

## Please Note:

The following instructions are to be used by authorized WSDOT staff for submitting limited access break or revision request packages to HQ Access and Hearings. Such requests are typically submitted by Region Development Services, Real Estate Services, or Utilities Offices.

## How to Submit Request Packages

### Step-By-Step Guide for Submitting Access Request Packages into ECM

Step 1. Fill out the Access Request Checklist and assemble all supporting documentation for submittal with the package. The best way to organize the files is to assemble them in a folder on your computer or office drive. Most submitted files should be in a .PDF format, with exception to the Access Request Checklist. Most Microsoft Office file formats are accepted by ECM, however simple TXT files are not. Image files such as TIF for JPG are also acceptable, though less desirable than PDF files. Also, any attachment file needs to be sent as a single file, this may require combining several files to create a single attachment (such as a single traffic control plan file instead of individual sheets).

Check each file to ensure that it is correct and complete. Use the “Requestor” worksheet in the Access Request Checklist to verify that each listed attachment is included as a separate file in the folder. When you are sure the request package is complete, proceed to Step 2.

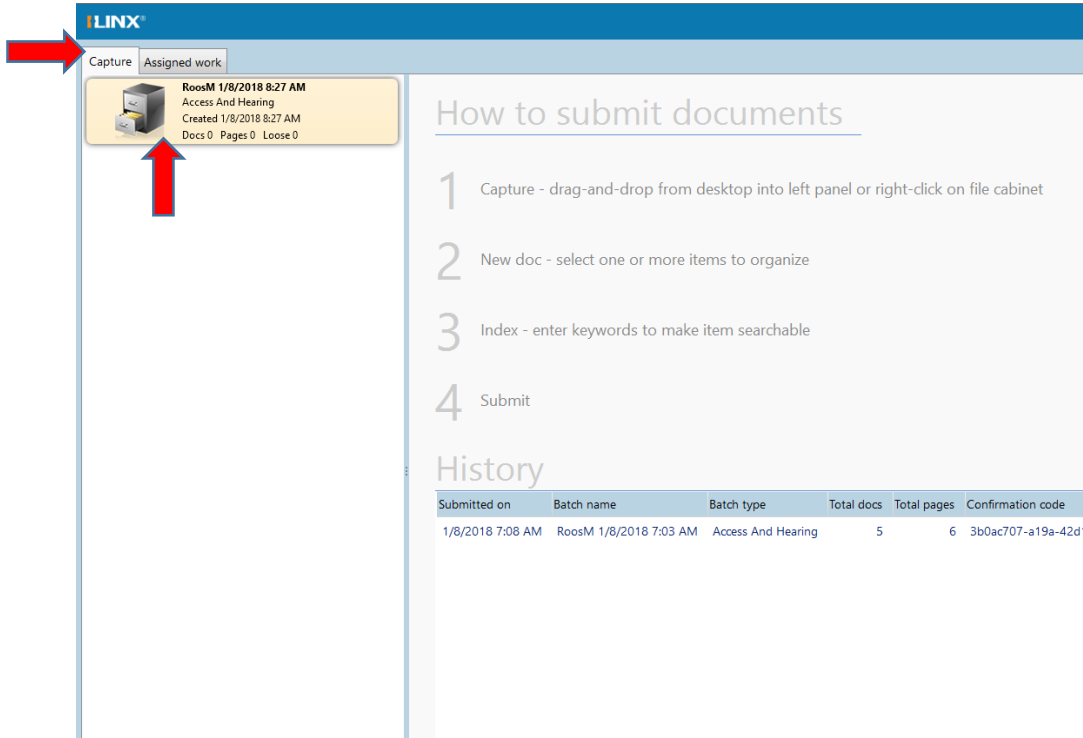
Step 2. Using **Microsoft Edge**, navigate to the ILINX website at the following address:

<http://wsdotecm/capture/>

*Note: this application works best with the Microsoft Edge web browser. It's preferred that users avoid Google Chrome or Internet Explorer for “capturing” files.*

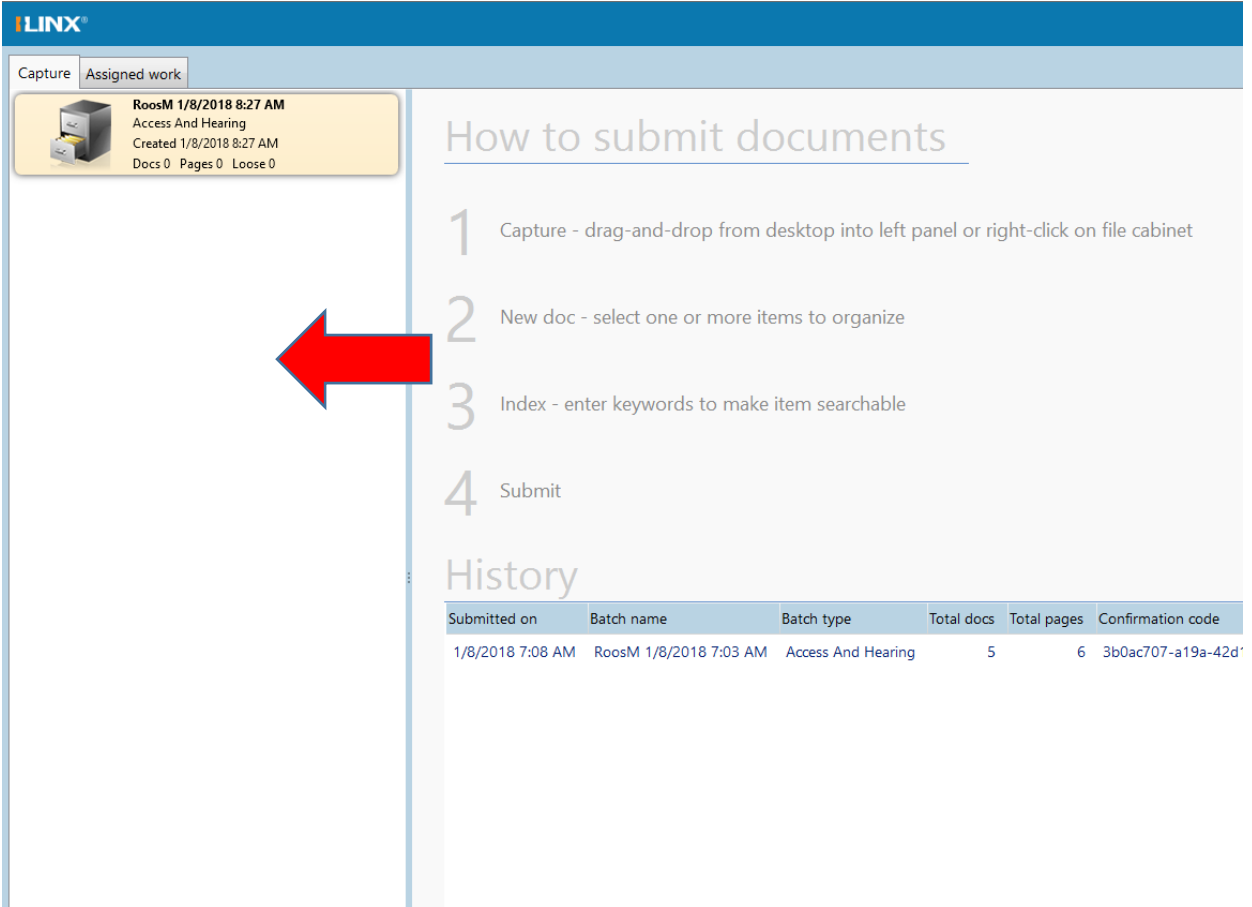
*Step-By-Step Guide for Submitting Access Request Packages into ECM (Cont.)*

Step 3. Select the “Capture” tab and make sure you see a file cabinet in the upper left of the “Capture” tab. If you do not see one, select “New...”. This will create a batch that will group the individual files of your request and present them to HQ Access as one submittal package.



*Step-By-Step Guide for Submitting Access Request Packages into ECM (Cont.)*

Step 4. Using File Explorer, simply **drag-and-drop** the folder you created in Step 1 to the left panel of the “Capture” tab below the file cabinet.



The screenshot shows the iLinx software interface. At the top, there is a blue header with the iLinx logo. Below the header, there are two tabs: 'Capture' and 'Assigned work'. The 'Capture' tab is active and contains a file cabinet icon. To the right of the icon, the following text is displayed: 'RoosM 1/8/2018 8:27 AM', 'Access And Hearing', 'Created 1/8/2018 8:27 AM', 'Docs 0', 'Pages 0', and 'Loose 0'. A large red arrow points from the right towards the file cabinet icon. To the right of the 'Capture' tab, there is a main content area with the heading 'How to submit documents' and a numbered list of four steps: 1. Capture - drag-and-drop from desktop into left panel or right-click on file cabinet; 2. New doc - select one or more items to organize; 3. Index - enter keywords to make item searchable; 4. Submit. Below the list, there is a 'History' section with a table. The table has six columns: 'Submitted on', 'Batch name', 'Batch type', 'Total docs', 'Total pages', and 'Confirmation code'. The table contains one row of data: '1/8/2018 7:08 AM', 'RoosM 1/8/2018 7:03 AM', 'Access And Hearing', '5', '6', and '3b0ac707-a19a-42d'.

Submitted on	Batch name	Batch type	Total docs	Total pages	Confirmation code
1/8/2018 7:08 AM	RoosM 1/8/2018 7:03 AM	Access And Hearing	5	6	3b0ac707-a19a-42d'

## Step-By-Step Guide for Submitting Access Request Packages into ECM (Cont.)

Each of the files that were located in the folder will now appear in the “Capture” tab.

The screenshot displays the LINX interface with a blue header. Below the header, there are two tabs: "Capture" (selected) and "Assigned work". The "Capture" tab shows a list of documents under the heading "RoosM 1/8/2018 8:27 AM Access And Hearing". The documents are:

- 1. Access And Hearing Approvals (4.06 MB)
- 2. Access And Hearing Approvals (34.78 KB)
- 3. Access And Hearing Approvals (122.69 KB)
- 4. Access And Hearing Approvals (11.19 KB)

At the bottom of the document list, there are "New..." and "Submit" buttons. To the right of the document list, there is a section titled "How to submit documents" with a numbered list:

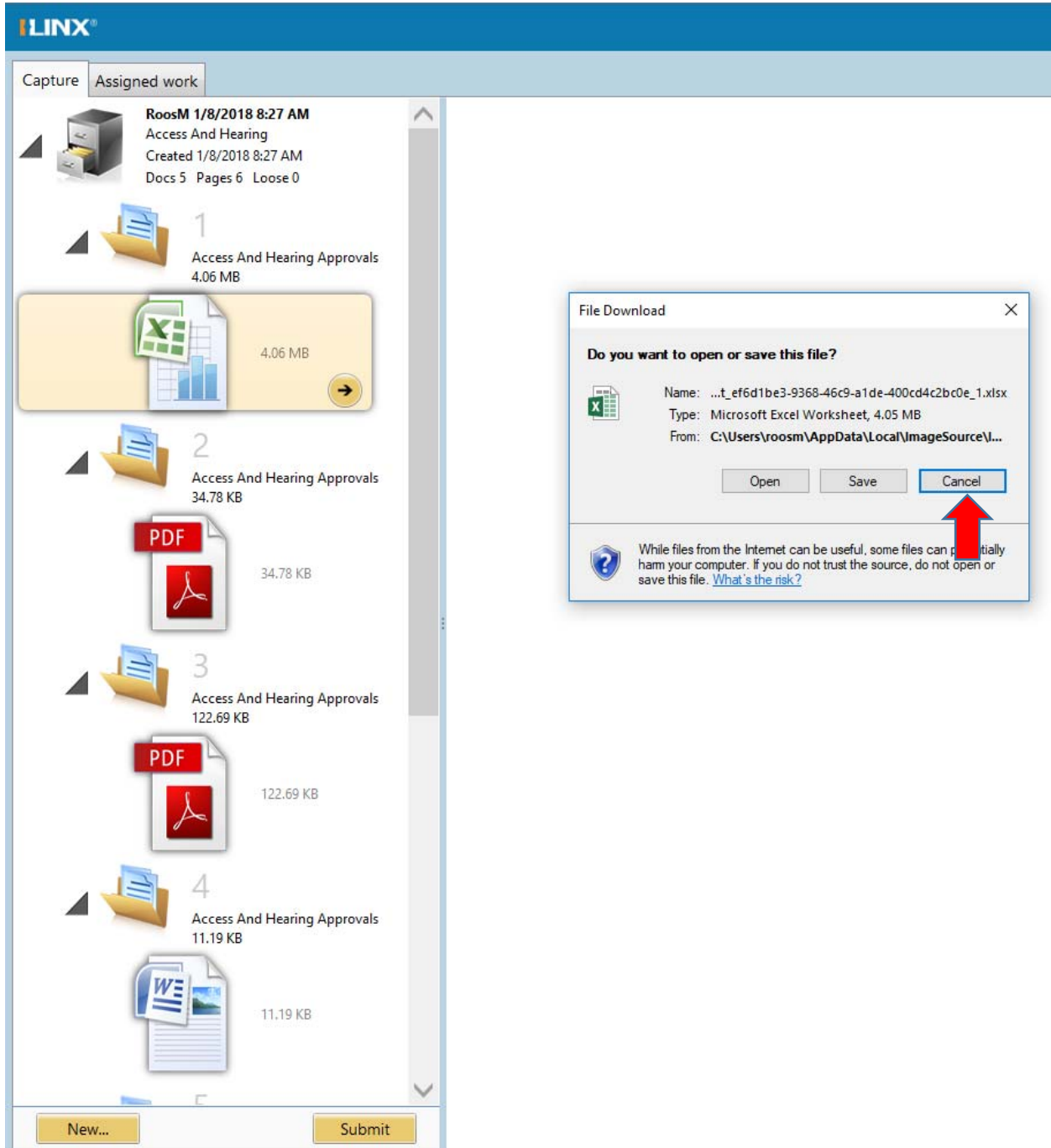
- 1 Capture - drag-and-drop from desktop into left panel or right-click on file cabinet
- 2 New doc - select one or more items to organize
- 3 Index - enter keywords to make item searchable
- 4 Submit

Below this list is a section titled "History" with a table:

Submitted on	Batch name	Batch type	Total docs	Total pages	Confirmation code
1/8/2018 7:08 AM	RoosM 1/8/2018 7:03 AM	Access And Hearing	5	6	3b0ac707-a19a-4

At the bottom of the interface, there is a "0 comments" link.

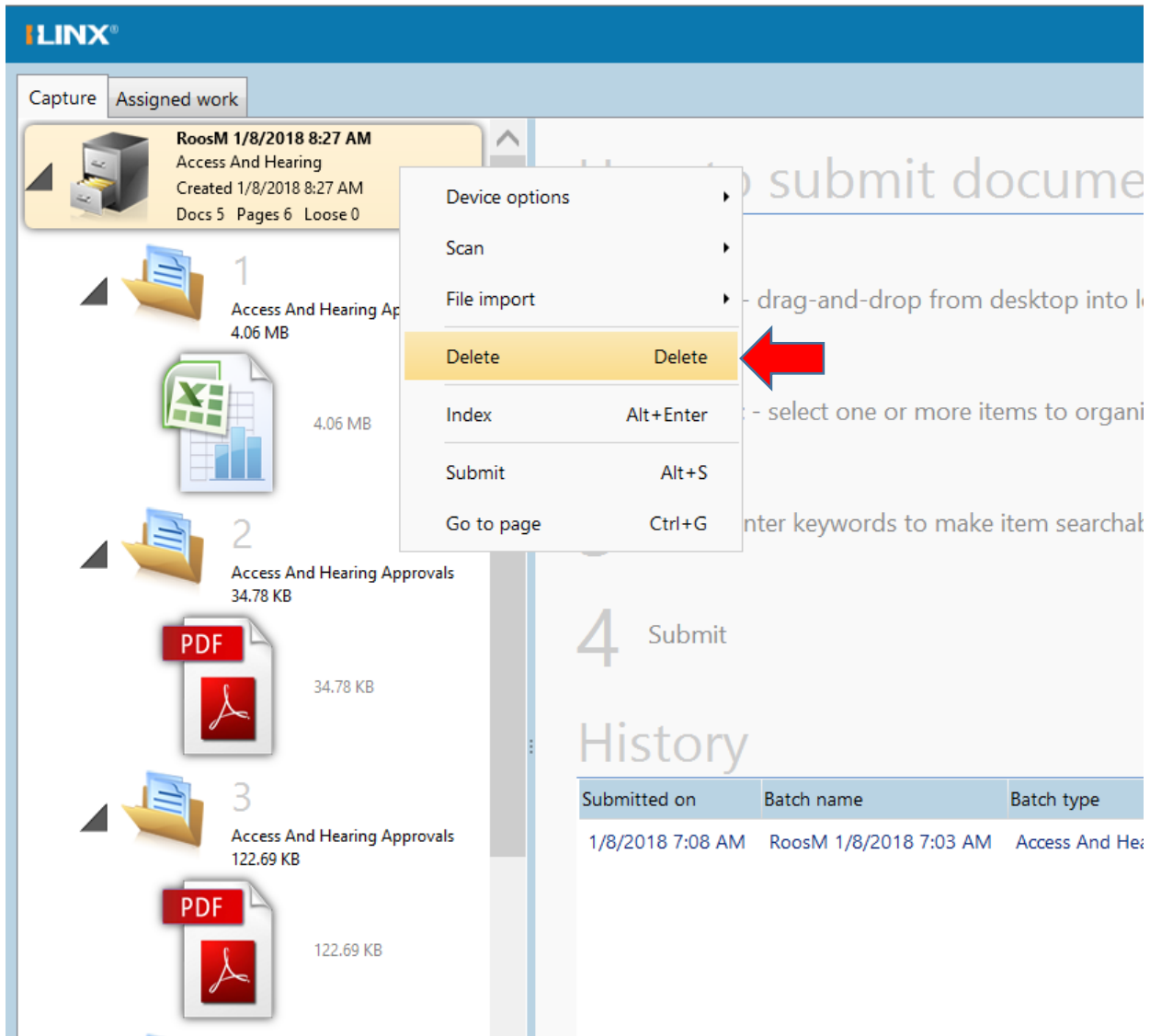
**Microsoft Office files may attempt to open when the file is imported or any time it is clicked on (a minor, annoying glitch that IT is working on resolving). Simply select the “Cancel” button unless you intend to open the file for any reason.**



Step-By-Step Guide for Submitting Access Request Packages into ECM (Cont.)

If, for some reason, you want to cancel your Capture session before submitting, simply right-click on the file cabinet at the top of the “Capture” tab and select “Delete”.

*Do this only if you want to cancel the Capture session.*



Step-By-Step Guide for Submitting Access Request Packages into ECM (Cont.)

Step 5. When you are ready to submit your request package, simply select the “Submit” at the bottom of the “Capture” tab.

The screenshot displays the LINX web interface. At the top, there are tabs for 'Capture' and 'Assigned work'. The 'Capture' tab is active, showing a summary for a batch named 'RoosM 1/8/2018 8:27 AM' with details: 'Access And Hearing', 'Created 1/8/2018 8:27 AM', 'Docs 5', 'Pages 6', and 'Loose 0'. Below this, a list of documents is shown, each with a folder icon and a file icon. The documents are: 1. 'Access And Hearing Approvals' (4.06 MB), 2. 'Access And Hearing Approvals' (34.78 KB), 3. 'Access And Hearing Approvals' (122.69 KB), and 4. 'Access And Hearing Approvals' (11.19 KB). At the bottom of the interface, there are two buttons: 'New...' and 'Submit'. A large red arrow points to the 'Submit' button. To the right of the document list, there is a section titled 'How to submit documents' with a numbered list: 1. Capture - drag-and-drop from desktop into left panel or right-click on file cabinet, 2. New doc - select one or more items to organize, 3. Index - enter keywords to make item searchable, and 4. Submit. Below this is a 'History' section with a table containing one row of data.

Submitted on	Batch name	Batch type	Total docs	Total pages	Confirmation cc
1/8/2018 7:08 AM	RoosM 1/8/2018 7:03 AM	Access And Hearing	5	6	3b0ac707-a19

You may now close the Internet Browser. Your package has been submitted to HQ Access.