FIMAN-T: ADMIN QUICKGUIDE
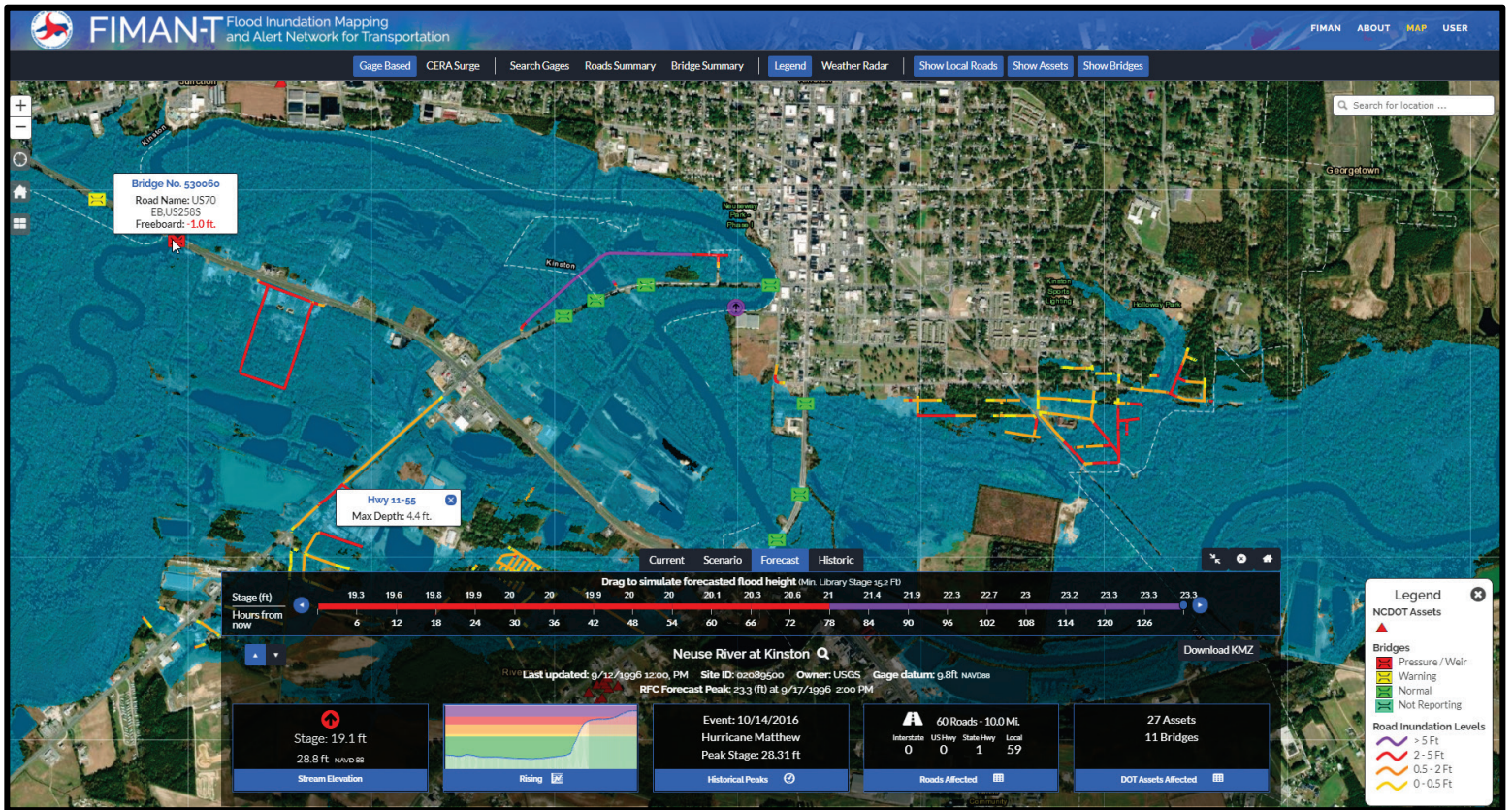
Flood Inundation Mapping and Alert Network for Transportation

FIMAN-T Admin Module Quick Guide

Background

The following admin module quick guide topic covers the use of the FIMAN-T Admin tools. The Administration Tools can be used to:

- Add / remove users for FIMAN-T Access
- Add new FIMAN-T Administrators
- Revise or Remove Administrative Access to any FIMAN-T User

All FIMAN-T access is provided through the users NCID account. FIMAN-T users are required to have an active NCID account. Users can register for an NCID account via the following link: https://ncid.nc.gov/

Granting FIMAN-T Access to Users:

Note that only FIMAN-T Admins have access to the Admin tools within FIMAN-T and have the ability to add modify user access and roles.
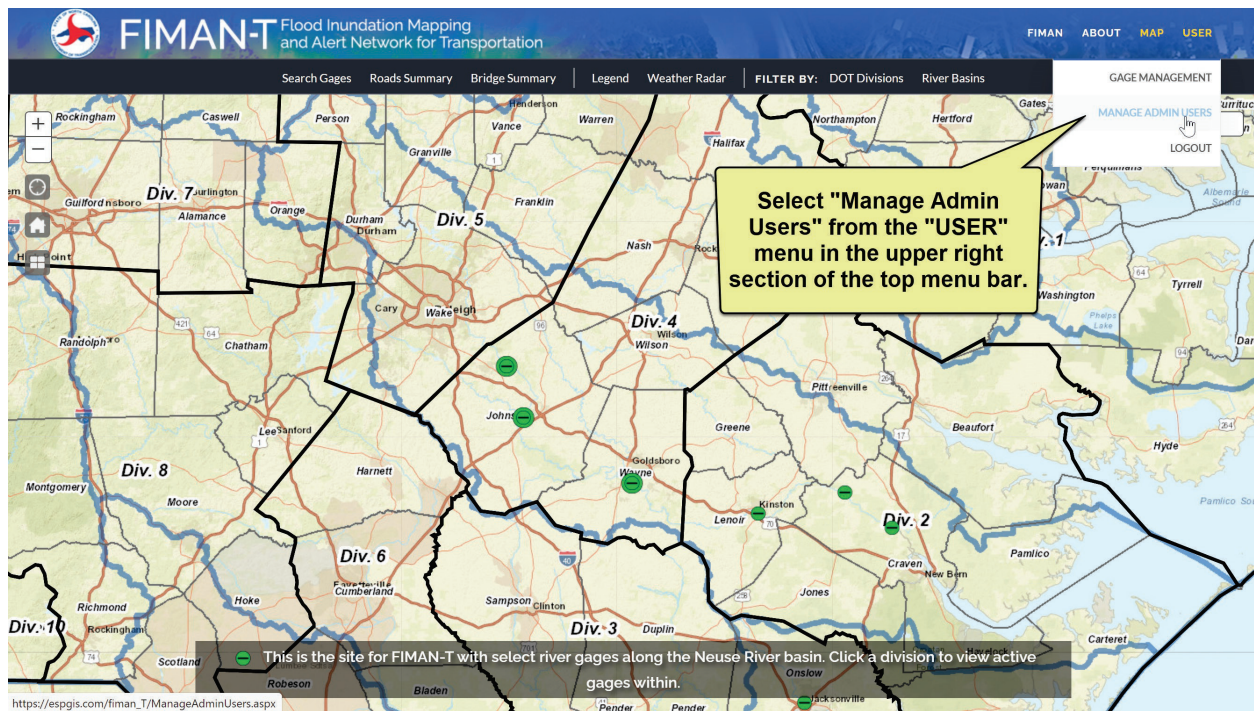
Open the FIMAN-T Admin Tools

Figure 1: Accessing the FIMAN-T Admin Module from the Home Page

Using the Admin Module User List Table

Once the Admin module has been opened, you will see a list of all active FIMAN-R users showing the user's first and last name, email address and username within the NCIC system. The table can be filtered and sorted as needed.

Figure 3: Example of Filter Tools in the Admin Module User Table

Adding New FIMAN-T Users

New users can be given FIMAN-T access if their NCID username or NCID email is known. If you know the users email address, enter all or part of the email address into the search box. The search box can also search on NCID username.
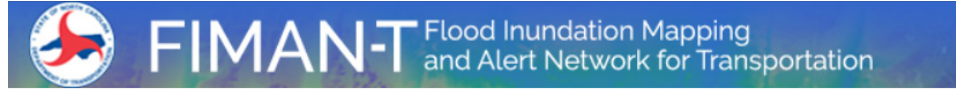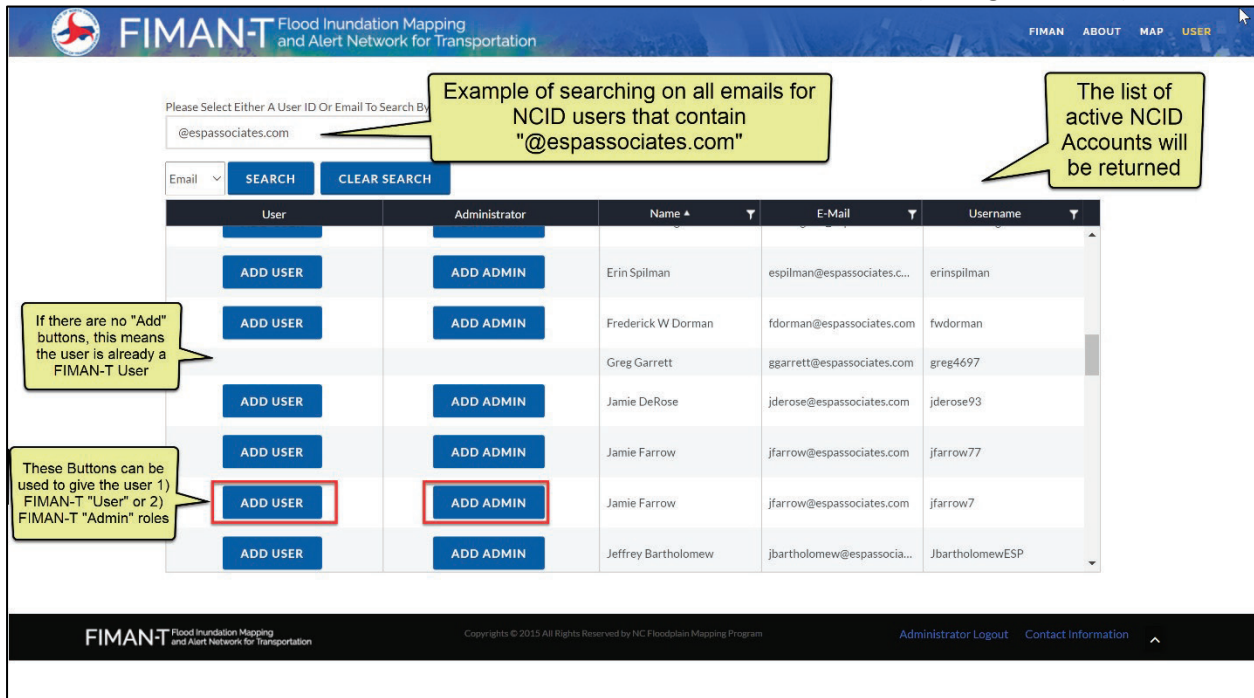

Figure 4: NCID Users can be searched based on email address and NCID username.

Once the NCID user has been found and determined to be the correct user, use the tools provided to either add the NCIS user as a FIMAN-T "USER" or FIMAN-T "ADMIN" or both (see figure below)

Figure 5: Example of searching for users and tools for adding "USER" and "ADMIN" roles to FIMAN-T

Removing or Changing FIMAN-T Users Access Roles

Removing Users: Current FIMAN-T users can be removed by simply searching for them in the active user list in the Admin module (using sort or filter tools). Then, simply click the red "REMOVE" button to remote the user from FIMAN-T Access rights.

Updating User Role: To keep the user active and the intent is to change their access level, click on the "Remove Admin" or "Make Admin" buttons to toggle the access level of the user. If a user is an Admin it will display as "Remove Admin" and upon the click of the button their access will be demoted to normal site user status. If the user is a normal site user it will display as "Make Admin" and upon the click of the button their access will be promoted to Admin status.

Figure 6: Removing Active FIMAN-T Users Access via the Admin Module User list Table