



---

## Regulated Waste eDigs Upload Guide

How to Save Environmental Regulated Waste Documents through eDIGS

10/29/2019

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

---

### CONTACTS:

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

*Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording*

## Table of Contents

|   |   |
|---|---|
| Regulated Waste eDigs Upload Guide.....   | 1 |
| Table of Contents .....   | 2 |
| Logging-into eDIGS Upload Screen.....   | 2 |
| List of Profile Fields and Descriptions.....                                    | 4 |
| Uploading Regulated Waste Document(s) with Identical Profile Field Values ..... | 5 |
| Uploading Regulated Waste Documents with Unique Profile Field Values .....      | 7 |
| Summary.....  | 9 |

### 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

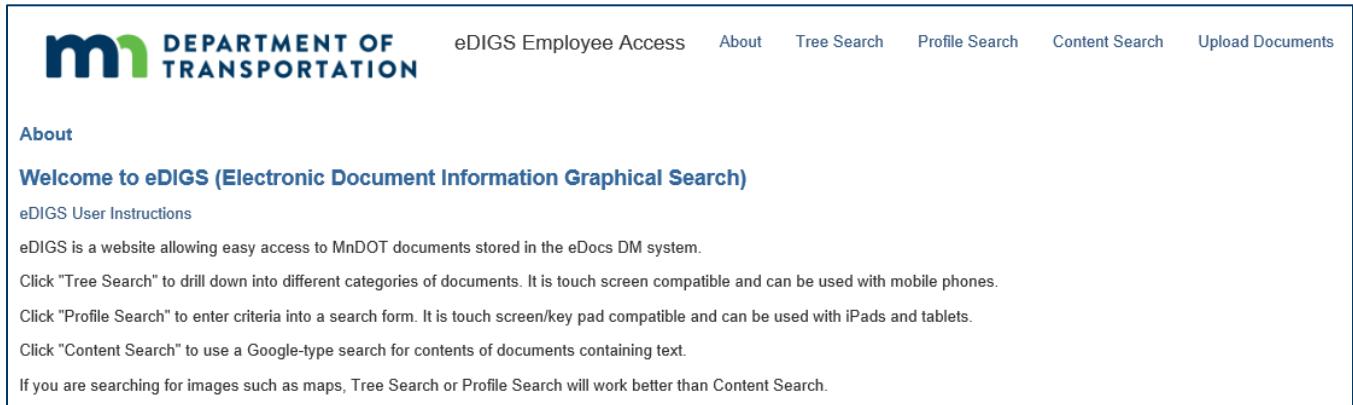
**Step 1:** Prepare your Regulated Waste document and save to your drive of choice.

**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!

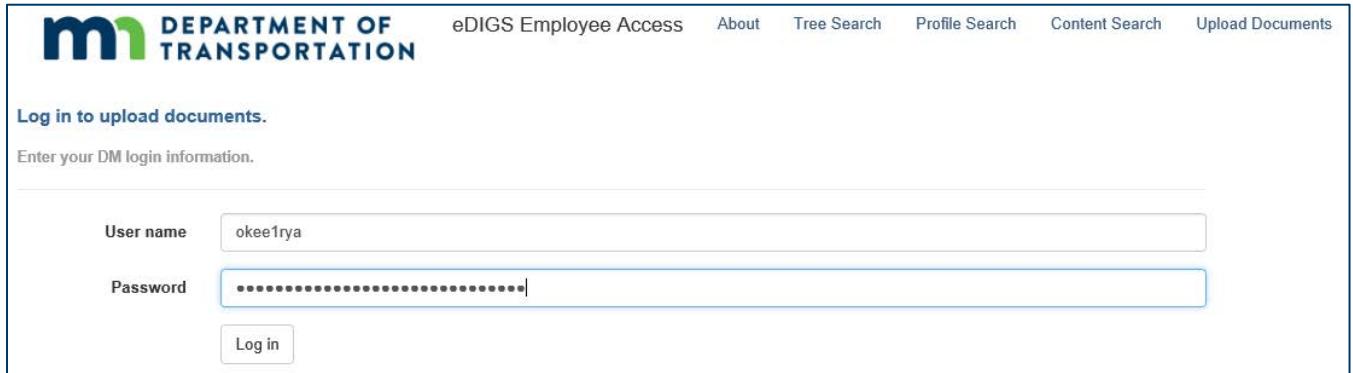
Create a shortcut to eDigS, <http://edocs/edigs>, either through a shortcut on your desktop or bookmark it in your favorite web browser. To create a shortcut on your desktop, copy the link, right-mouse click on your desktop and select **New → Shortcut**. Paste the copied link into the location field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

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



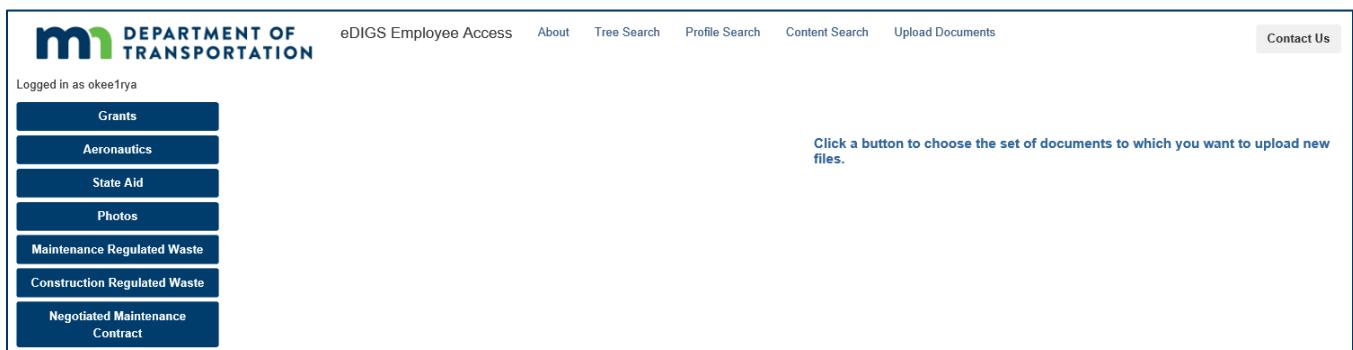
The screenshot shows the eDIGS home page. At the top, there is a navigation bar with links: eDIGS Employee Access, About, Tree Search, Profile Search, Content Search, and Upload Documents. Below the navigation bar, the MnDOT logo is displayed. A section titled "About" contains the heading "Welcome to eDIGS (Electronic Document Information Graphical Search)". Under this heading, there is a link to "eDIGS User Instructions". The text explains that eDIGS is a website allowing easy access to MnDOT documents stored in the eDocs DM system. It highlights three search features: "Tree Search" (touch screen compatible), "Profile Search" (touch screen/key pad compatible), and "Content Search" (Google-type search for contents of documents containing text). A note states that Content Search is better for searching images like maps.

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



The screenshot shows the log-in screen for eDIGS. The MnDOT logo is at the top. Below it, a message says "Log in to upload documents." A placeholder text "Enter your DM login information." is present. There are two input fields: "User name" with the value "okee1rya" and "Password" with a masked value. A "Log in" button is located below the password field.

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



The screenshot shows the upload screen. The MnDOT logo is at the top, followed by a "Contact Us" link. A message "Logged in as okee1rya" is shown. On the left, a vertical menu has several tabs: Grants, Aeronautics, State Aid, Photos, Maintenance Regulated Waste (which is highlighted in blue), Construction Regulated Waste, and Negotiated Maintenance Contract. On the right, a message says "Click a button to choose the set of documents to which you want to upload new files."

**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.

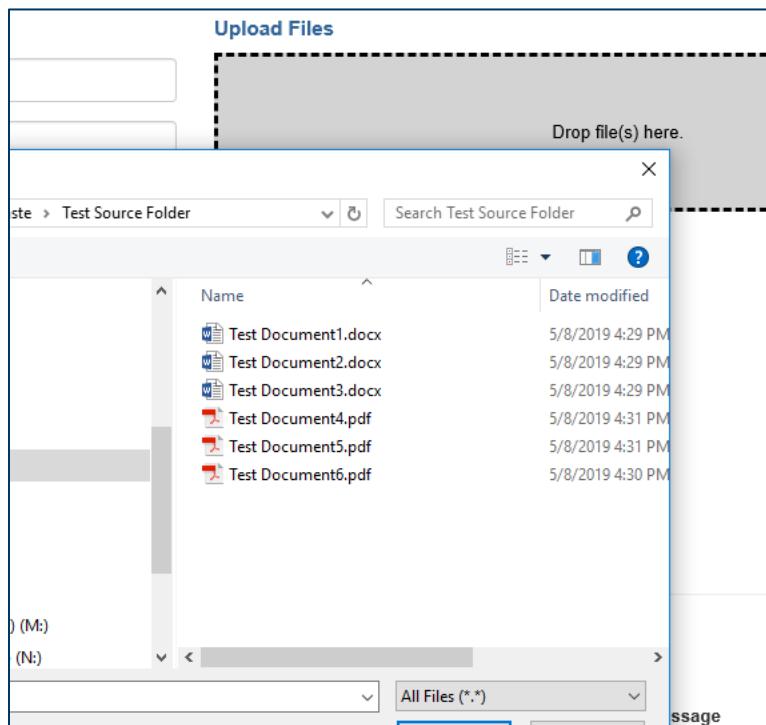
**Step 4:** In the **Description** Field select from these options: **Shipping Papers; Invoices; Landfill Tipping Receipts; Receipts; Hazardous Waste Manifests**

The screenshot shows the 'Maintenance Regulated Waste' form on the eDIGS platform. On the left, a sidebar menu includes 'Grants', 'Aeronautics', 'State Aid', 'Photos', 'Maintenance Regulated Waste' (which is selected), 'Construction Regulated Waste', and 'Negotiated Maintenance Contract'. The main area has a title 'Maintenance Regulated Waste' and a sub-section 'Fill Out Profile Fields'. It contains fields for '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), and 'Keywords' (BIO WASTE; SOLVENTS SOLVENT RAGS). A checkbox 'Apply these Profile Field Values to All Documents?' is checked. To the right is an 'Upload Files' section with a dashed box for file drops and a placeholder 'Drop file(s) here.' At the bottom, there's a 'File Processing Results:' section with a 'Export Results to Excel' button, and a table with columns 'File Name', 'Result', 'eDocs Doc #', and 'Message'.

**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 a upload confirmation message and a list of uploaded files at the bottom of the screen.

A screenshot of a web-based document submission form. The form includes fields for "Date of Shipment Offsite" (5/8/2019), "Document Date" (5/8/2019), "Facility" (CENTRAL SE), "Description" (This is a test d), "Keywords" (BIO WASTE; SOLVENTS SOLVENT RAGS;), and a checkbox for "Apply these Profile Field Values to All Documents?" which is checked. A modal dialog box titled "Message from webpage" is displayed, containing a yellow warning icon and the text "Upload complete. 6 files submitted. Time elapsed: 2.936 seconds". At the bottom of the page, under "File Processing Results:", there is a button "Export Results to Excel" and a table showing the results for six files: Test Document1.docx, Test Document3.docx, Test Document5.pdf, and Test Document6.pdf. All files show a "Success" result and an eDocs Doc # of 2295104, 2295105, 2295106, and 2295107 respectively.

### **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.

The screenshot shows the Michigan Department of Transportation (MDOT) eDIGS Employee Application interface. At the top left is the MDOT logo and the text "DEPARTMENT OF TRANSPORTATION". At the top right is the text "eDIGS Employee Ad". Below the logo, it says "Logged in as okee1rya". On the left, there is a vertical menu bar with four items: "Grants", "Aeronautics", "State Aid", and "Photos". On the right, the main content area is titled "Construction Regulated Waste". It features a checkbox labeled "Apply these Profile Field Values to All Documents?" with an unchecked square input box. Below this is a large text area with the instruction "Drag and drop the documents you want prompted to fill out profile information".

**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

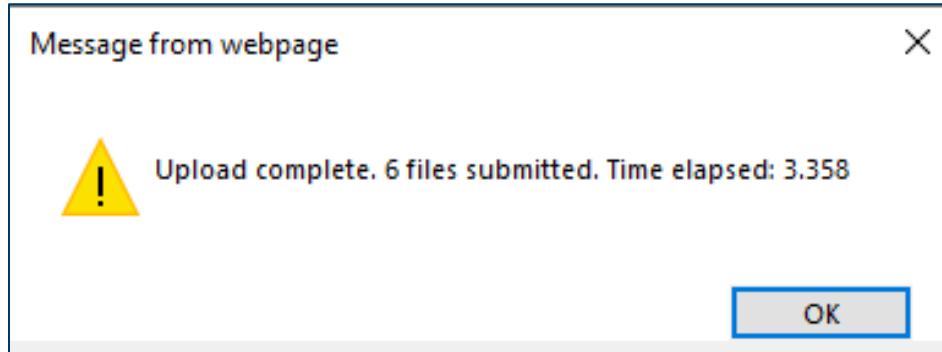
Drop file(s) here.

**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:    |        |          |          |               |          |     |            |                |                 |          |              |      |                  |          |         |              |                |        |
|---------------------|--------|----------|----------|---------------|----------|-----|------------|----------------|-----------------|----------|--------------|------|------------------|----------|---------|--------------|----------------|--------|
| <b>Upload</b>       |        |          |          |               |          |     |            |                |                 |          |              |      |                  |          |         |              |                |        |
| File Name           | Author | Category | Doc Type | Status        | INT_DESC |     | Horizontal | Vertical       | Author Location | District | Function     | Unit | Date of Shipment | Document | Project | Waste Vendor | Bridge Highway | Name # |
|                     |        |          |          |               | NA       | NA  |            |                |                 |          |              |      | Offsite          | Date     | #       | Highway      | Name #         |        |
| 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 on 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.