



Florida Department of TRANSPORTATION



Earthwork Records System (ERS) Company Profile Nuclear Density Gauge Maintenance

September 19, 2025

Contents

Updates	3
Chapter 1 – Gauge Maintenance on the Company Profile	4
A. Adding a New User to Company Profile Manager.....	4
B. Updating an Existing user to Company Profile Manager for Gauge Maintenance	
Functions	4
1. Reviewing the user roles on the User tab	4
2. Adding an existing user as a Company Profile Manager	6
C. Creating a Gauge.....	7
D. Updating a Gauge	8
E. Deleting a Gauge	9
Chapter 2 – Calibration Data	12
A. Adding a Calibration Date and Readings	12
B. Adding Another Gauge Calibration.....	14
C. Updating an Existing Gauge Calibration	15
D. Deleting a Gauge Calibration	16
Chapter 3 - Prime Company (QC or VT) and ERS subcontractors	17
A. Granting Access to Subcontractors to Select Company Gauges on ERS Projects	17
Option 1 – Grant Specific Contract / Specific User Access	17
Option 2 – Grant Global Access to Specific Users or all users in the Subcontractor's	
Company	18
Option 3 – Add User to Prime's User tab.....	19
Chapter 4 – Gauge Maintenance from the Earthwork Records System Gauges Option	20
Chapter 5 – Notifications	21

Updates

This section summarizes the updates in this document from the last posted version.

Update	Page(s)
Added instructions for transferring a sold gauge to another company	10 -11
<i>Minor formatting throughout the document</i>	

Chapter 1 – Gauge Maintenance on the Company Profile

Company profile managers add nuclear density gauges (gauges) used on FDOT ERS projects on the company profile. If the company owns gauges that are not used for ERS projects, they do not need to include them on the Company Profile Gauge tab. For example, if the gauge is used exclusively for asphalt roadway process control or county projects not included in MAC, it doesn't have to be added to the company profile. The purpose of including gauges on the company profile is to make them available to be selected as a project gauge on an ERS project.

A. Adding a New User to Company Profile Manager for Gauge Maintenance

Many companies have decided to dedicate specific users or new personnel to maintain gauges. The reason is these are the people in the company responsible for the gauges and most familiar with the gauge information. If this person is not yet a MAC user on the company profile, company profile managers cannot add them to the company profile. New users must be vetted by a system administrator or District Application Coordinator (DAC) to ensure that the user has not inadvertently created duplicate access accounts, etc.

If someone who is not currently a user needs to be a Company Profile Manager for gauge maintenance, have them request MAC access. If the person has an FDOT user id, have the user follow the instructions on creating an AARF for MAC Company roles in the [FDOT User ID Account Instructions](#). If the person has an Internet Subscriber Account (ISA), or does not have an access account (including an FDOT User Id) and needs one, have the user follow the instructions in the [Internet Subscriber Account Instructions](#). Once the user has access and is established as a company user on the Company Profile User tab, follow the instructions in Section B below.

B. Updating an Existing user to Company Profile Manager for Gauge Maintenance Functions

If the user you want to assign as a Company Profile Manager for gauge maintenance is an existing user on your company profile, you can set them up to be a company profile. Be aware that the user will have ALL Company Profile functions, including assigning lab profile and production facility profile managers, managing user roles and gauge maintenance.

1. *Reviewing the user roles on the User tab*



1. Select the Facilities menu option.
2. Select the Companies submenu option.

You will be navigated to your company profile screen. For users who are company profile managers for more than one company, you may have to navigate to a different company. You can do so by selecting the My Companies option and selecting the appropriate company profile from that list or by typing the company name in the Go To Company field and selecting the company from the returned list.

Company Profile for ABC Roads and Bridges, Inc. Go To Company Start typing Company name to get a list of

Name: ABC Roads and Bridges, Inc. Tax Id: Geographic District: District 2

Profile Managers [1] Click to Expand

Users [216] Click to Expand

3. On the Company profile, click on the Users tab to expand it.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer	
Steven Taylor [RT519TS]	✓	✓			Update Remove User from Company
Susan Burnett [RT824SB]	✓	✓			Update Remove User from Company
Susan Musselman [RT820SB]	✓	✓			Update Remove User from Company

4. Find the existing user and review the roles. You may have to scroll through the list if your company has a lot of users.

- If the user has the Facility Profile Manager check box, proceed to [2. Adding an existing user as a Company Profile Manager](#) below.
- If the user does not have the Facility Profile Manager check box, select the Update option on the row of the user.

An Update User Roles dialog box with that user's name appears.

Update User Roles

User: Susan Burnett

Company Contact Type

☒ Data Entry User ☒ Data Reviewer ☐ Facility Profile Manager ☐ Mix Design Reviewer

Save

- Select the Facility Profile Manager check box.
- Select the Save option.

2. Adding an Existing User as a Company Profile Manager

Now that you have confirmed that the user has the Facility Profile Manager company role or you have added it, they will be available for you to add them to the Company Profile Manager tab.

The screenshot shows a table with the following data:

Name	Tax Id	Geographic District
ABC Roads and Bridges, Inc.		District 2

Below the table is a tab labeled "Profile Managers [1]" with a "Click to Expand" link on the right.

1. Click on the Profile Managers tab to expand it.

The screenshot shows the expanded "Profile Managers [1]" tab. It displays the following information for Susan Musselman:

- User: Susan Musselman
- Phone Type: Office
- Number: (352) 955-6669
- Is Primary: ☒
- Email: susan.musselman@dot.state.fl.us

There is an "Update" link on the right and an "Add Profile Manager" link at the bottom left.

2. Select the Add Profile Manager option.

An Add Profile Manager dialog box appears.

The "Add Profile Manager" dialog box contains the following fields and controls:

- User: A dropdown menu with a red asterisk. The list shows "Pt Kelly Carmona" and "Susan Burnett".
- Number: A text input field with a red asterisk.
- Extension: A text input field.
- Is Primary: A radio button (selected) and a "+" button.
- Email: A text input field with a red asterisk.
- Save: A button at the bottom.

3. **User** – click on the Users dropdown list. This list comes from all the users who have the Facility Profile Manager role on the Users tab (step 1) who are not already assigned as a Company Profile Manager and select the user.

The screenshot shows a web form titled "Add Profile Manager". It includes the following fields and controls:

- User:** A dropdown menu with "Susan Burnett" selected.
- Phone Type:** A dropdown menu with "Office" selected.
- Number:** A text input field containing "(555) 555-5555".
- Extension:** An empty text input field.
- Is Primary:** A radio button that is selected, followed by a "+" sign.
- Email:** A text input field containing "susanb@abcroads.com".
- Save:** A button at the bottom right of the form.

4. **Contact Information** – enter the contact information phone type(s), phone number(s); email address. If more than one phone number is supplied, indicate the preferred phone number for contact by selecting the “Is Primary” option.
5. Select the Save option.

C. Creating a Gauge

The screenshot shows a vertical sidebar menu with four items, each in a light blue bar:

- Mix Designs [0]
- Gauges [2] (highlighted with a mouse cursor)
- Documents [0]
- Comments [0]

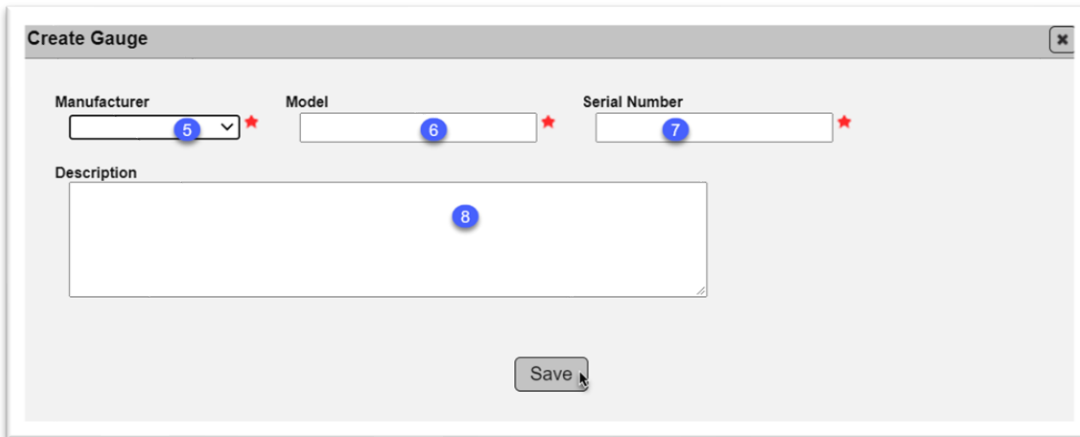
1. Scroll down to the Gauges tab and click on it to expand it.

The screenshot shows the expanded "Gauges" section. It contains:

- A button labeled "Click to Collapse" in the top right corner.
- A blue text link labeled "Create Gauge" below it.
- A mouse cursor is pointing at the "Create Gauge" link.

2. Select the Create Gauge option.

An Add Gauge dialog box appears.

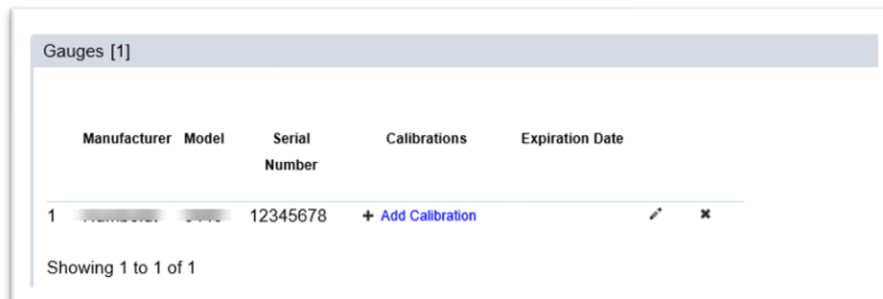


The 'Create Gauge' dialog box contains the following fields and controls:

- Manufacturer:** A dropdown menu with a blue circle '5' and a red asterisk.
- Model:** A text input field with a blue circle '6' and a red asterisk.
- Serial Number:** A text input field with a blue circle '7' and a red asterisk.
- Description:** A large text area with a blue circle '8'.
- Save:** A button at the bottom right.

3. **Manufacturer** – select the manufacturer's name from the dropdown list.
4. **Model** – enter the manufacturer's model.
5. **Gauge** – enter the gauge's unique serial number.
6. **Description** – enter an optional description, if desired; for example, office location of the gauge.
6. Select the Save option.

The gauge will be added to the list. Continue creating gauges until all current gauges used on FDOT projects are listed.

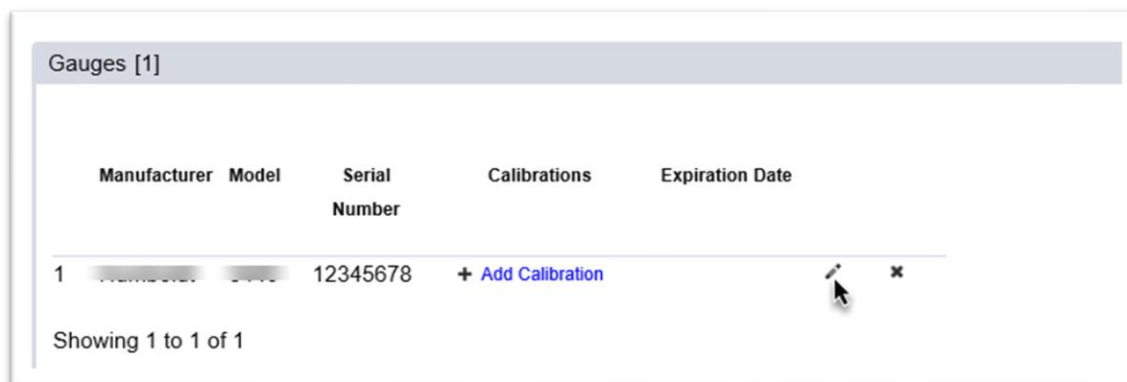


The 'Gauges [1]' table displays the following data:

	Manufacturer	Model	Serial Number	Calibrations	Expiration Date
1	Manufacturer	Model	12345678	+ Add Calibration	 

Showing 1 to 1 of 1

D. Updating a Gauge



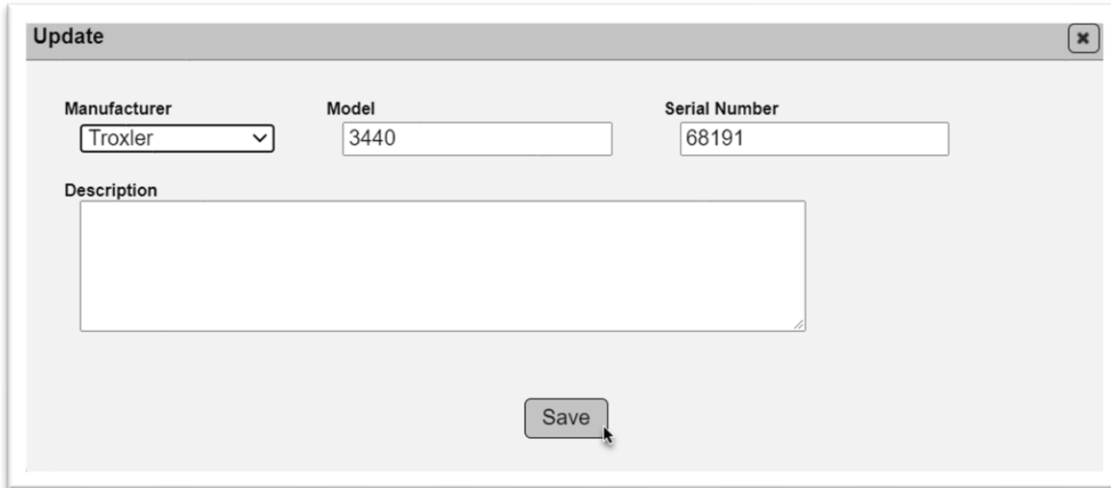
The 'Gauges [1]' table is identical to the previous one, but with a mouse cursor clicking the update icon (pencil) in the first row:

	Manufacturer	Model	Serial Number	Calibrations	Expiration Date
1	Manufacturer	Model	12345678	+ Add Calibration	 

Showing 1 to 1 of 1

1. Select the Update () icon on the row of the gauge you want to update.

An Update dialog box appears.

An "Update" dialog box with a title bar and a close button. It contains three input fields: "Manufacturer" with a dropdown menu showing "Troxler", "Model" with a text box containing "3440", and "Serial Number" with a text box containing "68191". Below these is a large "Description" text area. At the bottom center is a "Save" button.

Update

Manufacturer: Troxler

Model: 3440

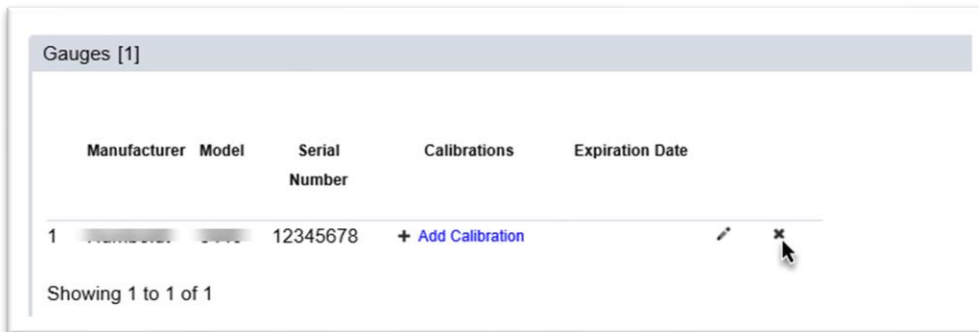
Serial Number: 68191

Description:

Save

2. Make changes to the data as needed.
3. Select the Save option.

E. Deleting a Gauge

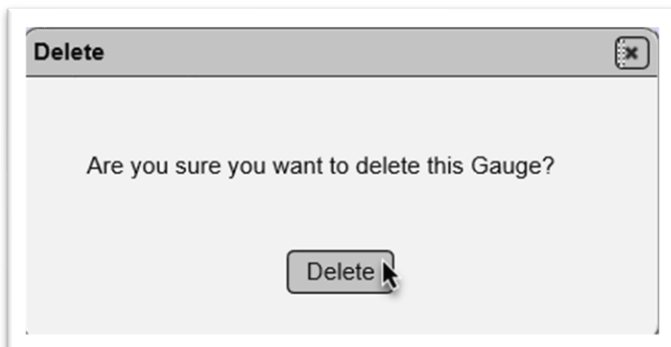
A screenshot of a "Gauges [1]" list. It has a table with columns: Manufacturer, Model, Serial Number, Calibrations, and Expiration Date. There is one row with the following data: 1, [redacted], [redacted], 12345678, + Add Calibration. To the right of the row are edit and delete icons. The delete icon is an 'x' in a circle, and a mouse cursor is pointing at it. Below the table, it says "Showing 1 to 1 of 1".

	Manufacturer	Model	Serial Number	Calibrations	Expiration Date	
1	[redacted]	[redacted]	12345678	+ Add Calibration		 

Showing 1 to 1 of 1

1. Select the Delete (x) icon on the row of the gauge you want to delete.

A Delete dialog box appears.

A "Delete" dialog box with a title bar and a close button. It contains the text "Are you sure you want to delete this Gauge?". At the bottom center is a "Delete" button.

Delete

Are you sure you want to delete this Gauge?

Delete

2. Select the Delete option.

The gauge will be deleted from gauge list.

NOTE: This option may not be available depending on the gauge's use on an ERS project.

F. Adding a Gauge Purchased from another Company that was included on their Company Profile

Original ERS MAC programming did not account for when one company with an ERS gauge in MAC sells that gauge to another company. MAC restricts any gauge with a serial number on an existing company profile to be added to another company. It also restricts company profile managers from deleting gauges once they have child records such as a gauge comparison or an ERS density test.

1. **Company Selling the Existing Gauge**

MAC will not allow the company purchasing the gauge to enter it on their company profile. They will receive this error message:

The screenshot shows a 'Create Gauge' form with the following fields: Manufacturer (Troxler), Model (3440), Serial Number (98989), and Owned By (XYZ Testing, Inc.). A red error message at the bottom states: 'ERROR: Serial Number [98989] is already being used for Manufacturer Troxler'. A 'Save' button is located at the bottom right.

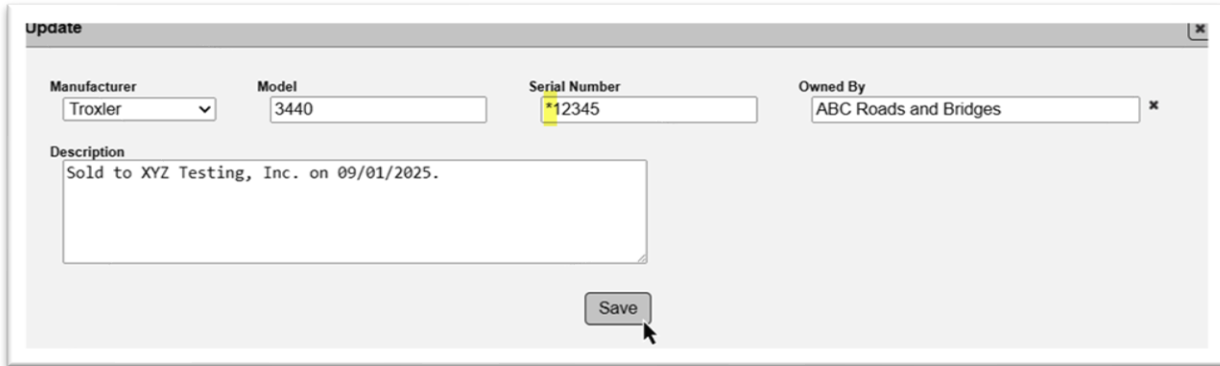
If your company is selling a gauge to another company, before the purchase, you must update the serial number on your company profile with an asterisk (*) so MAC will allow the purchasing company to add the gauge to their company profile.

The screenshot shows a table of gauges with columns: ManufactureModel, Serial Number, Calibration, Expiration Date, and Description. A blue callout box points to the 'Calibration' column of the first row, stating 'Gauge being sold to another company'. The first row has a yellow highlight on the '12345' serial number and a pencil icon in the 'Calibration' column.

	ManufactureModel	Serial Number	Calibration	Expiration Date	Description
1	Troxler 3440	12345	8/1/2025	8/1/2026	
2	Troxler 3440	22222			
3	Troxler 3440	98989			

1. Click on the Gauges tab to expand it.
2. Select the Update (✎) icon on the row of the gauge that is being sold to another company.

An Update dialog box appears.

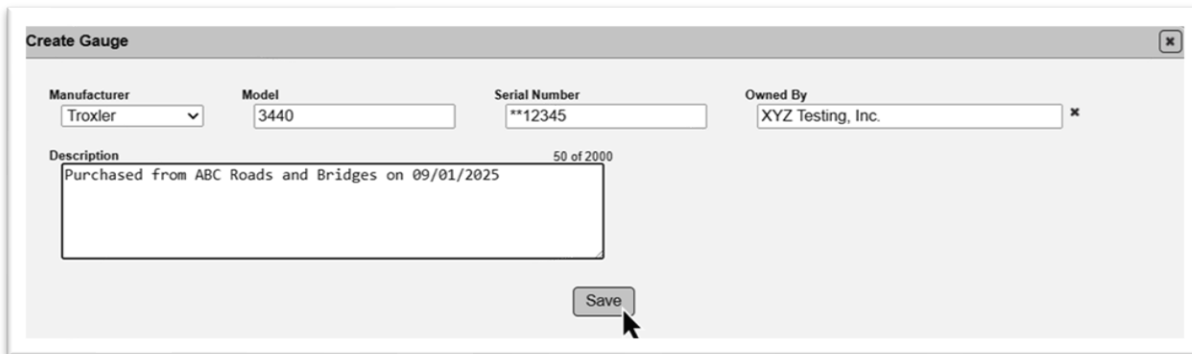
A screenshot of an 'Update' dialog box. It has a title bar with 'Update' and a close button. The form contains four fields: 'Manufacturer' with a dropdown menu showing 'Troxler', 'Model' with a text box containing '3440', 'Serial Number' with a text box containing '*12345' (the asterisk is highlighted in yellow), and 'Owned By' with a text box containing 'ABC Roads and Bridges'. Below these is a 'Description' text area containing 'Sold to XYZ Testing, Inc. on 09/01/2025.' and a 'Save' button at the bottom right.

3. **Serial Number** – add an asterisk (*) to the beginning of the serial number.
4. **Description** – include a comment about the gauge being sold to another company.
5. Select the Save option.

2. *Company Buying the Existing Gauge*

After the selling company updates their entry to include the asterisk (*) on their gauge entry, MAC will allow a company profile manager of the purchasing company to add the gauge to their company profile Gauge tab.

Follow the instructions in Chapter 1, [C. Creating a Gauge](#)

A screenshot of a 'Create Gauge' dialog box. It has a title bar with 'Create Gauge' and a close button. The form contains four fields: 'Manufacturer' with a dropdown menu showing 'Troxler', 'Model' with a text box containing '3440', 'Serial Number' with a text box containing '**12345' (the two asterisks are highlighted in yellow), and 'Owned By' with a text box containing 'XYZ Testing, Inc.'. Below these is a 'Description' text area containing 'Purchased from ABC Roads and Bridges on 09/01/2025' and a 'Save' button at the bottom right. A small '50 of 2000' character count is visible next to the description field.

1. On the Create Gauge dialog box, include the following information:
 - a. **Serial Number** – add **two** asterisks to the Serial Number. If you don't, MAC will still display the error message **ERROR: Serial Number [98989] is already being used for Manufacturer Troxler**
 - b. Description – include information that the gauge was purchased from a different company.
2. Select the Save option.

Chapter 2 – Calibration Data

In addition to listing the gauges in MAC, company profile managers must also enter and maintain information related to the gauges' comparison information. This allows for the information to be stored once and reused on every project the gauge is used on instead of having to submit the data for each project.

A. Adding a Calibration Date and Readings

	Manufacturer	Model	Serial Number	Calibrations	Expiration Date
1			12345678	+ Add Calibration	

Showing 1 to 1 of 1

1. Select the Add Calibration option on the row of the gauge you want to enter the calibration data.

An Add Calibration dialog box appears. A (★) indicates a required field.

Add Calibration

Calibration Date ★ Units ★

	A	B	C
Backscatter			
1" (25mm)			
2" (51mm)			
3" (76mm)			
4" (102mm)			
5" (127mm)			
6" (152mm)			
7" (178mm)			
8" (203mm)			
9" (229mm)			
10" (254mm)			
11" (279mm)			
12" (305mm)			

E Constant ★ F Constant ★

+ Add Document

Save

2. **Calibration Date** – enter the date the gauge was last calibrated.

3. **Units** – select English or metric, depending on the unit of measure used for the calibration. The field defaults to English.

NOTE: This information can typically be found on the calibration report. The unit of measure applies to the B & F values. A, C, and E values are unitless.

Here is an example from a report that describes B and F together. This is metric.

Moisture	Cal Counts	Gauge Constants		
23	433	0.03212	1.02898	0.30
All measurements are in pcf unless otherwise stated. B & F are in Kg/m3 Service Center: Atlantic Supply, Inc. 3740 Prospect Ave Unit 4 Riviera Beach, FL 33404				

Here is an example from a report that has B and F separately. This is metric.

precision under a set of repeatability conditions of measurement (VIM Sec. 2.21.) Density precision is evaluated at 2002 kilograms per cubic meter. The calibration constant B*1000 is listed in units of cubic meter per kilogram.

texture imperfections and "Exerr" is the anticipated error from the combination of gauge imprecision and texture imperfections. The calibration constant F is listed in units of cubic meter per kilogram, and the precision and errors are listed in units of kilogram per cubic meter. The precision is evaluated at 250.0 kilograms per cubic meter.

Here is an example of the same information in English units, expressed in cubic feet per pound.

precision under a set of repeatability conditions of measurement (VIM Sec. 2.21.) Density precision is evaluated at 125.0 pounds per cubic foot. The calibration constant B is listed in units of cubic feet per pound.

of gauge imprecision and texture imperfections. The calibration constant F is listed in units of cubic feet per pound, and the precision and errors are listed in units of pounds per cubic foot. The precision is evaluated at 15.6 pounds per cubic foot.

4. **A** – enter the A values for each measurement of rod extension, if desired. You may wish to only enter the most common depths performed by your company.
5. **B** – enter the B values for each measurement of rod extension.
6. **C** - enter the C values for each measurement of rod extension.
7. **E Constant** – enter the E constant value from the calibration information.
8. **F Constant** – enter the F constant value from the calibration information.
9. Select the Add Document option to get a file search dialog box to attach a copy of the calibration record to the gauge. This allows it to be stored one time and it does not have to be submitted on each project the gauge is used on.

NOTE: If the gauge model is a Troxler E-Gauge, the calibration record will not have an E constant and F constant value. These fields are required by MAC. If the gauge is a Troxler E-Gauge, enter the number 0 in both fields.

10. Select the Save option.

B. Adding Another Gauge Calibration

Since gauges need to be calibrated annually or whenever they are repaired, you will need to add other calibration records. Do not remove existing calibrations.

	ManufactureModel	Serial Number	Calibrations	Expiration Date
1	Troxler	3440	66867	1/1/2021
2	Troxler	3440	68191	1/24/2020
			+ Add Calibration	

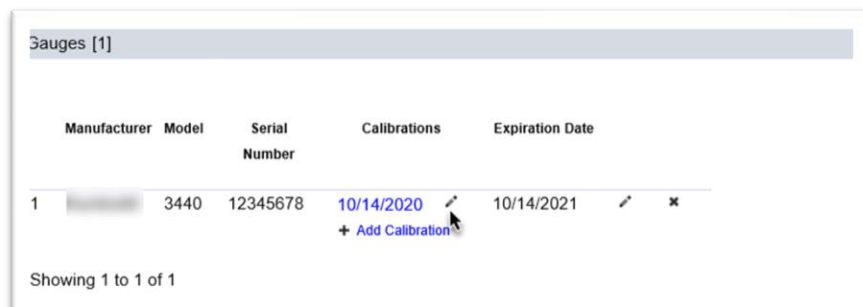
1. Select the Add Calibration option below the date of the previous calibration record.

An Add Calibration dialog box appears. Once the new calibration record is saved, it appears as a hotlink date above the previous date so that the most recent calibration record is first, and the calibration due date is calculated from that date.

Gauges [2]				
	ManufactureModel	Serial Number	Calibrations	Expiration Date
1	Troxler	3440	66867	1/1/2021
2	Troxler	3440	68191	2/5/2021
			+ Add Calibration	

C. Updating an Existing Gauge Calibration

If you discover that a calibration entry has a data entry error in it, you can update the incorrect data up until a gauge is used in a gauge comparison and on an ERS sample.



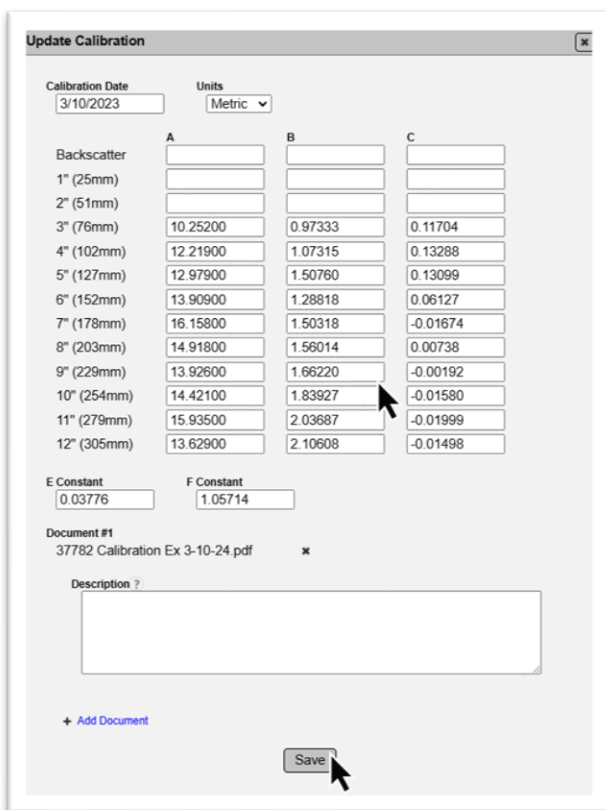
Gauges [1]

	Manufacturer	Model	Serial Number	Calibrations	Expiration Date		
1		3440	12345678	10/14/2020 + Add Calibration	10/14/2021		

Showing 1 to 1 of 1

1. Select the Update () icon next to the calibration date on the row of the gauge you want to update.

An Update Calibration dialog box appears.



Update Calibration

Calibration Date: 3/10/2023 Units: Metric

	A	B	C
Backscatter			
1" (25mm)			
2" (51mm)			
3" (76mm)	10.25200	0.97333	0.11704
4" (102mm)	12.21900	1.07315	0.13288
5" (127mm)	12.97900	1.50760	0.13099
6" (152mm)	13.90900	1.28818	0.06127
7" (178mm)	16.15800	1.50318	-0.01674
8" (203mm)	14.91800	1.56014	0.00738
9" (229mm)	13.92600	1.66220	-0.00192
10" (254mm)	14.42100	1.83927	-0.01580
11" (279mm)	15.93500	2.03687	-0.01999
12" (305mm)	13.62900	2.10608	-0.01498

E Constant: 0.03776 F Constant: 1.05714

Document #1: 37782 Calibration Ex 3-10-24.pdf

Description ?

+ Add Document

Save

2. Make changes to any data as needed.

3. Select the Save option.

If you do not have the option to update the gauge calibration record, contact the appropriate District Materials and Research Office (DMRO) Earthwork Records System Program Maintenance User (ERS PMU).

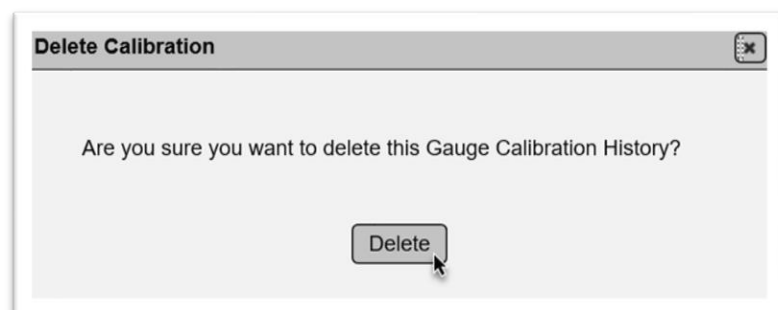
D. Deleting a Gauge Calibration

You may need to delete a calibration record; for example, you entered the wrong data for a specific gauge. This option may not always be available depending on the use of the gauge on an ERS project. Deleting an existing calibration without adding it back will make a gauge ineligible to be used on ERS projects.

1	ACME	1111	852741	12/14/2020			12/14/2021		
				+ Add Calibration					
2	ACME	1111	963852	+ Add Calibration					

1. Select the Delete option (x) next to the calibration date on the row of the gauge.

A Delete Calibration dialog box appears.



2. Select the Delete option.

The calibration data is deleted. New data will need to be entered so the gauge can be validated as a project gauge.

If you do not have the option to delete the gauge calibration record, contact the appropriate DMRO Earthwork Specialist.

Chapter 3 - Prime Company (QC or VT) and ERS subcontractors

When the Prime Company (either QC or VT) employs a subcontractor for ERS project entries and the subcontractor uses the Prime Company's gauge(s), MAC will not allow the user in the subcontractor's company profile to select a gauge from the Prime Company's valid gauges on the samples. There are three ways to allow the subcontractor user(s) to be able to access the gauges on the Prime Company's company profile. All include some way of connecting the subcontractor(s) user to the Prime Company's company profile and allow the connected user(s) more than just access to ERS. There is currently no way to grant access to the gauges.

The screenshot shows the MAC system interface for a project titled "440290-2-52-01: SAFETY IMPROVEMENTS WESTERN BELTWAY (SR429) (MP 5.5 TO 11) ORANGE CNTY". The interface includes sections for "Companies" (listing ABC Roads and Bridges, Inc. [QC], Acme Road Construction [QC], XYZ Testing, Inc. [VT], and State Materials Office [IA]), "Logbooks" (listing Left Roadway), and "Gauges [6]". A table of gauges is displayed with columns for Gauge, Start Date, Company, End Date, Currently Valid to Use, and Calibration Dates. A callout bubble points to the table with the text "Sub has no gauges".

	Gauge	Start Date	Company	End Date	Currently Valid to Use	Calibration Dates (Since Being Used on Project)
1	123456 [Troloxer - XYZ001]	6/1/2023	XYZ Testing, Inc. [VT]			3/13/2023
2	123457 [Troloxer - XYZ002]	6/1/2023	XYZ Testing, Inc. [VT]			4/6/2022
3	123458 [Humboldt - XYZ003]	6/1/2023	XYZ Testing, Inc. [VT]			4/4/2022
4	234567 [Troloxer - ABC001]	6/1/2023	ABC Roads and Bridges, Inc. [QC]			3/28/2023
5	236987 [Troloxer - ABC002]	6/1/2023	ABC Roads and Bridges, Inc. [QC]			3/1/2022
6	3651264 [InstroTek - ABC003]	6/1/2023	ABC Roads and Bridges, Inc. [QC]			2/1/2023

NOTE: If the subcontractor is using their own gauge(s), this is not an issue.

A. Granting Access to Subcontractors to Select Company Gauges on ERS Projects

Here are the ways to configure the access. Below is a description and the pros and cons of each approach.

Option 1 – Grant Specific Contract / Specific User Access

The best way currently is to grant access to a subcontractor for specific user(s) on a specific contract. This gives the subcontractor the least amount of access not related to ERS. The user(s) will still have more than ERS access, but it is limited to the user(s) and contract in the grant access. Follow the instructions in the [MAC Company Profile Manager Instructions](#), Chapter 8. The subcontractor's company profile manager must acknowledge the granted access on their company profile. This option is most beneficial if the Prime/Subcontractor relationship is only for a specific time frame and/or specific contract(s).

Grant Company Access On ABC Roads & Bridges Company Profile (Prime Contractor)

Grant Access to Company Subcontractor
Acme Road Construction *

Access Type
☐ Global ☒ By Contract

Contract
E8T12: DISTRICT CONSTRUCTION CON *

All Data Entry Users ☐ Selected Data Entry Users
Susan Burnett *

All Data Reviewers ☐ Selected Data Reviewers
Susan Burnett *

Select user entering ERS densities with Prime Contractor's gauge

Save

NOTE: If the Prime Company's relationship with the subcontractor covers more than one contract, repeat the process for each contract.

Option 2 – Grant Global Access to Specific Users or all users in the Subcontractor's Company

Grant Global Access can also be used; however this gives the subcontractor user(s) access to samples not on the ERS project's contract. This is an option a prime contractor may want to use when they have a long-term contract with their subcontractor that covers multiple contracts. This way you do not need to create a grant access request for each contract. It may be done for all the users in the subcontractor's company or specific users.

This is also covered in the [MAC Company Profile Manager Instructions](#), Chapter 8. The subcontractor's company profile manager must acknowledge the granted access on their company profile.

Grant Company Access On ABC Roads & Bridges Company Profile (Prime Contractor)

Grant Access to Company Subcontractor
Acme Road Construction *

Access Type
☒ Global ☐ By Contract

All Data Entry Users ☐ Selected Data Entry Users

All Data Reviewers ☐ Selected Data Reviewers

All users or specific user(s)

Save

Option 3 – Add User to Prime’s User tab

There is no restriction in MAC for a user to only be assigned to one company profile. In many cases, users in related companies are listed on both profiles and not just for ERS. Request a DAC to add the subcontractor user(s) on the Prime Company’s User tab with the company roles of Data Entry and Data Reviewer. No AARF (FDOT user ids) or Create Access Request (ISAs) are needed. The assignment must be done by a DAC or system administrator because company profile managers cannot add new users. The person may not be a new user in MAC, but from a company profile perspective, they are a new user to your User tab and you don’t have an Add User option.

Be aware, the user(s) have the same access and rights as any company user or any user in a Global Access grant. This option is also beneficial if the Prime/Sub relationship is long term and covers all ERS Projects because the subcontractor’s company profile manager does not have to acknowledge the access that has been granted.

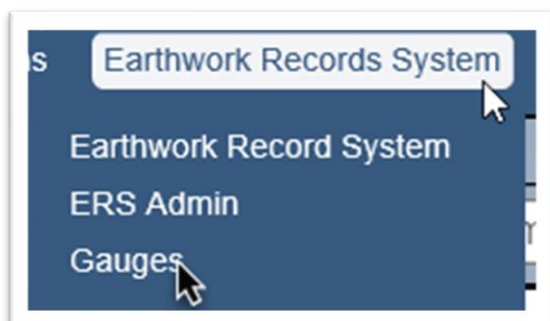
Only DACs and system administrators have the Add User option.

The screenshot displays the MAC system interface. At the top, there are fields for 'Name' (ABC Roads and Bridges, Inc.), 'Tax Id', and 'Geographic District' (District 2). Below these are sections for 'Profile Managers [1]' and 'Users [238]'. The 'Users' section contains a table with columns: 'User', 'Data Entry User', 'Data Reviewer', 'Facility Profile Manager', and 'Mix Design Reviewer'. The table lists three users, each with a 'User' column value (F, F, F) and a 'Data Entry User' column value (OM). Each row has 'Update' and 'Remove User from Company' links. A green arrow points to the 'Add User' link in the top right corner of the 'Users' section. Below the 'Users' section, the 'Add User' dialog box is open, showing a 'User' field with 'Susan Burnett', a 'Company Contact Type' section with checkboxes for 'Data Entry User' (checked), 'Data Reviewer', 'Facility Profile Manager', and 'Mix Design Reviewer', and a 'Save' button.

In this option, the user(s) has/have multiple role sets and must select the company that has the gauges on the ERS project before creating or updating ERS samples that include the Prime Company’s gauge(s).

Chapter 4 – Gauge Maintenance from the Earthwork Records System Gauges Option

All the functions described in Chapters 1 and 2 are also available on a Gauge screen which can be found under the Earthwork Records System menu list.



1. Select the Earthwork Records System menu option.
2. Select the Gauges submenu option.

The Gauge Screen appears. On this screen the gauges are grouped by Manufacturer, not company. This makes it more difficult for company profile managers to isolate the gauges that belong to a specific company.

The functions for creating a new gauge, updating, or deleting an existing gauge, adding, updating, or deleting calibration records appear by the gauges that belong to a specific company if you are a company profile manager for that company or an ERS PMU. They work the same as described in Chapters 1 and 2. You can use filters to narrow down the list of all gauges.

Owned By							
Start typing Company name to get a list of							
Manufacturer	Model	Serial Number	Owned By	Calibrations	Expiration Date	Description	
Troxler							
1	3440	01020304	Turnpike Materials Office	5/4/2021	5/4/2022		
2	3440	098765		7/1/2021 3/15/2019	7/1/2022	Best gauge ever	
3	3440	11111	District 1 and 7 Materials Office	6/1/2021	6/1/2022		
4	3440	111111		6/1/2021	6/1/2022		
5	3440	1234		4/1/2021	4/1/2022	Test Gauge TPK	
6	3521	12345	District Training	8/4/2021	8/4/2022		
7	3440	123456	ABC Roads and Bridges, Inc.	6/22/2021 7/2/2020	6/22/2022	Tampa	
				+ Add Calibration			
8	3440	123987	ABC Roads and Bridges, Inc.	+ Add Calibration		Gainesville	
9	3440	1239987	ABC Roads and Brides, Inc.	+ Add Calibration		test	

Chapter 5 – Notifications

There are two notifications available for company profile managers related to gauge maintenance. Because PMUs, DACs or system administrators can create, and update delete gauges on the company profile and the gauge maintenance screens, MAC will send notifications when the actions are performed by a system user. These roles are all MAC system roles. The notifications are **not** triggered when any user in the role of Company Profile Manager creates or updates a company gauge. The purpose of the notification is to let the company profile manager(s) know that someone other than a company user has added or updated a company record. This is only for emergency purposes when not having the gauge created or updated would impede the entry of gauge comparisons and/or samples.

The screenshot shows the 'Email Notification Schedule' interface. At the top, there's a section for 'Email Notification Schedule' with a 'Real Time' status and an 'Update' button. Below this, the 'Email Address' is listed as 'Susan.Musselman@dot.state.fl.us'. The 'Notification Event Type Group' is set to 'Companies'. The 'Notification Event Type' is a dropdown menu. Below these are columns for 'Subject', 'Opt In/Opt Out', 'Will Receive Notification', 'Filter', and 'Method'. The table lists four notification types: 'Company has granted access', 'Company Profile has been added', 'Gauge has been created by System Role User', and 'Gauge has been updated by System Role User'. Each row includes a number, a subject line, an 'Opt In/Opt Out' status, a 'Will Receive Notification' status, and an 'Update' button. The bottom of the table shows 'Showing 1 to 10 of 10'.

	Subject	Opt In/Opt Out	Will Receive Notification	Filter	Method
Company has granted access					
7	{DisplayCompanyGrantedAccess} Grant Access to {DisplayCompanyGrantingAccess}	Can Opt Out #	✓ #		Email/Dashboard Update
Company Profile has been added					
8	New Company Profile	Can Opt In	⊗		Update
Gauge has been created by System Role User					
9	Company Gauge Created	Can Opt In #	⊗ #		Update
Gauge has been updated by System Role User					
10	Company Gauge Updated	Can Opt In #	⊗ #		Update

Showing 1 to 10 of 10

- Gauge has been Created by a System User
- Gauge has been Updated by a System User

These notifications can be found by selecting Companies from the Notification Event Type Group dropdown list on a user's My Notification Subscriptions screen. Company profile managers are set as Can Opt Out which means if you are a company profile manager, you will automatically receive the notifications. It is already filtered on company name. If you don't wish to receive the notifications, you can opt out. See MAC [Notification Basic Instructions](#) for directions on opting out or applying filters other than company name.