

SEQR Helper

SEQR Helper Program Guide



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NYS OPRHP

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1. **Introduction**
   1. The SEQR Helper Program was developed to assist in some of the functions in the SEQR Review Process. This program will assist in the following:
      1. Creating the folders and files associated with new projects
      2. Adding new projects to the SEQR Workbook on the SEQR Clearinghouse drive
      3. Moving the project to the SEQR Clearinghouse drive when the review is complete
      4. Comparing project files on the local SEQR drive and the SEQR Clearinghouse drive
   2. The SEQR Helper Program was designed to be used on the NYS OPRHP network by any region.
   3. The SEQR Helper Program is not the end all solution to the SEQR Review Process. It was only designed to assist in some of the functions required to be completed during the SEQR Review Process.
2. **SEQR Helper Setup**
   1. When first running the SEQR Helper Program the user will be asked to enter two paths and select their region
      1. The path to the local SEQR drive
      2. The path to the local template folder
   2. The user will need a Project Template folder that the SEQR Helper Program can use to create new project folders. The structure and folders should follow that outlined in [Part 5, Section b, Subsection i](#P5Sbsi) of this document.
   3. This guide should be in the same location as the SEQR\_Helper.exe file.
   4. In the folder on the local SEQR drive there should be a folder for each Park / Site, regardless of whether a project exists or not. Parks / Sites without a folder will not be included in the menus of the SEQR Helper Program.
3. **Project Life Cycle**
   1. New project is to be put under SEQR Review Process
      1. SEQR Helper will create the required folders and folder structure for the new project on the local SEQR drive, from a template of the user’s choice.
      2. SEQR Helper will add the new project to the SEQR Workbook on the SEQR Clearinghouse drive. It will add the following information for the new project:
         1. Region
         2. Site Name
         3. Project Title
         4. FY Funded
            1. Note that the year will be the current year and may have to be adjusted if funding is to come from a different year
         5. Project Manager
            1. Note that the project manager will be the person who is running the SEQR Helper program and may need to be adjusted if alternate project manager is to be selected
      3. SEQR Helper will create the Project Description PowerPoint file if it is included in the template file. It will add the following information for the new project:
         1. Project Name
         2. Facility Name
      4. SEQR Helper will create the SEQR Checklist file if it is included in the template file. It will add the following information for the new project:
         1. Region
         2. Park or Site
         3. Project Title / Action
   2. Local SEQR Review Process underway
   3. Local SEQR Review Process complete
      1. SEQR Helper can copy the entire project folder and its contents to the SEQR Clearinghouse drive for submittal to Albany for review
      2. SEQR Helper will then add the following information for the existing project to the SEQR Workbook:
         1. Folder Path
         2. Date 100% Materials Uploaded
   4. Albany SEQR Review Process underway
      1. SEQR Helper can compare the project files on both the local SEQR drive and the SEQR Clearinghouse drive and copy files as needed to make both files the same.
   5. Albany SEQR Review Process complete
      1. SEQR Helper can compare the project files on both the local SEQR drive and the SEQR Clearinghouse drive and copy files as needed to make both files the same.
4. **How to use SEQR Helper**
   1. Menus and options will be prefaced with a number. To select a menu item or option, type in this number and hit the “Enter” key.
   2. In most cases, entering 0 will return the user to the previous menu.
   3. When asked to type in a path or project name, type in the required path or name and then hit the “Enter” key.
   4. When prompted to confirm what the user typed, use “Y” or “y” for yes, and “N” or “n” for no. Typing something other than the previously stated options will result in the user having to retype the path or project name.
   5. An invalid choice on any menu will keep the user on that menu until a valid selection is chosen.
   6. There will be messages providing confirmation that an action has been completed or that an error has occurred, the user will be instructed to press “Enter” to continue, which must be done in order to continue.
5. **Main Menu Options**
   1. 1. Copy Files from local drive to Albany drive.
      1. This option is used to copy your local project file to the SEQR Clearinghouse drive and performs the actions described in [Part 3, Section c](#P3Sc) of this document.
      2. Once chosen, the user will be prompted with a list of Parks / Sites where the project is located.
      3. Once a Park / Site is chosen, the user will be presented with a list of all projects for that Park / Site. Here the user will choose the project that is to be copied to the SEQR Clearinghouse drive.
   2. 2. Compare files on local and Albany drives.
      1. This option is used to compare the files on the local SEQR drive and the SEQR Clearinghouse drive for a specific project. Actions performed are described in [Part 3, Section d, Subsection i](#P3Sdsi) and [Part 3, Section e, Subsection i](#P3Sesi) of this document.
      2. Once chosen, the user will be prompted with a list of Parks / Sites where the project is located.
      3. Once a Park / Site is chosen, the user will be presented with a list of all projects for that Park / Site. Here the user will choose the project that the user wants to compare.
      4. If there are folders on the local SEQR drive that do not exist on the SEQR Clearinghouse drive, the user will be prompted to copy each folder one at a time. At each prompt the user may choose to copy the folder or not copy the folder.
      5. If there are folders on the SEQR Clearinghouse drive, the user will again be prompted to copy each folder one at a time.
      6. If there are different files on either drive, or if the file has the same name but a different date or size, the user will be given a list of all files matching this criteria. There will be 2 sections, one for the local SEQR drive and one for the SEQR Clearinghouse drive. Each file will be numbered.
      7. The user will be prompted to choose a file to copy to the opposite location. Note that if a file has the same name on both drives and has a different date or size, and the user choose to copy one of those files, the other will be overwritten and cannot be undone.
      8. The user will be prompted until there are no longer any differing files or the user has chosen 0 to return to the main menu
   3. 3. Create project file on local drive.
      1. This option is used to create a new project file on the local SEQR drive and add that project to the SEQR Workbook as described in [Part 3, Section a, Subsection i](#P3Sasi) of this document.
      2. Once chosen, the user will be prompted with a list of Parks / Sites where the project is located.
      3. Once a Park / Site is chosen, the user will asked to type the name of the project that is to be created. At this time the user can choose 0 to return to the main menu.
      4. Once the name of the project is typed, the user will be prompted if that is correct.
      5. Once confirmed the SEQR Helper Program will create the folders and edit the Project Description and SEQR Checklist files according to [Part 3, Section a, Subsection iii](#P3Sasiii) and [Part 3, Section a, Subsection iv](#P3Sasiv) of this document.
      6. The user will then be asked if the project should be added to the SEQR Workbook at this time.
      7. If the user chose not to add the project to the SEQR Workbook, they will be returned to the main menu. Otherwise, the SEQR Helper Program will add the project to the SEQR Workbook according to [Part 3, Section a, Subsection ii](#P3Sasii) of this document. Once the project is added, the user will be returned to the main menu.
   4. 4. Check SEQR drive and Template File paths.
      1. This option is used to verify and / or correct the paths that the SEQR Helper Program uses to find the projects that are to be worked on.
      2. Once chosen, the user will have the option to edit the paths or returning to the main menu. Each path will be numbered in order to be chosen to be edited.
      3. Once a path has be chosen, the user will be prompted to type the new path or select a new region, and then confirm that it is correct.
   5. 5. Open SEQR Helper user guide.
      1. This option is used to open this guide from within the SEQR Helper Program.
   6. 6. Exit SEQR Helper.
      1. This option is used to exit the SEQR Helper Program.
6. **Tips**
   1. **Paths**
      1. It is recommended that full network paths be used in place of the lettered drives, however it is not required for the program to function correctly
         1. Ex: “\\cenfile1\CAD\SEQR\” vs “X:\CAD\SEQR”
   2. **Template File(s)**
      1. For all the features of the SEQR helper to be used, the template file should be organized with a folder for each of the following (names should match each bullet exactly):
         1. Correspondence
         2. Design Drawings
         3. Natural Resources (ERM and NHP)
         4. Project Description, Photos, Map
         5. SEQR and Checklist
         6. SHPO
      2. Project Description PowerPoint file should be named “Project Description.pptx” and should be located in the “Project Description, Photos, Map” folder
      3. SEQR Checklist file should be named “SEQRChecklist and Classification Form.docx” and should be located in the “SEQR and Checklist” folder
   3. **Permissions**
      1. Each user that will be using the SEQR Helper Program will require the following permissions for the following folders:
         1. Location of SEQR Helper Program – Read/Write
         2. Location of SEQR Projects – Read/Write
         3. Location of SEQR Project Template – Read
         4. Location of SEQR Clearinghouse – Read/Write