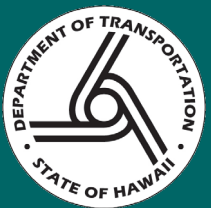
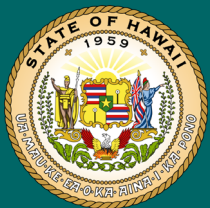


USERS GUIDE TO WORK REPORTS(FACS)

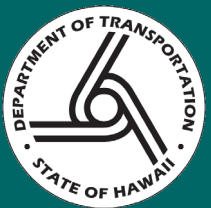
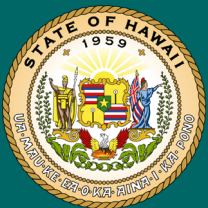
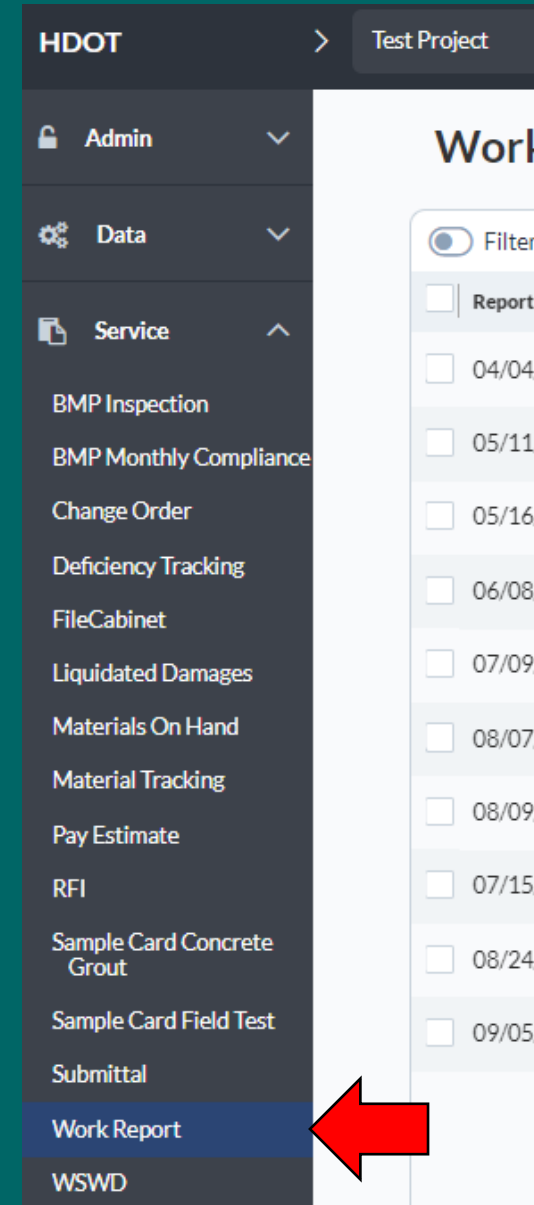
HAWAII DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION – CONSTRUCTION
E-CONSTRUCTION



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

To create a Work Report, select a project and then click on Work Report under Service



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

The Work Report
Log Grid will appear

Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep	01 - Jan	Wet Ground	08/23/2018	12/02/2019

1

of 5

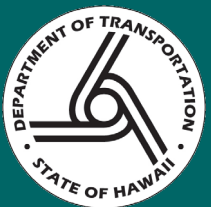
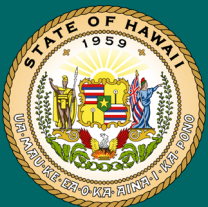
10

rows per page

1 - 10 of 50 items

+

New



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Click on the New button to create a new Work Report

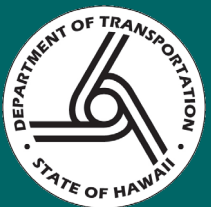
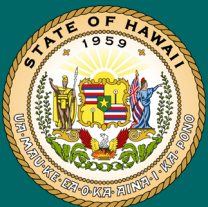
Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep	01 - Jan	Wet Ground	08/23/2018	12/02/2019

1 of 5 10 rows per page 1 - 10 of 50 items

[+ New](#)



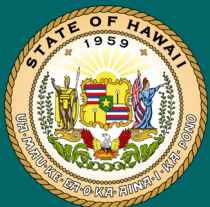
USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

The Work Report is divided into eight parts

1. Description
2. Reference
3. Time
4. Weather
5. Items
6. Labor
7. Equipment
8. Remarks

The screenshot shows a web browser window with the URL `app.facsware.com/90/WorkReport/EntryFormService/1073633`. The page is titled "Work Report" and is in "DRAFT" status. A sidebar on the left lists various navigation options under "HDOT" and "Test Project", including "Admin", "Data", "Service", and "Archive". The main content area displays a list of sections: "DESCRIPTION", "REFERENCES", "TIME", "WEATHER", "ITEMS", "LABOR", "EQUIPMENT", and "REMARKS". Each section is preceded by a downward arrow icon, indicating it can be expanded. A "Print" button is visible next to the "Work Report" title. A notification bar at the top right indicates "Notify Recipients" and "DRAFT".

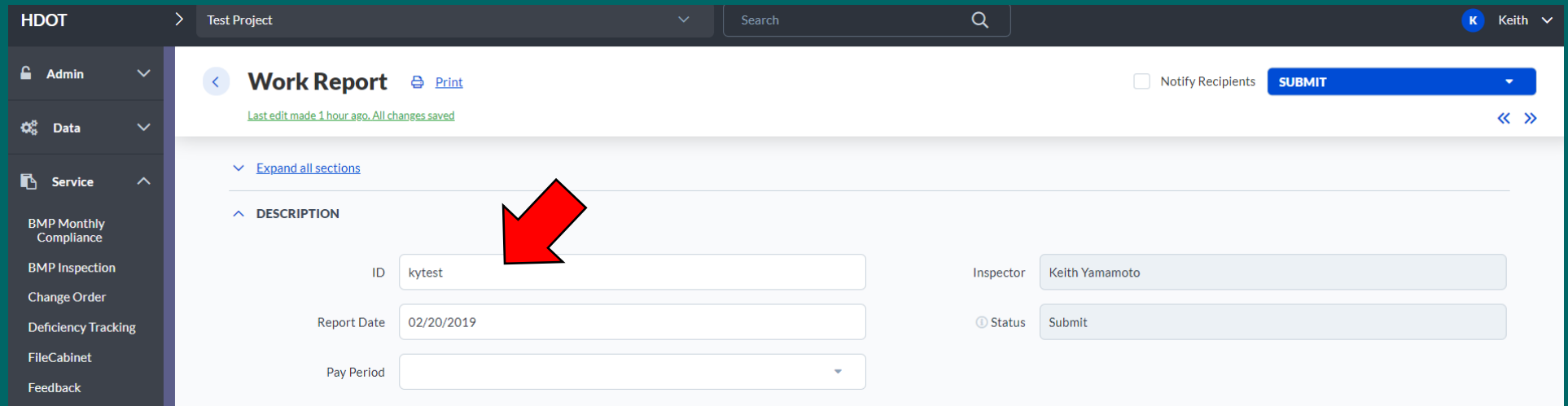


USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Description - ID

The ID is an identifier for the Work Report. It is optional, but it will be more relevant when working with Force Account pay items.



HDOT > Test Project Search Keith

Work Report [Print](#) ☐ Notify Recipients **SUBMIT**

[Last edit made 1 hour ago. All changes saved](#)

[Expand all sections](#)

DESCRIPTION

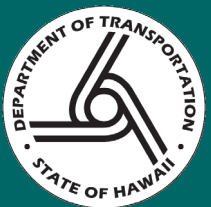
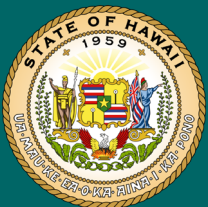
ID Inspector

Report Date

Pay Period

Suggested format of the ID is FLMMDDYY, where FL is the initials of the first and last name of the writer, MMDDYY is the date of the report.

For Force Account work, the recommended ID format is FAXXX.XXXX, where the FA designates the work report for a Force Account and the XXX.XXXX is the force account pay item number



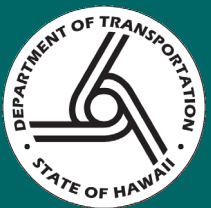
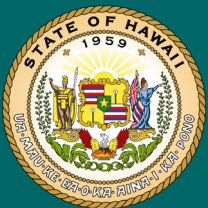
WORK REPORTS

Description – Report Date

The Report Date can be chosen from the popup calendar function or entered in the following format MM/DD/YY

The screenshot displays the HDOT Work Report interface. On the left is a sidebar menu with categories: Admin, Data, and Service. The main content area is titled 'Work Report' and includes a 'Print' button and a 'Notify Recipients' checkbox. The 'DESCRIPTION' section contains fields for ID (kytest), Report Date (02/20/2019), and Pay Period. A red arrow points to the Report Date field, which has a calendar popup open showing February 2019. The calendar highlights the 20th. To the right of the form are fields for Inspector (Keith Yamamoto) and Status (Submit). Below the form are sections for TIME, WEATHER, ITEMS, and LABOR.

FEBRUARY 2019						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2



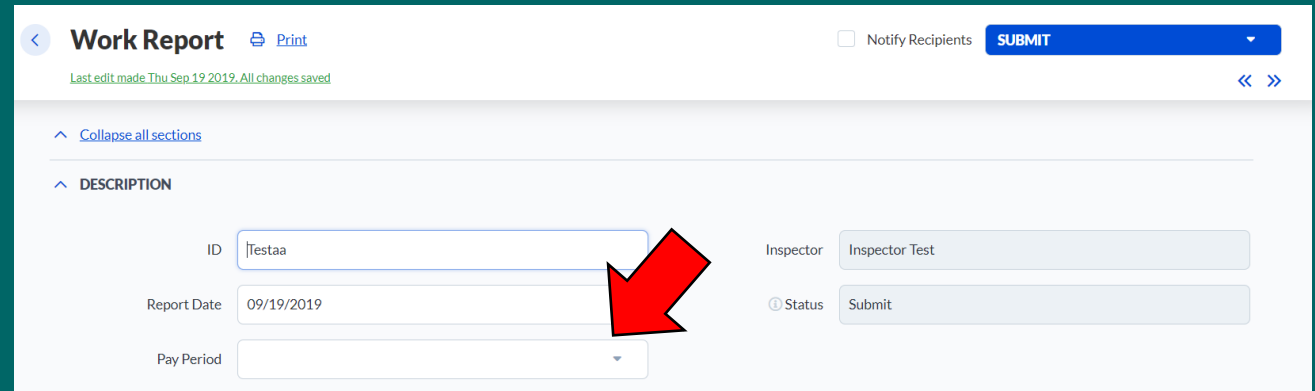
WORK REPORTS

Description – Pay Period

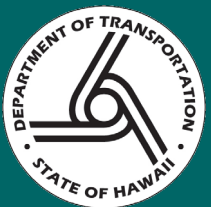
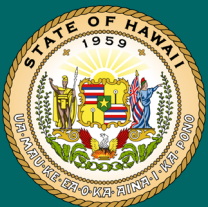
Use the pulldown menu to assign a Pay Period to the Work Report

If the pay period is not known at the time of writing the Work Report, the Pay Period may be left blank and filled in later

Note: The Pay Period needs to be established in Service – Pay Estimate before the Pay Period is available in this pulldown menu



The screenshot shows the 'Work Report' form interface. At the top, there is a title 'Work Report' with a 'Print' link and a 'Notify Recipients' checkbox. Below this, a status message indicates 'Last edit made Thu Sep 19 2019. All changes saved'. The form is divided into sections, with 'DESCRIPTION' expanded. Within the 'DESCRIPTION' section, there are input fields for 'ID' (containing 'Testaa'), 'Report Date' (containing '09/19/2019'), and 'Pay Period' (which is currently blank). A red arrow points to the 'Pay Period' dropdown menu. To the right of these fields, there are input fields for 'Inspector' (containing 'Inspector Test') and 'Status' (containing 'Submit'). A 'SUBMIT' button is located at the top right of the form.



USERS GUIDE TO WORK REPORTS (FACS)

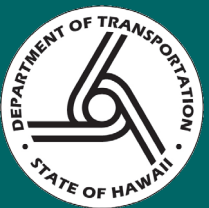
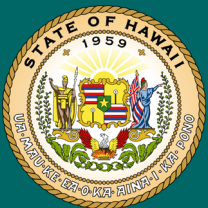
WORK REPORTS

References:

Attach all documents that support a Work Report. Supporting documents may include, but is not limited to:

- Pictures
- PDFs (Plan sheets, delivery tags, etc.)
- Spreadsheets for calculations

The screenshot displays the HDOT Work Report interface. The top navigation bar includes 'HDOT', a dropdown for 'Test Project', a search bar, and a user profile for 'Keith'. The left sidebar lists various menu items: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test, Submittal, Work Report (highlighted), and WSWD. The main content area is titled 'Work Report' and includes a 'Print' icon and a 'Notify Recipients' checkbox. Below the title, there are sections for 'Expand all sections', 'DESCRIPTION', and 'REFERENCES'. The 'REFERENCES' section contains a large dashed blue box for file uploads, with the text 'Drop your files here' and a note 'All formats are supported. 50 MB, 20 files maximum.' A 'New' button is located at the bottom right of the interface.



USERS GUIDE TO WORK REPORTS (FACS)

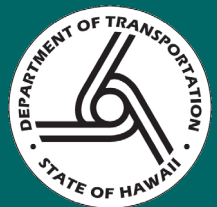
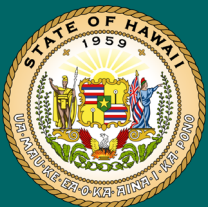
WORK REPORTS

References:

One method of attaching a supporting document to a Work Report is to Drag and Drop a file.

To drag and drop, grab a file from your computer and drag into the limits of the dashed line rectangle

The screenshot shows the HDOT Work Report interface. The left sidebar contains a menu with items: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, File Cabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test, Submittal, Work Report (highlighted), and WSWD. The main content area is titled 'Work Report' and includes a 'Print' button. Below the title, there is a status bar with 'Notify Recipients' and 'DRAFT'. The 'REFERENCES' section is expanded, showing a dashed blue rectangle for file upload. A red arrow points to the dashed box with the text 'drag and drop files here'. Below the dashed box, the text 'Drop your files here' and 'All formats are supported. 50 MB, 20 files maximum.' are visible. A 'New' button is at the bottom right of the dashed box.



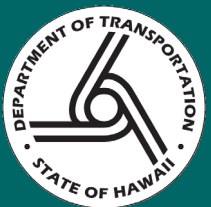
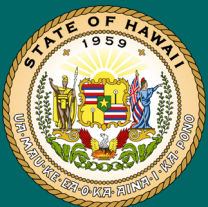
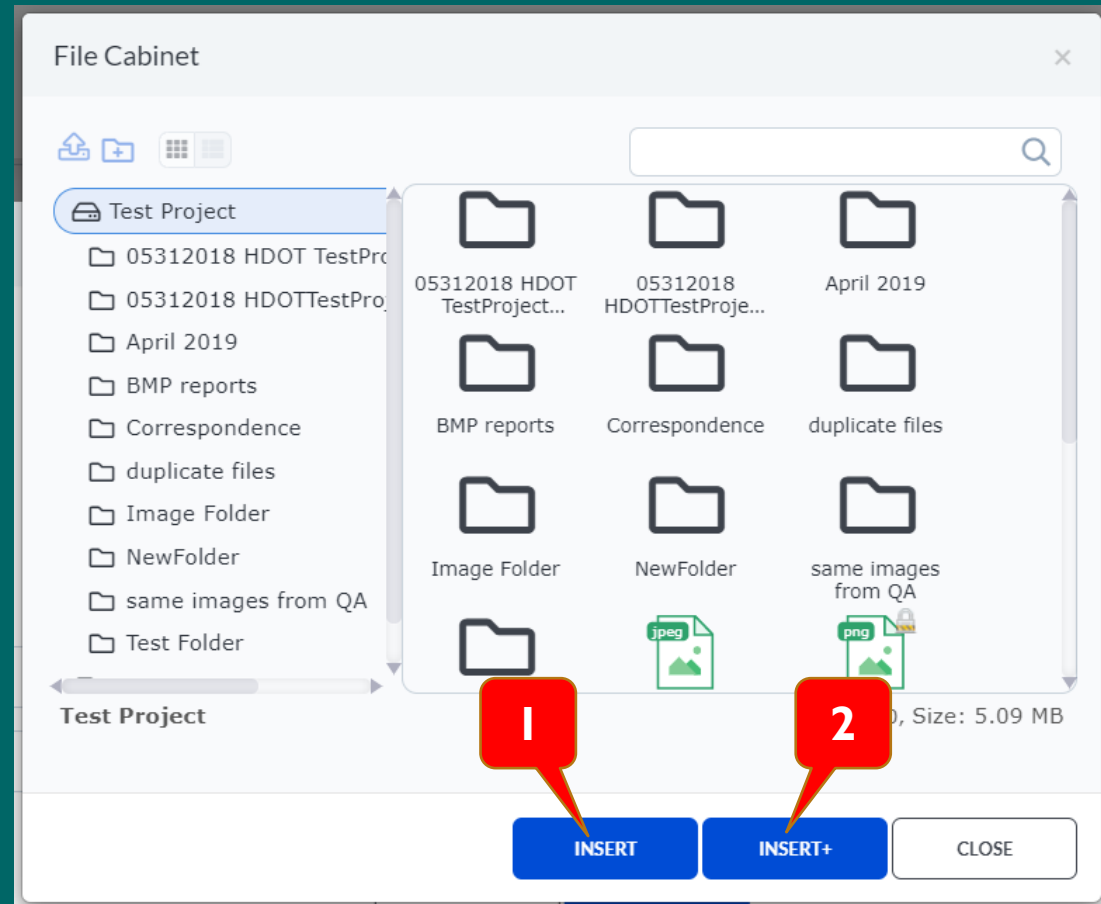
WORK REPORTS

References:

Another method of attaching a supporting document is to select a file in the FACS File Cabinet (under Services). After clicking on the New button

Select a file or files and click

1. on the Insert button to attach the file(s) and close the File Cabinet
2. on the Insert+ button to attach the file(s) but keep File Cabinet open to allow continued search for files

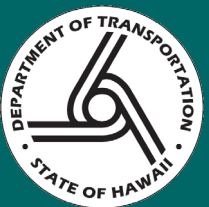
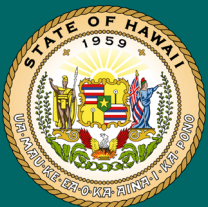
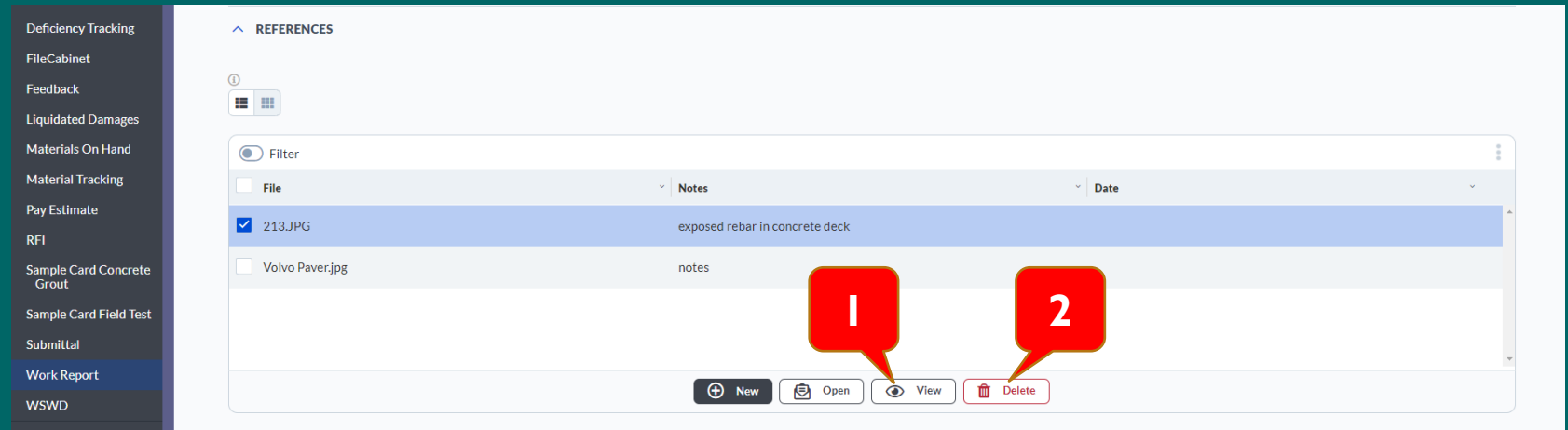


WORK REPORTS

References:

To view or delete any of the supporting document(s), click on the document(s) (highlighted light blue) and

1. Click on the View button to view the document(s)
2. Click on the Delete button to delete the document(s)



WORK REPORTS

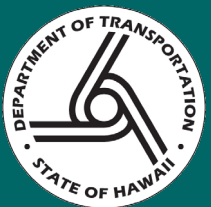
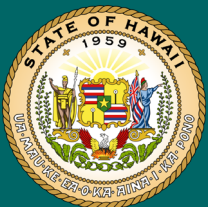
Time

1. Enter the Contractor Shift Start Time – This time can be used to document when the Contractor begins a lane closure

The screenshot shows the HDOT Work Report interface. The left sidebar contains navigation links: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, and FileCabinet. The main content area is titled 'Work Report' and includes a 'Print' button and a 'Notify Recipients' checkbox. The form is divided into sections: DESCRIPTION, REFERENCES, and TIME. The TIME section contains three input fields: 'Contractor: Shift Start' (with a red callout 1), 'Contractor: Shift End' (with a red callout 2), and 'Contractor: Total Time' (with a red callout 3). The 'Shift Start' and 'Shift End' fields have 'am' and 'pm' dropdown menus. The 'Total Time' field is a simple text input.

2. Enter the Contractor Shift End Time – This time can be used to document when the Contractor ends a lane closure

3. The Contractor Total Time represents the total time that the Contractor spend on site

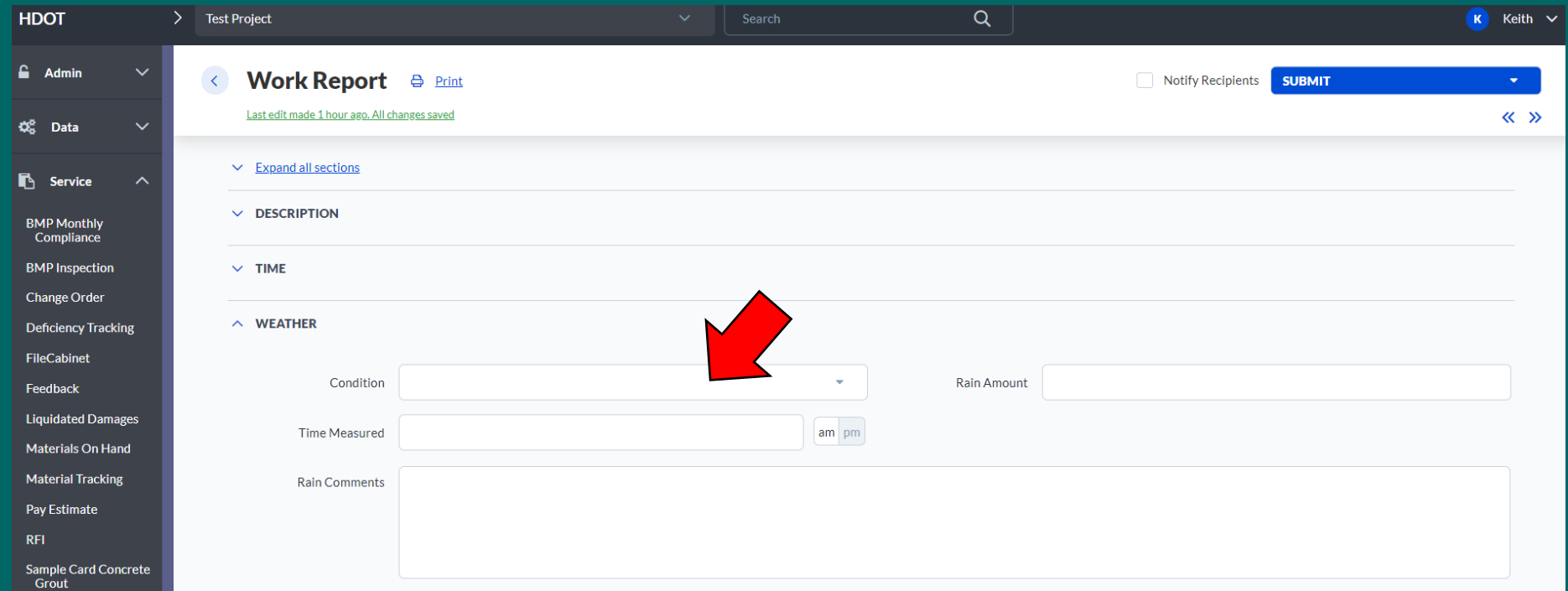


WORK REPORTS

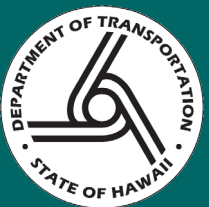
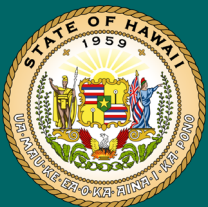
Weather

Use the pulldown menu to enter a weather condition in Condition

If additional weather conditions are needed, please contact the HDOT FACS Administrator



The screenshot displays the HDOT Work Report interface. On the left is a sidebar menu with categories: Admin, Data, and Service. The Service category is expanded, showing options like BMP Monthly Compliance, BMP Inspection, Change Order, Deficiency Tracking, FileCabinet, Feedback, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, and Sample Card Concrete Grout. The main content area is titled 'Work Report' and includes a 'Print' link and a 'Notify Recipients' checkbox. Below this, there are expandable sections for 'DESCRIPTION', 'TIME', and 'WEATHER'. The 'WEATHER' section is expanded, revealing a 'Condition' dropdown menu (highlighted by a red arrow), a 'Rain Amount' input field, a 'Time Measured' input field with 'am/pm' selectors, and a 'Rain Comments' text area. A 'SUBMIT' button is located at the top right of the form.

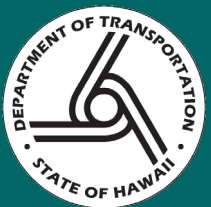
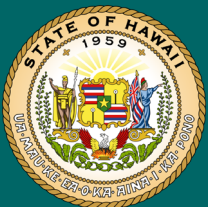


WORK REPORTS

Weather

1. Enter the Rain Amount recorded for the day
2. Enter the time the rain measurement was taken in Time Measured
3. Enter any comments or notes regarding the weather condition or rain measurement in Rain Comments

The screenshot shows the HDOT Work Report interface. The left sidebar contains a menu with options: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, and Sample Card Concrete. The main content area is titled 'Work Report' and includes a 'Print' button and a 'Notify Recipients' checkbox. The form is divided into sections: DESCRIPTION, REFERENCES, TIME, and WEATHER. The WEATHER section is expanded and contains three input fields: 'Rain Amount' (with a value of 0.5), 'Time Measured' (with 'am/pm' buttons), and 'Rain Comments' (a large text area). Three red callout boxes with white numbers are overlaid on the form: '1' points to the 'Rain Amount' field, '2' points to the 'Time Measured' field, and '3' points to the 'Rain Comments' field.



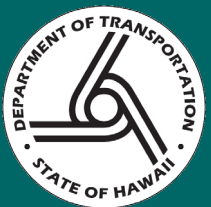
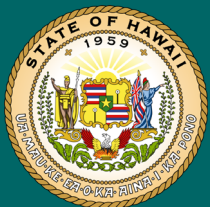
WORK REPORTS

Items

Documented the work activity on a project shall be associated to pay items.

Click on the New button to associate work to a new pay item.

The screenshot displays the HDOT Work Report interface. On the left is a sidebar menu with options: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test, Submittal, Work Report, and WSPM. The 'Work Report' option is selected. The main content area is titled 'Work Report' and includes a 'Print' button and a status 'DRAFT'. Below this are expandable sections: DESCRIPTION, REFERENCES, TIME, WEATHER, and ITEMS. The 'ITEMS' section is expanded, showing a table with columns: Item, Item Description, Quantity, Location, Item Remarks, and Company. A red arrow points to a 'New' button at the bottom right of the ITEMS section.



WORK REPORTS

The Item Detail input screen appears

The Item Detail data includes

1. Pay Items
2. Quantity
3. Company
4. Item Remarks
5. Location

The screenshot shows the 'Item Detail' input screen. At the top, there is a 'Filter' button. Below it is a table with columns: Type Code, Item Number, Item Description, Unit Price, Par/Non-Par, Unit of Measure, Original Qty, Extra Work Item, and Order. The table contains three rows of data. Below the table, there are input fields for 'Quantity', 'Company', and 'Item Remarks'. At the bottom, there is a 'Location' input field. Red callout boxes with numbers 1 through 5 point to specific elements: 1 points to the 'Unit Price' column header, 2 points to the 'Quantity' input field, 3 points to the 'Company' input field, 4 points to the 'Item Remarks' input field, and 5 points to the 'Location' input field.

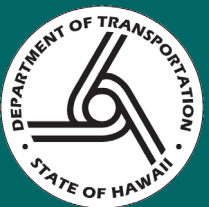
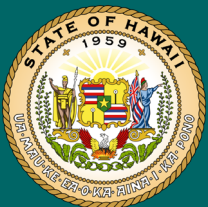
Type Code	Item Number	Item Description	Unit Price	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
<input type="checkbox"/> Bridge	100.0000	Test Item	20	Participating	EA	1		0001
<input type="checkbox"/> Bridge	22.0000	MOT	1	Non-Participating	LS	22	checked	0002
<input type="checkbox"/> Bridge	3.000	extr	10	Non-Participating	ALLOW	0		0003

① Quantity

② Company

③ Item Remarks

④ Location



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Items – Item
Detail –
Selection of
Pay Item

ITEM DETAIL

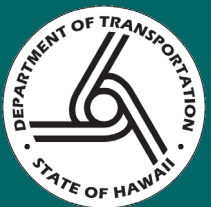
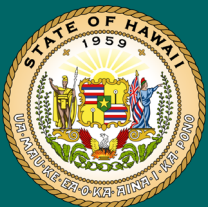
☐ Filter

<input type="checkbox"/> Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
<input type="checkbox"/> Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
<input checked="" type="checkbox"/> Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
<input type="checkbox"/> Bridge	3.000	non-par-non-extr	10	10	Participating	ALLOW	0		0003

☒ Select

Select a Pay Item for which work was performed during the work shift (highlighted light blue) and click on the Select Button

The Pay Item or the Pay Items selected will be used later for the associated Labor and Equipment



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Items – Item Detail – Selection of Pay Item

To change the Pay Item,
click on the Edit
Selection button,
deselect the pay item
(no longer highlighted
light blue), select a new
pay item (highlighted
light blue) and then click
on the Select button
(previous slide)

Item Detail

ITEM DETAIL

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	22.0000	MOT	1	22	Non-Participat	LS	22	checked	0002

Edit selection

Quantity: 100

Company: test company1

Item Remarks: This is only a test

Filter

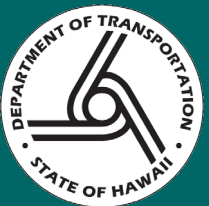
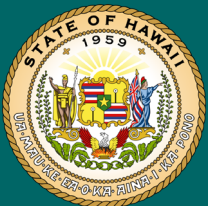
Location

Sample Box "A" Sta 1+68.31 o/s 72.66' Rt. +/-

Sta.1+00, Sta 2+50, and Sta 3+00

Discard

New Select



WORK REPORTS

Items – Item Detail – Quantity

Enter the quantity for the selected pay item for payment.

Quantities entered will be either:

A measurement of the Unit of Measure (Unit Price Pay Item), or the dollar amount of a lump sum (LS), force account (FA), or similarly structured pay item

Item Detail

ITEM DETAIL

Filter

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
Bridge	3.0000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003

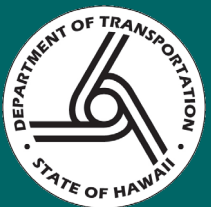
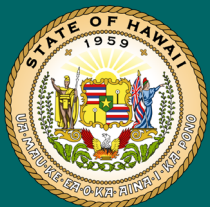
Quantity

Company

Item Remarks

Filter

Location



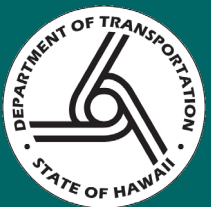
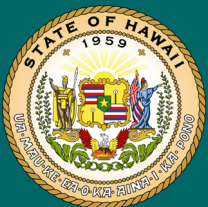
USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Item – Item Detail – Quantity

There are several options for entering quantities for payment. Here are 3 possible options:

1. The Inspector enters no quantities and the Project Manager creates a separate Work Report to enter quantities for payment (Inspector should note their proposed quantities in the Item Remarks)
2. The Inspector enters no quantities and the Project Manager writes in the quantities in the Work Report using the Inspector's proposed quantities written in the Item Remarks input field. The Project Manager enters the quantities during the review and approval of the Work Report
3. The Inspector enters quantities and the Project Manager adjusts the quantities as needed (during review and approval of the Work Report)



WORK REPORTS

Items – Item Detail - Company

Use options in the pulldown menu to select the Company (Prime, Subcontractor, or Vendor) performing the work for the selected pay item

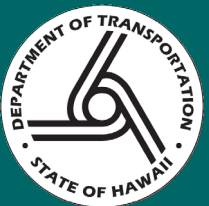
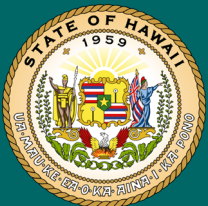
The company list is populated under Admin – Project Admin – Project Companies

The screenshot shows the 'Item Detail' form with the following sections:

- ITEM DETAIL** header with a filter icon.
- Filter** section with a 'Filter' toggle and a table of item details.
- Item Details Table:**

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
<input type="checkbox"/> Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
<input type="checkbox"/> Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
<input type="checkbox"/> Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003

- Quantity** field with a red arrow pointing to it.
- Company** dropdown menu.
- Item Remarks** text area.
- Filter** section with a 'Filter' toggle and a 'Location' dropdown menu.



WORK REPORTS

Items – Item Detail – Item Remarks

Enter the details of the work for the selected pay item

Other activities not associated with the pay item shall be entered under Problems/Remarks, which shall be discussed later

Item Detail

ITEM DETAIL

Filter

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003

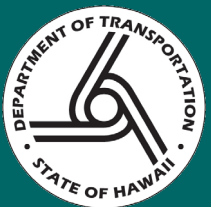
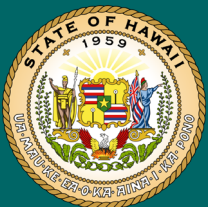
Quantity

Company

Item Remarks

Filter

Location



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Items – Item Detail – Location

Click on an existing location (highlighted light blue) where the work for the selected pay item was performed and click on the Select Button

An existing location, from the list, cannot be edited. A new location will be required

The 'Item Detail' window displays a table of items with the following columns: Type Code, Item Number, Item Description, Unit Price, Auth Qty, Par/Non-Par, Unit of Measure, Original Qty, Extra Work Item, and Order. The table contains three rows of data:

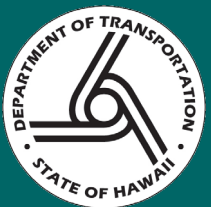
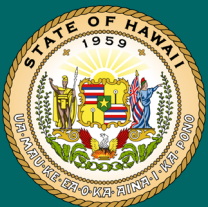
Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003

Below the table, there is a form with fields for Quantity, Company, and Item Remarks. A red arrow points to the Company field.

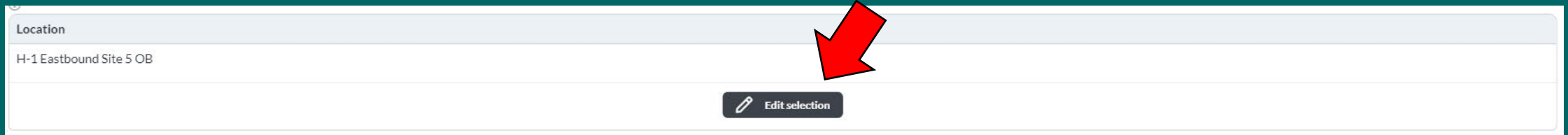
The 'Location' selection window displays a list of locations with the following columns: Location, West, Sta. 1+00, and Site 8 OB Sta. 44+00. The table contains three rows of data:

Location	West	Sta. 1+00	Site 8 OB Sta. 44+00

A red arrow points to the 'Sta. 1+00' location, which is highlighted in light blue. At the bottom of the window, there are buttons for 'New' and 'Select'.



WORK REPORTS



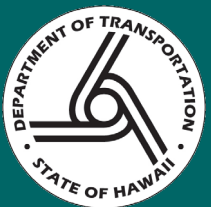
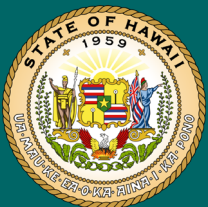
Location

H-1 Eastbound Site 5 OB

Edit selection

Items – Item Detail – Location

To change the location, click on the Edit Selection button, deselect the current location (no longer highlighted light blue), select the new location (highlighted light blue), and then click on the Select button (see previous slide)

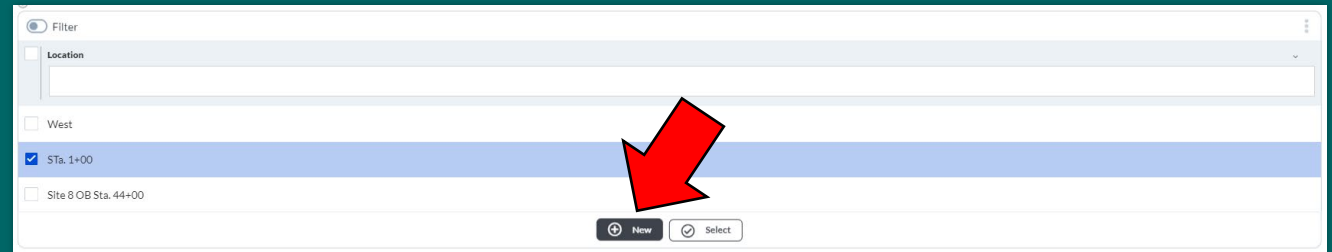


WORK REPORTS

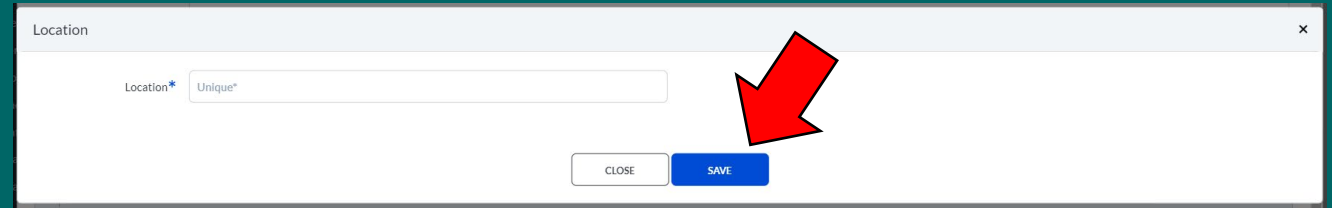
Items – Item Detail - Location

To add a new location (not included in the location list), click on the New button

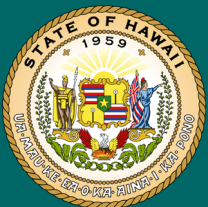
Add a unique location and click on the Save button. The new location is now available for use



This screenshot shows a 'Filter' window with a 'Location' section. It contains a list of locations: 'West', 'Sta. 1+00' (which is selected with a blue highlight and a checkmark), and 'Site 8 OB Sta. 44+00'. At the bottom right of the list, there are two buttons: 'New' (with a plus icon) and 'Select' (with a checkmark icon). A large red arrow points directly to the 'New' button.



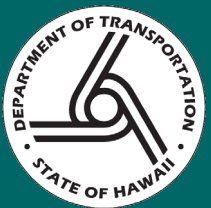
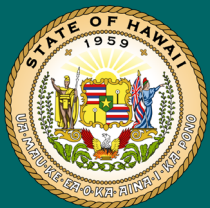
This screenshot shows the 'Location' detail form. It has a label 'Location*' followed by a text input field containing the word 'Unique*'. At the bottom right, there are two buttons: 'CLOSE' and 'SAVE'. A large red arrow points directly to the 'SAVE' button.



WORK REPORTS

Items

Repeat the pay item selection process until all pay items worked on during the workday are represented



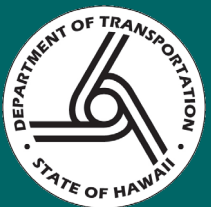
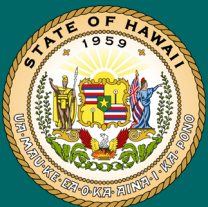
WORK REPORTS

Items

Select an existing pay item entry (highlighted light blue) and click on the Open button to review or edit the pay item entry

The screenshot shows the HDOT Work Report interface. The left sidebar contains a menu with options: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test, Submittal, Work Report (highlighted), and WSWD. The main content area is titled 'Work Report' and includes a 'Print' button and a 'Notify Recipients' checkbox. Below this is a table with columns: Item, Item Description, Quantity, Location, Item Remarks, and Company. The table contains one row with the following data: 100.0000, Test Item, 100, Sta. 1+00, Documentation of the work performed, and Toyota Honda. At the bottom of the table, there are three buttons: New, Open (highlighted with a red arrow), and Delete.

Item	Item Description	Quantity	Location	Item Remarks	Company
100.0000	Test Item	100	Sta. 1+00	Documentation of the work performed	Toyota Honda



WORK REPORTS

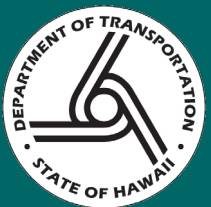
Labor:

Document all Labor on a project

To add Labor to a Work Report, click on the New button

The screenshot displays the HDOT Work Report interface. The top navigation bar includes 'HDOT', a dropdown for 'Test Project', a search bar, and a user profile 'Keith'. The left sidebar lists various menu items: Admin, Data, Service, Archive, BMP Inspection, BMP Monthly Compliance, Change Order, Deficiency Tracking, Email, Feedback, FileCabinet, Liquidated Damages, Materials On Hand, Material Tracking, Pay Estimate, RFI, Sample Card Concrete Grout, Sample Card Field Test, Submittal, Work Report (highlighted), WSWD, and Reports. The main content area is titled 'Work Report' with a 'Print' icon and a 'Notify Recipients' checkbox. Below this, there are expandable sections: DESCRIPTION, REFERENCES, TIME, WEATHER, ITEMS, and LABOR (expanded). The LABOR section contains a table with columns: Item, Labor, Category, Company, Total Hours, Overtime Hours, and Labor Remarks. A red arrow points to a 'New' button at the bottom right of the table.

Item	Labor	Category	Company	Total Hours	Overtime Hours	Labor Remarks
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USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

The Labor Detail input screen appears

There are 6 inputs for Labor entry

1. Labor Selection
2. Quantity (optional)
3. Item
4. Total Hours
5. Overtime Hours
6. Labor Remarks

Labor Detail

LABOR DETAIL

Labor

Description	Category	ID	Company
Tom Jones	Member - Steam Fitter	PI10	FACS

Quantity

Item

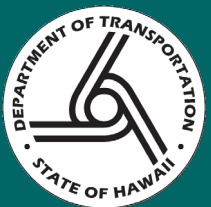
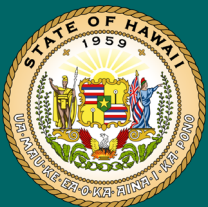
Item	Item Description	Location	Item Remarks	Company
22.0000	MOT	Sta 0+00 25' OS RT	This is only a test	test company1

Total Hours

Overtime Hours

Labor Remarks

CLOSE SAVE



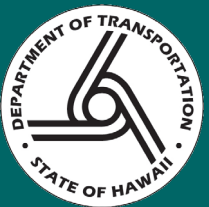
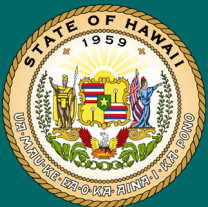
WORK REPORTS

Labor – Labor Detail –
Labor

To add personnel, to a
Work Report, click on the
New button

A list of the Contractor
and Subcontractor's
personnel can be uploaded
into FACS

The screenshot shows a web interface titled "LABOR". Below the title is a "Filter" toggle. A table with the following columns is displayed: Item, Labor, Category, Company, Total Hours, Overtime Hours, and Labor Remarks. The table is currently empty. At the bottom right of the table area, there is a button labeled "New" with a plus icon. A large red arrow points to this button.



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Labor – Labor Detail –
Labor

Click on a person or
persons and then click on
the Select Button

Multiple people can be
selected, but everyone
selected will share the same
information.

LABOR DETAIL

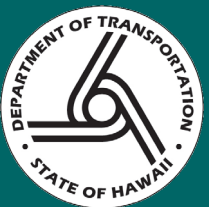
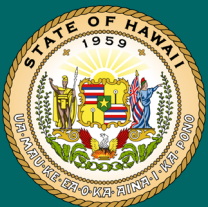
Labor

☐ Filter

<input type="checkbox"/> Description	Category	ID	Company
<input checked="" type="checkbox"/> Gregg Brady	Carpenter Journeyman	JC01	Kiewit Infrastructure West Co.
<input checked="" type="checkbox"/> James Smith	Glazier	Gz10	FACS
<input type="checkbox"/> Cindy Long	Lather - Lather	A10	FACS
<input type="checkbox"/> Joe Joe	Truck Driver-Utility Truck	P001	Toyota Honda

Quantity

To enter unique information on select individuals, create separate labor entries. Another option is to select the specific labor once the multiple selection is made and then edit as needed.

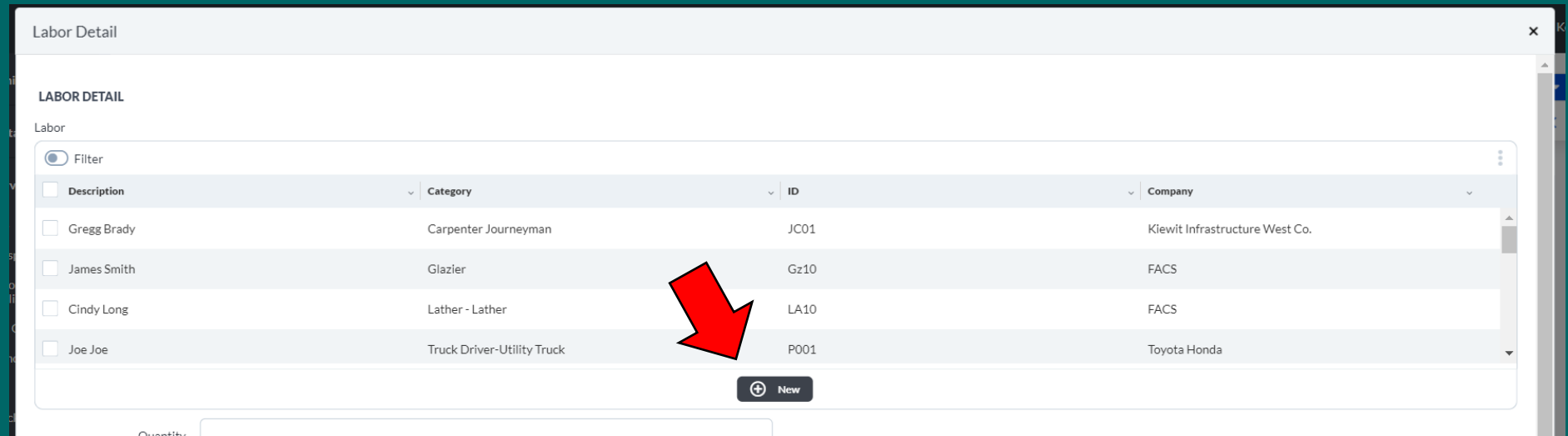


USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Labor – Labor Detail – Labor

If a new labor needs to be added to the list, click on the New button

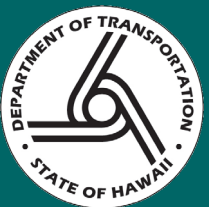
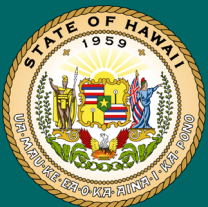


The screenshot shows a web application window titled "Labor Detail". Inside, there's a section labeled "LABOR DETAIL" with a sub-header "Labor". Below this is a table with columns: Description, Category, ID, and Company. The table contains four entries: Gregg Brady (Carpenter Journeyman, JC01, Kiewit Infrastructure West Co.), James Smith (Glazier, Gz10, FACS), Cindy Long (Lather - Lather, LA10, FACS), and Joe Joe (Truck Driver-Utility Truck, P001, Toyota Honda). A red arrow points to the "New" button at the bottom right of the table. There is also a "Filter" toggle at the top left of the table.

Description	Category	ID	Company
<input type="checkbox"/> Gregg Brady	Carpenter Journeyman	JC01	Kiewit Infrastructure West Co.
<input type="checkbox"/> James Smith	Glazier	Gz10	FACS
<input type="checkbox"/> Cindy Long	Lather - Lather	LA10	FACS
<input type="checkbox"/> Joe Joe	Truck Driver-Utility Truck	P001	Toyota Honda

The New Labor input field will appear

If there are multiple labor to be inputted, an upload should be considered, the HDOT FACS Administrator can assist in the upload



WORK REPORTS

Labor – Labor Detail -
Labor – New Labor

1. Enter the full name of the new labor in Description
2. Use the pulldown menu to select a Labor Category

Labor

Description* Unique*

Category

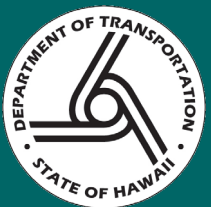
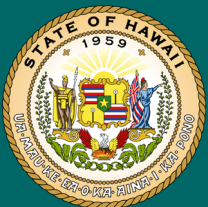
ID

Company* Required

CLOSE SAVE

The input fields with the blue asterix next to them require an entry to be saved

The categories in the Labor Category pulldown menu is primarily based on the Hawaii DLIR Wage Rate Schedule

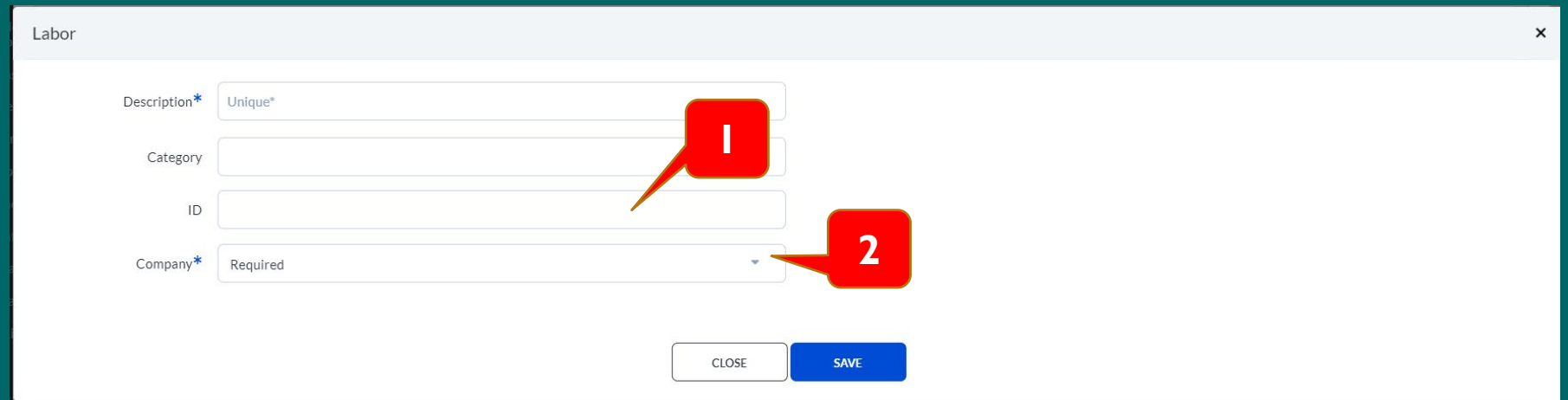


USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Labor – Labor Detail –
Labor – New Labor

1. Enter an ID number to help identify a personnel (optional)
2. Use the pulldown menu to enter the Company that the personnel works for



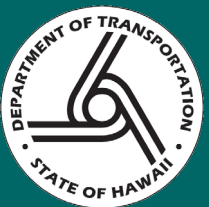
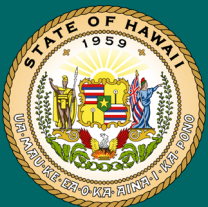
The screenshot shows a web form titled "Labor" with a close button (X) in the top right corner. The form contains the following fields:

- Description***: A text input field with the placeholder text "Unique*".
- Category**: A text input field.
- ID**: A text input field.
- Company***: A pulldown menu with the placeholder text "Required".

Two red callout boxes with white numbers are present:

- Callout 1**: Points to the **ID** input field.
- Callout 2**: Points to the **Company*** pulldown menu.

At the bottom right of the form are two buttons: a grey "CLOSE" button and a blue "SAVE" button.



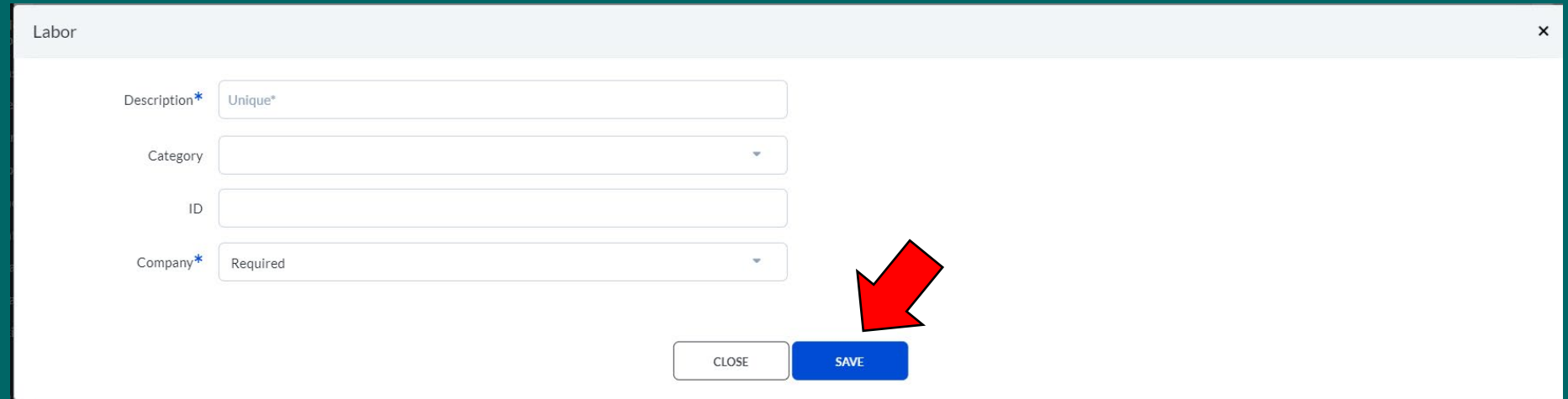
USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

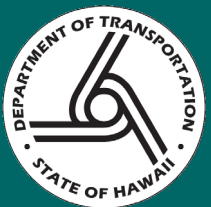
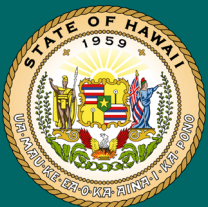
Labor – Labor Detail –
Labor – New Labor

Click on the Save
button to save the
entry. The Close
button will close the
entry window without
saving

The new labor entry is
now available for use



The screenshot shows a web form titled "Labor" with a close button (X) in the top right corner. The form contains four input fields: "Description*" with the value "Unique*", "Category" (a dropdown menu), "ID" (an empty text box), and "Company*" with the value "Required" (a dropdown menu). At the bottom right of the form are two buttons: "CLOSE" and "SAVE". A large red arrow points directly to the "SAVE" button.



WORK REPORTS

Labor – Labor Detail – Item

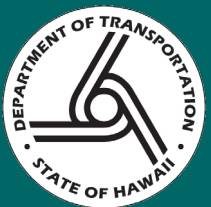
Select a pay item or pay items (highlighted light blue) and click on the Select button

The list of Pay Items that can be associated with the labor entries comes from the Pay Items selected under Items (previously discussed)

The screenshots show a web interface for selecting items. The top screenshot shows a table with the following data:

Item	Item Description	Quantity	Location	Item Remarks	Company
100.0000	Test Item	0			

The bottom screenshot shows the same table, but the row for '100.0000 Test Item' is highlighted in light blue. A red arrow points to the 'Select' button at the bottom right of the table.



WORK REPORTS

LABOR – LABOR DETAIL - ITEM


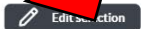
TO CHANGE THE PAY ITEM ASSOCIATED TO PERSONNEL, CLICK ON THE EDIT SELECTION BUTTON, DESELECT THE PAY ITEM (NO LONGER HIGHLIGHTED LIGHT BLUE), SELECT A NEW PAY ITEM (HIGHLIGHTED LIGHT BLUE) AND CLICK ON THE SELECT BUTTON

Labor Detail

LABOR DETAIL

Labor


Description	Category	ID	Company
Tom Jones	Plumber - Steam Fitter	PI10	FACS

Quantity

Item



Item	Item Description	Quantity	Location	Item Remarks	Company
22.0000	MOT	100	Sta 0+00 25' OS RT	This is only a test	test company1

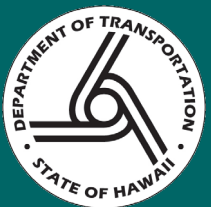


Total Hours

Overtime Hours

Labor Remarks



WORK REPORTS

Labor – Labor Detail

1. An entry for Quantity is optional
2. Enter the Total Hours of the selected personnel
3. Enter the Overtime Hours of the selected personnel
4. Enter any comments or notes for the selected personnel under Labor Remarks

Labor Detail

LABOR DETAIL

Labor

Description	Category	ID	Company
Tom Jones	Plumber - Steam Fitter	PI10	FACS

[Edit selection](#)

Quantity

Item

Item	Item Description	Quantity	Location	Item Remarks	Company
22.0000	MOT	100	Sta 0+00 25' OS RT	This is only a test	test company1

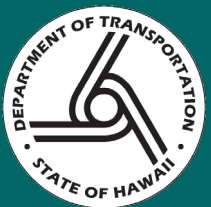
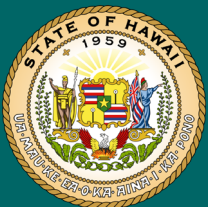
[Edit selection](#)

Total Hours

Overtime Hours

Labor Remarks

[CLOSE](#) [SAVE](#)



WORK REPORTS

Labor – Labor Detail

1. Click on the Save button to save the changes made to the labor entry
2. If no changes were made, click on the Close button to exit the input window

Labor Detail

LABOR DETAIL

Labor

Description	Category	ID	Company
Tom Jones	Plumber - Steam Fitter	PI10	FACS

[Edit selection](#)

Quantity

Item

Item	Item Description	Quantity	Location	Item Remarks	Company
22.0000	MOT	100	Sta 0+00 25' OS RT	This is only a test	test company1

[Edit selection](#)

Total Hours

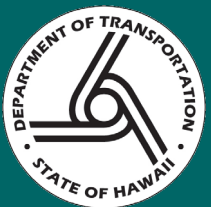
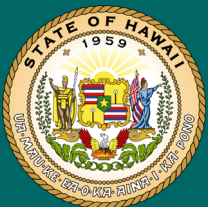
Overtime Hours

Labor Remarks

[CLOSE](#) [SAVE](#)

2

1



WORK REPORTS

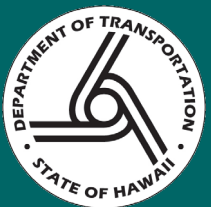
Labor:

Select an exiting labor entry (highlighted light blue) and click on the Open button to review or edit the labor data

The screenshot shows the HDOT Work Report interface. The top navigation bar includes 'HDOT', a breadcrumb 'Test Project', a search bar, and a user profile 'Keith'. The left sidebar lists various menu items under 'Admin', 'Data', and 'Service'. The main content area is titled 'Work Report' and includes a 'SUBMIT' button and a 'Notify Recipients' checkbox. Below this is a 'LABOR' section with a table of labor entries. The table has columns for Item, Labor, Category, Company, Total Hours, Overtime Hours, and Labor Remarks. One entry is highlighted in light blue: Item 22.0000, Labor Tom Jones, Category Plumber - Steam Fitter, Company FACS, Total Hours 8, Overtime Hours 0. A red arrow points to the 'Open' button at the bottom right of the table.

Item	Labor	Category	Company	Total Hours	Overtime Hours	Labor Remarks
22.0000	Tom Jones	Plumber - Steam Fitter	FACS	8	0	

Buttons: New, Open, Delete



WORK REPORTS

Equipment

Document all
equipment on a
project

To add equipment
to a Work Report,
click on the New
button

The screenshot shows the HDOT Work Report interface. The top navigation bar includes 'HDOT', 'Test Project', a search bar, and a user profile 'Keith'. The left sidebar lists various project management tools under 'Admin', 'Data', and 'Service'. The main content area is titled 'Work Report' and shows sections for TIME, WEATHER, ITEMS, LABOR, and EQUIPMENT. The EQUIPMENT section is expanded, showing a table with columns: Item, Equipment, Contractor, Model Number, Total Hours, Overtime Hours, and Equip. Remarks. A red arrow points to a 'New' button at the bottom right of the EQUIPMENT section.

HDOT > Test Project

Search

Keith

Admin

Data

Service

Archive

BMP Inspection

BMP Monthly Compliance

Change Order

Deficiency Tracking

Email

Feedback

FileCabinet

Liquidated Damages

Materials On Hand

Material Tracking

Pay Estimate

RFI

Sample Card Concrete Grout

Sample Card Field Test

Submittal

Work Report

Print

Notify Recipients

DRAFT

TIME

WEATHER

ITEMS

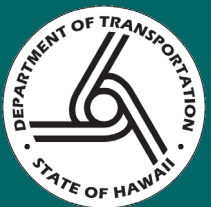
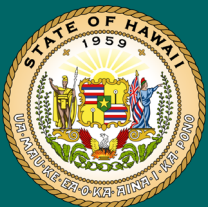
LABOR

EQUIPMENT

Filter

Item	Equipment	Contractor	Model Number	Total Hours	Overtime Hours	Equip. Remarks
------	-----------	------------	--------------	-------------	----------------	----------------

New



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Equipment:

The Equipment Detail input screen will appear

Equipment Detail

EQUIPMENT DETAIL

Equipment

Filter

ID	Category	Description	Contractor	Model Number
<input type="checkbox"/> 55CM	CM Truck	Concrete Mixer	Toyota Honda	2018
<input type="checkbox"/> MI13	P/U Truck	2008 Toyota P/U Truck	Toyota Honda	1234
<input type="checkbox"/> 912SP		916 Test Eq	Toyota Honda	SP Test Number
<input type="checkbox"/> DT42	Truck	Dump Truck	SSFM	1223

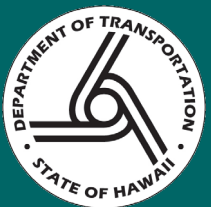
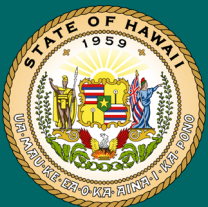
New

Quantity

Item

Filter

Item	Item Description	Quantity	Location	Item Remarks	Company
<input type="checkbox"/> 22.0000	MOT	100	Sta 0+00 25' OS RT	This is only a test	test company1



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Equipment:

Select an equipment or multiple equipments (highlighted light blue) and click on the Select button

A list of the Contractor and Subcontractor's equipment can be uploaded before the project starts

EQUIPMENT DETAIL

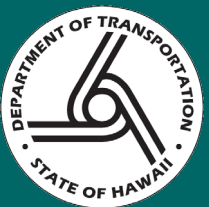
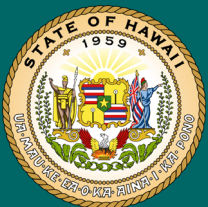
Equipment

☐ Filter

<input type="checkbox"/> ID	Category	Description	Contractor	Model Number
<input checked="" type="checkbox"/> 55CM	CM Truck	Concrete Mixer	Toyota Honda	2018
<input checked="" type="checkbox"/> MI13	P/U Truck	2008 Toyota P/U Truck	Toyota Honda	1234
<input type="checkbox"/> 912SP		916 Test Eq	Toyota Honda	SP Test Number
<input checked="" type="checkbox"/> DT42	Truck	Dump Truck	SSFM	1223

Quantity

If the selected equipment has unique ID numbers, the quantity can be left blank. If not, enter the number of equipment on site



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS


Equipment:

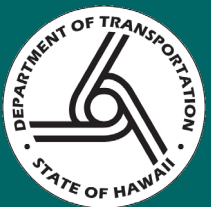
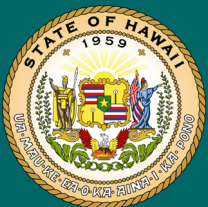
Select a pay item or
pay items
(highlighted light
blue) and click on
the Select button

Item

☐ Filter

<input type="checkbox"/> Item ▲	Item Description ▼	Quantity ▼	Location ▼	Item Remarks ▼	Company ▼
<input checked="" type="checkbox"/> 100.0000	Test Item	0			
<input checked="" type="checkbox"/> 1002.0000	Mob Phase 2 - non par	100			
<input type="checkbox"/> 148.0001	Unicorn, the mythological animal - S...	1			

 ☒ Select



WORK REPORTS

Equipment – Equipment Detail

1. Enter the Total Hours of the selected equipment
2. Enter the Overtime Hours of the selected equipment
3. Enter any comments or notes for the selected equipment under Equip Remarks

Note: If you selected multiple equipment, the hours, overtime hours, and the equipment remarks will be the same for all selected equipment

Equipment Detail

EQUIPMENT DETAIL

Equipment

ID	Category	Description	Contractor	Model Number
MI13	P/U Truck	2008 Toyota P/U Truck	Toyota Honda	1234

[Edit selection](#)

Quantity

Item

Item	Item Description	Quantity	Location	Item Remarks	Company
22.0000	MOT	100	Sta 0+00 25' OS RT	This is only a test	test company1

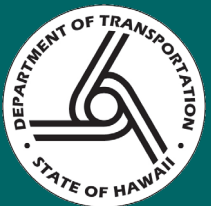
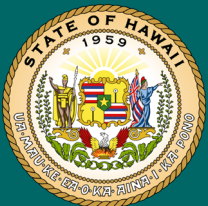
[Edit selection](#)

Total Hours

Overtime Hours

Equip. Remarks

[CLOSE](#) [SAVE](#)



WORK REPORTS

Equipment –
Equipment Detail –
New Equipment

If an equipment is
not on the list, add a
new equipment by
clicking on the New
button

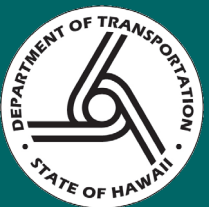
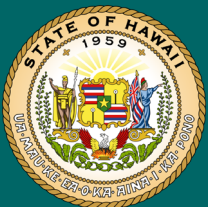
Equipment Detail

EQUIPMENT DETAIL

Equipment

☐ Filter

<input type="checkbox"/> ID	Category	Description	Contractor	Model Number
<input type="checkbox"/> 55CM	CM Truck	Concrete Mixer	Toyota Honda	2018
<input checked="" type="checkbox"/> MI13	P/U Truck	2008 Toyota P/U Truck	Toyota Honda	1234
<input type="checkbox"/> 912SP		Test Eq	Toyota Honda	SP Test Number
<input type="checkbox"/> DT42	Truck	Truck	SSFM	1223



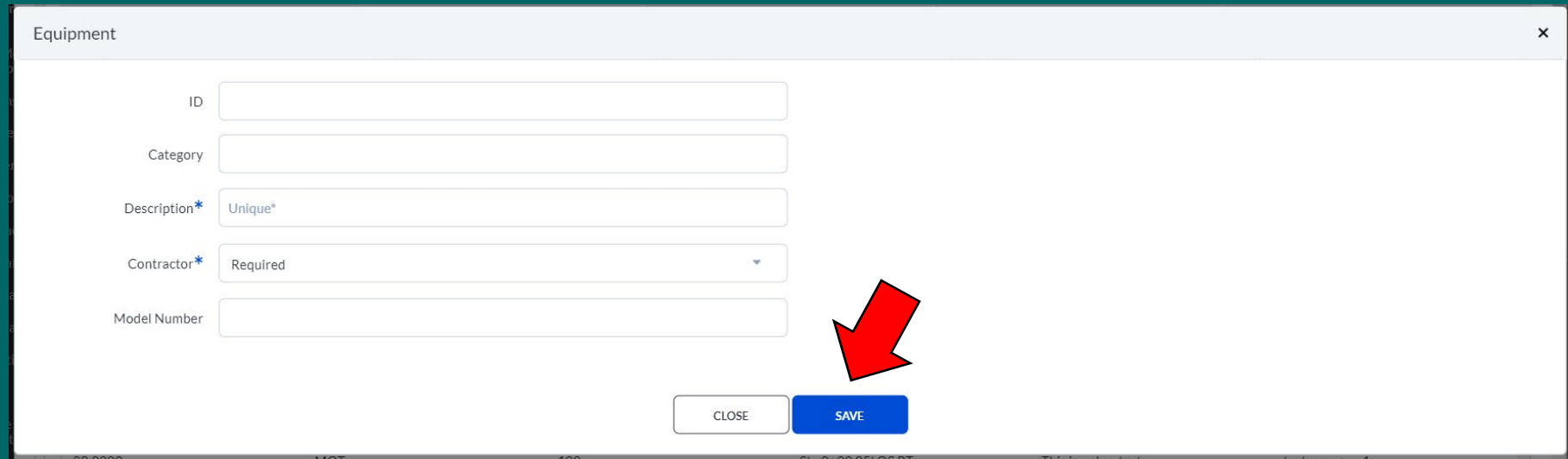
USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Equipment – Equipment Detail – New Equipment

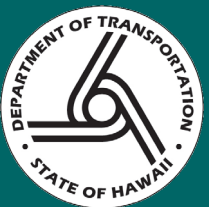
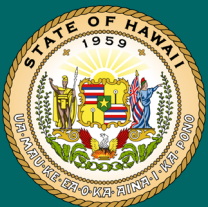
The new equipment input window appears. Fill out the:

1. ID – an equipment identifier
2. Category – the category of equipment, like excavation, lifting, etc.



The screenshot shows a web form titled "Equipment" with a close button (X) in the top right corner. The form contains five input fields: "ID", "Category", "Description*" (with a dropdown menu showing "Unique*"), "Contractor*" (with a dropdown menu showing "Required"), and "Model Number". At the bottom right of the form are two buttons: "CLOSE" and "SAVE". A large red arrow points to the "SAVE" button.

Filling in the fields of ID and Category are optional for an equipment entry

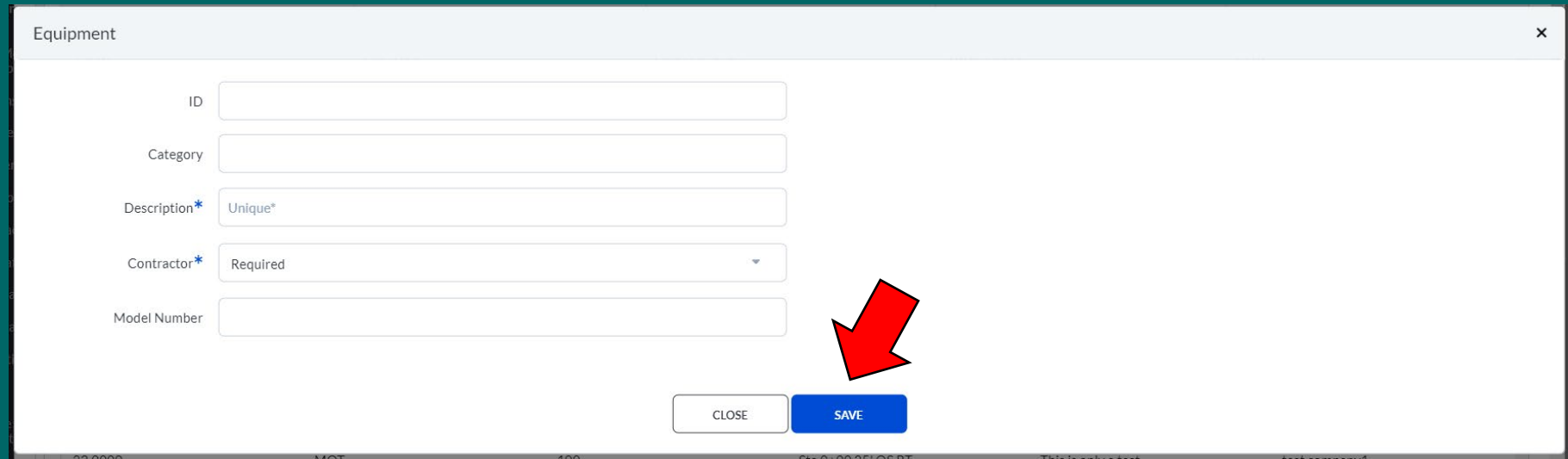


WORK REPORTS

Equipment – Equipment Detail – New Equipment

Next fill out the

1. Description – enter the make and type of equipment, like “Brand name” Front End Loader
2. Contractor – from the pulldown list, select the Contractor or Subcontractor that the equipment belongs to
3. Model Number – enter the specific model number of the equipment

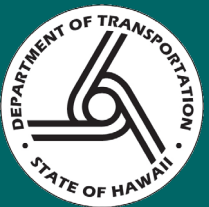
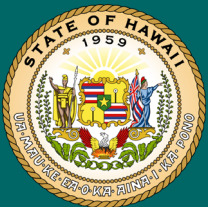


The screenshot shows a web form titled "Equipment" with a close button (X) in the top right corner. The form contains the following fields:

- ID: A text input field.
- Category: A text input field.
- Description*: A text input field with the placeholder text "Unique*".
- Contractor*: A dropdown menu with the selected option "Required".
- Model Number: A text input field.

At the bottom right of the form are two buttons: "CLOSE" and "SAVE". A large red arrow points to the "SAVE" button.

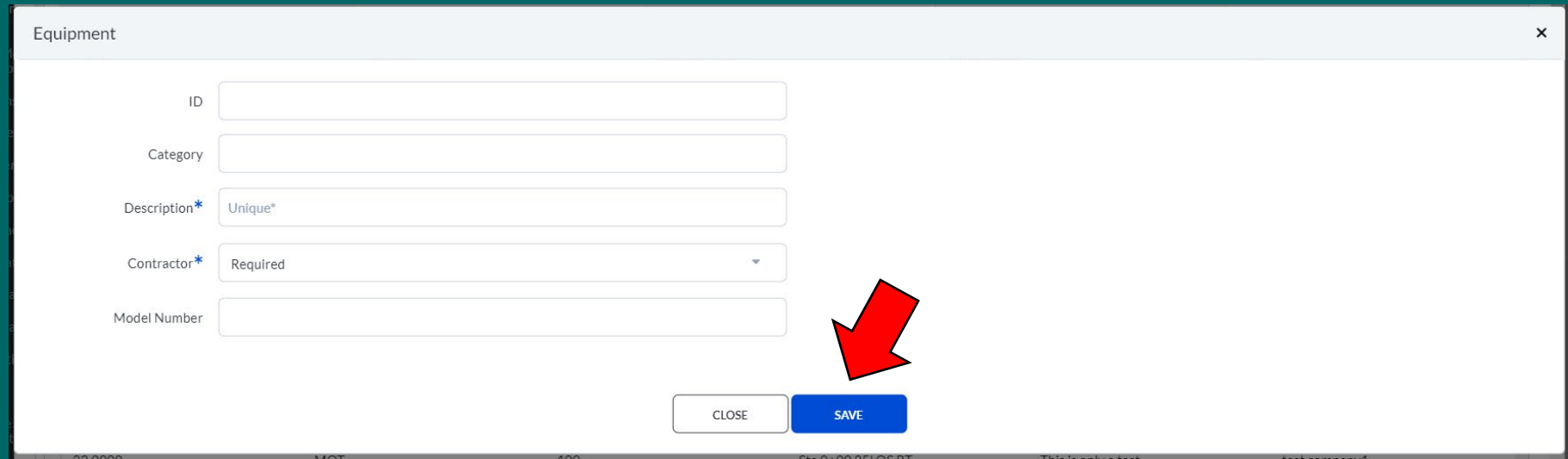
The fields with the blue asterix require an entry



WORK REPORTS

Equipment – Equipment Detail – New Equipment

Click on the Save button to save the entry. The new equipment is now available for selection

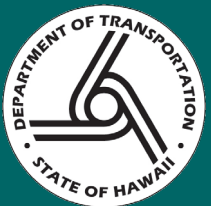
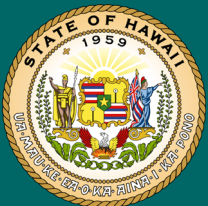


The screenshot shows a web form titled "Equipment" with a close button (X) in the top right corner. The form contains the following fields:

- ID:
- Category:
- Description*:
- Contractor*:
- Model Number:

At the bottom right of the form are two buttons: "CLOSE" and "SAVE". A large red arrow points directly to the "SAVE" button.

The Close button closes the new equipment input window without saving



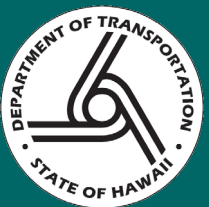
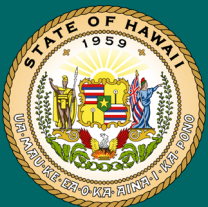
WORK REPORTS

Equipment

To review or edit an existing equipment, select the equipment (highlighted light blue) and click on the Open button. Edit the equipment information as needed

The screenshot displays the HDOT Work Report interface. On the left is a sidebar menu with categories: Admin, Data, and Service. The Service category is expanded, showing options like BMP Monthly Compliance, BMP Inspection, Change Order, Deficiency Tracking, FileCabinet, Feedback, Liquidated Damages, Materials On Hand, Material Tracking, and Pay Estimate. The main content area is titled 'Work Report' and includes a 'Print' link and a 'SUBMIT' button. Below this is a table with columns: Item, Equipment, Contractor, Model Number, Total Hours, Overtime Hours, and Equip. Remarks. The first row is highlighted in light blue and contains the values: 22.0000, 2008 Toyota P/U Truck, Toyota Honda, 1234, 8, and 0. A red arrow points from this row to the 'Open' button at the bottom of the table. The 'Open' button is located next to the 'New' and 'Delete' buttons.

Item	Equipment	Contractor	Model Number	Total Hours	Overtime Hours	Equip. Remarks
22.0000	2008 Toyota P/U Truck	Toyota Honda	1234	8	0	



WORK REPORTS

Remarks

Enter any remarks that are not directly associated to pay items under of the 3 input fields

1. Problems/Remarks
2. Other Activities
3. Other Measurements

HDOT > Test Project

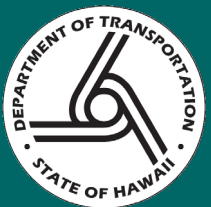
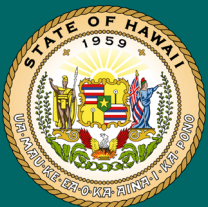
Work Report [Print](#)

[Last edit made 1 hour ago. All changes saved](#)

Notify Recipients [SUBMIT](#)

REMARKS

- 1 Problems/Remarks
- 2 Other Activities
- 3 Other Measurements



WORK REPORTS

To edit a previously created Work Report, click on the Open button

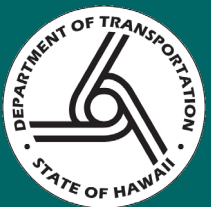
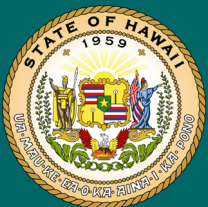
Modify the Work Report as needed

Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input checked="" type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep	01 - Jan	Wet Ground	08/23/2018	12/02/2019

1 of 5 > < 10 rows per page 1 - 10 of 50 items



USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

Work Report - Copy

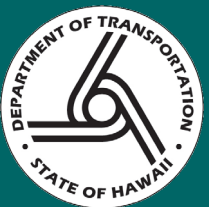
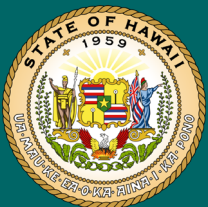
For work that repeats daily, Work Reports can be copied. A copied Work Report will retain the information of the source Work Report with the exception of select information and quantities

Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input checked="" type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep		Wet Ground	08/23/2018	12/02/2019

1 of 5 rows per page 10 rows per page 1 - 10 of 50 items



WORK REPORTS

Work Report - Copy

To copy a Work Report, select a Work Report (highlighted light blue) and click on the Copy button

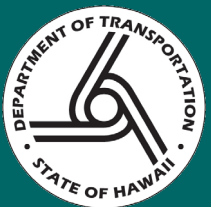
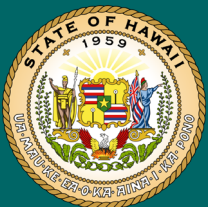
The copied Work Report will be highlighted yellow

Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input checked="" type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep		Wet Ground	08/23/2018	12/02/2019

1 of 5 rows per page 10 rows per page 1 - 10 of 50 items



WORK REPORTS

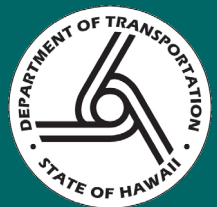
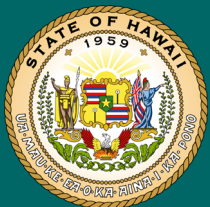
1. The History button displays the entire data entry history of the selected Work Report
2. The Print button creates a PDF of the selected Work Report
3. The Delete button deletes the selected Work Report

Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input checked="" type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 07/15/2...	Entry for Payment Re...	Locked	Facs rep	01 - Jan		08/23/2018	12/02/2019

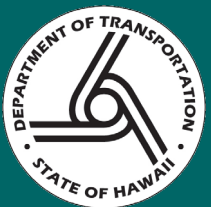
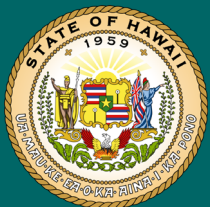
1 of 5 10 rows per page 1 - 10 of 50 items



WORK REPORTS

There are 6 statuses of a Work Report

1. Draft – starting entry of a Work Report (only the writer can modify the work report)
2. Submit – the Work Report has been completed by the writer and is now ready for review by the Supervising Inspector or Project Engineer (only the supervising inspector or project engineer can modify the work report)
3. Reviewed – the Work Report has been read by the either the Supervising Inspector, Project Engineer, Resident Engineer, or Construction Engineer (only the supervising inspector or engineers can modify the work report)
4. Approved – the Work Report has been accepted by the Project Engineer, Resident Engineer, or Construction Engineer as is or with modifications (only the supervising inspector or engineers can modify the work report)
5. Rejected – the Work Report has been returned to the Field Personnel for corrections (only the writer can modify the work report)
6. Locked – an Approved Work Report is locked and cannot be modified (no one can modify the work report)

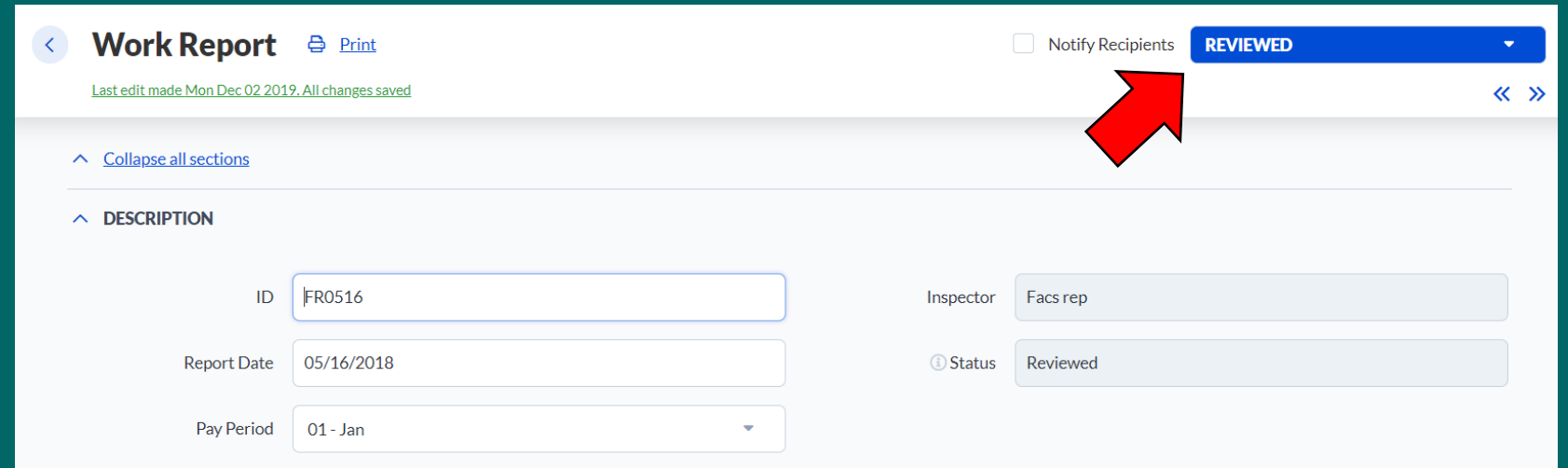


USERS GUIDE TO WORK REPORTS (FACS)

WORK REPORTS

To change the status of a change order entry, click on the status button

You may need to click on the button multiple times to obtain the desired status.



The screenshot shows the 'Work Report' form. At the top, there is a back arrow, the title 'Work Report', a 'Print' icon, and a 'Notify Recipients' checkbox. The status is currently 'REVIEWED', highlighted by a red arrow. Below the status bar, there is a 'Collapse all sections' link. The 'DESCRIPTION' section is expanded, showing fields for ID (FR0516), Report Date (05/16/2018), Pay Period (01 - Jan), Inspector (Facs rep), and Status (Reviewed).

Draft

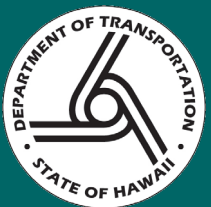
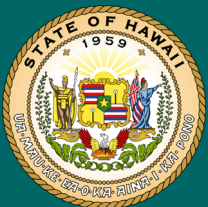
Submit

Reviewed

Approved/Rejected

Locked

There will be a brief pause between status changes

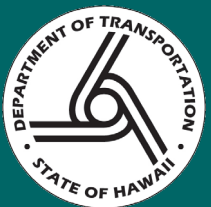
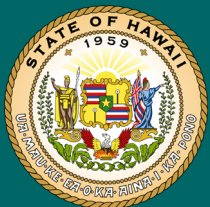


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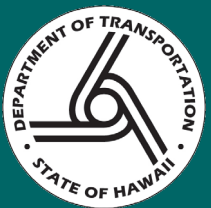
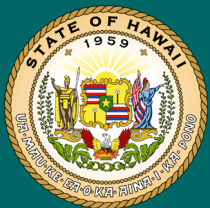
WORK REPORTS

Notes:

1. Only fields with a blue asterix next to it require an entry
2. Work Reports are to be printed only when needed
3. Force Account Work Reports shall be downloaded, a digital signature stamp added, and then signed and sent to the Contractor/Subcontractor via HDOT's e-sign process



END OF GUIDE



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