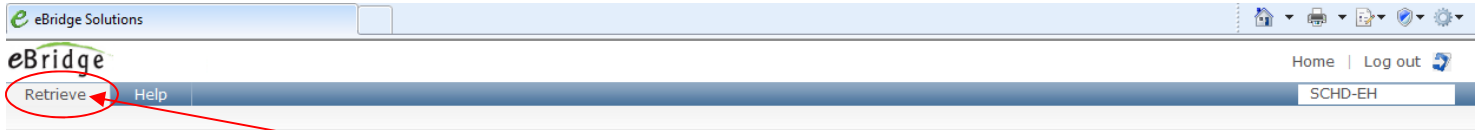


How to Search in eBridge



To search for files, click on “Retrieve”

Selecting “Retrieve” accesses the Index Search; under Program, pick the specific group of files. (Note the scroll bar for more options.)

For a specific document type (to narrow search) — if you are not sure, leave blank.

(Note the scroll bar for more options.)

Narrow your search with as few details as possible; for example, in the address field use only the street name (no numbers, etc.).

Entering the wrong designator (Street, Avenue, etc.) could bring up no results.

Instructions to Access Environmental Health facilities documents online

EXAMPLE SEARCH:

For the **Swimming Pools & Bathing Places** program, we are searching for any **inspections** for facilities on **Longboat Key** in Sarasota County.

Click **SEARCH**

The screenshot shows the 'Index Search' form with the following fields and values:

- Program: Swimming Pools
- Permit/ID#: (empty)
- Document Type: Inspection
- Name: (empty)
- Address: (empty)
- City: Longboat Key
- Property ID#: (empty)

Below the Index Search form are sections for 'Scan Date Search' (with Start Date and End Date fields) and 'Text Search' (with a large text input field). A 'Search' button is located at the bottom right of the form.

eBridge

Retrieve | Help
Search | Merge | Zip | PDF | Edit

	VIEW	Program	Permit/ID#	Document Type	Name	Address	City
1		Swimming Pools	58-60			Gulf of Mexico Drive	Longboat Key
2		Swimming Pools	58-60			Gulf of Mexico Drive	Longboat Key
3		Swimming Pools	58-60			Gulf of Mexico Drive	Longboat Key
4		Swimming Pools	58-60			Gulf of Mexico Drive	Longboat Key

**Results returned:
4 inspected facilities
on Longboat Key**

Please Note: Not all programs and records have been uploaded; if your search yields no results, consider using fewer parameters, include fewer details or try again later.

Scanning and upload of records is ongoing.

For information or search guidance, call the Sarasota County Health Department at 941-861-6675 or 941-861-6133.