

Project Management

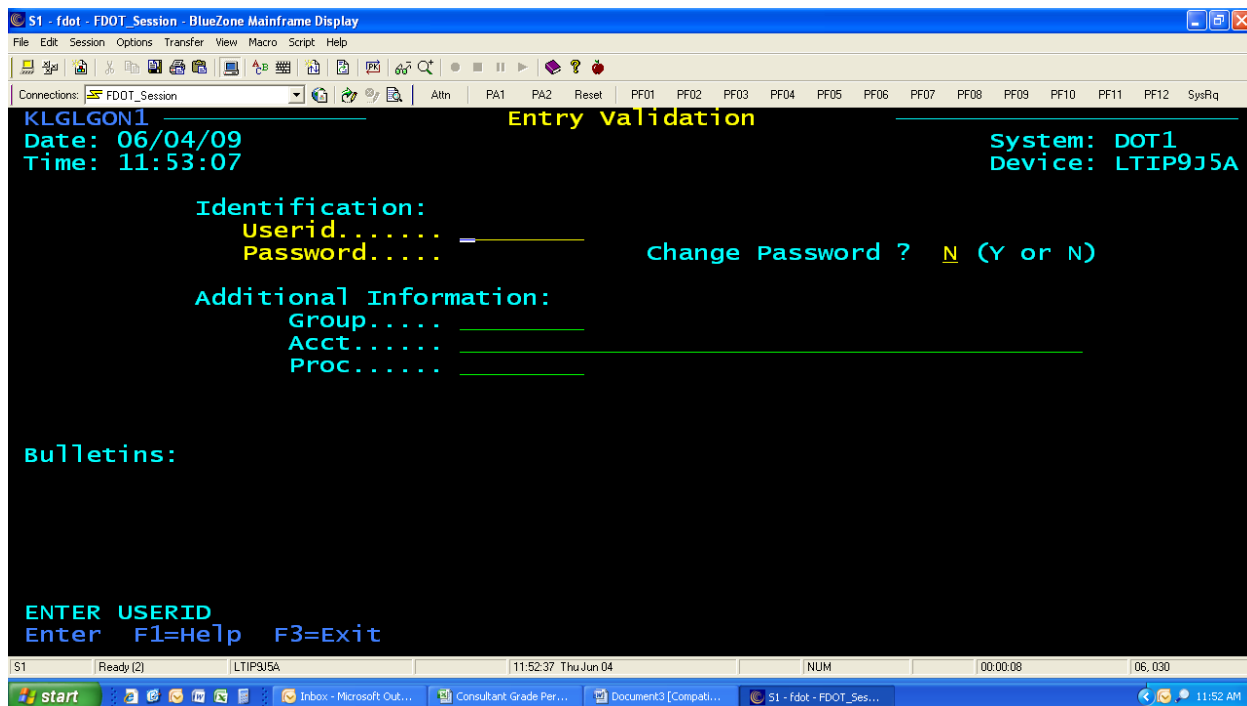
Consultant Grade Approval

Instructions within the TSO

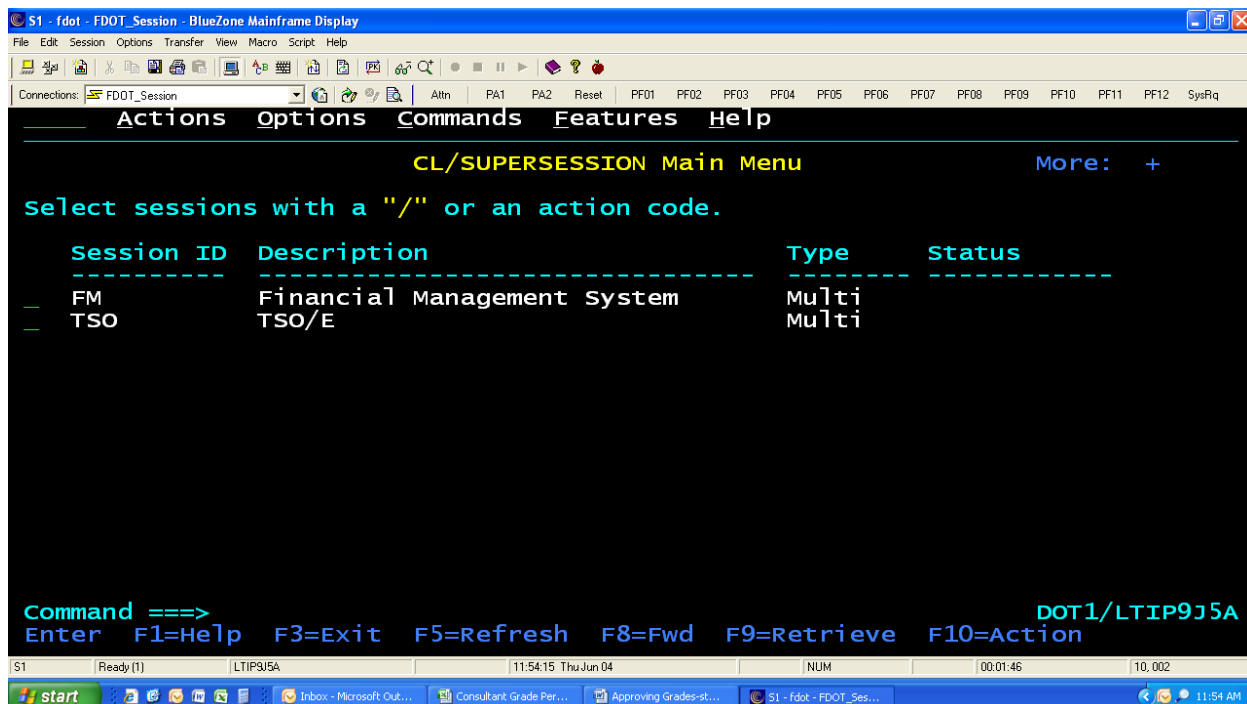
February 19, 2014

Approving Grades (step by step)

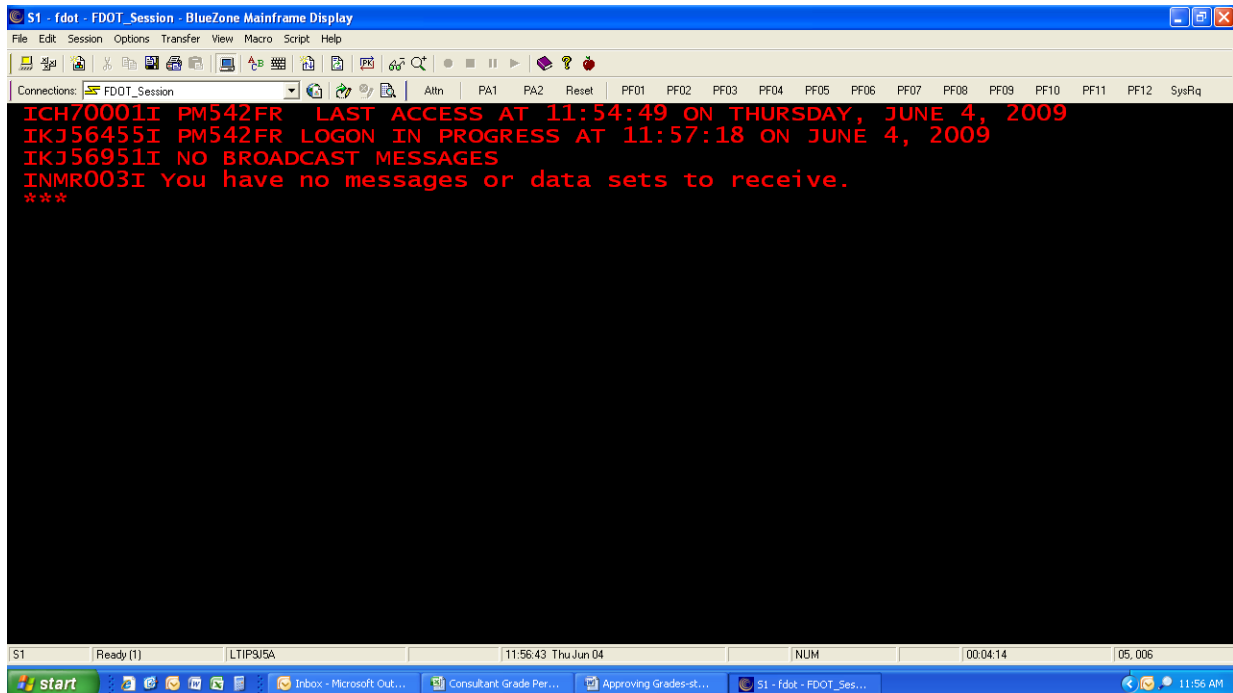
1. Log onto Mainframe



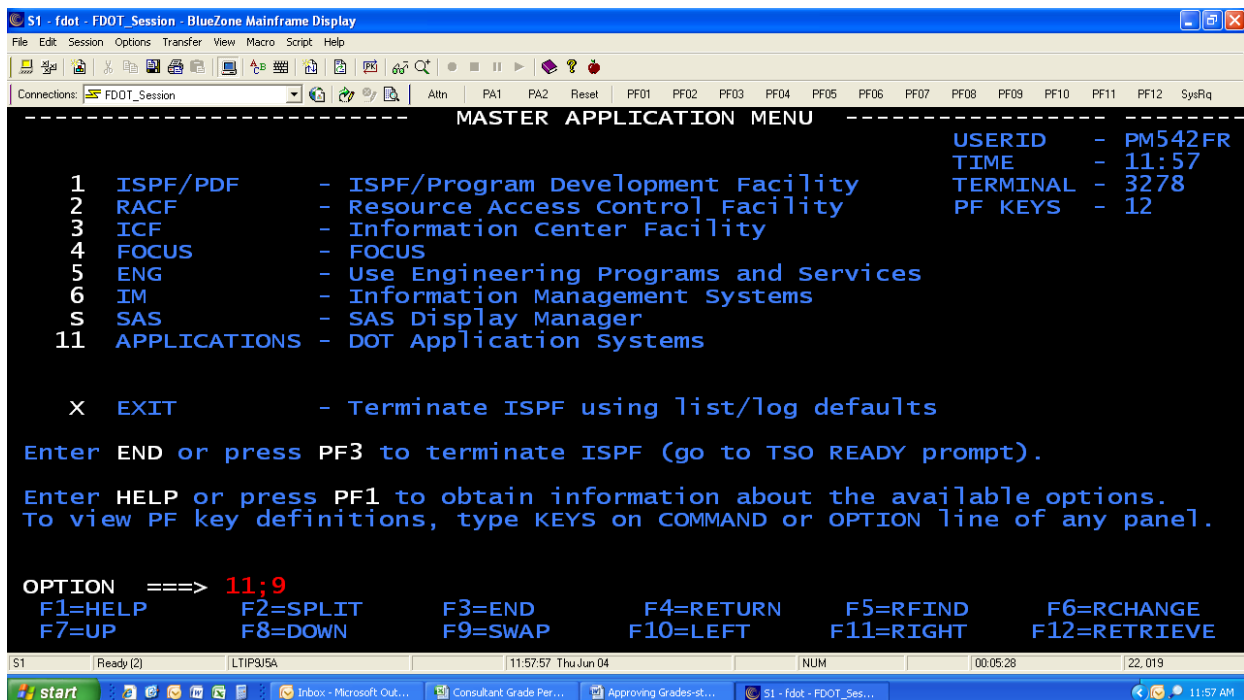
2. Select TSO and hit Enter



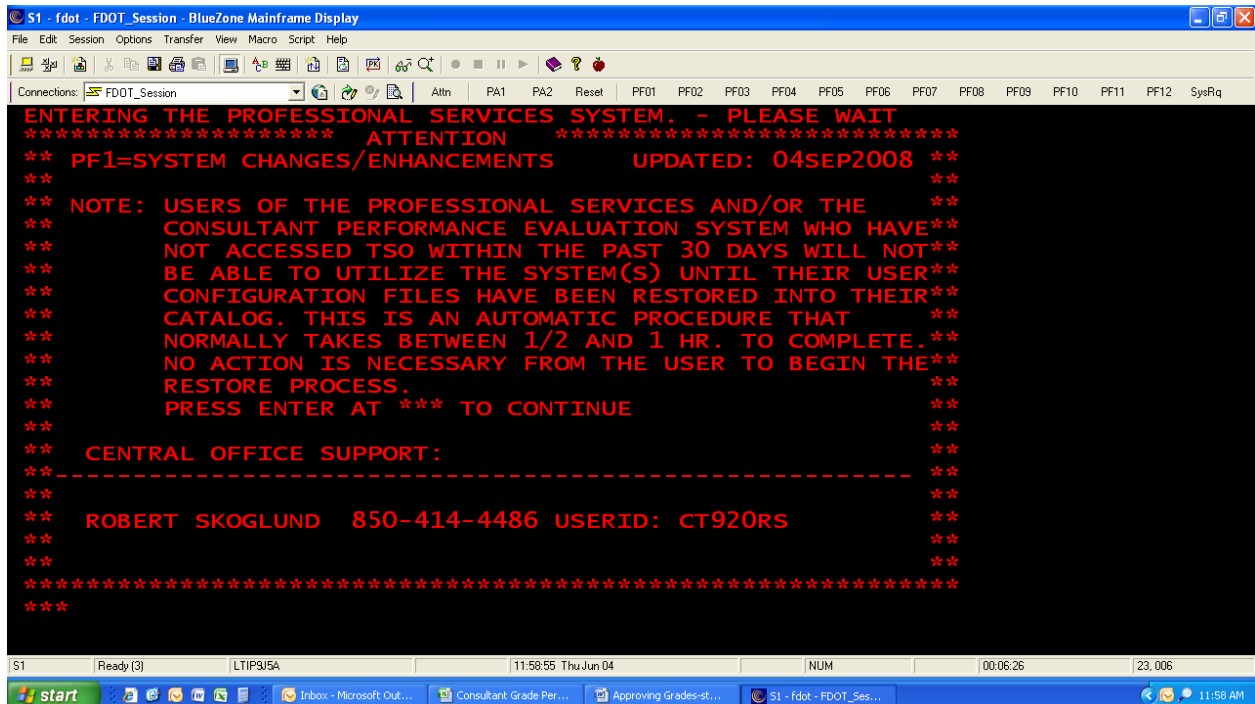
3. When you see 3 red asterisks, hit Enter.



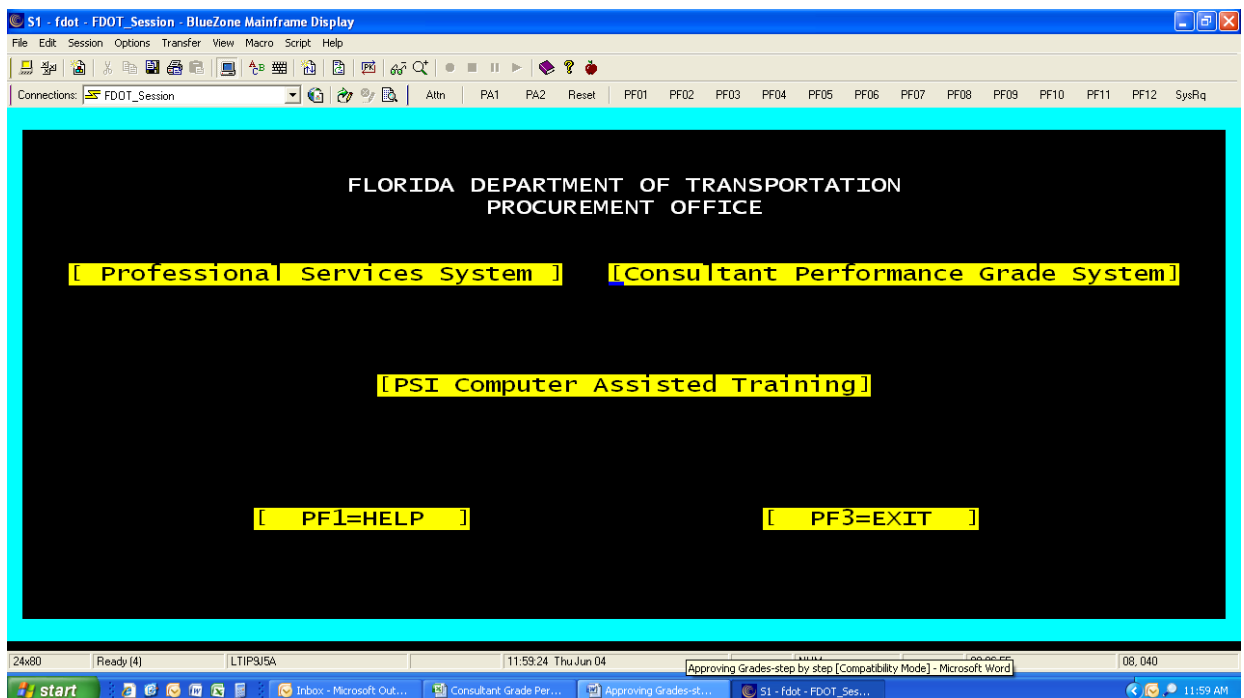
4. At this screen, on the Option line type in 11;9 and hit Enter.



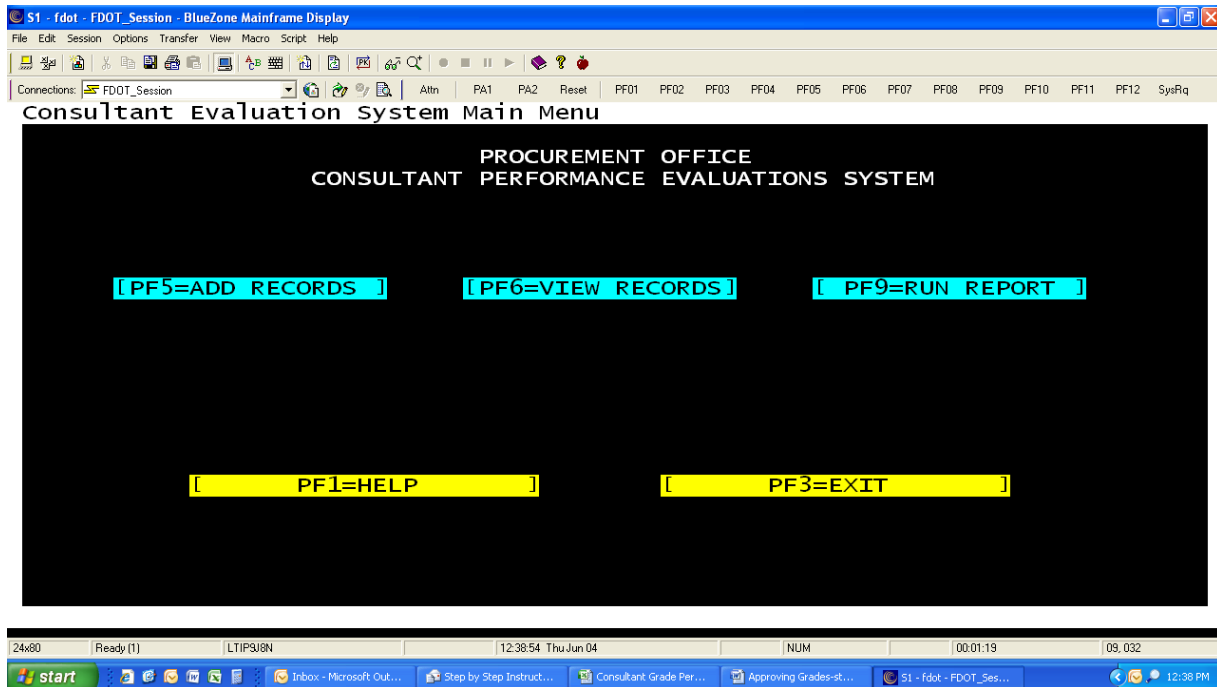
5. When you see 3 red asterisks, hit enter.



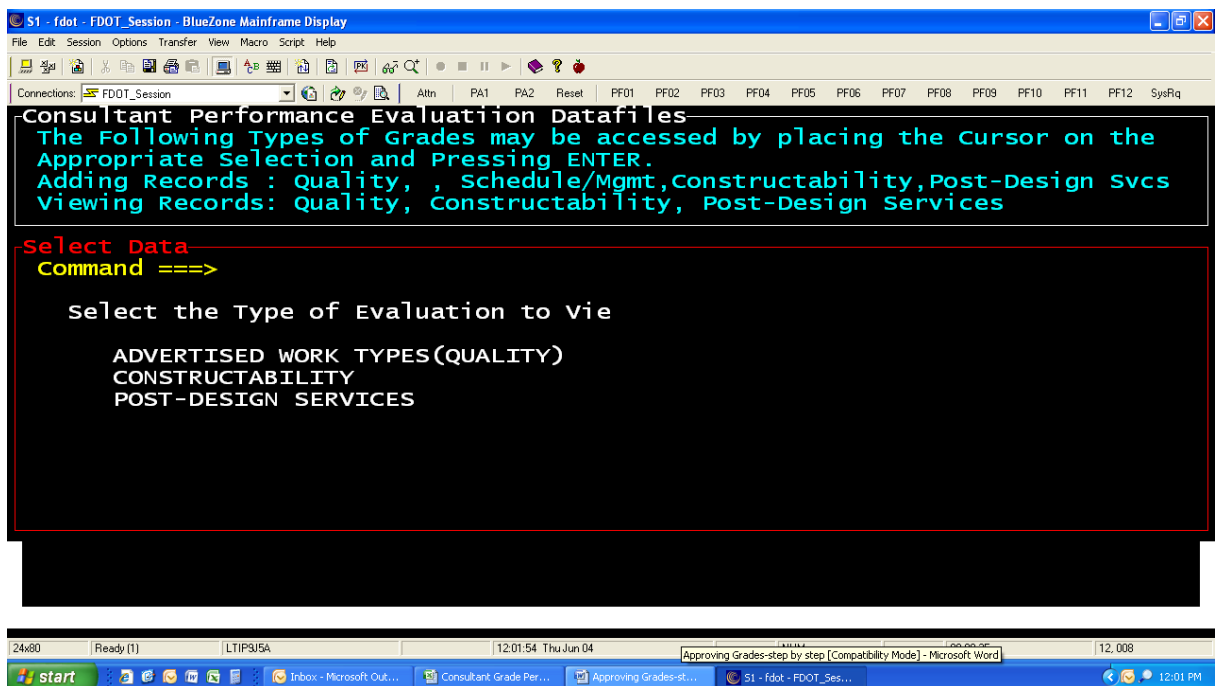
6. Tab over to Consultant Performance Grade System and hit Enter.



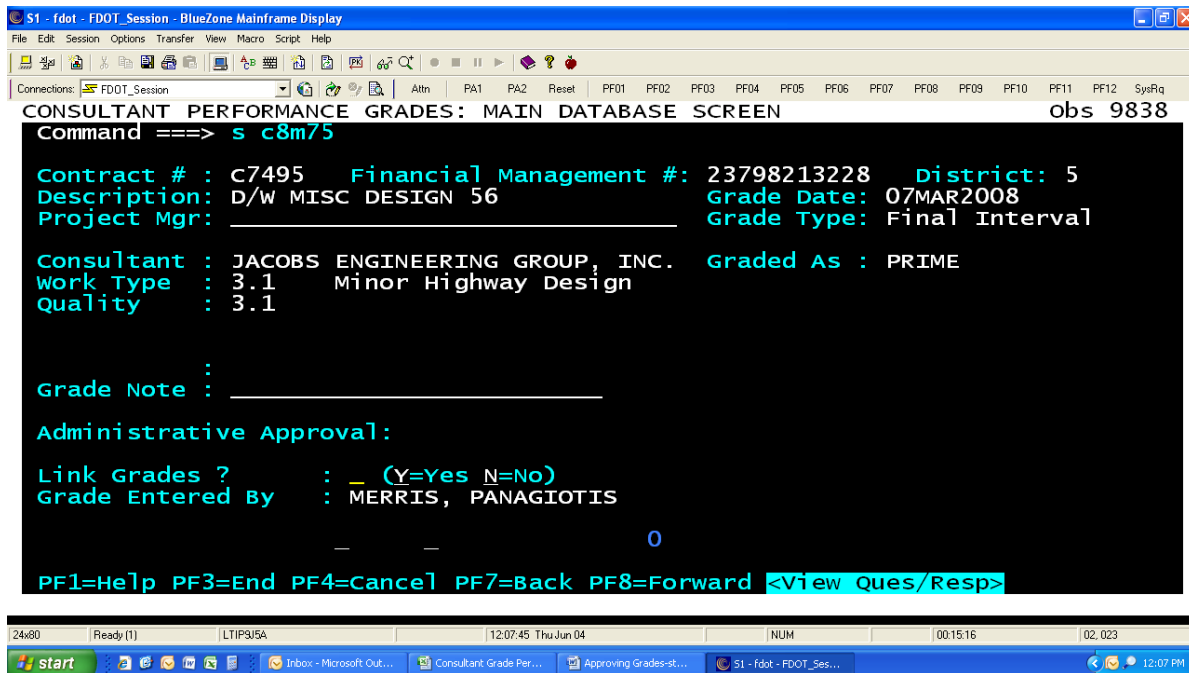
7. Hit **F6** to View Records.



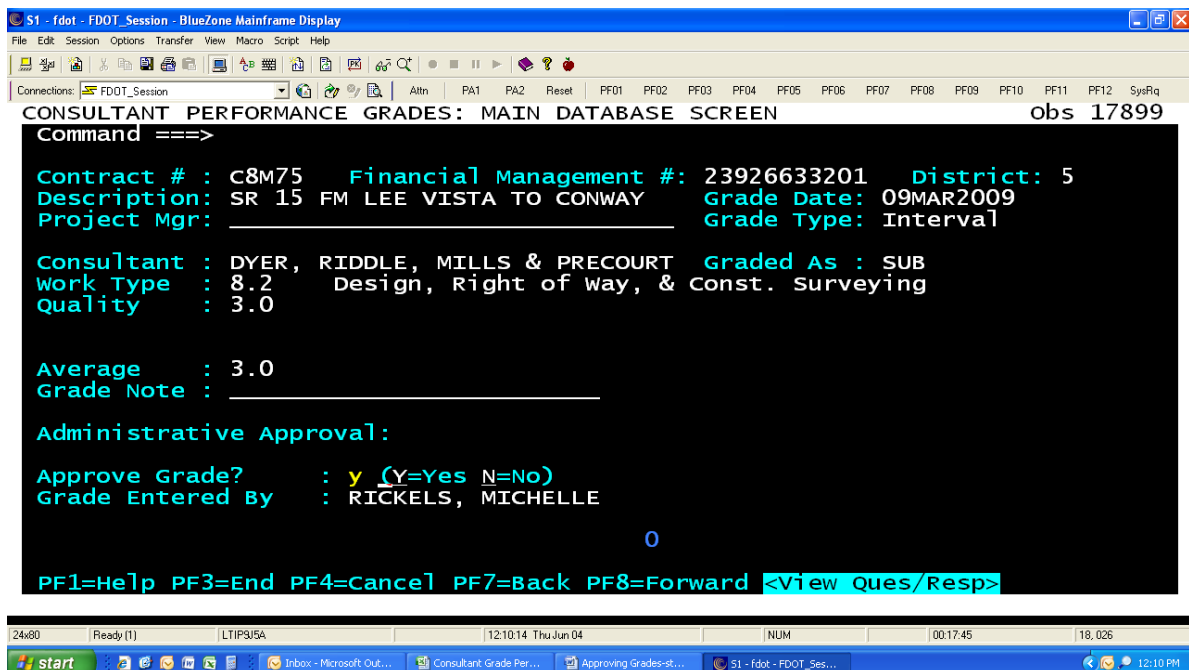
8. Select Advertised Work Types (Quality) and hit Enter.



9. Hit F12 to get to the Command===>. Type s and then put in the contract # (ex: s c8m75) and hit Enter.



10. Approve grade by entering a Y by Approve Grade? And hit Enter.



11. The screen should change and state that the grade was approved by you.

Make sure to close out of the system to ensure the grade gets processed
(see **Step # 14** next page)

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CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN                               Obs 22236
Command ==>

Contract # : C8036   Financial Management #: 23798213274   District: 5
Description: MISC. DESIGN 99                               Grade Date: 11JAN2013
Project Mgr: Bruno Fiori                                   Grade Type: Interval

Consultant : AECOM TECHNICAL SERVICES, INC.   Graded As : PRIME
Work Type  : 3.1   Minor Highway Design
Quality    : 3.3
Schedule   : 4.4
Management: 3.2
Average    : 3.5

Administrative Approval:
Grade Entered By   : PAGANO, ROSEMARY   Approved By: ELMAGHRABY, ASHRAF
0

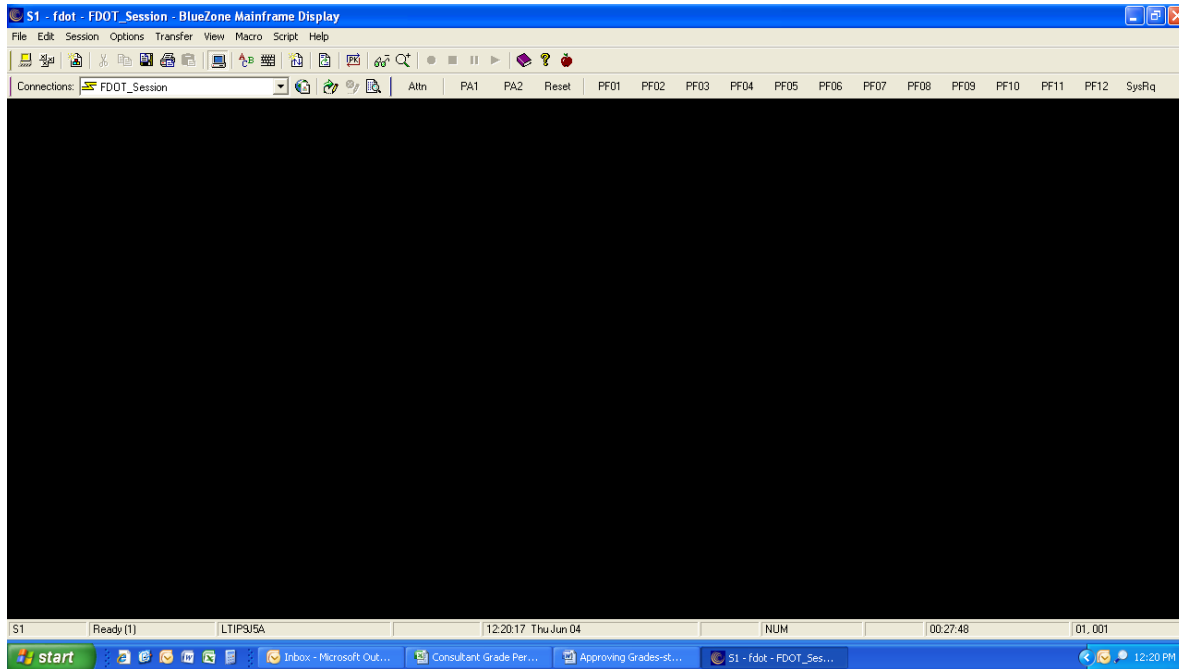
PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>
```

12. Take a Screen Shot of the Approved Screen and send it with an email to **Lisa Hightower** indicating that the Grades for the Subject Contract have been Approved in the TSO System and keep a copy of the email (electronically) if your files for future records just in case since some times the system keep saying the Grades have not been approved

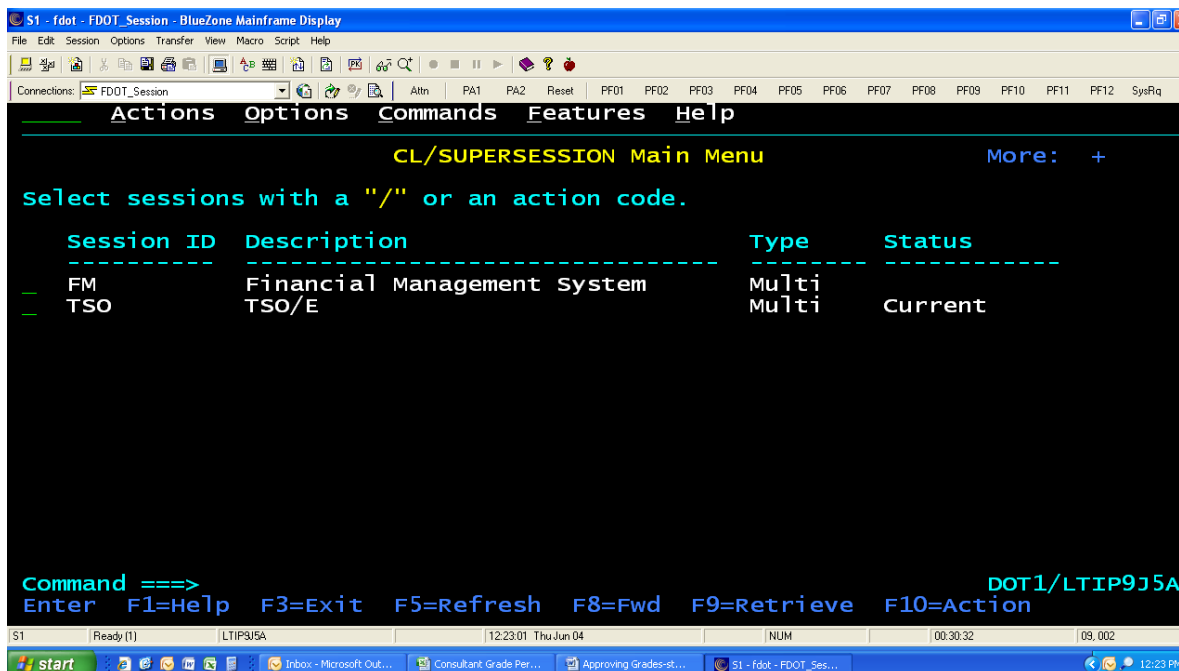
13. If you need to approve another grade within the same Contract #, hit F5 (this is a repeat search) until all grades have been approved. If you need a different Contract #, hit F12 to get to the command line and search for the contract number (s Cxxxx).

14. To Close Out of the System (Step by Step)

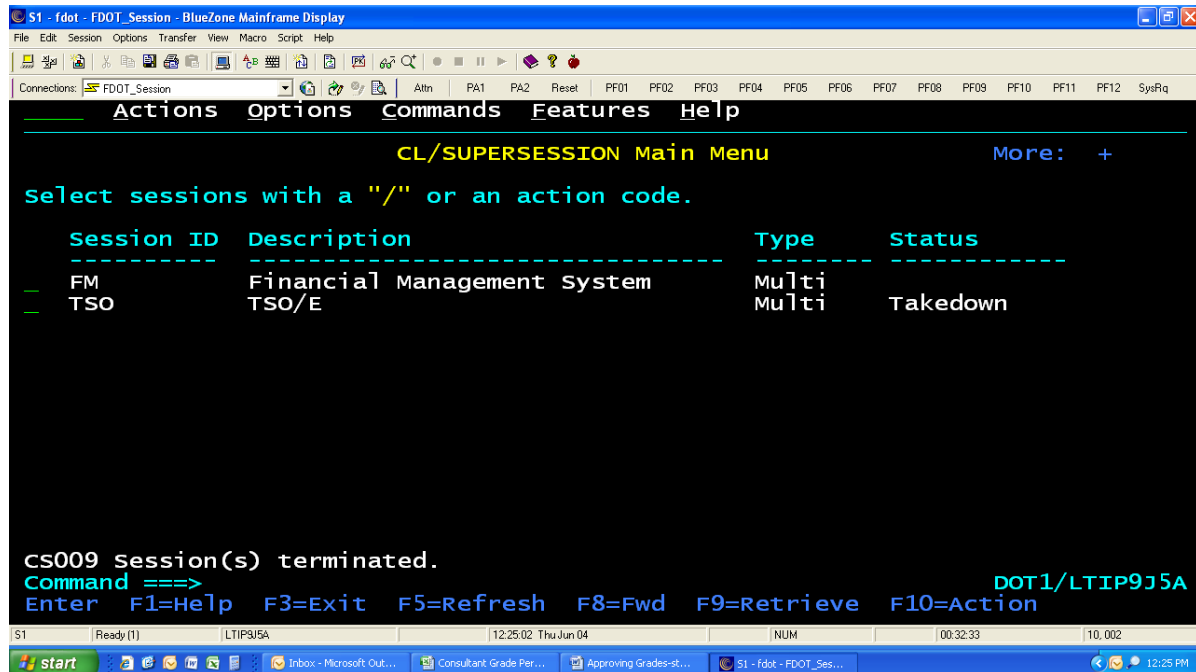
A. From any screen hit the Pause/Break button located at the top right corner of your keyboard. The screen will go black.



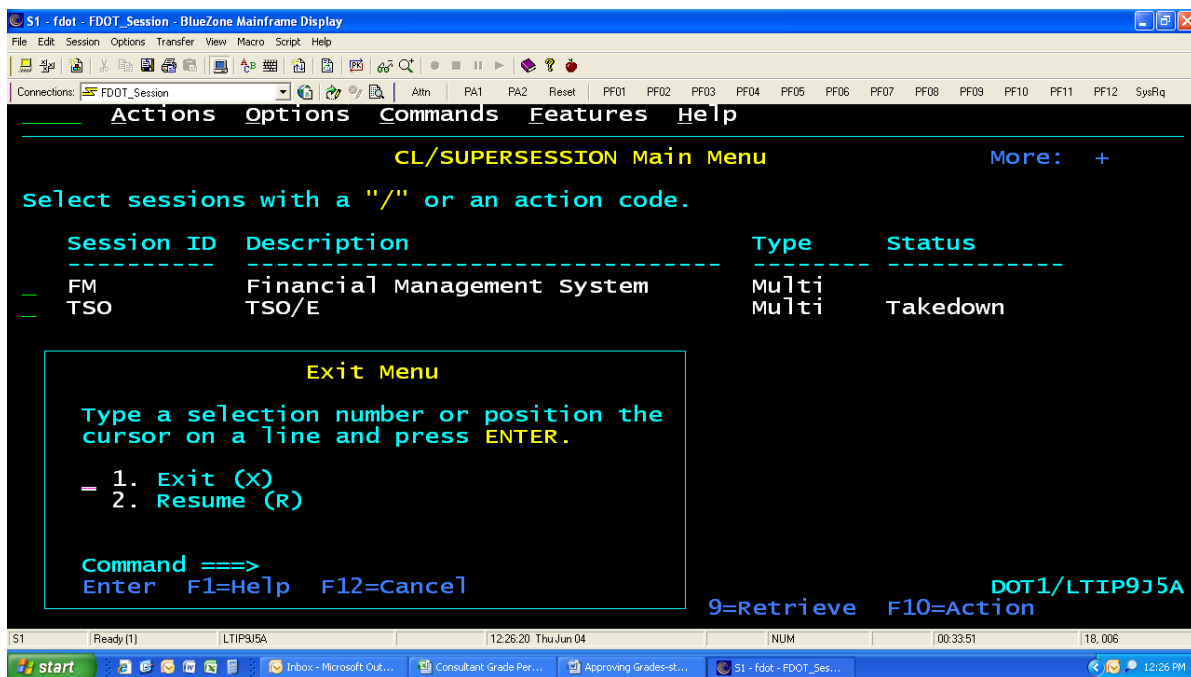
B. Hit back slash (\) and then F10. This will bring you back to the main menu where you originally selected TSO.



C. Type t (takedown) by TSO and hit Enter. This takes you out of TSO.



D. Hit F3 and another small screen will pop up.



E. The cursor is already where you want it in order to exit the system completely. Hit Enter and then X out of the window. You are now done.