

How to Add New Attachments & Revisions

For assistance with login or eTRAKiT, please contact Kim at (972) 874 - 6380


- Login to eTRAKiT here: <http://etrakit.flower-mound.com/>
- Go to **My Active Projects** and click the **paperclip** icon for the specific project you would like to upload to.
 - Please combine related sheets into one PDF when uploading the plans. Please refer to the project checklist on the Town's website at: <http://www.flower-mound.com/index.aspx?nid=231>

The screenshot shows the eTRAKiT user dashboard. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]. Below the navigation bar, a welcome message reads: "Hello COMPANY NAME Below is a Dashboard of your current activities." The dashboard is divided into two main sections: "My Open Project Applications" and "My Active Projects".

My Open Project Applications (2 total record(s))

Applications In Progress	Project Type	Created Date	
Continue		9/27/2013	Delete
Continue		9/27/2013	Delete

My Active Projects (3 total record(s))

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
SP13-0003		SITE PLAN	VOID	\$0.00	
SP13-0004		SITE PLAN	VOID	\$0.00	
ZPD13-0011		PLANNED DEVELOPMENT	UNDER REVIEW	\$0.00	

The paperclip icon in the "My Active Projects" table is circled in red, indicating where to click to add attachments or revisions.