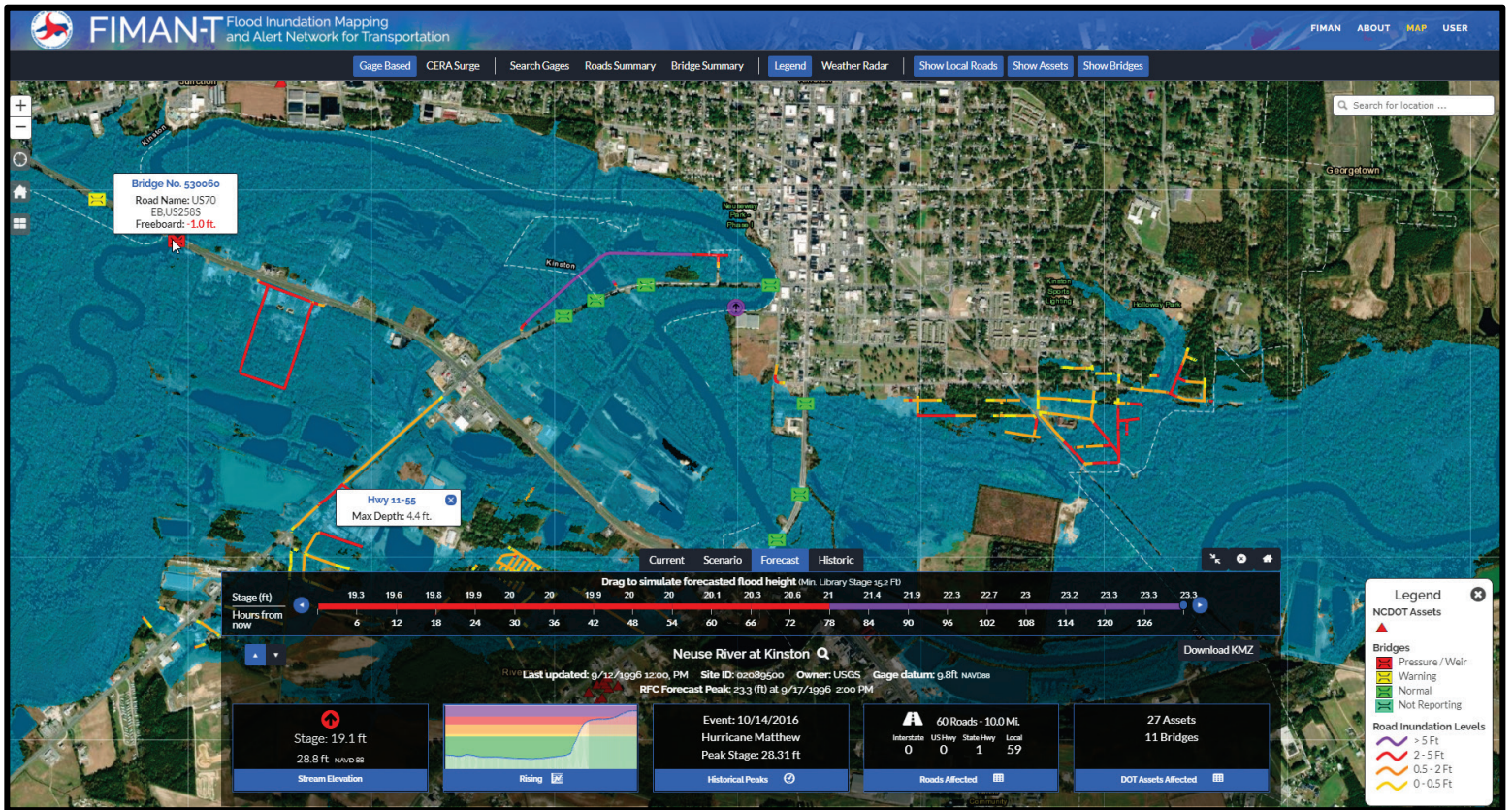


FIMAN-T: ADMIN QUICKGUIDE

Flood Inundation Mapping and Alert Network for Transportation



Version 2.0
June 2021

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

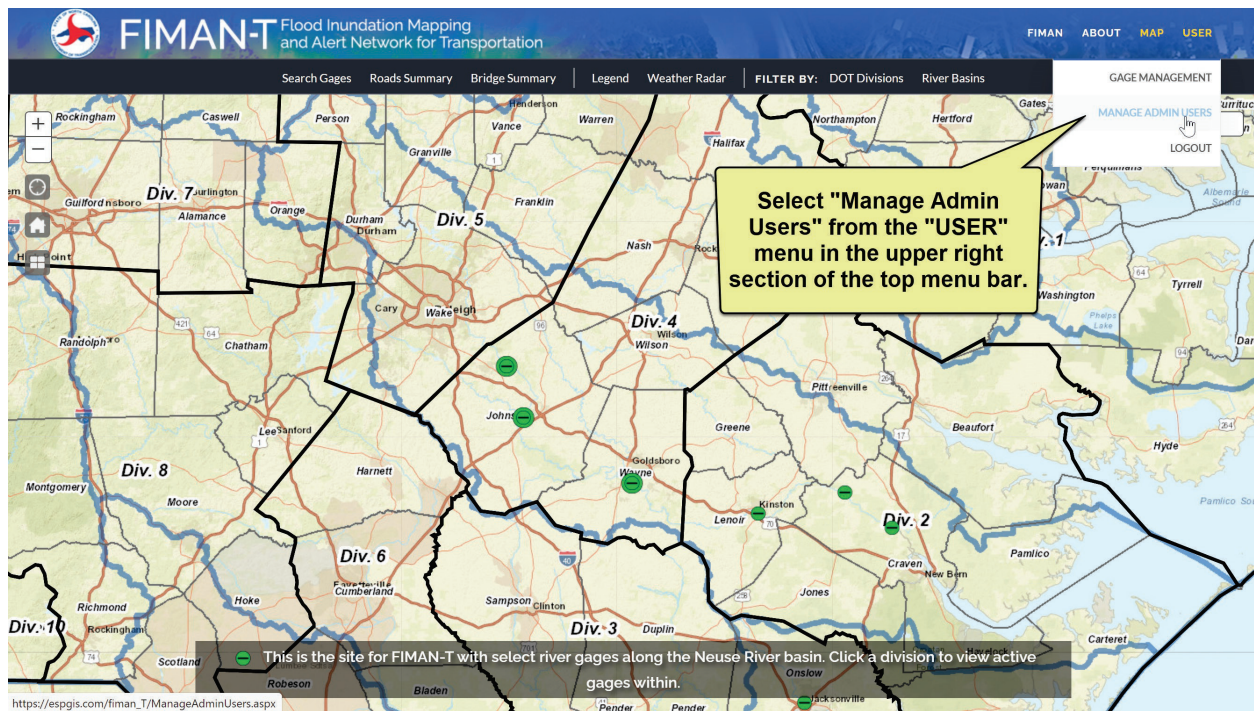


Figure 1: Accessing the FIMAN-T Admin Module from the Home Page

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.

Please Select Either A User ID Or Email To Search By From The Drop-Down Menu:

Email

		Name	Username	Email	Administrator
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Alex Louzao	alouzao	alouzao@espassociates.com	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Brian Radakovic	bmradakovic	bmradakovic@ncdot.gov	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Bryan Fleming	bfleming1	bfleming1@ncdot.gov	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Carrie L Sigrist	CarrieSigrist	CSigrist@espassociates.com	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	David Key	davidmkey	davidkey08@gmail.com	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	FM Hasan	fmhasan	mahmood.hasan@ncdps.gov	✓

Please Select Either A User ID Or Email To Search By From The Drop-Down Menu:

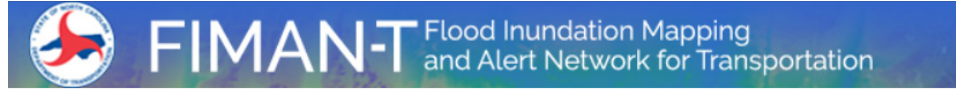
Email

		Name	Username	Email	Administrator
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Alex Louzao	alouzao	alouzao@espassociates.com	<div style="border: 1px solid black; padding: 2px;"> Show items with value that: Is equal to <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/> </div>
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Brian Radakovic	bmradakovic	bmradakovic@ncdot.gov	
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Bryan Fleming	bfleming1	bfleming1@ncdot.gov	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	Carrie L Sigrist	CarrieSigrist	CSigrist@espassociates.com	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	David Key	davidmkey	davidkey08@gmail.com	✓
<input type="button" value="REMOVE"/>	<input type="button" value="REMOVE ADMIN"/>	FM Hasan	fmhasan	mahmood.hasan@ncdps.gov	✓

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.



Please Select Either A User ID Or Email To Search By From The Drop-Down Menu:

Search...

Email **SEARCH**

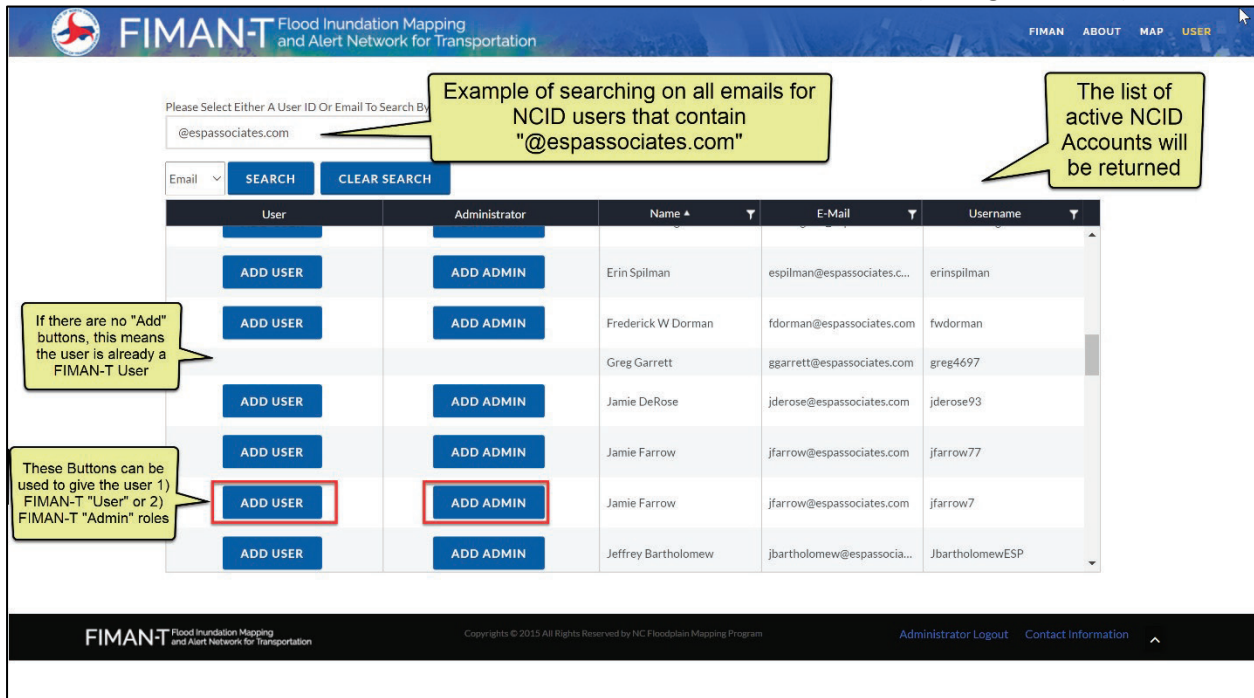
Email

User ID

Name

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)



Example of searching on all emails for NCID users that contain "@espassociates.com"

The list of active NCID Accounts will be returned

If there are no "Add" buttons, this means the user is already a FIMAN-T User

These Buttons can be used to give the user 1) FIMAN-T "User" or 2) FIMAN-T "Admin" roles

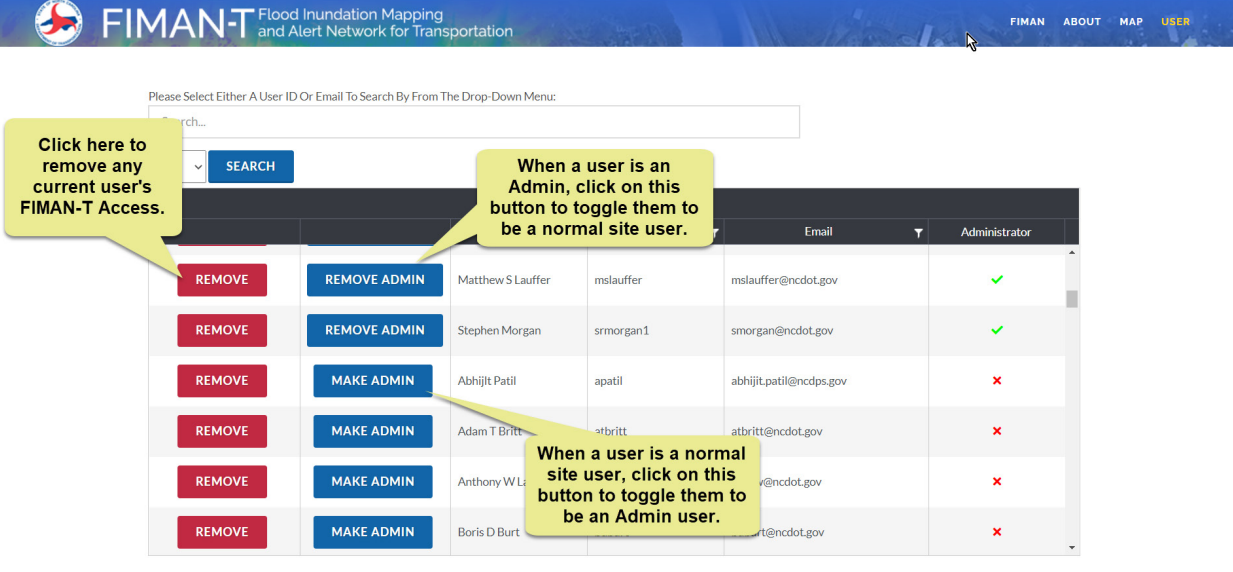
User	Administrator	Name	E-Mail	Username
ADD USER	ADD ADMIN	Erin Spilman	espilman@espassociates.c...	erinspilman
ADD USER	ADD ADMIN	Frederick W Dorman	fdorman@espassociates.com	fdorman
ADD USER	ADD ADMIN	Greg Garrett	ggarrett@espassociates.com	greg4697
ADD USER	ADD ADMIN	Jamie DeRose	jderose@espassociates.com	jderose93
ADD USER	ADD ADMIN	Jamie Farrow	jfarrow@espassociates.com	jfarrow77
ADD USER	ADD ADMIN	Jamie Farrow	jfarrow@espassociates.com	jfarrow7
ADD USER	ADD ADMIN	Jeffrey Bartholomew	jbartholomew@espassocia...	JbartholomewESP

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.



Please Select Either A User ID Or Email To Search By From The Drop-Down Menu:

Search...

SEARCH

				Email	Administrator
REMOVE	REMOVE ADMIN	Matthew S Lauffer	mslauffer	mslauffer@ncdot.gov	✓
REMOVE	REMOVE ADMIN	Stephen Morgan	srmorgan1	smorgan@ncdot.gov	✓
REMOVE	MAKE ADMIN	Abhijit Patil	apatil	abhijit.patil@ncdps.gov	✗
REMOVE	MAKE ADMIN	Adam T Britt	atbritt	atbritt@ncdot.gov	✗
REMOVE	MAKE ADMIN	Anthony W L...		@ncdot.gov	✗
REMOVE	MAKE ADMIN	Boris D Burt		@ncdot.gov	✗

Click here to remove any current user's FIMAN-T Access.

When a user is an Admin, click on this button to toggle them to be a normal site user.

When a user is a normal site user, click on this button to toggle them to be an Admin user.

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