MANUAL FOR
ACCELA CITIZEN ACCESS (ACA)

PUBLIC USER REPORT OF REMONUMENTATION DATA BY COUNTY

EXCLUSIVELY FOR:

OFFICE OF LAND SURVEY & REMONUMENTATION
BUREAU OF CONSTRUCTION CODES
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

This procedure will export the contents of the OLSR Remonumentation table to an EXCEL spreadsheet by a defined county.

1. From a browser, go to https://aca3.accela.com/lara. This screen should appear.
2. Click on OLSR, if it is not already selected.

Updated on January 10, 2019
S:\Land Survey\REMON\LPI\Handbook\ACA Remon Data by County.docx

3. At the top of the screen is a tab for Reports. Click on the tab. It will list a report called "General – ACA" and another report called "Remon List (EXCEL) Use caps." Click on the second report.

4. The report parameters will appear. Enter the county name IN ALL CAPITAL LETTERS and select 'Submit'.

5. It will take about a minute to compile the report. It is recommended that the file be opened before it is saved. Choose Open.
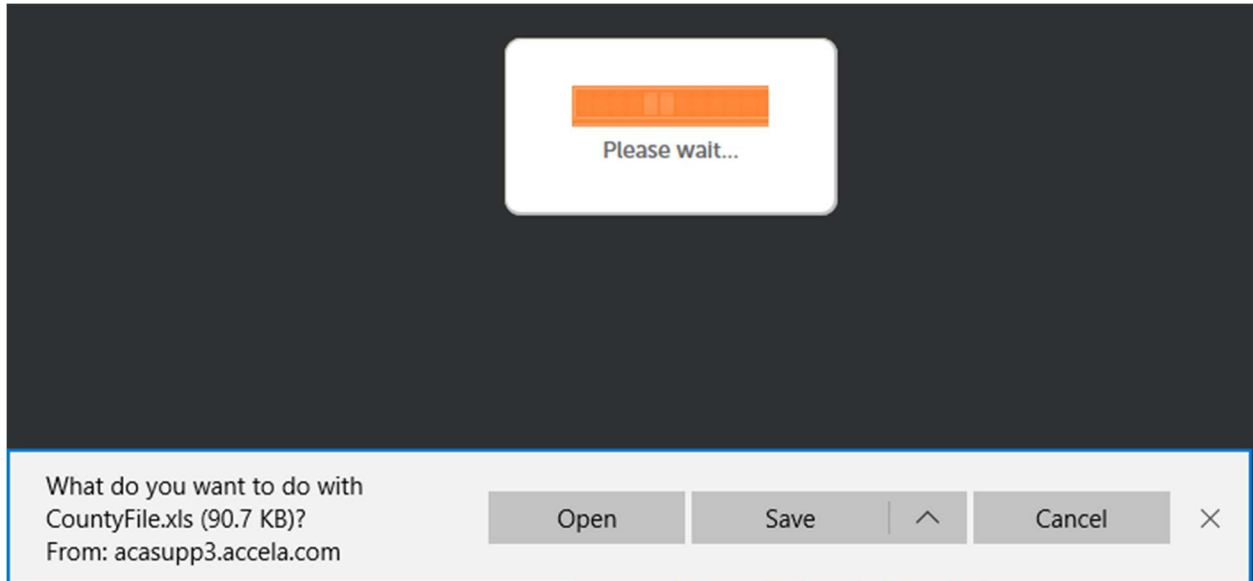
6. The following screen may appear in Excel. Choose Yes.
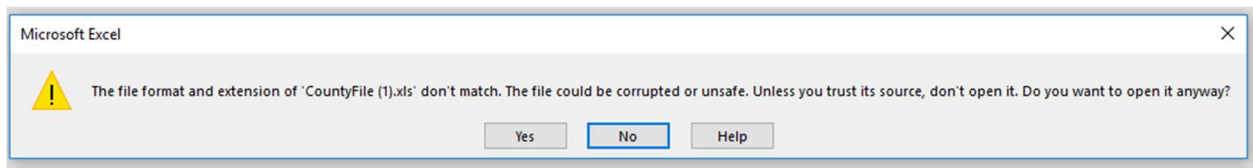
7. The file should open in Excel. From here, the file can be saved to the computer. Any sorting can be done through Excel.
8. When exiting Excel, the window to Accela may still be open. Close it.