

# ERMS County User Guide

## *Motor Vehicle Division*

Electronic Records Management System (ERMS) is a document management system used to store customer documents/communications.

### Table of Contents

Adding ERMS to the Computer .....	2
Accessing ERMS.....	4
Getting Started .....	5
Set up and create a shortcut for Stored Query. ....	5
Starting Your Search .....	6
Enable Multi-Viewer .....	10

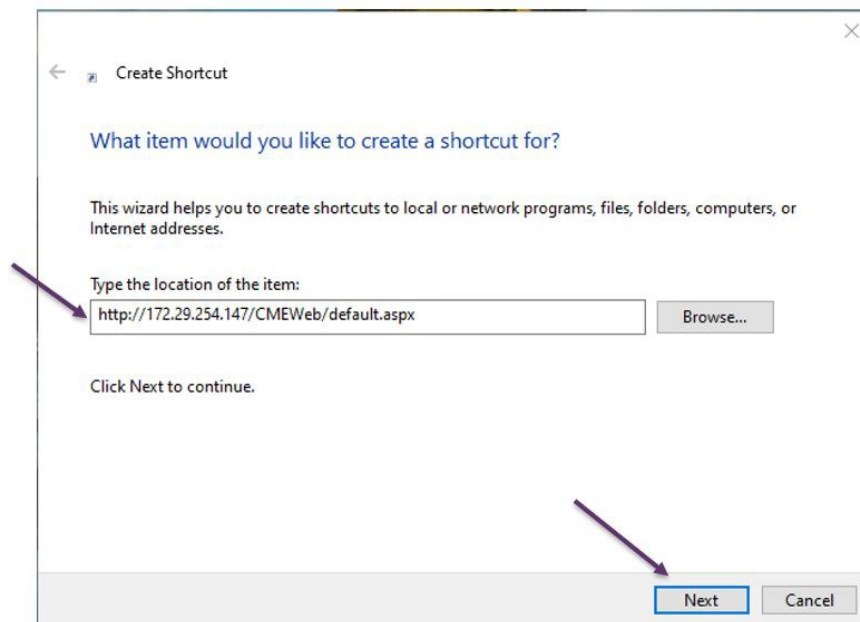
## Adding ERMS to the Computer

ERMS is compatible with Microsoft Edge and Google Chrome and is already installed on all DL computers.

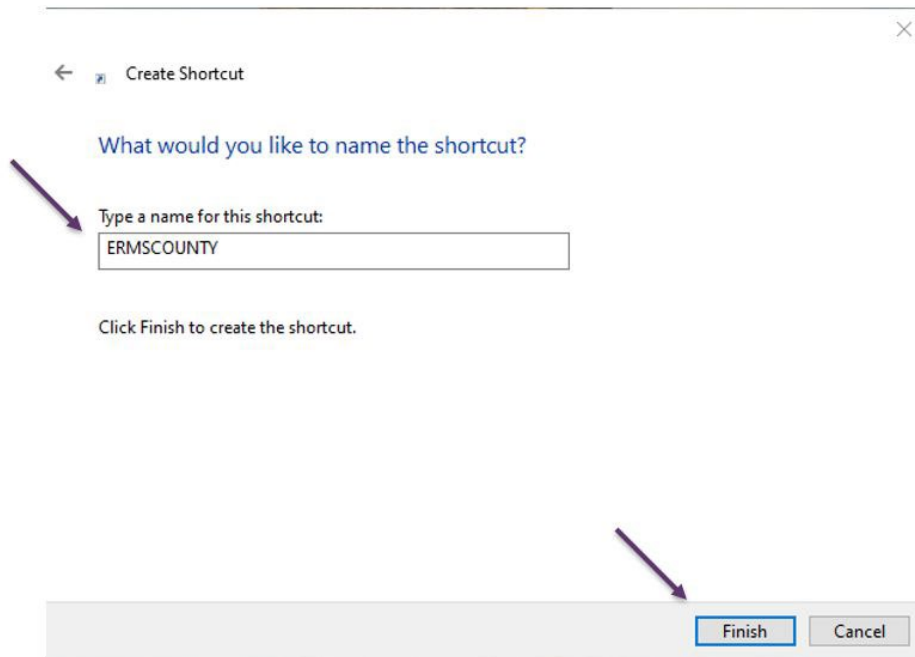
1. Right click on the desktop and select **New > Shortcut**.



2. Type **http://172.29.254.147/CMEWeb/default.aspx** into the location.
3. Select **Next**.



4. Type the name for the shortcut.
5. Select **Finish**.



6. Make sure the pop-up blocker is turned off and use the normal Windows password. There may be an error when first logging into ERMS. Use another account if that occurs.

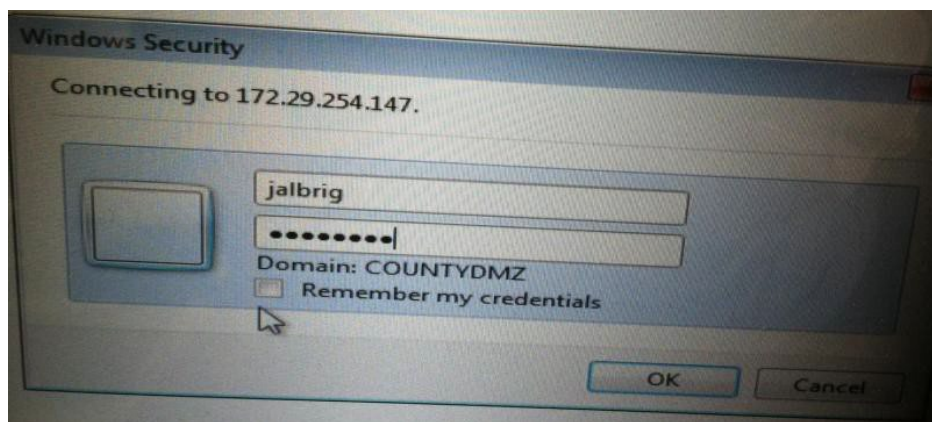


## Accessing ERMS

1. Select the **ERMS Desktop Icon** and double click to load ERMS.



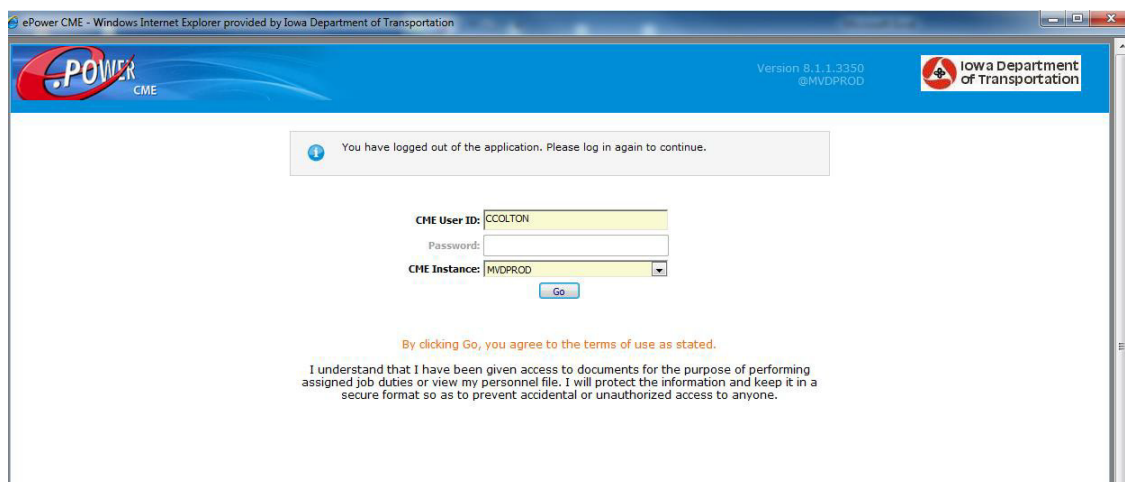
2. Log in with **User ID** and **Password** (it is the same as ARTs User ID and Password).



3. Select **Options for this site** and **Always allow** if this appears.



4. Select **Go**.



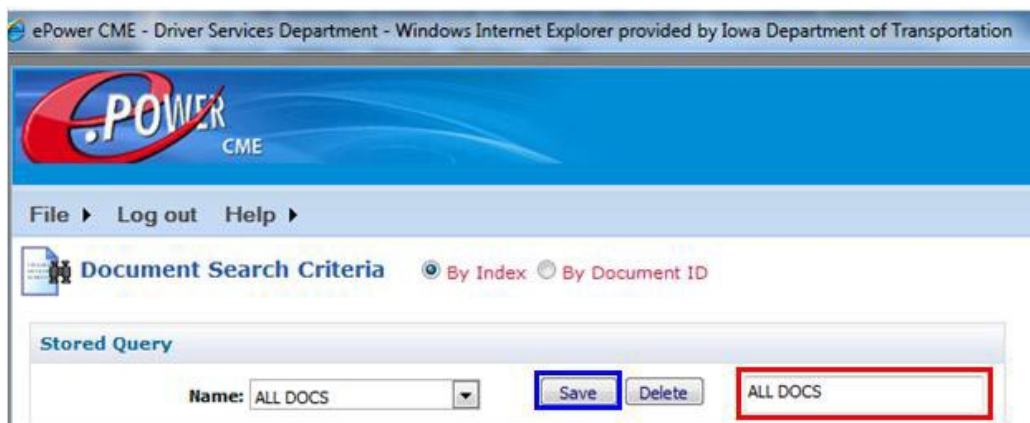
## Getting Started

1. Select **File > Open Document**.

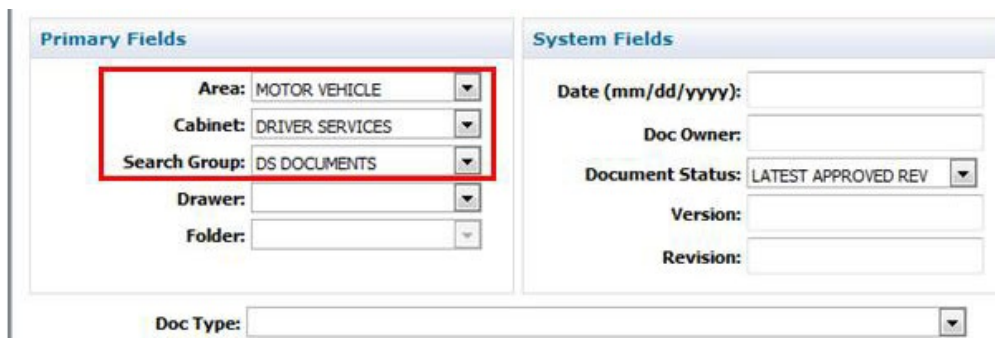


## Set up and create a shortcut for Stored Query.

1. Under the **Stored Query**, insert the **Name** of Query.
  - a. The query name is something the user decides. The user should choose a name that is easy to remember for those types of documents the user can query with that stored query.



2. Under the **Primary Fields** populate the following:
  - a. Area as **Motor Vehicle**.
  - b. Cabinet as **Driver Services**.
  - c. Search Group as **DS Documents**.



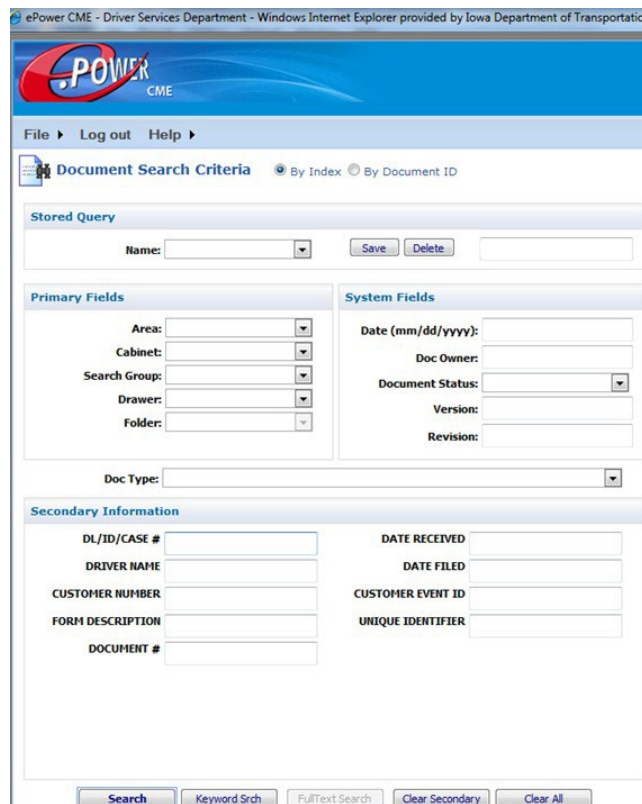
The screenshot shows the 'Primary Fields' and 'System Fields' configuration. In the 'Primary Fields' section, the 'Area' dropdown is set to 'MOTOR VEHICLE', 'Cabinet' is 'DRIVER SERVICES', and 'Search Group' is 'DS DOCUMENTS'. These three dropdowns are highlighted with a red border. Other fields include 'Drawer', 'Folder', 'Date (mm/dd/yyyy)', 'Doc Owner', 'Document Status' (set to 'LATEST APPROVED REV'), 'Version', and 'Revision'. A 'Doc Type' dropdown is at the bottom.

3. Select **Save** under **Stored Query**. This pre-populates the bottom fields on the document.



## Starting Your Search

1. Select **File > Open Document**.

ePower CME - Driver Services Department - Windows Internet Explorer provided by Iowa Department of Transportation

**Document Search Criteria**  By Index  By Document ID

**Stored Query**

Name:

**Primary Fields**

Area:  Cabinet:  Search Group:  Drawer:  Folder:

**System Fields**

Date (mm/dd/yyyy):  Doc Owner:  Document Status:  Version:  Revision:

Doc Type:

**Secondary Information**

DL/ID/CASE # <input type="text"/>	DATE RECEIVED <input type="text"/>
DRIVER NAME <input type="text"/>	DATE FILED <input type="text"/>
CUSTOMER NUMBER <input type="text"/>	CUSTOMER EVENT ID <input type="text"/>
FORM DESCRIPTION <input type="text"/>	UNIQUE IDENTIFIER <input type="text"/>
DOCUMENT # <input type="text"/>	

- Under the **Stored Query**, select the **Name** drop down and select **ALL DOCS**.

The screenshot shows the top navigation bar with 'File', 'Log out', and 'Help'. Below it is the 'Document Search Criteria' header with radio buttons for 'By Index' (selected) and 'By Document ID'. The 'Stored Query' section contains a 'Name' dropdown menu set to 'ALL DOCS', a 'Save' button, a 'Delete' button, and a text input field containing 'ALL DOCS'.

- The top information will pre-populate.

This screenshot shows the 'Document Search Criteria' interface with the 'Stored Query' section at the top. Below it, the 'Primary Fields' section is populated with: Area: MOTOR VEHICLE, Cabinet: DRIVER SERVICES, Search Group: DS DOCUMENTS, Drawer: (empty), and Folder: (empty). The 'System Fields' section is populated with: Date (mm/dd/yyyy): (empty), Doc Owner: (empty), Document Status: LATEST APPROVED REV, Version: (empty), and Revision: (empty). A 'Doc Type' dropdown is visible at the bottom.

- Insert driver's license number in the **DL/ID/CASE #** field and select **Search**.

The screenshot shows the 'Secondary Information' section with the following fields: DL/ID/CASE # (983AA2541, highlighted with a red box), DRIVER NAME, CUSTOMER NUMBER, FORM DESCRIPTION, DOCUMENT #, DATE RECEIVED, DATE FILED, CUSTOMER EVENT ID, and UNIQUE IDENTIFIER. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Keyword Srch', 'FullText Search', 'Clear Secondary', and 'Clear All'.

5. The following screen will appear. Select **Search** to access the customer folder.

The screenshot shows the 'ePower CME - Driver Services Department' web application. The interface includes a navigation menu with 'File', 'Log out', and 'Help'. The main section is titled 'Document Search Criteria' and features two radio buttons for search methods: 'By Index' (selected) and 'By Document ID'. Below this is a 'Stored Query' section with a dropdown menu set to 'ALL DOCS' and 'Save' and 'Delete' buttons. The 'Primary Fields' section contains dropdown menus for 'Area' (MOTOR VEHICLE), 'Cabinet' (DRIVER SERVICES), 'Search Group' (DS DOCUMENTS), 'Drawer', and 'Folder'. The 'System Fields' section includes input fields for 'Date (mm/dd/yyyy)', 'Doc Owner', 'Document Status' (LATEST APPROVED REV), 'Version', and 'Revision'. A 'Doc Type' dropdown is located below these sections. The 'Secondary Information' section contains input fields for 'DL/ID/CASE #' (983A), 'DRIVER NAME', 'CUSTOMER NUMBER', 'FORM DESCRIPTION', 'DOCUMENT #', 'DATE RECEIVED', 'DATE FILED', 'CUSTOMER EVENT ID', and 'UNIQUE IDENTIFIER'. At the bottom, a row of buttons includes 'Search' (highlighted with a red box), 'Keyword Srch', 'FullText Search', 'Clear Secondary', and 'Clear All'.



6. Select by highlighting the row to view (it will appear in yellow).

ePower CME - Driver Services Department - Windows Internet Explorer provided by Iowa Department of Transportation

Version 8.1.1.3350 @MVDPROD Iowa Department of Transportation

File Log out Help Enable Multi-Viewers Welcome, Africa Michele. Group: ISSUANCE Workflow: MVD

Open Document Document Search Criteria

18 found matching your Search Values (in 0.23 sec)

SELECT	DATE RECEIVED	DATE FILED	FORM DESCRIPTION	DT CODE	DOC ID	CUSTOMER NUMBER	DL/ID/CASE #	DRIVER NAME	CUSTOMER EVENT ID	DOC DATE	SCAN OPERATOR	# OF PAGES
<input type="checkbox"/>	5/18/2013 12:00:00 AM	05-20-2013	DL APPLICATION	APP	67644224					5/20/2013 6:05:19 PM	EIOSVC	
<input type="checkbox"/>	5/18/2013 12:00:00 AM	5/18/2013	DL PHOTO/SIGNATURE	PHOTO	67635852					5/18/2013 12:21:24 PM	CMEADMIN	2
<input type="checkbox"/>	5/18/2013 12:00:00 AM	5/18/2013	US PASSPORT	USPASS	67635560					5/18/2013 11:58:47 AM	CPAYNE	
<input type="checkbox"/>	5/18/2013 12:00:00 AM	5/18/2013	SSN VERIFICATION	SSNVR	67635535					5/18/2013 11:56:39 AM	CPAYNE	
<input type="checkbox"/>	12/5/2012 12:00:00 AM	12-07-2012	DL APPLICATION	APP	65585206					12/7/2012 7:06:59 PM	MVADMIN	
<input type="checkbox"/>	12/5/2012 12:00:00 AM	12/5/2012	DL PHOTO/SIGNATURE	PHOTO	65554415					12/5/2012 4:20:28 PM	CMEADMIN	2
<input type="checkbox"/>	10/11/2011 12:00:00 AM	10-12-2011	DL APPLICATION	APP	59879858					10/12/2011 6:56:56 AM	CMEADMIN	
<input type="checkbox"/>	10/11/2011 12:00:00 AM	10/11/2011	DL PHOTO/SIGNATURE	PHOTO	59872259					10/11/2011 4:49:10 PM	CMEADMIN	2
<input type="checkbox"/>	12/11/2007 12:00:00 AM	11-05-2010	DL APPLICATION	APP	50671797					3/3/2011 12:00:00 AM	CMEADMIN	
<input type="checkbox"/>	12/11/2007 12:00:00 AM	12/11/2007	DL PHOTO/SIGNATURE 1707181 071211 00135 N	PHOTO	7474574					11/22/2008 10:54:54 AM	MVADMIN	2

7. Right click for the list of options and select **View**.

Document Search Criteria

18 found matching your Search Values (in 0.23 sec)

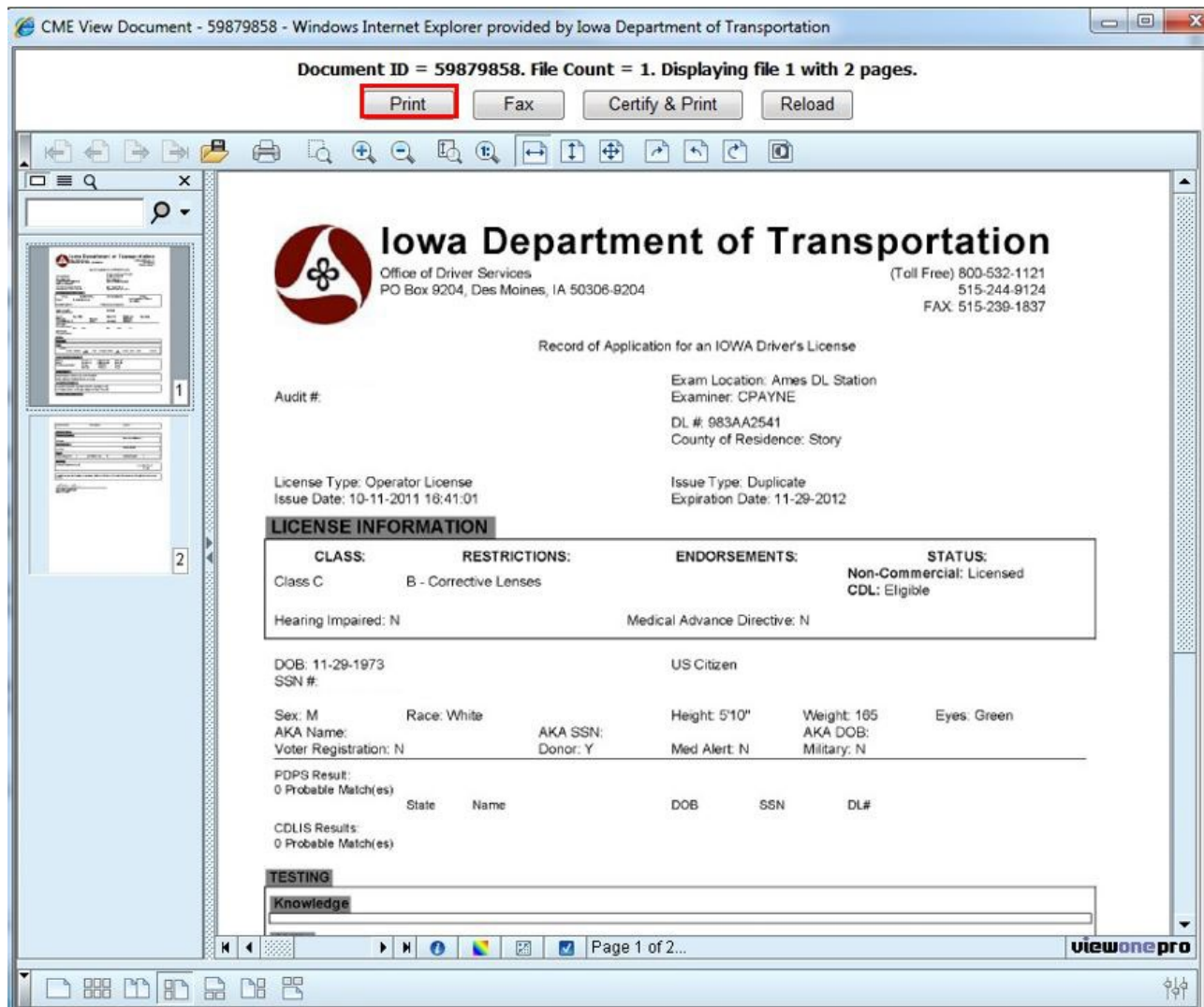
Colton, Chase Milo 11/29/1973 983AA2541 A  
2226 NORTHWESTERN AVE AMES, IA (in 0.03 sec)

1 2

SELECT	DATE RECEIVED	DATE FILED	FORM DE
<input type="checkbox"/>	5/18/2013 12:00:00	05-20-2013	DL APPL
<input type="checkbox"/>	5/18/2013 12:00:00		TO/
<input type="checkbox"/>	5/18/2013 12:00:00		ASS
<input type="checkbox"/>	5/18/2013 12:00:00		VER
<input type="checkbox"/>	12/5/2012 12:00:00		APPL
<input type="checkbox"/>	12/5/2012 12:00:00		TO/
<input type="checkbox"/>	10/11/2011	10-12-2011	DL APPL

- Search
- View**
- Launch
- Print Hitlist...
- Show WorkFlow History...
- Document Properties...

8. The CME View Document window will appear. Select **Print** to print the document.



## Enable Multi-Viewer

To compare images, place a checkmark in the **Enable Multi-Viewers** box at the top of the header.

