ADMINISTRATOR LOG-INS

The following training document will describe in detail all the available Administrator (Admin) roles within LCPtracker.

There are nine (9) different Administrator roles available within LCPtracker. This list of roles is in order from highest to lowest regarding the capabilities available within the system.

- Full Administrator
- Business Manager
- Limited Administrator
- Project Manager
- Read-Only User
- Job Coordinator
- Limited Read-Only
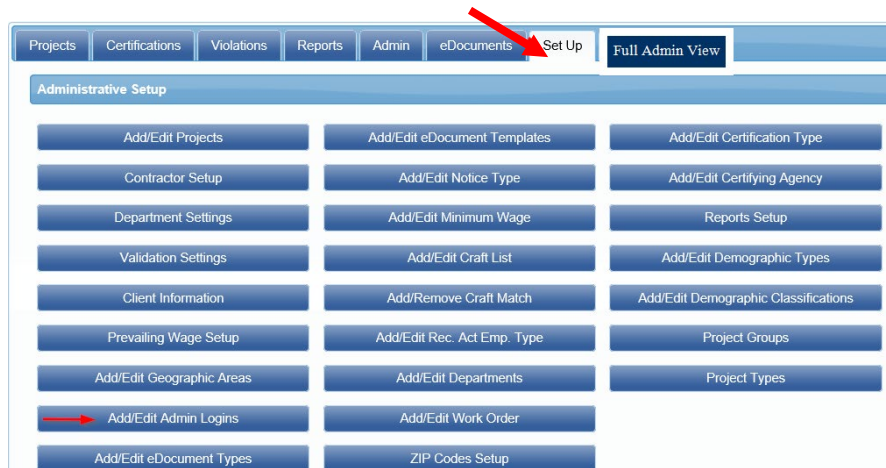- Limited Job Coordinator
- Demographic Coordinator

Additionally, there is a role called Prime Approver that is visible for the User's that have the Prime Approver Module turned on. Please see page 4 and 5 for this information.

Analyze the descriptions listed within this document for each role prior to choosing which one may be suitable for any person utilizing your database. We highly recommend that you **NEVER** share your admin logins as it is very simple to create a separate login for your team members.

ADDING A NEW ADMIN USER

Steps to Add a New Admin User

1. Select the Set Up tab
2. Choose Add/Edit Admin Logins
3. Enter the Email Address for your employee
4. List their full name
5. Choose the appropriate role for the person you are setting up
6. Click Save

NOTE: some roles will require that a Department or a Project be selected.

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![LCPtracker logo]

ADDING USER ROLE DESCRIPTIONS/CAPABILITIES

The following is a detailed description of each type of Admin User Role in LCPtracker and their capabilities (at time of publication).

During your database implementation phase, your LCPtracker Project Manager will setup your Agency or Company's contact person as a Full Administrator. This Role allows you to make changes to your prevailing wage compliance program if the need is warranted after your initial implementation. Changing certain features could have a drastic downstream effect on your program. Due to the complexity of having the Full Admin role, *we encourage you to evaluate who specifically needs this role* within your agency/company and consider using the alternative roles developed which were designed for those people that do not need full access. As a Full Administrator, you will have the capability to set up all the roles listed below. There must always be at least one Full Admin listed in your database.

FULL ADMIN

This Admin User Role has access to perform all functions in the system that are available to LCPtracker administrative users. It is the only Admin User Role that may set up and assign other Full Admins.

- **Certifications:** full access
- **Violations:** full access
- **Reports:** full access
- **Admin:** full access
- **eDocuments:** full access
- **Set Up:** full access
- **Prevailing Wage Setup**: full access
- **User assignment:** all departments and projects

BUSINESS MANAGER

This Admin User Role has almost as much access within the system as a Full Admin. A Business Manager can set up other Administrator roles except a Full Administrator. If assigned to a department they have full access to all projects under that department.

- **Certifications:** full access
- **Violations:** full access
- **Reports:** able to run all reports
- **Admin:** edit employees and admin notice process
- **eDocuments:** upload, view, and delete as needed.
- **Set Up:** access is comparable to a Full Admin; no access to Department Settings or Validation Settings; no ability to Add/Edit Departments; no ability to access Add/Edit Client Information.
- **Prevailing Wage Setup:** Limited access. Admin User Role may Assign Prevailing Wages, and Add/Edit Project Wage Data; Ability to add/edit or delete additional User Roles, except Full Admin
- **User assignment**: may have all departments and projects, or can be individually assigned

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LIMITED ADMIN

This Admin User Role is intended to be limited compared to a Full Admin or Business Manager, yet provide some additional rights/abilities beyond what a Project Manager has.

- **Certifications:** limited – view CPRs; change process status; change accept status; delete CPRs. In details section, can make changes, add admin comments, add notice, and view CPR as well as individual payroll records
- **Violations:** view, revalidate and delete if necessary.
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** edit employees, do FHWA 1391 additional data entry, site visits and admin notice process
- **eDocuments:** upload, view, and delete as needed
- **Setup:** limited access - add/edit projects; add/edit contractor setup; assign contractors to projects, edit the assignment or delete an assignment; change own password.
- **Prevailing Wage Setup:** assign prevailing wages to project as well as add/edit specific project wage data; add/edit work orders if required for a project.
- **User assignment**: must be assigned to a department and can be limited to selected projects.

PROJECT MANAGER

This Admin User Role is intended to provide basic access to review submitted material. A project manager, as LCPtracker defines it, can be restricted to a given department or set of projects.

- **Certifications:** view CPRs; change process status; change accept status; delete CPRs. In details, can make changes, add admin comments and add notice, and view CPR as well as individual payroll records
- **Violations:** view, revalidate and delete if necessary
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** admin notice processing
- **eDocuments:** upload, view, and delete as needed
- **Setup:** restricted access - change own password
- **User assignment**: may have all departments and projects, or can be individually assigned

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READ ONLY USER

This Admin User Role further restricts the Project Manager function to read only – no changes can be made. This User Role can be restricted to a given department or set of projects.

- **Certifications:** view CPRs; view details. Cannot make any changes to CPRs or delete CPRs
- **Violations:** view only
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** no access
- **eDocuments:** view only
- **Setup:** restricted access - change own password
- **User assignment:** may have all departments and projects, or can be individually assigned

JOB COORDINATOR

This Admin User Role was created specifically for Agencies that are tracking types of disadvantage/demographic information. This role is intended to maintain this information and run Workforce Reports.

- **Certifications:** no access
- **Violations:** no access
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** edit employees only
- **eDocuments:** upload, view, and delete as needed
- **Setup:** restricted access - change own password
- **User assignment:** may have all departments and projects, or can be individually assigned

LIMITED READ ONLY

This Admin User Role is ideal to give an outside Agency in the event of an audit or investigation.

- **Certifications:** view CPRs; view details. *NOTE: will only see those CPRs where Accept Status is equal to Accepted.*
- **Violations:** no access
- **Reports:** none by default. Full Admin or Business Manager roles may designate access to all reports or specific reports to this role.
- **Admin:** no access
- **eDocuments:** view only after they have been Accepted.
- **Setup:** restricted access - change own password
- **User assignment:** may have all departments and projects, or can be individually assigned

LIMITED JOB COORDINATOR

This Admin User Role is intended to provide limited access to CPR types available in the Multiple CPRs Report in order to hide personal employee information. This role will also have employee SSNs masked under *Admin > Edit Employees*. A Limited Job Coordinator, as LCPtracker defines it, can be restricted to a given department or set of projects.

- **Projects tab:**
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** edit employees only, with limitations referenced above
- **eDocuments:** upload, view, and delete as needed
- **Setup:** restricted access - change own password
- **User assignment**: may have all departments and projects, or can be individually assigned

DEMOGRAPHIC COORDINATOR

This Admin User Role will have certain employee information masked under *Admin > Edit Employees* such as: First 5 digits of full SSN, Validate Address button and Exempt Address checkbox, Apprentice Approval status cannot be edited, and the only editable section will be the Demographic Classification section. This access will only apply to the Demographic Type that has been setup to allow the new role to add/edit the classification which can be setup by a full admin. A Demographic Coordinator, as LCPtracker defines it, can be restricted to a given department or set of projects.

- **Projects tab:**
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** edit employees only, with limitations referenced above
- **Setup:** restricted access - change own password
- **User assignment**: may have all departments and projects, or can be individually assigned

PRIME APPROVER

If your Agency has the Prime Approver module turned on, there is then an additional User Role available, the Prime Approver. This Admin User Role is intended to serve in a capacity of assistance to the Agency that the Prime Contractor/General Contractor has a project with. The Prime Approver has enough access to review submitted CPRs and supporting documentation from all levels of subcontractors before submittal to the Agency.

You will see that Prime Approver is turned on from your Certification tab, as it becomes an additional column.

- **Certifications:** view will differ slightly from the normal view if Prime Approver feature is on. The 'Process Status' is replaced by the 'Prime Approval' label. Prime Approver has access to approve, reject, and permit edit. Once a CPR is accepted and changed to reflect Approved under Prime Approval, then the Agency (Full Admin, Business Manager Admin and Limited Admins) will have CPR view capabilities. In details, can make changes, add admin comments and add notice, view CPRs as well as individual payroll records. An Agency/Admin may choose to hide the "Delete" button from the Prime Approver as well as restrict the ability to reject/permit edit after the CPR has been approved. Prime Approver setup is based on the decisions made by the Agency/Admin.
- **Violations:** view, revalidate and delete if necessary. If the Agency/Admin has restricted the Prime Approver from deleting payrolls, they will also be restricted from deleting violations.
- **Reports:** full access. (Note that the types of reports available to be ran may be limited by admin/agency if they so choose.)
- **Admin:** edit employees and admin notice processing. A database admin / Agency may restrict a Prime Approver from editing an employee page or may hide the employee page entirely.
- **eDocuments:** upload, view, and delete as needed
- **Setup:** add/edit contractor setup; assign contractors to projects, edit the assignment or delete; change password. There are limitations on when a Prime Approver may assign Subcontractors to a project. In order to do this, a Full Admin, Business Manager or Limited Admin must first assign a Prime Contractor to that project
- **User assignment**: may have all departments and projects, or can be individually assigned. Typically, they will only be on one project at a time. Some Prime Approvers will have the Prime Approver Admin Role login as well as a Contractor login for entering and submitting their own payrolls

In conclusion, it is highly suggested that you read these descriptions to fully understand the abilities that each User Role will have once assigned. Remember that assigning the wrong User Role can have downstream implications on your compliance program. If you have any additional questions regarding Admin User Roles, please contact the LCPtracker Support Desk at Support@LCPtracker.com or contact your Project Manager for assistance.

See the following pages for a helpful chart.

Set-Up Tab

Set-Up Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Setup and assign Full Admin user roles	X									
Set up and assign other user roles	X	X								
Access to department settings	X									
Access to validation settings	X									
Add/edit departments	X									
Change own password	X	X	X	X	X	X	X	X	X	X
Add/edit client information	X									
Add/edit projects	X	X	X							
Contractor setup/edit/assignment	X	X	X					X		
Prevailing wage setup - add/edit master wage data	X									
Prevailing wage setup - copy master to master	X									
Prevailing wage setup - assign prevailing wage	X	X	X							
Prevailing wage setup - add/edit project wage data	X	X	X							
Prevailing wage setup – add/edit construction type	X									
Add/edit geographic areas	X	X								
Add/edit admin logins	X	X EXCEPT full admin role								
Add/edit eDoc types	X	X								
Add/edit eDoc templates	X	X								
Add/edit notice type	X	X								
Add/edit minimum wage	X	X								
Add/edit craft list	X	X								
Add/remove craft match	X	X								

Set-Up Tab (Cont.)	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Add/edit employee type	X	X								
Add/edit work order	X	X	X							
Zip codes setup	X	X								
Add/edit certification type	X	X								
Add/edit certifying agency	X	X								
Reports setup	X	X								
Add/edit demographic classifications	X	X								
Project groups	X	X	X							
Project types	X	X	X							

Certifications Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
View CPR	X	X	X	X	X		X After CPR has been accepted	X		
View DIR XML	X	X	X	X	X		X	X		
Update process status	X	X	X	X				X cannot accept, only reject or permit edit		
Update accept status	X	X	X	X				X		
Delete CPR	X	X	X	X				X with limitations listed above		
Mark CPR as final (only reflected on **Late CPR Report**; does not change on actual CPR)	X	X	X	X				X		
View CPR details	X	X	X	X	X		X	X		
Audit records in CPRs	X	X	X	X				X		
View CPR individual	X	X	X	X	X		X	X		
Add admin comments	X	X	X	X				X		
Add Notice to send customized Admin Notices	X	X	X	X				X		

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Violations Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Delete	X	X	X	X				X with limitations listed above		
View	X	X	X	X	X			X		
Revalidate payroll records	X	X	X	X				X		

Reports Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Run all reports	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	None by default, but can be given by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin	X BUT can be limited by full admin

Admin Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Edit employees (apprentice approval)	X	X	X			X		X with limitations listed above	X with limitations listed above	X with limitations listed above
Admin notice processing (edit, resend, close)	X	X	X	X				X		
Documents/letters	X									
FHWA 1391 additional data entry	X		X							
Site visits	X	X	X							
Log paper CPR	X	X								

eDocuments Tab	Full Admin	Business Manager	Limited Admin	Project Manager	Read-Only	Job Coordinator	Limited Read Only	Prime Approver	Limited Job Coordinator	Demographic Coordinator
Upload	X	X	X	X		X		X	X	
View	X	X	X	X	X	X	X after being accepted	X	X	
Delete	X	X	X	X		X		X	X	