

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.

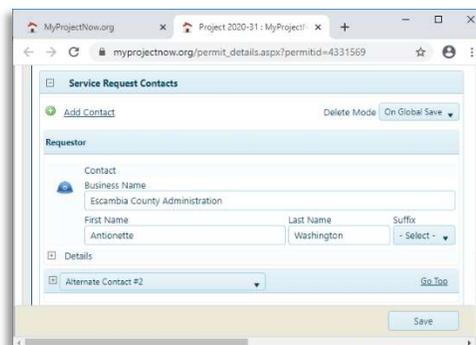
Section 1: Project Details

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.



The screenshot shows a web browser window with the URL `myprojectnow.org/permit_details.aspx?permitid=4331569`. The page title is "Service Request Contacts". The form contains the following elements:

- Add Contact** button (with a green plus icon) and **Delete Mode** dropdown menu (set to "On Global Save").
- Requestor** section with a contact icon and the following fields:
 - Business Name:** Escambia County Administration
 - First Name:** Antonette
 - Last Name:** Washington
 - Suffix:** - Select -
- Details** section with a dropdown menu for "Alternate Contact #2" and a **Go Top** link.
- Save** button at the bottom right.

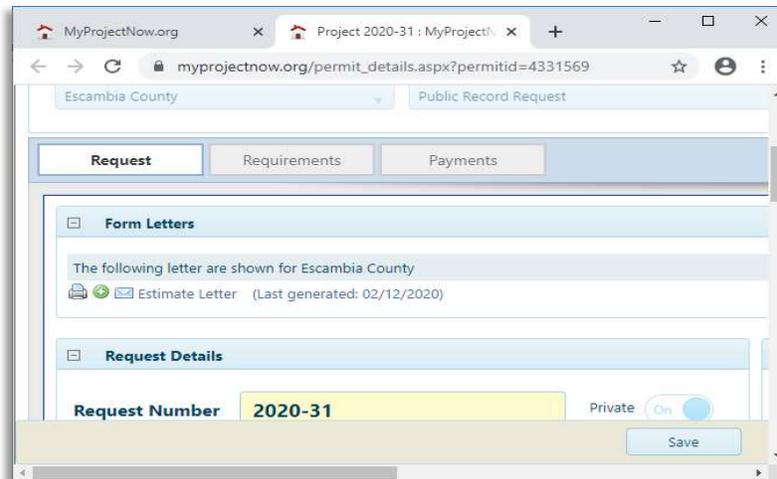
Section 3: Permit Files (**ONLY FOR PERMITTING, NOT PUBLIC RECORDS**)

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 screenshot shows a web application interface for 'Work Orders'. At the top, there is a header with 'Work Orders (refresh)' and a button 'Add New Work Order'. Below the header, there are two view options: 'Scheduled Date View' (selected) and 'Category Grouped View'. A 'Print Inspection History' button is also visible. The main content area displays a table for the address '10480 BIG BEND AVE'. The table has columns for 'Type', 'Status', 'Inspector', and 'Scheduled'. The first row shows 'Initial Inspection' with a status of 'WO Not Complete' (in red), 'Not Assigned', and a scheduled date of '09/16/19 8:54 AM'. The second row shows '(Sink: Hole/Cave-In)' with a status of 'Complete'. At the bottom of the interface, there is a button labeled 'Create 3rd Party Inspection'.

Type	Status	Inspector	Scheduled
Initial Inspection	WO Not Complete	Not Assigned	09/16/19 8:54 AM
(Sink: Hole/Cave-In)	Complete		

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.

The screenshot shows a web browser window with the URL `myprojectnow.org/permit_details.aspx?permitid=4331569`. The page displays the 'Project Details' section with a table for 'Deposit-Copies' and a 'Scheduled Payments' section with expandable categories.

Project Details

Deposit-Copies No Payment Needed

Qty	Sq. Footage	Contract Value	Value
			0.0015

Additional Information
Copies estimate only

Scheduled Payments Do not filter

- Deposits**
 - Deposit-Copies
 - Deposits-Reports
- GIS**
- Labor**
- Materials**
- Miscellaneous**
- Postage**
- Waiver**

Project Comments

Save

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.

The screenshot displays the 'Payments' tab in a web browser. At the top, there are fields for 'Jurisdiction' (Escambia County), 'Request Type' (Public Record Request), 'Request Number' (2020-31), and 'Request Name' (not set). Below these are tabs for 'Request', 'Requirements', and 'Payments'. The main content area is titled 'Project Type Fees' and includes a 'Release All Fees to Customer Portal' checkbox. It contains two tables: 'Deposit-Copies' and 'Labor (Research & Re-filing fee)'. Both tables show a total amount due of \$125.00 and \$300.00 respectively, with a multiplier of 1. A summary section shows a total of \$425.00, with a balance due of \$425.00. At the bottom, there is a 'New Payment' section with fields for 'Register', 'Receive Date', and 'Contact', and a table for entering payments with columns for 'Type', 'Due', and 'Amount to Pay'. A 'Save' button is located at the bottom center.

Type	Formula Calculation	Total	Our Admin	Local Admin	Plan Review	Inspection	Amount Due
Appraisal	$((((125.0000 + 0.000000) / 1.000000) * 1.000000) + 0.000000) * 1.00$	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
Exemption Percentages		0.000000		0.000000	0.000000	0.000000	
Double Fees If "After The Fact" Multiplier		1	Comments -				

Type	Formula Calculation	Total	Our Admin	Local Admin	Plan Review	Inspection	Amount Due
Appraisal	$((((300.0000 + 0.000000) / 1.000000) * 1.000000) + 0.000000) * 1.00$	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00
Exemption Percentages		0.000000		0.000000	0.000000	0.000000	
Double Fees If "After The Fact" Multiplier		1	Comments -				

Total: \$425.00						
Balance Paid: \$0.00						
Balance Due: \$425.00						

Type	Due	Amount to Pay
Deposit-Copies - Deposit-Copies	\$125.00	\$125.00
Labor (Research & Re-filing fee) - Labor (Research & Re-filing fee)	\$300.00	\$300.00

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!!!!