

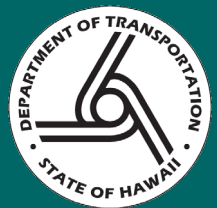
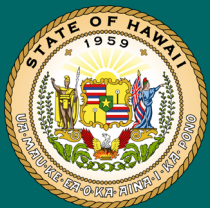
USER'S GUIDE TO THE FILE CABINET

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION – CONSTRUCTION

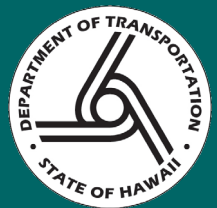
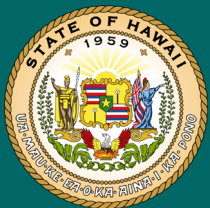
E-CONSTRUCTION



USER'S GUIDE TO THE FILE CABINET

FILE CABINET

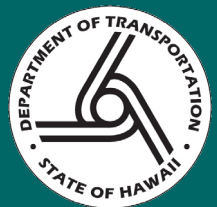
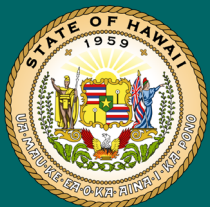
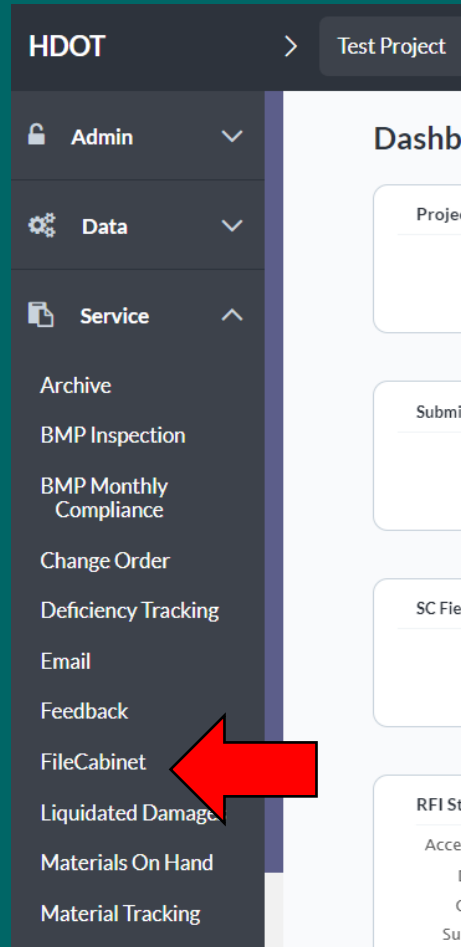
The File Cabinet in FACS operates in the same manner as a file cabinet for paper files. Within the File Cabinet, there is the main folder followed by subfolders



USER'S GUIDE TO THE FILE CABINET

FILE CABINET

To access the file cabinet, click on File Cabinet under Services



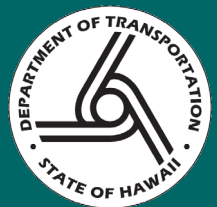
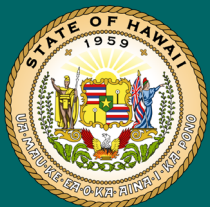
USER'S GUIDE TO THE FILE CABINET

FILE CABINET

Currently, the File Cabinet is structured similarly to the folder index of the construction procedures. Folders that have been deemed unnecessary (due to electronic files) have been eliminated

The file structure will change again, as we review the folder list

The screenshot shows the HDOT File Cabinet interface. The left sidebar contains a navigation menu with the following items: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet (highlighted), Liquidated Damages, and Materials On Hand. The main content area displays the path: Interstate Route H-1 Guardrail and Shoulder Improvements, Kapiolani Interchange to ... Below this, the 'File Cabinet' title is shown with icons for upload, share, and view. A list of folders follows: A-1 CONTRACT CORRESPONDENCE, A-2 DETAIL ESTIMATE - BID TAB, A-3 CONTRACT COPY OF SPECIAL PROVISION, A-4 CCO WORKSHEETS, A-5 CCO APPROVED, A-6 STATEMENT OF FUNDS, A-8 REQUEST FOR ADDITIONAL FUNDS, AX-3 AS-BUILT PLANS, B-1 COB CORRESPONDENCE (INTRA), B-2 MEMO TO THE CONTRACTOR, B-3 CORRESPONDENCE FROM THE CONTRACTOR, B-4 CORRESPONDENCE TO THE CONTRACTOR, B-5 WEEKLY STATEMENT OF WORKING DAYS, B-5a WEEKLY STATEMENT OF PLANT ESTABLISHMENT, B-6 PROGRESS PAYMENT OF MONTHLY ESTIMATES, B-7 INSURANCE AND TAX RATES, and B-7a APPROVED UNLISTED EQUIPMENT RENT. On the right, a preview pane shows three PDF files, each with a red 'pdf' icon and a red document icon. The file names are: IM-H1-1-244-R-ADD-1-Plans ..., IM-H1-1-244-R-ADD-1-Plans ..., and IM-H1-1-244-R-ADD-1-Plans ...

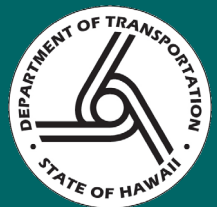
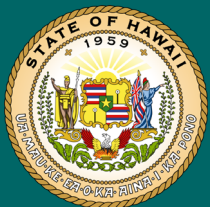


FILE CABINET

Adding files to the File Cabinet is simply done by dragging and dropping files

You can also move files by dragging and dropping

The screenshot displays the 'File Cabinet' interface. On the left, a list of folders is shown under the heading 'Interstate Route H-1 Guardrail and Shoulder Improvements'. The folders include: A-1 CONTRACT CORRESPONDENCE, A-2 DETAIL ESTIMATE - BID TAB, A-3 CONTRACT COPY OF SPECIAL PROVISION, A-4 CCO WORKSHEETS, A-5 CCO APPROVED, A-6 STATEMENT OF FUNDS, A-8 REQUEST FOR ADDITIONAL FUNDS, AX-3 AS-BUILT PLANS, B-1 COB CORRESPONDENCE (INTRA), B-2 MEMO TO THE CONTRACTOR, B-3 CORRESPONDENCE FROM THE CONTRACTOR, B-4 CORRESPONDENCE TO THE CONTRACTOR, B-5 WEEKLY STATEMENT OF WORKING DAYS, B-5a WEEKLY STATEMENT OF PLANT ESTABLISHMENT, B-6 PROGRESS PAYMENT OF MONTHLY ESTIMATES, B-7 INSURANCE AND TAX RATES, B-7a APPROVED UNLISTED EQUIPMENT RENT, B-8 FORCE ACCOUNT, B-11 STATE INTERNAL INSPECTION, B-12 CORRESPONDENCE TO-FROM DOT, and B-13 OTHER CORRESPONDENCE. On the right, a grid of PDF files is displayed, each with a red 'pdf' icon and a file name starting with 'IM-H1-1-244-R-ADD-1-Plans -...'. At the bottom of the interface, the text reads 'Interstate Route H-1 Guardrail and Shoulder Improvements, Kapiolani Interchange to Ainakoa Avenue/PlanGrid/**addendum sheets**' and 'Items: 16, Sum: 4.10 MB'.



FILE CABINET

Finding files in the File Cabinet can be done by typing in keyword in the Search function

Using searchable PDFs makes finding files easier

File Cabinet

🏠 📁 🗃️ 🔍

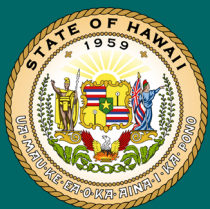
📁 Interstate Route H-1 Guardrail and Shoulder Im

- 📁 A-1 CONTRACT CORRESPONDENCE
- 📁 A-2 DETAIL ESTIMATE - BID TAB
- 📁 A-3 CONTRACT COPY OF SPECIAL PROVISION
- 📁 A-4 CCO WORKSHEETS
- 📁 A-5 CCO APPROVED
- 📁 A-6 STATEMENT OF FUNDS
- 📁 A-8 REQUEST FOR ADDITIONAL FUNDS
- 📁 AX-3 AS-BUILT PLANS
- 📁 B-1 COB CORRESPONDENCE (INTRA)
- 📁 B-2 MEMO TO THE CONTRACTOR
- 📁 B-3 CORRESPONDENCE FROM THE CONTRACTOR
- 📁 B-4 CORRESPONDENCE TO THE CONTRACTOR
- 📁 B-5 WEEKLY STATEMENT OF WORKING DAYS
- 📁 B-5a WEEKLY STATEMENT OF PLANT ESTABLISHMENT
- 📁 B-6 PROGRESS PAYMENT OF MONTHLY ESTIMATE
- 📁 B-7 INSURANCE AND TAX RATES
- 📁 B-7a APPROVED UNLISTED EQUIPMENT RENT
- 📁 B-8 FORCE ACCOUNT
- 📁 B-11 STATE INTERNAL INSPECTION
- 📁 B-12 CORRESPONDENCE TO-FROM DO
- 📁 B-13 OTHER CORRESPONDENCE
- 📁 B-14 COORDINATION MEETINGS

IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...
IM-H1-1-244-R-ADD-1-Plans -...

Interstate Route H-1 Guardrail and Shoulder Improvements, Kapiolani Interchange to Ainakoa Avenue/PlanGrid/**addendum sheets**

Items: 16, Sum: 4.10 MB



FILE CABINET

Under the Search function, there are several search options

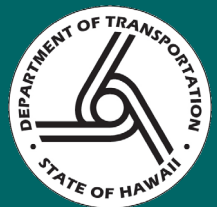
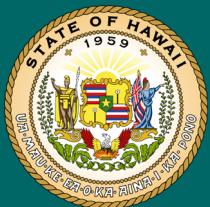
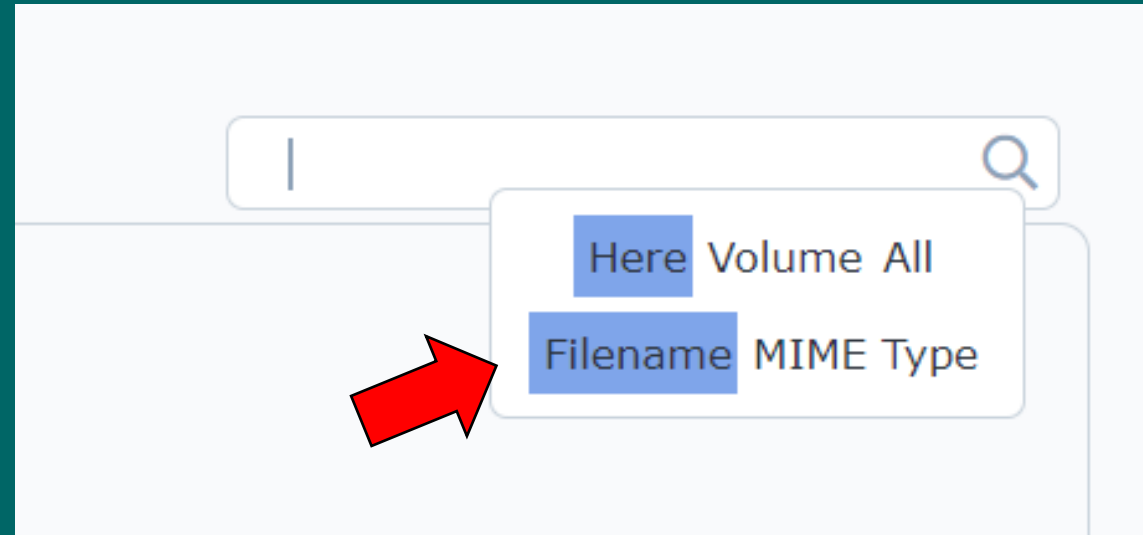
Here: current folder

Volume: current folder + subfolders

All: the entire project file cabinet system

Filename: by file name

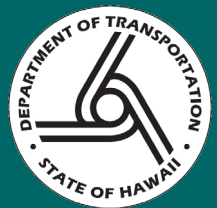
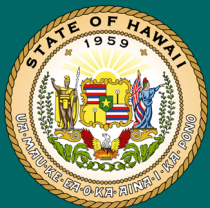
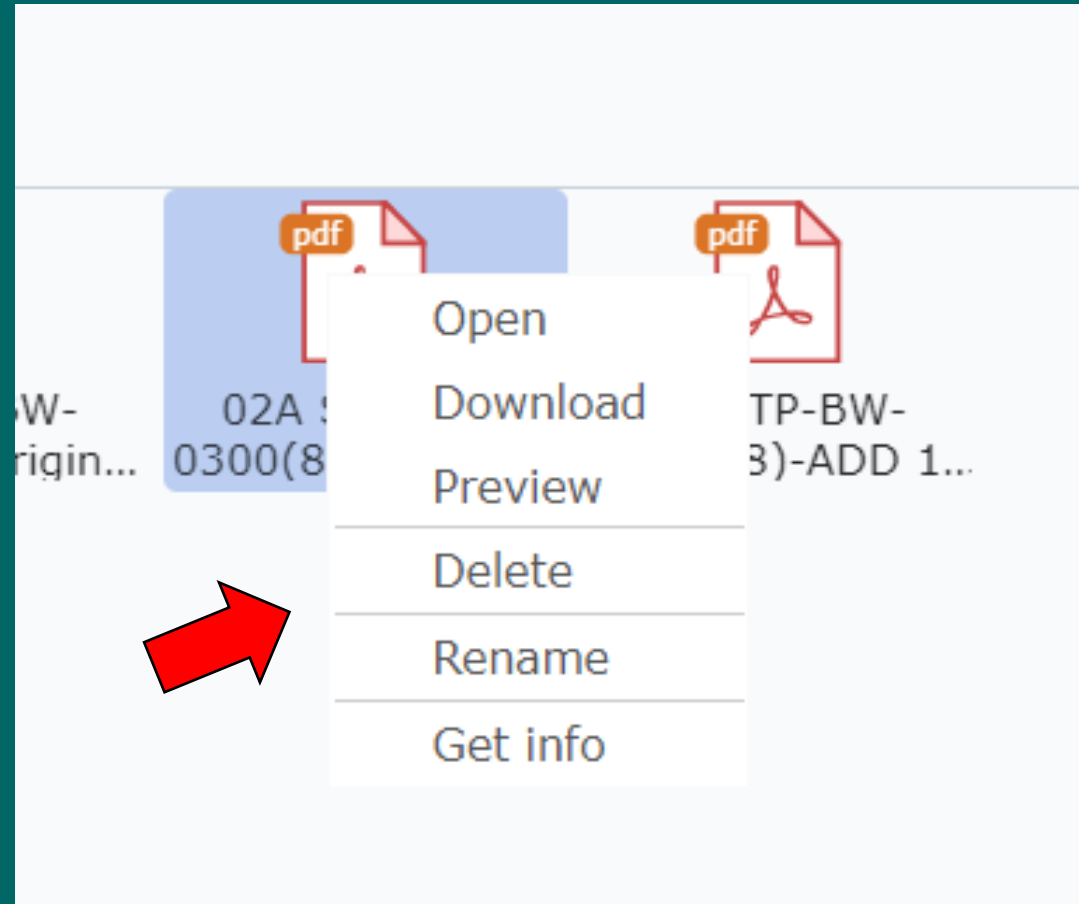
MIME Type: by file type



FILE CABINET

For a selected file, you can do the following:

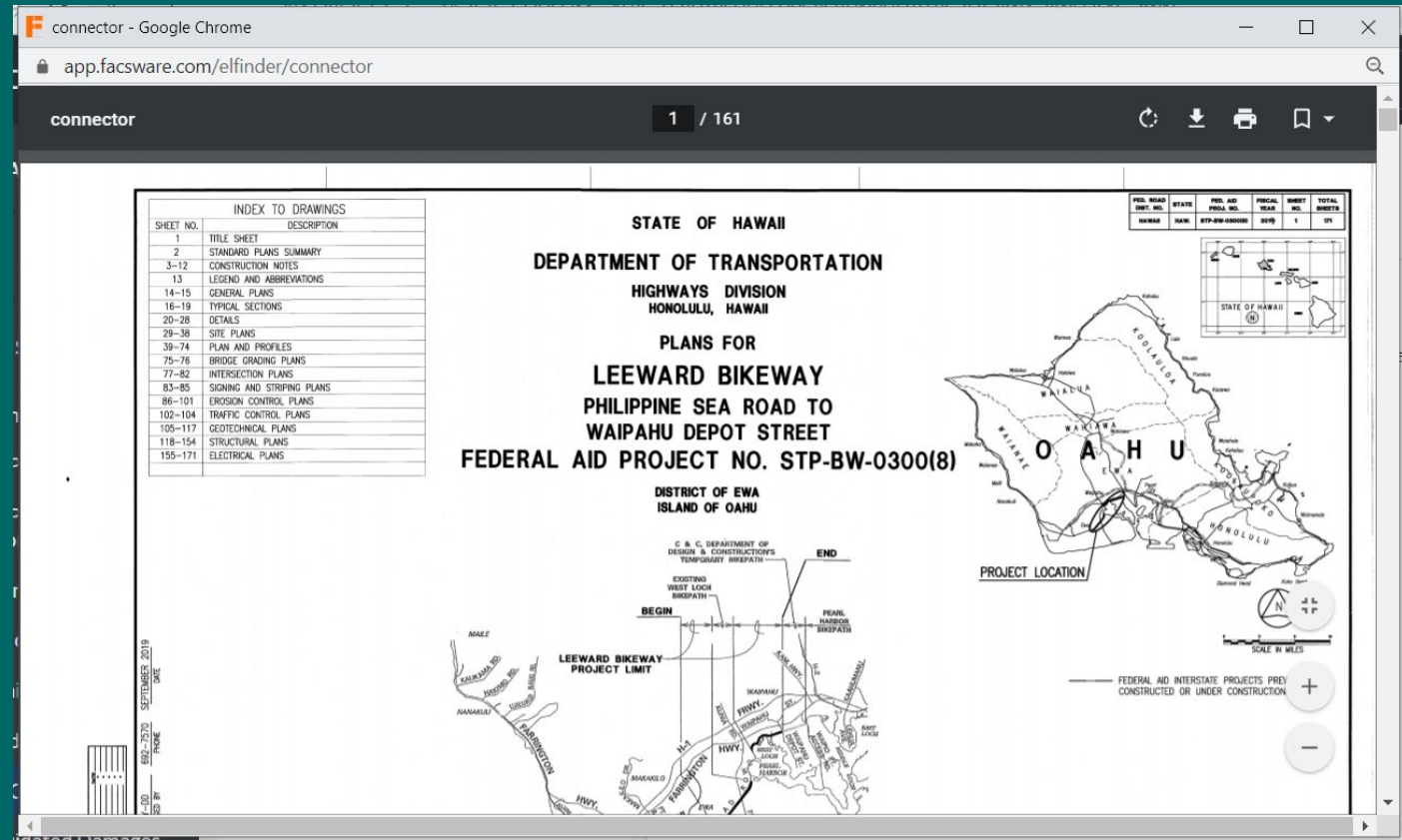
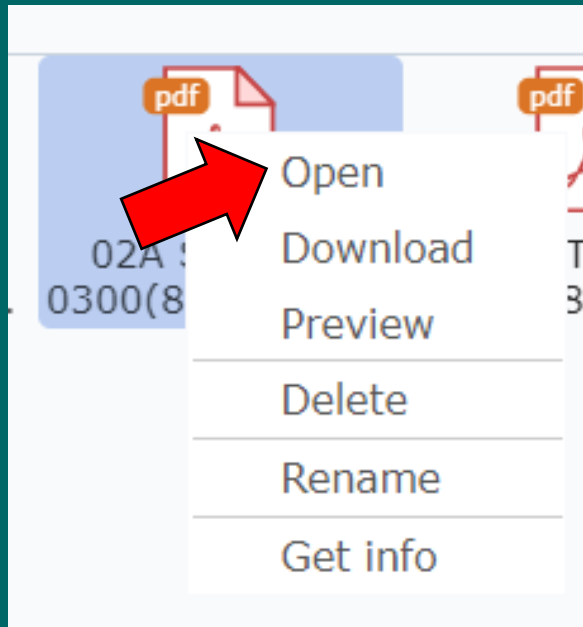
- Open
- Download
- Preview
- Delete
- Rename
- Get Info



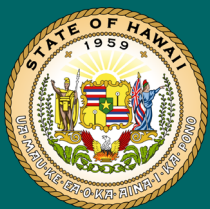
FILE CABINET

For a selected file, you can:

- Open – opens the file



Files will open in their native applications

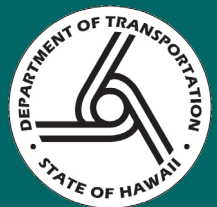
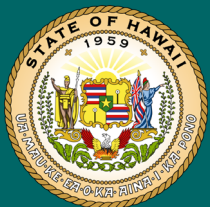
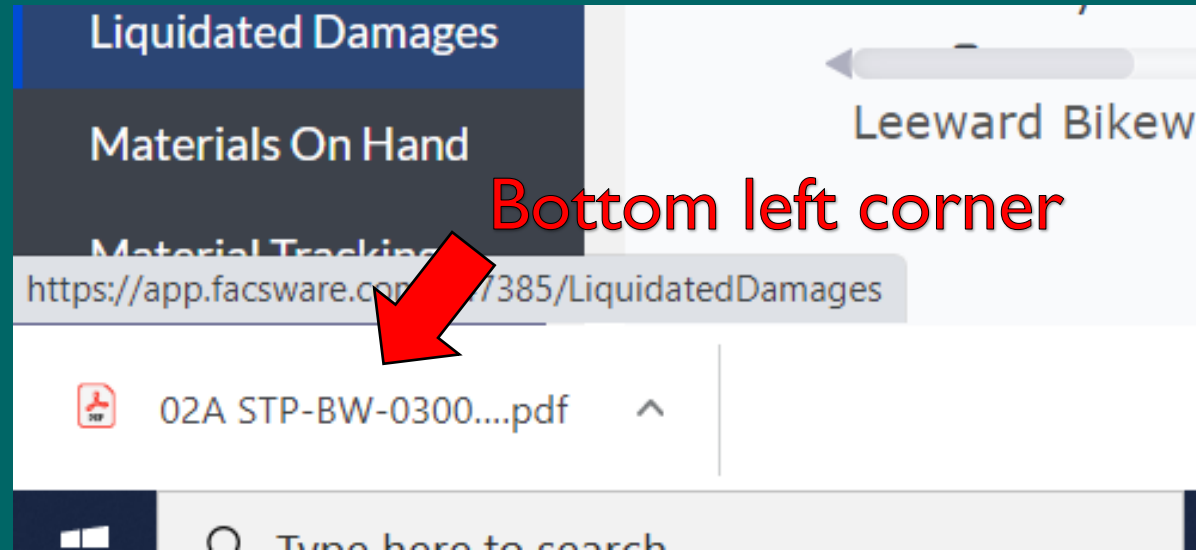
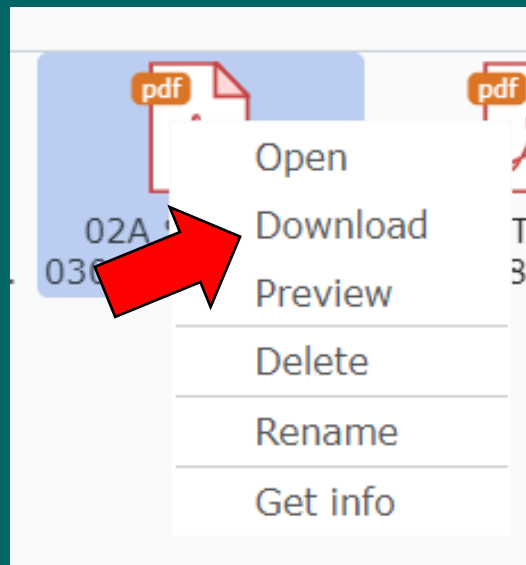


USER'S GUIDE TO THE FILE CABINET

FILE CABINET

For a selected file, you can:

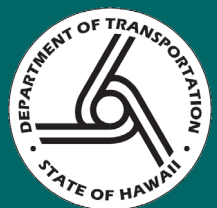
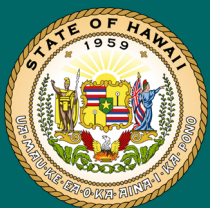
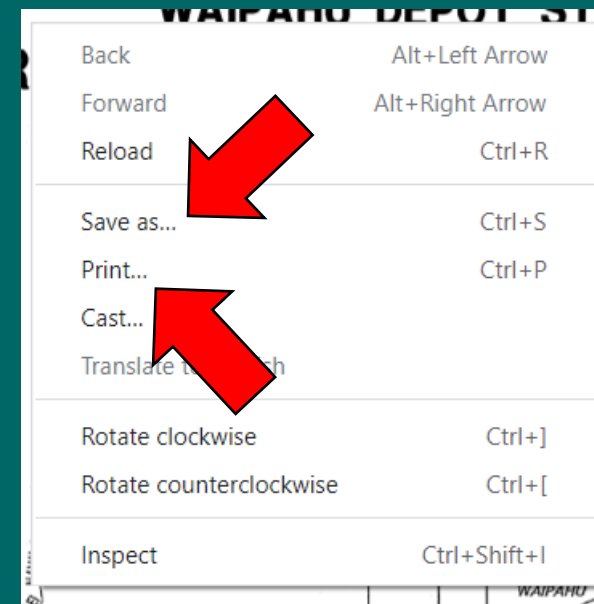
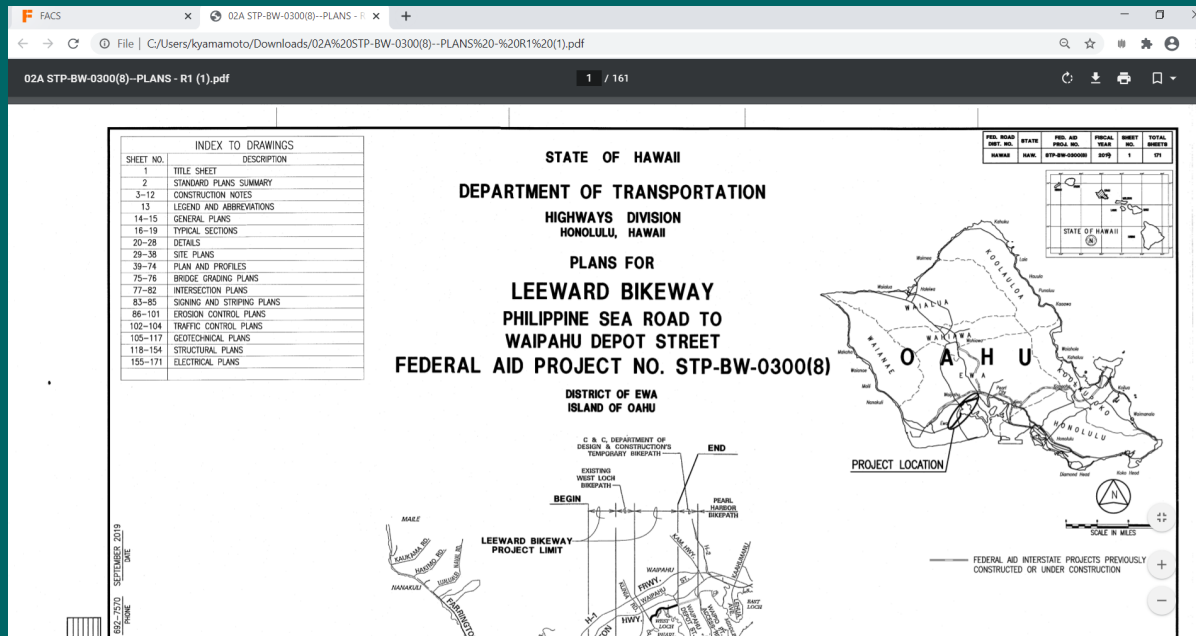
- Download – downloads the file, after which it can be saved elsewhere



FILE CABINET

For a selected file, you can:

- Download – downloads the file, after which it can be saved elsewhere or printed

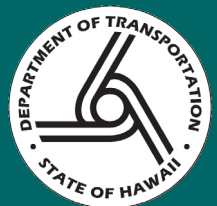
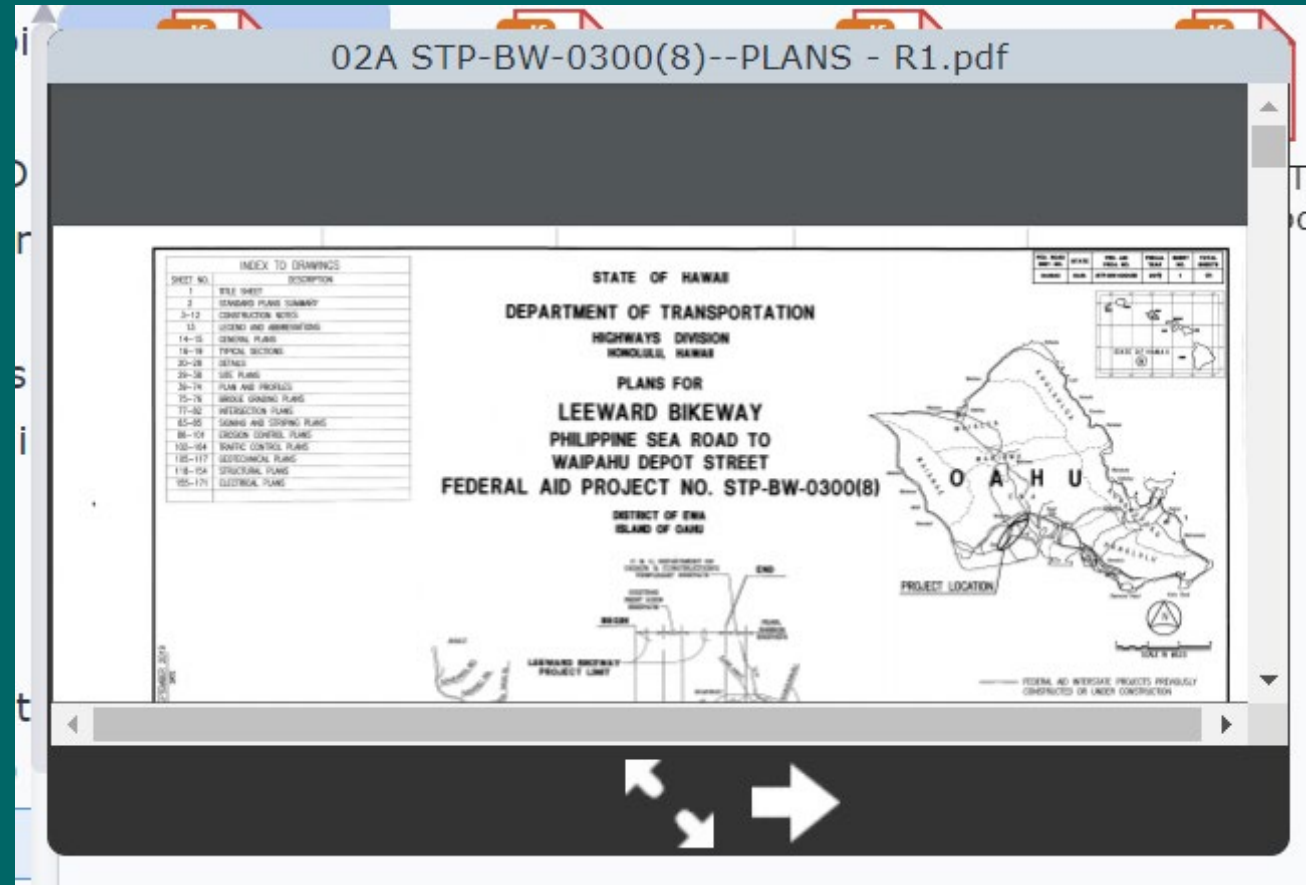
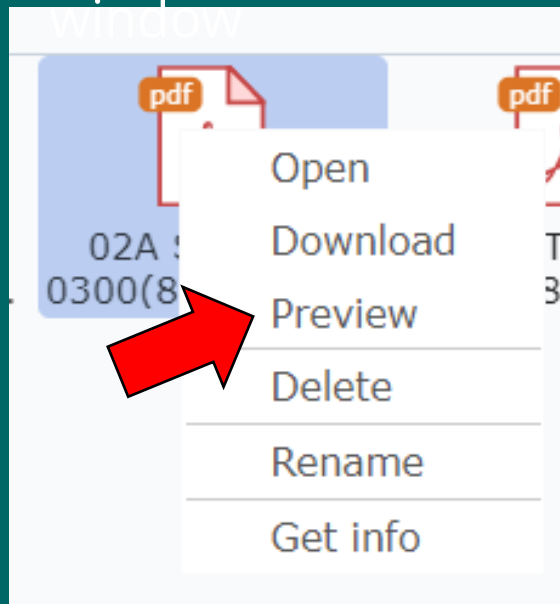


USER'S GUIDE TO THE FILE CABINET

FILE CABINET

For a selected file, you can:

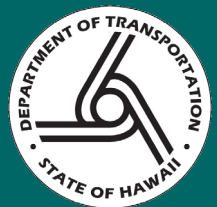
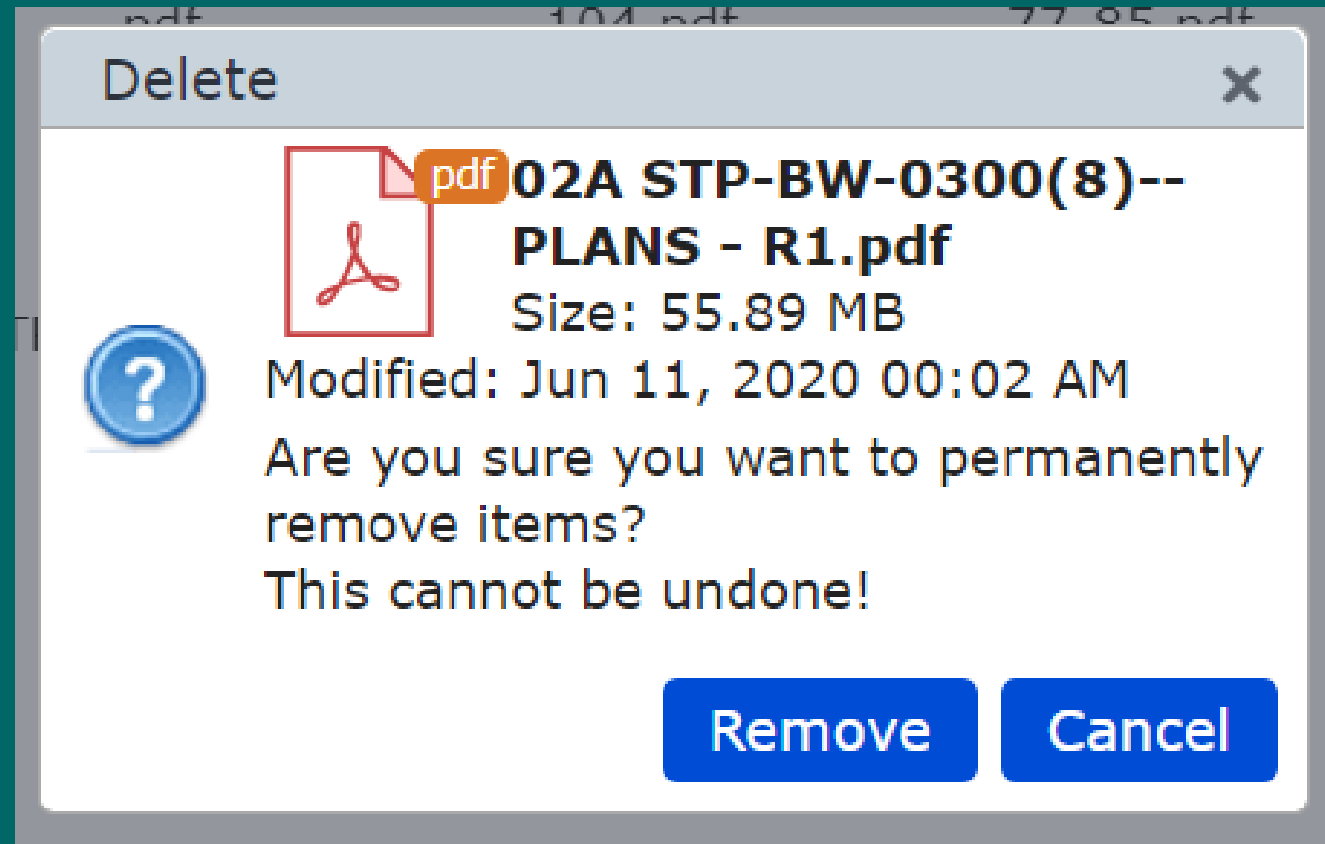
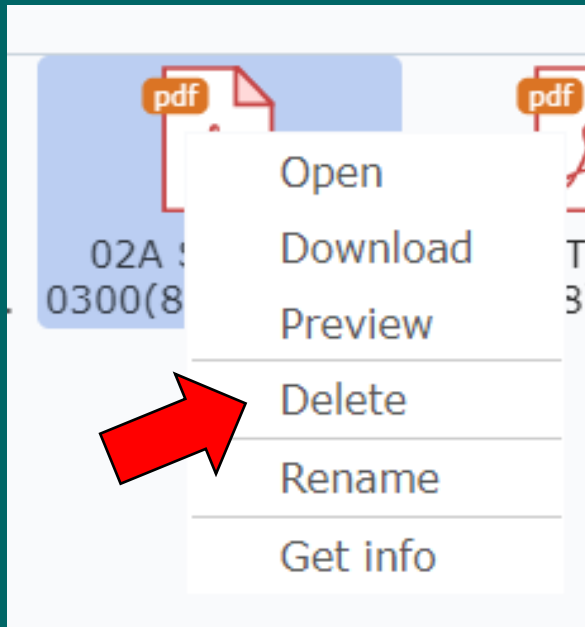
- Preview – opens the file in a small preview window



FILE CABINET

For a selected file, you can:

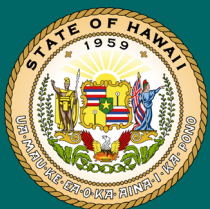
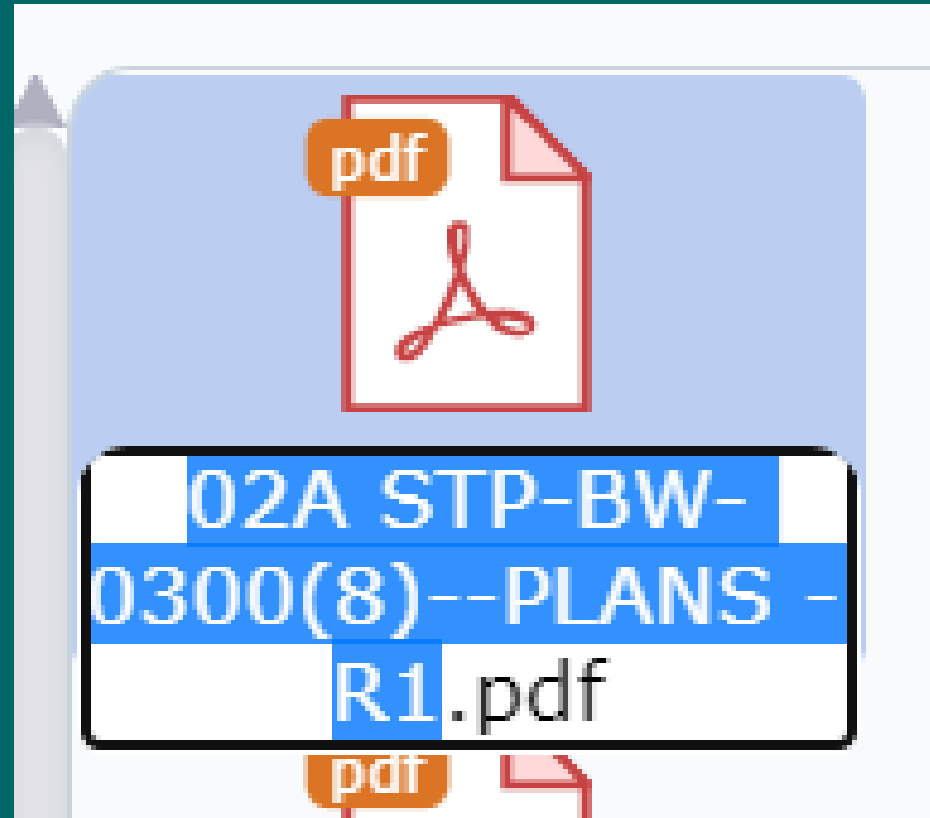
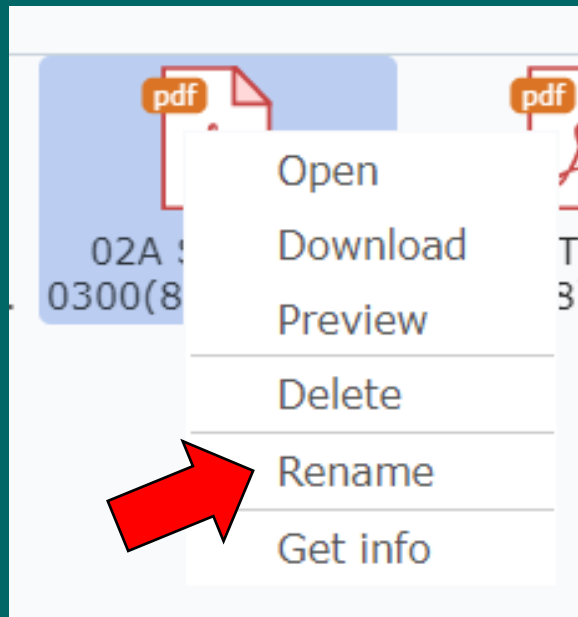
- Delete – deletes the file



FILE CABINET

For a selected file, you can:

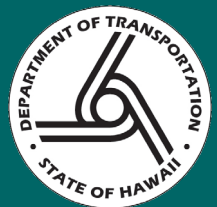
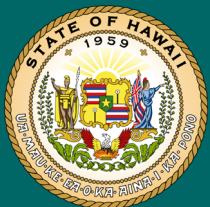
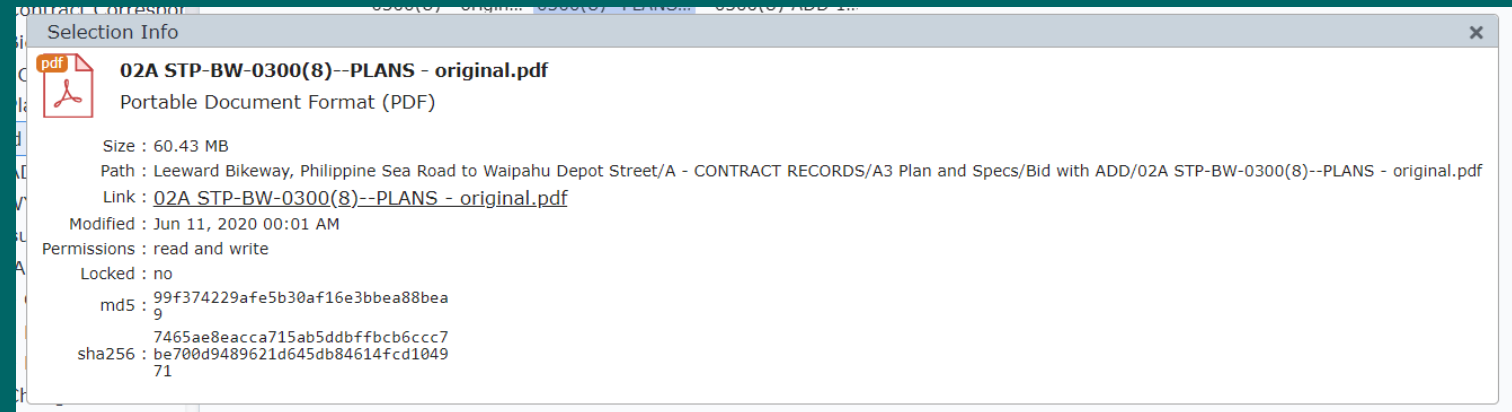
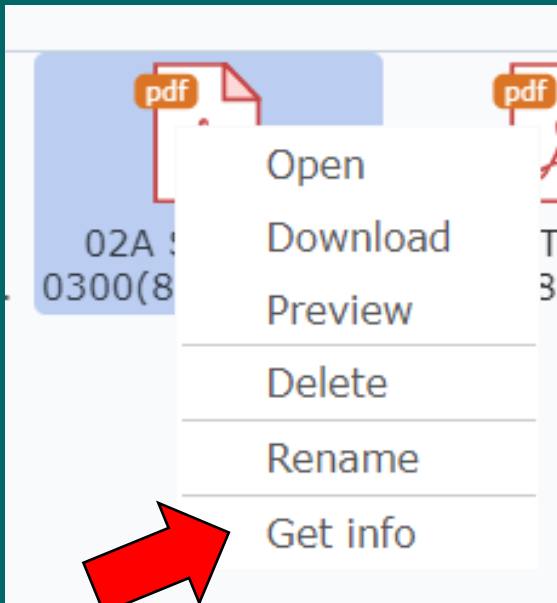
- Rename – allows you to rename the file



FILE CABINET

For a selected file, you can:

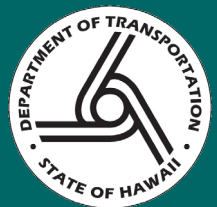
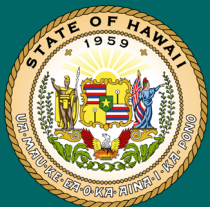
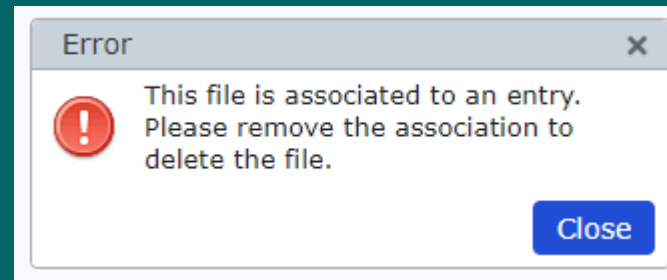
- Get Info – provide file information



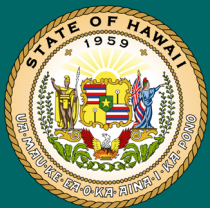
FILE CABINET

Permissions

- Certain files may not allow for deleting if they have been associated with an Entry.
- These files can still be moved (organized within the file cabinet) or renamed without impacting the Entry the file is associated with.



END OF GUIDE



USER'S GUIDE TO THE FILE CABINET