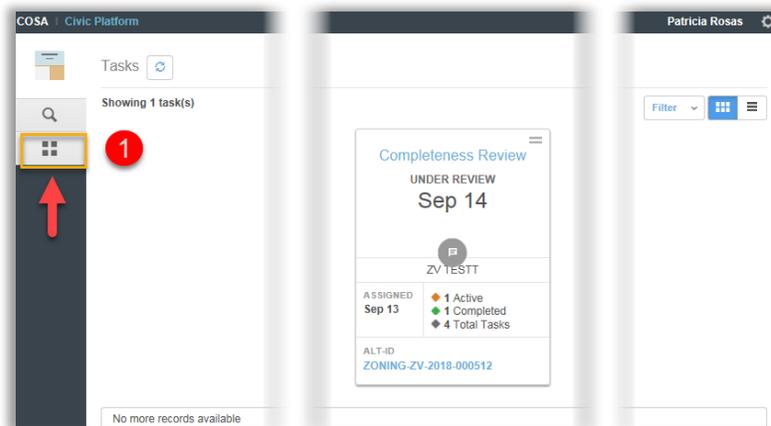
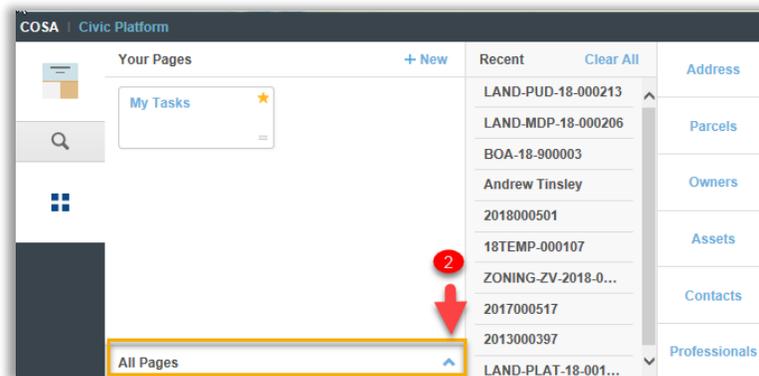


Searching for Specific Record-Types

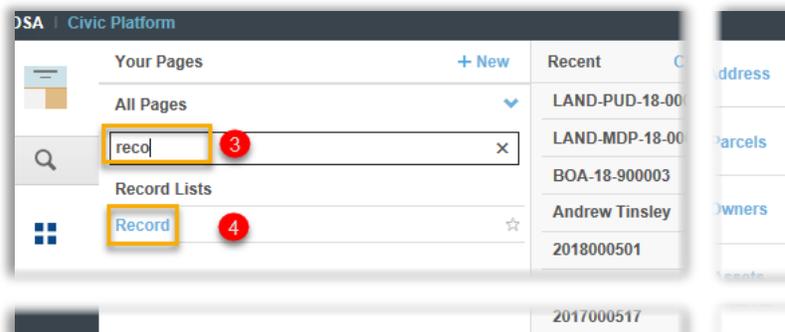
1. Login to BuildSA back-office. **Click** the Launchpad (#1 shown).



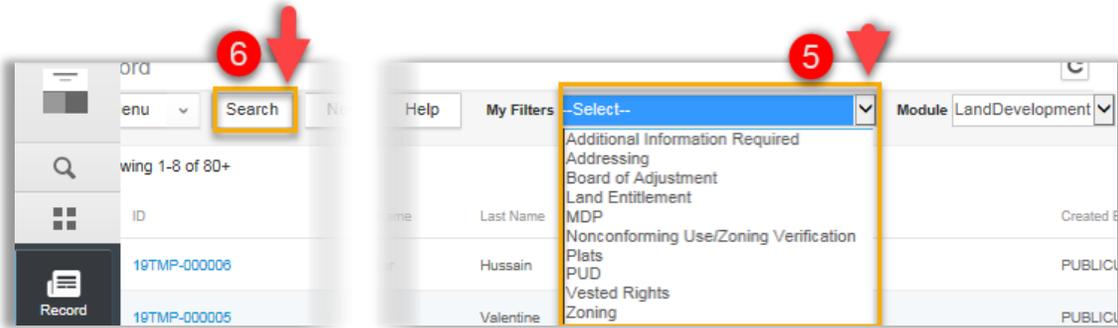
2. **Click** All Pages arrow (#2 shown).



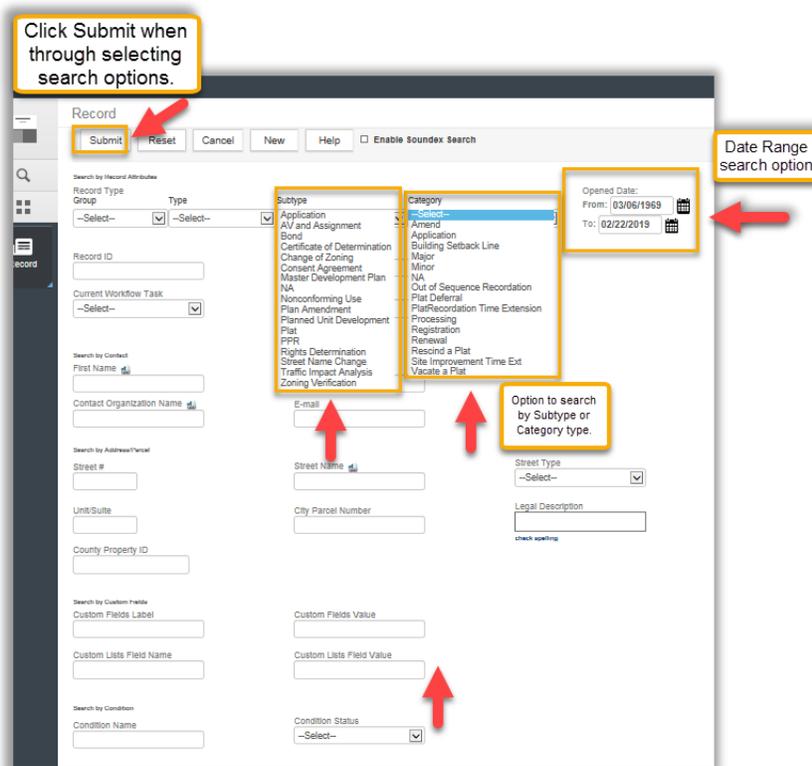
3. **Filter** for the Records page (#3 shown). **Click** the Record page link (#4 shown).



4. **Select** a record-type filter from the **My Filters** drop-down menu (#5 shown). To conduct a more specific record search than the options listed on the drop-down menu, **click Search** (#6 shown).



5. After clicking Search, the Record search page displays (shown below). Click Submit when completely through selecting search parameters. Search parameters include: Record ID; first and last names; organization name; current workflow status or task [by agency]; address; city parcel number; county proper ID; custom fields or custom tasks; condition name or status.



6. BuildSA back-office displays all records found fitting criteria. Click the link of the Record ID to open the record (shown).

Record

Menu ▾ Refine Search New Create By Form Create ▾ Module LandDevelopment ▾

Showing 1-8 of 44

BuildSA displays number of records found fitting parameters selected.

<input type="checkbox"/>	ID	Record Type	Project Name	Created By	Balance
<input type="checkbox"/>	ADDR-COD-18-900003	Certificate of Determination	Auto875795769	142415	\$0.00
<input type="checkbox"/>	ADDR-COD-18-900002	Certificate of Determination	Auto345908994	142415	\$0.00
<input type="checkbox"/>	18TMP-006817	Certificate of Determination	Contact Pmt Test 3	PUBLICUSER8	\$0.00
<input type="checkbox"/>	18TMP-006818	Certificate of Determination		PUBLICUSER46	\$0.00
<input type="checkbox"/>	ADDR-COD-18-900001	Certificate of Determination	Payment by Contact Test	PUBLICUSER8	\$10.00
<input type="checkbox"/>	ADDR-COD-18-000485	Certificate of Determination	Auto113760796	142415	\$0.00
<input type="checkbox"/>	ADDR-COD-18-000484	Certificate of Determination	Auto_ACA_COD_9DDG5	PUBLICUSER4	\$0.00
<input type="checkbox"/>	ADDR-COD-18-000482	Certificate of Determination	Auto_ACA_COD_1H9R8	PUBLICUSER4	\$0.00

Page 1 of 8 < >

