

PSEE Utility Module

Overview for FDOT Staff

Presented by District Utility Staff

Purpose of the Utility Module

- ▶ 1 stop shop for Utility Staff - Inside and outside of the Department
- ▶ Dashboard view for quick referencing
- ▶ Assist in the sharing of utility documents internally and externally
- ▶ Reminder alerts that attention/action is needed
- ▶ Historical documents

Functional Areas

- ▶ Viewing only
 - ▶ Dashboard/Assignments
 - ▶ PSM Scheduling
- ▶ Input and View
 - ▶ Plans
 - ▶ Utility Work Schedule
 - ▶ Agreements
- ▶ OSP Permits
- ▶ Invoices
- ▶ Subordinations
- ▶ Address Book

2 ways to get the work done

- ▶ Project Level

- ▶ All functional areas for 1 specific project at a time

- ▶ System Level

- ▶ Many projects for 1 functional area at a time
 - ▶ Dashboard found at this level

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the image, creating a modern, layered effect. The text is positioned on the left side of the image, set against a plain white background.

WORKING AT A PROJECT LEVEL

Project Level - PSM Scheduling

- ▶ View Only - Changes are made in the Scheduling Module
- ▶ As always - Blue headers mean the column is sortable
- ▶ Filter to only a select group of activities that related to Utilities

Activity	Description
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

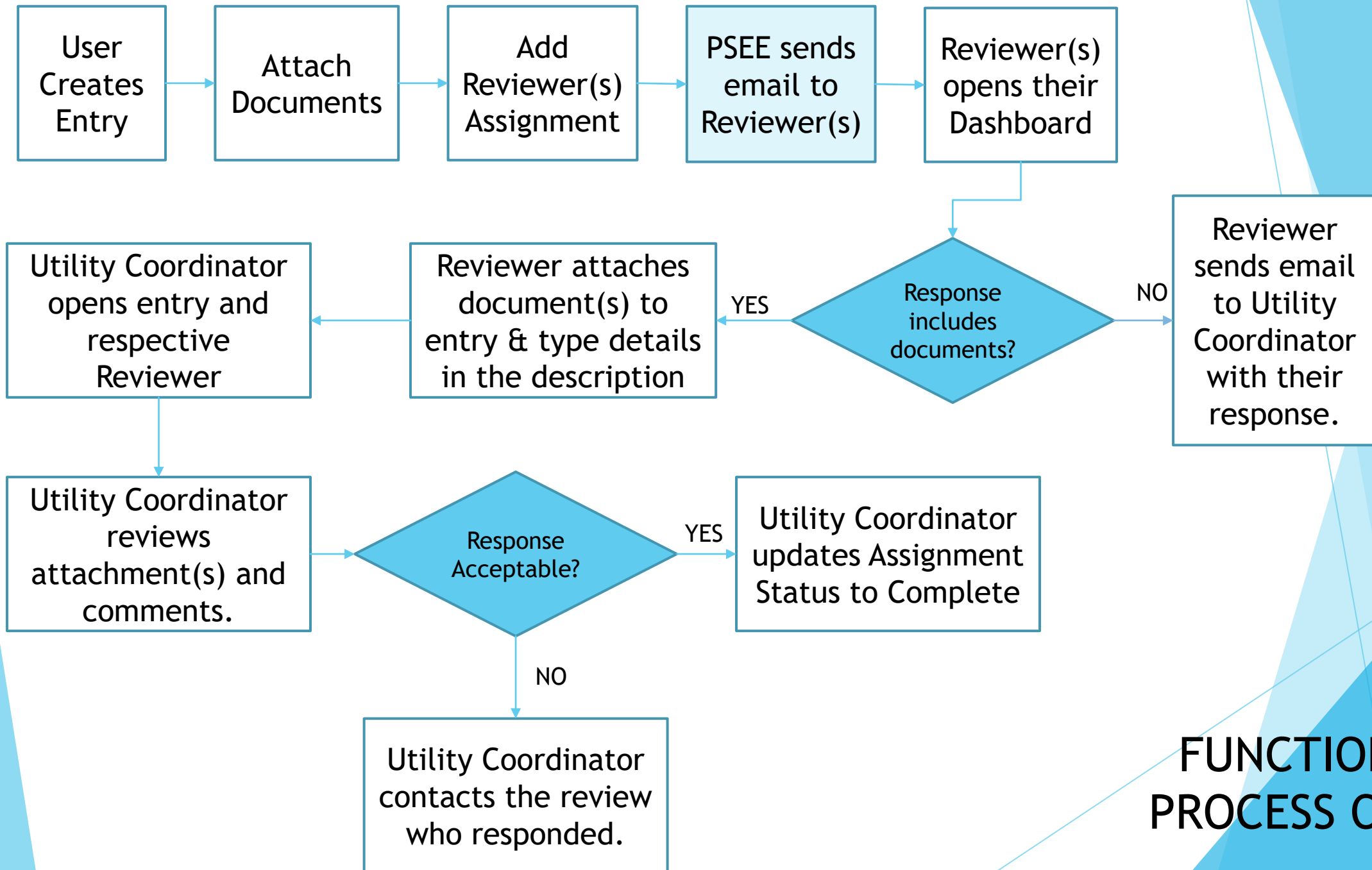
Utilities (Click to collapse)										
PSM Scheduling (Click to collapse)										
Activity	Description	Responsible	Start Date (A=Actual)		Finish Date (A=Actual)		Remaining Days	Total Float	Production Date	Letting Date
164010000	PREPARE SCOPE OF SERVICES	A.WILLIAMS	1/31/2013	A	4/12/2013	A				
164022000	PD&E FINAL SCOPE COMPLETED	A.WILLIAMS	4/15/2013	A	4/15/2013	A				

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Project Level - OSP Permits

- ▶ View only. PSEE users cannot update any data in the OSP Permit area.
 - ▶ Information from the One-Stop Permitting (OSP) application.
- ▶ The OSP Permit entries display most of the fields in OSP.
- ▶ Currently going through an upgrade. When completed, this module will receive an upgrade.

OSP Permits (Click to collapse)				
Agency Permit Number	UAO	State Road Number	Roadway ID	Work Description
2014-H-392-136	City of Tallahassee Electric Utility	SR 8	55320001	Abandon existing line in place, install conduit by bore.
2014-H-392-136	City of Tallahassee Electric Utility	SR 8	55320000	Abandon existing line in place, install conduit by bore.
2014-H-392-178	City of Tallahassee Electric Utility	8	55.32000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing
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
2014-H-392-178	City of Tallahassee Electric Utility	8	55.32000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing
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
2014-H-392-178	City of Tallahassee Electric Utility	8	55.32000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing
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
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
2014-H-392-178	City of Tallahassee Electric Utility	8	55.32000	Installing 7,200 v underground electric lines parallel to Wet bound I-10 to rest area. Abandoning Existing



**FUNCTIONAL AREA
PROCESS OVERVIEW**

- ▶ Entry creation for each plan phase.
- ▶ Attach documents such Plans, Utility Contact Letters, Utility Markups, Conflict Matrix.
- ▶ Assignments to FDOT staff and UAO reps in the same entry.
- ▶ Tracking of who, what and when information sharing.

Project Info [424369-1] (Click to expand)						
Utilities (Click to collapse)						
PSM Scheduling (Click to expand)						
Plans (Click to collapse)						
View	Project Phase	Sequence	Plan Phase ▲	Plan Action	Utility Project Manager	EOR
View			PHASE I INITIAL	Initial Contact	Barfield, Teresa	
View			PHASE II CONSTRUCTABILITY	For Review And Markup	Barfield, Teresa	
View			PHASE III BIDABILITY	Conflict Matrix Assoc w/ Plans	Barfield, Teresa	

Project Level - Utility Work Schedules (UWS)

- ▶ 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.

Utility Work Schedules (Click to collapse)

		Project Phase	Sequence	Utility Work Schedule Action	Utility Work Schedule Type	UAO
View	[Remove]	32 - PRELIM ENGINEERING CONSULTANT	99	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	Dain
View	[Remove]	36 - PRELIM ENGINEERING UTILITY	12	INITIAL DRAFT UWS TO UAO	CONTINGENCY UTILITY SCHEDULE	Slipp
View	[Remove]	61 - CONSTRUCTION SUPPORT IN-HOUSE	26	INITIAL DRAFT UWS TO UAO	UTILITY WORK SCHEDULE	Dain
View	[Remove]	36 - PRELIM ENGINEERING UTILITY	81	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Dain
View	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	67	RETURNED TO UAO FOR SIGNATURE	UTILITY CERTIFICATION	Acro
View	[Remove]	52 - CONSTRUCTION CONSULT/CONTRACT	01	FINAL EXECUTED UTIL WORK SCHED	UTILITY WORK SCHEDULE	
View	[Remove]	58 - CONSTRUCTION OTHER AGENCY	60	RETURNED TO UAO FOR SIGNATURE	UTILITY WORK SCHEDULE	

[\[Create Utility Work Schedule Entry\]](#)

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Create Utility Work Schedule Entry

Project:

218605 -3

Project Phase:

Sequence:

Utility Work Schedule Action:

Utility Work Schedule Type:

UAO:

Clear

Utility Project Manager:

Clear

Utility Coordinator:

Clear

Operations Utility Coordinator:

Clear

Preliminary Plans Date:

Approved Document Date:

Time Prior To Construction:

Time During Construction:

Distribute Assignments (Click to expand)

Include WorkSchedule Document

Save

Cancel

Project Level - Agreements

- ▶ Allows an entry to create and track Agreement and the Review Assignments of both UAOs and FDOT staff
- ▶ 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

Agreements (Click to collapse)							
	Project Phase	Sequence	Agreement Action	Agreement Status	Contract #	Original Contract Amount	Current Contract Amount
View [Remove]	58 - CONSTRUCTION OTHER AGENCY	1	AGREEMENT	AGREEMENT NOT ACCEPTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	32 - PRELIM ENGINEERING CONSULTANT	99	AGREEMENT	AGREEMENT NOT ACCEPTED	D9317		\$ 332,760.00
View [Remove]	32 - PRELIM ENGINEERING CONSULTANT	10	AGREEMENT	FOR FDOT LEGAL SIGNATURE	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	52 - CONSTRUCTION CONSULT/CONTRACT	11	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12	CHANGE ORDER MASTER AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	38 - PRELIM ENGINEERING OTHER AGCY	82	CHANGE ORDER UWA	FOR FDOT LEGAL SIGNATURE	1212		
View [Remove]	56 - CONSTRUCTION UTILITY	28	CHANGES TO FORMS DOCUMENT	INITIAL DRAFT UAO REVIEW	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	36 - PRELIM ENGINEERING UTILITY	12	AGREEMENT ADDENDUM	AGREEMENT SUBMITTED	1234		
View [Remove]	32 - PRELIM ENGINEERING CONSULTANT	01	AGREEMENT	AGREEMENT SUBMITTED	C9D19	\$ 4,123,308.00	\$ 4,123,307.00
View [Remove]	36 - PRELIM ENGINEERING UTILITY	23	CHANGE ORDER UWA	AGREEMENT SUBMITTED	123		

[\[Create Agreement Entry\]](#)

Page 1 2 (Showing Items 1 to 10 of 12) Show per page 10 25 50

Create Agreement Entry

Project:

218605 -3

Project Phase:

Sequence:

Agreement Action:

Agreement Status:

Contract #:

Original Contract Amount:

Current Contract Amount:

Execution Date:

Utility Notice To Proceed Date:

UAO:

Utility Project Manager:

Utility Coordinator:

Operations Utility Coordinator:

Distribute Assignments (Click to expand)

Include Agreement Document

PSEE Agreement Documents (Click to expand)

Save

Cancel

Project Level - Invoices

- ▶ 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.

Invoices (Click to collapse)

		Project Phase	Sequence	Contract #	Original Contract Amount	Current Contract Amount	Invoice #	Invoice Amount	Invoice Status	Invoice Type	Invoice Date	Invoice Period From
View	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12	af345			212	\$ 12.00	APPROVED	PARTIAL	5/16/2016	5/9/2016
View	[Remove]	36 - PRELIM ENGINEERING UTILITY	12	C9D19	\$ 4,123,308.00	\$ 4,123,307.00	12	\$ 12.00	PENDING	PARTIAL	5/25/2016	5/16/2016
View	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	83	1212			64	\$ 1,050.25	PENDING	FINAL	6/28/2016	6/1/2016
View	[Remove]	58 - CONSTRUCTION OTHER AGENCY	23	C9D19	\$ 4,123,308.00	\$ 4,123,307.00	100	\$ 1,000.00	PENDING	PARTIAL	5/31/2016	4/4/2016
View	[Remove]	36 - PRELIM ENGINEERING UTILITY	12	1234			1234	\$ 23,455.00	PENDING	FINAL	6/13/2016	6/13/2016
View	[Remove]	32 - PRELIM ENGINEERING CONSULTANT	12	12345			1234a	\$ 1,234.00	PAID	FINAL	6/6/2016	6/6/2016
View	[Remove]	46 - UTILITY RIGHT OF WAY	98	C9D19	\$ 4,123,308.00	\$ 4,123,307.00			PENDING			
View	[Remove]	61 - CONSTRUCTION SUPPORT IN-HOUSE	57	C9D19	\$ 4,123,308.00	\$ 4,123,307.00	100	\$ 1,000.00	PENDING	PARTIAL	6/30/2016	6/1/2016
View	[Remove]	62 - CONSTRUCTION SUPPORT CONSULT	96	C9D19	\$ 4,123,308.00	\$ 4,123,307.00			PENDING			

[\[Create Invoice Entry\]](#)
Page 1 (Showing Items 1 to 9 of 9) Show per page 10 25 50

Add Invoice

Project: 218605 -3

Project Phase:

Sequence:

Contract #:

Original Contract Amount:

Current Contract Amount:

Execution Date:

Notice To Proceed Date:

End Date:

Invoice Date:

Invoice #:

Invoice Amount:

Invoice Status:

Type:

Invoice Period From: To:

Attested By: Clear

UAO:

Utility Project Manager: Clear

Utility Coordinator:

Operations Utility Coordinator: Clear

(Click to expand)

(Click to expand)

Project Level - Subordinations

- ▶ 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.

Subordinations (Click to collapse)												
		Project Phase	Sequence	Parcel Number	UAO	Utility Project Manager	Utility Coordinator	Sent to UAO	UAO Due Date	Received From UAO	Received From R/W	To Legal
View	[Remove]	62 - CONSTRUCTION SUPPORT CONSULT	96	2121	ISF Tallahassee	Lewis, Shawn	Cornwell, Katasha	5/31/2016	6/3/2016	6/6/2016		
View	[Remove]	56 - CONSTRUCTION UTILITY	84	1002	Dairy Queen	Abelson, Karen	Carballo, Paul	6/1/2016	6/2/2016	6/3/2016	6/4/2016	6/5/2016
View	[Remove]	62 - CONSTRUCTION SUPPORT CONSULT	97	1001	ISF Tallahassee	Lewis, Shawn	Cornwell, Katasha	5/31/2016	5/31/2016	5/31/2016	5/31/2016	5/31/2016
View	[Remove]	52 - CONSTRUCTION CONSULT/CONTRACT	12	1201	Walmart - North Monroe	Coe, Frederick	Adams, Fred	6/1/2016	6/2/2016	6/3/2016	6/4/2016	6/5/2016
View	[Remove]	38 - PRELIM ENGINEERING OTHER AGCY	12	1201	Dairy Queen	Alfred, Anthony	Edwards, Frederick	6/13/2016	6/21/2016	6/28/2016	6/28/2016	6/21/2016

[\[Create Subordination Entry\]](#)
Page 1 (Showing Items 1 to 5 of 5) Show per page 10 25 50

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 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)

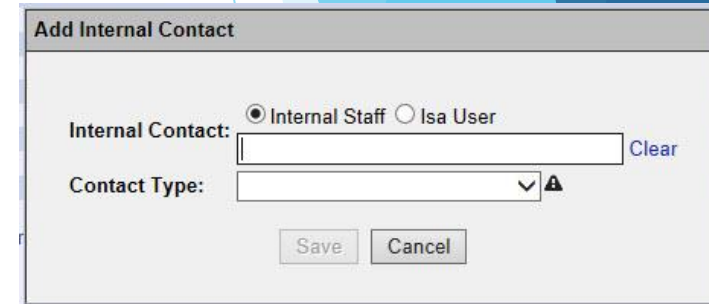
[Include Subordination Document](#)

Save

Cancel

Project Level - Address Book

- ▶ Allows contact information to be added about people or organizations that are involved with a project.
- ▶ There are 3 types of contacts to search:
 - Internal users are those who have a user-id. This could include consultants who work for the department.
 - Isa Users are those who log in with an Internet Subscriber Account. This will be Utility Representatives.
 - External users are those who do not have access to log into PSEE. This will be users who do not have an ISA account but their contact information is associated. This could also include the overall company information for the UAO(s) on the project.



Add Internal Contact

Internal Contact: ☒ Internal Staff ☐ Isa User

Contact Type: [Clear](#)

Internal Contacts (Click to collapse)

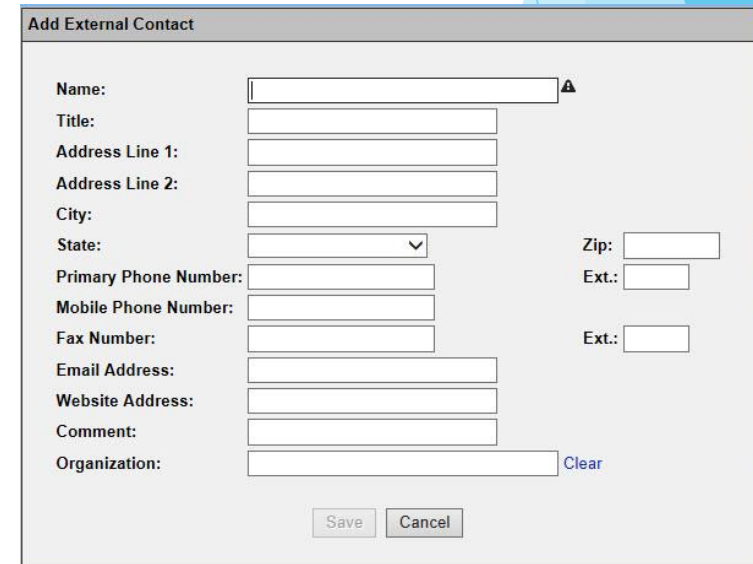
	Name	Phone	E-mail	Contact Type		
+	Kathy Ozmore	(850) 478-9844	Kathy.Ozmore@atkinsglobal.com	Utility Project Manager	[Edit]	[Remove]
+	Tomas Gimenez	(954) 558-9426	tgimenez@metriceng.com	UAO Representative	[Edit]	[Remove]

[\[Add Internal Contact\]](#)

External Contacts (Click to collapse)

Currently there are no External Contacts set for this Project

[\[Add External Contact\]](#)



Add External Contact

Name: [▲](#)

Title:

Address Line 1:

Address Line 2:

City:

State: [▼](#)

Primary Phone Number:

Mobile Phone Number:

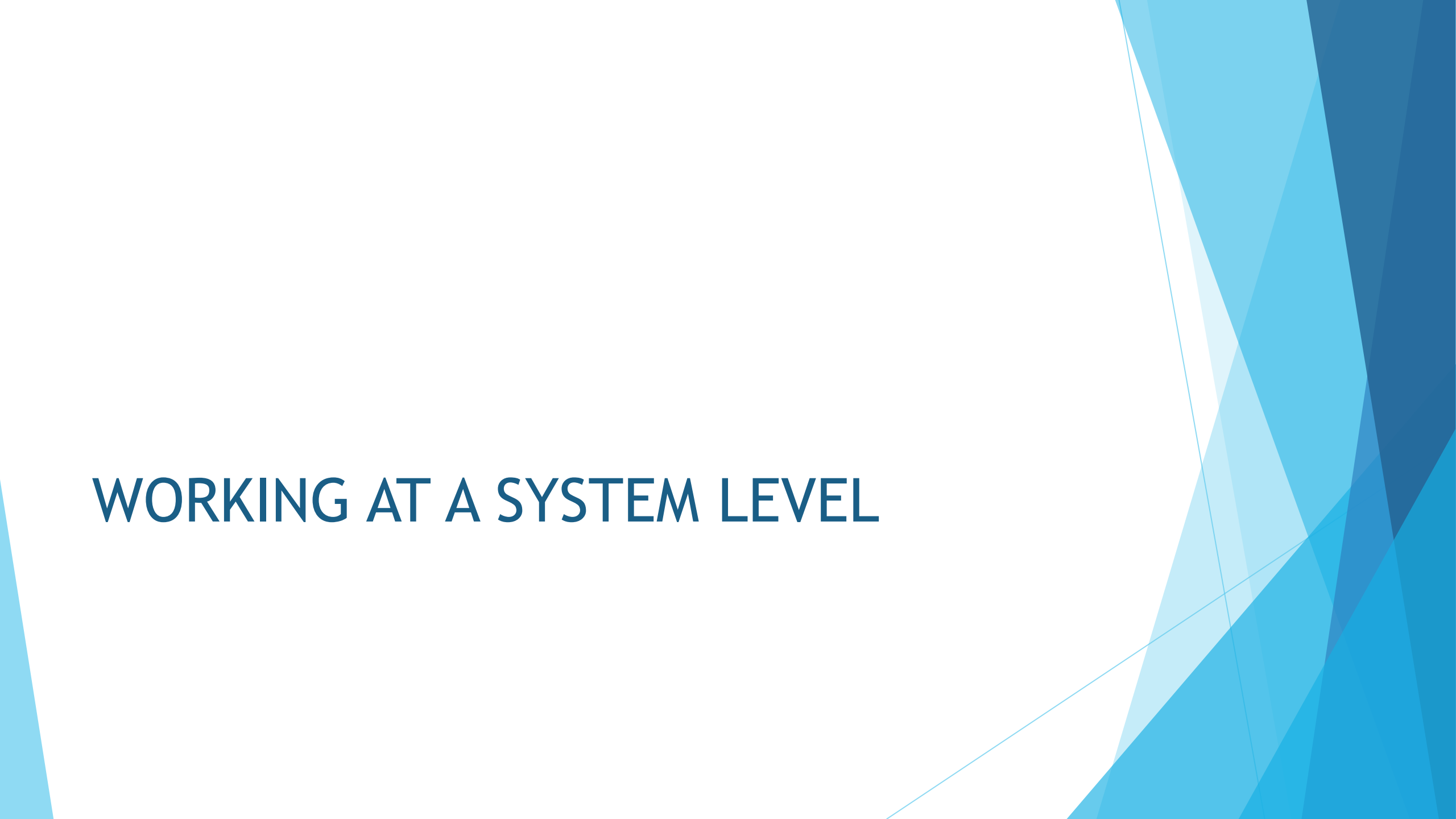
Fax Number:

Email Address:

Website Address:

Comment:

Organization: [Clear](#)

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is a solid, very light blue.

WORKING AT A SYSTEM LEVEL

System Level “ Overview

- ▶ Dashboard found here
- ▶ Same ability to create new entries
- ▶ Search across the application
- ▶ Search results are exportable

Dashboard - My Assignments

Go To Project

DASHBOARD

PROJECT

SEARCH

MONTHLY SCHEDULE UPDATE

CREATE A PROJECT

MY ASSIGNMENTS

RUN REPORTS

WPUC PROJECT LIST

UTILITIES

HELP

PSM SCHEDULING

PLANS

UTILITY WORK SCHEDULES

AGREEMENTS

INVOICES

OSP PERMITS

SUBORDINATIONS

ADDRESS BOOK

Utilities (Click to collapse)

My Assignments (Click to collapse)

	Project	Project Phase	Sequence	Created On	Due Date ▲	Request Description	Assignment Status	Assignment Type
[View]	222477-2	32 - Prelim Engineering Consultant		9/7/2016 2:33 PM	9/30/2016		In Progress	Plan

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

From: To: [Export Results](#)

FYI Assignments (Click to collapse)

There are currently no Assignments

System Level - PSM

PSM SCHEDULING	PLANS	UTILITY WORK SCHEDULES	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATIONS	ADDRESS BOOK
----------------	-------	------------------------	------------	----------	-------------	----------------	--------------

PSM Scheduling (Click to collapse)

Search (Click to collapse)

Project: -

District:

County:

All

BAY

CALHOUN

DIST/ST-WIDE

ESCAMBIA

FRANKLIN

GADSDEN

Responsible:

Start Date From: To:

Finish Date From: To:

Activity ID:

System Level - OSP

PSM SCHEDULING	PLANS	UTILITY WORK SCHEDULES	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATIONS	ADDRESS BOOK
-------------------	-------	------------------------------	------------	----------	-------------	----------------	-----------------

OSP Permits (Click to collapse)

Search (Click to collapse)

Roadway ID:*

⚠

Application Date

From:

To:

Close Date

From:

To:

Approval Date

From:

To:

Expiration Date

From:

To:

Search

Reset

System Level - Plans, Work Schedules, Agreements, Invoicing and Subordinations

Plans (Click to collapse)

Search (Click to collapse)

Project: -
District: District 3
County: All
BAY
CALHOUN
DIST/ST-WIDE
ESCAMBIA
FRANKLIN
GADSDEN

Project Phase:
Plan Phase:
Utility Project Manager:
EOR:

Sequence:
Plan Action:
Utility Coordinator:

Search Reset

Utility Work Schedules (Click to collapse)

Search (Click to collapse)

Project: -
District: District 3
County: All
BAY
CALHOUN
DIST/ST-WIDE
ESCAMBIA
FRANKLIN
GADSDEN

Project Phase:
Utility Work Schedule Action:
UAO Company Name:
Utility Coordinator:
Approved Document Date: From: To:
Time Prior To Construction:

Sequence:
Utility Work Schedule Type:
Utility Project Manager:
Operations Utility Coordinator:
Preliminary Plans Date: From: To:
Time During Construction:

Search Reset

Agreements (Click to collapse)

Search (Click to collapse)

Project: -
District: District 3
County: All
BAY
CALHOUN
DIST/ST-WIDE
ESCAMBIA
FRANKLIN
GADSDEN

Project Phase:
Agreement Action:
Contract #:
Utility Project Manager:
Operations Utility Coordinator:

Sequence:
Agreement Status:
UAO:
Utility Coordinator:

Search Reset

Invoices (Click to collapse)

Search (Click to collapse)

Project: -
District: District 3
County: All
BAY
CALHOUN
DIST/ST-WIDE
ESCAMBIA
FRANKLIN
GADSDEN

Project Phase:
Contract #:
Invoice Status:
UAO:

Sequence:
Invoice #:
Invoice Date: From: To:

Search Reset

Subordinations (Click to collapse)

Search (Click to collapse)

Project: -
District: District 3
County: All
BAY
CALHOUN
DIST/ST-WIDE
ESCAMBIA
FRANKLIN
GADSDEN

Project Phase:
Parcel Number:
Utility Project Manager:
Sent to UAO: From: To:
Received From UAO: From: To:
To Legal: From: To:
To Director: From: To:
To R/W Recording: From: To:
Recorded to UAO: From: To:

Sequence:
UAO:
Utility Coordinator:
Due Date: From: To:
Received from R/W: From: To:
From Legal: From: To:
From Director: From: To:
Recorded From R/W: From: To:

Search Reset

[\[Create Subordination Entry\]](#)

Result (Click to collapse)

Project Project Phase

Sequence Parcel Number UAO

Utility Project Manager Utility Coordinator

Sent to UAO UAO Due Date Received From UAO Received From R/W

View	218605-7	52 - CONSTRUCTION CONSULT/CONTRACT	1	0100	GRU Electric	Lewis, Shawn	Phillips, Terri Lee				
View	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	77	2121	Dairy Queen Tallahassee - Monroe	Barbee, Jeff	Fouladi, Mohammad	6/10/2016	5/11/2016	5/28/2016	5/21/2016
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		Cornwell, Kalasha	6/30/2016			
View	219462-1	62 - CONSTRUCTION SUPPORT CONSULT	90	1000	Dairy Queen Tallahassee		Cornwell, Kalasha	6/1/2016			
View	219462-1	36 - PRELIM ENGINEERING OTHER AGCY	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	Rehfeldt, Steven				
View	219462-1	46 - UTILITY RIGHT OF WAY	21	2121	Dairy Queen Tallahassee		Gerun, Sandy	6/22/2016	6/22/2016		
View	219462-1	38 - PRELIM ENGINEERING OTHER AGCY	12	1000	Dairy Queen		Frame, Randy				
View	219462-1	36 - PRELIM ENGINEERING UTILITY	21	2121	Dairy Queen Tallahassee		Caballit, Sandy	6/15/2016			

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System Level - Address Book

PSM SCHEDULING	PLANS	UTILITY WORK SCHEDULES	AGREEMENTS	INVOICES	OSP PERMITS	SUBORDINATIONS	ADDRESS BOOK
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Address Book (Click to collapse)

District:

District 3 ▼

Contact Name:

☒ Internal Staff ☐ Isa User ☐ External Contact

Clear

Contact Type:

All ▼

Project:

-

Search

Reset

Working As an Admin

Granting Privileges

User: Shawn Lewis [Utilities Admin]

User Privileges

Select District to set Privileges for:

District 2

Select Module to set privileges for:

Utilities

Select staff to set Privileges for:

Select multiple staff by expanding AD group:

Select AD group to set Privileges for:

Clear User List

Reset List to All Users with Privileges

	Add Plan Show All Users with this Privilege	Edit Plan Show All Users with this Privilege	Remove Plan Show All Users with this Privilege	Add Work Schedule Show All Users with this Privilege	Edit Work Schedule Show All Users with this Privilege	Remove Work Schedule Show All Users with this Privilege	Add Agreement Show All Users with this Privilege	Edit Agreement Show All Users with this Privilege	Remove Agreement Show All Users with this Privilege	Add Invoice Show All Users with this Privilege	Edit Invoice Show All Users with this Privilege	Remove Invoice Show All Users with this Privilege	Add Subordination Show All Users with this Privilege	Edit Subordination Show All Users with this Privilege	Remove Subordination Show All Users with this Privilege
	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users	☐ Select All Users
Mccarthy, John	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Phillips, Terri Lee	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Page 1 (Showing Items 1 to 2 of 2) Show per page 10 25 50

Save

Cancel

UAO Maintenance (1 of 2)

Utility Company Maintenance

Search (Click to collapse)

UAO:

[\[Create Utility Company Entry\]](#)

Result (Click to collapse)

	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	

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

From: To:

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

☐ District One

☐ District Two

☒ District Three

☐ District Four

☐ District Five

☐ District Six

☐ District Seven

☐ Turnpike

☐ Central Office

UAO Maintenance (2 of 2)

Utility Company Members Maint

Company: ×

- Walmart
- Walmart - Tennessee
- Walmart - North Monroe
- Walmart - Apalachee Parkway

Company Search Results (Click to collapse)

Company:

Name: Walmart - Apalachee Parkway

Parent Company:

Address: 5000 Apalachee Parkway
Tallahassee, FL 32317

Phone: (850) 566-1234

Email: sales@walmart.com

Find ISA User:

Select

Enter the ISA User's email address or eight character Account ID to find their account and assign it to Walmart - Apalachee Parkway

Assign

No ISA User Record Selected

Users Assigned To Walmart - Apalachee Parkway

S0055442 - DUANEDAUNT@GMAIL.COM

Remove

Save Assignments Cancel Changes

COMMON QUESTIONS

How do I respond to an Assignment?

Go To Project -  **DASHBOARD**

PSM SCHEDULING **PLANS** **UTILITY WORK SCHEDULES**

Utilities (Click to collapse)

My Assignments (Click to collapse)

View	Project	Project Phase
	222477-2	32 - Prelim Engineering Consultant

Page 1 (Showing Items 1 to 1 of 1) Show per page 10

FYI Assignments (Click to collapse)

There are currently no Assignments

Edit Reviewer Assignment Entry

Project: 222477- 2

Project Phase: 32 - Prelim Engineering Consultant

Reviewer: Carla Hodges

Due Date: 9/14/2016

Assignment Status: In Progress

Assignment Type: Plan

Sequence:

Request Description: This description field is for explaining to reviewer(s) what is expected of them during their review.

[Include Plan Document](#)

PSEE Plan Documents (Click to collapse)

EDMS Doc No ▼	Created Date	Document Name	Description	Type	
5310694	9/9/2016	test.docx	This description is related to attached document.	PLANS	View

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

What if I have no document to attach as a response to my assignment?



What is different between what I can see and what a UAO Rep can see?

 **ProjectSuite** Enterprise Edition

User: JANE DOE

UTILITIESHELP

PSM SCHEDULINGPLANSUTILITY WORK SCHEDULESAGREEMENTSINVOICESOSP PERMITSSUBORDINATIONSADDRESS BOOK

Utilities (Click to collapse)

My Assignments (Click to collapse)
There are currently no Assignments

FYI Assignments (Click to collapse)
There are currently no Assignments

Who do I contact if I don't have the privilege to perform a necessary action?

District	Utility Admins
1	Deborah Barnhill
2	John McCarthy, Terri Lee Phillips
3	Jonathan Harris, Traci Adkison, Teresa Barfield, Rachel Healey, John MacDonald, Kathy Ozmore
4	Eugene Khashper, Juliet Ashbourne, Tim Brock, Kadian Mclean
5	Staci Nester, Marlon Bates, Megan Owens
6	Ozzie Sanchez
7	No one???
TP	No one???

- ▶ Utility FAC - Shawn Lewis
- ▶ District PSEE Admins - Located at the bottom of your PSEE Screen
- ▶ PSEE FACs - Dianne Perkins or Erica Hewett