Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Records Office
Request for Copies on Compact Disk

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Request By: _____

Requestor's Address: _____

Requestor's Phone#: _____

Request Date: _____

HTE# or Map Room#	Project Name	Project Type	# of Pages

Total number of "Project Types" _____ **X $ 1.00 = $** _____

Number of disc's _____ **X $50.00 = $** _____

Total cost of copies = $ _____

Individual that picked up CD:

Signature: _____   Date: _____

Form REC001

2/27/2017

VIEWING INSTRUCTIONS FOR
CCBD RECORDS ON CD

- Insert CD and view contents.

- Double click on the folder containing the records to be retrieved. For example, HTE numbers beginning with 97 - will be in the folder named "97".

- Double click on the folder called App spec.

- Double click on the folder called Prog.

- Double click the epretcd.exe file (represented with a magnifying glass icon). Be patient, it may take a few seconds for anything to happen.

- Eventually the Elvis 3.0 retrieval window will open.

- Double click on the CCDB Records icon on the right half of the screen.
  - The default retrieval template will open.

- Press the enter key. You do not have to fill in any of the data fields on the template.

- The Hit list screen will open displaying a listing of all applications in that folder.

- Double click on the application that you wish to view. Once again, be patient. It may take a few seconds but soon, the Kovis Image View window will open, displaying the record in questions.

VIEWING TIPS

- Click the down arrow on the scroll bar to advance through the records, page by page.

- Slide the scroll bar down to advance more than one page at a time.

- Use the mouse to drag and draw a box around the area in which you wish to zoom in.

- Press the "fit page" (box with 4 arrows pointing out) button on the tool bar in order to fill the viewing screen with the entire image.

- Use the Print Window option in the File drop-down menu to print the portion of the image displayed in the viewer. Use the Print Image option in the File drop-down menu to print the entire page (even those portions not showing) displayed in the viewer.

- Right click on one of the thumbnails displayed on the left side of the screen and select Print Document. This will give you a print window with the option of selecting a printer, page size and orientation, which pages to print, how many copies etc..

- Experiment with the other buttons and menus if you want to try something not listed above. You can't break it!

- For questions call the Clark County Department of Building & Fire Prevention Records Office at (702)455-2891.