City of Greeley

# Agency Center User Guide

A guide for using our referral portal, Agency Center



City of Greeley Community Development Department

1100 10<sup>th</sup> Street

Greeley, CO 80631

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# **GETTING STARTED**

# Welcome

Welcome to the City of Greeley's Community Development New Referral Web Portal: Agency Center. Through Agency Center, ancillary and outside agencies can do reviews and provide feedback on applicable land use projects within the City of Greeley.

Reviews will be assigned by the Community Development Department to the appropriate agencies through Agency Center. Reviewers will have access to all the information and documents related to the land use project to be able to fully review before providing comments.

### **Contacting Us**

For additional assistance with Agency Center, please contact:

City of Greeley Community Development

**Planning Division** 

Phone: 970-350-9780

Email: <a href="mailto:planning@greeleygov.com">planning@greeleygov.com</a>

# **ACCESSING AGENCY CENTER**

# Agency Center Portal

The website address for Agency Center is <u>https://trakit.greeleygov.com/eTRAKiT/Agency/AgencyLogin.aspx</u>.

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Home	Setup an Account   Log In Public	VUsername	Password	LOGIN	REMEMBER ME Forgot Password
Permits ▷ Apply / New Permit ▷ Search Permit	Agency Login 🔍 —				_
▶ Pay Fees ▶ View on Map		UserID:			
Projects Apply for New Project Search Projects Pay Fees View on Map		Password:	LOGIN		*
Contractor Apply AEC Search Contractors					
Properties > Search Property > View on Map					
Inspections  Schedule Cancel View on Map Scheduled					
Violations Search Pay Fees					
CRM Report Complaint Search Complaints View on Map					
Map ▶ View Map ▶ Locate My Address					
Shopping Cart Pay All Fees Paid Items					
Contact ▹ Contact us					

Agency Center home page

# LOGGING IN

# Log in

Go to <a href="https://trakit.greeleygov.com/eTRAKiT/Agency/AgencyLogin.aspx">https://trakit.greeleygov.com/eTRAKiT/Agency/AgencyLogin.aspx</a>

Enter your log in information under the Agency Login section. DO NOT enter it on the top log in section in the blue bar. Call **970-350-9780** if you have forgotten your log in or need to get set up.

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📄 Chapter 18.46 - Design Review <i> ( e</i> T	RAKIT × 📑				
Home	Setup an Account   Log In Public	VUsername	Password LOGIN	REMEMBER ME Forgot Password	
Permits • Apply / New Permit • Search Permit • Pay Fees • View on Map Projects • Apply for New Project • Search Projects • Pay Fees • View on Map Contractor • Apply AEC • Search Contractors	Agency Login 🔍	UserID: Password:	LOGIN	*	

You will be directed to your Dashboard after logging in.

## Dashboard

Your dashboard contains tasks that have been assigned to you by the Community Development Department. Only reviews will be assigned to outside agencies. The Review Center is where all the reviews assigned to you will show. The settings will need to be adjusted to view.

	HOME   AGENCY DASHBOARD   LOG OUT LOGGED IN AS: PALOMA FLORES									
	Hello PALOMA FLORES Below is a Dashboard of your current activities.									
Search Permits	Search Projects	Search Contractors	Search Properties	Search Violations	Search Complaints					
🥭 Insp	ection Center									
Change View:	MY INSPECTIONS	Scheduled Date     To	oday 🔻 🔇							
No Inspections	No Inspections Found.									
🖉 Revie	ew Center 🔺									
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No Actions Fou	nd.									

#### Settings

To view reviews that have been assigned to you, go to the Review Center section and change the view settings on the drop down menus to show "My Reviews", "Date Due", and "Next 30 Days" then click the green refresh button right next to them.



Your assigned reviews will appear under the Review Center section.

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<u>Edit</u>	9	4	×	0	0	ZON2019-0006	1100 10TH ST, GREELEY	TEST FOR AGENCY CENTER	rtomano.	PALOMA	05/22/2019	05/31/2019	Tretuniou	REVISI

# **REVIEW**

## Accessing Project Attachments

Click on the paperclip icon to review project documents for the desired project. A screen will pop with the project attachments.

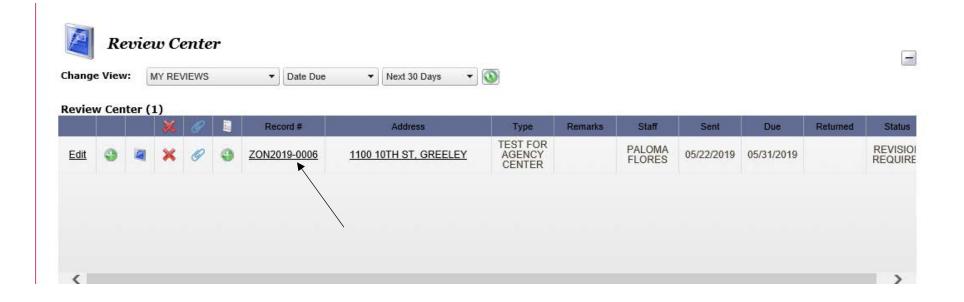
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Change View: MY REVIEWS	Upload Project Attachment:	Select	Î			_
Review Center (1)	UPLOAD			Due	Returned	Status
Edit 🚯 🖾 💥 🖉 🤇	Attachment(s):			/31/2019		REVISION REQUIRED
	1116 17th Street- memo.pdf	<u>1116 17th Street- memo.pdf</u>		Proje	ect Attacl	hments
,		<u>1116 17th St- Certificate Use.pdf</u> Evergreen Industrial- Pre app report- Industrial and				
		Commercial only-Dec 2018-March 2019 and attachments.pdf				

Click on each attachment link to view the attachments individually.

Through this page you are also able to upload attachments for the project, if desired.

## **Full Project Details**

For full project details click on the project link under Record #. This will take you to the project page.



This link will take you to the etrakit project site. The following page will appear. This page contains all details on the project. Each tab seen below has specific information. Click on each tab to view the details. The project attachments are also accessible from this page.

is at lefe Take	Project #ZON201	19-0006
oject Info Tabs	Project Info Site In	nfo Contacts Fees \$1,250.00 Inspections Conditions
		test for agency center
	Type:	REZONE
	Subtype:	REZONING
	Planner:	
	Status:	SUBMITTED
	Applied:	5/2/2019
	Approved:	
	Closed:	
	Expired:	
	Status:	5/2/2019
	Undefined:	
	Notes:	
		Project Attachments
	Attachments: 1116 17th Street- memo.pdf	- <u>1116 17th Street- memo.pdf</u>
		1116 17th St- Certificate Use.pdf

When finished reviewing the project details, go back to your dashboard to complete the review in Review Center by clicking the Agency Dashboard link on top of the page in the project info screen.

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		HOME	AGENCY DASHBOARD   LOG OUT LOGGED I	NAS: PALOMA FLORES	<u>^</u>
	Home	Project Search	Agency Dash	board Link	
		Search By: DROIECT	NO V Regine With V	CEADOU	Click here for

If you are logged out from the project details page from inactivity, do not log back in from this page. Please go to the Agency Center website and log in through the "Agency Login," as instructed previously. https://trakit.greeleygov.com/etrakit/agency/a

You will go back to your dashboard. Make sure the Review Center settings are set to "My Reviews", "Date Due", and "Next 30 Days" and click the refresh button to be able to view your assigned reviews. As mentioned previously, these settings will have to be applied every time you go to your Dashboard, the settings do not save automatically.

To complete the review, click on the Edit link in front on the review.

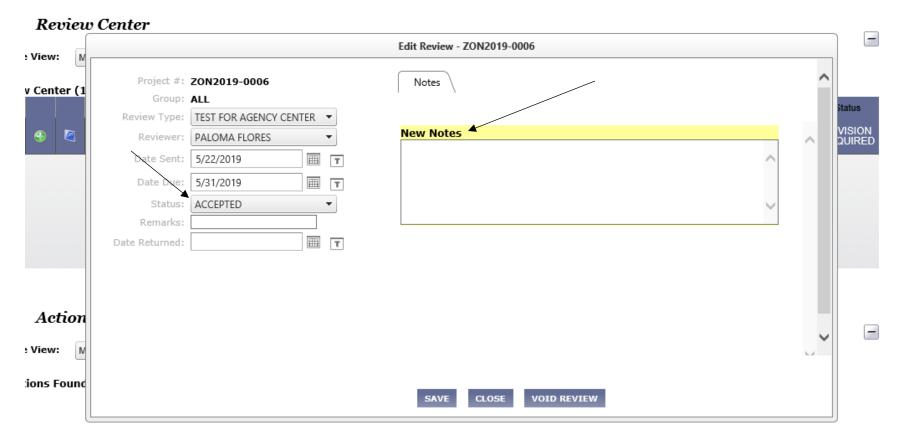
	Change Reviev	e View	r: [	W Ce		r	▼ Date Due	▼ Next 30 Days ▼ 🔇		Setting	ξS				-
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,	Edit	0		×	Ø	9	ZON2019-0006	1100 10TH ST, GREELEY	TEST FOR AGENCY CENTER		PALOMA FLORES	05/22/2019	05/31/2019		REVISION REQUIRED

#### **Completing the Review**

The following pop up screen that will appear is the screen where you will give response to your review.

This screen shows all information pertaining to the assigned review including the due date.

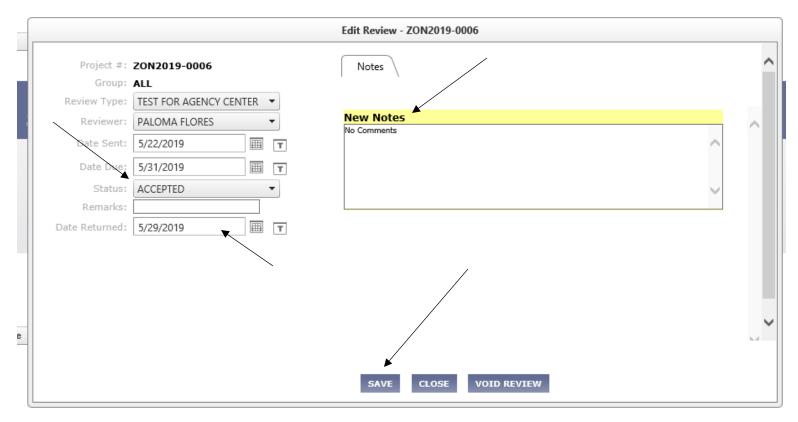
Please do not change anything in this screen other than the status and any notes you want to add.



Click on the Status scroll down menu to choose the applicable response to your review.

	Keviewei ;	PALOMA FLOKES	J	 _	$\sim$	QUIRED
	Date Sent:	5/22/2019	т	~		
	Date Due:	5/31/2019	т			
	Status:	ACCEPTED		$\sim$		
	Remarks:	REVISION REQUIRED	1			
	Date Returned:	INCOMPLETE SUBMITTAL	r			
		UNDER REVIEW				
		ACCEPTED				
		ASSIGNED				
✓			-			

If you do not have any comments or the review does not apply to you, please change the status to "Accepted" and write "No Comments" or "Not Applicable" accordingly in the note section and enter a "Return Date" to complete the review then click "Save".



The "Return Date" completes the review and makes it disappear from your dashboard. Make sure that a <u>return date is always entered</u> for each review to remove it from pending reviews in your dashboard. Now your review is complete and you are done.

🖉 Revi	ew Center				
Change View:	MY REVIEWS	▼ Date D	ue 🔻	Next 30 Days	- 3
No Reviews Fo	ound.				