Functional Area – Plans

The Plans functional area of the Utility Module allows a user to create assignments to send contact letters with plans for review and mark up to UAOs. Other related documents such as conflict matrices can also be included in these assignments. UAOs will be able to respond to assignments by attaching their marked plans or responses to contact letters. These assignments can be tracked by UAO until all responses are received.

NOTE: Ability to Create/Assign/Edit are privileges that must be granted. Only Internal Users can access the Project Level view.

The Plans functional area is accessible two ways. The first is at a Project Level which allows the user to view the Plans 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 Plans functional area for multiple project at once.

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Project Level Access

All Plan 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

View Manage	Project Info [222530-3] (Click to expand)	ē	? ±	ΨMy
View Manage Address Book Commitments Design Approval Requests	Utilities (Click to collapse)	ē	? 7	y Projects
Design Approval Requests	PSM Scheduling (Click to expand)		¥	cts
Environment External Agency	Plans (Click to expand)		±	
Permits Project Fact Sheet	Utility Work Schedules (Click to expand)		±	
Project Status	Agreements (Click to expand)		ŧ	
Resolution Tracking Utilities	Invoices (Click to expand)		±	
Change Requests Critical Schedule	OSP Permits (Click to expand)		±	1
Scheduling Scope	Subordinations (Click to expand)		±	
Work Program (Includes Phases)	Internal Contacts (Click to expand)		Ŧ	
WP Phase 52 WPA Completion	External Contacts (Click to expand)		±	
Journal				

2. Click the Plans bar to expand.

'SM 50	heduling	(Click to expand)				
lans	(Click to d	collapse)				
						Utility Project
		Project Phase	Sequence	Plan Phase	Plan Action	Manager
	[Remove]	46 - UTILITY RIGHT OF WAY	80	LINE AND GRADE	CONFLICT MATRIX ASSOC W/ PLANS	Jackson, Jasmine
	[Remove]	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK	Lewis, Shawn
iew	[Remove]	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George
iew	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony
	[Remove]	32 - PRELIM ENGINEERING CONSULTANT 38 - PRELIM ENGINEERING OTHER AGCY	96 12	FINAL PLANS REVISED LINE AND GRADE	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy
	[Remove]	32 - PRELIM ENGINEERING OTHER AGCT	3	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK CHANGES ASSOCIATED WITH PLANS	Beauchamps, Freddy Smith, April
	[Remove]	32 - PRELIM ENGINEERING CONSULTANT 38 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn
	[Remove]	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy
iout/						
iew	[Remove] [Remove] 2 (Showin	38 - PRELIM ENGINEERING OTHER AGCY g Items 1 to 10 of 18) Show per page 10 25	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred
iew age 1	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12			Adams, Fred
age 1	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12			
age 1	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY g Items 1 to 10 of 18) Show per page 10 25	12			Adams, Fred
age 1 C	[Remove] 2 (Showin Vork Sched	38 - PRELIM ENGINEERING OTHER AGCY g Items 1 to 10 of 18) Show per page 10 25	12			Adams, Fred
<	[Remove] 2 (Showin Vork Sched hents (Cl	38 - PRELIM ENGINEERING OTHER AGCY g Items 1 to 10 of 18) Show per page 10 25 ules (Click to expand)	12			Adams, Fred
iew age 1 C tility V greem	[Remove] 2 (Showin Vork Sched hents (Cl s (Click t	38 - PRELIM ENGINEERING OTHER AGCY Ig Items 1 to 10 of 18) Show per page 10 25 Iules (Click to expand) ick to expand)	12			Adams, Fred
age 1 tility V greem voice SP Pe	[Remove] 2 (Showin Vork Sched nents (Cl s (Click t rrmits (C	38 - PRELIM ENGINEERING OTHER AGCY Ig Items 1 to 10 of 18) Show per page 10 25 Iules (Click to expand) ick to expand) to expand)	12			Adams, Fred

Create Plans Entry

1. Click "Create Plan Entry" link.

Utilities (Click to collapse)	🖬 🔳 🤶 Ŧ
PSM Scheduling (Click to expand)	Ŧ
Plans (Click to collapse)	Ŧ
There are currently no Plans	
[Create Plan Entry]	

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

Project:	The 7 digit Item/Item Segment the entry is for
Project Phase:	The 2 digit Funding Phase (ex. 52 – Construction)
Sequence:	The 2 digit Funding Sequence (ex. 01)
NOTE: These three	e sets combined create the Financial Project Number
	(ex. 22253025201)

Plan Phase:	The current status of design plans at the time of the entry
Plan Action:	The action necessary at the time of the entry
Utility Project Manager:	The person responsible to oversee the consultants who are
	performing utility coordination. (In some projects the Utility
	Project Manager and Utility Coordinator may be the same
	person).
Utility Coordinator:	The person responsible for coordinating with Utility Companies
EOR:	Engineer of Record
If the incorrect user is selec	cted for Project Manager, Coordinator or EOR, click Clear to reset.

3. Click "Include Plan Document" to upload related documents.

Distribute Assignments Include Plan Document	(Click to expand)	¥	
PSEE Plan Documents	(Click to expand)		Ŧ
Save Cancel			

4. Click the "Select File" button to browse for your file. (Make sure the file is not currently open on your computer. This will cause an error when uploading.). In the description box, add an explanation of the document.

Distribute Assignmen	ts (Click to expand)		±
Exclude Plan Document			
File: Select	File 0 %	A	
Description:			0 of 200
۲ 🗌			>

NOTE: If uploading only 1 document to this entry, continue to the next step. If uploading 2 or more documents. Click Save. Repeat step 3 & 4. Continue to the step for adding assignments when the last document has been uploaded. This will limit the automated emails for the reviewers and assure all attachments are available when the review assignment is received.

5. Click the "Distribute Assignments" bar to expand to add assignments. There are 2 types of assignments. *Reviewer Assignments* are users who are expected to review the entry and/or attached documents and provide a response. *FYI Assignments* are just to make a user aware of an entry but no response will be received.

Reviewer Assignments	
Due Date	
UAO Representative O FDOT User	
C DAO Representative C T DOT Oser	
In the Colored Free Archements	Add
Jsers Selected For Assignment:	Remove
	Remove
YI Assignments	
● UAO Representative ○ FDOT User	Add
UAO Representative O FDOT User	Add
UAO Representative O FDOT User	
UAO Representative O FDOT User	Add
UAO Representative O FDOT User	
UAO Representative O FDOT User	
UAO Representative O FDOT User	
FYI Assignments UAO Representative FDOT User Users Selected For Assignment:	

6. Enter a Due Date. This is the date you expected all responses from Reviewers to be completed.

NOTE: This due date is part of the automated emails generated by ProjectSuite. Reviewers with an uncompleted assignment will receive an email: 1 week prior to due date, on the due date, and a weekly past due email.

7. Select the appropriate button if the user is a UAO Representative or FDOT User.

If adding a UAO Representative – in the box type the company they represent and then select the appropriate Representative. (ex. AT&T - John Doe)

If adding a FDOT User – in the box type their name and select the appropriate user.

)istribute Assignments	(Click to collapse)		Ŧ
Reviewer Assignments			
Due Date	06/30/2016		
O UAO Representative	FDOT User		
hewett	×	Add	
Hewett, Erica (PG364EH)			
		Remove	

- 8. Click Add. This will add the user to the box "Users Selected for Assignment".
- 9. Repeat steps 7 & 8 until all reviewers have been added.
- 10. To remove a reviewer that was added in error, click the Remove button.
- 11. In the FYI assignments section, follow steps 7 10 to add as many FYI users as needed.

UAO Representative O FDOT User	
	Add
ers Selected For Assignment:	
	Remove

12. In the Request Description, add a message to the reviewers. This message would be similar to the instructions that would be given in the body of an email.

0 of 255

- 13. Click Save.
- 14. An email is sent to each reviewer assignment as well as any user who has subscribed for notification.

[Edit]

Edit Plans Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Plan Entry.

1. In the Plans submodule of the Utility Module, Select "View" next to existing Entry needing modifications.

lans	(Click to collapse)						
	Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR
lew	46 - UTILITY RIGHT OF WAY	06	LINE AND GRADE	CONFLICT MATRIX ASSOC W/ PLANS	Jackson, Jasmine	Baran, Gary	Cardenas, Liz
iew.	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK	Lewis, Shawn	Kirkland, Martha	Poss, Miro
ew	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George	Baran, Gary	Andrade, Freddy
iew.	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony	Adams Fred	Bitar, Joe
ew/	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith, April
EYZ	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred, Anthony
ew	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith, April	Bowne, Gregory	Alexander, Alan
iew.	38 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha
iew	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto
ew	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy

2. Click edit in the top right corner of the Plans submodule.

Flans (Click to collaps	6)
Return to List	
Project Phase:	46 - UTILITY RIGHT OF WAY
Sequence:	80
Plan Phase:	LINE AND GRADE
Plan Action:	CONFLICT MATRIX ASSOC W/ PLANS
Utility Project Manager:	Jasmine Jackson
Utility Coordinator:	Gary Baran
EOR:	Liz Cardenas
Created On:	6/1/2016

 The Edit Plan Entry box will open. Modify the areas necessary. Refer to the Create Plan Entry for detailed instructions on adding Assignments and Documents.

Project:	222530 -3			
Project Phase:	46 - UTILITY R	IGHT OF WAY	~	
Sequence:	80			
Plan Phase:	LINE AND GR	ADE	~	
Plan Action:	CONFLICT MA	TRIX ASSOC W/ PLA	NS Y	
Jtility Project Manager	r: Jasmine Jacks	on	Clear	
Itility Coordinator:	Gary Baran			
OR:	Liz Cardenas		Clear	
Distribute Assignment	nts (Click to col	llapse)		+
Reviewer Assignment	nts			
Due Date		A		
UAO Representat	OFPOT IN			
Concorregiesental	ing or boil use	_	-	
Hanna Kalashad Kara	A sector sector		Add	
Users Selected For	wasiliningue		Remove	
			POEMOVE	
FYI Assignments				
UAO Representat	ive OFDOT Use	r		
UAO Representat		r 	Add	
UAO Representat			Add	
UAO Representat				
UAO Representat				
UAO Representat	Assignment:			
UAO Representat	Assignment:			
UAO Representat	Assignment:		Remove	
UAO Representat	Assignment:		Remove	
UAO Representat Users Selected For / Request Description	Assignment:		Remove 0 of 255	
UAO Representat	Assignment:		Remove	
UAO Representative Users Selected For A	Assignment:		Remove 0 of 255	
UAO Representat Users Selected For Request Description	Assignment:		0 of 255	
UAO Representat Users Selected For a Request Description	Assignment:		Remove 0 of 255	
UAO Representat Users Selected For a Request Description	Assignment:		0 of 255	
UAO Representat Users Selected For a Request Description	Assignment:		0 of 255	D of 200
UAO Representat Users Selected For a Request Description	Assignment:		0 of 255	0 of 200
UAO Representat Users Selected For a Request Description celude Plan Document File: Select	Assignment:		0 of 255	0 ef 200
UAO Representat Users Selected For / Reasest Description criticle Plan Document File: Select Description:	Assignment:		0 of 255	•
UAO Representat Users Selected For a Request Description	Assignment:		0 of 255	0 of 200

- 4. When all changes have been made, click save.
- 5. Email notifications will be sent to new assignments that were made and to any user who subscribed to the notification.

Update Reviewer / FYI Assignments Status

1. In the Plans submodule of the Utility Module, Select "View" next to existing Entry needing edits to the assignments.

SW 20	heduling (Click to expand)							
lans	(Click to collapse)							
liew	Project Phase 46 - UTILITY RIGHT OF WAY	Sequence 80	Plan Phase	Plan Action CONFLICT MATRIX ASSOC W/ PLANS	Utility Project Manager Jackson, Jasmine	Utility Coordinator Baran, Gary	EOR Cardenas, Liz	
View	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK	Lewis, Shawn	Kirkland, Martha	Poss Miro	
new	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George	Baran, Gary	Andrade, Freddy	
Gew/	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony	Adams, Fred	Bitar, Joe	
iew/	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith, April	
liew/	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred, Anthony	
lew	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith April	Bowne, Gregory	Alexander, Alan	
WB	38 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha	
iew	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto	
New	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy	1

2. Click view next to the Assignment

Reviewe	Assignments (C	Click to collapse)						Ŧ
	Reviewer			Assignment Status	Due Date	Completed Date	Request Description	
[View]	Dairy Queen Tal	lahassee - Monroe - DL	ANE DAUNT	IN PROGRESS	6/30/2016			
[View]	Dairy Queen Tal	lahassee - JEFF MOOF	E	IN PROGRESS	6/15/2016			
Page 1	(Showing Items 1 to	2 of 2) Show per pag	e 10 25 50					
FYI Assi	gnments (Click to	o collapse)						Ŧ
[View]	Regina Battles	Assignment Status IN PROGRESS	Due Date 6/30/2016	Completed Date				
Page 1	(Showing Items 1 to	1 of 1) Show per pag	e 10 25 50					

3. The "Edit Reviewer Assignment Entry" box will appear. From the dropdown, select the assignment status to update.

Project:	222530- 3	
Project Phase: Reviewer: Due Date:	46 - UTILITY RIGHT OF WAY Dairy Queen Tallahassee - Monroe - DUANE DAUNT 6/30/2016	CANCELED
Assignment Status Assignment Type: Sequence: Request Descriptio	Plan 80	IN PROGRESS ISSUE CANCELED ISSUE COMPLETE
Include Plan Docum	ent	
PSEE Plan Docum	ents (Click to expand)	±

- 4. Click Save.
- 5. Email notification will be sent to the user whose assignment was updated and any user who subscribed to the notification.

Add Comments to Plans Entry

1. In the Plans submodule of the Utility Module, Select "View" next to existing Entry needing edits to the assignments.

PSM Sc	heduling (Click to expand)							
Plans	(Click to collapse)							
View	Project Phase 46 - UTILITY RIGHT OF WAY	Sequence 80	Plan Phase	Plan Action CONFLICT MATRIX ASSOC W/ PLANS	Utility Project Manager Jackson, Jasmine	Utility Coordinator Baran, Gary	EOR Cardenas, Liz	
View	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK	Lewis, Shawn	Kirkland, Martha	Poss Miro	
/iew	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George	Baran, Gary	Andrade, Freddy	
/iew	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony	Adams, Fred	Bitar, Joe	
/iew/	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith, April	
/iew/	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred, Anthony	
lew	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith April	Bowne, Gregory	Alexander, Alan	
16W	38 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha	
New	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto	
New	35 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy	1

2. Scroll to the Comments area and click Add Comment

Comments For Plan 222530-3 (Click to collapse)	
Jeff Moore @ 6/13/2016 11:01:08 AM:	
This is a test	
[Add Comment]	
Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50	

3. Type the comments in the box and click Save.

d Comment		
Adding Comment To P	lan for 222530-3	0 of 255
Comment:		^
		~
	Save Cancel	

NOTE: Comments CAN NOT be edited or removed.

Remove Plans Entry

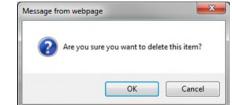
1. In the Plans submodule of the Utility Module, locate the existing Entry needing to be removed.

Plans	(Click to collapse)							
	Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR	
View	46 - UTILITY RIGHT OF WAY	80	LINE AND GRADE	CONFLICT MATRIX ASSOC W/ PLANS	Jackson, Jasmine	Baran, Gary	Cardenas, Liz	
View	58 - CONSTRUCTION OTHER AGENCY 32 - PRELIM ENGINEERING CONSULTANT	65 12	DESIGN BUILD SUBMITTAL FINAL PLANS REVISED	DESIGN BUILD SUBMIT EARLY WORK FOR REVIEW AND MARKUP	Lewis, Shawn	Kirkland, Martha	Poss, Miro	
liew.	32 - PRELIM ENGINEERING CONSULTANT 38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Alvear, George Alfred, Anthony	Baran, Gary Adams, Fred	Andrade, Freddy Bilar, Joe	
new	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith April	
/iew	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred, Anthony	
/iew	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith, April	Bowne, Gregory	Alexander, Alan	
fiew	36 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha	
/iew	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto	
/iew	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy	

2. Click Remove next to the appropriate existing Plan entry.

Plans	(Click to co
View	[Remove]
-	Plan Entry] (Showing Ite

3. Confirm the removal.



NOTE: Comments CAN NOT be edited or removed.

Remove Assignments from existing Plans Entry

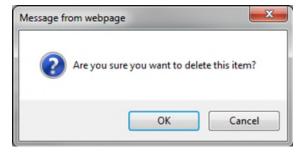
1. In the Plans submodule of the Utility Module, Select "View" next to existing Entry needing assignments removed.

PSM Sc	heduling (Click to expand)							
Plans	(Click to collapse)							
	Project Phase 46 - UTILITY RIGHT OF WAY	Sequence 80	Plan Phase LINE AND GRADE	Plan Action CONFLICT MATRIX ASSOC W/ PLANS	Utility Project Manager Jackson, Jasmine	Utility Coordinator Baran, Gary	EOR Cardenas, Liz	
View	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT FARLY WORK	Lewis, Shawn	Kirkland, Martha	Poss, Miro	
View	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George	Baran, Gary	Andrade, Freddy	
View	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony	Adams, Fred	Bitar, Joe	
view.	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith, April	
/iew	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred Anthony	
/lew	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith April	Bowne, Gregory	Alexander Alan	
/iew	35 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha	
liew	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto	
lew.	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy	

2. Click Remove next the appropriate assignment.

	ents (Click to collapse)									
	Reviewer		Assignment Sta		Completed Date	Request Description				
View] [Remove]	Carla Hodges		IN PROGRESS	6/30/2016		test				
View] [Remove]	Dairy Queen Tallahassee - Al	NDY ROBERTS	IN PROGRESS	7/1/2017						
View] [Remove]	Dairy Queen Tallahassee - Di	UANE DAUNT	IN PROGRESS	7/1/2016						
View] [Remove]	Dairy Queen - WALTER BAG	LEY	IN PROGRESS	6/14/2016						
View] [Remove]	AcroNot - JEFF MOORE		IN PROGRESS	6/13/2016						
View] [Remove]	AcroNot - JEFF MOORE		IN PROGRESS							
View] [Remove]	Dairy Queen Tallahassee - M	onroe - DUANE DAUNT	IN PROGRESS							
View] [Remove]	Dairy Queen Tallahassee - JE		IN PROGRESS							
Add Reviewer Assi Page 1 (Showing	gnment] Items 1 to 8 of 8) Show per pa	ge 10 25 50								
Page 1 (Showing	Items 1 to 8 of 8) Show per pa	ge 10 25 50						 		
Page 1 (Showing	Items 1 to 8 of 8) Show per pa	ge 10 25 50 Assignment Status	Due Date 0	Completed Date						
Page 1 (Showing) FYI Assignments View] [Remove]	(Click to collapse)		Due Date 0 6/14/2016	Completed Date			_			
Page 1 (Showing) FYI Assignments View] [Remove]	(Click to collapse)	Assignment Status		Completed Date					 	
Page 1 (Showing FYI Assignments View] [Remove]	(Click to collapse) Reviewer Dairy Queen - GARY BEAL	Assignment Status	6/14/2016	Completed Date					 	

3. Confirm the removal.



View Plans Entry

For users who do not have permissions to create, edit or remove.

1. In the Plans submodule of the Utility Module, Select "View" next to existing Entry needing edits to the assignments.

-								
lans	(Click to collapse)							
New	Project Phase 46 - UTILITY RIGHT OF WAY	Sequence 80	Plan Phase LINE AND GRADE	Plan Action CONFLICT MATRIX ASSOC W/ PLANS	Utility Project Manager Jackson, Jasmine	Utility Coordinator Baran, Gary	EOR Cardenas, Liz	
liew.	58 - CONSTRUCTION OTHER AGENCY	65	DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT EARLY WORK	Lewis, Shawn	Kirkland, Martha	Poss, Miro	
(iew	32 - PRELIM ENGINEERING CONSULTANT	12	FINAL PLANS REVISED	FOR REVIEW AND MARKUP	Alvear, George	Baran, Gary	Andrade, Freddy	
/iew	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Alfred, Anthony	Adams, Fred	Bitar, Joe	
Gew	32 - PRELIM ENGINEERING CONSULTANT	96	FINAL PLANS REVISED	CONFLICT MATRIX ASSOC W/ PLANS	Kirkland, Kathy	Jones, Christopher	Smith, April	
liev/	38 - PRELIM ENGINEERING OTHER AGCY	12	LINE AND GRADE	DESIGN BUILD SUBMIT EARLY WORK	Beauchamps, Freddy	Alfred, Berline	Alfred, Anthony	
lew/	32 - PRELIM ENGINEERING CONSULTANT	3	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Smith, April	Bowne, Gregory	Alexander, Alan	
lew	38 - PRELIM ENGINEERING OTHER AGCY	95	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Lewis, Shawn	Cornwell, Katasha	Kirkland, Martha	
liew	56 - CONSTRUCTION UTILITY	22	FINAL PLANS	DESIGN BUILD PUSH BUTTON	Kirkland, Jeremy	Cornwell, Katasha	Rivera, Alberto	
liew	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Adams, Fred	Alfred, Berline	Arminana, Freddy	

2. Scroll through to see the entire Plans Entry details.

System Level Access

Plan 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.

DASHBOARD	PROJECT	SEARCH	MONTHLY SCHEDULE UPDATE	CREATE A PROJECT	MY A\$SIGNMENTS	RUN REPORTS	WPUC PROJECT LIST	UTILITIES	HELP

2. The Utility toolbar will appear. Select Plans button.

P SM SCHEDULING	PLANS	UTILITY WORK	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATION S	ADDRE\$\$ BOOK
SCHEDUEING		SCHEDULES					DOOK

Create Plans Entry

1. Click "Create Plan Entry" link.

Plans	(Click to collapse)					Ŧ
Search	(Click to collapse)					Ŧ
Projec	t	Project Phase:	×	Sequence:		
Distric	t: District 3 🗸	Plan Phase:	×	Plan Action:	×	
Count	All All A	Utility Project Manager:		Utility Coordinator:		
	CALHOUN DIST/ST-WIDE ESCAMBIA FRANKLIN	EOR:				
Sear	h Reset					
[Create F	lan Entry]					

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

Project:	A	
Project Phase:	~	
Sequence:		
Plan Phase:	~ A	
Plan Action:	~A	
Utility Project Manager:	Clear	
Utility Coordinator:	A	
EOR:	Clear	
	to expand) ±	
Include Plan Document		
PSEE Plan Documents (Click to	expand)	

NOTE: These	three sets combined create the Financial Project Number
Sequence:	The 2 digit Funding Sequence (ex. 01)
Project Phase:	The 2 digit Funding Phase (ex. 52 – Construction)
Project:	The 7 digit Item/Item Segment the entry is for

(ex. 22253025201)

Plan Phase:	The current status of design plans at the time of the entry
Plan Action:	The action necessary at the time of the entry
Utility Project Manager:	The person responsible to oversee the consultants who are performing utility coordination. (In some projects the Utility
	Project Manager and Utility Coordinator may be the same person).
Utility Coordinator: EOR:	The person responsible for coordinating with Utility Companies Engineer of Record

If the incorrect user is selected for Project Manager, Coordinator or EOR, click Clear to reset.

3. Click "Include Plan Document" to upload related documents.

Distribute Assignments	(Click to expand)	Ŧ	
Include Plan Document			
PSEE Plan Documents	(Click to expand)		Ŧ
Save Cancel			

4. Click the "Select File" button to browse for your file. (Make sure the file is not currently open on your computer. This will cause an error when uploading.). In the description box, add an explanation of the document.

Distribute Assi	gnments	(Click to expand)		¥
Exclude Plan Doc	ument			
File:	Select File	0 %	A	
Description:				0 of 200
	<			>

NOTE: If uploading only 1 document to this entry, continue to the next step. If uploading 2 or more documents. Click Save. Repeat step 3 & 4. Continue to the step for adding assignments when the last document has been uploaded. This will limit the automated emails for the reviewers and assure all attachments are available when the review assignment is received. 5. Click the "Distribute Assignments" bar to expand to add assignments. There are 2 types of assignments. *Reviewer Assignments* are users who are expected to review the entry and/or attached documents and provide a response. *FYI Assignments* are just to make a user aware of an entry but no response will be received.

Reviewer Assignments	
Due Date	
UAO Representative O FDOT User	
	Add
Users Selected For Assignment:	
	Remove
FYI Assignments	
UAO Representative O FDOT User	
	Add
Users Selected For Assignment:	Add
Users Selected For Assignment:	Add
Users Selected For Assignment:	
Users Selected For Assignment:	
Users Selected For Assignment:	
	Remove
Users Selected For Assignment:	
	Remove
	Remove

6. Enter a Due Date. This is the date you expected all responses from Reviewers to be completed.

NOTE: This due date is part of the automated emails generated by ProjectSuite. Reviewers with an uncompleted assignment will receive an email: 1 week prior to due date, on the due date, and a weekly past due email.

7. Select the appropriate button if the user is a UAO Representative or FDOT User.

If adding a UAO Representative – in the box type the company they represent and then select the appropriate Representative. (ex. AT&T – John Doe)

If adding a FDOT User – in the box type their name and select the appropriate user.

)istribute Assignments	(Click to collapse)	Ŧ
Reviewer Assignments		
Due Date	06/30/2016	
OUAO Representative	FDOT User	
hewett	×	Add
Hewett, Erica (PG364EH)		
		Remove

- 8. Click Add. This will add the user to the box "Users Selected for Assignment".
- 9. Repeat steps 7 & 8 until all reviewers have been added.
- 10. To remove a reviewer that was added in error, click the Remove button.

11. In the FYI assignments section, follow steps 7 – 10 to add as many FYI users as needed.

Add
Remove

12. In the Request Description, add a message to the reviewers. This message would be similar to the instructions that would be given in the body of an email.

	0 of 25

- 13. Click Save.
- 14. An email is sent to each reviewer assignment as well as any user who has subscribed for notification.

Edit Plans Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Plan Entry.

1. In the Results submodule of Plans section, Select "View" next to existing Entry needing modifications.

earch Project: District: County:	Click to colla District 3 All BAY CALHOU DIST/ST- ESCAMB FRANKLI	Project Phase: Plan Phase: Ublity Project Manager: EOR: KA			▼ ▼	Sequence: Plan Action: Utility Coordinator:		v	
	Reset	pse) robot Phase	Sequence	Pian Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR	
ew]	219462-1 4	8 - UTILITY RIGHT OF WAY	23	LINE AND GRADE	DESIGN BUILD PUSH BUTTON	Allen, Thomas	Beagles, Jeffrey	Brown, Patrick	
w)	219462-1 3	8 - PRELIM ENGINEERING OTHER AGCY	11	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rehfeldt, Steven	
	219462-1 4	8 - UTILITY RIGHT OF WAY	01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole, George	
		2 - CONSTRUCTION CONSULT/CONTRACT	55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)	
w]		8 - CONSTRUCTION OTHER AGENCY	55	PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mock, Scott	
N)		2 - PRELIM ENGINEERING CONSULTANT	99	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Kirkland, Martha	Lewis, Shawn	Moore, Jeff	
		6 - UTILITY RIGHT OF WAY	33	FINAL PLANS REVISED	DESIGN MEETING INVITATION	Alfonzo, Wilfredo	Allegretti, Jerry	Andrecheck, Teresa	
	219462-1 3	2 - PRELIM ENGINEERING CONSULTANT	22	PHASE I INITIAL	INITIAL CONTACT	Rehfeldt, Steven	Roberts, Andy	Daunt, Duane	
94) 94) 94) 94)		8 - PRELIM ENGINEERING OTHER AGCY	55	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner, Eric	
94) 94) 94) 94) 94)	219462-1 3	8 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance	
ew] ew] ew] ew]	219462-1 3			THE PART OF THE PART	02010100120100110011011	Grossman, rom	Giarner, oint	Priorizo, Constance	

2. Click edit in the top right corner of the Plan entry.



 The Edit Plan Entry box will open. Modify the areas necessary. Refer to the Create Plan Entry for detailed instructions on adding Assignments and Documents.

Project:	218605 -3		
Project Phase:			
Sequence:			
Plan Phase:	PHASE I INITIAL	~	
Plan Action:	INITIAL CONTACT	~	
Utility Project Manager:		Clear	
Utility Coordinator:	Kathy Ozmore		
EOR:		Clear	
Distribute Assignment	s (Click to expand)	ź	
Include Plan Document			
PSEE Plan Documents	(Click to expand)		

- 4. When all changes have been made, click save.
- 5. Email notifications will be sent to new assignments that were made and to any user who subscribed to the notification.

Update Reviewer / FYI Assignments Status

1. In the Results submodule of Plans section, Select "View" next to existing Entry needing modifications.

PSM SCHEDULIN	G	PLANS	UTILITY WORK \$CHEDULES	AGREEMENTS	IN	/OICES	OSP PERMITS	SUBORDINATIONS	ADDRESS BOOK				
Plans (Click to colla	ipse)											*
Search Project: District: County:	BAY	3 V T-WIDE MBIA LIN	Project Phar Plan Phase: Utility Projec EOR:					×		Sequence: Plan Action: Utility Coordinator:			¥ 2
Search Create Pla Result		-					_						,
[View]	Project + 219462-1	Project Phase 46 - UTILITY RI			Sequence 23	Plan Phase LINE AND	BRADE	Plan Action DESIGN BUILD PL		Utility Project Manager Allen, Thomas	Utility Coordinator Beagles, Jeffrey	EOR Brown, Patrick	
[View]	219462-1	38 - PRELIM EI 46 - UTILITY RI	GINEERING OTHE		11	PHASE LIN	NS REVISED	DESIGN BUILD SU	BMIT COMP SET	Roberts, Andy Breeden, Larry	Daunt, Duane Barfield, Teresa	Rehfeldt, Steven Cole, George	
(View)	219482-1	52 - CONSTRU	CTION CONSULT/C	ONTRACT	55	FINAL PLA	NS	DESIGN BUILD SU		Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)	
	219462-1		CTION OTHER AGE		55	PHASE IV		DESIGN BUILD SU		Carver, Thomas	Allen, Michael	Mock, Scott	
	219462-1	48 - UTILITY R	GINEERING CONS		99 33		JILD SUBMITTAL	CHANGES ASSOC DESIGN MEETING	INVITATION	Kirkland, Martha Alfonzo, Wilfredo	Lewis, Shawn Allegretti, Jerry	Moore, Jeff Andrecheck, Teresa	
			IGINEERING CONS		22	PHASELIN		INITIAL CONTACT	in the second se	Rehfeldt, Steven	Roberts, Andy	Daunt, Duane	
[View]	219462-1		GINEERING OTHE		55	FINAL PLA			ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner, Eric	
	219462-1		IGINEERING OTHE		12	FINAL PLA	NS REVISED	DESIGN BUILD PL	SH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance	
Page 12	345 (Sho	wing items 1 to 1	0 of 44) Show per	page 10 25	50							From: 1	To: 44 Export Results

2. Click view next to the Assignment

Reviewe	r Assignments (C	lick to collapse)						Ŧ
[View]	Reviewer Dairy Queen Tall	ahassee - Monroe - DU	ANE DAUNT	Assignment Status IN PROGRESS	Due Date 6/30/2016	Completed Date	Request Description	
[View]	Dairy Queen Tall	ahassee - JEFF MOOF	E	IN PROGRESS	6/15/2016			
Page 1	(Showing Items 1 to	2 of 2) Show per pag	e 10 25 50					
FYI Assi	gnments (Click to	collapse)						Ŧ
[View]	Reviewer Regina Battles	Assignment Status IN PROGRESS	Due Date 6/30/2016	Completed Date				
Page 1	(Showing Items 1 to	1 of 1) Show per pag	e 10 25 50					

3. The "Edit Reviewer Assignment Entry" box appear. From the dropdown, select the assignment status to update.

		wi
Project:	222530- 3	<u></u>
Project Phase: Reviewer: Due Date: Assignment Status: Assignment Type: Sequence: Request Description Include Plan Docume	Plan 80 n:	CANCELED COMPLETE IN PROGRESS ISSUE CANCELED ISSUE COMPLETE
PSEE Plan Docum	ents (Click to expand)	*

- 4. Click Save.
- 5. Email notification will be sent to the user whose assignment was updated and any user who subscribed to the notification.

Add Comments to Plans Entry

1. In the Results submodule of Plans section, Select "View" next to existing Entry needing modifications.

District: District 3 County: All BAY CALHOUN DISTRIST-WIDE	Project Phase: Plan Phase: Utility Project Manager:			~	Sequence:			1
Project: District 3 V County: AI BAY CALHOUN DIST/ST-WIDE	Plan Phase:			~	Sequence:			Ŧ
ESCAMBIA FRANKLIN	EOR:				Plan Action: Utility Coordinator:			
Search Reset (Create Plan Entry) Result (Click to collapse)								
Project Paraget View) 219402-1 46-UTILTY RIGHT View) 219402-1 36-PRELM ENGINE View) 219402-1 36-PRELM ENGINE View) 219402-1 46-UTILTY RIGHT View) 219402-1 56-CONSTRUCTION View) 219402-1 56-CONSTRUCTION View) 219402-1 46-UTILTY RIGHT View) 219402-1 48-UTILTY RIGHT View) 219402-1 48-UTILTY RIGHT	OF WAY ERING OTHER AGCY OF WAY N CONSULTICONTRACT N OTHER AGENCY EERING CONSULTANT OF WAY EERING CONSULTANT EERING CONSULTANT EERING OTHER AGCY EERING OTHER AGCY	01 PHASE II 55 FINAL PLA 55 PHASE IV 99 DESIGN 8 33 FINAL PLA 22 PHASE II 56 FINAL PLA 12 FINAL PLA	GRADE [NS REVISED [IITIAL C NS [REVISED [UILD SUBMITTAL C NS REVISED [IITIAL] NS [NS [Bus Asian Desion Build Push Button Desion Build Submit Courp Bet Desion Build Submit Courp Bet Desion Build Submit Courp Bet Desion Wild Submit Courp Bet Desion Meeting Invitation Unital Contract Conflict Matrix Assoc w PLANS Design Build Push Button	Ubity Project Manager Allen, Thomas Roberts, Andy Breeden, Larry Barberic, John Carver, Thomas Kirkland, Martha Alfonzo, Wilfredo Rehfeldt, Steven Bruner, Tonya Crossman, Tom	Utility Coordinator Beagles, Jeffrey Daunt, Duane Barfield, Teresa Beagles, Jeffrey Allen, Michael Lewis, Shawn Allen, Michael Lewis, Shawn Aller, Michael Roberts, Andy Crenshaw, Alan Cramer, Jim	EOB Brown, Patrick Refiteld, Steven Cole, George Canje, Jonstan (Trevor) More Canton Andrecheck Teress Davin, Duane Brickner, Enc Alfonso, Constance	To: 44 Export Results

2. Scroll to the Comments area and click Add Comment

Comments For Plan 222530-3 (Click to collapse)	F
Jeff Moore @ 6/13/2016 11:01:08 AM:	
This is a test	
	-
[Add Comment] Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50	

3. Type the comments in the box and click Save.

Add Comment	
Adding Co	mment To Plan for 222530-3 0 of 255
Comment:	
	Save

NOTE: Comments CAN NOT be edited or removed.

Remove Plans Entry

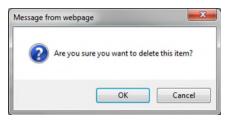
1. In the Results submodule of Utility Work Schedules (UWS) section, if you have the privilege, the "Remove" option will appear between "View" and the Project Number of the existing Entry needing modifications.

District 3 V Project Phase: Plan Phase: Plan Phase: Utility Project Manage ESCANGIA ESCANGIA FRANCIN FRANCIN	er:		▼ ▼	Sequence: Plan Action: Utility Coordinator:			2
District 3 V Plan Phase: AU BAY CALHOUN DISTIST-WOODE ESCANDIA FRANCLIN CALHOUN DISTIST-WOODE CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHOUN DISTIST-CALHO	HT:			Plan Action:			2
BAY BAY DESCRIPTION DESCRIPTION DESCRIPTION REALED DESCRIPTION DES	HT:						
BAY CALHOUN CALHOUN DIST/ST-WIDE ESCAMBIA FRANKLIN	HT:			Utility Coordinator:			
CALHOUN EOR: DIST/ST-WIDE ESCANBIA FRANKLIN							
DIST/ST-WIDE ESCAMBIA FRANKLIN							
ESCAMBIA FRANKLIN							
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THE REAL PROPERTY OF THE PROPERTY OF THE REAL PROPE							
ick to collapse) Diect * Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR	
		FINAL PLANS REVISED	DESIGN BUILD FUSH BUTTON DESIGN BUILD SUBMIT COMP SET	Allen, Thomas Roberts, Andy	Daunt, Duane	Brown, Patrick Rehfeldt, Steven	
						Cole, George	
462-1 38 - PRELIM ENGINEERING OTHER AGCY	11						
9462-1 46 - UTILITY RIGHT OF WAY	01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa		
9462-1 46 - UTILITY RIGHT OF WAY 9462-1 52 - CONSTRUCTION CONSULT/CONTRAC	01 T 55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)	
9462-1 46 - UTILITY RIGHT OF WAY 9462-1 52 - CONSTRUCTION CONSULT/CONTRAC 9462-1 55 - CONSTRUCTION OTHER AGENCY	01 T 55 55	FINAL PLANS PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET DESIGN BUILD SUBMIT COMP SET	Barberic, John Carver, Thomas	Beagles, Jeffrey Allen, Michael	Canipe, Jonathan (Trevor) Mock, Scott	
9462-1 46 - UTILITY RIGHT OF WAY 9462-1 52 - CONSTRUCTION CONSULT/CONTRAC 9462-1 55 - CONSTRUCTION OTHER AGENCY 9462-1 32 - PRELIM ENGINEERING CONSULTANT	01 CT 55 55 99	FINAL PLANS PHASE IV REVISED DESIGN BUILD SUBMITTAL	DESIGN BUILD SUBMIT COMP SET DESIGN BUILD SUBMIT COMP SET CHANGES ASSOCIATED WITH PLANS	Barberic, John Carver, Thomas Kirkland, Martha	Beagles, Jeffrey Allen, Michael Lewis, Shawn	Canipe, Jonathan (Trevor) Mock, Scott Moore, Jeff	
3462-1 46 - UTILITY RIGHT OF WAY 9462-1 52 - CONSTRUCTION CONSULT/CONTRAC 9462-1 55 - CONSTRUCTION OTHER AGENCY 9462-1 32 - PRELIM ENGINEERING CONSULTANT 9462-1 32 - PRELIM ENGINEERING CONSULTANT 9462-1 40 - UTILITY RIGHT OF WAY	01 55 55 99 33	FINAL PLANS PHASE IV REVISED DESIGN BUILD SUBMITTAL FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET DESIGN BUILD SUBMIT COMP SET CHANGES ASSOCIATED WITH PLANS DESIGN MEETING INVITATION	Barberic, John Carver, Thomas Kirkland, Martha Alfonzo, Wilfredo	Beagles, Jeffrey Allen, Michael Lewis, Shawn Allegretti, Jerry	Canipe, Jonathan (Trevor) Mock, Scott Moore, Jeff Andrecheck, Teresa	
462-1 46 - UTILITY RIGHT OF WAY 462-1 52 - CONSTRUCTION CONSULT/CONTRAC 4642-1 56 - CONSTRUCTION OTHER AGENCY 4642-1 32 - PRELIM ENGINEERING CONSULTANT 9462-1 46 - UTILITY RIGHT OF WAY 4642-1 942-1 46 - UTILITY RIGHT OF WAY	01 55 55 99 33 22	FINAL PLANS PHASE IV REVISED DESIGN BUILD SUBMITTAL FINAL PLANS REVISED PHASE I INITIAL	DESIGN BUILD SUBMIT COMP SET DESIGN BUILD SUBMIT COMP SET CHANGES ASSOCIATED WITH PLANS DESIGN MEETING INVITATION INITIAL CONTACT	Barberic, John Carver, Thomas Kirkland, Martha Alfonzo, Wilfredo Rehfeldt, Steven	Beagles, Jeffrey Allen, Michael Lewis, Shawn Allegretti, Jerry Roberts, Andy	Canipe, Jonathan (Trevor) Mock, Scott Moore, Jeff Andrecheck, Teresa Daunt, Duane	
3462-1 46 - UTILITY RIGHT OF WAY 9462-1 52 - CONSTRUCTION CONSULT/CONTRAC 9462-1 55 - CONSTRUCTION OTHER AGENCY 9462-1 32 - PRELIM ENGINEERING CONSULTANT 9462-1 32 - PRELIM ENGINEERING CONSULTANT 9462-1 40 - UTILITY RIGHT OF WAY	01 55 55 99 33	FINAL PLANS PHASE IV REVISED DESIGN BUILD SUBMITTAL FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET DESIGN BUILD SUBMIT COMP SET CHANGES ASSOCIATED WITH PLANS DESIGN MEETING INVITATION	Barberic, John Carver, Thomas Kirkland, Martha Alfonzo, Wilfredo	Beagles, Jeffrey Allen, Michael Lewis, Shawn Allegretti, Jerry	Canipe, Jonathan (Trevor) Mock, Scott Moore, Jeff Andrecheck, Teresa	
ic ii		ck to collapse) ect * Project Phase Sequence	ck to collapse) ect * Project Phase Sequence Plan Phase	ok to collapse) ok to collapse) ok t ≥ Project Phase Plan Action	ok to collapse) ok to collapse) cet * Project Phase Plan Action Utility Project Manager		ant is to collapse) est * Droiet Phase Securing Plan Phase Plan Action Utility Project Manager Utility Coordinator EOR

2. Click Remove next to the appropriate entry.

Plans (Click to col	
View [Remove]	
[Create Plan Entry] Page 1 (Showing Ite	

3. Confirm the removal.



NOTE: This action CAN NOT be undone.

Remove Assignments from existing Plans Entry

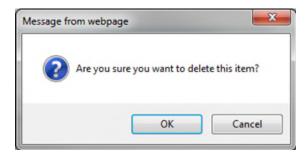
1. In the Results submodule of Plans section, Select "View" next to existing Entry that need assignments removed.

PSM SCHEDULIN	IG	PLANS WORK SCHEDULES	AGREEMENTS	INVOICE	S OSP PERMITS	SUBORDINATIONS ADDRESS BOOK				
Plans (Click to coll	apse)								1
Search Project:	(Click to o	ollapse)	Phase	_		~	Sequence:			Ŧ
District							Plan Action:			2
County	1									
county.	BAY	O Utility P	roject Manager:				Utility Coordinator:			
	CALHO									
	DIST/S	ST-WIDE								
	FRAN									
	0400									
	Rese									
Search	Kese	t								
-	_									
Create Pla	an Entry)									
Result	(Click to co	lance								Ŧ
Hesun	Project *	Project Phase	S	equence E	an Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR	
[View]	219462-1	46 - UTILITY RIGHT OF WAY	23	3 L	NE AND GRADE	DESIGN BUILD PUSH BUTTON	Allen, Thomas	Beagles, Jeffrey	Brown, Patrick	
[View]	219462-1	38 - PRELIM ENGINEERING (INAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rehfeldt, Steven	
[View]	219462-1	46 - UTILITY RIGHT OF WAY	01		HASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole, George	
View	219482-1	52 - CONSTRUCTION CONSU			INAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)	
View	219462-1	58 - CONSTRUCTION OTHER			HASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mock, Scott	
[View]	219462-1	32 - PRELIM ENGINEERING (ESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS		Lewis, Shawn	Moore, Jeff	
[View]	219462-1	46 - UTILITY RIGHT OF WAY	33		INAL PLANS REVISED	DESIGN MEETING INVITATION	Alfonzo, Wilfredo	Allegretti, Jerry	Andrecheck, Teresa	
[View]	219462-1	32 - PRELIM ENGINEERING (HASE I INITIAL	INITIAL CONTACT	Rehfeldt, Steven	Roberts, Andy	Daunt, Duane	
View	219482-1	38 - PRELIM ENGINEERING (INAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner, Eric	
[View]	219462-1	38 - PRELIM ENGINEERING	THER AGCY 1	2 F	INAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance	
Page 12	2345 (Sho	wing Items 1 to 10 of 44) Show	per page 10 25 5	0					From: 1	To: 44 Export Results

2. Click Remove next the appropriate assignment.

	r Assignme	ents (Click to collapse)								
iew] iew] iew]	[Remove] [Remove] [Remove] [Remove] [Remove] [Remove] [Remove]	Reviewer Carla Hodges Dairy Queen Tallahassee - Al Dairy Queen Tallahassee - Dairy Queen Tallahassee - D Dairy Queen - WALTER BAG AcroNot - JEFF MOORE AcroNot - JEFF MOORE Dairy Queen Tallahassee - M Dairy Queen Tallahassee - JE	UANE DAUNT	Assignment Sta IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS	6/30/2016 5 7/1/2017 5 7/1/2016 6 6/14/2016 6 6/13/2016 6 6/30/2016 5 6/30/2016	Completed Date	Request Description test			
	viewer Assig									
age 1	(Showing It	tems 1 to 8 of 8) Show per pa	ge 10 25 50							
age 1	(Showing It	(Click to collapse)		Due Date (Completed Date					
YI Assi	(Showing It	(Click to collapse) Reviewer	Assignment Status		Completed Date					
Page 1 FYI Assi View]	(Showing It	(Click to collapse)		Due Date (6/14/2016 6/14/2016	Completed Date			 	 	
Page 1	(Showing It gnments [Remove]	ems 1 to 8 of 8) Show per pa (Click to collapse) <u>Reviewer</u> Dairy Queen - GARY BEAL	Assignment Status	6/14/2016	Completed Date			 	 	

3. Confirm the removal.



View Plans Entry

For users who do not have permissions to create, edit or remove.

1. Select Utilities button from the system toolbar.

If the user is Internal the Utility button on the right side of the toolbar.

DASHBOARD	PROJECT	SEARCH	MONTHLY SCHEDULE UPDATE	CREATE A PROJECT	MY A\$SIGNMENT\$	RUN REPORT\$	WPUC PROJECT LIST	UTILITIES	HELP
									•
lf t	he user is	External,	the syste	m toolbar	will only l	have Utili	ties and l	Help.	
				UTILITIES	HELP				

2. The Utility toolbar will appear. Select Plans button.

PSM UTILITY SCHEDULING PLANS WORK AGREEMENTS INVOICES OSP PERMITS SUBORDINATIONS BOOK								
		PLANS	WORK	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATION S	

3. In the Results submodule of Plans section, Select "View" next to existing Entry that is appropriate.

ns (Clic									
earch (C	Click to collapse)								
Project:		Project Phase:			~	Sequence:			
District:	District 3 V	Plan Phase:			~	Plan Action:			~
County:	All							1	_
county.	BAY	Utility Project Mana	ger:			Utility Coordinator:			
	CALHOUN	EOR:							
	DIST/ST-WIDE	Lone							
	ESCAMBIA								
	FRANKLIN								
	0400054								
Search	Reset								
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	Reset								
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4. Scroll through to see the entire Plans Entry details.