

# Using ETDM Events



## Getting Started



You can access the ETDM Events page two different ways:

1. Click on Help on the Collapsible Left-side Menu. Next, click on "ETDM Meetings and Conferences".
2. Click the "Events" button on the bottom toolbar.



When the ETDM Events page loads, each event is listed in alphabetical order. You can also view the Training Calendar by clicking on the link at the top of the page.

[View Calendar of Upcoming Training Events](#) [add new event](#)

**EST Hands On Training - District 6** 10/5/2006 - 10/6/2006

**Description:** Regional Hands-On Environmental Screening Tool Training Opportunity 2.  
(Rescheduled from Aug 16-17)

**Audience:** FDOT, MPO (District 4, 6 and Turnpike), and ETAT Members from those Regions.  
**Purpose:** To provide an interactive classroom environment for the users of the EST and to walk through existing functionalities by using examples.

**Location:** TBA

**Contact Info:** [help@fla-etat.org](mailto:help@fla-etat.org)

**Attachments:**

- [Finding Your Way Around](#)
- [Welcome Handout](#)
- [Evaluation](#)
- [Training Activity Sheet](#)

\*\* This event can be updated by administrators and members of: FL Department of Transportation



# Using ETDM Events



## Adding an Event

To add an Event:

1. Enter the name of the event.
2. Select one or more organizations that would be allowed to edit or delete the event.
3. Enter a description of the event.
4. Enter the start date for the event in mm/dd/yyyy format.
5. Enter the end date for the event in mm/dd/yyyy format.
6. Enter a location for the event.
7. Enter the contact information for the person to contact about the event.
8. If there are any documents related to the event, you can select them and attach them to the event. If you would like to add a new document that is not in the ETDM Library click the “Add New Document” radio button and provide the information for the document. (See the next page for details about this step.)

**Add New ETDM Event**

Name**	<input type="text"/>
Organization	<input type="text" value="Advisory Council on Historic Preservation"/> Bay County TPO Brevard MPO Broward County MPO Capital Region Transportation Planning Agency Charlotte County-Punta Gorda MPO
Description	<input type="text"/>
Event Start Date**	<input type="text"/>
End Date (for multi-date event)	<input type="text"/>
Location	<input type="text"/>
Contact Information	<input type="text"/>

Select Existing Document    Add New Document

<input type="text" value="District 5 ETAT Meeting May 1"/> Sociocultural Effects Handbook 2005 FDOT Funded Positions 2006 FDOT Funded Positions 2006 Project Release Schedul Accomplishing Cultural Resou	<input type="text"/>
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**Add**   **Cancel**



# Using ETDM Events



## Adding an Event Cont...

All of the Existing Documents come from the ETDM Library. If a document in the ETDM Library is related to the event you are adding, you can select it and attach it.

Attaching Existing Documents to an Event:

1. Select the document(s) you want to attach to the event. To select multiple documents hold down the Ctrl key and click on the documents you want.
2. Once the document(s) are selected click the  button to attach them to the event.

Select Existing Document  Add New Document

EST Handbook Chapter 2 - Na  
2005 FDOT Funded Positions  
2006 FDOT Funded Positions  
Accomplishing Cultural Resou  
Advance Pay Request Form  
Advance Pay Tracking Report

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2005 FDOT Funded Positions Re  
2006 FDOT Funded Positions Re

Attaching a New Document to an Event:

1. Enter a name for the document.
2. Select the file to be attached to the event by clicking on the Browse button to locate the file on your computer or local network.
3. Enter the publication date. The date can be formatted any way you like.
4. Select a category you would like the document to be associated with.
5. If you would like this document to be displayed in the ETDM Library, check the box. Otherwise document will only be available through the related event.

Select Existing Document  Add New Document

Name\*\*

New Attachment  Browse...

Publication Date

Category\*\* Annual Reports

Display in ETDM Library?



# Using ETDM Events



## Editing an Event

If you are an administrator and/or are associated with the organization relating to the event, you will see the edit (✎) and delete (X) icons next to the name of the event. If you don't have access for editing or deleting the event, you will see the name of the event only.

✎ X EST Hands On Training - District 6

If you are authorized to edit an event and choose to do so, the "Edit" screen will open, populated with the selected event's information. Make changes by clicking in the fields, which are the same fields as those used for adding an event.

**Edit ETDM Event**

Name**	<input type="text" value="EST Hands On Training - District 6"/>
Organization	<div style="border: 1px solid #ccc; padding: 2px;"><ul style="list-style-type: none"><li>FL Department of Environmental Protection</li><li>FL Department of State</li><li style="background-color: #000080; color: white;">FL Department of Transportation</li><li>FL Fish and Wildlife Conservation Commission</li><li>Federal Highway Administration</li><li>Federal Rail Administration</li></ul></div>
Description	<div style="border: 1px solid #ccc; padding: 2px;"><p>Regional Hands-On Environmental Screening Tool Training Opportunity 2. (Rescheduled from Aug 16-17)</p></div>
Event Start Date**	<input type="text" value="10/5/2006"/>
End Date (for multi-date events)	<input type="text" value="10/6/2006"/>
Location	<input type="text" value="TBA"/>
Contact Information	<input type="text" value="help@fla-etat.org"/>

Select Existing Document     Add New Document

- District 5 ETAT Meeting May 1
- Sociocultural Effects Handbook
- 2005 FDOT Funded Positions
- 2006 FDOT Funded Positions
- 2006 Project Release Schedule
- Accomplishing Cultural Resou

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Finding Your Way Around Evaluation

Welcome Handout

Training Activity Sheet

