
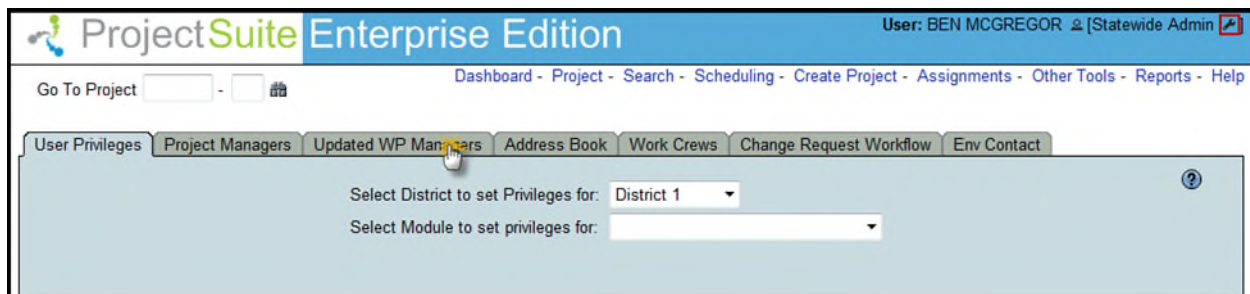


District Administrators – Updated WP Project Managers

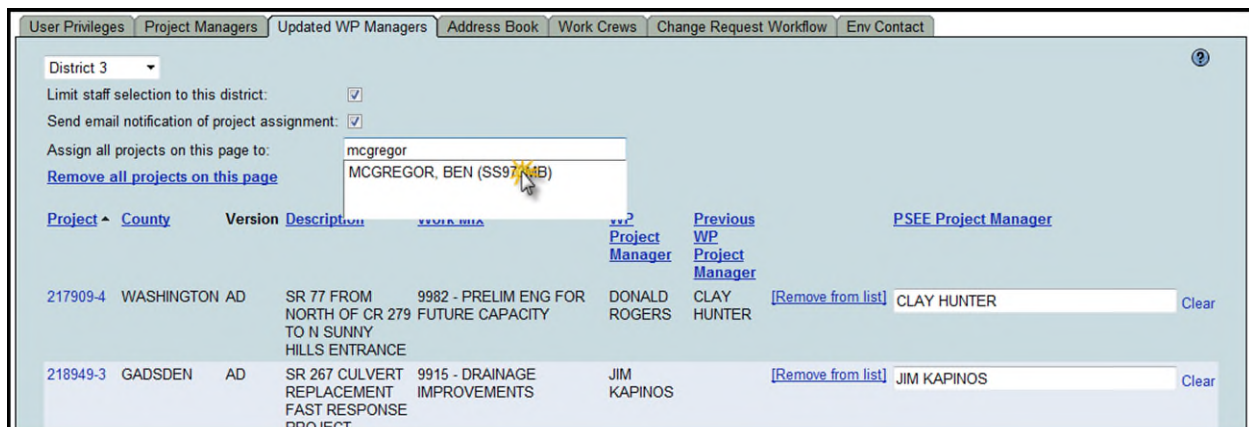
1. Changes to the Project Manager field in Work Program may indicate that a change is needed to the PSEE Project Manager field in ProjectSuite. Any Project that has been assigned a PSEE Project Manager, but has seen a change in the WP Project Manager since that assignment was made, will be on the Update WP Managers list. People are removed from this list when:
 - A new PSEE Project Manager is assigned, OR
 - A District Administrator confirms that there is no need for a change to the PSEE Project Manager field.
2. Click the  icon to the right of your name above the main menu to go to the Admin page. By default you are taken to the User Privileges tab. Select the **Updated WP Managers** tab.



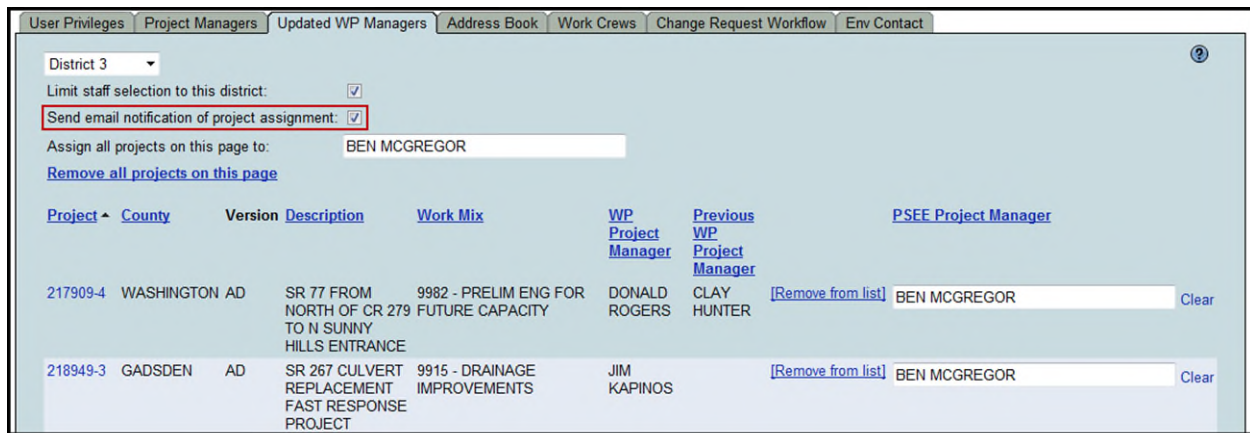
- Review the list of changes. If a change is needed, type the name of the new PSEE Project Manager in the PSEE Project Manager field. If no change is needed, select the **Remove from list** link and the Project will be removed from the list.



- To assign ALL projects on the page to a single Project Manager, type the name of the Project Manager in the **Assign all projects on this page to** field. The screen will refresh placing the name you selected into the PSEE Project Manager field of every project on the page. Select **Save** to update all Projects to the newly select Project Manager. **Note:** By default you see only 20 results per page. You can change that to 50 or 100 by as needed using the options at the bottom of the results list.



- The system will generate an email to any newly assigned PSEE Project Manager, unless the **Send email notification of project assignment** is not selected.



- If there is no change needed to ANY Project on the list, select the **Remove all projects on this page** hyperlink to clear the list.

