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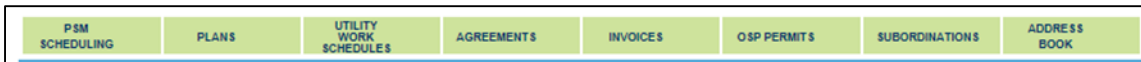
205******	Phase 56 Encumbrance
113******	Roadway Plans
126******	Utility Relocation
204******	Production Date
228******	Submit Utility Data
264******	Utility Contact
265******	Utility Pre-Design Conf
266******	Utilities Certified
280******	Letting Date

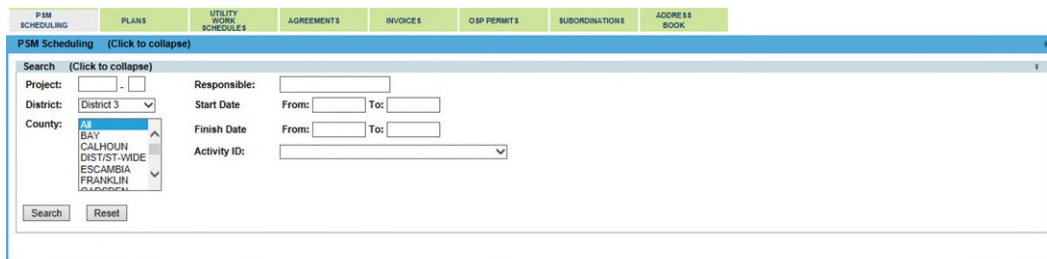| 283******	Open Design Build Bid
289******	LAP Letting
851******	Utility Depend Time to Prj Mgr

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.

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

4. The export will open as an excel file.

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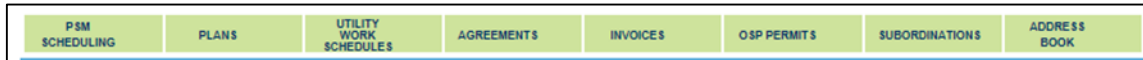
2. In the Results submodule of Plans section, Select "View" next to existing Entry that is appropriate.

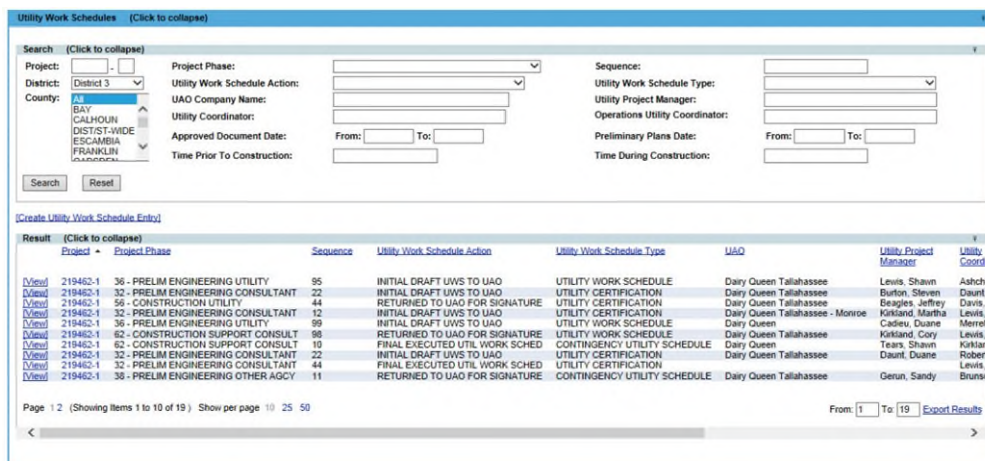3. Scroll through to see the entire Plans Entry details.

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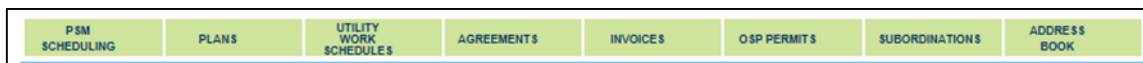
2. In the Results submodule of Utility Work Schedules (UWS) section, Select "View" next to existing Entry that is appropriate.


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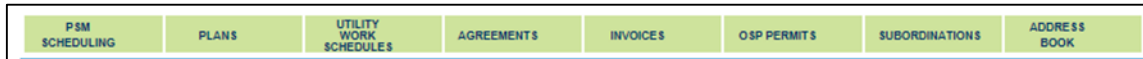
2. In the Results submodule of Agreements section, Select "View" next to existing Entry that is appropriate.

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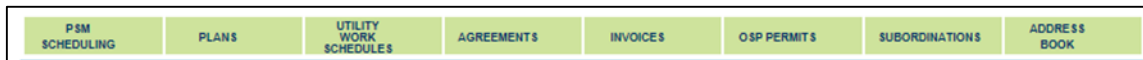
2. In the Results submodule of Invoices section, Select "View" next to existing Entry that is appropriate.

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 it effective date.

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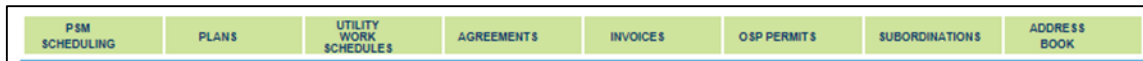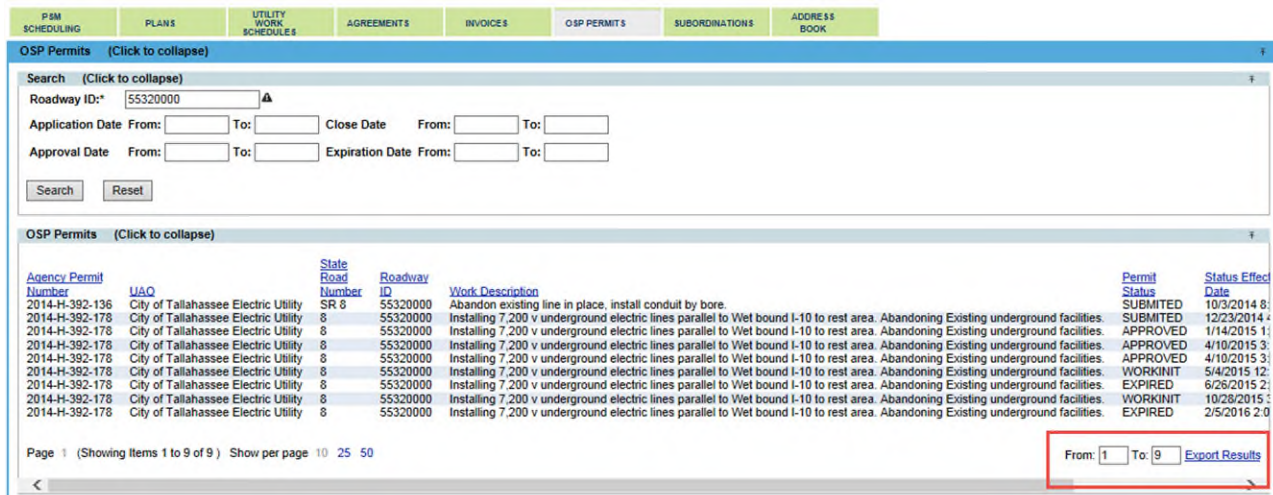

2. Click on OSP Permits.
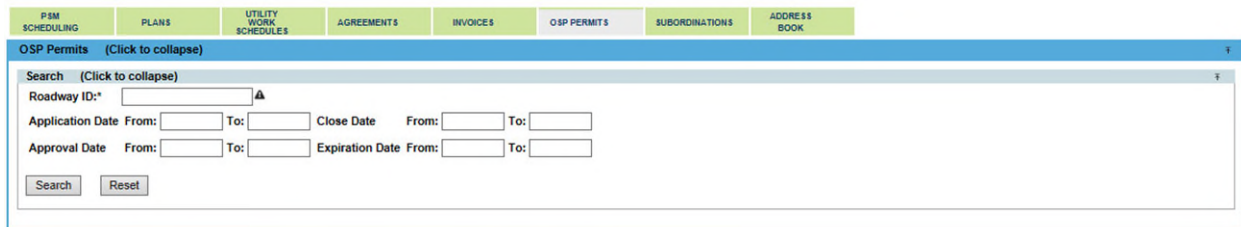
3. Enter as many or few filter options and click search.

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.

5. 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.

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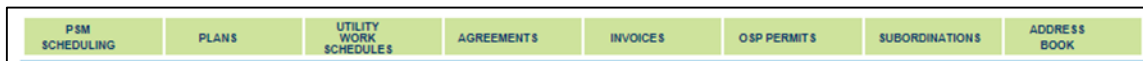
2. In the Results submodule of Subordinations section, Select "View" next to existing Entry that is appropriate.

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.

2. Click Search.