



PS2 Error: Deactivate Nightly Notifications

Situation 1
Fix 1
Note 3

Situation

ProjectSolve² (PS2) includes a “Nightly Notification” feature that sends a notification to all users of that site regarding the changes made the previous day that they have access to. This nightly email is sent by default to every member of the ProjectSolve2 site and will begin once a member logs into the site the first time.

Fix

Users who do not wish to receive these nightly notifications or wish to receive them for a particular folder or area, can modify the settings for their account.

Turn Off Nightly Notifications for the Site

To turn off the nightly notifications for all changes to the project site:

1. Access the PS2 site in question.
2. Select *any* item on the landing page of the site.
3. Right-click on the icon for the item to access the blue PS2 menu.
4. Click “Notification” to access the notification screen.

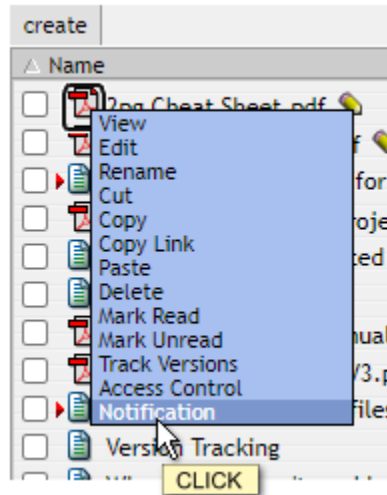


Figure 1. The “Notification” Option

5. Uncheck the “Send a nightly summary of all changes in the eRoom” box. (Figure 2)

Notification

In addition to a nightly summary of all changes in the eRoom, changes?

No
 Yes, as soon as each change happens
 Yes, nightly

Send a nightly summary of all changes in the eRoom
 Send my notification emails in HTML format

For more information, see [Email notification](#).

Figure 2. The “Send a nightly summary of all changes in the eRoom” Selection Box

6. Click “OK” to confirm the change.

Note: If desired, the support team at support@projectsolve.com can turn on or off the overall nightly notifications for any member of a PS2 site or for all members on a site; this can be done for specific objects as well.

Turn On Nightly Notifications for a Specific Item

To turn on the nightly notifications for a specific file on the project site:

1. Access the PS2 site in question.
2. Select *the specific* item you wish to be notified about.
3. Right-click on the icon for the item to access the blue PS2 menu.
4. Click “Notification” to access the notification screen (Figure 1).
5. Select the frequency you wish to be notified about:
 - a. Select "Yes, as soon as each change happens" for immediate notifications (no matter the time of day), or
 - b. Select "Yes, nightly" to receive a summary of changes for this item sent nightly.
6. Click “OK” to confirm the change.

Notification

In addition to a nightly summary of all changes in the eRoom, changes?

No
 Yes, as soon as each change happens
 Yes, nightly

Send a nightly summary of all changes in the eRoom
 Send my notification emails in HTML format

For more information, see [Email notification](#).

Figure 3. The Specific Item Options



Notes

- If you do want the nightly notification but prefer it in a pure TEXT format, uncheck the “Send my notification emails in HTML format” box”, otherwise keep that box checked for HTML formatted notifications.
- If a coordinator desires, the support team can provide a report showing all members of a site and whether they have notices turned on or off for each member.
- For assistance with this process, or with using PS2 in general, please reach out to the ProjectSolve Support Desk at:

Support@ProjectSolve.com