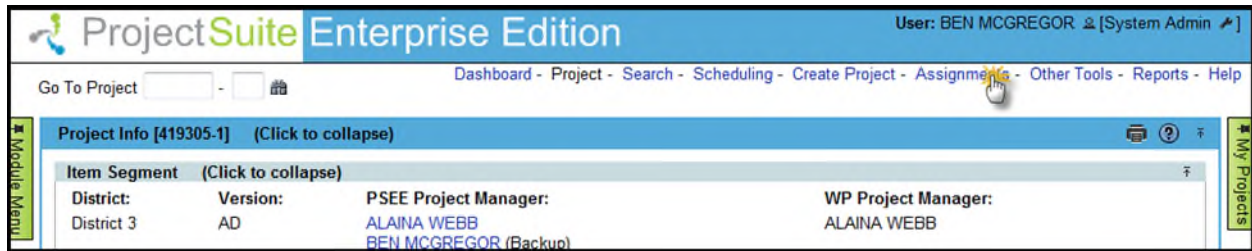


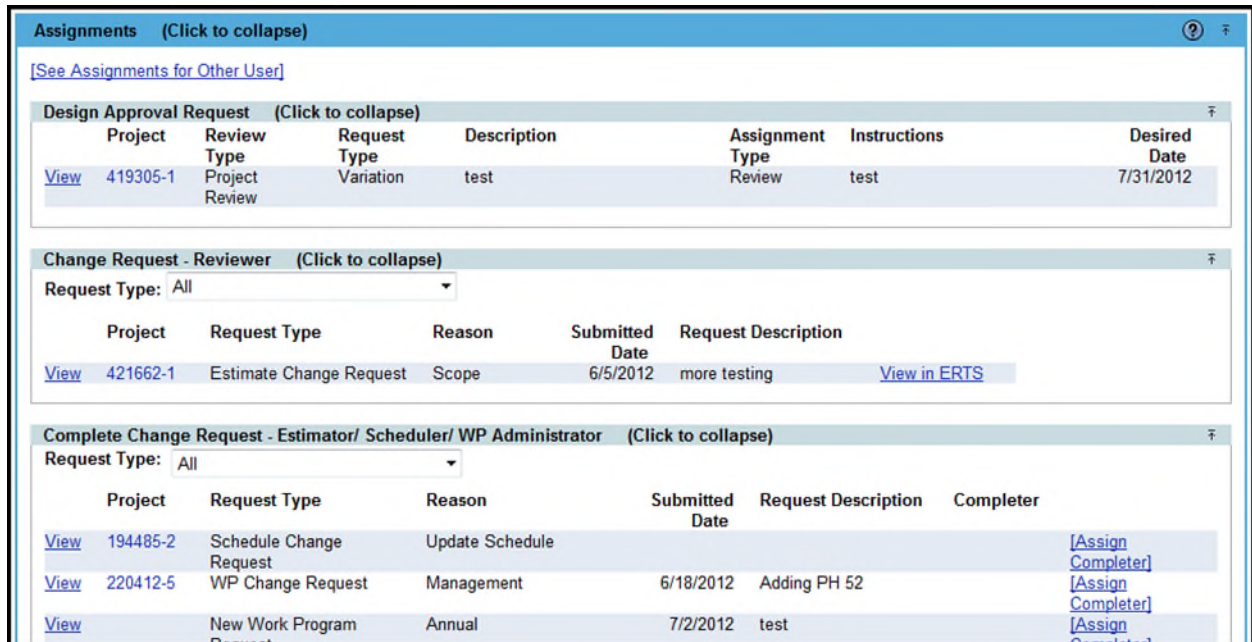
Assignments

The Assignments Page allows you to see a list of all of your Open Assignments. These assignments represent items that you must address in PSEE. You may also choose to see the assignments of other PSEE users. This list shows assignments across all Projects in PSEE.

1. Select **Assignments** from main menu on the upper right side of the screen.



2. A list of Assignments is displayed. The assignments are grouped based on the module that generated them.



3. You can go to the Project associated with the assignment by selecting the hyperlinked Project Number. This will load the selected project in PSEE system.

| Change Request - Reviewer (Click to collapse) | | | | | |
|---|-------------------------|--------|----------------|---|--|
| Request Type: All | | | | | |
| Project | Request Type | Reason | Submitted Date | Request Description | |
| View 421662-1 | Estimate Change Request | Scope | 6/5/2012 | more testing View in ERTS | |

4. You can go to the particular assignment by selecting the **View** hyperlink. This will take you to the project and details of the specific assignment.

| Change Request - Reviewer (Click to collapse) | | | | | |
|---|-------------------------|--------|----------------|---|--|
| Request Type: All | | | | | |
| Project | Request Type | Reason | Submitted Date | Request Description | |
| View 421662-1 | Estimate Change Request | Scope | 6/5/2012 | more testing View in ERTS | |

See Assignments of Other Users

1. You can see Assignments related to other PSEE user by selecting the **See Assignments for Other User** link.

| Assignments (Click to collapse) | | | | | | | |
|--|----------------|--------------|-------------|-----------------|--------------|--------------|--|
| [See Assignments for Other User] | | | | | | | |
| Design Approval Request (Click to collapse) | | | | | | | |
| Project | Review Type | Request Type | Description | Assignment Type | Instructions | Desired Date | |
| View 419305-1 | Project Review | Variation | test | Review | test | 7/31/2012 | |

- Begin typing the first and/or last name of a user in the **Select User** field. A list of potential matches appears. Select the correct person.

The screenshot shows the 'Assignments' section with a search bar containing 'Wang'. A dropdown menu lists several users with their IDs and initials. Below the search, a table displays assignment details for the selected user.

| Description | Assignment Type | Instructions | Desired Date |
|-------------|-----------------|--------------|--------------|
| test | Review | test | 7/31/2012 |

- A list of all assignments associated with the selected user is displayed.

The screenshot shows 'CHANG WANG's Assignments'. It includes a table for 'Survey Work Order - Reviewer' and a section for 'Complete Change Request - Estimator/ Scheduler/ WP Administrator' with a dropdown for 'Request Type' set to 'All'.

| Project | Summary | Assignment Due Date | Instructions | Work Order Due Date |
|----------|---------|---------------------|--------------|---------------------|
| 418760-2 | SSS | | test | |

| Project | Request Type | Reason | Submitted Date | Request Description | Completer |
|----------|-------------------------|-----------------|----------------|---------------------|------------|
| 424495-1 | Schedule Change Request | Update Schedule | | Please change | CHANG WANG |

- You can go back to your listed assignments by selecting the **Go back to My Assignments** hyperlink.

This screenshot is identical to the previous one, but a mouse cursor is positioned over the 'Go back to My Assignments' hyperlink.

- If no Assignments are assigned to a user, the message "No Assignments Available" will be displayed.

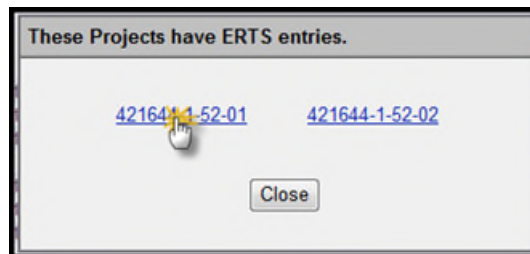
The screenshot shows 'STEPHANIE SCHWINN's Assignments' with a red box highlighting the text 'No Assignments Available'.

Viewing ERTS Data

Estimate Change Request Assignments with previous Construction Estimates will display the View in ERTS hyperlink. This link will allow a user to view these estimates in the ERTS Application to help determine if the request should be approved.

| Change Request - Reviewer (Click to collapse) | | | | | | |
|---|----------|----------------------------------|----------|----------------|---------------------|------------------------------|
| Request Type: All | | | | | | |
| | Project | Request Type | Reason | Submitted Date | Request Description | |
| View | 421662-1 | Estimate Change Request | Other | 4/27/2012 | test | View in ERTS |
| View | 195719-1 | Estimate Change Request | Annual | 5/8/2012 | test | |
| View | 195719-1 | Estimate Change Request | Phase II | 4/30/2012 | test | |
| View | 421644-1 | Critical Schedule Change Request | Annual | 5/9/2012 | test | |
| View | 195416-4 | Estimate Change Request | Annual | 4/27/2012 | testing again | View in ERTS |
| View | 419824-1 | Estimate Change Request | Annual | 4/30/2012 | test | |
| View | 421644-1 | Estimate Change Request | Other | 5/1/2012 | test | View in ERTS |

If the Project in question has more than one previous Phase 52 Financial Sequence with Construction Estimates, a modal window will appear, allowing the user to select from among these sequences.



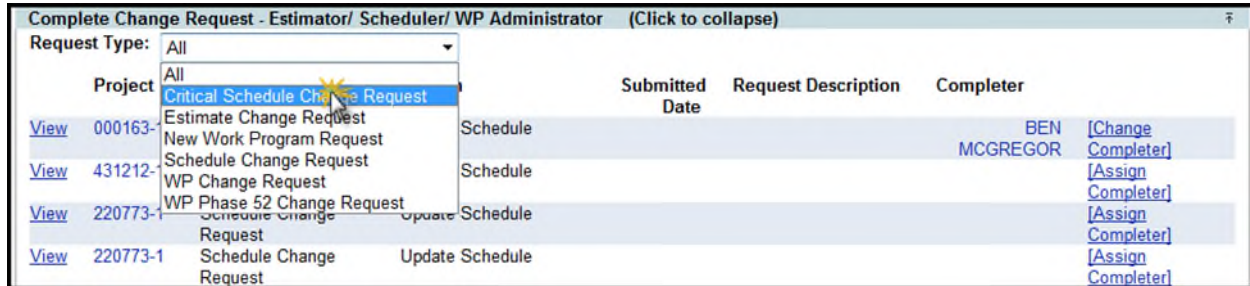
Assigning Completer

If a user has the Privilege to complete a type of Change Request, that user will be able to do so in the Complete Change Request section.

1. The list will, by default, show all Change Requests with a Status of Approved where the current user has the Privilege to complete that type of Request.

| Complete Change Request - Estimator/ Scheduler/ WP Administrator (Click to collapse) | | | | | | |
|--|----------|-------------------------|-----------------|----------------|---------------------|---|
| Request Type: All | | | | | | |
| | Project | Request Type | Reason | Submitted Date | Request Description | Completer |
| View | 000163-1 | Schedule Change Request | Update Schedule | | | BEN MCGREGOR [Change Completer] |
| View | 431212-1 | Schedule Change Request | Update Schedule | | | [Assign Completer] |
| View | 220773-1 | Schedule Change Request | Update Schedule | | | [Assign Completer] |

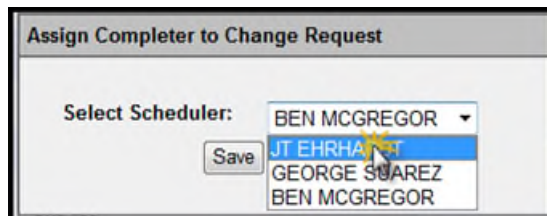
- The types of Change Requests displayed may be changed by selecting a specific different type from the **Request Type** drop down menu. The list of Requests will change automatically.



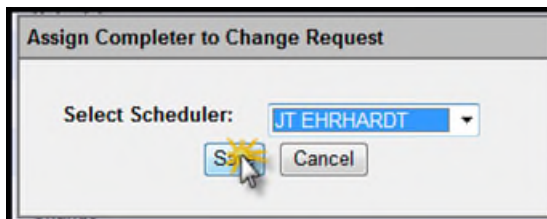
- To complete a Request, click the **Assign Completer** hyperlink for a particular Change Request. This will display a modal window.



- Select the user to list as the completer from the drop down list. All users displayed have the Privilege to complete the current request.



- Click the **Save** button to complete the Request and set the Completer to the selected user.



- To alter the Completer for a Change Request, click the **Change Completer** hyperlink and follow steps 4 and 5.