Setting Up Preferences

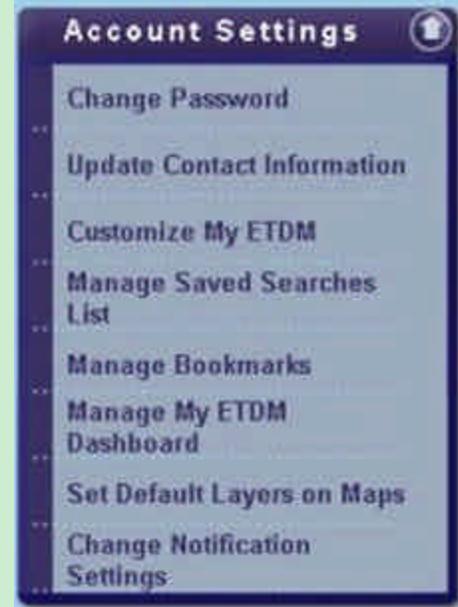**etdm est**

Getting Started

My ETDM

First time users click the **My ETDM** button to open the Set Up User Preferences wizard. This wizard takes you step-by-step through each of the preferences.

You can also find the **Set Up User Preferences Wizard** in the Wizards menu on the Left Navigation bar.

Wizards

Perform ETAT Review

Create ETDM Project

Generate Summary Report

Update ETDM Project

Setup User Preferences

Or, customize each setting without using a wizard. Look under **Account Settings** for the options.

Account Settings

Change Password

Update Contact Information

Customize My ETDM

Manage Saved Searches List

Manage Bookmarks

Manage My ETDM Dashboard

Set Default Layers on Maps

Change Notification Settings

Select a Start-Up Option

When you log on to the EST, you can return to the last page(s) that were open when you logged off, or you can open My ETDM, your customized EST home page.

Click on the circle next to the desired option to make your selection

○ Restore history

◉ Load "MyETDM" pages

Select this option to return to the pages that were open when you logged off

Select this option to load your customized EST home page

This setting is established during the first step of the **Set Up User Preferences** wizard or can be changed using the **Customize My ETDM** option in the Account Settings Menu

Setting Up Preferences

My ETDM Dashboard

You can choose to add a page called "My ETDM Dashboard" to your customized home pages. This page shows short summaries of standard reports on a single page to give quick access to critical information.
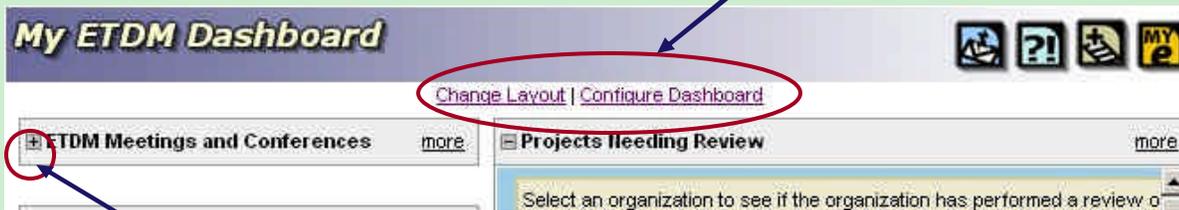
Adding the Dashboard to My ETDM

1. In the Set Up User Preferences wizard, click on the checkbox next to the desired mini-report to select up to five mini-reports

2. Next, select "My ETDM Dashboard" when you are choosing pages to open with My ETDM. (This is the next step in the Set Up User Preferences Wizard.)

☐ Agency Comments - Project Effects
☐ ETAT Status Report
☐ ETDM Meetings and Conferences
☐ My Contacts
☐ My Resource Issues
☐ New FAQs

☐ Projects Awaiting ETDM QA/QC
☐ Projects Flagged for Dispute
☐ Projects Needing Review
☐ Projects in Dispute Resolution
☐ Purpose and Need
☐ Screening Summary Report
☐ Status of GIS Analysis
☐ Un-finalized Summary Reports
☐ What's New

Changing the settings for My ETDM Dashboard

When you are viewing your Dashboard, you can change the mini-reports to display or how they are arranged on the window. There are two links at the top of the page to make these changes:

My ETDM Dashboard

Change Layout | Configure Dashboard

⊞ ETDM Meetings and Conferences   more   ⊟ Projects Needing Review   more

Select an organization to see if the organization has performed a review o

Click the **+** sign to open a report. When it is open, click the **−** sign to minimize the report. My ETDM Dashboard will remember the last setting for the next time the page is opened.

Configure Dashboard is used to select mini reports. The list shown above opens in the window. Check the box next to the name to select a new report. Click on a check mark to un-check a box and remove the report from your Dashboard. Click the Save button to update the Dashboard.

Change Layout allows you to rearrange the order or position of the mini-report. Reports used on your Dashboard are listed in boxes. The top box contains larger reports that require the entire width of the window to view. The two boxes at the bottom list smaller reports that can be viewed in either the left or right column on the window. To move a report, click on the report title and then click on an arrow to change its position.

⬆⬇ Move the report up or down

➡⬅ Move a small report to the other column

View Dashboard | Configure Dashboard

ETDM Meetings and Conferences
ETAT Status Report
Projects in Dispute Resolution

Projects Needing Review
What's New

You can also find these options under Manage My ETDM Dashboard in the Account Settings menu.

Setting Up Preferences

My ETDM

Choose My ETDM Pages

Pick up to 5 pages to be automatically opened each time you log on to the EST or when you click My ETDM. There are two ways to add pages, either from the list on the wizard, or using the "Add to My ETDM" button on the Page Tool bar when you're on a page.

Adding pages using the wizard

Click on the box to select a page. To remove a selection, click the box again to un-check it.

|	
☐ About EST	☐ Funding Agreement Forms
☐ Agencies and Associated Resource Issues	☐ Hands-On Training Calendar and Registration
☐ Agency Annual Reports	☑ My ETDM Dashboard
☐ Agency Review Report	☐ Projects Awaiting ETDM QA/QC
☐ Agency Web Sites	☐ Projects Flagged for Dispute
☐ Contact Us	☐ Projects Needing Review
☐ Customize My ETDM	☐ Projects in Dispute Resolution
☐ EST Help	☐ Quick Bookmark page
☐ ETAT Contact List	☐ Screening Summary Report
☐ ETAT Review Status Report	☐ Status of GIS Analysis
☐ ETDM Meetings and Conferences	☐ Un-finalized Summary Reports
☐ Frequently Asked Questions	☐ Welcome Page for My ETDM
	☐ What's New

Using the Add to My ETDM button

My ETDM pages can be configured on all pages that have the "My ETDM" icon.

To add a My ETDM page, navigate to the page which you would like to add to the My ETDM configuration (note that not all pages can be added to My ETDM). After navigating to the appropriate page,

1. Click the "My ETDM" icon to make the My ETDM panel visible.

2. Type the name of the My ETDM page into the text box and click the "add" button.

See the diagram below for a visual illustration:
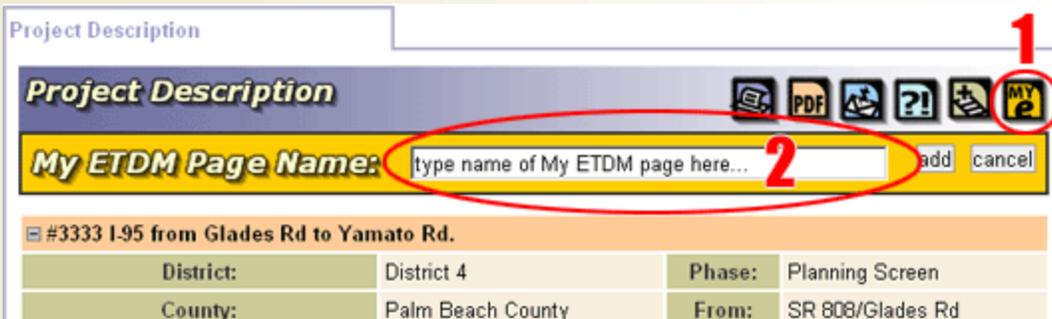
The page will be added to My ETDM with the current selection criteria. For example, in the screen capture shown above, the Project Description report for Project # 3333 was added as a My ETDM page. When the user goes to My ETDM, the Project Description report for Project # 3333 will open.

Setting Up Preferences

Map Viewer Preferences

1. Change the Default Map

By default, when you open the map viewer, the project Basemap opens. Select a different map to open by clicking on the name of the map in the pull-down menu. Click "set as default issue" to save your selection.

2. Customize Default Visible Layers on Each Map

For each map that you use, you can select the layers that will be visible when the map opens.

a. Select the map that you want to customize in the pull-down menu (shown above).

b. The data layers are organized in folders by general category. Click on the folder to view the list of data layers in a category. (Click "expand all" or "collapse all" to open or close all of the folders.)

c. Check the boxes next to the data layers that you want to be visible. To turn off a layer, click on the check mark to un-check the box.

d. Click "Save Visibility."
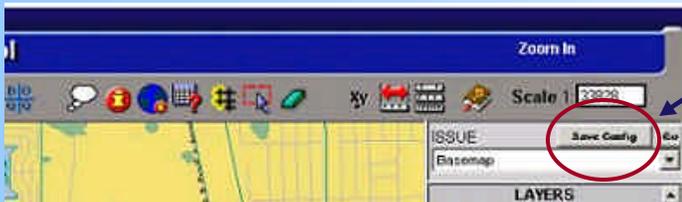
You can also set your default visible layers while you're in the Map Viewer. Simply turn on and off the layers as you would like them to appear, refresh the map, and then click the "Save Config" button above the Issue pull-down menu.

Email Notification Settings

Specify the automatic email notifications that you want to receive. 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 system-wide notifications, un-check the box next to "Check to receive all EST email notifications." Click "Submit Form" when finished.

ETAT members can also 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.

Email notifications:	☑ Check to receive all EST email notifications.
ETAT notifications:	District-level Notification
EST Username:	ruth_roaza

The Change Notification Settings function is found in the Set Up User Preferences wizard or under Account Settings on the Collapsible Left-side Menu.

Setting Up Preferences

Update Contact Information

When you finish the Set Up User Preferences wizard, you will have an opportunity to review and update your contact information stored in the ETDM database. Enter or correct the information by typing directly in the form fields. Click the "Submit Form" button to save your changes.

The Update Contact Information form is also available under Account Settings on the Collapsible Left-side Menu.

First Name:	Charlotte	* required field
Middle Name:		
Last Name:	Kelley	* required field
Email Address:	charlotte_kelley@urscorp.com	* required field
Alternative Email Address:		
Organization(s):	FDOT District 1	
Address 1:		
Address 2:		
City:		State	Zipcode
Direct Number:		* required field	Extension
Office Number:	850-574-3197	
Fax Number:		
Suncom Number:		
Cell Number:		
EST Username:	charlotte_kelley	

Submit Form

Change Password

New users receive a computer-generated password with their username. You can set your own password at any time.

To change your password:
1. Enter your current password
2. Type a new password
3. Re-enter your new password to verify
4. Click the Change button to save the update

old password: ⓵
new password: ⓶
confirm new password: ⓷
④ **Change**

Find the **Change Password** form under **Account Settings** in the Left menu or in the **Bottom Tool Bar.**

| Public Site | Project Summary | Participating Agencies | What's New | Contacts | Training | Events | Online Help | FAQ | Change Password |