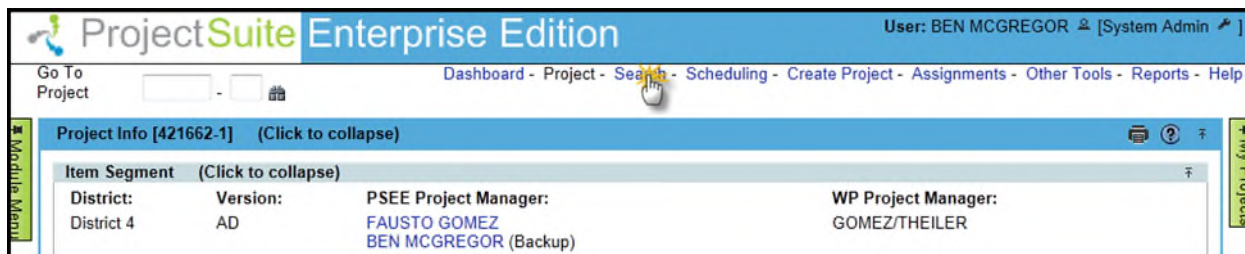


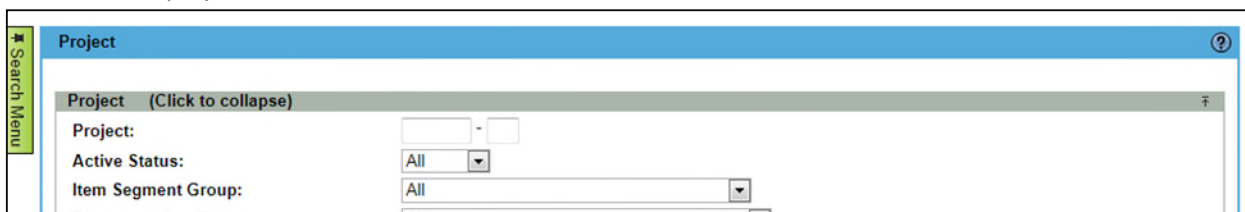
Environment Search

The Environment Search allows for the querying of projects and environmental data pertaining to those Projects.

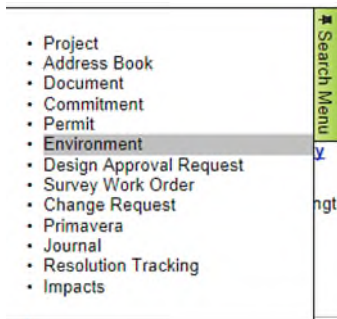
1. Click on the **Search** link on the Main Menu.



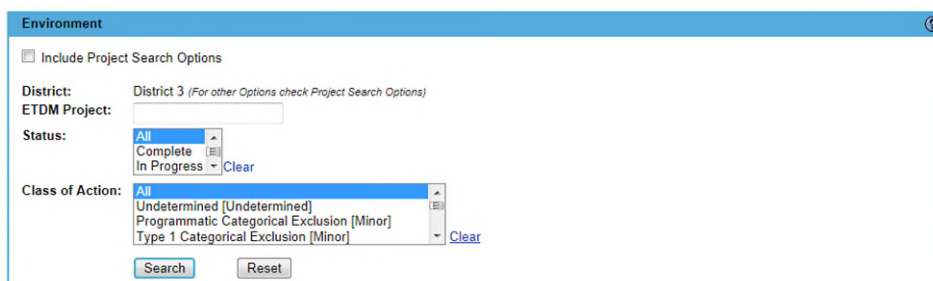
2. By default you are taken to the Project Search screen. Move your cursor over the Search Menu to display all searches available.



3. Select the **Environment Search**.



4. Select the values that should be used to search for the environmental data. One or many fields may be combined to achieve the desired result set.
 - **Project Search Options:** Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Permits. For details on using the Project Search, please reference the [Project Search Help Manual](#).



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- **District:** The district is set to the user's district by default. Other districts can be selected in the previously mentioned Project Search Options.
 - **ETDM Project:** Enter a valid ETDM Project number
 - **Status:** Select one or many statuses to search against. Hold the Ctrl key while selecting to select multiple. Alternatively, click, and hold shift while clicking a second value to select the two values and everything in between. Click the **Clear** link to revert this field to its default state.
 - **Class of Action:** Select one or many Classes of Action to search against. Selection rules are the same as Status.
5. Click the Search button to run the query and view the result set in a list or the Reset button to set all fields to their default values.

The screenshot shows the 'Environment' search interface. It includes a checkbox for 'Include Project Search Options'. The 'District' is set to 'District 3 (For other Options check Project Search Options)'. The 'ETDM Project' field is empty. The 'Status' dropdown menu is open, showing 'All', 'Complete', and 'In Progress', with a 'Clear' link. The 'Class of Action' dropdown menu is also open, showing 'All', 'Undetermined [Undetermined]', 'Programmatic Categorical Exclusion [Minor]', and 'Type 1 Categorical Exclusion [Minor]', with a 'Clear' link. There are 'Search' and 'Reset' buttons at the bottom.

6. To modify your search criteria, you can click on the "Modify Search" hyperlink at the top left of the search area. All current search criteria will be persisted as they were set for the last query.

The screenshot shows the 'Environment Search Results' table. A '[Modify Search]' link is highlighted at the top left. The table has columns for 'Project', 'County', 'Status', 'Class of Action', and 'PSEE Project Manager'. The results are as follows:

	Project	County	Status	Class of Action	PSEE Project Manager
1	View 217875-2	Bay	Complete	Type 2 Categorical Exclusion [Major]	Eric Saggars
2	View 217909-2	Washington	Complete	Undetermined [Undetermined]	
3	View 217909-5	Washington	In Progress	Type 2 Categorical Exclusion [Major]	Sandra Lamb
4	View 217909-8	Washington	Complete	Ea/Fonsi - Environmental Assessment [Major]	Clay Hunter
5	View 217911-7	Bay	Complete	Type 2 Categorical Exclusion [Major]	Craig Gavin
6	View 218605-2	Escambia	In Progress	Type 2 Categorical Exclusion [Major]	Howard Hodge
7	View 218946-1	Gadsden	Complete	Ea/Fonsi - Environmental Assessment [Major]	Clay Hunter

7. Select a hyperlinked Project Number to go to that Project or View hyperlink to view the Permit.
8. The list of results may be sorted using the hyperlinked column titles. The column title that the list is currently sorted by is indicated with a small triangle to the right. Upward pointing triangles indicate an ascending sort. Click again to change to descending sort.

The screenshot shows the 'Environment Search Results' table with a red arrow pointing to the 'Status' column header. A red text annotation above the arrow reads: "These search results are listed in ascending order by Status." The table is sorted by Status in ascending order.

	Project	County	Status	Class of Action	PSEE Project Manager
1	View 217875-2	Bay	Complete	Type 2 Categorical Exclusion [Major]	Eric Saggars
2	View 217909-2	Washington	Complete	Undetermined [Undetermined]	
3	View 217909-8	Washington	Complete	Ea/Fonsi - Environmental Assessment [Major]	Clay Hunter
4	View 217911-7	Bay	Complete	Type 2 Categorical Exclusion [Major]	Craig Gavin

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9. Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The "From" and "To" fields let you specify the range of entries to be exported.

