



HillsGovHub

User Guide

Run Reports



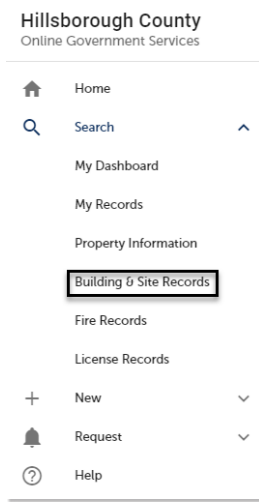
Hillsborough
County Florida

SM

Run Reports in HillsGovHub

Reports can be run, printed and exported within HillsGovHub. This document outlines the steps.

- 1) Log in to the [portal](#).
- 2) Select **Search** from the left menu and select the desired record module, for example **Building & Site Records**.



- 3) Select **Reports** from the toolbar in the top of the page.



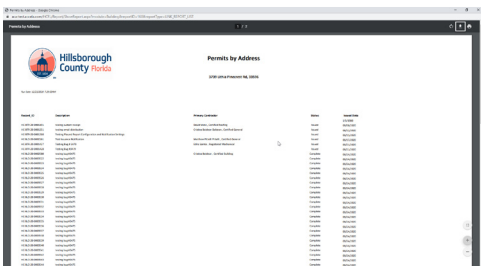
- 4) Select the desired report from the dropdown list.
- 5) Enter the applicable details into the report parameters pop-up window and select **Submit**.

Please input report parameter(s):

* Street Number:

* Street Name:

- 6) Select the **Download** icon in the top right toolbar. Select the desired location to save the report.



- 7) Select the **Print** icon in the top right toolbar. Select the desired options in the print menu. Select **Print**.

