
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2632	Building and Real Estate Information Knowledge Solution (BRICKS) Security Maintenance Form Procedures	Revision Date: 10/05/2015 Version: 3

Table of Contents

1. Introduction 3

2. Scope 3

3. BRICKS Security Overview 3

4. BRICKS Security Administration 3

 4.1 BRICKS Conference Facility and Work Order IDs 4

 4.1.1 Conference Facility 4

 4.1.2 Work Orders..... 4

5. Processing the BRICKS Security Form..... 4

6. Instructions for Completing #2631 BRICKS Security Maintenance Form 5

1. Introduction

This document outlines the procedures for completing the #2631 *BRICKS Security Maintenance Form* for the Building and Real Estate Information Collaborative Knowledge Solution (BRICKS) application.

2. Scope

This document gives an overview of BRICKS security and administration, and provides instructions for completing each field on #2631 *BRICKS Security Maintenance Form*. Information located on the Mississippi Management and Reporting System (MMRS), Bureau of Building, Grounds, and Real Property Management (BoB), and Office of Capitol Facilities (CF) website is referenced, when applicable, as additional help in completing the security form.

The #2631 *BRICKS Security Maintenance Form* shall be completed for State and Public Sector doing business with either BoB or CF.

3. BRICKS Security Overview

Security for the BRICKS application is centrally maintained. BRICKS security utilizes the Security module within the Skire Unifier™ software.

Each BRICKS user is assigned a User ID and given access to perform various functions in BRICKS, including entering and browsing data and running reports based on his/her security group.

For questions related to BRICKS security, contact the MMRS Call Center at 601-359-1343 (Option 1, Sub-option 7) or send an email to MASH@dfa.ms.gov, with BRICKS Security in the subject line.

4. BRICKS Security Administration

The MMRS CSIO or designee serves as the BRICKS Security Administrator.

All BRICKS security requests must be submitted on the proper form and approved by the BoB Director or designee before any action will be taken to process the request. Each request is subject to at least two levels of review.

The user's ID and password will be sent in separate emails directly to the user via the MASH Call Center email account. Logon instructions and Call Center information will be included in these e-mails. Upon completion, each security form is filed electronically.

4.1 BRICKS Conference Facility and Work Order IDs

4.1.1 Conference Facility

Each agency/institution with facilities available for reservation by the general public has been assigned a unique BRICKS user-id and password. This information will be published on the website of the agency/institution responsible for the facility, allowing all citizens the opportunity to reserve a State conference facility by logging into BRICKS and submitting a reservation request. An authorized contact from the controlling agency/institution of each facility will be responsible for notifying the MMRS Call Center via e-mail at mash@dfa.ms.gov when the password needs to be reset. The controlling agency/institution is also responsible for updating the password on their specific website.

4.1.2 Work Orders

Work orders in BRICKS are tied to a specific user-id. Each Capitol Complex Tenant has been assigned a unique BRICKS user-id and password to be used by their designated representative to submit work orders to the Office of Capitol Facilities. Each tenant representative will be responsible for notifying the MMRS Call Center when their password needs to be reset.

5. Processing the BRICKS Security Form

The following steps are followed to process the security form:

Step Number	Responsible Person	Action
1.	BRICKS User	<ol style="list-style-type: none"> 1. Complete the interactive BRICKS Security Maintenance Form. 2. Save a copy of the form; Email form to Bricks.bricks2@dfa.ms.gov with "BRICKS Security" in subject line of email.
2.	BoB Director or designee	<ol style="list-style-type: none"> 1. Review the submitted form. 2. If approved, digitally sign the form and email to mash@dfa.ms.gov with "BRICKS Security" in subject line. 3. If declined, notify requesting user of deletion and destroy the BRICKS Security Maintenance Form.

Step Number	Responsible Person	Action
3.	BRICKS Security Administrator	<ol style="list-style-type: none"> 1. Review the form. 2. Make the necessary updates in BRICKS. 3. Sign and date the form. 4. When adding new user; <ul style="list-style-type: none"> • Send user an email providing assigned user-id and blind copy (bc) Bricks.bricks2@dfa.ms.gov; • Send user a separate email providing assigned password and logon instructions. 5. When deleting user: <ul style="list-style-type: none"> • Send email to Bricks.bricks2@dfa.ms.gov with name/company of deleted user. 6. No additional actions required when making a change for existing user. 7. File the security form.
4.	BoB Director or designee	<ul style="list-style-type: none"> • If new user: <ul style="list-style-type: none"> • Assign user to the appropriate user group(s); • Assign user to the appropriate project(s).

6. Instructions for Completing #2631 BRICKS Security Maintenance Form

Complete each section of the form as follows. An asterisk (*) indicates that the information is required. A separate form must be completed for each user.

Agency / Company Information	Provide the following user information.
Agency / Company Name *	User's agency or company name
Agency / Company Address*	User's agency or company mailing address
Agency / Company Phone Number *	User's agency or company phone number

User Information	Provide the following user information.
Maintenance Action *	Check one option: Add – Requesting to add a new BRICKS user Change – Requesting to change information for an existing BRICKS user Delete – Requesting to delete an existing BRICKS user
User Name*	User's name
Email Address *	User's email address
Phone Number*	User's telephone number
Fax Number	User's fax number
Address (if different from Agency address above)	User's mailing address, if different from the Agency/Company Address entered in the above section.
ACE-ID (If State Employee)	User's ACE-ID Number - required for all state employees.

DFA / Bureau of Building, Ground, and Real Property Management Approval	
Approved by:	Signature of DFA / BoB Director or designee
Date:	Date form was signed by DFA / BoB Director or designee
Title:	Company name to be listed on the User's Profile record – entered/assigned by the DFA/BoB Director or designee

MMRS Internal use only	
BRICKS Security Administrator signature	Date form was processed.