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 Scott Chapman scott.chapman@rco.wa.gov or Amee Bahr amee.bahr@rco.wa.gov. They will add the new sponsor organization information to PRISM.

If you need further assistance with this application process, contact the Paladin Panoramic Support Team panoramic-support@paladindata.com or (866) 866-1214, or Meg O'Leary meg.oleary@rco.wa.gov. For help after business hours, visit http://hws.ekosystem.us/resources for detailed instructions with screenshots. This process has not changed since the 2014, but instructions were updated in 2016.

Additional Resources

- *Manual 18, Salmon Recovery Grants*:
  www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf
- 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.
4. Click "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
    - 1,500 maximum character summary
6. Click "Create Project" at the top left corner.
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, scroll down to "Funding" and select "Manage Funding." This opens a new page.
2. Select "Enter Funding" at the top.
3. Select "Add Funder"
4. This opens a drop-down with a list of possible funders.
   - Type **SRFB** in the text box, and hit "Return."
   - Select "**SRFB Salmon Recovery Funding Board.**"
5. Notice you'll return to the "Project Funding" page. In the "Funder" box, use the arrow to select "SRFB."
6. Select "Add Funding Instrument." This opens the "Create Funding Instrument" screen
7. In the box labeled "Select a template," select "Active PRISM Submit." This ensures that you are applying for the correct funding. If you select another option, your application will not be accepted into PRISM. You will see a note indicating that there will be additional data needed for the template (PRISM project type, primary sponsor, etc.).
8. 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. Ignore "Category."
9. The summary automatically populates the 1,500 characters from the HWS project summary.
10. In the "Funding Amount" box, enter the amount requested from SRFB (screen defaults to funding source and fiscal year). You need this information to link your project to PRISM. Leave the "Summary" box blank.
11. Review "Funding Instrument" information. Click "Save and Continue" to create the "Funding Instrument" and proceed to the "Funding Instrument Template Attributes" screen.
12. On the "Funding Instrument Template Attributes" screen, choose the appropriate values for the PRISM-specific attributes (e.g., PRISM project type, primary sponsor, etc.). Next, click "Save and Connect to PRISM."
13. You have created a "Funding Instrument" and entered the information PRISM needs. You now are ready to submit the application to PRISM.
14. On the RCO PRISM "Connect" screen, you will see two choices, "Submit Application to PRISM" and "PRISM Connection Settings."
    - If you are connecting 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."
      - Enter PRISM username.
      - Enter PRISM password.
    - Click "Submit."
    - Remember to write down your new PRISM project ID number, e.g., 16-xxxx.

Once you have your PRISM project number, you can log on to PRISM Online and enter the project number to begin your application. Go to the "Project Field," enter the PRISM number, and follow the onscreen instructions.