

Did you know you can export any standard report in any of the GSS modules and open in other programs like Microsoft Word, Microsoft Excel, or Adobe Reader?

Here's how:

Choose the report you want to run and when asked if you want to preview, click Yes. A screen similar to the one below will come up.

Click on the first icon in the upper left hand corner of the screen. This is the Export Report button.

HAMILTON TOWNSHIP
 6101 13TH ST. ROOM 207
 MAYS LANDING, NJ 08330-1870
 609-625-1591

OFFICE OF CONSTRUCTION OFFICIAL
Construction Permit Activity Report
 RANGE: 10/01/2011 To 10/31/2011 November 22, 2011 5:11:37PM

SUMMARY

CONSTRUCTION COSTS		COUNT	
Cost Of Construction:	\$0.00	Cubic Footage:	Cu.ft
Cost Of Alteration:	\$0.00	Square Footage:	Sq.ft
Cost Of Demolition:	\$0.00	Permit Issued:	0
Total Cost:	\$0.00	Updates Issued:	0
		All Fees Waived:	0
		Municipal Fees Waived:	0

PERMIT FEES	ADMIN FEES	WAIVED FEES	TOTAL FEES
Building: \$0.00	Building: \$0.00	Building: \$0.00	Building Fees: \$0.00
Electrical: \$0.00	Electrical: \$0.00	Electrical: \$0.00	Electrical Fees: \$0.00
Fire: \$0.00	Fire: \$0.00	Fire: \$0.00	Fire Fees: \$0.00
Plumbing: \$0.00	Plumbing: \$0.00	Plumbing: \$0.00	Plumbing Fees: \$0.00
Elevator: \$0.00	Elevator: \$0.00	Elevator: \$0.00	Elevator Fees: \$0.00
Mechanical: \$0.00	Mechanical: \$0.00	Mechanical: \$0.00	Mechanical Fees: \$0.00
		Total Waived: \$0.00	Technical Fees: \$0.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$0.00	\$0.00	\$0.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$0.00	\$0.00	\$0.00

TECHNICAL ISSUES

Building Technical:
 Electrical Technical:
 Fire Protection Technical:
 Plumbing Technical:
 Elevator Technical:
 Mechanical Technical:

CERTIFICATE ISSUES

Certificate of Occupancy: 0

Certificate of Occupancy Fee:	\$0.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$0.00
PERMIT FEES:	\$0.00
FEES:	\$0.00
CERTIFICATE FEES:	\$0.00
MIN FEES:	
NET TOTAL FEES:	

A sample Export pop up screen is shown below:

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PERMIT FEES

Building:	\$0.00	Permit Fees:	\$0.00
Electrical:	\$0.00	Permit Fees:	\$0.00
Fire :	\$0.00	Permit Fees:	\$0.00
Plumbing:	\$0.00	Permit Fees:	\$0.00
Elevator:	\$0.00	Permit Fees:	\$0.00
Mechanical:	\$0.00	Mechanical Fees:	\$0.00
Mechanical:	\$0.00	Mechanical Fees:	\$0.00
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DCA

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TECHNICAL ISSUES

Building Technical:
 Electrical Technical:
 Fire Protection Technical:
 Plumbing Technical:
 Elevator Technical:
 Mechanical Technical:

CERTIFICATE ISSUES

Certificate of Occupancy: 0

TOTAL FEES

PERMIT FEES:	\$0.00
FEES:	\$0.00
CERTIFICATE FEES:	\$0.00
MIN FEES:	
NET TOTAL FEES:	

Click on the drop-down arrow in the Format field to get a list of programs to use to export the report.

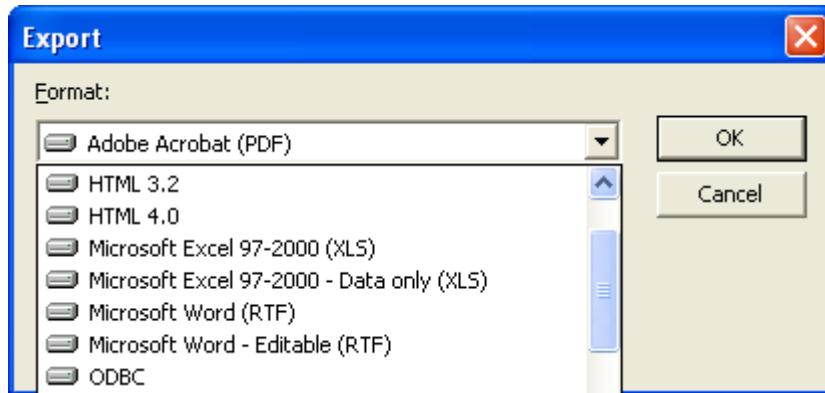
Export

Format:
 Adobe Acrobat (PDF)

Destination:
 Disk file

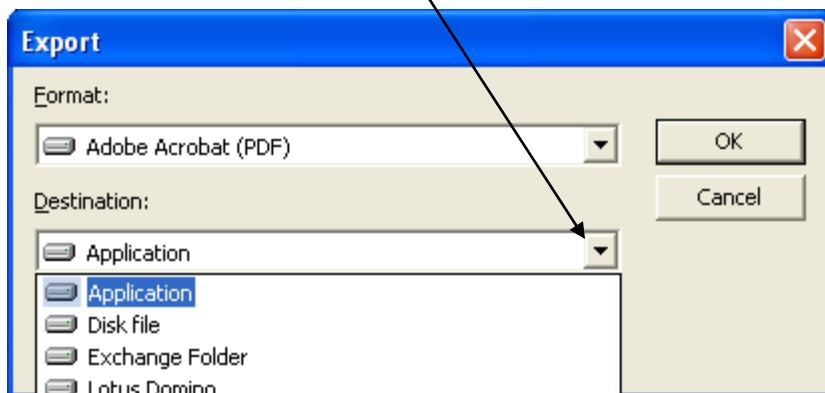
OK
 Cancel

Select a Format program and then click OK.

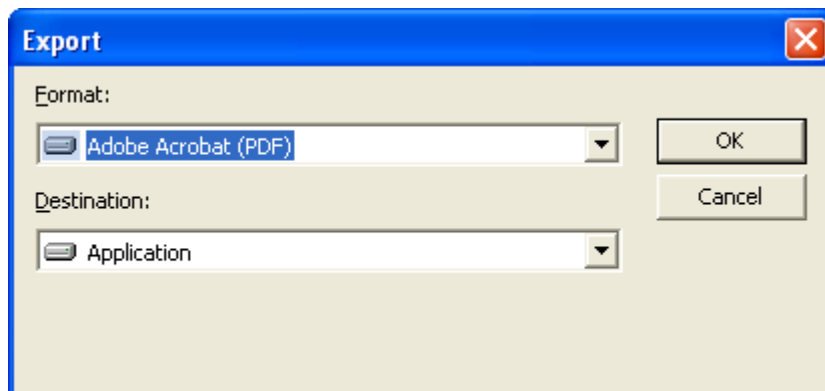


NOTE: You must have the program chosen on your computer in order to open the type of file created. For example, if you choose Microsoft Excel 97-2000 (XLS), you must have this Microsoft Excel program on your computer.

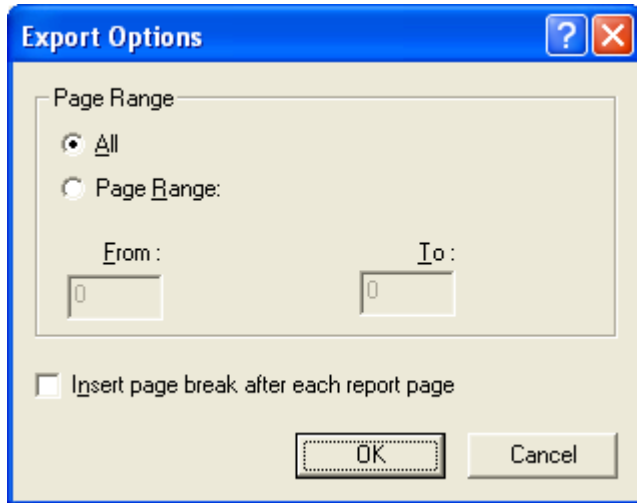
Next, click on the drop-down arrow to the right of the Destination field and choose Application from the list.



Then, click the OK button.



On the Export Options screen, select All or a specific Page Range you want to export. The default option is All.



Click OK to open the report in the program you specified on the Export screen. In this example, it was opened using Adobe Acrobat:

peE77.pdf - Adobe Reader

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<u>PERMIT FEES</u>	<u>ADMIN FEES</u>	<u>WAIVED FEES</u>	<u>TOTAL FEES</u>		
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Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$0.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
		Total Waived:	<u>\$0.00</u>	Technical Fees:	<u>\$0.00</u>

DCA

	<u>Calculated Fees</u>	<u>Waived Fees</u>	<u>Collected Fees</u>
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TECHNICAL ISSUES