Florida Department of
TRANSPORTATION

Company Profile Management

May 17, 2021

Contents

What is a Company Profile?

The Company Profile in MAC is an entry that ties together the other entries to a specific company. Here is the data that MAC ties to a company profile:
- Users (all companies have users)
- Facilities
    - Laboratories – not all companies will have laboratories
    - Production Facilities – not all companies have production facilities
- Mix Designs – not all companies will have mix designs
- Nuclear Density Gauges

All company profiles will have these tabs, but a specific company may not have data for each tab. For example, a consultant firm may only have users; a producer may have users, production facilities and mix designs; a prime contractor may have users, facilities, labs, and mix designs.

Who is the Company Profile Manager?

This is the person who maintains the company profile. The Company Profile Manager can:
- Revise user roles for existing users in the company
- Grant access to his company's data to another company and acknowledge that his company has been granted access to another company's data
- Enter and update nuclear gauges and calibration information
- Perform all the functions of the Facility Profile Manager

Chapter 1 – Navigating to a Company Profile

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

If you are assigned to only one company profile, MAC will automatically default to your company profile.

A.   My Companies

If you are assigned to more than one company, you may have to navigate to a specific entry.
You can use the My Companies option to see a list of company profiles that you are assigned to.
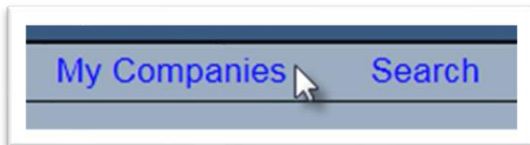
1. On the company profile screen, select the My Companies option.

A list of companies where you are assigned as a user will appear.

4. Select the company name for the company profile you want to navigate to.

The Company Profile screen will appear with tabs for Profile Managers, Users, Locations, Facilities, Mix Designs, Access Granted By This Company and Accss Granted To This Company, Nuclear Gauges, Documents, and Comments. All profiles will have these standard tabs, but not all companies will have data under each tab.
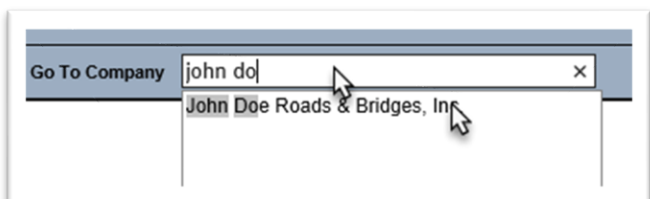

B.   Searching for an Existing Company Profile using the Go To Company Field

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

3. In the Go To Company field, enter the company name or partial name and select it from the returned list. You must make a selection even if only one entry is returned.

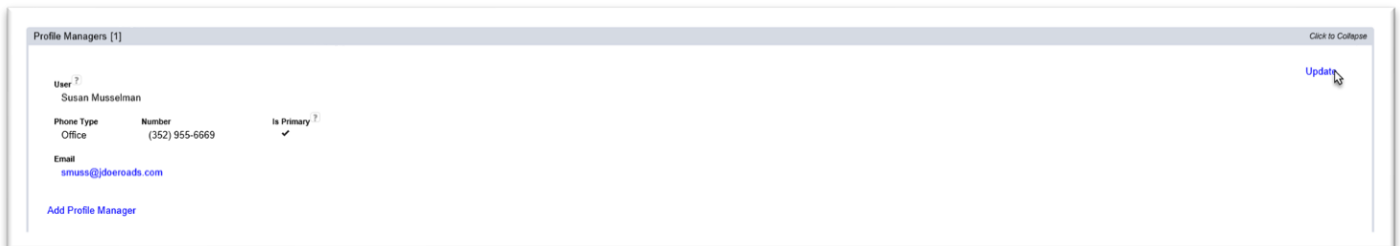The Company Profile screen will appear.

Chapter 2 – Adding, Revising or Deleting Company Profile Managers

The Company Profile Manager can designate additional Company Profile Managers from the existing users assigned the Facility Profile Manager role.

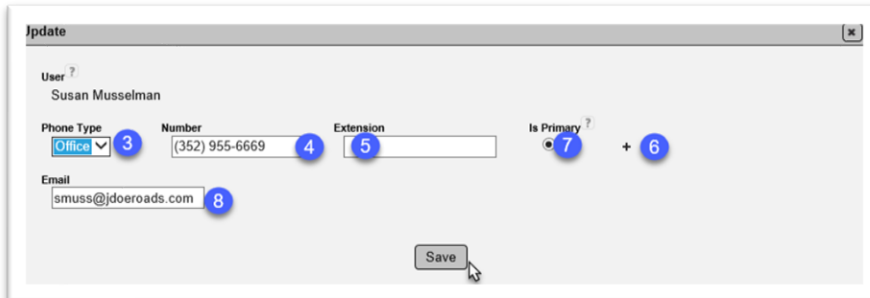A.   Updating an Existing Company Profile Manager
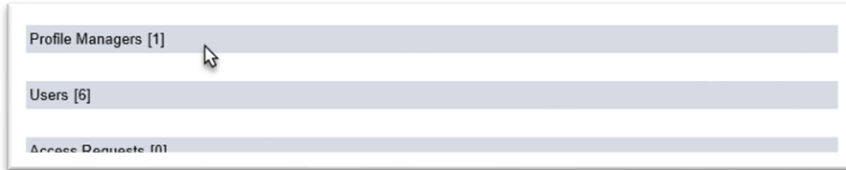
1. Click on the Profile Managers tab to expand it.

2. Select the Update option.

An Update dialog box will appear.

3. **Phone Type** – if Phone type is incorrect, revise it by clicking on the drop down arrow in the field and selecting an entry.
4. **Number** – if the Number is incorrect, revise it.
5. **Extension** – add or revise the extension, if needed.
6. **+** – if additional phone numbers need to be added, click on the + sign to receive another set of fields for a new number. Complete the fields as described.
7. **Is Primary?** – if more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
8. **Email** – if the email address is incorrect, revise it. This information is used by MAC to send notifications to the Company Profile Manager.
9. When all the information is corrected, click on the Save option.

You will receive a message that the information was updated successfully.

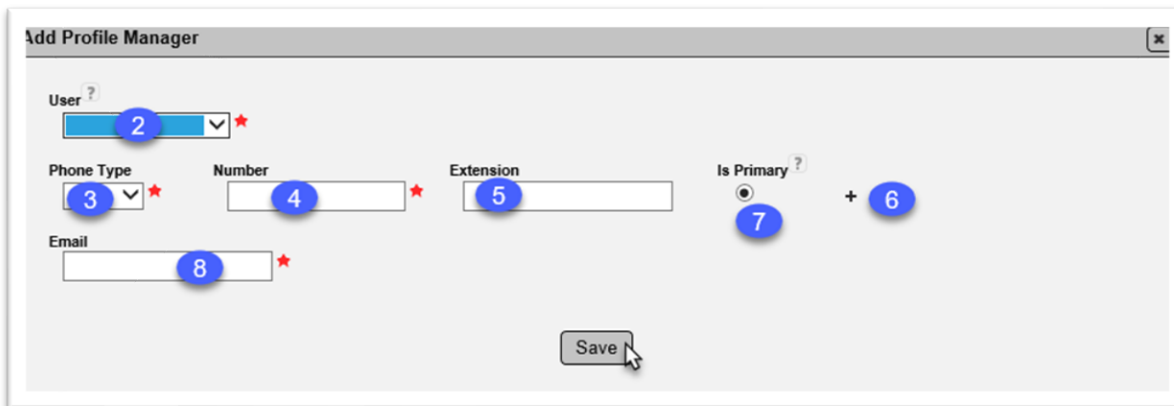Update Company Contact was successful

B.   Adding a Company Profile Manager

1. Select the Add Profile Manager option.

An Add Profile Manager dialog box will appear. A ★ indicates a required field.

2. **User** – select the appropriate person from the drop down list. This list is compiled from the existing users assigned the Facility Profile Manager role.
3. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.
When you select the phone type, additional fields will appear for the phone number.
4. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.
5. **Extension** – provide the extension if applicable.
6. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.
7. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
8. **EmailAddress** – Enter the email address provided for the Company Profile Manager.
9. Click on the Save option to add the user as a Company Profile Manager.

You will receive a message that the Add Company Contact was successful.
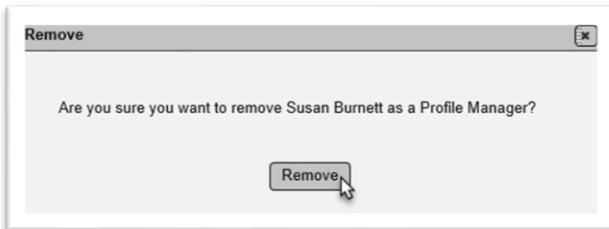
Add Company Contact was successful

C.   Removing a Company Profile Manager
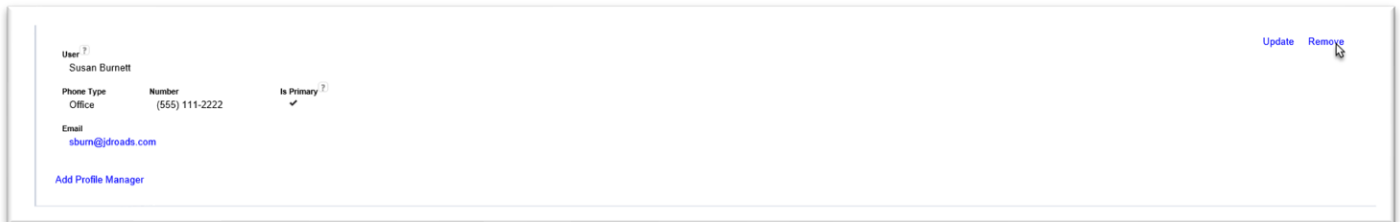
1. Click on the Remove option to remove a Company Profile Manager. This action removes the user from the Company Profile and removes his ability to revise the Company Profile data.

A dialog box will appear prompting you to remove the user.

2. Click on the Remove option to complete the action.

You will receive a message that the Delete Company Contact was successful.

Delete Company Contact was successful

**NOTE**: You will not see an option to remove a Company Profile Manager if only one exists on the Company Profile. You will only see an option to Update the Existing Company Profile Manager.

If there is only one Company Profile Manager, listed, select the Add option to Add the new Company Profile Manager. Then you will see the Remove option on both users listed. You can remove the old Company Profile Manager at that point.
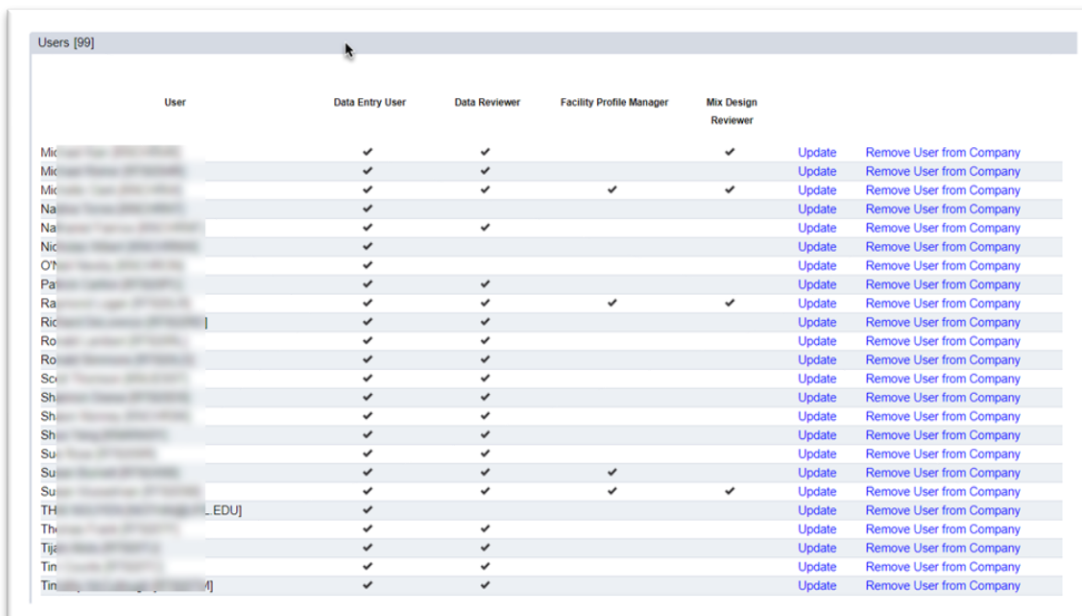
Chapter 3 – Revising User Roles

The Company Profile Manager can revise existing users' company roles. A user can hold more than one role. It is up to the company to determine which roles are assigned to existing users

A.   Updating Existing User Roles
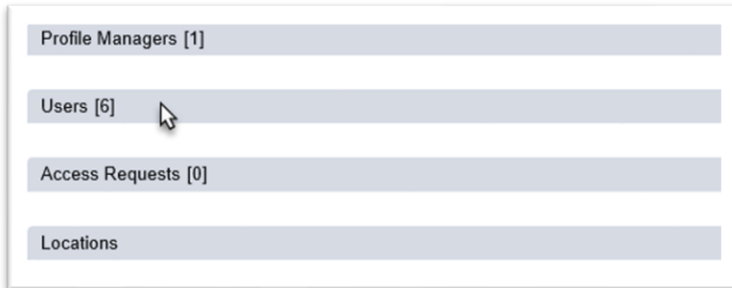
1. Click on the Users tab to expand it.

The Users with roles currently assigned will appear.

The company roles are as follows:

a. **Data Entry User** – this user can create samples at sample login, receive samples (if applicable); enter test results; create and maintain Contractor Quality Control Plans; and create and maintain non-standard Job Guide Schedules (JGS).

b. **Data Reviewer** – this user can perform all the functions of a Data Entry User plus submit samples to the FDOT for finalization. Many companies prefer to have this assigned to a user with some familiarity with the data, acceptance requirements and other related items, like a Laboratory Manager or a QC Manager.

NOTE: Companies can opt to split the Data Entry User and Data Reviewer roles and assign to different users or they may assign Data Reviewer to all Data Entry users.

c. **Facility Profile Manager** – this user is designated in MAC as the person responsible for maintaining the contact information for a company and/or facility profile in MAC.
d. **Mix Design Reviewer** – this user can review any existing concrete and/or asphalt mix designs associated to a company profile.

NOTE: For proposed mix designs that need to be reviewed and approved by FDOT, the Mix Design Submitter system role was created. It is not a company role. That is because most mix designs are developed by specialists working for another company besides the company that the mix design will be assigned to when it is approved. **If your company has mix designs developed by in-house mix designers, ensure the users entering the new mix design data for the request the sytem role Mix Design Submitter for new mix designs and assign the company role Mix Design Reviewer to manage existing mix designs.**

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer	
David Davis	✔	✔	✔	✔	Update
Lani Nash	✔				Update
Susan Musselman	✔	✔	✔		Update

2. Select the Update option on the row of the user you want to revise roles for.

And Update User Roles dialog box will appear.

Update User Roles ☒

User
Susan Musselman

Company Contact Type
☑ Data Entry User   ☑ Data Reviewer   ☐ Facility Profile Manager   ☐ Mix Design Reviewer

Save

3. Revise existing roles by:
a. Unchecking roles the user has that you wish to remove.
b. Checking roles that the user does not currently have that you want to add.
4. Click on the Save option to save the changes to the user's roles.

You will receive a message that the update was sucessful.

Update User Roles was successful

B.   Removing All Roles from a User

The Company Profile Manager can remove all roles for an existing user by deselecting all the roles associated to the user. This does not remove the user from the list of potential users for the company but does terminate to user's ability to act upon company data.

1. Follow the instructions above to select a user.
2. Deselect all current roles.
3. Select the Save option.

C.   Removing a User from the Company Profile

The Company Profile Manager can remove a user from the company's list of users. This action might be taken when a user leaves employment with the company and should no longer have access to the company's data. The difference between this action and removing access by unassigning roles is that this user will be removed from the list of employees so no future access can be given without the intervention of a DAC or System Administrator.

1. Select the Remove User from Company option on the row of the user you want to remove.

A Remove User from Company dialog box will appear with the name of the user to be removed.

2. Confirm the user's name is the correct user.
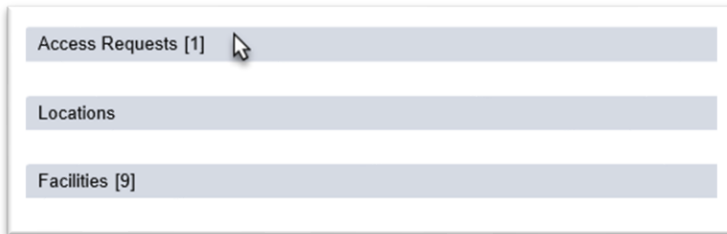3. Click the Remove option to confirm and complete the action.

You will receive a message the the deletion was successful.

D. Viewing Access Requests

The Access Requests tab allows the company profile manager to view any access requests created by users who designate the company in the Existing Company field on the Access Request.

The requests are filtered based on the selections Denied, Processed or Submitted.
If a DAC or System Administrator approves a request, it will appear with the "Processed" requests.

1. Click on the Access Requests tab to expand it.

The list of access requests defaut a status of processed.

If the request is denied, it will appear with the "Denied" requests.

If the request has not yet been processed, it will appear with the "Submitted" requests.

Selecting a combination of the options will return a list of the combined requests with those statuses; for example, selecting all the options will return all requests.

To view a specific request, select the View option.

A DAC or System Administrator may contact you before processing a request for a new user to confirm that the request is valid.

E.   Approving Access Requests for Existing Users

A Company Profile Manager can approve an access request if it is made by an existing user. Existing users are not required to process an access request in MAC to request new roles. They can simply contact the company profile manager directly. Since some users may not know this, they will create an access request.

1. Click on the Access Requests tab to expand it.

You will only see the option to view the request on a new user. You will see options to view, approve or deny the request for an existing user.

1. To review and approve, select the Approve option.

An Approve Access Request for [User] dialog box will appear.

2. If the request is valid, select the Approve option.

3. To Deny the request:
a. You can deny the request from this Access Request dialog by selecting the Deny option.
You will be prompted with a message from the webpage "Are you sure you want to Deny?". Select
OK to continue and deny the request.

b. You can also deny it by selecting the deny option on the access request tab.

When you select that option, a deny dialog box will appear.

c. The reason is not required, but you should enter it anyway.
d. Select the Deny option.

A denied request can still be approved. Denying it does not lock it down for a status change if one is needed. For example, if you inadvertently deny a request, you can get it back. The user doesn't need to submit a new request.

1. Under the Access Request tab, select the Denied status option.
2. To Approve a denied request, select the Approve option.

The Approve Access Request dialog box will appear. Follow the instructions above to approve the request.

Chapter 4 – Facility Profile Managers

The Company Profile Manager can designate the users who can update production facility and laboratory profiles. Because these roles are also designated in conjunction with facilities, it has additional considerations for managing user roles.

A.   Potential Profile Managers

Any user listed in the Users tab that have been assigned the Profile Manager role is eligible to be a Company Profile Manager or a Facility Profile Manager. In this example, 3 of 7 users eligible to be a Profile Manager.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer
Dino Jameson [RT820DJ]	✔			
Michelle Clark [KNCHRMI]	✔	✔		
Patrick Carlton [RT820PC]	✔	✔	✔	✔
Raymond Logan [RT820LR]	✔	✔		
Susan Burnett [RT824SB]	✔	✔	✔	
Susan Musselman [RT820SB]	✔	✔	✔	
Tim Counts [RT820TC]	✔			

Only users who have been assigned the Facility Profile Manager role who have not yet been assigned to the profile will appear in the User field for the Add Profile Manager functions.

Add Profile Manager

User ?

Susan Burnett
Patrick Carlton
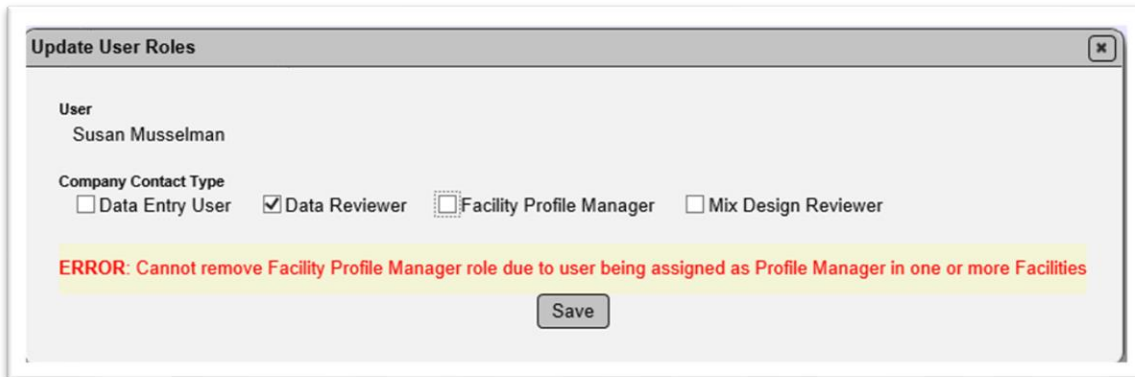
MAC builds this list from users with the Facility Profile Manager role who are not already assigned.

Email

Save
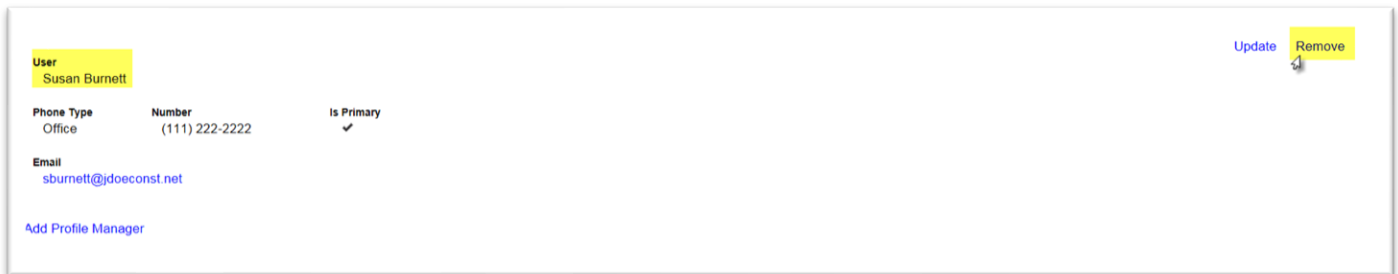
B.   Deleting an Existing Facility Profile Manager

If you attempt to delete the Facility Profile Manager role from a user who is assigned as a profile manager to a company and/or facility profile, the system display an error message.
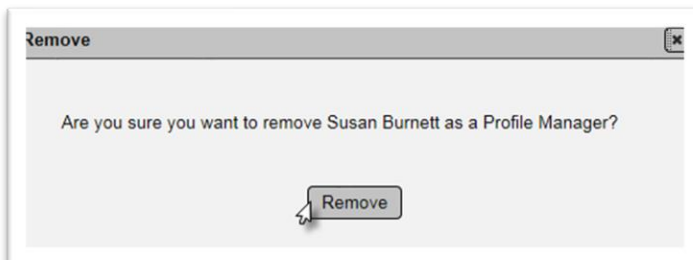
Update User Roles   [×]

> **User**
>   Susan Musselman
>
> **Company Contact Type**
>   ☐ Data Entry User   ☑ Data Reviewer   ☐ Facility Profile Manager   ☐ Mix Design Reviewer
>
> ERROR: Cannot remove Facility Profile Manager role due to user being assigned as Profile Manager in one or more Facilities
>
>   [Save]

In order to unassign the role, you first must remove the facility assignments from the user.

>   Update   Remove
> **User**
> Susan Burnett
>
> **Phone Type**   **Number**   **Is Primary**
>   Office   (111) 222-2222   ✔
>
> **Email**
>   sburnett@jdoeconst.net
>
> Add Profile Manager

1. Check the company profile tab to see if the user is assigned as a company profile manager.
If the user is listed as a company profile manager, select remove to unassign them from the company profile.

Remove   [×]

>   Are you sure you want to remove Susan Burnett as a Profile Manager?
>
>   [Remove]

2. Select Remove to complete the action.

You will receive a message that the delete was successful.

> Delete Company Contact was successful

NOTE: You will not see an option to remove a Facility Profile Manager if only one exists on the facility profile. You will only see an option to Update the existing Facility Profile Manager. Selecting Update will not allow you to revise this person to a new person.

If there is only one Facility Profile Manager, listed, select the Add option to Add the new Facility Profile Manager. Then you will see the Remove option on both users listed. You can remove the old Facility Profile Manager at that point.

Since the user may be assigned to more than one profile, you will need to continue to review all the assignments.

3. Check the facilities tab to determine if the user is assigned as a faciltiy profile manager to any labs and/or production facilities.

4. To navigate to each profile, click on the blue facility id hot link.

5. Click on the Profile Manager tab on the facility profile to expand it.
6. Select the remove option for the user.

A Remove dialog box will appear.
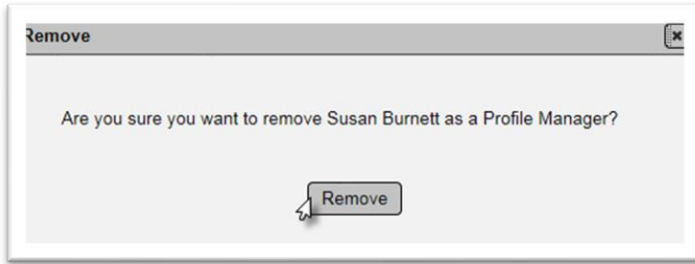
7. Select Remove to complete the action.

You will receive a message that the delete was successful.

Delete Lab Profile Contact was successful

Laboratory I0999 - John Doe Construction Company, Inc. [Qualified]
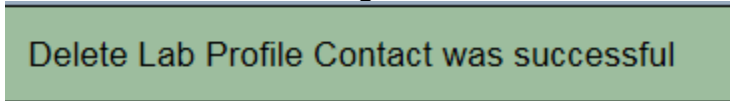
Lab ID	Company	Description	Managing District	Geographic District
I0999	John Doe Construction Company, Inc.		SMO	District 2

Status	Status Date
Qualified	7/31/2015

8. Navigate back to the company profile to continue the process by clicking on the blue company name at the top of the facility profile page.

9. Repeat the process for each facility the user is assigned as profile manager.

When all assignments are removed, the user can be unassigned the role of Facility Profile Manager under the user tab successfully.

Users [5]

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Lani Nash	✔		✔	✔	Update	Remove User from Company
Matthew McCoy	Removed 7/9/2015	✔	✔	✔	Update	Remove User from Company
Paul Passe	Removed 7/25/2015	Removed 7/25/2015	✔	Removed 7/25/2015	Update	Remove User from Company
Susan Burnett	Removed 7/9/2015	✔	✔	✔	Update	Remove User from Company
Susan Musselman		✔	✔	✔	Update	Remove User from Company

Click this to Update

10. Select the Users tab.

11. Select the Update option next to the appropriate user.

An Update User Roles dialog box will appear.

11. Unselect the Facility Profile Manager Role.
12. Select the Save option.

You will see that the role was removed from the user.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Lani Nash	✔		✔	✔	Update	Remove User from Company
Matthew McCoy	Removed 7/9/2015	✔	✔	✔	Update	Remove User from Company
Paul Passe	Removed 7/25/2015	Removed 7/25/2015	✔	Removed 7/25/2015	Update	Remove User from Company
Susan Burnett	Removed 7/9/2015	✔	Removed 8/3/2015	✔	Update	Remove User from Company
Susan Musselman		✔	✔	✔	Update	Remove User from Company

You will receive a message the update was successful.

Update User Roles was successful

Chapter 5 – Company Location

In MAC, each company has location information related to the company's corporate or regional headquarters. This information is used to assist users with identifying individual companies like companies with similar names. This information is not published or reported.
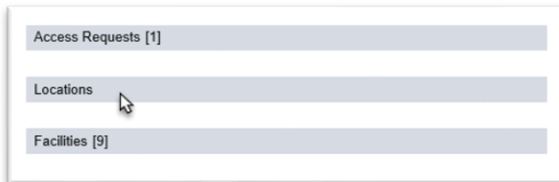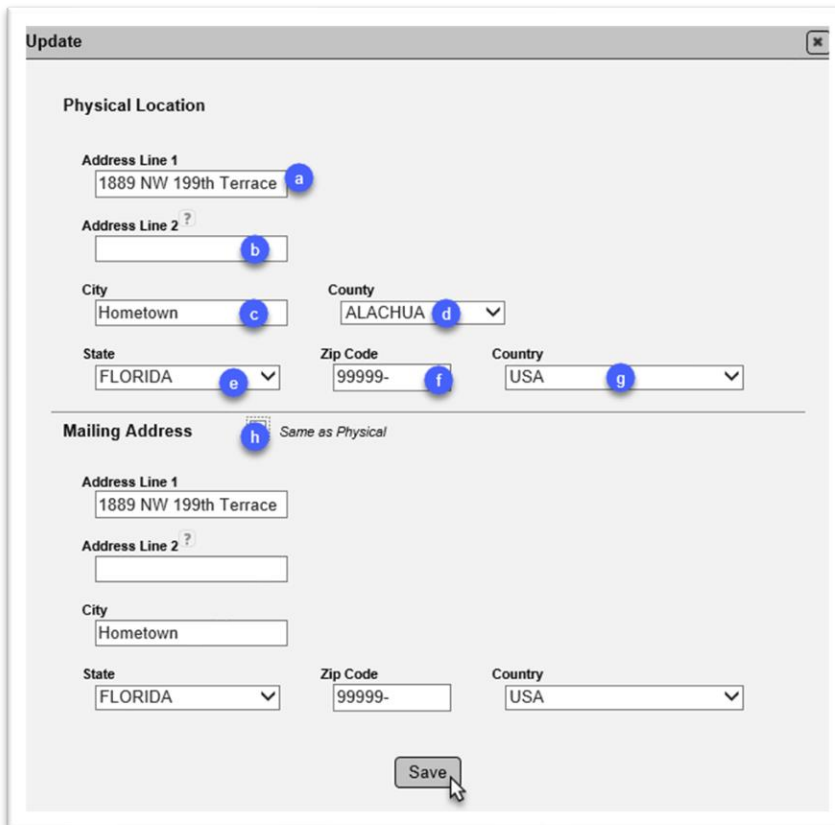
1. Click on the Locations tab to expand it.

2. To change the physical address, click on the update option.

An Update dialog box will appear.

3. Revise the existing data.

a. **Address Line 1** – Enter the full address.

b. **Address Line 2** – Use this field if additional address line information is needed; for example, Suite Number or Box Number.

c. **City** – Enter the City.

d. **County** – if the City is in Florida, select the county where the office is located. If the City is not in Florida, the field will default to OUT OF STATE.

e. State - Select the State from the drop-down list.

f. **Zip Code** – enter the zip code.

g. **Country** – this defaults to USA. Do not revise unless the company corporate or regional headquarters is not located in the United States.

h. **Mailing Address** – If the mailing address and the physical address are the same, select this checkbox, if it is not already selected. If it is selected and the mailing address is different from the physical address, deselect it and proceed to the next section to revise the mailing address.

4. Select Save to save the changes.

You will receive a message that the update was successful.

Update Company Location was successful

Chapter 6 – Facilities

Facilities in MAC are defined as laboratories or production facilities. Production Facilities are mines, plants, or terminals. Each profile – the company profile and the profile for each facility must have at least one user assigned as the profile manager. The same person can manage all profiles.
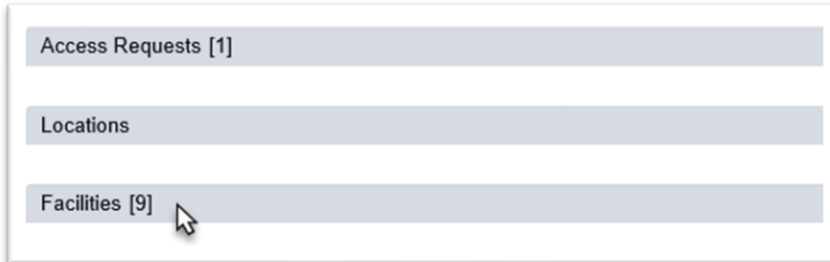
1. Click on the Facilities tab to expand it.
The information will appear and is divided into the Labs and Production Facilities assigned to the company.

NOTE: Not all companies will have laboratories and/or production facilities assigned to the company profile.
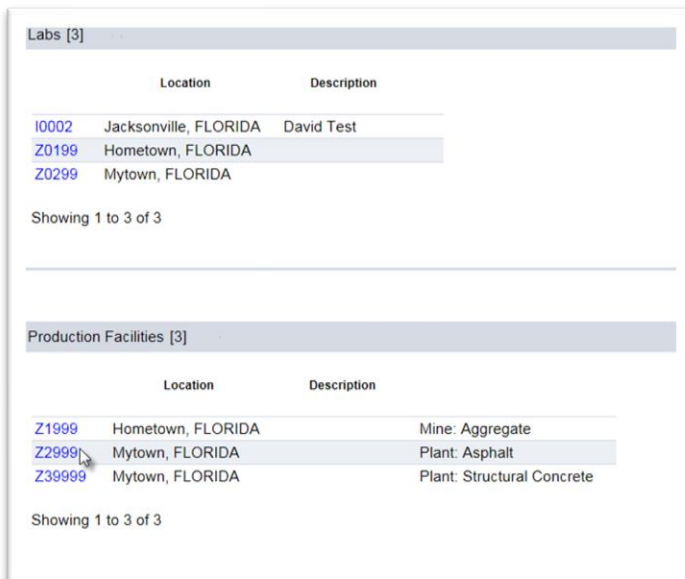
2. To navigate to a specific laboratory or production facility profile, click on the facility id.
Company Profile Managers, as well as the Facility Profile Managers, have the ability to update production facility and laboratory profiles. The specific facility profile information cannot be revised from the company profile.

Chapter 7 – Mix Designs

Some companies will have mix designs assigned to their company profiles. Only users on the company profile with the roles of Company Profile Manager or Mix Design Reviewer or users with system roles related to mix design approval or a system administrator can see the mix design entries.
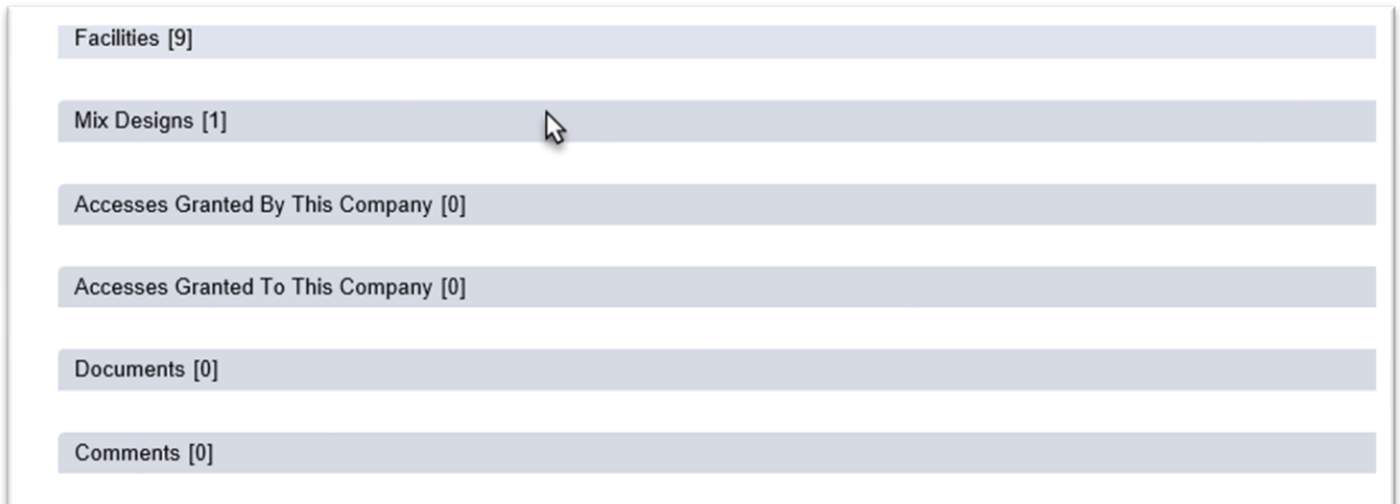
If your company has mix designs, the Mix Designs tab will show the number of mix designs associated to your company profile. If this number is zero, then your company doesn't have any mix designs associated and these instructions do not apply to your company.

1. Click on the Mix Designs tab to expand it.

A list of mix designs and their status will appear under the tab. If you have the appropriate role, the mix design number or mix design entry (if an FDOT mix design number has not yet been assigned will appear as a hot link to the mix design.
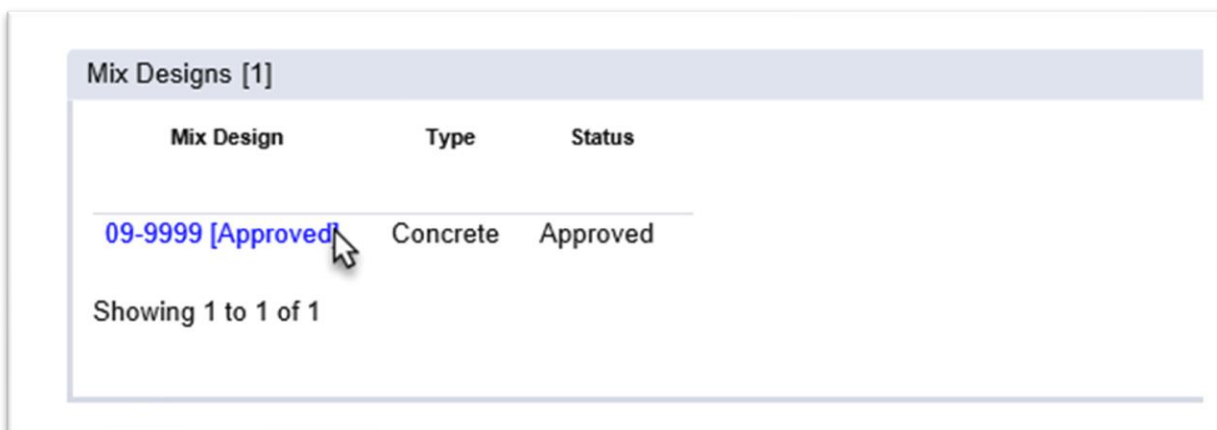
2. Click on the link to be taken to the mix design entry.

The mix design entry will appear. Company profile managers can print the mix design to be used for the company's purpose.

Mix Design 09-9999

Mix Design Number	Request Number	Mix Design Type	Spec Version		Category
09-9999	00019045	Concrete	346 - Portland Cement Concrete, Mix Design [Standard Spec], v1.19		Class II (3400

Current Status   **Status Date**
Approved   5/24/2018

Owning Company	Qualification Area	Mix Desigr
John Doe Roads & Bridges, Inc.	National Ready Mix Concrete Association Level 2 Production Control Technician Certification	M2457ε

Effective Date   **Expiration Date**   **Review Date**
5/24/2018   5/24/2020   5/24/2019

Transferable
Yes

Mass Concrete	Hot Weather Flag	Environment Code	High Range Admixture
No	Yes	Extremely Aggressive	No

3. Click on the Owning Company name to navigate back to the company profile. The owning company name is used to assign the mix design entries to the company's mix design tab.

Chapter 8 – Granting Company Access to Other Companies

Some MAC access is based on the company profile. Because some companies have contractural relationships with other companies, they need to share access to their companys' data with the other companies. This is done by granting access to another company. This means the other company has your company's permission to act upon sample data in your laboratories on behalf of your company. This feature does not currently work for entries like the Contractor QC plan or Non-Standard Job Guide Schedule (JGS). It is not a two-way feature. It does not give you access to samples in the laboratories of the company you are granting access to.

A.   Granting Another Company Access

NOTE: In order to grant access to another company, that company must have a company profile with users in MAC.
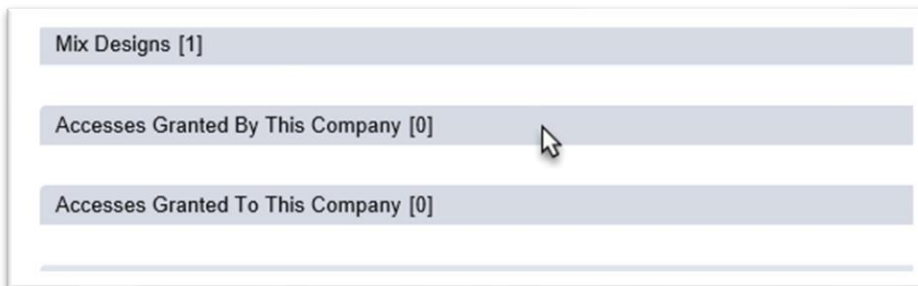
1. Click on the Accessses Granted by this Company tab to expand it.

2. Select the Grant Company Access option.

A Grant Company Access dialog box will appear.

3. Search for the appropriate company using the search characters.
4. Select the appropriate company from the list.

The dialog box will expand to offer more options. MAC allows for the company access to be global or by contract id.

5. If your company wishes to grant global access to the other company, select the Global Access Type. This is typically for companies that have long term contracts with other companies providing data entry services without regard to any FDOT contract.
6. If your company wishes to restrict the other company's access to a specific contract or contracts, select the By Contract Access Type.

7. Type in the Contract Id for the contract you wish to grant access to.
8. If addtional contracts are needed, repeat steps 6 and 7.

NOTE: This separate selection for each contract is intentional so that if the access needs to be deleted at a later date, it can be done on a case by case basis. Access can be allowed for all users in the company or can be restricted to certain users. For example, your company has a contract with another company for a specific person to perform engineering analysis or data entry. The contract dictates that this person is the one who will perform the data entry so you don't want to grant access to anyone else but the person in the contract.
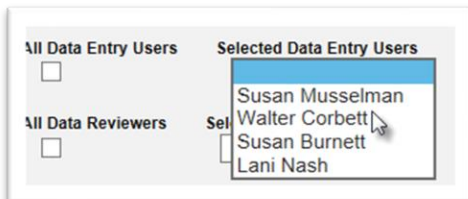
9. To grant access to all data entry users, leave the All Data Entry Users indicator checked.
10. To grant access to specific data entry users, unselect the All Data Entry Users indicator.
A new field will appear in the dialog box listing all of the users on that company's profile who have been granted Data Entry User access.
11. Select the user from the list.
12. If additional users are needed, continue to select users until all users are indicated.

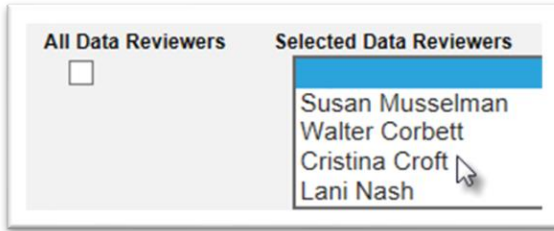13. To grant access to all data reviewers, leave the All Data Reviews Users indicator checked.
14. To grant access to specific data reviewer users, unselect the All Data Reviewers indicator.
15. Select the user from the list.
16. If If additional users are needed, continue to select users until all users are indicated.
17. Click on the Save option to save the Grant Company Access options.

You will receive a message that the update was successful.

B.   Acknowleding Access Granted to your Company by Another Company

The granting of access is a two-step process. Both companies must verify the access is appropriate before the system allows it to occur. If your company has been granted access by another company, you can review the request and acknowledge or reject it as appropriate.
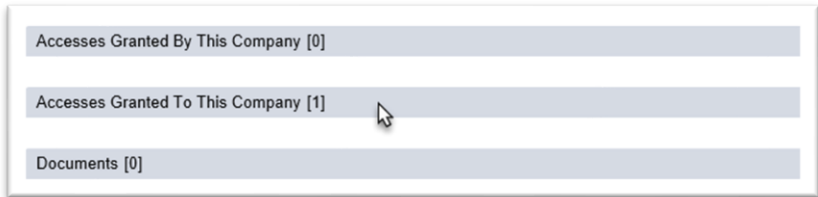
1. Select the Access Granted to This Company tab to expand it.

2. Approve the request if valid. Reject the request if your company should not be acting on behalf of the requesting company, for example, it was requested by mistake.

If Approve was selected, the status will show as Acknowledged. Your company will have the abilities requested by the granting company in the request.

MAC Construction Company

| 7 | Global | Acknowledged | All | All | Reject |

You will receive a message the approval was successful.

Approve Company Access was successful

If Reject was selected, the status will show as Rejected. Your company will not have the ability to act on behalf of the requesting company. The Approve option remains available for selection in case the request was accidentally rejected.

MAC Construction Company

| 7 | Global | Rejected | All | All | Approve |

You will receive a message that the rejection was successful.

Reject Company Access was successful

C.   Updating Existing Granted Access to Another Company

	Type	Status	Data Entry Users	Data Reviewers		
JDM Consulting 1						
1	Global	Acknowledged	All	All	Update	Delete

Showing 1 to 1 of 1

1.   Select the Update option to revise an existing request.

An Update Company Access dialog box will appear.

Update Company Access for JDM Consulting 1 [×]

Access Type ?
○ Global   ● By Contract

Contract
T2100: CRS CONTRACTS [JOHN CARLO ✕

All Data Entry Users ?
☑

All Data Reviewers ?
☑

Save

2. Make the changes to the existing data as described in Section A above.
3. Click on the Save option to save the changes

The status of the request will change to Pending and the company that was granted the request will have to acknowledge it again to make the change effective in the system.

	Type	Status	Data Entry Users	Data Reviewers		
JDM Consulting 1						
1	For Contract T2100	Pending	All	All	Update	Delete

D.   Removing Access Granted to Another Company

	Type	Status	Data Entry Users	Data Reviewers		
JDM Consulting 1						
1	Global	Acknowledged	All	All	Update	Delete
Showing 1 to 1 of 1						

1. Click on the Delete option.

A Delete dialog box will appear.

Delete [×]

Are you sure you want to Delete this Company Access?
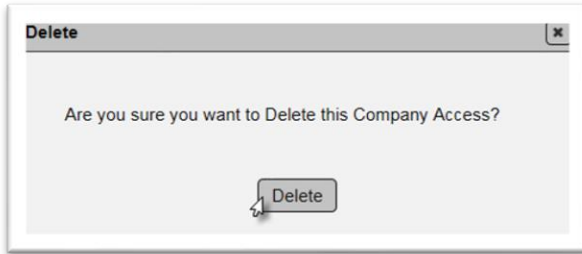
[Delete]

2. Select the Delete otion to confirm the deletion of the company's access to your company's data.

The status will be revised to Removed. You will have the ability to reactivate the access in case it was accidentally deleted.

	Type	Status	Data Entry Users	Data Reviewers	
JDM Consulting 1					
1	Global	Removed	All	All	Reactivate

You will receive a message that the access was successfully removed.

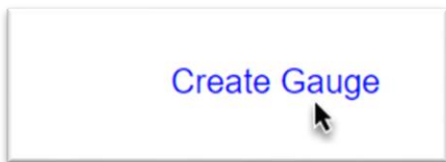Remove Company Access was successful
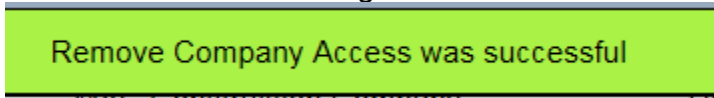
Chapter 9 – Nuclear Gauge Maintenance

If your company performs field testing for the MAC ERS project, the company profile manager must enter any nuclear gauges used under the Gauges tab.
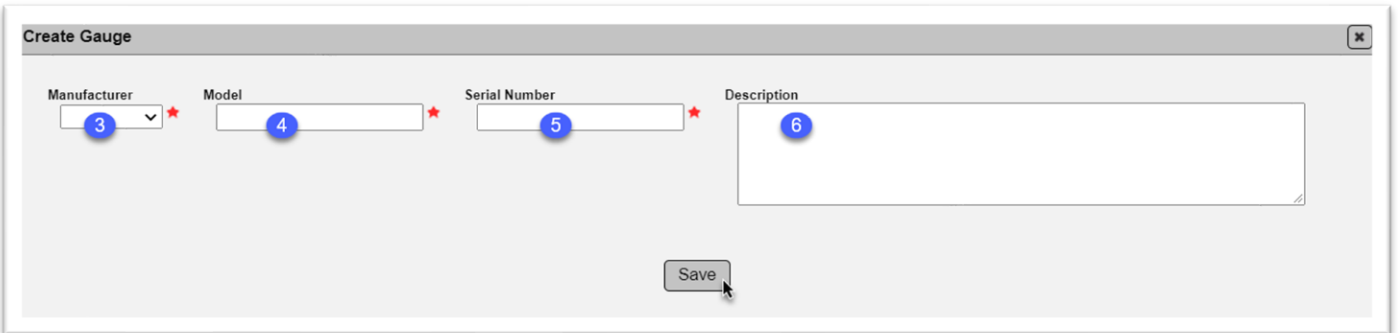
A.   Adding a Nuclear Gauge

1. Click on the Gauges tab to expand it.

2. Select the Create Gauge option.

A Create Gauge dialog box appears.

3. **Manufacturer** – select the gauge manufacturer's name from the dropdown list.
4. **Model** – enter the gauge model number.
5. **Serial Number** – enter the gauge serial number.
6. **Description** – this is an optional field that can be used to further identify the gauge. For example, large companies with gauges all over the state may want to use this field to enter an office name or location.
7. Select the Save option.

B.   Entering Gauge Calibration Information

1. On the row of the gauge, select the Add Calibration option.

An Add Calibration dialog box appears.

2. **Calibration Date** – enter the date the gauge was last calibrated or select it from the calendar.

3. **Units** – the calibration report will indicate the units that have a unit of measure. They will all be pounds per cubic feet (indicating English) or kilogram per cubic meter (indicating metric).

> This gauge was found to meet the tolerance requirements of ASTM D7759, Section 13.4, where the water mass per unit volume readings on the two water standards lie within 16 kilograms per cubic meter of the water mass per unit volume of the calibration standard. Consequently, the water calibration constants E and F did not have to be changed.
> F is listed in units of cubic meter per kilogram, and the precision is inversely listed in units of kilogram per cubic meter. The precision is evaluated at 250.0 kilograms per cubic meter.

4. **A, B & C Values** – enter the A, B and C values for each depth as shown in the calibration records.

NOTE: Entries for all depths are not required. The required depths are 4", 6" and 12". Companies are encouraged to enter the values most often used; for example, backscatter, 4", 5" (if 5" lifts are commonly tested), 6" and 12".

5. **E Value** – enter the E value as shown in the calibration records.
6. **F Value** – enter the F value as shown in the calibration records.
7. Add Document – select this option to upload the calibration record. See Chapter 10 – Documents.
8. Select the Save option.

9. As gauges are recalibrated, continue to enter the most recent calibration by selecting the Add Calibration option.

C.   Updating an Existing Gauge

1. On the row of the gauge, select the Update icon (✎).
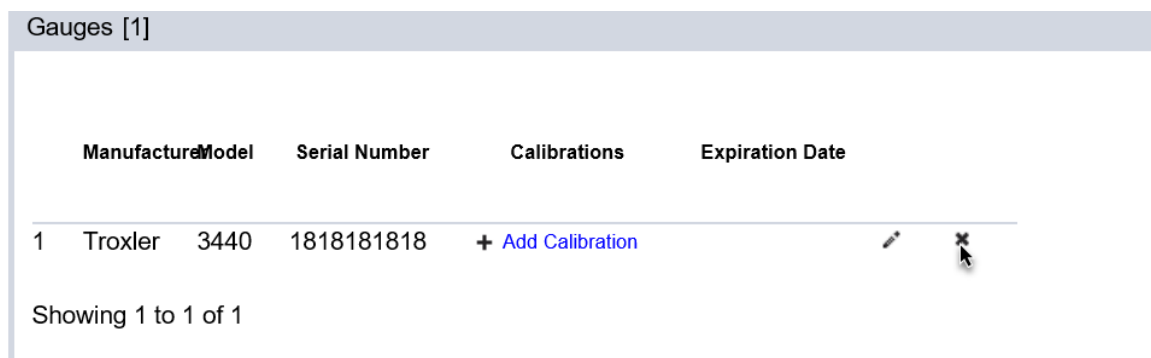
An Update dialog box appears.

3. Make changes as needed.
4. Select the Save option.

D.   Deleting a Gauge
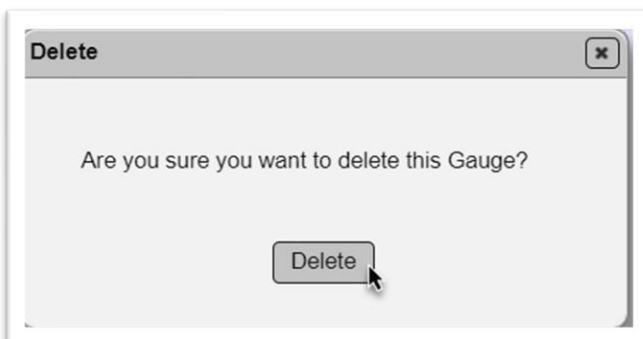
1. On the row of the gauge, select the Delete icon (x).

A Delete dialog box appears.

2. Select the Delete option.

The gauge will be deleted from the company list.

Chapter 10 – Documents

There is a way in MAC to associate documents to the company profile. There are no standard requirements for these functions. They are provided for the convenience of the Company Profile Manager.

A.   Attaching a Document to the Company Profile

1. Click on the Documents tab to expand it.
2. Click on the Upload Document option.

An Upload Document dialog box will appear.
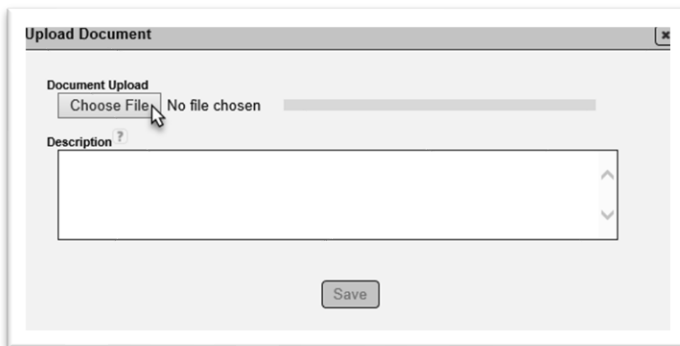
3. Select the Choose File option.

A Choose File to Upload dialog box will appear.
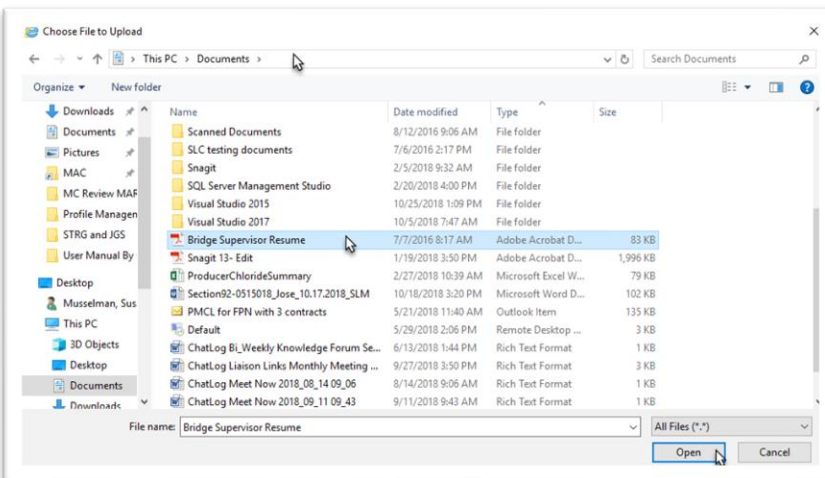
4. Navigate to the file location.
5. Select the file.
6. Select the Open option.

The Upload Document dialog box will reappear with the file uploaded at 100%. This may take a few minutes if the file is large.
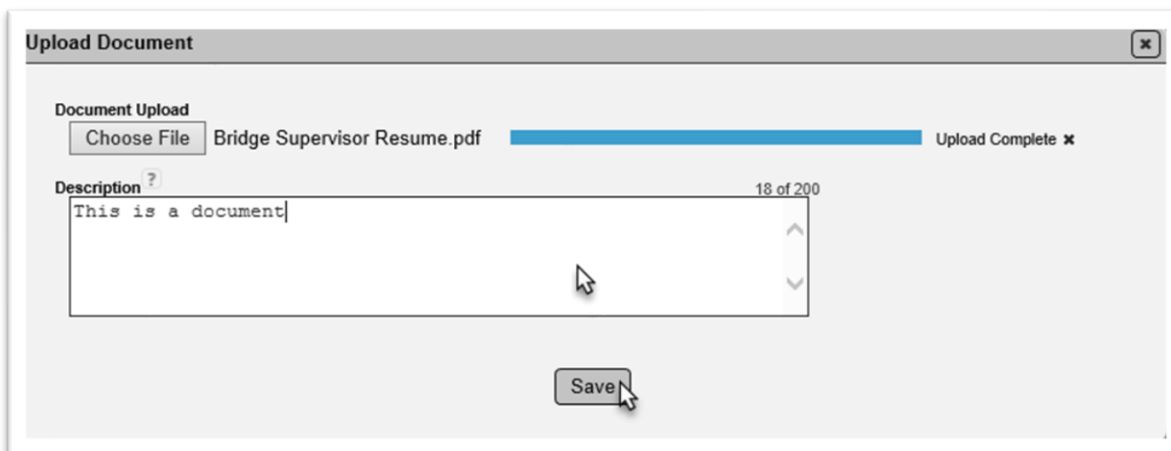
7. Add a description, if desired.
8. Select the Save option.

You will receive a message that the document was successfully added.

Add Document to Company was successful
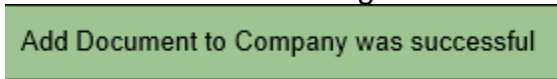
NOTE: Do not attach proprietary, confidential or trade secret infomraton to your company profile. Even though MAC restricts access to the company profile, you should not include documents that have additioanl security in other parts of MAC, such as a mix design or a producer's quality control plan.

B.   Updating the Description of an Document on the Company Profile

When documents are uploaded to the profile, the descriptive information provided may not be detailed enough.
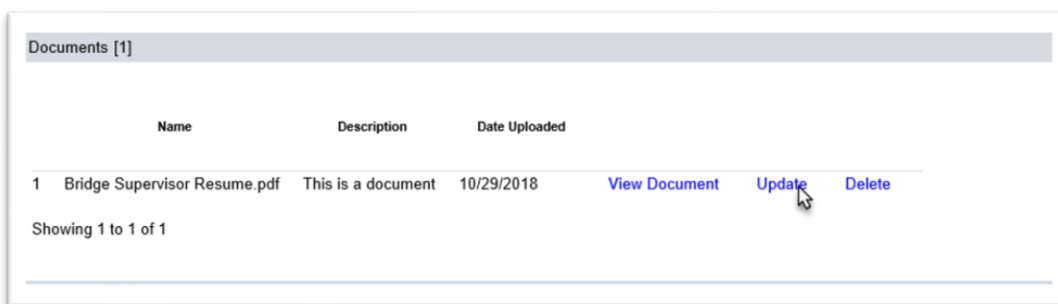
1. Select the Update option.

An Update dialog box will appear with the original document name (that cannot be chagned) and the description box.

Update [×]

Document Name
Bridge Supervisor Resume.pdf

Description ?   42 of 200
This is a document on the company profile.

Save

2. Add or revise the description as needed.
3. Click on the Save option to save the changes.

You will receive a message that the update was successful.

Update Company Document was successful

C.   Viewing a Document on the Company Profile

Documents [1]

	Name	Description	Date Uploaded			
1	Bridge Supervisor Resume.pdf	This is a document	10/29/2018	View Document	Update	Delete

Showing 1 to 1 of 1
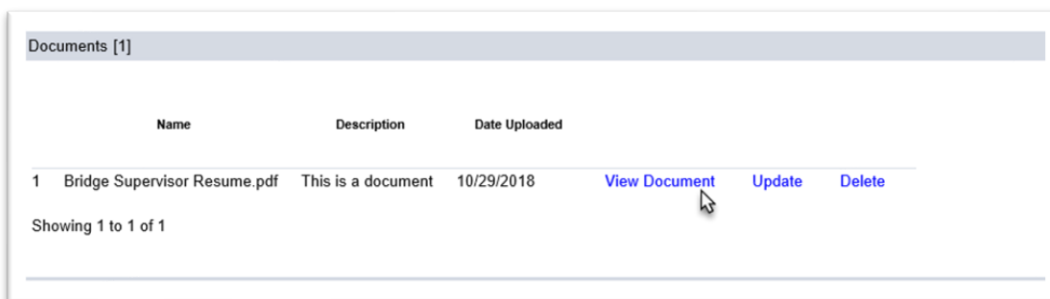
1. Select the View Document option.

MAC will download the document. A Download pop-up window will appear.

Do you want to open or save **Bridge Supervisor Resume.pdf** (82.0 KB) from **fdotews1.dot.state.fl.us**?   Open   Save ▾   Cancel   ×
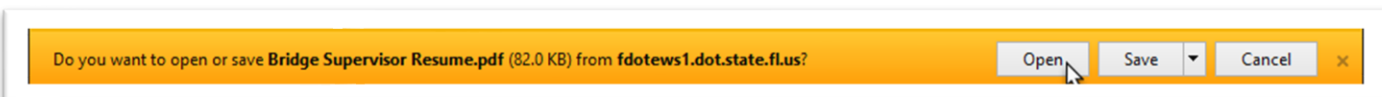
2. Select the Open option.

The doucment will appear in the format of the file, such as pdf.

D.   Deleting a Document from a Company Profile
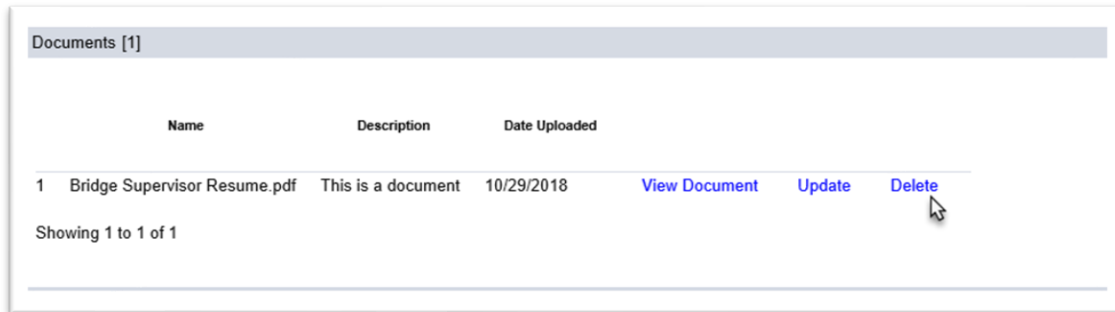
Documents [1]

	Name	Description	Date Uploaded			
1	Bridge Supervisor Resume.pdf	This is a document	10/29/2018	View Document	Update	Delete

Showing 1 to 1 of 1

1. Select the Delete option.

A Delete dialog box will appear.

Delete

Are you sure you want to delete this document?
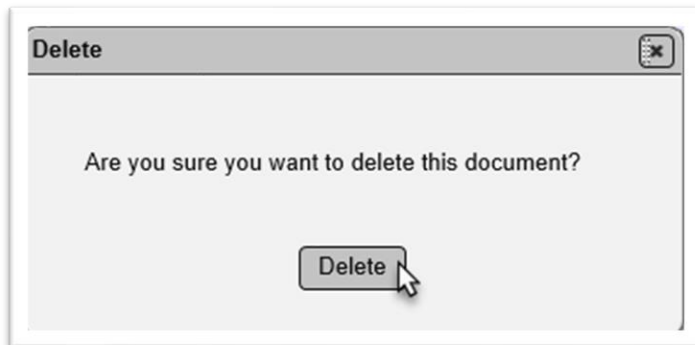
Delete

2. Select the Delete option.

You will receive a message that the document was deleted successfully.

Delete Company Document was successful

Chapter 11 – Comments

Comments and Responses are a standard tab on most entries in MAC. In most cases, the company profile manager will not need to make comments or responses on the company profile. This information is provided for the convenience of the company profile manager. In some cases, DACs or system administrators may make comments related to the company or users.

A.   Adding a Comment to the Company Profile

1. Click on the Comment tab.
2. Click on the New Comment option.

A New Comment dialog box will appear.

3. Type in your comment.
4. Click on the Save option to save the comment to the company profile.

You will receive a message that your comment was successfully added.

B.   Viewing Existing Comments and Responses

Comments can be seen directly on the Comments tab by clicking on it to expand it. If there are responses to a comment, they can be seen underneath the comment.

C.   Updating an Existing Comment on the Company Profile

1. Click on the Comments tab to expand it
2. Click on the pencil (Update) icon ✎ .

An Update Comment dialog box will appear.

3. Make updates as needed.
4. Select the Update option.

You will receive a message that the comment was updated successfully.

Update Company Comment was successful

D.   Deleting an Existing Comment from a Company Profile

1. Click on the Comments tab to expand it.
2. Select the x (delete) icon.

A Remove Comment dialog box will appear.
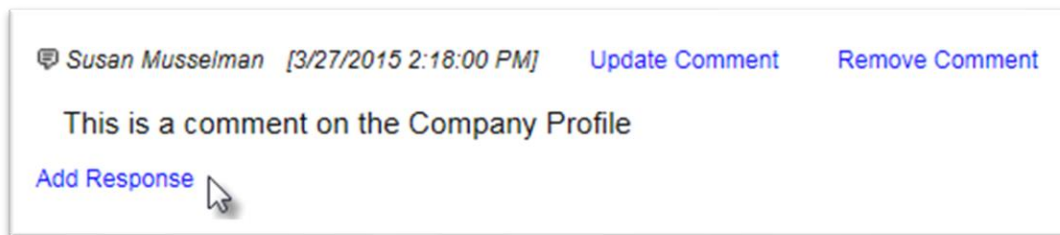

3. Select the Delete option.

You will receive a message that the comment was successfully deleted.

Remove Company Comment was successful

E.   Responses to Comments on a Company Profile

Responses to Comments work the same as comments. Be aware that you cannot delete a comment if it has responses without first deleting the responses.

1. On the comment you wish to respond to, click on the Add Response option.

An Add Response dialog comment box will appear.

2. Enter your response to the original comment.
3 Click on the Save option to save the response to the record.

The system will notify you that the comment was successfully added.

Add Comment To Company Comment was successful