Office of Materials and Research

Field Data Collection System (FDCS) Version 4.2

User Training Guide

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FIELD DATA COLLECTION SYSTEM 4.2

User Guide

Field Data Collection System Version 4.2

Acknowlegements

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Important Information for Users

The following table provides logon ids and passwords necessary for your participation in the FDCS 4.2 User class:

User Names and Passwords

Version	User Type	User Information Needed
Webview	Student	Id – training123 Password – pass Note - the id and password are case sensitive
Server	All	Id – your network id Password – your network password
Client	Student	Id – train Password – train

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- Changes in Version 4.2
- New FDCS Process Flow

1 Overview of FDCS

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.

1.1 Changes in FDCS 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 FDCS system to a single database (no copies)
  - Removed all batch jobs
- Update web upload

1.2 Functionality

The FDCS 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 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 users through the network 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.

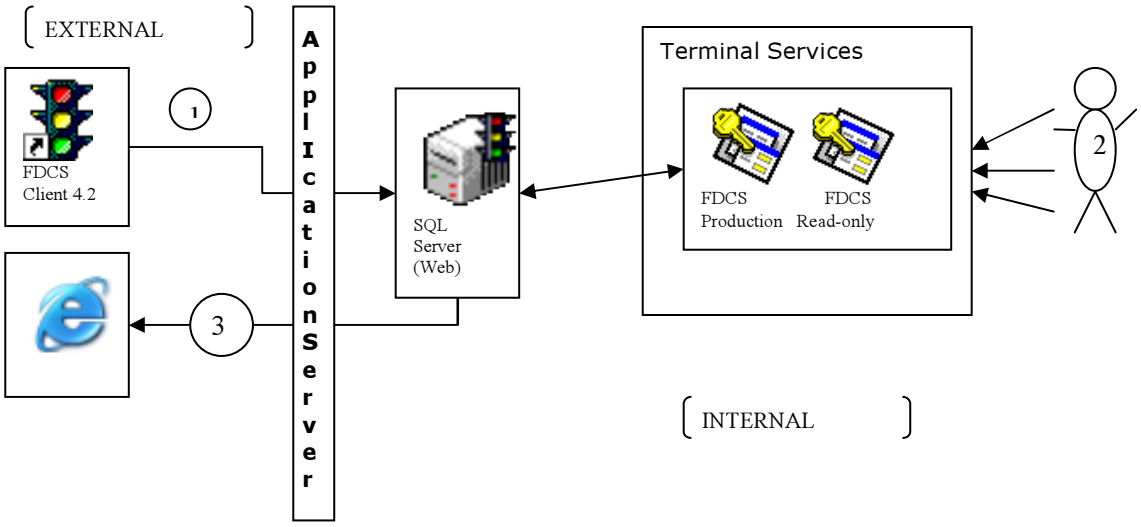


FIGURE 1. NEW FDCS SYSTEM ARCHITECTURE

1.4 Target Audience

This course is designed for the following GDOT personnel and Producer Personnel:

- Testing Management
- Independent Assurance
- Technical Services Branches
- Contractor or producer Quality Control personnel at Asphalt plant
- Aggregate sources
- Cement Mills

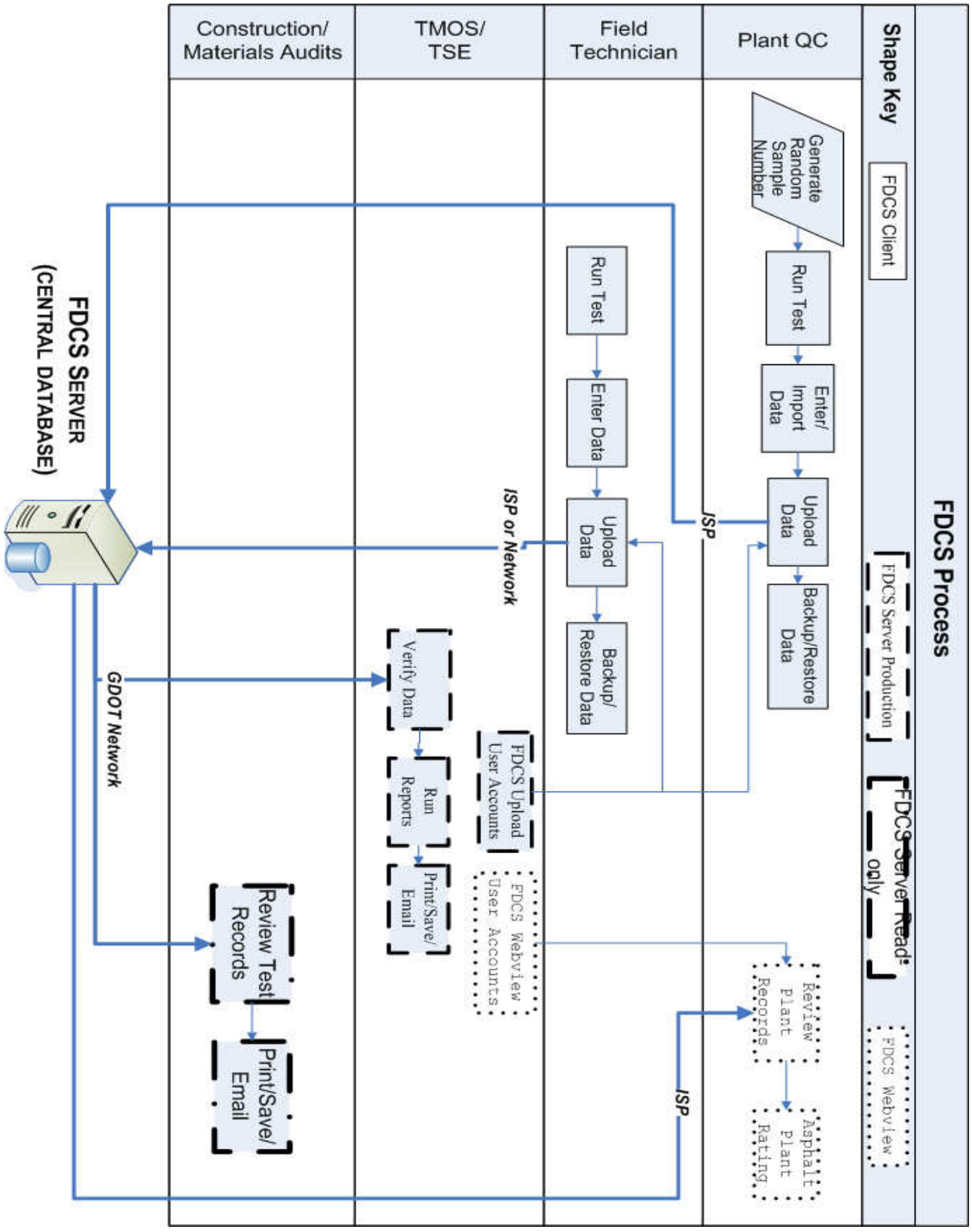
1.5 Course Prerequisites

- Basic Windows skills
- Knowledge of Quality Control or Acceptance Testing equipment & procedures

1.6 Course Objectives

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

- Download FDCS
- Navigate in FDCS
- Input Data
- Upload data
- Print Reports
- Backup and Restore Data
- View Data


FDCS Process
Shape Key
FDCS Client
FDCS Server Production
FDCS Server Read only
FDCS Webview
Plant QC
Field Technician
TMOS/ TSE
Construction/ Materials Audits
Generate Random Sample Number
Run Test
Enter/ Import Data
Upload Data
Backup/Restore Data
Review Plant Records
Asphalt Plant Rating
Run Test
Enter Data
Upload Data
Backup/ Restore Data
ISP
ISP or Network
FDCS Upload User Accounts
FDCS Webview User Accounts
Verify Data
Run Reports
Print/Save/ Email
GDOT Network
Review Test Records
Print/Save/ Email
FDCS SERVER (CENTRAL DATABASE)

INSTALLING FDCS

What You Will Learn….

- How to Download FDCS
- Full Install vs. Light Install

2 Installing FDCS 4.2

2.1 Overview

The software is available for installation in several 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/fdcs/upgrade/fdcsupgrade2.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 FDCS 4.x on Windows 95, please contact your local technical support.

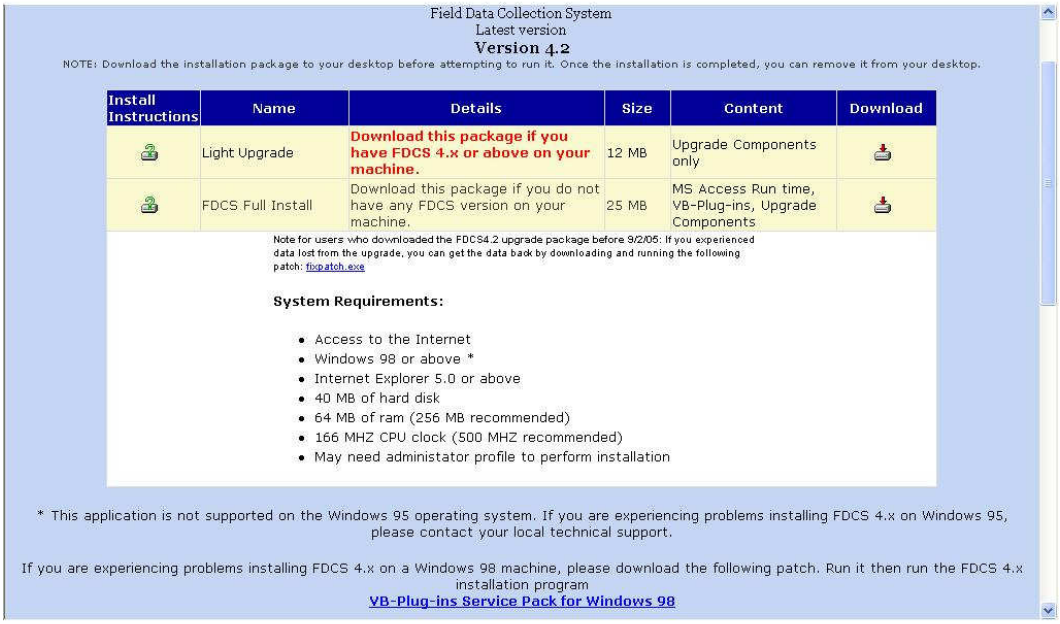
If this software is to be installed on a computer that belongs to your company, you must contact your computer systems administrator and get permission to install it or have them install it for you. *Your administrator will also need to make sure that you have write permissions to the **GDOTDCS.MDE file*.

2.3 Installation Instructions for FDCS 4.2

This chapter provides an overview on how to install the latest version of FDCS.

Download the correct update by clicking the link at http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm.

See the installation instructions under the Help button for each type of installation.



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: fixpatch.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 administator 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

VB-Plug-ins Service Pack for Windows 98

2.4 Light Upgrade - Future Updates of Version 4.x

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

You must keep your copy of FDCS software 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.

2.5 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.

2.6 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's 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. The first available Operator will take your call.

GETTING STARTED

What You Will Learn….

- Main Menu Navigation
- How to Open a Form
- Find, Filter, and Sort Options

3 Introduction to FDCS Version 4.2

This chapter briefly describes the Field Data Collection Software test forms and documents the flow of test data from the field project sites to the Office of Materials and Research database server.

3.1 Terminology

The following terms are used through out this document:

Term	Description
FDCS	Abbreviation for the Field Data Collection System.
Client	The edition of FDCS on the technician's computer. The data collected in this edition should be uploaded to the Server version and can be used to generate local reports.
Server	The central database collection of uploaded test data. The data can be verified and used for various reports on a statewide basis.
Field	When referring to data entry, a single piece of information, such as a measurement or a description.
Record	A group of fields that describe one entity. In this application the entity is usually a sample taken for testing.
Key fields	Each record must contain a field or a set of fields that uniquely identifies it. This prevents duplicates and enables searching. These special fields are called key fields.
Filter	The process used to show you a specified selection of your records or just one record rather than all records at once.
Form View	A window containing the contents of one or more test records that you may view, edit, or add to. A printed test record is often called a "report."
Datasheet View	A table format displaying the same records shown in Form View.
Web View	The secure internet link for Producers to view their own uploaded records in the central database.
Report	A record or group of records, or calculation obtained from one or more records, specially formatted for printing.
Upload	The process of electronically sending data to the GDOT using the Field Data Collection System.
Import	The process of adding data to the system from a source other than your default directory.
Backup	The process used to save data to another location the event of a system failure.
Restore	The process of adding backed up data to your default system. This is done if the data on your default system was corrupted or lost.

3.2 Using the Field Data Collection System

This chapter provides brief introduction to the Field Data Collection System (FDCS) main menu options and describes the additional options available within the software. It also provides a brief introduction to the windows functions within the software and how to navigate within the FDCS using these functions.

3.3 Getting Started with FDCS

You can start the application in two ways:

- From the Desktop
- From the Program Menu

3.3.1 Starting from the Desktop

When the Field Data Collection System software installs on your computer, it automatically creates a shortcut on your Desktop.

Follow the steps below to start the application from your Desktop:

1. Locate the Field Data Collection System icon.

2. Double-click to start the application.

3.3.2 Starting from the Programs Menu

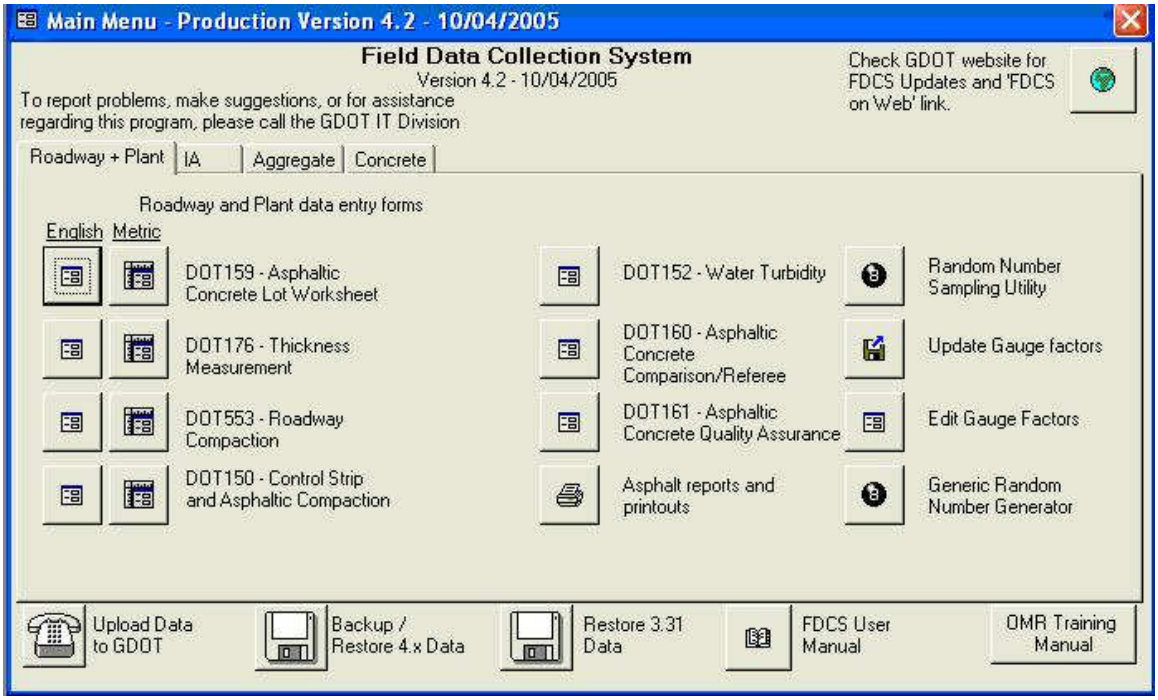
You also have the option to start the Field Data Collection System software from the Windows Program menu.

Follow the steps below to start the software from the Program menu:

1. From your desktop menu, click **Start**.
2. Select **Programs>Field Data Collection System**.

3.4 Navigating the Main Menu

When you start FDCS, the first thing you will see is the Main Menu. The Main Menu provides a "pallet" of entry forms and utilities for each testing group that uses this application. Click on the tab with the name of your testing group to see the forms and reports.



1. Click on the first tab for **Roadway** + **Plant**. Note the test forms, reports, and reference updates on this panel.

2. Click the fourth tab for **Concrete**. Note the different test forms, reports and reference updates on this panel.

3.5 Other buttons on the Main Menu

Button	Description
Check for updates on the GDOT web site	Clicking this button opens your default web browser and takes you to the GDOT FDCS download web page. (This requires an Internet connection). You should check this page regularly.
Upload Data to GDOT	Click this button to start the process of sending entered and modified data to the GDOT electronically.
Backup/Restore 4x Data	Clicking this button will open the backup/restore window that enables you to make a copy of your data on floppy disk or re-load data from a diskette.
Restore 3.31 Data	Click this button to reload data from a diskette.
FDCS User Manual	Click this button to open the FDCS User Manual, which includes a detailed description of each function and form.
OMR Training Manual	Clicking this button opens this Training Guide.

The following test forms are available: (depending on which testing group tab you selected)

Form Number	***Roadway and Plant Group Test Forms (English and Metric Units)***
DOT159	Asphaltic Concrete Lot Worksheet entry form.
DOT176	Thickness Measurement entry form
DOT553	Roadway Compaction form
DOT150	Control Strip and Asphaltic Compaction data entry form
DOT152	Water Turbidity entry form
DOT152	Asphaltic Concrete Comparison / Referee entry form
DOT161	Asphaltic Concrete Quality Entry form
DOT160	Asphaltic Concrete Comparison/Referee

Form Number	***Independent Assurance Group Test Forms (English and Metric Units)***
DOT176	Thickness Measurement entry form
DOT553	Roadway Compaction form
DOT386	Asphaltic Comparison Compaction / Void data entry form
DOT168	Concrete Quality Comparison data entry form

DOT163	Field Paint Thickness data entry form
DOT162	Bridge Painting Conditions data entry form
DOT165	Galvanized Coating data entry form
DOT116	Pipe Certification and Quality data entry form
DOT150	Control Strip and Asphaltic Compaction data entry form
DOT160	Asphaltic Concrete Comparison / Referee entry form
DOT169	Miscellaneous data entry form

Form Number	***Aggregate Group Test Forms (English and Metric Units)***
DOT 640	Aggregate Producer Quality data entry form
DOT 641	Aggregate Producer Quantify data entry form
	Import Custom AGG Files - This is a special function for Aggregate producers who use their own custom software for data collection. It enables them to automatically import data from their system and send it to the GDOT.

Form Number	***Portland Cement Group Test Forms (English and Metric Units)***
OMR-049	Portland Cement data entry form
	Import Custom Cement Files. This is a special function Portland Cement Producers who use their own custom software for data collection. It enables them to automatically import data from their system and send it to the GDOT.

Other options provided by the software include the following:

Options	**Description**
Asphalt Reports	Click this button to open the Asphalt Reports window. This has options for generating printed statistical reports relating to the DOT 159 Asphaltic Concrete Lot Worksheet.
Aggregate Reports	Clicking this button will open the Aggregate Reports dialog box, which contains options for generating printed statistical reports relating to the DOT 640 and DOT 641 reports.
Materials Summary Report	A summary report can be created for each form that does not have a specified report.
Edit Gauge Factors	Clicking this button will show you the gauge factors used for the DOT 553 Roadway Compaction form. You may also edit them if necessary, but usually you will use the "Update Gauge Factors" to get the correct factors.
Update Gauge Factors	Clicking this button will update the list of gauge factors with one provided on an update disk.

Options	Description
Random Number Sampling Utility	Users of the 159 forms use this to determine which loads in a lot are randomly sampled.
Generic Random Number Generator	This utility is a general-purpose random number generator for tests that use random sampling.

ENTERING DATA IN FDCS

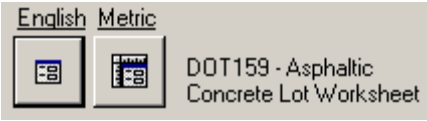
What You Will Learn….

- Common Fields
- Errors to Avoid
- Navigating in the Screen
- Form Features

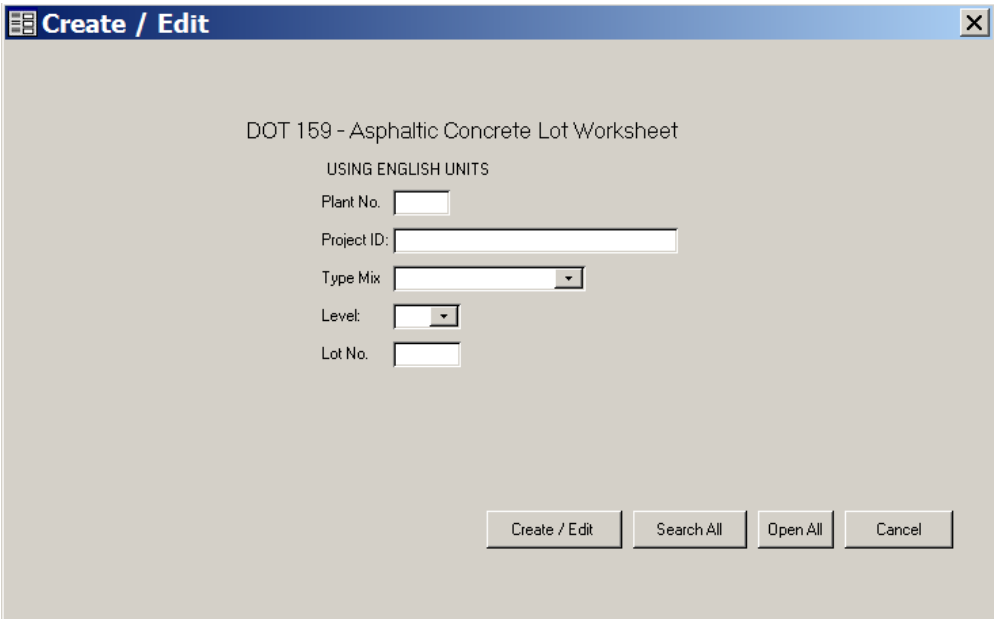
4 Opening a Form for Data Entry

Each form has fields that are unique to the test type. For this training example, we will use the DOT 159 on the **Roadway** + **Plant** tab.

1. Click on the button for **DOT 159 (English)**.



2. The DOT 159 **Create/ Edit** window opens.



3. Enter the Header information:

- Plant No.: **123**
- Project ID: **STP-123(11)01**
- Type Mix: **19mm**
- Level: **A**
- Lot No.: **01**

Note: All information shown in the header key fields is required to create new records.

Header Field	Description
Plant Number	An Asphalt Plant Number is the designation assigned by the DOT to asphalt producers that supply material to the DOT. The Source Plant Number entered must be the number of the plant producing the mix. This is a numeric field. Only numbers may be entered.
Project ID	This is the project designation for the specific project being performed under the contract. You must type the project code in EXACTLY as it is issued; otherwise your data may not be filed properly.
Type Mix	The GDOT Mix designation for the mix being tested. This must be a valid mix code selected from the dropdown list.
Level	The level of the mix if applicable. Select one: N/A, A, B, C or D.
Lot No	The lot number of the mix being tested. Only positive integer numeric values are valid in this field. Letters and symbols are not allowed.

4. Click the **Create/Edit** button. The DOT 159 Asphaltic Concrete Lot Worksheet will open. Notice the header information from the Create/Edit screen is populated on the top row of the window.

Button	Description
Create/Edit	If you entered values for all fields you will be taken to the record if it exists. If it does not, a new one is created automatically. **Note:** When using this method new blank records are immediately created and stored. To remove this record you must delete it. If you left one or more fields blank and more than one record matching the entered values is found, you will be prompted to select a record from a list.
Search All	Clicking this brings up a list of all records you have entered. This is the same as if you left all of the prompted fields blank and clicked create/edit.
Open All	Opens the data entry form but lets you work with all records at once instead of just one at a time. You may browse all of the records using the navigation buttons at the bottom of the entry form. This also allows you to use the "find" option on the form and apply your own filters.
Cancel	Returns you to the main menu.

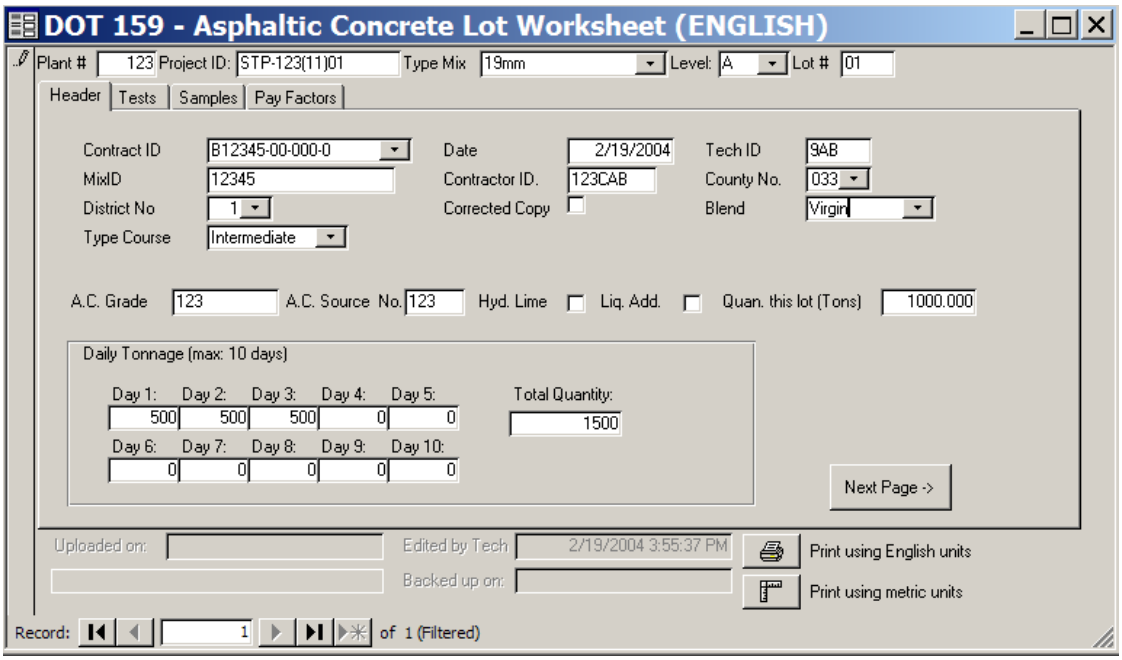


FIGURE 1 - ASPHALTIC CONCRETE LOT WORKSHEET

5. Enter all data as completely and accurately as possible.

Note: Quantity this lot (Tons) is entered by the technician and is used for plant ratings and other summary reports. The Daily Tonnage Total Quantity: field adds up the daily tonnages. This field can be a cross-check that the Quantity for this Lot is correct.

Because of the large number of fields on this form, the form in broken up in to multiple pages which can be selected by clicking on the appropriate tab. This form was opened just as a sample.

With the exception of the 640, 641, and OMR-049, which are continuous forms (that is you can see more than one record at a time), you must specify which record you wish to enter.

Note: If you created a new record, some fields will be filled in automatically with the values from the last form of that type that you edited.

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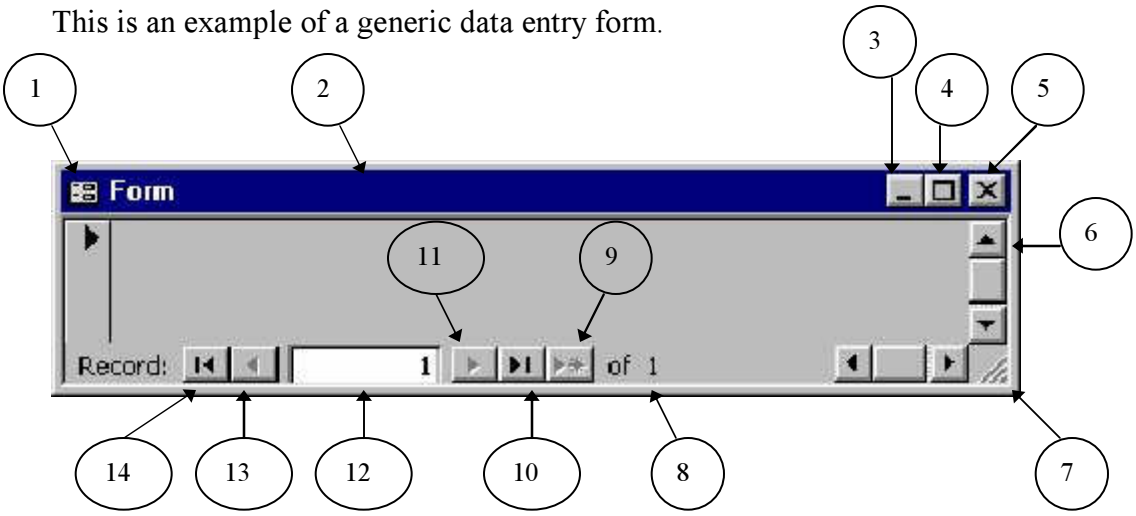
6. Click the **Tests** tab.
7. Click the **Samples** tab.
8. Click the **Pay Factors** tab. **Note:** There is a checkbox for **Correct and Ready to Send**.
9. Click the **First Page** button to return to the **Header** tab.

4.1.1 Form features

This is an example of a generic data entry form.



Note: If the field on the form has a border, you can add data. If the field does not have a border, it is considered a calculated field and is generated by the FDCS system based on your input in either fields on previous windows or other fields on the form.

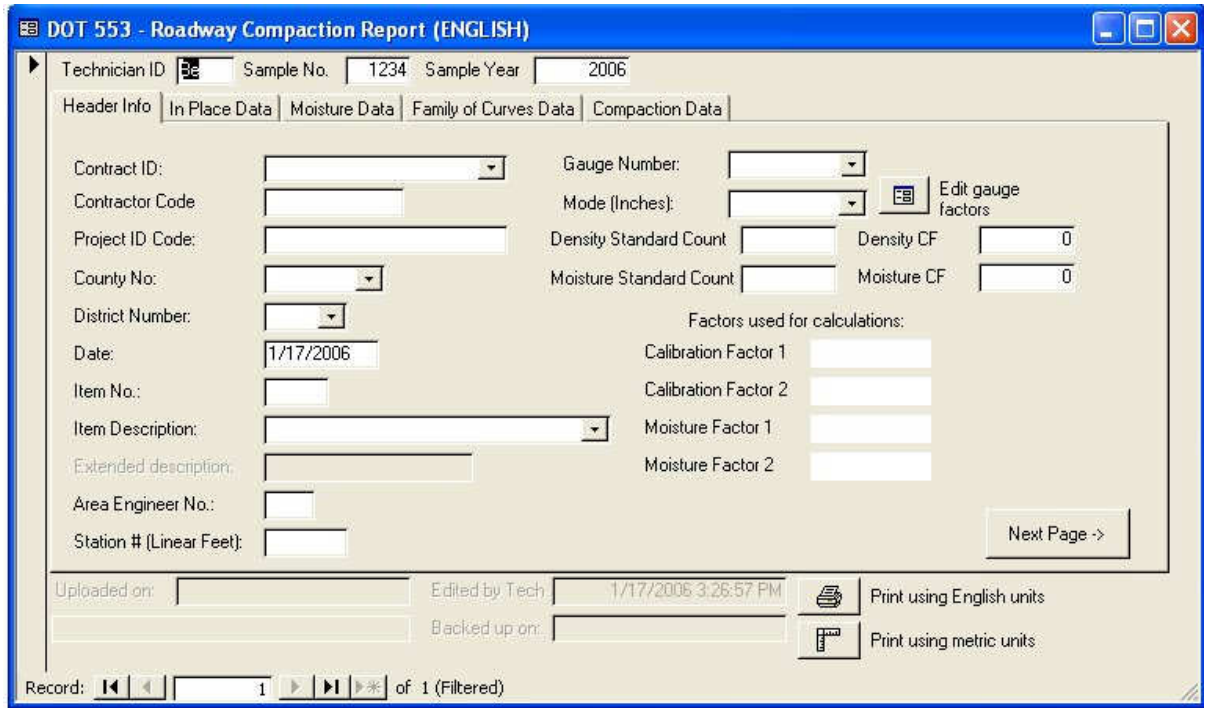
	Feature	Description
1	Selection Bar	Clicking this selects records for copying or pasting.
2	Title Bar	You can drag this to move the window.
3	Minimize	Click here to make the form smaller.
4	Maximize	Click here to make the form bigger.
5	Close & Save Data	Click here to close the form and automatically save the data you entered.
6	Scroll Bars	If the form is too big to fit in the window you can use the scroll bar.
7	Resize	If the window is too small you can drag this to make it larger.
8	Total	Displays the total number of records.
9	New	Creates or moves to a new record.
10	Last	Takes you to the last record for the form selected.
11	Next	Takes you to the record after the one displayed on the form.
12	Display Area	Shows the record number you are currently viewing.
13	Previous	Takes you to the record before the one displayed on the form.

	Feature	Description
14	First	Takes you to the first record of the form selected.

Click the **Close** button.

4.2 Additional Forms

4.2.1 Form 553 – Roadway Compaction form



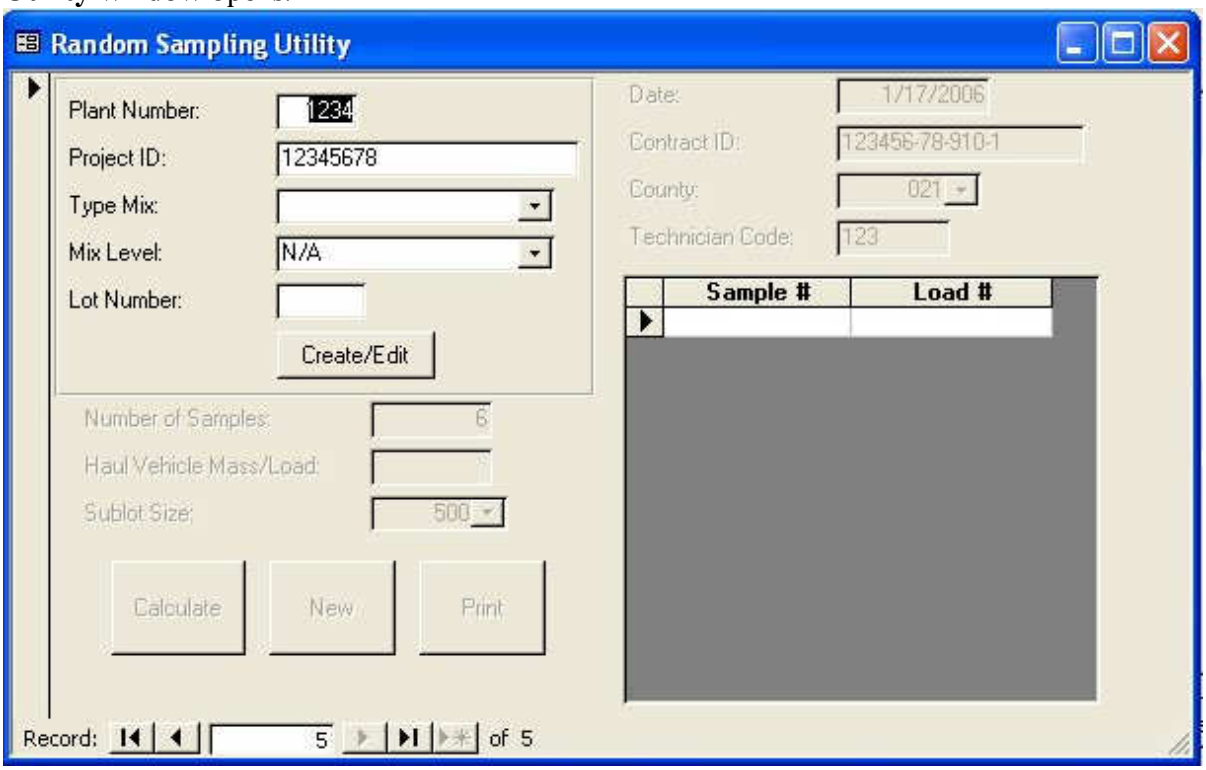
4.2.2 Random Number Sampling Utility

The Asphaltic Concrete Random Sampling Utility is a utility that generates random asphaltic concrete load numbers. This feature stores all generated records in the FDCS Client database. This is done so that previous lists may be recalled should the need arise. Please note that once a random sampling list is generated you can not go back and make changes to the record.

Note: These records are not uploaded to the FDCS Server.

To create a list of random load numbers:

1. Click the **Random Number Sampling Utility** button. The **Random Sampling Utility** window opens.



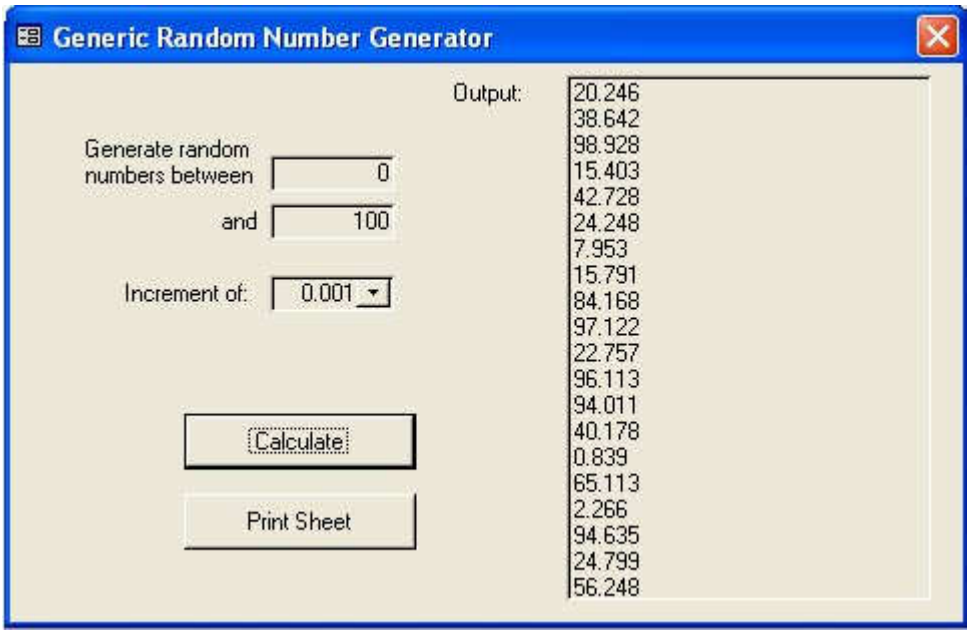
2. Enter the following information:

- Plant No.: **123**
- Project ID: STP-123(11)01
- Type Mix: **19mm**
- Level: **A**
- Lot No.: **01**

These will be the only fields you may edit when you start.

3. Click **Create>Edit**. The other fields are now enable and available for you to enter data.
4. Fill in the remainder of the fields. A description of each field appears in the help bar at the bottom of the window. However, you must maximize the window to view the descriptions.
5. Check your data to make sure it is correct and then click Calculate. This will make the data you have entered permanent. A list of load numbers will appear in the output box at the right of the window, and the Print button will now be enabled.
6. Click the **Print** button to open the print preview window.
7. Select **File >Print** from the menu bar to print the report.
8. If you want to start another record, click **New**.

4.2.3Generic Random Number Generator



This utility generates random numbers for tests that use random sampling. To use this utility, do the following:

1. In the **Generate random numbers between …and** fields, enter the range in which you want to generate these numbers (the range is inclusive).
2. In the **Increment of:** field, enter the numeric increment to use.
3. Click **Calculate**. This generates a list of 35 numbers (the amount that will fit on one printed page).
4. Click **Print Sheet** if you wish to print the list of random numbers. The **Print Preview** window opens to display the list of numbers.
5. Select **File >Print** from the menu bar to print the report.

REPORTS

What You Will Learn….

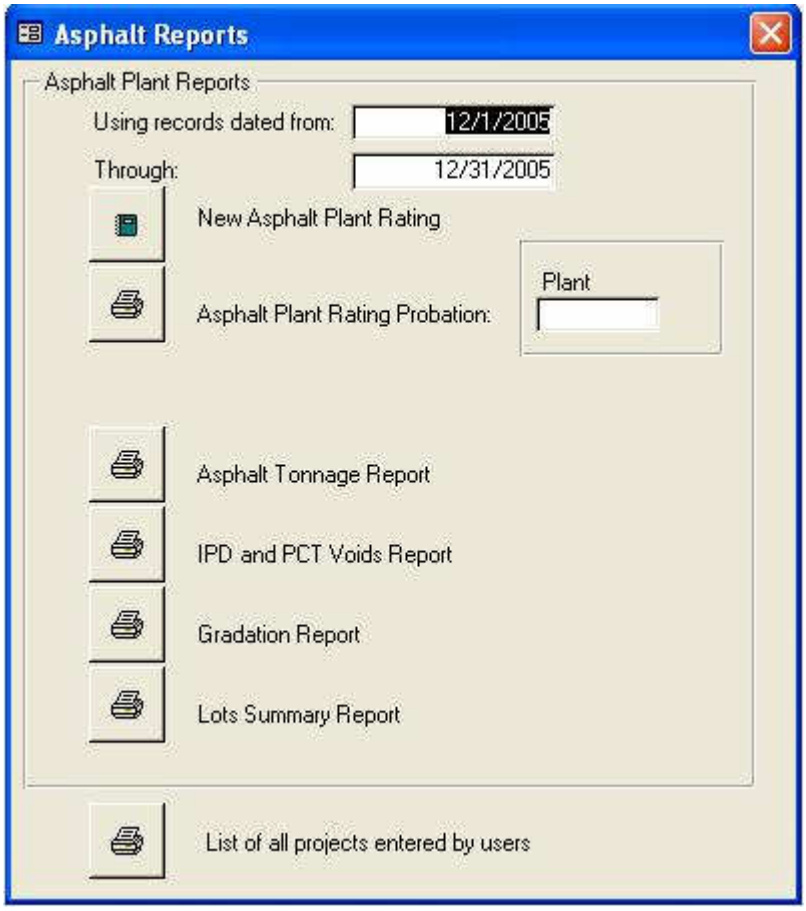
- How to Run a Report
- How to Print a Report
- How to Save a Report
- How to Email a Report

5 Generating Reports in FDCS Client Software

This chapter describes how users can generate asphalt reports from the FDCS client. Three types of reports are available from within the client software: Asphalt Summary, Aggregate Summary and each Test Record.

5.1 Generating Asphalt Summary Reports from FDCS

When you click the **Asphalt Reports and Printouts** button on the **Roadway + Plant** tab from the main menu, the following window opens:



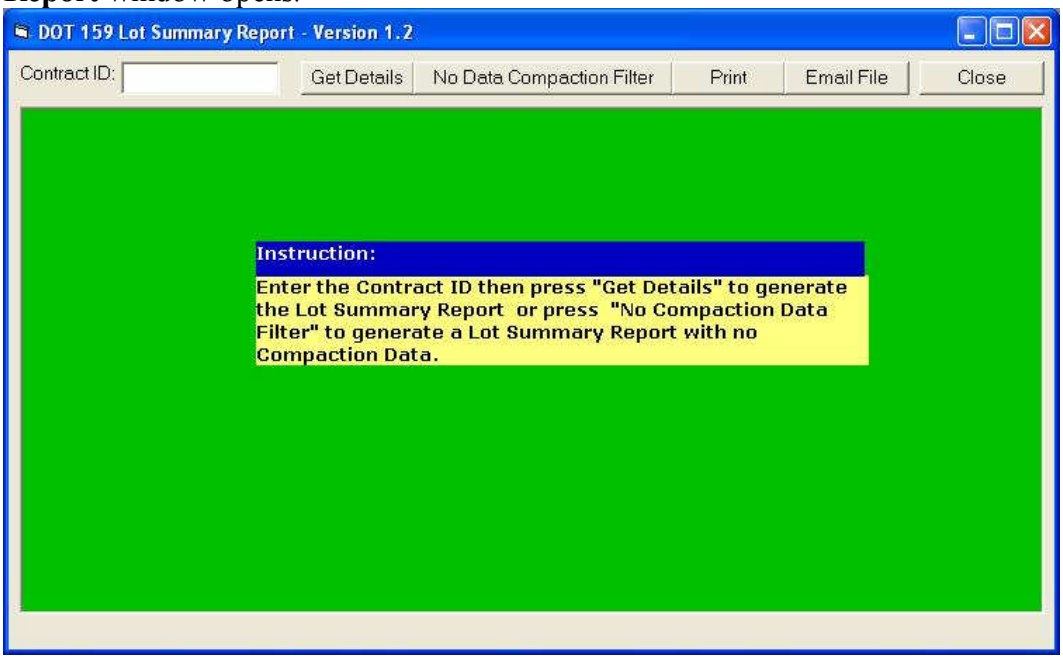
From here you may generate the following asphaltic concrete reports:

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. 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. Requires three samples per product code to be rated.

Report Name	Report Description
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.
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.

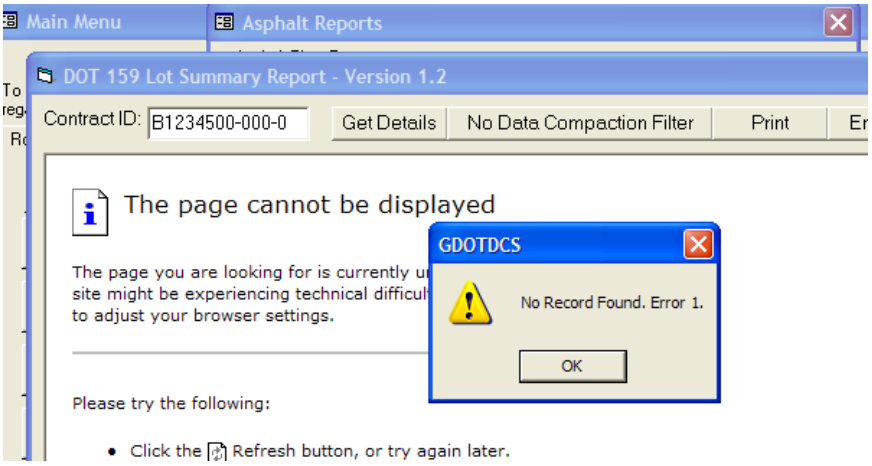
5.1.1 Lots Summary Report

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



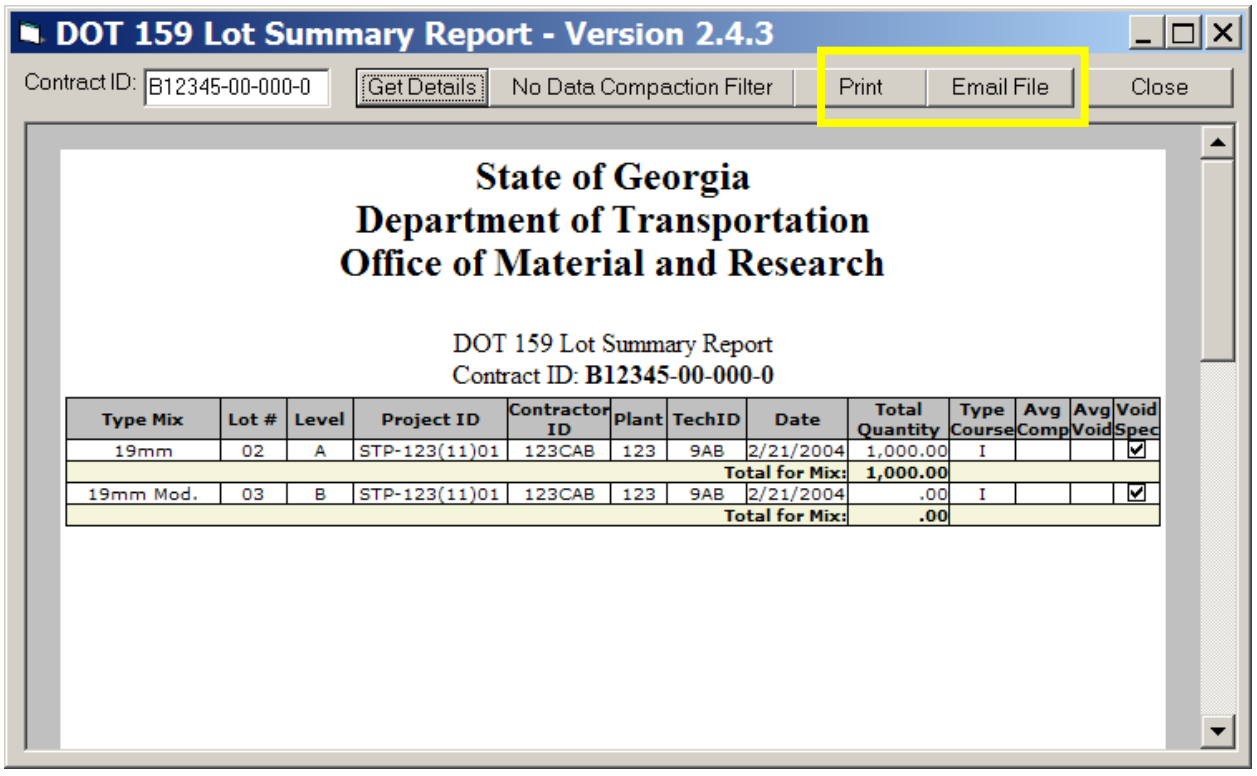
2. In the **Contract ID** field, enter **B12345-00-000-0**
3. Click **Get Details.**

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



4. Click **Print** or **Email File** to save or share the report.

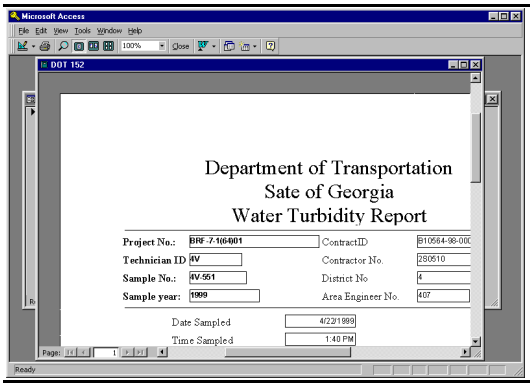
Note: Each Type Mix is grouped and a Total Quantity for each mix is calculated. The Lots are listed in numeric order, making it easier to notice missing Lots or missing compaction data.



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			☑
							Total for Mix:	1,000.00				
19mm Mod.	03	B	STP-123(11)01	123CAB	123	9AB	2/21/2004	.00	I			☑
							Total for Mix:	.00				

5. Click **Close**. You are returned to the Asphalt Report.
6. Close the **Asphalt Reports** window.

5.2 Printing or E-mailing Reports



When you click the **Print** button on the form, a preview window for the selected report opens. This preview may be printed, e-mailed, or saved to a folder on your desktop, a diskette or a folder on the network.

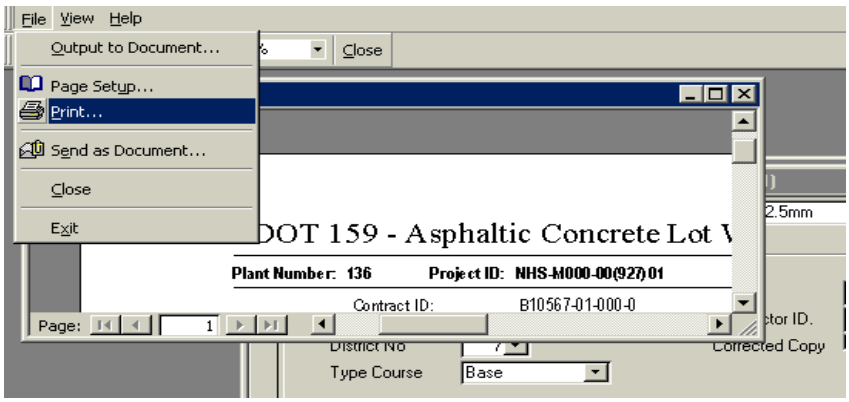
Note: Be sure and create the folder before you create the report. To create a folder on the desktop (right click your mouse, select new, select folder, rename the folder).

5.2.1 To Print a Report

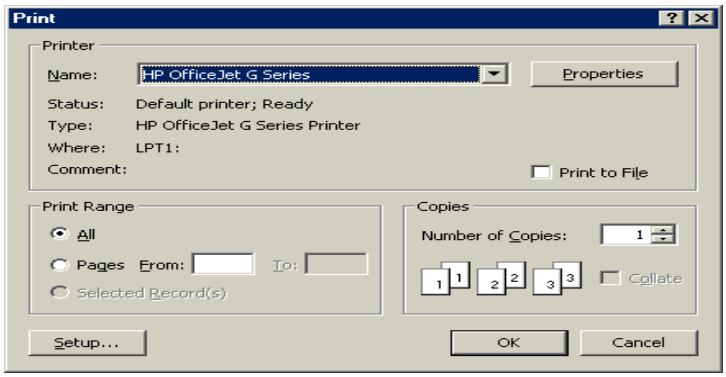
To print a hardcopy report if you are attached to a printer:

Note: This example will create a sub-folder in the windows default desktop folder.

1. From the Main menu select **File>Print**.



2. When the print dialog box appears click **OK**.

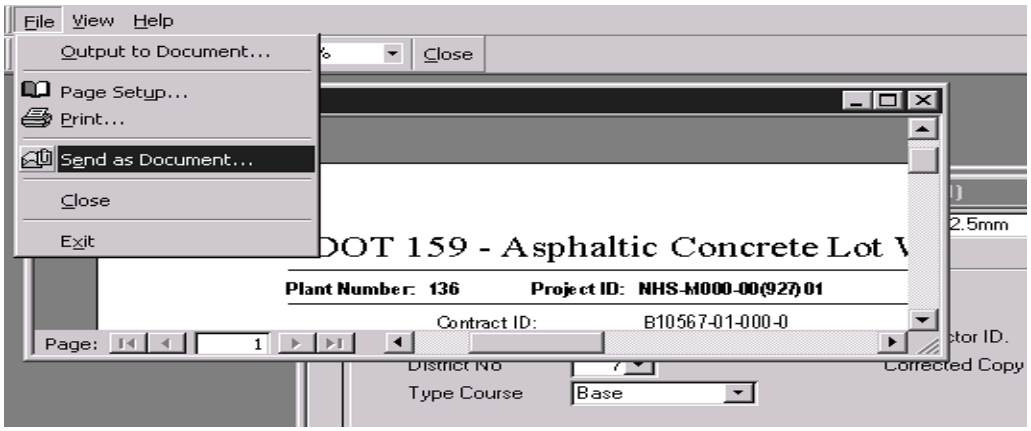


5.2.2 To e-mail a Report

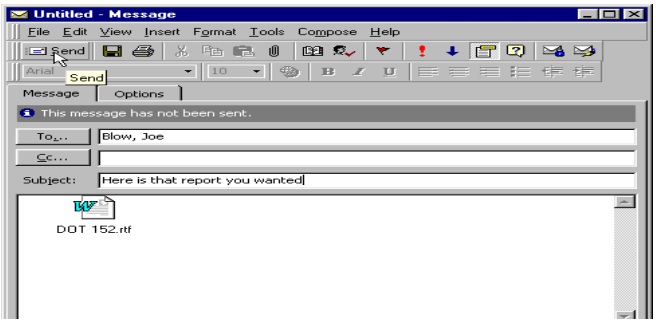
To e-mail the report:

1. From the Main menu, select **File>Send as Document**. Your email application should automatically open with the file as an attachment.

> **Note:** This is a generic document format recognized by most Word Processing Software.



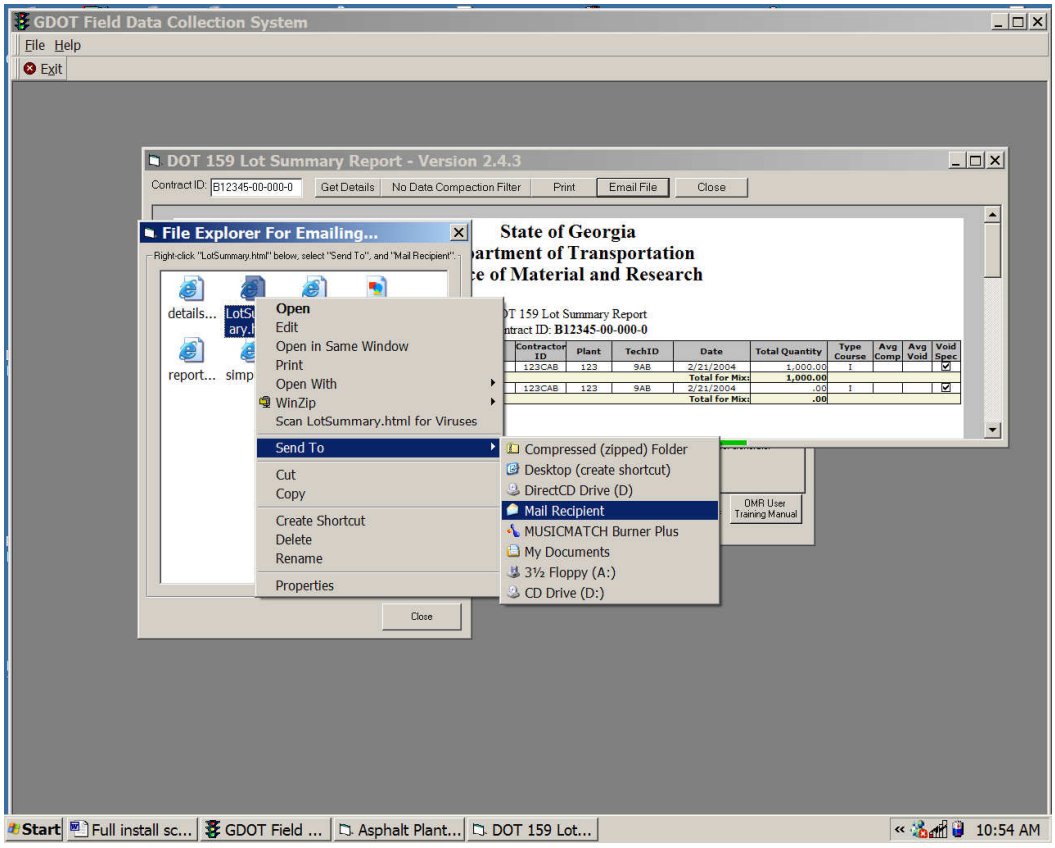
2. Select your profile and click **OK**. Your report will appear in the email as an attachment.



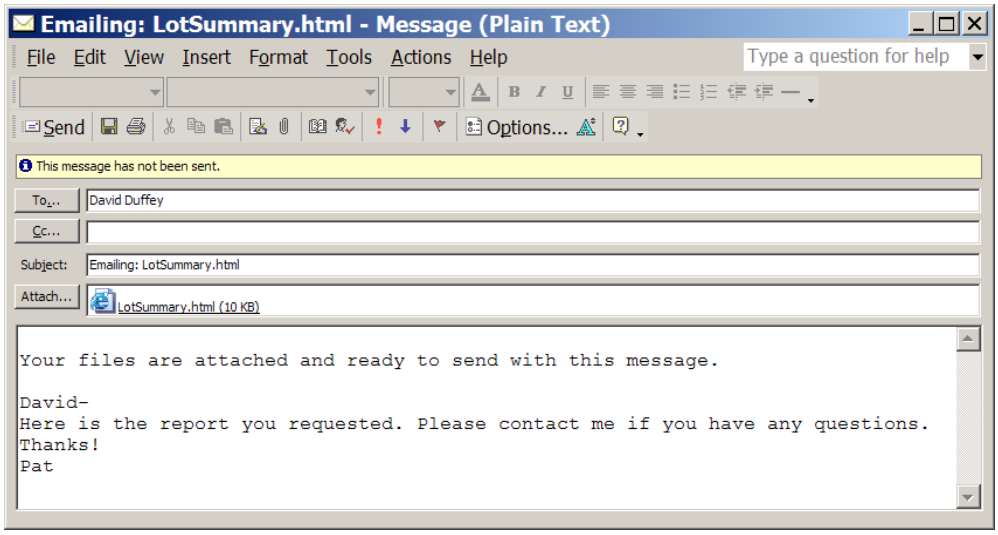
Note: Using this method you can only send one report. You must send the e-mail before you continue with any other program.

5.2.3 Alternate Method to Send a Report

Note: This applies to the Lot Summary Report only.



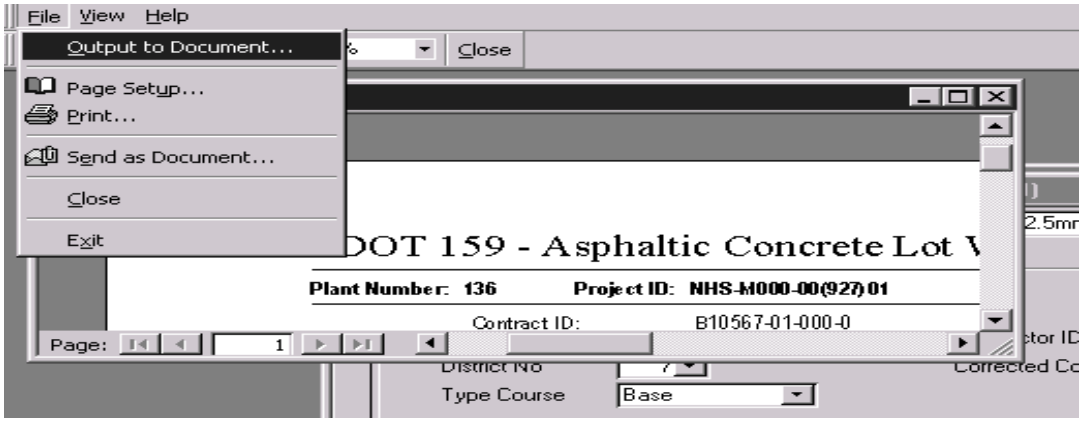
3. After generating the report, click **Email File** button.
4. Right click on the file with the report name.
5. Select **Send To> Mail Recipient**.
6. Choose Outlook as the mail profile.



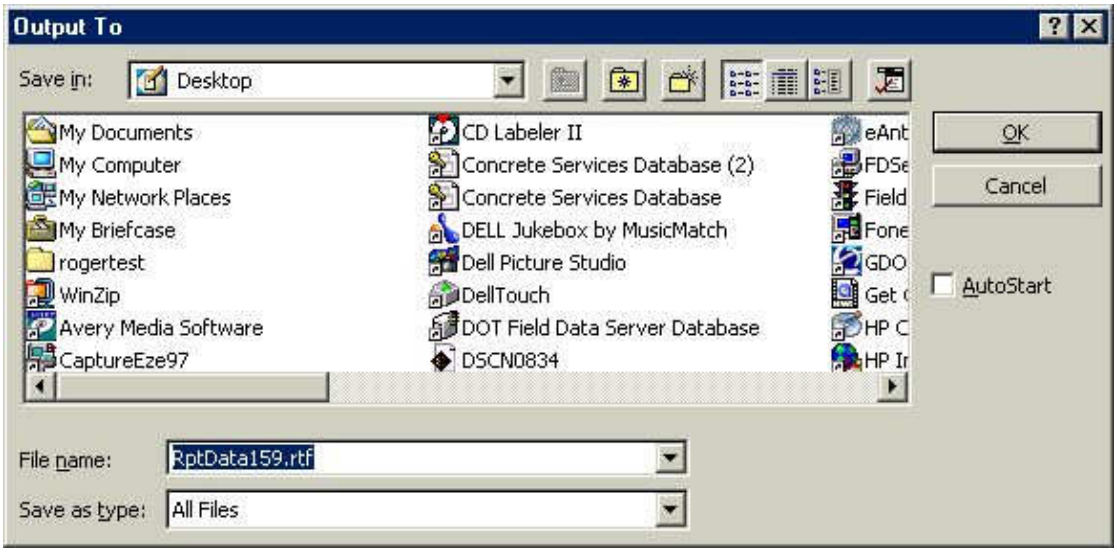
7. Enter the e-mail addressee and click **Send** to deliver your message.

5.3 Saving a Report to a Folder on Your Computer

1. On the Main menu, select **File>Output to Document.**



2. Select the folder where you wish to save the report, then click **OK**.

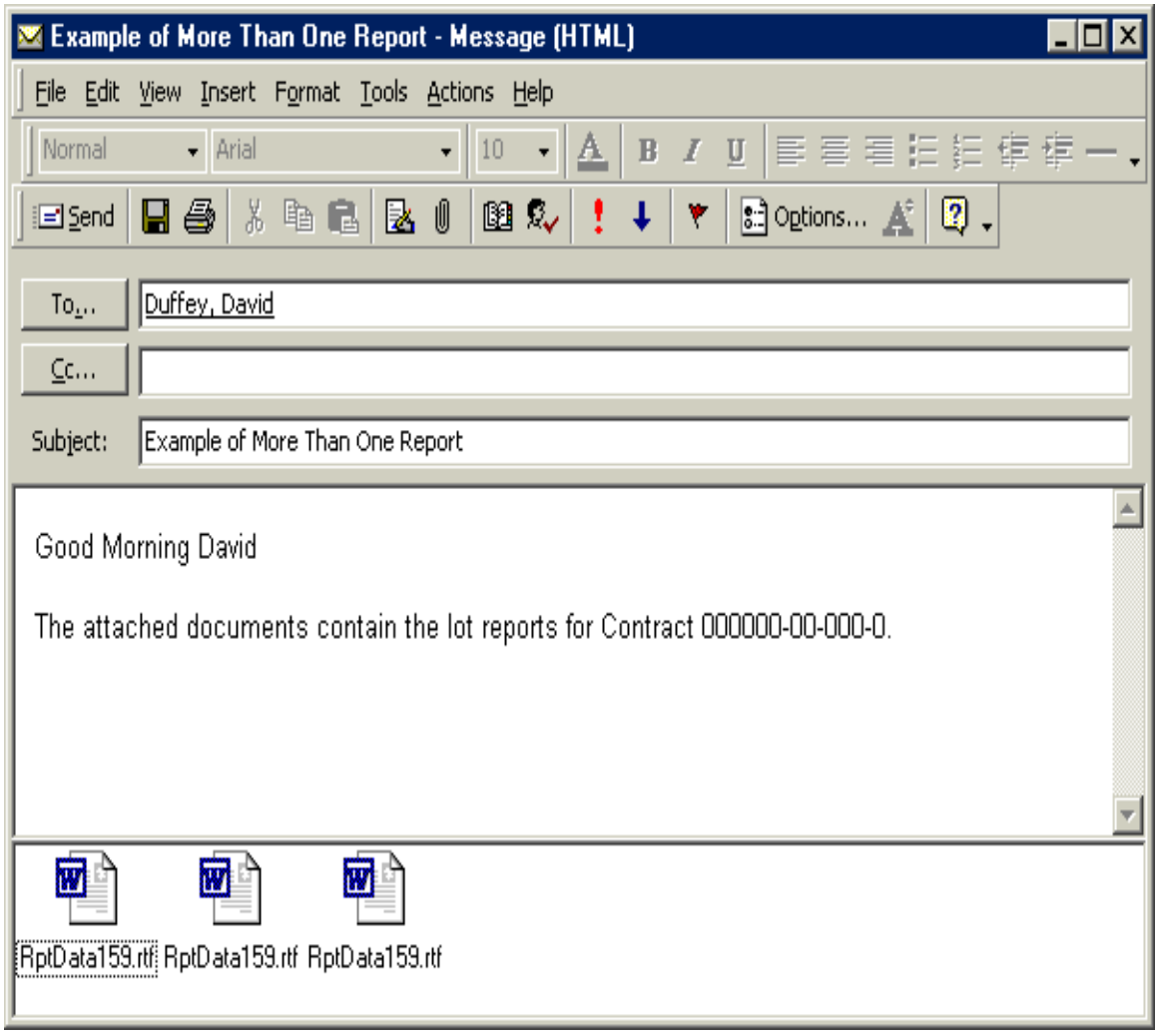


Note: Be sure to add the Rich Text Format (.rtf) extension on the file. This file type preserves the special formatting and header information in the test report. If you try to save the report using any other format extension it rearranges the data within the test report.

5.4 To e-mail a group of reports

To email more than one report at a time it is recommended that you save all the reports to one folder on your computer. Then create an e-mail message and insert all the reports into the message as follows.

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



UPLOADING DATA TO THE SERVER

What You Will Learn….

- Upload Process
- How to Retrieve a Password
- How to Update a User Account

6 Uploading to the GDOT External Web Server

Test data uploaded to the web server is copied through secure GDOT network lines into the main GDOT Field Data database. Only authorized personnel can verify test data once it has been uploaded to the database server. Users of the Field Data Collection System Web Upload must have an Account ID, Password, and Technician Code. Please contact the District Testing Management Operations Supervisor, OMR Pit & Quarry Branch Chief, OMR Concrete Branch Chief, or OMR Bituminous Paving Branch Chief to have an account set up.

6.1 Web Upload Process

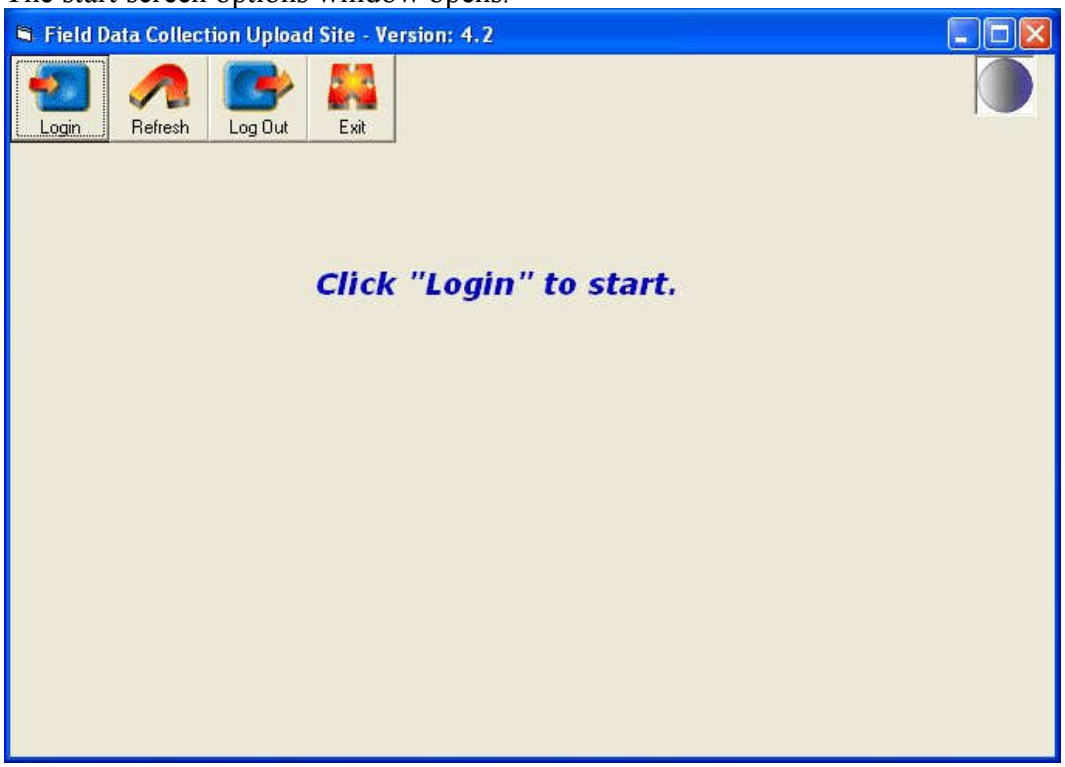
To perform this process, you must be connected to the internet through Virtual Private Network (VPN) or your Internet Service Provider (ISP). Also, you will need to obtain login credentials (user name and password) as provided by your company computer administrator. Once you have your login information and are connected to the internet, follow the steps detailed below to upload your information.

1. Connect to your Internet Service Provider.

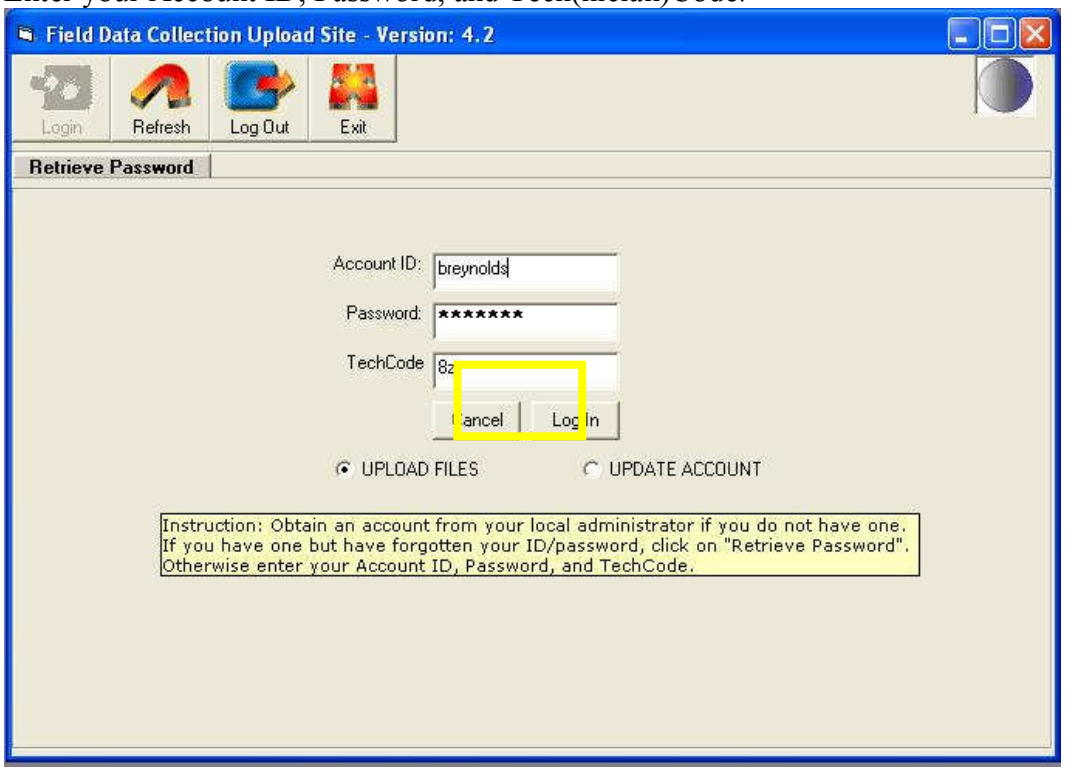
   Note: For GDOT personnel, this means you should be logged on to the GDOT network.

2. From the main FDCS menu, click the **Upload Data to GDOT** button in the lower left hand corner.

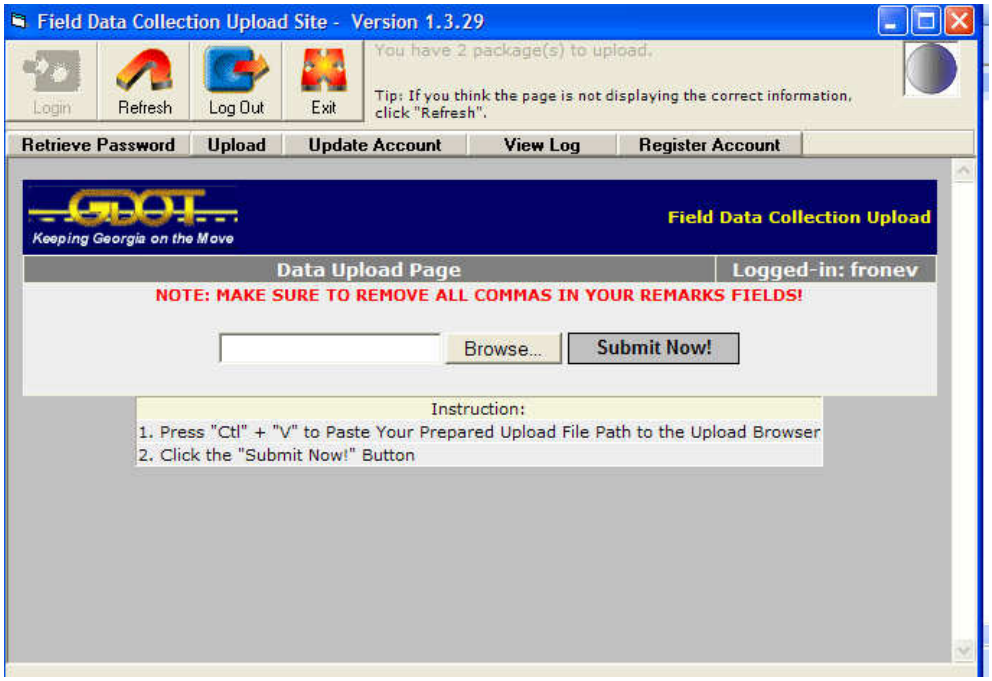
3. The start screen options window opens.



4. Enter your Account ID, Password, and Tech(nician)Code.

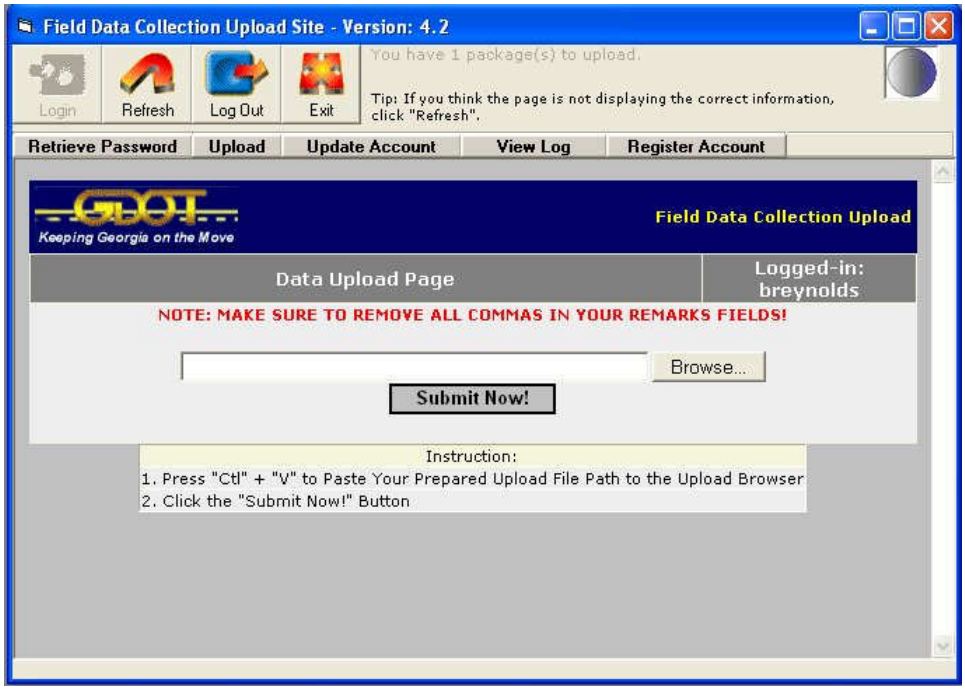


5. Verify the **Upload Files** option (lower left) is selected.
6. Click the **Login** button. The **Data Upload Page** opens.

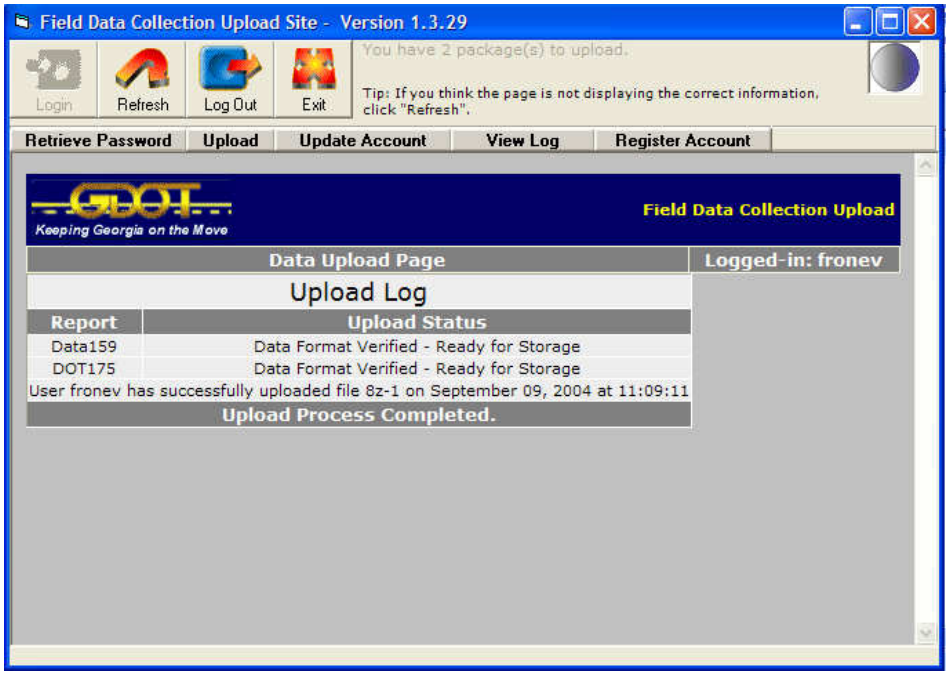


7. Simultaneously press the **[Ctrl]** and **[v]** keys to select test records marked 'Ready to Send' and create a file to be uploaded.

Note: DO NOT click the **Browse** button. The **[Ctrl]**+**[v]** step creates the package of records to be sent to the central database.



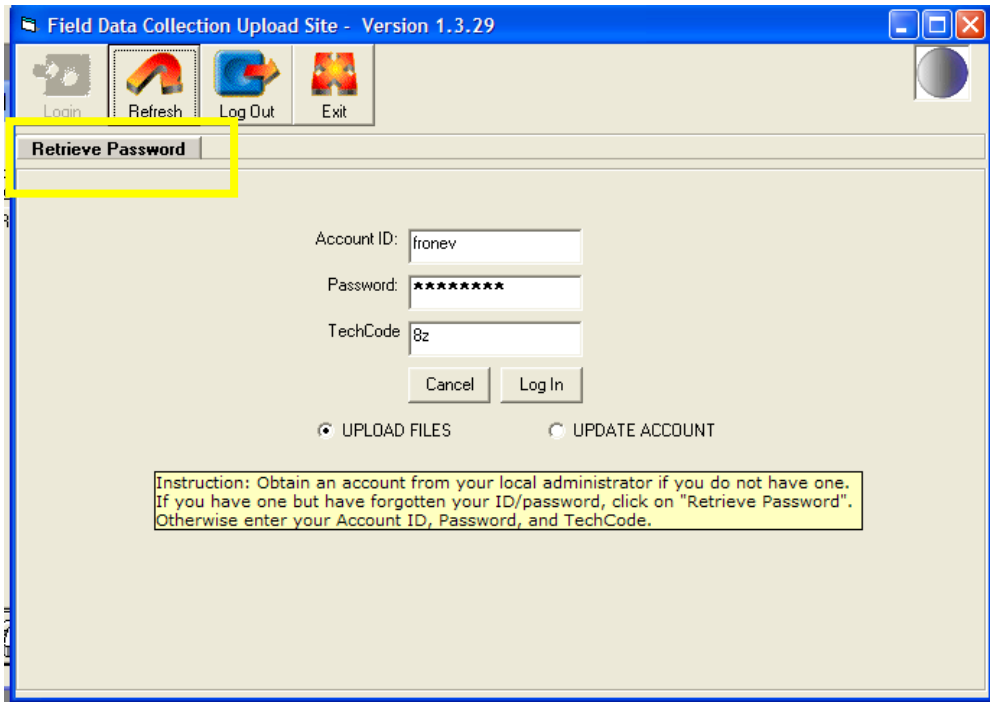
8. Once the file is listed in the **Data Upload** window, click the **Submit Now!** button.
9. The **Data Upload Page** opens when the process is complete. This window may include error messages for any record that failed to upload. See the **Troubleshooting** section for an explanation of typical error messages and corrective action.



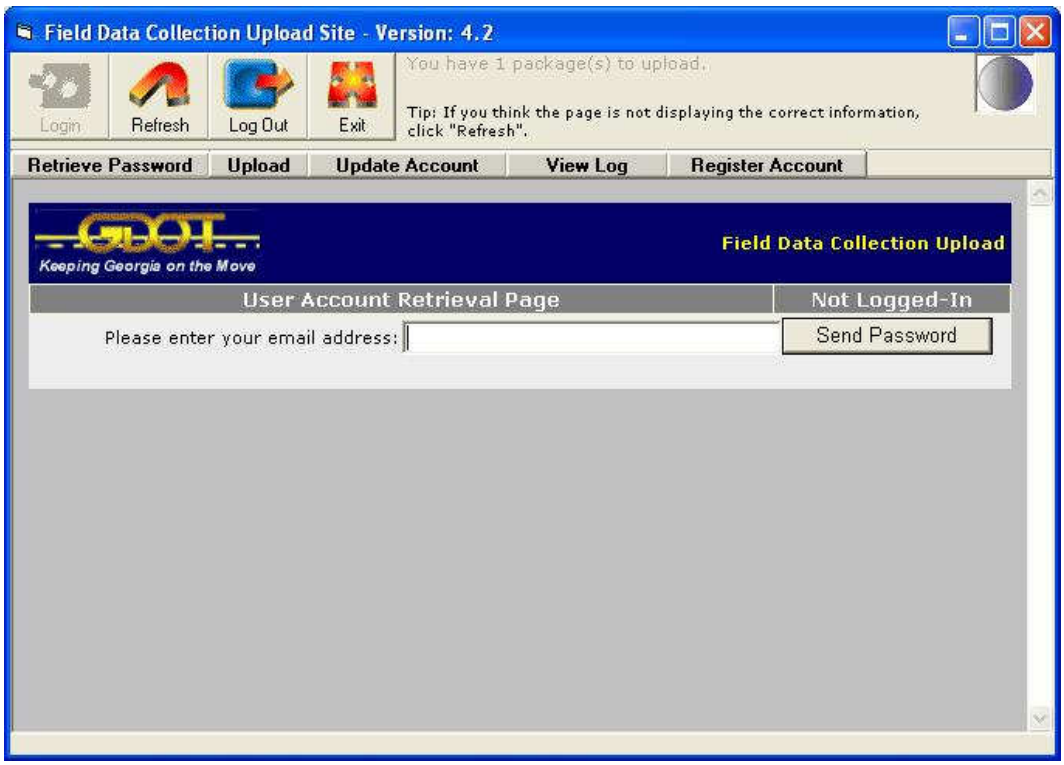
6.2 Retrieve Password

Web Upload users can retrieve their **Account ID** and **Password** if that information has been lost or forgotten.

1. To use this feature, starting at the Upload login menu, click the log in button. The log in screen opens.



2. Click the **Retrieve Password** button. The password retrieval screen opens.



3. Ensure the cursor is in place and enter your email address.
4. Click **Send Password**. An e-mail from the Georgia DOT Solutions Center will be sent to your email address. It will contain your Account ID and Password information from an *FDCS Auto-Generated Mail* program.

6.3 Update Account information

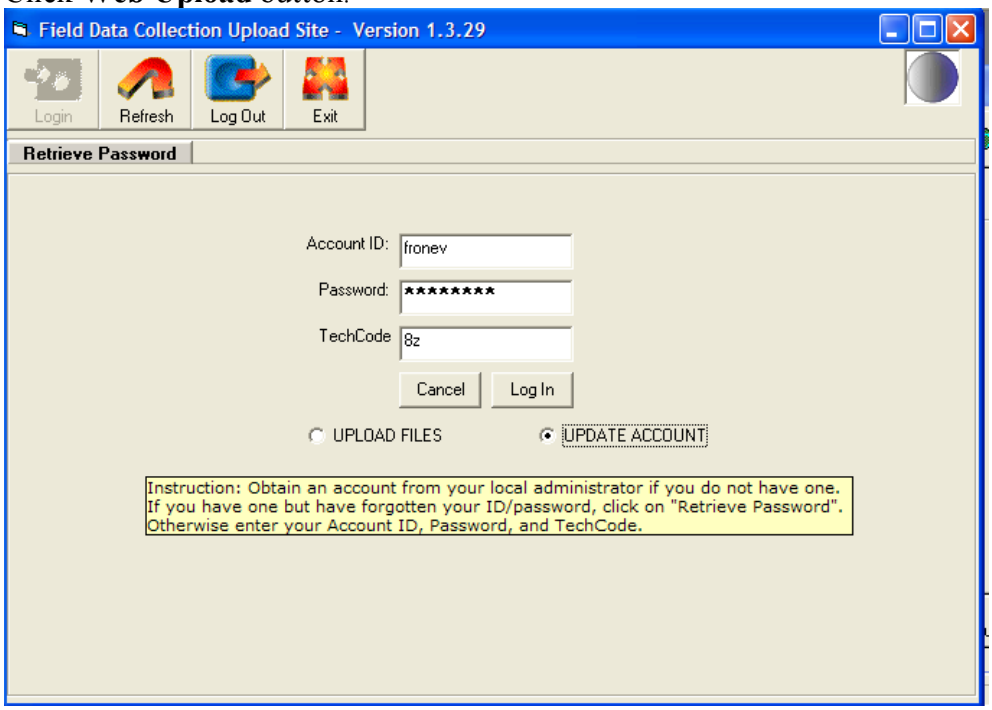
Note: Each user must ensure an accurate e-mail address is listed for them. Your email address will be used if you ever need to retrieve your password, so it is critical *that your email address is correct.*

1. Connect to your internet provider.

   Note: For GDOT personnel, this means you should be logged on to the GDOT network.

2. Open FDCS, if not already in use.

3. Click **Web Upload** button.

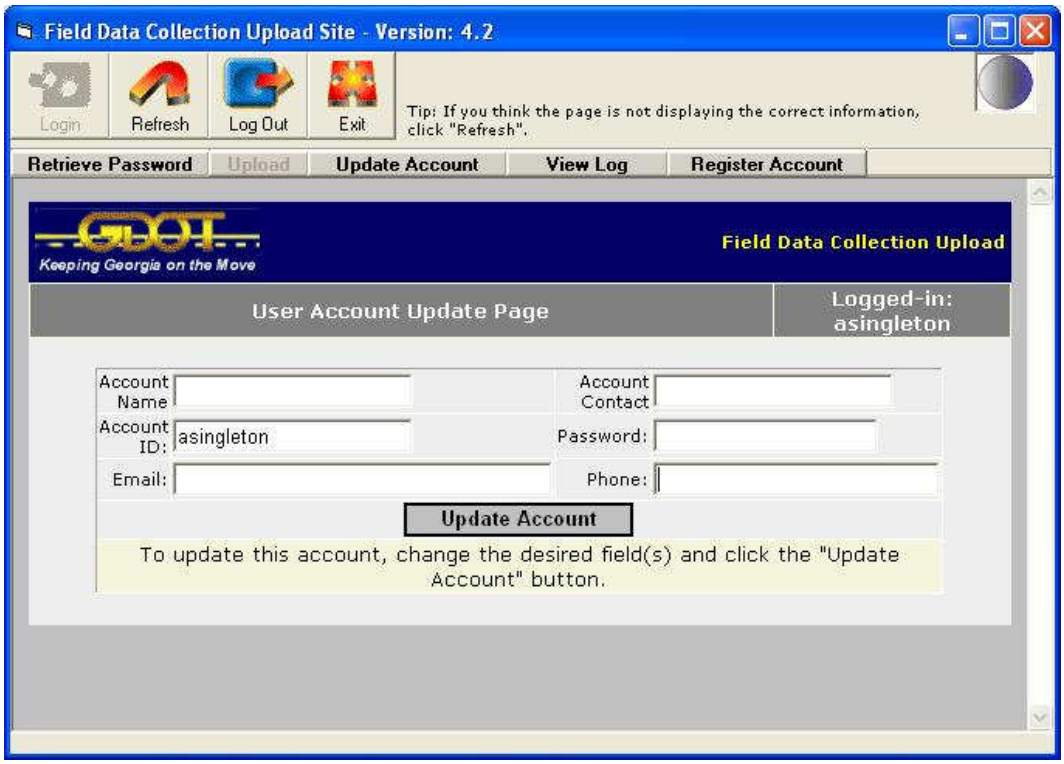


4. Enter your Account ID, Password, and Tech(nician)Code.

Note: The default password for new accounts is **NICEDAY**.

5. Select the **UPDATE ACCOUNT** radio button (lower right).
6. Click the **Login** button.

7. Check your user account to make sure it is correct.
   - Change your password from NICEDAY (using up to 10 characters).
   - Enter your *correct* telephone number.
   - Enter a correct and accurate e-mail address. This will be used if you ever need to retrieve your password, so **it is critical the email address is correct**.

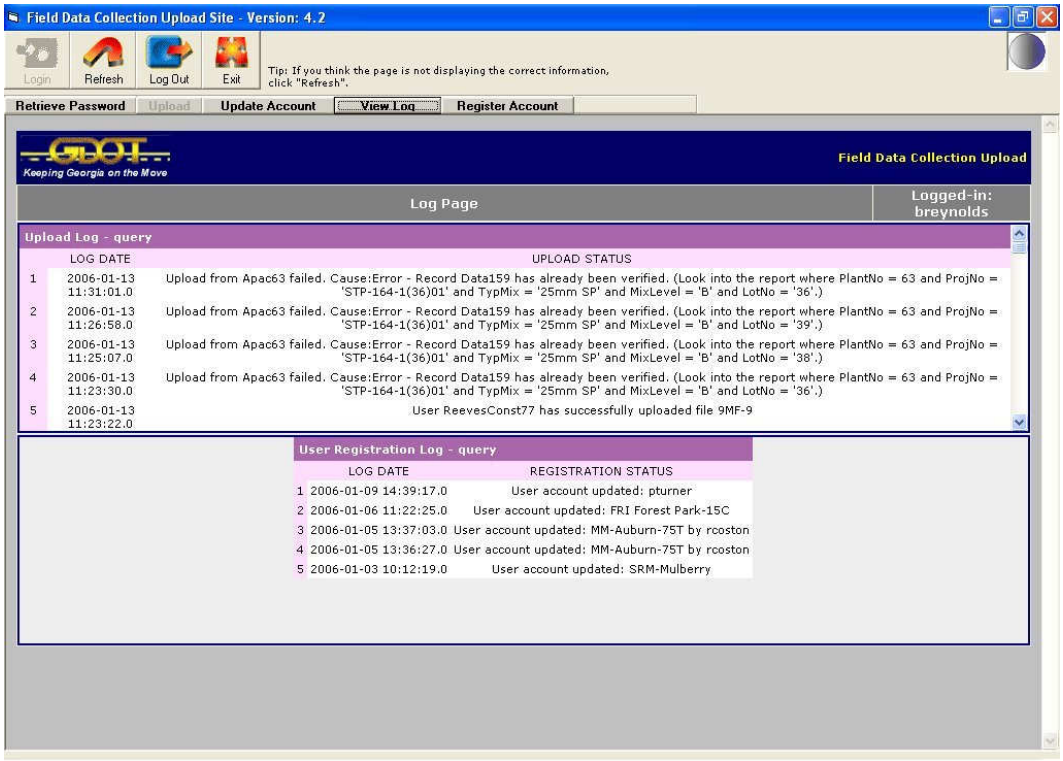


8. Click the **Update Account** button to save the changes to your information.
9. **Exit** the user account update.

6.4 View Log

If the user wants to see a log of the files uploaded, click the **View Log** button in the **Update Account** area.

1. Click the **View Log** button. After a short delay, the **Log Page** opens.
2. The panel on the left displays the log of files uploaded to the server.
3. The panel on the right is the list of the batch run that uploads data from the external web server to the internal server to be verified by GDOT personnel.



USING BACKUP AND RESTORE

What You Will Learn….

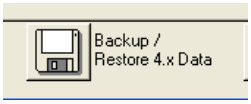
- How to Backup Select Records
- How to Restore Select Records

7 Using the Backup/Restore Utility

The Field Data Collection Software backup/restore utility program enables users to back up or restore data that has been saved to a diskette, hard drive or to a network computer or server. This utility can be used to backup test reports and transfer the file to another user so that another user can restore the data on their computer. This chapter provides a description of what is provided by the Backup/Restore Data utility in FDCS.

7.1 Backing Up Data

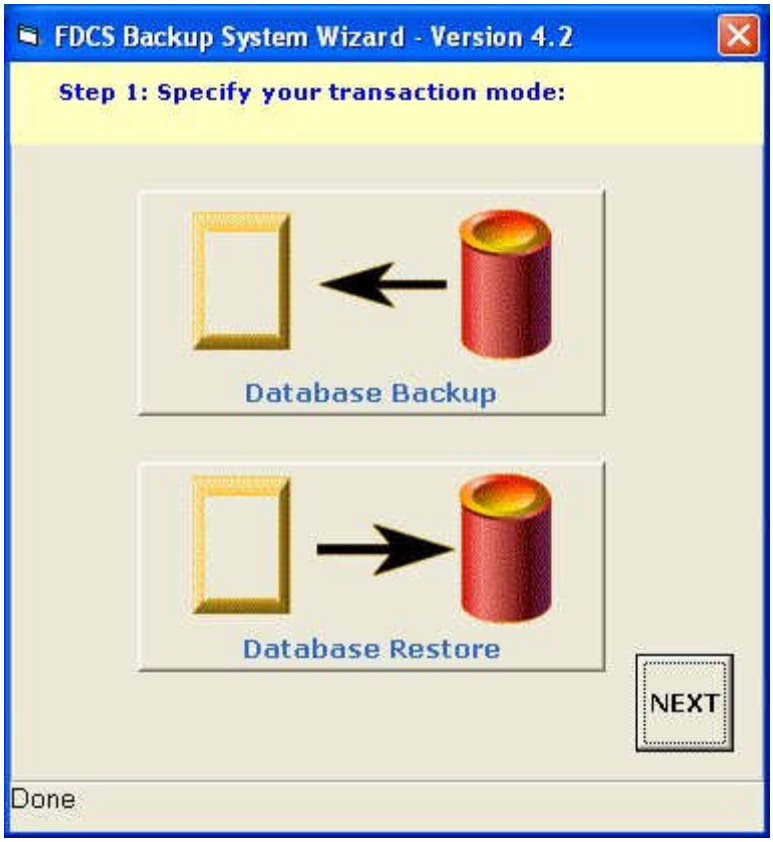
1. From the main menu, click the **Backup/Restore 4.x Data** button. The FDCS Backup window opens.



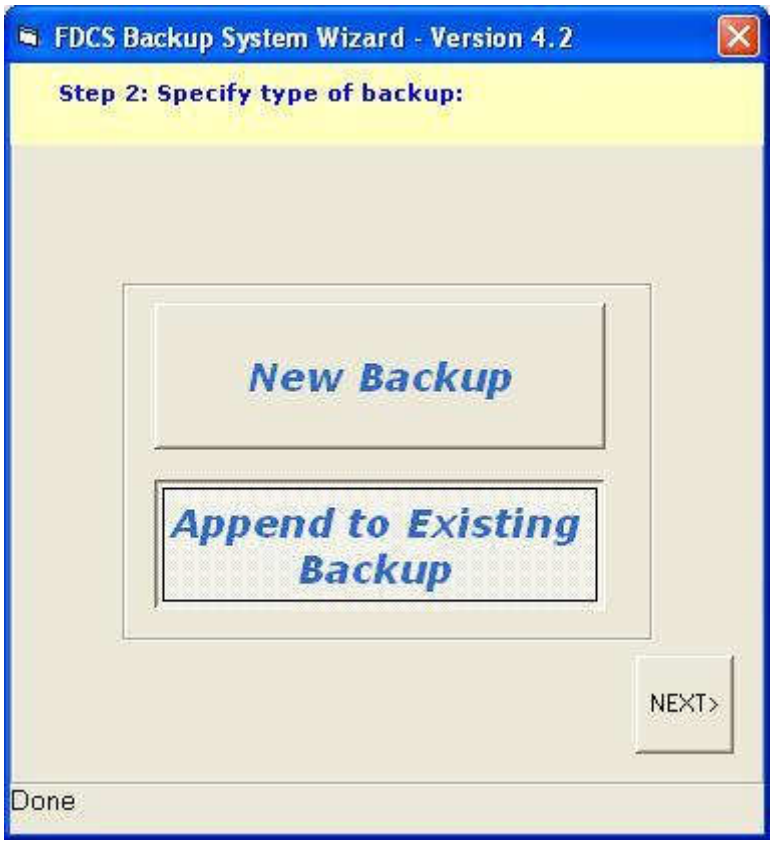
2. Click the **Start** button to begin the backup/restore process. The **Transaction Mode** screen opens:

7.1.1 Database Backup – New Backup

1. On the **Transaction Mode** window, click the **Database Backup** option.



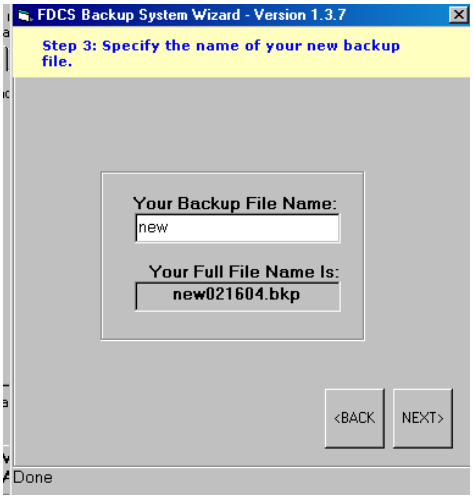
2. Click the **Next** button, which will take you to the backup options screen opens:



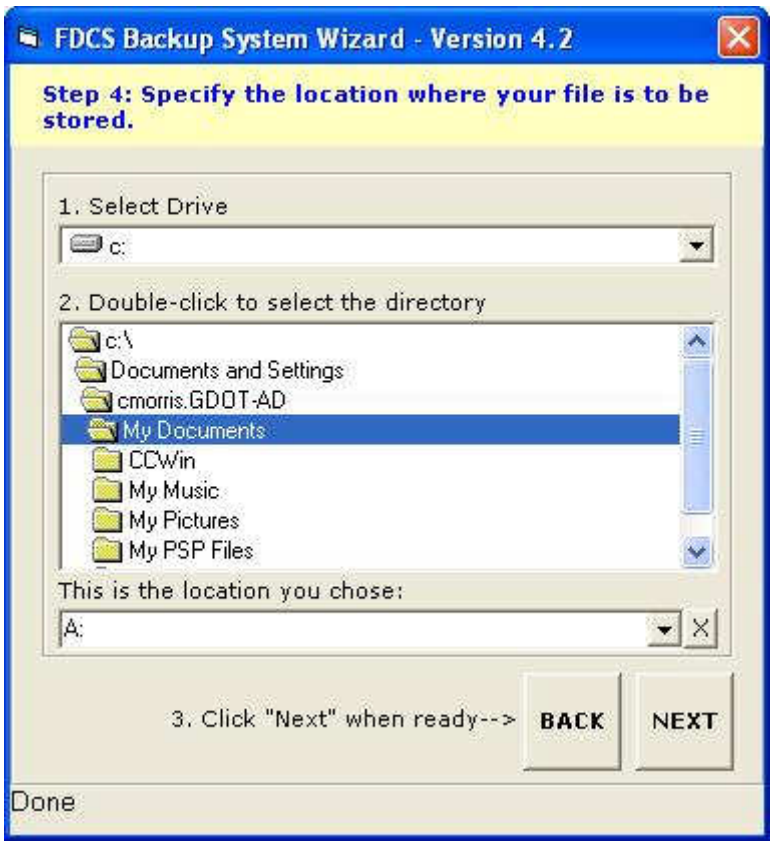
3. Select the **New Backup** option and click the **Next** button.

4. Enter the backup file name ‘new.’

Note: In the **Your Full Name Is:** field, the system will add the date and file extension ‘.bkp’

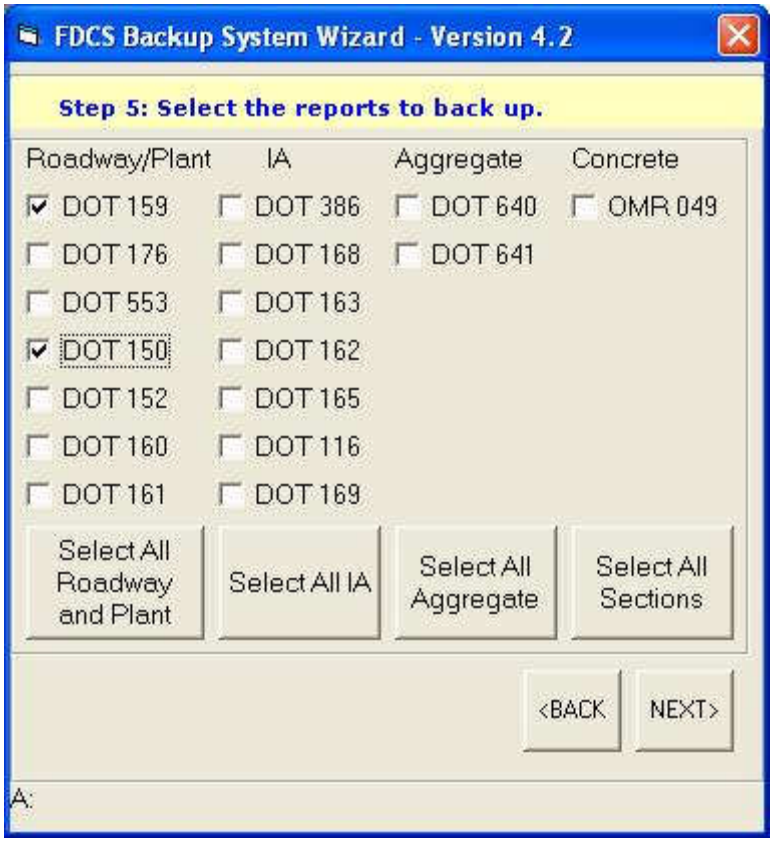


5. Click **Next**.



6. In area **1.Select Drive** field, select the **C:** drive.
7. In area 2. Double-click to select the directory area, double click the FDCS folder.

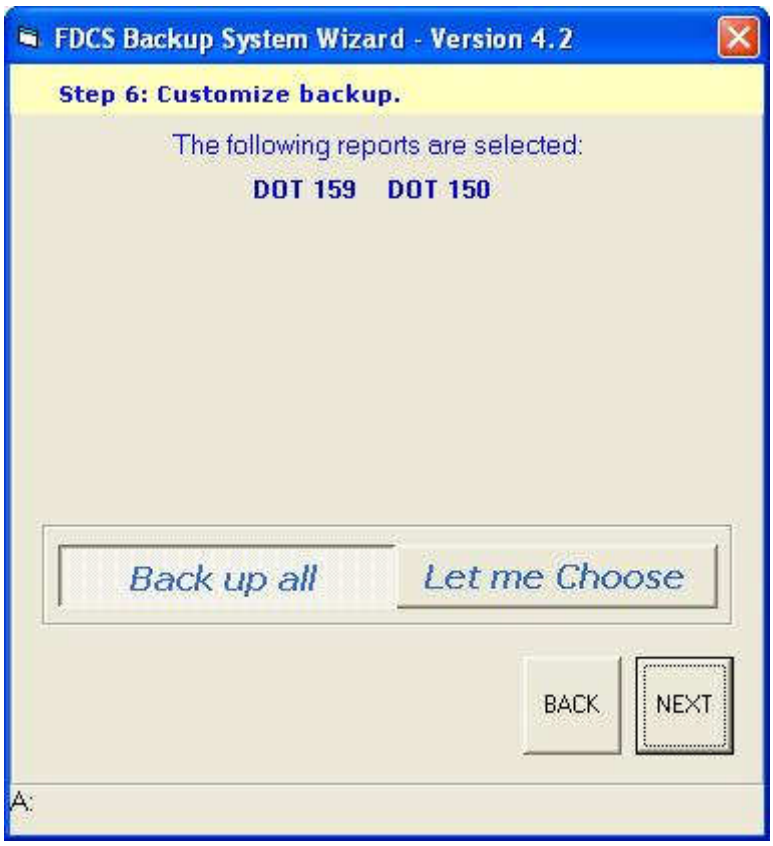
8. Verify the folder by viewing it in **This is the location you chose:** and click the **Next** button. The reports selection screen opens.



9. Click the **Select All Sections** button.

10. Click the **Next** button.

Note: You can either select all (to select all types of reports) by clicking the **Select All** button beneath the corresponding reports or you could select a single 'type' of report.



11. Do one of the following:

- To back up all files:

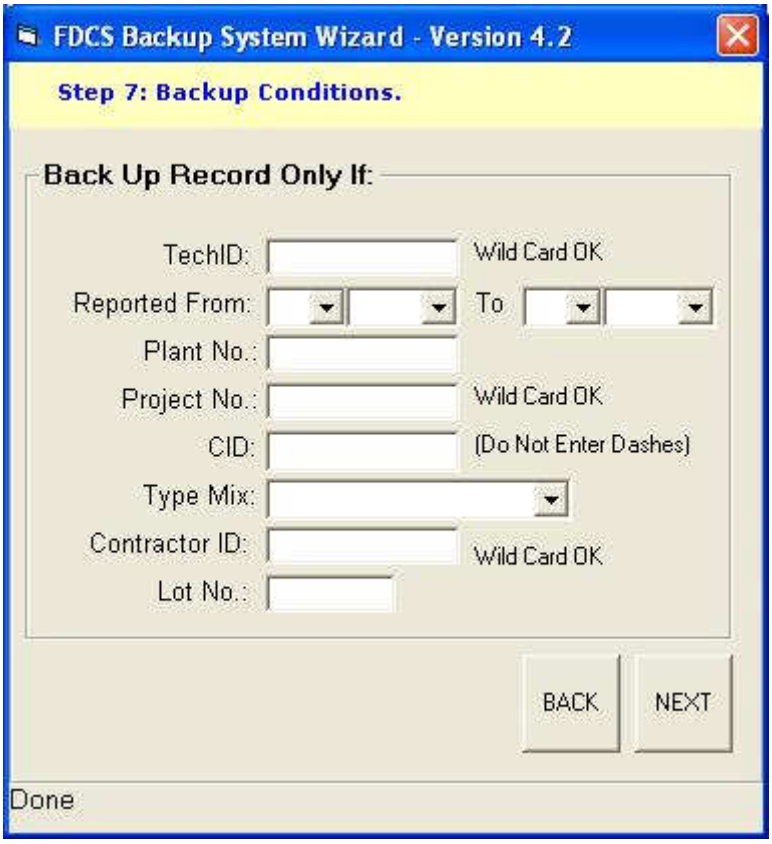
  a. Click the **Back up all** option if your wish to backup all files. A confirmation message displays.

  b. Click **Yes**. You are returned to the previous window. Messages will display at the bottom of the window to confirm the data backup.

- To back up specific files:

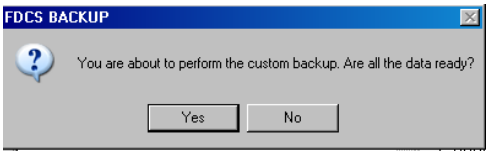
  a. Click the **Let Me Choose** option if your wish to customize the backup.

  b. Click **Next**.



c. In the **Project No.:** field, enter "STP-123(11)01."

d. Click the **Next** button. The confirmation window opens.

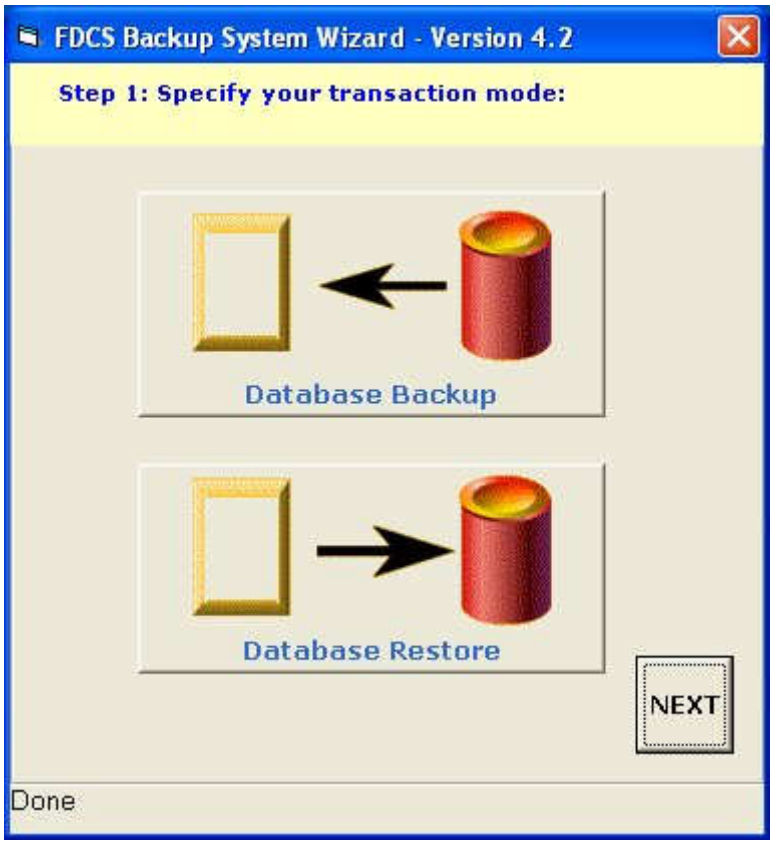


e. Click **Yes**.

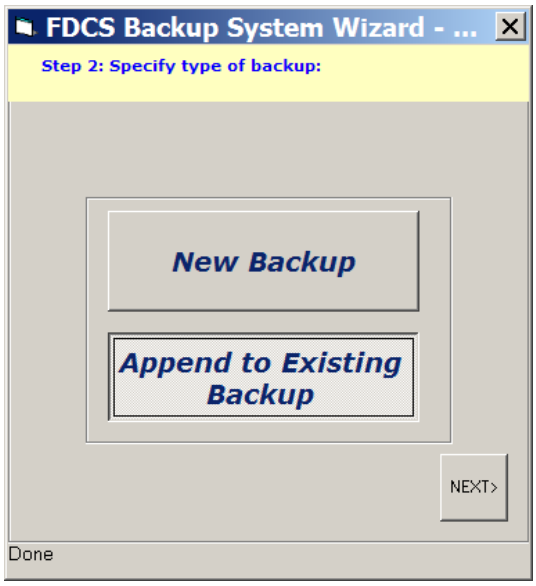
f. Click the **Exit** button to return to the Main Menu.

7.1.2 Database Backup – Append

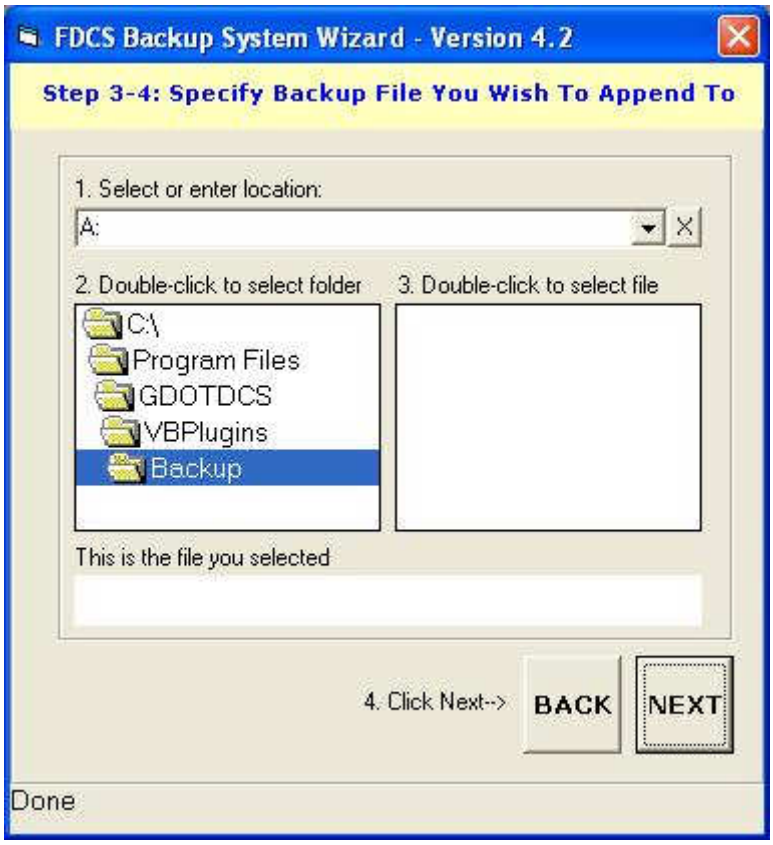
1. From the main menu, click the **New Backup/Restore Data** button.
2. On the transaction mode screen, select the **Database Backup** option.



3. Click the **Next** button, which will take you to the backup options window opens.

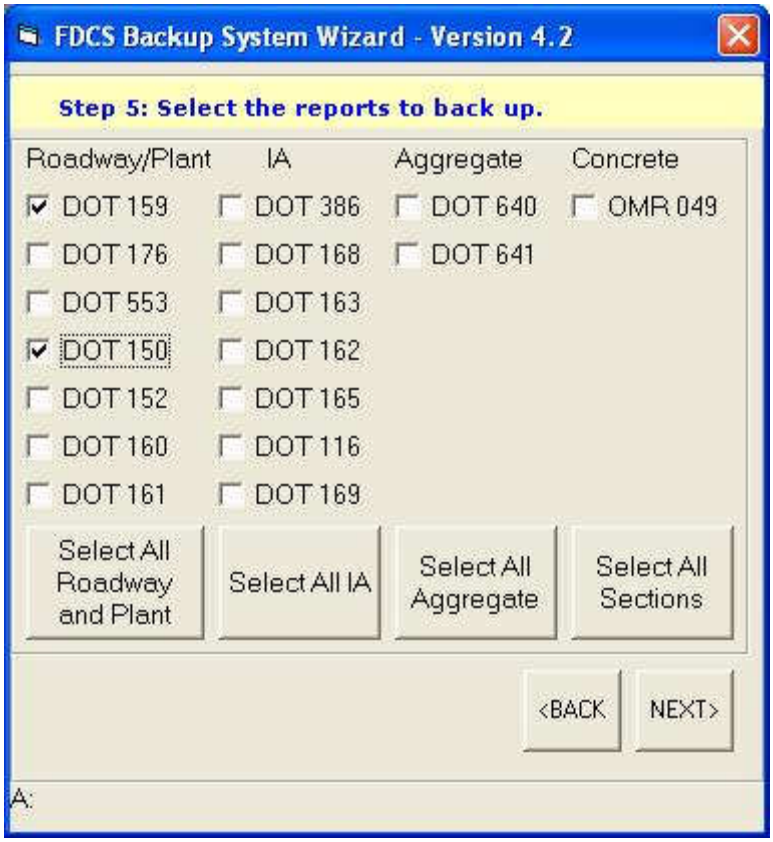


4. Select the **Append to Existing Backup** option and click the **Next** button. The file location window opens.



5. In area 1 select the **C:** drive.
6. In area 2 double click the **FDCS** folder.
7. In area 3 double click your file (in this example 'sample021804.bkp' is the file).

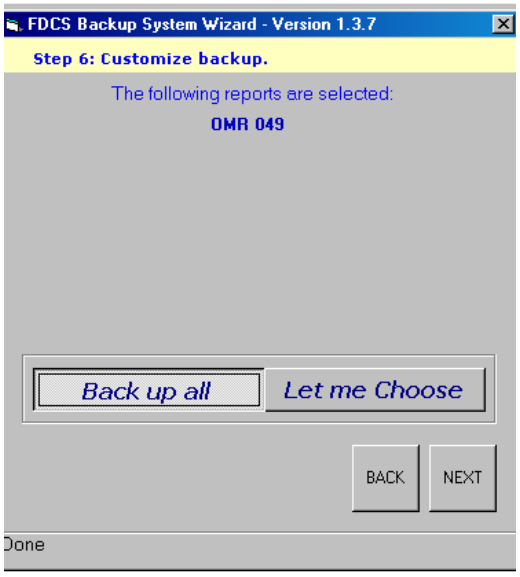
8. Verify the contents of the lower **This is the file you selected** area and click the **Next** button. The reports selection window opens.



9. Click the **Select All Sections** button.

10. Click the **Next** button.

Note: You can either select all of a type of report (by clicking the **Select All** button beneath the corresponding reports) or select individual report types.



11. Click Back up all.
12. Click **Next**.
13. Click the **Exit** button to return to the Main Menu.

7.2 Database Restore

FDCS users are encouraged to utilize the Restore process detailed in the section that follows. Completing the Database Restore process is very similar to the Database Backup process detailed in the previous section.

Note: The newest of all files will be used. For example, if you are restoring to a file that was created, 9/15/04 with a file dated, 10/15/04, the 9/15/04 file will be overwritten. The 9/15/04 file will be completely erased. Therefore before restoring save any FDCS data you wish to keep by copying it to a test folder (create a test folder by clicking file-new) then copy your data before restoring.

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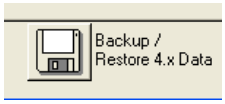
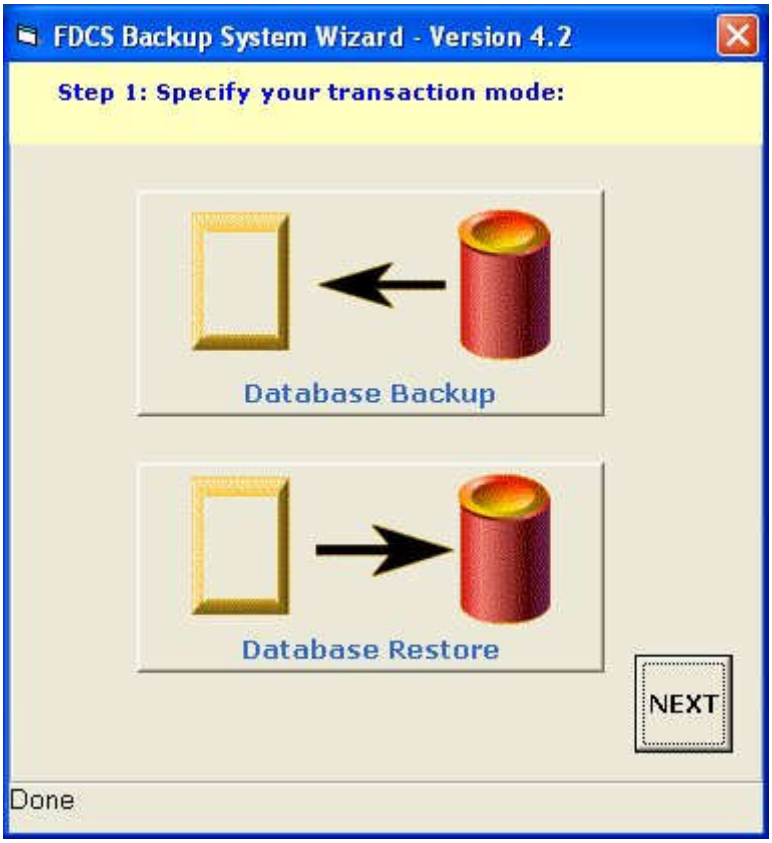
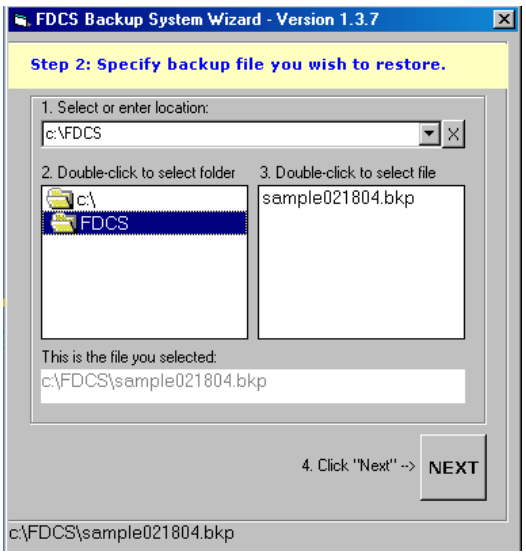
1. From the main menu, click the **Backup/Restore 4.x Data** button. The FDCS Backup window opens.



2. Click the **Start** button to begin the restore process. The transaction mode window opens.

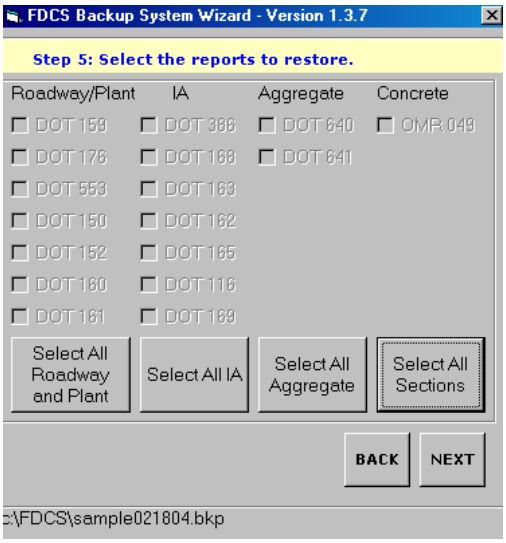


3. Click the **Database Restore** button and click the **Next** button. The file location window opens.



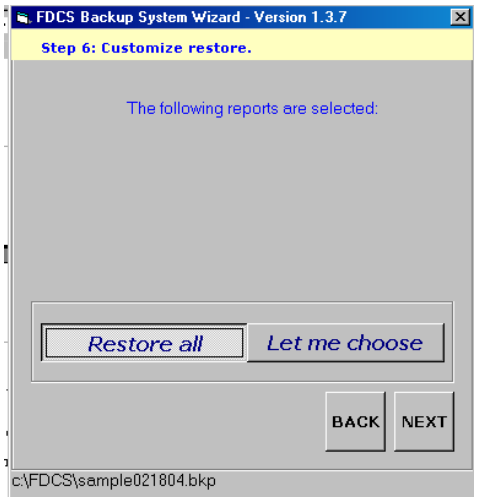
4. In the "1. Select or enter location:" field, select **C:\FDCS**
5. In area "2." select the folder where the file resides (remember you are appending or adding this backup to a backup that is already present).
6. Finally, double click the file you wish to restore (we are appending to the sample021804.bkp file in this example)
7. Verify "This is the file you selected:" and click the **Next** button. The **Report Restore Selection** window opens.

Note: If you ordinarily restore data from your 'A:' drive and you do not have a diskette in that drive, you may see the following error message. Click the **OK** button.



8. Click the **Select All Sections** button.

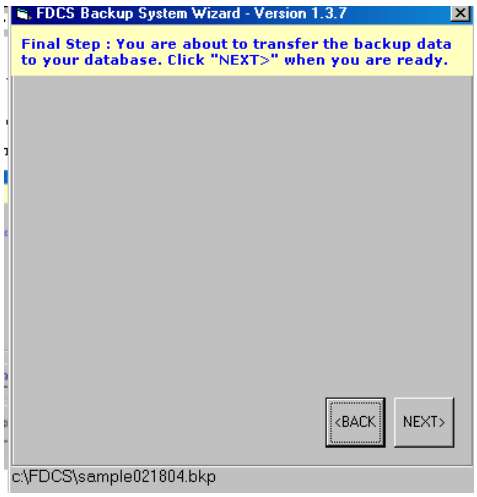
9. Click the **Next** button, which will bring you to the restore customization window.



10. Click Restore All.

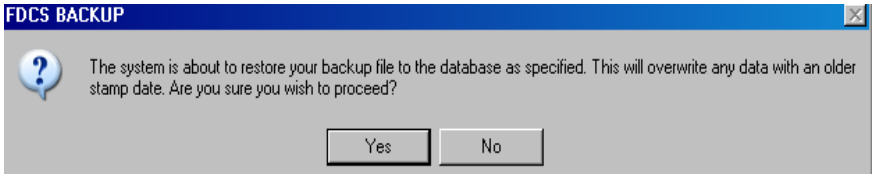
11. Click **Next**.

Note: The user can either backup all or choose which ones to back up. The Let me choose options are shown in section **5.1.1, Backup-New Backup**.



1. Click the **Next** button. The final restore verification window opens, confirming the restoration.

*********Read the following carefully********



2. Click **Yes**. The Process Complete window opens.

3. Click **Exit** to return to the main menu.

VIEWING INFORMATION ON THE SERVER

What You Will Learn….

- How to Install FDCS Server icon
- FDCS Server Navigation
- How to Generate and Print Reports

8 FDCS Server 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 personnel to quickly view central database information through "FDCS Server Read-only". For most GDOT personnel this is the link to use for test record review. Please note that the data cannot be changed when using this link.

OMR Testing Management supervisors (TMOS) and Technical Services Engineers (TSE) have special permissions to update and verify (authorize) FDCS test records Uploaded to the central database. Contact the Branch Chief or Supervisor to get "FDCS Server Production" permission established and the link installed on their computer. Users who do not have the necessary permission will receive an error message.

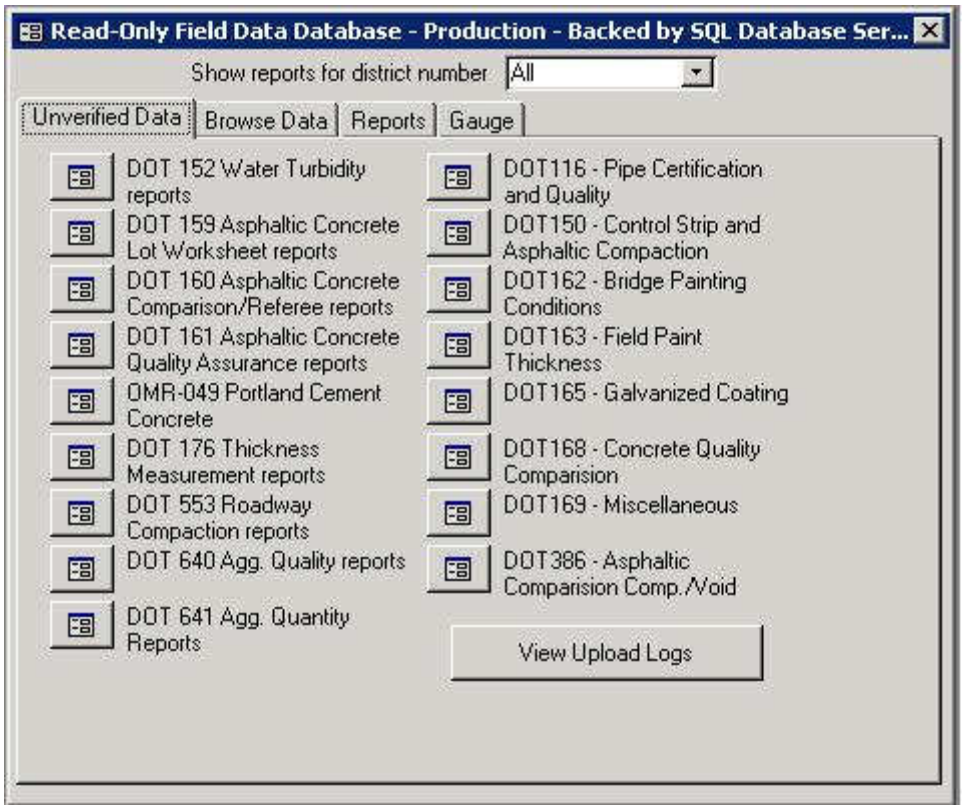
8.1 Install FDCS Server link

To install terminal services, do the following:

1. On the Desktop, double click on **My Computer**
2. Go to \\gdot.ad.local\gdot\Construction\Materials_Research\Systems\Install\FieldData.
3. Select the **FDCS Server Read-Only** 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 Read-only:

1. Double click on the **FDCS Server Read-Only** icon on the Desktop.
2. Click **Ok**. The **Logon** window opens.
3. Enter your GDOT network **User name** and **Password**,
4. Click **Ok**. The **Read Only 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. (This topic is covered in the FDCS Admin class.)

8.2 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.

To open an Unverified test record:

1. On the FDCS Server Main Menu, click the **Unverified Data** tab.
2. Click the DOT 159 button. The **DOT 159** form window opens. This is the same form that is seen on the FDCS Client.
3. Click the **Next 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.
4. Close the DOT 159 window to return to the Main Menu.

8.2.1 View 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. Close the **Upload Log** window to return to the Main Menu.

8.3 Browse Data

The Browse Data tab on the Main Menu includes links to each of the forms in FDCS. 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 instance, 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 FDCS Server Main Menu, click the **Browse Data** tab.
2. Click the DOT 159 **Find** button. The Find DOT 159 window opens.
3. In the Contract ID field, type **T00000-00-000-0**
4. Click the **Find** button under the Contract ID field.
5. The **DOT 159** form window opens. This is the same form that is seen on the FDCS Client.
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.

8.4 Reports

There are multiple reports available for FDCS Server. Click the Reports tab to view these report options.

- Asphalt Plant Rating Reports include the following:

Report Name	Report Description
Asphalt Plant Rating	The asphalt plant rating system was developed using the Mixture Control Tolerances established in Section 828 of Georgia's Standard Specifications. 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. Requires three samples per product code 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.
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
# of Reports per Asphalt Plant	Count of DOT 159 records per plant for the date range entered.
# of Reports per Plant by District	Count of DOT 159 records per plant for the date range entered, sorted by District number.
Statewide Average JMF Deviations	Averages, Standard Deviation, and number of Sample per sieve sizes, sorted by Type Mix.
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.

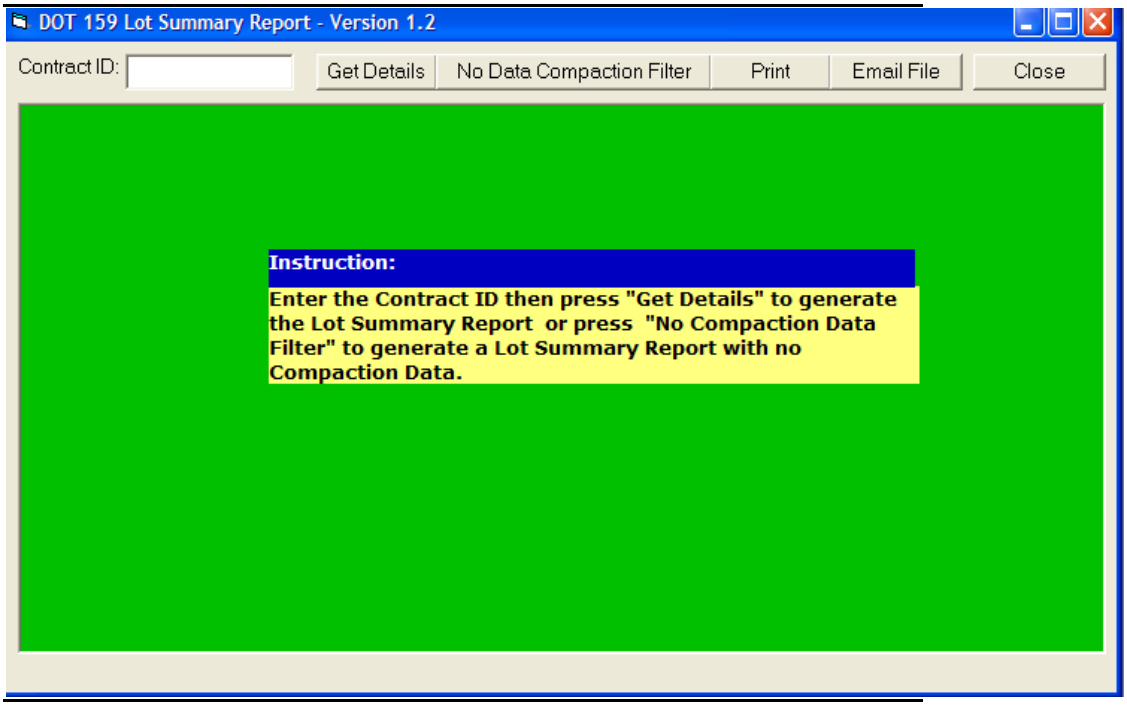
- Aggregate Reports include Quarry Rating reports and Aggregate test record Summary reports.
- Portland Cement Reports include selection criteria for Mill Code, From/To date ranges, or Material Type. All criteria are optional for limiting the records shown on the report. It is recommended that at

least one criteria be entered, and multiple criteria can be used when generating a report.

- Materials Summary Reports include selection criteria for Material Test Type (by form number), From/To date ranges, Contract ID, or Technician ID. The Material Test Type is required, but the other criteria are optional for limiting the records shown on the report. Notice that multiple criteria can be used when generating a report.

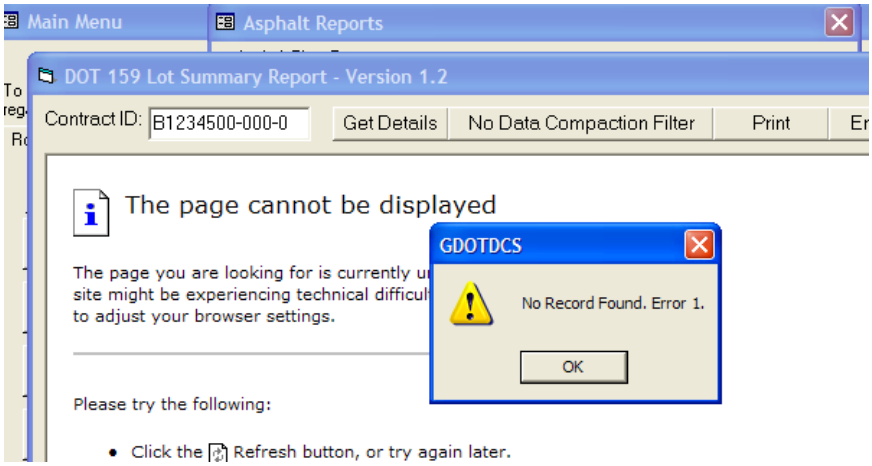
To generate a test record report for a contract/project:

1. On the FDCS Server Main Menu, click the **Reports** tab.
2. Click the Asphalt Plant Ratings button.
3. Click the **Lots Summary Report** button. The DOT 159 Lot Summary Report window opens.



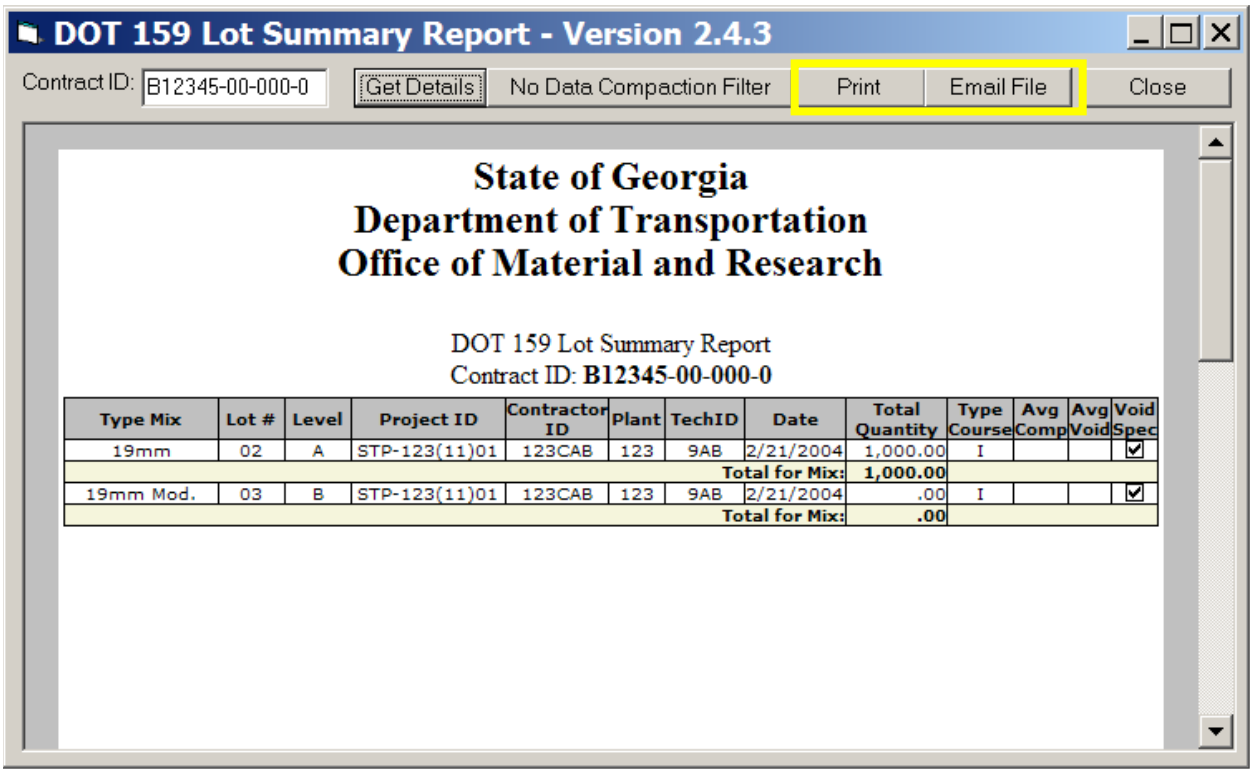
4. In the Contract ID field, enter **T00000-00-000-0**
5. Click **Get Details.**

Note: You might receive an error that states, *No Record Found. Error 1*. Just click **OK**.



6. The Lots Summary report opens.

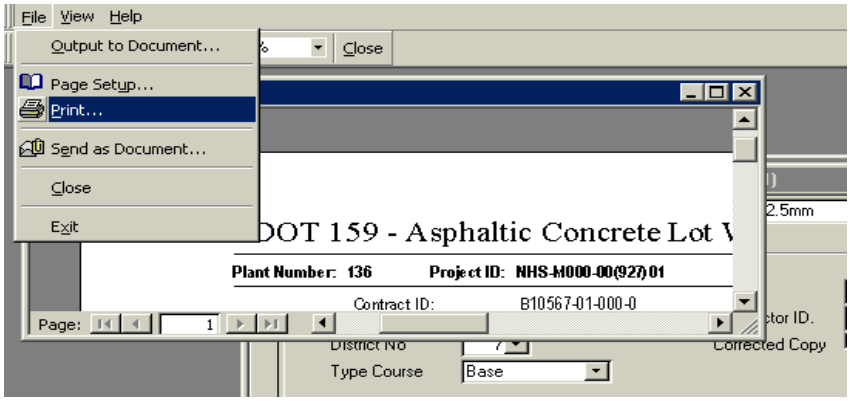
Note: Each Type Mix is grouped and a Total Quantity for each mix is calculated. The Lots are listed in numeric order, making it easier to notice missing Lots or missing compaction data.



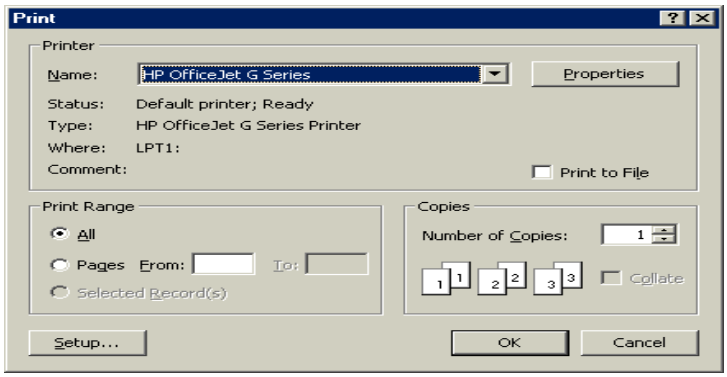
Type Mix	Lot #	Level	Project ID	Contractor ID	Plant	TechID	Date	Total Quantity	Type Course	Avg Comp	Avg Void	Void Spec
19mm	02	A	STP-123(11)01	123CAB	123	9AB	2/21/2004	1,000.00	I			☑
							Total for Mix:	1,000.00				
19mm Mod.	03	B	STP-123(11)01	123CAB	123	9AB	2/21/2004	.00	I			☑
							Total for Mix: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

8.4.1 Printing Reports from FDCS Server

1. From the Main Menu, select **File>Print**.



2. When the print dialog box appears click **OK**.

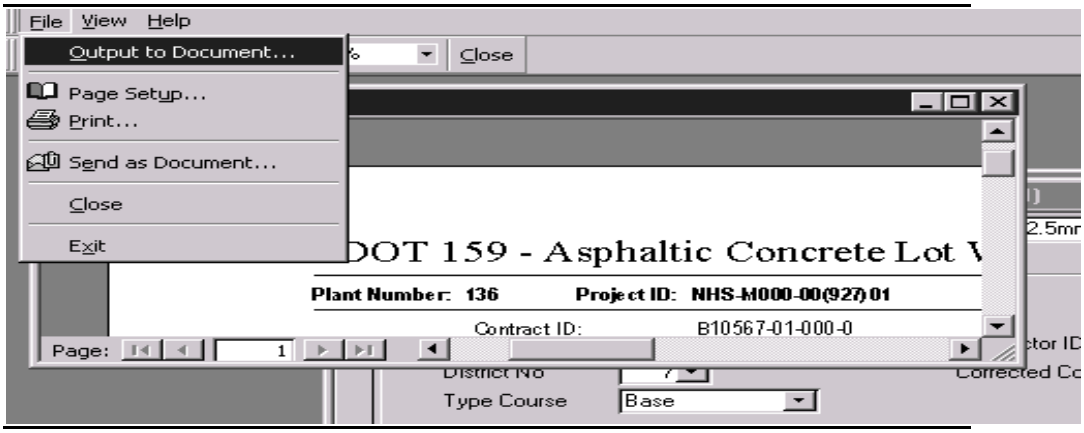


8.4.2 Saving Reports from FDCS Server

Terminal Services acts a remote desktop to help speed the access to the data in FDCS 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 FDCS Server, the report must first be saved.

To save a report to a folder:

1. In an open report, on the File menu, select **Output to Document.**



2. Select the network folder where you wish to save the report, then click **OK**.

Note: It is recommended that you **Save in:** a mapped network drive such as a personal share or the OMR directory (Q:\).

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.

3. Click **Close**. You are returned to the **Asphalt Plant Rating** window.
4. Close the window to return to the FDCS Server Main Menu.

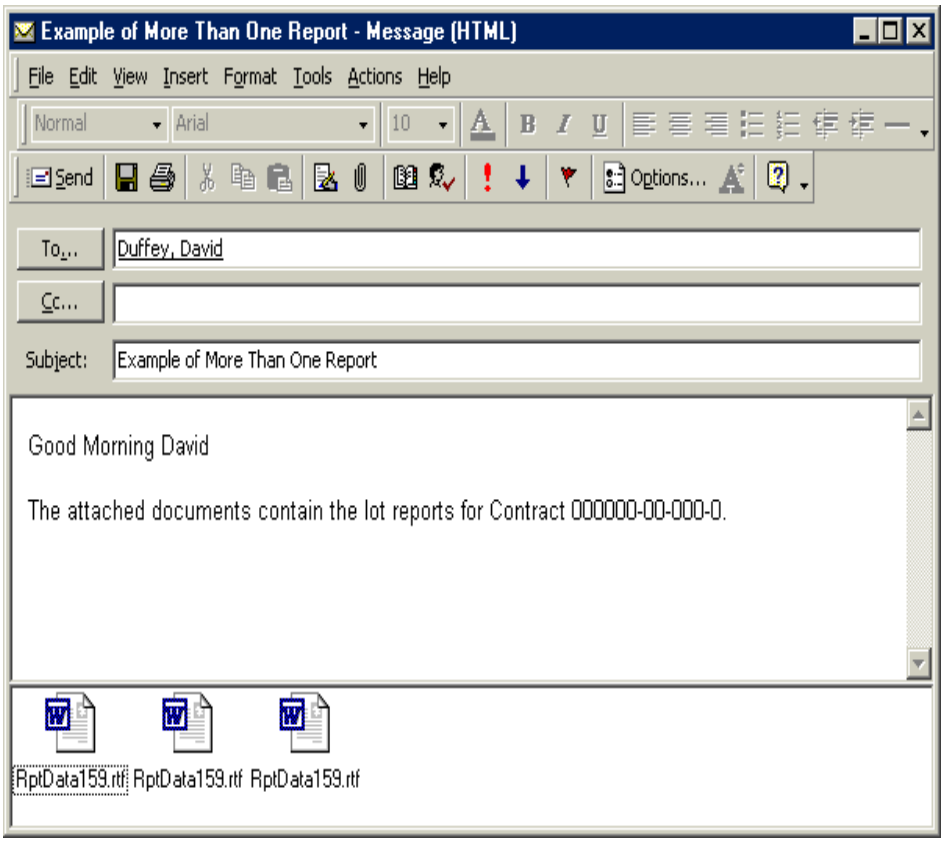
8.4.3 E-mailing Reports from FDCS Server

Do NOT use the EMAIL button or File\Send to Recipient to send FDCS Server reports to others. See 8.4.2 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.


Example of More Than One Report - Message (HTML)
File Edit View Insert Format Tools Actions Help
Normal
Arial
10
Send
Options...
To...
Duffey, David
Cc...
Subject:
Example of More Than One Report
Good Morning David
The attached documents contain the lot reports for Contract 000000-00-000-0.
RptData159.rtf
RptData159.rtf
RptData159.rtf

FDCS WEBVIEW ACCOUNT

What You Will Learn….

- Request FDCS Webview Account
- Login Webview
- Navigate in Webview
- Generate reports

9 Webview Account

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 for a plant, the plant personnel have the ability to maintain their account information, including changing the password.

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:

- Plant or mill name and number
- Name of point of contact at plant
- Phone number
- Plant e-mail address
- Desired password

Note: FDCS Read-only and FDCS Webview are both a non-editable view of the same FDCS central database. These are not copies of the central database.

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.

9.1 Logging In to Webview

The plant name and number will be used as the account ID for FDCS Webview. For instance, when Acme Asphalt establishes an account for 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.

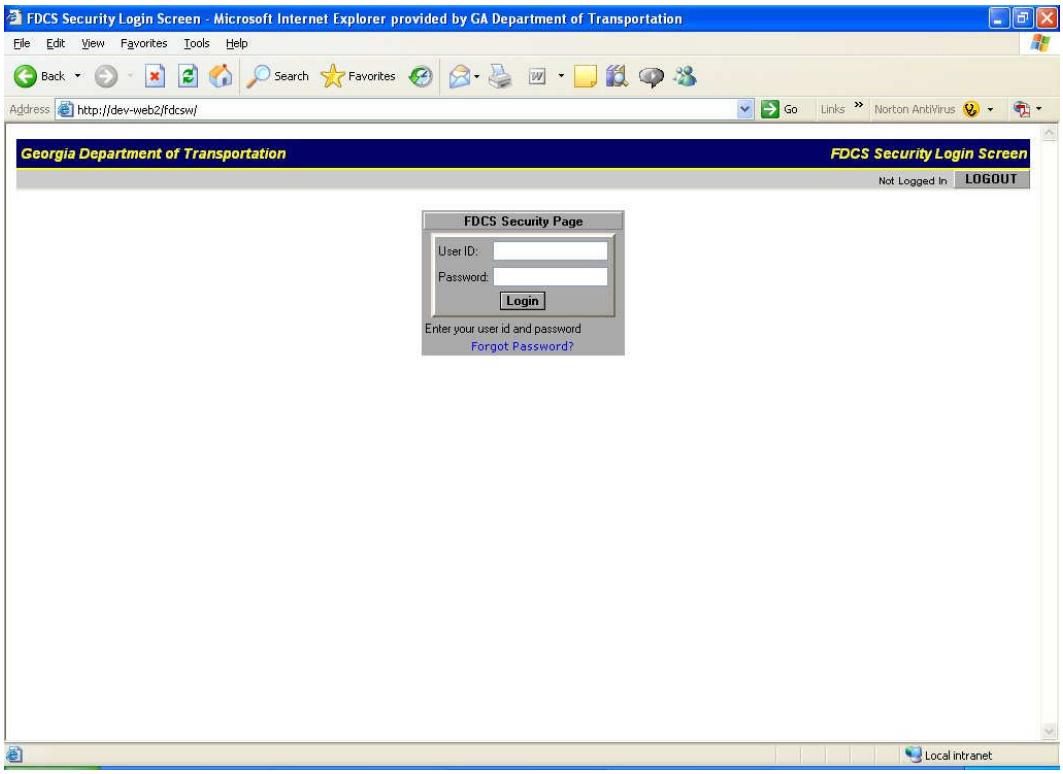
The login site for FDCS Webview can be found at https://gdot-web2/fdcsw/

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

For the purpose of training, we will be using a Training FDCS Webview website with a fictional asphalt plant.

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.

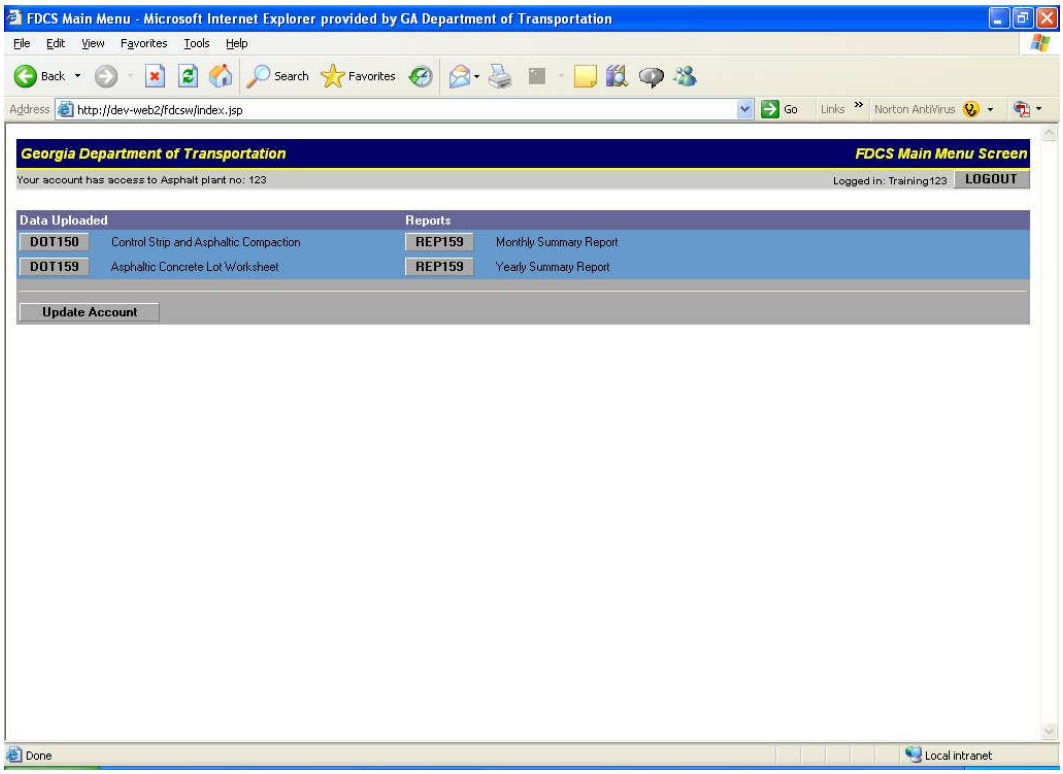


3. In the **User ID** field, type **Training123** and press the **[Tab]** key.

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 the password by clicking on "Forgot Password?" Based on the plant information, the account ID and password will be sent to the plant e-mail account. If the plant e-mail address is incorrect, this will not work as designed.

4. In the **Password** field, type **Pass** and press the **[Enter]** key. The **FDCS Webview** window opens.

Note: The fictional Asphalt Plant no. "123" is shown and is not editable.



9.2 Navigating in Webview

Depending on the type of material produced by a plant, FDCS Webview will open with a view of the following forms:

- Asphalt forms DOT 159 and DOT 150 along with standard asphalt plant rating 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.

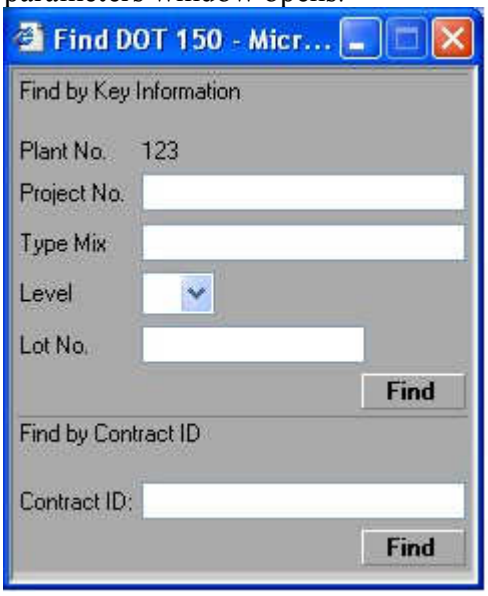
All plants have the ability to update their own user account information, with the exception of the Account ID (the unique identifier).

9.3 Reviewing Uploaded Test Records

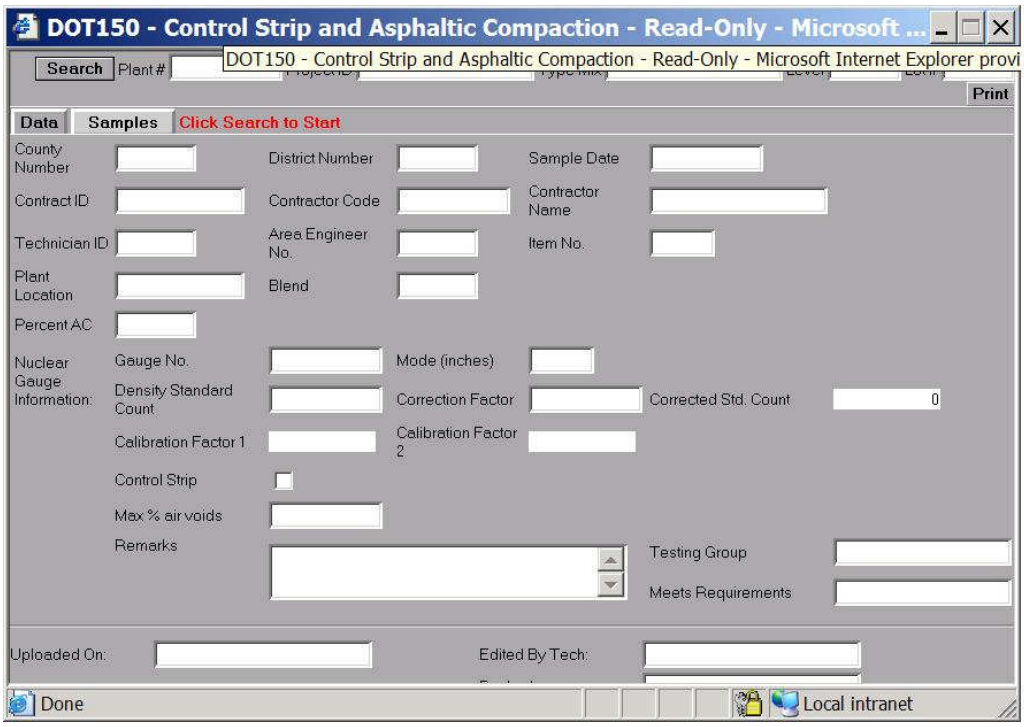
The exercises in this section are a continuation of the previous exercise (Login to Webview), and show records for a fictional asphalt plant.

To open asphalt forms:

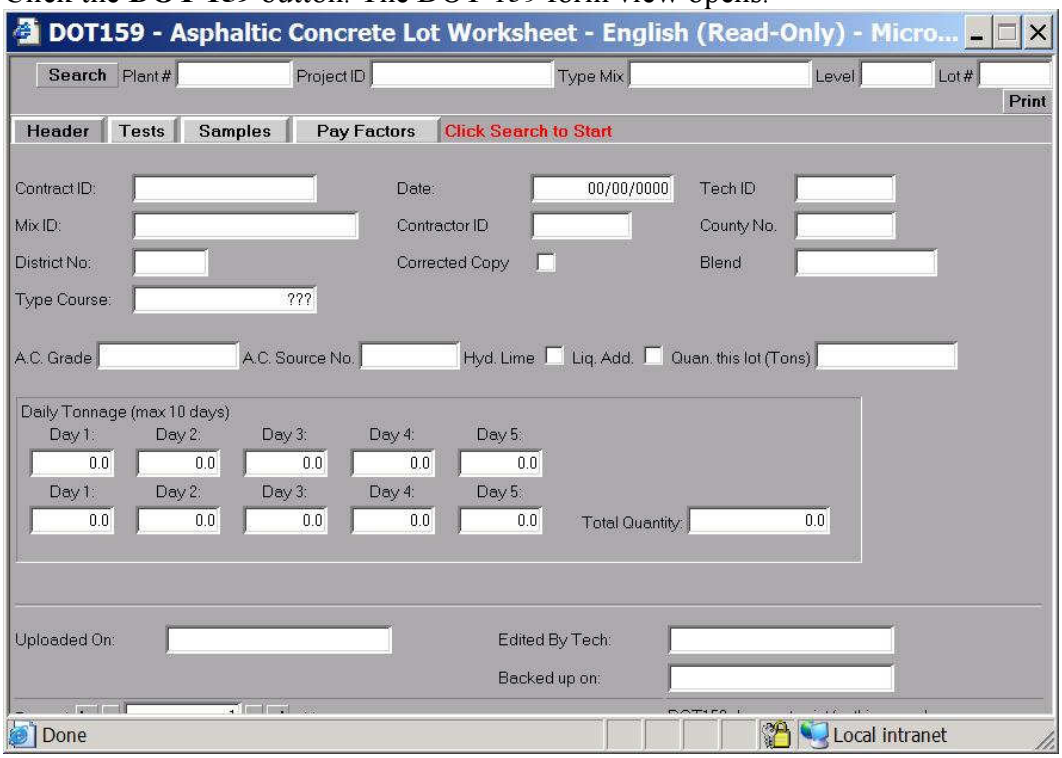
1. On the FDCS Webview window, click the **DOT 150** button. The DOT 150 form view opens.
2. Click the **Search** button in the upper left corner of the window. The search parameters window opens.



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.

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? Do the following:
    a. If yes, click the **DOT 150** button in the upper right corner of the window. The **DOT 150** form opens.
    b. Click the **DOT 159** button in the upper right corner of the window to return.
11. Close the **DOT 159** form.

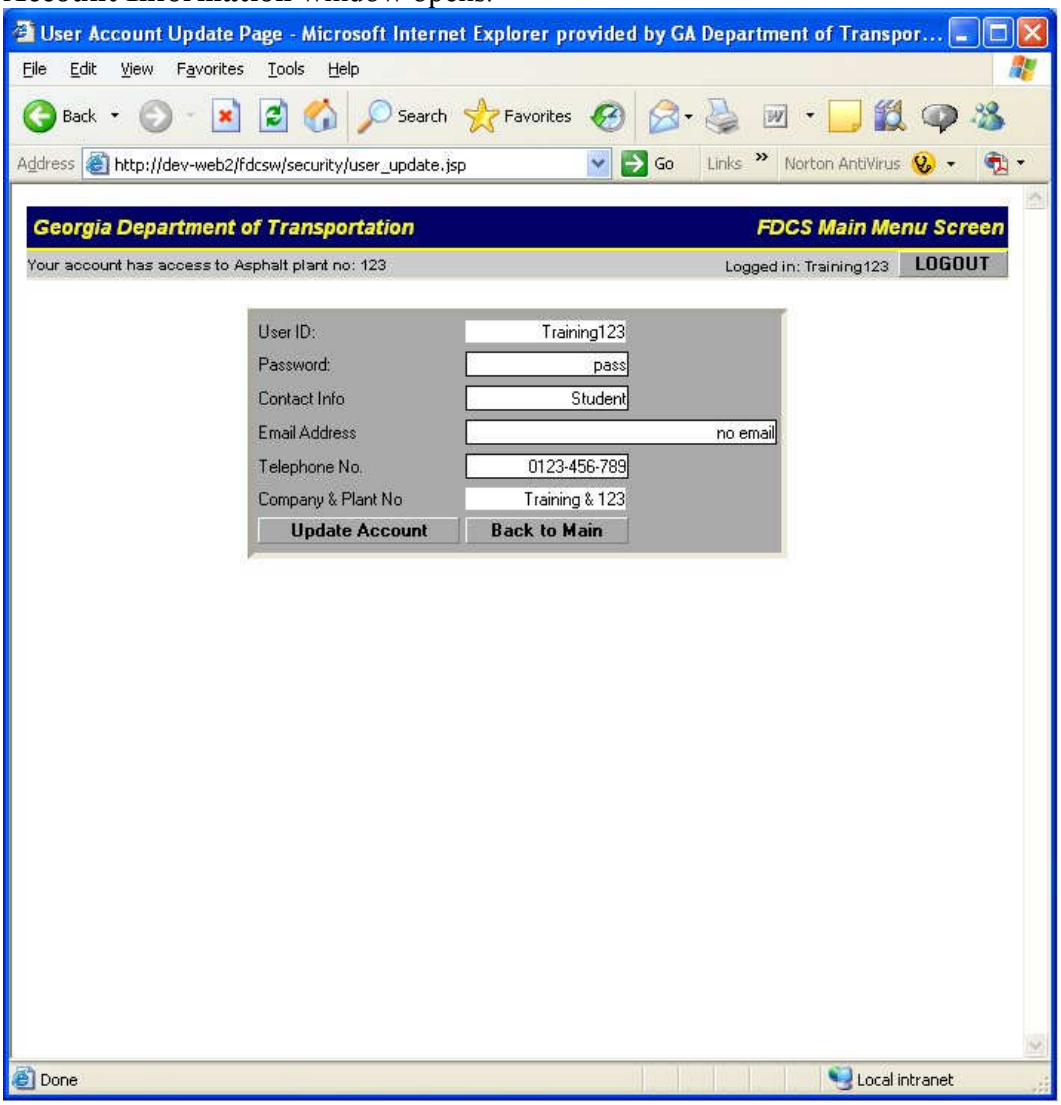
9.4 Updating Your Webview Account

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, or the e-mail address may change.

Note: Be sure to notify other plant personnel who have permission to use the account when the password is changed. If the plant has difficulty with the Webview Account, contact the GDOT Technical Services Engineer for assistance.

To update account information:

1. On the FDCS Webview window, click the **User Account** button. The **Account Information** window opens.



2. In the **Contact Info** field, enter your own name.
3. Click the **Update Account** button.
4. Click **Back to Main** to return to the **Webview Main Window**.

9.5 Webview Reports

Asphalt reports and Cement reports in FDCS Webview are much the same as the reports found in the FDCS 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.

Note: The Asphalt Plant Rating report includes only the DOT 159s that have been verified by GDOT supervisory personnel. The report also requires a minimum of three verified DOT 159s to calculate the rating. See GDT 107 for more information on how the plant rating is calculated.

To generate Asphalt reports:

1. On the FDCS Webview Main Menu, click the **Monthly Summary Report** button. The selection window opens.
2. Select the **Month "June"** from the dropdown list.
3. Select the **Year "2005"** from the dropdown list.
4. Click the **Get Details** button. The report window opens.
5. Use the **scroll bar** on the right edge of the window to see the report page for each mix type.
6. Click the **Print** button. The print dialogue window opens.
7. Select the printer and click **OK**.

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

8. Click the **Close** button to close the report window.
9. On the FDCS Webview Main Menu, click the **Yearly Summary Report** button. The selection window opens.
10. Select the Start Date **Month "July"** and **Year "2004"** from the dropdown lists.
11. 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 and End dates, and the user should get the same rating results as the Monthly Summary Report.

12. Click the **Get Details** button. The report window opens.
13. Use the **scroll bar** on the right edge of the window to see the report page with each month and a final summary.
14. 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, contact the Technical Services Engineer or TMOS if there is a problem with the Monthly or Yearly Summary Report.

9.6 Summary Exercise

1. Who should use a Webview account?
2. What information is required to set up a Webview account?
3. What should you do if you forget the password?
4. Can you navigate between related forms? Which forms?
5. What should you do to share a report with someone?

TIPS AND TRICKS

What You Will Learn….

- Specific Form Tips
- Installation Tips

10 Tips and Tricks

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

10.1 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.

10.2 Random Sampling Number Utility

- Run this program once per Lot to receive random load numbers for each sublot. 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.

10.3 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.

10.4 159 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

10.5 150 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.

10.6 553 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. Ex: "*Shoulder*"

10.7 Aggregates

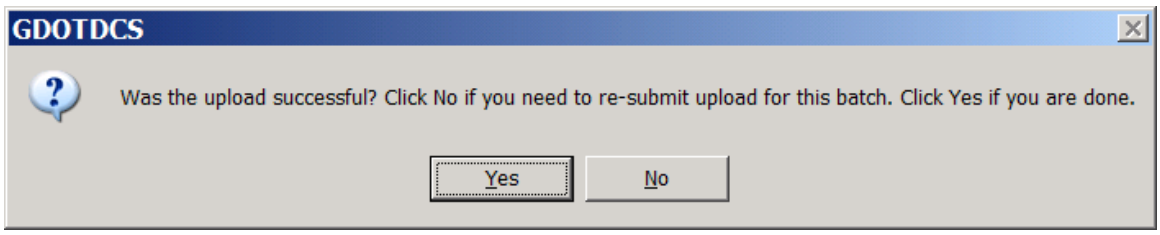
- Use the aggregate import format described in the **TechDocs** at: http://www.dot.state.ga.us/dot/construction/materials-research/software.shtml
- When ready to import, save the aggregate file to C:\Program Files\GDOTDCS\Import
- Always delete files from Import folder after import process is completed.

10.8 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.

10.9 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 un-check and re-check the records as Ready to Send.



10.10 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 prior to Restoring.

10.11 Installation

- The latest version of FDCS can be found at: http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm
- OPEN AND READ THE "INSTALL INSTRUCTIONS" BEFORE DOWNLOADING THE APPLICATION!
- **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

11 Troubleshooting

The following sections address problems and resolutions to FDCS functionality.

11.1 Installation

FDCS Upgrade and Full Installation packages are at
http://tomcat2.dot.state.ga.us/fdcs/upgrade/fdcsupgrade2.cfm

Error
Upgrade link shows "Webpage can not be displayed."
Resolution
Are you connected to the Internet? If no, contact your Internet Service Provider. If yes, contact the GDOT Solution Center at 404-651-5010.
Common questions:
• Did you read the Install Instructions? • See the upgrade webpage. • Did you save the download file to your Desktop? • Do not Run the download file from the internet. The installation will not be completed successfully. • Did you close the FDCS Client before running the Upgrade installation? • The upgrade won't work if the database is open. • Did you wait for each component of the install to finish and click OK at each step? • 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. • Do you have admin or power user permissions on your computer? • Some companies have tight security that will only allow someone from IT Support to install applications. • What error message did you receive

11.2 Uploading

Error
What's My Password?
Resolution
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.

11.3 Upload File Error

Error Message
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.*
Resolution
The file name is too long, probably because the Ctrl+V keys were held down. **Correction:** 1. Click **Upload** on the navigation bar. 2. Delete the file name. 3. Hold down the Ctrl key and quickly tap the V key on your keyboard. The file name will appear in the field. 4. Click **Submit Now!**

11.4 Files Already Uploaded and Verified

Sample Error Text
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'.)
Resolution
The file was previously uploaded to the Server and verified by a GDOT supervisor. **Correction:** If you need to replace the record: 1. Close the Upload page. 2. Click **No** for "Was the Upload successful?" 3. Call the TSE or TMOS to have the record Un-verified. 4. Try to Upload again. If this was a mistake: 1. Close the Upload page. 2. Click **Yes** for "Was the Upload successful?" The record will be marked as Sent.

11.5 Records have a comma

Sample Error
Upload from ERSnell81 failed. Cause:Error: File Type Not Recognized: BUT HAD OVEN PROBLEMS. TALKED TO OVEN MAN AND MADE ADJUSTMENTS.
Resolution
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: 1. Close the Upload page. 2. Click **No** for "Was the Upload successful?" 3. Open the record you think had the error. 4. Find and remove the comma. 5. Uncheck and re-check 'Ready to Send." 6. Try to Upload again.

11.6 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

11.7 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.)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