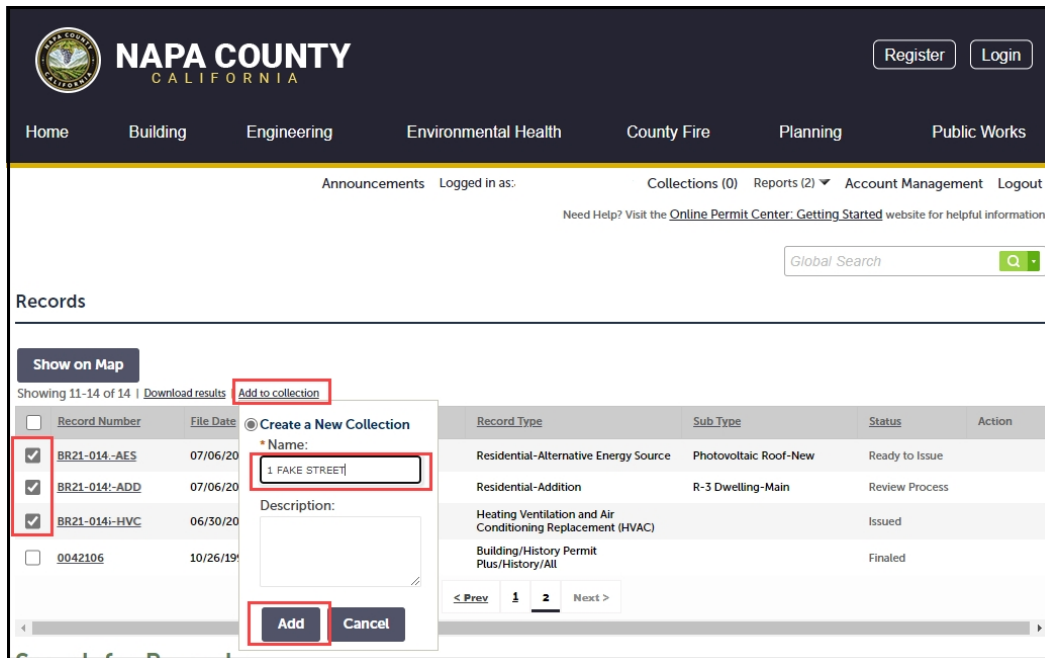


This guide is to assist registered users with creating a new collection, editing and deleting a collections. A collection allows register users to assign one or more record numbers to a 'collection' to help organize the records. Within the collection, users can see a fee summary, status and actionable items.

For example, users have multiple records for a new site at address '1 Fake Street'.

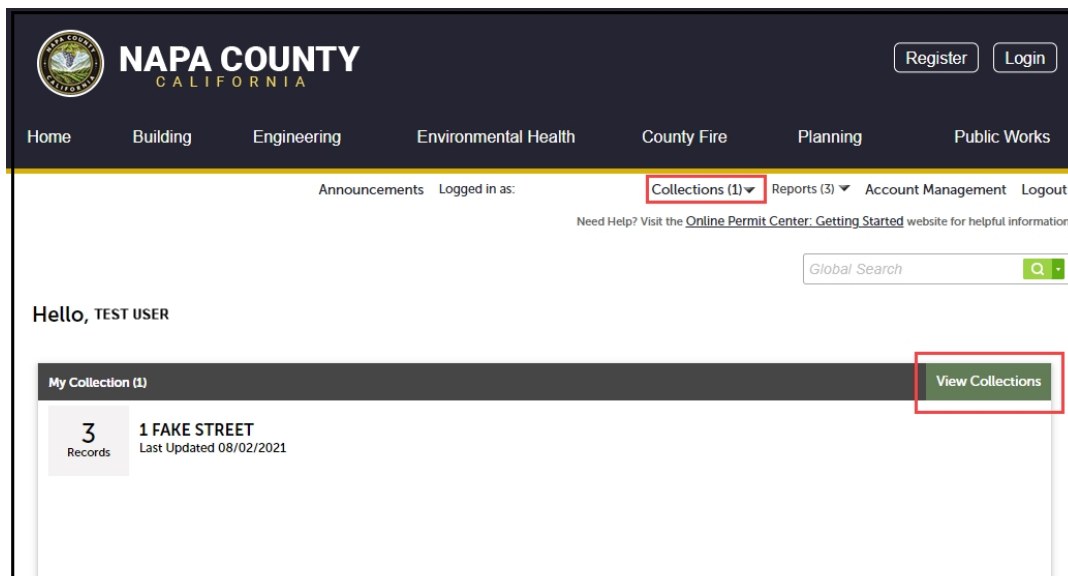
Create a Collection:

Select records > 'Add to Collection' > Insert a name/description > Add



Access a Collection: Two ways to access your collection

1. From Home > Click the View Collection
2. From across the top > Collections



Managing a Collection: Click on the collection name.

The screenshot shows the Napa County OPC interface. At the top, there is a navigation bar with links for Home, Building, Engineering, Environmental Health, County Fire, Planning, and Public Works. Below this is a secondary navigation bar with links for Announcements, Logged in as, Collections (1), Reports (3), Account Management, and Logout. A search bar labeled 'Global Search' is present. The main content area is titled 'Collections' and contains a table with the following data:

Date Modified	Name	Description	Number of Records	
08/02/2021	1 FAKE STREET		3	Delete

Record List View: Allows the following:

- Remove a record from the collection, select record > remove
- Rename Collection if new name or description is needed
- Delete Collection will delete the current collection name/description.

The screenshot shows the 'Record List View' for the collection '1 FAKE STREET'. The page title is '1 FAKE STREET' with a subtitle 'Total Records: 3 (3 Building)'. Below this is a summary: 'Inspections Summary: 4 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 4 Pending, 0 Cancelled)' and 'Fees Summary: \$21,444.38 Paid, \$0.00 Due'. There are two buttons: 'Rename Collection' and 'Delete Collection'. Below this is a table of records with the following data:

Record Number	File Date	Project Name	Record Type	Sub Type	Status	Action
<input type="checkbox"/> BR21-014 AES	07/06/2021		Residential-Alternative Energy Source	Photovoltaic Roof-New	Ready to Issue	
<input type="checkbox"/> BR21-014 ADD	07/06/2021	WF Test	Residential-Addition	R-3 Dwelling-Main	Review Process	
<input type="checkbox"/> BR21-014 HVC	06/30/2021		Heating Ventilation and Air Conditioning Replacement (HVAC)		Issued	

Napa County employees do not have access to view, edit or delete a collection once configured. This is a self-managing feature.