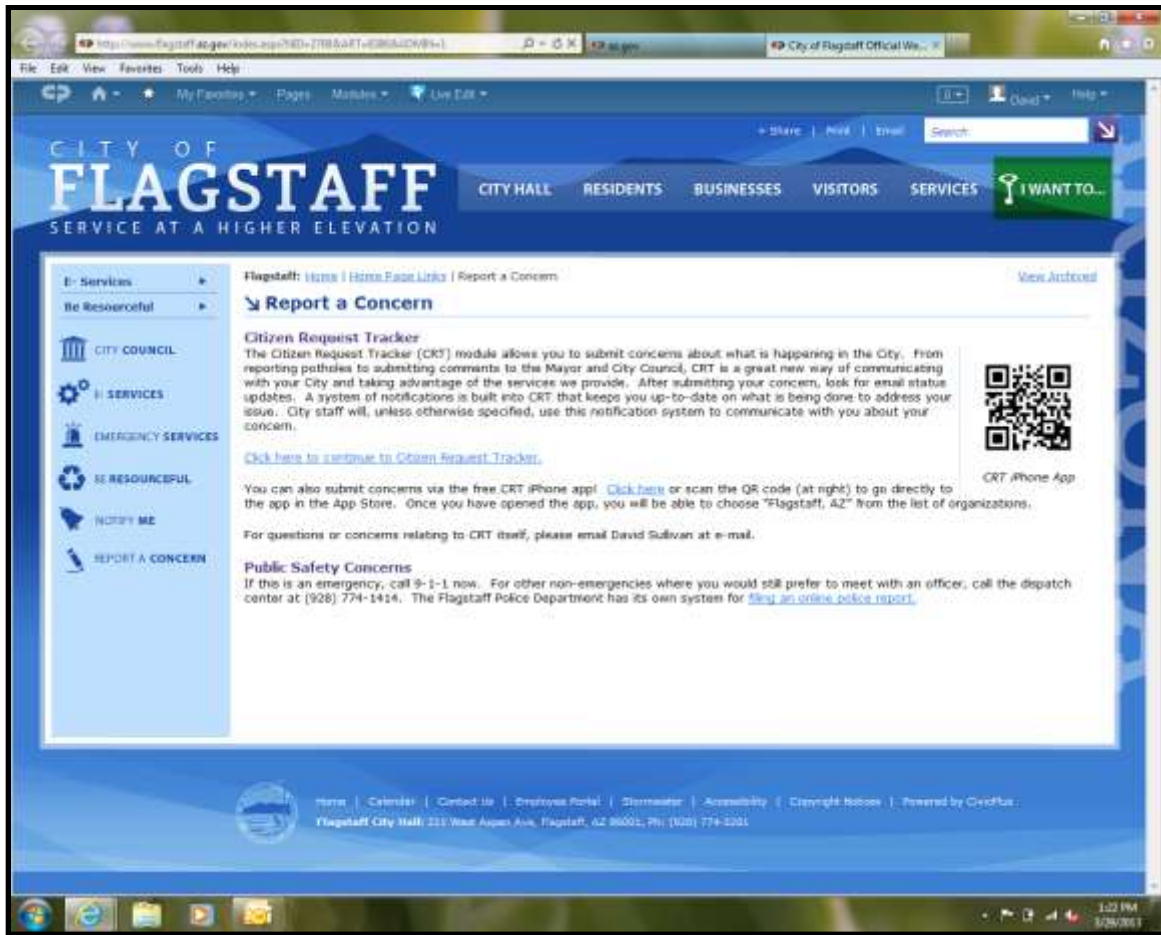


# Downloading and Using the CRT iPhone App



## **Getting the App:**

*Scan the QR Code with your QR scanner or search for "Citizen Request Tracker" by CivicPlus in the App Store.*





### **Getting the App:**

Select the "INSTALL" button to proceed with the download and install.

### **Getting the App:**

The app will now be available on your phone. Select it to continue.



### **Using the App:**

Once open, the app will display a series of four (4) fields. Begin by selecting "Organization."



**Using the App:**

Scroll down to “F” and select “Flagstaff, AZ.” This will return you to the main page. Select “Location” to continue.

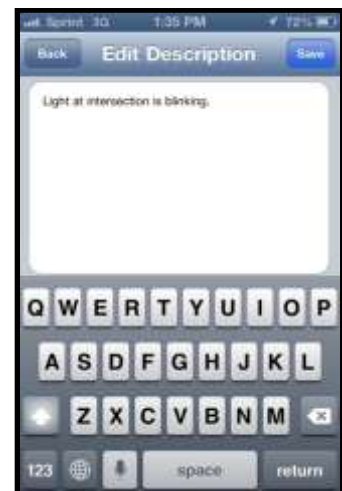


**Using the App:**

The blue dot is your current location. The red pin is the location of your concern. Hold and drag the pin to the location of your concern. Then select the blue button on the “Push & Drag” dialogue to continue.

**Using the App:**

You should again see the main page. Select “Description.” This will give you a large field within which you can describe your particular concern. Select “Save” to continue.





### **Using the App:**

*The last field on the main screen, "Attach a Photo," allows you to attach a photo of your concern. Follow the instructions to either take a photo now or to attach one taken previously.*

### **Using the App:**

*You should now see something like this. Select "Submit" to finish your request.*



### **Your Profile:**

*If you have not already filled out your profile, this dialogue will appear. Click "Create Profile" if this applies to you.*

**Your Profile:**

*Fill out each line and then select "Save" to continue.*



**Your Profile:**

*You should see this confirmation once your profile information is accepted.*



**Thank You!**

*You should see this dialogue once your concern is successfully submitted. From here you can submit additional requests or view previously submitted ones.*

