Federal Highway Administration
EEBACS

EEBACS USER GUIDE 1.0
Appendix H: Construction

UPDATED: 02.23.2012

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H.1 Supporting Documents Feature

The "Supporting Documents" feature shown on many screens allows electronic files to be attached to the EEBAC system. This allows for data to be stored for use by all parties within EEBACs instead of in separate hardcopy locations. The system uploads a copy of the electronic file from your computer to that specific page. The EEBAC files are stored in the same format as the copied original. Once stored in EEBACs the file cannot be edited. The electronic file saved in EEBACs is stand alone and not linked to any specific computer or any changes made to the original file later.

Users may open a file and it may appear to make changes but it will not be saved in EEBACs. Instead the system will ask if you would like to save a copy of the changed document to your computer. The electronic file saved in EEBACs is stand alone and not linked to any specific computer or any changes made to the file later.

File types that can be uploaded to EEBACs include Word documents, Excel, PDF, scans, and pictures. If an item is uploaded to EEBACs, it is viewable by all people that have rights to view that tab. No sensitive, private, or personal information should be uploaded to EEBACs.

Only add documents that are directly relevant to that specific page (i.e. do not add every photo taken for a particular day, only photos critical to the described issue or to document a specific changing condition. General photo records including all photos should be kept outside of EEBACs according to Division procedures.)
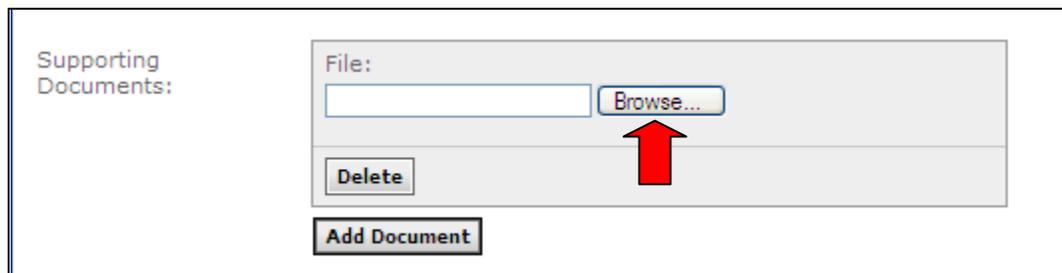
H.1.1 Adding Files to EEBACS

Find the Supporting Documents section on the page you are using. Many but not all of the entry pages have this section.
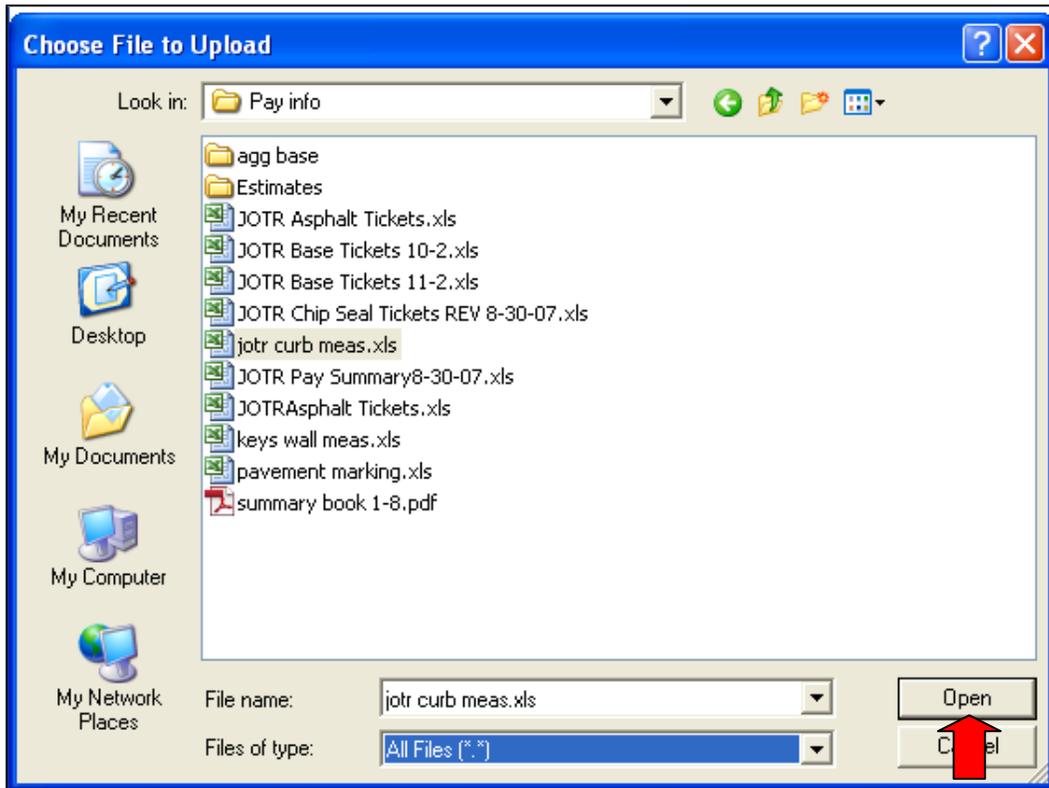
- Click the "Add Document" Button

This will open up a dialog box to search and select the file from the computer you are on.
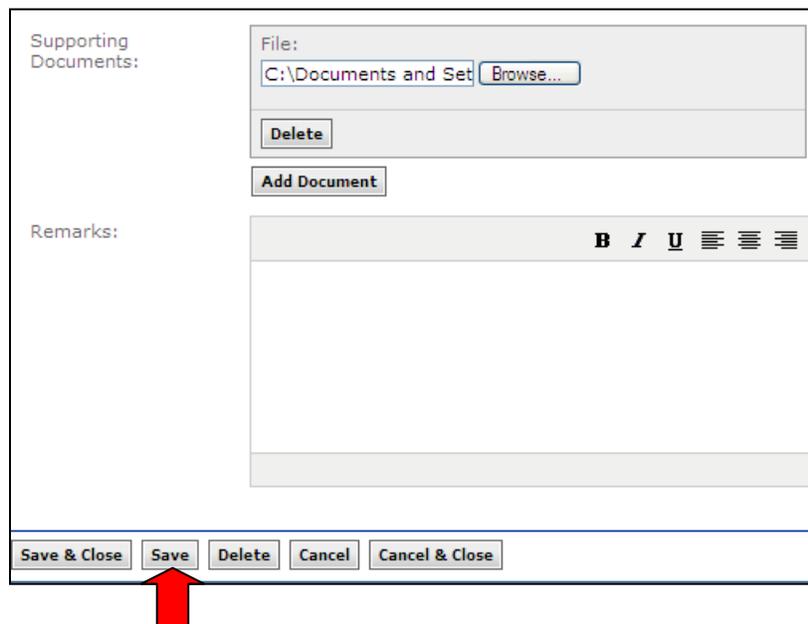
- Click the "Browse" button

Using the popup dialog:

- Select the file you wish to attach to the EEBACS page.
- Click the "Open" button

The Document is now ready for attachment. If you cancel or close this page without saving the file will not be saved.

- Click "Save" button

 The page will save and refresh to show the file now attached and available as a link. Additional files may be added using the process previously described.

H.1.2 View Attached Files in EEBACS

Find the page with the document you wish to view. The document files available to view on this page will show as an underlined links in the File Name box.

- Click the filename link for the file you wish to view

A dialog box will open promoting you to open the file (view) or to save a copy of the file to your computer.

- Click "Open" button.

The file will open in the original program in another window. The original EEBACs page you were on will still be open in another window. You can now View & Print the file as needed.

H.1.3 Save Changes Made While Viewing

If you make changes while viewing a file attached in EEBACs you have the option to save a revised version of the file to your computer. There is no way to directly overwrite the old version in EEBACs.

Therefore while viewing a file, make all the changes you would like using the standard tools available in that application. When you are ready to save the file with changes to your own computer:

- Click the "x" to close the window

A dialog box will appear asking if you want to save a copy of the file with changes.

- Click "Yes".
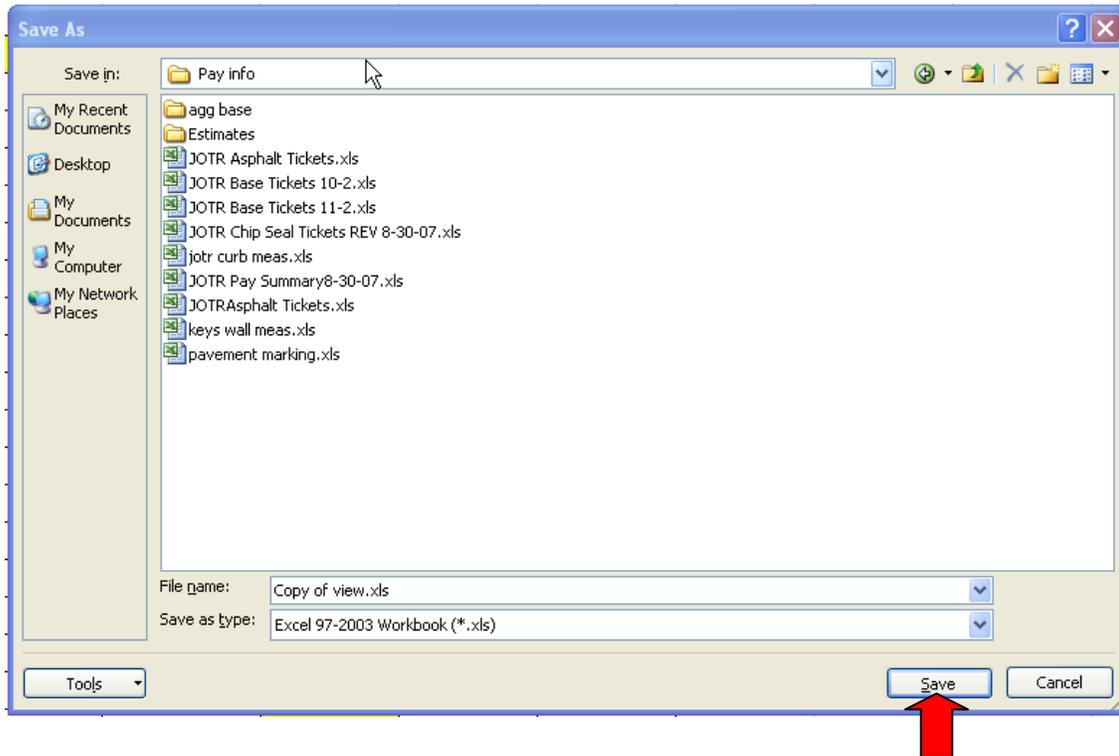
The next dialog will remind you that the EEBACS file is read only and the document will need to be saved as a copy on your own computer.

- Click "ok". The standard 'Save As' box will appear.

- Select the location and enter the name of the file you would like to save.

- Click "Save".

The file with changes is now saved to your computer. The original file in EEBACs remains unchanged.

H.1.4 Save Copy of EEBACS File

Find the page with the document you wish to save off of EEBACs. The document files available to save on this page will show as an underlined links in the File Name box.
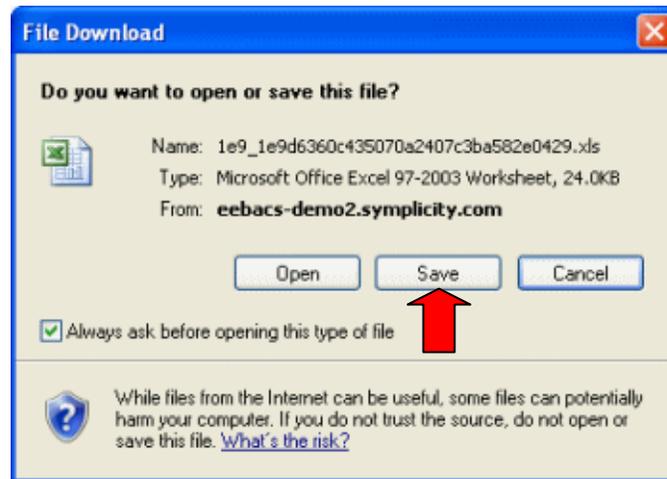

- Click the filename link for the file you wish to save

A dialog box will open promoting you to open the file (view) or to save a copy of the file to your computer.
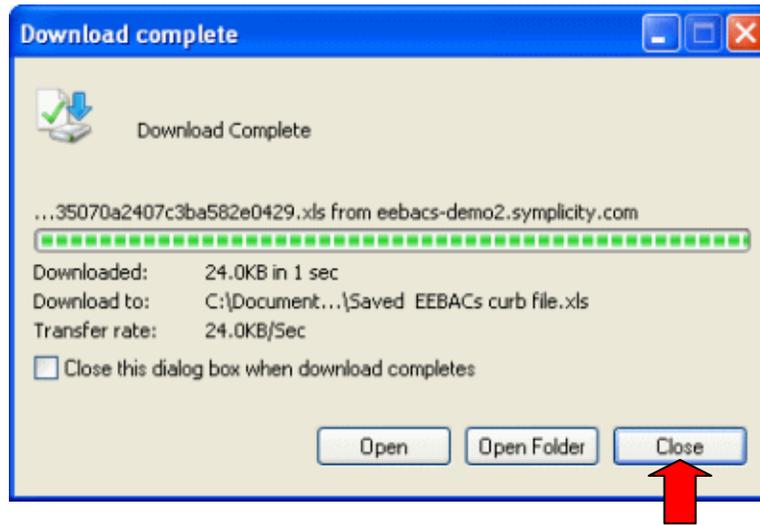
- Click the "Save" button

This will open a dialog where you can choose the location to save the file and the name to save it as.

- Select the location on your local computer to save the file.

- Enter the name you want the file to be saved as
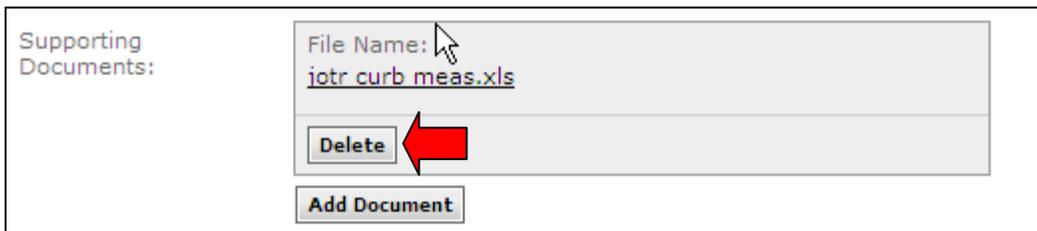
- Click "Save".
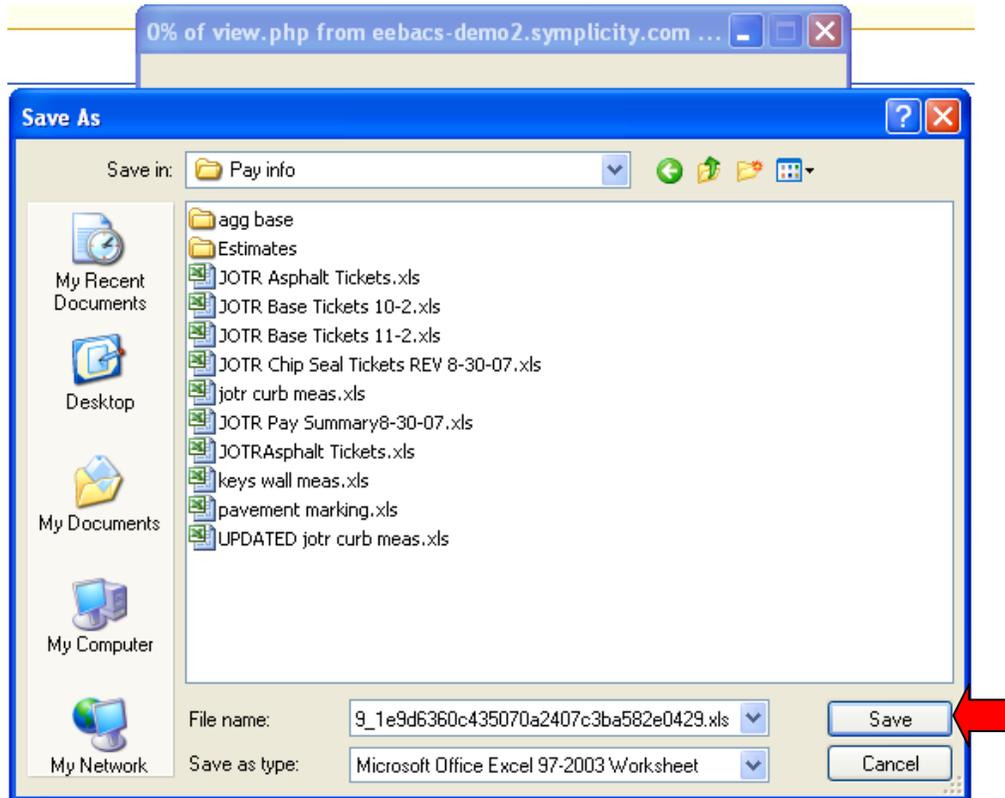
The file will now download and show the progress. When download is complete; close the dialog box.

H.1.5 Deleting Attached Files from EEBACs

If you have attached a file in error or it is no longer needed, you can remove the file from EEBACs. You must have the ability to edit the page where you want to delete the file. If you do not have the edit right for that page, contact the person who does (ex. IDR creator) so they can remove the file.

Go to the Edit tab for the page where you would like to delete the file.

- Select the "Delete" button for the file you wish to remove. A warning will appear reminding you this is permanent action.
- Click "ok".

The document is no longer listed.

- Click "Save". The document has been removed from the page.

H.2 Work Activity Template Tool

While creating Daily Reports you may use the work activity template tool. This is an unique time saving tool that allows users assigned to a project to create a work activity template that includes a variety of details and then saves it for reuse for themselves and for others. Since many activities are performed regularly on a project, the template saves users having to reenter all the common information so they only need to update or fill in what items are changing. Templates are specific to a project.

A template is basically a work activity information block that has been partially filled in and saved for use in future daily reports. The template may include any combination of work activity fields. It is recommended that the description field always be included in the template and that specific production time, idle time, and idle codes are <u>not</u> included in templates. The location may be filled in if it is a static location (Miller Gravel Pit) or you may just establish a format (M.P.   to M.P.   ). Remember that all information included in the template will be copied to the daily report when it is selected - consider what is unchanging, what is variable, and what is helpful formatting when creating the template. Users may edit all information that is copied from a template but those changes will not automatically update the template. Templates may be edited the Templates tab.

Templates may be created by any member of the project team that can create daily reports. All templates are shared to all team members. If templates are used, it can assist with uniform reporting format even if the reporting person changes (ex. the description would always be worded the same). Templates can also assist to insure that no equipment or labor are overlooked for an activity. If templates are carefully created to include all the typical crew and crew's equipment, it will be more likely that each day the production time and idle codes will be documented rather than over looking an item.

Use of templates is not required and the use of a template still requires the reporting person to include, verify, and update all information. It is intended to be a time saving and data standardization tool.

First, this appendix will explain how existing templates are used when creating a daily report & then it will explain the different methods for creating new templates.

H.2.1 Using an Existing Template on a Daily Reports

Most commonly new users will first use templates created by others and then eventually start creating new ones as needed. Start a daily report normally. When you get to the work activities section:

- Click on the drop down arrow under "Copy from Template".

This will show you all the templates available for use in this project. The Templates are shown first by the template name & then by the creator of the template.

- Select a template from the drop down list to use on this work activity.

You can only use one template on each work activity. After you select a template, the screen will update with the saved information from the template and you can then fill in the rest of the work activity information.

The template chosen in this example includes the activity description, pay item, typical labor and equipment with quantities, and the desired formatting for the location. Only information include in the template will be populated. If that information was not included, it will be blank when the template copies to your daily report.

- Complete the rest of the activity information as you would regularly.

You can make changes, add or delete items, or fill in information as needed including a work activity code. The template has not changed and is available for you or others to use again.

Additional work activities can be added normally. For each activity you then have the option to manually fill-in the information or use a template. A template can be used in multiple activities for the same report if needed (ex. There are 2 lanes closures on the project). Finish and submit the daily report normally.

H.2.2 Create a New Template from a Daily Report Activity

When a user is creating a daily report, they may decide that the activity is going to be repeated frequently and the information is worth saving for reuse. The user may complete the activity either partially (suggested) or completely before saving it as a template.

To create a template, fill in a work activity as much or little as needed.

When the activity is ready to save as a template:

- Click "Save" on the report, and a new option will appear at the top of the work activity to save the item as a template.

- Click the "Save as Template" box at the top of the selected activity.

- Click "Save" on the daily report again; the template will be created and available for use on other work activities or daily reports.

After the template is saved, the work activity can be completed the rest of the way without changing the template that was just created. You may notice that the Save as Template box appears again if you want to save a different version of the template.

The next time you create a work activity you will see the new template is available on the drop down list. The template is automatically named based on the date created and the person who created it. The template name may be edited on the template tab.

H.2.3 Create a New Template or Edit an Existing Template using the Template Tab

Sometimes it may be desirable to create the template from the Template tab. One benefit of using the Template tab is that you are not including the information on a daily report while creating the template. You can also name the template while creating it rather than the generic auto naming convention used in the other method.

To create or edit a template:

- Go to the Templates tab under Daily Reports. You will see a list of all templates currently stored for this project.

- Click on "Add New". Templates can be edited on this tab in a similar manner as described here for creating a new template. Simply select the template's edit icon from the list of existing templates rather than "Add New" and then follow the instructions described here.

An input screen will open.

- Fill in each blank as needed with the information you want to show for the template.

The display name is the name that shows on the drop down list when you select a template from the daily report. The only two items required are the display name and at least 1 labor entry. Do not use the "Save Current Description" unless you will be making several templates with the similar descriptions.

Here is a completed template ready to be saved. Note that no date specific information is included.

- Click "Save & Close".

The template is now created and appears in the master list of project templates.

The template will also immediately be available to copy into a daily report.