

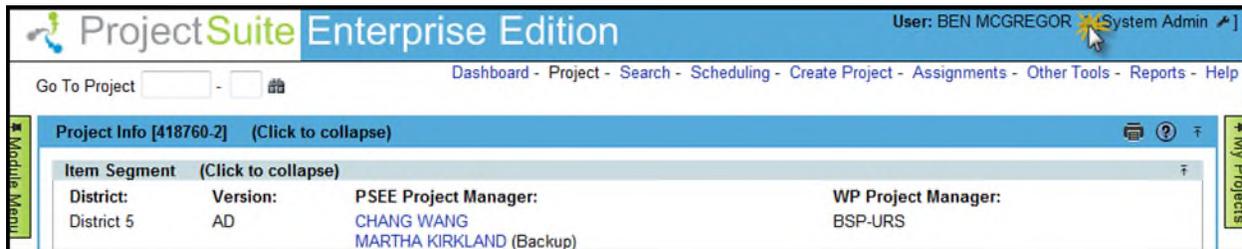
User Profile – Notification Subscriptions

The Notification Subscriptions section of the User Profile allows users to indicate which Projects a user would like to receive email notifications about. There are three ways users can define the Projects:

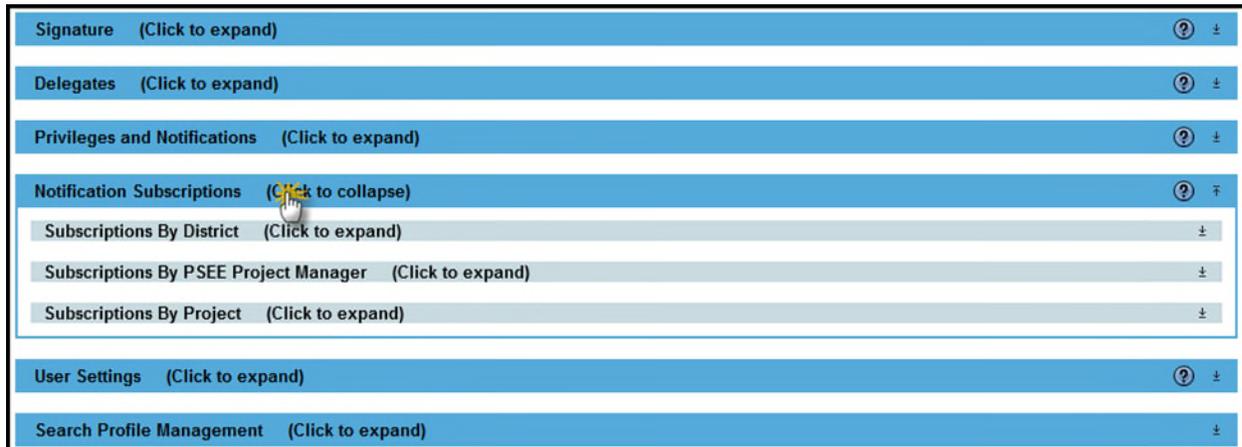
- By District
- By PSEE Project Managers
- By Individual Project

There are two steps involved in setting up notifications. Users must identify the Projects (using this section) as well as the type of emails they want to receive. To learn how to define your default Email Notifications read the [Privileges and Notifications](#) help document.

1. Select the **User Profile Icon** () beside the current user in the top right of the screen.



2. From the User Profile page select the **Notification Subscriptions** header to expand that section.



Subscriptions By District

Subscribing by District allows a user to receive notifications for **ALL projects within a District**. This will include new Projects as they are defined.

1. Expand the **Subscriptions by District** section.
2. Select the District(s) you would like to receive notifications for.
3. Select **Save**.



Subscriptions By District (Click to collapse)

Central Office

District 1

District 2

District 3

District 4

District 5

District 6

District 7

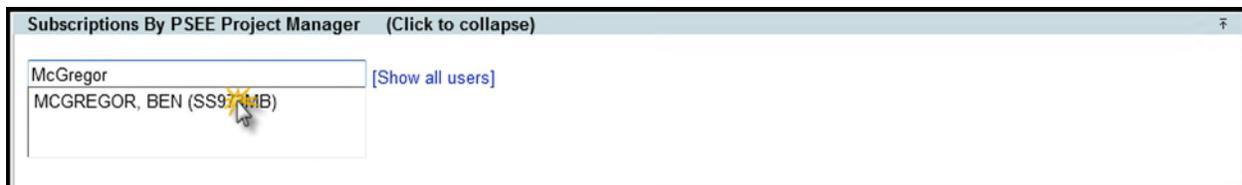
Tumpike

Save Cancel

Subscriptions By PSEE Project Manager

Subscribing by PSEE Project Manager allows a user to receive notifications for **ALL projects assigned to a selected PSEE Project Manager**.

1. Expand the **Subscriptions by PSEE Project Manager** section.
2. Begin typing the first or last name of the PSEE Project Manager. A list of matching options will begin to appear. Select the needed PSEE Project Manager.

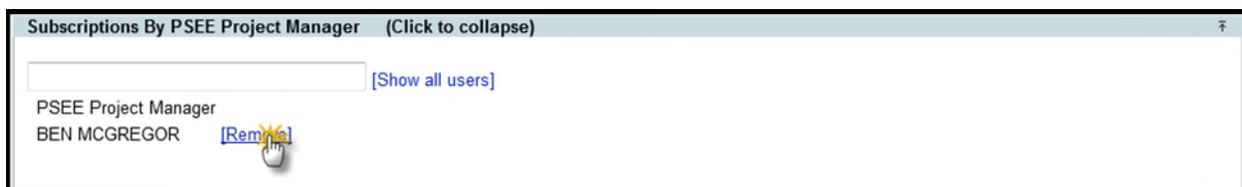


Subscriptions By PSEE Project Manager (Click to collapse)

McGregor [Show all users]

MCGREGOR, BEN (SS97MB)

3. Continue adding PSEE Project Managers as needed. To remove a PSEE Project Manager from the list select the **[Remove]** hyperlink.



Subscriptions By PSEE Project Manager (Click to collapse)

[Show all users]

PSEE Project Manager

BEN MCGREGOR [Remove]

Subscriptions By Project

1. Expand the **Subscription by Project** section.

Subscriptions By Project (Click to collapse)							
Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
000111-1	ORANGE	AD	TOLL OPERATIONS BEELINE MAIN ORANGE COUNTY		0123 - TOLL PLAZA	PLANT	BEN MCGREGOR [Remove]

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

[\[Remove All Project Subscriptions\]](#) [\[Show Project Subscription Selection\]](#)

2. Select the **Show Project Subscription Selection** link.
3. Use the Search screen to input any parameters to find individual or groups of Projects that you would like to receive notifications on. For more information on searching for Projects, please read the [Project Search Help Document](#). Select **Search** to generate the list of Projects.
4. The matching results are returned. Select the **Subscribe** hyperlink next to the project(s) you would like to receive email notifications for. To subscribe to all Projects in the list with one action, choose the **[Subscribe to all projects on this page]** link that appear above the list of results.

Project Search Results (Click to collapse)							
[Subscribe to all projects on this page]							
Project	County	Version	Local Name	Work Mix	Limits	WP Project Manager	PSEE Project Manager
423586-1	BAY	AD	CR 388	FLEXIBLE PAVEMENT RECONSTRUCT.	FROM SR 79 TO EAST OF CROOKED CREEK	MYRA SUGGS	[Subscribe]
423586-2	BAY	AD	CR 388	FLEXIBLE PAVEMENT RECONSTRUCT.	FROM EAST OF CROOKED CRK SR 77		[Subscribe]

Page 1 (Showing Items 1 to 2 of 2) Show per page 20 50 100 From: 1 To: 2 [Export Results](#)

5. Continue to use the search to identify and subscribe to Projects of interest. Select **Modify Search** to return to the screen and input new search terms.

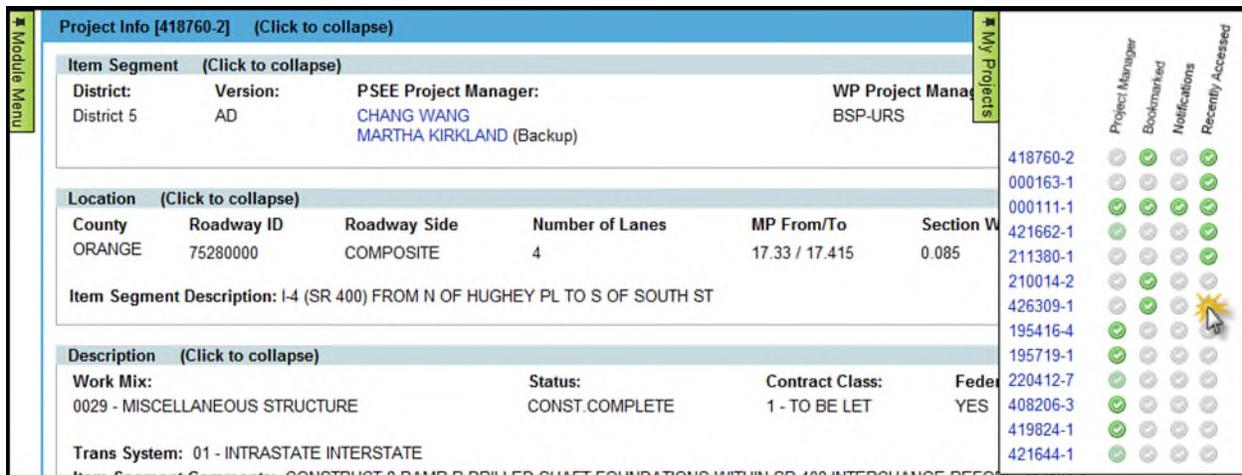
Subscribe Using My Projects

You can also subscribe to a Project using a single click on the My Projects tab.

1. Select the **My Project** tab located on the right side of the screen.



2. Click the **Notifications** column next to a Project to subscribe to notifications about that Project. Projects with a green check in the Notifications column have already been subscribed to. To unsubscribe click into the Notifications column to remove the check.



Remember: Configuring your Email Notifications is a two-part process.

1. Tell PSEE which emails you want to receive. ([Notifications](#))
2. Tell PSEE which Projects you want to receive email about. (Notification Subscriptions)