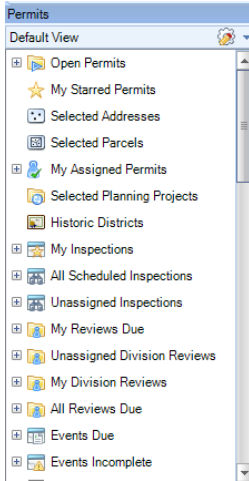


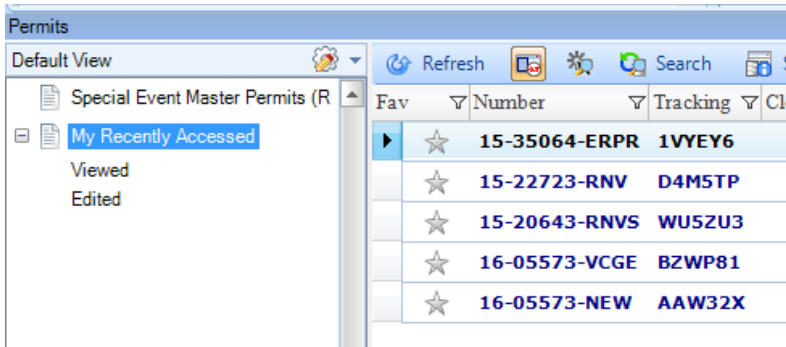
Return to Recently Viewed Items

How to return to permits/projects/licenses/violations that you've viewed or edited recently (i.e. since the last time you opened LAMA)

1. Go to the **Query Tree** (the section that looks like this):

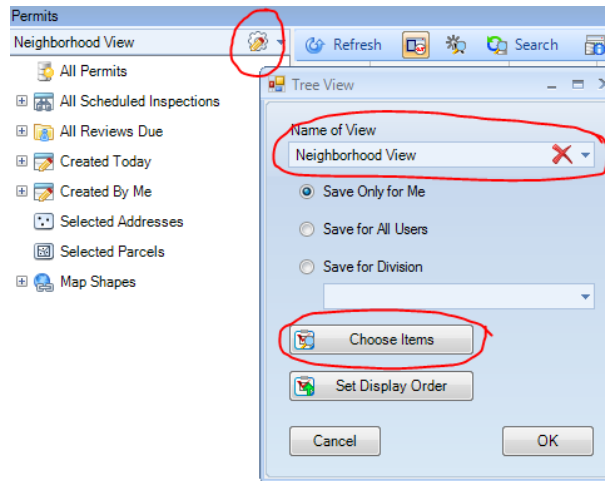


2. If you're using the **Default View**, scroll down the list of queries to "My Recently Accessed"

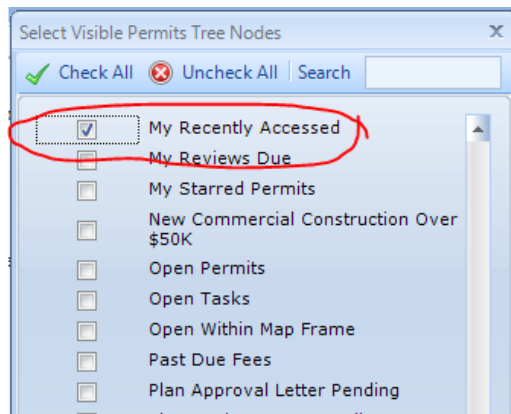


3. Selecting "My Recently Accessed" will show everything you've viewed and everything you've edited in the module you're using in the grid. By expanding the plus-sign next to "My Recently Accessed", you can select *only* items you've edited or *only* items you've viewed.
4. If you're using a custom view (you can tell because it won't say "Default View" above the query list), you will need to add "My Recently Accessed" to your view.
 - a. To create a new view or add to an existing view, first click on the gear wheel icon at the top of the query tree.
 - b. Next, either select a view from the drop-down list in "Name of View", or type in a new name. If you're not an administrator for the module you're using, "Save Only for Me" will be your only option.

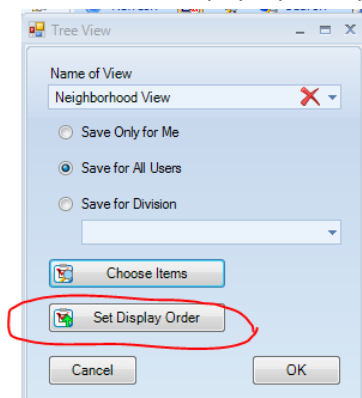
c. Then click “Choose Items”:



d. Scroll down to “My Recently Accessed” and check the box next to it (you can also check or uncheck any of the other query nodes you want or don’t want), and when you click **OK** you’ll see the changes in your **Query Tree** view.



e. To change the order of the query nodes, you can choose “Set Display Order” from the same **Tree View** pop-up that you used to get to “Choose Items”:



- f. Use the “Move Up” and “Move Down” buttons to move whichever node you have selected:

