

ProjectSuite Enterprise Edition (PSEE)

Setup Privileges and Notifications

1

What is Privileges and Notifications

- Privileges – the rights to perform specific actions within the application.
- Notifications – email informing when a specific action occurs within the application



2

Open User Profile

Select the person icon next to your name located in the top right corner of the application.

User: Erica Hewett 

3

What Privileges Do I Have?

- Expand the Privileges & Notification module.
- Select the name of the module from the dropdown.
- The green circle with a checkmark indicates that privilege has been granted to a user.

Project Info	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	Receive Notifications
Upload PSEE Project Document																					☐
Manage Backup PSEE Project Managers																					☐
Remove PSEE Project Document																					☐
Edit PSEE Project Document																					☐
Edit Supplemental Info																					☐
Upload PSEE Project Document																					☒
Edit PSEE Project Manager																					☒
Edit Any PSEE Project Document																					☒
Remove Any PSEE Project Document																					☒
Import Data																					☐

*These privileges are determined by business rules and not directly assigned.

4

Request Additional Privileges

- Select module from dropdown.
- Click Request Privileges to open dialog box.
- Under D3 column, Click in the box for the privileges.
- Click the “Request” button.
- An email will be sent to the District Admins alerting them to the need to assign privileges. The District Admin will review the request and may contact the user for additional information.

Project Info	D1	D2	D3	D4	D5	D6	D7	TP	CO	Receive Notifications
Upload PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Manage Backup PSEE Project Managers	-	-	-	-	-	-	-	-	-	☐
Remove PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit Supplemental Info	-	-	-	-	-	-	-	-	-	☐
Upload PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit PSEE Project Manager	-	-	-	-	-	-	-	-	-	☐
Edit Any PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Remove Any PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Import Data	-	-	-	-	-	-	-	-	-	☐

Project Info	D1	D2	D3	D4	D5	D6	D7	TP	CO
Project Info									
Edit Supplemental Info									
Upload PSEE Project Document									
Edit Any PSEE Project Document									
Remove Any PSEE Project Document									
Import Data									

5

Notification Setup - 2-step process

- Each privilege is an action that generates an email.
- Decide what kind of emails AND for which project.
- Setting up notifications is a 2-step process.

Project Info	D1	D2	D3	D4	D5	D6	D7	TP	CO	Receive Notifications
Upload PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Manage Backup PSEE Project Managers	-	-	-	-	-	-	-	-	-	☐
Remove PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit Supplemental Info	-	-	-	-	-	-	-	-	-	☐
Upload PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Edit PSEE Project Manager	-	-	-	-	-	-	-	-	-	☐
Edit Any PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Remove Any PSEE Project Document	-	-	-	-	-	-	-	-	-	☐
Import Data	-	-	-	-	-	-	-	-	-	☐

6

Step 1 – Notification Selection

- Select Module from dropdown.
- In the Receive Notification Column, click in the box to choose an emails type.
- If unsure what an email is, there is an example of each by selecting the example link.

The screenshot shows the 'Privileges and Notifications' window. It includes a 'Project Info' dropdown, a 'Request Privileges' link, and a table with columns for various project modules (D1-D7, TP, CO). The 'Receive Notifications' column is highlighted with a red box, showing checkboxes and links to view examples of email notifications for each module.

FDOT Florida Department of Transportation

7

Step 2 – Notification Subscription

- This is where you decide which kind of projects you need to receive notifications about.
- Subscriptions can be by:
 - district
 - project manager
 - project.



FDOT Florida Department of Transportation

8

By District

- The easiest selection – Click District 3 box
- Receive all particular email for the entire district.
- **Do NOT choose this.** This option is used by many but can cause email overload very quickly.

If you think subscribing by district is the best choice, contact the District Admin or a FAC to discuss.

Notification Subscriptions (Click to collapse)

Subscriptions By District (Click to collapse)

- Central Office ☐
- District 1 ☐
- District 2 ☐
- District 3 ☐
- District 4 ☐
- District 5 ☐
- District 6 ☐
- District 7 ☐
- Turnpike ☐

Save Cancel

Subscriptions By PSEE Project Manager (Click to expand)

Subscriptions By Project (Click to expand)

Other Settings (Click to expand)

By Project Manager

- Most commonly used by Supervisors or Managers.
- Subscribing this way means a user will only get an email if the project manager is John Smith.
- Application is dynamic to adjust as the project manager assignments are changed. No need to constantly reselect choice.
- Type Project Manager's name in box to add to your subscription.

Notification Subscriptions (Click to collapse)

Subscriptions By District (Click to expand)

Subscriptions By PSEE Project Manager (Click to collapse)

Select Project Manager (Show all users)

PSEE Project Manager

Subscriptions By Project (Click to expand)

By Project

- Could be ANY project in the state of Florida.
- Most commonly used method.
- 2 Options to locate the projects:
 - “Show Project Subscription Selection” within the User Profile
 - My Project list within project level.

By Project – Show Project Subscription Selection

- Click “Show Project Subscription Selection”
- Make the filter selections in the Search box
- Select Project from result list.

Project	County	Version	Description	Bridges	Work Mix	WP Project Manager	PSEE Project Manager
219344-2	JACKSON	AD	SR 10 (US 90) CHIPOLA RIVER BRIDGE	REPAIR/REHABILITATION	0004 - BRIDGE REPAIR/REHABILITATION	BILL HOWELL	William Howell
220773-3	HOLMES	AD	SR 79 FROM WASHINGTON CO. LINE TO SR 8 (I-10)		2001 - RIGHT OF WAY ACQUISITION	DEAN MITCHELL	Dean Mitchell
417293-2	GULF	AD	SR 306 CAPE SAN BLAS FROM N TEST SITE 55A EXIT TO COASTLINE DRIVE		0553 - ROAD/SLOPE PROTECTION	ALICIA BRINDINGER	Alicia Brindinger
422143-1	DISTRICT	AD	POINCE DE LEON OTHER ROUTINE MAINTENANCE				
427650-1	FRANKLIN	AD	SR 30 (US 90) @ SR 300 ISLAND DRIVE INTERSECTION				
432310-1	TAYLOR	AD	SR55(SR221) FROM US19 TO CEDAR ST				
438141-1	LEON	AD	SR 202 (US 319) CAPITAL CIRCLE @ STONELIER RD INTERSECTION				

Page 1 (Showing items 1 to 7 of 7) Show per page 10 25 50
[\[Remove All Project Subscriptions\]](#) [\[Show Project Subscription Selection\]](#)

The only problem is when the results appear only one at a time can be selected. This means if 5 projects need a subscription, the user must search the criteria 5 times.

By Project – My Projects List

- Easiest option
- Go to the project and open “My Project” list.
- Click on the gray checkmark circle for the project in both the Bookmarked Column and the Notification.
- When it turns green the subscription is set.

My Projects	Project Manager	Bookmarked	Notifications	Recently Accessed
439722-1				
439730-1				
433769-1				
407918-3				
428573-1				
222530-3				
434762-1				
432310-1				
416748-4				
438141-1				
437792-1				
439592-1				
437916-2				

13

Unsubscribe

- Easiest & Quickest – use the My Projects list.
- When you no longer need notifications on a particular project(s), open My Project list.
- Click the green checkmarks in the Bookmarked and Notification columns.
- This will unsubscribe you and remove the project from the list.

My Projects	Project Manager	Bookmarked	Notifications	Recently Accessed
439722-1				
439730-1				
433769-1				
407918-3				
428573-1				
222530-3				
434762-1				
432310-1				
416748-4				
438141-1				
437792-1				
439592-1				
437916-2				

14



If you have any questions or issues, contact the District 3 PSEE Admins listed at the bottom of the ProjectSuite application