The Commitments Module

The Commitments module allows the user to document Commitments made for a Project. In addition, Commitments that have been entered through the Right of Way Management (RWMS) System are viewable as read-only in PSEE and cannot be edited.

Contents

Viewing Commitment	
Filtering By Source System	3
Commitments Created within this Project	
Adding a Commitment in PSEE	
Editing a Commitment in PSEE	7
Adding External Contacts to Commitments	8
Edit/Remove Commitment Contacts	
Adding Documents to Commitments	
Delete a Commitment	
Commitments Linked from Another Project	
Editing a Commitment in PSEE	
Adding External Contacts to Commitments	
Edit/Remove Commitment Contacts	
Adding Documents to Commitments	
Delete a Commitment	
Information from other locations	18
Project Commitments Record (PCR)	
User Profile Settings	20
Privileges	20
Notifications	21
Subscriptions	21
Option 1: By District	
Option 2: By PSEE Project Manager	
Option 3: By Project in User Profile	
Option 4: By Project at the Project Level	
Remove a Project Subscription	24

Viewing Commitment

Select the Commitments module from the Module Menu. The Commitments Module will be displayed.

Note: Selecting the blue header of any modules currently displayed will collapse an open module so the user can easily see the active module.

Go To Project - 💼		DASHBOARD	PROJECT	SEARCH	MONTHLY SCHEDULE UPDATE	CREATE A PROJECT	MY ASSIGNMENTS	RUN REPORTS	WPUC PROJECT LIST	UTILITIES	HELP				
View Contracts Documents ERC Financial	* Module Menu	Project Info [4403 Commitments	(Click to coll		WARKE							Wiew Project Comm	•	• (?)	≭ My Projects
GIS Item Segment Change History Local Agency Program Project Impacts Project Scheduling (PSM) Related Projects	_	Commitments Ca	reated within t			Source System			itle Current D sting Proj Deve	lopment & Enviro		Status		temove)	
Video Log Video Log Address Book Address Book Commitments Design Approval Requests Environment		Page 1 (Showir (Add Commitment Commitments Li No Linked commi	nt to PSEE]	other Project —	erpage 10 25	50				D					
Environment Extornal Agency Final Plans Processing Permits Phase Review		Enterprise Com	nitment Docu	uments (Clic	k to expand)									ż	

The Commitment module has 2 subsections.

- **Commitments Created within this Project**: These are the commitments originally created within the current project. This subsection also included any commitments from the Right of Way Management System (RWMS). For those familiar with RWMS Commitments, note that an RWMS Commitment Title is the first 60 characters of its Description.
- **Commitments Linked from Another Project**: These are commitments created under another project but applies to this project as well.

Viewing an existing commitment is the same in both subsections.

To see the full details of the Commitment, select the plus next to each Commitment to expand.



This will show all the details for a Commitment.

Commitments (Click to collapse)					🛱 🔳 🎯 Ŧ
Filter by source system: ● All ○ PSEE ○ RWMS				View Project	Commitments Report]
Committee of Constant within this Design					
Commitments Created within this Project					
Made Date Made To System 1/2/2017 State Historic Preservation Office PSEE			ent Discipline FAP Development &	# Status Commitment Added	[Edit] [Remove]
(SHPO)	Commitment	Name Envir	onment		
[Copy Commitment] Due Date: 4/15/2018	Land Status II	pdate: 1/10/2018 2:23 Pf	A Autorized Du	: Thu-Huong Clark	
Project Manager: Craig Wilson Transmittal Date:	Environmenta	I Document Type: Discipline: Design	Environmental	Document Approval Da Approved Date: 4/15/201	ate:
Affects Any Other Environmental Commitment: No Description: Add details to explain the commitment. A	•		Commitment F	ulfillment Date:	
Commitment Contacts (Click to collapse)					Ŧ
Name Phone	E-mail	Organization	Contact Type		
State Historic (904) 488-1480 ⊞ Preservation Office (SHPO)			Commitment Made To	[Edit] [Name Chan	gel
[Add External Contact]					
PSEE Commitment Documents (Click to collaps	e)				Ŧ
No Documents Found					
[Upload Document]					
Comments/Commitment Update History (Click t					Ŧ
Discipline Status Proj Development & Commitment Added		n not be removed by a use	Comment Date er, 1/26/2018 10:02 AM	Made By Katasha	[Remove]
Environment	District Admin or Stat courteous, and profes	ewide Admin. Be kind, sional.		Cornwell	
	Use the spel chck too	l provided.			
[Add Comment]					
Page 1 (Showing Items 1 to 1 of 1) Show per page	a 10 25 50				
	U)				
Projects Linked to this Commitment (Click to co No other Projects linked to this Commitment	llapsej				Ŧ
Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25	50				
[Add Commitment to PSEE]					
Commitments Linked from Another Project					
No Linked commitments to display.					
Enterprise Commitment Documents (Click to expand)					4
Enterprise communent Documenta - (ener to expand)					2

Filtering By Source System

A user may filter the Commitments list by source system, showing only those entered through the chosen system (PSEE or RWMS).

Commitments (Click to collapse)								9 Ŧ	
Filter by source system: All OPSEE ORWARS View Project Commitments Report View Project Commitments Report 									
Made Date Made To 1/2/2017 State Historic Preservation Office (SHPO) Page 1 (Showing Items 1 to 1 of 1) Show per page 10 [Add Commitment to PSEE] Commitments Linked from Another Project	Source System PSEE 25 50	Type Environmental Commitment	Title Specific Name	Current Discipline Proj Development & Environment	FAP #	Status Commitment Added	(Edit) (Rem	ove)	
No Linked commitments to display.	0)							±	

When displaying only those Commitments entered through PSEE, the user may choose to filter the list by Commitment Status. Choose the desired status from the dropdown menu.

Commitments Created within this Project

In this subsection, a commitment can be added, edited, copied, linked and removed. External Contacts can be added, edited and removed. These actions require the appropriate PSEE account privilege to be granted.

Adding a Commitment in PSEE

The option to 'Add Commitment to PSEE' will be visible under the paging for the subsection.

1. Select the Add Commitment to PSEE link at the bottom of the Commitments module.



- 2. A new window appears. This is where the details of the Commitment are entered. The A indicated fields that are required to save the entry.
 - **Type**: The choices include Project Commitment or Environmental Commitment. The Environmental Commitment type will only appear if the user has been granted the PSEE privilege to manage Environment Commitments.

- *Affects Any Other Environmental Commitment*: Yes / No choice if the commitment being entered has any impact to another existing Environmental Commitment.
- *Title*: A brief summary of the commitment. Must be unique to differentiate commitments on a project.
- *Current Discipline*: The discipline or FDOT phase currently responsible for the management of the commitment and its status.
- **Project Manager**: The individual in the current discipline responsible for managing the commitment and its status. This individual must be listed in the Address Book with the appropriate Contact Type. Below is a table correlating disciplines and contact types.

DISCIPLINE	CONTACT TYPE
Project Development & Environment	 Planning Project Manager PD&E Project Manager EMO Project Manager Contamination PM
Design	 In-house Project Manager Consultant Project Manager Scoping Project Manager
Right of Way	Right of Way Project Manager
Construction	 Construction Project Manager Construction Engineer Inspector
Operation and Maintenance	Maintenance Project Manager

Status: Dropdown selection based on the Current Discipline. The following table lists status options along with an description of what each status means.

STATUS TYPE	EXPLANATION
Transmitted to Design	The commitment responsibility has been handed over to the Design Office.
Transmitted to Right of Way	The commitment responsibility has been handed over to the Right of Way Office.
Transmitted to Construction	The commitment responsibility has been handed over to the Construction Office.
Transmitted to Operations and Maintenance	The commitment responsibility has been handed over to the Operations and Maintenance Office.
Commitment Added	The commitment has been created and entered in ProjectSuite.
Commitment Changed	The commitment purpose or title has changed from the original obligation.
Commitment Fulfilled	The commitment has been satisfied to the external contact and not additional work effort is needed.
Commitment In Progress	The commitment has ongoing work effort and has not been completed.

Commitment No	The obligation or agreement is no longer necessary due to
Longer Valid	changes to the project.

- **Transmitted Date**: This is the date responsibility of managing a commitment is passed from one discipline to another. This date field should be updated only when a status of 'Transferred to ...' is selected.
- **Description**: Detailed explanation of the commitment is entered here.
- *Made Date*: The date the commitment was initially made to the external contact.
- **Commitment Approved Date**: The date when the Department officially agreed to the commitment with the external contact.
- Due Date: Planned date to have the commitment fulfilled.
- **Authorized By**: The representative from the Department who 'approved' the commitment with the external contact.
- *Implementation Discipline*: The discipline or FDOT division where the commitment is expected to be fulfilled.
- **Commitment Fulfillment Date**: The date when the obligation to the external contact as actually fulfilled.
- **Comments/Commitment Update**: This area is for adding notes, specific comments, and/or details about a status update. An entry here is optional EXCEPT when a status of Commitment Changed, Commitment Fulfilled and Commitment No Longer Valid are selected. This is a great area for storing information to be accessed and used by other users who may be responsible for this commitment.
- **Commitment Made To**: The external contact who the commitment is made with is added here. This area is connected to the Address Book's external contacts. There may be times when the external contact is already in the Address Book.
 - *NOTE:* If changes are made to the external contact's information, it will change for all projects and commitments associated to that external contact.

Description: 0 of 3000 Environmental Document Type Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Commitment Fulfilment Date: Commitment Update: O of 3000 (Comments will be asved to	I Commitment to PSEE		
Affects Any Other Environmental Commitment:	Type:	Project Commitment	
TrikyA Current Discipline: Project Manager: Status: Transmital Date: FAP # Description: 0 of 3000 0 of 30			
Current Discipline:			
Project Manager: ✓ Status: ✓ Status: ✓ Transmital Date: ✓ Description: 0 of 3000 Environmental Document Type ● Environmental Document Approval Date ● Made Date: ● Commitment Approved Date: ● Due Date: ● Authorized By: ● Implementation Discipline: ● Commitment Update: ● Comments Will be saved to o the Comments Village panel) ● Commitment Made To ● Name: ● Address Line 1: ● Address Line 2: ● City: ● State: ✓ Zip: Primary Phone Number: ● Pai Mathress: ● Mobile Phone Number: ● Pai Mathress: ● Website Address: ●			
Joint Magent Transmittal Date: Transmittal Date: CAP # Description: 0 of 3000 Environmental Document Type Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Due Date: Authorized By: Implementation Discipline: Comments Ville saved to Comments will be asved to Commitment Made To Name: Title: Address Line 1: Address Line 2: City: State: Y<			
Transmittal Date: FAP # Description: O of 3000 FAP # Description: Description: Commental Document Approval Date Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Comments // Comments // Comments // Commitment Update: Comments // Co			
FAP # 0 of 3000 Description: 0 of 3000 Environmental Document Type			
Description: 0 of 3000 Environmental Document Type Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Due Date: Commitment Date: Commitment Ipdate: Commitment Update: Commitment Update: Commitment Update: Commitment Made To Name: Commitm			
Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Comments // Commitment Date: Comments // Commitment Date: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Comments // Comments // Comments // Commitment Update: Comments // Com			0 of 3000
Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Comments // Commitment Date: Comments // Commitment Date: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Comments // Comments // Comments // Commitment Update: Comments // Com			~
Autorized By: Due Date: Due Date: Authorized By: Implementation Discipline: Commitment Fulfilment Date: Comments Will be saved to the Comments Vill be saved to the Comments Vill be saved to the Comments Vill be saved to the Commitment Made To Name: Commitment Made To Name: Commitment Made To Name: Commitment Made To State: Title: State: Title: State: Title: State:			~
Environmental Document Approval Date Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Comments // Commitment Date: Comments // Commitment Date: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Commitment Update: Comments // Comments // Comments // Comments // Commitment Update: Comments // Com	Environmental Document Type		
Made Date: Commitment Approved Date: Due Date: Authorized By: Implementation Discipline: Commitment Fulfiliment Date: Comments // Commitment Update: Comments will be saved to the Comments History panel) Commitment Made To Commitment Made To Commitment Made To Address Line 1: Address Line 1: Address Line 2: City: State: V Zip: Fritae: City: State: V Zip: Ext: Mobile Phone Number: Fax Number: Ext: Email Address: Website Address:		ate	
Due Date: Authorized By: Implementation Discipline: Comments fulfilment Date: (Comments Will be saved to the Comments // Story panel) Commitment Made To Name: Commitment Made To Name: Address Line 1: Address Line 2: City: State: Primary Phone Number: Fax Number: Fax Number: Ext.: Email Address: Website Address:	Made Date:	A	
Authorized By:	Commitment Approved Date:		
Implementation Discipline:	Due Date:		
Commitment Fulfilment Date: Comments//Commitment Update: (Comments will be saved to the Comments History panel) Commitment Made To Name: Address Line 1: Address Line 1: Address Line 2: City: State: Primary Phone Number: Fax Number: Ext: Email Address: Website Address: Website Address:	Authorized By:		
Commitment Fulfillment Date: 0 of 3000 Comments //Commitment Update: 0 of 3000 (Comments will be saved to the Comments History panel) 0 Commitment Made To 0 Name: 0 Address Line 1: 0 Address Line 2: 0 City: 0 State: V Zip: 0 Frianzy Phone Number: Ext.: Mobile Phone Number: Ext.: Email Address: 0 Website Address: 0	Implementation Discipline:		
(Comments will be saved to the Comments History panel) Commitment Made To Name: Address Line T: Address Line 2: City: State: Y City: State: Y City: State: Ext: Mobile Phone Number: Ext: Ext: Ext: Ext: Ext: Ext: Ext: Ext	Commitment Fulfillment Date:		
	Comments/Commitment Update:		0 of 3000
Name:			~
Title: Address Line 1: Address Line 2: City: State: V Zip: Primary Phone Number: Ext: Primary Phone Number: Ext: Email Address: Website Address:	Commitment Made To		
Title: Address Line 1: Address Line 2: City: State: V Zip: Primary Phone Number: Ext: Primary Phone Number: Ext: Email Address: Website Address:	Name	A	
Address Line 1: Address Line 2: City: State: V Zip: Primary Phone Number: Ext: Fax Number: Ext: Email Address: Website Address:			
Address Line 2:			
City: Zip: State: Zip: State: Zip: State: Zip: State: Zip: State:			
State: V Zip: Primary Phone Number: Ext.: Mobile Phone Number: Ext.: Fax Number: Ext.: Website Address: Ext.:			
Primary Phone Number: Ext.: Mobile Phone Number: Fax Number: Ext.: Email Address: Website Address:	City:		
Mobile Phone Number: Ext.: Ext.:Ext.:	State:	✓ Zip:	
Fax Number: Ext.:	Primary Phone Number:	Ext.:	
Email Address:	Mobile Phone Number:		
Website Address:	Fax Number:	Ext.:	
	Email Address:		
Comment:	Website Address:		
Save Cancel	Comment:		

3. Select Save and the Commitment will be created and displayed in the Commitment list. Once a Commitment has been created, you may add more information such as documents and additional Contacts. Those steps will be covered in later sections of this User Manual.

Editing a Commitment in PSEE

Users with appropriate privileges may edit the details of a Commitment.

1. Select the **Edit** link and a window will open that allows the user to Edit the details of the Commitment.

Commitments (Click to collapse)	(2) +
Filter by source system: CAU OPSEE ORWAS Mew Project Commitments	Report]
Commitments Created within this Project	
Made Date Made To Source System Type Title Current Discipline FAP # Status In 1/2/2018 State Historic Preservation Office (SHPO) PSEE Environmental Commitment testing Proj Development & Environment Commitment Added Edit Itent	nove)
Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50	
[Add Commitment to PSEE]	
Commitments Linked from Another Project	
No Linked commitments to display.	
Enterprise Commitment Documents (Click to expand)	*

2. Edit the Commitment fields as desired and select the **Save** button. The Read-only fields must be updated in the original commitment it was linked from. The copied Comments/Commitment Update entries can be removed from the Linked Commitment. This does not remove them from the original commitment.

Edit PSEE Commitment	æ
Type:	Environmental Commitment
Affects Any Other Environmental Commitment:	
Title:	Topodic Name
Current Discipline:	Proj Development & Environment V
Project Manager:	
Status:	Commitment Added
Transmittal Date:	
FAP #:	
Description:	82 of 3000
	Add details to explain the commitment. All team members oan see this information.
Environmental Document Type: Environmental Document Approval Date:	
Made Date:	1/2/2017
Commitment Approved Date:	4/15/2017
Due Date:	4/15/2018
Authorized By:	Thu-Huong Clark
Implementation Discipline:	Design V
Commitment Fulfillment Date:	
Comments/Commitment Update:	0 of 3000
(Comments will be saved to the Comments History panel)	
, party	×
Made To:	State Historic Preservation Office (SHPO) [Update] [Change]
Comments/Commitment Update History (Cli Discipline Status	
Discipline Status Proj Development & Commitment Adde Environment	d Commentia added can not be removed by a user. District 1/26/2018 10.92 AM Katusha Comwell [Bemove] Admin or Statwaide Admin. Be kind, counterun, and professional.
	Use the spel chck tool provided.
Page 1 (Showing Herns 1 to 1 of 1) Show per pa	spe 10 25 50
<u></u>)

Adding External Contacts to Commitments

When a Commitment is created in PSEE, the user is required to include the stakeholder (person or organization) that the Commitment was Made To. Sometimes, there are additional contacts other than the "Made To" person that need to be added for a Commitment.

1. From the list of Commitments, Select the plus sign to expand the Commitment details, and select the Add External Contact link.

Made Date 1/9/2018	Made To Aaron Meares	Source System PSEE	Type Project Comn	Title nitment test	Current Discipline Proj Development & Environment	FAP # 1852-015-P, 1 019-P	852-017-P, 1852-	Status Commitment Added	[Edit] [Remove]
[Copy Co	ommitment]								
Transmit	Manager: ttal Date: Any Other Envir ion: test	onmental Comm		Envi	Status Update: 1/10/2018 ironmental Document Type ementation Discipline:		Commitme	I By: Intal Document Appr Int Approved Date: Int Fulfillment Date:	roval Date:
	itment Contacts	(Click to colli	apse)						Ŧ
Commi	itment Contacts	(

2. A dialog box with appropriate fields will display. Fill in the information just as when recording the details for the Commitment Made To contact. At least one method of contact (phone number, email address or street address) must be provided to save the record.

Start typing the name of the contact in the Name field and a list of matching names will begin to form just below. Select the contact from this list and PSEE will automatically populate the remaining fields. For new contacts simply fill out the information as needed.

imprementation pracipin	nc. commune			
Add External Contact		Add External Contact		
Name:	A	Name:	Margaret W. Smith, PE	1.00
Title:		l (Title:	Director/County Engineer	
Address Line 1:		Address Line 1:	8731 Citizens Drive	
Address Line 1:		Address Line 2:	Suite 321	
City:		City:	New Port Richey	-
State:	Zip:	State:	FLORIDA V	Zip: 34654-
Primary Phone Number:	Ext.:	Primary Phone Number:	(727) 847-2411	Ext.: 7452
Mobile Phone Number:		Mobile Phone Number:		
Fax Number:	Ext.:	Fax Number:		Ext.:
Email Address:		Email Address:	mwsmith@pascocountyfl.net	
Website Address:		Website Address:		
Comment:		Comment:		
Organization:	Clear	Organization:		Clear
			0	
Save Car	ncel		Save Cancel	

3. Select Save and the contact will be created and displayed in the Commitment Contacts list.



Edit/Remove Commitment Contacts

From the details of the Commitment Contact section, the option to Edit, Name Change or Remove Contacts may be available.

1/9/	de Date 2018 Copy Co	Made To S Aaron Meares F	Source Sy PSEE		roject Commitment	test F	Current Discipline Proj Development & Environment	FAP # 1852-015-P, 1852- -019-P		Status Commitment Added	[Edit] [Remove
P T A D	ransmi Affects A Descript	e: Manager: ttal Date: Any Other Environ ion: test itment Contacts	mental Co (Click to			Environ	ntus Update: 1/10/2018 8:2 mental Document Type: U entation Discipline:		Commitm	d By: ental Document App ent Approved Date: ent Fulfillment Date:	
		Name Aaron Meares	Phone	871-	E-mail		Organization Kisinger Campo and Associates	Contact Type Commitment Made To	[Edit]	[Name Change]	
		Margaret W. Smith, PE	(727) 2411	847-	mwsmith@pascocc	untyfl.ne		Commitment Contact	[Edit]	[Name Change]	[Remove]

To Edit a Contact, select the Edit link. A dialog box with appropriate fields will display with the contact's information. Edit the contact's information as desired and select the Save button.



To change the name of a contact correct spelling, select the Name Change link. If no other project is using the contact, it's simply updating the name. If the contact is used by another project, the change will be sent to a ProjectSuite Admin to be updated.

To Remove a Contact, select the Remove link. A confirmation dialog box will display. Select the OK button to delete the contact from the Commitment, or select Cancel to retain the Commitment in PSEE.

1.070	
Request Contact Name	
Because this contact is used by multiple projects, you cannot change its contact name. Only an Administrator can. Please enter the desired change and it will be submitted to an Administrator for consideration. Margaret W. Smith, PE Request Cancel	
Message from webpage	×
Are you sure you want to delete this Contact?	
OK Cancel	

Adding Documents to Commitments

Documents may be attached to a Commitment. There is not a limit on the number of documents that can be attached.

1. Expand the details of the Commitment. From the Commitment Documents section, select the Upload Document link.



2. A new window appears. Select the document you wish to upload by selecting the Select File button. Add a description for the document (required) and then select the Save button.

File:	Select File	100 %	Upload Complete		
	test.docx				
Description:				43 of 200	
	Add explanatio	on of document be	ing uploaded.	~	
				~	

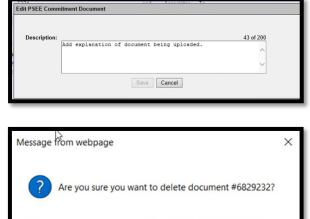
The document is now added to PSEE and listed in the Commitment Documents section.

Made Dat 1/9/2018	Aaron Meares	Source System	Type Project Commitment		Current Discipline Proj Development & Environment	FAP # 1852-015-P, 185 019-P	2-017-P, 1852-	Status Commitment Added [Edit]	[Remove]
Due Da Project Transm Affects	commitment] te: Manager: ittal Date: Any Other Envir otion: test	onmental Comm	itment: No	Envi	Status Update: 1/10/2018 8:2 onmental Document Type: U mentation Discipline:		Commitme	d By: ental Document Approval Date ent Approved Date: ent Fulfillment Date:	
æ	nitment Contacts Name Aaron Meares External Contact]	Phone (813) 87	E-mail		Organization Kisinger Campo Associates Corp	Contact Ty and Commitme		[Edit] [Name Change]	Ŧ
		Created By atasha Cornwell	k to collapse) Created Date 1/26/2018	test.c	ment Name Description bcx Add explana	tion of document b	eing uploaded.	View [Edit] [Remove]	Ŧ

Attached documents have the View, Edit and Remove links within the Commitment's details.

• Select the View link to retrieve the document for display. The document will be opened in its native application.

- Select the Edit link to change the description of the document.
- Select the Remove link to remove the document from the Commitment. You will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.



OK

Cancel

Delete a Commitment

On occasion a commitment may need to be deleted from a project. This deletion is allowed with proper justification and is captured in the Journal along with the date and user who deleted the commitment.

1. From the list of Commitments, select the Remove link for the commitment to be deleted.

	Made Date	Made To	Source System	Туре	Title	Current Discipline	FAP #	Status	
9 8	1/9/2018	Aaron Meares	PSEE	Project Commitment	test	Proj Development & Environment	1852-015-P, 1852- P	017-P, 1852-019-Commitment Added [Edit]	
	[Copy Co	mmitment]							_
	Due Date Project N Transmit Affects A Descripti	lanager: tal Date: ny Other Er	vironmental (Commitment: No	Env	Status Update: 1/10/2018 8:24 ronmental Document Type: U ementation Discipline:		Authorized By: Environmental Document Approval Date: Commitment Approved Date: Commitment Fulfillment Date:	
	Commit	tment Conta	cts (Click t	o expand)					±
	PSEE C	ommitment	Documents	(Click to expand)					±
	Comme	ents/Commit	ment Update	History (Click to e	expand)				±
	Project	s Linked to	his Commitm	ent (Click to colla	pse)				Ŧ
	Project 440311	-1 I-75 WI	gment Descr LDWOOD WE	iption IGH STATION REPA	RS test	Implementation Discipline	Status Commitment Adde	d [Remove Link]	
			PSEE	Project Commitment	New Title	Proj Development & Environment	1852-015-P, 1852- P	017-P, 1852-019-Commitment Added [Edit]	[Remov
ŧ	1/9/2018	Aaron Meares		Commitment					
æ		Meares	a(2) Shaw	Der page 10 25 50					

2. A confirmation dialog box will display. Select OK to delete the Commitment, or select Cancel to retain the Commitment.



If there are one or more projects linked to this commitment, the Link must be removed before the commitment can be removed.

Commitments Linked from Another Project

In this subsection, the commitments listed were originally created under a different project number. These commitments can be managed, edited and removed. External Contacts can be added, edited and removed. These actions require the appropriate privilege to be granted.

Editing a Commitment in PSEE

Users with appropriate privileges may edit the details of a Commitment.

3. Select the Edit link and a window will open that allows you to Edit the details of the Commitment.



4. Edit the Commitment fields as desired and select the Save button. The Read-only fields must be updated in the original commitment it was linked from. The copied Comments/Commitment Update entries can be removed from the Linked Commitment. This does not remove them from the original commitment.

linked commitment record.	nother project. As a result, there are certain fields in this page that can only be modified within the
Type:	Environmental Commitment
Affects Any Other Environmental Commitment:	No
Title:	Wildlife Crossing
Current Discipline:	Proj Development & Environment 🛩
Project Manager:	\checkmark
Status:	Transmitted To Design
Transmittal Date:	1/11/2018
FAP #:	1852-015-P, 1852-017-P, 1852-019-P
Description:	Crossing for panthers will be designed and constructed at STA 100.
Environmental Document Type:	Undetermined
Environmental Document Approval Date:	
Made Date:	1/11/2018
Commitment Approved Date:	
Due Date:	
Authorized By:	
Implementation Discipline:	Design 🗸
Commitment Fulfillment Date:	
Comments/Commitment Update:	0 of 3000
(Comments will be saved to the Comments History panel)	Ĵ
Made To:	USFWS
Comments/Commitment Update History	(Click to collapse) 7
Discipline Status	Comment/Commitment Update Comment Date Made By
Proj Development Transmitted To Design & Environment	Transmitted to Design for their effort. Will 1/11/2018 8:18 AM Katasha [Remove] need to be transmitted to Construction later for the actual build out
Page 1 (Showing Items 1 to 1 of 1) Show pe	later for the actual build out.

Adding External Contacts to Commitments

When a Commitment is created it is required to include the stakeholder (person or organization) that the Commitment was Made To. Sometimes, there are additional contacts other than the "Made To" person that need to be added for a Commitment.

4. From the list of Commitments, select the plus sign to expand the Commitment details, and select the Add External Contact link.

mmitments Link	ked from Another F	Project -								
Project #	Made Date Ma		Source System	Туре	Title	Current Discipline	FAP #		Status	
⊌ 408459-2	1/11/2018 US		PSEE	Environmental Commitment	Wildlife Crossing	Proj Development & Environment	1852-015-P 1852-019-P	1852-017-P,	Transmitted To Design [Edit]	[Remove]
Affects A	Manager: ttal Date: 1/11/20 Any Other Enviror	nmental		No d and constructed a	Environmental Doe Implementation Die	:: 1/11/2018 8:18 AM :ument Type: Undetermined scipline: Design		Commitment .	r: I Document Approval Date: Approved Date: Fulfillment Date:	
Commit	itment Contacts	(Click	to collapse)							Ŧ
	Name USFWS		Phone (772) 469-42	E-mail 32 john_wrub	lik@fws.gov	Organization	Contact Typ Commitment		[Name Change]	

5. A dialog box with appropriate fields will display. Fill in the information just as when recording the details for the Commitment Made To contact. At least one method of contact (phone number, email address or street address) must be provided to save the record.

Start typing the name of the contact in the Name field and a list of matching names will begin to form just below. Select the contact from this list and PSEE will automatically populate the remaining fields. For new contacts simply fill out the information as needed.

External Contact	obseptite. commun	
External Contact		
	A	
Name:	A	
Title:		
Address Line 1:		
Address Line 2:		
City: 🗟		
State:	✓ Zip:	
Primary Phone Number:	Ext.:	
Mobile Phone Number:		
Fax Number:	Ext.:	
Email Address:		
Website Address:		
Comment:		
Organization:	Clear	

6. Select Save and the contact will be created and displayed in the Commitment Contacts list.

Edit/Remove Commitment Contacts

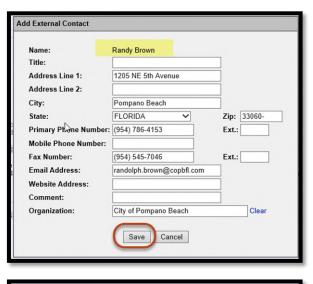
From the details of the Commitment Contact section, the option to Edit, Name Change or Remove Contacts may be available.

Project #	Made Date		Source System	Туре	Title	Current Discipline	FAP #		Status		
408459-2	1/11/2018	USFWS	PSEE	Environmental Commitment	Wildlife Crossing	Proj Development & Environment	1852-015-P, 1852-019-P	1852-017-P,	Transmitted To Des	sign [Edit]	Remov
	te: Manager: nittal Date: 1/11	2018		E	Environmental D	ate: 1/11/2018 8:18 AM ocument Type: Undeten Discipline: Design	mined E		/: al Document Approva Approved Date:	al Date:	
Affects Descrip	Any Other Envi	for panthers						Commitment	Fulfillment Date:		Ŧ
Affects Descrip Comr	Any Other Envi otion: Crossing	for panthers	will be designed	No		Organization		Commitment			Ŧ
Affects Descrip	Any Other Envi otion: Crossing nitment Contact	for panthers s (Click) P	will be designed to collapse)	No d and constructed at S	STA 100.			Commitment [Edit]		[Remove	Ŧ 2

To Edit a Contact, select the Edit link. A dialog box with appropriate fields will display with the contact's information. Edit the contact's information as desired and select the Save button.

To change the name of a contact or correct spelling, select the Name Change link. If no other project is using the contact, it's simply updating the name. If the contact is used by another project, the change will be sent to a ProjectSuite Admin to be updated.

To Remove a Contact, select the Remove link. A confirmation dialog box will display. Select the OK button to delete the contact from the Commitment, or select Cancel to retain the Commitment in PSEE.



Request Co	ntact Name		
contact na	ame. Only an Admin be submitted to an	l by multiple projects, you nistrator can. Please ent Administrator for conside	er the desired change
	F	Request Cancel	
Message	from webpag	e	×
?	Are you sure	you want to delete	e this Contact?

Adding Documents to Commitments

Documents may be attached to any Commitment. There is not a limit on the number of documents that can be attached.

1. Expand the details of the Commitment. From the Commitment Documents section, select the Upload Document link.

ments Linked from Project # 408459-2	Made Date 1/11/2018	Made To USFWS	Source System PSEE	Type Environmental Commitment	Title Wildlife Crossing	Current Discipline Right Of Way	FAP #	Status Commitment Added	(EdR)	[Remove]
Description: (ite: ther Environmental Crossing for parithers	will be designed and	constructed at STA 100.	Last Status Environme Implemento	Update: 1/11/2018 8:19 AM ntal Document Type: ttion Discipline: Right Of Way		Authorized By: Environmental Commitment A Commitment Fr	Document Approval Date: pproved Date:		
Commitment	Contacts (Click)	o collapse)								i.
IT USP	WS	Phone (772) 459-4282	E-mail john_ornshik@tws.gov	Organization	Contact Type Commitment Made To	[Name Change]				
	itment Documents	(Click to collapse)								
No Docume										

2. A new window appears. Select the document you wish to upload by selecting the Select File button. Add a description for the document (required) and then select the Save button.

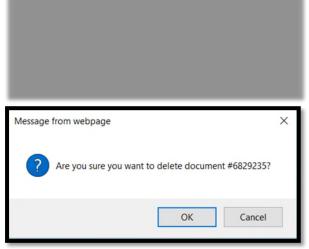
File:	Select File	100 %	Upload Complete		
	test.docx				
Description:				43 of 200	
	Add explanation	of document be	ing uploaded.	~	

The document is now added and listed in the Commitment Documents section.

- Com	nitme	nts Linked from A	Another Project									
F	Pn 40	oject # 8459-2	Made Date 1/11/2018	Made To USFWS	Source System PSEE	Type Environmental Commitment	Title Wildlife Crossing	Current Discipline Right Of Way	FAP #	Status Commitment Added	[Edd]	[Remove]
			er Environmental (constructed at STA 100.	Environment	Jpdate: 1/11/2018 8:19 AM al Document Type: on Discipline: Right Of Way		Authorized By: Environmental Commitment A Commitment F	Document Approval Date: pproved Date:		
		Commitment (Centacts (Click t	o collapse)								1
		E USFW	s	Phone (772) 469-4282	E-mail john_wrublik@fws.gov	Organization	Contact Type Commitment Made To	(Name Change)				
		[Add External	Contact]									
		PSEE Commit	ment Documents	(Click to collapse)								+
		EDMS Doc No	- Created I	ly Created Dat	Document Name	Description						
	0	6829235	Katasha Cor	well 1/29/2018	test docx	Ad explanation of document being	uploaded. View [Edit] [Remove]					
		Page 1 (Shor		 Show per page 1 	0 25 50							

Attached documents have the View, Edit and Remove links within the Commitment's details.

- Select the View link to retrieve the document for display. The document will be opened in its native application.
- Select the Edit link to change the description of the document.
- Select the Remove link to remove the document from the Commitment. The user will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.



Delete a Commitment

When a commitment needs to be deleted from a project, this deletion is captured in the Journal along with the date and user who deleted it.

1. From the list of Commitments, select the Remove link for the commitment to be deleted.

•	Project # 408459-2	Made Date 1/11/2018	Made To USFWS	Source System PSEE	Type Environmental Commitment	Title Wildlife Crossing	Current Discipline Right Of Way	FAP#	Status Commitment Added	[Edit]	[Remove
		Manager: ttal Date: Any Other Envir		ommitment: No vill be designed and o	Environmental	date: 1/11/2018 8:19 / Document Type: Discipline: Right Of		Commitment	By: tal Document Approval D t Approved Date: t Fulfillment Date:	ate:	
	Commi	tment Contacts	s (Click to	expand)							±
	PSEE C	Commitment Do	ocuments	(Click to expand)							±
	Comme	ents/Commitme	ent Update H	listory (Click to e	xpand)						±

2. A confirmation dialog box will display. Select OK to delete the Commitment, or select Cancel to retain the Commitment.

Delete Commitment							
Are you sure you want to delete this item?							

Information from other locations

There are a few fields that contain information pulled from other locations. The first is FAP#. This data is pulled from the Financial Management System. It is also visible in the Financial Module in ProjectSuite.

The second is the Environmental Document Type and Environmental Document Approval Date. This information is pulled from the Environment Module in ProjectSuite. This information must be inputted and managed in the Environment Module. Please refer to the Environment Module Help Document for instructions.

Project Commitments Record (PCR)

The Project Commitments Record (PCR) is the FDOT document used to track commitments. This report is available to all ProjectSuite Users.

1. By clicking the 'VIEW PROJECT COMMITMENTS REPORT' link, the report is generated to include all commitments created within this Project, all RWMS commitments, and all commitments linked from another project.

Commitments Cre	ated within this	Project									
Made Date 1/10/2018		Source System	n Type Project Comm		Title Round 2 Test		Current Discipline Operations And Maintenance	FAP # 0757-417-1, 0757-432-1	Status Commitment Fulfilled	[Edit]	[Remove]
€ 1/11/2018	Public P	PSEE	Project Comm	litment	NOISE WALL nu	umber 2	Operations And Maintenance	0757-417-1, 0757-432-1	Commitment Changed	[Edit]	[Remove]
€ 1/11/2018	USFWS P	SEE	Environmenta	I Commitment	Wildlife Crossing	. 1	Proj Development & Environment	0757-417-1, 0757-432-1	Commitment Added	[E dit]	[Remove]
Add Commitment	to PSEE]		rpage 10 25 5	50							
Add Commitment Commitments Lin Project #	to PSEE] ked from Anoth Made Date	er Project Made To _ S	iource System	Туре		Title		FAP #	Status	IE-64	Removal
Page 1 (Showing Add Commitment Commitments Lini Project #	to PSEE] ked from Anoth	er Project —	Source System		tment T	Test 2	Design	0757-417-1, 0757-432-1	Status Commitment Changed Commitment Changed	-	[Remove]

2. A new tab will open in the browser window. The report is viewable on the screen. The highlighted area allows the user to page forward and backwards through the report.

14 4 1 of 4 ▶ ▶ 1			700-011-35 Office Of Environmental Management 5/17
FM: Project Name: Environmental Document Type:	408459-2 I-75 (SR 93A) FM S OF SR582(FOWLER AVE 581 (BB DOWNS) Undetermined	Excel PDF ronmental Document roval Date:	0757-417- , 0757-432-
Commitment Title:	Round 2 Test		
Commitment Made To:	USFWS	Environmental Commitment:	No
Status:	Commitment Fulfilled	Affects Any Other Environmental Commitmen	nt: No
Implementation Discipline:	Construction	Commitment Approval Date:	1/10/2018
Transmittal Date:	1/10/2018		
Commitment Description:	Round 2 test - using KC privleges - testing	g editing to linked commtiment	
Comments/Notes: (Most Recent Comment Shown)	1/10/2018 8:03:34 AM - test		
Projects Linked to the Commit			
There are no other projects link	ked to this commitment.		
FM#: 408459-2	Page 1 of 4	Pr	int Date: 1/29/2018 9:54:02 AM

3. It can be downloaded in a Word document, Excel spreadsheet, or PDF format by clicking the down arrow next to the save icon.

User Profile Settings

The following areas will be accessed and set up under the user profile area. Click the user profiled icon next to the user's name.



Privileges

The ability to perform actions in the Commitment Module relies on the appropriate privileges that have been granted. From the dropdown, select the Commitment Module. Then click Request Privileges. Place a checkmark for the privilege needed under the appropriate district. An email will be sent to the corresponding District Admins to review and grant permissions. If necessary, the District Admin may contact the user for additional information prior to granting the privilege.

Privileges and Notifications (Click to collapse)
Commitments	[Request Privileges]
	Privileges Receive Notifications D1 D2 D3 D4 D5 D6 D7 TP CO Select All
Manage Commitment Externa Manage PSEE Commitment Remove PSEE Commitment	al Contact* * * * * * * * * * Example Image: Contact* Imag
*These privileges are determined	Request Privileges
Save Cancel	D1 D2 D3 D4 D5 D6 D7 TP CO Manage Commitments
Notification Subscriptions (Manage PSEE Commitment Image PSEE Image PSEE
User Settings (Click to expa	Request Cancel

The Manage PSEE Commitment is needed for a user to Add and Edit a commitment with the type of Project Commitment for ANY project in the user's district in ProjectSuite. This includes adding and editing Commitment Contacts, Documents and Comments. A PSEE Project Manager is given this privilege for ALL projects they are assigned. The privilege is removed when the project is re-assigned to a new Project Manager.

The Remove PSEE Commitment is needed for a user to Remove a commitment with the type of Project Commitment for ANY project in the user's district in ProjectSuite. This includes the removal of Commitments Created within this Project and Commitments Linked from Another Project. A PSEE Project Manager is given this privilege for ALL projects they are assigned. The privilege is removed when the project is re-assigned to a new Project Manager.

To enter an Environment Commitment type, privileges must be granted for the Environment Module. Please refer to the Environment Module Help Document for instructions.

Notifications

From the Privilege and Notification module, users can select the type of emails they would like to receive. This is part 1 of the 2-step process for email notifications.

Commitments V Reques	(Pfl)	neg	es						
				vile					Receive Notifications
D1	D2	D3	D4	D5	D6	D7	TP	co	Select All
Manage Commitment External Contact*	*	*	*	*	*	*	-*	*	Example
Manage PSEE Commitment	0	0							Example
Remove PSEE Commitment	0	0							Example
These privileges are determined by business ru	iles a	and I	not d	lirect	tly as	sign	ed.		

The Manage Commitment External Contact notification will send the subscriber an email each time an External Contact of a commitment is Added, Edited, Name Changed, or Removed. This notification applies to ALL Commitments on ALL projects they subscribe to.

The Manage PSEE Commitment notification will send the subscriber an email each time a Commitment is Added or Edited. This notification applies to ALL Commitments on ALL projects they subscribe to.

The Remove PSEE Commitment notification will send the subscriber an email each time a Commitment is Removed. This notification applies to ALL Commitments on ALL projects they subscribe to.

Subscriptions

In part 1, the user chooses what actions they want to be informed about. Part 2 is to identify which projects the user wants to be informed about. There are 4 options.



Option 1: By District

This selection means the user would receive email notifications for ALL projects in the user's district. This option is NOT suggested for a user without discussing with a District Admin or a Functional Application Coordinator. This subscription will result in a large amount of emails. This selection would only be helpful to a few users in each district.

Option 2: By PSEE Project Manager

This selection means the user would receive email notifications for ALL projects assigned to a selected PSEE Project Manager in the user's district. This selection is often used if the subscriber is a Manager or if work in the district is distributed based on assigned Project Mangers.

Notification Subscriptions	(Click to collapse)
Subscriptions By District	(Click to collapse)
Central Office District 1 District 2 District 3 District 4 District 5 District 6 District 7 District 7	
District 7	
Notification Subscriptions (Click	to collapse)
Subscriptions By District (Click	to expand)
Subscriptions By PSEE Project Ma	anager (Click to collapse)
Select Project Manager:	[Show all users]
PSEE Project Manager Alaina Webb [Remove]	
Subscriptions By Project (Click	to expand)

Option 3: By Project in User Profile

This option means the user would receive email notifications for ALL projects selected by the user. This is not restricted to a specific district. This is the most commonly used option.

1. Click the Show Project Subscription Selection.

Subscriptio	ons By Projec	ct (Clic	k to collapse)					4
Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager	
219344-2	JACKSON	AD	SR 10 (US 90) CHIPOLA RIVER BRIDGE BRIDGE NO. 530005		0024 - BRIDGE- REPAIR/REHABILITATION	BILL HOWELL	William Howell	[Remove
222802-2	WALTON	AD	SR 8 (I-10) UNDER CR 280 BOB SIKES ROAD BRIDGE NO. 600004		0925 - BRIDGE - PAINTING	JON MCCLAIN	Jon McClain	[Remove

 The 'ADD PROJECT SUBSCRIPTION' box appears. This is the same criteria used in the Project Search of ProjectSuite. The User inputs project attributes based on the type of projects they want to subscribe to.

> For this example, the user is looking for projects in Bay County, that are Contract Class 1 and have SR 20 in the Description.

Project (Click to collapse)				
Project:	· · · ·			
Active Status:	All Y			
Item Segment Group:	All	~		
Transportation System:	All	~	•	
Projects With No PSEE PM:				
Projects With PSEE PM:				
Without Permits:				
PSEE Project Manager (Primary/Backup): WP Project Manager:		Clear		
		• Ce	ontains O Starts With O Ex	act
Description / Item Seg. Comments:	SR 20	× • c	ontains O Starts With O Ex	act
Contract Number:			ontains O Starts With O Ex	act
Local Agency:	All		~	
Fund Code:	All		~	
Phase Grouping:	All		~	
Fiscal Year:	From To	mm		
Status: C	ontract Class:	Work Mix:		
	All	AT		
lesses and the second s	5 - LOCAL AGCY PGM (LA	P) 0008 - ACCESS	PACITY/SFTY IMPROVEMEN	Only Safety Projects
.ocation (Click to collapse)	District 3	P) 0008 - ACCESS	IMPROVEMENT	
.ocation (Click to collapse)	District 3 V All DAY CALHOUN DIST/ST-WIDE ESCAMBIA FRANKLIN	P) 0000 ACCESS	IMPROVEMENT	
.ocation (Click to collapse)	District 3 V All DAY CALHOUN DISTIST-WIDE ESCANDIA FRANKLIN	P) 00000 - ACCESS	IMPROVEMENT	
Learning on the collapse) District County:	District 3 V All DAY CALHOUN DISTIST-WIDE ESCANDIA FRANKLIN	P) 0008 - ACCESS	IMPROVEMENT	
Constrain (Click to collapse) District: County: Roadway ID: MilaPost_(ory and Roadway & entered)	District 3 V All DAV CALHOUN DIST/ST-WIDE ESCANBLA FRANKLIN EAADenset	P) 0008 - ACCESS	IMPROVEMENT	
Constrict: Control: Roadway (D: MilePost; (or) uner Roadway (D entered) Bridge (D:	District 3 V All DAV CALHOUN DIST/ST-WIDE ESCANBLA FRANKLIN EAADenset	P) 0008 - ACCESS	IMPROVEMENT	
execution (Click to collapse) District: County: Readway ID:	All	P) 0008 - ACCESS	MPROVEMENT	
Construct (Click to collapse) District: County: MilePost; (org) when floating/ D entime() Bridge ID: Schedule (Click to collapse)	Alexandree A	P) ∑ 0000 - ACCESS ■ Starts With ○Exact □	nd Next FY O Range	
Constant (Click to collapse) District: County: MMIPPESt: (ory unen Rostway /D enemet) Bridge ID: Schedule (Click to collapse) Plans to Tallahassee:	Cutord 3 All All CALFOURN CALFOURN CALFOURN FRANAULN FRANAULN FRANAULN FRANAULN ROMAN RO	P) 0000 - ACCESS Starts With Exact ONext PY Current Ac	MPROVEMENT ad Next FY O Range of Next FY O Range	
Constrom (Click to collapse) Divincit: County: MMMPPst(poy unan Roshwy /D ensited) Bridge ID: Schedule (Click to collapse) Plans to Tallahassee: Letting Date:	Cutrot 3 Att Cutron Contains Prom To NIA Cutron Tr NIA Cutron Tr NIA Cutron TF	P) 0000 - ACCESS Starts With Exact Next PY Current A Next PY Current A	nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range	
Constron (Click to collapse) District: County: Roadway ID: MilePost_(oxy and Rodray D entered) Bridge ID: Schedule (Click to collapse) Penduction Date: Production Date:	Cutrot 3 Att Cutron Contains Prom To NIA Cutron Tr NIA Cutron Tr NIA Cutron TF	P) 10000 - ACCESS Starts With Exect	nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range	
Construction (Click to collapse) District: County: MilePost_(only and Rodowy & energies) District: County: Construction (Click to collapse) Plans to Tallhaassee: Leting Date: Production Date: Construction Finish Date:	Clisticit 3 V A A DataTatives Provide NNA Ocurrent FY ® NNA Ocurrent FY ® NNA Ocurrent FY ® NNA Ocurrent FY	P) 10000 - ACCESS Starts With Exect	nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range nd Hext PY O Range	

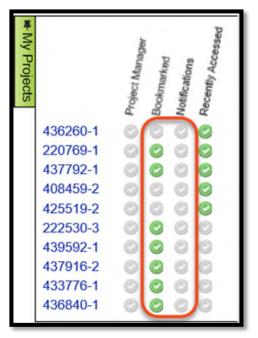
- 3. The results appear.
 - If the list contains too many/not enough results, there is a 'MODIFY SEARCH' option in the top left corner.
 - If the list is exactly or very close, there is an option to 'SUBSCRIBE TO ALL PROJECTS ON THIS PAGE' also in the top left corner. This only applies to the page visible. This example has 2 pages of results, so the 'SUBSCRIBE TO ALL PROJECTS ON THIS PAGE' option would need to be selected on each page.
 - There is the option to 'SUBSCRIBE' to an individual project. However when a user selects subscribe here, the individual project is chosen. If an additional project in the list was also to be subscribed to, the user will need to reenter the selection criteria.
 - There is an option to 'EXPORT RESULTS'. This will create an Excel spreadsheet of all projects matching the criteria entered. The Project numbers in the spreadsheet are active hyperlinks which will open a new browser tab to the project selected.

Gideoribe h	a all projects	on this p	aasi)					
Project +	County	Version	Description	Bridges	Work Mix	WP Project	PSEE Project	
217652-1	EAY	AD	US 231 (SR 75) SR 20 RR OVERFASS			BWATTS	Marra (141	[Subscribe]
217717-1	EAV	AD	SR 75 N LIMITS YOUNGSTOWN SR 20			APOTTER		TSubscribel
217738-1	BAY	AD	SR 20 FROM SR 75 TO CALHOUN GO LINE		0218 - STATE RESURFACE REPAVE	A POTTER		(Subscribe)
217741-1	BAY	AB	SR 75 FROM SR 20 TO JACKSON CO LINE		0220 - FEDERAL AD RESURFACE/REPAVE	D.R.HANSON		[listocrites]
217801-1	EAY	AD	SR 78 BAVOU GEORGE SR 20			PRSUOR		(Subscribe)
217910-2	BAY	AD	SR 75 (US 231) FROM S OF SR 30A (US 03) 16TH STREET TO SR 20		9999 - POSEIEMO STUDY	ALAN VANN	Alan Vann	(Subscripe)
217910-6	BAY	AD	SR 75 (US 231) FROM SOUTH OF SCOTTS FERRY RD TO SR 20		9904 - MISCELLANEOUS CONSTRUCTION	NOBLLE WARREN	Noelle Warren	[Subscribe]
217914-1	EAY	AD	SR 78 (US 231) SR 20 JACKSON CO. LINE	45-0035, 45-0008, 45-0007	0012 - RESURFACING	F.COOK		(Subscribe)
217923-1	BAY	AD	SR 26 SR 75 (US 231) CALHOUN COUNTY LINE	48-0050	0012 - RESURFACING	D.MARTIN		[Subscribs]
217939-1	BAY	AD	SR 78 (US 231) N CAMP FLOWERS ROAD SR 20	45-0030, 45-0044, 45-	9012 - RESURFACING	D.CHAMBLISS		Ilistecritel

Option 4: By Project at the Project Level

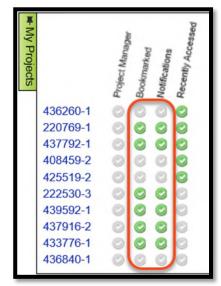
The other way to subscribe to a project is at the project level.

- 1. Enter the project number in the Go To Project or click a project from the exported Excel spreadsheet.
- 2. Click on the 'MY PROJECTS' menu and pin it open.
- 3. The current project opened will be the first project listed. Click the grayed-out check under the notification column. Notification will be received for any project with a green checkmark under the notification column. The bookmark column is a way to quickly identify important projects. It is recommended to check this column when the notification column is selected.



Remove a Project Subscription

Removing a subscription can be done at the Project Level by unchecking the green check next to the project's FM number in the Notification column.



Also, the removal can be done under the User Profile Subscription module. Click the Remove link with the project to be removed.

		(Click to						1
Subscriptio	ns By PSEE Proj	ect Mana	ager (Click to expand)					4
Subscriptio	ns By Project	(Click to	collapse)					1
Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager	_
219344-2	JACKSON	AD	SR 10 (US 90) CHIPOLA RIVER BRIDGE BRIDGE NO. 530005		0024 - BRIDGE- REPAIR/REHABILITATION	BILL HOWELL	William Howell	[Remove
220769-1	WASHINGTON	AD	SR 79 HOLMES CREEK BRIDGE BRIDGE NO. 610008		0925 - BRIDGE - PAINTING	J.LOCKE		[Remove
222530-3	GADSDEN	AD	SR 8 (I-10) FROM W OF SR 10 (US 90) TO OCHLOCKONEE RIVER BR.		9999 - PD&E/EMO STUDY	IRIS WATERS	Colby Cleveland	[Remove
222802-2	WALTON	AD	SR 8 (I-10) UNDER CR 280 BOB SIKES ROAD BRIDGE NO. 600004		0925 - BRIDGE - PAINTING	JON MCCLAIN	Jon McClain	[Remove
433776-1	DUVAL	AD	I-95(SR9) FROM S OF I-295 INTERCHANGE TO OWENS RD		0774 - SIGNING/PAVEMENT MARKINGS	JA/TF/JF		[Remove
437792-1	MIAMI-DADE	AD	SR 90/SW 7 ST FROM E OF SR9/SW 27AVE TO SR5/BRICKELL AVE		9956 - PEDESTRIAN SAFETY IMPROVEMENT	FUNTANELLAS, IVETTE	Ivette Funtanellas	[Remove
437916-2	MIAMI-DADE	AD	SR 934/NORMANDY DRIVE AND RUE VENDOME		9956 - PEDESTRIAN SAFETY IMPROVEMENT	FUNTANELLAS, IVETTE	lvette Funtanellas	Remove
439592-1	HOLMES	AD	SR 2 OVER WRIGHTS CREEK BRIDGE NO. 520085		0024 - BRIDGE- REPAIR/REHABILITATION	JESSICA GOLEMA	Jessica Golema	[Remove