

# MAGNET 2.1

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## 1 Permit

### 1.1 New Permit

1. Open Magnet and Log in.
2. Click on Permits Tab
3. Select “Create new permit” from Action Drop Down box on right side top.

Permit Number	Type	Tax ID	Address	Fee Total	Contacts
20020006	Building	008-299	14 E Court St Doylestown, PA 18901	285.00	Wm L & Lynn B Goldman Jr  Wm L & Lynn B Goldman Jr Owner
20020008	Plumbing	006-019	18 Mercer Ave Doylestown, PA 18901	25.00	Stanley M & M Naomi Murphy  Leonard Rose & Sons
20020009	Sign	008-278	68 S Main St Doylestown, PA 18901	30.00	Madeline W Yih  Mary Katz
20020010	Building	004-096	16 N Franklin St Doylestown, PA 18901	0.00	N Street Lic
20020014	Building	004-096	16 N Franklin St Doylestown, PA 18901	100.00	N Street Lic  Builders Prime Window & Supply
20020015	Fence	006-071	94 Swamp Rd Doylestown, PA 18901	25.00	William H & Pearl Rohman  Tru Line
20020016	Sign	008-214	80 W State St Doylestown, PA 18901	30.00	Jack & Kim Hong Gudin  Bartush Signs Inc
20020017	Demolition	017-172	28 Crestland Ter Doylestown, PA 18901	0.00	David & Donna Gledhill  David & Donna Gledhill

4. In window that opens - select property from the pink property box by typing in as much of the address or tax id as you know. Look at the choices that come up and select one.
5. Select permit type from drop down box
6. Add your other info (pink fields must be filled in. Yellow fields are optional)
7. Enter fees.
8. Click Create New Permit to create and bring you to the new permit on the other screen.
9. Click Cancel to cancel the action.

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The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> and the title "PERMITS". The page is titled "PERMITS" and contains several sections for entering permit information:

- Property Information:** Fields include "Property" (red background) and "Location" (dropdown menu showing "Property Address").
- Applicant Information:** Fields include "Company" (yellow background), "Office" (dropdown menu), "Title" (dropdown menu showing "Please Select.."), "First" (yellow background), "Middle" (yellow background), "Last" (yellow background), "Surname" (yellow background), "Home" (yellow background), "\*Cell" (yellow background), and "\*Email 1" (yellow background). To the right, there are fields for "Number" (red background), "Street" (red background), "Suite" (yellow background), "Address 3" (yellow background), "City" (red background), "State" (dropdown menu), "Zip" (red background), and "Address Type" (dropdown menu showing "Mailing").
- Permit Information:** Fields include "Permit Number" (yellow background showing "20000220"), "Permit Type" (dropdown menu showing "Please Select.."), "Permit Sub-Type" (dropdown menu showing "Please Select.."), "Current Use" (dropdown menu showing "Residential"), "Proposed Use" (dropdown menu showing "Residential"), "Fee Type" (dropdown menu showing "Residential"), "I.C.C. Use" (dropdown menu showing "Please Select.."), "Estimated Cost" (yellow background showing "0.00"), "Fee" (yellow background showing "0.00"), and "Notes" (large green text area).
- Contractor Information:** Fields include "Licensed Contractor" (dropdown menu showing "Please Select..") and "Show All Contractors" (dropdown menu showing "No").

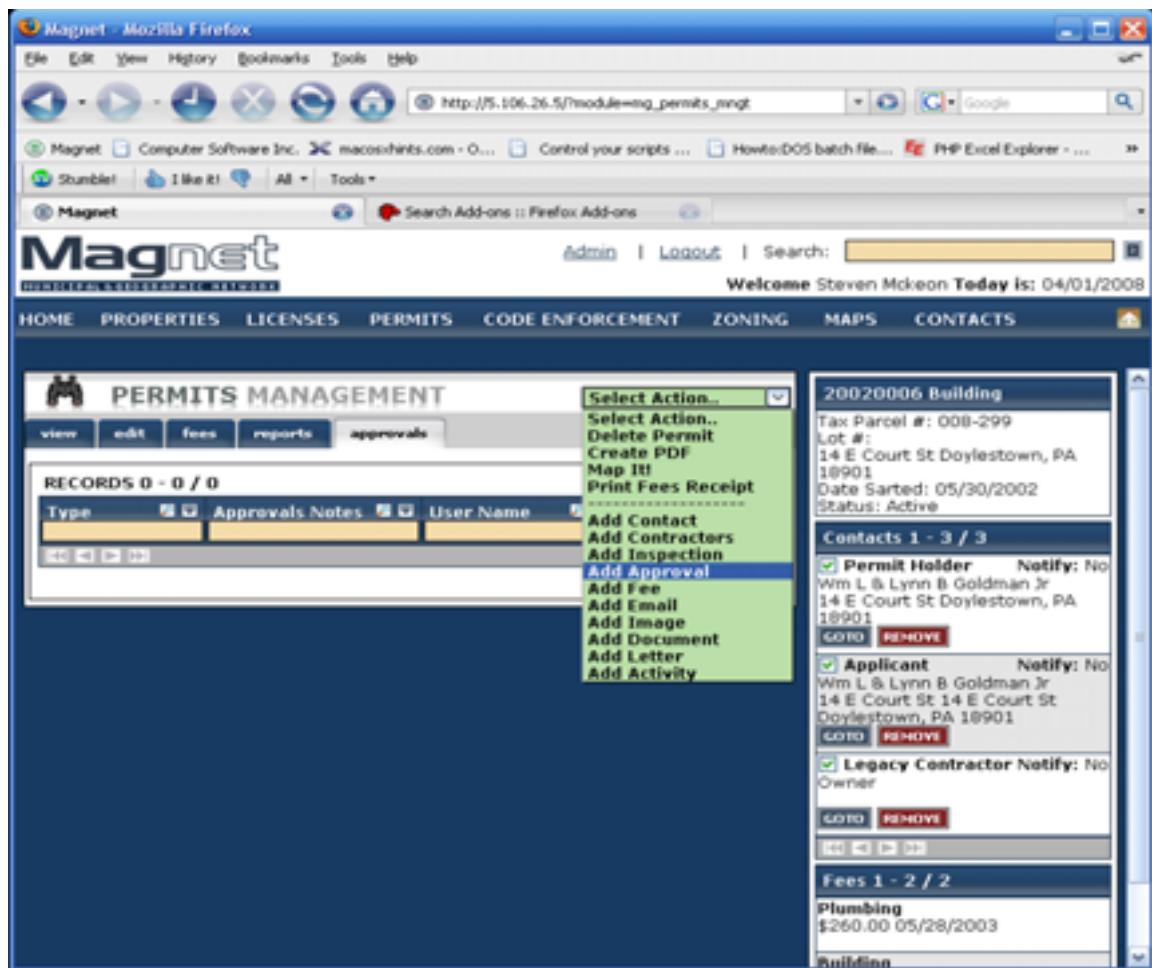
At the bottom, there are buttons for "Create New Permit", "Cancel", and "Submit". A note at the bottom states: "\* Cell and Email 1 fields are required for Magnet Notifications."

10. Print permit by selecting reports tab and click on permit card.

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## 1.2 Entering Approval to Permit

1. Open Magnet and Log In.
2. Click on Permits Tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on ‘approvals tab’.



3. Select “Add Approval” from the ‘Select Action’ Drop down box on the right side at the top.
4. In window that opens, add all the information. (Pink fields must be filled in).
5. Click Create approval to create a new approval.

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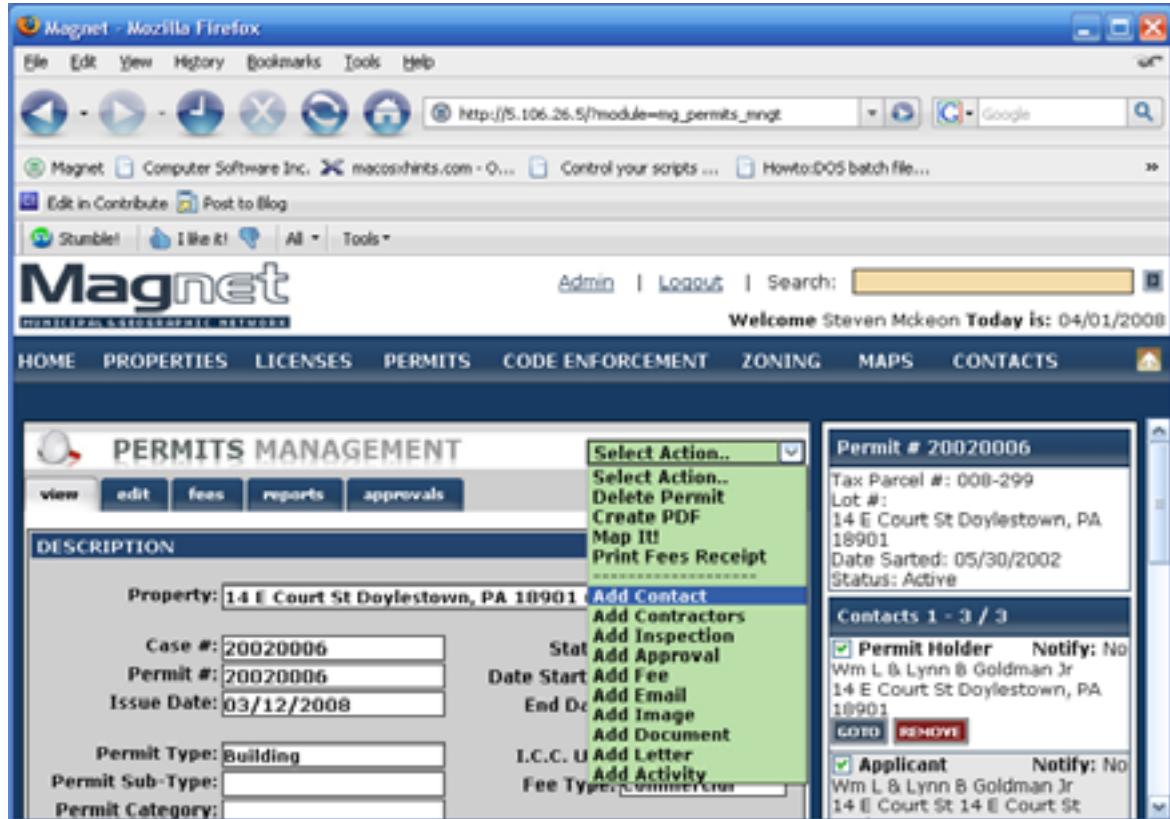
6. Click Cancel if you want to cancel the action.

The screenshot shows a web browser window for the 'APPROVALS' application. The URL in the address bar is 'http://5.106.26.5 - APPROVALS - Mozilla Firefox'. The main content area is titled 'Approval Information'. It contains three input fields: 'Type' (red background), 'Notes' (red background), and 'Date' (containing '04/01/2008'). Below these fields are two buttons: 'Create Approval' and 'Cancel'. A note at the bottom states '\*Fields in red are required.'

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## 1.3 Entering Contact to Permit

1. Open Magnet.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Remain on the view tab.
3. Click “Add Contact” from ‘Select Action’ dropdown box on the right side at the top.



4. In window that opens - Select an existing contact by typing in as much of the contact you know. Look at the choices that come up and select one.

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The screenshot shows the 'CONTACTS' application window. At the top, there's a toolbar with icons for back, forward, and search. Below the toolbar, the title bar says 'http://5.106.26.5 - CONTACTS - Mozilla Firefox'. The main area is titled 'Contact Information' and contains the following fields:

- 'Find Existing Contact:' (red background)
- 'Contact Type:' dropdown menu (red background) showing 'Please Select..'
- 'Primary Contact:' dropdown menu (yellow background) showing 'Yes ..'

At the bottom are 'Add Contact' and 'Cancel' buttons, and a note: '\*Fields in red are required.'

5. Select the 'Contact Type'.

This screenshot is similar to the previous one, but the 'Contact Type:' dropdown menu is now open, displaying a list of options:

- Please Select.. (highlighted in blue)
- Applicant
- Contractor
- Legacy Contractor
- Owner Contractor
- Permit Applicant
- Permit Holder
- Property Owner

The other fields ('Find Existing Contact:', 'Primary Contact:') are still red, indicating they are required fields.

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6. Select the 'Primary Contact'.



This is a yellow field. (All pink fields must be entered).

7. Click 'Add Contact' to add the contact.
8. Click Cancel to cancel the action.
9. To add a new contact, Click 'New Contact' on the right side at the top. It will bring you to the new contact on the other screen.



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The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> - CONTACTS - Mozilla Firefox. The page title is "CONTACTS". The form is titled "Contact Information" and includes fields for Company, Office, Title (dropdown), First, Middle, Last, Surname, Phone1, \*Cell, \*Email 1, Contact Type (dropdown), Primary Contact (dropdown), Number, Street, Suite, Address 3, City, State (dropdown), Zip, Address Type (dropdown), and Send mail to this address (dropdown). Buttons for "Create New Contact" and "Cancel" are at the bottom, along with a note about required fields. A message at the bottom states: "\* Cell and Email 1 fields are required for Magnet Notifications."

All pink fields must be filled in. Yellow fields are optional.

10. Enter 'Title', 'First' and 'Last' name.
11. Select the 'Contact Type' from the drop down box.

This screenshot is identical to the one above, but it shows several fields filled with placeholder text: "Please Select.." for Title, "First" for First, "Last" for Last, and "Please Select" for Contact Type. All other fields remain empty or show their original placeholder text.

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12. The address fields are filled up with the current address of the property. One can change the address if required.
13. Select 'Address type' from the drop down.

The screenshot shows the 'Contact Information' form in Mozilla Firefox. The 'Address Type' field is highlighted with a red border, and its dropdown menu is open, displaying options: Home, Office, Mailing, Vacation, and Property Address. Other fields on the form include Company, Office, Title, First, Middle, Last, Surname, Phone 1, \*Cell, \*Email 1, Contact Type, Primary Contact, Number, Street, Suite, Address 3, City, State, Zip, and Send mail to this address. The 'Send mail to this address' field has a red border and contains the value 'Please Select..'. A note at the bottom states: '\* Cell and Email 1 fields are required for Magnet Notifications.'

14. Select 'Yes' or 'No' for 'Send mail to this address' drop down box.

The screenshot shows the same 'Contact Information' form as the previous one, but the 'Send mail to this address' dropdown menu is now open, displaying three options: No, Yes, and No. The 'Yes' option is highlighted with a green background. The other fields on the form are identical to the previous screenshot.

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15. Click 'Create New Contact' button to create a new contact type.
16. Click Cancel to cancel the action.

The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> - CONTACTS - Mozilla Firefox. The page title is 'CONTACTS'. The main content is a 'Contact Information' form with the following fields:

Field	Value
Company	(Yellow Box)
Office	(Yellow Box)
Title	Please Select..
First	(Red Box)
Middle	(Yellow Box)
Last	(Red Box)
Surname	(Yellow Box)
Phone 1	(Yellow Box)
*Cell	(Yellow Box)
*Email 1	(Yellow Box)
Contact Type	Please Select
Primary Contact	Yes
Number	14
Street	E Court St
Suite	(Yellow Box)
Address 3	(Yellow Box)
City	Doylestown
State	PA
Zip	18901
Address Type	Please Select
Send mail to this address	No Yes No

Buttons at the bottom include 'Create New Contact' and 'Cancel'. A note says '\*Fields in red are required.' A footer message states '\* Cell and Email 1 fields are required for Magnet Notifications.'

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## 1.4 Entering Contractor to Permits

1. Open Magnet and log in.
2. Click on Permits Tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on the Edit tab.
3. Create Contractors unless they are already there.
4. Select "Add Contractor" from 'Select Action' drop down box.

The screenshot shows the Magnet software interface. The main window is titled 'PERMITS MANAGEMENT'. On the left, there's a sidebar with buttons for 'view', 'edit', 'fees', 'reports', and 'approvals'. The 'edit' button is currently selected. Below it, there's a 'DESCRIPTION' section with fields for 'Property', 'Case #', 'Permit #', 'Issue Date', 'Permit Type', 'Permit Sub-Type', 'Permit Category', 'Current Use', 'Proposed Use', 'Square Feet', 'Edu's', and 'Estimated Cost'. To the right of these fields is a context menu with options like 'Add Contractors', 'Select Action...', 'Delete Permit', etc. Further down, there are sections for 'Status', 'Date Started', 'End Date', 'I.C.C. Use', and 'Fee Type'. On the far right, there's a panel for '20020006 Building' showing details like Tax Parcel #, Lot #, Date Started, and Status. Below that is a 'Contacts' section listing 'Permit Holder' and 'Applicant'. At the bottom, there's an 'OTHER DETAILS' section and a note about 'Mode: Standing Order Chkd'.

5. In a window that opens, pick the contractor. Note- by default the system will only show you currently registered and licensed contractors.

This screenshot shows a modal dialog box titled '| CONTRACTORS |'. It contains a section for 'Contractor Information' with two dropdown menus: 'Licensed Contractor' (set to 'Please Select..') and 'Show All Contractors' (set to 'No'). At the bottom, there are 'Add Contractor' and 'Cancel' buttons, and a note stating '\*Fields in red are required.'

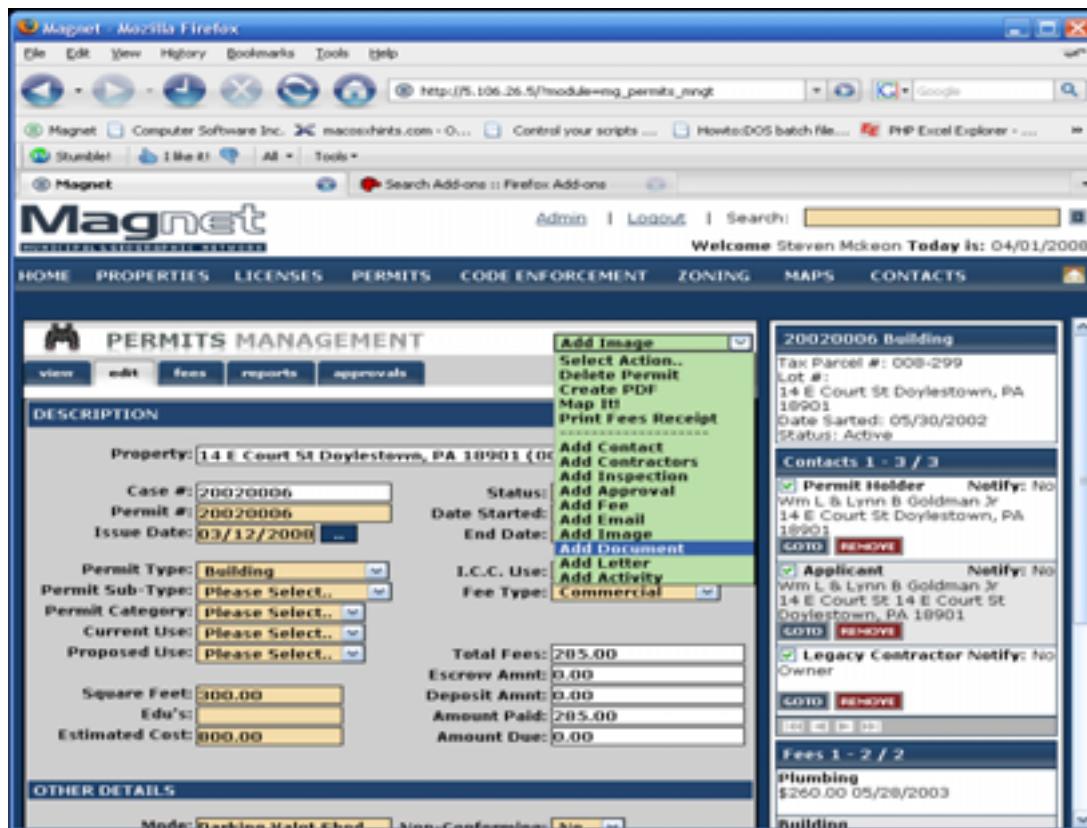
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6. You can also select an expired contractor by selecting 'Show all contractors' from the drop down box..
7. Click on 'Add contractor' to add a contractor.
8. Click Cancel to cancel the action.
9. To print go to reports tab and then permit card.

## 1.5 Entering Document to Permits

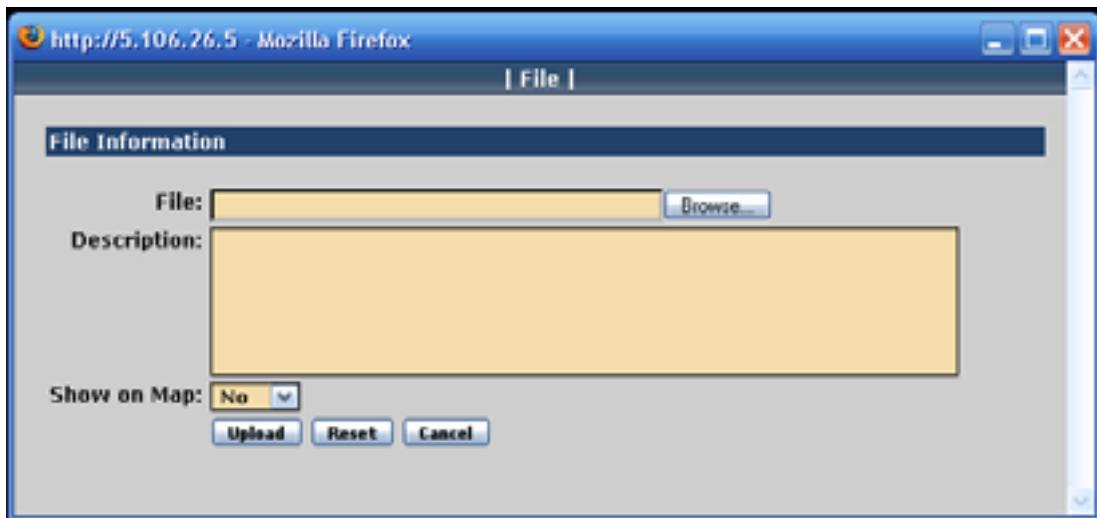
1. Open Magnet and Login.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on the Edit tab.
3. Select “Add Document” from ‘Select Action’ drop down box on the right side at the top.



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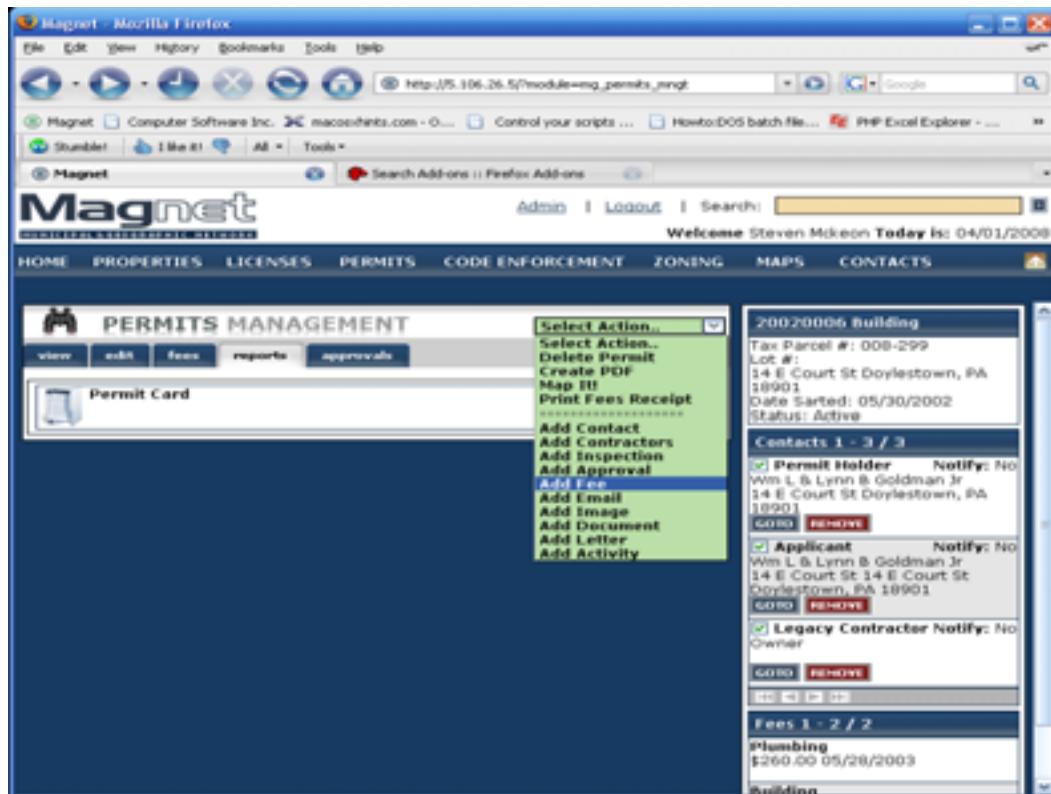
4. In a window that opens, browse the file to be uploaded.
5. Enter 'Description' if any.
6. Select yes or no from 'Show on Map' .
7. Click 'Upload' to upload the file.
8. Click 'Reset' to reset all information.
9. Click Cancel to cancel the action.



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## 1.6 Entering Fee to Permits

1. Open Magnet.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on the reports tab.
3. Select “Add Fee” from ‘Select Action’ drop down box on the right side at the top.



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4. A new window opens up.

The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> and the title "FEES". The window has a blue header bar with the title "FEES". Below the header, there is a "Current Item" section with fields for "Item" (set to "Please Select...") and "Item Info". Under "Item Info", there is a dropdown menu for "Fee Type" which is currently set to "Residential". Below these are sections for "Items", "Payment", and "Finalize". The "Items" section lists several items with their amounts: Building (\$25.00), Plumbing (\$260.00), Building Payment (-\$25.00), and Plumbing Payment (-\$260.00). The total "Amount Paid" is \$285.00 and the "Balance Due" is \$0.00. The "Payment" section includes fields for "Pay For" (set to "Payment"), "Pay Amount" (set to "0.00"), "Pay Type" (set to "Please Select..."), "Date" (set to "04/01/2008"), and "Received By" (set to "Steven McKeon"). The "Finalize" section contains buttons for "Finalize Fees" and "Cancel". A note at the bottom states "\*Fields in red are required."

5. Select any value from 'Item' drop down box

This screenshot shows the same "FEES" window as the previous one, but with the "Item" dropdown menu open. The dropdown list contains various fee categories, with "Penalty fee" currently selected. Other options visible in the list include "Please Select..", "Zoning - Change of Use/New Uses", "Sign Permit", "Building - New Construction", "Building - Alterations - No additional building envelope", "Building - Deck & Patio", "Building and/or Plumbing re inspection", and "Plan Review Fee". The rest of the window interface is identical to the first screenshot, including the "Items", "Payment", and "Finalize" sections.

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6. Enter all information. (Pink fields must be filled in, yellow fields are optional).

The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> and the title "FEES". The application interface is titled "FEES".

**Current Item:**

- Item:** Penalty fee
- Item Info:** 100% of permit fee. In the event construction is started without first obtain the required Zoning, Building, Plumbing Permits and /or Occupancy without first obtaining a certification, the applicable fees will
- Item Amount:** \$0.00
- Fee Type:** Residential

**Items:**

Items	Notes	Amount
Building		\$25.00
Plumbing		\$260.00
Building Payment		(-\$25.00)
Plumbing Payment		(-\$260.00)

**Payment:**

- Pay For:** Payment
- Pay Amount:** 0.00
- Pay Type:** Please Select..
- Date:** 04/01/2008
- Received By:** Steven McKeon

**Finalize:**

**Buttons:** Finalize Fees, Cancel.

\*Fields in red are required.

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7. Click 'Add Item' to add the item. New information is filled under 'Items', 'Notes' and 'Amount' section. The fields can be edited through the small 'EDIT' button on the right or can be deleted through small 'X' button on the right. 'Balance Due' is filled with the new balance if any.

The screenshot shows the 'FEES' application interface. At the top, there's a header bar with the title 'FEES'. Below it, the 'Current Item' section is active. It contains the following fields:

- Item:** Penalty fee
- Item Info:** 100% of permit fee. In the event construction is started without first obtain the required Zoning, Building, Plumbing Permits and /or Occupancy without first obtaining a certification, the applicable fees will
- Item Amount:** \$50.00
- Fee Type:** Residential

Below this, there's a table showing the current items:

Items	Notes	Amount	EDIT
Building		\$25.00	X
Plumbing		\$260.00	X
Building Payment		(-\$25.00)	X
Plumbing Payment		(-\$260.00)	X
Penalty fee		\$50.00	X

At the bottom of the table, it says:

- Amount Paid: \$285.00
- Balance Due: \$50.00

Below the table, the 'Payment' section is shown:

Pay For:	Date:
Payment	04/01/2000

And the payment details:

Pay Amount:	Pay Type:	Received By:
\$50.00	Please Select..	Steven McKeon

At the bottom, there are 'Finalize' buttons: 'Finalize Fees' and 'Cancel'. A note says: "Fields in red are required."

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8. Enter the information for 'Pay amount', 'Date' and 'Received By' fields.

The screenshot shows the MAGNET 2.1 FEES application interface. The 'Current Item' section displays a 'Penalty fee' item with a note about permit fees for construction starting without required permits. The 'Item Amount' is set to \$50.00 and the 'Fee Type' is Residential. The 'Payment' section shows a payment of \$50.00 made on 04/01/2000 by Steven McKeon. The 'Finalize' section contains 'Finalize Fees' and 'Cancel' buttons, with a note that red fields are required.

**Current Item**

Item: **Penalty fee**  
Item Info: 100% of permit fee. In the event construction is started without first obtain the required Zoning, Building, Plumbing Permits and/or Occupancy without first obtaining a certification, the applicable fees will  
Item Amount: **\$50.00**  
Fee Type: **Residential**

Items	Notes	Amount	Action
Building		\$25.00	<input type="button" value="EDIT"/>
Plumbing		\$260.00	<input type="button" value="EDIT"/>
<b>Building Payment</b>		(-\$25.00)	<input type="button" value="EDIT"/>
<b>Plumbing Payment</b>		(-\$260.00)	<input type="button" value="EDIT"/>
<b>Penalty fee</b>		\$50.00	<input type="button" value="EDIT"/>

Amount Paid: **\$285.00**  
Balance Due: **\$50.00**

**Payment**

Pay For: **Payment** Date: **04/01/2000** ...  
Pay Amount: **\$50.00**  
Pay Type: **Please Select..** Received By: **Steven McKeon**

**Finalize**

\*Fields in red are required.

Pink fields must be filled in. Yellow fields are optional.

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9. Click 'Add Payment' to add payment.

The screenshot shows the 'FEES' application interface. In the 'Current Item' section, 'Item' is set to 'Penalty fee' and 'Item Info' contains a detailed description of the fee. 'Item Amount' is listed as '\$50.00' and 'Fee Type' is 'Residential'. Below this, a table shows the breakdown of fees:

Items	Notes	Amount
Building		\$25.00
Plumbing		\$260.00
Building Payment		(-\$25.00)
Plumbing Payment		(-\$260.00)
Penalty fee		\$50.00
Payment		(-\$50.00)

Summary amounts: 'Amount Paid: \$335.00' and 'Balance Due: \$0.00'.

In the 'Payment' section, 'Pay For' is set to 'Payment', 'Pay Amount' is '\$0.00', 'Pay Type' is 'Please Select...', and 'Received By' is 'Steven McKeon'. There is also an 'Add Payment' button.

At the bottom, there is a 'Finalize' section with 'Finalize Fees' and 'Cancel' buttons, and a note: '\*Fields in red are required.'

10. Click 'Finalize Fees' to finalize the fees.
11. Click Cancel to cancel the action.

## 1.7 Entering Images to Permits

1. Open Magnet and Login.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on the edit tab.
3. Select “Add Image” from ‘Select Action’ drop down box on the right side at the top.

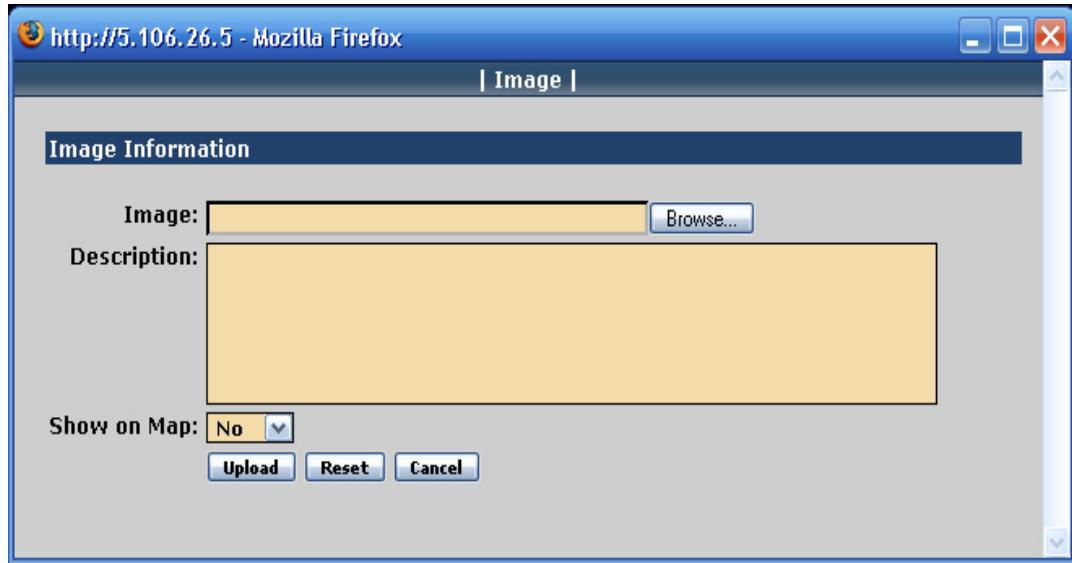
The screenshot shows the Magnet software interface. At the top, there's a navigation bar with links for Admin, Logout, and Search. Below that is a main menu with tabs for HOME, PROPERTIES, LICENSES, PERMITS, CODE ENFORCEMENT, ZONING, MAPS, and CONTACTS. The central area is titled 'PERMITS MANAGEMENT'. It has sections for 'DESCRIPTION' and 'OTHER DETAILS'. In the 'DESCRIPTION' section, fields include Property (14 E Court St Doylestown, PA 18901), Case # (20020006), Permit # (20020006), Issue Date (03/12/2008), Permit Type (Building), Permit Sub-Type (Please Select...), Permit Category (Please Select...), Current Use (Please Select...), Proposed Use (Please Select...), Square Feet (300.00), Edu's (0.00), and Estimated Cost (0.00). To the right of these fields is a context menu with options like Add Image, Select Action, Delete Permit, Create PDF, Map It!, Print Fees Receipt, Add Contact, Add Contractors, Add Inspection, Add Approval, Add Fee, Add Email, Add Image (which is highlighted in blue), Add Document, Add Letter, Add Activity, and Fee Type (Commercial). Below this menu, there are boxes for Total Fees (\$265.00), Escrow Amt (\$0.00), Deposit Amt (\$0.00), Amount Paid (\$265.00), and Amount Due (\$0.00). The 'OTHER DETAILS' section includes Mode (Darkline Status Check) and Non-Conformance (No). On the right side of the screen, there's a sidebar titled '20020006 Building' with details like Tax Parcel #, Lot #, Date Started, and Status. It also lists 'Contacts 1 - 3 / 3' and 'Fees 1 - 2 / 2'.

4. In a window that opens, browse the file to be uploaded.
5. Enter ‘Description’ if any.
6. Select yes or no from ‘Show on Map’ .
7. Click ‘Upload’ to upload the file.
8. Click ‘Reset’ to reset all information.

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9. Click Cancel to cancel the action.



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## 1.8 Data Grid Use

1. Open Magnet and log in.
2. Click on Permits tab.
3. A new screen opens

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://75.106.26.5/modulering\_permits\_mngt". The main content area is titled "PERMITS MANAGEMENT". At the top of the grid, there are buttons for "SAVE QUERY", "EXCEL", "RESET", "CLEAR", and "FILTERS". The grid displays 20 records out of 4039, with columns for Permit Number, Type, Tax ID, Address, Fee Total, and Contacts. The data includes various permit types like Zoning and Use B Occupancy, with addresses ranging from 123 W Court St to 555 N Broad St, all in Doylestown, PA 18901. The contacts listed include Dora S Jeffrey French, Weifan Gao, John Bell, Allied Home Mortgage Capital Reins, Will Be Called In, Harold Catz, Diana Castillo, Ann Ginsberg, and Edith Kopenhagen.

RECORDS 1 - 20 / 4039						
Permit Number	Type	Tax ID	Address	Fee Total	Contacts	
20080227	Zoning	008-174	123 W Court St 123 Doylestown, PA 18901	150.00	Dora S Jeffrey French 215-345-9265	
20080226	Use B Occupancy	017-006	70 Old Dublin Pk Doylestown, Pa 18901	90.00	Weifan Gao	
20080225	Use B Occupancy	017-006	70 Old Dublin Pk Doylestown, Pa 18901	90.00	John Bell	
20080221	Use B Occupancy	008-377	196 W Ashland St Doylestown, Pa 18901	90.00	Allied Home Mortgage Capital Reins	
20080220	Use B Occupancy	008-250	39 W State St Doylestown, Pa 18901	50.00	Will Be Called In	
20080219	Use B Occupancy	008-158	115 S Franklin St Doylestown, PA 18901	50.00	Harold Catz  Diana Castillo	
20080218	Use B Occupancy	005-008-003	555 N Broad St Doylestown, Pa 18901	50.00	Ann Ginsberg	
20080217	Use B Occupancy	005-008-003	555 N Broad St Doylestown, Pa 18901	50.00	Edith Kopenhagen	

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4. Find the permit by typing in permit number or tax id or address and select the best choice then hit 'Filter' on the right.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://5.106.26.5/module=mq\_permits\_main". The main content area is titled "PERMITS MANAGEMENT". At the top of the table, there are buttons for "SAVE QUERY", "EXCEL", "RESET", "CLEAR", and "FILTER". The table has columns: Permit Number, Type, Tax ID, Address, Fee Total, and Contacts. The first row is a header with the column names. Below it, there are 12 data rows. The "Permit Number" column contains values like 20020082, 20020083, etc. The "Type" column includes "Zoning" and "Use & Occupancy". The "Address" column lists various street addresses in Doylestown, PA. The "Fee Total" column shows fees ranging from \$0.00 to \$150.00. The "Contacts" column lists names such as Dona S. Jeffrey French, Wefan Gao, John Bell, Allied Home Mortgage Capital Corp., Harold Catz, Diana Castillo, Ann Ginsberg, and Edith Kopenhaver. The bottom of the table shows a footer with the text "RECORDS 1 - 20 / 4039".

Permit Number	Type	Tax ID	Address	Fee Total	Contacts
20020082	Zoning	009-174	123 W Court St 123	\$150.00	Dona S. Jeffrey French 215-345-9265
20020083	Use & Occupancy	017-006	70 Old Dublin Pk	\$90.00	Wefan Gao
20020085	Use & Occupancy	017-006	70 Old Dublin Pk	\$90.00	John Bell
20020086	Use & Occupancy	008-377	196 W Ashland St	\$90.00	Allied Home Mortgage Capital Corp.
20020087	Use & Occupancy	008-377	196 W Ashland St	\$90.00	Harold Catz Diana Castillo
20020088	Use & Occupancy	008-250	39 W State St	\$50.00	Will Be Called In
20080219	Use & Occupancy	008-158	115 S Franklin St	\$50.00	Ann Ginsberg
20080218	Use & Occupancy	005-008-003	555 N Broad St	\$50.00	Edith Kopenhaver
20080217	Use & Occupancy	005-008-003	555 N Broad St	\$50.00	

## MAGNET 2.1

5. The screen changes with information depending on the filter –say permits with filter 2008.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://5.106.26.5/module=mg\_permits\_mngt". The main content area is titled "PERMITS MANAGEMENT". At the top right, it says "Welcome Steven McLean Today is: 04/01/2008". Below the title are navigation links: HOME, PROPERTIES, LICENSES, PERMITS, CODE ENFORCEMENT, ZONING, MAPS, and CONTACTS. A search bar is also present. The main table displays records from 1 to 20 of 223 total. The columns are: Permit Number, Type, Tax ID, Address, Fee Total, and Contacts. The data includes:

Permit Number	Type	Tax ID	Address	Fee Total	Contacts
2008	Zoning	008-174	123 W Court St 123 Doylestown, PA 18901	150.00	Dona S. Jeffrey French 215-345-9265
20080227	Use & Occupancy	017-006	70 Old Dublin Pk Doylestown, Pa 18901	90.00	Weifan Gao
20080225	Use & Occupancy	017-006	70 Old Dublin Pk Doylestown, Pa 18901	90.00	John Bell
20080221	Use & Occupancy	008-377	196 W Ashland St Doylestown, Pa 18901	90.00	Allied Home Mortgage Capital Rene
20080220	Use & Occupancy	008-250	39 W State St Doylestown, Pa 18901	50.00	Will Be Called In
20080219	Use & Occupancy	008-158	115 S Franklin St Doylestown, PA 18901	50.00	Harold Catz  Diana Castillo
20080218	Use & Occupancy	005-008-003	555 N Broad St Doylestown, Pa 18901	50.00	Ann Ginsberg
20080217	Use & Occupancy	005-008-003	555 N Broad St Doylestown, Pa 18901	50.00	Edith Kopenhaver

## MAGNET 2.1

6. One can change the column – say ‘Fee Total’ to ‘City’ by clicking on that column and selecting a value from the dropdown.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://5.106.26.5/module=mg\_permits\_mngt". The page header includes the Magnet logo, navigation links like Admin, Logout, and Search, and a welcome message "Welcome Steven McKeon Today is: 04/01/2008". Below the header is a menu bar with links to HOME, PROPERTIES, LICENSES, PERMITS, CODE ENFORCEMENT, ZONING, MAPS, and CONTACTS. The main content area is titled "PERMITS MANAGEMENT" and displays a table of permit records. The table has columns for Permit Number, Type, Tax ID, Address, and Fee Total. A dropdown menu is open over the "Fee Total" column, listing various fields such as Amount Due, Amount Paid, Case #, City, Company, Compliance, Escrow Amount, Escrow Date, Cons Cfg, Cons Memo, Cons Type, Date Updated, Days Old, Deed Book, Deed Page, Email1, End Date, Estm Cost, Estm Edus, Fee Total, and First Name. The "Fee Total" column is highlighted with a green background. To the right of the table, there is a "Contacts" section listing names and phone numbers: Dona & Jeffrey French (215-345-9265), Weifan Gao, John Bell, Allied Home Mortgage Capital Rene, Will be Called In, and Harold Catz Diana Castillo.

## MAGNET 2.1

7. The column is changed to the selected value and the information on the screen changes with the new column.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "Http://192.168.106.26.5/module/mg\_permits\_mng". The main content area is titled "PERMITS MANAGEMENT". At the top of the table, there are buttons for "SAVE QUERY", "EXCEL", "RESET", "CLEAR", and "FILTER". The table has columns: Permit Number, Type, Tax ID, Address, City, and Contacts. The "Permit Number" column is currently sorted by value. The data in the table is as follows:

Permit Number	Type	Tax ID	Address	City	Contacts
200020082	Electrical	009-363	456 Maple Ave Doylestown, PA 18901	Doylestown	Michael + Susan Ciancurzio  Michael + Susan Ciancurzio
200020083	Electrical	008-115	118 S Franklin St Doylestown, PA 18901	Doylestown	Dale & Sheila Owens  Dale & Sheila Owens
200020085	Roofing	008-477.001	46 Meadow Ln Doylestown, PA 18901	Doylestown	Robert + Mary Paris  Robert + Mary Paris
200020086	Plumbing	005-034	282 N Main St Doylestown, PA 18901	Doylestown	Sally & Craig T. Drexler  Sally & Craig T. Drexler
200020087	Building	006-032	73 Chapman Ave Doylestown, PA 18901	Doylestown	Cynthia Radley & Chris Radley  Cynthia Radley & Chris Radley
200020088	Zoning	006-032	73 Chapman Ave Doylestown, PA 18901	Doylestown	Cynthia Radley & Chris Radley  Cynthia Radley & Chris Radley Owner
200080000					
200080001					
200080002		002-001	625 N Main St Doylestown, PA 18901	Doylestown	004-187 North Main Street Partners Lp

8. Remove the filter from the Permit and click 'Filter' again.
9. The information appears on the screen but is not dependent on filter any more. Sort data in ascending or descending by clicking on the small sort button at the right on the column name- say Permit Number.

# MAGNET 2.1

10. The information is displayed in the sorted order.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The main content area shows a "PERMITS MANAGEMENT" grid. At the top of the grid, there are buttons for "SAVE QUERY", "EXCEL", "RESET", "CLEAR", and "FILTER". The grid has columns for Permit Number, Type, Tax ID, Address, Fee Total, and Contacts. The data in the grid is as follows:

Permit Number	Type	Tax ID	Address	Fee Total	Contacts
20020006	Building	008-299	14 S Court St Doylestown, PA 18901	285.00	Wm L & Lynn B Goldman Jr  Wm L & Lynn B Goldman Jr  Chemer
20020008	Plumbing	008-019	18 Mercer Ave Doylestown, PA 18901	25.00	Stanley M & M Naomi Murphy  Leonard Rose & Sons
20020009	Sign	008-278	68 S Main St Doylestown, PA 18901	30.00	Madeline W Vihi Mary Katz
20020010	Building	004-096	16 N Franklin St Doylestown, PA 18901	0.00	Nf Street Lic
20020014	Building	004-096	16 N Franklin St Doylestown, PA 18901	100.00	Nf Street Lic  Builders Prime Window & Supply
20020015	Fence	008-071	94 Swamp Rd Doylestown, PA 18901	25.00	William H & Pearl Rohman  Tru Line
20020016	Sign	008-214	80 W State St Doylestown, PA 18901	30.00	Jack & Kim Horng Gudin  Bartush Signs Inc
20020017	Demolition	017-172	28 Crestland Ter Doylestown, PA 18901	0.00	David B. Donna Gledhill  David B. Donna Gledhill

## MAGNET 2.1

11. Enter the filter again say 2007 in Permit Number and hit Filter again. Now the information is displayed in descending order depending on the filter.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The main page header includes "Magnet", "HOME", "PROPERTIES", "LICENSES", "PERMITS", "CODE ENFORCEMENT", "ZONING", "MAPS", and "CONTACTS". Below this is a sub-header "PERMITS MANAGEMENT" with tabs "active", "view all", "reports", and "saved queries". A search bar at the top right shows "Welcome Steven McKeon Today is: 04/01/2008". The main content area is a table titled "RECORDS 1 - 20 / 940" with the following columns: Permit Number, Type, Tax ID, Address, Fee Total, and Contacts. The table shows 20 records, all filtered by Permit Number 2007. The contacts listed for each record are separated by a vertical line and enclosed in parentheses.

Permit Number	Type	Tax ID	Address	Fee Total	Contacts
200700073	Plumbing	008-321	25 Taylor Ave Doylestown, PA 18901	105.00	J & K Stratton, Deppeier Ev Young & Bowman
200700074	Fence	010-011-021	507 Maple Ave Doylestown, PA 18901	25.00	Jeffrey B. Sharon Harrison  Jeffrey B. Sharon Harrison
200700075	Plumbing	004-316	118 Shewell Ave Doylestown, PA 18901	50.00	Seth Geilis  Seth Geilis
200700000	Use & Occupancy	017-006	70 Old Dublin Rd Doylestown, PA 18901	0.00	
200700003	Electrical	004-133	116 N Clinton St. 114-116 Doylestown, PA 18901	50.00	John J Cavanaugh  John J Cavanaugh
200700004	L. & I Tech Fee	004-133	116 N Clinton St. 114-116 Doylestown, PA 18901	4.00	John J Cavanaugh  John J Cavanaugh
200700005	Zoning	008-427	32 Bridge St Doylestown, PA 18901	40.00	Donald & Katherine Haloburdo  Donald & Katherine Haloburdo
200700006	Building	008-427	32 Bridge St Doylestown, PA 18901	236.00	Donald & Katherine Haloburdo  Donald & Katherine Haloburdo

# MAGNET 2.1

## 1.9 Edit View Permits

1. Open Magnet and log in.
2. Click on Permits tab.
3. Click on any Permit. The information for that permit is displayed under the view tab.

The screenshot shows the Magnet software running in Mozilla Firefox. The main title bar says "Magnet - Mozilla Firefox". The browser address bar shows the URL [http://5.106.26.5/module=mq\\_permits\\_mngt](http://5.106.26.5/module=mq_permits_mngt). The Magnet logo is at the top left, and the navigation menu includes HOME, PROPERTIES, LICENSES, PERMITS, CODE ENFORCEMENT, ZONING, MAPS, and CONTACTS. The user is logged in as "Steven McKeon" and the date is "04/01/2008".

The main window is titled "PERMITS MANAGEMENT" and has tabs for "view", "edit", "fees", "reports", and "approvals". The "view" tab is selected. On the left, there's a "DESCRIPTION" section with fields for Property (14 E Court St Doylestown, PA 18901 (000-299)), Case # (20020006), Permit # (20020006), Issue Date (03/12/2008), Permit Type (Building), Permit Sub-Type, Permit Category, Current Use, Proposed Use, Square Feet (300.00), Edu's, and Estimated Cost (800.00). To the right of these fields are Status (Active), Date Started (05/30/2002), End Date, I.C.C. Use (I-A), Fee Type (Commercial), Total Fees (285.00), Escrow Amnt (0.00), Deposit Amnt (0.00), Amount Paid (285.00), and Amount Due (0.00). At the bottom of the main area are sections for "OTHER DETAILS" with Mode (Parking Valet Shed) and Non-Conforming (No).

On the right side of the screen, there are two vertical panes. The top pane is titled "20020006 Building" and contains details about the tax parcel: Tax Parcel #: 008-299, Lot #: 1, 14 E Court St Doylestown, PA 18901, Date Started: 05/30/2002, and Status: Active. It also lists "Contacts 1 - 3 / 3" with entries for Permit Holder (Wm L & Lynn B Goldman Jr), Applicant (Wm L & Lynn B Goldman Jr), and Legacy Contractor (Owner). The bottom pane is titled "Fees 1 - 2 / 2" and lists a single entry: Plumbing \$260.00 05/28/2003.

## MAGNET 2.1

4. To change any information, Click 'Edit' tab.

The screenshot shows the Magnet software interface running in Mozilla Firefox. The main window title is "Magnet - Mozilla Firefox". The application title bar says "Magnet". The menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL: http://172.16.25.5/module/mng\_permits\_mngt. The toolbar includes Back, Forward, Stop, Refresh, Home, and Search buttons. The search bar contains "Google". The status bar at the bottom right says "Welcome Steven McKeon Today is: 04/01/2008".

The main content area is titled "PERMITS MANAGEMENT". It has tabs: "view", "edit" (which is selected), "Issue", "reports", and "Approve".

**DESCRIPTION**

Property:	14 E Court St Doylestown, PA 18901 (008-299)
Case #:	200200006
Permit #:	200200006
Issue Date:	03/12/2008
Permit Type:	Building
Permit Sub-Type:	
Permit Category:	
Current Use:	
Proposed Use:	
Square Feet:	300.00
Edr'sc:	
Estimated Cost:	000.00

**OTHER DETAILS**

Mode:	Parking Valet Shed
Non-Conforming:	No

**200200006 Building**

Tax Parcel #:	008-299
Lot #:	14 E Court St Doylestown, PA 18901
Date Started:	05/30/2002
Status:	Active

**Contacts 1 - 3 / 3**

Permit Holder:	Notify: No Wm L & Lynn B Goldman Jr 14 E Court St Doylestown, PA 18901
Applicant:	Notify: No Wm L & Lynn B Goldman Jr 14 E Court St 14 E Court St Doylestown, PA 18901
Legacy Contractor:	Notify: No Owner

**Fees 1 - 2 / 2**

Plumbing:	\$260.00 05/26/2003
Building:	

## MAGNET 2.1

5. The screen is opened where all yellow fields are editable. The yellow fields can be changed and the new information can be updated by clicking the 'Update' button.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://5.106.26.5/module=mgt\_permits\_mngt". The main content area is titled "PERMITS MANAGEMENT". On the left, there's a navigation menu with tabs: "view", "edit", "fees", "reports", and "approvals". The "edit" tab is selected. Below it, a "DESCRIPTION" section contains various input fields:

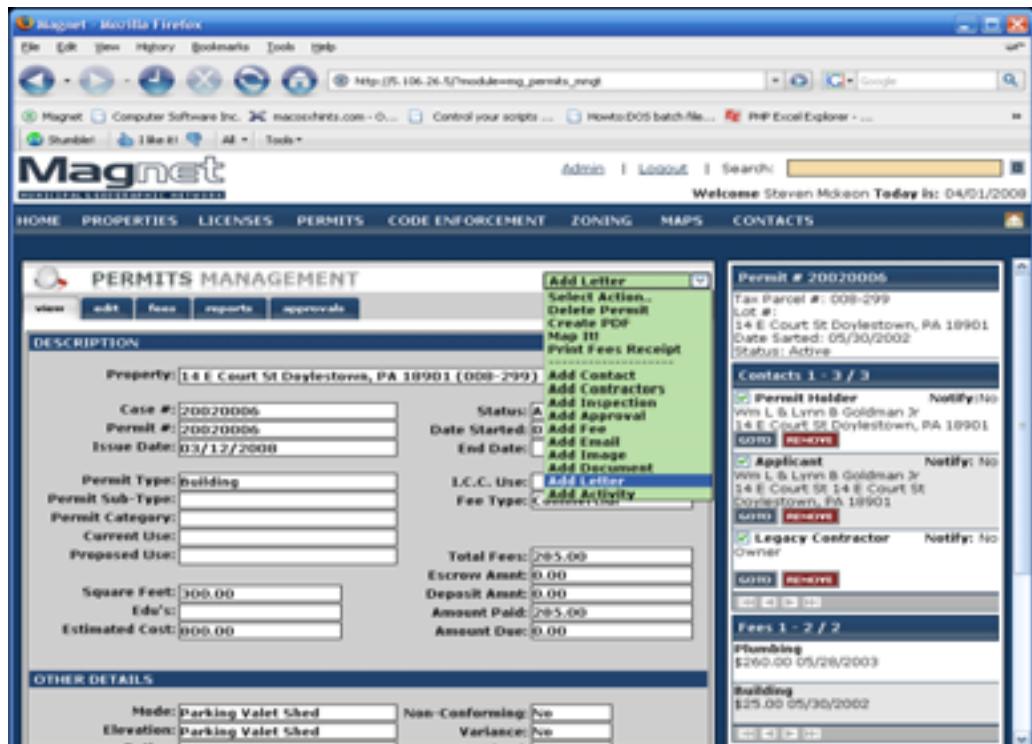
- Property: 14 E Court St Doylestown, PA 18901 (008-299)
- Case #: 20020006
- Permit #: 20020006 (highlighted in yellow)
- Issue Date: 03/12/2008
- Permit Type: Building
- Permit Sub-Type: Please Select...
- Permit Category: Please Select...
- Current Use: Please Select...
- Proposed Use: Please Select...
- Square Feet: 300.00
- Edu's:
- Estimated Cost: 800.00

On the right, there are two panels:

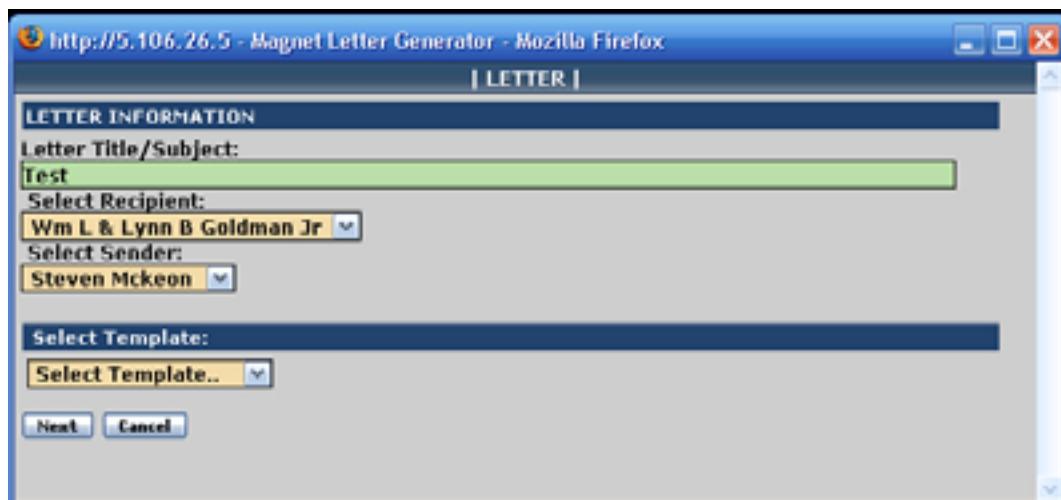
- 20020006 Building**:
  - Tax Parcel #: 008-299
  - Lot #: 14 E Court St Doylestown, PA 18901
  - Date Started: 05/30/2002
  - Status: Active
- Contacts 1 - 3 / 3**:
  - Permit Holder Notify: No  
Wm L & Lynn B Goldman Jr  
14 E Court St Doylestown, PA 18901
  - Applicant Notify: No  
Wm L & Lynn B Goldman Jr  
14 E Court St 14 E Court St  
Doylestown, PA 18901
  - Legacy Contractor Notify: No  
Owner
- Fees 1 - 2 / 2**:
  - Plumbing  
\$260.00 05/29/2003
  - Building

## 1.10 Entering Letter to Permits

1. Open Magnet and log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Remain under view tab.
3. Select “Add Letter” for ‘Select Action’ drop down box on the right side at the top.



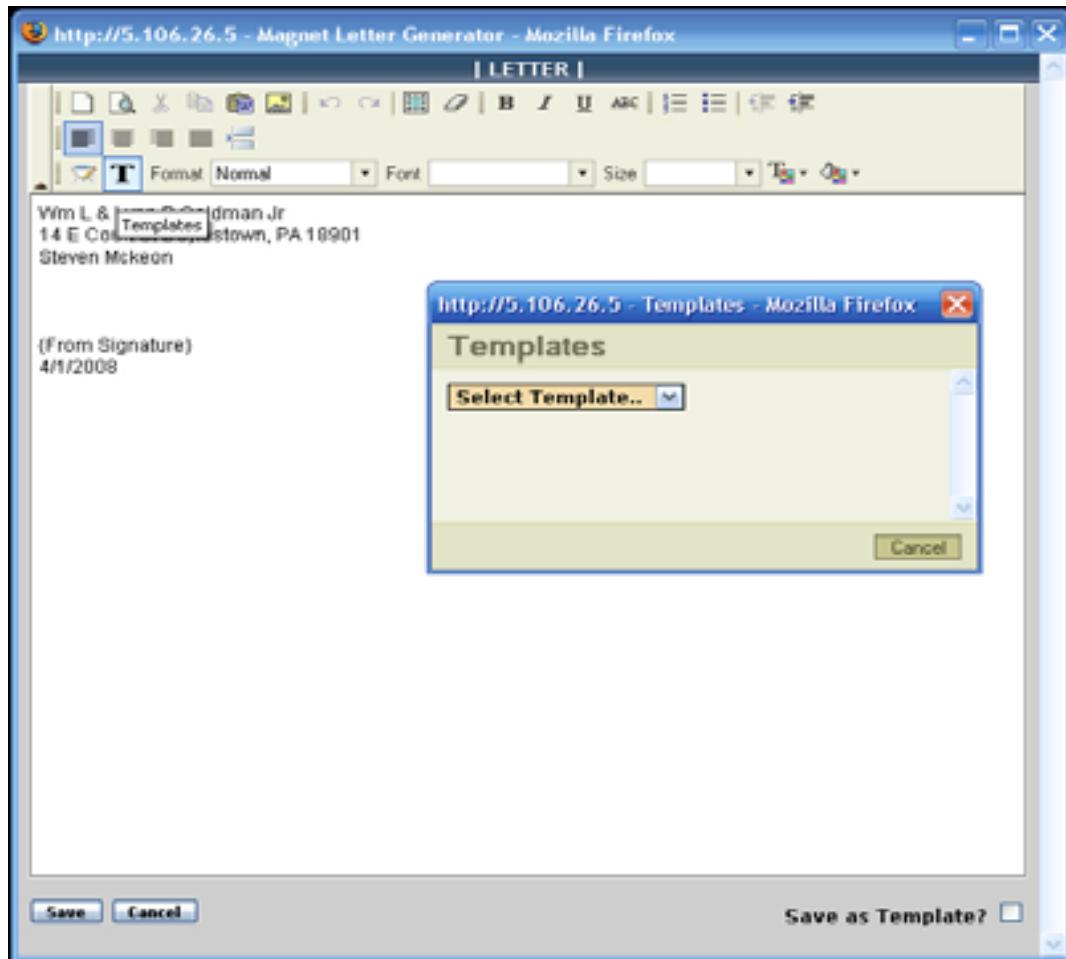
4. In window that opens –Enter the Letter title, sender and receiver information. Click ‘Next’ button. Click Cancel to cancel the action.



## MAGNET 2.1

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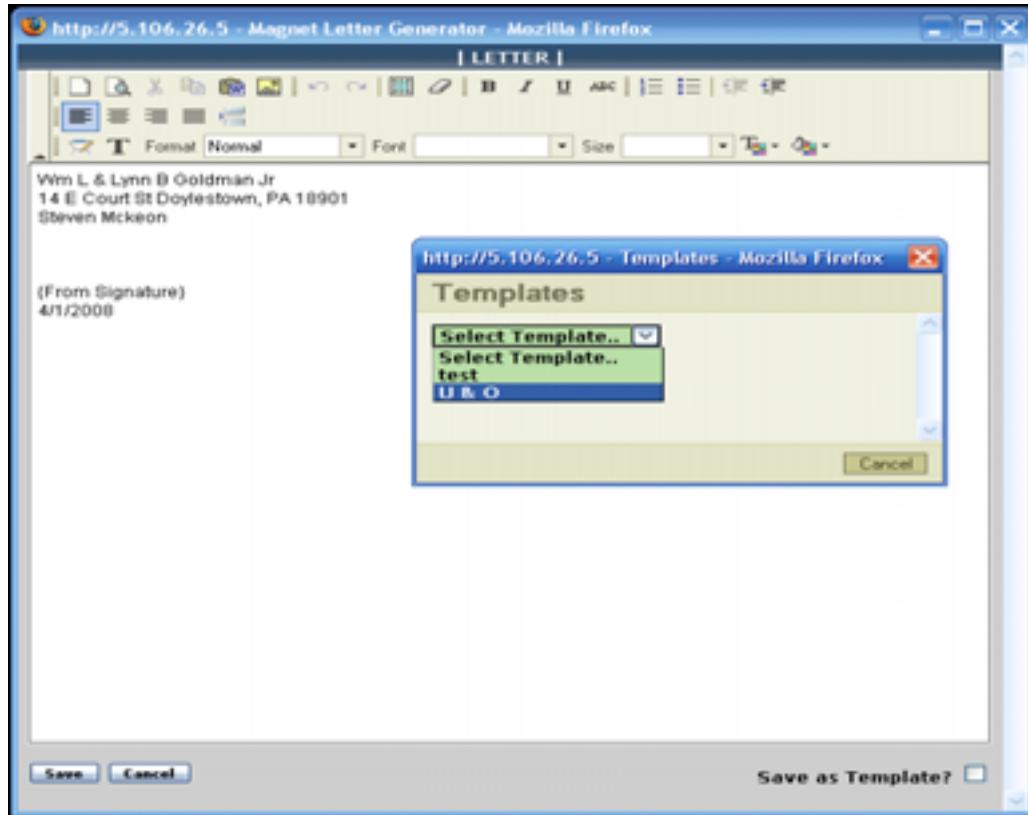
5. A new screen opens as Magnet Letter generator with the sender and receiver information and a template pop up box appears.



## MAGNET 2.1

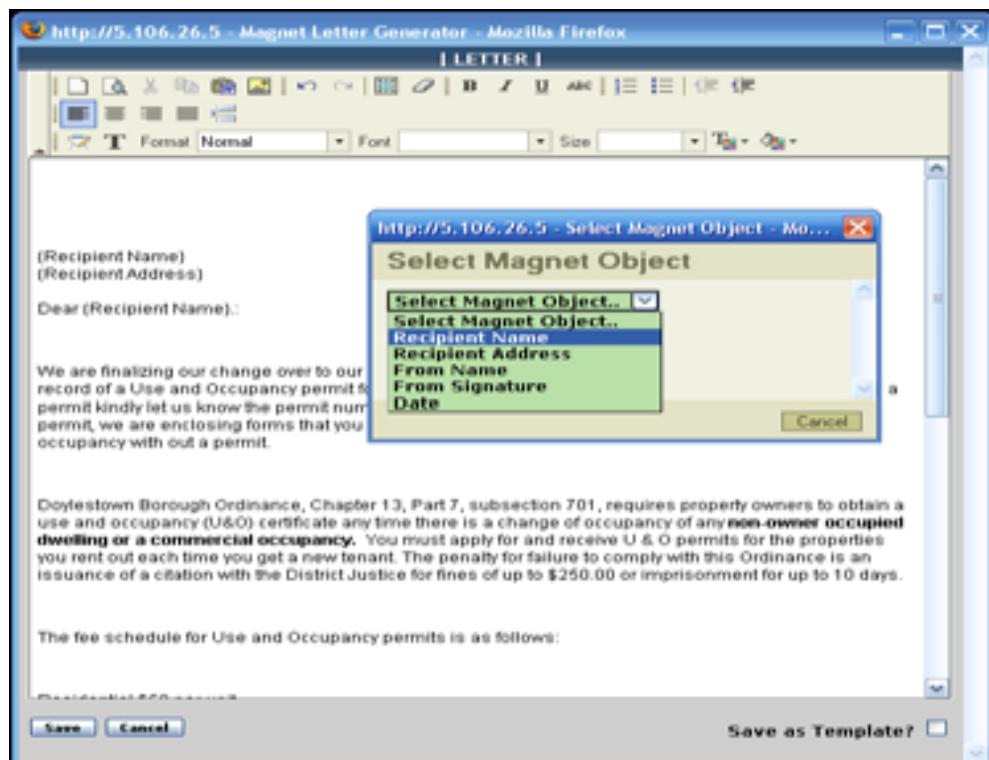
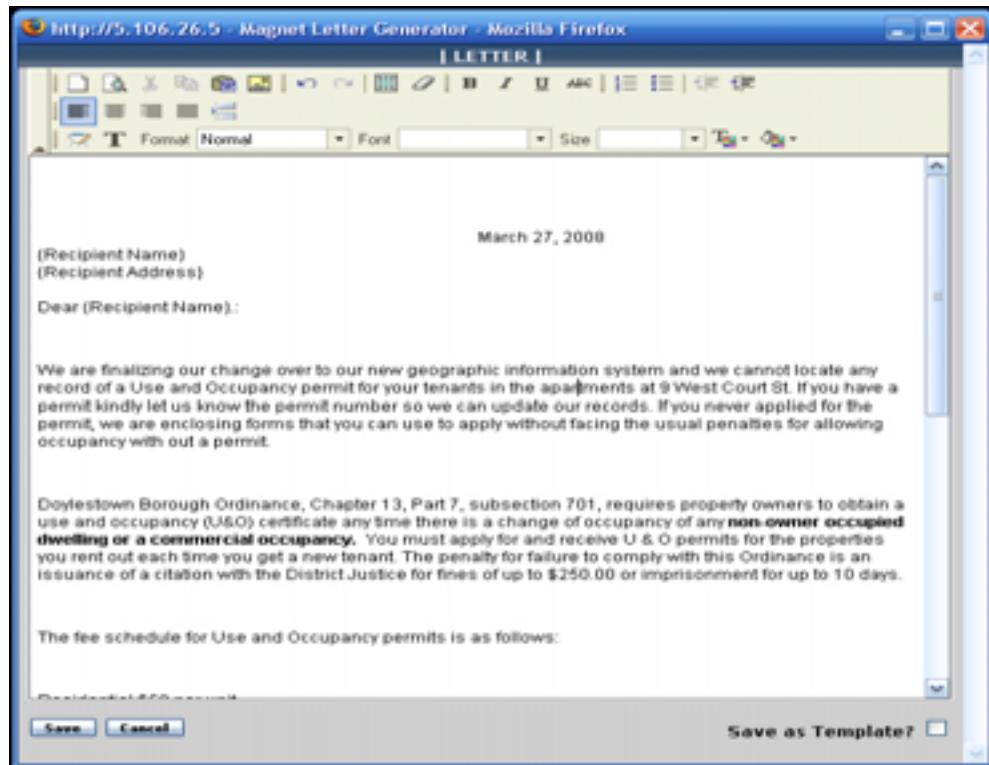
---

6. Select any template value from the popup.



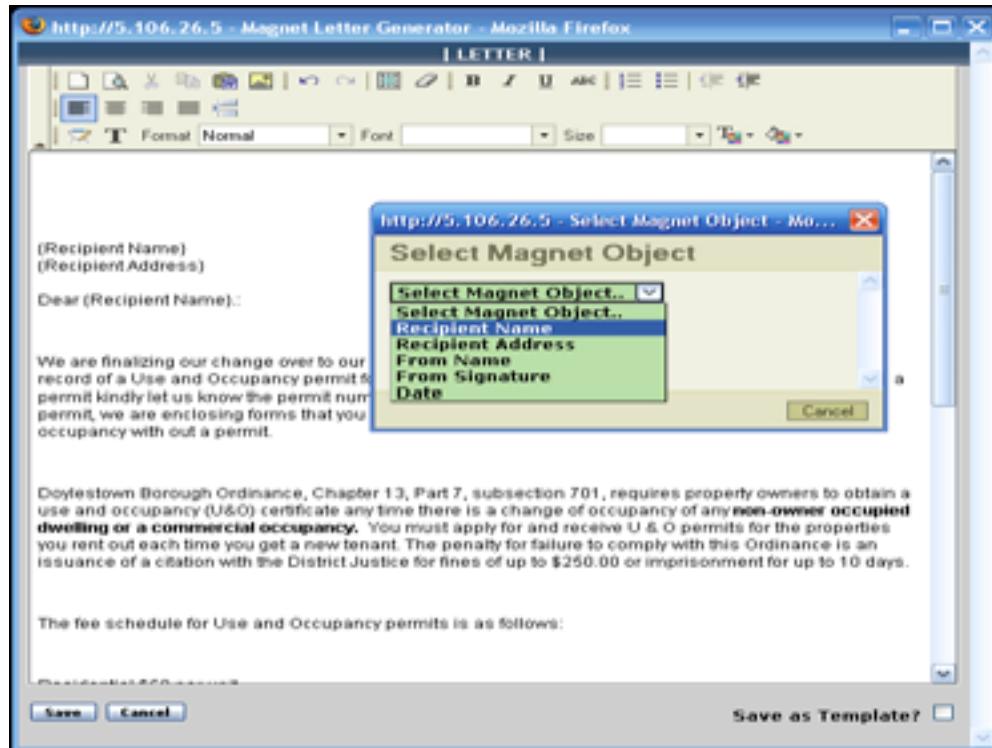
## MAGNET 2.1

7. The template information appears in the letter and a pop up box appears in to select receiver name.



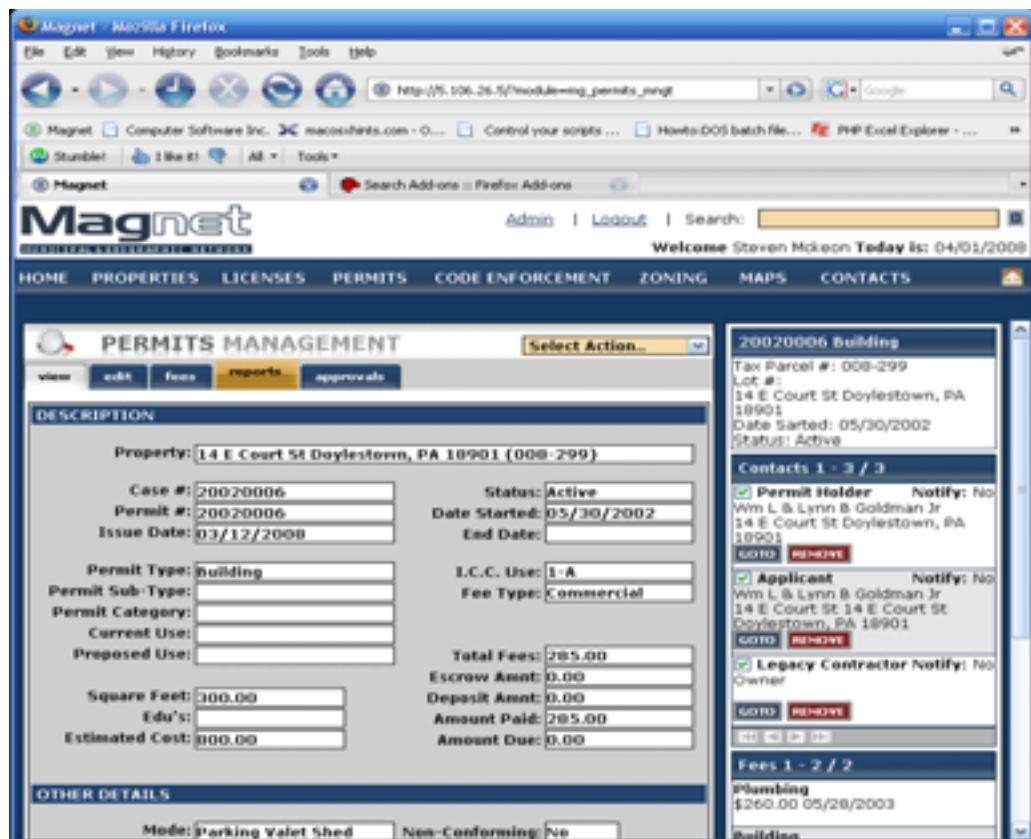
## MAGNET 2.1

8. You can save it as a new template by checking the box 'Save as Template' on right side at the bottom. A new text box appears on the right side at the bottom as 'Template name' in order to name the file to be saved. Click the Save button to save.
9. Click Cancel to cancel the action.



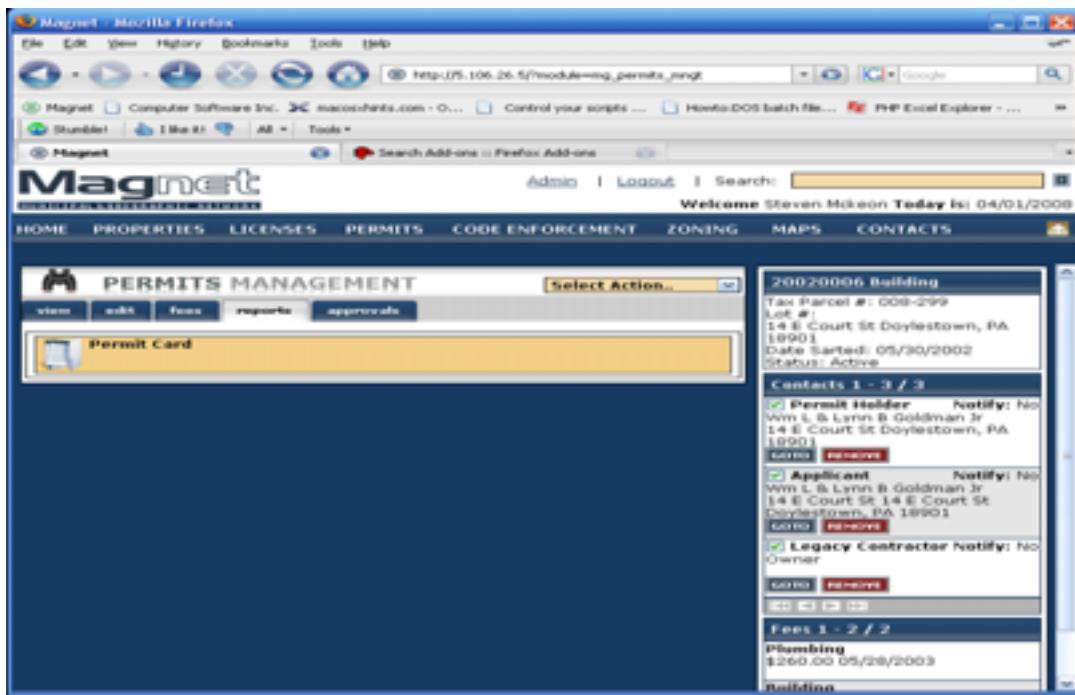
## 1.11 Print Permit card

1. Open Magnet and Log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter.
3. Click on reports tab.

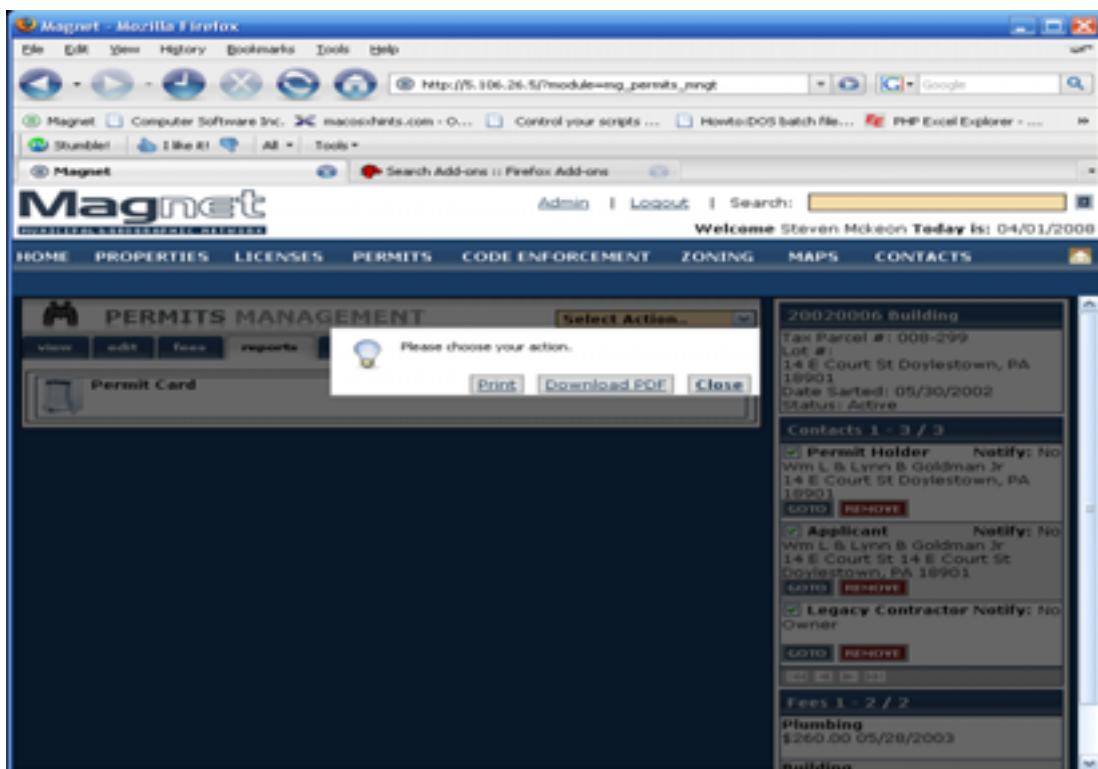


# MAGNET 2.1

4. A new screen opens- Select Permit card

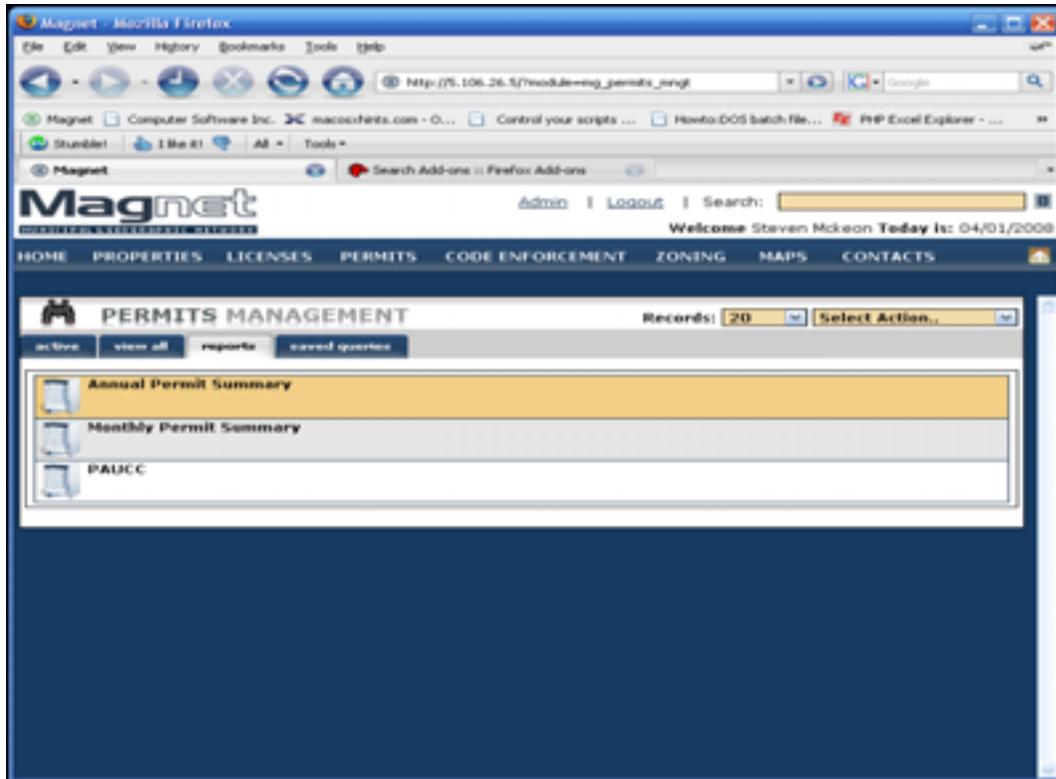


5. A new screen opens with a white tool box listing the actions to be taken.
6. Choose the action 'Print' to print the report, 'Download' to download the pdf, 'Close' to close the box.



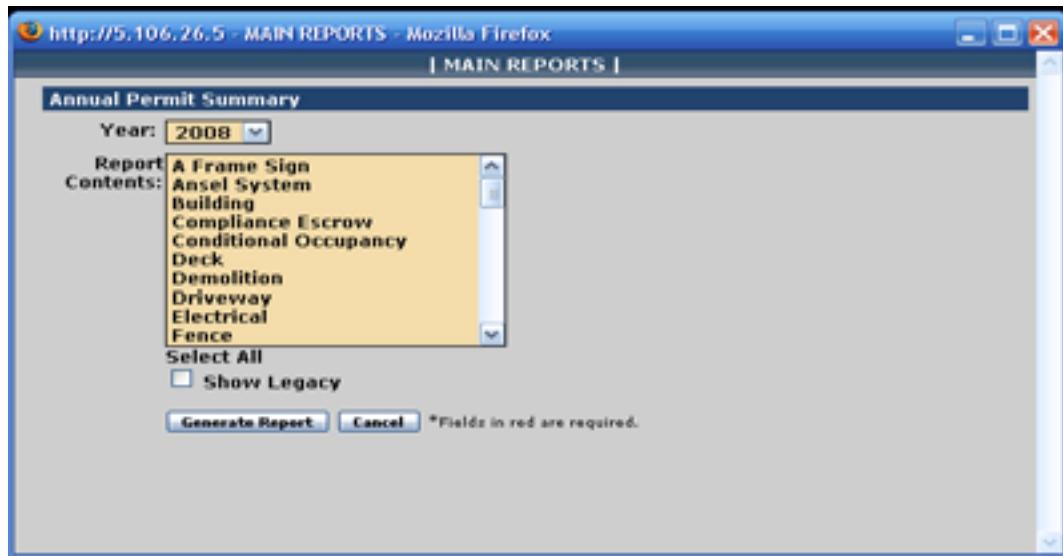
## 1.11.1 Print Permit Report Annual

1. Open Magnet and Log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on reports tab.
3. Select 'Annual Permit Summary'. Annual summary - Allows you to select a year and permit type or types.

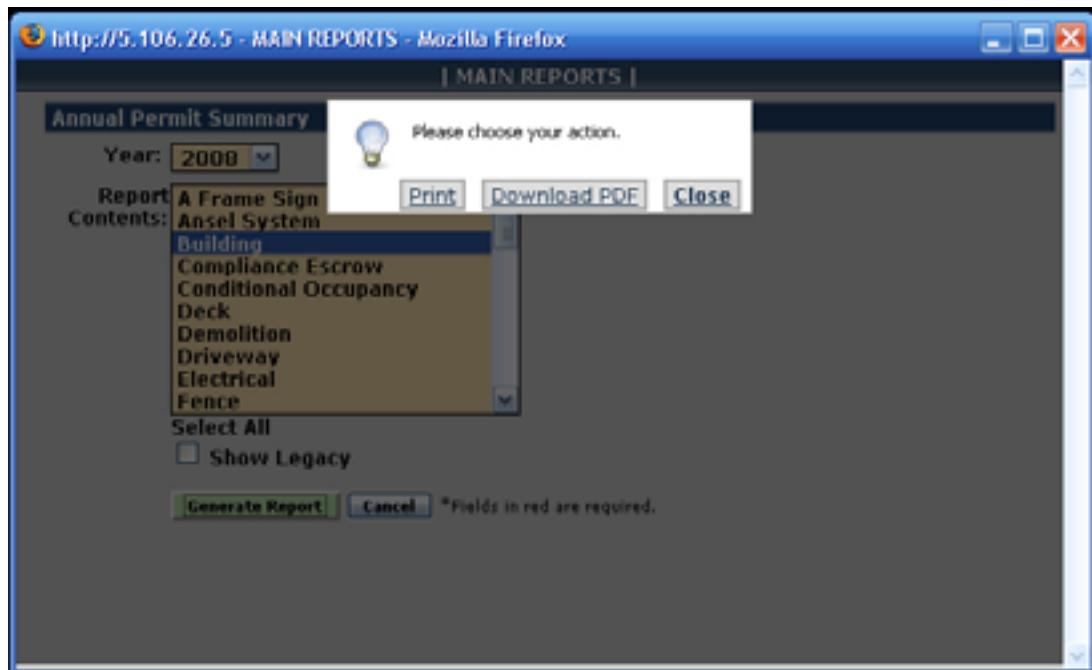


## MAGNET 2.1

4. A new screen opens with Annual Permit Summary. Select the year.



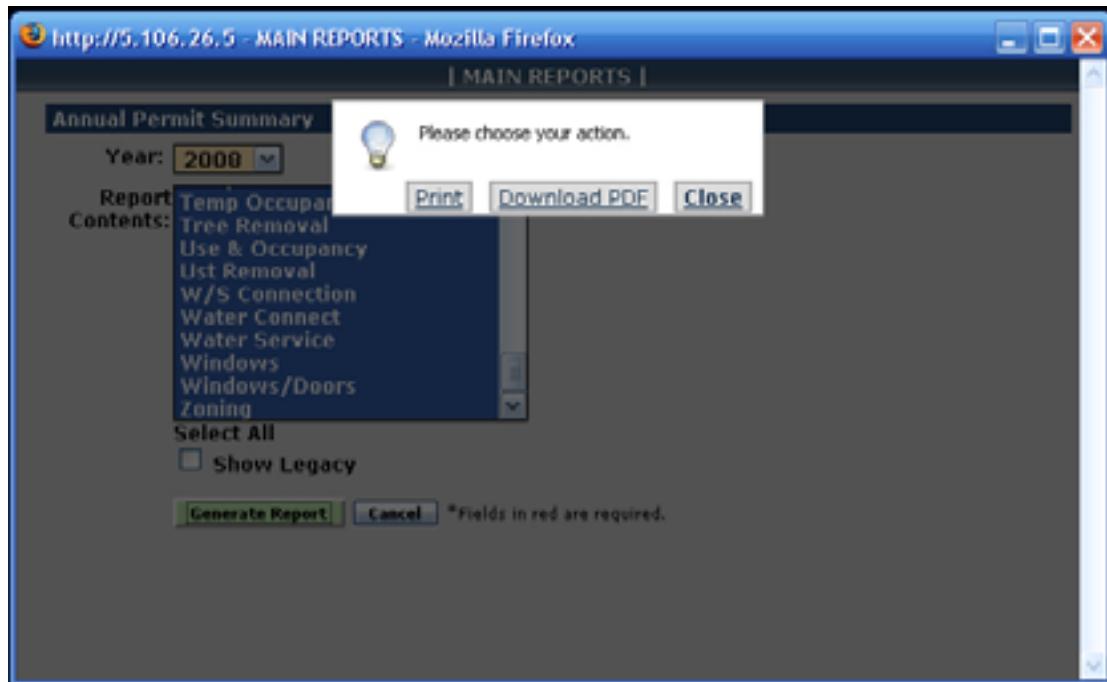
5. Select any one 'Report contents' say 'building'. Click 'Generate Report' button. A white tool box appears with all the listed actions. Click 'Print' action to print the report.



## MAGNET 2.1

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6. You can also select all “Report Contents” by clicking on ‘Select All’.
7. Click ‘Generate Report’ button. A white tool box appears with all the listed actions. Click ‘Print’ action to print the report for all.

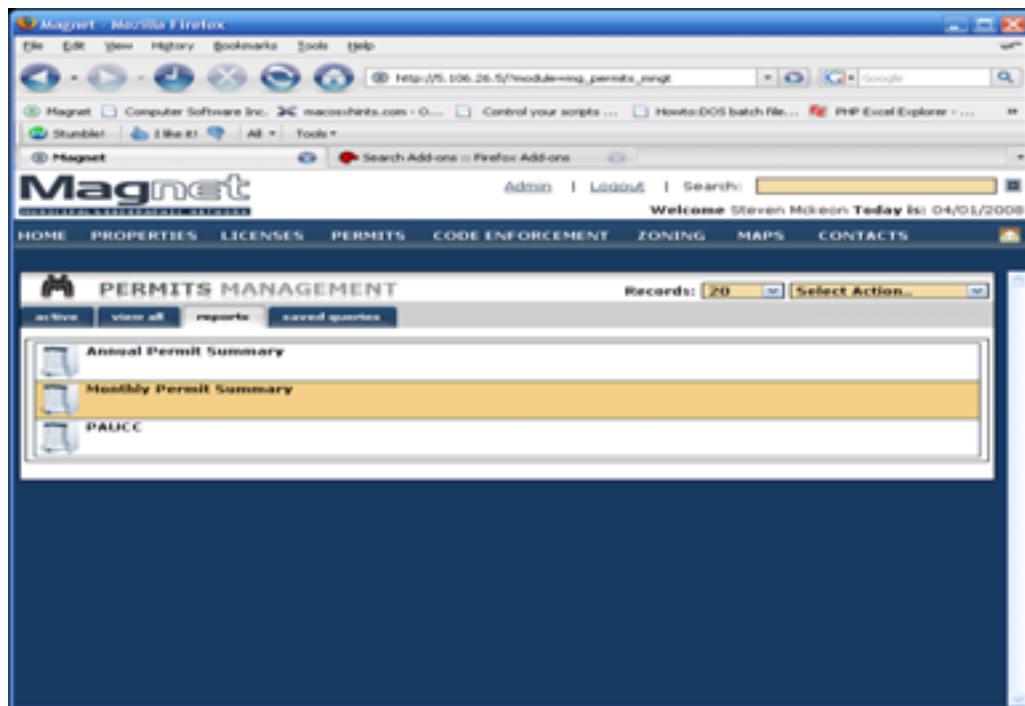


8. Click Cancel to cancel the action.

# MAGNET 2.1

## 1.11.2 Print Permit Report Monthly

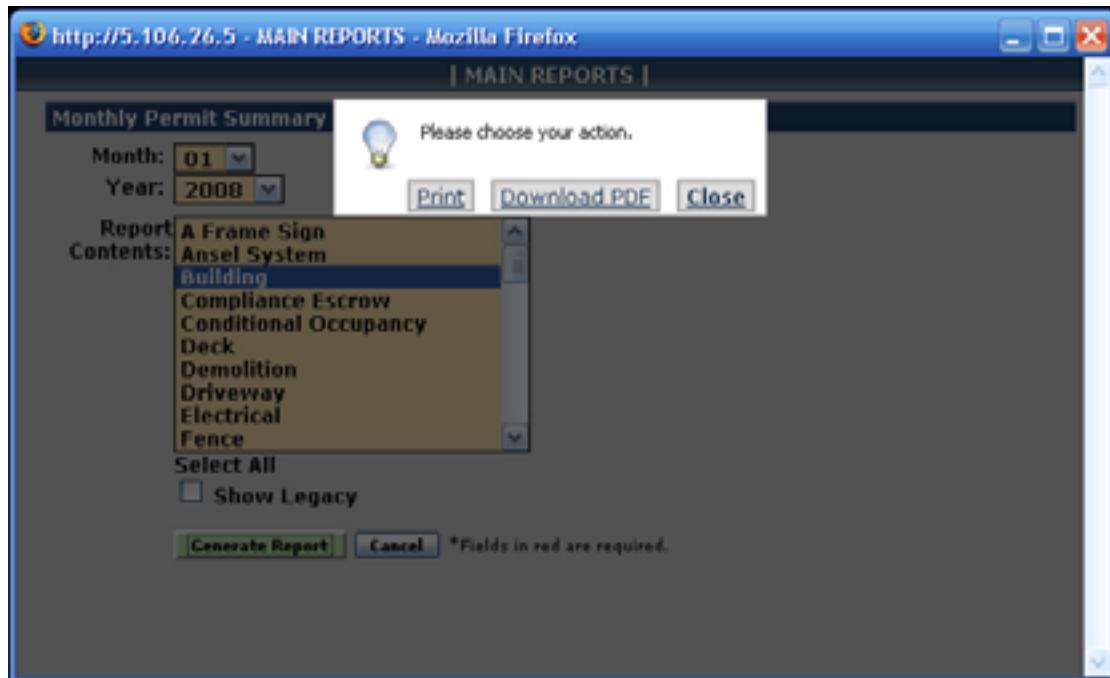
1. Open Magnet and Log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on reports tab.
3. Select 'Monthly Permit Summary'. Monthly summary - Allows you to select a month, year and permit type.



4. A new screen opens with monthly permit summary. Select month and year.

A screenshot of a Mozilla Firefox browser window titled 'http://5.106.26.5 - MAIN REPORTS - Mozilla Firefox'. The main content area is titled 'Monthly Permit Summary'. It contains fields for 'Month' (set to '01') and 'Year' (set to '2008'). Below these are dropdown menus for 'Report Contents' which list various permit types: 'A Frame Sign', 'Ansel System', 'Building', 'Compliance Escrow', 'Conditional Occupancy', 'Deck', 'Demolition', 'Driveway', 'Electrical', and 'Fence'. There is also a 'Select All' checkbox and a 'Show Legacy' checkbox. At the bottom are 'Generate Report' and 'Cancel' buttons, with a note '\*Fields in red are required.'.

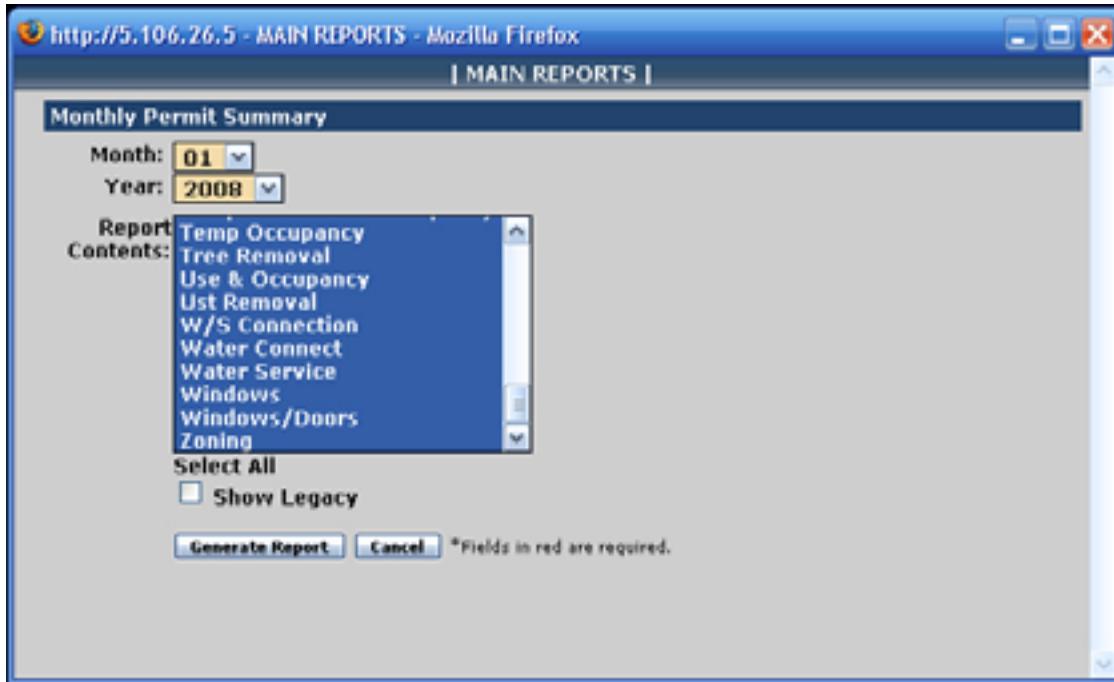
5. Select any one ‘Report contents’ say ‘building’. Click ‘Generate Report’ button. A white tool box appears with all the listed actions. Click ‘Print’ action to print the report.



## MAGNET 2.1

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6. You can also select all “Report Contents” by clicking on ‘Select All’.
7. Click ‘Generate Report’ button. A white tool box appears with all the listed actions. Click ‘Print’ action to print the report for all.



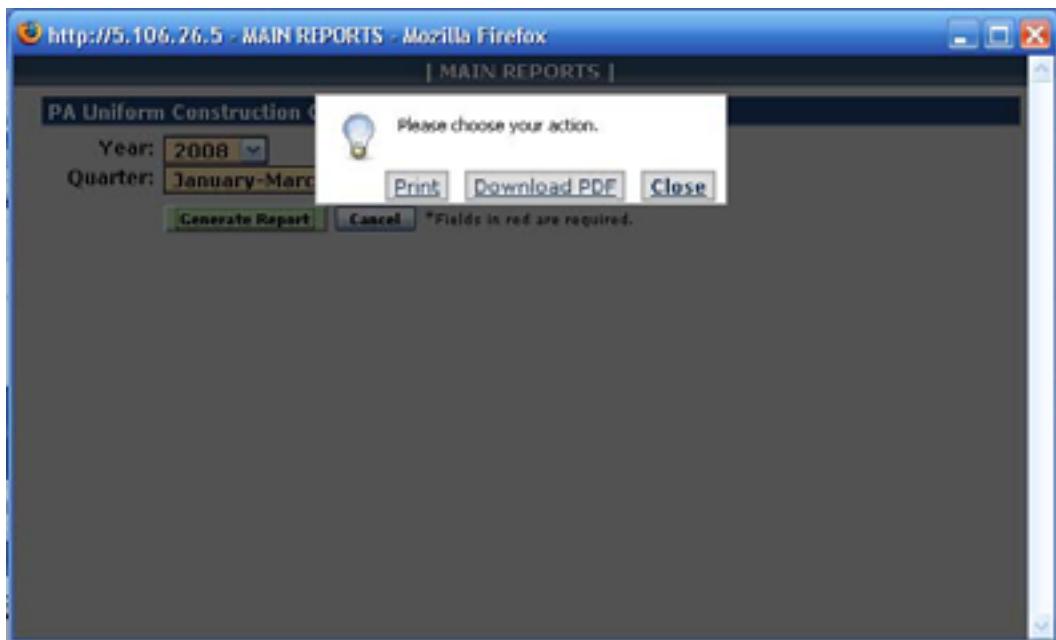
8. Click Cancel to cancel the action.

### 1.11.3 Print Permit Report PAUCC

1. Open Magnet and Log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Click on reports tab.
3. Select 'PAUCC'. Monthly summary - Allows you to select year or quarter.
4. A new screen opens with PA Uniform Construction Code. Select year and quarter.



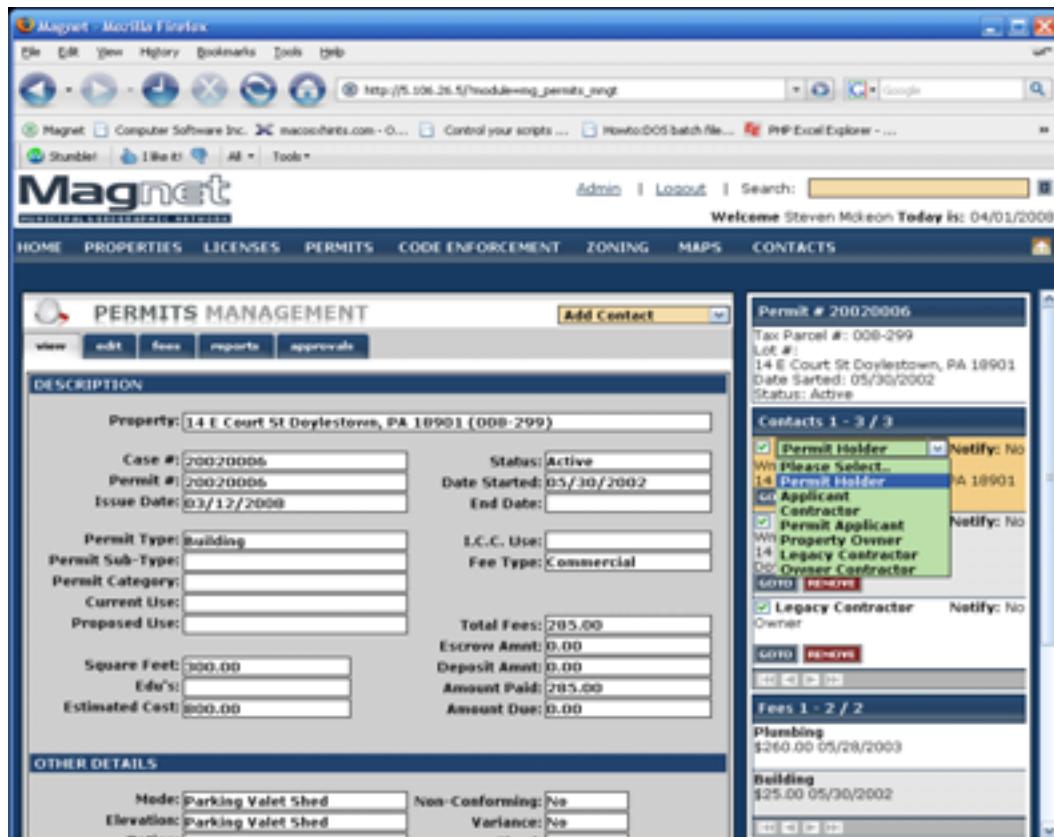
5. Click on 'Generate Report' button. A white tool box appears with all the listed actions. Click 'Print' action to print the report.



6. Click Cancel to cancel the action.

## 1.12 Edit RHS Contacts

1. Open Magnet and Log in.
2. Click on Permits tab. Find the permit by typing in permit number or tax id or address and select the best choice then hit filter. Remain in view tab.
3. Under Contacts on RHS, click on Permit Holder. Select Permit Holder from the dropdown. The drop down list different categories of the contacts.



## MAGNET 2.1

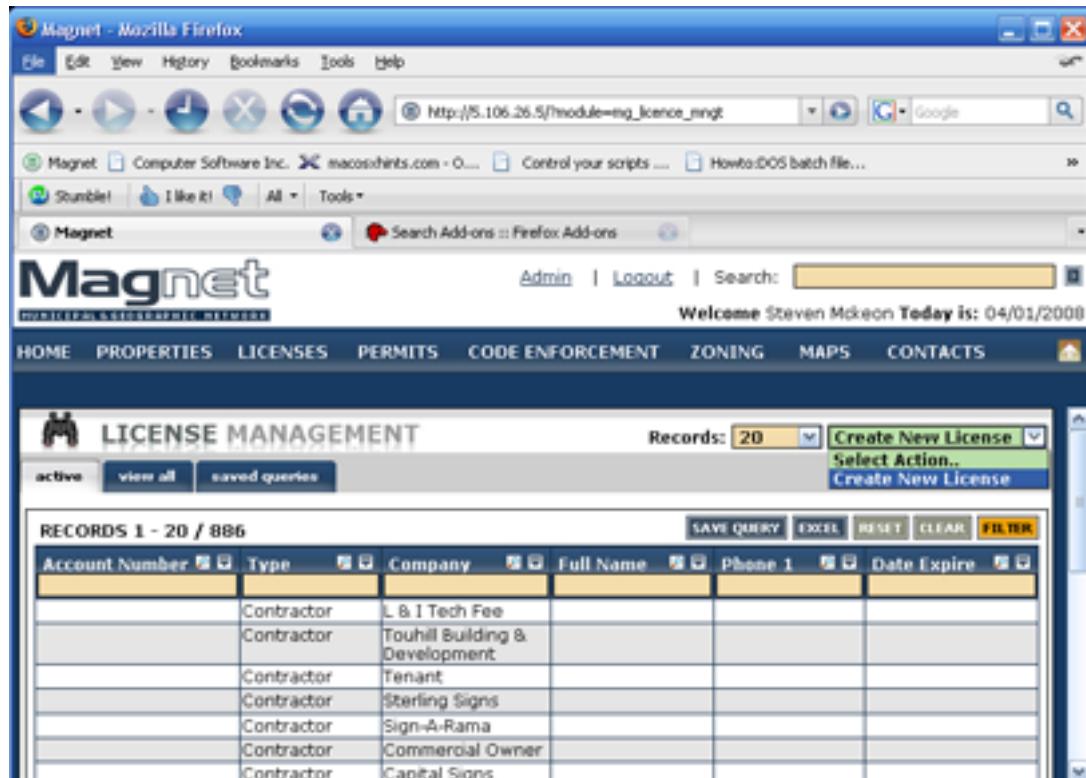
4. Click on Notify on RHS under Contacts Section. Select the way of notification from the drop down. If you don't want to notify, select 'No'.

The screenshot shows the Magnet software interface. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, Help, and a toolbar with various icons. Below that is a browser-style address bar showing the URL [http://5.106.26.5/module=mq\\_permits\\_mngt](http://5.106.26.5/module=mq_permits_mngt). The main header says "Magnet" and "PERMITS MANAGEMENT". The navigation menu includes HOME, PROPERTIES, LICENSES, PERMITS, CODE ENFORCEMENT, ZONING, MAPS, and CONTACTS. On the right, there's an "Admin" link, a "Logout" button, and a search bar. A welcome message says "Welcome Steven McKeon Today is: 04/01/2008".  
  
The central part of the screen is the "PERMITS MANAGEMENT" form. It has sections for "DESCRIPTION" and "OTHER DETAILS". In the "DESCRIPTION" section, fields include Property (14 E Court St Doylestown, PA 18901 (008-299)), Case # (20020006), Permit # (20020006), Issue Date (03/12/2008), Permit Type (Building), Permit Sub-Type, Permit Category, Current Use, Proposed Use, Square Feet (300.00), Ed'sc, Estimated Cost (300.00), Status (Active), Date Started (05/30/2002), End Date, I.C.C. Use, Fee Type (Commercial), Total Fees (\$205.00), Escrow Amt (\$0.00), Deposit Amt (\$0.00), Amount Paid (\$205.00), and Amount Due (\$0.00).  
  
On the right side, there's a "CONTACTS" panel titled "Permit # 20020006". It lists a contact for Wm L & Lynn B Goldman Jr at 14 E Court St Doylestown, PA 18901, with options to "Email", "Text", or "Text & Email". Other contacts listed are "Applicant" (Wm L & Lynn B Goldman Jr) and "Legacy Contractor" (Notify: No). There are also sections for "Plumbing" and "Building".  
  
At the bottom left of the main form, there are buttons for "view", "edit", "fees", "reports", and "approvals".

## 2 Licenses

### 2.1 Creating a New License

1. Open Magnet and Log in.
2. Click on License Tab.
3. Select “Create New License” from Select Action box



## MAGNET 2.1

4. New screen opens- Enter all the data.
5. (Pink fields must be entered. Yellow fields are optional.)
6. Click 'Create New License' and the system will create it and bring you to it. Click Cancel to cancel the action.

The screenshot shows a web-based application window titled 'CONTRACTORS'. The form is divided into several sections:

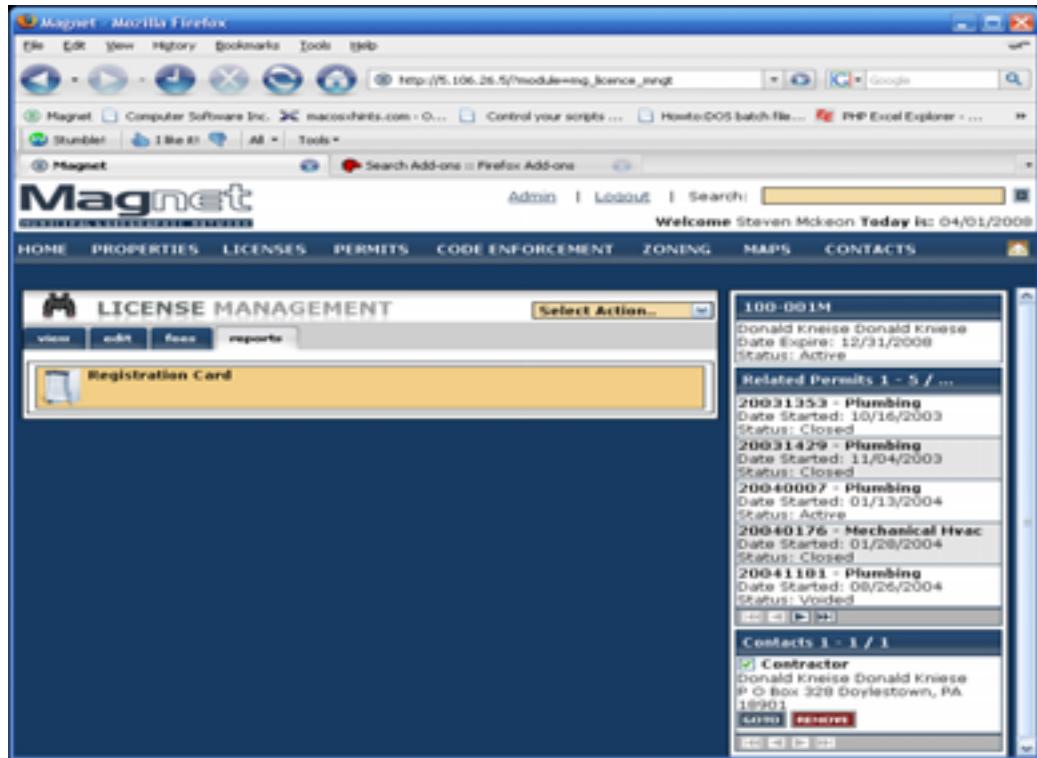
- Contractor**: Fields include Company (yellow), Vendor Group (yellow), Title (pink, required), First (pink, required), Middle (yellow), Last (pink, required), Surname (yellow), Work (yellow), Number (yellow), Street (yellow), Suite (yellow), City (yellow), State (yellow), Zip (yellow).
- Contact Type**: Owner (pink, required).
- Address Type**: Mailing (pink, required).
- Account Information**: Account # (yellow), Account Type (pink, required), Category (pink, required). Sub-fields include Fee (pink, required), Date Start (pink, required), and Date Expire (pink, required).
- Insurance 1**: Type (yellow), Name (yellow), Policy (yellow), Exempt (yellow). Sub-field includes Exp Date (yellow).

At the bottom are two buttons: 'Create New License' and 'Cancel'. A note states: '\*Fields in red are required.'

7. To Print – Go to reports tab on the main screen and click on registration card.

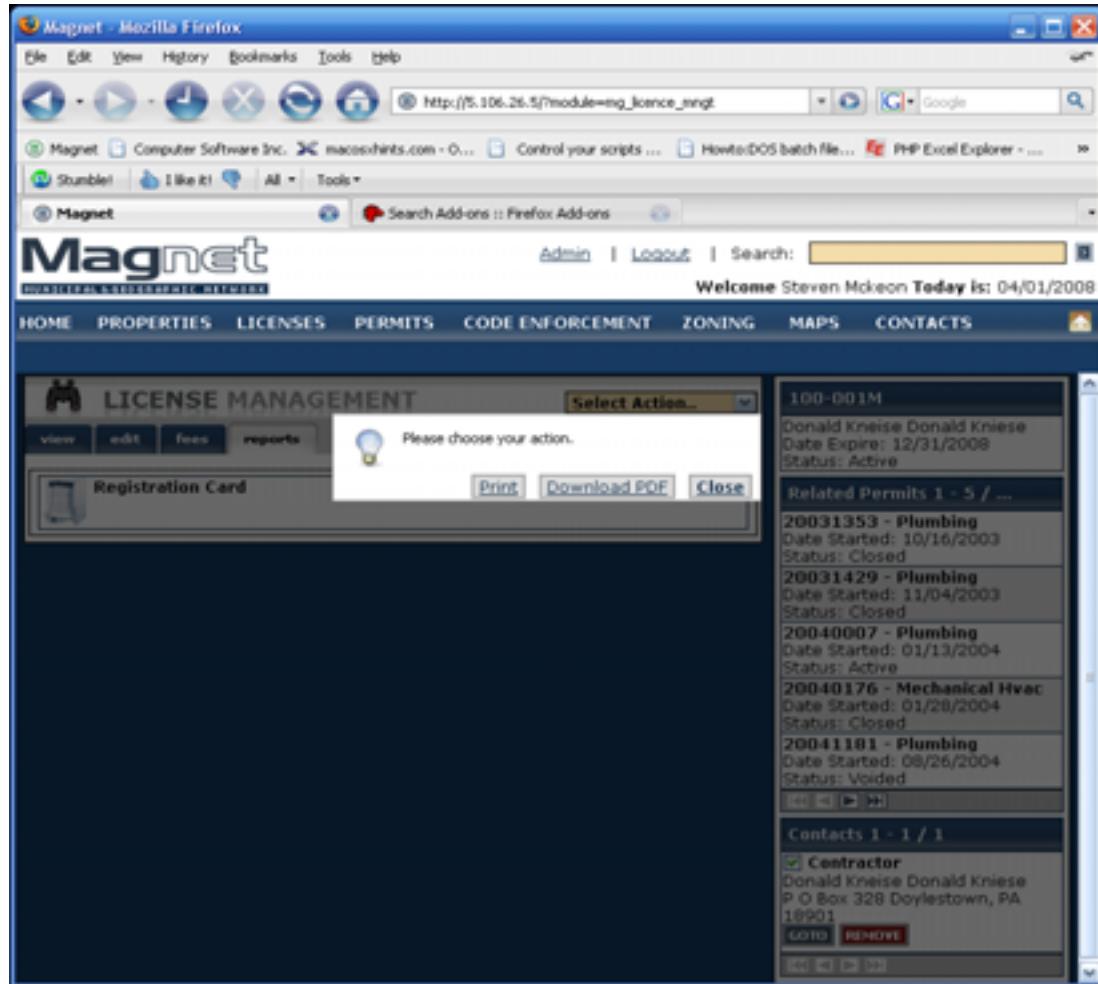
## 2.2 Print License Registration card

1. Open Magnet and Log in.
2. Click on License tab. Click on reports tab.



## MAGNET 2.1

3. Select Registration Card on the screen. A new screen opens with a white tool box listing the actions to be taken.
4. Choose the action 'Print' to print the report, 'Download' to download the pdf, 'Close' to close the box.



## 3 PROPERTIES

### 3.1 Creating a New Property

1. Open Magnet and Log in.
2. Click on Properties tab. Select “Create New Property” from ‘Select Action’ drop down box.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://5.106.26.5/module=mgt\_properties\_mngt". The main content area is titled "PROPERTY MANAGEMENT". At the top right, there is a dropdown menu labeled "Select Action..." with options: "Select Action..", "Create New Property", and "Map List!". Below this is a toolbar with buttons for "SAVE QUERY", "EMAIL", "RESET", "CLEAR", and "FD SEARCH". A message "Welcome Steven McKeon Today Is: 04/01/2008" is displayed. The main table has columns: Tax ID, Unit Numbr, Number, Street, Full Address, and Contacts. The table contains 11 rows of property data. The last row is expanded to show detailed information.

RECORDS 1 - 20 / 3332					
Tax ID	Unit Numbr	Number	Street	Full Address	Contacts
002-001		635	N Main St	635 N Main St Doylestown, PA 18901	North Main Street Partners Lp 004-107 215-348-5508
002-002	Cycle Sports	641	N Main St	641 N Main St Cycle Sports Doylestown, PA 18901	Cutting Edge Properties Llc
002-003		651	N Main St	651 N Main St Doylestown, PA 18901	T F Partners Lp
002-004		17	Mercer Ave	17 Mercer Ave Doylestown, PA 18901	Vera E Dewitt
002-005		659	N Main St	659 N Main St Doylestown, PA 18901	John J B Gerbrude M Hance
002-006		671	N Main St	671 N Main St Doylestown, PA 18901	Nodich Real Est Inv Llc
002-007		697	N Main St	697 N Main St Doylestown, PA 18901	Clyde P Histand
003-001		210	School La	210 School La Doylestown, PA 18901	Doylestown Boro
003-002				375 W Court St Doylestown, PA 18901	C B West High School
003-003	Lenape Middle School	313	W State St	313 W State St Lenape Middle School Conestown, PA 18901	Cb Joint School Auth
003-003-001	Central Bucks	315	W State St	315 W State St Central	Awko Partners

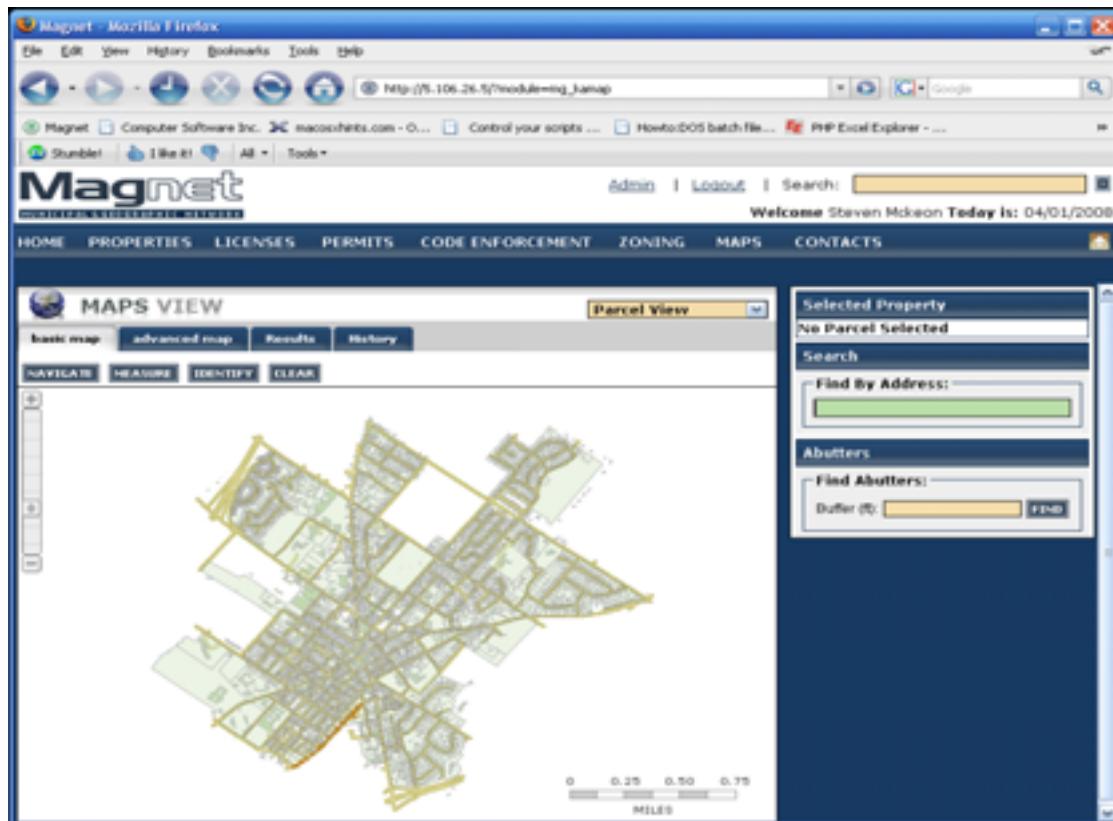
## MAGNET 2.1

3. A new screen opens-Enter all the data(Pink fields must be filled in. Yellow fields are optional).
4. Click 'Create New' button to create a new property. Click Cancel to cancel the action.

The screenshot shows a web-based application window titled 'PROPERTIES'. The main title bar says 'http://5.106.26.5 - PROPERTIES - Mozilla Firefox'. The window has a dark blue header bar with the title 'PROPERTIES' in white. Below this is a light gray content area with a dark blue border. The content area is labeled 'Property' at the top left. It contains several input fields grouped into two columns. The left column includes 'Tax Parcel #' (pink), 'Unit #' (yellow), 'Number' (yellow), 'Street' (yellow), 'Suite' (yellow), 'Address 3' (yellow), 'City' (yellow), 'State' (yellow with a dropdown arrow), and 'Zip' (yellow). The right column includes 'Lot Number' (pink), 'Lot Size' (yellow), 'Deed Book' (yellow), 'Deed Page' (yellow), 'Plan Book' (yellow), 'Plan Page' (yellow), 'Rec District' (yellow), 'Available Land' (yellow), and 'Avail Building' (yellow). Below these columns are dropdown menus for 'Subdivision Name' (yellow) and 'Land Uses' (pink), both set to 'Please Select...'. There is also a dropdown menu for 'Zoning Type' (pink). At the bottom of the form are two buttons: 'Create New' (blue) and 'Cancel' (gray). A note below the buttons states '\*Fields in red are required.'

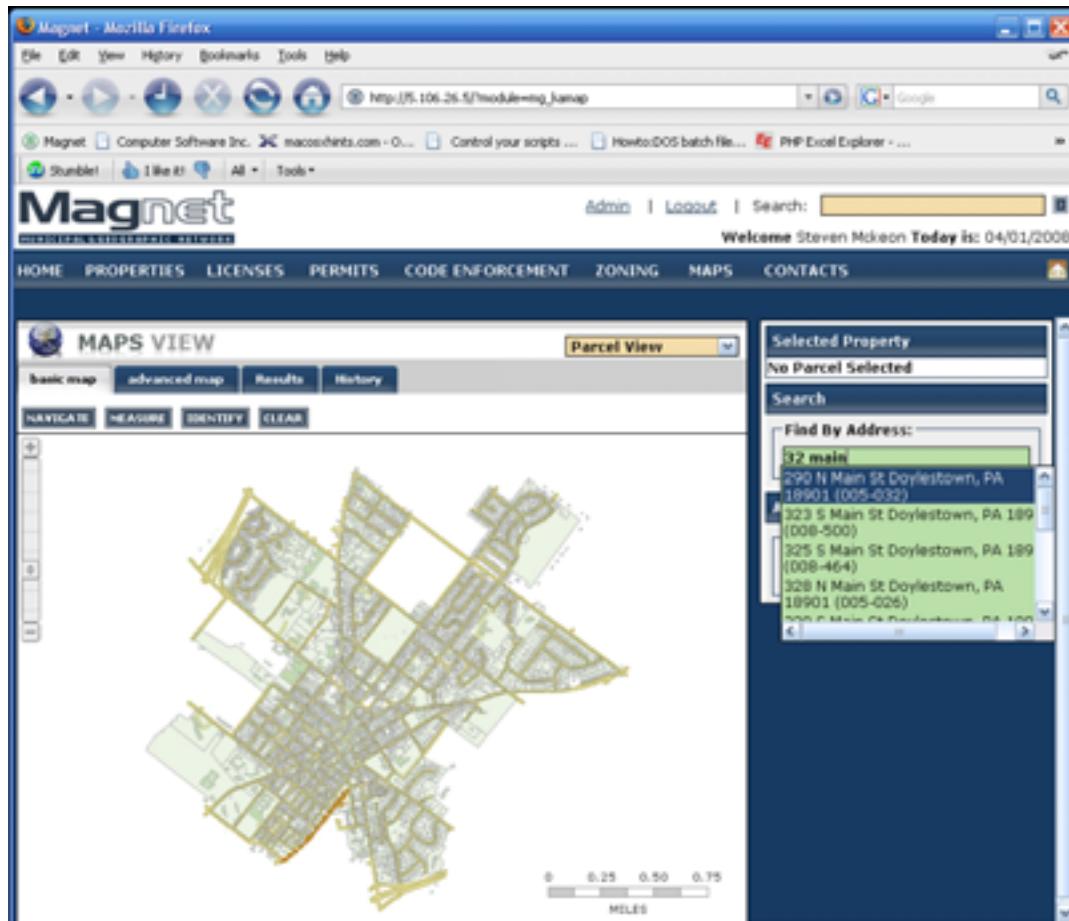
## 4 Mapping

1. Open Magnet and log in.
2. Click on Maps tab.
3. A screen is opened with a map view.



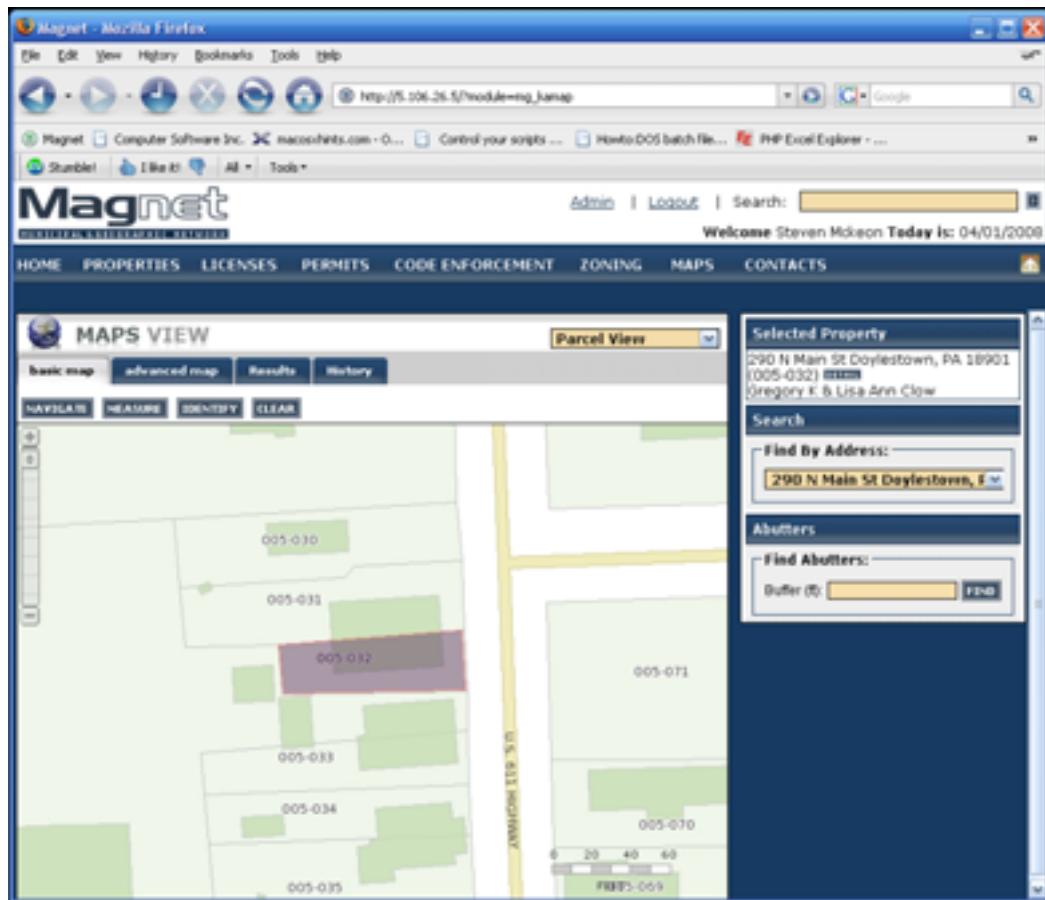
## MAGNET 2.1

4. Select the address by typing in as much of address as you know. Look at the choices that come up and select one



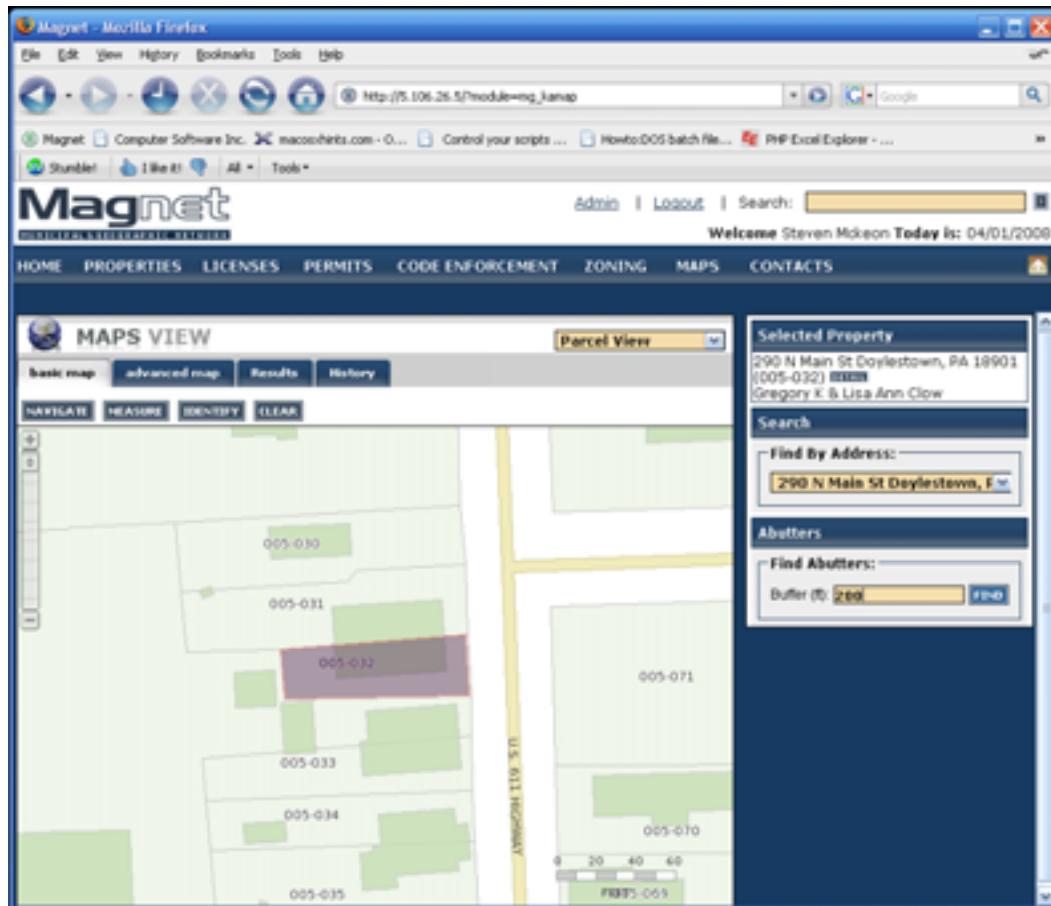
## MAGNET 2.1

5. The map changes with the property highlighted in purple and the property address under 'Selected Property' section.



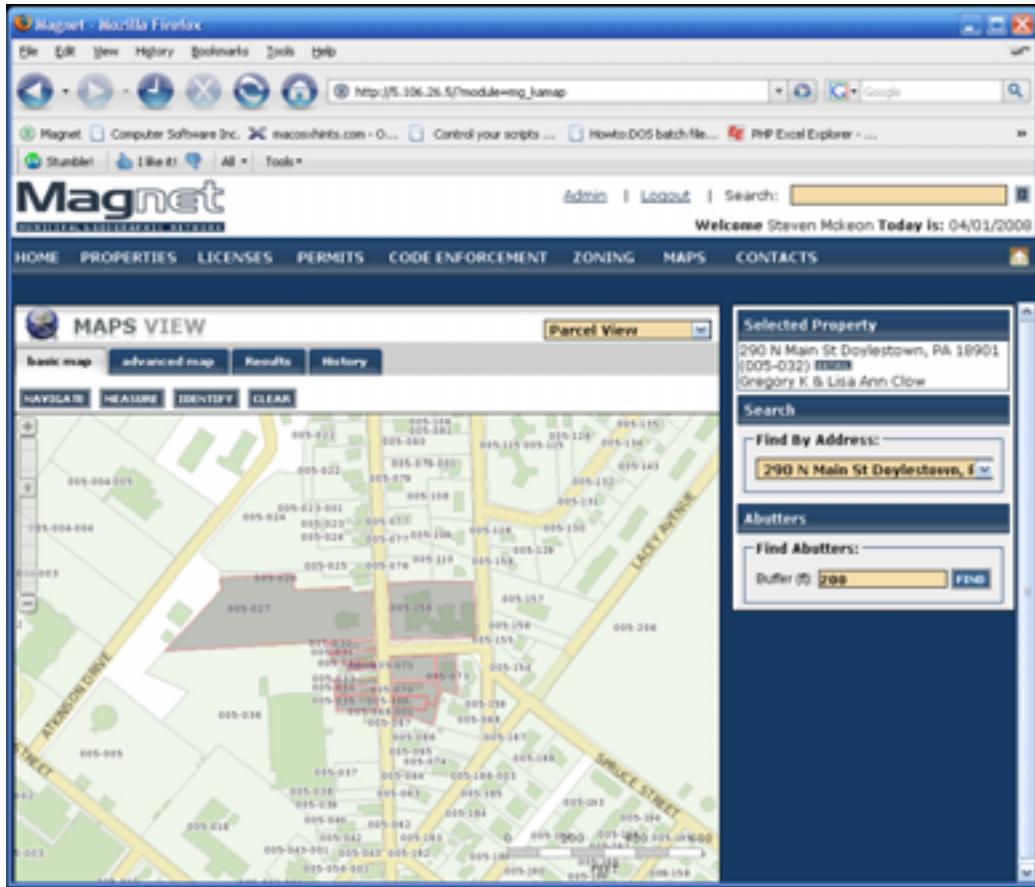
## MAGNET 2.1

6. Enter the value –say200 ft-in ‘Buffer’ under the ‘Abutters’ section to find out all the properties under 200 ft of that property.



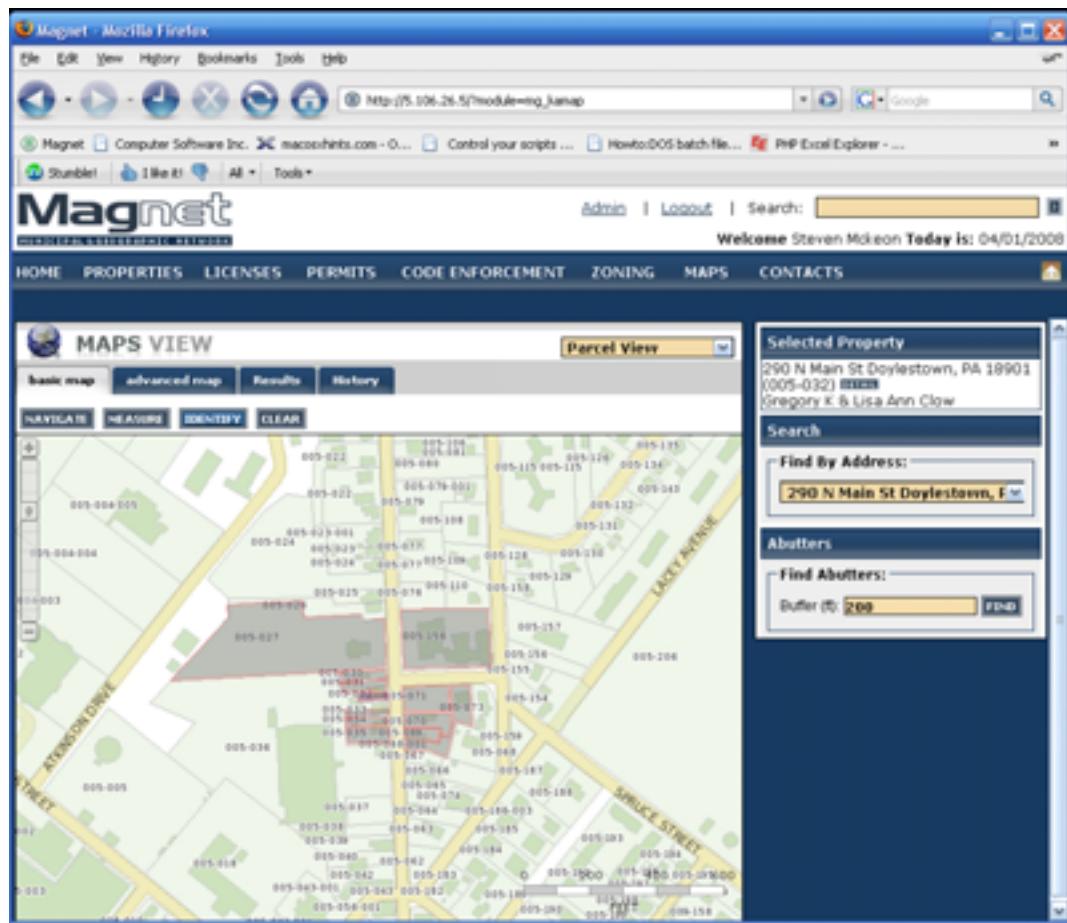
# MAGNET 2.1

7. The map changes with all the properties under 200 ft and highlighted in grey.



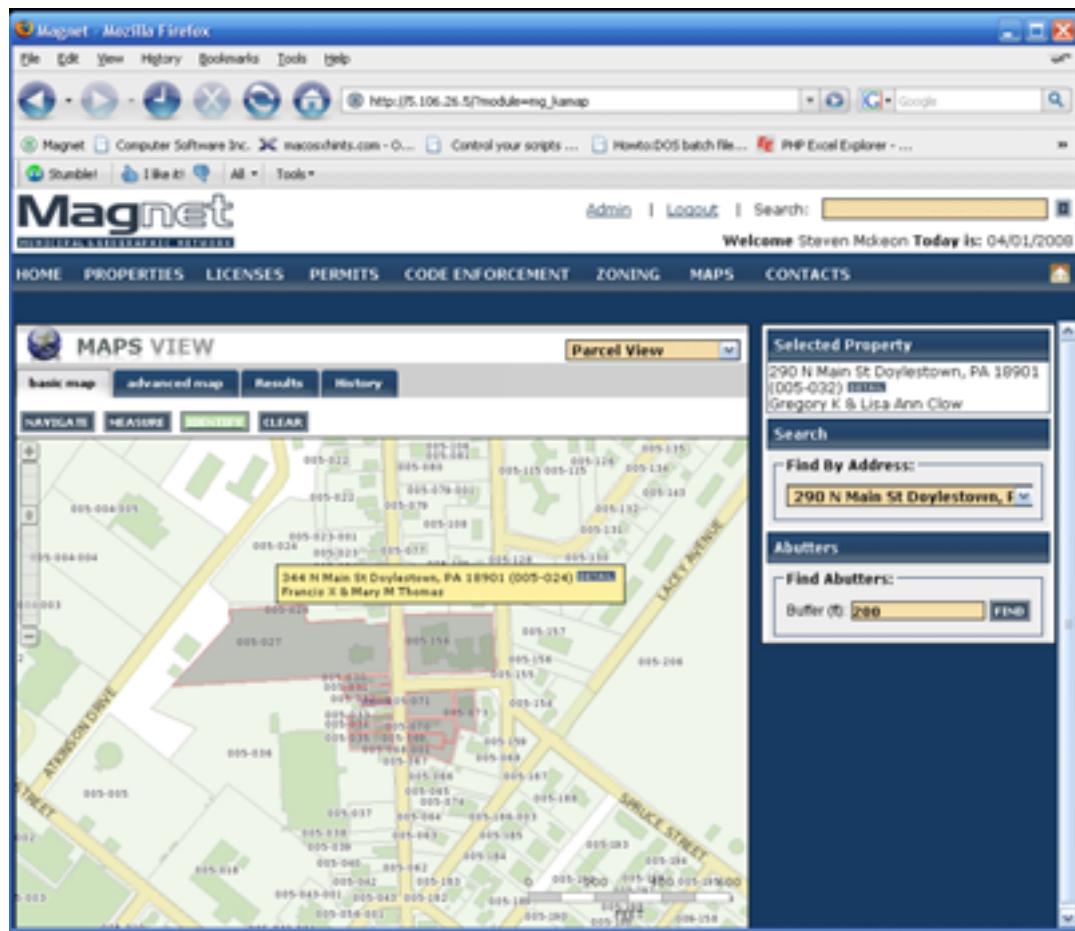
## MAGNET 2.1

8. Click the 'Identify' button on the top of the map.



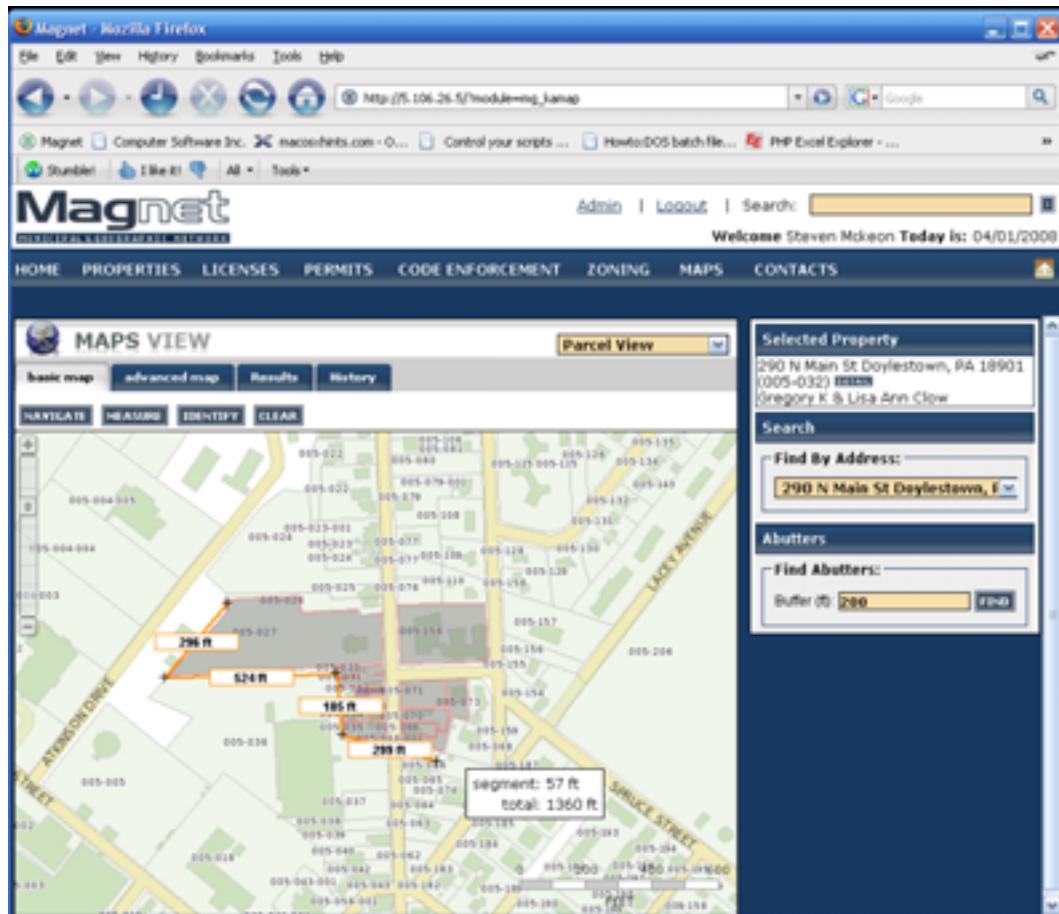
## MAGNET 2.1

9. Then go to any property and you can see a yellow toolbox with the property information and number. To see the property detail, click the small 'Detail' button on the yellow tool box.



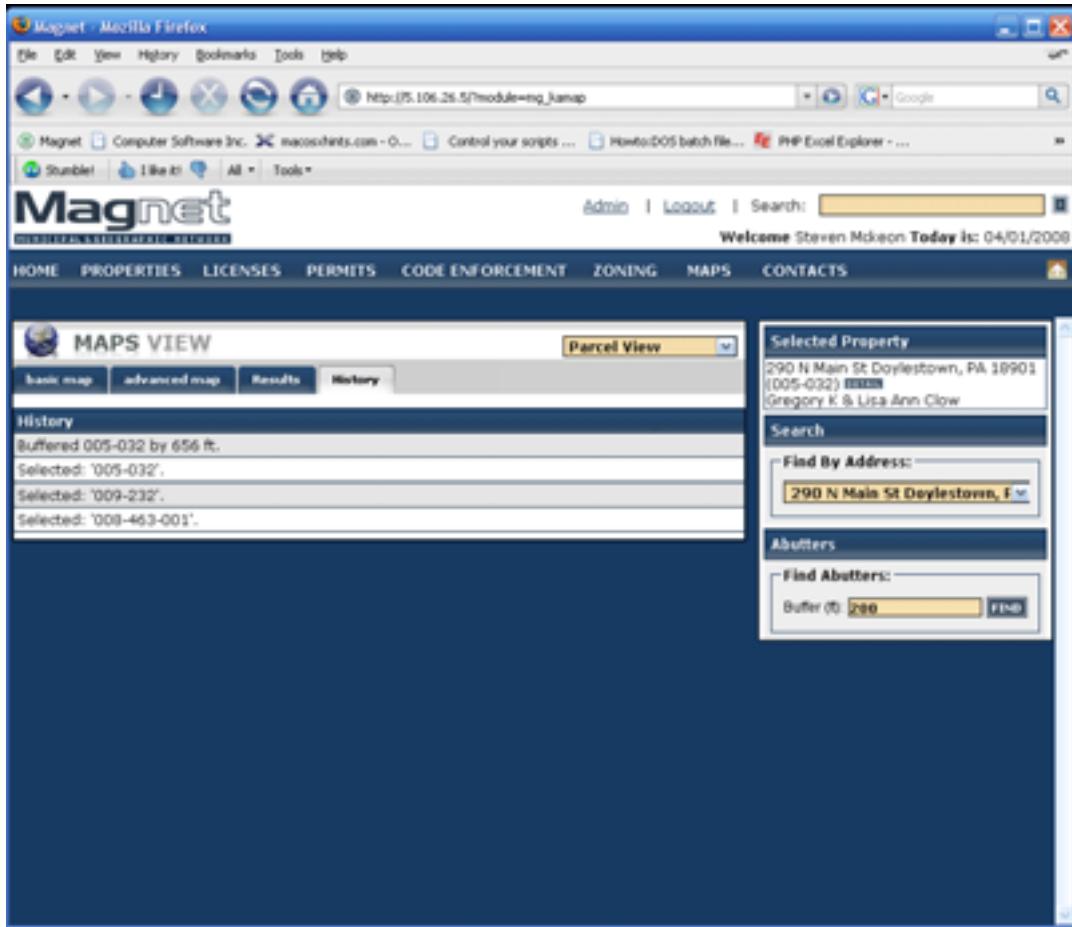
## MAGNET 2.1

10. Click the 'Measure' button on top of the map to measure the property. Click on any end of the grey colored area and drag it to the other end. The result is displayed in white tool box with the exact measurements.



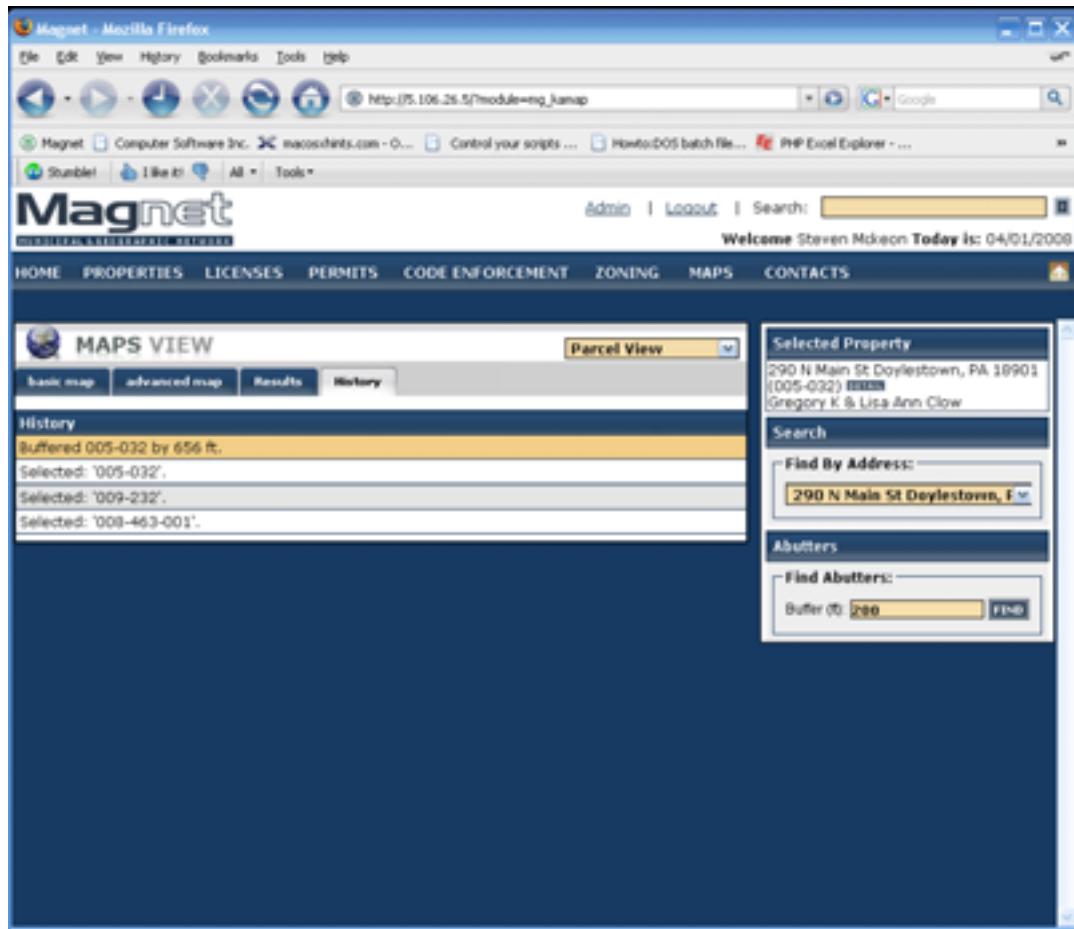
## MAGNET 2.1

11. Click on the 'History' tab to see the history of all the operations done for that particular property.



## MAGNET 2.1

12. Click on any row in the History tab to see the map details for that row.



## MAGNET 2.1

13. Click on 'Results' tab to see the results of the operations and print the report. Select 'Print Report' from 'Select Action' drop down box.

The screenshot shows the Magnet software interface in Mozilla Firefox. The title bar reads "Magnet - Mozilla Firefox". The main menu includes File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL "http://172.16.26.5/module=mg\_mainap". The toolbar includes Back, Forward, Stop, Refresh, Home, and Search buttons. The status bar at the bottom right says "Welcome Steven McKeon Today is: 04/01/2008".

The main content area is titled "MAPS VIEW" and displays a list of selected properties. The "Parcel View" dropdown is set to "Results". Below it, there are tabs for "Basic map", "advanced map", "Results" (which is selected), and "History". A "Selected Property" section on the right shows "290 N Main St Doylestown, PA 18901 (005-032) [edit] [list]" and "Gregory K. & Lisa Ann Clow".

The "Select Action" dropdown menu is open, showing options: "Select Action...", "Generate Letters", "Print report" (which is highlighted in blue), and "Mailing Labels".

The list of selected properties includes:

- 005-032 - 290 N Main St Doylestown, PA 18901
- 005-030 - 296 N Main St Doylestown, PA 18901
- 005-031 - 294 N Main St Doylestown, PA 18901
- 005-033 - 284 N Main St Doylestown, PA 18901
- 005-034 - 282 N Main St Doylestown, PA 18901
- 005-035 - 272 N Main St Doylestown, PA 18901
- 005-060-001 - 279 N Main St Doylestown, PA 18901
- 005-069 - 275 N Main St Doylestown, PA 18901
- 005-070 - 285 N Main St Doylestown, PA 18901
- 005-071 - N Main St Doylestown, PA 18901
- 005-072 - 302 Spruce St Doylestown, PA 18901
- 005-077 - 318 N Main St Doylestown, PA 18901
- 005-156 - 301 N Main St Doylestown, PA 18901

At the bottom of the results list are navigation icons for first, previous, next, last, and share all results.

A "Search" section on the right allows finding by address ("Find By Address: 290 N Main St Doylestown, PA") and finding abutters ("Find Abutters: Buffer (0) [200] FIND").

## 5 Creating a New ‘U&O Permit’

1. Open Magnet and Log in.
2. Click on Permits tab. Select “U&O Permit Wizard” on the right side at the top.
3. A new screen opens up- Enter all the information. (Pink fields must be filled in. Yellow fields are optional).
4. Enter Fees.
5. Click ‘Create U&O Permit’ to create a new one. Click Cancel to cancel the action.

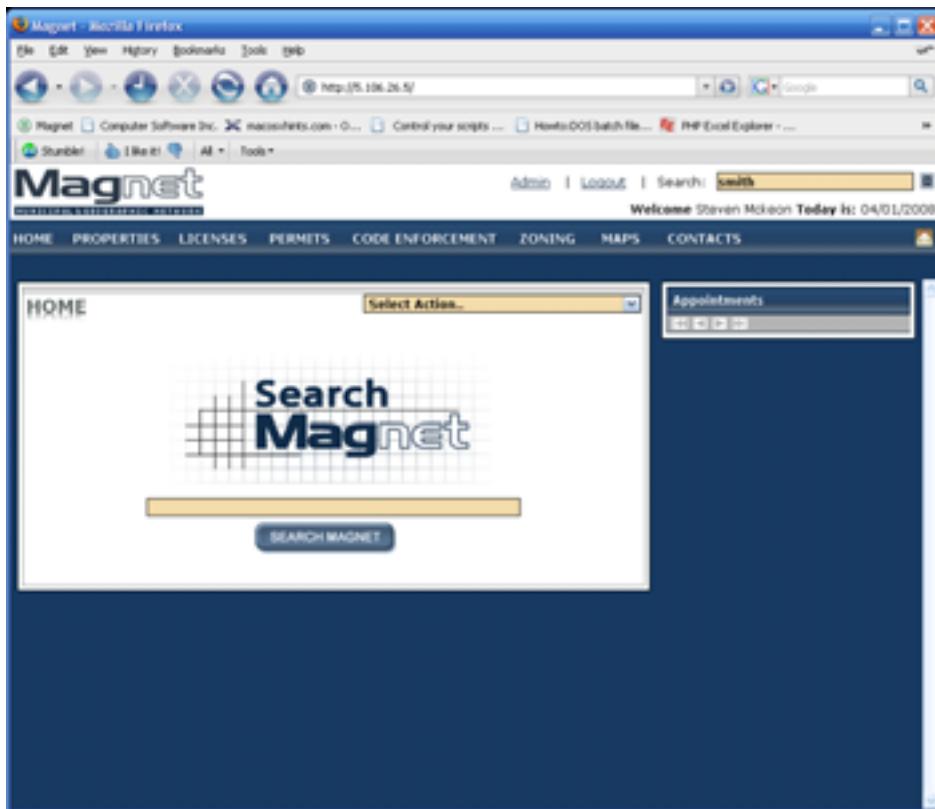
The screenshot shows a Mozilla Firefox browser window with the URL <http://5.106.26.5> and the title "MAIN TENANT". The page is titled "[ MAIN TENANT ]" and contains several sections for entering permit information:

- Property Information:** Fields include "Property" (pink) and "Unit" (yellow).
- Tenant:** Fields include "Company" (yellow), "First" (yellow), "Middle" (yellow), "Last" (pink), "Surname" (yellow), "Phone 1" (yellow), and "\*Email 1" (yellow). A checkbox for "Replace Tenant" is checked.
- Notes:** A long text input field for notes.
- Fees:** Fields include "Current Use" (pink dropdown), "Proposed Use" (pink dropdown), "I.C.C. Use" (yellow dropdown), "Fee Amount" (yellow), "Fee Date" (yellow), and "Paid By" (yellow).
- Enter U&O Application:** A checkbox is checked.
- Issue U&O Permit:** A checkbox is checked.

At the bottom, there are "Create U&O Permit" and "Close" buttons, and a note: "\*Fields in red are required." A footer message states: "\* Cell and Email 1 fields are required for Magnet Notifications."

## 6 Search

1. Open Magnet and Log in.
2. In Home, enter the keyword to be searched say 'Smith'. Click 'Search Magnet' button.



## MAGNET 2.1

3. Another page opens showing all matches for smith and keyword 'smith' in 'Search' textbox.

The screenshot shows a Microsoft Internet Explorer window displaying the Magnet software interface. The title bar reads "Magnet - Microsoft Internet Explorer". The address bar shows the URL "Http://25.106.26.5/". The search bar contains the word "smith". The main content area is titled "SEARCH MAGNET" and shows a list of search results. The results are as follows:

Result	Description
1	American Pride Electrical Jennifer Smith Po Box 1076 LenniTown, PA 19058 [contacts]
2	David A Schriener Kim & Peter Smith 1960 Bristol Rd Churchville, PA 18966 [contacts]
3	Decks 4 Less, Lic Roger Smith Po Box 50 Dublin, PA 18917 [contacts]
4	Goldsmith Associates Inc Gary Goldsmith 3 Lanwin Rd Cherry Hill, NJ 080034 [contacts]
5	Ges Contracting George Smith 6012 Groveland Rd Pipersville, PA 18947 [contacts]
6	Holcoring Locksmith & Central S William Crece Po Box 126 Holcraig, PA 18928 [contacts]
7	Homesmith Custom Homes Inc Sean Smith 342 Jefferson Ave Pottstown, PA 19464 [contacts]
8	Joseph P Cesenna Joseph Cesenna 248 Smithschool Road Perkasie, PA 18944 [contacts]
9	Kevin Smith Kevin Smith 9157 Mountain Top Road New Hope, PA 18938 [contacts]

## MAGNET 2.1

4. Click 'Properties tab'. It shows all the properties belonging to any one with last name Smith.

The screenshot shows a Mozilla Firefox browser window with the Magnet software running. The title bar says 'Magnet - Mozilla Firefox'. The address bar shows 'http://(192.168.26.1)'. The Magnet logo is at the top left. The top menu bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. A toolbar below has icons for back, forward, search, and other functions. The main content area has a 'SEARCH MAGNET' header with a search bar containing 'smith'. Below the search bar is a navigation menu with tabs: properties, subdivision, contractors, permits, inspections, requests, violations, zoning, and contacts. The main content area displays a list of search results:

Showing matches 1 - 20 from 23. Your search for <b>smith</b> returned the following results:	
<b>004-033-004</b>	Mary Beth Bradley & Kenneth Smith 225 N Franklin St Doylestown, PA 18901 properties
<b>004-129</b>	Jerald C & Joanne Smith 297 Union St Doylestown, PA 18901 properties
<b>004-270-001</b>	Michael Smith (Augenes) 63 N Hamilton St Doylestown, PA 18901 properties
<b>005-084-004</b>	S Elliot C Smith & Hardy Calkins Invest Co Pa Lp 333 N Broad St Doylestown, PA 18901 properties
<b>005-143-0C6</b>	Gloria Smith 333 Lacey Ave C6 Doylestown, PA 18901 properties
<b>005-185-001</b>	USA M & H Daniel Smith 34 Lacey Ave Doylestown, PA 18901 properties
<b>006-013</b>	Thomas J + Ruth E Smith 545 North St Doylestown, PA 18901

## MAGNET 2.1

5. Click on any property.

The screenshot shows a Mozilla Firefox browser window displaying the Magnet software interface. The title bar reads "Magnet - Mozilla Firefox". The address bar shows the URL "http://192.168.26.5/". The Magnet logo is at the top left, and the navigation menu includes "HOME", "PROPERTIES", "LICENSES", "PERMITS", "CODE ENFORCEMENT", "ZONING", "MAPS", and "CONTACTS". The user is logged in as "Admin". A search bar at the top right contains the text "smith". Below the search bar, a message says "Welcome Steven McKeon Today is: 04/01/2008". The main content area is titled "SEARCH MAGNET" and has a search bar with "smith". Below it is a grid of search results:

Result ID	Result Description
004-033-004	Mary Beth Bradley & Kenneth Smith 225 N Franklin St Doylestown, PA 18901 properties
004-128	Jerald C & Joanne Smith 297 Union St Doylestown, PA 18901 properties
004-270-001	Michael Smith (Agenies) 63 N Hamilton St Doylestown, PA 18901 properties
005-084-004	S Ellis,C Smith & S Hardy Calkins Invest Co Pa Lp 333 N Broad St Doylestown, PA 18901 properties
005-143-0C6	Gloria Smith 333 Lacey Ave C6 Doylestown, PA 18901 properties
005-185-001	Lisa M & H Daniel Smith 34 Lacey Ave Doylestown, PA 18901 properties
006-013	Thomas J & Ruth E Smith 540 North St Doylestown, PA 18901

## MAGNET 2.1

6. A new screen is opened with the property description.

The screenshot shows a Mozilla Firefox browser window titled "Magnet - Mozilla Firefox". The address bar shows "Magnet" and the URL "http://128.106.26.5/". The page title is "Magnet". The main content area displays a "PROPERTY MANAGEMENT" form. The "PROPERTY" section contains fields for Tax Parcel # (004-033-004), Unit #, Number, Street, Suite (225 N Franklin St), Address 3, City (Doylestown), State (PA), Zip (18901), Watershed, Total Value (\$0.00), Building Value (\$0.00), Land Value (\$0.00), Land Uses (RES,RA), Zoning Type (R-2), Overlay Zoning, and Historic (No). To the right of the property details are sections for "Last Updated" (06/03/2005), "Deed Book", "Deed Page", "Plan Book", "Plan Page", "Recreation District", "Available Land", "Available Building", "Subdivision", "Lat #", and "Lot Size". On the right side of the screen, there are two vertical panels: "Tax ID 004-033-004" listing the address 225 N Franklin St Doylestown, PA 18901, and "Contacts 1 - 1 / 1" showing one owner entry: Mary Beth Bradley & Kenneth Smith, address 225 N Franklin St Doylestown, PA 18901, phone 215-340-9936, with "GOTO" and "RECORD" buttons. Below these are sections for "Permits 1 - 5 / 10" listing permits 237 (Brs), 236 (Bell), 235 (Xre), 234 (Cea), and 233 (Bell), all with status "Closed". At the bottom left is a "CLASSIFICATIONS" section.

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