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# OCULUS

Public Access Guide

Division of Air Resource Management  
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

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## Logging in to OCULUS as a Public User

The screenshot shows the OCULUS login interface. At the top, a white box with a red border contains a welcome message and a disclaimer. Below this is the OCULUS logo and version number (6.15). The login form includes fields for 'Login ID' and 'Password', a 'Remember me' checkbox, and 'Login' and 'Change Password' buttons. A red arrow points to a 'PUBLIC OCULUS LOGIN' button, which is highlighted with a red box. Below the button, a red box with a traffic light icon contains the text 'OCULUS HELP' and 'The section below contains help for using OCULUS, such as instructions, Document Type definitions, etc.'. The bottom section of the page lists various programs and provides help information.

**Welcome to the Florida Department of Environmental Protection  
Electronic Document Management System (OCULUS)**

Try our quick and easy web interface for finding and viewing information about sites and facilities including online documents at the [DEP Enterprise Information Portal](#) or login to OCULUS web application below.

**Section 508 Compliance**  
Disclaimer: The Florida Department of Environmental Protection is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act \(29 U.S.C. 794d\), as amended in 1998](#).

Send feedback related to the accessibility of this website to the Florida Department of Environmental Protection IT [Service Desk](#), 850-245-7555.

**OCULUS**  
OCULUS 6.15

Login ID:   
Password:   
 Remember me

**Public Users please use the button below to log directly into OCULUS.**

**Changes in the new version of OCULUS - DEP Users - Public Users**  
For OCULUS support, please e-mail: [servicesdesk@dep.state.fl.us](mailto:servicesdesk@dep.state.fl.us)

**Welcome to the Florida DEP Consor  
Electronic Document Managem**

The following programs have records in the OCULUS electronic document manager

Division of Waste Management (DWM)	Division of Water Resource Management (DWRM)	Waste
Hazardous Waste	ERP - Environmental Resource	Water
Solid Waste	Permitting	Water
Storage Tanks (Petroleum Restoration)	NPDES Storm Water Potable Water	Beache
Waste Cleanup	Systems	Mining & minerals regulation
	Underground Injection Control	

**Help using OCULUS**

We have several tools available to assist in using the OCULUS Document Management System. At any point, users can click the help menu to open the [Online help system](#). For help finding documents in OCULUS, please see the [Public Document Taxonomy](#). If you believe that you've found an error with a document, please contact [servicesdesk@dep.state.fl.us](mailto:servicesdesk@dep.state.fl.us) to report the problem.

At times Microsoft Office updates may cause users to lose the ability to "View" TIF documents in OCULUS and limit their options to 'Save' or 'Cancel' when trying to view them. If your computer is experiencing this problem, please try the steps outlined [in this document](#).

If you can open documents correctly but find black pages while viewing TIF documents from OCULUS or you are having other trouble viewing documents, please [follow these instructions](#) for help installing an alternative viewer.

If you find that you cannot view or open a document type of '.MSG', '.PST', or '.OST', email formats, you may not have compatible software for these file types.

Please visit [MSG viewer download page](#) to download the free Mail Viewer or visit [PST or OST viewer download page](#) to download the free Outlook Viewer for viewing these file formats outside of MS Outlook.

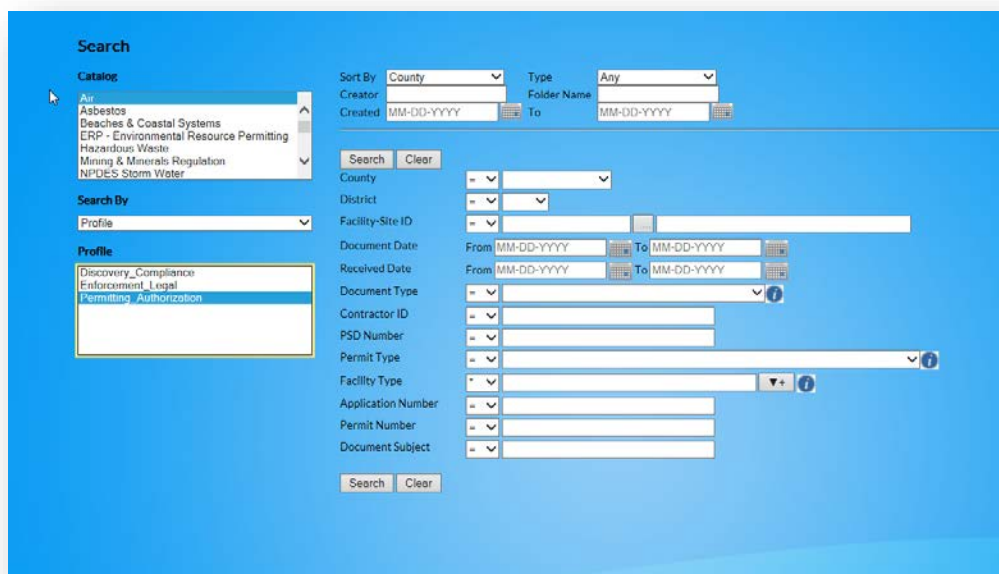
If you're still having trouble, please contact [servicesdesk@dep.state.fl.us](mailto:servicesdesk@dep.state.fl.us) for assistance.

As a public user, you will not have a Login to access OCULUS. However, a button is provided that provides access to public users. To enter OCULUS, click on the **PUBLIC OCULUS LOGON** button.

## Searching Air Program Documents – Quick Tips

### Air Catalog Documents

#### Permitting\_Authorizations Profile



The screenshot displays a search interface with a blue header and a white background. On the left, there is a 'Catalog' dropdown menu with options: 'Any', 'Asbestos', 'Beaches & Coastal Systems', 'ERP - Environmental Resource Permitting', 'Hazardous Waste', 'Mining & Minerals Regulation', and 'NPDES Storm Water'. Below it is a 'Search By' dropdown menu set to 'Profile'. Under 'Profile', a list of categories is shown, with 'Permitting\_Authorization' highlighted. To the right of the catalog menu, there are several search filters: 'Sort By' (County), 'Type' (Any), 'Creator', 'Created' (MM-DD-YYYY), 'Folder Name', and 'To' (MM-DD-YYYY). Below these are two 'Search' and 'Clear' buttons. The main search area contains various input fields: 'County', 'District', 'Facility-Site ID', 'Document Date' (From MM-DD-YYYY To MM-DD-YYYY), 'Received Date' (From MM-DD-YYYY To MM-DD-YYYY), 'Document Type', 'Contractor ID', 'PSD Number', 'Permit Type', 'Facility Type', 'Application Number', 'Permit Number', and 'Document Subject'. Each field has a dropdown arrow or a date picker icon. At the bottom of the search area, there are two 'Search' and 'Clear' buttons.

To search for a new “Permitting\_Authorizations” document you will need to know the following:

**Facility-Site ID:** The 7 digit number assigned to the facility in ARMS prefixed by an “AIR\_”. **For example: To search for Air Facility ID “0570057” type “AIR\_0570057” in the Facility-Site ID field to pull up documents for that facility.**

**Document Date and Received Date:** These are the dates relating to the document

**Document Type:** Refer to the DARM Taxonomy for more information. or in the Enterprise Taxonomy available from the OCULUS Help.

**Permit Type:** Pick from the list available:

- AC – Air Construction
- AG – Air General Permit
- AF – Federally Enforceable State Operating Permit (FESOP)
- AO – Air Operation
- AV – Title V Permit

## Discovery\_Compliance and Enforcement\_Legal Catalogs

The screenshot shows a search interface with a blue background. On the left, there is a 'Catalog' dropdown menu with options: Air, Asbestos, Beaches & Coastal Systems, ERP - Environmental Resource Permitting, Hazardous Waste, Mining & Minerals Regulation, and NPDES Storm Water. Below it is a 'Search By' dropdown menu with 'Profile' selected. Under 'Profile', there is a list of categories: Discovery\_Compliance, Enforcement\_Legal, and Permitting\_Authorization. The main search area contains various filters: 'Sort By' (County), 'Type' (Any), 'Creator', 'Folder Name', 'Created' (MM-DD-YYYY), and 'To' (MM-DD-YYYY). There are two 'Search' and 'Clear' buttons. The search criteria include: County, District, Facility-Site ID, Document Date (From MM-DD-YYYY To MM-DD-YYYY), Received Date (From MM-DD-YYYY To MM-DD-YYYY), Document Type, Contractor ID, Inspection Type, Facility Type, Application Number, Permit Number, and Document Subject.

**Facility-Site ID:** The 7 digit number assigned to the facility in ARMS prefixed by an “AIR\_”. **For example: To search for Air Facility ID “0570057” type “AIR\_0570057” in the Facility-Site ID field to pull up documents for that facility.**

**Document Date and Received Date:** These are the dates relating to the document.

**Document Type:** Refer to the DARM Taxonomy for more information. or in the Enterprise Taxonomy available from the OCULUS Help.

## Asbestos Catalog Documents

Note: The Asbestos Catalog was ready to receive documents in late 2016. It will take time for older files to be inserted into the catalog, although documents from that time should start being inserted when they are received.

The screenshot shows the search interface for the Asbestos Catalog. It features a navigation bar at the top with tabs for Search, Actions, Tools, Help, and Logout. The main search area is divided into several sections. On the left, there are two filter menus: 'Catalog' and 'Profile'. The 'Catalog' menu lists various categories like Air, Asbestos, and Beaches & Coastal Systems. The 'Profile' menu lists specific document types like ASB\_Discovery\_Compliance and ASB\_Enforcement\_Legal. On the right, there are search criteria fields including 'Sort By' (County), 'Type' (Any), 'Creator', 'Folder Name', 'Created' (MM-DD-YYYY), and 'To' (MM-DD-YYYY). Below these are two sets of search buttons: 'Search' and 'Clear'. The main search area contains several fields: 'County' (dropdown), 'District' (dropdown), 'Notification Number' (text input), 'Facility Address' (text input), 'Facility City' (dropdown), 'Document Date' (From/To date range), 'Received Date' (From/To date range), 'Document Type' (dropdown), and 'Document Subject' (dropdown). There are 'Search' and 'Clear' buttons at the bottom of the search area.

To search for ASB\_Discovery\_Compliance, ASB\_Enforcement\_Legal, and ASB\_Notifications, you may use the following information:

**Notification Number** This is the number associated with an asbestos notification entered into the Asbestos database.

**Facility Address** Search for the notifications submitted for a particular street address using the facility address field. This will give you all notifications submitted for that address if they have been scanned.

**Document Date and Received Date:** These are the dates relating to the document.

## OCULUS Search Page

The OCULUS Search Page provides a mechanism to Search OCULUS Catalogs with each catalog's unique attributes.

To perform a basic OCULUS Search:

1. Select the Category of Documents. This represents a group of documents, usually overseen by a particular program or program area. If you know the DEP Program that oversees the documents, look for a category that is similar to the program.
2. Choose the Profile. The profile is a subset of the files documented within the Catalog. For example, if you are looking for Air Permit Applications, you would select the "Air" Catalog and the "Permitting\_Authorizations" Profile.
3. Then enter your search criteria. More detailed instruction on how to search for Air Program Documents are in each of the catalog-specific sections of this document.
4. Hit the **Search** Button.

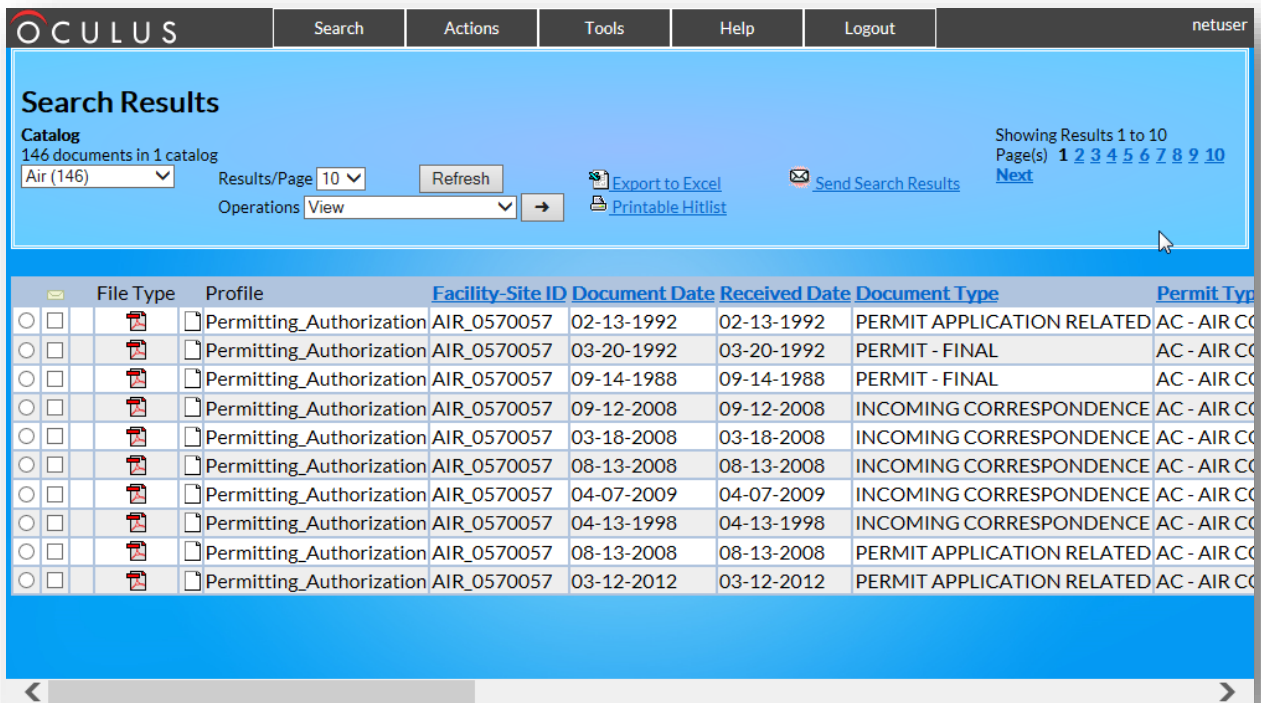
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*Tip: Between searches, select the **Clear** button. OCULUS keeps search criteria until the next search. Clicking **Clear** will ensure that no hidden search information remains in the search fields.*

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## Viewing Results and Other Features

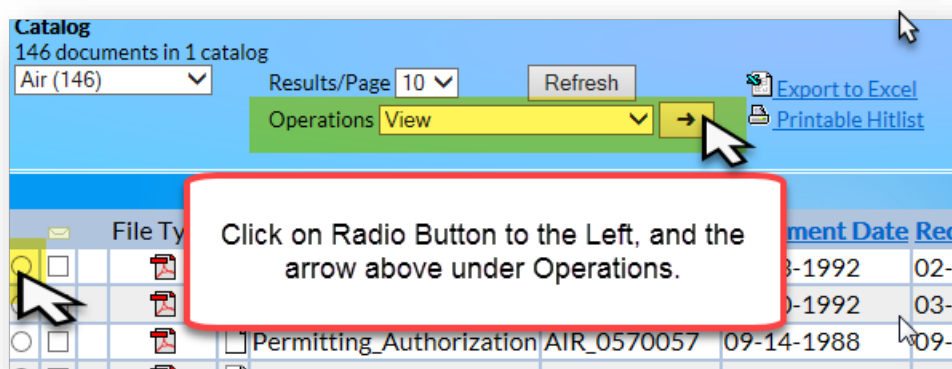
Once a search is executed, the Search Results Page will be displayed. In most cases, clicking on the File Type Icon will open the document in a viewer window.



The screenshot shows the OCULUS Search Results page. The header includes the OCULUS logo and navigation tabs: Search, Actions, Tools, Help, Logout, and a user name 'netuser'. The main content area is titled 'Search Results' and displays 'Catalog: 146 documents in 1 catalog'. A search filter is set to 'Air (146)'. The 'Results/Page' is set to 10. There are buttons for 'Refresh', 'Export to Excel', 'Send Search Results', and 'Printable Hitlist'. The 'Operations' dropdown is set to 'View'. The table below shows search results with columns: File Type, Profile, Facility-Site ID, Document Date, Received Date, Document Type, and Permit Type. The first row is highlighted.

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type
	Permitting_Authorization	AIR_0570057	02-13-1992	02-13-1992	PERMIT APPLICATION RELATED	AC - AIR CC
	Permitting_Authorization	AIR_0570057	03-20-1992	03-20-1992	PERMIT - FINAL	AC - AIR CC
	Permitting_Authorization	AIR_0570057	09-14-1988	09-14-1988	PERMIT - FINAL	AC - AIR CC
	Permitting_Authorization	AIR_0570057	09-12-2008	09-12-2008	INCOMING CORRESPONDENCE	AC - AIR CC
	Permitting_Authorization	AIR_0570057	03-18-2008	03-18-2008	INCOMING CORRESPONDENCE	AC - AIR CC
	Permitting_Authorization	AIR_0570057	08-13-2008	08-13-2008	INCOMING CORRESPONDENCE	AC - AIR CC
	Permitting_Authorization	AIR_0570057	04-07-2009	04-07-2009	INCOMING CORRESPONDENCE	AC - AIR CC
	Permitting_Authorization	AIR_0570057	04-13-1998	04-13-1998	INCOMING CORRESPONDENCE	AC - AIR CC
	Permitting_Authorization	AIR_0570057	08-13-2008	08-13-2008	PERMIT APPLICATION RELATED	AC - AIR CC
	Permitting_Authorization	AIR_0570057	03-12-2012	03-12-2012	PERMIT APPLICATION RELATED	AC - AIR CC

If this does not work, try clicking on the **Radio Button** in the far left column next to the document you are interested in viewing. Then under the **Operations** drop down box, select **View** and the arrow button  to open the document in the native software for that document.



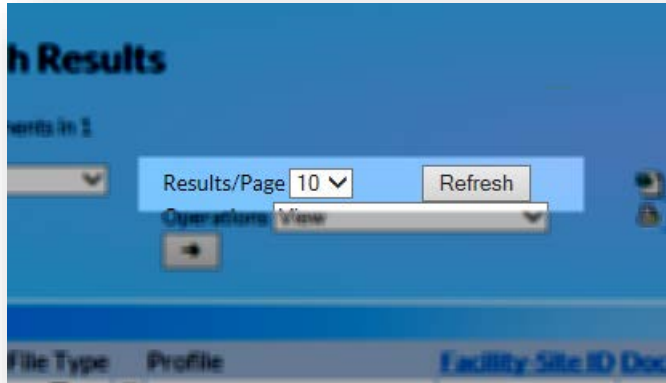
This close-up screenshot highlights the 'Operations' dropdown menu and the 'View' option. A red-bordered callout box contains the text: 'Click on Radio Button to the Left, and the arrow above under Operations.' A mouse cursor is pointing at the arrow button next to the 'View' option in the dropdown menu.



## Other Features

### Change Number of Records Displayed

The default number of records displayed at one time is 10. If you've searched and retrieved a large number of records and want to view more of them on the screen without having to page through them, you can change the number of records displayed at one time with the Results/Page feature.



To change the number of records displayed, click on the drop down box next to Results/Page. The maximum available to select is 55 records.

Then click the **Refresh** button.

This will refresh your results page with the desired number of records displays.

### Sharing Search Results


There are times when you want to share documents with another person, but don't want to download individual documents to do so. Here are some tips to make this function easier.

#### Sending Individual Documents



To send links to individual selected Documents, select the Check Box for each document link to send in the Envelope column.

A new menu will be displayed above the columns.

[Clear](#) | [Send Documents](#) | [Send Links](#) | [Add To Folder](#) You have 2 document(s) selected |  62% of mail attachment size limit reached.

Click Send Documents to send the documents as an attachment to an e-mail. It tells you if you are exceeding an acceptable size limit to send via e-mail.

Click Send Links to Send a series of links to the documents to a recipient. This is desirable if the size limit of the file(s) to send are large.

An example of the screen to mail attachments is below. Enter the sender's e-mail address, the recipient's e-mail address, a descriptive subject and a message explaining the content of the e-mail and attachments. Press **Send\*** to transmit the email and attachments to the recipients.

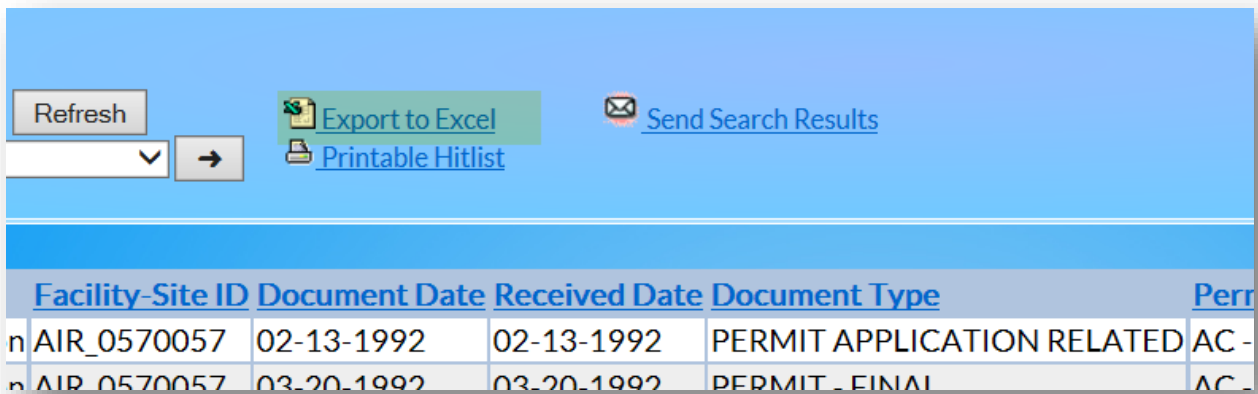
The screenshot shows the 'Send Document' interface. At the top, there is a navigation bar with 'OCULUS' on the left and 'Search', 'Actions', 'Tools', and 'Help' on the right. The main area has a blue header with the title 'Send Document'. Below the header, there are four input fields: 'From: \*', 'To: \*', 'Subject:', and 'Message:'. The 'Message:' field is a large text area with a vertical scrollbar. Below the message field, there is an 'Attachment:' label and a text box containing '00010c66.pdf; 00010c67.pdf;'. At the bottom left, there are two buttons: 'Send\*' and 'Back'.

A similar process will send links to the documents if you've selected that option, or you can copy and paste the links into your own e-mail software to send them.

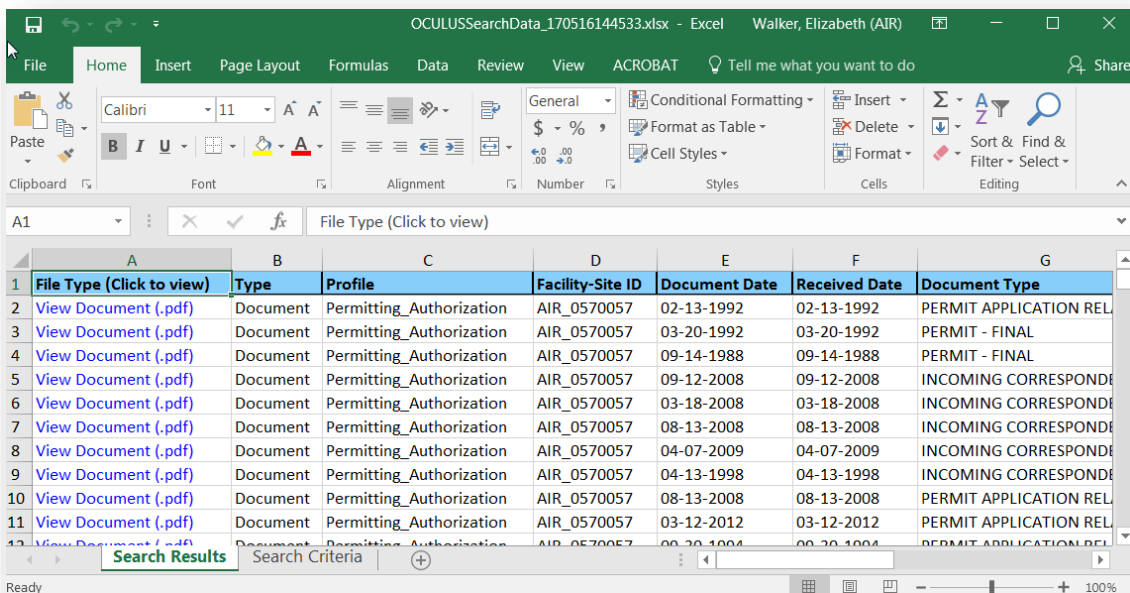
The screenshot shows the 'Send Link' interface. It has a blue header with the title 'Send Link'. Below the header, there are four input fields: 'From: \*', 'To: \*', 'Subject:', and 'Message:'. The 'Message:' field is a text area containing two identical URLs: `https://depedms.dep.state.fl.us:443/Oculus/servlet/shell?command=getEntity&[guid=75.29973.1]&[profile=Permitting_Authorization]`. At the bottom left, there are two buttons: 'Send' and 'Back'.

## Export to Excel

Export to Excel will generate the Search Results into a spreadsheet with links to the documents in the search results list.

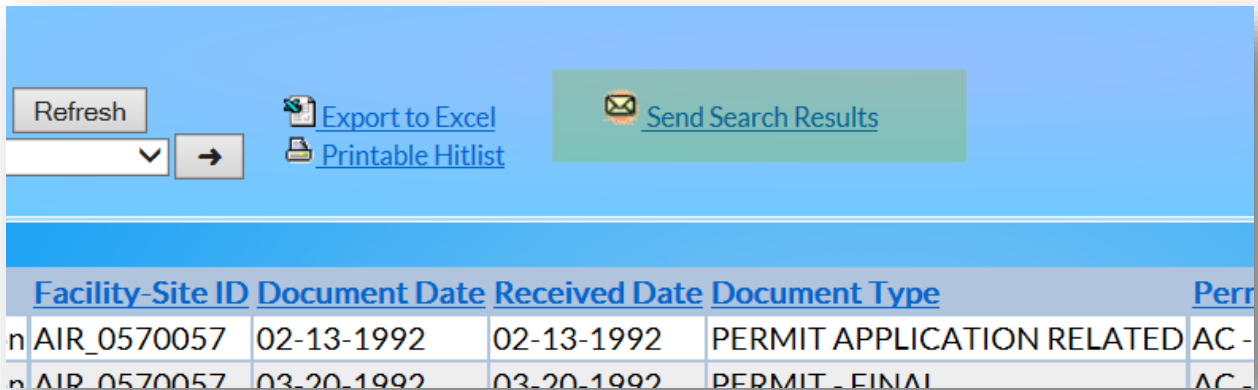


Clicking on the [Export to Excel](#) link will open Excel and present a spreadsheet with the list of documents retrieved in the search and links to those documents.



## Send Search Results

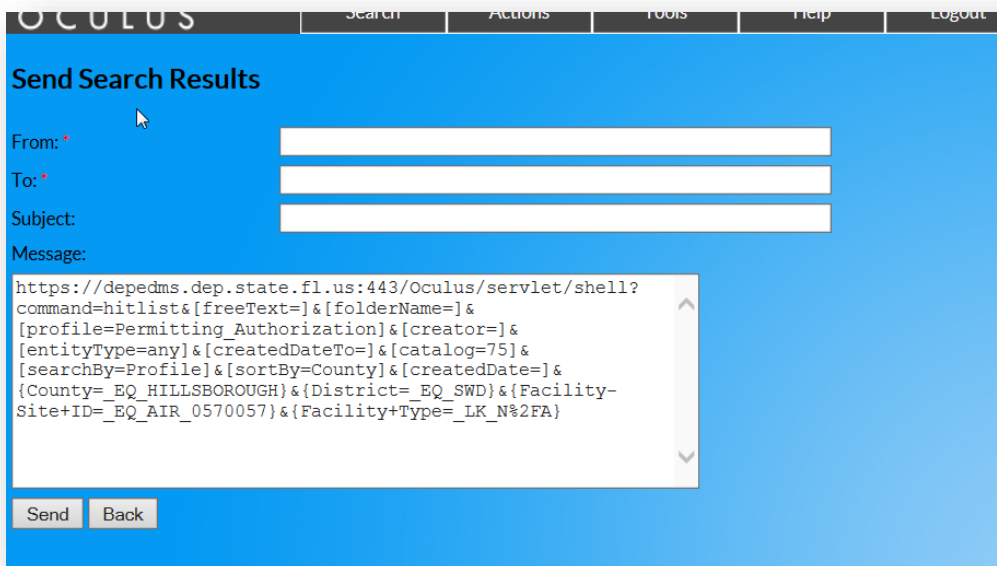
Clicking on the Send Search Results link actually provides a mechanism to send the OCULUS Search to someone.



The screenshot shows the top navigation area of the OCULUS application. It includes a 'Refresh' button, a dropdown menu, a right-pointing arrow, and two links: 'Export to Excel' and 'Printable Hitlist'. A prominent green button labeled 'Send Search Results' is highlighted. Below this is a table with the following data:

Facility-Site ID	Document Date	Received Date	Document Type	Permit
n AIR_0570057	02-13-1992	02-13-1992	PERMIT APPLICATION RELATED	AC-
n AIR_0570057	03-20-1992	03-20-1992	PERMIT - FINAL	AC-

This feature will allow the person to save a search that they perform often or of interest and execute it at any time. This way if any new documents are uploaded to OCULUS the user has only to click on the link in the e-mail to run the search again at a later time.



The screenshot shows the 'Send Search Results' form. It has a blue header with the OCULUS logo and navigation links (Search, Actions, Tools, Help, Logout). The form contains the following fields:

- From:** \* (text input)
- To:** \* (text input)
- Subject:** (text input)
- Message:** (text area containing a URL)

The message field contains the following URL:

```
https://depedms.dep.state.fl.us:443/Oculus/servlet/shell?command=hitlist&[freeText=]&[folderName=]&[profile=Permitting_Authorization]&[creator=]&[entityType=any]&[createdDateTo=]&[catalog=75]&[searchBy=Profile]&[sortBy=County]&[createdDate=]&{County=_EQ_HILLSBOROUGH}&{District=_EQ_SWD}&{Facility-Site+ID=_EQ_AIR_0570057}&{Facility+Type=_LK_N%2FA}
```

At the bottom of the form are 'Send' and 'Back' buttons.