Florida Department of TRANSPORTATION

Company Profile Management

March 3, 2025

Contents

Updates

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

Update	Page(s)
Added clarification for Company Profile Manager rights on access for existing users	10
Added note for Mix Design Reviewer role for clarification	11
Added clarification for the roles for existing mix designs versus new mix designs	11
Added link to the Company Profile Manager Nuclear Gauge Maintenance Instructions for access to nuclear gauges by subcontractors	27

What is a Company Profile?

The Company Profile is a MAC record that ties other records to a company:
- 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 – not all companies will have 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 and nuclear density gauges; a producer may have users, production facilities and mix designs; a prime contractor may have users, facilities, labs, mix designs and nuclear density gauges.

Who is the Company Profile Manager?

This is the person who maintains the company profile. The Company Profile Manager is responsible for:
- Revising user roles for existing users in the company
- Granting access to his company's data to another company and acknowledge that his company has been granted access to another company's data
- Entering and maintaining nuclear density gauges and calibration information
- Performing all the functions of the Facility Profile Manager in the absence 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.
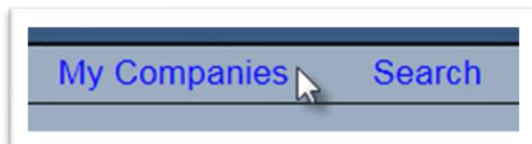
1. On the company profile screen, select the My Companies option.

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

2. Select the company name for the company profile you want to navigate to.
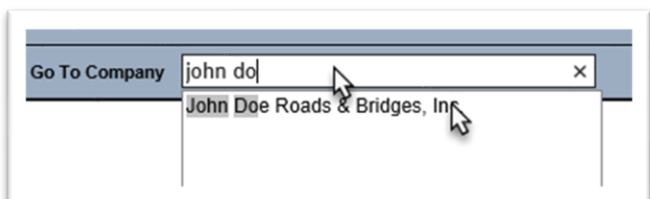
The Company Profile screen will appear with tabs for Profile Managers, Users, Locations, Facilities, Mix Designs, Access Granted By This Company and Accss Granted To This Company, Nuclear Gauges, Documents, and Comments. All profiles will have these standard tabs, but not all companies will have entries under all tabs.

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 update contact information for existing company profile managers, designate additional company profile managers from the existing users assigned the Facility Profile Manager role and remove company profile managers.

A.   Updating an Existing Company Profile Manager
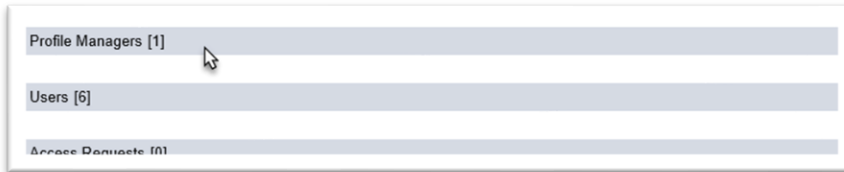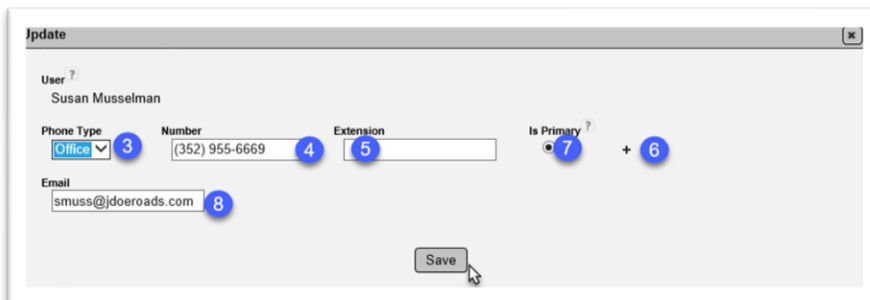

1. Click on the Profile Managers tab to expand it.
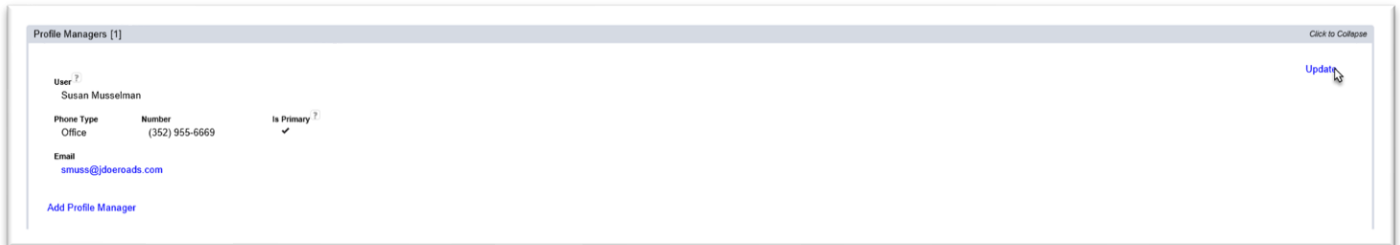
2. Select the Update option.

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.
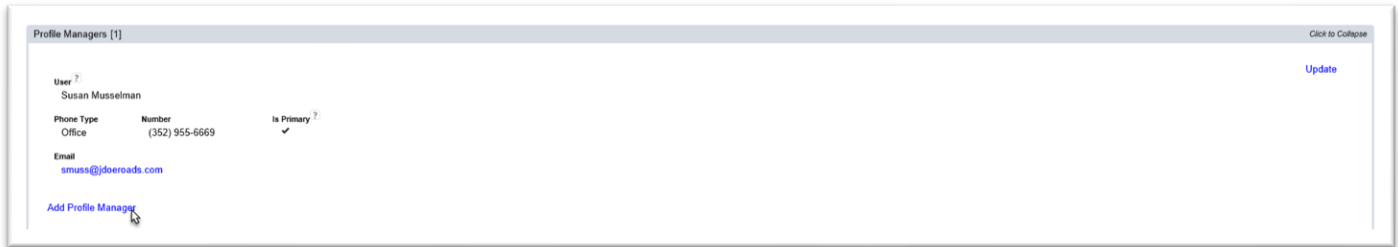5. **Extension** – add or revise the extension, if needed.
6. **+** – if additional phone numbers need to be added, click on the + sign to receive another set of fields for a new number. Complete the fields as described.
7. **Is Primary?** – if more than one number is provided, the Is Primary phone number 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.

B.   Adding a Company Profile Manager
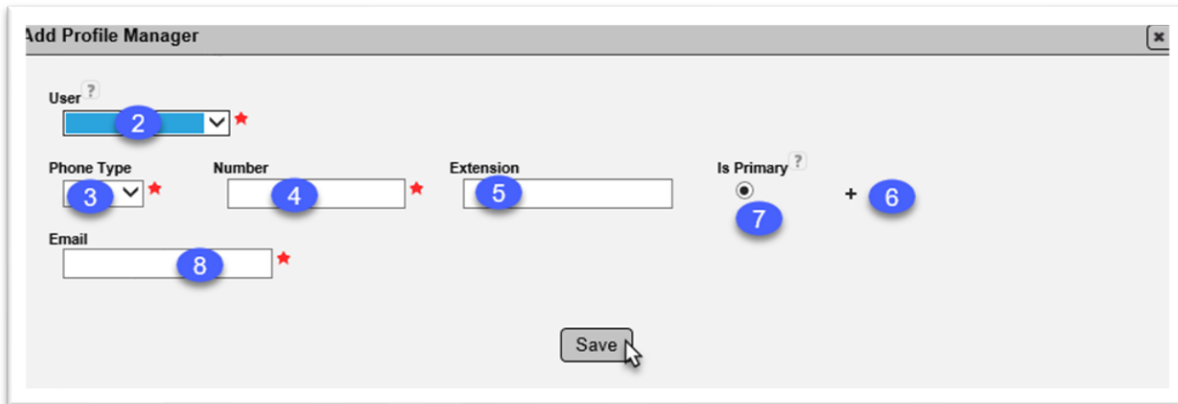
1. Select the Add Profile Manager option.

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. If the user you wish to select is not available, and it is an existing user, assign that user the Facility Profile Manager role (Chapter 3, A. Updating Existing User Roles). If the person is not an existing user, they will need to request MAC access and request the 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.
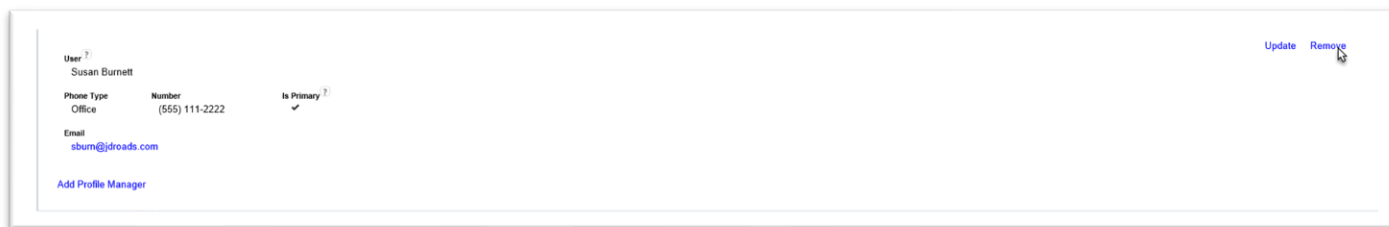7. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
8. **EmailAddress** – Enter the email address provided for the Company Profile Manager.
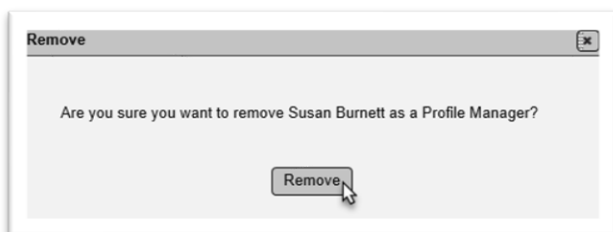9. Click on the Save option to add the user as a Company Profile Manager.

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.

NOTE: You will not see an option to remove the Company Profile Manager if only one is assigned 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 user company roles at any time without review or approval by the Department. There are cases where the user may need to be removed, for example the user leaves the company.

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
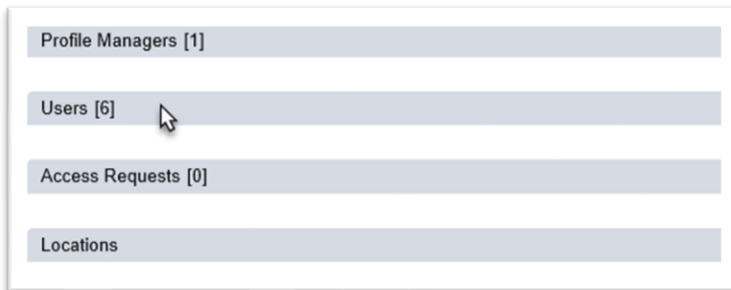
1. Click on the Users tab to expand it.

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. If your company will be granted access by other companies ([Chapter 8 – Granting Company Access to Other Companies](#)), and they will be selecting specific users instead of global, that is the only reason to assign the Data Entry role to users with the Data Reviewer role.

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: The Mix Design Reviewer role is not a role for users to view other companies mix designs. Many users request it thinking that it will give them this access. Mix Designs are proprietary and are not viewable by users outside the company except for rare cases. Do not request this role if your company does not have mix designs. Do not grant the role to users on your company profile if your company does not have mix designs.

NOTE: The Mix Design Submitter role is for **new** mix design entries. Those need to be reviewed and approved by FDOT. 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 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.
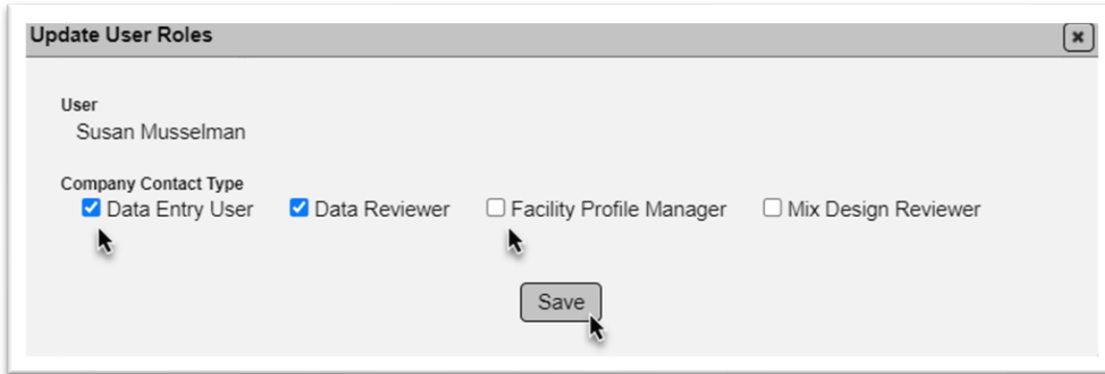
3. Revise existing roles by:
a. Unchecking roles the user has that you wish to remove.
b. Checking roles that the user does not currently have that you want to add.
4. Click on the Save option to save the changes to the user's roles.

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 the user's ability to act on 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 assistance of a District Application Coordinator (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.

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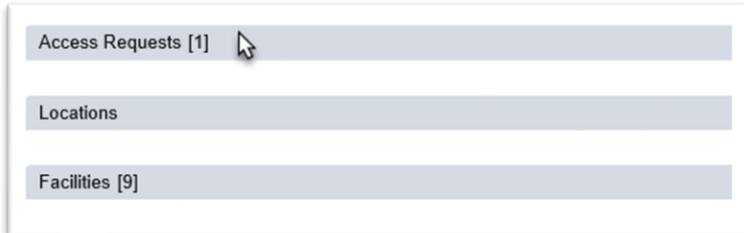
1. Click on the Access Requests tab to expand it.

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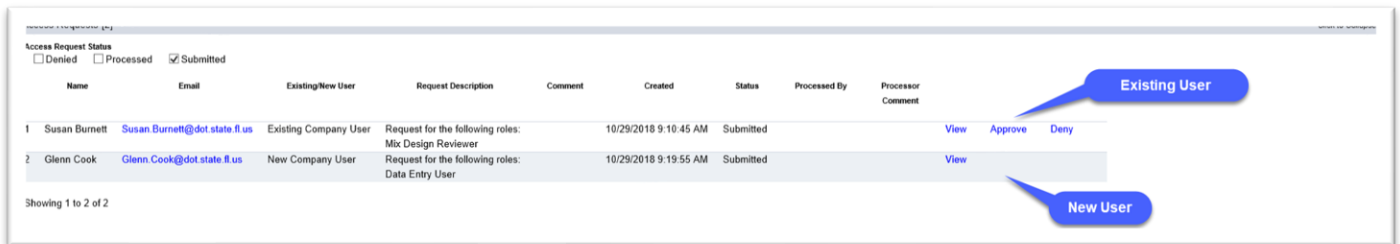
2. To review and approve, select the Approve option.

An Approve Access Request for [User] dialog box will appear.
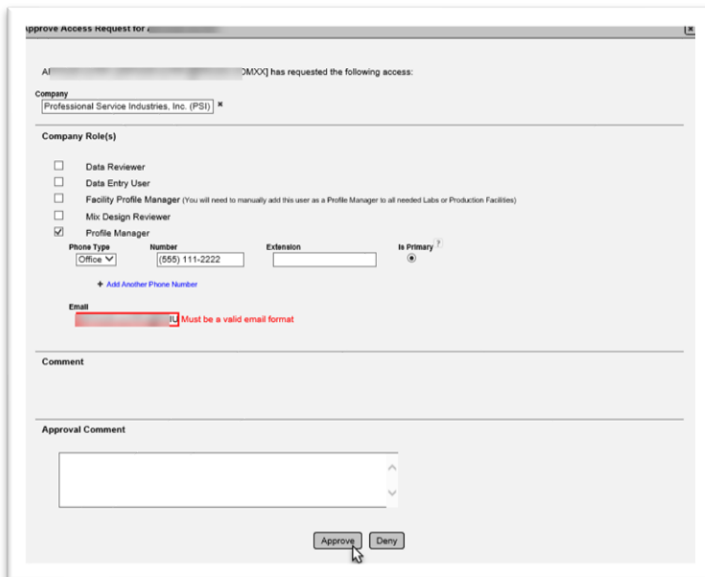
2. If the request is valid, select the Approve option.

F.   Denying an Existing Access Request

You can deny the request from this Access Request dialog box.
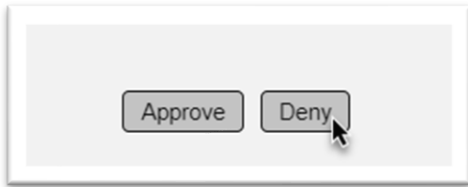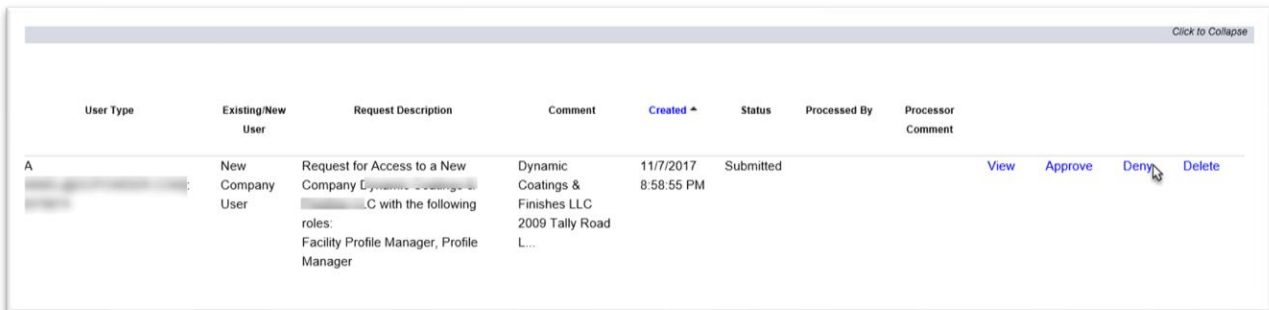
1. Select the Deny option.
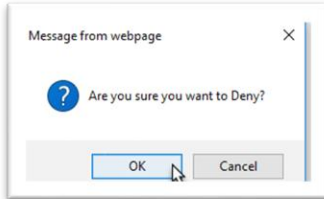
You will be prompted with a message from the webpage "Are you sure you want to Deny?".
2. Select OK to continue and deny the request.

3. 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.

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

G.   Approving a Previously Denied Request

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 (E. Approving Access Requests for Existing Users).

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 are eligible to be a Profile Manager.

Users [7]				
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 and 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]
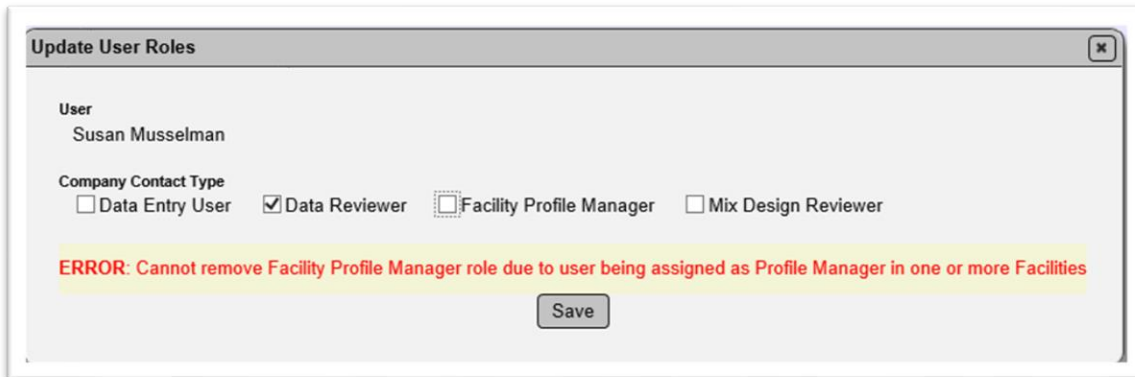
In order to unassign the role, you first must remove the facility assignments from the user.

Update   Remove

User
Susan Burnett

Phone Type   **Number**   **Is Primary**
Office   (111) 222-2222   ✔

Email
sburnett@jdoeconst.net

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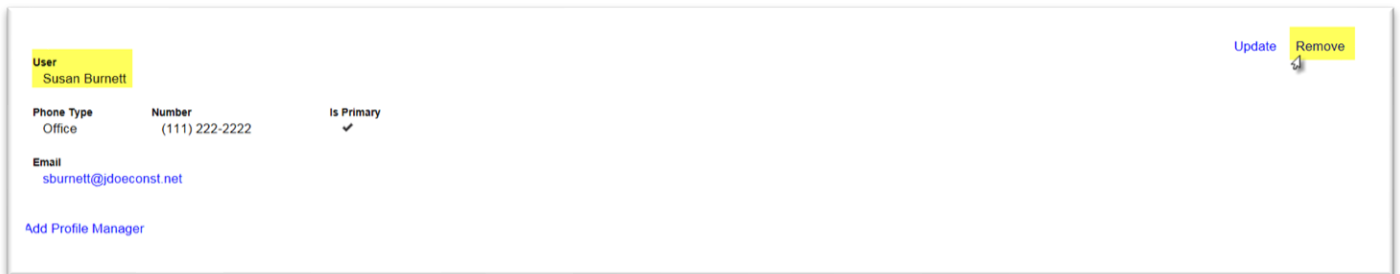
1. Check the company profile tab to see if the user is assigned as a company profile manager. If the user is listed as a company profile manager, select remove to unassign them from the company profile.

Remove ☒

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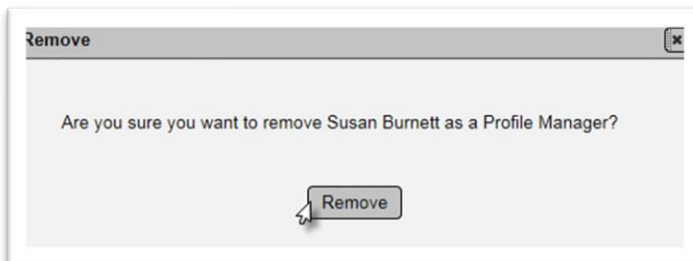
[Remove]

2. Select Remove to complete the action.

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.

Remove ⊠

Are you sure you want to remove Susan Burnett as a Profile Manager?

[Remove]

7. Select Remove to complete the action.

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
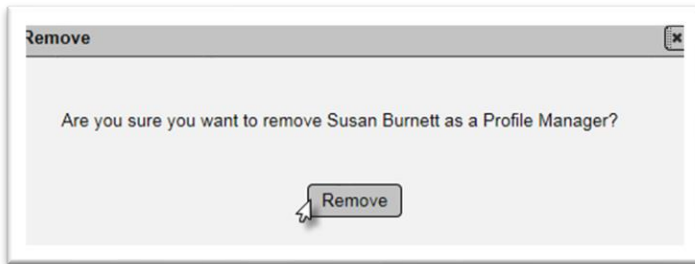
8. Navigate back to the company profile to continue the process by clicking on the company name hotlink at the top of the facility profile page.
9. Repeat the process for each facility the user is assigned as profile manager.
When all assignments are removed, the user can be unassigned the role of Facility 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.

12. Unselect the Facility Profile Manager Role.
13. 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

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, for example, companies with similar names. This information is not published or reported.

Access Requests [1]

Locations

Facilities [9]
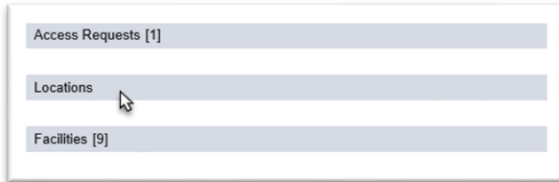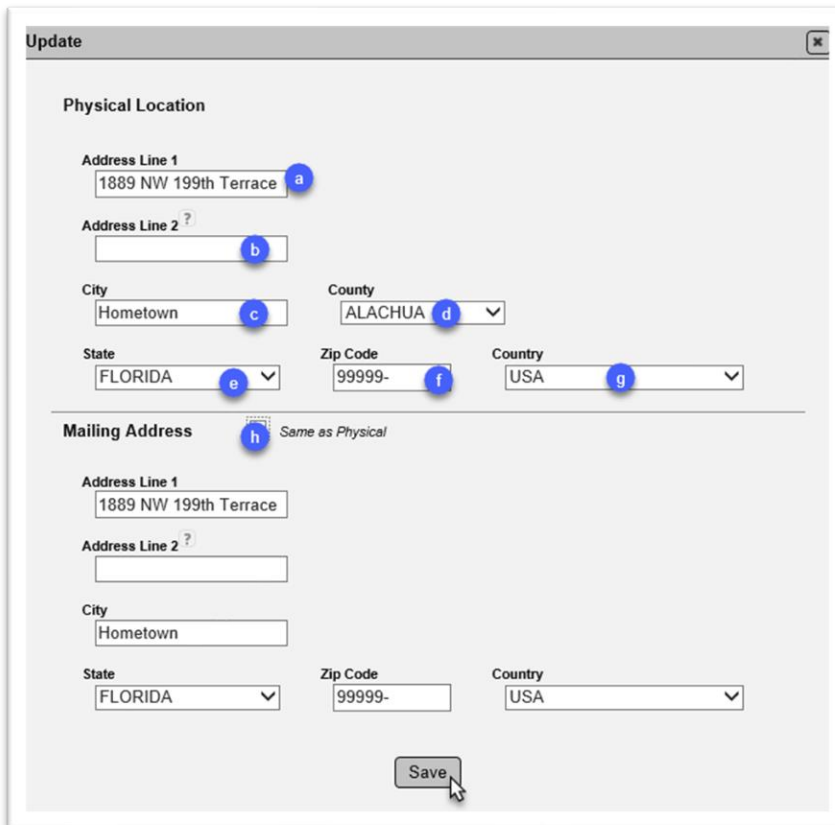
1. Click on the Locations tab to expand it.

Locations   Click to Collapse

                                                                                                                      Update

Physical Location

Address Line 1
1889 NW 199th Terrace

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

An Update dialog box will appear.

Update [×]

Physical Location

Address Line 1
1889 NW 199th Terrace **a**

Address Line 2 ?
b

City   County
Hometown **c**   ALACHUA **d**

State   Zip Code   Country
FLORIDA **e**   99999- **f**   USA **g**

Mailing Address **h** Same as Physical

Address Line 1
1889 NW 199th Terrace

Address Line 2 ?

City
Hometown

State   Zip Code   Country
FLORIDA   99999-   USA

Save

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.
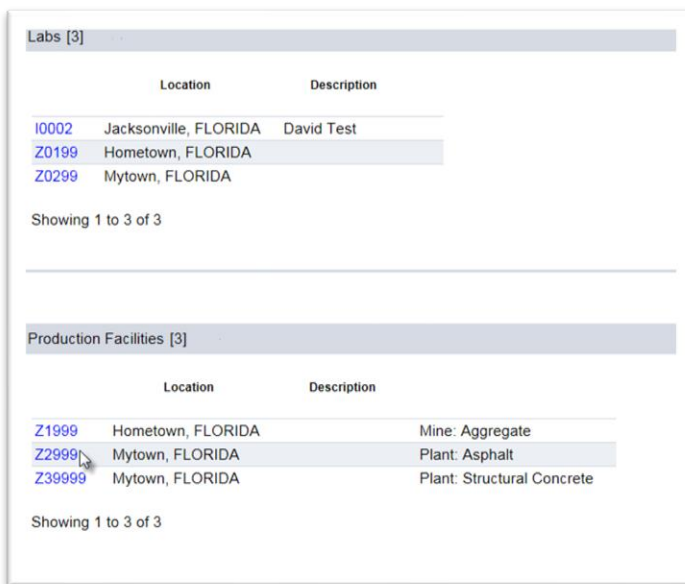
Chapter 6 – Facilities

Facilities in MAC are 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.

```
Access Requests [1]

Locations

Facilities [9]
```
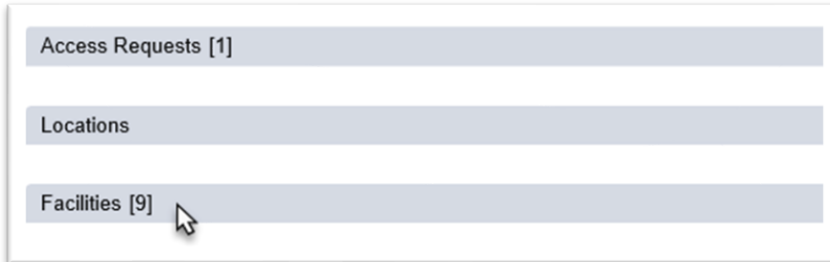
1. Click on the Facilities tab to expand it.
The information will appear and is divided into the Labs and Production Facilities assigned to the company.

```
Labs [3]

            Location             Description

I0002    Jacksonville, FLORIDA    David Test
Z0199    Hometown, FLORIDA
Z0299    Mytown, FLORIDA

Showing 1 to 3 of 3


Production Facilities [3]

            Location             Description

Z1999    Hometown, FLORIDA        Mine: Aggregate
Z2999    Mytown, FLORIDA          Plant: Asphalt
Z39999   Mytown, FLORIDA          Plant: Structural Concrete

Showing 1 to 3 of 3
```

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.
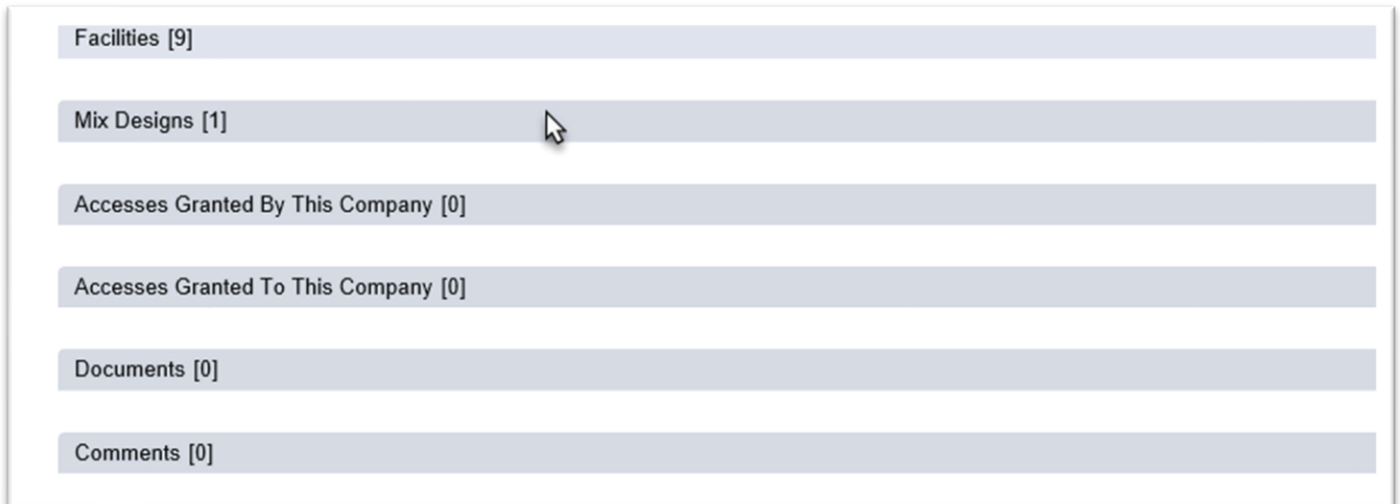
If your company has mix designs, the Mix Designs tab will show the number of mix designs associated to your company profile. If this number is zero, then your company doesn't have any mix designs associated and these instructions do not apply to your company.

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.
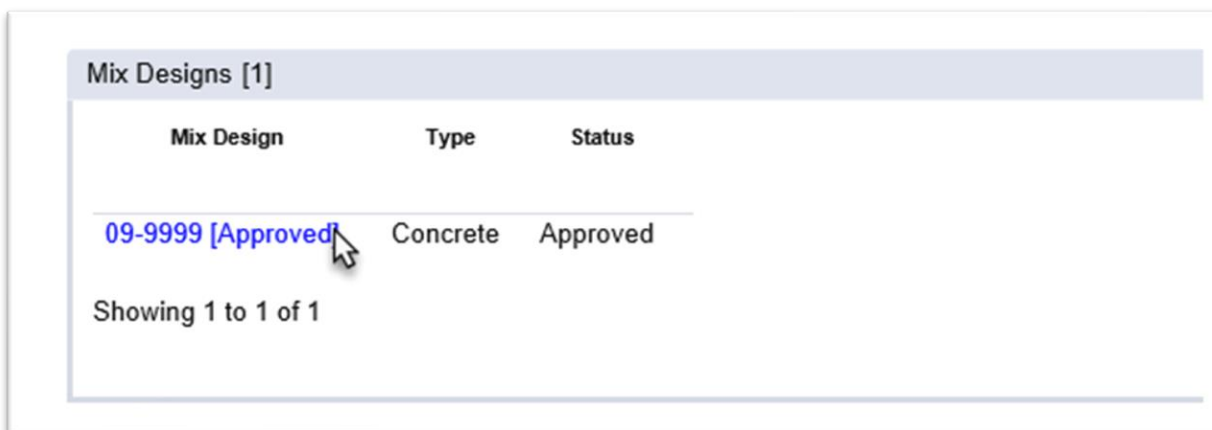
2. Click on the link to be taken to the mix design entry.

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	M2457{

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 hotlink 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

Because some companies have contractual relationships with other companies, they need to share access to their company data with 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 on behalf of your company. This feature does not currently work for 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 of the company you are granting access to. If that is what both companies want, they need to grant access to each other and acknowledge the granted access.

NOTE: Grant Access does work for nuclear density gauges. If you wish to allow a subcontractor to access your company's nuclear density gauges, see the Company Profile Manager Gauge Maintenance instructions.

A.   Granting Another Company Access
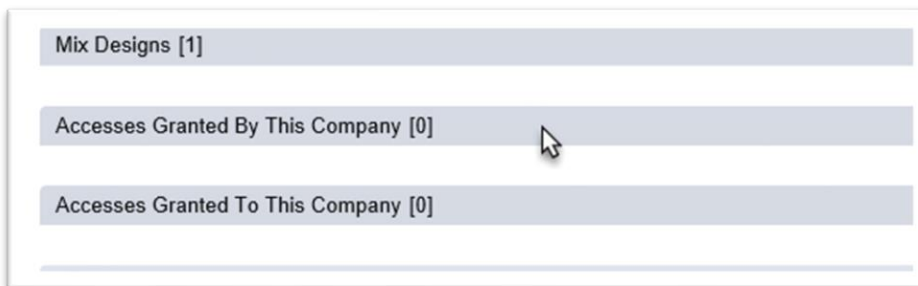
1. Click on the Accessses Granted by this Company tab to expand it.

2. Select the Grant Company Access option.

A Grant Company Access dialog box will appear.
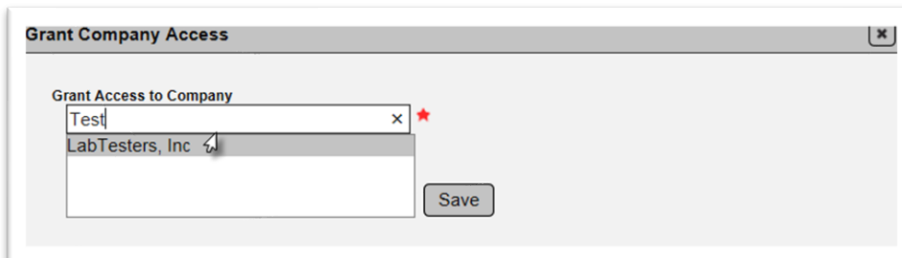
3. Search for the appropriate company using the search characters.
4. Select the appropriate company from the list.

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, create an grant access request for each contract.

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.
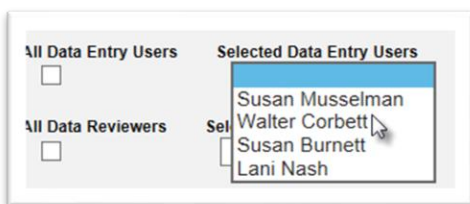
9. To grant access to all data entry users, leave the All Data Entry Users indicator checked.

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.

NOTE: This is the only advantage to assigning Data Review users both the Data Entry and Data Reviewer roles. If a user only has the Data Reviewer role, they will not be able to be selected as a Data Entry granted access user.

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.
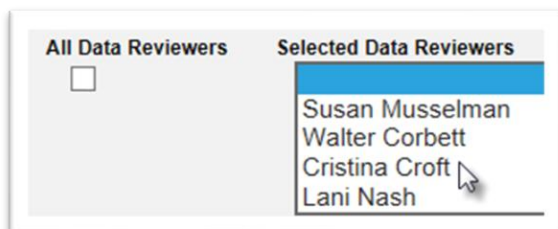15. Select the user from the list.
16. If If additional users are needed, continue to select users until all users are indicated.
17. Click on the Save option to save the Grant Company Access options.

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.
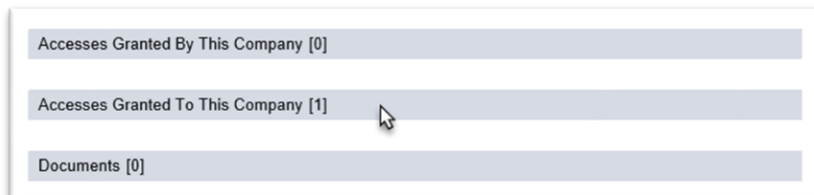
1. Select the Access Granted to This Company tab to expand it.
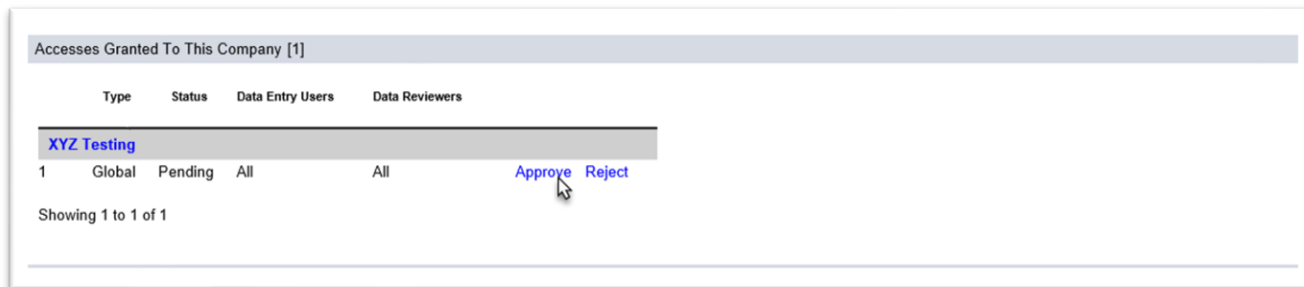
2. Approve the request if valid. Reject the request if your company should not be acting on behalf of the requesting company, for example, it was requested by mistake.

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

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

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 CARLC] ✕

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?
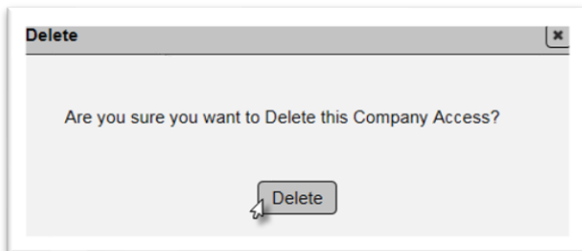
Delete

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

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. See the Company Profile Manager Gauge Maintenance instructions on the SMO MAC website.

Chapter 10 – Documents

Documents can be uploaded to the company profile. There are no standard requirements for these functions. It is provided for the convenience of the Company Profile Manager.

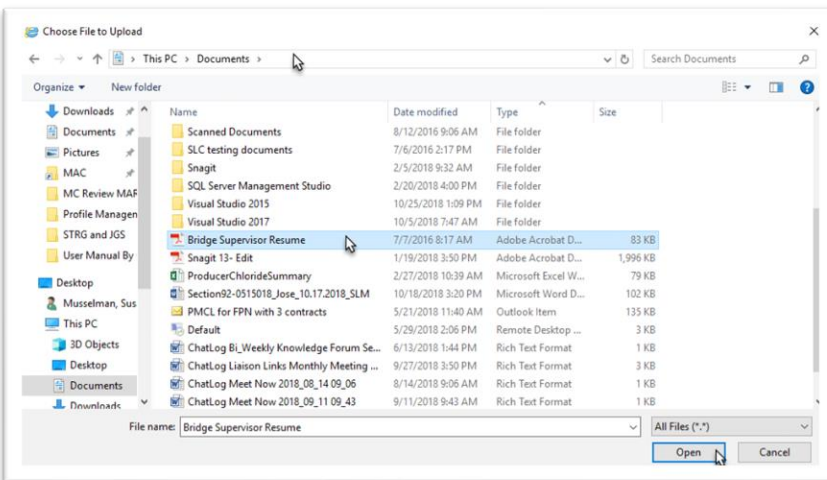A.   Attaching a Document to the Company Profile

1. Click on the Documents tab to expand it.
2. Click on the Upload Document option.
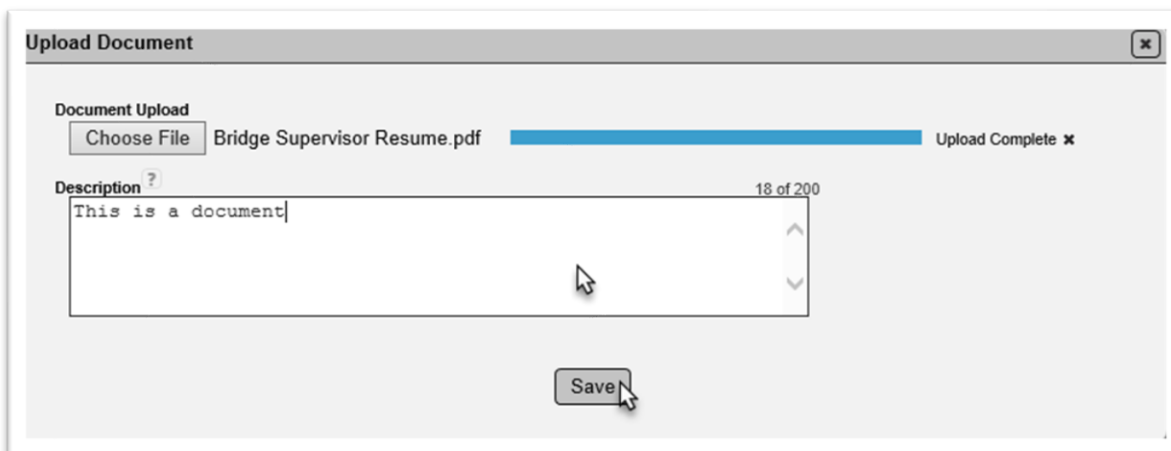
An Upload Document dialog box will appear.

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.

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 a Document on the Company Profile

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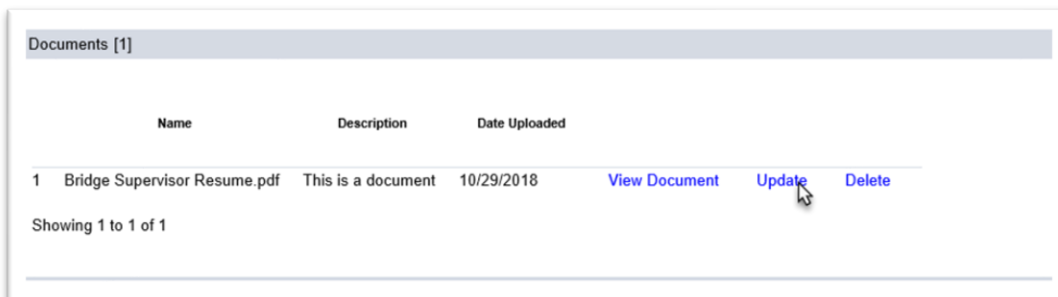
1. Select the Update option.

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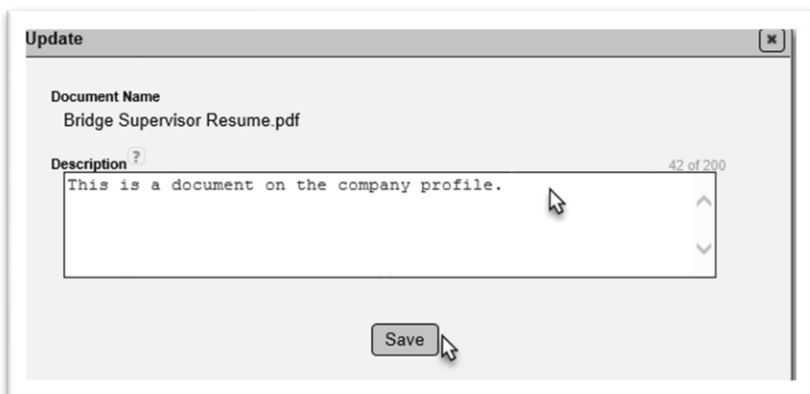

2. Add or revise the description as needed.
3. Click on the Save option to save the changes.

C.   Viewing a Document on the Company Profile
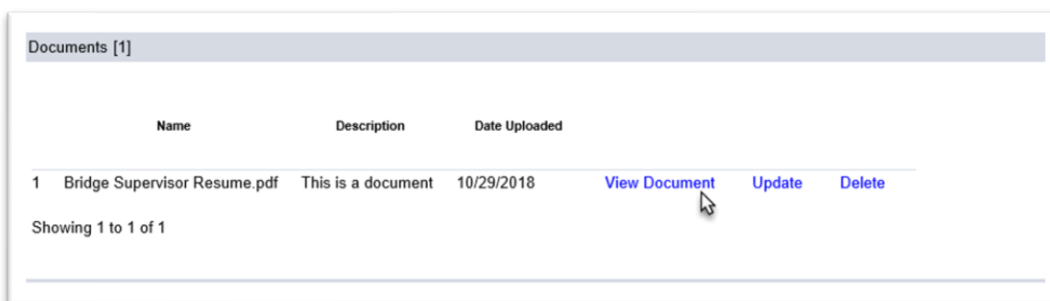
1. Select the View Document option.

MAC will download the document. A Download pop-up window will appear according to the browser you are using.

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]

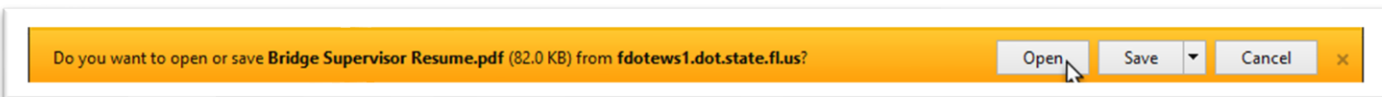|	Name	Description	Date Uploaded			
1	Bridge Supervisor Resume.pdf	This is a document	10/29/2018	View Document	Update	Delete

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?
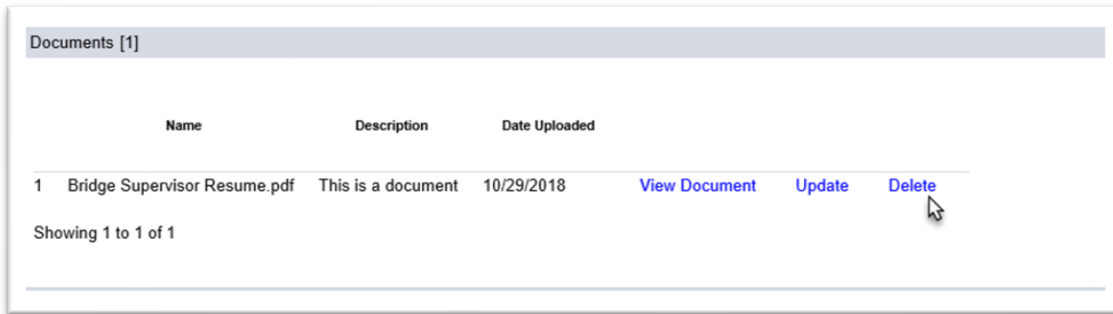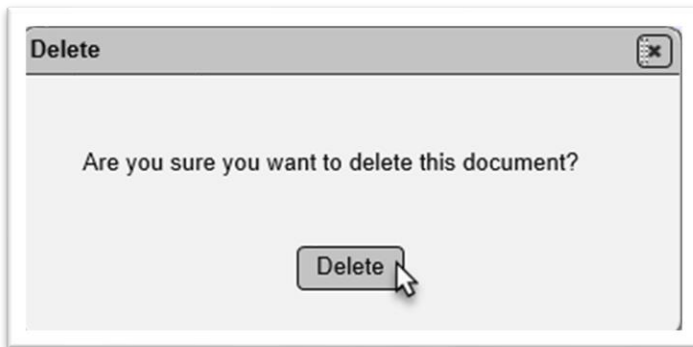
[Delete]

2. Select the Delete option.

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.

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   ✏️   .
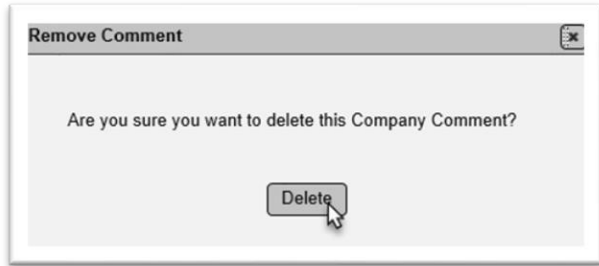
An Update Comment dialog box will appear.

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

D.   Deleting an Existing Comment from a Company Profile

1. Click on the Comments tab to expand it.
2. Select the x (delete) icon.
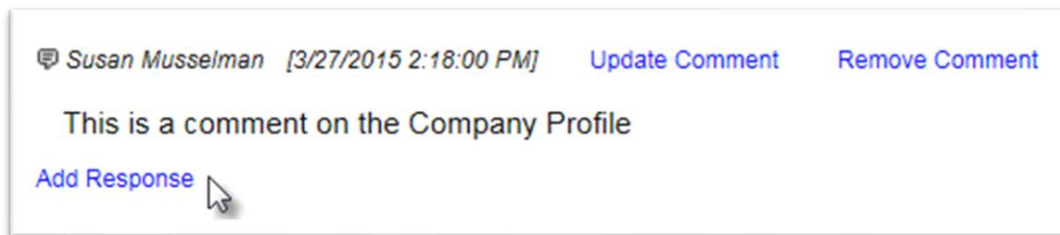
A Remove Comment dialog box will appear.

3. Select the Delete option.

E.   Responding to Comments on a Company Profile

Responding to comments works 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.