HWY-LR'S USERS GUIDE TO FSTQP AND IA CERTIFICATION (FACS)

HAWAII DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION
MATERIAL TESTING AND RESEARCH BRANCH (mtrb)

HWY-LR SHALL BE RESPONSIBLE FOR MAINTAINING THE FSTQP AND IA CERTIFICATION IN FACS

The HDOT FACS Administrator has access to the FSTQP and IA Certification in FACS, but will only be responsible for support to HWY-LR

THE **CERTIFICATION** SERVICE CONTROLS THE FOLLOWING:

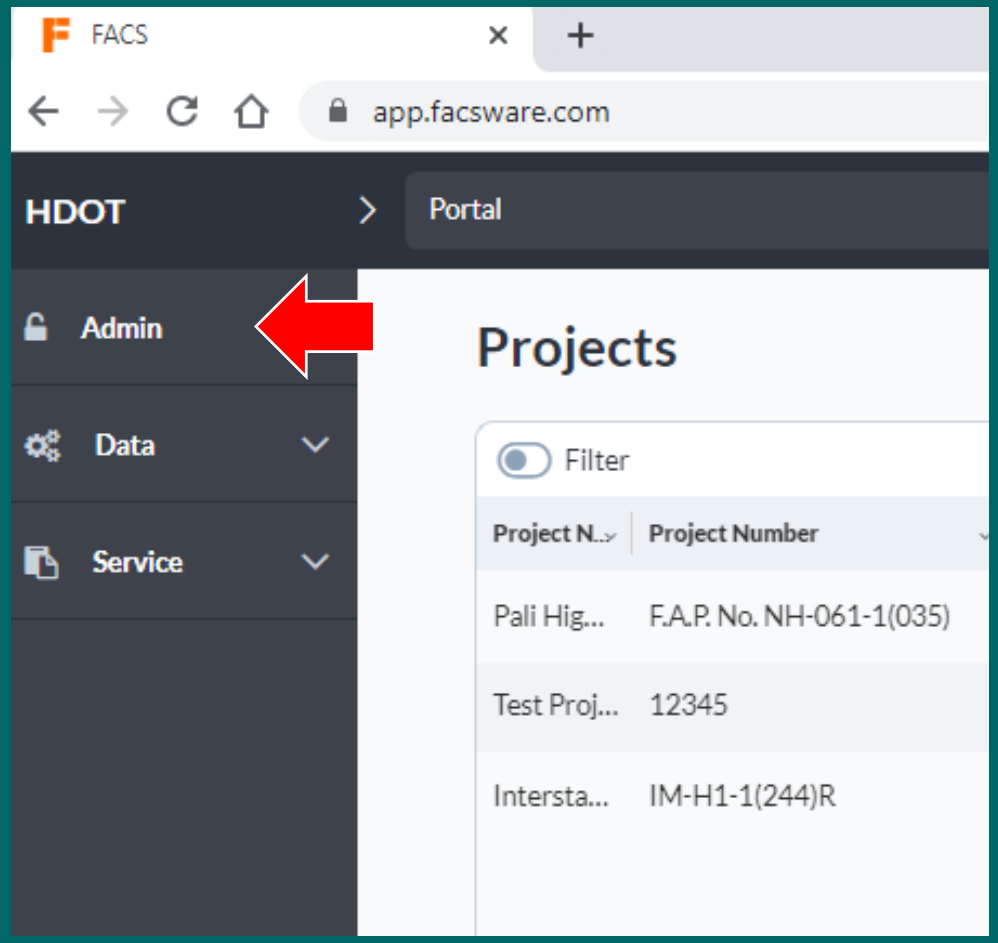
- WHICH SAMPLE CARDS FACS USERS ARE ABLE TO CREATE
  - USERS CAN ONLY CREATE SAMPLE CARDS FOR MATERIAL THEY, OR THE WITNESSING USER, HAVE A VALID CERTIFICATION IN
- WHEN USERS ARE NOTIFIED THEIR CERTIFICATIONS WILL EXPIRE

Inaccurate certification data can result incorrectly restricting certified personnel from creating sample cards and personnel being incorrectly notified of expired certification dates.

ACCESSING CERTIFICATIONS

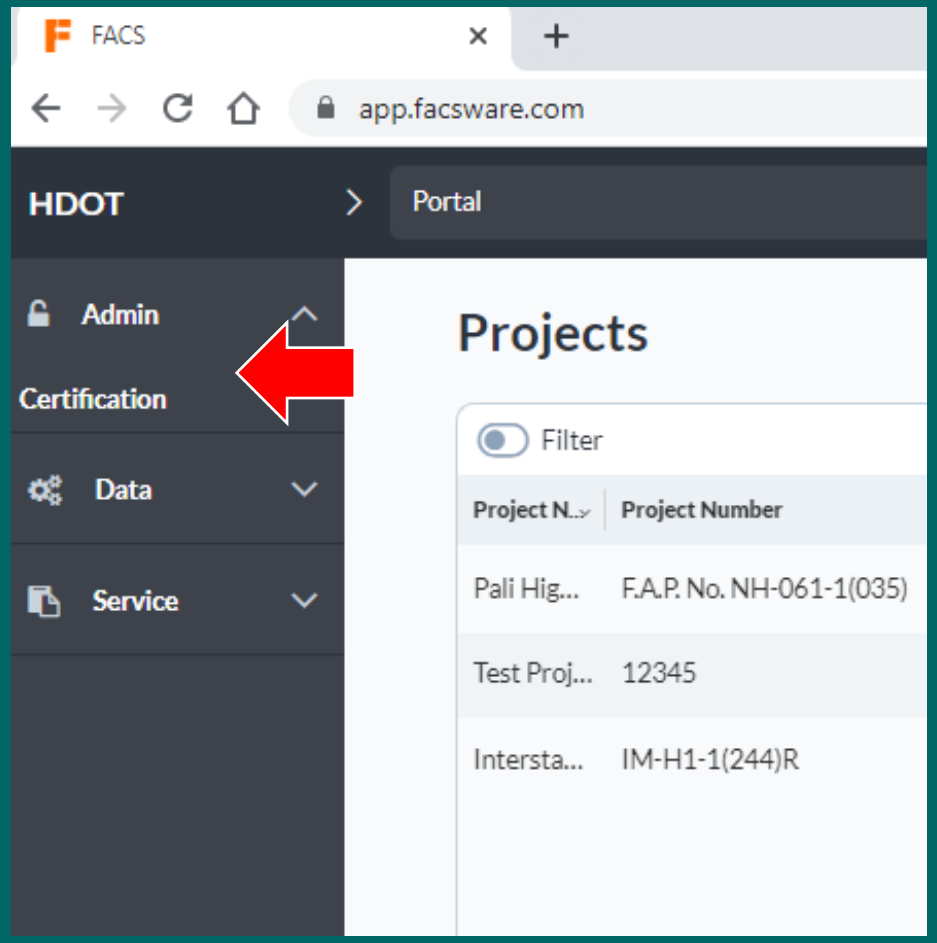
The FSTQP and IA Certifications are accessible under Admin

Click on Admin



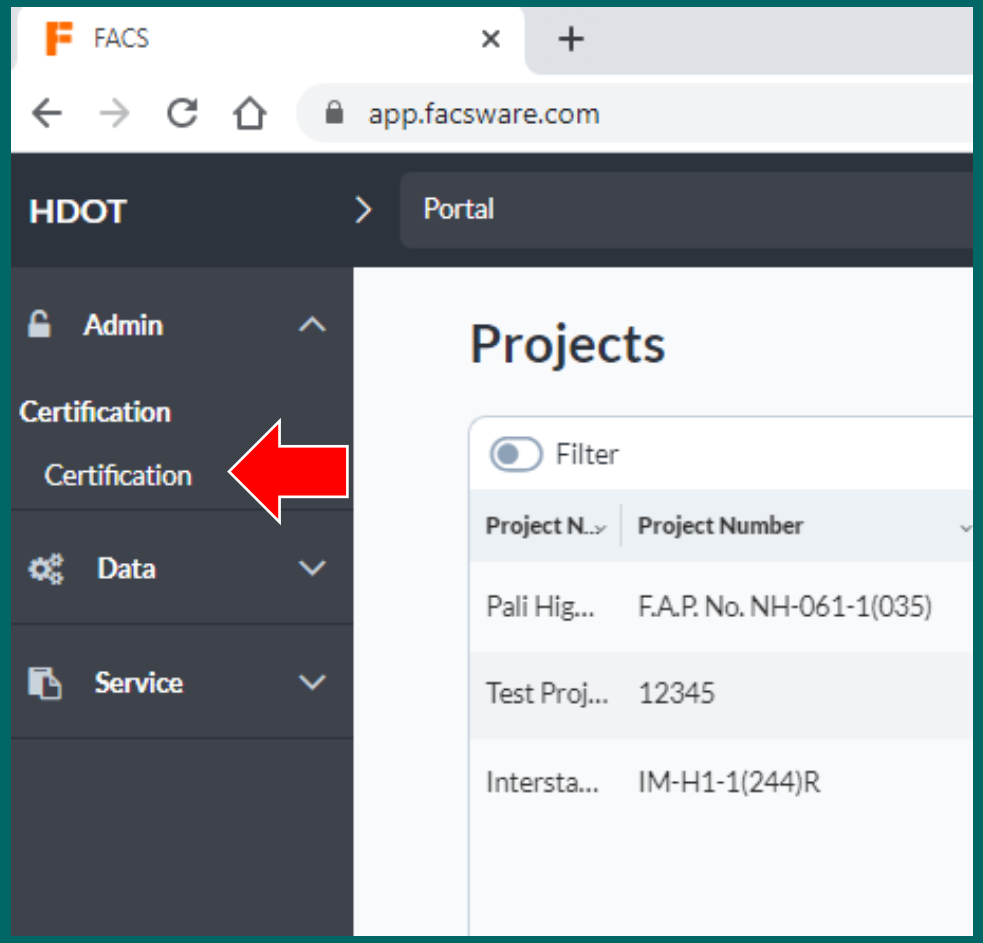
ACCESSING CERTIFICATIONS

Click on Certification



ACCESSING CERTIFICATIONS

Click on 2nd Certification



PORTAL-DATA/CERTIFICATION LOG GRID

The Portal-Data/Certification log grid displays all FSTQP and IA Certifications entered into FACS

Portal-Data/ Certification

Filter

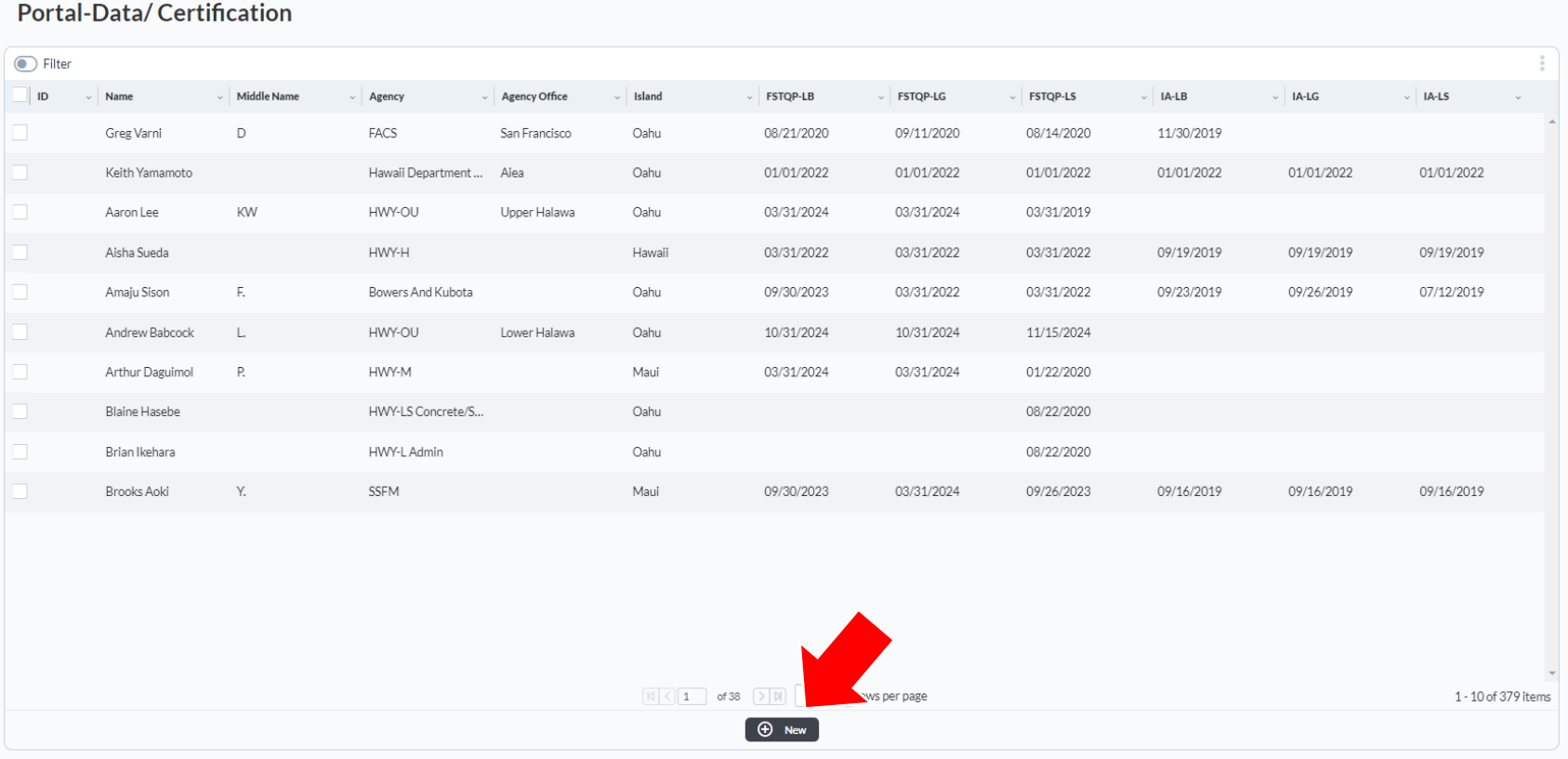
ID	Name	Middle Name	Agency	Agency Office	Island	FSTQP-LB	FSTQP-LG	FSTQP-LS	IA-LB	IA-LG	IA-LS
	Greg Varni	D	FACS	San Francisco	Oahu	08/21/2020	09/11/2020	08/14/2020	11/30/2019		
	Keith Yamamoto		Hawaii Department ...	Aiea	Oahu	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022
	Aaron Lee	KW	HWY-OU	Upper Halawa	Oahu	03/31/2024	03/31/2024	03/31/2019			
	Aisha Sueda		HWY-H		Hawaii	03/31/2022	03/31/2022	03/31/2022	09/19/2019	09/19/2019	09/19/2019
	Amaju Sison	F.	Bowers And Kubota		Oahu	09/30/2023	03/31/2022	03/31/2022	09/23/2019	09/26/2019	07/12/2019
	Andrew Babcock	L.	HWY-OU	Lower Halawa	Oahu	10/31/2024	10/31/2024	11/15/2024			
	Arthur Daguimol	P.	HWY-M		Maui	03/31/2024	03/31/2024	01/22/2020			
	Blaine Hasebe		HWY-LS Concrete/S...		Oahu			08/22/2020			
	Brian Ikehara		HWY-L Admin		Oahu			08/22/2020			
	Brooks Aoki	Y.	SSFM		Maui	09/30/2023	03/31/2024	09/26/2023	09/16/2019	09/16/2019	09/16/2019

1 of 38 10 rows per page 1 - 10 of 379 items

New

ADDING A NEW PERSON

Click on New



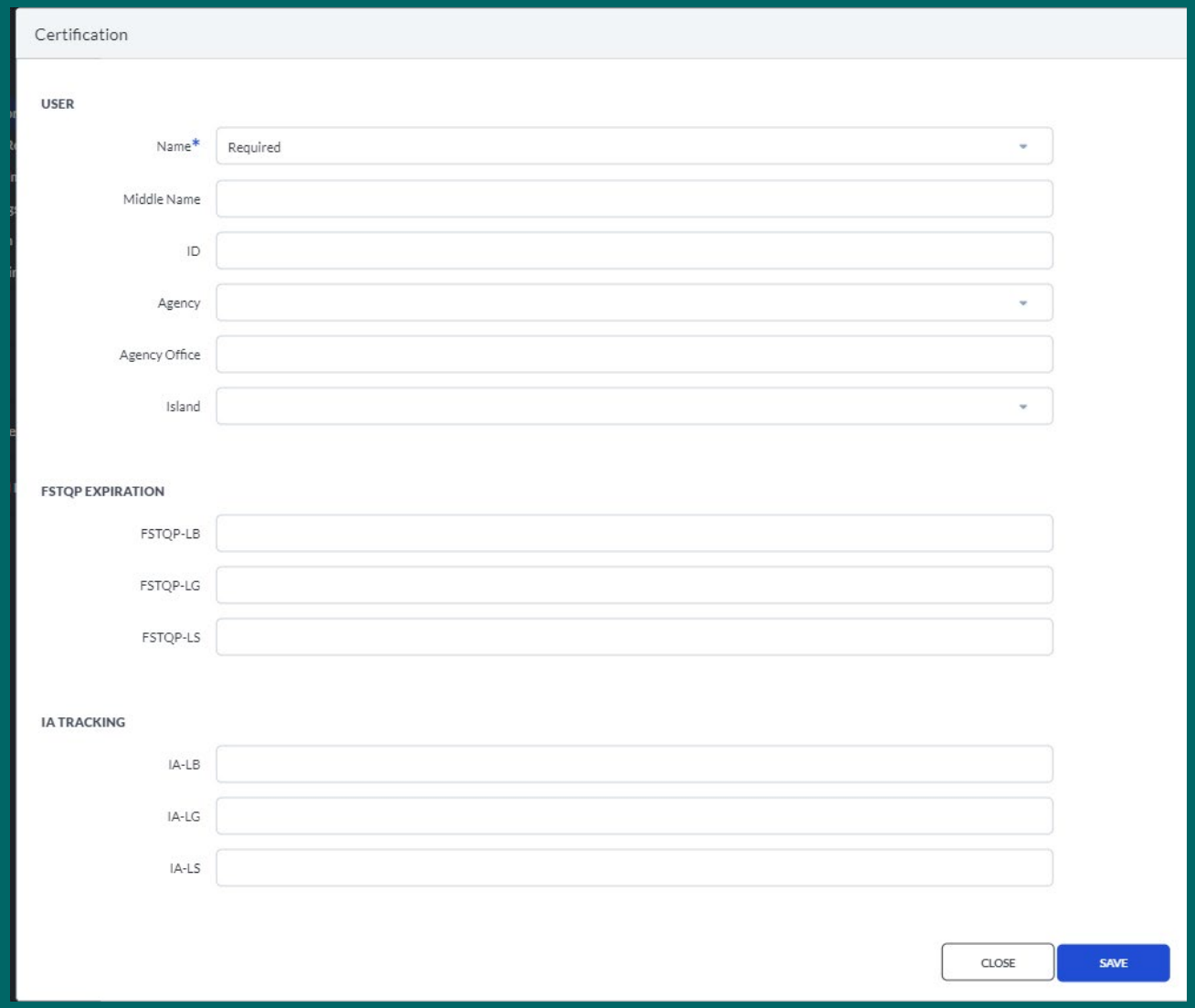
ID	Name	Middle Name	Agency	Agency Office	Island	FSTQP-LB	FSTQP-LG	FSTQP-LS	IA-LB	IA-LG	IA-LS
	Greg Varni	D	FACS	San Francisco	Oahu	08/21/2020	09/11/2020	08/14/2020	11/30/2019		
	Keith Yamamoto		Hawaii Department ...	Aiea	Oahu	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022
	Aaron Lee	KW	HWY-OU	Upper Halawa	Oahu	03/31/2024	03/31/2024	03/31/2019			
	Aisha Sueda		HWY-H		Hawaii	03/31/2022	03/31/2022	03/31/2022	09/19/2019	09/19/2019	09/19/2019
	Amaju Sison	F.	Bowers And Kubota		Oahu	09/30/2023	03/31/2022	03/31/2022	09/23/2019	09/26/2019	07/12/2019
	Andrew Babcock	L.	HWY-OU	Lower Halawa	Oahu	10/31/2024	10/31/2024	11/15/2024			
	Arthur Daguimol	P.	HWY-M		Maui	03/31/2024	03/31/2024	01/22/2020			
	Blaine Hasebe		HWY-LS Concrete/S...		Oahu			08/22/2020			
	Brian Ikehara		HWY-L Admin		Oahu			08/22/2020			
	Brooks Aoki	Y.	SSFM		Maui	09/30/2023	03/31/2024	09/26/2023	09/16/2019	09/16/2019	09/16/2019

ADDING A NEW PERSON

The fields with the downward point triangle is a pulldown menu with pre-filled values.

You cannot add to the pulldown list. If more options are needed, please contact the HDOT FACS Administrator

For people not in FACS, provide the HDOT FACS Administrator with name, title, e-mail address, and company name

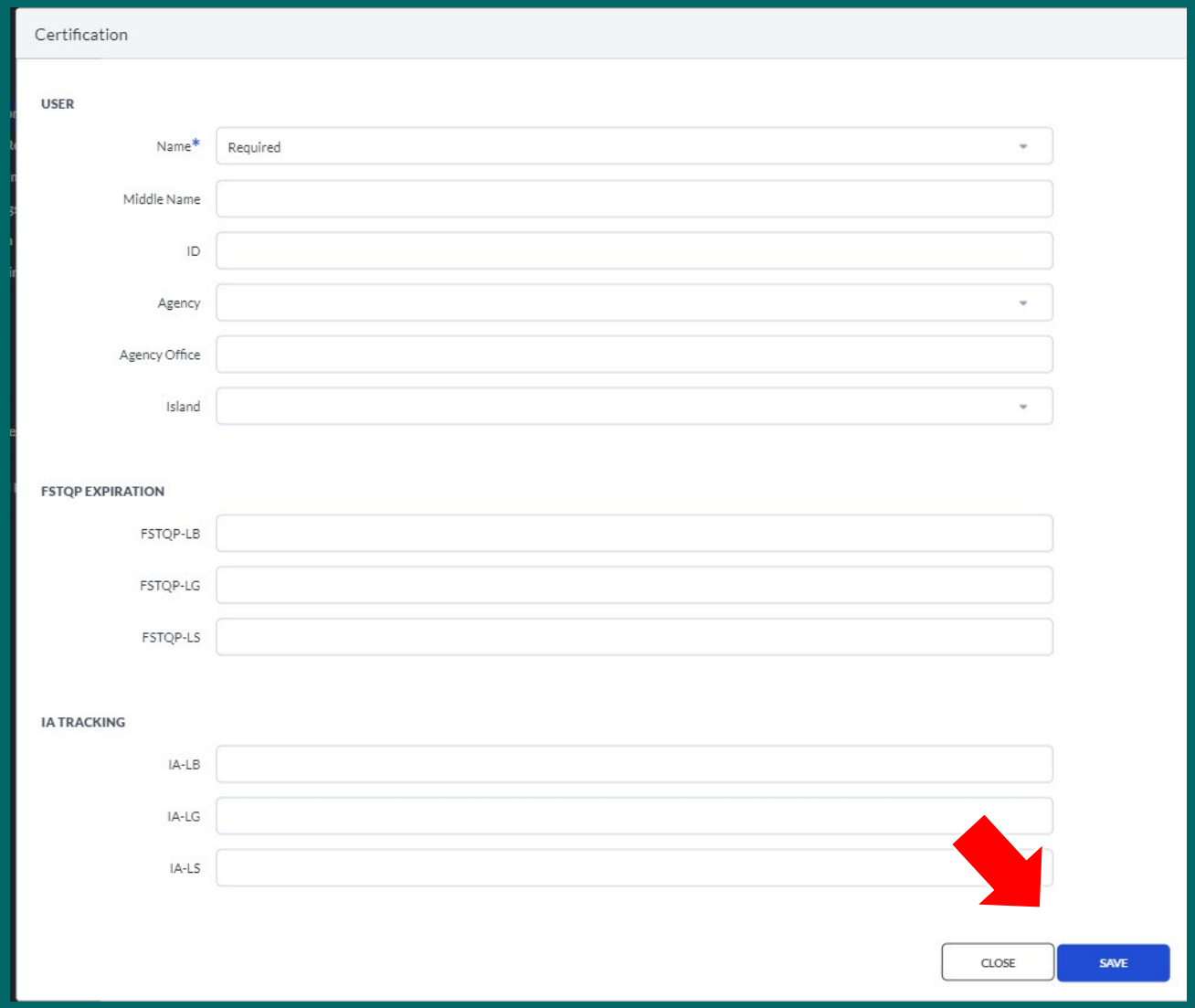


ADDING A NEW PERSON

The entry field with the "*" is a required field

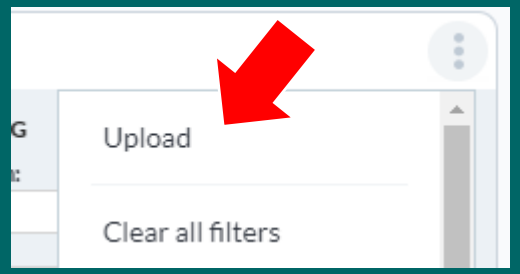
- Click on Save to save the entry
- Click on Close if no new entries or changes were made

The FSTQP and IA dates can be left blank during the entry of the user information



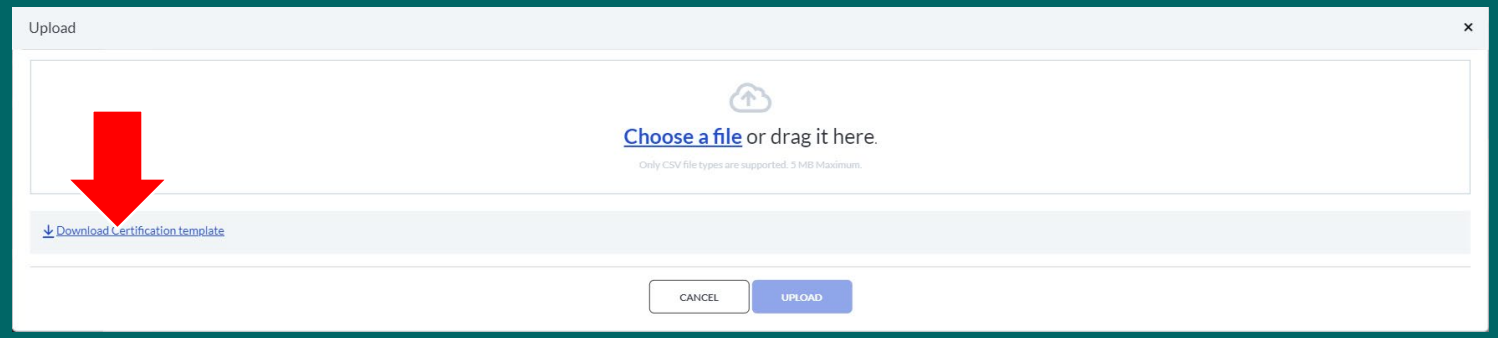
ADDING NEW PEOPLE

FACS has the ability to upload personnel information for FSTQP and IA Certification data using csv files.

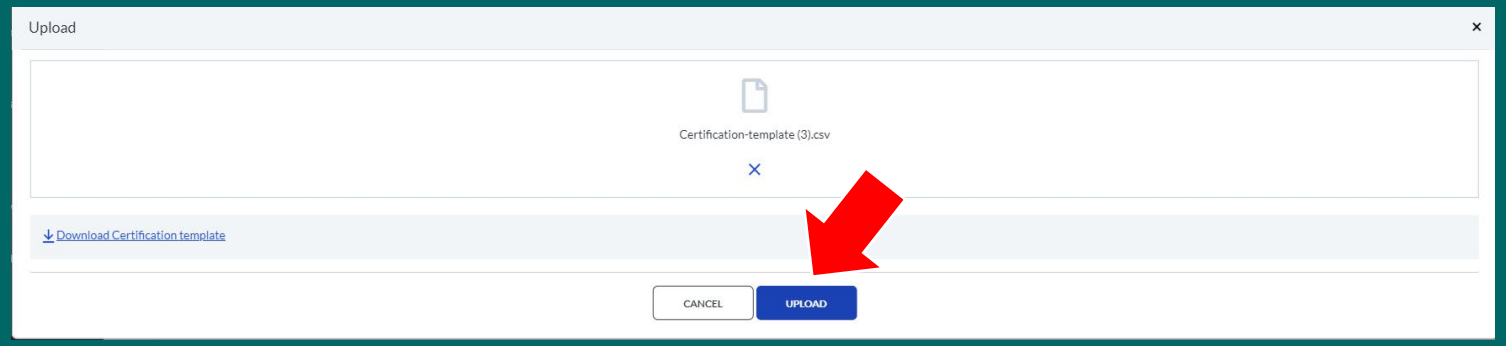


To upload a list of new users follow these steps:

- Click on the grid menu and select Upload
- Download and populate the template file



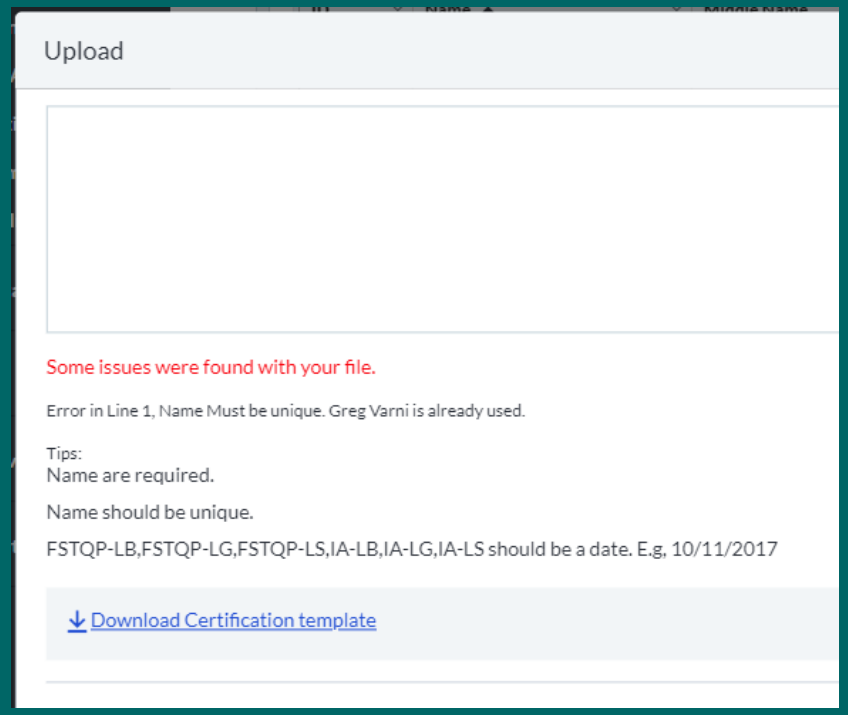
ADDING NEW PEOPLE



- Select the file that contains the new people to add
- Click Upload

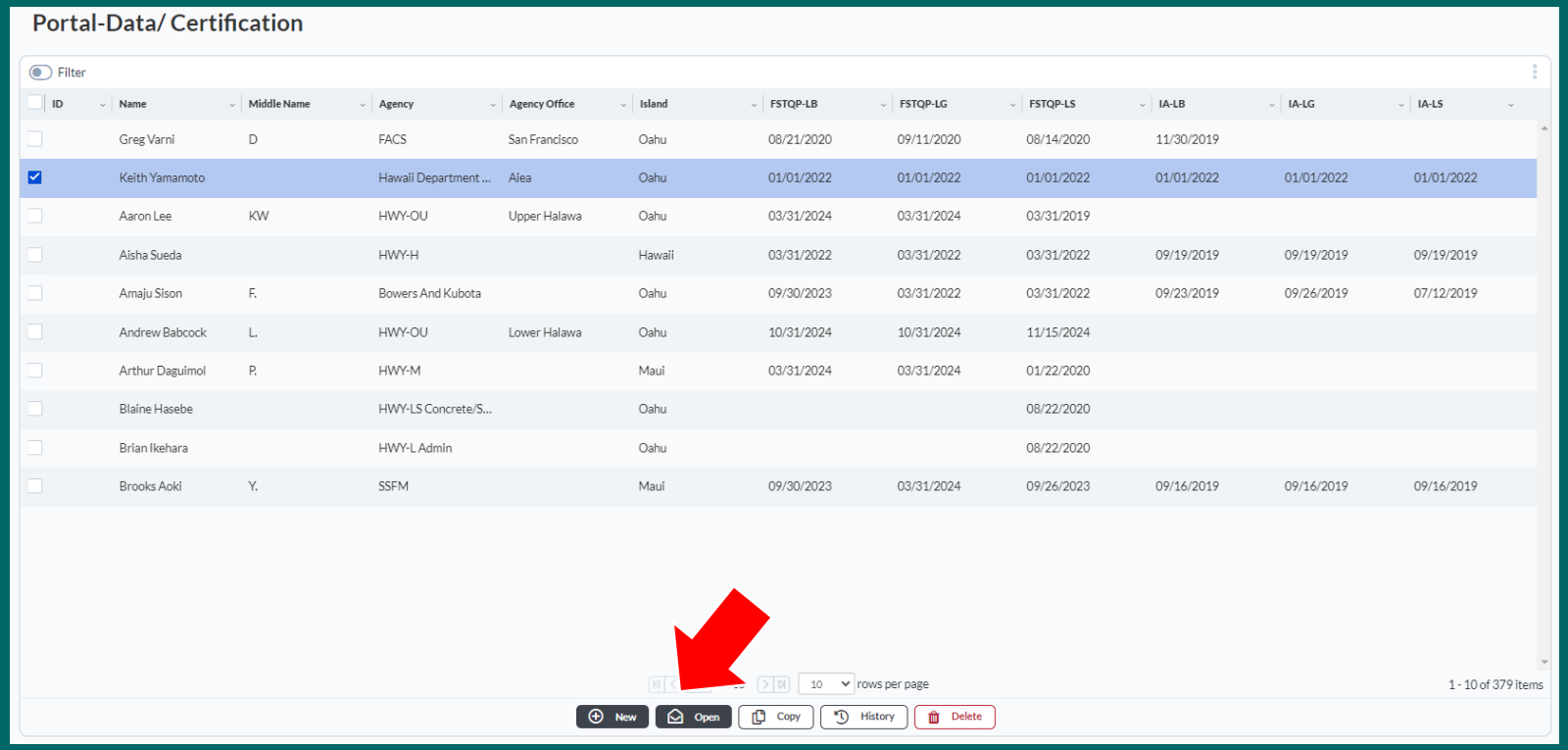
If there are any issues with the file being uploaded the system will display them in the upload window. Resolve these issues, save the file and try again.

The most common reasons for uploads to fail are spelling errors.



SELECTING A PERSON FOR CERTIFICATION UPDATE

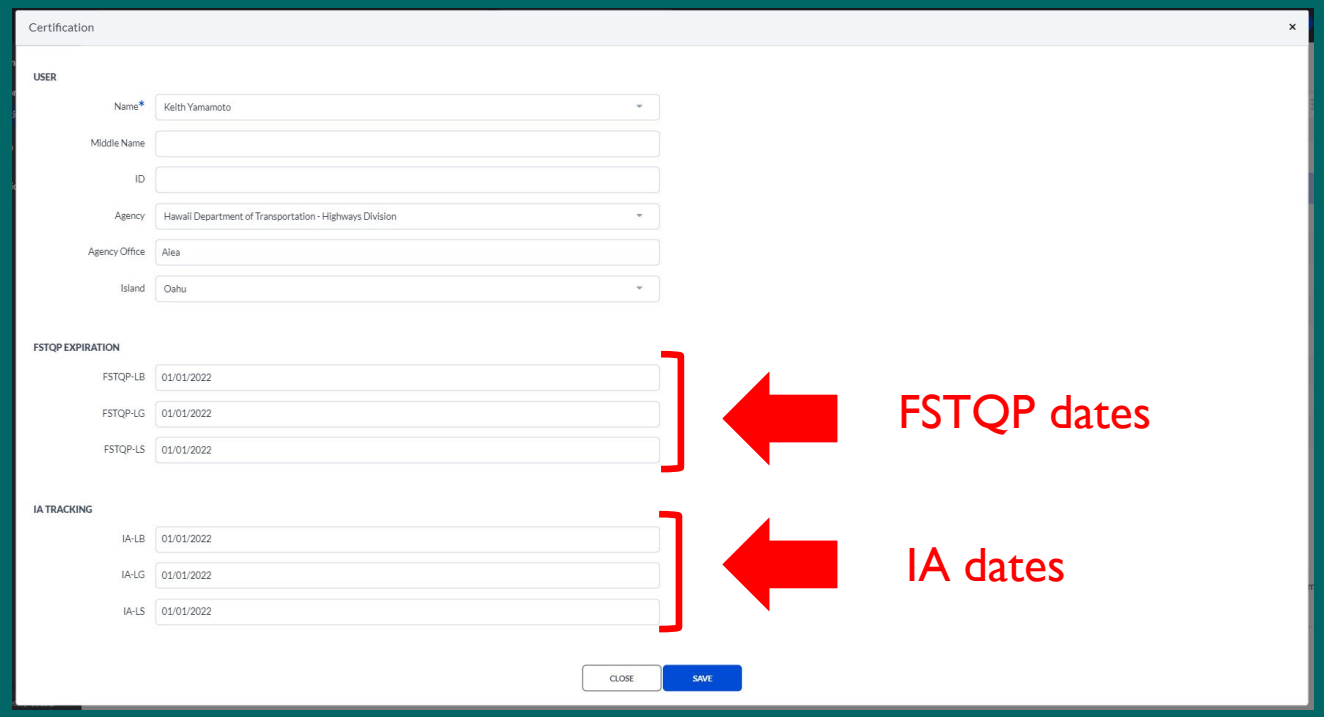
- Click on a name
- Click Open



ID	Name	Middle Name	Agency	Agency Office	Island	FSTQP-LB	FSTQP-LG	FSTQP-LS	IA-LB	IA-LG	IA-LS
	Greg Varni	D	FACS	San Francisco	Oahu	08/21/2020	09/11/2020	08/14/2020	11/30/2019		
	Keith Yamamoto		Hawaii Department ...	Aiea	Oahu	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022
	Aaron Lee	KW	HWY-OU	Upper Halawa	Oahu	03/31/2024	03/31/2024	03/31/2019			
	Aisha Sueda		HWY-H		Hawaii	03/31/2022	03/31/2022	03/31/2022	09/19/2019	09/19/2019	09/19/2019
	Amaju Sison	F.	Bowers And Kubota		Oahu	09/30/2023	03/31/2022	03/31/2022	09/23/2019	09/26/2019	07/12/2019
	Andrew Babcock	L.	HWY-OU	Lower Halawa	Oahu	10/31/2024	10/31/2024	11/15/2024			
	Arthur Daguimol	P.	HWY-M		Maui	03/31/2024	03/31/2024	01/22/2020			
	Blaine Hasebe		HWY-LS Concrete/S...		Oahu			08/22/2020			
	Brian Ikehara		HWY-L Admin		Oahu			08/22/2020			
	Brooks Aoki	Y.	SSFM		Maui	09/30/2023	03/31/2024	09/26/2023	09/16/2019	09/16/2019	09/16/2019

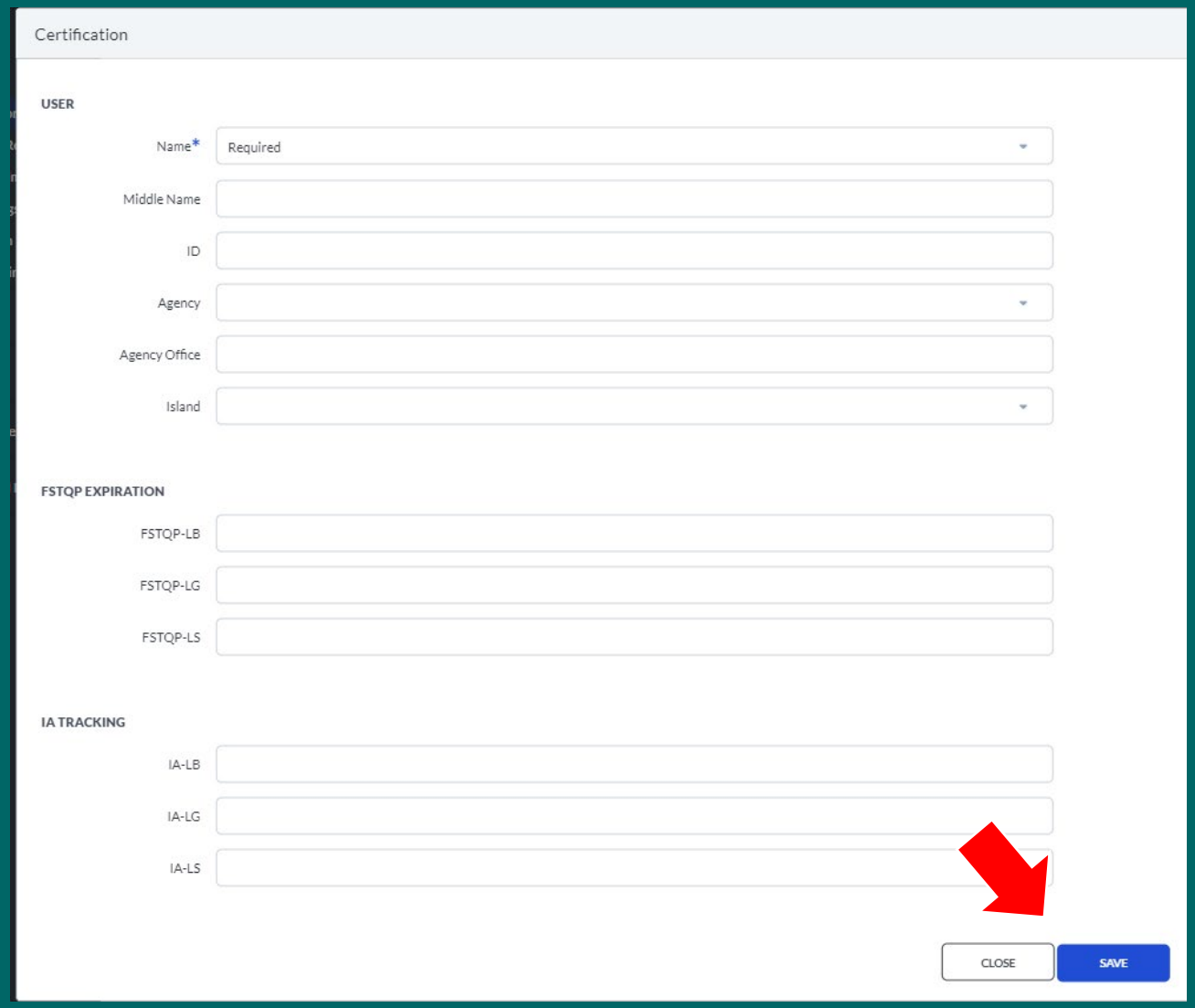
CERTIFICATION

Enter the updated FSTQP or IA data for the person selected



CERTIFICATION

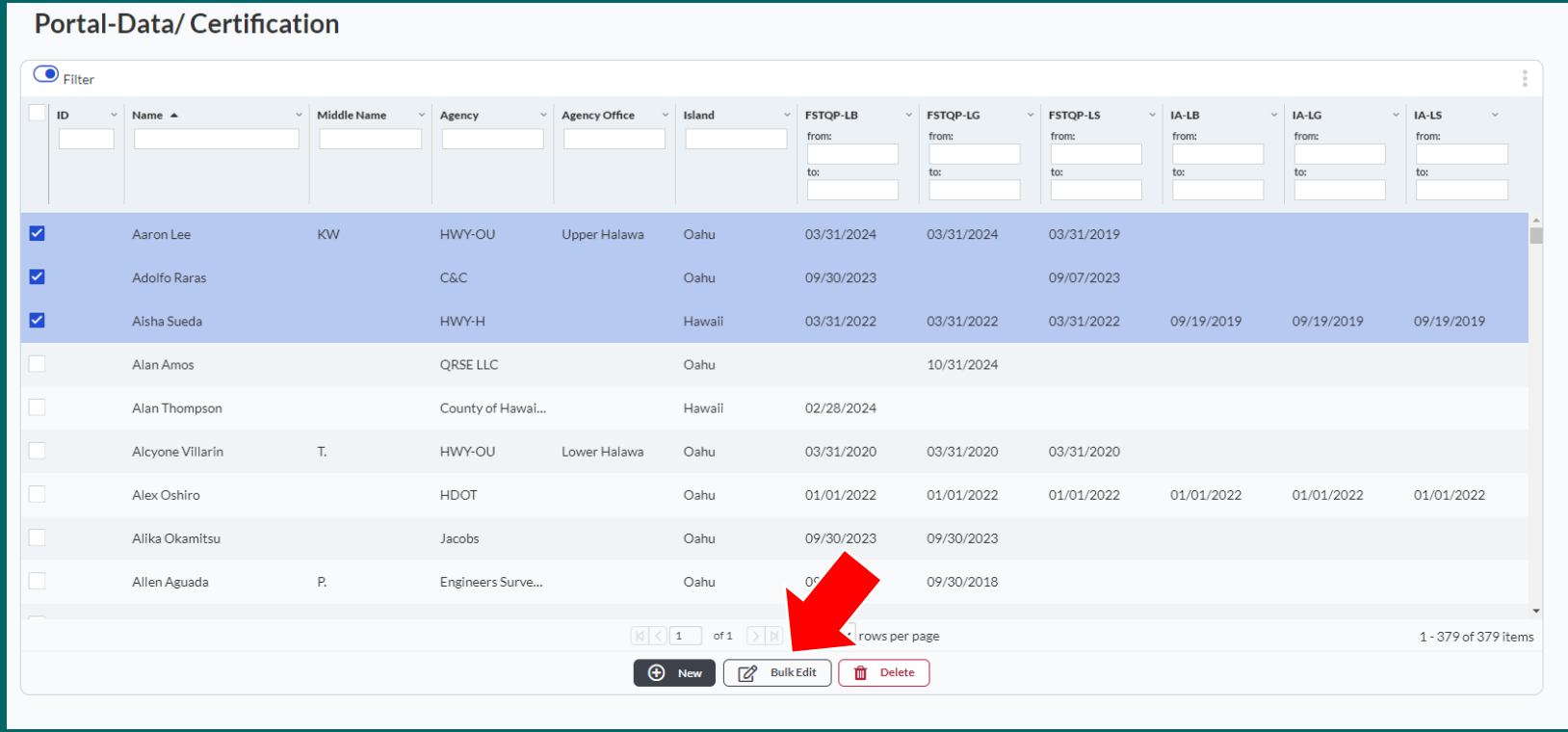
- Click on save to save any changes made
- Click on close if no changes were made



CERTIFICATION – BULK EDIT

Certification dates can be bulk updated for personnel who took the same certification training.

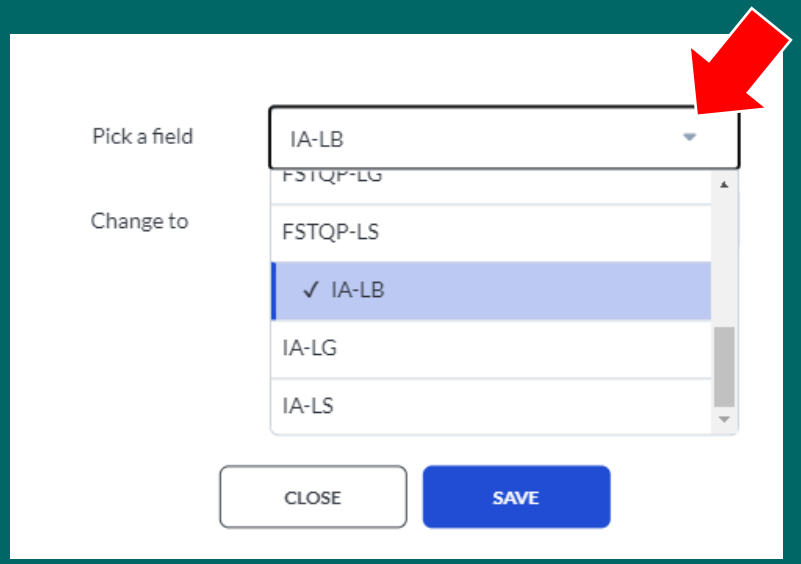
To update multiple users, highlight the users in the grid and then click on the <u>Bulk Edit</u> button at the bottom of the page.

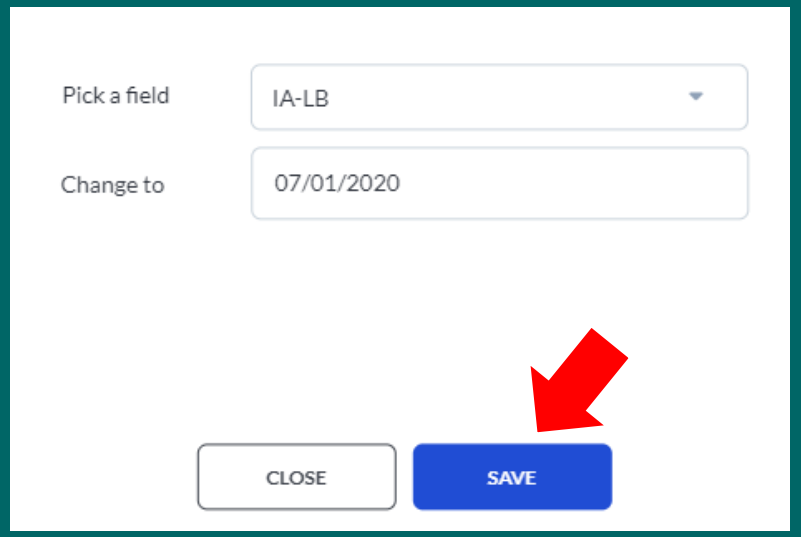


CERTIFICATION – BULK EDIT

In the pop-up window, select the field you would like to edit for all the selected users. Only one field can be edited at a time.

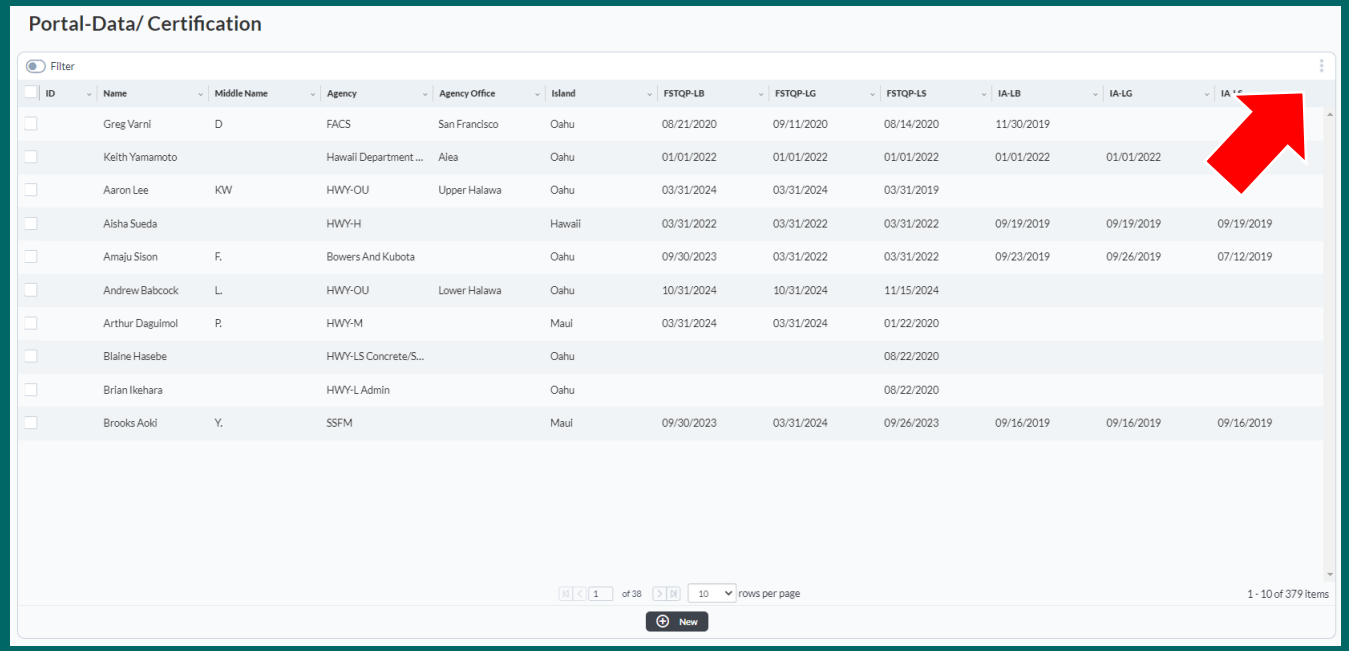
Once the field is selected, enter the new value the field should contain and click Save.



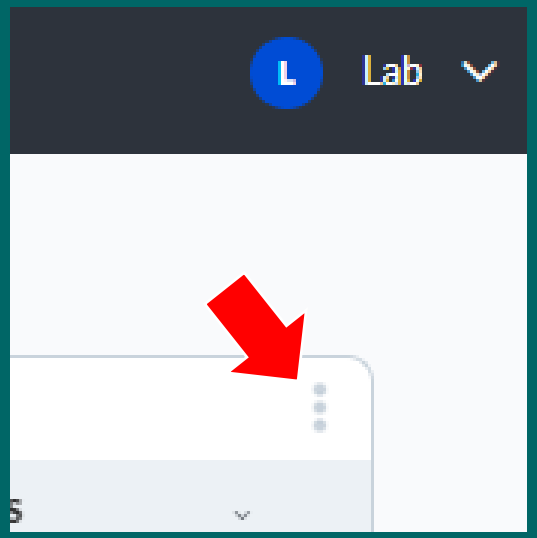


DOWNLOADING FSTQP AND IA CERTIFICATION LIST

Click on the 3 dots in the upper right hand corner



ID	Name	Middle Name	Agency	Agency Office	Island	FSTQP-LB	FSTQP-LG	FSTQP-LS	IA-LB	IA-LG	IA-[illegible]
	Greg Varni	D	FACS	San Francisco	Oahu	08/21/2020	09/11/2020	08/14/2020	11/30/2019		
	Keith Yamamoto		Hawaii Department ...	Alea	Oahu	01/01/2022	01/01/2022	01/01/2022	01/01/2022	01/01/2022	
	Aaron Lee	KW	HWY-OU	Upper Halawa	Oahu	03/31/2024	03/31/2024	03/31/2019			
	Aisha Sueda		HWY-H		Hawaii	03/31/2022	03/31/2022	03/31/2022	09/19/2019	09/19/2019	09/19/2019
	Amaju Sison	F.	Bowers And Kubota		Oahu	09/30/2023	03/31/2022	03/31/2022	09/23/2019	09/26/2019	07/12/2019
	Andrew Babcock	L.	HWY-OU	Lower Halawa	Oahu	10/31/2024	10/31/2024	11/15/2024			
	Arthur Daguimol	P.	HWY-M		Maui	03/31/2024	03/31/2024	01/22/2020			
	Blaine Hasebe		HWY-LS Concrete/S...		Oahu			08/22/2020			
	Brian Ikehara		HWY-L Admin		Oahu			08/22/2020			
	Brooks Aoki	Y.	SSFM		Maui	09/30/2023	03/31/2024	09/26/2023	09/16/2019	09/16/2019	09/16/2019

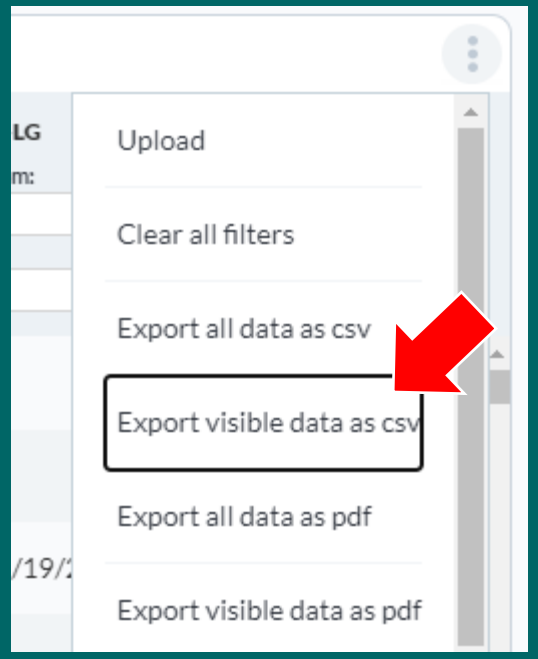


DOWNLOADING FSTQP AND IA CERTIFICATION LIST

Click on "export VISIBLE data as csv"

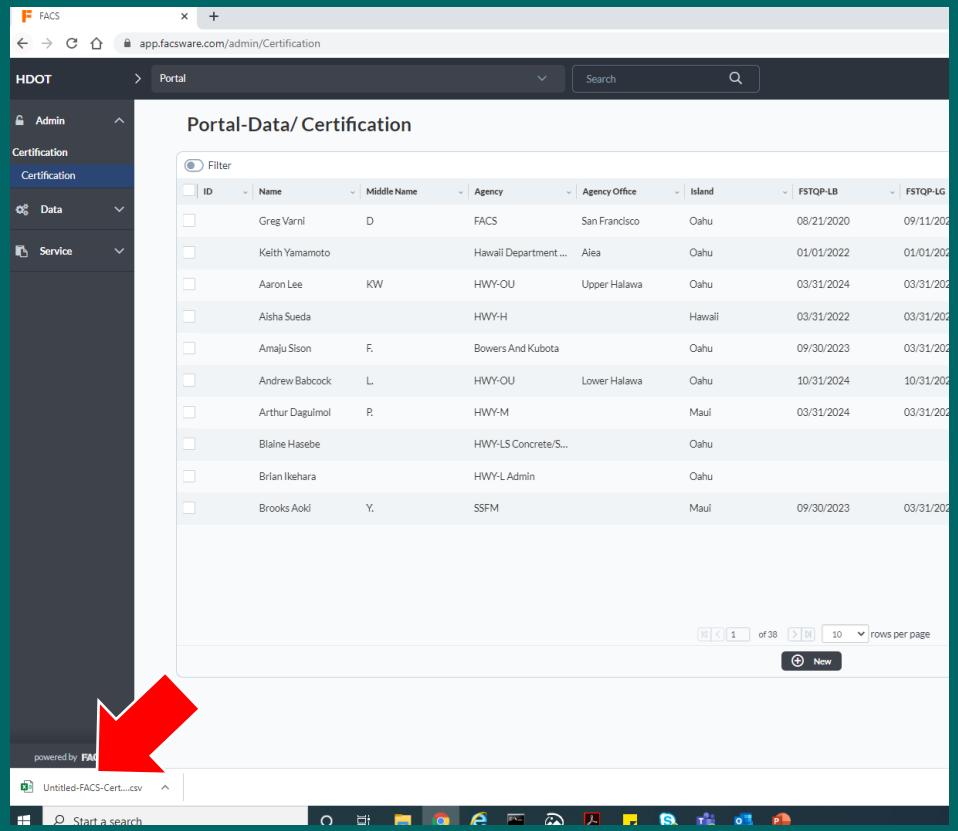
Please ensure all columns are visible in the grid before exporting data.

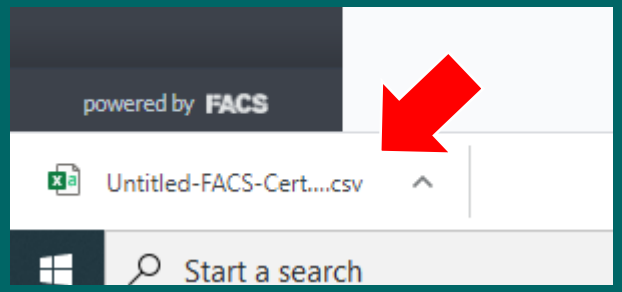
exporting "all" data will include deleted entries typically associated with inactive/retired users.



DOWNLOADING FSTQP AND IA CERTIFICATION LIST

The downloaded file will appear in the lower left corner

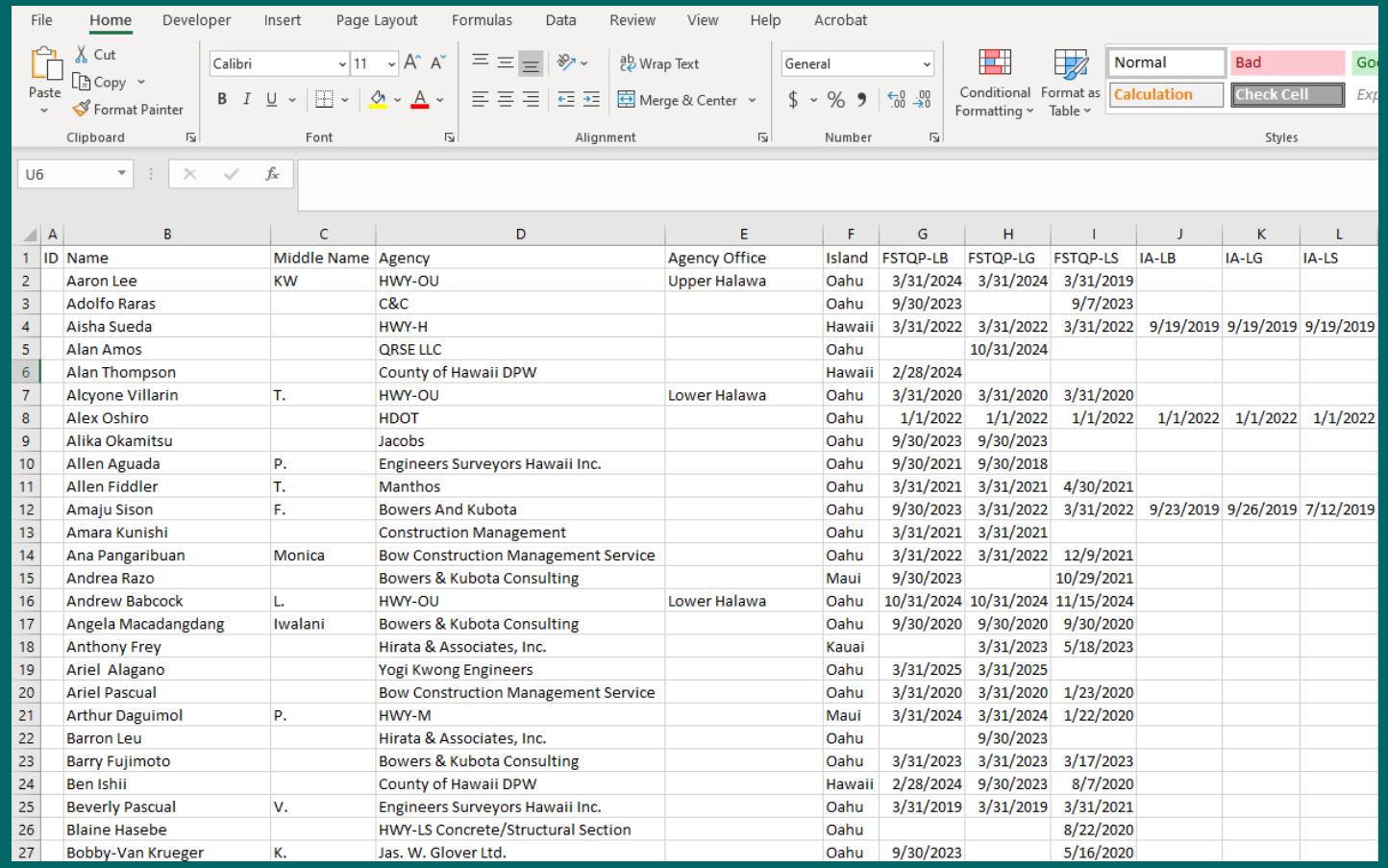




DOWNLOADING FSTQP AND IA CERTIFICATION LIST

- Click on the file and open it
- Rename and Save the file to a desired location

Some formatting may be required



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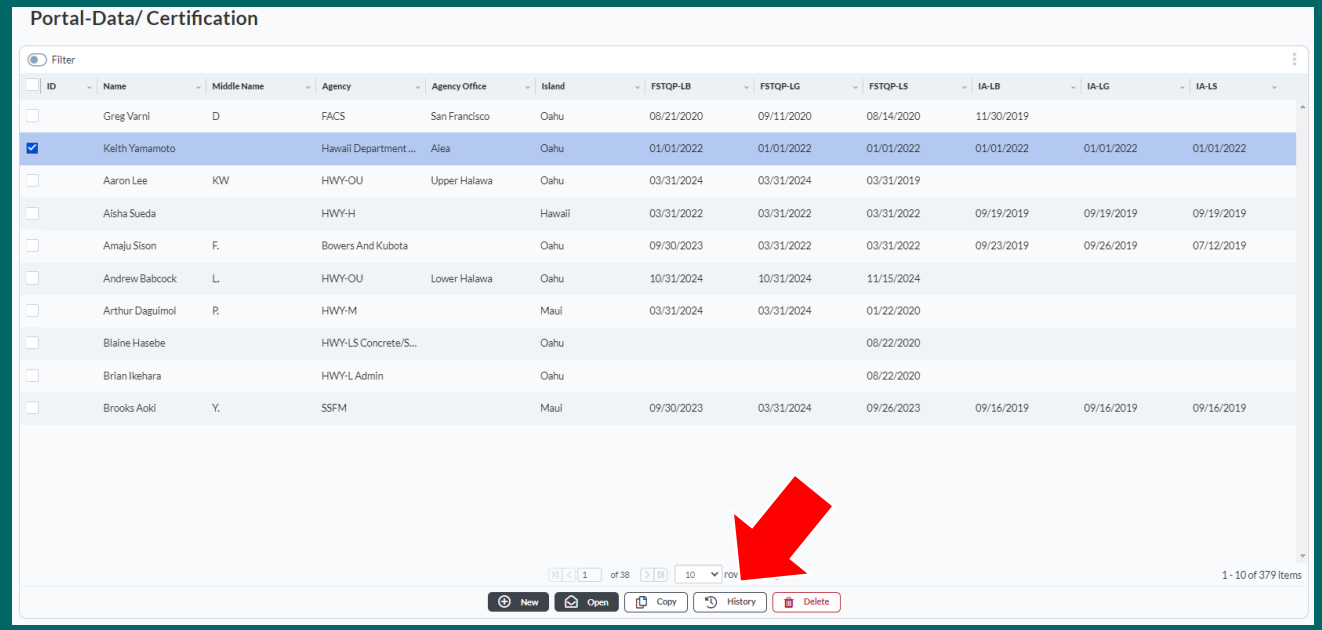
	Aaron Lee	KW	HWY-OU	Upper Halawa	Oahu	3/31/2024	3/31/2024	3/31/2019			
	Adolfo Raras		C&C		Oahu	9/30/2023		9/7/2023			
	Aisha Sueda		HWY-H		Hawaii	3/31/2022	3/31/2022	3/31/2022	9/19/2019	9/19/2019	9/19/2019
	Alan Amos		QRSE LLC		Oahu		10/31/2024				
	Alan Thompson		County of Hawaii DPW		Hawaii	2/28/2024					
	Alcyone Villarin	T.	HWY-OU	Lower Halawa	Oahu	3/31/2020	3/31/2020	3/31/2020			
	Alex Oshiro		HDOT		Oahu	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022
	Alika Okamitsu		Jacobs		Oahu	9/30/2023	9/30/2023				
	Allen Aguada	P.	Engineers Surveyors Hawaii Inc.		Oahu	9/30/2021	9/30/2018				
	Allen Fiddler	T.	Manthos		Oahu	3/31/2021	3/31/2021	4/30/2021			
	Amaju Sison	F.	Bowers And Kubota		Oahu	9/30/2023	3/31/2022	3/31/2022	9/23/2019	9/26/2019	7/12/2019
	Amara Kunishi		Construction Management		Oahu	3/31/2021	3/31/2021				
	Ana Pangaribuan	Monica	Bow Construction Management Service		Oahu	3/31/2022	3/31/2022	12/9/2021			
	Andrea Razo		Bowers & Kubota Consulting		Maui	9/30/2023		10/29/2021			
	Andrew Babcock	L.	HWY-OU	Lower Halawa	Oahu	10/31/2024	10/31/2024	11/15/2024			
	Angela Macadangdang	Iwalani	Bowers & Kubota Consulting		Oahu	9/30/2020	9/30/2020	9/30/2020			
	Anthony Frey		Hirata & Associates, Inc.		Kauai		3/31/2023	5/18/2023			
	Ariel Alagano		Yogi Kwong Engineers		Oahu	3/31/2025	3/31/2025				
	Ariel Pascual		Bow Construction Management Service		Oahu	3/31/2020	3/31/2020	1/23/2020			
	Arthur Daguimol	P.	HWY-M		Maui	3/31/2024	3/31/2024	1/22/2020			
	Barron Leu		Hirata & Associates, Inc.		Oahu		9/30/2023				
	Barry Fujimoto		Bowers & Kubota Consulting		Oahu	3/31/2023	3/31/2023	3/17/2023			
	Ben Ishii		County of Hawaii DPW		Hawaii	2/28/2024	9/30/2023	8/7/2020			
	Beverly Pascual	V.	Engineers Surveyors Hawaii Inc.		Oahu	3/31/2019	3/31/2019	3/31/2021			
	Blaine Hasebe		HWY-LS Concrete/Structural Section		Oahu			8/22/2020			
	Bobby-Van Krueger	K.	Jas. W. Glover Ltd.		Oahu	9/30/2023		5/16/2020			

CERTIFICATION NOTES

All entries and changes made in FACS are noted in the history log

See User guide to Getting Started in FACS for additional help using FACS



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	Brian Ikehara		HWY-L Admin		Oahu			08/22/2020			
	Brooks Aoki	Y.	SSFM		Maui	09/30/2023	03/31/2024	09/26/2023	09/16/2019	09/16/2019	09/16/2019

END OF GUIDE

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