



Florida Department of TRANSPORTATION



Company Profile Manager Company Role Notifications

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Chapter 1 – Company Profile Manager Notifications

Whenever users in company roles are assigned as recipients, MAC evaluates the record that triggered the notification for a company relationship. It uses this to determine the appropriate people to notify. These notifications are designated with a # by the Will Receive Notification symbol. When you see a #, you know that you are set up as a recipient based on a company role.

All these notifications are set so that you Can Opt Out. This means you will get them unless you opt out. If you don't want them, opt out. Be careful opting out if you are the only user with that role for the company, particularly lab managers and facility profile managers.

If you want the notifications, you don't need to apply any filters. It is normally not good to filter on a notification with the checkmark and pound sign. It's too easy to create a conflict and filtering does not overwrite the internal filtering done by MAC.

Chapter 2 – Notifications for Company Profile Managers

MAC provides Company Profile Managers with notifications related to users and access. Because Company Profile Manager is a company role and there is a company or companies on the access request, MAC programming knows which Company Profile Managers to notify without needing a subscription or filters.

Company Contact has been created

This notification is triggered when a District Application Coordinator (DAC) or system administrator approves an access request or adds a new user to a company profile. Company profile managers will receive an email for each role the user is given.

Company has granted access

This notification is triggered when the company profile manager on one company grants access to another company. MAC notifies the company profile manager of the company being granted access so the request can be reviewed and accepted or rejected.

Company has approved access

This notification is triggered when the company profile manager of the company that has been granted access by another company approves the request. MAC notifies the company profile manager of the company granting access so they know the request has been accepted.

Company access has been rejected

This notification is triggered when the company profile manager of the company that has been granted access by another company rejects the request. MAC notifies the company profile manager of the company granting access so they know the request has been rejected. Company access has been updated This notification is triggered when the company profile manager on one company has granted access to another company and the granting company makes an update to the existing grant access record. MAC notifies the company profile manager of the company being granted access so the updated record can be reviewed and accepted or rejected.

Company access has been removed

This notification is triggered when the company profile manager on one company has granted access to another company and the granting company removes the existing grant access record. MAC notifies the company profile manager of the company being granted access so the company profile manager knows that they no longer have access to the granting company's samples.

Company access has been reactivated

This notification is triggered when the company profile manager on one company has granted access to another company and the granting company has removed the existing grant access record, then reactivates it. MAC notifies the company profile manager of the company being granted access so the company profile manager knows that they have.

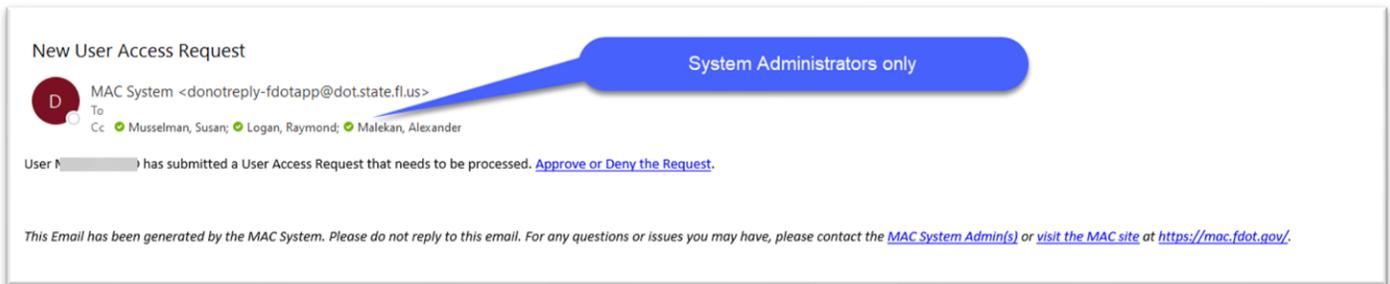
Chapter 3 – Company Profile Notification Automatically Sent by MAC

The notifications listed in Chapter 2 are set up so that the company profile manager can manage the notification subscription and opt out if desired. There is one notification sent by the system that is not covered by the notifications subscription process. It is for the submission of a MAC access request when submitted by an existing user.

MAC does not notify company profile managers when a new user request access. The notification is sent to system administrators who perform the primary vetting of new users. Then it is forwarded to the appropriate local District Application Coordinator to work with the user and company profile manager(s) if needed to establish the user and assign MAC roles.

MAC sends the same notification for existing users requesting MAC roles to both the system administrators and company profile managers.

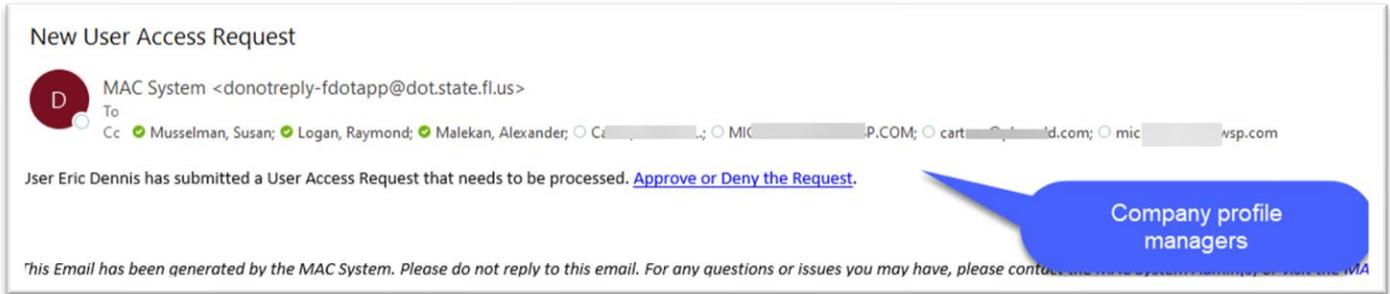
This is an example of a notification sent by MAC for a new user:



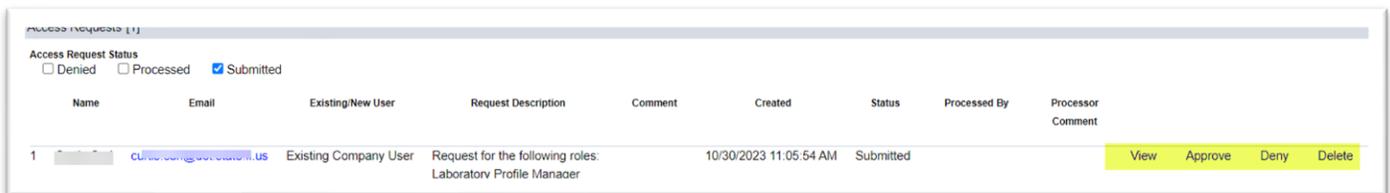
When the company profile manager reviews the access request under the company profile Access Requests tab, the only option is to View the request.

Name	Email	Existing/New User	Request Description	Comment	Created	Status	Processed By	Processor Comment
1	Terr...	New Company User	Request for the following roles: Data Entry User		10/30/2023 11:04:00 AM	Submitted		View

This is an example of a notification sent by MAC for an existing user:



When the company profile manager reviews the access request under the company profile Access Requests tab, they have the option to View, Approve, Deny or Delete the request.



Existing users do not need to process an access request. They do not need FDOT approval for new roles or to have roles removed. Company profile managers may add or delete roles for existing users or delete existing users as needed.