


Utility Administrators – Utility Agency Owner (UAO) Maintenance

User who have been granted the Privilege “Manage Utility Company” are known as Utility Administrators and will have the wrench tool available. A number of activities within PSEE involve the use a UAO. A UAO must be established before UAO Representatives can be associated and before assignments can be made.

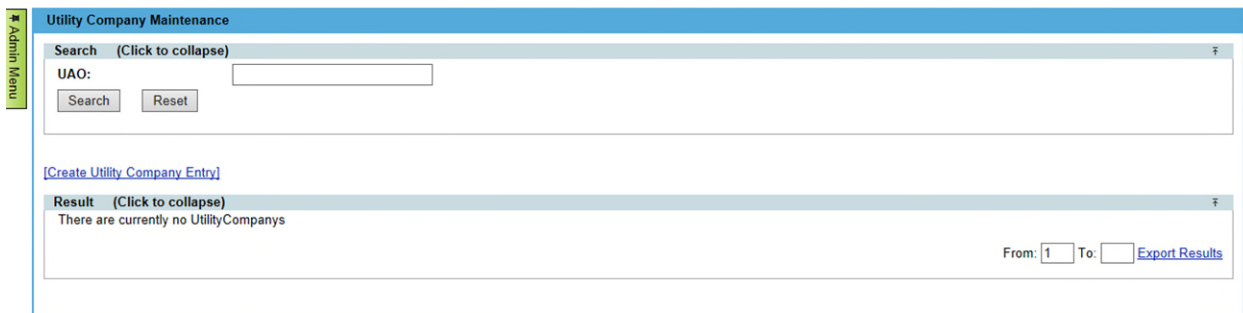
NOTE: The PSEE District & Statewide Administrator also have the ability to establish a Utility Agency Owner.

Create New Utility Agency Owner (UAO)

1. Click the  icon to the right of your name above the main menu to go to the Admin page. You will be taken to the Administration section. If this is the only admin privilege you have, then by default you are taken to the Utility Company Maintenance Page.

NOTE: If you are more than a Utility Administrator, you will need to select “Utility Company Maintenance” from the Admin Menu.

2. Select “Create Utility Company Entry”.



The screenshot shows the 'Utility Company Maintenance' page. On the left is a vertical 'Admin Menu' bar. The main content area has a search bar with the text 'Search (Click to collapse)' and a search icon. Below the search bar is a text input field labeled 'UAO:' with 'Search' and 'Reset' buttons. A link '[Create Utility Company Entry]' is visible below the search bar. A 'Result (Click to collapse)' section shows the message 'There are currently no UtilityCompanyys'. At the bottom right of the result section, there are fields for 'From: 1' and 'To: []' followed by an 'Export Results' link.

3. Enter the information related to the new Utility Company.

4. Click Save.

Modify Existing Utility Agency Owner (UAO)

1. From the Utility Company Maintenance, type the UAO name in the search box. Click Search.

2. All possible UAOs will appear in the Results area. Select “view” next to the appropriate UAO.

UAO	Parent Company	Phone Number	Email Address	Address Line 1	City	State	Zip Code	Company Acronym
[View] Cheesy Lights				123 Caution Street	Chipley	FLORIDA	32425	

3. Make necessary changes and click Save.

Edit Utility Company

UAO:

Parent Company:

Phone Number:

Email Address:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Company Acronym:

District Assignments

Select the Districts that work with this company

<input type="checkbox"/> District One	<input type="checkbox"/> District Six
<input type="checkbox"/> District Two	<input type="checkbox"/> District Seven
<input checked="" type="checkbox"/> District Three	<input type="checkbox"/> Turnpike
<input type="checkbox"/> District Four	<input type="checkbox"/> Central Office
<input type="checkbox"/> District Five	