



Florida Department of TRANSPORTATION



District Final Estimates MC Review Notifications & View PMCLs

May 16, 2019

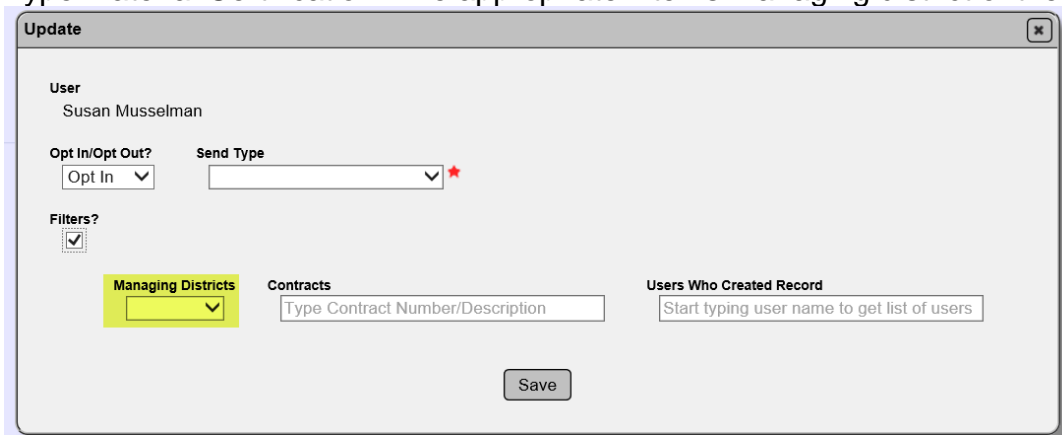
Chapter 1 – MC Review & PMCL

District Final Estimates personnel for the district of the contract on the PMCL are included as recipients on the dialog box. All MC Review PMUs have included the appropriate Finals Estimates personnel as recipients when a PMCL is generated. No additional notification is needed from MAC for when the PMCL is generated.

There is one situation where a PMCL may not be generated that District Final Estimates personnel may wish to subscribe to.

Contract Designated as PMCL Not Needed

This notification is related to not getting a PMCL on a contract so it is listed in the Event Group Type Material Certification. The appropriate filter is managing district of the contract.



The screenshot shows a web application dialog box titled "Update". It contains the following fields and controls:

- User:** Susan Musselman
- Opt In/Opt Out?:** A dropdown menu currently set to "Opt In".
- Send Type:** An empty dropdown menu with a red asterisk next to it.
- Filters?:** A checked checkbox.
- Managing Districts:** A dropdown menu with a yellow highlight.
- Contracts:** A text input field with the placeholder "Type Contract Number/Description".
- Users Who Created Record:** A text input field with the placeholder "Start typing user name to get list of users".
- Save:** A button at the bottom center.

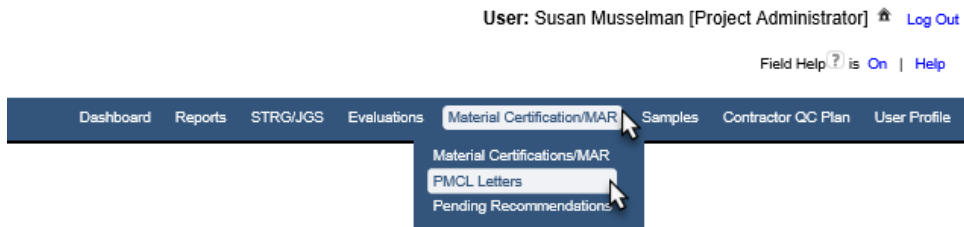
Viewing PMCLS

If you are a user with No Roles, the menu options will appear like this:



1. Select the PCML Letters option.

If you a user with roles; for example, Project Administrator, you may see a slightly different menu with different options.



1. Select the Materials Certification/MAR menu option, then select the PMCL Letters submenu option.

You will be navigated to the PMCL Letters screen. All PMCLs generated in MAC show up on the screen. You'll want to use the filter options to narrow down the list. Most users will want to view the PMCL(s) for a specific contract.

Contract/Project: E1N91

Federal Project Id (contains):

- E1N91 / 435028-1-52-01: GLADES COUNTY SCOURCOUNTERMEASURE AT VARIOUS LOCATIONS
- E1N91 / 435028-2-52-01: OKEECHOBEE COUNTY SCOUR COUNTERMEASURE AT VARIOUS LOCATIONS
- E1N91 / 435269-1-52-01: CHANNEL IMPROVEMENTS SR 25 (US 27) OVER LAKEJACKSON
- E1N91 / 435269-1-56-01: CHANNEL IMPROVEMENTS SR 25 (US 27) OVER LAKEJACKSON

2. Enter a Contract Number or Financial Project Number (the field will take either and search for all entries for both) in the Contract/Project Field. MAC will search for all the entries that contain those characters. Select the appropriate entry from the returned list.

MAC will return any PMCLs for the provided contract number.

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Void	View Letter
2	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Sent	View Letter

Showing 1 to 2 of 2

This is an example of why it's important to use MAC to find PMCLs. If a user searched on the EDMS document number for the entry represented by row 1 and did not know there was another letter issued, they would be reviewing a PMCL that has a status of Voided in MAC.

1	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Void	View Letter
2	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Sent	View Letter

3. To view a letter, select the View Letter option.

MAC will download the letter and a download dialog box will appear when the download is complete.

Do you want to open or save pmcl_letter_E1Q60.pdf (102 KB) from mac.fdot.gov?

Open Save Cancel

4. Select the Open option.

The PMCL will open in pdf format. You must have an application that will read pdf files.