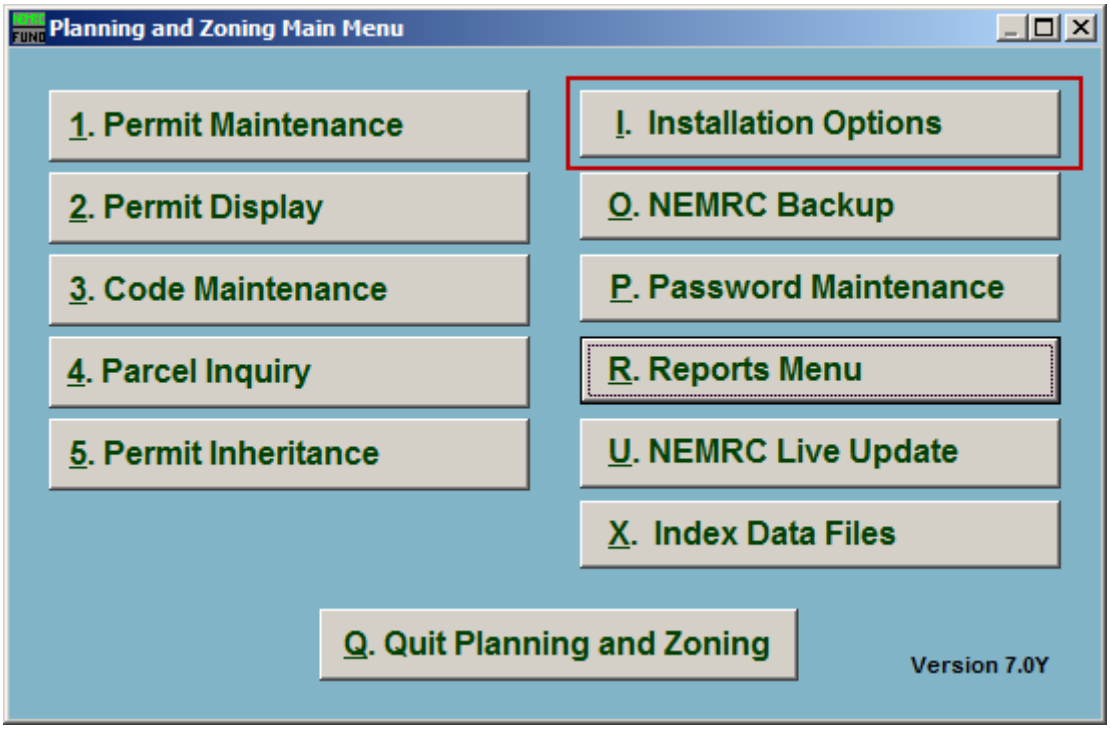
I. Installation Options

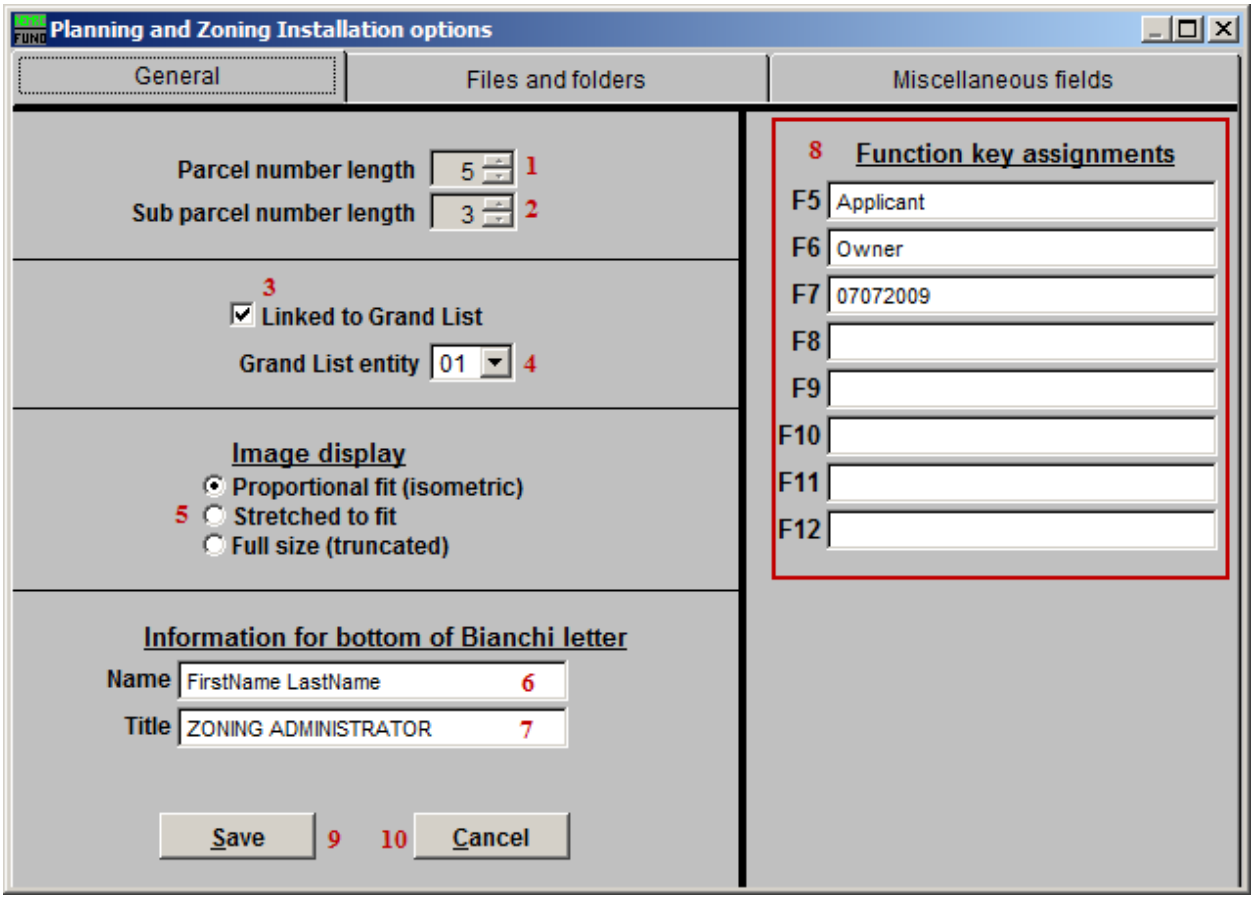


Click on “I. Installation Options” from the Main Menu and the following window will appear:

Planning/Zoning

Installation Options

The "General" tab



1. **Parcel number length:** Select the maximum length for Parcel numbers. The value should match the setting in the Grand List when linked.

2. **Sub parcel number length:** Select the maximum length for the Sub Parcel number. The value should match the setting in the Grand List when linked.

3. **Linked to Grand List:** Click to check this box if the Planning and Zoning module is to be linked to the Grand List module.

4. **Grand List entity:** Select the Grand List entity that this Planning and Zoning entity is to be linked to when item **3** has been checked.

5. **Image display:** Select whether the images in the reports are adjusted Proportionally, are stretched, or are cropped to fit on the page.

6. **Name:** This is the name that will appear on the bottom of the Bianchi letter.

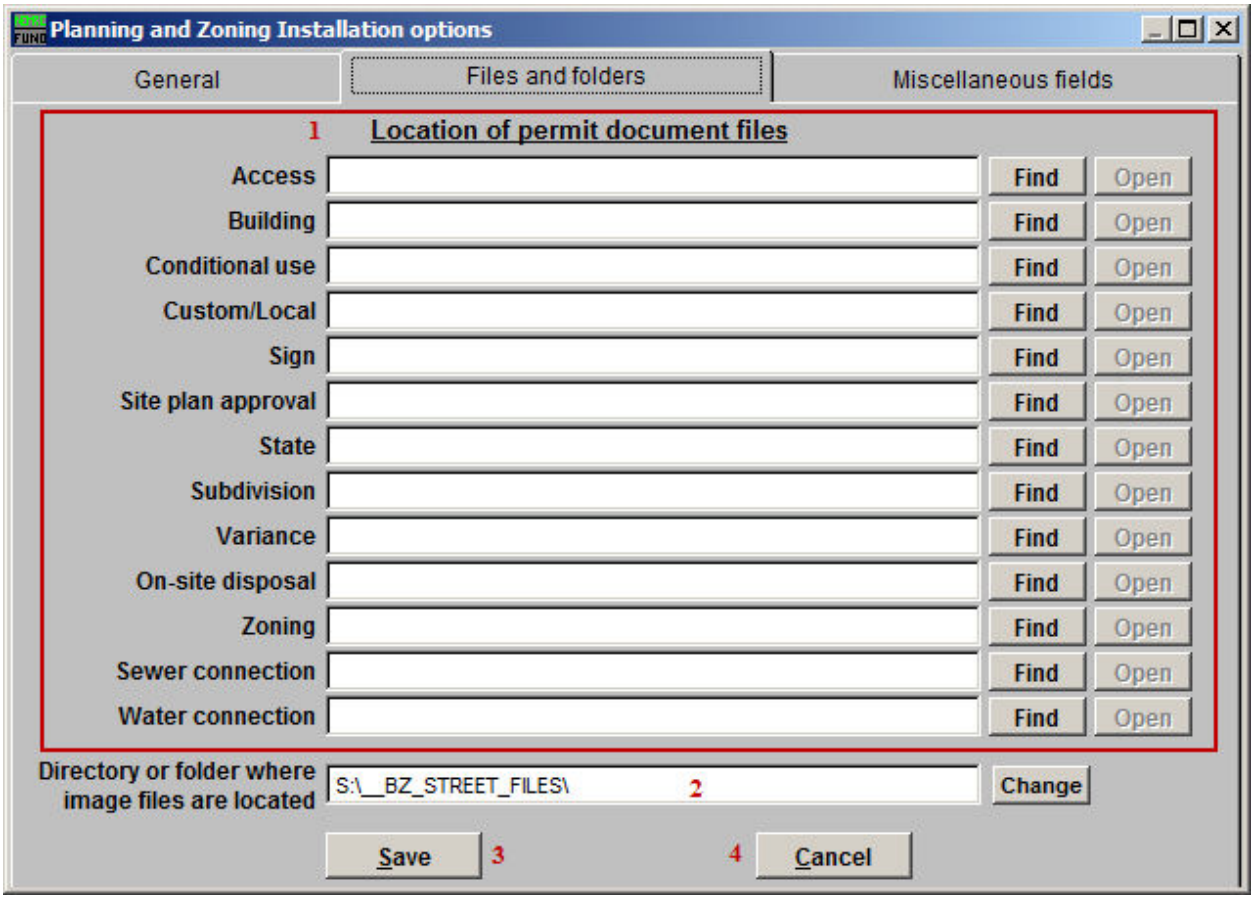
7. **Title:** This is the title of the person from item **6**.

8. **Function Keys:** Each of the F Key fields (F5-F12) is linked to the associated F-Key on your keyboard. In other words, when you hit the "F_" key on your keyboard, the text entered for that F-Key will appear.

9. **Save:** Click this button to save changes and return to the Main Menu.

10. **Cancel:** Click this button to cancel and return to the Main Menu without saving.

The “Files and Folders” tab



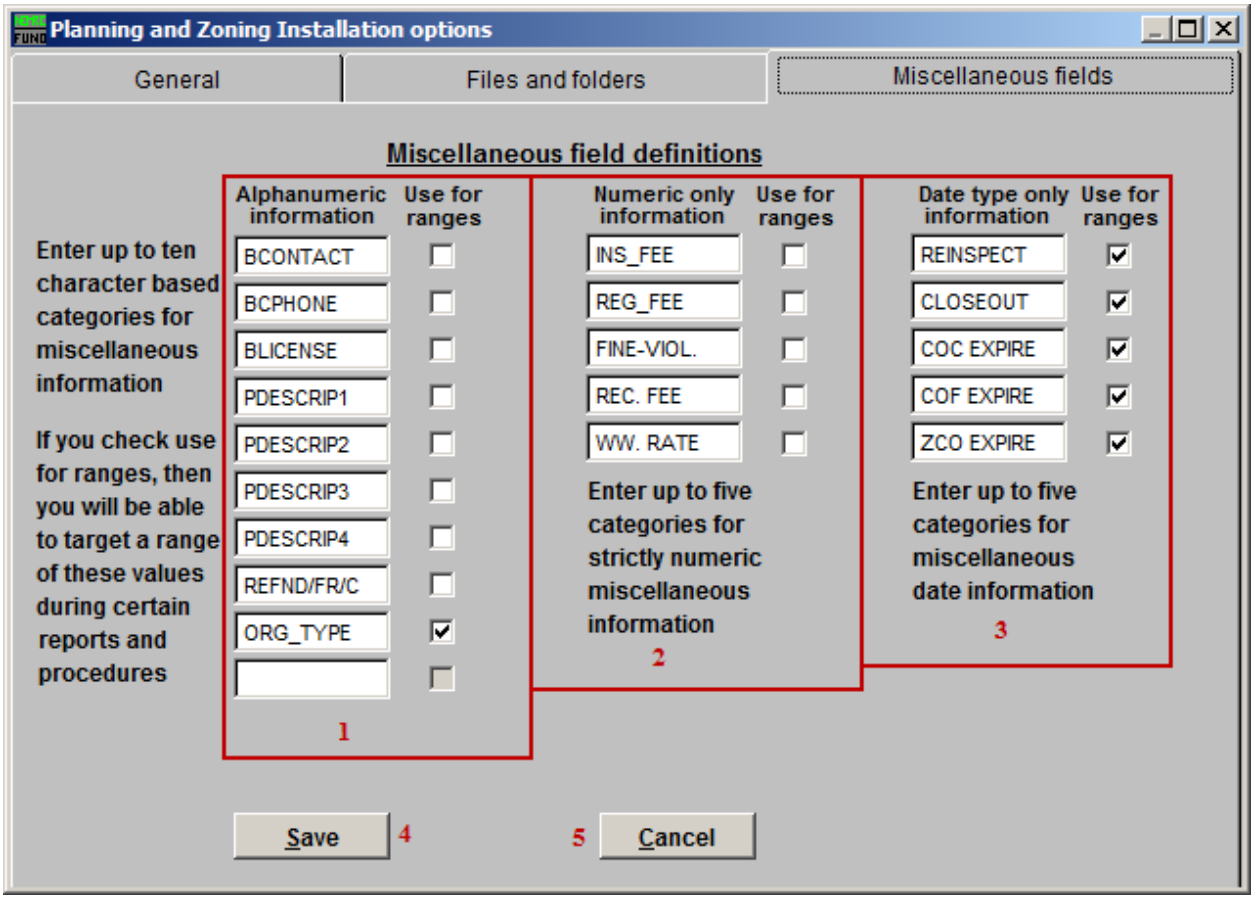
1. **Location of permit document files:** Use the “Find” buttons to locate where the Permit documents are on this computer.

2. **Directory or folder where image files are located:** Click “Change” to locate where the images used for the Permits are located.

3. **Save:** Click this button to save changes and return to the Main Menu.

4. **Cancel:** Click this button to cancel and return to the Main Menu without saving.

The “Miscellaneous Fields” tab



1. **Alphanumeric information:** Enter up to ten alphanumeric categories to keep track of for all Permits. Check the box next to the field to use the category as a Range when doing reports.

2. **Numeric only information:** Enter up to five numerical categories to keep track of for all Permits. Check the box next to the field to use the category as a Range when doing reports.

3. **Date type only information:** Enter up to five Date categories to keep track of for all Permits. Check the box next to the field to use the category as a Range when doing reports.

4. **Save:** Click this button to save changes and return to the Main Menu.

5. **Cancel:** Click this button to cancel and return to the Main Menu without saving.