

FEBRUARY 20TH, 2019
2:00 – 3:30 PM
CityView Portal Training



**BRING YOUR OWN DEVICE (LAPTOP, TABLET, SMARTPHONE)
AND YOUR COMPANY LOGIN**



SPACE IS LIMITED

PLEASE RSVP by Wednesday 2/13/19 to: buildings@cityofthornton.net

The Building Inspection Division will be providing training for new and current portal users. We will be assisting with registration issues, navigation, and demonstrating the different functions available. Below are some of the topics we will be discussing:

- GENERAL PORTAL NAVIGATION
 - ✓ SHORTCUTS AND TIPS
- PORTAL HELP MENU
- PERMIT STATUS INTERPRETATION
- FINDING A PERMIT THROUGH DIFFERENT SEARCH OPTIONS
- MY ITEMS MENU
- INSPECTION SCHEDULING AND CANCELING
- INSPECTION RESULTS, COMMENTS AND CORRECTIONS
- LOCATING DOCUMENTS
- USING THE PORTAL ON YOUR MOBILE DEVICE (SMARTPHONE, TABLET, ETC)
 - ✓ HOW TO CREATE A SHORTCUT FOR EASY ACCESS
- FINDING AND PAYING FEES
- QUESTIONS & ANSWERS
 - ✓ BRING ANY TOPICS YOU WISH TO DISCUSS OR NEED CLARIFICATION ON



LOCATION:

CITY OF THORNTON

CITY HALL 1st FLOOR TRAINING ROOM

9500 Civic Center, Thornton, CO 80229

303-538-7250

