

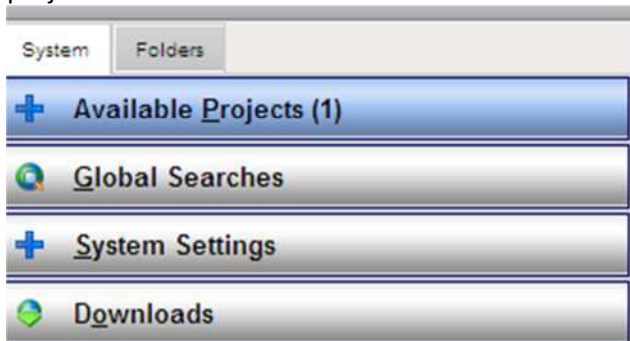
## Database Instructions

### Logging in:

1. Log in to the database using the following:
  - User Name: Public
  - Password: Public

### Searching Records

2. After logging in select the “Available Projects” tab on the left hand side of the screen. Select the project Construction Permits.



3. The center of your screen should now display a screen similar to this: Enter what you want to search into the appropriate Index Field and select search. The most common search is for “Street Address”. If you simply enter street name (Church or Main) you will find all records pertaining to properties on that street. That database will recognize wildcard searches similar to the popular search engines Google and Yahoo. Please note that it is not required to fill in all search fields.

### Search: Construction Permits

Document Index Field Search Criteria

Block:

Lot:

Street Address:

Permit #:

Permit Type:

Unit #:

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Project Search Options

Search Type:

Sort By:

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Full-Text Search Criteria

Criteria:

Search Type:  Boolean Search (and, or, not, ...)  
 Natural Language

4. A screen similar to the following should appear:

**Construction Permits (2 Documents Displayed)**

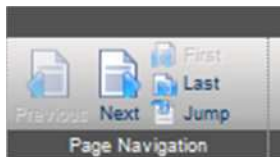
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Block	Lot	Street Address	Permit #	Permit Type
1.05	1	102 Wayside Ct	0478931	House
1.06	6.04	109 Wayside Ct	0496354	Shed

To open a document simply double click on the one that you want. The document will then open in the viewer which will allow you to view and print the file.

### Viewing and Printing Documents

1. Once you have opened the record you need, browse to the page you want view or print using these arrows.



2. When you are on the page you would like to print, select the print icon. A new window or tab will appear with the selected page and a gray "Print" button in the upper left hand corner.

3. The following window will appear. This window is only giving you the option to print the page you were viewing when you hit the print button. To print, simply hit the print button.

