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**Chapter 3 Functions** 

# 3.5 Account Settings

The **Account Settings** functions in the EST enable users to manage their personal information, EST account, and saved reports. This menu includes functions to set user preferences, change password, and other user-specific option management.

Account Settings	
Change Password	
Update Contact Information	
Customize My ETDM	
My GIS Analysis Reports	
Manage Saved Searches List	
Manage Contact Lists	
Manage Bookmarks	
Customize Map Viewer	
Change Notification Settings	

## 3.5.1 Change Password

The following instructions provide guidance for the following:

- Resetting a forgotten password from the home page
- Changing a password through Account Settings

#### Resetting a Forgotten Password

If you attempt to log on to the EST, but enter a password that does not match your username/password combination, a **Warning** message, along with contact information for the **ETDM Help Desk**, appears at the top of the screen.

*Note*: Entering an incorrect password three times will result in a locked screen. If the screen locks after three attempts, contact the ETDM Help Desk for assistance.



WARNING: Authentication failure. Invalid us Please contact the ETDM Help Desk for assistance	ername / password combination. : (850) 414-5334 or help@fla-etat.org
est_NewsFeed 11/21/2014 [+] The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps 11/18/2014 [+] The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps Username:	
Password: (Sign In) Forgot your Password?	
About ETDM (Public Site) Contacts	
For additional information, please e-mail questions or comments to Florida Department of Transportation	on Environmental Management Office help@fla-etat.org or call 850-414-5334

- 1. To reset your password, click the *Forgot your password?* link.
- **2.** Type your **Username**.
- **3.** Click **Get Password**.

Efficient Transportation Decision Making	
est_NewsFeed 11/21/2014 [+] The following new or updated GIS layers have been added to the EST:	
Corresponding EST maps, hardcopy maps  11/18/2014 [+] The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps	
Username:	
Get Password Ready to Login?	

The screen displays a confirmation message stating that a new password has been generated and an email has been sent to addresses associated with the name on the account.

Tip! Click the Ready to Login? link to go to the EST home page.





		1
st_NewsFeed 19/15/2014 [+] esting - disregardThis is being se ddress list is the same as the one	nt from dev, which has a fix lor bug 3035. The	
9/13/2014 [+] est with over 1000 addresses an ecipient listshould generate two r	d more than 32766 characters for entire records in	
sername:	Message from webnage	
Get Password Ready to Login?	New password generated and sent to the Email Addr Ava_Smith	esses for user:
	The second	ОК
FDOT	Data Library	

#### Click OK. 4.



A temporary password will be included in an email.

Password reset for EST
help@fla-etat.org
Web Address : http://www.fla-etat.org
User Name : Ava_Smith
Password : 83woBy

**5**. In the email, click the EST web address link.





Password reset for EST	
<ul> <li>help@fla-etat.org</li> <li>To:</li> </ul>	
Here is your Environmental Screening Tool Logon Informa	ation:
Web Address : <u>http://www.fla-etat.org</u> User Name : Ava_Smith Password : 83woBy	

- 6. On the EST home page, do the following:
  - Type your **Username**.
  - Type or copy and paste the temporary password shown in the email into the **Password** box.
  - Click Sign In.

Efficient Transportation Decision Making
est_NewsFeed
11/21/2014 [+] The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps
11/18/2014 [+] The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps
Username: Ava_Smith Password: •••••••
Sign In Forgot your Password?

- 7. On the **Change Password** screen, type and confirm your new password.
- 8. Click Change Password.

Change Password	
Your password is currently set as the default password; you must change your password before continuing.	
assword	
•••••	
Confirm Password	
• • • • • • • •	
Change Password	

# Changing a Password Using Account Settings

You can reset a password at any time by using the **Change Password** feature in the **Account Settings** menu.



1. On the Account Settings menu, click Change Password.



The **Change Password** page opens and displays a welcome message, along with fields for changing your password.

Change Password	🖄 ?] 🛃 🞽
Welcome, Ava Smith. This form will change the password for your <i>Ava_Smith</i> account.	
Old Password:	
Confirm New Password: Change	

Tip! Click the toolbar icon in the Update Project Status window to:



Access online Help.



Bookmark the page.

Add the page to your **My ETDM** preferences.

- 2. Complete the following **Password** fields:
  - Old Password
  - New Password
  - Confirm New Password

*Note:* Using a combination of uppercase letters, lowercase letters, and numbers will make your password more secure. Keep in mind that your username and password are case sensitive. For example, "PASSWORD" is different from "password."

**3.** Click Change.



Change Password		
Welcome, Ava Smith. This form will change the password for your <b>Ava_Smith</b> account.		
Old Password:	•••••	
New password:	•••••	
Confirm New Password	•••••	
Change		

If the change was successful, the screen displays a green checkmark, along with a confirmation message.

Change Password		
✓ Your password has been successfully changed.		
Welcome, Ava Smith. This form will change the password for your <i>Ava_Smith</i> account		
Old Password:		
New password:		
Confirm New Password:		
Change		

If the change was not successful, a red **X** appears on the screen, along with a notice.

Change Password
$oldsymbol{X}$ The old password that you entered does not match the password that is currently in our records
Welcome, Ava Smith. This form will change the password for your Ava_Smith account.
Old Password:
New password:
Confirm New Password:
Change

- **4.** Do one of the following:
  - If the change was successful, no further action is required.
  - If the password change was not successful, re-enter your password information following the steps listed above.

# 3.5.2 Update Account Information

This function allows users to update their own personal account information stored in the ETDM database.

- 1. Go to the Account Settings menu, and then select Update Contact Information.
- 2. Enter the contact information on the Update Contact Information form then click Submit Form.



# 3.5.3 Customize My ETDM Pages

By default, the EST opens the page you were working on when you last exited the site. The **Customize My ETDM** feature allows you to control which page—or group of pages—you want to automatically open during EST startup. These pages will display along with the pages you had open when you quit your previous session.

*Note:* Startup pages are not the same as the home page or bookmarked pages, which are links to pages you frequently visit.

Not all EST pages can be configured with **the My ETDM tool**. You can only choose from pages that are generic (i.e., not a tool that is dependent on the selection of a project from the active project list). The **Customize My ETDM** page displays a list of pages that can be selected to open during startup.

Follow the instructions to complete the actions listed below.

- Access Customize My ETDM.
- Open a specific page or group of pages.
- Add the EST home page to your My ETDM list.
- Turn off My ETDM.
- Add a page using the My ETDM toolbar button.
- Remove a page from the My ETDM list.

#### Access Customize My ETDM

Use the **Customize My ETDM Pages** tool to configure and manage your startup pages.

1. On the Account Settings menu, click Customize My ETDM.



The **Customize My ETDM** screen displays a list of ETDM pages you can select from. If this is the first time you are accessing this page, you will see a message that notes **You do not currently have any My ETDM pages configured**.



Customize My ETDM Pages	1	X
Customize My ETDM	l Pages	?] 🛃 💋 🛆
🖩 Select My ETDM Defa	ult Pages	
You may configure up to five My ETDM reports), or by navigating to the desire	pages at a time. These can either be selected by checking pages from the list below ( d page and following the instructions.	generic
You do not currently have any My	FTDM pages configured.	
Agencies and Associated Resource	2 Issues	
Agency Annual Reports		
Agency Review Matrix		
Agency Review Overview		
Agency Review Report		
Agency Websites		
Customize My ETDM		
ETAT Contact List     ETAT Review Status Report		
ETAT Review Status Report		
My FTDM Dashboard		
Perform ETAT Review		
Prepare Invoice		
		and the second

*Tip!* Click the toolbar icon at the top of the screen to:



Send feedback about the current page.





. .

Add the page to your **My ETDM** preferences.

# Open a Specific Page or Group of Pages

1. Under Select My ETDM Default Pages, select one or multiple pages from the list by clicking the check box beside the page name. For this illustration, ETAT Contact List and Project Alerts are shown as selected.







#### 2. Click Add Selection(s).



The page refreshes and displays an option for selecting the EST startup.







3. Under Select Default Application Startup Behavior, click load "My ETDM" pages.



- 4. To activate your changes, you will need to log out of the EST and then log back on.
  - Log out of the EST.

Active project: #4250 Tampa Bay Inter	modal Center V Map it	etclm Environmental Screening Tool	Search site for	Search
			<u>Alert</u> Advanced <u>Search</u> My ETDM Bookman	rks Logout
Hide <<	Customize My ETDM Pages			×
AOI Tools Sociocultural Data Report for AOI	Customize My ETDM Pages		S 71 S	
View AOI Map	■ Select My ETDM Default Pages			=
لمسمم سميم سمعيما	You may configure up to fun Mo FTDM money at a tippe. These can either be selected	nd ins sherking,manan from the list-below (measurements), a	n by agricetings to the desired mean and following the individual sector of a sector of a sector of a sector of a	

• Log on to the EST.



etclm Efficient Transporta	tion Decision Making	
est_NewsFeed 05/12/2015 The following ne Corresponding I	[+] w or updated GIS layers have been added to the EST: EST maps, hardcopy maps, analyses and	
<b>05/12/2015</b> The following ne Corresponding I	[+] w or updated GIS layers have been added to the EST: ST maps, hardcopy maps, analyses and	
Username: Password:	Sign In	
Ē	orgot your Password?	

Your selected **My ETDM** startup pages will display. The next illustration displays the selected pages that are demonstrated in the previous steps.

Active project: #4290 Tampa Bay Inte	ermodal Center 🔽 Map it	etalm Environmental Screening Tool	Search site for Saved Searches: <u>Alert</u> Advanced	V Project History: V Search My ETDM Bookmarks Logou
Hide <<	ETAT Contact List	Project Alerts		X
AOI Tools Sociocultural Data Report for AOI View AOI Map	ETAT Contact I	List		PP 🔄 ?! 🗟 😈
	District User's R Agency:	-All- V -All- -All- St	earch	1 

**Tip!** To keep your startup pages open throughout your sessions, right click on a menu link to open a page in a new tab. Any pages that are open when you quit a session will automatically load with your **My ETDM** pages the next time you log on to the EST.

Hide	ETAT Contact List	Project Alerts	Home	Update Project Description
AOI Tools Financial Office	Update Project De	escription		
Tools Project Diary >	Create New Project	Intermodal Center	tion Body Spain Schung (912) 292	7775 v aut. 415 tast ID7 000 churge aud77@daimull@a atot are

# Add the EST Home Page to Your My ETDM List

The EST home page is the first page you will see when you log on to the EST for the very first time. It is the page that displays EST update messages and a list of bookmark links.



Home			
What's New			
Date		News	
05/12/2015	The following new or updated GIS layers ha & [+]	we been added to the EST: Corresponding EST maps, hardcopy maps, analyses and	metadata have been updated.
05/12/2015	The following new or updated GIS layers ha	we been added to the EST: Corresponding EST maps, hardcopy maps, analyses and	metadata have been updated.
05/12/2015	The following new or updated GIS layers ha [+]	we been added to the EST: Corresponding EST maps, hardcopy maps, analyses and	metadata have been updated.
View Complete What	t's New Report		
Quick Links			
AOI:	e of a tool or report to add to your list of quick lin	ks. EST / ETDM Help: EInding Your Way Around × Training × User Handbook ×	Manage Projects: Project Misistone Report × Track Projects × Project These (Planna, etc.) ×
• Comm	unity Characteristics Inventory $\times$	EST Tip Shedts ×     Site Map ×     Contact Us ×     Contact Us ×     ETDM Screening Events:     Agency.Review_Report ×     Projects.Needing.Review ×     Projects.Needing.Review ×     Projects.Needing.Review ×	Project Status (Editing, etc.) ×     Attach Documents ×     Project Manager Information ×     Idad Agang ×     Cass of Action ×     Project Manager New York (Statement Statement Sta
		Agency Comments - Project Energy ×     Agency Comments - Projects & Need ×     Draft ETAT Notification ×     Projects Needing Republication ×     Un-publied Summar Report ×     Generate Summary Report ×     Frojects Needing Class of Action Review ×     Allow Comments After Review Period ×	Manage Your Account: • Update Context Information × • Customize May Tiever × • Manage Contact Lists × Performance Management: • Agency Feedback Report ×

The EST does not automatically open to the home page during subsequent sessions; the application defaults to opening the pages that were open when you quit your previous session, along with the pages you added to your **My ETDM** list. If you want to open the home page each time you log on to the EST, you can do so by following the steps below.

- 1. Open **Customize My ETDM Pages** by following the steps listed in the previous section of these instructions.
- 2. Under Select My ETDM Default Pages, click the Welcome Page for My ETDM check box.





- **3.** Click Add Selection(s).
- 4. Under Select Default Application Startup Behavior, click load "My ETDM" pages.

# Turn Off My ETDM Startup Pages

You can turn off your startup pages by telling the EST to display only the pages you were working on when you logged off from your last session, which is also the EST default startup setting. To switch your startup pages to the EST default startup setting, do the following:

- 1. Open **Customize My ETDM Pages** by following the steps listed in the previous section of these instructions.
- 2. Under Select Default Application Startup Behavior, click restore history.



The EST will display the last pages you visited the next time you log on to the EST.

# Add a Page Using the My ETDM Toolbar Button

You can set a page you are viewing to automatically open the next time you open the EST. However, not all pages can be customized for automatic startup, as noted in the introduction to these instructions.

On the top right corner of the page, click the **My ETDM** button **D**. For this illustration, the Project Dashboard page is being shown.

Pr	oject	Dashboard							14P	1 d n d 1
Use the	this ta results	ble to refine your search and select p by clicking on a column heading. Clic	orojects. To l k Summariz	ocate spec e to displa	ific projects, type a y the information.	a keyword under a	ny of the column he	adings and then cl	ick Er	<b>nter</b> . You can sort
Sho	ow All	Projects from Florida, FDOT District 7, Pr	ogramming Scr	een, ETAT Re	view Complete					c
	ETDM ;	Project Name	FM Number	District	County	Phase	Class of Action	Planning Organization	LAP	Lead Agency
						Any 🗸				
	12216	Gandy Connector (US 92/SR 600)	25582212201	District 7	Hilsborough	Programming Screen		FDOT District 7	U	
	11840	SR 618 Widening		District 7	Hillsborough	Programming Screen	Draft	FDOT District 7	U	Federal Highway Administ
	9871	Overpass Road from Old Pasco Road to US 301		District 7	Pasco	Programming Screen	Draft	FDOT District 7	U	Federal Highway Administ
	9511	US 41, from 19th Ave NE to Gibsonton Dr	4211408	District 7	Hillsborough	Programming Screen	State Environmental Impac	FDOT District 7	U	FL Department of Transpo
	9047	US 19 (SR 55) from south of Alternate US 19 to north	41886012345	District 7	Pasco	Programming Screen	Draft	FDOT District 7	U	Federal Highway Administ
	8867	Bryan Dairy Road	42062915801	District 7	Pinellas	Programming Screen	Draft	FDOT District 7	U	Federal Highway Administ
	8728	Lithia Pinecrest Road (CR 640)		District 7	Hilsborough	Programming Screen	Draft	FDOT District 7	U	Federal Highway Administ
	4263	UCFP I-75		District 7	Hilsborough	Programming Screen		FDOT District 7	U	
	4148	UCFP I-75		District 7	Hilsborough	Programming Screen		FDOT District 7	U	
	3430	Pinellas County Bayway Structure		District 7	Pinellas	Programming Screen	Draft	FDOT District 7	U	US Coast Guard

A name of bookmark text box appears with the name of the page.







**3.** Click add.



# Remove a Page from the My ETDM List

You can remove a page from your list of My ETDM pages by following the steps listed below.

- 1. Open Customize My ETDM Pages by following the steps listed in the first section of these instructions.
- 2. Under Remove My ETDM Page, click the X beside the page name.



3. Under Select Default Application Startup Behavior, click load "My ETDM" pages.

ETAT Contact List	Project Alerts	Home	Update Project Description	Customize My ETDM Pages
Customize My ETDM	l Pages			
Select Default Application What would you like the default bulles restore history in load "My ETDM	tion Startup Behavior			
■ Remove My ETDM Pa	ge			
Y Project Alerts     Welcome Page for My ETDM	an and the generative advantage at the second s		مى يەمەلەردىغ مەمەدىم بى قالىر بىر مەلەر يەتى مەلەر يەت بىر	

The page that you selected for removal will no longer automatically display the next time you log on to the EST.



# 3.5.4 Manage My GIS Reports

The GIS Analysis Report identifies features that are within (in the case of study areas) or in proximity to (in the case of standard project alternatives) the project; for example, the number of Historic structures within 500 feet. These features are from various GIS datasets made available through the Florida Geographic Data Library.

After generating a GIS analysis report, you can save it to your My GIS Reports list for future reference. Saved reports can then be accessed from the GIS Analysis Report page or from the Manage My GIS Reports page.

Saved reports contain a record of the issues, analysis types, and buffer distances you selected before generating the report. For example, you can save your selections under a given report name for one project and then use the same selections for another project using the same report name.

These instructions will help you perform the following actions:

- Access the Manage My GIS Reports
- Create a customized GIS Report
- Edit/Delete a report

#### Accessing the Manage My GIS Reports Page

1. You can open the Manage My GIS Analysis Reports page from the main menu or from the GIS Analysis Report page (Reports>Project Effects>GIS Analysis Results).







One of the following pages will display:

• If you are accessing Manage My GIS Reports for the first time, a message will be displayed, stating, "There are no GIS report preferences currently configured for your user account."

Manage My GIS Reports							
<u>Create New Custom GIS Report</u> There are no GIS report preferences currently configured for your user account.							

 If you have saved GIS reports, you will see a list of your reports and the results data specified for each report.

IS Reports		575
Report		
'5 interchang	e	
0/30/2015		
o Planta Local and 5 see on Florida Local and 5 workshow (2) bookshow (2) on Florida Local and 5 workshow (2) on Florida Local and 5 see on Florida Local and es (2) realized Lovisien (2) realized Lovisien (2) realized Lovisien (2) on Florida Local and 5 and 7 Florida Local and 5 and 6 on Florida Local and 5 and 6 on Florida Local and 5 basis on Florida Local and 5 Florida Local and 5 basis on Florida Local and 5 Florida Local and 5 basis on Florida Local and 5 Florida Local and 5 Florida Local and	State Highway System (S d) State Highway System (Element Highway System (S excern Highway System (S excern Highway System (Cover (2)) d) State Highway System (Cover (2)) et State Highway System (Cover (2)) et State Highway System (Cover (2)) et Cover (2) et Cover (2) (Cover (2)) (Cover (2)) (Cover (2)) (Cover (2)) (Cover (2))	<ul> <li>(Holdback) (10)</li> <li>(Ho</li></ul>
/ Edit Report	× Delete Report	
3/11/2013 Duffers:		
	IS Reports Issue I	Startenchords

# Creating a Custom GIS Report

1. Click the Active project arrow and then select a project from the list.



2. Click the Create New Custom GIS Report link. The GIS Analysis Report page will open.



Althe anglets ("Mattern names")  Refer anglets ("Mattern names")  Refer to the second of the second	etdm		(Sant)	
Witaria         * </th <th></th> <th></th> <th>Advanced tases &amp; Wy Little   Westmarks   Vessel 2 20 10 10 10 10 10 10 10</th> <th></th>			Advanced tases & Wy Little   Westmarks   Vessel 2 20 10 10 10 10 10 10 10	
temps hemans     Gestimate temps     See Results to Exter Alternatives and Features     See Results to Exter Alternative Shee Results to Exter Alternative	Bayhana Genera: <u>python, descellar Lan</u> 100 August Option to marks a Automodel region. 6, skille Kalle his load initis Solis Annes of Bare degoort to ree	ue the report. You can manage your naved repo	to From New Menager My, CO Aspects page	
Since Al Advantage  Since Al Advantage  Ad	Next Produces			
time advances fryen for discusses	Toric and Archaeological Sites Instructure of the Changes Daty Agadion Treation Areas Instructures Instructures Instructures Instructures Instructures	Relocation Potential     Social     Social     Social     Social     Social Designations     Water Quality and Quantit     Wetlands     Wildlife and Habitat	v	

**3.** On the **GIS Analysis Report** page, make your analysis selections in each section by clicking the check box beside the item you want to include in the report. Click a checked box to unselect an item you do not want included in the report.

**Note**: A red asterisk, \*, indicates one or more items must be selected before you will be able to run the report.

- Click Save to save your selections to your My GIS Reports list.
- Click Run Report to view the report results.

Save My GIS Report Optional: Save Issue, Analysis Type and Buffer Selections to My GIS Rep	ports
Enter a name to use for My GIS Report	
Run Report Click Run Report to see the results for the selected analysis types.	

*Tip!* Click the **Report Options** button at the top of the page to return to the analysis selections, where you can save or edit the current selections.

#### Editing a GIS Report

1. Click Edit Report.





ate New Custom GIS I	<u>Report</u>	
astal		
Date Last Modified: 1 Issues, Analyses and	1/05/2015 Buffers:	
<ul> <li>Coastal and Marin</li> <li>National Park</li> </ul>	ne Projects <i>(100,200,500</i> ,	.5280)
Run Report	/ Edit Report	× Delete Report

The GIS Analysis Report page displays, showing the analysis report name under the **My GIS Reports** heading.

oio miniyaia heport		🕸 ?I 🔕 🖉
# #12216 Gandy Conned District: District 7 Phase: Programming	ctor (US 92/SR 600) screen Contact Information: Stephanie Clemons <u>stephanie.clemons@</u>	urs.com
PDF Reports		
No pre-generated PDF reports available	for individual alternatives. Use the GIS Report Options to create a custo	mized report.
All Results (Admin Users	Only)	
Run Report		
Optional: select a saved GIS rep run the report. You can manage	port from the drop-down list, click Edit to load into this i e your saved reports from the <u>Manage My GIS Reports p</u>	orm or Run Report to I <mark>ge</mark> .
Optional: select a saved GIS rep rup the report. You can manage West Ave to South Arch	port from the drop-down list, click Edit to load into this I o your saved coperts from the <u>Manage My GIS Reports p</u> Load & Edit Run Report	orm or Run Report to ige.
Optional: select a saved GIS rep run the report. You can manage West Ave to South Arch Select Alternatives and	port from the drop-down list, click Edit to load into this is a your saued reports from the <u>Manage My GIS Reports p</u> Load & Edit Run Report	orm or Run Report to
Optional: select a saved GIS rep run the cenort. You can manage West Ave to South Arch Select Alternatives and Show Results for Entire Altern	ever from the drop-down list, click E dit to load into this is work squad county from the Manage My GIS Reports po Load & Edde Run Report Fectures New Show Results for Individual Features	orm or Run Report to <u>ge</u> .
Optional: select a saved GIS rep rep the cened: You can manage West Ave to South Arch Select Alfernatives and Show Results for Entire Altern Select All Alternatives	tead & take         Exact All Features         Select All Features         Select All Features	orm or Run Report to gge.

- 2. Click Load & Edit to display the report form.
- **3.** Make your selections.
- 4. Click one of the following:
  - **Run Report** to view the results
  - Save Report to save your changes.

*Tip!* If you want to save the GIS Report under a different name, type the new name in the **Save Report** text box.

#### **Deleting a GIS Report**

To remove a GIS Report from your My GIS Reports list, click the Delete button that is located below the report name.







# 3.5.5 Manage Saved Searches List

The **Manage Saved Searches** function allows the user to view and edit the project selection searches that the user has saved, which are located under Saved Searches on the Project Navigation Bar (see Navigation chapter of the EST User Handbook).

To access the Manage Saved Searches function, click on the Account Settings button on the main menu,

Account Settings	
Change Password	
Update Contact Information	
Customize My ETDM	
My GIS Analysis Reports	
Manage Saved Searches List	
Manage Saved Searches List Manage Contact Lists	Ċ
Manage Saved Searches List Manage Contact Lists Manage Bookmarks	$\mathbf{Q}$
Manage Saved Searches List Manage Contact Lists Manage Bookmarks Customize Map Viewer	Ф

The Saved Searches are organized under the headings "Manual Selections" and "Dynamic Selections." The user can add or remove projects from a Saved Search by first clicking "edit" next to the description of the Saved Search. The Project Selection page will open, where projects may be added or removed.

Manage Saved Searches List	X
Manage Saved Searches List	松 ?) 🛃 💋 🔿
Dynamic Selections	
■ × / Florida, FDOT District 7, Project Development	
■ × / Florida, ACER Review	
■ × / Florida, Eliminated	
■ × / Florida, ETAT Review Complete	
■ × / Florida, Planning Screen, ETDM QA/QC	
■ × / Florida, ACE MM Review	and a straight of the second s





# 3.5.6 Manage Contact Lists

The **Manage Contact Lists** function in the Environmental Screening Tool's (EST's) **Account Settings** menu enables you to select individual contact records from the database and group them together into personal contact lists. You can also create new contacts from outside the database and add them to existing contact lists.

The Manage Contact Lists function provides you the tools to:

- Create a personal contact list
- Add contacts who are existing EST users
- Add new contacts who do not have existing EST accounts
- Edit an existing contact list
- Rename a contact list
- Switch between contact lists
- Delete a contact list

#### Accessing the Manage Contact Lists Feature

On the Account Settings menu, point to and click Manage Contact Lists.



The **Manage Contact Lists** window opens as a tabbed page, displaying a page toolbar and a **Contact Lists** section.

Manage Contact Lists		X
Manage Contact Lists		pp 🔄 ?] 🕹 💋
Contact Lists		
Enter a name for the new list:	Create New List	
	ی اس با دی اس مالی در این از در ماند ور افراد این کر مدیر افراد است. این این می افرانی مارد این در این در این م 	الم مستحد محمد فسيد جدم





# Creating a New Contact List

- 1. In the Enter a name for the new list field, type a name for the contact list you are creating.
- 2. Click Create New List.

Manage Contact Lists	
Manage Contact Lists	
Contact Lists	
Enter a name for the new list: ACE Con	tacts x Create New List

A message appears stating the new contact list has been successfully added.

Manage Contact Lists			X
Manage Contact Lists			pof 🐼 ?! 🔕 💕
The Contact List named "ACE Contacts"	" was successfully added. Please click the "Edit" link next to the a	opropriate list in order to add conta	cts to this new list.
Contact Lists			
	List Name	Edit	Delete
ACE Contacts		Edit	Delete
Fowler Extension		Edit	Delete
Enter a name for the new list:	Create New List		

- **3.** To build your contacts for the newly created list, do the following:
  - Under Contact Lists, click the Edit link.

Manage Contact Lists			X
Manage Contact Lists			por 🐼 ?! 🗟 🞽
The Contact List named "ACE Contact	s" was successfully added. Please click the "Edit" link r	next to the appropriate list in order to add contacts t	to this new list.
Contact Lists			
	List Name	Edit	Delete
ACE Contacts		Edit	Delete
Fowler Extension		Edit	Delete
Enter a name for the new list:	Create New List	· ,	

The **Manage Contact Lists** window refreshes and displays a **What would you like to do?** prompt. If this is a newly created list, a section displaying the user accounts associated with the list name will display. For this illustration, no user accounts are shown as associated with the ACE Contacts contact list.

Manage Contact Lists		X
Manage Contact Lists		4월 ?] 🕹 💕
What would you like to do	2	
Rename your contact list: ACE Conta     Select a different contact list to edit.     Search for existing users to add to you     Create a new user to add to your ACE	isrACE Contacts contact list. Contacts contact list.	
Go		
User Accounts Associate	d With Your "ACE Contacts" List	
There are not user account(s) associated	with the ACE Contacts contact list.	





# **Building Your List of Contacts**

Once you have created a list and given it a label (as shown in the previous section of these instructions), you can compile your list of contact names by doing any of the following:

- Search and import existing user names that are already listed in the EST database.
- Create a new entry for non-EST users.

Searching for existing users to add to a contact list

1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists		X
Manage Contact Lists		pri 🖄 ?! 🗟 💋
Contact Lists		
List Name	Edit	<u>Delete</u>
ACE Contacts	Edit	<u>Delete</u>
Fowler Extension	<u>Edit</u>	Delete
Enter a name for the new list: Create New List		

2. Under What would you like to do?, click the option button beside Search for existing users...



**3.** Click **Go**.



The screen refreshes and displays a form that helps you to narrow your search.



age Contact Lists			
anage Conta	ct Lists	₫?	
Organization:	Select an organization	~	
District:	Select a FDOT district 🗸		
County:	Select a county		
User Role:	Select a user role		
Name:			
Title:			
E-mail:			
Search Contacts			

**4.** Do any of the following:

- Click the drop-down arrow beside one of the fields shown on the form to search contacts by the following:
  - Organization
  - O District
  - County
  - 0 User Role
- Search for a contact by typing part of the following into the corresponding field:
  - o Name
  - o Title
  - o E-mail
- 5. Click Search Contacts.

Manage Contact Lists		X
Manage Conta	ct Lists	🐼 ?] 🗟 💕
Organization:	FDOT District 7	
District:	FDOT District 7	
County:	Hillsborough County 🗸	
User Role:	ETAT Member	
Name:		
Title:		
E-mail:		
Search Contacts		

The screen refreshes and displays the list of contacts that match your search criteria.





Manage Contact	Lists		X
Manage	Contact Lists		🐼 ?] 🕹 🞽
Select rec	ipient(s) from see	arch results to add to your list	
Select All	Name	Email	<u>Organization</u>
	Alexander, Terri	test-FDoT-terri_alexander-ou2242@devnull.fla-etat.org	FL Department of Transportation
	McGilvray, Peter	peter.mcgilvray@devnull.fla-etat.org	FL Department of Transportation
	Hudson, Cheryl M.	test-FDoT-cheryl.hudson-ou763@devnull.fla-etat.org	FL Department of Transportation
	El-Gafy, Mohamed	test-FDoT-mgafy-ou472@devnull.fla-etat.org	FL Department of Transportation
	Cunill, Buddy	test-FDoT-buddy.cunill-ou89@devnull.fla-etat.org	FL Department of Transportation
M. Andre Area	And A Date of the other	an a	and the second

6. Click the check box for the name of each person you want to add to your contacts list.

Ma	nage Contact Lis	sts			x
I	Manage Co	ontact Lists			🕸 ?) 🛃 💋
S	elect recipi	ent(s) from sear	ch r	results to add to your list	
	Select All	Name	Ŧ	Email	<b>Organization</b>
		Wilson, Chris		test-FD7-chris.wilson-ou5869@devnull.fla-etat.org	FDOT District 7
	$\checkmark$	Wills, Bill		diane.ripandelli@urs.com	FDOT District 7
		Watkins, Carin		test-FD7-carin.watkins-ou3405@devnull.fla-etat.org	FDOT District 7
		Warren, Kimberly D.		test-FD7-kwarren-ou3206@devnull.fla-etat.org	FDOT District 7
		Thomas, Alexis		test-FD7-alexis_thomas-ou6684@devnull.fla-etat.org	FDOT District 7
		Straw, Jennifer		test-FD7-jennifer.straw-ou3725@devnull.fla-etat.org	FDOT District 7
	$\checkmark$	Smith, Ava		diane.ripandelli@urs.com	FDOT District 7

Tip! Click the Select All check box to add all contacts displayed on the screen to your list.

#### 7. Click Add Selected Contacts.

	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7
	Carver, Sherry	test-FD7-SSCarver-ou418@devnull.fla-etat.org	FDOT District 7
	CaRtee, Charles T.	ccartee@dtsgis.com	FDOT District 7
	Bogen, Kirk	test-FD7-kirk.bogen-ou135@devnull.fla-etat.org	FDOT District 7
Add Selected Co	search Again		

Tip! Click Search Again to return to the search form.

The screen refreshes and displays the names of selected contacts along with the name of the list they have been added to.





Manage	Contact Lists				X
Man	nage Contac	t Lists			🕸 ?] 🗟 🞽
🗸 3 сог	ntacts were added to	the "ACE Contacts" list.			
What	would you lil	ke to do?			
⊖ Rena	ame your contact list:	ACE Contacts			
⊖ Sele	ct a different contact	list to edit.			
○ Sear	rch for existing users	to add to your ACE Cont	acts contact list.		
OCrea	ite a new user to add	to your ACE Contacts of	contact list.		
Go					
llsor	Accounts Ac	sociatod With	Vour "ACE Contacts" I	ict	
USEI	ACCOUNTS AS		TOUT ACE CONIDCIS I	.151	
Edit	Remove All	Name	Email	<b>Organization</b>	Created By
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Kemo	ve selected Contacts				

#### Creating a New Non-EST User Contact

You can add names that are not already listed in the database to one of your contact lists.

1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists		X
Manage Contact Lists		pri 🖄 ?! 🗟 💕
Contact Lists		
List Name	Edit	Delete
ACE Contacts	Edit	<u>Delete</u>
Fowler Extension	<u>Edit</u>	Delete
Enter a name for the new list: Create New List		

2. Under What would you like to do?, click the option button beside Create a new user to add...



**3.** Click **Go**.





Manage Contact Lists	
Manage Contact Lists	
What would you like to do?	
Rename your contact list: ACE Contacts	
○ Select a different contact list to edit.	
O Search for existing users to add to your ACE Contacts	s contact list.
Create a new user to add to your ACE Contacts contacts	act list.
Go	

The screen refreshes and displays a Create a New Contact...form.

anage Contact Lists				X
Manage Contact	Lists			🕸 ?] 🗟 💕
Required fields are marked w	ith asterisks			
Create a New Conte	act for the 'A	ACE contacts'	List	
Contact Information				
UserName:				
Prefix (Mr., Mrs., etc.):		2		
*First Name:	Lorem			
Middle Name:				
*Last Name:	lpsim	×		

**4.** Complete the form.

**Note**: Highlighted boxes marked with asterisks (<sup>\*</sup>) are required fields.

5. In the Submit section, click Save Information.

**Note:** Click the **Cancel Add/Update** button to quit the form completion process. Information that has not been already saved will be erased.

Submit	
Important: Since you a agency that you are curr agency (who have been	re associated with multiple agencies, it is important that you select the identity that corresponds to the ently representing in the "Select An Identity" dropdown menu below. By doing this, other members of this assigned the appropriate authority) will also be able to edit this user.
User Identity:	Ava Smith @ FDOT District 2 🗸
Save Information	Cancel Add / Update

The screen displays the selected contact list with the added name.

#### Editing a Contact List

You can update a contact's information for users that you personally added to the database. Contact information for users that were added by the State Environmental Management Office (SEMO) or by another user cannot be edited.

**Note**: If you find information to be inaccurate for a contact where you do not have editing privileges, contact the ETDM Help Desk at <u>help@fla-etat.org</u> or call 850-414-5334.



1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists			X
Manage Contact Lists	3		pr 🖄 ?! 🗟 💋
Contact Lists			
List	Name	Edit	Delete
ACE Contacts		Edit	<u>Delete</u>
Fowler Extension		<u>Edit</u>	<u>Delete</u>
Enter a name for the new list:	Create New List		

The screen displays the names associated with the selected contact list.

lanage Co	ntact Lists				l
Mana	ge Contac	et Lists			🕸 ?] 🕹 🕇
What w	vould you li	ke to do?			
Rename	your contact list	: ACE Contacts			
O Select a	different contact	t list to edit.			
O Search	for existing users	to add to your ACE Con	tacts contact list.		
O Create a	a new user to add	d to your ACE Contacts	contact list.		
Co					
GU					
User A	ccounts A	ssociated With	Your "ACE Contacts"	List	
Edit	Remove All	Name	Email	<b>Organization</b>	Created By
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		A CONTRACT OF			1 C

An Edit link will appear for contacts that you personally added to the database.

anage c	Contact Lists				
Mana	age Contac	et Lists			성 ?! 칠
Nhat	would you li	ke to do?			
Renar	me your contact list:	ACE Contacts			
) Select	t a different contact	list to edit.			
Searc	h for existing users	to add to your ACE Con	tacts contact list.		
) Create	e a new user to add	d to your ACE Contacts	contact list.		
Go					
Go Jser /	Accounts A:	ssociated With	Your "ACE Contacts"	List	
Go Iser / Edit	Accounts A:	ssociated With <u>Name</u>	Your "ACE Contacts" Email	List <u>Organization</u>	Created By
Go Iser / Edit	Accounts A <u>Remove All</u>	ssociated With <u>Name</u> Clemons, Stephanie	Your "ACE Contacts" Email stephanie.clemons@urs.com	List Organization FDOT District 7	Created By FDOT District 2
Go Jser A Edit Edit	Accounts A:	ssociated With <u>Name</u> Clemons, Stephanie Smith, Ava	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office
Go Iser / Edit	Accounts As	Sociated With Name Clemons, Stephanie Smith, Ava Wills, Bill	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office FDOT - Central Office
Go Jser A Edit	Accounts A: <u>Remove All</u> 	ssociated With Name Clemons, Stephanie Smith, Ava Wills, Bill	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office FDOT - Central Office

2. Click the Edit link for the respective name.





lanage	Contact Lists				
Man	age Contac	et Lists			🕸 ?] 🕹 🥻
What	would you li	ke to do?			
<ul> <li>Rena</li> <li>Sele</li> <li>Sear</li> <li>Crea</li> <li>Go</li> </ul>	ame your contact list ct a different contact rch for existing users ite a new user to add Accounts A	: ACE Contacts : list to edit. to add to your ACE Con d to your ACE Contacts ssociated With	tacts contact list. contact list. Your "ACE Contacts"	' List	
<u>Edit</u>	Remove All	Name	Email	<b>Organization</b>	Created By
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

A form displays, showing the contact's personal information, along with selections for the contact's account information.

				🕸 ?] 🛓 💕
Required fields are marked wi	ith asterisks			
Jpdate a Contact i	n the 'ACE Cor	ntacts' List		
Contact Information				
licerName:	tostar naProject			
Prefix (Mr., Mrs., etc.):	lester_norroject	2		
*First Name:	Stephanie			
Middle Name:				
*Last Name:	Clemons			
Position Title:			2	

**3.** Make any changes by typing into the box, or click the appropriate check box.

#### 4. Click Save Information.

Account Information	
Organization:	FDOT District 7
Regions:	District 7 (all counties): Citrus, Hernando, Hillsborough, Pasco, Pinellas;
Assigned Roles:	FDOT ETDM Coordinator Primary
*Notification Type:	Electronic Notification Type: District-level Notification      EST Notifications     Quarterly Feedback Reports     Invoice Reminders     AN Hard Copy - Not available for assigned role(s).
Account Restrictions:	Read Only 2 Consultant 2
Submit User Identity: Save Information	None found

**Note**: Click the **Cancel Add/Update** button to quit the form completion process. Information that has not been already saved will be erased.



# Removing a Contact from a List

You can remove one or multiple names from a list, or you can remove all of the names from a list. Removing a contact only removes the account from a personal contact list and does not delete it from the database.

1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists		X
Manage Contact Lists		pp 🔄 ?! 🗟 🞽
Contact Lists		
List Name	Edit	Delete
ACE Contacts	Edit	Delete
Fowler Extension	Edit	Delete
Enter a name for the new list: Create New List	]	

The screen displays the names associated with the selected contact list.

Manage	Contact Lists				X			
Man	Manage Contact Lists 🛛 🕹 🖥							
What Rena Selec Sear	What would you like to do?  Rename your contact list: ACE Contacts Select a different contact list to edit. Search for existing users to add to your ACE Contacts contact list.							
O Crea	te a new user to add	to your ACE Contacts o	ontact list.					
Go								
User	Accounts As	ssociated With '	Your "ACE Contacts" Li	ist				
<u>Edit</u>	Remove All	<u>Name</u>	Email	<b>Organization</b>	Created By			
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2			
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
Remo	ve Selected Contacts	i.						

2. Click the check box beside the Name you want removed from the list.

Manage	Contact Lists				x		
Man	Manage Contact Lists 🕴 👔 🛃 👔						
What would you like to do?							
⊖ Rena	me your contact list:	ACE Contacts					
◯ Sele	ct a different contact	list to edit.					
⊖ Sear	ch for existing users	to add to your ACE Conta	acts contact list.				
⊖ Crea	te a new user to add	to your ACE Contacts of	ontact list.				
Go							
00							
User	Accounts As	sociated With \	Your "ACE Contacts" L	ist			
<u>Edit</u>	C Remove All	Name	Email	<b>Organization</b>	Created By		
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2		
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
-		7					
Remo	ve Selected Contacts						

To remove all of the names shown on the list, click the **Remove All** check box. The check boxes located beside the names will appear as selected.





User	User Accounts Associated With Your "ACE Contacts" List							
<u>Edit</u>	□ <u>Remove All</u> ↑	<u>Name</u>	<u>Email</u>	<b>Organization</b>	Created By			
	V	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
<u>Edit</u>	✓	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2			
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
Rem	Wills, Bill diane.ripandelli@urs.com FDOT District 7 FDOT - Central Office  Remove Selected Contacts							

3. Click Remove Selected Contacts.

<u>Edit</u>	□ <u>Remove All</u> ↑	Name	<u>Email</u>	<b>Organization</b>	<u>Created By</u>
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<b>V</b>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

# Renaming a Contact List

1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists		X
Manage Contact Lists		pri 🖄 ?! 🛃 🞽
Contact Lists		
List Name	Edit	Delete
ACE Contacts	Edit	Delete
Fowler Extension	Edit	Delete
Enter a name for the new list: Create New List		

The screen displays the names associated with the selected contact list.

anaye	Contact Lists				
Mar	nage Contac	et Lists			생 ?] 실
Nhai	l would you li	ke to do?			
Rena	ame your contact list:	ACE Contacts			
) Sele	ct a different contact	list to edit.			
) Sear	rch for existing users	to add to your ACE Con	tacts contact list.		
Crea	ate a new user to add	to your ACE Contacts	contact list.		
Go					
Go Jser	Accounts A	ssociated With	Your "ACE Contacts"	List	
Go Iser Edit	Accounts A	ssociated With <u>Name</u>	Your "ACE Contacts" <u>Email</u>	List Organization	<u>Created By</u>
Go Jser Edit Edit	Accounts A	ssociated With <u>Name</u> Clemons, Stephanie	Your "ACE Contacts" Email stephanie.clemons@urs.com	List Organization FDOT District 7	Created By FDOT District 2
Go Jser Edit Edit	Accounts A:	ssociated With <u>Name</u> Clemons, Stephanie Smith, Ava	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office
Go Jser Edit Edit	Accounts A:	Sociated With Name Clemons, Stephanie Smith, Ava Wills, Bill	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office FDOT - Central Office
Go Jser Edit Edit	Accounts A	ssociated With <u>Name</u> Clemons, Stephanie Smith, Ava Wills, Bill	Your "ACE Contacts" Email stephanie.clemons@urs.com diane.ripandelli@urs.com	List Organization FDOT District 7 FDOT District 7 FDOT District 7	Created By FDOT District 2 FDOT - Central Office FDOT - Central Office

2. Under the What would you like to do? prompt, click the option button beside Rename your contact list.



lanage	Contact Lists				X	
Manage Contact Lists 🕴 🕅 🗟 🎬						
What	What would you like to do?					
Rena	me your contact list:	ACE Contacts				
Sele	ct a different contact	list to edit.				
⊖ Sear ⊖ Crea	ch for existing users te a new user to add	to add to your ACE Conta to your ACE Contacts o	acts contact list. ontact list.			
0		,				
GO						
User	Accounts As	sociated With	Your "ACE Contacts" Li	st		
<u>Edit</u>	□ <u>Remove All</u> ↑	Name	Email	<u>Organization</u>	<u>Created By</u>	
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office	
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2	
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office	

- 3. Clear the current list name.
- **4.** Type in the new list name.

lanage Coi	ntact Lists				1
Manag	ge Contac	et Lists			🕸 ?] 🕹 🕻
What w © Rename O Select a O Search f O Create a Go User Ac	ould you li your contact list different contact or existing users new user to add	ke to do? Lorem Ipsim list to edit. to add to your ACE Cont to your ACE Contacts ssociated With	x tacts contact list. contact list. Your "ACE Confacts"	List	
Edit	Remove All	Name	Email	<b>Organization</b>	Created By
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Remove	elected Contacts	5			

5. Click Go.

Manage Contact Lists				X			
Manage Contact	Manage Contact Lists 🛛 🖓 🔁 🖉						
What would you like to do? © Rename your contact list: Lorem Ipsim × Select a different contact list to edit. Search for existing users to add to your ACE Contacts contact list. Create a new user to add to your ACE Contacts contact list.							
Edit Remove All 🕈	Name	Email	<u>Organization</u>	Created By			
	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
Edit 🗆 C	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2			
. v	Vills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office			
Remove Selected Contacts							

The screen displays a message, informing you that the list name has been successfully renamed.



Manage	Contact Lists				د
Man	nage Contac	t Lists			🕸 ?! 🕹 🕻
Vour	Contact List has bee	n successfully renamed.	)		
What	would you li	ke to do?			
O Rena O Sele O Sear O Crea Go User	ame your contact list: ct a different contact rch for existing users ate a new user to add Accounts As	Lorem Ipsim list to edit. to add to your Lorem Ipsi to your Lorem Ipsim cor ssociated With Y	im contact list. Itact list. Your "Lorem Ipsim" Lisi		
<u>Edit</u>	Remove All	Name	Email	<b>Organization</b>	Created By
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Remo	ve Selected Contacts	i			

The name will appear when you view the **Contact Lists** screen, as shown in the following example.

Manage Contact Lists			Х
Manage Contact Lists			por 🐼 🔝 🕹 💕
Contact Lists			
List Nam	<u>e</u>	<u>Edit</u>	<u>Delete</u>
Fowler Extension		Edit	<u>Delete</u>
Lorem Ipsim		Edit	Delete
Overpass Road		<u>Edit</u>	<u>Delete</u>
Enter a name for the new list:	Create New List		

# Switching between Contact Lists

When you have multiple contact lists you can switch between lists to make updates or add contacts.

1. On the Manage Contact Lists screen, click the Edit link that corresponds with the List Name.

Manage Contact Lists			X
Manage Contact Lists			pri 🖄 ?! 🗟 🞽
Contact Lists			
List Name		Edit	Delete
ACE Contacts		Edit	<u>Delete</u>
Fowler Extension		Edit	Delete
Enter a name for the new list:	Create New List		

The screen displays the names associated with the selected contact list.





lanage C	ontact Lists				X
Mana	age Contac	t Lists			🖄 ?] 🛃 💋
What	would you li	ke to do?			
ORenar	ne your contact list:	ACE Contacts			
○ Select	a different contact	list to edit.			
◯ Seard	h for existing users	to add to your ACE Cont	tacts contact list.		
○ Create	e a new user to add	to your ACE Contacts	contact list.		
Go					
00					
User A	Accounts A	ssociated With	Your "ACE Contacts"	List	
<u>Edit</u>	Remove All	Name	Email	<b>Organization</b>	Created By
<u>Edit</u>		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
			- (		1

2. Under the What would you like to do? prompt, click the option button beside Select a different contact list to edit.

Manage	Contact Lists				X		
Man	Manage Contact Lists 🛛 🖓 🔝 🖉						
What	would you li	ke to do?					
O Rena	me your contact list:	ACE contacts					
<b>O</b> bele	ct a different contact	list to edit.					
⊖ Sear	ch for existing users	to add to your ACE cont	acts contact list.				
⊖ Crea	te a new user to add	to your ACE contacts of	ontact list.				
Go							
User	Accounts As	ssociated With	Your "ACE contacts"	List			
<u>Edit</u>	Remove All	Name	Email	<b>Organization</b>	Created By		
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2		
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
		-					
Remo	ve Selected Contacts						

#### **3.** Click **Go**.

Manage	Contact Lists				X		
Man	Manage Contact Lists 🛛 🖓 🔃 🖉						
What would you like to do?         Rename your contact list:         @Select a different contact list to edit.         Search for existing users to add to your ACE contacts contact list.         Create a new user to add to your ACE contacts contact list.         Ge         User: Accounts Associated With Your "ACE contacts" list							
<u>Edit</u>	Remove All	<u>Name</u>	Email	<b>Organization</b>	Created By		
Edit		Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2		
		Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
		Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office		
Remov	ve Selected Contacts						

The Contact Lists screen displays.





Manage Contact Lists		X
Manage Contact Lists		pp 🖄 🔁 📷
Contact Lists		
List Name	<u>Edit</u>	Delete
ACE contacts	<u>Edit</u>	<u>Delete</u>
Fowler Extension	<u>Edit</u>	Delete
Overpass Road	<u>Edit</u>	<u>Delete</u>
Enter a name for the new list: Create	New List	

4. Click the Edit link to display the list you want to edit.

# **Deleting a Contact List**

The **Manage Contact Lists** feature allows you to remove a group of contacts. Deleting a contact list will only remove the list from your screen; this action will not alter or affect the user accounts in the database.

**1.** Under **Contact Lists**, click the **Delete** link for the respective **List Name**.

Manage Contact Lists		X
Manage Contact Lists		pof 🖄 ?! 🛃 🞽
Contact Lists		
<u>List Name</u>	<u>Edit</u>	<u>Delete</u>
ACE contacts	Edit	<u>Delete</u>
Fowler Extension	Edit	Delete
Overpass Road	Edit	Delete
Enter a name for the new list: Create New List		

A message displays, asking you to confirm the action.

2. Click OK.

Manage Contact Lists		X
Manage Contact Lists		pof 🖄 ?! 💩 💕
Contact Lists		
List Name	<u>Edit</u>	<u>Delete</u>
ACE contacts	<u>Edit</u>	<u>Delete</u>
Fowler Extension	<u>Edit</u>	Delete
Overpass Road	<u>Edit</u>	Delete
Enter a name for the net Message from webpage	×	

The screen displays a message that confirms the list's deletion.



Manage Contact Lists		Х
Manage Contact Lists		pof 🐼 ?! 🔕 🞽
The contact list was successfully deleted.		
List Name	Edit	<u>Delete</u>
ACE contacts	<u>Edit</u>	<u>Delete</u>
Fowler Extension	<u>Edit</u>	<u>Delete</u>
Enter a name for the new list: Create New List		

# 3.5.7 Manage Bookmarks

This function allows users to select/deselect one or more pages from a checklist of available pages that are referenced on any of the navigation bars (top, left or bottom). The total number of pages added to Bookmarks is not limited in number. To access the **Manage Bookmarks** function, click on the **Account Settings** button on the main menu.

Account Settings 🛛 🖌	
Change Password	
Update Contact Information	
Customize My ETDM	
My GIS Analysis Reports	
Manage Saved Searches List	
Manage Contact Lists	
Manage Bookmarks	
Customize Map Viewe	
Change Notification Settings	

The Manage Bookmarks page displays.



Manage Bookmarks X
Manage Bookmarks
navigate to bookmarks
🖩 Remove Bookmarks
× Update Account Information × Dispute Resolution Activity Log
🖩 Select Bookmarks
You may configure as many bookmarks as you want. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the instructions.
You currently have 2 bookmark(s) configured.
Agencies and Associated Resource Issues
Agency Annual Reports
Agency Review Matrix
Agency Websites

On the form that opens, click on the check box next to the desired pages, then click Add Selection(s).

<ul> <li>Status of GIS Analysis</li> </ul>		
Summary Report Status Report		
Un-published Summary Reports		
Welcome Page for My ETDM		
5 ,		
Add Selection(s)		

Bookmarks can then be accessed by clicking "navigate to bookmarks" on the form or via the Top toolbar.

Manage Bookmarks
Manage Bookmarks
navigate to bookmarks
■ Remove Bookmarks
× Update Account Information × Dispute Resolution Activity Log
■ Select Bookmarks
You may configure as many bookmarks as you want. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the instructions.
You currently have 2 bookmark(s) configured.
Agencies and Associated Resource Issues Agency Annual Reports
Agency Review Matrix
Agency Review Overview
Agency Websites





# Adding a Page to Bookmarks

You can add a page to your list of bookmarks by

• Clicking the **Bookmarks** link at the top of the EST screen.

	4 Alert Advanced Search My ETDM	Book <u>marks</u> Log <u>out</u>
	7	Configure My Bookmarks
Manage Bookmarks		Add Current Page To Book
		Update Account Information
Manage Bookmarks		Dispute Resolution Activity
navigate to bookmarks ■ Remove Bookmarks		
× Update Account Information × Dispute Resolution Activity Log	ور و و و و و و و و و و و و و و و و و و	

• Click the **Bookmark** icon located on the page.



# 3.5.8 Set Default Layers on Maps

This function allows the user to select an issue and layers that will initially appear on maps. To access the **Set Default Layers on Maps** function, click on the **Account Settings** button on the main menu, then select **Customize Map Viewer**.

Account Settings	
Change Password	
Update Contact Information	
Customize My ETDM	
My GIS Analysis Reports	
Manage Saved Searches List	
Manage Contact Lists	
Manage Bookmarks	
Customize Map Viewer	
Change Notification Settings	

To change the default issue, select an issue from the pull-down menu, then click the "set as default issue" button. A message will appear under the default issue field, confirming your selection. The issue name will also appear in the issue header.





Set Default Layers on Maps		X
Set Default Layers on	Maps	🖄 ?] 🛃 💋
Configure EST Maps		
Basemap		
Basemap	Set As Default Issue	Basemap is currently set as your default
Restore Default Visibility	Save Visibility	
■ expand all		
Projects     Community		
Water Resource		
• Base		
Transportation		
Roadways		
Image     Administrative		
Other Initiatives		
Demographics	Munnananan	and a contraction of the contrac

To change the default layers to be initially displayed on maps, click the folder icon next to "expand all," then check or uncheck the boxes next to the data layer names. When finished, click the "Save Visibility" button.

et Default Layers on Maps		2
Set Default Layers o	n Maps	🕸 ?] 🕹 🖥
Configure EST Maps		
Basemap		
Basemap	Set As Default Issue	Basemap is currently set as your default
	1550€.	
Restore Default Visibility	Save Visibility	
	- <u></u>	
± expand all  ≡ collapse all ■ Projects		
• Water Resource		
Base		
Transportation		
🗄 Roadways		
Construction (2016-2020)		
Design Build (2016-2020)		
Y P D & E (2010-2020)		
Dealissings Fraincasing (2016-202	10)	

To restore the default data layers, click the "Restore Default Visibility" button.



< Set Default Layers on Maps		X
Set Default Layers on	Maps	🕸 ?] 🗟 💋
Configure EST Maps		
Basemap		
Basemap	Set As Default Issue issue.	Basemap is currently set as your default
Restore Default Visibility	Save Visibility	
■ expand all ■ collapse all		
Community		
Water Resource		
Base	Auto Andrea Autoria	a a management of the second o

# **3.5.9 Change Notification Settings**

The Change Notification Settings function is used to specify which email notifications the user receives. To access the Change Notification Settings function, click **Account Settings** on the main menu, then select **Change Notification Settings**.



By default, all users receive notices when the "What's New" page is updated, when the system is experiencing difficulties or there will be planned outages, and when ETDM events are announced. If you do not want to receive these notifications, un-check the box next to "Check to receive all EST email notifications. Click "Submit Form" when finished.



*Notification Type:	• Electronic	Notification Type: District-level Notification V	
		Review Reminder for Coordinators	
	AN Hard C	Copy - Not available for assigned role(s).	

ETAT members also use this tool to specify if they want to receive notices by district or by county. Use the pulldown menu next to "ETAT notifications" to select either "District-level Notification" or "County-level Notification. Click "Submit Form" when finished.

