Using the emPower Web Client

Logging In

To login to the system, you must accept the disclaimer by clicking on the “Accept” button.

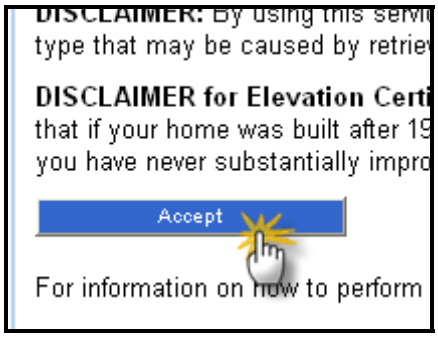

Figure 1 – Login

The system will log you in with read-only access.

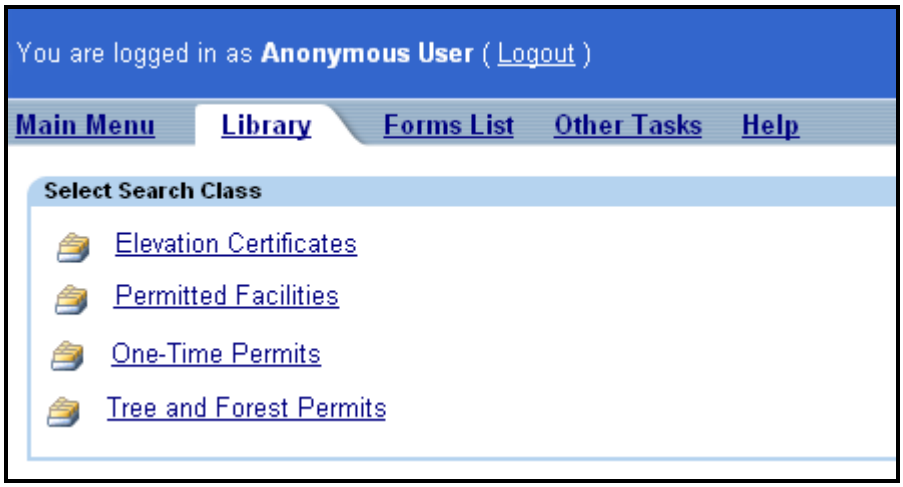

Figure 2 – emPower Web Client Main Menu

Once logged in, the emPower Web Client main screen opens.

Library List - Performing a Search

To search for folders/files in a Library List:

1. Select the desired Search Class.

Figure 3 - Library Search Class List

The Search Setup dialog box displays with the name of the selected search class in the title bar.

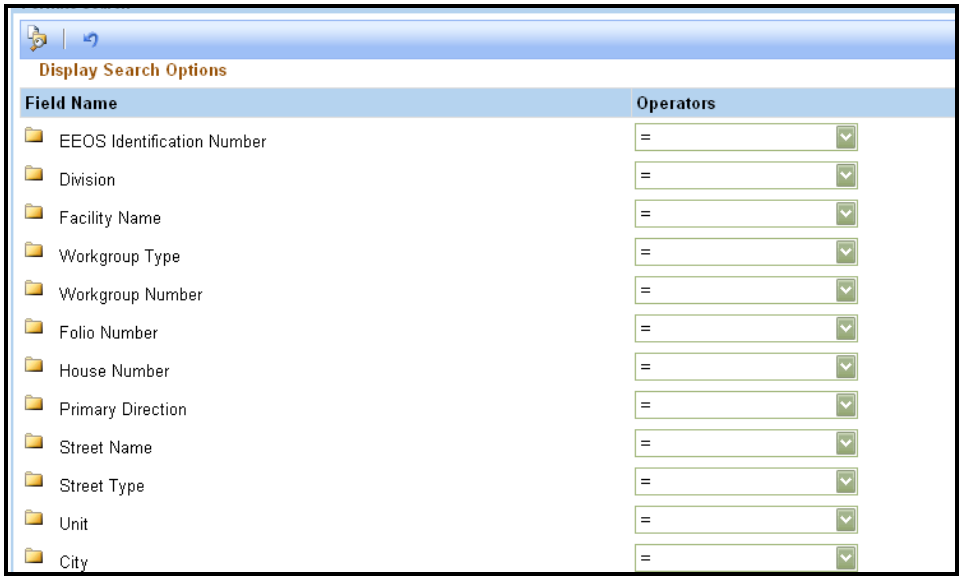

Figure 4 - Search Setup

2. Enter your search criteria. You can use the listed search operators and search values to limit your search. The default operator is EQUALS. Use the drop-down list box to select a new operator. Search values are not required. Therefore, open-ended searches are possible.
3. The Search Options section is located at the top of the Search Setup screen and by default is collapsed. To expand and enter your search options, click on the Display Search Options link.

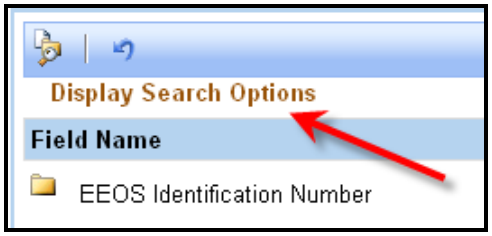

Figure 5- Displaying Search Options

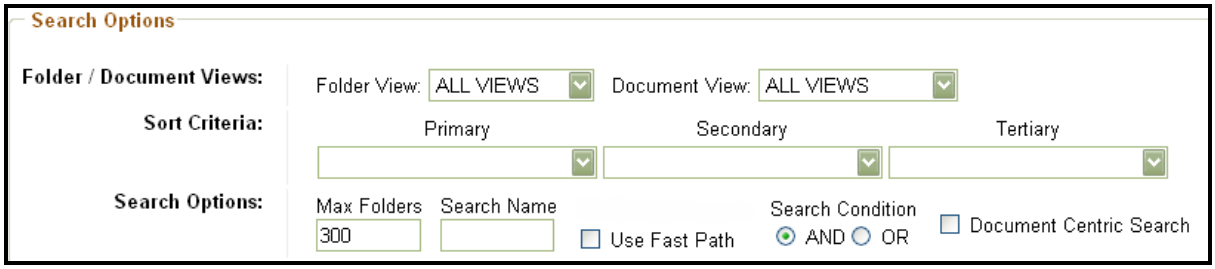

Figure 6 - Search Options

- **Folder/Document Views** - Select the folder and document views you wish to display in the search results list.
- **Sort Criteria** - Allows you to specify the order of the fields displayed on your Search List results screen. ***Note:*** *If you use sort criteria, the sorted field column headings on the Search List result screen will display Up or Down Arrow icons that allow you to reverse the sort order.*
- **Max Folders** - Select the maximum number of folders to display per page in the search list.

- **Use Fast Path -** Check this box if you wish for emPower to automatically open the document in your search results. ***Note****: This will only work if it is there is only one folder & document returned in your search results.*
- **Search Condition** - ***AND***: Returns only those items that match **all** of the criteria that specified in the search fields (result = a small, focused set of results). ***OR*****:** - Returns every item that matches **any** of the criteria that specified in the search fields (result = a large, broad set of results).

4. Once all search criteria has been entered, click the ***Start Search*** button or the Submit Search icon .

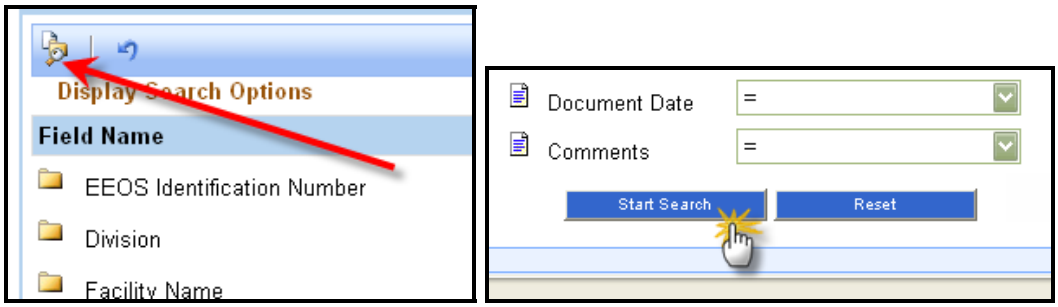

Figure 7 – Submit Search Icon & Start Search Button

To reset your search criteria, click the ***Reset*** button located at the bottom of the screen.

5. Your search results will display in the Folder/Document list.

Using the Folder/Document List

After performing a search, the results are displayed in the Folder/Document list. Clicking on the folder icon will display the contents of that folder. The folder icon will change to an open folder and documents within the folder are displayed in a grid under the parent folder. Headings within the grid relate to folder information.

Figure 8 - Folder List

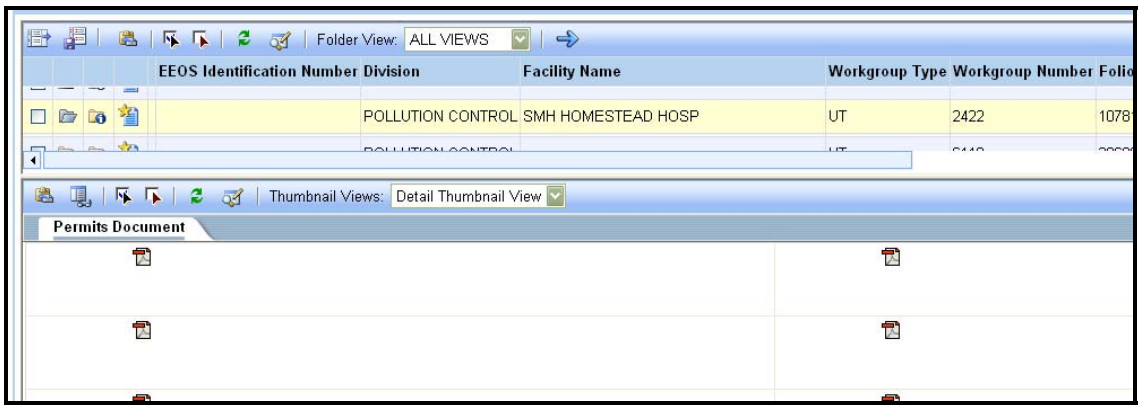

Figure 9 - Folder List & Content

Note: *If sort information was defined in the Sort Options, your folder list will display a sort arrow on the column heading. This sort arrow allows you to re-arrange the sort results in either ascending or descending order.*

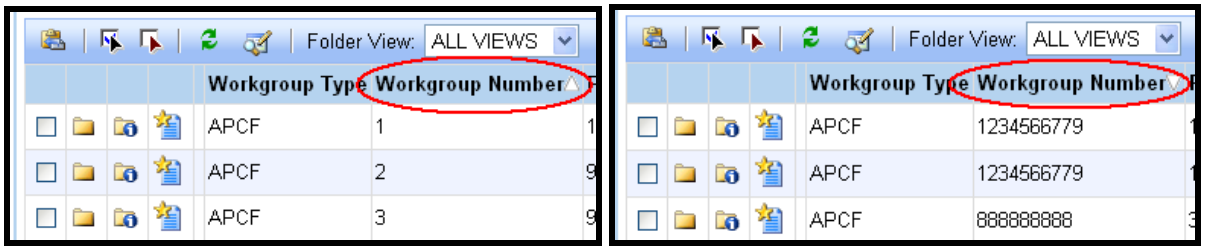

Figure 10 - Sort Arrow (Ascending & Descending)

- The first 100 items matching your search criteria will display. To view the next 100 items, click the "Next 100 Items" icon.
- There a number of views that can be used for viewing the document list. By default the "Detail Doc List" view should be selected. If it is not, select it from the drop-down list.

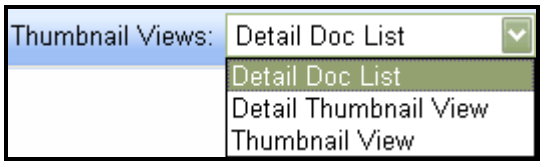

Figure 11 – Thumbnail Views

- The *Detailed Doc List* displays the following document information: icon, properties, type, date & comments.

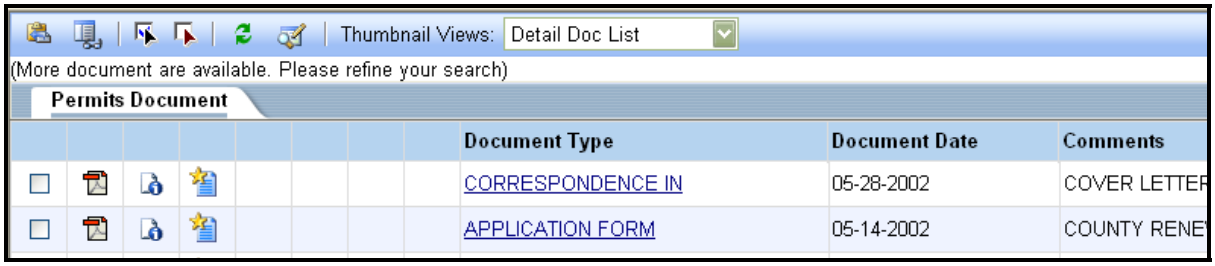

Figure 12 – Detail Doc List View

- The *Detail Thumbnail View* is currently not available.
- The *Thumbnail View* is currently not available.

Components of the Folder/Document List

- Permits Search - 3824 items total **Title** - Displays the name of the active search class and the number of folders returned in the search.
- - Add selected items to the clipboard.
- - Select all items.
- - Deselect all items.
- - Refreshes your search results list.
- -Displays the Search Setup screen to perform another search.

Logging Out of emPower

To log out of emPower Web Client, click on the **Logout** link located on the upper-left of any of the emPower screens or close your internet browser.

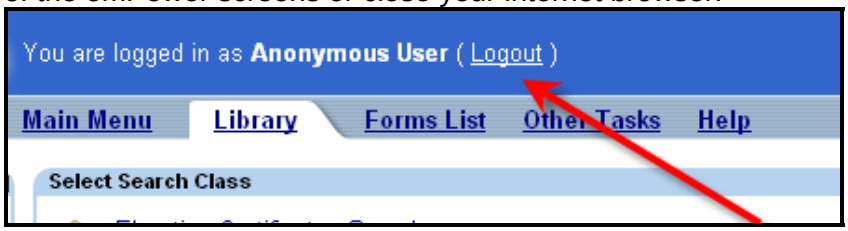

Figure 13 – Logging Out of emPower

Timing Out of emPower

The default time-out value for user activity in emPower is 10 minutes. If you have not used the system for 10 minutes, you will be redirected to the disclaimer page and must re-submit login to regain access.

EDMS Frequently Asked Questions – FAQs

Q: Why are there four different search classes to choose from -- *Elevation Certificates*, *Permitted Facilities*, *One-Time Permits*, and *Tree and Forest Permits*?

A: Documents in the system are contained in different search libraries to group similar record types together. Listed below is a description of each of the libraries, and the document types that they contain.

Elevation Certificates – *Contains only elevation certificates for properties.*

Permitted Facilities – *Contains documents related to facilities that obtain renewable operating permits or that are tracked for compliance by DERM. Typical facilities in this search include, but are not limited to, Industrial Facilities, Storage Tanks, Air Pollution Facilities, Solid Waste Facilities, Wastewater Facilities, etc.*

One-Time Permits – *Contains documents related to one-time permits issued for specific projects, rather than static facilities. One-time permits include Class IV Wetlands Permits, Environmental Quality Control Board (EQCB) cases, Zoning Reviews, and Notices of Required Connection to water and sewer (NORC).*

Tree and Forest Permits – *Contains documents related to the DERM Tree Permitting Program and Natural Forest Communities (NFC).*

Q: After opening a folder and a document, I want to go back to view another document in the folder. When I try to use the "*Back*" button on my web browser, I get the error message "*Warning: Page has Expired*" and am returned to a page where the folder is no longer open. What should I do?

A: If this happens you can click the refresh icon on your browser and then click "*Retry*". To avoid having this issue, you can right-click on the document that you want to open and choose "*Open in New Window*". This will open the document in separate window and your original list of documents in the folder will remain in the original window.

Q: How do I know what all the various icons on each page mean?

A: Hover your mouse pointer over an icon and the tooltip description will appear.

Q: Can I save copies of the documents to my own computer?

A: Yes. When you open the document in your viewing program, choose "*Save As*" and save it to one of your computer's drives. ***Note:*** *The official record will always be the version stored on DERM's document server.*

Q: I only see the first page of the document; not the entire document.

A: Some web browsers have trouble with *.TIFF* documents which make up a large percentage of the documents in the system. You may be able to right-click on the document (or control-click) and choose to download the document to your computer. You can then open the document with an image or document viewing program installed on your computer.

Q: Will this program work with Mac computers and the Safari web browser?

A: Yes. However, you will need to have programs installed on your computer capable of viewing the individual document types in the system. Documents in *.PDF* format should display properly in Safari. Many documents in the system are in *.TIFF* format and may not display properly in Safari. In order to view problematic *.TIFF* documents, right-click or control-click on the document and download it to your computer, then use the Mac PREVIEW program to view the *.TIFF*. Documents in Microsoft WORD or EXCEL format will need the Mac version of those programs to open, or they may open using the Mac programs PAGES, NUMBERS, PREVIEW, or TEXTEDIT.

Q: Does the electronic file contain all the information for a facility/site/project?

A: Some electronic files are complete, but many are not. Electronic files were started in day-forward format, where file documents after a determined date were scanned and placed in the electronic document program. Documents existing before that date were typically left in paper format. If you open an electronic file, you will have all the documents after the day forward date for that particular DERM workgroup. If you look at the date of the oldest electronic document, you will know all documents newer than that should be in the electronic system. Documents are not immediately added to the system when they are created by staff. Be aware that it takes some time after a document is created before it is captured by the electronic system. This delay can vary depending on the workgroup and document type.

Q: What are the DERM programs (workgroups) for which electronic documents are available?

A: The following DERM programs have records in the electronic document system. When searching in the electronic system, choose one of the codes below from the list in the search index labeled "*Workgroup Type*".

Code	DERM Program
AP	Air Emissions
APCF	Stratospheric Ozone Protection
APVR	Vapor Recovery
ARP	Airports Section
ASB	Asbestos Tracking Sites
AW	Agricultural Waste
CAP	Construction Air Emissions Permit

Code	DERM Program
CCPHE	Code Coordination and Public Hearing EQCB
CCPHZ	Code Coordination and Public Hearing ZONING
CLII	Class II Stormwater Discharge Permit
CLIV	Class IV Wetland Resource Permit
CLV	Class V Temporary Dewatering Class
CLVI	Class VI Drainage Systems Non-Residential Projects
COM	Compliance - Complaint Tracking
DWO	Domestic Water
ENC	Environmental Contracts - Cleanup
FP	Flood Plain Assessment
FR	Forest Resources
FW	Freshwater Wetlands
GDO	Grease Trap
HWR	Hazardous Waste Remediation
IW	Industrial Waste
IW5	Industrial Waste 5
IW6	Wellfield Protection
IWP	Industrial Waste Pretreatment
LW	Liquid Waste Haulers
MOP	Marine Facilities
MSP	Multiple Source Permit
NFC	Natural Forest Community
NORC	Notice of Required Connection - Water or Sewer Line
PSO	Private Sanitary Sewers
PWO	Potable Water Supply
SW	Solid Waste
SWM	Surface Water Management Permit - ERP Permit
TREE UT	Tree Removal/Relocation
UT	Storage Tanks
WWC	Water and Waste Water Connection

Q: Where can I go if I have a question about the electronic records in this program?

A: You can email questions to DERMRecords@miamidade.gov, or contact the DERM Records Management Section at 305-372-6789.

Code	Group	Search Class	Contact Phone
AP	Air Emissions	Permitted Facility	(305) 372-6925
APCF	Stratospheric Ozone Protection	Permitted Facility	(305) 372-6925
APVR	Vapor Recovery	Permitted Facility	(305) 372-6925
ARP	Airports Section	Permitted Facility	(305) 372-6885
ASB	Asbestos Tracking Sites	NOT IN SYSTEM	(305) 372-6925
AW	Agricultural Waste	Permitted Facility	(305) 372-6964
CAP	Construction Air Emissions Permit	Permitted Facility	(305) 372-6925
CCPHE	Code Coordination and Public Hearing EQCB	One-Time Permit	(305) 372-6764
CCPHZ	Code Coordination and Public Hearing ZONING	One-Time Permit	(305) 372-6764
CLII	Class II Stormwater Discharge Permit	Permitted Facility	(305) 372-6681
CLIV	Class IV Wetland Resource Permit	One-Time Permit	(305) 372-6585
CLV	Class V Temporary Dewatering Class	Permitted Facility	(305) 372-6681
CLVI	Class VI Drainage Systems Non-Residential Projects	Permitted Facility	(305) 372-6681
COM	Compliance - Complaint Tracking	NOT IN SYSTEM	(305) 372-6955
DWO	Domestic Water	Permitted Facility	(305) 372-6899
ENC	Environmental Contracts - Cleanup	Permitted Facility	(305) 372-6885
FP	Flood Plain Assessment	Elevation Certificates	(786) 315-2800
FR	Forest Resources	Tree and Forest Permit	(305) 372-6864
FW	Freshwater Wetlands	One-Time Permit	(305) 372-6575
GDO	Grease Trap	Permitted Facility	(305) 372-6600
HWR	Hazardous Waste Remediation	Permitted Facility	(305) 372-6885
IW	Industrial Waste	Permitted Facility	(305) 372-6964
IW5	Industrial Waste 5	Permitted Facility	(305) 372-6964
IW6	Wellfield Protection	Permitted Facility	(305) 372-6964
IWP	Industrial Waste Pretreatment	Permitted Facility	(305) 372-6899
LW	Liquid Waste Haulers	Permitted Facility	(305) 372-6964
MOP	Marine Facilities	NOT IN SYSTEM	(305) 372-6575
MSP	Multiple Source Permit	Permitted Facility	(305) 372-6964
NFC	Natural Forest Community	Tree and Forest Permit	(305) 372-6864
NORC	Notice of Required Connection (Water or Sewer Line)	One-Time Permit	(305) 372-6600
PSO	Private Sanitary Sewers	Permitted Facility	(305) 372-6899
PWO	Potable Water Supply	Permitted Facility	(305) 372-6899

Code	Group	Search Class	Contact Phone
SW	Solid Waste	Permitted Facility	(305) 372-6700
SWM	Surface Water Management Permit - ERP Permit	Permitted Facility	(305) 372-6681
TREE UT	Tree Removal/Relocation	Tree and Forest Permit	(305) 372-6964
UT	Storage Tanks	Permitted Facility	(305) 372-6700
WWC	Water and Waste Water Connection	Permitted Facility	(305) 372-6899