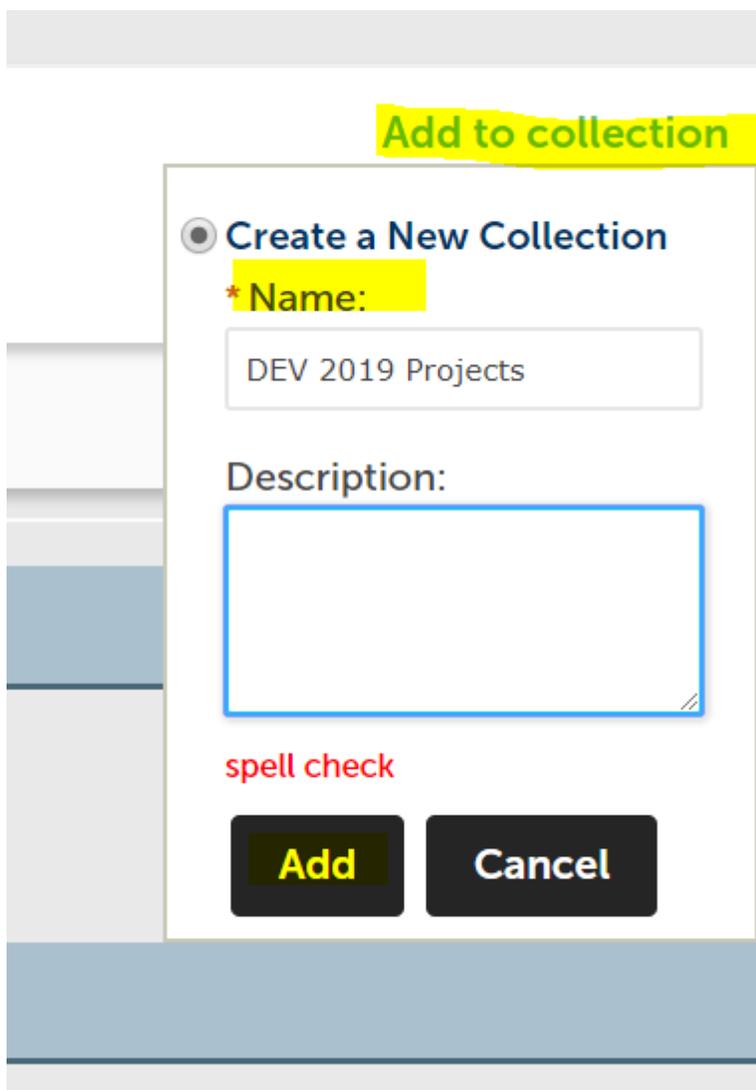


Feature Description: Add to collection on InSite Public Portal

Collections are like favorites or an organized folder structure where you can add your frequently searched/ active projects records for easy access. You don't have to search every time for a record Id (permit #) and once it's added to the collection, its accessible via "Dashboard" view

1. Once you are on the record page you will see the option as "Add to Collection"
2. Click on that link and enter name for your collection. For ex. in the below screen shot I've used DEV2019 Projects



Add to collection

Create a New Collection

* **Name:**

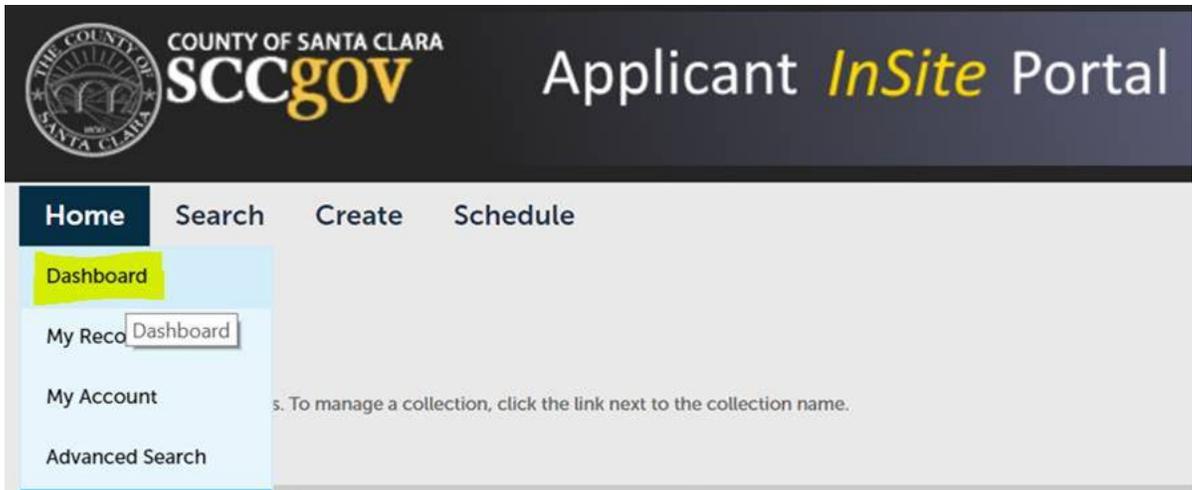
DEV 2019 Projects

Description:

spell check

Add **Cancel**

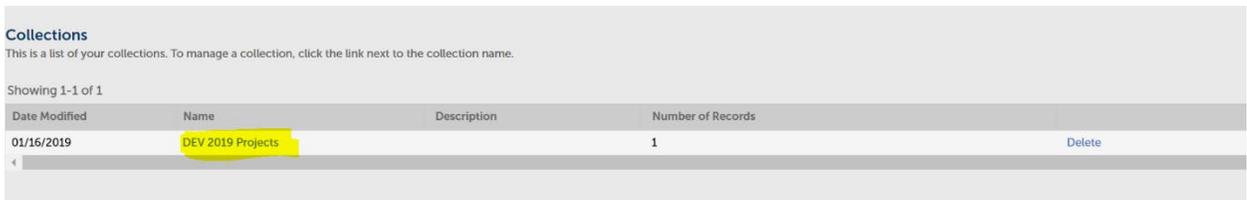
3. Click on ADD button and there will be a confirmation message saying "Your selection has been added to this collection"
4. Click on Home → Dashboard



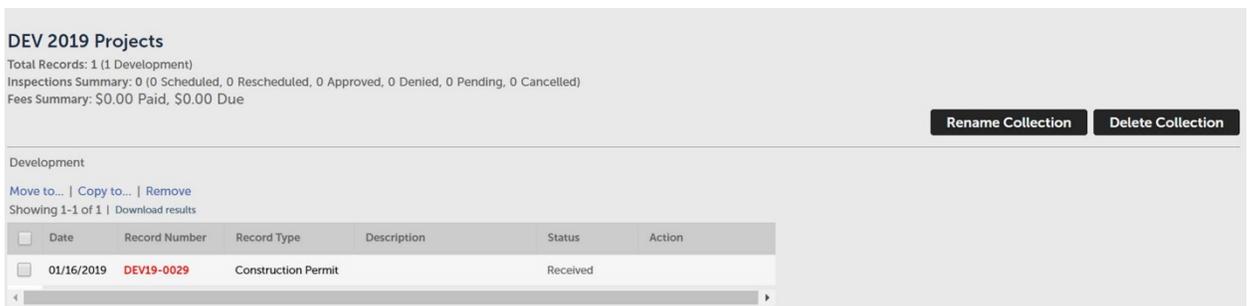
5. Click on View Collections button



6. Click on the Collection Name



7. You will see the record listed under this collection



8. Click on the Record Number DEV19-XXXX and record page will open up

This feature helps the users to organize and group their multiple projects for easy access and navigation

