

ASSIGNING REVIEWS



WHAT ARE HEROS QUICK GUIDES?

The HEROS Quick Guides are intended to provide a brief summary of specific actions within HEROS. For complete guidance and screen by screen instruction, review the HEROS User Guide.

ASSIGNING REVIEWS IN HEROS

Starting with the HEROS 11.14 release, each review in HEROS has only one assigned user, and only that assigned user can edit the review. Only the current assigned user or a user with admin privileges (including RE Admins) may reassign a review to another user.

How to Assign a Review

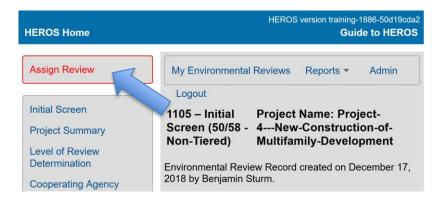
Step 1: Locate the Environmental Review (ER) in HEROS

Go to <u>http://heros.hud.gov</u>. Upon logging in, you will be directed to the HEROS dashboard. The dashboard defaults to showing the reviews that are assigned to you. If you are a Responsible Entity (RE) Admin user, you must select the radio button "Show all" to display all the reviews you can reassign. To find an environmental review, search by project name, location, or assigned user. Select the radio button next to your desired review and press the "Assign Review" button at the bottom of the screen.

My Environmental Reviews (50/58)				
HEROS integrates guidance and assistance into the environmental review format, but it is provident of the environmental review process and all environmental laws and authorities addressed in the stem. Responsible Entities are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with elevant environmental laws and authorities. HEROS users remain responsible for ensuring that their environmental review records are and complete. Start a new environmental review Go to tiered reviews Image: Start a new environmental review Show All Show Reviews Assigned to Me				
Name of Project \$ City \$ station-plaza	State Status Level of Review	Last Updated • MM/DD/YYYY	Assigned To ≎	
Station-Plaza- Development Downington	vn PA In progree EA	Tue Dec 11 13:14:55 EST 2018	Benjamin Sturm	
Edn d environmental review	View 7015.16 - 4 ority to Use Grant Funds	View selected environm	ental review	
	Assign Review View Assignment History			

Alternatively, if you are already within an environmental review, you are also able to access the Assign Review screen by clicking the "Assign Review" button in red located near the top-left of the screen, as indicated in the screenshot below:

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Step 2: Using the Assign Review screen

You will be directed to the Assign Review screen. Start by entering the first and/or last name of the user to whom you want to assign the review and press the "Search" button.

The results of your search will appear in the upper table. In addition to the name, you will also see

each user's role, organization, and contact information, to help you be sure you are selecting the right user. Make sure to select the user you are assigning the review to by clicking on the row, even if they are the only result. After you have selected the user, their name and information will be highlighted in dark gray, as in the screenshot below. The second table shows all users who were previously the assigned user for that review. This may be blank. If you are assigning this review to your local HUD field office as the official submission of the 7015.15, make sure to check the box indicating so, as outlined in the screenshot below.

Finally, type a note on why the review is being reassigned in the comments box. This information will be emailed to both the previous Assigned User and the new Assigned User, and it will be displayed on the "Assignment History" screen. Press the "Assign" button to finish the assignment.

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Assign Review	Project Name: Station-Plaza-Development		
	n this review to another user, the current assigned user will no longer be able to edit it unless it is assigned back to them. Ild like to edit this review yourself, you will have to assign it to yourself.		
First Name rom	iona		
Search	Reset Cancel		
	(1 of 1) I 🔫 📢 🚺 🕨 ы 10 🔻		
Last Name	⇒ First Name ⇒ Role ⇒ Organization ⇒ E-Mail ⇒ y ⇒ St	tate	
Poole *	Romona HUD romona.poole@hud.gov Washington DC		
	(1 of 1) 14 <4 1 >> >1 10 V		
	Other users who have previously been assigned to this review:		
Last Name :			
	(1 of 1) 14 <4 1 >> >1 10 ¥	j	
Check here i	f you are assigning this review to your local HUD contact as the official submission of the 7015.15		
	nents you have for the next assigned user here:		
Enter reason for	r assigning the review		
	Assign Cancel		

When the assignment is complete, the previous Assigned User, the new Assigned User, and the Admin User (if different from the previous assigned user) will all receive an email notification.