



Florida Department of TRANSPORTATION



District Final Estimates MC Review Notifications & View PMCLs

November 1, 2023

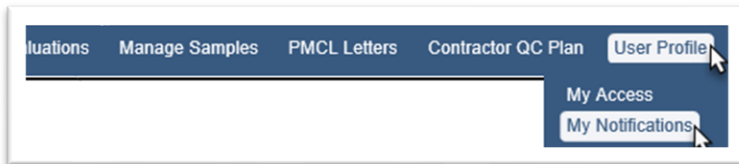
MC Review & PMCL for District Final Estimates Personnel

District Final Estimates personnel are included as recipients to the Project Material Certification Letter (PMCL) when it is sent by MAC.

NOTE: The appropriate Final Estimates personnel receive notification when a PMCL is issued. You do not have to subscribe to receive notifications when a PCML is generated. If you are not receiving these, contact your local District Materials and Research Office MC Review personnel. format.

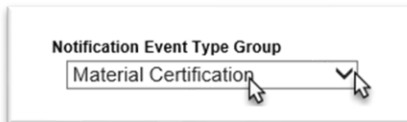
Contract Designated as PMCL Not Needed

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.

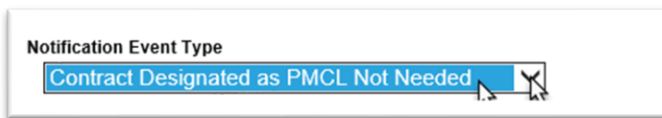


1. Select the User Profile Menu option then select the My Notifications submenu option.

This will take you to your My Notifications screen.



2. Select the Notification Event Group Type of Material Certification.



3. Select the Notification Event Type of Contract Designated as PMCL Not Needed

If you see that you Can't Opt In, it means you are not included in the active directory used to define the recipients of this notification. You can either request SCO add you to the active directory listing or contact a MAC system administrator to be added as a defined recipient.

	Subject	Opt In/Opt Out	Will Receive Notification	Filter	Method	
1	All FPNs designated as PCML Not Needed	Can Opt In	✓		Dashboard Only	Update Create Another Filter

4. Select the Update option.

An Update dialog box appears.

The screenshot shows a dialog box titled "Update" with a close button (X) in the top right corner. The dialog contains the following elements:

- Opt In/Opt Out?** (5): A dropdown menu with "Opt In" selected.
- Send Type** (6): A dropdown menu with "Email Only" selected.
- Filters?** (7): A checked checkbox.
- Managing Districts** (8): A dropdown menu.
- Contracts**: A text input field with the placeholder text "Type Contract Number/Description".
- User Who Created Record?**: Radio buttons for "Is In" (selected) and "Is NOT In". Below this is a text input field with the placeholder text "Start typing user name to get list of users".
- Save**: A button at the bottom center.

5. **Opt In/Opt Out** – select Opt In to receive the notifications.
6. **Send Type** – select the delivery method you want: Both Email and Dashboard; Email Only; or Dashboard Only. Both Email and Dashboard is the default. If you don't want to log into MAC, select Email Only.
7. **Filters** – select the checkbox to see the filter fields.
8. **Managing Districts** – the most appropriate filter for District Final Estimates personnel is the Managing District of the contract. Select your district.
9. Select the Save option.