FDOT
Florida Department of
TRANSPORTATION

ProjectSuite Enterprise Edition (PSEE)

Setup User Settings

1

Purpose of User Settings

- Allows you to be in control of specific settings

- Does not affect any other user

- Only you can create or modify the settings.

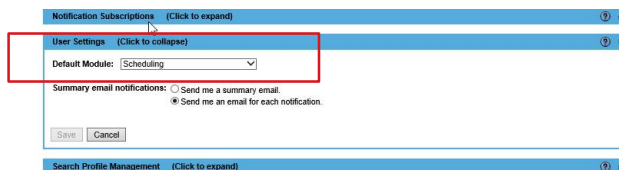**FDOT** Florida Department of Transportation

2

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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Set a Default Module

- Expand the User Settings module.

- Select which module you want to open by default
  each time you visit the application.

- This should be the module you visit / use the most

- Can be changed at any time

Notification Subscriptions   (Click to expand)

User Settings   (Click to collapse)

Default Module: Scheduling

Summary email notifications: ○ Send me a summary email.
                             ◉ Send me an email for each notification.

Save   Cancel

Search Profile Management   (Click to expand)

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4

Notification Delivery Method

- Set notification delivery method
  - as they occur
  - a summary email once a day.

- Can be changed at any time.

Notification Subscriptions (Click to expand)	?
User Settings (Click to collapse)	?

Default Module: Scheduling

Summary email notifications: ○ Send me a summary email.
⦿ Send me an email for each notification.

Save   Cancel

| Search Profile Management (Click to expand) | ? |

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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

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