WELCOME to an INTRODUCTION TO Preconstruction (webT)

Welcome to the Preconstruction (webT) User Guide. When development of the Preconstruction application is complete, it will be a self-contained, electronic database application that will deal with everything currently handled by CES, PES, LAS, Designer Interface, Expedite, Bid Express, DSS and Sitemanager. The purpose of this series of documents is to provide a simple and easy explanation dealing with navigating and working in the new web Preconstruction environment. It should answer the "WHO, WHAT, WHEN, WHERE, WHY and HOW" of webT.   It is designed to provide easy-to-follow steps to enhance the accomplishment of your tasks whether your job deals with contract administration, project design, estimation, contract awarding or contract management, to mention just a few. The instructions and directions are arranged logically and sequentially.

The goal of this User Guide is to reduce the frustration frequently associated with learning a new application. The guide should be a handy reference that is quick and easy. If you find it doesn't provide enough information, please call the **HELP DESK** or even reference the "Online Help" available throughout the application

The Guide is intended to be a quick reference on how to accomplish certain tasks without a lot of technical jargon. It is not intended to be a technical treatise that defines the coding and programming challenges handled by the application. Part of the beauty of a web application is the ease in which tasks are accomplished without requiring the user to remember special keys or to enter special codes. With the aid of drop-down menus and mouse clicks on buttons or hyperlinks, processes can be activated and run without the user doing anything more complicated than a point and click. Standard Process reports are available with a variety of file formats and storage options. Even customized reports can be handled with minimal effort.

Of course, your comments and suggestions on the instruction guide and the application "HELP" are always welcomed and encouraged.   Below is the email link to contact the TRNS*PORT Statewide Coordinator:

EMAIL Address for Comments and Suggestions:
Mike.Schafenacker@dot.state.fl.us
Or
FDOT.ServiceDesk@dot.state.fl.us

LET'S GET STARTED

LOGON

To log on to the "Next Generation TRNS*PORT," enter the "url" (that's the web address for the application –

https://fdotwqa1.dot.state.fl.us:7000/Account/LogOn?ReturnUrl=%2f

for the website in your browser address bar.

Once the browser opens the website, the initial window is called the "**Logon**" page where the system userid that you have been assigned is entered under "**Username.**" The password you normally use in the FDOT systems is your password. When you have entered it, click the "**Log on**" button. The webT application is case-sensitive so you must enter your userid in lower case and your password must be exactly what you have been assigned as you have been instructed when it was issued to you. Once you have successfully logged on to the application the first time, you can change your password.

In order to work efficiently with this Guide and webT, an understanding of the organization of the application is essential. So, let's start with the **HOME** page. Once you successfully log on, the first page, called the "Dashboard," is presented. At the top of the page are four major "Combo Buttons" on the "Menu Bar."

COMBO BUTTON

Menu Bar

The four combo buttons assist in navigating the application and will appear at the top of every page in the application. These four buttons provide a variety of navigational tools that will greatly assist moving from one section to another or from one task to another. Knowing what is available with each button will prove to be quite useful in the future since the ability to navigate between components. User roles are accessed from here and some reports and other processes can be kicked off from these buttons. You'll find it will be a "popular place" once you start working in webT.

HELP ICON

Notice at the end of the title bar, there is a circled question mark icon.
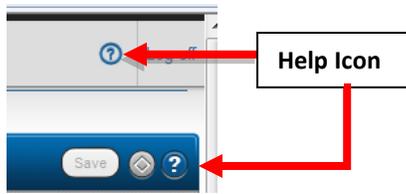
Help Icon

This question mark icon is used throughout the application to indicate where help can be accessed. The "Help" directory is page-specific. "General" Help for the entire application is accessed from the "Menu Bar" help icon and more specific "help" for each component is located at the end of the component bar. Agency-specific "help" is accessed by clicking on ……………………………. Even though this sounds like a lot of assistance, it may not answer your questions or relieve your frustration. Remember personalized assistance is only a click away. Please don't hesitate to open up a service desk ticket or, better yet, place a phone call to someone for immediate, personalized assistance.

For Assistance …

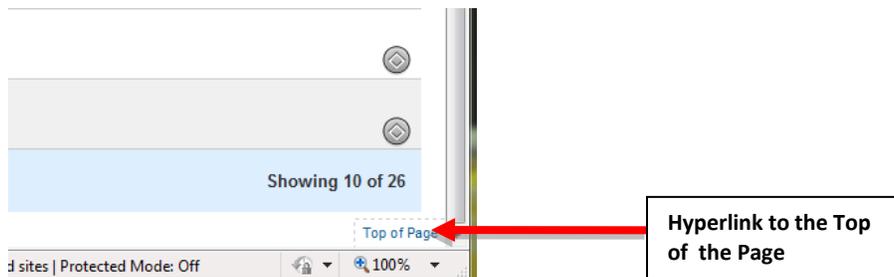Mike.Schafernacker@dot.state.fl.us   PHONE: 850-414-4148
Or
FDOT.ServiceDesk@dot.state.fl.us   1.866-4357, ext 4357

LOG OUT

To log out of webT, click "Log off" with the cursor.   Notice it's a hyperlink. By clicking on the hyperlink, the user is automatically logged off.

Log off

There's only one thing left to explain regarding basic web information and some tips on navigating in webT. Notice those underlined phrase, 'Top of Page' in the button right hand side of the window. It's a hyperlink. With the cursor, click on the hyperlink to link to the top of the current page. Remember hyperlinks are quick links used to navigate to other sections or the application. They can be quite helpful and quick.

Hyperlink to the Top of the Page

Again, it's another hyperlink that will move you from the bottom of the page to the top by simply clicking on the text. This will come in handy on some of those pages that contain long item lists or other involved data that seem to never end.

 If you feel you need additional assistance or are confused about some portion of this training, remember you can always contact one of the following:

Mike.Schafernacker@dot.state.fl.us   T*P Coordinator, PHONE: 850-414-4148
Or
FDOT.ServiceDesk@dot.state.fl.us   1.866-4357, ext 4357