HillsGovHub
User Guide
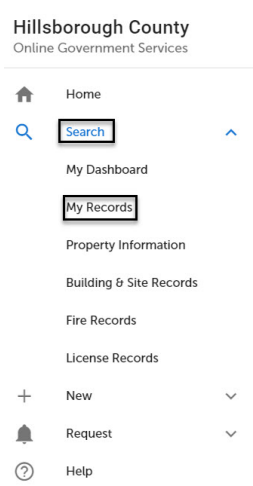
Create and View Collections

Hillsborough County Florida
EST. 1834
SM

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Create and View Collections

Creating a collection offers a helpful tool to organize records. Collections allow the account holder to organize multiple records into a group with each collection acting like a project folder.

Create a Collection

1) Log in to the portal.

2) Select **Search** and select **My Records** from the left-hand menu.

3) Select the record(s) to be included in the collection by selecting the checkbox next to the record(s) and select **Add to collection**.

4) Enter the collection **Name** and select **Add**. The system will create the new collection with the selected records.
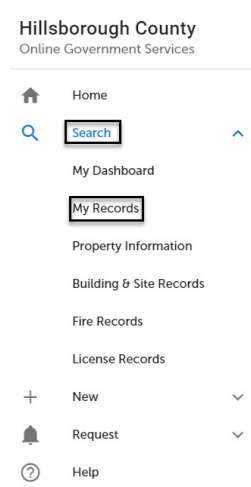

Add to Existing Collection

1) Select **Search** and select **My Records** from the left-hand menu.

2) Select the record(s) to be included in the collection by selecting the checkbox next to the record(s) and select **Add to collection**.

3) Select the existing collection name from the **Add to Existing Collection** drop-down list, and select **Add**.

View a Collection

1) Select **Collections** from the top right-hand menu.

Delete a Collection

1) To delete a collection, select **Collections** from the top right-hand menu.

Collections (2) ▼   🛒 Cart (1)   My Account   Logout

2) Select **Delete** on the line of the collection to be deleted.

Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1–2 of 2

Date Modified	Name	Description	Number of Records	
12/16/2020			6	Delete
09/14/2020			1	Delete

3) Select **OK** to confirm the deletion.

Are you sure you want to delete this collection?
Deleting a collection does not delete any of the records in it.

OK   Cancel

Rename Collection

1) To rename a collection, select **Collections** from the top right-hand menu.

Collections (2) ▼   🛒 Cart (1)   My Account   Logout

2) Select the **Name** column of the column of the collection to be renamed.

3) Select **Rename Collection**.

Enter Collection Name

Total Records: 6 (6 Building and Site)
Inspections Summary: 1 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 1 Pending, 0 Cancelled)
Fees Summary: $640.65 Paid, $1,430.35 Due

Rename Collection

4) Enter the new name and select **Change**.

Rename Collection
* Name:

Renamed Collection

Description:

spell check

Change   Cancel

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