

PERMITS TAB

SLIDE 1

How to navigate the permits tab within the customer portal.

SLIDE 2

From the permits tab, you can view any permit that is associated to your account.

The permits tab view, will always default to current permits.

Simply click on the drop down arrow, to see all permit view filters.

You can also search any permit, that is associated to your account.

The search function is operated by using any word, or number, that is within any displayed column in the permits view, via the search field.

SLIDE 3

The columns in the permits tab view contains information such as,

The permit number.

An application ID.

The permit title. Description of the permit.

The status. Which is likely to be display as approved.

The permit commencement and expiry date. Which is the date the permit commences from and the date it expires.

Primary Contact. Name of the person who the permit was sent to.

And district contact details where your permit was processed.

SLIDE 4

The upcoming demonstration, will show you how to view and search permits, within the system.

SLIDE 5

Click, permits tab to open.

Permits view will display permits associated to your account.

View defaults to current permits.

Current permits displays permits still within commencement, and, expiry date, therefore current.

Change the view using the drop-down arrow if preferred.

Click title column to view permits A to Z. or Z to A.

Newer to older via the expiry date column.

To open a permit, click the permit number, or, use the drop down at the end of the permit line, choose, view details.

To search for a permit, use the search field above the list.

Search by word, or number in any column.

SLIDE 6

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.