OCULUS™

WELCOME TO Consolidated OCULUS

OCULUS is the Electronic Document Management System (EDMS) used by the Florida Department of Environmental Protection to store documents.

Program Area	OCULUS Program Code	OCULUS Start
Beaches and Costal Systems	BCS	2012
Environmental Resource Permitting	WRP	December 2011
Hazardous Waste	HW	June 2006
Mining and Minerals Regulation	MMR	2012
NPDES (National Pollutant Discharge Elimination Program) Stormwater Program	NPDES	May 2010
Potable Water Program	PWS	March 2010
Tanks and Petroleum Cleanup	TK	January 2006
Solid Waste	SW	March 2007
Underground Injection Control	UIC	March 2010
Wastewater	WW	April 2011
Waste Cleanup	WCU	October 2007
Water Facilities Funding	WFF	2009
Water Supply Restoration	WSR	2009

This HELP GUIDE and the accompanying screen captures and hyperlinks will help as you search for the documents you would like to see. If you ever need assistance with **OCULUS** please send an email to ServiceDesk@dep.state.fl.us.

New Features
- Waste Management and Water Resource Management documents are in the same OCULUS system
- Single login page rather than separate logins
- For most drop-down menus, you can type the first few letters to select the item you want.

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LOGIN

To login to the **OCULUS** system: http://depedms.dep.state.fl.us/Oculus/servlet/login

On the Login page you will find information such as

- OCULUS Help Guide
- Link to the Service Desk
- Information about recent updates, upgrades or enhancements to the OCULUS system
- Notices about possible OCULUS system availability outages
- Other information that might help you use OCULUS

The login page for **OCULUS** looks like this –
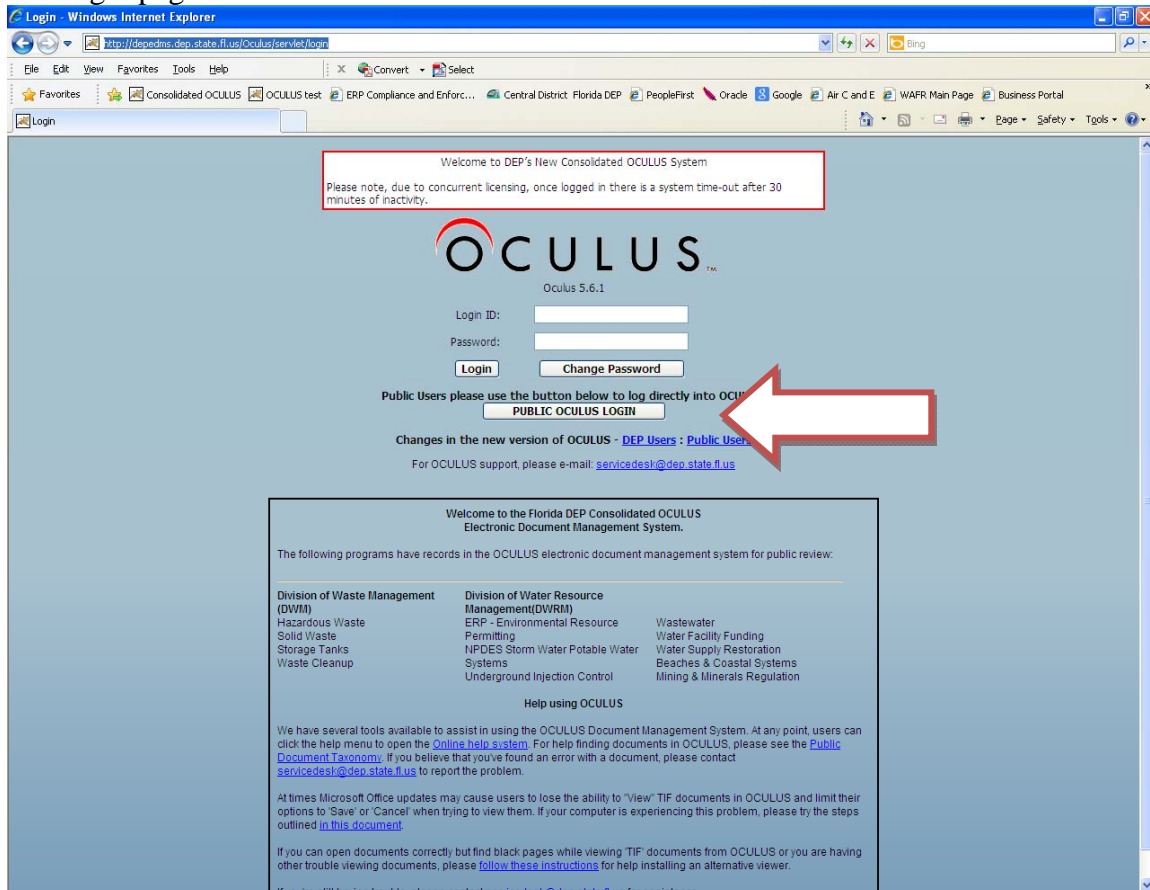
Click on Public OCULUS LOGIN , then you will go to the Search Page.

Public users will have VIEW ONLY rights in **OCULUS**.

DEP employees will use their unique login and password.

Search Page

The important information on this page is:

1. Catalog (see 1) This will show the Program Areas
2. Profile (see 2) This is a category of documents within the Program Area. Profiles are dependent upon the Catalog that you choose. Most Regulatory Catalogs have the following Profiles:
   Administrative
   Cleanup
   Discovery_Compliance
   Enforcement_Legal
   Fiscal
   Permitting_Authorization

   Some Catalogs have additional profiles that are specific to their program areas such as CAP Auto Repair in Hazardous Waste and Eligibility in Storage Tanks. These Profiles will be displayed, when available, within the Catalog that you choose.
   If you know that you are looking for documents in these areas be sure to include them in your search.

3. Other Search Criteria (see 3) – On the Right hand side of the search screen there are other searchable fields including:
   County* - The county where the site or facility is located
   Facility-Site ID* - The unique number that identifies the facility or site
   Document Date* - The date the document was created
   Received Date* - The date the document was received
   Document Type* - The specific type of document
   Contractor ID – ST only – The ID number of a Storage Tank contractor
   Facility Type* – The type of facility – Program Area specific
   Document Subject Line – Text used to further describe the document.

   * Search fields marked with an asterisk are the only fields that are guaranteed to have information. They are required fields when adding a document to the **OCULUS** system.
   Other fields are optional and may or may not contain information, so doing a search just on these fields will not necessarily be useful.

Searching for Facility Information

      If you do not know the Facility-Site ID that corresponds to the documents you are trying to find, you can use the OCULUS Popup Search feature on the Search page by simply clicking on the button with the 3 dots (see 4) indicated below.

Click this button (see 4) to open the OCULUS Popup Search page.

OCULUS Popup Search

- Enter information about your search (search criteria)
  - o Choose a program if you know you want wastewater for example. Leave blank to search for all programs.
  - o Choose a District if you want information for more than one county. District is usually N/A for the Waste Cleanup Catalog.
  - o Choose the county if you want to search for a single county. Otherwise leave blank.
  - o If you know an entire facility ID you can put it in the space. If you know part of an ID, you can change the = to a * to conduct a wildcard search, then type (or copy and paste) part of the ID. This works in Water but not Waste OCULUS.
  - o The facility name is automatically a wildcard search. Type part of the name. Facilities do not always have the exact name in different databases.
  - o Permit number- not a required field. OCULUS search results will not find a match for all facilities.
- Click on search

Programs
IDs correspond to Programs
You can select one program or leave the field blank to search across programs

Districts
Note for some programs District=N/A
For some sites managed by DEP headquarters staff, District=TLH
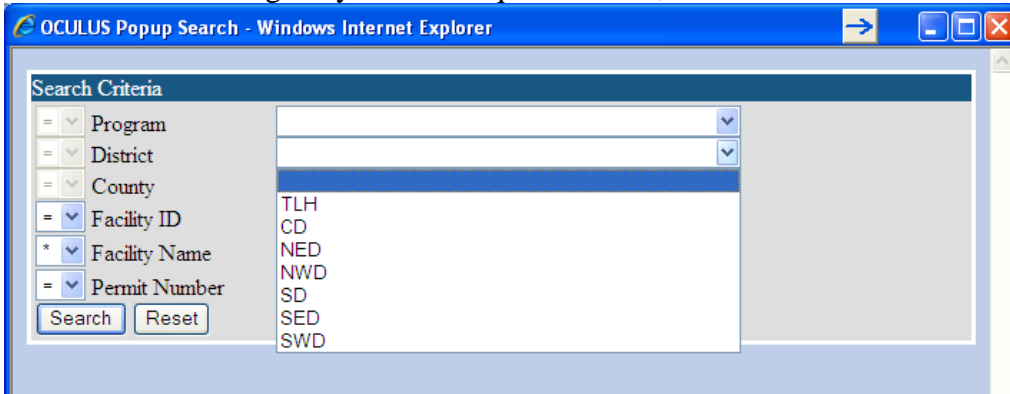
County- scroll through the dropdown list or type in the first few letters of a county name to select the county.
If you know the County (where the facility or site is located, you can confine the search to that county This will narrow your search and make searching faster. This is a good idea when your name might have many facilities or sites (eg, Texaco).
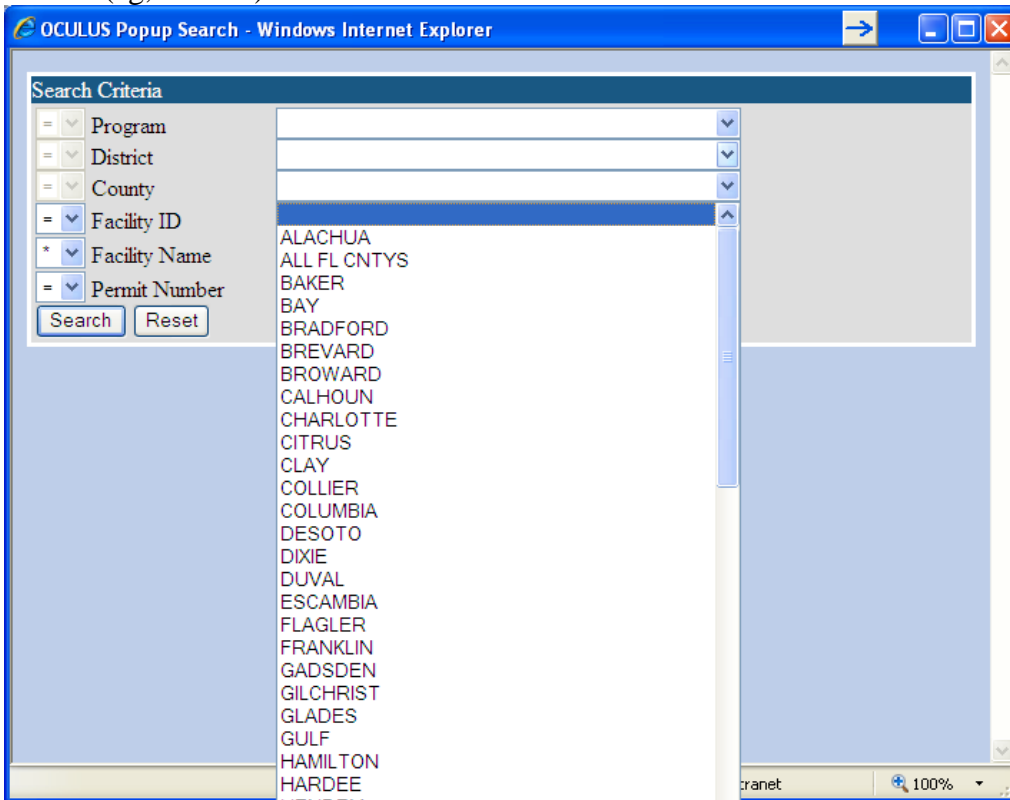
Facility-Site Name
This is an automatic wildcard search rather than an exact match search
If you are unsure of how to spell the name or only know part of it, type part of the name and all facilities/sites with names that include the information you typed, will be shown.

Search results Example
Search Criteris using County= Brevard, Facility name * Brevard
Click on the circle to the left of the facility name to select that facility and return to the search screen.
It may be helpful to make a note of the facility ID or IDs before clicking on a circle.

Please note:
- Depending on the program, District may be N/A
- Depending on the program, Address may be N/A

Document Searches

Navigate to the Search page. You will know you are on the search page because Search is displayed in the upper right hand side of the OCULUS screen.
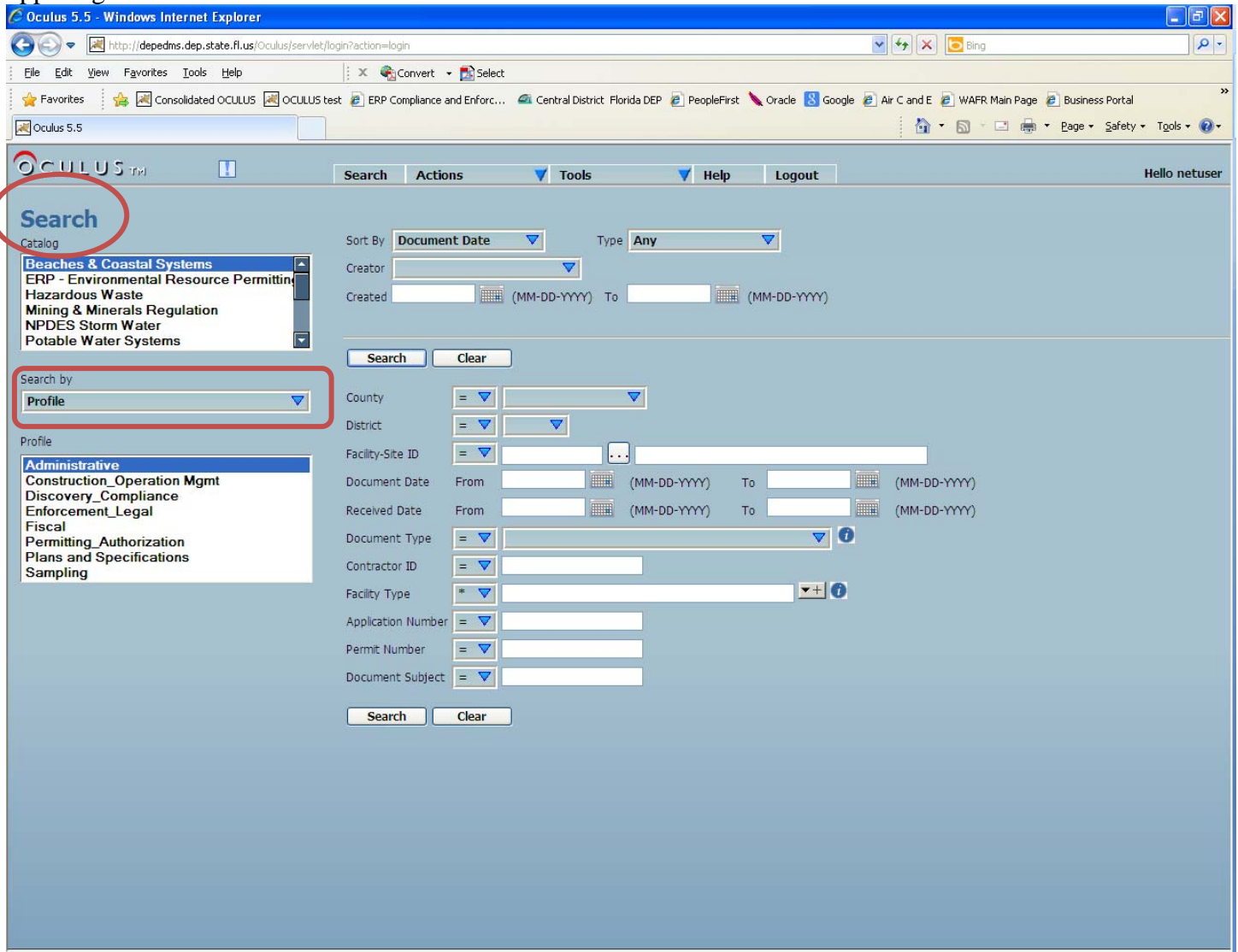
On the Search page, between the Catalog box and the Profile box is a 'Search by' button where you will choose the type of Search you want to use.

There are 2 ways to search for documents in **OCULUS**, a Profile Search and a Property Search.

PROFILE SEARCH FOR DOCUMENTS
The Profile Search is the most comprehensive way to search for a specific document. This is the default search for the **OCULUS** system.

Step 1 - Choose the Catalog (program area) that you want to search on
    Hazardous Waste – Solid Waste - Storage Tanks – Waste Cleanup

Step 2 - Choose the Profile (category of documents) that you want to search on
    If you want to Search for just one specific Profile type documents then simply highlight that Profile (e.g., Fiscal).
    Document types are specific to the Catalog and Profile that you choose. All Program Areas have similar document types. For instance, if you are looking for a Notice of Violation it will be found in the Enforcement_Legal Profile no matter which Catalog (program area) you search.
    There is a DEP Taxonomy which shows all document types for every Program Area's Catalog and Profiles. It can be found at :
    http://depedms.dep.state.fl.us/Oculus/jsp/login/DEP_Consolidated_Document_Taxonomy%2006-2013.xlsx
    If you want to do a Profile search for ALL documents associated with a Facility-Site ID
    • Highlight (click) on the first profile in the list, (this is Administrative)
    • Go to the last (bottom) choice of the Profile list. Press and hold the SHIFT key, click on the last choice. This will highlight all of the Profile choices.
    • Now, you can choose specific Profiles to search on if you like. To do this, simply Press and hold the CTRL key and click on the Profile or Profiles that you want to Search by.

Step 3 – Select the Other Search Criteria that you want to Search by
      If you want to search for a particular Facility or Site, type in the specific Facility-Site ID number.
      If you type in an invalid Facility-Site ID a screen will be displayed that tells you it is invalid.
      When you have the correct Facility-Site ID, Click on the Search button and the documents related to the
      facility or site in the Catalog and Profiles that you entered will be displayed on the Search Results page.

      Select your search criteria. Click either of the Search buttons and you will get the Search Results page.
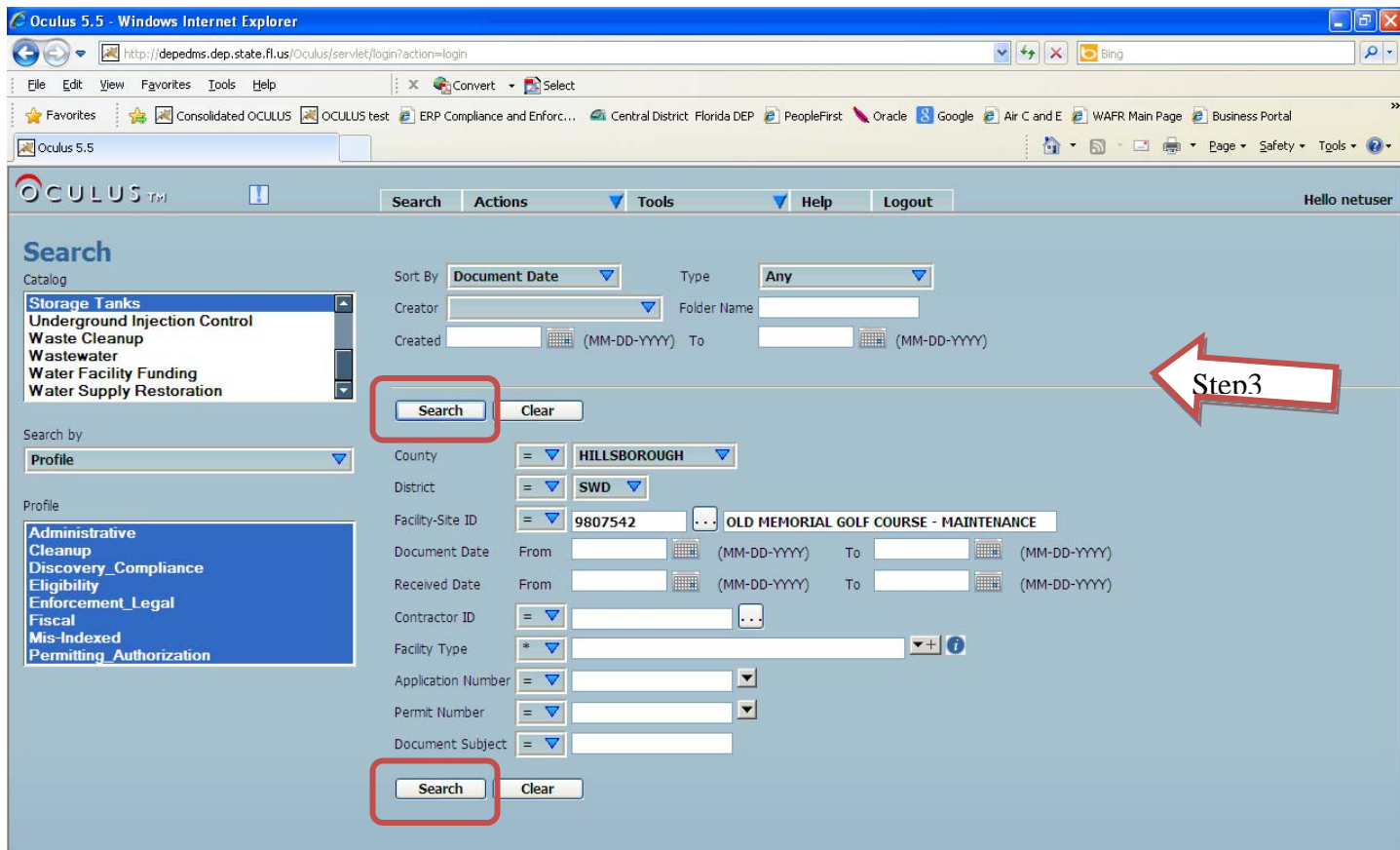
Additional search options are available. If you know specifically what information you are looking for,
you can search by Document Date, by County, or by Document Type. These searches will bring back
large groups of search results, without a facility-Site ID, it will be harder to find the specific
document(s) you desire.

PROPERTY SEARCH

A Property Search is another way to search for documents. This may be especially helpful if you want to find all of the documents associated with one facility or site. A Property Search allows you to search by any one of the properties associated with a particular catalog.

Here is an example of a Property Search by Facility-Site ID. This search will return all documents in all Profiles that pertain to a specific facility or site using the unique Facility-Site ID. The document set returned may be very large and it may be hard to find a specific document that you are looking for.

Select catalog

Select property

Select any data you wish to search by

Enter search criteria/data to search by

Click either of the Search buttons and you will get the Search Results page.

If you get a Search Results page that says No Documents Found you may need to go back and check your search parameters.

- Did you choose the correct Catalog?
- Did you choose the correct Profile(s)?
- Are you sure that the Facility-Site ID is correct?
- Check dates.
    - The Created date is the date the document was added to OCULUS. It is not the date that the document was created.
    - Document date is the date on the document

There are facilities that closed before OCULUS began. These facilities may not have documents in OCULUS.
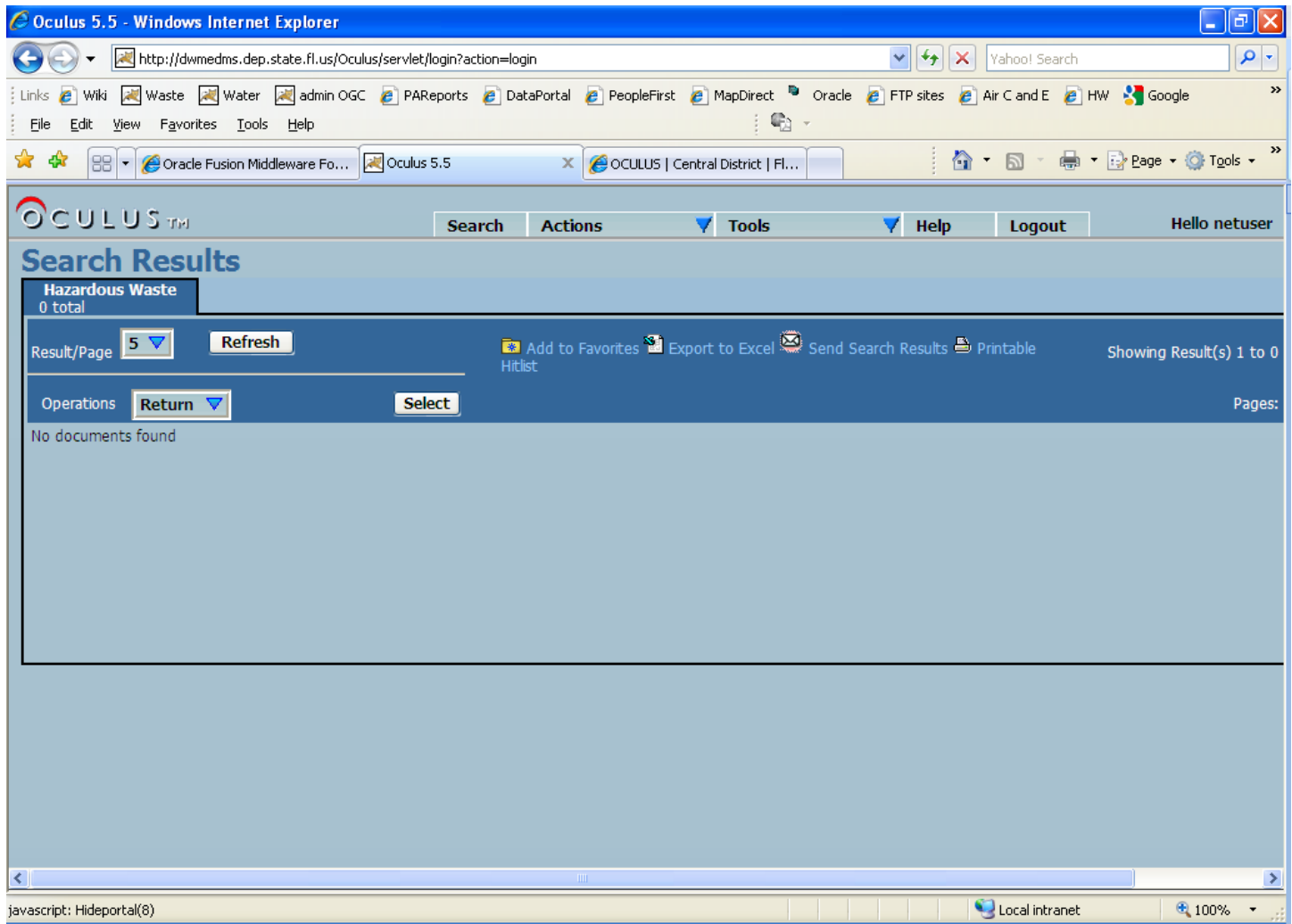
When files that meet your search criteria are located, you will see a list of them on the Search Results page.

Search Results Page
On the Search Results page you will find:
Results/Page – For Public Users this will always be 10/page.
Total documents your search returned (see 9) – This search returned a total of 20 documents so there will be a total of 2 pages of results (see 10).
The radio button on the left hand side (see 11) lets you choose the document you want to work with.

Using the Search Results Page
Operations that are available to the public user (logged in using the netuser login and password) are:

- View – Choosing this operation will open a dialogue box that will allow you to Open or Save the document.
  - Open- If you choose to Open the document it will open so you can view the document.
  - Save- If you Save the document you can download it directly to your computer for storage on your hard drive.
  - The documents you see in **OCULUS** are READ ONLY and cannot be altered by the public user.
  - Documents in **OCULUS** can also be printed for your use by either clicking on the Printer icon on the page or from the File drop down list.

Send Search Results
You can email the results of your Search by clicking on Send Search Results.

Send Search Results Screen
From this screen you must enter your email address and the email address of the person you want to send the Search Results to
If the recipient is not familiar with OCULUS Search results, you may wish to add
To use OCULUS Search Results:
1. Click on the search results link to open OCULUS at the login screen.
2. Click on PUBLIC OCULUS login to view the search results screen.
3. Click the select button next to view in the drop down menu to open the document and view it

Send E-Mail Links or documents
If you want to email just one or several documents or links to documents, but not the entire list, from your search results go to your Search Results page and choose the specific document(s) you want to send. To do this click on the square box (see 13) to the right of the radio button and you will see your options at the top of the list. These options are Send Documents or Send Links (see 14).

Consider using the Send Links option as it will cut down on the bandwidth necessary to handle sending actual documents. Use this especially if you are sending more than one document. Some e-mail systems limit the file size of attachments and messages.

Send document screen
- Add to and from if from is not completed
- Add a subject and/or message if you wish
- The document will be sent as an attachment to than e-mail
- You may wish to send the document to yourself also. Emails send from insider OCULUS do not go through your e-mail server and will not appear in your sent or outbox folder

Send Link Screen
- Add to and from if from is not completed
- Add a subject and/or message if you wish
- There will be separate links for each document.
- You may wish to send the document to yourself also. Emails send from insider OCULUS do not go through your e-mail server and will not appear in your sent or outbox folder

Export to Excel
Exporting Search to Microsoft Excel will let you sort and view documents. You can use the Export to Excel feature to save search results.

From the Search Results screen, click on Export to Excel

Choose Open from the File Download window

Choose yes in the Microsoft Office Excel
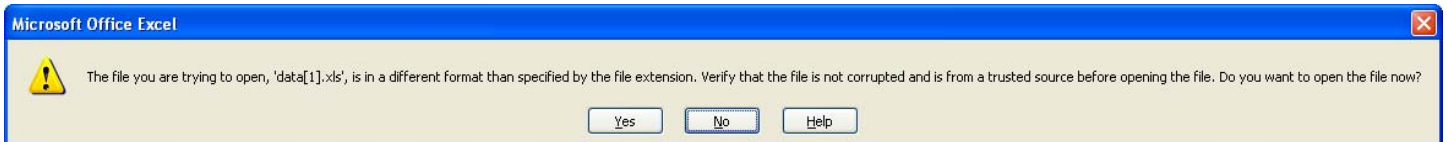
Excel will open
Screen looks like this
You see the search results on a single page
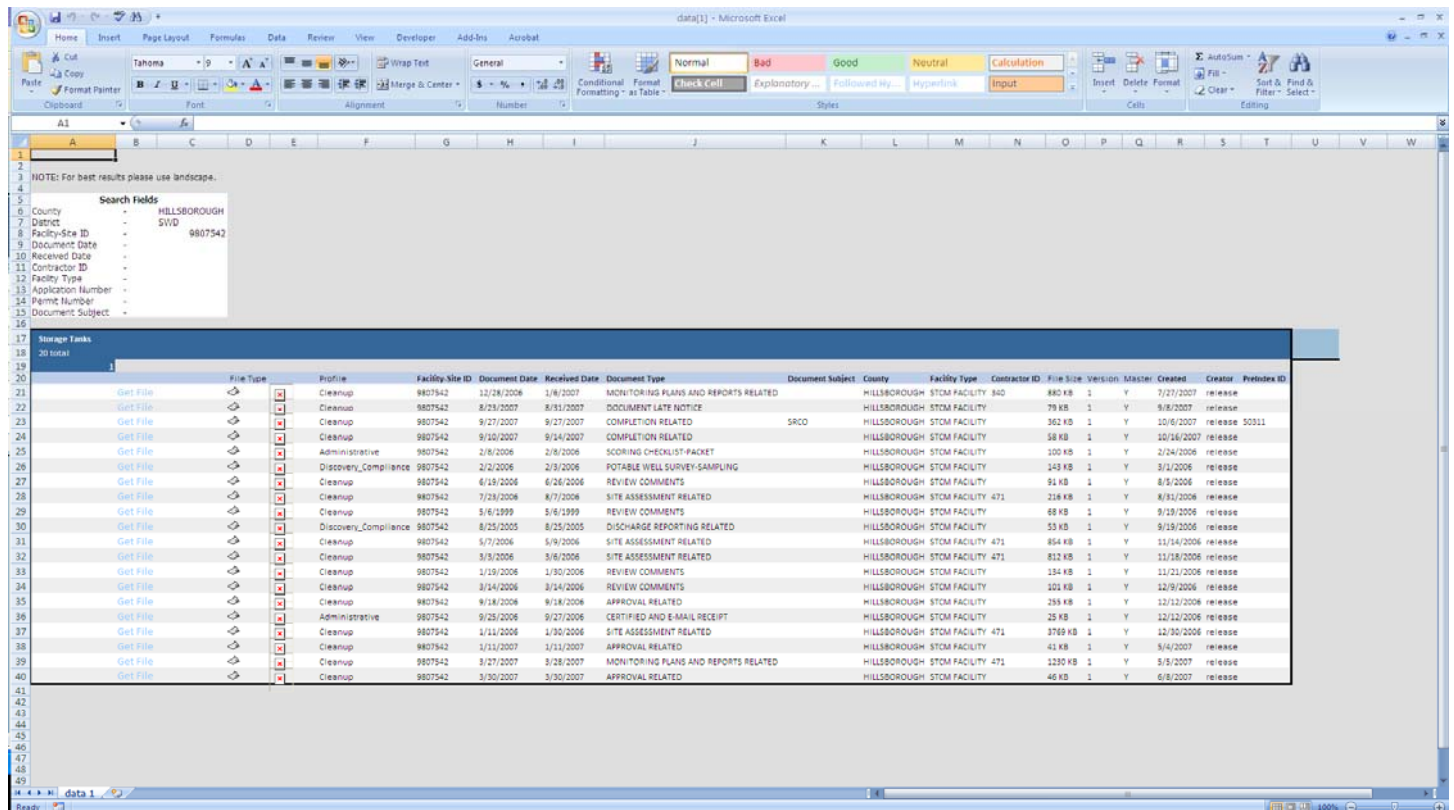
You can add filters or convert the search results table to make using the search results easier and to control the number of lines you display

To filter
Highlight the table header row
From the Sort and filter menu, choose filter

Use the filter drop down menus to view a subset of the listed documents

To view a document from Excel search results

Click on Get File to open an OCULUS window with a single search result.

Click on Select to view the document

The **OCULUS** Electronic Document Management System has been made available as a courtesy to the general public. Documents in **OCULUS** are a READ ONLY version for the public user.

Please keep in mind that the documents for each individual facility or site may not have every paper document available in electronic format at this time. We are making every effort to see that all current or active facilities and sites have their documents in the system. If you do not find the documents that you need or encounter a technical problem please feel free to email servicedesk@dep.state.fl.us to report any issues or difficulties

The **OCULUS** system is available 24/7/365, except for occasional down times for maintenance and upgrades. Notices will be posted if the system will be down for an extended period of time. We apologize for any inconvenience this may cause.

OCULUS is compatible with Internet Explorer 5.0 and higher.