Finding a BIPP Permit

How to use OCULUS
What is OCULUS?

- **OCULUS™ (OCULUS)** is the Electronic Document Management System (EDMS) used by the Florida Department of Environmental Protection (DEP) to store public records.

- It is a web-based system which is accessible through the internet and compatible with most internet browsers.

- It is accessible to the public to review permitting and compliance records.
Accessing OCULUS

http://depedms.dep.state.fl.us/Oculus/servlet/login

OR

Perform a search for “DEP Oculus”
After logging in, the Search screen will display.

The drop-down menus on the left of the page (Catalog, Search By and Profile) are how you begin your search.

Any Catalog may be searched by Profile or Property.

NB. We recommend using the Profile option

The picture on the right shows the relevant Catalogs and Profiles for BIPP documents.

NB. You may select multiple features using the ‘ctrl’ or ‘shift’ keys

The search fields (in the center) are specific to each Catalog and can vary.
Search Tips

- Always check the search parameters before starting and clear/reset as necessary.
- Move from one field to another by pressing the Tab key or a click of the mouse.
- Searches work best with minimal information. i.e., the broader the search parameters, the more results you will get.
- The search will show a maximum of 1500 results. There may be more files available; if this happens consider narrowing down the search criteria.
- To search more than one catalog or profile, at a time, select the first catalog/profile, then Ctrl + left click to continue selecting additional options.
- To search all catalogs and profiles, at one time, select the first catalog/profile, then the Shift + End keys.
- If more than one catalog is selected, only the common fields among them will appear in the search window.
- If OCULUS appears not to be working, give it 10 minutes and try again.
- OCULUS mass uploads are done at night which slows down OCULUS considerably.
Search Line Options

- Each search line has several options under the drop-down arrow to use

- Match (=) - Limits the search to an exact match of the entry.
- Between (<> or <>) - Limits the search to numbers between the entry.
- Greater than (>) - Limits the search to numbers greater than the entry.
- Less than (<) - Limits the search to number less than the entry.
- Wild Card(*) - Opens the search to any combination or terms close to the entry.

We recommend using the wild card option as much as possible.
How to Search

• Select the appropriate Catalog e.g., Beaches & Coastal Systems

• Select search by ‘Profile’

• Select the appropriate Profile type e.g., Permitting_Authorization

• Enter your search parameters (exactly as written in the database)
The Ellipsis Tab
Search Criteria

• Use of the ellipsis box can help improve search results

• In the pop-up window
  o Both Match (=) and Wild Card (*) options are available in the drop-down selection
  o We recommend simply entering the Facility ID (the first 7 digits of the permit number)

• This will search any program, any district, any county, any property and any profile all at once.
The Ellipsis Tab

Search Results

• This will bring up all the authorizations for all the facilities associated with the search criteria entered.

• Select the radio button for the authorization of interest to populate it on the main search screen.

• The user has the option to search again.

In this example, note how variable the information [for name, city and address] is. This is why searches work best with minimal information.
Now that the Facility ID is populated in the search screen exactly as it is in the database. You may select *Search* or enter additional search parameters to finetune your search.

*Note:*
- We recommend doing a broad search first and then narrowing the search if necessary.
- When entering additional search parameters consider using the wild card (*) option.
Understanding Search Results

- More than one page of results may be returned. To display more results per page increase the number in the Results/Page drop down then refresh the page.
- The results can be sorted or reprioritized by the blue column headers.
- You can use the Find tool in your browser to find a key word or phrase if the list of results is very long.
- Notice the Data Links at the far right.
- If 2 catalogues are selected, change the catalogue to view records in the other catalogue.
Search Results
How to view a document

- Select the desired document you want to view by either selecting the radio button, the icon under “File Type” or the row of a document.

- Select the arrow button next to View in the operations drop-down menu to open and view the document in its native format.

Note: Most OCULUS documents are in .pdf format. Acrobat Reader is required to read the document. The free reader can be downloaded from www.adobe.com/products/reader.html
Sharing Search Results

Send a Document or Link(s)

- Select the check box between the radio button and file type for each desired document.

- Select either “Send Documents” or “Send Links.”

Note: To decide whether to send a document or a link you can view the size of each document (on the right of the row) and compare that to the total size limit of an e-mail.
Sending Search Results

Send a Document

Enter the recipients email address and your message
OR
Copy and paste the links into other applications (emails, word documents etc…)

Send a Link(s)
Sending Search Results
Send the Entire Search Result as a Link

- Select *Send Search Results*.
- Proceed as you would with individual file links.
- Select Send.
- You can also copy and paste the link into other applications.
Sending Search Results

Export to Excel

- Select **Export to Excel**.
- Download and save to view or email as an attachment.
Sending Search Results

Export to Excel cont’d

- Select the View Document link on the excel file
- An OCULUS Search Results window for that particular file pops up
- You can view or share document as necessary.

Note: You can also view the search criteria
Other Links

• Nexus - DEP’s Information Portal
  Website: http://depedms.dep.state.fl.us/Oculus/servlet/login

• Map Direct - DEP’s interactive GIS-based program
  Website: https://ca.dep.state.fl.us/mapdirect
For further assistance, contact the relevant permit manager or BIPP@dep.state.fl.us