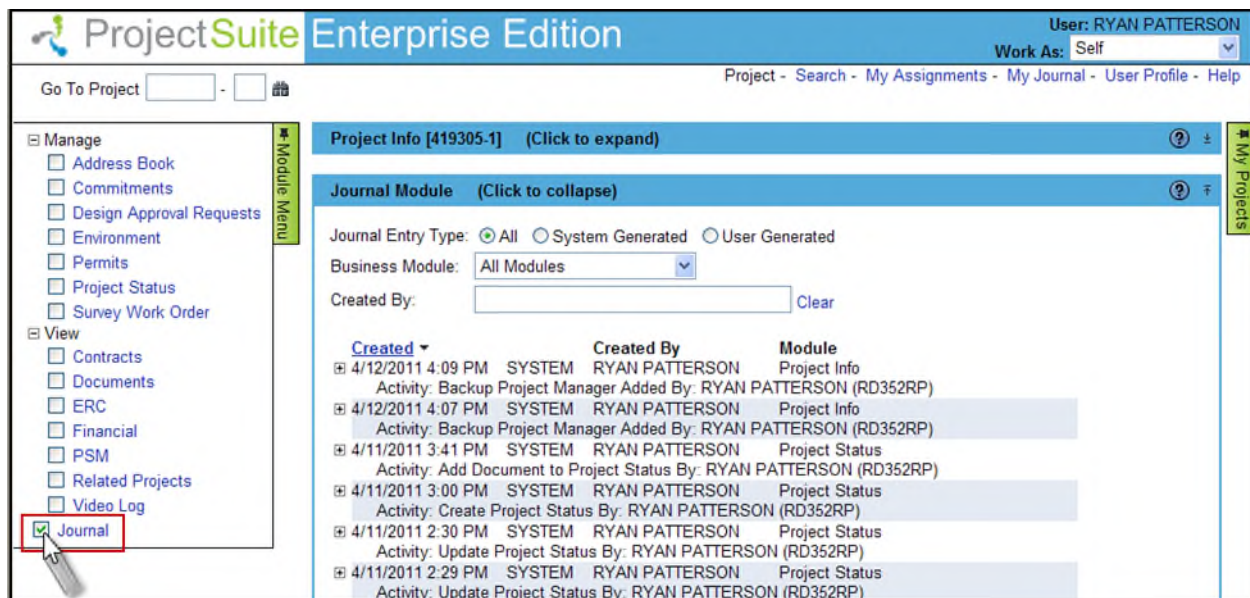


The Journal Module

The Journal module allows you to view a list of events that have taken place for the Project within PSEE, as well as enter your own notes, events and even attach files or supporting documentation.

1. Select a Project by typing the Item and Item Segment number in the **Go To Project** field or use the **My Projects** tab to select a previously visited or bookmarked Project.
2. Select the Journal module from the Module Menu. The Journal Module will be displayed.



The screenshot shows the ProjectSuite Enterprise Edition interface. The top navigation bar includes the user name 'RYAN PATTERSON' and the 'Work As: Self' dropdown. The main content area is titled 'Project Info [419305.1] (Click to expand)' and 'Journal Module (Click to collapse)'. The Journal Module is currently expanded, showing a table of journal entries. The table has columns for 'Created', 'Created By', and 'Module'. The entries are as follows:

Created	Created By	Module
4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/12/2011 4:07 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:41 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Add Document to Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:00 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:30 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:29 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		

Note: Click on the blue header of any modules currently displayed will collapse that module so you can more easily see the module you are currently working on.

Reading the Details of a Journal Entry

The Journal provides a list of some of the important details about the entry, such as Created Date/Time, Created By Person, Module and Activity that took place. By default the Journal is displayed in ascending order by the Created Date/Time.

To see the full details of the Journal Entry select the plus next to each Journal Entry to expand.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By:

Created	Created By	Module
<input type="checkbox"/> 4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
<input type="checkbox"/> 4/12/2011 4:07 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
<input type="checkbox"/> 4/11/2011 3:41 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Add Document to Project Status By: RYAN PATTERSON (RD352RP)		
<input checked="" type="checkbox"/> 4/11/2011 3:00 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		
<input type="checkbox"/> 4/11/2011 2:30 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		

This will show all of the details for a Journal Entry.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By:

Created	Created By	Module
<input type="checkbox"/> 4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
<input type="checkbox"/> 4/12/2011 4:07 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
<input type="checkbox"/> 4/11/2011 3:41 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Add Document to Project Status By: RYAN PATTERSON (RD352RP)		
<input checked="" type="checkbox"/> 4/11/2011 3:00 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		

Project Status

Last Updated Date: 4/11/2011 3:00:08 PM

Status Title: Design Layout

Category: Project

Status: In Progress

Status Date: 12/10/2009

Status Expiration Date: 10/10/2011

Status Details: Concerns about the R/W sizes when comparing the sizes in the phase plans with the color aerial.

Created By: RYAN PATTERSON

Created Date: 4/11/2011 3:00:08 PM

Last Updated By: RYAN PATTERSON

Displays the details for the Activity: Create Project

Entering a Journal Entry

You may enter your own notes or documentation in the Project Journal. These are considered USER Journal entries. **NOTE: ALL FDOT Users can add Journal Entries to ANY Project in PSEE. Access does not have to be granted for this.**

1. Select the **Add Journal Entry** hyperlink at the bottom of the Journal module.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By:

Created	Created By	Module
4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/12/2011 4:07 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:41 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Add Document to Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:00 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:30 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:29 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:29 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		
3/28/2011 11:06 AM	SYSTEM CARLA HODGES	Project Info
Activity: Upload PSEE Document By: CARLA HODGES (KN345CH)		
8/9/2010 1:33 PM	SYSTEM ERICA HEWETT	Project Info
Activity: Update Project Manager Performed by: ERICA HEWETT (PM345EH)		

Page 1 (Showing Items 1 to 13 of 13) Show per page 20 50 100

[\[Add Journal Entry\]](#)

2. A new window appears. Enter the details of your journal entry.
 - **Journal Entry Title** is a short, concise, summary of your entry that is displayed in the list of Journal entries.
 - **Journal Entry Details** are more detailed information about the event that is displayed when viewing the details of a Journal entry.
 - **Module** is the PSEE Module that this entry is related to. As more modules are added to PSEE the items on this list will expand. If the item is not associated with a particular module, select **Project Info**.
 - **Optional Document** to attach files as a part of the Journal entry, select the **Select File** button.

3. Navigate to the file you would like to attach. Click on the filename and then select the **Open** button. You are returned to the Add Journal Entry window.
4. Type text into the **Description** field to fully describe your document.

5. Select **Save** when your Journal Entry is complete. The Journal Module will display your entry.

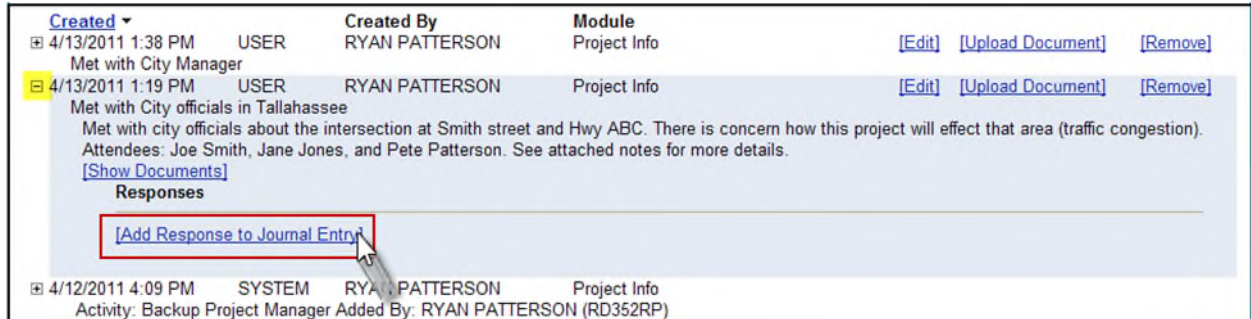
Created	Created By	Module	
4/13/2011 1:19 PM	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
Met with City officials in Tallahassee			
4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info	
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)			

6. The person that entered the Journal Entry may also Update or Remove the Journal Entry. You can also upload additional documents. Select the appropriate hyperlink to the right of the journal entry. **NOTE: The Project Manager can delete ANY Journal entries and Documents on their Project.**

Responding To Journal Entries

Users can “respond” to any Journal Entry in the Journal. This includes System Generated or User Generated entries. Responses are ways of adding more details to a related item in the Journal.

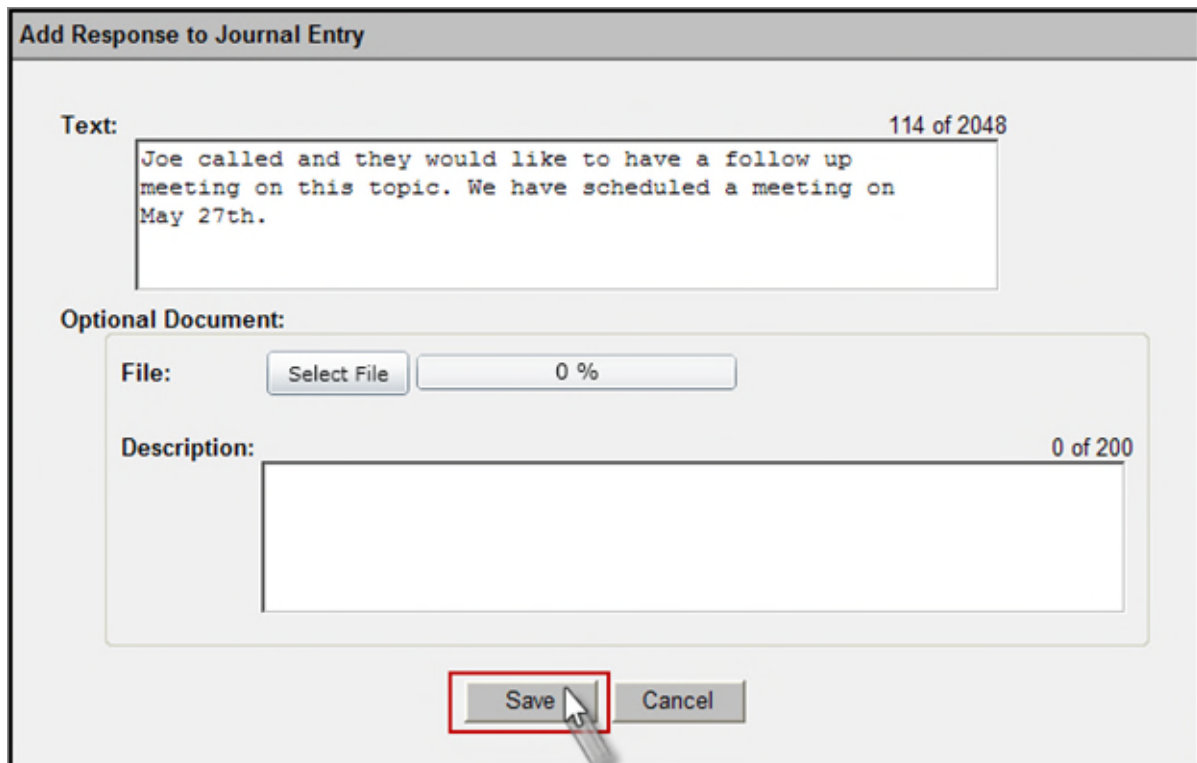
1. Select the plus next to the Journal Entry to see the details.



The screenshot shows a table of journal entries. The second entry is highlighted in yellow and has a plus sign in its left margin. Below the entry details, there is a section titled "Responses" with a red box around the "Add Response to Journal Entry" hyperlink. A mouse cursor is pointing at this link.

Created	Created By	Module	
4/13/2011 1:38 PM	USER	RYAN PATTERSON	Project Info
Met with City Manager			
4/13/2011 1:19 PM	USER	RYAN PATTERSON	Project Info
Met with City officials in Tallahassee			
Met with city officials about the intersection at Smith street and Hwy ABC. There is concern how this project will effect that area (traffic congestion). Attendees: Joe Smith, Jane Jones, and Pete Patterson. See attached notes for more details.			
[Show Documents]			
Responses			
[Add Response to Journal Entry]			
4/12/2011 4:09 PM	SYSTEM	RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)			

2. Select the **Add Response to Journal Entry** hyperlink.
3. A new window appears to enter the details of the response. This includes the **Text** and the ability to add a document if you wish. Select **Save** once the Response is complete.



The screenshot shows a form titled "Add Response to Journal Entry". It has a "Text" field with a character count of "114 of 2048". The text entered is: "Joe called and they would like to have a follow up meeting on this topic. We have scheduled a meeting on May 27th." Below the text field is an "Optional Document" section with a "File:" label, a "Select File" button, and a progress indicator showing "0 %". There is also a "Description:" label and a text area with a character count of "0 of 200". At the bottom of the form, there are "Save" and "Cancel" buttons, with a red box around the "Save" button and a mouse cursor pointing at it.

4. Your response is now listed in reference to the original Journal Entry.

Created	Created By	Module	
4/13/2011 1:38 PM Met with City Manager	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
4/13/2011 1:19 PM Met with City officials in Tallahassee Met with city officials about the intersection at Smith street and Hwy ABC. There is concern how this project will effect that area (traffic congestion). Attendees: Joe Smith, Jane Jones, and Pete Patterson. See attached notes for more details. [Show Documents]	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
Responses			
4/13/2011 1:46 PM	Joe called and they would like to have a follow up meeting on this topic. We have scheduled a meeting on May 27th.	by RYAN PATTERSON	[Edit] [Upload Document] [Remove]
[Add Response to Journal Entry]			
4/12/2011 4:09 PM Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)	SYSTEM RYAN PATTERSON	Project Info	

Filtering Journal Entries

PSEE provides several ways to sort the Journal so you can easily find the information you are interested in.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By: [Clear](#)

Created	Created By	Module	
4/13/2011 1:38 PM Met with City Manager	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
4/13/2011 1:19 PM Met with City officials in Tallahassee	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
4/12/2011 4:09 PM Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)	SYSTEM RYAN PATTERSON	Project Info	

Journal Entry Type

By default, the system shows all Project Journal Information. You can limit you list by the factors listed below:

1. To see every events in the Journal select **All** for the Detail Level.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By: [Clear](#)

2. To see the events that take place only at the System level, select **System Generated**. PSEE records many events in the Journal that take place at the System level. Examples include:

- Project Manager being assigned in PSEE
- Documents being added or removed in PSEE.
- Information about an External Contact (in the Address Book) being changed.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module: All Modules

Created By: Clear

3. Select **User Generated** to see events which includes user entered Journal entries.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module: All Modules

Created By: Clear

Created	Created By	Module	
4/13/2011 1:38 PM	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
Met with City Manager			
4/13/2011 1:19 PM	USER RYAN PATTERSON	Project Info	[Edit] [Upload Document] [Remove]
Met with City officials in Tallahassee			

Business Module

Every item listed in the Journal is associated with a Business Module in PSEE.

1. To see the entries for a certain module, select the module from the Business Module drop down.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module: All Modules

Created By: Clear

2. To return to seeing journal entries for all business modules select **All Modules** from the Business Module drop down.

Created By

You may search for Journal Entries made by a certain person. This search includes Journal entries made by the System. Journal entries entered by a PSEE User are labeled as **USER**. Journal entries created by the PSEE application as a result of an action taken by a PSEE user are

labeled as **SYSTEM**, but still show as Created By the person that initiates the action. In the sample below a System Journal entry was recorded when Stephanie Tanner added an External Contact. The Journal entry is recorded as a SYSTEM entry that was **Created By** Stephanie Tanner.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module: All Modules

Created By: Clear

Created	Created By	Module
4/13/2011 3:09 PM	SYSTEM STEPHANIE TANNER	Address Book
Activity: Add External Contact By: STEPHANIE TANNER (SS947WT)		
4/13/2011 1:38 PM	USER RYAN PATTERSON	Project Info
Met with City Manager		

To filter the Journal by the **Created By** person:

1. Begin typing the persons first or last name in the Created By field.
2. A list of matching people will begin to appear.
3. Select the correct name from the drop down.
4. The Journal will be filtered to show only those Journal entries for that person.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module: All Modules

Created By: RYAN PATTERSON Clear

Created	Created By	Module
4/13/2011 1:38 PM	USER RYAN PATTERSON	Project Info
Met with City Manager		
4/13/2011 1:19 PM	USER RYAN PATTERSON	Project Info
Met with City officials in Tallahassee		
4/12/2011 4:09 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/12/2011 4:07 PM	SYSTEM RYAN PATTERSON	Project Info
Activity: Backup Project Manager Added By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:41 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Add Document to Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 3:00 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:30 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:29 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Update Project Status By: RYAN PATTERSON (RD352RP)		
4/11/2011 2:29 PM	SYSTEM RYAN PATTERSON	Project Status
Activity: Create Project Status By: RYAN PATTERSON (RD352RP)		

Sorting Journal Entries

Journal Entries can be sorted using some of the column titles.

1. Any column title that is hyperlinked can be sorted.
2. Click the column title. The list of Journal Entries will resort in ascending order based on that column. An upward pointing triangle beside the column name lets you know the list is sorted in ascending order by that column.
3. Click the column again to sort in descending order. The triangle will now be downward pointing.

Journal Module (Click to collapse)

Journal Entry Type: All System Generated User Generated

Business Module:

Created By:

Created ▼		Created By	Module
4/13/2011 1:38 PM	USER	RYAN PATTERSON	Project Info
Met with City Manager			
4/13/2011 1:19 PM	USER	RYAN PATTERSON	Project Info
Met with City officials in Tallahassee			

Notifications

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

1. Select **User Profile** from the main menu.
2. Select **Privileges and Notifications**.
3. Scan to the **Journal** section. This will list all activities that can take place in the Journal Module.
4. Click into the Receive Notifications column for any activity you would like to be notified about. 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.