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## Chapter 2 Navigation (Updated 06/29/2016)

The EST allows you to create, update, and manage project information as a project moves through the ETDM review cycle. An interactive map connects with the Florida Geographic Data Library (FGDL), providing you with comprehensive data for an area. Detailed descriptions of each of the navigation elements are provided in the following sections of this chapter:

- [How to navigate the EST sign-in page](#)
- [How to navigate the EST site](#)
  - [Navigating the home page](#)
  - [Using quick links](#)
  - [Navigating the EST main menu](#)
  - [Using the site map](#)
- [How to find and select a project](#)
  - [Project navigation components](#)
  - [How to search for projects using the advanced search tool](#)
  - [Using the EST site search \(Golden Search\)](#)
- [How to work with tabbed pages](#)
- [Using the page toolbar](#)
- [How to Open the EST Interactive Map Viewer](#)
- [Locating help resources](#)

### 2.1 How to Navigate the EST Sign-In Page

The Environmental Screening Tool (EST) is a secure application. The log-on window contains fields to log on to the EST, as well as several options to obtain more information:

- **About ETDM** – Displays a general overview of the ETDM process
- **Public Site** – Opens a new browser window containing the **Public Access Site** home page
- **Contacts** – Lists names, phone numbers, and email addresses of people to contact for more information
- **Florida Geographic Data Library** – Opens a new window containing the Florida Geographic Data Library (FGDL) home page
- **State of Florida Department of Transportation (FDOT)** – Opens the FDOT home page
- **MyFlorida.com** – Opens a new window containing the **MyFlorida.com** home page



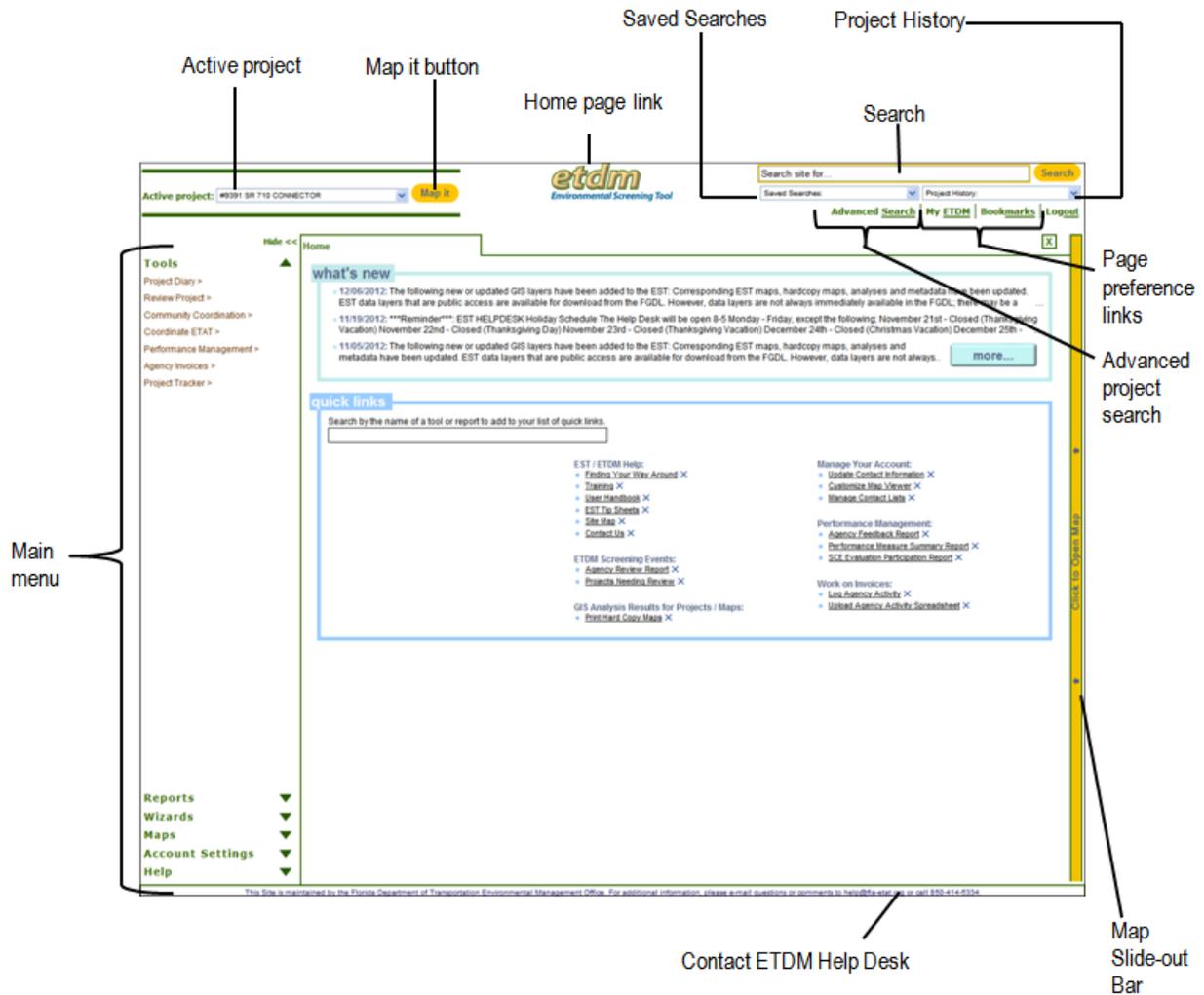
To log on to the EST, complete the three steps listed below in the following sequence:

- In the **Username** field, type your assigned user name.
- In the **Password** field, type your EST password.
- Click **Sign In**.

**Note:** For security purposes, user accounts are locked after three consecutive login failures within a 15-minute time frame. If this occurs, contact the **Help Desk**.

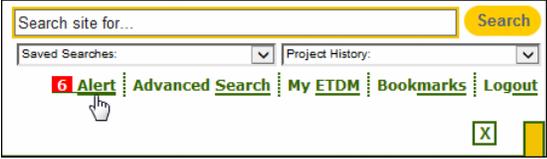
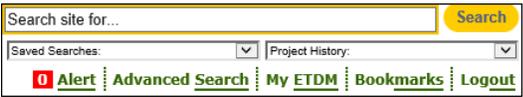
## 2.2 How to Navigate the EST Site

The EST opens and displays the home page. The EST's desktop provides navigation and access points for managing ETDM project information. The core elements of the EST website are shown in the next screen illustration, with a brief description of each element given in Table 2-1.



**Table 2-1 EST Element Descriptions**

EST Element	Description
Active project	Select a project you are working on from the <b>Active project</b> list. The project name displays when it is in active view. The EST displays pages for information related to a selected project when you select project-specific menu options. This provides the ability to move from section to section without having to repeatedly search for a project. 
Map it	Click the <b>Map it</b> button to open the project location in the <b>Map Viewer</b> .

EST Element	Description
Alerts	<p>The EST <b>Project Alerts</b> feature monitors and notifies you of required actions for projects in your jurisdiction. Alerts are triggered by two types of events: (1.) when an action needs to occur in order for another action to happen, and when (2.) a timed event is set to expire. The EST displays alerts that have been received during the last 60 days.</p> 
Saved Searches	Add projects to this list via the <b>Advanced Search</b> tool or <b>Project History</b> list.
Project History	The <b>Project History</b> list enables you to quickly switch between current and recent project selections.
EST Search	<p>The <b>EST Search</b> function lets you search the EST website for specific information without having to navigate through the main menu. You can perform a search of the EST website using keywords, project numbers, project name (full or partial), EST function, or a name from the ETDM Contact List.</p> 
Advanced Search	<p>The <b>Advanced Search</b> link opens the <b>Project Selection</b> wizard, allowing you to search for and select individual or multiple projects.</p> 
Area of Interest Tool	<p>The <b>Area of Interest Tool</b> link on the EST main menu will display for users with AOI editor privileges. Click the link to go directly to the Area of Interest tool and interactive map.</p> 
My ETDM	<p>The <b>My ETDM</b> link opens the <b>User Preferences</b> wizard or the selected preference pages.</p> <p><b>Note:</b> See the <b>Set Up User Preferences</b> section of the <b>Wizards</b> chapter in the EST Handbook for details on setting page preferences, and see the <b>Customize My ETDM</b> section of the EST Handbook for information on making changes to your <b>My ETDM</b> preferences.</p>
Bookmarks	<p>The <b>Bookmarks</b> menu enables you to configure your bookmarks, add the current page to the list, or open a page shown on the list.</p> <p><b>Tip!</b> Alternatively, you can manage your bookmarks by clicking the <b>Manage Bookmarks</b> option in the <b>Account Settings</b> menu, which allows you to select or deselect one or more pages from a checklist of available pages. There is no limit to the number of pages you can bookmark.</p>

EST Element	Description
Logout	Click the <b>Logout</b> link to close the current session.  <b>Note:</b> If the EST site is not used for more than 15 minutes (i.e., you have not clicked any of the functions or moved your mouse over an area of the EST window), it will automatically log you out.
Main Menu	The EST main menu serves as the primary access point to the functions that make up the EST website.
Map Slide-out Bar	Click the bar to open and close the <b>Map Viewer</b> .

## 2.2.1 Navigating the Home Page

The home page provides links and information that will help you navigate the EST website. The EST home page displays the following sections:

- **what's new** – Provides the latest information about enhancements made to the EST. Click the **more...** button to view the full list of EST enhancements.
- **quick links** – Displays links to **Help** and frequently viewed pages.

Click to view the complete list of EST enhancements.

The screenshot shows the EST Home page with two main sections: 'what's new' and 'quick links'. The 'what's new' section contains three news items with a 'more...' button. The 'quick links' section features a search box and four categories of links: 'EST / ETDM Help', 'ETDM Screening Events', 'GIS Analysis Results for Projects / Maps', 'Manage Your Account', 'Performance Management', and 'Work on Invoices'. Each link in these categories has a small 'X' icon next to it.

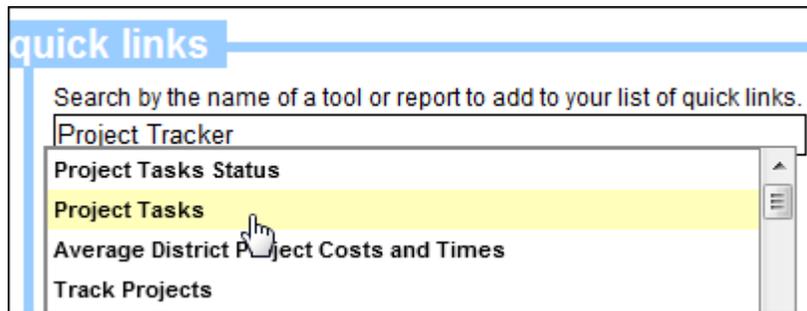
Use the search box to add an EST page to your list of quick links.

Use **quick links** for fast access to pages you regularly use.

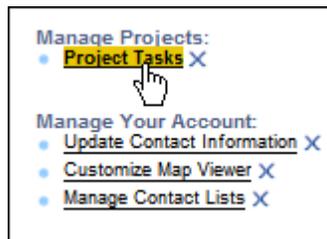
## 2.2.2 Using Quick Links

The **quick links** feature is another way to bookmark frequently viewed pages, allowing you to place links to EST pages according to category.

1. To add a tool or report, type the name of the page in the **quick links** search box, and then press the **Enter** key. The search field expands, displaying the available options from your search query.



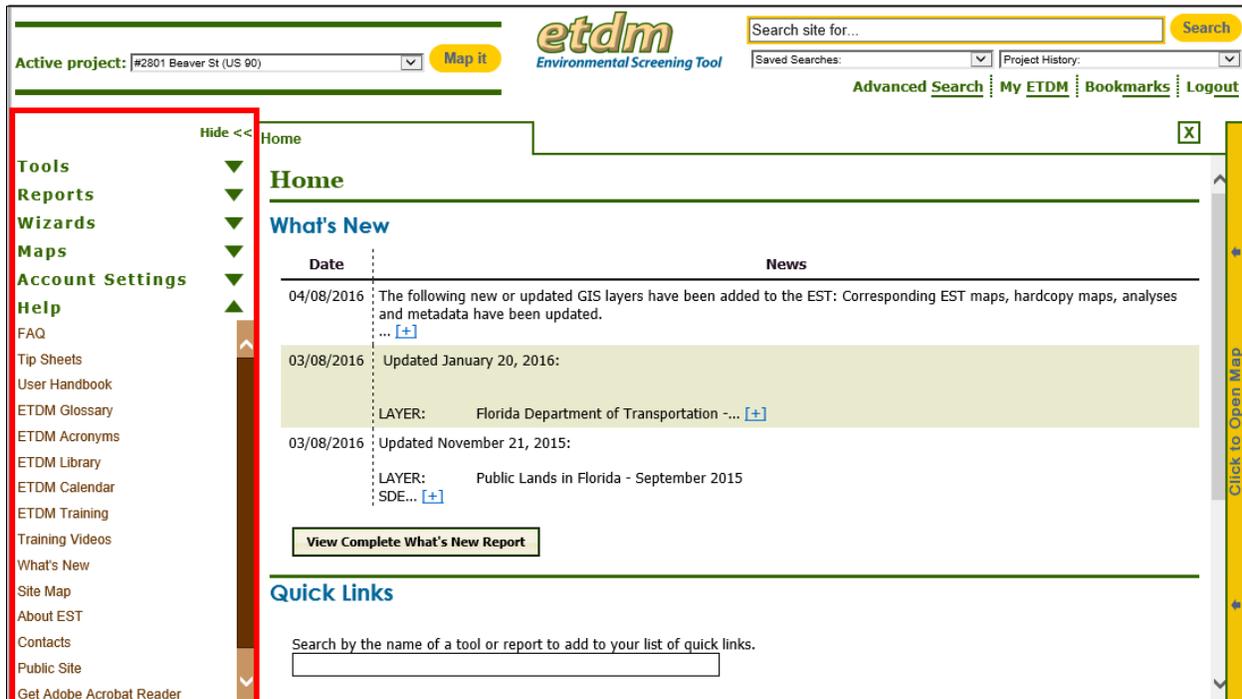
2. Select the appropriate option by clicking it. The selection now appears as a quick link.
3. Click the link to open the page.



4. To remove a page from the **quick links** list, click the delete icon, **X**, beside the page name.

## 2.2.3 Navigating the EST Main Menu

The EST main menu serves as the primary access point to the functions that make up the EST website. The main menu is grouped into categories based on function type, with each category displaying a list of functions when expanded.



The main menu categories are as follows:

- **Tools** – opens 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 functions, reports, and tasks
- **Maps** – enables you to display information over a geographic location through a custom map and to dynamically interact with the online mapping application
- **Account Settings** – allows you to set user preferences, change your password, and other user-specific options management
- **Help** – provides tips, guides, and access to resources on using the EST, along with an ETDM calendar that displays upcoming training sessions and events

**Note:** Not all menu functions appear to all users. Depending on your assigned role, you will only be able to view the menu functions accessible to the role.

1. To view all of the functions listed under a category, click the arrow beside the category name. The category expands, displaying the list of functions. For this illustration, **Reports** is shown.



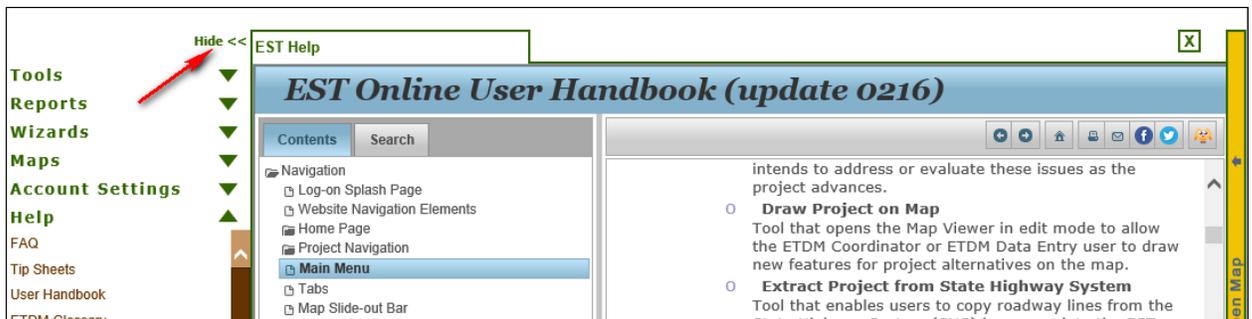
2. To view the submenu options related to a selected function, point to the function name.

**Tip!** Left-click on a function to pin the expanded submenu. This will keep the submenu open. To collapse the submenu again, you can either click on one of the submenu options or left-click the pushpin.

3. Click the submenu option to open the page displaying the input form, report, maps, or user-specific action.



4. Click **Hide** to collapse the main menu, giving you more screen space to work on a task. To display the menu, click the **Click to Open Menu** bar.



**Tip!** To further expand your screen work space, click the **F11** key. This expands the **EST** window by hiding the **Windows** toolbar. Click the **F11** key again to display the **Windows** toolbar.

## 2.2.4 Using the Site Map

The EST Site Map, located on the Help menu, works as a kind of interactive table of contents. Each page listed on the site map links directly to its corresponding section of the website. A site map is an efficient way to locate a specific page without having to search through the site's menus. Additionally, the site map displays brief descriptions of each page's purpose.

**Tip!** The site map is a good resource for getting an overview of the EST layout and reading about the purpose of each page.

**Tip!** To add a page to your **quick links**, click on the ☆ icon beside the page name. If an ★ icon already appears beside the page name, you can remove it by clicking on it.

## 2.3 How to Find and Select a Project

At the top of each EST page, you will find the tools for selecting and saving projects. When working with project-specific pages (i.e., pages that contain information only pertaining to a selected project), you will select a single project or group of projects by using the search tools or saved project lists. the **Active project** field shows the project that is in active view. If there is a group of projects within a selection, the list box will contain all of the projects within the group; however, most pages only display information for the project that is displayed as the Active project.

### 2.3.1 Project Navigation Components

- **Active project** – the **Active project** field shows the project that is in active view. If there is a group of projects within a selection, the list box will contain all of the projects within the group; however, most pages only display information one project at a time.
- **Advanced Search** – Opens the project selection tool (referred to as the **Project Selection Wizard**) that enables you to search for and select individual or multiple projects. This selection will be used as the starting point whenever you subsequently activate functions from the main menu. You may also choose to add the selection to the **Saved Searches** list.
- **Saved Searches** – Displays a list of projects you frequently use. You can add projects to this list via the **Advanced Search** tool or **Project History** list.

- **Project History** – Displays the projects most recently viewed, enabling you to quickly switch between current and recent project selections.
- **Map It** – Shows the project location on the **Map Viewer**.

### 2.3.2 How to Search for Projects Using the Advanced Search Tool

The **Advanced Search** tool allows you to search the database for one or multiple projects based on selected search criteria. You can then save selections you frequently use.



1. To search for a single or multiple projects based on set of criteria, click the **Advanced Search** link.
2. On the first **Project Selection Wizard** page, you will see the question **How would you like to define your selection?**
  - If you are searching for specific projects, such as by number or by name, click the **Manual Selection** button.
  - If you are searching for projects based on specific criteria (e.g., District 2 projects with published summary reports), click the **Power Search**.

For this illustration, we are using Power Search for our project selection.

**Note:** After responding to the prompts provided on each of the wizard screens, you will need to click **Next** to move to the next screen. If you need to go back to a previous screen, click the **Back** button.

Project Selection Wizard

You may further narrow your selection down by modifying the search criteria below. Click "Next" when finished

**Selected Region: Florida** [Change](#)

Project Name:

Planning Organization:

ETDM Status:

ETDM Phase:

ETDM Filter:

Date Range: [Clear Dates](#) From:  To:

Summary Report Phase:

Project Selection Wizard

**Selected Region: Florida** [Change](#)

**Selected Criteria:**

Project Name:

Planning Organization: FDOT District 2 [Change](#)

ETDM Status: ETAT Review Complete

ETDM Phase: Programming Screen

ETDM Filter: Published Summary Report Available

Summary Report Phase: -All-

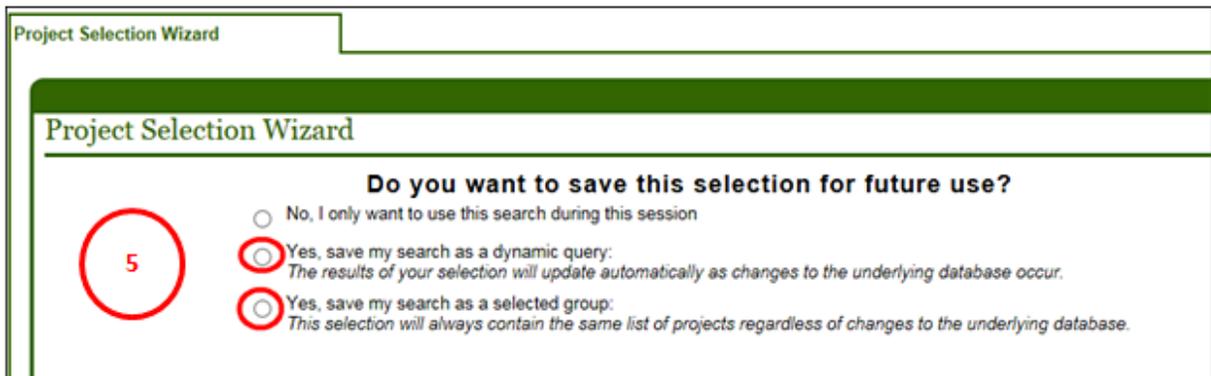
Date Range: 04/24/2010 to 04/24/2012

[Select/Unselect All](#) **Your search has resulted in 3 projects found:**

<input checked="" type="checkbox"/>	#2804	Normandy Blvd
<input checked="" type="checkbox"/>	#4578	Pecan Park Rd E Ext
<input checked="" type="checkbox"/>	#6851	US 301 Baldwin Bypass

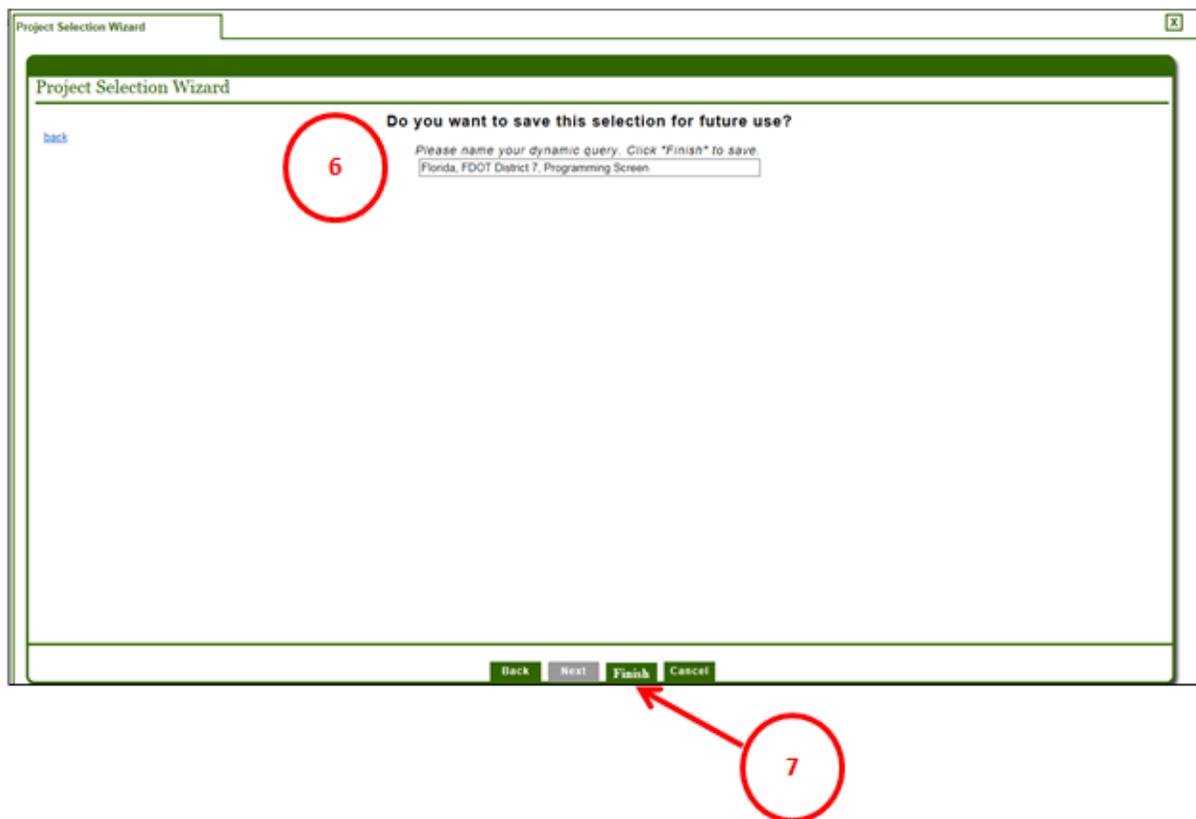
3. You can narrow your search selection by clicking variables from the lists.
4. Projects matching your search criteria will display as a list showing all results as selected. To remove a project from the list, click the checked box to deselect it.

**Tip!** If you want to select only a few projects from a long list, click the checked **Select/Unselect All** check box to clear the boxes. Then check the boxes beside the projects you want to select.

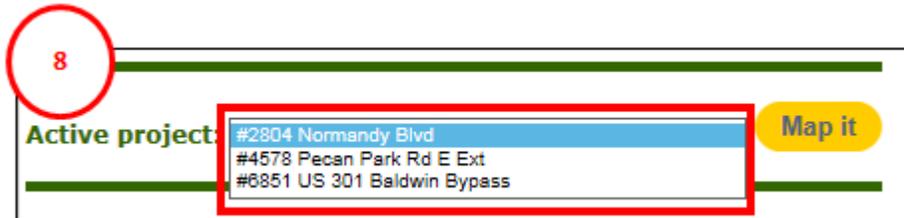


5. To save your selection for future reference, do one of the following:

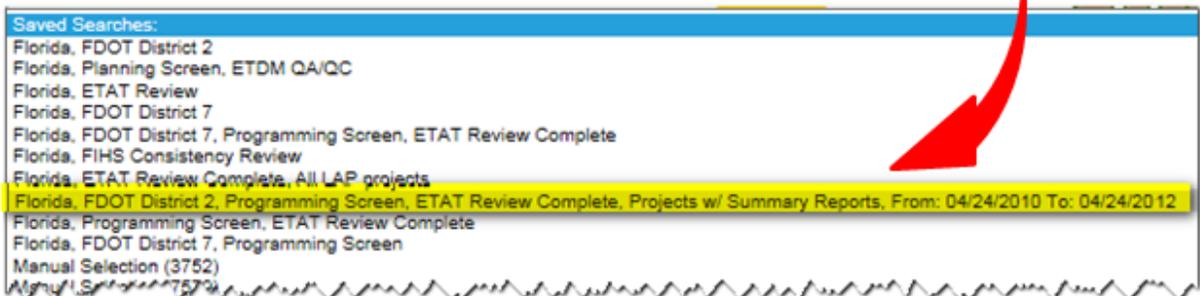
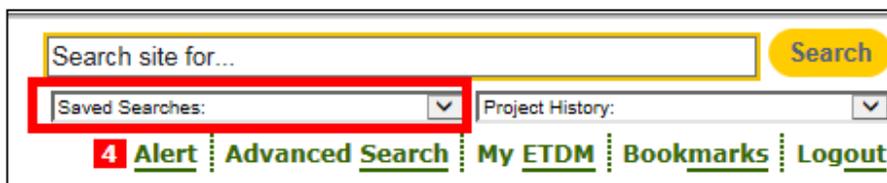
- **Yes, save my search as a dynamic query** – Click this option if you want the database to automatically update your selection when project changes are entered into the database (e.g., your selection will not remain static if additional projects matching your current criteria are added or if a project within your selection moves in status).
- **Yes, save my search as a selected group** – Click this option if you want to keep your current selection as is (i.e., if other projects matching your criteria are added or if a project within your selection changes status, your current selection will not be affected).



6. Type a name for your selection.
7. Click **Finish**.

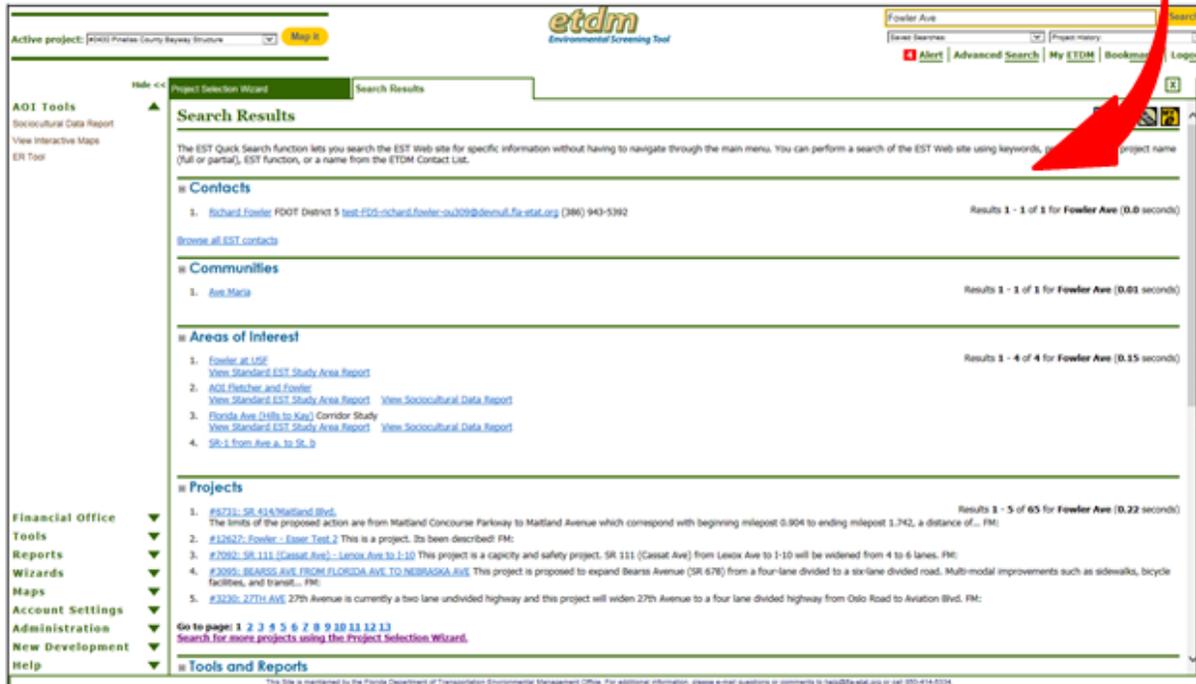
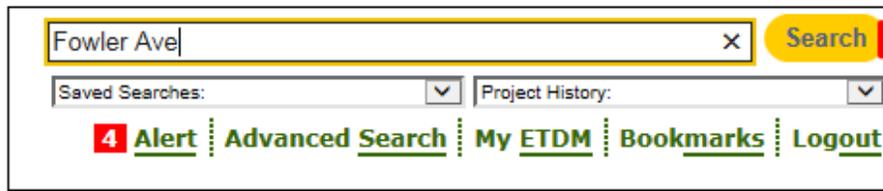


8. Immediately after clicking the **Finish** button on the wizard page, your project selection will appear on the **Active project** field (this is referred to as your Current Selection). Click the drop-down arrow to view the full list. To display information for a specific project, click on the project name and navigate to the relevant page, or click the **Map it** button to display the location on the EST map viewer.
9. When you want to retrieve your list in the future, click the **Saved Searches** arrow and then click on the selection.



### 2.3.3 Using the EST Site Search (Golden Search)

The gold **Search** button at the top of the EST site allows you to search the site for information, including projects, areas of interest, people, training videos, and reference documents. Simply type the keyword or part of a keyword and then click the **Search** button.



- The number of results showing out of the total number of results displays at the top of each section; click the page number link to continue viewing results.  
**Note:** If you receive a long list of results for a project, you may be able to shorten your search time by using the **Advanced Search** link.
- Click the appropriate link to go to the corresponding page.

## 2.4 How to Work with Tabbed Pages

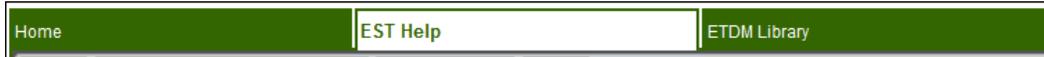
The EST opens each selected function or task as a tabbed page. By default, when you open a page for another task, the page automatically replaces the page that immediately preceded it. However, you can open multiple pages at the same time by **right-clicking** menu options. The page that was previously in the current screen remains active and available.



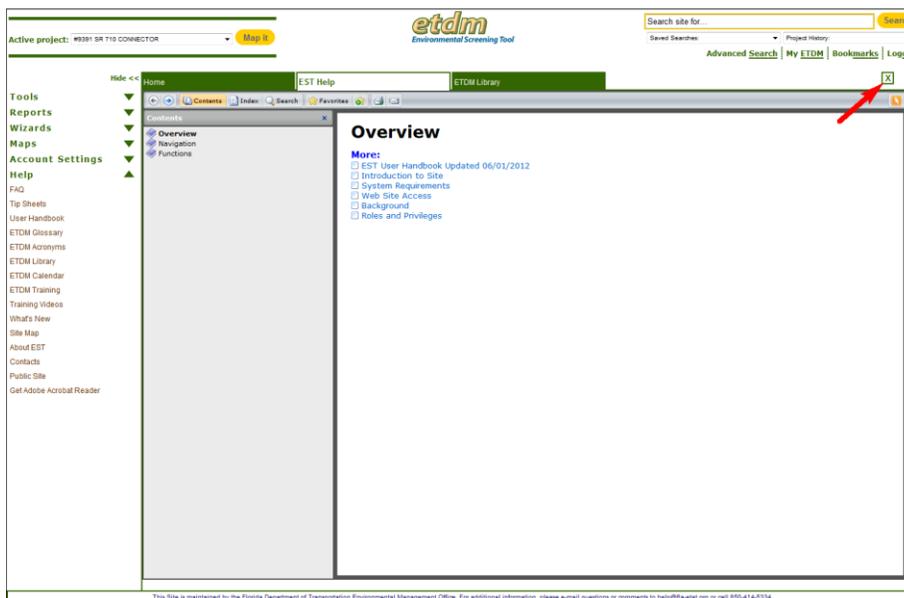
EST tabs work like folders in a filing cabinet, allowing you to switch between tasks by clicking the page tabs. To display a page, click the dark tab.



The EST displays the selected page in current view with a white tab. Dark tabs indicate pages that are active and available.



To close a page, click the  button.



**Note:** Opening multiple EST pages can result in a confusing number of forms and delay page display time. To avoid encountering these types of problems, it is recommended that you close pages when you are no longer working in them.

## 2.5 Using the Page Toolbar

The page toolbar found at the top of the EST pages provides links to the following functions:



The **Print** tool allows you to print the current page. Clicking this icon opens a printer dialogue box to your default printer.



The **Tip** tool provides a quick navigation reference for the current page.



The **Spreadsheet** tool allows you to print data (e.g., contact lists) as an Excel spreadsheet.



The **Video** tool opens a separate window, displaying links to training videos associated with the selected function. Click a video title to start the video.



The **PDF** tool is used to export the current page to a PDF viewer, enabling you to save or print the PDF. Click the **Close PDF** button to close the viewer and return to the current page.



The **Feedback** tool enables you to open a comment form for sending feedback about the current page.



The **Help** tool opens the online version of the EST Handbook, providing a more detailed reference for navigating the current page.



The **Bookmark** tool enables you to add the current page to your bookmarks. Clicking the icon opens a dialogue bar, showing the **Bookmark Name**. By default, the name is the same as the current page. You can rename the bookmark by clicking the text box, and then typing the new bookmark name.

Click **add** to make the bookmark part of your user preferences, or click **cancel** to return to the current page.



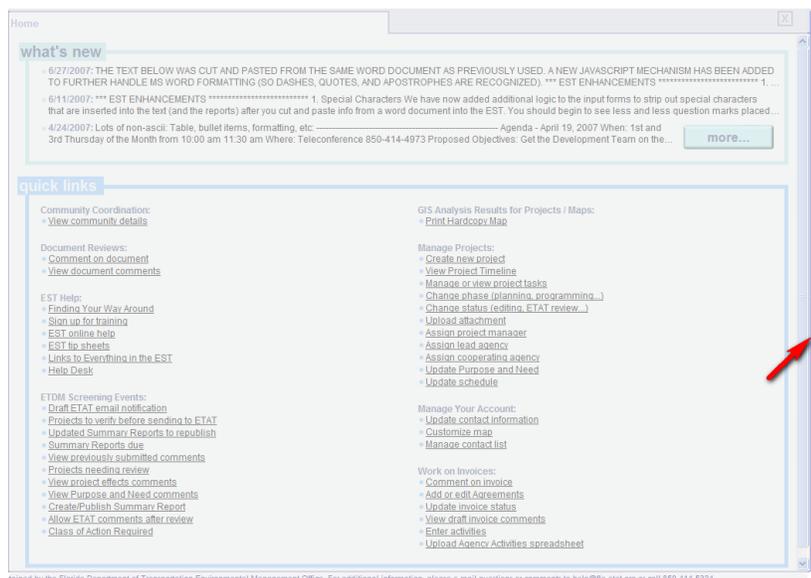
The **My ETDM** tool is used to add the current page to your **My ETDM** preferences. The dialogue bar that opens includes a text box that can be used to rename the **My ETDM** page. (The default name is the same as the current page.)

Click **add** to make the page part of your **My ETDM** preferences, or click **cancel** to return to the current page.

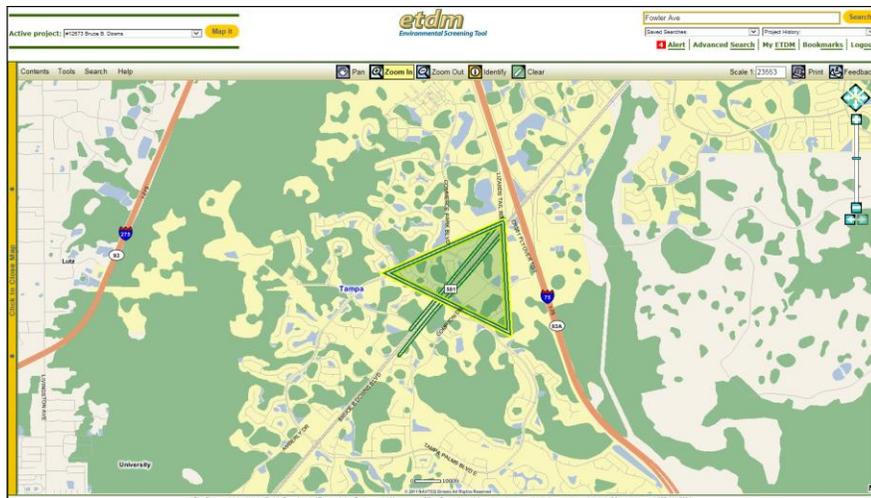
## 2.6 How to Open the EST Interactive Map Viewer

There are a few ways to open the EST map viewer:

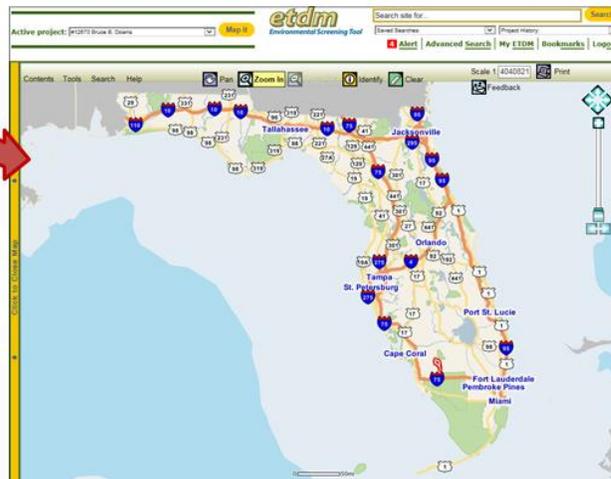
- Clicking the **Click to Open Map** bar



- Clicking the **Map it** button – will open the map viewer to the project shown in the **Active project** field



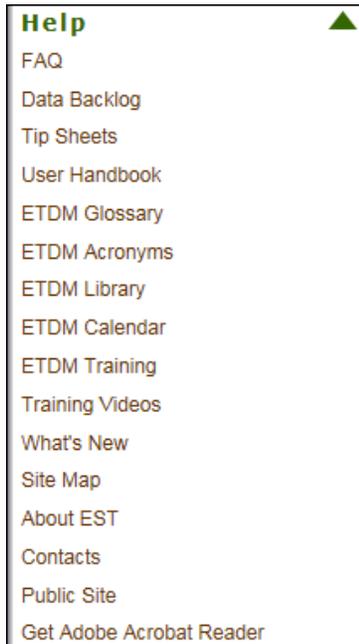
- Opening the map from the EST main menu – will open the map viewer to its default view of the state of Florida



Additional information about the EST interactive map can be found in the Maps chapter of the EST Handbook.

## 2.7 Locating Help Resources

There are a number of resources available for guidance on using the EST. You will find a list of links to these resources on the **Help** menu.



You can also access guidance for the page you are on by clicking the **Help** button that is located at the top of each EST page.

