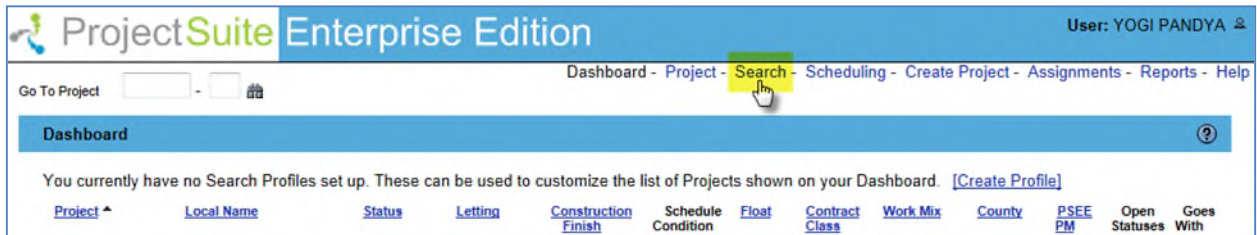
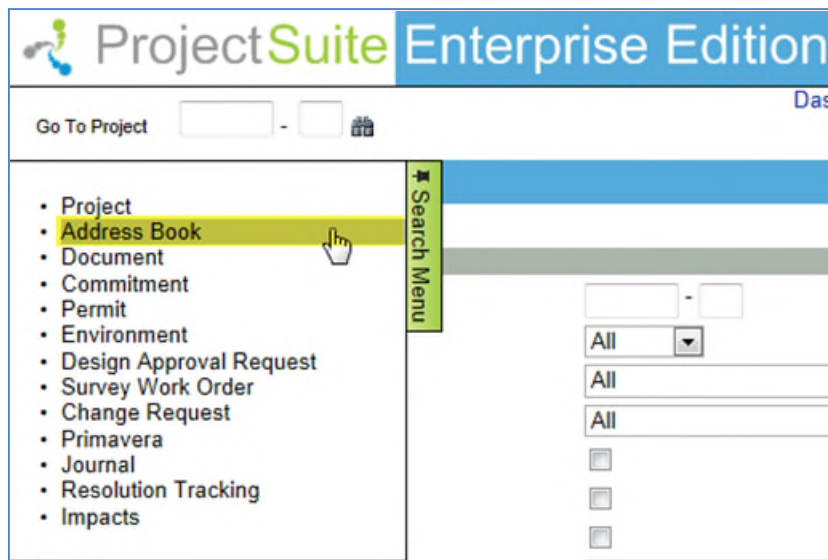


The Address Book Search feature allows users to search for Internal Contacts and External Contacts present in PSEE Address Book module. For more information regarding Address Book Module in PSEE, please read [The Address Book Module](#).

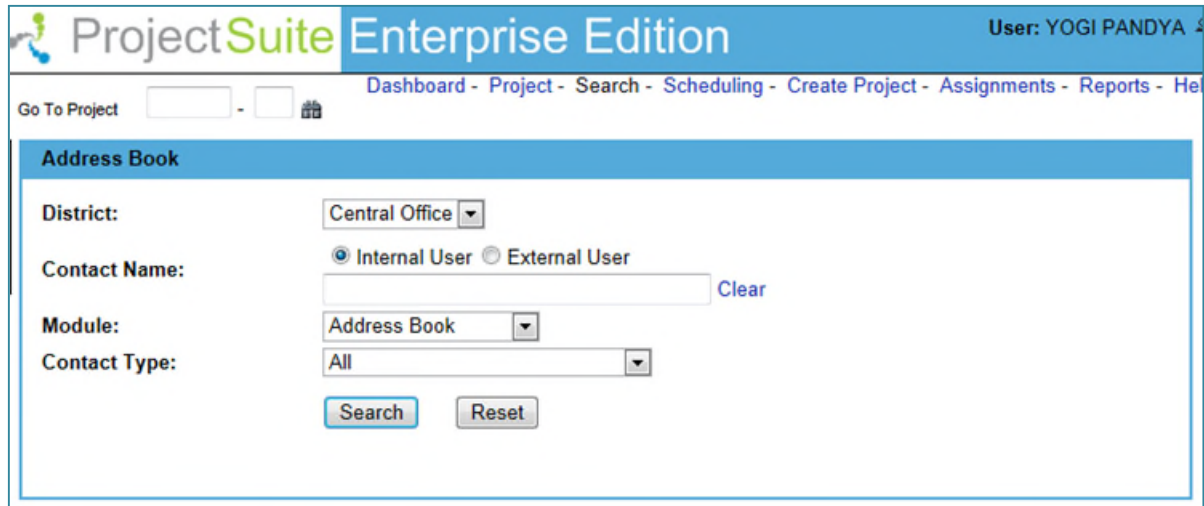
1. Select **Search** option from the main menu on the top of the screen.



2. Project Search will be displayed by default. Select **Address Book** option from roll-out Search Menu on left of the screen. (Mouse-over on Green button "Search Menu" and Menu will roll out)



3. Select values that should be used to search for contacts in Address Book. You may provide a combination of one or many values.



The screenshot shows the ProjectSuite Enterprise Edition interface. The top navigation bar includes the logo, the text "ProjectSuite Enterprise Edition", and the user name "User: YOGI PANDYA". Below the navigation bar is a breadcrumb trail: "Dashboard - Project - Search - Scheduling - Create Project - Assignments - Reports - Help". A "Go To Project" section contains two empty input fields and a calendar icon. The main content area is titled "Address Book" and contains the following search criteria:

- District:** A dropdown menu with "Central Office" selected.
- Contact Name:** A radio button for "Internal User" (selected) and a radio button for "External User". Below this is a text input field and a "Clear" link.
- Module:** A dropdown menu with "Address Book" selected.
- Contact Type:** A dropdown menu with "All" selected.

At the bottom of the search criteria are two buttons: "Search" and "Reset".

- **District:** The district is set to the user's district by default. You may select another District, Turnpike, or Central Office for specific search. You may also select **All** for wide search.
- **Internal User:** Select **Internal User** to search for internal user name present in the Address Book module.
- **External User:** Select **External User** to search for External or Non-FDOT users. Selecting External User will also display **Organization** field that will allow searching Contacts by Organization names that present in the Address Book module. Begin typing the organization name, a list of potential matches appears. Select the organization name from the drop down list, if the organization name you are searching for is not showed in the list, you may click the **[Clear]** to start over.

**Address Book**

District: Central Office

Contact Name:  Internal User  External User

Module: Address Book

Contact Type: All

Organization: Coco

- City of Coconut Creek
- Cocomar Water Control District (CWCD)
- Coconut Creek Police Department
- Osana Elshami
- Raj Verma

- **Contact Name:** Enter the **Contact Name** of the internal or external user that present in the PSEE system/Address Book module. Begin typing the first or last name of the Internal or External user's name, a list of potential matches appears. Select the contact name from the drop down list, if the contact name you are searching for is not showed in the list, you may click the **[Clear]** to start over.

**Address Book**

District: All

Contact Name:  Internal User  External User

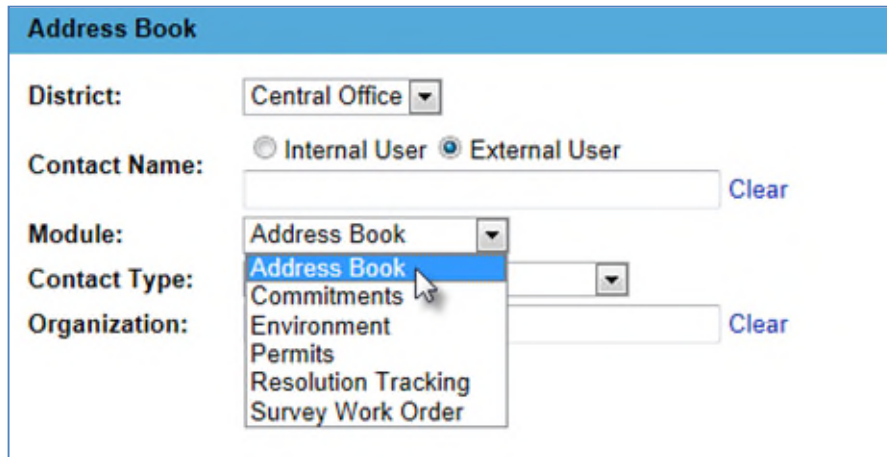
Module:

Contact Type:

Angel

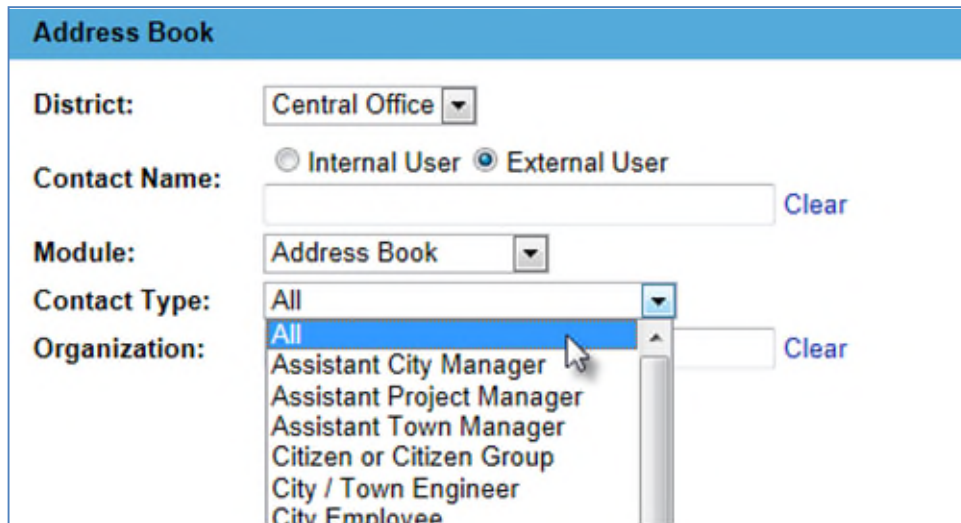
- ALLEN, ANGELA (OP707AA)
- ANDERSON, ANGELA (KNGAIAA)
- ANGEL, MARIA (PR625MA)
- ANGELICO, BRIDGET (MT510BA)
- APPLEGATE, ANGELA (KNFVEAA)
- AZZOLE, ANGELA (KNMTNAA)
- BETANCOURT, ANGEL (RD452BA)
- BIAGI, ANGELA (KNCHIAB)

- **Module:** The Address Book Module will be displayed by default.



The screenshot shows the 'Address Book' search interface. The 'District' is set to 'Central Office'. The 'Contact Name' field is empty, with a 'Clear' button to its right. The 'Module' dropdown menu is open, showing 'Address Book' as the selected option. Other options in the list include 'Commitments', 'Environment', 'Permits', 'Resolution Tracking', and 'Survey Work Order'. The 'Contact Type' and 'Organization' fields are also present but empty, with 'Clear' buttons next to them.

- **Contact Type:** Select a Contact Type to search Contacts by Contact Type that present in the PSEE system/Address Book module. You may also select **All** to search in all Contact Types.



The screenshot shows the 'Address Book' search interface. The 'District' is set to 'Central Office'. The 'Contact Name' field is empty, with a 'Clear' button to its right. The 'Module' dropdown menu is set to 'Address Book'. The 'Contact Type' dropdown menu is open, showing 'All' as the selected option. Other options in the list include 'Assistant City Manager', 'Assistant Project Manager', 'Assistant Town Manager', 'Citizen or Citizen Group', 'City / Town Engineer', and 'City Employee'. The 'Organization' field is empty, with a 'Clear' button next to it.

4. Once all parameters are entered select **Search** to see the results of your query in a list. **Reset** button will clear all the fields and will set default values.

**Address Book**

District: All

Contact Name:  Internal User  External User

Module: Address Book

Contact Type: All

Organization:

5. The list of search results will be displayed on the screen. The list of results may be sorted using the hyperlinked column titles. The column title that the list is currently sorted by is indicated with a small triangle to the right. Upward pointing triangles indicate an ascending sort. Click again to change to descending sort. Click again to change to descending sort.

ProjectSuite Enterprise Edition User: YOGI PANDYA

Go To Project  Dashboard - Project - Search - Scheduling - Create Project - Assignments - Reports - Help

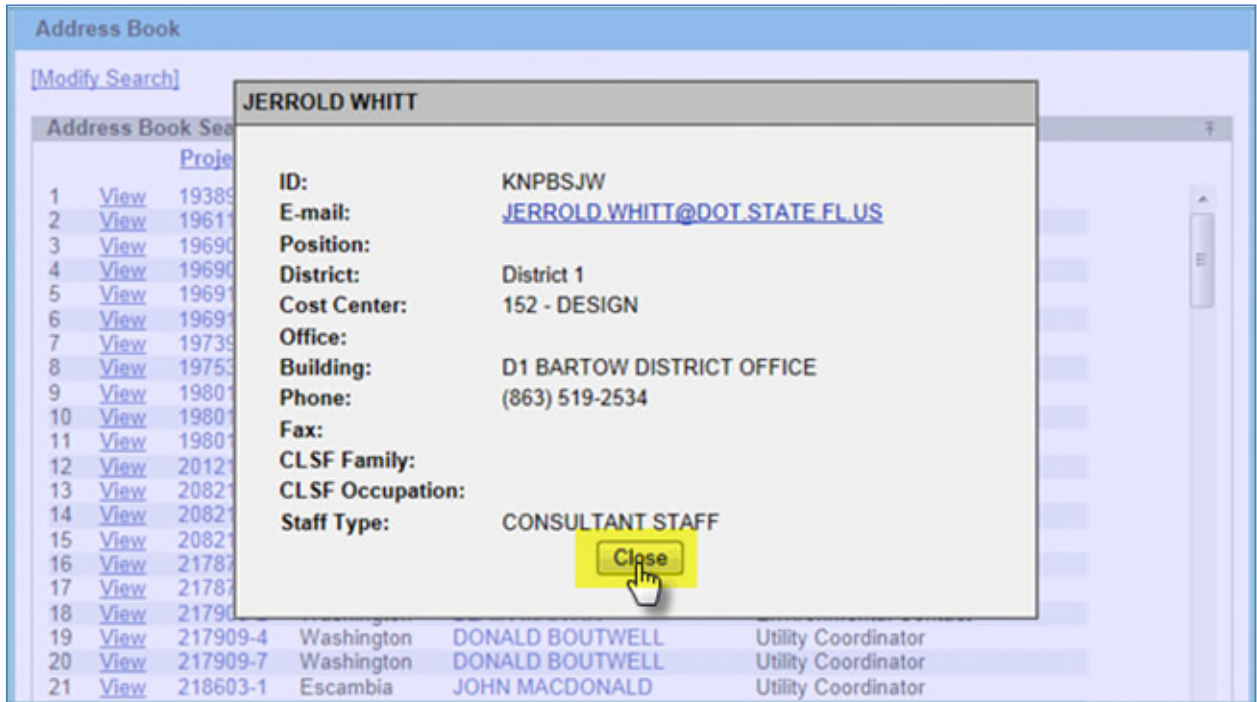
**Address Book**

[\[Modify Search\]](#)

**Address Book Search Results (Click to collapse)**

	<a href="#">Project</a> ▲	<a href="#">County</a>	<a href="#">Contact Name</a>	<a href="#">Contact Type</a>	<a href="#">Organization</a>
1	<a href="#">View</a> 000101-1	Pinellas	A&B Engineering	Assistant Project Manager	
2	<a href="#">View</a> 000104-1	Miami-Dade	A&B Engineering	Assistant Project Manager	
3	<a href="#">View</a> 000104-2	Miami-Dade	A&B Engineering	Assistant Project Manager	
4	<a href="#">View</a> 000104-3	Miami-Dade	A&B Engineering	Assistant Project Manager	
5	<a href="#">View</a> 000105-1	Orange	A&B Engineering	Assistant Project Manager	

6. Select a **Contact Name** hyperlink and system will display the Contact Information of that person in a pop-up box. Select **Close** to return back to search.



7. Select **View** or **Project number** hyperlink and system will display Project Info and Address Book information on the screen.

The screenshot shows the ProjectSuite Enterprise Edition interface. At the top, the user is identified as YOGI PANDYA. The navigation bar includes links for Dashboard, Project, Search, Scheduling, Create Project, Assignments, and Reports. Below the navigation bar, there are two main sections:

- Project Info [193898-2] (Click to collapse)**: This section contains several expandable items:
  - Item Segment (Click to expand)
  - Location (Click to expand)
  - Description (Click to expand)
  - Item Segment Groups (Click to expand)
  - Important Project Dates (Click to expand)
  - PSEE Project Documents (Click to expand)
- Address Book (Click to collapse)**: This section contains:
  - Internal Contacts (Click to collapse)**: A table with the following data:
 

Name	Phone	E-mail	Contact Type
JERROLD WHITT	(863) 519-2534	<a href="mailto:JERROLD.WHITT@DOT.STATE.FL.US">JERROLD.WHITT@DOT.STATE.FL.US</a>	Utility Coordinator
  - External Contacts (Click to expand)

- To modify your search criteria, you can click on the “Modify Search” hyperlink at the top left of the search area. All current search criteria will be persisted as they were set for the last query.

The screenshot shows the Address Book Search Results section. A yellow box highlights the [Modify Search] link. Below it, there is a table with the following data:

Project	County	Contact Name	Contact Type	Organization
1 <a href="#">View</a> 000101-1	Pinellas	<a href="#">A&amp;B Engineering</a>	Assistant Project Manager	

- Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The “From” and “To” fields let you specify the range of entries to be exported.

**Address Book**

[\[Modify Search\]](#)

**Address Book Search Results** (Click to collapse) ↑

	<a href="#">Project</a> ^	<a href="#">County</a>	<a href="#">Contact Name</a>	<a href="#">Contact Type</a>	<a href="#">Organization</a>
1	<a href="#">View</a> 208211-5	Clay	Charles Dabrusco	Property Owner	City of Deerfield Beach
2	<a href="#">View</a> 208211-5	Clay	Infrastru	Assistant Town Manager	
3	<a href="#">View</a> 210420-9	St. Johns	Jon Miller	Consultant	
4	<a href="#">View</a> 210420-9	St. Johns	Cristian Bercea	Consultant	
5	<a href="#">View</a> 428709-1	Duval	Michael Holcomb, PE	Consultant	
6	<a href="#">View</a> 428709-1	Duval	Sam Kadi, PE	Consultant	
7	<a href="#">View</a> 430546-1	Duval	Earl Wills	Consultant	Kimley Horn & Associates

Showing results 1 to 7 of 7

From:  To:  [Export Results](#)