

MSD Accela Citizen Access (ACA) Searching Tips 2-5-2019

In addition to general development review project information, ACA stores information on all MSD easements and easement vacations. There are several other types of records the system also stores. See the table on the following page for information on all the record types stored in ACA.

The ACA URL can be saved as a favorite in your browser or as a shortcut on your desktop:
<https://aca3.accela.com/STLMSD/Default.aspx>

On the login screen, login then select the MSD tab. A search screen will appear.
(You may need to scroll down to get to the search screen.)

*General info on wildcard characters in General Search section of ACA: * or % can be used*

- * or % at end of a string will find anything beginning with that string (val* returns valley as well as valentine)
- * or % at beginning of a string will find anything ending with that string (%ary returns Gary as well as Mary)
- * or % at beginning and end of a string will find anything containing that string (%vet* returns veterans as well as Olivette)
- % can be used in the middle of a string; it will only return results beginning with the part of the string before the %, but will return items with text beyond what is listed after the % (river%peres will return River Des Peres & Woodson Channel Relocation; iver%des returns nothing)

TO SEARCH PROJECTS:

The screenshot shows the 'General Search' interface. It has a blue header with the text 'General Search'. Below the header are several input fields: 'Record Number' with the value 'P001234501', 'Record Type' with a dropdown menu set to 'Project', 'Project Name' (empty), 'Start Date' with a calendar icon and the value '01/01/1950', and 'End Date' with a calendar icon and the value '01/08/2019'.

- Change the year in the start date of the search to 1950
- Select Record Type = Project
- Enter search criteria under Record Number or Project Name
 - P-number format P001234500
 - Accela job format YYMSD-12345 (YY is year the project was created)

If more than one record is returned, select the record number you wish to view. On the screen that appears, the Record Info tab provides access to detailed info about the project:

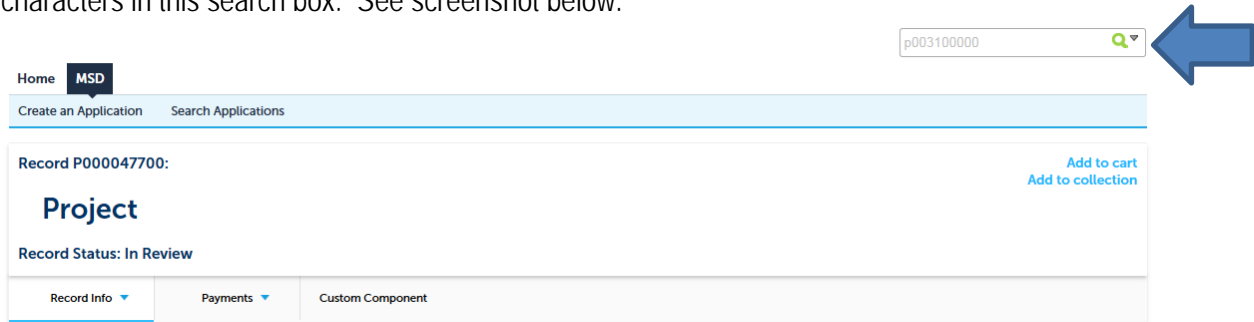
The screenshot shows the 'Project' record page. At the top, it says 'Record Status: Plans Approved'. Below this are three tabs: 'Record Info' (selected), 'Payments', and 'Custom Component'. On the left, there is a vertical sidebar with menu items: 'Record Info', 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. A blue arrow points to the 'Record Info' tab.

- Images of plans, reports and correspondence are under Attachments

Upload Date	Name	Description	Type
11/01/2017	C D A.docx		MSD-Accepted Construction Deposit Agreement
11/01/2017	C D A.docx		Correspondence
03/20/2018	P3100notetoFile.pdf		Construction Field Notes

Select the file name to open the file

Tip: if searching multiple projects for which you know the exact project number or project name, you can initiate subsequent searches from the box at the top right of the screen. Note: you cannot use wildcard characters in this search box. See screenshot below:



To return to the initial search screen, select the MSD tab. (same tab you selected at the start)

TO SEARCH EASEMENTS:

- Change the year in the start date of the search to 1950
- Select Record Type Easement
- Recommend searching by Parcel Number; results from using Address are not as reliable
- To search for all easements on a certain project, use the project number as the Project Name

Sample results follow. Select the Record Number to open the file.

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<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name
<input type="checkbox"/>	06/19/2018	18EASMT-00485	Easement		11647
<input type="checkbox"/>	06/08/2018	18EASMT-00446	Easement		11647
<input type="checkbox"/>	04/30/2018	18EASMT-00362	Easement		11647
<input type="checkbox"/>	04/27/2018	18EASMT-00340	Easement		11647
<input type="checkbox"/>	04/27/2018	18EASMT-00339	Easement		11647
<input type="checkbox"/>	04/27/2018	18EASMT-00341	Easement		11647

FOLLOWING IS A LIST OF THE VARIOUS RECORD TYPES THAT CAN BE ACCESSED USING ACA:

Record ID Naming convention	
ID	Record Type
MSD	Project Record
EASMT	Easement
ENCRO	Encroachment
VACAT	Vacation
MAINT	Maintenance Agreement
FLPLS	Floodplain Study
CNCPB	Basic Conceptual Project Record
CNCPD	Detailed Conceptual Project Record
INFOR	Info File
BMPUA	BMP Permit
BLDST	Build Structure Permit
CONCT	Connection Permit
MODST	Modify Structure Permit
REACH	Reach Permit
SPECI	Special Item Permit