

HEROS



QUICK GUIDE



# QUICK GUIDE

## Assigning Reviews

*2019*





# 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 <http://heros.hud.gov>. 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 not a substitute for learning and understanding HUD's environmental review process and all environmental laws and authorities addressed in the system. Responsible Entities are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with the relevant environmental laws and authorities. HEROS users remain responsible for ensuring that their environmental review records are accurate and complete.

Start a new environmental review    Go to tiered reviews     Show All     Show Reviews Assigned to Me

Name of Project	City	State	Status	Level of Review	Last Updated	Assigned To
station-plaza					MM/DD/YYYY	
<input checked="" type="radio"/> Station-Plaza-Development	Downingtown	PA	In progress	EA	Tue Dec 11 13:14:55 EST 2018	Benjamin Sturm

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:

## ASSIGNING REVIEWS

HEROS Home HEROS version training-1886-50d19cda2  
Guide to HEROS

**Assign Review** (highlighted with a red box and a blue arrow)

My Environmental Reviews Reports Admin

Logout

Initial Screen  
Project Summary  
Level of Review Determination  
Cooperating Agency

**1105 – Initial Project Name: Project-Screen (50/58 - 4---New-Construction-of-Non-Tiered) Multifamily-Development**

Environmental Review Record created on December 17, 2018 by Benjamin Sturm.

### 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.


**Assign Review** **Project Name: Station-Plaza-Development**

After you assign this review to another user, the current assigned user will no longer be able to edit it unless it is assigned back to them.  
 Note: If you would like to edit this review yourself, you will have to assign it to yourself.

First Name  


Last Name

Last Name	First Name	Role	Organization	E-Mail	City	State
Poole *	Romona	HUD		romona.poole@hud.gov	Washington	DC

(1 of 1) 


Other users who have previously been assigned to this review:

Last Name	First Name	Role	Organization	E-Mail	City



Check here if you are assigning this review to your local HUD contact as the official submission of the 7015.15

Enter any comments you have for the next assigned user here:



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.