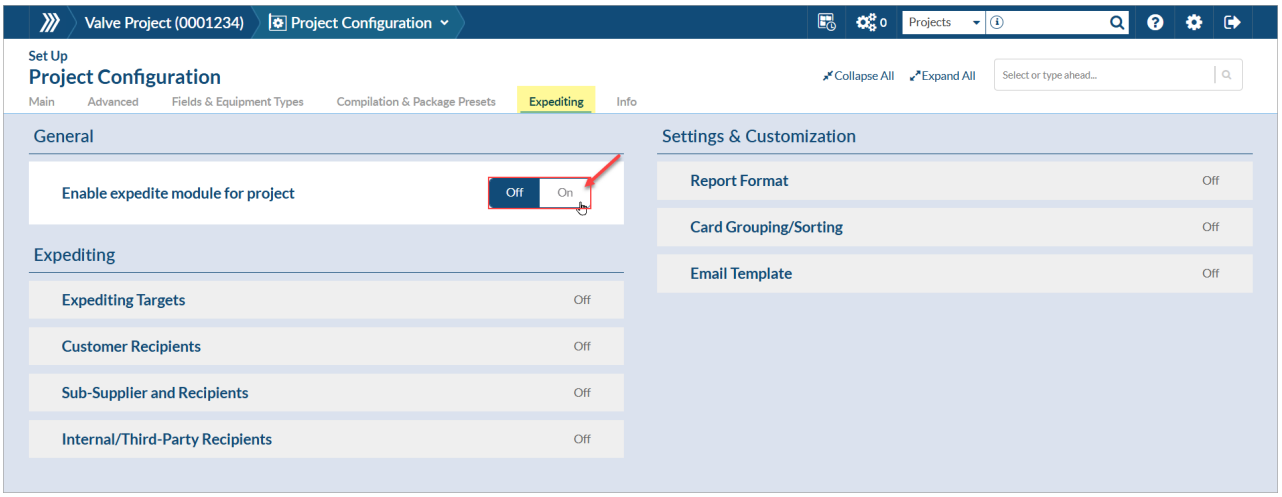
Enable Expediting for a Project

10/01/2025 3:33 pm MDT

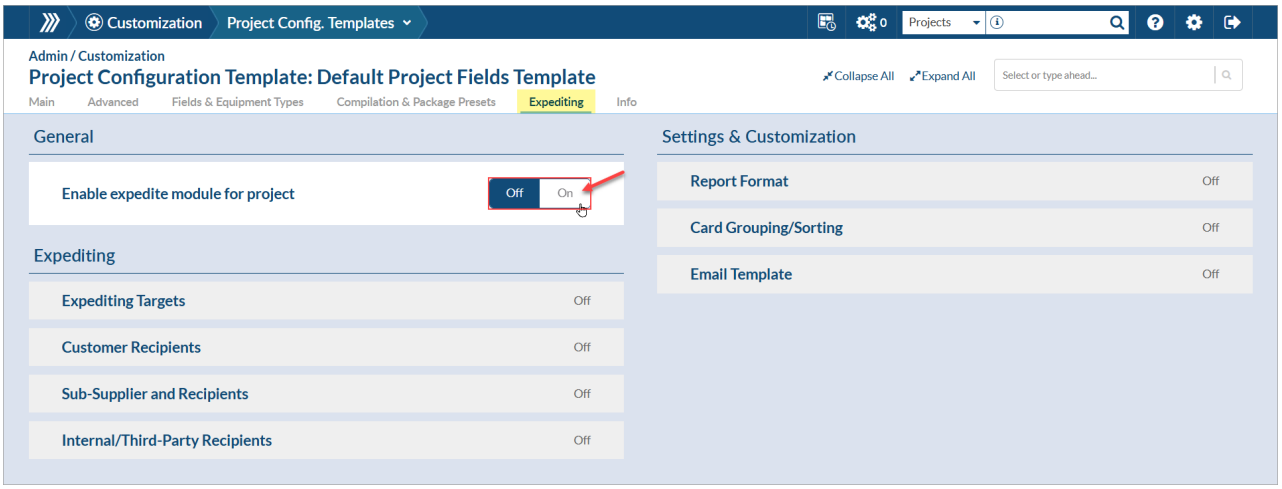
Enable Expediting

From inside a project, navigate to the **Project Configuration** page (Project Menu > Set Up > Project Configuration) and open the "Expediting" tab. Under the "General" section, toggle the expediting module from "Off" to "On."



Default expediting to ON (for future projects)

The expediting module is included as part of project configuration templates. To enable the option on a pre-existing template, navigate to **System Menu > Admin > Customization > Project Config. Templates**, select the template of choice, open the "Expediting" tab, and toggle the expediting module from "Off" to "On."



NOTES:

1) This setting only impacts future projects (where you use this project configuration template)

2) You must still choose email recipients on the project. This can be defaulted, but should be checked at the project level.

See our article here for Expediting Options and Settings.

See our article here for information on how to Run the Expediting Process and send emails.