# Project Management Consultant Grade Approval Instructions within the TSO

February 19, 2014

### Approving Grades (step by step)

#### 1. Log onto Mainframe

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#### 2. Select TSO and hit Enter

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Page 2 of 9 H:\DeLand\Development\Design\Project Management\\_INFORMATION CENTRAL\Performance Measures Reports\Grades\Grade Approval Instructions.docx 3. When you see 3 red asterisks, hit Enter.



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



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



6. <u>Tab</u> over to Consultant Performance Grade System and hit Enter.



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#### 7. Hit <u>F6</u> to View Records.

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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.

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Command ===> s c8m75				
Contract # : C7495 Fin	ancial Management #:	23798213228	District: 5	
Description: D/W MISC DE	SIGN 56	Grade Date:	0/MAR2008	
Project Mgr:		Grade Type:	Final Interval	
Consultant : JACOBS ENGI work Type : 3.1 Mino Quality : 3.1	NEERING GROUP, INC. r Highway Design	Graded As :	PRIME	
: Grade Note :				
Administrative Approval:				
Link Grades ? : _ () Grade Entered By : MER	<u>Y</u> =Yes <u>N</u> =No) RIS, PANAGIOTIS			
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10. Approve grade by entering a Y by Approve Grade? And hit Enter.

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Command ===>									
Contract # : C8M75 Financial Management #: 23926633201 District: 5									
Description: SR 15 FM LEE VISTA TO CONWAY Grade Date: 09MAR2009									
Project Mgr: Grade Type: Interval									
Consultant : DYER, RIDDLE, MILLS & PRECOURT Graded As : SUB Work Type : 8.2 Design, Right of Way, & Const. Surveying									
Quality : 3.0									
Average : 3.0									
Grade Note :									
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Grade Entered By : RICKELS, MICHELLE									
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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 <u>Step # 14</u> next page)

CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN Command ===>	Obs	22236
Contract # : C8036 Financial Management #: 23798213274 Distric Description: MISC. DESIGN 99 Grade Date: 11JAN2013 Project Mgr: Bruno Fiori Grade Type: Interval	t: 5	
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, 0	ASHI	RAF
<pre>PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <view ques="" resp=""></view></pre>		

- 12. Take a Screen Shot of the Approved Screen and send it with an email to <u>Lisa</u> <u>Hightower</u> 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. <u>To Close Out of the System (Step by Step)</u>

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.

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Page 8 of 9 H:\DeLand\Development\Design\Project Management\\_INFORMATION CENTRAL\Performance Measures Reports\Grades\Grade Approval Instructions.docx 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.

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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.