

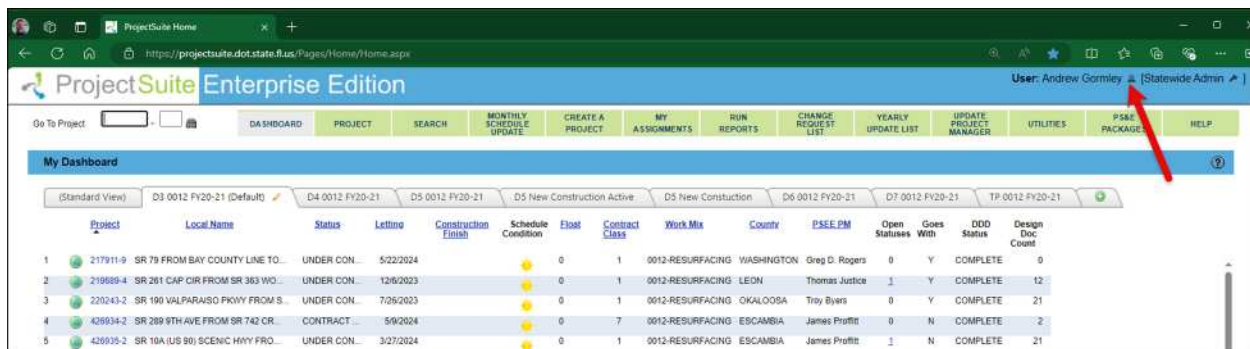
User Profile – Setting Your Signature File

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.

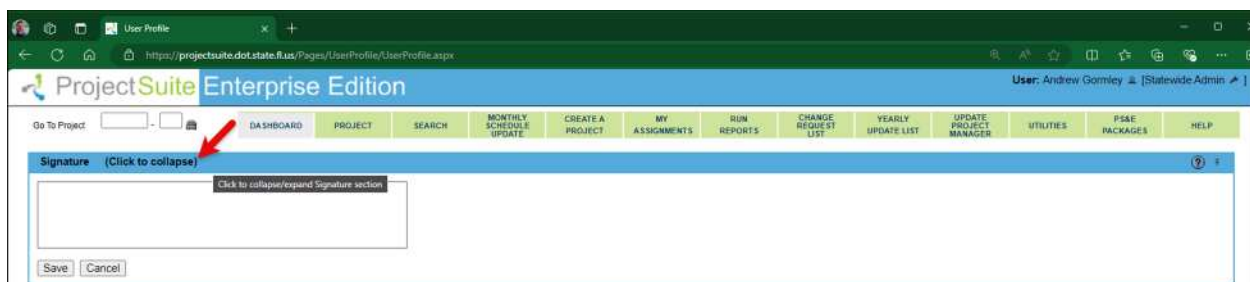
A signature file may include up to 200 characters of text. Line breaks will be maintained in the emails.

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: DoNotReply-FDOTApps@dot.state.fl.us <DoNotReply-FDOTApps@dot.state.fl.us>
Sent: Friday, September 27, 2024 10:29 AM
To: FDOT-PSEE DUA TP <FDOT-PSEEDUATP@dot.state.fl.us>; Augat, Randy <Randy.Augat@dot.state.fl.us>; Lewis, Shawn <Shawn.Lewis@dot.state.fl.us>;
Cc: Stricklin, Ashley <Ashley.Stricklin@KinardStone.com>
Subject: ProjectSuite Enterprise Edition Utility Access have been requested for Turnpike

Please grant following Utility access,

UserName: ANDREW GORMLEY

User Email: Andrew.Gormley@dot.state.fl.us

District: Turnpike

Companies:

To grant these Access, go to the [Admin](#) screen and select the Utility Company Member Maint tab.

Andrew Gormley
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Production Support
Florida Department of Transportation