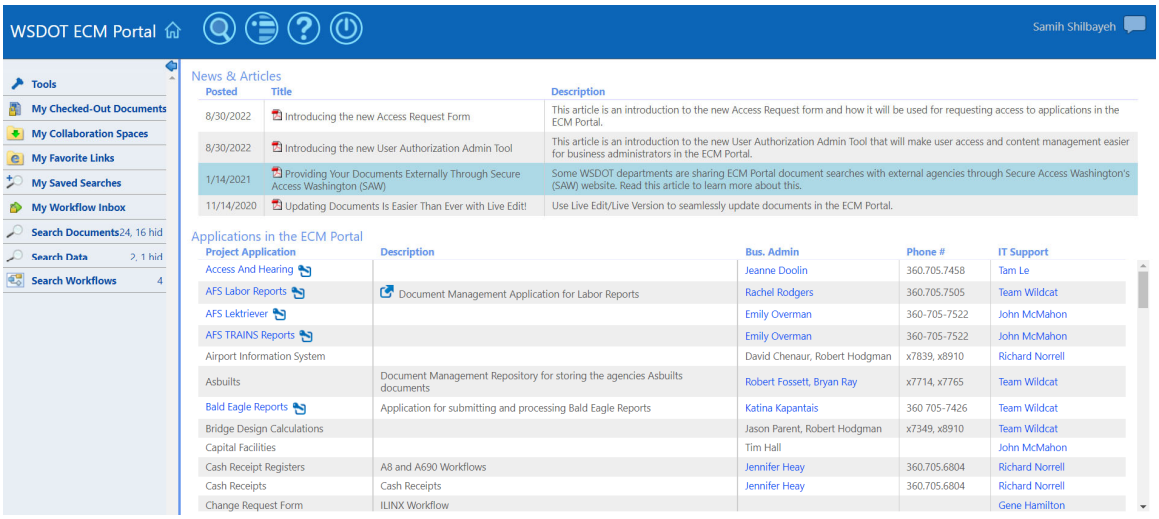
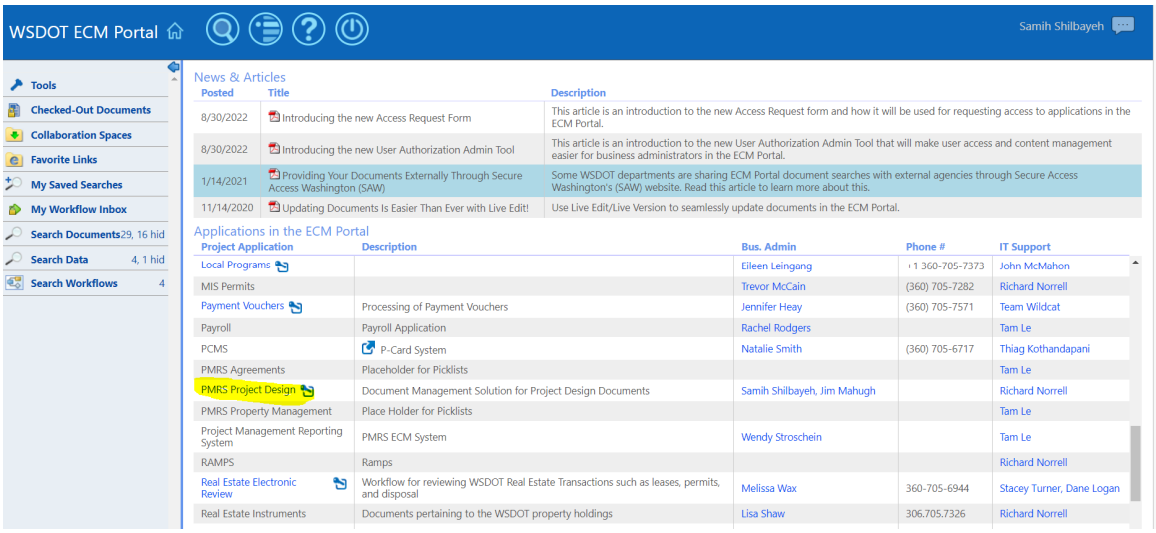
How to Access PMRS Project Design from the ECM Portal

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:



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



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 ⓧ

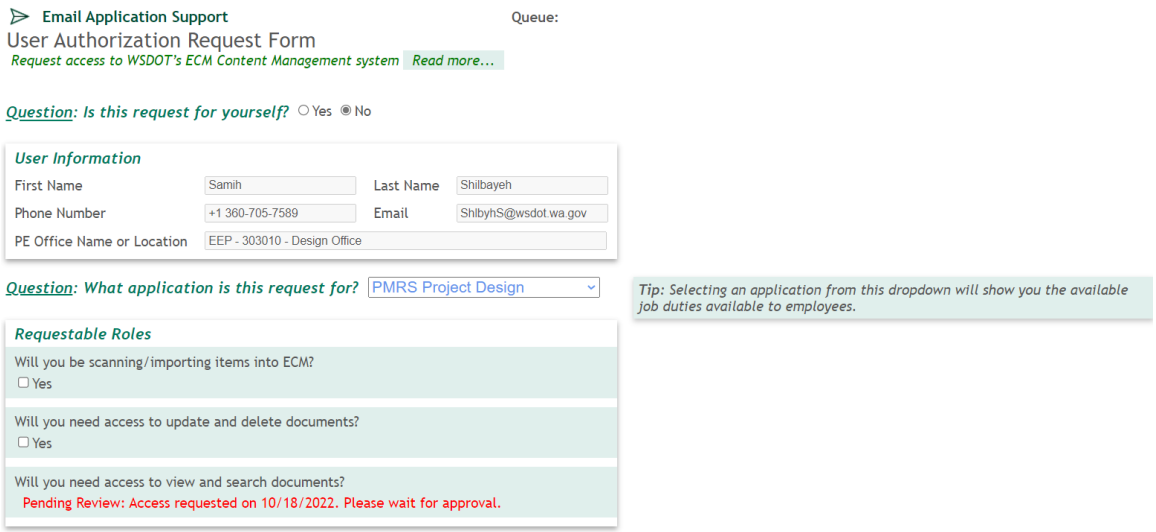
Type & Press Enter

Last Name, First Name ⏎

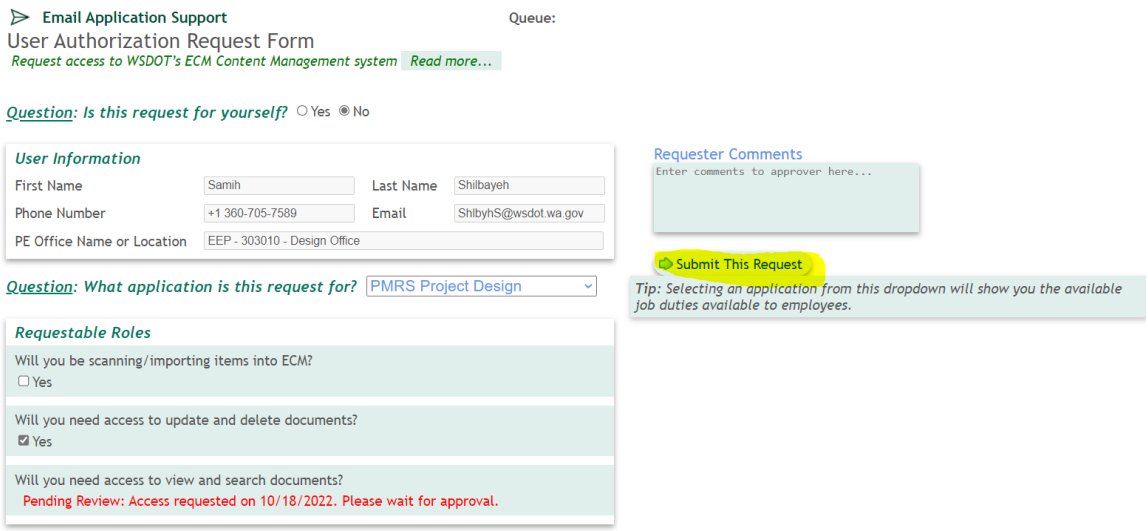
Search Results

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

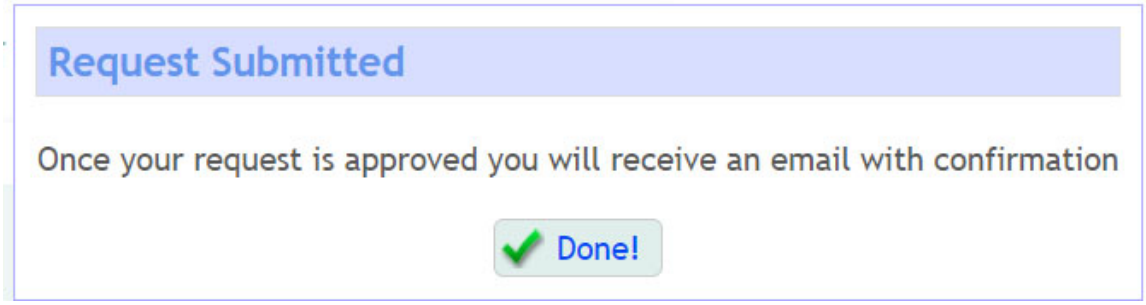
It will ask you to enter employee name and press enter to find employee and then you select the employee to get the following screen:



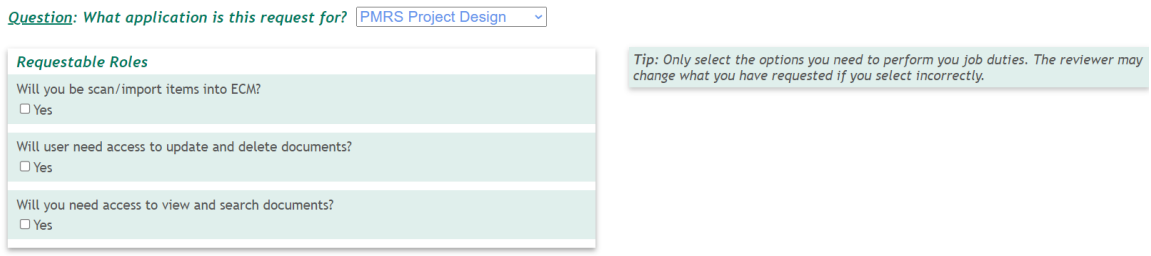
And then need to answer the questions. What application is this request for? Your answer will be PMRS Project Design. Then you needed to answer the Requestable Roles and add any comments and then click on submit this request.



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



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

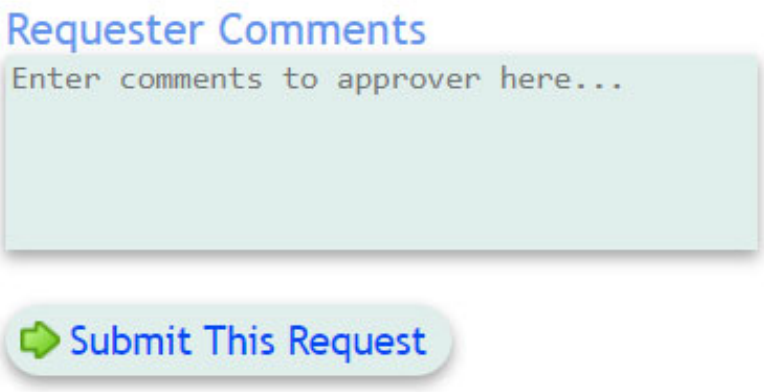


The Business Administrator (BA) that views your request will see what questions you selected.

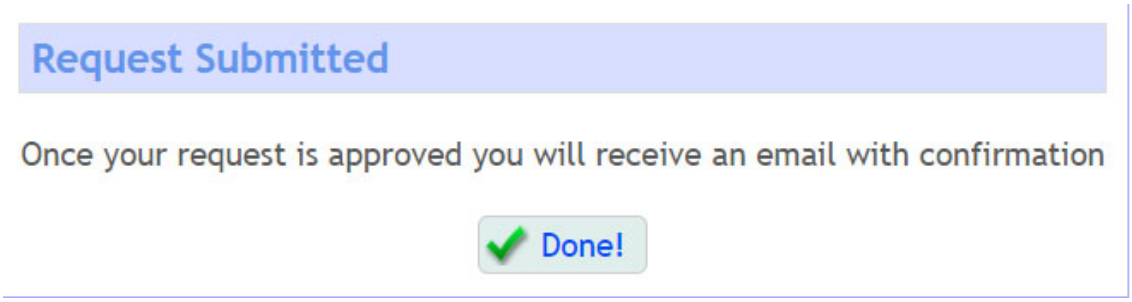
a. If you checked the first question that means you will be able to scan and import design documents into ECM from your local drive or server.
b. If you checked the second question then you can access, update, and delete documents
c. If you checked the third question then you can access, view, and search 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.

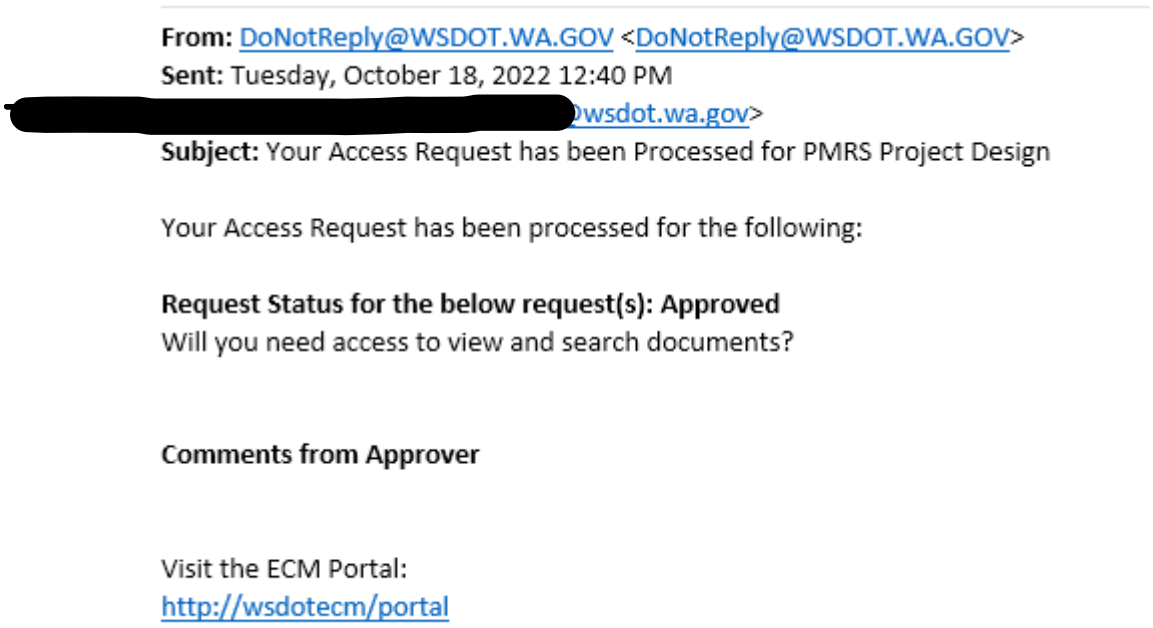
7. By answering the questions above, the program will prompt you to add any comments to BA and then you can submit your request



8. You will get the following message:



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
[redacted]@wsdot.wa.gov>
Subject: Your Access Request has been Processed for PMRS Project Design

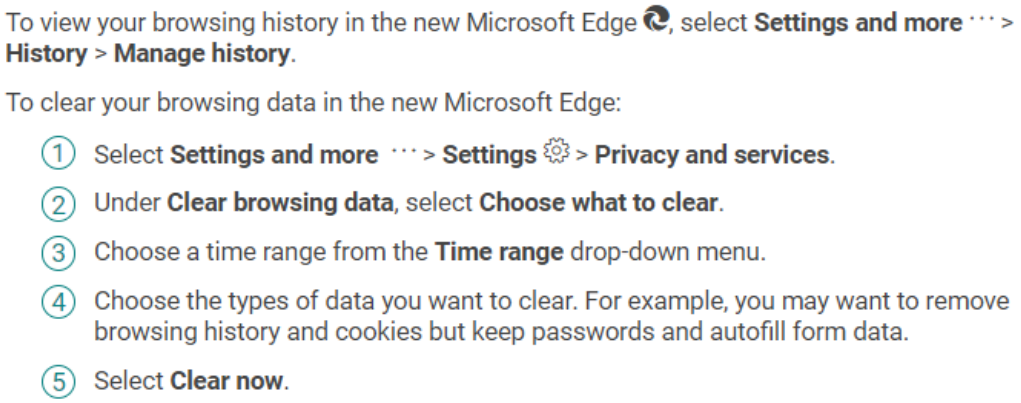
Your Access Request has been processed for the following:

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:

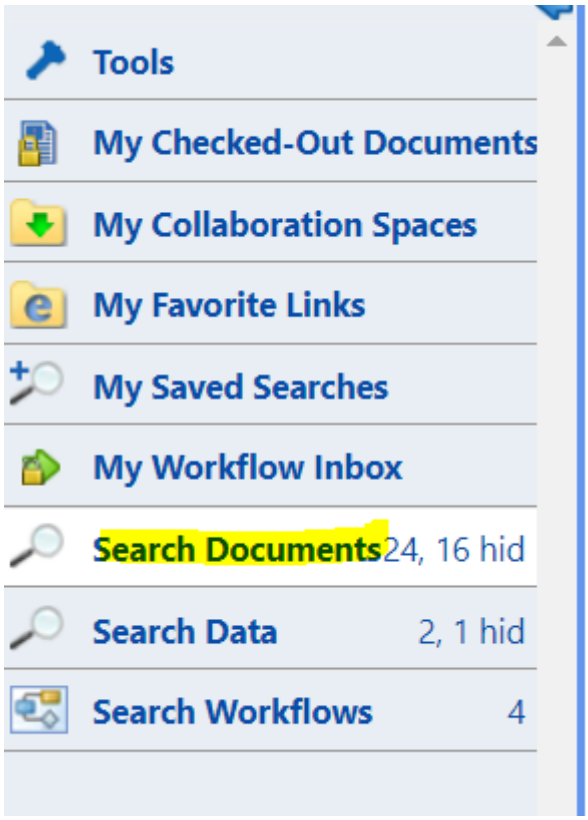


To view your browsing history in the new Microsoft Edge, select **Settings and more** ··· > **History** > **Manage history**.

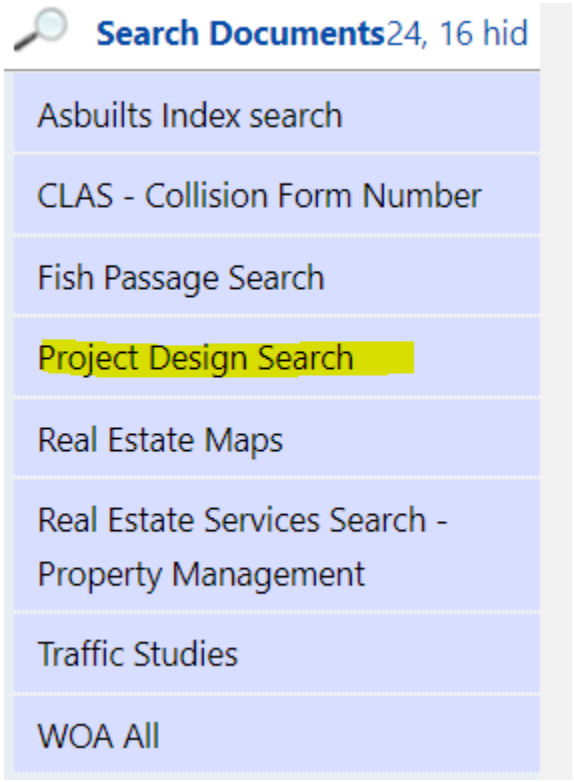
To clear your browsing data in the new Microsoft Edge:

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**.

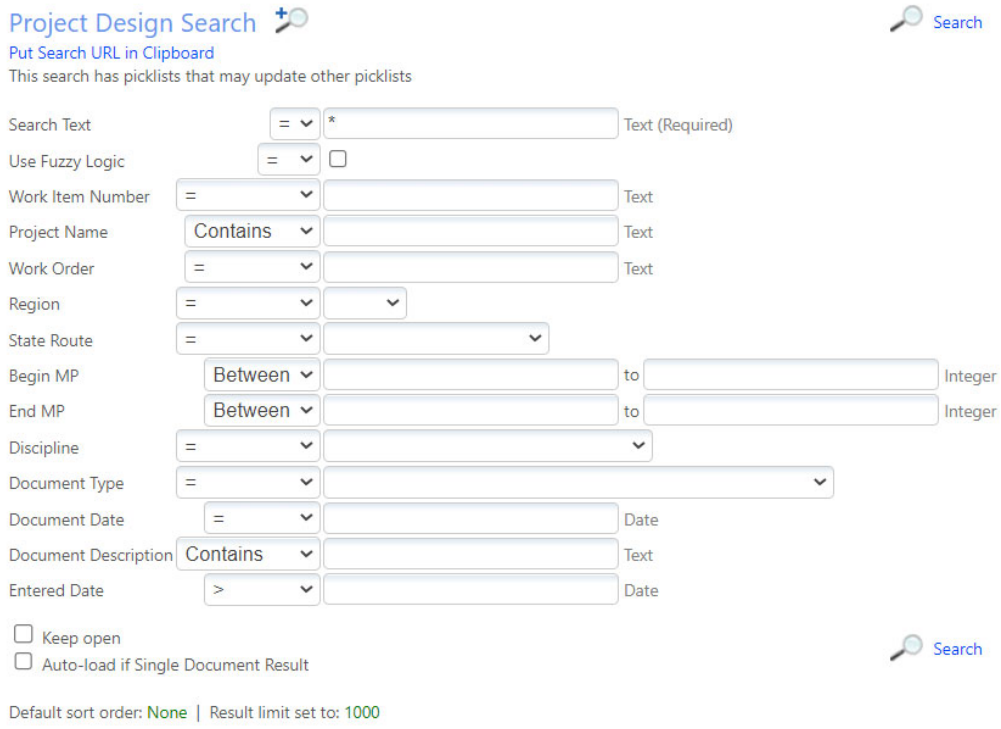
11. Click on Search Document:



12. Click on Project Design Search:



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



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