



# HillsGovHub

## User Guide

### Create and View Collections



**Hillsborough**  
**County Florida**

SM

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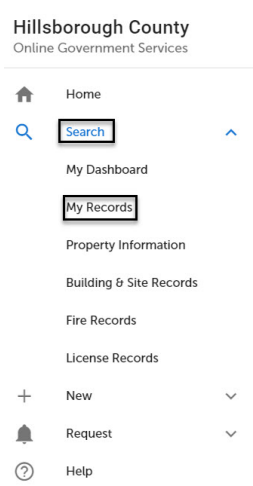
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# Create and View Collections

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**.

▼ Building and Site

Showing 1-10 of 100+ | Download results | Add to cart

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input checked="" type="checkbox"/>	12/16/2020	Tree Removal Permit	test	test	12/16/2022	In Process		
<input checked="" type="checkbox"/>	12/16/2020	Tree Removal Permit	test	test	12/16/2022	Complete		
<input checked="" type="checkbox"/>	12/16/2020	Tree Removal Permit	test	test	12/16/2022	Open	Pay Fees Due	
<input checked="" type="checkbox"/>	12/16/2020	Tree Removal Permit	test	test	12/16/2022	Open	Pay Fees Due	
<input checked="" type="checkbox"/>	12/15/2020	Commercial Building Alterations (Renovations)	description		06/20/2021	In Process	Pay Fees Due	

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

Add to Existing Collection  
 --Select--

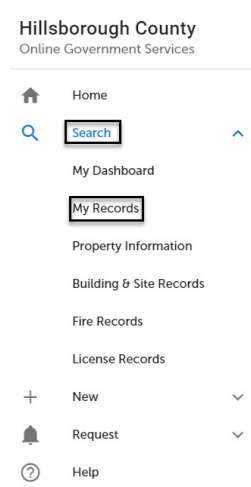
Create a New Collection  
 \* Name:

Description:

spell check

## 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**.

▼ Building and Site

Showing 1-10 of 100+ | Download results | Add to cart

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<input checked="" type="checkbox"/>	12/16/2020	Tree Removal Permit	test	test	12/16/2022	Open	Pay Fees Due	
<input checked="" type="checkbox"/>	12/15/2020	Commercial Building Alterations (Renovations)	description		06/20/2021	In Process	Pay Fees Due	

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

Add to Existing Collection

Create a New Collection  
 \* Name:

Description:

spell check

## View a Collection

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

Collections (2)

## 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	<a href="#">[Collection Name]</a>		6	<a href="#">Delete</a>
09/24/2020	<a href="#">[Collection Name]</a>		1	<a href="#">Delete</a>

- 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:

Description:

spell check