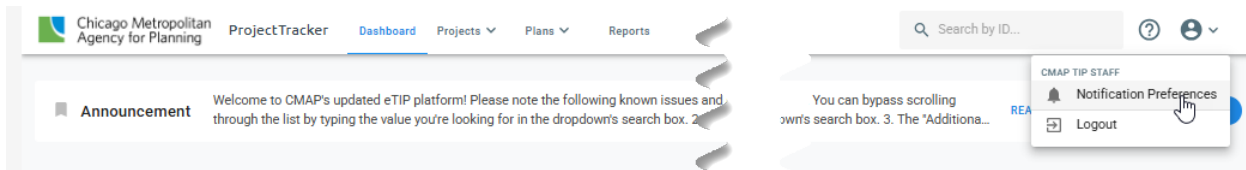


Managing eTIP Notification emails

The ProjectTracker database that powers CMAP's eTIP sends a notification to every user anytime there is a change in status for *any* project that has a *Lead Agency* that the user is associated with. This includes projects within any call for projects (CFP) conducted in eTIP, projects included in the current TIP plan cycle, and projects for which project delivery updates (a.k.a. quarterly status updates) are required. For some users who have access to projects from multiple lead agencies, this generates a lot of email messages.

If your role in eTIP is mainly to view projects rather than to edit them, you can turn off these notifications by logging in and navigating to your Notification Preferences:



Toggle the “Project Submittal Status” based on the role and organization:

Notification Preferences SAVE CHANGES

Alerts & Notifications

Role	Plan Owner / Plan	Organization	Project Submittal Status ? TOGGLE ALL	Plan Revision Approval Dates ? TOGGLE ALL	User Access Rights ? TOGGLE ALL
Sponsor	CMAP / TIP	McHenry Co Council	<input type="checkbox"/>	-	-
Sponsor	CMAP / TIP	North Central Council	<input checked="" type="checkbox"/>	-	-

If you are the user that submitted a project application, change to a project, and/or a project delivery update, you will receive notifications about your submittal, even if you have turned off notifications.

You can update your preferences at any time, and it may be advantageous to receive notifications only at certain times throughout the year, such as when a call for projects is open, or in the few weeks following project delivery due dates to ensure that you are responsive to any notifications of denial of your submittals. Please note that only you can change your preferences because CMAP staff does not have access to your eTIP password.

Using Outlook rules to move incoming messages into folders is also a very effective way to reduce inbox clutter while not missing out on any critical denial messages. Below are several examples of rules that CMAP staff use. To set up your own rules, it is important to understand the structure of the incoming messages.

Sender: EcoInteractive Help Desk <etiphelp@ecointeractive.com>

Subject: Always begins with [ProjectTracker] and may contain the name of an eTIP user, a Planning Liaison (PL), and/or CMAP staff, a description of the action being taken (submittal, denial, acceptance, etc.) and/or the TIP ID and title of the project for which action was taken.

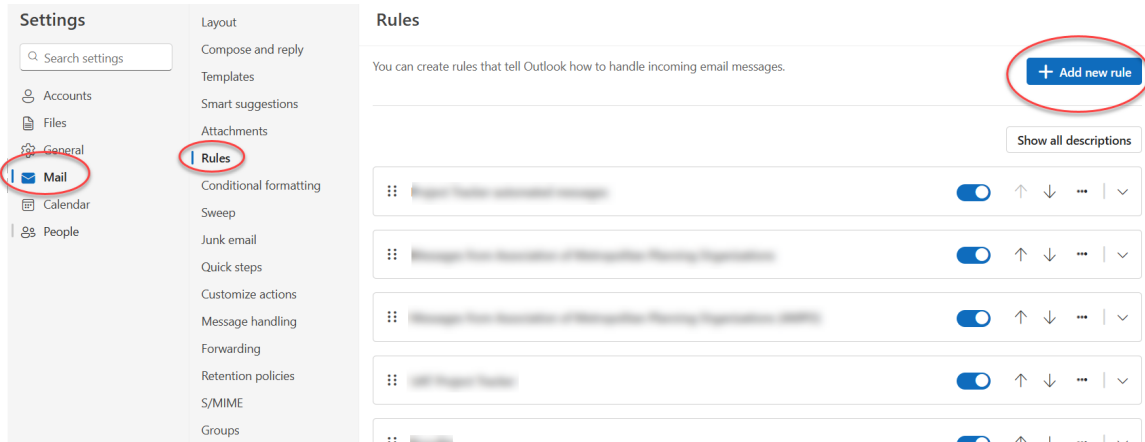
Body: Begins with a sentence restating the action being taken. Contains a table(s) with information about the project, the action taken, by whom, and when.

Purpose of message	Subject	First sentence of body
Approval of access rights	Use Access Right Approved	Your access rights for the following plan(s) in ProjectTracker have been approved:
Reset your password	[ProjectTracker] Reset your password	You have submitted a password change request for your ProjectTracker account.
A project or project change was submitted	[ProjectTracker] – <Name> Submitted Project <TIP ID> for Review <Project Title>	The review status for the following project has been updated to Pending:
A submitted project change has been moved to draft status (unsubmitted)	[ProjectTracker] - <CMAP Staff name> Unsubmitted Project <TIP ID> - <Project Title>	The review status for the following project has been updated to Draft:
A submitted project change has been accepted	[ProjectTracker] - <CMAP Staff name> Accepted Project <TIP ID> - <Project Title>	The review status for the following project has been updated to Accepted:
A submitted project change has been denied	[ProjectTracker] - <CMAP Staff name> Denied Project <TIP ID> - <Project Title>	The review status for the following project has been updated to Denied:
A CFP application was accepted by CMAP staff or your PL	[ProjectTracker] - <CMAP Staff name or PL name> Accepted Project <TIP ID> - <Project Title>	The review status for the following project has been updated to Accepted:
Notification of project delivery submittal	[ProjectTracker] – <Name> Submitted Project Delivery Data for <TIP ID> for <Project Title>	The review status of the Project Delivery data for the following project has been updated to Pending :
Project delivery data was accepted by CMAP	[ProjectTracker] – <CMAP Staff name> Accepted Project Delivery Data for <TIP ID> - <Project Title>	The review status of the Project Delivery data for the following project has been updated to Accepted :
Project delivery data was denied by CMAP	[ProjectTracker] – <CMAP Staff name> Denied Project Delivery Data for <TIP ID> - <Project Title>	The review status of the Project Delivery data for the following project has been updated to Denied :

Using Outlook mail rules to prioritize notifications in your inbox.

CMAP suggests that you create a new folder in Outlook for all of your eTIP notifications. In our examples below, this folder is named “eTIP Notifications”.

Go to Settings > Mail > Rules to create a new rule:



The easiest condition to identify notifications from eTIP is to set the “From” condition to “etiphelp@ecointeractive.com” and the “Subject includes” to [ProjectTracker]. Including the condition on the subject will ensure that if you ever correspond with the help desk, you won’t miss those messages.

To **move all notifications to the new folder** you created add the action “Move to” and select the folder you created.

Rules

✓ eTIP Notices SAMPLE

✓ Add a condition

From X

Subject includes X

[Add another condition](#)

✓ Add an action

Move to

[Add another action](#)

[Add an exception](#)

Stop processing more rules ⓘ

Run rule now

To move all notifications to the new folder, except a denial notification, you can add an exception to the rule:

Rules

✓ eTIP Notices SAMPLE

✓ Add a condition

From ✕

Subject includes ✕

[Add another condition](#)

✓ Add an action

Move to ✕

[Add another action](#)

✓ Add an exception (optional)

Subject or body includes ✕

[Add another exception](#)

Stop processing more rules ⓘ

Run rule now

For additional guidance on setting rules in Outlook, including older versions, see [this Microsoft Support article](#).