

USER'S GUIDE TO FINDING CURRENT PROJECTS IN FACS

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

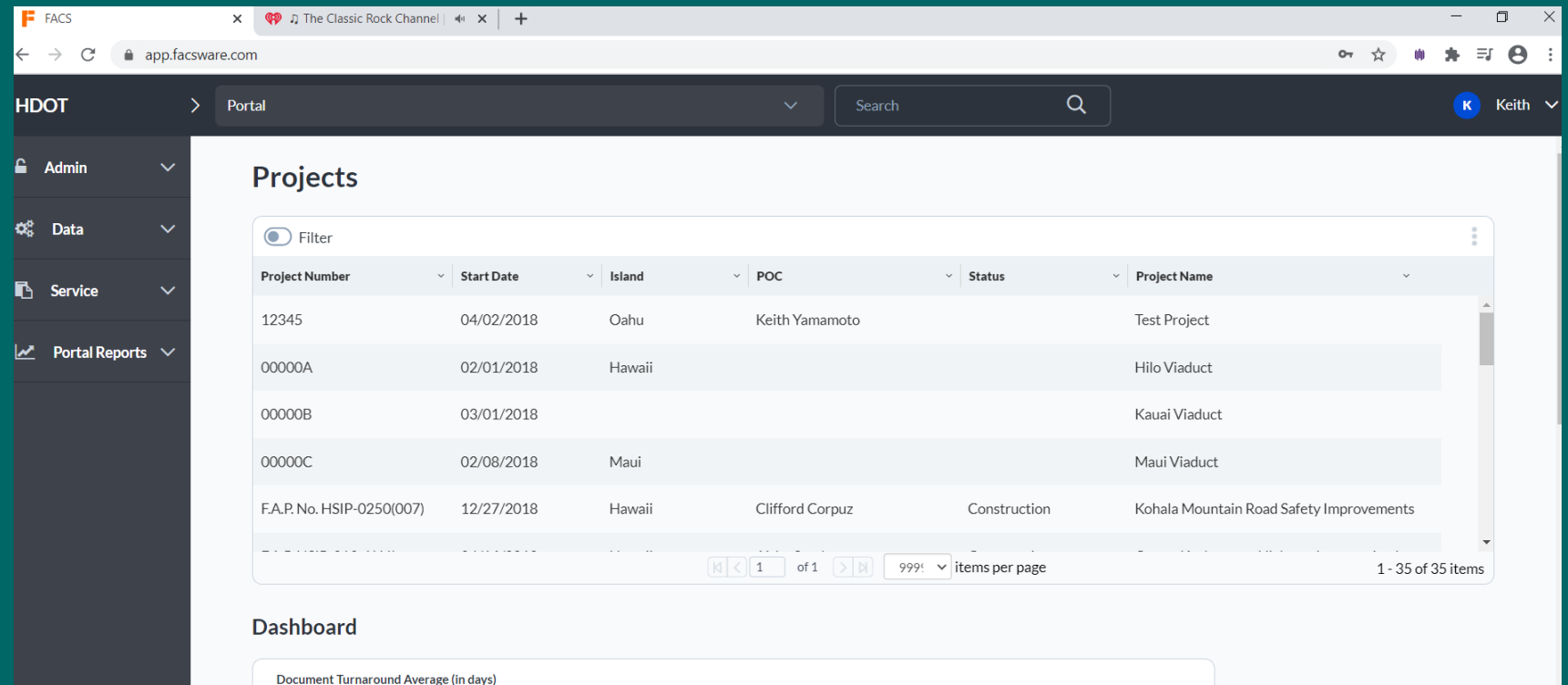
E-CONSTRUCTION



HDOT USER'S GUIDE TO FINDING CURRENT PROJECTS IN FACS

FINDING CURRENT PROJECTS

To help find current projects, use the Portal level Projects log grid



The screenshot shows the FACS Portal interface. The left sidebar contains navigation links: Admin, Data, Service, and Portal Reports. The main content area is titled 'Projects' and features a table with columns: Project Number, Start Date, Island, POC, Status, and Project Name. The table lists several projects, including 'Test Project', 'Hilo Viaduct', 'Kauai Viaduct', 'Maui Viaduct', and 'Kohala Mountain Road Safety Improvements'. A 'Filter' button is located above the table. At the bottom of the table, there is a pagination control showing '1 of 1' items and '999 items per page'. Below the table, there is a 'Dashboard' section with a 'Document Turnaround Average (in days)' metric.

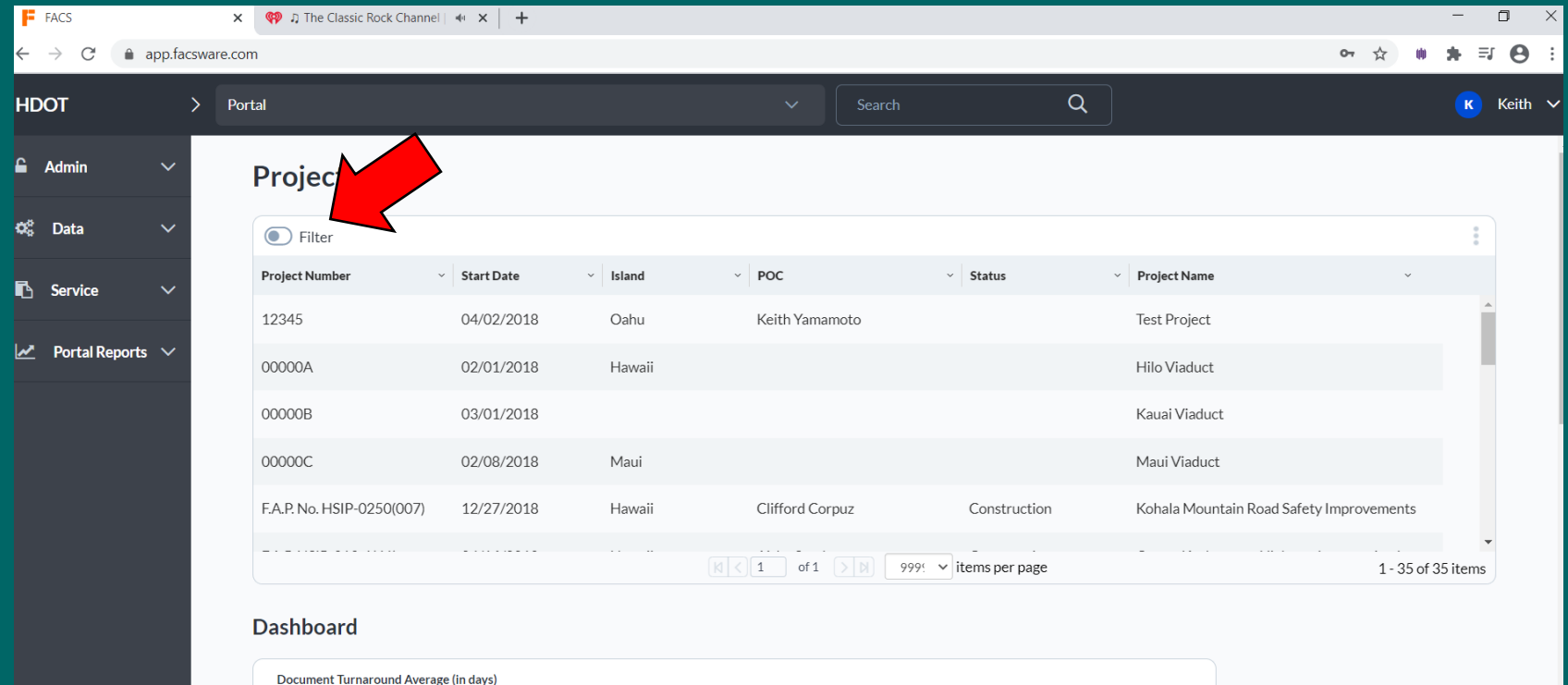
Project Number	Start Date	Island	POC	Status	Project Name
12345	04/02/2018	Oahu	Keith Yamamoto		Test Project
00000A	02/01/2018	Hawaii			Hilo Viaduct
00000B	03/01/2018				Kauai Viaduct
00000C	02/08/2018	Maui			Maui Viaduct
F.A.P. No. HSIP-0250(007)	12/27/2018	Hawaii	Clifford Corpuz	Construction	Kohala Mountain Road Safety Improvements



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FINDING CURRENT PROJECTS

Click on the Filter button



The screenshot shows the FACS application interface. On the left is a sidebar with navigation links: Admin, Data, Service, and Portal Reports. The main content area is titled 'Project' and features a table of project data. A red arrow points to a 'Filter' button located above the table. The table has columns for Project Number, Start Date, Island, POC, Status, and Project Name. The data rows are as follows:

Project Number	Start Date	Island	POC	Status	Project Name
12345	04/02/2018	Oahu	Keith Yamamoto		Test Project
00000A	02/01/2018	Hawaii			Hilo Viaduct
00000B	03/01/2018				Kauai Viaduct
00000C	02/08/2018	Maui			Maui Viaduct
F.A.P. No. HSIP-0250(007)	12/27/2018	Hawaii	Clifford Corpuz	Construction	Kohala Mountain Road Safety Improvements

At the bottom of the table, there is a pagination control showing '1 of 1' items and a '999' items per page dropdown. The bottom of the screen shows a 'Dashboard' section with a 'Document Turnaround Average (in days)' field.



FINDING CURRENT PROJECTS

Input fields to filter records will appear

The screenshot shows the FACS application interface. The left sidebar contains navigation links: Admin, Data, Service, and Portal Reports. The main content area is titled 'Project' and features a filter interface with the following fields:

- Project Number
- Start Date (with 'from:' and 'to:' sub-fields)
- Island
- POC
- Status
- Project Name

Below the filter fields is a table of project records:

Project Number	Start Date	Island	POC	Status	Project Name
12345	04/02/2018	Oahu	Keith Yamamoto		Test Project
00000A	02/01/2018	Hawaii			Hilo Viaduct
00000B	03/01/2018				Kauai Viaduct
00000C	03/08/2018	Maui			Maui Viaduct

At the bottom of the table, there is a pagination control showing '1 of 1' items per page and a total of '1 - 35 of 35 items'. Below the table is a 'Dashboard' section with a 'Document Turnaround Average (in days)' of 150.



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FINDING CURRENT PROJECTS

The first option to finding current projects, is to filter projects by the project Start Date

The screenshot shows the FACS web application interface. The top navigation bar includes the FACS logo, a search bar, and a user profile for Keith. The left sidebar contains navigation links for Admin, Data, Service, and Portal Reports. The main content area is titled 'Projects' and features a 'Filter' button, which is highlighted by a red arrow. Below the filter button is a table of projects with columns for Project Number, Start Date, Island, POC, Status, and Project Name. The table lists four projects: 12345 (Oahu, Keith Yamamoto, Test Project), 00000A (Hawaii, Hilo Viaduct), 00000B (Kauai, Kauai Viaduct), and 00000C (Maui, Maui Viaduct). The bottom of the interface shows a 'Dashboard' section with a 'Document Turnaround Average (in days)' of 150.



FINDING CURRENT PROJECTS

In the From input field,
use the calendar
function to enter a date

For this example, the
date of January 1, 2020
will be selected to find
all projects that started
in the Year 2020

The screenshot displays the FACS application interface. The 'Projects' section is active, showing a list of projects. A red arrow points to the 'Start Date' input field, which has a calendar dropdown menu open. The calendar shows the month of August 2020, with the date 25 selected. The background shows a list of projects with columns for Project Number, Start Date, Island, POC, Status, and Project Name. The project list includes entries like '12345', '00000A', '00000B', and '00000C'.



FINDING CURRENT PROJECTS

With the date of January 1, 2020 entered, the list of projects has been reduced from 35 to 11

Note: projects with no start date will be included in this list

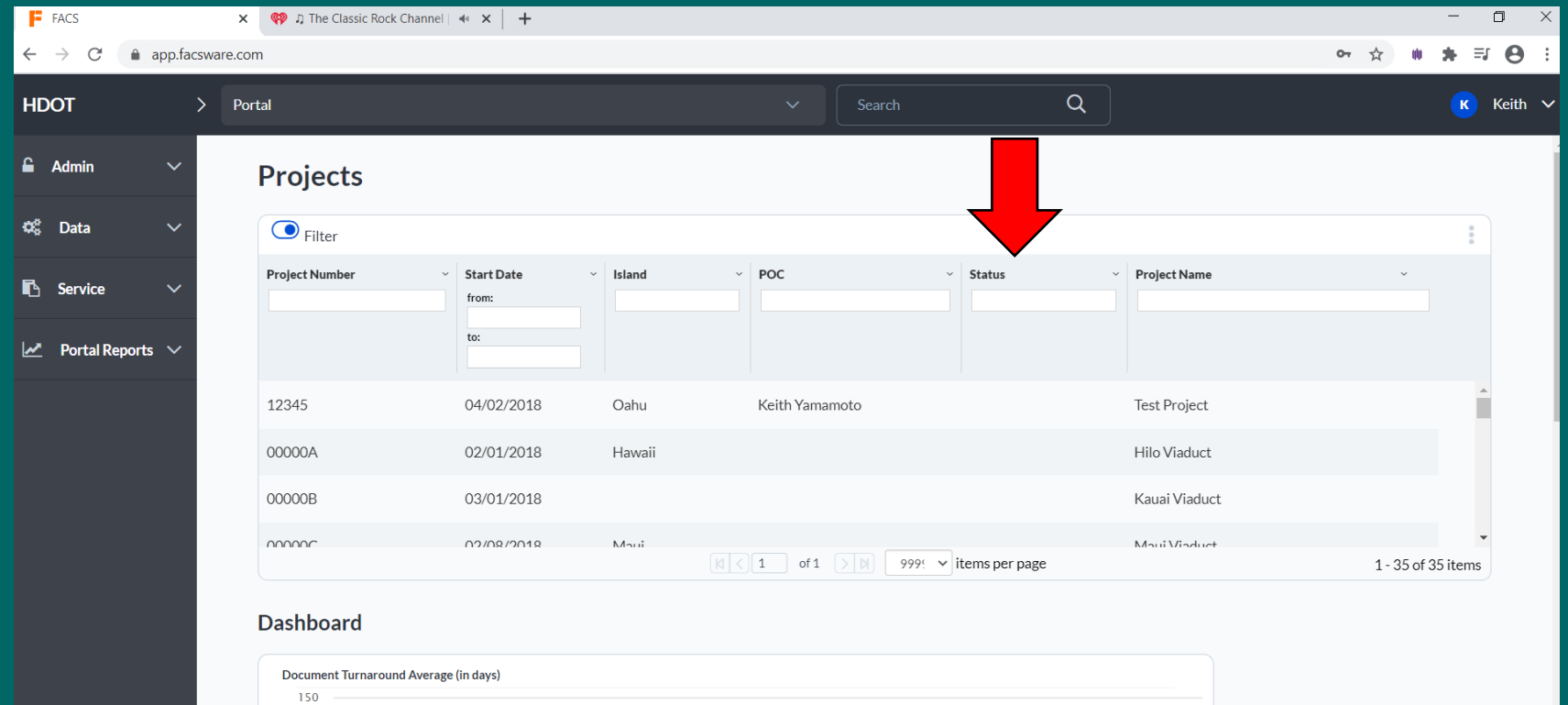
Project Number	Start Date	Island	POC	Status	Project Name
F.A.P. No. NH-056-1(50)	05/08/2020	Kauai	Glenn Marcos	Construction	Kuhio Hi...
F.A.P. No. HSIP-031-1(013)	01/15/2020	Maui	Ervin Pigao	Construction	Piilani H...
F.A.P. No. STP-037-1(027)	04/27/2020	Maui	Sotos Biniaris	Construction	Kula Hig...
F.A.P. No. NH-030-1(056)	01/21/2020	Maui	Broke Aoki	Construction	Honouli...

1 - 11 of 11 items



FINDING CURRENT PROJECTS

The second option to finding current projects, is to filter projects by Status



The screenshot shows the FACS application interface. The left sidebar contains navigation links: Admin, Data, Service, and Portal Reports. The main content area is titled 'Projects' and features a 'Filter' section. A red arrow points to the 'Status' dropdown menu in the filter section. Below the filter section is a table of projects.

Project Number	Start Date	Island	POC	Status	Project Name
12345	04/02/2018	Oahu	Keith Yamamoto		Test Project
00000A	02/01/2018	Hawaii			Hilo Viaduct
00000B	03/01/2018				Kauai Viaduct
00000C	02/08/2018	Maui			Maui Viaduct

At the bottom of the table, there is a pagination control showing '1 of 1' items per page and '1 - 35 of 35 items'.



FINDING CURRENT PROJECTS

There are 4 project statuses:

1. Design – in design
2. Construction – active construction
3. Closeout – project still open, but in the process of being closed
4. Completed - construction is complete

Type in Construction to reduce the list of projects to the active projects only



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FINDING CURRENT PROJECTS

Note: If you leave the filter on and the keywords to filter the records in place, FACS will keep filtering the records every time you get into FACS.

You must either turn off the filter or clear the keywords to see all of the projects



END OF GUIDE

