

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. At the bottom of the form, there are two checkboxes: "Keep open" and "Auto-load if Single Document Result". Below the checkboxes, 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.

The screenshot shows the 'Access And Hearing Search' interface in the WSDOT ECM Portal. The search criteria dropdown menu is open, showing options: Starts With, Ends With, Contains, and Not Contains. The 'Contains' option is highlighted. The search criteria are as follows:

Field	Operator	Value	Type
Project Name	=		Text
StateRoute	<>		Dropdown
Mile Post Begin			Integer
Mile Post End			Integer
Customer	=		Text
Start Date	=		Date
Approved Date	=		Date
Document Type	=		Dropdown

Additional options: 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.

The screenshot shows the 'Access And Hearing Search' interface in the WSDOT ECM Portal. The search criteria are as follows:

Field	Operator	Value	Type
Project Name	Contains	Test	Text
StateRoute	=	5	Dropdown
Mile Post Begin	=		Decimal
Mile Post End	=		Decimal
Customer	=		Text
Start Date	=		Date
Approved Date	=		Date
Document Type	=		Dropdown

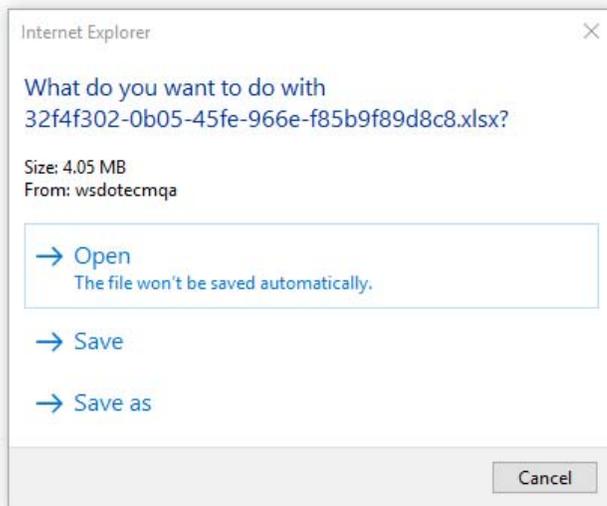
Additional options: Keep open, Auto-load if Single Document Result. Default sort order: None | Result limit set to: 1000.

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.

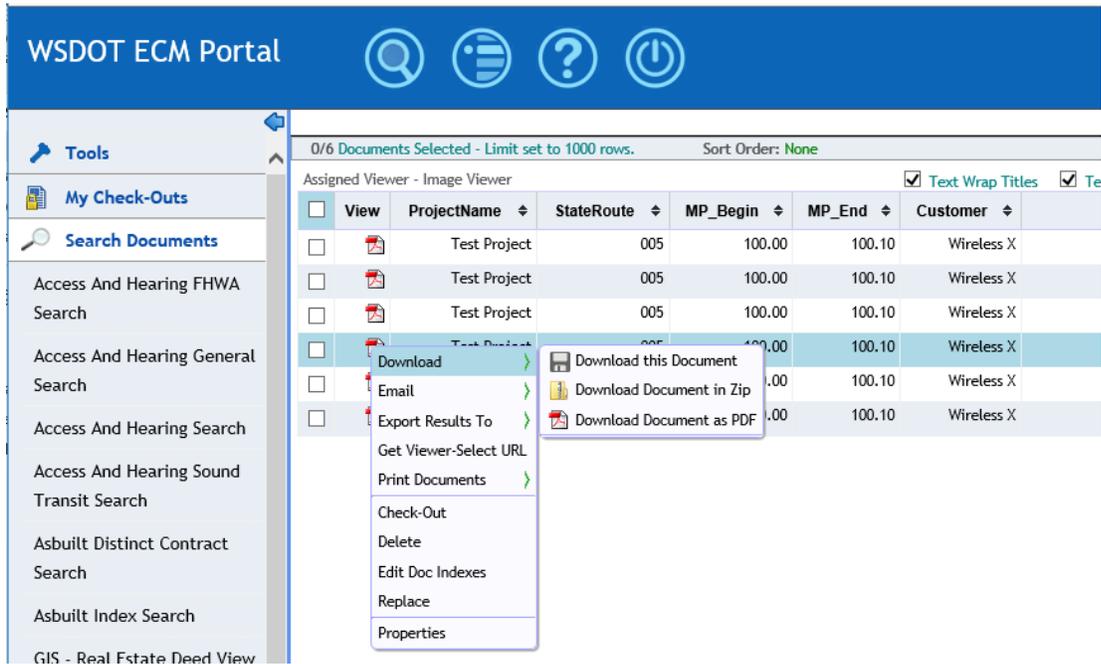
View	ProjectName	StateRoute	MP_Begin	MP_End	Customer	Description	StartDate	ApprovedDate	Document Type	Document Date
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Approval Memo	
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Deed	
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Permit	12/4/2017
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Access Request Checklist	12/12/2017
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Agreement	12/5/2017
<input type="checkbox"/>	Test Project	005	100.00	100.10	Wireless X	Permanent and temporary access breaks for wireless site access	12/8/2017 12:00:00 AM		Lease	11/26/2017

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.

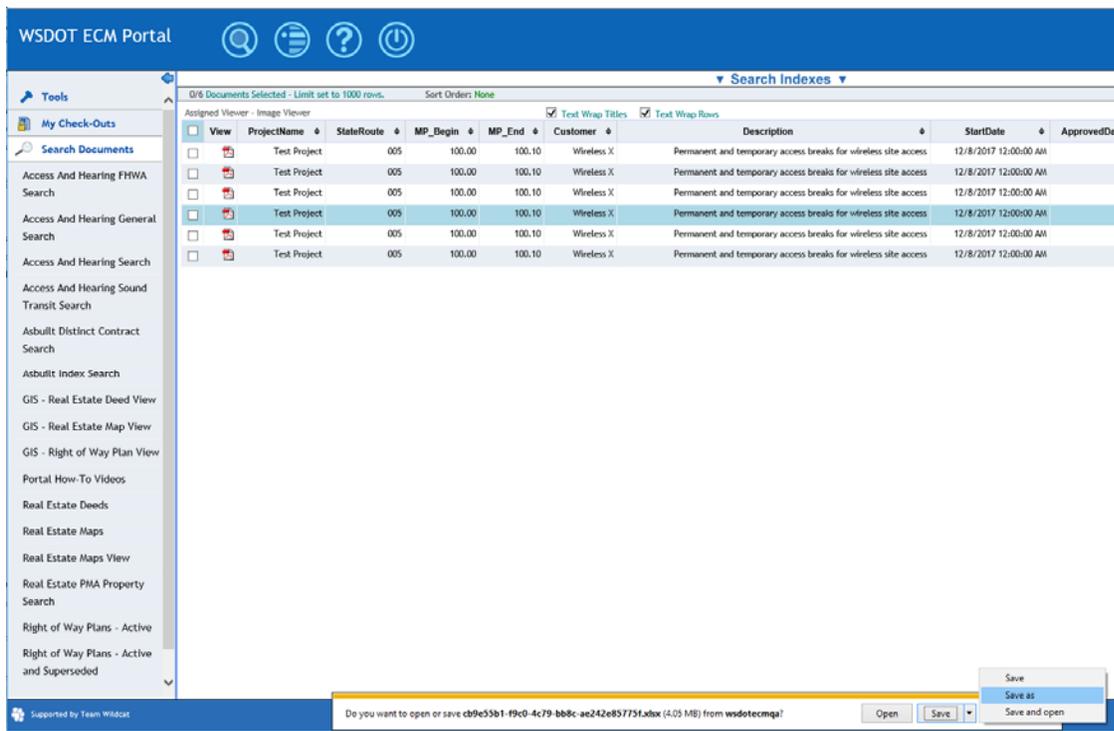


Step-By-Step Guide for Viewing Documents in the ECM Portal (Cont.)

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.