

Quick Start Guide

Get your permitting site up and running in no time!

Part 1: Launch your city's landing page

Create the Storefront

- Upload your city's logo and a cover photo.
- Add a headline and subheader (consider it a tagline!).

Add Categories

- Add descriptive text and announcements about each department,
- Upload cover photos
- Click Publish to add them to the website.

Your page is ready to launch!

- Your city's web address will follow this convention:
citynamestate.viewpointcloud.com

Tips from the Pros:

- ★ **Get a head's start on Part 2!**
Use our [Info Gathering worksheet and guidelines](#) collect form, workflow, and document details needed for your configuration.
- ★ **Need help with your configuration?**
The [Site Set Up guide](#) explains where to find all of these features.
- ★ **Publish Record Types and Workflows as they're completed.**
Start accepting those applications as you continue working on other Record Types.

Part 2: Create Online Permits & Licenses

Add Record Types

- Configure the settings.
- Write descriptions and content.
- List requirements for submissions.

Build Forms

- Reproduce current paper forms with custom sections and fields.

Add Fees

- Create Fee calculations for each Record Type, including minimum and maximum fees.

Create Documents

- Manage permits, licenses, certificates, etc. that are issued as part of the permitting process.
- Use information collected in the form on the documents.

Create Workflows

- Set specific paths for each type of application (Such as New Construction vs. Renovation).

Test

- Before it's available to the public, we recommend you test out the form and workflows to make sure they match your vision.

Publish!

- Click Publish next to each Record Type to add them to the website.
- Make sure the Record Types and Workflows are accessible to the public so that they can apply
 - ★ They can also be set to Private if the application can only be filled out by staff.

Congratulations!

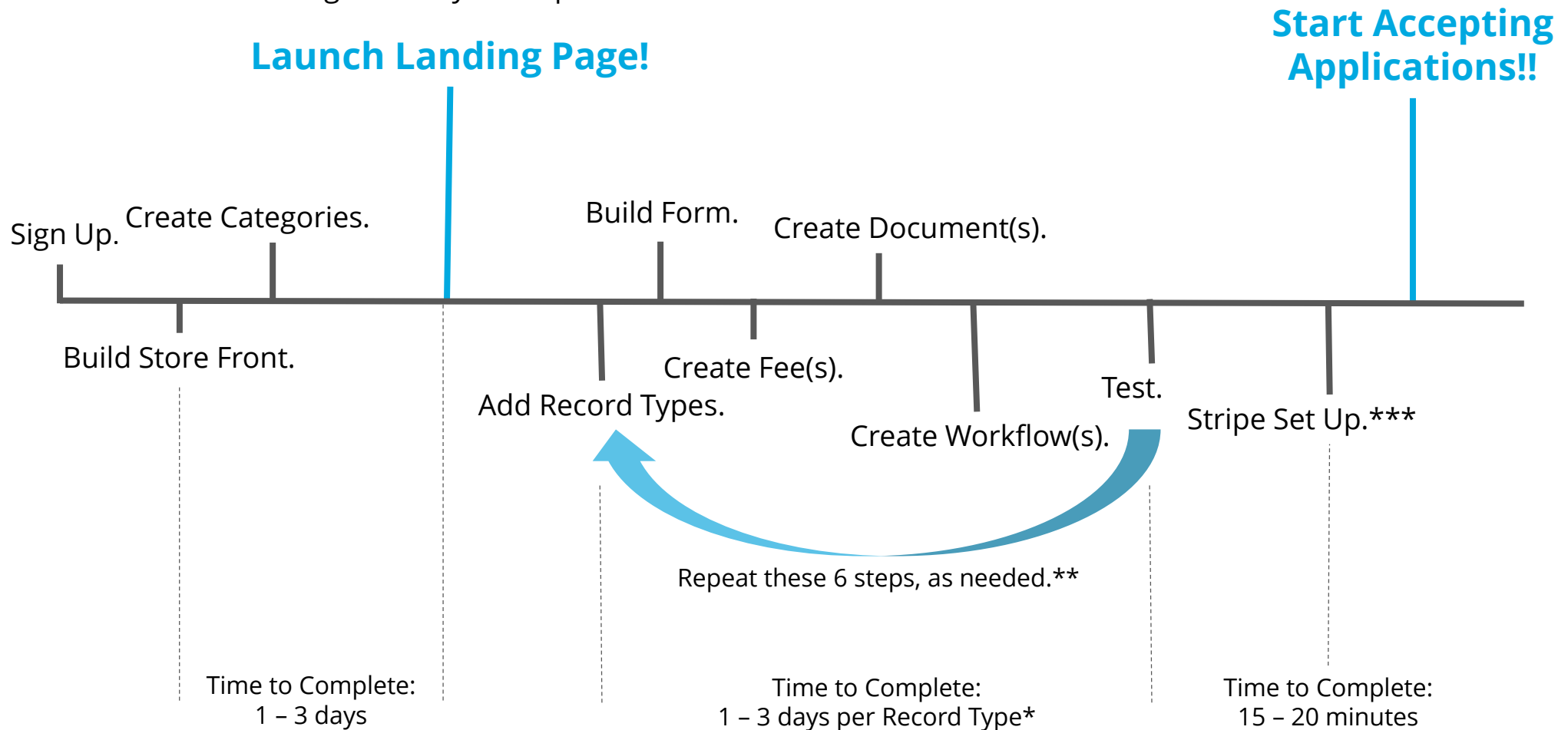
You set up your permitting website!

Timeline

In a short time, you can build your online permitting site. By building and launching a landing page (also known as your store front) first, you're providing citizens with a easy, clean website, which will eventually be the home to your online permits.

With an active landing page, create and publish Record Types as they're completed and start accepting those applications.

Use this timeline as a guide for your implementation.



* Use our Info Gathering Worksheet and Guide to speed up the configuration.

** As you create and complete Record Types, we recommend that you publish those to your site to start receiving online applications.

*** We recommend you set up your Stripe account as soon as possible, however it's only necessary in order to process fees.