



TIMS Web

Industry Administrator Guide



**United States Department of the Interior
Information Technology Division**

August 2012
<https://timsweb.bsee.gov>

Table of Contents

Introduction	1
What is TIMS Web	1
WebCenter Spaces	2
Links in This Document	2
User Entitlements	2
Create New Group	4
Assign Groups to Roles	5
Assign Users to Group	6
Change Group’s Name	6
Dissociate Roles from Group	7
Dissociate Users from Group	7
Delete Existing Group	8
Change User’s Group Association	8

List of Figures

Figure 2: WebCenter Spaces Page	2
Figure 3: User Entitlements	3
Figure 4: Groups	4
Figure 5: New Entitlements Group	5
Figure 6: Assign Group to Roles	5
Figure 7: Assign Users to Group	6
Figure 8: Modify Entitlements Group.....	7
Figure 9: Modify User Entitlement Groups	8

Introduction

The Technical Information Management System (TIMS) Web Industry Administrator Guide is to be used by industry administrators to set up entitlement groups and roles for industry users and to maintain TIMS Web user accounts and other system support data. Audiences of this document are persons granted Company Administrator role for TIMS Web.

For information on the following functions please refer to **TIMS Web Getting Started Industry User Guide**.

- System Requirements for TIMS Web
- Help Desk
- Login
- Forgot password/Forgot Username
- Unsuccessful Login
- Locked Accounts
- Change Password
- Logout
- Accessibility Menu
- My Entitlements
- Online (Wiki) Help
- DOI Password Guidelines

What is TIMS Web

TIMS Web is a web-based application system hosted and supported by the Bureau of Safety and Environmental Enforcement's Information Technology Division (BSEE/ITD).

TIMS Web **Company** application allows the Oil, Gas and Renewable energy industries to electronically submit Qualification, Maintain Company, Change of Name, Business Conversion and Merger requests to the Bureau of Ocean Energy Management (BOEM).

TIMS Web **Bonding** application allows same industries to electronically submit New Bond, Bond Replacement, Bond Cancellation, Bond Termination and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism, eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain current and the most accurate data online. Once Company and Bonding requests are submitted, TIMS Web electronic review process enables BOEM to review and enter the appropriate decision regarding the request.

WebCenter Spaces

After **Login** you will be directed to **WebCenter Spaces** page shown in Figure 1.

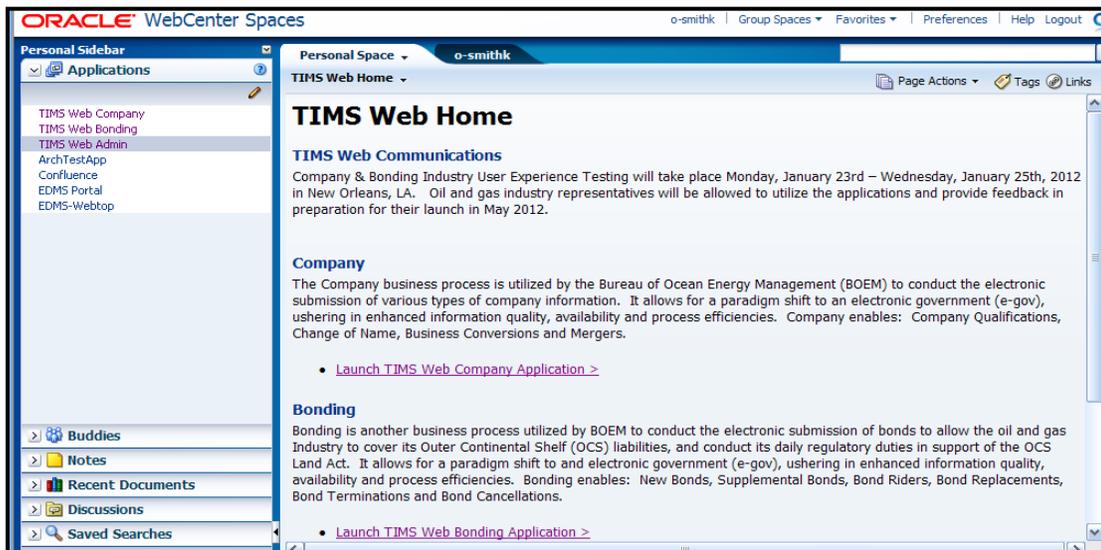


Figure 1: WebCenter Spaces Page

All TIMS Web business applications and administrative utilities are accessed through WebCenter Spaces page.

Applications and utilities are shown under **Applications** in Personal Sidebar pane located on the left side.

Functionalities can be performed based on users' roles and access rights. Roles and access rights are established in advance by user's representative company.

Links in This Document

Links have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. **Left click** the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the **left arrow** on your keyboard. All figure references provide a link to the figure as well.

User Entitlements

- Roles are created by BOEM's TIMS Web administrator and **cannot** be modified or removed by company's administrator via TIMS Web.
- Roles are **hierarchical** and specific to business applications.
- Only company's administrator can assign roles to users associated with the company.

1. To create entitlements for company users, **Login** TIMS Web.

2. Click **TIMS Web Admin**.
3. Click **User Entitlements**. A sample screen is shown.

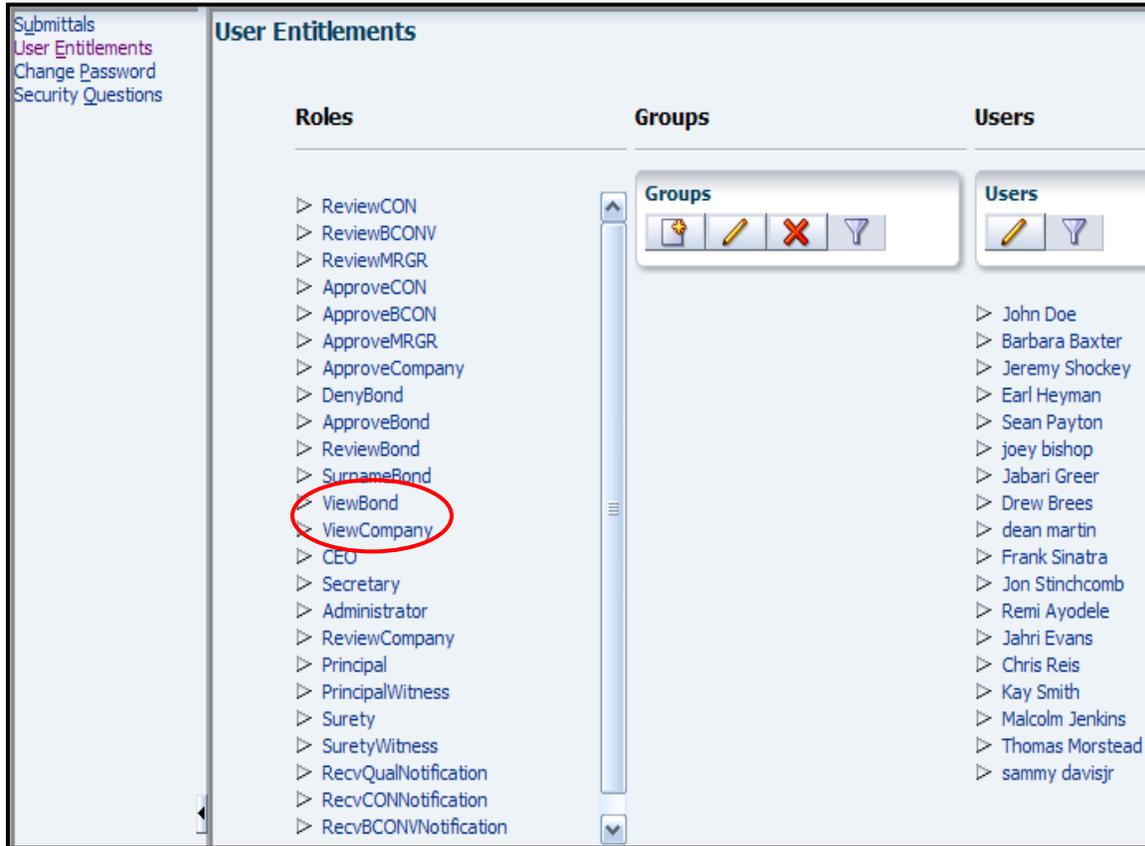


Figure 2: User Entitlements

- To view hierarchical order of an item, click  next to the item.
- Figure below shows hierarchical structure of **View Bond** and **View Company** roles. The role further down the hierarchy can assume **all** roles above it.

A user who can Submit Bond, can Enter Bond and View Bond. A user who can Enter Bond, can View Bond but **cannot** Submit Bond.



Similarly, a user who has Submit Company role has Enter Company and View Company roles. A user who has View Company role does **not** have any other role; and a user who has Enter Company role, has View Company role too.

Create New Group

- Before assigning roles to users, company's administrator must create groups.
 - A group can be used to assign collections of roles to multiple users. Some planning is recommended before you begin creating groups.
 - Roles are created by BOEM and **cannot** be entered or modified by company's administrator.
1. **Login** TIMS Web.
 2. Click **TIMS Web Admin**.
 3. Click **User Entitlements**.
 4. Click  as shown in Figure 3.

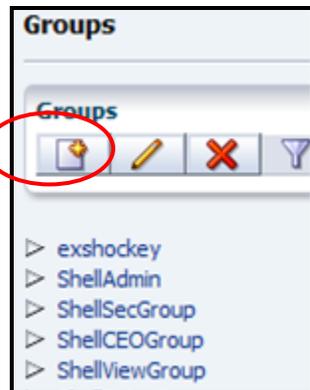


Figure 3: Groups

5. Enter the following fields (see Figure 4).
 - **Group Name (Required):** A unique name of 15 characters or less. You must choose a unique name for the group before you can save it. If another group with the same name already exists, an error message will be displayed. Click **OK** to close the error window and return to the previous page.
 - Description (Optional): A descriptive of 100 characters or less.
 - Remarks (Optional): More description, if desired.
 - **Effective Date (Required):** The date on which this group will become active.
 - Expiration Date (Optional): The date on which this group will no longer be active. Users assigned to this group will **lose** their access to items defined in the group on that date.
6. Save your work any time after you have entered **Group Name** and **Effective Date**. Click  any time to exit the window without saving.

Figure 4: New Entitlements Group

The newly created group is **not** associated with any roles yet. To associate the group with roles, see [Assign Groups to Roles](#).

Assign Groups to Roles

1. **Login** TIMS Web.
2. Click **TIMS Web Admin**.
3. Click **User Entitlements**.
4. Select desired group and click the  button. The Available column (under Assign Group to Roles) contains all the roles that can be assigned to the group. Available roles have been created by BOEM based on company's business needs and specification. See Figure 5.

Figure 5: Assign Group to Roles

5. Select a role from the **Available** column.

- Click  to move selected role to the Assigned column. Items in Assigned column are roles associated with the group. Association of groups to roles can be **reversed** by clicking .

A group can be associated with multiple roles in similar fashion.

To assign all available roles to the group click . To reverse the action click .

Assign Users to Group

- Login** TIMS Web.
- Click **TIMS Web Admin**.
- Click **User Entitlements**.
- Select desired group and click the  button.
- To assign all available users to the group click .
- To assign one user to the group, select desired user from **Available** column and click . Selected user will assume all the roles associated with the Group.

You can assign multiple users to the group in similar fashion.. A sample screen is shown.

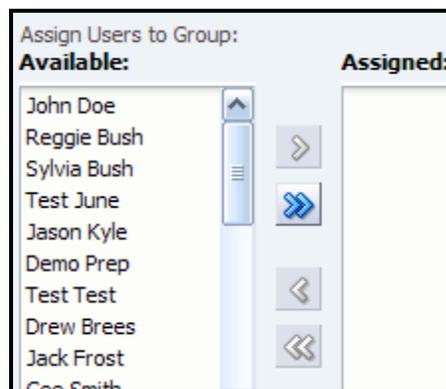


Figure 6: Assign Users to Group

- Click  to save users' assignments.
- Click **OK** to close the window and return to previous page.

Change Group's Name

- To modify an existing group's name. **Login** TIMS Web.
- Click **TIMS Web Admin**.
- Click **User Entitlements**.
- Select desired group then click . The displayed page is shown in Figure 7.

Figure 7: Modify Entitlements Group

5. To change the group's name, type the new name in **Group Name** field.
6. Click . The system acknowledges the change.

Dissociate Roles from Group

1. To remove role assignments to a group, **Login** TIMS Web.
2. Click **TIMS Web Admin**.
3. Click **User Entitlements**.
4. Select desired group then click .
5. Select desired role in the **Assigned** column located under **Assign Group to Roles**.
6. Click . Selected role is dissociated from the group.
7. To dissociate all assigned roles from the group, click . Clicking  reverses the action.
8. Click  to save the changes.

Dissociate Users from Group

1. **Login** TIMS Web.
2. Click **TIMS Web Admin**.
3. Click **User Entitlements**.
4. Select desired group and click .
5. Select user in the **Assigned** column under **Assign Users to Group**.
6. Click . Selected user will no longer be associated with the group and will not have access rights to the roles in the group.
7. Click  or click  to return to previous page without saving.

Delete Existing Group

- An existing group can be deleted; however, the assigned roles and users associated with the group must be removed first.
 - Only company's designated administrator can delete an existing group.
1. To delete an existing group, **Login** TIMS Web.
 2. Click **TIMS Web Admin**.
 3. Click **User Entitlements**.
 4. Select the group to be deleted (located under **Groups**) and click .
 5. Click **Yes** to confirm deletion or **No** to cancel deletion.

If the group has roles or user associations, the system displays a message indicating the group **cannot** be deleted. To remove roles and users associations, see [Dissociate Roles from Group](#) and [Dissociate Users from Group](#).

After removing group's roles and users associations, click **Save** and try to delete the group again.

Change User's Group Association

1. **Login** TIMS Web.
2. Click **TIMS Web Admin**.
3. Click **User Entitlements**.
4. From **Users** column select desired user and click . The displayed page is shown.

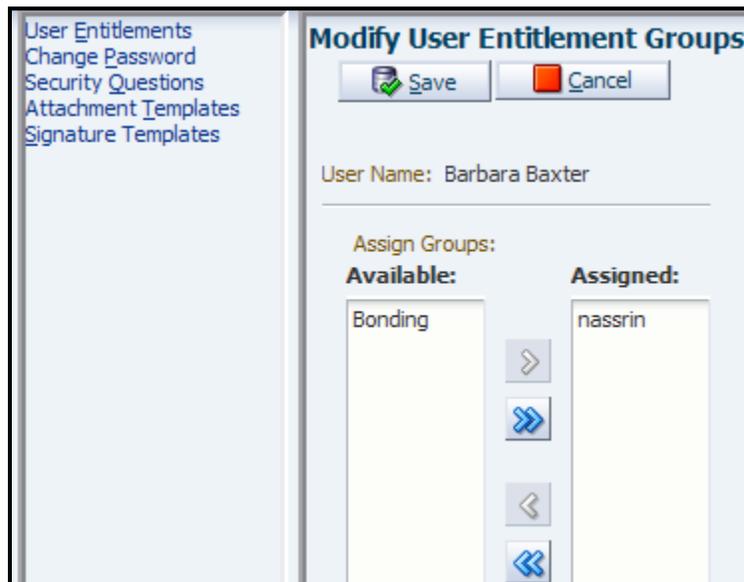


Figure 8: Modify User Entitlement Groups

5. Select a group from **Available** column and click . User will be associated to the group and will assume all roles within the group.

6. Select the group from **Assigned** column and click  User will be dissociated from the group and all the roles within the group.
7. Click  to save the changes or click  to return to previous page without saving.

The Enterprise IT Service Desk
Phone: 1-877-256-6260
EnterpriseITServiceDesk@bsee.gov