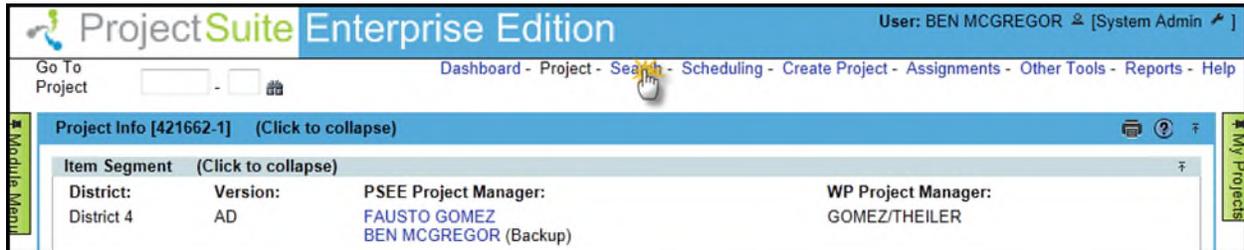


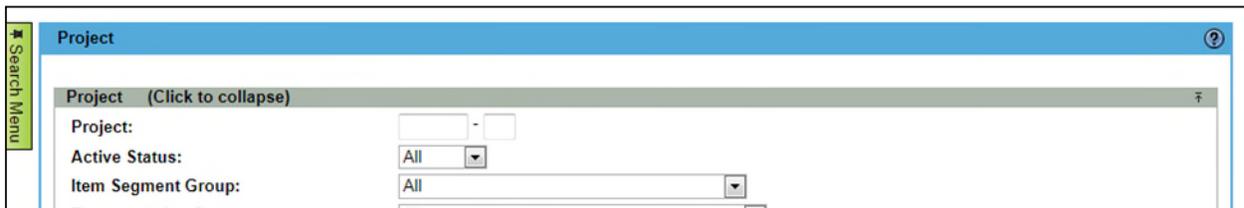
## Document Search

The Search option allows you to search for Documents based on several criteria.

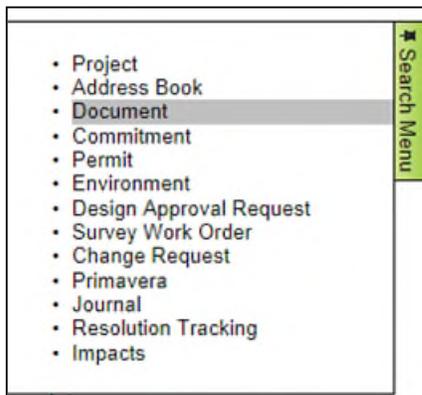
1. Select **Search** from the Main Menu in the upper right corner of the screen.



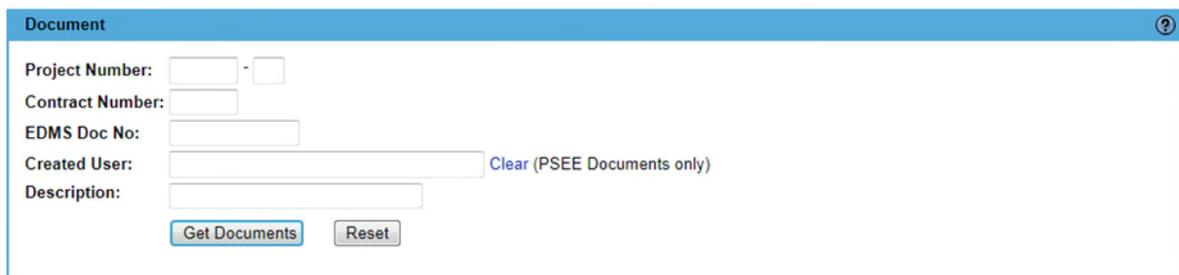
2. By default you are taken to the Project Search screen. Move your cursor over the Search Menu to display all searches available.



3. Select the **Document Search** tab.



4. You may search by one, or a combination, of the presented criteria.



## Search By Project Number

1. Type in a complete or partial Project Number.
2. Select the **Get Documents** button. The list of results is returned. Results are divided into two sections. PSEE Documents are those added and managed using the PSEE Application. Enterprise Documents are those that have been uploaded to the Department’s Enterprise Electronic Document Management System (EEDMS) by a system other than PSEE.

Project Number: 190 [Modify Search](#)

**PSEE Documents** (Click to collapse)

Group: PROJECT : 4  
 Type: PROJECT : 2

EDMS Doc No	Created Date	Document Name	Description	Project	Type	
1167412	1/12/2012	Mainframe.txt	test	190160-1	PROJECT	<a href="#">View</a>
1169698	3/20/2012	pfs_test.xps	test	190160-1	PROJECT	<a href="#">View</a>

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**Enterprise Documents** (Click to collapse)

Location: CO : 4446  
 Business Area: ALL : 4446  
 Group: NA  
 Type: NA

EDMS Doc No	Document Name	Description	Business Area	Group	Type
169	CONSTRUCTION - CENTRAL OFFICE - SCO - QUARTERLY REPORT FOR FHP HIREBACK PROGRAM 4-1-98\1D9DDBS02 ARCHIVE\AREA_ONE\ONE\AA AAAAAAAAAA\AAAD\AACM\IMAG0001.TIF	CONSTRUCTION - CENTRAL OFFICE - SCO - QUARTERLY REPORT FOR FHP HIREBACK PROGRAM 4-1-98	CONSTRUCTION	GENERAL	OUT CORRESPONDENCE

## To Filter the List of Documents

Both document lists can be very large for some Projects. Use the filter selections at the top to refine the document list. You may filter PSEE Documents on Group and Type, and Enterprise Documents on Location, Business Area, Group and Type.

1. Select the drop-down beside the criteria you would like to filter.

**Enterprise Documents** (Click to collapse)

Location: CO : 4446  
 Business Area: ALL : 4446  
 Group: CONSTRUCTION : 4015  
 Type: DOCUMENT CONTROL : 363  
 ENVIRONMENTAL MANAGEMENT OFFICE : 68

EDMS Doc No	Document Name	Description	Business Area	Group
169	CONSTRUCTION - CENTRAL OFFICE - SCO - QUARTERLY REPORT FOR FHP HIREBACK PROGRAM 4-1-98\1D9DDBS02 ARCHIVE\AREA_ONE\ONE\AA AAAAAAAAAA\AAAD\AACM\IMAG0001.TIF	CONSTRUCTION - CENTRAL OFFICE - SCO - QUARTERLY REPORT FOR FHP HIREBACK PROGRAM 4-1-98	CONSTRUCTION	GENERAL CORRESPONDENCE
171	CONSTRUCTION - CENTRAL OFFICE - SCO - DCES MEMO #16-98 - DOP'S & DFEE'S - STATEWIDE CRITERIA FOR RISK	CONSTRUCTION - CENTRAL OFFICE	CONSTRUCTION	GENERAL CORRESPONDENCE

- Each drop-down selection will include a number. This is the number of documents that meet that particular selection. If there are no additional values in the drop-down list, then you cannot filter on that field.

Enterprise Documents (Click to collapse)

Location: CO : 4446

Business Area: CONSTRUCTION : 4015

Group: AS-BUILT PLANS : 51

Type: STRUCTURES : 32

EDMS Doc No	Document Name	Description	Contract	
833714	ADD LANES & RECONSTRUCT FROM US 41 (SR 45) TO CR 470	GENERAL NOTES, INDEX OF BRIDGE SHEETS, BID ITEM NOTES	21563	<a href="#">View</a>
833715	ADD LANES & RECONSTRUCT FROM US 41 (SR 45) TO CR 470	EXISTING BRIDGE SHEETS	21563	<a href="#">View</a>

- The list of documents will be filtered automatically as values are selected.

### To Sort the List of Documents

The listed documents may sorted by the column headings.

- By default, the list is in ascending order by EDMS Document Number.
- Click on any hyperlinked column heading to re-sort the column in ascending order. You will now see an upward pointing arrow beside the sorted column. Click the column header again to re-sort in descending order (indicated by a downward pointing arrow).

Enterprise Documents (Click to collapse)

Location: CO : 4446

Business Area: CONSTRUCTION : 4015

Group: AS-BUILT PLANS : 51

Type: STRUCTURES : 32

This list is sorted in ascending order by Contract

EDMS Doc No	Document Name	Description	Contract	
833728	ADD LANES & RECONSTRUCT FROM US 41 (SR 45) TO CR 470	BEAM SHEETS	21563	<a href="#">View</a>
833744	ADD LANES & RECONSTRUCT FROM US 41 (SR 45) TO CR 470	SUPERSTRUCTURE SHEETS	21563	<a href="#">View</a>
833727	ADD LANES & RECONSTRUCT FROM US 41 (SR 45) TO CR 470	END BENT DETAILS	21563	<a href="#">View</a>

### Search by Contract Number

- Type in a Contract Number

Document

Project Number:

Contract Number: c8b26

EDMS Doc No:

Created User:  [Clear \(PSEE Documents only\)](#)

Description:

[Get Documents](#) [Reset](#)

2. Select the **Get Documents** button. The list of results is returned. All of the documents displayed are related to the Contract Number you entered.
3. As stated previously, the results are divided into two sections. PSEE Documents are those added and managed using the PSEE Application. Enterprise Documents are those that have been uploaded to the Department's Enterprise Electronic Document Management System (EEDMS) by a system other than PSEE.
4. Select View to the far right of the document name to view the document in its native application.

Enterprise Documents (Click to collapse)						
Location:	CO : 25					
Business Area:	ENVIRONMENTAL MANAGEMENT OFFICE : 25					
Group:	ALL : 25					
Type:	NA					
EDMS Doc No	Document Name	Description	Group	Type	Contract	
172163	WETLAND EVALUATION REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WETLANDS	C8B26	<a href="#">View</a>
172168	WATER QUALITY IMPACT EVALUATION	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	NATURAL/BIOLOGICAL	WATER QUALITY	C8B26	<a href="#">View</a>

5. You may filter and sort the document list as described previously.
6. Click **Modify Search** at the top of the screen to enter a different Contract Number.

### Search By EDMS Document Number

Each document stored in EDMS is given a unique EDMS Document Number. You may search using this Document Number.

1. Type in an EDMS [Document] Number

Document	
Project Number:	<input type="text"/>
Contract Number:	<input type="text"/>
EDMS Doc No:	<input type="text" value="172163"/>
Created User:	<input type="text"/> <a href="#">Clear (PSEE Documents only)</a>
Description:	<input type="text"/>
<input type="button" value="Get Documents"/> <input type="button" value="Reset"/>	

2. Select the **Get Documents** button. The list of results is returned. *There could be multiple documents with the same document number. This is due to documents being loaded in*

multiple locations. The example below shows both the document loaded in CO EDMS and TP EDMS.

Document

Document Number: 172163 [Modify Search](#)

**PSEE Documents** (Click to collapse) ↑

No Documents Found [Click to collapse/expand PSEE Documents section](#)

**Enterprise Documents** (Click to collapse) ↑

Location: ALL : 2 ▼

Business Area: ALL : 2 ▼

Group: NA ▼

Type: NA ▼

<a href="#">EDMS Doc No</a>	<a href="#">Document Name</a>	<a href="#">Description</a>	<a href="#">Location</a>	<a href="#">Business Area</a>	<a href="#">Group</a>	<a href="#">Type</a>
172163	WETLAND EVALUATION REPORT	US 17 (SR 5) PROJECT DEVELOPMENT AND ENVIRONMENT STUDY	CO	ENVIRONMENTAL MANAGEMENT OFFICE	NATURAL/BIOLOGICAL	WETLANDS
172163	\\TPDDBS02\ARCHIVE\AREA_ONE\ON E\AAAA\AAAA\AADT\AAHM\00089575 .TIF	REFRIGERATOR TP AND MICROWAVE		CONSTRUCTION	SHOP DRAWING TRANSMITTALS	MISCELLAN

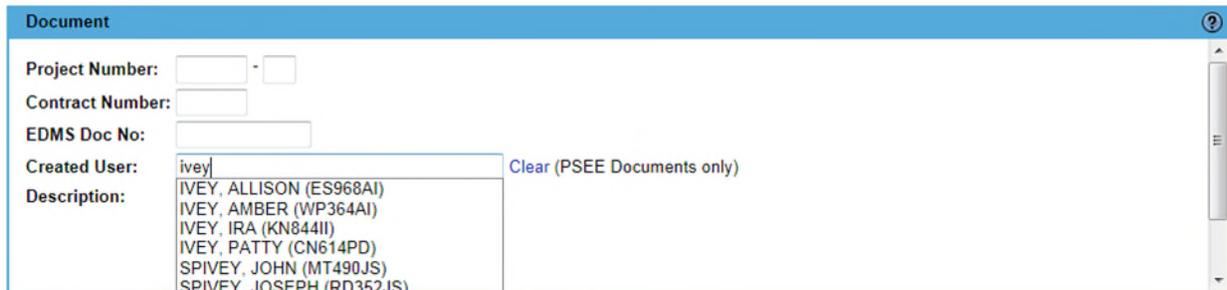
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3. Select **View** to the far right of the document name to view the document in its native application.
4. Select **Modify Search** at the top of the screen to enter a different EDMS Document Number.

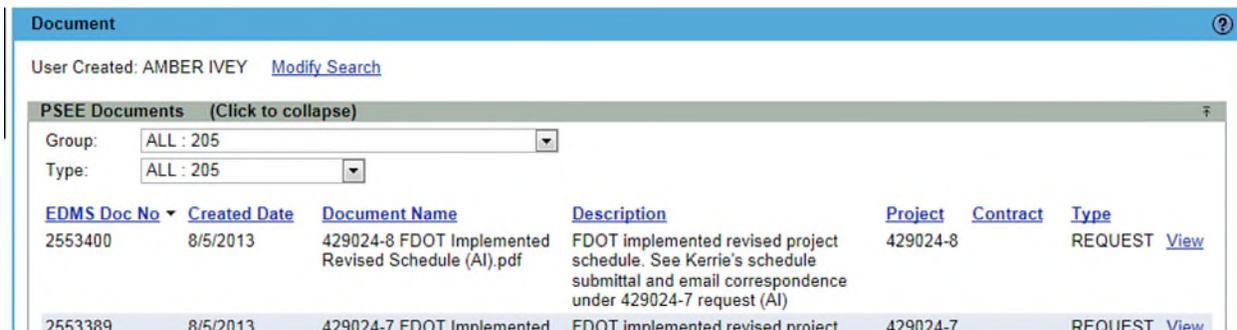
### Search By Created User

Documents that were added using PSEE have a Created User field. This is the person that attached the document. You can search for documents added to PSEE by a certain user.

1. Begin typing the first or last name of the person. A list of matching names will begin to appear. Select the correct name.



2. Select the **Get Documents** button. All documents submitted by the selected person in PSEE are displayed. The Project Number of the document is displayed. If the document is related to a Contract, that number is also displayed.



3. Select **View** to the far right of the document name to view the document in its native application.
4. You may filter and sort the document list as described previously.

### Search By Description

Documents can also be searched by Description.

1. Enter the text to search for in the description field. Because entering only text could result in a very large list of documents, this field must be paired with another field.

The screenshot shows a search form titled "Document" with a help icon. The fields are:
 

- Project Number: 2094
- Contract Number: [empty]
- EDMS Doc No: [empty]
- Created User: [empty] with a "Clear (PSEE Documents only)" link.
- Description: edgewood

 There is a "Get Documents" button and a "Reset" button at the bottom.

2. A list of matching results is returned. The results are displayed in two sections: PSEE Documents and Enterprise Documents. The PSEE Documents are those documents that are housed under PSEE in the Enterprise Document Management System (EDMS). Enterprise Documents are housed in EMDS, but are from separate systems and are thus not governed by the PSEE System. For more information on Documents in PSEE, please read the [Documents Module Help Document](#).

The screenshot shows the search results page. At the top, it says "Project Number: 2094, Partial Description: edgewood" with a "Modify Search" link. There are two sections: "PSEE Documents (Click to collapse)" which says "No Documents Found", and "Enterprise Documents (Click to collapse)" which contains a table of results.

EDMS Doc No	Document Name	Description	Location	Business Area	Group	Type	Contract	View
1476284	CONSTRUCTION	IMSA TRAFFIC SIGNAL INSPECTOR CERTIFICATION CHECKLIST, INTERSECTION OF EDGEWOOD AND US-17 (114.04)	D2	CONSTRUCTION	SHOP DRAWING TRANSMITTALS	MISCELLANEOUS	T2357	<a href="#">View</a>
1450171	CONSTRUCTION	CSX PRE-EXEMPTION AT EDGEWOOD	D2	CONSTRUCTION	JOB CORRESPONDENCE	RAILROAD INVOLVEMENT	T2357	<a href="#">View</a>

3. Select **View** to the far right of the document name to view the document in its native application.
4. You may filter and sort the document list as described previously.