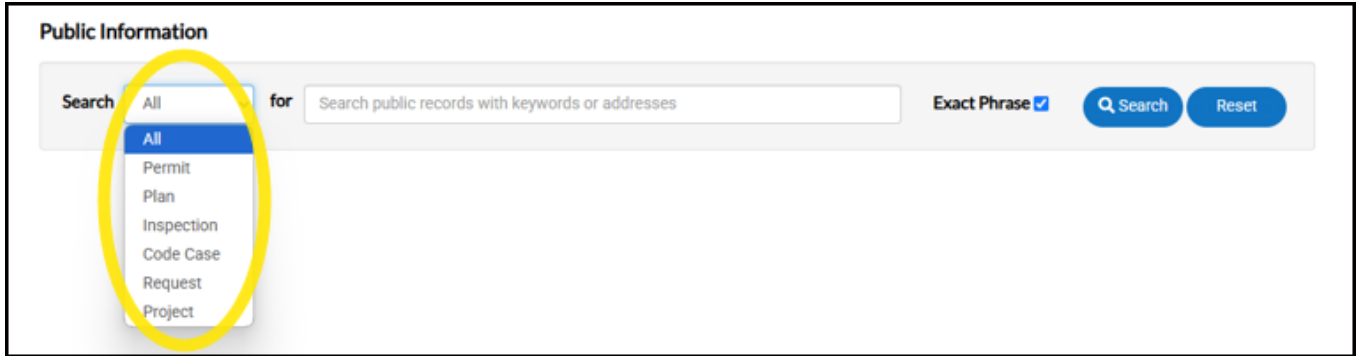


Select the Search drop down box, and choose the option that fits your search criteria (this example is for a search on permits).



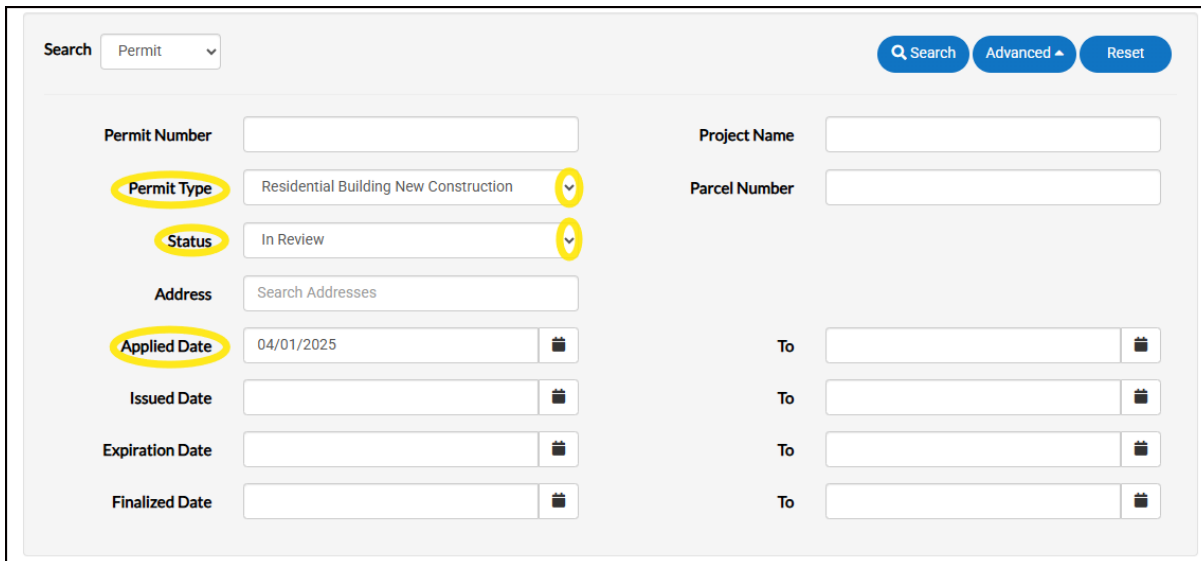
The screenshot shows the 'Public Information' search interface. A search dropdown menu is open, listing options: All, Permit, Plan, Inspection, Code Case, Request, and Project. The 'Permit' option is highlighted with a yellow circle. The search input field contains the text 'Search public records with keywords or addresses'. There are 'Exact Phrase' and 'Search' buttons, and a 'Reset' button.

After selecting the option from the drop-down box for the search, then click on the Advanced button.



The screenshot shows the search interface with the search dropdown menu closed and 'Permit' selected. The 'Advanced' button is highlighted with a yellow circle. The search input field contains the text 'Search public records with keywords or addresses'. There are 'Exact Phrase', 'Search', 'Advanced', and 'Reset' buttons.

Use the filters to narrow the search; permit type and status have a drop-down box that will give options to choose from. You can also establish a specific date parameter.



The screenshot shows the search interface with various filters and date parameters. The search dropdown menu is set to 'Permit'. The filters include: Permit Number, Permit Type (Residential Building New Construction), Status (In Review), Address (Search Addresses), Applied Date (04/01/2025), Issued Date, Expiration Date, and Finalized Date. There are also fields for Project Name and Parcel Number, and date range parameters (To) for each of the date fields. The 'Advanced' button is highlighted with a yellow circle.

Once you have selected the search options, then click on search. The records within your search parameters will be displayed.

The screenshot shows a search interface with a search bar at the top left containing the word "Permit". To the right of the search bar are four buttons: "Search" (with a magnifying glass icon and highlighted in a yellow circle), "Advanced" (with a dropdown arrow), "Reset", and "Export" (with a document icon). Below the search bar are two columns of search filters. The left column includes: "Permit Number" (text input), "Permit Type" (dropdown menu with "Residential Building New Construction" selected), "Status" (dropdown menu with "In Review" selected), "Address" (text input with "Search Addresses" placeholder), "Applied Date" (date input with "04/01/2025" and a calendar icon), "Issued Date" (date input with a calendar icon), "Expiration Date" (date input with a calendar icon), and "Finalized Date" (date input with a calendar icon). The right column includes: "Project Name" (text input), "Parcel Number" (text input), "Description" (text input), and four "To" date inputs, each with a calendar icon. Below the search filters, the text "Found 29 results" is displayed and highlighted in a yellow circle. Below this is a "Sort" dropdown menu with "Relevance" selected. To the right of the "Sort" menu are links for "Next", "Top", "Paging Options", and "Main Menu". At the bottom left, the search results are partially visible, showing "Permit Number BPR-2025-00221" and "Type Residential Building New Construction". At the bottom right, the date "Applied Date 04/15/2025" and "Issued Date" are visible. A globe icon is located in the bottom right corner of the search area.

You can sort the results by clicking on the Sort dropdown and selecting an option.

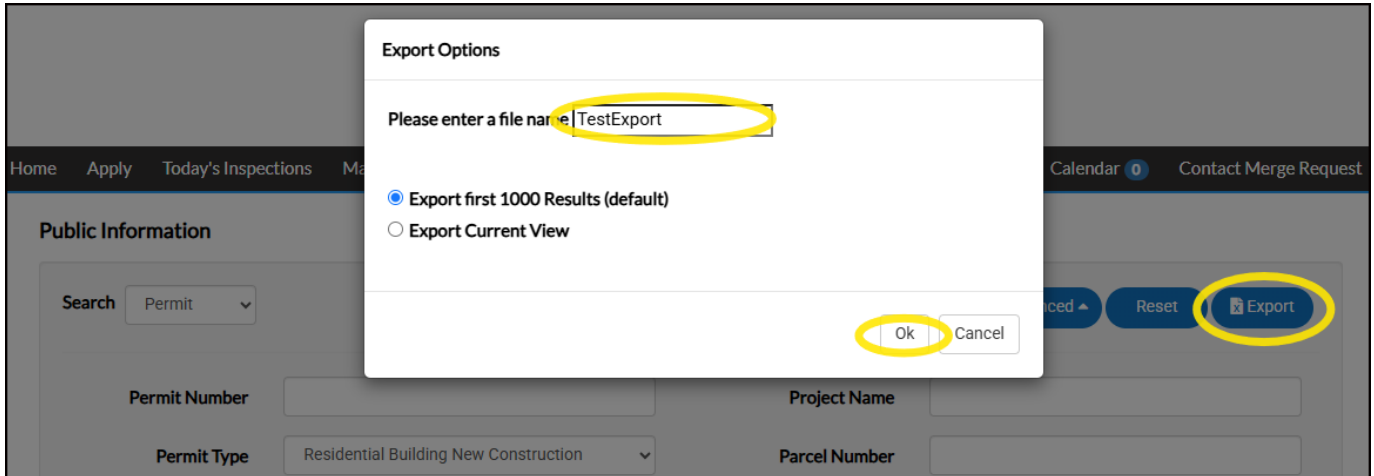
This screenshot is similar to the one above, but the "Sort" dropdown menu is open. The "Sort" dropdown is highlighted in a yellow circle, and its menu items are visible: "Relevance" (selected), "Permit Number", "Project", "Address", "Issued Date", "Expiration Date", and "Finalized Date". The rest of the search interface, including the search bar, filters, and results summary, remains the same as in the previous screenshot.

To clear the results and start a new search, click the Reset Button.



A screenshot of a search interface. At the top left, there is a search dropdown menu with 'Permit' selected. To the right are three buttons: 'Search', 'Advanced', and 'Reset' (highlighted with a yellow circle). Further right is an 'Export' button with a document icon. Below these are input fields for 'Permit Number', 'Project Name', and 'Parcel Number'. A 'Permit Type' dropdown menu is set to 'Residential Building New Construction'.

The Export button can be used to create a .CSV file that can be opened in a spreadsheet.



A screenshot of an 'Export Options' dialog box overlaid on the search interface. The dialog box has a title bar 'Export Options' and a text input field with the value 'TestExport' (highlighted with a yellow circle). Below the input field are two radio button options: 'Export first 1000 Results (default)' (selected) and 'Export Current View'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons (both highlighted with yellow circles). The background shows the search interface with the 'Export' button also highlighted with a yellow circle.