

20-7

Reference:

Security Procedures

Objectives

- Add a New User
- Update User Information
- Move a User to Another Organization
- Reset Passwords
- Expire a User
- Unexpire (Activate) a User
- Re-assign Queries

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
November 2002	1.0	Initial Version	Deirdre Warner
September 2008	2.0	Added Version Number and updated phone numbers	Marie Novello
April 2012	2.1	Updated phone numbers	Marie Novello
January 2015	2.2	Updated new account contact information - no screen shot updates	Marie Novello
January 2015	2.3	Added How to Unexpire (Activate) a user	Marie Novello

Add A New User to HiCAMS

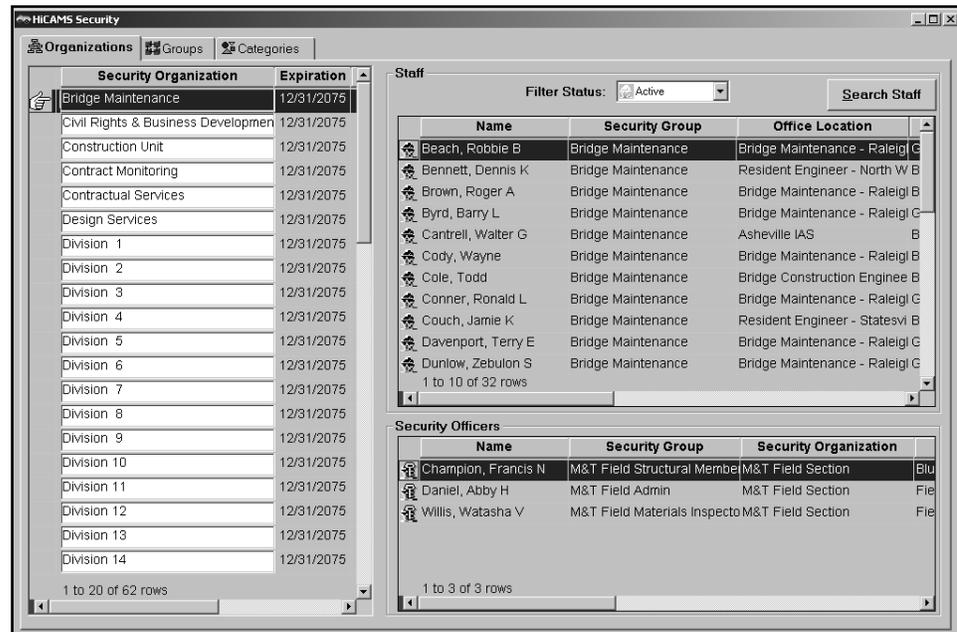
HiCAMS Security Officers are responsible for entering New Users into HiCAMS. If users require the ability to log in and enter data in HiCAMS, they must be assigned a login.

Note: Remember that even if a user has been added to the Staff List and assigned a login, it is not until the Materials and Test or Construction Units are notified of the new user that the account will be activated.

Step 1: Add the new user to the HiCAMS Staff List:

Note: This functionality is only available to staff assigned as Security Officers .

- 1 In HiCAMS, Select **Admin.**→**Security**. The **HiCAMS Security** window displays:



- 1 Select the **Security Organization** for which you are **Security Officer** from the left side panel.
 - A list of users included in the organization selected displays in the staff section of the window (upper right panel).
 - A list of Security Officers for the selected organization displays in the **Security Officer** section of the window (lower right panel).

Note: You only have security authorization to update, modify or expire staff records that are assigned to your organization; should you select another organization, you will only be able to view the staff list.

- Right-click in the right panel of the window and select “**New Staff**” from the pop-up menu that displays. The **Staff - New** window displays:

- Enter the *Social Security Number*, *Last Name*, and *First Name* of the new user. After the *First Name* is entered, a Pop-up window may appear if the system detects there may already be a record similar to the record being entered:

Name	Office Location	Job Title	User ID	Display Name	Nick Name	SSN
Warner, Deirdre	Harrington Street	Production Support Specialist	dwarnr	Deirdre Warner		000-00-0000

- If the record you are entering already exists, select from the list by highlighting the appropriate row and clicking **OK**. You are then taken to that user's record. If the User belongs to a different Security Organization than

yours, contact the Construction Unit or the M&T Information System Liaison to have him/her moved to your organization. You will then be able to update the record with the current information.

- 5 If the user is not found, simply click **Cancel** and continue to add the new record:

Nick Name: (optional)
Enter a name that other users may be more familiar with.

Display Name: How your name will be displayed on printed reports, etc.

User ID: The HiCAMS Client ID is usually the first initial and last name of the user. For example: Edward Brown has the User ID ebrown. The Client ID should match the user's Network and email login if possible.

Non-DOT Company:
Enter employer name (for use when user being entered is a technician, etc., who is not employed by the DOT).

The screenshot shows the 'Staff - New' form with the following fields and values:

- DOT Section:**
 - SSN: 999-99-9999
 - Last Name: Warner
 - First Name: Deirdre
 - Middle Name: (empty)
 - Nick Name: (empty)
 - Display Name: Deirdre Warner
 - Job Title: (empty)
 - User ID: (empty)
 - Office: (empty)
 - Alt Office: (None)
 - Division/Unit: (None)
 - Technician ID: (empty)
 - Supervisor: (empty)
 - Title: (empty)
 - Mobile Phone: () - ()
 - Pager Phone: () - ()
 - PIN: (empty)
- HiCAMS Security Section:**
 - Organization: HiCAMS Team
 - Group: (empty)
 - Expiration: 12/31/2075
 - Revoke Access:
 - Last Login: 00/00/0000
- Non-DOT Section:**
 - Producer/Supplier: (empty)
 - Other Company: (empty)
 - Supervisor: (empty)
 - Title: (empty)

- 6 Be sure to enter a Staff Mailing Address for Certification mailing purposes. Also, all users assigned to the Resident Engineers and RE Tech Staff Security Groups should have their email address entered to allow them to access the DBE Payment Tracking System.

- 7 The most common Security Groups are:

No Access - users who do not need to enter HiCAMS data

Project Inspectors - users can do samples, densities, and Contract Tracking functions

RE Tech Staff - users have the Project Inspector role plus Estimate Processing

Resident Engineers - this is assigned to users performing the Contract Administrator role in HiCAMS (Assistant Resident or District Engineer, and Resident or District Engineer)

- 2 When all required information is entered, click **OK**.

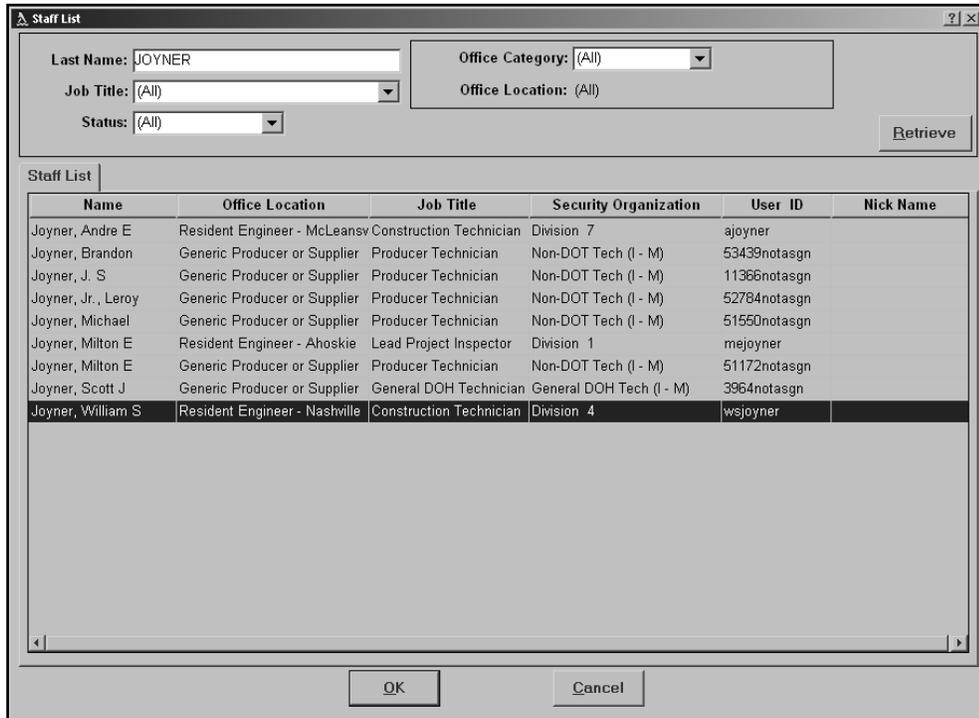
Note: Remember that even if a user has been added to the Staff List and assigned a login, it is not until the Information Systems Liaison is notified of the new user that the account will be activated.

Update User Information

Note: This functionality is only available to staff assigned as Security Officers .

Step 1: Locate the staff record that requires updating:

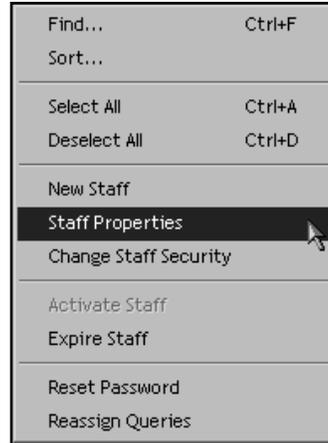
- 1 Log onto HiCAMS or Vendor.
- 2 Select the menu item **Admin.**→**Security**. The **HiCAMS Security** window displays.
- 3 Select your Security Organization on the left side panel.
- 4 In the right panel, select the name of the user whose information you are changing.



Name	Office Location	Job Title	Security Organization	User ID	Nick Name
Joyner, Andre E	Resident Engineer - McLeansv	Construction Technician	Division 7	ajoyner	
Joyner, Brandon	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	53439notasgn	
Joyner, J. S	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	11366notasgn	
Joyner, Jr., Leroy	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	52784notasgn	
Joyner, Michael	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	51550notasgn	
Joyner, Milton E	Resident Engineer - Ahoskie	Lead Project Inspector	Division 1	mejoyner	
Joyner, Milton E	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	51172notasgn	
Joyner, Scott J	Generic Producer or Supplier	General DOH Technician	General DOH Tech (I - M)	3964notasgn	
Joyner, William S	Resident Engineer - Nashville	Construction Technician	Division 4	wsjoyner	

Step 2: Update the users information: :

- 1 Right-click on the highlighted name to display the shortcut menu.
- 2 Choose "Staff Properties" from the pop-up menu that displays:



- 8 The **Staff** window displays the properties for the user:

- 9 Change all applicable fields on the **General** and **Address** tabs.
- 10 Click **OK**.

Move A User to Another Organization

Note: This functionality is only available to staff assigned as Security Officers .

Step 1: Locate the staff record for the user:

- 1 In HiCAMS, select **Admin.** → **Security.** The **HiCAMS Security** window displays.
- 2 Select your Security Organization on the left side panel.
- 3 In the right panel, select the name of the user whose information you are moving.

Step 2: Change the user's security organization:

- 1 Right click on the user's name and select **Staff Properties** from the menu. The **Staff** window displays.
- 2 Click the drop down menu and select the new Security Organization – or -
- 3 Drag and drop the user name from the right column to the appropriate organization on the left column.

Note: When this step is complete, you will no longer have the security access to change the staff record of this user. If the record needs to be changed at this point, contact the security officer for the user's new organization (click the **Security Officer** button on the HiCAMS Home Page for a list) or the appropriate Information Systems Liaison:

Contact the Construction Unit at 919-707-2412 or the Materials and Test Unit at 919-329-HELP (4357)

Reset User Passwords

Note: *This functionality is only available to staff assigned as Security Officers* .

Please see the HiCAMS user guide "Security - Password Maintenance" for information on how to do this function.

Expire A User

Note: *This functionality is only available to staff assigned as Security Officers* .

Step 1: Locate the staff record for the user:

- 1 Log onto HiCAMS or Vendor.
- 2 Select **Admin.** → **Security**. HiCAMS Security window displays.
- 3 Select your Security Organization on the left side panel.
- 11 In the right panel, select the name of the user whose staff record you are expiring.

Step 2: Expire the user:

- 1 Right click on the user name and select Expire Staff from the shortcut menu. The user will be removed from the Staff list.

Unexpire (Activate) A User

Note: *This functionality is only available to staff assigned as Security Officers* .

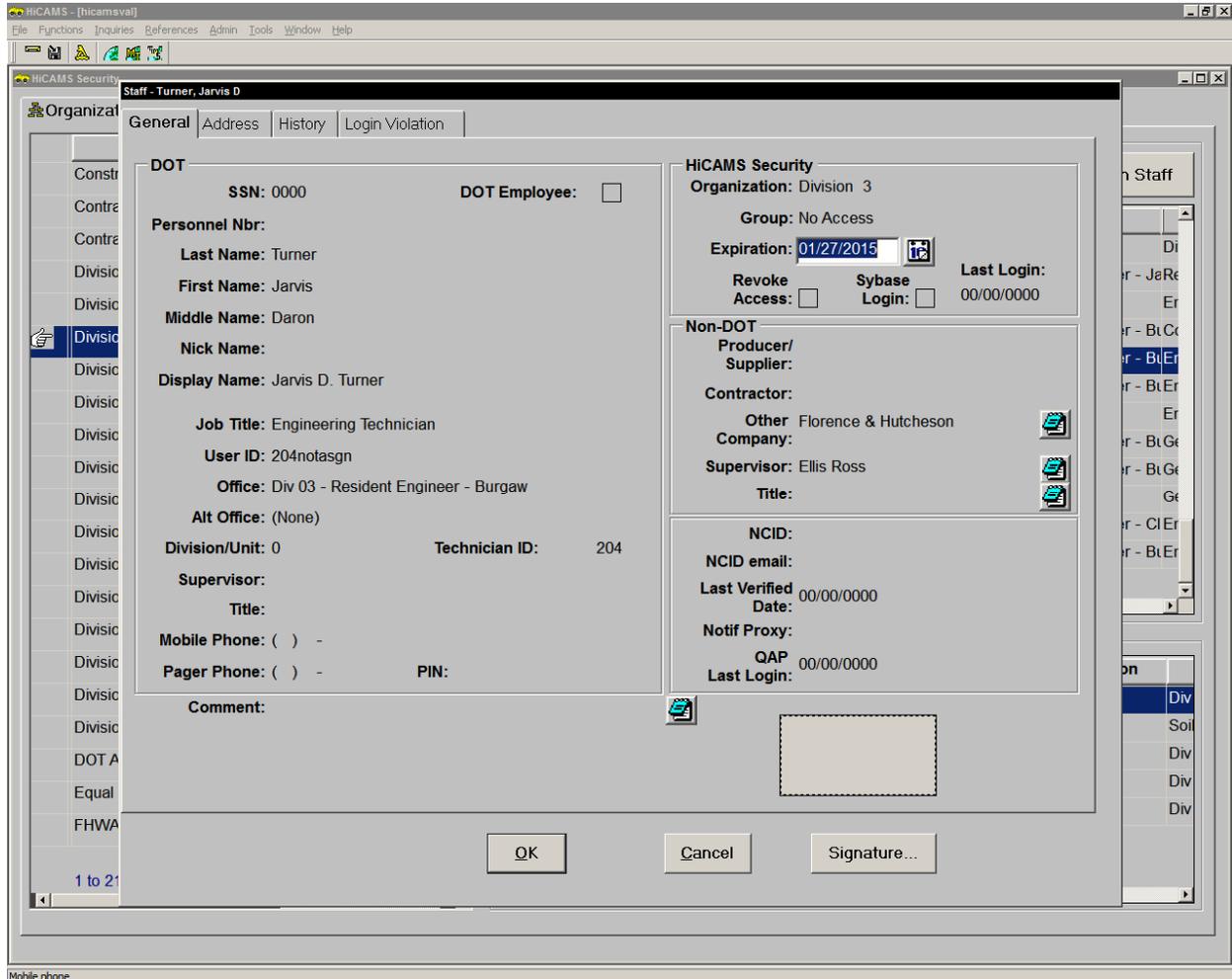
Step 1: Locate the staff record for the user:

- 1 Log onto HiCAMS or Vendor.
- 2 Select **Admin.** → **Security**. HiCAMS Security window displays.
- 3 Use the Search Staff function to locate the user. Expired users have a red X next to their staff icon, and are shown when the Filter Status is set to Expired.
- 12 In the right panel, select the name of the user whose staff record you are expiring.

Step 2: Unexpire (Activate) the user:

- 1 *This is the more difficult way to do this:* Right click on the user name and select Activate Staff from the shortcut menu. The user will be restored to the Active Staff list. The staff record will then need to be re-retrieved and the data confirmed and corrected, if needed.

- 2 *This is the better way to do this:* Right click on the user name and select Staff Properties from the shortcut menu. The Staff record opens. All the fields are grayed out except the Expiration Date (See below).
- 3 Set the Expiration Date to 12/31/2075 and tab out of the field. The rest of the fields will then be open and editable. Update them as necessary and click OK.



Reassign Queries

Note: This functionality is only available to staff assigned as Security Officers .

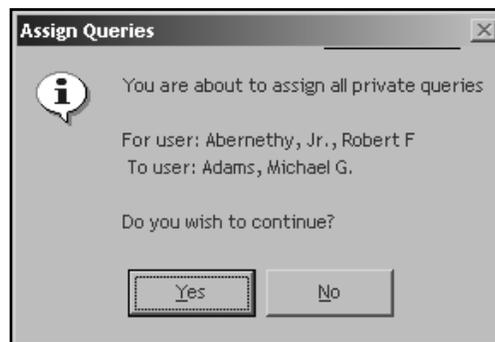
Step 1: Locate the Staff Record for the user:

- 1 In HiCAMS, select **Admin.→Security**. The **HiCAMS Security** window displays.
- 2 In the left panel of the window, select your Security Organization.
- 3 In the right panel, select the name of the user whose queries need to be

reassigned.

Step 2: Reassign the Queries

- 1 Select Reassign Queries from the pop-up menu that displays. The Assign Queries window displays:
- 2 Select the Staff icon. The Staff List window displays.
- 3 Using the available filters on the window, enter appropriate information and click Retrieve.
- 4 Select the appropriate user name from the list and click OK. The user name is populated in the To field.
- 5 Click OK. A confirmation window displays:



- 13 Click YES to continue. The queries are reassigned.