Prepared By: Bret Blackford

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[**INC0106519**](https://archrsc.service-now.com/nav_to.do?uri=incident.do?sys_id=2c20a8313b3ca2100e42e58c24e45afa)

Application Background:

RMS is used for recording sales and transportation. It is an in-house Arch developed application running Oracle Forms and Reports.

Below table notes the various security groups available in the RMS.

|  |  |
| --- | --- |
| **Form Security Group** | **Description** |
| QUALITY | Update quality |
| COAL\_MOVEMENT | Create and update shipments |
| CONTRACT-READ | Read only access to master orders |
| COALMOVE-READ | Read only access to shipments |
| QUALITY\_READ | Read only access to quality |
| EDI\_SEND | Send reports out EDI/Fax/Email/FTP |
| AUDIT | Read only access on all forms (audit) |
| BILLING\_READ | Read only access to invoicing |
| QUALITY\_CUST | Update quality from customers |
| VESSCHED-READ | Read vessel schedules |
| ACCOUNTCODES | Update billing adjustments |
| BILLING | Create invoices, apply cash, etc. |
| MANADJ\_APPROVER | Update journal adjustments manually |
| TASKUSER | The security forms used to edit, update tasks |
| SALES\_ACCT | Read only access on sales |
| COALMOVE\_DELETE | Delete shipments |
| QUALITY\_DELETE | Delete quality |
| TARGETS | Update master order quality targets |
| VESSCHED | Enter vessel schedules |
| TRUCKTICK\_VIEW | Read access to the Truck Ticketing Subsystem |
| SECURITY | Administer RMS accounts |
| TRAIN\_SCHED/CPMS\_SCHED | Manage rail schedule |
| TRAIN\_SCHED\_READ/CPMS\_SCHED\_READ | Read-only of rail schedule |

Review Process:

1. Semi-Annually (for RMS) login to RMS and click on the ***Security*** tab.
   1. Click “Email User Approvers”
   2. Click “Generate Preview”
   3. Report will open in browser. Save as .pdf
      1. If above does not work contact Philip Hager to generate listing
2. Semi-Annually the Director of IT Compliance will then take the received “RMS User Accounts” .pdf report and sort based on “Approver” and send to responsible Approver.
3. All recipients of the email sent by the Director of IT Compliance (as noted in #2 above) are required to respond stating access is appropriate or noting any changes.
4. Any change requests received are acted upon – formal form will be submitted to IT Compliance requesting user access change or deletion.
5. The Director if IT Compliance will ensure all user access has been addressed and follow-up on any non-responses.
6. Documentation will be maintained supporting the annual RMS application user access review (UAR)

Support documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Document Sent** | **Document Rcvd** |
| 1 | RMS Security processed for review  (Bret Blackford obtained from RMS application) |  |  |
| 2a | Email Sent to – Accounting: John Lorson |  |  |
| 2b | Email Sent to – Mtn Laurel: Bernie Mabe   * Noted future change for Rob Graffius and Robbie Masteller |  |  |
| 2c | Email Sent to – Tygart: David Dean |  |  |
| 2d | Email Sent to – IA: Derek LaBell |  | N/A  No users |
| 2e | Email Sent to – West Elk: ~~Ileen Lowder~~ Elizabeth Lindgren |  |  |
| 2f | Email Sent to – ACS: Barb Porter |  |  |
| 2g | Email Sent to – Beckley: Lori Adkins |  |  |
| 2h | Email Sent to – ACS-Sales: ~~Paul Demzik~~ (moved to Barb Porter - see 2f above |  | **N/A** |
| 2i | Email Sent to – IS: Paul Kappel |  |  |
| 2j | Email Sent to – Sentinel: Sandra Haddix |  | **N/A** |
| 2k | Email Sent to – Risk Mgmt.: Scott Snyder |  | **N/A** |
| 2l | Email Sent to – Ops: Tim Schroeder |  |  |
| 2m | Email Sent to – BTTB: Jennifer Lipp-Oster   * Requested removal of ***Toni Tracy***   [RITM0024078](https://archrsc.service-now.com/nav_to.do?uri=sc_req_item.do?sys_id=c9da4d3d2b786610ca1fff9dee91bfc5) |  |  |
| 3 | Summary After Changes  (Bret Blackford obtained from RMS application) |  |  |