

PSEE Design Development Documentation

The purpose of this module is to provide for the organization, delivery, retrieval of documents used for developing construction plans. This module supports Chapter 111.7 of the FDOT Florida Design Manual.

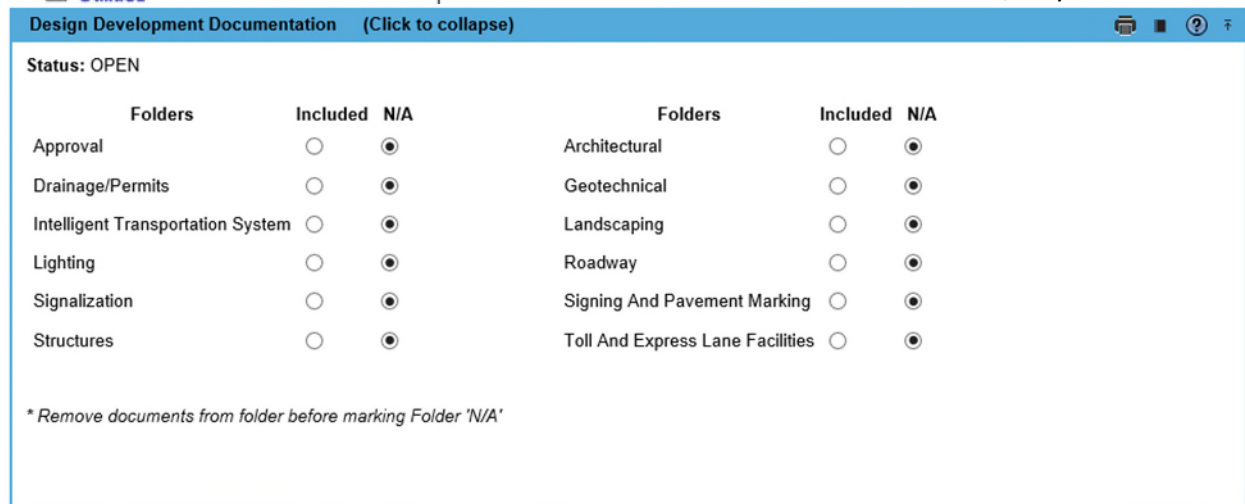
Location and Use



From the PSEE Project Page, open the module menu.

Select Design Development Documentation. This will open the Design Development Documentation Module. You may collapse the Project Info by selecting "Click to collapse" in the blue menu bar to reduce scrolling.

The menu is a selection of all the folders available in which to save documents. All folders are marked N/A by default.



The Designer or Project Manager should know the design elements that will be on the project. This would be from:

- | | |
|-----------------------------------|----------------------------------|
| Approval | Architectural |
| Drainage Permits | Geotechnical |
| Intelligent Transportation System | Landscaping |
| Lighting | Roadway |
| Signalization | Signing and Pavement Marking |
| Structures | Toll and Express Lane Facilities |

Selecting Design Elements

Select the elements on this project by clicking the radio buttons under **Included**. If an item is not on the project, keep the N/A selected. After selecting a radio button, a light blue bar will appear that has the name of the element and “Click to expand”.

Once the “Click to expand” button is selected, you will be able to upload a document. Project Managers have the rights to add and remove documents on their project.

The screenshot shows a web interface for "Design Development Documentation". At the top, there is a blue header with the text "Design Development Documentation (Click to collapse)". Below this, the status is "Status: OPEN". The main content is a table with two columns of folders. Each folder has two radio buttons: "Included" and "N/A". A yellow arrow points to the "Included" radio button for the "Approval" folder. Below the table, there is a note: "* Remove documents from folder before marking Folder 'N/A'". At the bottom, there is a light blue bar for the "Approval" folder with the text "Approval (Click to collapse)" and "No Documents Found". Below this bar is a link: "[Upload Document]".

Folders	Included	N/A	Folders	Included	N/A
Approval	<input checked="" type="radio"/>	<input type="radio"/>	Architectural	<input type="radio"/>	<input checked="" type="radio"/>
Drainage/Permits	<input type="radio"/>	<input checked="" type="radio"/>	Geotechnical	<input type="radio"/>	<input checked="" type="radio"/>
Intelligent Transportation System	<input type="radio"/>	<input checked="" type="radio"/>	Landscaping	<input type="radio"/>	<input checked="" type="radio"/>
Lighting	<input type="radio"/>	<input checked="" type="radio"/>	Roadway	<input type="radio"/>	<input checked="" type="radio"/>
Signalization	<input type="radio"/>	<input checked="" type="radio"/>	Signing And Pavement Marking	<input type="radio"/>	<input checked="" type="radio"/>
Structures	<input type="radio"/>	<input checked="" type="radio"/>	Toll And Express Lane Facilities	<input type="radio"/>	<input checked="" type="radio"/>

Now select Upload Document. Browse to the file and choose a File Type. The File Type will change depending on what elements you are uploading. Select the file to upload and then select the file type. Select Save.

The screenshot shows a dialog box titled "Upload Approvals Document". It has a "File:" field with a "Select File" button and a progress indicator showing "0 %". Below this is a "File Type:" dropdown menu with a warning icon. The dropdown menu is open, showing three options: "Approval Documents", "ICE Report", and "Variations-Exceptions". At the bottom of the dialog box are "Save" and "Cancel" buttons.

Uploading Multiple Documents

To upload multiple documents, you must use the Chrome Browser. Internet Explorer will not be compatible with uploading multiple documents.

Open Chrome, launch PSEE and browse to the project that you would like to upload multiple documents. The standard Control/Shift keys work the same to upload several documents.

CTRL – allows you to click and select multiple files that are anywhere on your file list, not necessarily next to each other.

Shift – allows you to select a group of files that are contiguous (i.e. next to each other) by clicking one file, and then holding Shift and clicking the last file. All the files in between are then selected.

By the way, you only have to have the CTRL or Shift key held down WHILE you click. Once you are finished selecting files, you can let go of the key, and the files you selected will remain selected. Select Save. All the files will be listed. Assign them a file type. You can individually change the file type after the documents are uploaded. Otherwise, they will maintain the same file type as initially selected.

Editing the tile types. You can edit the file type on uploaded documents by selecting Edit and then change the file type. Project Managers and those with certain permissions can remove documents.

Approval (Click to collapse)					
EDMS Doc No	Created By	Created Date	Document Name	Type	
9685456	Dianne Perkins	2/19/2020	Spiral.jpg	Approval Documents	View [Edit] [Remove]
9685455	Dianne Perkins	2/19/2020	SmallLogo.jpg	Approval Documents	View [Edit] [Remove]
9685454	Dianne Perkins	2/19/2020	Logo.jpg	Approval Documents	View [Edit] [Remove]

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[\[Upload Document\]](#)

Module Permissions

There are three levels of permissions for this module.

Manage Documentation - This allows a person to upload documents into this module. Project Managers inherit this permission by default. Other users may be given permission by the PSEE District Administrator.

Remove Document – This permission allows a person to remove documents that are uploaded into this module. Project managers inherit this permission by default for their projects.

Manage Design Documentation Module Status – Users with this permission are able to “Lock” the module so documents can not be added or removed. This would be done when documents should not be added, deleted or changed.