

E-Document Management – Phase 1

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October 22, 2013





Objectives this morning

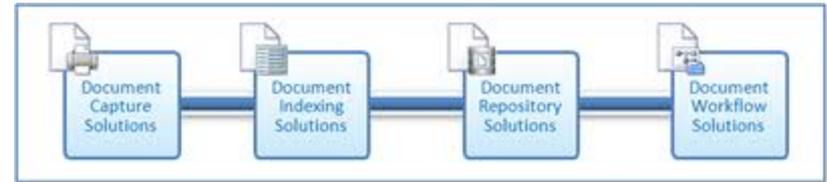
- Bring folks up to speed on the overall project goals and current status
- Overview of the scan process – past and future
- Present additional steps needed under Phase 1 and why
- Discuss/identify which documents are to be scanned during phase 1
- Present how to access “Places” and “OnBase”
- Discuss what to do with the hard copy documents once scanning is complete.

Project Overview

- This project is focused on scanning many current hard copy files to a searchable electronic format and developing a tool to make future documents searchable electronically.
- The Goal of this project is to reduce hard copy generation and storage of documents and records.
- The scope of phase zero was to make all 2007 to present noncompliance documents searchable via the web as a proof of concept for other documents
- The scope of phase 1 is to stand up the permanent edocument management system (OnBase), continue phase zero document type scanning, and initiate additional document types into the scanning process.

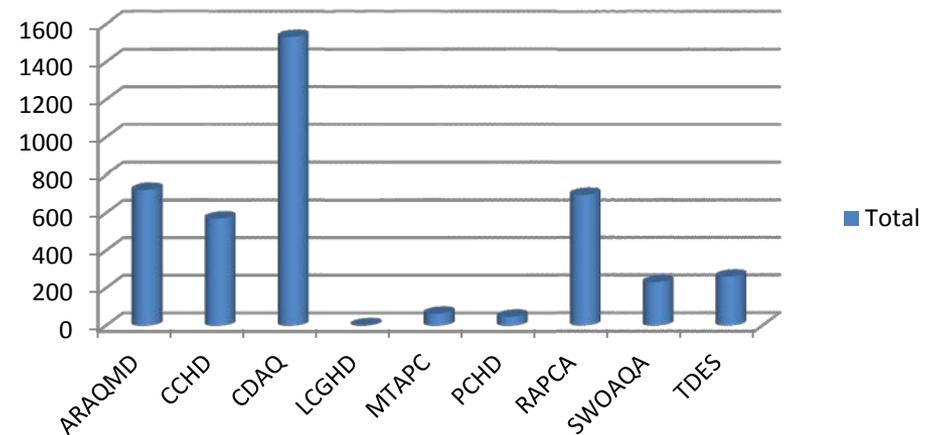


Current Status



- **Progress and challenges since 2011**
 - All offices have been scanning documents
 - Director's Journal/AGO Orders
 - DO/LAA non compliance and return to compliance documents
 - All but a handful of back-file documents were successfully scanned
 - STARS2 process working, but some key information may be missing going forward
 - Barcode process worked for the most part
 - Searchability improved over time
- **Where we go from here**
 - Multi-phase plan to 2015
 - Begin phase 1 in November, Phase 2 in Spring 2014
 - Phase 1 additional docs – facility permits, applications, etc culled from STARS2
 - Open burning permissions and denials
 - Asbestos/demolition notifications

Phase Zero Total Scanned Documents



The scan process – past and future



 **STARS2**

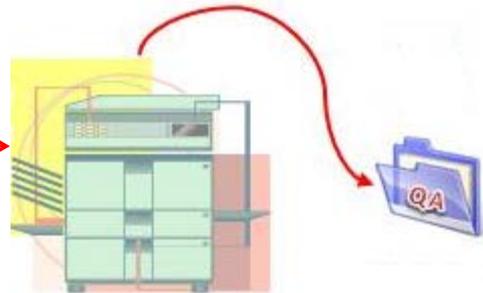
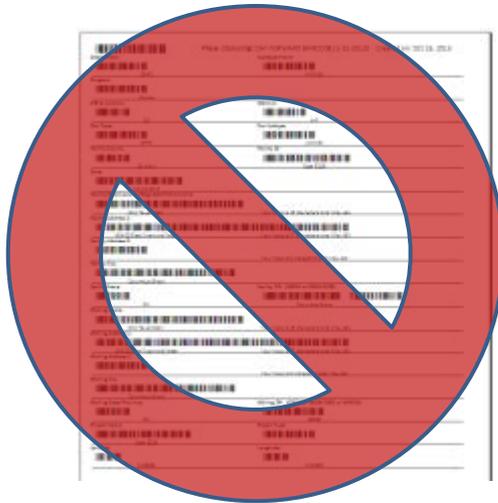


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The scan process – past.....and.....



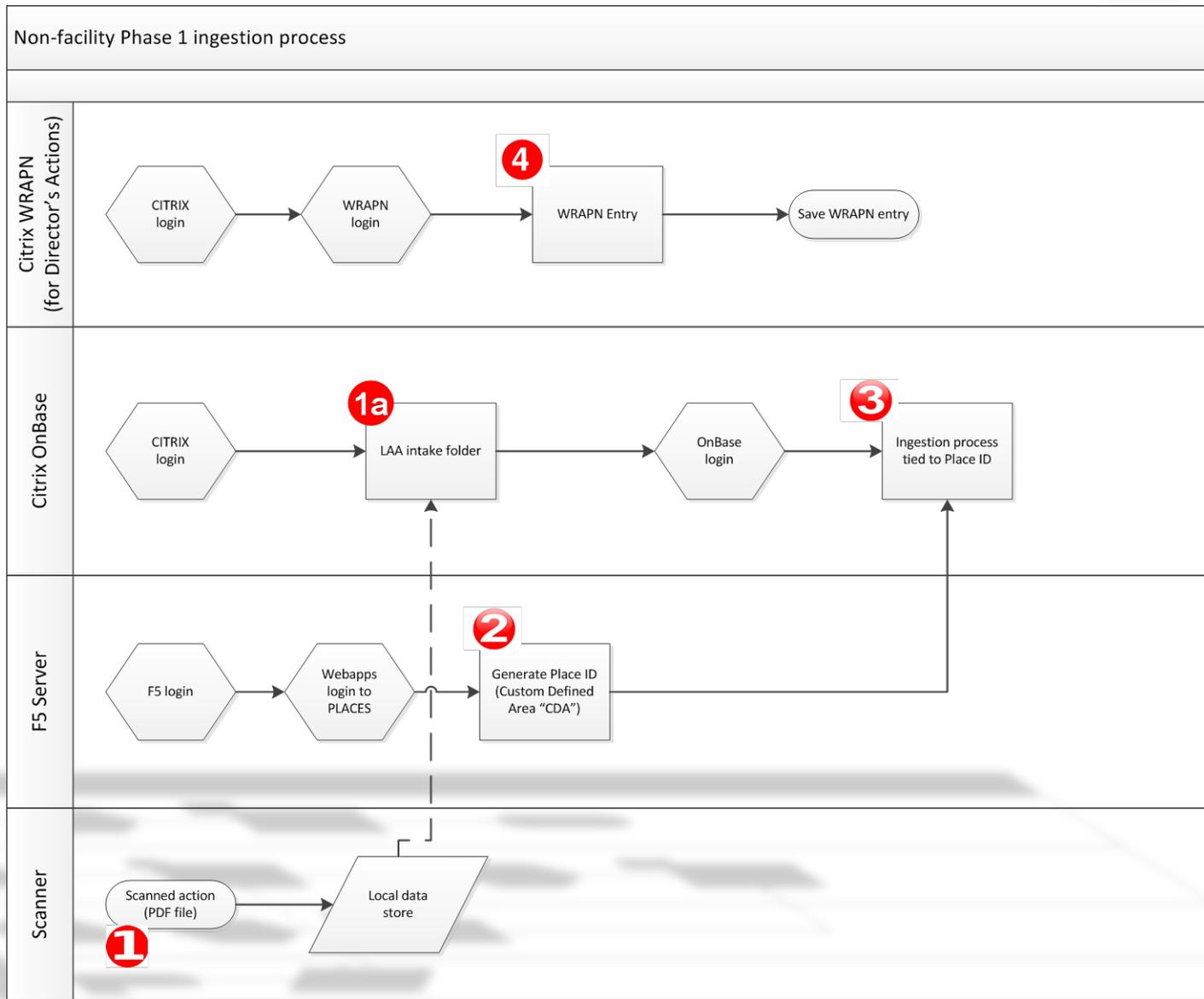
BARCODE >>> SCAN >>> INGEST FOLDER



4 SIMPLE STEPS!!

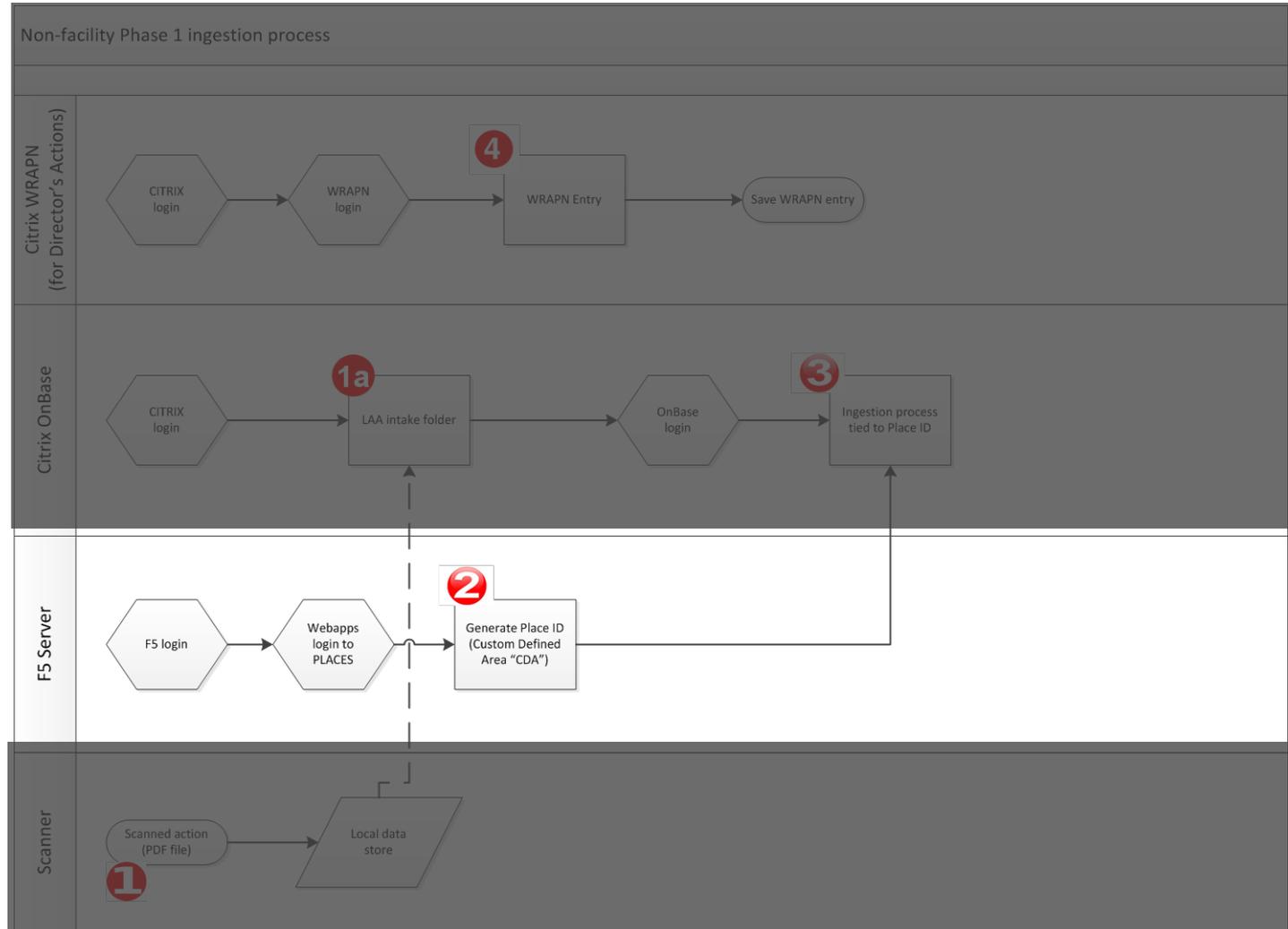
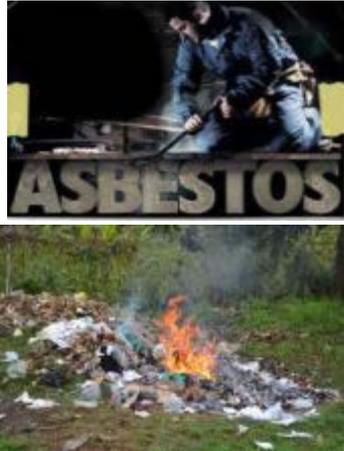


The scan process –.....future

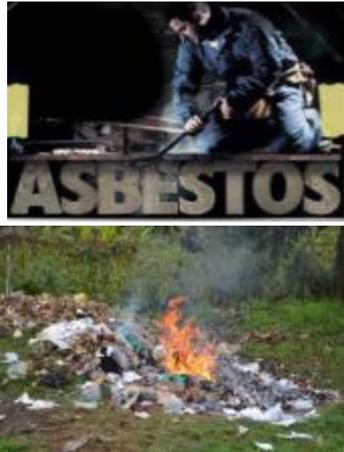


Step 2 - creating the PLACE ID

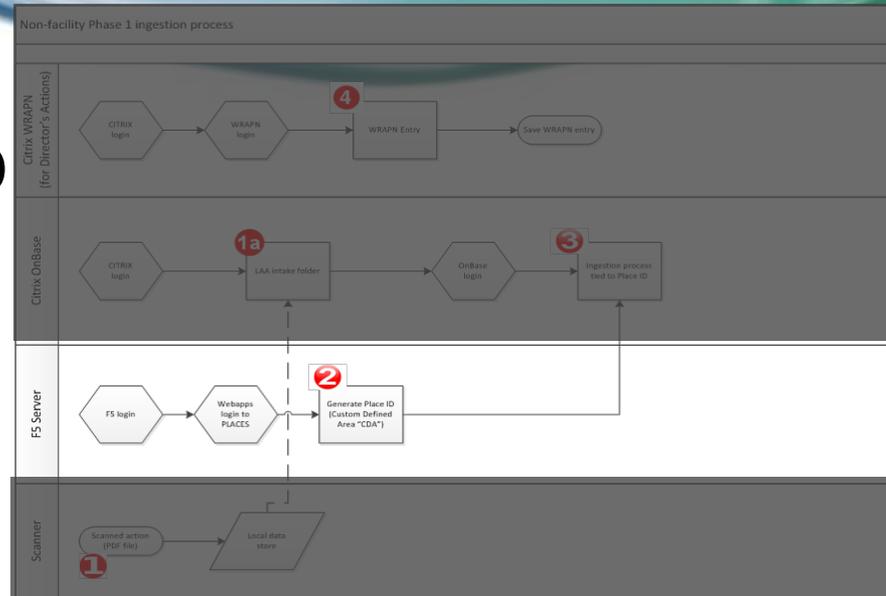
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Step 2 - creating the CORE ID



F5.EPA.OHIO.GOV



FS.epa.ohio.gov - Windows Internet Explorer
https://f5.epa.ohio.gov/try_login.php?check=1

OhioEPA
State of Ohio Environmental Protection Agency

Remote Access Login for Ohio EPA

Username: _____
Password: _____
Login

WARNING

"This is an Ohio Environmental Protection Agency (Ohio EPA) computer system, which may be accessed and used for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms."

WARNING

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Done
Trusted sites
100%
3:02 PM

F5.epa.ohio.gov - Windows Internet Explorer

https://f5.epa.ohio.gov/my_login.php?no_inspectors=1&ched=1

File Edit View Favorites Tools Help

Favorites Free Hotmail Web Slice Gallery

F5.epa.ohio.gov New Tab Ahern, Mike - Outlook Web ...

The previous site might require the following add-on: 'F5InspectionHost.cab' from 'F5 Networks'. Click here to install...



OhioEPA
State of Ohio Environmental Protection Agency

OhioEPA

Logon denied

Your device does not comply to current client security policies.

You do not have a firewall installed please contact the help desk

To open a new session, please [click here](#)

[show client info](#)

WARNING

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WARNING

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Start dapr_phase... eDoc Phase 1... LAA Training... F5.epa.ohio... RE: Can you ... Unklted Mess... Search Desktop 120% 11:08 AM

F5.epa.ohio.gov - Windows Internet Explorer

https://f5.epa.ohio.gov/myLogon.php?no_inspectors=1&chedi=1

File Edit View Favorites Tools Help

Install This Add-on
What's the Risk?
Information Bar Help



OhioEPA
State of Ohio Environmental Protection Agency

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Start | dpcp_phase... | eDoc Phase 1... | LAA Training... | F5.epa.ohio... | RE: Can you ... | Untitled Mess... | Search Desktop | Internet | 120% | 11:09 AM

FS.epa.ohio.gov - Windows Internet Explorer

Address bar: https://fs.epa.ohio.gov/my_login.php?checked=1

File Edit View Favorites Tools Help

Search: Live Search

FS.epa.ohio.gov | New Tab | Ahern, Mike - Outlook Web ...

Page Safety Tools



OhioEPA
State of Ohio Environmental Protection Agency

Internet Explorer - Security Warning

Do you want to install this software?

Name: FSInspectorHost.cab
Publisher: [FS Networks](#)

More options | Install | Don't Install

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

[If your browser or browsers settings do not support active components, or if downloading and installation fails, click here to continue](#)

Waiting for https://fs.epa.ohio.gov/my_login.php?checked=1...

Start | dpc_phase_... | eDoc Phase 1... | LAA Training ... | FS.epa.ohio... | RE: Can you ... | Untitled Mess... | Search Desktop | Internet | 120% | 11:10 AM

Internet Explorer window showing a security alert dialog box. The address bar displays https://f5.epa.ohio.gov/my_login.php?checked=1. The page header includes the OhioEPA logo and the text "State of Ohio Environmental Protection Agency".

The Security Alert dialog box contains the following text:

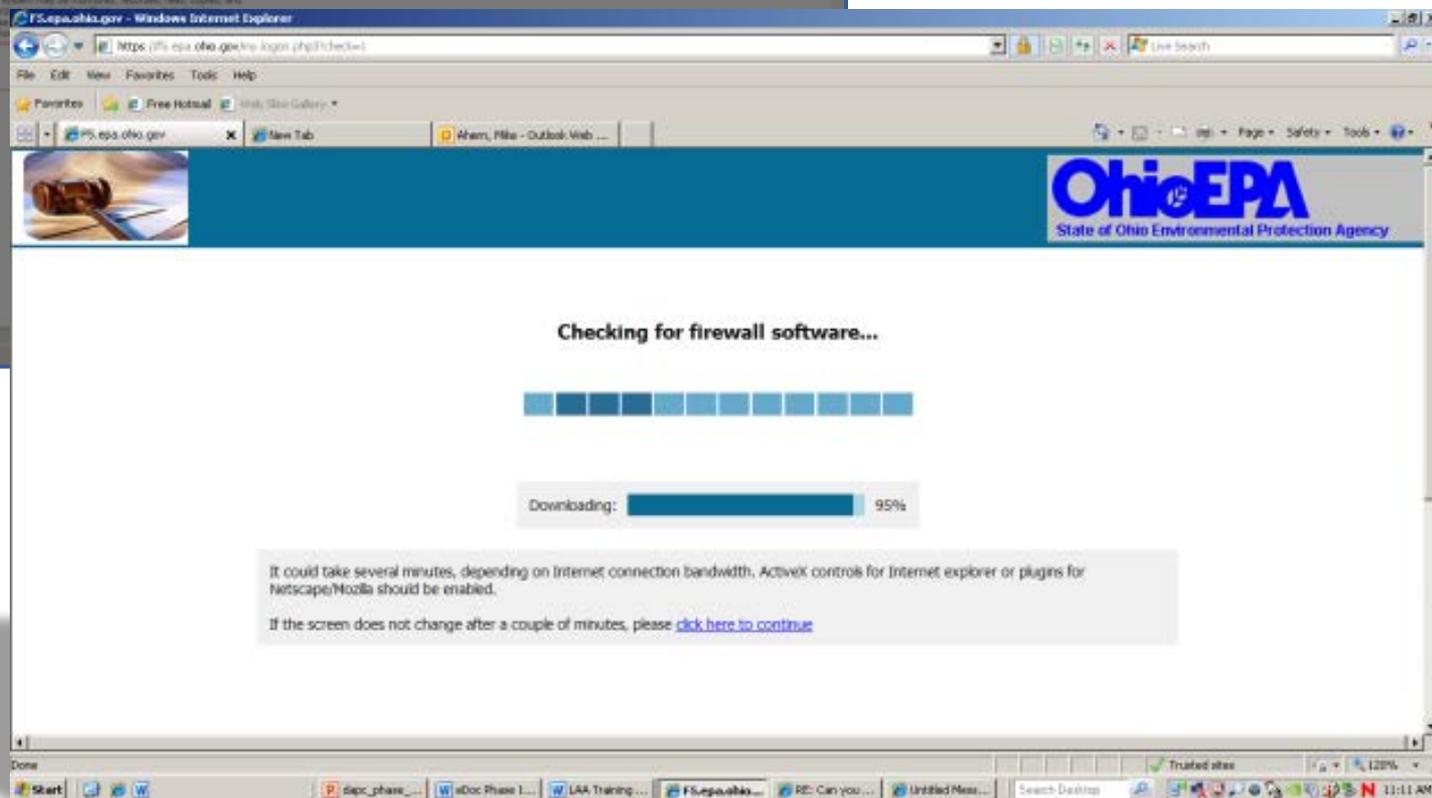
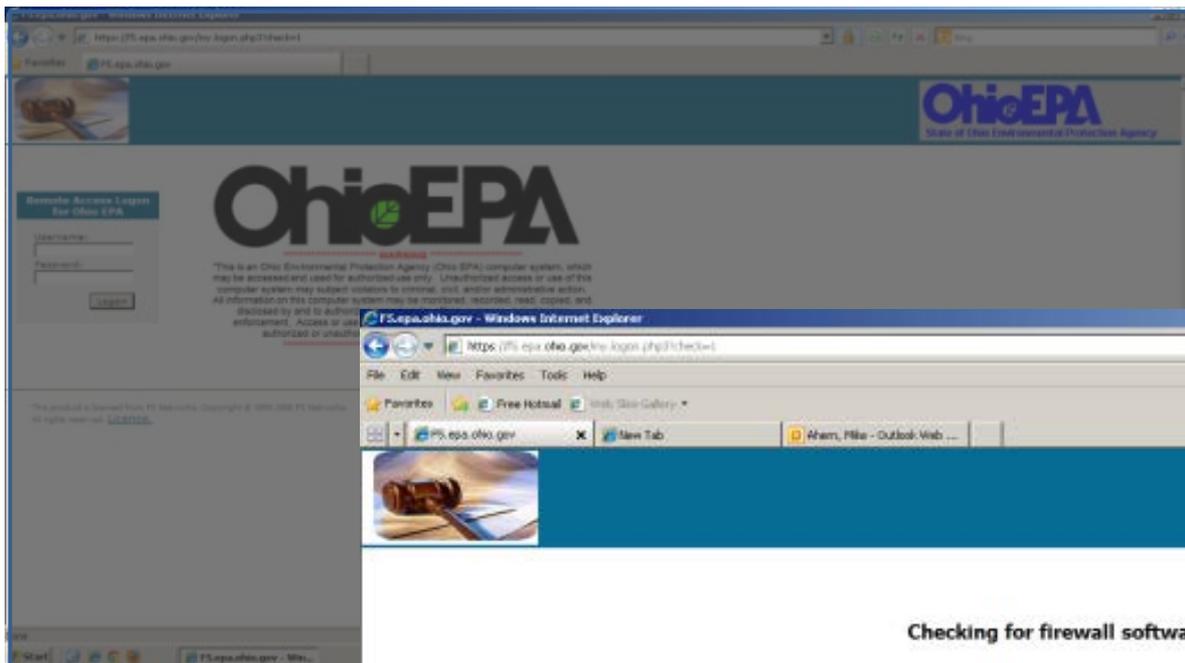
Security Alert

 The site 'f5.epa.ohio.gov' is attempting to inspect your system configurations.
This site is not on your Trusted Sites list.

Add this site to your Trusted Sites list, and always allow inspection from this site.
 Allow this site to inspect your system for this session only.
 Do not allow this site to inspect your system, and do not connect to this site.

Buttons:

The taskbar at the bottom shows several open applications: Start, dpc_phase..., eDoc Phase L..., LAA Training ..., F5.epa.ohio..., REI Can you..., and Unlited Mess... The system tray shows the time as 11:11 AM.



Step 2 - creating the CORE ID

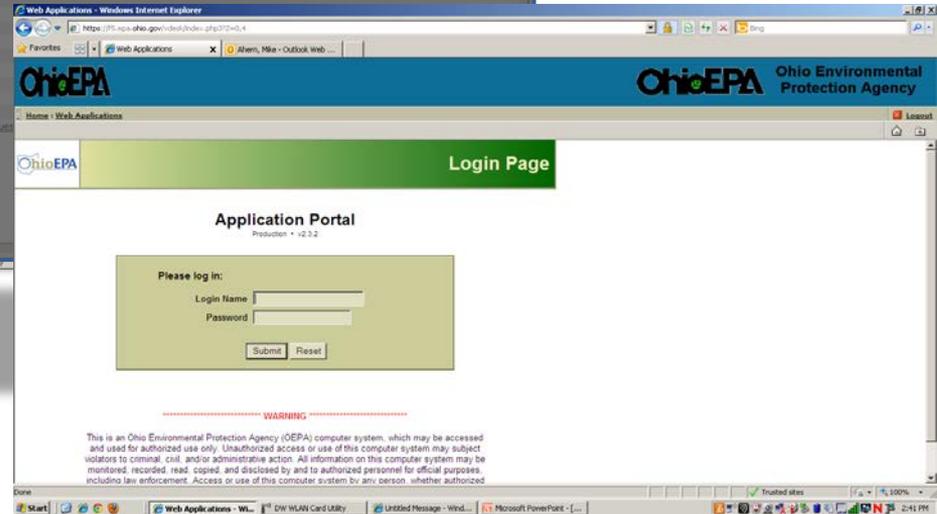
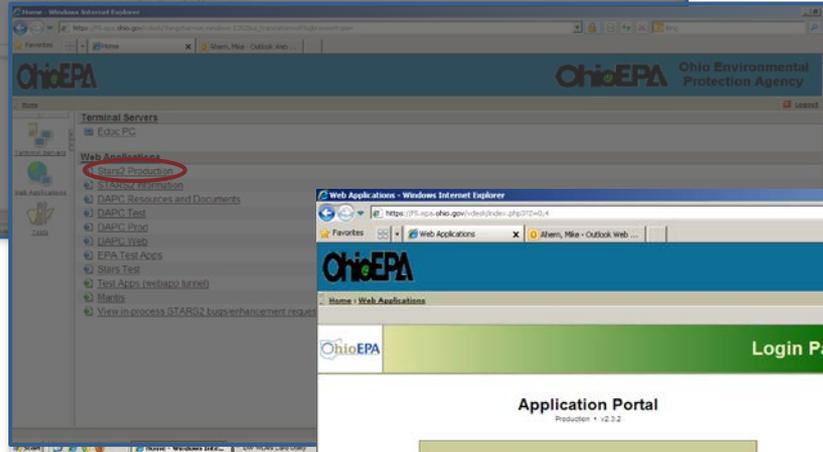
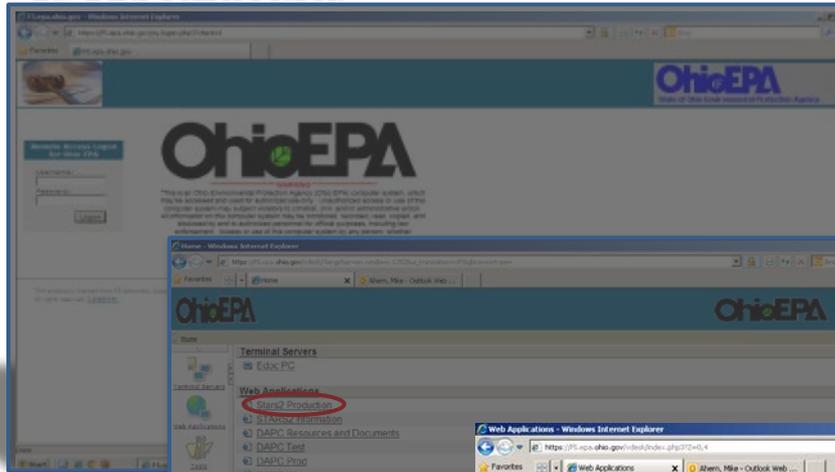


F5.EPA.OHIO.GOV

A screenshot of a Windows Internet Explorer browser window displaying the OhioEPA website. The browser's address bar shows the URL: https://f5.eps.ohio.gov/vdesk/?langchar=en, windows-1252&u_translation=off&browserstype=. The website header features the OhioEPA logo and the text "Ohio Environmental Protection Agency". The main content area is titled "Home" and contains a list of "Web Applications". The "Stars2.Production" link is circled in red. Other links in the list include "STARSz information", "DAPC Resources and Documents", "DAPC Test", "DAPC Prod", "DAPC Web", "EPA Test Apps", "Stars Test", "Test Apps (webapp tunnel)", "Mantis", and "View in-process STARS2 bugs/enhancement requests (see Answer Place ID 1211 for more info)". The browser's taskbar at the bottom shows the Start button, several open windows, and the system tray with the time 2:39 PM.

Step 2 - creating the CORE ID

F5.EPA.OHIO.GOV



Step 2 - creating the CORE ID

F5.EPA.OHIO.GOV



Place Search

My Applications | Directory

Core Place ID

Name

Place Type

State

County

City

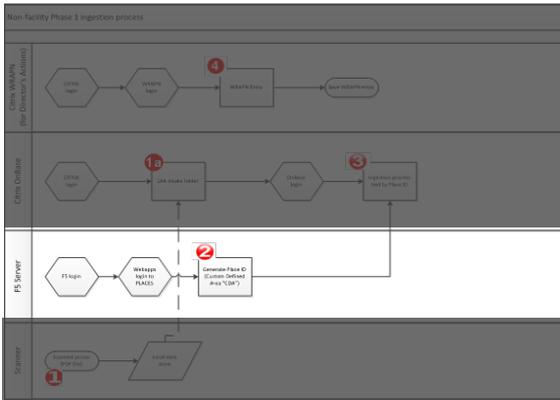
Township

Street Address

Zip Code

Program

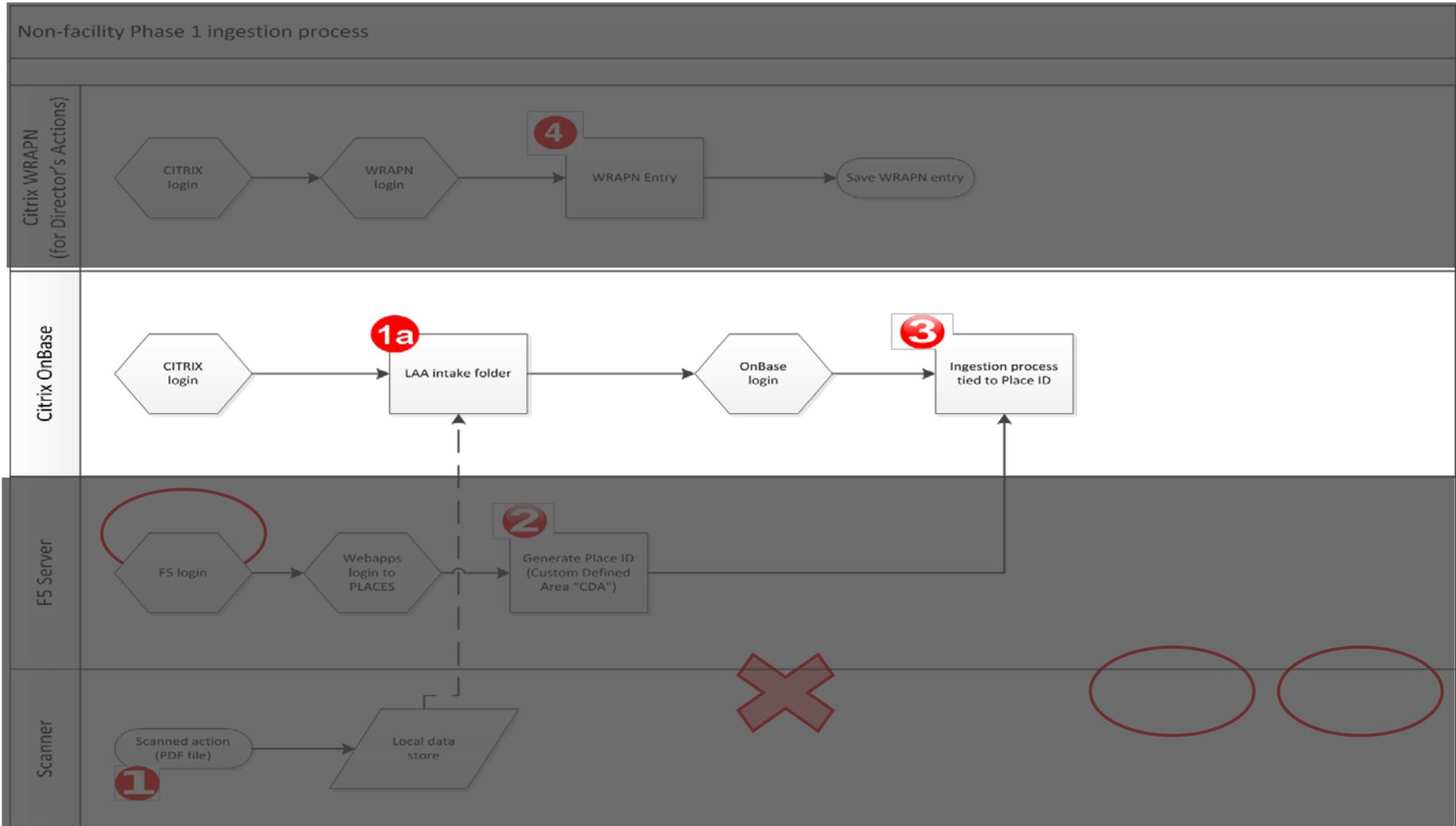
Click **Help** for instructions on defining search criteria





Step 3 – Ingestion into OnBase

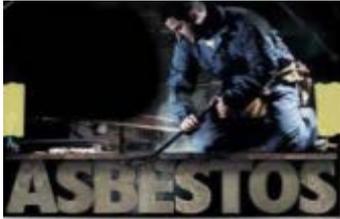
[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



4 SIMPLE STEPS!!



Step 3 – Ingestion into OnBase



[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Log on

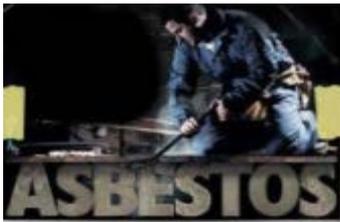
User name:

Password:

Log On



Step 3 – Ingestion into OnBase



[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Search Logged on as: mike.ahern Settings Log Off CITRIX

Applications Desktops

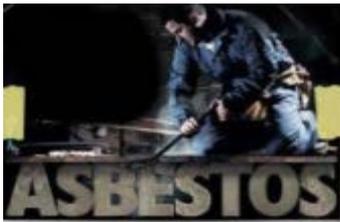
Main Select view: ▾

Admin Tools	DrDas Suite	AirVision	Cleveland Share	Notepad	Unity Client	WRAPN
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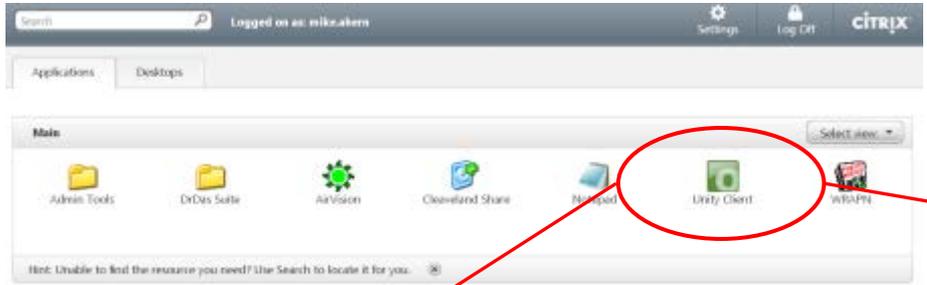
Hint: Unable to find the resource you need? Use Search to locate it for you. [X]



Step 3 – Ingestion into OnBase

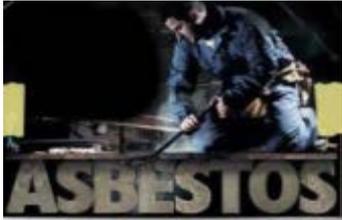


[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Ohio EPA Employee ID

Step 1a – Copy scanned file to locals folder



[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)

Applications

Desktops

Desktop



Recycle Bin



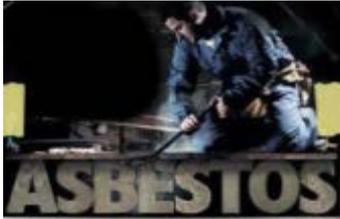
Cleveland Share



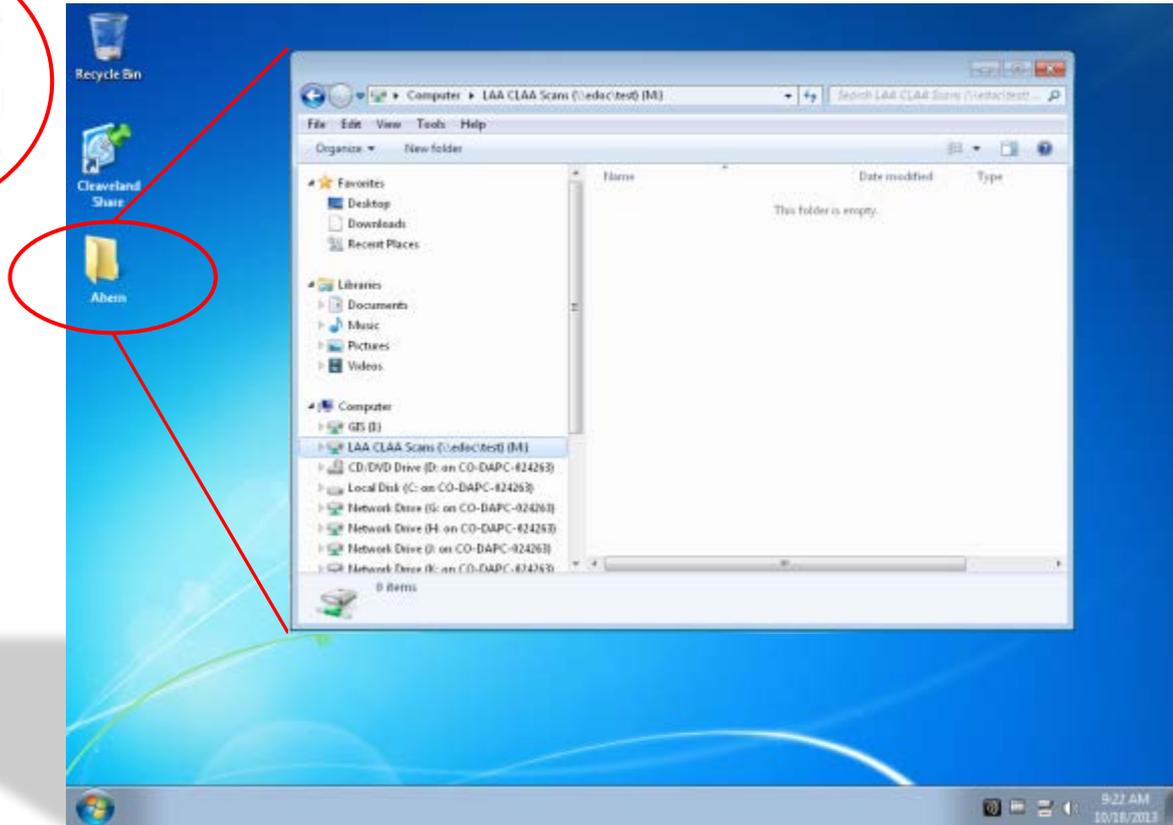
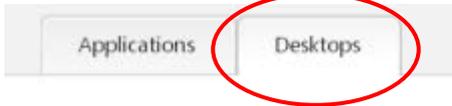
Ahem



Step 1a – Copy scanned file to locals folder

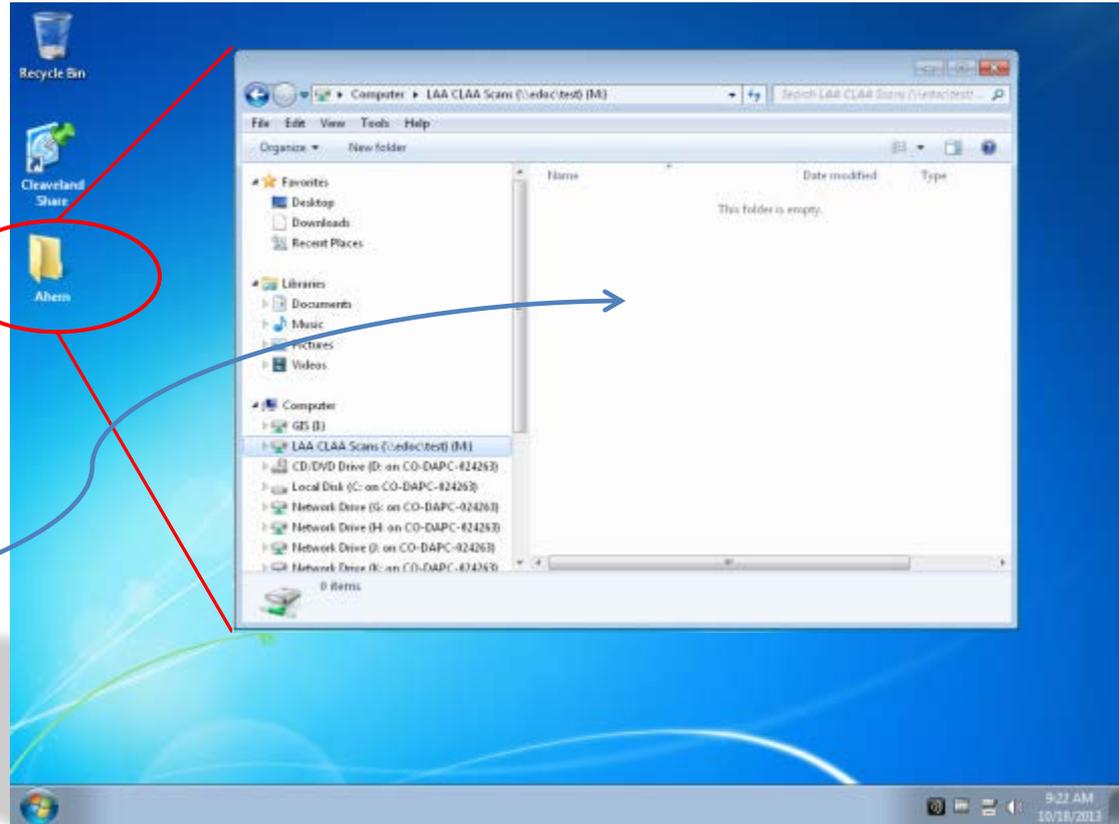
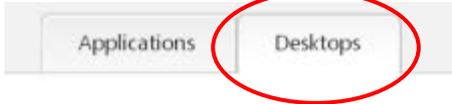


[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Step 1a – Copy scanned file to locals folder

[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Local scanned doc



Phase 1 Documents

Facility

- NOVs
- Permit applications
- Permits (actually, all actions of the Director)
- Emissions reports



Non-Facility

- NOVs
- Open burning Permissions
- Open burning Denials
- Asbestos contractor letters

Information and links:
Answer Place Topic ID 2363

Important items to keep in mind

- Initial set-up may involve additional steps (e.g., installing active-x control to access Places via the F5 server)
- A PLACE ID is required for each unique location associated with a scanned or uploaded document (STARS2 provides it with the document transfer into eDocs, manual scans will require a Custom Defined Area (CDA) to be created first.