

VERSION 1.0
APRIL 10, 2022



TOPEKA

CITYWORKS PUBLIC PORTAL

GETTING STARTED

TECHNICAL SUPPORT GROUP

CITY OF TOPEKA
620 SE MADISON

CITYWORKS PUBLIC PORTAL

General Information

PUBLIC PORTAL SITE

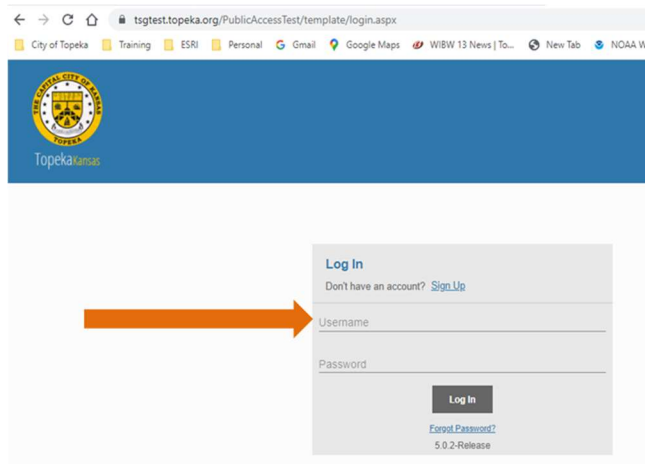
Portal Link: <https://cityworks.topeka.org/PublicAccessUtilities>

- The portal is for constituents to apply and track applications and permits made to the City.
- Constituents will need to create an account, but once the account is created they will be able to simply log in to use the system.

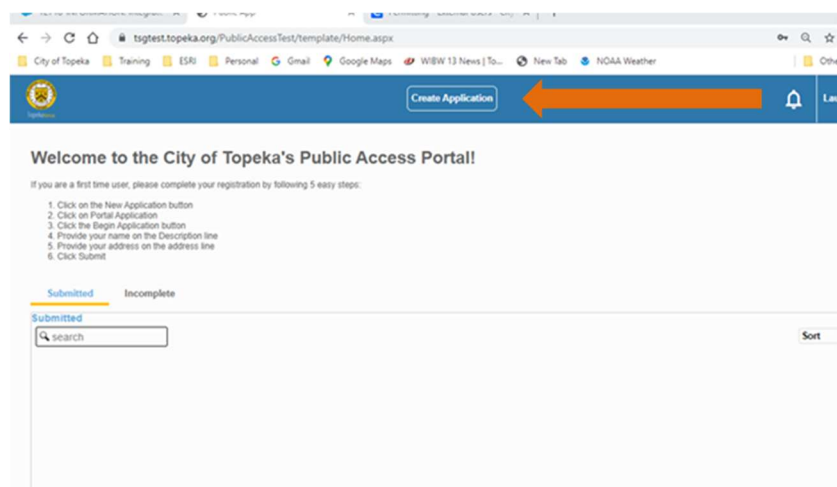
Getting Started

SIGN IN

For returning users, enter your email and password to log into the website. If you are a first time user select the “Sign Up” option

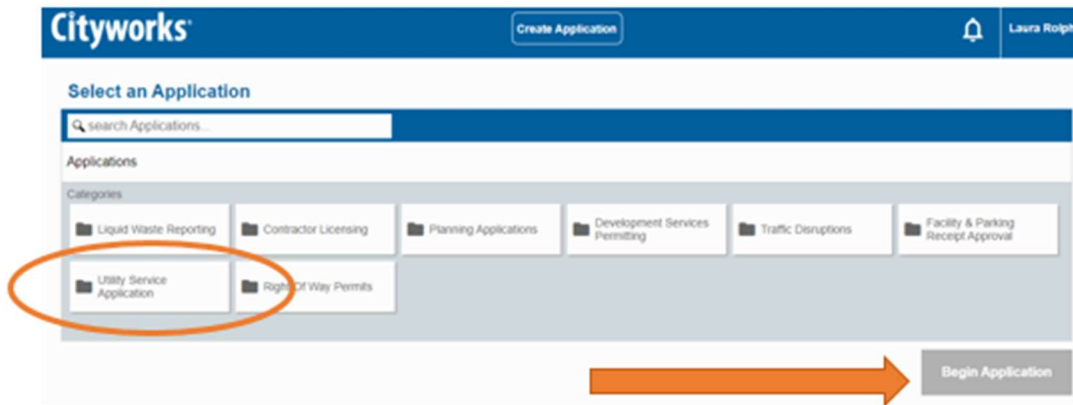


After logging in, the home page will open. To start a new application, select “Create Application” by clicking on the icon.



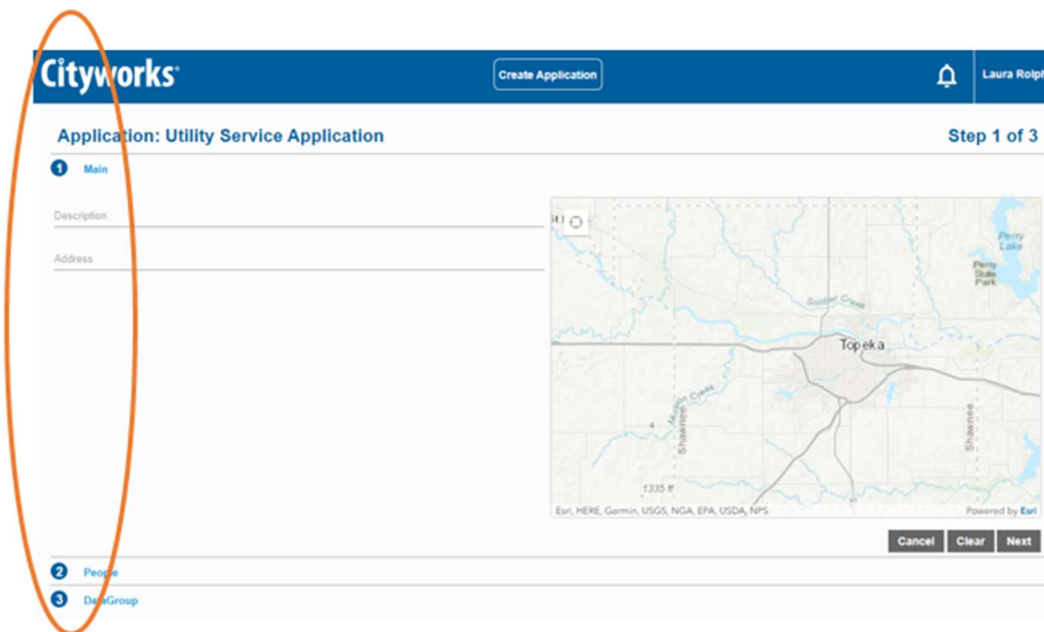
This will open a window where you will need to select the type of application you would like to make. A list of possible “Applications” to choose from, will appear for you to select.

Select the application you want to create and then “Begin Application”. When the next window opens select the Utility Service Application button and the “Begin Application” to launch the application data entry.



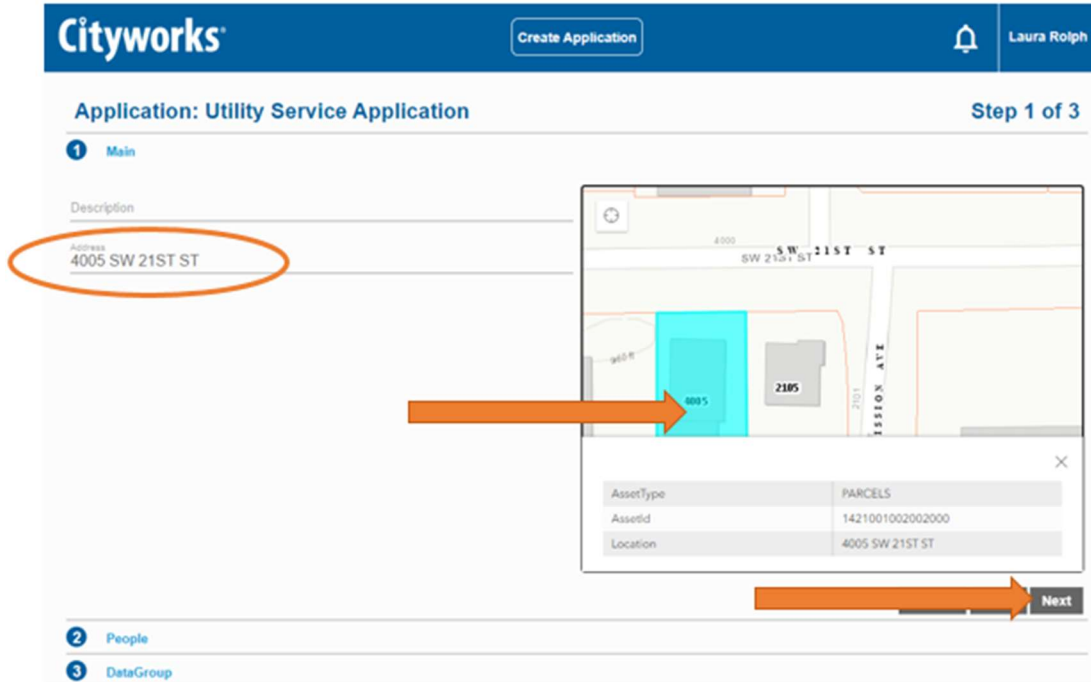
EXAMPLE

For Utility Service Application, there are 3 section you will need to complete; the main location (MAIN), Person applying for the permit's contact information (PEOPLE) and the permit specific information (Data Group). This will vary with permit type.



MAIN SECTION

To select from the map, first click anywhere on the map. Scroll into the map and move by clicking and holding the mouse button until you get to the parcel location. Click on the parcel to select that location.



The parcel should highlight on the map. The address should populate the address line and an information box should open with the selected parcel's information.

Select "Next" to complete this section.

PEOPLE SECTION

After selecting next the People section will open.

You can either manually enter all the information into each line or select the, "Use My Information" button, to automatically populate the information.

The screenshot shows the 'Cityworks' interface for a 'Utility Service Application' at 'Step 2 of 3'. The form is organized into three columns: 'Utility Service Applicant', 'Meter & Tap Invoicing', and 'Water Consumption Billing'. Each column has a 'Use My Information' button above its respective fields. The fields include Name, Address Line1, City Name, State, Zip Code, Phone (Home), Phone (Mobile), and Email. A 'Next' button is visible at the bottom right.

Required information will be in red and you can change any single answer by clicking in the field and deleting the current value and typing in what you want to change it too. By selecting the more button additional information will appear.

The two screenshots show the 'People' section of the form. The left screenshot shows the 'Traffic Disruption Contact Name' section with a 'more...' button and a 'Use My Information' button. The right screenshot shows the 'Traffic Disruption Contact Name' section with a 'less...' button and a 'Use My Information' button. The fields include Name, Address Line1, Address Line2, Address Line3, City Name, State, Zip Code, Country Code, Company Name, Phone (Home), Phone (Mobile), Phone (Work), Phone Work Ext, Fax Number, Email, and Comment.

After adding all the information select "Next".

DATA GROUP SECTION

The Data Group section contains specific question pertaining to the permit type and vary by permit. Just make sure to complete all required information which will be found in red.

3 DataGroup

Traffic Disruption

What type of work is being performed? ?

Select a value

What is the extent of the closure area? ?

Comment

What is the direction of the closure? ?

Select a value

If you scroll over the “?” mark on any question the help information will appear.

For questions that require a date, you can select the “Calendar Button” from the right side of the question and a calendar popup window will appear. Select the date and click on the “Done” button.

Hauler Report Table

! Date of cleaning ?

select a date

Mar 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Done

If size was other, what size was it? ?

Questions with a down arrow will need answers selected from the drop down box.

Text

Pumping/cleaning frequency ?

Select a value

Quarterly

Weekly

Monthly

Bi-Annually

Annually

If size was other, what size was it? ?

After you have completed filling in the information into each question, scroll to the bottom right side and select "Submit"

A screenshot of a web form with several sections. The top section has two questions: "Baffles, Tee's, etc intact?" and "Was Foreign material present?", each with "Yes" and "No" radio button options. Below these is an "Additional comments" text area and an "Initials of person updating record" text area. At the bottom right, there are four buttons: "Cancel", "Clear", "Previous", and "Submit". An orange arrow points to the "Submit" button.

SUMMARY PAGE

After you submit the application, the application summary page appears where you can verify the data you entered.

A screenshot of a web browser showing an application summary page. The page has a blue header with a "Create Application" button. Below the header, there are sections for "Application", "Addresses", "People", and "Data". The "Application" section shows a "Traffic Disruption Permit" with a "Pending" status and a "Created" date of 10/25/2020. An orange arrow points to the "Actions..." dropdown menu in the "Application" section. The "Addresses" section shows a table with one address: "620 SE MADISON ST. TOPEKA, KS, 66607". The "People" section shows a table with one person: "Laura Rolph". The "Data" section shows a "Traffic Disruption" form with fields for "What company or City department/division is completing the work?", "What type of work is being performed?", "What is the extent of the closure area?", and "How many lanes are there on the road you're working on?".

There is an option to create and print a pdf of the submitted permit. Under the "Pending Actions" drop down you will find an option for printing a pdf, "Get PDF report". It will take a moment after you select that option, then a pdf report will open and options for download or print should become available.

A close-up screenshot of the "Actions..." dropdown menu. The menu is open and shows several options: "Actions...", "Check Case Status", "Schedule Inspection", "Pay Fees", "Get PDF Report", "Create New Case From Current", and "Link Case". An orange arrow points to the "Get PDF Report" option.

HOME PAGE

From the Home page you can review all the applications you have started.

There are tabs in which you can view submitted, pending and incomplete applications.

Welcome to the City of Topeka's Public Access Portal!

If you are a first time user, please complete your registration by following 5 easy steps:

1. Click on the New Application button
2. Click on Portal Application
3. Click the Begin Application button
4. Provide your name on the Description line
5. Provide your address on the address line
6. Click Submit

Submitted Incomplete Pending Applications In Review Applications

Closed Applications Active Licenses Renewal Licenses

Submitted

< 1 to 5 of 15 Items > search Sort

Septic Disposal Manifest 202104	1115 NE POPLAR ST, TOPEKA, KS, 66616 No Application Name	Pending Actions... Created 02/3/2021
Septic Disposal Manifest 202103	1145 NE POPLAR ST, TOPEKA, KS, 66616 No Application Name	Pending Actions... Created 01/25/2021

As you select each tab, all the applications for that group appear in a list below the tab. From the dropdown box on the left there are actions you can take on each individual applications. For example, on an incomplete application, you can select continue the application.

Submitted **Incomplete** Pending Applications In Review Applications

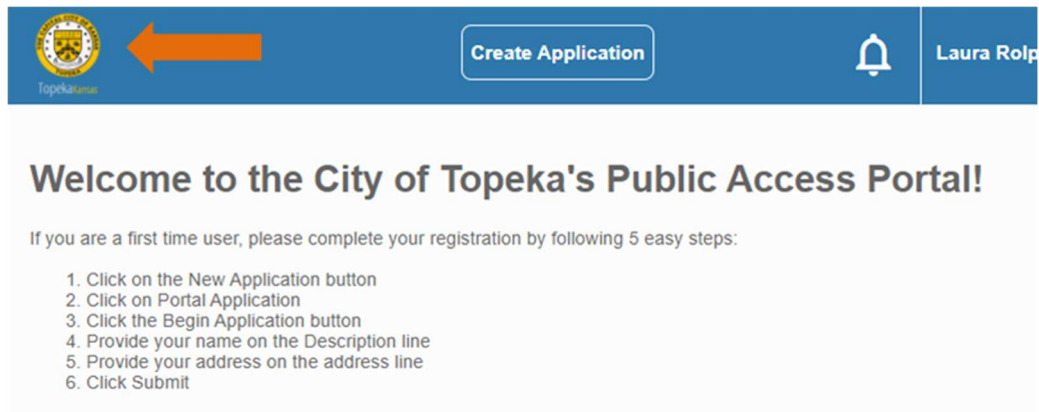
Closed Applications Active Licenses Renewal Licenses

Incomplete

search Sort

Grease Trap Cleaning Sched... 516	4201 SW 21St St Daylight Donuts	Pending Actions... Continue Application Delete Application
Traffic Disruption Permit 512	3708 SW SUMMERFIELD DR, TOPEKA, KS, 66610 No Application Name	Pending Actions... Created 11/4/2020

You can return to the home page from any screen by clicking on the Icon in the top left hand corner.



The screenshot shows the top navigation bar of the City of Topeka's Public Access Portal. On the left is the Topeka logo with an orange arrow pointing to it. In the center is a 'Create Application' button. On the right is a notification bell icon and the name 'Laura Rolp'. Below the navigation bar is a white box with the heading 'Welcome to the City of Topeka's Public Access Portal!' and a list of six steps for first-time users to complete registration.

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