

## Please Note:

The following instructions are to be used by authorized WSDOT staff for viewing documents related to limited access break or revision request packages, within the Department's ECM Portal. Permissions are granted through HQ Access and Hearings.

## Step-By-Step Guide for Viewing Documents in the ECM Portal

**Step 1.** To view documents in the ECM Portal, navigate to the ECM website at the following address:

<http://wsdotecm/Portal/>

In the ECM Portal, you will select “Search Documents” on the left column to begin your search.

Select “Access and Hearing Search”. You will be prompted for information about the project that will locate all documents associated with the project.

The screenshot shows the WSDOT ECM Portal interface. At the top is a blue header with the text "WSDOT ECM Portal" and four icons: a magnifying glass, a list, a question mark, and a power button. On the left is a navigation menu with the following items: "Tools", "My Check-Outs", "Search Documents" (highlighted), "Access And Hearing FHWA Search", "Access And Hearing Search", "Access And Hearing Sound Transit Search", and "Asbuilt Distinct Contract Search". The main content area is titled "Access And Hearing Search" and contains a search form with the following fields: "Project Name" (Contains dropdown, text input), "StateRoute" (= dropdown, dropdown), "Mile Post Begin" (= dropdown, decimal input), "Mile Post End" (= dropdown, decimal input), "Customer" (= dropdown, text input), "Start Date" (= dropdown, date input), "Approved Date" (= dropdown, date input), and "Document Type" (= dropdown, dropdown). There are two "Search" buttons, one at the top right and one at the bottom right. Below the form are two checkboxes: "Keep open" and "Auto-load if Single Document Result". At the bottom, it says "Default sort order: None | Result limit set to: 1000".

Note: Searching for documents can sometimes be difficult, especially if you use too many search constraints. By default, most values are set to “ = ”. This means the search will return only those values that are exact matches to the search text you enter. It is important to know that there are other options that become available when selecting the list button.

WSDOT ECM Portal

Tools  
My Check-Outs  
Search Documents

Access And Hearing FHWA Search  
Access And Hearing Search  
Access And Hearing Sound Transit Search  
Asbuilt Distinct Contract Search

### Access And Hearing Search

Project Name = [Text] Search

StateRoute <> [Dropdown] Search

Mile Post Begin [Integer] Search

Mile Post End [Integer] Search

Customer = [Dropdown] Search

Start Date = [Date] Search

Approved Date = [Date] Search

Document Type = [Dropdown] Search

Keep open  
 Auto-load if Single Document Result

Default sort order: None | Result limit set to: 1000

Unless you know the exact project title, it is better to filter using “Contains”. This will perform a much broader search. You can also select the state route from a drop-down list or filter by mile post range, customer, or start date.

WSDOT ECM Portal

Tools  
My Check-Outs  
Search Documents

Access And Hearing FHWA Search  
Access And Hearing Search  
Access And Hearing Sound Transit Search  
Asbuilt Distinct Contract Search

### Access And Hearing Search

Project Name Contains [Text] Search

StateRoute = 5 [Dropdown] Search

Mile Post Begin [Decimal] Search

Mile Post End [Decimal] Search

Customer = [Text] Search

Start Date = [Date] Search

Approved Date = [Date] Search

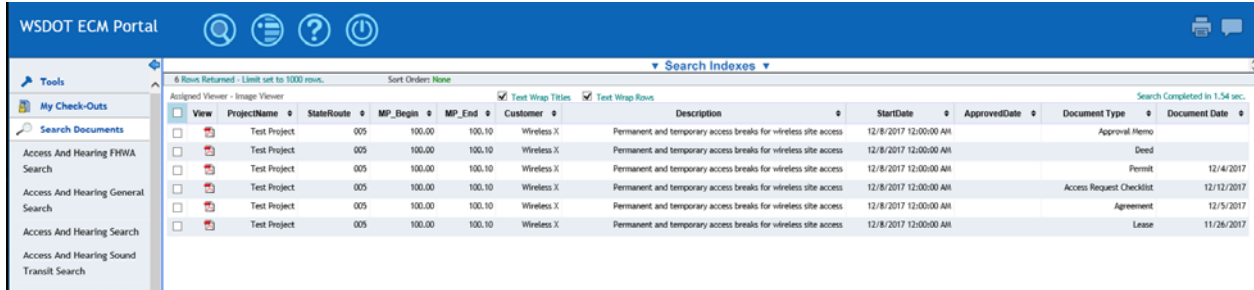
Document Type = [Dropdown] Search

Keep open  
 Auto-load if Single Document Result

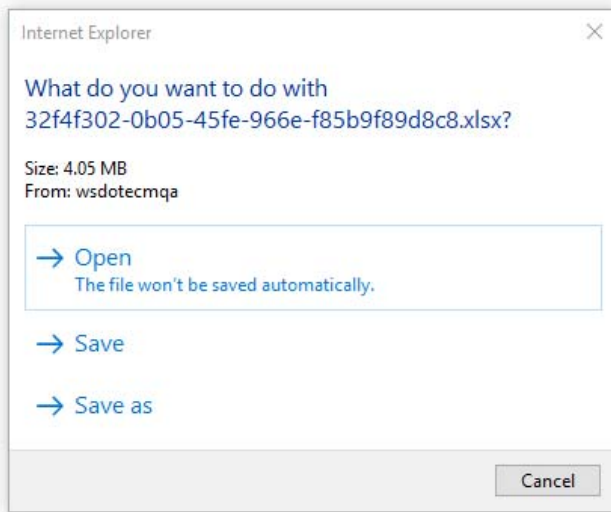
Default sort order: None | Result limit set to: 1000

Step-By-Step Guide for Viewing Documents in the ECM Portal (Cont.)

Your search should return all documents associated with the project you are looking for.

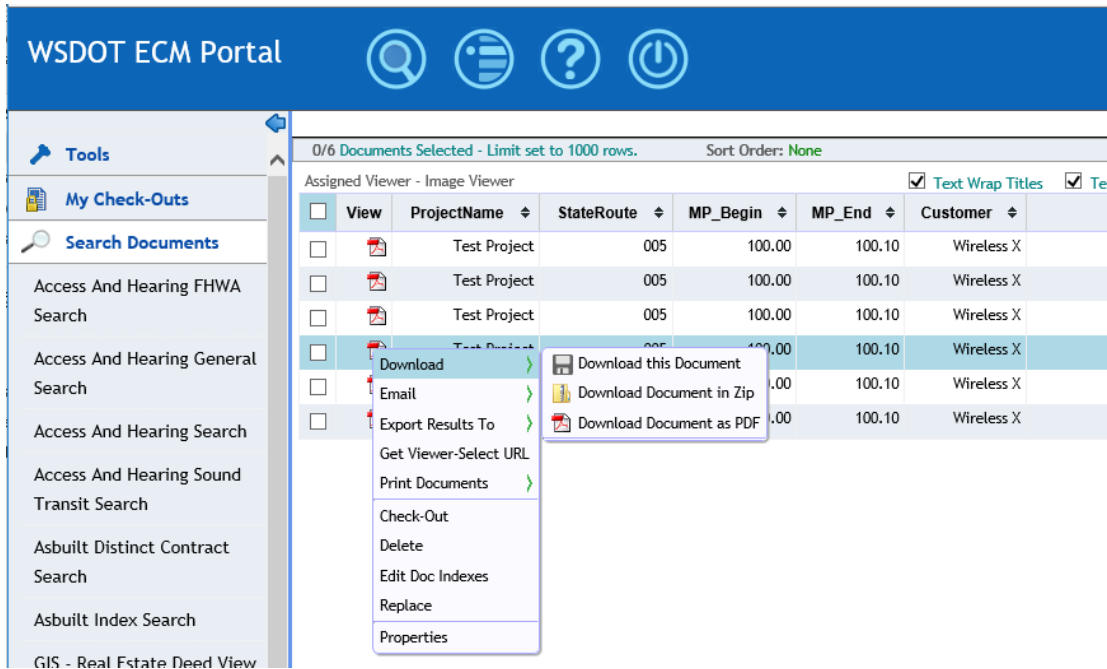


At this point, you could view a copy of the file by clicking on the icon for the file under the View column (typically shown as an Adobe Acrobat icon). You will be prompted to either open a read-only copy or save a copy of the file to another location on your computer.

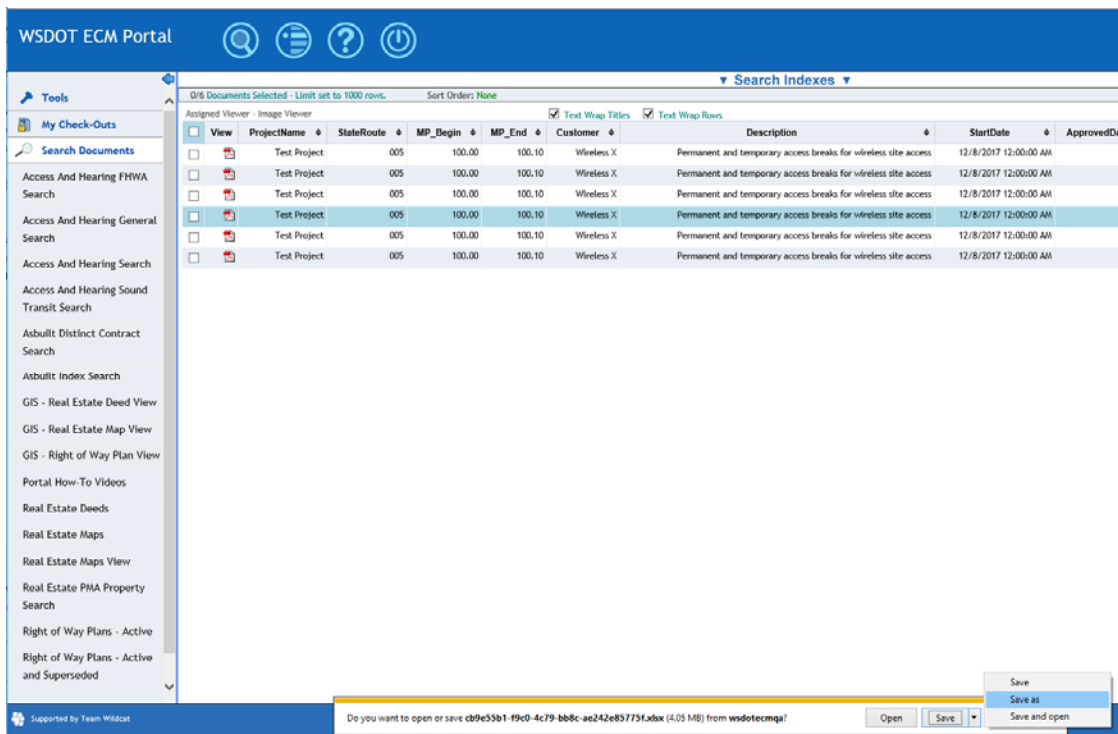


## Step-By-Step Guide for Viewing Documents in the ECM Portal (Cont.)

You can also download a file, by right-clicking on the file's icon, selecting "Download", then either "Download this Document" or "Download Document as PDF".



You will be prompted at the bottom of the ECM Portal window to save the file. Select a location where you can easily locate the file again after saving. This creates unmanaged copies of the original file.



You can exit the ECM Portal by closing the web browser. Your searches will not be saved.