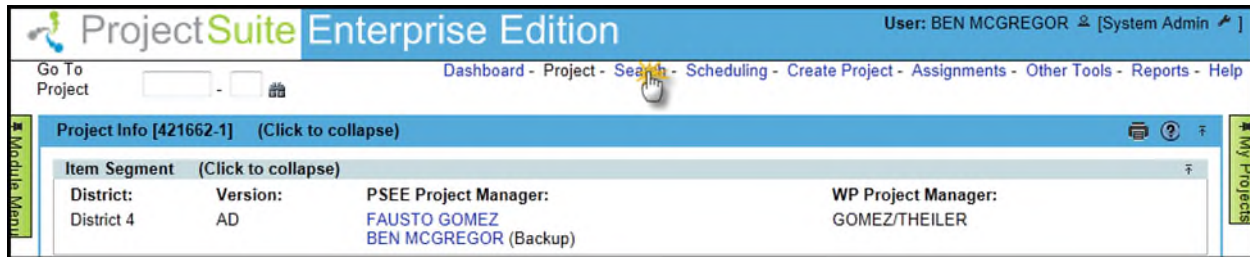


Project Search

The Search option allows you to search for Projects based on several criteria.

1. Select **Search** from the Main Menu in the upper right corner of the screen.



The screenshot displays the ProjectSuite Enterprise Edition web application interface. At the top, the user is identified as BEN MCGREGOR [System Admin]. The navigation menu includes Dashboard, Project, Search, Scheduling, Create Project, Assignments, Other Tools, Reports, and Help. The 'Search' menu item is highlighted with a mouse cursor. Below the navigation bar, the 'Project Info [421662-1]' section is visible, containing a table with project details.

Item Segment (Click to collapse)			
District:	Version:	PSEE Project Manager:	WP Project Manager:
District 4	AD	FAUSTO GOMEZ BEN MCGREGOR (Backup)	GOMEZ/THEILER

2. There are many values that can be populated to narrow your Project Search.

The screenshot shows a web-based search interface for projects. It is organized into three main sections: Project, Location, and Schedule. Each section contains various filters and search criteria.

Project Section:

- Project:** Text input field.
- Active Status:** Dropdown menu set to "All".
- Item Segment Group:** Dropdown menu set to "All".
- Transportation System:** Dropdown menu set to "All".
- Projects With No PSEE PM:**
- Projects With PSEE PM:**
- Without Permits:**
- PSEE Project Manager:** Text input field with a "Clear" button.
- WP Project Manager:** Text input field with radio buttons for "Contains", "Starts With", and "Exact".
- Description / Item Seg. Comments:** Text input field with radio buttons for "Contains", "Starts With", and "Exact".
- Contract Number:** Text input field with radio buttons for "Contains", "Starts With", and "Exact".
- Local Agency:** Dropdown menu set to "All".
- Fund Code:** Dropdown menu set to "All".
- Phase Grouping:** Dropdown menu set to "All".
- Fiscal Year:** "From" and "To" text input fields followed by "(YYYY)".
- Status:** Dropdown menu with a list of codes and descriptions:
 - All
 - 00000000 - Candidate Line Item
 - 00000003 - Dropped/Transferred
 - 00000005 - Adopted, Not Begun
 - 00000010 - Pre-Const.Underway
 - 00000014 - Row Acquisition Beg.
 - 00000015 - P.D. (Project)
- Contract Class:** Dropdown menu with a list of codes and descriptions:
 - All
 - 1 - TO BE LET
 - 2 - EXTERN MNGD(NOT LAP)
 - 3 - STUDIES
 - 4 - MISCELLANEOUS
 - 5 - LOCAL AGCY PGM (LAP)
 - 6 - RIGHT-OF-WAY ONLY
- Work Mix:** Dropdown menu with a list of codes and descriptions:
 - All
 - 0002 - NEW ROAD CONSTRUCTION
 - 0004 - HWY-RECONSTRUCTION
 - 0005 - FLEXIBLE PAVEMENT RECONSTRUCT
 - 0006 - HWY-CAPACITY/SFTY IMPROVEMENT
 - 0008 - ACCESS IMPROVEMENT
 - 0009 - TRAFFIC SIG. IMPROVEMENT
- Only Safety Projects

Location Section:

- District:** Dropdown menu set to "District 3".
- County:** Dropdown menu with a list of counties:
 - All
 - BAY
 - CALHOUN
 - DIST/ST-WIDE
 - ESCAMBIA
 - FRANKLIN
 - GADSDEN
- Roadway ID:** Text input field with radio buttons for "Contains", "Starts With", and "Exact".
- Bridge ID:** Text input field.

Schedule Section:

- Plans to Tallahassee:** Radio buttons for "N/A", "Current FY", "Next FY", "Current And Next FY", and "Range".
- Letting Date:** Radio buttons for "N/A", "Current FY", "Next FY", "Current And Next FY", and "Range".
- Production Date:** Radio buttons for "N/A", "Current FY", "Next FY", "Current And Next FY", and "Range".
- Construction Finish Date:** Radio buttons for "N/A", "Current FY", "Next FY", "Current And Next FY", and "Range".
- Float:** "From" and "To" text input fields.

At the bottom of the form are three buttons: "Search", "Reset", and "Save Criteria".

1. **Project:** Type in a full or partial Project Number, if known.
2. **Active Status:** This dropdown is based on the Work Program statuses. If you need a more diverse selection, refer to the filter selection "Status" below.
 - Active includes statuses "000" to "090" except status "003"
 - Inactive includes statuses "091" to "100" plus status "003"
3. **Item Segment Group:** This dropdown contains the most up-to-date group codes added. The list is sorted alphabetically by the group code. To see a list of the group codes sorted

alphabetically by description, click [here](#) and use the selections below.

Work Program Quick Reference

<input type="checkbox"/> Airport Code	<input type="checkbox"/> Federal Appropriation Category	<input type="checkbox"/> Measure Type
<input type="checkbox"/> Amendment Status	<input type="checkbox"/> Federal Project Oversight	<input type="checkbox"/> Month
<input type="checkbox"/> Amendment Type	<input type="checkbox"/> Flair Fund	<input type="checkbox"/> Phase
<input type="checkbox"/> Authorization Status	<input type="checkbox"/> Flair Fund Identifier	<input type="checkbox"/> Phase Group
<input type="checkbox"/> Box Code	<input type="checkbox"/> Flair GL Account Code	<input type="checkbox"/> Phase History Status
<input type="checkbox"/> Budget Allocation Type	<input type="checkbox"/> Flair Org Code	<input type="checkbox"/> Phase History Type
<input type="checkbox"/> Budget Category (Active)*	<input type="checkbox"/> Fund Allocation Type	<input type="checkbox"/> Phase Type
<input type="checkbox"/> Budget Entity (Active)	<input type="checkbox"/> Fund Code (All)*	<input type="checkbox"/> Program Number (All)*
<input type="checkbox"/> Budgeting District	<input type="checkbox"/> Fund Group (All)*	<input type="checkbox"/> Program Plan Category
<input type="checkbox"/> Citizen's Plan Phase Group	<input type="checkbox"/> Fund Type	<input type="checkbox"/> Program Plan Sub-Category
<input type="checkbox"/> Contract Class	<input type="checkbox"/> GAAFR Fund Code	<input type="checkbox"/> Proj Level Status
<input type="checkbox"/> Cost Type	<input type="checkbox"/> Geo Dist/County (Sort County)	<input type="checkbox"/> Project Cost Status Code
<input type="checkbox"/> County	<input type="checkbox"/> Geo Dist/County (Sort Geo Dist)	<input type="checkbox"/> Related Segment Type Code
<input type="checkbox"/> Distribution Area	<input type="checkbox"/> Geographic District	<input type="checkbox"/> State Fund Code
<input type="checkbox"/> Distribution Area Type	<input type="checkbox"/> Inflation Factors	<input type="checkbox"/> Transportation System
<input type="checkbox"/> District Divisions	<input checked="" type="checkbox"/> Item Group (All)*	<input type="checkbox"/> Version
<input type="checkbox"/> Emergency ID	<input type="checkbox"/> Item Segment Location Type	<input type="checkbox"/> Version Status
<input type="checkbox"/> Emergency ID by Program	<input type="checkbox"/> Item Status	<input type="checkbox"/> Work Mix (All)*
<input type="checkbox"/> Emergency Repair Type	<input type="checkbox"/> Managing District	<input type="checkbox"/> Yes or No
<input type="checkbox"/> Emergency Type	<input type="checkbox"/> Measure Code	

Sort By: Code Description

4. **Transportation System:** Use this dropdown to filter by one system at a time.
5. **Projects With No PSEE PM:** Check this checkbox to find projects that do not have any PSEE Project Manager.
6. **Projects With PSEE PM:** Check this checkbox to find projects that have a PSEE Project Manager.
7. **Without Permits:** Check this checkbox to find all projects that do not have any Permits entered into PSEE.
8. **PSEE Project Manager:** Begin typing the first or last name of a PSEE Project Manager. A list of matching results will appear as you type. Select the correct name.

The screenshot shows a search form with several fields. The 'PSEE Project Manager' field is active, showing a dropdown menu with search results for the term 'glass'. The results list names like 'GLASS, MIRANDA (RD352PM)', 'GLASS, PATRICK (RD452PG)', 'GLASS, RAYMOND (Inactive as of 4/27/2012)', 'GLASS, RICHARD (Inactive as of 12/24/2009)', 'GLASS, RICHARD (Inactive as of 3/4/2010)', 'GLASS, RICHARD (Inactive as of 3/14/2012)', 'GLASS, WILLIAM (Inactive as of 7/14/2011)', 'GLASS, WILLIAM (Inactive as of 12/7/2011)', 'GLASS JOHNSON, LINDA (MB608LG)', 'GLASSEY, GORDON (TP816GG)', 'GLASSMAN, HOWARD (HR340HG)', and 'GLASSNER, DAVID (Inactive as of 5/6/2009)'. To the right of the dropdown are search criteria options: 'Contains', 'Starts With', and 'Exact'.

9. **WP Project Manager:** The WP Project Manager field can be listed as a full name, partial name, initials or sets of initials. Type in the term to search for and select whether the results should Contain, Start With or be an Exact Match to the term you provide.
10. **Description / Item Seg. Comments:** Enter any text that should be used to search within the Local Name, Limits and Item Segment Comments field. Type in the term to search for and select whether your Search should Contain, Start With or be an Exact Match to the term you provide.
11. **Contract Number:** Enter a full or partial (3 characters minimum) Contract Number to include in your search, making sure to select whether your Search should Contain, Start With or be an Exact Match to the term you provide.
12. **Local Agency:** Select from any of the Agencies currently in the PSEE System.

13. **Fund Code:** Select a fund code from the drop down.
14. **Phase Grouping:** Select a Phase Grouping from the drop down.
15. **Fiscal Year:** Enter the Fiscal Year(s) for the 'Phase Group' selected in the filter above.
16. **Status:** Select any Work Program Status(es) to include in your Search. You may select multiple values that are grouped together by selecting the first value, holding your Shift-key, and then selecting the last value. You may select multiple values that are not grouped together by pressing your Ctrl-key while selecting each item. Refer back to the Filter selection "Active" above for more options.
17. **Contract Class:** Select any Contract Class(es) to include in your Search. You may select multiple values that are grouped together by selecting the first value, holding your Shift-key, and then selecting the last value. You may select multiple values that are not grouped together by pressing your Ctrl-key while selecting each item.
18. **Work Mix:** Select any Work Mix(es) to include in your Search. You may select multiple values that are grouped together by selecting the first value, holding your Shift-key, and then selecting the last value. You may select multiple values that are not grouped together by pressing your Ctrl-key while selecting each item.
19. **Only Safety Projects:** Check this checkbox to search for projects identified as a 'Safety Project'. By selecting this checkbox, the Work Mix filter will be unusable.

Status:	Contract Class:	Work Mix:
All	All	All
00000000 - Candidate Line Item	1 - TO BE LET	0002 - NEW ROAD CONSTRUCTION
00000003 - Dropped/Transferred	2 - EXTERN MNGD(NOT LAP)	0004 - HWY-RECONSTRUCTION
00000005 - Adopted, Not Begun	3 - STUDIES	0005 - FLEXIBLE PAVEMENT RECONSTRUCT.
00000010 - Pre-Const Underway	4 - MISCELLANEOUS	0006 - HWY-CAPACITY/SFTY IMPROVEMENT
00000014 - Row Acquisition Beg.	5 - LOCAL AGCY PGM (LAP)	0008 - ACCESS IMPROVEMENT
00000015 - P.L.D. (LAP)	6 - RIGHT OF WAY ONLY	0010 - TRAFFIC SIG IMPROVEMENT

Only Safety Projects

20. **District:** The District field automatically defaults to the District of the user. To search all projects, change the District drop down to **All**.
21. **County:** The County field may be limited based on the selection in the District field. If Central Office or All is selected for District, then All Counties will appear. If a numbered District is selected, only the Counties in that District will appear.
22. **Roadway ID:** Type in a full or partial (3 characters minimum) Roadway ID to include in your search, making sure to select whether your Search should Contain, Start With or be an Exact Match to the term you provide.
23. **Bridge ID:** Type in a full or partial (first 2 characters minimum) Bridge Number to include in your Search.
24. **Plans to Tallahassee:** Searches for Projects based on their Plans to Tallahassee Date. The "N/A" value will not include this parameter in the search. The other options are the current fiscal year, the next fiscal year, or a range of days offset from the current date. For ranges, blank values are considered open-ended but limited to -60 to 60. For example, a range of

“From -20 to ___ (Days” would produce projects with a Plans to Tallahassee Date anywhere from 20 days prior to the current date to any time in the future.

25. **Letting Date:** Searches for Projects based on their Letting Date. The rules for filling this field are the same as those for Plans to Tallahassee.
26. **Production Date:** Searches for Projects based on their Production Date. The rules for filling this field are the same as those for Plans to Tallahassee.
27. **Construction Finish Date:** Searches for Projects based on their Construction Finish Date. The rules for filling this field are the same as those for Plans to Tallahassee.
28. **Float:** Searches for Projects based on their current Float value. As with other ranges, blank values are considered open ended

The screenshot shows a search criteria form titled "Schedule (Click to collapse)". It contains the following sections and options:

- Plans to Tallahassee:** Radio buttons for N/A, Current FY, Next FY, Current And Next FY, and Range.
- Letting Date:** Radio buttons for N/A, Current FY, Next FY, Current And Next FY, and Range. The "Range" option is selected, and its "From" and "To" input fields are circled in red.
- Production Date:** Radio buttons for N/A, Current FY, Next FY, Current And Next FY, and Range.
- Construction Finish Date:** Radio buttons for N/A, Current FY, Next FY, Current And Next FY, and Range.
- Float:** Input fields for "From" and "To".

At the bottom of the form are three buttons: "Search", "Reset", and "Save Criteria".

Reviewing Results

1. Project Search results are provided in a list displayed in order by Project Number. Click on the hyperlinked Project Number of any Project you are interested in. *REMINDER –Your search results will be reset when you click on a hyperlinked Project Number.*
2. The Search results can be sorted by column headings. Click on a underlined column header to sort by that column. An upward pointing triangle beside a column indicates the results

are sorted by that column, in ascending order. A downward pointing triangle indicates the results are sorted in descending order.

Project [\[Modify Search\]](#)

These search results are listed in ascending order by Project Number

Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
1 217864-2	BAY	G1	SR 30 (US 98) THOMAS DRIVE FLYOVER LANDSCAPING		1070 - LANDSCAPING	PAM MINER	
2 217911-7	BAY	AD	SR 79 FROM S OF SCHOOL DRIVE TO NORTH OF CR 388	46-0077	9924 - MISCELLANEOUS CONSTRUCTION	CRAIG GAVIN	CRAIG GAVIN
3 218946-1	GADSDEN	AD	QUINCY BY-PASS FROM SR 10 (US 90) EAST TO SR 12		0002 - NEW ROAD CONSTRUCTION	CLAY HUNTER	CLAY HUNTER

Project [\[Modify Search\]](#)

These search results are listed in descending order by Work Mix

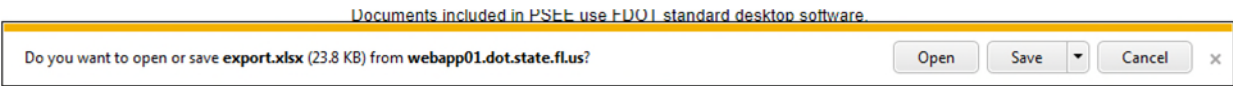
Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
1 217911-7	BAY	AD	SR 79 FROM S OF SCHOOL DRIVE TO NORTH OF CR 388	46-0077	9924 - MISCELLANEOUS CONSTRUCTION	CRAIG GAVIN	CRAIG GAVIN
2 413426-2	HOLMES	AD	SR 2 CULVERT EXTENSIONS IN HOLMES COUNTY		9915 - DRAINAGE IMPROVEMENTS	GARRETT MARTIN	GARRETT MARTIN
3 424369-4	DIST/ST-WIDE	AD	BIG BEND SCENIC BYWAY PLAN IMPLEMENTATION		8615 - CORRIDOR/SUBAREA PLANNING	CRAIG GAVIN	CRAIG GAVIN

29. To edit the Search criteria once the Search has been submitted, select the **Modify Search** link and update your Search criteria as needed.

Project [\[Modify Search\]](#)

Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
1 217911-7	BAY	AD	SR 79 FROM S OF SCHOOL DRIVE TO NORTH OF CR 388	46-0077	9924 - MISCELLANEOUS CONSTRUCTION	CRAIG GAVIN	CRAIG GAVIN
2 413426-2	HOLMES	AD	SR 2 CULVERT EXTENSIONS IN HOLMES COUNTY		9915 - DRAINAGE IMPROVEMENTS	GARRETT MARTIN	GARRETT MARTIN
3 424369-4	DIST/ST-WIDE	AD	BIG BEND SCENIC BYWAY PLAN IMPLEMENTATION		8615 - CORRIDOR/SUBAREA PLANNING	CRAIG GAVIN	CRAIG GAVIN

30. Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The “From” and “To” fields let you specify the range of entries to be exported. The option is given to ‘Open’ or ‘Save’ the results.



31. Project Search criteria can be saved by clicking the Save Criteria button. The search criteria requires a Profile Name. The number of saved searches is unlimited. These saved searches can also be used as displays for user’s dashboard.

