

# The New EDMS

**Streamlining Access to Public Records**



# Speakers

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# Presentation Overview

- What is EDMS?
  - Why was EDMS updated?
  - What's Improved? What's New?
  - EDMS Feature Demonstration
  - Resources
- *Searching*
  - *Customization and Preferences*
  - *Document Corrections*
  - *Saved Searches & Email Alerts*
  - *MyEDMS Accounts*
  - *AI Lookup & AI Proximity Lookup*
  - *Public Records Requests*
  - *Contact Us*

# What is EDMS?

- EDMS: **E**lectronic **D**ocument **M**anagement **S**ystem
- DEQ's electronic repository of official records that have been created or received by DEQ
- The EDMS is organized by **Agency Interest (AI) numbers**: unique identifiers associated with a particular facility or topic file.
- Examples of documents available:
  - Permits to discharge into Air or Water
  - Facility Inspection Reports
  - Compliance Orders

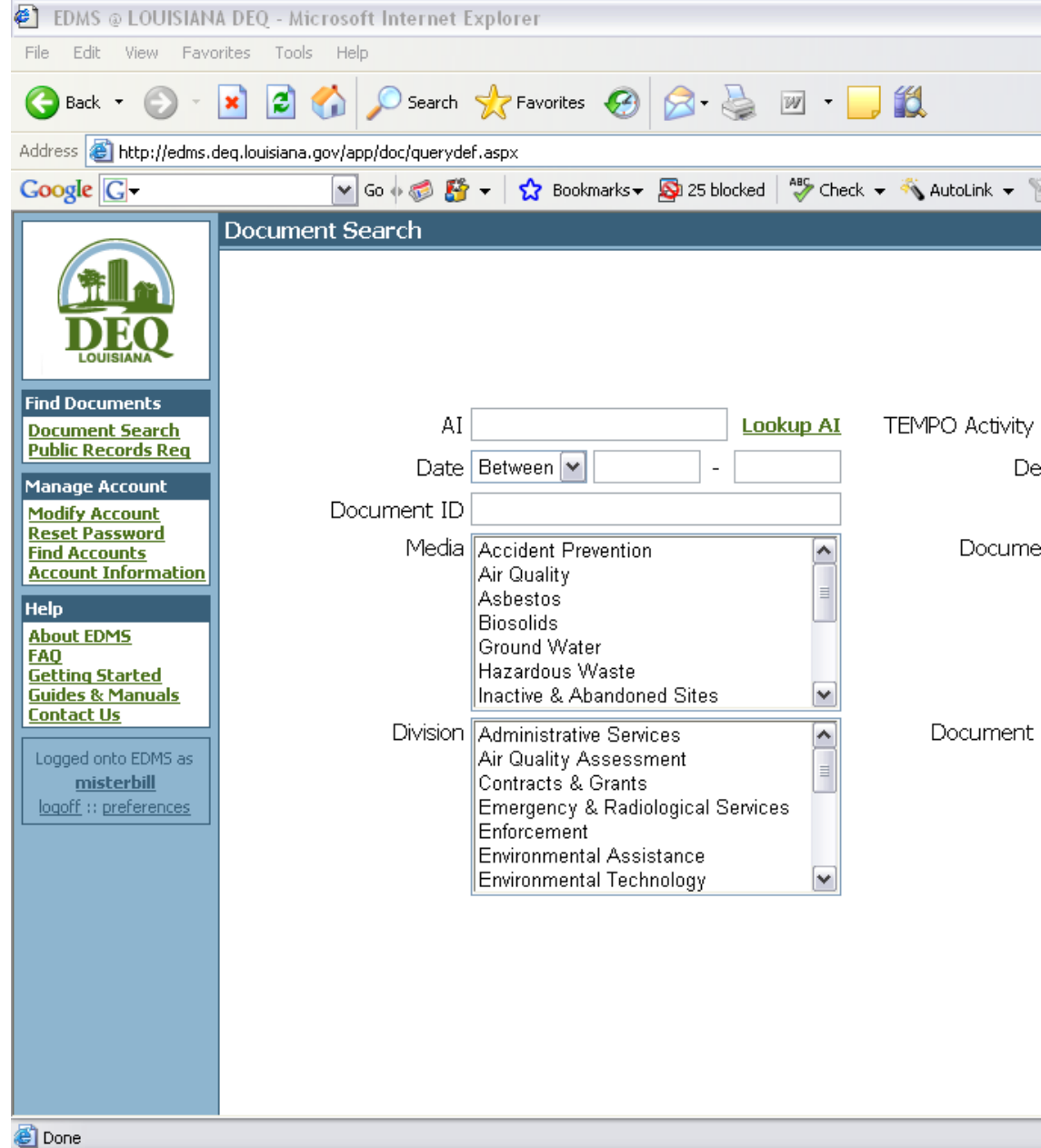
# WHY WAS EDMS UPDATED?

# Before (Classic EDMS)

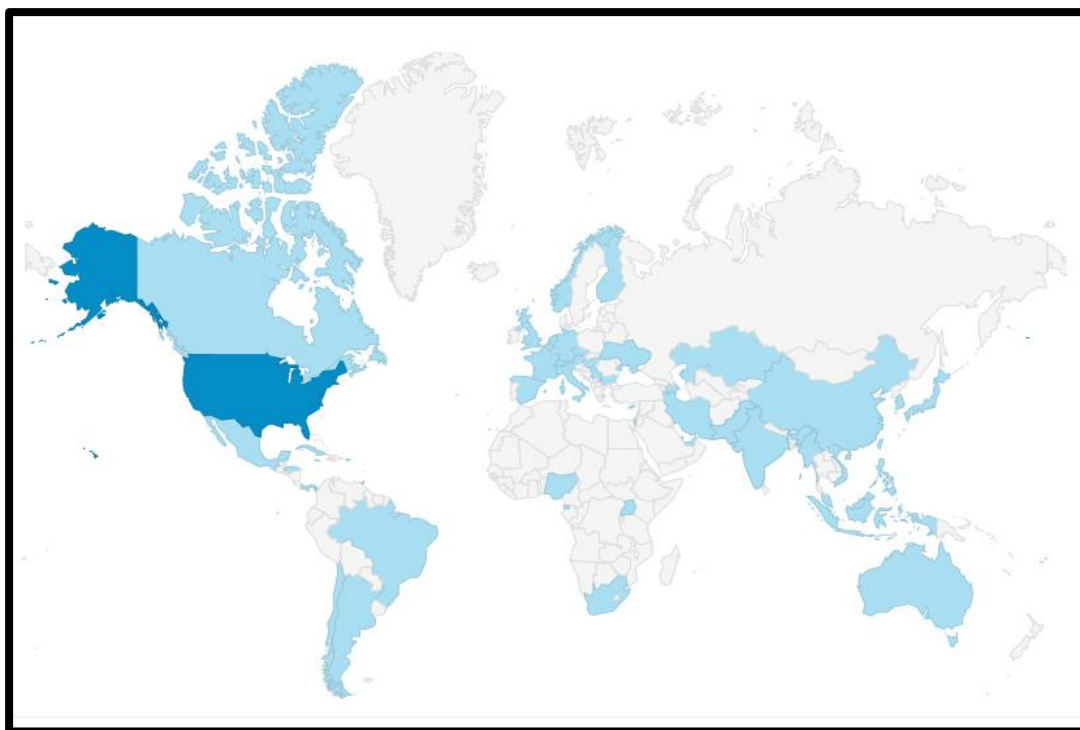
August 2006

The Louisiana Department of Environmental Quality (LDEQ) rolled out a state-of-the-art public records database.

For public users, EDMS **eliminated the travel requirement** to regional offices, provided **24/7 access** to LDEQ many documents, and **streamlined** the process for **requesting public records**.



# Outgrowing Classic



# Before (Classic EDMS)

Nearly 15 years later...

Limited by outdated and unintuitive interface, slow performance, steep learning curve, compatibility issues, lacking functionality, and low precision and recall.

The screenshot shows the Classic EDMS web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://edms.deq.louisiana.gov/app/doc/querydef.aspx>. The page title is "EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer".

The interface features a navigation sidebar on the left with the following sections:

- Find Documents**
  - [Document Search](#)
  - [Public Records Reg](#)
- Manage Account**
  - [Modify Account](#)
  - [Reset Password](#)
  - [Find Accounts](#)
  - [Account Information](#)
- Help**
  - [About EDMS](#)
  - [FAQ](#)
  - [Getting Started](#)
  - [Guides & Manuals](#)
  - [Contact Us](#)

At the bottom of the sidebar, it indicates the user is logged in as **misterbill** with links for [logoff](#) and [preferences](#).

The main content area is titled "Document Search" and includes the following search criteria:

- AI**:  [Lookup AI](#)
- Date**: Between  -
- Document ID**:
- Media**: A dropdown menu with options: Accident Prevention, Air Quality, Asbestos, Biosolids, Ground Water, Hazardous Waste, and Inactive & Abandoned Sites.
- Division**: A dropdown menu with options: Administrative Services, Air Quality Assessment, Contracts & Grants, Emergency & Radiological Services, Enforcement, Environmental Assistance, and Environmental Technology.

Partial labels for "TEMPO Activity", "De", "Docume", and "Document" are visible on the right side of the page.



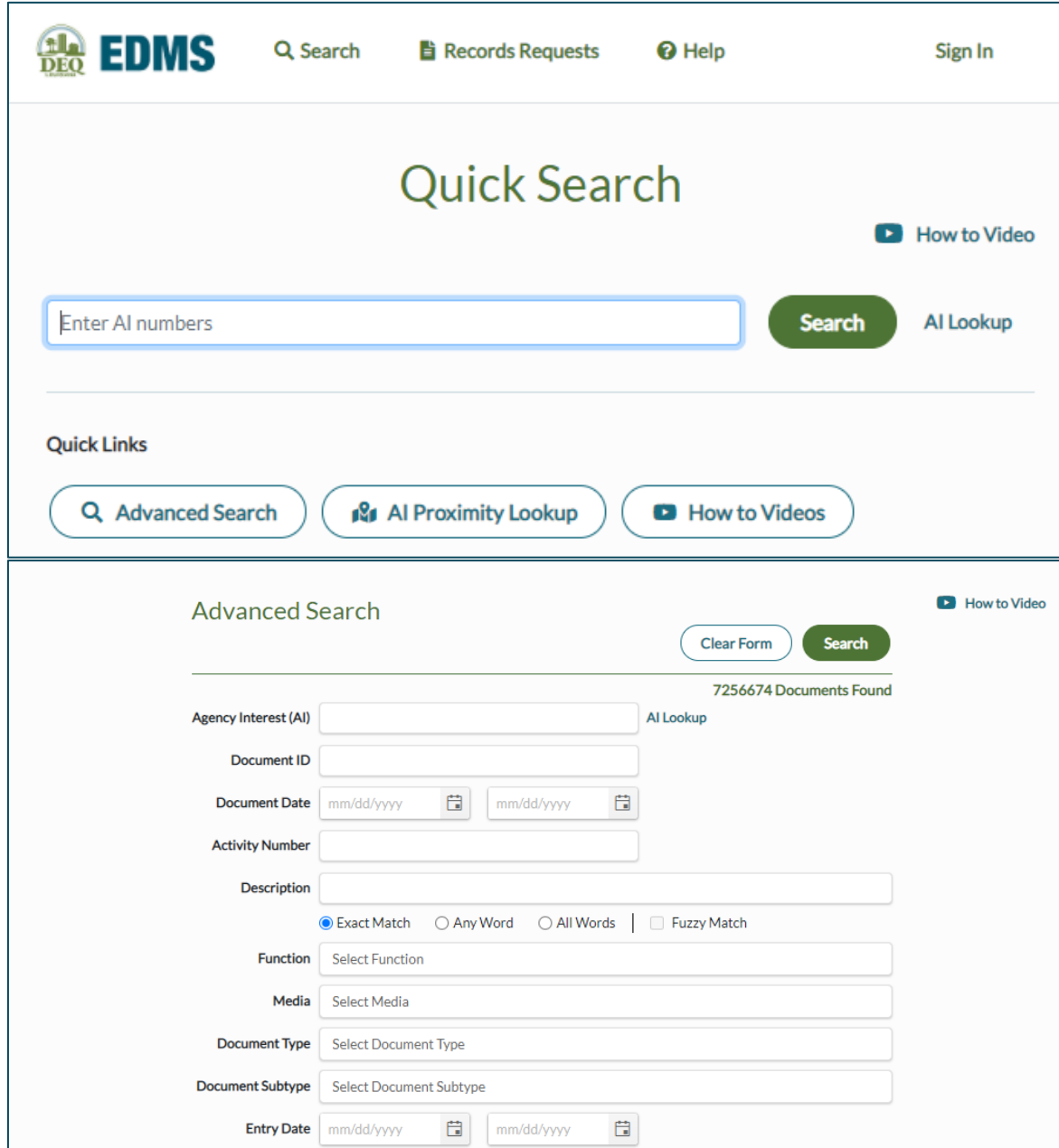
# After (Modern EDMS)

July 2021

The Louisiana Department of Environmental Quality (LDEQ) launched a revamped public records database.

### Key Components:

Improved user experience, added customization and preferences, streamlined performance and functionality, enhanced searching

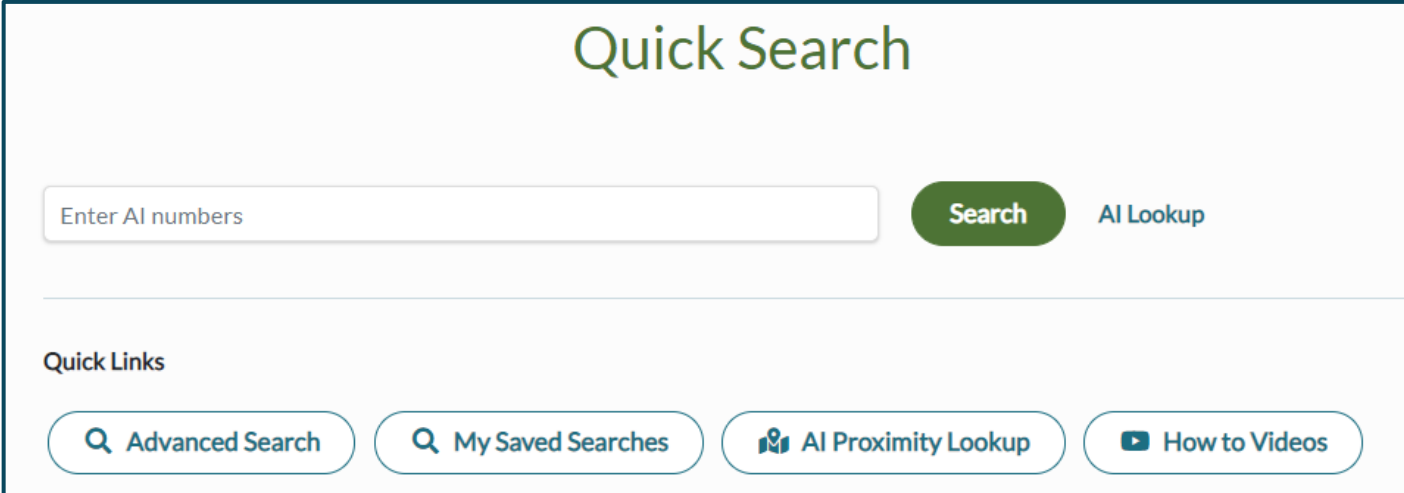


What's improved? What's new?

# USING MODERN EDMS

# Quick Search

- The Quick Search is now the **default landing page**
- Use it to easily search and retrieve all documents for an Agency Interest number



The screenshot displays the 'Quick Search' interface. At the top, the title 'Quick Search' is centered. Below it is a search input field with the placeholder text 'Enter AI numbers'. To the right of the input field is a green 'Search' button and a link labeled 'AI Lookup'. A horizontal line separates the search area from the 'Quick Links' section below. Under 'Quick Links', there are four buttons: 'Advanced Search' (with a magnifying glass icon), 'My Saved Searches' (with a magnifying glass icon), 'AI Proximity Lookup' (with a location pin icon), and 'How to Videos' (with a play button icon).

# Advanced Search

- Access the Advanced Search from the quick links or the “Search” tab in the top bar.
- Use it to apply various search criteria to retrieve **more specific results.**

Advanced Search

Clear Form Save Search Criteria Search

7189231 Documents Found

Agency Interest (AI)  AI Lookup

Document ID

Document Date

Activity Number

Description

Any Word  All Words  Exact Phrase  Fuzzy Match

Function

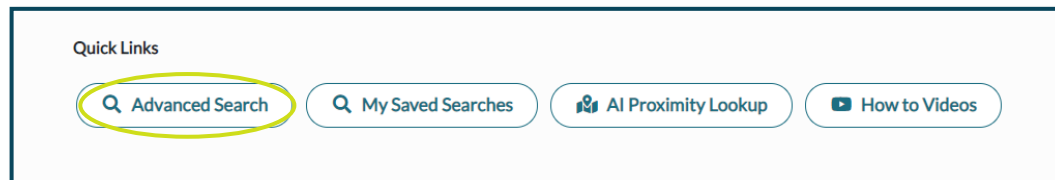
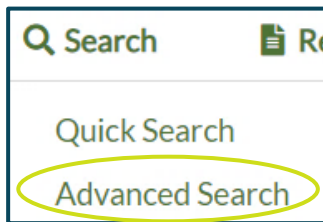
Media

Document Type

Document Subtype

Entry Date

Pages  to



# Results Screen

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY

DEQ EDMS Search Records Requests Help Sign In

Advanced Search Results [Return to Document Search Criteria](#) [How to Video](#)

Hide Filters

**Filter by** Clear

**Document Date**

2019 (24273)

**Media**

Accident Prevention (201)

Air Quality (24273)

Asbestos (17142)

Biosolids (4508)

Ground Water (1631)

**Function**

Agency Governance (2)

Air Emissions Inventory (1158)

Air Modeling (1)

Air Monitoring and Anal... (44)

Air Planning (229)

**Document Type**

Forms (16)

Legal (635)

Permits (7115)

Plans (14)

Reports (10092)

**Document Subtype**

**Associated AI**

	Document ID	AI	Document Type	Document Subtype	Date	Description	Media	Function
<input type="checkbox"/>	<a href="#">11997546</a>	9142	Correspondence-Received		12/31/2019	Periodic Test for Unit 1A(EQT001)	Air Quality	Air Stack and Tank Testing
<input type="checkbox"/>	<a href="#">11997548</a>	9142	Correspondence-Received		12/31/2019	Periodic Test for Unit 2A (EQT003)	Air Quality	Air Stack and Tank Testing
<input type="checkbox"/>	<a href="#">12013632</a>	220874	Permits	Application	12/31/2019	Minor Source General Permit Initial	Air Quality	Permits
<input type="checkbox"/>	<a href="#">12016816</a>	171765	Permits	Application	12/31/2019	Minor Source Permit Modification	Air Quality	Permits
<input type="checkbox"/>	<a href="#">12021035</a>	83595	Reports	Assessment/Investi...	12/31/2019	T194854; s19-141428; Fire Complaint; Land Clearing/Marsh - Franklin, LA; Adam Fangue / Franklin FD	Air Quality, Solid Waste	Incidents - Emergency
<input type="checkbox"/>	<a href="#">12022647</a>	1137	Reports		12/31/2019	EPA Notice of Violation	Air Quality	Enforcement
<input type="checkbox"/>	<a href="#">12047022</a>	172244	Reports	Incident	12/31/2019	T194816	Air Quality	Incidents - Non-Emergency
<input type="checkbox"/>	<a href="#">12055349</a>	1106, 2119, 83580	Reports	Incident	12/31/2019	INC# 194792; c19-141441 - 617 Napoleone Ave	Air Quality	Incidents - Non-Emergency
<input type="checkbox"/>	<a href="#">12057219</a>	17061	Correspondence-Received		12/31/2019	Return Receipt 7018 3090 0002 1978 1730	Air Quality	Permits
<input type="checkbox"/>	<a href="#">12088081</a>	1468	Reports	Incident	12/31/2019	T 194853; s19-141404; Ammonia; Rubicon; Michelle Eaglin	Air Quality	Incidents - Emergency

1 - 200 of 24273 items

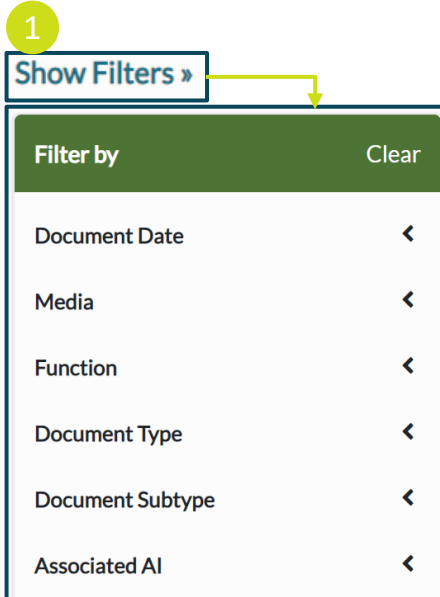
3 Add Header on Download/Print

1. Filter Bar

2. Results Table

3. Display & Preferences Menu

# Display Customization & Preferences



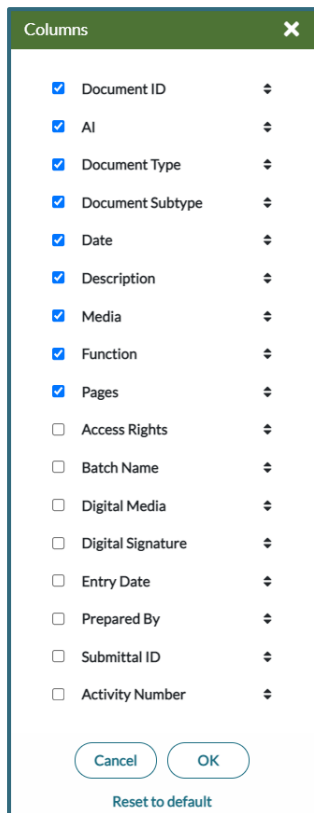
After executing your search you will be able to...

1. Filter your results
2. Toggle header settings for downloads
3. Display results in a list view
4. Display results in an item view
5. Customize column display (see next slide)
6. Access download and export options

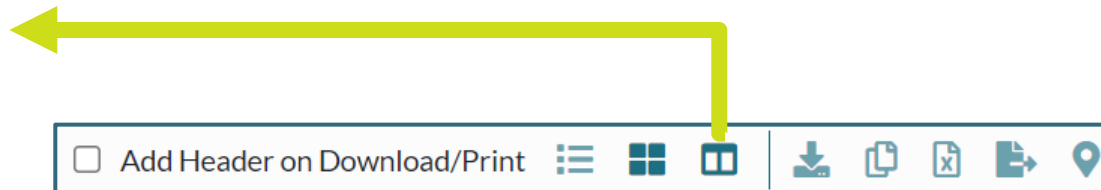


# Display Customization & Preferences

## Column Customization (List View Only)

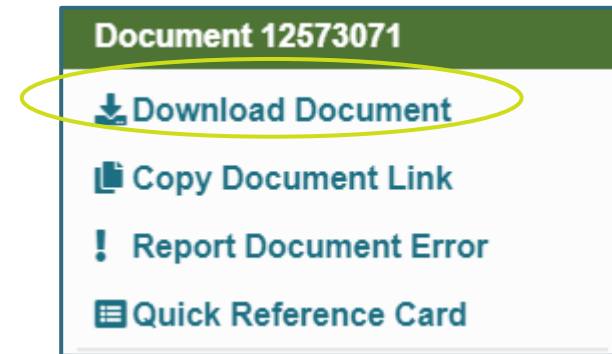


- **Add and remove columns** by clicking the check boxes
- **Change column order** by clicking and dragging the arrows up or down
- **Apply preferences** by clicking “OK”
- **Reset preferences** to default columns and order by clicking the “Reset to default” button



# Document Correction

- The process for document corrections has been simplified
- Access the form from the document viewer by clicking “**Report Document Error**” link.
- Simply select the type of correction from the top bar and complete the corresponding form.



Change Keyword     Needs Redaction     Duplicate     Other



# Document Correction

- Now, you can edit the fields of the **change keyword** form directly
- For example:
  - If you wanted to change the AI number in the document below to 1235 and the description to “Notification,” simply write-in the correct AI and/or make the necessary changes to the description field.

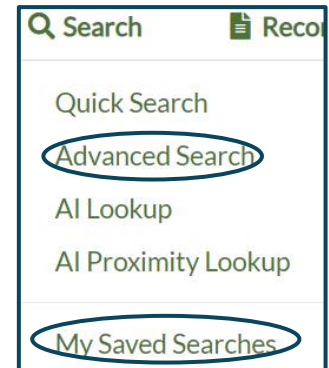
Key Word	Values
Description	Notification that a No Exposure Certification for Exclusion from MSGP Coverage has
AI Number	1234
Date	02/17/2014

Key Word	Values
Description	Notification
AI Number	1235
Date	02/17/2014

Click the Submit Report button to send your correction for review and processing.

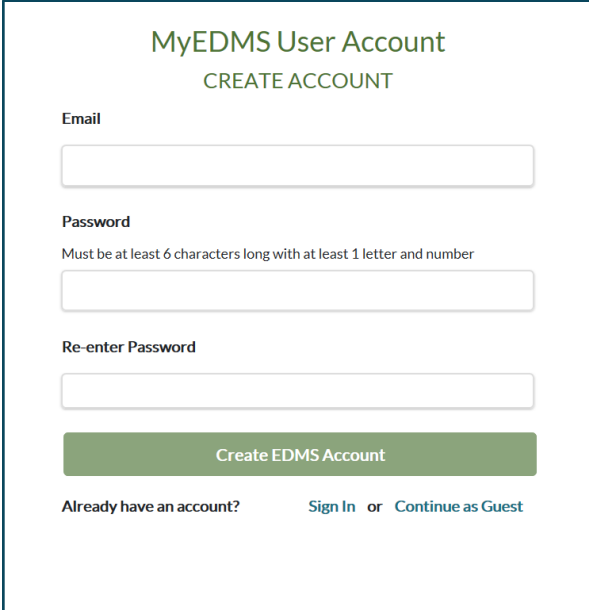
# Saved Searches & Email alerts

- You can now **save any set of searching criteria** from the advanced search page.
- Use this feature to:
  - Easily run frequently used searches
  - Receive email alerts whenever a new document is uploaded that meets your search criteria



# MyEDMS account

- Public users default to **guest access** to EDMS
  - Sufficient for most basic search and retrieval purposes
- To gain access to a more robust EDMS experience, create a MyEDMS account
  - Saved Searches and Email Alerts



The screenshot shows a web form titled "MyEDMS User Account" with a subtitle "CREATE ACCOUNT". The form contains three input fields: "Email", "Password", and "Re-enter Password". The "Password" field has a note: "Must be at least 6 characters long with at least 1 letter and number". Below the fields is a green button labeled "Create EDMS Account". At the bottom, there is a link "Already have an account?" followed by "Sign In" and "or Continue as Guest".

# Saved Searches & Email Alerts

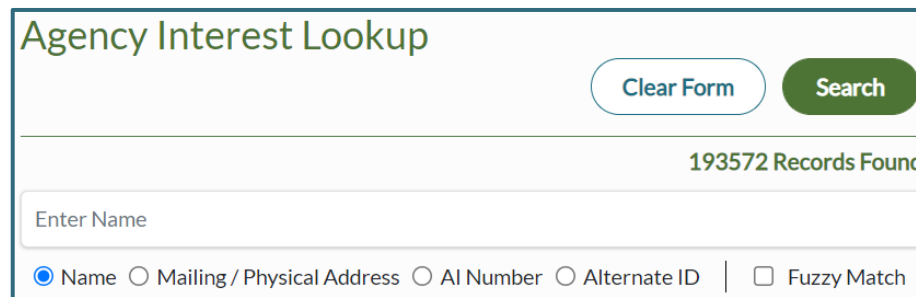
## How it Works

- **Step 1:** Enter *any* search criteria into the **advanced search** form.
  - It can be an AI number, multiple AI numbers, and/or any other criteria available.
- **Step 2:** Click “**Save Search Criteria**”
- **Step 3:** Name your query, opt into **email alerts**, and click “**Save Search**”
- You’ll receive an alert when new documents are entered matching the criteria of your search

The image shows a user interface for saving search criteria. At the top, there are three buttons: 'Clear Form', 'Save Search Criteria', and 'Search'. A yellow arrow points to the 'Save Search Criteria' button. Below this is a modal dialog box titled 'Save Search Criteria' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Name your search query:' containing the text 'Example'. Below the input field is a checked checkbox labeled 'Email me alerts for this search'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save Search'. A yellow arrow points to the 'Save Search' button.

# Agency Interest Lookup

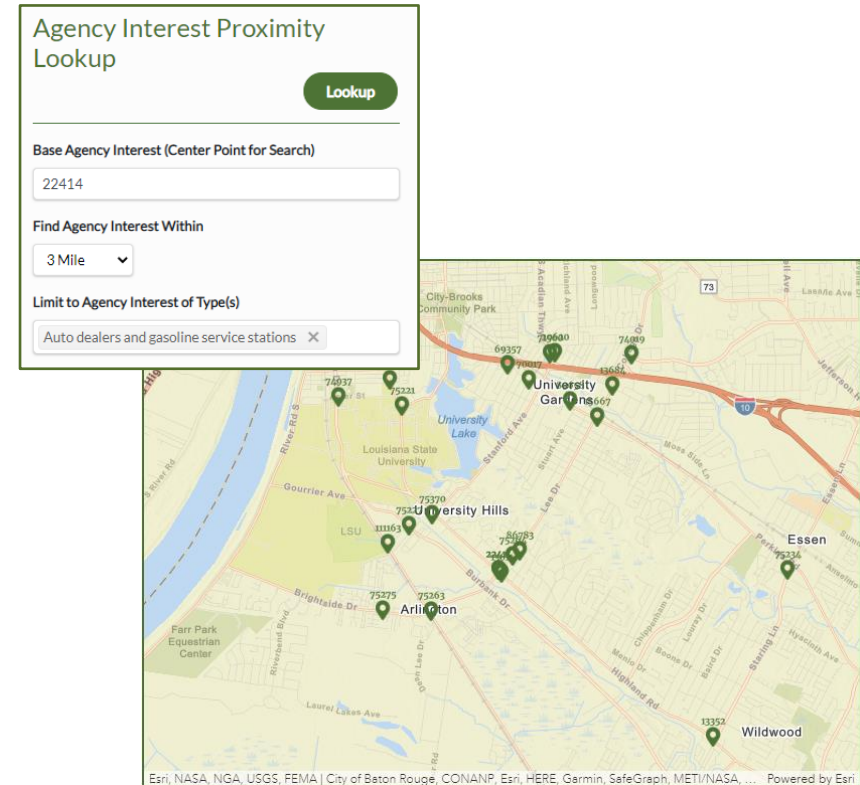
- Use the AI lookup feature to find information about any AI number.
- Use the radio button to change the search type.
- Execute a free text search with a name, mailing/physical address, AI number, or Alternate ID.
  - **Tip:** Add quotes (“”) to find an exact phrase.



The screenshot shows a web form titled "Agency Interest Lookup". At the top right, there are two buttons: "Clear Form" and "Search". Below the title is a large empty text input field. To the right of this field, it says "193572 Records Found". Below the input field is a smaller input field with the placeholder text "Enter Name". At the bottom, there are four radio buttons for search criteria: "Name" (which is selected), "Mailing / Physical Address", "AI Number", and "Alternate ID". To the right of these is a checkbox for "Fuzzy Match".

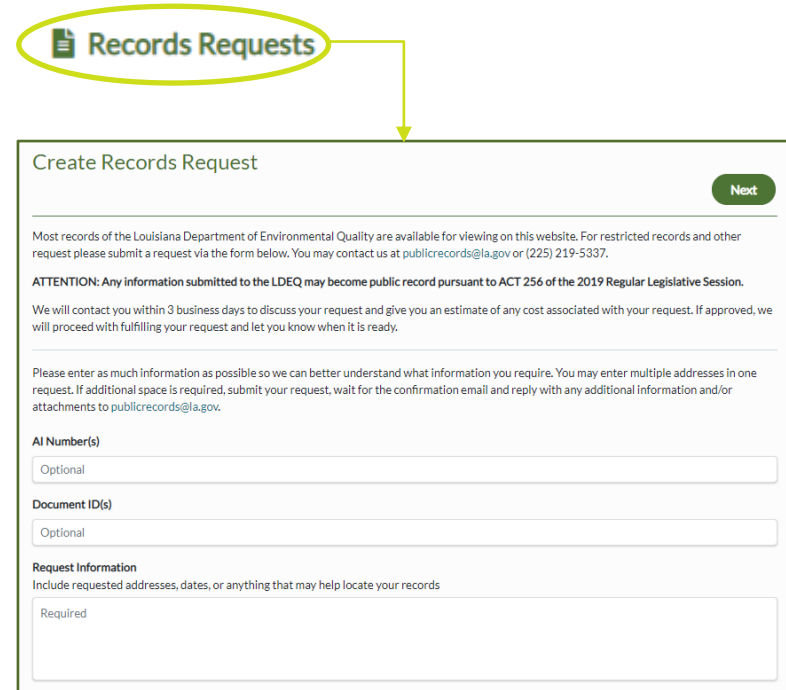
# AI Proximity Lookup

- The AI Proximity lookup utilizes Latitude and Longitude data to create a responsive map of AIs
- User sets a center point AI, adjusts the search radius, and filters to facility type
  - Eg) Set AI 22414 (Circle K #2707652) as the center point, expand range to 3 mi, and filter to auto dealers and gasoline service stations.



# Public Records Requests

- Still can't find what you are looking for? **Create a Public Records Request**
- Records Management fulfills public records requests by:
  - Receiving requests
  - Contacting requester within three days
  - Locating responsive records
  - Providing notice of copy and shipping costs
  - Receiving appropriate fees (check or money order)
  - Delivering copies of records upon payment



**Records Requests**

### Create Records Request

[Next](#)

Most records of the Louisiana Department of Environmental Quality are available for viewing on this website. For restricted records and other request please submit a request via the form below. You may contact us at [publicrecords@la.gov](mailto:publicrecords@la.gov) or (225) 219-5337.

**ATTENTION: Any information submitted to the LDEQ may become public record pursuant to ACT 256 of the 2019 Regular Legislative Session.**

We will contact you within 3 business days to discuss your request and give you an estimate of any cost associated with your request. If approved, we will proceed with fulfilling your request and let you know when it is ready.

Please enter as much information as possible so we can better understand what information you require. You may enter multiple addresses in one request. If additional space is required, submit your request, wait for the confirmation email and reply with any additional information and/or attachments to [publicrecords@la.gov](mailto:publicrecords@la.gov).

**AI Number(s)**  
Optional

**Document ID(s)**  
Optional

**Request Information**  
Include requested addresses, dates, or anything that may help locate your records  
Required

# Contact Us

- Have a question, comment, or concern? Notice a bug in EDMS?

- Tell us about it through the “Contact Us” form.

Help

EDMS Video Training

Contact Us

About EDMS

Contact Us

What is the nature of your message?

[Choose One]

From

Message

Clear Submit

[Choose One]

Comment/Suggestion

Question About Using EDMS

Question About Finding Documents

Bug Report



<https://edms.deq.louisiana.gov/edmsv2/>

# FEATURES DEMONSTRATION

# Resources

- [EDMS Redesign Teaser Video](#)
- [EDMS Help Videos](#)
- [EDMS Redesign Case Study](#)
- [Access Answers Podcast Ep. 14: Modernizing LDEQ's Records Management](#)