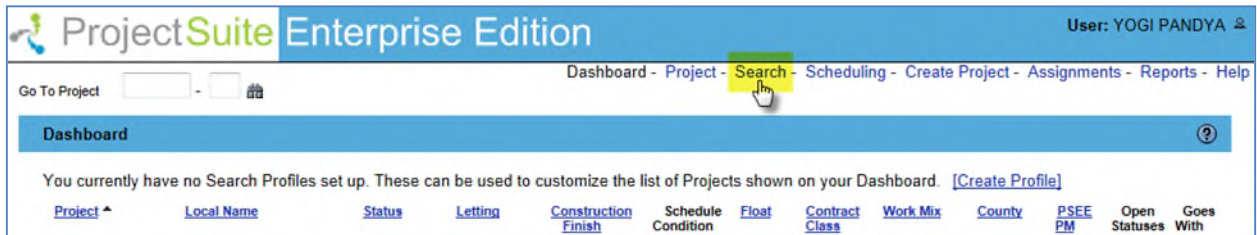The Address Book Search feature allows users to search for Internal Contacts and External Contacts present in PSEE Address Book module. For more information regarding Address Book Module in PSEE, please read The Address Book Module.
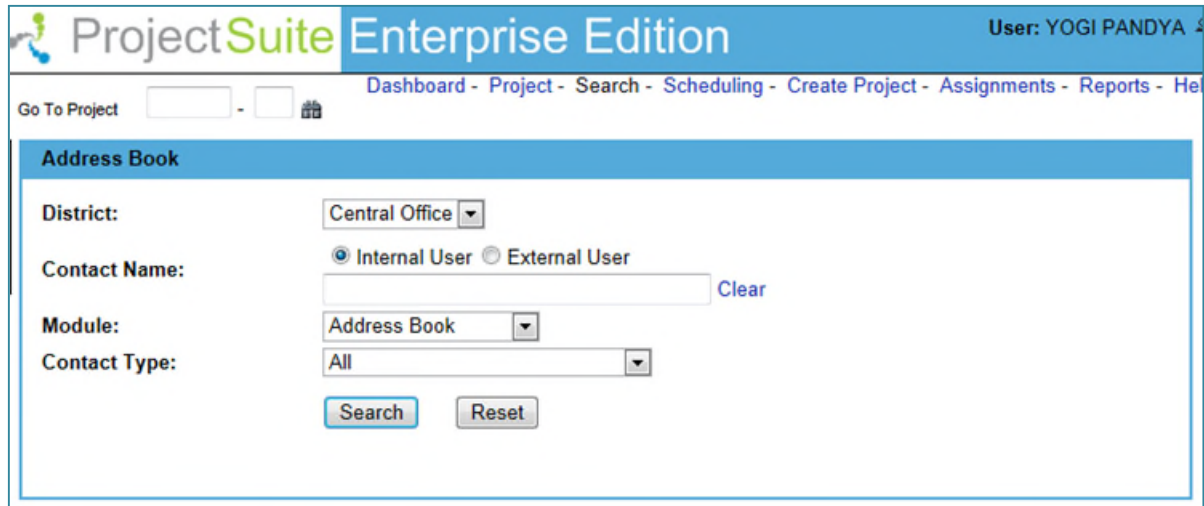
1. Select **Search** option from the main menu on the top of the screen.

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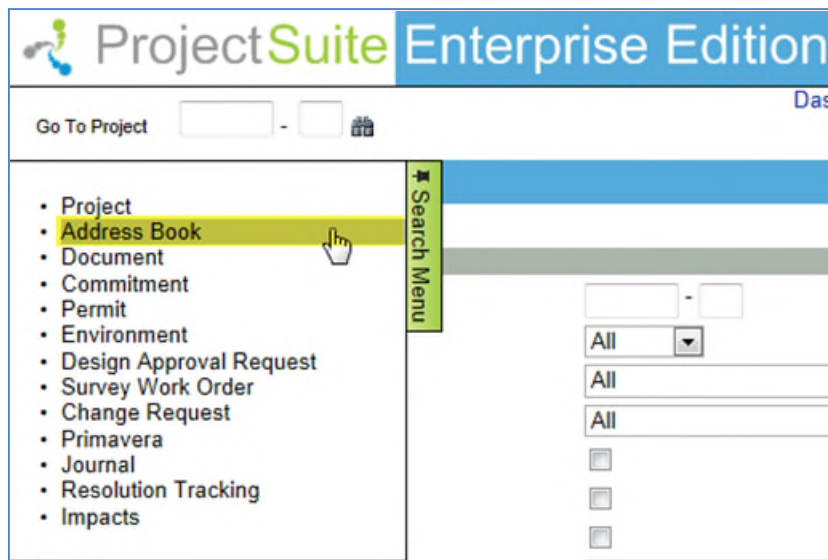
3. Select values that should be used to search for contacts in Address Book. You may provide a combination of one or many values.

- **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.

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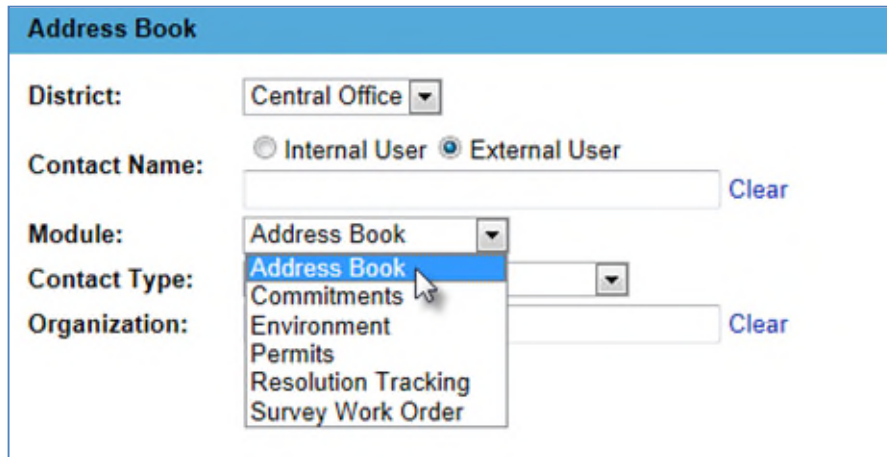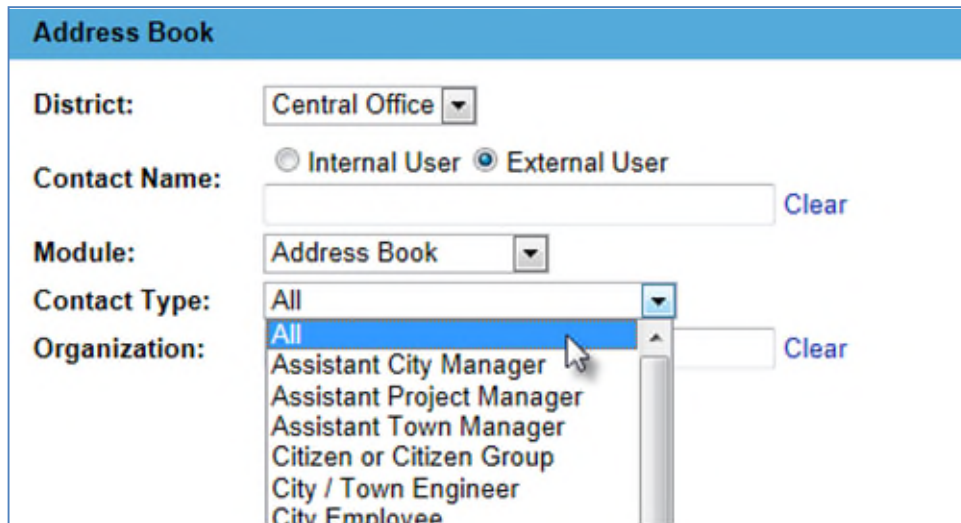
- **Module:** The Address Book Module will be displayed by default.

- **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.

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.

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.

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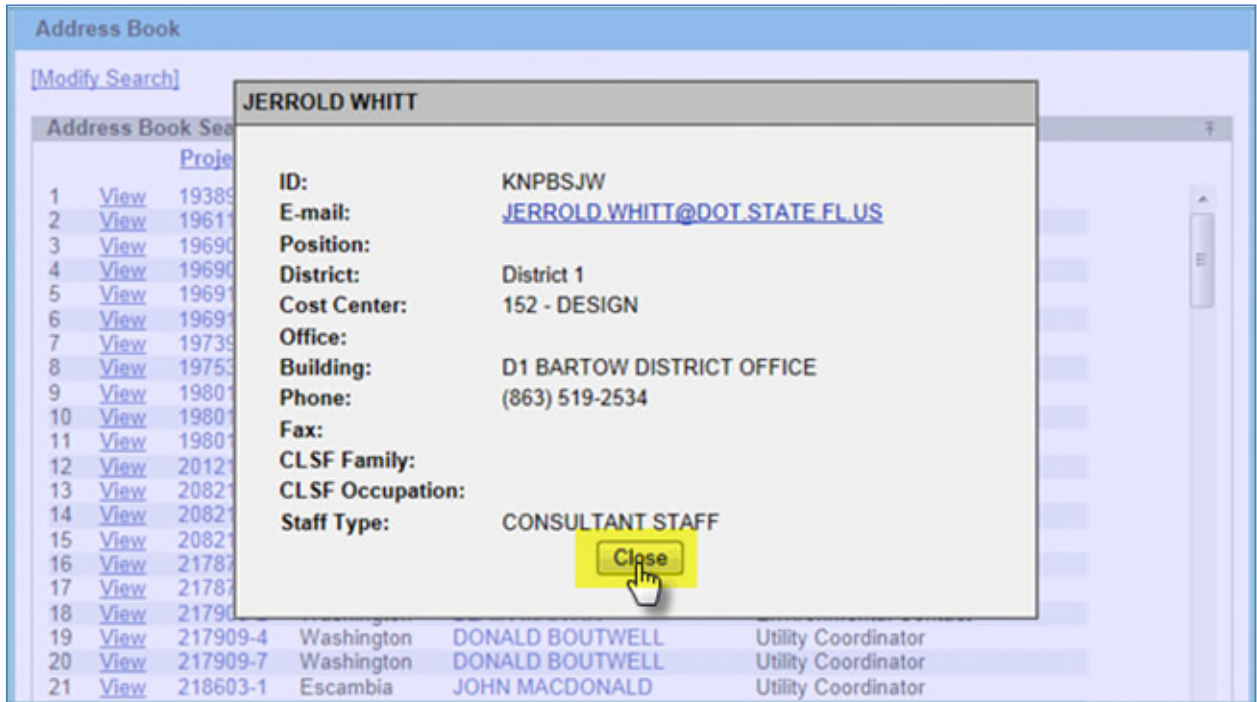
7. Select **View or Project number** hyperlink and system will display Project Info and Address Book information on the screen.

8. 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.

9. 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)

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

Showing results 1 to 7 of 7

From: 1   To: 7   Export Results