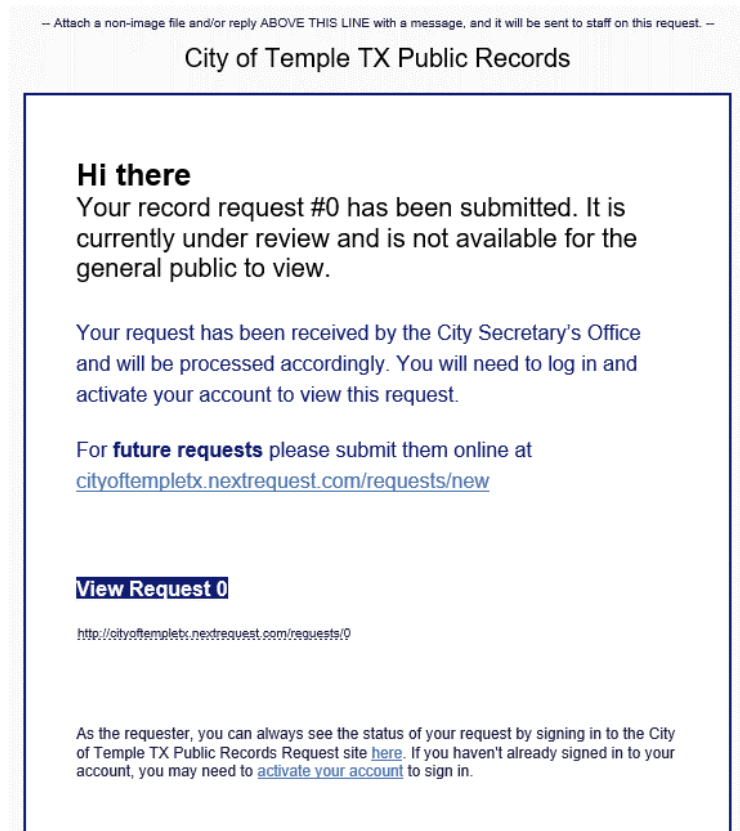


NextRequest – User Guide

Emails from NextRequest

Initial Email

After your request has been submitted you should receive an email from



cityoftemptx@public-records-requests.com. This is an automatic reply from our portal, NextRequest.

Any email you receive from cityoftemptx@public-records-requests.com should include a View Request button that will take you to your request page within NextRequest.

NextRequest – User Guide

Documents Released Email

Receiving this email means that you have been given access to document/s related to your request.

Clicking the document name will open it in NextRequest.

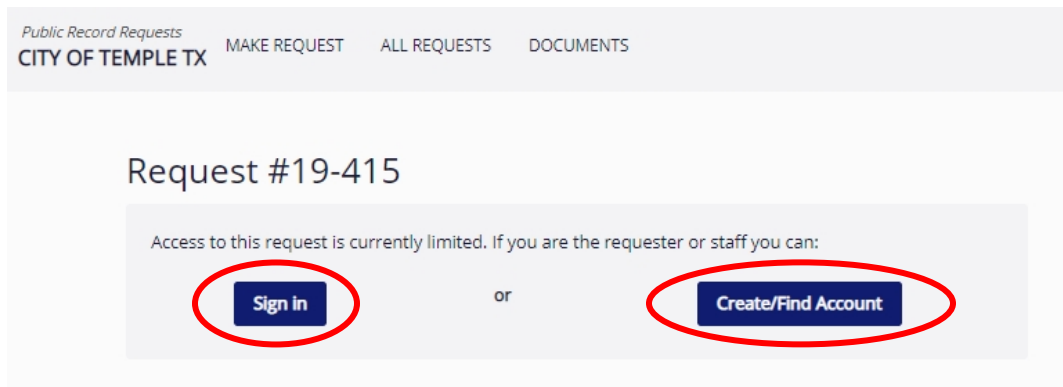
As always clicking View Request will take you to your request page.



View Request

Logging In

If you are not logged in to NextRequest you will be brought to this screen where you will need to login or create an account to continue.



Messages



NextRequest – User Guide

Once you have logged in you will be brought to your request page. Clicking the envelope will allow you to send us a message about your request.

Public Record Requests
CITY OF TEMPLE TX MAKE REQUEST ALL REQUESTS DOCUMENTS SETTINGS SIGN OUT

Request Visibility: Unpublished

Request #19-415

CLOSED

Testing with Gmail Account

Received: December 17, 2019 via web

Departments: None Assigned

Requester: 2 N Main St Suite 208, Temple, TX 76501
9722
City of Temple

Documents

Public (pending) (none)

Requester: Release

Staff

Point of Contact: Sonia Alexander

- Request Closed** [Hide](#) Public
As per your request, see the attached calls for service report #19005868.
At this time there are no fees associated with this request; however, I ask that you reply to this e-mail as receipt of the information provided to you.
December 30, 2019, 9:17am
- Document(s) Released to Requester** Requester + Staff
Group Error.2
December 17, 2019, 2:22pm
- Document(s) Released to Requester** Requester + Staff
Group Error.jpg
December 17, 2019, 2:16pm
- External Message** [Hide](#) Requester + Staff
As per your request, see the attached calls for service report #19005868.
At this time there are no fees associated with this request; however, I ask that you reply to this e-mail as receipt of the information provided to you. Should you have further questions, please feel free to contact me.
December 17, 2019, 2:16pm by Kellie Brown, Senior Project Manager (Staff)
- External Message** Requester + Staff
Your request has been received by the City Secretary's Office and will be processed accordingly.
December 17, 2019, 2:06pm
- Request Opened** Public
Request received via web
December 17, 2019, 2:06pm

Updates

On the left-hand side, you will see a timeline that lists all the changes that have been made, including messages that have been sent and documents that have been uploaded.

- Request Closed** [Hide](#) Public
As per your request, see the attached calls for service report #19005868.
At this time there are no fees associated with this request; however, I ask that you reply to this e-mail as receipt of the information provided to you. Should you have further questions, please feel free to contact me.
December 17, 2019, 2:23pm
- Document(s) Released to Requester** Requester + Staff
Group Error.2
December 17, 2019, 2:22pm
- Document(s) Released to Requester** Requester + Staff
Group Error.jpg
December 17, 2019, 2:16pm
- External Message** [Hide](#) Requester + Staff
As per your request, see the attached calls for service report #19005868.
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December 17, 2019, 2:06pm

NextRequest – User Guide

Documents

On the right-hand side, you will see all documents that have been released to you. If the documents are in a folder you can click the arrow to open the folder. Clicking the paper icon will open the document for you to view/download.

