HillsGovHub
User Guide

Run Reports

Hillsborough County Florida
EST. 1834

Run Reports in HillsGovHub

Reports can be run, printed and exported within HilsGovHub. This document outlines the steps.

1) Log in to the portal.

2) Select **Search** from the left menu and select the desired record module, for example **Building & Site Records**.

3) Select **Reports** from the toolbar in the top of the page.

4) Select the desired report from the dropdown list.

5) Enter the applicable details into the report parameters pop-up window and select **Submit**.

6) Select the **Download** icon in the top right toolbar. Select the desired location to save the report.

7) Select the **Print** icon in the top right toolbar. Select the desired options in the print menu. Select **Print**.