

1 Environmental Evaluation Surveys

The Environmental Evaluation includes a Human Considerations (HC) survey and a Special Environmental Concerns (SEC) survey. CART display groups supply information to these surveys. Authorized users can copy these display groups and edit the copies to make changes to the HC survey and the SEC survey.

The following procedures are for copying and editing the HC display group and the SEC display group. The procedure for the HC display group describes how to edit the the display group to add a new HC. The procedure for the SEC display group describes how states can customize the SEC survey. These procedures are:

- [Adding a New Human Consideration to the Survey](#)
- [Customizing the Special Environmental Concerns Survey for Your State](#)

1.1 Adding a New Human Consideration to the Survey

The Environmental Evaluation (EE) in Conservation Desktop (CD) includes a Human Considerations (HC) survey. The HCs in the EE come from a display group in CART. For more information, see the topic [What the Display Group Does in the Environmental Evaluation](#).

If NRCS adds a new HC, you can copy the HC display group, then edit the copy to add the new HC. When you publish the copy, the new HC will appear in the EE in CD.

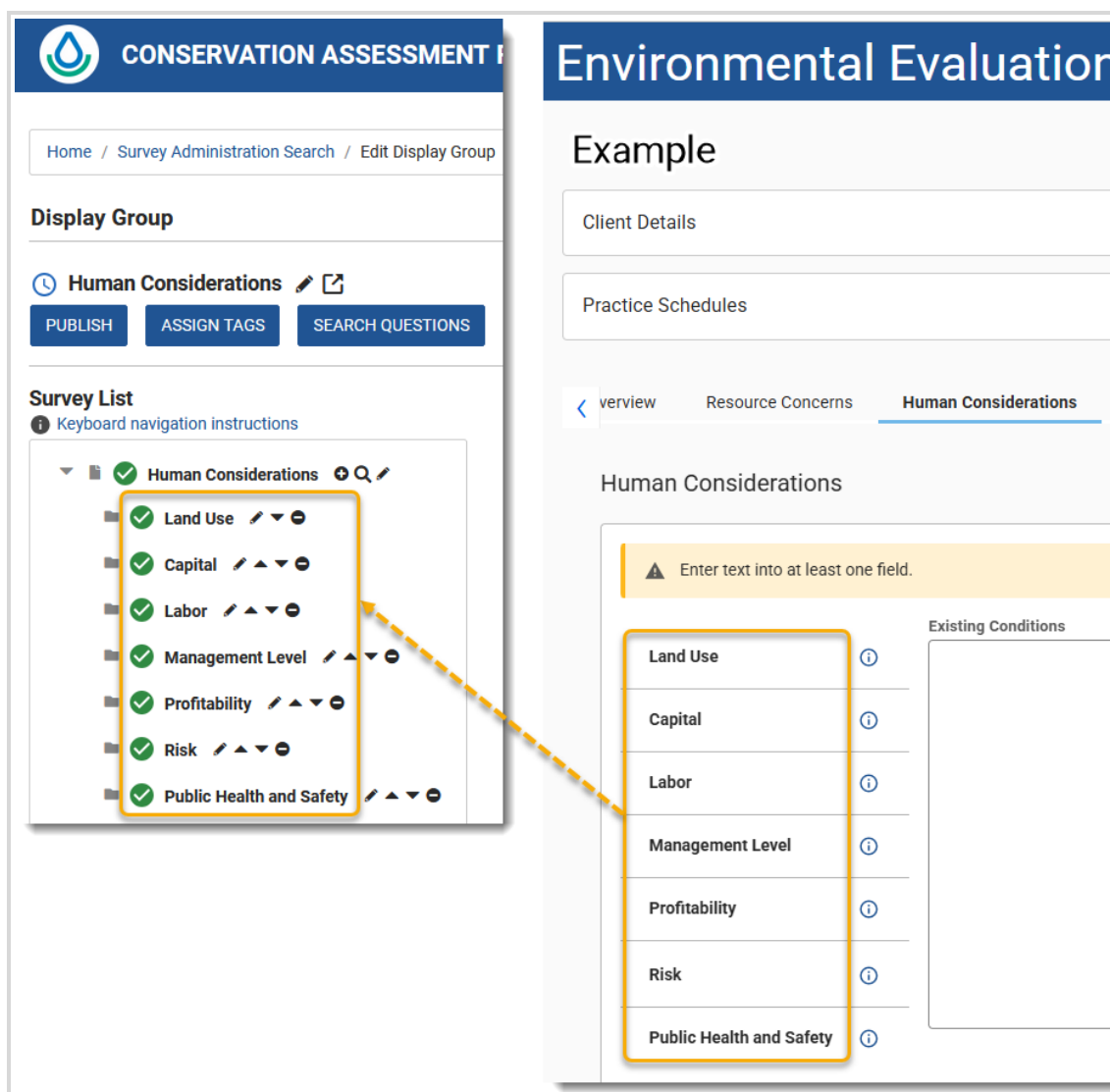
This section of the help provides the following topics:

- [What the Display Group Does in the Environmental Evaluation](#)
- [Copy the Human Considerations Display Group](#)

- [Add a Human Consideration](#)
- [Publish the Human Considerations Display Group](#)

1.1.1 What the Display Group Does in the Environmental Evaluation


Each HC in the EE comes from a *section* in the HC display group. The following image shows how the HCs appear as sections in the HC display group and how the HCs appear in the EE.

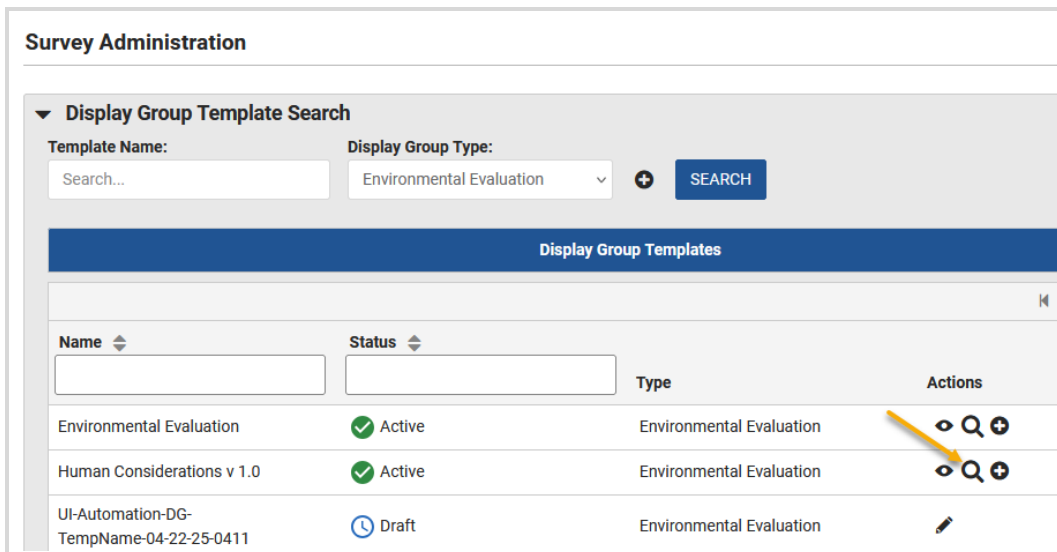


Adding a new HC to the EE involves adding a new section to the HC display group.








1.1.2 Copy the Human Considerations Display Group

1. Log in to CART as a user with the National Business Tools Coordinator role (assigned in zRoles).

2. On the **Welcome** page, select **Surveys**.
The **Survey Administration** page opens.
3. In the **Display Group Template Search** area, under **Display Group Type**, select **Environmental Evaluation**, then select **SEARCH**.
The **Display Group Templates** table lists the search results.
4. In the **Actions** column of the **Human Considerations** template, select search  .



The screenshot shows the 'Survey Administration' page. Under the 'Display Group Template Search' section, the 'Display Group Type' is set to 'Environmental Evaluation' and the 'SEARCH' button is highlighted. Below this is a table titled 'Display Group Templates' with columns for Name, Status, Type, and Actions. The table lists three templates: 'Environmental Evaluation' (Active), 'Human Considerations v 1.0' (Active), and 'UI-Automation-DG-TempName-04-22-25-0411' (Draft). An orange arrow points to the search icon in the Actions column for the 'Human Considerations v 1.0' template.

Name	Status	Type	Actions
Environmental Evaluation	Active	Environmental Evaluation	  
Human Considerations v 1.0	Active	Environmental Evaluation	  
UI-Automation-DG-TempName-04-22-25-0411	Draft	Environmental Evaluation	

The page updates and displays additional search fields.

5. Under **Display Group Status**, select **Active**, then select **SEARCH**.

Survey Administration

► **Display Group Template Search**

Human Considerations v 1.0

Display Group Name:
Search...

Display Group Status:
Active

Created On or After Date:
MM/DD/YYYY

Created Before Date:
MM/DD/YYYY

SEARCH

The page updates and displays the **Display Groups** table.

6. In the **Actions** column of the **Human Considerations** display group, select copy



Actions	Name	Status	Type	States	Created Date	Created By	Last Changed Date	Last Changed By
	Human Considerations v 1.0	Active	Environmental Evaluation	US	04/29/2024	Matthew Flint	04/29/2024	Matthew Flint

The **Copy Display Group** dialog opens.

7. In the **Copy Display Group** dialog:
 - a. For the name, enter **Human Considerations v. X.0**, replacing X with the appropriate version number.
 - b. In the **Available States** dropdown list, choose your state, then click **SELECT**.

Note: When you click **SELECT**, the **State** field updates to the state you selected.

Copy Display Group

Display Group Name:
display group name

Display Group Notes (Optional):
display group notes

State:
required, please search for and assign a state...

Available States:
select a state

SELECT

SAVE

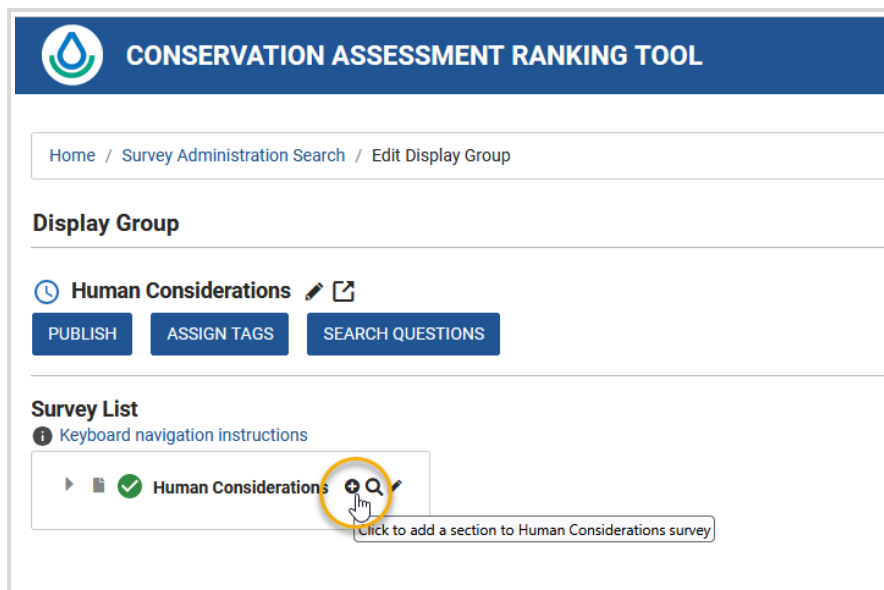
- c. Select **SAVE**.

The copy operation may take a minute or longer. When copying is complete, the **Display Group** page opens to the **Survey List**.

1.1.3 Add a Human Consideration


Note: You must have the National Business Tools Coordinator role (assigned in zRoles) to copy or edit the HC display group

1. Select add  next to the **Human Considerations** survey.



The **Add Section** dialog opens.

2. In the **Add Section** dialog:



Add Section [X]

Section Name:
New Human Consideration

Section Description (Optional):

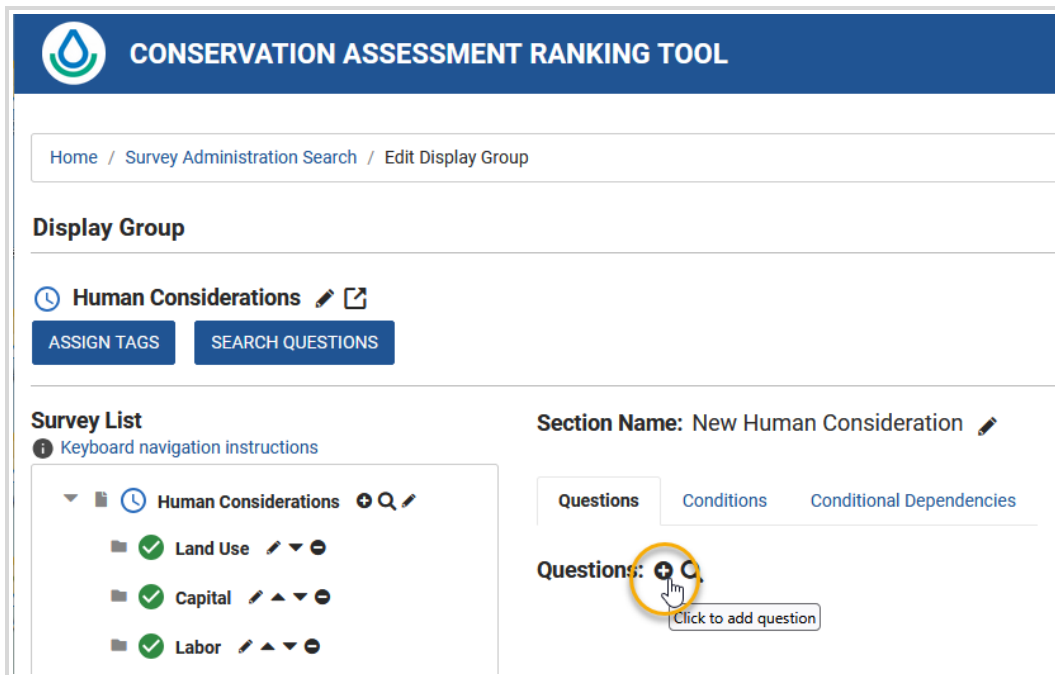
- What are the impacts of...?
- What issues are involved with...?
- What effect will the action have on...?
- What is your favorite color?
- What is the airspeed velocity of an unladen swallow?

SAVE

- In the **Section Name** field, enter the name of the new human consideration.
- In the **Section Description** field, enter the text that you want to display as info text in the EE. The info text prompts users for their evaluation of the HC.
- Select **SAVE**.

The new section displays.

3. Select add  next to **Questions** to add a question to the new section.



The **Add Question** dialog opens.

4. In the **Add Question** dialog:

Add Question

Section: New Human Consideration

Question Text:
HC question

Question Hover Text:
HC question hover text

Question Type:
☒ Text ☐ Numeric ☐ Geospatial ☐ Webservice ☐ Equation ☐ Comment

Choices Points Conditions Conditional Dependencies Land Uses Practices Data Mapping


Answer Type:
Boolean

Require Answer ☐

SAVE

Important! Sections must have at least one question with question hover text to be marked complete (complete status is required for publishing). However, the HC survey in the EE doesn't currently display questions from the HC display group.

- Populate the **Question Text** field and the **Question Hover Text** field. This information will not appear in the EE.
- For **Question Type**, leave **Text** selected.
- Under **Answer Type**, select **Boolean**.
- Turn off **Require Answer**.
- Select **SAVE**.


Note: The complete status indicator  will display if the question and section you added have met the requirements to be complete.

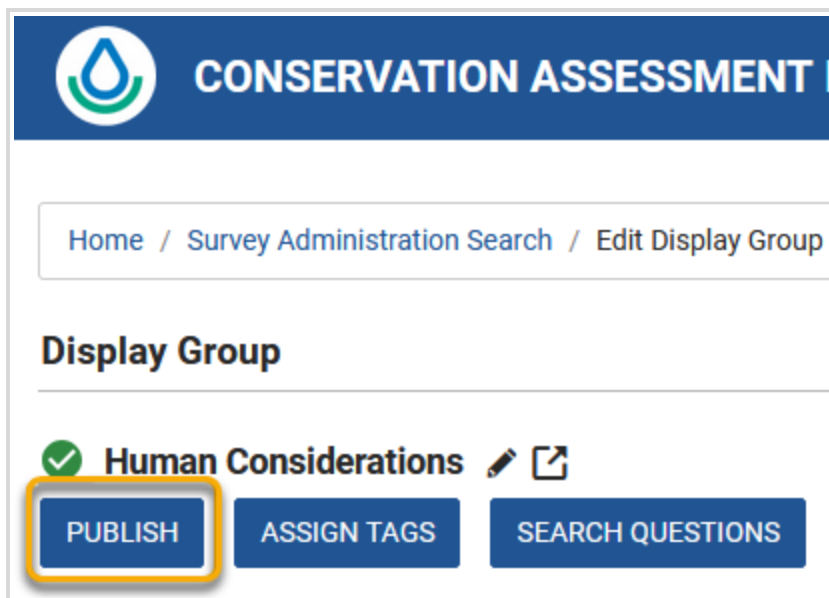
1.1.4 Publishing the Human Considerations Display Group

When you finish adding the new HC to the copy of the HC display group, the final activity is to publish. Publishing will update the EE with the new HC and inactivate the previous HC display group.



Warning! In general, publishing only occurs at nationally designated opportunities, such as fiscal year rollover. Publishing at other times can disrupt work that's in progress.

The display group must be complete to enable publishing. The complete status indicator  displays next to the display group name if the display group is complete.



1.2 Customizing the Special Environmental Concerns Survey for Your State

The Environmental Evaluation (EE) in Conservation Desktop (CD) includes a Special Environmental Concerns (SEC) survey. The SECs in the EE come from a display group in CART that includes all of the national SECs. For more information, see the topic [What the Display Group Does in the Environmental Evaluation](#).

You can copy the national SEC display group, then edit the copy to customize it for your state. When you publish the copy, your customizations will appear in the EE for users in your state.

This section of the help provides the following topics:

- [What the Display Group Does in the Environmental Evaluation](#)
- [Copy the National SEC Display Group](#)
- [Customize Your State SEC Display Group](#)
- [Publish Your State SEC Display Group](#)

1.2.1 What the Display Group Does in the Environmental Evaluation

Each SEC in the EE comes from a *survey* in the SEC display group. The following image shows how the Clean Air Act and the Clean Water Act appear in the display group and in the EE.

CONSERVATION ASSESSMENT RANKING TOOL

Home / Survey Administration Search / Edit Display Group

Display Group

Example State SEC

Publish Not Allowed. **ASSIGN TAGS** **COPY MAPPINGS** **SEARCH QUESTIONS**

Type Already Published.

Survey List

Keyboard navigation instructions

- Clean Air Act (CAA)
- Clean Water Act (CWA)
- Coastal Zone Management
- Coral Reefs
- Cultural Resources / Historic Properties
- Endangered and Threatened Species

Environmental Evaluation

Example

Client Details

Practice Schedules

Overview Resource Concerns Human Considerations

Special Environmental Concerns

Clean Air Act (CAA)

Existing Conditions No Action

Applicable Select

Comments

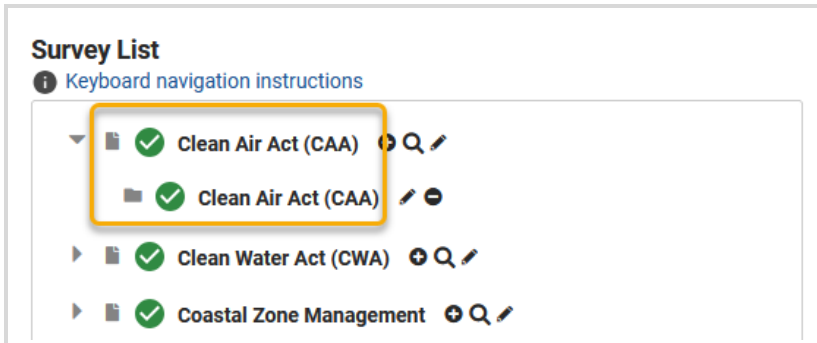
Clean Water Act (CWA)

Existing Conditions No Action

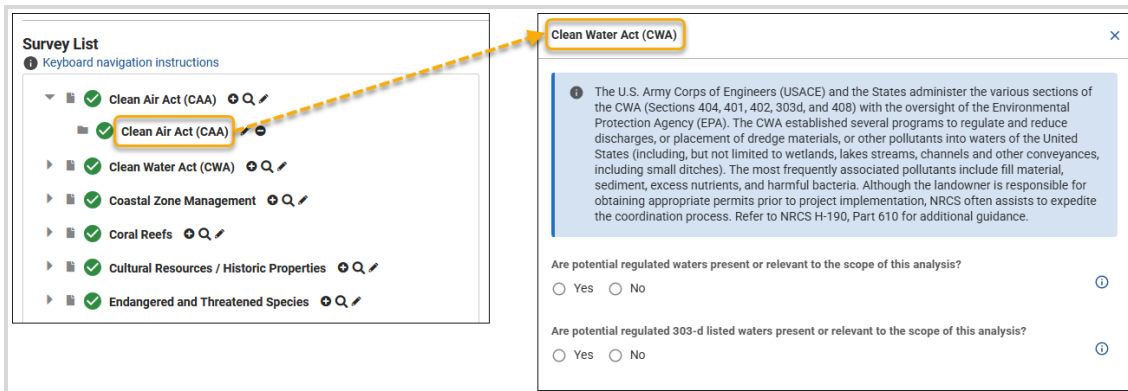
Applicable Select

Comments

Each survey in the SEC display group has a *section*. The following image shows the Clean Air Act survey and its section, which is also named Clean Air Act, is below it.




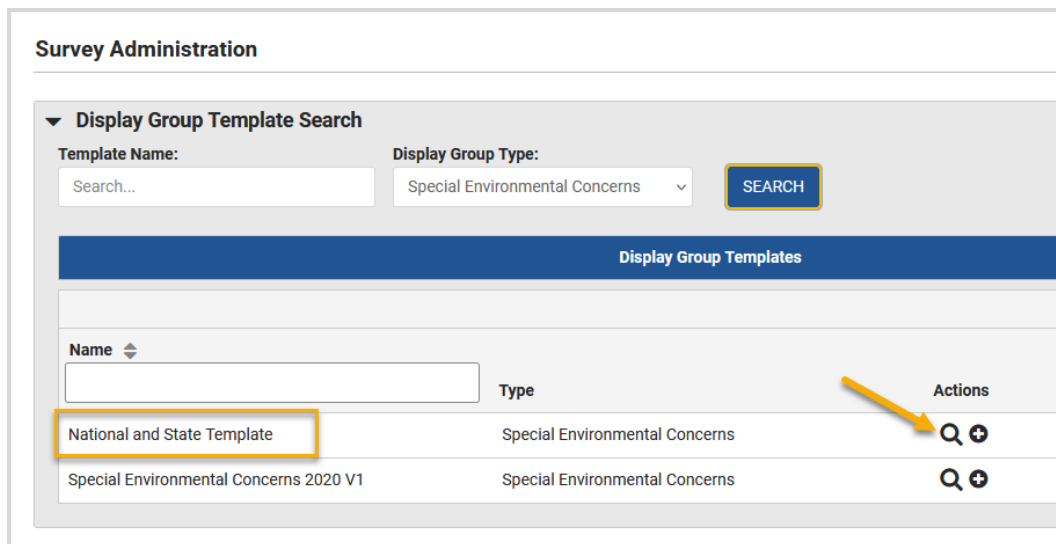
Each SEC in the EE has a guide that helps planners evaluate the SEC. The information in each SEC guide comes from one of the sections in the SEC display group. The following image shows the Clean Air Act section in the SEC display group and the Clean Air Act guide in the EE.



1.2.2 Copy the National SEC Display Group

1. Log in to CART as a user with the National Business Tools Coordinator role or State Business Tools Coordinator role (assigned in zRoles).
2. On the **Welcome** page, select **Surveys**.
The **Survey Administration** page opens.

3. In the **Display Group Template Search** area, under **Display Group Type**, select **Special Environmental Concerns**, then select **SEARCH**.
The **Display Group Templates** table lists the search results.
4. In the **Actions** column of the **National and State Template**, select search .

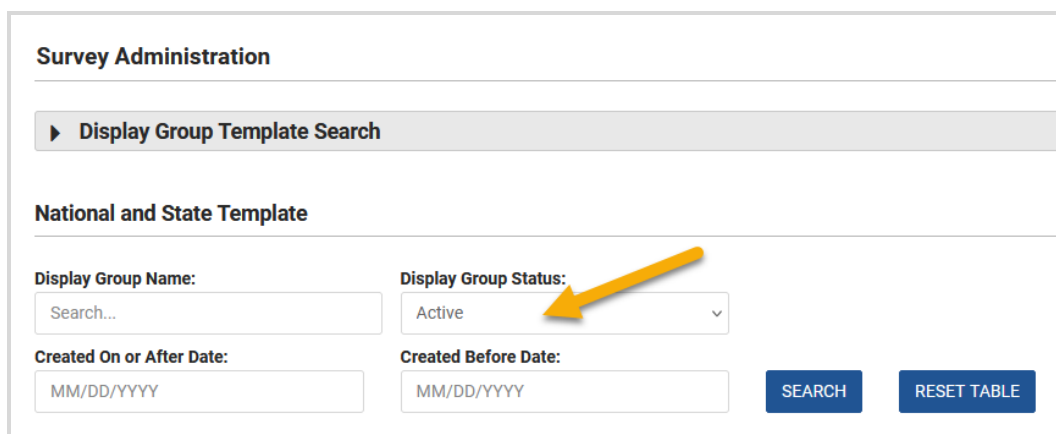


The screenshot shows the 'Survey Administration' page. Under the 'Display Group Template Search' section, the 'Display Group Type' is set to 'Special Environmental Concerns' and the 'SEARCH' button is highlighted. Below this is a table titled 'Display Group Templates'. The table has three columns: 'Name', 'Type', and 'Actions'. The first row is 'National and State Template' (highlighted with a yellow box), 'Special Environmental Concerns', and an 'Actions' column with a magnifying glass icon (highlighted with a yellow arrow). The second row is 'Special Environmental Concerns 2020 V1', 'Special Environmental Concerns', and an 'Actions' column with a magnifying glass icon.

Name	Type	Actions
National and State Template	Special Environmental Concerns	
Special Environmental Concerns 2020 V1	Special Environmental Concerns	

The page updates and displays additional search filters.

5. Under **Display Group Status**, select **Active**, then select **SEARCH**.







The screenshot shows the 'Survey Administration' page. Under the 'Display Group Template Search' section, the 'National and State Template' section is expanded. It shows search filters for 'Display Group Name' (Search...), 'Display Group Status' (Active, highlighted with a yellow arrow), 'Created On or After Date' (MM/DD/YYYY), and 'Created Before Date' (MM/DD/YYYY). There are 'SEARCH' and 'RESET TABLE' buttons at the bottom.

Display Group Name:	Display Group Status:	Created On or After Date:	Created Before Date:
Search...	Active	MM/DD/YYYY	MM/DD/YYYY

The page updates and displays the **Display Groups** table.

6. In the **Actions** column of the **SEC National Survey Guides**, select copy .

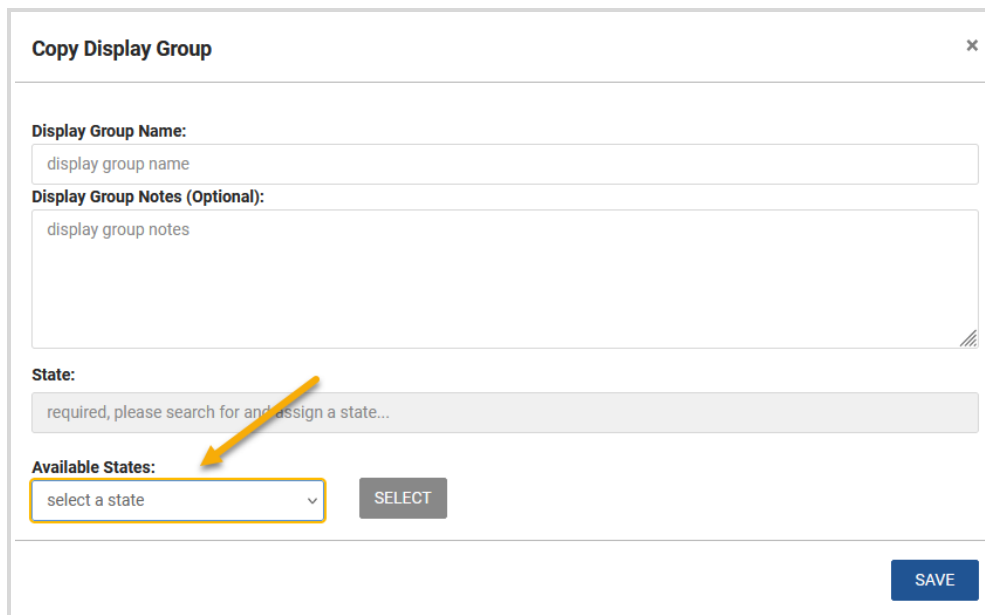
Display Groups						
Actions	Name ^	Status ▾	Type ▾	States ▾	Created Date ▾	Created By ▾
  	SEC National Survey Guides FY25 ver. 5	 Active	Special Environmental Concerns	US	02/05/2025	Matthew Flint

The **Copy Display Group** dialog opens.

7. In the **Copy Display Group** dialog:

- a. Enter a name for the display group, using the following naming convention:
SEC <state> Survey Guides <fiscal year> ver. <version number>.
For example, if your state is Idaho, the name would be "SEC Idaho Survey Guides FY25 ver. 6."
- b. In the **Available States** dropdown list, choose your state, then click **SELECT**.

Note: When you click **SELECT**, the **State** field updates to the state you selected.



- c. Select **SAVE**.

The copy operation may take a minute or longer. When copying is complete, the **Display Group** page opens to the **Survey List**.

1.2.3 Customize Your State SEC Display Group



Warning! Editing is not disabled anywhere in your copy of the SEC display group, but *only* edit the parts described in the following topics. Contact the environmental compliance leader at your NTSC if you have questions or need assistance.

You can do the following to customize your state's SEC display group:

- [Edit a Section Description](#)
- [Edit a Question](#)
- [Add a Question](#)
- [Edit Question Hover Text](#)
- [Tag a Survey as Not Applicable](#)
- [Edit a Placeholder SEC Survey to Add an SEC](#)

Note: You must have the National Business Tools Coordinator role or State Business Tools Coordinator role (assigned in zRoles) to copy or edit the National SEC Survey Guides display group.

Note: Until your state's SEC display group is published, your customizations won't appear in the EE. See [Publishing Your State SEC Display Group](#).

Edit a Section Description

You can customize the info text in the SEC guides by editing section descriptions in the display group. For example, you can add a reference to your state's FOTG where users can find information about an SEC. The following image shows the Clean Air Act section description in the display group and in the SEC guide in the EE.

Edit Section

Section Name:
Clean Air Act (CAA)

Section Description (Optional):
State and local air quality regulatory agencies administer the various sections and requirements of the CAA with the oversight of the Environmental Protection Agency (EPA). In general, an air quality permit or authority to construct or operate will be needed if a project will increase emissions of any regulated pollutant. Depending on the

SAVE

Clean Air Act (CAA)

1 State and local air quality regulatory agencies administer the various sections and requirements of the CAA with the oversight of the Environmental Protection Agency (EPA). In general, an air quality permit or authority to construct or operate will be needed if a project will increase emissions of any regulated pollutant. Depending on the location, other air quality regulatory requirements, such as monitoring or reporting of emissions, may be applicable. Permitting and other air quality regulatory requirements will usually be more stringent in areas that do not meet air quality standards (i.e., nonattainment areas) or near areas of special environmental value (e.g., Class 1 Federal Areas, National Scenic Areas, etc.). State and local air quality regulatory agencies can help guide clients in the appropriate permitting or other actions needed to comply with air quality regulations. The primary criteria pollutants of concern for agriculture are particulate matter (PM) and ozone (O3).

Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements?


☐ Yes ☐ No

Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or PM2.5, or will any of the alternatives potentially have an adverse impact to a Federal Class I area?

☐ Yes ☐ No

Will any of the alternatives require air permitting or be subject to other air regulatory requirements?


☐ Yes ☐ No

1. In the **Survey List**, expand the survey with the section you want to edit. Select edit  next to the section.

Survey List

i Keyboard navigation instructions

Clean Air Act (CAA) + Q

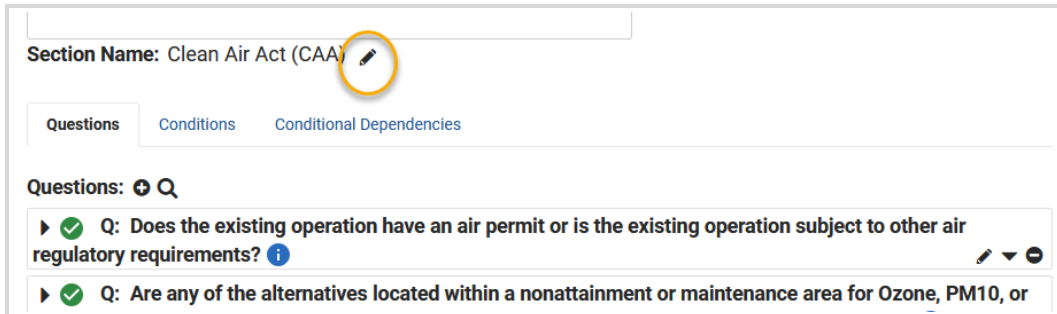
Clean Air Act (CAA) 

Click to edit Clean Air Act (CAA)

Clean Water Act (CWA)

The section name and its questions display.

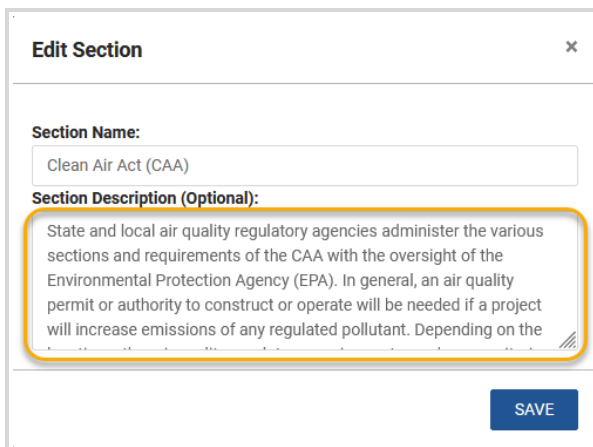
2. Select edit  next to the **Section Name**.



The screenshot shows a form with a 'Section Name' field containing 'Clean Air Act (CAA)'. To the right of the text is a small edit icon (a pencil inside a square). This icon is circled in orange. Below the field are three tabs: 'Questions', 'Conditions', and 'Conditional Dependencies'. The 'Questions' tab is active, showing a list of questions. The first question is 'Q: Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements?' and the second is 'Q: Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or'.

The **Edit Section** dialog opens.

3. Edit the **Section Description** as needed.



The 'Edit Section' dialog box is shown. It has a title bar with 'Edit Section' and a close button. Inside, there is a 'Section Name' field with 'Clean Air Act (CAA)' and a 'Section Description (Optional)' text area. The text area contains the following text: 'State and local air quality regulatory agencies administer the various sections and requirements of the CAA with the oversight of the Environmental Protection Agency (EPA). In general, an air quality permit or authority to construct or operate will be needed if a project will increase emissions of any regulated pollutant. Depending on the'. The text area is outlined with an orange border. At the bottom right is a 'SAVE' button.



Warning! Do *not* edit the **Section Name**. Editing section names will affect the accuracy of queries and reports. People will be upset.

4. Select **SAVE**.


Edit a Question

You can edit questions in the SEC display group to customize the questions in the SEC guides.

Important! If you add questions or edit questions, the last question must be **Determine an effect and provide your rationale in the boxes below.**


The following image shows a question from the Clean Air Act section that is being edited, and the same question as it appears in the EE.

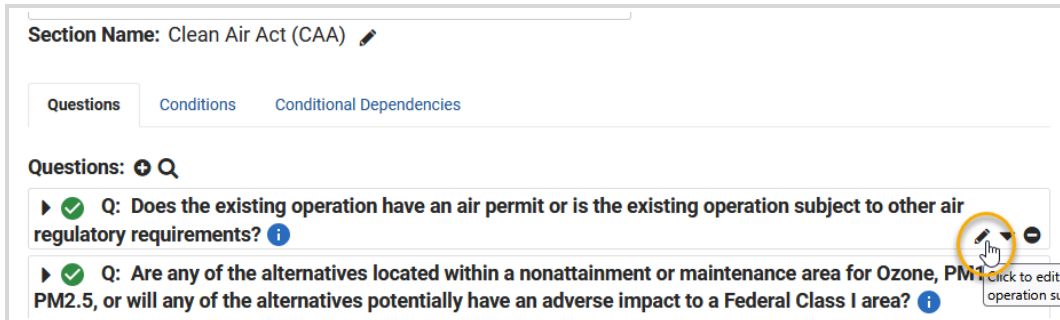
The image shows two side-by-side screenshots of the Clean Air Act (CAA) question editor and display. The left screenshot is the 'Edit Question' interface, showing the 'Section: Clean Air Act (CAA)' and the 'Question Text' field with the text: 'Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or PM2.5, or will any of the alternatives...'. The right screenshot is the 'Clean Air Act (CAA)' question display, showing the question text and three radio button options: 'Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements?', 'Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or PM2.5, or will any of the alternatives potentially have an adverse impact to a Federal Class I area?', and 'Will any of the alternatives require air permitting or be subject to other air regulatory requirements?'.


1. In the **Survey List**, expand the survey with the section that has the question you want to edit. Select edit  next to the section.

The image shows a screenshot of the 'Survey List' interface. It displays a list of surveys with their status (checked or unchecked) and a 'Click to edit' button. The 'Clean Air Act (CAA)' section is highlighted, and the 'Click to edit Clean Air Act (CAA)' button is circled in orange. A hand cursor icon is shown clicking the button.

The section name and its questions display.



2. Select edit  next to the question you want to edit.






Section Name: Clean Air Act (CAA) 

Questions Conditions Conditional Dependencies

Questions: + Q

▶  Q: Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements? 

▶  Q: Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM₁₀, or PM_{2.5}, or will any of the alternatives potentially have an adverse impact to a Federal Class I area? 

 Click to edit operation su

The **Edit Question** dialog opens.

3. Edit the **Question Text** and **Question Hover Text** as needed.

Important! If you add questions or edit questions, the last question must be **Determine an effect and provide your rationale in the boxes below.**

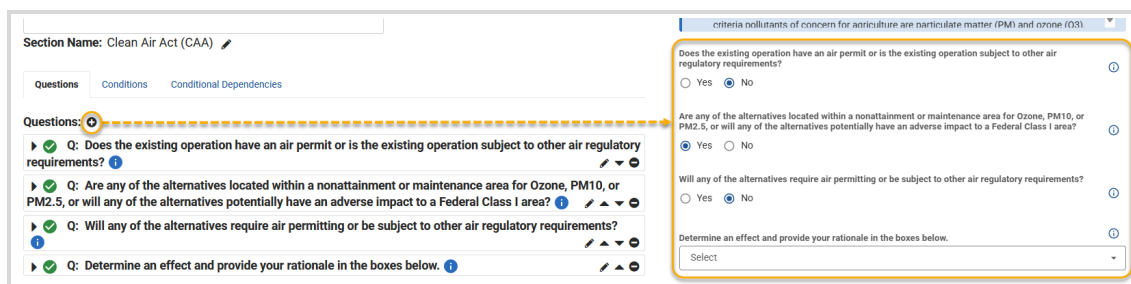
4. Select **SAVE**.


Add a Question

You can add questions in the SEC display group to customize the SEC guides.

Important! If you add questions or edit questions, the last question must be **Determine an effect and provide your rationale in the boxes below.**



The following image shows the questions in the Clean Air Act section of the display group and the same questions as they appear in the EE.







Section Name: Clean Air Act (CAA) 



Questions Conditions Conditional Dependencies

Questions: + Q

▶  Q: Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements? 

▶  Q: Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM₁₀, or PM_{2.5}, or will any of the alternatives potentially have an adverse impact to a Federal Class I area? 

▶  Q: Will any of the alternatives require air permitting or be subject to other air regulatory requirements? 

▶  Q: Determine an effect and provide your rationale in the boxes below. 

criteria pollutants of concern for agriculture are particulate matter (PM) and ozone (O₃)

Does the existing operation have an air permit or is the existing operation subject to other air regulatory requirements?

☐ Yes ☒ No

Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM₁₀, or PM_{2.5}, or will any of the alternatives potentially have an adverse impact to a Federal Class I area?


☒ Yes ☐ No

Will any of the alternatives require air permitting or be subject to other air regulatory requirements?

☐ Yes ☒ No


Determine an effect and provide your rationale in the boxes below.

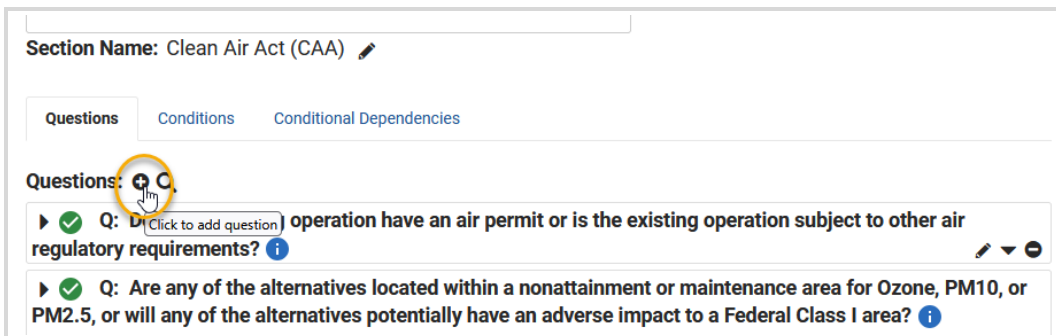
Select


1. In the **Survey List**, expand the survey that has the section where you want to add a question. Select edit  next to the section.

The section name and its questions display.



Important! If you add questions or edit questions, the last question must be **Determine an effect and provide your rationale in the boxes below.**






2. Select add  next to the **Questions** heading.





Section Name: Clean Air Act (CAA) 

Questions Conditions Conditional Dependencies

Questions:  

▶  Q:  (Click to add question) operation have an air permit or is the existing operation subject to other air regulatory requirements?   


▶  Q: Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or PM2.5, or will any of the alternatives potentially have an adverse impact to a Federal Class I area? 

The **Add Question** dialog opens.

3. Populate the **Question Text** field and the **Question Hover Text** field.
4. For **Question Type**, leave **Text** selected.

Important! Currently, only text questions can supply answers (choices) to the EE.

5. Leave the **Choices** tab selected.

 **Warning!** Do not use the **Points** or **Land Uses** tabs.
If you want to use the **Conditions** tab or the **Conditional Dependencies** tab to set the conditional display of SEC guide questions, contact the environmental compliance leader at your NTSC.

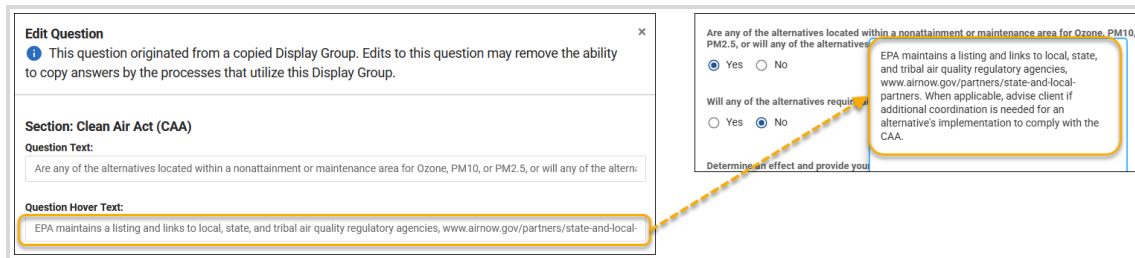
6. Select an option under **Answer Type**.


Note: If you select **Multiple Choice**, hover text for choices will not display in the EE.

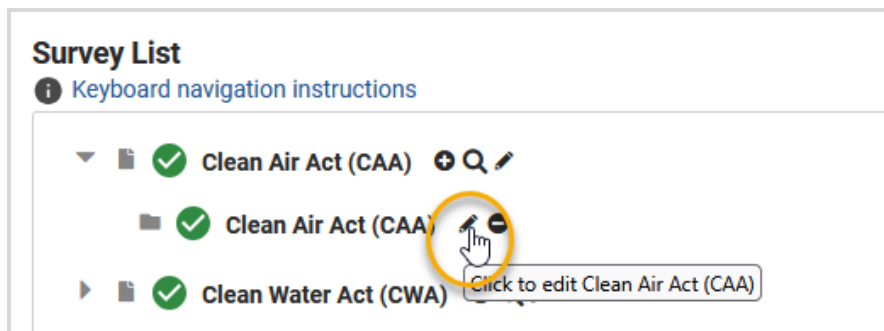
7. Select **SAVE**.

Edit Question Hover Text


You can edit question hover text to change the text that users see when they click the info button for a guide question. The following image shows the Clean Air Act hover text being edited, and the Clean Air Act hover text as it appears in the EE.

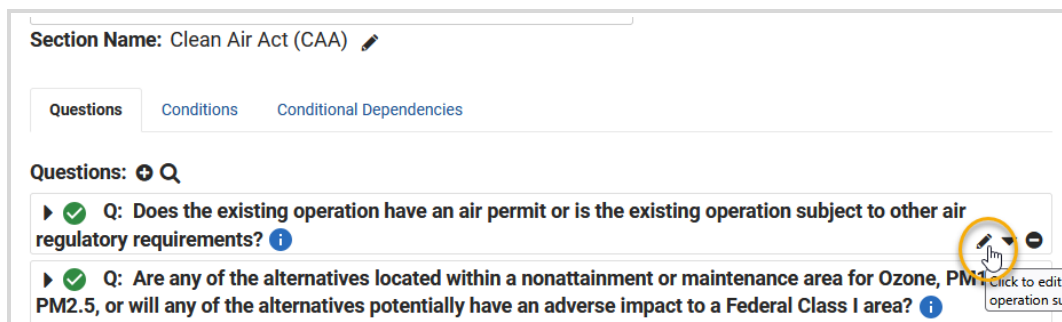


1. In the **Survey List**, locate the section with the question hover text that you want to edit. Select edit  next to the section.



The section name and its questions display.

2. Select edit  next to the question with the hover text you want to edit.



The **Edit Question** dialog opens.

3. Edit the **Question Hover Text** as needed.

Edit Question

Section: Clean Air Act (CAA)

Question Text:

Are any of the alternatives located within a nonattainment or maintenance area for Ozone, PM10, or PM2.5, or will any of the alterna

Question Hover Text:

If answered YES then there is greater likelihood for air quality permitting or other regulatory requirements. Answering NO does not n

Question Type:

☒ Text ☐ Consensus ☐ Waiver

4. Select **SAVE**.

Tag a Survey as Not Applicable

If an SEC is not applicable to your state, you can add the Not Applicable tag to the corresponding survey in the display group. Adding the Not Applicable tag automatically sets the Existing Conditions to Not Applicable in the EE. The following image shows the Not Applicable tag added to the Coral Reefs survey in the display group and Coral Reefs in the EE with the Not Applicable tag.

Assign Tag: Not Applicable

Survey List

- ☐ Clean Air Act (CAA)
- ☐ Clean Water Act (CWA)
- ☐ Coastal Zone Management
- ☒ Coral Reefs
- ☐ Cultural Resources / Historic Properties
- ☐ Endangered and Threatened Species

Existing Conditions

Not Applicable

Comments

No Action

Select

Alternative 1

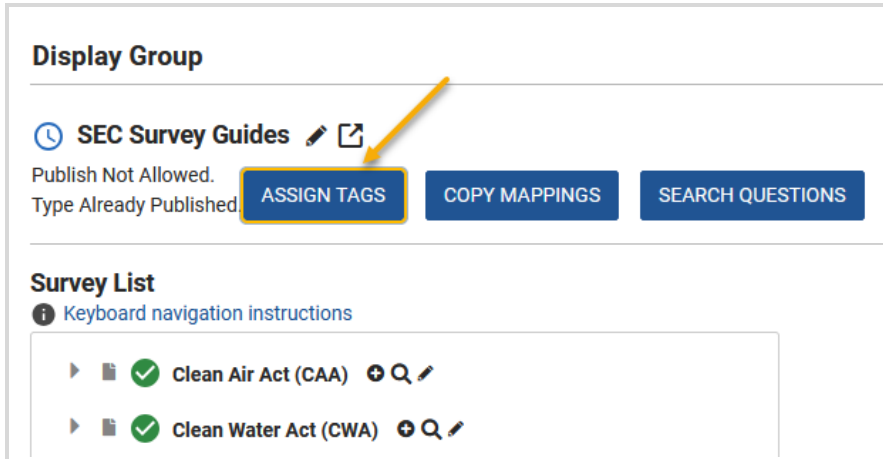
Select

Comments


Comments

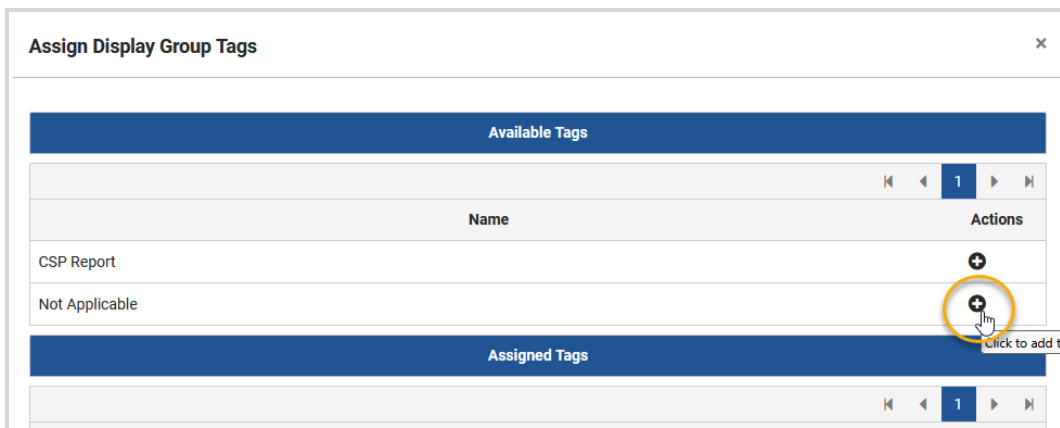
Show Less

1. Select **ASSIGN TAGS**.



The **Assign Display Group Tags** window opens.

2. Under **Available Tags**, in the **Actions** column of the **Not Applicable** tag, select add .



The **Assign Tag: Not Applicable** dialog opens.

- Expand the survey and the section you want to tag. Select the checkboxes next to the survey, the section, and all of the questions.

Assign Tag: Not Applicable

Survey List
Keyboard navigation instructions

- ☐ Clean Air Act (CAA)
- ☐ Clean Water Act (CWA)
- ☐ Coastal Zone Management
- ☒ Coral Reefs
 - ☒ Coral Reefs
 - ☒ Is the planning area in or relevant to any of the 7 U.S. Jurisdictions participating in the Coral Reef Task Force (CRTF)?
 - ☒ Will any of the alternatives evaluated have the potential to affect the conditions of the coral reef ecosystem?
 - ☒ Determine an effect and provide your rationale in the boxes below.
- ☐ Cultural Resources / Historic Properties
- ☐ Endangered and Threatened Species


- Select **SAVE**.

Edit a Placeholder SEC Survey to Add an SEC

You can edit a placeholder SEC survey to add an SEC that only users in your state will see in the EE. The following image shows a placeholder survey in the display group (Other State SEC 1) and an example state-specific SEC in the EE.



State-Specific SEC ⓘ Open Guide

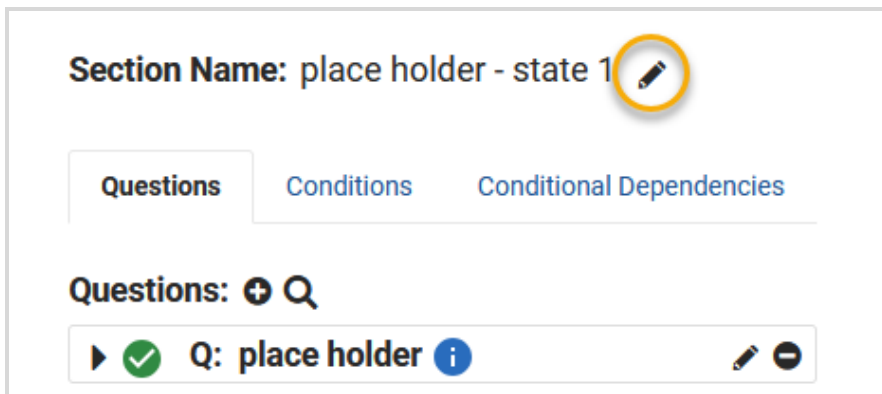
Existing Conditions ⓘ	No Action ⓘ	Alternative 1 ⓘ
Applicable	No Effect	No Effect
Comments	Comments	Comments

- Select edit  next to one of the **Other State SEC** surveys.
The **Edit Survey** dialog opens.

2. Replace the placeholder text in the **Survey Name** field, and enter a description in the **Survey Description** field. Select **SAVE**.


Important! You *must* rename the placeholder survey for the SEC to appear in the EE. Surveys named "Other State" do not appear in the EE.

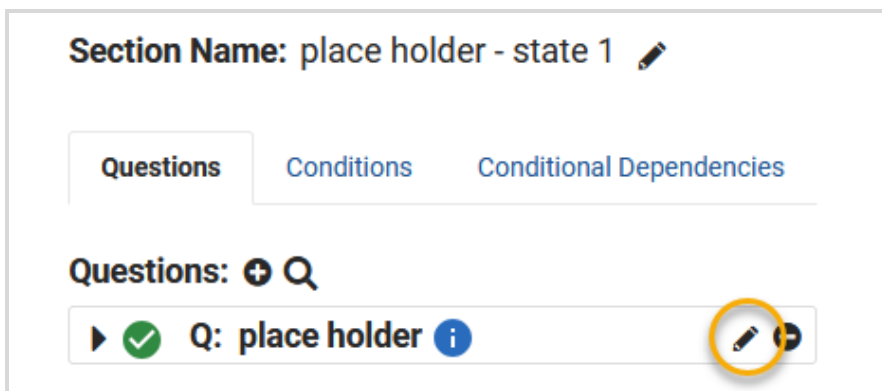
3. Expand the survey and select edit  next to the **placeholder** section.
4. Select edit  next to the placeholder **Section Name**.



The screenshot shows the 'Section Name' field with the text 'place holder - state 1'. To the right of the text is a small edit icon (pencil) which is circled in yellow. Below the field are three tabs: 'Questions', 'Conditions', and 'Conditional Dependencies'. Under the 'Questions' tab, there is a 'Questions:' label followed by a plus icon and a magnifying glass icon. Below that is a list of questions, with the first one being 'Q: place holder' followed by an information icon (i). To the right of this question is another edit icon (pencil) and a minus icon.

The **Edit Section** dialog opens.

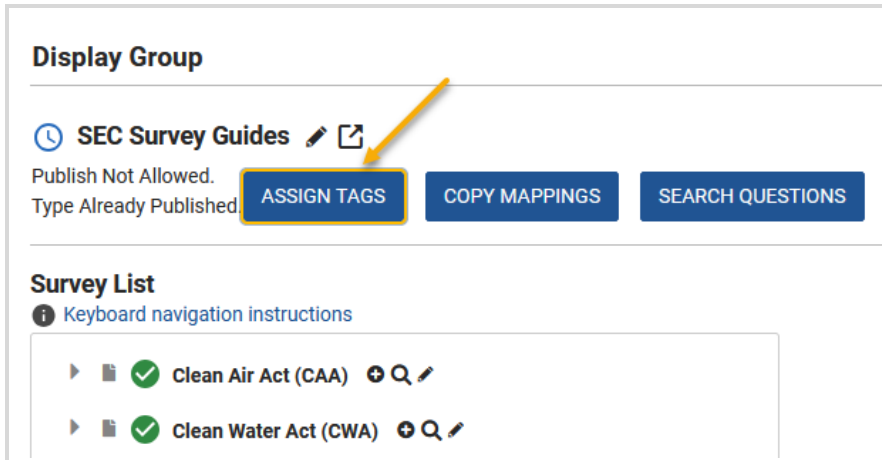
5. Replace the placeholder in the **Section Name** field, and enter a description in the **Section Description** field. Select **SAVE**.
6. Select edit  next to the **placeholder** question.





This screenshot is similar to the previous one, but the edit icon next to the 'Section Name' field is not circled. Instead, the edit icon next to the 'Q: place holder' question is circled in yellow. The rest of the interface, including the tabs and the 'Questions:' section, remains the same.

The **Edit Question** dialog opens.

7. Replace the placeholders in the **Question Text** field and in the **Question Hover Text** field. Select **SAVE**.
8. Select **ASSIGN TAGS**.




Display Group









SEC Survey Guides  

Publish Not Allowed.
Type Already Published

ASSIGN TAGS **COPY MAPPINGS** **SEARCH QUESTIONS**

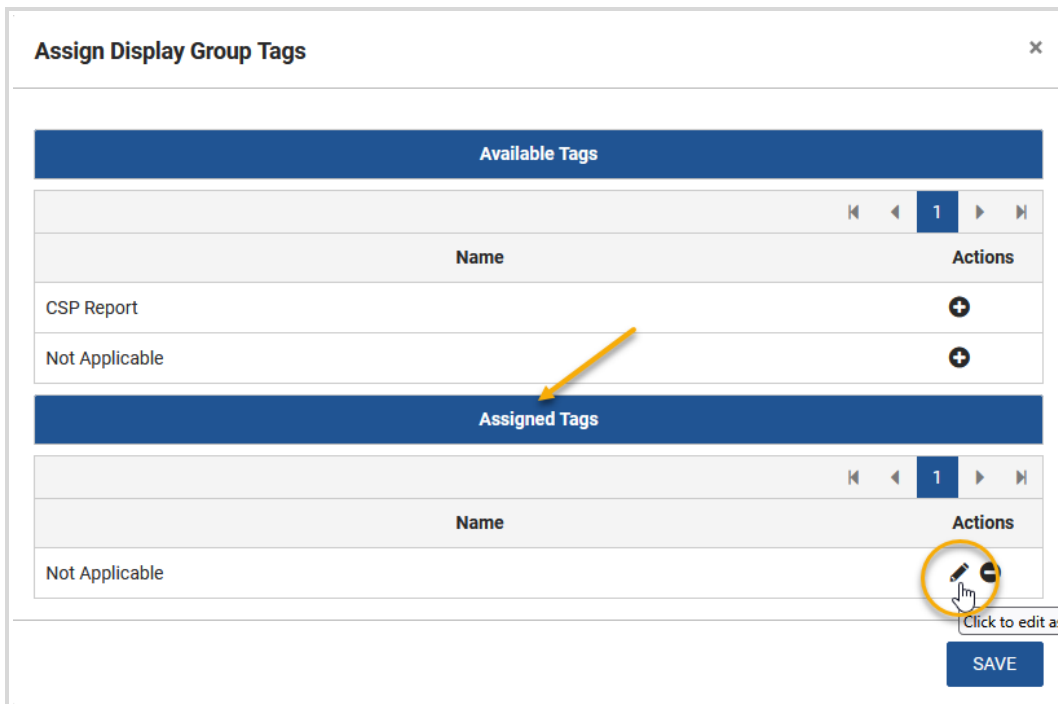
Survey List


 Keyboard navigation instructions

-   Clean Air Act (CAA)  
-   Clean Water Act (CWA)  



The **Assign Display Group Tags** dialog opens.

9. Under **Assigned Tags**, select **Edit**.





Assign Display Group Tags 

Available Tags

Name	Actions
CSP Report	
Not Applicable	

Assigned Tags

Name	Actions
Not Applicable	 

Click to edit as

SAVE

10. Clear the checkbox next to the placeholder (Other State SEC) that you edited.




11. Select **SAVE**.

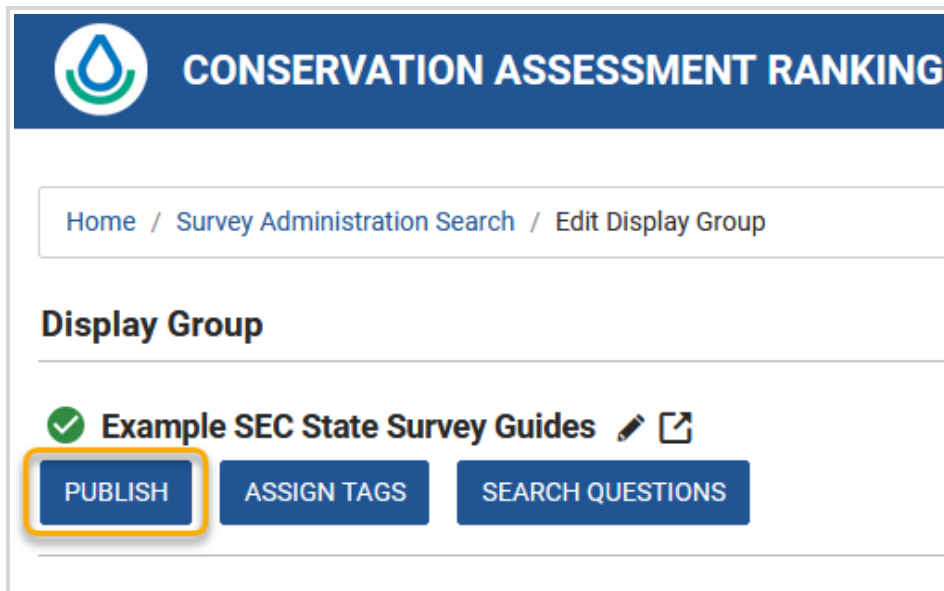
1.2.4 Publishing Your State SEC Display Group

When you finish customizing your state SEC display group, the final activity is to publish. Publishing will update the EE, so that users in your state can see your customizations.



Warning! In general, publishing only occurs at nationally designated opportunities, such as fiscal year rollover. Publishing at other times can disrupt work that's in progress.

The display group must be complete to enable publishing. The complete status indicator  displays next to the display group name if the display group is complete.



After your state SEC display group is published, it becomes active. If you need to update your state SEC display group when it's active, there are two methods you can use:

- You can copy your state SEC display group, edit the copy, and then publish the copy. Publishing the copy will inactivate your previous state SEC display group.
- You can promote updates in an active SEC display group if the updates are limited to text changes.

