

## **Session 50**

### **Dianne Perkins**

FL. Dept. of Transportation CO

### ***Contact Database***

#### **Topic Description**

The Department is constantly trying to find better ways to communicate with it's stakeholders and partners. Historically, every office has been responsible for "getting the word out" when training opportunities arise, manual or standard updates, or software improvements occur.

This presentation will cover the who, what and why's of the Contact Database. What is it? Why do we need it? Who will use it? How will it benefit you? After this presentation, you too will want to use this system.

#### **Speaker Biography**

The Organization & Procedures office was the perfect place for Ms. Perkins to begin her FDOT career, where she learned the importance of procedural documents. During that time she was exposed to and became very familiar with Electronic Document Management.

Ms. Perkins served for 6 years in the Specifications & Estimates offices where she spearheaded and helped develop the award winning Designer Interface used by designers doing business with the Department. She converted specifications to active voice, worked with District teams to reduce plan notes and was an instrumental team member in training consultants on Specification Preparation and specification update training.

Ms. Perkins brought her unique talents to the State Project Management Office where she is active in various projects undertaken by this office to improve the plight of FDOT and Consultant Project Managers.



The State Project Management Office Presents. . .

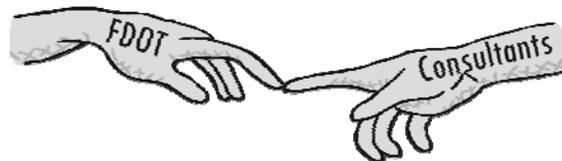
# The Contact Database & The Contact Mailer System

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## Contact Database

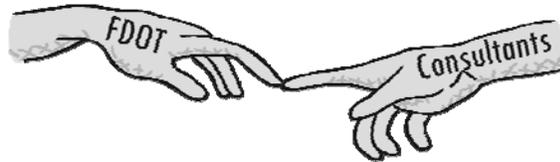
- **Why?**
- **Where?**
- **When?**
- **WHAT?**
- **Who?**



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# Contact Mailer



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# Contact Database

- **Why?**

Every Office Maintains Databases  
– for Different Reasons

- Training Attendees
- Conference Attendees
- Publication & Manual Holders
- Software Users
- Construction & Roadway Bulletins & Memos

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## Contact Database

- **Why?**

Office Databases Almost Impossible  
to Keep Up to Date

- Outdated Data
  - Email Addresses Change
  - Jobs Change

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## Contact Database

- **Why?**

We Heard  
**"Well, I Never Knew About That"**  
enough!

FDOT Wanted to do a Better Job of  
Keeping Those that Wanted to Know  
– INFORMED.

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# Contact Database

- **Where?**

On the Internet!



[www2.dot.state.fl.us/contactmanagement](http://www2.dot.state.fl.us/contactmanagement)

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# Contact Database

- **When?**

Now in Production



Over 6,000 Emails Have Gone Out  
Over 3,000 People Registered So Far!



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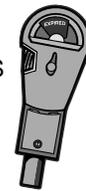
# Contact Database

## • WHAT is IT?

A Registration Area where the **user** maintains their own account information and interests with FDOT.

Email Address is Required

User Chooses the Password - NEVER EXPIRES



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# Contact Database



Florida Department of Transportation  
Contact Management

[Help](#)

Create a new account to receive notices about specific publications or training offered by the Florida Department of Transportation. You may revise your preferences at any time by returning to the "Returning Subscribers" area.

\*Required fields

Never been here before?

### New Subscribers

### Existing Subscribers

\* Email

\* Password

[Forgot your Password?](#)



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\*Required fields

**Registration**

\*Email

\*Password   
7-15 characters

\*Confirm Password

Type

Name    
(Last)

Business

Address   
  
  
(Zip)

Phone

**Never Expiring Password!**



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\*Required fields

**Registration**

\*Email

\*Password   
7-15 characters

\*Confirm Password

Type

Name     
(First) (MI) (Last)

Business

Address   
(Line 1)  
  
(Line 2)  
    
(City) (State) (Zip)

Phone



# Contact Database


 Florida Department of Transportation  
**Contact Management**

[Help](#)  
[Log Out](#)

**Personal Information**

**Type** Consultant  
**Name**  
**Business Address**  
**Phone** ( )  
**Email** mickey.mouse@xyzcompany.com

**Interests:**

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# Contact Database


 Florida Department of Transportation  
**Contact Management**

[Help](#)  
[Log Out](#)

**Personal Information**

**Type** Consultant  
**Name**  
**Business Address**  
**Phone** ( )  
**Email** mickey.mouse@xyzcompany.com

**Interests:**

What Do You Want to See From FDOT?

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MyFlorida.com **my** Florida Department of Transportation **Contact Management** [Help](#)  
[Log Out](#)

**Edit your Interests**

Please select the topics you would like to receive mailings for from the tree below. Once you have made your selections, click the save interests button at the bottom.

- Publications
- Training Opportunities
- Certifications
- Contracts and Lettings
- Events & Conferences
- Bulletins & Memos
- Downloads & Software



Tree View Menu

MyFlorida.com **my** Florida Department of Transportation **Contact Management** [Help](#)  
[Log Out](#)

**Edit your Interests**

Please select the topics you would like to receive mailings for from the tree below. Once you have made your selections, click the save interests button at the bottom.

- Publications
  - Design
    - Roadway Design
    - Facilities Design
    - Structures Design
      - Estimates (BOE)
      - Specifications for Road and Bridge Construction
  - Engineering/CADD Systems
    - CADD Manual
    - CADD Production Criteria Handbook
    - CADD Customer Support Guide
    - SiteMenu Reader User Guide
  - Environmental Management
    - Project Development and Environment Manual
    - Florida Scenic Highway Program
  - Estimates
  - Maintenance
    - Maintenance of Traffic
  - Materials
    - Surveying & Mapping
  - Specifications
  - Structures Design
    - Project Management
  - Traffic Engineering Manual
  - Utilities
  - Safety Publications



# When You Return . . .



Florida Department of Transportation  
**Contact Management**

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\*Required fields

**Never been here before?**

**New Subscribers**

**Existing Subscribers**

\* Email

\* Password

[Forgot your Password?](#)

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# When You Return . . .



Florida Department of Transportation  
**Contact Management**

[Help](#)

[Log Out](#)

**Personal Information**

**Type** Consultant

**Name**

**Business Address**

**Phone** ( )

**Email** mickey.mouse@yzcompany.com

**Interests:**

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# Contact Database

- **Who?**

Coordinated Development with Many Offices

CADD Office	Bill Gerry
CADD Office	Jason Roberts
Construction	Ananth Prasad
Construction	Stefanie Maxwell
Environmental Management	Bob Crim
Environmental Management	Peter McGilvray
Estimates	Melissa Hollis
Procurement	Brandon Spencer
Research & Development	Darryll Dockstader
Roadway Design	Lisa D Proctor
Roadway Design	Thomas R Bane
Safety	Twana Hall
Specifications	Shirley Harvey
Systems Planning	Terrence Corkery
Traffic Operations	Gene Glotzbach

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# Contact Database

## Questions?



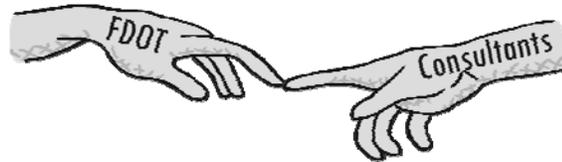
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# Contact Mailer



• Who?  
• What?



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# Contact Mailer



• Who?  
• What?

- ❖ FDOT Personnel Will be Using The Mailer
- ❖ Mail will state from "FDOT Contact Mailer"
- ❖ No more "bounced emails" or "out of office" messages for senders!

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# Contact Mailer



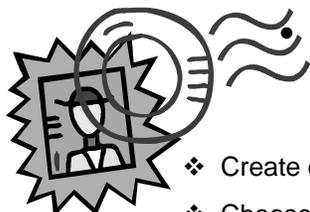
## What?

- ❖ Application used to send out notices
- ❖ This is inside the FDOT firewall
- ❖ Must be sent from the INFONET

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# Contact Mailer



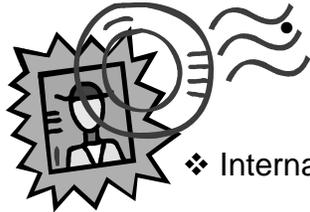
## What?

- ❖ Create emails & correspondence
- ❖ Choose the Groups to go to
- ❖ Can accept attachments

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# Contact Mailer



**Who?**

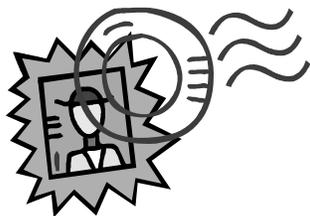
❖ Internal FDOT Users

<http://webapp02.dot.state.fl.us/contactmailer/>

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# Contact Mailer



Developed by the Rapid Technology Solutions Team within OIS

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Questions About...

# **The Contact Database**

&  
The Contact Mailer  
System

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