

Please Note:

The following instructions are to be used by authorized non-WSDOT stakeholders for viewing documents related to limited access break or revision request packages, within the Department's ECM Portal. Currently, the authorization of stakeholders is limited to either Federal Highway Administration staff or Sound Transit staff. 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:

<https://remoteapps.wsdot.wa.gov/Portal/>

You will be prompted to log in using the user name and password provided to you by WSDOT Access and Hearings.

In the ECM Portal, on the left column, click on the “Search Documents” next to the magnifying glass, then click on your available search (either FHWA or Sound Transit).

You will then be prompted for information about 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. Below the header is a left sidebar with a "Search Documents" section containing a magnifying glass icon and a list of search categories: "Short Duration Count", "Access And Hearing FHWA", "Access And Hearing Sound Transit", and "Transit". The main content area is titled "Access And Hearing FHWA" and features a search form. The form includes a "Search" button with a magnifying glass icon. The search criteria are as follows: "Project Name" with a dropdown menu set to "Contains" and a text input field; "State Route" with a dropdown menu set to "=", a dropdown menu, and a text input field; "Mile Post Begin" with a dropdown menu set to "=", a text input field, and the label "Decimal"; "Mile Post End" with a dropdown menu set to "=", a text input field, and the label "Decimal"; "Customer" with a dropdown menu set to "=", a text input field, and the label "Text"; "Start Date" with a dropdown menu set to "=", a text input field, and the label "Date"; "Approved Date" with a dropdown menu set to "=", a text input field, and the label "Date"; and "Document Type" with a dropdown menu set to "=", a text input field, and a dropdown menu. Below the search form are two checkboxes: "Keep open" and "Auto-load if Single Document Result". At the bottom of the form, it says "Default sort order: None | Result limit set to: 1000".

Note: Searching for documents can sometimes be challenging, 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

Search Documents

- Short Duration Count
- Access And Hearing FHWA
- Access And Hearing Sound Transit

Access And Hearing FHWA

Project Name: [Dropdown: =, <>, Starts With, Ends With, **Contains**, Not Contains] [Text Input] Search

State Route: [Dropdown] [Text Input]

Mile Post Begin: [=] [Dropdown] [Text Input] Decimal

Mile Post End: [=] [Dropdown] [Text Input] Decimal

Customer: [=] [Dropdown] [Text Input] Text

Start Date: [=] [Dropdown] [Text Input] Date

Approved Date: [=] [Dropdown] [Text Input] Date

Document Type: [=] [Dropdown] [Text Input] [Dropdown]

Keep open

Auto-load if Single Document Result

Search

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

Search Documents

- Short Duration Count
- Access And Hearing FHWA
- Access And Hearing Sound Transit

Access And Hearing FHWA

Project Name: [Dropdown: Contains] [Text Input: Test] Search

State Route: [=] [Dropdown: 5] [Text Input]

Mile Post Begin: [=] [Dropdown] [Text Input] Decimal

Mile Post End: [=] [Dropdown] [Text Input] Decimal

Customer: [=] [Dropdown] [Text Input] Text

Start Date: [=] [Dropdown] [Text Input] Date

Approved Date: [=] [Dropdown] [Text Input] Date

Document Type: [=] [Dropdown] [Text Input] [Dropdown]

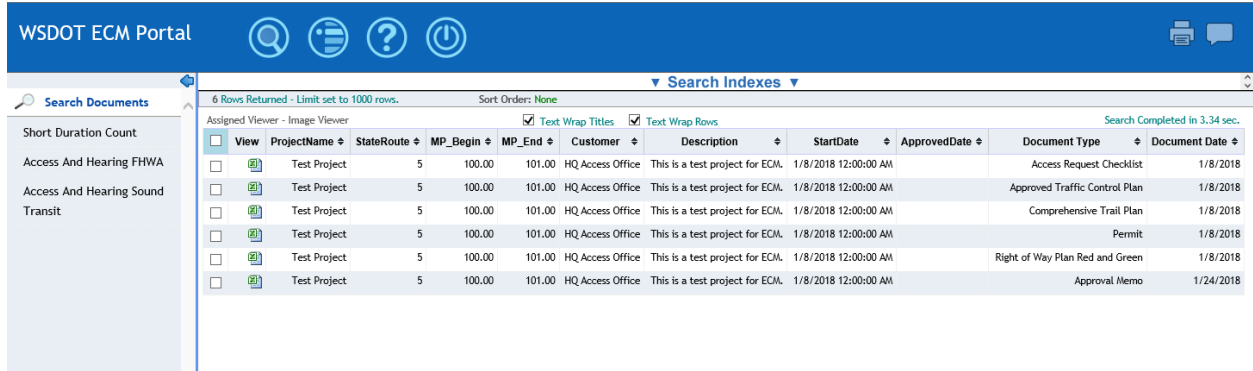
Keep open

Auto-load if Single Document Result

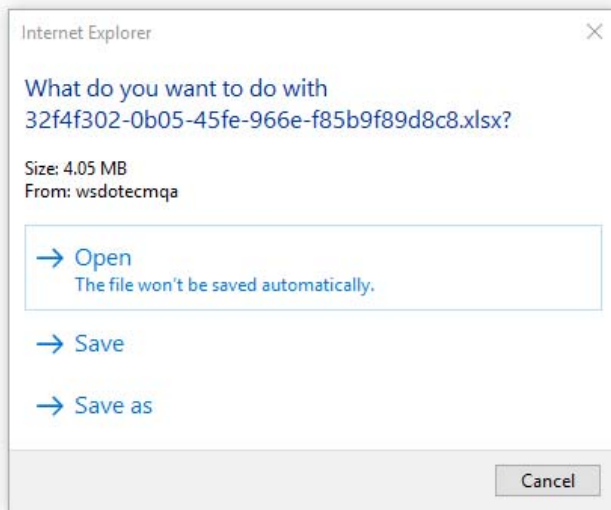
Search

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

Your search should return all documents associated with the project you have selected.

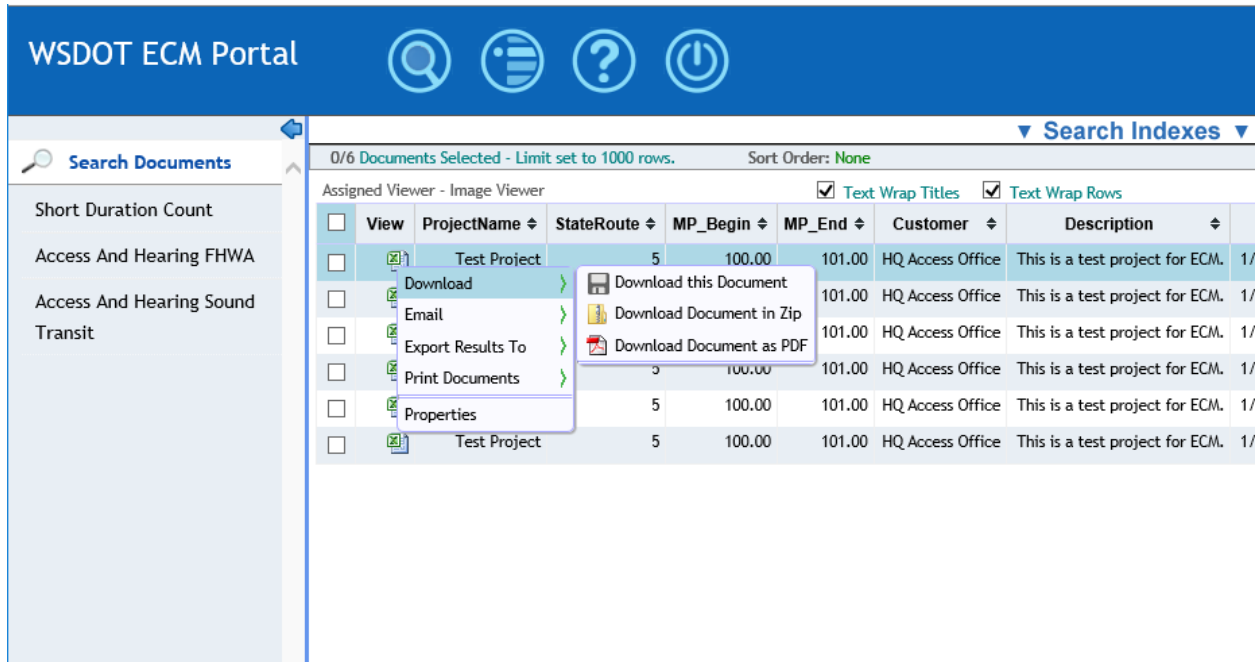


At this point, you could view a copy of the file by clicking on the icon for the file under the View column (typically shown as an Adobe Acrobat icon). You will be prompted to either open a read-only copy or save a copy of the file to another location on your computer.

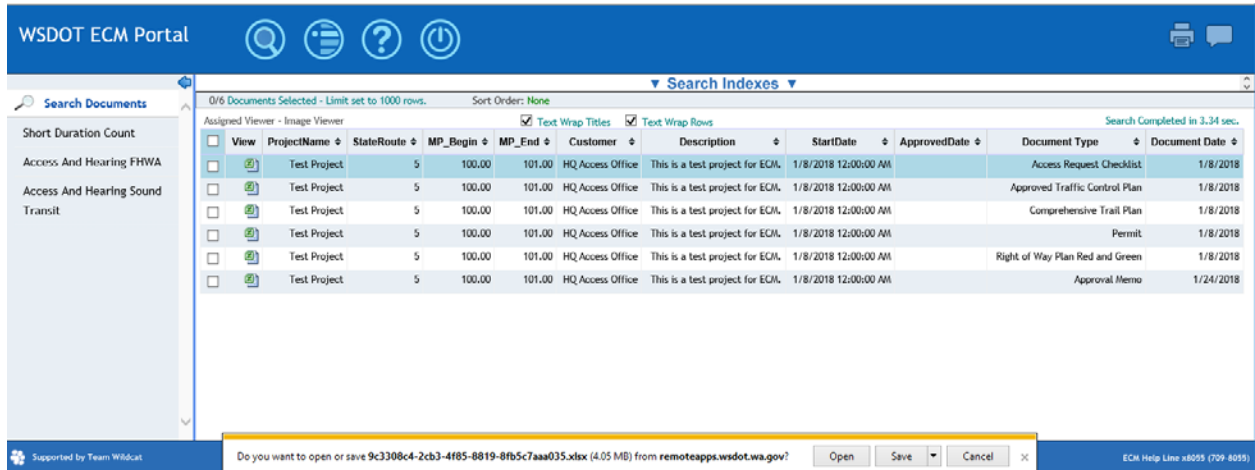


Step-By-Step Guide for Viewing Documents in the ECM Portal (Cont.)

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 an unmanaged copy of the original file.



When you are done viewing documents, you can exit the ECM Portal by closing the web browser. Your searches will not be saved.