

USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

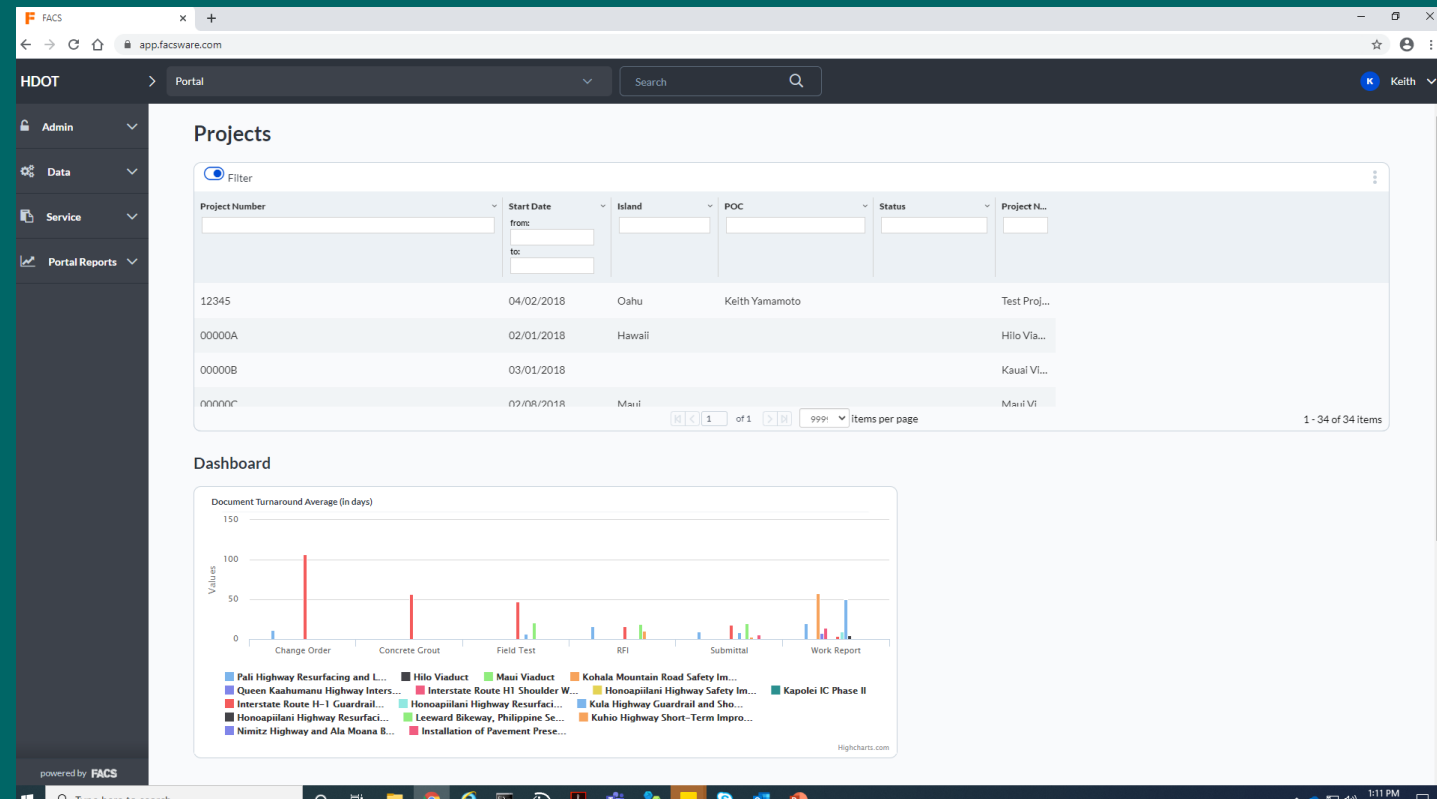
E-CONSTRUCTION



HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

KEEPING TRACK OF MULTIPLE PROJECTS

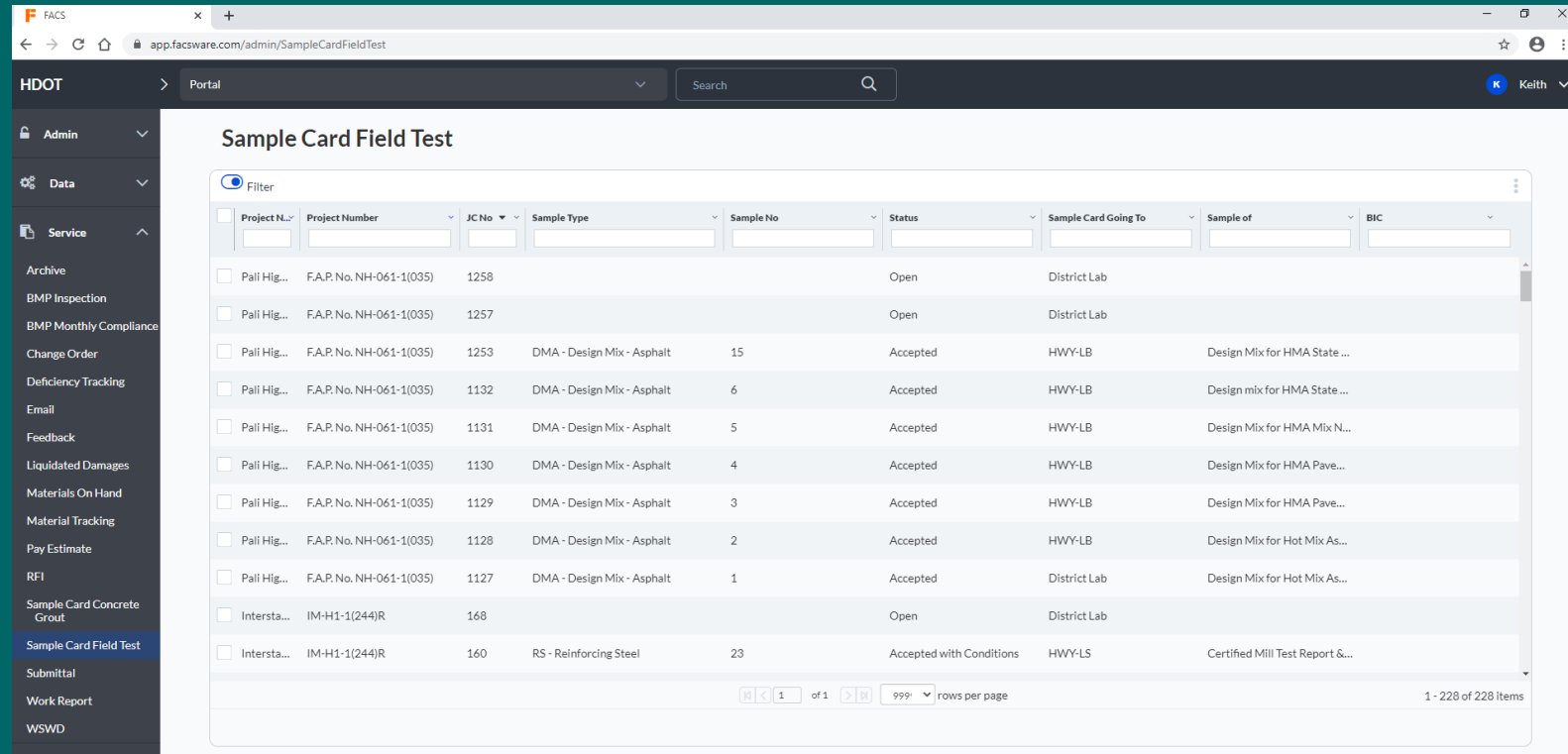
To help keep track of multiple project, use the log tables of each service (Sample Cards, Submittals, RFIs, etc.) at the Portal level of FACS



HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

KEEPING TRACK OF MULTIPLE PROJECTS

Sample Cards
(Field Test
shown but
also
applicable to
Concrete
Grout and all
other
Services you
have access
to.)



The screenshot displays the 'Sample Card Field Test' interface within the FACS system. The interface includes a sidebar menu with options like Admin, Data, Service, Archive, BMP Inspection, Change Order, Deficiency Tracking, Email, Feedback, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test (highlighted), Submittal, Work Report, and WSWD. The main content area shows a table of project data with columns for Project No., Project Number, JC No., Sample Type, Sample No., Status, Sample Card Going To, Sample of, and BIC. The table lists various projects, including 'Pali Hig...' and 'Intersta...', with details on their status and associated sample types.

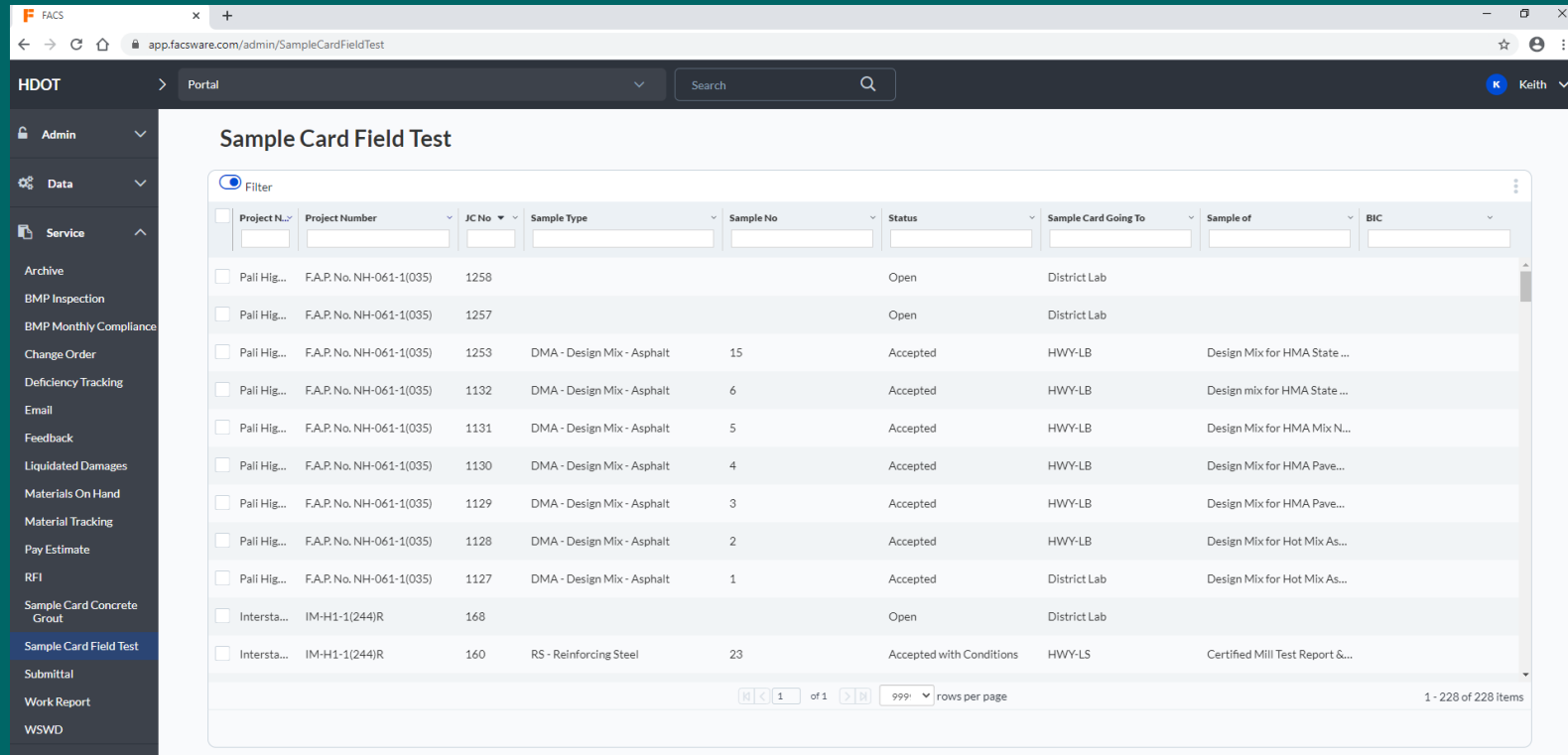
Project No.	Project Number	JC No.	Sample Type	Sample No.	Status	Sample Card Going To	Sample of	BIC
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1258		Open	District Lab		
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1257		Open	District Lab		
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1253	DMA - Design Mix - Asphalt	15	Accepted	HWY-LB	Design Mix for HMA State ...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1132	DMA - Design Mix - Asphalt	6	Accepted	HWY-LB	Design mix for HMA State ...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1131	DMA - Design Mix - Asphalt	5	Accepted	HWY-LB	Design Mix for HMA Mix N...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1130	DMA - Design Mix - Asphalt	4	Accepted	HWY-LB	Design Mix for HMA Pave...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1129	DMA - Design Mix - Asphalt	3	Accepted	HWY-LB	Design Mix for HMA Pave...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1128	DMA - Design Mix - Asphalt	2	Accepted	HWY-LB	Design Mix for Hot Mix As...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1127	DMA - Design Mix - Asphalt	1	Accepted	District Lab	Design Mix for Hot Mix As...
<input type="checkbox"/>	Intersta...	IM-H1-1(244)R	168		Open	District Lab		
<input type="checkbox"/>	Intersta...	IM-H1-1(244)R	160	RS - Reinforcing Steel	23	Accepted with Conditions	HWY-LS	Certified Mill Test Report &...



HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

KEEPING TRACK OF MULTIPLE PROJECTS

Filter the data to reduce the amount of records that appear – for example, filter by status, filter by BIC, etc.



The screenshot displays the 'Sample Card Field Test' interface within the FACS system. A sidebar on the left contains a menu with options like Admin, Data, Service, and various project management tools. The main area features a table of project records with columns for Project Number, JC No, Sample Type, Sample No, Status, Sample Card Going To, Sample of, and BIC. A filter icon is visible above the table. The table lists several projects, mostly with a status of 'Accepted' or 'Open'. At the bottom, there is a pagination bar showing '1 of 1' and '999 rows per page'.

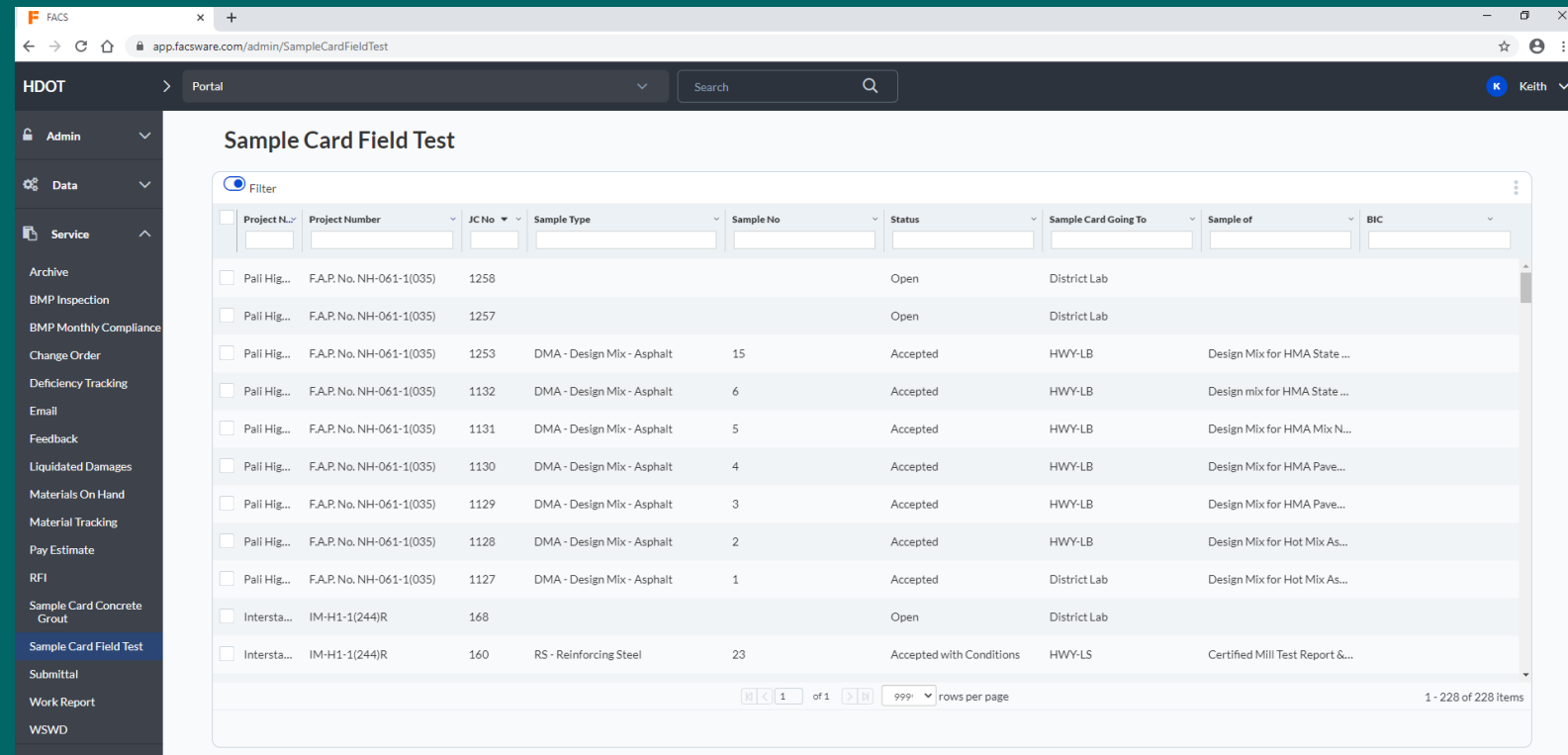
Project N...	Project Number	JC No	Sample Type	Sample No	Status	Sample Card Going To	Sample of	BIC
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1258			Open	District Lab		
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1257			Open	District Lab		
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1253	DMA - Design Mix - Asphalt	15	Accepted	HWY-LB	Design Mix for HMA State ...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1132	DMA - Design Mix - Asphalt	6	Accepted	HWY-LB	Design mix for HMA State ...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1131	DMA - Design Mix - Asphalt	5	Accepted	HWY-LB	Design Mix for HMA Mix N...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1130	DMA - Design Mix - Asphalt	4	Accepted	HWY-LB	Design Mix for HMA Pave...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1129	DMA - Design Mix - Asphalt	3	Accepted	HWY-LB	Design Mix for HMA Pave...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1128	DMA - Design Mix - Asphalt	2	Accepted	HWY-LB	Design Mix for Hot Mix As...	
<input type="checkbox"/> Pali Hig...	F.A.P.No. NH-061-1(035)	1127	DMA - Design Mix - Asphalt	1	Accepted	District Lab	Design Mix for Hot Mix As...	
<input type="checkbox"/> Intersta...	IM-H1-1(244)R	168			Open	District Lab		
<input type="checkbox"/> Intersta...	IM-H1-1(244)R	160	RS - Reinforcing Steel	23	Accepted with Conditions	HWY-LS	Certified Mill Test Report &...	



HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

KEEPING TRACK OF MULTIPLE PROJECTS

See User's Guide to Getting Started in FACS for instructions on using filters



The screenshot displays the 'Sample Card Field Test' page in the FACS application. A left sidebar contains a navigation menu with options like Admin, Data, Service, Archive, BMP Inspection, Change Order, Deficiency Tracking, Email, Feedback, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test (highlighted), Submittal, Work Report, and WSWD. The main content area features a table with columns: Project N., Project Number, JC No., Sample Type, Sample No., Status, Sample Card Going To, Sample of, and BIC. The table lists various projects, including 'Pali Hig...' and 'Intersta...', with details on their status and associated sample information. A filter icon is visible at the top left of the table. At the bottom, pagination controls show '1 of 1' and '999 rows per page', with a total of '1 - 228 of 228 items'.

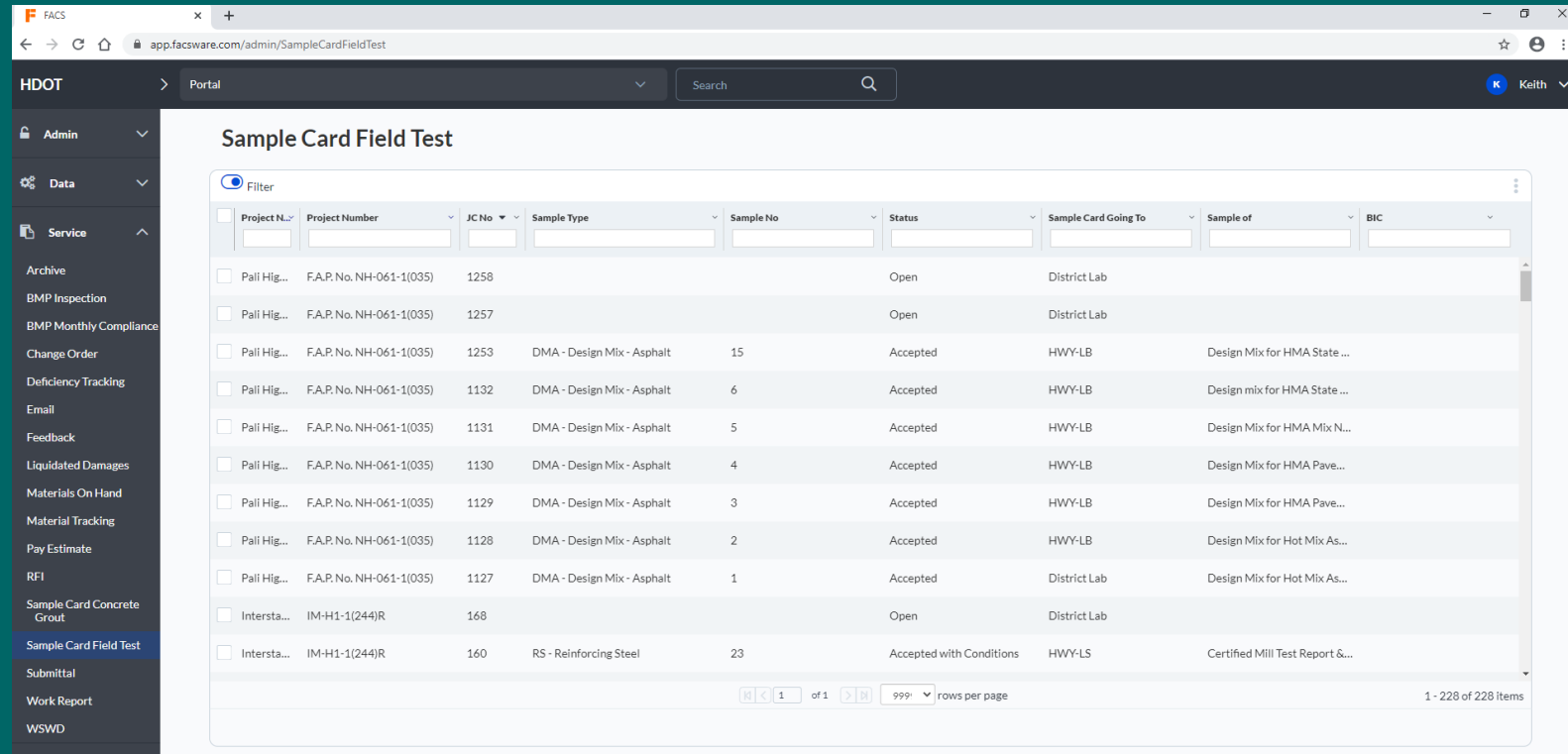
Project N.	Project Number	JC No.	Sample Type	Sample No.	Status	Sample Card Going To	Sample of	BIC
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1258		Open	District Lab		
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1257		Open	District Lab		
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1253	DMA - Design Mix - Asphalt	15	Accepted	HWY-LB	Design Mix for HMA State ...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1132	DMA - Design Mix - Asphalt	6	Accepted	HWY-LB	Design mix for HMA State ...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1131	DMA - Design Mix - Asphalt	5	Accepted	HWY-LB	Design Mix for HMA Mix N...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1130	DMA - Design Mix - Asphalt	4	Accepted	HWY-LB	Design Mix for HMA Pave...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1129	DMA - Design Mix - Asphalt	3	Accepted	HWY-LB	Design Mix for HMA Pave...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1128	DMA - Design Mix - Asphalt	2	Accepted	HWY-LB	Design Mix for Hot Mix As...
<input type="checkbox"/>	Pali Hig...	F.A.P.No. NH-061-1(035)	1127	DMA - Design Mix - Asphalt	1	Accepted	District Lab	Design Mix for Hot Mix As...
<input type="checkbox"/>	Intersta...	IM-H1-1(244)R	168		Open	District Lab		
<input type="checkbox"/>	Intersta...	IM-H1-1(244)R	160	RS - Reinforcing Steel	23	Accepted with Conditions	HWY-LS	Certified Mill Test Report &...

HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS



KEEPING TRACK OF MULTIPLE PROJECTS

When you double click on a record, FACS will automatically make the selected project the current project and load the record of the service you were viewing



The screenshot shows the FACS web application interface. The left sidebar contains a navigation menu with options: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test (highlighted), Submittal, Work Report, and WSWD. The main content area displays a table titled 'Sample Card Field Test'. The table has columns: Project N., Project Number, JC No., Sample Type, Sample No., Status, Sample Card Going To, Sample of, and BIC. The table contains 12 rows of data. The first row is highlighted. Below the table, there is a pagination bar showing '1 of 1' and '999 rows per page'. The bottom right corner of the table area indicates '1 - 228 of 228 items'.

Project N.	Project Number	JC No.	Sample Type	Sample No.	Status	Sample Card Going To	Sample of	BIC
Pali Hig...	F.A.P.No. NH-061-1(035)	1258			Open	District Lab		
Pali Hig...	F.A.P.No. NH-061-1(035)	1257			Open	District Lab		
Pali Hig...	F.A.P.No. NH-061-1(035)	1253	DMA - Design Mix - Asphalt	15	Accepted	HWY-LB	Design Mix for HMA State ...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1132	DMA - Design Mix - Asphalt	6	Accepted	HWY-LB	Design mix for HMA State ...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1131	DMA - Design Mix - Asphalt	5	Accepted	HWY-LB	Design Mix for HMA Mix N...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1130	DMA - Design Mix - Asphalt	4	Accepted	HWY-LB	Design Mix for HMA Pave...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1129	DMA - Design Mix - Asphalt	3	Accepted	HWY-LB	Design Mix for HMA Pave...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1128	DMA - Design Mix - Asphalt	2	Accepted	HWY-LB	Design Mix for Hot Mix As...	
Pali Hig...	F.A.P.No. NH-061-1(035)	1127	DMA - Design Mix - Asphalt	1	Accepted	District Lab	Design Mix for Hot Mix As...	
Intersta...	IM-H1-1(244)R	168			Open	District Lab		
Intersta...	IM-H1-1(244)R	160	RS - Reinforcing Steel	23	Accepted with Conditions	HWY-LS	Certified Mill Test Report &...	



KEEPING TRACK OF MULTIPLE PROJECTS

Search can also be accessed at the Portal level.

Just like in the Log Pag, selecting an entry will move you into a project.

The screenshot displays 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 'Search Results' and shows 'Showing 211 results for "Field"'. Below this, there are two sections: 'RFI' (Request for Information) and 'SUBMITTAL'. Each section contains a table of results with columns for Project Name, RFI No., Date Received, Description, Action, Status, BIC, Description of Response, and Search Term. The 'RFI' section lists four entries related to 'Pali Highway Resurfacing and...' with various dates and descriptions. The 'SUBMITTAL' section lists four entries related to 'Installation of Pavement Pres...' and 'Pali Highway Resurfacing and...' with various due dates and descriptions.

Project Name	RFI No.	Date Received	Description	Action	Status	BIC	Description of Response	Search Term
Pali Highway Resurfacing and...	216	05/10/2019	Voltage for Panel NTLT	Refer to the attached ...	Accepted as N...	Chastyne ...	Panel NTLT has been replace...	RFI 216-Field Notes-PEC.pdf/last site visit...
Pali Highway Resurfacing and...	261	09/09/2019	Existing Concrete Under Light Poles 2,4,6,8	Refer to contract plan ...	Accepted as N...	Chastyne ...		een adjusted in the field per PEC during O...
Pali Highway Resurfacing and...	267	09/17/2019	Nuuanu Stream Bridge Demo	Nuuanu stream bridge...	Accepted as N...	Chastyne ...	If the cold joint is pretty smo...	can be modified for field conditions. Provi...
Pali Highway Resurfacing and...	273	09/26/2019	Pauoa Bridge Demo for Barrier	See attached RFI rega...	Accepted as N...	Chastyne ...	Pavement can be stopped at ...	can be modified for field conditions. Provi...

Project Name	Submittal No.	Description	Due Date	BIC	Status	Search Term
Installation of Pavement Pres...	003	SS-1H Certification	08/04/2020		Accepted	46-31 - Sample Card Field Te...
Installation of Pavement Pres...	002	Pavement Joint Adhesive Product Data (Previously submitted and approved u...	08/18/2020		Accepted	46-28 - Sample Card Field Te...
Installation of Pavement Pres...	004	HMA Mix Designs (PMA)	08/04/2020		Rejected	46-34 - Sample Card Field Te...
Pali Highway Resurfacing and...	604-003	JC 1041-M-26 STA 84+60 Type A Drain Manhole		Chastyne Aki	Accepted as Noted	- ADJUSTED BASED ON FIEL...

HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS



KEEPING TRACK OF MULTIPLE PROJECTS

Search results include the text around the searched term.

Search results can also be printed, displaying in a new tab, so multiple results can be reviewed quickly.

The screenshot displays 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 menu items: Admin, Data, Service, and Portal Reports. The main content area is titled 'Search Results' and shows 'Showing 211 results for "Field"'. Below this, there are two sections: 'RFI' (Request for Information) and 'SUBMITTAL'. Each section has a 'Filter' button and a table of results.

RFI Section:

Project Name	RFI No	Date Received	Description	Action	Status	BIC	Description of Response	Search Term
Pali Highway Resurfacing and...	216	05/10/2019	Voltage for Panel NTLT	Refer to the attached ...	Accepted as N...	Chastyne ...	Panel NTLT has been replace...	RFI 216-Field Notes-PEC.pdf,last site visit...
Pali Highway Resurfacing and...	261	09/09/2019	Existing Concrete Under Light Poles 2,4,6,8	Refer to contract plan ...	Accepted as N...	Chastyne ...		een adjusted in the field per PEC during O...
Pali Highway Resurfacing and...	267	09/17/2019	Nuuanu Stream Bridge Demo	Nuuanu stream bridge...	Accepted as N...	Chastyne ...	If the cold joint is pretty smo...	can be modified for field conditions. Provi...
Pali Highway Resurfacing and...	273	09/26/2019	Pauoa Bridge Demo for Barrier	See attached RFI rega...	Accepted as N...	Chastyne ...	Pavement can be stopped at ...	can be modified for field conditions. Provi...

SUBMITTAL Section:

Project Name	Submittal No	Description	Due Date	BIC	Status	Search Term
Installation of Pavement Pres...	003	SS-1H Certification	08/04/2020		Accepted	46-31 - Sample Card Field Te...
Installation of Pavement Pres...	002	Pavement Joint Adhesive Product Data (Previously submitted and approved u...	08/18/2020		Accepted	46-28 - Sample Card Field Te...
Installation of Pavement Pres...	004	HMA Mix Designs (PMA)	08/04/2020		Rejected	46-34 - Sample Card Field Te...
Pali Highway Resurfacing and...	604-003	JC 1041-M-26 STA 84+60 Type A Drain Manhole		Chastyne Aki	Accepted as Noted	- ADJUSTED BASED ON FIEL...



HDOT USER'S GUIDE TO KEEPING TRACK OF MULTIPLE PROJECTS IN FACS

END OF GUIDE

