
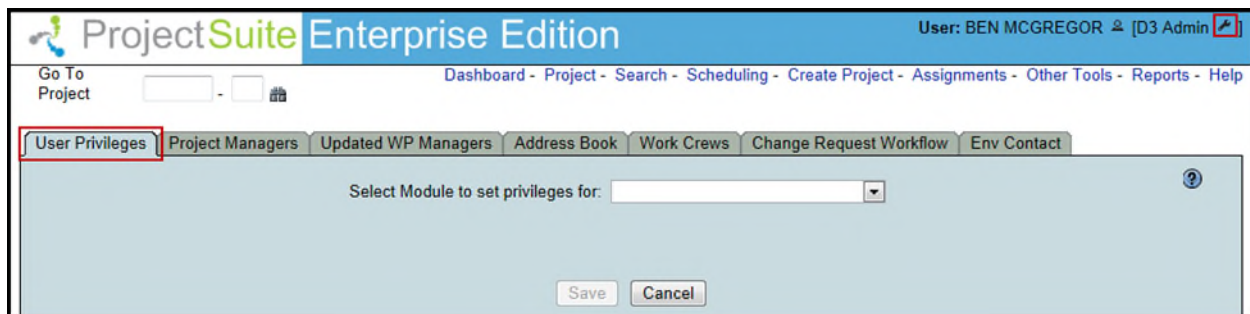


District Administrators – Granting Module Privilege

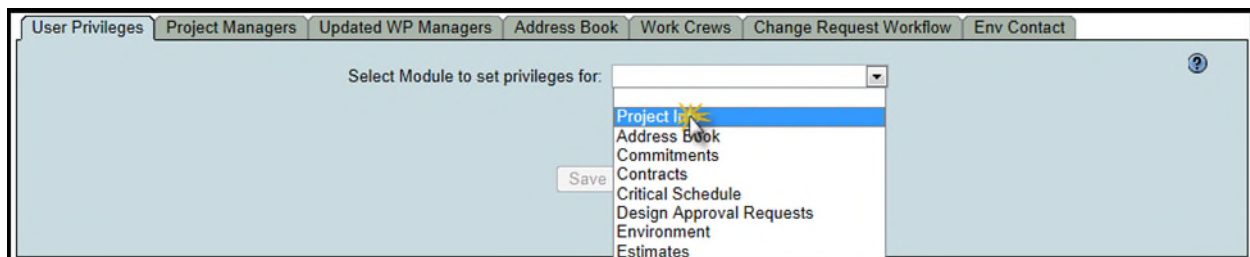
While Project Managers are granted a default level of access on their individual Projects, others must be assigned their privilege for each module in PSEE. District Administrators have the access to grant privileges to modules used by their District. The Statewide Administrator may grant privileges for any user to any modules statewide.

NOTE: Granting privilege to a module gives that user the ability to complete the selected actions for ANY Project in their District.

1. Click the  icon to the right of your name above the main menu to go to the Admin page. You will be taken to the Administration section. By default you are taken to the **User Privileges** tab.



2. PSEE is made of many different modules, all serving different purposes. Users are granted privilege on a per module basis. Choose a module from the **Select Module to set privileges for:** drop down.



3. Enter the first or last name of the staff member that requires privileges. As you type, a list will appear with all potential matches. **Select the correct person.**

The screenshot shows the 'User Privileges' interface. At the top, there are tabs: 'User Privileges', 'Project Managers', 'Updated WP Managers', 'Address Book', 'Work Crews', 'Change Request Workflow', and 'Env Contact'. Below the tabs, there are three input fields: 'Select Module to set privileges for:' (set to 'Project Info'), 'Select staff to set Privileges for:', and 'Select AD group:'. A dropdown menu is open under the 'Select staff to set Privileges for:' field, showing a list of names: 'mcgregor', 'MCGREGOR, BEN (SS974MB)', 'MCGREGOR, NIGEL (RD452NM)', and 'MCGREGOR, TINA (CN709TM)'. A yellow star icon is next to 'MCGREGOR, BEN (SS974MB)'. Below the dropdown is a button labeled 'with Privileges'. At the bottom, there are four buttons: 'Edit Supplemental Info', 'Upload PSEE Project Document', 'Edit PSEE Project Document', and 'Remove PSEE Project Document'. Each button has a link below it: 'Show All Users with this Privilege'.

4. The selected person's current privileges for the selected module will display. A check indicates the person has privilege to complete an action; a blank box indicates they cannot complete the action.

The screenshot shows the 'User Privileges' interface with the 'Select staff to set Privileges for:' field now empty. Below the input fields are two buttons: 'Clear User List' and 'Reset List to All Users with Privileges'. Below these buttons is a table of privileges for the selected user, 'Mcgregor, Ben'. The table has five columns: 'Edit Supplemental Info', 'Upload PSEE Project Document', 'Edit PSEE Project Document', 'Remove PSEE Project Document', and 'Import Data'. Each column has a link: 'Show All Users with this Privilege'. Below the table, there is a row for 'Mcgregor, Ben' with checkboxes: for 'Edit Supplemental Info', for 'Upload PSEE Project Document', for 'Edit PSEE Project Document', for 'Remove PSEE Project Document', and for 'Import Data'. Below the table is a pagination bar: 'Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50'. At the bottom are 'Save' and 'Cancel' buttons.

5. Select and deselect the privileges you would like the selected user to have.
6. Select **Save** to save all updates to the privilege.
7. An email will be generated to the selected staff member informing them that they have been granted privilege (or privilege was removed) for a specific module/activity.

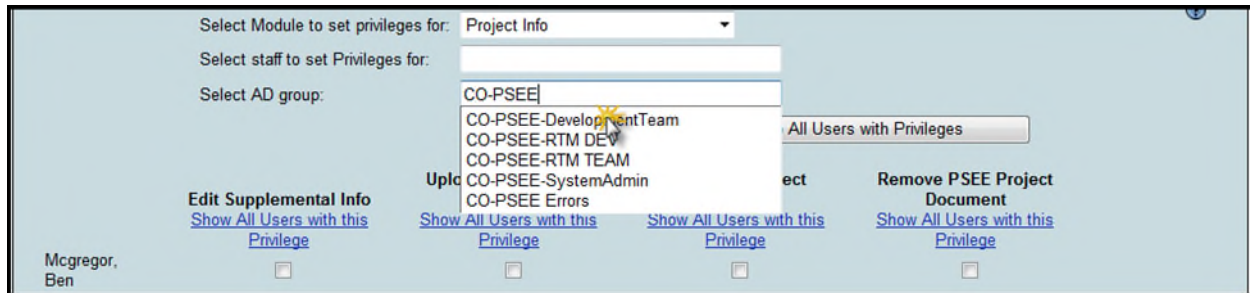
The screenshot shows an email notification. The header includes: 'From: FDOT-PSEE-System@dot.state.fl.us', 'To: William.Barber@dot.state.fl.us', 'Cc:', and 'Subject: ProjectSuite Enterprise Edition Privileges have been granted'. The email body contains the following text: 'You have been granted the following privileges for the Project Info module for all Projects within District 3. To begin receiving notifications related to this module go to the [User Profile](#) menu, select Privileges and Notifications, and choose the Notifications you would like to receive. To identify which Projects you want to receive Notification for go to the [User Profile](#) menu and select Notification Subscriptions.' Below the text are three bullet points: 'Upload PSEE Document', 'Edit PSEE Document', and 'Remove PSEE Document'.

8. Repeat the process to add privilege for other modules.

Copying Privileges

You may copy privileges from one user to one/several other users.

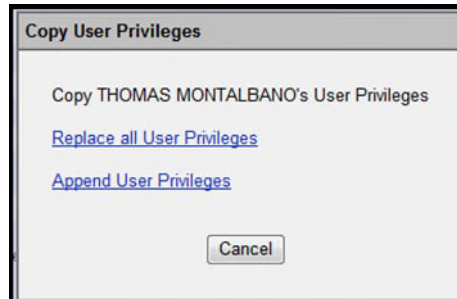
1. Use the **Select Staff to set Privileges for** box to add additional staff (one at a time) to your screen.
2. Use the **Select AD Group** box to choose a distribution list. All of the people in that list will be added to the screen.



3. When you Copy, you will choose one person from your list as the **copy from**. The remaining people on the screen will be the recipients of this copy [**copy to**].
4. Select the **Copy** hyperlink to the right of the person you would like to **copy from**.

	Edit Supplemental Info Show All Users with this Privilege	Upload PSEE Project Document Show All Users with this Privilege	Edit PSEE Project Document Show All Users with this Privilege	Remove PSEE Project Document Show All Users with this Privilege
Blackburn, April	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close, Sarah	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ehrhardt, Jt	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Espinosa, Dani Jose	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jawale, Rashmi	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jawale, Anup	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirkland, Martha	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mcgregor, Ben	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Montalbano, Thomas	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Novak, Michael	Copy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

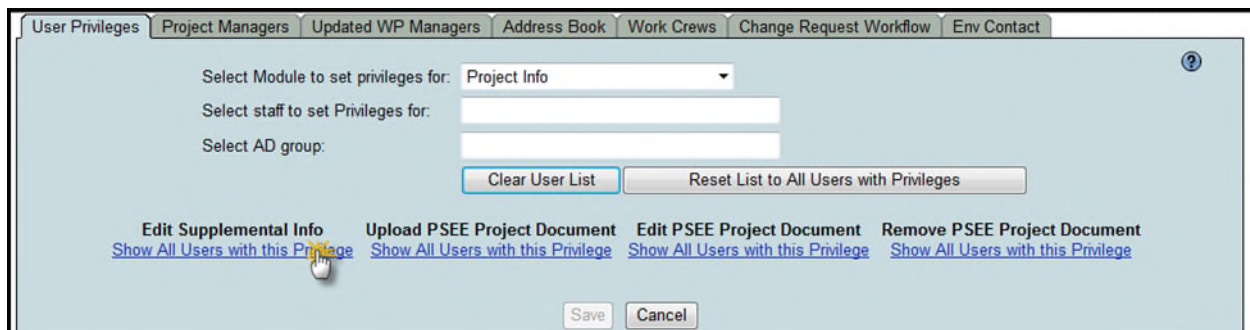
5. A new window appears asking if you would like to Replace or Append.
 - Replace will give the recipients an exact copy of the person being copied from. This includes **removing** any privilege that the target person has that the original person does not.
 - Append will give the recipients any additional privileges that the original person has, while leaving their current privileges intact.



6. Select the appropriate copy action. The privileges will be updated. You may still individually select and deselect privileges after the copy has completed.
7. Select **Save** at the bottom of the screen to finalize the updated privileges.
8. An email will be generated to all staff whose privilege was updated.

Who Has Privileges?

To see which other staff in your District have a given privilege, select the **View All Users** hyperlink under the privilege.



A list of all staff that has the chosen privilege is displayed.

	Edit Supplemental Info	Upload PSEE Project Document Show All Users with this Privilege	Edit PSEE Project Document Show All Users with this Privilege	Remove PSEE Project Document Show All Users with this Privilege
Crim, Bob	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hewett, Erica	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hodges, Carla	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Montalbano, Thomas	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perkins, Dianne	Copy <input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
Pitts, Audrey	Copy <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quigley, Robert	Copy <input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
Rohling, Chuck	Copy <input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *

*Permission has been granted at Statewide level
 Page 1 (Showing Items 1 to 8 of 8) Show per page 10 25 50

Statewide Administrators

Statewide Administrators may also set privileges for all modules, statewide. The only difference that a Statewide Administrator will see is that they must select the District that these privileges are targeted to.

The screenshot shows a web application interface with several tabs: "User Privileges", "Project Managers", "Updated WP Managers", "Address Book", "Work Crews", "Change Request Workflow", and "Env Contact". The "User Privileges" tab is active. Below the tabs, there are two labels: "Select District to set Privileges for:" and "Select Module to set privileges for:". The "Select District" dropdown menu is open, showing a list of options: District 1, District 2, District 3, District 4, District 5, District 6, District 7, Turnpike, Central Office, and Statewide. A mouse cursor is pointing at "District 1". Below the dropdown menu, there is a "Save" button.