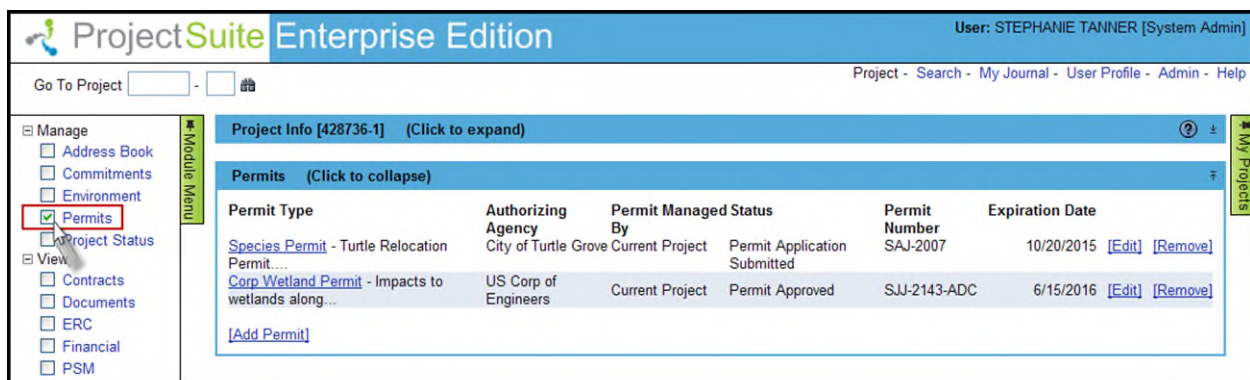


## The Permits Module

The Permits module allows users to create and track Permits that are requested by FDOT to support a Project. These are NOT Permits issued by FDOT -- these are Permits being requested by FDOT from other Agencies/Governmental Entities as a part of a Project.

Users must be granted access/privilege to the Permits module to complete the actions described in this User Manual. If you do not have access, and feel you should, contact your PSEE District Administrator. They are listed in the footer of every PSEE page.

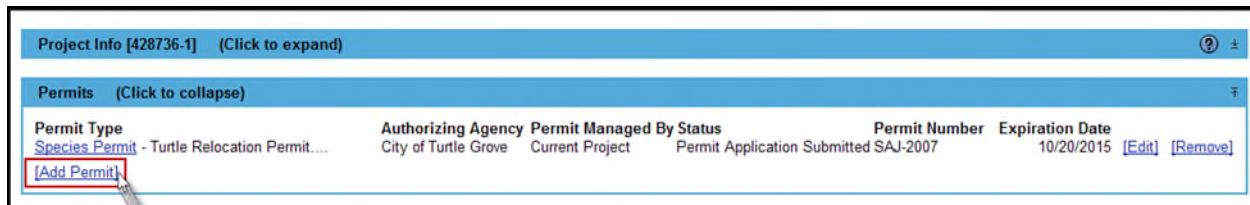
1. Select the Permits module from the Module Menu. The Permits Module will be displayed.



The screenshot shows the ProjectSuite Enterprise Edition interface. The user is identified as STEPHANIE TANNER [System Admin]. The interface includes a navigation bar with "Go To Project" and a search icon. A "Module Menu" on the left lists various modules, with "Permits" selected and highlighted with a red box. The main content area displays "Project Info [428736-1]" and a "Permits" section with a table of existing permits.

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date
<a href="#">Species Permit</a> - Turtle Relocation Permit...	City of Turtle Grove	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015 <a href="#">[Edit]</a> <a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit</a> - Impacts to wetlands along...	US Corp of Engineers	Current Project	Permit Approved	SJJ-2143-ADC	6/15/2016 <a href="#">[Edit]</a> <a href="#">[Remove]</a>

2. Select the **Add Permit** link to enter Permit request data.



The screenshot shows the "Permits" section of the ProjectSuite interface. The "Add Permit" link is highlighted with a red box. The table below shows the structure of the permit data.

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date
<a href="#">Species Permit</a> - Turtle Relocation Permit...	City of Turtle Grove	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015 <a href="#">[Edit]</a> <a href="#">[Remove]</a>

3. Enter the details in the displayed window regarding the Permit.

- **Permit Type [Required]** is the type of Permit issued/documented, select the required Type from the Permit Type drop down
- **Application Number [Optional]** Enter the valid Permit Application number in the text box
- **Permit Number [Optional]** is the number assigned to a Permit by the issuer of the Permit; Enter the valid Permit number in the text box
- **Application Date [Optional]** Enter or select the date the Permit Application was sent to the Authorizing Agency.
- **Issued Date [Optional]** Enter or select the date the final Permit was issued.
- **Expiration Date [Optional]** Enter or select the Expiration Date of the Permit.
- **Status [Required]** Select a required status from the Status dropdown
- **Description [Required]** Enter the description of the permit. Can be no more than 2048 characters in length. The first 25 characters of this description will be displayed in the list of Permits.

- The **Authorizing Agency [Optional]** records the Agency or Governmental entity that issues the Permit. To set the Authorizing Agency, select the **Set** link

**Add Permit**

Permit Type: Corp Wetland Permit

Application Number: PR2682A

Permit Number: SJJ-2143-ADC

Application Date: 10/15/2009

Issued Date: 02/15/2010

Expiration Date: 06/15/2016

Status: Permit Approved

Description: 130 of 2048  
 Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.

Authorizing Agency: [\[Set\]](#)

Save Cancel

- A new section appears. Enter the Authorizing Agency related to a Permit. Begin typing the name of the Agency contact in the **Name** field and a list of names will begin to display. Select the Agency from this list and PSEE will automatically populate the remaining fields. If the needed Agency does not appear in the list simply fill out the information as needed, remembering that you must provide at least one method of contacting the Agency (email address, phone number or postal address).

Description: 130 of 2048  
 Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.

Authorizing Agency: [Authorizing Agency](#)

Name: US

Title: Augustus Hunter  
 US Corp of Engineers

Address Line 1:

Address Line 2:

City: Tallahassee

State: FLORIDA

Zip: 32399-

**NOTE:** Make sure and record the Agency Name in this field, and not individual Contacts at the Agency. This ensures that later you can search for Permits based on their Authorizing Agency. You will be able to add individual contacts in a later step.

- If a Permit has previously been recorded for this Project, and that Permit included Internal Contacts, the user will be asked if they would like to copy those Internal Contacts to the current permit. Deselect any contacts that should not be applied to the Permit being created.

**Authorizing Agency:** [\[Set\]](#)

Copy internal contacts from previous Permits

- JOY GIDDENS
- STEPHANIE TANNER

- Once all information is documented, select **Save** and the Permit will be added to the Permit list.

**Project Info [428736-1]** (Click to expand) ?

---

**Permits** (Click to collapse) ?

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date	
<a href="#">Species Permit - Turtle Relocation Permit...</a>	City of Turtle Grove	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit - Impacts to wetlands along...</a>	US Corp of Engineers	Current Project	Permit Approved	SJ-2143-ADC	6/15/2016	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Permit\]](#)

## Edit Permit

The details of a Permit can be edited after being entered.

- From the list of Permits, select the **Edit** link to the right of the Permit.

Go To Project  -  Project - Search - My Journal - User Profile - Admin - H

---

**Project Info [428736-1]** (Click to expand) ?

---

**Permits** (Click to collapse) ?

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date	
<a href="#">Species Permit - Turtle Relocation Permit...</a>	City of Turtle Grove	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit - Impacts to wetlands along...</a>	US Corp of Engineers	Current Project	Permit Approved	SJ-2143-ADC	6/15/2016	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Permit\]](#)

- Update the details as needed. To select a different Authorizing Agency, select the **Change** link displayed in the **Authorizing Agency** section. To make a change to the details of the Authorizing Agency that has already been chosen, select **Update**.

- After all changes have been made select **Save**.

## Remove Permit

Users can remove a Permit if needed.

- To remove a Permit, select the **Remove** link. **Note:** If a Permit Request is removed, all documents related to that request are also removed.

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date	
<a href="#">Species Permit</a> - To help assure that the p...	Jan Smith	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit</a> - Impacts to wetlands along...	Thomas Quinn / HDR	Current Project	Permit Approved	SJJ-2143-ADC	6/15/2016	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

- You will be prompted with a confirmation dialog box. Select **OK** to remove the Permit.

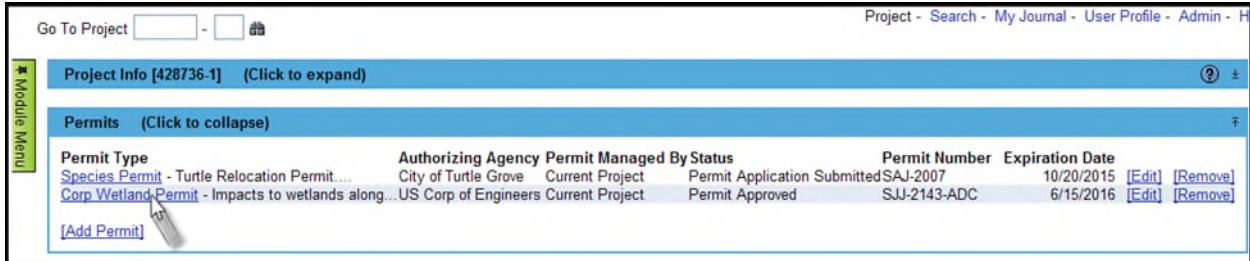
To view more important details related to the Permit, select the hyperlinked Permit Type from the Permit List.

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date	
<a href="#">Species Permit</a> - To help assure that the p...	Jan Smith	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit</a> - Impacts to wetlands along...	Thomas Quinn / HDR	Current Project	Permit Approved	SJJ-2143-ADC	6/15/2016	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

## Additional Permit Information

Once you have recorded your basic Permit information, you can add additional details such as Projects Tied to this Permit, External Contacts, Internal Contacts, Mitigations, Fees, Permit Notes, and PSEE Documents. To see additional Permit information:

1. Select the hyperlinked **Permit Type** from the list of Permits.



The screenshot shows the PSEE interface with a sidebar menu on the left containing 'Module Menu'. The main content area has a top navigation bar with 'Go To Project' and a search icon. Below this are two expandable/collapsible sections: 'Project Info [428736-1] (Click to expand)' and 'Permits (Click to collapse)'. The 'Permits' section is expanded to show a table with the following data:

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date		
<a href="#">Species Permit</a> - Turtle Relocation Permit...	City of Turtle Grove	Current Project	Permit Application Submitted	SAJ-2007	10/20/2015	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>
<a href="#">Corp Wetland Permit</a> - Impacts to wetlands along...	US Corp of Engineers	Current Project	Permit Approved	SJJ-2143-ADC	6/15/2016	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>

Below the table is an [\[Add Permit\]](#) button with a mouse cursor pointing to it.

The Permit information that has previously been entered is displayed, along with several additional sections for recording more information.

- At any time you may select the **Return to Permit List** link to go back to the Permit list.

Permits (Click to collapse)
?

[Return to Permit List](#)

<p><b>Permit Type:</b> Corp Wetland Permit  <b>Description:</b> Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  <b>Status:</b> Permit Approved  <b>Application Number:</b> PR2682A  <b>Application Date:</b> 10/15/2009  <b>Expiration Date:</b> 6/15/2016</p>	<p><b>Authorizing Agency:</b> US Corp of Engineers  <b>Permit Number:</b> SJJ-2143-ADC  <b>Issued Date:</b> 2/15/2010</p> <p style="color: red; font-weight: bold;">The information previously entered about the Permit</p>
--	---

**Projects Tied to this Permit** (Click to collapse) ⌵

No other Projects tied to this Permit

[\[Add Tie to Project\]](#)

**External Contacts** (Click to collapse) ⌵

Currently there are no External Contacts set for this Project

[\[Add External Contact\]](#)

**Internal Contacts** (Click to collapse) ⌵

Currently there are no Internal Contacts set for this Project

[\[Add Internal Contact\]](#)

**Mitigations** (Click to collapse) ⌵

No Mitigations tied to this Permit

[\[Add Mitigation\]](#)

**Fees** (Click to collapse) ⌵

No Fees tied to this Permit

[\[Add Fee\]](#)

**Permit Notes** (Click to collapse) ⌵

No Permit Notes Found

[\[Add Permit Note\]](#)

**PSEE Permit Documents** (Click to collapse) ⌵

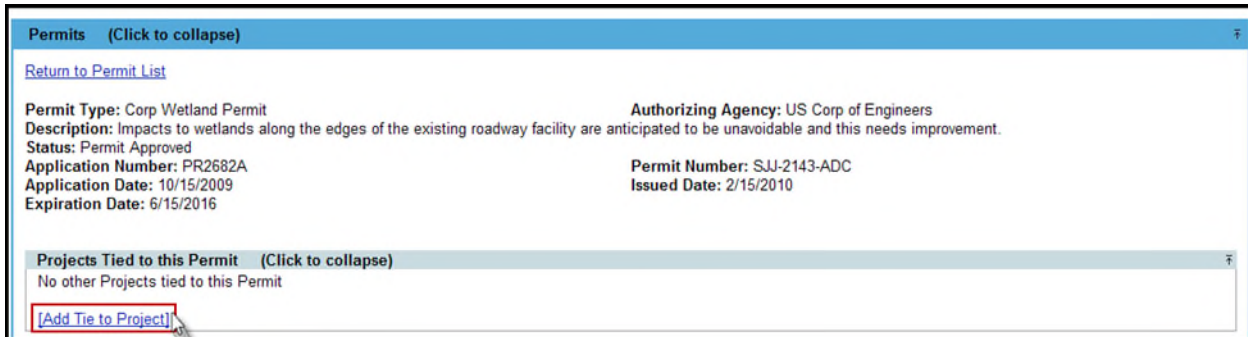
No Documents Found

[\[Upload Document\]](#)

## Tie A Permit To Another Project

In some instances a single Permit may apply to more than one Project. This section allows users to document that the Permit recorded in the selected Project, is also to be used by another Project.

1. Select the **Add Tie to Project** link to select the additional Project tied to the Permit.



2. A Search window appears that allows users to find the Project. If you know the Project Number that the Permit should be linked to, type that number into the Project Number field and select **Search**. (Note you can type on a partial Project Number if needed.)



3. A list of matching Projects is displayed in the Project Search Results section. Choose the **Select** hyperlink for the Project that should be linked to the Permit.
4. The Project is now listed as being tied to the Permit.

**Permits** (Click to collapse)

[Return to Permit List](#)

**Permit Type:** Corp Wetland Permit **Authorizing Agency:** US Corp of Engineers  
**Description:** Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
**Status:** Permit Approved  
**Application Number:** PR2682A **Permit Number:** SJJ-2143-ADC  
**Application Date:** 10/15/2009 **Issued Date:** 2/15/2010  
**Expiration Date:** 6/15/2016

**Projects Tied to this Permit** (Click to collapse)

Project Number	County	Local Name	Limits	WP Project Manager	PSEE Project Manager	
428738-1	BAY	SR 30 (US 98B)	FROM SR 75 (US 231) TO SR 30A (US 98)	CLAY HUNTER	CLAY HUNTER	<a href="#">[Remove]</a>

[\[Add Tie to Project\]](#)

5. Repeat the process for any additional Projects that should be tied to the Permit. You may use any of the choices in the Search For drop down list, along with the Filters, to find the needed Project.
6. From the list of Projects Tied to this Permit you may select the hyperlinked Project Number to view a linked Project in PSEE.

**Permits** (Click to collapse)

[Return to Permit List](#)

**Permit Type:** Corp Wetland Permit **Authorizing Agency:** US Corp of Engineers  
**Description:** Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
**Status:** Permit Approved  
**Application Number:** PR2682A **Permit Number:** SJJ-2143-ADC  
**Application Date:** 10/15/2009 **Issued Date:** 2/15/2010  
**Expiration Date:** 6/15/2016

**Projects Tied to this Permit** (Click to collapse)

Project Number	County	Local Name	Limits	WP Project Manager	PSEE Project Manager	
<a href="#">428738-1</a>	BAY	SR 30 (US 98B)	FROM SR 75 (US 231) TO SR 30A (US 98)	CLAY HUNTER	CLAY HUNTER	<a href="#">[Remove]</a>

[\[Add\]](#) [Click to go to project 428738-1](#)

7. Looking at the Permit Module of the linked Project you will see the Permit that was created in your original Project listed. Note that it will document that the Permit listed is **Managed By** a different Project.

Project - Search - My Journal - User Profile - Admin

Go To Project  -

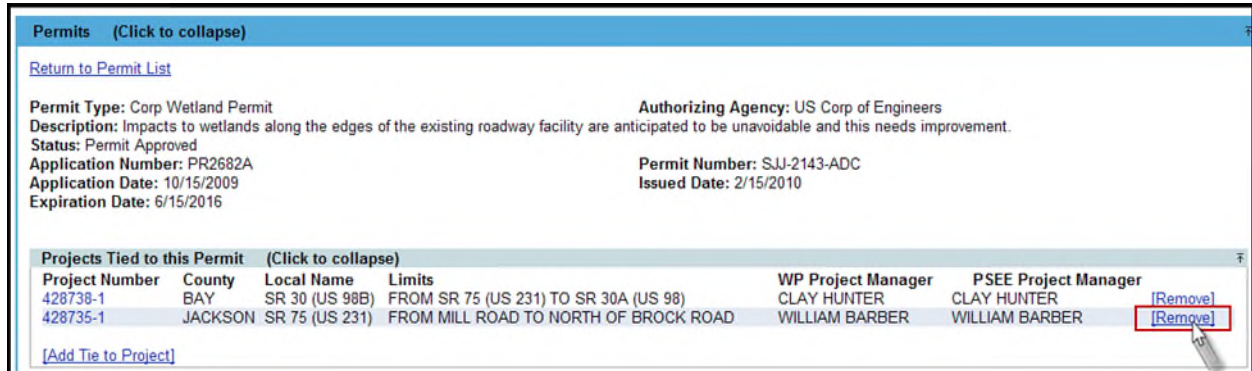
**Project Info [428738-1]** (Click to expand)

**Permits** (Click to collapse)

Permit Type	Authorizing Agency	Permit Managed By	Status	Permit Number	Expiration Date
<a href="#">Corp Wetland Permit</a> - Impacts to wetlands along...	US Corp of Engineers	428736-1	Permit Approved	SJJ-2143-ADC	6/15/2016

[\[Add Permit\]](#)

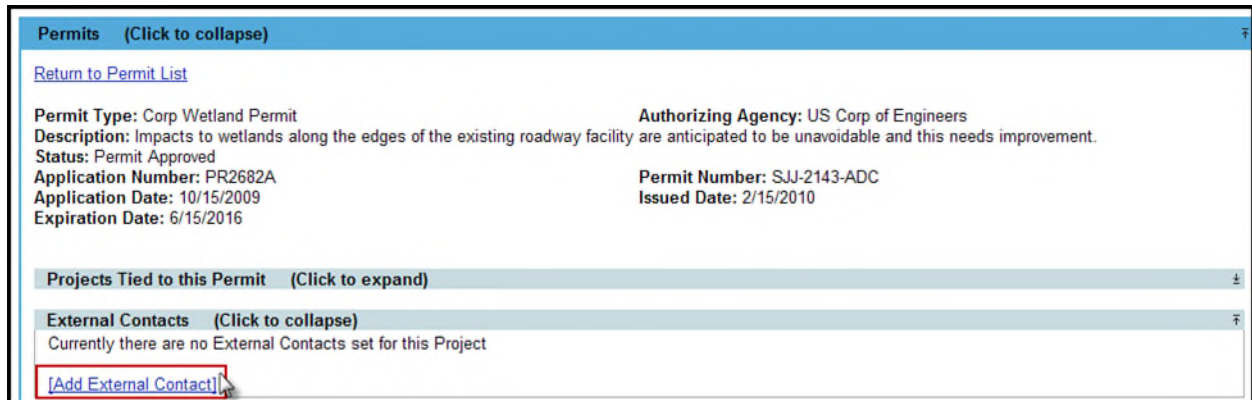
- To remove a tie between a Permit and another Project, select the **Remove** link. You will be prompted with a confirmation dialog box. Select **OK** to confirm the removal.



## External Contacts

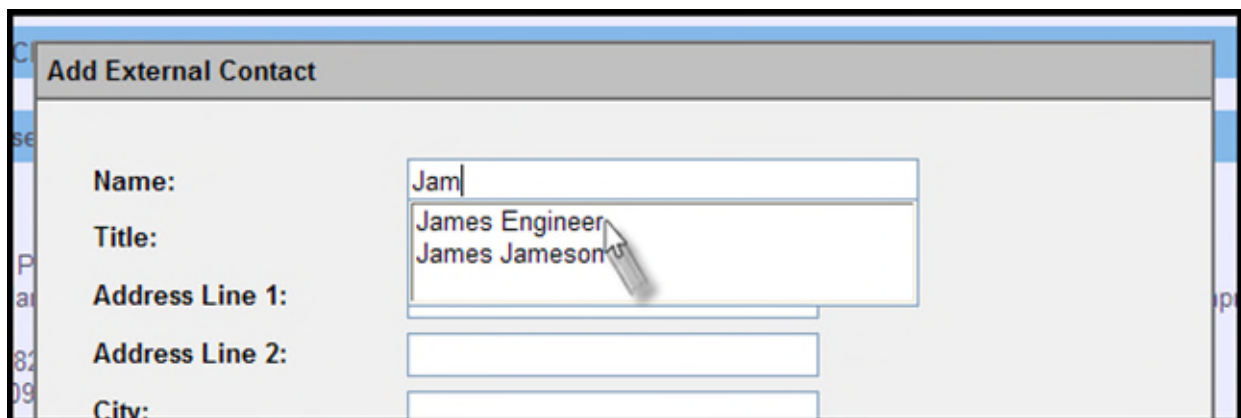
Users can document External Contacts that are associated with a Permit.

- Select the **Add External Contact** link from the External Contacts section.



A dialog box with appropriate fields will display to add an External Contact.

- A new window will open. Begin typing the name of the Contact in the **Name** field. A list of matching names will begin to form just below. Select the contact from this list and PSEE will automatically populate the remaining fields.



3. If the needed contact does not appear in the list, continue typing the complete name and simply fill out the contact information as needed. The information must include at least one form of contact for the customer (email address, phone number or postal address).
4. Select **Save** when all needed information has been updated or entered.
5. The contact will be created and displayed in the External Contact section. Select the plus sign to the left of the contact name to display all of their contact information.

**External Contacts** (Click to collapse) ?

Name	Phone	E-mail	Organization	Contact Type	
James Engineer	(111) 222-3333	<a href="mailto:james@uscg.gov">james@uscg.gov</a>	US Corp of Engineers	Engineer	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
<p><b>Title:</b> Chief Engineer  <b>Address:</b> 111 Coast Guard Way                      Tallahassee, FLORIDA  <b>Website Address:</b> <a href="http://www.uscg.gov/tally">www.uscg.gov/tally</a>  <b>Comment:</b>                      This is the only project that uses this Contact.</p>					
Sue Smith	(222) 333-4444	<a href="mailto:sue@uscg.gov">sue@uscg.gov</a>		Agency Reviewer	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add External Contact\]](#)

### Editing or Removing External Contacts

Information about an External Contact may be edited or removed after it is added.

1. To Edit an External Contact, select the **Edit** link to the right of their contact information.

**Project Info [428736-1]** (Click to expand) ?

**Permits** (Click to collapse)

[Return to Permit List](#)

**Permit Type:** Corp Wetland Permit **Authorizing Agency:** US Corp of Engineers  
**Description:** Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement. **Permit Number:** SJJ-2143-ADC  
**Status:** Permit Approved **Issued Date:** 2/15/2010  
**Application Number:** PR2682A  
**Application Date:** 10/15/2009  
**Expiration Date:** 6/15/2016

**Projects Tied to this Permit** (Click to expand)

**External Contacts** (Click to collapse)

Name	Phone	E-mail	Organization	Contact Type	
James Engineer	(111) 222-3333	<a href="mailto:james@uscg.gov">james@uscg.gov</a>	US Corp of Engineers	Engineer	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
Sue Smith	(222) 333-4444	<a href="mailto:sue@uscg.gov">sue@uscg.gov</a>		Agency Reviewer	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add External Contact\]](#)

- The details about the External Contact are displayed. Update the needed information and select **Save**.

**Edit External Contact**

Name: James Engineer

Title: Chief Engineer

Address Line 1: 111 Coast Guard Way

Address Line 2: Suite 123

City: Tallahassee

State: FLORIDA

Zip:

Primary Phone Number: (111) 222-3333

Ext.:

Mobile Phone Number: (111) 222-6666

Fax Number: (111) 222-7777

Ext.:

Email Address: james@uscg.gov

Website Address: www.uscg.gov/tally

Comment:

Organization: US Corp of Engineers [Clear](#)

Contact Type: Engineer

**Save** [Cancel](#)

- To Remove an External Contact, select the **Remove** link to the right of the Contact details.

**Permits** (Click to collapse)

[Return to Permit List](#)

Permit Type: Corp Wetland Permit      Authorizing Agency: US Corp of Engineers  
 Description: Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
 Status: Permit Approved  
 Application Number: PR2682A      Permit Number: SJJ-2143-ADC  
 Application Date: 10/15/2009      Issued Date: 2/15/2010  
 Expiration Date: 6/15/2016

**Projects Tied to this Permit** (Click to expand)

**External Contacts** (Click to collapse)

Name	Phone	E-mail	Organization	Contact Type	[Edit]	[Remove]
James Engineer	(111) 222-3333	james@uscg.gov	US Corp of Engineers	Engineer	[Edit]	[Remove]
Sue Smith	(222) 333-4444	sue@uscg.gov		Agency Reviewer	[Edit]	[Remove]

[\[Add External Contact\]](#)

- A confirmation dialog box will display. Select **OK** to remove the Contact.

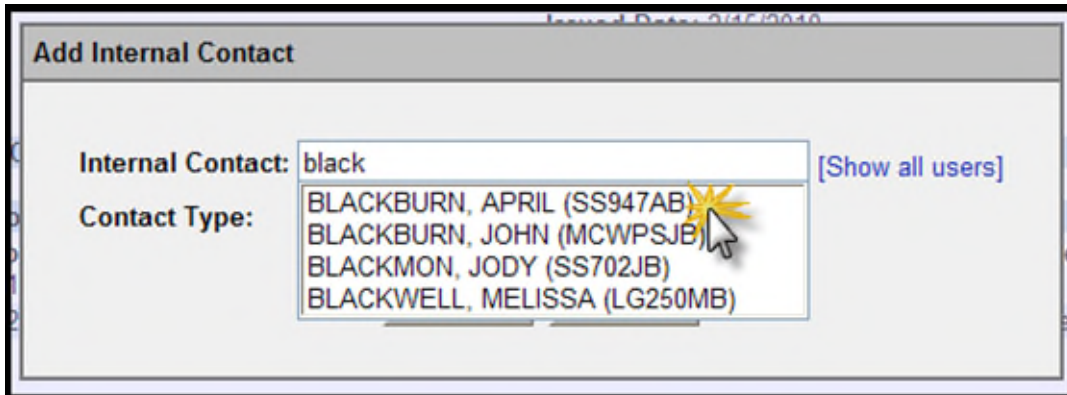
### Internal Contacts

Users may also document Internal Contacts that are associated with a Permit.

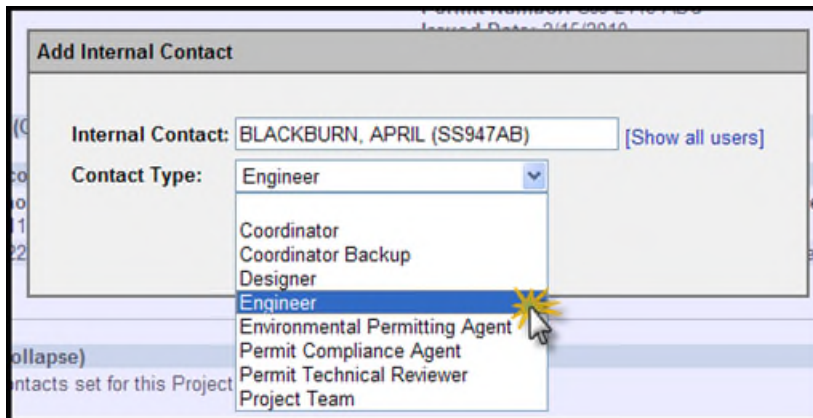
1. From the Internal Contacts section, select the **Add Internal Contact** link.



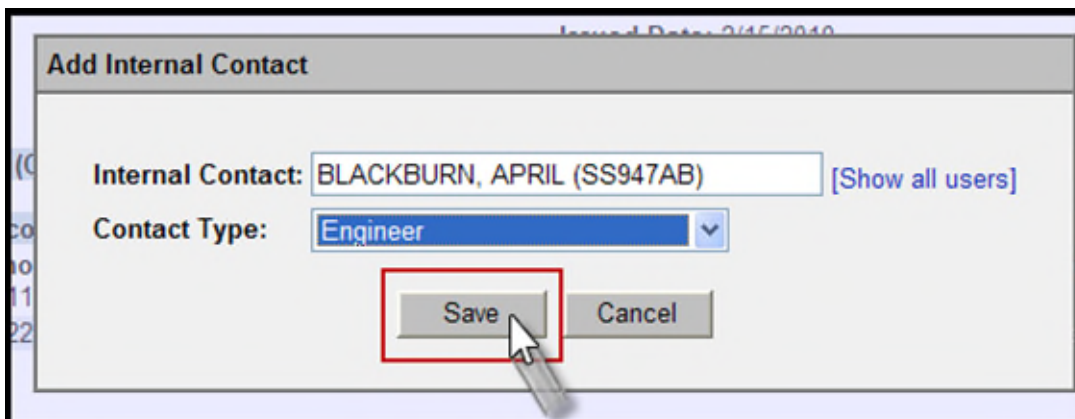
2. In the **Internal Contact** text box, enter the full or partial name of the FDOT staff member and select the required name from the displayed list



3. Select a required **Contact Type** from the Contact Type drop down



4. Select the **Add** button to add the Internal Contact



5. The Internal Contact is created and displayed in the Internal Contact section.

**Permits** (Click to collapse)

[Return to Permit List](#)

**Permit Type:** Corp Wetland Permit **Authorizing Agency:** US Corp of Engineers  
**Description:** Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
**Status:** Permit Approved  
**Application Number:** PR2682A **Permit Number:** SJJ-2143-ADC  
**Application Date:** 10/15/2009 **Issued Date:** 2/15/2010  
**Expiration Date:** 6/15/2016

**Projects Tied to this Permit** (Click to expand)

**External Contacts** (Click to expand)

**Internal Contacts** (Click to collapse)

Name	Phone	E-mail	Contact Type
⊕ APRIL BLACKBURN	(850) 410-5437	<a href="mailto:APRIL.BLACKBURN@DOT.STATE.FL.US">APRIL.BLACKBURN@DOT.STATE.FL.US</a>	Engineer <a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Internal Contact\]](#)

6. To see additional details about this Internal Contact select the plus sign to the left of the Contact Name.

**Internal Contacts** (Click to collapse)

Name	Phone	E-mail	Contact Type
⊕ APRIL BLACKBURN	(850) 410-5437	<a href="mailto:APRIL.BLACKBURN@DOT.STATE.FL.US">APRIL.BLACKBURN@DOT.STATE.FL.US</a>	Engineer <a href="#">[Edit]</a> <a href="#">[Remove]</a>

**Position:** SECTION MANAGER **ID:** SS947AB  
**Office:** BUSINESS SYSTEMS SUPPORT **Phone:** (850) 410-5437  
**Building:** BURNS BLDG **Fax:** (850) 410-5791  
**CLSF Family:** MANAGER  
**CLSF Occupation:** COMPUTER & INFORMATION SYSTEMS MANAGERS  
**Staff Type:** SELECT EXEMPT SERVICE **District:** Central Office

[\[Add Internal Contact\]](#)

### Editing or Removing Internal Contacts

Users may edit or remove information related to Internal Contacts.

1. Only the Contact Type can be edited for Internal Contacts. Select the **Edit** link to the right of the Contact information.

**Internal Contacts** (Click to collapse)

Name	Phone	E-mail	Contact Type
⊕ APRIL BLACKBURN	(850) 410-5437	<a href="mailto:APRIL.BLACKBURN@DOT.STATE.FL.US">APRIL.BLACKBURN@DOT.STATE.FL.US</a>	Engineer <a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Internal Contact\]](#)

2. Select a different Contact type from the Contact Type drop down and select **Save** button

**Edit Internal Contact**

Name: APRIL BLACKBURN

Contact Type: Project Team

Save Cancel

3. If an Internal Contact should no longer be associated with the Permit it can be removed. Select the **Remove** link to the right of the Contact of the contact details.

Internal Contacts (Click to collapse)			
Name	Phone	E-mail	Contact Type
APRIL BLACKBURN	(850) 410-5437	<a href="mailto:APRIL.BLACKBURN@DOT.STATE.FL.US">APRIL.BLACKBURN@DOT.STATE.FL.US</a>	Project Team <a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Internal Contact\]](#)

4. A confirmation dialog box will display. Select the **OK** button to remove the Internal Contact.

## Mitigations

The Mitigation section allows users to document Mitigation work that is associated with a Permit.

1. From the Mitigations section, select the **Add Mitigation** link.

**Permits (Click to collapse)**

[Return to Permit List](#)

Permit Type: Corp Wetland Permit      Authorizing Agency: US Corp of Engineers  
 Description: Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
 Status: Permit Approved  
 Application Number: PR2682A      Permit Number: SJJ-2143-ADC  
 Application Date: 10/15/2009      Issued Date: 2/15/2010  
 Expiration Date: 6/15/2016

Projects Tied to this Permit (Click to expand)

External Contacts (Click to expand)

Internal Contacts (Click to expand)

Mitigations (Click to collapse)  
 No Mitigations tied to this Permit

[\[Add Mitigation\]](#)

2. In the displayed Add Mitigation window, select/enter the following fields and select the **Save** button
  - **Mitigation Type [Required]** Select a Type of Mitigation from the **Mitigation Type** drop down
  - **Status [Required]** Select a status related to the Mitigation from the **Status** dropdown
  - **Description [Required]** Enter the general Mitigation description using a maximum of 2048 characters.
  - **Mitigation Accomplished [Optional]** Enter the description of Mitigation efforts accomplished using a maximum of 2048 characters.
3. Once all information is recorded select **Save**.

4. The Mitigation information is displayed in the Mitigations section.

Mitigations (Click to collapse)			
Mitigation Type	Status	Description	
<input checked="" type="checkbox"/> Wetland	Contact Made	Mitigation must be made for handling drainage issue related to Area ABC of this Project.	<a href="#">[Update]</a> <a href="#">[Remove]</a>
<a href="#">[Add Mitigation]</a>			

5. Select the Plus sign to the left of the Mitigation, to view the details of the Mitigation, and/or add the Mitigation notes.

Mitigations (Click to collapse)			
Mitigation Type	Status	Description	
<input checked="" type="checkbox"/> Wetland	Contact Made	Mitigation must be made for handling drainage issue related to Area ABC of this project.	<a href="#">[Update]</a> <a href="#">[Remove]</a>

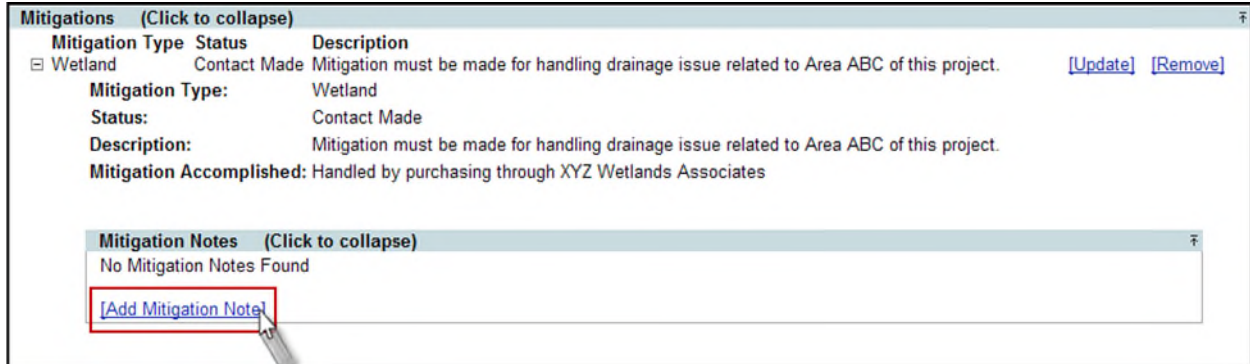
  

Mitigations (Click to collapse)			
Mitigation Type	Status	Description	
<input checked="" type="checkbox"/> Wetland	Contact Made	Mitigation must be made for handling drainage issue related to Area ABC of this project.	<a href="#">[Update]</a> <a href="#">[Remove]</a>
<b>Mitigation Type:</b> Wetland			
<b>Status:</b> Contact Made			
<b>Description:</b> Mitigation must be made for handling drainage issue related to Area ABC of this project.			
<b>Mitigation Accomplished:</b> Handled by purchasing through XYZ Wetlands Associates			
<b>Mitigation Notes (Click to collapse)</b>			
No Mitigation Notes Found			
<a href="#">[Add Mitigation Note]</a>			

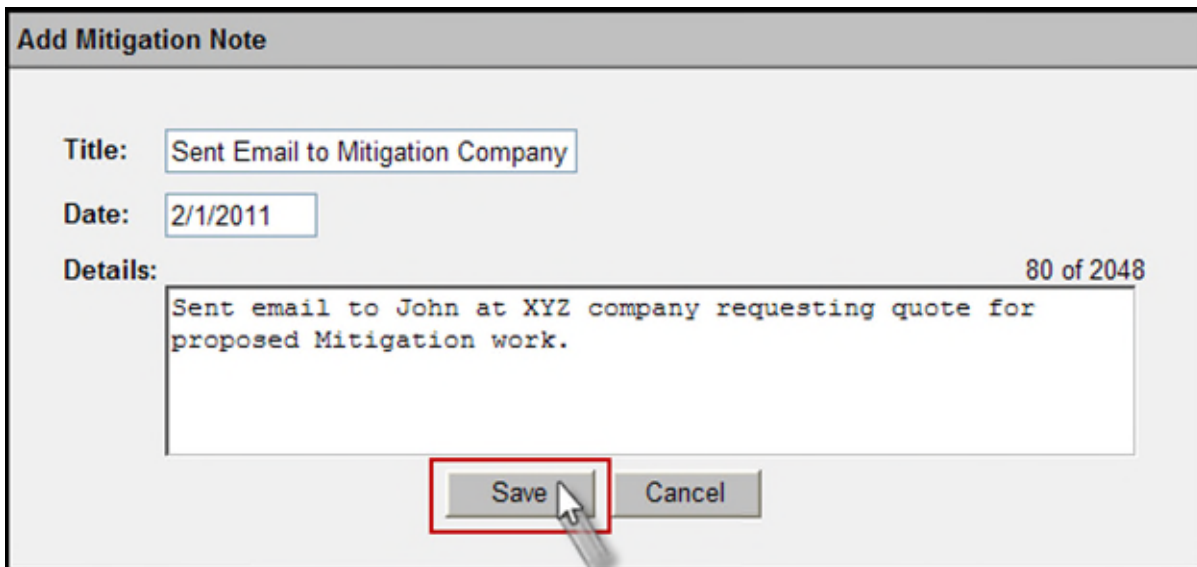
### Add Mitigation Notes

A Mitigation Note allows you to document the latest information related to the Mitigation effort.

1. Select the **Add Mitigation Note** link.



2. Enter the details in the displayed Mitigation Note window and select **Save**.



- The new Mitigation Notes is displayed. Select the plus to the left of the Mitigation Notes to display the details.

The screenshot shows a web interface with two main sections. The top section, titled "Mitigation Notes (Click to collapse)", contains a table with columns "Date" and "Title". One entry is visible: "2/1/2011 Sent Email to Mitigation Company". To the right of this entry are "[Edit]" and "[Remove]" links. A red box highlights the plus sign icon to the left of the date. Below this table is a detailed view of the selected note, showing fields for "Date", "Title", "Details", "Created By", "Created Date", "Last Updated By", and "Last Updated Date".

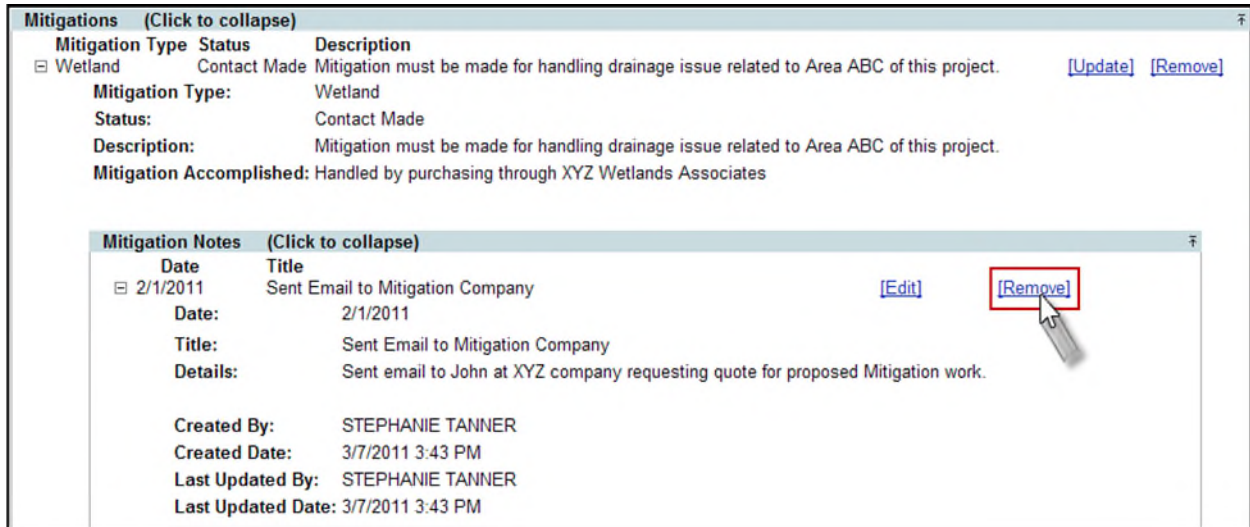
### Edit Mitigation Note

- Mitigation Notes entries may be edited by selecting the **Edit** link that appear to the right of the Notes. Make changes to the notes entry as desired and select the **Save** button.

This screenshot is similar to the previous one, but the "[Edit]" link next to the note entry is highlighted with a red box. A mouse cursor is pointing at the "[Edit]" link, indicating the action to be taken.

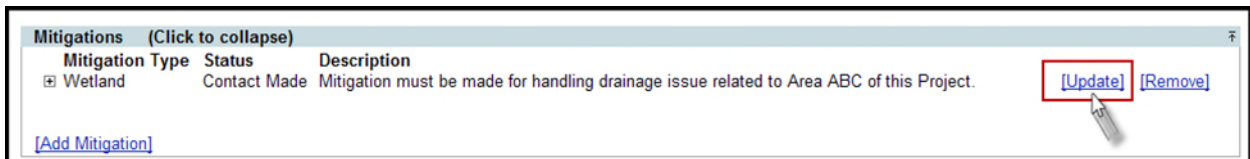
### Remove Mitigation Notes

1. If a Mitigation Notes entry is no longer needed, select the Remove link to the right of the notes entry.



### Update Mitigation

1. Mitigation details can be updated by selecting the **Update** link that appears in the Mitigation list.

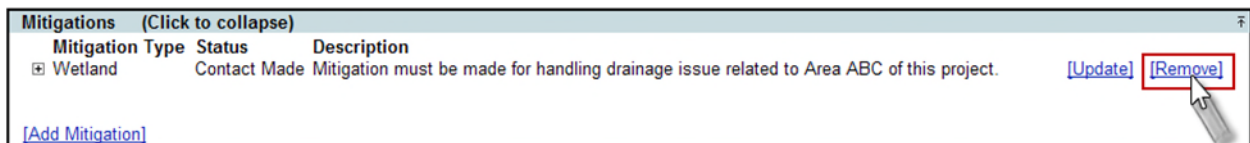


2. The Mitigation details are displayed, in the same display as when the Mitigation was created. Make the needed changes and select **Save** when complete.

### Remove Mitigation

If Mitigation is no longer needed it may be removed.

1. From the Mitigations section, select the **Remove** link to the right of the Mitigation. A confirmation dialog box will display. Select **OK** to remove the Mitigation.



## Fees

The Fee section allows users to document any Fees paid in relation to a Permit.

1. From the Permits module Fees section, select the **Add Fee** link

Permits (Click to collapse) ?

[Return to Permit List](#)

Permit Type: Corp Wetland Permit Authorizing Agency: US Corp of Engineers  
 Description: Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
 Status: Permit Approved Permit Number: SJJ-2143-ADC  
 Application Number: PR2682A Issued Date: 2/15/2010  
 Application Date: 10/15/2009  
 Expiration Date: 6/15/2016

Projects Tied to this Permit (Click to expand) ↓

External Contacts (Click to expand) ↓

Internal Contacts (Click to expand) ↓

Mitigations (Click to expand) ↓

Fees (Click to collapse) ?

No Fees tied to this Permit

[\[Add Fee\]](#)

2. A new window appears. Enter the details of the Fee.

- **LPO ID [Optional]** is a Local Purchase Order ID and is used to authorize the payment of a permit fee.
- **Amount [Optional]** is the amount charged by the issuing party to issue the permit.
- **Payment Date [Optional]** Date the permit fee was paid.
- **Status [Required]** is the current Status of the permit fees.
- **Description [Required]** is the information about the need or purpose of the Permit fee

2009 Issued Date: 2/15/2010

Add Fee

LPO ID:

Amount:

Payment Date:

Status:

Description:  12 of 255

3. Select the **Save** button to save the details.

4. The Fee information displays in the Fee section

Fees (Click to collapse)						
LPO Number	Amount	Status	Description	Payment Date		
S12345	\$ 25.00	Fee Paid	Permit Application	1/31/2011	<a href="#">[Update]</a>	<a href="#">[Remove]</a>
F12345	\$ 100.00	Fee Paid	Standard Fee	2/2/2011	<a href="#">[Update]</a>	<a href="#">[Remove]</a>

[\[Add Fee\]](#)

### Update or Remove Permit Fees

Permit Fee information can be updated or removed as needed.

1. To update, select the **Update** link to the right of the listed Fee.

Fees (Click to collapse)						
LPO Number	Amount	Status	Description	Payment Date		
S12345	\$ 25.00	Fee Paid	Permit Application	1/31/2011	<a href="#">[Update]</a>	<a href="#">[Remove]</a>
F12345	\$ 100.00	Fee Paid	Standard Fee	2/2/2011	<a href="#">[Update]</a>	<a href="#">[Remove]</a>

[\[Add Fee\]](#)

2. Make the needed changes to the Fee information and select **Save**.
3. To Remove Fee information, select the **Remove** link to the right of the listed Fee.
4. A confirmation dialog box will display. Click the **OK** button to remove the Permit Fees payment record or click Cancel to retain it.

### Permit Notes

The Permit Notes section allows you to document notes related to the progress of this Permit.

1. From the Permit Notes section, select the **Add Permit Note** link to record a journal related to a Permit.

**Permits (Click to collapse)** ?

[Return to Permit List](#)

**Permit Type:** Corp Wetland Permit **Authorizing Agency:** US Corp of Engineers  
**Description:** Impacts to wetlands along the edges of the existing roadway facility are anticipated to be unavoidable and this needs improvement.  
**Status:** Permit Approved  
**Application Number:** PR2682A **Permit Number:** SJJ-2143-ADC  
**Application Date:** 10/15/2009 **Issued Date:** 2/15/2010  
**Expiration Date:** 6/15/2016

**Projects Tied to this Permit (Click to expand)** ±

**External Contacts (Click to expand)** ±

**Internal Contacts (Click to expand)** ±

**Mitigations (Click to expand)** ±

**Fees (Click to expand)** ±

**Permit Notes (Click to collapse)** ±

No Permit Notes Found

[\[Add Permit Note\]](#)

2. Enter the details, such as Title, Date, and Details. When all details are complete select **Save**.

**Add Permit Note**

Title:

Date:

Details: 55 of 2048

3. The Permit Notes is displayed in the list.

Permit Notes (Click to collapse)		
Date	Title	
<input checked="" type="checkbox"/> 2/1/2011	Called Joe to check on turnaround	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Permit Note\]](#)

4. Select the plus sign to expand the section and to view the details of the Permit Notes.

Permit Notes (Click to collapse)		
Date	Title	
<input checked="" type="checkbox"/> 2/1/2011	Called Joe to check on turnaround	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

[\[Add Permit Note\]](#)

Permit Notes (Click to collapse)		
Date	Title	
<input checked="" type="checkbox"/> 2/1/2011	Called Joe to check on turnaround	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
Date: 2/1/2011		
Title: Called Joe to check on turnaround		
Details: Joe said Permit should be reviewed within next 2 weeks.		
Created By: STEPHANIE TANNER		
Created Date: 3/8/2011 1:16 PM		
Last Updated By: STEPHANIE TANNER		
Last Updated Date: 3/8/2011 1:16 PM		

### Edit or Remove Permit Notes

Permit Notes entries can be edited or removed after being entered.

Permit Notes (Click to collapse)		
Date	Title	
<input checked="" type="checkbox"/> 2/1/2011	Called Joe to check on turnaround	<a href="#">[Edit]</a> <a href="#">[Remove]</a>

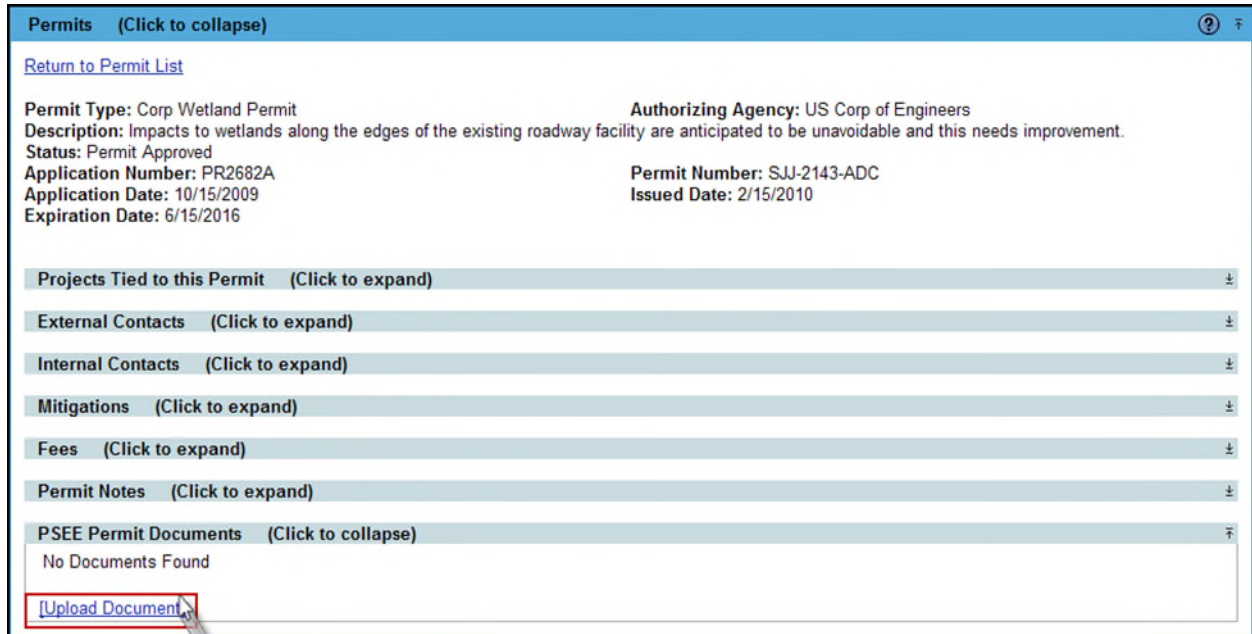
[\[Add Permit Note\]](#)

1. To update a Permit Notes entry, select the **Edit** link that displays to the right of the Permit Notes.
2. A window appears with details of the Permit Note. Change the details as needed and select **Save**.
3. To remove a Permit Notes entry, select the **Remove** link.
4. A confirmation dialog box will display. Select **OK** to remove confirm removal of the Permit Notes.

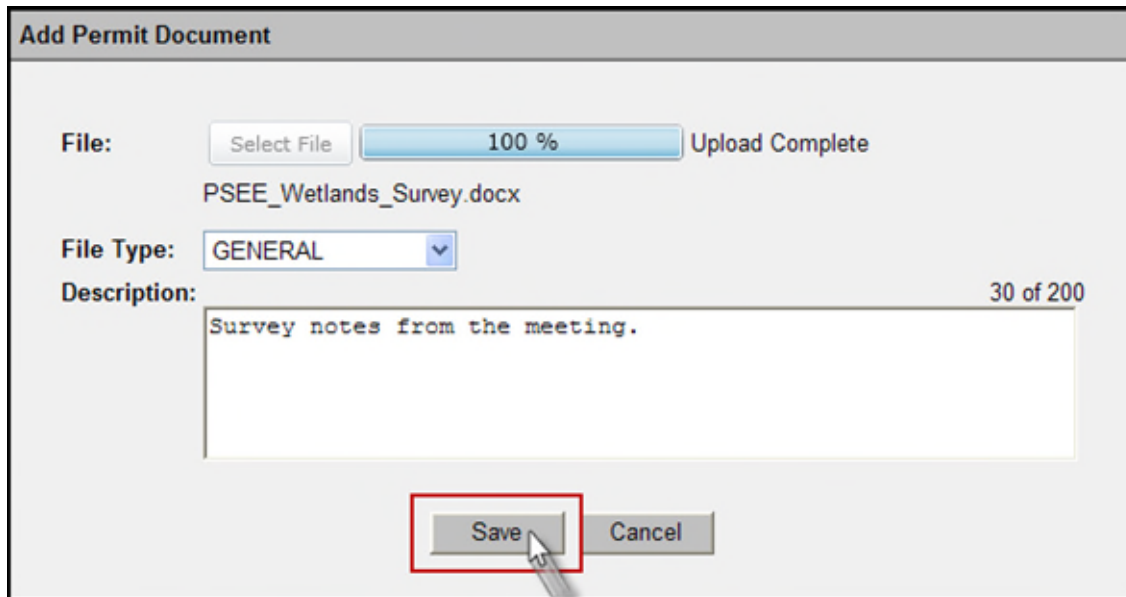
### PSEE Permit Documents

Documents can be uploaded that support a Permit.

1. From the PSEE Permit Documents section, select the **Upload Document** link to attach a document related to a Permit.



2. A new window appears. Select the document you wish to upload by selecting the **Select File** button. Select the File Type (**required**) from the File Type drop down, add a description (**required**) for the document, and then select the **Save** button.



3. The document is now added and listed in the PSEE Permit Documents section.

PSEE Permit Documents (Click to collapse)			
Doc Number	Document Name	Description	Type
898869	PSEE_Wetlands_Survey.docx	Survey notes from the meeting.	GENERAL <a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

[\[Upload Document\]](#)

Attached documents can be managed within the Document’s details. From there you can View, Edit or Remove the document.

4. Select the **View** link to retrieve the document for display. The document will be opened in its native application.

PSEE Permit Documents (Click to collapse)			
Doc Number	Document Name	Description	Type
898869	PSEE_Wetlands_Survey.docx	Survey notes from the meeting.	GENERAL <a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

[\[Upload Document\]](#)

5. Select the **Edit** link to change the description of the document.

PSEE Permit Documents (Click to collapse)			
Doc Number	Document Name	Description	Type
898869	PSEE_Wetlands_Survey.docx	Survey notes from the meeting.	GENERAL <a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

[\[Upload Document\]](#)

6. Select the **Remove** link to remove the document from the PSEE Permit Documents section. You will be prompted with a confirmation dialog box. Select **OK** to remove the document or **Cancel** to retain it.

PSEE Permit Documents (Click to collapse)			
Doc Number	Document Name	Description	Type
898869	PSEE_Wetlands_Survey.docx	Survey notes from the meeting.	GENERAL <a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

[\[Upload Document\]](#)