How to start a SRFB Application in HWS – January 2019

How to Start an Application in the Habitat Work Schedule

Before Starting, You Need the Following Information
• Habitat Work Schedule (HWS) user name and password. If you need a username, please contact your lead entity coordinator.
• Project Information: HWS project name (50 characters or less), HWS ID number, HWS project summary, application amount, PRISM project type (acquisition, planning, etc.), primary sponsor
• PRISM user name and password

If you have a new sponsor, contact PRISMSupport@rco.wa.gov so they can add the new sponsor organization information to PRISM. Once the sponsor is added to PRISM, PRISM Support will let Paladin know so the organization can be added to HWS.

If you need further assistance with this application process, contact the Paladin Panoramic Support Team panoramic-support@paladindata.com or (866) 866-1214, or Chantell.Krider@rco.wa.gov. For help after business hours, visit http://hws.ekosystem.us/resources for detailed instructions with screenshots.

Additional Resources
• HWS Log In Page: https://hws.paladinpanoramic.com/Login/Login.aspx
• HWS training site (anything created here will not impact your real data): https://hwstraining.paladinpanoramic.com/Login/Login.aspx

Creating a Project in HWS
If your project already is in HWS, skip to the next section and follow instructions under “Click-by-Click Submit to PRISM.” If the project is not yet in HWS, you will need to take the following basic steps:
1. Login to HWS.
2. Select your geographic region from the drop down menu on the left side.
3. Click “Projects” on the left side, then “Summary”
4. Click “Add Projects”, then “Add Project”
5. Fill in the following fields:
   • Project Name*
   • Project ID/Number*
   • Project Category (acquisition, restoration, etc.)
   • Primary Status (These projects are usually ‘Proposed’)
   • Start and End Dates
   • Project Cost
   Next Tab
   • Project Summary - 1,500 maximum character project description
6. Click “Create Project” at the top left corner (or Click on Create Project tab)
7. You are now on the home page of your new project! Continue filling in the required fields (map, metrics, etc.). Visit http://hws.ekosystem.us/resources for instructions. Check with your lead entity coordinator about adding fields.
Click-by-Click to Submit to PRISM

These instructions walk you through the creation of a “Funding Instrument,” the link between your HWS project and the PRISM project. Visit http://hws.ekosystem.us/resources for detailed instructions with screenshots.

1. In the project that you just created, click on the tab “Funding”.
2. In the Entries block, click on Add Funding Entry
3. Next to the Funder section, click on Add funder
   - Type SRFB in the text box, and hit return
   - Select “SRFB - Salmon Recovery Funding Board”
4. Next to the Funding instrument block, click on Add funding instrument.
5. The Funding Instrument screen will open. The “Select a template,” will default to PRISM Submit.
6. Notice the screen automatically populates the project information. If you are resubmitting a project from a previous year, make sure to change the “Number/ Identifier” to distinguish it from the previous year’s submittal. Category: leave as “No Category”.
7. In the “Amount Requested” box, enter the amount requested from SRFB, then enter Fiscal Year.
8. The summary automatically populates from the HWS project summary page.
9. Review “Funding Instrument” information, click Save.
   a. You have created a “Funding Instrument” and entered the information PRISM needs. You now are ready to submit the application to PRISM.
   b. A screen with the Recreation and Conservation Office Logo screen will open.
10. On this screen, you will see two choices, “Submit Application to PRISM” and “PRISM Connection Settings.”
   a. If you want to connect the Funding Instrument to an existing PRISM Project, select PRISM Connection Settings and enter the PRISM project number you are linking to.
   b. If you are creating a new project in PRISM, select Submit Application to PRISM.
11. Submit Application to PRISM
   a. Under the PRISM Settings section, choose the appropriate values for the PRISM-specific attributes (Funding Program, PRISM Project Type, and PRISM Primary Sponsor), click Continue.
12. Review the Application Setting screen. Enter your PRISM username and password, then click on Submit to PRISM. (may take 10-20 seconds)
13. Write down your new PRISM project ID number, e.g., #18-xxxx.

Once you have your PRISM project number, you can log on to PRISM Online and enter the project number to complete your application. Enter the Project Number in the “Go To Project” field and follow the onscreen instructions.