

**ITS Facility Management System
User Access Authorization Form**

Rev. 07/21

☐ Activate New User		☐ Update Existing User		☐ Remove User
Name of ITSFM Member Facility Owner				
FDOT District or Regional Partner:				
Authorized Agent Information				
First Name:				
Last Name:				
Email Address:				
Phone:				
<i>I request the FDOT Central Office ITS Section grant access of my agency's transportation management facility managed within the ITSFM system to the person listed below. This person is authorized to access the following Serving Area(s) and shall be assigned to the User Role shown below to support the maintenance of our database information stored in the ITSFM. Furthermore, I also verified that this individual has passed a Florida Department of Law Enforcement (FDLE) or the State Law Enforcement Radio System (SLERS) background check.</i> Signature: _____ Date: _____				
Regional Transportation Management Center Serving Area and User Role				
Serving Area	ITSFM Roles			
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
	Viewer	Maintainer	Editor	System Manager
ITSFM User Information				
First Name:				
Last Name				
E-Mail Address				
Company:				
Title:				
Address				
City, State, Zip Code:				
Phone Number:				

Understanding User Roles and Access

Access to and the ability to view and edit data within the ITSFM is controlled through managing User Access and Roles. The Central Office ITS Section manages user access based on FDOT District and Regional Partner authorization.

User Roles

User Roles control the User's ability to View, Add, Modify, and Delete data within the ITSFM system. The system supports four User Roles; Editor, Maintainer, Viewer and System Manager:

- **Viewer** - This User can view data, perform locates, spatial queries and run reports, but cannot add, modify or delete features or data. This role is assigned to Users who only need the ability view information and generate reports.
- **Maintainer** - This User has limited rights to edit information existing in the database. This role is assigned to Users such as a Maintenance Technician who need the ability to updated attributes resulting from equipment replacements but do not need full Editor Rights. This User cannot place new features or delete existing features; they can only edit attributes for the existing feature. This User is not allowed to make any changes that effect fiber connectivity such as changing fiber jumper assignments or fiber status.
- **Editor** - This User has full rights to add, modify and delete data. The Users assigned this role are limited in number and only assigned to the most experience Users. Editors can add or modify fiber connectivity and any errors would result in serious problems for the system.
- **System Manager** - Runs specialized reports on ITSFM system usage (i.e. who logged in, when and how long) and activity reports to verify equipment added/deleted in the ITSFM matches the activities reported in the maintenance ticket system to ensure the ITSFM database is being properly maintained.

Users are assigned a single User Role per Serving Area they are authorized to access. (Serving Area is defined as the outer limits for the geographic area covered by a single Control Center). A User can be assigned the same or different User Roles for each Serving Area they are authorized to access.

User Access

User Access controls the User's ability to access a Serving Area and the User's ability to:

- Access facilities owned by an agency within one or more serving areas,
- Access facilities used by the agency but owned by another agency such as bartered fibers, and

The ITSFM allows users assigned Editor and Maintainer roles to choose at login the appropriate User Role (Editor, Maintainer or Viewer) needed during any session. For example, if the user has Editor Privileges associated to one of their Serving Areas and selects Editor Role at login; they will only see data for Serving Areas where they have Editor Privileges. If the user selects the Viewer role, they will be able to see all Servicing Areas they are authorized to access.