

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.

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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.

The screenshot shows a web application interface for project management. The top navigation bar includes tabs for DASHBOARD, PROJECT, SEARCH, MONTHLY SCHEDULE UPDATE, CREATE A PROJECT, MY ASSIGNMENTS, RIN REPORTS, WPLC PROJECT LIST, UTILITIES, and HELP. The left-hand 'Module Menu' lists various modules, with 'Commitments' selected and circled in red. The main content area is titled 'Project Info [440311-1] (Click to expand)' and contains a sub-section for 'Commitments (Click to collapse)'. A filter for 'source system' is set to 'All'. The table below shows one commitment entry with columns for Made Date, Made To, Source System, Type, Title, Current Discipline, FAP #, and Status. Below the table, there is a section for 'Commitments Linked from Another Project' which is currently empty.

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) [View Project Commitments Report]

Filter by source system: All PSEE RWMS

Commitments Created within this Project

Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
1/2/2017	State Historic Preservation Office (SHPO)	PSEE	Environmental Commitment	Specific Name	Proj Development & Environment		Commitment Added [Edit] [Remove]

[\[Copy Commitment\]](#)

Due Date: 4/15/2018
 Project Manager: Craig Wilson
 Transmittal Dates:
 Affects Any Other Environmental Commitment: No
 Description: Add details to explain the commitment. All team members can see this information.

Last Status Update: 1/10/2018 2:23 PM
 Environmental Document Type:
 Implementation Discipline: Design

Authorized By: Thu-Huong Clark
 Environmental Document Approval Date:
 Commitment Approved Date: 4/15/2017
 Commitment Fulfillment Date:

Commitment Contacts (Click to collapse)

Name	Phone	E-mail	Organization	Contact Type
State Historic Preservation Office (SHPO)	(904) 488-1480			Commitment Made To [Edit] [Name Change]

[\[Add External Contact\]](#)

PSEE Commitment Documents (Click to collapse)

No Documents Found
[\[Upload Document\]](#)

Comments/Commitment Update History (Click to collapse)

Discipline	Status	Comment/Commitment Update	Comment Date	Made By
Proj Development & Environment	Commitment Added	Comments added can not be removed by a user, District Admin or Statewide Admin. Be kind, courteous, and professional. Use the spel chck tool provided.	1/26/2018 10:02 AM	Katasha Cornwell [Remove]

[\[Add Comment\]](#)

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Projects Linked to this Commitment (Click to collapse)

No other Projects linked to this Commitment

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[\[Add Commitment to PSEE\]](#)

Commitments Linked from Another Project

No Linked commitments to display.

Enterprise Commitment Documents (Click to expand)

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) [View Project Commitments Report]

Filter by source system: All PSEE RWMS

Commitments Created within this Project

Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
1/2/2017	State Historic Preservation Office (SHPO)	PSEE	Environmental Commitment	Specific Name	Proj Development & Environment		Commitment Added [Edit] [Remove]

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[\[Add Commitment to PSEE\]](#)

Commitments Linked from Another Project

No Linked commitments to display.

Enterprise Commitment Documents (Click to expand)

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.



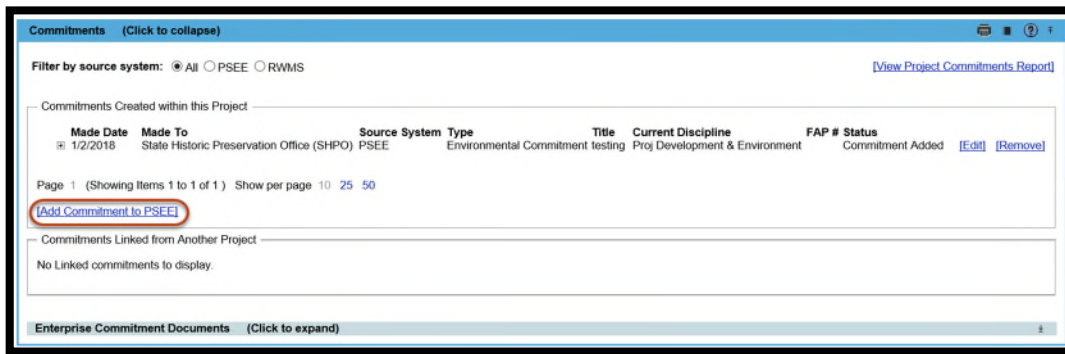
Commitments Created within this Project


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  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	<ul style="list-style-type: none"> • Planning Project Manager • PD&E Project Manager • EMO Project Manager • Contamination PM
Design	<ul style="list-style-type: none"> • In-house Project Manager • Consultant Project Manager • Scoping Project Manager
Right of Way	<ul style="list-style-type: none"> • Right of Way Project Manager
Construction	<ul style="list-style-type: none"> • Construction Project Manager • Construction Engineer Inspector
Operation and Maintenance	<ul style="list-style-type: none"> • 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 Longer Valid	The obligation or agreement is no longer necessary due to changes to the project.
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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.

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.

Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
1/2/2018	State Historic Preservation Office (SHPO)	PSEE	Environmental	Commitment testing	Proj Development & Environment		Commitment Added [Edit] [Remove]

- 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.*

The screenshot shows the 'Edit PSEE Commitment' form with the following fields and values:

- Type: Environmental Commitment
- Affects Any Other Environmental Commitment: No
- Title: Specific Name
- Current Discipline: Proj Development & Environment
- Project Manager: Craig Wilson
- Status: Commitment Added
- Transmittal Date: [Empty]
- FAP #: [Empty]
- Description: Add details to explain the commitment. All team members can see this information. (82 of 3000)
- Environmental Document Type: [Empty]
- Environmental Document Approval Date: [Empty]
- Made Date: 1/2/2017
- Commitment Approved Date: 4/15/2017
- Due Date: 4/15/2018
- Authorized By: Thu-Huong Clark
- Implementation Discipline: Design
- Commitment Fulfillment Date: [Empty]
- Comments/Commitment Update: [Empty] (0 of 3000)
- Made To: State Historic Preservation Office (SHPO) [Update] [Change]

At the bottom, there is a table for 'Comments/Commitment Update History' with one entry:

Discipline	Status	Comment/Commitment Update	Comment Date	Made By
Proj Development & Environment	Commitment Added	Comments added can not be removed by a user. District Admin or Statewide Admin. Be kind, courteous, and professional.	1/25/2018 10:02 AM	Katasha Cornwell [Remove]

The 'Save' button is circled in red.

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.

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

The screenshot shows the 'Commitments Created within this Project' list with the following details expanded for a commitment:

Made Date	Made To	Source System Type	Title	Current Discipline	FAP #	Status
1/9/2018	Aaron Meares	PSEE	Project Commitment test	Proj Development & Environment	1852-015-P, 1852-017-P, 1852-019-P	Commitment Added [Edit] [Remove]

Expanded details for the commitment:

- Due Date: [Empty]
- Project Manager: [Empty]
- Transmittal Date: [Empty]
- Affects Any Other Environmental Commitment: No
- Description: test
- Last Status Update: 1/10/2018 8:24 AM
- Environmental Document Type: Undetermined
- Implementation Discipline: [Empty]
- Authorized By: [Empty]
- Environmental Document Approval Date: [Empty]
- Commitment Approved Date: [Empty]
- Commitment Fulfillment Date: [Empty]

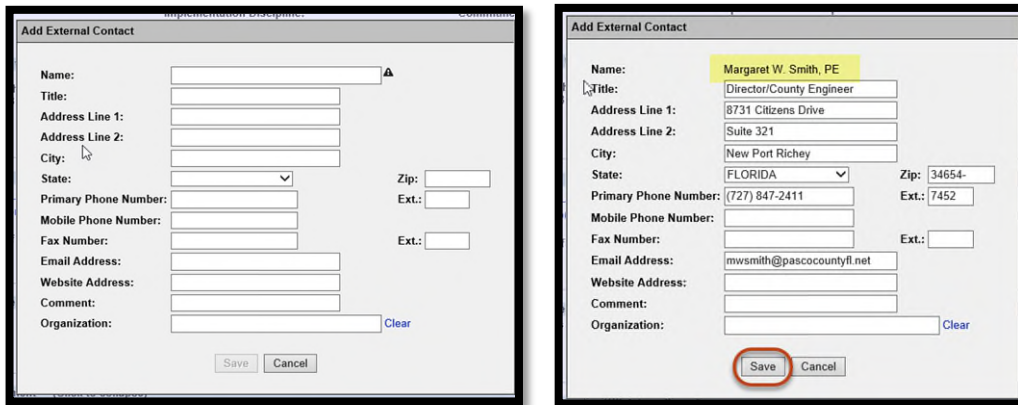
Commitment Contacts (Click to collapse):

Name	Phone	E-mail	Organization	Contact Type
Aaron Meares	(813) 871-5331	[Empty]	Kisinger Campo and Associates Corp	Commitment Made To [Edit] [Name Change]

The 'Add External Contact' link is circled in red.

- 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.

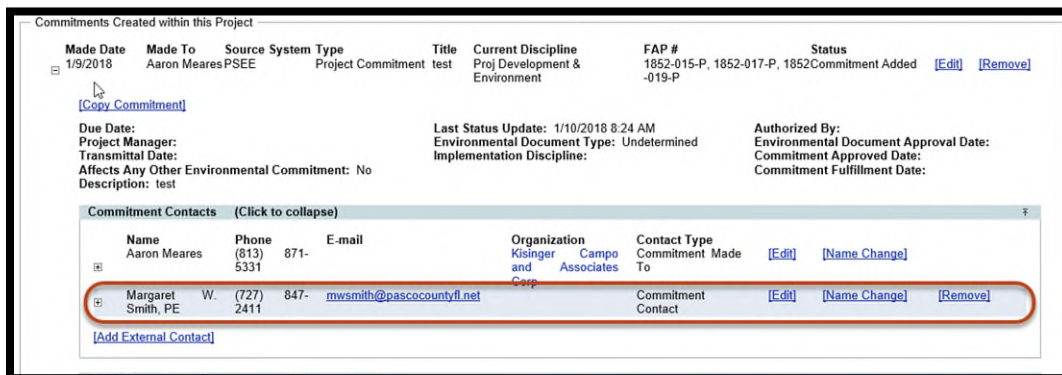


3. Select Save and the contact will be created and displayed in the Commitment Contacts list.



Edit/Remove Commitment Contacts

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



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.

The screenshot shows a web form titled "Add External Contact". The form fields are as follows:

- Name: Margaret W. Smith, PE
- Title: Director/County Engineer
- Address Line 1: 8731 Citizens Drive
- Address Line 2: Suite 321
- City: New Port Richey
- State: FLORIDA
- Zip: 34654
- Primary Phone Number: (727) 847-2411
- Ext.: 7452
- Mobile Phone Number: (empty)
- Fax Number: (empty)
- Ext.: (empty)
- Email Address: mwsmith@pascocountyfl.net
- Website Address: (empty)
- Comment: (empty)
- Organization: (empty) Clear

At the bottom of the form, there are two buttons: "Save" (circled in red) and "Cancel".

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.

The screenshot shows a dialog box titled "Request Contact Name". The text inside reads: "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." Below the text is a text input field containing "Margaret W. Smith, PE". At the bottom, there are two buttons: "Request" and "Cancel".

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.

The screenshot shows a dialog box titled "Message from webpage". The message asks: "Are you sure you want to delete this Contact?". At the bottom, there are two buttons: "OK" and "Cancel".

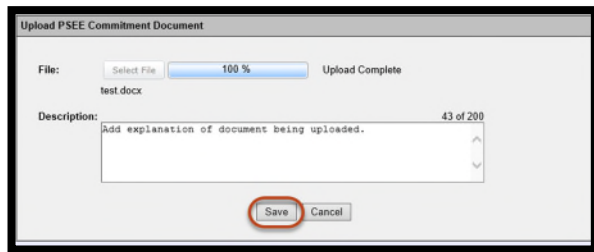
Adding Documents to Commitments

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

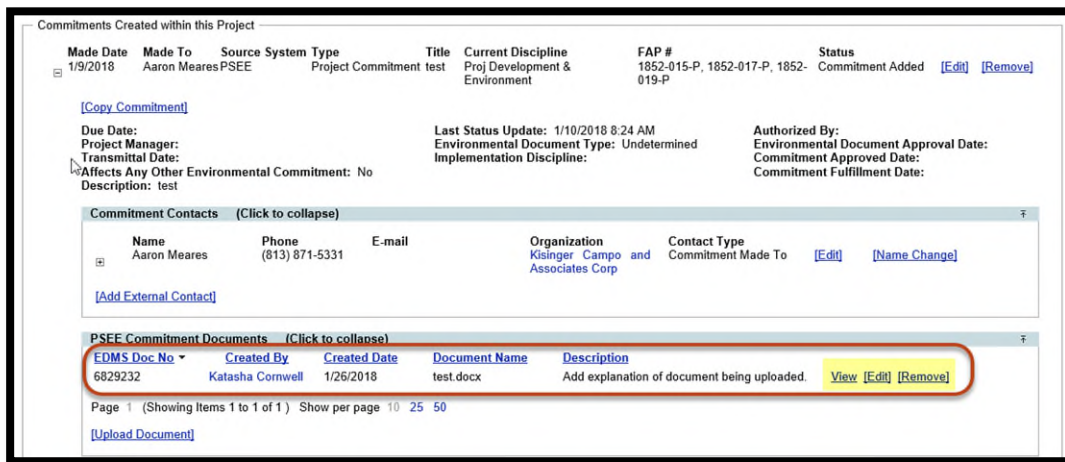
1. Expand the details of the Commitment. From the Commitment Documents section, select the Upload Document link.



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.



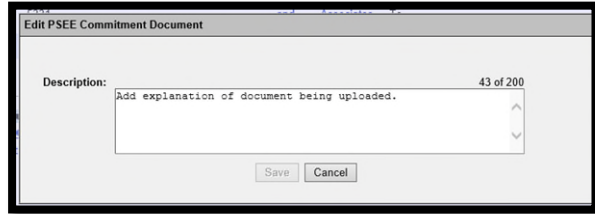
The document is now added to PSEE and listed in the Commitment Documents section.



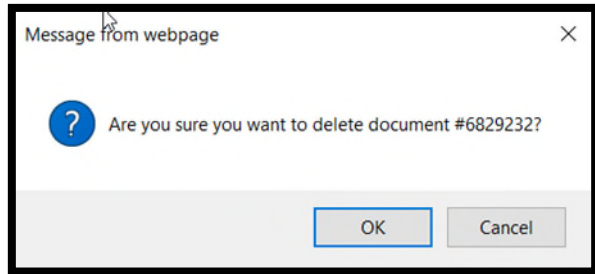
Attached documents have the View, Edit and Remove links within the Commitment's details.

- 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.



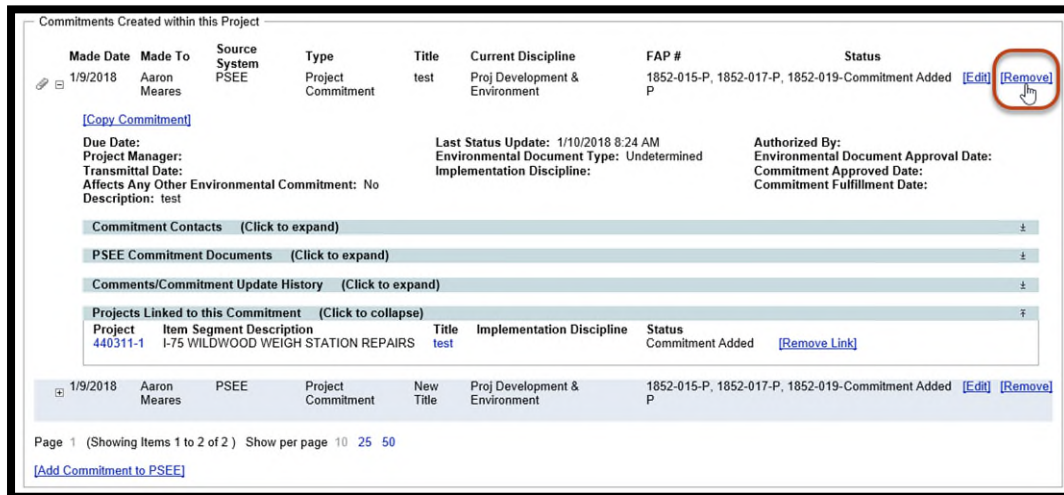
- Select the Remove link to remove the document from the Commitment. You will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.



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.



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.

Commitments Linked from Another Project								
Project #	Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
408459-2	1/11/2018	USFWS	PSEE	Environmental Commitment	Wildlife Crossing	Proj Development & Environment	1852-015-P, 1852-017-P, 1852-019-P	Transmitted To Design

Due Date: Last Status Update: 1/11/2018 8:18 AM Authorized By:

Project Manager: Environmental Document Type: Undetermined Environmental Document Approval Date:

Transmittal Date: 1/11/2018 Implementation Discipline: Design Commitment Approved Date:

Affects Any Other Environmental Commitment: No Commitment Fulfillment Date:

Description: Crossing for panthers will be designed and constructed at STA 100.

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.*

Edit Commitment (Linked)

Note: This commitment record is linked from another project. As a result, there are certain fields in this page that can only be modified within the linked commitment record.

Type: Environmental Commitment

Affects Any Other Environmental Commitment: No

Title: Wildlife Crossing

Current Discipline: Proj Development & Environment

Project Manager: [v]

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)

Made To: USFWS

Comments/Commitment Update History (Click to collapse)					
Discipline	Status	Comment/Commitment Update	Comment Date	Made By	
Proj Development & Environment	Transmitted To Design	Transmitted to Design for their effort. Will need to be transmitted to Construction later for the actual build out.	1/11/2018 8:18 AM	Katasha Cornwell	[Remove]

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[Save] [Cancel]

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.

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

Commitments Linked from Another Project

Project #	Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
408459-2	1/11/2018	USFWS	PSEE	Environmental Commitment	Wildlife Crossing	Proj Development & Environment	1852-015-P, 1852-017-P, 1852-019-P	Transmitted To Design [Edit] [Remove]

Due Date: [] Last Status Update: 1/11/2018 8:18 AM Authorized By: []

Project Manager: [] Environmental Document Type: Undetermined

Transmittal Date: 1/11/2018 Implementation Discipline: Design

Affects Any Other Environmental Commitment: No

Description: Crossing for panthers will be designed and constructed at STA 100.

Environmental Document Approval Date: []

Commitment Approved Date: []

Commitment Fulfillment Date: []

Commitment Contacts (Click to collapse)					
Name	Phone	E-mail	Organization	Contact Type	
USFWS	(772) 469-4282	john_wryblik@fws.gov		Commitment Made To	[Name Change]

[Add External Contact]

- 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.



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.

Commitments Linked from Another Project

Project #	Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
408459-2	1/11/2018	USFWS	PSEE	Environmental Commitment	Wildlife Crossing	Proj Development & Environment	1852-015-P, 1852-017-P, 1852-019-P	Transmitted To Design [Edit] [Remove]

Due Date:
 Project Manager:
 Transmittal Date: 1/11/2018
 Affects Any Other Environmental Commitment: No
 Description: Crossing for panthers will be designed and constructed at STA 100.

Last Status Update: 1/11/2018 8:18 AM
 Environmental Document Type: Undetermined
 Implementation Discipline: Design

Authorized By:
 Environmental Document Approval Date:
 Commitment Approved Date:
 Commitment Fulfillment Date:

Commitment Contacts (Click to collapse)

Name	Phone	E-mail	Organization	Contact Type
Randy Brown	(954) 788-4153	randolph.brown@copbfl.com	City of Pompano Beach	Commitment Contact [Edit] [Name Change] [Remove]
USFWS	(772) 469-4282	john_wrubik@fws.gov		Commitment Made To [Name Change]

[\[Add External Contact\]](#)

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.

Adding Documents to Commitments

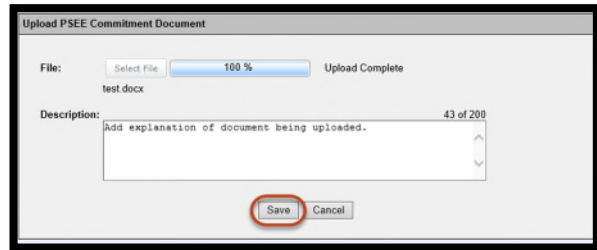
Documents may be attached to any Commitment. There is not a limit on the number of documents that can be attached.

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

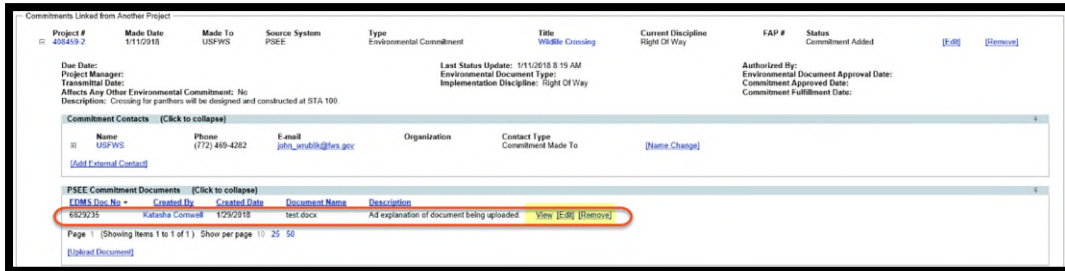
Project #	Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status
435459 2	1/11/2018	USPWS	PSEE	Environmental Commitment	Waffle Crossing	Right Of Way		Commitment Added

Name	Phone	E-mail	Organization	Contact Type
USPWS	(772) 439-4282	john_watkins@fws.gov		Commitment Made To

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.

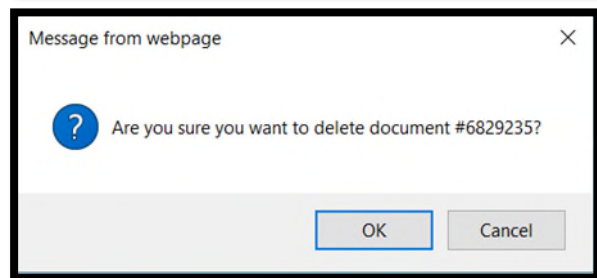


The document is now added and listed in the Commitment Documents section.



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

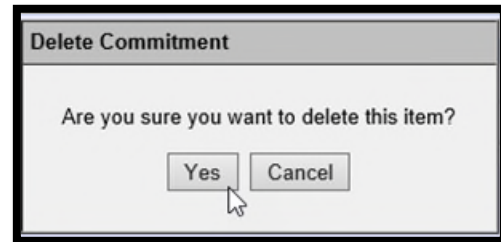
When a commitment needs to be deleted from a project, this deletion is captured in the Journal along with the date and user who deleted it.

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

Project #	Made Date	Made To	Source System	Type	Title	Current Discipline	FAP #	Status	
406459-2	1/11/2018	USFWS	PSEE	Environmental Commitment	Wildlife Crossing	Right Of Way		Commitment Added	[Edit] [Remove]
Due Date:		Last Status Update: 1/11/2018 8:19 AM				Authorized By:			
Project Manager:		Environmental Document Type:				Environmental Document Approval Date:			
Transmittal Date:		Implementation Discipline: Right Of Way				Commitment Approved Date:			
Affects Any Other Environmental Commitment: No		Commitment Fulfillment Date:							
Description: Crossing for panthers will be designed and constructed at STA 100.									
Commitment Contacts (Click to expand)									
PSEE Commitment Documents (Click to expand)									
Comments/Commitment Update History (Click to expand)									

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



Information from other locations

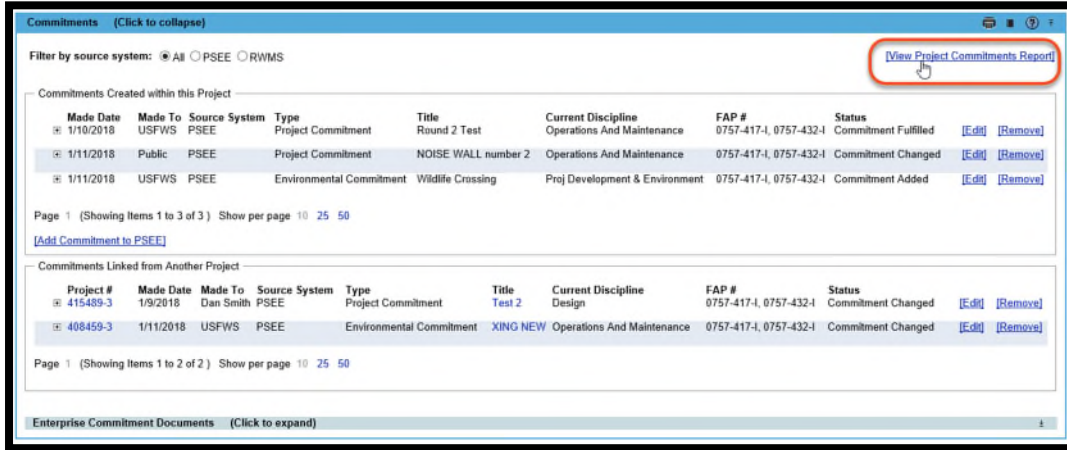
There are a few fields that contain information pulled from other locations. The first is FAP#. This data is pulled from the Financial Management System. It is also visible in the Financial Module **in ProjectSuite.**

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.

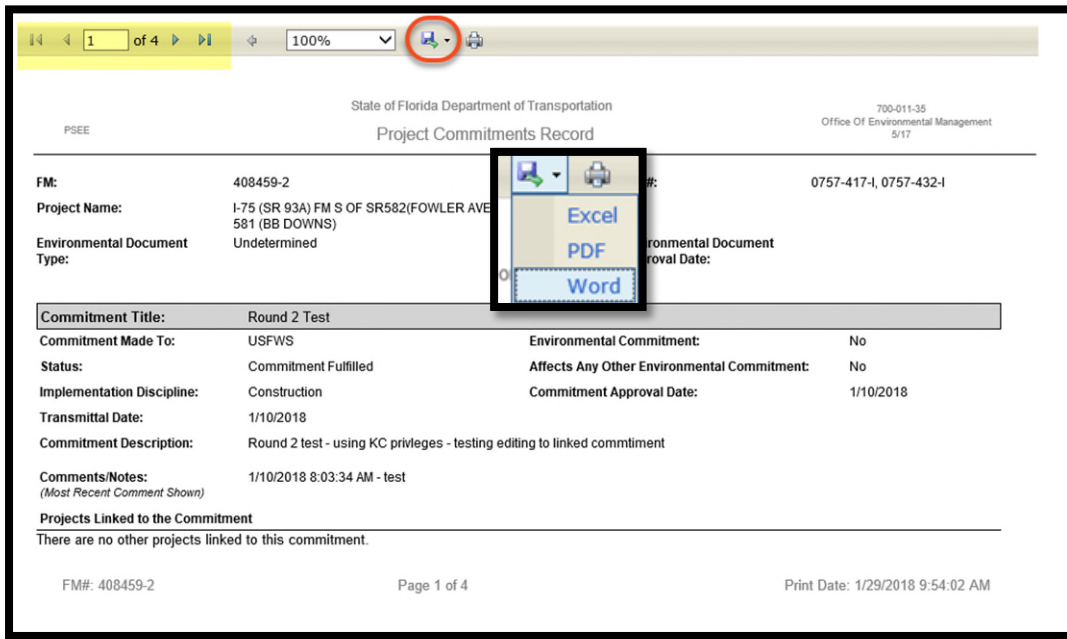
Project Commitments Record (PCR)

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.



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.



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 profile 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.

The screenshot shows the 'Privileges and Notifications' interface. The 'Commitments' dropdown is selected, and the 'Request Privileges' button is highlighted. A table shows privileges for districts D1-D7, TP, and CO. The 'Request Privileges' dialog is open, showing a table for 'Manage PSEE Commitment' and 'Remove PSEE Commitment' with checkmarks in the D2 and D3 columns.

	D1	D2	D3	D4	D5	D6	D7	TP	CO
Manage Commitment External Contact	--*	--*	--*	--*	--*	--*	--*	--*	--*
Manage PSEE Commitment		✓	✓						
Remove PSEE Commitment		✓	✓						

	D1	D2	D3	D4	D5	D6	D7	TP	CO
Manage PSEE Commitment		✓	✓						
Remove PSEE Commitment		✓	✓						

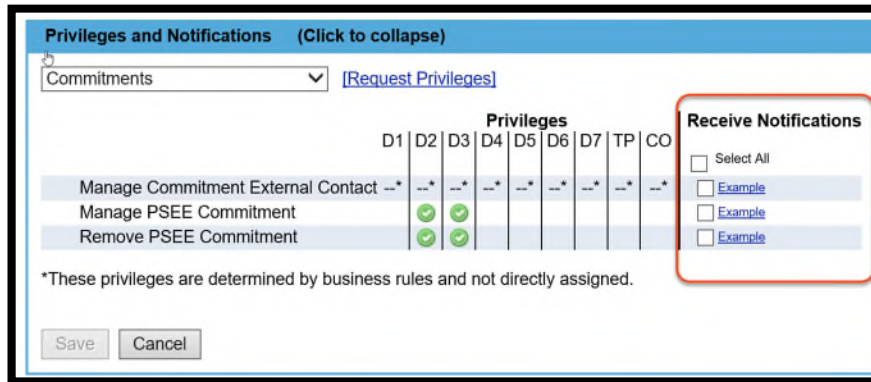
The Manage PSEE Commitment is needed for a user to Add and Edit a commitment with the type of Project Commitment for ANY project in the user's district in ProjectSuite. This includes adding and editing Commitment Contacts, Documents and Comments. A PSEE Project Manager is given this privilege for ALL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



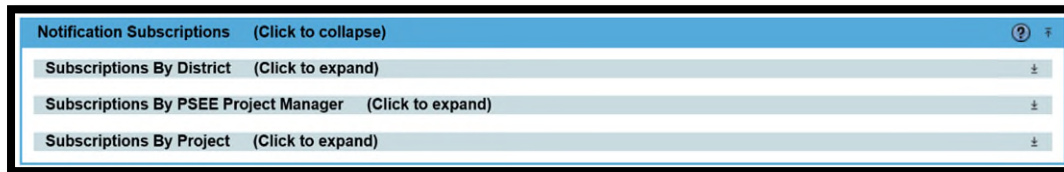
The Manage Commitment External Contact notification will send the subscriber an email each time an External Contact of a commitment is Added, Edited, Name Changed, or Removed. This notification applies to ALL Commitments on ALL projects they subscribe to.

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.

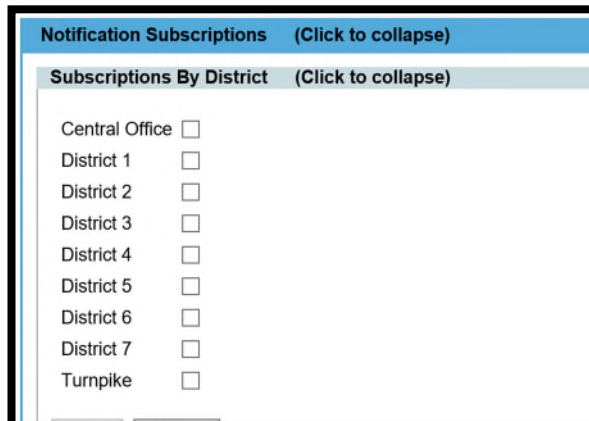
Subscriptions

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.



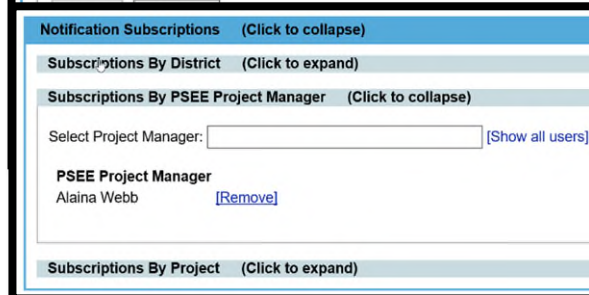
Option 1: By District

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

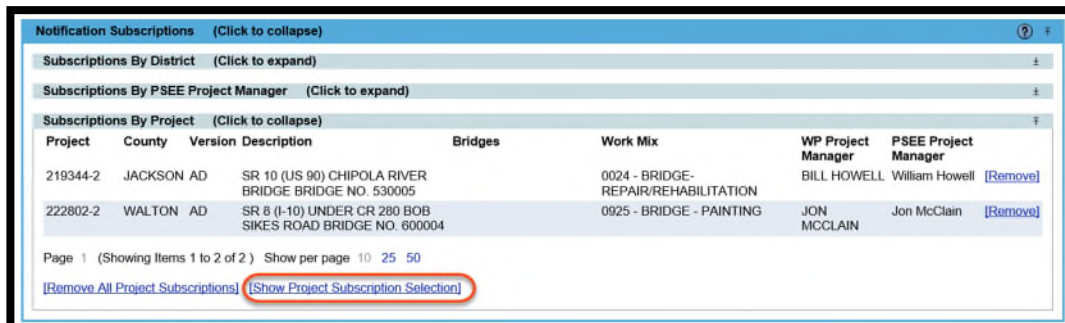
This selection means the user would receive email notifications for ALL projects assigned to a selected PSEE Project Manager in the user’s district. This selection is often used if the subscriber is a Manager or if work in the district is distributed based on assigned Project Managers.



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.



2. 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.

3. The results appear.

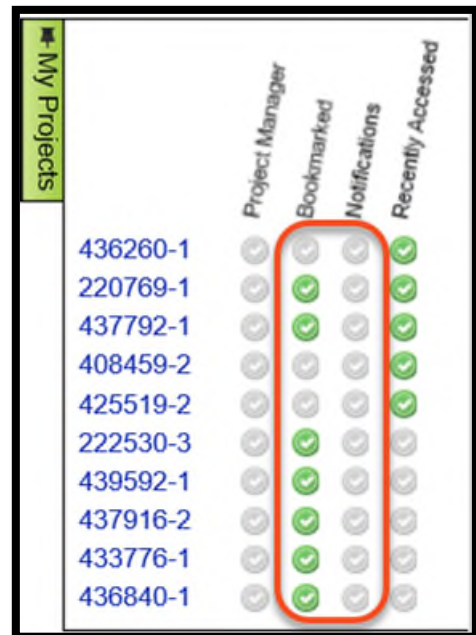
- If the list contains too many/not enough results, there is a 'MODIFY SEARCH' option in the top left corner.
- If the list is exactly or very close, there is an option to 'SUBSCRIBE TO ALL PROJECTS ON THIS PAGE' also in the top left corner. This only applies to the page visible. This example has 2 pages 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.

Project #	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
217652-1	BAY	AD	US 231 (SR 75) SR 20 RR OVERPASS			B. WATTS	
217717-1	BAY	AD	SR 78 N LIMITS YOUNGSTOWN SR 20			A. POTTER	
217738-1	BAY	AD	SR 22 FROM SR 75 TO CALHOUN CO LINE		0218 - STATE RESURFACEREPAVE	A. POTTER	
217741-1	BAY	AD	SR 78 FROM SR 20 TO JACKSON CO LINE		0220 - FEDERAL AID RESURFACEREPAVE	D.R.HANSEN	
217801-1	BAY	AD	SR 78 BAYOU GEORGE SR 20			PRELUCR	
217910-2	BAY	AD	SR 79 (US 231) FROM S OF SR 30A (US 98) 15TH STREET TO SR 20		9900 - PDASEMO STUDY	ALAN VANN	Alan Vann
217910-8	BAY	AD	SR 78 (US 231) FROM SOUTH OF SCOTT'S FERRY RD TO SR 20		9924 - MISCELLANEOUS CONSTRUCTION	NOELLE WARREN	Noelle Warren
217914-1	BAY	AD	SR 79 (US 231) SR 20 JACKSON CO. LINE	48-0035, 48-0036, 48-0039, 48-0086, 48-0087	0012 - RESURFACING	F. COOK	
217923-1	BAY	AD	SR 20 SR 75 (US 231) CALHOUN COUNTY LINE	48-0035	0012 - RESURFACING	D.MARTIN	
217929-1	BAY	AD	SR 78 (US 231) N CAMP FLOWERS ROAD SR 20	48-0030, 48-0044, 48-3003	0012 - RESURFACING	D.CHAMBLESS	

Option 4: By Project at the Project Level

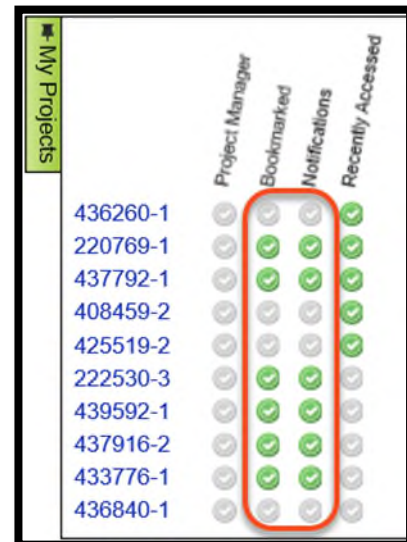
The other way to subscribe to a project is at the project level.

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.

Notification Subscriptions (Click to collapse)								
Subscriptions By District (Click to expand)								
Subscriptions By PSEE Project Manager (Click to expand)								
Subscriptions By Project (Click to collapse)								
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	Ivette Funtanellas	[Remove]
439592-1	HOLMES	AD	SR 2 OVER WRIGHTS CREEK BRIDGE NO. 520085		0024 - BRIDGE-REPAIR/REHABILITATION	JESSICA GOLEMA	Jessica Golema	[Remove]

Page 1 (Showing Items 1 to 8 of 8) Show per page 10 25 50

[\[Remove All Project Subscriptions\]](#) [\[Show Project Subscription Selection\]](#)