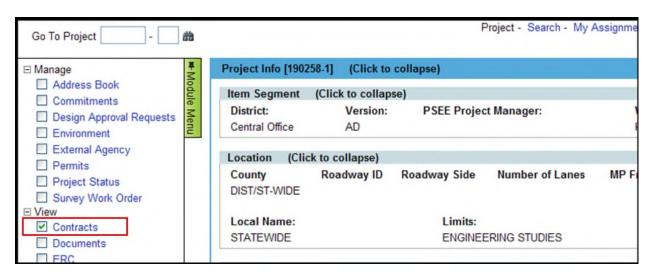
The Contracts Module

The Contracts module provides information on Contracts for the selected Project. The Contracts module is divided into two sections of read-only data that is retrieved from the State's Accounting and Contract System (FLAIR).

To view the Contracts Module

1. Select the **Contracts Module** from the Module Menu.



 Contracts are divided into two sections: All Contracts and Professional Services Contracts. The information in All Contracts reflects the information provided by FLAIR. The information in Professional Service Contracts provides more detailed information from CITS for Profession Services Contracts.

In many cases, the same Contracts will appear in both sections, but in some cases there may be more Contracts in the All Contracts section.

All Contracts

Selecting the hyperlinked Contract Number listed in the All Contracts section will open a new window that displays further details of the Contract from the Enterprise Information Portal (EIP).

ontracts	(Click to collapse)					⑦ ∓ ∓	
II Contra	cts (Click to collapse	e)				ts.	
ontract umber	🖉 Contract Search: De	etail for Contract #B9490 - Wind	lows Internet Explorer				
OY55	🔄 🗸 🖉 http://w	webapp01.dot.state.fl.us/EnterpriseInfor	rmationAssets/FDOTEnterpriseSe	earch/Contract/ContractDetail.aspx	✓ 4 ×	Live Search	
454 C07	File Edit View Favori	ites Tools Help	🔄 Snagit 🧮 📷				
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490	Contract Se	arch: Detail for Contract #69490		/			rage · 🖓
3		EDOT En	torprice Inform	nation Portal	1		
636		FDOT EI	terprise infor	nation Fortal	A Contraction		
2988			C	ontract Detail			
988 004		ontract Search e Document Sea			Project Search	Vendor Search	
0004 0342	<u>c</u>	ontract Search e-Document Sear		ontract Detail S Search Multimedia Search (DOTube)	Project Search	Vendor Search	
988 0004		ontract Search e-Document Sear			Project Search	Vendor Search	
088 004 04 04 04 050 050 050 050 0534 0555	Refine Search				Project Search	Vendor Search	
088 004 042 050 050 034 035 035 036	Refine Search Contract Base Informa	ation		S Search Multimedia Search (DOTube)	Project Search		
88 04 42 50 34 35 36 40	Refine Search Contract Base Informa Contract	ation Type	rch Financial Search GI	S Search Multimedia Search (DOTube)		Status Date	Financia
88 04 42 50 34 35 36 40 51 61	Refine Search Contract Base Informa Contract B9490	ation Type PLANNING & RESEARCH SEI	rch Financial Search GI	S Search Multimedia Search (DOTube) Status COMPLETED/TERMINATED		Status Date 5/8/2003	Financia
988 004 342 550	Refine Search Contract Base Informa Contract	ation Type	rch Financial Search GI	S Search Multimedia Search (DOTube)		Status Date	Financia

Professional Services Contracts

Selecting the hyperlinked Contract Number listed in the Professional Services Contracts section will expand additional sections of information on that Contract.

All Contracts	(Click to expand)							
All Contracts	(Click to expand)							
Professional	Service Contracts (Click to co	ollapse)						
Contract Number	Description	Vendor Name	Manager	Tota	al Amount to Date	Execution Date	End Date	Terminatio Dat
<u>C7772</u>	ITS GEN CONSULTANT SERVICES	POST, BUCKLEY, SCHUH & JERNIGA	GENE GLOTZBACH	s	18,270,663.00	3/5/2001	4/1/2006	3/4/200
C8H33	SIS PLANNING CONSULTANT	SYSTEMATICS, INC.	TERRY KRAFT	\$	5,500,000.00	9/28/2005	2/28/2011	2/28/201
C8175	INTELLIGENT TRANSPORT. SYS. GC	POST, BUCKLEY, SCHUH & JERNIGA	GENE GLOTZBACH	5	21,516,623.00	3/1/2006	2/28/2011	2/28/201
CBJEL	CONSERVE BY BICYCLE PROGRAM	SPRINKLE CONSULTING, INC.	DENNIS SCOTT	\$	599,922.85	6/9/2006	10/31/2009	6/15/20

Amendments, Task Work Orders, Invoices and Encumbrances are displayed if they are applicable.

	tracts (Click	to expand)								
rofessi	ional Service (Contracts (C	Click to c	ollapse)						
	o Contract List									
ontrac	t: C8175									
								Executi	on	Terminati
Des	scription		Vendo	or Name		Manager	Total Amount to	Date Da		Da
GC		NSPORT. SYS	S. POST, JERNI	BUCKLEY, SC GA	HUH &	GENE GLOTZBACH	\$ 21,516,62	3/1/20	06 2/28/2011	2/28/20
		ck to collapse)							
Total	Amendments:	: 14		Total Amend	iment Am	ount: \$20,462,623.0	00			
Amen	dment ID	An	nendme	nt Description			Ame	endment Amount	Ex	ecution Dat
1			DD FUND				S	1,500,000.00	-	4/14/200
4			ME EXTE				S	1,500,000.00		8/4/200
8			DD FUND				S	1,000,000.00		1/4/200
11 29							S	2,000,000.00 1,500,000.00		3/23/200 6/4/201
29 31			CREASE				s	600,000.00		11/15/201
Page	1 (Showing Ite	ems 1 to 14 of	14) Sho	w per page 20	50 100					
ask V	Nork Orders	(Click to colla	apse)							
Total	Task Work On	ders: 8 T	Total Orig	ginal Amount:	\$ 4,414,53	2.00 Total Re	covered Amount: \$	240,065.25		
Active	Task Work Or	rders: 2								
	T.W.O.	T.W.O. #		Original Am	t	Amendme	nt Amount	Post	n Date	End Dat
	Sequence	1.00.#		Original Alli	Juni	Amendme	III AIIIOUIII	begi	ii Date	End Dat
۲	79	0010	S	207.001.00		\$ 2,602,24	4.60	4/1	3/2009	2/28/201
	78	0009	S	420.001.00		\$ 3,797,26			3/2009	2/28/201
	 (Showing Ite 	ems 1 to 2 of 2) Show	per page 20 5	0 100					
Page										
Page										
-	ve Task Work	Orders: 6								
								- G. (1911)		
nactiv	T.W.O. #	Original A		Recovered			Begin Date	End Date		
inactiv	T.W.O. # 0006	Original A \$ 448	8,659.00	S 3	6,670.60		5/1/2008	2/28/2009	9	9/1/200
nactiv •	T.W.O. # 0006 0005	Original # \$ 448 \$ 465	8,659.00 5,780.00	\$ 3 \$ 13	6,670.60 2,136.89		5/1/2008 5/1/2008	2/28/2009 2/28/2009	9	9/1/200 7/13/200
inactiv • •	T.W.O. # 0006 0005 0004	Original A \$ 448 \$ 465 \$ 928	3,659.00 5,780.00 3,091.00	\$ 3 \$ 13 \$ 1	6,670.60 2,136.89 5,679.68		5/1/2008 5/1/2008 4/13/2007	2/28/2009 2/28/2009 7/1/2009	9 9 8	Close Date 9/1/200 7/13/200 3/2/200
Inactiv • • •	T.W.O. # 0006 0005 0004 0003	Original A S 448 S 465 S 928 S 975	3,659.00 5,780.00 3,091.00 5,000.00	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1	6,670.60 2,136.89 5,679.68 0,438.78		5/1/2008 5/1/2008 4/13/2007 4/13/2007	2/28/2009 2/28/2009 7/1/2000 7/1/2000	9 9 8 8	9/1/200 7/13/200 3/2/200 3/16/200
Inactiv + + + +	T.W.O. # 0006 0005 0004 0003 0002	Original A \$ 448 \$ 465 \$ 928 \$ 975 \$ 224	3,659.00 5,780.00 3,091.00 5,000.00 4,000.00	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1 \$ 1 \$ 4	6,670.60 2,136.89 5,679.68 0,438.78 4,882.96		5/1/2008 5/1/2008 4/13/2007 4/13/2007 3/1/2006	2/28/2009 2/28/2009 7/1/2000 7/1/2000 3/1/2007	9 9 8 8 7	9/1/200 7/13/200 3/2/200 3/16/200 9/30/200
Inactiv • • •	T.W.O. # 0006 0005 0004 0003	Original A \$ 448 \$ 465 \$ 928 \$ 975 \$ 224	3,659.00 5,780.00 3,091.00 5,000.00	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1	6,670.60 2,136.89 5,679.68 0,438.78		5/1/2008 5/1/2008 4/13/2007 4/13/2007	2/28/2009 2/28/2009 7/1/2000 7/1/2000	9 9 8 8 7	9/1/200 7/13/200 3/2/200 3/16/200 9/30/200
* * * *	T.W.O. # 0006 0005 0004 0003 0002 0001	Original / \$ 448 \$ 465 \$ 928 \$ 975 \$ 224 \$ 746	8,659.00 5,780.00 8,091.00 5,000.00 4,000.00 5,000.00	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1 \$ 4 \$	6,670.60 2,136.89 5,679.68 0,438.78 4,882.96 256.34		5/1/2008 5/1/2008 4/13/2007 4/13/2007 3/1/2006	2/28/2009 2/28/2009 7/1/2000 7/1/2000 3/1/2007	9 9 8 8 7	9/1/200 7/13/200 3/2/200 3/16/200 9/30/200
* * * *	T.W.O. # 0006 0005 0004 0003 0002 0001	Original / \$ 448 \$ 465 \$ 928 \$ 975 \$ 224 \$ 746	8,659.00 5,780.00 8,091.00 5,000.00 4,000.00 5,000.00	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1 \$ 1 \$ 4	6,670.60 2,136.89 5,679.68 0,438.78 4,882.96 256.34		5/1/2008 5/1/2008 4/13/2007 4/13/2007 3/1/2006	2/28/2009 2/28/2009 7/1/2000 7/1/2000 3/1/2007	9 9 8 8 7	9/1/200 7/13/200 3/2/200 3/16/200 9/30/200
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Inactiv Page Page t Page t Page t	T.W.O. # 0006 0005 0004 0003 0002 0001 1 (Showing Ite es by Task Work P Task Work Or T.W.O. Sequence 79 78 1 (Showing Ite ve Task Work of T.W.O. Sequence 43 42	Original / S 448 S 445 S 928 S 928 S 746 ems 1 to 6 of 6 ork Order (C rders With Ass T.W.O. # 0010 0009 ems 1 to 2 of 2 Orders With A T.W.O. # 0006 0005	8,659.00 5,780.00 8,091.00 5,000.00 1,000.00 5,000.00 1,000.	S 3 S 13 S 13 S 1 S 1 S 1 S 1 S 1 S 4 per page 20 ollapse) Invoices: Original Amou 207,001.00 per page 20 d Invoices: Original Amou Original Amou 448,659.00 465,780.00 465,780.00	6,670.60 2,136.89 5,679.68 0,438.78 4,882.96 256.34 0 100 int \$ \$ 0 100 int \$ \$	2,602,244,60 3,797,268,89 Recovered Am 36,670.60 132,136,89 15,679,60	5/1/2008 5/1/2008 4/13/2007 3/1/2006 3/1/2006 3/1/2006 5 nount 0 5	2/28/200 2/28/200 7/1/200 3/1/200 3/1/200 3/1/200 4/13/2 4/13/2 Begin D 5/1/2 5/1/2	9 9 8 8 7 7 7 7 8 8 8 7 7 7 7 8 8 8 8 8	9/1/200 7/13/200 3/200 3/16/200 9/30/200 10/17/200 10/17/200 2/28/201 2/28/201 2/28/201 2/28/201 2/28/200 2/28/200
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Page Active Page Page Page Page Page Page	T.W.O. # 0006 0005 0004 0003 0001 1 (Showing Ite es by Task Work T.W.O. Sequence 79 78 1 (Showing Ite ve Task Work 0 T.W.O. Sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite to sequence 43 42 24 23 2 1 (Showing Ite (Showing Ite)(Showing Ite)(Showin	Original <i>J</i> S 448 S 445 S 928 S 975 S 224 S 746 ems 1 to 6 of 6 ork Order (C rders With Ass T.W.O. # 0010 0009 ems 1 to 2 of 2 Orders With A T.W.O. # 0006 0005 0004 0003 0002 0001 ems 1 to 6 of 6 lick to collaps	8,659.00 5,780.00 5,000.00 5,000.00 5,000.00 5,000.00 1,000.00 2,000.00 3,000 3,000	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1 \$ 4 \$ per page 20 5 ollapse) Invoices: Original Amou 207,001.00 420,001.00 420,001.00 per page 20 5 d Invoices: Original Amou 207,001.00 420,001.00 928,091.00 928,091.00 928,091.00 924,000.00 746,000.00 per page 20 5	6,670.60 2,136.89 5,679.68 2,5679.68 2,5679.68 2,5679.68 2,5679.68 2,5679.68 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,567.96 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.69 2,579.68 2,579.69 2,579.68 2,579.69 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.68 2,579.69 2,579.68 2,579.69 2,579.69 2,579.68 2,579.69 2,579.69 2,579.69 2,579.5	2,602,244,6 3,797,268,89 Recovered Am 36,670,6 132,136,89 15,679,6 10,438,74 44,882,9 256,34	5/1/2008 5/1/2008 4/13/2007 4/13/2007 3/1/2006 3/1/2006 3/1/2006 5 0 0 5 5	2/28/200 2/28/200 7/1/200 3/1/200 3/1/200 3/1/200 4/13/2 4/13/2 5/1/2 5/1/2 5/1/2 4/13/2 4/13/2 3/1/2	9 9 8 8 7 7 7 8 8 8 7 7 7 8 8 8 8 8 8 8	9/1/200 7/13/200 3/26/200 9/30/200 10/17/200 2/28/201 2/28/201 2/28/201 2/28/200 2/28/200 2/28/200 7/1/200 3/1/200
e e e e e e e c c c e e c c c c c c c c	T.W.O. # 0006 0005 0004 0003 0002 0001 1 (Showing Ite es by Task Work Or T.W.O. Sequence 79 78 1 (Showing Ite we Task Work of T.W.O. Sequence 43 42 24 23 2 1 1 (Showing Ite	Original / S 448 S 445 S 928 S 975 S 224 S 746 ems 1 to 6 of 6 ork Order (C rders With Ass T.W.O. # 0010 0009 ems 1 to 2 of 2 Orders With A T.W.O. # 0006 0005 0004 0003 0002 0001 ems 1 to 6 of 6	8,659.00 5,780.00 5,780.00 5,000.00 5,000.00 1,000.00 1,000.00 2,000.00 2,000.00 3,000.00 3,000.00 2,000.00 3,000.	\$ 3 \$ 13 \$ 1 \$ 1 \$ 1 \$ 4 \$ per page 20 5 ollapse) Invoices: Original Amou 207,001.00 420,001.00 420,001.00 per page 20 5 d Invoices: Original Amou 207,001.00 420,001.00 928,091.00 928,091.00 928,091.00 924,000.00 746,000.00 per page 20 5	6,670.60 2,136.89 5,679.68 0,438.78 4,882.96 256.34 0 100 int S S 0 100 int S S S S S S S S S S S S S S S	2,602,244,6 3,797,268,89 Recovered Am 36,670,6 132,136,8 15,679,6 10,438,7 44,882,9	5/1/2008 5/1/2008 4/13/2007 4/13/2007 3/1/2006 3/1/2006 3/1/2006 5 0 0 5 5	2/28/200 2/28/200 7/1/200 3/1/200 3/1/200 3/1/200 4/13/2 4/13/2 5/1/2 5/1/2 5/1/2 4/13/2 4/13/2 3/1/2	9 9 8 8 7 7 7 8 4 4 4 6 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	9/1/200 7/13/200 3/216/200 9/30/200 10/17/200 2/28/201 2/28/201 2/28/201 2/28/200 2/28/200 2/28/200 7/1/200 7/1/200 3/1/200

Total Invoi	ces: 44 Total Invo	oice Amount: \$2	2,048,285.00		
Invoice #	Consultant Invoice	# Inv	oice Amount	From Date	To Date
001	86428-HDR	S	82,990.45	12/12/2001	12/31/2001
002	10000089650HDR	S	57,882.33	12/13/2001	1/31/2002
003	10000094847	S	72,371.42	12/12/2001	2/28/2002
004	I-96917-HDR	S	51,420.13	1/26/2002	3/31/2002
005	101451	S	65,379.46	3/1/2002	4/30/2002
006	104759 - HDR	S	58,065.71	4/5/2002	5/31/2002
007	107468	S	98,151.37	5/1/2002	6/30/2002
800	113419	S	108,598.78	6/1/2002	7/31/2002
009	115399	S	112,923.24	7/1/2002	8/31/2002
010	120378	S	104,179.76	8/1/2002	9/30/2002

If any list extends beyond one page, click the hyperlinked Page indicator to move to other pages.

Several of the sections include further details that are available by selecting the plus sign that appears to the left of the item.

Task Work Orders	s (Click to co	llapse)							
Total Task Work	Orders: 8	Total Origin	al Amount: \$	4,414,532.00	Total Reco	vered Amount: \$ 240,065	5.25		
Active Task Work	Orders: 2								
T.W.O.	T.W.O. #		Original Amo	unt	Amendment	Amount			
Sequence ± 79	e 0010	s	207.001.00	\$	2.602.244.6	0			
	0009	\$	420,001.00	\$	3,797,268.8	5			
Page 1 (SI Ta	sk Work Orders	(Click to	collapse)						
	otal Task Work	Orders: 8	Total Orig	inal Amount: \$	4,414,532.00	Total Recovered Am	ount: \$ 240,06	5.25	
	tive Task Work	Ordora 2							
AC	tive lask work	Orders: 2							
	T.W.O.	T.W.O.	#	Original Amou	nt	Amendment Amount		Begin Date	End Da
	Sequence = 79	• 0010	\$	207,001.00	\$	2,602,244.60		4/13/2009	2/28/201
	Change	Order #		Cha	nge Amount	Beg	jin Date	End Date	Close Date
	81			S	100,000.00				
	84			\$	500,000.00				
	89			\$	0.00				
	97			S	347,244.60				
	101			S	143,000.00				
	103			\$	50,000.00				
	106			\$	500,000.00				
	108			\$	600,000.00				
	113			S	350,000.00				
	115			\$	12,000.00				
	± 78	0009	\$	420,001.00	\$	3,797,268.85		4/13/2009	2/28/20

Select the **Return to Contract** List to return to the full list of Professional Services Contracts.

Contracts (Click to collapse)				
All Contracts (Click to expand)				
Professional Service Contracts (Return to Contract List Contract: C8I75	Click to collapse)			
Description	Vendor Name	Manager	Tota	Amount to Date
INTELLIGENT TRANSPORT. SYS	S. POST, BUCKLEY, SCHUH & JERNIGA	GENE GLOTZBACH	s	21,516,623.00

You must have been granted privilege to the Contracts Module to complete the items (uploading documents) described below. If you do not have access, and feel you should, contact your PSEE District Administrator. They are listed in the footer of every PSEE page.

Contract Documents

If you have selected the hyperlinked contract number for a Professional Services Contract, you have the ability to attach and view Documents related to that Contract.

Professional Service Contracts				
Return to Contract List				
Contract: C8B26				
Description	Total A	mount to Date	Execution Date	End Date
FEE PROPOSAL UPLOAD	\$	592,463.00	6/21/2004	6/23/2007
Invoices (See more)				
Amendments (See more)				
Encumbrances (See more)				
PSEE Contract Documents (S	iee more.)		
Enterprise Contract Documents	(See r	nore)		

PSEE Contract Documents

The PSEE Contract Documents section allows staff to attach documents related to the Contracts in PSEE. These documents are stored in the Department's Enterprise Electronic Document Management System, and can be searched using the Item and Item Segment through e-Document Search on the Enterprise Information Portal and through the Hummingbird DM interface.

To Upload a Document

1. From the Professional Services Contracts section, select the hyperlinked Contract Number that is related to the document you are uploading.

Professional Servic	e Contracts				
Contract Number	Description	Tota	I Amount to Date	Execution Date	End Date
C8193	SR 390 IN BAY CO.	S	2,085,708.00	11/30/2001	7/6/2005
Page 1 (Showing It	ems 1 to 1 of 1)				

- 2. Select the PSEE Contract Documents section if it is not already expanded. (You may also click the Invoices, Amendment and Encumbrances headers to collapse them if needed.)
- 3. Select the **Upload Document** hyperlink.
- 4. Select the **Browse** button.
- 5. A new window appears. Browse to the location that holds the needed file.
- 6. Click on the filename and then select the **Open** button.
- 7. You are returned to the Add PSEE Document window.
- 8. Type text into the Description field to describe your document.

File:	C:\Documents and Settings\ss947wt\My Docu Browse	
Description:		34 of 200
	Outline of Contract requirements.	
	Save Cancel	

9. Select Save.

10. Your document is displayed in the list of PSEE Contract Documents.

DMS Number -	Document Name	Description	Туре		
80435	ProjectInformationSheet.doc	Project Info related to the contract.	Contract	View [Edit]	[Delete]
80436	ContractOutline.doc	Outline of Contract requirements.	Contract	View [Edit]	[Delete]

11. Repeat the process to add additional documents.

To View PSEE Contract Documents

- 1. Click the View hyperlink in the far right column beside each document name and details.
- 2. The document will open in a new window using its native application.
- 3. Close the window when done viewing the document.

To Delete a PSEE Contract Document

Staff can delete documents that they have uploaded to PSEE. Staff may only delete document that they added. Project Managers, however, have the authority to delete any documents on their Project.

- 1. Select the **Delete** hyperlink to the right of the file name and information.
- 2. A window appears confirming that you want to delete the document. To stop the delete process select **Cancel**. To proceed with the delete select **OK**.
- 3. The document is removed from PSEE.

To Edit a PSEE Contract Document

Staff with the correct level of privilege can edit a PSEE Contract document. Editing allows you to change the text in the Description field.

- 1. Select the **Edit** hyperlink to the right of the file name and information.
- 2. Update the Description as needed.
- 3. Select Save.

To Sort the List of PSEE Contract Documents

You may sort the PSEE document list by the column headings.

- 1. By default, the list is in ascending order by EDMS Number.
- 2. Click on any hyperlinked column heading to resort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to resort in descending order.

		t is in ascending order by Document Nam	e.		Ŧ
EDMS Number	Document Name	Description	Type		
780436	ContractOutline.doc	Outline of Contract requirements.	Contract	View [Edit] [Delete]	
780435	ProjectInformationSheet.	doc Project Info related to the contract.	Contract	View [Edit] [Delete]	

Enterprise Contract Documents

The Enterprise Contract Documents section includes documents that have been uploaded to the Department's Enterprise Electronic Document Management System (EEDMS) by a system

other than PSEE. These documents are available in this section because they have been stored using with the Contract Number you are viewing.

Enterprise Co	ontract Documents				Ŧ
Location:	CO : 25 💌				
Business Are	a: ENVIRONMENT	AL MANAGEMENT OFFI	CE : 25 🛩		
Group:	ALL : 25			~	
Type:	NA 🛩				
	Filter Document	List			
EDMS Number +	<u>Document Name</u>	Description	Group	<u>Type</u>	
1	WETLAND EVALUATION REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WETLANDS	<u>View</u>
1	WATER QUALITY IMPACT EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WATER QUALITY	<u>View</u>

To View Enterprise Contract Documents

- 1. Click the **View** hyperlink in the far right column beside each document name and details.
- 2. The document will open in a new window using its native application.
- 3. Close the window when done viewing the document.

To Filter the List of Enterprise Contract Documents

The Enterprise Contract Documents list can be very large for some Projects. Use the filter selections at the top to refine the document list. You may filter on Location, Business Area, Group and Type.

- 1. Select the drop-down beside the criteria you would like to filter.
- 2. Each drop-down selection will include a number. This is the number of documents that meet that particular selection. If there are no additional values in the drop-down list, then you cannot filter on that field.
- 3. Select Filter Document List to activate the filter.

To Sort the List of Enterprise Project Documents

Once you have a list you may sort the list by the column headings.

EDMS Number +	Document Name	Description	Group	Туре	
172163	WETLAND EVALUATION REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WETLANDS	<u>View</u>
172168	WATER QUALITY IMPACT EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WATER QUALITY	<u>View</u>
172170	POND SITING REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	PRELIMINARY ENGINEERING/PROJECT DEVELOPMENT	DRAINAGE REPORTS/LOCATION HYDRAULIC REPORT	<u>View</u>

1. By default, the list is in ascending order by EDMS Number.

2. Click on any hyperlinked column heading to resort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to resort in descending order.

EDMS Number	Document Name	Description	Group *	This list is sorted in ascending order by Gro	<u>Type</u> up	
172978	LIMITED LEVEL I CONTAMINATION SCREENING EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CONTAMIN	NATION/HAZARDOUS S	TECHNICAL REPORTS AND ASSESSMENTS	<u>View</u>
172727	CULTURAL RESOURCES ASSESSMENT SURVEY	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CULTURA	RESOURCES	CULTURAL RESOURCE ASSESSMENT SURVEY/REPORT	<u>View</u>
172988	STATE HISTORIC PRESERVATION OFFICE LETTER	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CULTURAL	RESOURCES	CORRESPONDENCE	<u>View</u>

Notifications

Would you like to receive Email Notifications about things going on in the Contracts Module?

- 1. Select **User Profile** from the main menu.
- 2. Select Privileges and Notifications.
- 3. Scan to the **Contracts** section. This will list all activities that can take place in the Contracts Module.

4. Click into the Receive Notifications column for any activity you would like to be notified about. Select **Save** to save your User Profile settings. The text in the Email Notification is the same as what is placed in the Journal Entry, it's just sent directly to your Inbox.

NOTE: You will only receive Notifications for the Projects you have subscribed to. Subscribe to specific Project Numbers under User Profile/Notification Subscriptions or by clicking the Notifications column on the My Projects Tab.