

# USING DRAFTS AND MY TEMPLATES

The screenshot shows the ATLCORE user dashboard. At the top, a navigation bar includes 'Dashboard' (highlighted with a red box), 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Pay Invoices', 'Search Q', and 'Calendar'. Below the navigation bar is a blue banner with the text: 'ALL Application and Zoning fees are nonrefundable processing fees.' On the right side, a user profile dropdown menu is open, showing the username 'Van Wrinkle2020 -' (highlighted with a red box) and options: 'My Account', 'My Businesses', 'My Drafts' (highlighted with a red box), 'My Templates' (highlighted with a red box), and 'Log Out'. The main content area is divided into three sections: 'My Permits', 'My Inspections', and 'My Invoices'. 'My Permits' shows five categories: Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). 'My Inspections' shows three categories: Requested (0), Scheduled (0), and Closed (0). 'My Invoices' shows a summary table with 'Current' (\$0.00), 'Past Due' (5 invoices for \$1,252.00), and 'Total' (5 invoices for \$1,252.00). Each category has a 'View My [Category]' link below it.

Category	Count
Attention	0
Pending	0
Active	0
Draft	0
Recent	0

Category	Count
Requested	0
Scheduled	0
Closed	0

Category	Count	Amount	Action
Current	0	\$0.00	
Past Due	5	\$1,252.00	<a href="#">Add To Cart</a>
<b>Total</b>	<b>5</b>	<b>\$1,252.00</b>	<a href="#">Add To Cart</a>

From your **Dashboard**, navigate to your Account information.

1. Click **your username** to view My Account, My Businesses, My Drafts, My Templates and Log Out.
2. Select My Drafts.

# USING DRAFTS AND MY TEMPLATES (cont'd)

## My Account

Personal Info

Addresses

My Favorites

My Businesses

My Templates

My Drafts

My Certificates

## My Drafts

Module All

Sort Module

Module	Type	Last Update	Action
License	Consumed On-Premise	02/24/2021 11:00:25 PM	<a href="#">Resume</a> <a href="#">Delete</a>
License	Public Vending	12/07/2020 08:57:39 PM	<a href="#">Resume</a> <a href="#">Delete</a>
License	Special Events Alcohol License	12/07/2020 09:18:27 PM	<a href="#">Resume</a> <a href="#">Delete</a>
License	Massage	12/07/2020 09:46:47 PM	<a href="#">Resume</a> <a href="#">Delete</a>
License	Private Vending	12/28/2020 04:59:27 PM	<a href="#">Resume</a> <a href="#">Delete</a>
License	General Business License - Accommodation and Food Services	02/24/2021 11:06:16 PM	<a href="#">Resume</a> <a href="#">Delete</a>

3. Select **Resume** to continue entering a previously started license. (The draft would have been saved by clicking draft at the bottom of the page while entering the original license.)

4. Select **Delete** to remove this version of the draft completely. (Once deleted, it cannot be retrieved).

# USING DRAFTS AND MY TEMPLATES (cont'd)

Van Wrinkle2020 -

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

My Account

Personal Info Addresses My Favorites My Businesses **My Templates** My Drafts My Certificates

**My Templates**

Module  Sort

Module	Template Name	Type	Last Update	Action
License	Consumed On Premise	Alcohol License - Consumed On-Premise	03/01/2021 12:12 PM	<input type="button" value="Use"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>
License	GBL	General Business License - Accommodation and Food Services	01/22/2021 11:42 AM	<input type="button" value="Use"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>
License	Wholesaler/Distributor Outside	Wholesaler Outside City/Distributor	12/28/2020 05:21 PM	<input type="button" value="Use"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>

1. Click **your username** to view My Account, My Businesses, My Drafts, My Templates and Log Out.
2. Select **My Templates**.
3. Select **Use** to continue entering a previously started license for completion. (The template would have been saved by clicking template at the bottom of the page while entering the original license.)

4. Select **Update** to make changes to your template. Save the revised version for future use.

5. Select **Delete** to remove this version of the template completely. (Once deleted, it cannot be retrieved).



Contact [ATLCORE@atlantaga.gov](mailto:ATLCORE@atlantaga.gov) with any questions.