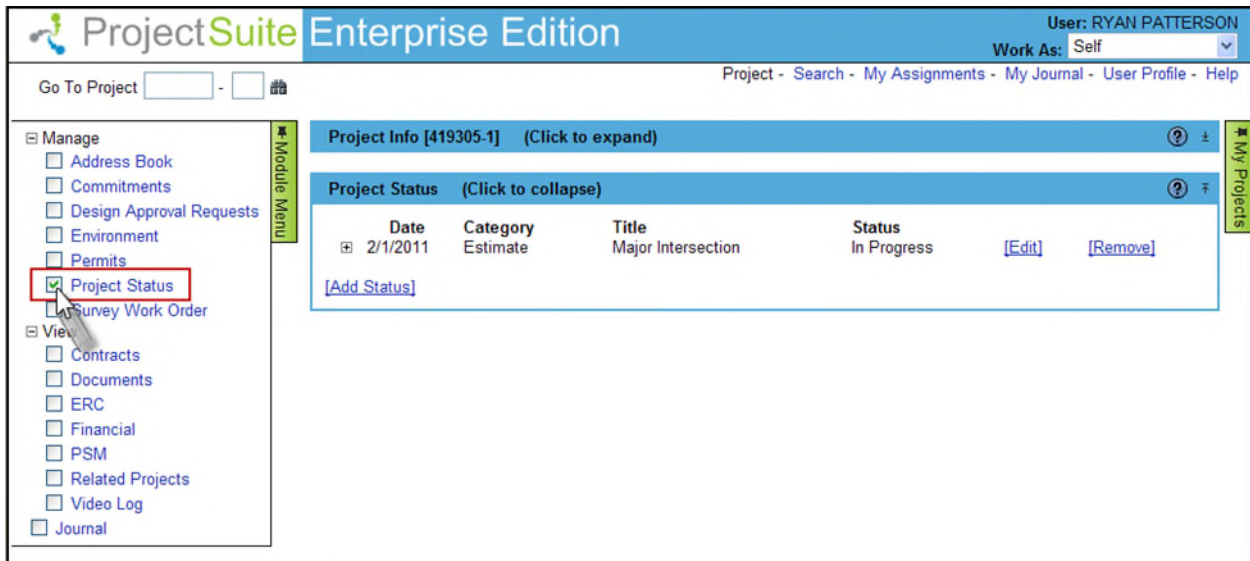


The Project Status Module

Users must be granted access/privilege to the Project Status module to complete the actions described in this User Manual. If you do not have access, and feel you should, contact your PSEE District Administrator. They are listed in the footer of every PSEE page.

The Project Status Module allows users to document categorized Status entries for the entire Project.

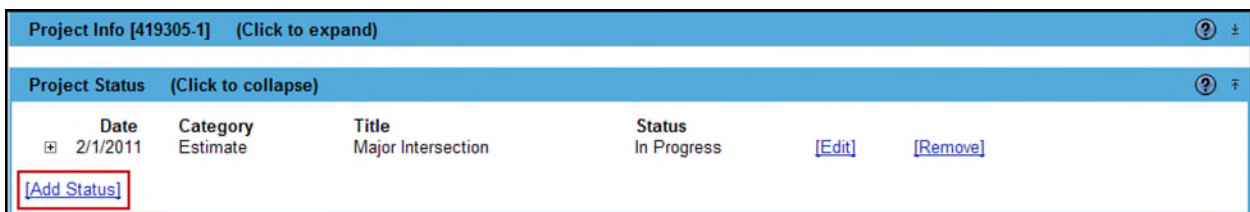
1. Select the Project Status module from the Module Menu. The Project Status Module will be displayed.



The screenshot shows the ProjectSuite Enterprise Edition interface. The top navigation bar includes the user name 'RYAN PATTERSON' and a 'Work As: Self' dropdown. Below the navigation bar, there is a 'Go To Project' field and a search icon. The left sidebar contains a 'Module Menu' with various options. The 'Project Status' option is selected and highlighted with a red box. The main content area displays 'Project Info [419305-1]' and 'Project Status (Click to collapse)'. Below this, a table shows a single status entry with columns for Date, Category, Title, and Status. The entry is: Date: 2/1/2011, Category: Estimate, Title: Major Intersection, Status: In Progress. There are links for [Add Status], [Edit], and [Remove].

Date	Category	Title	Status	
2/1/2011	Estimate	Major Intersection	In Progress	[Edit] [Remove]

2. Select the **Add Status** link to enter comments or status entries for a PSEE Project.



This is a close-up view of the Project Status table from the previous screenshot. The 'Add Status' link is highlighted with a red box.

Date	Category	Title	Status	
2/1/2011	Estimate	Major Intersection	In Progress	[Edit] [Remove]

3. Enter the details in the displayed window to add status.

- **Category [Required]** Select a category for the Project Status entry from the drop down.
- **Title [Required]** is the title for Status entry.
- **Status [Required]** Select a project status field from the Status drop down.
- **Date [Required]** is the date when the Project Status became applicable. Enter the valid Status Date in the text box.
- **Expiration Date [Optional]** is the date when the Project Status expires. Enter the expiration date in the provided text box.
- **Details [Optional]** enter the description/details of the Project Status. Can be no more than 2048 characters in length.

4. Select the **Save** button to add the project status. The Project Status displays in the Project Status list.

Date	Category	Title	Status		
2/1/2011	Estimate	Major Intersection	In Progress	[Edit]	[Remove]
12/10/2009	Project	Design Layout	In Progress	[Edit]	[Remove]

Editing a Project Status in PSEE

1. Select the **Edit** link and a window will open that allows you to update the Project Status information.

Date	Category	Title	Status		
2/1/2011	Estimate	Major Intersection	In Progress	[Edit]	[Remove]
12/10/2009	Project	Design Layout	In Progress	[Edit]	[Remove]

2. Edit the details in the as desired and select the **Save** button when complete.

Edit Project Status

Category: Project

Title: Design Layout

Status: In Progress

Date: 12/10/2009

Expiration Date: 10/10/2011

Details: 95 of 2048

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

Save
Cancel

Adding Documents to a Project Status

1. To view the full details of the status entry, select the plus next to each Journal Entry to expand.

Project Status (Click to collapse) ?

Date	Category	Title	Status	
+ 2/1/2011	Estimate	Major Intersection	In Progress	[Edit] [Remove]
+ 12/10/2009	Project	Design Layout	In Progress	[Edit] [Remove]

[\[Add\]](#) **Project Status** (Click to collapse) ?

+ 12/10/2009

Date: 12/10/2009 **Expiration Date:** 10/10/2011

Category: Project

Title: Design Layout

Status: In Progress

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 PM
Last Updated By: RYAN PATTERSON
Last Updated Date: 4/11/2011 3:00 PM

Project Status Documents (Click to collapse) ?

No Documents Found

[\[Upload Document\]](#)

1. Once the details are displayed, you may upload a document by selecting the **Upload Document** link.

Project Status (Click to collapse) ?

Date	Category	Title	Status		
2/1/2011	Estimate	Major Intersection	In Progress	[Edit]	[Remove]
12/10/2009	Project	Design Layout	In Progress	[Edit]	[Remove]

Date: 12/10/2009 **Expiration Date:** 10/10/2011

Category: Project

Title: Design Layout

Status: In Progress

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 PM
Last Updated By: RYAN PATTERSON
Last Updated Date: 4/11/2011 3:00 PM

Project Status Documents (Click to collapse) ?

No Documents Found

[Upload Document]

[Add Status]

2. A new window appears. Select the document you wish to upload by selecting the **Select File** button. Add a description for the document (**required**) and then select the **Save** button.

Upload Status Document

File:

Preliminary_Design.docx

Description: 28 of 200

3. The document is added and listed in the Project Status Documents section.

Project Status (Click to collapse) ?

Date	Category	Title	Status		
2/1/2011	Estimate	Major Intersection	In Progress	[Edit]	[Remove]
12/10/2009	Project	Design Layout	In Progress	[Edit]	[Remove]

Date: 12/10/2009 **Expiration Date:** 10/10/2011

Category: Project

Title: Design Layout

Status: In Progress

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 PM

Last Updated By: RYAN PATTERSON

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

Project Status Documents (Click to collapse) ?

Doc Number	Document Name	Description	
913458	Preliminary_Design.docx	Design alternative estimates	View [Edit] [Remove]

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

[\[Upload Document\]](#)

Attached documents can be managed within the Project Status details. From there you can View, Edit or Remove the document.

4. Select the **View** link to retrieve the document for display. The document will be opened in its native application.

Project Status Documents (Click to collapse) ?

Doc Number	Document Name	Description	
913458	Preliminary_Design.docx	Design alternative estimates	View [Edit] [Remove]

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

5. Select the **Edit** link to change the description of the document.

Project Status Documents (Click to collapse) ?

Doc Number	Document Name	Description	
913458	Preliminary_Design.docx	Design alternative estimates	View [Edit] [Remove]

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

6. Select the **Remove** link to remove the document from the Project Status journal entry. You will be prompted with a confirmation dialog box. Select **OK** to remove the document or **Cancel** to retain it.

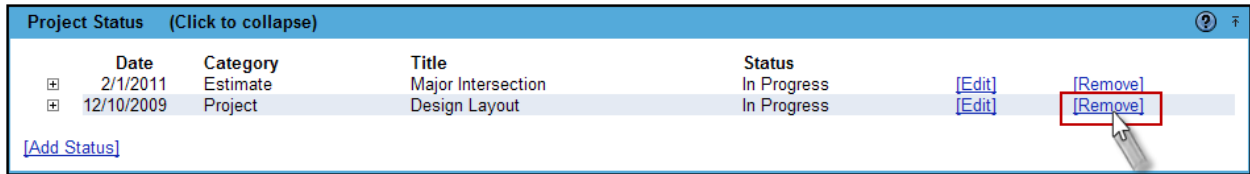
Project Status Documents (Click to collapse) ?

Doc Number	Document Name	Description	
913458	Preliminary_Design.docx	Design alternative estimates	View [Edit] [Remove]

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

Remove Project Status

1. To remove a Project Status entry, select the **Remove** link to the right of each Project Status entry.



2. A confirmation dialog box will display. Select the **OK** button to remove the Project Status journal or click Cancel to retain it.

