

## QUICK REFERENCE GUIDE

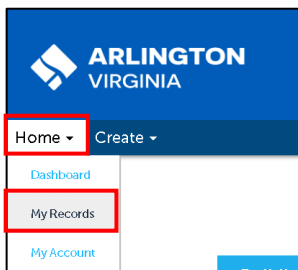
### *Create a Collection*

If you have a lot of permits in your account, you may benefit from using **Collections** to help manage your account. Collections allow you to save groups of permits or applications under a title of your choosing, to easily pull up those permits/applications in a list.

For a few examples, you may wish to create collections that contain:

- All building and trade permits for s specific project
- All permits awaiting inspection
- All finaled permits
- All permits of a specific type

1. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



2. Find the projects you wish to include in your collection in the **Building, Planning** or **Zoning** list(s). You may find the projects in one of two ways, as shown in steps a or b below:
  - a. Either: Search for your permit using the search box in the upper right (this method is useful if your My Records list is very long and you have trouble finding the permit(s) you wish to add to your collection); or, see Step b.

- i. Type the permit number in the Search box.

- ii. Select the green search icon.



- iii. Once the selected permit displays on the screen, select **Add to Collection** link that appears just below the search box.
      - iv. You may repeat the above steps to add additional permits to the Collection.
      - v. Skip to Step 3.



- b. OR: Use your My Records list to find and select the permits for your collection:
- Check the box to the left for each permit you wish to include in your Collection.
  - Note: the list below is sorted by status
  - Select **Add to Collection** at the top of the list.

Note: You can sort any column in the list by clicking on the column heading

Building

Showing 61-70 of 89 | Download results | **Add to collection**

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00025	Commercial New	12/14/2022	Issued Awaiting Insp	Amendment
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00028	Commercial New	12/14/2022	Issued Awaiting Insp	Amendment
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00027	Commercial New	12/14/2022	Issued Awaiting Insp	Amendment
<input type="checkbox"/>	06/17/2022	FIRE22-TA-00108	Fire	12/14/2022	Issued Awaiting Insp	Amendment
<input type="checkbox"/>	06/17/2022	FIRE22-TA-00106	Fire	12/14/2022	Issued Awaiting Insp	Amendment
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00026	Commercial New	12/20/2022	Issued Awaiting Inspection	Amendment
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00023	Commercial New	12/14/2022	Issued Awaiting Inspection	Amendment
<input type="checkbox"/>	06/17/2022	CTBO22-TA-00165	CTBO	12/14/2022	Issued Awaiting Inspection	Amendment
<input type="checkbox"/>	06/17/2022	CNEW22-TA-00022	Commercial New	12/14/2022	Issued Awaiting Inspection	Amendment
<input type="checkbox"/>	06/17/2022	CADD22-TA-00167	Commercial Addition	12/14/2022	Issued Awaiting Inspection	Amendment

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3. Select the radio button next to either **Add to Existing Collection** to add the selected records to an existing collection, or **Create a New Collection** to create a new collection.
- If you choose to create a new collection, fill in the **Name** and optional **Description** fields.
  - Select **Add**.

Add to Existing Collection

--Select--

Create a New Collection

\*Name:

Awaiting Inspection

Description:

Permits awaiting inspection

spell check

Add Cancel

4. You will receive a confirmation on the screen that your selected records have been added to a Collection.
5. To view your collection(s) any time you are logged in, select **Collections** next to your log in information at the top right side of the screen.



6. Select the collection you wish to view.

**Collections**  
This is a list of your collections. To manage a collection, click the link next to the collection name.

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Date Modified	Name	Description	Number of Records	
08/24/2022	<a href="#">Awaiting Inspection</a>	Permits awaiting inspection	10	<a href="#">Delete</a>
08/24/2022	<a href="#">Finaled Trade Permits</a>		1	<a href="#">Delete</a>
08/24/2022	<a href="#">Submitted</a>		4	<a href="#">Delete</a>