

MATT System

SECURITY

Due to the complexity and critical nature of data entered, a security procedure is invoked when a user logs into the MATT System. Anyone may inquire in the MATT System by logging on to CICS with their valid user ID and current password. However, in addition to logging on to CICS with a user ID and password, users must have security in the MATT System to add, or update records and to print reports. The user ID is checked against the level of security entered by the Materials and Testing Section for each individual for which security has been requested and approved. Security is determined for each employee based on the job functions individually performed. The District Laboratory Engineer is responsible for test results within the district, therefore has the discretion of determining which MATT functions will be performed by field personnel. To obtain security in the MATT System, laboratory and field personnel shall complete a **MATT System Security Request Form**, identify the specific security options required and forward to the District Laboratory Engineer for approval. Once approved, forward to the Materials and Testing Section for security entry into the MATT System.

LA DOTD - Materials & Testing

MATT SYSTEM SECURITY REQUEST FORM

Complete all information and return to: Materials Automations Unit
 Section 22
 Phone 225 - 248-4114 (22-114) 5080 Florida Blvd.
 Fax No. 225 - 248-4209 Baton Rouge, LA 70806

Security Requested: *(Check One)*

Add Security - New User

Update Security - Existing User

Remove Security

User Information

User Name _____ Gang No. _____

Userid _____ Dist / Sect No. _____

Phone No. _____

Mailing Address _____

Security Options

Check Applicable Options

Report Request, Print Reports only

Update Remarks 2 (only) on any test record

Add/Update/Delete Moisture-Density & PCC Paving Reports within one's own district

Add/Update/Delete any test record within one's own district

Add/Update/Delete any Job Mix Release or PCC Mix Design within one's own district

Add/Update/Delete any Roadway Cross Section records within one's own district

Approved By: _____ **Date:** _____
District Laboratory Engineer

Materials Use Only: Action Performed: Added Updated Removed

By: _____ Date: _____