



April 1, 2024

## MAR Location Information for Final Recommendation

A new notification has been added to MAC for PAs. It is designed as a reminder to complete the information under the Location tab on the findings detail screen once a finding is MAR Resolved. It was originally set so that PAs could not opt out. It has been changed to Can Opt In meaning you will not receive it unless you opt in. You will also need to apply filters to narrow down the number of notifications. ***This notification is very important and all PAs should opt in and use their current contracts or projects as filters.***

- Select the User Profile Menu Option
- Select the My Notifications Menu Option
- Select Material Certification on the Notification Event Type Group dropdown
- Select Location Information for Final Recommendation from the Notification Event Type dropdown

My Notification Subscriptions Select User

Email Notification Schedule ?  
Real Time [Update](#) Email Address  
Susan.Musselman@dot.state.fl.us

Notification Event Type Group  
Material Certification

Notification Event Type  
Location Information for Final Recommendation

	Subject	Opt In/Opt Out	Will Receive Notification	Filter	Method
1	MC Review Finding {Display} Resolved. Document Location Information.	Can Opt In	⊗		<a href="#">Update</a>

You should see that you Can Opt In.

- Select the Update option.
- On the Update dialog box, select Opt In from the Opt In/Opt Out dropdown. New fields will appear
- Select the Send Type
  - Both email and dashboard – will send you an email and list on your MAC dashboard
  - Email only – will only send you an email
  - Dashboard only – will only list on your dashboard
- Select the Filters indicator to see the filter fields. These apply to all subscribers. No subscriber will use them all.
  - Contracts – select all the contracts you are currently working on OR
  - Projects – select all the projects you are currently working on
    - Do not select both