

Scheduling – Global View

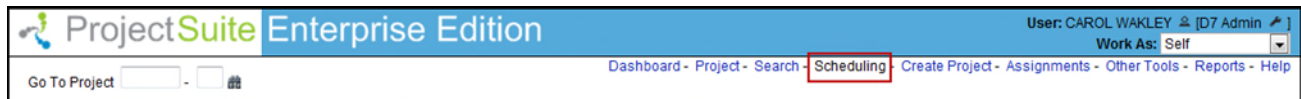
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Scheduling – Global View on the Main Menu

Scheduling on the Main Menu is not visible to all PSEE Users. The **Scheduling** option is displayed only to the following PSEE Users:

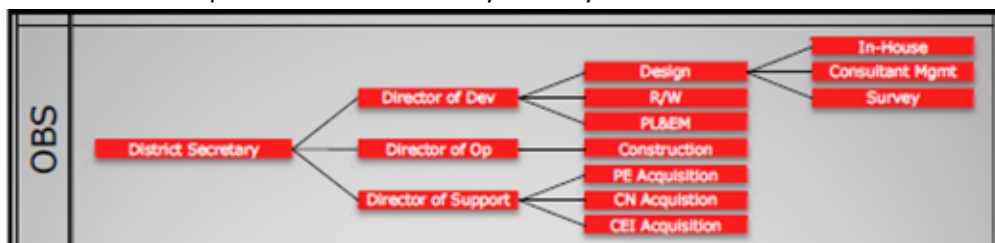
1. The User is assigned as a **Responsible Person** to any Activity in Primavera.
2. The User is a Primavera **Scheduler** that has been given access/privileges in PSEE and is responsible for completing Activity Requests. The PSEE Project Manager does not have this privilege automatically.



Responsible Person Assignment in Primavera

The Responsible Person assigned to an Activity in Primavera can be based on two methods. The Scheduling Experts can provide more information based on the scheduling method used in each District.

1. One method is assigning an individual as the Responsible Person or a Responsible Person Value in Primavera.
2. The second method is assigning the Responsible Person using the Standard Structure of **Organizational Breakdown Structure (OBS)**. OBS allows for individuals or groups to be assigned to the Responsible Person in Primavera. Groups are based on a hierarchical internal structure established in the District. The OBS method is currently the default method set for the District. Below is an example of the OBS hierarchy used by some Districts.



The Responsible Person in Primavera

As a **Responsible Person** in Primavera, you will automatically be able to access **Scheduling – Global View** on the Main Menu in PSEE, but only to view and submit Schedule changes for your projects. You may also view the Schedule Activities for projects of other Responsible Person(s).

Scheduler: Requesting Privileges for Scheduling – Global View

The Scheduler as a PSEE User will need to request access/privilege to a specific activities to receive the **Scheduling – Global View** on the Main Menu through PSEE. This request will be sent to the District Administrators. (The District Administrators are listed in the footer of every PSEE page.) For information on how to request access to specific activities within a Module, see [User Profile – Privileges and Notifications](#).

Below are the activities that can be granted privilege to receive the **Scheduling – Global View** on the Main Menu. Place a check in the box beside the activity access/privilege being requested in the column appropriate for your District. Select the Request button to send the request to the District Administrator for action.

Request Privileges		D1	D2	D3	D4	D5	D6	D7	TP	CO
Change Requests										
Scheduling										
Complete Schedule Activity Change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Schedule Lock Through Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request Schedule Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Request"/> <input type="button" value="Cancel"/>										

Note: When access/privilege is granted, it is for all projects within that District.

Scheduling – Global View on the Main Menu:

- Allows the PSEE User with privilege to *document* and *submit* updates to **multiple Activities** for **multiple projects**.
- Allows the PSEE User with privilege (Scheduler) to *document* and *complete* updates to **multiple Activities** for **multiple projects**.

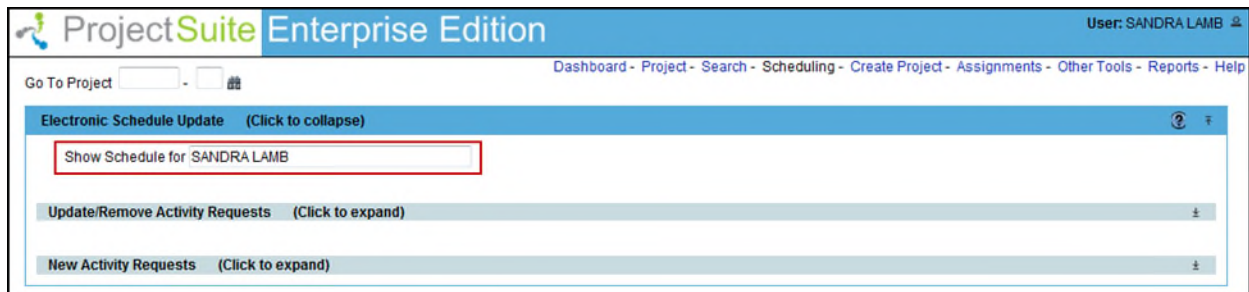
Note: The Scheduling Request Module that is found under the Module Menu is not covered within this help document. For information on the Scheduling Request Module, please refer to the [Scheduling Request](#) Help Document.

Scheduling

Scheduling provides the PSEE user with a global view of multiple projects and all related Activities from Primavera. The information displayed in PSEE differs depending on whether access is granted as a Responsible Person in Primavera or as a Scheduler with PSEE privileges.

Electronic Schedule Update: Responsible Person View

The User assigned to a Project as a **Responsible Person** in Primavera will see the **Show Schedule for** field with the user’s name displayed under the **Electronic Schedule Update** section.



Update/Remove Activity Requests Section: Responsible Person View

The Responsible Person in Primavera may view Activities, submit Requests to update Activities, or Request Removal of Activities for all his/her projects in PSEE.

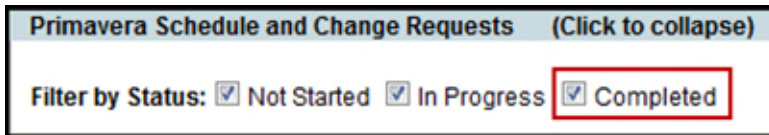
1. All Projects and Activities for the Responsible Person are displayed. There may be many pages to view.

The screenshot shows the 'Update/Remove Activity Requests' section. It includes filter options for status (Not Started, In Progress, Completed) and scheduled start date (All, Within 30 days, Within 60 days, Within 90 days). Below the filters is a table of activities. The table has columns for Activity, Name, Start Date, Finish Date, Orig Dur, Rem Dur, Total Float, and Request Removal. The activities listed are:

Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float	Request Removal
429878-1: SR 83 @ INSTITUTION ROAD INTERSECTION , PSEE Project Manager - GARRETT MARTIN							
303010	REVIEW PH III (90%) DESIGN PLANS Responsible Person(s): SANDRA LAMB	5/28/2012	6/8/2012	10	10	0	[Include Comment]
310010	REVIEW PH IV (FBA) DESIGN PLANS Responsible Person(s): SANDRA LAMB	8/6/2012	8/24/2012	15	15	0	[Include Comment]
306010	START TRANSMITTAL PACKAGE Responsible Person(s): SANDRA LAMB	2/25/2014	3/24/2014	20	20	0	[Include Comment]
291010	THERMO QUANTITIES TO PM Responsible Person(s): SANDRA LAMB	2/25/2014	3/24/2014	20	20	0	[Include Comment]
260010	TYPICAL SECTION 1ST SUBMITTAL Responsible Person(s): SANDRA LAMB	11/22/2011	12/2/2011	9	9	51	[Include Comment]
260020	TYPICAL SECTION CONCURRENCE Responsible Person(s): SANDRA LAMB	12/5/2011	12/5/2011	1	1	189	[Include Comment]

At the bottom of the table, there is a pagination control: 'Page 1 ... 46 47 48 49 Go To [] Go (Showing Items 481 to 486 of 486) Show per page 10 25 50'. Below the table are three buttons: 'Save Requests as Draft', 'Submit All Requests', and 'Cancel'.

- The Activities displayed by default are the ones that are not started and are in progress. The **Filter by Status** can be changed to display completed Activities also by checking the Completed check box.



- The **Filter by Scheduled Start Date** displays all Start Dates by default (for selected Status). The display can be managed by selecting a radio button to display Start Dates beginning within the last 30 days, the last 60 days, or the last 90 days.
- The Activity information from Primavera is displayed based on the filters selected. The Project information is in the gray bar.

Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float	Request Removal
429878-1 : SR 83 @ INSTITUTION ROAD INTERSECTION , PSEE Project Manager - GARRETT MARTIN							
303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012	6/8/2012	10	10	0	[Include Comment]
Responsible Person(s): SANDRA LAMB							

- Activity Number – Read-only Activity Number displayed from Primavera.
- Activity Name - Read-only Activity Name displayed from Primavera.
- Start Date **[Updateable]** – Start Date in the future can be updated to a different future date. Any change of Start Date to past date must be used with the Start Date Actual Indicator. Change Request in Draft is displayed on new line.

303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012	6/8/2012	10	10	0	
Responsible Person(s): SANDRA LAMB							
Change Request created by SANDRA LAMB, 5/28/2012 [A] 6/30/2012 [A] [Submit Request]							
Currently in Draft [Include Comment]							

- Start Date Actual Indicator – Required when changing a Start Date to a past Actual date.



- Finish Date **[Updateable]** – Finish Date in the future can be updated to a different future date. Any change of Finish Date to past date must be used with the Finish Date Actual Indicator. Change Request in Draft is displayed on new line.

303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012	6/8/2012	10	10	0	
Responsible Person(s): SANDRA LAMB							
Change Request created by SANDRA LAMB, 5/28/2012 [A] 6/30/2012 [A] [Submit Request]							
Currently in Draft [Include Comment]							

- Finish Date Actual Indicator - Required when changing a Finish Date to a past Actual date.



- Original Duration – Read-only field that is computed based on the Finish Date minus the Start Date to provide the number of days for Activity duration.

Start Date	Finish Date	Orig Dur	Rem Dur
CTION , PSEE Project Manager - GARRETT MARTIN			
5/28/2012	6/8/2012	10	10

- Remaining Duration – When Remaining Duration days are entered, the Finish Date is protected and computed based on the number of days for Remaining Duration added to the Start Date.
- Total Float – The Total Float for the Activity indicates the amount of time that a schedule activity can be delayed without delaying the early start date of any immediately following schedule activities.
- [Include Comment] – Click on **Include Comment** hyperlink to open a Comment field for input that is specific to the Activity.

303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012	6/8/2012	10	10	0
Responsible Person(s): SANDRA LAMB						
Change Request created by SANDRA LAMB, 5/28/2012 A <input checked="" type="checkbox"/> 6/30/2012 A <input checked="" type="checkbox"/>						
Currently in Draft						
						32 of 2000
Review of Design Plans extended						

- Request Removal check box – If the Activity needs to be removed from Primavera, place a check in the Request Removal check box on the same row as the Activity.

Request Removal <input checked="" type="checkbox"/>

- Responsible Person(s) – Read-only field that displays the Responsible Person that is named in Primavera.

303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012				
Responsible Person(s): SANDRA LAMB						
Change Request created by SANDRA LAMB, 5/28/2012 A <input checked="" type="checkbox"/>						
Currently in Draft						

- The **Submit Request** hyperlink may be used to submit the changes for the one Activity.

303010	REVIEW PH III (90%) DESIGN PLANS	5/28/2012	6/8/2012	10	10	0
Responsible Person(s): SANDRA LAMB						
Change Request created by SANDRA LAMB, 5/28/2012 A <input checked="" type="checkbox"/> 6/30/2012 A <input checked="" type="checkbox"/>						
Currently in Draft						
						Submit Request!
Include Comment!						

5. If changes made to the Activities are not ready for submission, then click on the **Save Requests as Draft** button. This will save the changes in PSEE, but the changes will not be submitted.

Save Requests as Draft	Submit All Requests	Cancel
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6. If changes are made to multiple Activities and are complete, then click on the **Submit All Requests** button. This will save the changes in PSEE and submit the changes.

Save Requests as Draft	Submit All Requests	Cancel
--	-------------------------------------	------------------------

7. If all changes to all Activities should be removed, then click on the **Cancel** button. This will return the Activities to their original state before any changes.

Save Requests as Draft	Submit All Requests	Cancel
--	-------------------------------------	------------------------

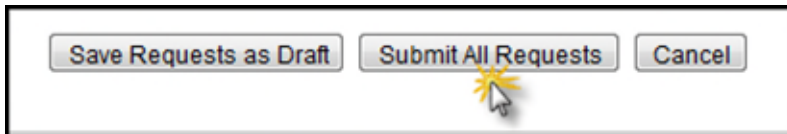
Request Activity Removal

A Responsible Person may request removal of an Activity from a project in PSEE for a Scheduler to take action in Primavera.

1. A check may be placed in the Request Removal column beside an Activity to mark it for Removal. (Please note that any Activity that has been submitted with a change cannot be marked for Removal until the Request is Completed or Canceled.)

Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float	Request Removal
429878-1 : SR 83 @ INSTITUTION ROAD INTERSECTION , PSEE Project Manager - GARRETT MARTIN							
113050	PREPARE PH III (90%) DESIGN PLANS	3/27/2012	5/18/2012	39	39	5	<input type="checkbox"/>
Responsible Person(s): SANDRA LAMB							

2. Click on the Submit All Requests button.



3. The Activity Removal Request is approved and ready for the Scheduler to complete in Primavera.

113050	PREPARE PH III (90%) DESIGN PLANS	3/27/2012	5/18/2012	39	39	5
Responsible Person(s): SANDRA LAMB						
Activity Removal requested by SANDRA LAMB, Currently Approved and ready to be Completed						

New Activity Requests: Responsible Person View

The Responsible Person may select the **Cancel Request** hyperlink to cancel any New Activity Requests where he/she is the Requestor of the New Activity. The **Complete Request** hyperlink will only be visible to the Scheduler with the privilege/access.

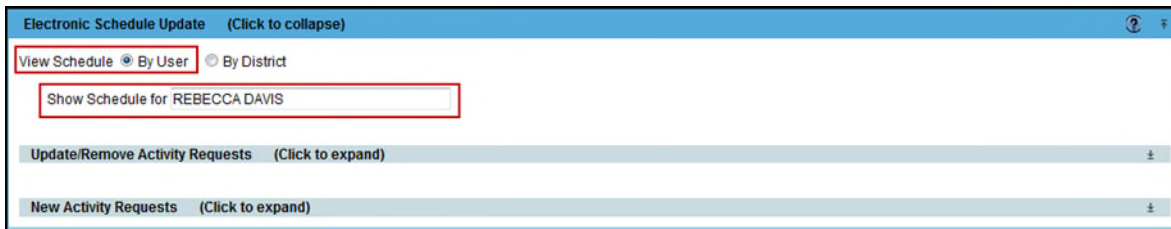
New Activity Requests (Click to collapse)						
	Requestor	Start Date	Finish Date	Duration	Status	
411102-3	SR 123 FROM NORTH OF TOMS CREEK TO NORTH OF TURKEY CREEK , PSEE Project Manager - SANDRA LAMB					
Construction Support	SANDRA LAMB	9/13/2050	12/31/2050		Approved	[Cancel Request]
416946-1	SR 30 (US 98) FROM SANTA ROSA SOUND BR TO EAST PASS BRIDGE , PSEE Project Manager - SANDRA LAMB					
Construction Support	SANDRA LAMB	7/12/2012	7/31/2012		Approved	[Cancel Request]

Electronic Schedule Update: View Schedule By User

Note: The **Scheduler** assigned as a PSEE User with the *Complete Schedule Activity Change* privilege will see the **Electronic Schedule Update** section displaying the **View Schedule By User** radio button option with the **Show Schedule for** field.

The Scheduler can **complete** Electronic Schedule Updates for multiple Projects for a User by selecting the **View Schedule By User** radio button option and entering the Responsible Person from Primavera in the **Show Schedule for** drop down. The person must be established as the Responsible Person in Primavera in order for the information to be displayed correctly.

Once there are Approved Requests, the Scheduler may view and complete all Activity Requests for all projects by User in his/her District. These will appear in the Update/Remove Activity Requests subsection or the New Activity Requests subsection under the Electronic Schedule Update section.



- The Scheduler may **view** Activities, submit Requests to **update** Activities, or submit Requests to **remove** Activities for all his/her projects or another User in PSEE.
- The Scheduler may **complete** Activity updates electronically in Primavera from PSEE.
- The Scheduler may **complete** Activity Removal Requests. (Activity Removals must be done manually in Primavera.)
- The Scheduler may **complete** new Activity Requests. (New Activities must be created manually in Primavera.)

Update/Remove Activity Requests Section (By User)

The Scheduler may view and **submit** Requests to update or remove Activities for all projects for a specific User. Please reference this process that is explained earlier in this help document in the [Update/Remove Activity Requests Section: Responsible Person View](#) section.

Once there are Approved Change Requests, the Scheduler may view and **complete** any Requests that will update or remove Activities for any project for the specific User.

1. Click on the **Complete Request** hyperlink to complete the update or removal for a selected Activity.

Electronic Schedule Update (Click to collapse)

View Schedule By User By District

Show Schedule for REBECCA DAVIS

Update/Remove Activity Requests (Click to collapse)

Filter by Status: Not Started In Progress Completed Filter by Scheduled Start Date: All Within 30 days Within 60 days Within 90 days

Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float	Request Removal
238395-5	SR 500 (US 441) FROM LAKE ELLA RD TO AVENIDA CENTRAL, PSEE Project Manager - SARAH VANGUNDY						
950090	2ND ANNUAL LOCAL AGENCY CONTACT	4/2/2012	4/2/2012	1	1	275	
Responsible Person(s): GEORGE BORCHIK, REBECCA DAVIS, JEREMY DILMORE, JOEL MARMIE, LAURA REMINGTON, SUSANNE HERTZ							
Change Request submitted by SARAH VANGUNDY, Currently Approved and ready to be Completed							
		4/2/2012	4/2/2012	A	A		[Cancel Request] [Complete Request]
238394-3	SR 500 (US 441) FROM PERKINS ST TO SR 44, PSEE Project Manager - SARAH VANGUNDY						
351020	AUTHORIZE FED FUNDS FOR PH.43 FOR FY.13	7/6/2012	7/6/2012	1	1	619	

Note: The Complete Request hyperlink will complete Change Requests to **existing** Activities directly in Primavera. However, the **removal of Activities** must be done by the Scheduler in **Primavera** and the **Complete Request** hyperlink in PSEE will only document that the Scheduler has removed the Activities.

2. Click on the **Complete** button to make the Activity update automatically in Primavera.

Complete Schedule Activity Change

Update 950090 2ND ANNUAL LOCAL AGENCY CONTACT

Start Date: 4/2/2012 A Finish Date: 4/2/2012 A Remaining Duration

Do not apply these changes to Primavera. I've applied these changes manually.

Or if the Scheduler wants to make the changes manually in Primavera, then click on the check box labeled 'Do not apply these changes to Primavera. I've applied these changes manually.' before clicking on the **Complete** button.

Complete Schedule Activity Change

Update 950090 2ND ANNUAL LOCAL AGENCY CONTACT

Start Date: 4/2/2012 A Finish Date: 4/2/2012 A Remaining Duration

Do not apply these changes to Primavera. I've applied these changes manually.

- The updated Activity Request will not change until PSEE is updated from Primavera, but can be confirmed as Completed in the Scheduling Module under the project.

Completed Requests (Click to collapse)							
Activity	Action	Status	Requestor	Start Date	Finish Date	Duration	Completed By
950090 - 2ND ANNUAL LOCAL AGENCY CONTACT	Replace	Completed	SARAH VANGUNDY	4/2/2012 A	4/2/2012 A		STEVE SMITH

- If any Requests should not be made in Primavera, select the Activity of the change to be canceled and click on the **Cancel Request** hyperlink.

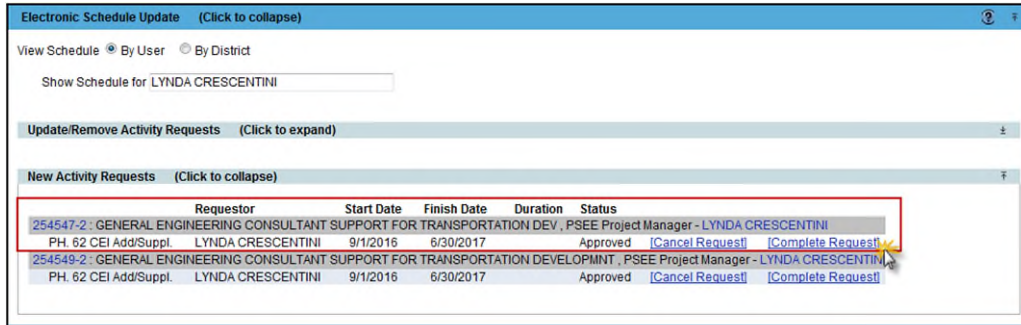
352020	AUTHORIZE FED FUNDS FOR PH 45 FOR FY 13	7/6/2012	7/6/2012	1	1	619	
Responsible Person(s): GEORGE BORCHIK, REBECCA DAVIS, JEREMY DILMORE, JOEL MARMIE, LAURA REMINGTON, SUSANNE HERTZ Change Request submitted by SARAH VANGUNDY, Currently Approved and ready to be Completed							
		7/6/2012	A	7/6/2012	A		[Cancel Request] [Complete Request]

New Activity Requests (By User)

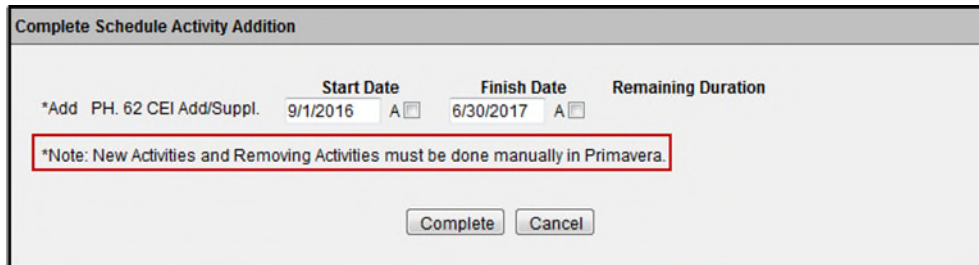
Once there are new Activity Requests, the Scheduler may view and complete all new Activity Requests in PSEE for all projects for a specific user.

The **Complete Request** hyperlink is displayed to users with the *Complete Schedule Activity Change* access/privilege.

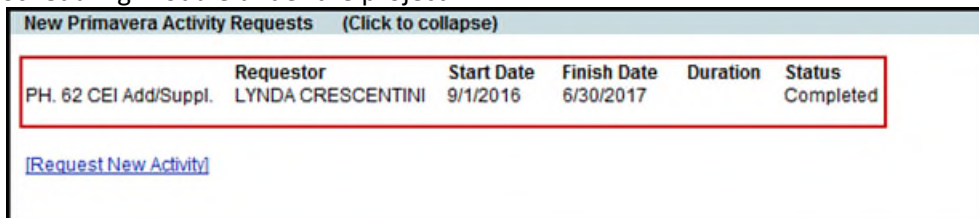
1. Select the **Complete Request** hyperlink beside the new Activity. Or Select the **Cancel Request** hyperlink to cancel the New Activity Request.



2. The Scheduler clicks on the **Complete Request** hyperlink to mark that the Activity will be or has been added in Primavera. It is the responsibility of the Scheduler to enter the new Activity directly in Primavera.



3. The new Activity Request is no longer visible in the list, but can be confirmed as Completed in the Scheduling Module under the project.

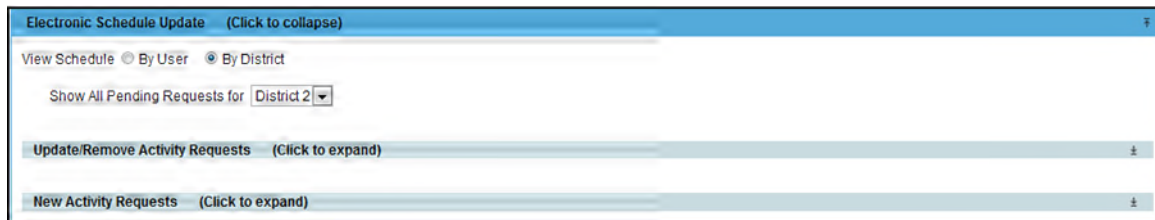


Electronic Schedule Update: View Schedule By District

The Scheduler can **complete** Electronic Schedule Updates for multiple Projects by selecting the **View Schedule By District** radio button option and selecting the District from the **Show All Pending Requests for** drop down.

Note: The Scheduler assigned as a PSEE User with the *Complete Schedule Activity Change* privilege will see the **Electronic Schedule Update** section displaying the **View Schedule By District** radio button option with the **Show All Pending Requests for** field. (While most Schedulers will have only one District available in the drop down, the Schedulers may be granted the *Complete Schedule Activity Change* privilege in multiple Districts, if appropriate.)

Once there are Approved Requests, the Scheduler may view and complete Requests for all projects in his/her District. These will appear in the Update/Remove Activity Requests subsection or the New Activity Requests subsection under the Electronic Schedule Update section.



- The Scheduler may **complete** Activity updates electronically in Primavera from PSEE.
- The Scheduler may **complete** Activity Removal Requests. (Activity Removals must be done manually in Primavera.)
- The Scheduler may **complete** new Activity Requests. (New Activities must be created manually in Primavera.)

Update/Remove Activity Requests (by District)

Once there are Approved Requests, the Scheduler may view and complete all Requests to update or remove Activities for all projects in his/her District.

1. To select all Approved Changes for Completion, click on the top check box beside the Activity label.

Update/Remove Activity Requests (Click to collapse)							
<input checked="" type="checkbox"/>	Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float
<input checked="" type="checkbox"/>	210394-6	SR 312 AT HARBOUR DR/PLANTATION ISLAND DR , PSEE Project Manager - JIMMY PITMAN					
	40801000	PH.62 CEI Encumbered Seq.21 Responsible Person(s): Randy	11/1/2011	11/1/2011	1	1	63
<input checked="" type="checkbox"/>	Change Request submitted by JIMMY PITMAN, Currently Approved and ready to be Completed						
			12/1/2011	A 12/1/2011	A		
<input checked="" type="checkbox"/>	424473-1	SR 20 FROM SE 55TH BLVD. TO SE CR 325 , PSEE Project Manager - BELQIS MAJBOOR					
	20321000	PH.62 CEI Add/Suppl. (C-XXXX) Seq.21 Responsible Person(s): Randy	1/27/2012	1/27/2012	1	1	348
<input checked="" type="checkbox"/>	Change Request submitted by BELQIS MAJBOOR, Currently Approved and ready to be Completed						
			2/27/2012	A 2/27/2012	A		
<input checked="" type="checkbox"/>	424630-1	I-295 (SR 9A) FROM MONUMENT ROAD TO ST. JOHNS BLUFF ROAD , PSEE Project Manager - BELQIS MAJBOOR					
	20301000	PH.62 CEI Add/Suppl. (C-XXXX) Seq.1 Responsible Person(s): Randy	11/2/2011	11/2/2011	1	1	232
<input checked="" type="checkbox"/>	Change Request submitted by BELQIS MAJBOOR, Currently Approved and ready to be Completed						
			12/2/2011	A 12/2/2011	A		

- Any Activity that should not be completed at this time can be deselected.

Update/Remove Activity Requests (Click to collapse)

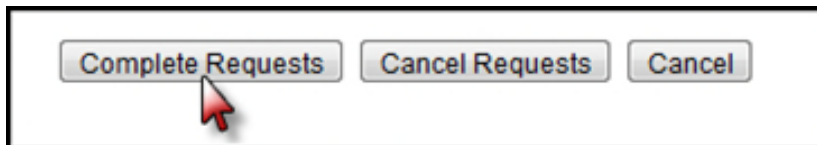
<input checked="" type="checkbox"/>	Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float
<input checked="" type="checkbox"/>	210394-6	SR 312 AT HARBOUR DR/PLANTATION ISLAND DR , PSEE Project Manager - JIMMY PITMAN					
	40801000	PH.62 CEI Encumbered Seq.21 Responsible Person(s): Randy	11/1/2011	11/1/2011	1	1	63
<input type="checkbox"/>	Change Request submitted by JIMMY PITMAN, Currently Approved and ready to be Completed		12/1/2011	12/1/2011	A	A	
<input checked="" type="checkbox"/>	424473-1	SR 20 FROM SE 55TH BLVD. TO SE CR 325 , PSEE Project Manager - BELOIS MAJBOOR					
	20321000	PH.62 CEI Add/Suppl. (C-XXXX) Seq.21 Responsible Person(s): Randy	1/27/2012	1/27/2012	1	1	348
<input checked="" type="checkbox"/>	Change Request submitted by BELOIS MAJBOOR, Currently Approved and ready to be Completed		2/27/2012	2/27/2012	A	A	

- Or unselect the top check box and select only the Activities that are to be completed at this time.

Update/Remove Activity Requests (Click to collapse)

<input type="checkbox"/>	Activity	Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float
<input type="checkbox"/>	210394-6	SR 312 AT HARBOUR DR/PLANTATION ISLAND DR , PSEE Project Manager - JIMMY PITMAN					
	40801000	PH.62 CEI Encumbered Seq.21 Responsible Person(s): Randy	11/1/2011	11/1/2011	1	1	63
<input type="checkbox"/>	Change Request submitted by JIMMY PITMAN, Currently Approved and ready to be Completed		12/1/2011	12/1/2011	A	A	
<input checked="" type="checkbox"/>	424473-1	SR 20 FROM SE 55TH BLVD. TO SE CR 325 , PSEE Project Manager - BELOIS MAJBOOR					
	20321000	PH.62 CEI Add/Suppl. (C-XXXX) Seq.21 Responsible Person(s): Randy	1/27/2012	1/27/2012	1	1	348
<input checked="" type="checkbox"/>	Change Request submitted by BELOIS MAJBOOR, Currently Approved and ready to be Completed		2/27/2012	2/27/2012	A	A	
<input type="checkbox"/>	424630-1	I-295 (SR 9A) FROM MONUMENT ROAD TO ST. JOHNS BLUFF ROAD , PSEE Project Manager - BELOIS MAJBOOR					

- Click on the **Complete Requests** button to complete updates and removals for all selected Activities.



Note: The Complete Requests button will complete changes to **existing** Activities directly in Primavera. The **removal of Activities** must be done by the Scheduler in **Primavera** and the **Complete Requests** button in PSEE will only document that the Scheduler has removed the Activities.

- Click on the **Complete** button to make the Activity update automatically in Primavera.

Complete Schedule Activity Changes/Removals

Update	Activity	Start Date	Finish Date	Remaining Duration
	40821000 PH.62 CEI Encumbered Seq.21	2/20/2012 A <input checked="" type="checkbox"/>	2/20/2012 A <input checked="" type="checkbox"/>	
<input type="checkbox"/> Do not apply these changes to Primavera. I've applied these changes manually.				
		<input type="button" value="Complete"/>	<input type="button" value="Cancel"/>	

Or if the Scheduler wants to make the changes manually in Primavera, then click on the check box labeled **‘Do not apply these changes to Primavera. I’ve applied these changes manually.’** before clicking on the **Complete** button.

Complete Schedule Activity Changes/Removals

	Start Date		Finish Date	Remaining Duration
Update 40821000 PH.62 CEI Encumbered Seq.21	2/20/2012	A <input checked="" type="checkbox"/>	2/20/2012	A <input checked="" type="checkbox"/>

Do not apply these changes to Primavera. I've applied these changes manually.

- The updated Activity Request is no longer visible in the list, but can be confirmed as Completed in the Scheduling Module under the project.

Completed Requests (Click to collapse)							
Activity	Action	Status	Requestor	Start Date	Finish Date	Duration	Completed By
28001000 - Let Date	Remove	Completed	RANDALL MARKHAM				MARTHA KIRKLAND
17201000 - Load EDMS	Replace	Completed	JIMMY PITMAN	11/23/2011 A	12/1/2011 A		MARTHA KIRKLAND
40821000 - PH.62 CEI Encumbered Seq.21	Replace	Completed	JIMMY PITMAN	2/20/2012 A	2/20/2012 A		RANDALL MARKHAM
20321000 - PH.62 CEI Add/Suppl. Seq.1	Replace	Approved	JIMMY PITMAN	2/20/2012 A	2/20/2012 A		

- If any Requests should not be made in Primavera, select the Activities of the changes to be canceled and click on the **Cancel Requests** button.

New Activity Requests (by District)

Once there are new Activity Requests in an Approved status, the Scheduler may view and **complete** all new Activity Requests in PSEE for all projects in his/her District. The Scheduler must add the new Activities manually in Primavera.

The **Complete Request** hyperlink is displayed to users with the *Complete Schedule Activity Change* access/privilege.

1. Select the **Complete Request** hyperlink beside the new Activity. Or Select the **Cancel Request** hyperlink to cancel the New Activity Request.

New Activity Requests (Click to collapse)						
	Requestor	Start Date	Finish Date	Duration	Status	
210394-6	SR 312 AT HARBOUR DR/PLANTATION ISLAND DR, PSEE Project Manager - JIMMY PITMAN					
Construction Support	JIMMY PITMAN	7/11/2012	7/31/2012		Approved	[Cancel Request] [Complete Request]
424473-1	SR 20 FROM SE 55TH BLVD. TO SE CR 325, PSEE Project Manager - BELQIS MAJBOOR					
Construction Support	BELQIS MAJBOOR	1/2/2013	5/29/2013		Approved	[Cancel Request] [Complete Request]
424630-1	I-295 (SR 9A) FROM MONUMENT ROAD TO ST. JOHNS BLUFF ROAD, PSEE Project Manager - BELQIS MAJBOOR					
Construction Support	BELQIS MAJBOOR	8/1/2012	9/22/2012		Approved	[Cancel Request] [Complete Request]
424631-2	I-75(SR93) FROM SUWANNEE CIL TO US 129, PSEE Project Manager - JIMMY PITMAN					
Construction	JIMMY PITMAN	4/18/2012 A	7/31/2012		Approved	[Cancel Request] [Complete Request]
424728-1	SR 312 @ SGT.TUTTEN DRIVE-SAFETY (FORMERLY WHETSTONE PL), PSEE Project Manager - JIMMY PITMAN					
Construction	JIMMY PITMAN	3/21/2012 A	7/31/2012		Approved	[Cancel Request] [Complete Request]
Construction Support	JIMMY PITMAN	7/11/2012	7/31/2012		Approved	[Cancel Request] [Complete Request]
431109-1	I-75 (SR 93) FROM: MP 9.802 TO: SR 47 OVERPASS, PSEE Project Manager - JIMMY PITMAN					
Construction Support	MARTHA KIRKLAND	7/3/2012 A	7/31/2012		Approved	[Cancel Request] [Complete Request]

2. The Scheduler clicks on the **Complete** button to mark that the Activity will be or has been added in Primavera. It is the responsibility of the Scheduler to enter the new Activity directly in Primavera.

Complete Schedule Activity Addition

*Add Construction Support Start Date: 7/11/2012 Finish Date: 7/31/2012 Remaining Duration: A

***Note: New Activities and Removing Activities must be done manually in Primavera.**

3. The new Activity Request is no longer visible in the list, but can be confirmed as Completed in the Scheduling Module under the project.

New Primavera Activity Requests (Click to collapse)					
	Requestor	Start Date	Finish Date	Duration	Status
Construction Support	JIMMY PITMAN	7/11/2012	7/31/2012		Completed
[Request New Activity]					