

USER'S GUIDE TO GETTING STARTED IN FACS

STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

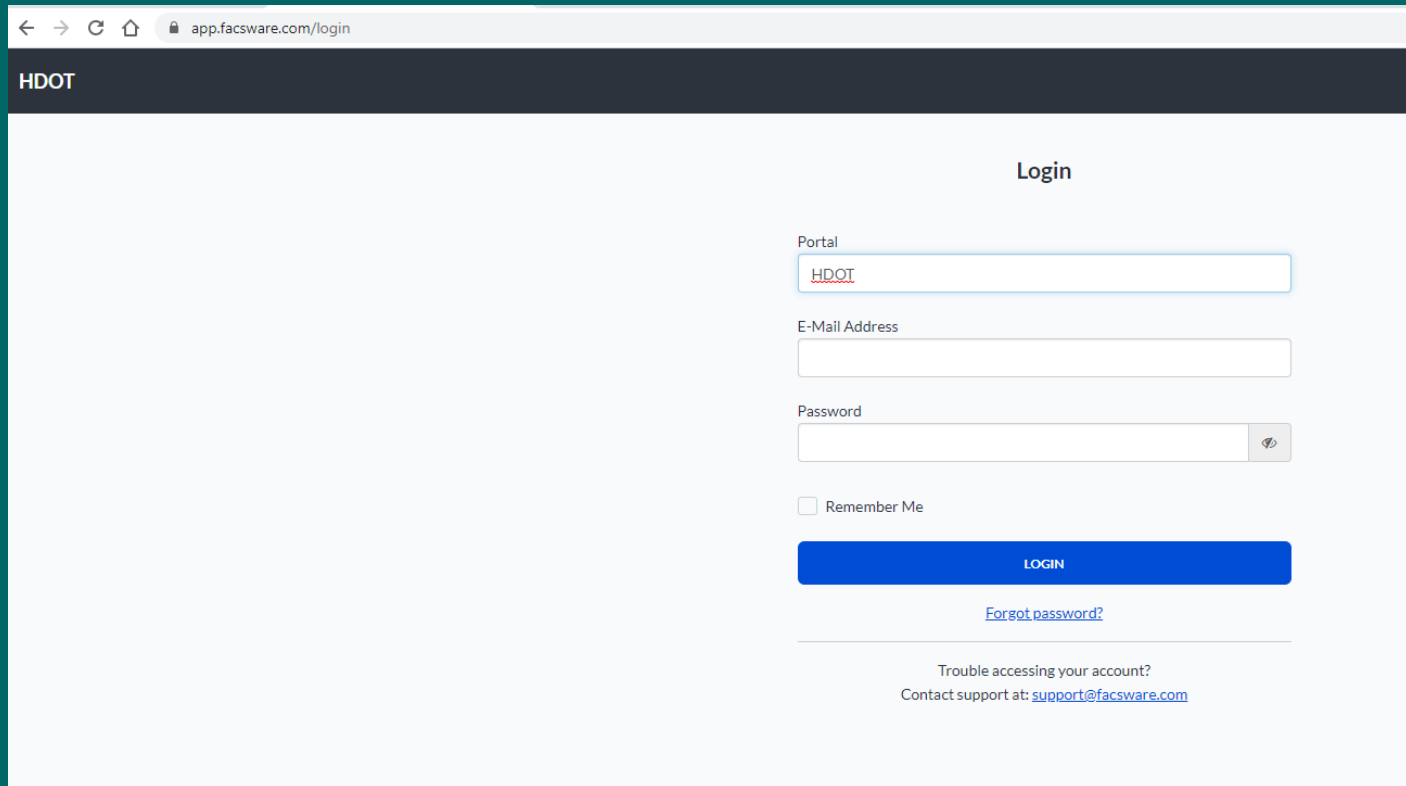
HIGHWAYS DIVISION

E-CONSTRUCTION



LOGGING IN

To start FACS, login to <https://app.facsware.com/login>
The Portal name is HDOT



The screenshot shows a web browser window with the address bar displaying 'app.facsware.com/login'. The page has a dark header with 'HDOT' in white. The main content area is white and titled 'Login'. It contains three input fields: 'Portal' with 'HDOT' entered, 'E-Mail Address', and 'Password'. Below the password field is a 'Remember Me' checkbox. A blue 'LOGIN' button is positioned below the checkbox. A link for 'Forgot password?' is located below the button. At the bottom, there is a link for 'Trouble accessing your account?' and a support email address 'support@facsware.com'.

HDOT

Login

Portal
HDOT

E-Mail Address

Password

☐ Remember Me

LOGIN

[Forgot password?](#)

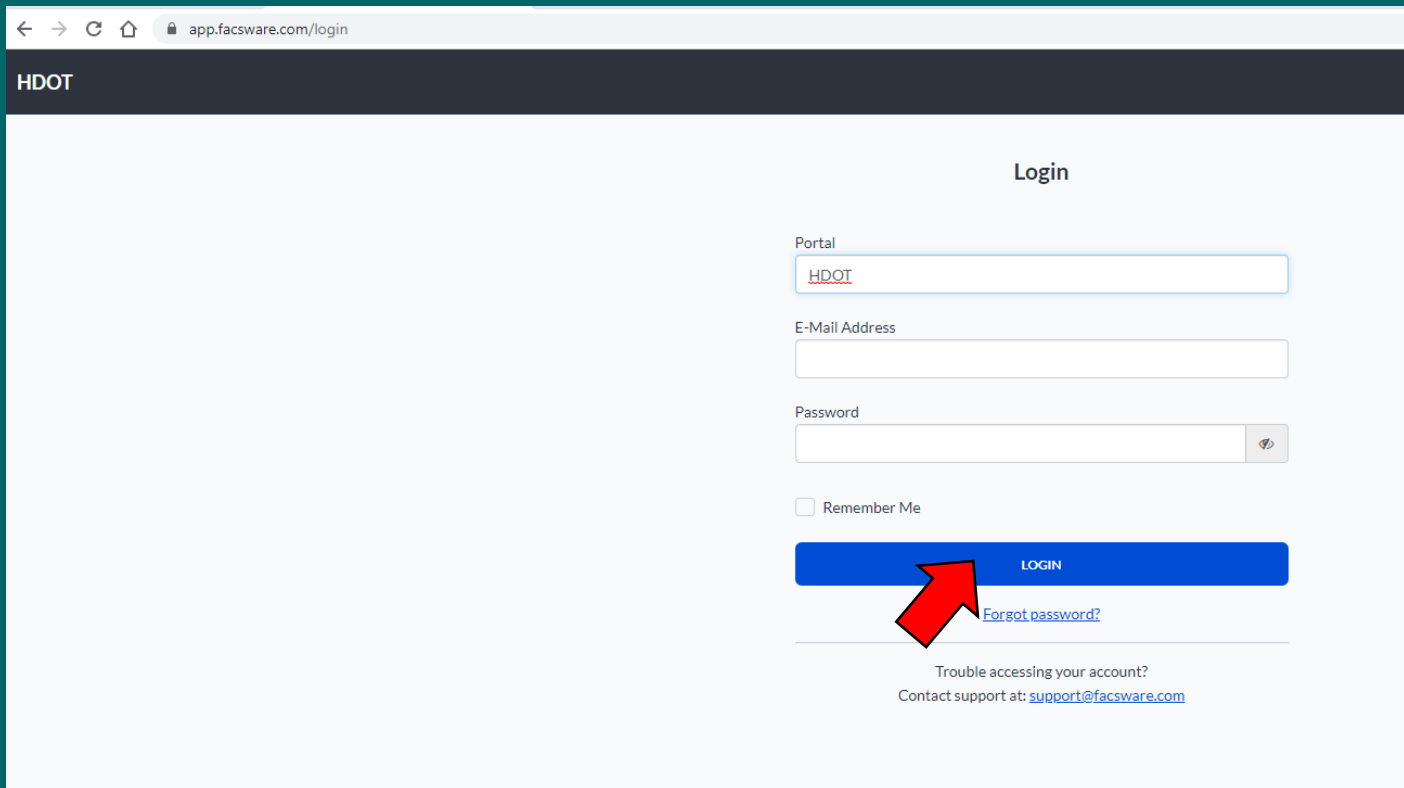
Trouble accessing your account?
Contact support at: support@facsware.com



LOGGING IN

For first time users, click on the [Forgot Password?](#) to create a password.

If you already are a user and forgot your password, you do the same



app.facsware.com/login

HDOT

Login

Portal
HDOT

E-Mail Address

Password

☐ Remember Me

LOGIN

[Forgot password?](#)

Trouble accessing your account?
Contact support at: support@facsware.com



LOGGING IN

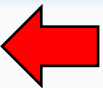
Enter your e-mail address and the portal name and click on the Request Reset Link button. An e-mail will be sent to you with the link to create a password. You may need to check your e-mail's Junk/Spam folder

Reset Password

Enter your information below and we will send you a password reset link.

E-Mail Address

Portal

[REQUEST RESET LINK](#) 

[Back to Login](#)



SELECTING A PROJECT

There are 2 ways of selecting a project.

The 1st way is to double click on one of the projects listed in the Log Table

Projects

☐ Filter

Project Number	Start Date	Estimated Completion Date	Island	District	Status	Project N...
12345	04/02/2018	04/02/2018	Oahu	North Kohala/South Kohala/Ham...		Test Proj...
00000A	02/01/2018	02/01/2019	Hawaii			Hilo Via...
00000B	03/01/2018	12/25/2018				Kauai Vi...
00000C	02/08/2018	09/21/2018	Maui			Maui Vi...
F.A.P. No. HSIP-0250(007)	12/27/2018	09/20/2018	Hawaii	South Kohala	Construction	Kohala ..
F.A.P. No. HSIP-010(001)	01/11/2018	07/02/2018				

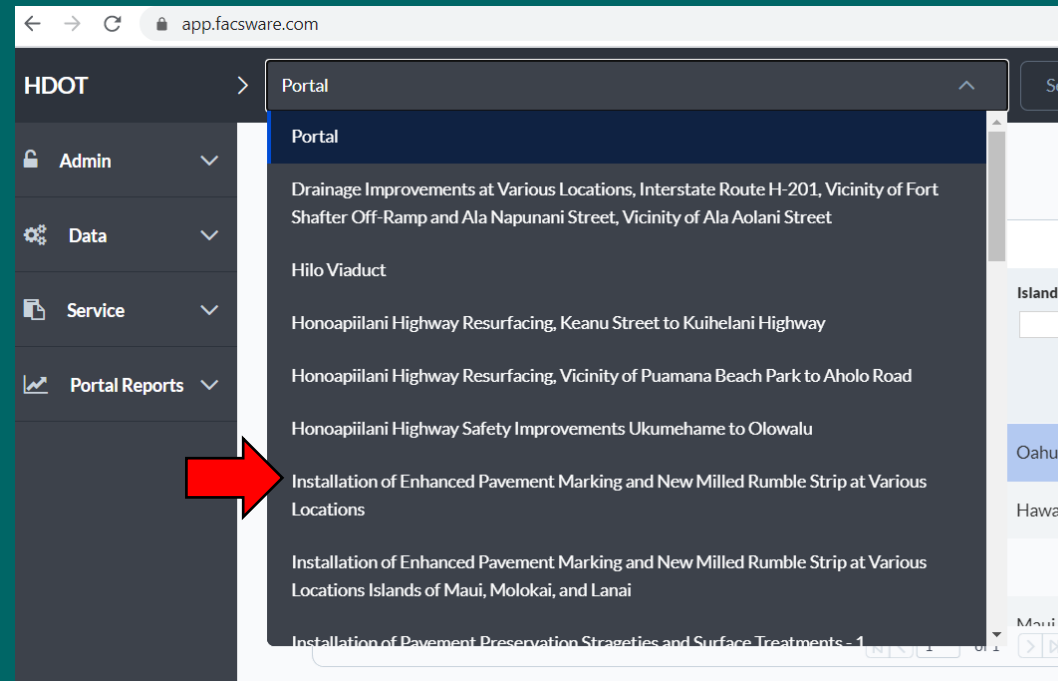
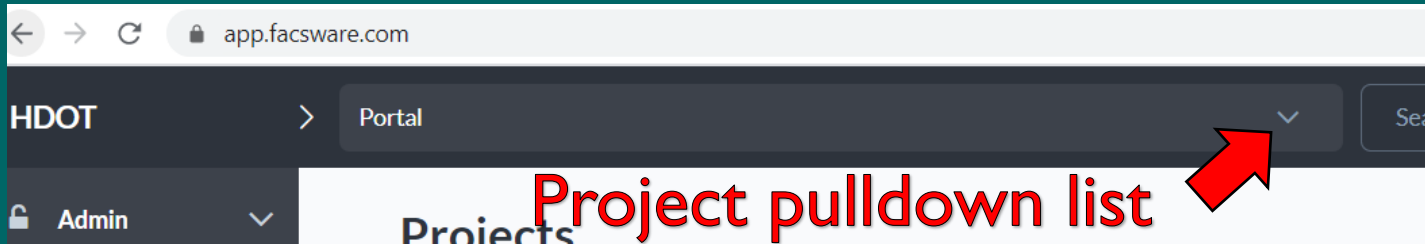
1 of 1 999 items per page 1 - 28 of 28 items

Double click



SELECTING A PROJECT

The 2nd way to select a project is to click on one of the projects listed in the pulldown list located in the menu bar



CUSTOMIZE LOG TABLES

One way of making it easier to find information in FACS is to customize the log tables for each service. The examples can be universally applied to all log tables. Each user's customization is unique to the user only

Projects

☐ Filter

Project Number	Start Date	Estimated Completion Date	Island	District	Status	Project N...
12345	04/02/2018	04/02/2018	Oahu	North Kohala/South Kohala/Ham...		Test Proj...
00000A	02/01/2018	02/01/2019	Hawaii			Hilo Via...
00000B	03/01/2018	12/25/2018				Kauai Vi...
00000C	02/08/2018	09/21/2018	Maui			Maui Vi...
F.A.P. No. HSIP-0250(007)	12/27/2018	09/20/2018	Hawaii	South Kohala	Construction	Kohala ...
F.A.P. No. HSIP-040-1(11)	04/11/2018	07/28/2018				

1

 of 1

999 items per page

1 - 28 of 28 items




CUSTOMIZE LOG TABLES - SORTING

Each column can be used to sort the log table. Click on the upside-down chevron to access the sort feature

Projects

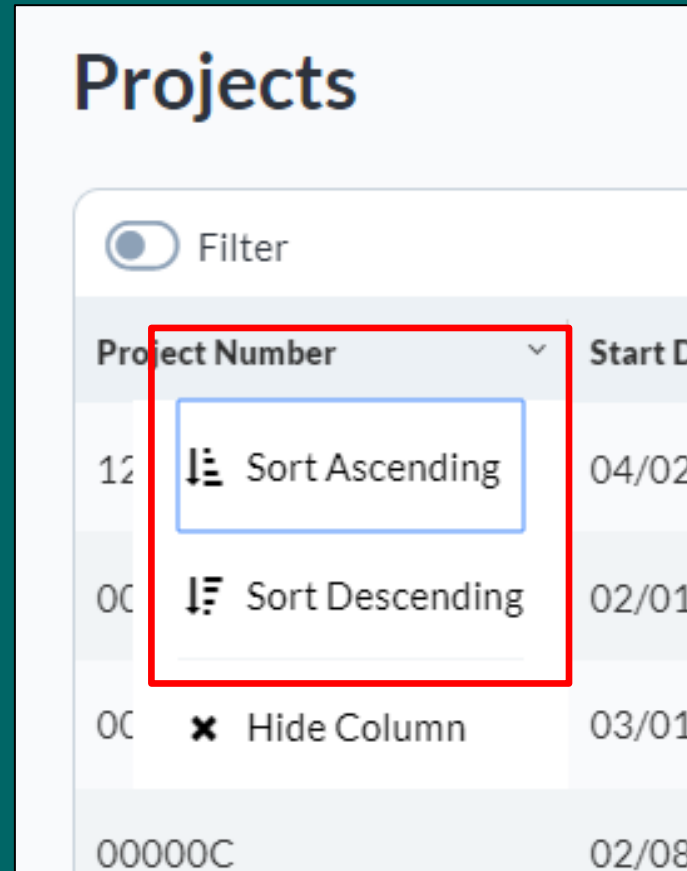
☐ Filter

Project Number	Start Date	Es
12245	04/02/2018	0



CUSTOMIZE LOG TABLES - SORTING

The columns can be sorted in ascending or descending order



CUSTOMIZE LOG TABLES - FILTERING

Information in a log table can be filtered to show only information needed. To filter a table, click on the Filter slider button

Projects

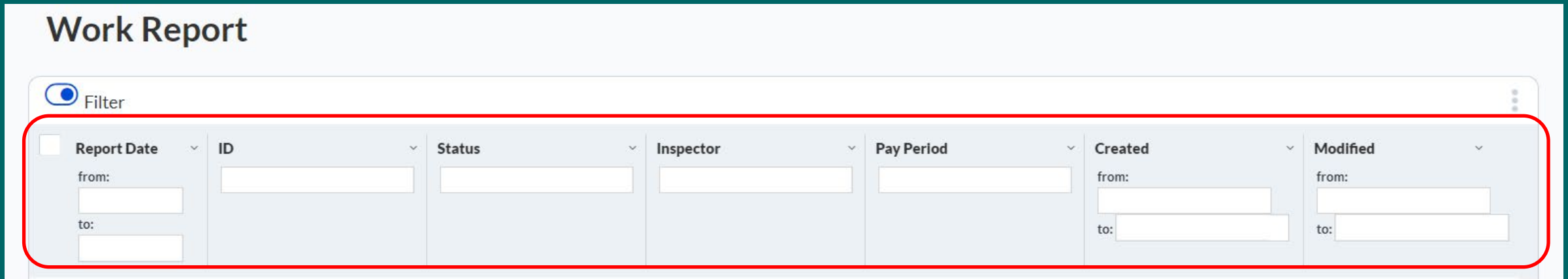
☒ Filter

Project Number	Start Date	Estimated Completion Date	Island	District	Status	Project N...
12345	04/02/2018	04/02/2018	Oahu	North Kohala/South Kohala/Ham...		Test Proj...



CUSTOMIZE LOG TABLES - FILTERING

When the Filter slider button is clicked, input fields appear for each column. Partial entries into the input fields will also yield results. For example, in the Work Reports, a user could filter the log table using ID, Status, or Inspector, or a combination of columns to only look at select work reports



The screenshot shows the 'Work Report' interface. At the top left is the title 'Work Report'. Below it is a 'Filter' section with a blue toggle switch and the word 'Filter'. A red rectangular box highlights the filter fields. These fields are organized into two rows. The first row contains seven columns: 'Report Date', 'ID', 'Status', 'Inspector', 'Pay Period', 'Created', and 'Modified'. Each column has a dropdown arrow. The second row contains input fields for each column: 'Report Date' has 'from:' and 'to:' fields; 'ID', 'Status', 'Inspector', and 'Pay Period' each have a single input field; 'Created' has 'from:' and 'to:' fields; and 'Modified' has 'from:' and 'to:' fields.

ID: enter FA to see all force account work reports (see Work Reports user's guide)

Status:

- Enter Submit to see new work reports submitted by the Inspector
- Enter Rejected to see work reports returned for corrections by the Project Engineer



CUSTOMIZE LOG TABLES - FILTERING

Another example would be for Sample Cards, a user could filter the log table using Sample Type, Status, or BIC, or a combination of columns to only look at select sample cards

Sample Card Field Test

☒ Filter

JC No	Sample Type	Sample No	Status	Sample Card Going To	Sample of	BIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sample Type: enter FA to see all force account work reports (see Work Reports user's guide)

Status:

- Enter Submit to see new sample cards submitted by Construction
- Enter Received to see when the samples of a sample cards were received by HWY-L
- Enter Under Review to see sample cards that are being processed by HWY-L

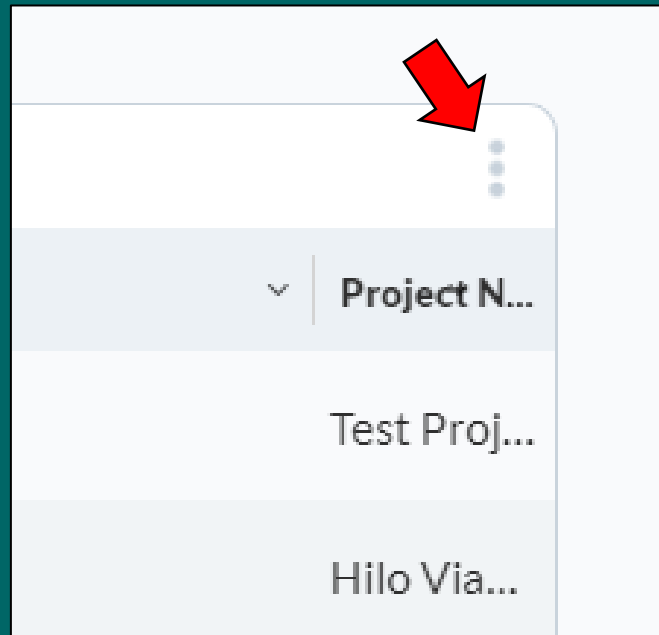
BIC: enter a name of the primary person in the lab section



CUSTOMIZE LOG TABLES – HIDING COLUMNS

Columns can be hidden to meet the user's needs. User's may want to hide a column that may not be useful to them. There are 2 ways to hide a column.

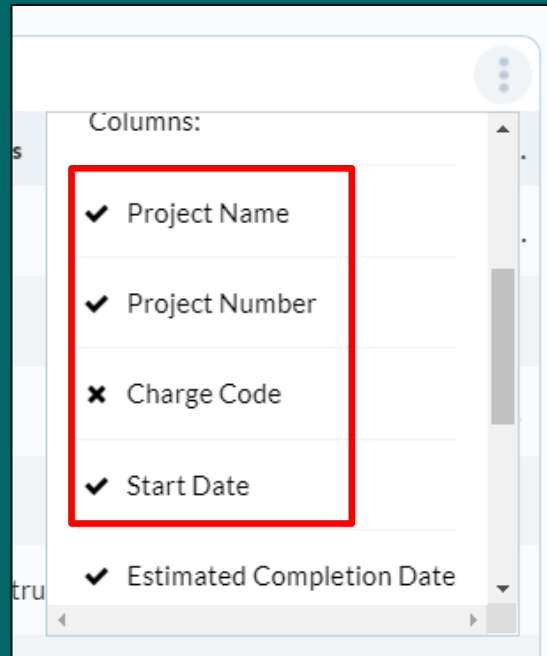
The 1st way to hide a column is to go to the upper right hand corner of the log table and click on the 3 dots



CUSTOMIZE LOG TABLES – HIDING COLUMNS

Scroll down the list and click on the columns that you do not want to be visible. An “x” will appear next to the column name.

Click on the column name that you want to be visible. A “check mark” will appear next for the column name.




CUSTOMIZE LOG TABLES – HIDING COLUMNS

The 2nd way to hide a column is to go to each column and click on the upside-down chevron

Projects

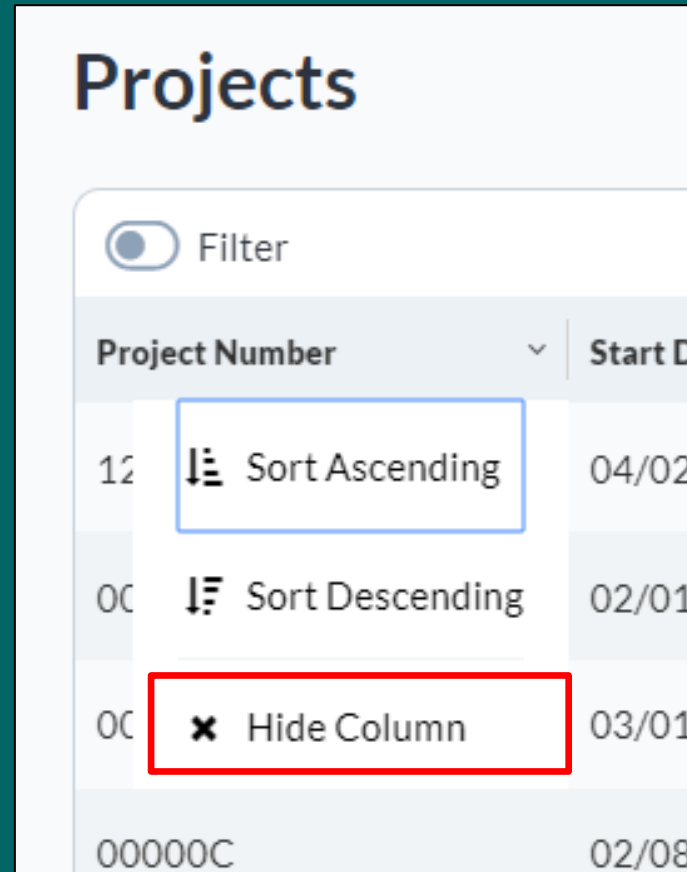
☐ Filter

Project Number	Start Date	Es
12245	04/02/2018	0



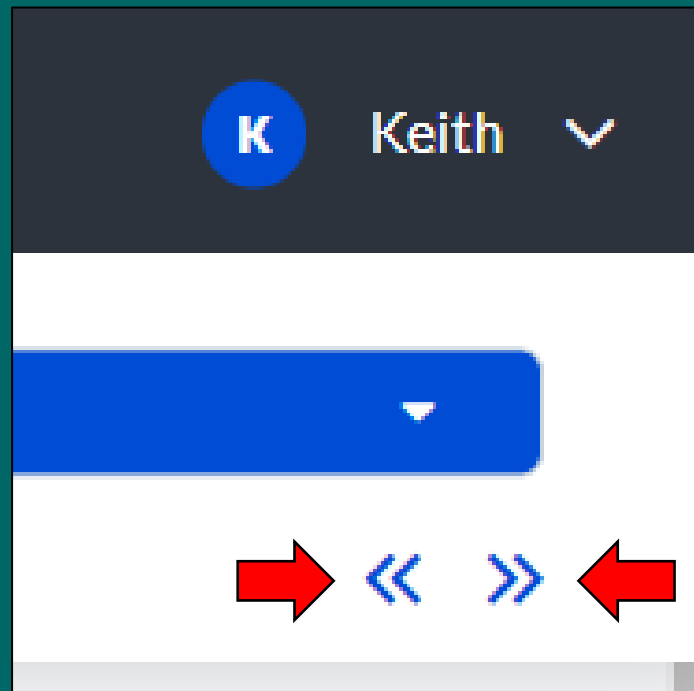
CUSTOMIZE LOG TABLES – HIDING COLUMNS

Click on the Hide Column option



MOVING BETWEEN RECORDS

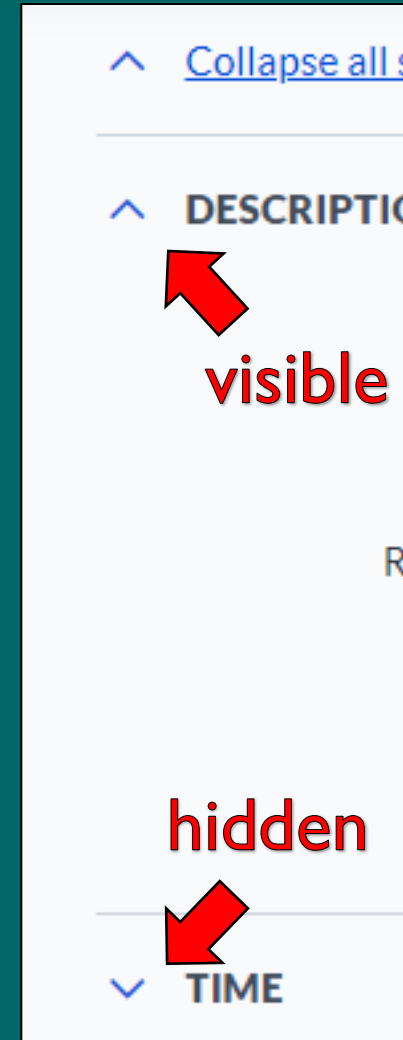
Movement between records (forward or backward) can be made using these double chevrons (upper right hand corner, under the Status button) without exiting the record and selecting the next record from the Service's Log Table



HIDING SECTIONS OF A SERVICE

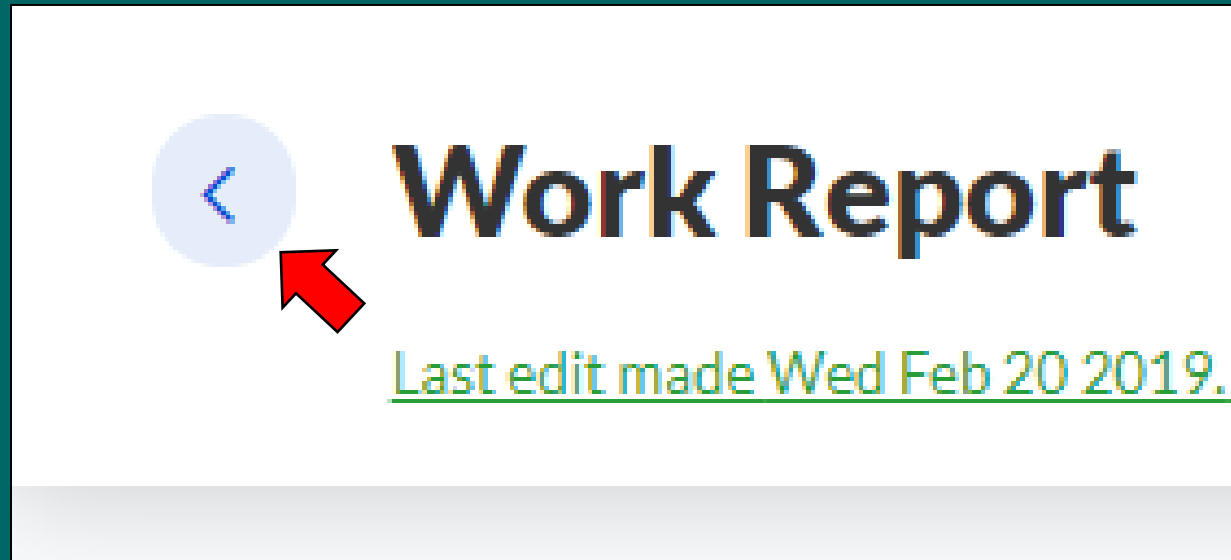
Sections of a service (Work Report, Sample Cards, etc) can be temporarily hidden while inputting data. To hide a section click on the upward facing chevron.

The section will disappear and the chevron will face downward



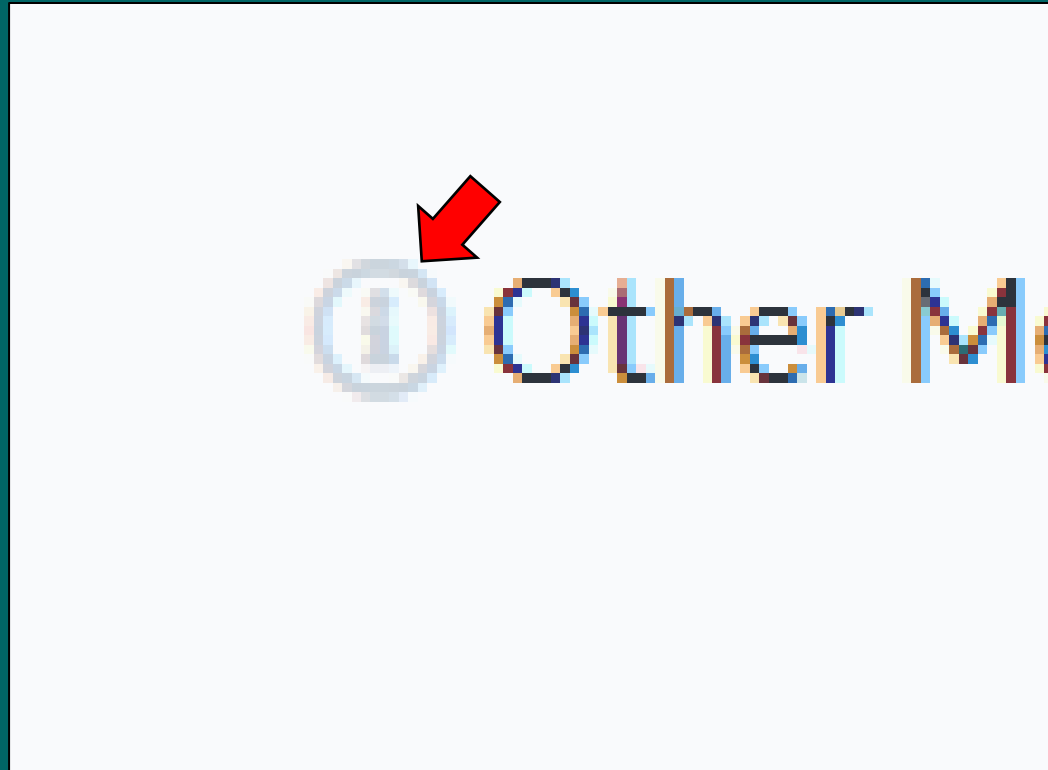
RETURNING TO THE LOG TABLE

To return to the Service's Log, click on the left facing chevron



HELP TIPS

Select input fields have help tips associated with them. To see the help tips, pass the mouse pointer over the light grey “i” in the circle



CALENDAR FUNCTIONS

All date input fields have a built-in calendar function that you can use to choose a date

If you choose to type in a date, use the format of MM/DD/YYYY

The screenshot shows a web form with several input fields. The 'Report Date' field is highlighted with a blue border and contains the text '02/20/2019'. A calendar dropdown is open, showing the month of February 2019. The calendar has a blue header with '<' and '>' arrows and the text 'FEBRUARY 2019'. Below the header is a grid of days. The 20th of February is selected, indicated by a blue circle. Other fields visible include 'Pay Period', 'Condition', and 'Time Measured'. The 'Time Measured' field has 'am' and 'pm' buttons.


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

PULLDOWN MENUS

Select input fields have pulldown menus. Click on the downward facing triangle to access the preloaded information

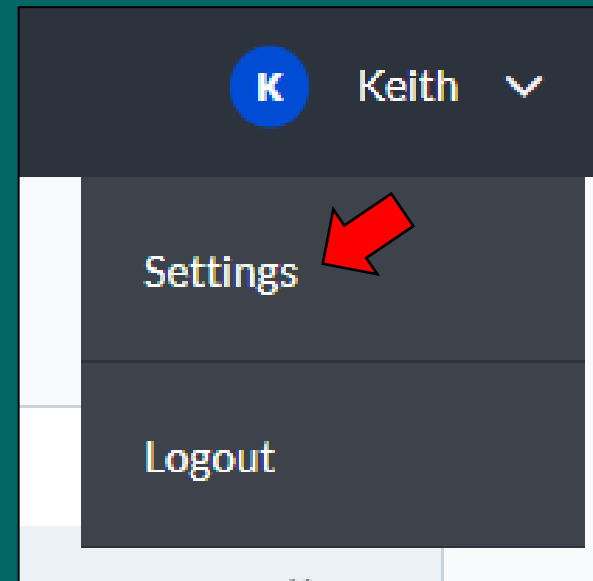
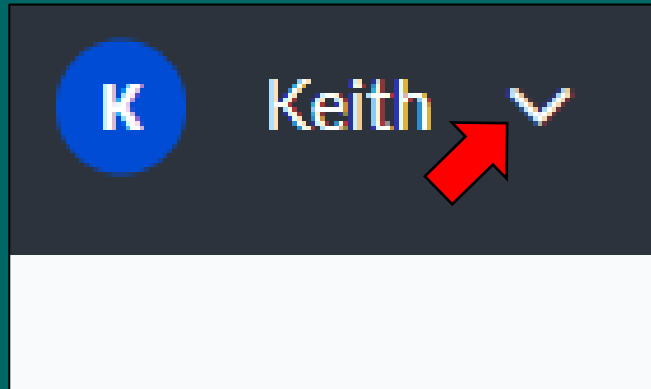
^ WEATHER

Condition



E-MAIL NOTIFICATIONS

Notifications can be customized to meet the user's needs. To customize Notifications, click on the downward facing chevron next to your name and then click on settings



E-MAIL NOTIFICATIONS

There are several options for Notifications – Full Notifications, where all options to receive notifications is turned on

Notifications

Select which notifications you would like to receive for the services listed below

Service	Workflow	Sharing	Comment	BIC
<input type="checkbox"/> BMP Inspection	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Monthly Compliance	<input checked="" type="checkbox"/>	N/A	N/A	N/A
<input checked="" type="checkbox"/> Change Order	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/> Deficiency Tracking	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input type="checkbox"/> Email	N/A	<input type="checkbox"/>	N/A	N/A
<input type="checkbox"/> Feedback	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/> Material Tracking	<input checked="" type="checkbox"/>	N/A	N/A	N/A
<input type="checkbox"/> RFI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



E-MAIL NOTIFICATIONS

Partial Notifications, where some options to receive notifications are turned on

To turn off some of the notifications under a service, click on the checkbox under the service (red arrow) and then turn off the notification for the selected notification by clicking in the checkbox (off arrow)

Notifications

Select which notifications you would like to receive for the services listed below

Service	Workflow	Sharing	Comment	BIC
 BMP Inspection	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BMP Monthly Compliance	<input checked="" type="checkbox"/>	N/A	N/A	N/A
<input checked="" type="checkbox"/> Change Order	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/> Deficiency Tracking	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input type="checkbox"/> Email	N/A	<input type="checkbox"/>	N/A	N/A
<input type="checkbox"/> Feedback	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/> Material Tracking	<input checked="" type="checkbox"/>	N/A	N/A	N/A
 RFI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

E-MAIL NOTIFICATIONS

No Notifications, where the options to receive notifications is turned off

Notifications

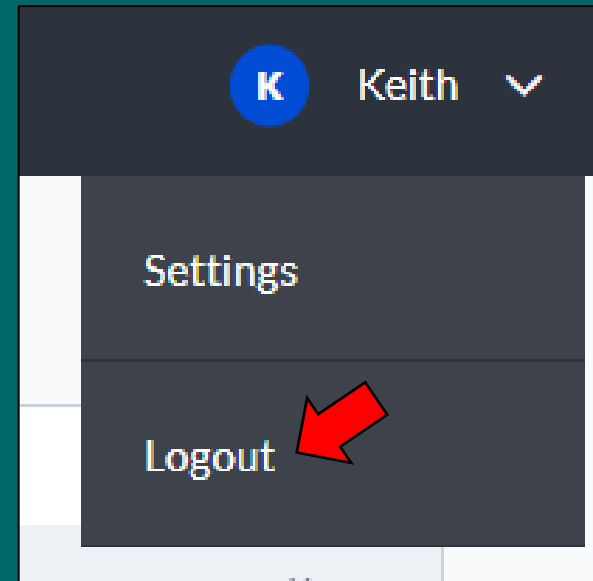
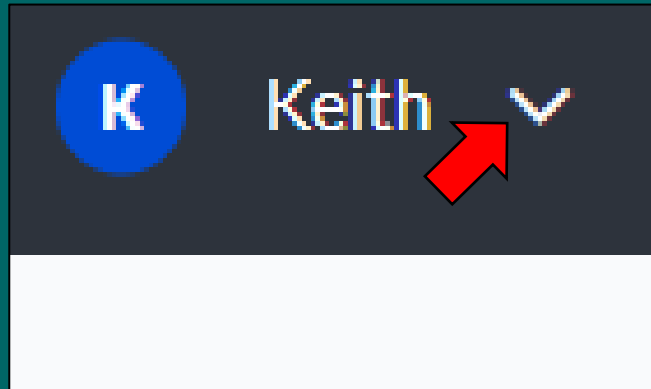
Select which notifications you would like to receive for the services listed below

Service	Workflow	Sharing	Comment	BIC
<input type="checkbox"/> BMP Inspection	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BMP Monthly Compliance	<input checked="" type="checkbox"/>	N/A	N/A	N/A
<input checked="" type="checkbox"/> Change Order	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/> Deficiency Tracking	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input type="checkbox"/> Email	N/A	<input type="checkbox"/>	N/A	N/A
<input type="checkbox"/> Feedback	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
<input checked="" type="checkbox"/> Material Tracking	<input checked="" type="checkbox"/>	N/A	N/A	N/A
<input type="checkbox"/> RFI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



EXITING FACS

To exit FACS, click on the downward pointing chevron next to the user name and then click on Logout from the menu that drops down



END OF GUIDE

