

Using ETDM Library



Getting Started



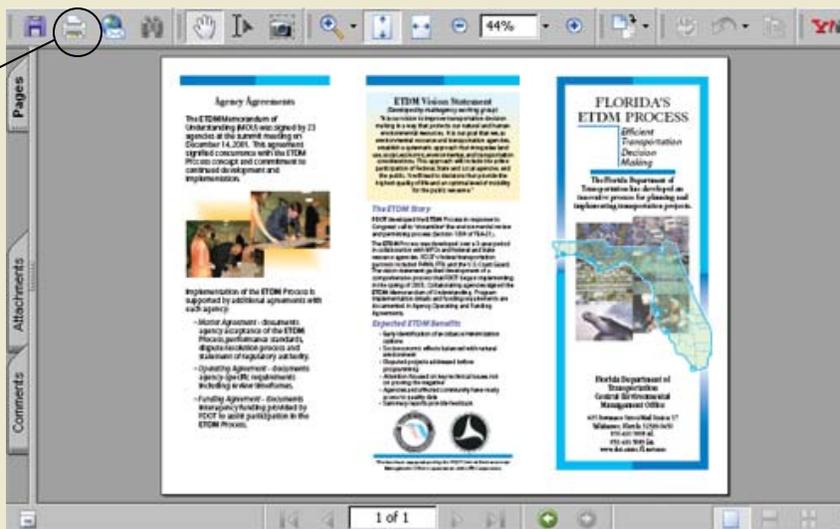
You can access the ETDM Library by clicking on the HELP menu. Once you have the HELP menu open, locate ETDM Library and click on the link. When the ETDM Library opens, you can search by entering a keyword, selecting a category, or both. Clicking on the name of the document will open it in a new window and allow you to view it.

Search the ETDM Library

Keywords: Category:

	<u>Name ↑</u>	<u>Category</u>	<u>Publication Date</u>
	2005 FDOT Funded Positions Reference Manual	Manuals	
	2006 FDOT Funded Positions Reference Manual	Manuals	
	Accomplishing Cultural Resources Evaluations	Evaluations	October 2002

To print the selected document, click on the printer in the toolbar.



Using ETDM Library



Adding a Document

Search the ETDM Library

Keywords: Category:

Click the Add button to open the form to add a document to the ETDM Library.

To add a document:

1. Enter the name of the document.
2. Select one or more organizations that would be allowed to edit or delete the document.
3. Select the file to be uploaded into the ETDM Library by clicking on the Browse button to navigate to the file on your computer or local network. Only PDF, JPG, PPT, and XLS files are allowed to be uploaded.
4. Enter the publication date of the document. The date can be formatted any way you like.
5. The last thing you do is select a category you would like the document to be associated with.

Add Document to the ETDM Library

Name**

Organization
 Bay County TPO
 Brevard MPO
 Broward County MPO
 Capital Region Transportation Planning Agency
 Charlotte County-Punta Gorda MPO

New Attachment

Publication Date

Category**

Editing a Document

If you are an administrator and/or are associated with the organization relating to the document, you will see the edit (✎) and delete (X) icons next to the document. If you don't have access, you will see "read only" next to the document.

Search the ETDM Library

Keywords: Category:

	<u>Name</u>	<u>Category</u>	<u>Publication Date</u>
✎ X	Florida ETDM Process Brochure (Back Side)	Brochures	May 2003
read only	Florida ETDM Process Brochure (Front Side)	Brochures	May 2003



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Editing a Document Cont...

If you are authorized to edit a document and choose to do so, use the “Edit” screen (which is identical to the “Add a Document” screen). When you select a document, the “Edit” screen will open, populated with the selected document’s information. Make changes by clicking in the fields, and then revising or adding information.

Edit ETDM Library Document

Name**	<input type="text" value="Florida ETDM Process Brochure (Back Side)"/>
Organization	<input type="text" value="City of Orlando"/> <input type="text" value="Collier County MPO"/> <input type="text" value="FDOT District 1"/> <input type="text" value="FDOT District 2"/> <input type="text" value="FDOT District 3"/> <input type="text" value="FDOT District 4"/>
Modify Attachment	<input type="text"/> (Current File: ETDM FDOT 2nd Brochure_2.pdf) <input type="button" value="Browse..."/>
Publication Date	<input type="text" value="May 2003"/>
Category**	<input type="text" value="Brochures"/>

