# **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 <u>Privileges and Notifications</u> help document.

1. Select the **User Profile Icon** ( $^{a}$ ) beside the current user in the top right of the screen.

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	Go To Project	- #	Dashboard - Project - Search - Scheduling -	Create Project - Assignments - Other	er Tools - Reports - Help
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dul	Item Segment	(Click to collapse)			Ŧ
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enu	District 5	AD	CHANG WANG MARTHA KIRKLAND (Backup)	BSP-URS	

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

Signature (Click to expand)	<b>?</b> ±
Delegates (Click to expand)	<b>?</b> ±
Privileges and Notifications (Click to expand)	<b>?</b> ±
Notification Subscriptions (Creat to collapse)	<b>?</b> 7
Subscriptions By District (Click to expand)	*
Subscriptions By PSEE Project Manager (Click to expand)	±
Subscriptions By Project (Click to expand)	±
User Settings (Click to expand)	<b>?</b> ±
Search Profile Management (Click to expand)	±

### **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 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 MCGREGOR, BEN (SS9 MB)	[Show all users]	

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



## Subscriptions By Project

1. Expand the Subscription by Project section.

Subscriptions By	Project	(Click to collapse)				Ŧ
Project Count	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
000111-1 ORAN	GE AD	TOLL OPERATIONS BEELINE MAIN ORANGE COUNTY		0123 - TOLL PLAZA	PLANT	BEN MCGREGOR [Remove]
Page 1 (Showin	g Items 1 to	1 of 1 ) Show per page 10 25 5	50			
[Remove All Proje	ct Subscript	ions] [Show Project Subscription S	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 <u>Project Search Help Document</u>. 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.

Subscribe	to all pro	jects on t	his page]					
Project •	County	Version	Local Name	Work Mix	Limits	<u>WP Project</u> <u>Manager</u>	<u>PSEE Project</u> 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 CRM SR 77	BAY COUNTY		[Subscribe]

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.

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G	o To Project	· _ #	Dashboard - Project - Search - Scheduling	- Create Project - Assignments -	Other Tools - Reports - Help
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e M	District:	Version:	PSEE Project Manager:	WP Project Manager:	2
enu	District 5	AD	CHANG WANG MARTHA KIRKLAND (Backup)	BSP-URS	

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.

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#### 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)