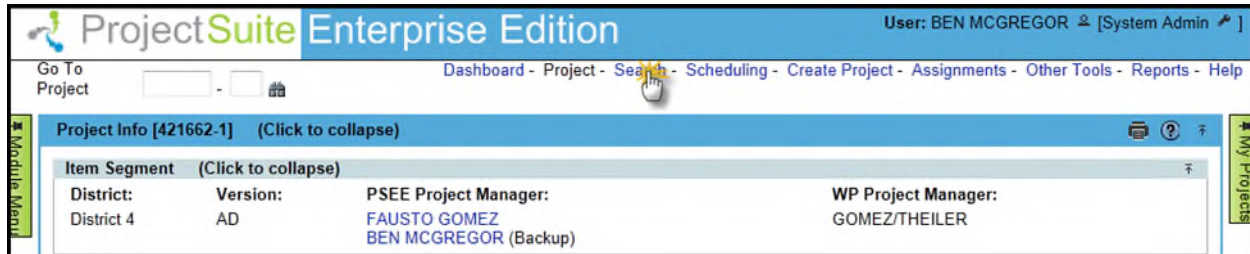


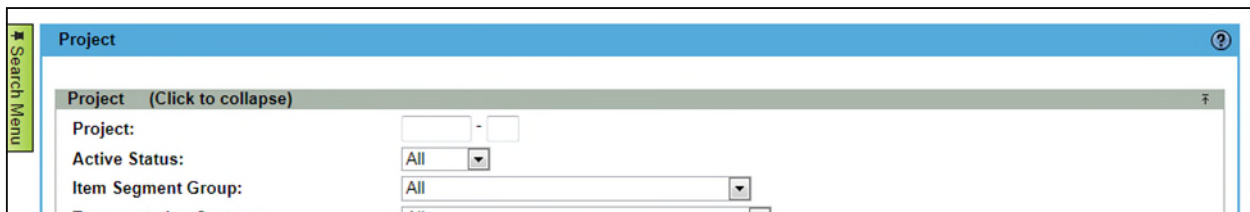
## Commitment Search

The Commitment Search feature allows users to search for Commitments present in PSEE. For more information regarding Commitments in PSEE, please read the [Commitment Module Help Document](#).

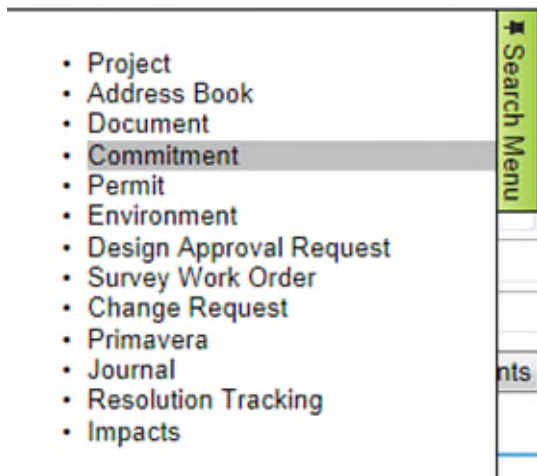
1. Select **Search** from the main menu on the upper right corner of the screen.



2. By default you are taken to the Project Search screen. Move your cursor over the Search Menu to display all searches available.



3. Select the **Commitment Search**.



4. Select the values that should be used to search for Commitments. You may provide a combination of one or many values.

- **Project Search Options:** Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Commitments. For details on using the Project Search, please reference the Project Search Help Manual.

The screenshot shows a web form titled "Commitment" with a search interface. At the top, there is a checkbox labeled "Include Project Search Options" which is checked and highlighted in yellow. Below this, the form contains several input fields: "District" is set to "District 3 (For other Options check Project Search Options)"; "Source System" is a dropdown menu currently showing "PSEE"; "Status" is a dropdown menu currently showing "All"; "Made Date" consists of "From" and "To" date input fields; "Made To" and "Authorized By" are text input fields, each with a "Clear" button to its right. At the bottom of the form are "Search" and "Reset" buttons.

- **District:** The district is set to the user’s district by default. More options are available in the Project Search Options, discussed earlier.
- **Source System:** Select if the Commitment you are searching for exists in PSEE or RWMS

This screenshot shows the same search form as above, but the "Source System" dropdown menu is open, showing two options: "PSEE" and "RWMS". The "Status" dropdown remains set to "All". All other fields and buttons are in the same state as the previous screenshot.

- **Status:** Select a Status to select, or choose All Statuses.

This screenshot shows the search form with the "Status" dropdown menu open. The dropdown list includes "All" at the top, followed by "Commitment Approved", "Commitment Denied", "Commitment Entered", "Commitment Rejected", "Commitment Requested", "Commitment Revised", and "Commitment Withdrawn". The "Source System" dropdown is now closed and still shows "PSEE". All other fields and buttons remain unchanged from the previous screenshots.

- Made Date:** Provide a range of dates that the Commitment was made between. To search for Commitments made on a single day, enter that date as both the “From” and “To” date. Dates that have been left blank are considered open ended. For example, setting the “From” date to 3/14/2010 and leaving the “To” date blank would match any Commitment made since March 14 of 2010.

The screenshot shows the 'Commitment' search form with the following fields:

- Include Project Search Options
- District: District 3 (For other Options check Project Search Options)
- Source System: PSEE
- Status: All
- Made Date: From 03/14/2012 To 06/01/2012
- Made To: (empty)
- Authorized By: (empty)

Buttons: Search, Reset

A calendar for June 2012 is displayed, showing the date Monday, June 4th, 2012, is selected.

Su	Mo	Tu	We	Th	Fr	Sa
		Monday			1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Made To:** Select the name of the person or organization the Commitment was made to. Begin typing the name of the person or organization. A list of matching names will appear. Select the name from the drop down list.

The screenshot shows the 'Commitment' search form with the following fields:

- Include Project Search Options
- District: District 3 (For other Options check Project Search Options)
- Source System: PSEE
- Status: All
- Made Date: From 03/14/2012 To 06/01/2012
- Made To: city
- Authorized By: (empty)

Buttons: Clear (next to Made To), Clear (next to Authorized By)

A dropdown list is shown for 'Made To' with the following items:

- City of Alachua
- City of Arcadia
- City of Atlantic Beach
- City of Auburndale
- City of Belle Glade
- City of Boca Raton
- City of Boynton Beach

- Authorized By:** Select the name of the internal staff member that authorized the Commitment. Begin typing the name of the person. A list of matching names will appear. Select the name from the drop down list.

The screenshot shows the 'Commitment' search form with the following fields:

- Include Project Search Options
- District: District 3 (For other Options check Project Search Options)
- Source System: PSEE
- Status: All
- Made Date: From (empty) To (empty)
- Made To: (empty)
- Authorized By: haddock

Buttons: Clear (next to Made To), Clear (next to Authorized By)

A dropdown list is shown for 'Authorized By' with the following items:

- HADDOCK, CHRISTINE (KNURSCK)
- HADDOCK, LAURA (PD301LH)
- HADDOCK, RICKY (RW255RH)

5. Once all parameters are entered select **Search** to see the results of your query in a list.

Commitment Search Results (Click to collapse)							
	<a href="#">Project</a>	<a href="#">County</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Made Date</a>	<a href="#">Made To</a>	<a href="#">Authorized By</a>
1	<a href="#">View</a> 217909-5	Washington	Historic Property - Wausau Fire Tower	Commitment Approved	9/22/2006	State Historic Preservation Officer	Laura Haddock

Showing results 1 to 1 of 1

From:  To:  [Export Results](#)

6. Select a hyperlinked Project Number to go to the Project or View to view the Commitment.
7. 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.

Commitment Search Results (Click to collapse)							
	<a href="#">Project</a> ▲	<a href="#">County</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Made Date</a>	<a href="#">Made To</a>	<a href="#">Authorized By</a>
1	<a href="#">View</a> 217909-5	Washington	Historic Property - Wausau Fire Tower	Commitment Approved	9/22/2006	State Historic Preservation Officer	Laura Haddock

Showing results 1 to 1 of 1

From:  To:  [Export Results](#)

*These search results are listed in ascending order by Project Number*

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.

Page 1 (Showing Items 1 to 6 of 6) Show per page 10 25 50	From: <input type="text" value="1"/> To: <input type="text" value="6"/>	<a href="#">Export Results</a>
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