

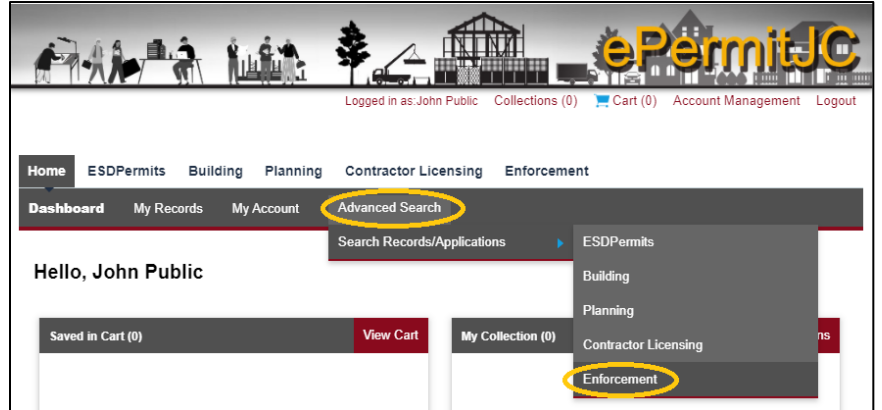


Using Advanced Search Functions

Search all applications and records in the ePermitJC system, with a choice of filters.

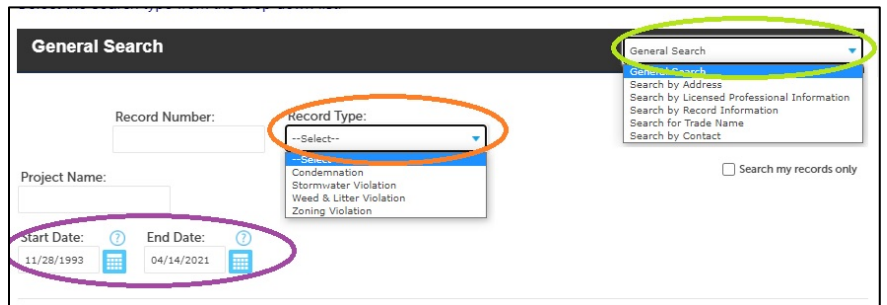
Log into the system and begin your search from your *User Dashboard*.

Select **Advanced Search** and the primary module you would like to search in.



Use the **General Search** filters to refine the options of your search or leave open.

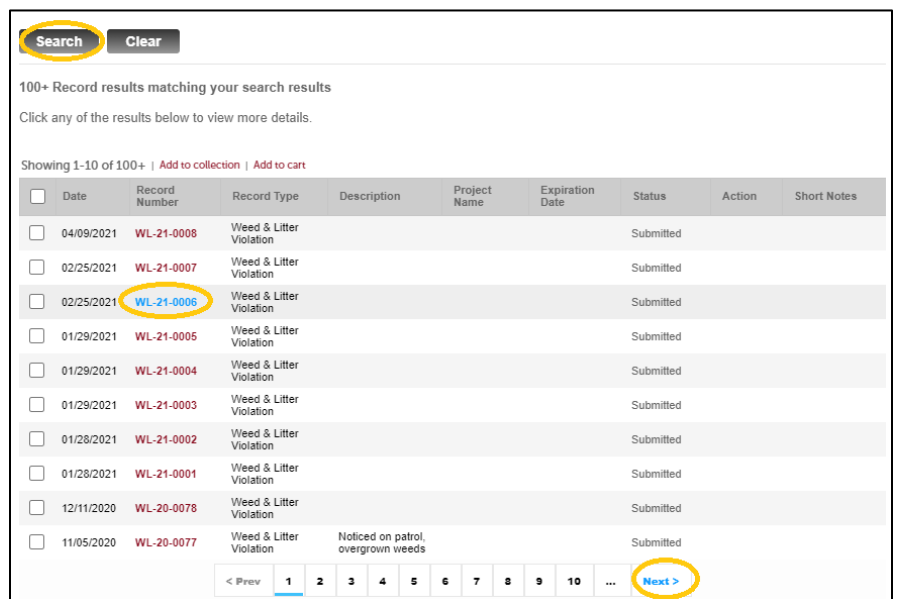
Use the **Search my records only** box to restrict your searching to only records you are connected with.



Use the **Search** button at the bottom of the page to start your search.

Your search returns will appear below the Search button. Navigate through the list or refine your filters for fewer results.

Click on hyperlink **Record Numbers** to jump to the Record's Details.





Navigating Record Info

Once you find a record, explore the details to find out about fees, documents, inspections and more.

Record Number, Type, Status and Location are immediately available.

Navigate the major detail groups by choosing the **Record Info** dropdown arrow

Use the **Payments** dropdown to investigate any fees due or already paid.

Expand any **More Details** buttons available below to see full detailed record info.

Expand and collapse useful information using

- Dropdowns
- Arrows
- & Buttons

Record WL-21-0004: Add to cart
Add to collection

Weed & Litter Violation

Record Status: Submitted

Record Info
Payments

Record Details

Processing Status

Related Records

Attachments AND RD
0

Inspections

Record Details

▼ More Details

- Additional Information
- Parcel Information

Parcel Number:	Block:
2300264003001000	003
Subdivision:	Book:
CRESTDALE GDN AM 23-26-1	55
Page:	Tract:
99	32
Parcel Area:	Land Value:
4	16840