

**Citizen Access  
Online Tutor  
Lesson 8**

**Due to problems when uploading documents,  
the recommended browser is Internet Explorer.**



**Before proceeding, login to Citizen Access.**

## **Citizen Access Online Tutor Lesson 8**

**The Create a Collection function enables the account owner to organize multiple records into a group (for example, records related to a specific project or site).**

**Log in to your account.**

**From the Home Tab**

**(#1), click on My**

**Records (#2) hyperlink.**

**Next, check the box to**

**the left of the Record**

**number for all records**

**to be included in your**

**collection (#3).**

**Click the Add to**

**collection hyperlink**

**(#4).**

Welcome to the City of San Antonio

CITIZEN ACCESS for SAN ANTONIO

Logged in as: Georgia Plains Collections (0) Account Management Logout

Search...

1 Home Land Development

Dashboard My Records My Account Advanced Search

2

3

4

Land Development

Showing 1-10 of 29 | Download results Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input checked="" type="checkbox"/>	04/17/2018	LAND-CONTACT-18-000053	Land Development - Add/Remove Contact				Under Review
<input type="checkbox"/>	04/05/2018	ZONING-ZV-2018-000212	Zoning Verification		test 888		Under Review
<input checked="" type="checkbox"/>	03/23/2018	ADDR-COD-18-000217	Certificate of Determination	Testing	Pat Test		Approved
<input type="checkbox"/>	02/01/2018	LAND-PLAT-18-000105	Minor Plat			02/06/2020	Under Review
<input type="checkbox"/>	01/18/2018	LAND-VACATE-18-000015	Vacate a Plat			02/12/2021	Approved
<input type="checkbox"/>	01/12/2018	ZONING-ZV-2018-000043	Zoning Verification		Patricia Testing Surcharges for Zoning V.		Under Review
<input type="checkbox"/>	01/12/2018	LAND-PLAT-18-000028	Minor Plat		Patricia Minor Plat Surcharges Test	01/12/2018	Expired
<input type="checkbox"/>	01/09/2018	LAND-AMENDPLAT-18-000007	Amend Plat		Patricia's Amend Plat Paid BO	01/09/2018	Under Review
<input type="checkbox"/>	01/08/2018	ZONING-ZV-2018-000030	Zoning Verification		Zoning Verification Patricia Cavazos		Under Review
<input type="checkbox"/>	01/08/2018	ZONING-Z-2018-000002	Change of Zoning		patricia cavazos receipts		Under Review

< Prev 1 2 3 Next >

**A Create a New Collection box displays the first time you create the new collection.**

**Type a name and description for the collection (#1 and #2). Click the Add hyperlink (#3).**

The screenshot shows the 'CITIZEN ACCESS for SAN ANTONIO' portal. The user is logged in as 'Georgia Plains'. The main navigation includes 'Home', 'Land Development', 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A search bar is visible at the top right. The 'Land Development' section is expanded, showing a table of records. A modal form titled 'Create a New Collection' is overlaid on the table. The form has three numbered steps: 1. Enter a name (e.g., 'Southgate'). 2. Enter a description (e.g., 'Retail, office and apartment complex.'). 3. Click the 'Add' button. The table below the modal contains the following data:

Date	Record Number	Project Name	Expiration Date	Status
04/17/2018	LAND-CONTACT-18-000053			Under Review
04/05/2018	ZONING-ZV-2018-000212	test 888		Under Review
03/23/2018	ADDR-COD-18-000217	Pat Test		Approved
02/01/2018	LAND-PLAT-18-000105		02/06/2020	Under Review
01/18/2018	LAND-VACATE-18-000015		02/12/2021	Approved
01/12/2018	ZONING-ZV-2018-000043	Patricia Testing Surcharges for Zoning V.		Under Review
01/12/2018	LAND-PLAT-18-000028	Patricia Minor Plat Surcharges Test	01/12/2018	Expired

**Existing Collections**  
**From the Home Tab**

- (#1), click the **Dashboard** hyperlink (#2).

**Existing collections**  
**display in the My**  
**Collection area (#3).**

**To view collections,**  
**click the View**  
**Collections hyperlink**  
**(#4).**

Welcome to the City of San Antonio

CITIZEN ACCESS for SAN ANTONIO

Logged in as: Patricia Rosas Collections (4) Account Management Logout

1 Home Land Development

2 Dashboard My Records My Account Advanced Search

2 Hello, Patricia Rosas

My Collection (4)

- 2 Records AOS Site Last Updated 12/20/2017
- 1 Records Mariposa Estates Last Updated 12/19/2016
- 1 Records AOS Building Last Updated 12/19/2016
- 1 Records Tamarak Project Last Updated 10/12/2016

4 View Collections View Collections

3

Work in progress

	Record ID	Module		Action
Rights Determination	17TMP-000590	LandDevelopment	12/22/2017 12:00:00 AM	Resume Application
Rights Determination	16TMP-000361	LandDevelopment	10/13/2016 12:00:00 AM	Resume Application

Welcome to the City of San Antonio

**CITIZEN ACCESS**  
for **SAN ANTONIO**

Logged in as: Patricia Rosas Collections (4) Account Management Logout

Search...

Home Land Development

Dashboard My Records My Account Advanced Search

**Collections**  
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-4 of 4

Date Modified	Name	Description	Number of Records	
12/19/2016	<a href="#">AOS Building</a>	Building Industrial Site	1	<a href="#">Delete</a>
12/20/2017	<a href="#">AOS Site</a>	Industrial Site	2	<a href="#">Delete</a>
12/19/2016	<a href="#">Mariposa Estates</a>	Housing Development	1	<a href="#">Delete</a>
10/12/2016	<a href="#">Tamarak Project</a>		1	<a href="#">Delete</a>

**Manage your collections from the Collections page.**

**Click the Name of the collection hyperlink to view records in the collection (#1). Click the Delete hyperlink to delete the collection (#2). Deleting a collection does not delete any of the records in it.**



**After clicking the**

- **Delete hyperlink, the font of the hyperlink turns black (#1).**

**A confirmation**

**message displays,**

**click the OK button to**

**delete collection**

**(#2).**

The screenshot shows the 'acatest.sanantonio.gov' website interface. A confirmation dialog box is open, asking 'Are you sure you want to delete this collection? Deleting a collection does not delete any of the records in it.' The dialog has 'OK' and 'Cancel' buttons. A red circle with the number '2' is placed over the 'OK' button. Below the dialog, the 'Collections' section is visible, containing a table with four rows of collection data. A red circle with the number '1' is placed over the 'Delete' link in the last row of the table.

Date Modified	Name	Description	Number of Records	
12/19/2016	<a href="#">AOS Building</a>	Building Industrial Site	1	<a href="#">Delete</a>
12/20/2017	<a href="#">AOS Site</a>	Industrial Site	2	<a href="#">Delete</a>
12/19/2016	<a href="#">Mariposa Estates</a>	Housing Development	1	<a href="#">Delete</a>
10/12/2016	<a href="#">Tamarak Project</a>		1	<a href="#">Delete</a>

After clicking the

Record number

hyperlink, the collection

detail page

displays.(#1).

Click the Rename

Collection or Delete

Collection hyperlink, as

applicable (#2).

Click the Move to...Copy

to... or Remove

hyperlink, as applicable

(#3).

The screenshot shows the 'CITIZEN ACCESS for SAN ANTONIO' portal. At the top right, it says 'Welcome to the City of San Antonio'. The user is logged in as Patricia Rosas. The page title is 'Land Development'. There are navigation tabs for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area shows 'AOS Site' (Industrial Site) with a red circle '1' next to it. Below this, it says 'Total Records: 2 (2 Land Development)' and 'Fees Summary: \$210.00 Paid, \$50.00 Due'. There are two buttons: 'Rename Collection' and 'Delete Collection', with a red circle '2' next to them. Below the buttons, there is a table of records. The first row is highlighted, and there is a red circle '3' next to the table header. A yellow arrow points to the first row of the table.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/19/2017	<a href="#">ADDR-COD-17-000057</a>	Certificate of Determination		test for lax		Approved
<input type="checkbox"/>	09/22/2016	<a href="#">ADDR-AVAA-16-000007</a>	Address Verification and Assignment		new request for address		Completed

Click the box to the left of the Record Date and click Move, Copy or Remove hyperlink, as applicable (#3). Depending on which hyperlink is selected, the Record is either Moved to a different collection, Copied to another collection or Removed from current collection.



Move the scroll bar  
to the right to view  
action hyperlinks  
(#1) for a specific  
record.

Clicking the Record  
Number hyperlink  
takes the user  
directly to the  
record.

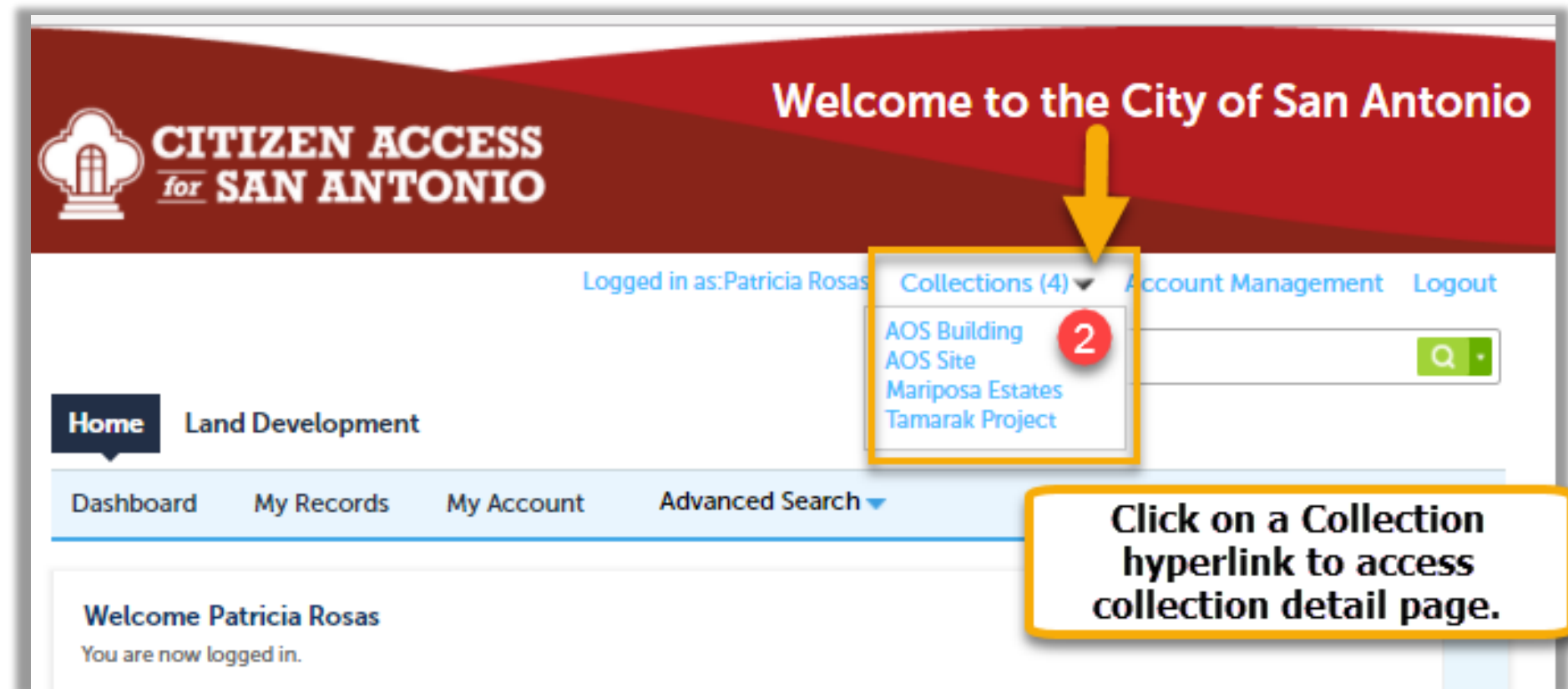
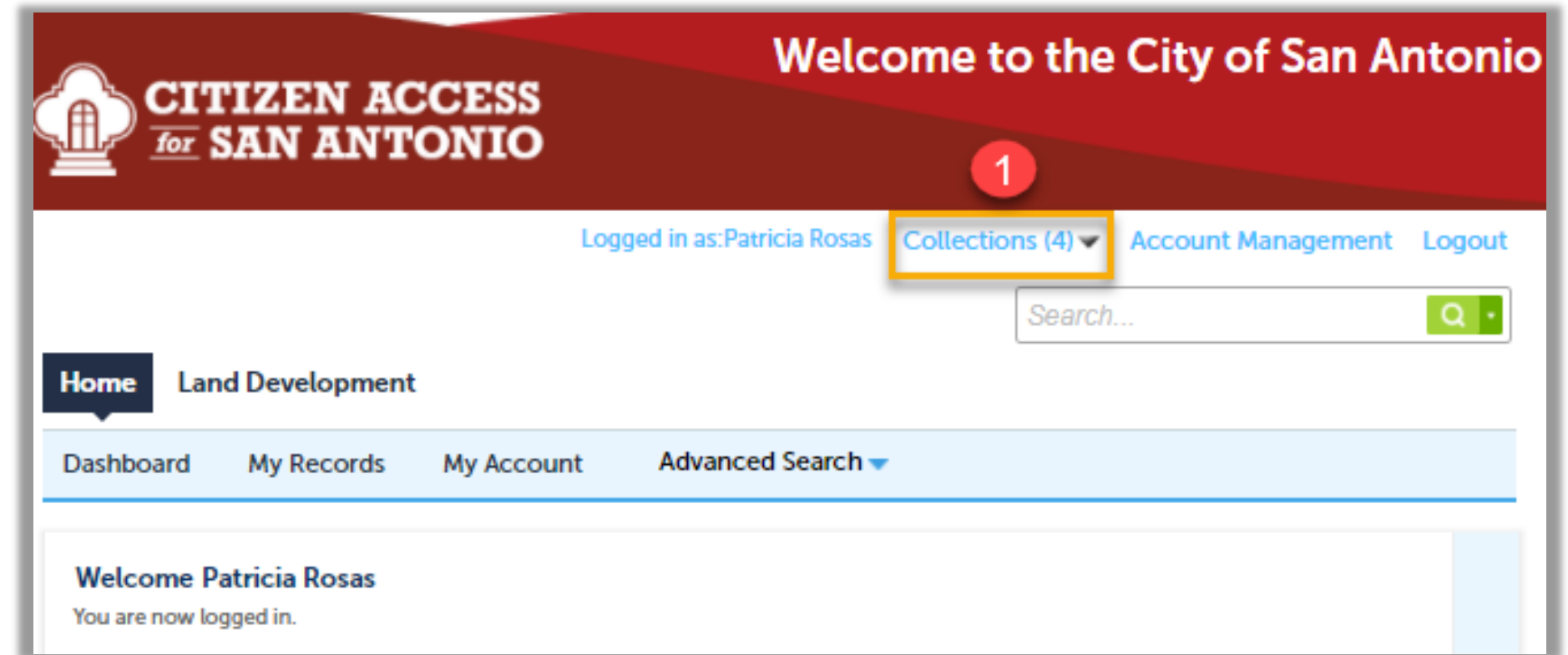
The screenshot shows the 'CITIZEN ACCESS for SAN ANTONIO' portal. The user is logged in as Patricia Rosas. The page displays a 'Land Development' collection with two records. A table lists the records with columns for Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The 'Action' column for the first record (ADDR-COD-17-000057) is highlighted with a red circle containing the number '1'. A yellow dashed arrow points from a text box at the bottom right to the scroll bar of the table, indicating that moving the scroll bar to the right reveals the action hyperlinks.

Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
17	<a href="#">ADDR-COD-17-000057</a>	Certificate of Determination	test for lax		Approved	<a href="#">Amendment</a>
16	<a href="#">ADDR-AVAA-16-000007</a>	Address Verification and Assignment	new request for address		Completed	<a href="#">Pay Fees Due</a>

Move the scroll bar to the right to view Action hyperlinks (#1)

A hyperlink to Collections is available on the top navigation bar of the account user's home page (#1).

Click the drop-down menu arrow to display all collection hyperlinks (#2).



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**This concludes Lesson 8. Thank you.**

