

LIBRARY VIDEO TRANSCRIPT

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Welcome to the MnDOT TAM Communication Portal. This site is centered around four pages, the library, the communication plan, the schedule, and messages. In this video, we're going to explore the library. You can click there, or you can click up here at the top of the menu, to get to the library page. Now the library is the center of the site. This is sort of the key feature of this portal. This is where we're going to be hosting all of your communication materials. So you can see a sample set of materials are already uploaded here.

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The way that you navigate the library, we have a couple of options, but the first option here is on the side with the search filters. So you can have search filters for messages, which are based on the communication plan, the MnDOT communication plan, and you also have messenger and audience. These are basically the two and from of a letter, who is making the communication and who they directing it toward.

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Last but not least, you have resource types; flyers and handouts are the most popular at the moment, but there are a whole series of other resource types that can be added to the site. Now if you don't want to search by search filters, that's fine. If you have a more specific term that you'd like to search for, you can just use the search bar, so you could search for something like "asset management", and the site will automatically filter out the resources that have "asset management" either in the title or in the resource description.

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Once you find the resource that you like, just click on it and you'll be brought to an individual page where you can see a bit more information about the resource and then you can download it or access it through an external URL. And that's pretty much it. That's how you navigate the library. In the next video, we will demonstrate the other main page, the schedule.