

Purpose

The Environmental Screening Tool (EST) supports agency participation and community involvement throughout Florida's Efficient Transportation Decision Making (ETDM) Process.

Logging On

- ✓ Go to the EST Web site at: **www.fla-etat.org**
- ✓ Type your name in the **Username** field and your EST password in the **Password** field
- ✓ Click **Sign In**

Username:

Password:

[Sign In](#)

Tip! If you forgot your password, click the link.

[Sign In](#)

[Forgot your Password?](#)

Instructions

The EST provides tools to input and update information about transportation projects, perform standardized agency analyses, gather and report comments about potential project effects, and provide information to the public. This tip sheet provides an overview of the EST window navigation features.

EST Log-On Splash Page



Need an account?

Contact the ETDM Help Desk at help@fla-etat.org or 850-414-5334

est_NewsFeed

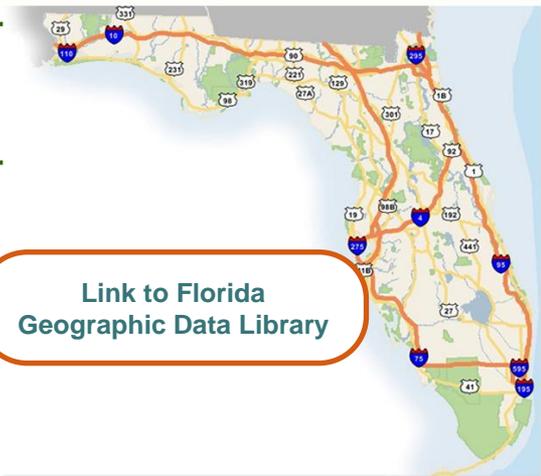
- *The following ETDM Manual Chapters have been APPROVED: Chapter 1 Introduction 7/30/2013 Chapter 2 ETDM Process
- *The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps, analyses

Username:

Password:

[Sign In](#)

[Forgot your Password?](#)



[Link to Florida Geographic Data Library](#)



[About ETDM](#) [Public Site](#) [Contacts](#)

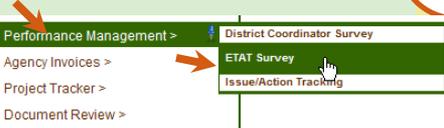
[Link to FDOT home page](#)

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 For additional information, please e-mail questions or comments to Florida Department of Transportation Environmental Management Office help@fla-etat.org or call 850-414-5334

- ❖ **About** – Provides general overview of the ETDM process
- ❖ **Public Site** – Opens the ETDM Public Access site home page
- ❖ **Contacts** - Lists names, phone numbers, and email addresses of people to contact for more information

Getting Started

- To perform a task for a specific Project, first select a Project (see next page), and then go to the **Main Menu** to select the function and task.
- To open an EST function that is not project specific, go to the **Main Menu**, and then click the function or point to the arrow and select the task from a submenu.



- Tip!** Quickly locate information on the EST with the **Search** feature.
- Type a project number or keyword(s) in the **Search site for...** field
 - Click **Search**
 - View results in a new page



EST Overview

Top Toolbar
Quick access to EST pages and project navigation tools

Main Menu
Forms, reports, and other features grouped into major categories by function type

Map Slide-out Bar
Open the Interactive Map Viewer

Top Toolbar

- ❖ **Map It** – Open interactive map, zoomed to currently selected project
- ❖ **My ETDM** – customize your settings on the EST site
- ❖ **Bookmarks** – return to favorite EST pages
- ❖ **Logout** – close the EST web site
- ❖ **Search** – locate specific EST pages, reports, forms, projects or contacts

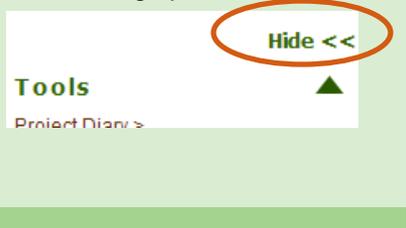
❖ Project Navigation Tools (see next page)

- ❖ Saved Searches
- ❖ Project History
- ❖ Advanced Search
- ❖ Active Project

Main Menu Options

- **Tools** – 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 reviews, reports, and tasks
- **Maps** – opens the Interactive Map Viewer or lists hardcopy maps available for the current project
- **Account Settings** – enables you to set user preferences, change your password, and other user-specific option management

Tip! Click the **Hide** tool to collapse the entire Main Menu for more viewing space.



Project Search and Slide-out Bars

a. Active project displays a project from the current selection in active view. Click the **Active project** arrow to select another project from the list. **Note:** Before you perform tasks related to a specific project, the project ETDM # and Name should appear in this field.

b. Map it opens the **Interactive Map Viewer**, showing the location of the **Active Project**.

c. Advanced Project Search opens the **Project Selection Wizard**, where you can choose a new project group or add a project to one of your current selections.

d. Saved Searches and Project History display frequently used and recently accessed projects, enabling you to quickly switch between selections.

e. Click to Open Menu slide-out bar opens the **Main Menu** after it has been hidden, enabling you to select a different menu option.

f. Click to Open Map slide-out bar opens the **Interactive Map Viewer**, showing a map of Florida.

Main Menu

The EST main menu is divided into categories that are based on function type. Each category (**Tools, Reports, Wizards** etc.) contains a list of functions (forms, reports, etc.) and tasks.

Point to the function to open it or expand the submenu.

Click to expand and collapse category.

Submenu displays the tasks for a selected function. Click the task to open the page.

Finding a Page

➤ You can access EST pages by any of the following features:

- ✓ Quick Links
- ✓ Main Menu
- ✓ Quick Search
- ✓ Site Map (Help menu)

Tip! Press the **F11** key to expand the EST window (hides the browser frame), giving you more room to work.

EST Home Page

The **Home** page opens after you log on to the EST for the first time.

The screenshot shows the EST Home Page interface. At the top, there is a search bar and navigation links like 'Advanced Search', 'My ETDM', 'Bookmarks', and 'Logout'. The main content area is divided into several sections:

- what's new:** A section with a 'more...' button, highlighted by a callout: "Click to view the list of EST enhancements".
- quick links:** A section with a search box and various links categorized into 'Community Coordination', 'Document Reviews', 'EST / ETDM Help', 'Manage Projects', and 'Performance Management'. A callout points to a link: "Click a quick link to open the page".
- Home:** A button at the top center, highlighted by a callout: "Click the logo to open the Home page".
- Left Sidebar:** Contains 'Tools', 'Project Tracker', 'Document Review', 'Reports', 'Wizards', 'Maps', 'Account Settings', 'Administration', 'New Development', and 'Help'.

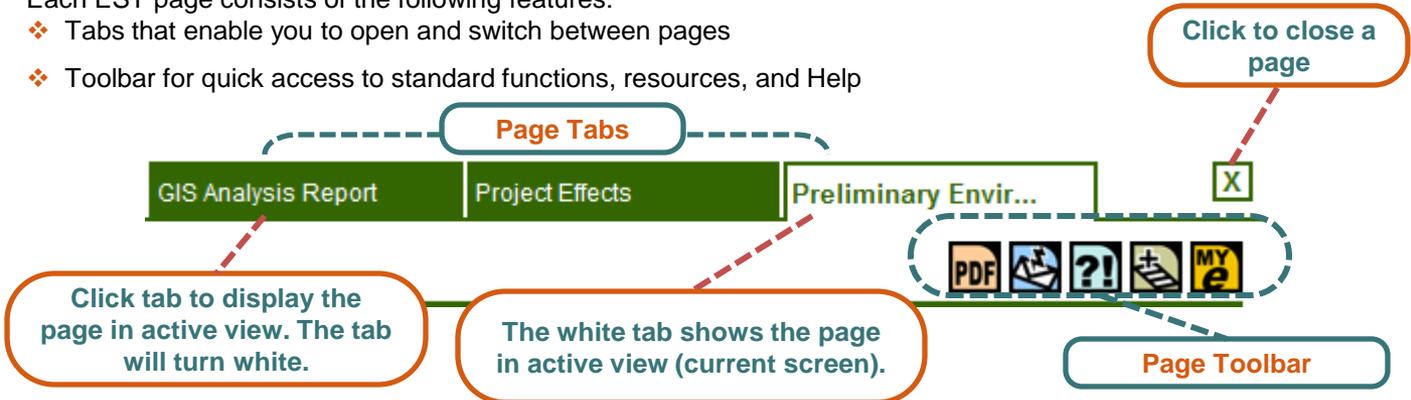
- ❖ **What's New** displays the latest changes to the EST. Click the **more...** button to view the complete EST enhancements report.
- ❖ **Quick Links** gives you quick access to **EST Help** and frequently used pages.
- ❖ As you work in the EST, you can open the **Home** page at anytime by clicking the logo at the top of the EST window.

Page Toolbar

- Print** the current page
- Open a **tip sheet** for the current page
- Export the page to **PDF**
- View a **training video** for the current page
- Send **feedback** about the current page
- Open online **Help** for the current page
- Bookmark** the page
- Add the page to your **My ETDM** preferences

EST Pages

- Each EST page consists of the following features:
- ❖ Tabs that enable you to open and switch between pages
 - ❖ Toolbar for quick access to standard functions, resources, and Help



Using Page Tabs

Tools	▼
Reports	▲
Project Diary >	Project Milestone Report
Advance Notification Package >	Project Description
Project Effects >	Preliminary Environmental Discussion (PED)
Reminders >	Status of GIS Analysis
Agency Participation >	Transportation Plan Summary Report

1. Click on option from one of the menus to open it. **Left-click** to open it on the current page, or **Right-click** to open it on a new page, keeping the previously selected pages open.
2. Switch between the pages by clicking on the tab. When project selections change in the Active Project box, the change only affects the currently active page (i.e., the page on top).



Map Tip!

- Click to Open Map slide-out bar displays a map of Florida
- Map it button on the EST Project Navigation bar goes directly to the active project location

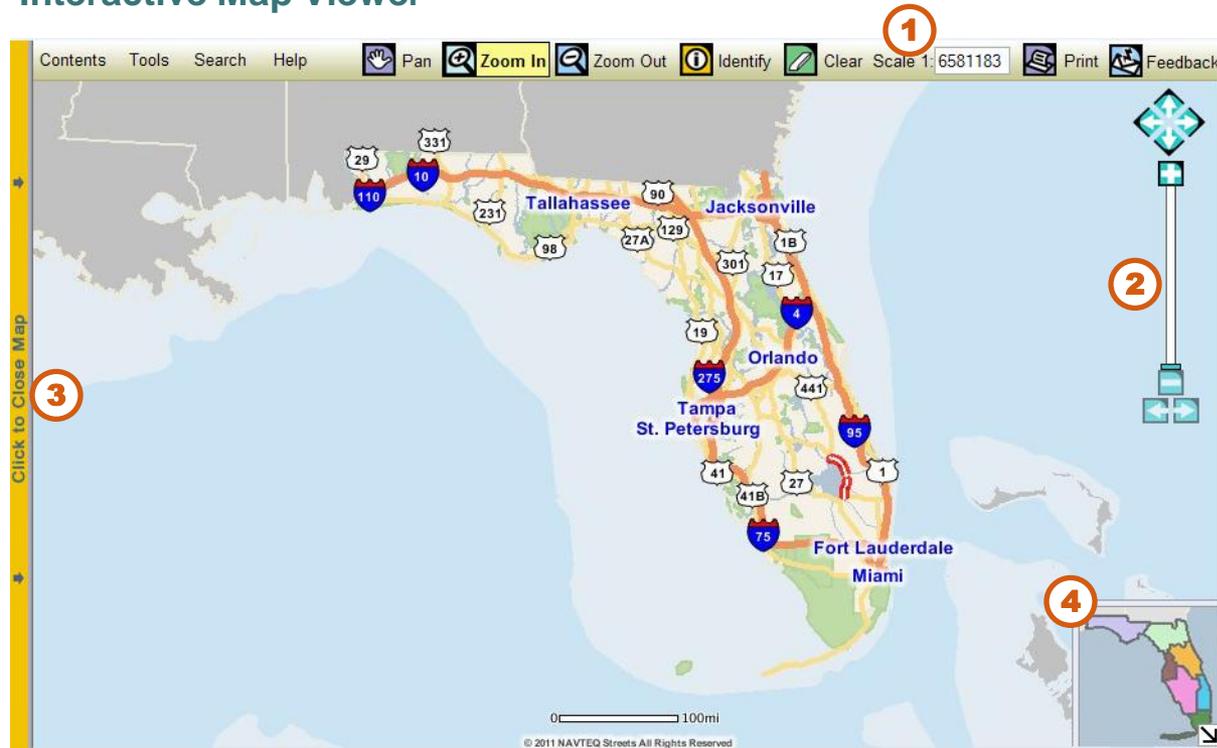
More Information

Learn more about the EST from the options in the blue Help section in the **Main Menu**:

- FAQ
- Tip Sheets
- User Handbook
- ETDM Glossary
- ETDM Acronyms
- ETDM Library
- Events
- Training
- What's New
- Site Map
- About EST
- Contacts

ETDM Help Desk
(850)414-5334
help@fla-etat.org

Interactive Map Viewer



1 Top Toolbar displays map layers, mapping tools, map scale, and page tools.

2 Zoom Slider allows you to zoom in and out of the map.

3 Map Bar opens and closes the Interactive Map Viewer.

4 Overview Map displays the general vicinity of the current map view compared with the state of Florida. Arrow up to open the overview map. Arrow down to close the overview map.

Please refer to the Interactive **Map Viewer Tip Sheet** (found under **Help** on the **Map Viewer Top Tool Bar**) for a complete description about each map feature and function.