City of Greeley

Agency Center User Guide

A guide for using our referral portal, Agency Center

City of Greeley Community Development Department

1100 10th 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:

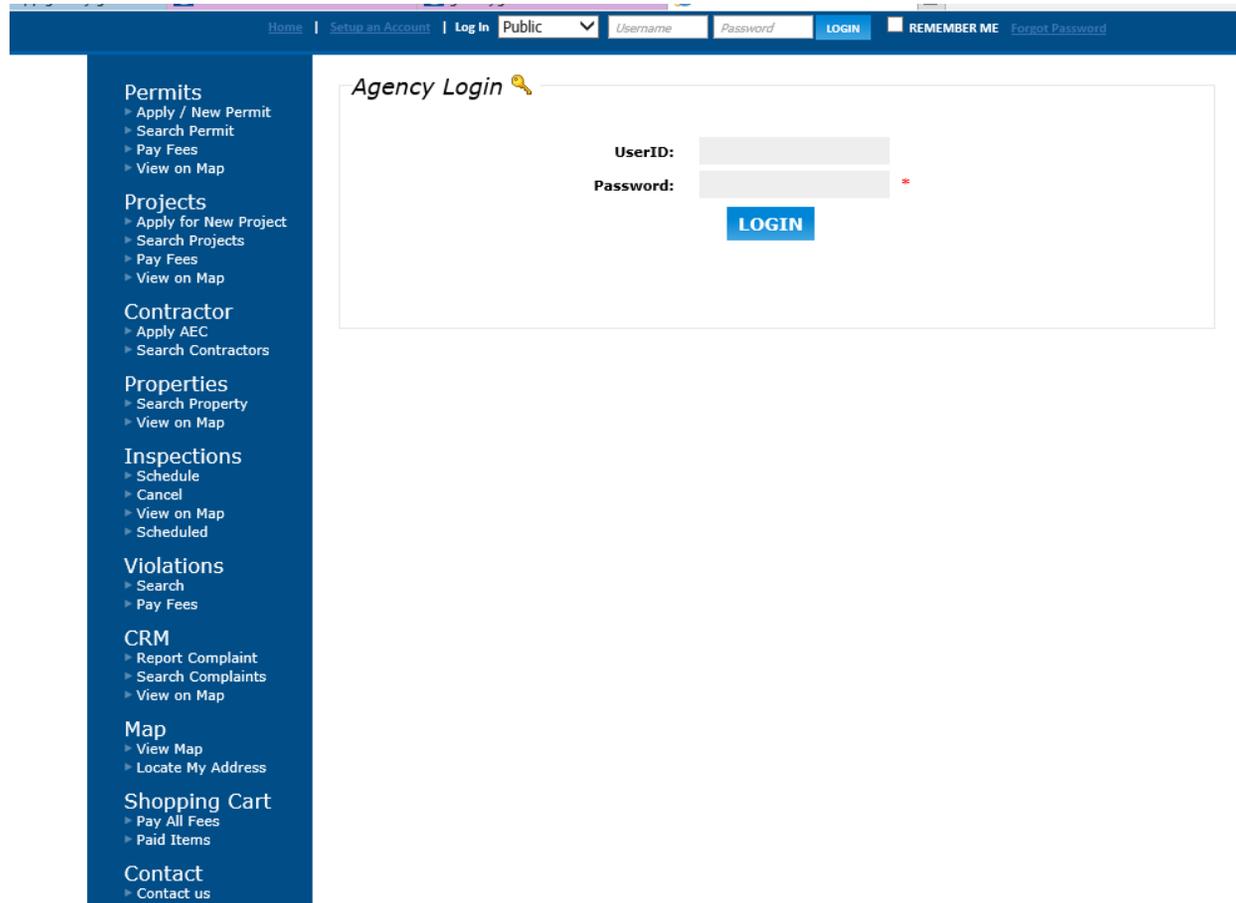City of Greeley Community Development

Planning Division

Phone: 970-350-9780

Email: planning@greeleygov.com

ACCESSING AGENCY CENTER

Agency Center Portal

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

Agency Center home page

LOGGING IN

Log in

Go to https://trakit.greeleygov.com/eTRAKiT/Agency/AgencyLogin.aspx

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.
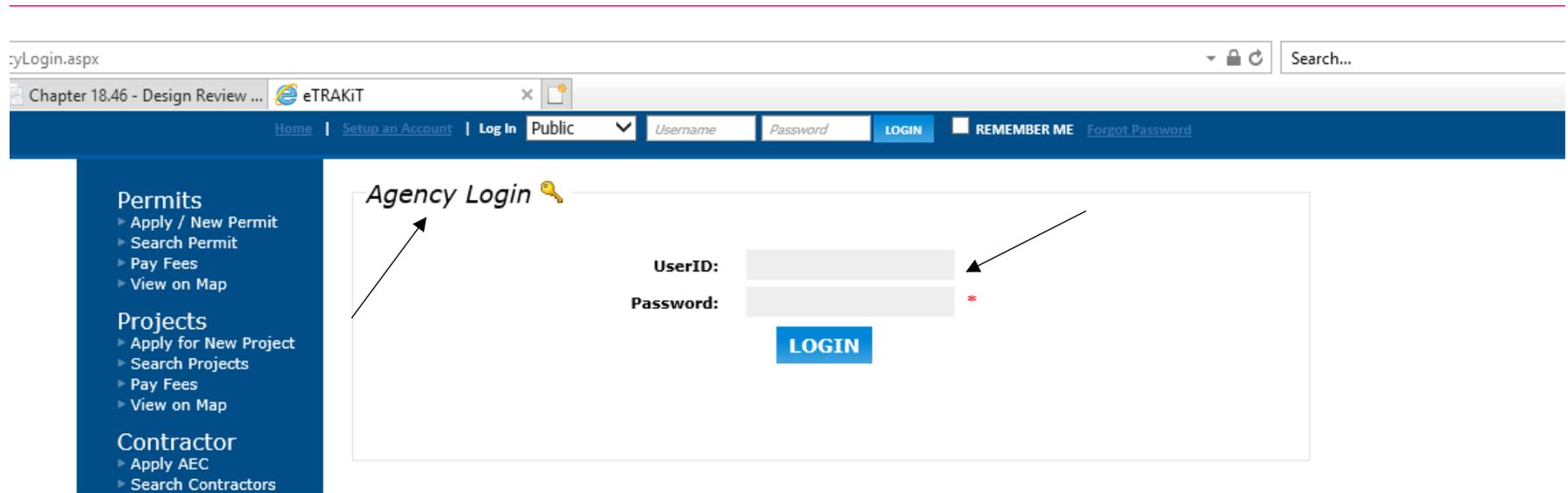
You will be directed to your Dashboard after logging in.

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.

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.

These settings will have to be applied EVERY TIME you log in or go back to your dashboard. They will not save automatically.

Your assigned reviews will appear under the Review Center section.

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.

Project Attachments
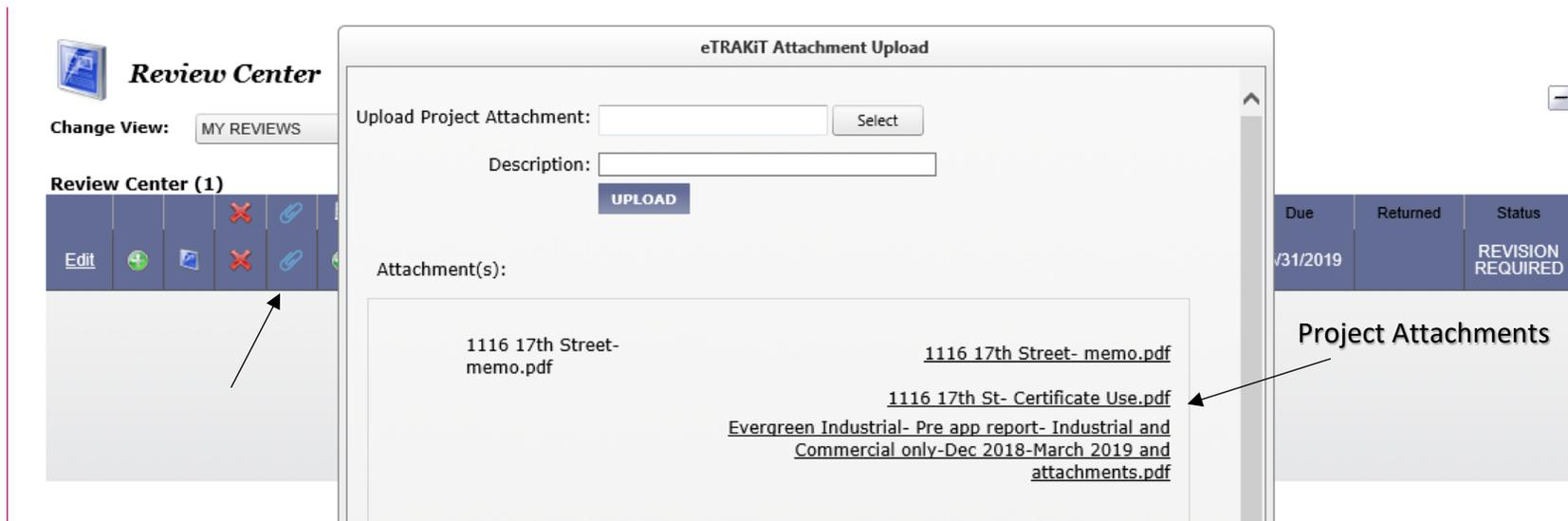
Click on each attachment link to view the attachments individually.

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.

Project Info Tabs

Project #ZON2019-0006

| ◀ | Project Info | Site Info | Contacts | Fees $1,250.00 | Inspections | Conditions | ▶ |

Description: 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   1116 17th Street- memo.pdf

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.

| ☆ TRAKiT | 🜂 eTRAKiT | ✕ | ☆ TRAKiT Utilities and Maintena... | |

HOME | AGENCY DASHBOARD | LOG OUT   LOGGED IN AS: PALOMA FLORES

Home

Project Search

Agency Dashboard Link

Search By: PROJECT_NO   Begins With   SEARCH

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/agencylogin.aspx

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.

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.

Review Center

Edit Review - ZON2019-0006

Project #:	**ZON2019-0006**
Group:	**ALL**
Review Type:	TEST FOR AGENCY CENTER ▾
Reviewer:	PALOMA FLORES ▾
Date Sent:	5/22/2019
Date Due:	5/31/2019
Status:	ACCEPTED ▾
Remarks:	
Date Returned:	

Notes

New Notes

SAVE   CLOSE   VOID REVIEW

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

Reviewer:	PALOMA FLORES ▾
Date Sent:	5/22/2019
Date Due:	5/31/2019
Status:	ACCEPTED ▾
Remarks:	REVISION REQUIRED
Date Returned:	INCOMPLETE SUBMITTAL
	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 return date is always entered for each review to remove it from pending reviews in your dashboard. Now your review is complete and you are done.