

Documents and Attachments

Documents and attachments related to the permit are now viewable in the Correspondence tab.

1. In the permit or property, click the **Correspondence** tab.
2. Click the cog icon on the right of the document or attachment you want to  view or print.
3. Select **Download**.
4. A prompt may open asking if you want to **Open** or **Save** (.doc) the document or how you would like to view the document (.pdf). Choose **Open** or select **Always with Adobe Acrobat Viewer**.
5. To print the document or attachment, click the **Print** icon and select **Print**.
6. Documents are sent to the Printing and Distribution office located next to Sonny's.

Note: See the Quick Step Guide for the Correspondence tab [here](https://www.portlandoregon.gov/bds/article/753353).
 (https://www.portlandoregon.gov/bds/article/753353)

To-Do List

View a reviewer's Task List (formerly the To-Do List).

1. Select Task List.
2. Click **Others' Tasks**.
3. Select the reviewer's name from the **Assigned User** list.
4. Click the down arrow next to Status and select **Active**.
5. Click **Search**.

