HOW TO: VIEW RECORD DETAILS ON LAUDERBUILD

This guide outlines the steps for viewing record details on LauderBuild. The Record Detail page is where users may find more information about the record such as the record number, the address, any attachments (such as pictures or documents), and/or any related licensed professionals, fees, permits or other records. You may access this type of information by performing a search for or by selecting your own records from the My Records page.

The main Record Detail page shows a quick summary of the record. The type of information found on this page will depend on the type of record. In this example we will review a building Permit record. Here you will see:

1. Record number
2. Record type
3. Status (and expiration if applicable)
4. Work or violation location
5. Application contact
6. Related licensed professional(s) for this permit
7. Project description
8. Associated property owner

Permit Record Details Sample

![Permit Record Details Sample Image]
More Details

This list, on the main results page, may be expanded to show further case detail of Related Contacts and additional Application and Parcel information. You may use the arrows and plus signs to expand and view more information.
Record Info

The **Record Info** menu shows additional details about the **Processing Status** and **Related Records** and allows users to view and manage **Attachments** and **Inspections**.

![Record Info Menu](image)

Processing Status

The **Processing Status** page displays the full business processes of the record. The steps in the business process will differ based on record type.

![Processing Status Menu](image)
Status Icons

The status icons show activity on a particular process. You can click on the arrow to expand these to show further details such as due dates, approvals, etc.

- **Green Checkmark**: Marks that the step has been completed.
- **Hourglass**: Means that the step is currently active / pending;
- **Orange Asterisk**: This notation will be seen on cases that were created prior to the LauderBuild system. It means that this step was once active but has now been completed.

**NOTE**: Please be aware that the Green Checkmark only means that the task is Completed. IT DOES NOT DESIGNATE WHETHER THAT TASK HAS BEEN ACCEPTED, APPROVED, PASSED, ETC. Please expand the details for more information.

*Processing Status Page*
Related Records

The Related Records page is where you can view a record’s "genealogy". Related Records are records that share common cause with the active record.

**Related Records Menu**

The main record, which will show at the top of the record list or “Tree”, may be referred to as a Parent or “Master” record, while the associated records underneath are referred to as the Child or “Sub”. The active record will be shown as bold and italicized.

**Related Records – Parent/Master**
**Related Records – Child/Sub**

In the following example, the *Residential Alteration Permit* is the parent and has a related child record for *Plumbing Residential*. Click on the *View* link to see the details of the child record.

**HOT TIP: Viewing Other Records**

If you don’t want to lose your original record page, right-click on the *View* link and select "Open link in new tab". This will open the item in a new page. You can open multiple pages in your browser and you can click the tabs to go back and forth.
View Code Case Record Details

The next example is a code case, but the icons and where to find information is the same for all types of records.

*Code Case Record Sample*
Click the arrow and "+" to expand for more details.

Click the "View" link to see Related Records.