Environmental Tracking Requests and Collaboration (ETRACS)

Before You Begin

This is a resource list for new users of the ETRACS system. Refer to the items below to ensure that you are properly setup in the system and to make it easier for you as a new user.

1. Make sure you have all the system prerequisites and understand the assumptions/constraints.

2. Know how to get ETRACS help: NCDOT Service Account <ETRACShelp@ncdot.gov>.

3. Make sure you have a correct ID and password (your NCID and NCID password). If you do not have an NCID, use the NCID link on Inside NC DOT.

4. If you are a new user of ETRACS (consultant, DOT employee in a Division, or new Raleigh employee), send an email to ETRACShelp@ncdot.gov with: your email address, your NCID, all of the environmental groups you work with (for example, Archaeology, Historic Architecture, Biological Services, Community Studies, Traffic Noise & Air Quality, and/or Public Involvement), and whether you are making requests or working on requests.

5. Check to be sure you are using Internet Explorer (IE) for your browser to access ETRACS. Security features on other browsers may produce undesirable results.

6. Make sure your SharePoint project site has been setup for sharing documents. Here's a link to the new sites: https://connect.ncdot.gov/site/preconstruction/SitePages/Home.aspx. You can navigate to your division and select from the list of sites shown, or you can use the "Find a Site" search box to find your project site.
    -   If there is no project site for your project, the DOT project manager will have to ask for it to be created.
    -   If you do not have access to use and store documents in the project site, the DOT project manager must grant the permissions for all users, including consulting companies.

    There are instructions for project managers and SharePoint users here: Quick Reference for Site Owners and Preconstruction Help.

    DOT Preconstruction projects are moving to new SharePoint project sites and will be moving away from using Project Store except for CAD files and in special circumstances as determined by the DOT managers and project managers. If you have questions about where to store your documents, please ask your DOT manager/project manager. Preconstruction Help includes directions for adding links to ETRACS from the new SharePoint sites, as well as other helpful tips for transitioning to the new sites.

    If you must use Project Store to store your documents, see "Using Project Store for Documents," below.

Resources available for you

1. There are four tutorials recommended for new users, as well as refreshers for anyone. They are:

   #1 Navigation Tutorial, intended for all new ETRACS users
   #2 Requestors' Tutorial, intended for people who are making environmental work requests
   #3 Supervisors' Tutorial, intended for people who assign the requests
   #4 Specialists' Tutorial, intended for everyone who is involved in working on the requests

2. The Users' Guide is available as a link on the PDEA site. It is also available anywhere in ETRACS as a link on every page under the Help button.:
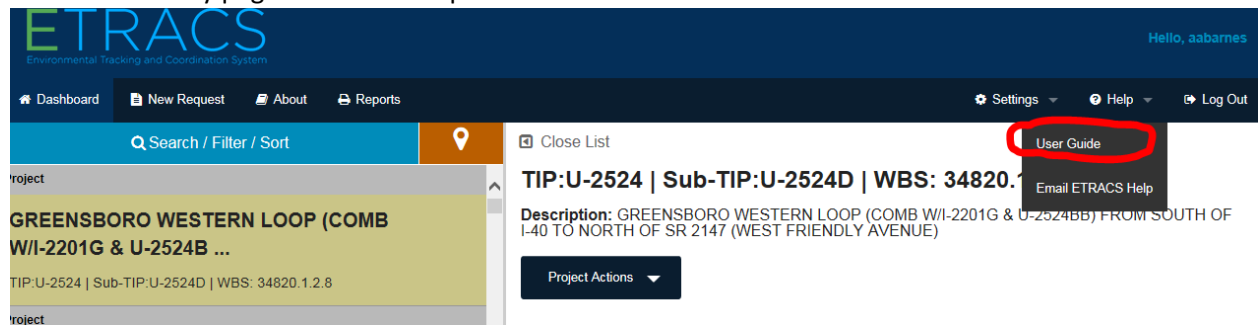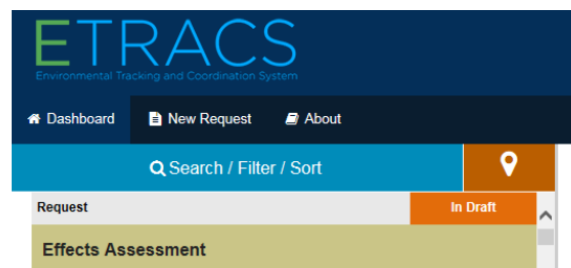

3. To easily find your topic in the User's Guide, you can use *Ctrl F* to bring up a search box:

4. When you are in the Users' Guide, you can also use the hyperlinks in the Table of Contents to quickly jump to any topic that you are interested in.

5. Now that you are all setup with ETRACS, use this link to access the system:
   https://apps.ncdot.gov/PDEA/etracs/hes/

Using Project Store for Documents

1. If you work <u>inside</u> the DOT firewall, follow the next steps precisely.

   If you are a consultant working <u>outside</u> the DOT firewall, you cannot link to Project Store. Your documents will have to be linked by the DOT employee that you are working for. ETRACS calls this your "On Behalf Of" ETRACS user. Please confer with that person about storing your documents.

2. Make sure that your drive Y: is mapped to Project Store at: \\dot\dfsroot01\ProjStore\. Please refer to the screenshots below. Make sure your folders are correct.
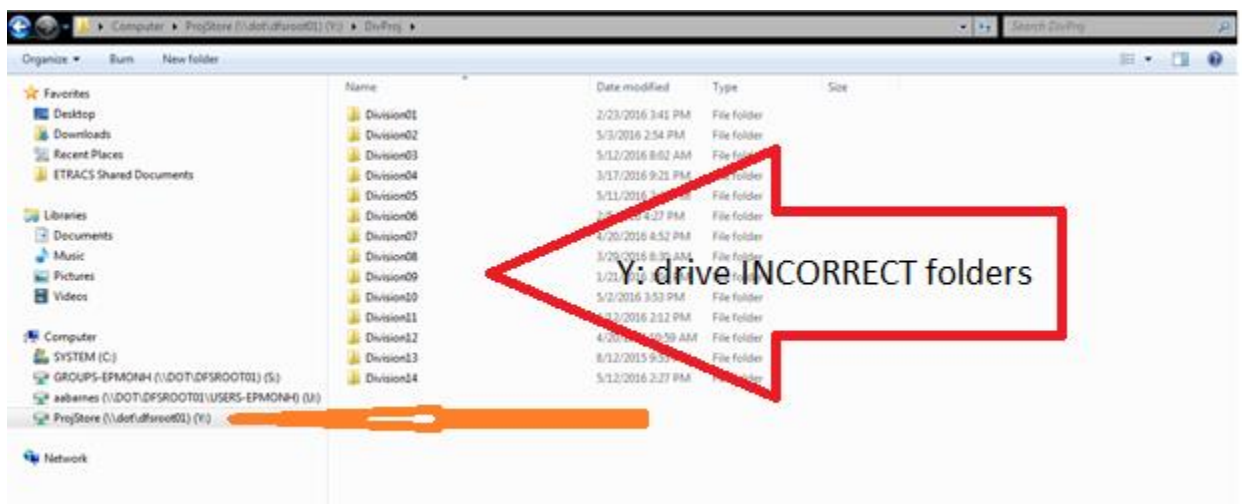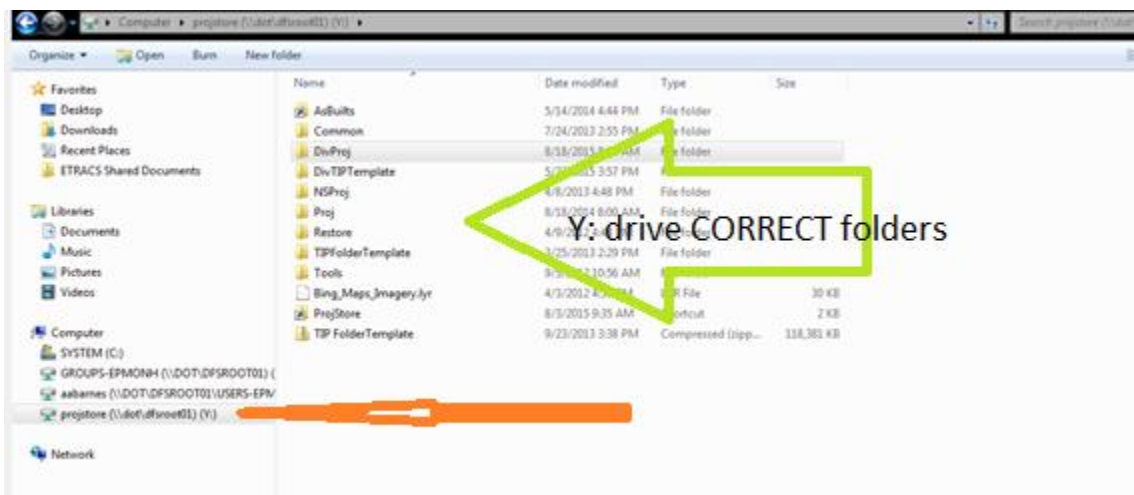
3. If you don't have your Y: drive mapped correctly, open Windows Explorer.
    a. Select Map network drive at the top of the screen
    b. Choose Drive Y: from the dropdown
    c. For Folder, type \\dot\dfsroot01\ProjStore
    d. Check Reconnect at logon
    e. Press the Finish button
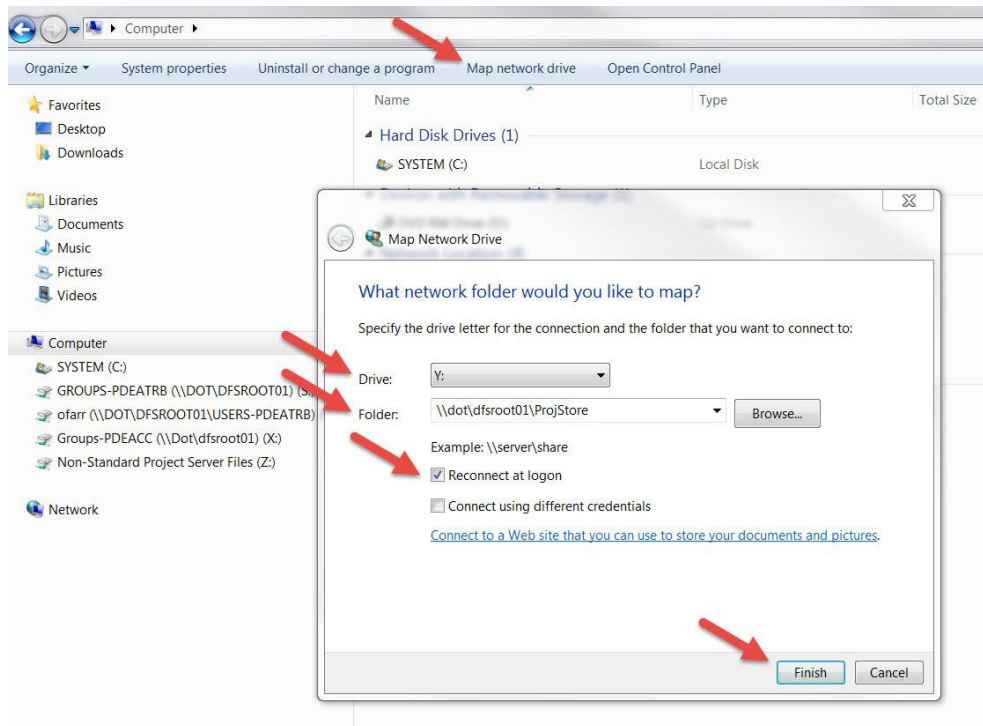
4. Make sure you have permission to add documents to Project Store. If you have problems with access to Project Store, contact the Helpdesk and ask for proper access to the high-level folders where you need to put your documents. For example, you may need Proj or DivProj and/or NSProj.

5. Make sure a Project folder is setup for your documents in Project Store. If your Project folder is not setup, contact the Helpdesk.

6. When you are ready to link your documents, be sure to follow the tooltip directions so they will work correctly. Tooltips are little black question-marks located on every screen where there are documents in ETRACS.

7. Make sure that your WBS is setup in SAP/STaRS. If your WBS is not setup, please follow your standard procedure for setting it up.

8. When you are using ETRACS, don't use servconn to find documents.