

PTAPP Participants,

We are excited to announce that the PTAPP database is ready for testing. Here are the steps for accessing the database, registering, and testing.

1. Database Registration:

- a. See attached chart for a review of the PTAPP database permission levels and user roles.
 - b. **Municipal Administrator (MA)**: Each community will need to identify a person to serve as the MA. The MA will be responsible for reviewing, editing, and approving submittals for all projects in their municipality. Please send the name of the MA to Jamie and/or Sally so that we can set your MA up with the appropriate access.
 - c. **Authenticated Users (AU)**: Anyone can sign up to be an AU including town staff, developers or others identified by municipalities. The AU's role is to input tracking data. AUs can only review their submittals. Municipalities are responsible for identifying their AUs, sharing the database link with them, and ensuring that they register to gain access to the database.
 - d. **Database Registration**: When you enter the database's landing page, you will see a tab for registration. Click the tab and follow the instructions to register. Your request for registration will be sent to Jamie and Sally, who will approve it and respond with a confirmation that you are registered.
2. **Testing Process**: The AUs and MAs will be able to enter and view tracking submittals as soon as your registration is approved. For help entering tracking information, you will find a tab at the top of the PTAPP database page that will link you to a PDF of the database instructions. If you hit a snag that prevents you from entering data, please let Jamie or Sally know asap. For minor process, workflow, editorial, content comments, we ask that you keep a log as you enter data so that we can collect all comments this September.
3. **Testing Schedule**: We plan to test the database from now until September 2017. In September, we will collect your comments and will likely meet to gather additional feedback on the database. We will also rollout the **reporting** tool, but we need some data to help us format and test the reporting process, so please help us by entering your data!
4. **Questions**: Please feel free to reach out to Jamie or Sally if you have questions during the test period.