

ACCESSING THE SITE

ETDM

EST

Username:

Password:

Sign In

Forgot Password

Enter your username and password on the [login](#) page. Your login information for the old site will be the same for the new site.

ACCESSING THE AGENCY ACTIVITY LOG

Once logged in, you will be directed to the Welcome page. There are multiple ways you can access the log form:

You can quickly access the form through the **Log Agency Activity for Agreement** link under **Invoices** in the left menu.

You can also go to the **Dashboard** under **Invoices**, or use the quick links on the right of the Welcome page.

Home > Welcome

Environmental Screening Tool

ETDM

EST

Welcome

Invoices

Dashboard

View Invoice

Log Agency Activity for Agreement

Quick Links

Invoice Dashboard

What's New

Show 10 entries

Copy Excel CSV

Through the Dashboard

In the drop-down menu under **Actions**, choose **Log Agency Activity for Agreement** for your open agreement or **Log Agency Activity** under an open invoice.

Invoice Dashboard

Open Agreements and Invoices

Invoices in Review

Open Agreements

Open Invoices

Organization

Agreement / Contract

Search

FWC

AS907

Actions

Showing 1 to 1 of 1 entries

Invoice #2

View Invoice

Activity Log Summary Report

Log Agency Activity

Selecting for Agreement or Invoice: Use the option under your **open agreement** if you don't know which invoice the activity will be billed under, or if an invoice has not yet been created for the period of the activity being logged. Use the option under the **open invoice** if the activity is to be included in a draft invoice. For either choice, the activity will be included in the appropriate invoice when the date of the activity falls within the invoice reporting period.

Open Agreements

Organization

Agreement / Contract

Search

FWC

AS907

Actions

Showing 1 to 1 of 1 entries

Master Agreement/Contract Summary Report

Log Agency Activity for Agreement

ENTERING ACTIVITIES INTO THE LOG

Uploading Batch Activities

If you want to upload a **batch list** of activities, select the **Upload** button at the top right corner of the table.

Show All

Upload

Create

Column Visibility

Copy

Excel

CSV

Use the batch upload spreadsheet to upload the content.

Log Agency Activity for Agreement

Upload Batch Spreadsheet

Upload Spreadsheet:

Upload

cancel

Requirements

Must use the provided spreadsheet and meet the following specifications:

Use the batch upload spreadsheet (Opens in a new window)

Data must be in the first sheet of the Excel file

The first row of the sheet must contain the column names

The spreadsheet will open in a new window. Follow all requirements in order to properly input the information into the spreadsheet, and save the document. The provided spreadsheet allows you to validate your entries prior to uploading your activities.

Click **Browse** to upload it from your computer, then click **Upload**.

Once the spreadsheet has been uploaded, you will be directed back to the activity log which will allow you to manage the individual entries.

Create New Activities

To add the activities manually, click the **Create** button in the top right. You will be directed to the Create Activity form.

Show All

Upload

Create

Column Visibility

Copy

Excel

CSV

Complete the fields on this form. The boxes with downward-facing arrows will open a drop-down menu when you click on them.

Log Agency Activity for Agreement

Create Activity

ETAT Member:

Sanders, Scott

Related Project:

OETDM

Search for an ETDM Project

Non-ETDM

Enter Non-ETDM Project Name

Activity Date:

Must be in agreement reporting period: 01/31/2018 to 01/31/2023

FM Number:

Activity Type:

Informal Coordination

Short Description:

save

cancel

Click the **Save** button at the bottom of the page to save your work. You will be directed back to the log.

Table Functions

Log Agency Activity for Agreement

Show 10 entries

Show All

Upload

Create

Column Visibility

Copy

Excel

CSV

Id	Activity Date	ETAT Member	Hours	Project	FDOT FM Number	Activity Type	Phase	County	FDOT District	Actions	Short Description	Batch Upload
3145	10/10/2018	Sanders, Scott	7.0	12838 - test update swat project to non-swat	41506432804	Advance Notification	Administration	Lee County	FDOT District 4	informal coordination	test	626

edit

delete

Show All/Show Me Filter

The **Show All/Show Me** button allows reviewers to filter activities. To see all activity, click **Show All**. This button will change to **Show Me**, which you can click to switch back to see only your activities. Until you click the button, the table's default is to show only your activities.

Copy data and create an Excel or CSV file

Copy

Excel

CSV

Click **Copy** to copy the data into your Clipboard, **Excel** to download to Excel spreadsheet, or **CSV** to open or save as a comma-separated values (CSV) file.

Edit and Delete

On the main log page, you can also individually manage activities using the **Edit** and **Delete** buttons.

edit

delete