

# PSEE Utility Module Functional Areas

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## PSM Scheduling

The PSM Scheduling functional area of the Utility Module is view only. PSEE Users cannot update any data in the PSM module. The PSM module displays scheduled and/or actual dates that have been updated in the enterprise Project Scheduling & Management (PSM) system.

Each PSM entry including Activity, Description, Person Responsible, Start Date, Finish Date, Remaining Days, and Total Float. Also shown is the Production Date and Letting date.

The letter “A” displayed in the list, beside the Start Date and Finish Date, indicates that the date is an Actual Date rather than a Scheduled Date.

The following list of PSM Activity Codes are currently configured in PSEE to filter the display showing only Primavera activities beginning with these codes. To see the entire project schedule, view the PSM Scheduling module.

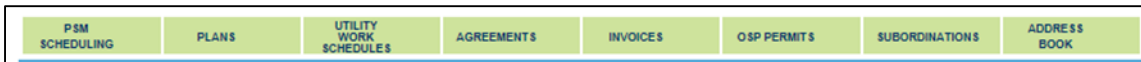
205*****	Phase 56 Encumbrance
113*****	Roadway Plans
126*****	Utility Relocation
204*****	Production Date
228*****	Submit Utility Data
264*****	Utility Contact
265*****	Utility Pre-Design Conf
266*****	Utilities Certified
280*****	Letting Date

283*****	Open Design Build Bid
289*****	LAP Letting
851*****	Utility Depend Time to Prj Mgr

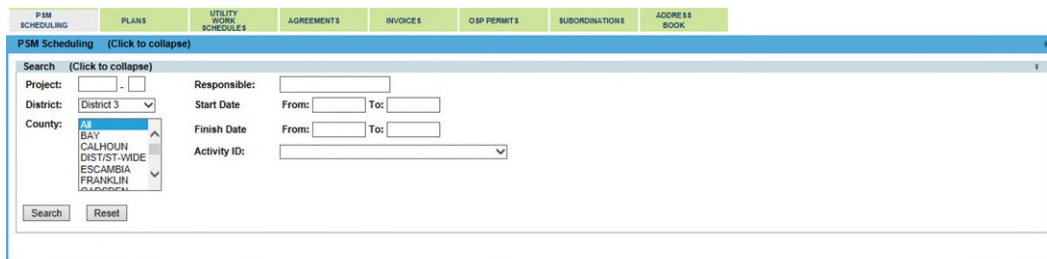
The PSM Scheduling functional area allows the user to view the PSM Scheduling functional area for multiple project at once.

PSM Scheduling entries at this access level are grouped by functional area and can be for multiple projects. Both Internal and External users have access to this view within the Utility Module, with the exception that External Users can only see those entries for the UAO they are associated too.

1. The Utility toolbar will appear. Select PSM Scheduling button.



2. Enter as many or few filter options and click search.



**NOTE: If additional searches are needed, click Reset to clear all filters.**

- Result can be exported by clicking Export Results. The export can be in groups up to 500 records.

The screenshot shows the 'PSM Scheduling' window with search filters for Project, District, County, Responsible, Start Date, Finish Date, and Activity ID. Below the filters is a table of results with columns: Project, Activity, Description, Responsible, Start Date, Finish Date, Remaining Days, Total Float, Production Date, and Letting Date. At the bottom right, there is an 'Export Results' button.

Project	Activity	Description	Responsible	Start Date	Finish Date	Remaining Days	Total Float	Production Date	Letting Date
210206-8	264030000	Utility Coordination I	J.McCarthy	9/10/2015	11/16/2015	50	1301	04/13/2021	
209642-5	264080000	Utility Coordination I	J.McCarthy	9/10/2015	11/24/2015	54	465	05/07/2018	07/18/2018
213272-3	264010030	Add Utility Markups	J.McCarthy	9/10/2015	9/23/2015	10	1117		
424026-1	159610000	Submit Utility Data	J.McCarthy	9/10/2015	9/30/2015	15	-395		
427474-2	264030000	Utility Coordination I	J.McCarthy	9/10/2015	11/16/2015	50	40	04/11/2016	06/15/2016
420461-1	264080000	Utility Coordination I	J.McCarthy	9/10/2015	11/24/2015	54	252	05/10/2017	07/26/2017
435044-1	264010000	Submittal I to Utilities	J.BAILEY	9/10/2015	9/10/2015	1	107	08/12/2020	
432054-1	113020000	Prepare 60% Structure Plans/MSPs/ITSP's	J.BAILEY	9/10/2015	2/24/2016	120	274	04/16/2018	07/02/2018
432312-1	264080000	Utility Coordination I	J.McCarthy	9/10/2015	11/24/2015	54	20	12/19/2016	02/22/2017
432314-1	264080000	Utility Coordination I	J.McCarthy	9/10/2015	11/24/2015	54	11	03/29/2017	05/17/2017

- The export will open as an excel file.

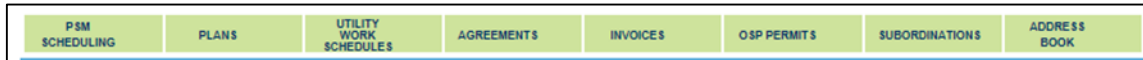
The screenshot shows an Excel spreadsheet with the following columns: Project, Project Or Activity, Description, Responsible, Start Date, Finish Date, Remaining Days, Total Float, Production Date, and Letting Date. The data is organized in a grid format, matching the data shown in the screenshot above.

Project	Project Or Activity	Description	Responsible	Start Date	Finish Date	Remaining Days	Total Float	Production Date	Letting Date
210206-8	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/16/2015	50	1301	1/1/0001		
209642-5	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	465	7/26/2018		
213272-3	Add Utilit-264	264 - UTIL/J.McCarthy	9/10/2015	9/23/2015	10	1117	1/1/0001		
424026-1	Submit ut 159	159 - COU/J.McCarthy	9/10/2015	9/30/2015	15	-395	1/1/0001		
427474-2	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/16/2015	50	40	6/15/2016		
420461-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	252	7/26/2017		
435044-1	Prepare P 113	113 - ROAJ/J.BAILEY	9/10/2015	2/24/2016	120	274	7/2/2018		
432312-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	20	2/22/2017		
432314-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	11	5/17/2017		
434302-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/16/2015	50	0	10/26/201		
430442-1	Prepare P 113	113 - ROAJ/J.BAILEY	9/10/2015	1/23/2016	140	32	1/1/0001		
430442-2	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	603	7/26/2018		
213272-3	Utility Cor 264	264 - UTIL/J.McCarthy	9/11/2015	11/25/2015	54	6175	1/1/0001		
209642-5	Utility Cor 264	264 - UTIL/J.McCarthy	9/10/2015	11/24/2015	54	252	3/26/2018		
424026-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/11/2015	11/25/2015	54	1281	10/26/201		
430442-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/11/2015	11/9/2015	64	107	1/1/0001		
432312-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/11/2015	11/26/2015	54	53	1/25/2017		
431979-1	Initiate UT 264	264 - UTIL/J.McCarthy	9/14/2015	9/30/2015	1	1043	1/1/0001		
432702-1	UTILTR8 1260	260 - UTIL/J.McCarthy	9/15/2015	9/16/2015	1	0	6/17/2016		
430442-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/16/2015	11/10/2015	40	109	9/21/2016		
430442-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/16/2015	11/10/2015	40	135	11/16/201		
434302-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/23/2015	12/3/2015	10	-9	11/16/201		
434302-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/24/2015	12/10/2015	54	543	7/2/2020		
213272-3	Initiate UT 264	264 - UTIL/J.McCarthy	9/30/2015	9/30/2015	1	7	6/15/2018		
430442-1	Utility Cor 264	264 - UTIL/J.McCarthy	9/30/2015	12/14/2015	54	21	7/26/2017		
213272-3	Initial Cor-264	264 - UTIL/J.McCarthy	10/1/2015	10/13/2015	9	7	6/15/2016		

## Plans

The Plans functional area of the Utility Module allows a user to create assignments to send contact letters with plans for review and mark up to UAOs. Other related documents such as conflict matrices can also be included in these assignments. UAOs will be able to respond to assignments by attaching their marked plans or responses to contact letters. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Plans button.



2. In the Results submodule of Plans section, Select “View” next to existing Entry that is appropriate.

The screenshot shows the 'Plans' section of the application. At the top, there is a search filter with fields for Project, District (set to District 3), County (set to All), Project Phase, Plan Phase, Sequence, Plan Action, Utility Project Manager, and EOR. Below the search filter is a table of results with columns: Project, Project Phase, Sequence, Plan Phase, Plan Action, Utility Project Manager, Utility Coordinator, and EOR. The table contains 10 rows of data. At the bottom, there is a pagination control showing 'Page 1 2 3 4 5 (Showing items 1 to 10 of 44) Show per page 10 25 50' and a 'From 1 To 44 Export Results' link.

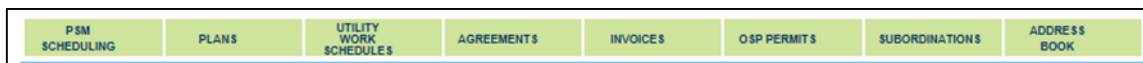
Project	Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR
219492-1	46 - UTILITY RIGHT OF WAY	23	LINE AND GRADE	DESIGN BUILD PUSH BUTTON	Allen, Thomas	Beagles, Jeffrey	Brown, Patrick
219492-1	38 - PRELIM ENGINEERING OTHER AGCY	11	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rehfeldt, Steven
219492-1	46 - UTILITY RIGHT OF WAY	01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole, George
219492-1	52 - CONSTRUCTION CONSULT/CONTRACT	55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)
219492-1	59 - CONSTRUCTION OTHER AGENCY	55	PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mook, Scott
219492-1	32 - PRELIM ENGINEERING CONSULTANT	99	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Kirkland, Martha	Lewis, Shawn	Moore, Jeff
219492-1	46 - UTILITY RIGHT OF WAY	33	FINAL PLANS REVISED	DESIGN MEETING INVITATION	Alfonzo, Wilfredo	Alegretti, Jerry	Andrecheck, Teresa
219492-1	32 - PRELIM ENGINEERING CONSULTANT	22	PHASE I INITIAL	INITIAL CONTACT	Rehfeldt, Steven	Roberts, Andy	Daunt, Duane
219492-1	38 - PRELIM ENGINEERING OTHER AGCY	55	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brooker, Eric
219492-1	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance

3. Scroll through to see the entire Plans Entry details.

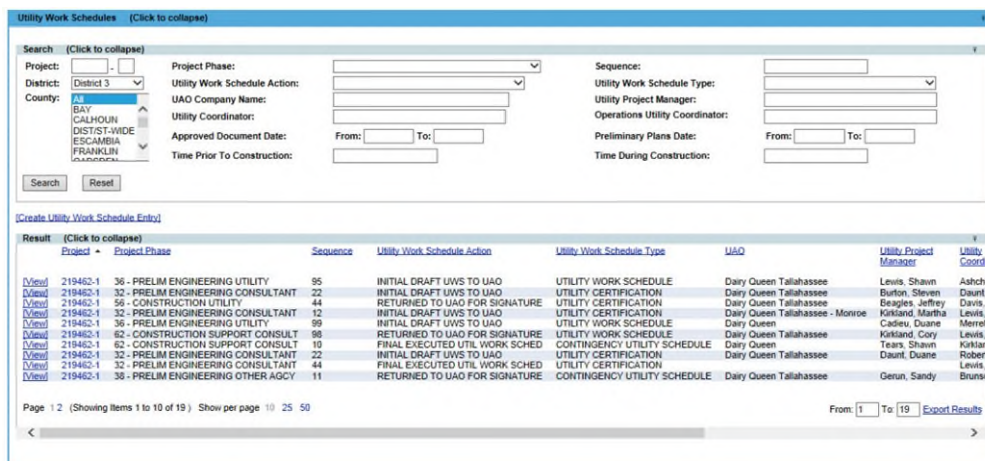
## Utility Work Schedules (UWS)

The Utility Work Schedules (UWS) functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Utility Work Schedules. Once a Utility Work Schedules (UWS) is complete, assignments can be created for the UAO, EOR and DUA/E to sign off. Users will be able to provide certifications through this functional area as well. UAOs will be able to respond to assignments by attaching their documents. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Utility Work Schedules (UWS) button.



2. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry that is appropriate.

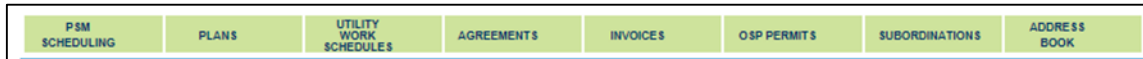


3. Scroll through to see the entire Utility Work Schedules (UWS) Entry details.

## Agreements

The Agreements functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Agreements. Once Agreements are ready for execution, assignments can be created for the UAO, DUA/E, Legal and Management to sign off. Users will be able to provide certifications through this functional area as well. UAOs will be able to respond to assignments by attaching a document. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Agreements button.



2. In the Results submodule of Agreements section, Select “View” next to existing Entry that is appropriate.

The screenshot displays the 'Agreements' application interface. At the top, there are search filters for Project, District, County, Project Phase, Agreement Action, Sequence, Agreement Status, Contract #, UAO, and Utility Coordinator. Below the filters is a table of results with columns for Project, Project Phase, Sequence, Agreement Action, Agreement Status, Contract #, Current Contract Amount, and Expiration Date. Each row has a 'View' link next to it.

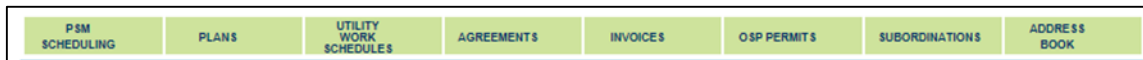
Result	Project	Project Phase	Sequence	Agreement Action	Agreement Status	Contract #	Current Contract Amount	Expiration Date
<a href="#">View</a>	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	12	CHANGE ORDER MASTER AGREEMENT	FOR FDOT LEGAL SIGNATURE	DA901	\$ 39,445.53	3/26/1993
<a href="#">View</a>	219462-1	61 - CONSTRUCTION SUPPORT IN-HOUSE	11	AGREEMENT	AGREEMENT NOT ACCEPTED	C9D19	\$ 4,123,307.00	10/31/201
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	12	CHANGE ORDER MASTER AGREEMENT	FOR FDOT MANAGEMENT SIGNATURE	AJ042	\$ 5,298,006.56	9/19/1996
<a href="#">View</a>	219462-1	46 - UTILITY RIGHT OF WAY	12	CHANGE ORDER MASTER AGREEMENT	FULLY EXECUTED AGREEMENT	1212		
<a href="#">View</a>	219462-1	52 - CONSTRUCTION CONSULT/CONTRACT	88	CHANGE ORDER MASTER AGREEMENT	AGREEMENT NOT ACCEPTED			
<a href="#">View</a>	22439-3	58 - CONSTRUCTION OTHER AGENCY	88	CHANGES TO FORMS DOCUMENT	FOR FWA SIGNATURE			
<a href="#">View</a>	22439-3	58 - CONSTRUCTION OTHER AGENCY	1	CONTRACT AGREEMENT	FOR FDOT MANAGEMENT SIGNATURE			
<a href="#">View</a>	222530-3	32 - PRELIM ENGINEERING CONSULTANT	99	AGREEMENT	AGREEMENT NOT ACCEPTED	C9D19	\$ 4,123,307.00	10/31/201
<a href="#">View</a>	222530-3	32 - PRELIM ENGINEERING CONSULTANT	10	AGREEMENT	FOR FDOT LEGAL SIGNATURE	C9D19	\$ 4,123,307.00	10/31/201

3. Scroll through to see the entire Agreements Entry details.

## Invoices

The Invoices functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Invoices. Once Invoices are ready for submittal, assignments can be created for the UAO and DUA/E. This includes returning invoices for corrections, and alerting a UAO that an invoice has been processed for payment. This also includes being able to route an invoice for review to multiple FDOT staff if applicable. UAOs will be able to respond to assignments by attaching a document. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Invoices button.



2. In the Results submodule of Invoices section, Select “View” next to existing Entry that is appropriate.

The screenshot displays the 'Invoices' application interface. At the top, there is a search section with fields for Project, District (set to District 3), County (set to BAY), Project Phase, Contract #, Invoice Status, UAO, Invoice #, Invoice Date (From/To), and Sequence. Below the search section is a table of invoice entries. The table has columns for Project, Project Phase, Sequence, Contract #, Current Contract Amount, Invoice #, Invoice Amount, Invoice Status, Invoice Type, Invoice Date, Invoice Period, and In. The table contains 12 rows of data, with the first row being highlighted. At the bottom of the table, there is a pagination control showing 'Page 1 2 (Showing items 1 to 10 of 12) Show per page 10 25 50' and a 'Export Results' button.

Project	Project Phase	Sequence	Contract #	Current Contract Amount	Invoice #	Invoice Amount	Invoice Status	Invoice Type	Invoice Date	Invoice Period	In
219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	34	C8D19		100	\$ 3,000.00	REJECTED BY PM	FINAL	5/10/2016	5/1/2016	6i
219462-1	32 - PRELIM ENGINEERING CONSULTANT	05	12345				PENDING				6i
219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	11	1001		1212		PAID		6/15/2016	6/6/2016	6i
222530-3	38 - PRELIM ENGINEERING OTHER AGENCY	12	4545		212	\$ 12.00	APPROVED	PARTIAL	5/16/2016	5/9/2016	5i
222530-3	36 - PRELIM ENGINEERING UTILITY	12	C8D19	\$ 4,123,307.00	12	\$ 12.00	PENDING	PARTIAL	5/25/2016	5/16/2016	5i
222530-3	38 - PRELIM ENGINEERING OTHER AGENCY	83	1212		64	\$ 1,950.25	PENDING	FINAL	6/28/2016	6/1/2016	6i
222530-3	58 - CONSTRUCTION OTHER AGENCY	23	C8D19	\$ 4,123,307.00	100	\$ 1,990.00	PENDING	PARTIAL	5/31/2016	4/4/2016	5i
222530-3	36 - PRELIM ENGINEERING UTILITY	12	1234		1234	\$ 23,455.00	PENDING	FINAL	6/13/2016	6/13/2016	6i
222530-3	32 - PRELIM ENGINEERING CONSULTANT	12	12345		1234a	\$ 1,234.00	PAID	FINAL	6/6/2016	6/6/2016	6i
222530-3	46 - UTILITY RIGHT OF WAY	98	C8D19	\$ 4,123,307.00			PENDING				6i

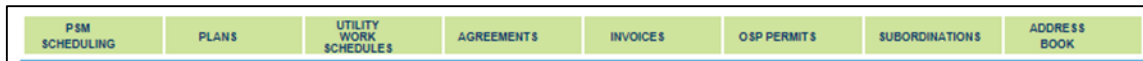
3. Scroll through to see the entire Invoices Entry details.

## OSP Permits

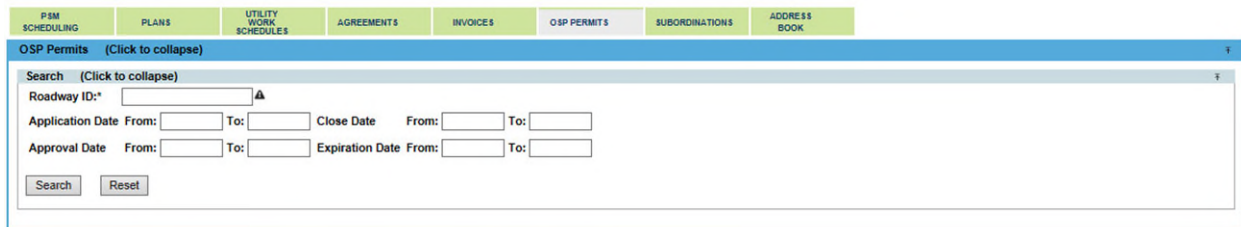
The OSP Permits functional area of the Utility Module is view only. PSEE users cannot update any data in the OSP Permit area. The OSP Permits functional area displays information from the One-Stop Permitting (OSP) application.

The OSP Permit entries display the Agency Permit number, UAO, State Road Number, Roadway ID, Work Description, Begin & End Mile Point and the code identifier if the permit is on the Turnpike. Also included with the Permit Status and its effective date.

1. The Utility toolbar will appear. Select OSP Permits button.



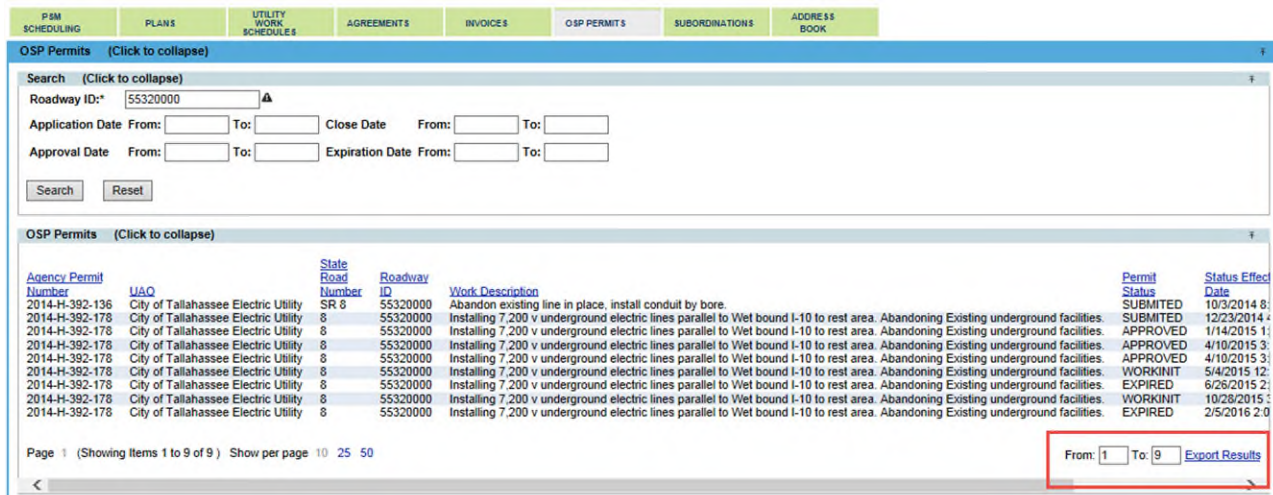
2. Click on OSP Permits.



3. Enter as many or few filter options and click search.

**NOTE: If additional searches are needed, click Reset to clear all filters.**

4. Result can be exported by clicking Export Results. The export can be in groups up to 500 records.





- The export will open as an excel file.

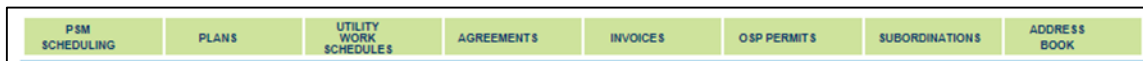
NOTE: The project number in the export are live hyperlinks. By click on the project number, a new PSEE window will open into the project level view.

Agency	UAO	State Road	Roadway	Work Des	Permit Sts	Status Effr	Begin Mile	End Mile	On Turnpike Code
2014-H-39 City of Tal	SR 8	55320000	Abandon	SUBMITTED	10/3/2014	0.78	1.82	N	
2014-H-39 City of Tal	8	55320000	Installing	SUBMITTED	12/23/201	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	APPROVEI	1/14/2015	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	APPROVEI	4/10/2015	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	APPROVEI	4/10/2015	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	WORKINI	15/4/2015	1919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	EXPIRED	6/26/2015	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	WORKINI	110/28/201	919	2.16	N	
2014-H-39 City of Tal	8	55320000	Installing	EXPIRED	2/5/2016	919	2.16	N	

## Subordinations

The Subordinations functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Subordinations. Once Subordinations are ready for execution, assignments can be created for the UAO, DUA/E, Legal and Management to sign off. This includes returning Subordinations for corrections, and alerting a UAO that Subordinations have been recorded. This also includes being able to route Subordinations for review to multiple FDOT staff if applicable. UAOs will be able to respond to assignments by attaching a document. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Subordinations button.



2. In the Results submodule of Subordinations section, Select “View” next to existing Entry that is appropriate.

The screenshot displays the 'Subordinations' application interface. At the top, there are search filters for Project, District, County, and various dates. Below the filters is a 'Create Subordination Entry' section with a table of results. The table has columns for Project, Project Phase, Sequence, Parcel Number, UAO, Utility Project Manager, Utility Coordinator, Sent to UAO, UAO Due Date, Received From UAO, and Received From ROW.

Project	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From ROW
218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	9190	GRU Electric	Lewis, Shaun	Phillips, Terri Lee	6/10/2016	5/11/2016	5/28/2016	5/11/2016
219462-1	38 - PRELIM ENGINEERING OTHER AGCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouadi, Mohammad	5/11/2016	5/11/2016	5/11/2016	5/11/2016
219462-1	36 - PRELIM ENGINEERING UTILITY	29	1190	Dairy Queen Tallahassee	Smith, Aaron	Baley, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
219462-1	32 - PRELIM ENGINEERING CONSULTANT	77	1090	Dairy Queen Tallahassee - Monroe		Comwell, Katalasha	6/9/2016			
219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1090	Dairy Queen Tallahassee		Comwell, Katalasha	6/1/2016			
219462-1	38 - PRELIM ENGINEERING OTHER AGCY	23	1091	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chully, Thomas	6/16/2016			
219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Rehfeldt, Steven	6/22/2016	6/22/2016		
219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee	Genan, Sandy	Frame, Randy	6/22/2016	6/22/2016		
219462-1	38 - PRELIM ENGINEERING OTHER AGCY	12	1090	Dairy Queen		Cabalt, Sandy	6/15/2016			
219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee						

3. Scroll through to see the entire Subordinations Entry details.

## Address Book

The Address Book functional area of the Utility Module allows contact information to be added about people or organizations that are involved with a project. There are two types of contacts defined in the Address Book functional area.

***Internal User is defined as any user who has a RACF user id. This includes consultants who do business for FDOT. The RACF id is a 7 character username used to log into the FDOT mainframe.***

***External User is defined non-FDOT staff or organizations, such as a user who registers for an ISA user account.***

1. Enter the Contact Name, Type, Project, and whether the contact is Internal, External or ISA.

The screenshot shows a web application interface with a navigation bar at the top containing several tabs: PSM SCHEDULING, PLANS, UTILITY WORK SCHEDULES, AGREEMENTS, INVOICES, OSP PERMITS, SUBORDINATIONS, and ADDRESS BOOK. The ADDRESS BOOK tab is selected and highlighted. Below the navigation bar, the 'Address Book' section is visible, with a '(Click to collapse)' link. The form contains the following elements:

- District:** A dropdown menu currently showing 'District 3'.
- Contact Name:** A text input field with radio buttons for 'Internal Staff' (selected), 'Isa User', and 'External Contact'. A 'Clear' button is to the right.
- Contact Type:** A dropdown menu currently showing 'All'.
- Project:** Two empty text input boxes separated by a hyphen.
- Buttons:** 'Search' and 'Reset' buttons at the bottom left.

2. Click Search.