EEBACS USER GUIDE 1.0
Appendix A: User Roles

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A.1 User Roles

The purpose of this Appendix is to assist COTRs, managers, and users in determining the appropriate role to assign EEBACS users.

A.1.1 Roles in EEBACS

The way to grant privileges and rights to users in EEBACS is through the use of roles. Each role is granted a series of rights that allows a user, to which the role has been assigned, to perform certain actions or view certain data.

Roles in EEBACS are divided into two categories: system-wide roles and project specific roles. Some roles have both system and project components and users of EEBACS can be granted both system and project roles.

Government users and Contract Staff users can have both system-wide roles and project specific roles. Construction Contractor and A/E Staff users can have a system-wide role that provides access only to a limited number of tools and also have project-specific roles.

Due to the level of detail, the individual rights assigned to the system and project roles cannot be described adequately in this document. If, after reading this appendix, you still cannot determine which role best meets your needs, please contact your Division Component Lead (Design, Acquisitions, or Construction) for assistance.

A.2 System Roles

System roles are roles that apply to every project in EEBACS and/or provide access to a few system tools. The system roles are assigned by submitting the appropriate User Account forms, EEBACS-001, EEBACS-002, and/or EEBACS-004 to your Local IT Service desk. Each user will be assigned at least one system role.

For roles with limited view access to the Acquisition module, certain projects where access is restricted for confidentiality reasons will not be viewable in Acquisitions. This is indicated below by an asterisk (*).

A.2.1 EEBACS System Administration Roles

These roles allow the administration of EEBACS:

- EEBACS Administrator. The EEBACS Administrator is the principle administrator of EEBACS with the responsibility of overall administration or EEBACS. This role is has full system rights.

- Division EEBACS Administrator. The Division EEBACS Administrators are capable of administering EEBACS at their division level and this role is intended to subdivide the administration responsibilities. This role is has full System rights. Each of the three FLH divisions has a Division Administrator.

- Acquisition Component Lead. The Acquisition Component Lead is responsible for coordinating and administering the Acquisition Component. They work with the Acquisition Component representatives in the other divisions to insure the Acquisition component meets their needs. This role has full Acquisitions rights. This role also has limited view rights in the Design and Construction modules.

- Construction Component Lead. The Construction Component Lead is responsible for coordinating and administering the Construction Component. They work with the Construction Component representatives in the other divisions to insure the Construction Component meets their needs. This role has full Construction rights. This roles also has limited view rights in the Acquisition* and Construction modules.

- Design Component Lead. The Design Component Lead is responsible for coordinating and administering the Design Component. They work with the Design Component representatives in the other divisions to insure the design component meets their needs. This role has full Design rights, including the right to add, edit, or delete Amendment Estimates in Acquisitions. This is the only Design role that can, add, copy, or delete projects. This roles also has limited view rights in the Acquisition* and Construction modules.

- Information Technology Service Desks. This role is applied to each of the divisions' Local IT Service Desks. This role has the ability to add, modify, and disable user accounts, including assigning system roles to user accounts. Service desk personnel can view project information and view various portions of the system. They do have not rights to edit projects.

A.2.2 Acquisition System Roles

These roles are listed in order of increasing level of Acquisition rights granted:

- Acquisition Office Staff. Acquisition personnel in each of the division offices are responsible for processing solicitations, amendments and bids. This role can perform all Acquisition tasks except promoting a project to construction. This role also has limited view rights in the Design and Construction modules.

- Contracting Officer. This role is for EEBACS purposes only, and may not necessarily always be assigned to official FLH Contracting Officers. This role is assigned to acquisition staff that will be responsible for verifying the award data within EEBACS and promoting the project to Construction. The contracting officer role has all the rights that the Acquisition staff has, plus the ability to promote projects to construction. This role also has limited view rights in the Design and Construction modules.

A.2.3 Construction System Roles

These roles are listed in order of increasing level of Construction rights granted:

- Construction Contractor – Tools. This role is to provide Construction Contractors access to the EEBACS Help tool, as well as the US Customary/Metric conversion table. (These tools cannot be viewed with Project Roles). No other system rights are granted to Construction Contractors.

- A/E Construction Staff – Tools.   This role to provide the A/E Construction staff (Project Engineer A&E, Assistant Project Engineer A&E, Inspector A&E) access to several EEBACS tools: Ad Hoc UPAs, Help, the US Customary/Metric conversion table, the inflation table and the Master Pay Item list. (These tools cannot be accessed/viewed through Project Roles). No other system rights are granted to A/E Construction staff.

- Construction Field Staff. Government Project Engineers, Government Field Inspectors and other government personnel such as summer employees whose normal job is to work on construction projects are into this category. This role has rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Construction Operations Engineer. Construction Operations have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Construction Engineer (Branch Chief). Constructions Engineers are the Branch Chiefs of the Construction Branches in their respective divisions. They have view rights to view general project data* for all projects and detailed view rights within Construction. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Construction Administration Staff. Administrative staff in each of the divisions' construction offices who are responsible for processing construction progress payments after they are approved by the project engineer and performing other administrative duties in the division construction office. This user role has most

constructions rights, including the ability to add, modify, and delete specific project user roles.   They have view rights to view general project data* for all projects. This role also provides access to some system tools.

A.2.4 Design System Roles

These roles are listed in order of increasing level of Design rights granted:

- A/E Design Staff – Tools. This role to provide the A/E Design staff access to several EEBACS tools: AD Hoc UPAs, Help, the US Customary/Metric conversion table, the inflation table, Master Pay Item list, and pick lists. (These tools cannot be accessed/viewed through Project Roles). No other system rights are granted to A/E Design Staff).

- Design Engineer (Branch Chief). Design Engineers are the Branch Chiefs of the Project Development (Design) Branches in their respective divisions. They have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Designer. Designers are design or bridge personnel in any of the three divisions who work develop the engineer' estimates. They have rights to all projects in design status. The Design role cannot promote a project to Acquisitions; however, they can develop Amendment Estimates in Acquisitions. They also have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Highway Design Manager. Highway Design Managers are supervisors of designers. They have rights to all projects in design status in their respective divisions and also have the ability to promote a project to Acquisitions.   They have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

A.2.5 Other System Roles

- Leadership Team. The Leadership Team is composed of the FLH Headquarters, Division Engineers, Directors and other staff who need to view project information in EEBACS. They have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Bridge Manager. The Bridge Manager is the supervisor of the Bridge Engineers. They have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

- Project Manager. Project managers have responsibility for the management of highway projects. They have view rights to view general project data* for all projects. This role also provides access to some system tools, such as the Master Pay Item list, Unit Price Analysis, Ad Hoc reports, etc. (These tools cannot be accessed/viewed through Project Roles).

A.3 Project Roles

Project roles apply to specific projects and serve two purposes. The first is to allow individuals to be assigned as a specific member of the Project Team and in certain cases show up on reports (i.e. Project Manager, Highway Design Manager, Lead Designer, Bridge Manager, Construction Operations Engineer, or Project Engineer). The second is to control access and the level of rights for Construction field staff, A/E personnel, and Construction Contractor personnel. While Construction field staff, A/E personnel, and Construction Contractor personnel have limited system-wide rights, assigning project roles will grant additional rights for the specific project(s) and type project role to which they are assigned.

Project roles for Project Manager, Bridge Manager, and Construction Operations Engineer add additional rights for their assigned projects beyond their general system rights.

Project Roles can be assigned to existing, active user accounts by sending an informal email or telephone request from the COTR to the Project Manager or Lead Designer (for design folks) or to the Construction Admin Staff (for construction folks). If the individual user does not have an active account, submit EEBACS User Request form prior to requesting project role assignments.

A.3.1 Project EEBACS Administration Roles

There are no EEBACS administration roles specifically associated with individual projects.

A.3.2 Acquisition Project Roles

- Contracting Officer. In some cases a specific Contracting Officer may be assigned to the project team. This Contracting Officer project-role is exactly the same as the Contracting Officer system-role; it does not add any additional rights. This project role is not required.

A.3.3 Design Project Roles

These roles are generally listed in order of increasing level of Design rights granted.

- A/E Designer. A/E design projects have specific A&E designers assigned to the project. Every A/E designer developing Engineer's Estimates for a project must be specifically assigned to that project. The A/E Designer role has a few less rights than the Designer system role has; however, those rights are restricted to the assigned projects only. The A/E Designer cannot add, edit, or delete amendment estimates or project team members.

- Lead Designer. Every project needs a specific lead designer assigned to it. The Lead Designer is the designer to whom one would go when they have project design questions. The assigned Lead Designer can promote a project to Acquisitions;

- Lead A/E Designer. A/E design projects must have a specific A/E Lead Designer assigned to the project. This is required so the A/E Lead Designer can be given an EEBACS account and their access can be limited to the specific project on which they will work. This role is required for A/E projects and is unique to each project. The Lead A/E Designer role has a few less rights than the Lead Designer role has; they cannot promote a project to Acquisitions and all rights are restricted to the assigned

projects only. The Lead A/E Designer cannot add, edit, or delete project team members.

- A/E Manager. A/E design projects must have a specific A/E Manager assigned to the project. This is required so that each A/E Manager can be given an EEBACS account and their access can be limited to the specific project on which they will work. This role is required for A/E projects and is unique to each project. The A/E Manager role has all the same rights that the Highway Design Manager has; however, they cannot promote a project to Acquisitions and all rights are restricted to the assigned projects only. The A/E Manager cannot add, edit, or delete project team members.

- Highway Design Manager. Every project needs a specific Highway Design Manager assigned to it. The Highway Design Manager has the ability to promote projects to Acquisition. This Highway Design Manager project-role is exactly the same as the Highway design Manager system-role; it does not add any additional rights.

A.3.4 Construction Project Roles

These roles are generally listed in order of increasing level of Construction rights granted:

- Construction Contractor Basic. Each active construction project may have one or more Construction Contractor Inspectors who are employees or subcontractors of the contractor building the project. This Basic role provides the ability to develop Contractor Daily Reports (CDR) and Pay Note. This role is not unique or required. Construction Contractor Inspectors may only see and perform project specific tasks on the project or projects to which they are assigned. They may not see any other projects in the systems.

- Construction Contractor Lead. The Construction Contractor Lead role has slightly more rights than the Construction Contractor Basic role. Additional rights include adding Subcontractors and Labor & Equipment. This role is not unique or required. Construction Contractor Inspectors may only see and perform project specific tasks on the project or projects to which they are assigned. They may not see any other projects in the systems;

- Construction Contractor Management. This is the manager for the construction contractor building a job. This Contractor role has the most contractor rights. Construction Contractor Managers may only see those projects to which they are assigned. They may not see any other projects in the system. This role is unique and required;

- Inspector. Each active construction project may have one or more Government Field Inspectors assigned to it. This role is not unique or required. Some projects may have A&E Inspectors assigned instead of a government Field Inspector. Field Inspectors may only perform project specific tasks on the project(s) to which they are assigned. This role has basic construction rights. They do not have add/edit rights to subcontractors, contract modifications, non-CM pay items, or claims;

- Inspector A&E. Each active construction project may have one or more A&E Field Inspectors assigned to it. This role is not unique or required. A&E Field Inspectors may only see and work on the project(s) to which they are assigned. This role has basic construction rights. They do not have add/edit rights to subcontractors, contract modifications, non-CM pay items, or claims;

- Lead Inspector. The Lead Inspector role has slightly more rights than the Inspector role. This role is not unique or required. Lead Inspector may only perform project

specific tasks on the project(s) to which they are assigned. This role has all the rights of the Inspector role, plus the ability add/edit subcontractors and contract modifications;

- Assistant Project Engineer. Larger construction projects may have an Assistant Project Engineer. This role adds multiple rights, allowing the user to assist the project engineer in many tasks usually reserved for the project engineer. This role is not unique or required. Assistant Project Engineers may only perform project specific tasks on the project(s) to which they are assigned. This roles has all the rights of the Lead Inspector, plus the ability to add construction status information, process progress payments and send progress payment to the main office;

- Assistant Project Engineer A&E. Larger construction projects may have an Assistant Project Engineer. A&E Assistant Project Engineers may be assigned to projects that do not have federal employees assigned as Assistant Project Engineer. This role is unique and but not required. Contract Assistant Project Engineers may only see and perform project specific tasks on the project(s) to which they are assigned.   This role has almost the same rights as the Assistant Project Engineer; however, they cannot send the progress payment to the main office.

- Project Engineer – Temporary.   This intent of this role is be temporarily assigned to another project person if the assigned Project Engineer is unavailable for an extended period of time. This role grants all the regular Project Engineer rights to the user (with the exception of creating/editing claims). This role is unique and should be removed as soon as the assigned Project Engineer returns.   Project Engineer – Temporary may only perform project specific tasks on the project(s) to which they are assigned;

- Project Engineer. Projects that do not have an A&E Project Engineer assigned will have a federal employee assigned as project engineer assigned. Most project engineers will be government employees. Project Engineers may only perform project specific tasks on the project(s) to which they are assigned. This role has the most construction rights of users out in the field. This role is unique and required;

- Project Engineer A&E. A&E Project Engineers are assigned to projects that do not have federal employees assigned as Project Engineer. This role is unique and required if there is no federal employee assigned as project engineer. Contract Project Engineers may only see and perform project specific tasks on the project(s) to which they are assigned. This role has almost the same rights as the Project Engineer; however, they cannot delete contract modifications.

- Construction Operations Engineer. Each construction project has a Construction Operations Engineer assigned to it. This role is unique and required. The Construction Operations Engineer may be assigned to the project at any time, but no later than when the project enters construction status. The project Construction Operations Engineer role gives full construction rights for the assigned project(s);

A.3.5 Other Project Roles

- Bridge Manager. If a project includes a bridge or bridge work, the project needs to have a Bridge Manager assigned. This role is unique, but is only required for project with structures. The Bridge Manager Project Role adds additional rights for the project(s) for which they are specifically assigned as a team member;

- Project Manager. Each project has a project manager. The Project Manager Project Role adds additional rights for the project(s) for which they are specifically assigned

as a team member. Project Managers may only perform project specific tasks on the project(s) to which they are assigned. This role is required and unique for each project. This role adds all the design rights and provides more detailed view access in construction.