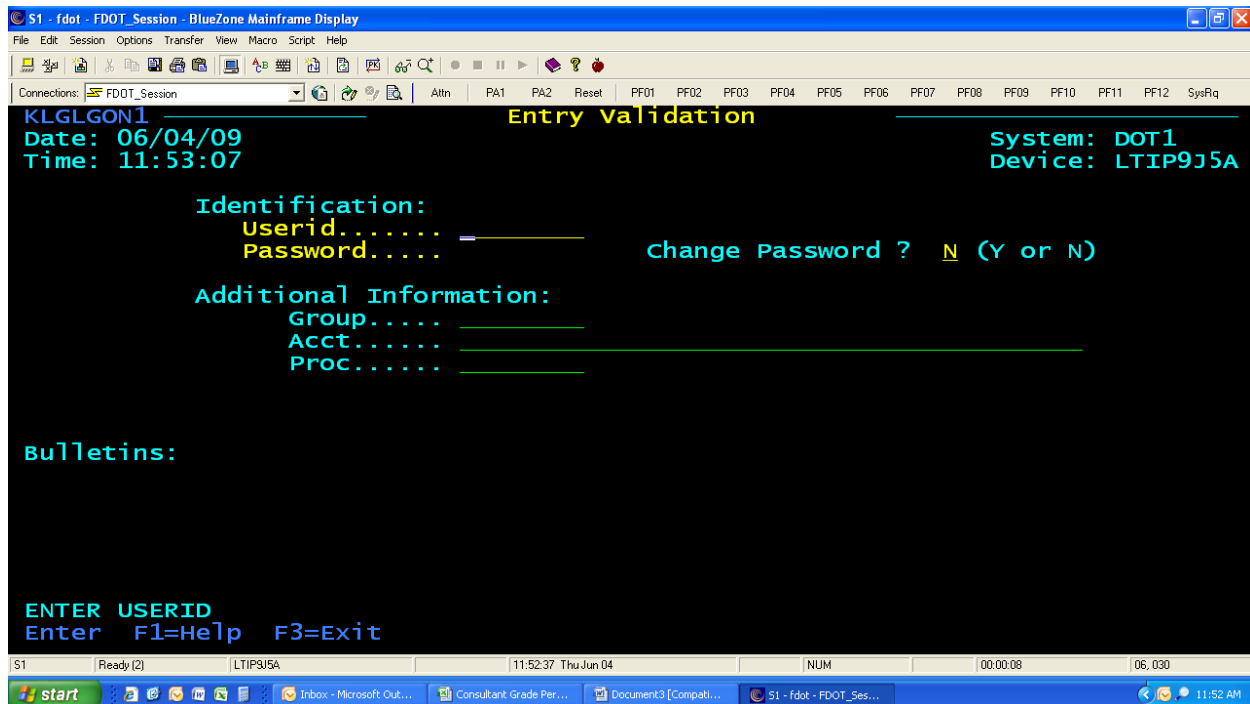


Project Management Consultant Grade Approval Instructions within the TSO

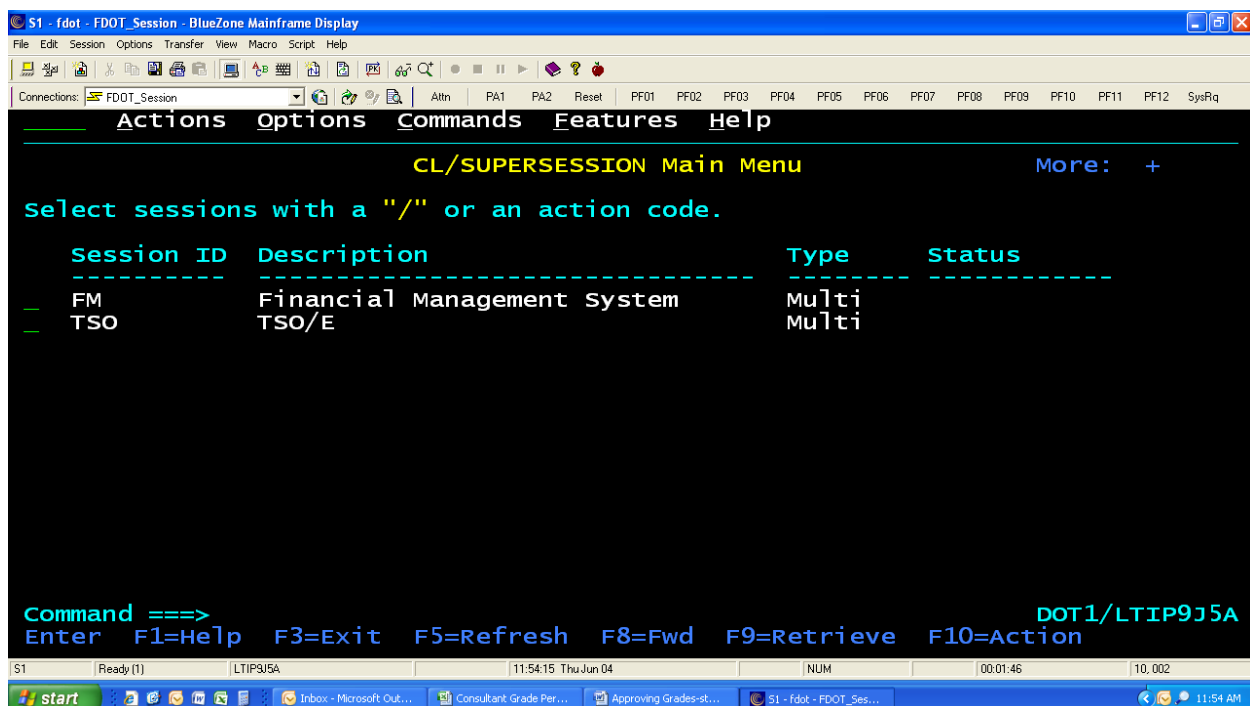
February 19, 2014

Approving Grades (step by step)

1. Log onto Mainframe



2. Select TSO and hit Enter



3. When you see 3 red asterisks, hit Enter.

```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session
ICH70001I PM542FR LAST ACCESS AT 11:54:49 ON THURSDAY, JUNE 4, 2009
IKJ56455I PM542FR LOGON IN PROGRESS AT 11:57:18 ON JUNE 4, 2009
IKJ56951I NO BROADCAST MESSAGES
INMR003I You have no messages or data sets to receive.
***
S1 Ready (1) LTIP3/5A 11:56:43 Thu Jun 04 NUM 00:04:14 05,006
```

4. At this screen, on the Option line type in 11;9 and hit Enter.

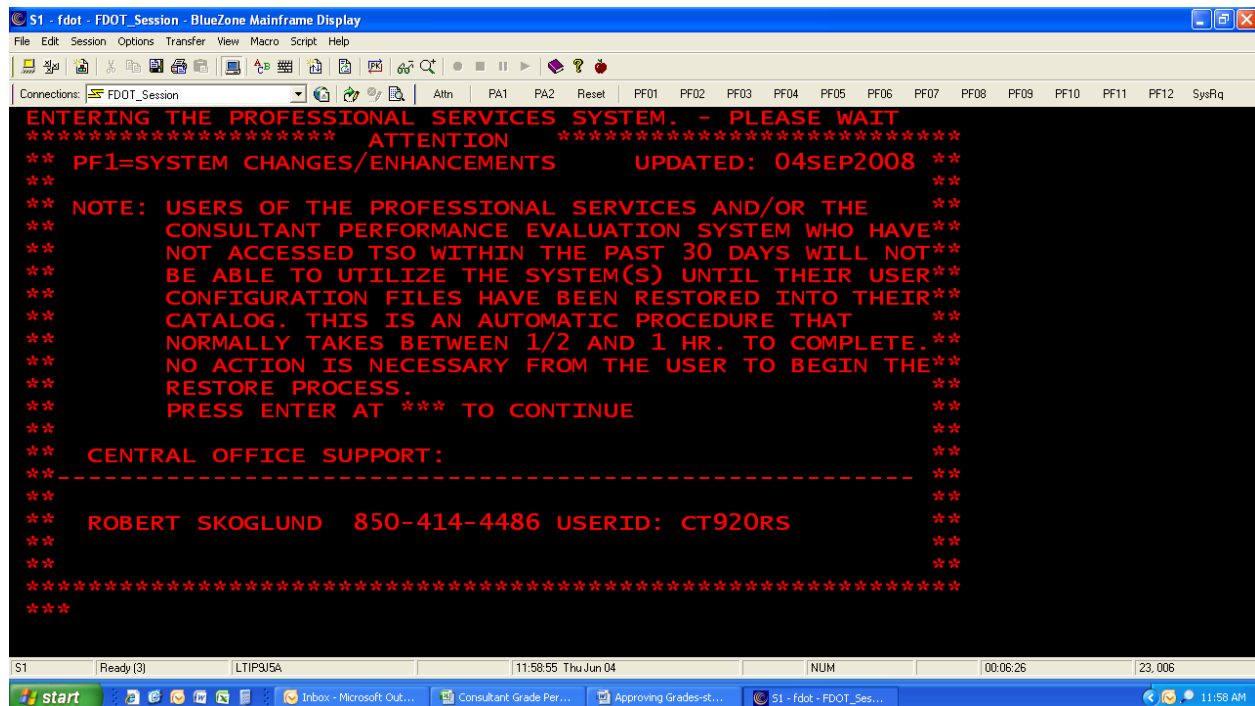
```
S1 - fdot - FDOT_Session - BlueZone Mainframe Display
File Edit Session Options Transfer View Macro Script Help
Connections: FDOT_Session
----- MASTER APPLICATION MENU -----
1 ISPF/PDF - ISPF/Program Development Facility
2 RACF - Resource Access Control Facility
3 ICF - Information Center Facility
4 FOCUS - FOCUS
5 ENG - Use Engineering Programs and Services
6 IM - Information Management Systems
S SAS - SAS Display Manager
11 APPLICATIONS - DOT Application Systems

X EXIT - Terminate ISPF using list/log defaults

Enter END or press PF3 to terminate ISPF (go to TSO READY prompt).
Enter HELP or press PF1 to obtain information about the available options.
To view PF key definitions, type KEYS on COMMAND or OPTION line of any panel.

OPTION ==> 11;9
F1=HELP F2=SPLIT F3=END F4=RETURN F5=RFIND F6=RCHANGE
F7=UP F8=DOWN F9=SWAP F10=LEFT F11=RIGHT F12=RETRIEVE
S1 Ready (2) LTIP3/5A 11:57:57 Thu Jun 04 NUM 00:05:28 22,019
```

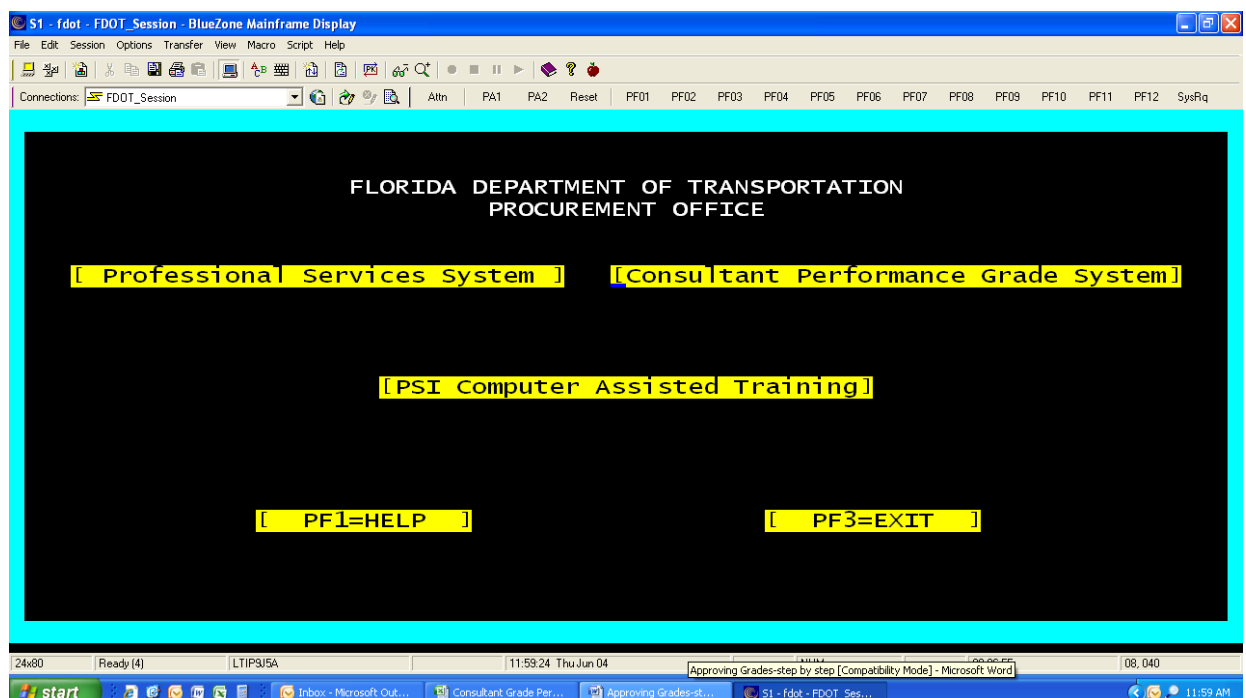
5. When you see 3 red asterisks, hit enter.



The screenshot shows a BlueZone Mainframe Display window titled "S1 - fdot - FDOT_Session - BlueZone Mainframe Display". The window contains a red text message on a black background. The message is a system update notice for the Professional Services System, dated 04SEP2008. It informs users that the system has been updated and that users who have not accessed the system within the last 30 days will not be able to utilize it until their user configuration files are restored. The message also provides contact information for Central Office Support: Robert Skoglund, 850-414-4486, USERID: CT920RS. The message ends with a prompt to press enter to continue.

```
ENTERING THE PROFESSIONAL SERVICES SYSTEM. - PLEASE WAIT
***** ATTENTION *****
** PF1=SYSTEM CHANGES/ENHANCEMENTS    UPDATED: 04SEP2008 **
**
** NOTE: USERS OF THE PROFESSIONAL SERVICES AND/OR THE
** CONSULTANT PERFORMANCE EVALUATION SYSTEM WHO HAVE
** NOT ACCESSED TSO WITHIN THE PAST 30 DAYS WILL NOT
** BE ABLE TO UTILIZE THE SYSTEM(S) UNTIL THEIR USER
** CONFIGURATION FILES HAVE BEEN RESTORED INTO THEIR
** CATALOG. THIS IS AN AUTOMATIC PROCEDURE THAT
** NORMALLY TAKES BETWEEN 1/2 AND 1 HR. TO COMPLETE.
** NO ACTION IS NECESSARY FROM THE USER TO BEGIN THE
** RESTORE PROCESS.
** PRESS ENTER AT *** TO CONTINUE
**
** CENTRAL OFFICE SUPPORT:
** -----
**
** ROBERT SKOGLUND  850-414-4486  USERID: CT920RS
**
**
*****
***
```

6. Tab over to Consultant Performance Grade System and hit Enter.



The screenshot shows a BlueZone Mainframe Display window titled "S1 - fdot - FDOT_Session - BlueZone Mainframe Display". The window contains a white text menu on a black background. The menu is for the Florida Department of Transportation Procurement Office. It lists three options: Professional Services System, Consultant Performance Grade System, and PSI Computer Assisted Training. Below these options are two function keys: PF1=HELP and PF3=EXIT.

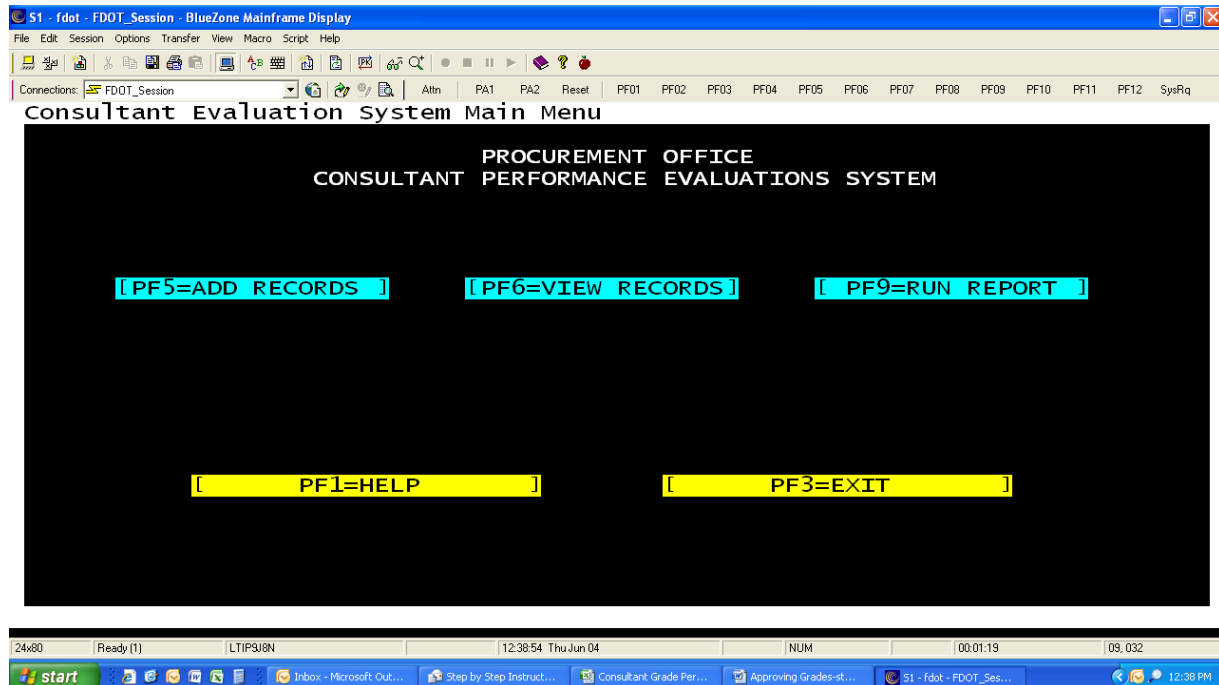
```
FLORIDA DEPARTMENT OF TRANSPORTATION
PROCUREMENT OFFICE

[ Professional Services System ]  [ Consultant Performance Grade System ]

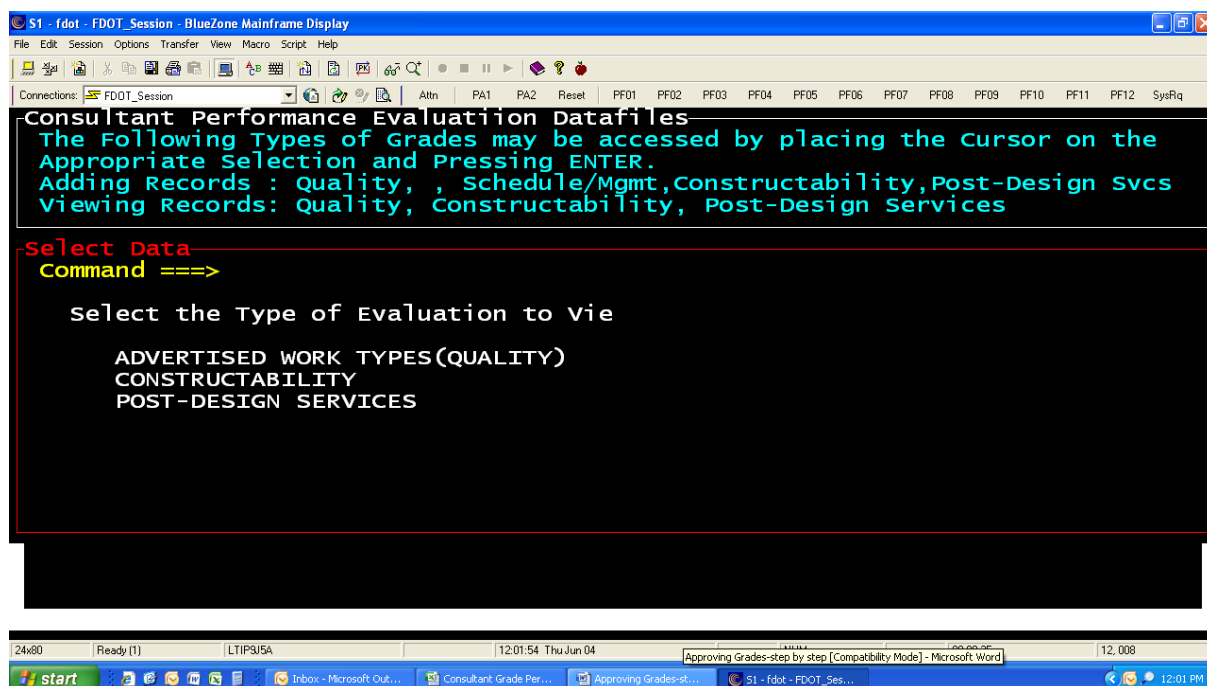
[ PSI Computer Assisted Training ]

[ PF1=HELP ]                      [ PF3=EXIT ]
```

7. Hit **F6** to View Records.



8. Select Advertised Work Types (Quality) and hit Enter.



9. Hit F12 to get to the Command==>. Type s and then put in the contract # (ex: s c8m75) and hit Enter.

The screenshot shows a mainframe-style application window titled "S1 - fdot - FDOT_Session - BlueZone Mainframe Display". The window has a menu bar (File, Edit, Session, Options, Transfer, View, Macro, Script, Help) and a toolbar. Below the toolbar is a connection bar showing "Connections: FDOT_Session" and a row of function keys (Alt, PA1, PA2, Reset, PF01, PF02, PF03, PF04, PF05, PF06, PF07, PF08, PF09, PF10, PF11, PF12, SysRq). The main display area shows the "CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN" for "obs 9838". The "Command ==>" field contains "s c8m75". The screen displays the following information:

- Contract # : c7495 Financial Management #: 23798213228 District: 5
- Description: D/W MISC DESIGN 56 Grade Date: 07MAR2008
- Project Mgr: Grade Type: Final Interval
- Consultant : JACOBS ENGINEERING GROUP, INC. Graded As : PRIME
- Work Type : 3.1 Minor Highway Design
- Quality : 3.1
- Grade Note : _____
- Administrative Approval:
- Link Grades ? : _ (Y=Yes N=No)
- Grade Entered By : MERRIS, PANAGIOTIS
- 0
- PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>

The bottom of the window shows a status bar with "24x80", "Ready (1)", "LTIP3/5A", "12:07:45 Thu Jun 04", "NUM", "00:15:16", and "02, 023". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft Out...", "Consultant Grade Per...", "Approving Grades-st...", and "S1 - fdot - FDOT_Ses..." with the time "12:07 PM".

10. Approve grade by entering a Y by Approve Grade? And hit Enter.

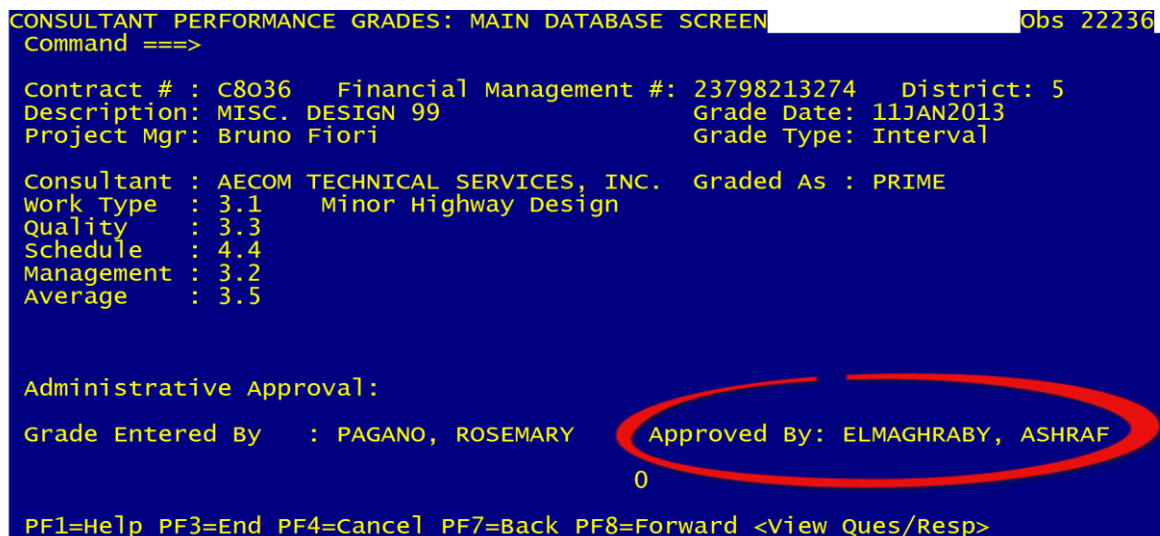
The screenshot shows the same mainframe-style application window as above, but for "obs 17899". The "Command ==>" field is empty. The screen displays the following information:

- Contract # : c8m75 Financial Management #: 23926633201 District: 5
- Description: SR 15 FM LEE VISTA TO CONWAY Grade Date: 09MAR2009
- Project Mgr: Grade Type: Interval
- Consultant : DYER, RIDDLE, MILLS & PRECOURT Graded As : SUB
- Work Type : 8.2 Design, Right of Way, & Const. Surveying
- Quality : 3.0
- Average : 3.0
- Grade Note : _____
- Administrative Approval:
- Approve Grade? : y (Y=Yes N=No)
- Grade Entered By : RICKELS, MICHELLE
- 0
- PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>

The bottom of the window shows a status bar with "24x80", "Ready (1)", "LTIP3/5A", "12:10:14 Thu Jun 04", "NUM", "00:17:45", and "18, 026". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft Out...", "Consultant Grade Per...", "Approving Grades-st...", and "S1 - fdot - FDOT_Ses..." with the time "12:10 PM".

11. The screen should change and state that the grade was approved by you.

Make sure to close out of the system to ensure the grade gets processed
(see **Step # 14** next page)



```
CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN      Obs 22236
Command ==>

Contract # : C8036      Financial Management #: 23798213274      District: 5
Description: MISC. DESIGN 99      Grade Date: 11JAN2013
Project Mgr: Bruno Fiori      Grade Type: Interval

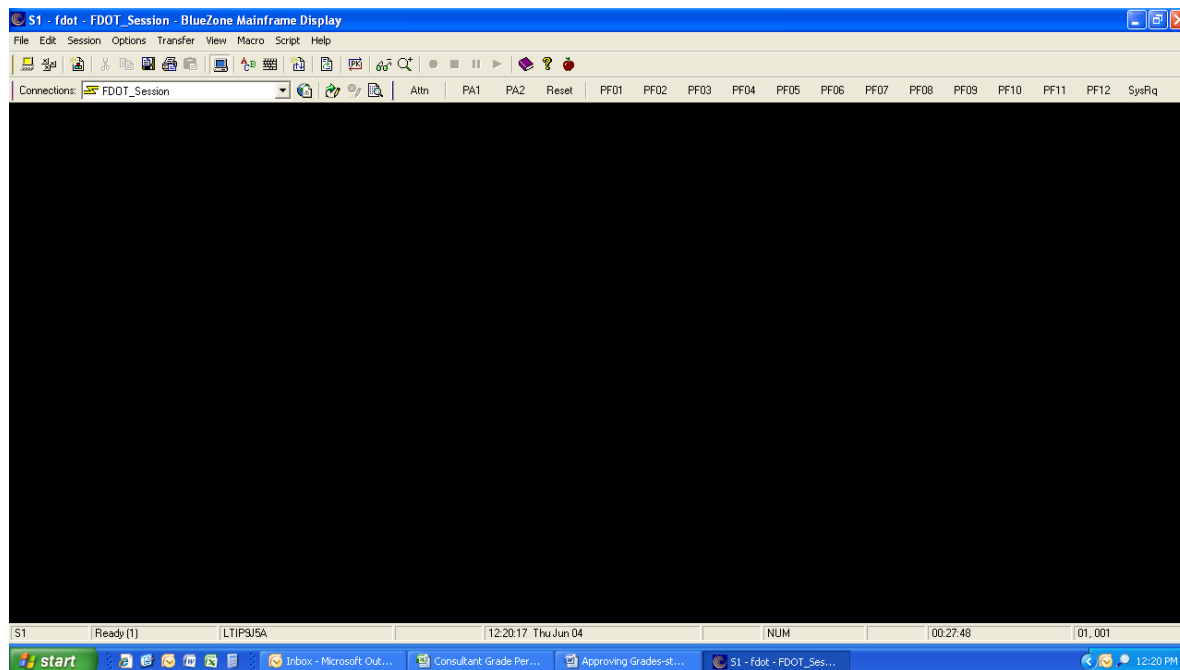
Consultant : AECOM TECHNICAL SERVICES, INC.      Graded As : PRIME
Work Type  : 3.1      Minor Highway Design
Quality    : 3.3
Schedule   : 4.4
Management : 3.2
Average    : 3.5

Administrative Approval:
Grade Entered By   : PAGANO, ROSEMARY      Approved By: ELMAGHRABY, ASHRAF
0
PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>
```

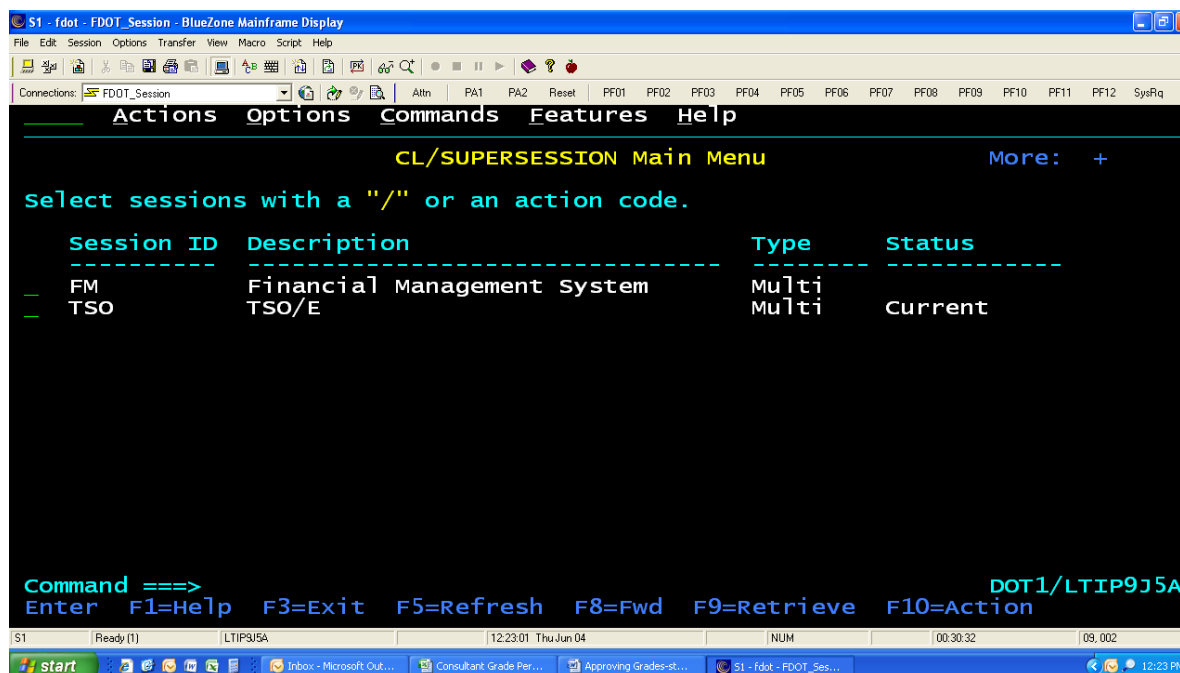
12. Take a Screen Shot of the Approved Screen and send it with an email to **Lisa Hightower** indicating that the Grades for the Subject Contract have been Approved in the TSO System and keep a copy of the email (electronically) if your files for future records just in case since some times the system keep saying the Grades have not been approved
13. If you need to approve another grade within the same Contract #, hit F5 (this is a repeat search) until all grades have been approved. If you need a different Contract #, hit F12 to get to the command line and search for the contract number (s Cxxxx).

14. To Close Out of the System (Step by Step)

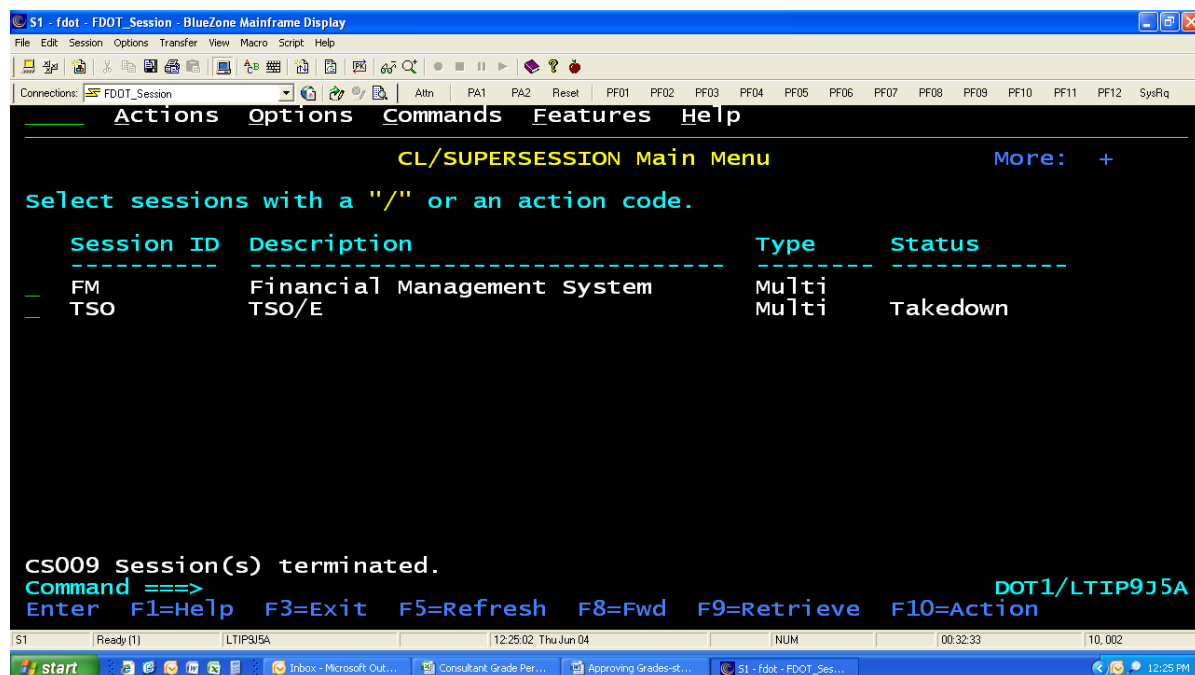
- A. From any screen hit the Pause/Break button located at the top right corner of your keyboard. The screen will go black.



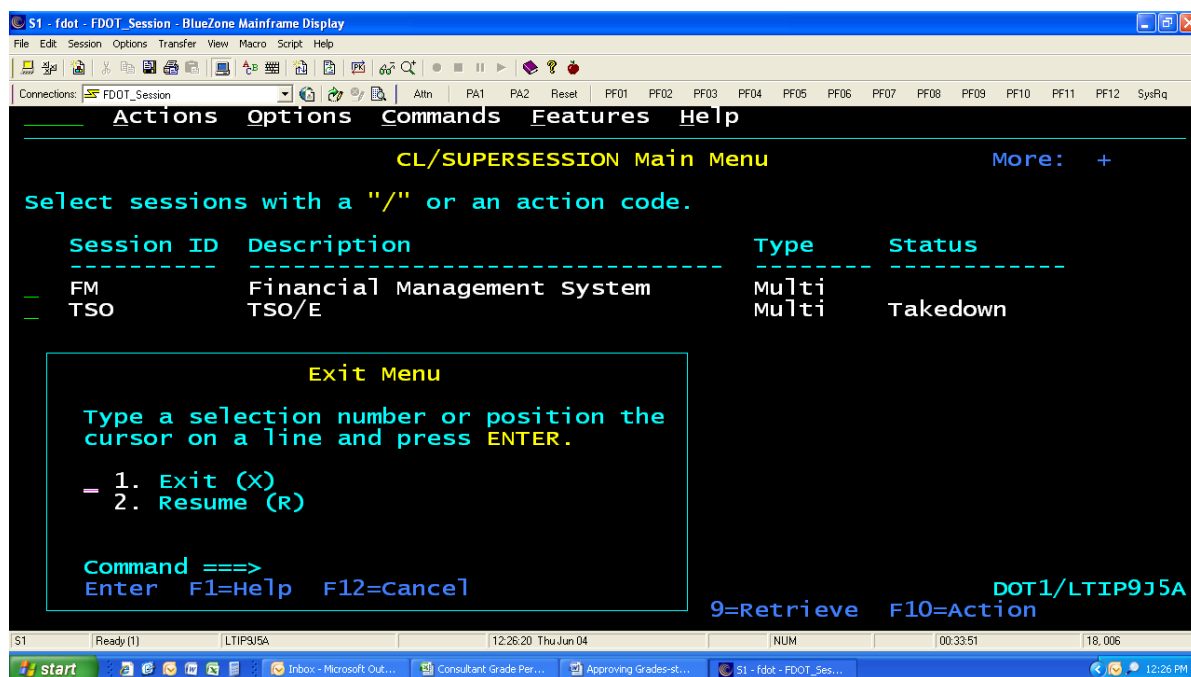
- B. Hit back slash (\) and then F10. This will bring you back to the main menu where you originally selected TSO.



C. Type t (takedown) by TSO and hit Enter. This takes you out of TSO.



D. Hit F3 and another small screen will pop up.



E. The cursor is already where you want it in order to exit the system completely. Hit Enter and then X out of the window. You are now done.