

1. Introduction

Security Profiles are used to define user access to the Asset Management System (formerly known as Protégé). Access is based upon individual agency and user needs.

2. Scope

This document provides a listing of all security profiles available in Asset Management. These security profiles define access to all functions required to maintain asset data in Asset Management, including the functions assigned to specific agencies and departments. Profiles are grouped below as follows: Agencies, specific offices within the Department of Finance and Administration (DFA), the Office of the State Auditor, Institutions of Higher Learning, and Community Colleges.

	Agency Profiles
Agency	Full access to agency asset and vehicle information, excluding undercover assets and vehicles.
Agency (UC)	Full access to agency asset and vehicle information, including undercover assets and vehicles.
Fleet Read Only	View only access to agency vehicle information, excluding undercover assets and vehicles.
Fleet User	Full access to agency vehicle information only, excluding undercover vehicles.
Read Only	View only access to agency asset and vehicle information, excluding undercover assets and vehicles.
Agency with Transfer License	Full access to agency asset and vehicle information, excluding undercover assets and vehicles; full access to internal transfers. Note: These licenses are not DFA-controlled, but must be purchased through AssetWorks.
Agency (UC) with Transfer License	Full access to agency asset and vehicle information, including undercover assets and vehicles; full access to internal transfers. Note: These licenses are not DFA-controlled, but must be purchased through AssetWorks.
Internal Transfer User	Full access to internal transfers. Note: These licenses are not DFA-controlled, but must be purchased through AssetWorks.

	Auditor Profiles –Property Division only
Auditor	Full access to all asset and vehicle information, including undercover assets, approval for change requests, and access to create reports.

	DFA/OPTFM Profiles –Bureau of Fleet Management only
Fleet Manager	Read only access to vehicle information for all agencies, excluding undercover vehicles, approval for vehicle transfer/disposal and assignment.
Fleet Manager (UC)	Full access to vehicle information for all state agencies, including undercover vehicles, approval for vehicle transfer/disposal and assignment, and view and modify for all furniture and equipment asset information.

Institutions of Higher Learning (IHL) and Community College (CC) Profiles	
Agency - CC	Full access to agency asset and vehicle information, excluding undercover assets and vehicles. <i>For use by CC entities only.</i>
Agency - IHL	Full access to agency asset and vehicle information, excluding undercover assets and vehicles. <i>For use by IHL entities only.</i>
Agency (UC) - CC	Full access to agency asset and vehicle information, including undercover assets and vehicles. <i>For use by CC entities only.</i>
Agency (UC) - IHL	Full access to agency asset and vehicle information, including undercover assets and vehicles. <i>For use by IHL entities only.</i>
Agency with Transfer License	Full access to agency asset and vehicle information, excluding undercover assets and vehicles; full access to internal transfers. Note: These licenses are not DFA-controlled, but must be purchased through AssetWorks.
Agency (UC) with Transfer License	Full access to agency asset and vehicle information, including undercover assets and vehicles; full access to internal transfers. Note: These licenses are not DFA-controlled, but must be purchased through AssetWorks.
IHL User	Full access to agency asset and vehicle information, contacts, organizations and users, internal transfers, excluding undercover assets and vehicles. <i>For use by IHL users only.</i>
IHL Manager	Full access to agency asset and vehicle information, contacts, organizations and users, internal transfers, surplus; view only to undercover assets and vehicles. Full access to contacts, users, and organizations. <i>For use by IHL Agency Property Officers only.</i>
Read Only	View only access to agency asset and vehicle information, excluding undercover assets and vehicles.
UMC Accounting Admin	View only access to agency asset and vehicle information, excluding undercover assets and vehicles. Full access to contacts and users; limited access to organizations. View only to counter sales, federal donations and receipts, live auctions. <i>For use by specific University Medical Center users only.</i>
UMC Manager	Full access to agency asset and vehicle information, contacts, organizations and users, internal transfers, surplus; view only to undercover assets and vehicles. Full access to contacts, users, and organizations. <i>For use by University Medical Center Agency Property Officers only.</i>

DFA/Surplus Property Profiles	
Counter Sales – Customer Setup	Limited access to asset and vehicle information, excluding undercover assets and vehicles in order to set up counter sale accounts & donees.
Counter Sales – Sales and Receiving	Limited access to asset and vehicle information, excluding undercover assets and vehicles in order to create counter sale accounts & donations.
Manual Auction	Full access to accounting, auctions, bidders, invoices, lots.
Surplus Manager	Full access to all inventory information and authorization to delete and approve change requests.
Surplus Office Staff	Full access to all inventory information.
Surplus Receptionist	Limited access to counter sale buyers, companies; federal donation contacts, companies; live auctions.
Warehouse Dock	Full access to assets, limited access to counter sales, federal donations and receipts, live auctions, transfers.
Warehouse Manager	Full access to assets, counter sales, federal donations and receipts, live auctions, transfers.

DFA/Bureau of Buildings Profiles	
Read Only BOB	View only access to Building, Land and Land Improvements assets information for all agencies.

DFA/MMRS Profiles	
Help Desk	View only access to all asset and vehicle information, excluding undercover assets and vehicles. <i>For use by Call Center staff only.</i>
MMRS Depreciation	Limited access to asset and vehicle information, including undercover assets and vehicles in order to calculate depreciation and run reports. <i>For use by Program Analysts only.</i>
MMRS Fuelman Import	Limited access to asset and vehicle information, including undercover assets and vehicles in order to execute imports and run reports. <i>For use by Program Analysts only.</i>
MMRS Imports	Full access to agency asset and vehicle information, including undercover assets and vehicles and to import data, run scripts. <i>For use by Program Analysts only.</i>
System Admin	Set up and delete contacts, users and profiles, reset passwords. <i>For use by Security Administrators only.</i>