

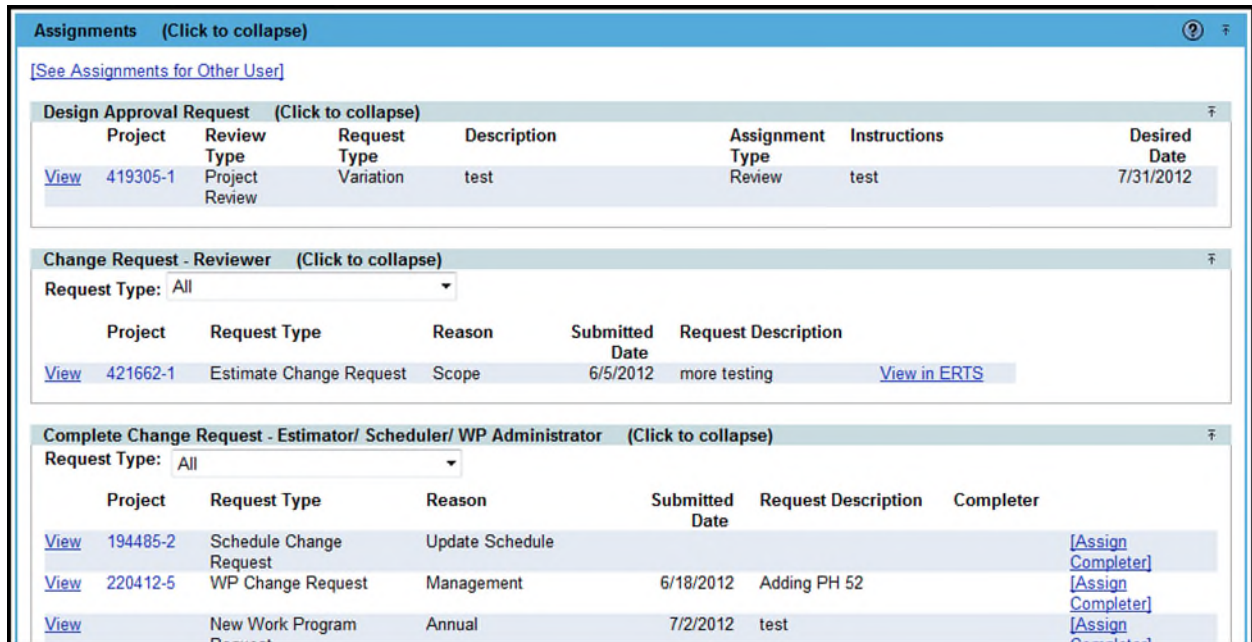
Assignments

The Assignments Page allows you to see a list of all of your Open Assignments. These assignments represent items that you must address in PSEE. You may also choose to see the assignments of other PSEE users. This list shows assignments across all Projects in PSEE.

1. Select **Assignments** from main menu on the upper right side of the screen.



2. A list of Assignments is displayed. The assignments are grouped based on the module that generated them.



3. You can go to the Project associated with the assignment by selecting the hyperlinked Project Number. This will load the selected project in PSEE system.

Change Request - Reviewer (Click to collapse)						
Request Type: All						
Project	Request Type	Reason	Submitted Date	Request Description		
View 421662-1	Estimate Change Request	Scope	6/5/2012	more testing View in ERTS		

4. You can go to the particular assignment by selecting the **View** hyperlink. This will take you to the project and details of the specific assignment.

Change Request - Reviewer (Click to collapse)						
Request Type: All						
Project	Request Type	Reason	Submitted Date	Request Description		
View 421662-1	Estimate Change Request	Scope	6/5/2012	more testing View in ERTS		

See Assignments of Other Users

1. You can see Assignments related to other PSEE user by selecting the **See Assignments for Other User** link.

Assignments (Click to collapse)							
[See Assignments for Other User]							
Design Approval Request (Click to collapse)							
Project	Review Type	Request Type	Description	Assignment Type	Instructions	Desired Date	
View 419305-1	Project Review	Variation	test	Review	test	7/31/2012	

2. Begin typing the first and/or last name of a user in the **Select User** field. A list of potential matches appears. Select the correct person.

The screenshot shows a web interface titled "Assignments (Click to collapse)". Below the title is a link "[See Assignments for Other User]". A "Select User:" field contains the text "Wang". A dropdown menu is open, listing several users with their IDs in parentheses: SWANGLER, JOHN (KNHNTSJ); WANG, BAoyING (PD601BW); WANG, BING (RD452WB); WANG, CHANG (SS93XEW); WANG, HAIFENG (KNF40HW); WANG, NING (ST458NW); WANG, WILLIAM (MT410VWV); WANG, XIAOWEI (F1907XW); and WANG, ZHENYU (KNUSFZW). To the right of the dropdown, a table displays assignment details for the selected user.

Description	Assignment Type	Instructions	Desired Date
test	Review	test	7/31/2012

3. A list of all assignments associated with the selected user is displayed.

The screenshot shows a web interface titled "CHANG WANG's Assignments (Click to collapse)". It includes links "[See Assignments for Other User]" and "[Go back to My Assignments]". There are two main sections:

Survey Work Order - Reviewer (Click to collapse)

Project	Summary	Assignment Due Date	Instructions	Work Order Due Date
418760-2	SSS		test	

Complete Change Request - Estimator/ Scheduler/ WP Administrator (Click to collapse)

Request Type: All

Project	Request Type	Reason	Submitted Date	Request Description	Completer
424495-1	Schedule Change Request	Update Schedule		Please change	CHANG WANG

4. You can go back to your listed assignments by selecting the **Go back to My Assignments** hyperlink.

This screenshot is identical to the previous one, but a mouse cursor is positioned over the "[Go back to My Assignments]" hyperlink, highlighting it.

5. If no Assignments are assigned to a user, the message "No Assignments Available" will be displayed.

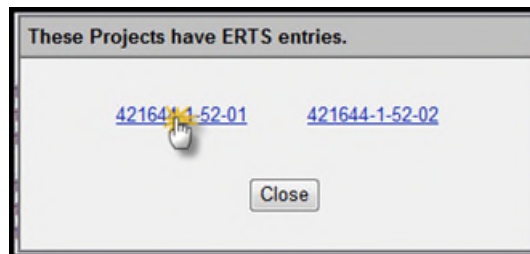
The screenshot shows a web interface titled "STEPHANIE SCHWINN's Assignments (Click to collapse)". It includes links "[See Assignments for Other User]" and "[Go back to My Assignments]". A red box highlights the text "No Assignments Available" displayed in the main content area.

Viewing ERTS Data

Estimate Change Request Assignments with previous Construction Estimates will display the View in ERTS hyperlink. This link will allow a user to view these estimates in the ERTS Application to help determine if the request should be approved.

Change Request - Reviewer (Click to collapse)						
Request Type: All						
	Project	Request Type	Reason	Submitted Date	Request Description	
View	421662-1	Estimate Change Request	Other	4/27/2012	test	View in ERTS
View	195719-1	Estimate Change Request	Annual	5/8/2012	test	
View	195719-1	Estimate Change Request	Phase II	4/30/2012	test	
View	421644-1	Critical Schedule Change Request	Annual	5/9/2012	test	
View	195416-4	Estimate Change Request	Annual	4/27/2012	testing again	View in ERTS
View	419824-1	Estimate Change Request	Annual	4/30/2012	test	
View	421644-1	Estimate Change Request	Other	5/1/2012	test	View in ERTS

If the Project in question has more than one previous Phase 52 Financial Sequence with Construction Estimates, a modal window will appear, allowing the user to select from among these sequences.



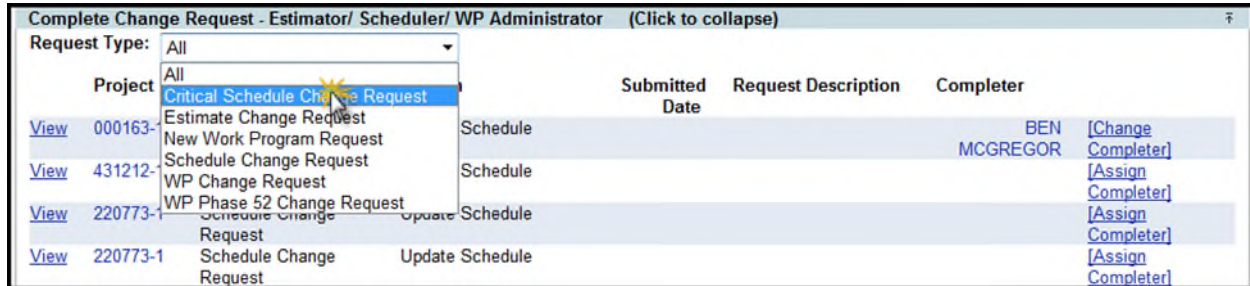
Assigning Completer

If a user has the Privilege to complete a type of Change Request, that user will be able to do so in the Complete Change Request section.

1. The list will, by default, show all Change Requests with a Status of Approved where the current user has the Privilege to complete that type of Request.

Complete Change Request - Estimator/ Scheduler/ WP Administrator (Click to collapse)						
Request Type: All						
	Project	Request Type	Reason	Submitted Date	Request Description	Completer
View	000163-1	Schedule Change Request	Update Schedule			BEN MCGREGOR [Change Completer]
View	431212-1	Schedule Change Request	Update Schedule			[Assign Completer]
View	220773-1	Schedule Change Request	Update Schedule			[Assign Completer]

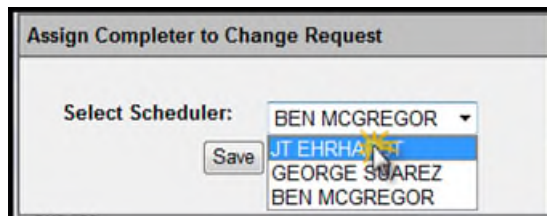
- The types of Change Requests displayed may be changed by selecting a specific different type from the **Request Type** drop down menu. The list of Requests will change automatically.



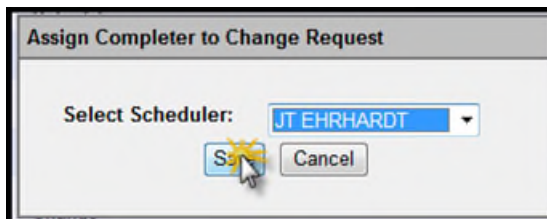
- To complete a Request, click the **Assign Completer** hyperlink for a particular Change Request. This will display a modal window.



- Select the user to list as the completer from the drop down list. All users displayed have the Privilege to complete the current request.



- Click the **Save** button to complete the Request and set the Completer to the selected user.



- To alter the Completer for a Change Request, click the **Change Completer** hyperlink and follow steps 4 and 5.