

# Accessing the Project Scheduling System (PSS)

Design Manual  
Chapter 20  
Project Automation  
information

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Revised: 08-09-18

## Accessing PSS



This process is for internal staff only.

Open your Citrix Receiver, this can be done either through:

Start Menu -> Citrix Receiver

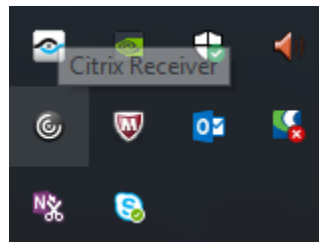


or

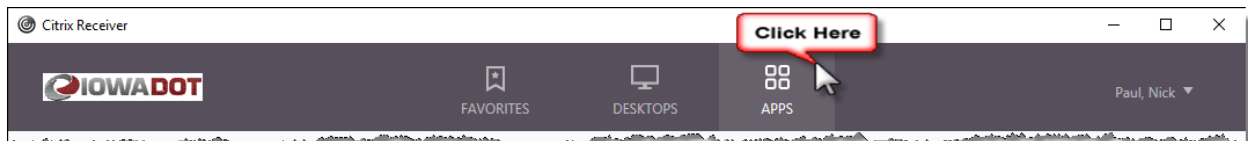
In your system tray



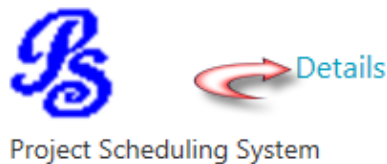
Right click on the Citrix Receiver Icon and select Open.



For first time users select **APPS** on the top ribbon.



Find the Project Scheduling System app and click on **Details**.



Select Add To Favorites for easier use in the future.



Select open to launch the PSS application.



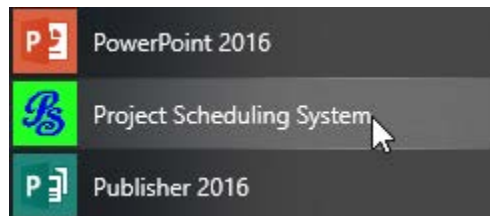
Next time you open your Citrix Receiver, you will find the PSS app located under your Favorites on the top ribbon.



Simply click on the PSS Icon to launch the app from your favorites.

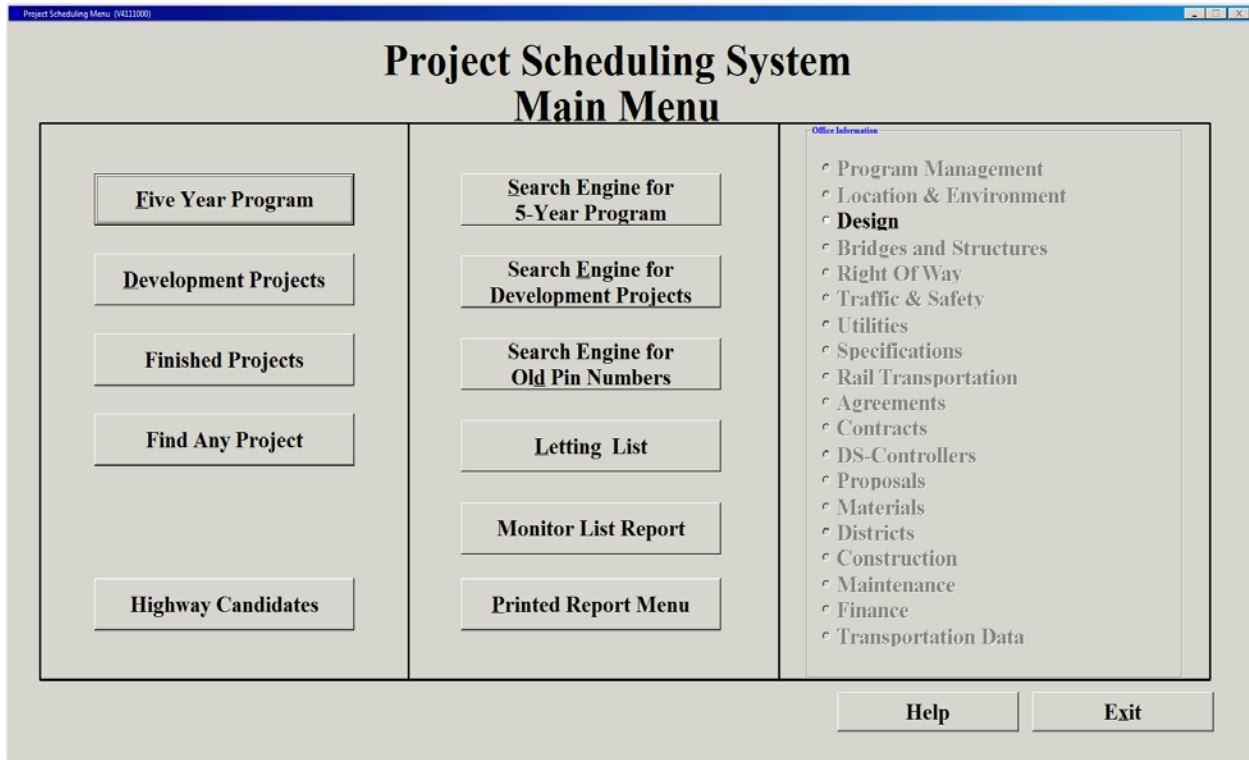


Once you have accessed PSS, you will then be able to find it located in your start menu.



You can then pin it to your start menu by either right clicking on it and selecting the Pin to Start option or you can drag and drop it into your existing Pins. You can also drag and drop it onto your desktop to create a shortcut icon.

The **Project Scheduling System (PSS) Main Menu** will open (see next page):



## Main Menu Overview

The Project Scheduling System Main Menu is the gateway to all of the screens in the Project Scheduling System. It is divided into three sections. Access to different screens in the system is determined by your duties and responsibilities. Command buttons and option buttons will be available to you depending on your access level. If the command button or option button is not grayed out, then you will be able to view the screen.

For guidance on processing bid items through Project Scheduling refer to chapter [20J-82](#).

# Chronology of Changes to Design Manual Section:

## 020J-081 Accessing the Project Scheduling System

- |           |         |                                                                                                                 |
|-----------|---------|-----------------------------------------------------------------------------------------------------------------|
| 8/9/2018  | Revised | Added note for internal staff only. Updated process to match the updated user interface of the Citrix Receiver. |
| 4/15/2010 | NEW     | How to access the Project Scheduling System                                                                     |