

January 11, 2013

Please print a copy of this newsletter for staff that do not have e-mail.



Designed for all staff and departments who use Accela

IMPORTANT!

Changes to SAME DAY INSPECTION REQUESTS: March 1, 2013

Starting March 1, 2013 **ONLY ONLINE** inspection requests submitted prior to 7:30 AM will be eligible for **SAME DAY INSPECTIONS**.

Inspection requests submitted by fax (402 441-4814) or left on the 24-hour inspection line (402 441-8213) prior to 12:00 noon will be eligible for inspections the following business day.

Accela BETA Testing in Progress!

We are very excited to welcome the construction community in this edition of the newsletter as we have added hundreds of newsletter recipients to this issue. Mayor Beutler stopped in to watch a portion of the training and offered his appreciation to those participating in the ACA BETA event. Equally exciting was our Accela Citizen Access (ACA) kick-off meeting and training session.



The BETA group pictured are Rose Wismer - John Henry's, Jon Dillavou - Eric's Electric, Jarrod Rohrs - John Henry's, Roger Bumgarner - Ironwood Builders, Mayor Chris Beutler, Eric Hoke - Eric's Electric, Marcia Knuth - Bryant Air Conditioning & Heat, Ted Scott - Medallion Homes, and Donna Matulka - Bryant Air Conditioning & Heat

The ACA training session was held with these eight representatives of the building community. During the training exercise, there were several subjects reviewed; specifically, applying for permits, the ACA registration process, review comments, scheduling inspections, and searching permits. Documentation was provided during the training session; however, we want to make all documentation available to you too! So follow these active links and put them to good use to get yourself ready for the new Accela Automation system beginning Tuesday January 22.

Following are the links to your ACA documents:

Citizen Access Permit Application: http://lincoln.ne.gov/city/build/forms/aca/ACA_Apply_Permits.pdf

Citizen Access Registration Process: http://lincoln.ne.gov/city/build/forms/aca/ACA_Registration_Process.pdf

Citizen Access Review Comments: http://lincoln.ne.gov/city/build/forms/aca/ACA_Review_Comments.pdf

Citizen Access Schedule Inspections: http://lincoln.ne.gov/city/build/forms/aca/ACA_Scheduling_Inspections.pdf

Citizen Access Permit Lookup: http://lincoln.ne.gov/city/build/forms/aca/ACA_Searching_Permits.pdf

Here are just some of our high level scheduled activities January 17-22 to bring the Accela Automation system live!

- Wednesday, 1/16** - The end of all changes in the development environment
- Thursday, 1/17** - Conversion will begin with the data from the current Permits Plus system at 5:30 pm
- Friday, 1/18** - The conversion process will continue to execute all day Friday and staff will continue working on making a production environment
- Saturday, 1/19** - Testing in the new production environment by Accela and Subject Matter Experts
- Sunday, 1/20** - SME's and select end users will continue system tests between 9:00-4:00 pm. A "go-live" meeting/conference call will be held at 4:00 pm
- Monday, 1/21** - Additional testing and/or corrective processes post conversion
- Tuesday, 1/22** - ***Go-live!***

The members of our team are proud to announce that our newsletter now reaches 1,152 people!



**JIM WALKENHORST
PROJECT MANAGER**

**FRED A. HOKE
PROJECT SPONSOR**