

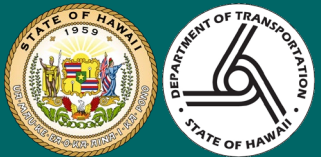
USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

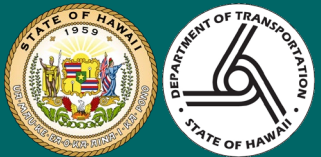
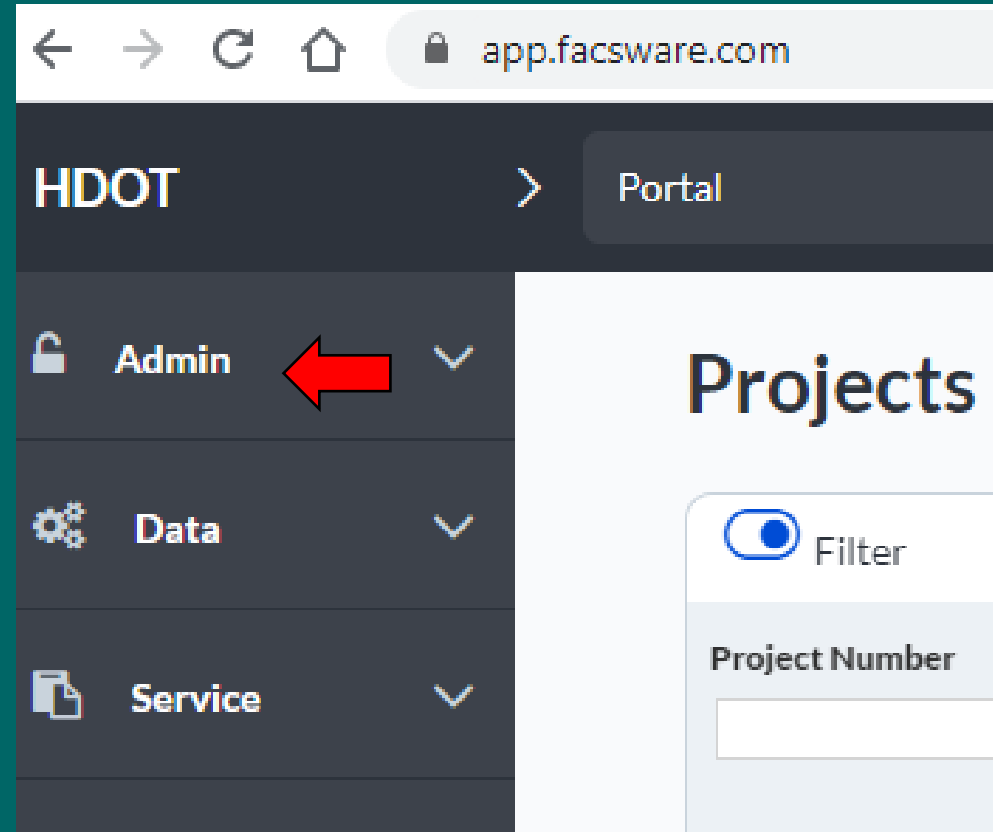
E-CONSTRUCTION



HDOT USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

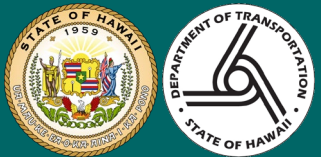
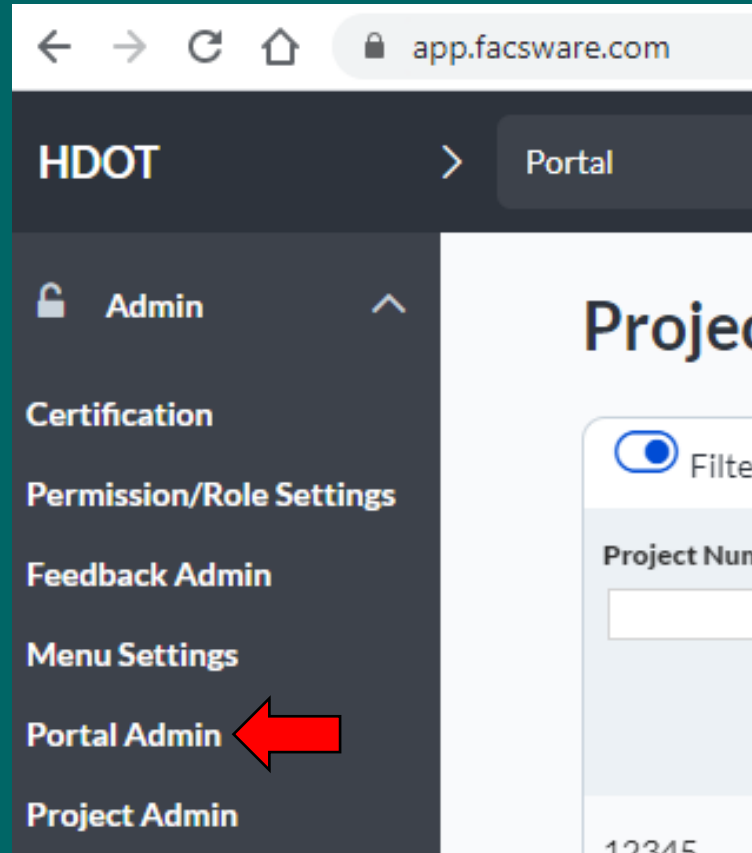
ADDING COMPANIES

Before adding a user into FACS, verify that the user's company has already been entered into FACS. To check that the company is in FACS, click on Admin



ADDING COMPANIES

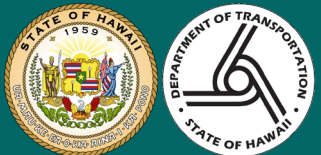
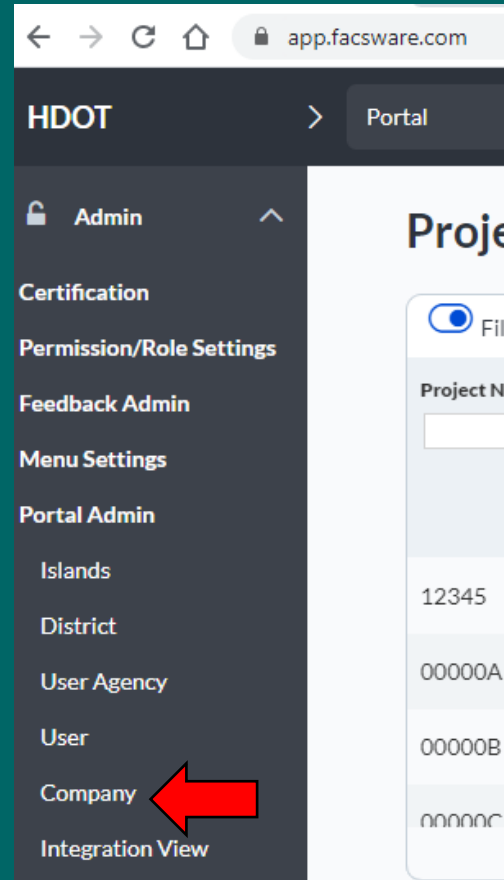
Next, click on Portal Admin



HDOT USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

ADDING COMPANIES

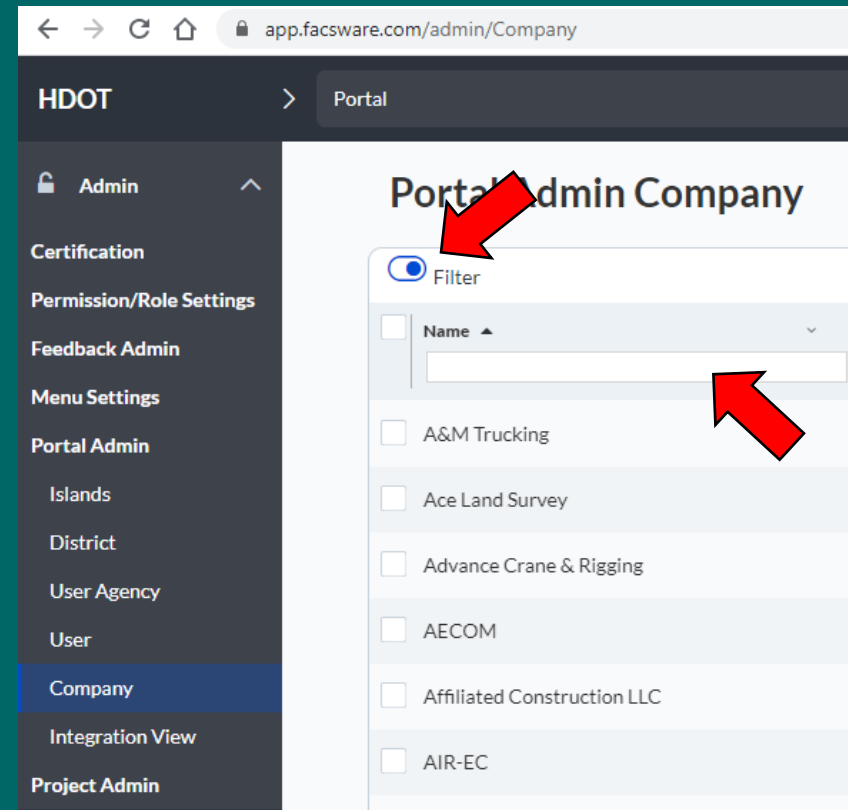
Next, click on Company



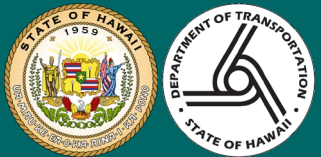
HDOT USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

ADDING COMPANIES

Click on the Filter and then type in the name of the Company in the Name input field



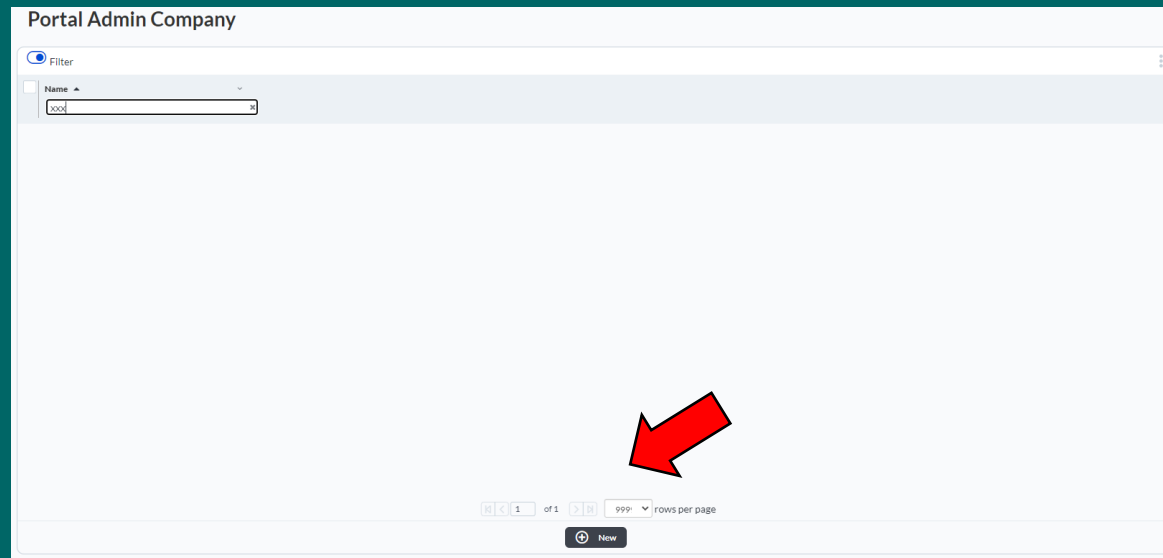
The screenshot shows the HDOT Portal Admin Company page. The left sidebar contains a menu with the following items: Admin, Certification, Permission/Role Settings, Feedback Admin, Menu Settings, Portal Admin, Islands, District, User Agency, User, Company (highlighted), Integration View, and Project Admin. The main content area is titled 'Portal Admin Company' and features a 'Filter' button with a blue circle icon. Below the filter button is a 'Name' input field with a dropdown arrow. A list of companies is displayed below the input field, each with a checkbox and a name: A&M Trucking, Ace Land Survey, Advance Crane & Rigging, AECOM, Affiliated Construction LLC, and AIR-EC. Two red arrows point to the 'Filter' button and the 'Name' input field.



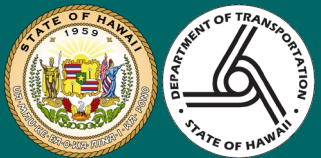
ADDING COMPANIES

If the company is not in FACS (does not appear after using the filter), click on the New button.

Some Companies are entered using abbreviations, ensure to search for other spellings to ensure duplicate companies are not entered.

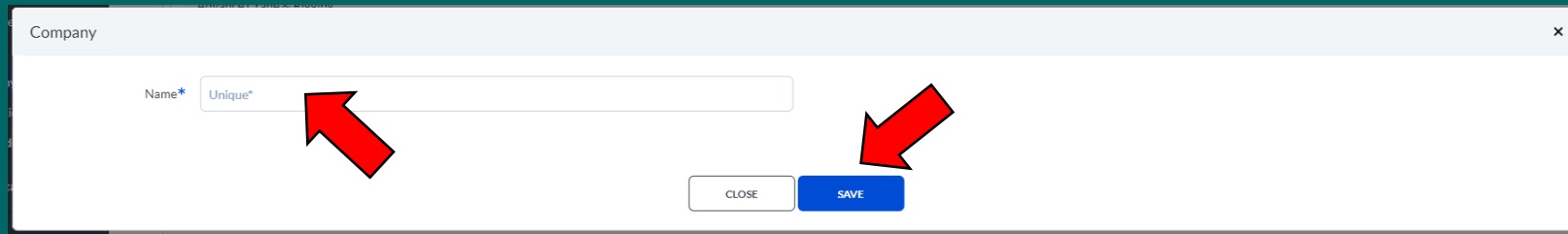


The screenshot shows the 'Portal Admin Company' interface. At the top, there is a 'Filter' section with a 'Name' dropdown menu. Below the filter, there is a large empty table area. At the bottom right of the interface, there is a 'New' button. A red arrow points to the 'New' button.



ADDING COMPANIES

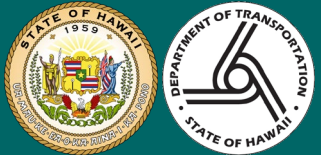
Enter the name of the new company and then click on the Save button



Company

Name* Unique*

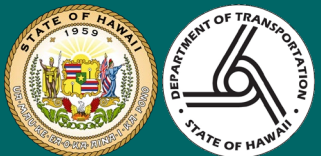
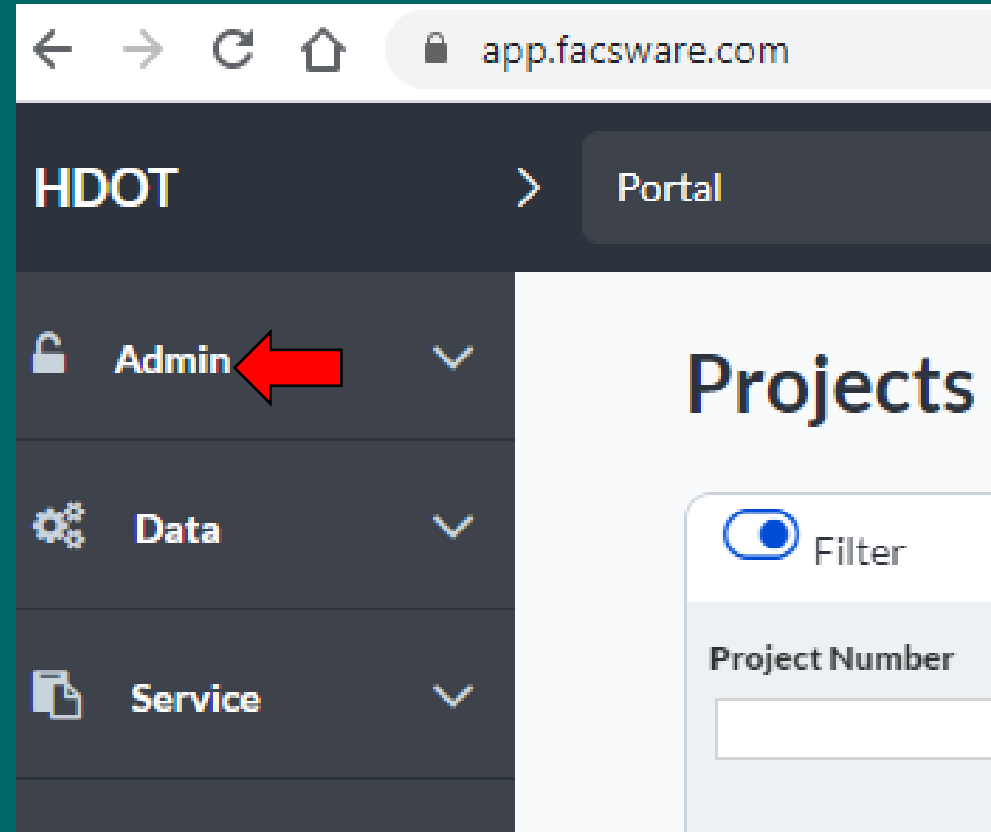
CLOSE SAVE



ADDING USERS

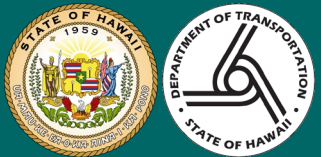
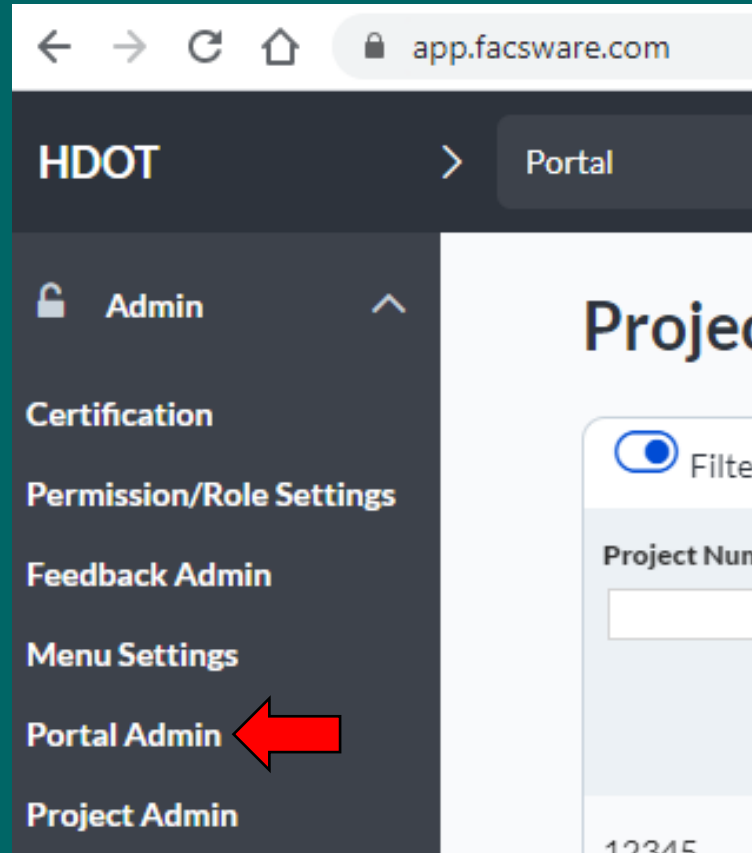
Before adding a user into FACS, verify that the user is not already been entered into FACS.

To check that the user is not in FACS or just to add a user, click on [Admin](#)



ADDING USERS

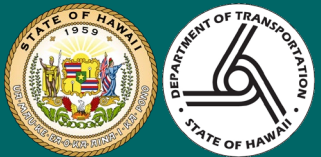
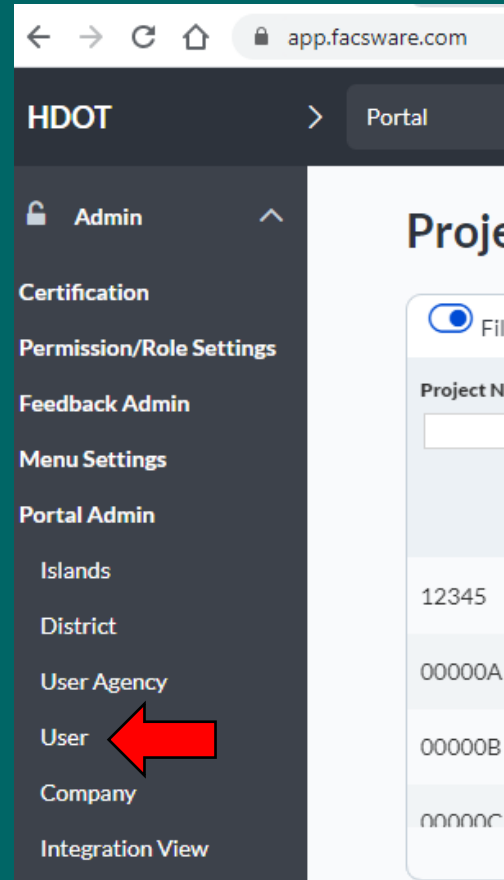
Next, click on Portal Admin



HDOT USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

ADDING USERS

Next, click on User



HDOT USER'S GUIDE TO ADDING USERS AND COMPANIES IN FACS

ADDING USERS

Click on the Filter and then type in one or several of the filter input fields to verify if a user is in FACS

app.facsware.com/admin/User

HDOT > Portal

Search

Portal Admin System Users Grid

This is a list of users for us

☒ Filter

<input type="checkbox"/>	First Name	Last Name	Email	Company	Default Role	Account
<input type="checkbox"/>	Greg	Varni	gregv@facsware.com	FACS	Facs Admin	Facs Account
<input type="checkbox"/>	Keith	Yamamoto	keith.yamamoto@hawaii.gov	Hawaii Department of Transportation	Admin	Hawaii Depar...
<input type="checkbox"/>	Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transportation	Project Admin	Hawaii Depar...
<input type="checkbox"/>	Facs	rep	support@facsware.com	FACS	Facs Admin	Facs Account
<input type="checkbox"/>	Inspector	Test	inspector@hawaii.gov	HDOT	Inspector	FACS
<input type="checkbox"/>	Owner	Test	owner@hawaii.gov	Hawaii Department of Transportation	Owner	FACS



ADDING USERS

If the user is not in FACS (does not appear after using the filter), click on the New button.

It is best to search for users by Email Address as names can be abbreviated.

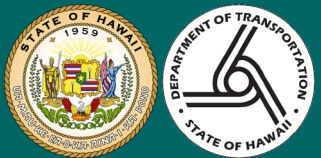
Portal Admin System Users Grid
This is a list of users for us

Filter

First Name Last Name Email Company Default Role Account

1 of 1 999 rows per page

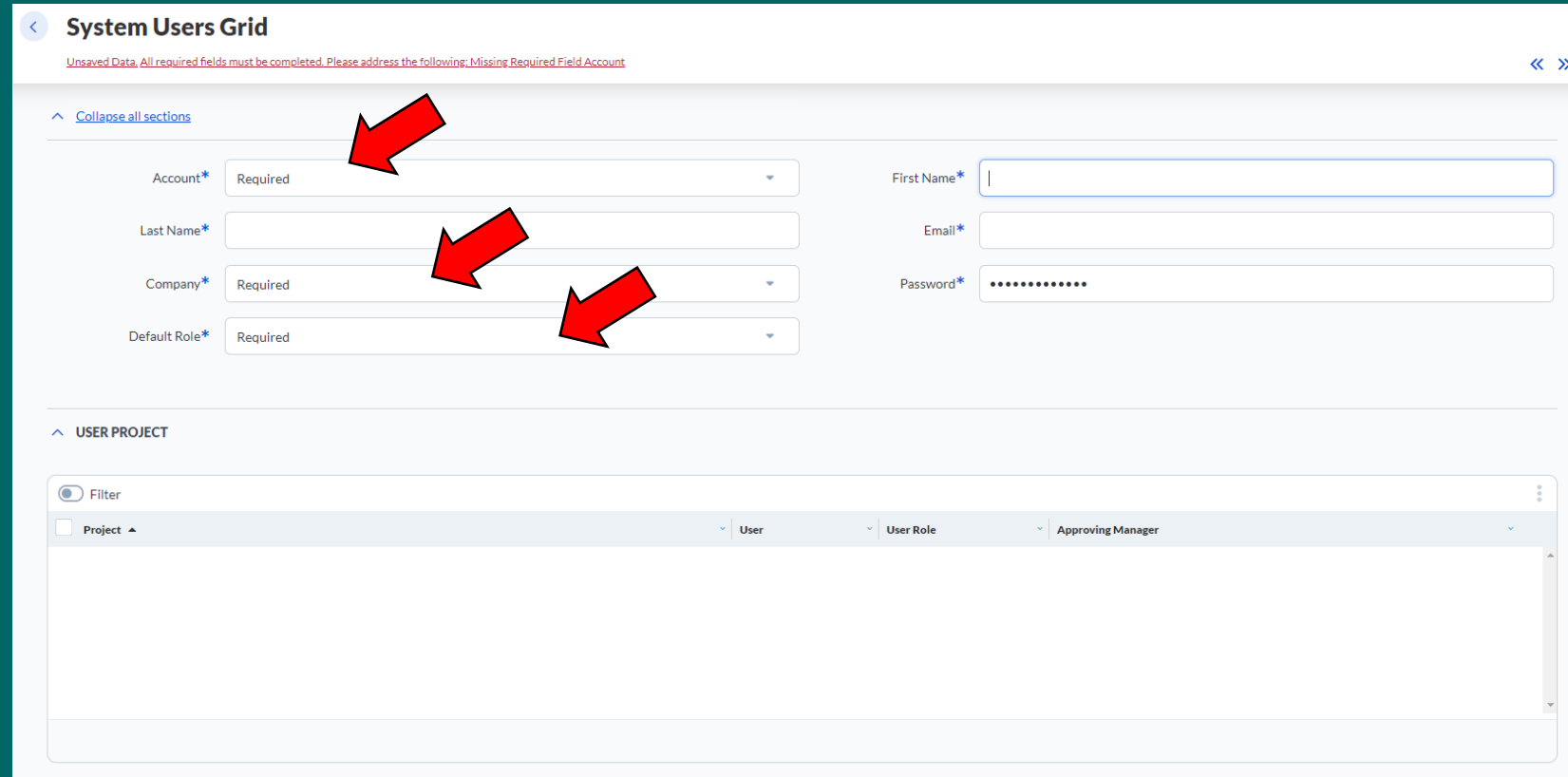
New



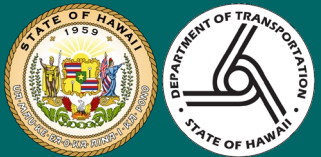
ADDING USERS

When entering a new user, complete the input fields with the “*” next to the field labels. These fields are required for the user to be saved in FACS

The Account, Company, and Default Role have pulldown menus, where you can only select what appears



The screenshot shows the 'System Users Grid' interface. At the top, there is a warning message: 'Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Account'. Below this, there is a section titled 'Collapse all sections'. The form contains several input fields: 'Account*' (a pulldown menu showing 'Required'), 'Last Name*', 'Company*' (a pulldown menu showing 'Required'), 'Default Role*' (a pulldown menu showing 'Required'), 'First Name*', 'Email*', and 'Password*' (masked with dots). Three red arrows point to the 'Account*', 'Company*', and 'Default Role*' fields, indicating they are required. Below the form, there is a section titled 'USER PROJECT' with a 'Filter' toggle and a table with columns: 'Project', 'User', 'User Role', and 'Approving Manager'.



ADDING USERS

When entering an e-mail, ensure that the e-mail is entered as normally used. The e-mail address entered into FACS is case sensitive and recommended to be all lowercase.

Enter the password: hawaii to complete the adding a user steps. The user will change the password once they log into the system.

System Users Grid

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Account

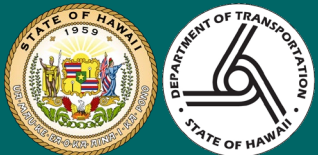
[Collapse all sections](#)

Account*	Required	First Name*	
Last Name*		Email*	
Company*	Required	Password*
Default Role*	Required		

USER PROJECT

Filter

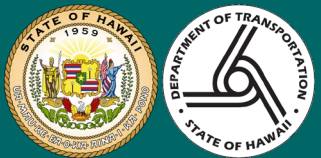
Project	User	User Role	Approving Manager
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ADDING USERS

All users shall be assigned to the HDOT account

Account*	Required
Last Name*	✓ Required
	FACS
Company*	HDOT



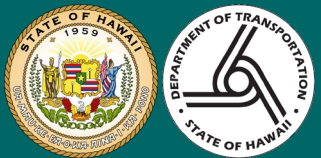
ADDING USERS

Select the user's Company from the pulldown list. Companies need to be inputted before you can select it from the pulldown list (see slides 2 to 7)

Company* Required

Default Role*

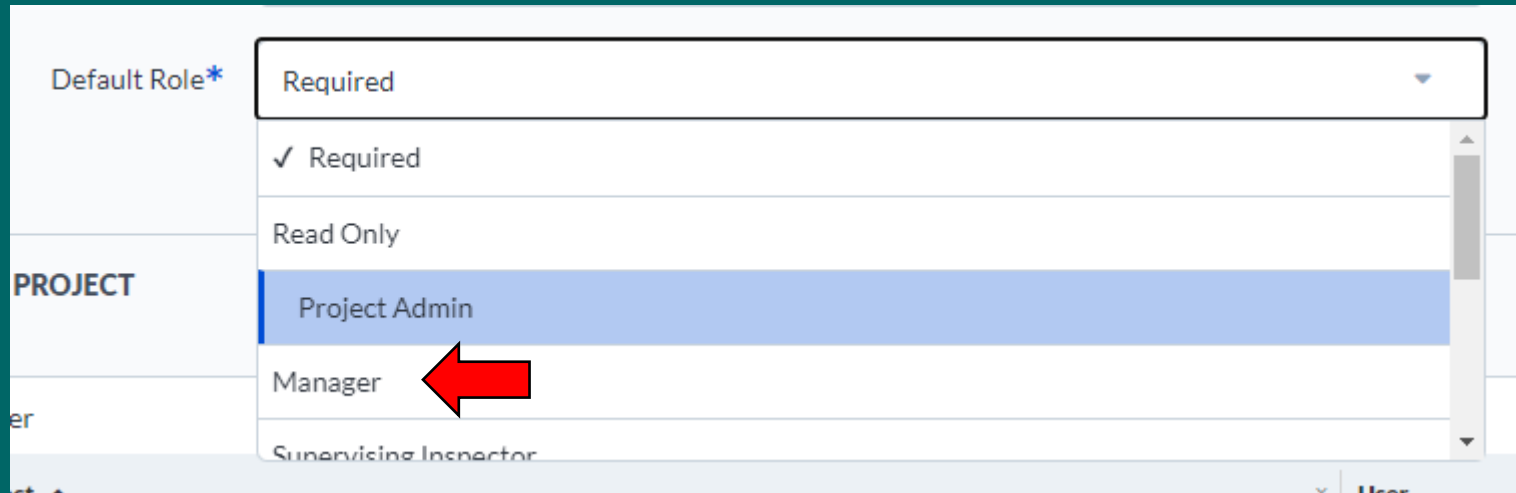
- ✓ Required
- Ace Land Survey
- Advance Crane & Rigging
- AECOM
- Affiliated Construction LLC



ADDING USERS

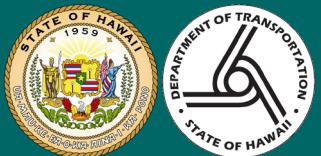
Assign user a default role from the pulldown menu. Engineers shall be listed as Managers

Default Roles provide users access to the services in FACS. Each role has different accesses to services



The screenshot shows a web interface with a 'Default Role*' pulldown menu. The menu is open, displaying a list of roles. The 'Required' role is currently selected, indicated by a checkmark. The 'Project Admin' role is highlighted with a blue background. A red arrow points to the 'Manager' role. The 'Supervising Inspector' role is also visible at the bottom of the list. To the left of the menu, the word 'PROJECT' is visible, and below it, the word 'er' is partially visible. The bottom right corner of the menu shows a 'User' label.

Default Role*
Required
✓ Required
Read Only
Project Admin
Manager
Supervising Inspector



ADDING USERS

Instructions to assigning a project to a user shall be covered in another user's guide (User's Guide to Assigning Projects in FACS)

System Users Grid

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Account

[Collapse all sections](#)

Account*

Required

Last Name*

Company*

Required

Default Role*

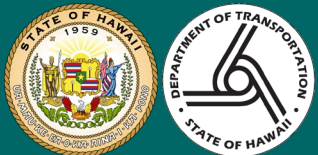
Required

First Name*

Email*

Password*

.....



END OF GUIDE

