



## **Office of Materials and Research**

# **Field Data Collection System (FDACS) Version 4.2**

## **Administrator Training Guide**

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January 2007

# **FIELD DATA COLLECTION SYSTEM 4.2**

## **Administrator Guide**

# Field Data Collection System Version 4.2

## Acknowledgements

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## Important Information

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## **OVERVIEW OF FDACS**

### **What You Will Learn....**

- Changes in Version 4.2
- New FDACS Process Flow



# 1 Overview of FDACS

This computer program is used by GDOT Testing Technicians and Contractor Testing Technicians to collect & distribute field test data. It is designed to be a standalone system (Client) that can be used in remote locations to collect field test data for future distribution to a central database (Server).

It is composed of a collection of field test data forms that are used to collect, distribute and report field material test data. This includes Roadway & Plant, Independent Assurance, Aggregates, and Portland Cement.

The four major components of FDACS are

- FDACS Client – the standalone version used in the field by technicians and plants to submit their test records.
- FDACS Production Server – the central database where uploaded field test records are authorized by OMR supervisors.
- FDACS Read-only Server – a non-editable view of the central database for GDOT personnel.
- FDACS Webview – a secure view for producers of their own data in the central database.

## 1.1 Changes in FDACS 4.2

The following are changes since version 4.1:

### Client Side:

- Asphalt Reports re-written
- Aggregate Material Code Update
- 128C Source re-assigned

### Server Side:

- Migrated data to SQL database
- Consolidated FDACS system to a single database (no copies)
  - Removed all batch jobs
- Updated web upload

## 1.2 Functionality

FDACS performs multiple functions:

- Initial calculations on test data
- Backs up or restores data
- Exchanges data between technicians. Some tests are multi-part, which are started by one technician and completed by another, which means two different computers have to talk to each other. Computer diskettes or e-mail

attachments are the recommended media to use to exchange test data between technicians and at remote locations.

- Generates hardcopy test reports and statistical summaries and quality ratings, including built-in calculations.
- Allows the user to edit, review or delete test data.
- Uploads test data to GDOT.
- For aggregate or cement producers, imports test data from their own system to FDCS using templates.
- Allows the user to import updated nuclear gauge factors to the Client after the gauges are calibrated.

### **1.3 Target Audience**

This course is designed for the following OMR supervisory personnel:

- Testing Management Operations Supervisors
- Independent Assurance Area Supervisors
- Technical Services Engineers
- Branch Chiefs and Supervisors

### **1.4 Course Prerequisites**

- Basic Windows skills
- Knowledge of Quality Control or Acceptance Testing equipment and procedures
- FDCS User training

### **1.5 Course Objectives**

In order to successfully complete this course, you will complete the following tasks:

- Download FDCS Server and FDCS Webview link
- Navigate in FDCS Server
- View Data
- Input Data

## 1.6 New FDCS 4.2 Architecture

The system architecture has changed since the last version of FDCS. The main change has been the elimination of the batch process, which has been replaced with a more streamlined exchange of Client-Server data. The new architecture includes the following process:

1. FDCS Client Uploads data through the firewall to the central SQL Server database.
2. GDOT network users access the central database on SQL Server through Terminal Services using Production or Read-only user interfaces.
3. External users view their own data via a secure web connection.

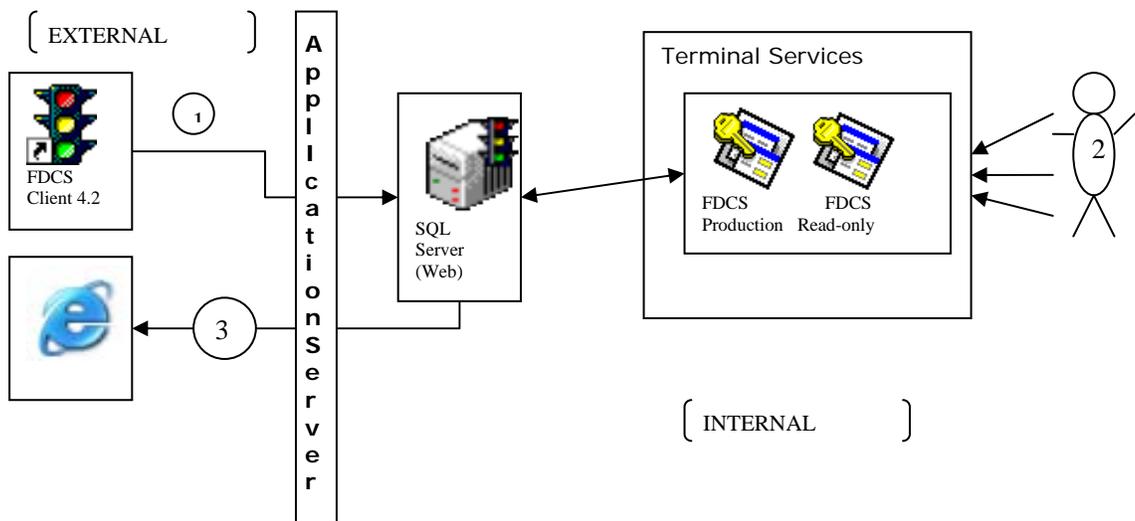


FIGURE 1. FDCS SYSTEM ARCHITECTURE

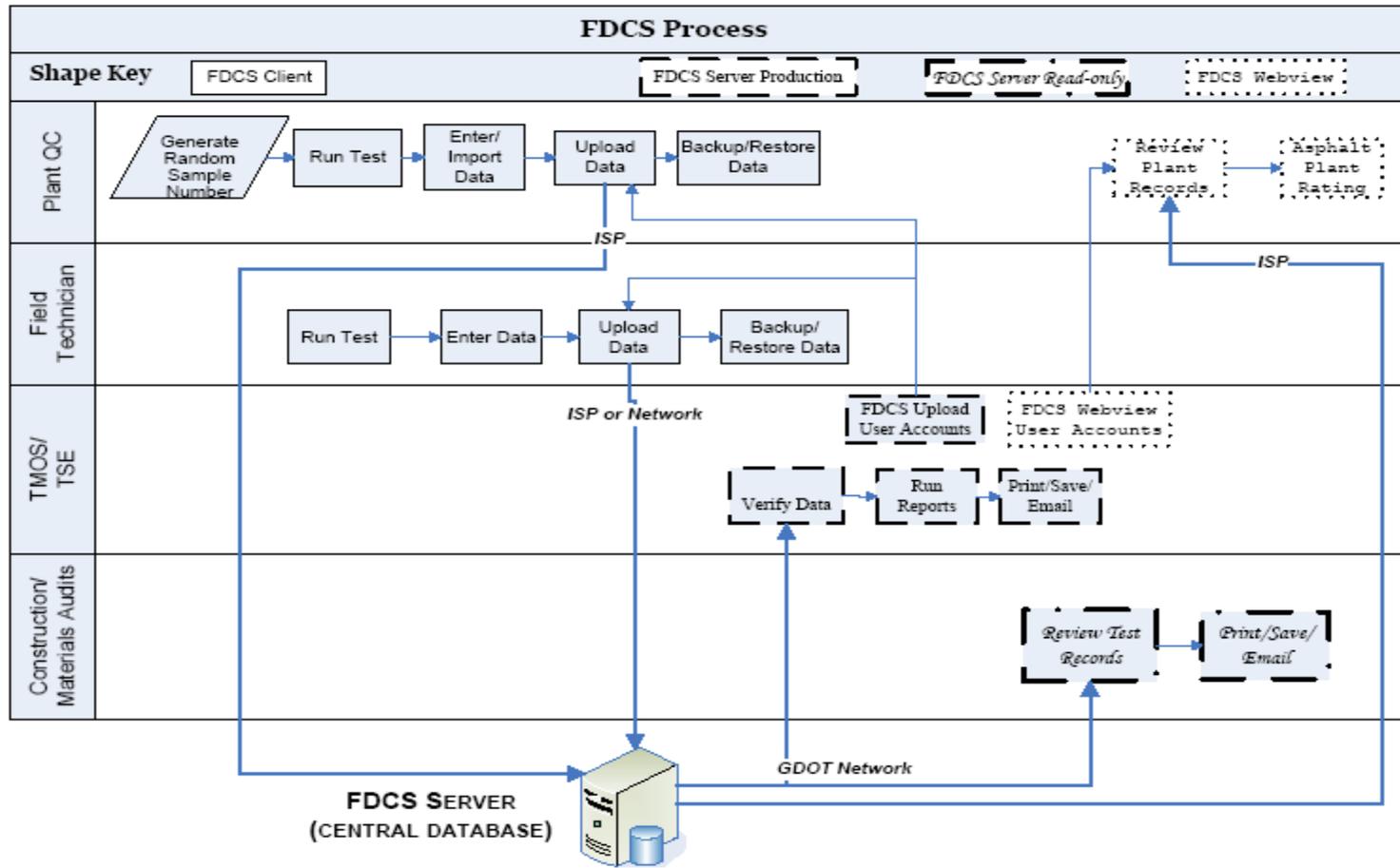


FIGURE 2.: FDCS PROCESS FOR DIFFERENT USERS

# **INSTALLING FDACS**

## **What You Will Learn....**

- How to Download FDACS
- Full Install vs. Light Install
- How to Backup



## 2 Installing FDACS 4.2

### 2.1 Overview

The software is available for installation two ways:

- Installing from an Internet download
- Installing from a CD-ROM

Additional technical information regarding the operation of this program can be found on the CD-ROM in the DOCS folder. If you did not receive this program on CD-ROM then they can be downloaded from the Internet at <http://tomcat2.dot.state.ga.us/fdacs/upgrade/fdacsupgrade2.cfm>.

### 2.2 System Requirements

For the best results you should have at least a Microsoft Windows 98 or higher (Windows NT 4 needs service pack 4 or later). This program requires:

- Access to the Internet (any Internet Service Provider or GDOT Network connection)
- Windows 98 or above \*
- Internet Explorer 5.0 or above
- 40 MB of hard disk
- 64 MB of ram (256 MB recommended)
- 166 MHZ CPU clock (500 MHZ recommended)
- May need administrator profile to perform installation \*\*

\* This application is not supported on the Windows 95 operating system. If you are experiencing problems installing FDACS 4.x on Windows 95, please contact your local technical support.

\*\*If this software is to be installed on a computer that belongs to your company, you must contact your computer systems administrator and get permission to install it or have them install it for you. *Your administrator will also need to make sure that you have write permissions to the **GDOTDCS.MDE** file.*

### 2.3 Installation Instructions for FDCS 4.2

GDOT personnel with access to the network, contractors and producers with high-speed internet connections should download FDCS upgrades from the website. To assist contractors and producers who have slow connections or difficulty downloading from the internet, the TMOS or TSE should Save the install package to a CD-ROM. The CD-ROM can then be taken to the plant or sent by mail.

You can find links to the latest version of the GDOT Field Data Collection System and related documents at: <http://www.dot.state.ga.us/dot/construction/materials-research/software.shtml>

Or you can go directly to the upgrade website at

<http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm> to download the correct update.

Field Data Collection System  
Latest version  
**Version 4.2**

NOTE: Download the installation package to your desktop before attempting to run it. Once the installation is completed, you can remove it from your desktop.

Install Instructions	Name	Details	Size	Content	Download
	Light Upgrade	Download this package if you have FDCS 4.x or above on your machine.	12 MB	Upgrade Components only	
	FDCS Full Install	Download this package if you do not have any FDCS version on your machine.	25 MB	MS Access Run time, VB-Plug-ins, Upgrade Components	

Note for users who downloaded the FDCS4.2 upgrade package before 9/2/05: If you experienced data lost from the upgrade, you can get the data back by downloading and running the following patch: [topatch.exe](#)

**System Requirements:**

- Access to the Internet
- Windows 98 or above \*
- Internet Explorer 5.0 or above
- 40 MB of hard disk
- 64 MB of ram (256 MB recommended)
- 166 MHZ CPU clock (500 MHZ recommended)
- May need administrator profile to perform installation

\* This application is not supported on the Windows 95 operating system. If you are experiencing problems installing FDCS 4.x on Windows 95, please contact your local technical support.

If you are experiencing problems installing FDCS 4.x on a Windows 98 machine, please download the following patch. Run it then run the FDCS 4.x installation program  
[YB-Plug-ins Service Pack for Windows 98](#)

Click the **Install Instructions** button next to each type of installation for complete step-by-step procedures.

---

**Note:** The most common error that occurs when upgrading is that the user tries to run the install from the website or the CD-ROM. The installation package **MUST** be saved or copied to the user’s Desktop **BEFORE** it is executed.

---

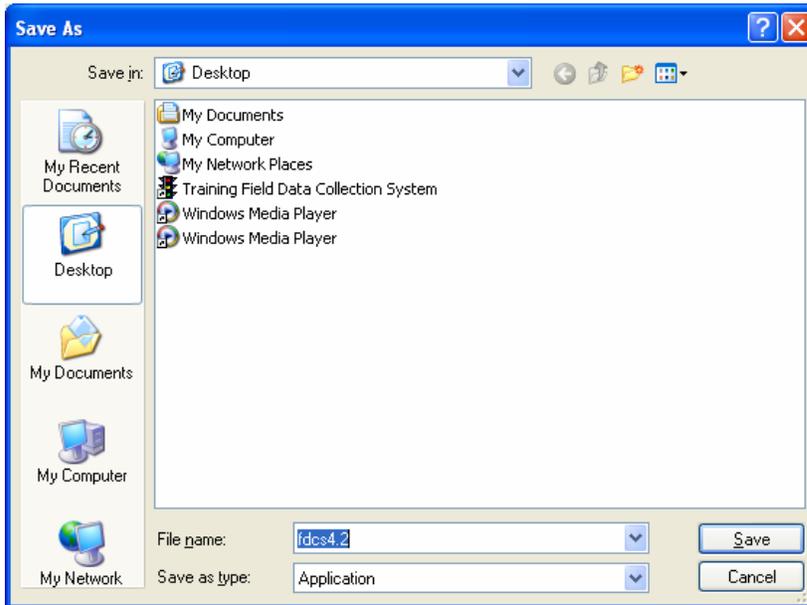
Many computers will require that the person performing the install be an Administrator or Power User for that computer. Check with your local Technical Support for assistance.

To perform an installation:

1. Click the **Install Instructions** button.
2. **Print** the instructions and **Close** the document.
3. Click the **Download** button.



4. Click **Save**.



5. On the **Save in:** dropdown list, select **Desktop**
6. Click **Save**.
7. Follow the directions in the **Install Instructions**.

### **2.3.1 Light Upgrade - Future Updates of Version 4.x**

The copy of FDCS Client software must be kept up-to-date. GDOT does not support older versions of this software. Attempting to Upload with an unsupported version will result in an error message directing the user to the FDCS Update webpage.

### **2.3.2 New Installation of the Field Data Collection System**

If the technician's computer does not have any previous version of FDCS, use the Full Install, for example, if a technician receives a new computer.

For technicians or plants who are upgrading their equipment, it is highly recommended that they do a Backup of their data on the "old" computer, install FDCS Client on the "new" computer, and then Restore their data on the new computer. This is the simplest method.

For assistance with a computer that "crashed" and FDCS data appears to be lost, please contact the GDOT IT Solutions Center.

## **2.4 Contacting GDOT for support**

You may contact the GDOT IT Division Solutions Center for assistance with this software, using the Support Request form on the OMR Software webpage:

<http://www.dot.state.ga.us/dot/construction/materials-research/downloads/fdcs-index.shtml>

However, *before you do* please check the following things:

1. Check for a new version of this software. If you have run in to a problem with the program, it may have already been fixed in the latest version. Additionally the Solutions Center only provides support for current version of FDCS.
2. Do one of the following:
  - Write down any error messages. Do not paraphrase them. Write them down exactly as they appear on your computer screen.
  - Make a "screen shot" of the error message(s). Include any error messages or screen shots with the Support Request.
3. If you have not already done so, read this manual; specifically the Troubleshooting chapter. Most usage problems can be answered by reading the manual.
4. Be at your computer when contacted by the GDOT IT Division Solutions Center. You may be asked to do things to your computer while talking to them.

The phone number for the GDOT IT Division Solutions Center is 404-651-5010 or 1-800-651-5010. The first available Operator will take your call.

# **FDACS SERVER PRODUCTION**

## **What You Will Learn....**

- View Upload Logs
- How to Verify Records and Browse data
- How to Register and Update Upload Accounts
- Troubleshooting



### 3 FDCS Server Production View

FDCS Server is the central database for test data collected on GDOT projects or at producer's Quality Control labs and Uploaded from the FDCS Client. The Terminal Services function allows GDOT supervisory personnel to quickly view central database information through "FDCS Server Production." OMR Testing Management supervisors (TMOS), Assistants, and Technical Services Engineers (TSE) have special permissions to update and verify (authorize) FDCS test records Uploaded to the central database. TMOS and Assistants also use FDCS Server Production to create the Nuclear Gauge Update files.

Contact the Branch Chief or Supervisor to have IT grant "write" permission for a user who will verify test records in FDCS Server Production. Users who do not have the necessary permission will receive the following error message when they try to access FDCS Server Production:

#### 3.1 Installing FDCS Server Production link

To install the Terminal Services link, do the following:

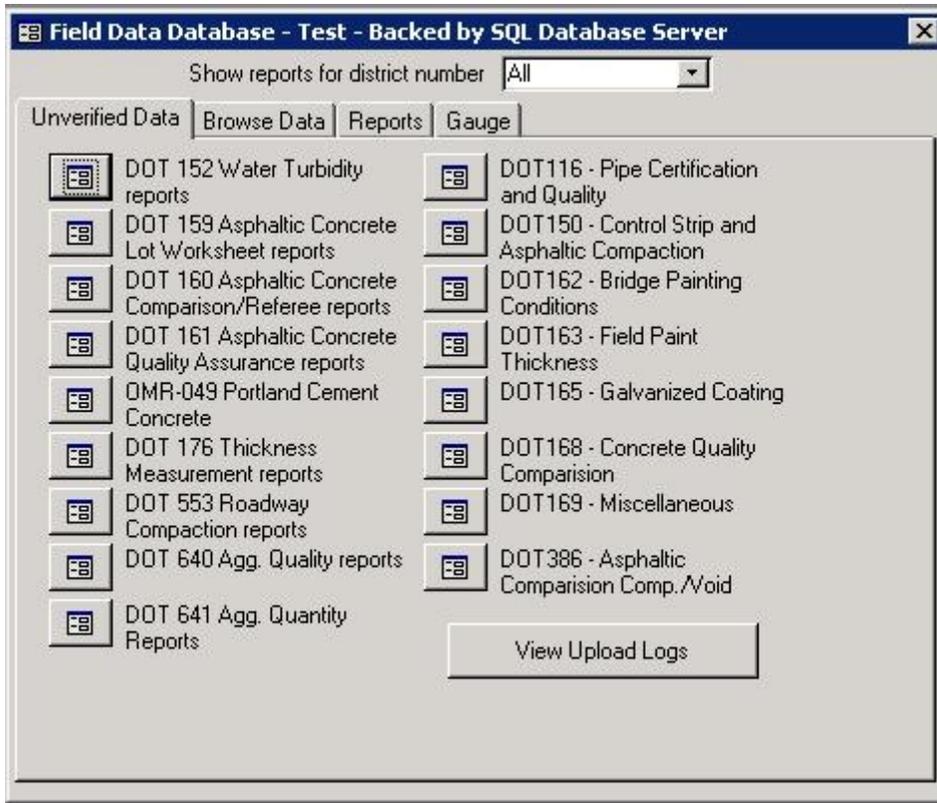
1. On the Desktop, double click on **My Computer**.
2. Go to [\\gdot.ad.local\gdot\Construction\Materials\\_Research\System\Install\FieldData](\\gdot.ad.local\gdot\Construction\Materials_Research\System\Install\FieldData).
3. Select the **FDCS Server Production** icon. This is an .rdp file.
4. Drag and drop this link to your Desktop for future use.
5. Exit **My Computer**.

To open FDCS Server Production:

1. Double click on the **FDCS Server Production** icon on the Desktop.
2. Click **Ok**. The **Log On to Windows** box opens.



3. Enter your GDOT network **User name** and **Password**,
4. Click **Ok**. The **Production Field Data Database** opens.



On the Main Menu, users have the ability to filter records for a single District only, rather than viewing all records statewide. The four tabs available are:

- **Unverified Data** – a filtered view uploaded data for test records that have not been Verified (authorized) by OMR personnel.
- **Browse Data** – all data that has been uploaded to the central database.
- **Reports** – Asphalt, Aggregate, Cement, and other Materials Summary reports for all producer and technician submitted test records.
- **Gauge** – View, Edit, and Print functions for Nuclear Gauge calibration functions. ‘Create Nuclear Gauge File’ and ‘Update Gauge Factors from Update Disk’ are active in FDCS Server Production and are not available in FDCS Server Read-only.

### 3.2 Unverified Data

The **Unverified Data** tab on the Main Menu includes links to each of the forms in FDCS. When the user clicks on a button, the form view opens with the only the test records that have not been Verified (authorized) by a TMOS or TSE. This is a tool to bring the newly submitted test records to their attention, rather than searching through all records to find those that need authorization.

### 3.2.1 Viewing Upload Logs

On the Unverified Data tab, the View Upload Log button will connect the user to the Upload Log on the FDCS Upload Site. This allows GDOT personnel to verify when uploads were made by producers and technicians. The Upload Log includes date, time, and status information for all upload attempts; status includes the user ID and any success or error message generated as part of the upload. This window also includes a record of when Upload user accounts are created or updated.

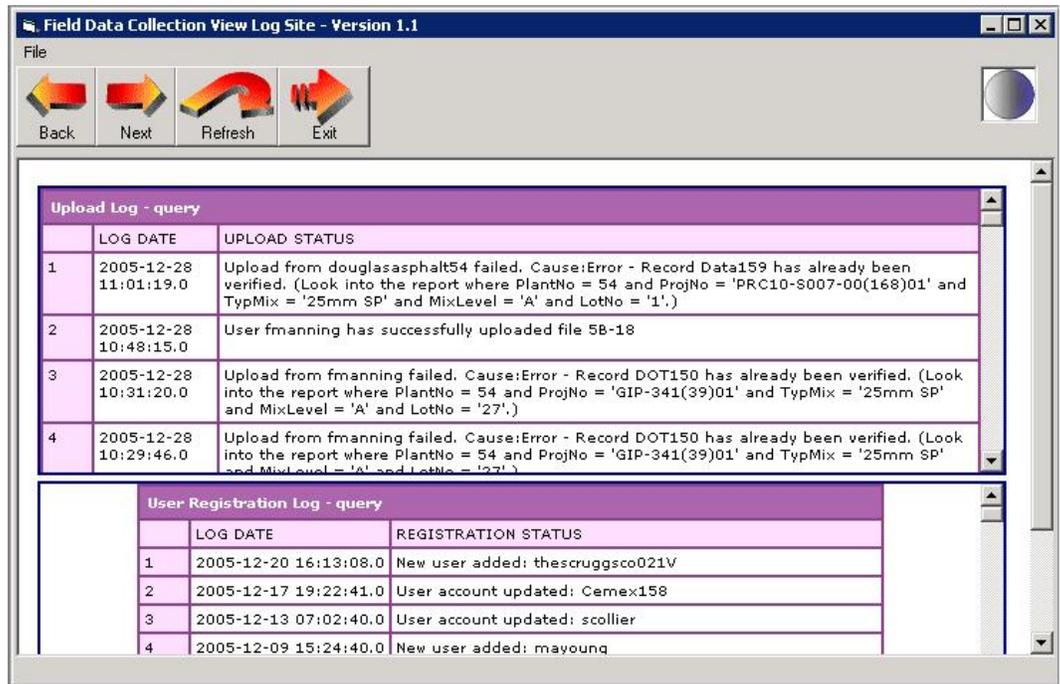
To review the log of uploaded test records:

1. On the **Unverified Data** tab, click the **View Upload Logs** button.

---

**Note:** It may take a minute or more for the Upload Log to display. Be patient.

---



2. Click the **scroll bar on the upper zone** to review the log of test records uploaded.
3. Click the **scroll bar on the lower zone** to review the log of user accounts updated.
4. Click the **Exit** button on the Upload Log window to return to the Main Menu.

---

**Note:** Error messages for the Upload can be seen in the Log. See the Troubleshooting section for common error messages and corrective actions.

---

### 3.2.2 Verifying test records

One of the responsibilities of TMOS, Assistants, and Technical Services Engineers is to verify that test records submitted by approved sources that they monitor are correct and complete when in the FDCS central database. These records are used for plant rating reports, which are monitored by GDOT management. The reviewer enters their name or initials in the Verified By field on each test record when they are sure it is correct.

To verify a test record:

1. On the FDCS Server Main Menu, select the **Unverified Data** tab.
2. On the FDCS Server Main Menu, click the drop-down list and select **District 5**.
3. Click the DOT 159 button. The **DOT 159** form window opens. This is the same form that is seen on the FDCS Client.

DOT 159 - Asphaltic Concrete Lot Worksheet (ENGLISH)

Plant # 4 Project ID: LAR05-S007-00(710) Type Mix: 9.5mm SP Level: A Lot # 15 Find 150

Header Tests Samples Pay Factors

Contract ID: B32001-05-000-0 Date: 11/4/2005 Tech ID: 9IB  
 MixID: 028x151\_9.5SP-20-007L Contractor ID: 2RE390 County No.: 021  
 District No.: 3 Corrected Copy:  Blend: RAP  
 Type Course: Surface

A.C. Grade: PG67-22 A.C. Source No.: 0002 Hyd. Lime:  Liq. Add.:  Quan. this lot (Tons): 815.450

Daily Tonnage (max: 10 days)

Day 1:	Day 2:	Day 3:	Day 4:	Day 5:	Total Quantity:
262.14	553.31	0	0	0	815.45
Day 6:	Day 7:	Day 8:	Day 9:	Day 10:	
0	0	0	0	0	

Next Page ->

Imported: 11/9/2005 2:50:19 PM Edited by Tech: 11/9/2005 7:14:12 AM  
 Verified By:

Print using English units  
 Print using metric units

DOT150 does not exist for this record

Record: 1 of 101 (Filtered)

4. Click the **Last Record** button at the bottom of the form. Notice that the number of records is filtered; this indicates the number of records waiting to be authorized.
5. Find an unverified record for **Plant 123**. Do you find any errors in this test record?
6. Enter the correction.
7. Enter your name and today's date in the **Verified By** field.
8. Click the **Next Record** button.
9. **Close** the DOT 159 window to return to the Main Menu.

### 3.3 Browsing Data

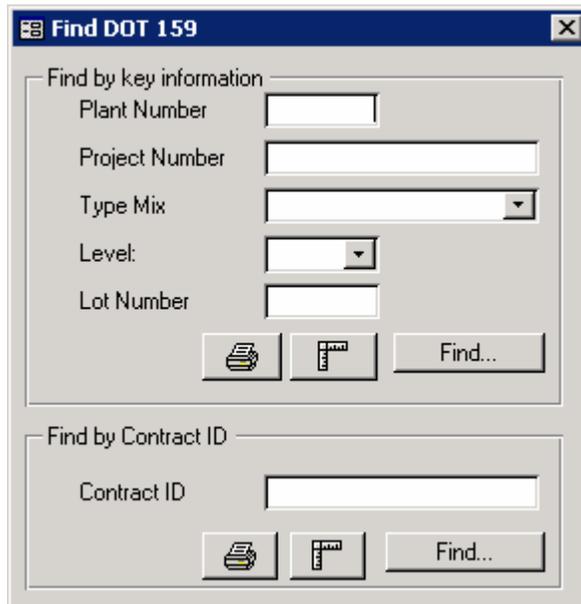
The **Browse Data** tab on the Main Menu includes links to each of the forms in FDACS. Users have two options – **Open** and **Find**.

When the user clicks on the **Open** button, the form view opens with all those test records in the central database. This includes all Unverified records.

When the user clicks on the **Find** button, a window with selection parameters gives the opportunity to filter the records to only those that meet the criteria. Notice in the upper zone ‘Find by key information’ that more than one criteria can be entered. For example, if Plant Number “123” and Type Mix “12.5mm” are both entered then only the records that match *both* criteria will be shown in the form view.

To find a recent test record for a contract/project:

1. On the FDACS Server Main Menu, click the **Browse Data** tab.
2. Click the DOT 159 **Find** button. The **Find DOT 159** window opens.



3. In the **Plant Number** field, type **123**.
4. Click the **Find** button in the upper zone.
5. The **DOT 159** window opens. This is the same form that is seen on the FDACS Client.

DOT 159 - Asphaltic Concrete Lot Worksheet (ENGLISH)

Plant # 4 Project ID: LAR05-S007-00(710) Type Mix 9.5mm SP Level: A Lot # 15 Find 150

Header Tests Samples Pay Factors

Contract ID B32001-05-000-0 Date 11/4/2005 Tech ID 91B  
 MixID 028X151\_9.55P-20-007L Contractor ID: 2RE390 County No. 021  
 District No 3 Corrected Copy  Blend RAP  
 Type Course Surface

A.C. Grade PG67-22 A.C. Source No 0002 Hyd. Lime  Liq. Add.  Quan. this lot (Tons) 815.450

Daily Tonnage (max: 10 days)

Day 1:	Day 2:	Day 3:	Day 4:	Day 5:	Total Quantity:
262.14	553.31	0	0	0	815.45
0	0	0	0	0	

Next Page ->

Imported 11/9/2005 2:50:19 PM Edited by Tech 11/9/2005 7:14:12 AM  
 Verified By:  Print using English units  
 Print using metric units

DOT150 does not exist for this record

Record: 1 of 101 (Filtered)

6. Click the **Last Record** button at the bottom of the form. Notice that the number of records is filtered; this indicates the number of records for the criteria selected.
7. On the Menu bar, click **View\Datasheet View**. The window switches from a form view to a table view of the test records.
8. Click in the **Date** field.
9. On the Menu bar, click **Sort\Sort Descending**. This will sort the records to show the most recent test records at the top of the table.
10. Click in the **Type Mix** field.
11. On the Menu bar, click **Filter\Filter by Selection**. Notice that this limits the records shown to just those for the type of asphalt selected in step 10.
12. On the Menu bar, click **View\Form View**. The window switches from a table view to the familiar form view of the test records, including the Print button.
13. Close the **DOT 159** window to return to the Main Menu.

---

**Note:** Filter and Sort can be done when in Form view as well as in Datasheet view. Datasheet view simply shows multiple records at the same time. Find, Filter, and Sort can be used for any field selected in the test records.

---



# **UPDATING NUCLEAR GAUGE FACTORS**

## **What You Will Learn....**

- How to Navigate in the Windows
- Save Gauge Factors from FDCS Server Production
- How to Update Gauge Factors on the FDCS Client



## 4 Nuclear Gauge Factors

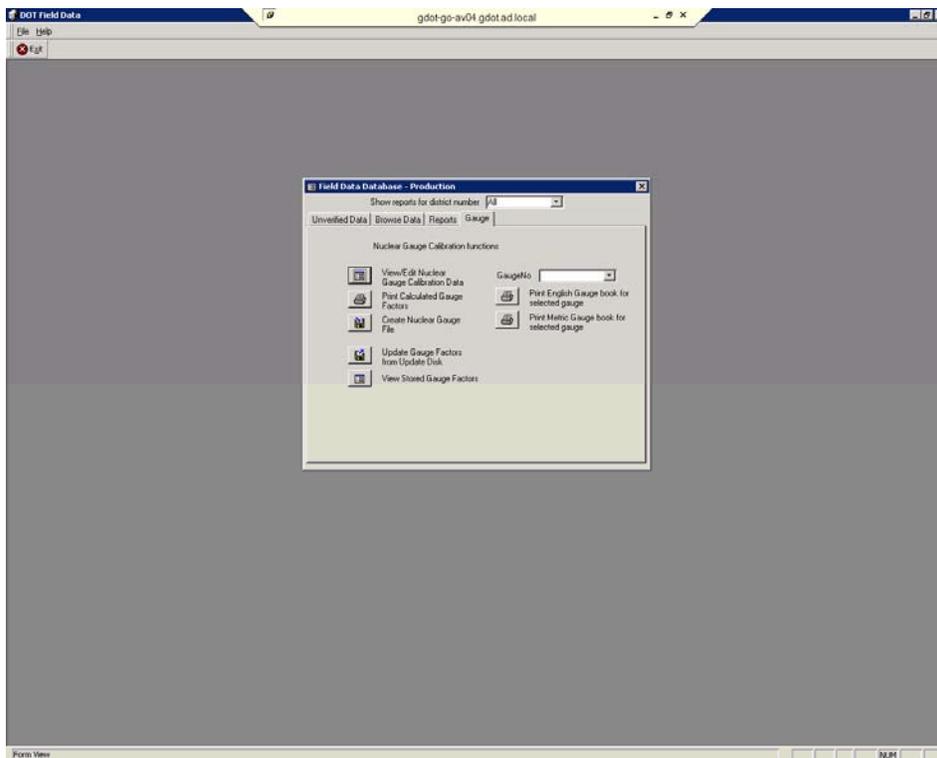
When nuclear gauges are calibrated, testing supervisors will need to update the gauge factors on each computer where the FDCS Client is installed. Also, any time the FDCS Client is installed the gauge factors will have to be updated. The nuclear gauge factors are used in calculating the results of compaction tests in the DOT 150 and DOT 553 forms.

### 4.1 Nuclear Gauge Factors Update

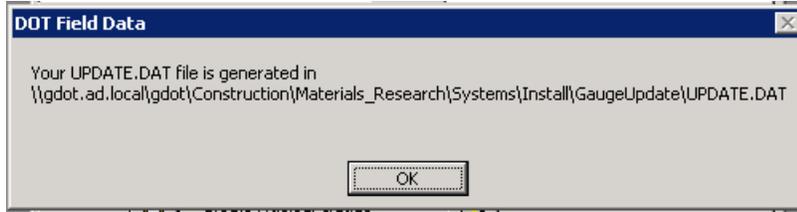
Testing Management supervisors with permissions to access FDCS Server Production are responsible for making sure that testing technicians in their area are using the current gauge factors for their assigned equipment. The gauge factors are updated in FDCS Server by the Lab Inspection Unit as each gauge is re-calibrated.

To create Gauge Factors update file from FDCS Server Production:

1. Open FDCS Server Production (the program where test reports are verified).
2. Click the **Gauge** tab.
3. Click on the button next to **Create Nuclear Gauge File**.



4. The program will automatically create an 'UPDATE.DAT' file in the OMR Directory at:




---

**Note:** This gauge update file will contain the latest gauge factors for all GDOT-owned nuclear gauges statewide.

---

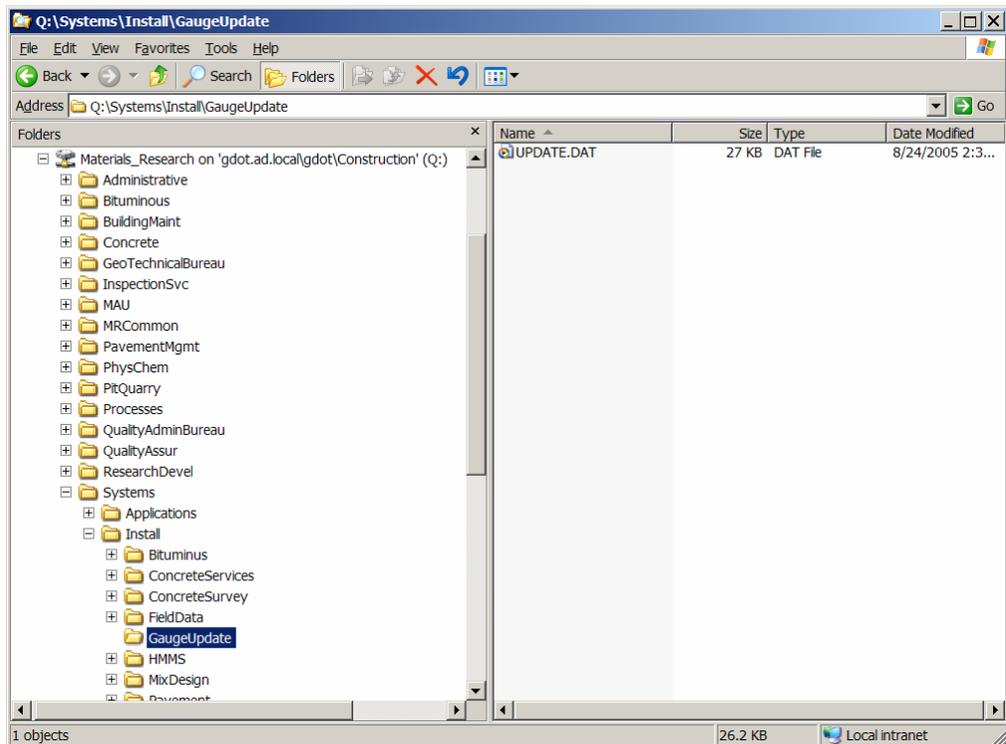
5. Click **OK**.
6. Exit the **DOT Field Data Server Database**.

#### 4.2 Saving Gauge Factors update file to diskette

When nuclear gauges are calibrated, you will need to update your FDSC gauge factors on each computer where the FDSC Client is installed. You can create a new update diskette from the **UPDATE.DAT** file in the OMR directory.

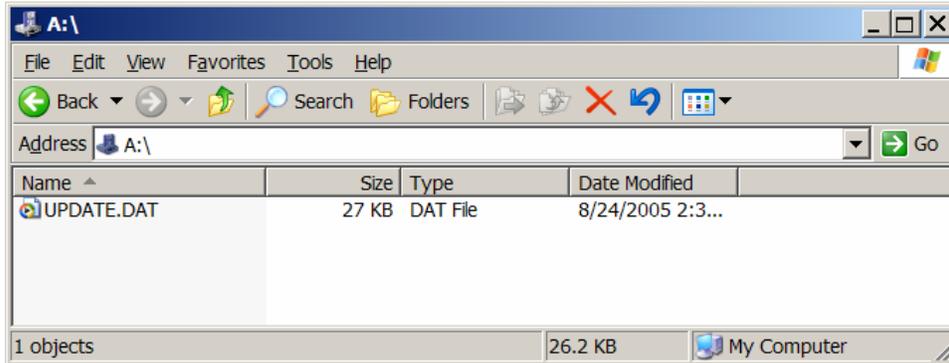
To create a diskette:

1. In My Computer, navigate in the OMR Directory (for OMR users, this is the Q:\ drive) to \\gdot.ad.local\gdot\Construction\Materials\_Research\System\Install\GaugeUpdate.



2. Right click on the file named **UPDATE.DAT**, then click **Copy**.
3. Insert a diskette in the A:\ drive.

4. In My Computer, click on the dropdown button for the Address field and select the A:\ drive.



5. Right click in the open area, and click **Paste**. The UPDATE.DAT file should display on the A:\ drive.

### 4.3 Generating a Gauge Book

#### 4.4 Updating Gauge Factors Using a Diskette

FDCS Client has a function that will look on the user's A:\ drive, retrieve the UPDATE.DAT file, and place the gauge factors in the correct table for use in calculations on the compaction test records.

Field Technician Supervisors are responsible for ensuring the technicians receive the updated gauge factors in a timely manner. The Supervisor can either provide a diskette with the updated gauge factors or perform the update for the technician.

---

**Note:** Once gauge factors are updated in FDCS Client, the technician will need to open the **DOT 150** form, select a different gauge in the gauge drop down box, then re-select their assigned gauge number and gauge mode (depth).

Repeat these steps for the **DOT 553** form.

This re-sets the default gauge calibration factors for the next test record created by the user. This should be done so records created after a gauge is re-calibrated will include the correct gauge factors in the calculations.

---

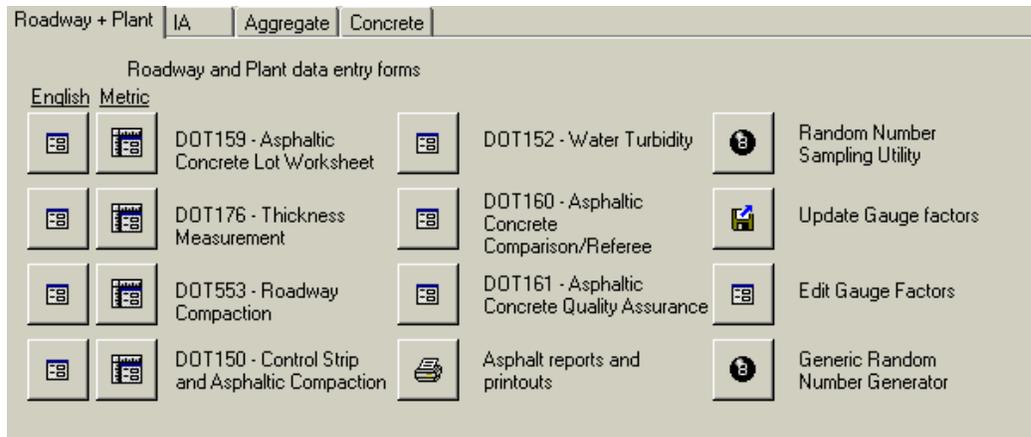
To update gauge factors for a testing technician:

1. Open the FDCS Client application on the computer.

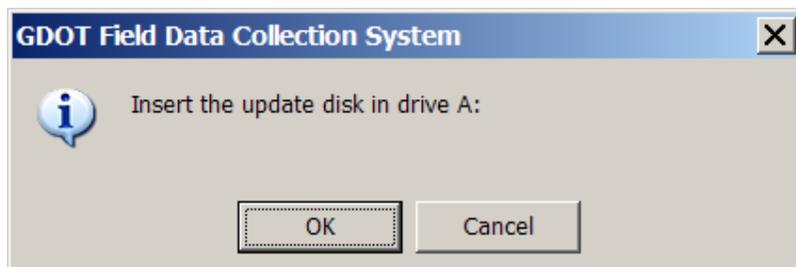


Field Data Collection System.lnk

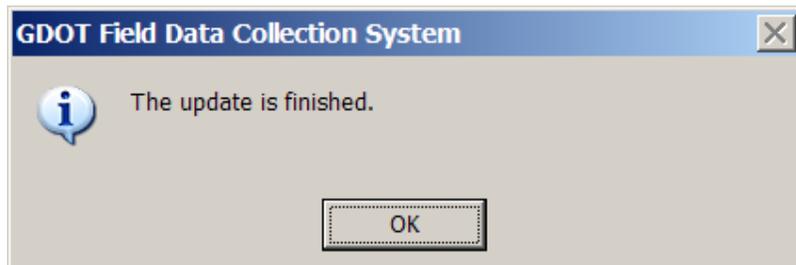
2. On the **Roadway +Plant** tab, click the **Update Gauge Factors** button.



- When prompted, insert the diskette that contains the UPDATE.DAT file into the A:\ drive, then click **OK**.



- The program will automatically update the gauge factors in the FDCS Client using the factors on the diskette. Click **OK**.



This box closes and the FDCS Client Main Menu will display.

Resetting the Default Gauge Factors in the **DOT 150** Form:

1. On the **Roadway + Plant** tab, click the **DOT 150** button. The **Create/Edit** window opens.
2. Click the **Open All** button. The **DOT 150** form opens.
3. On the **Gauge No.** field, select any different gauge in the gauge drop down list.
4. Re-select the assigned Gauge No. **20903** and gauge Mode (inches) **BS**.
5. Close the **DOT 150** form.
6. Repeat these steps for the **DOT 553** form.



# **FDCS SERVER REPORTS**

## **What You Will Learn....**

- How to Run a Report
- How to Print a Report
- How to Save a Report
- How to Email a Report



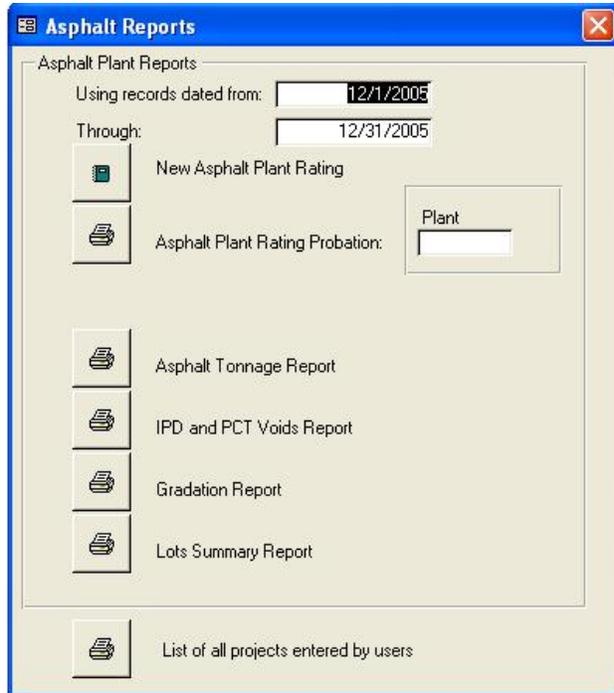
## 5 Generating Reports in FDACS Server

This chapter describes how users can generate asphalt reports from the FDACS Server.

Four types of reports are available from within the client software: Asphalt Summary, Aggregate Summary, Portland Cement, and Materials Summary reports.

### 5.1 Generating Asphalt Reports

On the 'Reports' tab, when you click the **Asphalt Plant Ratings** button the following window opens:



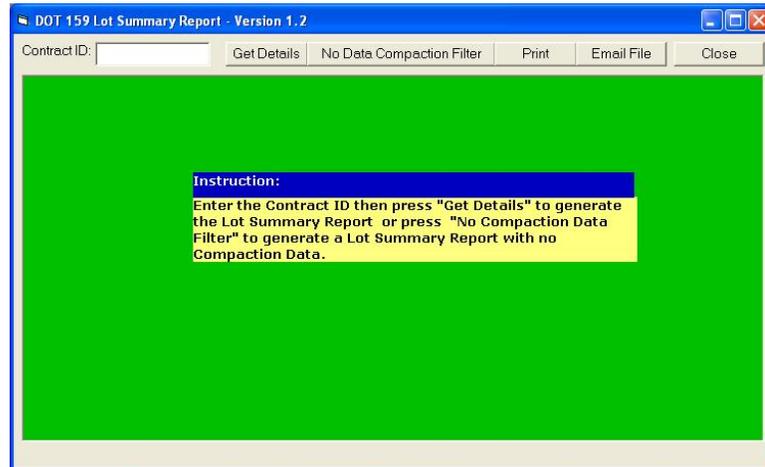
From here you can generate the following asphaltic concrete reports:

Report Name	Report Description
New Asphalt Plant Rating	The asphalt plant rating system was developed using the Mixture Control Tolerances established in Section 828 of Georgia's Standard Specifications. This system uses the data from all of the entered 159 Asphalt Concrete Lot Worksheets within the specified time range to generate a rating for a specified plant. Three samples per product code are required to be rated.
Asphalt Plant Rating Probation	Same as above, but there is no minimum number of samples needed to generate a score.
Asphalt Tonnage Report	A report of all tonnage from all 159s within the specified time range.

Report Name	Report Description
IPD and PCT Voids Report	A statistical report of in-place densities and percent voids for each asphaltic concrete mix.
Gradation Report	A statistical breakdown of gradations for each asphaltic concrete mix.
Lots Summary Report	A summary report of Asphalt Lots per Contract ID.
List of all projects entered by users	Produces a list of unique project codes gathered from all entered 159 reports. This helps identify incorrectly typed project codes.

### 5.1.1 Lots Summary Report

1. Click the **Lots Summary Report** button. The **DOT 159 Lot Summary Report** window opens.



2. In the **Contract ID** field, enter “T00000-00-000-0.”
3. Click **Get Details**.

---

**Note:** You might receive an error that states, *No Record Found. Error 1*. Click **OK** to return to the **Lots Summary Report** window.

---



**Note:** Each Type Mix is grouped and a Total Quantity for each mix is calculated. The Lots are listed in numeric order, making it easier to notice missing Lots or missing compaction data.

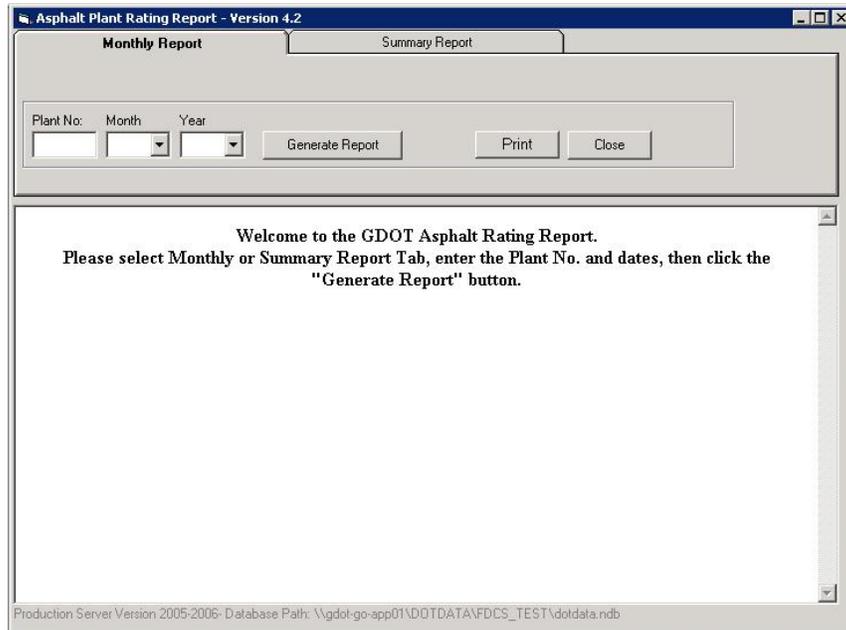
The screenshot shows a web browser window titled 'DOT 159 Lot Summary Report - Version 2.4.3'. The address bar shows 'Contract ID: B12345-00-000-0'. Below the address bar are buttons for 'Get Details', 'No Data Compaction Filter', 'Print', 'Email File', and 'Close'. The main content area displays the report header: 'State of Georgia Department of Transportation Office of Material and Research'. Below the header is the report title 'DOT 159 Lot Summary Report' and 'Contract ID: B12345-00-000-0'. The report contains a table with the following data:

Type Mix	Lot #	Level	Project ID	Contractor ID	Plant	TechID	Date	Total Quantity	Type Course	Avg Comp	Avg Void	Void Spec
19mm	02	A	STP-123(11)01	123CAB	123	9AB	2/21/2004	1,000.00	I			<input checked="" type="checkbox"/>
<b>Total for Mix:</b>								<b>1,000.00</b>				
19mm Mod.	03	B	STP-123(11)01	123CAB	123	9AB	2/21/2004	.00	I			<input checked="" type="checkbox"/>
<b>Total for Mix:</b>								<b>.00</b>				

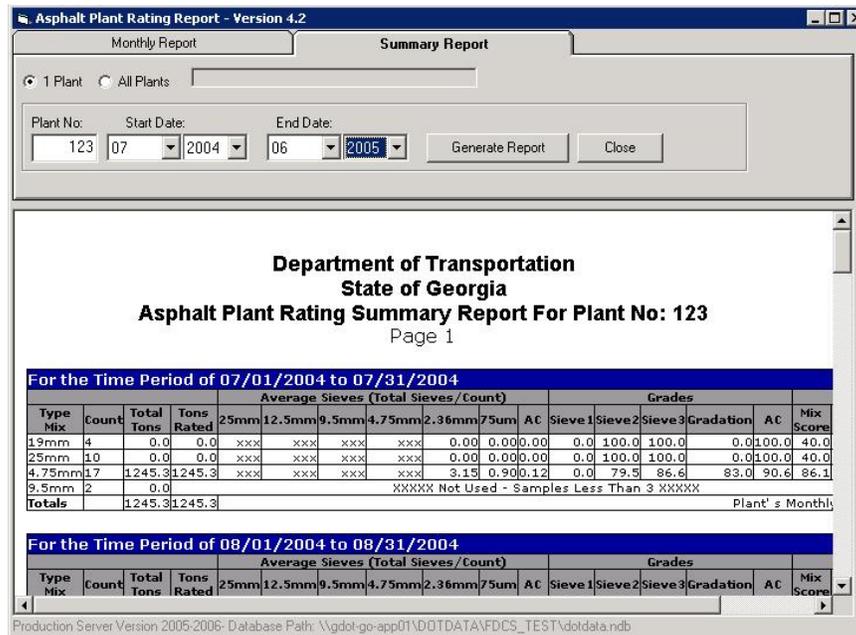
4. Click the **Print** button to save a paper copy of the report.
5. Click **Close** to return to the **Asphalt Reports** window.

### 5.1.2 Asphalt Plant Rating Summary Report

1. On the Asphalt Reports, click the **New Asphalt Plant Rating** button. The Report window selection window opens.

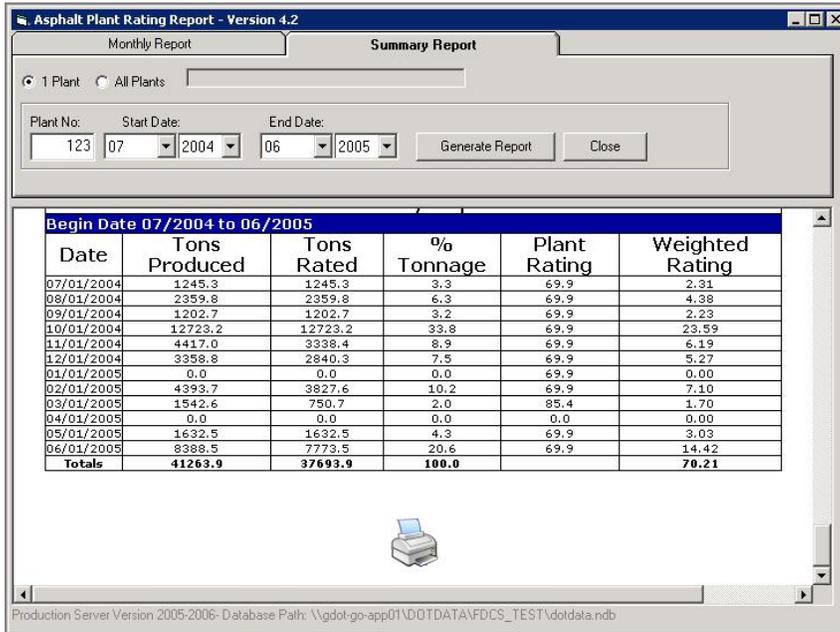


2. Click the **Summary Report** tab.



3. Enter **Plant No.** "123"
4. Select the **Start Date** Month "07" (July) and Year "2004."
5. Select the **End Date** Month "06" (June) and Year "2005."
6. Click the **Generate Report** button.

7. Scroll to the bottom of the screen to see the summary for the year and the **Print** icon.



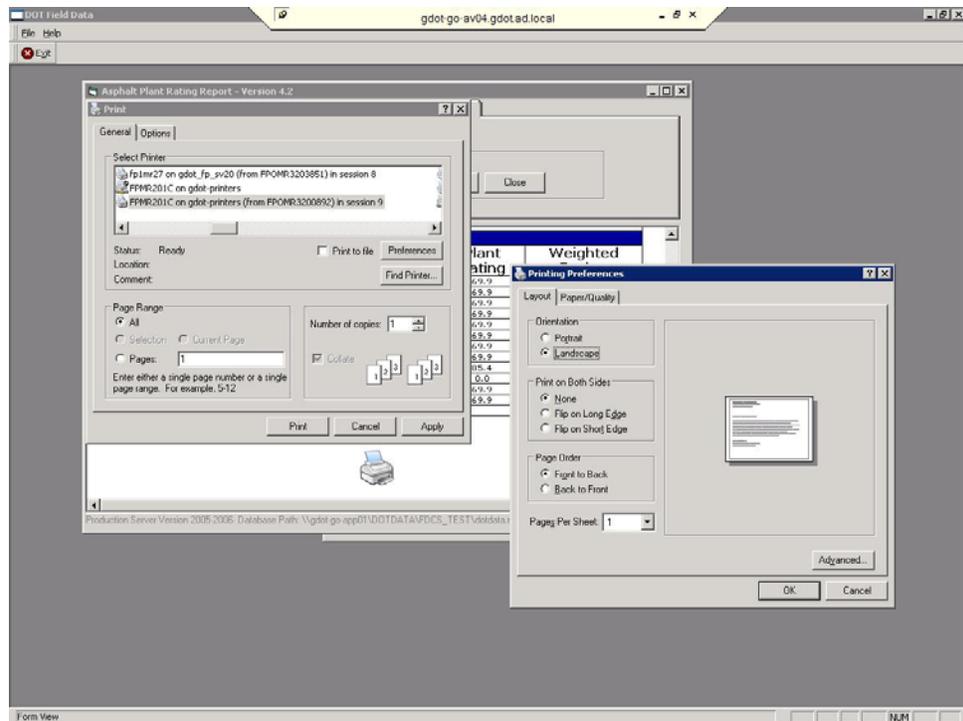
## 5.2 Printing Reports and Test Records

There are some minor differences in how various test records and reports print from FDACS Server. The first exercise will show one method for a report, and the second exercise in this section will be to print a test record. Before you print any report, the local computer must be connected to a printer.

### 5.2.1 To Print an Asphalt Plant Rating Report

This exercise is a continuation of the previous one:

8. Click the **Print** icon. A printer preferences warning message will appear.
9. Click **Ok**.



10. When the **Print** window opens, click the **Preferences** button.
11. On the **Printing Preference** window, click the **Landscape** radio button.
12. Click **OK**.
13. Select a printer and click **Print**.
14. Click the **Close** button to exit the report.

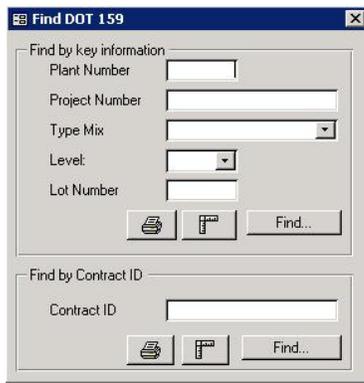
### 5.2.2 To Print a Test Record

Test records are the individual forms for each test run by a technician. For example, a DOT 159 that is entered on June 18, 2005 by Technician 9Z is a test record. The printable copy is often called a ‘report’ because it provides the account of the test results.

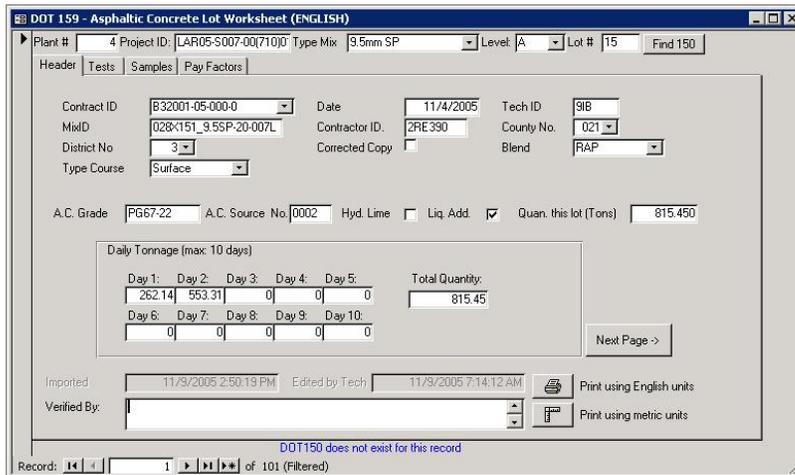
When you click the **Print** button on the form, a preview window for the selected report opens. This preview may be printed, or it can be saved to a folder on your Desktop, the GDOT network, or a diskette.

To print a hardcopy DOT 159 test record:

1. On the **Browse** data tab, click the **Find DOT 159** button. The **Find** window with the selection fields opens.

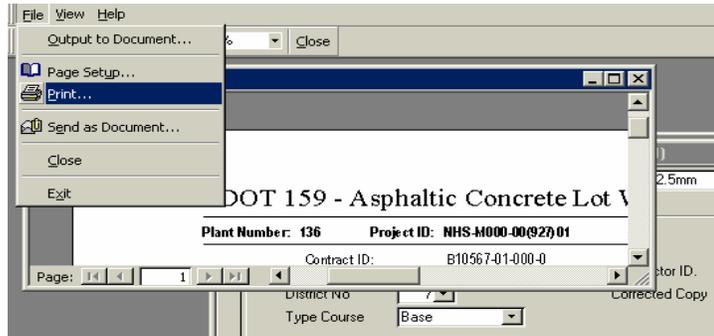


2. In **Plant Number**, enter “123.”
3. Click the **Find** button in the upper zone. The **DOT 159** window opens.

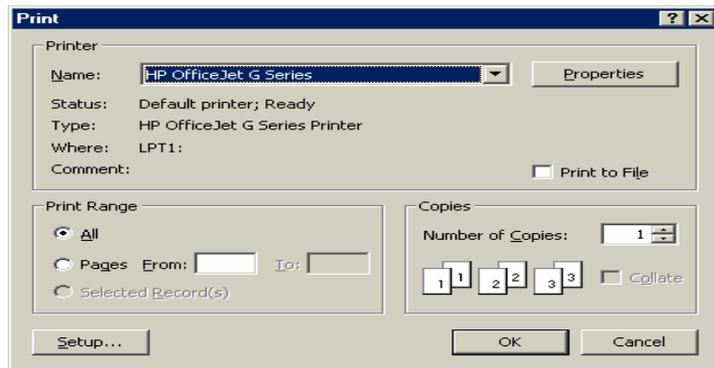


4. On the **Header** tab, click the **Print using English units** button. The print preview window opens.

- On the menu bar, select **File>Print**.



- When the print dialog box appears, select a printer and click **OK**.



### 5.3 Saving Reports from FD​CS Server

Terminal Services acts a remote desktop to help speed the access to the data in FD​CS Server. This also means the user in not on their own Profile on the computer with all the connections to their e-mail account. Therefore, in order to share the results of a report with people who do not have access to FD​CS Server, the report must first be saved.

Remember, the print preview for a test record may be printed, or it can be saved to a folder on your Desktop or the GDOT network or a diskette.

---

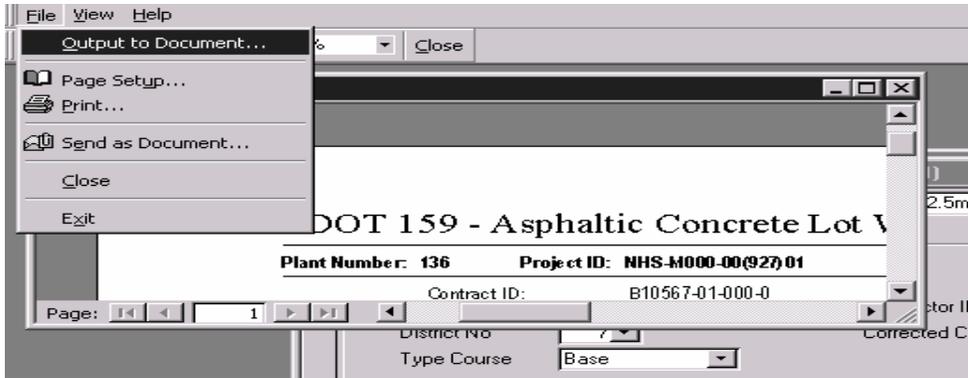
**Note:** The Asphalt Plant Summary Report cannot be saved.

---

The following exercise is a continuation of the previous one. You should have a DOT 159 test record open with the print preview window showing.

To save a test record or report to a folder:

- In an open print preview, on the **File** menu, select **Output to Document**.

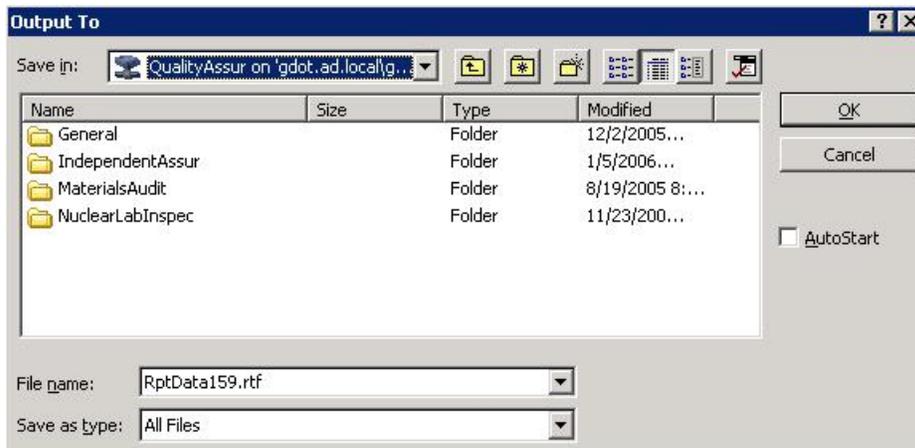


2. Select the network folder where you wish to save the report, then click **OK**. You are returned to the DOT 159 window.

---

**Note:** Be sure and create the folder before you create the report. It is recommended that you **Save in:** a mapped network drive such as a personal share or the Branch directory (R:).

---




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**Note:** Be sure to use the **.rtf** extension on the file. The Rich Text Format (.rtf) preserves the special formatting and header information in the test report. If you try to save the report using any other format extension it rearranges the data within the test report. Also, this file type can be easily opened by nearly everyone.

---

3. Close the print preview window and the DOT 159 window to return to the FDACS Server Main Menu.

## 5.4 E-mailing Reports from FDCS Server

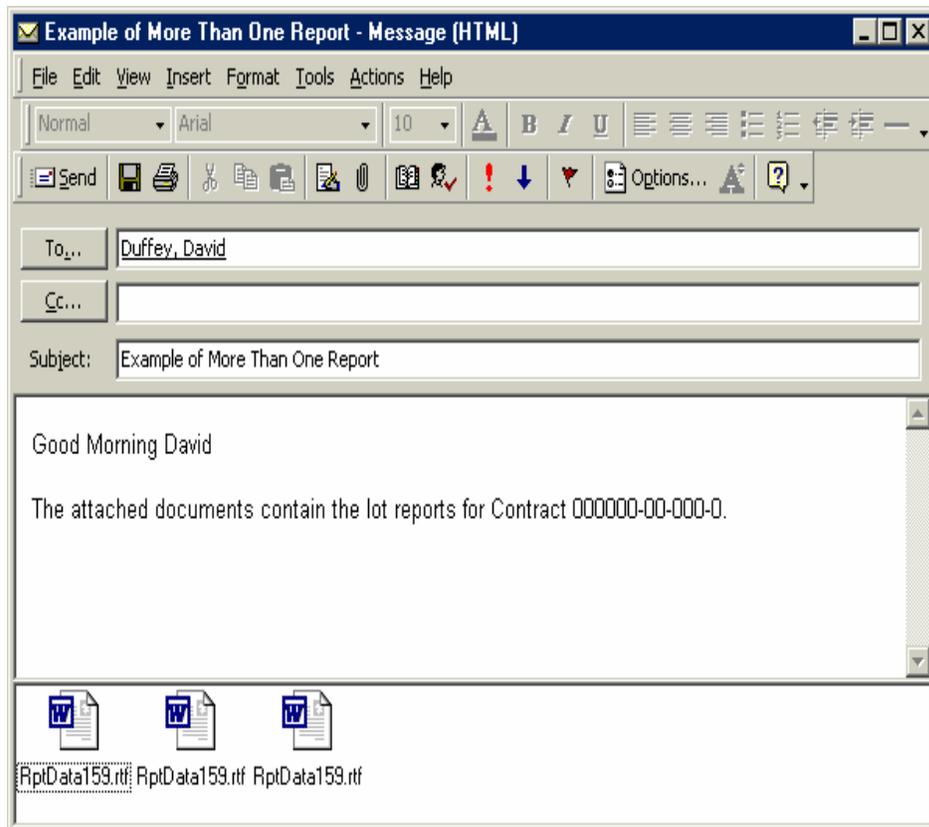
Because Terminal Services (the remote desktop connection to FDCS Server) does not connect with your e-mail account, you can not send files or attachments from FDCS Server.

Do **NOT** use the **EMAIL** button or **File\Send to Recipient** to send FDCS Server reports to others. See the previous section for more information on saving reports so they can be shared with people who do not have access to FDCS Server.

To email reports saved from FDCS Server it is recommended that you save all the reports to one folder on your computer. Then create an e-mail message and insert the reports into the message.

To e-mail FDCS reports as attachments:

1. Open your email program.
2. Create a new message.
3. Use the **Insert** menu to select and include saved FDCS report files in your email message.
4. Address and **Send** the message.



# **FDACS UPLOAD ACCOUNTS**

## **What You Will Learn....**

- How to View Passwords
- How to Maintain a User Account
- How to Register a User Account
- How to Delete a User Account



## 6 FDCS Upload Accounts

Test data uploaded to the web server is copied through secure GDOT network lines into the main GDOT Field Data database. To maintain the security of the upload process, only people with **OMR administrator** permissions can register new accounts or update accounts other than their own. OMR Administrators cannot not update another Administrator's upload accounts.

TMOs, Assistant. TMOs, and TSEs can have their existing upload account upgraded to administrator permissions by the Branch Chief or Branch Supervisor's e-mail request to the IT Solutions Center. The supervisor's sending the e-mail means they approve the OMR person receiving the upgraded permission. The e-mail will typically contain this message:

**Subject:** FDCS Upload Account administrator

**Message:**

Please grant (*Name*) OMR administrator permissions for FDCS Upload Accounts. (*Name*) is the (*Position/Title*) and has responsibility for registering new accounts for plants or technicians. (*Name*) has an existing Account ID (*whatever*).

Please contact me or David Duffey if you have any questions about this request.

The Solutions Center will send a confirmation message when the permission upgrade is complete.

### 6.1 Logging In to Update Accounts

To perform this process, you must be connected to the internet (via Virtual Private Network (VPN) or your Internet Service Provider (ISP)). Once you have your login information and are connected to the internet, follow the steps detailed below.

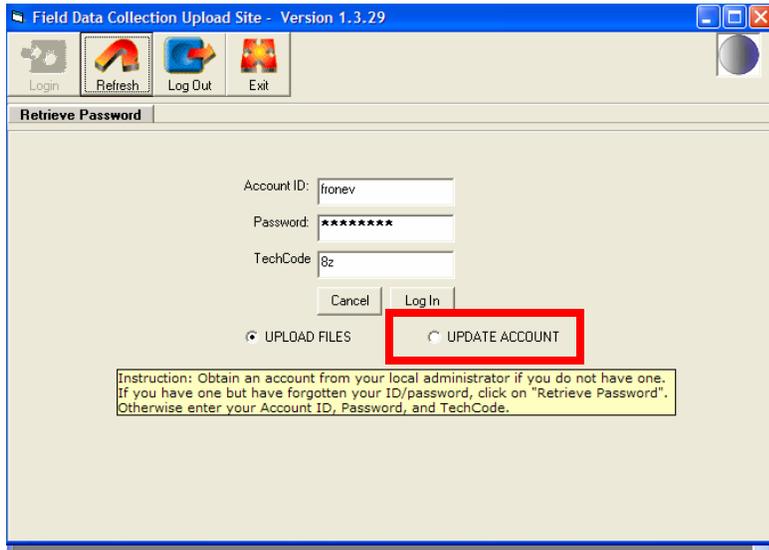
1. Log on to the GDOT network and open **FDCS Client** on your computer.
2. From the FDCS Client main menu, click the **Upload Data to GDOT** button in the lower left hand corner.



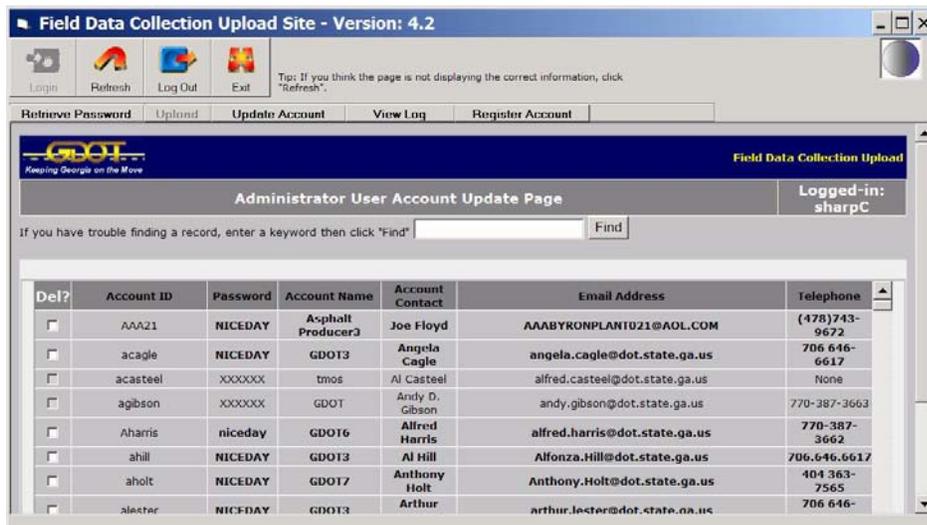
3. Click the **Login** button in the top left hand corner.



4. Enter your **Account ID**, **Password** and **TechCode**.



5. Select the **'Update Account'** option.
6. Click the **'Log In'** button. The **Update Accounts** window opens.



---

**Note:** For administrators, the **Account Update** page shows all accounts. Accounts with the Password XXXXXX are also administrators and can not be updated.

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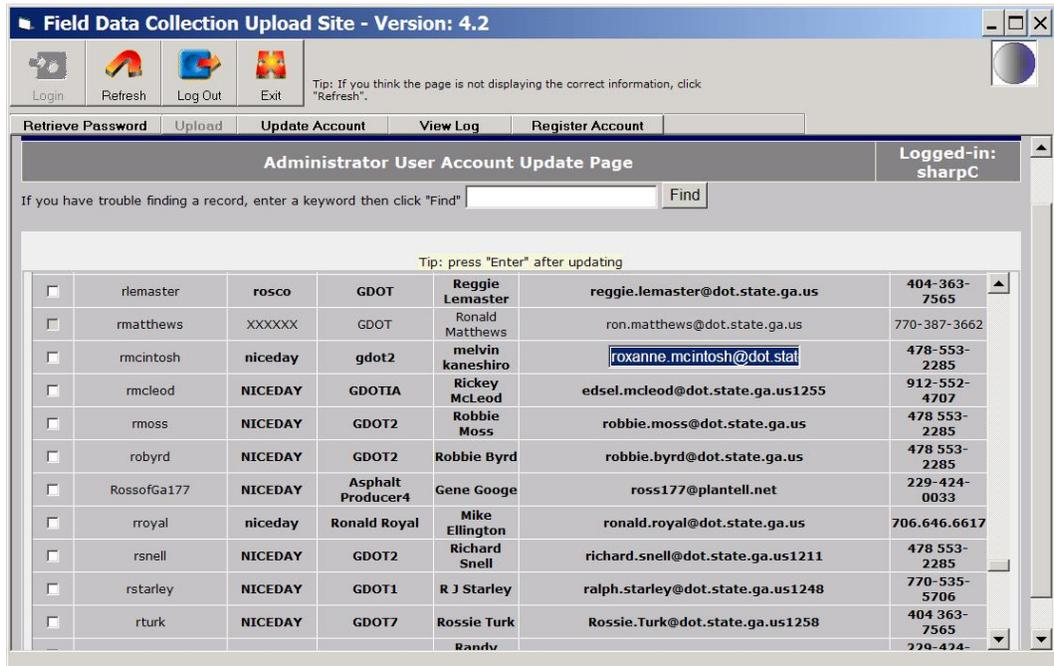
7. Click the **Account Contact** bar. Notice how the list is resorted A-Z by the person's name. (This can be done for any column.)
8. In the search field at the top of the screen, enter **123** and click **Find**.
9. The first match found should be highlighted. Click **Find** again. The next match for '123' will be highlighted.

## 6.2 Updating Accounts

Upload accounts can be updated or deleted by administrators. The exceptions are the Account ID and the other administrator accounts.

The following exercise is a continuation of the previous exercise.

1. In the **Update Accounts** window, enter **your Account ID** in the search field and click **Find**.
2. Click in the **Phone number** field. Notice that it changes to an editable field.



3. Update your phone number and press **Enter**. The screen returns to the top of the list.
4. Use the inner scroll bar on the right side to find **your Account ID** and confirm the update.

---

**Note:** This can be done for any field that is not “grayed out.” If you change your password, you will have to Exit and the Log In again with your new password.

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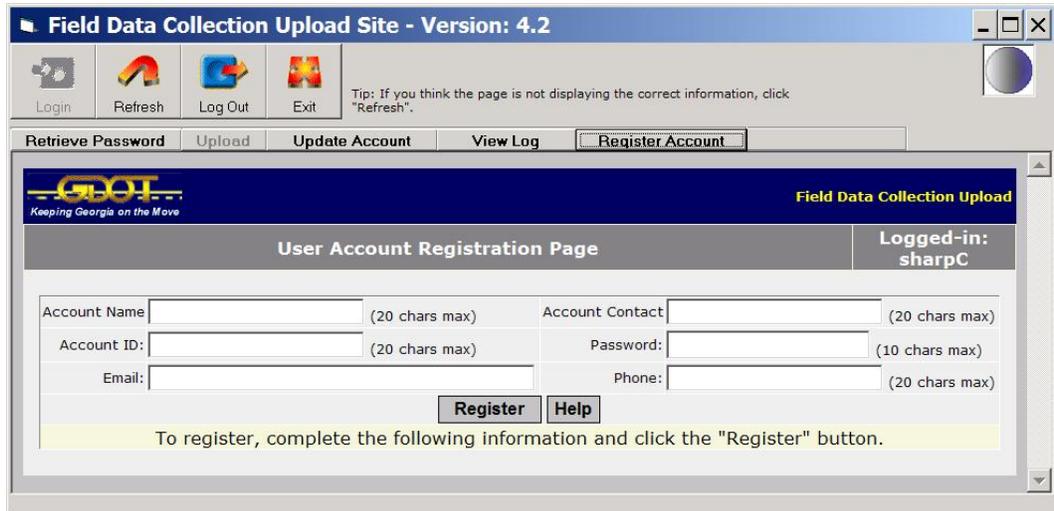
### 6.3 Registering a New Upload Account

When new producers are approved or when new GDOT technicians are hired, they will need an Upload Account for FDCS. It is the responsibility of FDCS administrators to create these accounts.

- **Account ID:** For GDOT personnel, the same as their network ID; for producers it is the plant name and number (no spaces).
- **Password:** Default is NICEDAY. It is recommended that the user change this as soon as possible. Passwords are not re-set every thirty days.
- **Account name:** The employer type and District number. This helps to sort by type and location, (for example asphalt plants in District 3). The four types are:
  - GDOT
  - Asphalt Producer
  - Aggregate Producer
  - Cement Mill
- **Account Contact:** The name of the person who uses the account.
- **Email Address:** The address for the GDOT person, or the Plant e-mail address. It is important that this be unique and correct. The e-mail address is used for the Retrieve Password function.
- **Telephone:** The phone number to reach the Contact.

To create a new Upload Account:

1. On the FDGS Upload Site, click the **Register Account** button in the header bar. The **Register Account Page** opens.



2. Enter the **Account Name** “Asphalt Producer 5” and press the [Tab] key.
3. Enter the **Account Contact** “Joe Smith” and press the [Tab] key.
4. Enter the **Account ID** “AAAA123(add your initials here)” and press the [Tab] key.
5. Enter the **Password** “NICEDAY” and press the [Tab] key.
6. Enter the **Email** “AAAA123(add your initials here)@asphalt.com” and press the [Tab] key.
7. Enter the **Phone** “123-456-7890.”
8. Click on the **Register** button. The following message may display. However the **Login** button is not available. Continue with the next few steps.



9. Click the **Update Account** button on the header bar. This will return you to the administrator view of the Upload Accounts.
10. Click the **Refresh** button at the top of the screen to see the new account in the list.



11. Click the **Exit** button to leave the upload site.

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**Note:** When setting up a new Upload Account for a user, remember to send them their **Account ID** and **Password**.

---

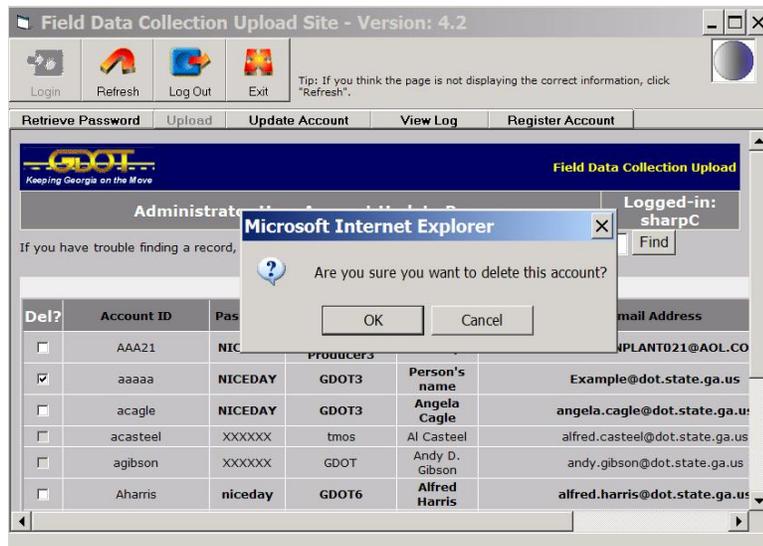
## 6.4 Deleting Accounts

Occasionally, personnel leave the Department or producers sell or shut down plants. In either case, the Upload Account should be deleted to prevent unauthorized access to FDCS Upload. This will not delete records previously submitted.

For the purposes of this training exercise, you will be deleting the same account you created in the previous section.

To delete an upload account:

1. On the **Administer User Account Update Page**, click the **Del?** checkbox next to the **Account ID** to be removed.
2. Press the **Enter** key. A confirmation message displays.



3. Click **OK**. The window will automatically refresh and the account is deleted from the table.

## 6.5 Summary Exercise

1. Who has the ability to create or update Upload accounts?
2. Can you change the Account ID?
3. Why is the e-mail address important?

## **FDCS WEBVIEW**

### **What You Will Learn....**

- How to Log in to Webview
- How to Navigate in Webview
- How to Generate Reports
- How to Maintain Webview Accounts



## 7 FDCS Webview

Field Data Collection System Webview was established to give producers and contractors a portal to see their data on the central database once they have submitted quality control data to GDOT. Producers and contractors have secure login accounts to ensure that they can review their own data and ONLY their own data. Once an account is established, Webview users have the ability to maintain their account information, including changing the password.

---

**Note:** FDCS Read-only and FDCS Webview are both a non-editable view of the FDCS central database. These are not copies of the central database, and are up-to-date as of the most recent Upload from the field.

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### 7.1 Logging In to Webview

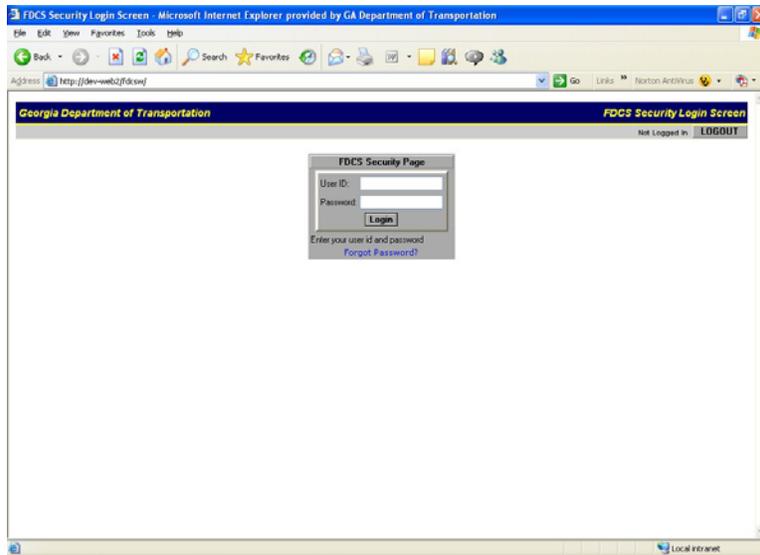
The exercise below assumes that students in the Admin class have a Webview account already set up. For the purpose of training, we will be using a Training FDCS Webview website with a fictional asphalt plant.

The login site for the real FDCS Webview can be found at <https://gdot-web2/fdcsw/>

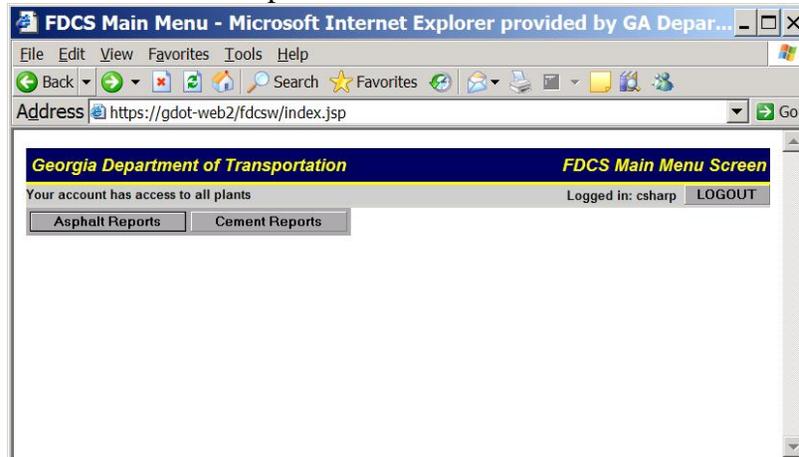
A link to the address can also be found at the OMR Software webpage at <http://www.dot.state.ga.us/dot/construction/materials-research/software.shtml>

To login to a Webview account:

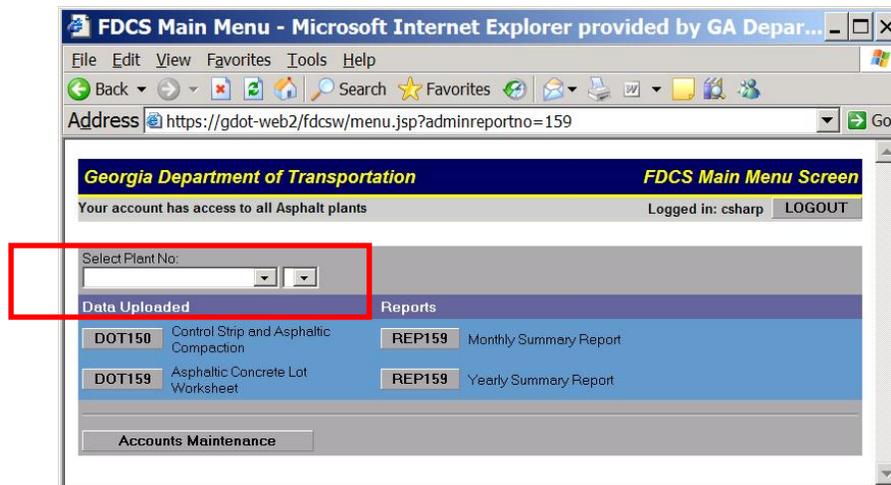
1. Double-click on the **FDCS Training Webview** shortcut on your desktop.
2. The **FDCS Secure Login** window opens.



3. In the **User ID** field, type **your network ID** and press the **[Tab]** key.
4. In the **Password** field, type **your password** and press the **[Enter]** key. The **FDCS Webview** window opens.



5. Click the **Asphalt Reports** button.



- Note that you can see all plants by selecting the company name and then the associated plant number on the dropdown lists.

---

**Note:** Account IDs and passwords are case sensitive and must be typed exactly. If the password is incorrect, the user has a chance to Retrieve Password. Based on the user's e-mail information, the Account ID and password will be sent to their e-mail account. If the e-mail address is incorrect, this will not work as designed.

---

## 7.2 Navigating in Webview

GDOT personnel who use FDCS Read-only can see the data for all plants. Producers who use FDCS Webview can see the data for only their own plant. Technical Services Engineers may also have a Webview account to see the same view as producers for confirmation purposes, but should primarily use FDCS Read-only to review data and run reports. For GDOT personnel with a login account, FDCS Webview will open with a view of the following forms:

- Asphalt forms DOT 159 and DOT 150 along with standard asphalt reports shown in FDCS Client.
- Cement form OMR-049 and the standard cement report shown in FDCS Client.

Another feature of FDCS Webview is the link between related DOT 159 and DOT 150 test records. The link is based on Plant No., Type Mix, Lot No., Date, and Contract ID. All five fields must match exactly in order for the records to be linked.

### 7.2.1 Reviewing Uploaded Test Records

The exercises in this section are a continuation of the previous exercise (*Logging In to Webview*), and show records for a fictional asphalt plant.

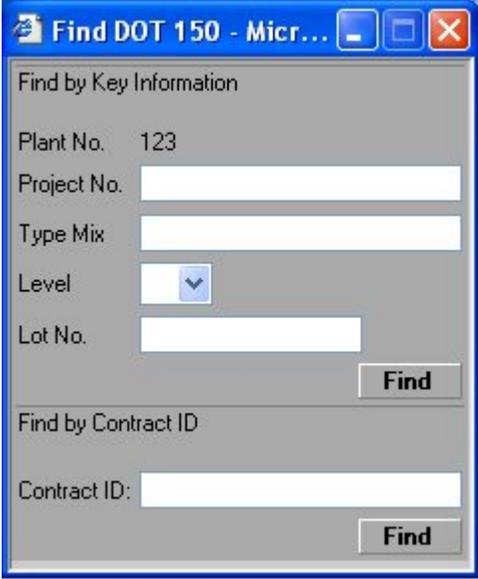
To open asphalt forms:

1. On the FDCS Webview window, click the **DOT 150** button. The DOT 150 form view opens.
2. Click the **Search** button in the upper left corner of the window. The search parameters window opens.

3. In the **Contract ID** field, enter T00000-00-000-0 and click the **Find** button.
4. Click the **Last Record** button at the bottom left corner of the window. Note the number of records displayed to the right.

5. Close the **DOT 150** form.
6. Click the **DOT 159** button. The DOT 159 form view opens.

7. Click the **Search** button in the upper left corner of the screen. The search parameters window opens.



The image shows a Windows-style dialog box titled "Find DOT 150 - Micro...". It is divided into two main sections. The top section, "Find by Key Information", contains several input fields: "Plant No." with the value "123", "Project No.", "Type Mix", "Level" (a dropdown menu), and "Lot No.". A "Find" button is located to the right of the "Lot No." field. The bottom section, "Find by Contract ID", contains a "Contract ID:" label followed by an empty text input field and another "Find" button.

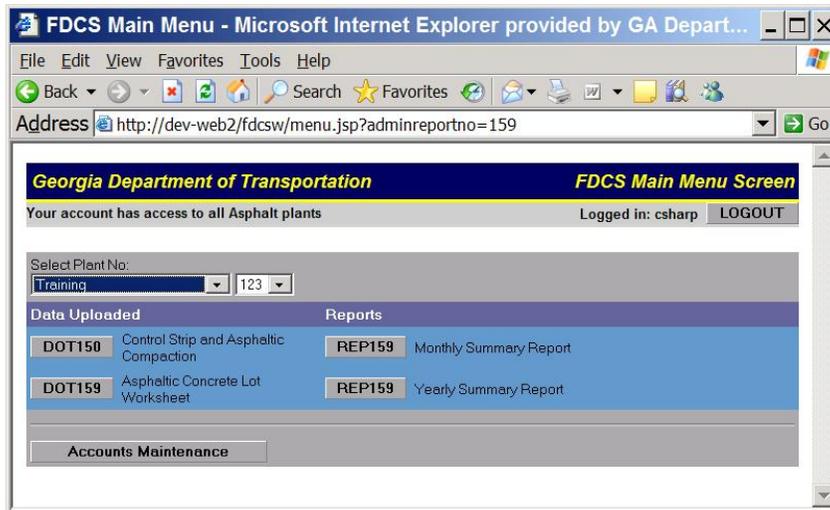
8. In the **Contract ID** field, enter "T00000-00-000-0" and click the **Find** button.
9. Click the **Last Record** button at the bottom left corner of the screen. Note the number of records.
10. In the bottom center of the screen, does the note indicate a related DOT 150 has been found?
11. If yes, click the **DOT 150** button in the upper right corner of the window. The **DOT 150** form opens.
12. Click the **DOT 159** button in the upper right corner of the window to return.
13. Close the **DOT 159** form.

## 7.2.2 Webview Reports

Asphalt reports and Cement reports in FDCCS Webview are much the same as the reports found in the FDCCS Client. The main difference is that many months/years of reporting are available, and the test records must be Verified (authorized) by GDOT personnel before they are included in rating reports.

To generate Asphalt reports:

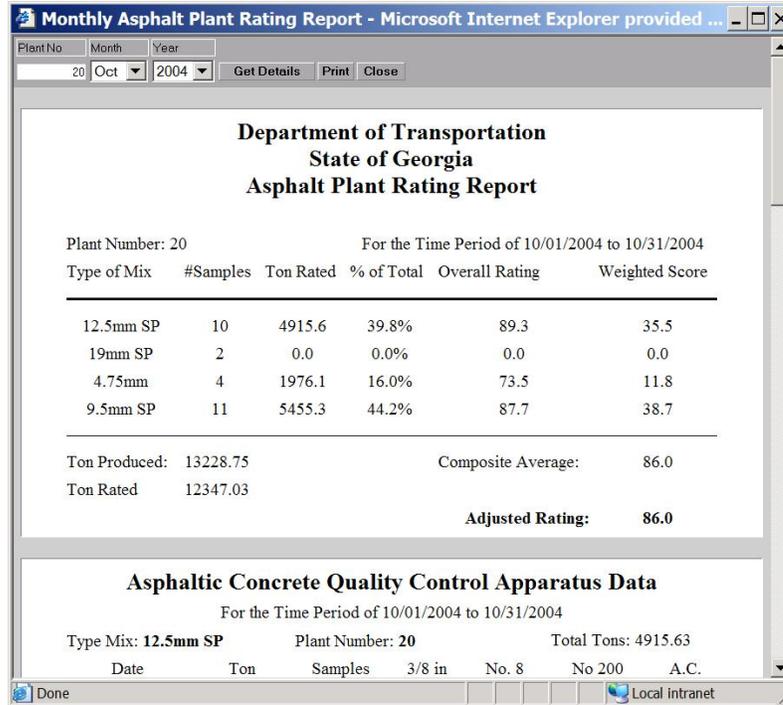
1. On the FDCCS Webview Asphalt Main Menu, select the following information from the dropdown lists in the **Select Plant No:** area.
  - Company: **Training**
  - Plant: **123**



2. Click the **Monthly Summary Report** button. The selection window opens. (**Hint:** If you miss step one, the Plant No. field is blank.)



3. Select the **Month** "June" from the dropdown list.
4. Select the **Year** "2005" from the dropdown list.
5. Click the **Get Details** button. The **Monthly Asphalt Plant Rating Report** window opens.



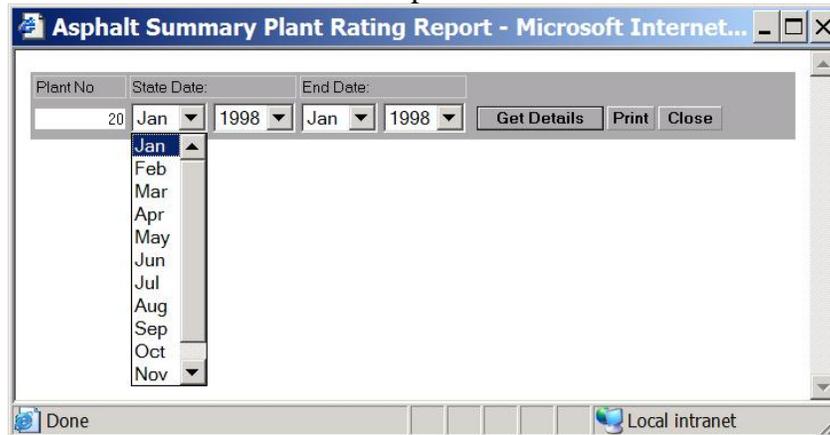
6. Use the **scroll bar** on the right edge of the window to see the report page for each mix type.
7. Click the **Print** button. The print dialogue window opens.
8. Select the printer and click **Cancel**. (Normally, you would click OK.)

---

**Note:** A printer must be set up for the local computer. Webview does not include printer settings.

---

9. Click the **Close** button to close the report window.
10. On the FDCC Webview Main Menu, click the **Yearly Summary Report** button. The selection window opens.



11. Select the **Start Date** Month “July” and Year “2004” from the dropdown lists.
12. Select the **End Date** Month “June” and Year “2005” from the dropdown lists.

**Note:** The user can select any range of dates. Select the same month and year for **Start Date** and **End Date**, and the user should get the same rating results as the Monthly Summary Report.

13. Click the **Get Details** button. The report window opens.

Department of Transportation  
State of Georgia  
Asphalt Plant Rating Summary Report For Plant No: 20  
Page 1

**For the Time Period of 07/01/2004 to 07/31/2004**

Type Mix	Count	Total Tons	Tons Rated	Average Sieves (Total Sieves/Count)						Grades				Mix Score	% Ton	W Avg	
				25mm	12.5mm	9.5mm	4.75mm	2.36mm	75um	AC	Sieve 1	Sieve 2	Sieve 3				Gradation AC
12.5mm SP	3	1564.8	1564.8	xxx	xxx	2.05	xxx	3.60	0.350.28	89.0	76.5	94.8	86.879.0	83.7	9.0%	7.51	
19mm SP	12	5808.8	5808.8	xxx	xxx	1.68	xxx	2.13	0.870.17	91.0	86.1	87.1	88.087.5	87.8	33.3%	29.26	
25mm SP	7	4444.9	4444.9	xxx	1.70	xxx	xxx	1.38	0.720.17	91.5	91.0	89.3	90.887.1	89.2	25.5%	22.74	
9.5mm SP	9	5617.9	5617.9	xxx	xxx	xxx	2.38	1.94	1.040.15	87.4	87.3	84.5	86.488.9	87.4	32.2%	28.16	
<b>Totals</b>		17436.4	17436.4														Plant's Monthly Score: <b>87.66</b>

**For the Time Period of 08/01/2004 to 08/31/2004**

Type Mix	Count	Total Tons	Tons Rated	Average Sieves (Total Sieves/Count)						Grades				Mix Score	% Ton	W Avg		
				25mm	12.5mm	9.5mm	4.75mm	2.36mm	75um	AC	Sieve 1	Sieve 2	Sieve 3				Gradation AC	
19mm SP	2	948.3		XXXXX Not Used - Samples Less Than 3 XXXXX														
25mm SP	11	5527.4	5527.4	xxx	2.40	xxx	xxx	0.60	0.770.12	88.0	96.1	88.6	90.991.0	90.9	73.4%	66.77		
9.5mm SP	4	2000.4	2000.4	xxx	xxx	xxx	0.90	1.60	1.230.14	95.2	89.6	81.6	88.889.2	89.0	26.6%	23.64		
<b>Totals</b>		8476.0	7527.8														Plant's Monthly Score: <b>90.41</b>	

**For the Time Period of 09/01/2004 to 09/30/2004**

Type Mix	Count	Total Tons	Tons	Average Sieves (Total Sieves/Count)						Grades				Mix	% W	
				25mm	12.5mm	9.5mm	4.75mm	2.36mm	75um	AC	Sieve 1	Sieve 2	Sieve 3			Gradation AC
Done																

14. Use the **scroll bar** on the right edge of the window to see the report page with each month and a final summary.

15. Click the **Close** button.

The reports in Webview can not be saved, and FDCS Webview does not include an automatic connection to the user's e-mail account. Therefore, contractors and producers will contact the Technical Services Engineer or TMOS if there is a problem with the Monthly or Yearly Summary Report.

### 7.3 OMR Webview Account

OMR personnel should primarily use FDCS Server to review records submitted by field technicians, contractors and producers. However, in order to review errors or questions raised by contractors and producers about their own data, TMOS and TSEs should be able to review the data in Webview for comparison to FDCS Server.

To request an OMR Webview account, a Branch Chief or Supervisor should submit the following information in an e-mail to the GDOT IT Solutions Center. The supervisor's request for the account indicates that they approve of the account being set up.

**Subject:** FDCS Webview admin account

**Message:**

Please create an OMR administrator account for [Pick one: Asphalt or Cement or All] producer data in FDCS Webview.

Name: (Ex:John Doe)

Account ID: (ex: jdoe – use the GDOT network ID)

Phone number: (ex: 404-363-1234)

E-mail: (ex: John.doe@dot.state.ga.us)

A confirmation message from the Solutions Center with the new **Account ID** and **Password** will be sent to the account holder.

OMR Webview accounts can review records for all plants. **DO NOT** share the account ID and password with contractor personnel.

---

**Note:** The password for Webview will be different from the network password and does not change every thirty days. It is highly recommended that users change the initial Webview password to something they will remember easily.

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## 7.4 Producer Webview Account

To establish a FDCS Webview account, an approved Asphalt producer or Cement producer who will be Uploading data to GDOT should submit the following required information to the Technical Services Engineer who is their point of contact:

- Name of point of contact at plant
- Phone number
- Plant e-mail address
- Preferred password

The plant name and number will be used as the account ID for FDCS Webview. For instance, when Acme Asphalt establishes an account for newly approved Plant Number “99,” the Account ID would be “AcmeAsphalt099.” The plant e-mail address will be used by the Retrieve Password feature to send the account ID and current password to the plant personnel. All plants have the ability to update their own user account information, with the exception of the Account ID (the unique identifier).

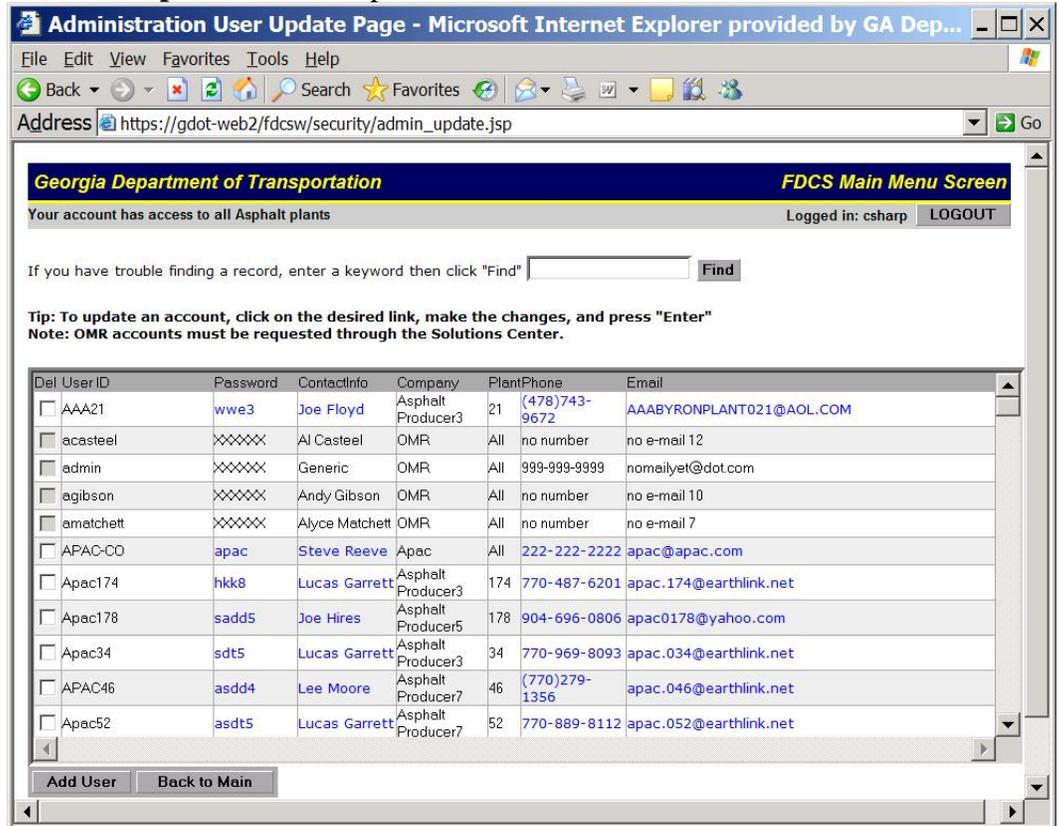
The Technical Services Engineer involved in the plant approval should submit a request by e-mail to the GDOT IT Solutions Center. See *Creating a Webview Account*.

### 7.4.1 Updating a Webview Account

As previously mentioned, plants may wish to update the Webview account as information changes. For instance, a new contact person at the plant may need a new password.

To review or update account information:

1. On the FDCC Webview window, click the **Accounts Maintenance** button. The **User Update** window opens.



2. In the Search field, type **your User ID**.
3. Click the **Find** button. Your User ID should be highlighted.
4. Click the **Email** field for enter your email address.
5. Press the **Enter** key. Did your information update?
6. Click **Back to Main** to return to the Webview Main Window.

**Note:** If the Plant Administrators have difficulty with the Webview Account, they should contact the GDOT Technical Services Engineer for assistance. The TSE can look up their password or update account information such as plant e-mail address. OMR Webview Administrator accounts do not show the password for other Administrators.

### 7.4.2 Creating a Webview Account

When a new plant is approved, or a plant changes owners, a new Webview account must be set up by an OMR administrator. The first step is to request the association of the owner company and the OMR assigned plant code. Then the TSE will Add a new user account in Webview.

The Technical Services Engineer who is involved in the plant approval should submit the following request by e-mail to the GDOT IT Solutions Center. The TSE's request for the account indicates that OMR approves of the account being set up.

**Subject:** FDACS Webview account

**Message:**

Please update the plant list in FDACS Webview accounts for

Company: (ex: AAAA Asphalt)

Plant number: (ex: 99)

IT will establish the association for the company name and plant number. A confirmation message from the Solutions Center with the new association of company name and plant number will be sent to the requestor. (In the training version, this has already been done.)

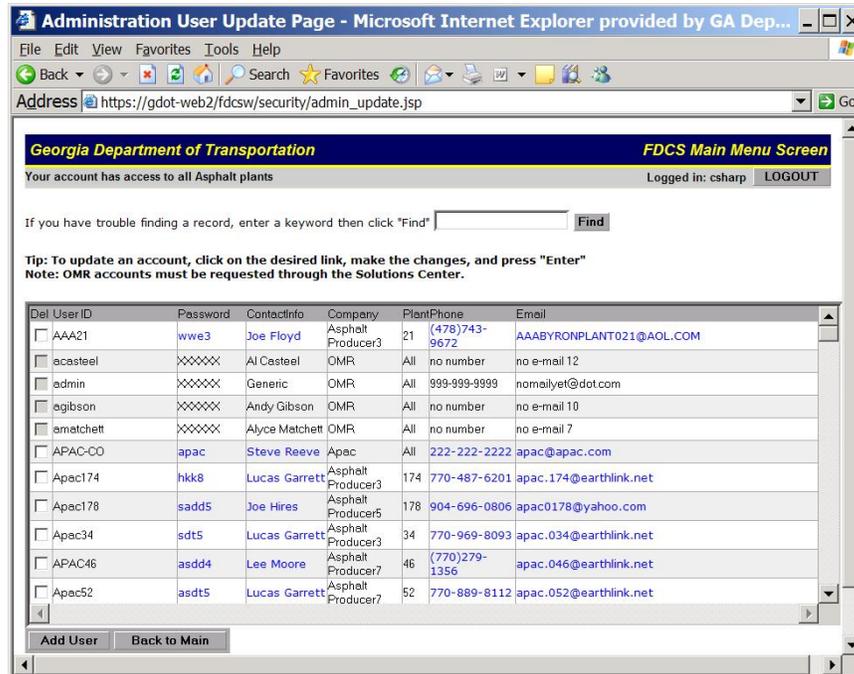
---

**Note:** When a plant is sold to another company, the TSE must send an e-mail to the Solutions Center to request that the Plant number be associated with the new owners. The TSE can update the other account information as needed.

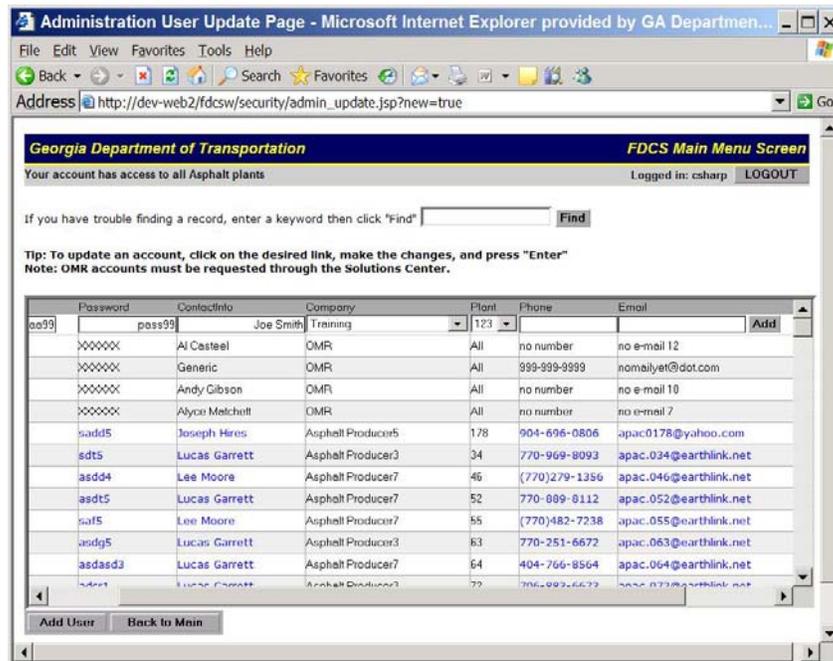
---

To create a new Webview account:

1. On the Asphalt Plants page, click the **Accounts Maintenance** button. The **User Update** page opens.



2. Click the **Add User** button. A new row will appear at the top of the user accounts table.



3. Enter the following information and press the [**Tab**] key after each entry:

- User ID: **AAAA123(add your initials here)**
- Password: **pass99**
- ContactInfo: **Joe Smith**
- Company: Select **Training** from the dropdown list.
- Plant: Select **123** from the dropdown list
- Phone number: **123-456-7890**
- E-mail: [AAAA123\(add your initials here\)@asphalt.com](mailto:AAAA123(add your initials here)@asphalt.com)

---

**Note:** The e-mail address is required for the user to retrieve their password. The e-mail address must be unique, and should be for the plant (not a person).

---

4. Click the **Add** button to the right of the new row. The system will check for duplicates and then refresh with the new account.

### 7.4.3 Deleting an Account

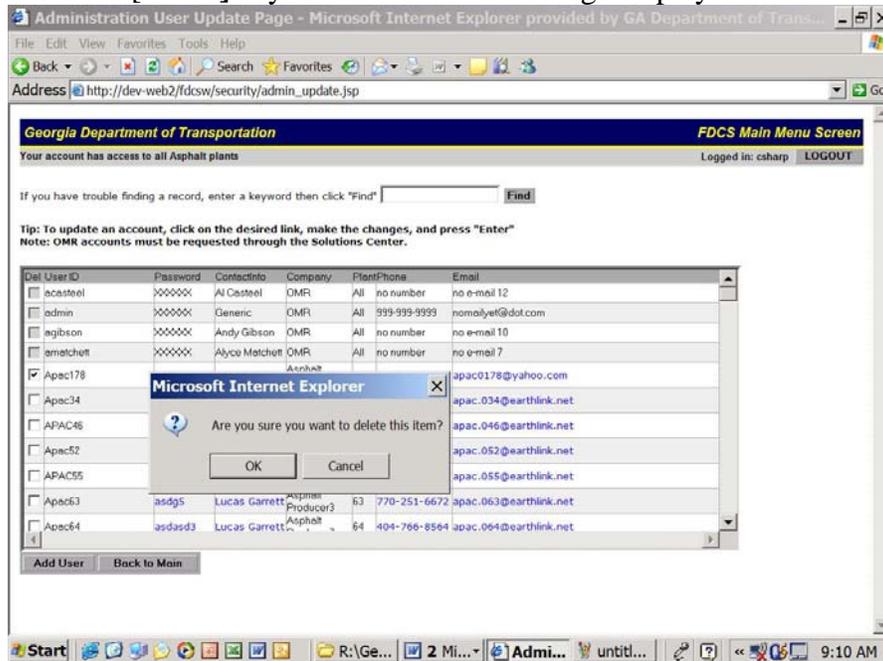
Occasionally, personnel leave or producers sell or shut down plants. In either case, the Webview Account should be deleted to prevent unauthorized access to FDCS producer test records. This will not delete test records previously submitted.

If an **Account ID** is incorrect, you must create a new account and delete the incorrect account. **Account IDs** cannot be updated.

For the purpose of this training exercise, you will be deleting the same account you created in the previous section.

To delete a Webview account:

1. On the **User Update** page, find the account you just created.
2. Click the **Del?** checkbox next to the **Account ID** to be removed.
3. Press the **[Enter]** key. A confirmation message displays.



4. Click **OK**. The window will automatically refresh and the account is deleted from the table.

## **7.5 Summary Exercise**

1. Who should request an OMR Webview account?
2. Who sets up a Webview account for a producer?
3. Who can update a producer's Webview account?
4. What information is required to set up a Webview account?
5. What should you do if you forget the password?
6. What should you do if a producer tells about a problem with the plant rating report?



## **TIPS AND TRICKS**

### **What You Will Learn....**

- Specific Form Tips
- Installation Tips



## 8 Tips and Tricks

The following sections provide tips and workarounds that address specific forms and functionality in FDCS:

### 8.1 General

- **DO NOT USE COMMAS** in any field on any form. This will cause errors when uploading.
- Be careful to use the number zero (0), not the letter oh (O) when entering Contract IDs and Project numbers.

### 8.2 Random Sampling Number Utility

- Run this program once per Lot to receive random load numbers for each subplot. See GDT 73 for information on random sampling numbers.
- If you need to generate the numbers more than once, get approval from the Technical Services Engineer.

### 8.3 Nuclear Gauge Factors

- Update your gauge factors in the Client from diskette whenever the gauge is calibrated.
- See your TMOS or Assistant for the diskette. They can copy it from the server site.
- Refresh your gauge factors in the DOT150 and DOT553 form by unselecting and then re-selecting your gauge number to update the factors.

### 8.4 159 Form

- Contracts with multiple project numbers – use the lead project number as shown on the contract.
- Airport projects without Contract ID# - use “000000-00-000-0.”
- Delete a sample record by selecting the bar on the far left side of the form and using the Delete key.
- Linked to related DOT 150 in Server
- Header information & Date must match

### 8.5 150 Form

- Populate correction factor fields.
- Do not mix gauge and core results – these are two separate rows.
- On the Server, linked to related DOT 159 with matching information.

### 8.6 553 Form

- Populate correction factor fields.
- Select “*Other (Specify)*” in the **Item Description** field for materials not on list
- Enter the specifics in the **Extended Description** field. For example, “*Shoulder.*”

### 8.7 Aggregates

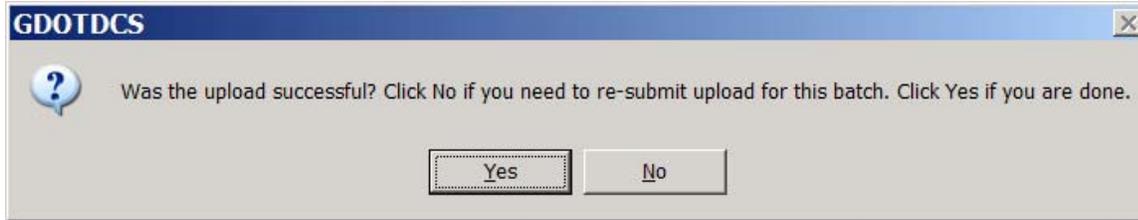
- Use the aggregate import format described in the **TechDocs** at:  
<http://www.dot.state.ga.us/dot/construction/materials-research/software.shtml>
- When ready to import, save the aggregate file to C:\Program Files\GDOTDCS\Import
- Always delete files from Import folder after import process is completed.

### 8.8 Portland Cement

- Use the Portland Cement template and process described in the **TechDocs** at:  
<http://www.dot.state.ga.us/dot/construction/materials-research/software.shtml>
- When ready to import, save the aggregate file to C:\Program Files\GDOTDCS\PCImport
- Always delete files from PCImport folder after import process is completed.

### 8.9 Uploading

- Just “pop” the Ctrl+V keys when preparing to Submit a package. Holding the keys down too long will result in a very long file name and the Upload will fail.
- You can try again after deleting the file name.
- If you had errors in your Upload, click **No** when you get this message as you close the Upload page. It will prevent the records that weren’t uploaded from being marked as Sent.
- Then you don’t have to uncheck and recheck the records as Ready to Send.



## 8.10 Backup/Restore

- Backup your data to diskette or a server share weekly, after you have Uploaded the records.
- If you Backup files before uploading them, when you restore the files they are NOT marked as 'Sent' and will be submitted again with your next upload. You may get an error message that the record has already been received and is verified.
- Make a full backup of your data prior to installing an upgrade.
- When you get a new computer, make a full backup of your data from the old computer and then restore it on the new computer.
- For a new computer, you will need to do the Full Install of FDCS before restoring.

## 8.11 Installation

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**IMPORTANT: OPEN AND READ THE "INSTALL INSTRUCTIONS" BEFORE DOWNLOADING THE APPLICATION!**

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- The latest version of FDCS can be found at:  
<http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm>
- **Save** the application to your Desktop, do ***NOT* Run** the install from the website.
- FDCS Client must be closed BEFORE you run the installation program.
- If you navigate to the upgrade website from the globe button in the Client, remember to close the Client.



# **TROUBLESHOOTING**

## **What You Will Learn....**

How to Resolve issues with  
FDCS functionality not  
addressed in the Tips and  
Tricks chapter



## 9 Troubleshooting

The following sections address problems and resolutions to FDCS functionality.

### 9.1 Installation

FDCS Upgrade and Full Installation packages are at

<http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm>

<b>Error</b>
Upgrade link shows “Webpage can not be displayed.”
<b>Resolution</b>
Are you connected to the Internet? If no, contact your Internet Service Provider. If yes, contact the GDOT Solution Center at 404-651-5010.
<b>Common questions/issues:</b>
<ul style="list-style-type: none"> <li>• Did you read the Install Instructions?</li> <li>• See the upgrade webpage.</li> <li>• Did you save the download file to your Desktop?</li> <li>• Do not Run the download file from the internet. The installation will not be completed successfully.</li> <li>• Did you close the FDCS Client before running the Upgrade installation?</li> <li>• The upgrade won’t work if the database is open.</li> <li>• Did you wait for each component of the install to finish and click OK at each step?</li> <li>• Some Clients have many records and the database upgrade may take several (10+) minutes. Closing the install program prematurely may cause loss of test reports.</li> <li>• Do you have admin or power user permissions on your computer?</li> <li>• Some companies have tight security that will only allow someone from IT Support to install applications.</li> <li>• What error message did you receive?</li> </ul>

## 9.2 Uploading

<b>Error</b>
What's My Password?
<b>Resolution</b>
Use the Retrieve Password function. An e-mail will be sent with your User ID and password to the mailbox. If you are a new user, contact the Technical Service Engineer for your plant, Testing Management Operations Supervisor, or Assistant TMOS to have an account set up.

## 9.3 Upload File Error

<b>Error Message</b>
<i>The MIME type of the uploaded file "application/octet-stream" was not accepted by the server. Only files of type "text/plain" can be uploaded. Verify that you are uploading a file of the appropriate type. Upload aborted. Please correct the error and try again.</i>
<b>Resolution</b>
The file name is too long, probably because the [Ctrl]+v keys were held down too long. <b>Correction:</b> <ol style="list-style-type: none"> <li>1. Click <b>Upload</b> on the navigation bar.</li> <li>2. Delete the file name.</li> <li>3. Hold down the [Ctrl] key and tap the v key on your keyboard. The file name will appear in the field.</li> <li>4. Click <b>Submit Now!</b></li> </ol>

## 9.4 Files Already Uploaded and Verified

<b>Sample Error Text</b>
<b>Upload from eregister failed. Cause:Error - Record DOT150 has already been verified. (Look into the report where PlantNo = xxx and ProjNo = 'PR000-S007-00(314)C1' and TypMix = '25mm SP' and MixLevel = 'A' and LotNo = '1'.)</b>
<b>Resolution</b>
The file was previously uploaded to the Server and verified by a GDOT supervisor. <b>Correction:</b> If you need to replace the record: <ol style="list-style-type: none"> <li>1. Close the <b>Upload</b> page.</li> <li>2. Click <b>No</b> for "Was the Upload successful?"</li> <li>3. Call the TSE or TMOS to have the record Un-verified.</li> <li>4. Try to Upload again.</li> </ol> If this was a mistake: <ol style="list-style-type: none"> <li>1. Close the Upload page.</li> <li>2. Click <b>Yes</b> for "Was the Upload successful?". The record will be marked as Sent.</li> </ol>

## 9.5 Records have a comma

<b>Sample Error</b>
<b>Upload from ERSnell81 failed. Cause:Error: File Type Not Recognized: BUT HAD OVEN PROBLEMS. TALKED TO OVEN MAN AND MADE ADJUSTMENTS.</b>
<b>Resolution</b>
The file had a comma in it, usually in front of the text shown in the error message. These are usually in the Remarks field, but can be in any field. All records in the queue after the one with the comma will not be uploaded. Correction: <ol style="list-style-type: none"><li>1. Close the Upload page.</li><li>2. Click <b>No</b> for “Was the Upload successful?”</li><li>3. Open the record you think had the error.</li><li>4. Find and remove the comma.</li><li>5. Uncheck and re-check ‘Ready to Send.’</li><li>6. Try to Upload again.</li></ol>



## 9.6 Support

Contact the Solutions Center at 404-651-5010 or 1-800-651-5010.

Use the support instructions at <http://www.dot.state.ga.us/dot/construction/materials-research/downloads/fdcs-index.shtml>

## 9.7 How to capture and send a screenshot

1. While the problem or error message appears on your screen, press **[ALT]+PrtScn** (or on some laptops **[FN]+PrtScn**) on your keyboard.
2. Put your cursor in the Technical Support Request form, and click the **Paste** button. This will paste a graphic image of your screen in the document.)



