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Chapter 2 Navigation (Updated 06/29/2016)

The EST allows you to create, update, and manage project information as a project moves through the ETDM review cycle. An interactive map connects with the Florida Geographic Data Library (FGDL), providing you with comprehensive data for an area. Detailed descriptions of each of the navigation elements are provided in the following sections of this chapter:

- How to navigate the EST sign-in page
- How to navigate the EST site
 - Navigating the home page
 - Using quick links
 - > Navigating the EST main menu
 - Using the site map
- How to find and select a project
 - Project navigation components
 - How to search for projects using the advanced search tool
 - Using the EST site search (Golden Search)
- How to work with tabbed pages
- Using the page toolbar
- How to Open the EST Interactive Map Viewer
- Locating help resources

2.1 How to Navigate the EST Sign-In Page

The Environmental Screening Tool (EST) is a secure application. The log-on window contains fields to log on to the EST, as well as several options to obtain more information:

- About ETDM Displays a general overview of the ETDM process
- Public Site Opens a new browser window containing the Public Access Site home page
- Contacts Lists names, phone numbers, and email addresses of people to contact for more information
- Florida Geographic Data Library Opens a new window containing the Florida Geographic Data Library (FGDL) home page
- State of Florida Department of Transportation (FDOT) Opens the FDOT home page
- MyFlorida.com Opens a new window containing the MyFlorida.com home page





To log on to the EST, complete the three steps listed below in the following sequence:

- In the Username field, type your assigned user name.
- In the **Password** field, type your EST password.
- Click Sign In.

Note: For security purposes, user accounts are locked after three consecutive login failures within a 15-minute time frame. If this occurs, contact the **Help Desk**.

2.2 How to Navigate the EST Site

The EST opens and displays the home page. The EST's desktop provides navigation and access points for managing ETDM project information. The core elements of the EST website are shown in the next screen illustration, with a brief description of each element given in Table 2-1.





Table 2-1 EST Element Descriptions

EST Element	Description
Active project	Select a project you are working on from the Active project list. The project name displays when it is in active view. The EST displays pages for information related to a selected project when you select project-specific menu options. This provides the ability to move from section to section without having to repeatedly search for a project.
Map it	Click the Map it button to open the project location in the Map Viewer.





EST Element	Description
Alerts	The EST Project Alerts feature monitors and notifies you of required actions for projects in your jurisdiction. Alerts are triggered by two types of events: (1.) when an action needs to occur in order for another action to happen, and when (2.) a timed event is set to expire. The EST displays alerts that have been received during the last 60 days.
	Search site for Seved Searches: Project History: Advanced Search My ETDM Bookmarks Logout X
Saved Searches	Add projects to this list via the Advanced Search tool or Project History list.
Project History	The Project History list enables you to quickly switch between current and recent project selections.
EST Search	The EST Search function lets you search the EST website for specific information without having to navigate through the main menu. You can perform a search of the EST website using keywords, project numbers, project name (full or partial), EST function, or a name from the ETDM Contact List.
Advanced Search	The Advanced Search link opens the Project Selection wizard, allowing you to search for and select individual or multiple projects.
Area of Interest Tool	The Area of Interest Tool link on the EST main menu will display for users with AOI editor privileges. Click the link to go directly to the Area of Interest tool and interactive map.
	View Interactive Maps
My ETDM	The My ETDM link opens the User Preferences wizard or the selected preference pages.
	<i>Note:</i> See the Set Up User Preferences section of the Wizards chapter in the EST Handbook for details on setting page preferences, and see the Customize My ETDM section of the EST Handbook for information on making changes to your My ETDM preferences.
Bookmarks	The Bookmarks menu enables you to configure your bookmarks, add the current page to the list, or open a page shown on the list.
	<i>Tip!</i> Alternatively, you can manage your bookmarks by clicking the Manage Bookmarks option in the Account Settings menu, which allows you to select or deselect one or more pages from a checklist of available pages. There is no limit to the number of pages you can bookmark.



EST Element	Description
Logout	Click the Logout link to close the current session.
	<i>Note:</i> If the EST site is not used for more than 15 minutes (i.e., you have not clicked any of the functions or moved your mouse over an area of the EST window), it will automatically log you out.
Main Menu	The EST main menu serves as the primary access point to the functions that make up the EST website.
Map Slide-out Bar	Click the bar to open and close the Map Viewer.

2.2.1 Navigating the Home Page

The home page provides links and information that will help you navigate the EST website. The EST home page displays the following sections:

 what's new – Provides the latest information about enhancements made to the EST. Click the more... button to view the full list of EST enhancements.

Click to view the complete list of EST enhancements.

• quick links – Displays links to Help and frequently viewed pages.

Home		<u>\</u>
what's new		· · · · · ·
 12/06/2012: The following new o are public access are available for 	r updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy or download from the FGDL. However, data layers are not always immediately available i	maps, analyses and metadata have been updated. EST data layers the FGDL; there may be a short lag time between when layers are a
- 11/19/2012: ""Reminder"" ES November 22nd - Closed (Thank	T HELPDESK Holiday Schedule The Help Desk will be open 8-5 Monday - Friday, excep sgiving Day) November 23rd - Closed (Tharksgiving Vacation) December 24th - Closed	the following: November 21st - Closed (Thanksgrung Vacation) (Christmas Vacation) December 25th - Closed (Christmas Day)
11/05/2012: The following new o updated. EST data layers that an	r updated GIS layers have been added to the EST. Corresponding EST maps, hardcopy e public access are available for download from the FGDL. However, data layers are not	maps, analyses and metadata have been always immediately available in the FGDL; MOTE
The state of the second second second		
quick links	14 Address Secondario (1990)	
Search by the name of a tool or rep	ort to add to your list of quick links.	
	EST/ETDM Help: • Endrag Your View Around × • Training × • User Handbook ×	Manage Your Account: • Usate Context Information × • Customize May Verent × • Manage Context Lasts ×
	Bit Max ContactUs ×	Performance Management: • Agency Feedback Report ×
	ETDM Screening Events: • Agency Review Report ×	Performance Measure: Summary Report × SOE Evaluation Participation Report ×
	 Projects Needing Review × 	Work on Invoices: + Log Agency Activity X
	GIS Analysis Results for Projects / Maps: - Print Hard Copy Maps ×	 Upload Agency Activity Spreadsheet ×
ha agarah hay ta add		
ne search box to add	all Use quick links for fast ac	cess to pages you regularly use





2.2.2 Using Quick Links

The **quick links** feature is another way to bookmark frequently viewed pages, allowing you to place links to EST pages according to category.

1. To add a tool or report, type the name of the page in the **quick links** search box, and then press the **Enter** key. The search field expands, displaying the available options from your search query.

q	ι	lick links
1		Search by the name of a tool or report to add to your list of quick links.
		Project Tracker
		Project Tasks Status
		Project Tasks
		Average District Auject Costs and Times
		Track Projects

- 2. Select the appropriate option by clicking it. The selection now appears as a quick link.
- **3.** Click the link to open the page.



4. To remove a page from the **quick links** list, click the delete icon, \times , beside the page name.

2.2.3 Navigating the EST Main Menu

The EST main menu serves as the primary access point to the functions that make up the EST website. The main menu is grouped into categories based on function type, with each category displaying a list of functions when expanded.



Active project: #2801 Beaver St (US 90)	Map it	etclm Environmental Screening Tool	Search site for Saved Searches:	Project History: Advanced Search My ETDM Bookmarks	<mark>jearch</mark> ⊻ Log <u>ou</u> t	
Hide	e << Home		7			×	1
Tools	Home					~	
Reports	▼ <u>Home</u>					- 1	
Wizards	What's Ne	W					
Maps	▼ Date	1		Nows		4	
Account Settings				news		- 11	
Help	▲ 04/08/2016	The following new or and metadata have b	updated GIS layers have been ad een undated	lded to the EST: (Corresponding EST maps, hardcopy maps, analyses		
FAQ		[+]	cen upuateu.				
Tip Sheets	03/08/2016	Updated January 20,	2016:			6	2
User Handbook							
ETDM Glossary		LAYER: Florida	Department of Transportation	. <u>[+]</u>			2
ETDM Acronyms	03/08/2016	Updated November 2	1, 2015:				6
ETDM Library		LAVED, Dublic	Lands in Florida Contombor 201	F		2	5
ETDM Calendar		SDE [+]	Lands in Fiorida - September 201	5		c	ŝ
ETDM Training		· —	_				
Training Videos	View Com	plete What's New Repor	t				
What's New						- 1	
Site Map	Quick Lin	ks					
About EST							
Contacts	Search by th	ne name of a tool or re	oort to add to your list of quick lin	ıks.			
Public Site							
Get Adobe Acrobat Reader						- M	

The main menu categories are as follows:

- Tools opens forms for entering data
- Reports includes standard reports and queries grouped in categories such as Project Diary and Project Effects
- Wizards guides you through various complex functions, reports, and tasks
- **Maps** enables you to display information over a geographic location through a custom map and to dynamically interact with the online mapping application
- Account Settings allows you to set user preferences, change your password, and other userspecific options management
- **Help** provides tips, guides, and access to resources on using the EST, along with an ETDM calendar that displays upcoming training sessions and events

Note: Not all menu functions appear to all users. Depending on your assigned role, you will only be able to view the menu functions accessible to the role.

1. To view all of the functions listed under a category, click the arrow beside the category name. The category expands, displaying the list of functions. For this illustration, **Reports** is shown.

Reports	
Project Diary >	4)

2. To view the submenu options related to a selected function, point to the function name.

Tip! Left-click on a function to pin the expanded submenu. This will keep the submenu open. To collapse the submenu again, you can either click on one of the submenu options or left-click the pushpin.

3. Click the submenu option to open the page displaying the input form, report, maps, or user-specific action.

Project Tracker > 🕴 🕴	Average District Project Costs and Times
	Project Tasks Status
	Task Groups

4. Click **Hide** to collapse the main menu, giving you more screen space to work on a task. To display the menu, click the **Click to Open Menu** bar.

Hide <	< EST Help	X
Tools 🖊 🔻	EST Online Usen He	indhook (undata 0016)
Reports 🖉 🔻	ESI Onune Oser IIa	<i>Inabook (apaale 0210)</i>
Wizards 🔻	Contents Search	
Maps Account Settings	Navigation Log-on Splash Page	intends to address or evaluate these issues as the project advances.
Help A	B Website Navigation Elements B Home Page C Project Navigation	 Draw Project on Map Tool that opens the Map Viewer in edit mode to allow the ETDM Coordinator or ETDM Data Entry user to draw
Tip Sheets	🗅 Main Menu	new features for project alternatives on the map.
User Handbook	n Tabs n Map Slide-out Bar	Extract Project from State Highway System Tool that enables users to copy roadway lines from the Tool that enables users to copy roadway lines from the

Tip! To further expand your screen work space, click the **F11** key. This expands the **EST** window by hiding the **Windows** toolbar. Click the **F11** key again to display the **Windows** toolbar.

2.2.4 Using the Site Map

The EST Site Map, located on the Help menu, works as a kind of interactive table of contents. Each page listed on the site map links directly to its corresponding section of the website. A site map is an efficient way to locate a specific page without having to search through the site's menus. Additionally, the site map displays brief descriptions of each page's purpose.

Tip! The site map is a good resource for getting an overview of the EST layout and reading about the purpose of each page.



Hide <<	< EST Site Map	
Tools 🔹 🔻		
Reports 🛛 🔻		
Wizards 🛛 🔻	Click on the c^{+} icon to add a tool or report to your quick links. The c^{+} icon indicates the tool or report is already part of your quick links list.	
Maps 🔻	Click on the 🚖 icon to remove the page from your quick links list.	-
Account Settings 🛛 🔻		
Help 🔺	loois	
FAQ	The functions of this category are primarily data-entry related, including all input provided throughout the life cycle of a project.	
Tip Sheets	Project Diary >	ap
User Handbook		Z
ETDM Glossary	Tools listed in the Maintain Project Diary category allow users to create or update the project record and ancillary data.	Dpe
ETDM Acronyms	The Create New Project Record input form is used by the ETDM Coordinator or ETDM Data Entry user to add a new project record	0
ETDM Library	to the database.	ĸ
ETDM Calendar	 Project Description The Update Project Description form allows the ETDM Coordinator or ETDM Data Entry user to modify the project description of an The Update Project Description form allows the ETDM Coordinator or ETDM Data Entry user to modify the project description of an 	ō
ETDM Training	existing project in the EST database.	
Training Videos	 Alternative Description 17 The Add / Undate Alternative Description input form allows users to add alternative corridors to an existing project 	
What's New	Preliminary Environmental Discussion (PED) A	
Site Map	The PED provides the District's initial evaluation of a project's potential effects (direct, indirect, and cumulative, as appropriate) and how the District's initial evaluation of a project's potential effects (direct, indirect, and cumulative, as	
About EST	and now the District interios to address of evaluate these issues as the project advances.	
Contacts	Tool that opens the Map Viewer in edit mode to allow the ETDM Coordinator or ETDM Data Entry user to draw new features or	
Public Site	o Segment Description star	
Get Adohe Acrohat Reader	The Undere Seament Description form allower the EFDM Correlatorer FTDM Deta Entry user to modify the segment description	

Tip! To add a page to your **quick links**, click on the $\widehat{}$ icon beside the page name. If an $\widehat{}$ icon already appears beside the page name, you can remove it by clicking on it.

2.3 How to Find and Select a Project

At the top of each EST page, you will find the tools for selecting and saving projects. When working with project-specific pages (i.e., pages that contain information only pertaining to a selected project), you will select a single project or group of projects by using the search tools or saved project lists. the **Active project** field shows the project that is in active view. If there is a group of projects within a selection, the list box will contain all of the projects within the group; however, most pages only display information for the project that is displayed as the Active project.

		etalm	Search site for		Search
Active project: #12664 Non-ACE Programming, 2 Alts 08 23 2012	🔹 Map it	Environmental Screening Tool	Saved Searches:	Project History:	•
				Advanced Search My ETDM Bookman	ks Log <u>out</u>

2.3.1 Project Navigation Components

- Active project the Active project field shows the project that is in active view. If there is a group of
 projects within a selection, the list box will contain all of the projects within the group; however, most
 pages only display information one project at a time.
- Advanced Search Opens the project selection tool (referred to as the Project Selection Wizard) that enables you to search for and select individual or multiple projects. This selection will be used as the starting point whenever you subsequently activate functions from the main menu. You may also choose to add the selection to the Saved Searches list.
- Saved Searches Displays a list of projects you frequently use. You can add projects to this list via the Advanced Search tool or Project History list.



- Project History Displays the projects most recently viewed, enabling you to quickly switch between current and recent project selections.
- Map It Shows the project location on the Map Viewer.

2.3.2 How to Search for Projects Using the Advanced Search Tool

The **Advanced Search** tool allows you to search the database for one or multiple projects based on selected search criteria. You can then save selections you frequently use.

1 Search site for Saved Searches:	
Alert Advanced Search My ETDM Bookmarks Logout	
Project Selection Wizard	×
Project Selection Wizard Select Transportation Project from the list of projects with available summary reports below: How would you like to define your selection? Manual Selection: You will be prompted to key in specific project number(s)	
Power Search: You will select a region and then optionally narrow down your search by choosing from various other criteria	
Back Next Cancel	

- **1.** To search for a single or multiple projects based on set of criteria, click the **Advanced Search** link.
- 2. On the first Project Selection Wizard page, you will see the question How would you like to define your selection?
 - If you are searching for specific projects, such as by number or by name, click the Manual Selection button.
 - If you are searching for projects based on specific criteria (e.g., District 2 projects with published summary reports), click the **Power Search**.

For this illustration, we are using Power Search for our project selection.





Note: After responding to the prompts provided on each of the wizard screens, you will need to click **Next** to move to the next screen. If you need to go back to a previous screen, click the **Back** button.

t Selection Wizard	
roject Selection Wizard	
You may further narrow your selection down by mo	difying the search criteria below. Click "Next" when finished
Selected Region: Florida	Change
Project Name	
lanning Organization:	FDOT District 2
TDM Status:	ETAT Review Complete
TDM Phase:	3 Programming Screen V
TDM Filter:	Published Summary Report Available V
Date Range: (<u>Clear Dates</u>)	From: 04/24/2010 To: 04/24/2012 X I

Project Selection Wizard Selected Region: Florida Selected Criteria: Project Name: Planning Organization: FDOT District 2 ETOM Fhase: Frogramming Screen ETOM Fhase: Programming Screen ETOM Phase: Programming Screen ETOM Fhase: All- Date Range: 04/24/2010 to 04/24/2012 Select/Unselect All Your search has resulted in 3 projects found: #2804	
Selected Region: Florida Selected Criteria: Project Name: Planning Organization: FDOT District 2 ETDM Status: ETAT Review Complete ETDM Phase: Programming Screen ETDM Phase: -All- Date Range: 04/24/2010 to 04/24/2012 Select/Unselect All Your search has resulted in 3 projects found: #2804	
Selected Region: Florida Selected Criteria: Project Name: Planning Organization: FDOT District 2 ETDM Status: ETAT Review Complete ETDM Fliter: Published Summary Report Available Summary Report Phase: -All- Date Range: 04/24/2010 to 04/24/2012 Select/Unselect All Your search has resulted in 3 projects found: Select/Unselect All Normandy Bhd	
Selected Criteria: Project Name: Planning Organization: FDOT District 2 ETOM Status: ETAT Review Complete ETOM Phase: Programming Screen ETDM Filter: Published Summary Report Available Summary Report Phase: -Ali- Date Range: 04/24/2010 to 04/24/2012 Select/Unselect All Your search has resulted in 3 projects found: Select/Unselect All Normandy Bhd	Change
Select/Unselect All Your search has resulted in 3 projects found: #2804 Normandy Blvd	4 Change
2804 Normandy Blvd	
	~
🛩 #4578 Pecan Park Rd E Ext	
US 301 Baldwin Bypass	

- **3.** You can narrow your search selection by clicking variables from the lists.
- **4.** Projects matching your search criteria will display as a list showing all results as selected. To remove a project from the list, click the checked box to deselect it.

Tip! If you want to select only a few projects from a long list, click the checked **Select/Unselect** All check box to clear the boxes. Then check the boxes beside the projects you want to select.



Project Selection Wiza	rd
Project Selec	tion Wizard
5	Do you want to save this selection for future use? No, I only want to use this search during this session Yes, save my search as a dynamic query: The results of your selection will update automatically as changes to the underlying database occur. Yes, save my search as a selected group: This selection will always contain the same list of projects regardless of changes to the underlying database.

- **5.** To save your selection for future reference, do one of the following:
 - Yes, save my search as a dynamic query Click this option if you want the database to automatically update your selection when project changes are entered into the database (e.g., your selection will not remain static if additional projects matching your current criteria are added or if a project within your selection moves in status).
 - Yes, save my search as a selected group Click this option if you want to keep your current selection as is (i.e., if other projects matching your criteria are added or if a project within your selection changes status, your current selection will not be affected).

Project Selection Wizard Project Selection Wizard back	Bo you want to save this selection for future use? Piease name your dynamic query. Click "Finish" to save. Florida. FDOT District 7. Programming Screen	
	Next Fissish Cascel	



6. Type a name for your selection.

7. Click Finish.



- 8. Immediately after clicking the **Finish** button on the wizard page, your project selection will appear on the **Active project** field (this is referred to as your Current Selection). Click the drop-down arrow to view the full list. To display information for a specific project, click on the project name and navigate to the relevant page, or click the **Map it** button to display the location on the EST map viewer.
- **9.** When you want to retrieve your list in the future, click the **Saved Searches** arrow and then click on the selection.

Search site for		Search	
Saved Searches:	Project History:		
4 Alert Advan	ced <u>Search</u> My <u>ETDM</u> Book	k <u>marks</u> Log <u>out</u>	
Saved Searches:			
Florida, FDOT District 2 Florida, Planning Screen, ETDM C	AVOC		
Florida, ETAT Review			
Florida, FDOT District 7			
Florida, FDOT District 7, Programmer	ning Screen, ETAT Review Complete		
Florida, FIHS Consistency Review			
Electide EDOT District 2 Program	NILLEF grojects	ata w/ Summany Papada, Erom: 04/24/201/	0 Te: 04/24/2042
Florida, Programming Screen, ETA	AT Review Complete	ous w commany reports, From, 04/24/2010	0 10. 04/24/2012
Florida, FDOT District 7, Programm	ming Screen		
Manual Selection (3752)	-		
Month Spir Jan 75702 A. Mar	amaran marina	marian and and and	man may

2.3.3 Using the EST Site Search (Golden Search)

The gold **Search** button at the top of the EST site allows you to search the site for information, including projects, areas of interest, people, training videos, and reference documents. Simply type the keyword or part of a keyword and then click the **Search** button.





101 To iew Interac

Financial Office

Account Settings

New Development

Administration

Tools

Reports

Wizards

Maps

Help

	Fowler Ave		× Search
	Saved Searches:	Project History:	
	4 Alert Advance	ed <u>Search</u> My <u>ETDM</u> E	Book <u>marks</u> Log <u>out</u>
an Courty B	ayees involve 🕞 🖬 👔 1	etcolm Environmental Screening Tool	Fould Are [Inst Instance (V) Proper many Particle Advanced Exception International
Hide ee	Prepart Eduction Waard Search Results Search Results		
	The EST Quick Search function lets you search the EST Web site for (full or partial), EST function, or a name from the ETDM Contact List.	specific information without having to navigate through the main menu. Yo	ou can perform a search of the EST Web site using keywords, property of the EST Web site using keywo
	# Contacts		
	1. Richard Fowler FDOT Detrict 5 test FDS-richard Jowler-ou209	10 demul. fa-stat.org (306) 943-5392	Results 1 - 1 of 1 for Fowler Awe (0.0 s

The number of results showing out of the total number of results displays at the top of each section; click the page number link to continue viewing results.

of 58 111 (Ca

Note: If you receive a long list of results for a project, you may be able to shorten your search time by using the Advanced Search link.

Click the appropriate link to go to the corresponding page.

2.4 How to Work with Tabbed Pages

er at USE Standard EST Study Area Re

m Ave a. to St. b

5. #3230: 27TH AVE 27th Avenue is cur

= Tools and Reports

Go to page: 1 2 3 5 5 6 Z 8 9 10 11 12 13 Search for more projects using the Project Selection Wiz

her and Fowler stard EST Study Area Report View Soc ida Ave (Hills to Kay) Comidor Study Standard EST Study Area Report

2. #12627: Fowler - Esser Test 2 This is a project. Its been described! FM.

3. #7092: SR.111 (Cassat Ave) - Lenox Ave to 1-10 This project is a capicity and safety pro

rdy a two lan

#3095: BEARSS AVE TROM FLORIDA AVE TO NEBRASKA AVE facilities, and transit... FM.

2.

3.

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4. 58-15 # Projects 1. <u>#6731: SR.434 Matter</u> The limits of the propo

The EST opens each selected function or task as a tabbed page. By default, when you open a page for another task, the page automatically replaces the page that immediately preceded it. However, you can open multiple pages at the same time by right-clicking menu options. The page that was previously in the current screen remains active and available.





4 of 4 for Fowler Ave (0.15)



EST tabs work like folders in a filing cabinet, allowing you to switch between tasks by clicking the page tabs. To display a page, click the dark tab.



The EST displays the selected page in current view with a white tab. Dark tabs indicate pages that are active and available.

Home	EST Help	ETDM Library

ctive project: wasen SR 710 CONNECTOR . Map it	CCCIIII Environmental Screening Tool	Search site for Saved Searches: Advanced Search My ETDM Bookmarks Logo
Hide << Home	EST Help ETDM Library	×
Eports Contracts Contracts aps Count Settings Count	Overview Signature Signature	

Note: Opening multiple EST pages can result in a confusing number of forms and delay page display time. To avoid encountering these types of problems, it is recommended that you close pages when you are no longer working in them.

2.5 Using the Page Toolbar

The page toolbar found at the top of the EST pages provides links to the following functions:



The **Print** tool allows you to print the current page. Clicking this icon opens a printer dialogue box to your default printer.



The **Tip** tool provides a quick navigation reference for the current page.



The **Spreadsheet** tool allows you to print data (e.g., contact lists) as an Excel spreadsheet.



		-	-		
	h	4	2		
1	2			2	
		-	-		

The **Video** tool opens a separate window, displaying links to training videos associated with the selected function. Click a video title to start the video.

		1	
Б	n	П	
Г	Ľ		

The **PDF** tool is used to export the current page to a PDF viewer, enabling you to save or print the PDF. Click the **Close PDF** button to close the viewer and return to the current page.



The **Feedback** tool enables you to open a comment form for sending feedback about the current page.

	-		
,	I	I	I
	-	I	
	•	1	Ъ

The **Help** tool opens the online version of the EST Handbook, providing a more detailed reference for navigating the current page.

The **Bookmark** tool enables you to add the current page to your bookmarks. Clicking the icon opens a dialogue bar, showing the **Bookmark Name**. By default, the name is the same as the current page. You can rename the bookmark by clicking the text box, and then typing the new bookmark name.

Click **add** to make the bookmark part of your user preferences, or click **cancel** to return to the current page.



The **My ETDM** tool is used to add the current page to your **My ETDM** preferences. The dialogue bar that opens includes a text box that can be used to rename the **My ETDM** page. (The default name is the same as the current page.)

Click **add** to make the page part of your **My ETDM** preferences, or click **cancel** to return to the current page.

2.6 How to Open the EST Interactive Map Viewer

There are a few ways to open the EST map viewer:

Clicking the Click to Open Map bar





• Clicking the **Map it** button – will open the map viewer to the project shown in the **Active project** field



• Opening the map from the EST main menu – will open the map viewer to its default view of the state of Florida





Additional information about the EST interactive map can be found in the Maps chapter of the EST Handbook.

2.7 Locating Help Resources

There are a number of resources available for guidance on using the EST. You will find a list of links to these resources on the **Help** menu.

Help 🔺
FAQ
Data Backlog
Tip Sheets
User Handbook
ETDM Glossary
ETDM Acronyms
ETDM Library
ETDM Calendar
ETDM Training
Training Videos
What's New
Site Map
About EST
Contacts
Public Site
Get Adobe Acrobat Reader

You can also access guidance for the page you are on by clicking the **Help** button that is located at the top of each EST page.

Dispute Resolution Activity Log	EST Training Videos	X
Dispute Resolution Activity Log		

