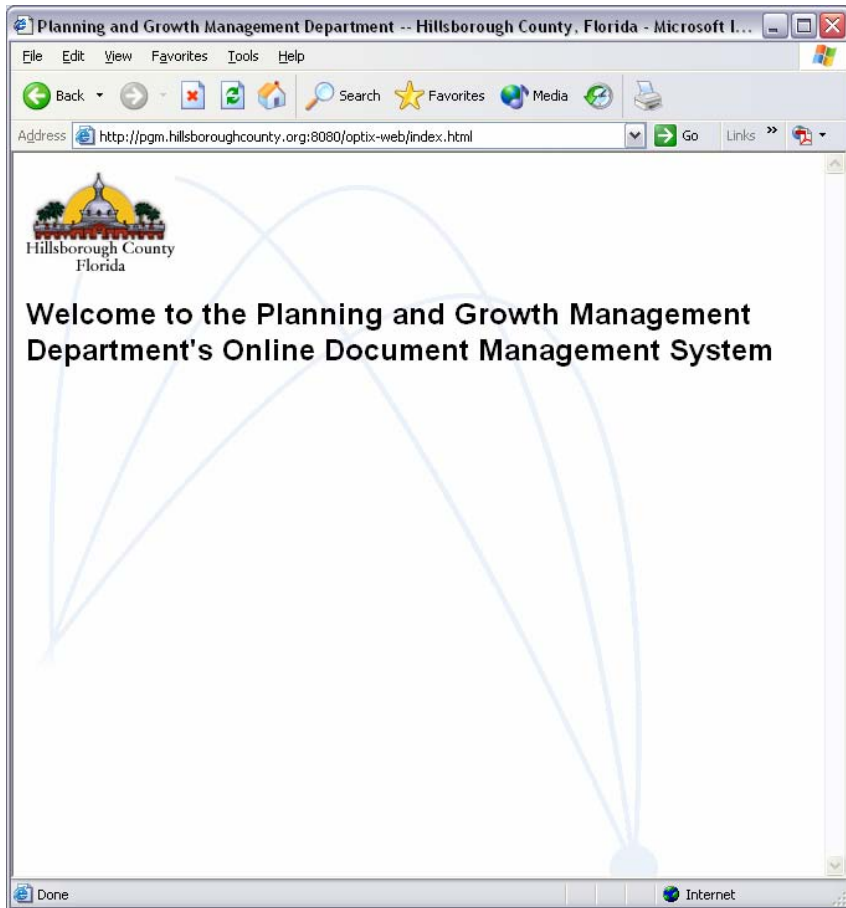


USING PGM STORE:

After Clicking “**ENTER**” from the intro screen, the following screen (screen1) will appear followed by a pop-up window for logging in to the system (screen2).

To access the system, simply type in the Userid: Public and the Password: public, and then click the “**Logon**” button.

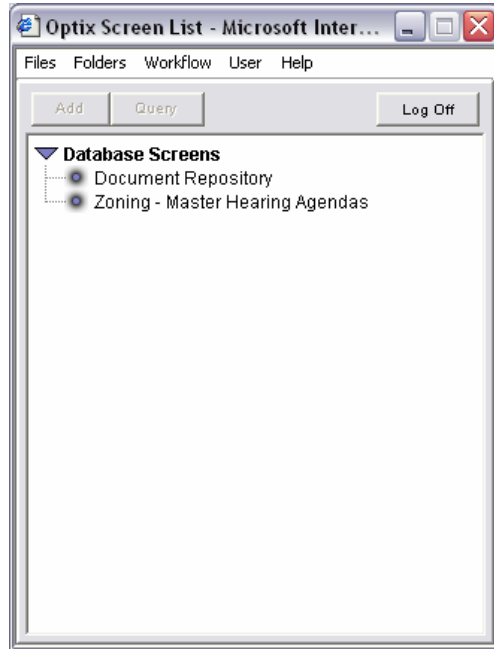


Screen1



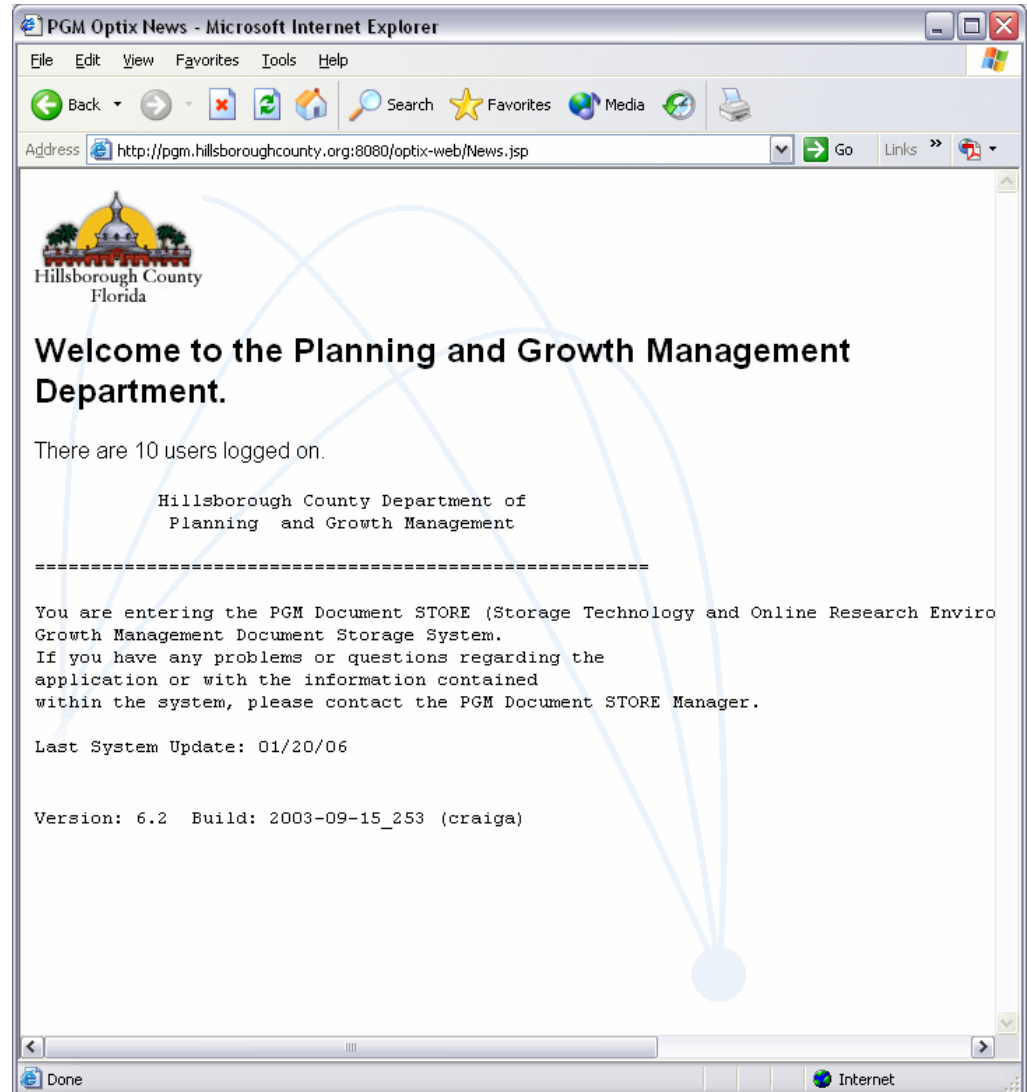
Screen 2

After clicking “Logon”, the smaller pop-up window will change to show the Optix screen list (screen 3), with the options “**Document Repository**” and “**Zoning – Master Hearing Agendas**”.



Screen 3

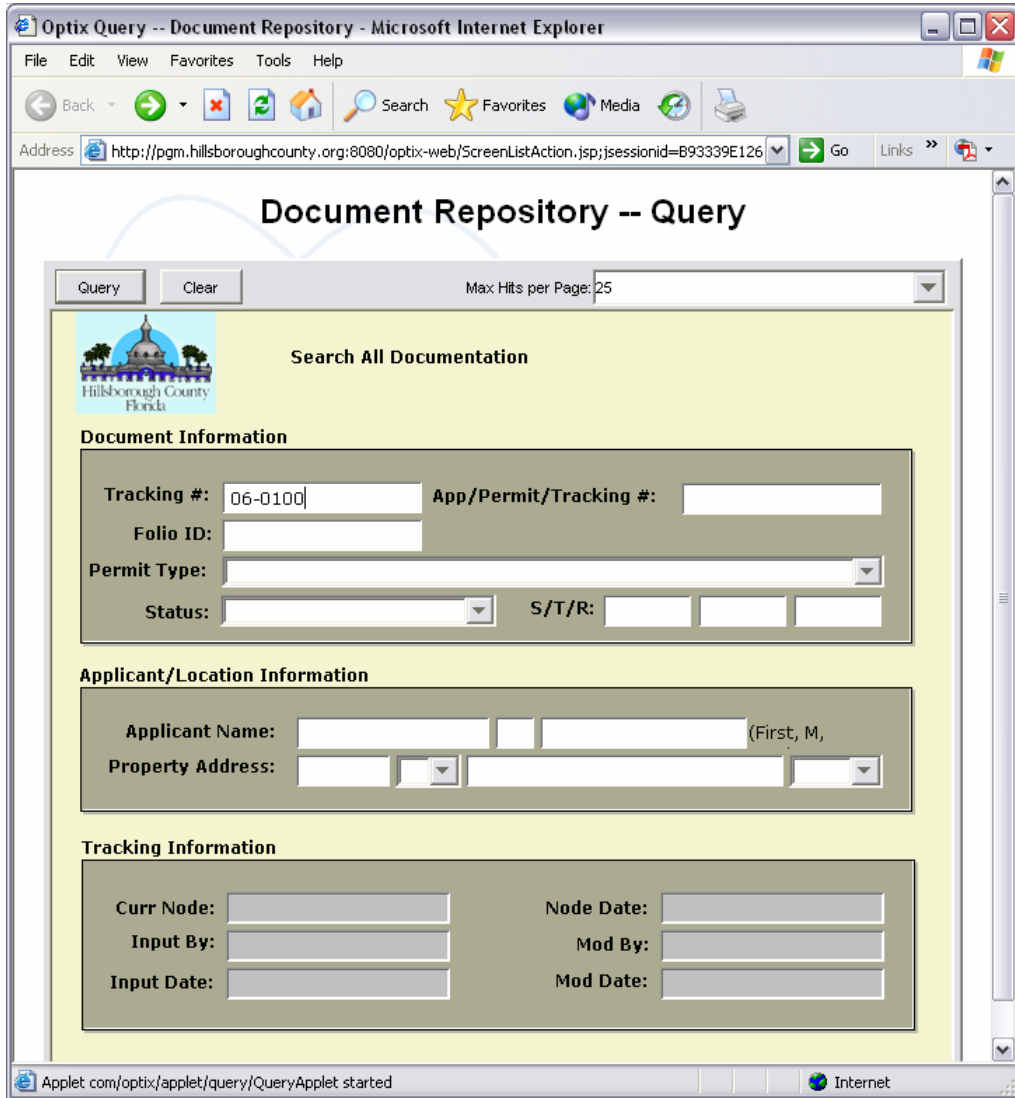
The other screen will then show the welcome screen (screen 4) for the Optix system (PGM STORE).



Screen 4

“Document Repository” Search Instructions:

To search for an application or permit file, click on **“Document Repository”** and then click **“Query”**. When the query screen (screen 5) appears, type the six (6) digit application number (example: 06-0100) for a zoning or land use application or the permit number for a building or development permit in the **“Tracking #:”** field.



Be sure that once you are finished typing the query information that you click on the **“Query”** button.

Some programs allow you to click the **“Enter”** key to go to the next field or to perform the query – this is not one of those programs. Clicking the **“Enter”** key while using this form will just add a line to the field you are trying to query, and will cause the query to not return the correct results.

From this form, queries can be run searching by:

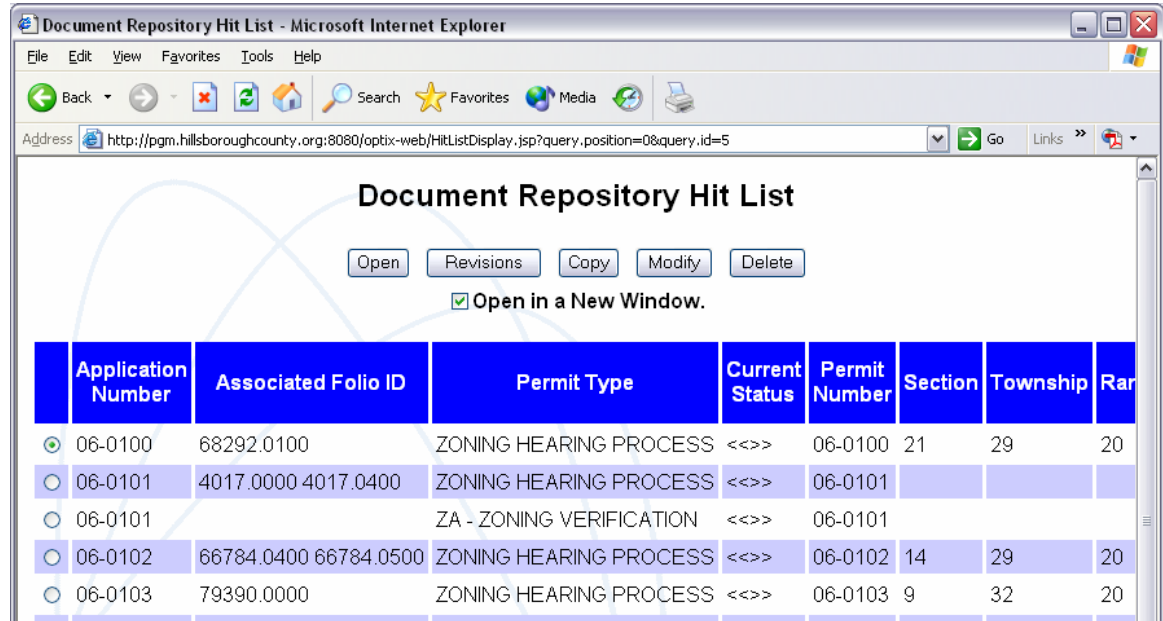
- Application or Permit number
- Folio Number
- Permit Type
- Section / Township and/or Range
- Applicant’s Name (1st Name, Last Name)
- Property Address (Number, Street Name)

“Wild Card” characters can be used to aid in your search.

- Question marks (?) can be used to replace individual characters (example: 06-01?? would include results that start with 06-01 and include any two other characters - 06-0111, 06-0123, or 06-0199)
- Asterisks (*) can be used to replace multiple characters (Example: jo*s would include all results that started with “jo” and ended with an “s” – johns, jones, johansons, etc.)

Clicking the “Query” button to search the “Tracking #” field using “06-01??” returns a “Hit List” like the one seen on “screen 6” to the right.

To view the file, click on the circular button to the left of the application number, and click the “Open” button.

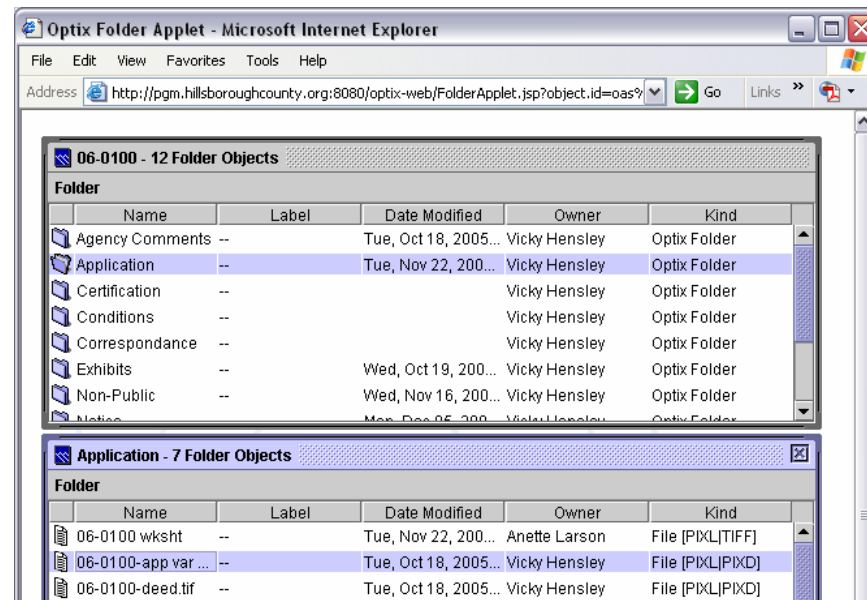


Screen 6

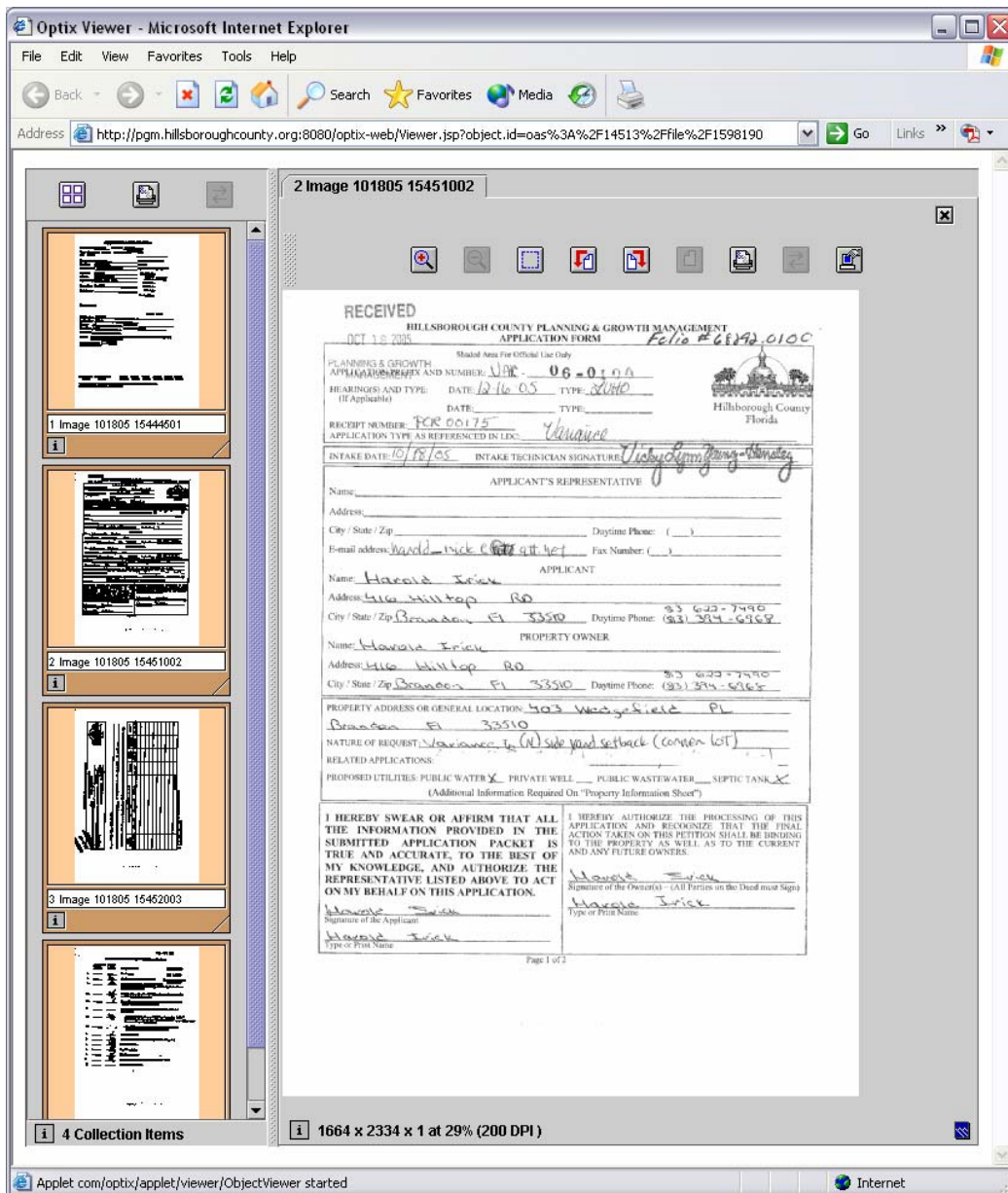
A new screen opens (screen 7) revealing a list of file folders. These folders contain all of the documents that have been submitted for the file. For a list of the types of documents in each folder, and the file names for the different documents, see the last two pages of this document.

Double clicking on the file folder opens that folder to reveal the contents of the file.

Double clicking on the object in the folder opens the object. If the object is an Adobe Acrobat (.PDF) file, the object will open in Adobe Acrobat, MS Word files will open in MS Word. Image files will open in an internet window to be described on the next page.



Screen 7



When an image file is opened, it will appear in a window similar to “screen 8” to the left. Clicking on a “thumbnail page” will open the page in the viewer window.

The buttons across the top of the viewer window can be used to adjust the image as needed for easier viewing.



Will zoom in on the page using preset percentages, making the image larger.



Will zoom out on the page using preset percentages, making the image smaller.



Will allow you to click and drag over a certain area of the page to zoom in on that specific area.



Will rotate the page to the left (counter-clockwise).



Will rotate the page to the right (clockwise).



Will print the image.

Screen 8

“Zoning – Master Hearing Agendas” Search Instructions:

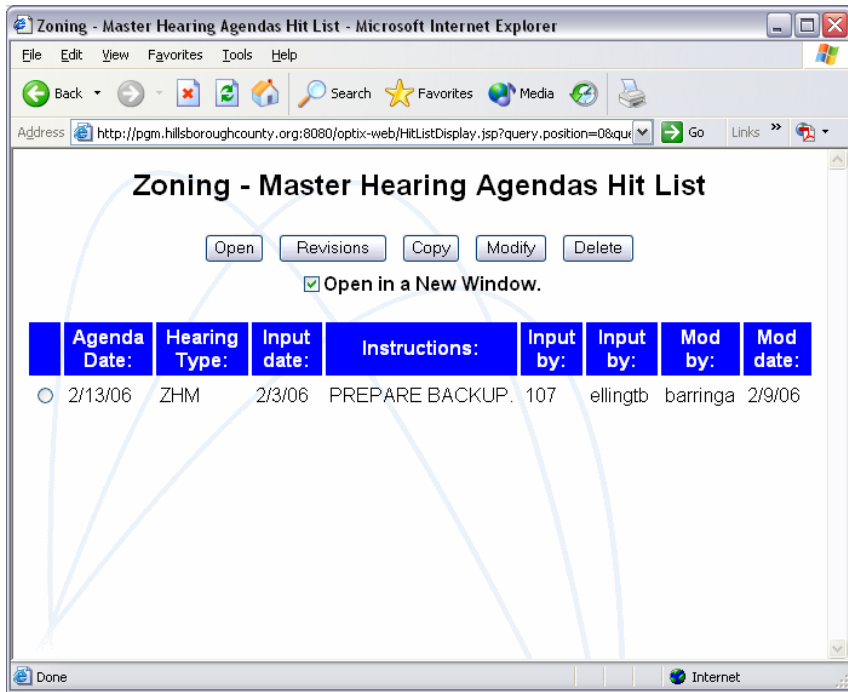
To search for information based on a hearing date, click on “**Zoning – Master Hearing Agendas**” and then click “**Query**”. When the query screen (screen 9) appears, type the hearing date in the “Agenda Date” field using the following format: 02/13/2006 – as shown on the screen.

The screenshot shows a web browser window titled "Optix Query -- Zoning - Master Hearing Agendas - Microsoft Internet Explorer". The address bar shows the URL: <http://pgm.hillsboroughcounty.org:8080/optix-web/ScreenListAction.jsp;jsessionid=B93339E126A2A1A3C>. The main content area is titled "Zoning - Master Hearing Agendas -- Query". It features a "Query" button and a "Clear" button. Below these is a "Max Hits per Page: 25" dropdown menu. The main content area is divided into sections: "Zoning Hearing Agendas" with the Hillsborough County Florida logo, "Workflow Tracking Information" with an "Instructions:" field, and "Agenda Information" with a "Hearing Type:" dropdown and an "Agenda Date:" text input field containing "2/13/2006". There are also fields for "Input By:", "Date Entered:", "Modified By:", and "Date Modified:". The status bar at the bottom indicates "Applet com/optix/applet/query/QueryApplet started" and "Internet".

Screen 9

Again, be sure that once you are finished typing the query information that you click on the “**Query**” button.

Some programs allow you to click the “**Enter**” key to go to the next field or to perform the query – this is not one of those programs. Clicking the “**Enter**” key while using this form will just add a line to the field you are trying to query, and will cause the query to not return the correct results.



Screen 10

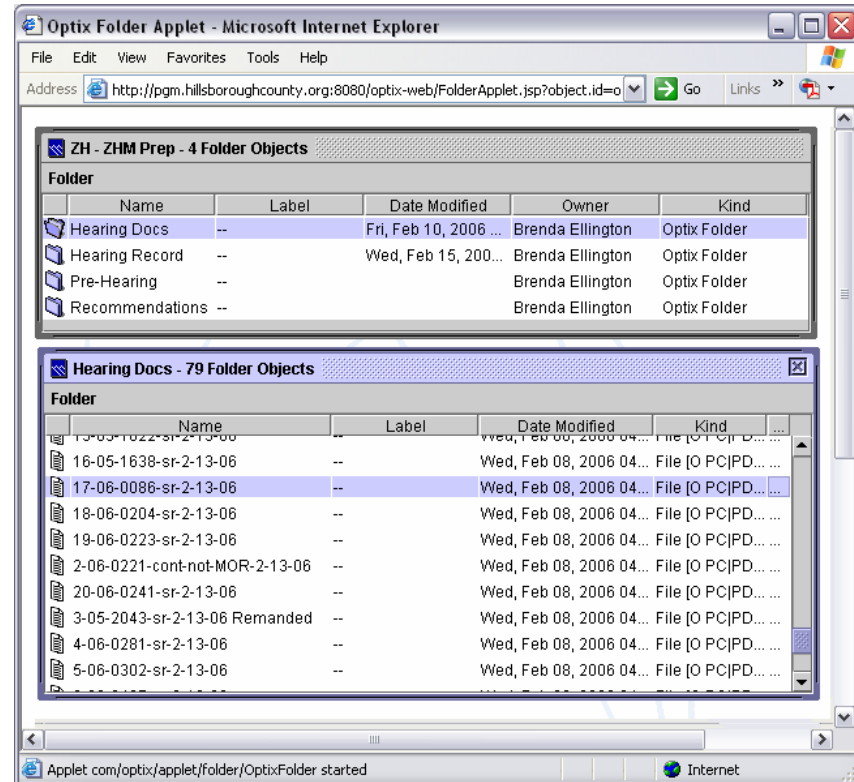
Clicking the “Query” button to search the “Agenda Date” field using “02/13/2006” returns a “Hit List” like the one seen on “screen 10” to the left.

To view the file, click on the circular button to the left of the application number, and click the “Open” button.

A new screen opens (screen 11) revealing a list of file folders. These folders contain all of the documents that have been submitted for the file.

Double clicking on the file folder opens that folder to reveal the contents of the file.

Double clicking on the object in the folder opens the object. If the object is an Adobe Acrobat (.PDF) file, the object will open in Adobe Acrobat, MS Word files will open in MS Word. Most objects in these folders will be in one of those two formats.



Screen 11

Commonly Use Abbreviations Used In Filenames

AGENCY COMMENTS	APPLICATION	CERTIFICATION	CONDITIONS	CORRESPONDENCE	EXHIBITS
<p>CODE - Code Enforcement CP - PGMD Community Planning CPC - City of Plant City CT_Sewer - City of Tampa Sewer CT_Water - City of Tampa Water CTT - City of Temple Terrace EPC - Env Protection Comm FAA - Federal Aviation Admin FDA - Food & Drug Admin FDEP - FL Dept of Env Protection FDOT - FL Dept of Transportation FIRE - Fire Rescue HART - HARTLine HAZ - PGMD Hazard Mitigation HCAA - HC Aviation Authority HCHD - HC Health Dept MAFBCS - MacDill Chief of Safety MAFBFSO - MacDill Flight Safety NR - Natural Resources PARK - Parks & Recreation PASCO - Pasco County PC - Planning Commission PCDP - Pinellas County Planning POLK - Polk County PWR - Public Works Roadway PWT - Public Works Traffic Svcs RCW - Reclaimed Water REAL - HC Real Estate SCH - School Board SITE - Proj Review & Processing SO - Sheriffs Office SWFWMD - SW FL Water Mgmt TBW - Tampa Bay Water TRANS - PGMD Transportation USF - USF Comm Civic Assoc WUT - Water Utilities WW - Wastewater</p>	<p>Application Form - app Deeds - deeds Legal Description - legal** Receipt - rcpt Rene's info sheet - wksht Transportation Analysis - trans** Written Statement/Report - req Previous Violations - violation Counseling Report - counseling Power of Attorney - pwrofatty Contract for sale/lease - contract Waivers (distance) - waiver Manuels - manuel</p>	<p>Application & Review Forms - forms Certified Site Plan - sp Site Plan Conditions - sp_cond Pending CGSP</p>	<p>Original Conditions - ORG Revised Conditions - REV Scriveners Error Conds - SCR</p>	<p>Continuation Ltrs - conltr * Continuation Requests - conreq ** E-mails - email ** Remand Request Ltrs - rmdreq ** Remand Ltrs - rmdltr * Response Ltrs - resltr **</p>	<p>Exhibits - Exb Handouts - Hdouts Photos - Photos</p>
		<p>* Hearing Date ** Date Received</p>			

Commonly Use Abbreviations Used In Filenames

NOTICE	PARTY OF RECORD	PRIOR RECORD	RPTS & RECOMMEND	SITE PLANS & MAPS	WITHDRAWL
Adj Prop Owners List - notc Cert of mailing list - mail * Sign posting verification - sign * Cert of Receipt (green card) - ctrcpt	Ltrs of opposition - opp Ltrs of support - sup Ltrs rcvd after hearing - AZHM Oral Argument - oral_arg BOCC Party of Rec List - boccpor	Previous Minutes - Min Previous Conditions - Cond Prev Zoning Recs - Zonrec Prev Vested Rights - VRrec Prev Zoning Interp - Zlrec Prev Zoning Verif - ZVrec	Staff Report - SR * Planning Comm Rpt - PC * Hearing Off Recommend - Reco * Transcript - Trnscpt * Resolutions - resolution Approval Ltrs (standard) - appr_ltr BOCC Agenda Pkg - boccpkg * ZHM Agenda Pkg - zhmpkg * Denial Letter *	Large Site Plan - sp ** Small site plan - sp_sm ** Bob's Aerial - aerial Bob's Zoning map - zoning Informational Map - map ** Planning Comm Map - pemap	Withdrawl Request Ltr - WDreq_ltr BOCC withdrawl ltr - BOCC_wd Fee Refund Ltr - Refund_ltr
* Hearing Date ** Date Received					