

How to Access PMRS Project Design from the ECM Portal

WSDOT Engineering Staff can access PMRS Project Design in ECM Portal by submitting a request. This request can be done by going to the following link: <https://wsdotecm/portal> using Microsoft edge, you will get the following screen:

The screenshot shows the WSDOT ECM Portal interface. On the left is a navigation sidebar with options like 'Tools', 'My Checked-Out Documents', 'My Collaboration Spaces', 'My Favorite Links', 'My Saved Searches', 'My Workflow Inbox', 'Search Documents', 'Search Data', and 'Search Workflows'. The main content area is divided into 'News & Articles' and 'Applications in the ECM Portal'. The 'Applications in the ECM Portal' section contains a table with columns for Project Application, Description, Bus. Admin, Phone #, and IT Support. The 'PMRS Project Design' row is highlighted in yellow.

Project Application	Description	Bus. Admin	Phone #	IT Support
Access And Hearing		Jeanne Doolin	360.705.7458	Tam Le
AFS Labor Reports	Document Management Application for Labor Reports	Rachel Rodgers	360.705.7505	Team Wildcat
AFS Lektrevier		Emily Overman	360-705-7522	John McMahon
AFS TRAINS Reports		Emily Overman	360-705-7522	John McMahon
Airport Information System		David Chenaour, Robert Hodgman	x7839, x8910	Richard Norrell
Asbuilts	Document Management Repository for storing the agencies Asbuilts documents	Robert Fossett, Bryan Ray	x7714, x7765	Team Wildcat
Bald Eagle Reports	Application for submitting and processing Bald Eagle Reports	Katrina Kapantais	360 705-7426	Team Wildcat
Bridge Design Calculations		Jason Parent, Robert Hodgman	x7349, x8910	Team Wildcat
Capital Facilities		Tim Hall		John McMahon
Cash Receipt Registers	A8 and A690 Workflows	Jennifer Heay	360.705.6804	Richard Norrell
Cash Receipts	Cash Receipts	Jennifer Heay	360.705.6804	Richard Norrell
Change Request Form	ILINX Workflow			Gene Hamilton

1. Scroll down till you get to PMRS Project Design which is highlighted in yellow:

This screenshot is similar to the first one but shows a different set of applications. The 'PMRS Project Design' row is highlighted in yellow. The table structure is the same as in the previous screenshot.

Project Application	Description	Bus. Admin	Phone #	IT Support
Local Programs		Eileen Leingang	+1 360-705-7373	John McMahon
MIS Permits		Trevor McCain	(360) 705-7282	Richard Norrell
Payment Vouchers	Processing of Payment Vouchers	Jennifer Heay	(360) 705-7571	Team Wildcat
Payroll	Payroll Application	Rachel Rodgers		Tam Le
PCMS	P-Card System	Natalie Smith	(360) 705-6717	Thiag Kothandapani
PMRS Agreements	Placeholder for Picklists			Tam Le
PMRS Project Design	Document Management Solution for Project Design Documents	Samih Shilbayeh, Jim Mahugh		Richard Norrell
PMRS Property Management	Place Holder for Picklists			Tam Le
Project Management Reporting System	PMRS ECM System	Wendy Stroschein		Tam Le
RAMPS	Ramps			Richard Norrell
Real Estate Electronic Review	Workflow for reviewing WSDOT Real Estate Transactions such as leases, permits, and disposal	Melissa Wax	360-705-6944	Stacey Turner, Dane Logan
Real Estate Instruments	Documents pertaining to the WSDOT property holdings	Lisa Shaw	306.705.7326	Richard Norrell

2. Click on **PMRS Project Design**:

Applications in the ECM Portal

Project Application	Description	Bus. Admin	Phone #	IT Support
Payment Vouchers	Processing of Payment Vouchers	Jennifer Heay	(360) 705-6804	Richard Norrell
Payroll	Payroll Application			Tam Le
PCMS	P-Card System	Natalie Smith	(360) 705-6717	Thiag Kothandapani
PMRS Agreements	Placeholder for Picklists			Tam Le
PMRS Project Design 	Document Management Solution for Project Design Documents	Samih Shilbayeh, Jim Mahugh		Richard Norrell
PMRS Property Management	Place Holder for Picklists			Tam Le
Project Document Review System	Workflow for Review of Documents for a Project			Richard Norrell
Project Management Reporting System	PMRS ECM System	Wendy Stroschein		Tam Le
Project Management Utility				Richard Norrell
Project Support Journal Voucher				Tam Le
Pseudo WIN Management				Tam Le
RAMPS	Ramps			Richard Norrell

3. Click on PMRS project Design to see the following:

User Authorization Request Form

Request access to WSDOT's ECM Content Management system [Read more...](#)

Question: *Is this request for yourself?* Yes No

Tip: To request access for a different employee select 'No'.

4. Answer the following:

Question: *Is this request for yourself?* Yes No

Tip: To request access for a different employee select 'No'.

5. If you answer No, you will get the following:

Question: *Is this request for yourself?* Yes No

Employee Search ✕

Type & Press Enter

Last Name, First Name

Search Results

Tip: Find an employee by their last name, first name. You may also search by pressing enter after typing two letters.

It will ask you to enter employee name and press enter to find employee and then you select the employee to get the following screen:

Question: Is this request for yourself? Yes No

User Information			
First Name	<input type="text" value="Samih"/>	Last Name	<input type="text" value="Shibayah"/>
Phone Number	<input type="text" value="+1 360-705-7589"/>	Email	<input type="text" value="ShibyhS@wsdot.wa.gov"/>
PE Office Name or Location	<input type="text" value="EEP - 303010 - Design Office"/>		

Question: What application is this request for?

Tip: Selecting an application from this dropdown will show you the available job duties available to employees.

Requestable Roles
Will you be scanning/importing items into ECM? <input type="checkbox"/> Yes
Will you need access to update and delete documents? <input type="checkbox"/> Yes
Will you need access to view and search documents? <input checked="" type="checkbox"/> Yes

Pending Review: Access requested on 10/18/2022. Please wait for approval.

And then need to answer the questions. What application is this request for? Your answer will be PMRS Project Design. Then you needed to answer the Requestable Roles and add any comments and then click on submit this request.

Question: Is this request for yourself? Yes No

User Information			
First Name	<input type="text" value="Samih"/>	Last Name	<input type="text" value="Shibayah"/>
Phone Number	<input type="text" value="+1 360-705-7589"/>	Email	<input type="text" value="ShibyhS@wsdot.wa.gov"/>
PE Office Name or Location	<input type="text" value="EEP - 303010 - Design Office"/>		

Question: What application is this request for?

Requester Comments

Enter comments to approver here...

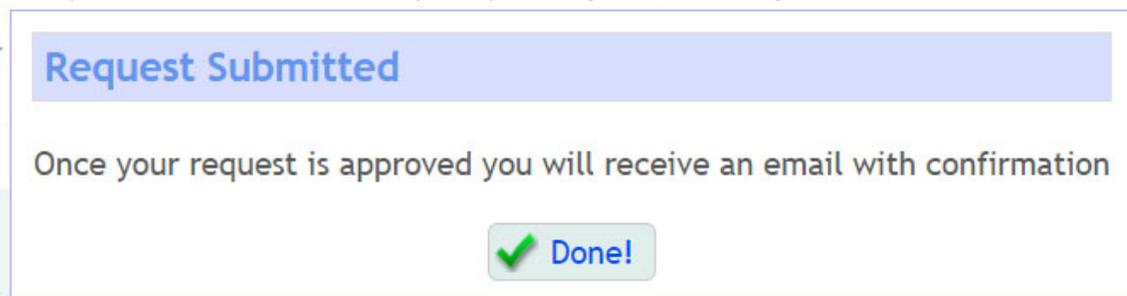
Submit This Request

Tip: Selecting an application from this dropdown will show you the available job duties available to employees.

Requestable Roles
Will you be scanning/importing items into ECM? <input type="checkbox"/> Yes
Will you need access to update and delete documents? <input checked="" type="checkbox"/> Yes
Will you need access to view and search documents? <input checked="" type="checkbox"/> Yes

Pending Review: Access requested on 10/18/2022. Please wait for approval.

Once you clicked on submit this request, you will get the following:



6. If you answer Yes, you will get the following:

Question: What application is this request for? PMRS Project Design

Requestable Roles

Will you be scan/import items into ECM?
 Yes

Will user need access to update and delete documents?
 Yes

Will you need access to view and search documents?
 Yes

Tip: Only select the options you need to perform you job duties. The reviewer may change what you have requested if you select incorrectly.

The Business Administrator (BA) that views your request will see what questions you selected.

- a. If you checked the first question that means you will be able to scan and import design documents into ECM from your local drive or server.
- b. If you checked the second question then you can access, update, and delete documents
- c. If you checked the third question then you can access, view, and search existing documents in ECM without making any changes in the existing documents.

After the BA approves or rejects your request, you will receive an email with the results of their decision. If you created this request for another employee, you will both receive an email in response.

- 7. By answering the questions above, the program will prompt you to add any comments to BA and then you can submit your request

Requester Comments

Enter comments to approver here...

 Submit This Request

- 8. You will get the following message:

Request Submitted

Once your request is approved you will receive an email with confirmation

 Done!

9. Once you received an approval email as shown in the following screen:

From: DoNotReply@WSDOT.WA.GOV <DoNotReply@WSDOT.WA.GOV>

Sent: Tuesday, October 18, 2022 12:40 PM

DoNotReply@WSDOT.WA.GOV <DoNotReply@WSDOT.WA.GOV>

Subject: Your Access Request has been Processed for PMRS Project Design

Your Access Request has been processed for the following:

Request Status for the below request(s): Approved

Will you need access to view and search documents?

Comments from Approver

Visit the ECM Portal:

<http://wsdotecm/portal>

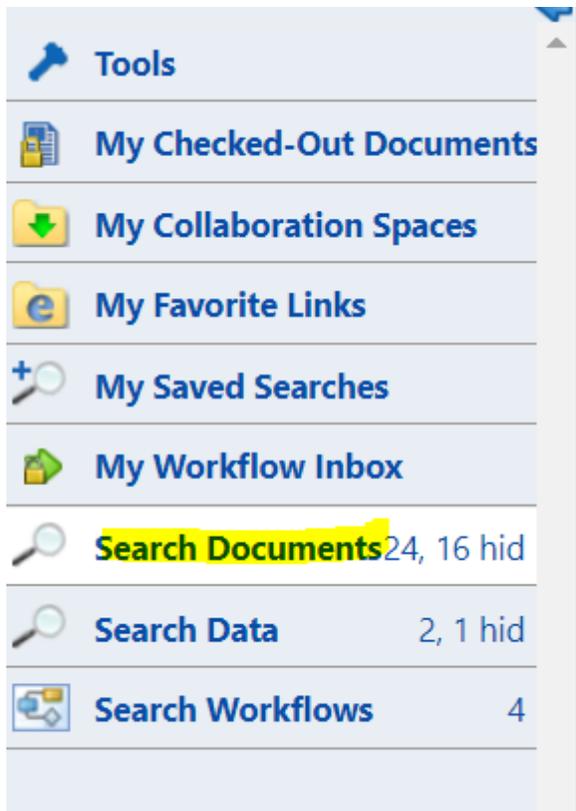
10. You need to clear your cache by doing the following:

To view your browsing history in the new Microsoft Edge , select **Settings and more** **>** **History** **>** **Manage history**.

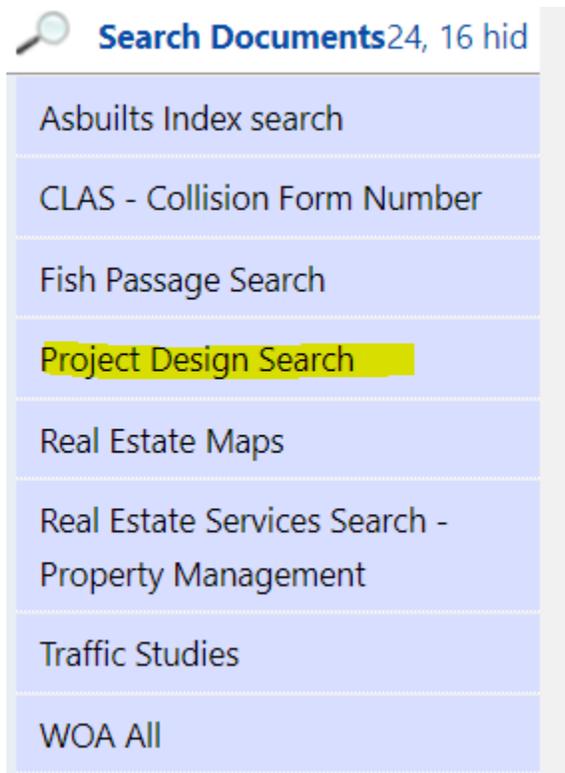
To clear your browsing data in the new Microsoft Edge:

- ① Select **Settings and more** **>** **Settings**  **>** **Privacy and services**.
- ② Under **Clear browsing data**, select **Choose what to clear**.
- ③ Choose a time range from the **Time range** drop-down menu.
- ④ Choose the types of data you want to clear. For example, you may want to remove browsing history and cookies but keep passwords and autofill form data.
- ⑤ Select **Clear now**.

11. Click on Search Document:



12. Click on Project Design Search:



13. You will get the following, and you can start searching:

Project Design Search   Search

[Put Search URL in Clipboard](#)

This search has picklists that may update other picklists

Search Text	=	▼	*	Text (Required)		
Use Fuzzy Logic	=	▼	<input type="checkbox"/>			
Work Item Number	=	▼		Text		
Project Name	Contains	▼		Text		
Work Order	=	▼		Text		
Region	=	▼	▼			
State Route	=	▼	▼			
Begin MP	Between	▼		to		Integer
End MP	Between	▼		to		Integer
Discipline	=	▼	▼			
Document Type	=	▼				
Document Date	=	▼				Date
Document Description	Contains	▼				Text
Entered Date	>	▼				Date

Keep open
 Auto-load if Single Document Result

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

 Search

If you have any questions, please contact Samih Shilbayeh. Thank you