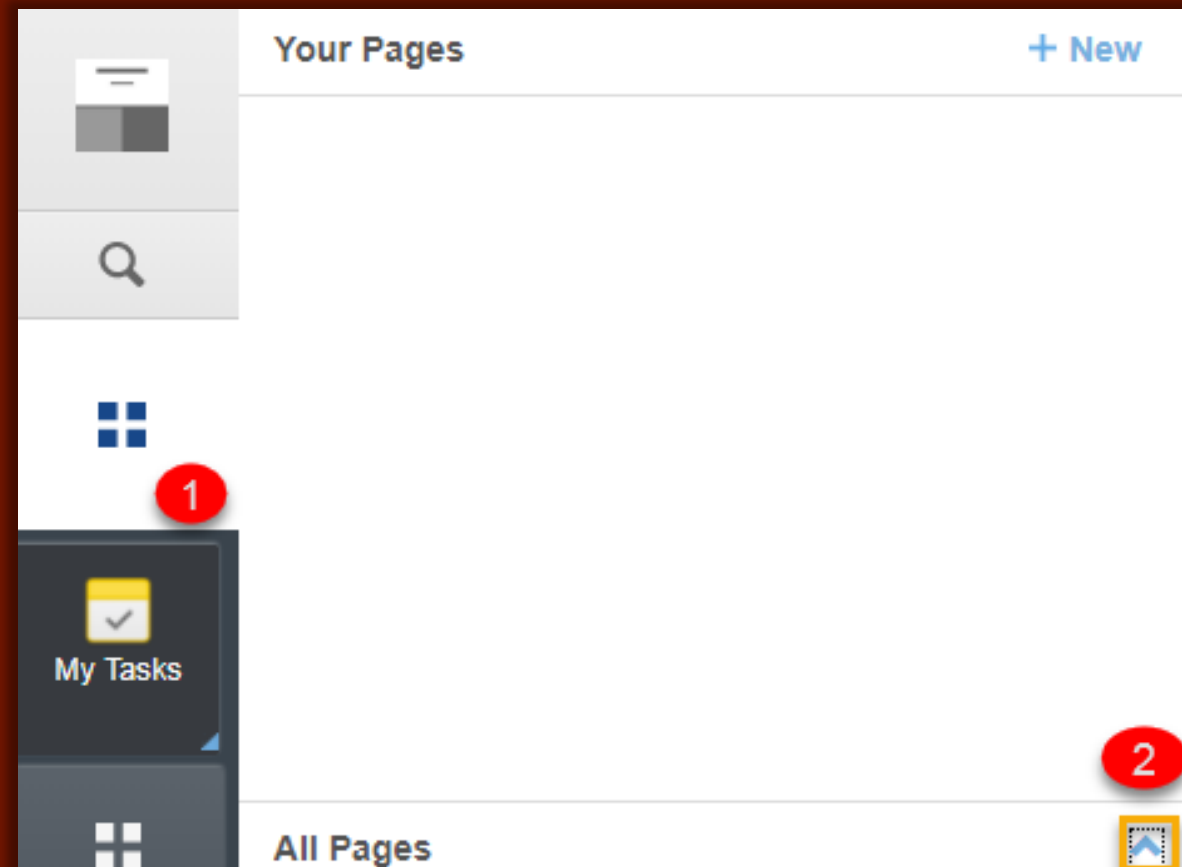


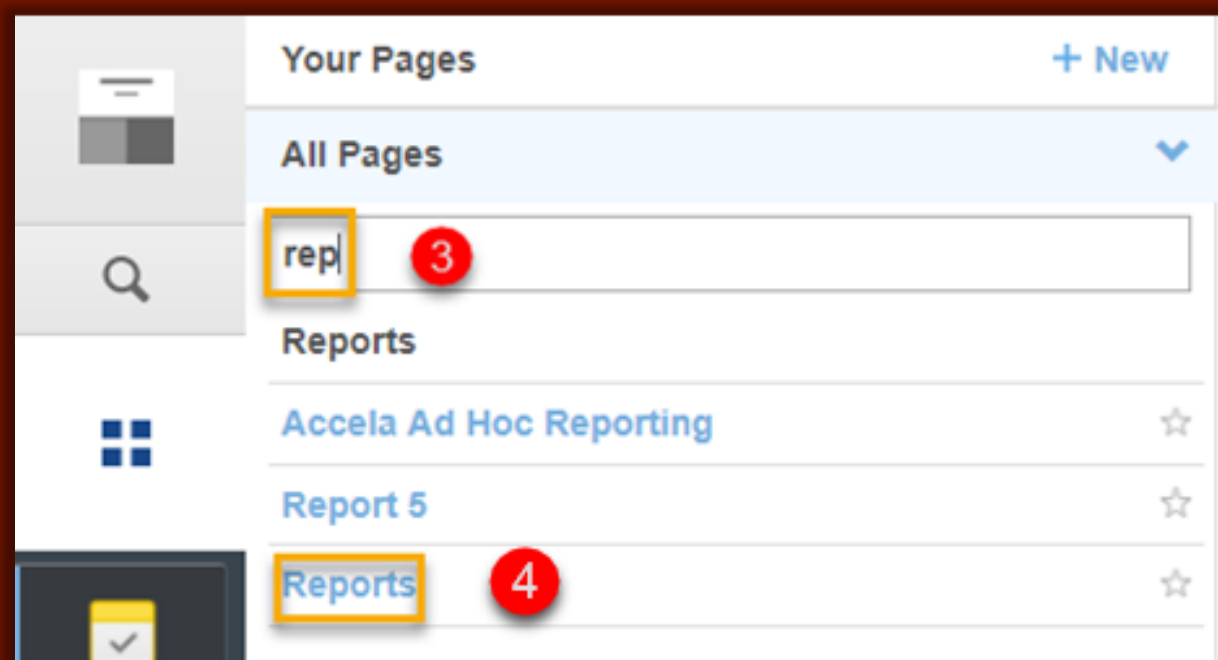
On-line Tutorial Series

Module Nine

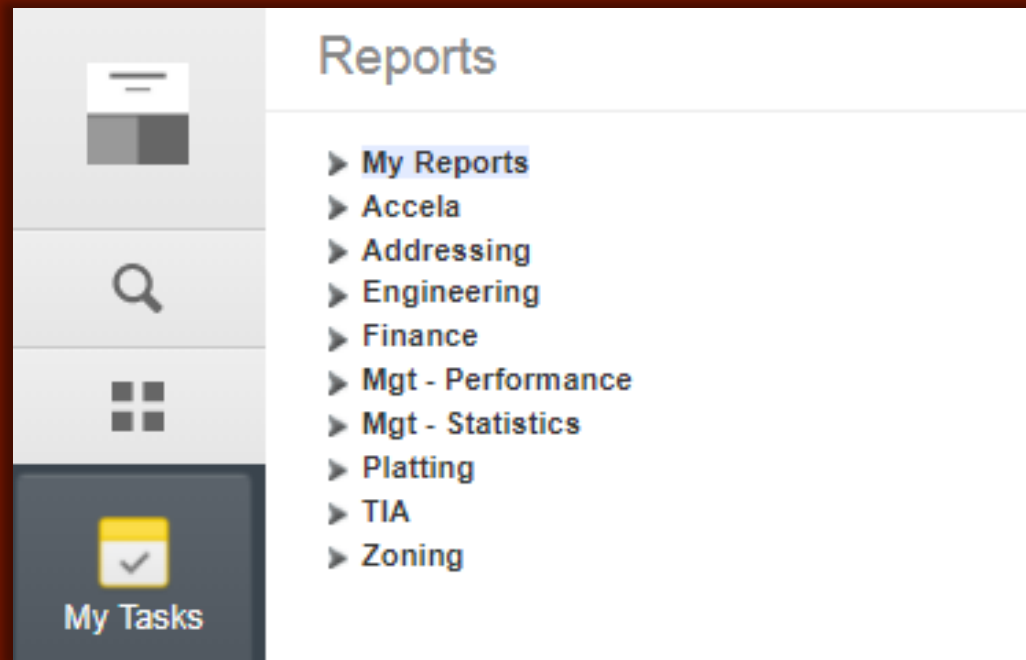
Pre-Existing Reports



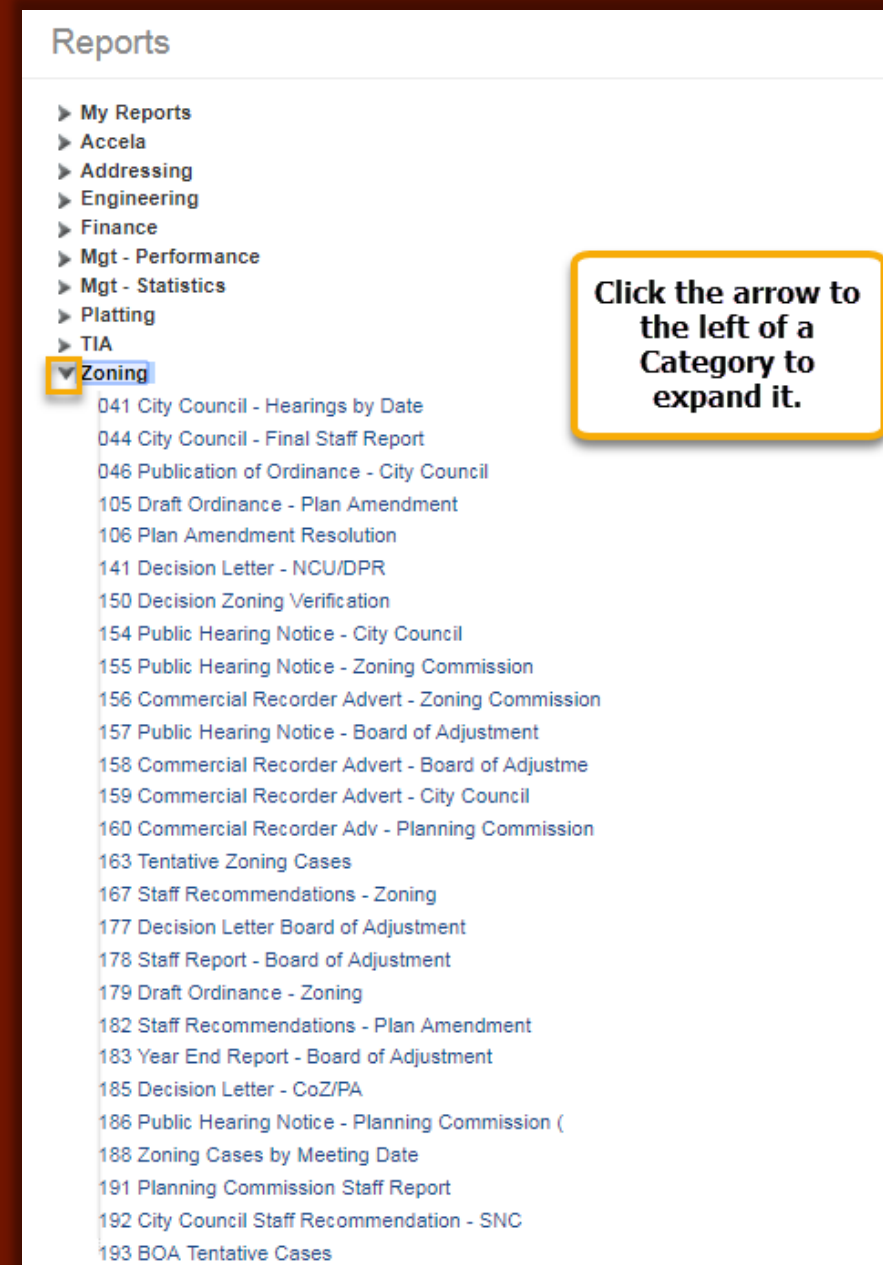
1. Click the Launchpad.
2. Click the All Pages arrow.



3. Filter for Report.
4. Click the Reports hyperlink.



The Reports page displays. Pre-existing reports are housed here. Note the Categories.



Click the arrow to the left of a Category to expand it.

Click the arrow to the left of a Category to expand it.

Viewing Pre-Existing Reports

Reports

▶ My Reports

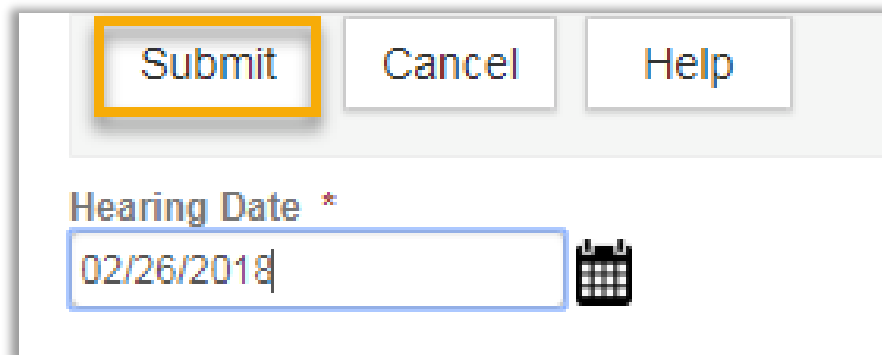
- ▶ Accela
- ▶ Addressing
- ▶ Engineering
- ▶ Finance
- ▶ Mgt - Performance
- ▶ Mgt - Statistics
- ▶ Platting
- ▶ TIA
- ▼ Zoning

**Click on the
Report hyperlink
to access report.**

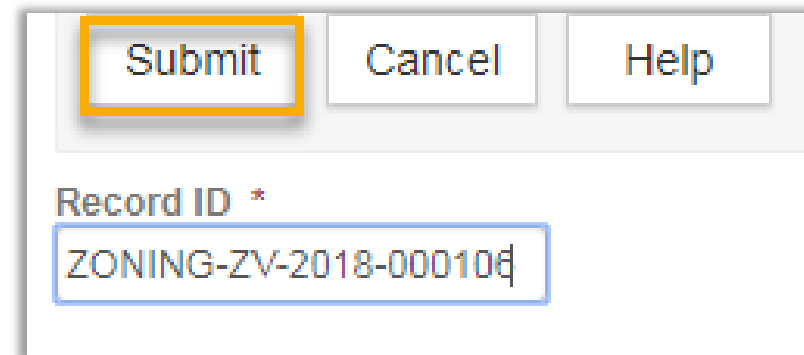
- 041 City Council - Hearings by Date
- 044 City Council - Final Staff Report
- 046 Publication of Ordinance - City Council
- 105 Draft Ordinance - Plan Amendment
- 106 Plan Amendment Resolution
- 141 Decision Letter - NCU/DPR
- 150 Decision Zoning Verification
- 154 Public Hearing Notice - City Council
- 155 Public Hearing Notice - Zoning Commission
- 156 Commercial Recorder Advert - Zoning Commission
- 157 Public Hearing Notice - Board of Adjustment
- 158 Commercial Recorder Advert - Board of Adjustme
- 159 Commercial Recorder Advert - City Council
- 160 Commercial Recorder Adv - Planning Commission
- 163 Tentative Zoning Cases
- 167 Staff Recommendations - Zoning
- 177 Decision Letter Board of Adjustment
- 178 Staff Report - Board of Adjustment
- 179 Draft Ordinance - Zoning
- 182 Staff Recommendations - Plan Amendment
- 183 Year End Report - Board of Adjustment
- 185 Decision Letter - CoZ/PA
- 186 Public Hearing Notice - Planning Commission (
- 188 Zoning Cases by Meeting Date
- 191 Planning Commission Staff Report
- 192 City Council Staff Recommendation - SNC
- 193 BOA Tentative Cases

After clicking on a Report hyperlink, a Report request submittal form displays. Type the information required. Click Submit.

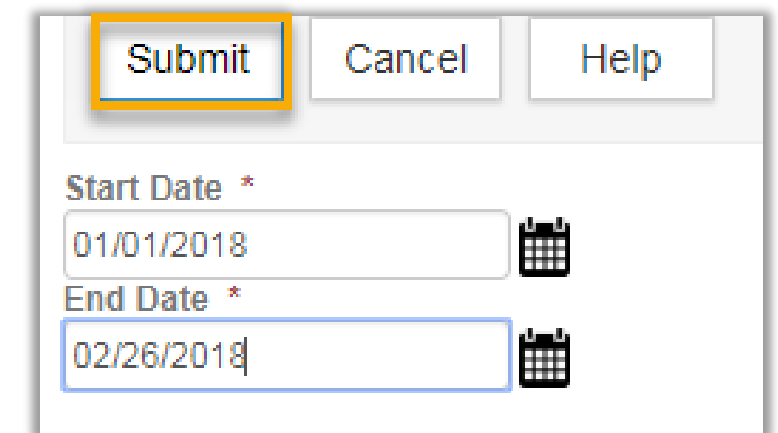
Request submittal formats vary based on the Report requested. Examples shown below.



A screenshot of a web form with three buttons at the top: 'Submit' (highlighted with a yellow border), 'Cancel', and 'Help'. Below the buttons is a text input field labeled 'Hearing Date *' containing the date '02/26/2018'. To the right of the input field is a small calendar icon.



A screenshot of a web form with three buttons at the top: 'Submit' (highlighted with a yellow border), 'Cancel', and 'Help'. Below the buttons is a text input field labeled 'Record ID *' containing the alphanumeric string 'ZONING-ZV-2018-000106'.



A screenshot of a web form with three buttons at the top: 'Submit' (highlighted with a yellow border), 'Cancel', and 'Help'. Below the buttons are two date input fields. The first is labeled 'Start Date *' and contains '01/01/2018'. The second is labeled 'End Date *' and contains '02/26/2018'. Each input field has a small calendar icon to its right.



**City of San Antonio
Development Services Department**

**Plats Ready for Recordation
Report Date: 2/26/2018**



Record ID	Record Type	Project Name	Case Manager	City Limits	Ready Date
LAND-BSL-18-000017	Building Setback Line Plat	City BSL Crayola Rocks			01/23/2018
LAND-BSL-18-000004	Building Setback Line Plat	Patricia's BSL Paid BO		Yes	01/23/2018
LAND-PLAT-18-000039	Minor Plat			Yes	
LAND-AMENDPLAT-16-000039	Amend	ASHER PARK AMEND		Yes	
LAND-PLAT-16-000121	Major Plat	Bri's P1-FG1-02 Major Plat			
LAND-PLAT-16-000097	Major Plat	Major Plat Application Retest		Yes	
LAND-PLAT-16-000096	Major Plat	ICL Tasks Test		Yes	
LAND-AMENDPLAT-16-000015	Amend	Asher Park Amending		Yes	
LAND-PLAT-17-000055	Minor Plat	Minor Plat -Patricia Cavazos		Yes	
LAND-PLAT-18-000044	Minor Plat	Expiration Testing Minor Plat		Yes	
LAND-AMENDPLAT-18-000039	Amend			Yes	
LAND-AMENDPLAT-18-000026	Amend	Patricia's Plan Amendment Surcharges			

Report Examples



**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



NOTIFICATION OF DECISION

02/26/2018

Re:

Dear Sir or Madam:

The Development Review Committee has reviewed and evaluated the application for (). Your application has been . Enclosed is a signed copy for your files. However, please note the following conditions:

It will be expected that all of the property depicted in the Master Development Plan including but not limited to floodplains, drainage areas, and open space shall be platted. All platting shall comply with the Unified Development Code (UDC), the City's Master Plan, Major Thoroughfare Plan, and all applicable regulations for the City of San Antonio.

Please note that this action by the committee does not establish any commitment or support for the provision of drainage, utilities, services, or zoning of any type now or in the future by the City of San Antonio. In addition, it is suggested to work closely with the school district, so they can plan for the development accordingly. Any access and R.O.W. issues along state facilities will need to be resolved with the Texas Department of Transportation (TXDOT). For information about these requirements you can contact TXDOT at (210) 615-5814.

The validity for this project shall expire within five (5) years from the date of acceptance in accordance with UDC §35-412(i)(1). Should you need further assistance, please contact , at .

Sincerely,

Save Report to a local drive.

Congratulations!

This concludes Module Nine

Pre-Existing Reports

It is time to test your recall.....

TEST YOUR RECALL

1. A Report saved to your desktop always has the most recent information. ___True ___False
2. Report formats are all the same. ___True ___False
3. You are able to print a report. ___True ___False
4. A red asterisk by a particular field on the Report request submittal space means _____.

Answers on the next slide...



If you answered:

1. False

2. False

3. True

4. It is a required field.

You are correct!

Time to begin the next module...

Organization Change Management Team Contact Information

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- Patricia Cavazos, Sr. Special Projects Manager
- Office: 210-207-0547
- Caryn Moore, Sr. Special Projects Manager
- Office: 210-207-0027
- Patricia Rosas, Training Lead and Curriculum Developer
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