Florida Department of

TRANSPORTATION

Notifications and Dashboard Introduction & Basic Instructions

October 26, 2023

Contents

Introduction

MAC notifications are designed to save user's time searching for certain conditions by notifying the appropriate user when the condition exists. Many users will have interest in certain notifications so the filter screens are set up for all users who might receive the notification. Not all filters apply to all users.

This document provides the basic information for all notification types, for example, how to stop receiving notifications if you are no longer interested in them or how to narrow down the notifications using filters.

Other instructions describe the subset of the notifications that are of particular interest to specific users, for example, notifications meant for users with the role of Project Administrator. See the Materials Acceptance and Certification Information Page Notifications section.

Chapter 1 – My Notifications

A.   Navigating to Notification Subscriptions

Any user with a valid FDOT access account can log into MAC to manage subscriptions. These instructions apply to anyone with an FDOT user id with network access or an active Internet Subscriber Account (ISA), even if you don't have any MAC roles assigned.

1. From the MAC home screen, select the User Profile menu option. Then select the My Notifications submenu option.

This takes you to the My Notifications Subscription screen. MAC populates the screen with a list of all the current notification definitions in MAC.
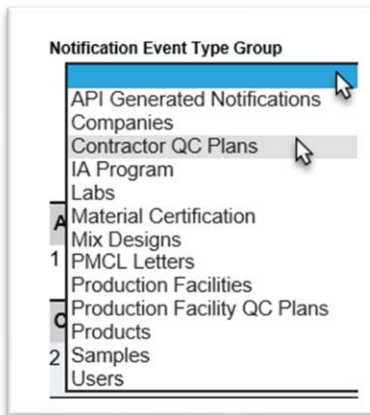
2. To reduce the list of displayed notification definitions, select a filter from the Notification Event Type Group dropdown list.


3. To see a specific notification definition, select an entry from the Notification Event Type dropdown list.
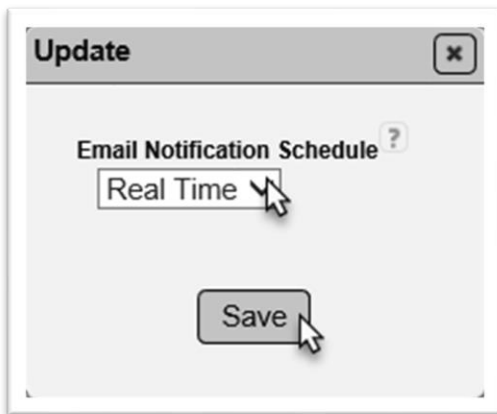
Only that notification defintion will be displayed.

B.   Setting Global Notification Schedule

You can set how you want email notifications to be delivered using the Email Notification Schedule options. The system default is Real Time. This is a global setting.
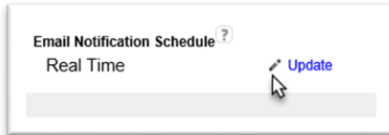
1.   Select Email Notification Schedule Update (✎) icon.

An Update dialog box appears.

2. Select the schedule type from the Email Notifications Schedule dropdown list.
a. **Real Time** – this is the system default. Each notification is sent as a single email at the time the event happened.
b. **Daily** – one email will be sent each day summarizing all the events from that day.
c. **Weekly** – one email will be sent each week summarizing all the events from that week.

NOTE: Some system emails are not controlled by the Notification settings and will be sent as single real-time emails regardless of this setting. This selection is only applied to the notifications you subscribe to, not notifications generated from MAC programming.

3. Select the Save option.

C.   Notification Settings

For each notification, you may be able to select whether you want the notification and set additional filters, depending on the notification definition and your role. The Will Receive Notification indicator is either a no (⊘) symbol or a check mark (✔) which can also have an asterisk (you have applied filters) or a pound sign (MAC applies company logic to the filter).

- ⊘ – You are not receiving the notifications
- ✔ – You are receiving ALL notifications triggered by this event
- ✔ * – You are receiving SOME notifications based on the filters you have selected
- ✔ # – You are receiving SOME notifications based on filters applied by MAC (see below)

1.   *Company Role Notifications*

Recipients in company role are designated with an #. When you see this on your subscription screen it means you are eligible to receive the notification because you have a company role of Data Reviewer Profile Manager, Lab Manager, Mix Design Reviewer, etc. and the company is listed on the entry that triggered the notification (sample, mix design, Contractor QC Plan, etc.).

> *# Company and/or Facility Role logic is used to determine who will receive this notification*
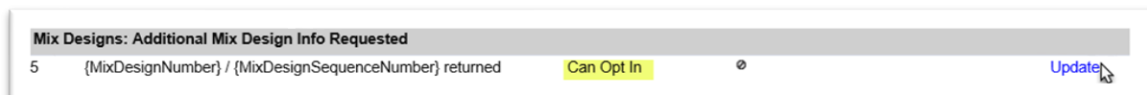
If you want to receive them, you don't need to do anything. You don't need to set filters because MAC uses data from the record to determine who should get the notification. If you are receiving too many notifications, or ones that don't apply to you, you can filter. Be careful because you may end up filtering out notifications you should receive. You can also opt out if you don't want to receive any of them or you can ask your company profile manager to remove the role if it is no longer valid.

2.   *Can Opt In*

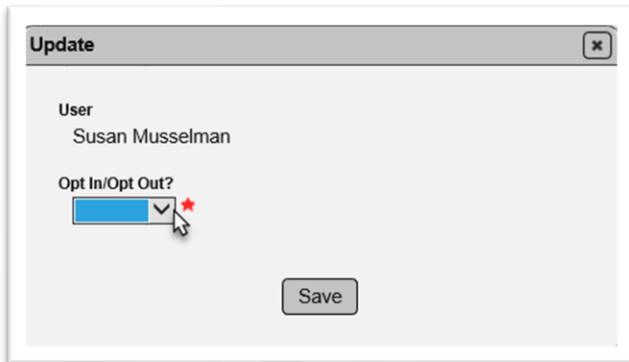If you are set as Can Opt In:

- You **will not** get the notification unless you select **Opt in**
  - By default you are Opted Out
- If you opt in, you can apply filters

To Update a Can Opt In subscription:

Mix Designs: Additional Mix Design Info Requested				
5	{MixDesignNumber} / {MixDesignSequenceNumber} returned	Can Opt In	⊘	Update

1. Select the Update option on the specific notification.

An Update dialog box appears.

2. **Opt In/Opt Out?** – select the appropriate opt option
a. **Opt In** – you want the notification. If you select Opt In, additional fields will appear.
b. **Opt Out** – you don't want the notification.
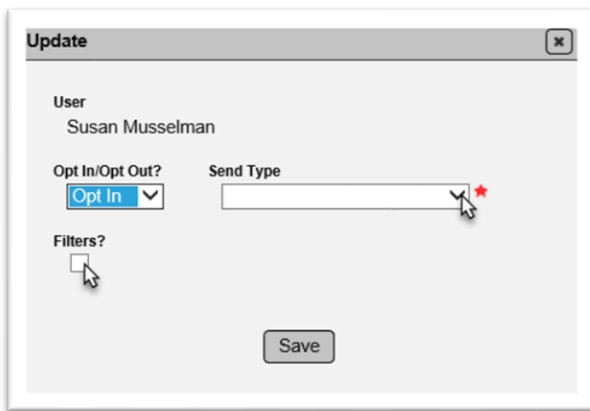
3. **Send Type** – select the Send Type if you opted in.
a. **Both Email and Dashboard** – the notification will be sent in an email based on your email notification schedule and posted on your dashboard.
b. **Dashboard Only** – the notification will be posted on your dashboard. You will not receive an email.
c. **Email Only** – the notification will be sent in an email based on your email notification schedule, but will not be posted on your dashboard.
4. If you want to receive specific notifications, and not all of them for this event, select the Filters indicator.

Filter fields will appear. Some will be dropdowns with a defined set of selections, like Managing District. Others will be lookup fields and return data that matches the data you enter in the field, like Financial Project Id or user name.

5. Enter the appropriate filters.

NOTE: Use care to avoid mismatching the filter types, like Contract Number(s) or Project Ids(s) **and** Managing District(s). They are normally meant for different users. Project Administrators (PAs) use Contract Number(s) or Project Id(s) and Program Maintenance Users (PMUs) use Managing District(s). No user would filter on both fields. Filters are an "and" statement so if you select Managing District = 2 and list contracts or projects in District 3, no entry will meet that and statement and you will not receive any notifications.

6. Select the Save option.

The definiton will be updated to reflect your selections.

3.   Can Opt Out
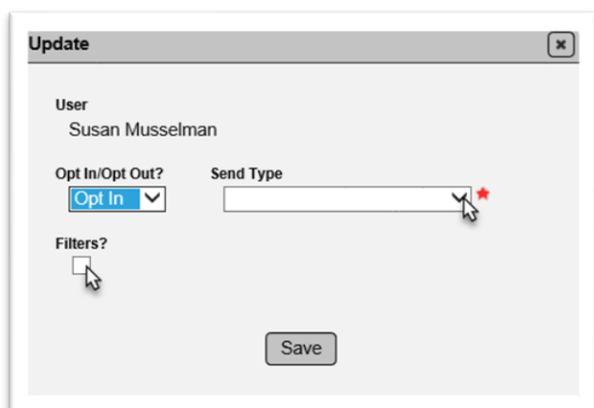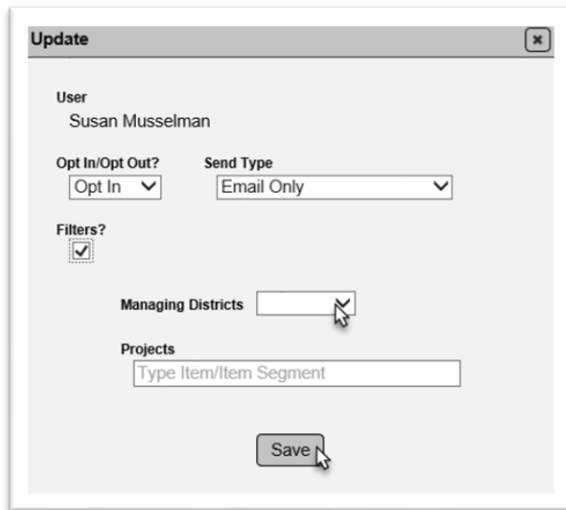
If you are set as Can Opt Out:
- You **will** get the notification unless you select **Opt Out**
  - o By default you are Opted In
  - o You still have the ability to set filters

To Update a Can Opt Out subscription:

	Finding awaiting recommendation				
1	MC Review finding awaiting recommendation	Can Opt Out	✔	Email/Dashboard	Update

1. Select the Update option.

An Update dialog box appears.

2. Opt In/Opt Out? – select the appropriate opt option.
a. **Opt In** – you want the notification. If you select Opt In, additional fields will appear.
b. **Opt Out** – you don't want the notification.
3. **Sent Type** – select the Send Type if you opted in.
a. **Both Email and Dashboard** – the notification will be sent in an email based on your email notification schedule and posted on your dashboard.
b. **Dashboard Only** – the notification will posted on your dashboard. You will not receive an email.
c. **Email Only** – the notification will be sent in an email based on your email notification schedule, but will not be posted on your dashboard.
4. If you want to receive specific notifications, and not all of them for this event, select the Filters option.

Filter fields will appear. Some will be dropdowns with a defined set of selections, like Managing District. Others will be lookup fields and return data that matches the data you enter in the field, like Financial Project Id or user name.

5. Enter the appropriate filters.

NOTE: Use care to avoid mismatching the filter types, like Contract Number(s) or Project Ids(s) **and** Managing District(s). They are normally meant for different users. Project Administrators (PAs) use Contract Number(s) or Project Id(s) and Program Maintenance Users (PMUs) use Managing District(s). No user would filter on both fields. Filters are an "and" statement so if you select Managing District = 2 and list contracts or projects in District 3, no entry will meet that and statement and you will not receive any notifications.

6. Select the Save option.

The definiton will be updated to reflect your selections.

4.   Can't Opt Out

If you are set as Can't Opt Out:
- You **will** get the notification and you **cannot** Opt Out
  - By default you are set to Opt In
  - You only have the ability to set the Send Method

Currently there are no notifications set up as Can't Opt Out.

5.   Can't Opt In

If you are set up as Can't Opt In:
- You **will not** get the notification and you **cannot** Opt In
- You won't be able to change any of the settings, like Send Type

This option is only to designate notifications so they are not inadvertently sent to recipients they are not intended for.

If you think you are eligible to receive a notification, contact the SMO MAC Support team.

D.   Report Notifications

At this time, there is only one report notification. It is for the District Materials and Research Office (DMRO) and SMO aggregate personnel. See the [link to instructions].

Chapter 2 – Dashboard
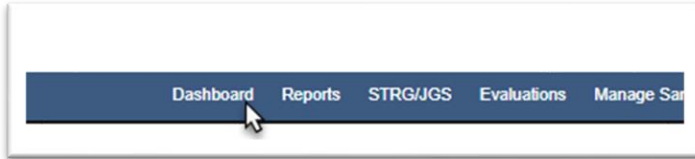
1. From the MAC home screen, select the Dashboard menu option.

A.   New Notifications

The top part of the screen is where any new notifications are posted. It defaults to collapsed.
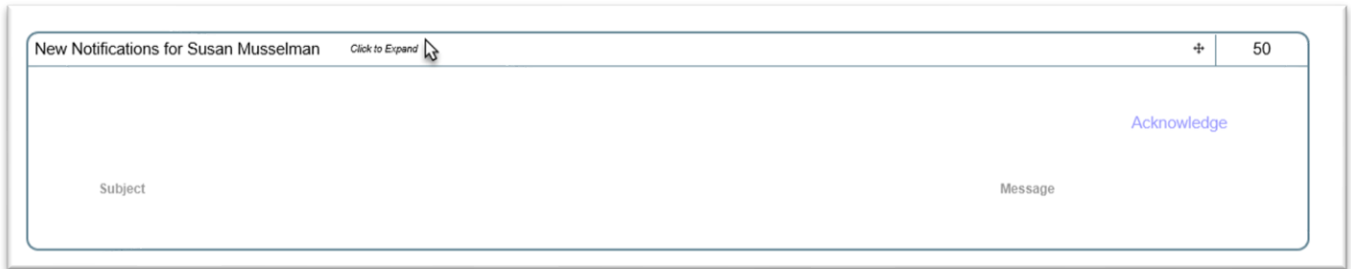
1. Click on the New Notifications tab to expand it.

The section will expand to show the list.
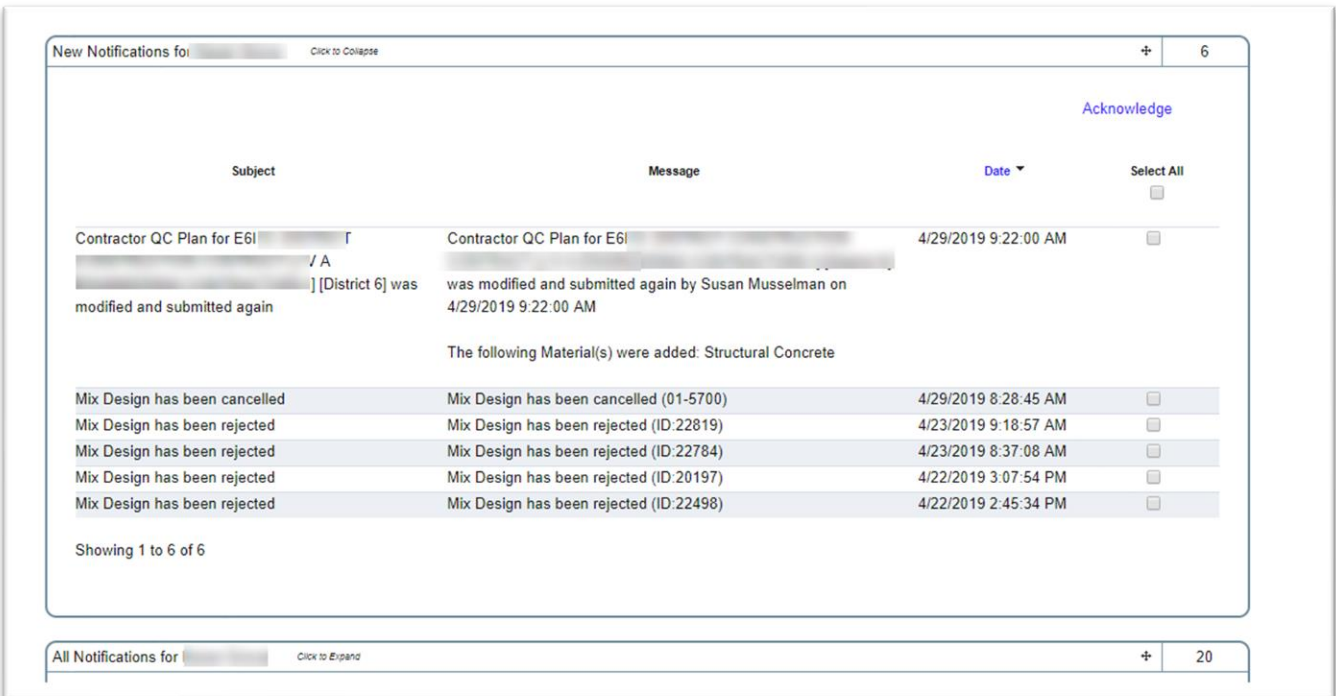
B.   Acknowledging New Notifications

Acknowledging notifications moves them from New Notifications to All Notifications.
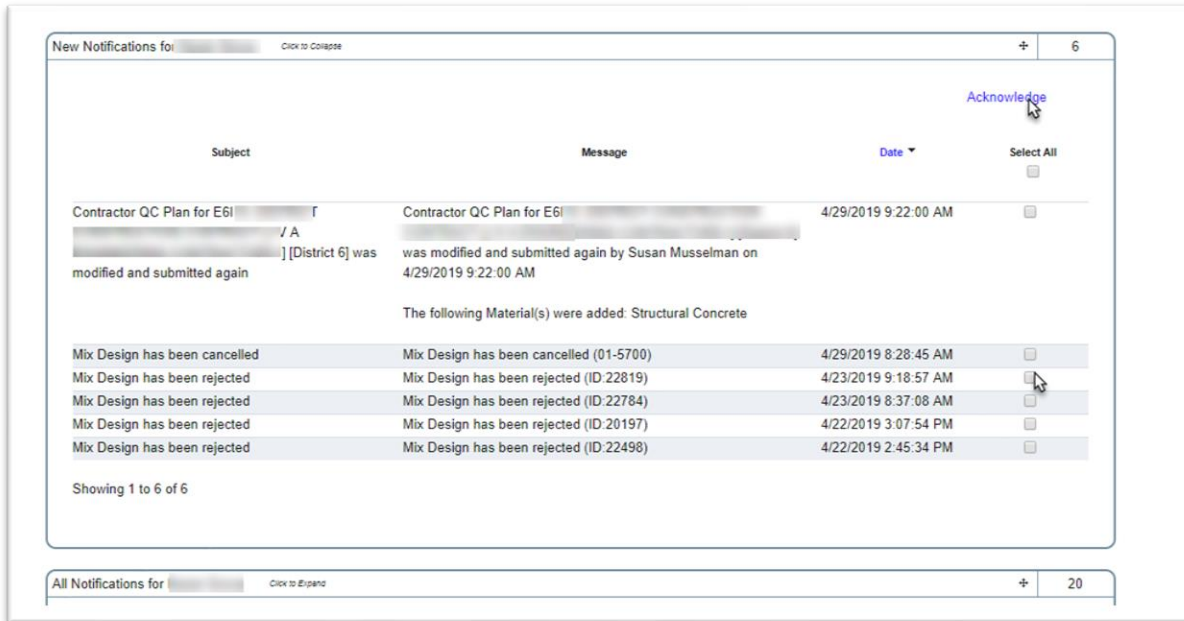
1. To acknowledge a notification, select the indicator under the Acknowledge option on the row of the notification.
2. To acknowledge all new notifications, use the Select All option.
3. Select the Acknowledge option.

The acknowledged notification(s) will be moved to the All Notifications tab.

C.   All Notifications

This tab lists all notifications received by the user. Because this list can get very long, filters are provided to narrow the list down.
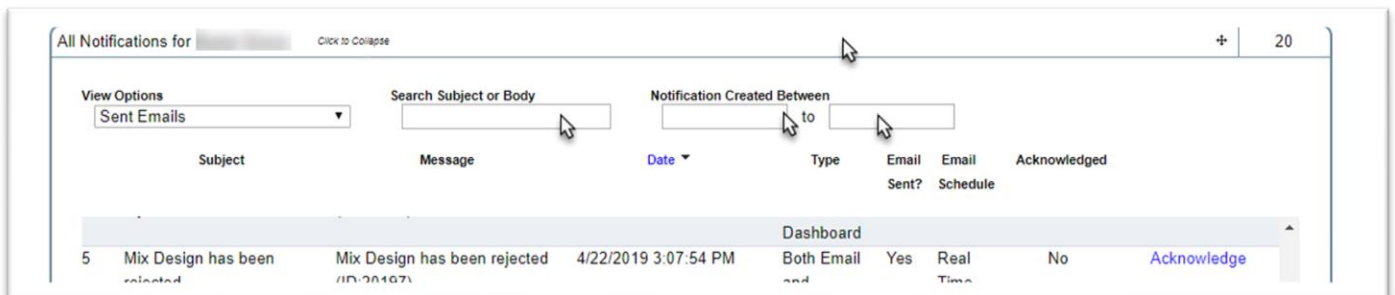
1. Click on the All Notifications tab to expand it.
2. Select a View Option to filter the notifications based on one of the preset groupings.
3. Enter all or part of a subject or body in the Search Subject or Body field
4. Enter a beginning, ending or date range to narrow down to a specific date or dates.

Only those notifications will appear.

Chapter 3 – Hotlinks

Most notifications include a hotlink to the record where the event that triggered the notification occurred. These appear in both the email notifications and dashboard notifications.

Hotlink to Sample Screen

Hotlink to Finding Detail Screen

If you click on the link and you are not logged into MAC, the FDOT User Sign-in Portal will appear and you will need to log in. Once you log in you will be navigated to the location for the hotlink.

If you click on the hotlink and you are logged into MAC, a new window will open and you will be navigated to the location for the hotlink in the new window. MAC does this so you don't lose your place in MAC on the existing location.
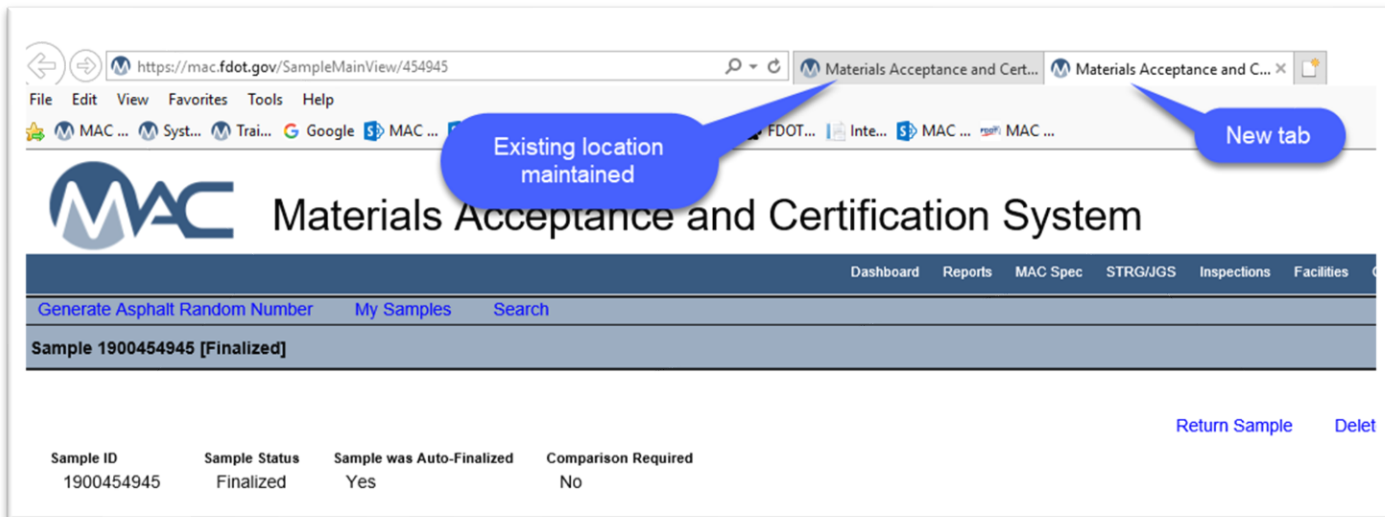
However, you may need to close some browser windows from time to time if you get too many open.