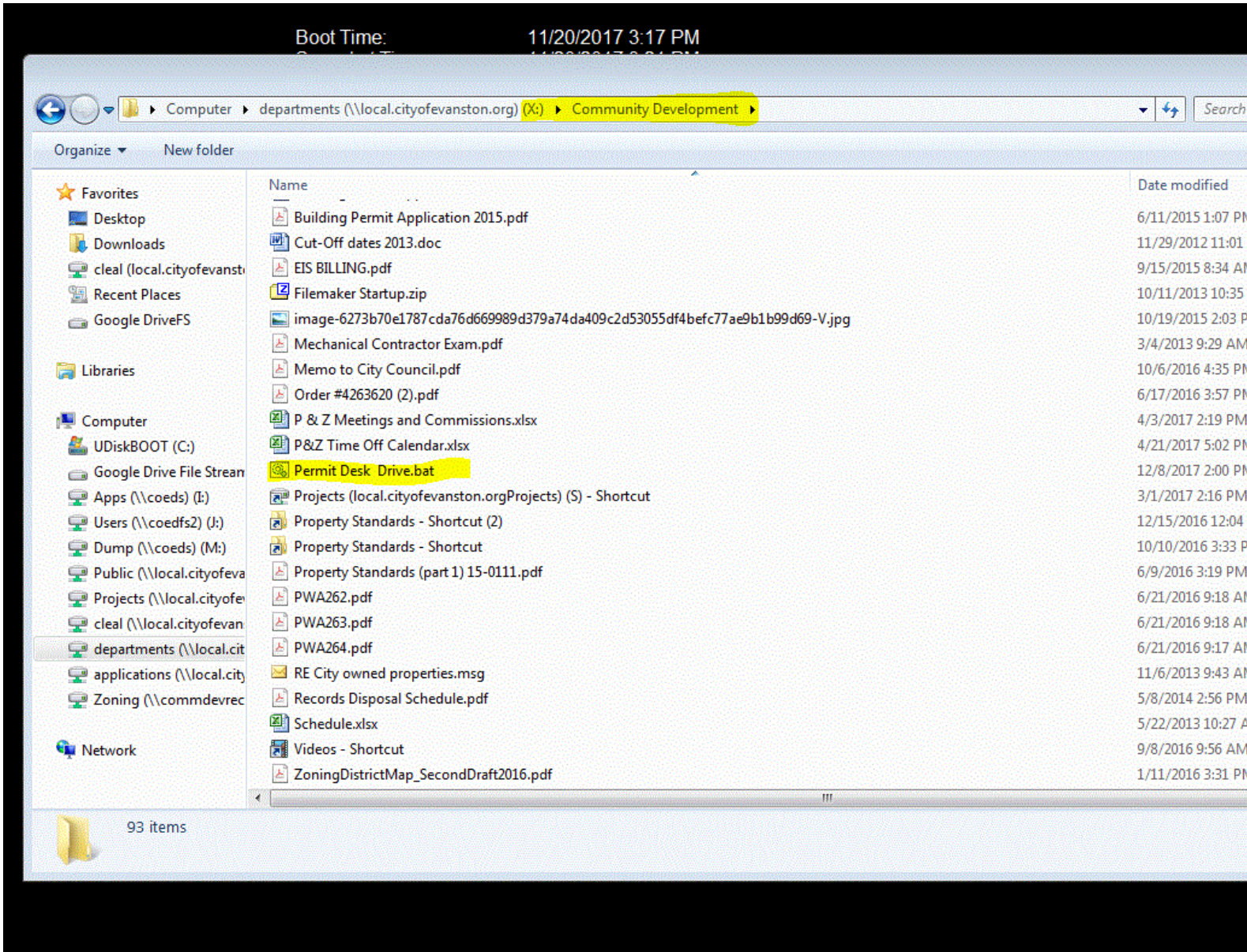
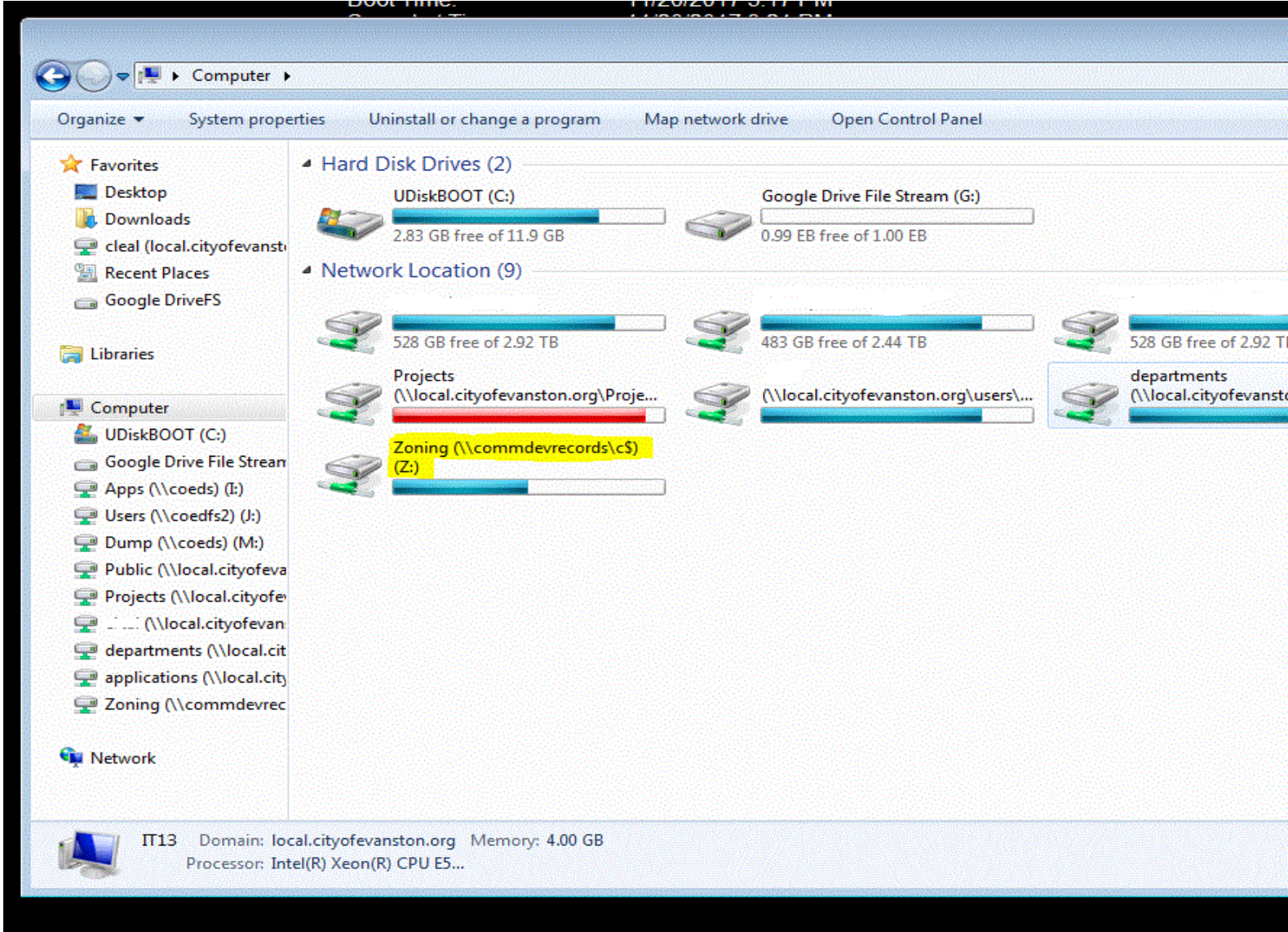


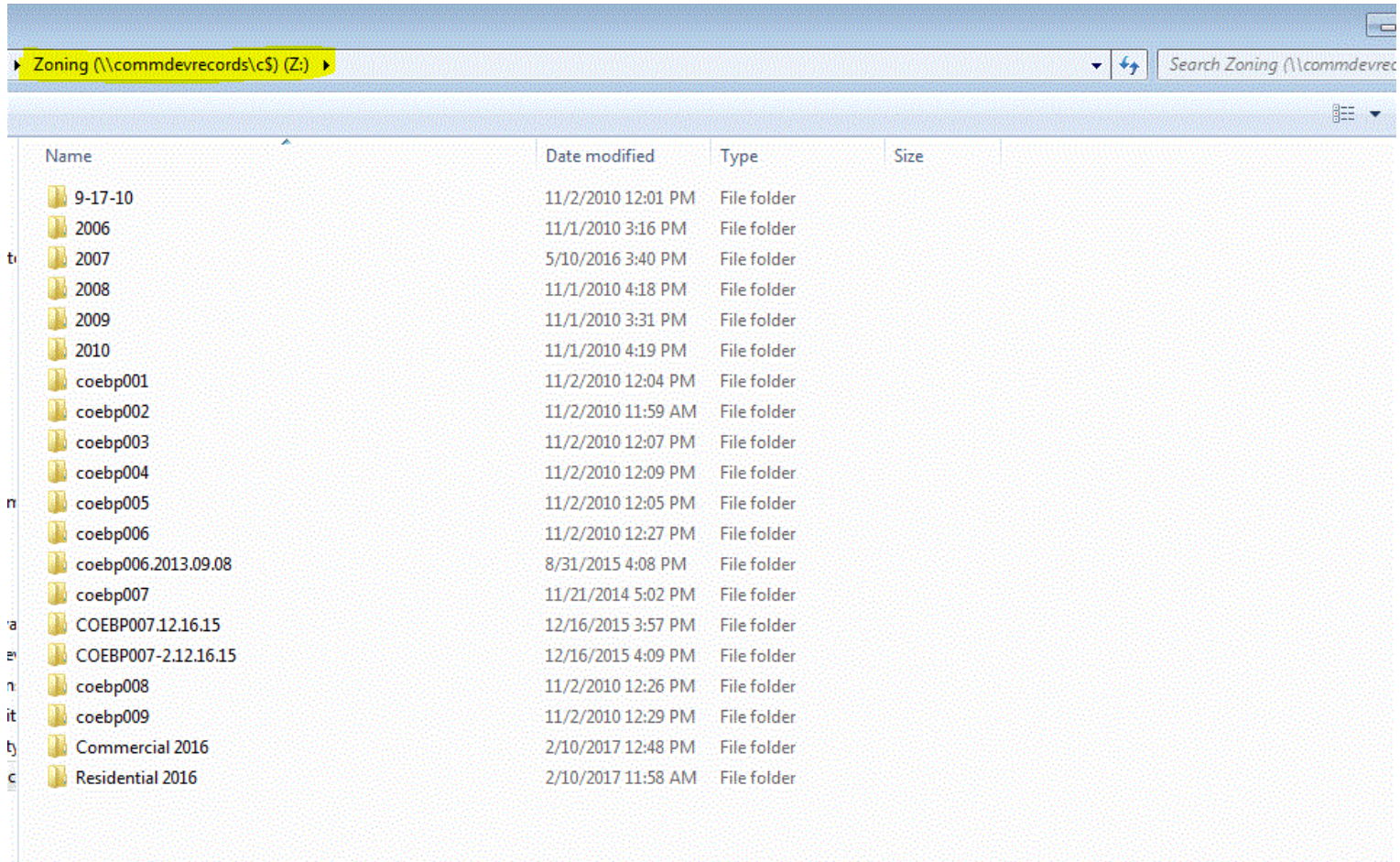
1. To add documents to the Permit Desk computer, first go to your X: drive (Community Development) and open the file 'Permit Desk Drive.bat' .



2. Once you open 'Permit Desk Drive.bat', you should now have a new mapped network drive Z: (zoning). It is named 'Zoning' because that is the name of the folder on the Permit Desk computer.



3. You can now add files to the Permit Desk directory, once you add files – you must reboot the computer in order for them to come up in the search.



The screenshot shows a Windows File Explorer window with the address bar set to 'Zoning (\\commdevrecords\c\$) (Z:)'. The main area displays a list of folders in a table format. The columns are 'Name', 'Date modified', 'Type', and 'Size'. The folders listed include various years from 2006 to 2017, and specific permit codes like 'coebp001' through 'coebp009', 'COEBP007.12.16.15', and 'COEBP007-2.12.16.15'. The 'Date modified' column shows dates ranging from 2010 to 2017. The 'Type' column for all entries is 'File folder'.

Name	Date modified	Type	Size
9-17-10	11/2/2010 12:01 PM	File folder	
2006	11/1/2010 3:16 PM	File folder	
2007	5/10/2016 3:40 PM	File folder	
2008	11/1/2010 4:18 PM	File folder	
2009	11/1/2010 3:31 PM	File folder	
2010	11/1/2010 4:19 PM	File folder	
coebp001	11/2/2010 12:04 PM	File folder	
coebp002	11/2/2010 11:59 AM	File folder	
coebp003	11/2/2010 12:07 PM	File folder	
coebp004	11/2/2010 12:09 PM	File folder	
coebp005	11/2/2010 12:05 PM	File folder	
coebp006	11/2/2010 12:27 PM	File folder	
coebp006.2013.09.08	8/31/2015 4:08 PM	File folder	
coebp007	11/21/2014 5:02 PM	File folder	
COEBP007.12.16.15	12/16/2015 3:57 PM	File folder	
COEBP007-2.12.16.15	12/16/2015 4:09 PM	File folder	
coebp008	11/2/2010 12:26 PM	File folder	
coebp009	11/2/2010 12:29 PM	File folder	
Commercial 2016	2/10/2017 12:48 PM	File folder	
Residential 2016	2/10/2017 11:58 AM	File folder	