MGO - Navigating the Project Page

Whether the project is created in MGO or auto-generated from an accepted application, the project page layout will be the same.

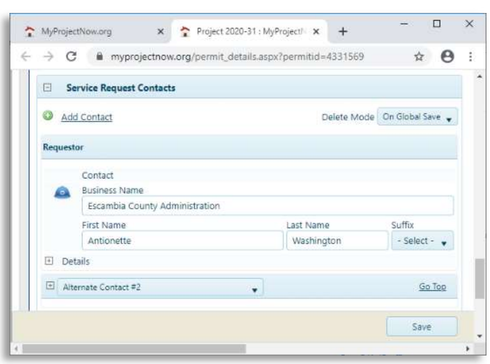
Project page layouts are customizable and differ by jurisdiction. The following descriptions layout the basic project page sections that appear on almost every project.

Section 1: Project Details

The project details section is included on every project page. It includes the most important information, such as the project number, address, and fees. Additional information, such as work type and project date and time can be added to this section, but overall, Project Details cannot be moved.

Section 2: Contacts

All contact information entered into an online application will transfer into the contacts section of the project automatically. Contact types will vary by project and jurisdiction.

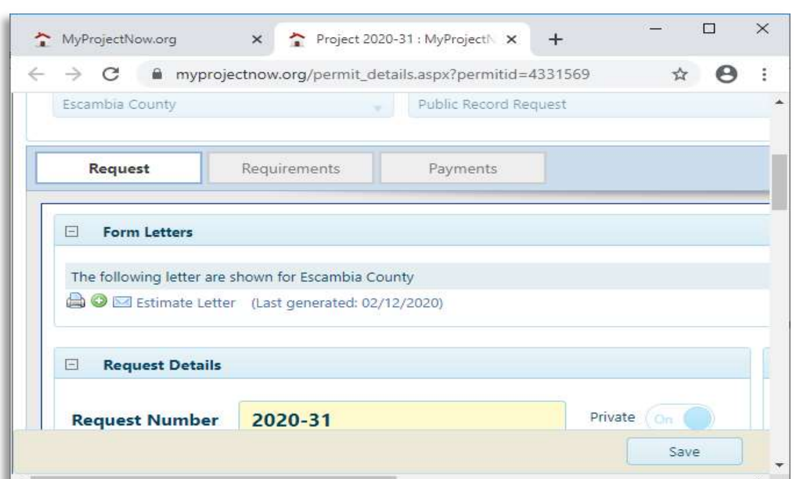


Section 3: Permit Files (ONLY FOR PERMITTING, NOT PUBLIC RECORDS)

The permit files section holds various files associated with the project. These can be files uploaded by the customer or by the jurisdiction. They can be hidden from the customer portal or deleted from the project altogether.

Section 4: Form Letters

The form Letter section lists the different type of letters that can be generated from the project. These letters pull specific information from the project page, such as name, address, or fee amounts. Letters are custom built in house and there is no limit to the number of letters you can request.



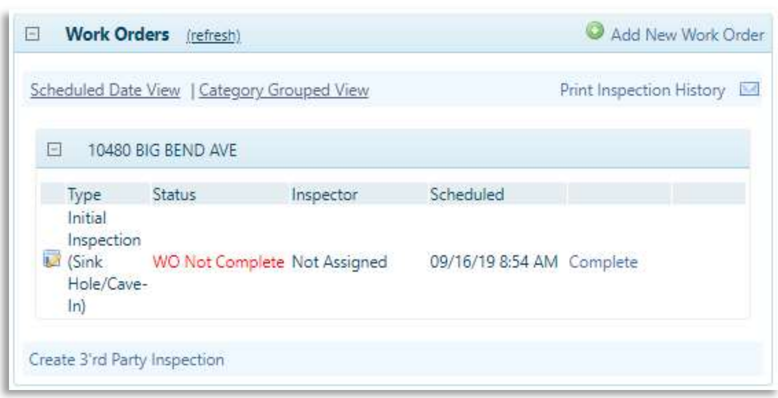
Section 5: Review Comments

The review comment section is typically used in the plan review process. Plan reviewers can add pre-determined or custom comments to this section. These comments can be pulled into a review letter.

While review letters pull project page information in the same way form letters do, they have the added customizability of comments.

Different review letters can be created for different types of projects. Review letters are custom built in-house and there is no limit to the number of review letters that can be requested.

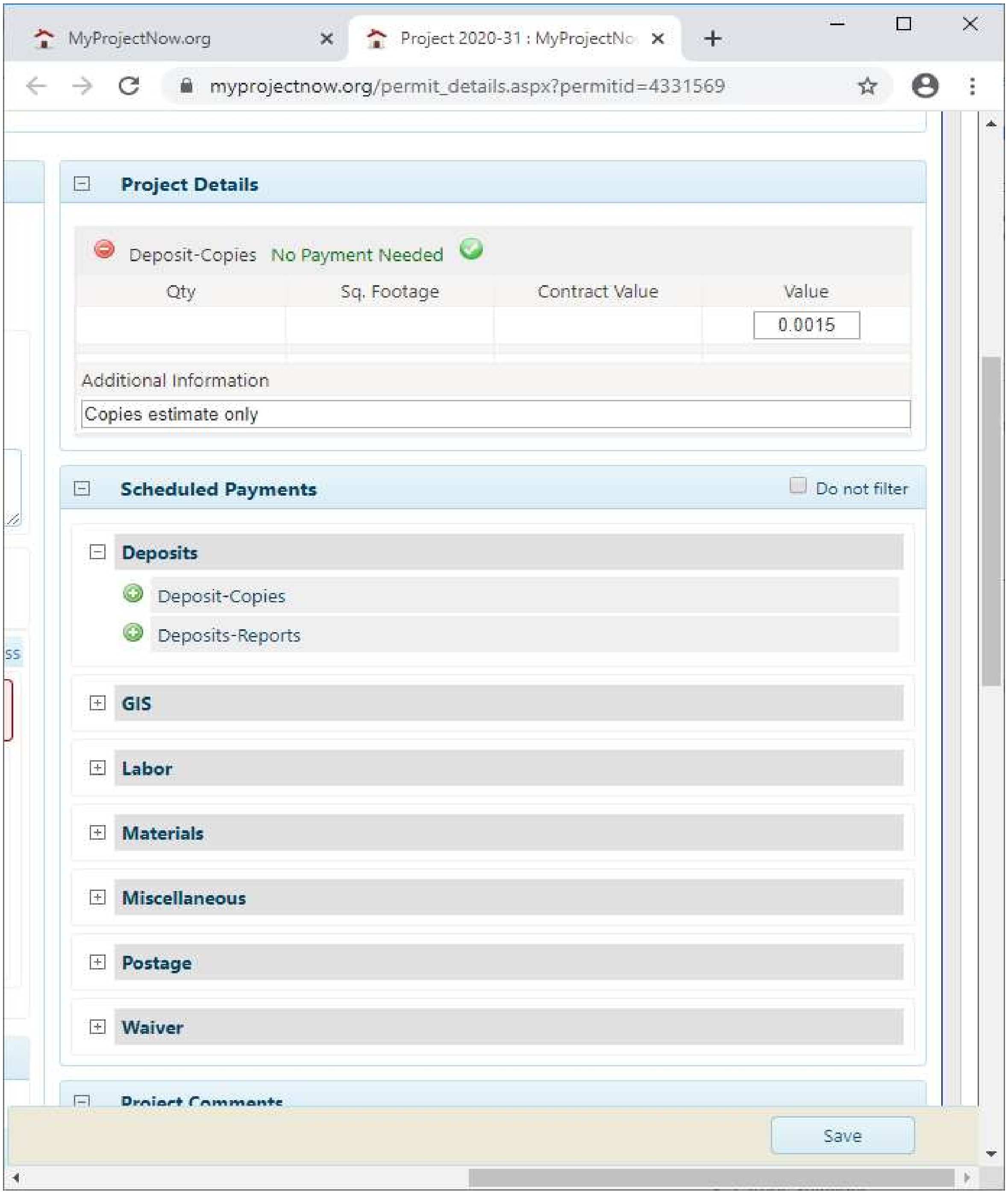
Section 6: Work Order Manager (ONLY FOR PERMITTING, NOT PUBLIC RECORDS)



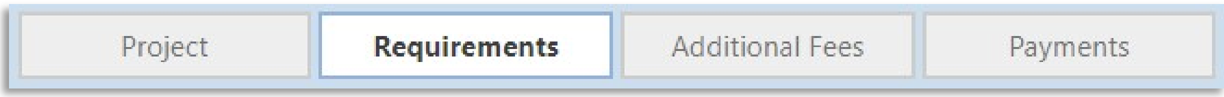
The work order manager conveniently displays inspection results for the project in one place. New work orders can be added directly to the project from this section.

Section 7: Scheduled Payment

The scheduled payment section is where you will determine the cost of the Public Record Request. Please make sure you calculate all costs including, copies, labor, postage, etc. when determining the cost. What you calculate here will determine what shows on the "Payment" tab.



Section 8: Requirements Tab



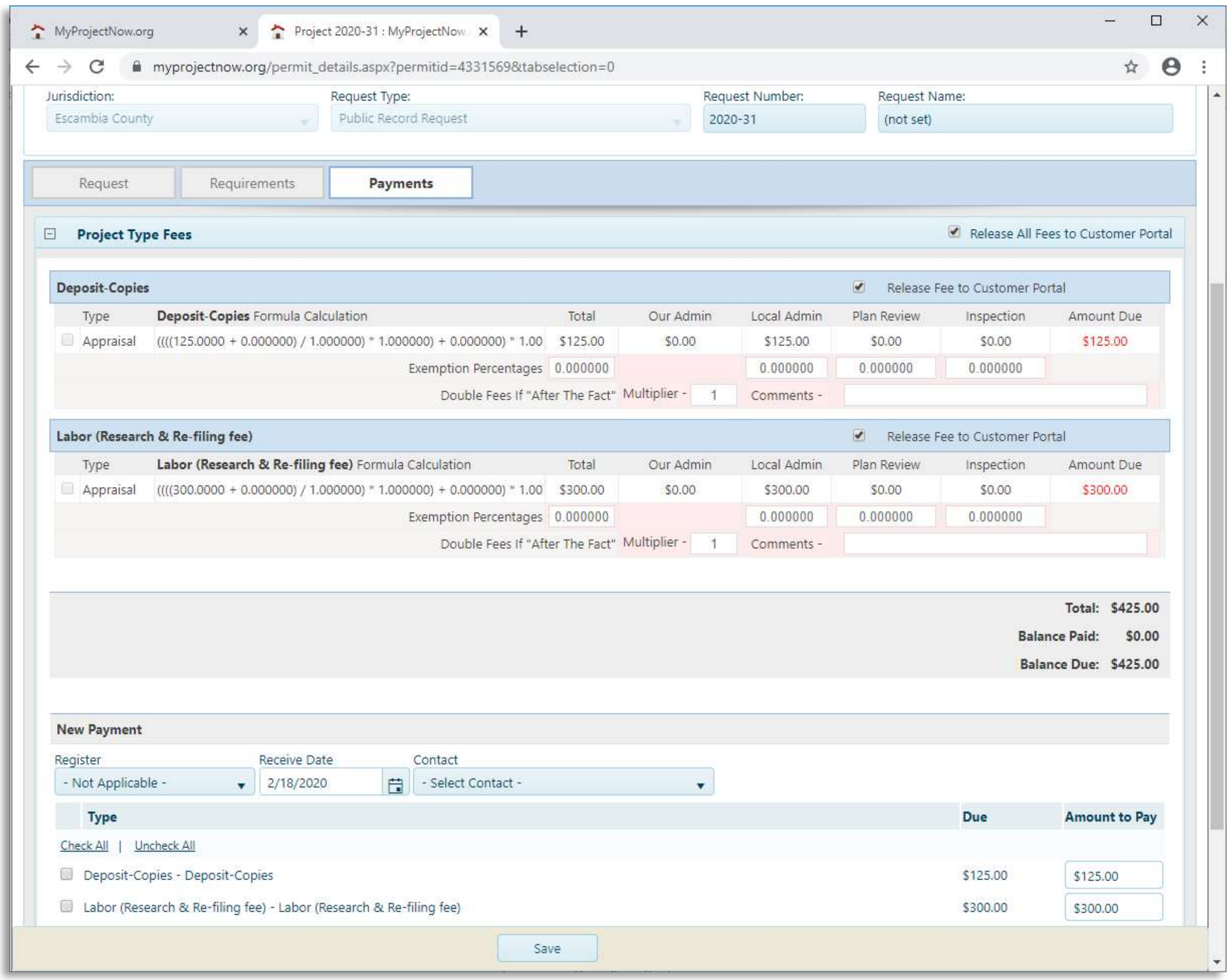
Beyond the main project page, there are several project tabs that include additional information about the project. The requirements tab tracks project progress in a checklist form.

In each phase of the project, there is a list of tasks to be completed. The number of tasks you are able to check off the list depends on your department. Tasks in other phases cannot be checked off the list until tasks in prior phase are complete.

Tasks in black are requirements. Tasks in blue are inspections. These lists of requirements and inspections are custom to each jurisdiction and multiple lists can be created for different projects. Go to the Requirements section to learn more.

Section 9: Payments Tab

The final essential section of the project age is the payments tab. This page will track all the project fees and the payments made on the project.



Payments made through an online payment processor will automatically be tracked here. Additionally, payments made in person can be manually entered.

DON'T FORGET TO CLICK "SAVE" THROUGHOUT THE PROCESS!!!!!