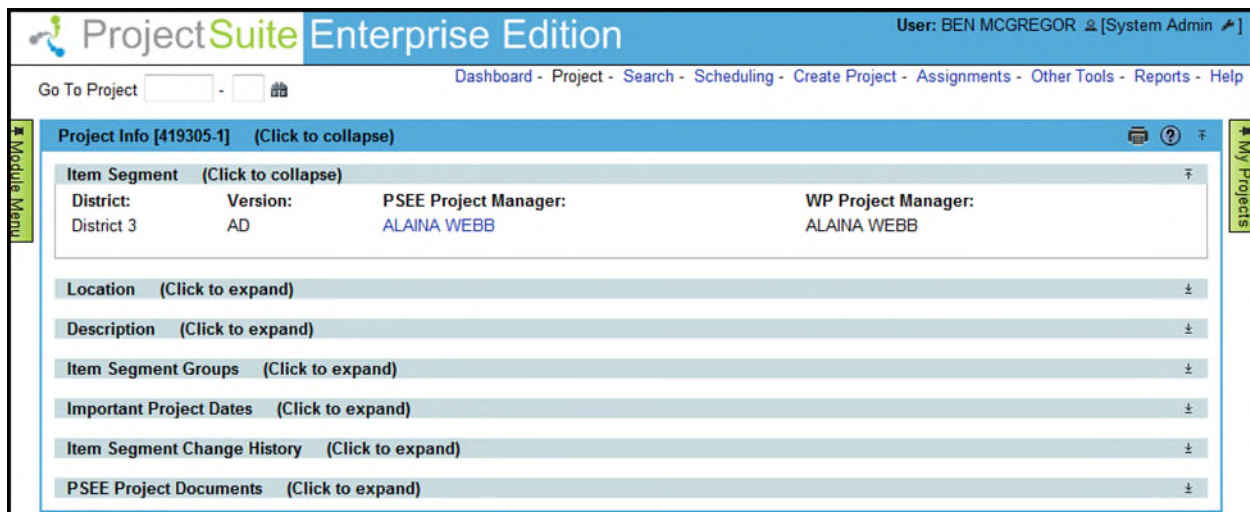# The Project Information Module

The Project Information module is divided into sections of read-only data that is retrieved from Enterprise systems such as Work Program (WP) and the Consultant Invoice Tracking System (CITS). There are also some pieces of data specific to PSEE that can be edited in this section. The Project Information module is the default display for the selected Project.

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. The details that are available for the Project will be displayed. By default, the Project module will always display for any Project you choose to view.

Note: Clicking into any of the blue or light blue headers will collapse or expand that business module or section. If a header has the text **(Click to expand)** beside the header name, click anywhere in the header to expand the details. If a header has the text **(Click to collapse)** beside the header name, it is fully expanded and you are seeing all of the available details. Click anywhere in the header to hide the details.

Item Segment
The Item Segment section includes information regarding the selected Project. This includes:

- District: Managing District over the Project.

- Version: Identifies a Work Program in a project.
- Project Manager/Backup Project Manager: Person identified as the Project Manager in PSEE. Project Managers have access to various business areas/modules for their assigned Projects. District and Statewide Administrators have the access to assign, update and remove Project Managers from a Project in PSEE. There can only be one PSEE Project Manager per Project, but there can be multiple Backup Project Managers. See the document Privileges for Project Managers for more details on the access of a Project Manager.
- Work Program Manager: Person identified as the Project Manager in Work Program.

Location

The Location section includes geographic information regarding the selected Project. This includes:

Location	(Click to collapse)					
County	Roadway ID	Roadway Side	Number of Lanes	MP From/To	Section Work Length	
GULF	51020000	COMPOSITE	4	0.419 / 1.112	0.693	
	51020000	COMPOSITE	2	1.112 / 6.799	5.687	

Item Segment Description: SR 71 FROM END OF CONCRETE PVMT TO INTERCOASTAL BRIDGE

- County where the work is taking place as listed in Work Program.
- Roadway ID as listed in Work Program
- Roadway Side as listed in Work Program
- Number of Lanes as listed in Work Program
- Milepost From and To as listed in Work Program
- Section Work Length of each Roadway ID as listed in Work Program
- Item Segment Description consisting of Local Name and Project Limits as listed in Work Program

Description

The Description section includes information to describe the work being done. This includes:

Description	(Click to collapse)			
Work Mix:	Status:	Contract Class:	Federal Oversight:	
0012 - RESURFACING	PRE-CONST.UNDERWAY	1 - TO BE LET	NO	

Trans System: 05 - NON-INTRASTATE STATE HIGHWAY
Item Segment Comments: 06 RESF. #2,10 #2;ON CECIL G. COSTINS BLVD. N OF PORT ST JOE UPGRADE GUARDRAIL ON BRIDGE # 510951 INTRACOASTAL CANAL EXCEPT OUT R/R CROSSINGS AT MP 0.940 & 1.275 PER E.CHADWELL CAP 1 HURRICANE NOTES; 04-11: NEEDS R/R PH PER CAP MTG

- **Work Mix** as listed in Work Program
- **Status** as listed in Work Program

- **Contract Class** as listed in Work Program
- **Federal Oversight** as listed in Work Program
- **Trans System** as listed in Work Program
- **Item Segment Comments** as listed in Work Program

Item Segment Groups

The Item Segment Groups section displays all Item Segment Groups associated with the selected project.

Item Segment Groups	(Click to collapse)	
Group	Description	Date
REDI	Rural Econom Devel Initiative	4/29/2010
30DA	30 Day Advertisement	4/7/2011

Important Project Dates

The Important Project Dates section lists key dates for the Project, as listed in PSM. An "A" to the right of the date indicates an Actual Date. All others are Estimated Dates.

Important Project Dates	(Click to collapse)
Production Date:	12/25/2013
Plans to Tallahassee:	3/28/2014
Letting Date:	5/28/2014

All of the steps discussed previously are available to any FDOT User. Any user can read information in PSEE. You must have been granted privilege to the Project module to complete some of the items that will be described below. If you do not have access, and feel you should, contact you PSEE District Administrator. They are listed in the footer of every PSEE page.

Item Segment Change History

The Item Change History section displays the completed Item Change History as seen in Work Program (WP06).

Item Segment Change History		(Click to collapse)						
Filter by Phase ALL ▾ and/or Phase History on or Before				Apply	Show All			
Phase	Type	Status	Status Date	Status By	Version	Request Date ▾	Requestor	Amend No.
31	Update Adopted	Approved	6/29/2012	YEAREND	AD	6/29/2012	YEAREND	
31	Update Adopted	Approved	6/29/2012	WPAPJ007	AD	6/29/2012	WPAPJ007	
39	Update Adopted	Approved	6/29/2012	WPAPJ007	AD	6/29/2012	WPAPJ007	
59	Update Adopted	Approved	6/28/2012	WPAPJ004	AD	6/28/2012	WPAPJ004	

Users have the ability to filter the changes by Phase or by Date.

PSEE Project Documents

The PSEE Documents section allows staff to attach documents related to the Project in PSEE. These documents are stored in the Department's Enterprise Electronic Document Management System, and can be searched using the Item and Item Segment through e-Document Search on the Enterprise Information Portal and through the Hummingbird DM interface.

To Upload a Document

Users with the *Upload PSEE Project Document* Privilege are able to upload documents in this section.

1. Select the **Upload Document** hyperlink.

2. Select the **Select File** button.
3. A new window appears. Browse to the location that holds the needed file.
4. Click on the filename and then select the **Open** button. Uploads the file and you are returned to the Upload PSEE Document window.
5. Select a **File Type** from the File Type drop down window.
6. Type text into the Description field to describe your document.
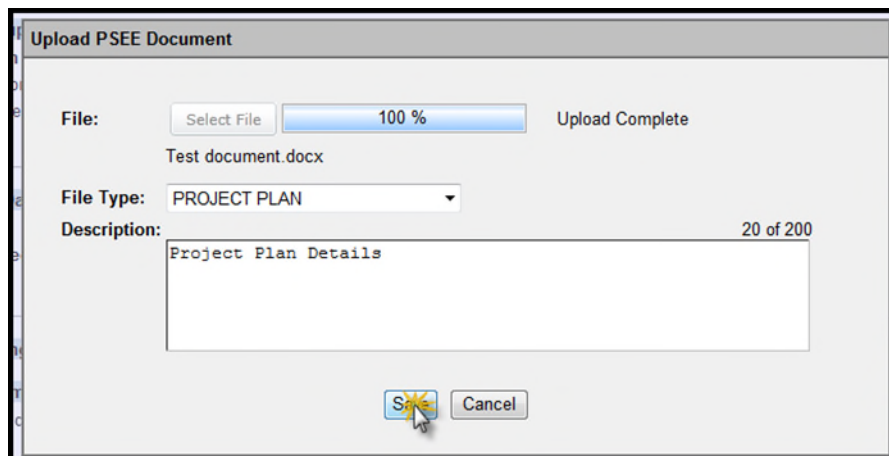
7. Select **Save**.
8. Repeat the process to add additional documents.

Your added document will be listed in the PSEE Document section.

To View PSEE Project Documents

1. Click the **View** hyperlink in the far right column beside each document name and details.

2. The document will open in a new window using its native application.
3. Close the window when done viewing the document.

To Delete a PSEE Project Document

Staff can delete documents that they have uploaded to PSEE. Staff may only delete document that they added. Users with the *Remove PSEE Project Document* Privilege, however, have the authority to delete any documents on the Project.

1. Select the **Remove** hyperlink to the right of the file name and information.

2. A window appears confirming that you want to delete the document. To stop the delete process select **Cancel**. To proceed with the delete select **OK**.
3. The document is removed from PSEE.

To Edit a PSEE Project Document

Staff with the *Edit PSEE Project Document* privilege can edit a PSEE document. Editing allows you to change the text in the Description field and the type of document.
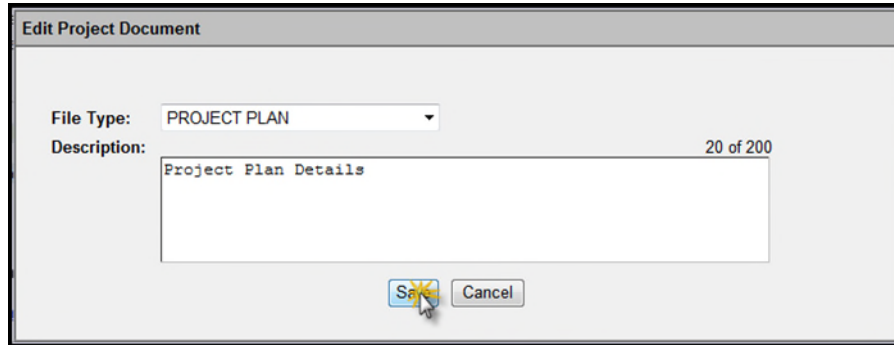
1. Select the **Edit** hyperlink to the right of the file name and information.

2. Update the Description or File Type as needed.

3. Select **Save**.

To Sort the List of PSEE Project Documents

You may sort the PSEE document list by the column headings.

1. By default, the list is in ascending order by EDMS Number.
2. Click on any hyperlinked column heading to resort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to resort in descending order.

Notifications and Privileges

Below are the grantable Privileges for the Project Info module. Any other privileges are determined by business rules.
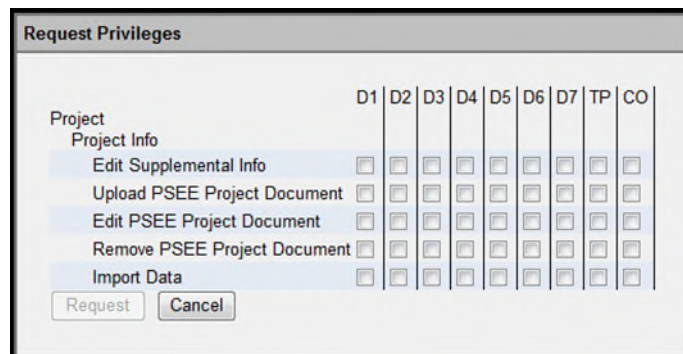
For more information on Notifications and Privileges, please read the Notification and Privileges Help Document and the Notification Subscriptions Help Document.