

Functional Area – Address Book

The Address Book functional area of the Utility Module allows contact information to be added about people or organizations that are involved with a project. There are two types of contacts defined in the Address Book functional area.

Internal User is defined as any user who has a RACF user id. This includes consultants who do business for FDOT. The RACF id is a 7 character username used to log into the FDOT mainframe.

External User is defined non-FDOT staff or organizations, such as a user who registers for an ISA user account.

NOTE: Privileges to Add, Edit or Remove Contacts is granted under the Address Book module.

The Address Book functional area is accessible two ways. The first is at a Project Level which allows the user to view the Address Book functional area along with all the other functional areas for one specific project. This view is restricted to only internal users. The second is at a System Level which allows the user to view the Address Book functional area for multiple project at once.

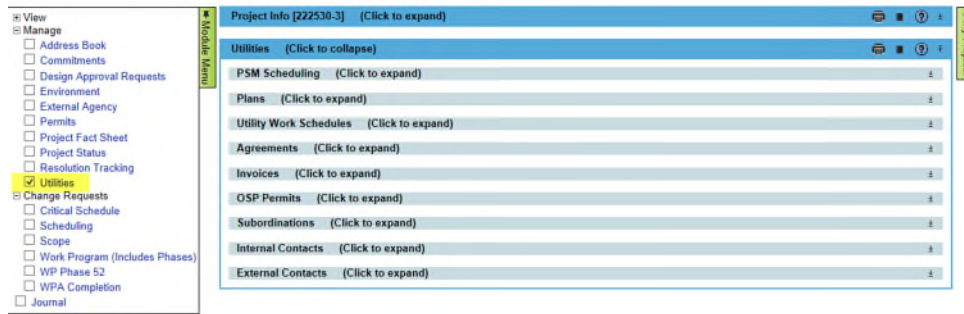
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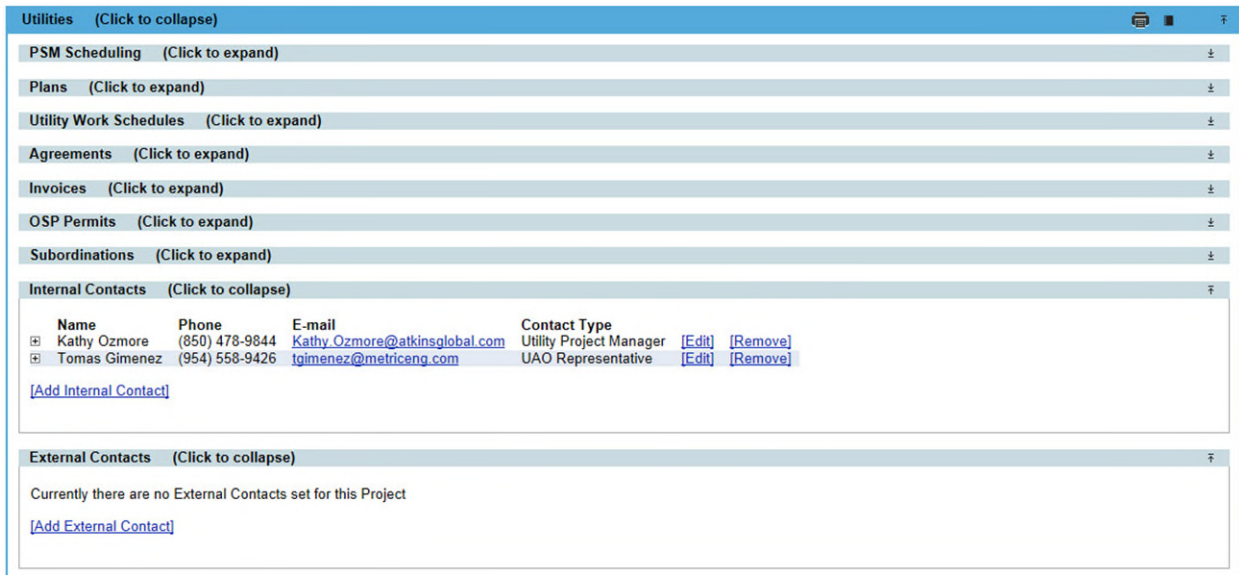
Project Level Access

All Address Book entries at this access level are for one specific project. The specific project is identified in the title bar for the Project Info module.

1. Select the Utility module from the Module Menu. Then Utility module will appear with all functional areas collapsed



2. Click the Address Book bar to expand.



Project Level Access – Internal Contacts

Create Address Book Entry for Internal Contact

Because PSEE already has information related to these Contacts, only the contact and their type will need to be selected.

1. Click “Add Internal Contact” link.

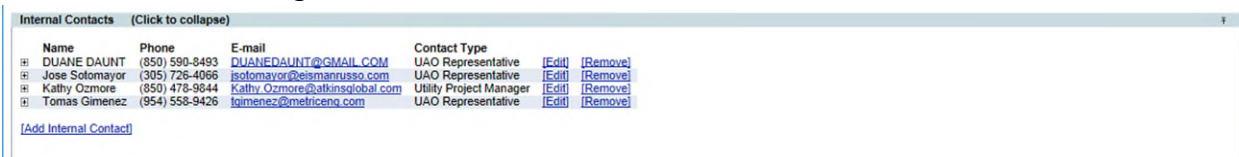


2. Complete the entry form.  indicates the field entry is required for creation.

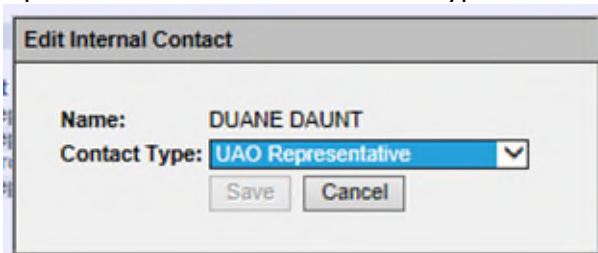
3. Click Save.

Edit Address Book Entry – Internal Contact

1. In the Internal Contacts submodule of the Utility Module, Select “Edit” next to existing contact needing modifications.



2. Update with the correct Contact Type.



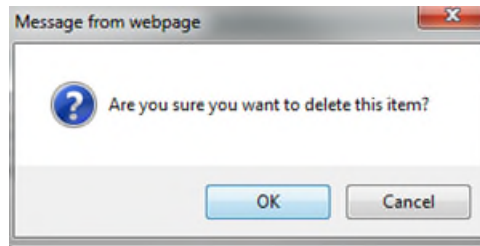
3. When all changes have been made, click save.

Remove Address Book Entry – Internal Contact

1. In the Internal Contacts submodule of the Utility Module, Select “Remove” next to existing contact needing modifications.



2. Confirm the removal.



View Address Book Entry – Internal Contact

1. In the Internal Contacts submodule of the Utility Module, Select “+” next to existing contact to expand.



2. When expanded, you can see the details of the user.



If you click on the email address, a blank email will open using your default email service.


Note: The phone number displayed is from enterprise systems such as Active Directory (Consultants) and PeopleFirst (Career Service/SES/SMS). If a phone number is incorrect that person can visit [Employee Search](#) on FDOT’s Enterprise Information Portal. They should search for themselves, and then follow the screen directions to request an update of their information.

Project Level Access – External Contacts

Create Address Book Entry for External Contact

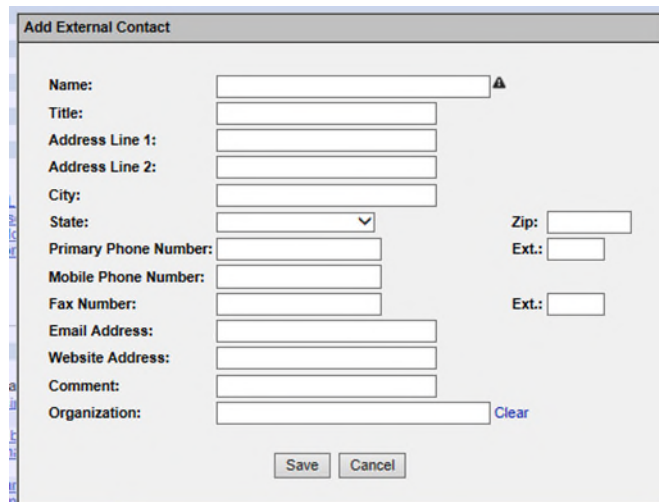
When creating an External Contact you will need to provide the detailed information for this contact. You are required to provide the name plus at least one form of communication for the contact (phone, email address, mail address).

1. Click “Add External Contact” link.

2. Complete the entry form.  indicates the field entry is required for creation.

Begin typing the first and/or last name of the contact. If this contact has been previously used in PSEE a list of potential matches will appear.

- If your contact is on this list, select their name from the drop down. The information previously entered about them will appear.
- If your contact is not on the list, continue typing their full name and then proceed with filling out the information.



The screenshot shows a web form titled "Add External Contact". The form has the following fields and controls:

- Name: Text input field with a warning icon (triangle with exclamation mark) to its right.
- Title: Text input field.
- Address Line 1: Text input field.
- Address Line 2: Text input field.
- City: Text input field.
- State: Dropdown menu.
- Zip: Text input field.
- Primary Phone Number: Text input field.
- Mobile Phone Number: Text input field.
- Fax Number: Text input field.
- Email Address: Text input field.
- Website Address: Text input field.
- Comment: Text input field.
- Organization: Text input field with a "Clear" button to its right.
- Ext.: Text input field (next to Primary Phone Number).
- Ext.: Text input field (next to Fax Number).
- Buttons: "Save" and "Cancel" buttons at the bottom.

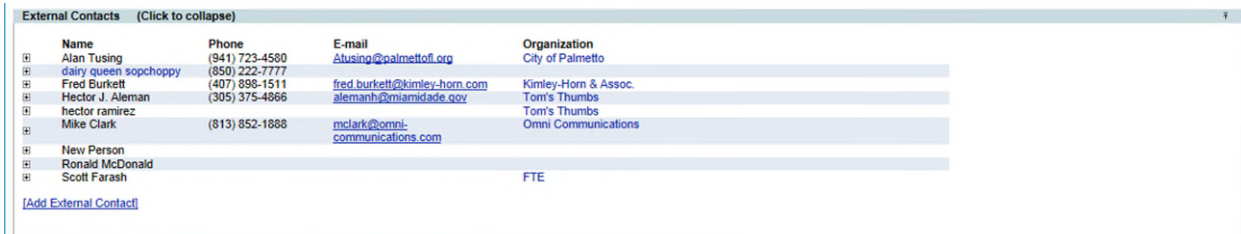
The **Organization** (optional) is the Business, Governmental Agency or Group this contact may be associated with. Begin typing the name and previously entered information will appear. If the organization has already been entered, select it from the list. If not, continue adding information about the Organization.

3. Click Save.

Edit Address Book Entry – External Contact

Keep in mind this contact information may be shared among projects and districts. A change to details, such as phone number or email, will be visible in other projects and districts.

1. In the External Contacts submodule of the Utility Module, Select “Edit” next to existing contact needing modifications.



2. Make necessary modifications. And Click Save.

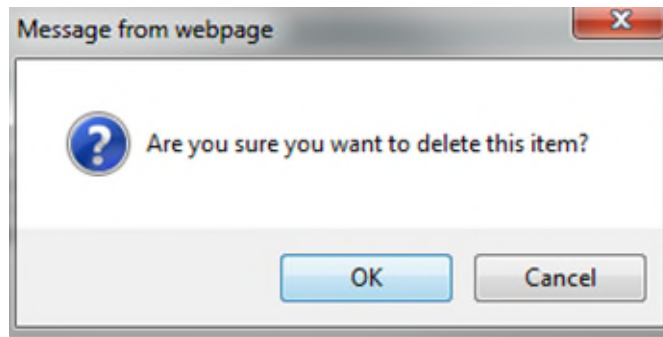
Remove Address Book Entry – External Contact

Keep in mind this contact information may be shared among projects and districts. A change to details, such as phone number or email, will be visible in other projects and districts.

1. In the External Contacts submodule of the Utility Module, Select “Remove” next to existing contact needing modifications.



2. Confirm the removal.



View Address Book Entry – External Contact

Keep in mind this contact information may be shared among projects and districts. A change to details, such as phone number or email, will be visible in other projects and districts.

1. In the External Contacts submodule of the Utility Module, Select “+” next to existing contact to see more details.

External Contacts (Click to collapse)			
Name	Phone	E-mail	Organization
<input type="checkbox"/> Alan Tusing	(941) 723-4580	Atusing@palmettofl.org	City of Palmetto
<input type="checkbox"/> dairy queen sopchoppy	(850) 222-7777		
<input type="checkbox"/> Fred Burkett	(407) 898-1511	fred_burkett@kimley-horn.com	Kimley-Horn & Assoc.
<input type="checkbox"/> Hector J. Aleman	(305) 375-4866	alemanh@miamidadade.gov	Tom's Thumbs
<input type="checkbox"/> hector ramirez			Tom's Thumbs
<input type="checkbox"/> Mike Clark	(813) 852-1888	mclark@omni-communications.com	Omni Communications
<input type="checkbox"/> New Person			
<input type="checkbox"/> Ronald McDonald			FTE
<input type="checkbox"/> Scott Farash			

[Add External Contact](#)

2. If this external contact is associated with other Projects in PSEE, there will be a note at the bottom of the screen. Click the **See Projects** link to see the other Projects.

External Contacts (Click to collapse)			
Name	Phone	E-mail	Organization
<input type="checkbox"/> Alan Tusing	(941) 723-4580	Atusing@palmettofl.org	City of Palmetto
<input type="checkbox"/> dairy queen sopchoppy	(850) 222-7777		
<input type="checkbox"/> Fred Burkett	(407) 898-1511	fred_burkett@kimley-horn.com	Kimley-Horn & Assoc.
Title:	Vice President		
Address:	3660 Maguire Blvd. Suite 200 Orlando, FLORIDA 32803		Primary Phone: (407) 898-1511 Ext: Mobile: Fax: (407) 894-4791 Ext:
Website Address:			
Comment:			
2 Projects use this Contact Hide Projects			
Project	Project Manager	District	
222530-3	April Williams	District 3	
434518-1	DeAnne Hinson	Turnpike	
<input type="checkbox"/> Hector J. Aleman	(305) 375-4866	alemanh@miamidadade.gov	Tom's Thumbs
<input type="checkbox"/> hector ramirez			Tom's Thumbs
<input type="checkbox"/> Mike Clark	(813) 852-1888	mclark@omni-communications.com	Omni Communications
<input type="checkbox"/> New Person			
<input type="checkbox"/> Ronald McDonald			FTE
<input type="checkbox"/> Scott Farash			

[Add External Contact](#)

Displays the list of other projects the external contact is associated with in PSEE.

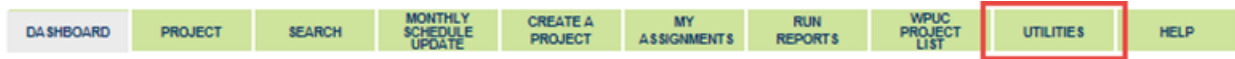
3. Click **Hide Projects** to close the Project List.

<input type="checkbox"/> Todd Tanner	(555) 555-5555	todd@imthemayor.com	City of Turtle Grove	City Employee	[Edit]	[Name Change]	[Remove]
Title:	Mayor						
Address:	123 Mayor's Drive		Primary Phone: (555) 555-5555 Ext:		Mobile: (555) 111-2222		
	Turtle Grove, FLORIDA 33333		Fax:		Ext:		
Website Address:							
Comment:							
7 Projects use this Contact Hide Projects							
Project	Project Manager	District					
217968-1	APRIL BLACKBURN	District 3					

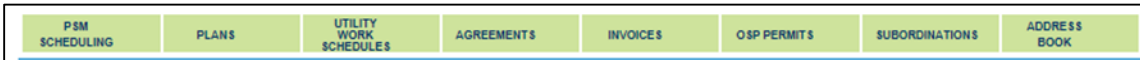
System Level Access

Address Book entries at this access level are grouped by functional area and can be for multiple projects. Both Internal and External users have access to this view within the Utility Module, with the exception that External Users can only see those entries for the UAO they are associated too.

1. Select Utilities button from the system toolbar.



2. The Utility toolbar will appear. Select Address Book button.



Search Address Book Entries

1. Enter the Contact Name, Type, Project, and whether the contact is Internal, External or ISA.

The screenshot shows the 'Address Book' search interface. At the top, there is a navigation bar with buttons for PSM SCHEDULING, PLANS, UTILITY WORK SCHEDULES, AGREEMENTS, INVOICES, OSP PERMITS, SUBORDINATIONS, and ADDRESS BOOK. Below this is a search form with the following fields and controls:

- District:** A dropdown menu currently showing 'District 3'.
- Contact Name:** A text input field with a 'Clear' button to its right. Above the field are radio buttons for 'Internal Staff' (selected), 'Isa User', and 'External Contact'.
- Contact Type:** A dropdown menu currently showing 'All'.
- Project:** A text input field with a small square icon to its right.
- Buttons:** 'Search' and 'Reset' buttons at the bottom left.

2. Click Search.