

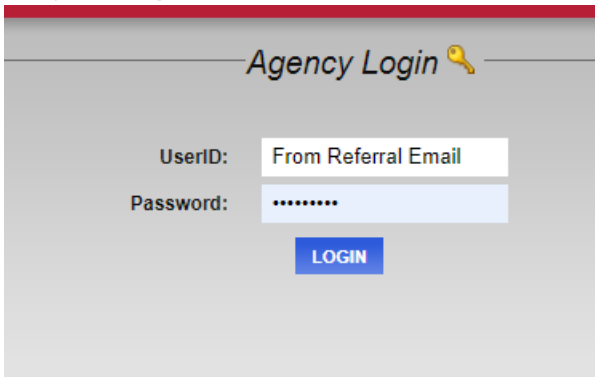
Agency Login and Review Steps


Agencies have a different log in page than the public and contractors.

<https://permit9.littletongov.org/eTRAKIT/agency/agencylogin.aspx>

Please contact drt@littletongov.org if you are unable to reset the password yourself.

Step 1. Login

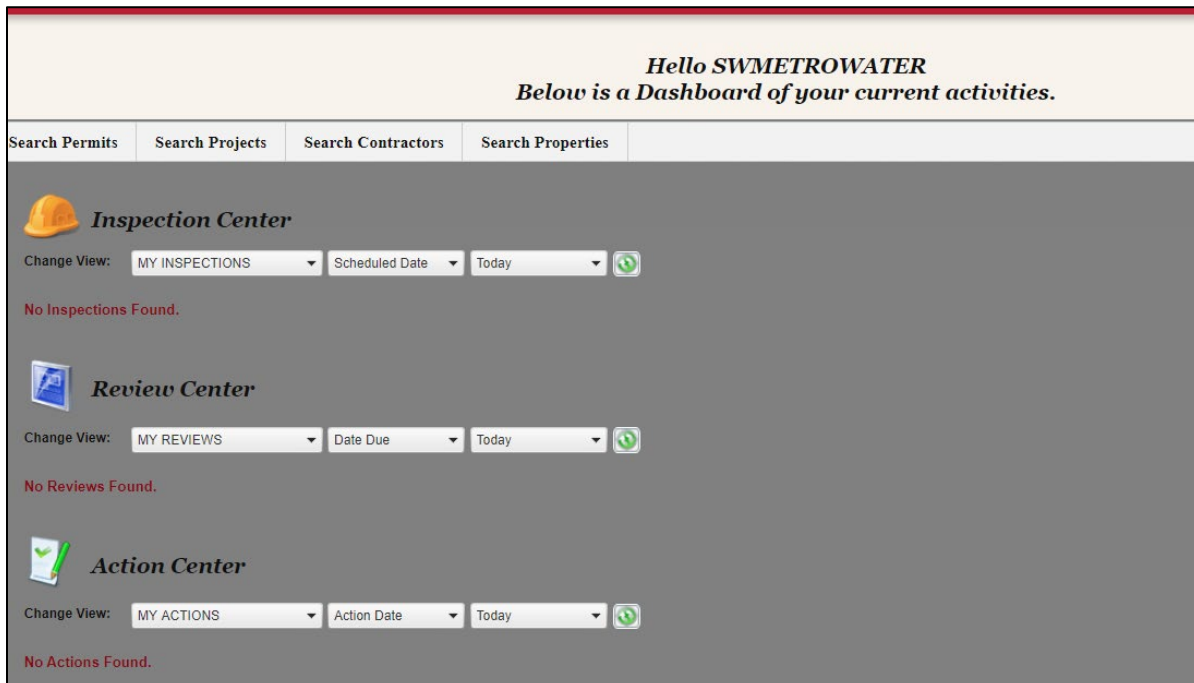


Agency Login 

UserID:



Password:



Step 2: Access the review dashboard





Hello SWMETROWATER
Below is a Dashboard of your current activities.

Search Permits Search Projects Search Contractors Search Properties

 **Inspection Center**
Change View: MY INSPECTIONS Scheduled Date Today 
No Inspections Found.

 **Review Center**
Change View: MY REVIEWS Date Due Today 
No Reviews Found.

 **Action Center**
Change View: MY ACTIONS Action Date Today 
No Actions Found.

Step 3: Configure review date to populate reviews

Review Center

Change View: MY REVIEWS | Date Due | Today

No Reviews Found.

Action Center

Change View: MY ACTIONS | Action Date

Today
Next Business Day
This Week
Next Week
Next 14 Days
Last 14 Days
Next 30 Days
Last 30 Days
Yesterday

Step 4: Attach documents, memos, or redlines as applicable (no memo is necessary for "No Comment" reviews)

Review Center (2)

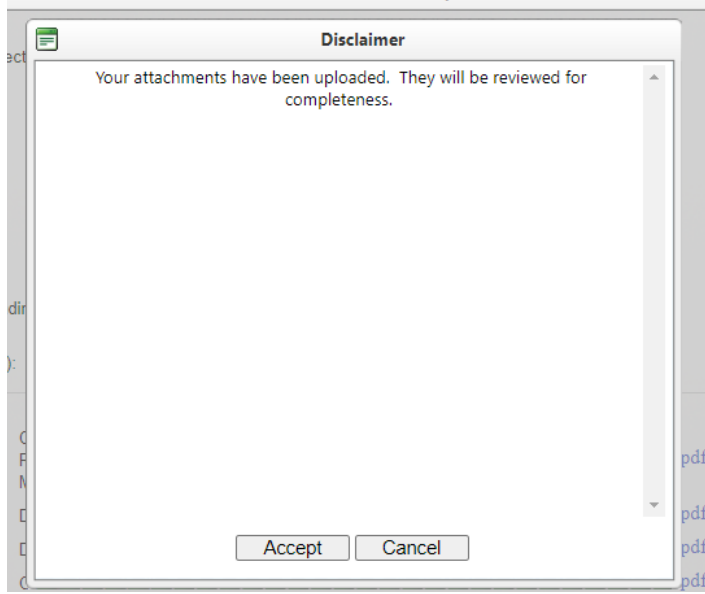
| Edit | | | | | | M |
|------|--|--|--|--|--|----|
| Edit | | | | | | SD |

Upload Project Attachment: Referral Response - South Metro Water - 2020-10-16.pdf

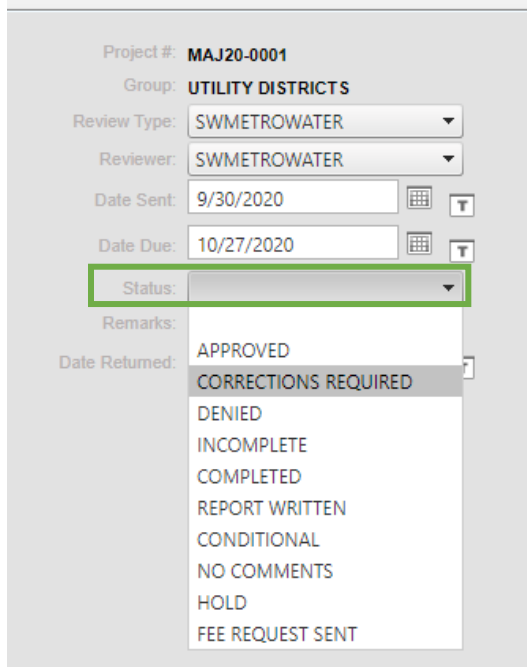
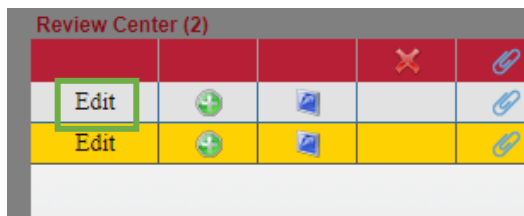
Remove

[Referral Response - South Metro Water - 2020-10-16.pdf](#) Description:

Attachment(s):



Step 5: Edit the review for status and return date



A form for editing a review. The fields are: Project #: MAJ20-0001; Group: UTILITY DISTRICTS; Review Type: SWMETROWATER; Reviewer: SWMETROWATER; Date Sent: 9/30/2020; Date Due: 10/27/2020; Status: (dropdown menu, highlighted with a green box and showing a list of options: APPROVED, CORRECTIONS REQUIRED, DENIED, INCOMPLETE, COMPLETED, REPORT WRITTEN, CONDITIONAL, NO COMMENTS, HOLD, FEE REQUEST SENT); Remarks: (text area); Date Returned: (text area).

| | |
|----------------|-------------------|
| Project #: | MAJ20-0001 |
| Group: | UTILITY DISTRICTS |
| Review Type: | SWMETROWATER |
| Reviewer: | SWMETROWATER |
| Date Sent: | 9/30/2020 |
| Date Due: | 10/27/2020 |
| Status: | REPORT WRITTEN |
| Remarks: | See attached |
| Date Returned: | 10/16/2020 |

It is important that you add the "Date Returned" to have the review drop off your review dashboard.