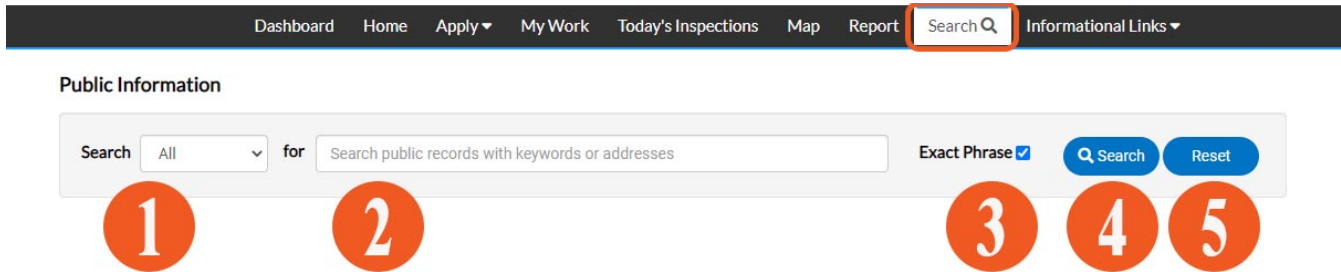# Searching

A suite of powerful search functions can be accessed by clicking **Search** in the top menu bar. This section covers the search functions.

1. Search Category – Select from this drop-down menu to limit what types of items will be searched. Choose from **permits, plans, inspections, code cases, requests, and licenses**.
2. Search Keywords – Allows you to enter some or all a name, number, etc. associated with what you are looking for.
3. Exact Phrase – Check this box if you only want to find results that exactly match your search criteria.
4. Search – Click this button to execute your search and return a list of results.
5. Reset – Click this button to revert all the search criteria to their default state.