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# Regulated Waste eDigs Upload Guide

How to Save Environmental Regulated Waste Documents through eDIGS

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Minnesota Department of Transportation  
Office of Administration, Business Integration Section  
395 John Ireland Boulevard, MS 635  
St. Paul, MN (zip) 55155

## CONTACTS:

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Districts 1 and 4: Summer Allen-Murley 651/366-3635; [summer.allen@state.mn.us](mailto:summer.allen@state.mn.us)  
District 3, Metro North and East: Mark Vogel 651/366-3630; [mark.vogel@state.mn.us](mailto:mark.vogel@state.mn.us)  
Districts 6, 7, 8 and Metro South and West: Jackie Klein 651/366-3637; [jackie.klein@state.mn.us](mailto:jackie.klein@state.mn.us)  
District 2, Transit: Jeff Neisse 651/366-3640; [jeffrey.neisse@state.mn.us](mailto:jeffrey.neisse@state.mn.us)

[MN DOT EDMS](#)  
[eDIGS](#)

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### Important!

What are **profile field values**? You'll see this word used a lot in this guide. **Profile field** data is essentially data about data, or in the case of eDOCS and eDIGS, the values people will use to find the documents you save. Think of them like labels. Properly and consistently entering profile field values such as document date, district, or S.P. Number make finding those documents when you need them much easier and more reliable.

## Logging-into eDIGS Upload Screen

### Task Overview

This section will guide you through navigating to eDIGS, saving a shortcut for future use, and logging-into the eDIGS upload screen.

### Important!

You must have an eDOCS account to be able to upload documents using this process. To request an eDOCS user account contact your supervisor and your access authority. Searching and viewing documents does not require an account.

### Step-By-step

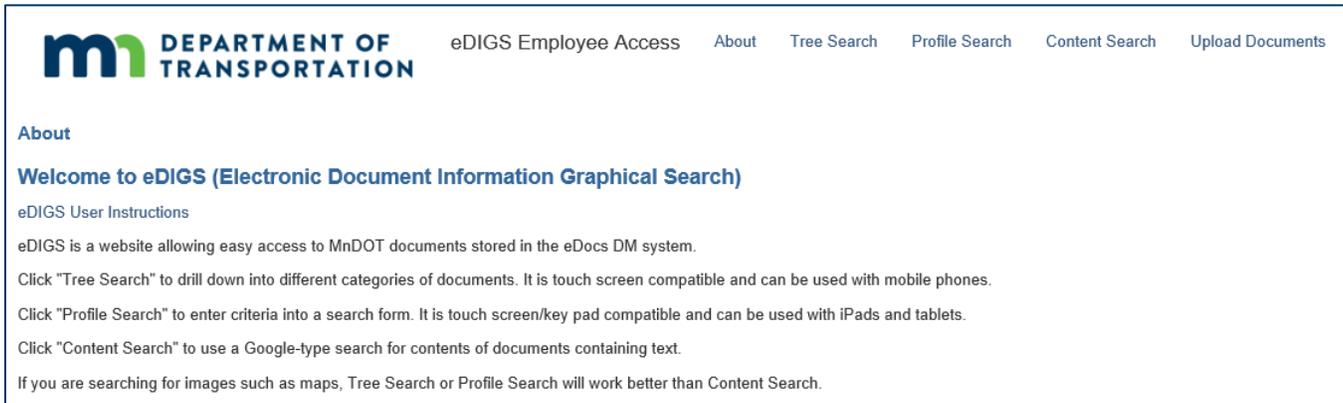
**Step 1:** Prepare your Regulated Waste document and save to your drive of choice.

**Step 2:** Access eDigs via MnDOT's iHub home page by selecting **Documents** → **eDIGS Home** → **Quick Links** → **Internal (iHUB) eDIGS document search** or just go directly to the URL <http://edocs/edigs>.

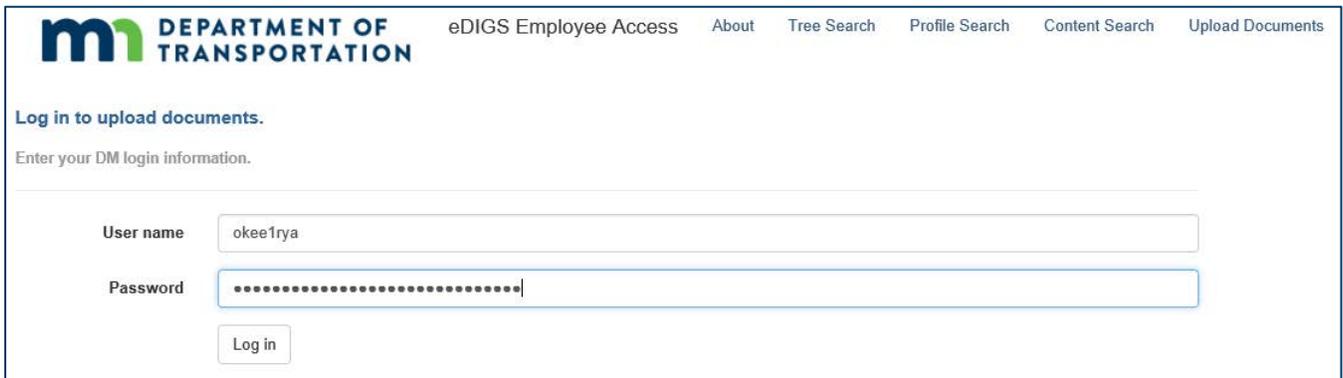
**Pro tip!**

Create a shortcut to eDigs, <http://edocs/edigs>, either through a shortcut on your desktop or bookmark it in your favorite web browser. To create a shortcut on your desktop, copy the link, right-mouse click on your desktop and select **New** → **Shortcut**. Paste the copied link into the location field and select **Finish**. Right-mouse click on that shortcut and rename it to eDIGS.

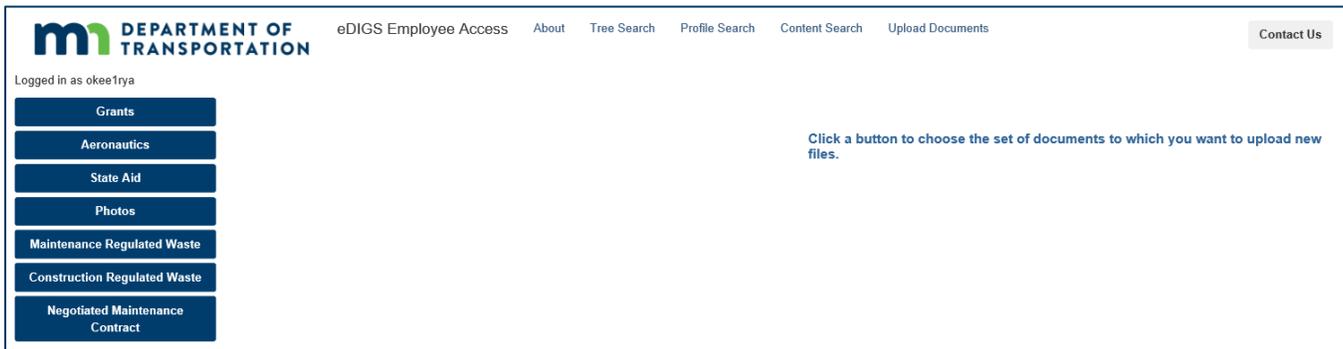
**Step 3:** On the eDIGS home page, select **Upload Documents**.



**Step 4:** Enter the same user name and password you use to log into your workstation.



**Step 5:** Select either the Maintenance or Construction Regulated Waste tab in the left column as appropriate and the upload screen will display.



**Congratulations!** You have successfully navigated to eDIGS and logged into the upload forms page.

## List of Profile Fields and Descriptions

### Maintenance profile fields to fill out

Profile Field	Description
Author	This is the name of the document(s) uploader and should auto-populate.
District	This is the district where the regulated waste was located.
Date of Shipment Offsite	Date regulated waste was shipped offsite. Defaults to today's date.
Document Date	Date document(s) was/were created. Defaults to today's date.
Facility	MnDOT facility where the regulated waste was located.
Description	Free form description of the document(s) to be updated.
Keywords	List of keywords describing regulated waste. Can select multiple.
<b>Check Box:</b> Apply these Profile Field Values to All Documents?	Applies entered profile field values to all uploaded documents.

### Construction profile fields to fill out

Profile Field	Description
Author	This is the name of the document(s) uploader and should auto-populate.
District	District where the regulated waste was located.
Date of Shipment Offsite	Date regulated waste was shipped offsite. Defaults to today's date.
Document Date	Date document(s) was/were created. Defaults to today's date.
Highway	Trunk Highway where the regulated waste was located, if applicable.
Waste Vendor Name (Required)	Name of the vendor who transported the waste.
Bridge #	Bridge ID number where the regulated waste was located, if applicable.
State Project No.	State project where the regulated waste was located, if applicable.
Description	Free form description of the document(s) to be updated.
Keywords	List of keywords describing regulated waste. Can select multiple.
<b>Check Box:</b> Apply these Profile Field Values to All Documents?	Only used if multiple documents are uploaded in one operation

# Uploading Regulated Waste Document(s) with Identical Profile Field Values

## Overview

In this section, we'll cover uploading one or more regulated waste documents that will have the same profile field values applied to them. Alternatively, you can upload a batch of documents but apply **unique** profile field values to each, the process for which is covered in the next section.

## Step-By-step

**Step 1:** Navigate to eDIGS and select the **Upload Documents** screen by following the directions in the previous section and select either the **Maintenance Regulate Waste** or **Construction Regulated Waste** form.

**Step 2:** Ensure the **Apply these Profile field Values to All Documents** box is checked.

**Step 3:** Fill-out the profile fields for the form you've chosen. Notes, some fields will be pre-populated, but you can still edit them.

**Step 4:** In the **Description** Field select from these options: **Shipping Papers; Invoices; Landfill Tipping Receipts; Receipts; Hazardous Waste Manifests**

DEPARTMENT OF TRANSPORTATION

eDIGS Employee Access About Tree Search Profile Search Content Search Upload Documents

Logged in as okee1rya

Grants  
Aeronautics  
State Aid  
Photos  
Maintenance Regulated Waste  
Construction Regulated Waste  
Negotiated Maintenance Contract

### Maintenance Regulated Waste

**Fill Out Profile Fields**

Author: O'KEEFE, RYAN

District: CO;

Date of Shipment Offsite: 5/8/2019

Document Date: 5/8/2019

Facility: CENTRAL SERVICES CENTRAL SERVICES 92026

Description: This is a test document upload

Keywords: BIO WASTE; SOLVENTS SOLVENT RAGS;

Apply these Profile Field Values to All Documents?

**Upload Files**

Drop file(s) here.

**File Processing Results:**

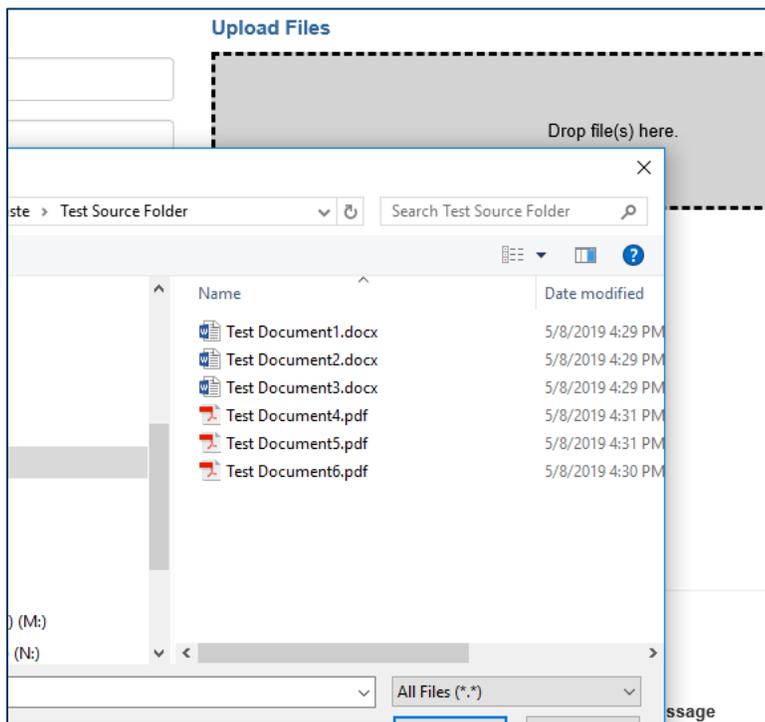
Export Results to Excel

File Name	Result	eDocs Doc #	Message
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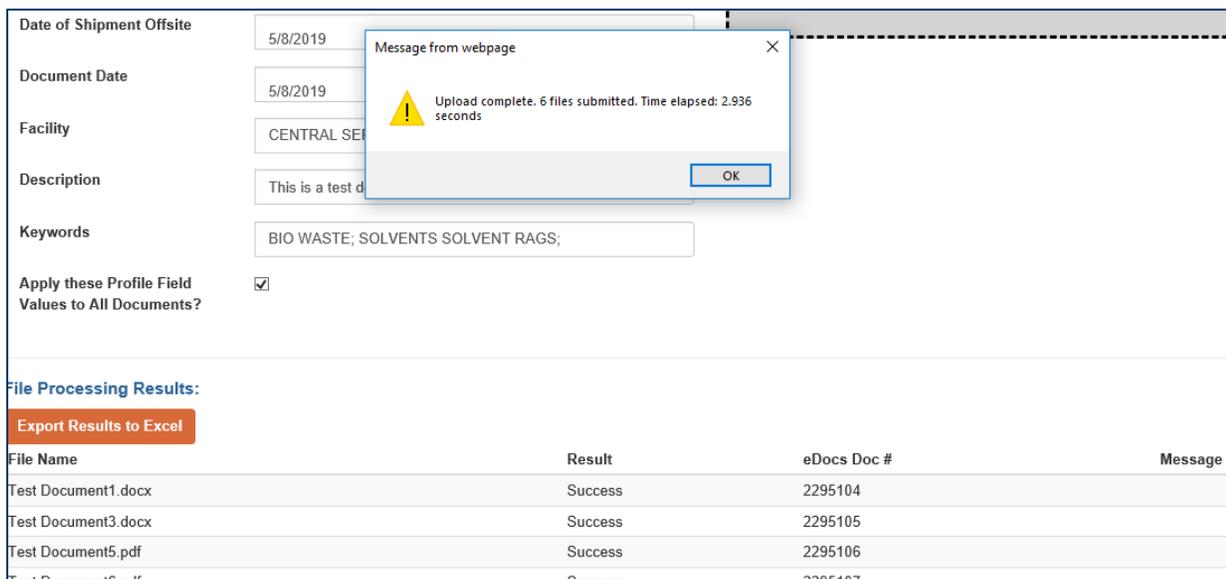
**Step 5:** Either click in the gray **Drop file(s) here** box (below **Upload Files**) and browse to the files you want to upload or click and drag those files into the same gray box.

**Important!**

If you do not see the gray **Drop file(s) here** box, it means a required profile field was left blank.



**Step 5:** Look for an upload confirmation message and a list of uploaded files at the bottom of the screen.



### Important!

You cannot change a document's profile field values using eDIGS once has been uploaded. All edits to a document's profile fields in eDOCS must be made using the desktop eDOCS software.

**Congratulations!** You have successfully uploaded one or more regulated waste documents with identical profile field values into eDOCS using the eDIGS interface. See the next section to learn how to upload one or more regulated waste documents with unique profile field values, or read further to learn how to find documents saved in eDOCS using the eDIGS interface.

## Uploading Regulated Waste Documents with Unique Profile Field Values

### Overview

In this section, we'll cover uploading one or more regulated waste documents that have unique metadata applied to each of them. The process for uploading documents using either the Maintenance Regulated Waste or the Construction Regulated Waste forms is nearly identical, but the process differs significantly if you want to upload a batch of documents but apply **identical** metadata to each. Uploading regulated waste documents with **identical** metadata applied is covered in the Uploading Regulated Waste Documents with Identical Metadata.

### Step-By-step

**Step 1:** Navigate to eDIGS and select the **Upload Documents** screen by following the directions in the previous section and select either the **Maintenance Regulate Waste** or **Construction Regulated Waste** form.

**Step 2:** Ensure the **Apply these Profile field Values to All Documents** box is unchecked.



**Step 3:** Either click in the gray Drop file(s) here box (below Upload Files) and browse to the files you want to upload or click and drag those files into the same gray box.

**Upload Files**



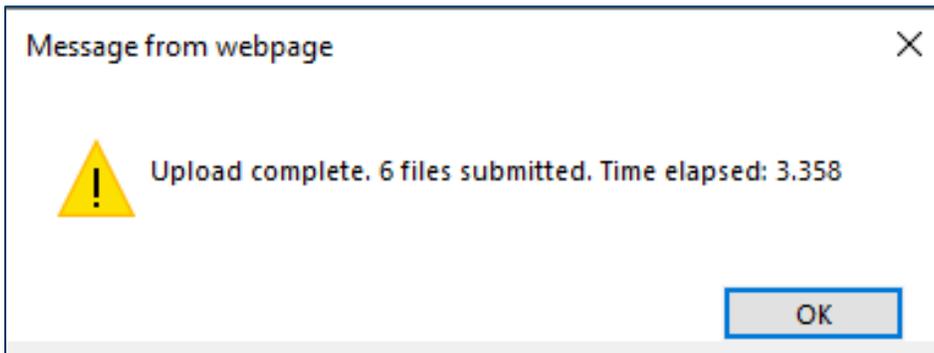
**Step 4:** For each file you selected to upload, a row should appear on the screen. Fill-out metadata fields for each file you are uploading. Notes, some fields will be pre-populated, but you can still edit them.

**Step 5:** When you are finished editing metadata for all the files, click **Upload**.

Files to Upload:

File Name	Author	Category	Doc Type	Status	INT_DESC	Horizontal	Vertical	Author Location	District	Function	Unit	Date of Shipment Offsite	Document Date	Project #	Waste Vendor Highway	Bridge #
Test Document1.docx	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		
Test Document6.pdf	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		
Test Document5.pdf	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		
Test Document4.pdf	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		
Test Document3.docx	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		
Test Document2.docx	O'KE	ENV	HWD	AS ADVERTISED	.NA	.NA	.NA	CENTRAL OFFICE		CONSTRUCTION		5/20/20	5/20/201	.NA		

**Step 6:** A confirmation window will appear confirming the files were uploaded.



**Congratulations!** You have successfully uploaded one or more regulated waste documents with **unique** metadata into eDOCS using the eDIGS interface. See the previous section to learn how to upload one or more regulated waste documents with **identical** metadata, or read further to learn how to find documents saved in eDOCS using the eDIGS interface.

## Summary

This guide provides instructions for saving regulated waste documents into eDOCS using the eDIGS interface. So why use the eDIGS interface instead of just using the standard eDOCS software for saving and searching for documents? Why was it developed?

The eDIGS interface is optimized to make saving documents into eDocs faster and profile field data entry more consistent and to reduce the learning curve for finding specific types of documents in eDocs. The eDIGS interface streamlines document saving by prepopulating or providing limited options for profile fields wherever possible, by bypassing the requirement that content creators install the eDocs desktop software onto their computer in order to save documents to eDocs, and by providing a mobile-friendly interface for saving and searching for documents stored in eDocs. In addition, the eDIGS interface streamlines document retrieval by providing three intuitive search options tailored to the document type selected: the tree search, the profile search, and the content search.

Note, eDIGS cannot do everything that the eDocs desktop software can do, such as editing profile fields for a document after it has been saved to eDocs. Power eDocs users will still want the desktop software available to them, though even they may find the eDIGS upload forms to be a convenient way to save batches of documents.