


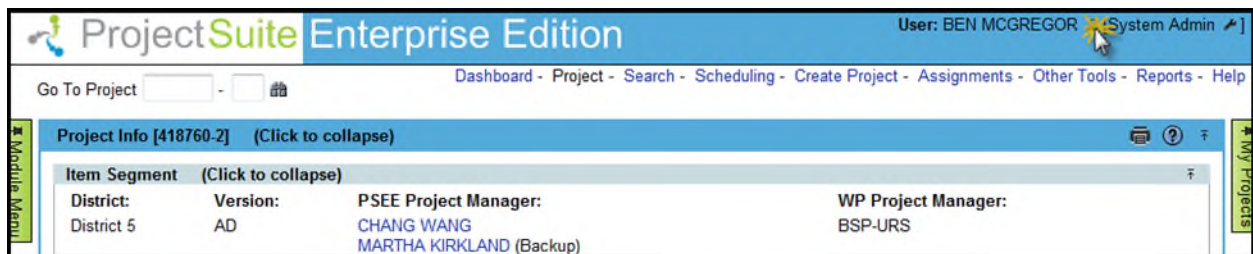
## User Profile – Setting Your Signature File

The Signature File is text that will be appended to the end of emails sent on your behalf from the PSEE System. PSEE generates emails when key actions occur within the system. When a PSEE User performs actions in PSEE that generate an email, the signature file is appended to the some of these emails.

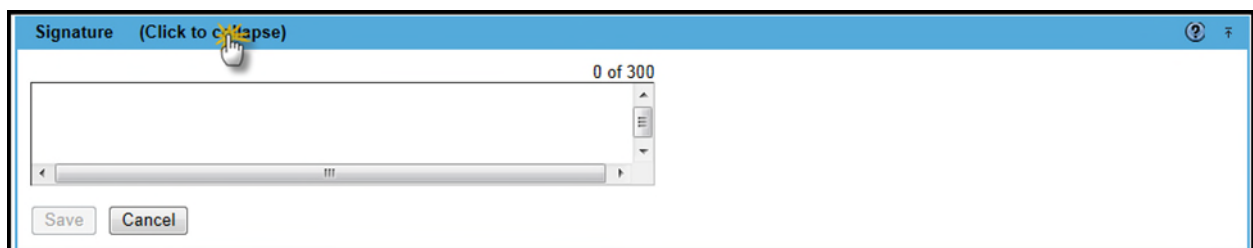
A signature file may include up to 200 characters of text. Line breaks will be maintained in the emails.

**Note: If you have already created a signature file in FDOTracker or EPS (Employee Performance System) it will be shown in PSEE. These applications share the same signature file.**

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 **Signature** header to expand that section.



3. In the Signature text box, type in the text that should be appended to the end of emails.
4. Select **Save** when complete.

5. The Signature text now appends to the end of certain emails sent from PSEE.

From: FDOT-PSEE-System@dot.state.fl.us  
To: Clay Hunter  
Cc:  
Subject: PSEE: Project: 424620-1 Activity: Update Project Manager By: Ryan Patterson

Sent: Tue 10/19/2010 10:00 AM

Click to see the referenced [Project](#) in PSEE

Click to see the [Journal Entry](#) related to this activity in PSEE

**Project**

**Item:** 424620  
**Item Segment:** 1  
**WP Project Manager:** CLAY HUNTER  
**County:** GULF  
**Local Name:** SR 22

**Additional Information:** The Project Manager role has been removed from CLAY HUNTER (RD352CH). To stop receiving email notifications related to this Project go to the [User Profile](#) menu and select Notification Subscriptions and remove this project from your subscription list.

Ryan Patterson  
Florida Department of Transportation  
District Three  
(111)-222-3333