

Printing

Printing a permit, license, invoice or plan can be done while viewing the information on the summary page. Click on the printer icon located on the summary view page. Navigate to the summary view page with the following steps:

1. On the top menu bar select **My Work**.
2. Select **My Invoices, My Permits, My Existing Inspections, or My Licenses**.
3. Choose **All** for Display.
4. Click on the **Number** to be directed to a summary view page with the **Printer Icon**.

The screenshot shows a web application interface with a dark navigation bar at the top containing links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Search, and Informational Links. Below the navigation bar, the permit number 'ROW2021-0002' is displayed. A red arrow points from the permit number to a printer icon in the top right corner, which is enclosed in a red square box. Below the permit number, there are links for 'Permit Details', 'Tab Elements', and 'Main Menu'. The main content area displays permit details in a light blue box with the following information:

Type:	Right of Way Cut - Approach	Status:	Fees Paid	Project Name:	
IVR Number:	5	Applied Date:	09/27/2021	Issue Date:	09/27/2021
District:	City of Gillette	Assigned To:	Burton, Kerwin	Expire Date:	09/27/2022
Finalized Date:	09/27/2021				
Description:	New driveway installation				

At the bottom of the page, there is a row of buttons: Summary (highlighted in blue), Locations, Fees, Inspections, Attachments, Contacts, Sub-Records, and More Info.