

## Functional Area – Subordinations

The Subordinations functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Subordinations. Once Subordinations are ready for execution, assignments can be created for the UAO, DUA/E, Legal and Management to sign off. This includes returning Subordinations for corrections, and alerting a UAO that Subordinations have been recorded. This also includes being able to route Subordinations for review to multiple FDOT staff if applicable. UAOs will be able to respond to assignments by attaching a document. 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 Subordinations functional area is accessible two ways. The first is at a Project Level which allows the user to view the Subordinations 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 Subordinations functional area for multiple project at once.

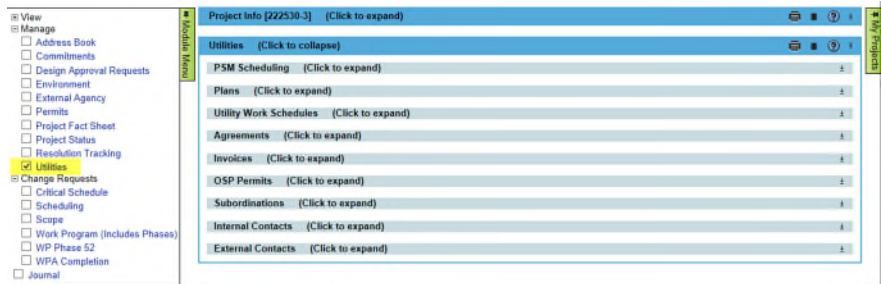
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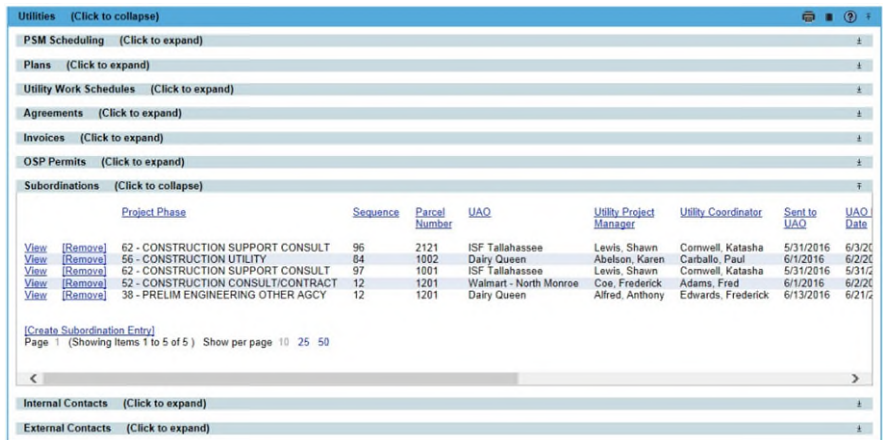
## Project Level Access

All Subordinations entries at this access level are for one specific project. The specific project is identified in the title bar for the Project Info module.

1. Select the Utility module from the Module Menu. Then Utility module will appear with all functional areas collapsed




2. Click the Subordinations bar to expand.

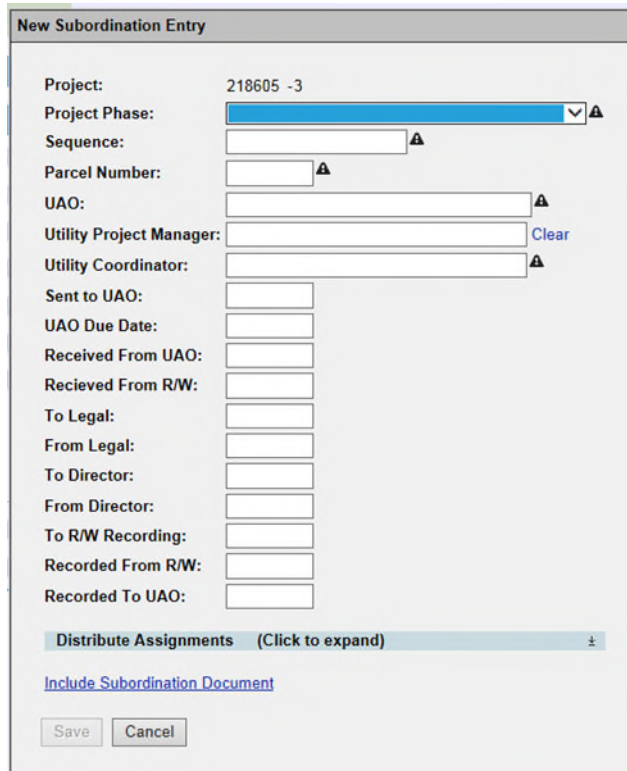


## Create Subordinations Entry

1. Click “Create Subordinations Entry” link.


2. Complete the entry form.


 indicates the field entry is required for creation.





**New Subordination Entry**

Project: 218605 -3


Project Phase:  

Sequence:  

Parcel Number:  

UAO:  

Utility Project Manager:  [Clear](#)

Utility Coordinator:  

Sent to UAO:

UAO Due Date:

Received From UAO:

Received From RW:

To Legal:

From Legal:


To Director:

From Director:

To R/W Recording:

Recorded From R/W:

Recorded To UAO:

[Distribute Assignments](#) (Click to expand) 

[Include Subordination Document](#)

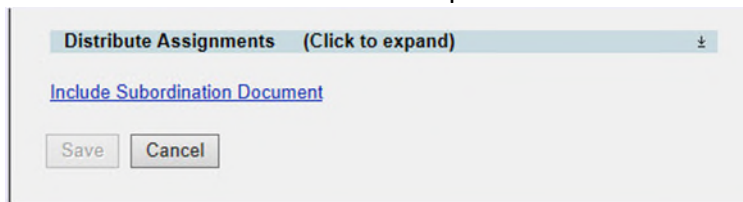
Project: The 7 digit Item/Item Segment the entry is for  
 Project Phase: The 2 digit Funding Phase (ex. 52 – Construction)  
 Sequence: The 2 digit Funding Sequence (ex. 01)

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

Parcel Number:	The RW number assigned to identify the property.
UAO:	The Utility Company for the Subordinations
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.
Sent to UAO:	Date FDOT sent the document to the Utility Company for review and signatures.
UAO Due Date:	Date FDOT expects the document returned
Received from UAO	Date FDOT actually receives the document from the Utility Company
Received from R/W	Date FDOT RW staff provides the document to the FDOT Utility Staff.
To / From Legal:	Tracks the time FDOT Legal reviews the document.
To / From Director:	Tracks the time FDOT Director reviews the document. (This time is sometimes included in the FDOT Legal review time.)
To R/W Recording	Date FDOT send document to be officially recorded.
Recorded from R/W:	Date FDOT Utility Staff receives a copy of the recorded document
Recorded to UAO:	Date FDOT Utility Staff send to recorded copy of the document to the Utility Company.

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

3. Click “Include Subordinations Document” to upload related documents.



4. Click the “Select File” button to browse for your file. (Make sure the file is not currently open on your computer. This will cause an error when uploading.). In the description box, add an explanation of the document.

**NOTE: If uploading only 1 document to this entry, continue to the next step. If uploading 2 or more documents. Click Save. Repeat step 3 & 4. Continue to the step for adding assignments when the last document has been uploaded. This will limit the automated emails for the reviewers and assure all attachments are available when the review assignment is received.**

- Click the “Distribute Assignments” bar to expand to add assignments. There are 2 types of assignments. **Reviewer Assignments** are users who are expected to review the entry and/or attached documents and provide a response. **FYI Assignments** are just to make a user aware of an entry but no response will be received.

- Enter a Due Date. This is the date you expected all responses from Reviewers to be completed.

**NOTE: This due date is part of the automated emails generated by ProjectSuite. Reviewers with an uncompleted assignment will receive an email: 1 week prior to due date, on the due date, and a weekly past due email.**

- Select the appropriate button if the user is a UAO Representative or FDOT User.

If adding a UAO Representative – in the box type the company they represent and then select the appropriate Representative. (ex. AT&T – John Doe)

If adding a FDOT User – in the box type their name and select the appropriate user.

**Distribute Assignments** (Click to collapse)

**Reviewer Assignments**

Due Date: 06/30/2016

UAO Representative  FDOT User

hewett x  
Hewett, Erica (PG364EH)

Add

Remove

FYI Assignments

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

Input box for name

Users Selected For Assignment:

Add

Remove

12. In the Request Description, add a message to the reviewers. This message would be similar to the instructions that would be given in the body of an email.

**Request Description**

0 of 255

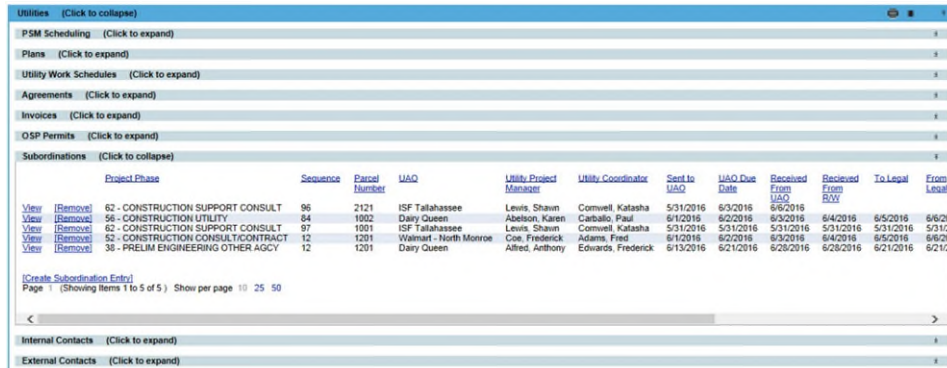
Text area with scrollbar

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

## Edit Subordinations Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Subordinations Entry.

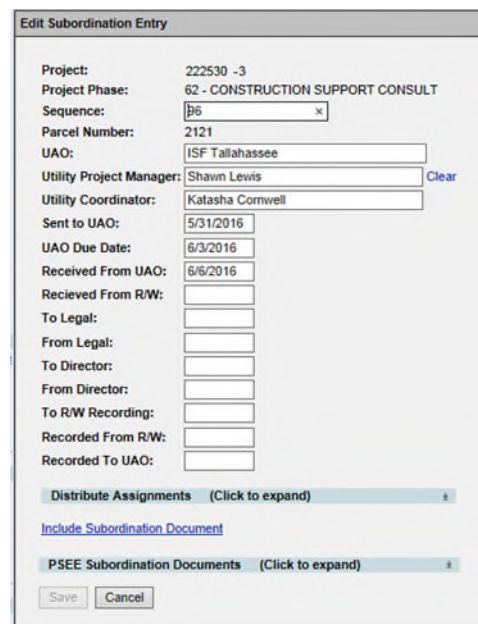
1. In the Subordinations submodule of the Utility Module, Select “View” next to existing Entry needing modifications.



2. Click edit in the top right corner of the Subordinations submodule.



3. The Edit Subordinations Entry box will open. Modify the areas necessary. Refer to the Create Subordinations Entry for detailed instructions on adding Assignments and Documents.
4. When all changes have been made, click save.
5. Email notifications will be sent to new assignments that were made and to any user who subscribed to the notification.



## Update Reviewer / FYI Assignments Status

1. In the Subordinations submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From RW	To Legal	From Legal	
<a href="#">View</a>	<a href="#">Remove</a>	62 - CONSTRUCTION SUPPORT CONSULT	96	2121	ISF Tallahassee	Levis, Shawn	Comuel, Katasha	5/31/2016	6/3/2016	6/6/2016	6/4/2016	6/5/2016	6/6/2016
<a href="#">View</a>	<a href="#">Remove</a>	56 - CONSTRUCTION UTILITY	84	1002	Dairy Queen	Abelson, Karen	Carballo, Paul	6/1/2016	6/2/2016	6/3/2016	6/3/2016	6/3/2016	6/3/2016
<a href="#">View</a>	<a href="#">Remove</a>	62 - CONSTRUCTION SUPPORT CONSULT	97	1001	ISF Tallahassee	Levis, Shawn	Comuel, Katasha	5/31/2016	5/31/2016	5/31/2016	5/31/2016	5/31/2016	5/31/2016
<a href="#">View</a>	<a href="#">Remove</a>	52 - CONSTRUCTION CONSULT CONTRACT	12	1201	Walmart - North Monroe	Case, Frederick	Adams, Fred	6/1/2016	6/2/2016	6/3/2016	6/4/2016	6/5/2016	6/6/2016
<a href="#">View</a>	<a href="#">Remove</a>	38 - PRELIM ENGINEERING OTHER AGENCY	12	1201	Dairy Queen	Allred, Anthony	Edwards, Frederick	6/13/2016	6/21/2016	6/28/2016	6/28/2016	6/21/2016	6/21/2016

2. Click view next to the Assignment

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

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

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

From the dropdown, select the assignment status to update.

**Edit Reviewer Assignment Entry**

Project: 222530- 3

Project Phase: 62 - CONSTRUCTION SUPPORT CONSULT

Reviewer: Linda Holley

Due Date: 8/1/2016

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

Assignment Type: Subordination

Sequence: 96

Request Description: Tell reviewers what is needed

[Include Subordination Document](#)

PSEE Subordination Documents (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 Subordinations Entry

1. In the Subordinations submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From RW	To Legal	From Local
<a href="#">View</a>	62 - CONSTRUCTION SUPPORT CONSULT	96	2121	ISF Tallahassee	Lewis, Shawn	Comwell, Katarsha	5/31/2016	6/3/2016	6/9/2016	6/4/2016	6/5/2016	6/6/2016
<a href="#">View</a>	56 - CONSTRUCTION UTILITY	84	1002	Dairy Queen	Abelson, Karen	Carballo, Paul	6/1/2016	6/2/2016	6/3/2016	6/3/2016	6/3/2016	6/3/2016
<a href="#">View</a>	62 - CONSTRUCTION SUPPORT CONSULT	97	1001	ISF Tallahassee	Lewis, Shawn	Comwell, Katarsha	5/31/2016	5/31/2016	5/31/2016	5/31/2016	5/31/2016	5/31/2016
<a href="#">View</a>	52 - CONSTRUCTION CONSULT CONTRACT	12	1201	Walwart - North Monroe	Carl, Frederick	Adams, Fred	6/1/2016	6/2/2016	6/3/2016	6/4/2016	6/5/2016	6/6/2016
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGENCY	12	1201	Dairy Queen	Allred, Anthony	Edwards, Frederick	6/13/2016	6/21/2016	6/28/2016	6/28/2016	6/21/2016	6/21/2016

2. Scroll to the Comments area and click Add Comment

Comments For Subordination 222530-3 (Click to collapse)

Kathy Ozmore @ 6/24/2016 5:56:39 PM:  
Testing

[Add Comment](#)

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

**Add Comment**

Adding Comment To Subordination for 222530-3

0 of 255

Comment:

Save Cancel

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

## Remove Subordinations Entry

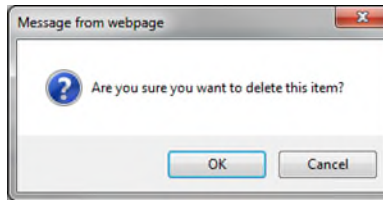
1. In the Subordinations submodule of the Utility Module, locate the existing Entry needing to be removed.

	Project Phase	Sequence	Agreement Action	Agreement Status	Contract #	Original Contract Amount	Current Contract Amount
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	1	AGREEMENT	AGREEMENT NOT ACCEPTED	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	99	AGREEMENT	AGREEMENT NOT ACCEPTED	DS017		\$ 332,360.00
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	10	AGREEMENT	FOR PDOT LEGAL SIGNATURE	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	52 - CONSTRUCTION CONSULT CONTRACT	11	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGENCY	12	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	38 - PRELIM ENGINEERING OTHER AGENCY	28	CHANGE ORDER UWA	FOR PDOT LEGAL SIGNATURE	1212		
<a href="#">View</a>	56 - CONSTRUCTION UTILITY	28	CHANGES TO FORMS DOCUMENT	INITIAL DRAFT UAO REVIEW	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	38 - PRELIM ENGINEERING UTILITY	12	AGREEMENT ADDENDUM	AGREEMENT SUBMITTED	1234		
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	01	AGREEMENT	AGREEMENT SUBMITTED	CS019	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	38 - PRELIM ENGINEERING UTILITY	23	CHANGE ORDER UWA	AGREEMENT SUBMITTED	123		

- Click Remove.



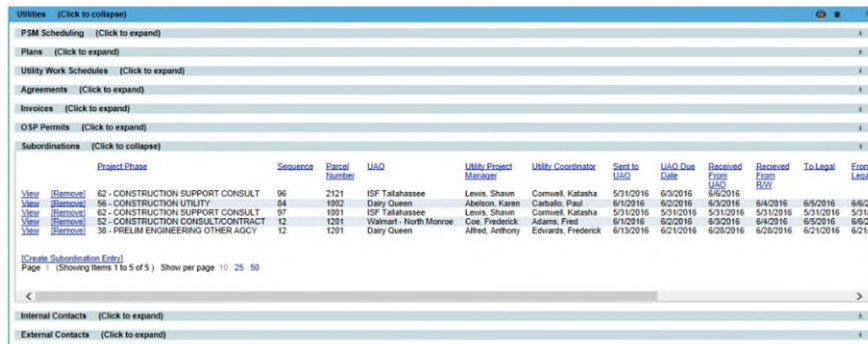
- Confirm the removal.



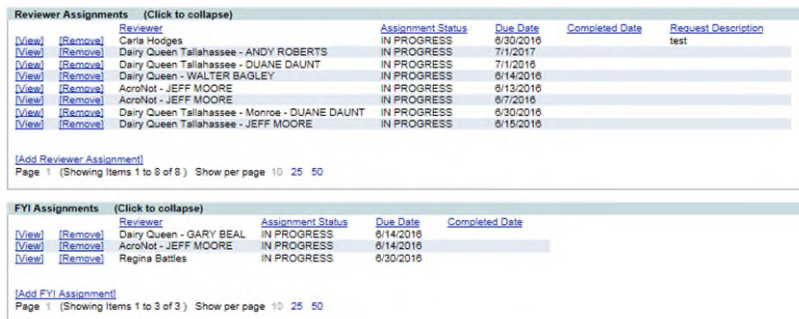
**NOTE: This action CAN NOT be undone.**

## Remove Assignments from existing Subordinations Entry

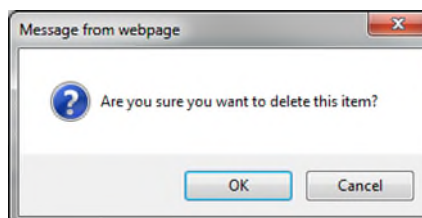
- In the Subordinations submodule of the Utility Module, Select “View” next to existing Entry needing assignments removed.



- Click Remove next the appropriate assignment.



- Confirm the removal.



## View Subordinations Entry

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

1. In the Subordinations submodule of the Utility Module, Select “View” next to existing Entry needing edits to the assignments.

Agreements (Click to collapse)							
	Project Phase	Sequence	Agreement Action	Agreement Status	Contract #	Original Contract Amount	Current Contract Amount
<a href="#">View</a>	58 - CONSTRUCTION OTHER AGENCY	1	AGREEMENT	AGREEMENT NOT ACCEPTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">Remove</a>	32 - PRELIM ENGINEERING CONSULTANT	99	AGREEMENT	AGREEMENT NOT ACCEPTED	D9317	\$ 332,760.00	
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	10	AGREEMENT	FOR FDOT LEGAL SIGNATURE	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">Remove</a>	52 - CONSTRUCTION CONSULT/CONTRACT	11	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">View</a>	36 - PRELIM ENGINEERING OTHER AGCY	12	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">Remove</a>	38 - PRELIM ENGINEERING OTHER AGCY	82	CHANGE ORDER UWA	FOR FDOT LEGAL SIGNATURE	I212		
<a href="#">View</a>	56 - CONSTRUCTION UTILITY	28	CHANGES TO FORMS DOCUMENT	INITIAL DRAFT UAO REVIEW	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">Remove</a>	36 - PRELIM ENGINEERING UTILITY	12	AGREEMENT ADDENDUM	AGREEMENT SUBMITTED	I214		
<a href="#">View</a>	32 - PRELIM ENGINEERING CONSULTANT	01	AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
<a href="#">Remove</a>	36 - PRELIM ENGINEERING UTILITY	23	CHANGE ORDER UWA	AGREEMENT SUBMITTED	I23		

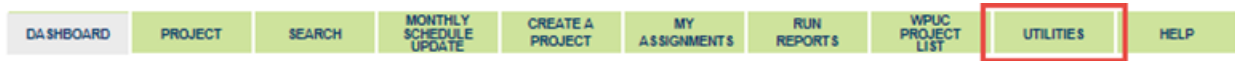
[\[Create Agreement Entry\]](#)  
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2. Scroll through to see the entire Subordinations Entry details in the functional areas.

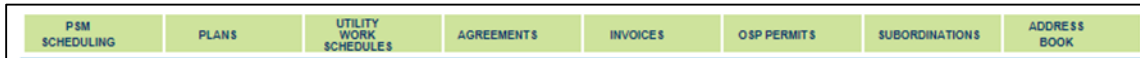
## System Level Access

Subordinations 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 Subordinations button.



## Create Subordinations Entry

1. Click “Create Subordinations Entry” link.

2. Complete the entry form.

 indicates the field entry is required for creation.

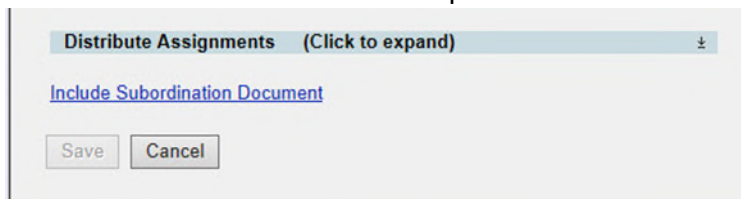
Project: The 7 digit Item/Item Segment the entry is for  
 Project Phase: The 2 digit Funding Phase (ex. 52 – Construction)  
 Sequence: The 2 digit Funding Sequence (ex. 01)

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

Parcel Number: The RW number assigned to identify the property.  
 UAO: The Utility Company for the Subordinations  
 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.  
 Sent to UAO: Date FDOT sent the document to the Utility Company for review and signatures.  
 UAO Due Date: Date FDOT expects the document returned  
 Received from UAO: Date FDOT actually receives the document from the Utility Company  
 Received from R/W: Date FDOT RW staff provides the document to the FDOT Utility Staff.  
 To / From Legal: Tracks the time FDOT Legal reviews the document.  
 To / From Director: Tracks the time FDOT Director reviews the document. (This time is sometimes included in the FDOT Legal review time.)  
 To R/W Recording: Date FDOT send document to be officially recorded.  
 Recorded from R/W: Date FDOT Utility Staff receives a copy of the recorded document  
 Recorded to UAO: Date FDOT Utility Staff send to recorded copy of the document to the Utility Company.

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

3. Click “Include Subordinations Document” to upload related documents.



4. Click the “Select File” button to browse for your file. (Make sure the file is not currently open on your computer. This will cause an error when uploading.). In the description box, add an explanation of the document.

**NOTE: If uploading only 1 document to this entry, continue to the next step. If uploading 2 or more documents. Click Save. Repeat step 3 & 4. Continue to the step for adding assignments when the last document has been uploaded. This will limit the automated emails for the reviewers and assure all attachments are available when the review assignment is received.**

- Click the “Distribute Assignments” bar to expand to add assignments. There are 2 types of assignments. **Reviewer Assignments** are users who are expected to review the entry and/or attached documents and provide a response. **FYI Assignments** are just to make a user aware of an entry but no response will be received.

- Enter a Due Date. This is the date you expected all responses from Reviewers to be completed.

**NOTE: This due date is part of the automated emails generated by ProjectSuite. Reviewers with an uncompleted assignment will receive an email: 1 week prior to due date, on the due date, and a weekly past due email.**

- Select the appropriate button if the user is a UAO Representative or FDOT User.

*If adding a UAO Representative – in the box type the company they represent and then select the appropriate Representative. (ex. AT&T – John Doe)*

*If adding a FDOT User – in the box type their name and select the appropriate user.*

The screenshot shows a window titled "Distribute Assignments (Click to collapse)". Under the "Reviewer Assignments" section, there is a "Due Date" field with the value "06/30/2016". Below this are two radio buttons: "UAO Representative" (unselected) and "FDOT User" (selected). A search input field contains the text "hewett" and has a dropdown menu showing "Hewett, Erica (PG364EH)". To the right of the search field are "Add" and "Remove" buttons. Below the search field, there is a large empty box for "Users Selected for Assignment".

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.

The screenshot shows the "FYI Assignments" section. It has two radio buttons: "UAO Representative" (selected) and "FDOT User" (unselected). Below the radio buttons is an empty search input field. To the right of the search field are "Add" and "Remove" buttons. Below the search field, there is a large empty box labeled "Users Selected For Assignment".

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.

The screenshot shows the "Request Description" section. It features a large text area for entering a message. The text area is currently empty and has a character count of "0 of 255" in the top right corner. Below the text area is a horizontal scrollbar with left and right arrow buttons.

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

## Edit Subordinations Entry

This process would be used to make changes to informational fields, include related comments, add additional assignments or documents to existing Subordinations Entry.

1. In the Results submodule of Subordinations section, Select “View” next to existing Entry needing modifications.

Result	Project	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From R/W	
<a href="#">View</a>	216605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	0100	GRU Electric	Lewis, Shawn	Phillips, Terri Lee	6/19/2016	5/11/2016	5/28/2016	5/21/2016
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING OTHER AGCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouadi, Mohammad	5/11/2016	5/11/2016	5/11/2016	5/11/2016
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING UTILITY	29	1100	Dairy Queen Tallahassee	Smith, Aaron	Baley, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
<a href="#">View</a>	219462-1	32 - PRELIM ENGINEERING CONSULTANT	77	1000	Dairy Queen Tallahassee - Monroe		Cornwell, Katasha	6/30/2016			
<a href="#">View</a>	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Cornwell, Katasha	6/12/2016			
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING OTHER AGCY	23	1001	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chully, Thomas	6/16/2016			
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Rutledge, Steven				
<a href="#">View</a>	219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee		Genus, Sandy	6/22/2016	6/22/2016		
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING OTHER AGCY	12	1000	Dairy Queen	Deer, Tom	Frame, Randy				
<a href="#">View</a>	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee		Casell, Sandy	6/15/2016			

2. Click edit in the top right corner of the Subordinations entry.

**Project:** 216605 - 7  
**Project Phase:** 52 - CONSTRUCTION CONSULT/CONTRACT  
**Sequence:** 1  
**Parcel Number:** 0100  
**UAO:** GRU Electric  
**Utility Project Manager:** Shawn Lewis  
**Utility Coordinator:** Terri Lee Phillips  
**Sent to UAO:**  
**UAO Due Date:**  
**Received From UAO:**  
**Received From R/W:**  
**To Legal:**  
**From Legal:**  
**To Director:**  
**From Director:**  
**To R/W Recording:**  
**Recorded From R/W:**  
**Recorded To UAO:**

3. The Edit Subordinations Entry box will open. Modify the areas necessary. Refer to the Create Subordinations 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.

**Project:** 222530 - 3  
**Project Phase:** 62 - CONSTRUCTION SUPPORT CONSULT  
**Sequence:** B6  
**Parcel Number:** 2121  
**UAO:** ISF Tallahassee  
**Utility Project Manager:** Shawn Lewis  
**Utility Coordinator:** Katasha Cornwell  
**Sent to UAO:** 5/31/2016  
**UAO Due Date:** 6/3/2016  
**Received From UAO:** 6/6/2016  
**Received From R/W:**  
**To Legal:**  
**From Legal:**  
**To Director:**  
**From Director:**  
**To R/W Recording:**  
**Recorded From R/W:**  
**Recorded To UAO:**

[Distribute Assignments \(Click to expand\)](#)  
[Include Subordination Document](#)  
[PSEE Subordination Documents \(Click to expand\)](#)

## Update Reviewer / FYI Assignments Status

1. In the Results submodule of Subordinations section, Select “View” next to existing Entry needing modifications.

Result	Project	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From RW
<a href="#">View</a>	218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	0100	GRU Electric	Levits, Shawn	Phillips, Terri Lee				
<a href="#">View</a>	218462-1	38 - PRELIM ENGINEERING OTHER AGENCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouadi, Mohammad	6/19/2016	5/28/2016	5/21/2016	5/11/2016
<a href="#">View</a>	218462-1	36 - PRELIM ENGINEERING UTILITY	29	1100	Dairy Queen Tallahassee	Smith, Aaron	Baley, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
<a href="#">View</a>	218462-1	32 - PRELIM ENGINEERING CONSULTANT	77	1000	Dairy Queen Tallahassee - Monroe		Comwell, Katalsha	6/30/2016			
<a href="#">View</a>	218462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Comwell, Katalsha	6/1/2016			
<a href="#">View</a>	218462-1	38 - PRELIM ENGINEERING OTHER AGENCY	23	1001	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chudy, Thomas	6/16/2016			
<a href="#">View</a>	218462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Rehfeldt, Steven				
<a href="#">View</a>	218462-1	48 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee		Ortan, Sandy	6/22/2016	6/22/2016		
<a href="#">View</a>	218462-1	30 - PRELIM ENGINEERING OTHER AGENCY	12	1000	Dairy Queen	Frame, Randy					
<a href="#">View</a>	218462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee	Deer, Tom	Caball, Sandy	6/15/2016			

2. Click view next to the Assignment

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

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

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

**Edit Reviewer Assignment Entry**

Project: 222530- 3  
 Project Phase: 62 - CONSTRUCTION SUPPORT CONSULT  
 Reviewer: Linda Holley  
 Due Date: 8/1/2016  
 Assignment Status: **IN PROGRESS** (selected)  
 Assignment Type: Subordination  
 Sequence: 96  
 Request Description: Tell reviewers what is needed  
[Include Subordination Document](#)

PSEE Subordination Documents (Click to expand)

Save Cancel

CANCELED  
 COMPLETE  
**IN PROGRESS**  
 ISSUE CANCELED  
 ISSUE COMPLETE

4. Click Save.

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

## Add Comments to Subordinations Entry

1. In the Results submodule of Subordinations section, Select “View” next to existing Entry needing modifications.

Result	Project	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From	Received From Date
[View]	218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	0100	GRU Electric	Levits, Shawn	Phillips, Teri Lee				
[View]	219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	77	2121	Dairy Queen Tallahassee	Monroe Barbee, Jeff	Fouadi, Mohammad	6/10/2016	5/11/2016	5/28/2016	5/11/2016
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	29	1100	Dairy Queen Tallahassee	Smith, Aaron	Balley, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
[View]	219462-1	32 - PRELIM ENGINEERING CONSULTANT	77	1000	Dairy Queen Tallahassee	Monroe	Comwell, Katalasha	6/30/2016			
[View]	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Comwell, Katalasha	6/1/2016			
[View]	219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	23	1001	Dairy Queen Tallahassee	Tennessee	Davich, Randy	6/16/2016			
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen		Roberts, Randy				
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee		Rainfield, Steven				
[View]	219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee		Gene, Sandy	6/22/2016	6/22/2016		
[View]	219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	12	1000	Dairy Queen		Deer, Tom				
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee		Frame, Randy				
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee		Caball, Sandy	6/15/2016			

2. Scroll to the Comments area and click Add Comment

Comments For Subordination 222530-3 (Click to collapse)

Kathy Ozmore @ 6/24/2016 5:58:39 PM:  
Testing

[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.

Add Comment

Adding Comment To Subordination for 222530-3

0 of 255

Comment:

Save Cancel

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

## Remove Subordinations Entry

1. In the Results submodule of Subordinations section, Select “View” next to existing Entry needing modifications.

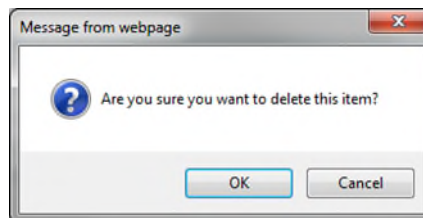
The screenshot shows the 'Subordinations' application window. At the top, there are search filters for Project, District (set to District 3), County (set to Bay), and various date and UAO-related fields. Below the filters is a 'Create Subordination Entry' button. The main area contains a table with columns: Result, Project, Project Phase, Sequence, Parcel Number, UAO, Utility Project Manager, Utility Coordinator, Sent to UAO, UAO Due Date, Received From UAO, and Received From UAO. The table lists several entries with details like sequence numbers, parcel numbers, UAO names, and dates.

Result	Project	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From UAO
[View]	218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	0100	GRU Electric	Levitt, Shawn	Phillips, Teri Lee				
[View]	219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouadi, Mohammad	6/10/2016	5/11/2016	5/28/2016	5/11/2016
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	77	1100	Dairy Queen Tallahassee - Monroe	Smith, Aaron	Balley, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
[View]	219462-1	32 - PRELIM ENGINEERING CONSULTANT	29	1000	Dairy Queen Tallahassee - Monroe		Comwell, Katalsha	6/30/2016			
[View]	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Comwell, Katalsha	6/10/2016			
[View]	219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	23	1001	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chully, Thomas	6/16/2016			
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Reinhardt, Steven				
[View]	219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee	Deer, Tom	Queen, Sandy	6/22/2016	6/22/2016		
[View]	219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	12	1000	Dairy Queen	Frame, Randy					
[View]	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee	Caball, Sandy		6/15/2016			

4. Click Remove.



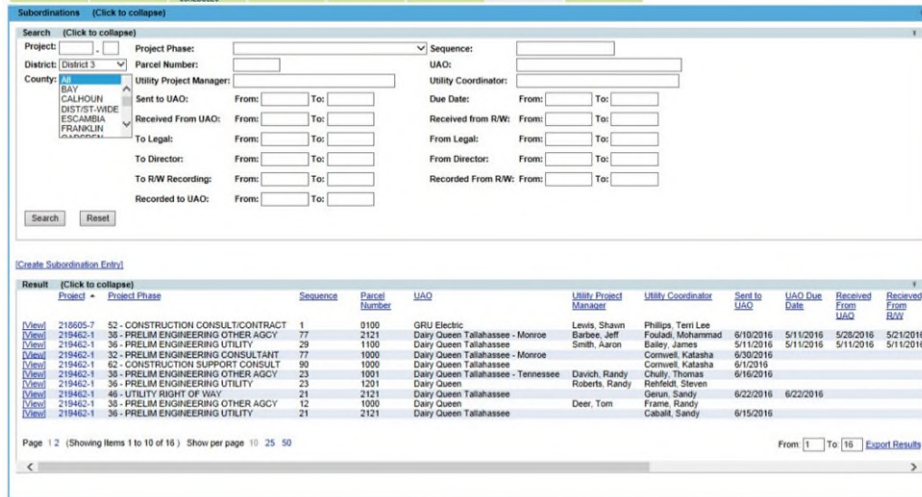
2. Confirm the removal.



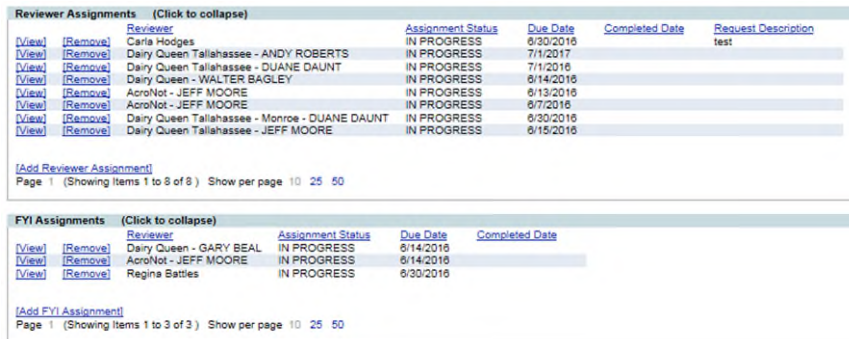
**NOTE: This action CAN NOT be undone.**

## Remove Assignments from existing Subordinations Entry

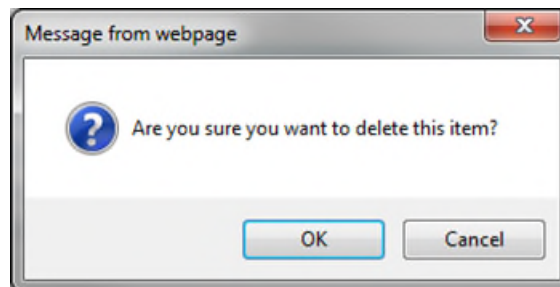
1. In the Results submodule of Subordinations section, Select “View” next to existing Entry that need assignments removed.



2. Click Remove next the appropriate assignment.



3. Confirm the removal.

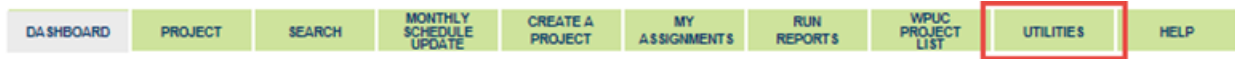


## View Subordinations Entry

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

1. Select Utilities button from the system toolbar.

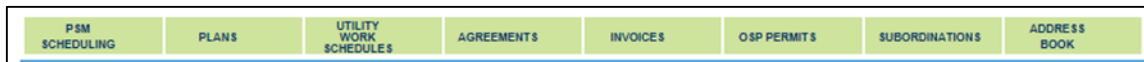
*If the user is Internal the Utility button on the right side of the toolbar.*



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



2. The Utility toolbar will appear. Select Subordinations button.



3. In the Results submodule of Subordinations section, Select “View” next to existing Entry that is appropriate.

The screenshot shows the 'Subordinations' application window. It includes a search section with various filters like Project, District, County, and Utility Project Manager. Below the search filters is a table of results. The table has columns for Project, Project Phase, Sequence, Parcel Number, UAO, Utility Project Manager, Utility Coordinator, Sent to UAO, UAO Due Date, Received from UAO, and Received from ROW. The table contains several rows of data, including entries for 'CONSTRUCTION CONSULT/CONTRACT', 'PRELIM ENGINEERING UTILITY', and 'UTILITY RIGHT OF WAY'.

Project	Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received from UAO	Received from ROW
218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	9190	GRU Electric	Lewis, Shaun	Phillips, Terri Lee				
219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouadi, Mohammad	6/10/2016	5/11/2016	5/26/2016	5/21/2016
219462-1	36 - PRELIM ENGINEERING UTILITY	29	1100	Dairy Queen Tallahassee - Monroe	Smith, Aaron	Bailey, James	5/11/2016	5/11/2016	5/11/2016	5/11/2016
219462-1	32 - PRELIM ENGINEERING CONSULTANT	77	1000	Dairy Queen Tallahassee - Monroe		Cornwell, Katalasha		6/30/2016		
219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Cornwell, Katalasha		6/1/2016		
219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	23	1001	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chally, Thomas		6/16/2016		
219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Rehfeldt, Steven				
219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee		Genun, Sandy	6/22/2016	6/22/2016		
219462-1	36 - PRELIM ENGINEERING OTHER AGENCY	12	1000	Dairy Queen		Frame, Randy				
219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee	Deer, Tom	Cabalt, Sandy		6/15/2016		

4. Scroll through to see the entire Subordinations Entry details.