# Fees and Charges Web Application Instructions



## 1. Table of Fees and Charges

This table by default shows all the fees and charges for the City of Sacramento. The columns can be sorted ascending or descending and resized by dragging the column in the header.

### 1.a. Search

To search for a specific fee or charge begin typing a key word into the search bar. For example, start typing in "Building" and a list will appear to select from.



### 1.b. Show Selection

When you've selected a record in the table, click this button to only show the selection. If no records are selected it is grayed out.

### 1.c. Clear Selection

This button deselects the current selection in the table. If no records are selected it is grayed out.

### 1.d. Refresh

Refreshes the table data.

### 1.e. Show/hide Columns

You can add or remove visible columns in the table by clicking this button and checking or unchecking the column name.  This can help make the width of the table smaller if you only need to see specific fields.

### 1.f. Actions

This gives you the option to export the table to a CSV or JSON file.  If there are records selected you will have the option to export only the selected records. This will download the file to your default browser downloads location.
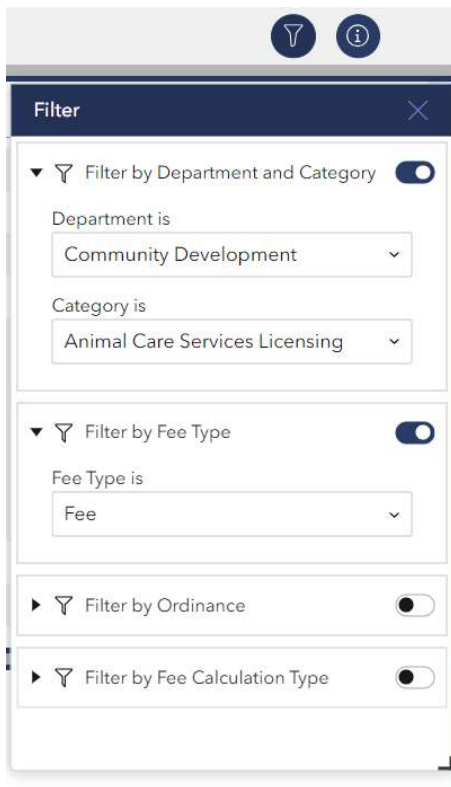
## 2. Feature Information

This section of the application displays additional information about the selected feature in the table.  You can scan through the records by clicking the arrows at the top of the box.

## 3. Attachments

If the selected record has any attachments that provide additional information, they will appear in this section.  Once the file is clicked, it will appear in a new browser tab.  From there you can print or download the file.

## 4. Filter



The filter tool gives you powerful options to filter the table by specific fields. The options are:

- Filter by Department and Category
- Filter by Fee Type
- Filter by Ordinance
- Filter by Fee Calculation Type

To enable a filter, click the switch button in the top right corner of the desired filter.

Next select from the drop down the specific information you would like to see.

For example, you can filter by Community Development Department, then by Animal Care Services Licensing to see all fees related to this category. You can then enable the filter for Filter by Fee Type, and filter for only Fees.  This narrows down the results in the table to for you to easily find what you are looking for.