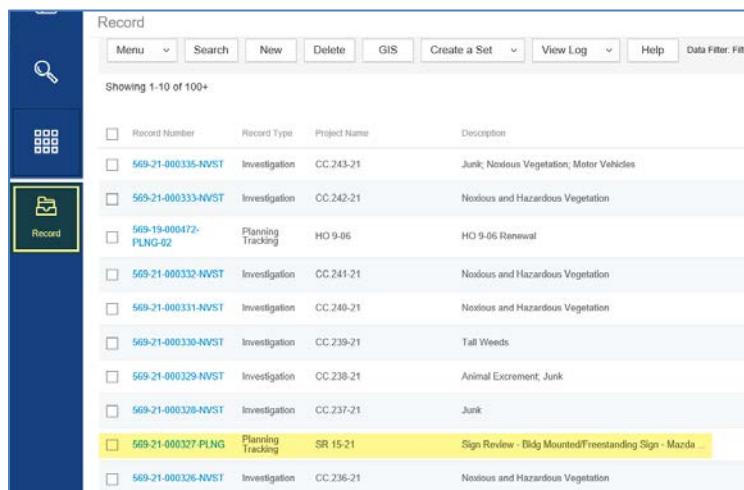
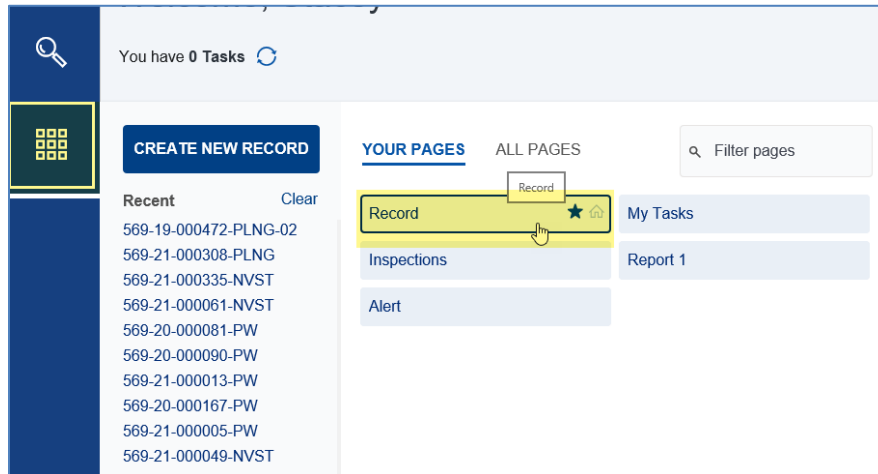
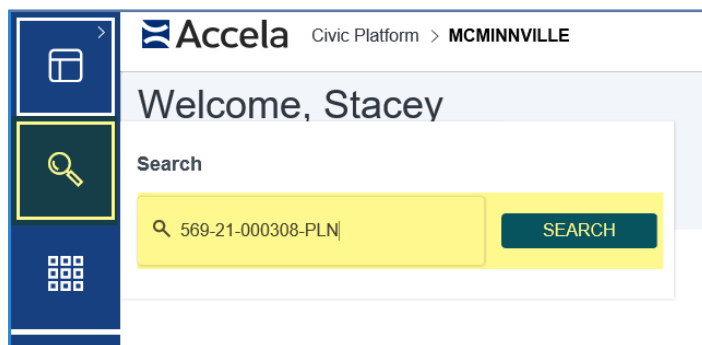


How to assign an entire record

1. Click on the **“Launch Pad”** and then look for the specific record on the record list page.



Or alternatively click on the Global search icon and search for the record by typing in the record number.



How to assign an entire record

2. Open the record and in the left navigation, select the “Description of Work/Copy Recs(Unrelated)” tab.

Contacts (1)

Planning Tracking

Custom Tables (4)

Description of Work/Copy Recs (Unrelated)

Expiration Date

Documents (3)

Fee (1)

Zoning Verification Letter

Description of Work

Zoning Verification Letter - 2835 NE Hwy 99W

[check spelling](#)

RECORD ASSIGNMENT

Department **Current Department** Staff **Current User**

--Select-- --Select--

3. From this tab, you can assign the record. Start by selecting the Department, the Staff you’re assigning it to, and the Assigned Date.

Planning Tracking

Custom Tables (4)

Description of Work/Copy Recs (Unrelated)

Expiration Date

Documents (3)

Fee (1)

Fee History (1)

Description of Work

Zoning Verification Letter - 2835 NE Hwy 99W

[check spelling](#)

RECORD ASSIGNMENT

Department **Current Department** Staff **Current User**

--Select-- --Select--

Assigned Date

Expiration Date

07/30/2022

Expiration Status

Active

Closed Date

07/30/2021