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

∃ View F ∃ Manage	Project Info [222530-3] (Click to expand)	ē	?	±
Address Book	Utilities (Click to collapse)	ø	(?)	Ŧ
Commitments Design Approval Requests	PSM Scheduling (Click to expand)		4	
Environment External Agency	Plans (Click to expand)		4	:
Permits	Utility Work Schedules (Click to expand)		4	5
Project Fact Sheet Project Status	Agreements (Click to expand)		4	:
Resolution Tracking Utilities	Invoices (Click to expand)		4	:
Change Requests	OSP Permits (Click to expand)		ł	:
Scheduling	Subordinations (Click to expand)		4	:
Scope Vork Program (Includes Phases)	Internal Contacts (Click to expand)		4	:
WP Phase 52	External Contacts (Click to expand)		4	:
WPA Completion Journal				_

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

Work Schedules Click to collapse) Project Phase Sequence Utility. Work Schedule Action Utility. Work Schedule Type UAO Utility. Project Manager Manager Manager Manager Manager feex 32 - PRELIM ENGINEERING CONSULTANT 99 RETURNED TO UAO FOR SIGNATURE UTILITY WORK SCHEDULE Dairy Queen Kirkland, Martha mark 38 - PRELIM ENGINEERING UTILITY 12 INITIAL DRAFT UWS TO UAO CONTINGERCY UTILITY SCHEDULE Sippery Lamp Posts Adams, Fred	Utility Coordinator
Manager View 32 - PRELIM ENGINEERING CONSULTANT 99 RETURNED TO UAO FOR SIGNATURE UTILITY WORK SCHEDULE Dairy Queen Kirkland, Martha	Litility Coordinator
	comp coordinator
	Lewis, Shawn
	Ackermann, Fred
ew 61 - CONSTRUCTION SUPPORT IN-HOUSE 26 INITIAL DRAFT UWS TO UAO UTILITY WORK SCHEDULE Dairy Queen Tallahassee - Monroe Kirker, Jason	Hutchinson, Dave
www. 38 - PRELIM ENGINEERING UTILITY 81 RETURNED TO UAO FOR SIGNATURE UTILITY CERTIFICATION Dairy Queen Abel, Grace	Barbeau, Janae
38 - PRELIM ENGINEERING OTHER AGCY 67 RETURNED TO UAO FOR SIGNATURE UTILITY CERTIFICATION AcroNot Messersmith, Pau	Adams, Fred
22 - CONSTRUCTION CONSULT/CONTRACT 01 FINAL EXECUTED UTIL WORK SCHED UTILITY WORK SCHEDULE	Ozmore, Kathy
ex 58 - CONSTRUCTION OTHER AGENCY 60 RETURNED TO UAO FOR SIGNATURE UTILITY WORK SCHEDULE	Jimmerson, Brian
Create Utility: Work Schedule Entry]	

Create Utility Work Schedules (UWS) Entry

1. Click "Create Utility Work Schedule Entry" link.

Utilities (Click to collapse)	🖷 🔳 🕐 Ŧ
PSM Scheduling (Click to expand)	±
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 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	
Time During Construction:	occurring. This is usually in days. Time Contractor needs to work DURING Construction	
Time 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.

Distribute Assignments	(Click to expand)	¥
Include WorkSchedule Docu	ment	
Save Cancel		
our		

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 Assignments	(Click to expand)		Ŧ
Exclude WorkSchedule Doc	ument		
File: Select File	0 %	A	
Description:			0 of 200
<			>
Save Cancel			

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.

Reviewer Assignments	
Due Date	
UAO Representative O FDOT User	
Jsers Selected For Assignment:	Add
	Remove
-YI Assignments	
UAO Representative O FDOT User	
	Add
UAO Representative O FDOT User	Add
	Add
UAO Representative O FDOT User	
UAO Representative O FDOT User	
UAO Representative O FDOT User	
UAO Representative OFDOT User Jsers Selected For Assignment:	Remove
UAO Representative OFDOT User Jsers Selected For Assignment:	
UAO Representative OFDOT User Jsers Selected For Assignment:	Remove
UAO Representative O FDOT User	Remove

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)	₹
Reviewer Assignments		
Due Date	06/30/2016	
OUAO Representative	FDOT User	
hewett	× Ad	
Hewett, Erica (PG364EH)		
	Rem	ve

- 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	
	Add
Users 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 25
1	>

- 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.

HERE W	ork Schedules (Click to collapse)						
runty 11	or schedules (chek to conapse)						
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	OAU	Utility Project Manager	Utility Coordinator
liew	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen	Kirkland, Martha	Lewis, Shawn
liew	35 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAD	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp Posts	Adams, Fred	Ackermann, Fred
/iew	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAD	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee - Monroe	Kirker, Jason	Hutchinson, Dave
/iew	35 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen	Abel, Grace	Barbeau, Janse
liew	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot	Messersmith, Paul	Adams, Fred
/iew	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE			Ozmore, Kathy
liew	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE			Jimmerson, Brian i

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

Utility Work Schedules (Click	to collapse)	Ŧ
Return to Utility Work Schedules L	ist	[Edit]
Project:	222530 -3	
Project Phase:	32 - PRELIM ENGINEERING CONSULTANT	
Sequence:	99	
Utility Work Schedule Action:	RETURNED TO UAO FOR SIGNATURE	
Utility Work Schedule Type:	UTILITY WORK SCHEDULE	
UAO:	Dairy Queen	
Utility Project Manager:	Martha Kirkland	
Utility Coordinator:	Shawn Lewis	
Operations Utility Coordinator:	Katasha Cornwell	
Preliminary Plans Date:	5/31/2016	
Approved Document Date:	5/31/2016	
Time Prior To Construction:	77	
Time During Construction:	36	
Created Date:	5/25/2016	

- 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.

		*******	-3				
Project Phase:		32 - PF	ELIM ENGINEERING	CONSULTANT	~		
Sequence:		99					
Utility Work Sche Action:	dule	RETUR	INED TO UAD FOR SI	GNATURE 1	~		
Hility Work Sche	dule Type:	UTILIT	WORK SCHEDULE	~			
JAO:		Dairy C	lueen	0	lear		
Itility Project Ma	nager:	Martha	Kirkland	C	ear		
Hillty Coordinate	1962	Shawn	Lewis				
Operations Utility Coordinator:	·	Katash	a Contwell	c	ear		
Preliminary Plans	Date:	5/31/20	16				
Approved Docum	ent Date:	5/31/20	16				
Time Prior To Co	nstruction:	77					
Time During Con	struction:	36					
Distribute Assig			spand)				±
CALINDS, WORASCHI	FOUR DOCUME	600					
File:	Select File		0%	A			
-							
Description:						0 of 200	
						A	
	-					A	
PSEE Work Sch	edule Docum		Click to collapse)	Description	1	A	,
PSEE Work Sch EDMS Dac No 4954534	edule Docum	Data	Click to collapse) <u>Decument Name</u> aFile3.txt	Description howdy do		A	¥ View
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EDMS Dac No. 4954534 4954534 4954532 4954532 4954531	edule Docum - <u>Created</u> 5/31/201 5/31/201 5/31/201 5/31/201	1 Dute 16 16 16 16	Discument Name aFile3.td aFile3.td aFile1.td aFile3.td	howdy do ascfisdafsa mmmmmm sdfisdaf	df f	IXRE UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK	View View View
EDMS Duc No. 4954534 4954833 4954532 4954532 4954533 4954532 4954532	edule Docum Created 5/31/201 5/31/201 5/31/201 5/31/201 5/31/201	Date 16 16 16 16	Decument Name aFie3.td aFie3.td aFie1.td aFie3.td aFie1.td PSEE Document -	howdy do astfisdafsa mitimum sdfisdaf sadfasdf lest copy d	df f	IXRES UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY WORK	View View View
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it Work Schedule Entry

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.

Utility V	Vork Schedules (Click to collapse)				Ŧ
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
View	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
View	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp P
/iew	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tal
liew	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
/iew	38 - PRELIM ENGINEERING OTHER AGCY 52 - CONSTRUCTION CONSULT/CONTRACT	67	RETURNED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION UTILITY WORK SCHEDULE	AcroNot
View View	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	
	Utility Work Schedule Entry]	00	RETORNED TO ORD FOR SIGNATORE	UNEIT WORK SCHEDULE	

2. Click view next to the Assignment

Reviewer	Assignments (0	Click to collapse)						Ŧ
	Reviewer			Assignment Status	Due Date	Completed Date	Request Description	
[View]		lahassee - Monroe - DL		IN PROGRESS	6/30/2016			
[View]	Dairy Queen Tal	lahassee - JEFF MOOF	RE	IN PROGRESS	6/15/2016			
	(Showing Items 1 to	2 of 2) Show per pag	e 10 25 50					
I TI Assig								+
[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,	Edit Reviewer Assignment Entry	select
	the assignment status to update.	Project: 222530-3 Project Phase: 32 - PRELIM ENGINEERING CONSULTANT Reviewer: Dairy Queen Tallahassee - ANDY ROBERTS Due Date: 6/30/2016 Assignment Status: IN PROGRESS Assignment Type: Work Schedule Sequence: 99 Request Description: test add Include WorkSchedule Document Schedule Document	CANCELED COMPLETE IN PROGRESS ISSUE CANCELED ISSUE COMPLETE
4.	Click Save.	PSEE Work Schedule Documents (Click to expand) Save Cancel	*

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.

unty won	k Schedules (Click to collapse)				Ŧ
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
liew	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp F
	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Ta
	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
lew	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

2. Scroll to the Comments area and click Add Comment

Comments For Utility Work Schedule 222530-3 (Click to collapse)	Ŧ.
Duane Daunt @ 6/20/2016 10:59:13 AM: The resource you are looking for (or one of its dependencies) could have been removed, had its name changed, or is temporarily unavailable. Please review the following URL and make sure that it is spelled correctly	
[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.

Adding Comment To U	Itility Work Schedule for 222530-3	
_		0 of 255
Comment:		~
		`

NOTE: Comments CAN NOT be edited or removed.

Remove Utility Work Schedules (UWS) Entry

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

lans	(Click to expand)				
Itility W	ork Schedules (Click to collapse)				*
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
View.	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
/iem	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Sippery Lamp P
Viter Viter	61 - CONSTRUCTION SUPPORT IN-HOUSE 36 - PRELIM ENGINEERING UTILITY	26	INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE UTILITY CERTIFICATION	Dairy Queen Tal Dairy Queen
Anne.	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
Ame	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	Hardina.
lien	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

2.	Click Remove.	I View [Remove]
3.	Confirm the removal.	Message from webpage

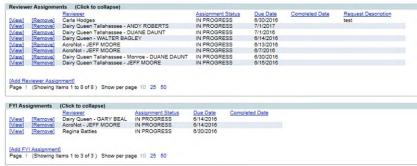
NOTE: This action CAN NOT be undone.

Remove Assignments from existing Utility Work Schedules (UWS) Entry

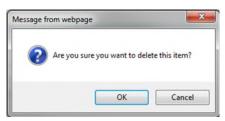
1. In the Utility Work Schedules (UWS) submodule of the Utility Module, Select "View" next to existing Entry needing assignments removed.

Juility W	Vork Schedules (Click to collapse)				Ŧ
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	NAO
view	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
/igw	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp P
/iew	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tai
/ieW	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
vîew	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
View	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
Vigw	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

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.

Plans	(Click to expand)				3
Itility W	Vork Schedules (Click to collapse)				ł
	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
/iew	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dairy Queen
/iew	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slippery Lamp
/iew	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Ta
/iew	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen
/iew	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	AcroNot
/iew	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
/iew	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

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.

PSM SCHEDULING	PLANS	UTILITY WORK SCHEDULES	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATIONS	ADDRE\$\$ BOOK

Create Utility Work Schedules (UWS) Entry

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

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

Project:The 7 digit Item/Item Segment the entry is forProject 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.

ile:	Select File	0 %	A	
escription	:			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.

Deviewer Accimmente	
Reviewer Assignments	
Due Date	
UAO Representative O FDOT User	
Users Selected For Assignment:	Add
	Remove
FYI Assignments	
UAO Representative O FDOT User	
UAO Representative O FDOT User	Add
UAO Representative O FDOT User	
	Add
UAO Representative O FDOT User	
UAO Representative O FDOT User	
UAO Representative O FDOT User	
UAO Representative OFDOT User Users Selected For Assignment:	
UAO Representative O FDOT User	
UAO Representative OFDOT User Users Selected For Assignment:	Remove
UAO Representative OFDOT User Users Selected For Assignment:	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	e and select the appropriate user.
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Distribute Assignments	(Click to collapse)	Ŧ
Reviewer Assignments		
Due Date	06/30/2016	
\bigcirc UAO Representative	FDOT User	
hewett	×	
Hewett, Erica (PG364EH)		
	Remove	
EVI Accianmente		

- 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	
	Add
Users Selected For Assignment:	
	Remove
L	

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.

View) 219462-1 32 - PRELIN	2	Sequence					
Project - Project Phan View/ 219462-1 36 - PRELIN View/ 219462-1 32 - PRELIN	e	Canuanca					
View) 219462-1 32 - PRELIN		Sequence	Utility Work Schedule Action	Utility Work Schedule Type	DAD	Utility Project Manager	Ublit
Viewi 219462-1 32 - PRELIN Viewi 219462-1 62 - PRELIN Viewi 219462-1 62 - CONST Viewi 219462-1 32 - PRELIN Viewi 219462-1 32 - PRELIN Viewi 219462-1 32 - PRELIN	ENGINEERING UTILITY ENGINEERING CONSULTANT RUCTION UTILITY ENGINEERING CONSULTANT ENGINEERING UTILITY RUCTION SUPPORT CONSULT RUCTION SUPPORT CONSULT RUCTION SUPPORT CONSULTANT ENGINEERING CONSULTANT ENGINEERING OTHER ACCY of 19) Show per page 10 25 5	95 22 44 12 99 98 10 22 44 11	INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO POR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO PRIAL EXECUTED UTIL WORK SCHED PRIAL EXECUTED UTIL WORK SCHED RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE CONTINGENCY UTILITY SCHEDULE CONTINGENCY UTILITY SCHEDULE CONTINGENCY UTILITY SCHEDULE	Dany Oucen Talahassee Dany Oucen Talahassee Dany Oucen Talahassee - Monroe Dany Oucen Talahassee - Monroe Dany Oucen Talahassee Dany Oucen Talahassee Dany Oucen Talahassee Dany Oucen Talahassee Dany Oucen Talahassee	Lewis, Shawn Burton, Steven Beagles, Jeffrey Kirkland, Cory Tears, Shawn Daunt, Duane Gerun, Sandy To: 19 Export	Asho Daur Davi Levi Merr Levi Kirki Robe Levi Brun

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

Utility Work Schedules (Click	k to collapse)	
tetum to Utility Work Schedules I	List .	[Edit]
Project:	219462 -1	
Project Phase:	36 - PRELIM ENGINEERING UTILITY	
Sequence:	95	
Utility Work Schedule Action:	INITIAL DRAFT UWS TO UAO	
Utility Work Schedule Type:	UTILITY WORK SCHEDULE	
JAO:	Dairy Queen Tallahassee	
Utility Project Manager:	Shawn Lewis	
Utility Coordinator:	Berge Ashchian	
Operations Utility Coordinator:	Jeremy Poole	
Preliminary Plans Date:	5/16/2016	
Approved Document Date:	5/30/2016	
Time Prior To Construction:	30	
Time During Construction:	45	
Created Date:	5/27/2016	

- 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.

Project:	222530 -3 32 - PRELIM ENGINEERING CONSULTA	NT NA	
Project Phase:			
Sequence:	99		
Utility Work Schedule Action:	RETURNED TO UAO FOR SIGNATURE	~	
Utility Work Schedule Type:	UTILITY WORK SCHEDULE		
UAO:	Dairy Queen	Clear	
Utility Project Manager:	Martha Kirkland	Clear	
Utility Coordinator:	Shawn Lewis]	
Operations Utility Coordinator:	Katasha Cornwell	Clear	
Preliminary Plans Date:	5/31/2016		
Approved Document Date:	5/31/2016		
Time Prior To Construction:	77		
Time During Construction:	36		
Distribute Assignments (Cli	ck to expand)	*	
Include WorkSchedule Document			
PSEE Work Schedule Documer	ts (Click to expand)		*

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.

Project District County	District 3	Approved Document Date:	From:	✓ ✓ To:	Sequence: Utility Work: Schedule Type: Utility Project Manager: Operations Utility Coordinat Preliminary Plans Date: Time During Construction:	or:	v	
Search Create Ut Result	(Click to coll		Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAQ	Utility Project Manager	V Utility Coord
Niewi Niewi Niewi Niewi Niewi Niewi Niewi Niewi Niewi	219462-1 3 219462-1 3 219462-1 3 219462-1 3 219462-1 6 219462-1 6 219462-1 3 219462-1 3	6 - PRELIM ENGINEERING UTILITY 2 - PRELIM ENGINEERING CONSULTANT 2 - PRELIM ENGINEERING CONSULTANT 2 - PRELIM ENGINEERING CONSULTANT 3 - PRELIM ENGINEERING CONSULTANT 2 - CONSTRUCTION SUPPORT CONSULT 2 - PRELIM ENGINEERING CONSULTANT 2 - PRELIM ENGINEERING CONSULTANT 2 - PRELIM ENGINEERING CONSULTANT 2 - PRELIM ENGINEERING CONSULTANT 3 - PRELIM ENGINEERING CONSULTANT 3 - PRELIM ENGINEERING CONSULTANT 3 - PRELIM ENGINEERING CONSULTANT	95 22 44 12 99 98 10 22 44 11	INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNIEO TO UAO FOR SIONATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RINAL EXECUTED UTIL WORK SCHED INITIAL DRAFT UWS TO UAO FINAL EXECUTED UTIL WORK SCHED RETURNIED TO UAO FOR SIONATURE	UTILITY WORK SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY CERTIFICATION	Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee - Dairy Queen Tallahassee - Monroe Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee	Lewis, Shawn Burton, Steven Beagles, Jeffrey Kirkland, Martha Cadleu, Duane Kirkland, Cory Tears, Shawn Daunt, Duane Gerun, Sandy	Ashch Daunt Davis Lewis Merrel Lewis Kirklar Rober Lewis Bruns
	2 (Showing Ite	ms 1 to 10 of 19) Show per page 10 25 5	0			From: 1	To: 19 Export	Results

2. Click view next to the Assignment

Reviewe	r Assignments (Click to collapse)						7
[View] [View]		lahassee - Monroe - DL lahassee - JEFF MOOF		Assignment Status IN PROGRESS IN PROGRESS	Due Date 6/30/2016 6/15/2016	Completed Date	Request Description	
		o 2 of 2) Show per pag	ge 10 25 50					
[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	ge 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: Project Phase: Reviewer: Due Date: Assignment Status: Assignment Type: Sequence: Request Description: Include Plan Documen		CANCELED COMPLETE IN PROGRESS ISSUE CANCELED ISSUE COMPLETE						
Save Cancel	nts (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 Utility Work Schedules (UWS) Entry

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

PSM SCHEDULIN	G	PLANS	UTILITY WORK SCHEDULES	AGREEMENT	i IN	VOICES	OSP PERMITS	SUBORDINATIONS	ADDRESS BOOK				
Plans (Click to coll	apse)											
Search Project: District: County:	BAY	UN ST-WIDE MBIA	Project Pha: Plan Phase: Utility Proje EOR:					> >		Sequence; Plan Action: Utility Coordinator;			¥
Search Create Pla Result													,
[View] [View]	Project + 219462-1 219462-1 219462-1		IGHT OF WAY NGINEERING OTHI	ER AGCY	Sequence 23 11 01	Plan Phase LINE AND (FINAL PLAI PHASE I IN	NS REVISED	Plan Action DESIGN BUILD PI DESIGN BUILD SI OTHER		Utility Project Manager Allen, Thomas Roberts, Andy Breeden, Larry	Utility Coordinator Beagles, Jeffrey Daunt, Duane Barfield, Teresa	EOR Brown, Patrick Rehfeldt, Steven Cole, George	
View) View] View]	219462-1 219462-1 219462-1 219462-1	58 - CONSTRU	JCTION CONSULT/ JCTION OTHER AG INGINEERING CON	ENCY	55 55 99 33			DESIGN BUILD SI DESIGN BUILD SI CHANGES ASSO DESIGN MEETING	JBMIT COMP SET	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	
[View] [View] [View]	219462-1 219462-1 219462-1	32 - PRELIM E 38 - PRELIM E	NGINEERING CON NGINEERING OTHI NGINEERING OTHI	ER AGCY	22 55 12	PHASE I IN FINAL PLAT	ITIAL	INITIAL CONTACT	X ASSOC W/ PLANS	Rehfeldt, Steven Bruner, Tonya Crossman, Tom	Roberts, Andy Crenshaw, Alan Cramer, Jim	Daunt, Duane Brickner, Eric Alfonso, Constance	
Page 1	2345 (She	wing Items 1 to	10 of 44) Show per	rpage 10 25	50							From: 1	To: 44 Export Results

2. Scroll to the Comments area and click Add Comment

Comments For Plan 222530-3 (Click to collapse)	Ŧ									
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.

Adding Comment To U	tility Work Schedule for 222530-3	
Adding Comment To o	unty work schedule for 222550-5	0 of 255
Comment:		~
		~
	Save Cancel	

NOTE: Comments CAN NOT be edited or removed.

Remove Utility Work Schedules (UWS) Entry

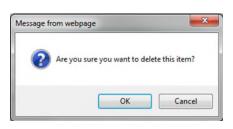
1. In the Results submodule of Utility Work Schedules (UWS) section, Select "View" next to existing Entry needing modifications.

PSM	6	PLANS	UTILITY WORK SCHEDULES	AGREEMENTS	. Bev	OICES OSP PERMITS	SUBORDINATIONS BOOK				
Plans (0	Click to coll	lapse)									
Search	(Click to c	ollapse)									7
Project:		<u>_</u>	Project Phas	se:			~	Sequence:			
District:	Distric	13 V	Plan Phase:		Г		~	Plan Action:			1
County:	All		Utility Project	t Manager:	Ē			Utility Coordinator:			
	BAY	^		e insingent				ound coordinator.			
		ST-WIDE	EOR:		L						
	ESCA	MBIA									
	FRAN	KLIN									
Search	Rese	et									
_											
(Create Pla	Ivrin Fotor										
Result	(Click to o										4
[View]	Project + 219482-1	Project Phase 46 - UTILITY R	GHT OF WAY		Sequence 23	Plan Phase LINE AND GRADE	Plan Action DESIGN BUILD PUSH BUTTON	Utility Project Manager Allen, Thomas	Utility Coordinator Besoles, Jeffrey	EOR Brown, Patrick	
	219462-1		INGINEERING OTHE		11	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rehfeldt, Steven	
View	219462-1	46 - UTILITY R	GHT OF WAY		01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole. George	
	219462-1		CTION CONSULT/		55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)	
	219462-1		CTION OTHER AG		55	PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mock, Scott	
	219482-1	32 - PRELIM E 46 - UTILITY R	INGINEERING CON		99 33	DESIGN BUILD SUBMITTAL FINAL PLANS REVISED	CHANGES ASSOCIATED WITH PLANS DESIGN MEETING INVITATION	Kirkland, Martha Alfonzo, Wilfredo	Lewis, Shawn Allegretti, Jerry	Moore, Jeff Andrecheck, Teresa	
	219402-1		GINEERING CON		22	PHASE LINITIAL	INITIAL CONTACT	Rehfeldt Steven	Roberts, Andy	Daunt Duane	
	219462-1		GINEERING OTHE		55	FINAL PLANS	CONFLICT MATRIX ASSOC W/ PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner Fric	
			GINEERING OTHE		12	FINAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance	
Page 12	2345 (Shi	owing Items 1 to 1	0 of 44) Show per	page 10 25	50					From: 1	To: 44 Export Results

4. Click Remove.

View	[Remove]	1

2. Confirm the removal.



NOTE: This action CAN NOT be undone.

Remove Assignments from existing Utility Work Schedules (UWS) Entry

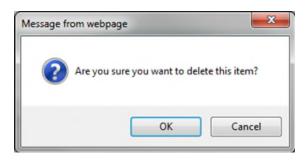
1. In the Results submodule of Utility Work Schedules (UWS) section, Select "View" next to existing Entry that need assignments removed.

Project District County	Control C	From:	V 	Sequence: Utility Work Schedule Type: Utility Project Manager: Operations Utility Coordinate Preliminary Plans Date: Time During Construction:	From: To: [`	
Search Create Ut Result	lity Work Schedule Entry] (Click to collapse)						,
	Project Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAQ	Utility Project Manager	Coord
Miewi Miewi Miewi Miewi Miewi Miewi Miewi Miewi	21442-1 54 - PRELIM ENGINEERING UTTULY 215412-1 32 - PRELIM ENGINEERING CONSULTION 215412-1 59 - CONSTRUCTION UTULY 215412-1 59 - PRELIM ENGINEERING CONSULTION 215412-1 59 - PRELIM ENGINEERING CONSULTION 215412-1 59 - PRELIM ENGINEERING CONSULTION 215412-1 54 - PRELIM ENGINEERING CONSULTION 215412-1 52 - CONSTRUCTION SUPPORT CONSULTION 215412-1 52 - PRELIM ENGINEERING CONSULTION 215412-1 52 - PRELIM ENGINEERING CONSULTION 215412-1 33 - PRELIM ENGINEERING CONSULTION	95 22 44 12 99 98 10 22 44 11	INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURHED TO UAO POR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURHED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED INITIAL DRAFT UWS TO UAO INITIAL ORAFT UWS TO UAO RETURHED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee	Lewis, Shavm Burton, Steven Beagles, Jeffrey Kirkland, Martha Cadieu, Duane Kirkland, Cory Tears, Shavm Daunt, Duane Gerun, Sandy	Ashchi Daunt, Davis, Lewis, Merrell Lewis, Kirklar Robert Lewis, Brunso
Page 1	2 (Showing Items 1 to 10 of 19.) Show per page 10 25 3	0			From: 1	To: 19 Export	Results

2. Click Remove next the appropriate assignment.

	ents (Click to collapse)					
View] [Remove View] [Remove View] [Remove View] [Remove View] [Remove	Reviewer Carla Hodges Dairy Queen Tallahassee - A Dairy Queen Tallahassee - D Dairy Queen - WALTER BAG AcroNot - JEFF MOORE	UANE DAUNT	Assignment Sta IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS IN PROGRESS	S 6/30/2016 S 7/1/2017 S 7/1/2018 S 6/14/2016 S 6/13/2016	Completed Date	Request Description test
View] [Remove] View] [Remove] View] [Remove]			IN PROGRESS IN PROGRESS IN PROGRESS	S 6/30/2016		
Add Reviewer Ass Page 1 (Showing	onment] Items 1 to 8 of 8) Show per pa (Click to collapse)	ge 10 25 50				

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.

DASHBOARD	PROJECT	SEARCH	MONTHLY SCHEDULE UPDATE	CREATE A PROJECT	MY ASSIGNMENTS	RUN REPORTS	WPUC PROJECT LIST	UTILITIES	HELP
lf t	he user is	External,	the syster	n toolbar	will only l	have Utili	ties and l	Help.	
				UTILITIES	HELP	Ī			

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

PSM UTILITY AGREEMENTS INVOICES OSP PERMITS SUBORDINATIONS SCHEDULING	ADDRESS BOOK
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3. In the Results submodule of Utility Work Schedules (UWS) section, Select "View" next to existing Entry that is appropriate.

Project District County Searc	t: Duthct 3 V Utility Work Schedule Action: UAO Company Manne: UAID Coornpany Manne: Utility Coordinator: DISTST-WIDE ESCAMBIA FRANKLIN Approved Document Date: FRANKLIN Coorner	From:	V V To:	Sequence: Utility Work Schedule Type: Utility Project Manager: Operations Utility Coordinat Preliminary Plans Date: Time During Construction:		>	
Create U Result	(Click to collapse)						,
	Project - Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAQ	Utility Project Manager	Utility
	219462-1 36 - PRELIM ENGINEERING UTILITY	95	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Lewis Shawn	Ashch
New			INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Burton, Steven	Daunt
	219462-1 32 - PRELIM ENGINEERING CONSULTANT	22					
Mew]	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY	44	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Beagles, Jeffrey	Davis,
Miew] Miew]	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY 219462-1 32 - PRELIM ENGINEERING CONSULTANT	44 12	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe	Kirkland, Martha	Lewis
Miew] Miew] Miew]	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 36 - PRELIM ENGINEERING UTILITY	44 12 99	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE	Dairy Queen Tallahassee - Monroe Dairy Queen	Kirkland, Martha Cadieu, Duane	Lewis
Miewi Miewi Miewi Miewi Miewi	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 33 - PRELIM ENGINEERING UTILITY 219462-1 62 - CONSTRUCTION SUPPORT CONSULT	44 12 99 98	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE	Dairy Queen Tallahassee - Monroe Dairy Queen Dairy Queen Tallahassee	Kirkland, Martha Cadieu, Duane Kirkland, Cory	Lewis Merre Lewis
Miew] Miew] Miew] Miew] Miew]	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY 219462-1 36 - PRELIM ENGINEERING CONSULTANT 219462-1 36 - PRELIM ENGINEERING UTILITY 219462-1 62 - CONSTRUCTION SUPPORT CONSULT 219462-1 62 - CONSTRUCTION SUPPORT CONSULT	44 12 99 96 10	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee - Monroe Dairy Queen Dairy Queen Tallahassee Dairy Queen	Kirkland, Martha Cadieu, Duane Kirkland, Cory Tears, Shawn	Lewis Merre Lewis Kirkla
Miewi Miewi Miewi Miewi Miewi Miewi	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 56 - CONSTRUCTION UTILITY 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 36 - PRELIM ENGINEERING CONSULTANT 219462-1 32 - CONSTRUCTION SUPPORT CONSULT 219462-1 32 - PRELIM ENGINEERING CONSULTANT	44 12 99 96 10 22	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE CONTINGENCY UTILITY SCHEDULE UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe Dairy Queen Dairy Queen Tallahassee	Kirkland, Martha Cadieu, Duane Kirkland, Cory	Lewis Merre Lewis Kirkla Rober
Miew] Miew] Miew]	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 53 - CONSTRUCTION UTILITY 219462-1 53 - CONSTRUCTION UTILITY 219462-1 33 - PRELIM ENGINEERING UTILITY 219462-1 62 - CONSTRUCTION SUPPORT CONSULT 219462-1 62 - CONSTRUCTION SUPPORT CONSULT 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 32 - PRELIM ENGINEERING CONSULTANT	44 12 99 96 10	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED INITIAL DRAFT UWS TO UAO FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE CONTINGENCY UTILITY SCHEDULE UTILITY CERTIFICATION UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe Dairy Queen Dairy Queen Tallahassee Dairy Queen Tallahassee Dairy Queen Tallahassee	Kirkland, Martha Cadieu, Duane Kirkland, Cory Tears, Shawn Daunt, Duane	Lew Mer Lew Kirk Rob
Miewi Miewi Miewi Miewi Miewi Miewi Miewi Miewi	219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 53 - CONSTRUCTION UTILITY 219462-1 53 - CONSTRUCTION UTILITY 219462-1 33 - PRELIM ENGINEERING UTILITY 219462-1 62 - CONSTRUCTION SUPPORT CONSULT 219462-1 62 - CONSTRUCTION SUPPORT CONSULT 219462-1 32 - PRELIM ENGINEERING CONSULTANT 219462-1 32 - PRELIM ENGINEERING CONSULTANT	44 12 99 98 10 22 44 11	RETURNED TO UAO FOR SIGNATURE INITIAL DRAFT UWS TO UAO INITIAL DRAFT UWS TO UAO RETURNED TO UAO FOR SIGNATURE FINAL EXECUTED UTIL WORK SCHED INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION UTILITY CERTIFICATION UTILITY WORK SCHEDULE UTILITY WORK SCHEDULE CONTINGENCY UTILITY SCHEDULE UTILITY CERTIFICATION	Dairy Queen Tallahassee - Monroe Dairy Queen Dairy Queen Tallahassee Dairy Queen	Kirkland, Martha Cadieu, Duane Kirkland, Cory Tears, Shawn	Lewi Merr Lewi Kirki Robi Lewi Brun

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