

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 user name, 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 your new sponsor organization information can be added 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](#) or (866) 866-1214, or Jennifer.Johnson@gsro.wa.gov. For help after business hours, visit <http://hws.ekosystem.us/resources> for detailed instructions with screenshots.

Additional Resources

- [Manual 18, Salmon Recovery Grants](#)
- [HWS Log In Page](#)
- [HWS training site](#) (anything created here will not impact your real data)

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, 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 "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.

*Ask your lead entity coordinator, who may have specific ways to categorize project hierarchy, naming, or numbering in HWS.

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 "Funding" tab.
2. In the Entries block, click "Add Funding Entry."
3. Next to the Funder section, click "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 "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. I 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 the HWS project summary page.
9. Review "Funding Instrument" information, click "Save."
 - You have created a "Funding Instrument" and entered the information PRISM needs. You now are ready to submit the application to PRISM.
 - A screen with the Recreation and Conservation Office logo will open.
10. On this screen, you will see two choices, "Submit Application to PRISM" and "PRISM Connection Settings."
 - 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.
 - If you are creating a new project in PRISM, select "Submit Application to PRISM."
11. Submit Application to PRISM
 - 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 user name and password, then click "Submit to PRISM." 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 into PRISM Online and enter the project number to begin your application. Enter the project number in the "Go To Project" field and follow the onscreen instructions.

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