

## **Functional Area – Utility Work Schedules (UWS)**

The Utility Work Schedules (UWS) functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Utility Work Schedules. Once a Utility Work Schedules (UWS) is complete, assignments can be created for the UAO, EOR and DUA/E to sign off. Users will be able to provide certifications through this functional area as well. UAOs will be able to respond to assignments by attaching their documents. 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 Utility Work Schedule functional area is accessible two ways. The first is at a Project Level which allows the user to view the Utility Work Schedules (UWS) 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 Utility Work Schedules (UWS) functional area for multiple project at once.

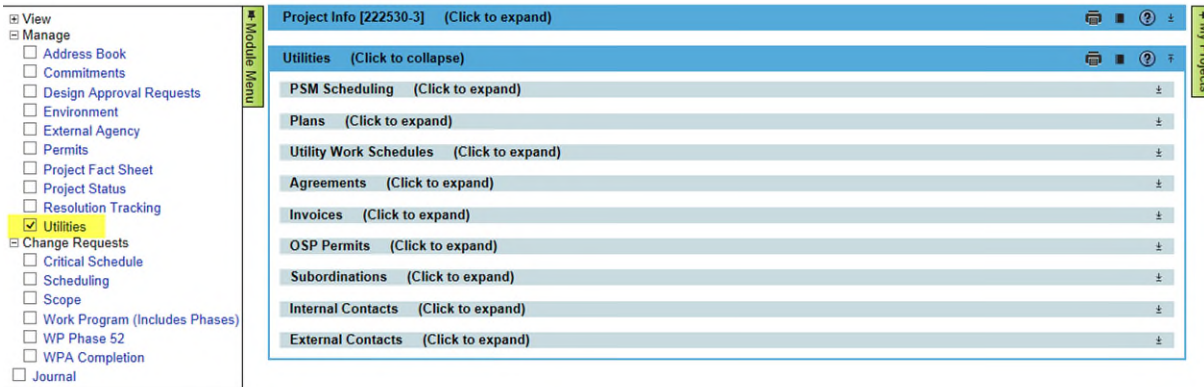
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## Project Level Access

All Utility Work Schedules (UWS) 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



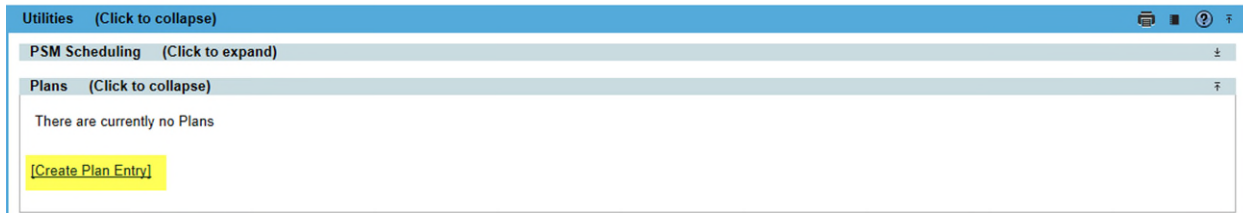
2. Click the Utility Work Schedules (UWS) bar to expand.

The screenshot shows the 'Utility Work Schedules' table expanded. The table has the following columns: Project Phase, Sequence, Utility Work Schedule Action, Utility Work Schedule Type, UAQ, Utility Project Manager, and Utility Coordinator. Below the table, there is a link to '[Create Utility Work Schedule Entry]' and a footer indicating 'Page 1 (Showing items 1 to 7 of 7) Show per page 10 25 50'.

	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAQ	Utility Project Manager	Utility Coordinator
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	09	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen	Kirkland, Martha	Lewis, Shawn
<a href="#">View</a>	38 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp Posts	Adams, Fred	Ackermann, Fred
<a href="#">View</a>	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee - Monroe	Kirker, Jason	Hutchinson, Dave
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	31	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen	Abel, Grace	Barbeau, Janae
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGCY	07	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot	Messersmith, Paul	Adams, Fred
<a href="#">View</a>	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE			Ozmore, Kathy
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	00	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE			Jimmerson, Brian K

## Create Utility Work Schedules (UWS) Entry

1. Click “Create Utility Work Schedule Entry” link.



2. Complete the entry form.  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)

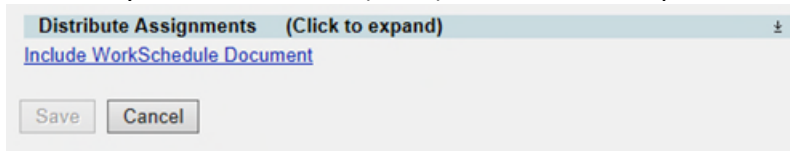
***NOTE: These three sets combined create the Financial Project Number  
 (ex. 22253025201)***

Utility Work Schedule Action: The action necessary at the time of the entry  
 Utility Work Schedule Type: The type of work schedule or certification  
 UAO: The Utility Company for the Agreements  
 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 Company.  
 Operations Utility Coordinator: The FDOT construction contact for the project.  
 Preliminary Plans Date: Date of the FDOT plans used to prepare the UWS.  
 Approved Document Date: Date FDOT approved the UWS.

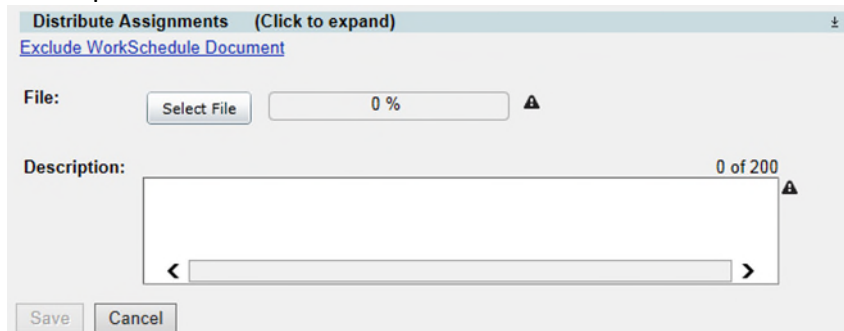
- Time Prior to Construction: Time Contractor needs to work PRIOR to Construction occurring. This is usually in days.
- Time During Construction: Time Contractor needs to work DURING Construction occurring. This is usually in days.

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

- 3. Click “Include Utility Work Schedules (UWS) Document” to upload related documents.



- 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.



***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.
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.*

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.

**FYI Assignments**

UAO Representative  FDOT User

**Users Selected For Assignment:**

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.

**Request Description** 0 of 255

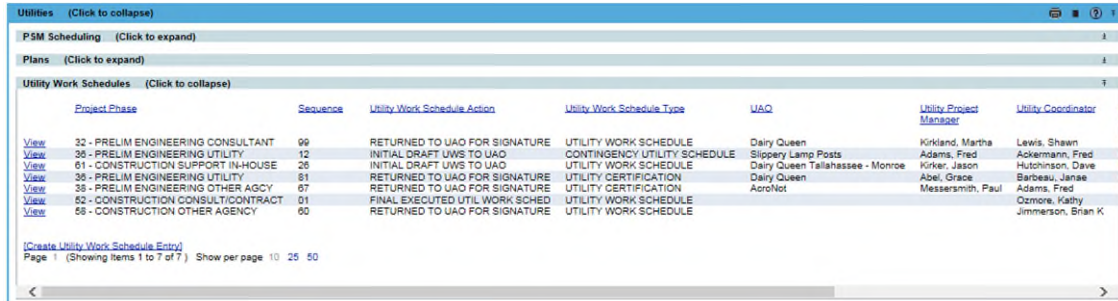
<  >

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

## Edit Utility Work Schedules (UWS) Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Utility Work Schedules (UWS) Entry.

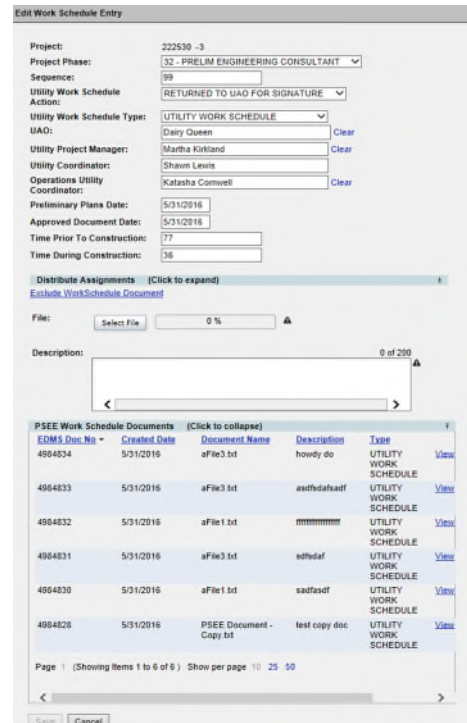
1. In the Utility Work Schedules (UWS) submodule of the Utility Module, Select “View” next to existing Entry needing modifications.



2. Click edit in the top right corner of the Utility Work Schedules (UWS) submodule.



3. The Edit Work Schedule Entry box will open. Modify the areas necessary. Refer to the Create Work Schedule Entry for detailed instructions on adding Assignments and Documents.
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 Utility Work Schedules (UWS) submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp Po
<a href="#">View</a>	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Talla
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
<a href="#">View</a>	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

2. Click view next to the Assignment

Reviewer	Assignment Status	Due Date	Completed Date	Request Description
<a href="#">View</a> Dairy Queen Tallahassee - Monroe - DUANE DAUNT	IN PROGRESS	6/30/2016		
<a href="#">View</a> Dairy Queen Tallahassee - JEFF MOORE	IN PROGRESS	6/15/2016		

Reviewer	Assignment Status	Due Date	Completed Date
<a href="#">View</a> Regina Battles	IN PROGRESS	6/30/2016	

3. The “Edit Reviewer Assignment Entry” box will appear.

From the dropdown, the assignment status to update.

**Edit Reviewer Assignment Entry**

Project: 222530- 3

Project Phase: 32 - PRELIM ENGINEERING CONSULTANT

Reviewer: Dairy Queen Tallahassee - ANDY ROBERTS

Due Date: 6/30/2016

Assignment Status: **IN PROGRESS** (selected)

Assignment Type: Work Schedule

Sequence: 99

Request Description: test add

[Include WorkSchedule Document](#)

**PSEE Work Schedule Documents (Click to expand)**

Save Cancel

4. Click Save.

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

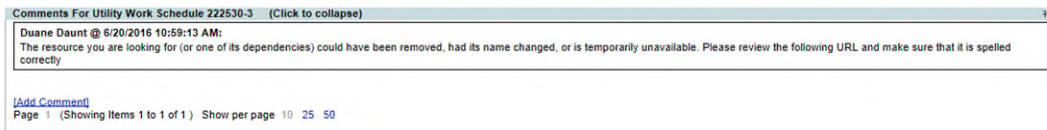


## Add Comments to Utility Work Schedules (UWS) Entry

1. In the Utility Work Schedules (UWS) submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp Po
<a href="#">View</a>	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Talla
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
<a href="#">View</a>	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

2. Scroll to the Comments area and click Add Comment



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

**NOTE: Comments CAN NOT be edited or removed.**

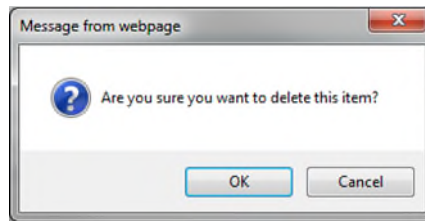
## Remove Utility Work Schedules (UWS) Entry

1. In the Utility Work Schedules (UWS) submodule of the Utility Module, locate the existing Entry needing to be removed.

2. Click Remove.



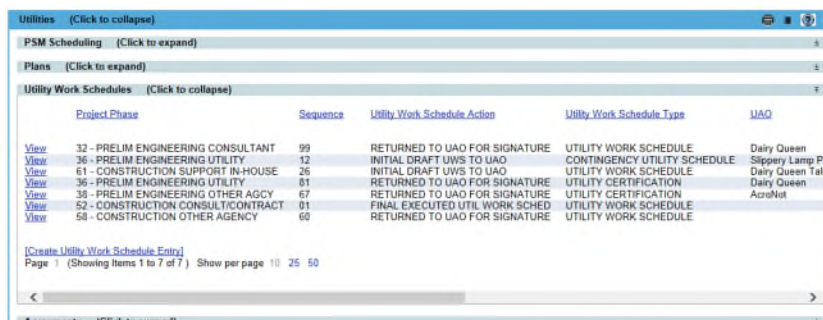
3. Confirm the removal.



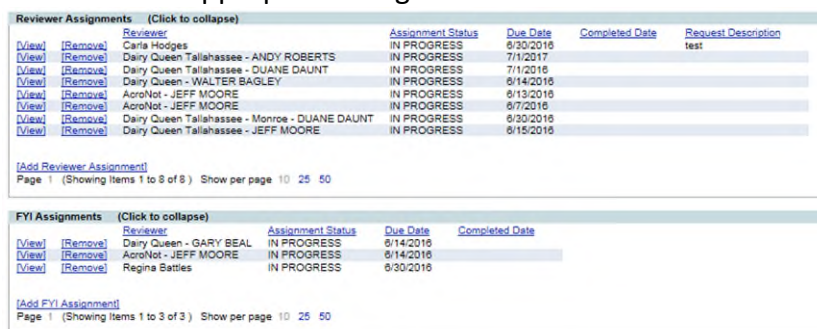
**NOTE: This action CAN NOT be undone.**

## Remove Assignments from existing Utility Work Schedules (UWS) Entry

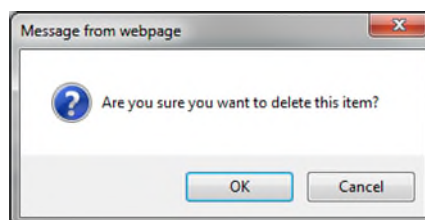
1. In the Utility Work Schedules (UWS) submodule of the Utility Module, Select “View” next to existing Entry needing assignments removed.



2. Click Remove next the appropriate assignment.



3. Confirm the removal.



## View Utility Work Schedules (UWS) Entry

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

1. In the Utility Work Schedules (UWS) submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

	<a href="#">Project Phase</a>	<a href="#">Sequence</a>	<a href="#">Utility Work Schedule Action</a>	<a href="#">Utility Work Schedule Type</a>	<a href="#">UAO</a>
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp Po
<a href="#">View</a>	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Talla
<a href="#">View</a>	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
<a href="#">View</a>	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

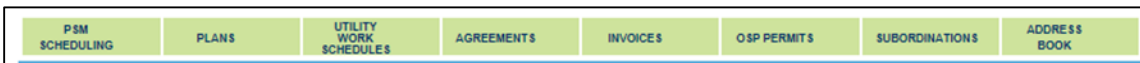
[\[Create Utility Work Schedule Entry\]](#)  
 Page 1 (Showing Items 1 to 7 of 7) Show per page 10 25 50

2. Scroll through to see the entire Utility Work Schedules (UWS) Entry details in the functional areas.

## **System Level Access**


Utility Work Schedules (UWS) 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 Utility Work Schedules (UWS) button.



## **Create Utility Work Schedules (UWS) Entry**

1. Click “Create Utility Work Schedules (UWS) Entry” link.

2. Complete the entry form.  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 sets combined create the Financial Project Number  
(ex. 22253025201)***

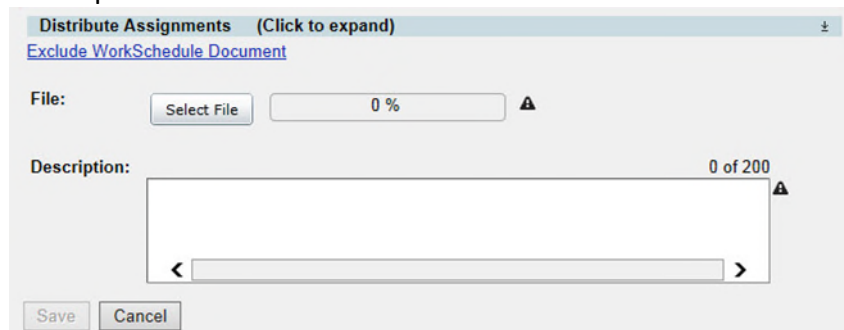
- Utility Work Schedule Action: The action necessary at the time of the entry
- Utility Work Schedule Type: The type of work schedule or certification
- UAO: The Utility Company for the Agreements
- Utility Project Manager: The person responsible to oversee the consultants who are performing utility 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 Company.
- Operations Utility Coordinator: The FDOT construction contact for the project.
- Preliminary Plans Date: Date of the FDOT plans used to prepare the UWS.
- Approved Document Date: Date FDOT approved the UWS.
- Time Prior to Construction: Time Contractor needs to work PRIOR to Construction occurring. This is usually in days.
- Time During Construction: Time Contractor needs to work DURING Construction occurring. This is usually in days.

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

3. Click “Include Utility Work Schedule Document” to upload related documents.



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.



***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.***

- 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.

- 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.**

- 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.*

- Click Add. This will add the user to the box “Users Selected for Assignment”.
- Repeat steps 7 & 8 until all reviewers have been added.
- 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.

**FYI Assignments**

UAO Representative  FDOT User

**Users Selected For Assignment:**

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.

**Request Description**

0 of 255

<  >

13. Click Save.

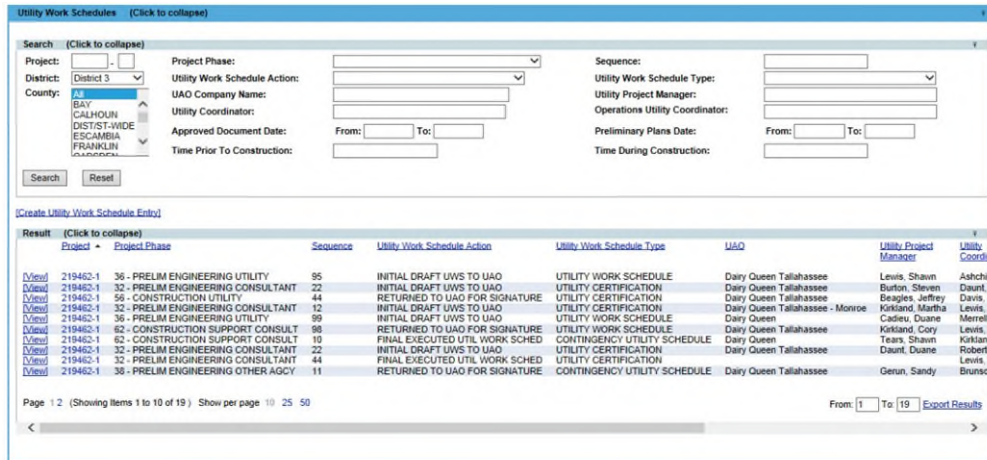
14. An email is sent to each reviewer assignment as well as any user who has subscribed for notification.



## Edit Utility Work Schedules (UWS) Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Utility Work Schedules (UWS) Entry.

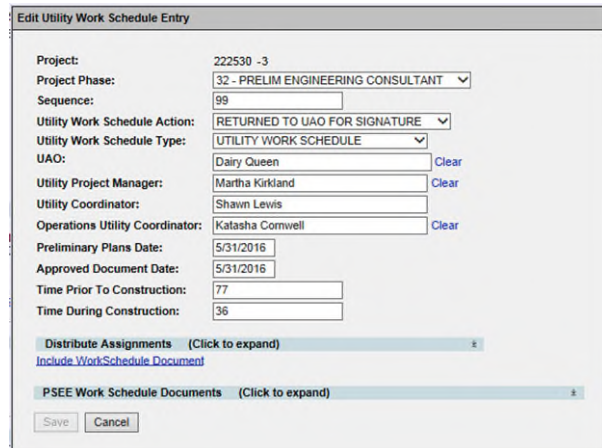
1. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry needing modifications.



2. Click edit in the top right corner of the Utility Work Schedules (UWS) entry.



3. The Edit Utility Work Schedules (UWS) Entry box will open. Modify the areas necessary. Refer to the Create Utility Work Schedule Entry for detailed instructions on adding Assignments and Documents.



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 Utility Work Schedules (UWS) section, Select “View” next to existing Entry needing modifications.

Utility Work Schedules (Click to collapse)

Search (Click to collapse)

Project: [ ] Project Phase: [ ] Sequence: [ ]

District: District 3 Utility Work Schedule Action: [ ] Utility Work Schedule Type: [ ]

County: BAY UAO Company Name: [ ] Utility Project Manager: [ ]

BAY CALHOUN Utility Coordinator: [ ] Operations Utility Coordinator: [ ]

DISTRICT WIDE ESCAMBIA Approved Document Date: From: [ ] To: [ ] Preliminary Plans Date: From: [ ] To: [ ]

FRANKLIN Time Prior To Construction: [ ] Time During Construction: [ ]

[Search] [Reset]

[Create Utility Work Schedule Entry]

Result (Click to collapse)

Project	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO	Utility Project Manager	Utility Coordinator
[View] 219462-1	36 - PRELIM ENGINEERING UTILITY	95	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Lewis, Shawn	Ashchi
[View] 219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Burton, Steven	Daunt
[View] 219462-1	56 - CONSTRUCTION UTILITY	44	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Beagles, Jeffrey	Davis, I
[View] 219462-1	32 - PRELIM ENGINEERING CONSULTANT	12	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe	Kirkland, Martha	Lewis
[View] 219462-1	36 - PRELIM ENGINEERING UTILITY	69	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen	Casler, Duane	Merrill
[View] 219462-1	62 - CONSTRUCTION SUPPORT CONSULT	98	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Kirkland, Cory	Lewis
[View] 219462-1	62 - CONSTRUCTION SUPPORT CONSULT	10	FINAL EXECUTED UTIL WORK SCHED	CONTINGENCY UTILITY SCHEDULE	Dairy Queen	Tears, Shawn	Kirkland
[View] 219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Daunt, Duane	Roberts
[View] 219462-1	32 - PRELIM ENGINEERING CONSULTANT	44	FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Lewis, I	Lewis
[View] 219462-1	36 - PRELIM ENGINEERING OTHER AGCY	11	RETURNED TO UAO FOR SIGNATURE	CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee	Gerun, Sandy	Brunso

Page 1 2 (Showing Items 1 to 10 of 19) Show per page 10 25 50 From: 1 To: 19 [Export Results]

2. Click view next to the Assignment

Reviewer Assignments (Click to collapse)

Reviewer	Assignment Status	Due Date	Completed Date	Request Description
[View] Dairy Queen Tallahassee - Monroe - DUANE DAUNT	IN PROGRESS	6/30/2016		
[View] Dairy Queen Tallahassee - JEFF MOORE	IN PROGRESS	6/15/2016		

Page 1 (Showing Items 1 to 2 of 2) Show per page 10 25 50

FYI Assignments (Click to collapse)

Reviewer	Assignment Status	Due Date	Completed Date
[View] Regina Battles	IN PROGRESS	6/30/2016	

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

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

Edit Reviewer Assignment Entry

Project: 222530- 3

Project Phase: 46 - UTILITY RIGHT OF WAY

Reviewer: Dairy Queen Tallahassee - Monroe - DUANE DAUNT

Due Date: 6/30/2016

Assignment Status: [IN PROGRESS]

Assignment Type: Plan

Sequence: 80

Request Description:

[Include Plan Document]

PSEE Plan Documents (Click to expand)

[Save] [Cancel]

CANCELED  
COMPLETE  
IN PROGRESS  
ISSUE CANCELED  
ISSUE COMPLETE

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 Utility Work Schedules (UWS) Entry

1. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry needing modifications.

2. Scroll to the Comments area and click Add Comment

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

**NOTE: Comments CAN NOT be edited or removed.**

## Remove Utility Work Schedules (UWS) Entry

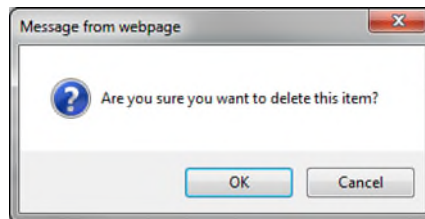
1. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry needing modifications.

Project	Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOB
210402-1	40 - UTILITY RIGHT OF WAY	23	LINE AND GRADE	DESIGN BUILD PUSH BUTTON	Allen, Thomas	Beagles, Jeffrey	Brown, Patrick
210402-1	38 - PRELIM ENGINEERING OTHER AGENCY	11	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rainbolt, Steven
210402-1	40 - UTILITY RIGHT OF WAY	01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole, George
210402-1	52 - CONSTRUCTION CONSULTY/CONTRACT	55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)
210402-1	58 - CONSTRUCTION OTHER AGENCY	55	PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mook, Scott
210402-1	32 - PRELIM ENGINEERING CONSULTANT	90	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Kirkland, Martha	Lewis, Shawn	Moore, Jeff
210402-1	40 - UTILITY RIGHT OF WAY	33	FINAL PLANS REVISED	DESIGN MEETING INVITATION	Alfonzo, Wilfredo	Allegretti, Jerry	Andrecheck, Teresa
210402-1	32 - PRELIM ENGINEERING CONSULTANT	22	PHASE I INITIAL	INITIAL CONTACT	Rainbolt, Steven	Roberts, Andy	Daunt, Duane
210402-1	38 - PRELIM ENGINEERING OTHER AGENCY	55	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner, Eric
210402-1	38 - PRELIM ENGINEERING OTHER AGENCY	12	FINAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance

4. Click Remove.



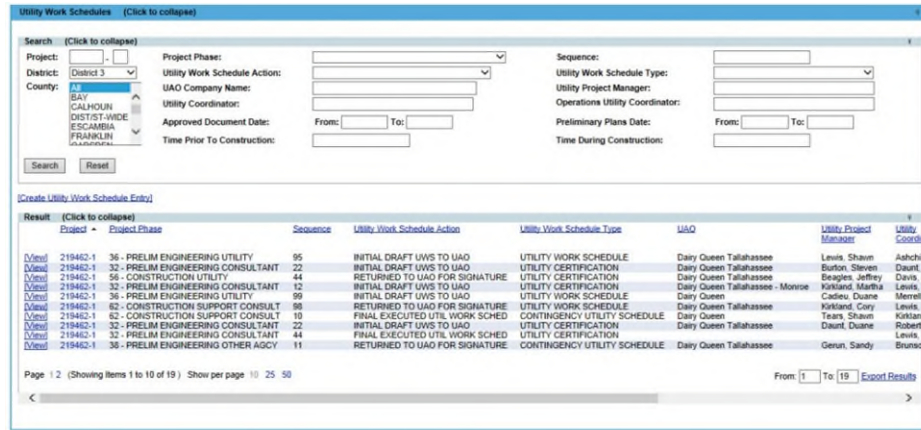
2. Confirm the removal.



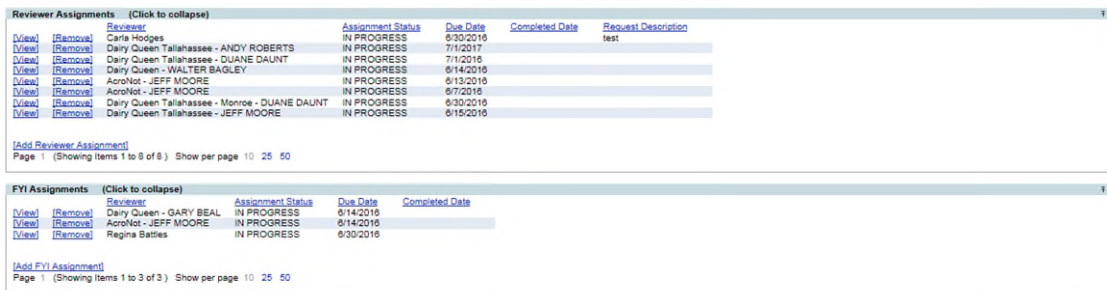
**NOTE: This action CAN NOT be undone.**

## Remove Assignments from existing Utility Work Schedules (UWS) Entry

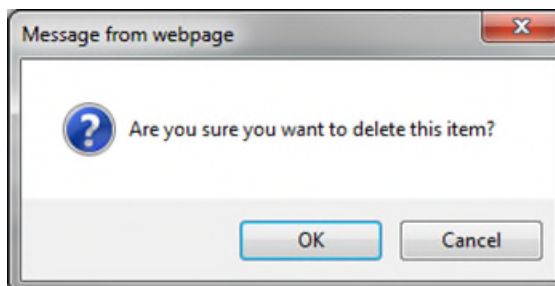
1. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry that need assignments removed.



2. Click Remove next the appropriate assignment.



3. Confirm the removal.



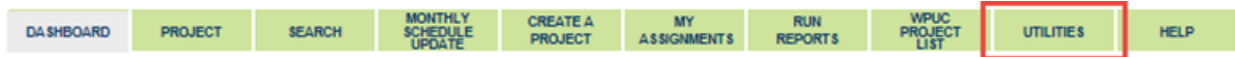


## View Utility Work Schedules (UWS) Entry

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

1. Select Utilities button from the system toolbar.

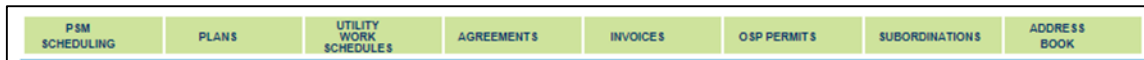
*If the user is Internal the Utility button on the right side of the toolbar.*



*If the user is External, the system toolbar will only have Utilities and Help.*



2. The Utility toolbar will appear. Select Utility Work Schedules (UWS) button.



3. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry that is appropriate.

The screenshot shows the 'Utility Work Schedules' search interface. It includes a search form with fields for Project, District, County, Project Phase, Utility Work Schedule Action, UAO Company Name, Utility Coordinator, Approved Document Date, Time Prior To Construction, Sequence, Utility Work Schedule Type, Utility Project Manager, Operations Utility Coordinator, Preliminary Plans Date, and Time During Construction. Below the search form is a table of results with columns: Result, Project, Project Phase, Sequence, Utility Work Schedule Action, Utility Work Schedule Type, UAO, Utility Project Manager, and Utility Coordi. The table contains 19 rows of data, each with a 'View' link next to the 'Result' column.

Result	Project	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO	Utility Project Manager	Utility Coordi
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING UTILITY	95	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Levis, Shawn	Ashchi
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Burton, Steven	Daint
<a href="#">View</a>	219462-1	56 - CONSTRUCTION UTILITY	44	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Beagies, Jeffrey	Davis, i
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	12	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe	Kirkland, Martha	Levis
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING UTILITY	99	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen	Casles, Duane	Merrell
<a href="#">View</a>	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	98	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Kirkland, Cory	Levis
<a href="#">View</a>	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	10	FINAL EXECUTED UTIL WORK SCHED	CONTINGENCY UTILITY SCHEDULE	Dairy Queen	Tears, Shawn	Kirklan
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Dault, Duane	Robert
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	44	FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Levis, i	Levis
<a href="#">View</a>	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	11	RETURNED TO UAO FOR SIGNATURE	CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee	Genun, Sandy	Brunso

4. Scroll through to see the entire Utility Work Schedules (UWS) Entry details.