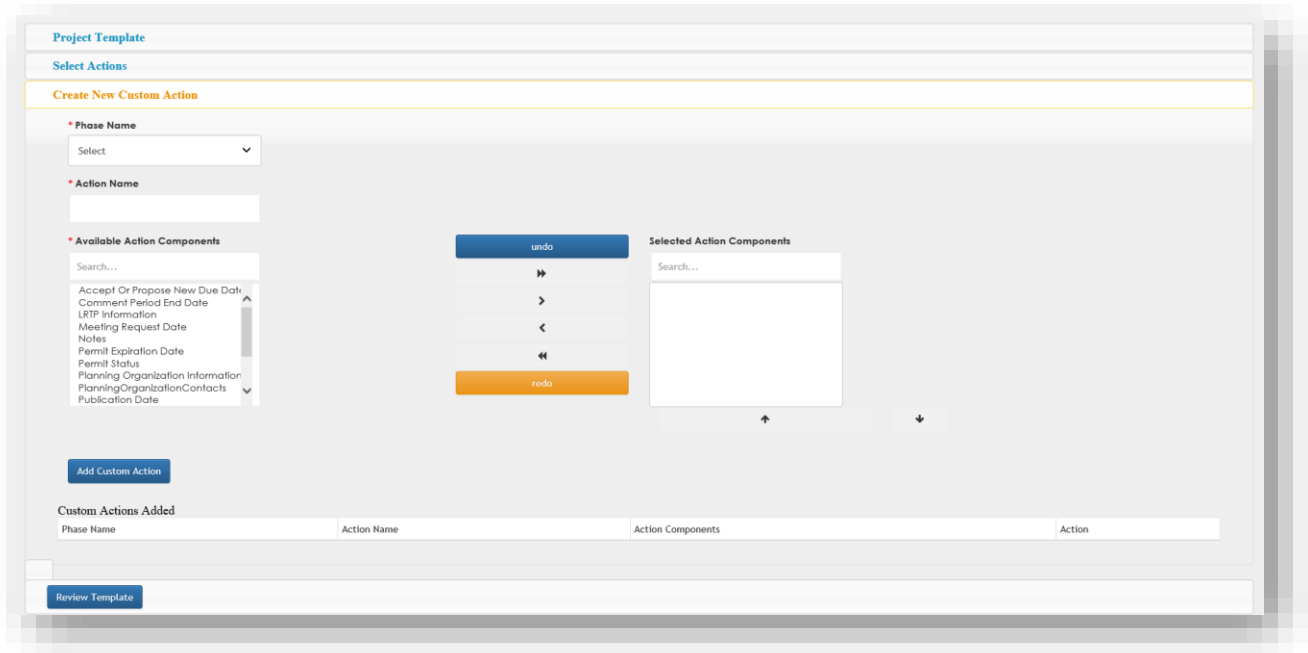
4. Select a template from the list of available templates for your state for the selected Project Type.

Figure 22

The screenshot displays the 'Project Template' configuration screen. At the top, there are tabs for 'Create Template' and 'Review Template'. The main content area is titled 'Project Template' and contains a 'Select Actions' section. A dropdown menu labeled '* Available Templates' is currently set to 'FHWA EA'. Below this, a table lists project phases and actions, each with a checkbox for selection. The phases listed are: Phase Name, Transportation Plan, Scoping, Draft Environmental Assessment, Revised Environmental Assessment, and Finding of No Significant Impacts. The actions listed are: L RTP and TIP Details, Planning Organization Details, Purpose and Need Details, Upload Preliminary Scoping Package, Upload Refined Scoping Document, Alternatives Analysis Upload, Upload Technical Studies, Draft EA Upload, Revised EA Upload, Revised EA Approval, FONSI Upload/Status, FONSI SOL Upload, and FONSI Approval Review. At the bottom of the table, there is a blue button labeled 'Save and Continue to Custom Action'.

5. Once you select a template, the tool will display all of the Project Phases and Actions associated with that template. Check boxes will be displayed next to every Phase. Click the boxes next to the Phases you would like to include in your custom template.
6. Check boxes will also be displayed next to every Action. Click the boxes next to the Actions that you would like to include in your custom template.
7. After clicking the **Save and Continue to Custom Action** button, the tool will close the current section and expand the next section (Create New Custom Action) where you can add any custom defined actions.
8. 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.

Figure 23



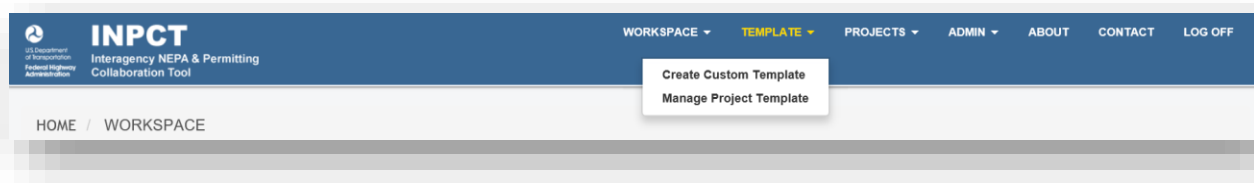
9. To add a custom action, select the Project Phase that the Action belongs to. Then provide an Action Name.
10. Next, specify what action components are required for that action from the list of Available Action Components (for instance, the user could select Permit Status, Select Team of Reviewers, Review Date, or Notes in their custom template). Use the search functionality to quickly find the action component.
11. Select the actions needed and move them to the “Selected Action Components” column using the arrows between the columns, or by double clicking the selected action. Use the up-and-down arrows below the Selected Actions Components column to rearrange the order that they will appear on the Actions page.
 - To select multiple action components at once, hold the **[Shift]** key and select the actions.
 - To select specific, nonconsecutive action components, hold the **[Control]** key and select the actions.
12. Click the **Add Custom Action** button to save another custom action.
13. Click the **Review Template** button to review all the selected actions, as well as the custom actions just created. After you click the **Review Template** button, your template has been saved. You can come back and make edits while the template is still unpublished and in “review.”

- Click the **Publish Template** button once reviewed. Once your template has been published, you will not be able to make any further edits. You will be routed to the home screen. The template will be available for that state DOT to use in any project.

9 Manage Project Template

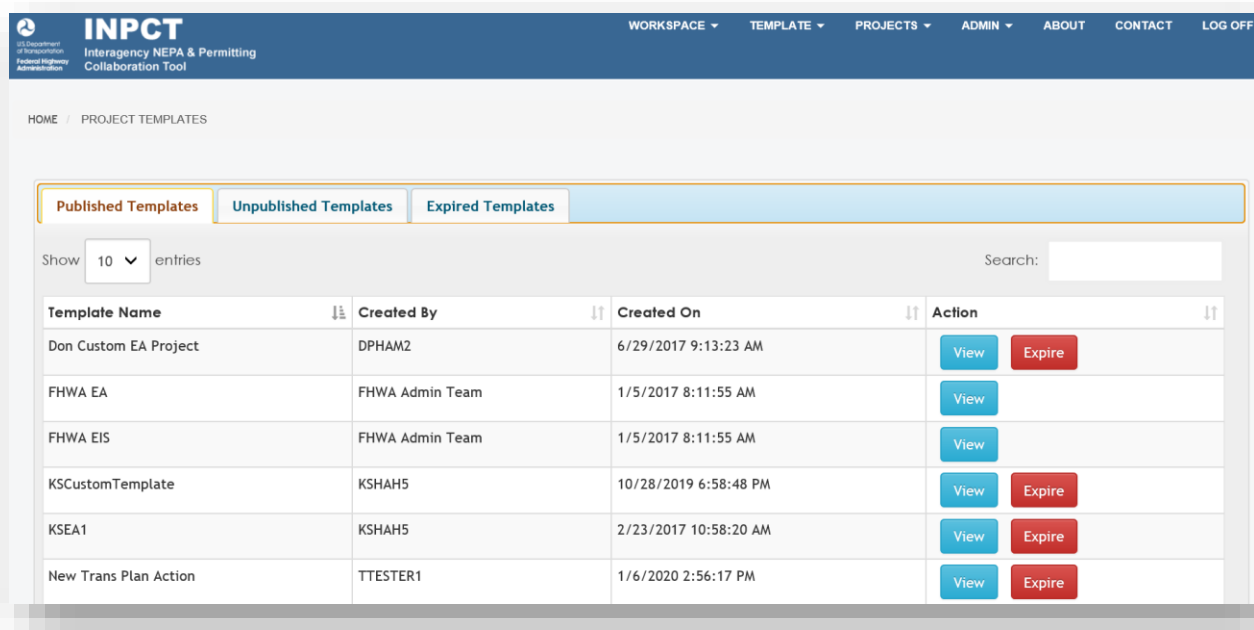
INPCT provides users the ability to manage their custom templates. This “Manage Project Template” option is enabled for the Project Managers and System Administrators only under the “Templates” menu option.

Figure 24



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. Once these templates are published, they cannot be edited.

Figure 25



On the second tab (Unpublished Templates), the tool will display 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.

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

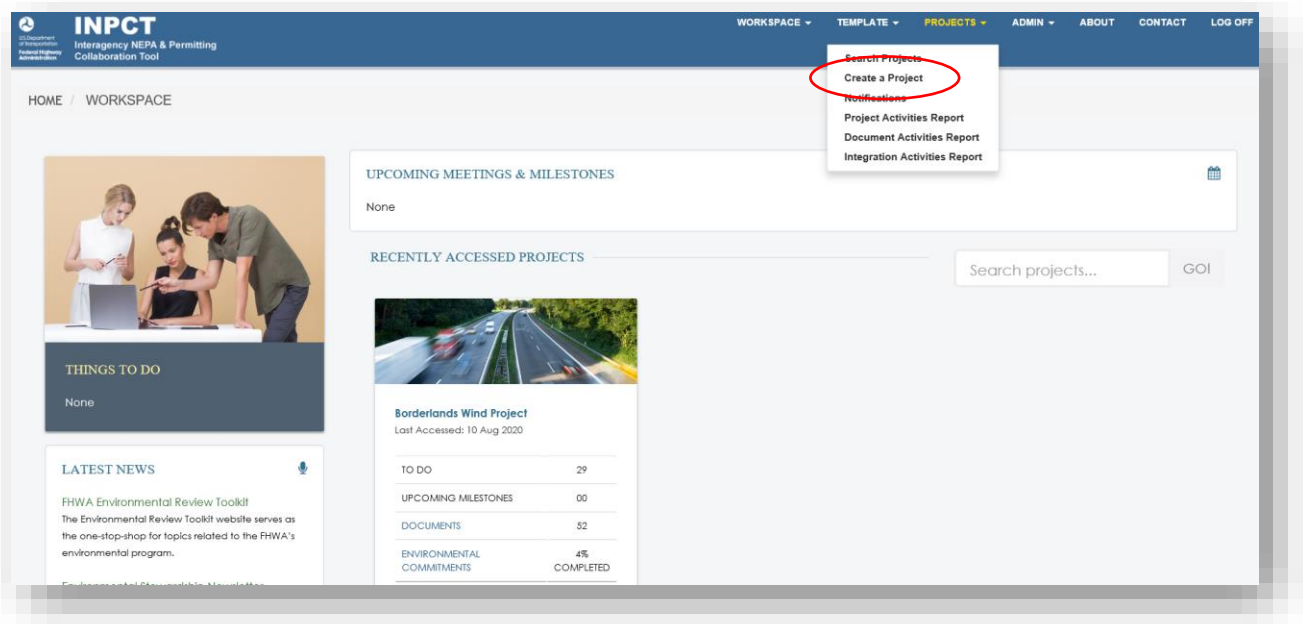
Note: If there is an active project that is using an expired template, it will be not affected. Those projects using expired templates can still be used to upload documents and manage documents.

10 New Project Creation

Project Managers who are leading INPCT projects are responsible for creating new projects in INPCT. Only Project Managers and the System Administrator will have the ability to create a new project.

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

Figure 26



2. Fill out all required fields on the “Create Project” page, as shown below. Required fields include:
 - a. Project Name
 - b. Project Type
 - c. Project Template
 - d. Project Cost
 - e. Primary Project Number (PM can enter which of the project numbers (Federal or State) is the main number to be used for the project)
 - f. State Project Number
 - g. State
 - h. County
 - i. Route

- j. Project Length
- k. Prior Concurrence Project?
- l. Project Status

Note: Required fields are marked with a red asterisk (*).

Figure 27

Enter the basic project information to create a new project. Once the project is created you will be able to add meetings, project agencies and project contacts
* denotes required field.

Project Information

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>General Information</p> <p>* Project Name required</p> <p>* Project Type - Select Project Type -</p> <p>* Project Template - Select Template -</p> <p>* Project Cost \$ required</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>USCG Bridge Permit</p> <p><input type="radio"/> Required <input type="radio"/> Not Required -No USCG Jurisdiction <input type="radio"/> Not Required -144(c) Excepted</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Potential impacts to waters of the U.S. ?</p> <p><input type="radio"/> Likely <input type="radio"/> Not Likely</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Project Numbers</p> <p>* Primary Project Number required</p> <p>Federal Project Number optional</p> <p>* State Project Number required</p> </div>
---	--	--

Figure 28

State & County

<p>* State - Select State -</p>	<p>* County - Select County -</p>	<p>City optional</p>	<p>+ Add</p>
<p>State DOT District optional</p>	<p>State DOT Region optional</p>	<p>* Route required</p>	<p>* Project Length (in Miles) required</p>
<p>[From] Mile Post optional</p>	<p>[To] Mile Post optional</p>	<p>Latitude optional</p>	<p>Longitude optional</p>
<p>* Prior Concurrence Project? No</p>	<p>Is this a Tier 1 or PEL study? No</p>	<p>* Project Status - Select Status -</p>	

Figure 29

- For a project that spans multiple states or counties, click the **+ Add** button next to the State and County dropdown. Click the **- Remove** button to remove the selected state or county.

Figure 30

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

Note: The Project Manager has the ability to edit project information after a project has been created. See sections [12](#) through [21](#) for more details on editing and managing a project.

If you need more time to create a project, click the **Back to Projects** button to cancel the creation of this project. You will be taken back to the List of Projects page. The information entered will not be saved if the **Back to Projects** button is selected without first clicking the **Create** button.

10.1 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 (USCG) in the “USCG Bridge Permit” section. Please note this is an optional section and the PM is not required to specify if a project is part of the US Coast Guard. However, if the **“Required”** radio button under “USCG Bridge Permit” is selected, additional actions will be included under the “Actions” tab.

Figure 31

The screenshot shows the 'Project Information' form with three main sections: 'General Information', 'USCG Bridge Permit', and 'Project Numbers'. The 'USCG Bridge Permit' section is highlighted with a red box and contains three radio button options: 'Required', 'Not Required -No USCG Jurisdiction', and 'Not Required -144(c) Excepted'. Below this section is a 'Potential impacts to waters of the U.S.' section with 'Likely' and 'Not Likely' radio buttons. The 'General Information' section includes fields for 'Project Name' (with 'required' entered), 'Project Type' (dropdown), 'Project Template' (dropdown), and 'Project Cost'. The 'Project Numbers' section includes fields for 'Primary Project Number' (with 'required' entered), 'Federal Project Number' (with 'optional' entered), and 'State Project Number' (with 'required' entered).

If the project has already been created, the Project Manager can enable this option for the project by clicking the **Edit Project** button 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
 - USCG Waterways Data Upload
- Scoping
 - USCG Preliminary Navigation Determination Upload
- FEIS-ROD
 - Upload USCG Status of Application
 - Upload USCG ROD
 - Upload USCG Permit

10.2 US Army Corps of Engineers – USACE Project

The tool provides an option for the Project Manager to specify if the project is associated the Army Corp Engineering (USACE) in the “Potential Impacts to Waters of the U.S” section. If the “**Likely**” check box under “Potential Impacts to Waters of the U.S” is selected, additional actions will be included under the “Actions” tab.

Figure 32

The screenshot shows the 'Project Information' form with three main columns. The first column, 'General Information', includes fields for Project Name, Project Type, Project Template, and Project Cost. The second column, 'USCG Bridge Permit', has radio buttons for 'Required', 'Not Required -No USCG Jurisdiction', and 'Not Required -144(c) Excepted'. The third column, 'Project Numbers', includes fields for Primary, Federal, and State Project Numbers. A red box highlights a section titled 'Potential impacts to waters of the U.S.' with a question mark icon, containing radio buttons for 'Likely' and 'Not Likely'.

If the project has already been created, the Project Manager can enable this option for the project by clicking the [Edit Project](#) button 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

11 Project Workspace

When the user selects any project from the INPCT Workspace, Project Search, or Recently Accessed Projects, the user will be navigated to the Project Workspace. The Project Workspace provides a summary of several facets of your project, giving users an at-a-glance overview of the project’s

information and planned activities, while providing convenient shortcuts for common project management tasks, such as managing environmental commitments or managing document reviews.

Figure 33

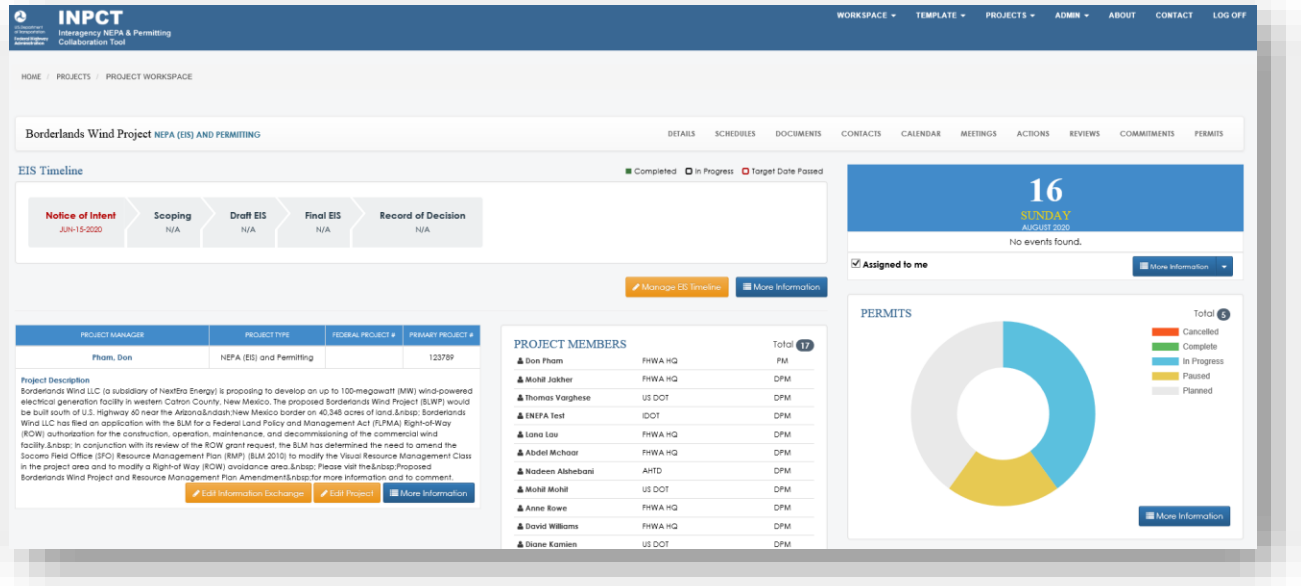
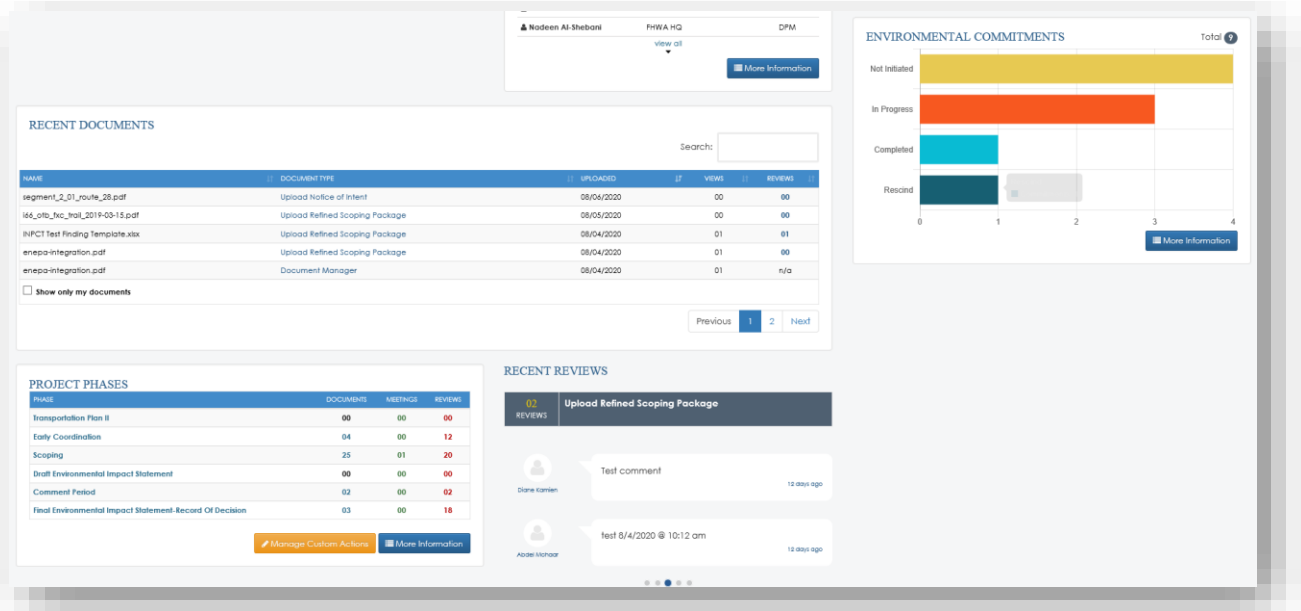


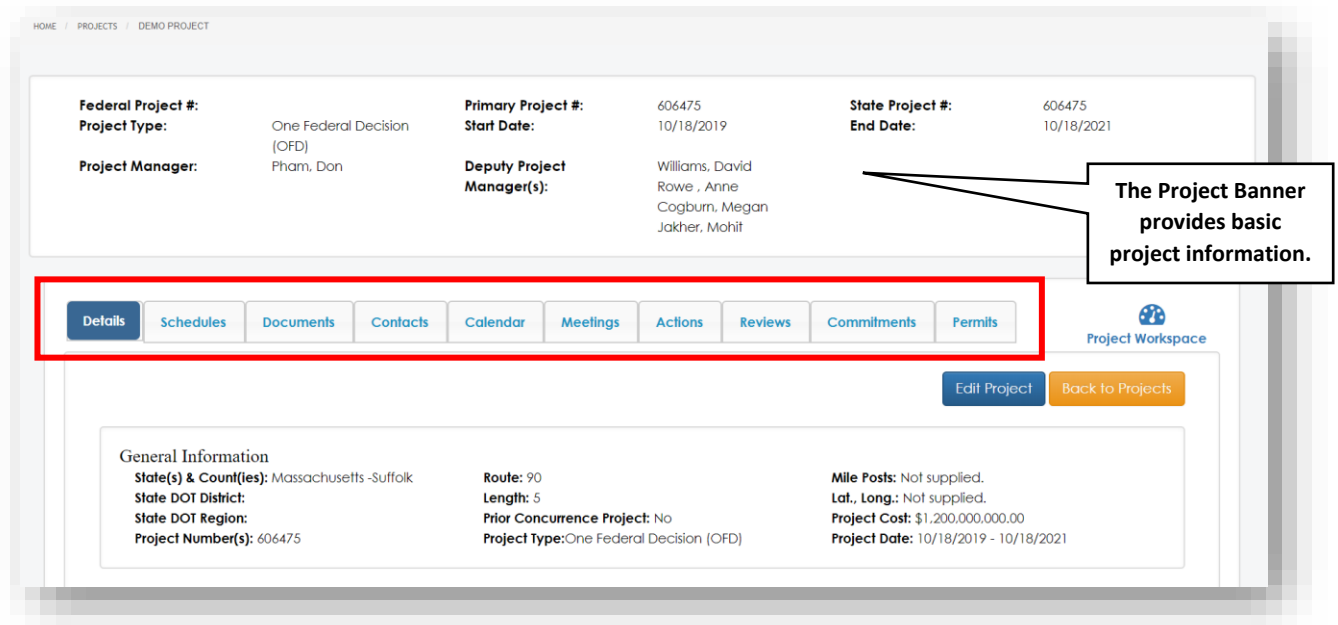
Figure 34



Once a project is created in the INPCT Workspace, a line of tabs is 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. See below for the list of project tabs:

- Details
- Schedules
- Documents
- Contacts
- Calendar
- Meetings
- Actions
- Reviews
- Commitments
- Permits

Figure 35



12 Project Details Tab

The Project Details tab includes all information about the project, including project numbers, project limits, remarks, status notes, description, and the option to include the funding information.

Figure 36

The screenshot displays the 'Project Workspace' interface. At the top, there is a navigation menu with tabs: Details, Schedules, Documents, Contacts, Calendar, Meetings, Actions, Reviews, Commitments, and Permits. The 'Details' tab is active. On the right side, there are two buttons: 'Edit Project' (highlighted in blue) and 'Back to Projects' (orange). The main content area is divided into three sections:

- General Information:**
 - State(s) & Count(ies): Alaska -Aleutians West
 - State DOT District:
 - State DOT Region:
 - Project Number(s): 123789
 - Route: 11
 - Length: 0
 - Prior Concurrence Project: No
 - Project Type: NEPA (EIS) and Permitting
 - Mile Posts: Not supplied.
 - Lat., Long.: Not supplied.
 - Project Cost: \$11,111,111.111.00
 - Project Date: 06/15/2020 - 06/15/2020
- Project Description:**

Borderlands Wind LLC (a subsidiary of NextEra Energy) is proposing to develop an up to 100-megawatt (MW) wind-powered electrical generation facility in western Catron County, New Mexico. The proposed Borderlands Wind Project (BLWP) would be built south of U.S. Highway 60 near the Arizona–New Mexico border on 40,348 acres of land. Borderlands Wind LLC has filed an application with the BLM for a Federal Land Policy and Management Act (FLPMA) Right-of-Way (ROW) authorization for the construction, operation, maintenance, and decommissioning of the commercial wind facility. In conjunction with its review of the ROW grant request, the BLM has determined the need to amend the Socorro Field Office (SFO) Resource Management Plan (RMP) (BLM 2010) to modify the Visual Resource Management Class in the project area and to modify a Right-of Way (ROW) avoidance area. Please visit the Proposed Borderlands Wind Project and Resource Management Plan Amendment for more information and to comment.
- Project Status Notes:**

Test 7/13/2020 10:45 pm

Figure 37

The screenshot displays the 'Project Funding', 'Project Limits', and 'Project Remarks' sections of the interface.

- Project Funding:** A table with columns: Funding Type, Funding Source, Notes, and Amount.

Funding Type	Funding Source	Notes	Amount
Federal Funds	Federal		1,000,000.00
Total Amount			1,000,000.00

 There are 'Edit' and 'Delete' buttons next to the first row.
- Project Limits:**

Test 7/13/2020 10:45 pm
- Project Remarks:**

Test 7/13/2020 10:45 pm
updated an existing project 07.28.2020

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.

Figure 38

Federal Project #: 123789
Project Type: NEPA (EIS) and Permitting
Project Manager: Pham, Don
Primary Project #: 123789
Start Date: 6/15/2020
Deputy Project Manager(s): Williams, David; Mohit, Mohit; Rowe, Anne; Mchaor, Abdel; Lau, Liana; Varghese, Thomas; Test, ENEPA; Alshebani, Nadeen; Jakher, Mohit; Al-Shebani, Nadeen; Kamien, Diane
State Project #: 12345
End Date: 6/15/2020

Enter the basic project information to create a new project. Once the project is created you will be able to add meetings, project agencies and project contacts
 * denotes required field.

Project Information

General Information * Project Name Borderlands Wind Project * Project Type NEPA (EIS) and Permitting * Project Template - Select Template - * Project Cost \$ 111111111111	USCG Bridge Permit <input checked="" type="radio"/> Required <input type="radio"/> Not Required -No USCG Jurisdiction <input type="radio"/> Not Required -144(c) Excepted Potential impacts to waters of the U.S. <input checked="" type="radio"/> Likely <input type="radio"/> Not Likely	Project Numbers * Primary Project Number 123789 Federal Project Number optional * State Project Number 12345
---	--	--

After making necessary modifications, click the **Save** button to save the information.

12.1.1 Adding Funding Sources

- To add a Funding Source associated with the project, click the **New** link next the Project Funding section.

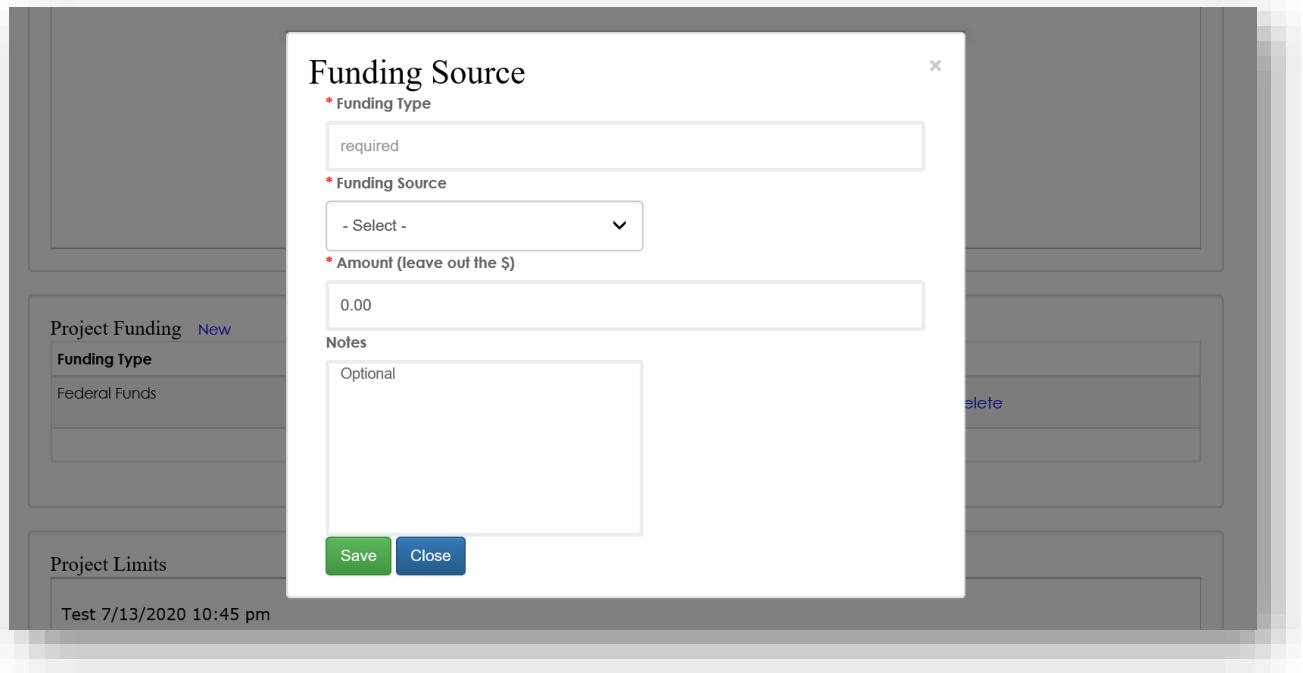
Figure 39

Project Funding **New**

Funding Type	Funding Source	Notes	Amount	
Federal Funds	Federal		1,000,000.00	Edit Delete
Total Amount			1,000,000.00	

- The Funding Source pop-up shall display. Enter information such as Funding Type, Funding Source, Amount, and include any additional notes needed.

Figure 40



3. Click the **Save** button and the newly added Funding Source will display on the Project Details tab.
4. Add any additional Funding Sources using the same steps. All funding sources will be displayed one below the other.

Figure 41

Project Funding [New](#)

Funding Type	Funding Source	Notes	Amount		
Federal Funds	Federal		1,000,000.00	Edit	Delete
State Funds	State	Additional funds from state.	2,500.00	Edit	Delete
Total Amount			1,002,500.00		

12.1.2 Adding Deputy Managers

After creating the project and adding the Project Contacts, the Project Manager can add “Deputy Project Managers” to the Project. Contacts must have been already added to the project in order to assign this role. Please see section [12.0 Project Contacts Tab](#) to learn how to add contacts.

To add a Deputy Project Manager, follow the below steps:

1. Click the **Edit Project** button from the Details tab.
2. In the “Deputy Managers” section of the page, select “**Yes**” for “Would you like to add Deputy Manager(s)?”

Figure 42

The screenshot shows a section titled "Deputy Managers" with a light blue header. Below the header, there is a question: "Would you like to add Deputy Manager(s)?" followed by radio buttons for "Yes" (which is selected) and "No". Below the question is a dropdown menu with the text "- Select Deputy Manager -" and a green "+ Add" button to its right.

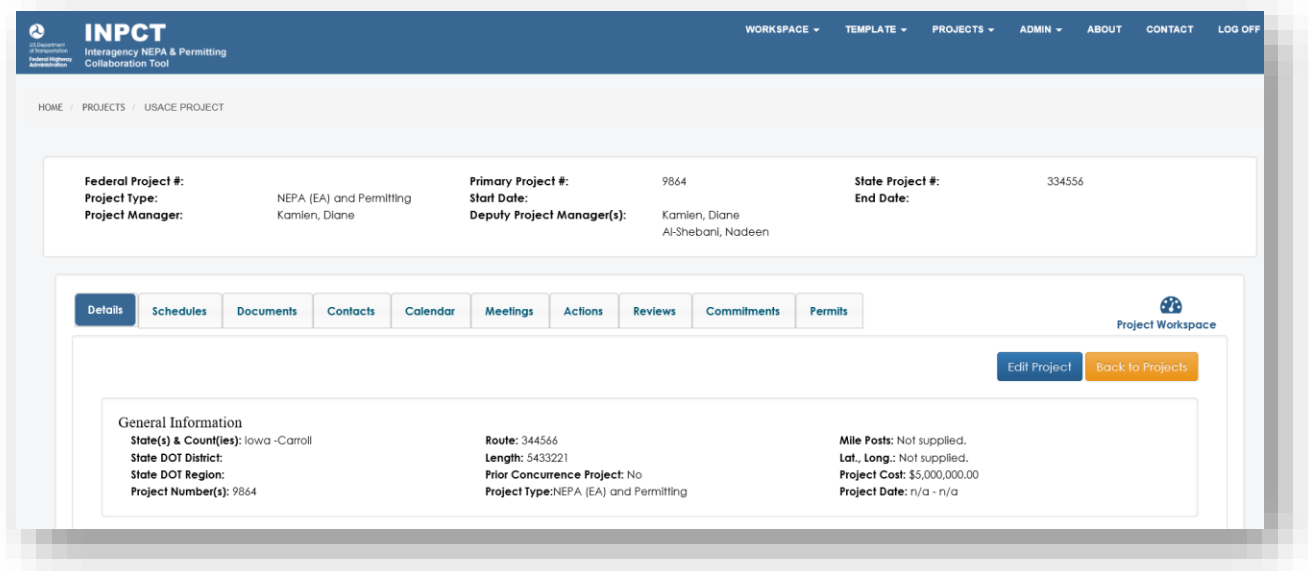
3. Click the “Select Deputy Manager” dropdown menu.
4. Select from the list of available names.
Note: You must have already added contacts to this project in order to select a Deputy Project Manager.
5. To add additional Deputy Project Managers, click the **+ Add** button and repeat steps 3 and 4.

Figure 43

The screenshot shows the "Deputy Managers" section with the same question and "Yes" radio button selected. The dropdown menu now displays "Kamien, Diane" and a green "+ Add" button. Below the dropdown is another dropdown menu with "- Select Deputy Manager -" and a red "- Remove" button.

6. Click the **Save** button at the bottom of the Edit Project page. An e-mail notification will be sent to the selected users and the names of the Deputy Project Managers will appear at the top banner of the project.

Figure 44



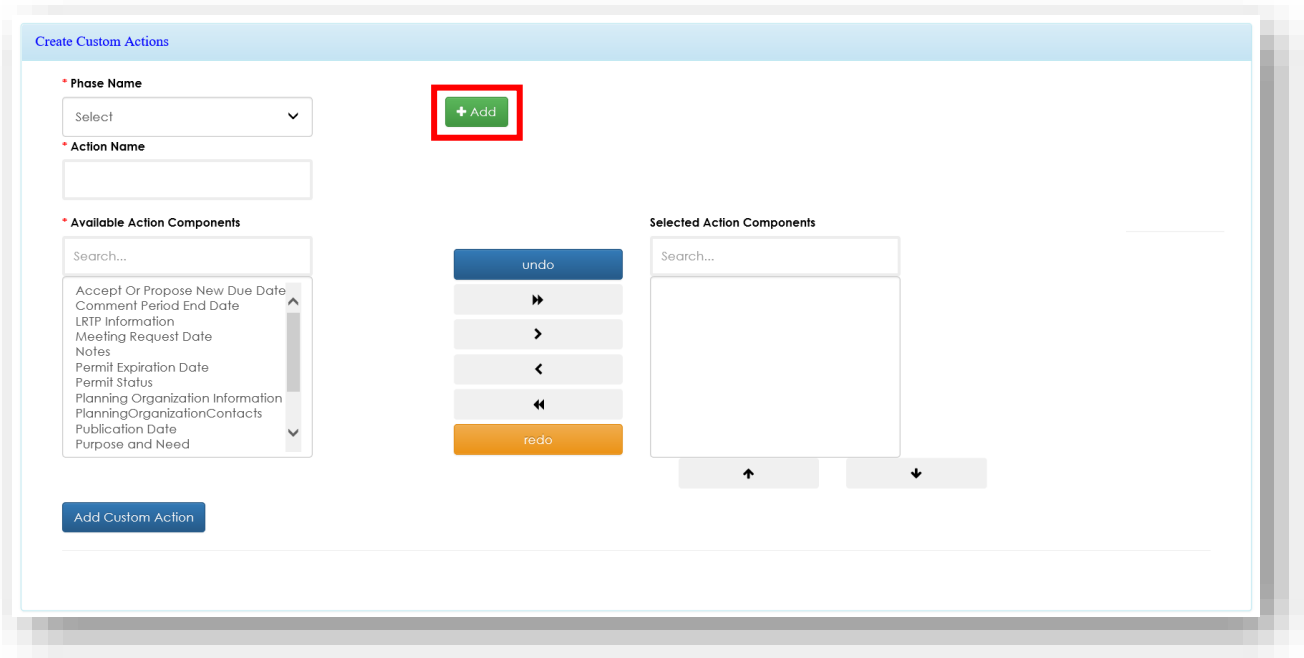
12.1.3 Adding Custom Phases

After creating a project, from the Details tab, the Project Manager can add additional phases to the current project template. Once the phase is added, it will appear in the “Phase Name” dropdown of the “Create Custom Actions” section.

Follow the steps below to add a new phase:

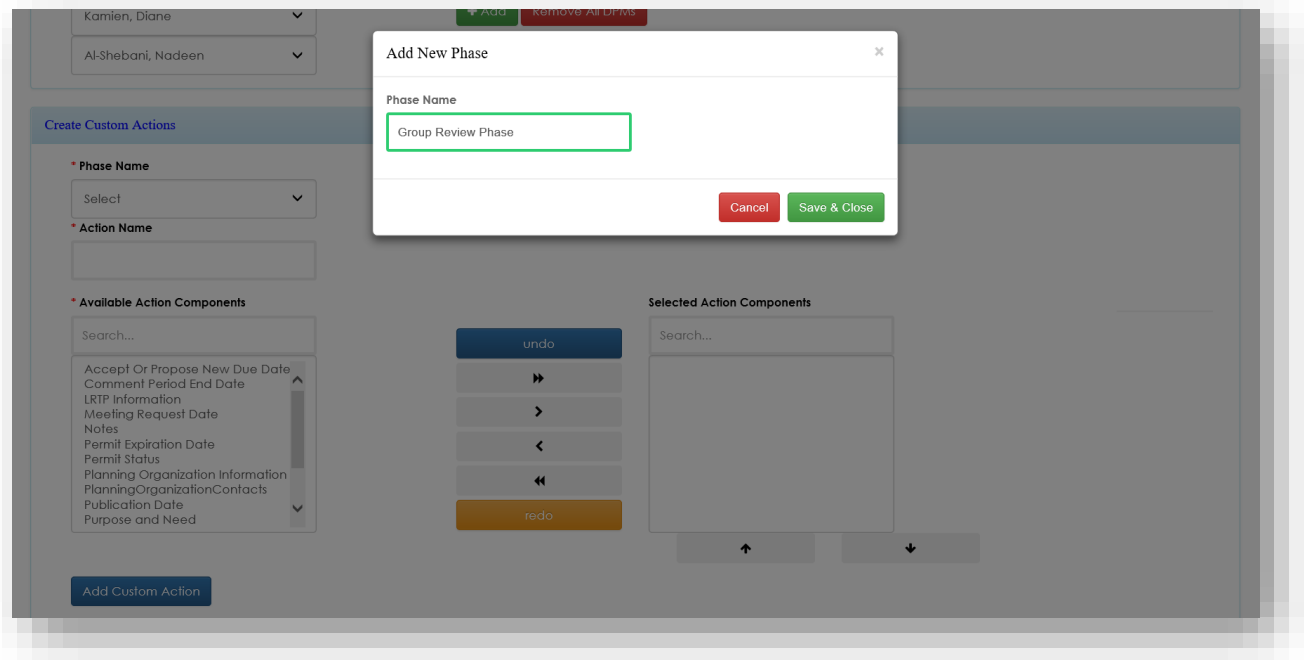
1. Click the **Edit Project** button from the Details tab.
2. In the “Custom Project Action” section, click the **+ Add** button next to the phase selection list.

Figure 45



5. Enter a name for the new phase and click the **Save & Close** button.

Figure 46



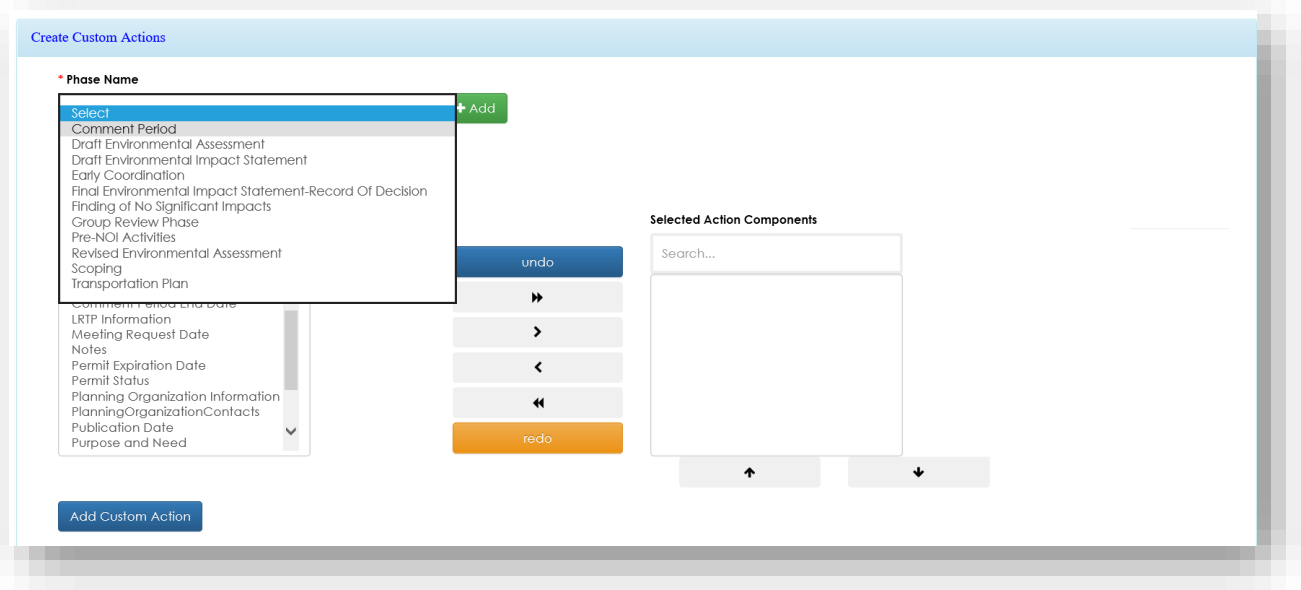
12.1.4 Adding Custom Actions

After creating a project, from the Details tab, the Project Manager can add additional actions to a phase.

Follow the steps below to add a new action:

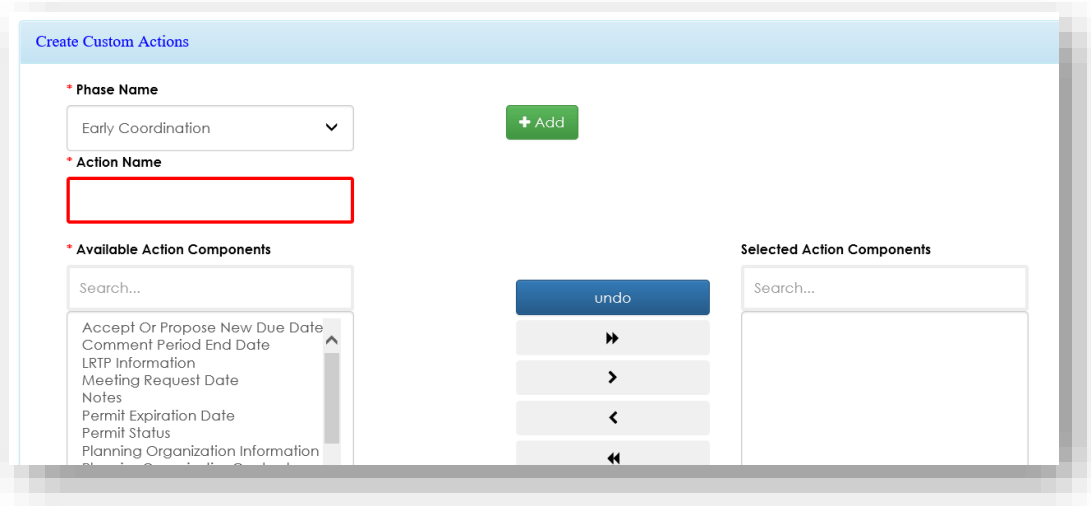
1. Click the **Edit Project** button from the Details tab.
2. Enter a name in the “Action Name” textbox.

Figure 47



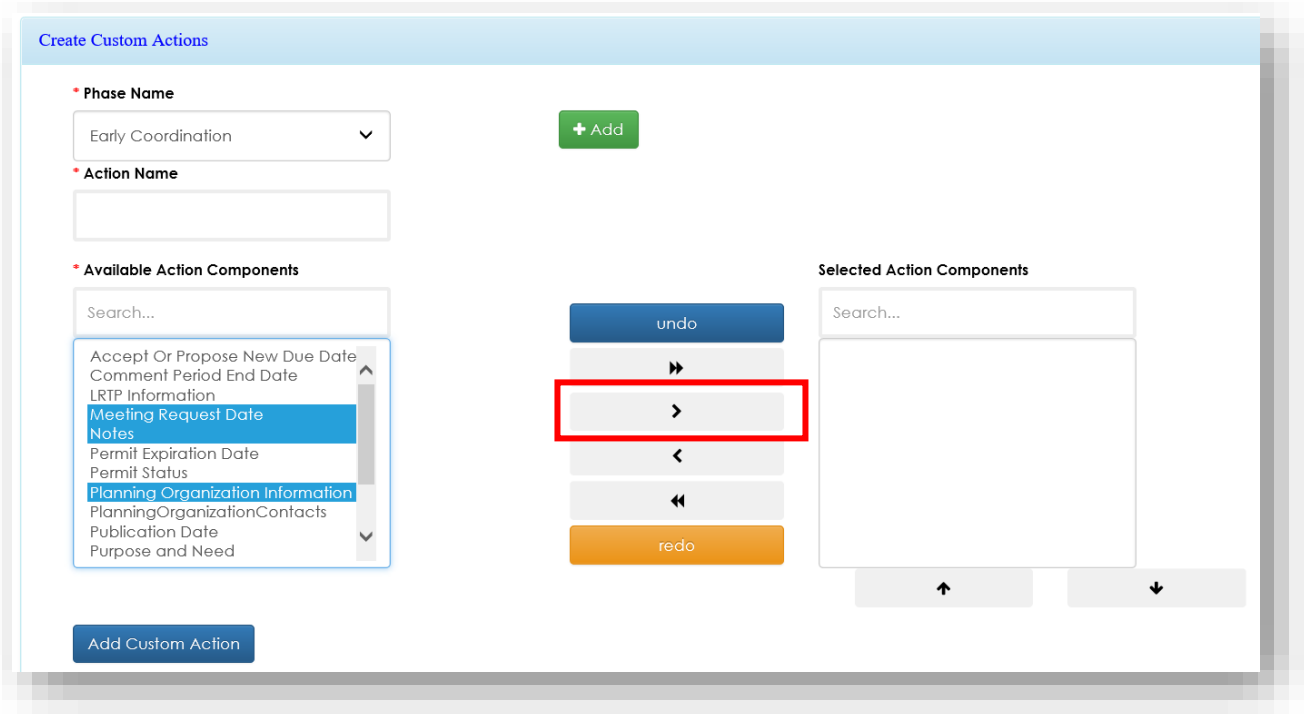
3. Enter a name in the “Action Name” textbox.

Figure 48



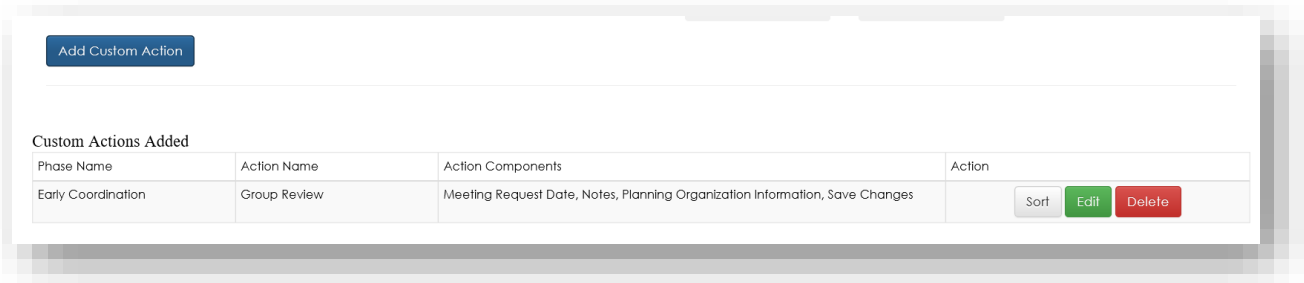
4. Select one or more “Available Action Components” items then click the “right arrow” button.

Figure 49



5. The added action components appear in the “**Selected Action Components**” section.
6. Click the **Add Custom Action** button. The new action saved and displayed in the “Custom Action Added” listing.

Figure 50



12.1.5 Editing Custom Actions

The Project Manager can edit a custom action by:

1. Click the **Edit Project** button from the Details tab.
2. Navigate to the “**Create Custom Actions**” panel. In the “Custom Actions Added” listing, click the **Edit** button for the selected record.

Figure 51

Custom Actions Added			
Phase Name	Action Name	Action Components	Action
Early Coordination	Group Review	Meeting Request Date, Notes, Planning Organization Information, Save Changes	Sort Edit Delete

- The custom action form displays the selected action's information. Make the necessary changes then click the **Add Custom Action** button.

Figure 52

Create Custom Actions

* Phase Name
Early Coordination ▼ + Add

* Action Name
Group Review

* Available Action Components

Search...

- Accept Or Propose New Due Date
- Comment Period End Date
- LRTP Information
- Notes
- Permit Expiration Date
- Permit Status
- PlanningOrganizationContacts
- Publication Date
- Upload Document 1

undo

redo

Selected Action Components

Search...

- Select Team of Reviewers**
- Review Due Date
- Planning Organization Information
- Meeting Request Date
- Select Meeting Date
- Purpose and Need

Save Custom Action

- The updated information displays in the "Custom Actions Added" listing.

Figure 53

Custom Actions Added			
Phase Name	Action Name	Action Components	Action
Early Coordination	Group Review	Meeting Request Date, Planning Organization Information, Purpose and Need, Review Due Date, Select Meeting Date, Select Team of Reviewers, Save Changes	Sort Edit Delete

12.1.6 Deleting Custom Actions

1. Click the **Edit Project** button from the Details tab.
2. Navigate to the **“Create Custom Actions”** panel. In the **“Custom Actions Added”** listing, click the **Delete** button for the selected custom action.

Figure 54

Custom Actions Added			
Phase Name	Action Name	Action Components	Action
Early Coordination	Group Review	Meeting Request Date, Planning Organization Information, Purpose and Need, Review Due Date, Select Meeting Date, Select Team of Reviewers, Save Changes	Sort Edit Delete

3. Click the **Delete** button on the confirmation window.

Figure 55

Meeting Request Date
Notes
Permit Expiration Date
Permit Status
Planning Organization Informa
PlanningOrganizationContact
Publication Date
Purpose and Need

Add Custom Action

Confirm Delete ×

All documents, calendar events, and related artifacts related to custom action "Group Review" will be permanently deleted.

This process is irreversible. Do you want to proceed?

Close Delete

Custom Actions Added			
Phase Name	Action Name	Action Components	Action
Early Coordination	Group Review	Meeting Request Date, Planning Organization Information, Purpose and Need, Review Due Date, Select Meeting Date, Select Team of Reviewers, Save Changes	Sort Edit Delete

4. The custom action is deleted and removed from the Custom Actions Added list.

Figure 56

Custom Actions Added			
Phase Name	Action Name	Action Components	Action

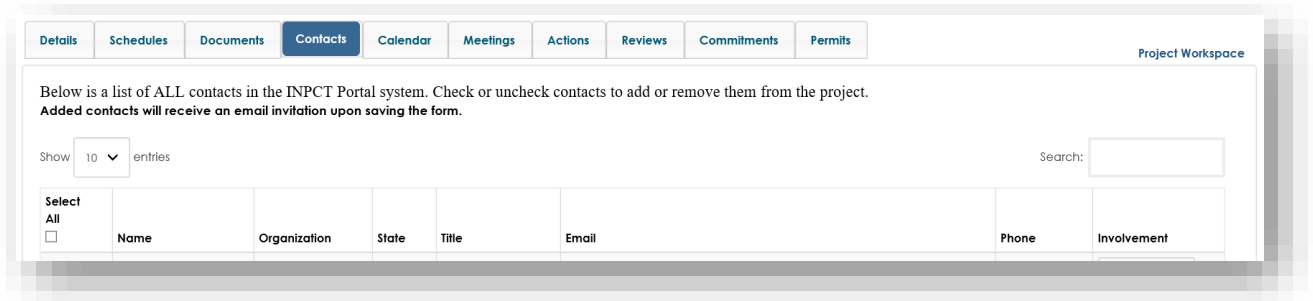
13 Project Contacts Tab

The Contacts tab displays the list of INPCT users designated as contacts for a given 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 INPCT 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 appear as Reviewers throughout the application for that project. Selected team members will appear at the top of the list.

Figure 57



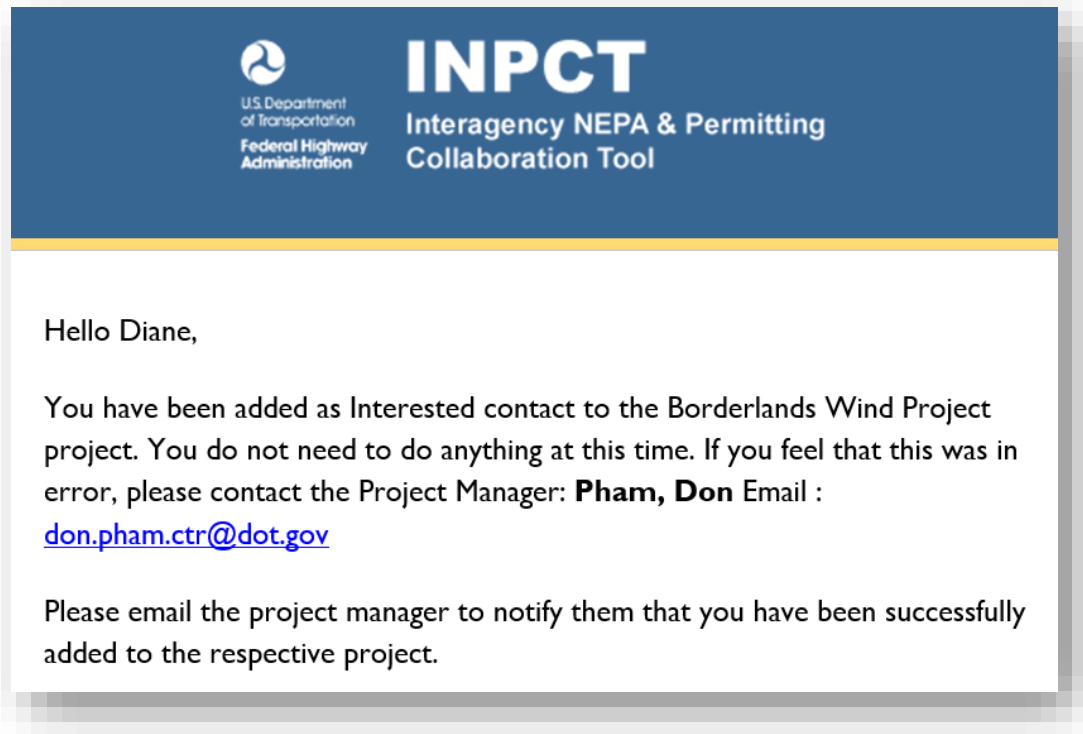
To select users to add to a project, follow the steps below:

1. On the “Contacts” tab, click the check box next to the desired name.
2. Click [Save and Send Email Notification](#). A notification e-mail will be sent to the user.
3. Repeat the process for all desired team members.

Note: Multiple team members can be checked at once.

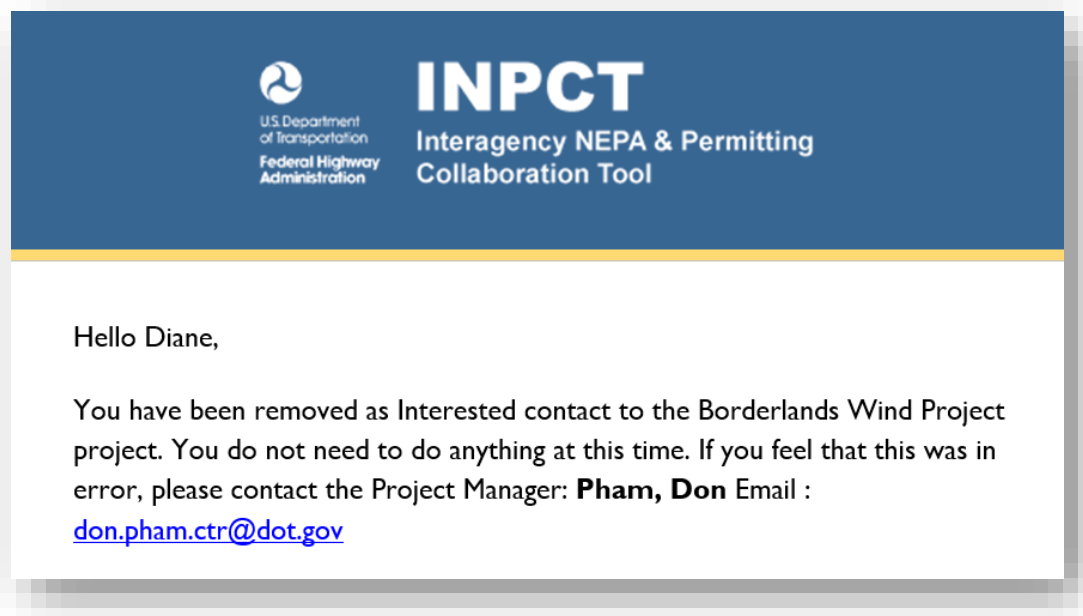
Below is a sample e-mail the user will receive when added to the INPCT Project. If an INPCT user thinks it was an error, they can contact the Project Manager to remove them from the project.

Figure 58



When a user is removed from the Project Contacts, an e-mail notification will be sent. Please see the example e-mail below.

Figure 59



14 Project Calendar Tab

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

Date & Time	Title	Download All	Download	Edit
05/21/2019	Comment Period End Date:USACE Public Notice		Download	
05/21/2019	Public Notice Issue Date:USACE Public Notice		Download	
06/02/2020	Publication Date:Upload Notice of Intent		Download	
06/15/2020 12:15 - 1:15 PM	Meeting:Testing		Download	Edit
07/13/2020 1:15 - 2:15 PM	Meeting:Test Meeting		Download	Edit

Figure 60

14.1 Add Calendar Events to Outlook

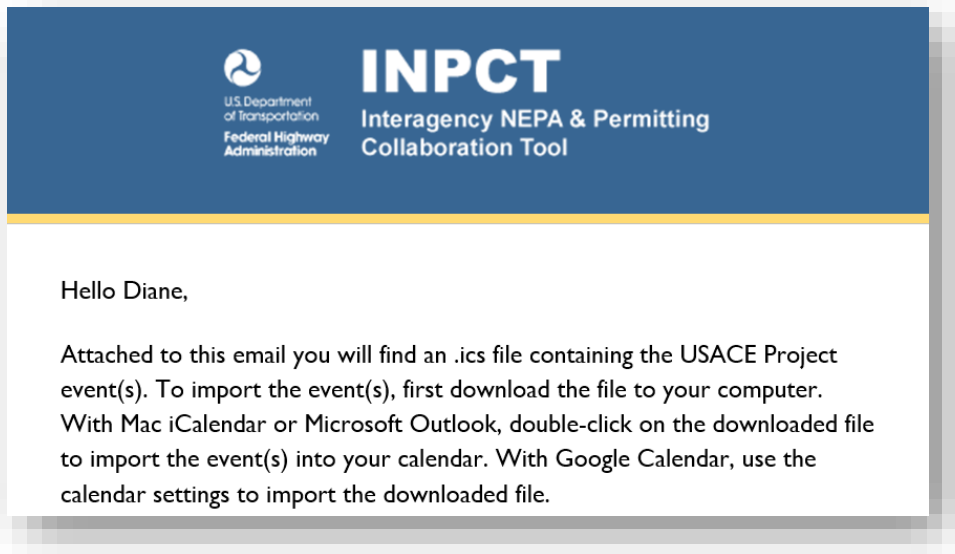
You can export INPCT calendar events and add them to your Microsoft Outlook 2016 calendar. Upon clicking the **Download** calendar export icon, you will receive an e-mail with an .ics attachment file. An .ics file extension is a calendar file that can be shared and imported into your Microsoft Outlook calendar.

Below are instructions for how to add INPCT calendar events to a Microsoft Outlook 2016 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. On the Calendar tab, click the **Download** button beside the event you'd like to export to your personal/work calendar.
2. After clicking **Download**, open Microsoft Outlook. You should have received an e-mail from INPCT.
3. Open the e-mail and download/save the attached file.

Figure 61

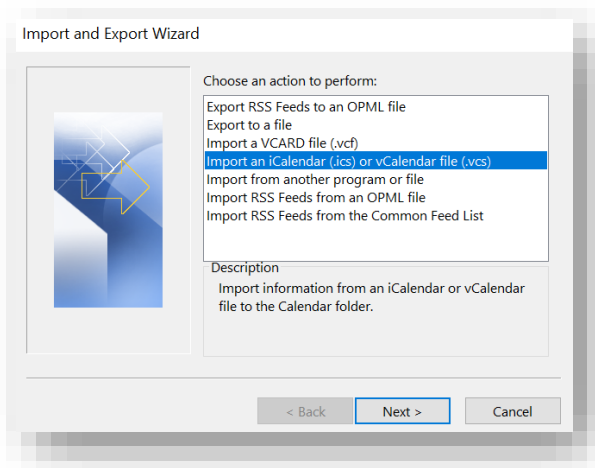


Note: When adding events to your Microsoft Outlook calendar, you can create a separate calendar view for the INPCT project or import the INPCT events into your main calendar. Creating a separate calendar view for the INPCT project enables you to turn the display of the events on or off as needed. Importing the events into your main calendar integrates the events with all other calendar appointments.

When assessing how you'd like to view your events, consider your level of involvement in the project and determine whether you want to hide or display INPCT calendar events.

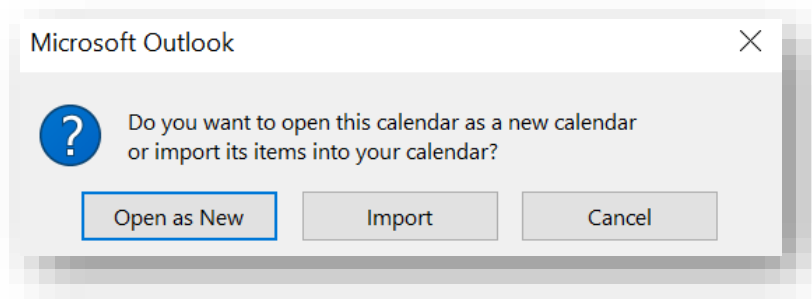
4. After saving the attached file, return to your Outlook Calendar. Click **"File"** -> **"Open"** -> **"Import"**.
5. Click **"Import an iCalendar (.ics) or vCalendar file (.vcs)"**.

Figure 62



6. Click **“Next.”** You will be prompted to browse for the .ics file. Select the file and click **“Open.”**
7. To create a separate INPCT calendar, click **“Open as New.”**
- OR
8. To integrate INPCT events with your existing browser, click **“Import.”**

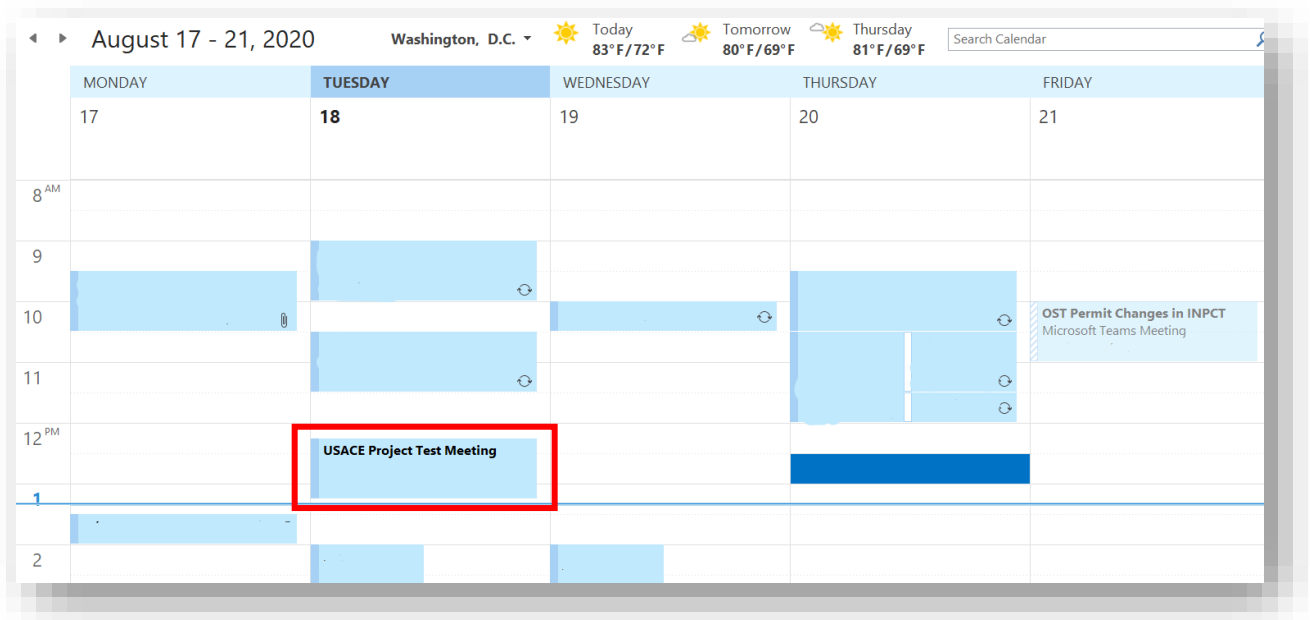
Figure 63



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

9. After importing, the Microsoft Outlook Calendar will look like the one below.

Figure 64



15 Project Meetings Tab

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

Figure 65

Project Workspace

New Meeting

Show 10 entries Search:

Meeting Topic	Meeting Type	Date	Entered By
Discuss Planning Objectives	Tribal Meeting	08/27/2020 09:30 AM to 10:30 AM	Kamien,Diane
Party Planning Committee	Team Members Meeting	08/18/2020 03:15 PM to 04:15 PM	Kamien,Diane
Test Meeting	Team Members Meeting	08/18/2020 12:15 PM to 01:15 PM	Kamien,Diane

Showing 1 to 3 of 3 entries Previous 1 Next

15.1 Create a New Meeting

To create a new meeting, follow the steps below:

1. Click the **New Meeting** button.

Figure 66

New Meeting

* Meeting Date: 04/22/2020

* Meeting Time: 1:00 PM

* Ending Time: 2:00 PM

* Meeting Type: -Select Meeting Type-

* Project Phase: -Select Phase Name-

* Topic: required

Browse...

To add a Meeting Participant, select the user from the list.

Show 10 entries Search:

Name	Title	Email	Phone
Pham Don	Enepe Developer	don.pham.ctr@dot.gov	(202) 366-1912
Smith John	Specialist	d5@d5.com	(222) 222-2222
Rowe Anne	Environmental Protection Specialist	anne.rowe@dot.gov	(202) 366-4196
Williams David	ADMINISTRATOR	david.williams@dot.gov	(202) 366-4074
Cogburn Megan	System Owner	megan.cogburn@dot.gov	(202) 366-2056
Jakhar Mohit	BA	jakhar.mohit0@gmail.com	(703) 984-9828
Test ENEPA	Mr.	enepe2test@gmail.com	(555) 555-5555

Showing 1 to 7 of 7 entries Previous 1 Next

Notes: optional

2. When the “Create Meeting” page has loaded, enter the meeting details. Required fields are marked with a red asterisk (*).
3. 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.
4. 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.
5. To cancel creating the meeting, click the **Back to Meetings** button to go back the Meetings list page.

15.2 Edit an Existing Meeting

The Meetings tab will allow the user to edit the Meeting details.

Follow the steps below to edit a meeting:

1. Click the Meeting Topic link for the meeting you want to edit.

Figure 67

Meeting Topic	Meeting Type	Date	Entered By
Discuss Planning Objectives	Tribal Meeting	08/27/2020 09:30 AM to 10:30 AM	Kamien,Diane
Party Planning Committee	Team Members Meeting	08/18/2020 03:15 PM to 04:15 PM	Kamien,Diane
Test Meeting	Team Members Meeting	08/18/2020 12:15 PM to 01:15 PM	Kamien,Diane

2. Enter any updated information on the “Edit Meeting” page.

Figure 68

Edit Meeting

* Meeting Date: 08/18/2020
 * Meeting Time: 3:15 PM
 * Ending Time: 4:15 PM

* Meeting Type: Team Members Meeting
 * Project Phase: Early Coordination

* Topic: Party Planning Committee

Browse...

File Name	Uploaded On	File Size	Uploaded By
Test Document.docx	8/18/2020	11.62 KB	DKAMIEN1

Total Number of Files Uploaded: 1

To add a Meeting Participant, select the user from the list.

Show 10 entries Search:

<input type="checkbox"/>	Name	Title	Email	Phone
<input checked="" type="checkbox"/>	Al-Shebani Nadeen	eNEPA Queen	n.al-shebani.ctr@dot.gov	(540) 282-9448
<input checked="" type="checkbox"/>	Kamien Diane	Miss	dianekamien@gmail.com	(757) 788-4452
<input type="checkbox"/>	Tester Tester	Mr.	ENEPATEST2@gmail.com	(555) 555-5555

- After updating the information, click **Save Meeting** to save the information to the database. The Meeting list page will be displayed after successfully saving the meeting information.

15.3 Delete a Meeting

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

Follow the steps below to delete a meeting:

- Select the Meeting Topic link for the meeting you want to delete.

Figure 69

Details Schedules Documents Contacts Calendar **Meetings** Actions Reviews Commitments Permits Project Workspace

New Meeting

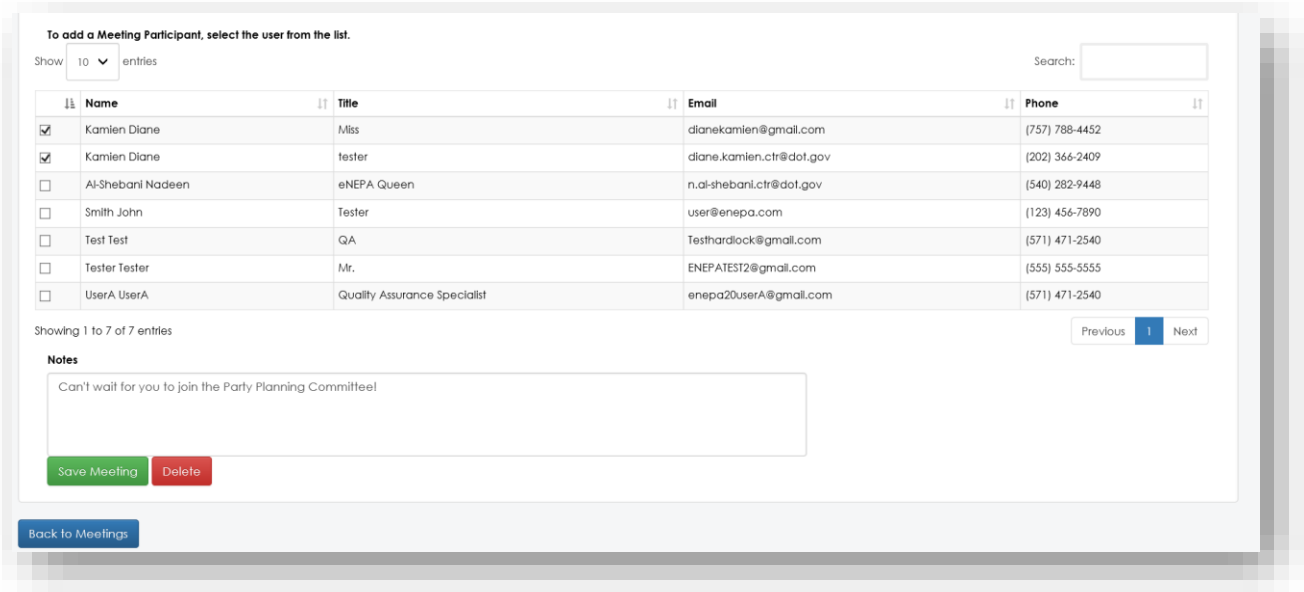
Show 10 entries Search:

Meeting Topic	Meeting Type	Date	Entered By
Discuss Planning Objectives	Tribal Meeting	08/27/2020 09:30 AM to 10:30 AM	Kamien,Diane
Party Planning Committee	Team Members Meeting	08/18/2020 03:15 PM to 04:15 PM	Kamien,Diane
Test Meeting	Team Members Meeting	08/18/2020 12:15 PM to 01:15 PM	Kamien,Diane

Showing 1 to 3 of 3 entries Previous 1 Next

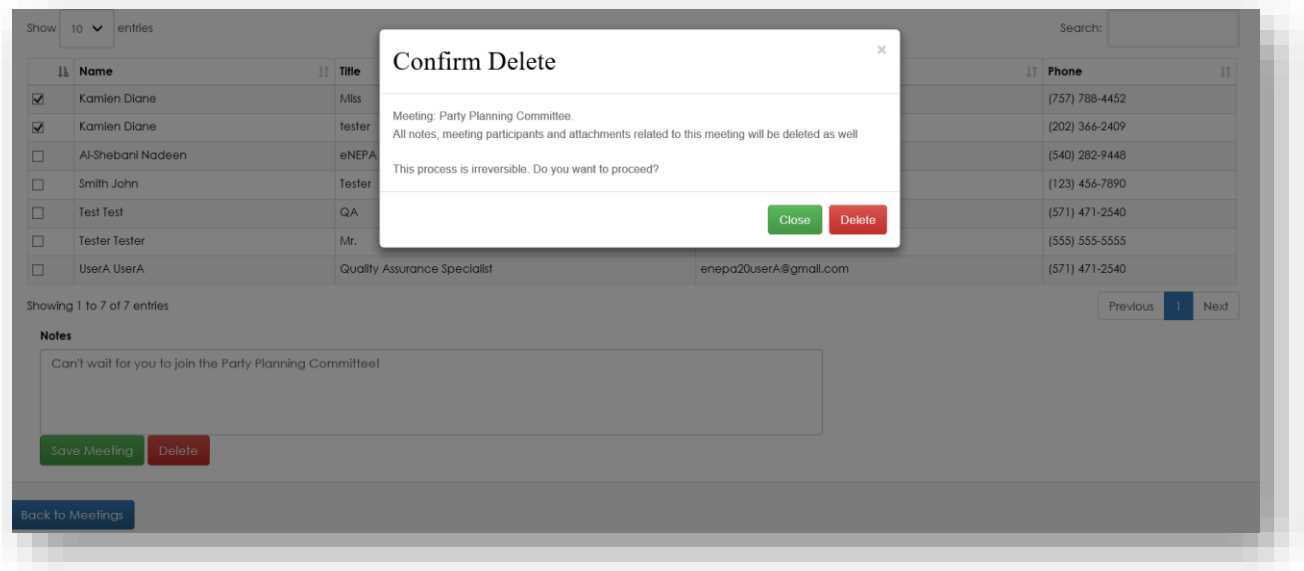
- Once the page has loaded, click the **Delete** button at the bottom of the page.

Figure 70



- Verify the selected meeting is the correct one, and then click the **Delete** button to delete the meeting.

Figure 71



- 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.

16 Project Actions Tab

The Project Actions tab is the location where INPCT users can complete specific tasks associated with a project, as well as assigning documents for review. Note that the project's Phases and Actions are dictated by the template selected during project creation. Project Phases are on the left-side of the page and Actions associated with each phase are on the right-side of the page. Click on each phase to view all associated actions.

Note: The yellow banner at the top of the Actions tab denotes which Project Phase is currently open.

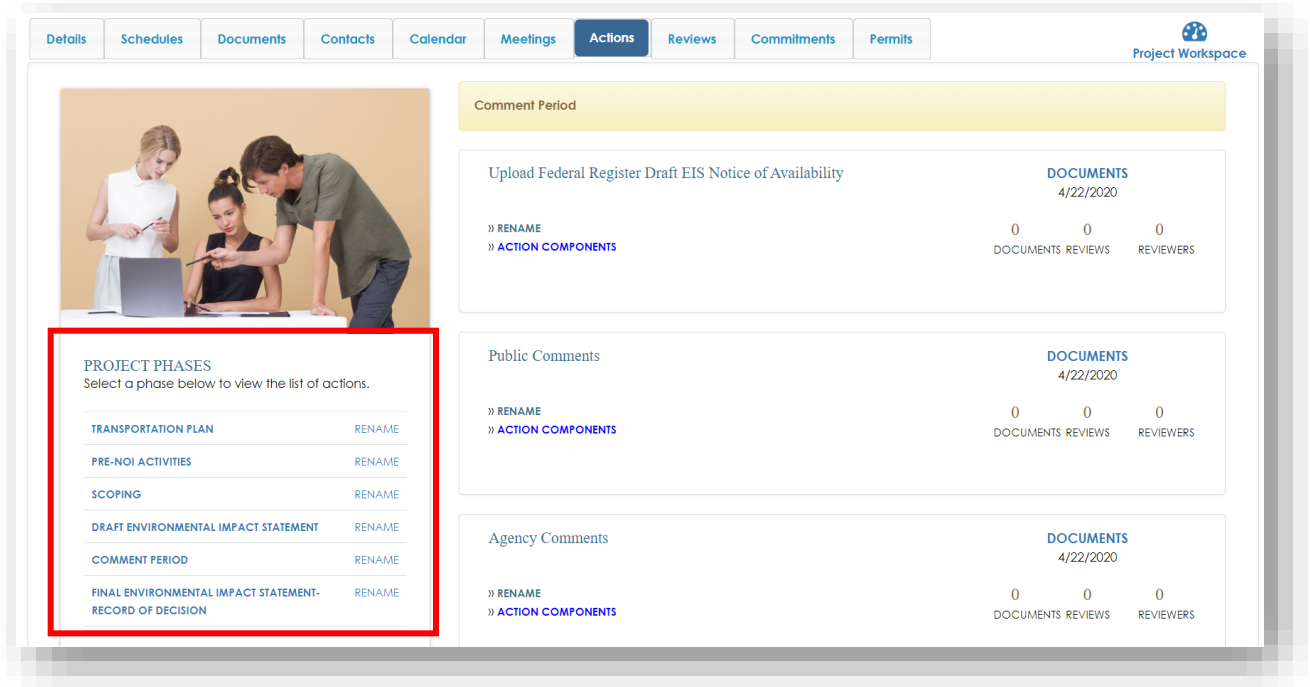
Figure 72

INPCT Projects can be of Environmental Assessment (EA) project type or Environmental Impact Statement (EIS) project type.

Environmental Assessment (EA) actions are broken out into following Project Phases.

- Transportation Plan
- Early Coordination
- Scoping
- Draft Environmental Assessment
- Comment Period
- Revised Environmental Assessment
- Finding of No Significant Impacts

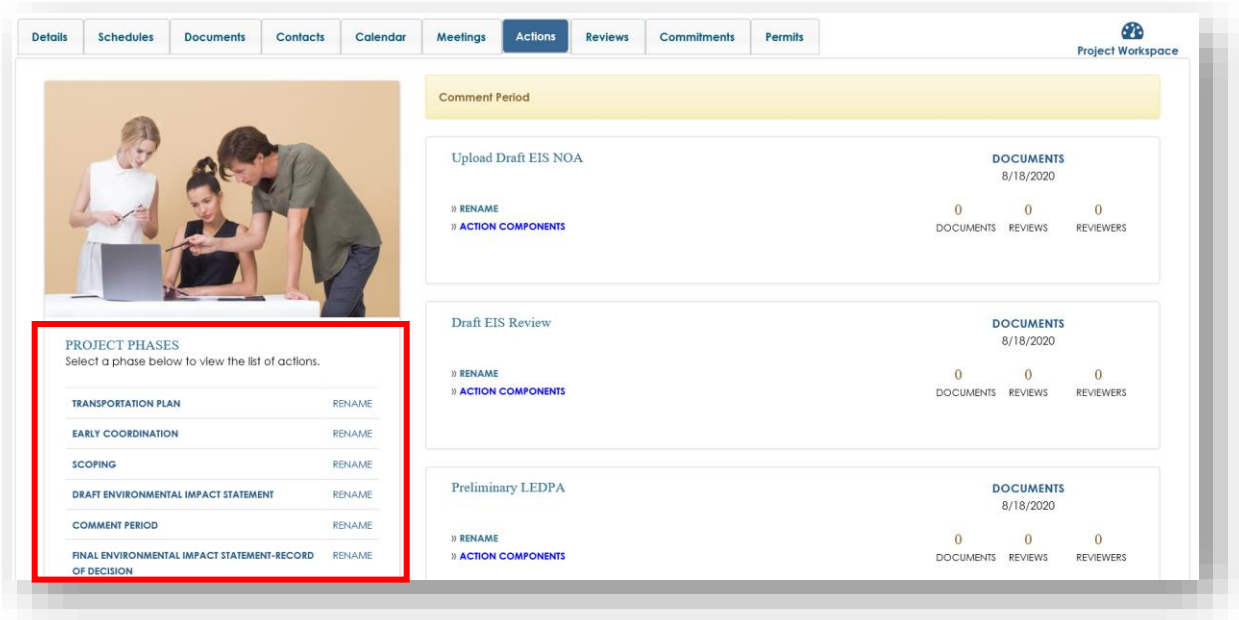
Figure 73



Environmental Impact Statement (EIS) actions are broken out into following Project Phases.

- Transportation Plan
- Early Coordination
- Scoping
- Draft Environmental Assessment Statement
- Comment Period
- Finding of No Significant Impacts – Record of Decision

Figure 74



Each Phase has different actions associated with it. Click on the blue Phase links under the “Project Phases” section to view the associated actions and subsequent “Action Components.”

Action Components are sub-actions where the user can upload documents, set publication or review dates, save changes, and more. See the image below for an example of an Action Component page.

Figure 75

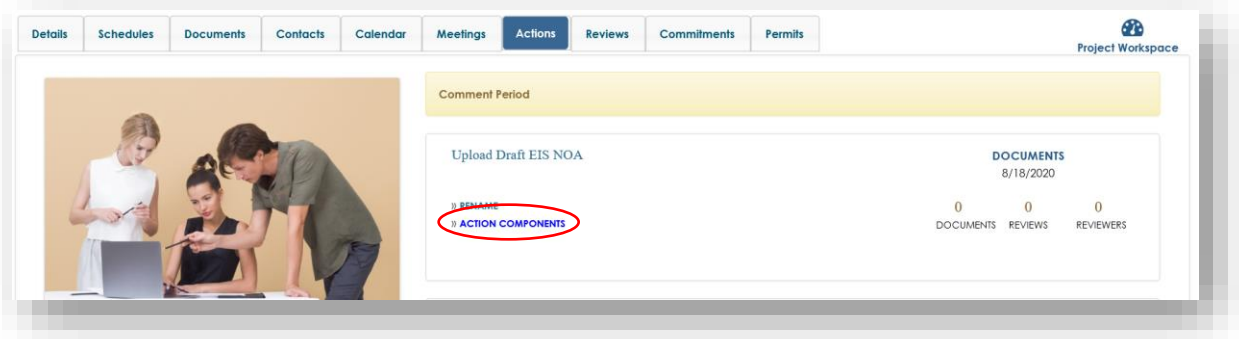


Figure 76

Upload Draft EIS NOA

1 Upload Draft EIS Notice of Availability (NOA) Document
Click the "Browse..." button then locate and selected the file(s) to upload.
Browse...

2 Select Publication Date
08/19/2020

3 Select Draft EIS NOA Review Date
Please select the date which the Draft EIS NOA needs to be reviewed. This will be added to the project calendar as an event when this form was saved and notices will be emailed to the review team.
08/19/2020

4 Save Changes
Saving this information will upload the files, and add them to the Document Manager, email the Document Review invitations to the Review Team, add the Review Due Date to the project calendar as an event, and mark this action complete.
Save Information Cancel

16.1 Renaming Phases

Project Managers can rename a Phase by following the steps below:

1. Click the corresponding **"Rename"** button for the selected phase.

Figure 77

PROJECT PHASES
Select a phase below to view the list of actions.

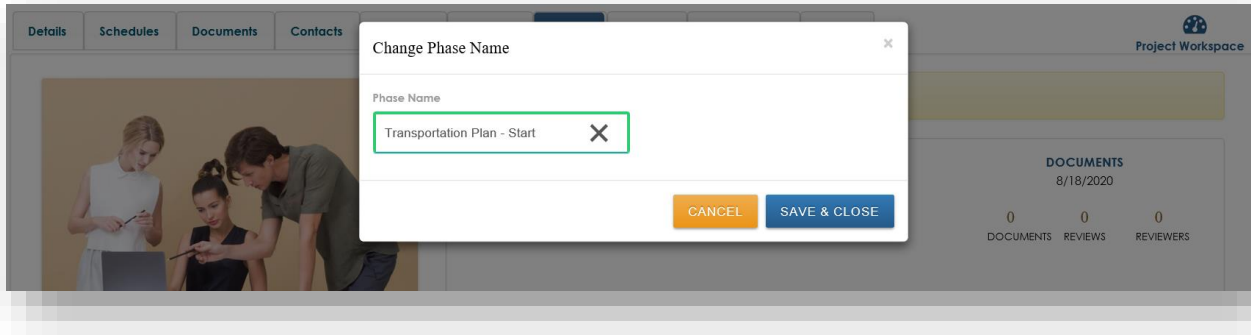
TRANSPORTATION PLAN	RENAME
EARLY COORDINATION	RENAME
SCOPING	RENAME
DRAFT ENVIRONMENTAL IMPACT STATEMENT	RENAME
COMMENT PERIOD	RENAME
FINAL ENVIRONMENTAL IMPACT	RENAME

Comment Period

Phase	DOCUMENTS	8/18/2020	0	0	0
			DOCUMENTS	REVIEWS	REVIEWERS
Upload Draft EIS NOA	0	0	0		
Draft EIS Review	0	0	0		
Preliminary LEDPA	0	0	0		

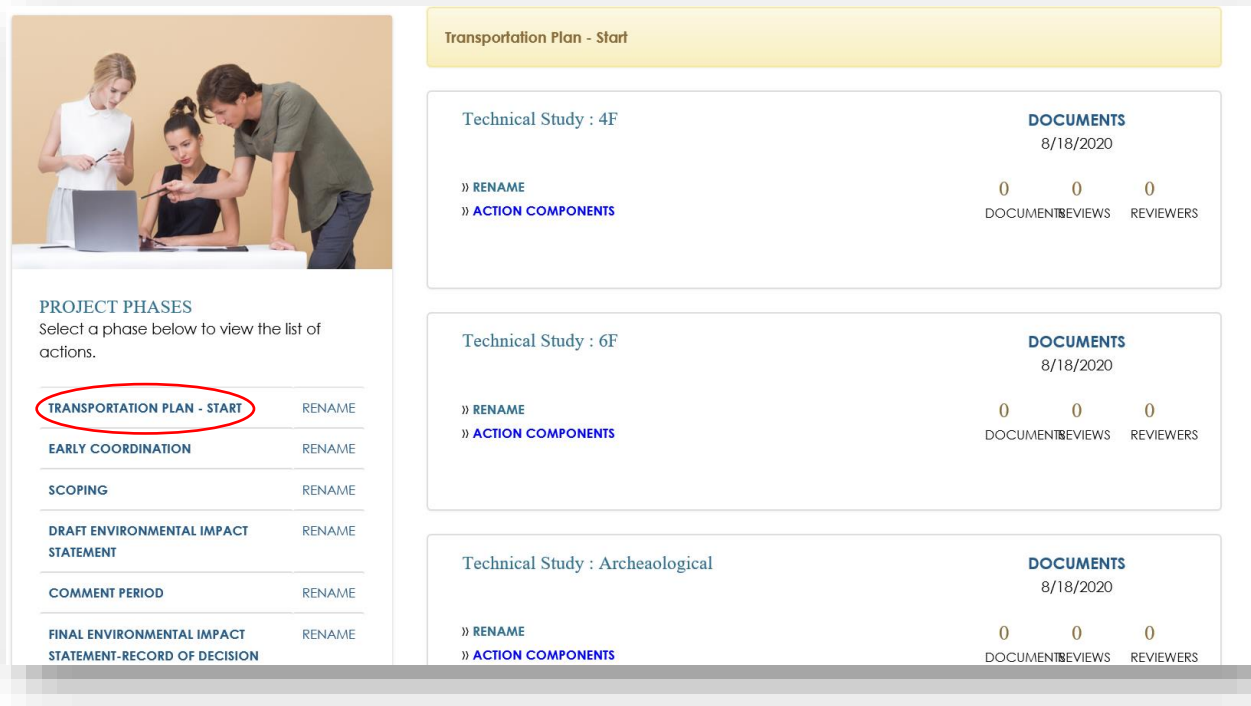
2. Enter a new Phase name and click the **SAVE & CLOSE** button.

Figure 78



3. The new phase name is saved and displayed in the phase listing.

Figure 79

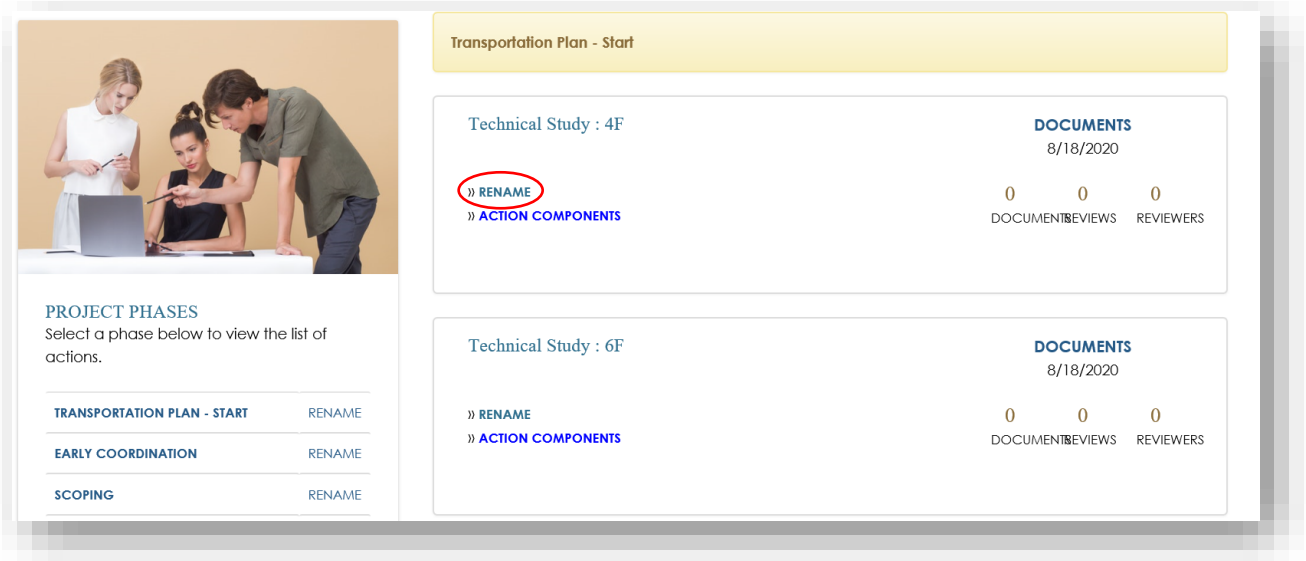


16.2 Renaming Actions

Project Managers can rename action by following the steps below:

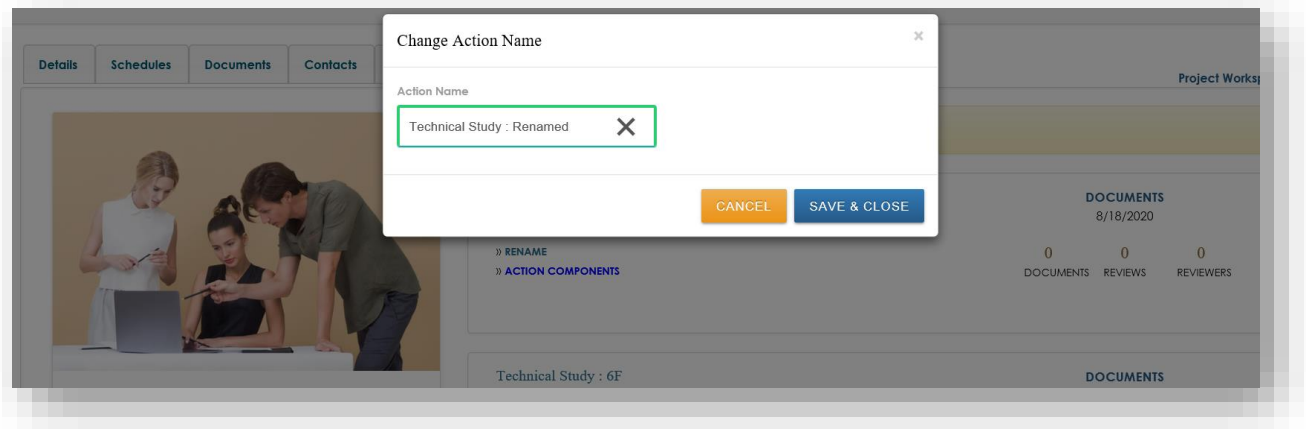
1. Click the corresponding **“Rename”** button for the selected action.

Figure 80



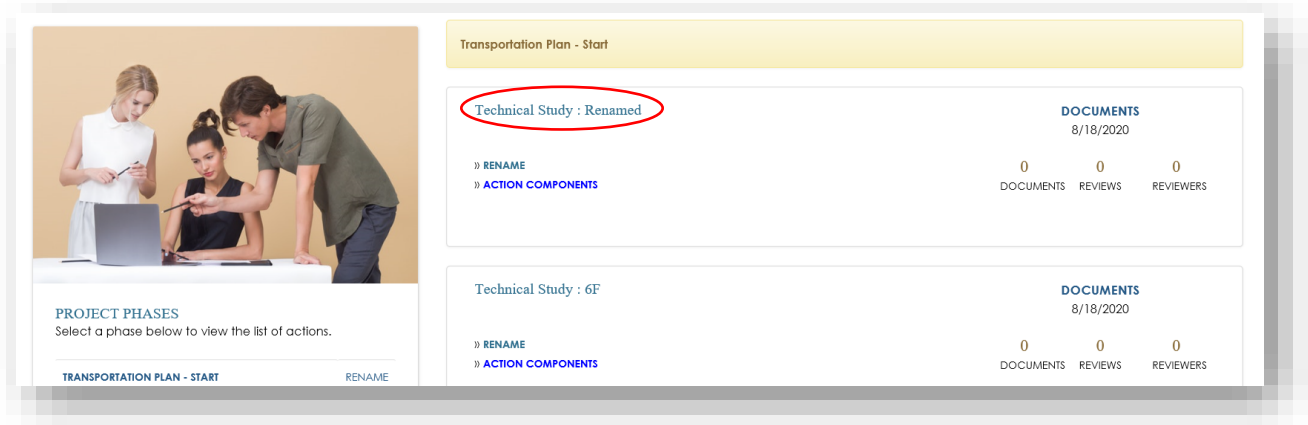
2. Enter a new action name and click **SAVE & CLOSE**.

Figure 81



3. The new action name is saved and displayed in the actions listing.

Figure 82



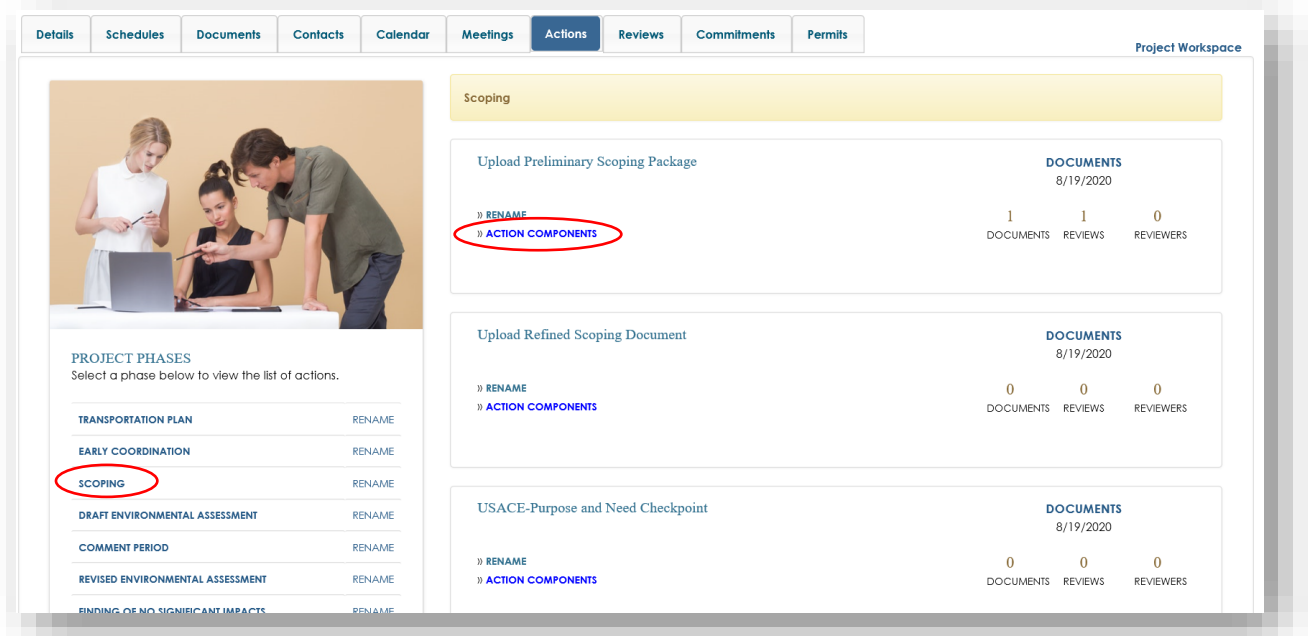
16.3 Assigning a Document for Review

To assign a document for review, Project Managers must utilize the Actions tab. Please note that not all actions and corresponding documents are required for review.

Please follow the steps below to assign a document for review.

1. On the Actions tab, click on the desired Phase and then the corresponding Action Component link. See the image below as an example.

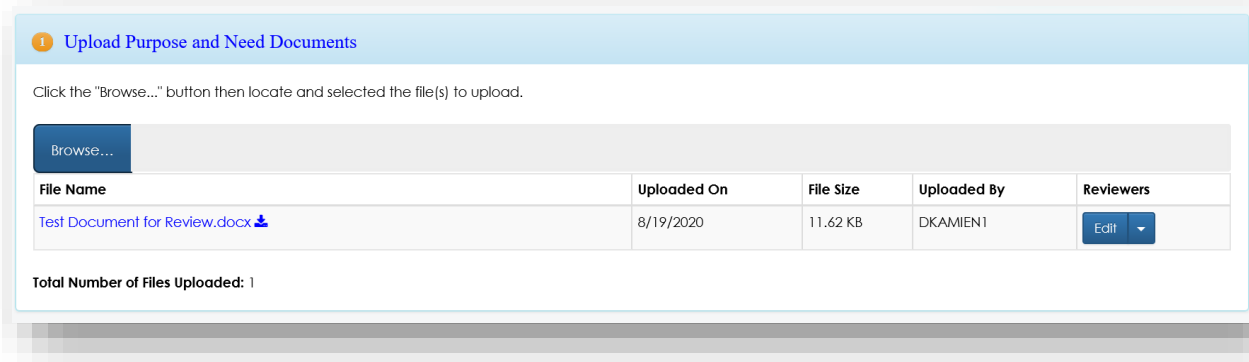
Figure 83



2. Once the action component page loads, if there is no document currently uploaded, click the **Browse...** button in the section you'd like to upload a document.

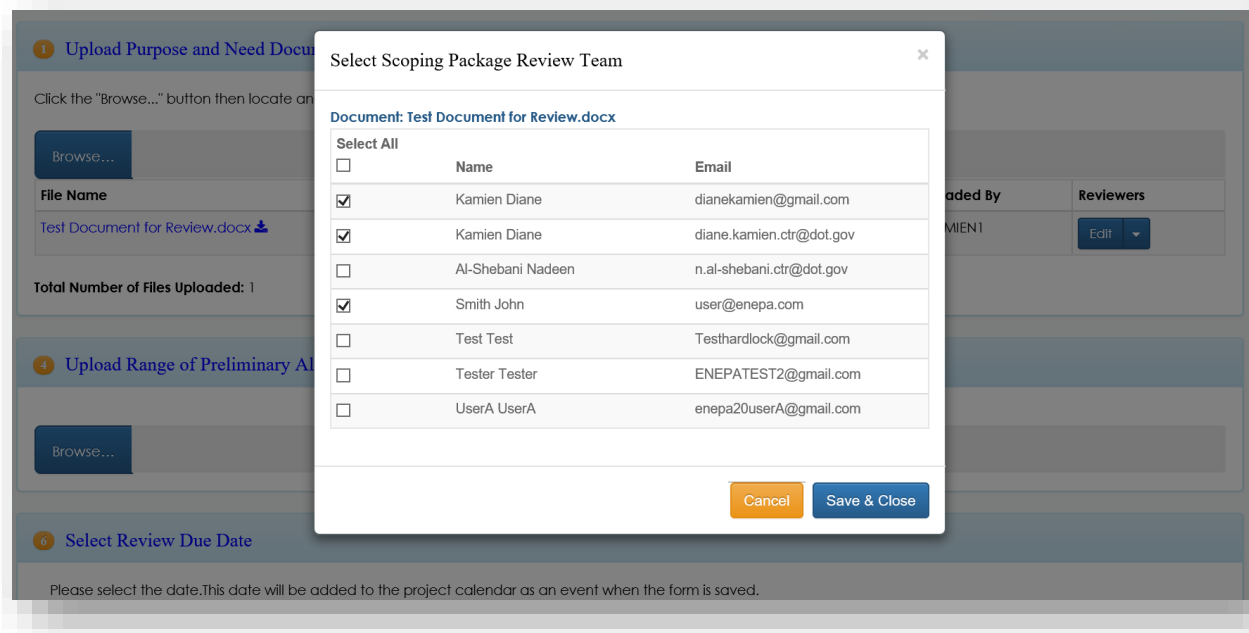
3. Select your file and upload the document.
4. The file link will now appear on the page along with information regarding when and who uploading the file.

Figure 84



5. To assign a reviewer to the document, click the **Edit** button beside the document link. A pop-up window shall appear with a list of current project Contacts.

Figure 85



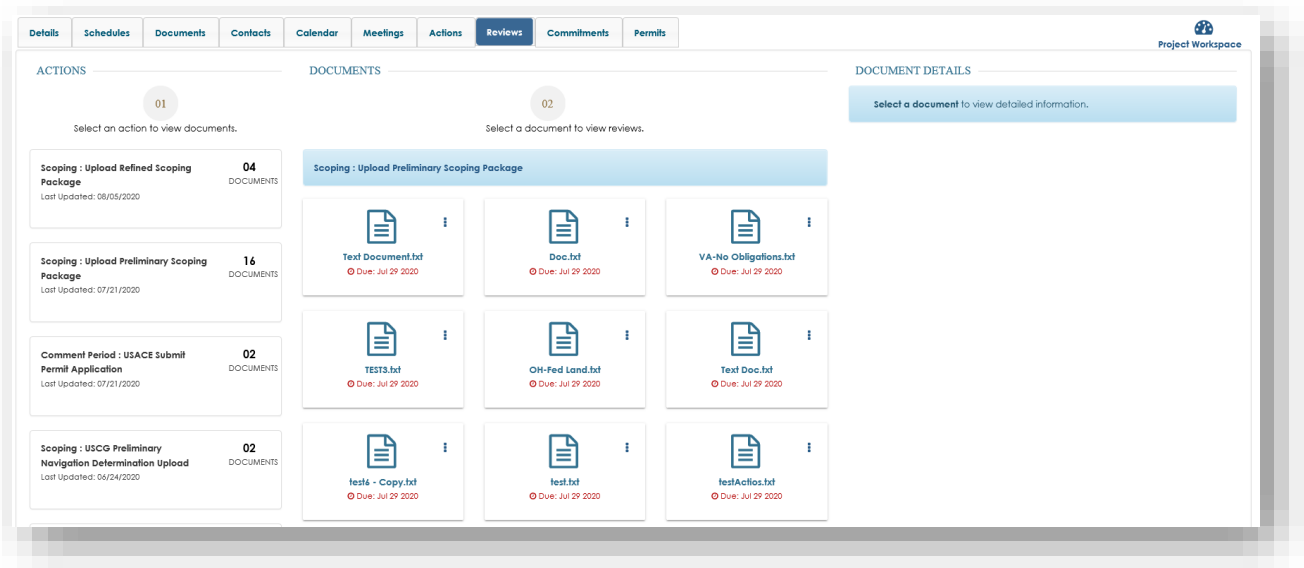
6. Select your desired team or reviewers and click **Save & Close**.
7. Once your team of reviewers has been selected, you can choose to upload additional alternative documents and select a Review Due Date.

- At the bottom of the page, click the **Save Information** button. Saving your changes on this page will upload the file(s), add them to the Documents tab and the Reviews tab, e-mail the selected document reviewers, and add the Review Due Date to the project Calendar.

17 Project Reviews Tab

The Reviews tab provides users with an overview of documents that need to be reviewed. The tab is divided into three sections: Actions, Documents, and Document Details. When a document is ready for review and uploaded by the Project Manager in the Actions tab, it will then appear on the Reviews tab under its associated Action.

Figure 86



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 the “Document Details” section of the Reviews tab. The Document Details section is like an online message board or blog area where INPCT team members can hold conversations in the form of posted messages.

Note: Regular INPCT users can only review documents that have been assigned to them.

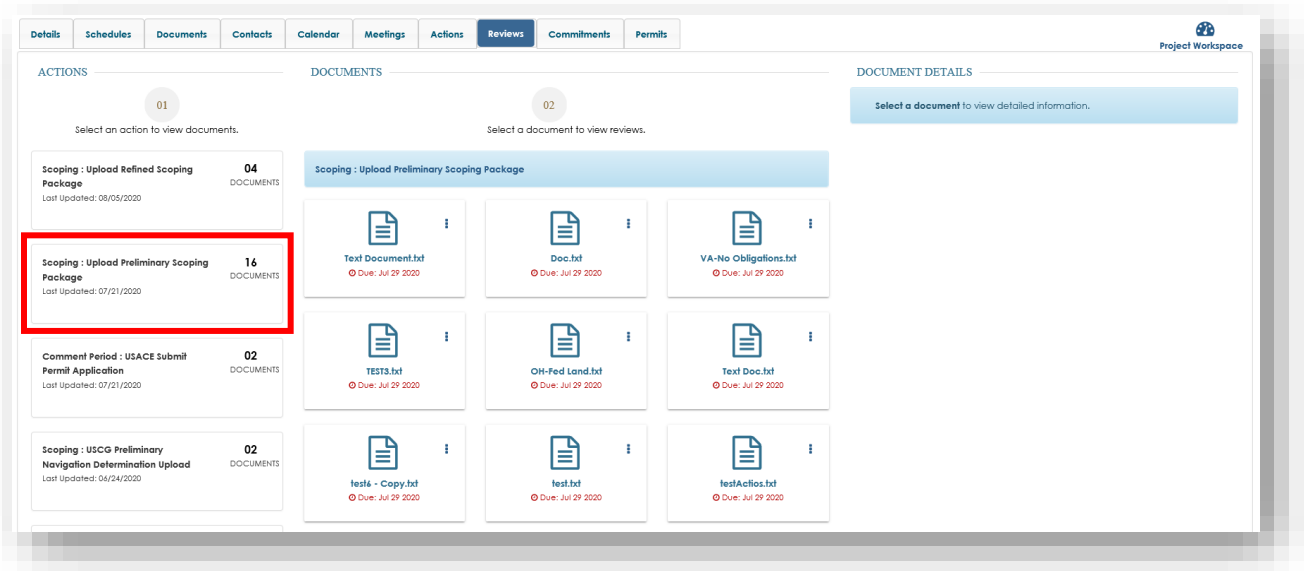
To assign a document for review, Project Managers must utilize the Actions tab. Please see section [15.3 Assigning a Document for Review](#).

17.1 Adding Comments on the Reviews Tab

To add review comments or reply to a comment, follow the steps below:

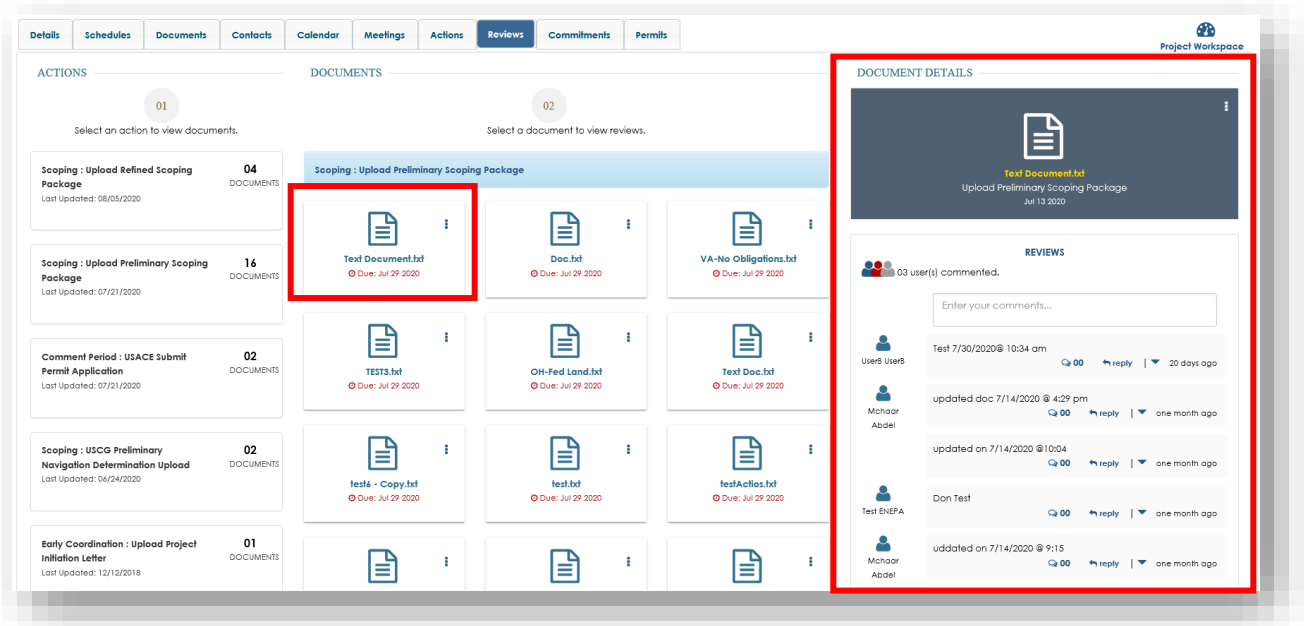
- Select an action on the left-side of the page to view documents associated with that action.

Figure 87



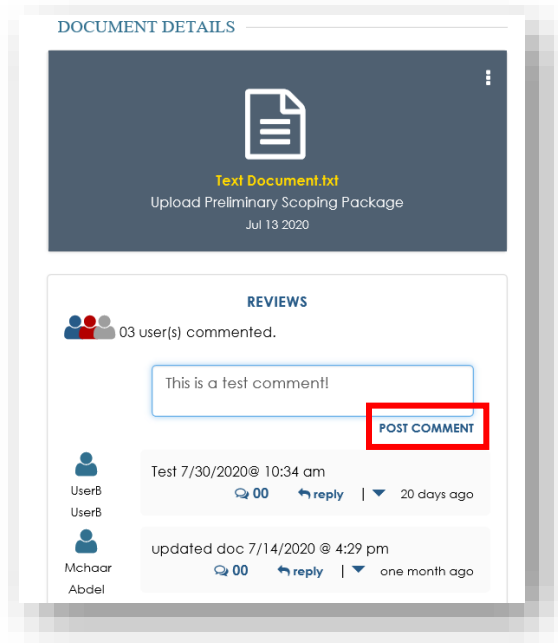
2. Select a document to add or view a review comment. The Document Details section of the page will display once the document icon is selected. The Document Details section displays all review comments and allows the reviewers to add new comments and reply and/or agree to other reviewers' comments.

Figure 88



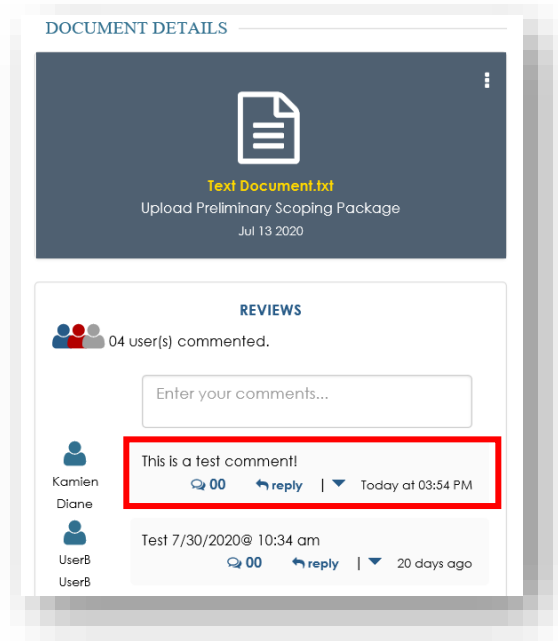
3. In the comment field, enter your review comment. Once you begin typing a “Post Comment” button shall appear.



Figure 89



4. Click “Post Comment.” Your comment will appear at the top of the Document Details section and all project team members will be able to view the comment. However, only PMs, Deputy PMs, and assigned Reviewers will be able to make new comments or reply to comments.

Figure 90



- Click the  |  button if you would like to reply or agree to someone else's comment.

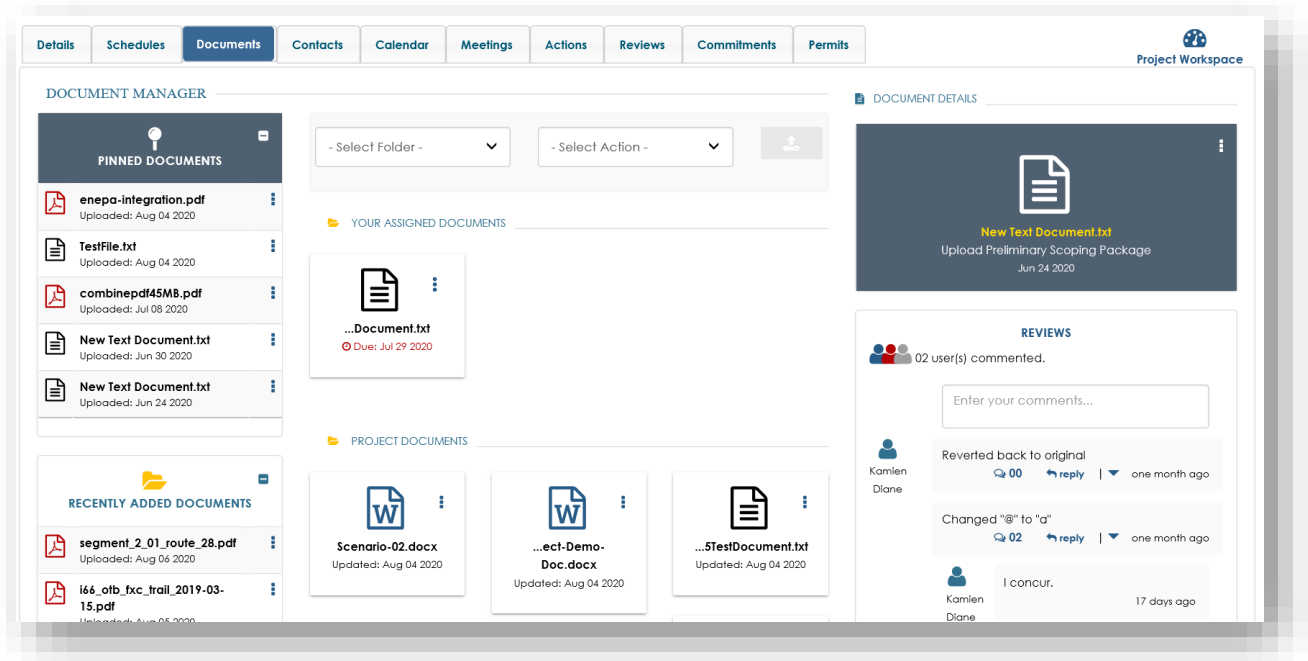
18 Project Documents Tab

The Documents tab (a.k.a. Document Manager) provides a central library for all documents associated with the project. On this tab, users can upload documents, pin documents for easy access, view their assigned documents, checkin and checkout documents, and more.

The Document Manager page is broken up into several sections:

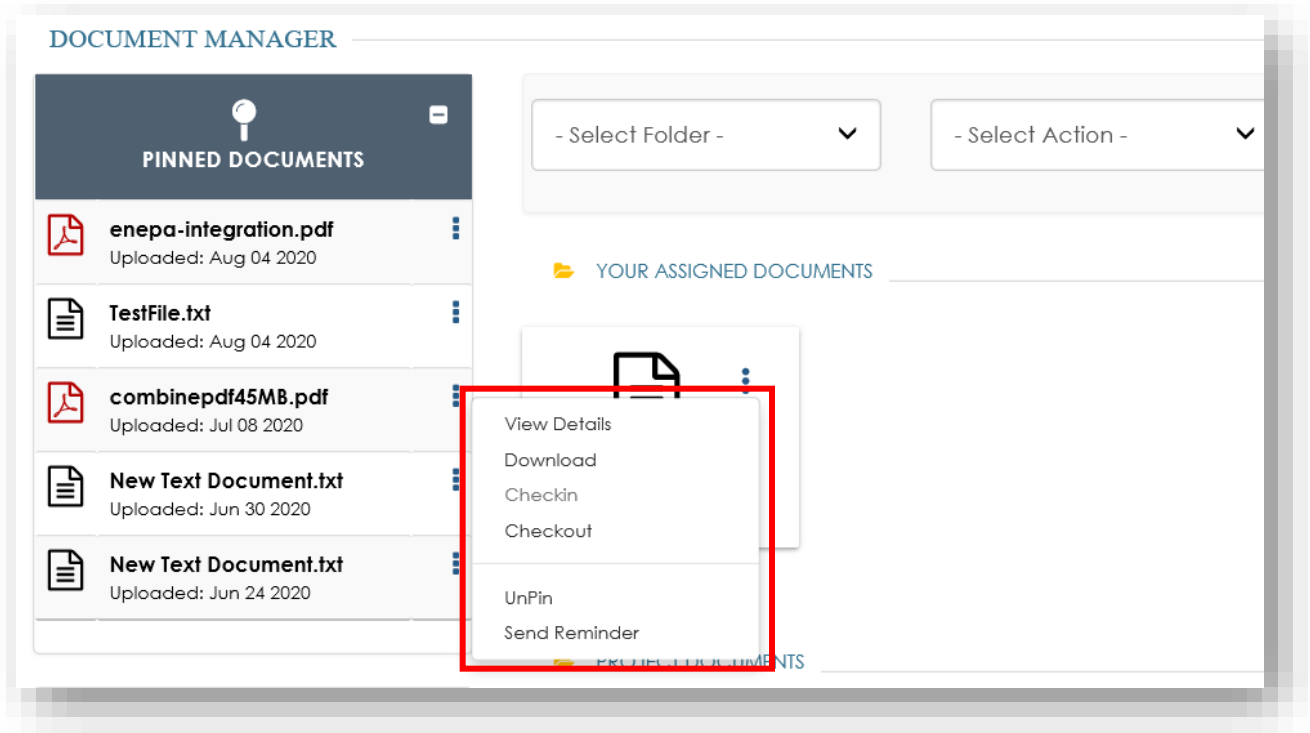
- Pinned Documents
- Recently Added Documents
- Recently Viewed Documents
- Your Assigned Documents
- Project Documents
- Document Details

Figure 91



On this tab, all users can download documents for viewing regardless if they have been assigned the document. The three vertical dots that appear next to each document icon is called the Document Menu. Once the three dots are clicked, the Document Menu displays various actions that the user can take on the take. See the image below for an example.

Figure 92



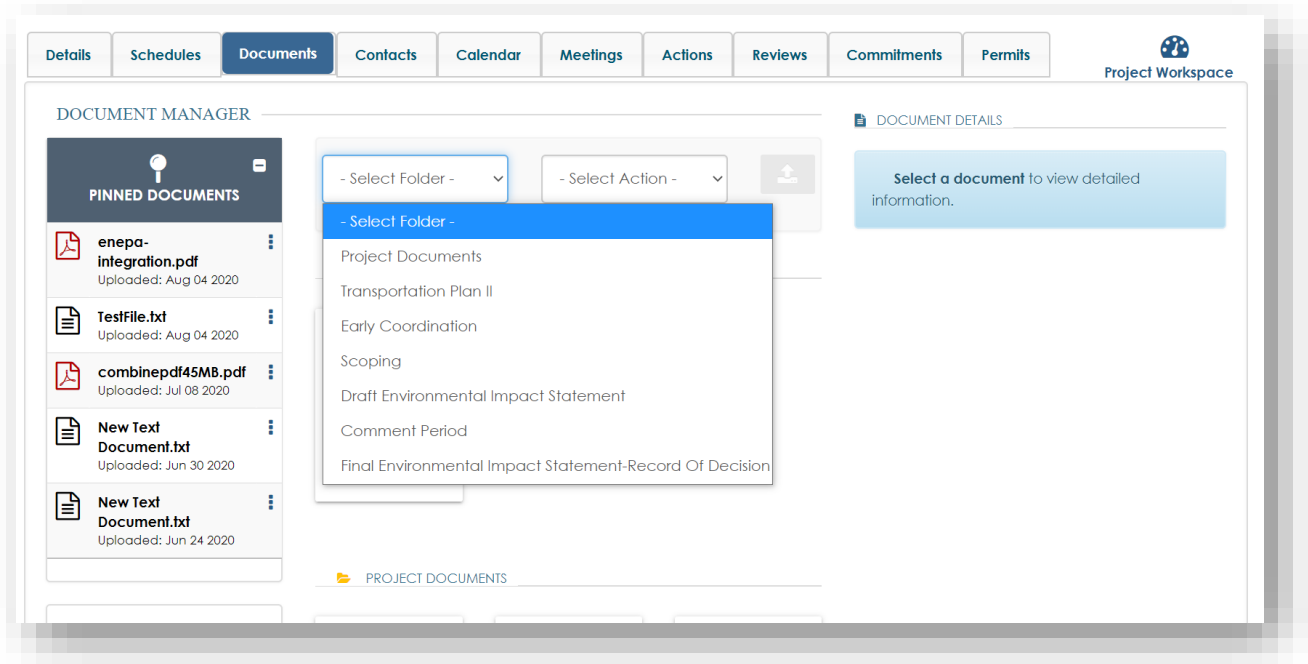
18.1 Uploading a Document

INPCT allows the user to upload documents directly to the Document Manager page.

To upload a document in the Document Manager, please follow the steps below:

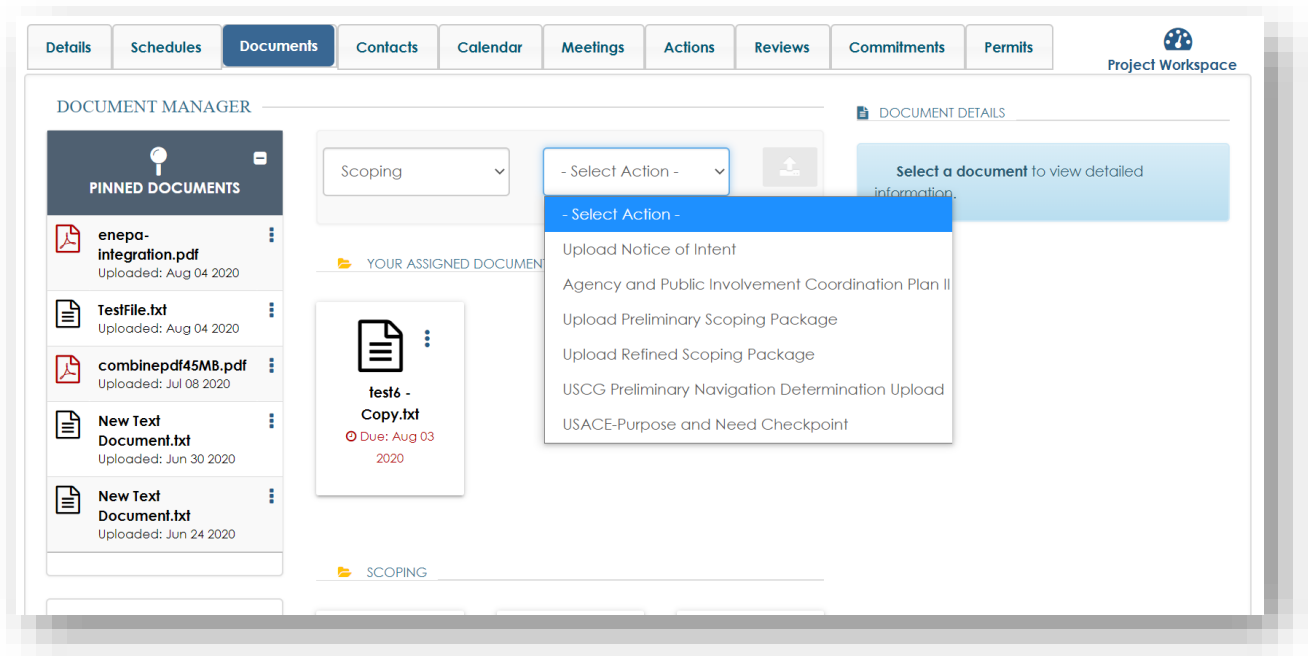
1. In the top center of the screen, click the “Select Folder” dropdown. This will display options to either upload to the general documents folder or upload to a specific project phase. Select which folder to upload the document to.

Figure 93



- Unless you select “Project Documents” you will need to also select an action from the “Select Action Dropdown.” These actions correspond to the chosen project phase. Select an action.

Figure 94




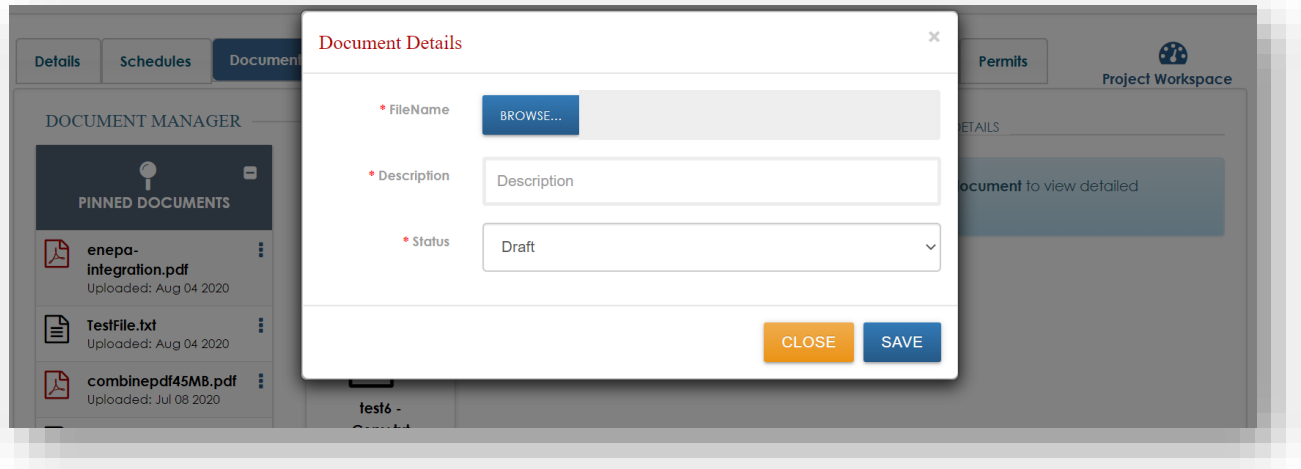
3. After you have selected both folder and action that you want the document sent to, click “upload button”  to browse and upload a document.

Figure 95



4. Provide a description, status, and click the **SAVE** button. Your newly uploaded document will appear under the “Recently Added Documents” section.

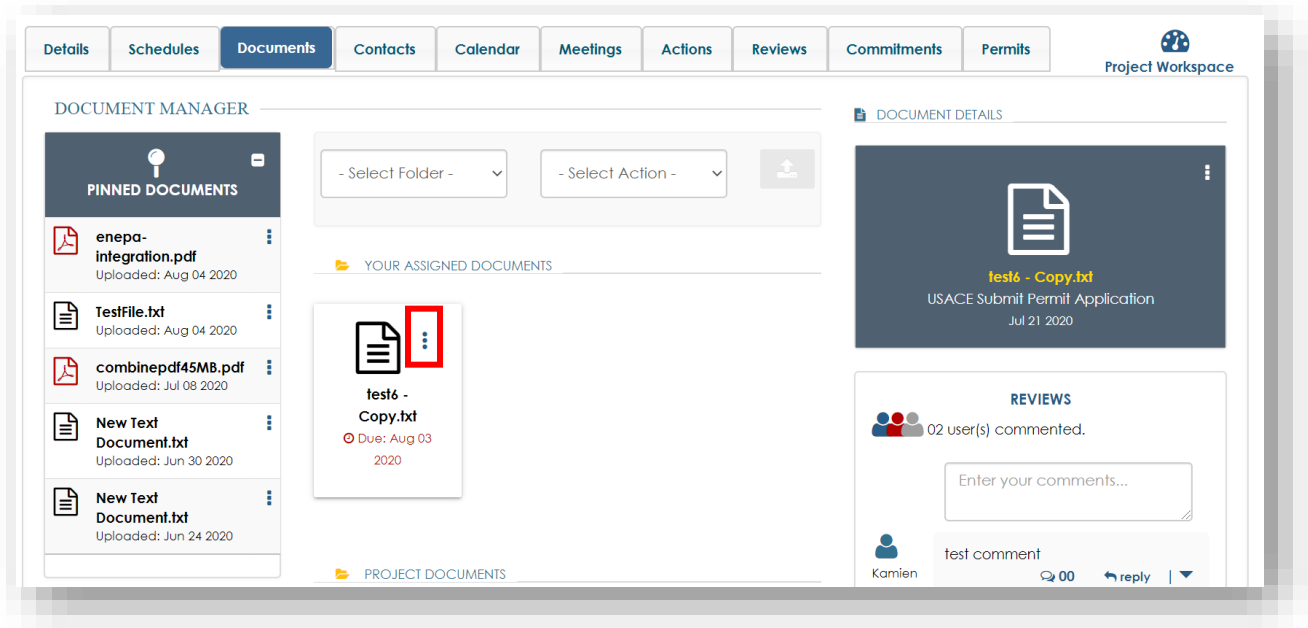
18.2 Checking Out a Document

In order to make changes to a document, you will need to check-out the document and check it back in once you are finished. Unless you are a Project Manager or Deputy Project Manager, you can only check-out a document that has been assigned to you. Once a document has been checked-out, no other users can check it out until you have checked it back in.

Follow the steps below to check-in and check-out a document:

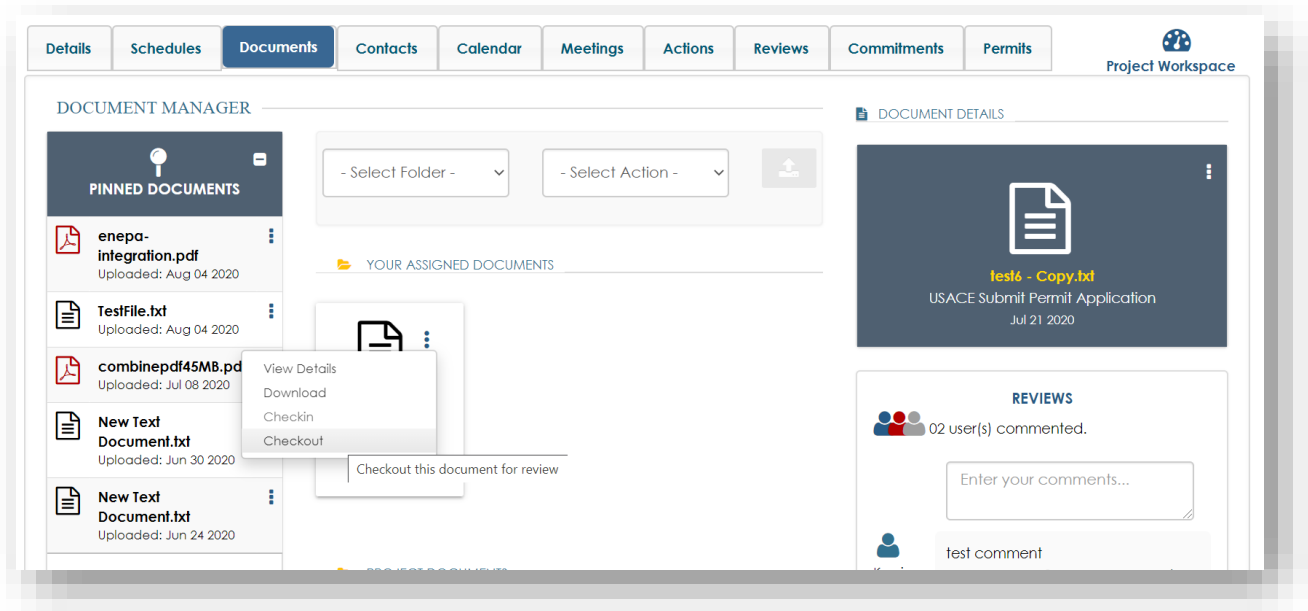
1. On the Document Manager page, find the document you wish to check-out and click on the three vertical dots Document Menu within the document icon.

Figure 96



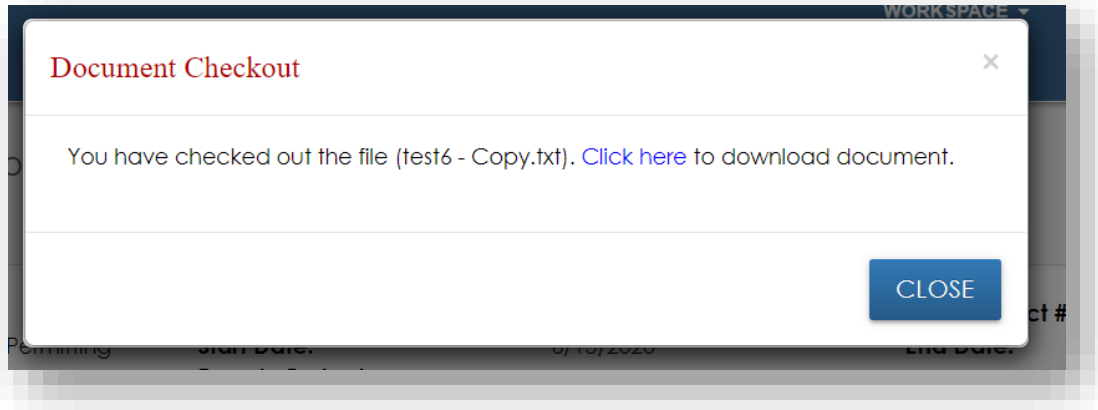
2. The Document Menu shall display with the option to check-out the document. (Notice how the “Checkin” button is greyed out and non-selectable.) Click “Checkout.”

Figure 97



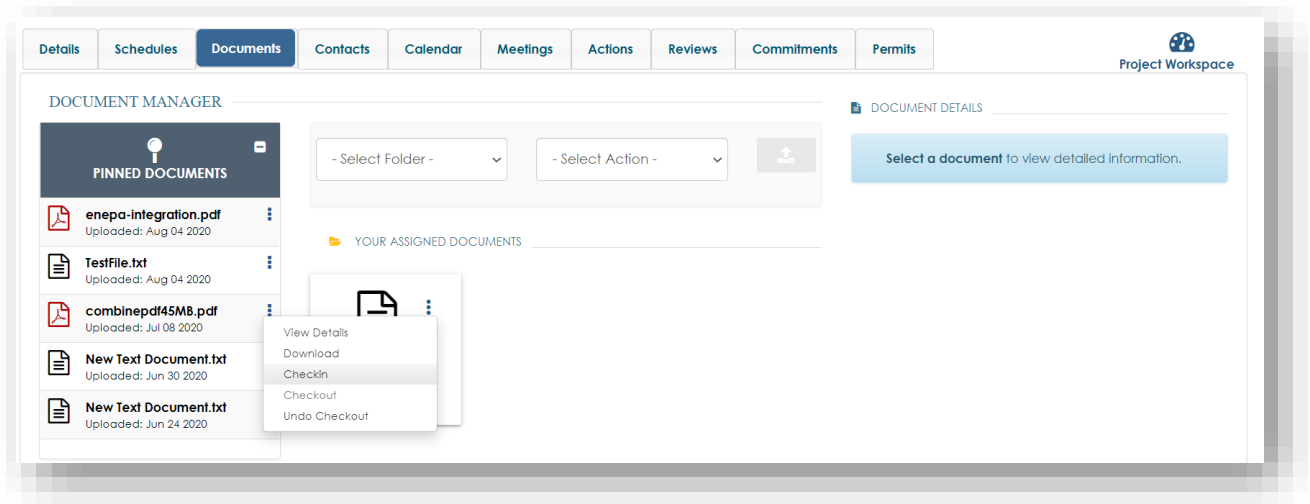
3. After you click “Checkout” the Document Checkout pop-up window shall display notifying you that the document has been successfully checkout out.

Figure 98



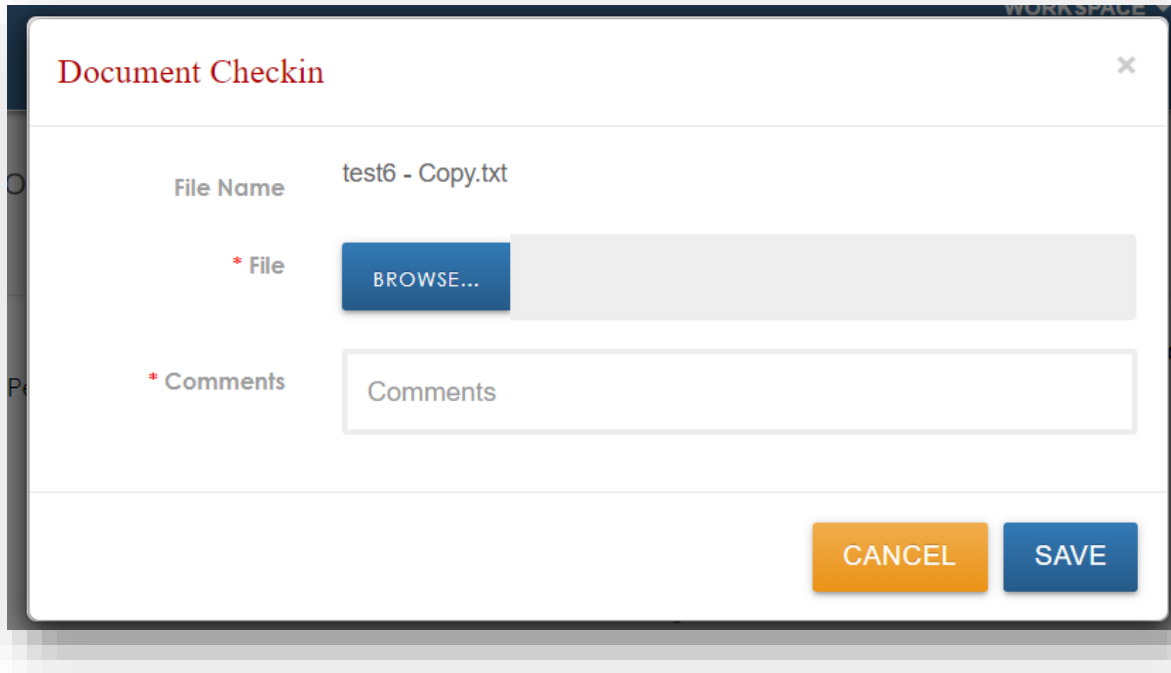
4. Click the blue “Click here” link to download the document. Make your required changes.
5. After you are finished making changes to the document, return to INPCT and select the Document Menu button again. You will now see options to “Checkin” or “Undo Checkout.”

Figure 99



6. Select the “Checkin” button. A “Document Checkin” pop-up window will appear and you can upload the document back to INPCT.

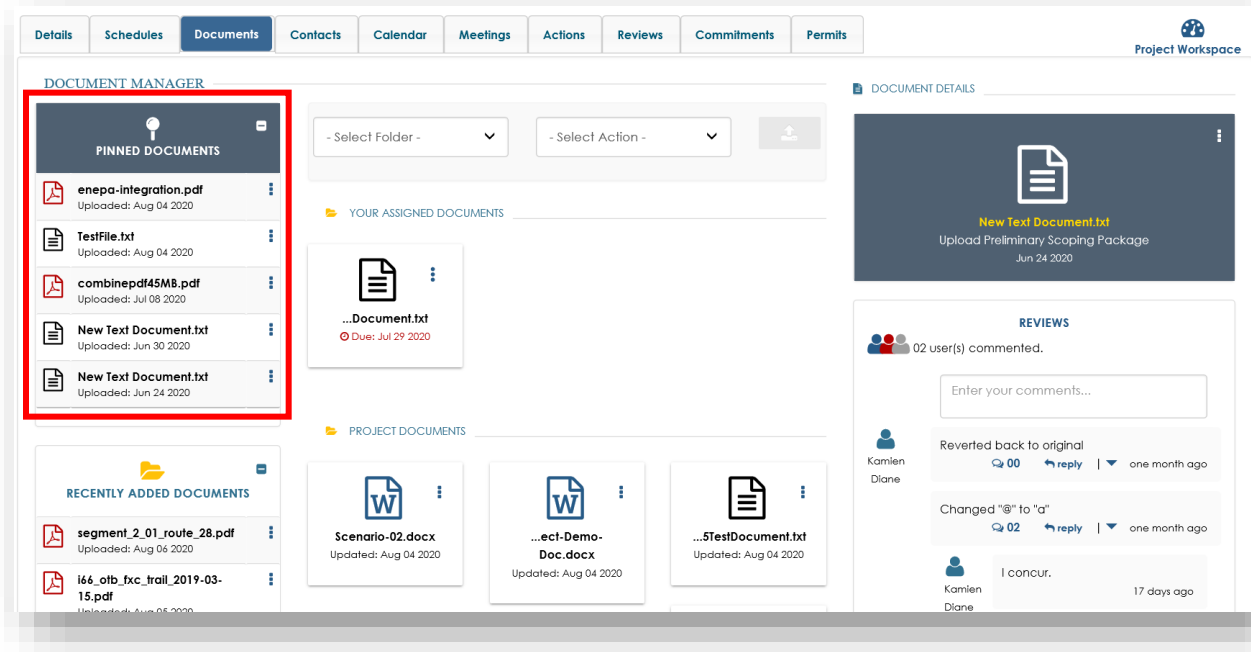
Figure 100



18.3 Pinning a Document

You may want to pin documents to have them available for easy access. The “Pinned Documents” section is located on the top-right side of the Document Manager.

Figure 101

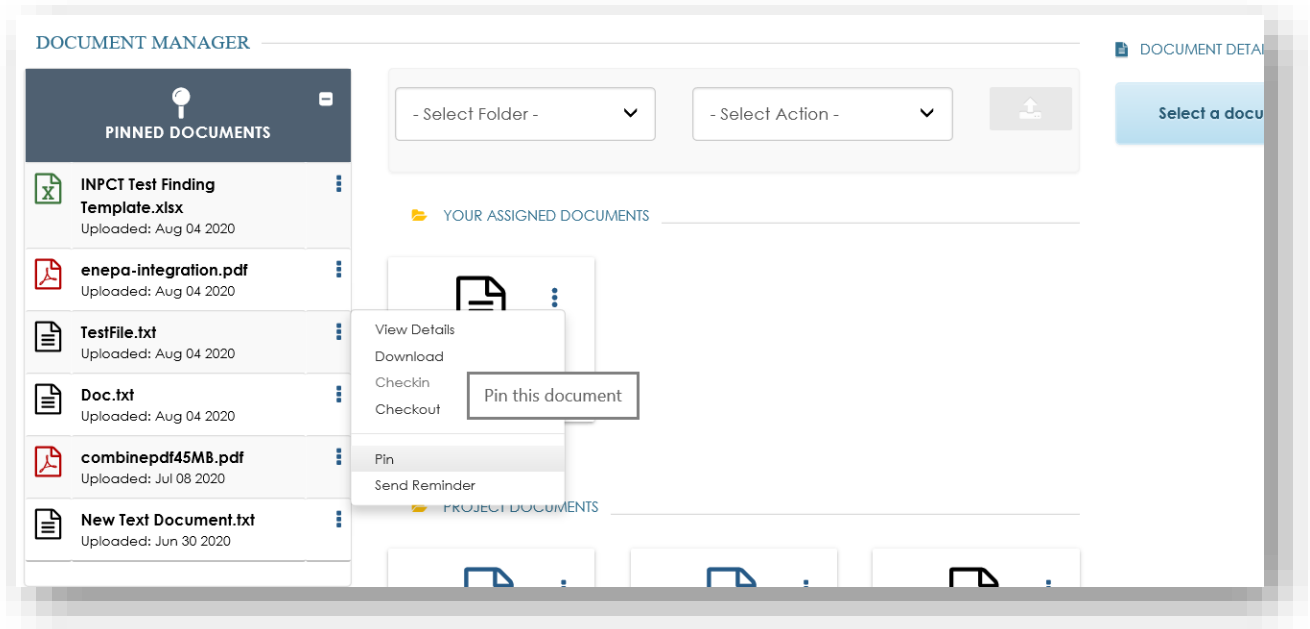


You can pin documents from anywhere in INPCT and they will then appear in the Pinned Documents section.

Follow the steps below to pin a document:

1. On the Documents tab or Reviews tab, click on the three dot Document Menu of the document you'd like to pin.

Figure 102



2. Click "Pin."
3. Your document will now appear in the "Pinned Documents" section.
4. To move documents out of the "Pinned Documents" section, simply click the "Unpin" button of the chosen document.

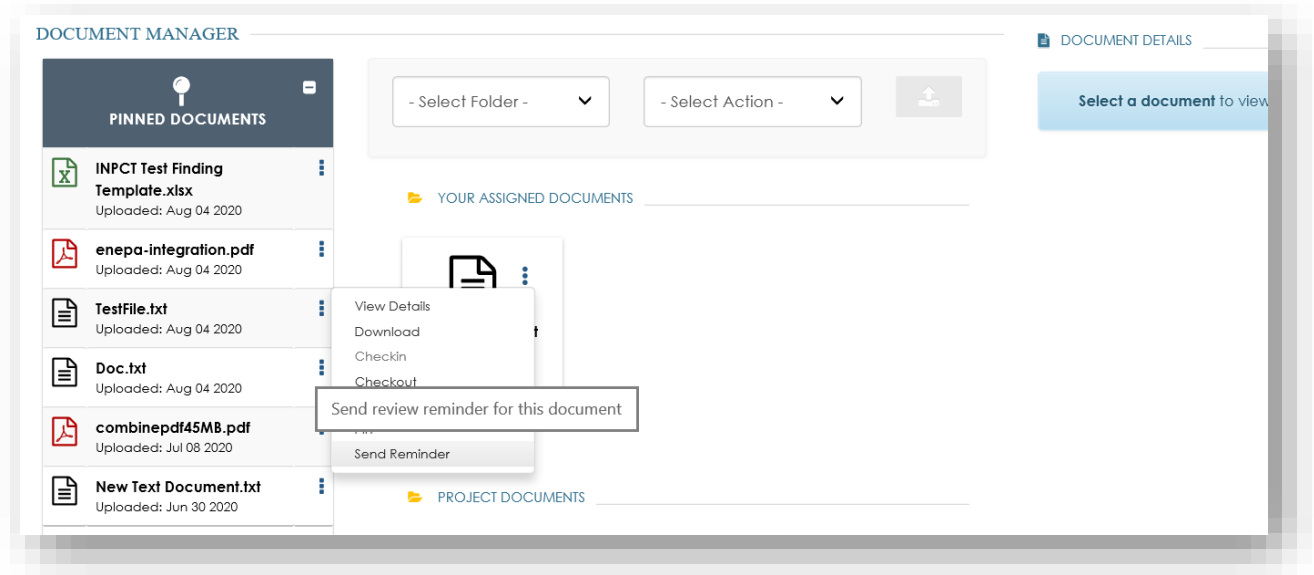
18.4 Sending a Review Reminder

Project Managers have the ability to send reminders to reviewers when a document is approaching its due date.

To send a reminder, please follow the steps below:

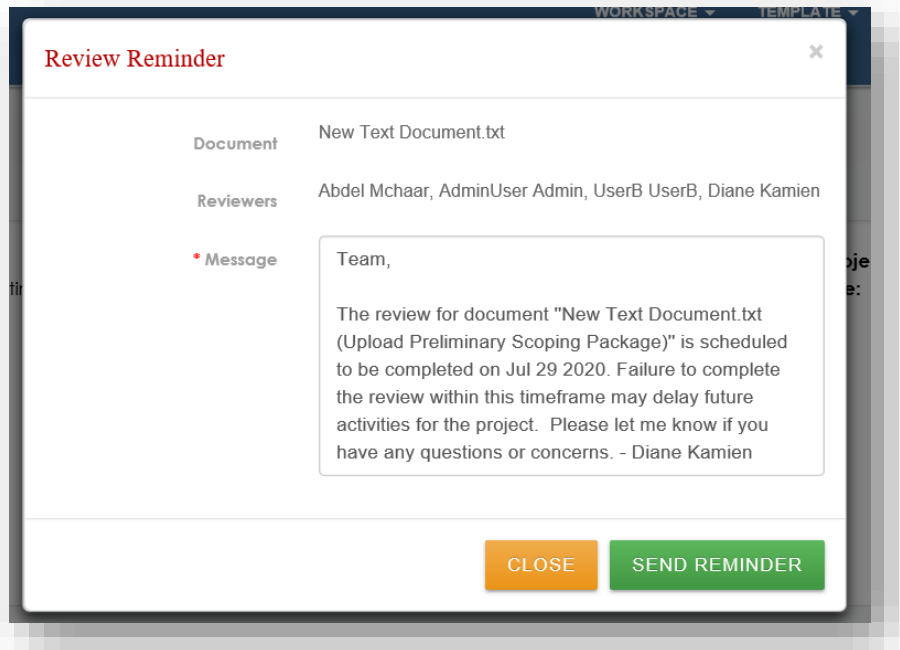
1. On the Documents tab or Reviews tab, click on the three dot Document Menu of the document you'd like to send a reminder about.

Figure 103



2. Click “Send Reminder.”
3. The “Review Reminder” pop-up window will appear. It will automatically be addressed to the selected team of reviewers. The message field will automatically populate with standard text, but you edit it if desired.

Figure 104

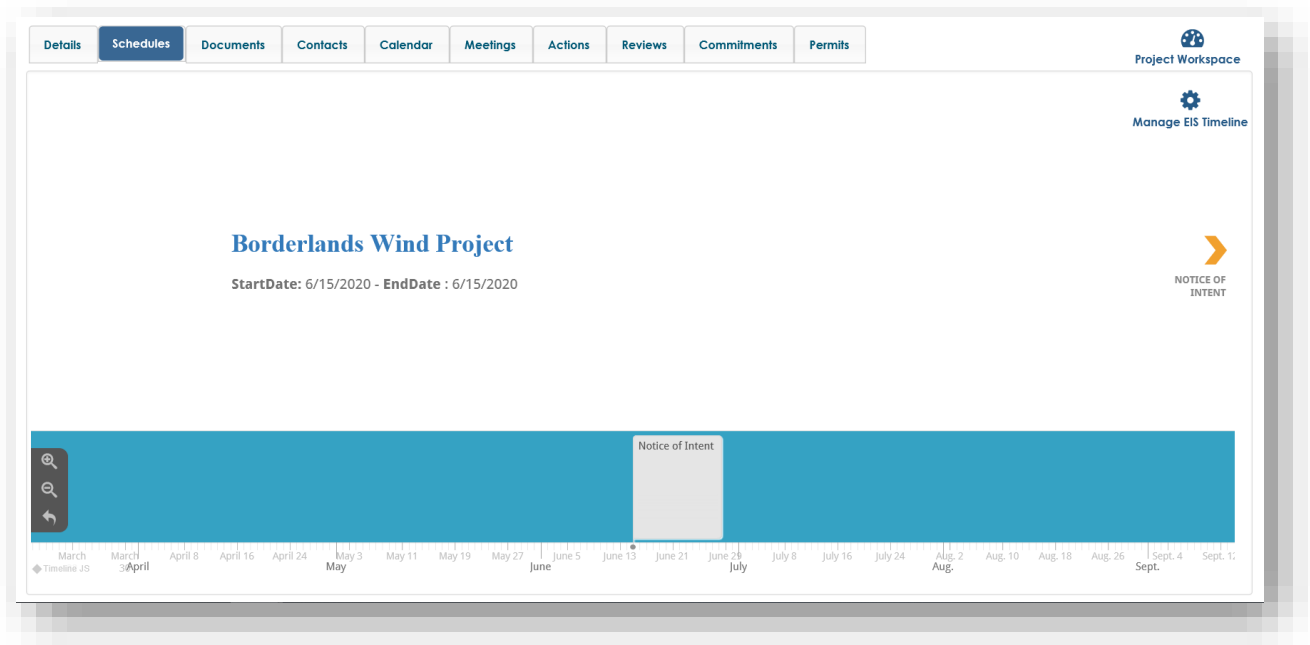


- Once ready to send, click **SEND REMINDER**. The selected reviewers will automatically receive the e-mail to their inbox.

19 Project Schedules Tab

The Schedules tab provides a timeline of milestones for the project. Project Managers and Deputy Project Managers are able to manage the milestone timeline by entering target dates and completion dates for required activities.

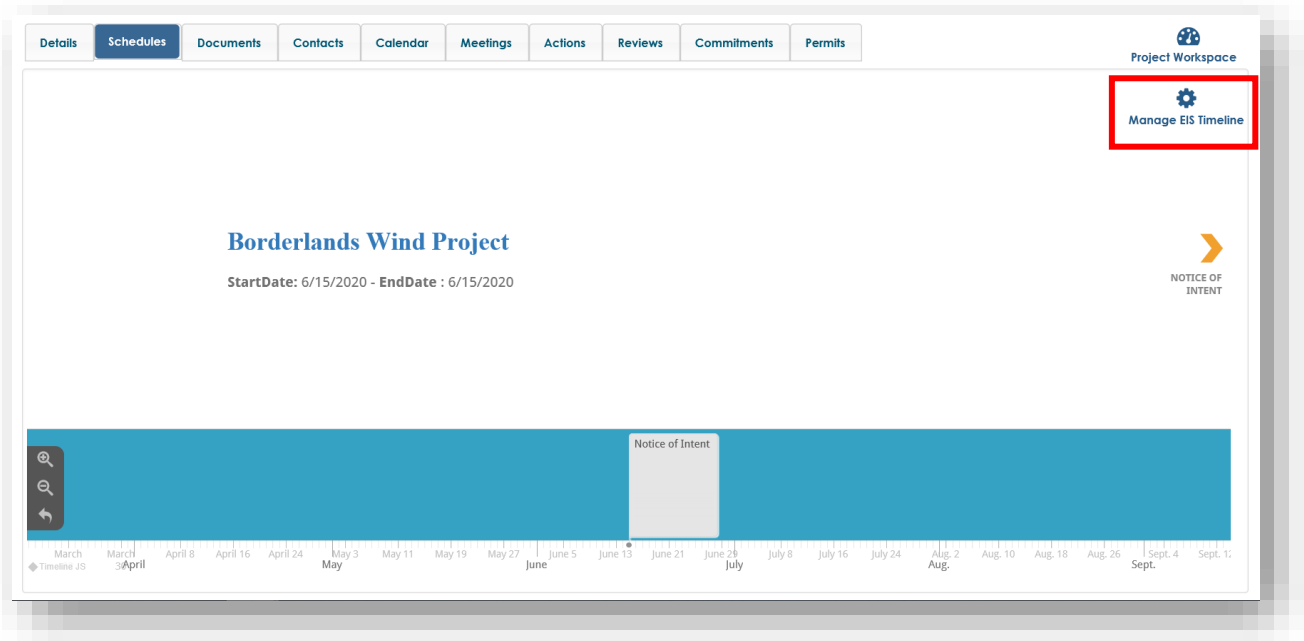
Figure 105



Follow the steps below to manage the milestone timeline:

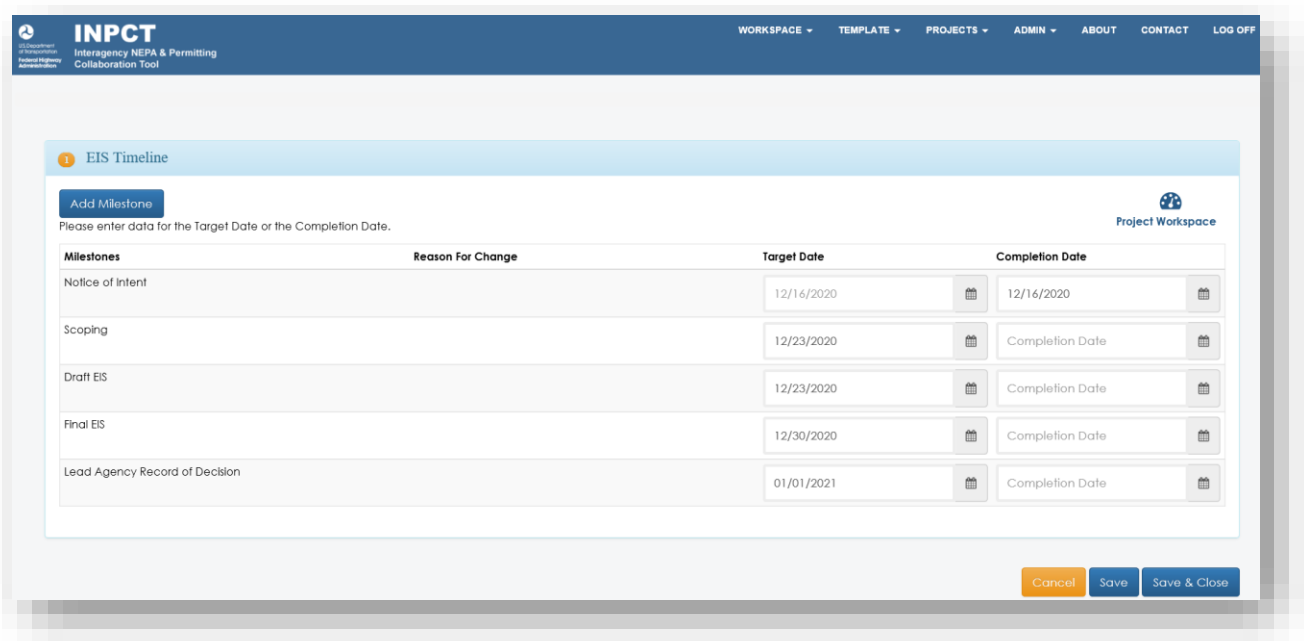
- On the Schedules tab, click “Manage Timeline” in the top-right corner of the page.

Figure 106



2. The Timeline chart will appear with the standard list of milestones that are associated with your selected project template.

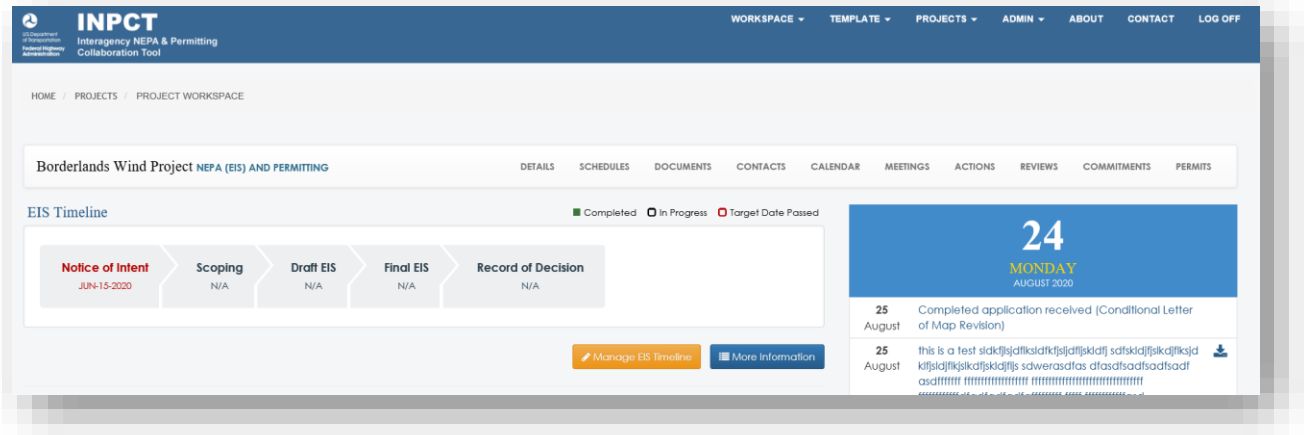
Figure 107



3. For each milestone, select a "Target Date." If a milestone has been completed, select a "Completion Date."

4. Click **Save & Close**.
5. You will return to the Schedules tab and your newly saved milestones will now appear on the Schedules timeline and the Project Workspace timeline (see image below of the timeline on the Project Workspace).

Figure 108



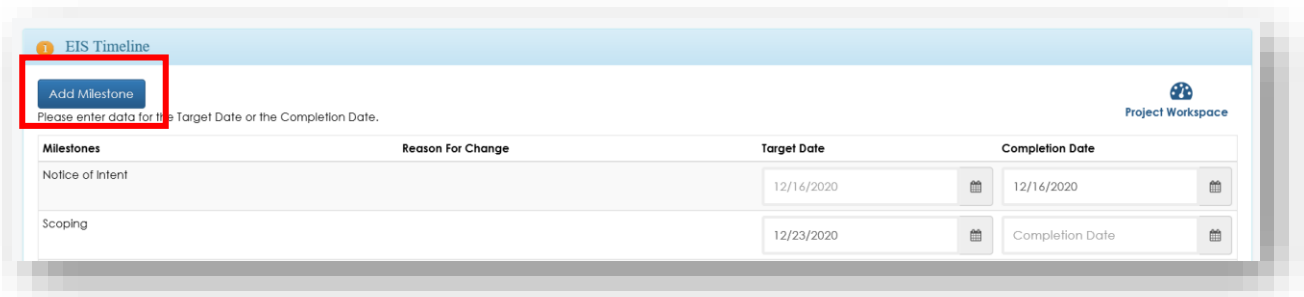
19.1 Optional Project Milestones

Project Managers are also able to add Optional Milestones to a project in addition to the standard milestones. This allows the project timeline to more closely align with an organization’s internal timelines and workflows.

See the steps below for how to add an Optional Milestone:

1. On the Schedules tab, click “Manage Timeline” in the top-right corner of the page.
2. The Timeline chart shall appear. Click the **Add Milestone** button in the top-left corner.

Figure 109



3. The Add New Optional Milestone pop-up window shall display.

Figure 110

Add New Optional Milestone

* Milestone
---Select Milestone---

* Other Milestone

* Target Date
Target Date

Completion Date
Completion Date

Milestone Status Comment

Federal Reserve Web Address

Reset Cancel Save

4. Select the type of milestone, provide a new name, and a Target Date. You also have the ability to add a Completion Date, optional comments, and a Federal Reserve Web Address if desired.
5. Click **Save** and the new Optional Milestone will be added to the Timeline grid.

Figure 111

EIS Timeline

Add Milestone

Please enter data for the Target Date or the Completion Date.

Milestones	Reason For Change	Target Date	Completion Date
Notice of Intent		12/16/2020	12/16/2020
Scoping		12/23/2020	Completion Date
Draft EIS		12/23/2020	Completion Date
Final EIS		12/30/2020	Completion Date
Lead Agency Record of Decision		01/01/2021	Completion Date
Other - New Milestone		12/23/2020	Completion Date

Note: Optional Milestones will not appear on the Project Workspace Timeline. They will only appear on the Schedules tab.

20 Project Commitments Tab

The Commitments tab contains the project-specific mitigation and enhancement commitments developed to address specific impacts as identified in the INPCT process. Project Managers and Deputy Project Managers have the ability to add and edit commitments. Regular INPCT users can only add new commitments. All users have the ability to view details, add comments, or export the page to an excel document.

Figure 112

Mitigation Category	Impact	Mitigation Commitment	Status	Responsible Organization	Construction Timing/Phase	Source Document	Has Comments	
Biological resource	0.160 acre of temporary impacts to riparian areas	Create commitment test 2345	Rescind	CDOT Environmental	During construction	Final EIS, Section 5.13, p.5.13-26		Action ▾
Biological resource	0.160 acre of temporary impacts to riparian areas	Create test commitment	Not Initiated	CDOT Environmental	During construction	FEIS		Action ▾
Biological Resource	0.160 acre of temporary impacts to riparian areas	Edit commitment test	In Progress	CDOT Environmental	During construction	Final EIS, Section 5.13, p.5.13-26	✓	Action ▾
Wetlands	4 acres of impact to wooded wetlands	Enhancing existing wetlands wooded wetland within the watershed.	Completed	Mich DOT	Construction	EIS, Chapter 3, page 4	✓	Action ▾
Biological resources	360.6 acres of permanent, direct impact to wildlife habitat; 1.194 acres of permanent impacts and 0.160 acre of temporary impacts to	Monitor disturbed sites during construction to identify and treat any noxious invasions.	In Progress	CDOT Environmental/ Developer	During construction	Final EIS, Section 5.13, p.5.13-26	✓	Action ▾

20.1 Add a Commitment

Follow the steps below to add a new commitment:

1. On the Commitments tab, click **Add Commitment** in the top-right corner of the page.
2. Entry fields will appear on the page where you must enter all required information.

Figure 113

The screenshot shows the 'Commitments' tab in the INPCT interface. At the top, there are navigation tabs: Details, Schedules, Documents, Contacts, Calendar, Meetings, Actions, Reviews, **Commitments**, and Permits. On the right, there is a 'Project Workspace' icon and an 'Add Commitment' button. Below the navigation is a form with the following fields:

- Mitigation Category (required)
- Responsible Organization (required)
- Timing/Phase (required)
- Source Document (required)
- Impact
- Commitment
- Status (dropdown menu, currently set to 'Not Initiated')

Buttons at the bottom of the form include 'Cancel', 'Save & Close', and 'Save & Add Another'. Below the form is an 'Export To Excel' button and a search field. The main area contains a table of commitments:

Mitigation Category	Impact	Mitigation Commitment	Status	Responsible Organization	Construction Timing/Phase	Source Document	Has Comments	Action
Biological resource	0.160 acre of temporary impacts to riparian areas	Create commitment test 2345	Rescind	CDOT Environmental	During construction	Final EIS, Section 5.13, p.5.13-26		Action
Biological resource	0.160 acre of temporary impacts to riparian areas	Create test commitment	Not Initiated	CDOT Environmental	During construction	FEIS		Action

- Once the form has been completed, click **Save & Close**. Your commitment will now appear at the bottom of the list.

20.2 Edit a Commitment

Follow the steps below to edit a pre-existing commitment:

- On the Commitments tab, select a record from the listing and click **Action** beside the record.
- A dropdown will appear with actions to select from. Click "Edit Record."

Figure 114

The screenshot shows the same table as Figure 113, but with a dropdown menu open for the 'Action' button of the third record. The dropdown menu contains the following options:

- View Details
- Edit Record
- Add Comments

Mitigation Category	Impact	Mitigation Commitment	Status	Responsible Organization	Construction Timing/Phase	Source Document	Has Comments	Action
Biological resource	0.160 acre of temporary impacts to riparian areas	Create commitment test 2345	Rescind	CDOT Environmental	During construction	Final EIS, Section 5.13, p.5.13-26		Action
Biological resource	0.160 acre of temporary impacts to riparian areas	Create test commitment	Not Initiated	CDOT Environmental	During construction	FEIS		Action
Biological Resource	0.160 acre of temporary impacts to riparian areas	Edit commitment test	In Progress	CDOT Environmental	During construction	Final EIS, Section 5.13, p.5.13-26	✓	Action
Wetlands	4 acres of impact to wooded wetlands	Enhancing existing wetlands wooded wetland within the watershed.	Completed	Mich DOT	Construction	EIS, Chapter 3, page 4	✓	Action

- Modify one or more of the fields in the edit form and click the **Save & Close** button.

Figure 115

The screenshot shows a form with the following fields and values:

- Mitigation Category:** Biological resources
- Responsible Organization:** CDOT Environmental/ Developer
- Timing/Phase:** During construction
- Source Document:** Final EIS, Section 5.13, p.5.13-26
- Impact:** 360.6 acres of permanent, direct impact to wildlife habitat; 1.194 acres of permanent impacts and 0.160 acre of temporary impacts to riparian areas
- Commitment:** Changing commitment... (highlighted with a red box)
- Status:** In Progress (dropdown menu)

Buttons at the bottom right: Cancel, Save & Close

- The modified information is saved and the commitment record displays the updated information.

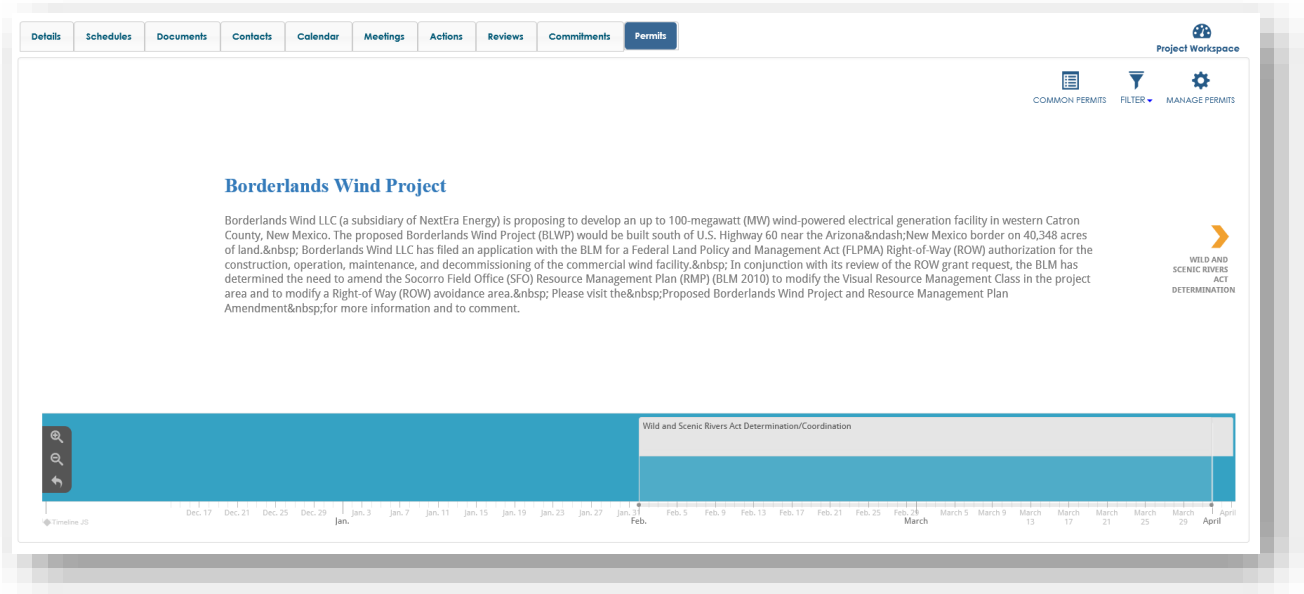
Figure 116

Mitigation Category	Impact	Mitigation Commitment	Status	Responsible Organization	Construction Timing/Phase	Source Document	Has Comments
Biological resources	360.6 acres of permanent, direct impact to wildlife habitat; 1.194 acres of permanent impacts and 0.160 acre of temporary impacts to riparian areas	Changing commitment...	In Progress	CDOT Environmental/ Developer	During construction	Final EIS, Section 5.13, p.5.13-26	Action
Biological resources	0.160 acre of temporary impacts to riparian areas	Reclaim disturbed areas in phases throughout construction	Not Initiated	CDOT Environmental/ Developer	During construction	Final EIS, Section 5.13, p.5.13-26	Action

21 Project Permits Tab

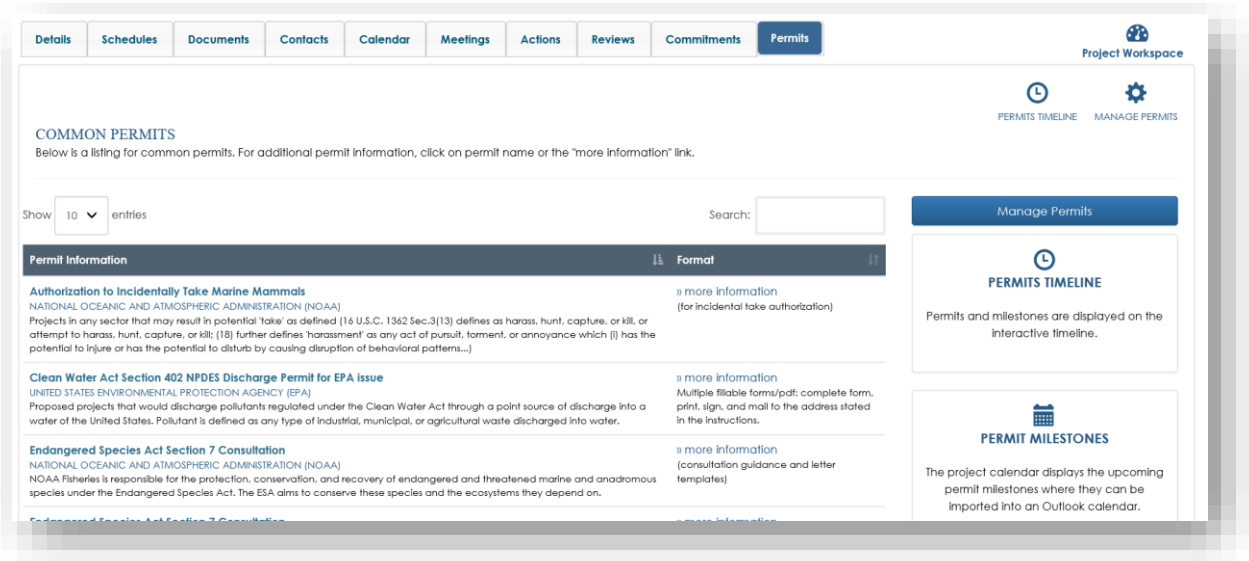
The Permits tab provides a central location for a project’s permits, including the timeline of permits and information regarding common permits.

Figure 117



All users have access to the “Common Permits” page. This page listings and web links for common permits which can help when deciding what type of permit is required.

Figure 118



21.1 Add New Permit/Milestone

Project Managers and Deputy Project Managers are able to create and edit permits, which will then appear on the Permit Timeline and the Project Workspace.

Follow the steps below to create a new permit:

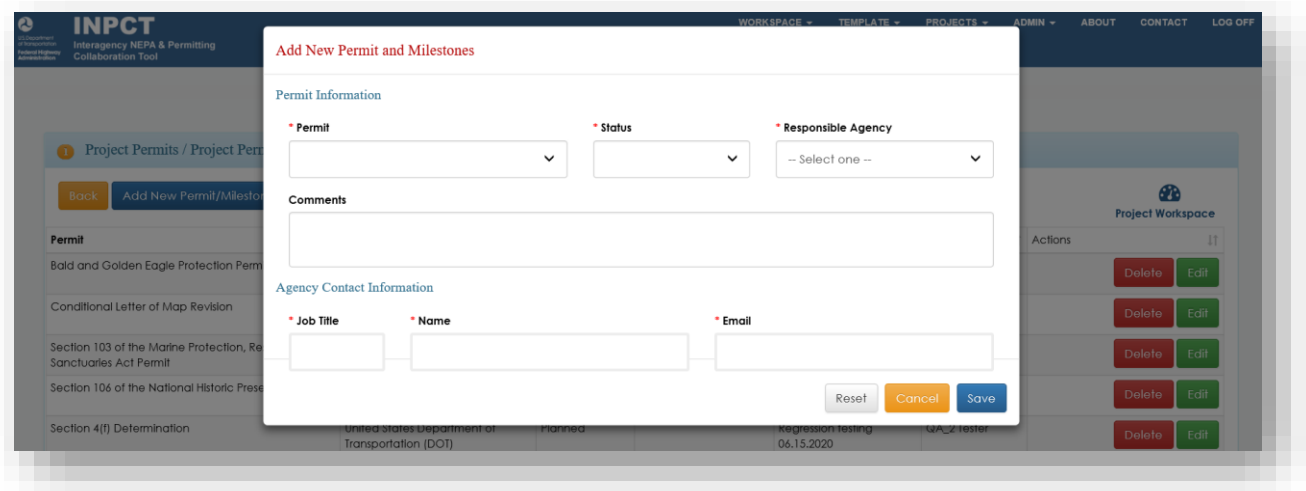
1. On the Permits tab, click “Manage Permits” in the top-right corner of the page.

Figure 119



2. The Project Permits/Project Permit Milestones chart will appear. Click the **Add New Permit/Milestone** button and the “Add New Permit and Milestones” window will pop-up.

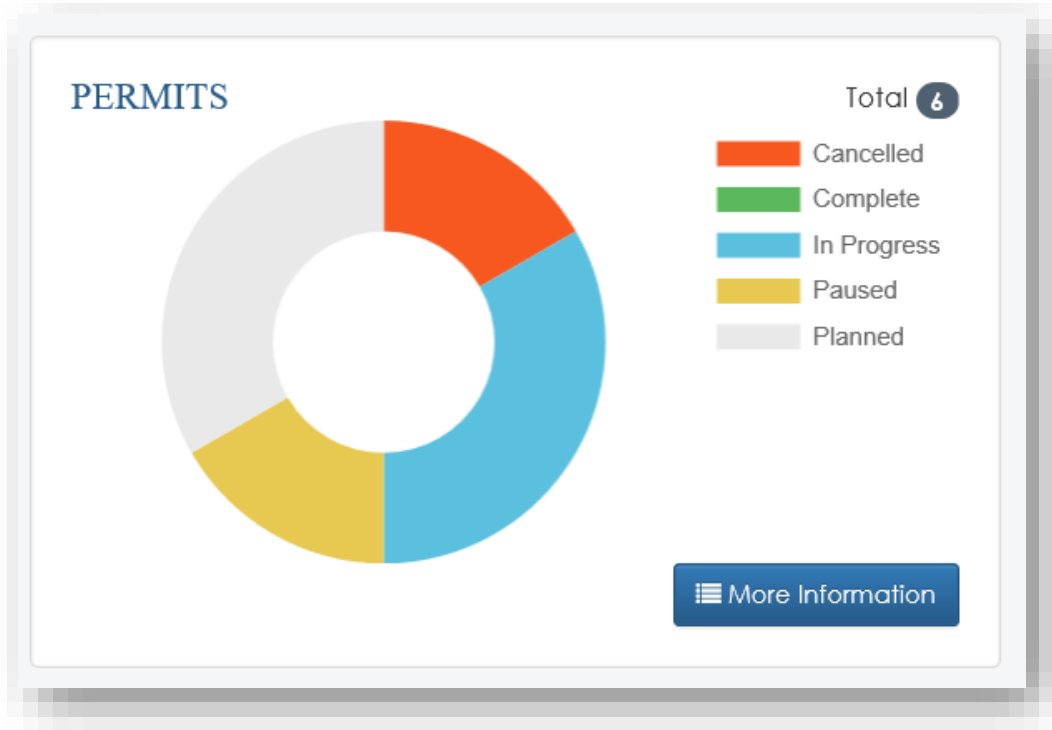
Figure 120



3. Enter in all required information. Once you select the type of permit, the Permit Milestone Information will appear and automatically populate with milestones that are associated with the selected permit.
4. Finish filling out the form and click **Save**.

5. You will return to the Permits tab and your newly saved Permit will appear on the timeline and on the Project Workspace.

Figure 121



21.2 Edit a Permit

Project Managers and Deputy Project Managers are also able to edit pre-existing permits.

Follow the steps below to edit a permit:

1. On the Permits tab, click “Manage Permits” in the top-right corner of the page.
2. The Project Permits/Project Permit Milestones chart will appear. Click the **Edit** button beside the permit you’d like to change.

Figure 122

Permit	Responsible Agency	Status	Action Outcome	Comments	Contact	Actions
Bald and Golden Eagle Protection Permit	United States Fish and Wildlife Service (FWS)	Paused			QA Abd	Delete Edit
Conditional Letter of Map Revision	Department of Homeland Security (DHS)	Cancelled		This is a test.	BA Diane Kamien	Delete Edit
Section 103 of the Marine Protection, Research, and Sanctuaries Act Permit	United States Army Corps of Engineers (USACE)	Planned			QA Ab	Delete Edit
Section 106 of the National Historic Preservation Act	All Federal agencies/CEQ (lead federal agency)	In Progress	Finding of no adverse effect	test	Tester Diane Kamien	Delete Edit
Section 4(f) Determination	United States Department of Transportation (DOT)	Planned		Regression testing 06.15.2020	QA_2 Tester	Delete Edit
Wild and Scenic Rivers Act Determination/Coordination	United States Forest Service (USFS)	In Progress		High-level regression testing_1	QA1 TESTER-2	Delete Edit

3. The “Edit Permit and Milestones” window will pop-up. Make any necessary changes to this form and click the **Save** button. The permit will now be updated.

22 Project Notifications

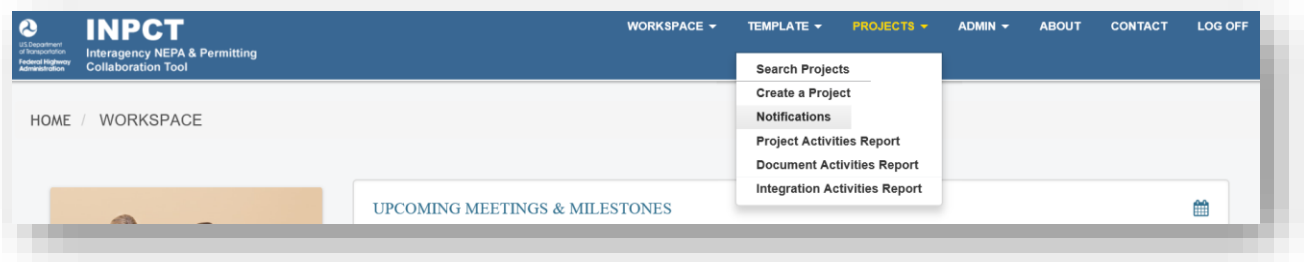
Only Project Managers have the ability to create notifications to communicate to team members by e-mail and/or a broadcast message on the project page.

22.1 Create a Project Notification

Follow the steps below to create a new project notification:

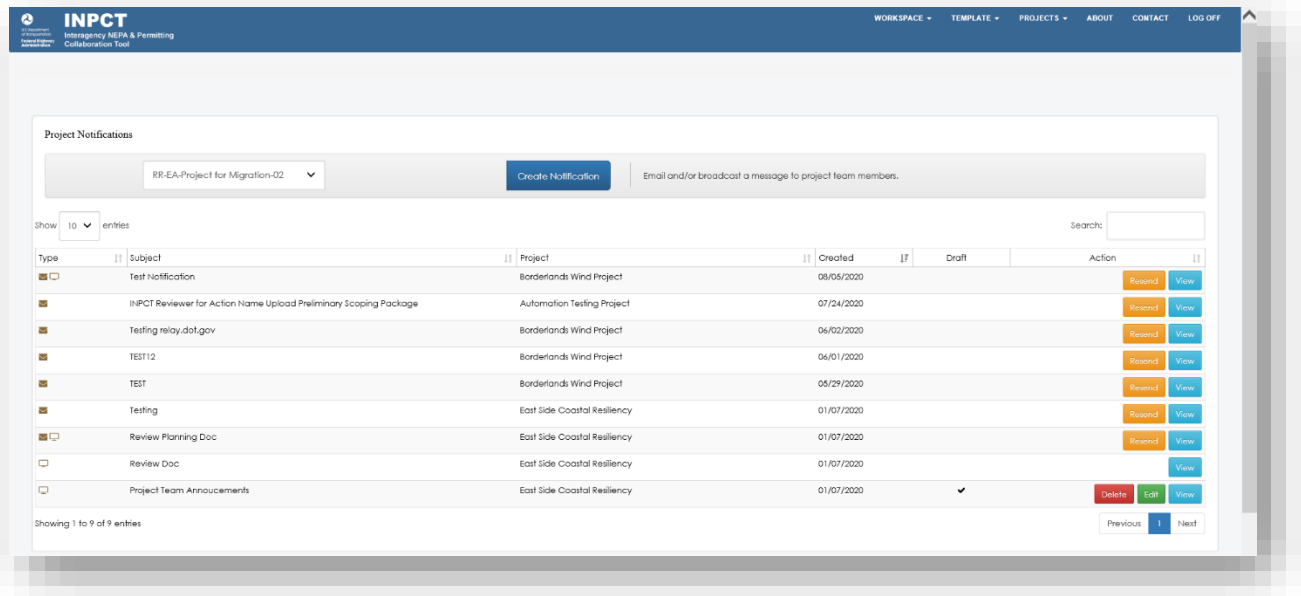
1. On the top menu bar, click the “Projects” link. A dropdown will appear with “Notifications” as an option.

Figure 123



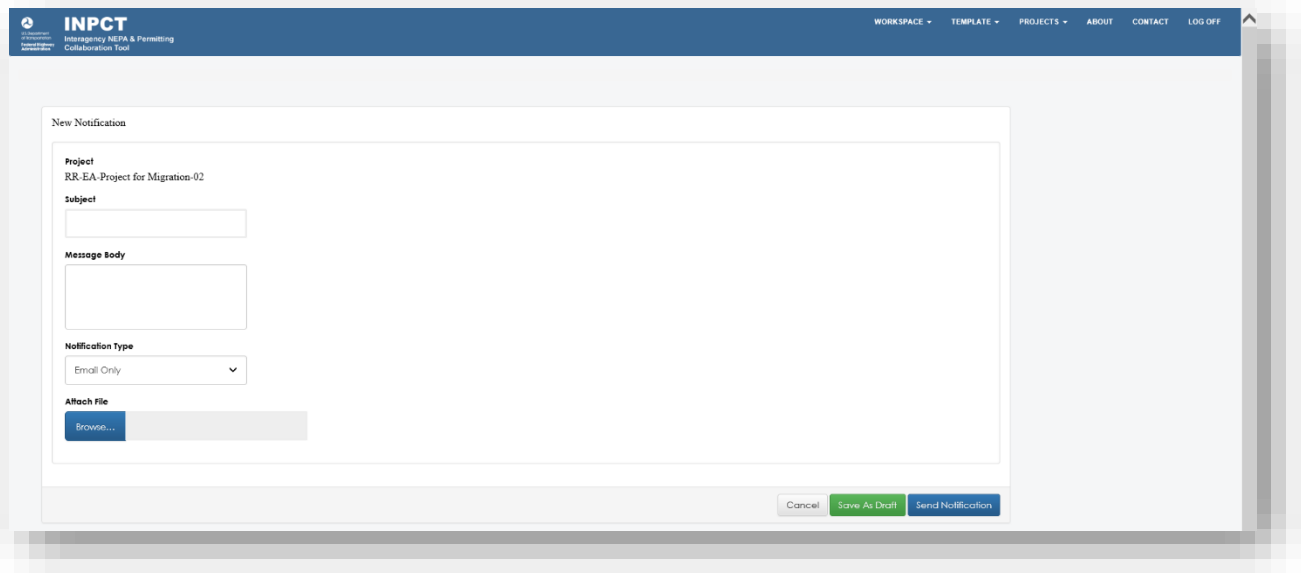
2. Select “Notifications” and you will be taken to the Project Notifications page.
3. Select a project and click the **Create Notification** button.

Figure 124



- Complete the form. To attach a file, click the “Browse...” button and select a file to upload. Select a notification type then click the “Send Notification” button.

Figure 125



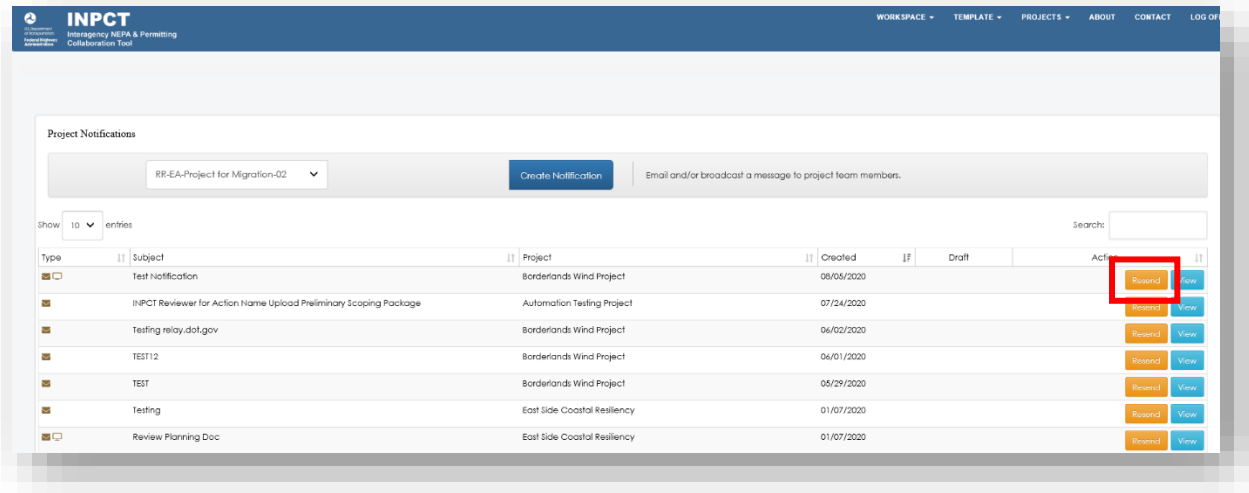
The project notification will be sent and/or broadcast to the team members. Additionally, the Project Manager can choose to save as a draft copy that can be edit and send to the team members at a later date.

22.2 Resend a Project Notification

To resend a notification, follow the steps below:

1. On the top menu bar, click the “Projects” link. A dropdown will appear with “Notifications” as an option.
2. Select a record from the listing and click the “Resend” button.

Figure 126



3. A pop-up window will appear asking you to confirm. Click the “Send Notification” button on the confirmation window.

23 Activity Reports

Project Managers (and System Administrators) have the ability to run reports for Projects, Documents, and Integration activities. These reports are a good way to monitor the activities of team members within INPCT.

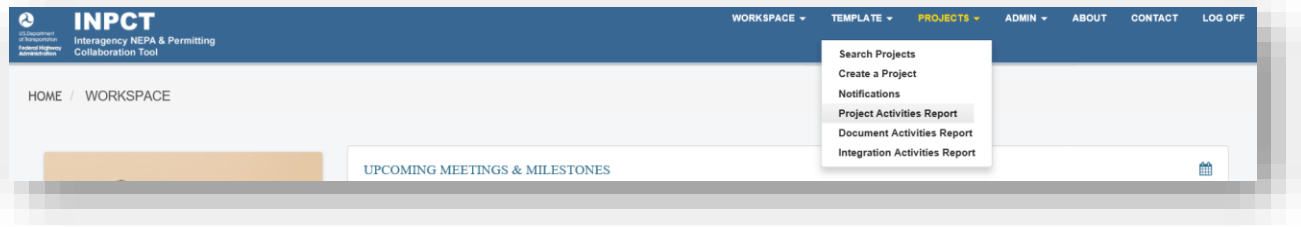
23.1 Project Activities Report

The Project Activities Report allow the Project Manager to view all activity that has occurred within a project. These activities shall include events such as documents added and reviewed, team members added, meetings created, etc.

To run a Project Activities Report, follow the steps below:

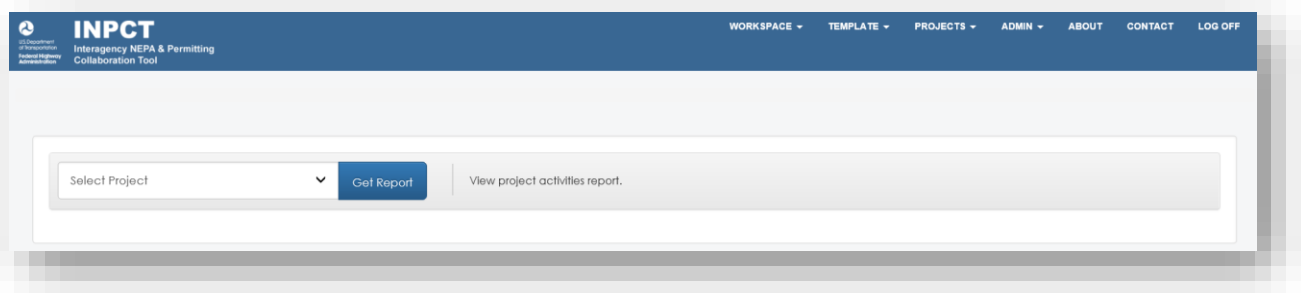
1. On the top menu bar, click the “Projects” link. A dropdown will appear with “Project Activities Report” as an option.

Figure 127



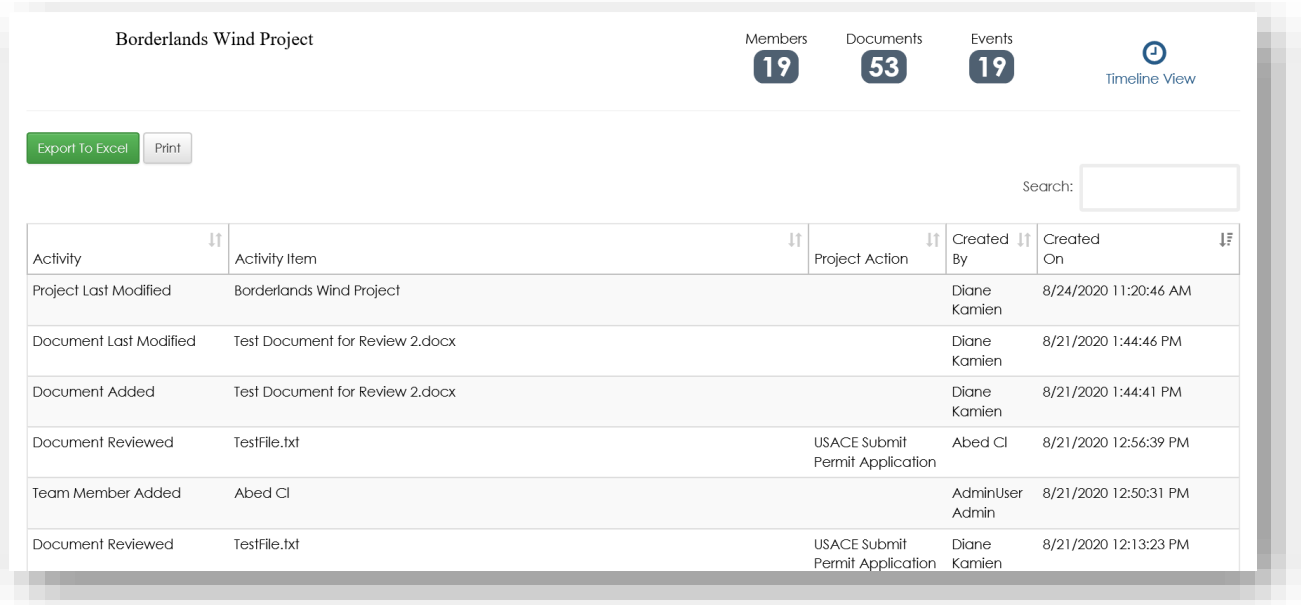
2. Click on “Project Activities Report.”

Figure 128



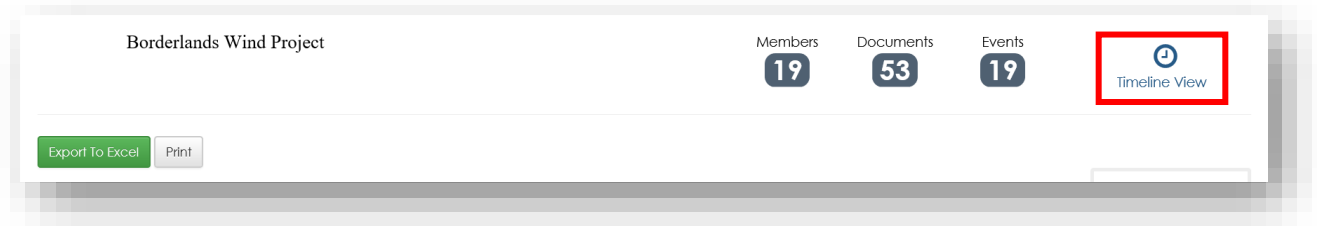
3. Select the project from the “Select Project” dropdown. All projects that are in the application will be listed.
4. Click the **Get Report** button. All project activities will display on the page, including number of project members, documents, and events.

Figure 129



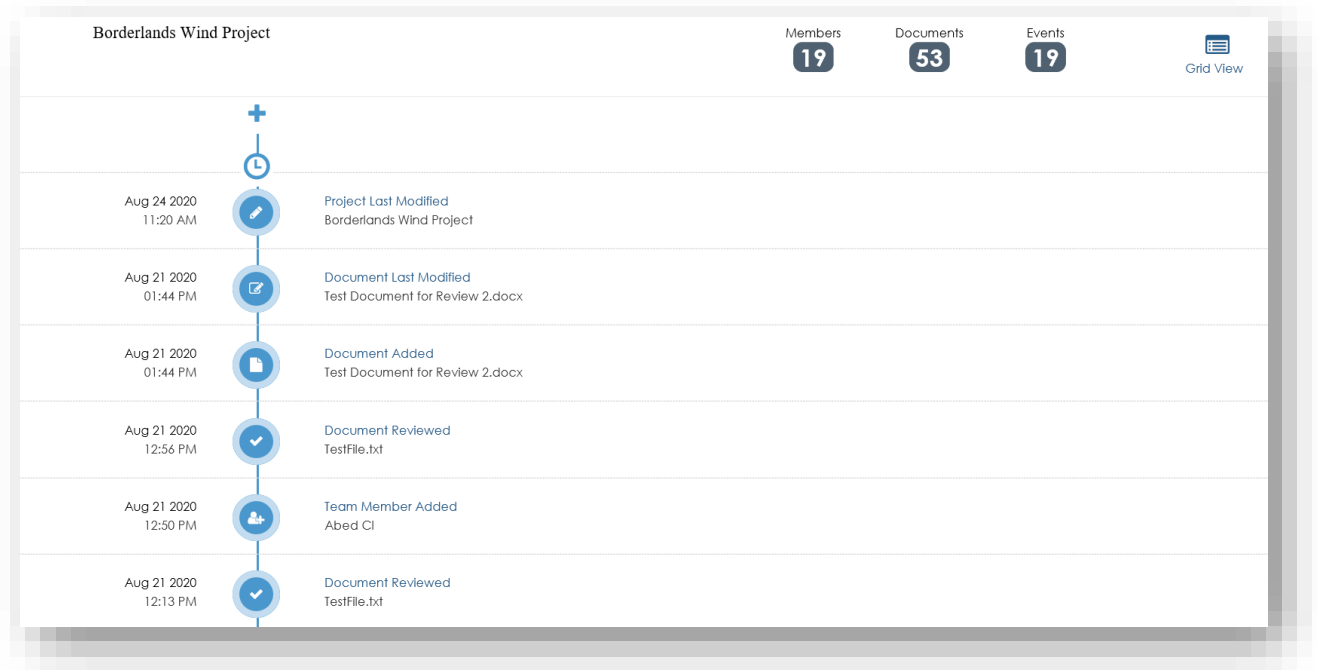
- There are two ways to view the activities: Timeline View and Grid View. Grid View is the standard, but if you would view the activities in a timeline format, click “Timeline View” in the top-right corner.

Figure 130



- Once “Timeline View” is selected, all activities will be displayed vertically in “timeline” format.

Figure 131



- You can also export all activities to an excel spreadsheet by clicking on the [Export To Excel](#) button.

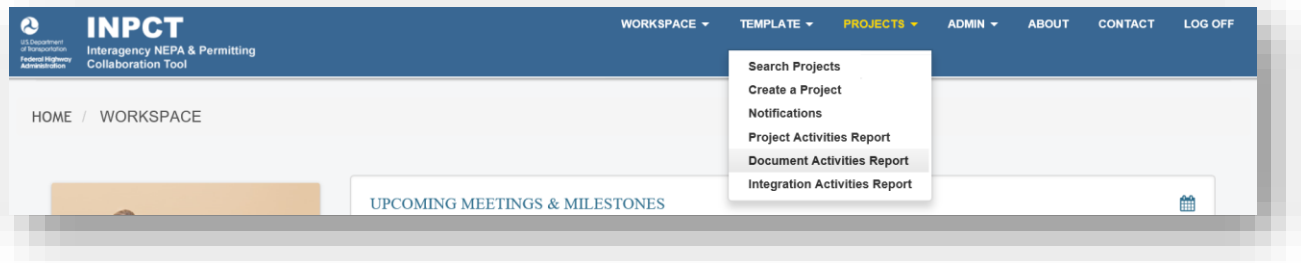
23.2 Document Activities Report

The Document Activities Report allows Project Managers to view when documents were created, how many views and reviews it has, and by whom.

To run a Document Activities Report, follow the steps below:

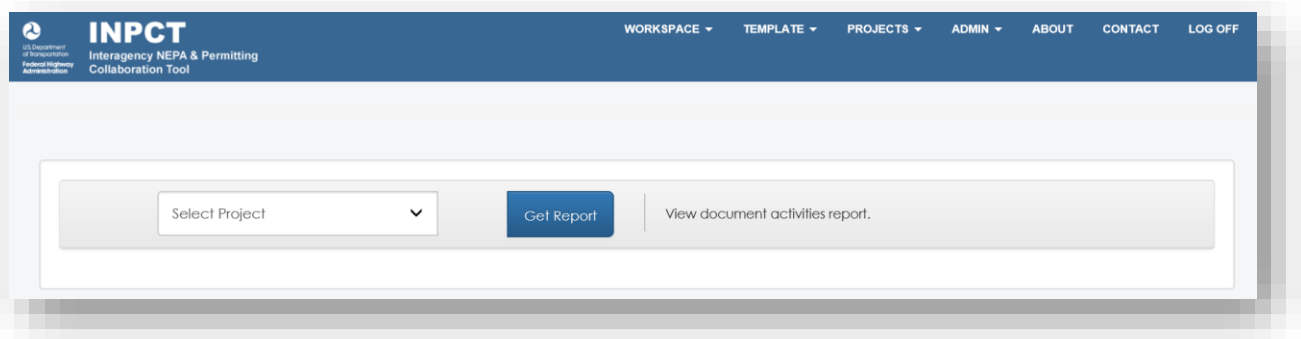
- On the top menu bar, click the “Projects” link. A dropdown will appear with “Document Activities Report” as an option.

Figure 132



2. Click on “Document Activities Report.”

Figure 133



3. Select the project from the “Select Project” dropdown. All projects that are in the application will be listed.
4. Click the **Get Report** button. All document activities will display on the page, including when it was view, total number of view, documents, and other document details.

Figure 134

Export To Excel Print

Search:

Name	First Viewed	Last Viewed	Total Views	Action
Scenario-02.docx <small>Created On: 07/17/2020 by ENEPA Test</small>	8/24/2020 11:27:20 AM	8/24/2020 11:27:20 AM	1	Details
Upload Preliminary Scoping Package (test6 - Copy.txt) <small>Created On: 06/01/2020 by Thomas Varghese</small>	8/22/2020 11:56:40 AM	8/22/2020 11:56:40 AM	1	Details
Upload Refined Scoping Package (INPCT Test Finding Template.xlsx) <small>Created On: 08/04/2020 by ENEPA Test</small>	8/4/2020 1:45:43 PM	8/4/2020 4:22:01 PM	2	Details
Upload Refined Scoping Package (enepa-integration.pdf) <small>Created On: 08/04/2020 by ENEPA Test</small>	8/4/2020 1:44:38 PM	8/4/2020 1:44:38 PM	1	Details
enepa-integration.pdf <small>Created On: 08/04/2020 by ENEPA Test</small>	8/4/2020 1:36:50 PM	8/4/2020 1:36:50 PM	1	Details
INPCT Test Finding Template.xlsx <small>Created On: 08/04/2020 by ENEPA Test</small>	8/4/2020 1:35:32 PM	8/4/2020 1:35:32 PM	1	Details
Upload Refined Scoping Package (Doc.txt) <small>Created On: 08/04/2020 by Abdel Mchaar</small>	8/4/2020 10:12:20 AM	8/4/2020 10:12:20 AM	1	Details
USACE Submit Permit Application (test6 - Copy.txt) <small>Created On: 07/21/2020 by Thomas Varghese</small>	7/30/2020 10:32:46 AM	8/21/2020 12:09:18 PM	16	Details

- Click on the **Details** button of the document you'd like to see all activity for.
- The "Document Activities" pop-up window will appear with a list of activities that occurred on the document, such as who viewed or reviewed the document and when.

Figure 135

Document Activities ✕

Upload Preliminary Scoping Package (Text Document.txt)
Created On: 07/13/2020

Viewer	Activity	Viewed On
Diane Kamien	Review	8/19/2020 3:54:08 PM
UserB UserB	Review	7/30/2020 10:34:47 AM
Abdel Mchaar	View	7/14/2020 4:33:01 PM
Abdel Mchaar	Review	7/14/2020 4:29:38 PM
Abdel Mchaar	View	7/14/2020 4:27:46 PM
Abdel Mchaar	View	7/14/2020 10:14:58 AM
Abdel Mchaar	Review	7/14/2020 10:11:48 AM
Abdel Mchaar	View	7/14/2020 10:03:16 AM
ENEPA Test	Review	7/14/2020 9:48:11 AM

7. You can also export all activities to an excel spreadsheet by clicking on the **Export To Excel** button.

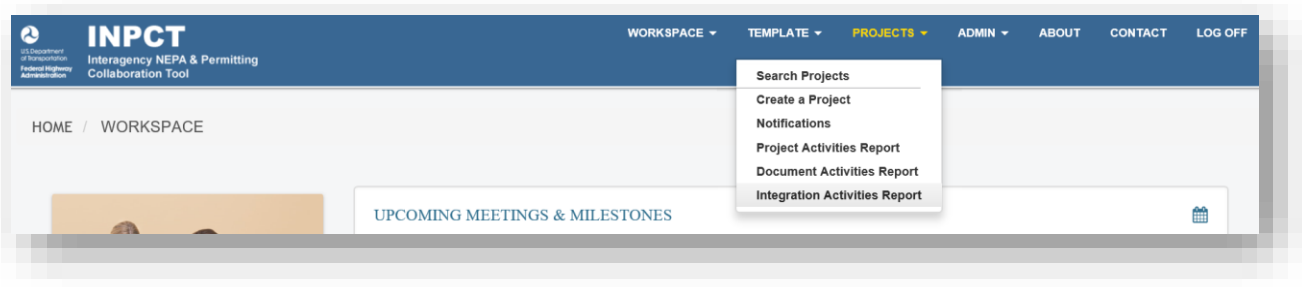
23.3 Integration Activities Report

The Integration Activities Report allows Project Managers to view all data sharing activities between INPCT projects and different applications. This report includes details such as which application the project is sharing data with, if the data integration was successful, as well as any error messages caused by the data sharing.

To run an Integration Activities Report, follow the steps below:

1. On the top menu bar, click the “Projects” link. A dropdown will appear with “Integration Activities Report” as an option.

Figure 136



2. Click on “Integration Activities Report.”
3. Select the project from the “Select Project” dropdown. All projects that are in the application will be listed.
4. Click the **Get Report** button. All integration activities will display on the page, including the other application name, the person who requested it, description, and more.
5. You can also export all activities to an excel spreadsheet by clicking on the **Export To Excel** button.

24 Sending Data to PAPAI

INPCT is capable of sharing its data with the Project and Program Action Information System (PAPAI). PAPAI is a web-based application used to gather needed information for reports to Congress, for the Permitting Dashboard for Federal Infrastructure Projects, as well as for other project progress tracking purposes. With this new integration between the two systems, PAPAI can easily and automatically retrieve information from INPCT, reducing the need to manually enter data in multiple locations.

Users can choose to create a new PAPAI project simply by clicking a button and importing data from INPCT. Alternatively, users can also modify existing projects within PAPAI by importing the latest updates from INPCT. See the sections below that describe both ways to share data from INPCT to PAPAI.

24.1 Create New PAPA Project Using INPCT

In INPCT, the user can choose to either create a new project or select an existing project to integrate with PAPA. Either option is fine, but note that the project must exist within INPCT in order to share data. (If creating a new INPCT project and need assistance, see section [Project Creation](#) for more details.)

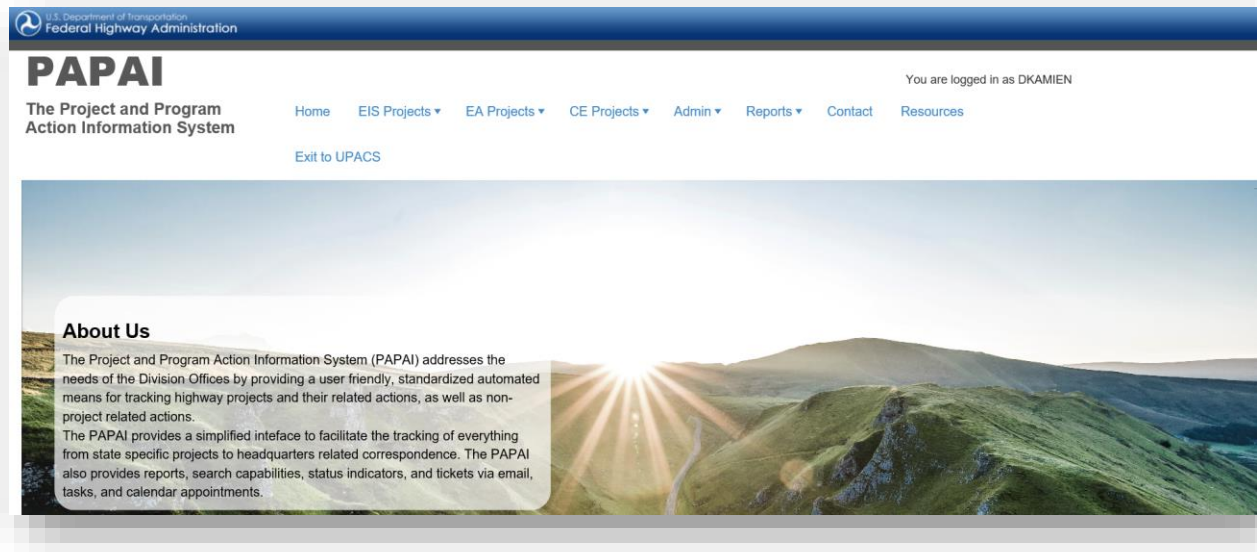
To prepare and share data from INPCT to PAPA, please follow the steps below:

1. In INPCT, for the project you'd like to share data with PAPA, ensure that you have entered all information for the following fields:
 - a. State Project Number
 - b. State
 - c. City
 - d. Project Name
 - e. County (not required, but encouraged)
 - f. FHWA Contact Name
 - g. FHWA Title
 - h. FHWA Contact Email
 - i. State Contact Name
 - j. State Title
 - k. State Contact Email
 - l. Total Project Cost
 - m. Project Description
 - n. Is this project following Sec. 139 Environmental Review Process? (needed for EA projects only)
 - o. Is this a Tier 1 or PEL study?

All fields listed above are required to be complete in order to successfully send data to PAPA. If any of these fields are missing, then the integration will fail, and no data will be sent to PAPA.

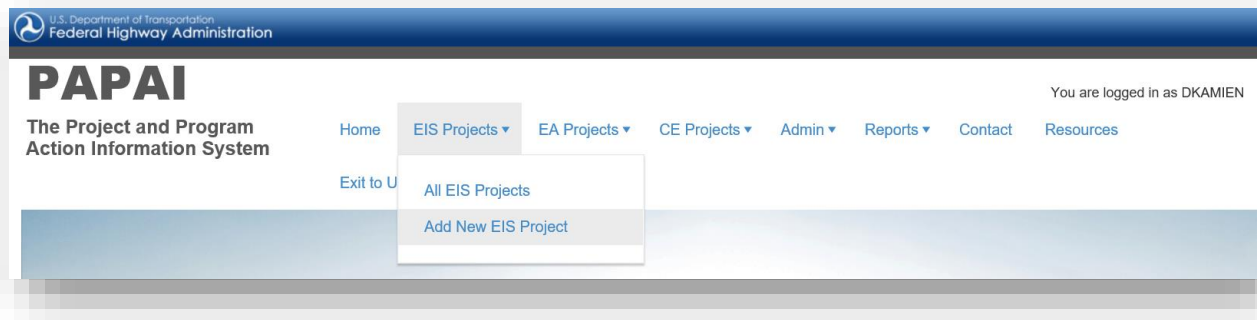
2. After completing all required fields, take note of the **State Project Number**. The State Project Number is the unique identifier of the project and allows both systems to know which project data to share.
3. Navigate to PAPA.

Figure 137



4. Depending on what kind of project you have in INPCT, select either EIS Projects or EA Projects from the top menu bar.
5. A dropdown shall appear. Select “Add New EIS Project” (or “Add New EA Project”).

Figure 138



6. The Project Information page shall display. As this is a new PAPA I project, all entry fields on the page shall be blank.

Figure 139

EIS Project Information

1. PROJECT DETAILS & STATUS 2. LEGAL REQUIREMENTS / PERMITS 3. LEAD & PARTICIPATING AGENCIES 4. COOPERATING AGENCIES

Project Information

* -blue asterisk and/or yellow highlight denotes required to save
** -denotes required to be entered as soon as possible

Is this Planned Project

Federal Project Number:

State Project Number: [Get EIS Project From INPCT Database](#) State:* City:*

Project Name:* Project Location**

Latitude(DD): Longitude(DD): Zip Code:

County:** Route Number: Project Web Address:

FHWA Contact Name:* FHWA Title:* FHWA Contact Email:*

State Contact Name:* State Title:* State Contact Email:*

7. Find the entry field called “State Project Number.” Enter the State Project Number that was used for the INPCT project.
8. Click the [Get EIS Project From INPCT Database](#) button.
9. A pop-up window shall appear asking the user to confirm. Click OK.

Figure 140

EIS Project Information

1. PROJECT DETAILS & STATUS 2. LEGAL REQUIREMENTS / PERMITS 3. LEAD & PARTICIPATING AGENCIES 4. COOPERATING AGENCIES

Project Information

* -blue asterisk and/or yellow highlight denotes required to save
** -denotes required to be entered as soon as possible

Is this Planned Project

Federal Project Number:

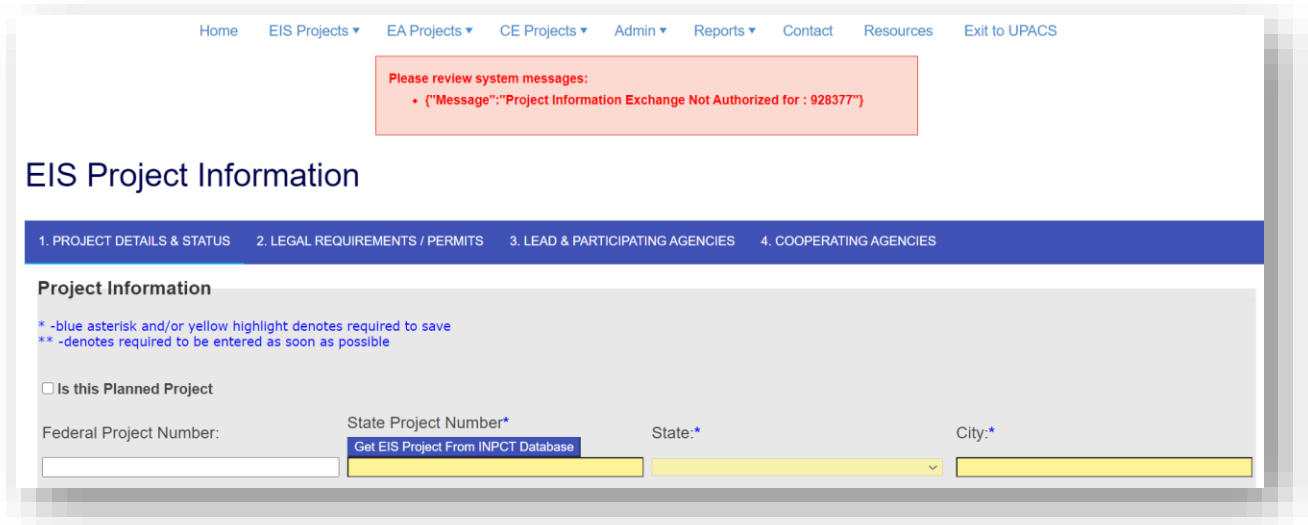
State Project Number* [Get EIS Project From INPCT Database](#) State:* City:*

fhwaapps.fhwa.dot.gov says

Please press ok to confirm receiving project from INPCT system and add the project to PAPA database or replace project information with INPCT side project. Please press cancel to cancel the process.

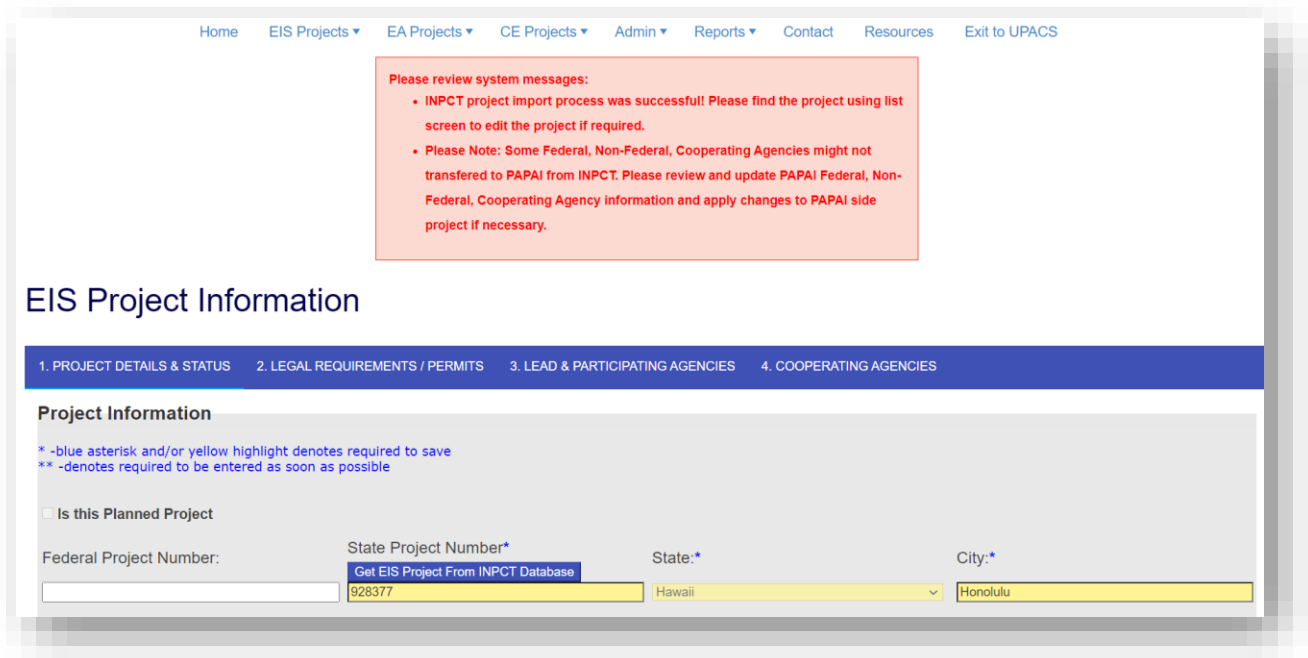
10. If the project information exchange has not been authorized previously by the System Administrator/PM, then a red message shall appear at the top of the screen. The PM shall receive an automated email, requesting to allow this project to be integrated with PAPA.

Figure 141



11. Once the project has been authorized by the PM, you shall receive an automated email notifying you that your request to import data has been approved.
12. On the PAPA Project Information page, enter the same State Project Number and click the **Get EIS Project From INPCT Database** button again.
13. The INPCT project import process shall be successful. The project information is automatically saved within the PAPA database. A success message shall appear at the top of screen.

Figure 142



14. Scroll through the project information and navigate through the other tabs to review the imported data. You are now free to make any additional changes and answer other PAPA-related questions.
15. Click the **SAVE** button or **SAVE & CONTINUE** at the bottom of the screen when you are finished making changes.

Note: Any changes made in PAPA will not be shared with INPCT. If any changes are required to an INPCT project, then the changes must be made within INPCT.

24.2 Authorize a Project to Send Data

Both System Administrators and Project Managers have the ability to authorize a project to send data to another application (such as PAPA). System Administrators can authorize any project within INPCT to send data. Project Managers can only authorize projects that they are in charge.

Please follow the steps to authorize a project for sending data to another application:

1. Select a project that you would like to authorize for data sharing. Navigate to the Project Workspace.

Figure 143

The screenshot displays the INPCT Project Workspace for a specific project. At the top, there's a navigation bar with 'WORKSPACE', 'TEMPLATE', 'PROJECTS', 'ADMIN', 'ABOUT', 'CONTACT', and 'LOG OFF'. Below this, the project name 'Test EIS Project 12.16.2020 NEPA (EIS) AND PERMITTING' is shown with various tabs like 'DETAILS', 'SCHEDULES', 'DOCUMENTS', etc. The main content area features an 'EIS Timeline' with a progress bar and a 'Project Description' section. The 'Project Description' section contains a text area and an orange 'Edit Information Exchange' button. To the right, there are sections for 'PROJECT MEMBERS' and 'PERMITS'.

2. On the Project Workspace screen, find the Project Description section in the middle of the page. Click the **Edit Information Exchange** button.

Figure 144

PROJECT MANAGER	PROJECT TYPE	FEDERAL PROJECT #	PRIMARY PROJECT #
Kamien, Diane	NEPA (EIS) and Permitting		928377

Project Description
This is a test project for the user guide. This is where the description goes.

[Edit Information Exchange](#)
[Edit Project](#)
[More Information](#)

- The Information Exchange page shall display allowing you to Enable or Disable the project for data sharing. By default, all projects are set to “Disable.”

Figure 145

Show 10 entries

Search:

Back

ProjectName	Is Active	Project Manager	Action
Test EIS Project 12.16.2020	Disable	Kamien, Diane	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

- Click the [Edit](#) button and a pop-up window shall display. From the dropdown, select “Enable.”

Figure 146

Enable Information Exchange

Enable

Comments

optional

Cancel Save & Close

- Click **Save & Close** and the project shall now be authorized for data sharing.

Figure 147

Project Information Exchange Successfully updated.

Show 10 entries

Search:

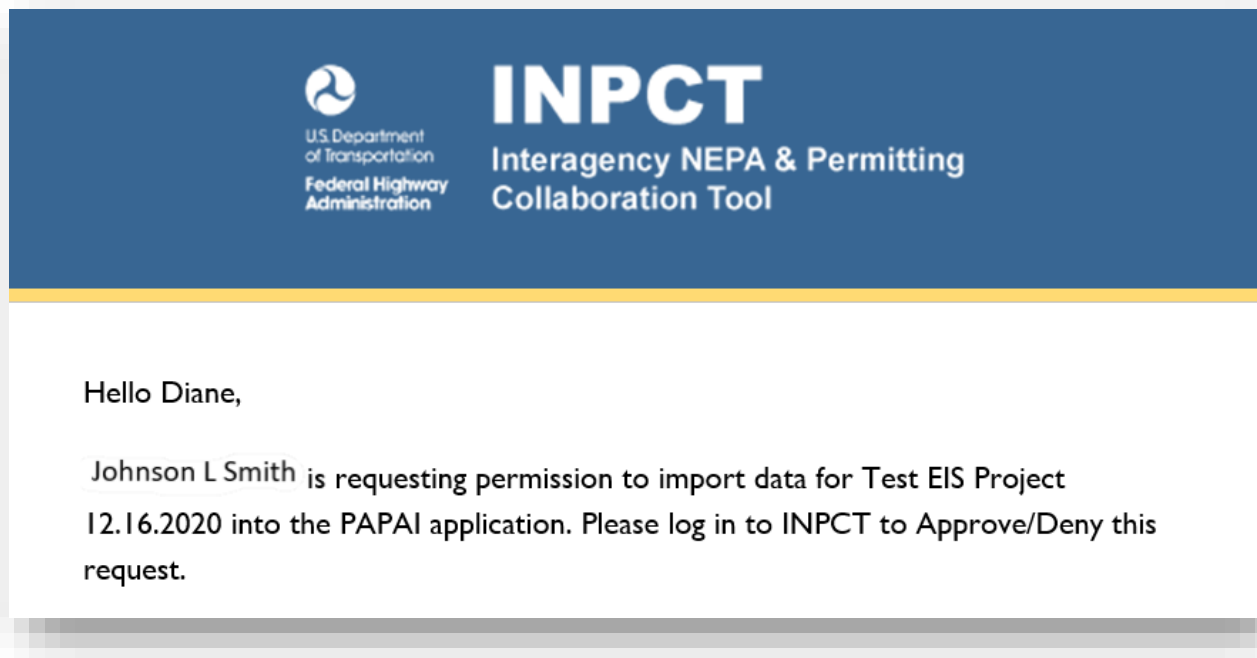
ProjectName	Is Active	Project Manager	Action
Test EIS Project 12.16.2020	Enable	Kamien, Diane	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Note: If a user from a different application is requesting to retrieve project data from INPCT, the INPCT Project Manager shall an automated email alerting them to the request. The PM shall then follow the steps above to authorize the project. See below for an example of the email request.

Figure 148



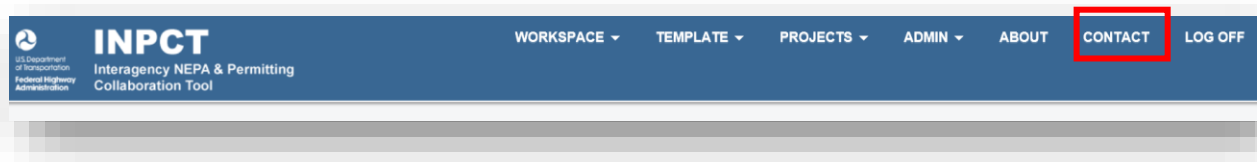
25 Contact

If you need additional help with using INPCT, you can contact the Primary Contacts/System Administrators from the “Contact Us” page. This page allows the users to send an e-mail directly to the System Administrators and they will follow-up with you shortly. See Figure 151 below for System Administrator contact information.

To contact the System Administrators, follow the steps below:

1. On the top menu bar, click the “Contact” link.

Figure 149



2. The “Contact Us” page will display. Enter your first and last name, e-mail address, and desired message.

Figure 150

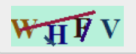
If you have a question or concern, please send us an email and we will get back with you as soon as we can.

*** First Name**

*** Last Name**

*** Email Address**

*** Message**




INPCT Primary Contacts

David Williams FHWA-HEPE-20 1200 NEW JERSEY AVE, SE Washington, DC 20590 202-366-4074	Megan Cogburn FHWA-HEPE-10 1200 NEW JERSEY AVE, SE Washington, DC 20590 202-366-2056	James Gavin FHWA-HEPE-20 1200 NEW JERSEY AVE, SE Washington, DC 20590 202-366-1473
--	---	---

3. Click [Send Message](#). The page will refresh, it will bring you to the workspace, and confirm that your message has been send.

Figure 151

 **INPCT**
U.S. Department of Transportation
Federal Highway Administration
Interagency NEPA & Permitting
Collaboration Tool

WORKSPACE ▾ TEMPLATE ▾ PROJECTS ▾ ADMIN ▾ ABOUT CONTACT LOG OFF

HOME / WORKSPACE

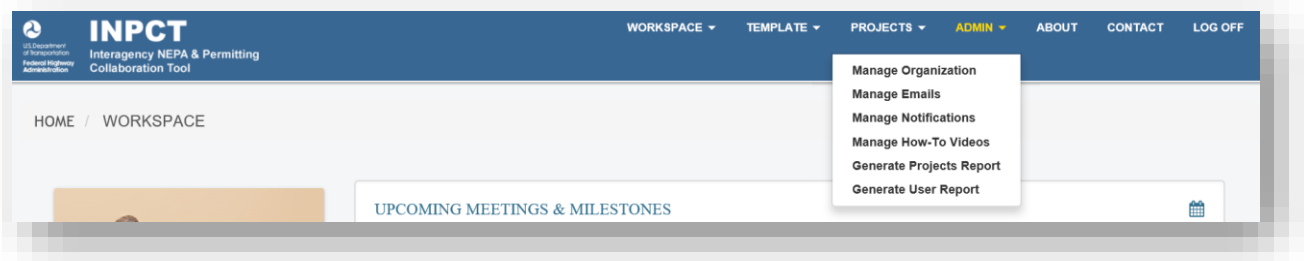
Thank you for contacting us. We will respond to your request as soon as possible.

26 Appendix

26.1 Administrator Functions

The System Administrators are the owners and managers of the INPCT application. They serve as moderators of the system and provide assistance to users. The System Administrators have additional functionalities that other users are unable to perform. System Admins can see an “Admin” link on the top menu bar with additional actions.

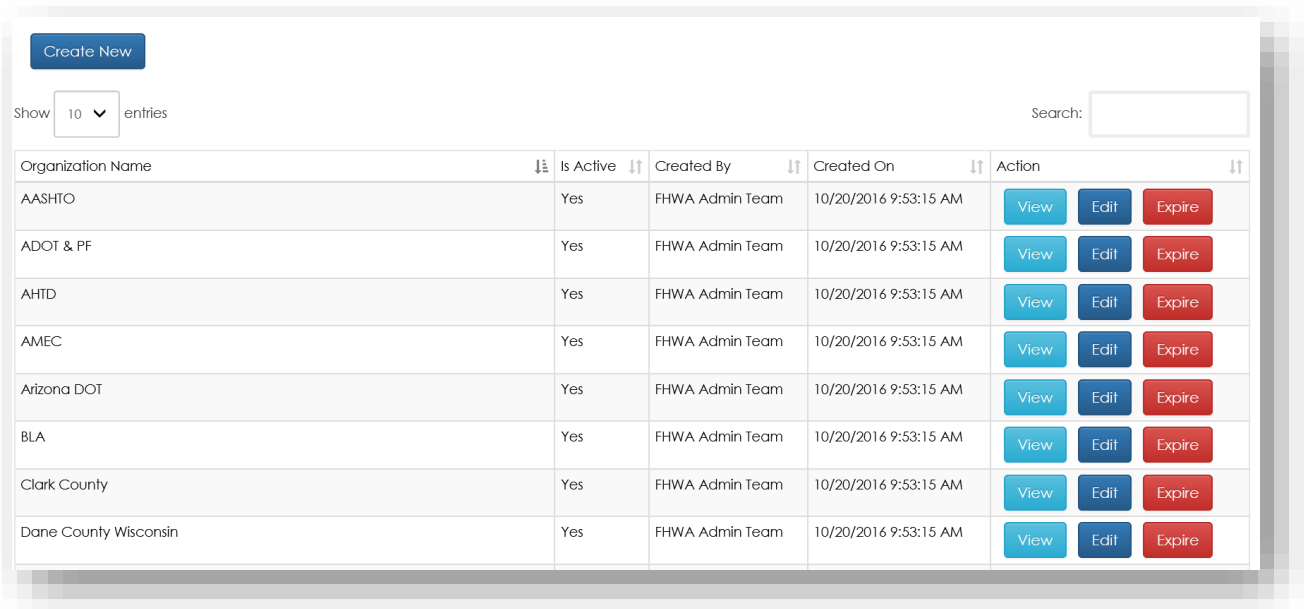
Figure 152



26.1.1 Manage Organizations

The Organizations page allows the Admin to create, view, edit, and expire organizations that are associated with INPCT.

Figure 153



26.1.2 Create New Organization

To add a new organization to INPCT, follow the steps below:

1. On the top menu bar, click the “Admin” link. A dropdown will appear with “Manage Organizations” as an option.
2. Click “Manage Organizations.”
3. At the top of the Organizations page, click the **Create New** button.

Figure 154

* denotes required field.

Organization Information

* **Organization Name**
required

* **Address**
required

* **City**
required

* **State**
- Select State -

* **Zip**
required

* **Phone Number**
required

Email
optional

Website
optional

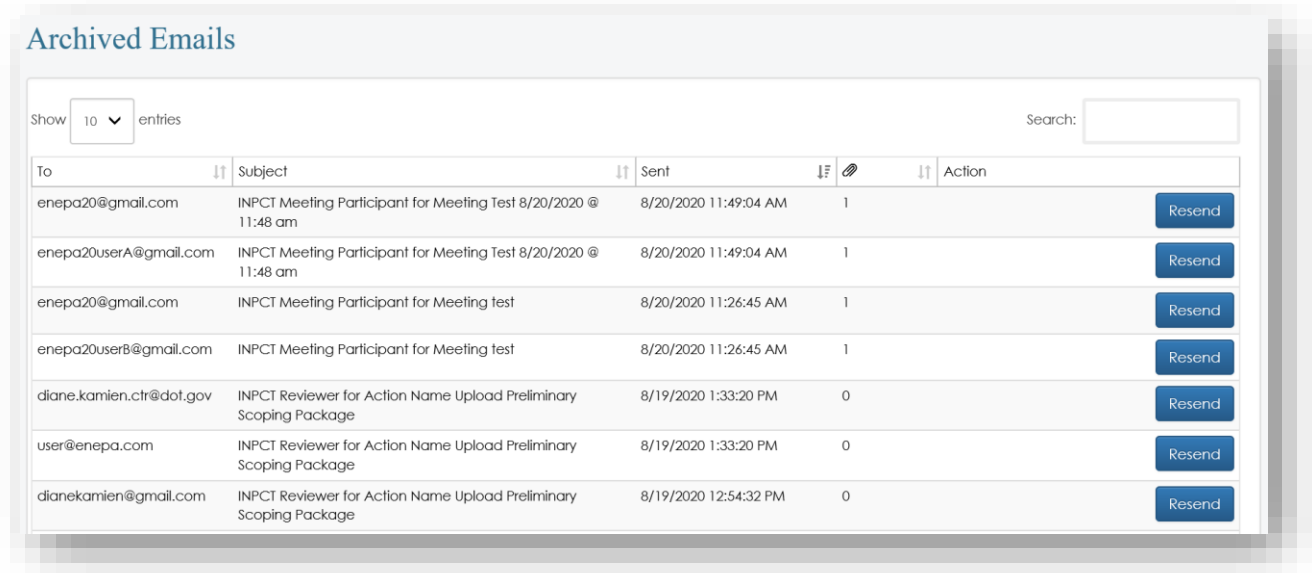
Create **Cancel**

4. Fill out the form and click the **Create** button. The organization will be added to the list of organizations.

26.1.3 Manage E-mails

System Administrators have the ability to view and resend all e-mails that are sent out from INPCT.

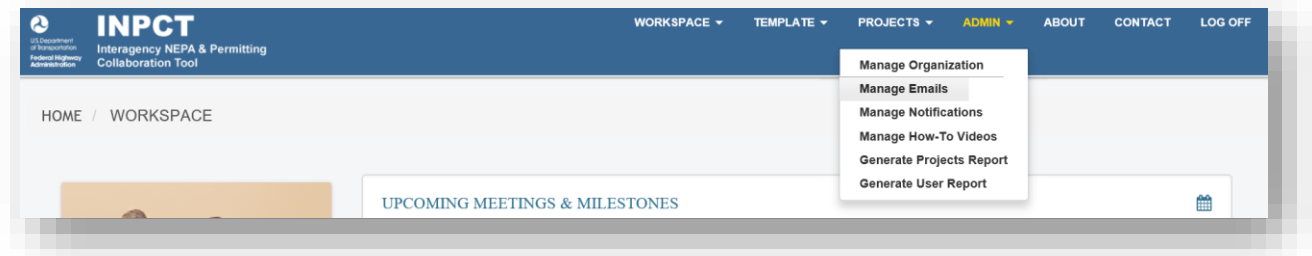
Figure 155



To resend an e-mail, follow the steps below:

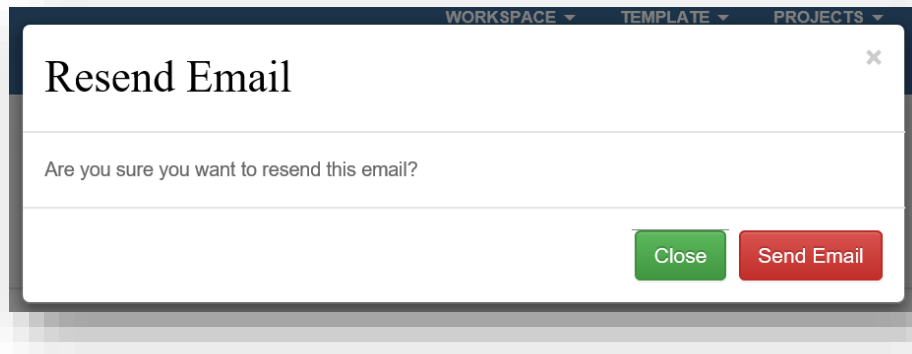
1. On the top menu bar, click the "Admin" link. A dropdown will appear with "Manage E-mails" as an option.

Figure 156



2. Click "Manage E-mails."
3. Next to the e-mail you'd like to resend, like the [Resend](#) button.
4. A confirmation pop-up window will display.

Figure 157



5. Click the **Send Email** button. The user will receive the e-mail and it will also appear at the top of the archived list.

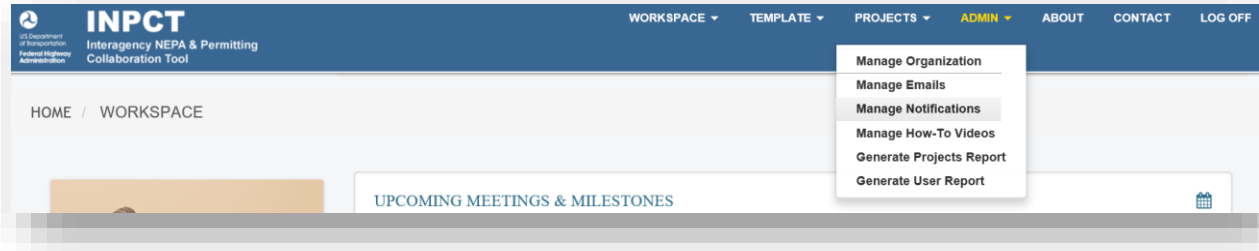
26.1.4 Manage Notifications

System Administrators have the ability to send notifications to all users via e-mail and/or a broadcast message on the website.

To create a system notification, follow the steps below:

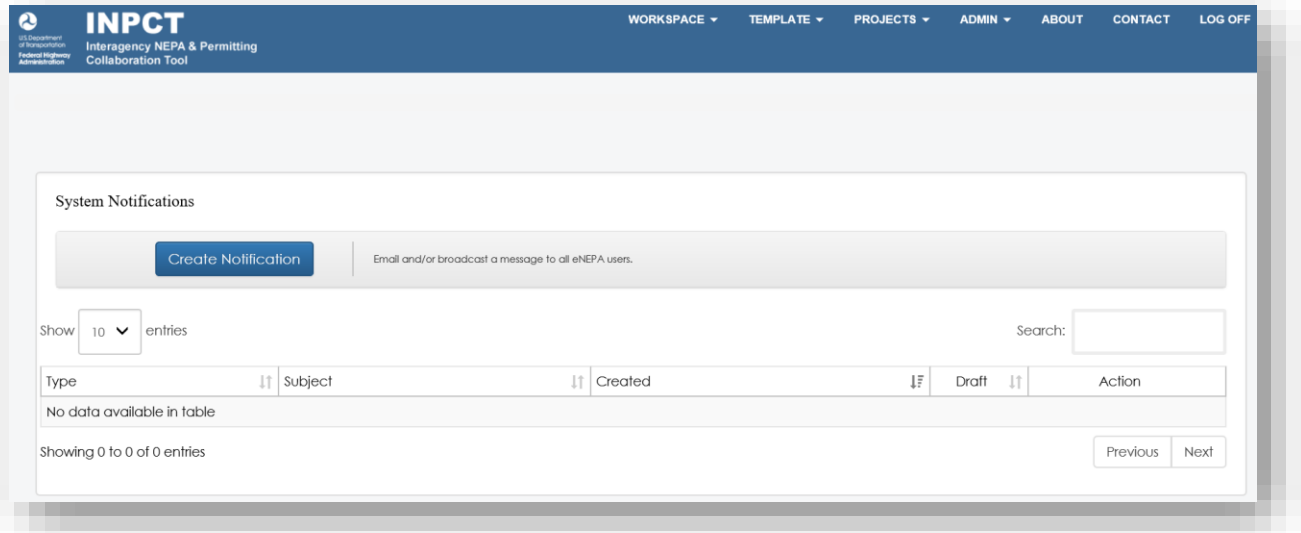
1. On the top menu bar, click the “Admin” link. A dropdown will appear with “Manage Notifications” as an option.

Figure 158



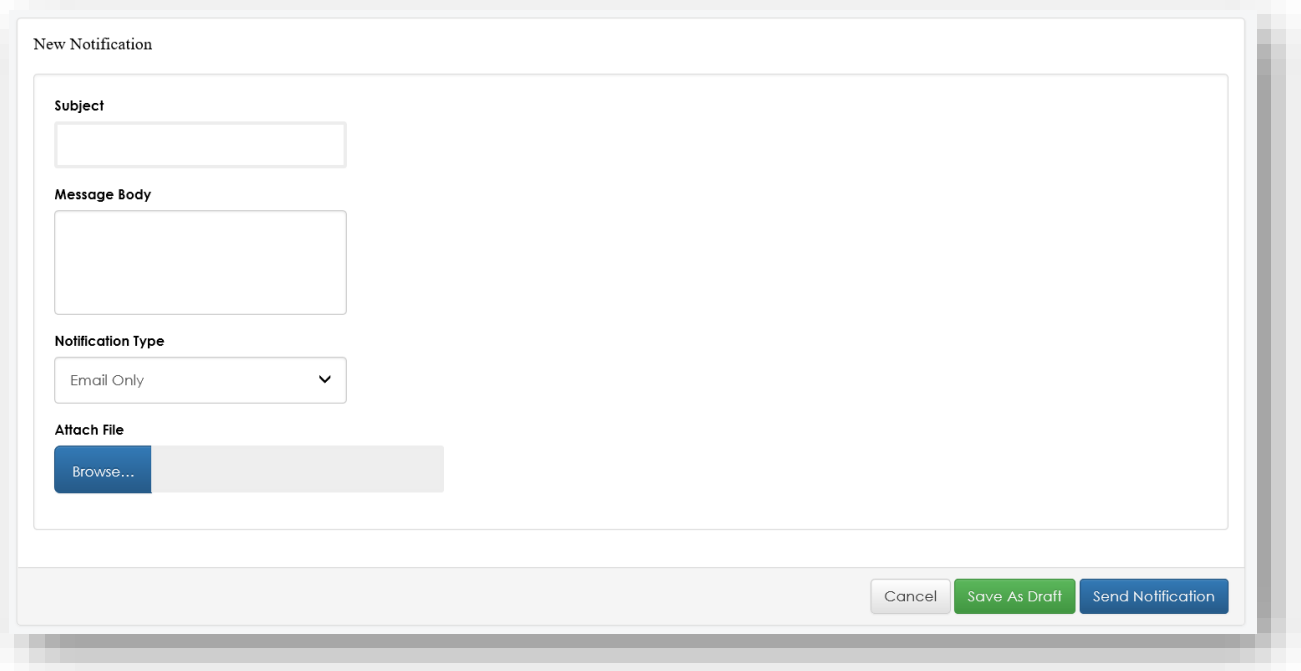
2. Click “Manage Notifications” and you will be taken to System Notifications page.

Figure 159



3. Click the **Create Notification** button to e-mail and/or broadcast a message to all INPCT users.
4. On the “New Notification” page, enter a subject, message, and notification type. You can upload a file if desired.

Figure 160



5. Click the **Send Notification** button and the notification will go out.

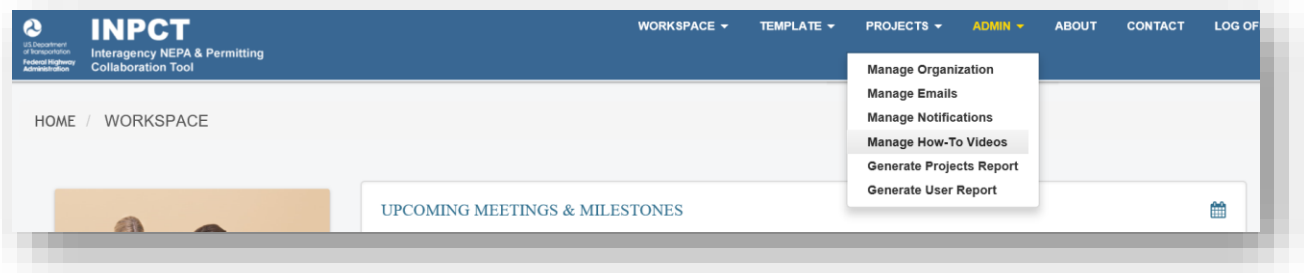
26.1.5 Manage How-To Videos

Administrators can share How-To videos that are hosted by YouTube. Restricted videos can only be viewed by authenticated users while public videos can be viewed by anyone.

Follow the steps below to add a video:

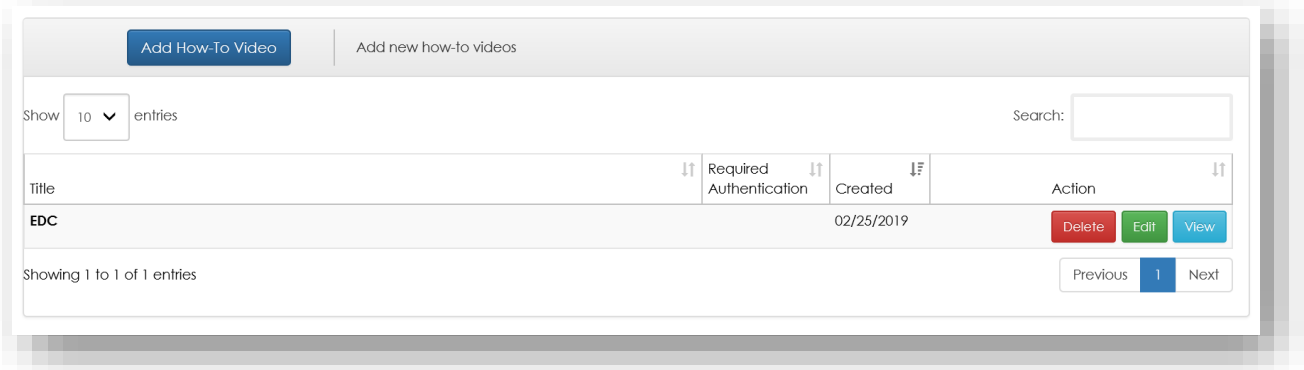
1. On the top menu bar, click the “Admin” link. A dropdown will appear with “Manage How-To Videos” as an option.

Figure 161




2. Click “Manage How-To Videos.” The list of current videos will display.

Figure 162



3. Click the **Add How-To Video** button.
4. Obtain the YouTube URL by going to the YouTube website and click on the targeted video. Click the “SHARE” link and copy the share URL.
5. Enter all required input fields on the form.

Figure 163

6. Click the video icon  to view and verify that the video plays. Click the **Save** button to complete the process.

Note: Hyperlinks to the How-To videos are on the Welcome page and the main Workspace.

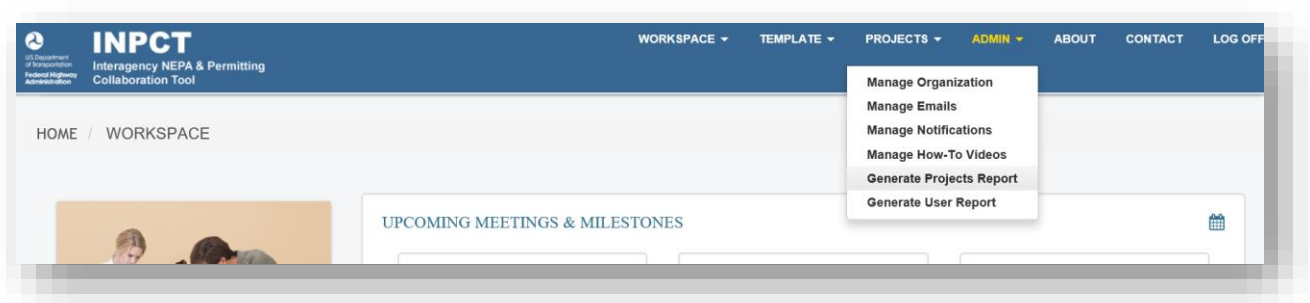
26.1.6 Generate Projects Report

System Administrators have the ability to generate an excel report of all projects within the system. The report displays project name, class of action, description, state, sponsor, and status.

Follow the steps below to generate a complete project report:

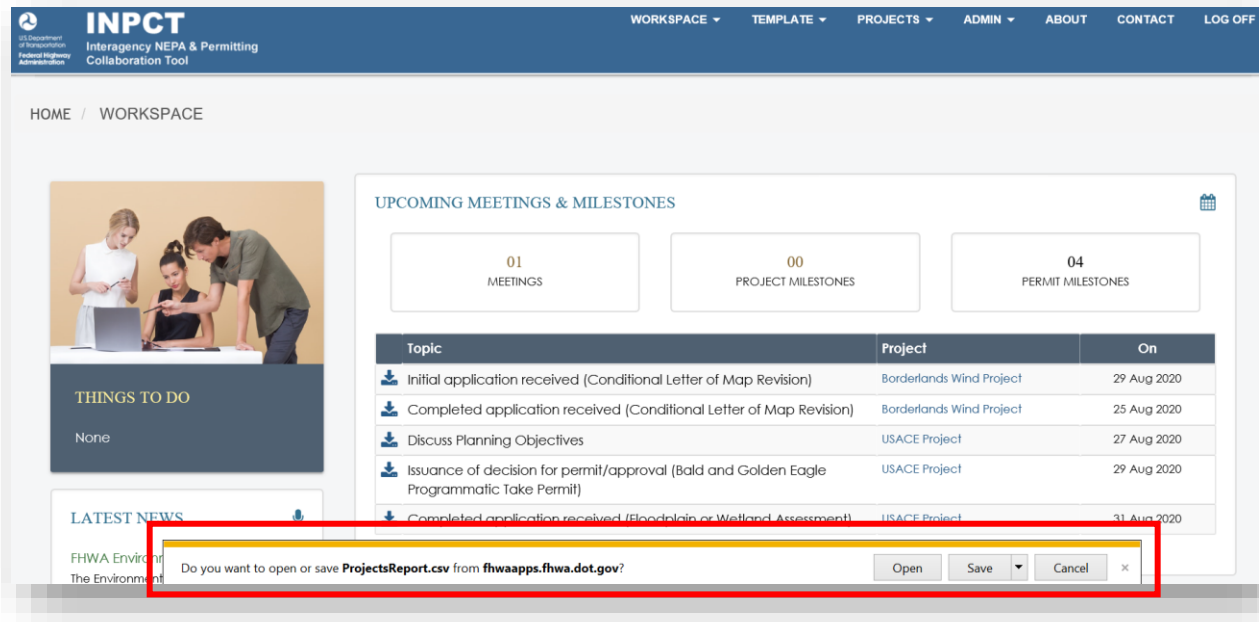
1. On the top menu bar, click the “Admin” link. A dropdown will appear with “Generate Projects Report” as an option.

Figure 164



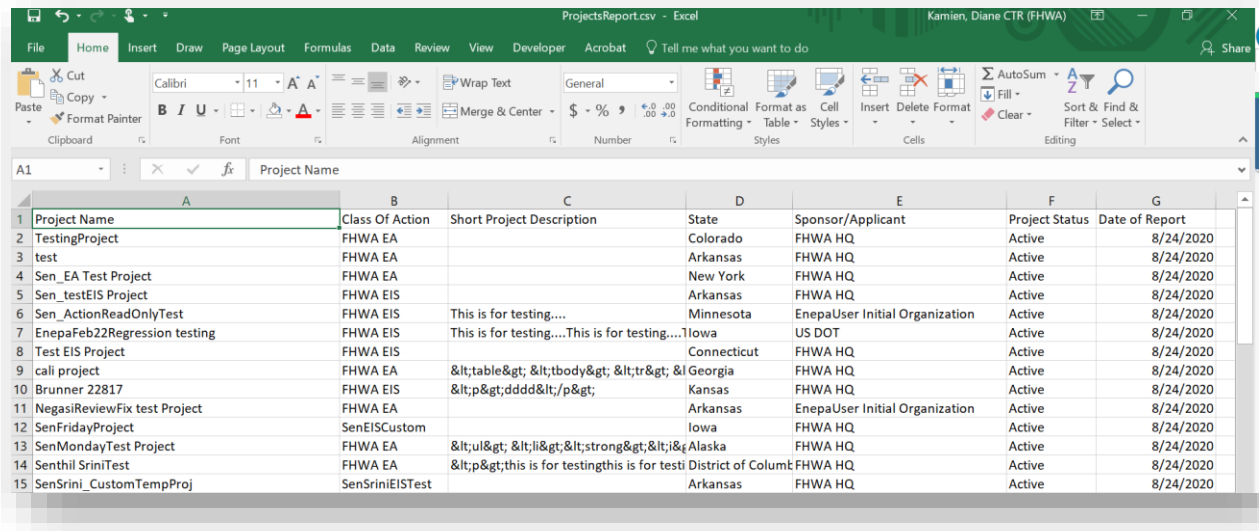
2. Click “Generate Projects Report.” The report will download and allow you to open and save the report from your browser.

Figure 165



3. Click "Open" to open and view the excel report.

Figure 166



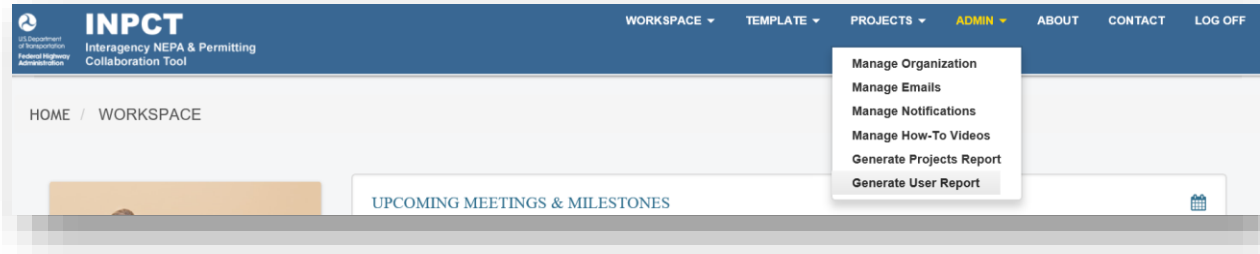
26.1.7 Generate User Report

System Administrators have the ability to generate an excel report of all users within the system. The report displays the users' names, name of project(s), e-mail address, and active status.

Follow the steps below to generate a complete project report:

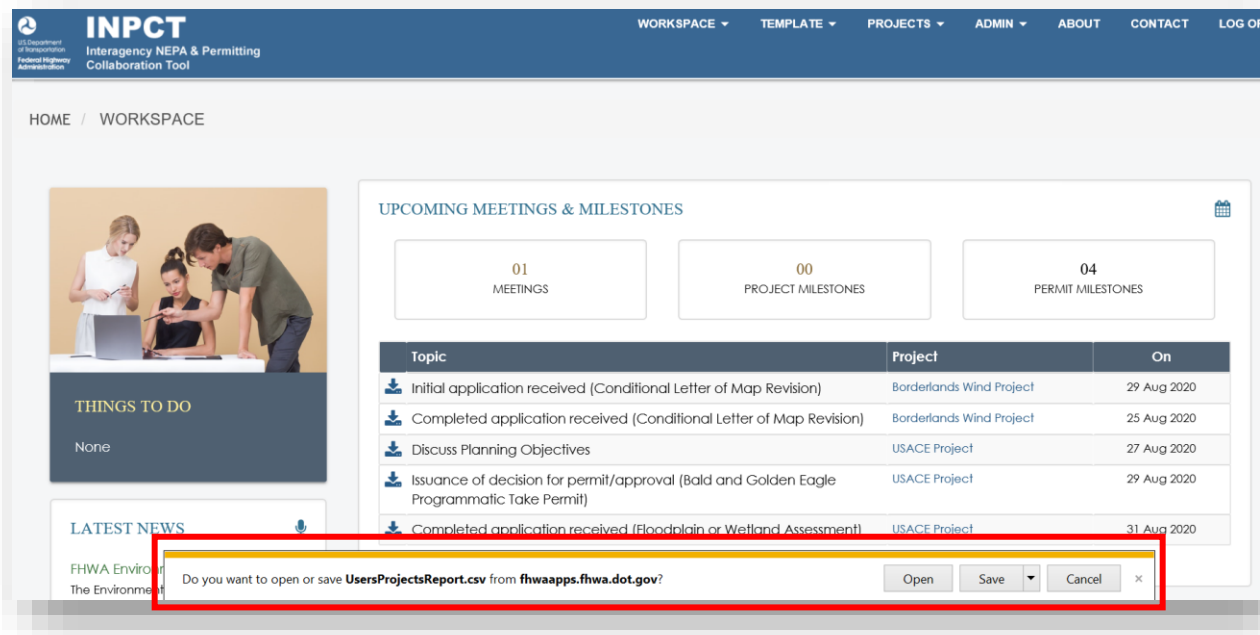
1. On the top menu bar, click the “Admin” link. A dropdown will appear with “Generate User Report” as an option.

Figure 167



2. Click “Generate User Report.” The report will download and allow you to open and save the report from your browser.

Figure 168



3. Click “Open” to open and view the excel report.