

PSEE Utility Module Functional Areas

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PSM Scheduling

The PSM Scheduling functional area of the Utility Module is view only. PSEE Users cannot update any data in the PSM module. The PSM module displays scheduled and/or actual dates that have been updated in the enterprise Project Scheduling & Management (PSM) system.

Each PSM entry including Activity, Description, Person Responsible, Start Date, Finish Date, Remaining Days, and Total Float. Also shown is the Production Date and Letting date.

The letter “A” displayed in the list, beside the Start Date and Finish Date, indicates that the date is an Actual Date rather than a Scheduled Date.

The following list of PSM Activity Codes are currently configured in PSEE to filter the display showing only Primavera activities beginning with these codes. To see the entire project schedule, view the PSM Scheduling module.

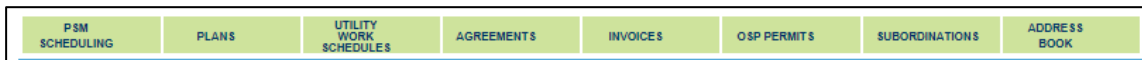
205*****	Phase 56 Encumbrance
113*****	Roadway Plans
126*****	Utility Relocation
204*****	Production Date
228*****	Submit Utility Data
264*****	Utility Contact
265*****	Utility Pre-Design Conf
266*****	Utilities Certified
280*****	Letting Date

283*****	Open Design Build Bid
289*****	LAP Letting
851*****	Utility Depend Time to Prj Mgr

The PSM Scheduling functional area allows the user to view the PSM Scheduling functional area for multiple project at once.

PSM Scheduling 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. The Utility toolbar will appear. Select PSM Scheduling button.



2. Enter as many or few filter options and click search.

The image shows the PSM Scheduling search interface. It includes a search bar with a dropdown menu for Project, a dropdown menu for District (currently set to District 3), and a dropdown menu for County (currently set to All). There are also input fields for Responsible, Start Date (From and To), Finish Date (From and To), and Activity ID. Search and Reset buttons are located at the bottom left of the search area.

NOTE: If additional searches are needed, click Reset to clear all filters.

- Result can be exported by clicking Export Results. The export can be in groups up to 500 records.

PSM SCHEDULING (Click to collapse)

Search (Click to collapse)

Project: Responsible:

District: Start Date: From: To:

County: Finish Date: From: To:

Activity ID:

Search Reset

Project	Activity	Description	Responsible	Start Date	Finish Date	Remaining Days	Total Float	Production Date	Letting Date
210286-8	264030000	Utility Coordination I	J McCarthy	9/10/2015	11/18/2015	50	1301	04/13/2021	07/18/2018
209642-5	264080000	Utility Coordination I	J McCarthy	9/10/2015	11/24/2015	54	465	05/07/2018	07/18/2018
213772-3	264010030	Add Utility Markups	J McCarthy	9/10/2015	9/23/2015	10	1117		
424026-1	159010000	Submit Utility Data	J McCarthy	9/10/2015	9/30/2015	15	-395		
427474-2	264030000	Utility Coordination I	J McCarthy	9/10/2015	11/18/2015	50	40	04/11/2016	06/15/2016
429491-1	264080000	Utility Coordination I	J McCarthy	9/10/2015	11/24/2015	54	252	05/11/2017	07/26/2017
435044-1	264010000	Submit I to Utilities	J BAILEY	9/10/2015	9/10/2015	1	107	08/12/2020	
432054-1	113020000	Prepare 80% Structure Plans/HSP's /TSP's	J BAILEY	9/10/2015	2/24/2016	120	274	04/18/2018	07/02/2018
432312-1	264080000	Utility Coordination I	J McCarthy	9/10/2015	11/24/2015	54	20	12/19/2016	02/22/2017
432314-1	264080000	Utility Coordination I	J McCarthy	9/10/2015	11/24/2015	54	11	03/29/2017	05/17/2017

Page 1 2 3 4 5 6 7 8 ... 50 Go To (Showing Items 1 to 10 of 500) Show per page 10 25 50

From To [Export Results](#)

- The export will open as an excel file.

export.xlsx (Protected View) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Nuance PDF Hewlett, Erica

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Project	Project De	Activity	Description	Responsible	Start Date	Finish Date	Remaining Days	Total Float	Production Date	Letting Date
210286-8	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/18/2015	50	1301	1/1/0001		
209642-5	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/24/2015	54	465	7/18/2018		
213772-3	Add Utilit	264	UTILITY.McCarthy	9/10/2015	9/23/2015	10	1117	1/1/0001		
424026-1	Submit ut	159	COL.L.J.McCarthy	9/10/2015	9/30/2015	15	-395	1/1/0001		
427474-2	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/18/2015	50	40	6/15/2016		
429491-1	Submittal	264	UTILITY.BAILEY	9/10/2015	11/24/2015	54	252	7/26/2017		
435044-1	Prepare P	113	ROALJ.BAILEY	9/10/2015	2/24/2016	120	274	7/2/2018		
432312-1	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/24/2015	54	20	2/22/2017		
432314-1	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/24/2015	54	11	5/17/2017		
434302-1	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/18/2015	50	0	10/26/201		
435044-1	Prepare P	113	ROALJ.BAILEY	9/10/2015	2/24/2016	120	32	1/1/0001		
430542-2	Utility Coc	264	UTILITY.McCarthy	9/10/2015	11/24/2015	54	603	7/29/2020		
213001-5	Utility Coc	264	UTILITY.McCarthy	9/11/2015	11/25/2015	54	6175	1/1/0001		
209185-2	Utility Coc	264	UTILITY.McCarthy	9/11/2015	11/25/2015	54	252	3/28/2018		
424700-3	Utility Coc	264	UTILITY.McCarthy	9/11/2015	11/25/2015	54	1261	10/26/201		
435044-1	Utility Coc	264	UTILITY.McCarthy	9/11/2015	12/9/2015	64	107	1/1/0001		
432288-1	Utility Coc	264	UTILITY.McCarthy	9/11/2015	11/25/2015	54	53	1/25/2017		
431979-1	Initiate UT	264	UTILITY.McCarthy	9/14/2015	9/14/2015	1	1043	1/1/0001		
437263-1	UTILITIES	1266	UTILITY.McCarthy	9/15/2015	9/16/2015	1	0	6/17/2016		
435264-1	Utility Coc	264	UTILITY.McCarthy	9/16/2015	11/30/2015	40	109	9/21/2016		
435268-1	Utility Coc	264	UTILITY.McCarthy	9/16/2015	11/30/2015	40	155	11/16/201		
434303-1	Utility Coc	264	UTILITY.McCarthy	9/25/2015	12/9/2015	50	-9	11/16/201		
434336-1	Utility Coc	264	UTILITY.McCarthy	9/28/2015	12/10/2015	54	543	7/2/2020		
213272-8	Initiate UT	264	UTILITY.McCarthy	9/30/2015	9/30/2015	1	7	6/15/2016		
432448-1	Utility Coc	264	UTILITY.McCarthy	9/30/2015	12/14/2015	54	21	7/26/2017		
213272-8	Initial Cor	264	UTILITY.McCarthy	10/1/2015	10/13/2015	9	7	6/15/2016		

Export Data

Plans

The Plans functional area of the Utility Module allows a user to create assignments to send contact letters with plans for review and mark up to UAOs. Other related documents such as conflict matrices can also be included in these assignments. UAOs will be able to respond to assignments by attaching their marked plans or responses to contact letters. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Plans button.



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

Plans (Click to collapse)

Search (Click to collapse)

Project: District: County:

Project Phase: Plan Phase: Sequence:

Utility Project Manager: Plan Action:

EOR: Utility Coordinator:

[Search](#) [Reset](#)

[Create Plan Entry](#)

Result	Project	Project Phase	Sequence	Plan Phase	Plan Action	Utility Project Manager	Utility Coordinator	EOR
View	219402-1	46 - UTILITY RIGHT OF WAY	23	LINE AND GRADE	DESIGN BUILD PUSH BUTTON	Allen, Thomas	Beagles, Jeffrey	Brown, Patrick
View	219402-1	39 - PRELIM ENGINEERING OTHER AGCY	11	FINAL PLANS REVISED	DESIGN BUILD SUBMIT COMP SET	Roberts, Andy	Daunt, Duane	Rehfeldt, Steven
View	219402-1	46 - UTILITY RIGHT OF WAY	01	PHASE I INITIAL	OTHER	Breeden, Larry	Barfield, Teresa	Cole, George
View	219402-1	52 - CONSTRUCTION CONSULT/CONTRACT	55	FINAL PLANS	DESIGN BUILD SUBMIT COMP SET	Barberic, John	Beagles, Jeffrey	Canipe, Jonathan (Trevor)
View	219402-1	59 - CONSTRUCTION OTHER AGENCY	55	PHASE IV REVISED	DESIGN BUILD SUBMIT COMP SET	Carver, Thomas	Allen, Michael	Mook, Scott
View	219402-1	32 - PRELIM ENGINEERING CONSULTANT	99	DESIGN BUILD SUBMITTAL	CHANGES ASSOCIATED WITH PLANS	Kirkland, Martha	Lewis, Shawn	Moore, Jeff
View	219402-1	46 - UTILITY RIGHT OF WAY	33	FINAL PLANS REVISED	DESIGN MEETING INVITATION	Alfonzo, Wilfredo	Allegretti, Jerry	Andrecheck, Teresa
View	219402-1	32 - PRELIM ENGINEERING CONSULTANT	22	PHASE I INITIAL	INITIAL CONTACT	Rehfeldt, Steven	Roberts, Andy	Daunt, Duane
View	219402-1	39 - PRELIM ENGINEERING OTHER AGCY	55	FINAL PLANS	CONFLICT MATRIX ASSOC WI PLANS	Bruner, Tonya	Crenshaw, Alan	Brickner, Eric
View	219402-1	38 - PRELIM ENGINEERING OTHER AGCY	12	FINAL PLANS REVISED	DESIGN BUILD PUSH BUTTON	Crossman, Tom	Cramer, Jim	Alfonso, Constance

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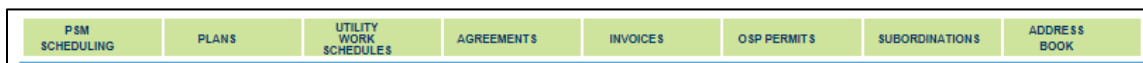
From To [Export Results](#)

3. Scroll through to see the entire Plans Entry details.

Utility Work Schedules (UWS)

The Utility Work Schedules (UWS) functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Utility Work Schedules. Once a Utility Work Schedules (UWS) is complete, assignments can be created for the UAO, EOR and DUA/E to sign off. Users will be able to provide certifications through this functional area as well. UAOs will be able to respond to assignments by attaching their documents. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Utility Work Schedules (UWS) button.



2. In the Results submodule of Utility Work Schedules (UWS) section, Select “View” next to existing Entry that is appropriate.

Utility Work Schedules (Click to collapse)

Search (Click to collapse)

Project: Project Phase: Sequence:

District: Utility Work Schedule Action: Utility Work Schedule Type:

County: UAO Company Name: Utility Project Manager:

Utility Coordinator: Operations Utility Coordinator:

Approved Document Date: From: To: Preliminary Plans Date: From: To:

Time Prior To Construction: Time During Construction:

Search Reset

[Create Utility Work Schedule Entry](#)

Result	Project	Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO	Utility Project Manager	Utility Coordinator
View	219462-1	36 - PRELIM ENGINEERING UTILITY	95	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Levis, Shawn	Ashchi, Daunt
View	219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Burton, Steven	Beagles, Jeffrey
View	219462-1	56 - CONSTRUCTION UTILITY	44	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dairy Queen Tallahassee	Kirkland, Martha	Levis, Merrell
View	219462-1	32 - PRELIM ENGINEERING CONSULTANT	12	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee - Monroe	Cadieu, Duane	Kirkland, Cory
View	219462-1	36 - PRELIM ENGINEERING UTILITY	99	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dairy Queen Tallahassee	Tears, Shawn	Kirkland, Robert
View	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	10	FINAL EXECUTED UTIL WORK SCHED	CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee	Gerun, Sandy	Brunso
View	219462-1	32 - PRELIM ENGINEERING CONSULTANT	22	INITIAL DRAFT UWS TO UAO	UTILITY CERTIFICATION	Dairy Queen Tallahassee		
View	219462-1	32 - PRELIM ENGINEERING CONSULTANT	44	FINAL EXECUTED UTIL WORK SCHED	UTILITY CERTIFICATION	Dairy Queen Tallahassee		
View	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	11	RETURNED TO UAO FOR SIGNATURE	CONTINGENCY UTILITY SCHEDULE	Dairy Queen Tallahassee		

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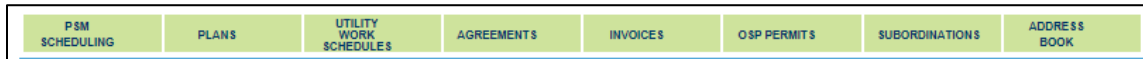
From: To: [Export Results](#)

3. Scroll through to see the entire Utility Work Schedules (UWS) Entry details.

Agreements

The Agreements functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Agreements. Once Agreements are ready for execution, assignments can be created for the UAO, DUA/E, Legal and Management to sign off. Users will be able to provide certifications through this functional area as well. UAOs will be able to respond to assignments by attaching a document. These assignments can be tracked by UAO until all responses are received.

1. The Utility toolbar will appear. Select Agreements button.



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

The screenshot shows the 'Agreements' section with a search filter and a table of results. The table has columns for Result, Project, Project Phase, Sequence, Agreement Action, Agreement Status, Contract #, Current Contract Amount, and Execution Date. The first row is highlighted, and the 'View' link is visible next to it.

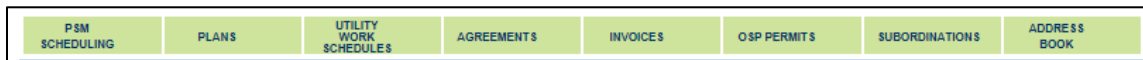
Result	Project	Project Phase	Sequence	Agreement Action	Agreement Status	Contract #	Current Contract Amount	Execution Date
View	219462-1	36 - PRELIM ENGINEERING OTHER AGCY	12	CHANGE ORDER MASTER AGREEMENT	FOR FDOT LEGAL SIGNATURE	DA901	\$ 39,445.53	3/26/1993
View	219462-1	61 - CONSTRUCTION SUPPORT IN-HOUSE	11	AGREEMENT	AGREEMENT NOT ACCEPTED	C9D19	\$ 4,123,307.00	10/31/201
View	219462-1	32 - PRELIM ENGINEERING CONSULTANT	12	CHANGE ORDER MASTER AGREEMENT	FOR FDOT MANAGEMENT SIGNATURE	AJ942	\$ 5,298,006.56	9/19/1996
View	219462-1	46 - UTILITY RIGHT OF WAY	12	CHANGE ORDER MASTER AGREEMENT	FULLY EXECUTED AGREEMENT	1212		
View	219462-1	52 - CONSTRUCTION CONSULT/CONTRACT	88	CHANGE ORDER MASTER AGREEMENT	AGREEMENT NOT ACCEPTED			
View	222439-3	58 - CONSTRUCTION OTHER AGENCY	1	CONTRACT AGREEMENT	FOR FHWA SIGNATURE			
View	222530-3	32 - PRELIM ENGINEERING CONSULTANT	99	AGREEMENT	AGREEMENT NOT ACCEPTED	D9317	\$ 332,760.00	3/9/1992
View	222530-3	32 - PRELIM ENGINEERING CONSULTANT	10	AGREEMENT	FOR FDOT LEGAL SIGNATURE	C9D19	\$ 4,123,307.00	10/31/201

3. Scroll through to see the entire Agreements Entry details.

Invoices

The Invoices functional area of the Utility Module allows a user to create assignments for both UAOs and FDOT staff to review Invoices. Once Invoices are ready for submittal, assignments can be created for the UAO and DUA/E. This includes returning invoices for corrections, and alerting a UAO that an invoice has been processed for payment. This also includes being able to route an invoice 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.

1. The Utility toolbar will appear. Select Invoices button.



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

The screenshot shows the 'Invoices' section with a search form and a table of results. The search form includes fields for Project, District, County, Project Phase, Contract #, Invoice Status, UAO, Sequence, Invoice #, Invoice Date, and Invoice Amount. The results table lists various invoice entries with columns for Project, Project Phase, Sequence, Contract #, Current Contract Amount, Invoice #, Invoice Amount, Invoice Status, Invoice Type, Invoice Date, Invoice Period, and Invoice From.

Project	Project Phase	Sequence	Contract #	Current Contract Amount	Invoice #	Invoice Amount	Invoice Status	Invoice Type	Invoice Date	Invoice Period	Invoice From
219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	34	C8D19		100	\$ 3,000.00	REJECTED BY PM	FINAL	5/10/2016	5/1/2016	5/1/2016
219462-1	32 - PRELIM ENGINEERING CONSULTANT	05	12345				PENDING				
219462-1	38 - PRELIM ENGINEERING OTHER AGENCY	11	1001		1212		PAID		6/15/2016	6/6/2016	6/6/2016
222530-3	38 - PRELIM ENGINEERING OTHER AGENCY	12	4545		212	\$ 12.00	APPROVED	PARTIAL	5/16/2016	5/9/2016	5/9/2016
222530-3	36 - PRELIM ENGINEERING UTILITY	12	C8D19	\$ 4,123,307.00	12	\$ 12.00	PENDING	PARTIAL	5/25/2016	5/16/2016	5/16/2016
222530-3	38 - PRELIM ENGINEERING OTHER AGENCY	03	1212		64	\$ 1,050.25	PENDING	FINAL	6/28/2016	6/1/2016	6/1/2016
222530-3	58 - CONSTRUCTION OTHER AGENCY	23	C8D19	\$ 4,123,307.00	100	\$ 1,000.00	PENDING	PARTIAL	5/11/2016	4/4/2016	4/4/2016
222530-3	36 - PRELIM ENGINEERING UTILITY	12	1234		1234	\$ 23,455.00	PENDING	FINAL	6/13/2016	6/13/2016	6/13/2016
222530-3	32 - PRELIM ENGINEERING CONSULTANT	12	12345		1234a	\$ 1,234.00	PAID	FINAL	6/6/2016	6/6/2016	6/6/2016
222530-3	46 - UTILITY RIGHT OF WAY	98	C8D19	\$ 4,123,307.00			PENDING				

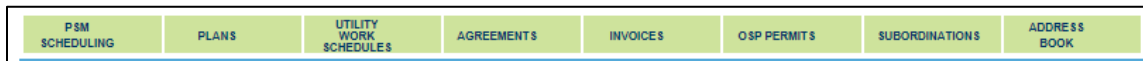
3. Scroll through to see the entire Invoices Entry details.

OSP Permits

The OSP Permits functional area of the Utility Module is view only. PSEE users cannot update any data in the OSP Permit area. The OSP Permits functional area displays information from the One-Stop Permitting (OSP) application.

The OSP Permit entries display the Agency Permit number, UAO, State Road Number, Roadway ID, Work Description, Begin & End Mile Point and the code identifier if the permit is on the Turnpike. Also included with the Permit Status and its effective date.

1. The Utility toolbar will appear. Select OSP Permits button.



2. Click on OSP Permits.

The screenshot shows the OSP Permits search interface. It includes a search bar with a dropdown arrow, and several date filters: Application Date, Approval Date, Close Date, and Expiration Date, each with 'From' and 'To' input fields. There are 'Search' and 'Reset' buttons at the bottom left.

3. Enter as many or few filter options and click search.

NOTE: If additional searches are needed, click Reset to clear all filters.

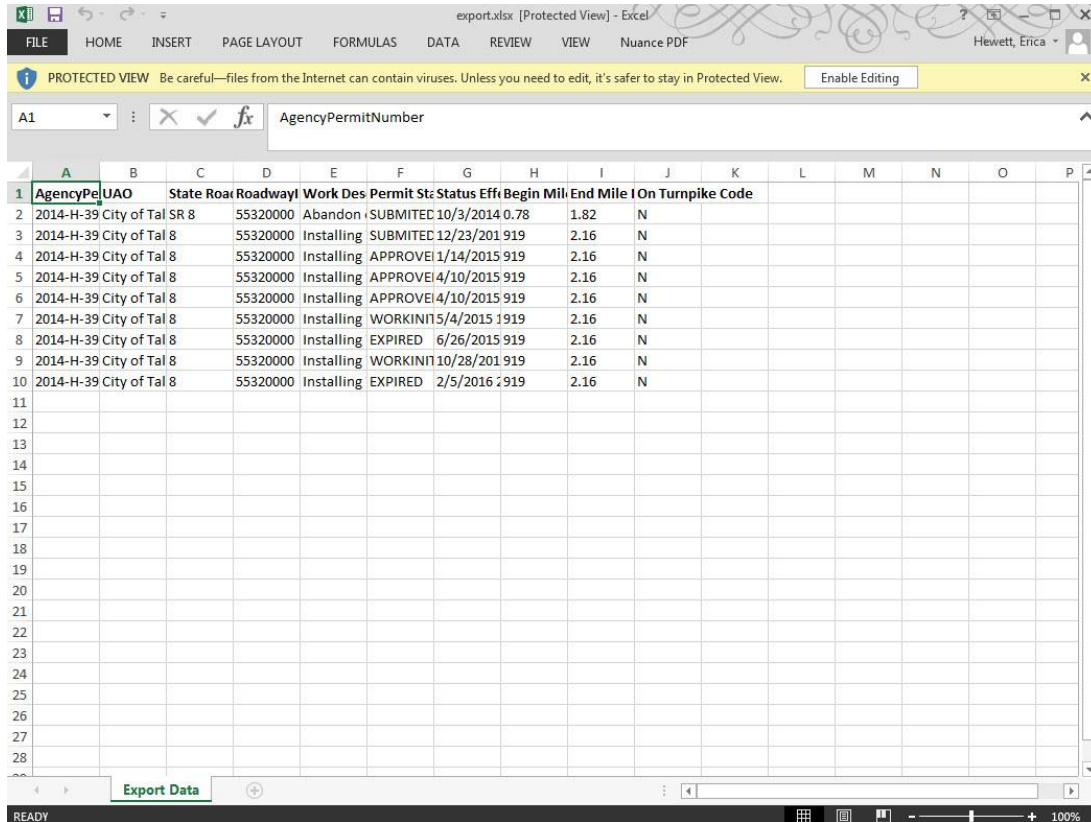
4. Result can be exported by clicking Export Results. The export can be in groups up to 500 records.

The screenshot shows the OSP Permits results table. The search filters are: Roadway ID: 55320000, Application Date: From: , To: , Close Date: From: , To: , Approval Date: From: , To: , Expiration Date: From: , To: . The results table has columns: Agency Permit Number, UAO, State Road Number, Roadway ID, Work Description, Permit Status, and Status Effective Date. The table shows 9 records. At the bottom right, there is a red box containing the text 'From: 1 To: 9 Export Results'.

Agency Permit Number	UAO	State Road Number	Roadway ID	Work Description	Permit Status	Status Effective Date
2014-H-392-136	City of Tallahassee Electric Utility	SR 8	55320000	Abandon existing line in place, install conduit by bore.	SUBMITTED	10/3/2014 8:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	SUBMITTED	12/23/2014 4:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	APPROVED	1/14/2015 1:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	APPROVED	4/10/2015 3:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	APPROVED	4/10/2015 3:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	WORKINIT	5/4/2015 12:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	EXPIRED	6/26/2015 2:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	WORKINIT	10/28/2015 3:
2014-H-392-178	City of Tallahassee Electric Utility	8	55320000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing underground facilities.	EXPIRED	2/5/2016 2:0

- The export will open as an excel file.

NOTE: The project number in the export are live hyperlinks. By click on the project number, a new PSEE window will open into the project level view.

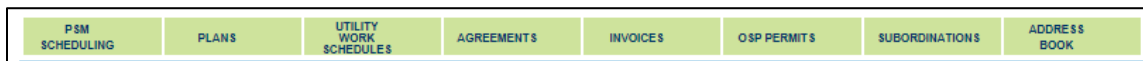


Agency	Project	UAO	State Road	Roadway	Work Des	Permit St	Status	Eff	Begin Mile	End Mile	On Turnpike	Code
2014-H-39 City of Tal	SR 8	55320000	Abandon	SUBMITTED	10/3/2014	0.78	1.82	N				
2014-H-39 City of Tal	8	55320000	Installing	SUBMITTED	12/23/201	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	APPROVE	1/14/2015	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	APPROVE	4/10/2015	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	APPROVE	4/10/2015	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	WORKINIT	5/4/2015	1919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	EXPIRED	6/26/2015	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	WORKINIT	10/28/201	919	2.16	N				
2014-H-39 City of Tal	8	55320000	Installing	EXPIRED	2/5/2016	1919	2.16	N				

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.

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



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

The screenshot shows the Subordinations Results submodule. It includes a search area with fields for Project, District, County, Project Phase, Parcel Number, Sequence, UAO, Utility Project Manager, Utility Coordinator, Due Date, Received from UAO, Received from RW, From Legal, From Director, Recorded from RW, and Recorded to UAO. Below the search area is a table of results 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 RW. The table contains several entries, each with a 'View' link in the first column.

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
View	218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	9190	GRU Electric	Levitt, Shawn	Phillips, Terri Lee	6/10/2016	5/11/2016	5/28/2016	5/21/2016
View	219462-1	38 - 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
View	219462-1	36 - PRELIM ENGINEERING UTILITY	29	1100	Dairy Queen Tallahassee	Smith, Aaron	Bailey, 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		Conwell, Kalasha	6/30/2016			
View	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Conwell, Kalasha	6/1/2016			
View	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	23	1001	Dairy Queen Tallahassee - Tennessee	Davich, Randy	Chaffy, Thomas	6/16/2016			
View	219462-1	36 - PRELIM ENGINEERING UTILITY	23	1201	Dairy Queen	Roberts, Randy	Reiffert, Steven	6/22/2016			
View	219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee	Deer, Tom	Genun, Sandy	6/22/2016	6/22/2016		
View	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	12	1000	Dairy Queen	Frame, Randy	Caball, Sandy	6/15/2016			
View	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee						

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

Address Book

The Address Book functional area of the Utility Module allows contact information to be added about people or organizations that are involved with a project. There are two types of contacts defined in the Address Book functional area.

Internal User is defined as any user who has a RACF user id. This includes consultants who do business for FDOT. The RACF id is a 7 character username used to log into the FDOT mainframe.

External User is defined non-FDOT staff or organizations, such as a user who registers for an ISA user account.

1. Enter the Contact Name, Type, Project, and whether the contact is Internal, External or ISA.



The screenshot shows the 'Address Book' form within a web application. At the top, there is a navigation bar with tabs for 'PSM SCHEDULING', 'PLANS', 'UTILITY WORK SCHEDULES', 'AGREEMENTS', 'INVOICES', 'OSP PERMITS', 'SUBORDINATIONS', and 'ADDRESS BOOK'. The 'ADDRESS BOOK' tab is selected. Below the navigation bar, the form is titled 'Address Book (Click to collapse)'. The form contains the following fields and controls:

- District:** A dropdown menu with 'District 3' selected.
- Contact Name:** A text input field with a 'Clear' button to its right.
- Contact Type:** A dropdown menu with 'All' selected.
- Project:** A text input field followed by a '-' separator and another text input field.
- Buttons:** 'Search' and 'Reset' buttons are located at the bottom left of the form.

2. Click Search.