



**Indiana Department of Environmental Management
Virtual File Cabinet**

Tuesday, June 06, 2023

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SEARCH

Simple Search

Used as a basic search to locate documents.

Simple Search [Advanced Search](#)

Document Date: From To

Program:

IDEM Document Type:

Full-Text Search:

Sort By:

- **A specific date**

- Enter the same date in both the From and To boxes.

Document Date: From To

- **A date range**

- Enter the beginning date in the From box and the ending date in the To box.

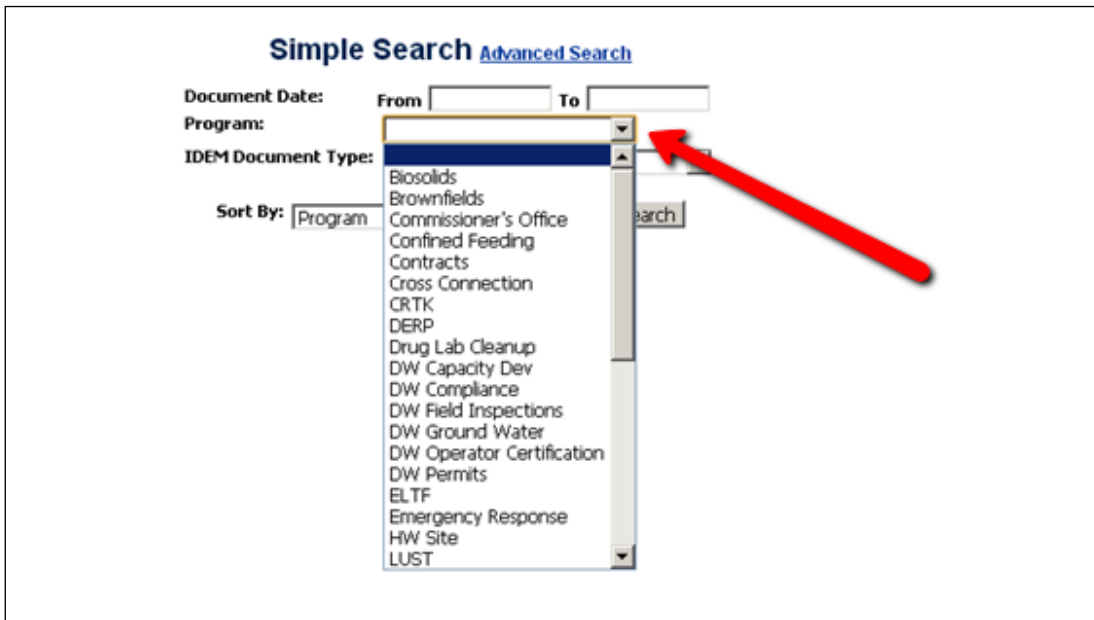
Document Date: From To

- Optional – entering the beginning date in the From box and leaving the To box empty will bring all results from the beginning date to the present date.

Document Date: From To

- **A specific program**

- Use the drop-down box to select the Program to search.



- After selecting a Program, the IDEM Document Type can be filtered to only those document types available for that Program.



- **A specific document type**

- Use the drop-down box to select the IDEM Document Type to search.

The screenshot shows the 'Simple Search' interface with the following fields:

- Document Date:** From [] To []
- Program:** []
- IDEM Document Type:** A dropdown menu is open, displaying a list of document types. A red arrow points to the dropdown arrow on the right side of the menu.
- Sort By:** Program

The list of IDEM Document Types includes: Agreement, App. for Continuing Education, Application, Approval, Backflow Registration, Brownfields Letters, Certificate, Certified Labs, CEU File, Community Relations, Completion Document, Compliance, Contract, Contract Approval & Tracking Form, Correspondence, Cost Recovery, Data, Drawing, and ELTF Claim.

- After selecting an IDEM Document Type, the Program can be filtered to only those Programs available for that IDEM Document Type.

The top screenshot shows the 'Simple Search' interface with the following fields:

- Document Date:** From [] To []
- Program:** []
- IDEM Document Type:** Site Characterization
- Sort By:** Program [] Descending [] Search

A red arrow points to the IDEM Document Type dropdown.

The bottom screenshot shows the 'Simple Search' interface with the following fields:

- Document Date:** From [] To []
- Program:** A dropdown menu is open, displaying a list of programs. A red arrow points to the dropdown arrow on the right side of the menu.
- IDEM Document Type:** []
- Sort By:** Program [] Search

The list of programs includes: DERP, LUST, Site Investigation, State Cleanup, Superfund, and VRP.

Full Text Search

Full-text searching enables finding documents based on both the values contained in the metadata fields of the document as well as the actual text contained within the document.

- ALL documents are available for full-text search on values contained in the metadata fields.
- Currently only *new* documents (entered since “go live”) are available for full-text search of the actual text contained within the document.

Rules

When performing a full-text search, the search finds the word specified and words that have the same “stem”. For example, searching for the word address finds documents with the word address, addressing, addresses, or addressed. To limit the search to the word specified, place the word in double quotation marks such as "address".

A full-text search expression can include the following elements:

- Strings – partial words -> addr
- Words – individual whole words -> addresses
- Phrases – multiple-word phrases -> new addresses
- Search Operators -> new AND addresses

Search techniques common to popular Internet search engines are supported when using full text search.

Examples:

- Space () → AND
 - new product searches for new <AND> product.
- Comma (,) → OR
 - new, product searches for new <OR> product.
 - (new, product) images = (new <OR> product) <AND> images
- Minus (-) → NOT
 - new product -images = (new <AND> product) <AND> <NOT> images
- Phrases enclosed in double-quotes ("any phrase") will return an exact match of the entered phrase.
 - "new product", "new images" = "new product" <OR> "new images"

Search Wildcards

A wildcard substitutes for unknown or unpredictable characters in a search query. Wildcards can be used in any search query including Advanced Search or Quick Search.

- An asterisk (*) indicates zero or many alphanumeric characters.
For example:
 - form* matches form and formula
 - *orm matches form and reform
 - *form* matches form, formula, reform, and performance

Comments	▼	Contains	▼	*form*
----------	---	----------	---	--------


- A question mark (?) indicates one alphanumeric character.
For example:
 - form? matches forms and form1, but not form or formal
 - ??form matches reform but not perform

Comments [v] Contains [v] ??form

Results can be sorted by Program, Document Type or Document Date in either Ascending or Descending order.

Sort By: Program [v] Ascending [v] Search

Program
Document Type
Document Date



 *Note: The maximum number of results returned can be set to no more than 500 items.*

To return to the Simple Search page, click once on the Virtual File Cabinet banner heading.

Indiana Department of Environmental Management
Virtual File Cabinet

Search Facility Search New Check-In

My Content Server Browse Content Content Management

Simple Search [Advanced Search](#)

Document Date: From [] To []

Program: [v]

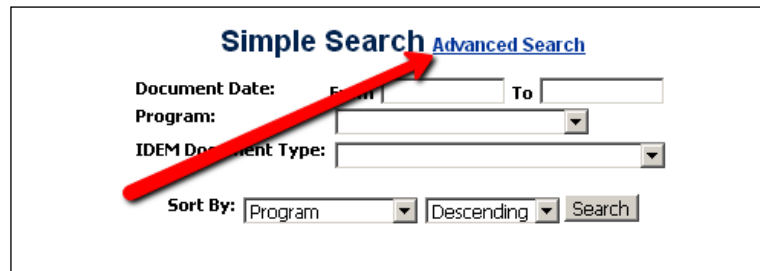
IDEM Document Type: [v]

Sort By: Program [v] Descending [v] Search



Advanced Search

Used for a more comprehensive search to locate documents.

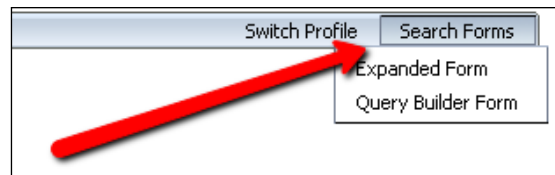


The screenshot shows a search interface with the following fields and options:

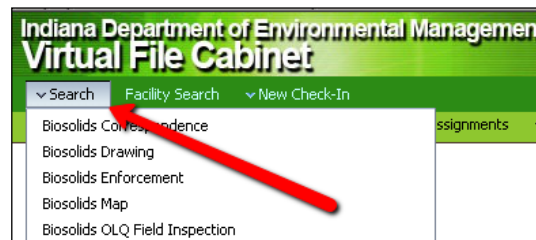
- Document Date:** From [] To []
- Program:** []
- IDEM Document Type:** []
- Sort By:** [Program] [Descending] [Search]

A red arrow points from the "Simple Search" text to the "Advanced Search" link.

There are two types of Advanced Search forms (located on the upper right side): Expanded Form and Query Builder Form.



Or you can use the Search drop-down option located on the toolbar to also limit the search fields to only those for that Program and Document Type.



Expanded Form

The Expanded Form displays all metadata fields available on one single page.

By entering criteria in more than one field, the Expanded Form automatically assumes that ALL criteria entered must be met before producing a result.

Items with specific choices contain drop-down boxes where additional selections can be made.

County	Matches	<input type="text"/>	<ul style="list-style-type: none"> Air Emission Standards (Subpart BB) Closure Plan Contingency Plan Corrective Action for SW Management Units Exhibits/Figures/Tables Facility Description Groundwater Monitoring Hazard Prevention Part A Application Permit Conditions Personnel Training Post Closure Inspections Post Closure Plan Process Description Waste Analysis Plan 	
Cross Reference	Matches	<input type="text"/>		
Data Type	Matches	<input type="text"/>		
EDS #	Matches	<input type="text"/>		
Element	Matches	<input type="text"/>		
Enforcement Type	Matches	<input type="text"/>		
FID	Matches	<input type="text"/>		
Federal Grant #	Matches	<input type="text"/>		
Fee Type	Matches	<input type="text"/>		
Final HW Permit Section	Matches	Personnel Training		
Funding	Matches	<input type="text"/>		
Grade	Matches	<input type="text"/>		
				Personnel Training
				<input type="text"/>
			<input type="text"/>	

Items with no drop-down boxes are open text fields.

County	Matches	<input type="text"/>	No Selection
Cross Reference	Starts	<input type="text"/>	No Selection
Data Type	Matches	<input type="text"/>	No Selection
EDS #	Starts	<input type="text"/>	No Selection
Element	Matches	<input type="text"/>	No Selection
Enforcement Type	Matches	<input type="text"/>	No Selection
FID	Starts	<input type="text"/>	No Selection
Federal Grant #	Starts	<input type="text"/>	No Selection
Fee Type	Matches	<input type="text"/>	No Selection
Final HW Permit Section	Matches	<input type="text"/>	No Selection
Funding	Matches	<input type="text"/>	No Selection
Grade	Matches	<input type="text"/>	No Selection




Date Range

To search for documents with a date within the past 14 days of the current date:

<\$dateCurrent(-14)\$>

Release Date

Use the Release Date (or Date) field to search for documents by when they entered the repository.

Release Date	On or After	<\$dateCurrent(-14)\$>	  
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Results Options

Results Per Page are defaulted to return the value set in the User Profile. This number can be modified. However, the maximum number of results returned can be set to no more than 1000 items.



The screenshot shows a 'Results Options' form. It contains a 'Results Per Page' input field with the value '20', a 'Sort By' dropdown menu set to 'Document Date', and another dropdown menu set to 'Ascending'. Below these are 'Search', 'Reset', and 'Save' buttons. A red arrow points to the 'Results Per Page' input field.

Results can be sorted by Program, Document Type or Document Date in either Ascending or Descending order.

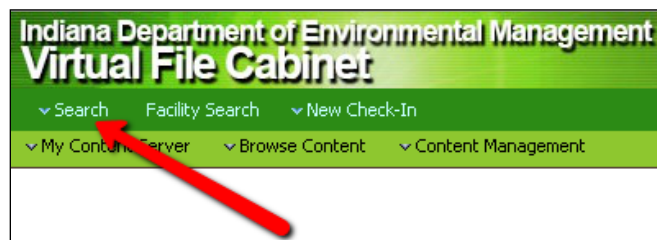


The screenshot shows the same 'Results Options' form. In this view, two red arrows point to the 'Sort By' dropdown menu (set to 'Document Date') and the 'Ascending' dropdown menu.

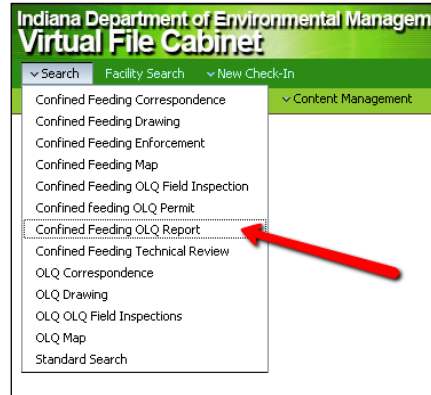
Search Drop-Down

Used to locate documents for a specific Content Profile using only the metadata for that particular Program and Document Type.

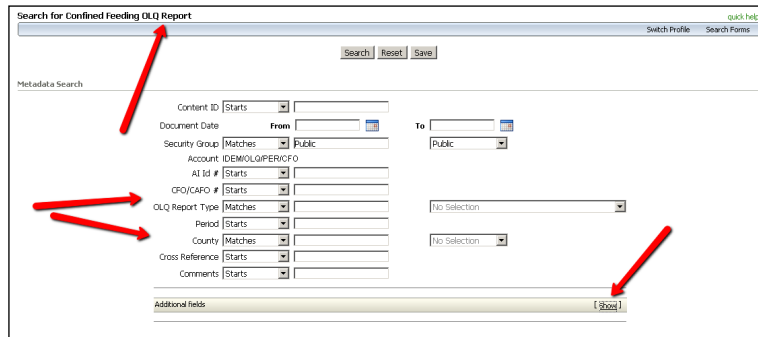
- Click Search located on the Toolbar. A list of the Content Profiles set in My Content Profile Links is displayed.



- Select the Program and Document Type to be searched. The Content Profile will be displayed with only the metadata for that particular Program and Document Type.

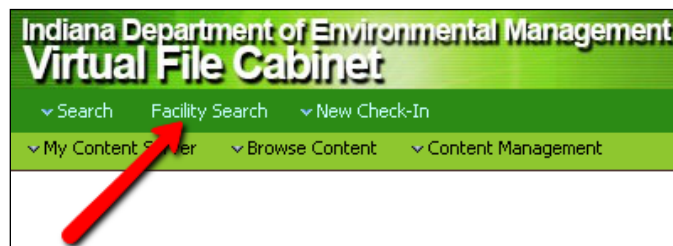


- ⓘ *Note: Be sure Expanded Form is selected under Search Forms.*
- ⓘ *Note: Clicking on [Show] next to Additional Fields will open up additional metadata fields that can be used to find a particular document. Click [Hide] to hide these fields.*



Facility Search

Used to locate documents of regulated businesses or organizations via IDEM's TEMPO database.



IDEM Facility Search

Primary Name:

Location Address:



City Name:

County Name:

Postal Code:

Sort By:

Results per Page:

1. **Primary Name** – The name of the company, organization, or place under which the record(s) have been filed.
2. **Location Address** – The street address of the company, organization or place under which the record(s) have been filed.
3. **City Name** – The city the company, organization or place is located within and under which the record(s) have been filed.
4. **County Name** – Much like city name, this is the county the company, organization, or place is located within and under which the record(s) have been filed.
 *Note: This may not match the county entered into the VFC County metadata field.*
5. **Postal Code** – The US postal ZIP code the company, organization or place under which the record(s) have been filed.
 *Note: May be filed under the ZIP+4 format. Use of wildcards is highly encouraged.*

It is not necessary to fill in the entire search fields. For example, use the Facility Search with only a City Name to view all of the results and find the best match.

Results can be sorted by any field in either Ascending or Descending order.

Sort By: Primary Name Ascending

Results per Page: Primary Name
Location Address
City Name
County Name
Postal Code



Results per Page are defaulted to return 100 facilities. This number can be modified. However, the higher the number will result in longer wait times.

Results per Page: 100 Search



Note: All results will be returned. Paging will occur if more than the Results per Page are found.

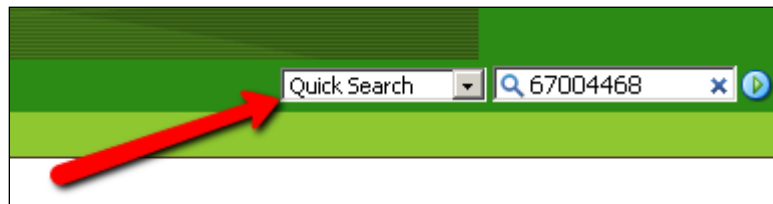
Facility Search Results: Displaying Facilities 1 - 20 of 385 Page 1 of 20

Primary Name Location Address



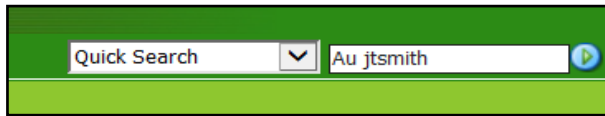
Quick Search

The Quick Search enables performing a search regardless of what page is currently displayed. The Quick Search is defaulted to a Full-Text Search.

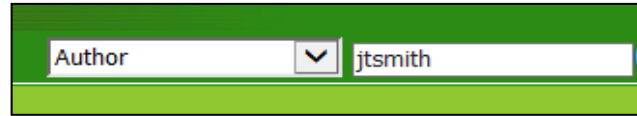


System-Wide Quick Search Keys

Author = Au

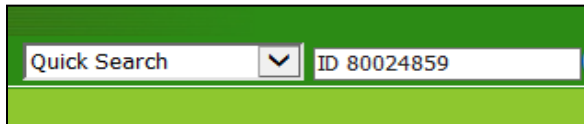


Quick Search ▾ Au jtsmith 🔍



Author ▾ jtsmith

Content ID = ID



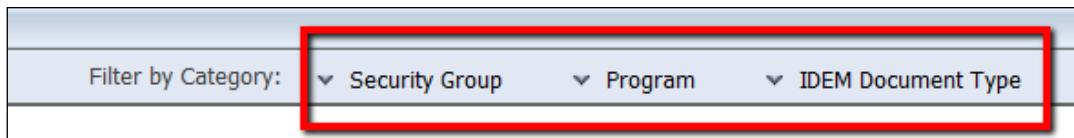
Quick Search ▾ ID 80024859



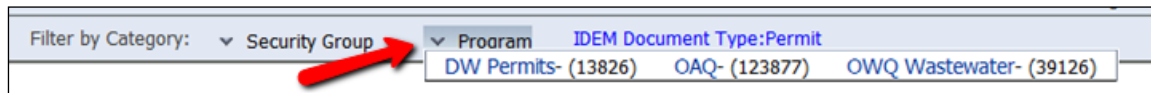
Content ID ▾ 80024859

Filtering Search Results

Search Results can be filtered by either the Security Group, Program or Document Type.



Filter by Category: ▾ Security Group ▾ Program ▾ IDEM Document Type



Filter by Category: ▾ Security Group ▾ Program IDEM Document Type: Permit
DW Permits- (13826) OAQ- (123877) OWQ Wastewater- (39126)



Filter by Category: ▾ Security Group ▾ Program ▾ IDEM Document Type
CEU File- (21) Grant Agreement- (9) Operator File- (4) Contract Approval & Tracking Form- (4) MOA- (1) Survey- (2) Correspondence- (1) MRO- (1) Enforcement- (60) Notification- (1)

Working with Content

The Content Information page is used to view metadata and other information about a specific content item.

- From the Search Results Page, click the Info icon to view the Content Information page for that file.

Search Results Items 1-20 of 187						
ID	Document Date	Program	Document Type	Security Group	File Size (Bytes)	Actions
66957281	10/10/12	Confined Feeding	Correspondence	Public	389632	
66937229	10/10/12	Confined Feeding	OLQ Report	Public	186805	
66937569	10/11/12	Confined Feeding	Enforcement	Public	972091	

Metadata

Content Profiles affect what metadata is displayed on the Content Information page.

Content Information Content Actions E-mail

Content ID: 66957281
Program: Confined Feeding
IDEM Document Type: Correspondence
Document Date: 10/10/12 12:00 AM
Security Group: Public
Account: IDEM/OLQ/PER/CFO
AI Id #: 100869
CFO/CAFO #: 6667
Name (Last Name, First Name): GOODWIN, TRAVIS
In/Out: Outbound
County: Jay
Cross Reference:
Comments:

Additional fields [Show]

Additional Fields

To see hidden Additional Fields, click on [Show] to expand the Content Information page. All of these fields are auto-populated and cannot be modified.

Program: Confined Feeding
IDEM Document Type: Correspondence
Document Date: 10/10/12 12:00 AM
Security Group: Public
Account: IDEM/OLQ/PER/CFO
AI Id #: 100869
CFO/CAFO #: 6667
Name (Last Name, First Name): GOODWIN, TRAVIS
In/Out: Outbound
County: Jay
Cross Reference:
Comments:

Additional fields [Show]

Checked Out By:
Status: Released
Formats: application/pdf

Additional fields [Hide]

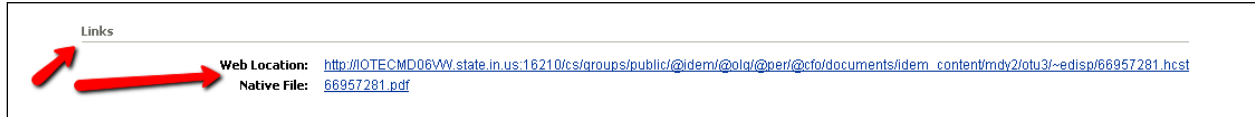
Is Redacted: No
Non Redacted ID: 0
Is Microfilmed: Yes
Microfilm Date: 1/2/14 1:15 PM
Microfilm Batch Number: 010220141315985_2
Scan Date: 10/15/12 12:00 AM
Scan Batch Number: IDEM91FY9P1_350
Scan User Name:

Checked Out By:
Status: Released
Formats: application/pdf

Links

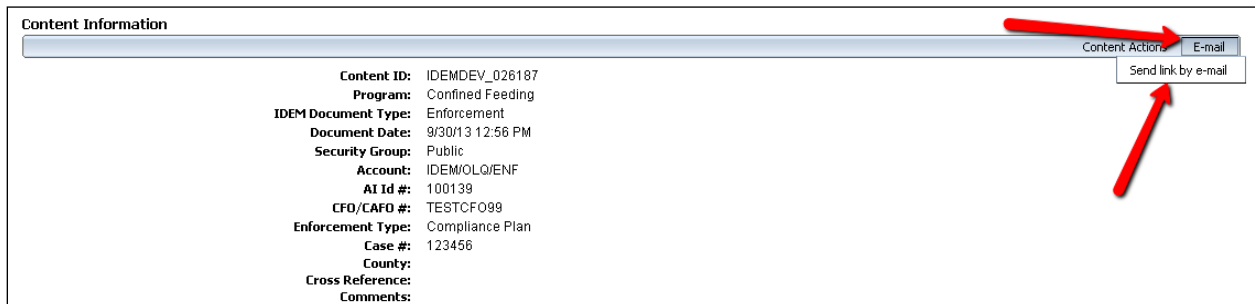
The actual document can be opened from two locations.

- **Web Location** – The absolute path to the content item. The web-viewable document will always open as an Adobe .PDF document.
- **Native File** – To open the content item in its native application. Choosing this actually opens a copy of the native file that is stored in a temporary location on your hard drive. You are not opening the actual file that is stored in the content server repository.

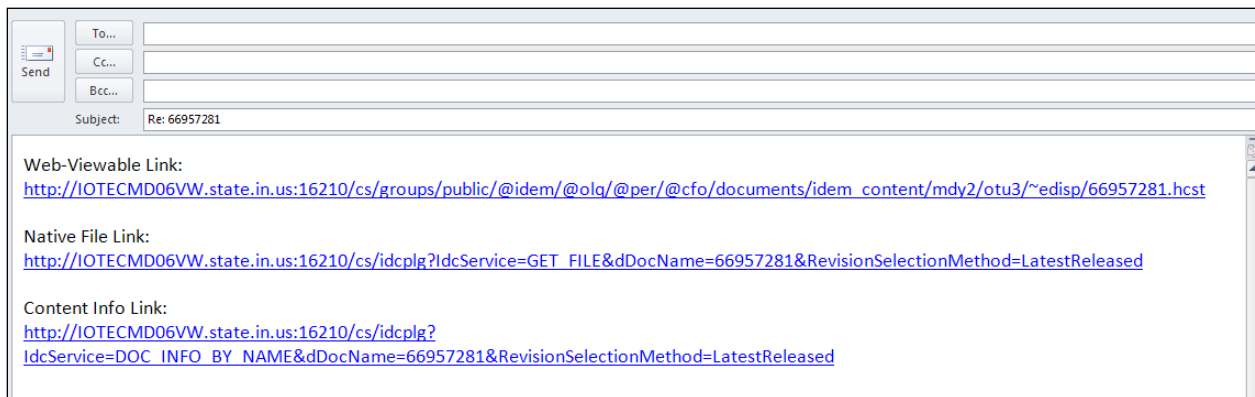


Email

By clicking on Send link by e-mail...



Outlook opens and creates a new message that contains a link to the URL (web address) of the web-viewable file, a link to the native file as well as a link to the Content Information.



VFC GLOSSARY

Advanced Search

A function that enables users to search by all metadata fields, specify search operators, and specify how search results are to be displayed.

Ascending Sort Order

Arrangement of data in a low to high sequence; for example, from A to Z or from 0 to 9.

Content

A collective term for the content items in the VFC repository.

Content ID

A standard, required metadata field that provides a unique identifier for each content item. Content IDs are automatically assigned in sequential order as new content items are checked in.

Content Information

See Metadata.

Content Item

Any file uploaded to VFC is referred to as a document or content item interchangeably. They are discreet items tracked by the content server and include metadata.

Content Repository

All documents are stored in a content repository. VFC uses two file repositories: one for the native files and one for the web-viewable files.

The original, or native, file is stored in a central repository for native files.

The web-viewable version of the file (such as PDF) is stored in a special repository for web-viewable files.

Descending Sort Order

Arrangement of data in high to low sequence; for example, from Z to A or from 9 to 0.

Document

Any file uploaded to VFC is referred to as a document or content item interchangeably. They are discreet items tracked by the content server and include metadata.

Document Number

See Content ID.

Expanded Form

The form on the advanced search page that displays all available metadata fields on a single page.

Guest Role

A standard role that gives the user read permission (R) to Public security group documents only. A login is not required to access content items in the security groups for which the guest role has permission. This role is assigned to anonymous users by default

Headline View

A predefined search result template showing content information for each returned content item on a single line of a search result list.

Metadata

Information about a content item, such as Program, Document Type, Content ID, etc. Metadata is used to describe, find and group content items. You can then use metadata to find documents much as you would search for books in a library or files in a file cabinet. Also referred to as *content information or indexes*.

Metadata Field

A field on a web page that is used to define search criteria. Also referred to as *content information field or index*.

Metadata Search

A search that compares the query expression against metadata field values.

Native File

The original file that is checked into the content server file repository.

Native File Format

The file format that an original document was created in.

Quick Search

A function that enables users perform a search from the navigation bar Targeted Quick Search.

Release Date

The date and time when a document entered the Content Server. May also be listed as just "Date."