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# What is Accela Mobile View

**Accela Mobile** is a mobile application for iOS and Android. To simply search and view records, a registered user account is not required. Not all configuration is supported in this release of Accela Mobile such as the pay feature but will be available in a future release.

As a registered Accela mobile view user you can schedule inspections on issued records (permits) , reschedule inspections, cancel inspections, view conditions, view record details, view related records, and view the processing status (workflow) of the record

# How to Use Accela Mobile View

1. Log into **Accela Mobile View** at https://acaweb.brevardcounty.us/citizenaccess/
2. Enter your BASS **Username**
3. Enter your BASS **Password**
4. Click the **Login** button

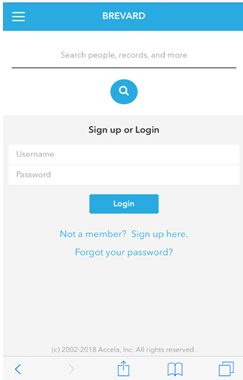


Figure 1 Accela Mobile View Sign up or Login screen

1. The main **Accela Mobile** view page will be displayed. The **Pay** feature is not configured and it is unavailable at this time. From this page you can:
2. Search for people, records, addresses, etc. by entering a piece of the information and clicking the magnifying glass to begin the search or;
3. Clicking the Permit/record number if displayed.

Enter the search criteria then, click the magnifying glass or Select the permit/record by clicking the permit number


Figure Accela Mobile view search field

Figure 3 Accela Mobile View search field

1. For this example there are ***100+ Records*** returned for 2725 Judge Fran
2. Click **Records**

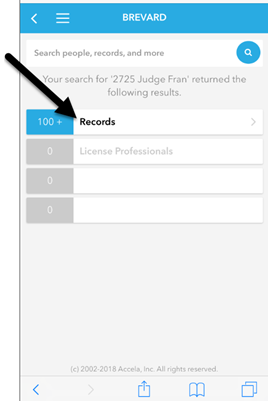


Figure 4 Search results 100+ retuned for the address entered.

1. Select the record for your inquiry

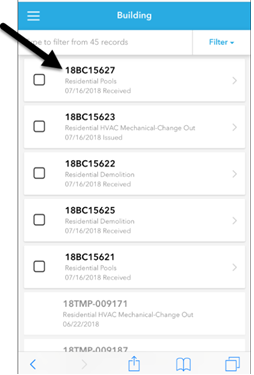


Figure 5 Records returned from the Search criteria entered

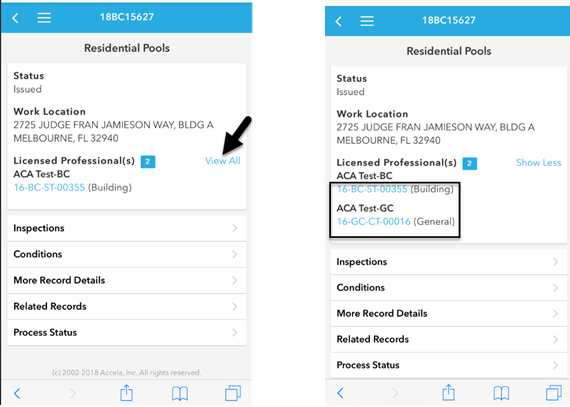
1. The following information will be shown:
2. **Record Number** /Permit number will be displayed in the banner
3. Type of permit
4. **Add to Collections** link, if applicable
5. **Status** – Permit Status
6. **Work Location** – Site Address
7. **Licensed Professional(s)** – Licensed Professional Name, License Number (County or State), and Contractor type. To display additional Licensed Professionals associated to the permit/record, click the **View All link**.
8. **Inspections**
9. **Conditions**
10. **More Record Details**
11. **Related Records**
12. **Process Status** – The application workflow status.

Figure 6 Licensed Professional “View All” link. The Licensed Professional field was expanded to display all Licensed Professionals associated to this record.

## How to Schedule an Inspection

This section will explain how to schedule an inspection using **Accela Mobile**.

Inspections must be scheduled by 4:00 p.m. for the next business day (M-F). All fees must be paid prior to scheduling a Pre-Power or Final Inspection. Scheduling an incorrect inspection will result in a failed inspection and will incur additional fees. **Note: The permit must be issued to schedule an inspection.**

1. Click **Inspections**

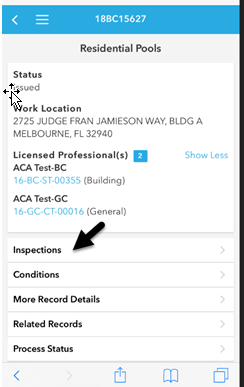


Figure 7 Inspections field

1. Click **Schedule an Inspection**

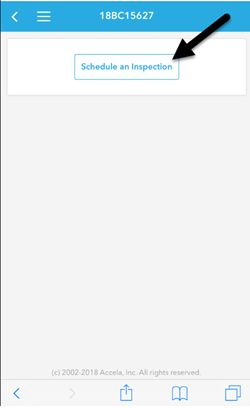


Figure 8 Schedule an Inspection button

1. **Available Inspection Types** for this record will be displayed (Pool Steel and Ground, Pool Deck, Pool Final, and Pool Other).
2. Click the inspection type to schedule the inspection.

Available Inspection Types assocaited to this record.
Pool Steel Ground
Pool Deck
Pool Final
Pool Other

An arrow is pointing to the" Pool Other" inspection type

Figure 9 Available Inspection Types associated to the record

1. **Schedule Inspection** screen will be displayed. This screen provides the following information:
2. **Record Number** (Permit Number)
3. **Inspection Type**
4. **Location** (Site Address)

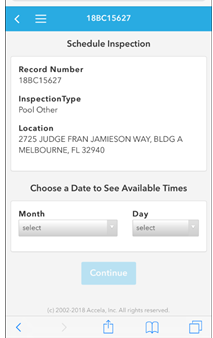


Figure 10 Schedule Inspection screen displaying the Record Number, Inspection Type, and Location. Choose a Date of the inspection using the dropdown fields

1. ***Choose a Date to See Available Times*** by clicking the **Month** dropdown and the **Day** dropdown. Select the Month and Day of the inspection.
2. **Choose a Time** – Select **All Day** as this is the only option available at this time.

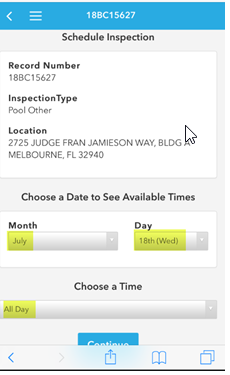


Figure 11 Select the inspection date by clicking the dropdowns for the Month, Day, and Time (All Day only option.

1. Click the **Continue** button.

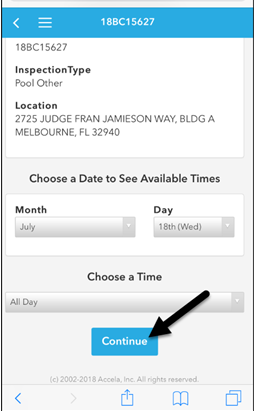


Figure 12 Inspection information selected. Click the Continue button.

1. Enter the **Contact Information**, Phone Number, and a Comment (optional). **Note: Do not add confidential information in the Comment section as this information is displayable to the public.**

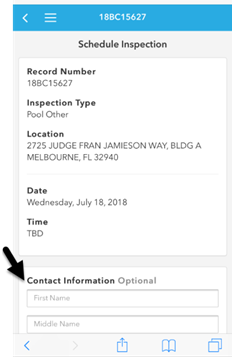


Figure 13 Enter Contact Information to be associated to the inspection.

1. Click **Schedule Inspection.**

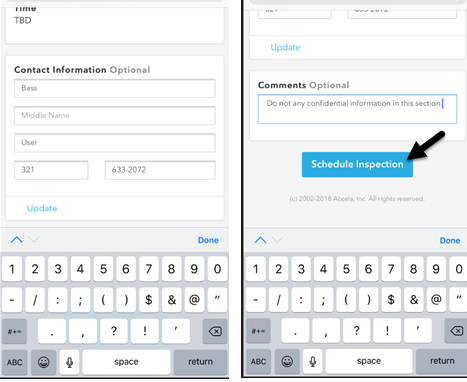


Figure 14 Contact Information and Inspection comments (notes to the inspector). Click the Schedule Inspection button to continue the inspection scheduling. Do not enter Confidential Information in this section.

1. **Schedule Confirmation** will be displayed.

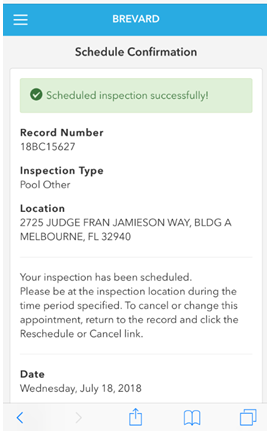


Figure 15 Inspection Schedule Confirmation

1. Click **Back to Record Summary.**

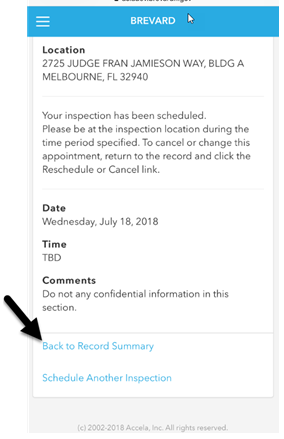


Figure 16 "Back to Record Summary" link

1. To view the Inspector’s name and the details of the inspection, click **Inspections**.

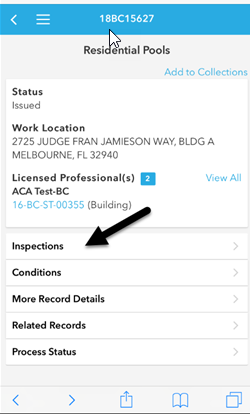


Figure 17 Inspections tab associated to the record

1. The inspection overview will be displayed.

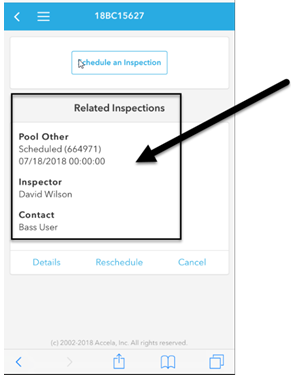


Figure 18 The scheduled inspection associated to the record provides the Inspection Type, Scheduled Date, Inspector's name, and Contact.

## How to Reschedule an Inspection

This section will provide the instructions to reschedule an inspection. **Reschedule** must be made before 4:00 p.m. 1 day prior to the inspection date.

1. Search and select the record
2. From the record’s main page, select **Inspections**

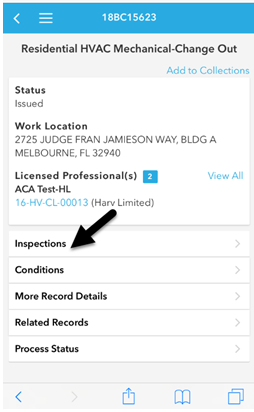


Figure 19 Inspections tab

1. The Inspections page will be displayed
2. Click the **Reschedule** link

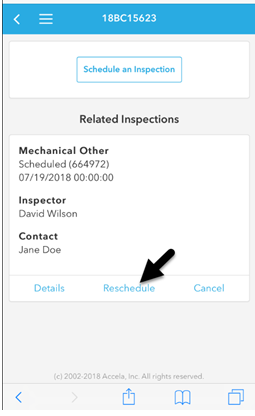


Figure 20 Related Inspections "Reschedule" link

1. The **Inspection Details** page will be displayed.

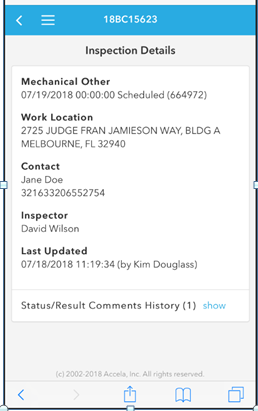


Figure 21 Inspection Details associated to the record – Inspection Type, Work Location, Contact, Inspector, and Last Updated.

1. ***Choose a Date to See Available Times*** by clicking the **Month** dropdown and the **Day** dropdown to select the Month and Day of the inspection.
2. **Choose a Time** – Select **All Day** as this is the only option available at this time.
3. Click the **Continue** button.

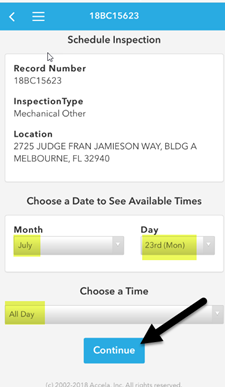


Figure 22 Select the Month, Day, and Time then click the Continue button

1. The **Schedule Inspection** page will display.
2. If needed, modify the **Contact Information** and the **Comments** sections.
3. Then, click the **Schedule Inspection** button.

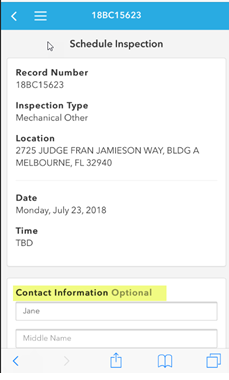


Figure 23 I Contact Information for this inspection

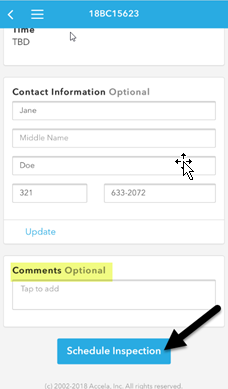


Figure 24 Comment section and the Schedule Inspection button.

1. The **Schedule Confirmation** page will be displayed stating **Scheduled inspection successfully!**

Schedule Confirmation  - Scheduled inspection sucessfully.
Record Number, Inspection Type, Location, and Date of the rescheduled inspection.

Figure 25 Schedule Confirmation

## How to Cancel an Inspection

This section provides how to cancel an inspection. **Cancellations must be made before 4:00 p.m. 1 day prior to the inspection date.**

1. Search and select the record
2. From the record’s main page, select **Inspections**

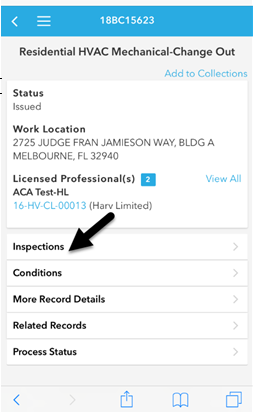


Figure 26 Record Inspection tab

1. The **Related Inspections** page will display.
2. Click the **Cancel** link

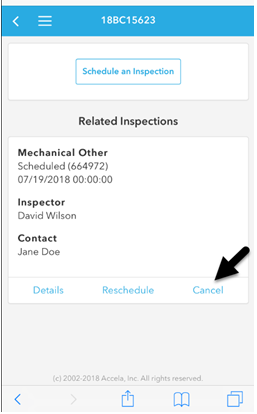


Figure 27 Related Inspections Cancel link

1. A ***Cancel Inspection?*** pop-up window (dialog box) providing the **Record Number**, **Inspection Type**, **Status**, and **Inspection Date & Time** will display.
2. Click the **Yes, Cancel** link.

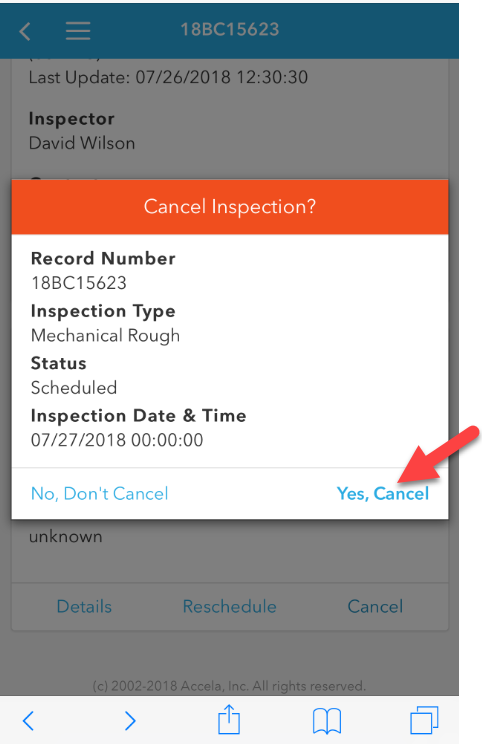


Figure 28 Cancel - Inspection pop-up window.

1. A pop-up window (dialog box) confirming the inspection was cancelled will be displayed stating “Success Inspection was cancelled successfully. Closing this dialog will refresh the page.”
2. Click the Close link.

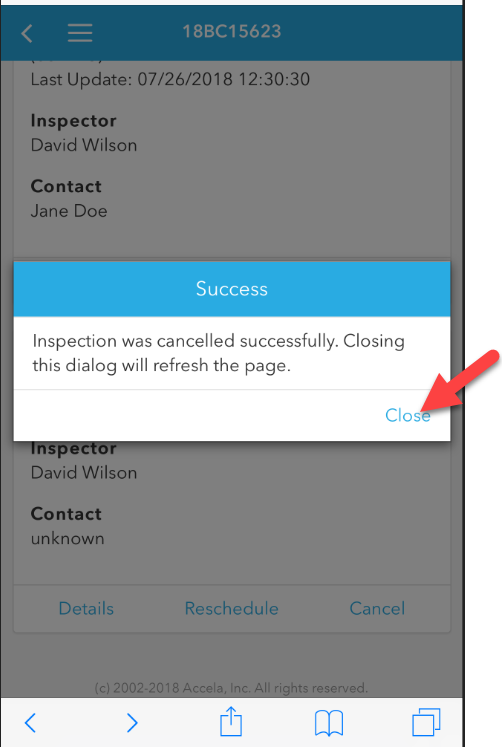


Figure 29 Inspection was cancelled successfully.

1. When the inspection details page is refreshed. The inspection details will show the inspection was cancelled and will provide the date and time of the cancellation.

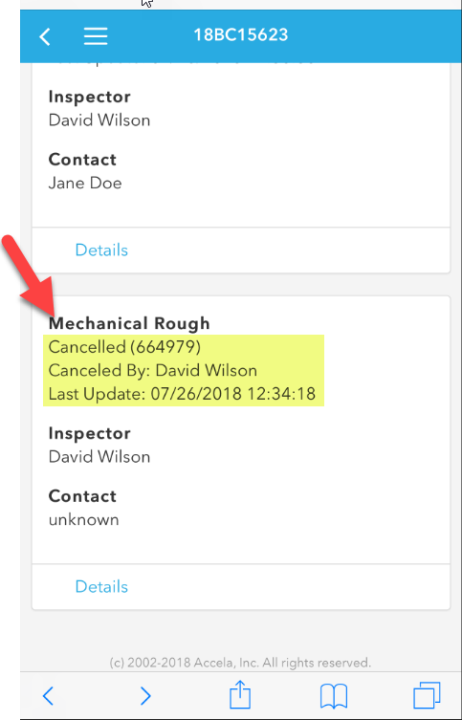


Figure 30 The cancelled inspection displays showing who the inspection was cancelled by and the date and time of the cancellation.

## How to View Conditions

This section provides instruction to View Conditions.  **Standard conditions** are requirements by the County. A standard condition can be added to the application prior to the permit issuance or after a revision is summited. Depending on the Condition severity a **Notice**, **Hold**, or **Lock** may be placed on the record requiring information submitted prior to the first inspection up to a stop work order issued.

1. Click **Conditions**

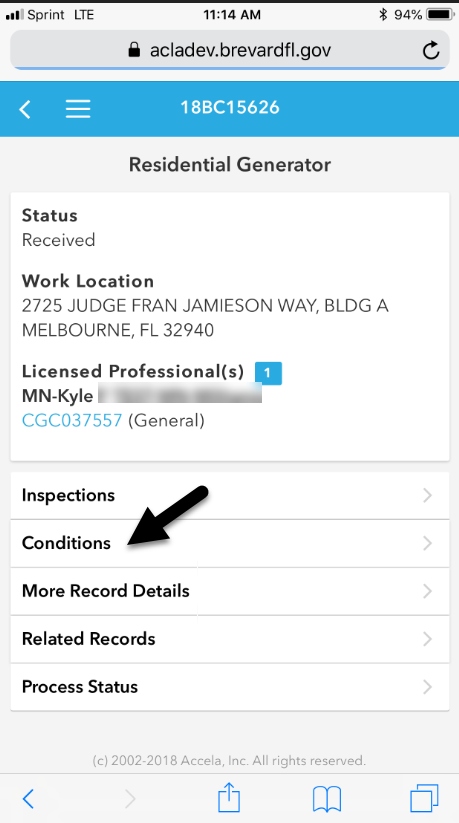


Figure 31 The Conditions link associated to the record.

1. **Conditions** associated to the record will be displayed and will provide the following information:
2. **Group** – Condition type such as a Notice, Hold, Lock, etc.
3. **Description** – A description of the Condition
4. **Type** – Department requiring the information
5. **Status** – Condition Status
6. **Severity**
7. **Applied Date** – The date the condition was applied
8. **Expiration Date** – The date the condition will expire
9. **Effective Date** – The effective date of the condition

Screenshot of the Conditions associated to this record. The following Condition information is provided:
Condition Group
Description
Type
Status
Severity
Applied Date
Expiration Date
Effective Date

Figure 32 Conditions associated to this record.

## How to View More Record Details

The **More Record Details** provides the high level details of the record/permit: Type, Status, Date and time the record was created, the address, the applicant’s name, and a description of the record.

1. Click **More Record Details**

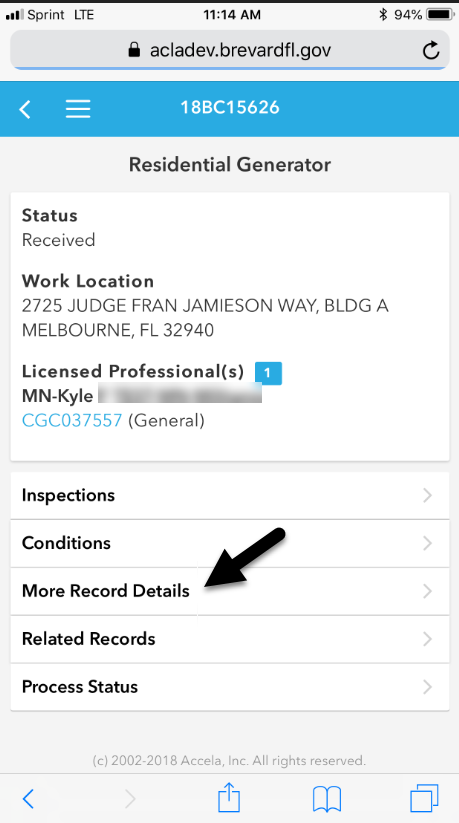


Figure 33 More Record Details tab.

1. The following information will be displayed in the **More Record Details** section:
2. **Type** – The type of record/permit
3. **Status**  of the record
4. **Date** - The date and time the record was created
5. **Address** – Site location
6. **Applicant**
7. **Description** – The record description

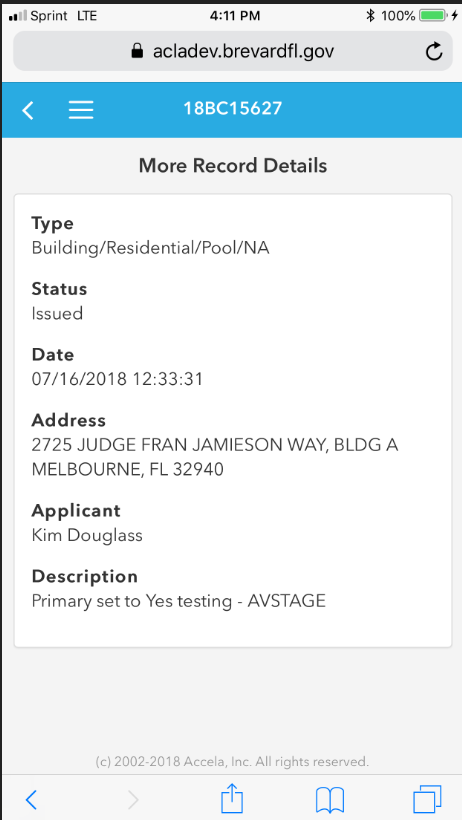


Figure 34 More Record Details assocaited to this record.

## How to View Related Records

**Related Records** are Records/permits associated to a record. Not all permits have related records and in most cases there will not be a related record.

1. Click **Related Records**

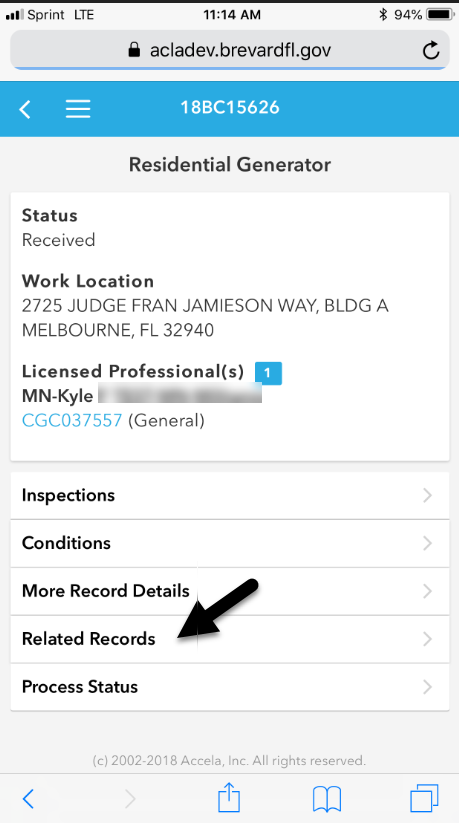


Figure 35 Related Records Tab.

1. If there are **Related Record** associated to this permit, the records will be listed in this section

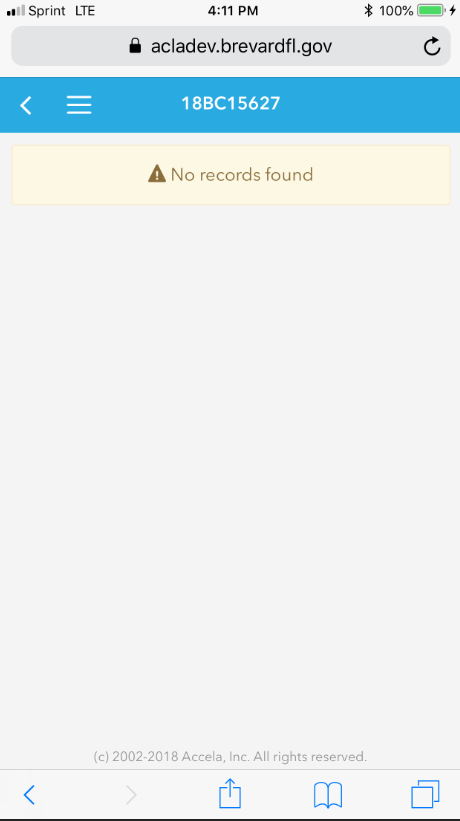


Figure 36 No matches were found under the Related Record

## How to View the Process Status

The **Process Status** (workflow status) will be listed in this section. The active step of the workflow or **Process Step** will be identified by a highlighted checkmark. The workflow steps that are not highlighted are completed or are steps that will be active in the future.

1. Click **Process Status**

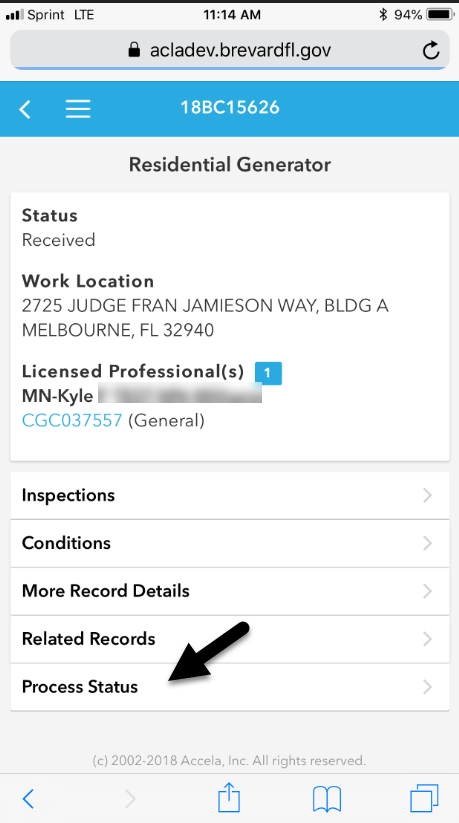


Figure 37 Process Status Tab

This example shows **Inspections** is the active step within the workflow.

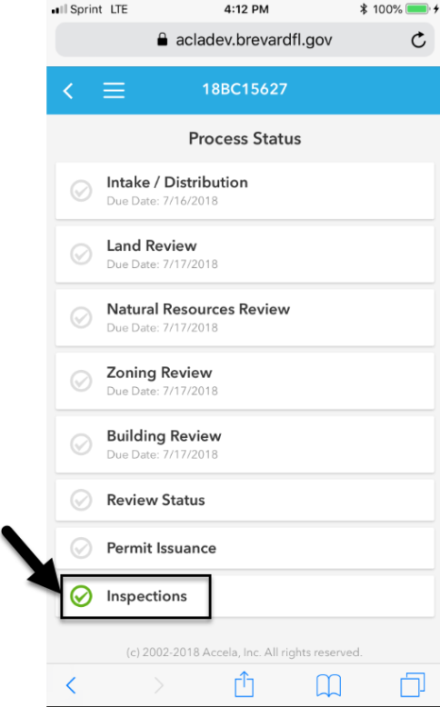


Figure 38 Active step of the Process Status (workflow) is Inspections.