



Searching for Permits and People

SEARCHING FROM THE PERMIT MODULE

1. Click the **Permit**  icon in the menu bar.

The Advanced Search screen opens.

2. Enter search criteria into any of the available fields.

**NOTE: You must only type the last two digits of a year in the Year field.*

3. Click **Search** or press **Enter** on your keyboard.

All matching records are displayed.

4. Click a record to open it on a new window.

Folder Number	Reference #	In Date	Issued	Final Date
<input type="checkbox"/> 2019 101602 000 00...	CUSTOM	01/04/2019		
<input type="checkbox"/> 2019 101684 000 00...		01/04/2019		
<input type="checkbox"/> 2019 107291 000 00...	CUSTOM	01/16/2019		
<input type="checkbox"/> 2019 121459 000 00...	CUSTOM	02/15/2019		

SEARCHING FROM MY OFFICE MODULE

1. Click the **My Office**  icon.

The Advanced Search screen opens.

2. Enter the Folder Year and Folder Sequence numbers into the appropriate fields.

NOTE: You can use the tab key on your keyboard to move to the next text entry field.

3. Click **Search** or press **Enter** on your keyboard.

All matching records are displayed.

4. Click a record to open it on a new window.

Folder Number	Reference #	In Date	Issued	Final Date
<input type="checkbox"/> 2018 100281 000 00 RS				
<input type="checkbox"/> 2018 100281 SDC 01 PK				
<input type="checkbox"/> 2018 100281 SDC 02 TS				



SEARCHING FOR PEOPLE

1. Click the **People**  icon in the menu bar.
2. Enter search criteria into any of the available fields.

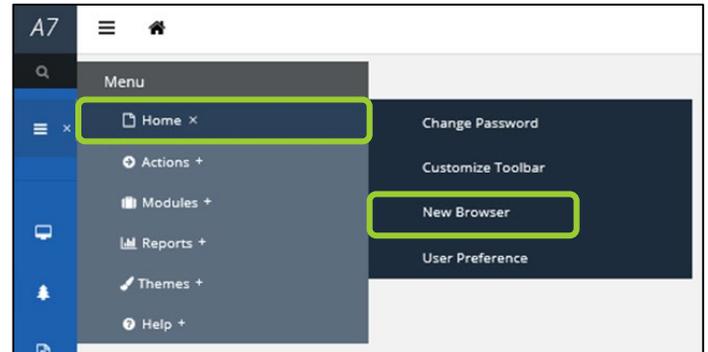
NOTE: None of the fields for searching people are mandatory, but as you enter more fields, you narrow your search.

3. Click  or press **Enter** on your keyboard.
All matching records are displayed.
4. Click a record to open it on a new window.

Name	Address Line 1	Address Line 2	City	State	Zip
HANSEN BROS/ALLIE...	10750 AURORA AVE N	SEATTLE, WA 98133	Portland	Oregon	
PHAIR CONSTRUCTIO...	PO BOX 4722	SALEM, OR 97302	Portland	Oregon	
SERA ARCHITECTS JO...	123 NW 2ND AVE	PORTLAND OR 97209	PORTLAND	Oregon	97209
SERA ARCHITECTS JO...	123 SW SECOND AVE...	PORTLAND OR 97209	PORTLAND	Oregon	97209
SERA ARCHITECTS JO...	338 NW 5TH AVE	PORTLAND OR 97209	Portland	Oregon	
SWAY BURGER JOHN...	6965 N FESSENDEN	PORTLAND OR 97203	Portland	Oregon	
SWAY BURGER JOHN...	6965 N FESSENDEN	PORTLAND OR 97203	Portland	Oregon	
JOHN SMITH	5908 SE 47TH AVE	PORTLAND, OR 97206	PORTLAND	Oregon	7206
JOHN SMITH	123 NW 2ND AVE	PORTLAND, OR 97209	PORTLAND	Oregon	97209
JOHN SMITH	1255 NW 9TH AVE #8...	PORTLAND, OR 97209	PORTLAND	Oregon	97209
JOHN SMITH	SERA	123 NW 2ND AVE	PORTLAND	Oregon	97209

OPENING MULTIPLE SESSIONS

1. Click the **Menu+**  icon.
2. Select **Home**, then **New Browser** from the list.



A new browser tab will open next to the original one.

3. Drag this new tab over to separate the new window. (You can drag it to a second computer screen.)

