

HOW-TO: GENERATE A REPORT

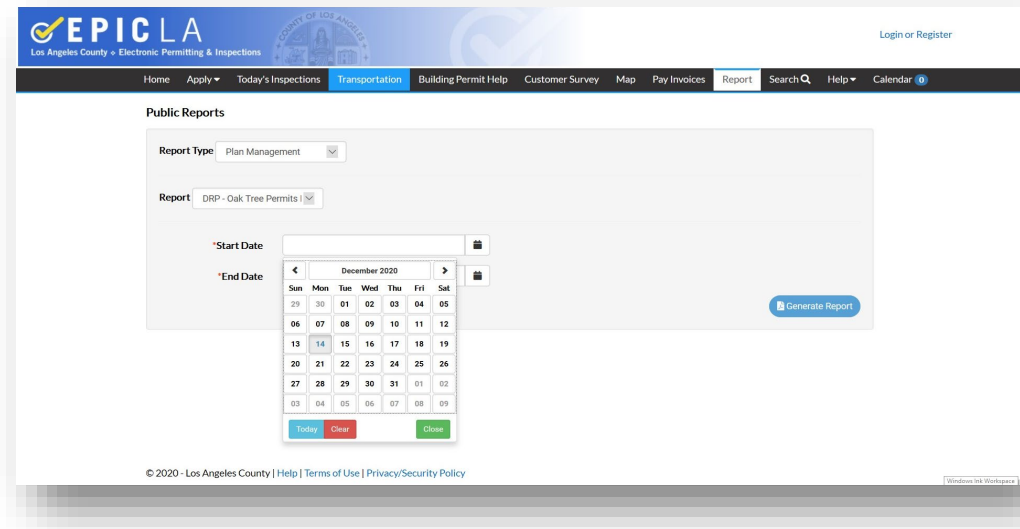
1. Under the “Report” Tab, select “Plan Management” under the “Report Type.”

The screenshot shows the EPICLA website interface. The navigation bar at the top includes links for Home, Apply, Today's Inspections, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. The 'Report' link is highlighted with a red circle. Below the navigation bar, the 'Public Reports' section is visible, featuring a 'Report Type' dropdown menu that is also highlighted with a red circle. A second 'Report' dropdown menu is located below it. The footer contains the text: © 2020 - Los Angeles County | Help | Terms of Use | Privacy/Security Policy.

2. Select the preferred report:

The screenshot shows the EPICLA website interface with the 'Report' dropdown menu expanded. The dropdown menu lists various report types, including: Acton CSD Filings, Agua Dulce CSD Filings, Antelope Valley Community Filings, Castaic Area CSD Filings, Juniper Hills CSD, LaCrescenta-Montrose CSD Filings, Leona Valley CSD Filings, Oak Tree Permits Filed (highlighted), Plans Filed SD1, Southeast Antelope Valley CSD Filings, Three Points Town Council Filings, and West Athens - Westmont CSD Filings. Below the dropdown menu, there is an 'End Date' field with a calendar icon. A 'Generate Report' button is located at the bottom right of the form. The footer contains the text: © 2020 - Los Angeles County | Help | Terms of Use | Privacy/Security Policy.

3. Select the date range for cases filed. (Note: This means that an application was filed within this time range.)



4. When a report is selected and the filing range has been identified, click the “Generate Report” button on the bottom left:

