

How to add APCD records into groups:

Step 1: From the Accela Citizen Access login screen, enter a username and password then click "Login". Once logged in click on the "APCD" tab.

The screenshot shows the County of San Diego website interface. At the top, there is a search bar and navigation tabs for various departments: Your County Government, Community Services, Healthy Kids & Families, Business Resources, Environment, Public Safety, and Jobs. Below these are links for 'Register for an Account' and 'Login'. A secondary search bar is also present.

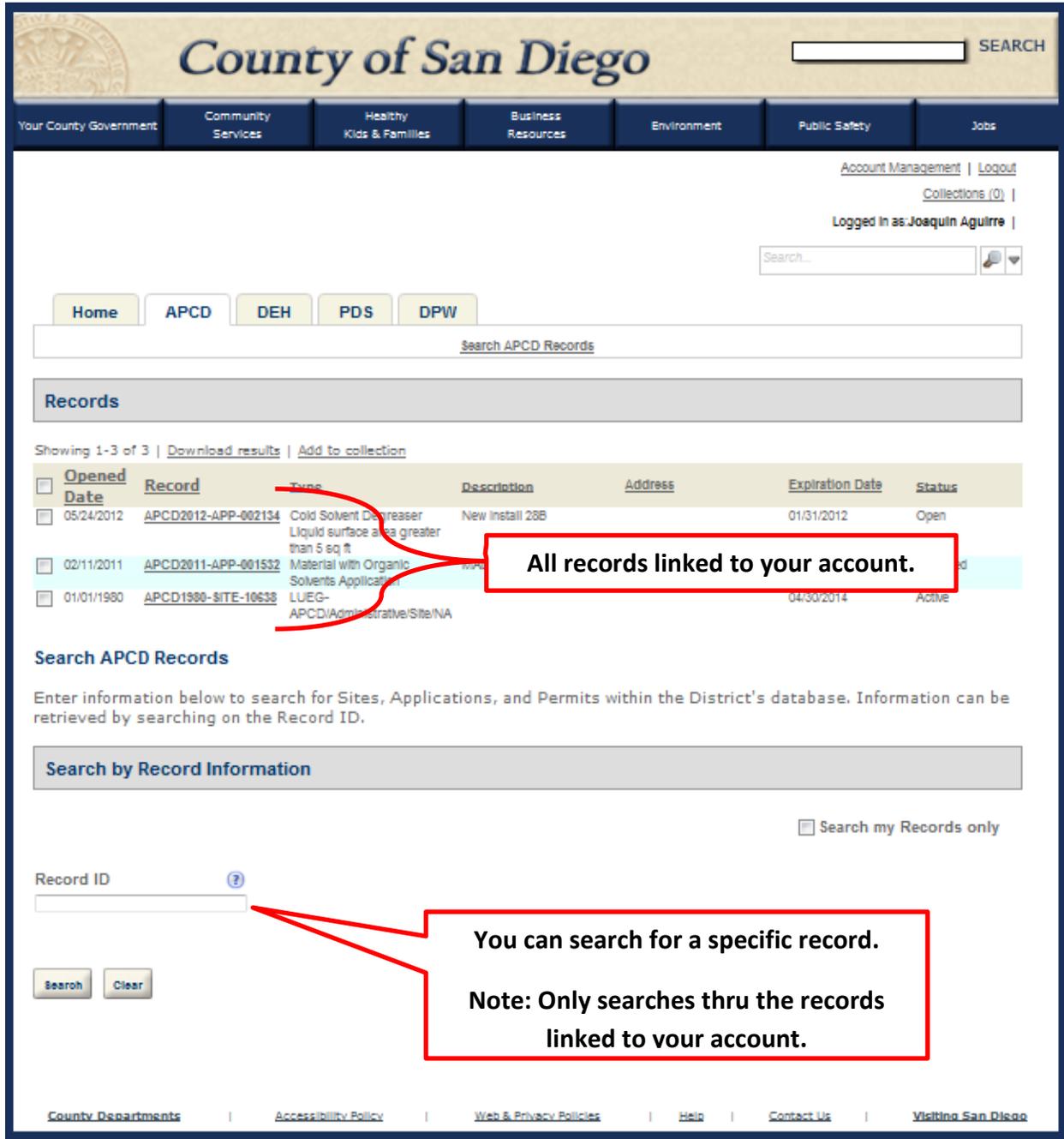
In the main navigation area, there are tabs for 'Home', 'APCD', 'DEH', 'PDS', and 'DPW'. The 'APCD' tab is highlighted with a red box, and a red callout box points to it with the text: **Step 2: Click on APCD tab.**

Below the navigation is a light blue notice box: **Notice:** This feature requires registration and/or login, please login to continue.

The main content area is titled 'Please Login' and includes instructions for existing users. Below this is a 'New Users' section with a 'Register Now >' button. To the right is a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Login >' button, and a 'Remember me on this computer' checkbox. A red box highlights the login form, and a red callout box points to it with the text: **Step 1: Login with your username and password.**

At the bottom of the page, there are links for 'County Departments', 'Accessibility Policy', 'Web & Privacy Policies', 'Help', 'Contact Us', and 'Visiting San Diego'.

Step 2: You will see your linked records. Click on the record for more detail.



The screenshot shows the County of San Diego APCD Records page. At the top, there is a navigation bar with links for 'Your County Government', 'Community Services', 'Healthy Kids & Families', 'Business Resources', 'Environment', 'Public Safety', and 'Jobs'. A search bar is located in the top right corner. Below the navigation bar, there are tabs for 'Home', 'APCD', 'DEH', 'PDS', and 'DPW'. The main content area displays a table of records with columns for 'Opened Date', 'Record', 'Type', 'Description', 'Address', 'Expiration Date', and 'Status'. A red box highlights the text 'All records linked to your account.' next to the table. Below the table, there is a search section titled 'Search APCD Records' with a search bar and a checkbox for 'Search my Records only'. A red box highlights the search bar and the text 'You can search for a specific record. Note: Only searches thru the records linked to your account.'

Opened Date	Record	Type	Description	Address	Expiration Date	Status
05/24/2012	APCD2012-APP-002134	Cold Solvent Degreaser	New Install 28B		01/31/2012	Open
02/11/2011	APCD2011-APP-001532	Liquid surface area greater than 5 sq ft				
01/01/1990	APCD1990-SITE-10638	Material with Organic Solvents Application			04/30/2014	Active

Step 3: To group records: Select the records you want to group.

The screenshot shows the APCD records management interface. At the top, there is a navigation bar with links for 'Your County Government', 'Community Services', 'Healthy Kids & Families', 'Business Resources', 'Environment', 'Public Safety', and 'Jobs'. A search bar is located in the top right corner. Below the navigation bar, there are tabs for 'Home', 'APCD', 'DEH', 'PDS', and 'DPW'. The main content area displays a list of records with columns for 'Opened Date', 'Record', 'Address', 'Expiration Date', and 'Status'. Three records are listed, with the first two selected. A modal window titled 'Create a New Collection' is open, showing a form with fields for '* Name:' (containing 'My First Collection') and 'Description:' (containing '2 Records being added to My First Collection.'). The 'Add' button is highlighted. Four red callout boxes provide instructions: 'Step 1: Select records to be grouped.' points to the checkboxes in the records list; 'Step 2: Click "Add to collection"' points to the 'Add to collection' button; 'Step 3: Enter a "Name" for your group of records and enter a description (optional).' points to the form fields; and 'Step 4: Click "Add" to create and submit the records into the group.' points to the 'Add' button.

The records will not be added into the new 'Collection'.