**Lakewood**
Colorado

eTRAKiT Navigation Tips

As you begin to use Lakewood's eTRAKiT solution for managing your projects and permits, be aware of these helpful navigation tips for getting to the right information quickly. This document covers a few helpful tips regarding the tabs on permits or projects, and sorting or filtering items on your dashboard.

Tabs of Permits or Projects

When you have either searched for or have accessed one of your permits or projects, the main screen with many of the details will be displayed. It typically looks like this:

Note that the permit or project may contain additional information on each tab. If your permit or project has numerous reviews or inspections, you may need to use the scroll bars to the right or the page.
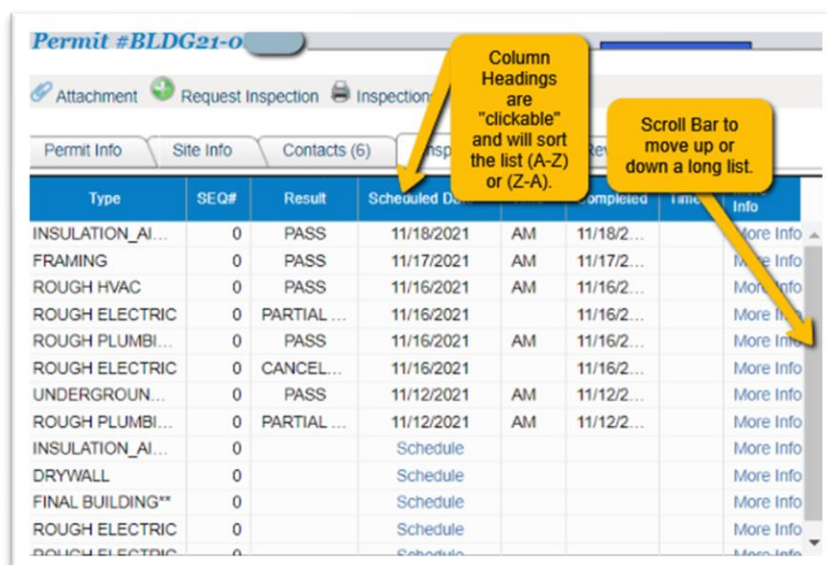
Dashboard Sorting and Filtering

Sorting

Within your dashboard sections that may apply to you, such as "My Active Permits", "My Active Inspections", "My Active Projects", or "Tasks Awaiting My Response", you may find a need to sort the results by one of the column headings. All headings are "clickable" and will sort the results either in ascending (A-Z) or descending (Z-A) order when clicked.

Filtering

If you have a lot of permits, projects, inspections, or other items on your dashboard, you may need to use the filter function to see only the ones you want to see. Follow this quick guide on how to use the filter function for your dashboard.

1) Login to your account using the proper username / password combination you or your company is maintaining for your permit, project, and inspection management.
2) Once your dashboard is displayed, you can go to any of the sections and click on the filter icon: ▼ along the top of each dashboard section.
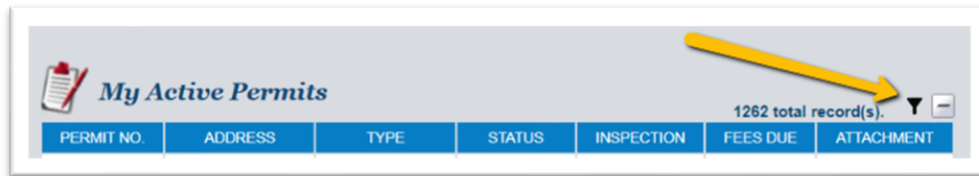
3) On the dashboard, it looks like this:

4) Depending on the number of permits you may have, you could use different filters to get to a smaller list of permits you are interested in managing.
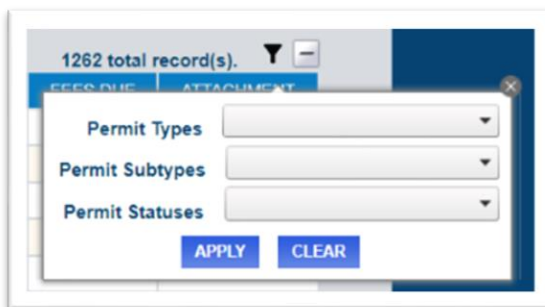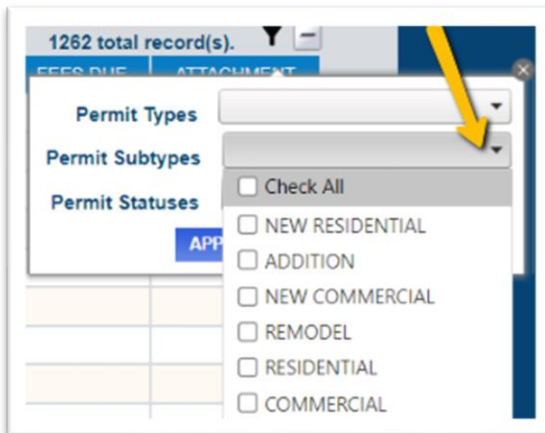

5) There are three filters for Permits: Permit types, Permit Sub-types, and Permit Statuses.
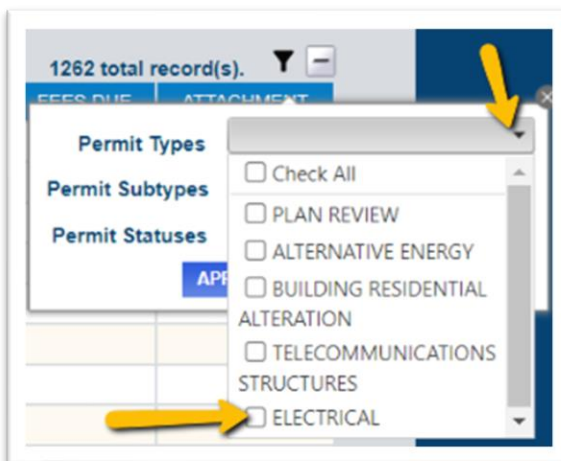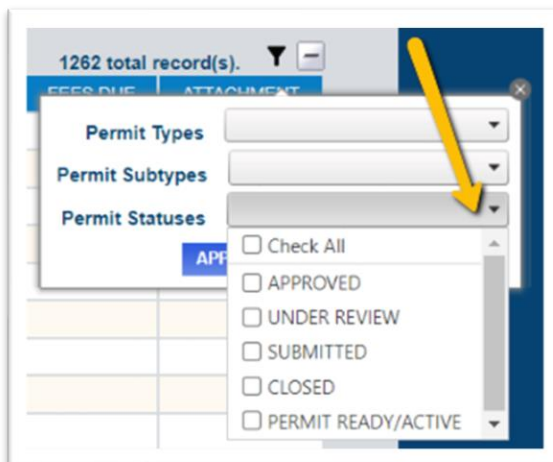

Permit types allows you to see certain permit types only by checking one or more boxes from the drop-down selection menu

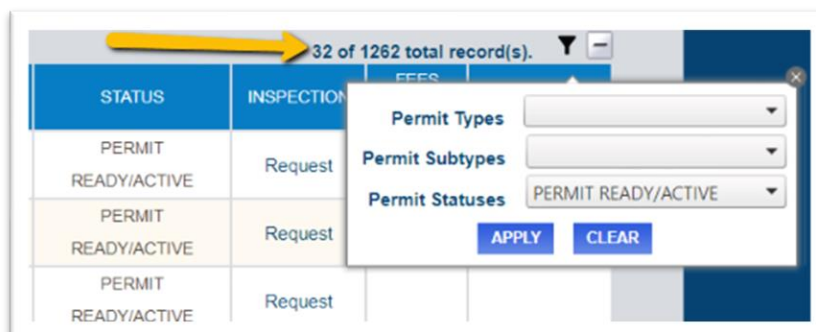Same goes for Permit subtype. Please note that if you use more than one filter, subsequent filters will

continue to reduce the list size.

And finally, you can also filter on the Permit Status.

When you have your filter set the way you want it, click the **Apply** button to apply the filter settings.

Your list will be reduced based on the filter setting you select.

To Clear the filter, select the filter icon again, and click the "**Clear**" button or click on the "**Dashboard**" link at the top of your page.