

## Purpose

Anyone with authorization to edit a project can attach documents to one or more projects. This includes:

- ✓ ETDM Coordinators
- ✓ Project Managers
- ✓ Project Data Entry Personnel
- ✓ ETDM Coordination Team

## Before You Start

Select a project in the **Project Navigation Bar**.

Default Project from Selection:  
#7341 US1 Low Level Bridges Replaceme

Click **New Search** to find individual or multiple projects. This opens a wizard to help you search the project database.

New Search

After finding projects, you can save the search results. Find them listed under **Saved Searches**.

Saved Searches:

## Instructions

Open the **Attach Documents** tool by going to **Tools > Project Diary> Attach Documents**. You can attach documents to the current project or any of the projects in the **Current Selection** list. Update your current project selection using any of the options in the Project Navigation Bar (such as New Search, Saved Searches, or History). Upload a document from your computer or search for documents in the EST.

### Step 1 - Select Project(s)

- a** Start with projects selected in the **Project Navigation Bar**

Current Selection: *Manual Selection (3285, 3330, 4831, 5751, 5851, 7341, 7519)*  
 Default Project from Selection:  
 #7341 US1 Low Level Bridges Replacement

- b** On the **Attach Documents** form, choose the option to work with the default project.

Step 1. Select Project(s)

Project #7341 US1 Low Level Bridges Replacement

Multiple projects [\(change this list\)](#)

Projects		
	ETDM #	Name
<input type="checkbox"/>	<a href="#">All</a>	
<input type="checkbox"/>	<a href="#">5751</a>	Not Hill Rd
<input type="checkbox"/>	<a href="#">5851</a>	S.R A1A Blue Heron Blvd. Low Level Bridge Replacement
<input type="checkbox"/>	<a href="#">3285</a>	Flagler Memorial Bridge
<input type="checkbox"/>	<a href="#">3330</a>	I-95 add lanes and reconstruct - Commercial to Glades

- c** Click on the option button next to "Multiple projects" to attach documents to any of the projects in your current selection.

- d** Click the check boxes to choose any or all projects on the list. You may select more than one project.

### TIP

The [change this list](#) link provides quick access to the **Project Selection Wizard**, in case you want to update your current selection list.



## What's Next

View attachments from the **Project Description Report** (found under **Reports > Project Diary**).

They may also be accessed from **Reports > Project Diary > View Additional Project Documents**.

## Step 2 - Select Document(s)

### Option A – Upload a new document

1. Click the **Upload a new document** option button.
2. Complete all required fields (indicated with \*\* and shaded in yellow) and any optional fields that apply.
3. Click the **Browse** button to navigate to the desired file on your computer.

**Step 2. Select Document(s)**

Upload a new document.

Search for a previously uploaded document.

**Describe new document**

<b>Name**</b>	
<b>Description**</b>	
<b>Document Category**</b>	Select a Document Category <span style="float: right;">▼</span>
<b>Publication Date**</b>	Format MM/DD/YYYY
<b>Public Access</b>	<input type="checkbox"/> Exempt from Public Record requests
<b>File**</b>	Browse...

### Option B – Search for a previously uploaded document

**Step 2. Select Document(s)**

Upload a new document.

Search for a previously uploaded document.

**Search Criteria**

Publication Date Range From  To

Keyword(s)   
Document name, description, project name and ETDM # will be searched for matching keywords. Results may include published documents from any region, and draft documents from your assigned regions.

**Search Results**

<input type="checkbox"/> All	Document	ETDM #	Date	Type	Size (MB)
<input type="checkbox"/>	<a href="#">Diagram of Typical Section of Roadway</a>	<a href="#">9718</a>	02/27/2008	JPG	0.05
<input type="checkbox"/>	<a href="#">Traffic Diagram</a>	<a href="#">4390</a>	05/01/2006	PDF	0.09
<input type="checkbox"/>	<a href="#">US 92/SR 600 Straight Line Diagram</a>	<a href="#">8407</a>	12/11/2006	PDF	0.31

1. Click the **Search for a previously uploaded document** option button to find a document in the EST.
2. Enter a date range or keywords and click **Search** to find documents matching your criteria.
3. Click the check box(es) beside the document(s) you want to select.
4. Choose **All** to select all the documents in the list.

## Step 3 - Save

Click the **Save** button to attach your selected document(s) to your selected project(s).

**Step 3. Save**

**Save Selections**

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