

Accela Automation®

**Configuring CERS Integration Adapter
(12ACC-06854)**

TECHNICAL BULLETIN



Configuring CERS Integration Adapter (12ACC-06854) - Accela Automation Technical Bulletin

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PREFACE

This guide helps you configure the California Environmental Reporting System (CERS) Integration Adapter. You can synchronize data between CalEPA CERS and Accela Automation using the adapter.

Topics

- [Revision History](#)
- [Disclaimer](#)
- [Getting Help](#)
- [Documentation Feedback](#)

Revision History

This revision history summarizes changes made during each release of this document for all versions of this technical bulletin.

Table 1: Revision History

Date	Description
June 2014	Updated the codes in generic queries which get data from Accela Automation database. The CERS adapter works with Accela Automation 7.2 FP2 hotfix 29 or later.
December 2013	Initial release. The CERS adapter works with Accela Automation FP2 Hotfix 7 or later.

Disclaimer

Your environment might look and function differently than the environment described in this guide. The feature set, portlet names, toolbar options, and the display settings described in this guide reflect default settings delivered with most new installations. The settings on your system can be different from these defaults depending on the implementation package for your agency, your user permissions, and the way that your system administrator sets up your system.

Getting Help

As a starting point for all technical assistance, go to the Accela Customer Resource Center (CRC) website at www.accela.com/services/support-login. At this site you can search the

knowledge base to find answers to commonly asked questions about our products and register at the Accela Forum to join in an information exchange with other Accela users.

If you still have questions after visiting Accela CRC site, or if you encounter any problems as you use the product, contact your system administrator. If you determine that you need professional technical assistance, have your agency's designated contact call the CRC at (888) 7-ACCELA, ext. 5 or (888) 722-2352 ext. 5. The Accela CRC is available Monday through Friday from 4:00 AM to 6:00 PM Pacific Daylight/Standard Time.

Before you call please have this information available for the CRC representative:

- The Accela product name and the version number
- Steps to reproduce the issue, including any error message or error number
- Screenshots, if possible
- Whether the problem is specific to a machine or to a user
- Exactly when the problem began
- Anything that changed on your computer or network (for example, was new software loaded?)
- A copy of your configuration file, if appropriate

Documentation Feedback

Accela's technical publications team wants to provide you with the most accurate and useful documentation possible. We welcome your feedback in helping us improve future versions of this guide. If you have feedback and want to assist in improving the documentation, please send an email message to documentation@accela.com. Please include the product name and the version number, the title of the printed manual or online help, the specific topic (copy/paste the section you are referring to), and a detailed description of your suggestion.

CONFIGURING THE CERS INTEGRATION ADAPTER

CERS integration adapter is used for synchronizing specific data between CERS and Accela Automation. Follow the instructions below to configure the adapter. For more information about CalEPA CERS, see <http://cers.calepa.ca.gov/>.

Topics

- [Preparing the Environment](#)
- [Configuring the CERS Integration Adapter](#)
- [Synchronizing Data Manually](#)
- [Synchronizing Data Automatically](#)

Preparing the Environment

To prepare the environment

1. Make sure Java SE Development Kit (JDK) 6 or later is installed on a Windows server (Windows Server 2003 or later).
You can download JDK 7 at <http://www.oracle.com/technetwork/java/javase/downloads/java-se-jdk-7-download-432154.html>.
2. Make sure Accela Automation 7.2 FP2 hotfix 29 or later is installed on the Accela Automation application server.
3. Contact the CRC for the adapter package and put it on the Windows server mentioned in [step 1](#) of this topic. Make sure the Windows server has network access to both CERS and Accela Automation.

Configuring the CERS Integration Adapter

To configure the adapter

1. Open the *av-env.cmd* file in the adapter package, and set the `java_home` environment variable.
For example, set `JAVA_HOME` to "D:\AA7.2.0\av.7.2.0\bin to \jdk1.6.0_15".
2. Run the *hash.bat* file in the adapter package to encode the password for accessing CERS.

3. Open the *Config\ServerConfig.properties* file in the adapter package, and do the following.
 - a. Configure Accela Automation by assigning values to the following variables.

aa.server	Accela Automation business URL, for example, http://biz.ist.accela.com:3080/ .
aa.agency	Agency name, for example, COSD.
aa.userID	User account to access Accela Automation, for example, ADMIN.
aa.password	Password to access Accela Automation.

- b. Configure CERS by assigning values to the following variables.

cers.server	CalEPA CERS EDS system URL, for example, https://cersservices.calepa.ca.gov/Staging .
cers.server.proxySet	Whether to set a proxy server. Set the value of proxySet as "true" if you want a proxy host for CERS; otherwise, set the value of proxySet as "false".
cers.server.proxyHost	Proxy host IP address, for example, 10.50.0.100. Set the value of cers.server.proxyHost as null if the value of cers.server.proxySet is "false".
cers.server.proxyPort	Proxy port number, for example, 8080. Set the value of cers.server.proxyPort as null if the value of cers.server.proxySet is "false".
cers.regulatorcode	Regulator code for CERS, for example, 3700.
cers.username	User name for CERS.
cers.password	The hashed password generated in step 2 of the Chapter Configuring the CERS Integration Adapter on page 6 .

- c. Configure the adapter running time by assigning values to the following variables.

cers.facility.submittalRange	Set the submittal range. For example, if you set the value as "1", the system transfers data for one day.
cers.submittalstartdatetime	Set the end time for transferring data from CERS to Accela Automation. For example, if you set the value as 01:00:00, it transferred data from 01:00:01 yesterday to 01:00:00 today. You are suggested to set an early morning time.
cers.facility.reTry	Set the number of the system retries if the transfer fails. For example, if you set the value as "1", the system retries one time if the transfer fails.

- d. Configure alert emails so that the appointed person can receive emails when errors occur by setting the following variables.

av.mail.user	User name for accessing emails, for example, autosend.
av.mail.password	Password for accessing emails.
av.mail.from	Email sender account, for example, autosend@accela.com.
av.mail.to	Email receiver account, for example, james.white@accela.com.
av.mail.smtp.host	Email host name, for example, MAIL.accela.com.
av.mail.smtp.port	Email port number, for example, 25.
av.mail.smtp.auth	Email authentication, for example, false.

- e. Configure debug logs so that the debug information can be written in to logs automatically.

- 1) Open the *log4j.xml* file in the adapter package.
- 2) Change the priority value from "WARN" to "DEBUG" in the following codes:

```
<category additivity="true"
name="com.accela.adapter.service.impl.HttpPostService">
<priority value="WARN"/>
</category>
```

- f. Configure generic queries to get data from Accela Automation database.

- 1) Open the *<AV_BIZ>\conflav\generic-query-config.xml* file).
- 2) Add the following codes to the end of the file.

```
<sqlQuery name="CERS_CheckRecordKeyFromCERSID" maxRows="10">
    <select>SELECT B1_checklist_comment AS uniquekey,
B1_PER_ID1,B1_PER_ID2,B1_PER_ID3
from BCHCKBOX BK</select>
    <where>
        <parameter name="SERV_PROV_CODE" alias="BK"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />
        <parameter name="uniquekey" alias="BK"
column="B1_checklist_comment" dataType="String" operator="="
logic="AND" />
        <parameter name="cersfield" alias="BK"
column="B1_CHECKBOX_DESC" dataType="String" operator="="
logic="AND" />
    </where>
</sqlQuery>
<sqlQuery name="CERS_CheckCERSIDFromRecordKey"
maxRows="10">
```



```

        <select>SELECT B1_CHECKLIST_COMMENT,
B1_PER_ID1,B1_PER_ID2,B1_PER_ID3
from BCHCKBOX BK</select>

        <where>

                <parameter name="SERV_PROV_CODE" alias="BK"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

                <parameter name="B1_PER_ID1" alias="BK"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

                <parameter name="B1_PER_ID2" alias="BK"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

                <parameter name="B1_PER_ID3" alias="BK"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

                <parameter name="b1_per_sub_type" alias="BK"
column="b1_per_sub_type" dataType="String" operator="="
logic="AND" />

                <parameter name="b1_checkbox_type" alias="BK"
column="b1_checkbox_type" dataType="String" operator="="
logic="AND" />

                <parameter name="b1_checkbox_desc" alias="BK"
column="b1_checkbox_desc" dataType="String" operator="="
logic="AND" />

        </where>

</sqlQuery>

<sqlQuery name="CERS_CheckParentCERSID" maxRows="1">

        <select>SELECT BC.B1_CHECKLIST_COMMENT FROM B1PERMIT B1
INNER JOIN
BCHCKBOX BC ON B1.SERV_PROV_CODE = BC.SERV_PROV_CODE AND
B1.B1_PER_ID1 = BC.B1_PER_ID1 AND
B1.B1_PER_ID2 = BC.B1_PER_ID2 AND B1.B1_PER_ID3 =
BC.B1_PER_ID3 INNER JOIN
XAPP2REF XA ON XA.SERV_PROV_CODE = B1.SERV_PROV_CODE AND
XA.B1_MASTER_ID1 = B1.B1_PER_ID1
AND XA.B1_MASTER_ID2 = B1.B1_PER_ID2 AND XA.B1_MASTER_ID3 =
B1.B1_PER_ID3
</select>

        <where>

```

```

        <parameter name="SERV_PROV_CODE" alias="B1"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

        <parameter name="B1_PER_ID1" alias="XA"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID2" alias="XA"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID3" alias="XA"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_GROUP" alias="B1"
column="B1_PER_GROUP" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_PER_TYPE" alias="B1"
column="B1_PER_TYPE" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_PER_SUB_TYPE" alias="B1"
column="B1_PER_SUB_TYPE" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_PER_CATEGORY" alias="B1"
column="B1_PER_CATEGORY" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_ACT_STATUS" alias="BC"
column="B1_ACT_STATUS" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_CHECKBOX_TYPE" alias="BC"
column="B1_CHECKBOX_TYPE" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_CHECKBOX_DESC" alias="BC"
column="B1_CHECKBOX_DESC" dataType="String" operator="="
logic="AND" />

    </where>

</sqlQuery>

<sqlQuery name="CERS_CheckParentCERSIDANDTEXT"
maxRows="1">

    <select>SELECT BC.B1_CHECKLIST_COMMENT AS CERSID,

b1.b1_special_text,XA.B1_MASTER_ID1,XA.B1_MASTER_ID2,XA.B1_MAS
TER_ID3

FROM B1PERMIT B1 INNER JOIN

```

```

BCHCKBOX BC ON B1.SERV_PROV_CODE = BC.SERV_PROV_CODE AND
B1.B1_PER_ID1 = BC.B1_PER_ID1 AND

B1.B1_PER_ID2 = BC.B1_PER_ID2 AND B1.B1_PER_ID3 =
BC.B1_PER_ID3 INNER JOIN

XAPP2REF XA ON XA.SERV_PROV_CODE = B1.SERV_PROV_CODE AND
XA.b1_master_id1 = B1.B1_PER_ID1

AND XA.b1_master_id2 = B1.B1_PER_ID2 AND XA.b1_master_id3 =
B1.B1_PER_ID3

</select>

<where>

    <parameter name="SERV_PROV_CODE" alias="B1"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

    <parameter name="B1_PER_ID1" alias="XA"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

    <parameter name="B1_PER_ID2" alias="XA"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

    <parameter name="B1_PER_ID3" alias="XA"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

    <parameter name="B1_PER_GROUP" alias="B1"
column="B1_PER_GROUP" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_PER_TYPE" alias="B1"
column="B1_PER_TYPE" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_PER_SUB_TYPE" alias="B1"
column="B1_PER_SUB_TYPE" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_PER_CATEGORY" alias="B1"
column="B1_PER_CATEGORY" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_ACT_STATUS" alias="BC"
column="B1_ACT_STATUS" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_CHECKBOX_TYPE" alias="BC"
column="B1_CHECKBOX_TYPE" dataType="String" operator="="
logic="AND" />

    <parameter name="B1_CHECKBOX_DESC" alias="BC"
column="B1_CHECKBOX_DESC" dataType="String" operator="="
logic="AND" />

```

```

        </where>
    </sqlQuery>
    <sqlQuery name="CERS_CheckParentFacilityID" maxRows="1">
        <select>SELECT BC.B1_CHECKLIST_COMMENT AS FacilityID
FROM B1PERMIT B1 INNER JOIN
BCHCKBOX BC ON B1.SERV_PROV_CODE = BC.SERV_PROV_CODE AND
B1.B1_PER_ID1 = BC.B1_PER_ID1 AND
B1.B1_PER_ID2 = BC.B1_PER_ID2 AND B1.B1_PER_ID3 =
BC.B1_PER_ID3 INNER JOIN
XAPP2REF XA ON XA.SERV_PROV_CODE = B1.SERV_PROV_CODE AND
XA.b1_master_id1 = B1.B1_PER_ID1
AND XA.b1_master_id2 = B1.B1_PER_ID2 AND XA.b1_master_id3 =
B1.B1_PER_ID3
</select>
        <where>
            <parameter name="SERV_PROV_CODE" alias="B1"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />
            <parameter name="B1_PER_ID1" alias="XA"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>
            <parameter name="B1_PER_ID2" alias="XA"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>
            <parameter name="B1_PER_ID3" alias="XA"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>
            <parameter name="B1_CHECKBOX_TYPE" alias="BC"
column="B1_CHECKBOX_TYPE" dataType="String" operator="="
logic="AND" />
            <parameter name="B1_CHECKBOX_DESC" alias="BC"
column="B1_CHECKBOX_DESC" dataType="String" operator="="
logic="AND" />
        </where>
    </sqlQuery>
    <sqlQuery name="CERS_SearchChildRecordID" maxRows="1000">
        <select>SELECT XA.B1_PER_ID1, XA.B1_PER_ID2,
XA.B1_PER_ID3,
B1.B1_PER_GROUP, B1.B1_PER_TYPE, B1.B1_PER_SUB_TYPE,
B1.B1_PER_CATEGORY FROM B1PERMIT B1 INNER JOIN XAPP2REF XA

```

```
ON XA.SERV_PROV_CODE = B1.SERV_PROV_CODE AND XA.B1_PER_ID1 =
B1.B1_PER_ID1

AND XA.B1_PER_ID2 = B1.B1_PER_ID2 AND XA.B1_PER_ID3 =
B1.B1_PER_ID3

</select>

    <where>

        <parameter name="SERV_PROV_CODE" alias="XA"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

        <parameter name="B1_MASTER_ID1" alias="XA"
column="B1_MASTER_ID1" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_MASTER_ID2" alias="XA"
column="B1_MASTER_ID2" dataType="String" operator="="
logic="AND" />

        <parameter name="B1_MASTER_ID3" alias="XA"
column="B1_MASTER_ID3" dataType="String" operator="="
logic="AND" />

        <parameter name="REC_STATUS" alias="XA"
column="REC_STATUS" dataType="String" operator="=" logic="AND"
/>

    </where>

</sqlQuery>

<sqlQuery name="CERS_SearchCountry" maxRows="1000">

    <select>SELECT BIZDOMAIN_VALUE,VALUE_DESC FROM
RBIZDOMAIN_VALUE RV

</select>

    <where>

        <parameter name="BIZDOMAIN" alias="RV"
column="BIZDOMAIN" dataType="String" operator="=" logic="AND"
isRequired="true" />

    </where>

</sqlQuery>

<sqlQuery name="CERS_GetASIInfoList" maxRows="1000">

    <select>SELECT B1_ACT_STATUS, B1_CHECKBOX_TYPE,
B1_CHECKBOX_DESC, B1_CHECKLIST_COMMENT FROM BCHCKBOX BK

</select>

    <where>
```

```

        <parameter name="SERV_PROV_CODE" alias="BK"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

        <parameter name="B1_PER_ID1" alias="BK"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID2" alias="BK"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID3" alias="BK"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

    </where>

</sqlQuery>

<sqlQuery name="CERS_GetASITableInfoList" maxRows="1000">

    <select>SELECT
A.GROUP_NAME,A.TABLE_NAME,A.COLUMN_NAME,A.ROW_INDEX,A.ATTRIBUT
E_VALUE FROM BAPPSPECTABLE_VALUE A

</select>

    <where>

        <parameter name="SERV_PROV_CODE" alias="A"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

        <parameter name="B1_PER_ID1" alias="A"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID2" alias="A"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID3" alias="A"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

    </where>

</sqlQuery>

<sqlQuery name="CERS_GetDocumentIDs" maxRows="1000">

    <select>SELECT DOC_SEQ_NBR FROM BDOCUMENT A

</select>

    <where>

        <parameter name="SERV_PROV_CODE" alias="A"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

```

```

        <parameter name="B1_PER_ID1" alias="A"
column="B1_PER_ID1" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID2" alias="A"
column="B1_PER_ID2" dataType="String" operator="=" logic="AND"
/>

        <parameter name="B1_PER_ID3" alias="A"
column="B1_PER_ID3" dataType="String" operator="=" logic="AND"
/>

    </where>

</sqlQuery>

<sqlQuery name="CERS_GetDefaultStatusByCapType"
maxRows="1000">

    <select>SELECT APP_STATUS_GROUP_CODE,
APP_DEFAULT_STATUS_CODE,R1_PER_GROUP,R1_PER_TYPE,R1_PER_SUB_TY
PE,R1_PER_CATEGORY FROM R3APPTYP A

</select>

    <where>

        <parameter name="SERV_PROV_CODE" alias="A"
column="SERV_PROV_CODE" dataType="String" operator="="
logic="AND" isRequired="true" />

        <parameter name="R1_PER_GROUP" alias="A"
column="R1_PER_GROUP" dataType="String" operator="="
logic="AND" />

        <parameter name="R1_PER_TYPE" alias="A"
column="R1_PER_TYPE" dataType="String" operator="="
logic="AND" />

        <parameter name="R1_PER_SUB_TYPE" alias="A"
column="R1_PER_SUB_TYPE" dataType="String" operator="="
logic="AND" />

        <parameter name="R1_PER_CATEGORY" alias="A"
column="R1_PER_CATEGORY" dataType="String" operator="="
logic="AND" />

    </where>

</sqlQuery>

```

Synchronizing Data Manually

Run *cers2aa.bat* or *aa2cers.bat* in the adapter package to synchronize data manually. For information about which data is transferred by *cers2aa.bat* and *aa2cers.bat*, refer to [Table 2:Manual synchronization](#)

Table 2: Manual synchronization

File	Data Transferring Direction	Specific Data
cers2aa.bat	From CERS to Accela Automation.	Data in the sheets "Chapter 1 - Facility Information", "Chapter 2 - Hazardous Materials", "Chapter 3 - Underground Storage" and "Chapter 4 - Hazardous Waste" of <i>CDR_DataElementExport.xls</i> (Contact CRC for <i>CDR_DataElementExport.xls</i>).
aa2cers.bat	From Accela Automation to CERS	Data in the sheet "Chapter 5 - CME Information" of <i>CDR_DataElementExport.xls</i> .

To synchronize specific data from CERS to Accela Automation

1. Locate *cers2aa.bat* in the adapter package and double-click it.

The following window appears.

```

Import CME to AA
2012-12-28 09:50:05,953 INFO [main] [] [] [com.accela.adapter.service.impl.CapService] 64 start run import cap service
2012-12-28 09:50:05,953 INFO [main] [] [] [com.accela.adapter.service.impl.CapService] 65 The current version is 1.0
Input submittalActionOnStart<MM-dd-yyyy HH:mm:ss> :
  
```

2. Enter the start time, for example, "12-12-2012 00:00:01" or "12-12-2012", and then press the **Enter** key on the keyboard.

The following window appears.

```

Import CME to AA
2012-12-28 09:50:05,953 INFO [main] [] [] [com.accela.adapter.service.impl.CapService] 64 start run import cap service
2012-12-28 09:50:05,953 INFO [main] [] [] [com.accela.adapter.service.impl.CapService] 65 The current version is 1.0
Input submittalActionOnStart<MM-dd-yyyy HH:mm:ss> :
12-12-2012
Input submittalActionOnEnd<MM-dd-yyyy HH:mm:ss> :
  
```

3. Enter the end time, for example, "12-13-2012 00:00:00" or "12-13-2012", and then press the **Enter** key on the keyboard.

To synchronize specific data from Accela Automation to CERS

1. Locate *aa2cers.bat* in the adapter package and double-click it.

The following window appears.

```

Export AA to CME
2012-12-28 16:14:53,578 INFO [main] [] [] [com.accela.adapter.service.impl.InspectionService] 108 Start run export inspections service
2012-12-28 16:14:53,578 INFO [main] [] [] [com.accela.adapter.service.impl.InspectionService] 109 The current version is 1.0
Input inspection resulted start date <MM-dd-yyyy> :
  
```

2. Enter the start date, press the **Enter** key on the keyboard, enter the end date, and then press the **Enter** key on the keyboard.

Synchronizing Data Automatically

Set up a Windows scheduled task on the server where the adapter is installed to synchronize data automatically. The result from automatic synchronization is the same as that of running *cers2aa.bat* and *aa2cers.bat*.

To synchronize data automatically

1. Click Control Panel of the Start menu.
2. Double-click the Scheduled Tasks icon.
3. Double-click the Add Scheduled Task icon.

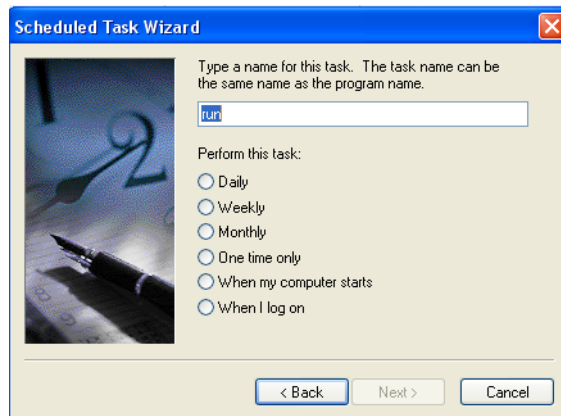
The Scheduled Task Wizard appears.

Note: The following pictures are captured on Microsoft Windows XP Professional Version 2002 Service Pack 3. They can be different on another operating system. Please refer to the user guide of Microsoft Windows to learn how to schedule a task when necessary.



4. Click **Next**.
5. Click **Browse**. Navigate to the adapter folder, and select the *run.bat* file.

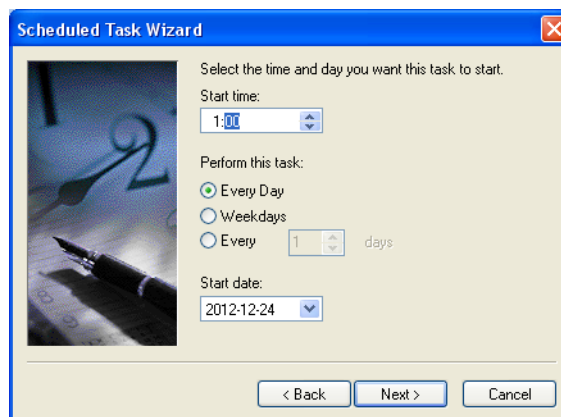
The following window appears.



6. Type a name for this task as required or use the default name, select the radio button that specifies the synchronization event or interval, and click **Next**.

Note: Best practice prescribes using the **Daily** option.

The following window appears.



7. Make selections according to the descriptions in the following.

Start time

Set the start time to run the CERS adapter. You are suggested to start running the adapter in the early morning.

Perform this task

Set the interval for performing this task according to the value of `cers.facility.submittalRange` set in [step 3](#) of [Configuring the CERS Integration Adapter on page 6](#).

For example: If you set `cers.facility.submittalRange` to 1, select **Every Day**; if you set `cers.facility.submittalRange` to 7, select **Weekdays**.

Note: *If you need to synchronize large amounts of data, select the **Every Day** option.*

Start date

Scheduled Task automatically synchronizes the information on CERS with that on Accela Automation from the start date.

8. Click **Next**. If you are a domain user, enter the user name and password, and click **Next**.
9. Click **Finish**.

Note: *If the Windows scheduled task fails to synchronize the data, you can perform synchronization manually. See [Synchronizing Data Manually on page 15](#).*
