

# How to Add Cycle Documents and Submit a Cycle in ATTAINS

Version: 4/05/2019

**Purpose:** To walk a state, territory, or tribal user through the process of adding overall documents for the Integrated Reporting (IR) Cycle, and then promoting (submitting) the IR cycle to EPA.

**Audience:** State, Territory, or Tribal users with Assessment Administrator permissions.

**Scenario:** A state has entered all its Assessment Units and Assessment decision data in ATTAINS. They are almost ready to submit (“promote”) the cycle to EPA regions for review. First, they need to attach documents related to the cycle, such as the Integrated Report document and any other documents they would like the region to consider. (There is a separate “Upload GIS” form for uploading geospatial data, located under the Assessment Units → Menu button. Geospatial data can be uploaded independently of the IR cycle promotion.)

1. Login to ATTAINS as a state user. **Note:** The state user must have the “Administrator” role for the Assessments module, to see the menu options to Manage Cycle or upload cycle documents.
2. In the “Assessments” module, click on the “Menu” button. Then click on “Manage Cycle”.

Assessments 2016 (Organization Draft)

Assessment Unit ID	Assessment Unit Name	Water Type	EPA IR Category	Organization IR Category	Multi-IR Category	Cycle Last Assessed	Last Modified	Cycle Last Modified	Validation	Status
BB_AdairRiver_1	Adair River	CHANNEL							No Information	Never Assessed
BB_BA-L-FREEMAN_01	Freeman Lake	CREEK	5		5	2014	Mar 29, 2018 8:22:49 AM	2016	OK	In Progress
BB_BF-R-BEAR_BUTTE_01	Bear Butte Creek	RIVER	1			2014	Mar 29, 2018 8:22:49 AM	2016	OK	In Progress
BB_BF-R-CROW_01_USGS	Crow Creek	CREEK	2			2014	Mar 29, 2018 8:22:49 AM	2016	OK	In Progress
BB_BS-L-MADISON_01	Lake Madison	LAKE/RESERVOIR/POND	5		5	2014	Mar 29, 2018 8:22:49 AM	2016	OK	In Progress

Cycle Selection ▾ Menu

Manage Cycle

Upload Assessments

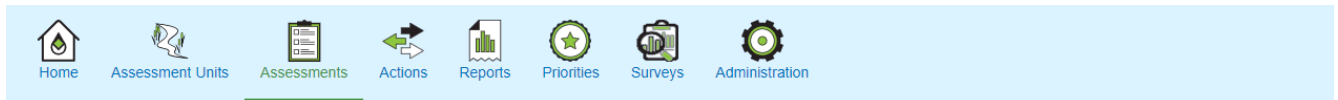
Export Assessments

3. That opens the Cycle Management window.



**IMPORTANT:** Cycle documents need to be uploaded **BEFORE** selecting the next status and promoting the cycle. Any documents uploaded after the cycle has been promoted to the next status will not be visible to EPA because they will be attached to the state's "In Progress" view that only the state can see, rather than the Snapshot that is visible to EPA.

- a. To access the cycle documents management area, **click on the appropriate Cycle in the table on the right side of the screen** (shown here in the red box). That will highlight the row in green, and open an extra window below.



## 2016 Cycle Management

Cycle Selection ▾ Menu

Cycle History

**CYCLE INFORMATION:** This cycle has not yet been submitted to the EPA for review.

Cycle ▾	Label ▾	Status ▾	Type	Cycle Years
2016		Organization Draft	In Progress	

**Current Status**

**Next Status\***

**Snapshot Label**

## 2016 Cycle Management

Cycle Selection ▾ Menu

Cycle History

**CYCLE INFORMATION:** This cycle has not yet been submitted to the EPA for review.

Cycle ▾	Label ▾	Status ▾	Type	Cycle Years
2016		Organization Draft	In Progress	

**Current Status**

**Next Status\***

**Snapshot Label**

### Cycle 2016 (Organization Draft)

Manage Documents

Document Name	Document Type	Agency Code	File Name
IR Report	Integrated	State	hmw_factsheet_V2.pdf

#### Document Information - IR Report

**Comment** *Not Specified*

- b. Click on the **Manage Documents** link (shown on the previous page). **Upload a document** (shown below).
- Type in a name for the document.
  - Assign the appropriate document tags. A document that contains multiple pieces can have multiple tags for the same document. For instance, if the Integrated Report document also contains the Summary of State Response to Public Comment, both tags can be applied to that document. Clicking in the Document Type box should open a drop-down menu, and you can click on a tag. You may add additional tags by starting to type in the document type box and it should filter the options. (The drop-down only shows for the first tag.)
  - Choose the File to upload (browse to the file on your computer).
  - Provide a document comment (optional).
  - Click on the “Add” button. The document will be added to the table on the right.

Cycle 2016 (Organization Draft) Close

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Agency Code\*  EPA  State  Tribal

Document Name\*

Document Type\* Integrated Report Document x  
Summary of State Response to Public  
document type(s)

File\*  *16irfinal.pdf*

Document Comment   
Internal Use Only 0 / 4000

Add →

Document Name	Document Type	Agency Code	File Name
No Documents			

Cycle 2016 (Organization Draft) Close

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Agency Code\*  EPA  State  Tribal

Document Name\*

Document Type\*

Document Name	Document Type	Agency Code	File Name
2016 IR Report	Integrated Report Document, Summary of State Response to Public Comments	State	16irfinal.pdf

- c. Repeat step “b” for each additional document to be uploaded.

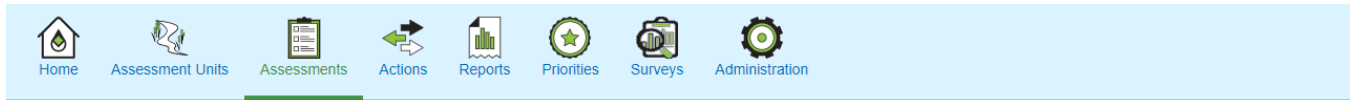
**Note:** Geospatial data should be uploaded using the Assessment Units → Menu → Upload GIS form. They should not be attached to an Assessment IR cycle.

4. How to Promote (Submit) the Cycle

- a. Select the appropriate next status from the “Next Status” drop-down.



**WARNING:** Once you promote (submit) the cycle to “Organization Final Action – Submittal”, you cannot undo the submission. At that point, the region would need to return the cycle to the state if something was missing or the state wants to resubmit.



2016 Cycle Management

Cycle Selection ▾ Menu

**Cycle History**

**CYCLE INFORMATION:** This cycle has not yet been submitted to the EPA for review.

Cycle	Label	Status	Type	Cycle Years
2016		Organization Draft	In Progress	

**Current Status**

**Next Status\***

**Snapshot Label**

- b. **Promote the cycle.** Click the “Promote” button. This creates a new Snapshot, labeled with the date that the Snapshot was taken.

2016 Cycle Management

Cycle Selection ▾ Menu

**Cycle History**

**CYCLE INFORMATION:** This cycle has been submitted to the EPA for review.

Cycle	Label	Status	Type	Cycle Years
2016	IN_PROGRESS_2016	Organization Final Action - Submittal	In Progress	🔒
2016	SNAPSHOT_2018_04_06	Organization Final Action - Submittal	Snapshot	🔒



**Cycle 2016 (Organization Final Action - Submittal)**

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Document Name	Document Type	Agency Code	File Name
2016 IR Report	Integrated Report Document, Summary of State Response to Public Comments	State	16irfinal.pdf
GIS: AU_ID	Other Supporting Documents	State	IR2016_GIS.zip

**Document Information - 2016 IR Report**

**Comment** *Not Specified*

Any cycle documents that were uploaded prior to the Snapshot creation should remain attached to the Snapshot. Click on the Snapshot in the table on the right side of the page (as shown above), which will highlight that row in green, and open a new area (below), which shows the attached documents.

The images above are from the State's perspective. The state would have access to both the "Organization Final Action – Submittal" Snapshot (which is read only), and the "Organization Final Action – Submittal" In Progress versions.

**Note:** Any changes that the state makes following the Snapshot creation would occur on the state's "In Progress" version (in this case, the "Organization Final Action – Submittal" In Progress version), which is not visible to EPA.