UNDERSTANDING THE CSS DASHBOARD
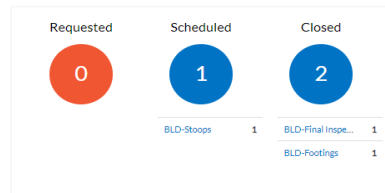
My Permits

Attention 3	Pending 8	Active 3	Draft 1	Recent 5
Residential Building... 1	Commercial Buildin... 2	Commercial Buildin... 2	Residential Building... 1	Residential Building... 2
Commercial Buildin... 1	Residential Building... 1	Mechanical - Altera... 1		Commercial Buildin... 1
Mechanical - Altera... 1	Other 5			Other 2

▸ View My Permits

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0

▸ View My Plans

My Inspections

Requested	Scheduled	Closed
0	1	2
	BLD-Stoops 1	BLD-Final Inspe... 1
		BLD-Footings 1

My Invoices

Current	0	$0.00	Add To Cart
Past Due	0	$0.00	Add To Cart
Total	0	$0.00	Add To Cart

CSS provides the ability for users to see a visual representation of accumulated data on the dashboard. Users can see data for permits, plans, inspections, and invoices. Users can click on the Draft circles to access saved drafts; users can also add unpaid invoices directly to the shopping cart. The dashboard displays data that is relative to the logged in user.

Follow the steps below to use the dashboard:

1. Click **Draft** in the **Permits** or **Plans** section to view saved Permit or Plan application drafts.
2. Click the appropriate status circle in the **Permits** section to view a list of the corresponding Permits. Beneath each status circle is a breakdown of the Permit Types. Click **View Full List** to view all Permits.
3. Click the appropriate status circle in the **Plans** section to view a list of the corresponding Plans. Beneath each status circle is a breakdown of the Plan Types. Click **View Full List** to view all Plans.

4. Click the appropriate status circle in the **Inspections** section to view a list of the corresponding Inspections. Beneath each status circle is a breakdown of the Inspection Types. Click **View Full List** to view all Inspections.
5. Click **Add to Cart** next to **Current**, **Past Due**, or **Total** in the **Invoices** section to add the corresponding Invoices to the Shopping Cart. Click **View Full List** to view all Invoices.

PERMITS

My Permits

Attention	Pending	Active	Draft	Recent
3	8	3	1	5

Attention		Pending		Active		Draft		Recent	
Residential Building...	1	Commercial Buildin...	2	Commercial Buildin...	2	Residential Building...	1	Residential Building...	2
Commercial Buildin...	1	Residential Building...	1	Mechanical - Altera...	1			Commercial Buildin...	1
Mechanical - Altera...	1	Other	5					Other	2

▸ View My Permits

Permit Number	Project	Address	Type	Status	Reason

1. **Attention:** By clicking on the **Attention** status circle from the **Dashboard**, you will be given a list of all Permit Numbers that have been applied for that have a status of Attention, Project name, Address attached to the Permit, Type, Status and the Reason that the Permit needs the customer's attention.
2. **Pending:** By clicking on the **Pending** status circle from the **Dashboard**, you will be given the list of all permit numbers that have been applied for that have a status of Pending, Project name, Address attached to the Permit, Type, Status and Reason.
3. **Active:** By clicking on the **Active** status circle from the **Dashboard**, you will be given the list of all permit numbers that have been applied for that have a status of Active, Project name, Address attached to the Permit, Type, Status and Reason.
4. **Draft:** By clicking on the **Draft** status circle from the **Dashboard,** you will be given the list of all Permits and Plans that have been saved, but not submitted for review. These drafts may be incomplete and action may resume at any point in time. They may also be deleted from this screen if they are no longer needed.

Need Assistance? Call the Permit Center: 703.746.4200

My Drafts

Module	Permit ▼		Sort	Module ▼

Module	Type	Last Update	Action	
Permit	Residential Building - Alterations	04/22/2020 09:56:40 PM	Resume	Delete

Results per page 10 ▼   1 - 1 of 1   <<   <   **1**   >   >>

5. **Recent:** By clicking on the **Recent** status circle from the **Dashboard**, you will be given the list of all Permit Numbers that have been applied for that have a status of Recent, Project name, Address attached to the Permit, Type, Status and Reason.

My Permits

Search for permit number, project, or address 🔍

Exact Match ☐

Display	Recent ▼	Select Case Type		📄 Export	Sort	Permit Number ▼

Display: This dropdown box allows the customer a way to organize and select one **Status** to view.

Sort: This dropdown box allows the customer a way to sort by **Permit Number, Project or Address**.

Search Box: This box allows the customer a way to search by **Permit Number, Project name, or Address** by typing in the information in the box and clicking on the magnifying glass icon.

PLANS

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0
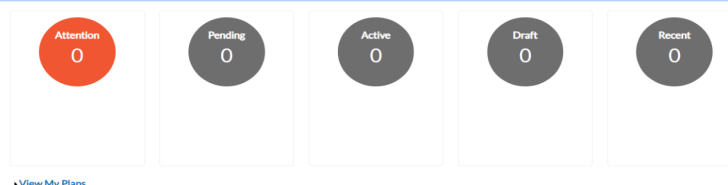
▸View My Plans

1. **Attention:** By clicking on the **Attention** status circle from the **Dashboard**, you will be given a list of all Plan numbers that have been applied for that have a status of Attention, Project name, Address attached to the Plan, Type, Status and the Reason that the Plan needs the customer's attention.
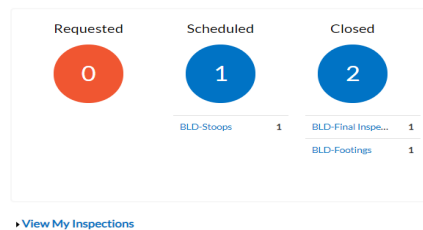
Need Assistance? Call the Permit Center: 703.746.4200

2. **Pending:** By clicking on the **Pending** status circle from the **Dashboard**, you will be given the list of all Plan Numbers that have been applied for that have a status of Pending, Project name, Address attached to the Plan, Type, Status and Reason.

3. **Active:** By clicking on the **Active** status circle from the **Dashboard**, you will be given the list of all plan numbers that have been applied for that have a status of Active, Project name, Address attached to the Plan, Type, Status and Reason.

4. **Draft:** By clicking on the **Draft** status circle from the **Dashboard**, you will be given the list of all Permits and Plans that have been saved, but not submitted for review. These drafts may be incomplete and action may resume at any point in time. They may also be deleted from this screen if they are no longer needed.

5. **Recent:** By clicking on the **Recent** status circle from the **Dashboard**, you will be given the list of all Plan Numbers that have been applied for that have a status of Recent, Project name, Address attached to the Plan, Type, Status and Reason.

INSPECTIONS

My Inspections

Requested	Scheduled	Closed
0	1	2

BLD-Stoops	1

BLD-Final Inspe...	1
BLD-Footings	1

▸ View My Inspections

Case Number	Address	Inspection Type	Inspection Status	Requested Date	Scheduled Date

1. **Requested:** By clicking on the **Requested** status circle from the **Dashboard**, you will be given a list of all Inspection Case Numbers that have a status of Requested, Address attached to the Inspection, Inspection Type and Requested Date.

2. **Scheduled:** By clicking on the **Scheduled** status circle from the **Dashboard**, you will be given a list of all Inspection Case Numbers that have a status of Scheduled, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.

3. **Closed:** By clicking on the **Closed** status circle from the **Dashboard**, you will be given a list of all Inspection Case Numbers that have a status of Closed, Address attached to the Inspection, Inspection Type, Requested Date and Scheduled Date.

Need Assistance? Call the Permit Center: 703.746.4200

INVOICES

CSS users are able to access invoices that are paid, voided, or unpaid. Invoices are accessible from the **Dashboard** and the menu system and can be added to the electronic shopping cart. CSS's integrated electronic shopping cart allows customers to view, add, pay, or remove invoices, and displays single or multiple cases associated with each invoice.

1. **Current:** By clicking on the **Add To Cart** oval to the right of Current invoices, the customer will be able to access the Shopping Cart screen where all current invoices are listed. The customer may access the Invoice by clicking on the Invoice Number or they may access the Case by clicking on the Case Number. To remove an Invoice from the Shopping Cart, the customer may click Remove to the right of the invoice. To checkout, click on the Check Out oval to the right of the screen. This will take you to a payment screen to complete the payment for the invoice(s).

2. **Past Due:** By clicking on the **Add To Cart** oval to the right of Past Due invoices, the customer will be able to access the Shopping Cart screen where all past due invoices are listed. The customer may access the Invoice by clicking on the Invoice Number or they may access the Case by clicking on the Case Number. To remove an Invoice from the

Need Assistance? Call the Permit Center: 703.746.4200

Shopping Cart, the customer may click Remove to the right of the invoice. To checkout, click on the Check Out oval to the right of the screen. This will take you to a payment screen to complete the payment for the invoice(s).

3. **Total:** By clicking on the **Add To Cart** oval to the right of Total invoices, the customer will be able to access the Shopping Cart screen where all invoices are listed. The customer may access the Invoice by clicking on the Invoice Number or they may access the Case by clicking on the Case Number. To remove an Invoice from the Shopping Cart, the customer may click Remove to the right of the invoice. To checkout, click on the Check Out oval to the right of the screen. This will take you to a payment screen to complete the payment for the invoice(s).