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.

👌 Projec	tSuite En	terprise Edition	User: BEN MCGREGOR ≗ [Syste	em Admin 🥕
Go To Project	- 8	Dashboard - Project - Search	- Scheduling - Create Project - Assignments - Other Tools - R	Reports - Hel
Project Info [419]	305-1] (Click to coll	apse)		i () i
Item Segment	(Click to collapse)			Ŧ
District:	Version:	PSEE Project Manager:	WP Project Manager: ALAINA WEBB	

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

ssignn	nents (Cl	ick to collapse)							(?	0
ee Ass	signments fo	r Other User]									
)esian	Approval I	Request (Cli	ck to collapse								-
gr	Project	Review Type	Request Type	Description			signment /pe	Instructions	5	Desired Date	
<u>View</u>	419305-1	Project Review	Variation	test			eview	test		7/31/2012	
Chang	e Request	Reviewer	Click to collap	se)							3
Reque	est Type: A	1		•							
	Project	Request Ty	ре	Reason	Submitted Date	Request	Description	1			
/iew	421662-1	Estimate Ch	ange Request	Scope	6/5/2012	more test	ting	View in	ERTS		
	ete Change est Type: A		imator/ Sched	uler/ WP Administ	rator (Clic	k to collap	ose)				
	Project	Request Ty	pe	Reason	S	ubmitted Date	Request [escription)	Completer		
<u>/iew</u>	194485-2	Schedule Cl Request	nange	Update Schedule						[Assign Completer]	
/iew	220412-5	WP Change	Request	Management	(5/18/2012	Adding PH	52		[Assign Completer]	
liew		New Work F	Program	Annual		7/2/2012	test			[Assign	

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.

Chang	e Request -	Reviewer (Click to collap	se)				
Reque	est Type: All		-				
	Project	Request Type	Reason	Submitted Date	Request Description		
View	4216	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.

Chang	e Request -	Reviewer (Click to collap	se)				1	F
Reque	est Type: All		•					
	Project	Request Type	Reason	Submitted Date	Request Description			
Vien	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.

Assignm	nents (Cli	ick to collapse)				()
See As	signments b	Other User]					
Design	Approval	Request (Cli	ck to collapse)				Ŧ
	Project	Review Type	Request Type	Description	Assignment Type	Instructions	Desired Date
<u>View</u>	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.

Assignments	(Click to collapse)				0
[See Assignme	ents for Other User]				
Select User:	Wang				
[SWANGLER, JOHN (KNHNTSJ)				
Design App	WANG, BAOYING (PD601BW)				Ť
	WANG, BING (RD452WB) WANG, CHANG (SS93KEW)	Description	Assignment Type	Instructions	Desired Date
	WANG, HAIFENG (KNR) WANG, NING (ST458NW)	test	Review	test	7/31/2012
	WANG, WILLIAM (MT410WW)				
	WANG, XIAOWEI (FI907XW) WANG, ZHENYU (KNUSFZW)				Ŧ

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

CHANG	WANG's As	signments (Click to c	ollapse)					(?) Ŧ
[See Ass	signments for	Other User] [Go back to	My Assignments]						
Survey	y Work Orde	r - Reviewer (Click to	collapse)						Ŧ
	Project	Summary		Assignment Due Date	Instruct	ions		Work Order Due Date	
View	418760-2	SSS			test				
Compl	lete Change	Request - Estimator/ Se	cheduler/ WP Admin	istrator (Click to	o collaps	se)			Ŧ
Reque	est Type: A	1	•						
	Project	Request Type	Reason	Sub	Date	Request Description	Completer		
<u>View</u>	424495-1	Schedule Change Request	Update Schedule	e		Please change	CHANG WANG		

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

CHANG	WANG's Ass	ignments (Click to collapse)			۽ (2)
[See As:	signments for	Other User] [G	to back to My Assignments]			
Survey	Work Order	r - Reviewer	(Click to collapse)			Ŧ
	Project	Summary		Assignment Due Date	Instructions	Work Order Due Date
View	418760-2	SSS			test	

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

STEPHANIE SCHWINN's Assignments (C	ick to collapse)	₹ (9)
[See Assignments for Other User] [Go back to	My Assignments]	
No Assignments Available		

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.

Reque	est Type: All	•					
	Project	Request Type	Reason	Submitted Date	Request Description		
View	421662-1	Estimate Change Request	Other	4/27/2012	test	View in ER	
View	195719-1	Estimate Change Request	Annual	5/8/2012	test	C	
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.

Reque	st Type: A	1	•					
	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]	

2. 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.

Reque	est Type:	All	*				
	Project	Untical Schedule Unit de Reque	st	Submitted Date	Request Description	Completer	
View	000163-	Estimate Change Request New Work Program Request	Schedule	bute		BEN	[Change Completer]
View	431212-	WP Change Request	Schedule			MOONLOOK	[Assign Completer]
View	220773-	WP Phase 52 Change Request Request	puace Schedule				[Assign Completer]
View	220773-1		pdate Schedule				[Assign Completer]

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

Comp		ge Request - Estimator/ S	t - Estimator/ Scheduler/ WP Administrator		(Click to collapse)			
Reque	est Type:	Critical Schedule Change I	Request -					
	Project	Request Type	Reason	Submitted Date	Request Description	Completer		
<u>View</u>	194485-2	Critical Schedule Change Request	Management	3/26/2012	TEST/CRITICAL		[Assign Com("ter]	
View	190160-1	Critical Schedule Change Request	Initial Baseline Schedule	3/27/2012	test		[Assign Completer]	
<u>View</u>	000163-1	Critical Schedule Change Request	Letting Date Change	3/30/2012	test		[Assign Completer]	

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



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

Assign Completer to Cha	ange Request	
Select Scheduler:	JT EHRHARDT	•
	Calicer	

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