

ProjectSuite Enterprise Edition (PSEE)

Setup Privileges and Notifications

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What is Privileges and Notifications

- Privileges – the rights to perform specific actions within the application.
- Notifications – email informing when a specific action occurs within the application



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Open User Profile

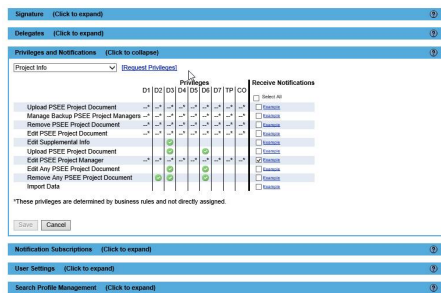
Select the person icon next to your name located in the top right corner of the application.

User: Erica Hewett 

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What Privileges Do I Have?

- Expand the Privileges & Notification module.
- Select the name of the module from the dropdown.
- The green circle with a checkmark indicates that privilege has been granted to a user.



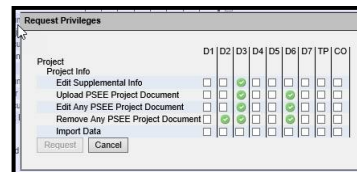
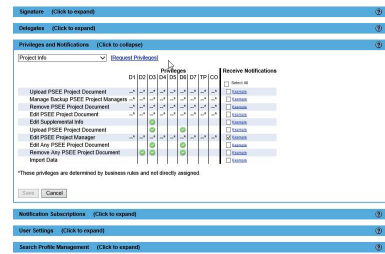
Project Info	Privileges	Receive Notifications							
	D1	D2	D4	D5	D6	D7	TR	CO	
Upload PSEE Project Document	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>
Manage Backup PSEE Project Managers	-	-	-	-	-	-	-	-	<input type="checkbox"/>
Remove PSEE Project Document	-	-	-	-	-	-	-	-	<input type="checkbox"/>
Edit PSEE Project Document	-	-	-	-	-	-	-	-	<input type="checkbox"/>
EBI Supplemental Info	-	-	-	-	-	-	-	-	<input type="checkbox"/>
Upload PSEE Project Document	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>
Edit PSEE Project Manager	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>
Edit Any PSEE Project Document	-	-	-	-	-	-	-	-	<input type="checkbox"/>
Remove Any PSEE Project Document	-	-	-	-	-	-	-	-	<input type="checkbox"/>
Report Data	-	-	-	-	-	-	-	-	<input type="checkbox"/>

*These privileges are determined by business rules and not directly assigned.

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Request Additional Privileges

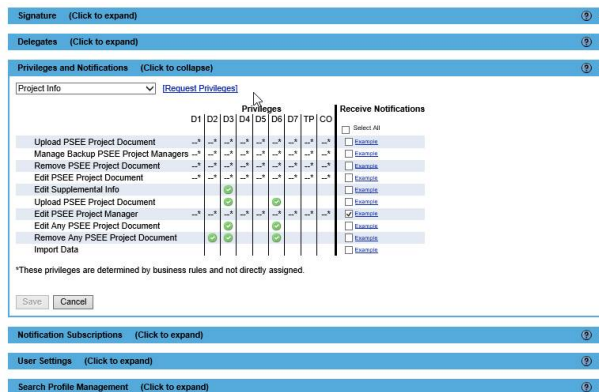
- Select module from dropdown.
- Click Request Privileges to open dialog box.
- Under D3 column, Click in the box for the privileges.
- Click the "Request" button.
- An email will be sent to the District Admins alerting them to the need to assign privileges. The District Admin will review the request and may contact the user for additional information.



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Notification Setup - 2-step process

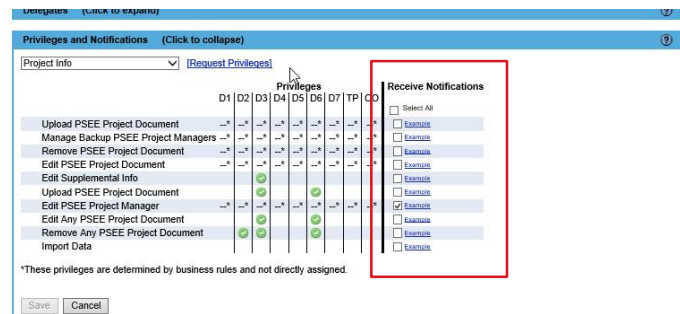
- Each privilege is an action that generates an email.
- Decide what kind of emails AND for which project.
- Setting up notifications is a 2-step process.



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Step 1 – Notification Selection

- Select Module from dropdown.
- In the Receive Notification Column, click in the box to choose an emails type.
- If unsure what an email is, there is an example of each by selecting the example link.



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Step 2 – Notification Subscription

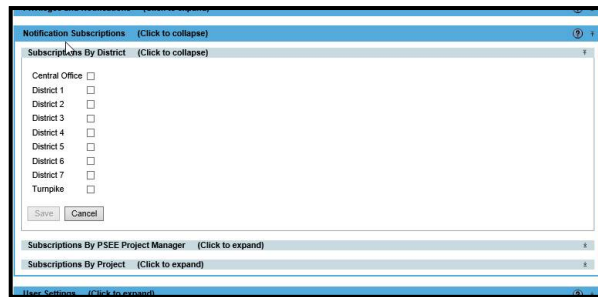
- This is where you decide which kind of projects you need to receive notifications about.
- Subscriptions can be by:
 - district
 - project manager
 - project.



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By District

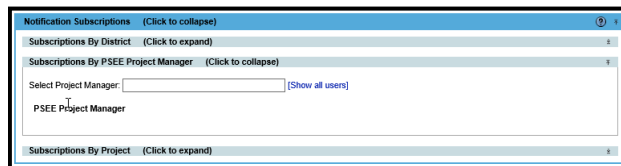
- The easiest selection – Click District 3 box
 - Receive all particular email for the entire district.
 - **Do NOT choose this.** This option is used by many but can cause email overload very quickly.
- If you think subscribing by district is the best choice, contact the District Admin or a FAC to discuss.*



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By Project Manager

- Most commonly used by Supervisors or Managers.
- Subscribing this way means a user will only get an email if the project manager is John Smith.
- Application is dynamic to adjust as the project manager assignments are changed. No need to constantly reselect choice.
- Type Project Manager's name in box to add to your subscription.



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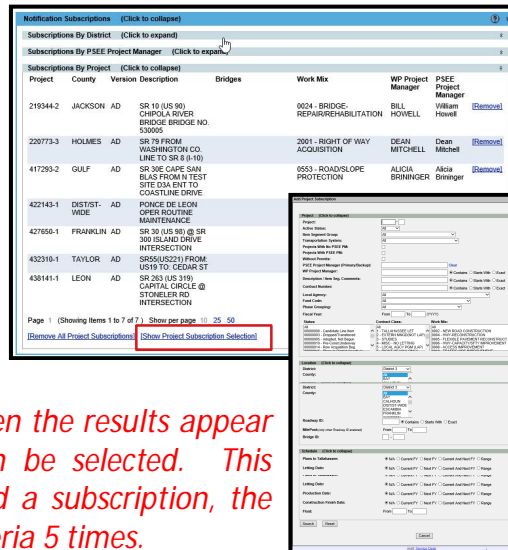
By Project

- Could be ANY project in the state of Florida.
- Most commonly used method.
- 2 Options to locate the projects:
 - “Show Project Subscription Selection” within the User Profile
 - My Project list within project level.

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By Project – show Project Subscription Selection

- Click “Show Project Subscription Selection”
- Make the filter selections in the Search box
- Select Project from result list.



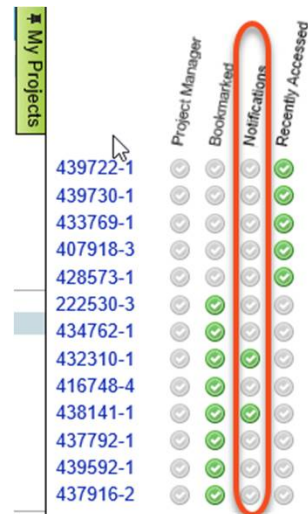
The screenshot displays a web application interface for project subscriptions. At the top, there are several expandable/collapsible sections: "Notification Subscriptions", "Subscriptions By District", "Subscriptions By PSEE Project Manager", and "Subscriptions By Project". Below these is a table with columns for Project, County, Version, Description, Bridges, Work Mix, WP Project Manager, and PSEE Project Manager. The table lists several projects, including SR 10 (US 90) CHIPOLA RIVER BRIDGE, SR 79 FROM WASHINGTON CO. LINE TO SR 8 (I-10), SR 306 CAPE SAN BLAS FROM N TEST SITE 65A EXIT TO COASTLINE DRIVE, POINCE DE LEON CREEK ROUTINE MAINTENANCE, SR 30 (US 90) @ SR 30 ISLANDS DRIVE INTERSECTION, SR55(SR27) FROM US19 TO CEDAR ST, and SR 202 (US 319) CAPITAL CIRCLE @ STONELER RD INTERSECTION. At the bottom of the table, there are links for "Remove All Project Subscriptions" and "Show Project Subscription Selection". An overlay window titled "SEARCH FILTER" is open, showing various search criteria and filters.

The only problems is when the results appear only one at a time can be selected. This means if 5 projects need a subscription, the user must search the criteria 5 times.

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By Project – My Projects List

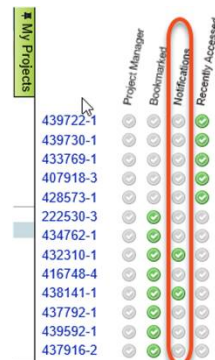
- Easiest option
- Go to the project and open “My Project” list.
- Click on the gray checkmark circle for the project in both the Bookmarked Column and the Notification.
- When it turns green the subscription is set.




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Unsubscribe

- Easiest & Quickest – use the My Projects list.
- When you no longer need notifications on a particular project(s), open My Project list.
- Click the green checkmarks in the Bookmarked and Notification columns.
- This will unsubscribe you and remove the project from the list.



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If you have any questions or issues, contact the District 3 PSEE Admins listed at the bottom of the ProjectSuite application

FDOT Florida Department of Transportation