Access Control Advance®

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Introduction

The Access Control Application is utilized by your company's Access Control Administrators to manage user access. These requests are then processed by Bourque Logistics IT department.

Manage Users:

Add User

1. Go to the User List Module
2. Select Add User
3. Enter in the Required information which is identified by an asterisk*
    a. First and last name
    b. User ID
    c. Email Address
4. For adding multiple users, you may click on the Add Multiple Users icon 
5. As an option you may choose to copy the profile of an existing user:
    a. Select the Copy Profile dropdown and choose the user profile you wish to copy.
6. Select the check box next to the Available database(s) you would like the user to have access to
7. Select Next
8. Under Assign Role Access, expand each DB and select the User Roles to assign to the user.
9. Select Next
10. Select Save

Edit User

1. Go to the User List Module
2. Double click on row of the user in the grid
3. **To Edit User Details (**Name, Email, Phone number)
    a. Select the pencil icon in the top right of the window.
    b. Edit user information.
    c. Select the Save icon in the top right.
4. **To Edit User Access**
    a. Select the pencil icon in the Current Access Box
    b. Select or deselect the access roles you would like to change.
    c. Select the Save icon.
5. Slide the Toggle bar to identify the Contact Type (Approver and/or Requestor)
6. Select Save

Reset Password

1. Go to the User List Module
2. Check the box next to the user.
3. Choose Reset Password in the Select Bulk Action dropdown menu.
4. Select Apply
5. Select Proceed to Confirm in pop up window.

Deactivate a User

1. Go to the User List Module
2. Check the box next to the user you wish to deactivate.
3. Choose Deactivate in the Select Bulk Action dropdown menu.
4. Select Apply
5. Select Proceed to Confirm in pop up window.

Reactivate a User

6. Go to the User List Module
7. Check the box next to the user you wish to reactivate.
8. Choose Reactivate in the Select Bulk Action dropdown menu.
9. Select Apply
10. Select Proceed to Confirm in pop up window.

Re-enable a Suspended User
*Users are automatically suspended if they do not log into a BDS system for 30 days.

1. Go to the User List Module
2. Check the box next to the user you wish to re-enable.
3. Choose Re-Enable in the Select Bulk Action dropdown menu.
4. Select Apply
5. Select Proceed to Confirm in pop up window.

Manage Requestors

There are three types of Access Control Administrator roles that can be assigned.

- Requestor: Ability to submit user access requests and reset passwords.
- Approver: Ability to approve user access requests and reset passwords.
- Password Reset Users: Users with this role can ONLY reset passwords.

Add a Requestor or Approver (users must exist prior to assigning them Access Control roles)

1. Go to the Manage Requestors Module
2. Select Add User on the left side of the screen under Current Approver/Requestor
3. Select the user from the list.
4. Slide the Toggle bar to identify the Contact Type (Approver and/or Requestor)
5. Select Save

Add a Password Reset User (users must exist prior to assigning them Access Control roles)

1. Go to the Manage Requestors Module
2. Select Add User on the right side of the screen under Current Password Reset Users
3. Select the user from the list.
4. Slide the Toggle bar to identify the Contact Type (Approver and/or Requestor)
5. Select Save

Remove an Access Control Role (Contact Type)

1. Go to the Manage Requestors Module
2. Select the User Contact to be removed. (If they have multiple Contact types, you may need to select multiple lines.)
3. Select Remove Contact Type

Manage Requests:

Approve Requests

*When requests are submitted by a user with the Approval role, requests are automatically approved.

Go to the Open Requests Module

1. Select the check box next to the requests to approve.
2. Select Approve

Remove Requests

1. Go to the Open Requests Module
2. Select the check box next to the requests to remove.
3. Select Remove Request

Current Access

In the Current Access module, you can view and export your lists of current users.

To export, select the export icon on the top right of the screen.