

Appendix A: PEPC E-mail Notification

The PEPC system will send e-mail as the result of certain user interactions with the system.

System-generated e-mails are identified in the table below by **Trigger** – the action that causes the e-mail to be sent, **Sent To** – the person who will receive the e-mail, **When** – the delay, if any, between the trigger and the date the e-mail is sent, and **Where** – the area within PEPC where this trigger can be found.

Trigger	Sent To	When	Where
Create User	Newly Created User	Immediately	Admin
Request Role	Park or Region Admin(s) depending on the role type	Immediately	Admin
Grant/Deny Role	User who make the request	Immediately	Admin
Reset Password	User whose password was reset	Immediately	Admin
Create Project	Project Leader, NEPA and NHPA specialist assigned to the project	Immediately	Step 1 – Project Setup
Project Description/Title Change	Project Leader, NEPA and NHPA	User can choose to send an e-mail if the change is more than a minor edit	Step 1 – Project Setup
Target Dates are not met – not currently used	Project Leader	On target date – Message will be sent weekly!	Step 1 – Project Setup / Milestones
Adding an IDT member	IDT member	When assigned to the IDT	Step 3 - IDT
Assigning a task to an IDT member	IDT member	When a task is assigned	Step 3 – Tasks
Task due date passes	Taskee	When the task due date passes, the taskee receives one email reminder	Step 3 - Tasks
Task is completed	IDT member	When a task completion date is entered	Step 3 - Tasks
Scheduling a site visit or internal meeting	IDT member	User can choose to send an e-mail	Step 3 - IDT
Canceling a site visit or internal meeting	IDT member	Immediately	Step 3 - IDT
45 days after ROD NOA Published Date	Project Leader	45 days	Step 4 Natural-Cultural Compliance
Document Open for Review	IDT Team	A user can choose to send an e-mail	Step 5 – Document
Create/Edit Request, Immediate Attention type	Immediate Action Request Recipient	Immediately	Step 7-Document & Comment Analysis
Request has not been acted on in 48 hours	Unaddressed Request Recipient	48 hours	Public Requests
Close Project	Project Leader, NEPA and NHPA	Immediately	Step 1 Project Setup or Step 8-Close Project

Examples

An example of each type of e-mail generated by the system can be found below:

Create Project

Subject: PEPC: <Project Name> (<Project ID>)

Message Text:

The following project was created in the Planning, Environment and Public Comment (PEPC) system on 05/02/2003: Project ID: <Project ID> Project Title: <Project Name> Project Leader: <Name> Target Start Date: 2000- 01- 01 You can view the project information in your browser at the following URL:

<https://pepc.nps.gov/projectHome.cfm?projectId=10001>

Create User

Subject: PEPC: New User Account

Message Text:

A user account was created for you on the Planning, Environment and Public Comment System (PEPC):
Username: <username> Password: <password> Please logon to PEPC and change your password at the following URL: <https://pepc.nps.gov/userProfile.cfm?mode=edit>

Request Role

Subject: PEPC: User Role Request

Message Text:

<Name> (<Username>) has requested the Region Administrator role for the Alaska Region. Please logon to the PEPC system to grant or deny role.

You can edit <Name>'s user profile at the following URL: <https://pepc.nps.gov/userProfile.cfm?mode=edit>

Grant/Deny Role

Subject: PEPC: Region role granted

Message Text:

The request for the Region Administrator role for the <Region Name> was granted.

-- OR --

Subject: PEPC: Park role denied **Message Text:**

The request for the Park Administrator role for the <Park Name> was denied.

Reset Password

Subject: PEPC: Password Reset

Message Text:

Your password on the PEPC system was reset. Your new password is: <password> Please logon to PEPC and change your password at the following URL:

<https://pepc.nps.gov/userProfile.cfm?mode=edit>

45 days after ROD NOA Published Date

Subject: PEPC: ROD NOA Published 45 days ago: <Project Name> (<Project ID>)

Message Text:

The PEPC system has determined that the ROD NOA was published 45 days ago. Project ID: <Project ID> Project Title: <Project Name> ROD NOA Published Date: 04/20/2003 At this time, you should change the project status to closed complete and remove document files from

the system. If you have not already done so, send project files to TIC for record keeping and enter the TIC reference numbers on the close project page in the PEPC system. You can view the Close Project page in your browser at the following URL:

<https://pepc.nps.gov/closeProject.cfm?mode=view&projectId=11>