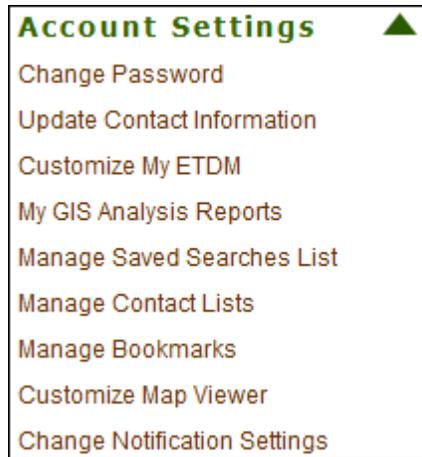

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Chapter 3 Functions

3.5 Account Settings

The **Account Settings** functions in the EST enable users to manage their personal information, EST account, and saved reports. This menu includes functions to set user preferences, change password, and other user-specific option management.



3.5.1 Change Password

The following instructions provide guidance for the following:

- Resetting a forgotten password from the home page
- Changing a password through **Account Settings**

Resetting a Forgotten Password

If you attempt to log on to the EST, but enter a password that does not match your username/password combination, a **Warning** message, along with contact information for the **ETDM Help Desk**, appears at the top of the screen.

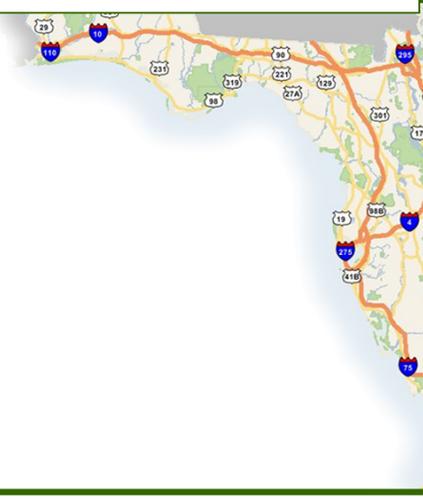
Note: Entering an incorrect password three times will result in a locked screen. If the screen locks after three attempts, contact the ETDM Help Desk for assistance.

WARNING: Authentication failure. Invalid username / password combination.
Please contact the ETDM Help Desk for assistance: (850) 414-5334 or help@fla-etat.org

est_NewsFeed

11/21/2014 ... [+]
The following new or updated GIS layers have been added to the EST:
Corresponding EST maps, hardcopy maps...

11/18/2014 ... [+]
The following new or updated GIS layers have been added to the EST:
Corresponding EST maps, hardcopy maps...



Username:

Password:

[Sign In](#)

[Forgot your Password?](#)





**The Florida
Geographic
Data Library**

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

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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

1. To reset your password, click the ***Forgot your password?*** link.
2. Type your **Username**.
3. Click **Get Password**.

etdm
Efficient Transportation Decision Making

est
Environmental Screening Tool

est_NewsFeed

11/21/2014 ... [+]
The following new or updated GIS layers have been added to the EST:
Corresponding EST maps, hardcopy maps...

11/18/2014 ... [+]
The following new or updated GIS layers have been added to the EST:
Corresponding EST maps, hardcopy maps...

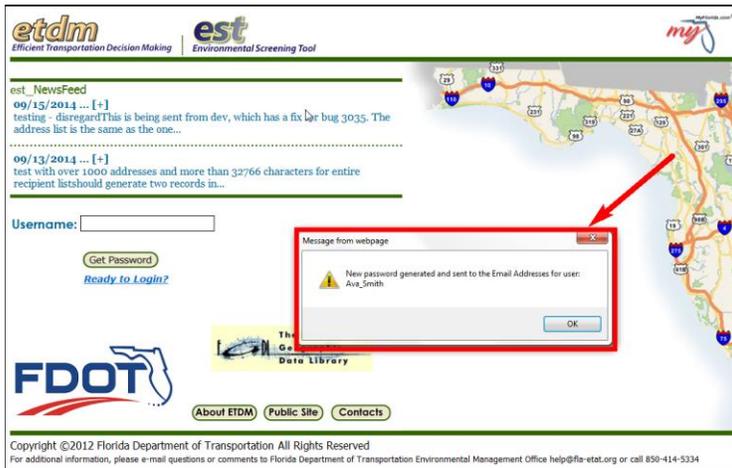
Username:

[Get Password](#)

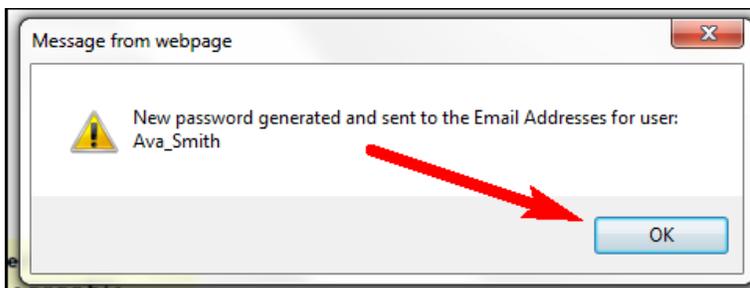
[Ready to Login?](#)

The screen displays a confirmation message stating that a new password has been generated and an email has been sent to addresses associated with the name on the account.

Tip! Click the ***Ready to Login?*** link to go to the EST home page.



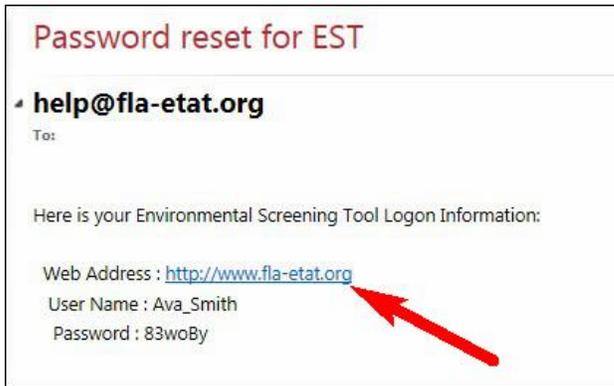
4. Click **OK**.



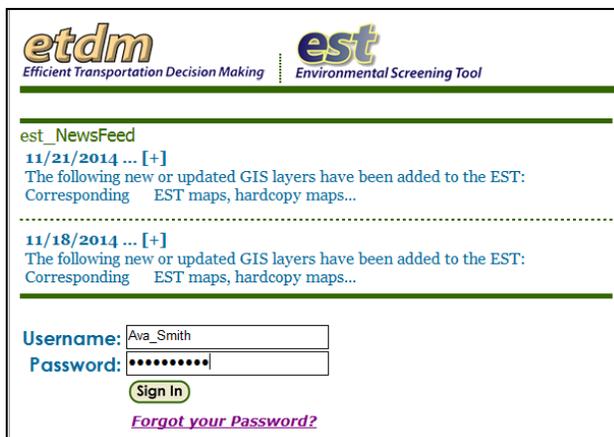
A temporary password will be included in an email.



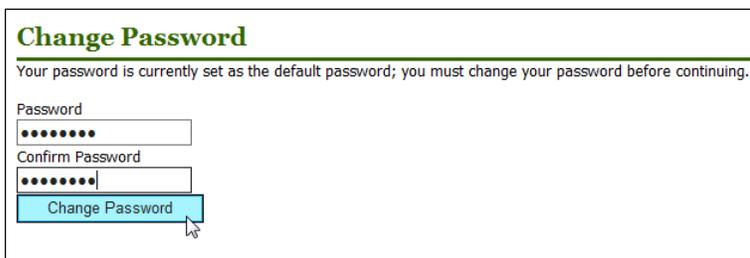
5. In the email, click the EST web address link.



6. On the EST home page, do the following:
 - Type your **Username**.
 - Type or copy and paste the temporary password shown in the email into the **Password** box.
 - Click **Sign In**.



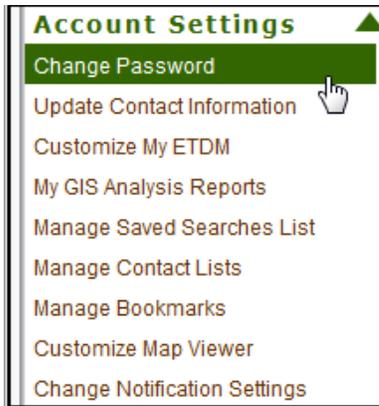
7. On the **Change Password** screen, type and confirm your new password.
8. Click **Change Password**.



Changing a Password Using Account Settings

You can reset a password at any time by using the **Change Password** feature in the **Account Settings** menu.

1. On the **Account Settings** menu, click **Change Password**.



The **Change Password** page opens and displays a welcome message, along with fields for changing your password.

A screenshot of the 'Change Password' form. The form has a title bar with the text 'Change Password' and several icons on the right. Below the title bar, there is a welcome message: 'Welcome, Ava Smith. This form will change the password for your *Ava_Smith* account.' The form contains three input fields: 'Old Password:', 'New password:', and 'Confirm New Password:'. Below these fields is a 'Change' button.

Tip! Click the toolbar icon in the **Update Project Status** window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

2. Complete the following **Password** fields:

- **Old Password**
- **New Password**
- **Confirm New Password**

Note: Using a combination of uppercase letters, lowercase letters, and numbers will make your password more secure. Keep in mind that your username and password are case sensitive. For example, "PASSWORD" is different from "password."

3. Click **Change**.

Change Password

Welcome, Ava Smith. This form will change the password for your *Ava_Smith* account.

Old Password:

New password:

Confirm New Password:

If the change was successful, the screen displays a green checkmark, along with a confirmation message.

Change Password

✓ Your password has been successfully changed.

Welcome, Ava Smith. This form will change the password for your *Ava_Smith* account.

Old Password:

New password:

Confirm New Password:

If the change was not successful, a red X appears on the screen, along with a notice.

Change Password

✗ The old password that you entered does not match the password that is currently in our records

Welcome, Ava Smith. This form will change the password for your *Ava_Smith* account.

Old Password:

New password:

Confirm New Password:

4. Do one of the following:

- If the change was successful, no further action is required.
- If the password change was not successful, re-enter your password information following the steps listed above.

3.5.2 Update Account Information

This function allows users to update their own personal account information stored in the ETDM database.

- 1.** Go to the **Account Settings** menu, and then select **Update Contact Information**.
- 2.** Enter the contact information on the **Update Contact Information** form then click **Submit Form**.

3.5.3 Customize My ETDM Pages

By default, the EST opens the page you were working on when you last exited the site. The **Customize My ETDM** feature allows you to control which page—or group of pages—you want to automatically open during EST startup. These pages will display along with the pages you had open when you quit your previous session.

Note: Startup pages are not the same as the home page or bookmarked pages, which are links to pages you frequently visit.

Not all EST pages can be configured with **the My ETDM tool**. You can only choose from pages that are generic (i.e., not a tool that is dependent on the selection of a project from the active project list). The **Customize My ETDM** page displays a list of pages that can be selected to open during startup.

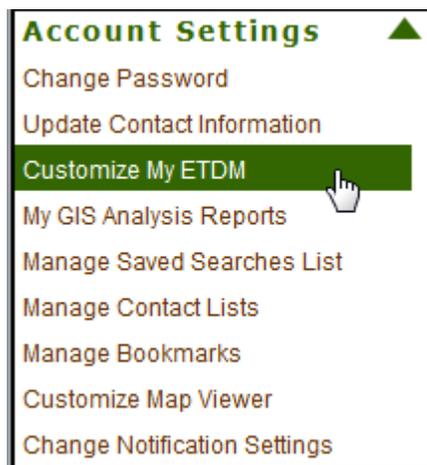
Follow the instructions to complete the actions listed below.

- Access Customize My ETDM.
- Open a specific page or group of pages.
- Add the EST home page to your My ETDM list.
- Turn off My ETDM.
- Add a page using the My ETDM toolbar button.
- Remove a page from the My ETDM list.

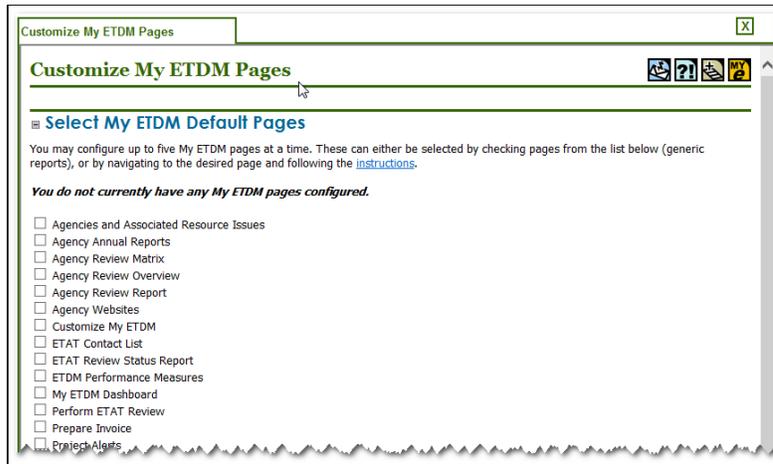
Access Customize My ETDM

Use the **Customize My ETDM Pages** tool to configure and manage your startup pages.

1. On the **Account Settings** menu, click **Customize My ETDM**.



The **Customize My ETDM** screen displays a list of ETDM pages you can select from. If this is the first time you are accessing this page, you will see a message that notes **You do not currently have any My ETDM pages configured**.



Tip! Click the toolbar icon at the top of the screen to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

Open a Specific Page or Group of Pages

- 1.** Under **Select My ETDM Default Pages**, select one or multiple pages from the list by clicking the check box beside the page name. For this illustration, ETAT Contact List and Project Alerts are shown as selected.

Select My ETDM Default Pages

You may configure up to five My ETDM pages at a time. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the [instructions](#).

You do not currently have any My ETDM pages configured.

- Agencies and Associated Resource Issues
- Agency Annual Reports
- Agency Review Matrix
- Agency Review Overview
- Agency Review Report
- Agency Websites
- Customize My ETDM
- ETAT Contact List
- ETAT Review Status Report
- ETDM Performance Measures
- My ETDM Dashboard
- Perform ETAT Review
- Prepare Invoice
- Project Alerts
- Project Dashboard
- Project Milestone Needs
- Projects Awaiting ETDM QA/QC
- Projects Flagged for Dispute
- Projects Needing Advance Notification Review
- Projects Needing Class of Action Review
- Projects Needing Federal Consistency Review
- Projects Needing Republication
- Projects Needing Review
- Projects in Dispute Resolution
- Quick Bookmark page
- SCE Evaluation Participation Report
- Screening Summary Chart - Old
- Sociocultural Effects Evaluation Summary Report
- State Clearinghouse Federal Audit Report
- Status of GIS Analysis
- Summary Report Status Report
- Un-published Summary Reports
- Welcome Page for My ETDM

Add Selection(s)

2. Click Add Selection(s).

Select My ETDM Default Pages

You may configure up to five My ETDM pages at a time. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the [instructions](#).

You do not currently have any My ETDM pages configured.

- Agencies and Associated Resource Issues
- Agency Annual Reports
- Agency Review Matrix
- Agency Review Overview
- Agency Review Report
- Agency Websites
- Customize My ETDM
- ETAT Contact List
- ETAT Review Status Report
- ETDM Performance Measures
- My ETDM Dashboard
- Perform ETAT Review
- Prepare Invoice
- Project Alerts
- Project Dashboard
- Project Milestone Needs
- Projects Awaiting ETDM QA/QC
- Projects Flagged for Dispute
- Projects Needing Advance Notification Review
- Projects Needing Class of Action Review
- Projects Needing Federal Consistency Review
- Projects Needing Republication
- Projects Needing Review
- Projects in Dispute Resolution
- Quick Bookmark page
- SCE Evaluation Participation Report
- Screening Summary Chart - Old
- Sociocultural Effects Evaluation Summary Report
- State Clearinghouse Federal Audit Report
- Status of GIS Analysis
- Summary Report Status Report
- Un-published Summary Reports
- Welcome Page for My ETDM

Add Selection(s)

The page refreshes and displays an option for selecting the EST startup.

Allows you to choose to open your selected ETDM pages after logging on to the EST, or you can choose to use the EST default setting (opening the last page you were working on when you quit your last session).

Customize My ETDM Pages

■ **Select Default Application Startup Behavior**
What would you like the default behavior of the application to be when you log on?
 restore history load "My ETDM" pages

■ **Remove My ETDM Page**
 ETAT Contact List
 Project Alerts

■ **Select My ETDM Default Pages**
You may configure up to five My ETDM pages at a time. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the [instructions](#).
You currently have 2 My ETDM page(s) configured.

- Agencies and Associated Resource Issues
- Agency Annual Reports
- Agency Review Matrix
- Agency Review Overview
- Agency Review Report
- Agency Websites
- Customize My ETDM
- ETAT Contact List
- ETAT Review Status Report
- ETDM Performance Measures
- My ETDM Dashboard
- Perform ETAT Review
- Prepare Invoice
- Project Alerts
- Project Dashboard

3. Under **Select Default Application Startup Behavior**, click load “My ETDM” pages.

Customize My ETDM Pages

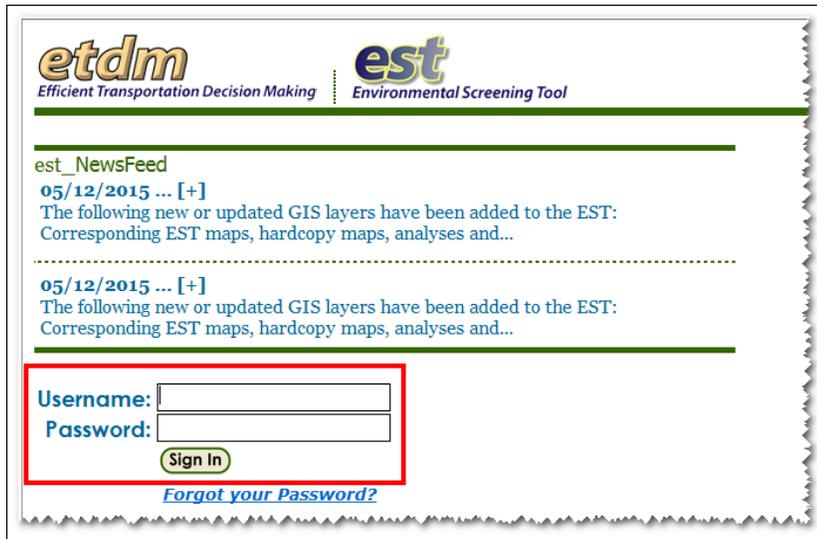
■ **Select Default Application Startup Behavior**
What would you like the default behavior of the application to be when you log on?
 restore history load "My ETDM" pages
The application has been configured to load your "My ETDM" pages when it starts.

■ **Remove My ETDM Page**
 ETAT Contact List
 Project Alerts

4. To activate your changes, you will need to log out of the EST and then log back on.

- Log out of the EST.

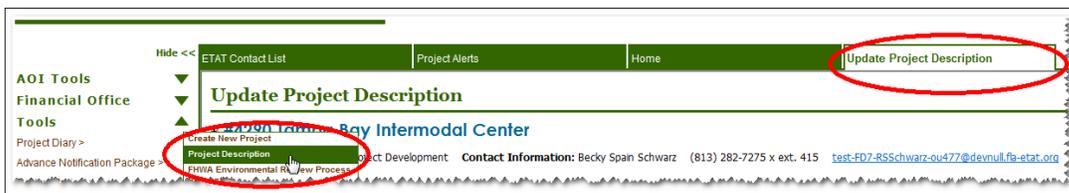
- Log on to the EST.



Your selected **My ETDM** startup pages will display. The next illustration displays the selected pages that are demonstrated in the previous steps.



Tip! To keep your startup pages open throughout your sessions, right click on a menu link to open a page in a new tab. Any pages that are open when you quit a session will automatically load with your **My ETDM** pages the next time you log on to the EST.



Add the EST Home Page to Your My ETDM List

The EST home page is the first page you will see when you log on to the EST for the very first time. It is the page that displays EST update messages and a list of bookmark links.

Home

What's New

Date	News
05/12/2015	The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps, analyses and metadata have been updated. &... [+]
05/12/2015	The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps, analyses and metadata have been updated. &... [+]
05/12/2015	The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps, analyses and metadata have been updated. ... [+]

[View Complete What's New Report](#)

Quick Links

Search by the name of a tool or report to add to your list of quick links.

AOI:

- View Interactive Map

Community Coordination:

- Community Characteristics Inventory

EST / ETDM Help:

- Finding Your Way Around
- Training
- User Handbook
- EST Tie Sheets
- Site Map
- Contact Us

ETDM Screening Events:

- Agency Review Report
- Projects Needing Review
- Projects Needing Review
- Agency Comments - Purpose & Need
- Draft ETAT Notification
- Projects Awaiting ETDM QA/QC
- Projects Needing Republication
- Unpublished Summary Reports
- Generate Summary Report
- Projects Needing Class of Action Review
- Allow Comments After Review Period

Manage Projects:

- Project Milestone Report
- Track Projects
- Project Phase (Planning, etc.)
- Project Status (Editing, etc.)
- Attach Documents
- Project Manager Information
- Lead Agency
- Class of Action
- Project Description
- Project Schedule
- Create New Project

Manage Your Account:

- Update Contact Information
- Customize Map Viewer
- Manage Contact Lists

Performance Management:

- Agency Feedback Report
- Performance Measure Summary Report

The EST does not automatically open to the home page during subsequent sessions; the application defaults to opening the pages that were open when you quit your previous session, along with the pages you added to your **My ETDM** list. If you want to open the home page each time you log on to the EST, you can do so by following the steps below.

- 1.** Open **Customize My ETDM Pages** by following the steps listed in the previous section of these instructions.
- 2.** Under **Select My ETDM Default Pages**, click the **Welcome Page for My ETDM** check box.

Select My ETDM Default Pages

You may configure up to five My ETDM pages at a time. These can either be selected by checking pages from the list below (generic reports), or by navigating to the desired page and following the [instructions](#).

You currently have 2 My ETDM page(s) configured.

- Agencies and Associated Resource Issues
- Agency Annual Reports
- Agency Review Matrix
- Agency Review Overview
- Agency Review Report
- Agency Websites
- Customize My ETDM
- ETAT Contact List
- ETAT Review Status Report
- ETDM Performance Measures
- My ETDM Dashboard
- Perform ETAT Review
- Prepare Invoice
- Project Alerts
- Project Dashboard
- Project Milestone Needs
- Projects Awaiting ETDM QA/QC
- Projects Flagged for Dispute
- Projects Needing Advance Notification Review
- Projects Needing Class of Action Review
- Projects Needing Federal Consistency Review
- Projects Needing Republication
- Projects Needing Review
- Projects in Dispute Resolution
- Quick Bookmark page
- SCE Evaluation Participation Report
- Screening Summary Chart - Old
- Sociocultural Effects Evaluation Summary Report
- State Clearinghouse Federal Audit Report
- Status of GIS Analysis
- Summary Report Status Report
- Un-published Summary Reports
- Welcome Page for My ETDM

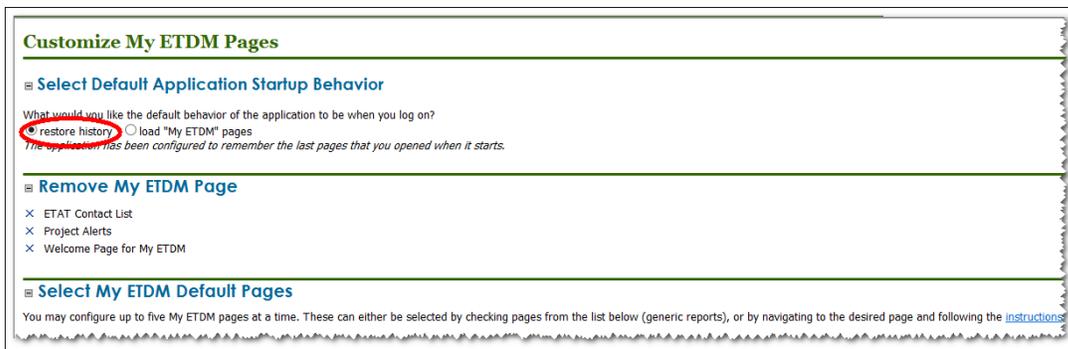
[Add Selection\(s\)](#)

3. Click **Add Selection(s)**.
4. Under **Select Default Application Startup Behavior**, click load **“My ETDM”** pages.

Turn Off My ETDM Startup Pages

You can turn off your startup pages by telling the EST to display only the pages you were working on when you logged off from your last session, which is also the EST default startup setting. To switch your startup pages to the EST default startup setting, do the following:

1. Open **Customize My ETDM Pages** by following the steps listed in the previous section of these instructions.
2. Under **Select Default Application Startup Behavior**, click **restore history**.

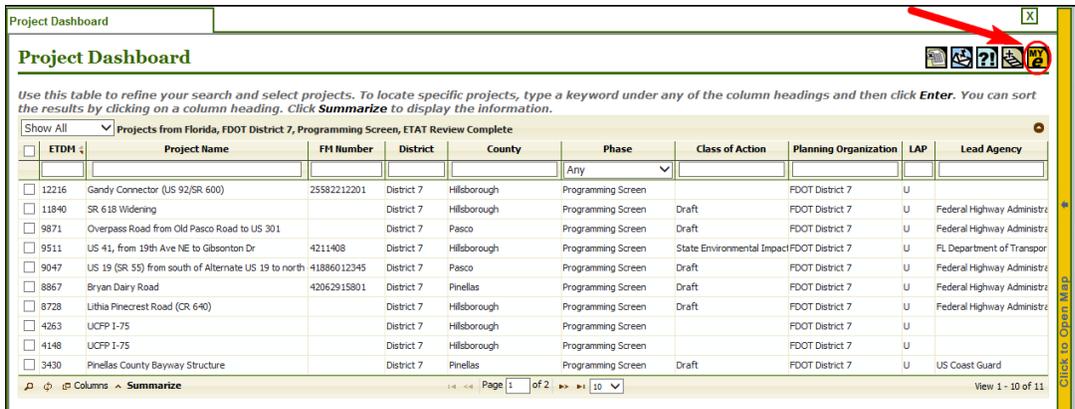


The EST will display the last pages you visited the next time you log on to the EST.

Add a Page Using the My ETDM Toolbar Button

You can set a page you are viewing to automatically open the next time you open the EST. However, not all pages can be customized for automatic startup, as noted in the introduction to these instructions.

On the top right corner of the page, click the **My ETDM** button . For this illustration, the Project Dashboard page is being shown.



A name of bookmark text box appears with the name of the page.



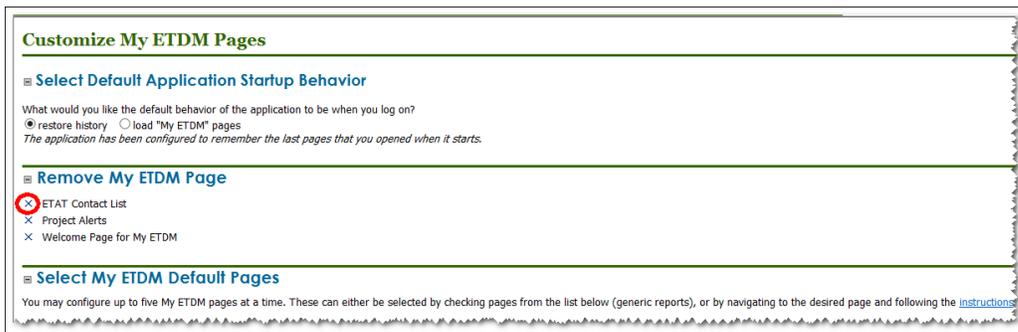
3. Click add.



Remove a Page from the My ETDM List

You can remove a page from your list of My ETDM pages by following the steps listed below.

1. Open **Customize My ETDM Pages** by following the steps listed in the first section of these instructions.
2. Under **Remove My ETDM Page**, click the X beside the page name.



3. Under **Select Default Application Startup Behavior**, click load "My ETDM" pages.



The page that you selected for removal will no longer automatically display the next time you log on to the EST.

3.5.4 Manage My GIS Reports

The GIS Analysis Report identifies features that are within (in the case of study areas) or in proximity to (in the case of standard project alternatives) the project; for example, the number of Historic structures within 500 feet. These features are from various GIS datasets made available through the Florida Geographic Data Library.

After generating a GIS analysis report, you can save it to your My GIS Reports list for future reference. Saved reports can then be accessed from the GIS Analysis Report page or from the Manage My GIS Reports page.

Saved reports contain a record of the issues, analysis types, and buffer distances you selected before generating the report. For example, you can save your selections under a given report name for one project and then use the same selections for another project using the same report name.

These instructions will help you perform the following actions:

- Access the Manage My GIS Reports
- Create a customized GIS Report
- Edit/Delete a report

Accessing the Manage My GIS Reports Page

1. You can open the **Manage My GIS Analysis Reports** page from the main menu or from the **GIS Analysis Report** page (**Reports>Project Effects>GIS Analysis Results**).

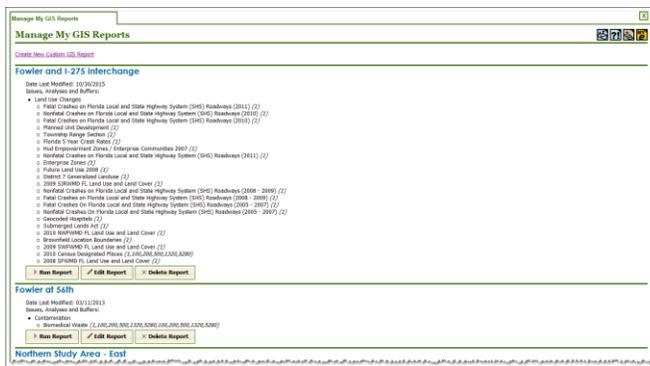
The image shows two parts of the ETDM interface. On the left, a dropdown menu is open under 'Account Settings', with 'My GIS Analysis Reports' highlighted. A red arrow points from a text box to this menu item. The text box says: 'You can access the **Manage My GIS Analysis Reports** page from the main menu or from.....'. On the right, a screenshot of the 'GIS Analysis Report' page is shown. A red circle highlights the 'Manage My GIS Reports' link in the 'My GIS Reports' section. A red arrow points from a text box to this link. The text box says: '...the **GIS Analysis Report** page.'

One of the following pages will display:

- If you are accessing **Manage My GIS Reports** for the first time, a message will be displayed, stating, “There are no GIS report preferences currently configured for your user account.”

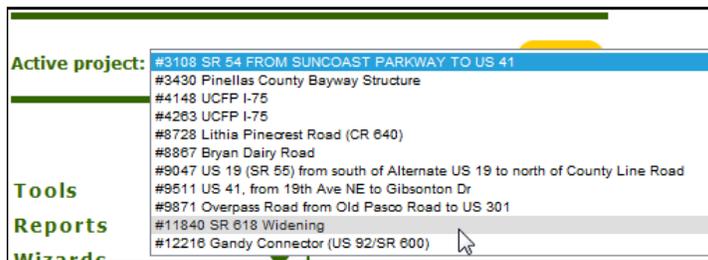


- If you have saved GIS reports, you will see a list of your reports and the results data specified for each report.

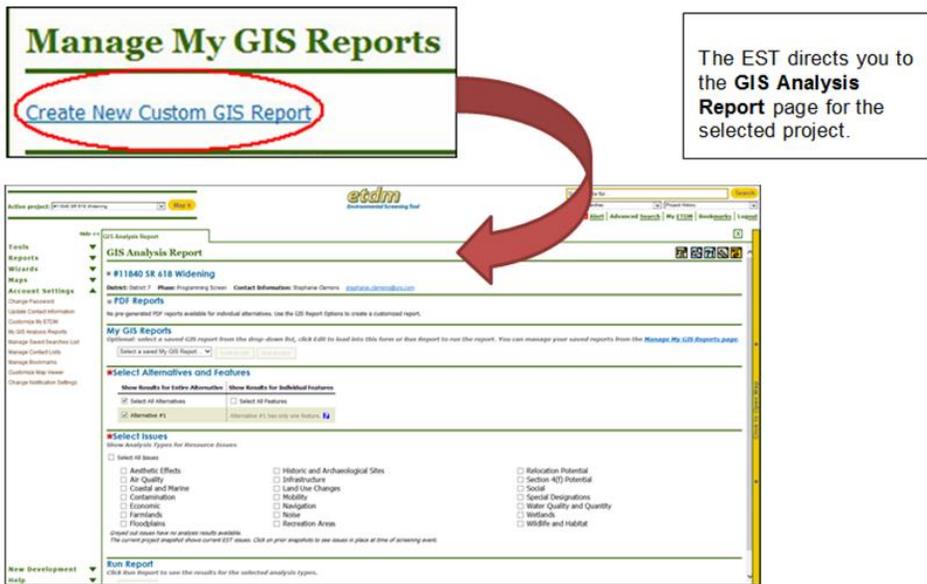


Creating a Custom GIS Report

- Click the **Active project** arrow and then select a project from the list.



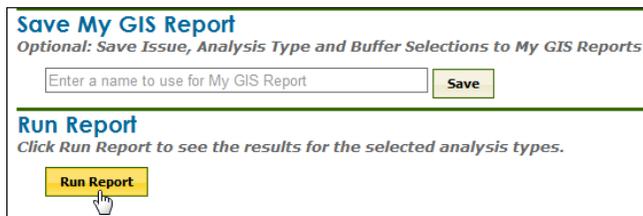
- Click the **Create New Custom GIS Report** link. The **GIS Analysis Report** page will open.



3. On the **GIS Analysis Report** page, make your analysis selections in each section by clicking the check box beside the item you want to include in the report. Click a checked box to unselect an item you do not want included in the report.

Note: A red asterisk, *, indicates one or more items must be selected before you will be able to run the report.

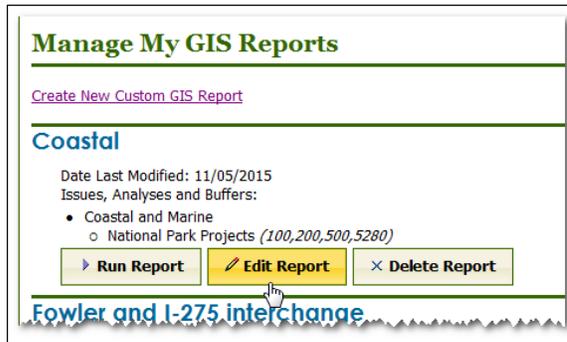
- Click **Save** to save your selections to your **My GIS Reports** list.
- Click **Run Report** to view the report results.



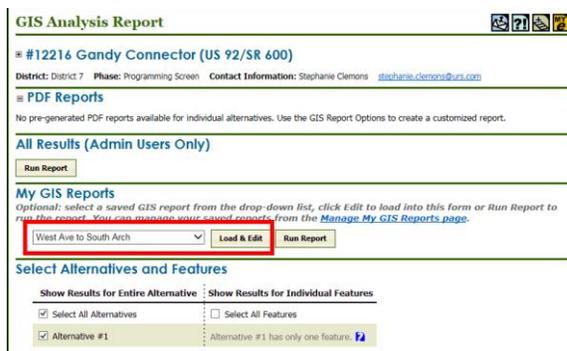
Tip! Click the **Report Options** button at the top of the page to return to the analysis selections, where you can save or edit the current selections.

Editing a GIS Report

1. Click **Edit Report**.



The GIS Analysis Report page displays, showing the analysis report name under the **My GIS Reports** heading.



2. Click **Load & Edit** to display the report form.
3. Make your selections.
4. Click one of the following:
 - **Run Report** to view the results
 - **Save Report** to save your changes.

Tip! If you want to save the GIS Report under a different name, type the new name in the **Save Report** text box.

Deleting a GIS Report

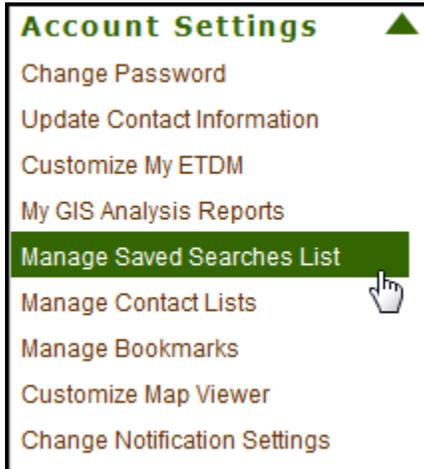
To remove a GIS Report from your My GIS Reports list, click the Delete button that is located below the report name.



3.5.5 Manage Saved Searches List

The **Manage Saved Searches** function allows the user to view and edit the project selection searches that the user has saved, which are located under Saved Searches on the Project Navigation Bar (see Navigation chapter of the EST User Handbook).

To access the **Manage Saved Searches** function, click on the **Account Settings** button on the main menu,



The Saved Searches are organized under the headings "Manual Selections" and "Dynamic Selections." The user can add or remove projects from a Saved Search by first clicking "edit" next to the description of the Saved Search. The Project Selection page will open, where projects may be added or removed.



3.5.6 Manage Contact Lists

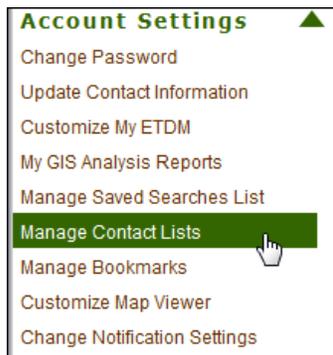
The **Manage Contact Lists** function in the Environmental Screening Tool's (EST's) **Account Settings** menu enables you to select individual contact records from the database and group them together into personal contact lists. You can also create new contacts from outside the database and add them to existing contact lists.

The **Manage Contact Lists** function provides you the tools to:

- Create a personal contact list
- Add contacts who are existing EST users
- Add new contacts who do not have existing EST accounts
- Edit an existing contact list
- Rename a contact list
- Switch between contact lists
- Delete a contact list

Accessing the Manage Contact Lists Feature

On the **Account Settings** menu, point to and click **Manage Contact Lists**.



The **Manage Contact Lists** window opens as a tabbed page, displaying a page toolbar and a **Contact Lists** section.



Creating a New Contact List

1. In the **Enter a name for the new list** field, type a name for the contact list you are creating.
2. Click **Create New List**.

Manage Contact Lists

Manage Contact Lists

Contact Lists

Enter a name for the new list:

A message appears stating the new contact list has been successfully added.

Manage Contact Lists

Manage Contact Lists

✓ The Contact List named "ACE Contacts" was successfully added. Please click the "Edit" link next to the appropriate list in order to add contacts to this new list.

Contact Lists

List Name	Edit	Delete
ACE Contacts	Edit	Delete
Fowler Extension	Edit	Delete

Enter a name for the new list:

3. To build your contacts for the newly created list, do the following:

- Under **Contact Lists**, click the **Edit** link.

Manage Contact Lists

Manage Contact Lists

✓ The Contact List named "ACE Contacts" was successfully added. Please click the "Edit" link next to the appropriate list in order to add contacts to this new list.

Contact Lists

List Name	Edit	Delete
ACE Contacts	Edit	Delete
Fowler Extension	Edit	Delete

Enter a name for the new list:

The **Manage Contact Lists** window refreshes and displays a **What would you like to do?** prompt. If this is a newly created list, a section displaying the user accounts associated with the list name will display. For this illustration, no user accounts are shown as associated with the ACE Contacts contact list.

Manage Contact Lists

Manage Contact Lists

What would you like to do?

Rename your contact list:
 Select a different contact list to edit.
 Search for existing users to add to your **ACE Contacts** contact list.
 Create a new user to add to your **ACE Contacts** contact list.

User Accounts Associated With Your "ACE Contacts" List

There are not user account(s) associated with the **ACE Contacts** contact list.

Building Your List of Contacts

Once you have created a list and given it a label (as shown in the previous section of these instructions), you can compile your list of contact names by doing any of the following:

- Search and import existing user names that are already listed in the EST database.
- Create a new entry for non-EST users.

Searching for existing users to add to a contact list

1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.

The screenshot shows the 'Manage Contact Lists' interface. At the top, there's a title bar 'Manage Contact Lists' with a close button. Below it, the main heading is 'Manage Contact Lists' with utility icons (PDF, Print, Help, etc.). A section titled 'Contact Lists' contains a table with columns 'List Name', 'Edit', and 'Delete'. The table lists 'ACE Contacts' and 'Fowler Extension'. A red arrow points to the 'Edit' link for 'ACE Contacts'. Below the table is a form to 'Enter a name for the new list:' with a 'Create New List' button.

2. Under **What would you like to do?**, click the option button beside **Search for existing users...**

This screenshot shows the 'What would you like to do?' section. It has a heading 'What would you like to do?' and four radio button options: 'Rename your contact list: ACE Contacts', 'Select a different contact list to edit.', 'Search for existing users to add to your ACE Contacts contact list.' (which is selected), and 'Create a new user to add to your ACE Contacts contact list.'. A 'Go' button is at the bottom.

3. Click **Go**.

This screenshot is identical to the previous one, showing the 'What would you like to do?' section with the 'Search for existing users...' option selected. A mouse cursor is now hovering over the 'Go' button.

The screen refreshes and displays a form that helps you to narrow your search.

Manage Contact Lists

Manage Contact Lists

Organization: Select an organization

District: Select a FDOT district

County: Select a county

User Role: Select a user role

Name:

Title:

E-mail:

Search Contacts

4. Do any of the following:

- Click the drop-down arrow  beside one of the fields shown on the form to search contacts by the following:
 - **Organization**
 - **District**
 - **County**
 - **User Role**
- Search for a contact by typing part of the following into the corresponding field:
 - **Name**
 - **Title**
 - **E-mail**

5. Click **Search Contacts**.

Manage Contact Lists

Manage Contact Lists

Organization: FDOT District 7

District: FDOT District 7

County: Hillsborough County

User Role: ETAT Member

Name:

Title:

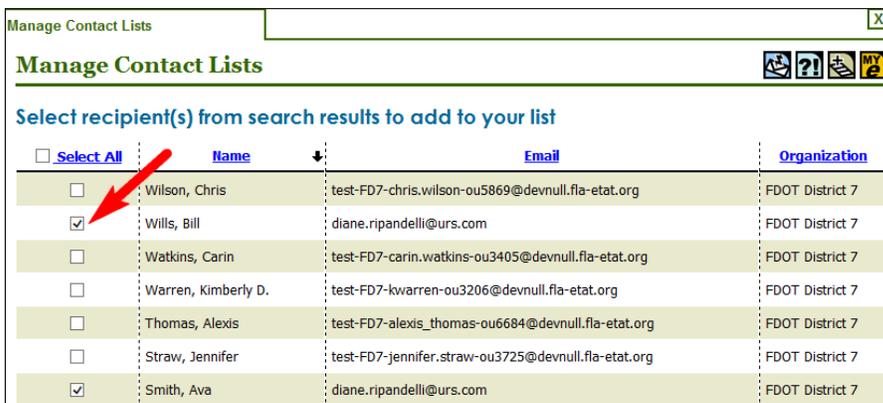
E-mail:

Search Contacts

The screen refreshes and displays the list of contacts that match your search criteria.



6. Click the check box for the name of each person you want to add to your contacts list.



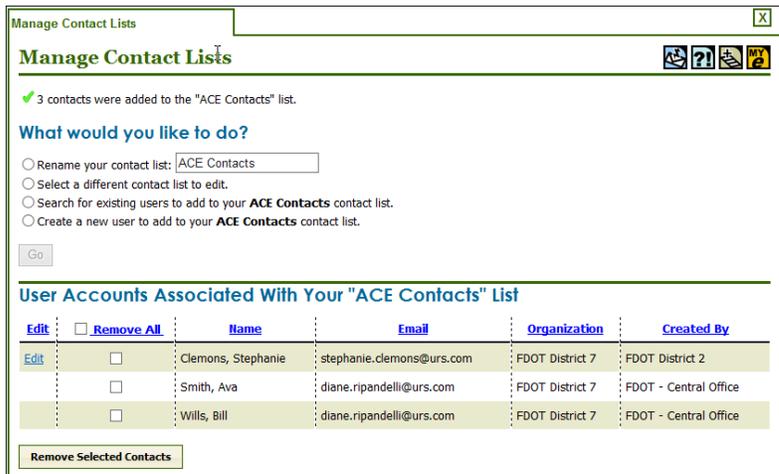
Tip! Click the **Select All** check box to add all contacts displayed on the screen to your list.

7. Click **Add Selected Contacts**.



Tip! Click **Search Again** to return to the search form.

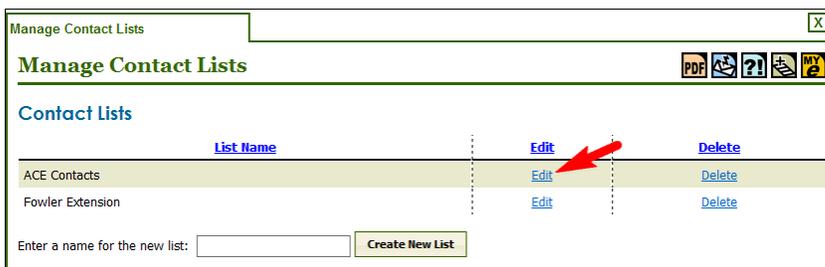
The screen refreshes and displays the names of selected contacts along with the name of the list they have been added to.



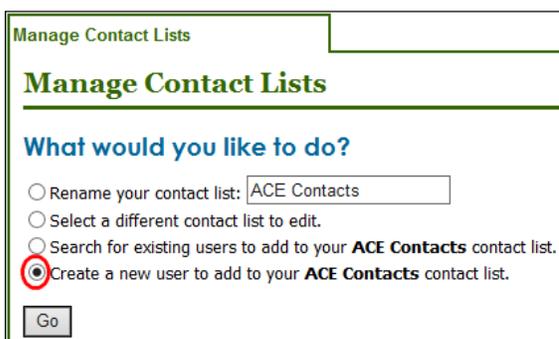
Creating a New Non-EST User Contact

You can add names that are not already listed in the database to one of your contact lists.

1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.



2. Under **What would you like to do?**, click the option button beside **Create a new user to add...**



3. Click **Go**.

The screen refreshes and displays a **Create a New Contact...form**.

4. Complete the form.

Note: Highlighted boxes marked with asterisks (*) are required fields.

5. In the **Submit** section, click **Save Information**.

Note: Click the **Cancel Add/Update** button to quit the form completion process. Information that has not been already saved will be erased.

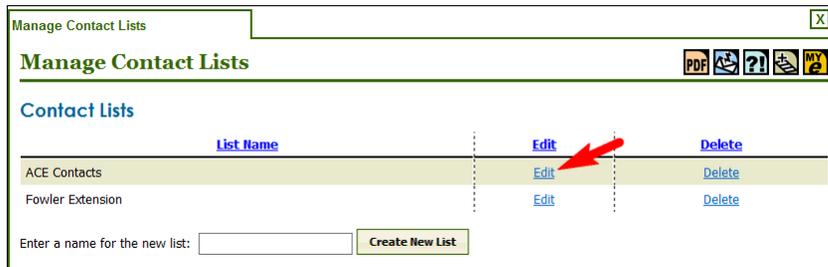
The screen displays the selected contact list with the added name.

Editing a Contact List

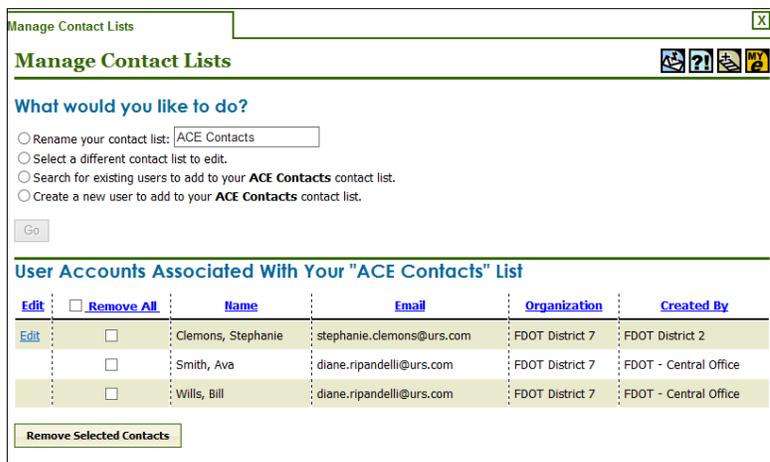
You can update a contact's information for users that you personally added to the database. Contact information for users that were added by the State Environmental Management Office (SEMO) or by another user cannot be edited.

Note: If you find information to be inaccurate for a contact where you do not have editing privileges, contact the ETDM Help Desk at help@fla-etat.org or call 850-414-5334.

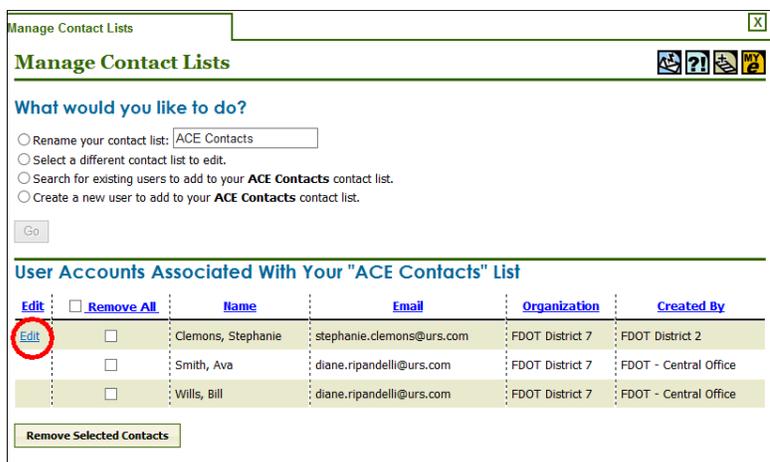
1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.



The screen displays the names associated with the selected contact list.



An **Edit** link will appear for contacts that you personally added to the database.



2. Click the **Edit** link for the respective name.

A form displays, showing the contact’s personal information, along with selections for the contact’s account information.

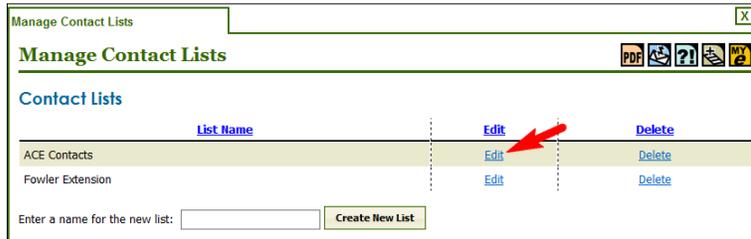
3. Make any changes by typing into the box, or click the appropriate check box.
4. Click **Save Information**.

Note: Click the **Cancel Add/Update** button to quit the form completion process. Information that has not been already saved will be erased.

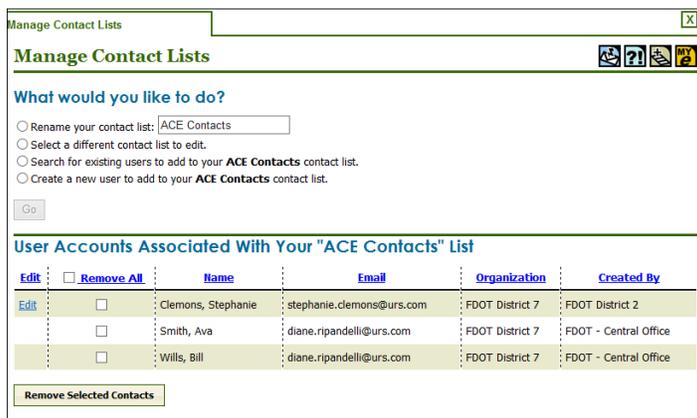
Removing a Contact from a List

You can remove one or multiple names from a list, or you can remove all of the names from a list. Removing a contact only removes the account from a personal contact list and does not delete it from the database.

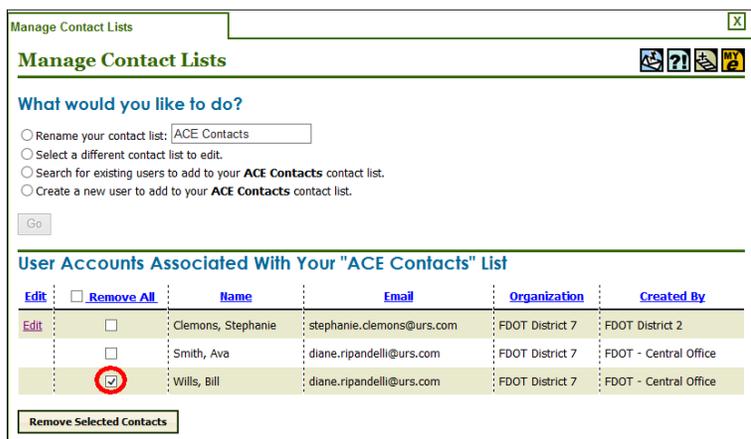
1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.



The screen displays the names associated with the selected contact list.



2. Click the check box beside the **Name** you want removed from the list.



To remove all of the names shown on the list, click the **Remove All** check box. The check boxes located beside the names will appear as selected.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All ↑	Name	Email	Organization	Created By
	<input checked="" type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit	<input checked="" type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input checked="" type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

3. Click **Remove Selected Contacts**.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All ↑	Name	Email	Organization	Created By
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input checked="" type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

Renaming a Contact List

1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.

Manage Contact Lists

Manage Contact Lists

Contact Lists

List Name	Edit	Delete
ACE Contacts	Edit	Delete
Fowler Extension	Edit	Delete

Enter a name for the new list:

The screen displays the names associated with the selected contact list.

Manage Contact Lists

Manage Contact Lists

What would you like to do?

Rename your contact list:

Select a different contact list to edit.

Search for existing users to add to your **ACE Contacts** contact list.

Create a new user to add to your **ACE Contacts** contact list.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All	Name	Email	Organization	Created By
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

2. Under the **What would you like to do?** prompt, click the option button beside **Rename your contact list**.

Manage Contact Lists

What would you like to do?

- Rename your contact list:
- Select a different contact list to edit.
- Search for existing users to add to your **ACE Contacts** contact list.
- Create a new user to add to your **ACE Contacts** contact list.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All ↑	Name	Email	Organization	Created By
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

3. Clear the current list name.

4. Type in the new list name.

Manage Contact Lists

What would you like to do?

- Rename your contact list:
- Select a different contact list to edit.
- Search for existing users to add to your **ACE Contacts** contact list.
- Create a new user to add to your **ACE Contacts** contact list.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All ↑	Name	Email	Organization	Created By
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

5. Click **Go**.

Manage Contact Lists

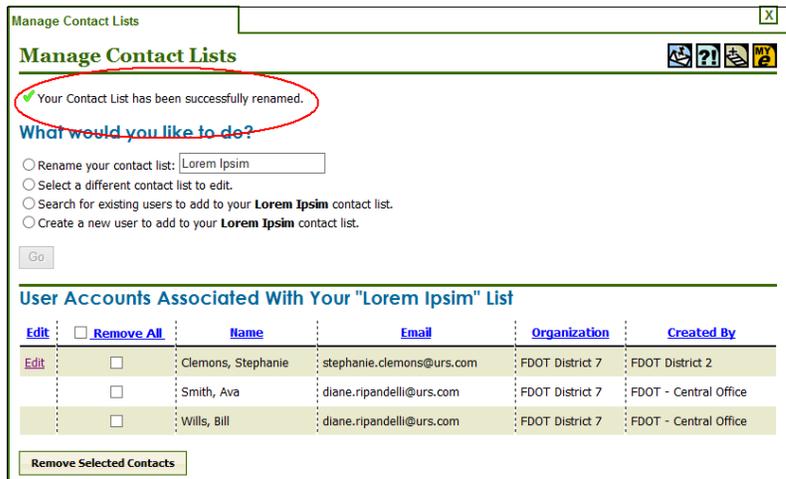
What would you like to do?

- Rename your contact list:
- Select a different contact list to edit.
- Search for existing users to add to your **ACE Contacts** contact list.
- Create a new user to add to your **ACE Contacts** contact list.

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All ↑	Name	Email	Organization	Created By
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

The screen displays a message, informing you that the list name has been successfully renamed.



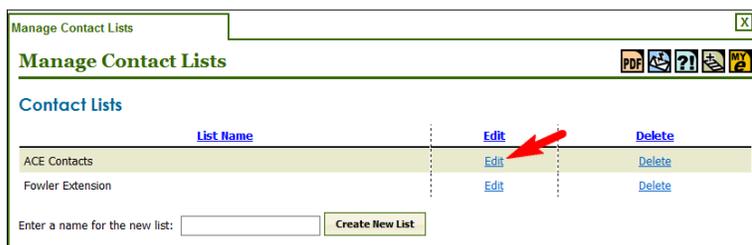
The name will appear when you view the **Contact Lists** screen, as shown in the following example.



Switching between Contact Lists

When you have multiple contact lists you can switch between lists to make updates or add contacts.

1. On the **Manage Contact Lists** screen, click the **Edit** link that corresponds with the **List Name**.



The screen displays the names associated with the selected contact list.

Manage Contact Lists

Manage Contact Lists

What would you like to do?

Rename your contact list: ACE Contacts
 Select a different contact list to edit.
 Search for existing users to add to your **ACE Contacts** contact list.
 Create a new user to add to your **ACE Contacts** contact list.

Go

User Accounts Associated With Your "ACE Contacts" List

Edit	<input type="checkbox"/> Remove All	Name	Email	Organization	Created By
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

2. Under the **What would you like to do?** prompt, click the option button beside **Select a different contact list to edit.**

Manage Contact Lists

Manage Contact Lists

What would you like to do?

Rename your contact list: ACE contacts
 Select a different contact list to edit.
 Search for existing users to add to your **ACE contacts** contact list.
 Create a new user to add to your **ACE contacts** contact list.

Go

User Accounts Associated With Your "ACE contacts" List

Edit	<input type="checkbox"/> Remove All	Name	Email	Organization	Created By
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

3. Click **Go**.

Manage Contact Lists

Manage Contact Lists

What would you like to do?

Rename your contact list: ACE contacts
 Select a different contact list to edit.
 Search for existing users to add to your **ACE contacts** contact list.
 Create a new user to add to your **ACE contacts** contact list.

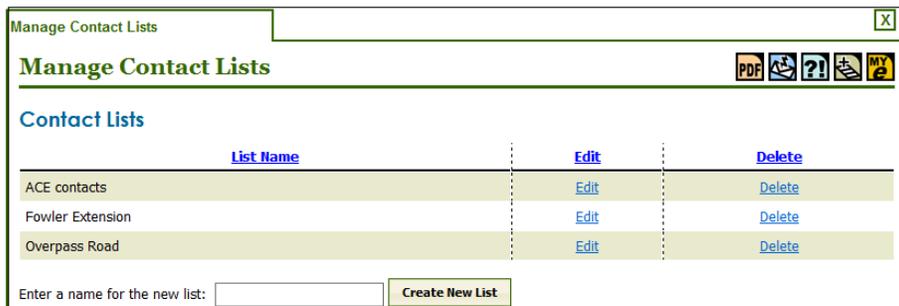
Go

User Accounts Associated With Your "ACE contacts" List

Edit	<input type="checkbox"/> Remove All	Name	Email	Organization	Created By
Edit	<input type="checkbox"/>	Clemons, Stephanie	stephanie.clemons@urs.com	FDOT District 7	FDOT District 2
	<input type="checkbox"/>	Smith, Ava	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office
	<input type="checkbox"/>	Wills, Bill	diane.ripandelli@urs.com	FDOT District 7	FDOT - Central Office

Remove Selected Contacts

The **Contact Lists** screen displays.



4. Click the **Edit** link to display the list you want to edit.

Deleting a Contact List

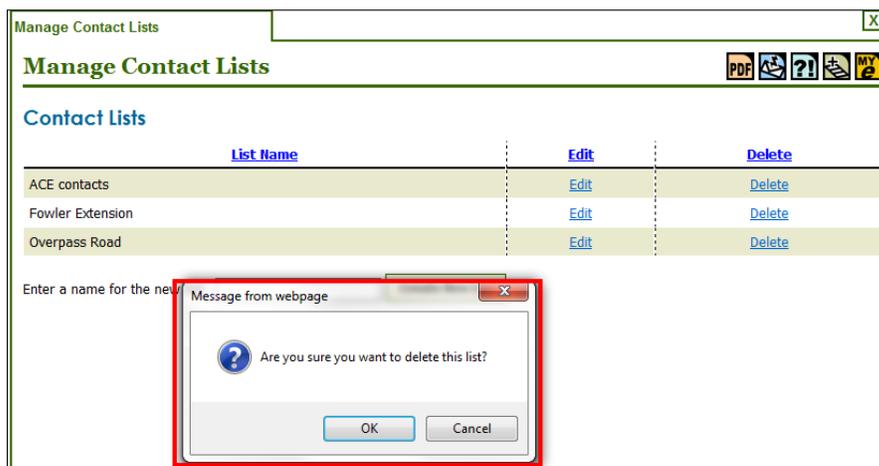
The **Manage Contact Lists** feature allows you to remove a group of contacts. Deleting a contact list will only remove the list from your screen; this action will not alter or affect the user accounts in the database.

1. Under **Contact Lists**, click the **Delete** link for the respective **List Name**.

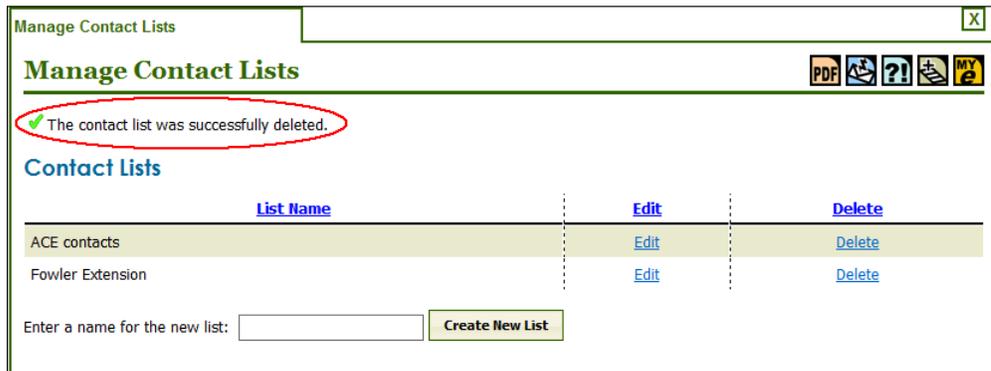


A message displays, asking you to confirm the action.

2. Click **OK**.

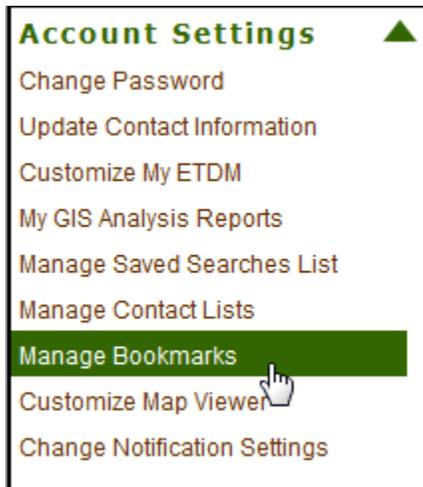


The screen displays a message that confirms the list's deletion.

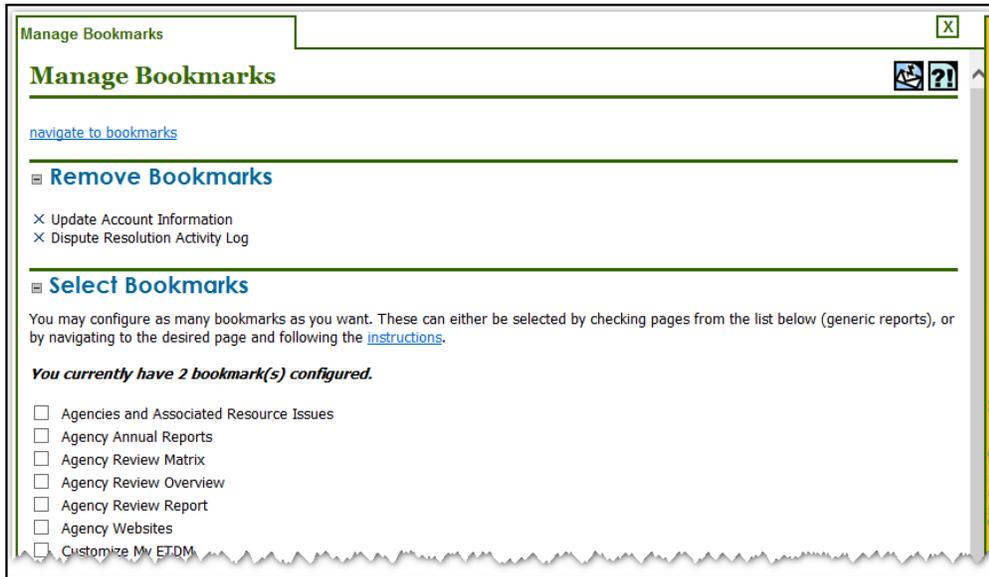


3.5.7 Manage Bookmarks

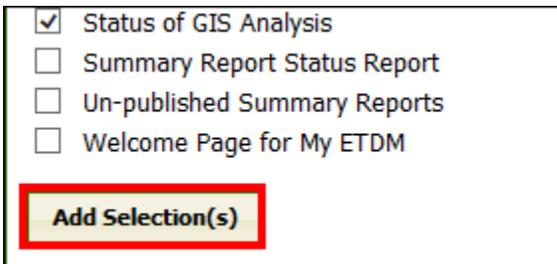
This function allows users to select/deselect one or more pages from a checklist of available pages that are referenced on any of the navigation bars (top, left or bottom). The total number of pages added to Bookmarks is not limited in number. To access the **Manage Bookmarks** function, click on the **Account Settings** button on the main menu.



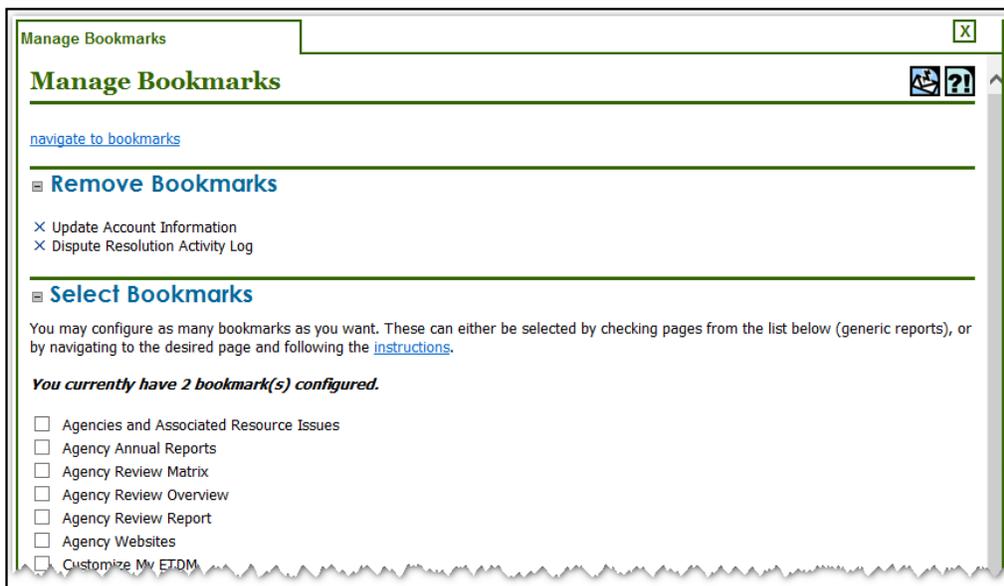
The **Manage Bookmarks** page displays.



On the form that opens, click on the check box next to the desired pages, then click **Add Selection(s)**.



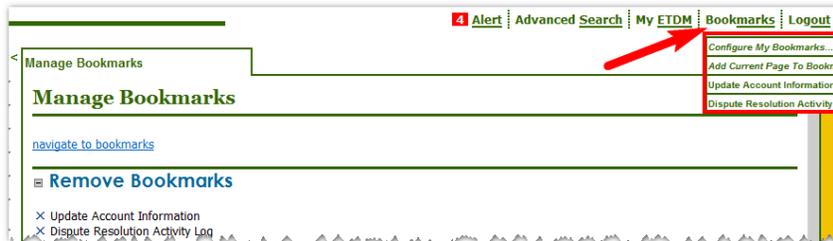
Bookmarks can then be accessed by clicking "navigate to bookmarks" on the form or via the Top toolbar.



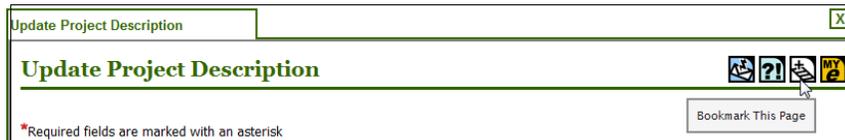
Adding a Page to Bookmarks

You can add a page to your list of bookmarks by

- Clicking the **Bookmarks** link at the top of the EST screen.

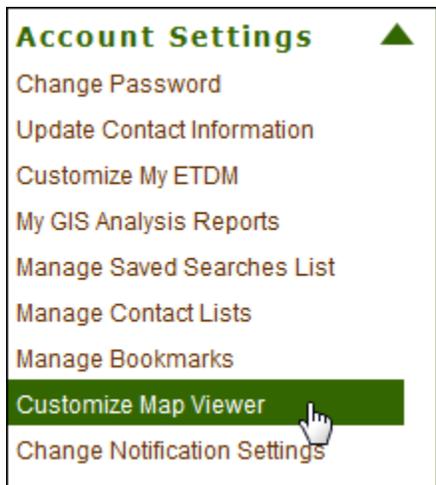


- Click the **Bookmark** icon located on the page.

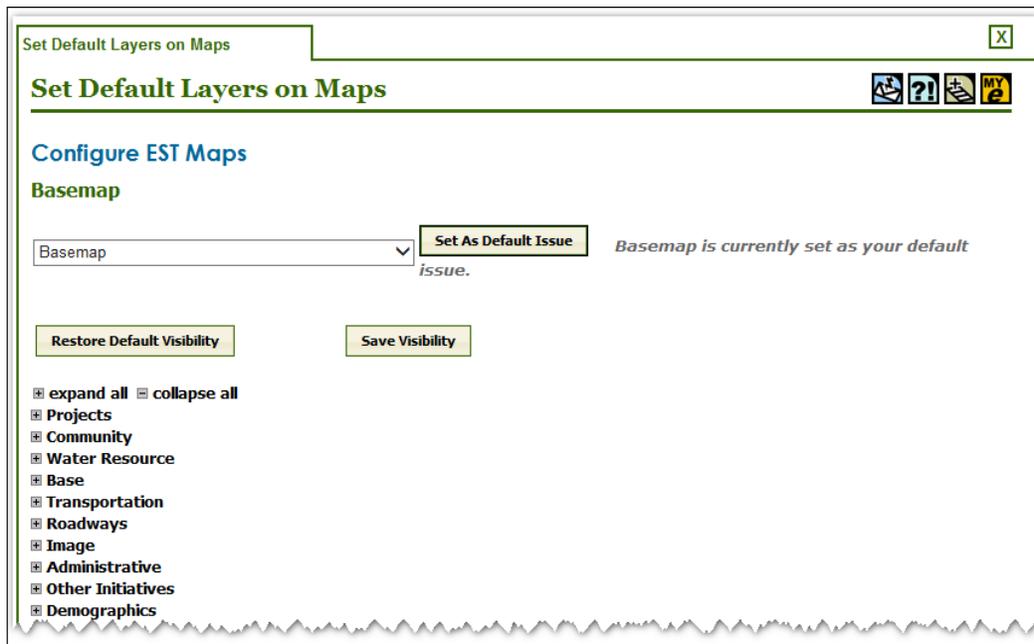


3.5.8 Set Default Layers on Maps

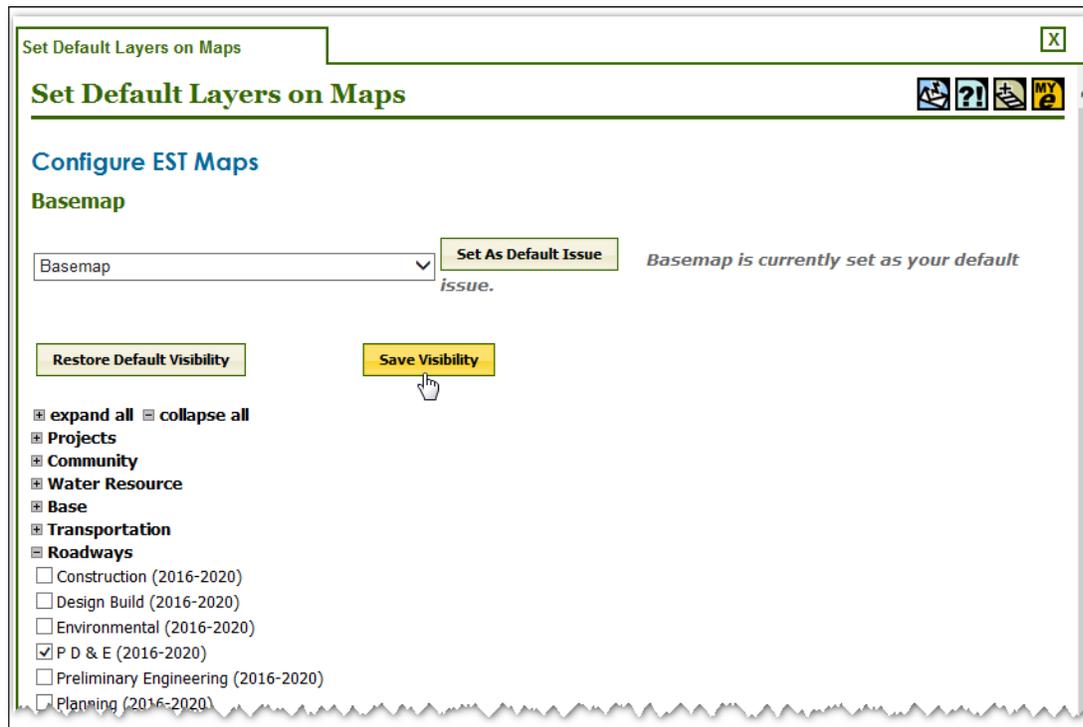
This function allows the user to select an issue and layers that will initially appear on maps. To access the **Set Default Layers on Maps** function, click on the **Account Settings** button on the main menu, then select **Customize Map Viewer**.



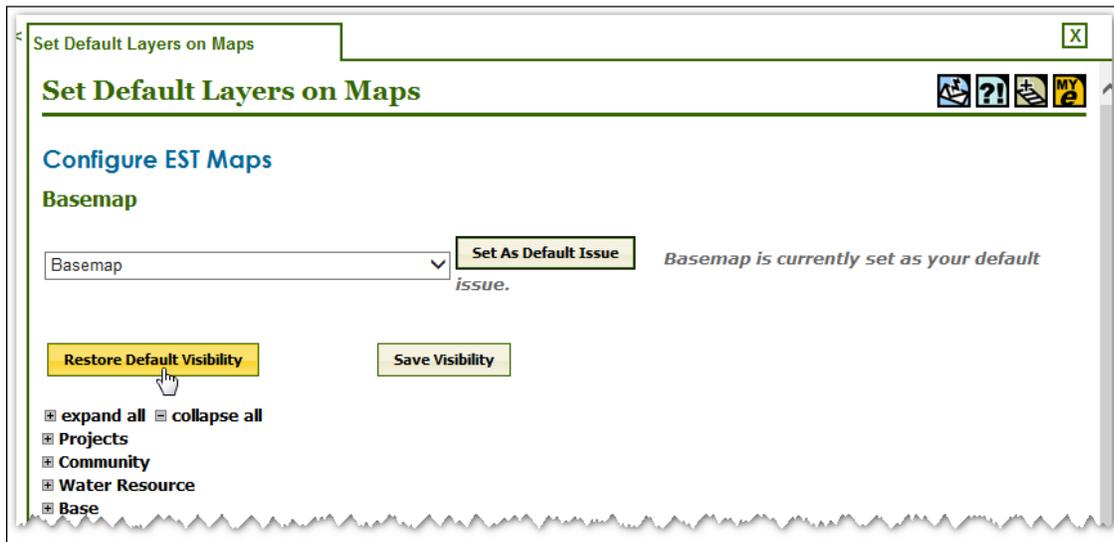
To change the default issue, select an issue from the pull-down menu, then click the “set as default issue” button. A message will appear under the default issue field, confirming your selection. The issue name will also appear in the issue header.



To change the default layers to be initially displayed on maps, click the folder icon next to “expand all,” then check or uncheck the boxes next to the data layer names. When finished, click the “Save Visibility” button.

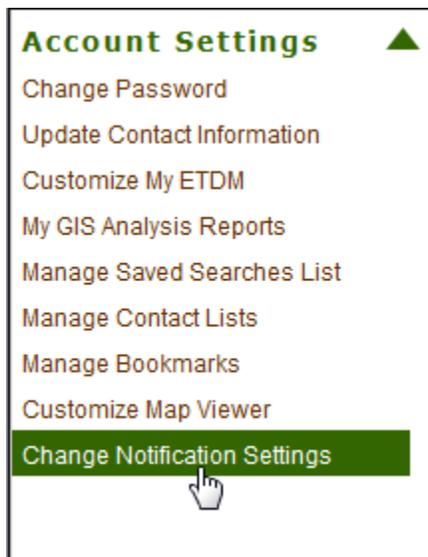


To restore the default data layers, click the “Restore Default Visibility” button.



3.5.9 Change Notification Settings

The Change Notification Settings function is used to specify which email notifications the user receives. To access the Change Notification Settings function, click **Account Settings** on the main menu, then select **Change Notification Settings**.



By default, all users receive notices when the “What’s New” page is updated, when the system is experiencing difficulties or there will be planned outages, and when ETDM events are announced. If you do not want to receive these notifications, un-check the box next to “Check to receive all EST email notifications. Click “Submit Form” when finished.

***Notification Type:**

Electronic

Notification Type: 

EST Notifications

Quarterly Feedback Reports

Invoice Reminders

Review Reminder for Coordinators

AN Hard Copy - *Not available for assigned role(s).*

ETAT members also use this tool to specify if they want to receive notices by district or by county. Use the pull-down menu next to “ETAT notifications” to select either “District-level Notification” or “County-level Notification.” Click “Submit Form” when finished.