

# eTRAKiT Navigation Tips

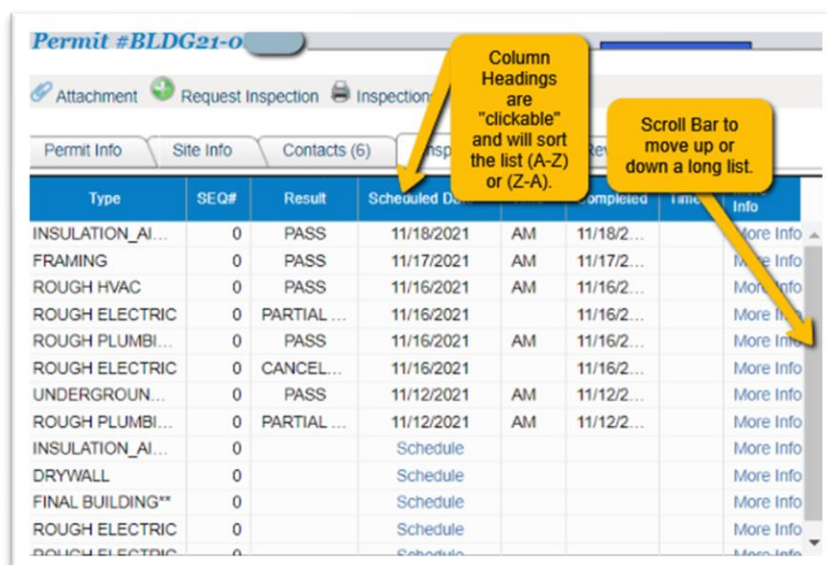
As you begin to use Lakewood's eTRAKiT solution for managing your projects and permits, be aware of these helpful navigation tips for getting to the right information quickly. This document covers a few helpful tips regarding the tabs on permits or projects, and sorting or filtering items on your dashboard.

## 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 of 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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT    LOGGED IN AS: COMPANY NAME

**Hello**    COMPANY NAME

*Below is a Dashboard of your current activities.*

**My Active Permits**

Column headings are “clickable” and will sort either (A-Z) or (Z-A) upon click.

Filter

1617 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEE DUE	ATTACHMENTS
109638	805 ESTES ...	PLAN REVIEW	APPROVED			
1102542	13349 W AL...	PLAN REVIEW	APPROVED			
1109321	8151 W EAS...	PLAN REVIEW	APPROVED			
119474	12557 W MA...	PLAN REVIEW	APPROVED			
119718	772 S YOUN...	PLAN REVIEW	APPROVED			
122736	2196 S WEL...	PLAN REVIEW	APPROVED			
123310	13620 W CE...	PLAN REVIEW	APPROVED			
125025	1632 S LAM...	PLAN REVIEW	APPROVED			
129350	3235 S IND...	PLAN REVIEW	APPROVED			
1301314	12354 W NE...	PLAN REVIEW	APPROVED			
1305108	180 S ZEPH...	PLAN REVIEW	APPROVED			
130835	12042 W LO...	PLAN REVIEW	APPROVED			
131774	12557 W MA...	PLAN REVIEW	APPROVED			
132159	10280 W 13...	PLAN REVIEW	APPROVED			
135002	490 NEWLAN...	PLAN REVIEW	APPROVED			
135003	1138 S JOH...	PLAN REVIEW	APPROVED			
137986	73 WARD CT...	PLAN REVIEW	APPROVED			
139192	908 S PIER...	PLAN REVIEW	APPROVED			
1407455	5755 W ILI...	PLAN REVIEW	APPROVED			
143737	1590 S NEW...	PLAN REVIEW	APPROVED			
1501827	2235 S ELL...	PLAN REVIEW	APPROVED			
1600451	3472 S OTI...	PLAN REVIEW	APPROVED			
164370	12275 W TE...	PLAN REVIEW	APPROVED			
164372	9265 W 9TH...	PLAN REVIEW	APPROVED			
169061	345 NEWLAN...	PLAN REVIEW	APPROVED			

Total number of items in section.


Minimize button will collapse the section upon click.

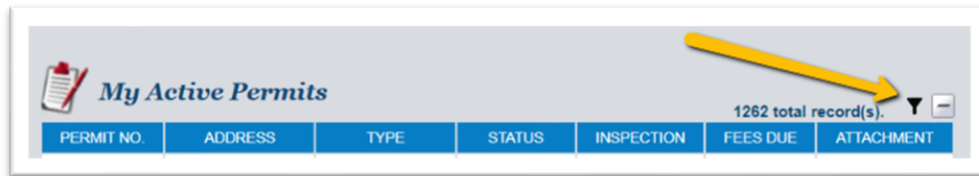
Page number of your results. This example shows at least 10 pages of results.

1 2 3 4 5 6 7 8 9 10 ... >>

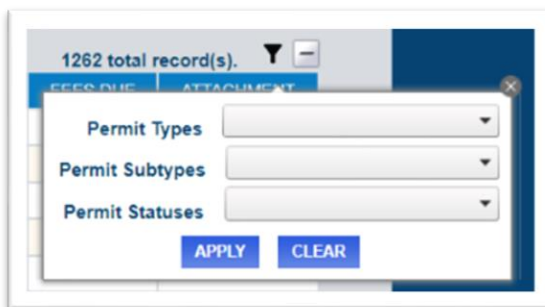
## Filtering

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.

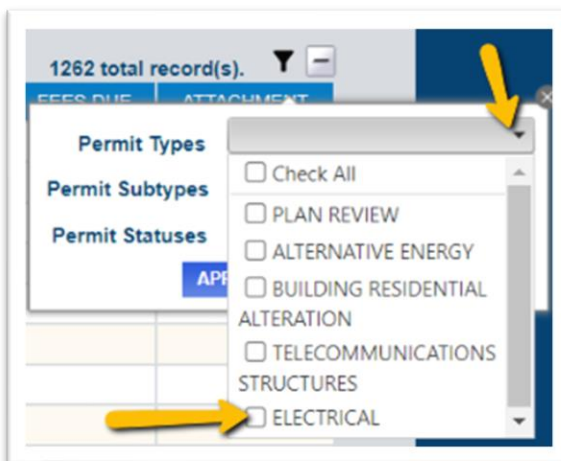
- 1) Login to your account using the proper username / password combination you or your company is maintaining for your permit, project, and inspection management.
- 2) Once your dashboard is displayed, you can go to any of the sections and click on the filter icon:  along the top of each dashboard section.



- 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.

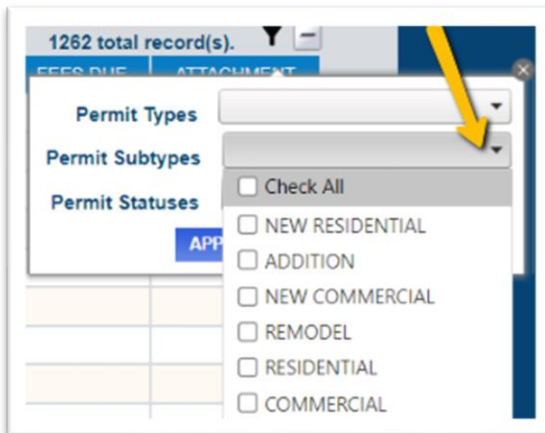


- 5) There are three filters for Permits: Permit types, Permit Sub-types, and Permit Statuses.

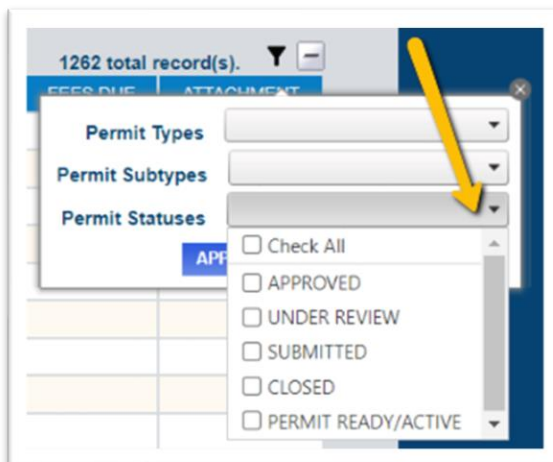


Permit types allows you to see certain permit types only by checking one or more boxes from the drop-down selection menu

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

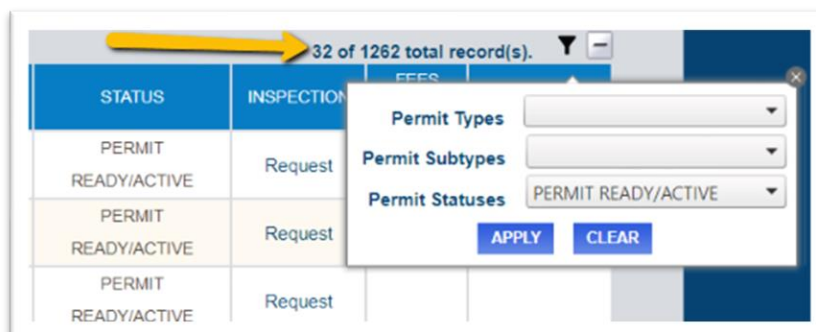


continue to reduce the list size.



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.