ERMS County User Guide

Motor Vehicle Division

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

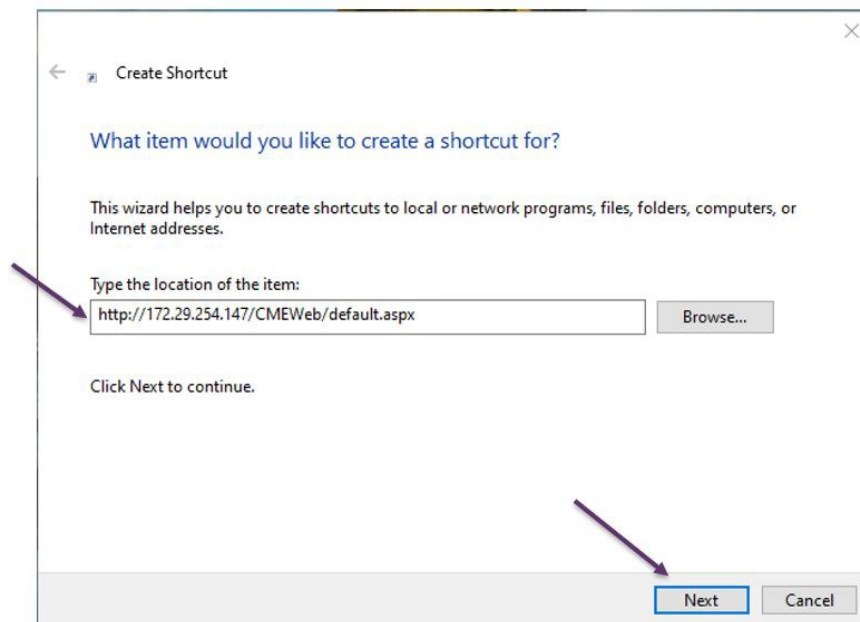## Table of Contents

![IOWADOT logo]

Adding ERMS to the Computer

ERMS is compatible with Microsoft Edge and Google Chrome and is already installed on all DL computers.
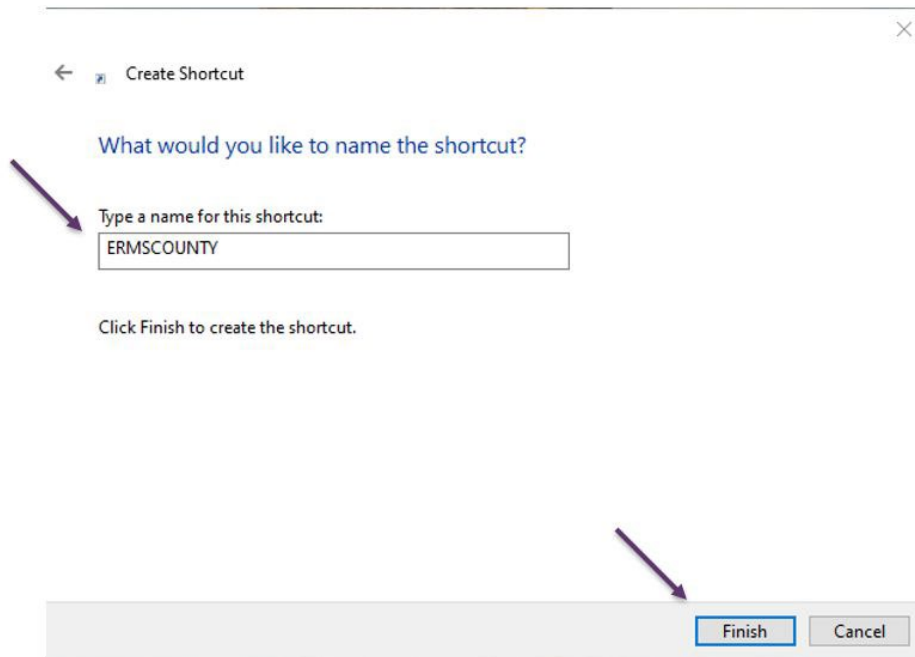
1. Right click on the desktop and select **New > Shortcut**.

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.
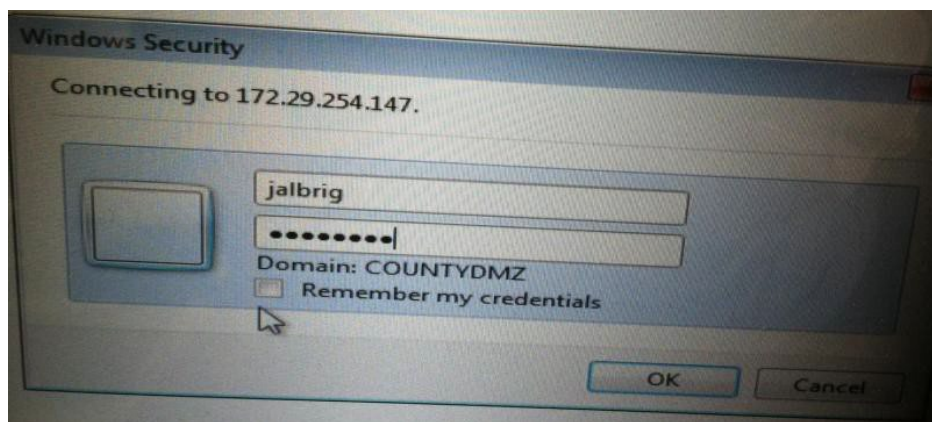
![IOWADOT logo]

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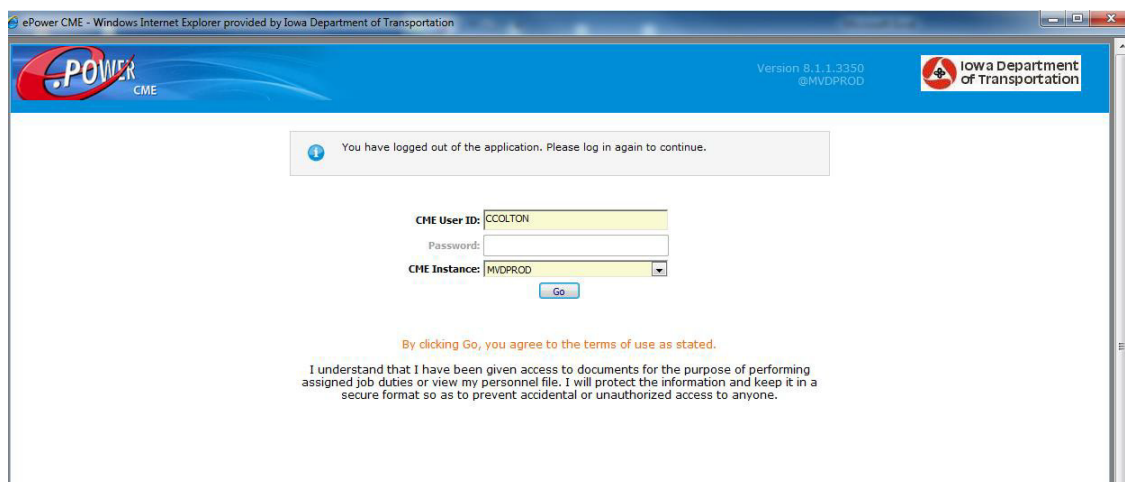
1. Select the **ERMS Desktop Icon** and double click to load ERMS.

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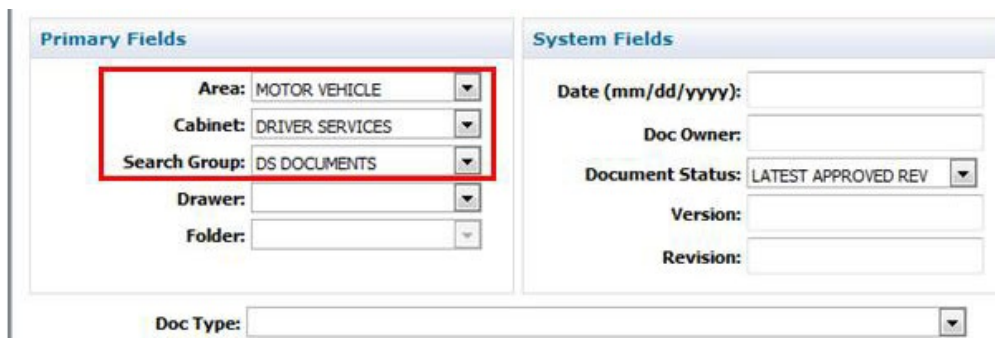
Set up and create a shortcut for Stored Query.

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.
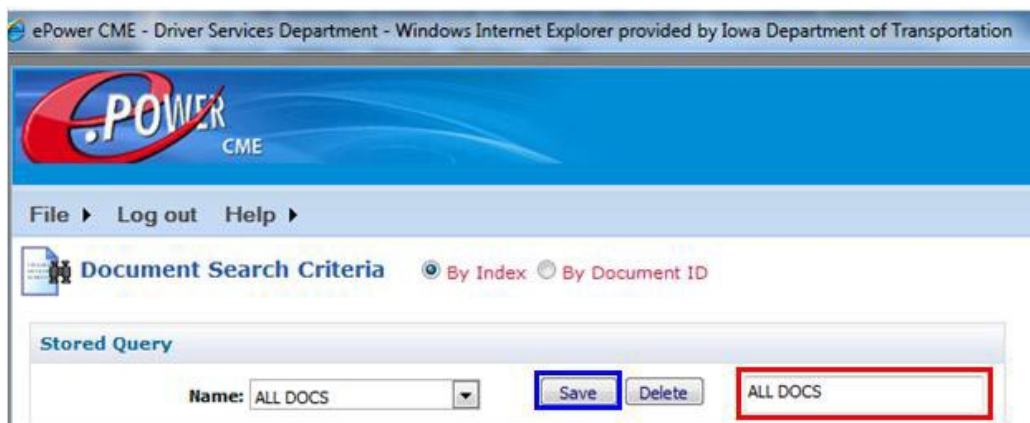
2. Under the **Primary Fields** populate the following:
   a. Area as **Motor Vehicle**.
   b. Cabinet as **Driver Services**.
   c. Search Group as **DS Documents**.
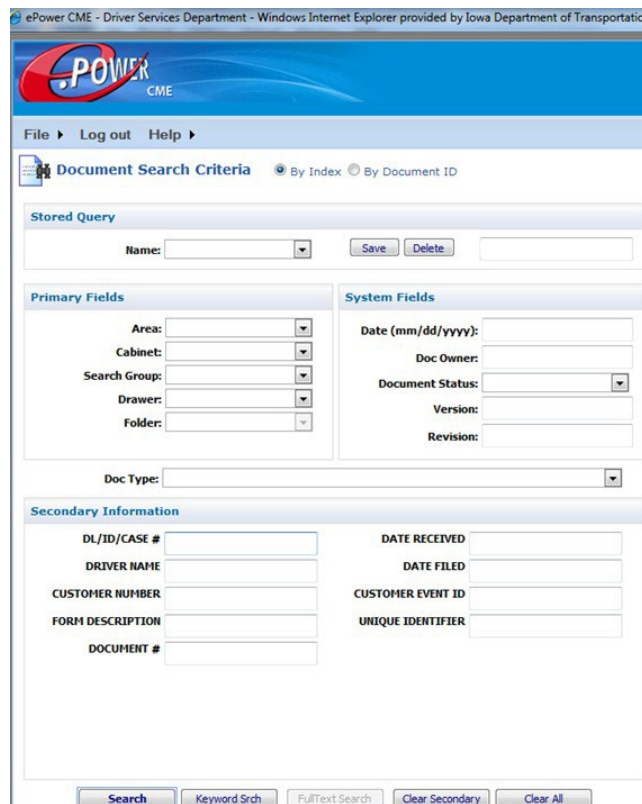
3. Select **Save** under **Stored Query**. This pre-populates the bottom fields on the document.

Starting Your Search

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

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

3. The top information will pre-populate.

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

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

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

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

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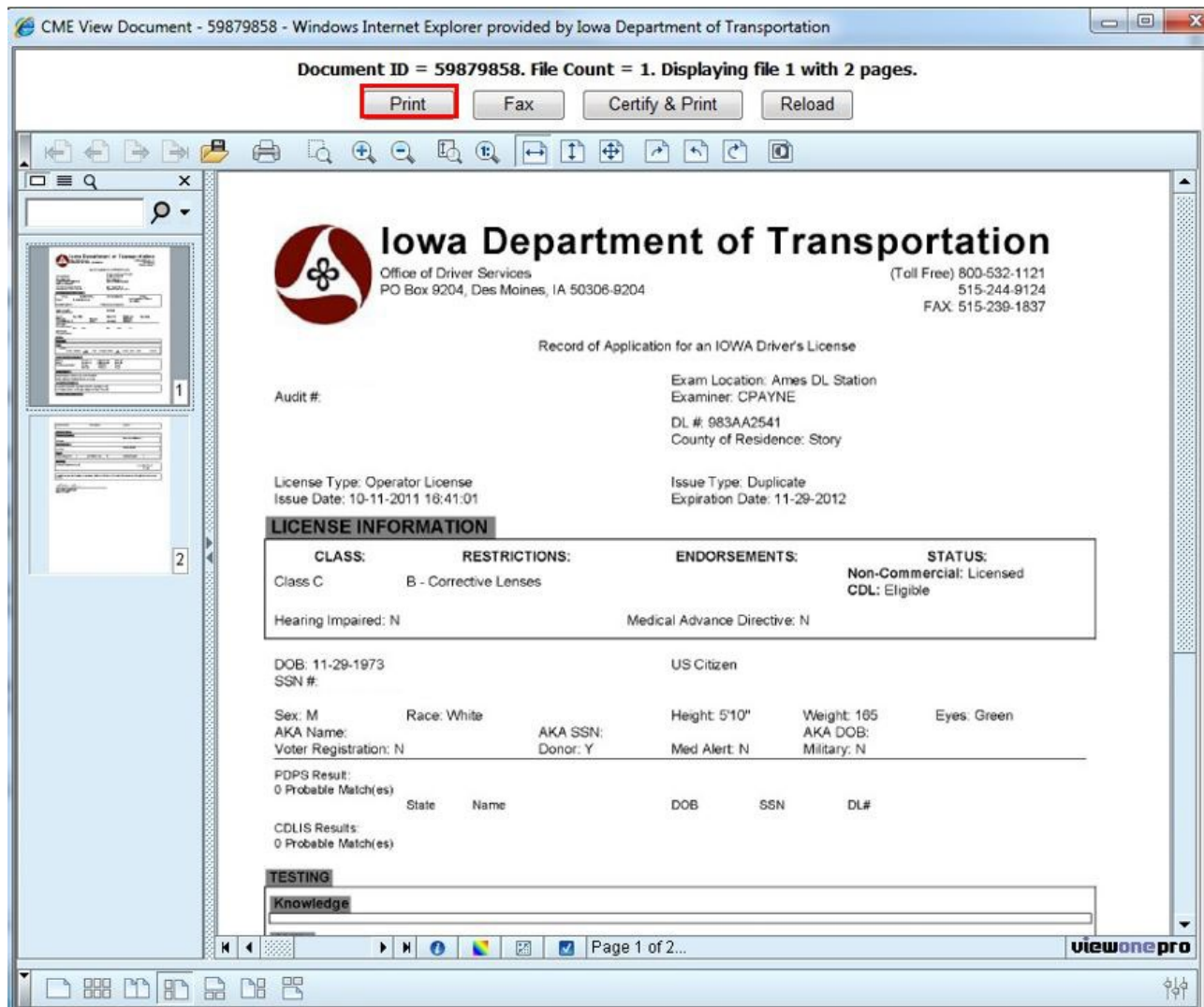
Enable Multi-Viewer

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