## Track Your Requests in hubNashville Online

If you have created an account in hubNashville, you can log in any time to see the progress of your Requests.

When you are logged in, either on the website or on your mobile device, you can select the My Requests tab to see your Request details. Log in, and click on 'My Requests'.

H: hubNashvi	lle		Search	Cindy Boy*
Home My Re	quests NashView Nashvi	ille sov		
		Welcome to hub	Nashville	
	hubNa	shville is the easiest way to inte	ract with Metro Governmen thy who to contact	t,
	Call or go online fr	om any device to find informati	on, request services, and sho	are feedback.

You will see a list of the Requests you have entered into hubNashville, with the status and other details readily available on a request card.

You can filter your results to see only Open requests, only Closed requests, or All requests. You can also click the down arrow under those options to sort by 'Newest First' or 'Oldest First'.

I AV		All   Open   Closed Newest First 🛛 👻
A Streets, Ro	ads & Sidewalks	Gosed
Pothole Request # - 0 Status - Close Created - 3/4/2	10149745 sd 1/2019, 10:00 AM 019, 1:58 PM	
Incident Addre	ess - 25 Lindsley Ave, Nashville, TN 37210, United States	View Request
Public Reco	ords Request	Open

## **HubNashville**

Just under 'My Requests' in the upper left of the screen, you can select an icon to view the requests on cards or on a map.



Click this icon to view cards, as shown above:

Click this icon to view requests on a map:



On the map above, note the green circles with an open file folder inside. Those represent open requests. A gray circle with a closed file folder inside represents closed requests.

## **HubNashville**

On each card, you can click on the Request # or on the 'View Request' button to see more details.

Pothole Request # - 00149745	ewalks			Open
Created - 3/4/2019, 10:0 Incident Address - 25 Lind	0 AM İsley Ave, Nashville, TN 3721	0, United States		View Request
Content 100149745				
Category	Request Type	Status	Indicator	
Streets, Roads & Sidewalks	Pothole	Assigned	OPEN	
Kequest Information	ARTICLES			
ETAIL FILES & RELATED     Request Information     Request Number     00149745	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM	
FILES & RELATED     Request Information     Request Number     00149745     Status     Assigned	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed	
FILES & RELATED     FILES & RELATED     Request Information Request Number 00149745 Status Assigned Status Detail	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Boyer</u>	
ETAIL FILES & RELATED Request Information Request Number 00149745 Status Assigned Status Detail Link to ePermits	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name Cindy Boyer	
ETAIL FILES & RELATED Request Information Request Number 00149745 Status Status Status Detail Link to ePermits N/A	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Boyer</u>	
ETAIL FILES & RELATED  Request Information  Request Number 00149745  Status Assigned  Status Detail  Link to ePermits N/A  Resolution Description eland text	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Boyer</u>	
ETAIL FILES & RELATED Request Information Request Number 00149745 Status Assigned Status Detail Link to ePermits N/A Resolution Description closed test	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Bayer</u>	
ETAIL FILES & RELATED  Request Information Request Number 00149745 Status Assigned Status Detail Link to ePermits N/A Resolution Description closed test  Description Information	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Boyer</u>	
ETAIL FILES & RELATED  Request Information  Request Number 00149745  Status Assigned  Status Detail  Link to ePermits N/A  Resolution Description closed test  Description Information  Subject Pothole in the Roadway	ARTICLES		Date/Time Opened 3/4/2019 4:00 PM Date/Time Closed Contact Name <u>Cindy Boyer</u>	

Click on the 'Files & Related Articles' tab to see any attached documents or pictures that you uploaded, or any Comments you or someone in the assigned department have entered.



Remember you have to be logged in to be able to see Requests. You can only view Requests that were entered when you were logged in.