

OVERVIEW

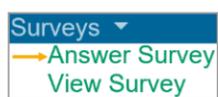
The Biennial Efficient Transportation Decision Making (ETDM) Performance Survey within the new Environmental Screening Tool (EST) covers a 2-year period allowing various users to rate and record their experience in the ETDM process and interactions throughout the entire survey reporting period, and not just for a specific project.

ETDM Coordinators: Capture your District's experience in the ETDM process and interactions with the various ETAT agency partners.

ETAT Members: Work with all individuals in your agency that are involved in the ETDM process to update the responses and ensure the ratings reflect your Agency's overall experience with the process and interactions with our Districts.

ACCESSING THE SURVEY / OVERVIEW PAGE

Overview Page



From the lefthand menu in the new EST, click *Surveys* followed by *Answer Survey*. An overview page of the current survey will be displayed and contains brief instructions for completing the survey, current status information, action buttons, and the *Survey Question Overview*.

Survey Status and Locks

The survey status highlights the agency/organization the survey is intended for, last edited and locked information, as well as the percentage complete.

A **green lock** (🔒) indicates the current user can start, continue, or edit the survey. However, a **red lock** (🔒) indicates the survey is locked by a different user – a request can be sent to the user holding the lock in order for it to be released.

Action Buttons

The key below provides a brief description of the various action buttons that may be displayed on the main survey overview page:

BUTTON	DESCRIPTION
	Resume completing the survey
	Review an agency's performance and obtain a full list of all project effect comments submitted during the reporting period
	Survey is complete and can be submitted
	Survey is not complete and cannot be submitted
	Available for users who can currently edit a survey – Notification will be sent to users who have requested a survey to be unlocked
	Available for users when a survey is locked – Notification will be sent to the user holding the lock requesting for it to be released

Survey Question Overview and Statuses

This table displays the survey questions and relative information such as the question type, the user to last edit a question, or the status. A brief description of the various statuses found in this table are below:

- Answered – Response has been provided
- Final – Response submitted and cannot be changed
- Needs Comments – User must add comments for the question to be answered
- Partial – Pending completion of question by all users (such as ETAT Members that may only oversee certain districts)
- Unstarted – Question has not yet been viewed

COMPLETING THE SURVEY

Navigation



On any survey page click the question mark button in the upper right to access a help video as well as quick references to assist you with completing the survey.

Navigate between questions using the buttons at the bottom of each individual survey question page. The *Save & Done* button as well as the *Cancel* button will return the user to the main overview page.



Question Types

The survey consists of various question types and answering methods. Please refer to the key below to learn more:

TYPE	ANSWER METHOD	DESCRIPTION
Agree or Disagree	Radio button	Single selection chosen from a range of answer options that go from Strongly Agree (5) to Strongly Disagree (1)*
Beneficial or Not Beneficial	Radio button	Single selection chosen from a range of answer options that go from Very Beneficial (5) to Not Beneficial (1)*
Checkboxes	Checkbox	Specify as many choices as preferred
Ratings	Radio button	Single selection chosen from a range of answer options that go from Excellent (5) to Poor (1)*
Short Answer	Comment text box	A typed and open-ended response

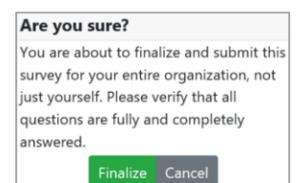
* Not Applicable answer options can be indicated as zero (0).

Please note that a rating of *Strongly Disagree*, *Not Beneficial*, or *Poor* requires an explanation – in your response (may be added in the Comments box on the corresponding page), please identify the issue and provide recommendations to resolve it moving forward.

Finalize and Submit

Once all questions have been answered, the *Finalize & Submit* button will change from grey to green. This button is found on the main overview page in the *Actions* section as well as the bottom of each individual survey question page. If the button is grey/disabled, you can review the table on the main overview page to see the current status of all questions.

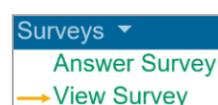
A confirmation message will appear after clicking the *Finalize & Submit* button. To proceed with completing the survey, click the *Finalize* button. Clicking *Cancel* will close the message and the main survey overview page will be displayed.



After submitting the survey, a confirmation page is displayed. Click the *View Final Survey* button to generate a PDF document of the finalized survey.

VIEW SURVEY(S)

Select a Survey



From the lefthand menu in the new EST, click *Surveys* followed by *View Survey*. Pick the survey you would like to view using the dropdown arrow followed by the *Select Survey* button.

Viewing the Survey



After selecting a survey, it will load in your browser. To generate a PDF of the survey, click the PDF icon located in the upper right corner of the screen next to the Search box.