

# SCOC District Admin Handbook

Version	Date	Updated By	Updated
1.0	04/08/2025	Mike Johnson	04/08/2025
1.1	10/15/2025	Mike Johnson	10/15/2025
1.2	11/13/2025	Mike Johnson	11/13/2025

## Table of Contents

Roles .....	3
Navigation.....	5
Menu .....	5
Active Contracts.....	5
Vendor Estimate .....	5
Contract Analytics .....	5
Reports .....	5
MyReports .....	5
Help .....	5
Grid.....	6
Paging .....	6
Filtering .....	6
Links .....	6
Adding a role .....	7
Finding User.....	7
Adding/Editing User Role.....	8
Managing Contractor Role .....	11
Managing Pre-filled Forms .....	13

# Roles

SCOC applications have the following roles.

1. System Administrator
2. District Administrator
3. Enhanced Publisher
4. Compliance
5. Publisher
6. Contributor
7. NOI Read
8. NOI User
9. Secure
10. Contractor

For each role granted to a user, the access level must be assigned as well. This is managed by the District Administrator. Access levels can be District, Cost Center, or Contract

## System Administrator

This role has full access to all sections of the application.

## District Administrator

This role has access to grant users the following Enhanced Publisher, Publisher, Contributor, NOI Read, and NOI User roles. This role also has full access to NOI and Documents. This should be limited to 2 per District.

## Enhanced Publisher

This role has access to upload documents, attribute, publish, can request a document in published status to be deleted, can delete or edit documents in any other status than published. This should be limited to 6 per District (or HQ office, if split).

## Compliance

This role has access to upload documents, attribute, publish, can request a document in published status to be deleted, can delete or edit documents in any other status than published. This role also can view and work with documents marked sensitive.

## Publisher

This role has access to upload documents, attribute, publish, can delete or edit documents not in published status.

### Contributor

This role has access to upload documents, attribute, but can't publish, can delete document only in pending status, can edit documents not in published status.

### Contributor

This role has access to upload documents, can delete documents only in pending status that they uploaded.

### Contractor

This role has access to upload documents, can delete documents only in pending status that they uploaded. This role uses Business to Customer (B2C) account to log in.

### NOI Read

This role has "read only" access to NOI data.

### NOI User

This role can create a new NOI record. Once a record is created it cannot be deleted. This role has full editing rights of NOI data.

### Secure

This role has read access to all published documents and also has elevated rights to the report's menu, able to run additional reports that are marked secure.

# Navigation

## Menu

SCOC has two menus. The one along the top in blue is a menu to common department sites. The application menu is located below this menu and is the main navigation tool.

Most roles will see the following menu items.

### Active Contracts

This is the main page of the application (aka landing page) which is the default page when accessing the site.

This page consists of a grid that contains a list of active contracts and contracts that have been final accepted. See the [Grid](#) section for additional information.

### Vendor Estimate

This page provides the user with the means to download and view estimates associated with contract.

### Contract Analytics

This page provides the user with an overview of the contract status of the current active contracts being managed by FDOT.

### Reports

This page provides the user with the means to run many different reports.

### MyReports

This page provides the user with the means to download reports that have been queued or deferred.

### Help

This page provides the users with help. This is where this document can be found.

## Grid

The grid shows the data in a way that allows the user to quickly sort, filter and navigate through the data.

### Paging

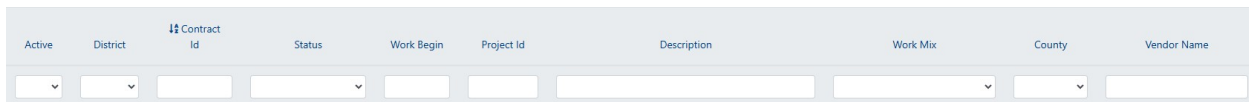
Paging is handled by buttons found above the grid on the far right of the screen. See below for a screen shot of what they look like.



There are four options, first page, last page, next page, and previous page.

### Filtering

Each grid will have a row just above the first row of data that is used to filter the data. Below is a screen shot of what it could look like.



Some columns have a drop down and others are text box. If an entry is made into a text box, the grid data will filter based on that value. It will look for the text within the data column, if E1 is entered in the Contract Id column the grid shows all records that start with E1 or has E1 contained in the data.

Selecting an item from the drop down will filter based on the selected value.

Multiple filters may be provided.

### Links

Most of the grids also have links associated with the columns data. See screen shot below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name
Yes	01	<a href="#">E1N00</a>	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	<a href="#">TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.</a>
Yes	01	<a href="#">E1P82</a>	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	<a href="#">ACME BARRICADES LC</a>

## Managing Users

This section will cover giving a user one or more roles and how to manage the user’s role access levels.

### Adding a role

Before adding a role for a user determine if the user needs more than one role. Another role can be added to the user later but requires additional steps.

**Note: Only System Administrators and District Administrators can add roles to a user.**

### Finding User

A search for a user can be made by filling out one or more of the following:

The system selects SCOC & Staff Users by default which will list all.

- Users that already have an account in the system but may not have a role assigned
- Users from the Staff repository.

The search can be narrowed by providing First, Last Name, User Id, and District. Also, the search can be filtered by selecting a role which will list users currently assigned to that role.


Once the search parameters have been entered select the Search button.

The results of the search will be reported similar to the screen capture below.

District	User Type	Raefid	First Name	Last Name	Email	Roles	Status
<input checked="" type="checkbox"/> D2	PC232SA		JANE	DOE	Sheryl.Aaron@dot.state.fl.us	0	true
<input checked="" type="checkbox"/> D6	KNJACLA		JOHN	DOE	Luis.Abad@dot.state.fl.us	2	true
<input checked="" type="checkbox"/> D1	KNEPEAA		ALIANNY	ABAD	AABAD@EPLUSENG.COM	1	true
<input checked="" type="checkbox"/> D5	KNMETAE		JEMIMA	ABAKAH	JEMIMA.ABAKAH@METRICENG.COM	1	true
<input type="checkbox"/> CO	KNBCEAA		ARIANA	ABASCAL	AABASCAL@BCCENG.COM	0	true
<input type="checkbox"/> D1	CP107KA		KIMBERLY	ABATE	Kimberly.Abate@dot.state.fl.us	0	true
<input type="checkbox"/> CO	KNKASCA		CRISTOF	ABATI	CABATI@KEITHTEAM.COM	0	true
<input type="checkbox"/> TP	TPB01RA		RENO	ABBADINI	Reno.Abbadini@dot.state.fl.us	0	true
<input type="checkbox"/> D5	KNPICAE		ERIC	ABBOTT	EABBOTT@PKCS-LLC.COM	0	true
<input type="checkbox"/> D1	KNETCAH		AHMAD	ABDELLATIF	Ahmad.Abdellatif@dot.state.fl.us	0	true

One of two different icons is displayed in the first column.











- This is the edit icon meaning that this user already has an SCOC account but may not have a role.

- b.  This is the add icon, meaning that this user does not have an SCOC account or a role.
- 2. The Roles column shows 0 roles for Jane Doe, and 2 for John Doe. This means Jane has an account in SCOC but no roles.
- 3. Having no roles in SCOC defaults to the Read Only role for SCOC Doc's. This is also the role used for getting access to all reports.

### Adding/Editing User Role

- 1. Search for the user. See [Finding User](#).
- 2. Let's say we need to grant Jane Doe the Contributor role for cost center 208.
- 3. Select the edit icon in the first column for that user.
- 4. A modal window opens listing the available roles that can be added or updated.
  - a. The list will vary depending on which role assigned to the user. The list in the screen shot below is what a System Administrator will see.

**Edit User Details:**                     
**JANE DOE**
✕

	Role Desc	Begin Effective*	End Effective	Primary	Add/Remove
	Contributor			false	false
	Contributor			false	false
	Central Office Secure			false	false
	District Administrator			false	false
	Enhanced Publisher			false	false
	NOI Read			false	false
	NOI User			false	false
	Publisher			false	false
	System Administrator			false	false
	Contractor			false	false

\*Denotes Required Fields
↶ Reset
⌛ Cancel
⌵ Close
📄 Update

- b. The list for a District Administrator will show the following.

Edit User Details: **John Doe**
✕

Role Desc	Begin Effective*	End Effective	Primary	Add/Remove
Contributor			false	false
Compliance			false	false
Contributor			false	false
Enhanced Publisher			false	false
NOI Read			false	false
NOI User			false	false
Publisher			false	false
Contractor			false	false

\*Denotes Required Fields

↶ Reset
⊘ Cancel
Close
📄 Update

5. Select the edit icon to the left of the role Contributor.

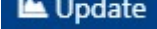
Edit User Details:  **JANE DOE**
✕

Role Desc	Begin Effective*	End Effective	Primary	Add/Remove
Contributor			false	false
Contributor	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributor			false	false

- a. Enter a Begin Effective date
- b. Leave the End Effective date blank.
- c. Primary
  - i. If this is the only role this user will be given, then select Primary check box.
  - ii. Selecting this check box tells the system to use this role has the default when the user logs in.
- d. Select Add/Remove check box

- e. Select the save icon. (This updates the forms data only)

Role Desc	Begin Effective*	End Effective	Primary	Add/Remove
Contributor	04/07/2025		true	true
Contributor	<input type="text" value="04/07/2025"/>	<input type="text" value="mm/dd/yyyy"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click on the Update button  to save the changes to the database.

- 6. The Roles column now indicates that the user Jane Doe has 1 role.

District	User Type	Racfid	First Name	Last Name	Email	Roles	Status
D2			JANE	DOE		1	

Role	Role Desc	Begin Effective*	End Effective	Primary	Access
Contributor	Have the same functions of the Contributor and can "REVIEW" to pass on to the QC Reviewer.	04/07/2025		true	0

- 7. Before the role is activated, one or more access levels must be assigned. Start by selecting the "1" in the Roles column for Jane Doe. A new page will open listing all roles assigned to Jane Doe.
  - a. Select the "0" link in the Access column for Jane Doe. A modal window will open like the one below.

**Edit User Role Access:** [redacted]; Role: ATTRIBUTOR ✕

**JANE DOE**

District  Cost Center  Contract Name

District	Cost Center	Contract Name	
<input type="text" value="District 01"/>	<input type="text" value="Select Cost Center"/>	<input type="text" value="Select Contract"/>	<input type="button" value="Add"/>
District	Cost Center	Contract Name	Remove

\*Denotes Required Fields

- b. Select the user access level by selecting the appropriate radio button located along the top. District is selected by default.
- c. Select the appropriate cost center. (District Administrators will only see one district, which the system will default to)
- d. If "cost center" or "contract" is needed, make sure to change the radio button accordingly before selecting the add button.
- e. Only one access level can be added per row. Multiple rows may be added.

**Edit User Role Access:** [Redacted]; **Role: ATTRIBUTOR** ✕

**JANE DOE**

District  Cost Center  Contract Name

District	Cost Center	Contract Name	
District 02	206-District Construction	Select Contract	Add
<b>District</b>	206-District Construction	<b>Contract Name</b>	<b>Remove</b>
	208-Jacksonville Operations		
	209-Lake City Operations		
	214-Gainesville Operations		
	216-Palatka Operations		
	306-District Construction Office		

Required Fields ↺ Reset ⊘ Cancel Close 📄 Update

f. The newly added access level for Jane Doe should look like this. Complete the process by clicking on the Update button.

**Edit User Role Access:** [Redacted]; **Role: ATTRIBUTOR** ✕

**JANE DOE**

District  Cost Center  Contract Name

District	Cost Center	Contract Name	
District 01	Select Cost Center	Select Contract	Add
<b>District</b>	<b>Cost Center</b>	<b>Contract Name</b>	<b>Remove</b>
	206		

\*Denotes Required Fields ↺ Reset ⊘ Cancel Close 📄 Update

g. Several access levels can be added as needed. This can be a mix of districts, cost centers, and contracts. Repeat these steps for each role the user has.

**User Roles for:** [Redacted] **JANE DOE**

Role	Role Desc	Begin Effective*	End Effective	Primary	Access
Attributor	Have the same functions of the Contributor and change the status to	04/08/2025		true	1

8. The process is the same when using the Add icon assign roles and access to a user that does not have an SCOC account, meaning they have never logged into SCOC before.

## Managing Contractor Role

By default, any user that logs into SCOC using an B2C account will be assigned to the contractor role. By itself this does not give the user access to anything except one

additional item on the menu, called B2C Profile. To have access to any of the SCOC Doc features the contractor must be given access level access.

To grant contractor access level access, from the Users menu select B2C User Type.

Select search. This will provide a list of all B2C users matching the search parameters provided. Role has already been assigned, so next step is to select the role link.

District	User Type	Rachid	First Name	Last Name	Email	Roles
CN		mike.johnson265@live.com	MIKE	JOHNSON	MIKE.JOHNSON265@LIVE.COM	1

Select the access link far right.

User Roles for: JOHNSON, MIKE

Role	Role Desc	Begin Effective*	End Effective	Primary	Access
Contractor	External B2C login. Upload documents. They can delete only their documents while they are still in "PENDING" status. Authority will be assigned at the Vendor ID level. A person with a Contractor role may have one or more Vendor IDs assigned to them. The contracts that they have access to will be limited to those where their Vendor ID(s) are the Prime Vendor	09/29/2025		true	1

Next grant the contractor access by District, Cost Center, Contract, or Vendor Id. All these options except vendor id were available for setting up and managing FDOT users. The vendor Id option will allow the vendor access to all contracts where the provided vendor id matches the prime vendor id on the contract. If additional instructions are needed see [Adding/Editing User Role](#)

Edit User Role Access: JOHNSON, MIKE; Role: VENDOR

District
  Cost Center
  Contract Name
  Vendor

District	Cost Center	Contract	Vendor Id	
District 01	Select Cost Center	Select Contract	F843374080: AJAX-LEWAR	Add
District	Cost Center	Contract	Vendor Id	Remove
<input checked="" type="checkbox"/>		E1R87		false

\*Denotes Required Fields Reset Cancel Close Update

## Managing Pre-filled Forms

The SCOC application automatically generates and pre-fills 32 construction forms when a new contract is added to the system. If the forms later need to be updated, a user can navigate to the shared folder for that contract and click the **Load Forms** button. Doing so will remove the existing forms and regenerate a fresh set.

