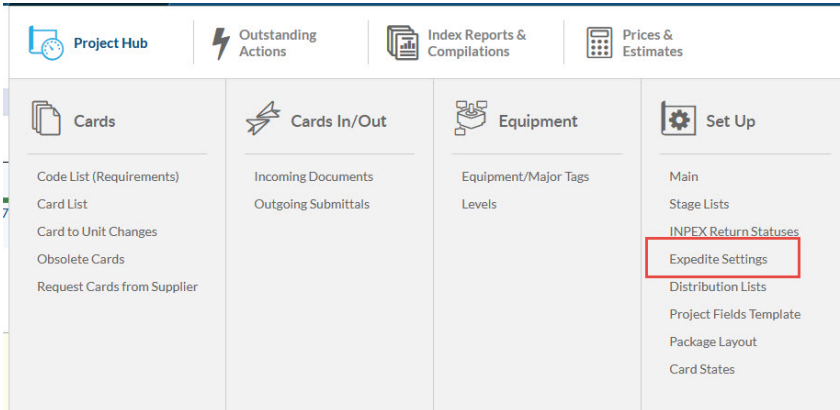# Enable Expediting for a Project

08/02/2024 1:44 pm MDT
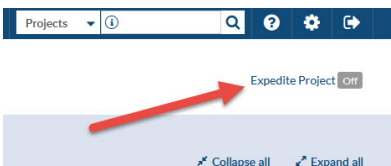
Enable Expediting

From inside a project, navigate to the Project Menu > Setup > **Expedite Settings**

[If you don't see the **Expedite Settings** menu item, it has not be enabled on your system. Contact support for help.]
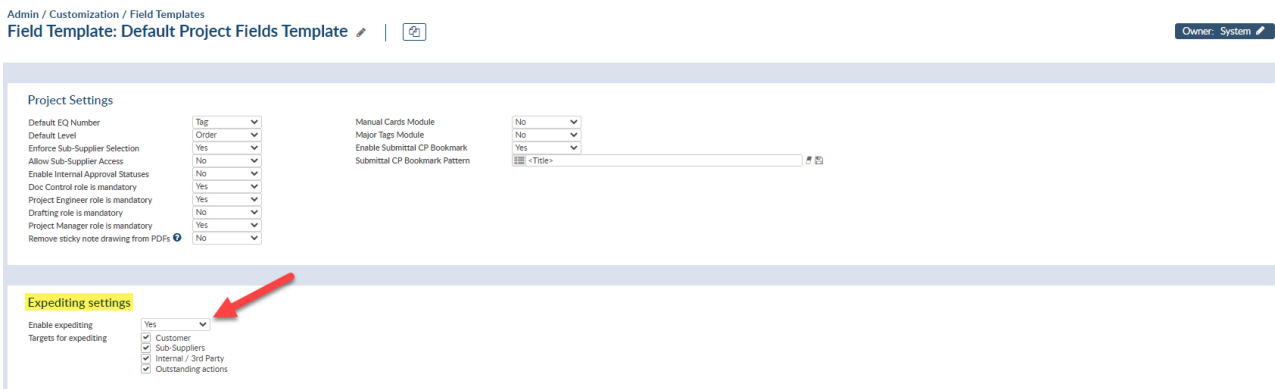

Once on the expedite settings page, you must enable the function for the project.

Default expediting to ON (for future projects)

At the ADMIN level, you can enable the expediting feature (for future project) on the Fields Template.

NOTES:

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

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

3) While the **admin** defaults are on the fields template, when inside a project, the expedite settings/function are on the expedite settings page NOT The project fields template.

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.