

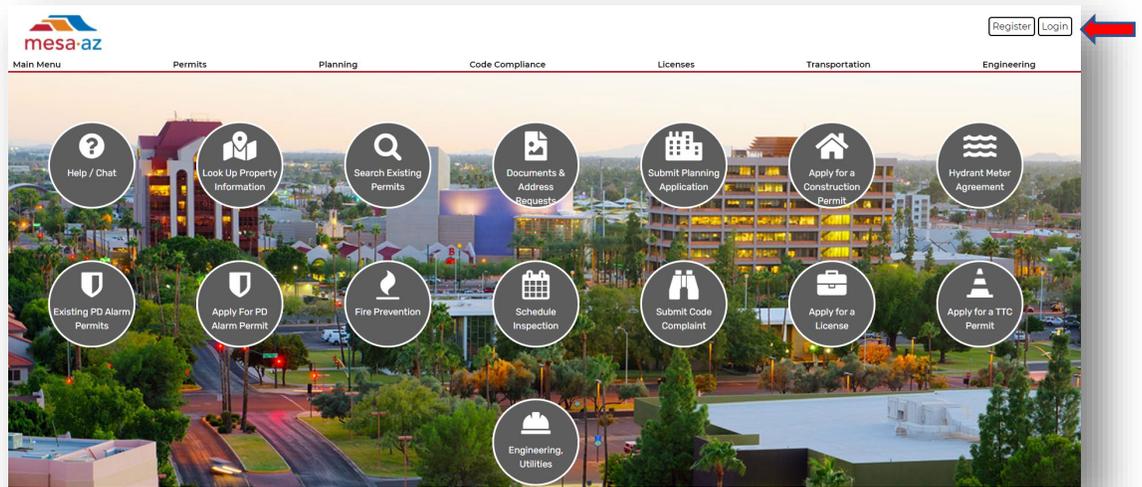
How to Create Collections: DIMES

The following are step-by-step instructions to guide you through the online process to create collections.

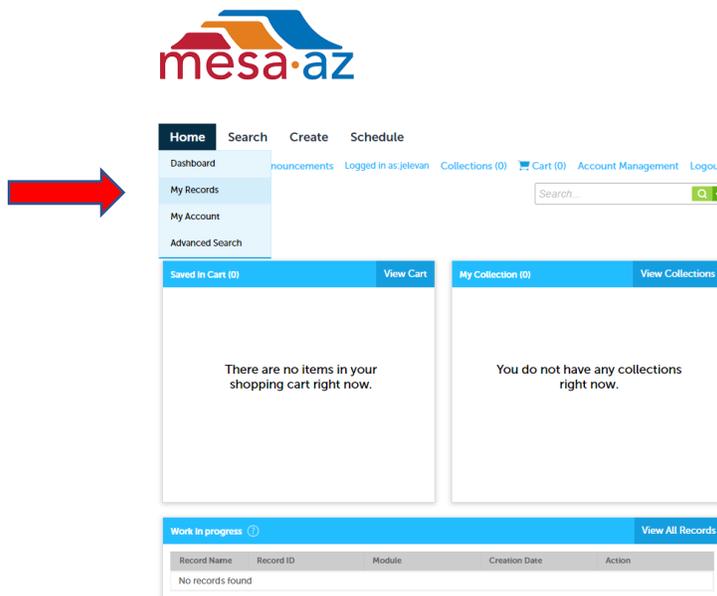
1. Login to DIMES here:

<https://aca-prod.accela.com/MESA/Default.aspx>

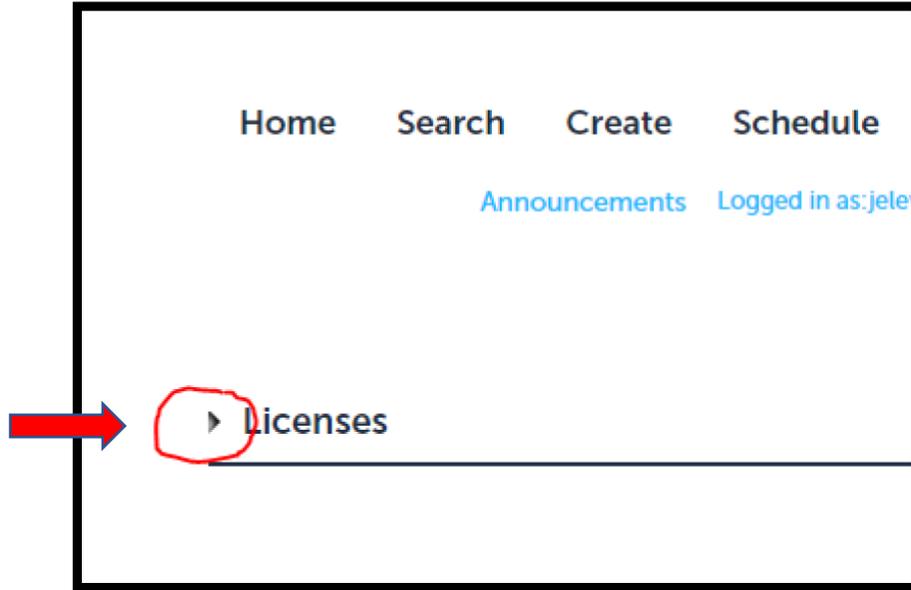
**For best results, use either Google Chrome or Microsoft Edge browsers.



2. In the top left corner, Click HOME and then MY RECORDS



3. Click on LICENSES.



A list of all records, your email is associated with, will appear.

** You can sort the records by clicking a column. Ex. "Record Type" or "Status"



▼ Licenses

Showing 1-13 of 13 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	01/14/2021	LIC21-01658	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/13/2021	LIC21-01657	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/14/2021	LICA21-02757	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/13/2021	LICA21-02756	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/14/2021	LICR21-03005	Liquor License Renewal	55 N CENTER ST MESA, AZ 85201	Approved		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01667	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01668	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01669	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01670	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02766	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02767	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02768	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02769	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses

- Click each record number that you would like to group under a Collection.

▼ Licenses

Showing 1-13 of 13 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	01/21/2021	LICA21-02766	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02767	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02768	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021	LICA21-02769	Peddler License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input checked="" type="checkbox"/>	01/21/2021	LIC21-01667	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input checked="" type="checkbox"/>	01/21/2021	LIC21-01668	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input checked="" type="checkbox"/>	01/21/2021	LIC21-01669	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input checked="" type="checkbox"/>	01/21/2021	LIC21-01670	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/14/2021	LICR21-03005	Liquor License Renewal	55 N CENTER ST MESA, AZ 85201	Approved		Licenses
<input type="checkbox"/>	01/14/2021	LICA21-02757	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/13/2021	LICA21-02756	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/14/2021	LIC21-01658	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/13/2021	LIC21-01657	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses



- Click “Add to Collection”. Click “Create a New Collection” and enter a name for the Collection. (Ex. “Active Licenses”)

FYI- If you have previously created an existing collection the option to “Add to Existing Collection” will be available as well.

▼ Licenses

Showing 1-13 of 13 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input checked="" type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input checked="" type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input checked="" type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021			55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/14/2021	LICR21-03005	Liquor License Renewal	55 N CENTER ST MESA, AZ 85201	Approved		Licenses
<input type="checkbox"/>	01/14/2021	LICA21-02757	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/14/2021	LIC21-01658	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/13/2021	LICA21-02756	Liquor License Application	55 N CENTER ST MESA, AZ 85201	Closed		Licenses
<input type="checkbox"/>	01/13/2021	LIC21-01657	Liquor License	55 N CENTER ST MESA, AZ 85201	Active		Licenses

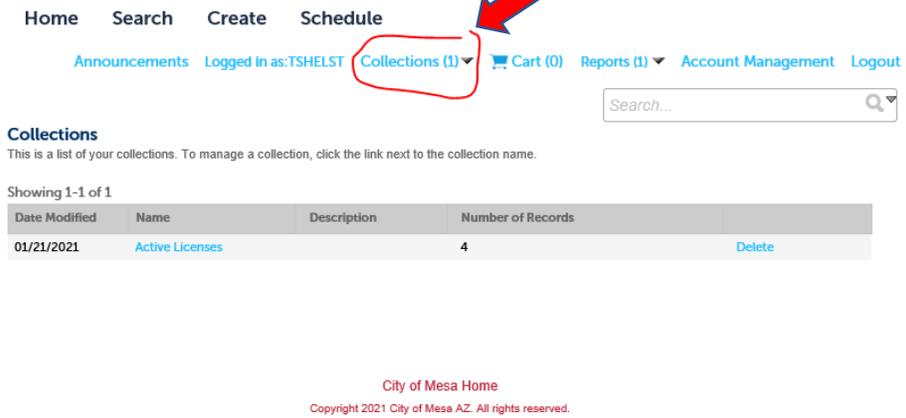
Add to Existing Collection
 --Select--

Create a New Collection
 *Name:

Description:



6. To View your Collection(s) click "COLLECTIONS"



Home Search Create Schedule

Announcements Logged in as:TSHELST Collections (1) Cart (0) Reports (1) Account Management Logout

Search...

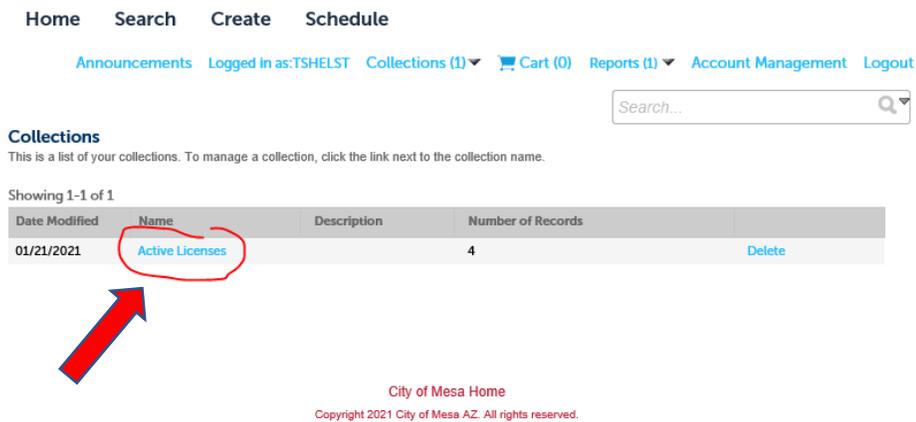
Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
01/21/2021	Active Licenses		4	Delete

City of Mesa Home
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7. Click on the name of the Collection you wish to view, the name will be in blue font.



Home Search Create Schedule

Announcements Logged in as:TSHELST Collections (1) Cart (0) Reports (1) Account Management Logout

Search...

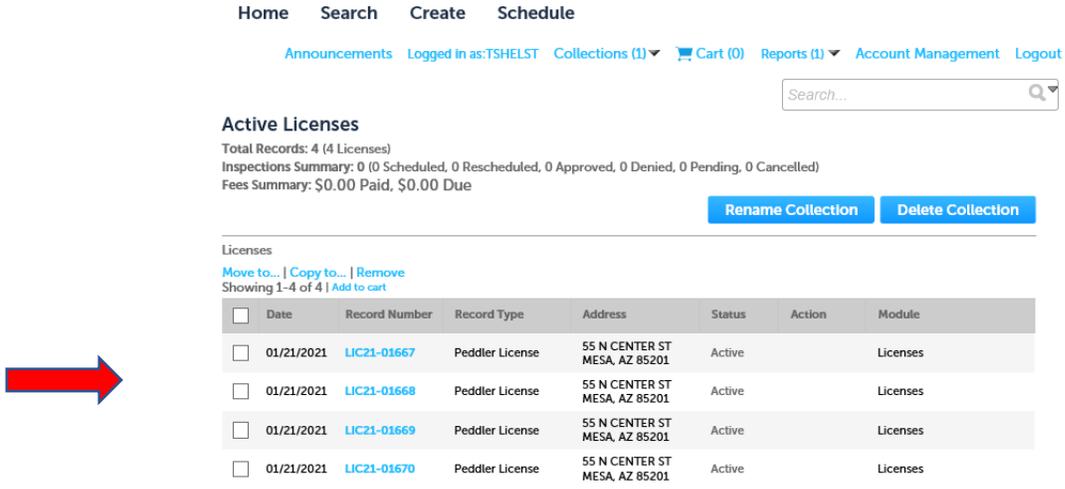
Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
01/21/2021	Active Licenses		4	Delete

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- You will now be able to view a copy of the Record Numbers placed into the Collection File that you created.



Home Search Create Schedule

Announcements Logged in as:TSHELST Collections (1) Cart (0) Reports (1) Account Management Logout

Search...

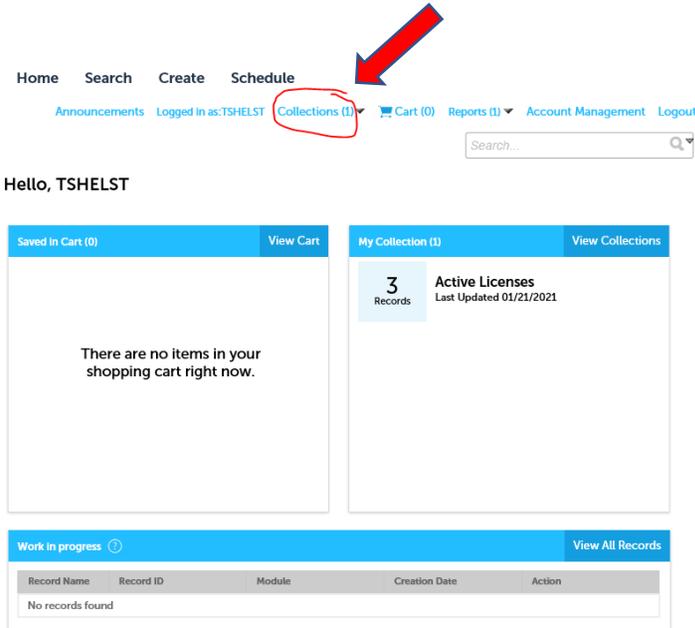
Active Licenses
 Total Records: 4 (4 Licenses)
 Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
 Fees Summary: \$0.00 Paid, \$0.00 Due

Rename Collection Delete Collection

Licenses
 Move to... | Copy to... | Remove
 Showing 1-4 of 4 | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	01/21/2021	LIC21-01667	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01668	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01669	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses
<input type="checkbox"/>	01/21/2021	LIC21-01670	Peddler License	55 N CENTER ST MESA, AZ 85201	Active		Licenses

FYI- You may also access your Collection(s) from the Main Dashboard:



Home Search Create Schedule

Announcements Logged in as:TSHELST Collections (1) Cart (0) Reports (1) Account Management Logout

Search...

Hello, TSHELST

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (1) View Collections

3 Active Licenses
Last Updated 01/21/2021

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

FYI- If you wish to see all the associated records with your email again, please follow steps 2 & 3

If you have any questions, please contact the Licensing Office at 480-644-2316.