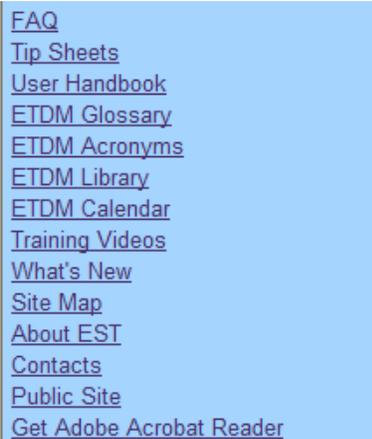


Chapter 3 Functions

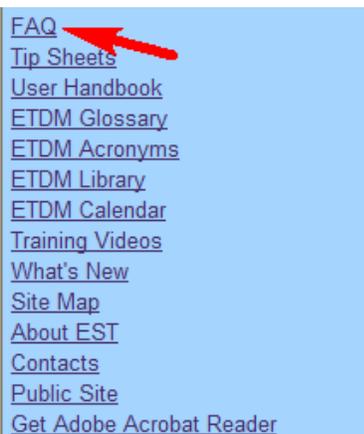
3.6 Help Links (*Updated 11/30/2011*)

The Environmental Screening Tool's (EST's) Help links located at the bottom of the **EST Main Menu** includes the system help and other help-related topics.



3.6.1 Frequently Asked Questions (FAQs)

The **Frequently Asked Questions** function enables you to troubleshoot or find answers to commonly asked questions about the ETDM Process and the Environmental Screening Tool (EST). To access the **Frequently Asked Questions** function, click the **FAQ** link.



The **Frequently Asked Questions** window opens, displaying questions that are organized by the following categories: **Computer Questions**, **Data Questions**, and **Documentation Questions**.

Frequently Asked Questions

Frequently Asked Questions

Computer Questions

[Question 1](#) What are the minimum system requirements for the Environmental Screening Tool to run on my computer?

[Question 2](#) How do I set up my browser so that my e-mail program will open up when I click on an e-mail link?

[Question 3](#) How do I set my bypass proxy settings locally?

[Question 4](#) How do I install the security certificate for the Environmental Screening Tool?

Data Questions

[Question 1](#) What are the standard GIS Analysis performed on projects?

[Question 2](#) What GIS Data layers are available on the issue maps?

[Question 3](#) What GIS Analyses are performed for each issue?

[Question 4](#) Where can I get a copy of the shape files representing the EDTM Projects in the EST?

[Question 5](#) How should potential errors with a particular dataset be reported?

Documentation Questions

[Question 1](#) What are the agency statutory requirements?

[Question 2](#) Where can I find the Agency Operating Agreements and Memorandum of Understanding?

[Question 3](#) Where can I find the ETDM Manual?

The Questions are active links (blue underline). To view the answer to a question, click the **Question Number** link. The **Frequently Asked Questions** window refreshes, displaying the answer to the selected question.

Frequently Asked Questions    

Data Questions [FAQs Main Page](#)

Q: What are the standard GIS Analysis performed on projects?

A: Below is a list of the the standard GIS Analysis performed on projects:

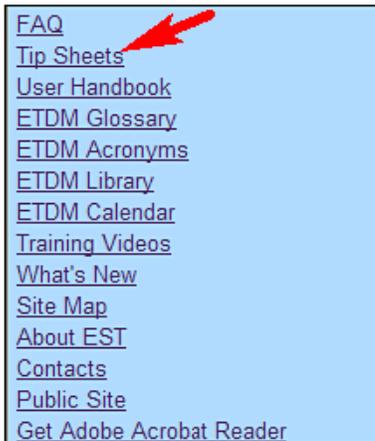
Analysis Name	Analysis Description	Data Source	Selection Criteria
1990 Census data Block Groups - Population Totals	1990 Census data Block Groups - Population Totals	BLKGRP90	No Selection Criteria
1995 NWFWMFLand Use and Land Cover	1995 NWFWMFLand Use and Land Cover	LU_NWFWMFLand_1995	No Selection Criteria

Tip! If the answer includes a table, click the column headings to sort the column in ascending or descending order.

3.6.2 Tip Sheets (New 11/30/2011)

In addition to the EST User Handbook, users can get a quick overview for navigating a particular function. A list of available tip sheets is available in the **ETDM Library**.

- To access the list of tip sheets, click the **Tip Sheets** link in the Help section at the bottom of the **EST Main Menu**.



The **ETDM Library** window opens, displaying the list of tip sheets.

Note: The EST displays a tip sheet icon on the page toolbar if a tip sheet is available for the page in active view.

Name	Category	Publication Date	File Extension	File Size
✂ × Advance Notification Transmittal List	Tips	08/26/2010	pdf	400 KB
✂ × Answer District Survey	Tips	04/05/2010	pdf	161 KB
✂ × Answer ETAT Survey	Tips	04/05/2010	pdf	162 KB
✂ × <u>Attach Documents Tipsheet</u>	Tips	04/07/2010	pdf	313 KB
✂ × District Invoice Review	Tips	06/23/2008	pdf	530 KB
✂ × Finding Your Way Around	Tips	06/29/2010	pdf	1.15 MB
✂ × Generating a Summary Report	Tips	12/12/2005	pdf	279 KB

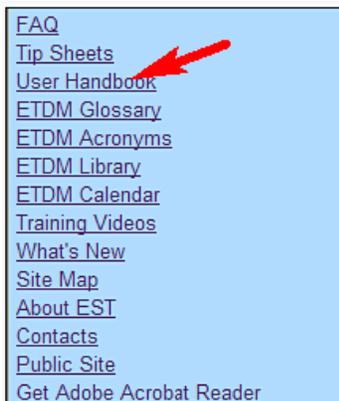
2. Select a tip sheet by doing one of the following:

- Under **Search the ETDM Library**, type part of or the entire function name in the **Keywords** field, click **Search**, and then select the tip sheet by clicking the link in the **Name** column.
- Scroll down the **ETDM Library** table, and then select the tip sheet by clicking the link in the **Name** column.

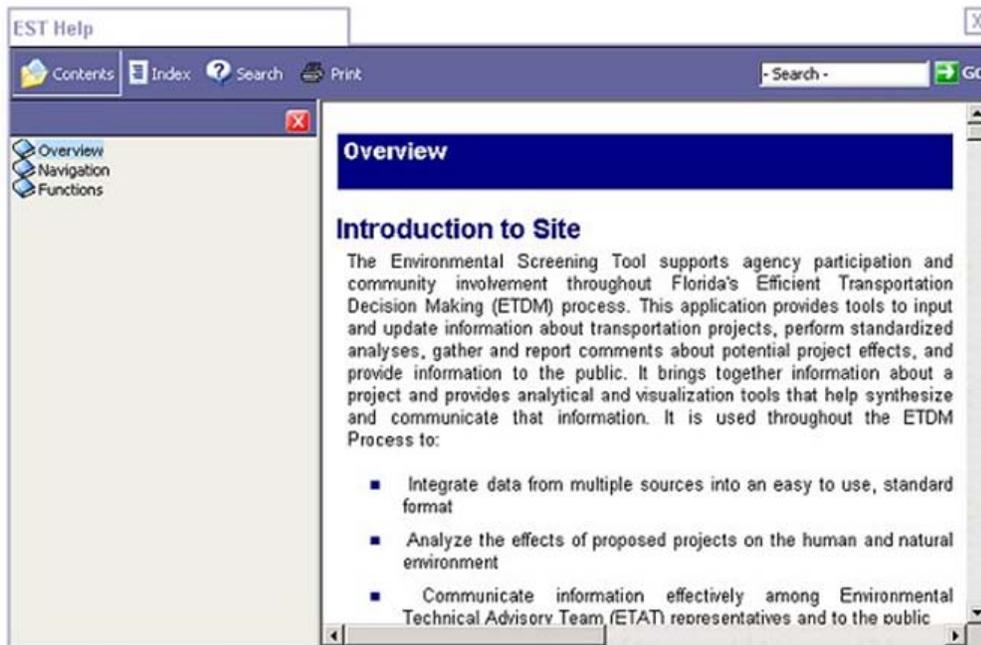
Note: See the [ETDM Library](#) (Section 3.6.6.) section of this handbook for additional information on using the **ETDM Library** function.

3.6.3 User Handbook

The **User Handbook** function provides access to the Internet version of the Environmental Screening Tool (EST) Handbook. Search and print capabilities are included. Click the **User Handbook** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **EST Help** window opens, displaying the index for the EST User Handbook.

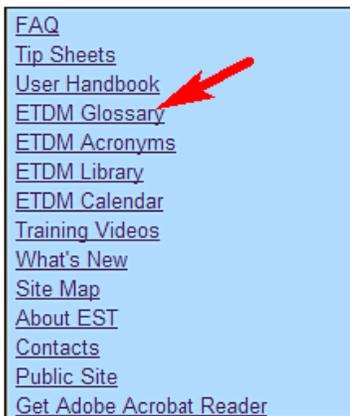


View a list of contents by clicking the Contents button . An alphabetical list of topics can be accessed by clicking the Index button . Search for information by clicking the search button  or using the search bar . Use the Print button  to open a printer dialogue.

3.6.4 ETDM Glossary

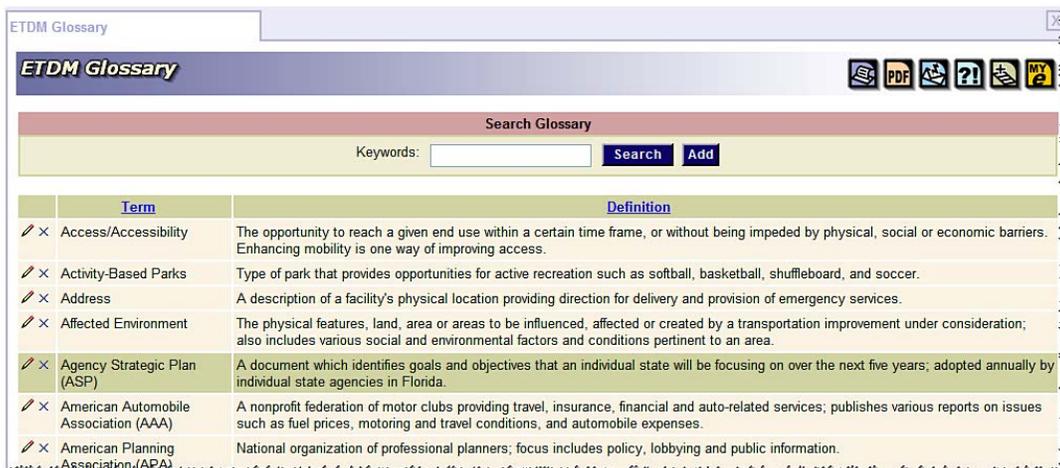
This function opens a glossary of ETDM terms. Users with the appropriate roles (e.g., EST administrators for an organization) can add, edit, or delete glossary entries from the list.

1. To access the **Glossary**, click the **ETDM Glossary** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **ETDM Glossary** page opens, displaying a **Search Glossary** function that can be used to quickly find the definition of a term.

2. In the **Keywords** field, type part of or the entire word, or you can type a phrase.
3. Click **Search**.



Note: Depending on the user's role, a term can be added to or deleted from the Glossary, or the definition of an existing term can be edited.

- To add a new term, click the **Add** button. A dialog box will open, where the term and its definition can be typed in.

- Do the following:
 - Type the **Term** (this is a required field).
 - Type the **Definition**.
 - Click **Add**.

- To edit a definition, do the following:

- Click the pencil icon beside the glossary **Term**.

	Term
 	Access/Accessibility
 	Activity-Based Parks

The **ETDM Glossary** page refreshes and displays the **Edit Glossary Item** fields.

- Make the appropriate changes.
 - Click **Update**.
- Tip!** Click the **Cancel** button to cancel the changes.

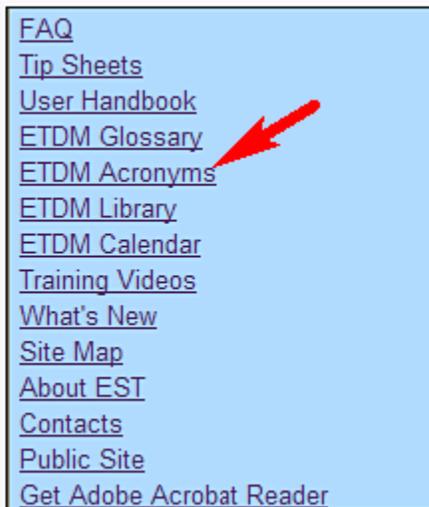
- To delete an item from the Glossary, click the **X** icon beside the **Term**.

	<u>Term</u>
 	Access/Accessibility
 	Activity-Based Parks

3.6.5 ETDM Acronyms

This function opens a list of acronyms used in the ETDM Process. Users with the appropriate roles (e.g., EST administrators for an organization) can add, edit, or delete acronym entries from the list.

- To access the list of acronyms, click the **ETDM Acronyms** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **ETDM Acronyms** page opens, displaying a **Search Acronyms** function that can be used to quickly find an acronym and its definition.

- In the **Keywords** field, type part of or the entire word or acronym.
- Click the **Category** arrow to narrow your search results, and then click the appropriate variable from the list.



4. Click **Search**.

Acronym	Term	Definition	Category
✎ × 771	Title 23, Code of Federal Regulations, Part 771 (Revised 1987)	Federal Highway Administration regulations governing the preparations of environmental impact statements and related documents.	Laws, Regulations, and Guidance
✎ × 777	Title 23, Code of Federal Regulations, Part 777 (1980)	Federal Highway Administration regulations providing policy and procedures for evaluation and mitigation for impacted privately owned wetlands.	Laws, Regulations, and Guidance
✎ × ACHP	Advisory Council on Historic Preservation		Government and Other Agencies

Note: Depending on the user's role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

5. To add a new acronym, click the **Add** button. A dialog box will open, where the acronym, its term, and its definition can be typed in.

- Do the following:
 - Type the **Acronym** (This is a required field).
 - Type the **Term** (this is a required field).
 - Type the **Definition**.
 - Click the **Category** arrow to do one of the following:
 - Assign the acronym to a particular category by clicking the name on the list.
 - Create a new category by clicking **enter category name**.
 - Click **Add**.

6. To edit an acronym, term, or definition, do the following:

- Click the pencil icon beside the **Acronym**.

	<u>Acronym</u>	<u>Term</u>
 	771	Title 23, Code of Federal Regulations, Part 771 (Revised 1987)

The **ETDM Acronyms** page refreshes and displays the **Edit Acronym** fields, enabling you to correct or revise an acronym and its related information.

Edit Acronym

Acronym**

Term**

Definition

Category**

- Make the appropriate changes.
 - Click **Update**.
- Tip!** Click the **Cancel** button to cancel the changes.

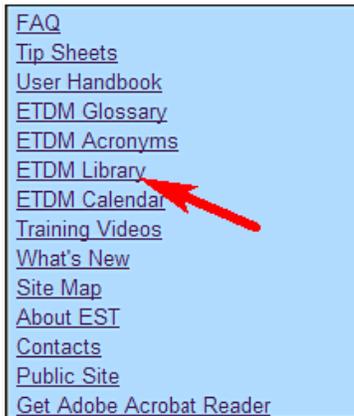
7. To delete an item from the Acronyms list, click the **X** icon beside the **Acronym**.

	<u>Acronym</u>	<u>Term</u>
 	771	Title 23, Code of Federal Regulations, Part 771 (Revised 1987)

3.6.6 ETDM Library

This function provides links to documents stored in the ETDM database. Depending on the user's role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

1. To access the **ETDM Library**, click the **ETDM Library** link located in the list of Help links at the bottom of the **EST Main Menu**.



2. The **ETDM Library** window opens, displaying a search filter and a table listing the document **Name**, **Category**, **Publication Date**, **File Extension**, and **File Size**.

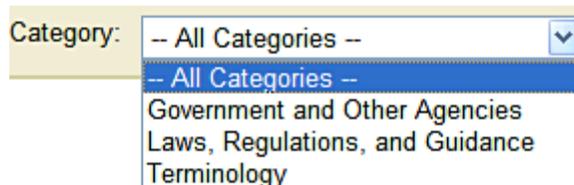
Tip! Click the column heading to sort the column in ascending or descending order.

The screenshot shows the 'ETDM Library' window. At the top right are icons for PDF, Print, Help, and My. Below is a search bar with 'Keywords:' and 'Category: -- All Categories --' dropdown, and 'Search' and 'Add' buttons. Below the search bar is a table with columns: Name, Category, Publication Date, File Extension, and File Size. The table contains three rows of document information.

	Name	Category	Publication Date	File Extension	File Size
	District Invoice Review			pdf	530 KB
	FDOT 3 Checklist			pdf	33 KB
	Guide For Creating a DOE Document			doc	178 KB

3. Under **Search the ETDM Library**, search for a document by doing the following:

- In the **Keywords** field, type part of or the entire title, or you can type related words.
- Click the **Category** arrow to narrow your search results, and then click the appropriate variable from the list.



- Click **Search**.

- Click the document name in the **Name** column to open it. The document PDF will open as a separate tabbed page.

	Name
District Invoice Review	
FDOT 3 Checklist	
Guide For Creating a DOE Document	

Note: Depending on the user’s role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

- To add a new document to the ETDM Library, click the **Add** button. The **Add Document to the ETDM Library** dialog box will open, where the document description and related information can be typed in or selected from a prepopulated list.

Add Document to the ETDM Library
** Indicates a required field

Name**	<input type="text"/>		
Description**	<input type="text"/>		
Category**	<input type="text" value="Select a Category Name"/>		<input type="button" value="Add"/>
	<input type="checkbox"/> Exempt from Public Access Site		
Author or Sender of Document	<input type="text"/>		
Organization**	<div style="border: 1px solid #ccc; padding: 2px;"> 1000 Friends of Florida Advisory Council on Historic Preservation Alachua County Amtrak Apalachee Regional Planning Council </div>		
Publication Date**	<input type="text"/>	Format MM/DD/YYYY	
City	<input type="text" value="Select a City"/>		
County	<input type="text" value="Select a County Name"/>		
District	<input type="text" value="Select a District Name"/>		
Primary Consultant or Contractor	<input type="text" value="Select a Consultant or Contractor"/>		<input type="button" value="Add"/>
Subconsultant or Subcontractor	<input type="text" value="Select a Subconsultant or Subcontractor"/>		<input type="button" value="Add"/>
Contract Number	<input type="text"/>	Invoice Number	<input type="text"/>
Financial Management Number	<input type="text"/>	Agreement Number	<input type="text"/>

- Complete the fields shown on the screen, with attention to entering information in required fields showing double asterisks (**).

Note: Click the **Exempt from Public Access Site** check box if the document is not to be displayed on the ETDM Public Access Site.

- In the **New Attachment** field, click the **Browse** button to locate and upload the target document to the **ETDM Library**.

Note: The document must be in PDF or JPG file format before it can be uploaded. Contact the ETDM Help Desk at help@fla-etat.org or call 850-414-5334 for assistance in uploading documents created in other formats.

New Attachment**

- Click **Add**.

6. To edit a document in the **ETDM Library**, do the following:

- Click the pencil icon beside the document name.

	<u>Name</u>
 	<i>Accomplishing Cultural Resources Evaluations</i>
 	<i>Advance Notification Transmittal List</i>
 	<i>Answer District Survey</i>

The **ETDM Acronyms** page refreshes and displays the **Edit ETDM Document** fields, enabling you to correct or revise information related to the document or to upload the revised document from a desktop file.

- Make the appropriate changes.
- Click **Update**.

Tip! Click the **Cancel** button to cancel the changes.

7. To delete an item from the **ETDM Library**, click the **X** icon beside the document name.

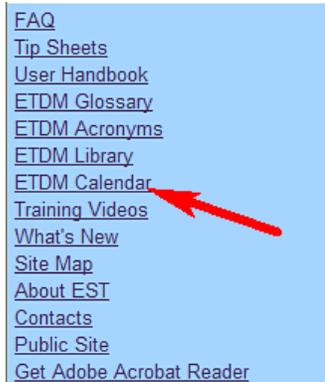
3.6.7 Calendar (Updated 11/30/2011)

The **ETDM Calendar** function in the Environmental Screening Tool (EST) is an interactive calendar that enables users to view upcoming training sessions and events. With the ETDM Calendar, users will also have the ability to:

- View ETDM-related events, including ETDM Milestones showing:
 - ETAT Review Begin
 - ETAT Review Complete
 - ETAT Summary Report Published or Republished
- Register for hands-on training sessions
- Set up meetings and events for their organization (only applicable to users with the appropriate EST user roles)
- Manage event types, enabling users to set preferences for events to be displayed in their ETDM Calendars

Using the ETDM Calendar Function in the EST:

1. Go to the list of links located at the bottom of the EST **Main Menu**, and then click **ETDM Calendar**.



The **Calendar** page opens, displaying an electronic calendar showing icons that represent event types and a tabbed section showing an **Event List** and **Display**.

Tip! Click on the toolbar icons to:



Open the tip sheet for a quick guide on navigating the current page.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



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

The next two illustrations provide a brief overview of the **Calendar** screen. Go to [Step 2](#) of these instructions for an index listing the **Calendar** functions.

Calendar

Calendar

Calendar

Previous Month | April | 2011 | Go to Month | Next Month

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		5	6	7		
3	4					
10	11	12	13	14		
17	18	19	20			
				28	29	30

Event List | **Display**

April | Add New Event

- 5 6091 Summary Report Due
- 7 Sociocultural Effects Evaluation
- 12 Introduction to ETDM
- 19 7943 Summary Report Due
- 19 5231 Summary Report Due
- 20 ETAT Review

Callout Boxes:

- Navigate to a date by clicking the **Previous Month** or **Next Month** links. Or you can select a month or year from the list, and then click **Go to Month**.
- Click the **Display** tab to view the icon descriptions and event preferences to display on the calendar.
- Click the **Event List** tab to view the events and dates scheduled for the selected month. Click the **Add New Event** link to open the **Add New ETDM Event** form.
- Hover the mouse over the icon to view event details. Click the left mouse button to keep the event details box open.
- Click the date to open the **Add New ETDM Event** form for the selected date.
- Click the **ETDM Event Name** link to open the **Project Description** page.
- Click the **URL** link to go to the site.
- Click the **Summary Report** link to open the **Summary Report** page.

Event Name: [7050 ETAT Review Start](#)

Date: 04/06/2011 03:22 PM

Event Type: ETAT Review Start

Event Description: Project #7050: NDS : Jenkins Rd. (Programming Screen) ETAT Review Start

[close](#)

Introduction to ETDM

Description: Introduction to ETDM on 04/12/2011

Date/Time: 04/12/2011 - 04/12/2011

Location: GotoMeeting

Contact Info:

URL: <https://www2.gotomeeting.com/register/455042947>

** This event can be updated by administrators and members of.

[close](#)

Event Name: [5231 Summary Report Due](#)

Date: 04/19/2011

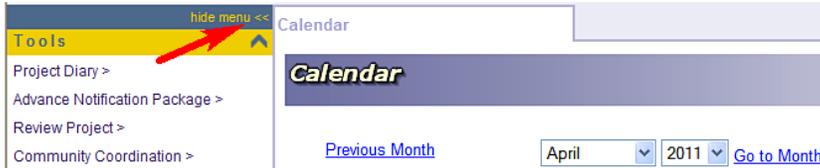
Event Type: Summary Report Due

Event Description: Project #5231: SR292-Perdido Key Drive/Sorrento Road (Programming Screen) Summary Report Due

[close](#)

The **Event Details** box displays the **Event Name** and corresponding icon along with the **Event Date/Time, Location, Description** and any additional links for accessing additional information.

Tip! To provide more screen space for the **Calendar**, click the **hide menu** link at the top of the **EST Main Menu**.



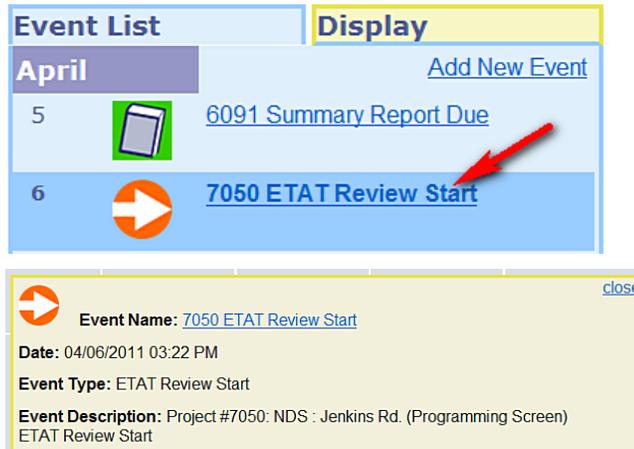
2. Click on the links or go to the steps listed below for instructions on using the **ETDM Event Calendar**.

- [Viewing calendar events](#) and [selecting events to display](#) (Step 3)
- [Adding New Events](#) (Step 4)
- [Attaching Documents to an Event](#) (Step 5)

3. To view event details for the selected month do any of the following:

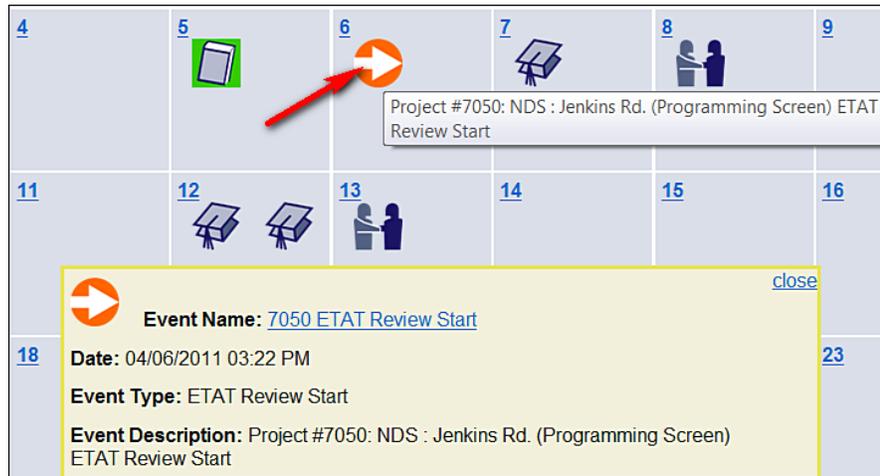
- The **Event List** provides a quick view of all scheduled events for the month along with their corresponding event icons. Move your mouse over an event to view the event details.

Note: Click the **Display** tab to view the icon legend.



- Event icons appearing on scheduled dates provide a quick view of the type of event(s) that are scheduled for that date. Move your mouse over the icon to display the event details.

Tip! Click the left mouse button to keep the event details box open. Click the **close** link to close the event details box.



- The **Display** section shows each of the available event icons along with the corresponding label. Check boxes enable you to select events to be shown on the calendar.

Note: Click **Show only Events in my regions** if you want the calendar to only display events within your jurisdiction.

Event List

Display

- Show **only** Events in my regions.
-  ETAT Review Start (Actual)
-  ETAT Review End (Actual)
-  ETAT Review Start (Anticipated)
-  ETAT Review End (Anticipated)
-  Summary Report Due
-  Summary Report Published
-  Summary Report Re-published
-  Project Development and Environment
-  Meeting
-  Training

Note: By default, the EST automatically shows all check boxes as selected. Click a checked box to deselect an event.

4. Add a new event or meeting to the **Calendar** by doing the following:

Note: You must have authorization to perform this function for your organization(s).

- Access the **Add New ETDM Event** form by doing one of the following:
 - Click the date link or double-click the date cell. The **ETDM Events** screen opens, displaying the **ETDM Event** form that shows the selected calendar date.



- On the **Event List** tabbed section, click the **Add New Event** link. The **ETDM Events** screen opens, displaying the **ETDM Event** form.



- After the **ETDM Events** screen opens, do the following.

Note: Fields showing double asterisks (**) are required fields. You must enter information in these fields in order for the EST to process the information.

- Type the **Name** of the event (e.g., Summary Report Due, Introduction to the EST).
- Select your **Organization** name from the list.
- Type a **Description** of the event (e.g., Meeting to Discuss Regional Planning)
- Type the event's **Start** date and **End** date using the **mm/dd/yyyy** format, or click the calendar icon, , and select a date .

Tip! If the event starts and ends on the same day, you can leave the end date blank. If the event does not have a specific time on that date, leave the time as the default 12:00 AM.

- Type the name of the event **Location**, which can be a physical location or a web address (e.g., Main Conference Room, webinar URL address).
- Type the **Contact Information** for the event.
- Add any website **URL** links for the event (e.g., links to webinars, Go to Meeting, Google maps, organization's website).

- Click the **Event Type** arrow, and then select the appropriate option from the list (e.g., ETAT Review Start, Meeting, Training).

Note: To add documents related to the event, click the **Attach a Document** link, and go to the next step of these instructions (Step 5).

- Click **Add**.

5. To attach a document to a new event, do the following:

- Open and enter your information in the **Add ETDM Event** form using the steps shown in [Step 4](#) of this document.
- At the bottom of the **Add ETDM Event** form, click the **Attach a Document** link.

The **Add ETDM Event** form expands and displays an option for selecting an existing document from the ETDM Library or for adding a new document.

- Do one of the following:
 - Accept the default option **Select Existing Document** to attach a document from the ETDM Library. Do the following:
 - Type part of or the full name of the document in the **Search for Documents** field or click **Search for Documents** to view the complete list of documents. A list of documents will appear in the left list box.
 - Click the document name.
 - Click  to move the document to the right list box (documents being attached to the event notice).

Tip! Click  to return the document to the document list in the left list box. This will remove the document from the list of attachments.

- Click **Add**. The EST displays the **ETDM Events** list, showing the added event(s) for your organization along with the links to documents that were attached.

Tip! Click the document link to open it.

  Introduction to the EST

Description: Training.

Location: Training Room

Contact Info:

Attachments:

- [Generating A Summary Report](#)
- [Finding Your Way Around](#)

** This event can be updated by administrators and members of: National Park Service, FDOT District 3

Tip! To edit an event, click the pencil icon, . Click the **X** to delete the event.

- Click **Add New Document** to add a document that is not in your list. Do the following:
 - Click the **Display in ETDM Library** check box if you want to add the document to the ETDM Library.
 - Type the **Name** of the event.
 - Type a **Description** of the document.
 - In the **Category** field, do one of the following:
 - ▲ Click the **Category** arrow, and then select a category from the list.
 - ▲ Click **Add** if a category is not listed. The **Category** field displays the category type form. Click the appropriate option button in the **Type Id** column.

Category** **Cancel**

Type Id	Type Desc
<input type="radio"/>	EMDMS001 BUDGET
<input type="radio"/>	EMDMS002 CORRESPONDENCE
<input type="radio"/>	EMDMS003 LAW OR REGULATION - REVIEW COMMENTS
<input type="radio"/>	EMDMS004 LAW OR REGULATION - ACTUAL LEGISLATION

- Type the **Publication Date** using the **mm/dd/yyyy** format
- Click the **Browse** button beside **New Attachment** to locate and upload the target document.
- Click **Update**. The EST displays the **ETDM Events** list, showing the added event(s) along with a link to the document attachment(s).

Note: Document attachment links appear in the **Calendar** event boxes. Click on a Calendar icon to view the event details along with any attached document links.

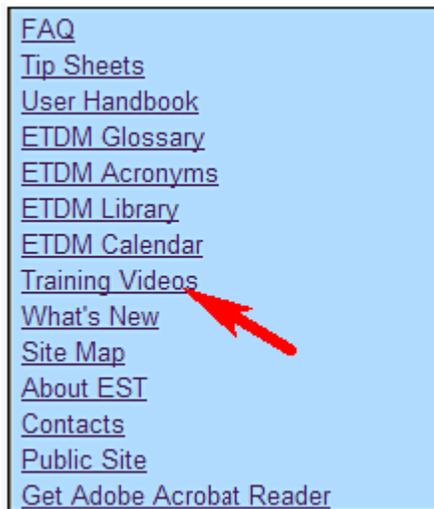
3.6.8 EST Training Videos (New 6/30/2010)

The **EST Training Videos** function enables you to access a collection of videos that demonstrate the general functions of the EST website.

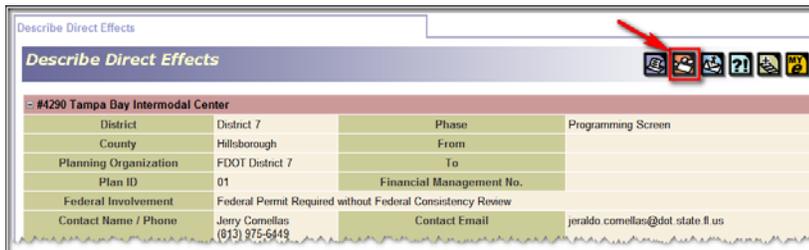
You can also access a training video for a particular function when you see the EST Training Video button,  on a page toolbar. Clicking the button automatically opens the training video page, which displays links to videos associated with the selected function (e.g., Describe Direct Effects).

Accessing the EST Training Videos:

1. To open an EST Training Video, do one of the following:
 - Click **EST Training Videos** link in the list of Help links located at the bottom of the **EST Main Menu**.



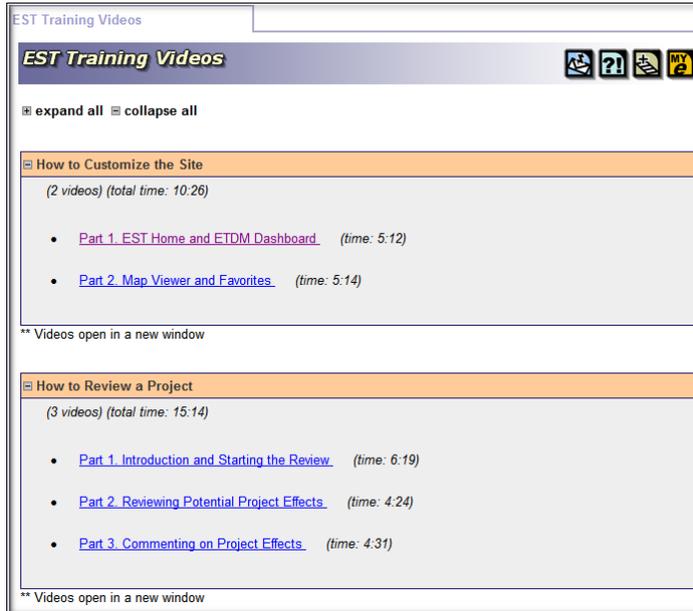
- On the page toolbar, click the EST Training Video button, .



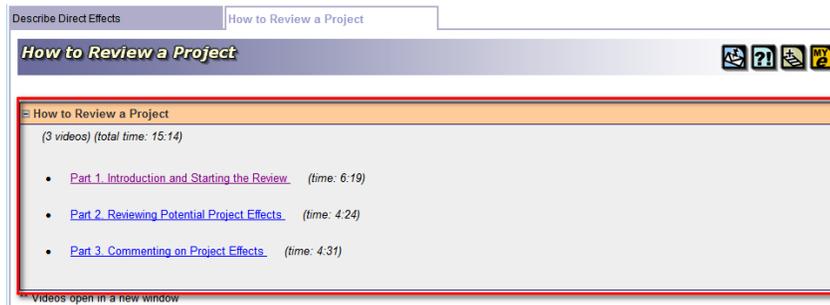
Note: A training video may not be available for your selected function. If this is the case, the EST Training Video button will not appear on the page toolbar.

2. Depending on your access selection, one of the following windows opens as a tabbed page:

- If you clicked **EST Training Videos** in the **Help** menu, the **EST Training Videos** page opens, displaying a page toolbar and links to all available training videos that demonstrate the navigation steps for various tasks.



- If you clicked the training video icon,  , in the page toolbar, only the links to videos associated with the selected function are shown.



Tip! Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.

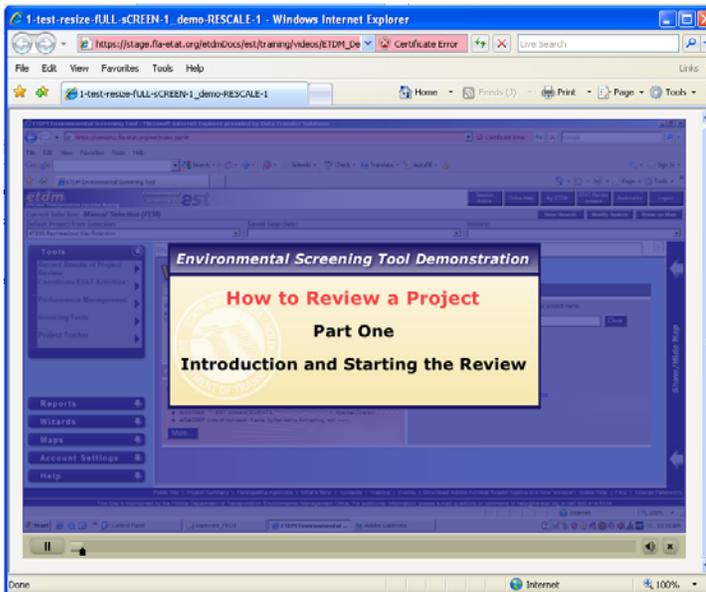


Add the page to your **My ETDM** preferences.

3. Under a **How to** section, click the link to the video you want to view.



The video opens in a separate window. After the video loads, it will automatically begin playing.



Tip! If you want to pause the video, click the pause button, , located at the bottom left of the video player.

4. After the video ends, close the window by clicking either the red  button at the top right of the window or the  button located at the bottom right of the video player.

3.6.9 What's New (Updated 11/30/2011)

This function provides an overview showing the latest and past information about enhancements made to the Environmental Screening Tool.

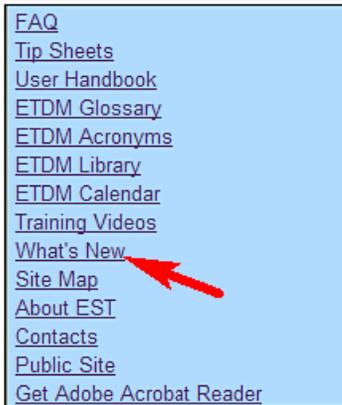
Tip! You can find the latest changes made to the EST in the **What's New** section on the EST home page. Click the **more...** button to open the **What's New** page, enabling you to view the history of EST enhancements.

what's new

- 04/04/2011: Click on the link below to access a tip sheet for using the new Feature Level GIS Analysis interface. This "How To" guide has pictures and instructions that walk you through the process of using the new interface: <https://etdmpub.fl.a-etat.org/est/serveit/blobViewer?blobID=10962> (you may need to copy and paste the link into your web..
- 04/04/2011: As a means of refining and improving your analysis of projects within the EST, we have released a new GIS Analysis Report interface. This new interface not only continues to allow you to see targeted results at the project Alternative level, but now you have the ability to view analysis at the individual features level. This should help ...
- 03/23/2011: The following new or updated GIS layers have been added to the EST: Corresponding EST maps, hardcopy maps, analyses and metadata have been updated. EST data layers that are public access are available for download from the FGDL. However, data layers are not ...

[more...](#)

Click the **What's New** link located in the list of Help links at the bottom of the **EST Main Menu** to view a complete list (recent and past) of EST Enhancements.



The **What's New** page opens, displaying the list of enhancements along with the dates they were implemented.

Tip! Click on the toolbar icons to:



Print the current page.



Create a PDF of the current page.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



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

3.6.11 About EST

About EST provides an overview of the Environmental Screening Tool (EST) as found in Section 1 of the EST Handbook. Click the **About EST** link located in the list of Help links at the bottom of the **EST Main Menu**.

[FAQ](#)
[Tip Sheets](#)
[User Handbook](#)
[ETDM Glossary](#)
[ETDM Acronyms](#)
[ETDM Library](#)
[ETDM Calendar](#)
[Training Videos](#)
[What's New](#)
[Site Map](#)
[About EST](#)
[Contacts](#)
[Public Site](#)
[Get Adobe Acrobat Reader](#)

3.6.12 Contact Us

[FAQ](#)
[Tip Sheets](#)
[User Handbook](#)
[ETDM Glossary](#)
[ETDM Acronyms](#)
[ETDM Library](#)
[ETDM Calendar](#)
[Training Videos](#)
[What's New](#)
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This function provides phone numbers and email addresses for technical support in using the EST. It also provides contact information for the ETDM Coordinators, Community Liaison Coordinators, and Environmental Technical Advisory Team representatives for each District. To access the **Contact Us** function, click the **Contacts** link located in the list of Help links at the bottom of the **EST Main Menu**.

The **Contact Us** page opens, displaying the contact information and navigation links.

Tip! Click on the toolbar icons to:



Print the current page.



Create a PDF of the current page.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



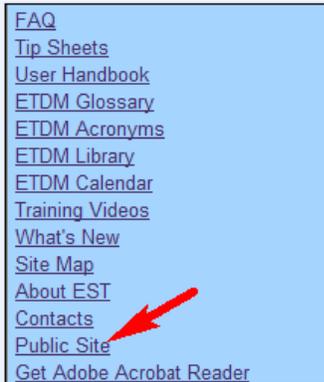
Add the page to your **My ETDM** preferences.



Tip! Use the links at the top of the **Contact Us** window to navigate directly to: **Technical Support, District, Turnpike, SIS, or Map of Contacts.**

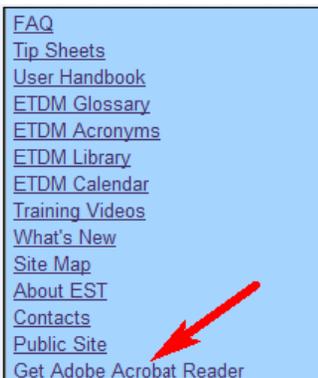
3.6.13 ETDM Public Access Site (New 11/30/2011)

Click the **Public Site** link located in the list of Help links at the bottom of the **EST Main Menu** to open the **ETDM Public Access Site.**



3.6.14 Get Adobe Acrobat Reader (New 11/30/2011)

Adobe Reader is freeware that enables users to view and print PDF files. The EST provides easy access to the **Adobe Reader** site for downloading the necessary reader, enabling you to view PDF documents. Click the **Get Adobe Acrobat Reader** link located in the list of Help links at the bottom of the **EST Main Menu** to access the **Adobe Reader** site.



After you have accessed the **Adobe Reader** site, follow the sequence of instructions for downloading the appropriate Reader.