

PGM Store Tutorial

- 1. Turn off your browser pop-up blocker (if enabled).
- 2. Find the Folio number for the property by going to <u>https://maps.hillsboroughcounty.org</u> and entering the address. (Note: Additional information can be found in the search result that may answer your questions.)
- 3. Go to the PGM Store: https://pgm.hillsboroughcounty.org/optix-web-8/#logon.
- 4. Enter username and password: public (all lowercase). Leave the server as optix.
- 5. Click Login.

O r	Optix Web Workstation, v. 8.1.2.7 a rich internet client for Optix Please log in.
User Name:	public
Password:	public
Server:	optix

6. Once you are logged in, double click on Document Repository near the top left corner. For items approved prior to 2005, please choose Archive Data. (Note: If records of an application from 2004 are not found in Archive Data, check the Document Repository.) If you are using the PGM Store to find Site or Subdivision records, select Plan Submittal View and use the project number (including PI in front).

File	Workflow Help Refresh Server Catalog	.ogoff
Optio	server Catalog	
Add	Query	
~ [Database Screens	
	CARChive Data	
	Document Repository	
	LD - Wellhead Resource Permits	
<u> </u>	SS - As-built Review View	
	SS - Plan Submittal View	
	Sign Permitting	
	Zoning - Hearing Agendas	
	Zoning - Master Hearing Agendas	
▶ 🖸	Optix Folders	

7. Enter the tracking number (application number, permit number) in the box that reads Tracking. Or, you can search by Folio by entering the Folio number into the Folio ID box. Click Query.

Query Clear Document Repository Search All Documentation Document Information Tracking #: Folio ID: Permit Type: Max Hits: 20 • Max Hits: 20 •	Socument Repository		
Search All Documentation Document Information Tracking #: Folio ID: Permit Type:	Query Clear Document Repository	\land	Max Hits: 20 V
Information Tracking App/Permit/Tracking #: Folio ID: Permit Type:	Hillsborough County Horita	Search All Docume	entation
	Information Tracking #: Folio ID: Permit Type:	App/Permit/Tra [#] lianner:	acking

8. A blue bar will pop up with the application number, Folio ID, permit type, and current status. Double click on the blue bar to access the folders.

File Workflo	w Help	Sho	w Server Catalog	Logoff								
Hit List for:	Docume	ent Repository										
Open Copy	Dele	te Revisions	Export Proc In	fo								
Applicatio	on Numb	er Associated F	olio ID Permit Ty	ре	Current Status	Permit Number	Section	Township	Range	First Name	Middle Name	e Las
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9. Double click on each folder/document to access.

File Workflow Help	Show S	Server Catalog Logoff			
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Open Revisions Delete Copy					
Name	Label	Date Modified	Size	Owner	Kind
Correspondance	None		0 Bytes	Cindy-Jean Le Blanc	Optix Folde
Potentially Exempt Records	None		0 Bytes	Cindy-Jean Le Blanc	Optix Folde
🖏 Site Plans and Maps	None	Jun 16, 2017 2:13:14 PM	0 Bytes	Cindy-Jean Le Blanc	Optix Folde
V Application	None	Jun 22, 2017 10:48:17 AM	0 Bytes	Cindy-Jean Le Blanc	Optix Folde
V Application 🖻 🏶 🗢					
Open Revisions Delete Copy					
Name	Label	Date Modified	Size	Owner	Kind
17-0977 Application	None	Jun 9, 2017 4:44:27 PM	8351.8K	B Cindy-Jean Le Blai	nc PDF file
17-0977 Deeds	None	Jun 9, 2017 4:44:31 PM	4989.5K	B Cindy-Jean Le Blai	nc PDF file
17-0977 FT Auth	None	Jun 9, 2017 4:44:35 PM	46.5KB	Cindy-Jean Le Blai	nc PDF file