

## PEPC E-mail Notifications for PEPC Users (8/26/2021)

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 and Training Incomplete                                      | New User                                                         | Immediately                                                              | Admin                                       |
| Create User and Training Complete or New User who has completed Training | New User                                                         | Immediately                                                              | Admin                                       |
| New non-DOI user has completed training but not set up password          | New Non-DOI user                                                 | 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 Specialists                        | User can choose to send an email 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 has passed                                                 | Taskee                                                           | Once, when a task due date passes                                        | Step 3 - Tasks                              |
| Task is completed                                                        | Project Leader, NEPA and NHPA Specialists                        | 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                                |
| Cancelling 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 Request, Immediate Attention type                                 | Immediate Attention Request Recipient                            | Immediately                                                              | Step 7 -Document & Comment Analysis         |
| Send email to IDT members for response collaboration                     | IDT Team                                                         | A user can choose to send an e-mail                                      | Step 7 - Response                           |
| Close project                                                            | Project Leader, NEPA and NHPA Specialists                        | Immediately                                                              | Step 1 Basic Info or Step 8 – Close Project |