

OVERVIEW

The Environmental Screening Tool (EST) supports agency participation and community involvement throughout Florida's Efficient Transportation Decision Making (ETDM) process. This guide provides a basic overview of the navigational and functional features of the EST.

SIGN IN TO THE EST

Go to the [EST](#) website and type in your username and password. If you've forgotten your password, click the *Forgot Password* button and you will be prompted to enter your username or email address.

NAVIGATION

Left-Hand Menu and Additional Features



On the left side of the EST, click a menu item to navigate directly to that page. Menu items that contain a *caret* icon (▼) reveal related items when clicked.



Use the *Hamburger* icon located above the menu to collapse or expand it.

In the upper left corner of the EST, the *Breadcrumb trail* helps you determine what page you are on and where it is located in the site. Click a link in the *Breadcrumb trail* to return to a previously visited page.

[Home](#) > [Invoices](#) > [Log Agency Activity for Agreement](#)

Account-Specific Icons

In the upper right of the EST, access account-specific pages or options. The **Reviewer Action Items** (📄) page allows for quick navigation to projects in which an action is pending your completion. The **Alerts** (🔔) page displays a list of actions or tasks requiring your attention. **Account Settings** (⚙️) is a drop-down menu with options to change your password, update contact information, or log out of the EST.

Site Search

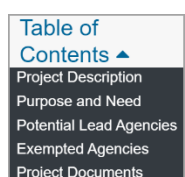


Search the EST using the search bar in the upper right of the screen. Type all or part of a keyword into the search bar and click the *Magnifying Glass* icon. When searching/entering an exact ETDM#, the main *Project Details* page will load.

Active Project / Project Search

When you're on a project-specific page, the *Active Project* is displayed in the upper left of the EST and under the *Hamburger* icon. Clicking on the active project opens a dialog to where you can search and load a different project. **Active Project: 8448 - Miramar Toll Plaza Express Lanes**

Table of Contents (TOC)



Use the TOC on the right side of a page to quickly jump to a section within the same page. The TOC can be found on the main *Project Details* page and other pages within the EST that contain many sections. Click the TOC header to collapse or expand it.

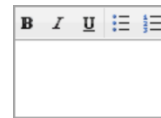
FUNCTIONALITY

Export Features, Map Viewer, and In-page Help



When applicable, generate a *PDF*, *ZIP*, or *Excel spreadsheet* of a page and its contents. Otherwise, the buttons will be disabled. Clicking the *Globe* icon will open the **Map Viewer** in a new tab. The *Question Mark* icon reveals a drop-down menu containing page-specific help.

Text Areas



Text areas provide the opportunity to enter text and perform basic formatting techniques – **Bold**, *Italics*, Underline, Bulleted (☐), or Numbered (☐) lists.

Working with Tables

Sort, Filter, and Search

Sort columns *Ascending* or *Descending* using the arrows (↑↓) to the right of the column header. Options to *Filter* or *Search* columns are found below the column headers – use the dropdown boxes to filter or begin typing in the search text field to refine the results.



Additional Table Functionality

Clear Saved Search will clear any sort, filter, or search criteria that was used on the table. Change which columns to display or hide using the *Column Visibility* button. Click *Copy* to copy the data into your Clipboard, *Excel* to download to an Excel spreadsheet, or *CSV* to open or save as a comma-separated value (CSV) file.



Show Entries and Table Navigation



In the upper left of the table, select the number of entries that display on the table by using the *Show entries* dropdown.



If applicable, navigate to additional entries using the *Previous*, *Next*, or *Number* buttons found at the bottom right of the table.

Message Boxes

Green	A successful or positive action such as a confirmation.
Blue	Instructional text, notes, or general information.
Yellow	Action or item that might need attention but is not required to complete the current task or action.
Red	Indicates an error or potentially negative action such as a required field being incomplete or not having appropriate page permissions.

Other Commonly Used Functions

Below is a list of other commonly used functions you may encounter in the EST:

	<i>Expand</i> (+) or <i>collapse</i> (-) a drop-down list or page section
	A <i>radio button</i> allows you to choose one of a predefined set of options such as <i>Yes</i> or <i>No</i>
	Specify as many choices as preferred using <i>checkboxes</i>
	A <i>red asterisk</i> indicates a required field or response such as providing comments
	<i>Dropdowns</i> display a list of options when clicked
	The <i>Browse</i> button allows you to choose a file on your computer to upload
	The <i>View on Map</i> button opens the Map Viewer in a new browser tab and zooms to the Project
	The <i>Map Pin</i> icon opens the Map Viewer in a new browser tab and zooms to an Analysis Area

HELP

Access help materials or additional EST resources from the left-hand menu by clicking *Help*.