Using the Turnpike Materials ProjectSolveSP System
(Technicians and Coordinators)

**PROCESS TO ADD A TECHNICIAN TO THE PROJECTSOLVESP SYSTEM (OR CHANGE ACCESS)**

- **New Technician:**
  - Consultant will obtain Personnel Approval for the technician
  - Consultant will visit Turnpike Materials Page in ProjectSolveSP (https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx) and click **Add/Update Materials Consultant User**. Consultant will submit requested information in the form and submit.
  - A Materials Office Staff Member will ensure the user is added to the system and set up for any Additional access (if needed)
  - The Materials Office Staff Member will send an email to the Consultant to confirm that the change has been made

- **Existing Technician:** If a user needs to receive or stop receiving Test Request Emails:
  - Consultant will visit Turnpike Materials Page in ProjectSolveSP (https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx) and click **Add/Update Materials Consultant User**. Consultant will submit requested information in the form and submit.
  - A Materials Office staff member will ensure the user is added to or removed from the test request email list
  - The Materials Office Staff Member will send an email to the Consultant to confirm that the change has been made

- **Existing Technician:** If a user needs coordinator access or have coordinator access removed:
  - Consultant will visit Turnpike Materials Page in ProjectSolveSP (https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx) and click **Add/Update Materials Consultant User**. Consultant will submit requested information in the form and submit.
  - A Materials Office staff member will ensure the technician is set as a coordinator or have the coordinator access removed
  - The Materials Office Staff Member will send an email to the Consultant to confirm that the change has been made

**ACCESS PROJECTSOLVESP**

- You can use the Turnpike’s Asphalt Web Page to reach the system:
  - Go to our new Turnpike Asphalt Webpage at [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)
  - Click the link for “ProjectSolveSP”

- Alternatively, you can bookmark this direct link to the ProjectSolveSP system
  - [https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx](https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx)

- Unless you are already logged in, you will be prompted to login
To Change Password

- You can use the Turnpike’s Asphalt Web Page to reach the system:
  - Go to our new Turnpike Asphalt Webpage at http://www.tiny.cc/tpkasphalt
  - Click the link for “ProjectSolveSP”
    - Unless you are already logged in, you will be prompted to login
  - Click your name at the top right of the page
  - Click “Change Password”
- Alternatively, you can bookmark this direct link to the Change Password Page
  - Unless you are already logged in, you will be prompted to login
- Enter the current password and the new password and click “Change Password”

To View All Test Requests

- Go to http://www.tiny.cc/tpkasphalt
- To view a List of all Asphalt Test Requests:
  - Click the link for “Asphalt Test Requests”
- To view Asphalt Test Requests in a Calendar:
  - Click the link for “Calendar View” directly under the “Asphalt Test Requests” link
  - Unless you are already logged in, you will be prompted to login
- EXTRA STEPS REQUIRED IF YOU ARE USING A MOBILE DEVICE
  - You must select PC View:
    - If there is a link on the page to “Switch to PC View,” click that link
    - If there is no direct link, then click the Gear Icon at the top right corner of the web page and then select “Switch to PC View.”
  - To view the List:
    - Click the link for “Asphalt Test Request” from the left side of the page
  - To View the Calendar:
    - Click “Materials Test Request Calendar” from the left side of the page
    - Click “Asphalt” from the left side of the page
- To view another type of Test Request:
  - Click the link for “Test Requests (Other Materials)”
  - Unless you are already logged in, you will be prompted to login
  - See “Extra steps required” below if you are using a mobile device
  - For a List: Select the type of request to view
  - For the Calendar: Click “Materials Test Request Calendar” from the left side of the screen. When the calendar appears, select the Material Type from the left side of the screen to only show that type of request in the calendar
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To Assign the Plant VT That Will Cover a Test Request

- Go to http://www.tiny.cc/tpkasphalt
- Click the link for “Asphalt Test Requests”
- Find the request that needs to be assigned and click the FIN in that entry to open the request
- From the top of the box that opens, click “Edit Item”
- Select the “Assigned Tech”
  - NOTE: The entry may show the incorrect plant or no plant; that is ok, it will remember the correct plant that was originally selected.
- Click Save
  - NOTE: This will send a new email to the Test Request Email Group with the selected Plant VT’s name

Creating a Time Tracker Entry

- Go to http://www.tiny.cc/tpkasphalt
- Click the link for “Time Tracker”
  - Unless you already logged in, you will be prompted to log into the system
- Click on the link for the project you are covering
- Click on the “Create New Time Tracker Entry” link
- The following entries will already be filled in
  - Construction Project Contract Number, FIN, and Project Description
  - Materials Contract Task Work Order Number, FIN, and Description
- You will have to select the MAT Contract Number
  - Universal’s Contract is C9K31; PSI’s Contract is C9K32; Page One’s Contract is C9O49
  - If you are unsure which contract to select, contact the Turnpike Asphalt Manager
- Select the Asphalt Plant
- Enter the Begin Date and select the Begin Time
- Enter the End Date and select the End Time
- If you took a lunch break during the shift, choose the length of the lunch break
- Enter the Daily Report in the Comments Box
  - This box will hold a significant amount of information
  - This box allows Formatting Text
    - Examples of available text formatting: bulleted lists, text font, text color, text size, etc.
    - To Format Text, use the selections in the Format Text ribbon - top of the page. Note: The Format Text ribbon will only be available when you have clicked into the Comments Box or highlighted text in the Comments Box
- Click the “Save” button.
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EDITING A TIME TRAKER ENTRY

- Go to http://www.tiny.cc/tpkasphalt
- Click the link for “Time Tracker”
  - Unless you already logged in, you will be prompted to log into the system
- Click on the link for the project you are covering
- Click on the three dots in the entry you need to edit
  - Note: if the entry has been approved, you will not be able to edit the entry
- Make any edits necessary
- Click the “Save” button to update the Time Tracker Entry

FOR TECHNICIAN’S REVIEW OF TIME TRAKER ENTRIES

- Go to http://www.tiny.cc/tpkasphalt
- Click the link for “Time Tracker”
  - Unless you already logged in, you will be prompted to log into the system
- Click on the link “View All Time Tracker Entries”
- To view an entry’s details, click the FIN number for the entry
- You can review the information
Access TPKAsphalt Plant Documents Folder

NOTE: These instructions are sufficient; however, for better details on accessing the Plant Documents Folders, there is a stand-alone Instruction Sheet with more detailed instructions and illustrations. Access that more detailed instruction sheet directly from the TPKAsphalt public webpage.

NOTE: Only Internet Explorer will allow this setup

NOTE: Some steps may require you to have Administrator Access to your computer

- Using Internet Explorer, go to the Turnpike Asphalt Public Webpage
  - Go to [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)

- Follow these steps to Set the Turnpike Public Webpage as a Trusted Site in Internet Explorer:
  - NOTE: this is only necessary once
  - Click the Internet Explorer Gear Icon (top right corner of window), then select “Internet Options” from the menu that appears to open the Internet Options Dialog Box
  - Click the Security Tab, then click the Trusted Sites Icon, then click the Sites button to open the Trusted Sites dialog box (a security warning may appear; if so, click Allow)
  - Enter [https://public.pbid.com](https://public.pbid.com) into the text box; click Add, then click Close

- Click the link for “Turnpike Asphalt Plant Production Files”
  - Unless you already logged in, you will be prompted to log into the system

- To Open the files in Internet Explorer
  - At the top of the webpage, click Library to show the Library Ribbon
  - Click the Open With Explorer icon
  - The files will open in Windows Explorer

- You may be able to Map this drive for quick and instant access to these folders following these steps:
  - NOTE: this is only necessary once
  - After using the steps above to Open the library with Explorer, Highlight the address in the Windows Explorer address bar (top of the window) and then right click and select Copy
  - To show the Menu Bar: Click Organize, then click Layout, then click Menu Bar
  - From the Menu Bar, Click Tools, then click Map Network Drive to open the dialog box
  - Select the letter you want to assign to this drive
  - Right-Click in the Folder text box and select Paste
  - Check the “Reconnect at Logon” check box
  - Click the Finish Button
  - Open Windows Click on the link “View All Time Tracker Entries”

- After following the steps to MAP the drive, you will be able to access the files by opening Windows Explorer and selecting the Drive Letter you assigned
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For Coordinator’s Review of Time Tracker Entries

[Coordinators Only – Technicians will only see their own entries]

- Go to http://www.tiny.cc/tpkasphalt

- Click the link for “ProjectSolveSP”
  - Unless you already logged in, you will be prompted to log into the system

- Click on the link “Coordinator View”
  - This will bring up the Time Tracker Admin Roll-Up
  - This list is only for reviewing entries; Items cannot be edited from this list

- At the top of the list of entries, you can select the Appropriate View
  - You can select to View All Company entries (see item 1 in illustration)
    - Which will show all entries by any technician that works for your company
  - If you are a contract coordinator you will also have a selection to View All Contract Entries for each contract that have been assigned to you (see item 2 in illustration)
    - Will show all entries by any tech for selected contract (regardless of company tech works for)
  - NOTE: if a View selection you expect is not shown, you may have to click the 3 dots to show more available views (see item 3 in illustration). If the View selection you expect is not available, please contact TPKASPHALT@dot.state.fl.us and let us know.

- By Default:
  - Data is grouped by Project
  - Data in the list is not filtered (other than by the selected view)
  - Data is sorted by Begin Time with the latest entry on top (descending)

- To change the sort in this list:
  - Click any Header to sort the entries by that column.
    - An up-arrow will appear next to the Header showing the column is sorted ascending.
  - Click again to reverse the sort
    - A down-arrow will appear next to the Header showing the column is sorted descending.
  - See item 4 in illustration

- To Filter the list:
  - Move the mouse over a Column Header and a small black triangle appears (see item 5 in illustration)
  - Click the small black triangle to show a list of items that can be filtered (see item 6 in illustration)
  - Apply filter by placing and removing check marks next to items in the list.
  - A funnel symbol appears next to the column header when a filter is applied (see item 7 in illustration)
  - Pay attention because multiple columns can be filtered at the same time.
    - If data appears missing, un-filter every column (click the small black triangle then click “Clear Filters...”)
    - Then re-apply filters as necessary.

- To hide or show Project Groups:
  - To collapse (hide) a project group, go to the top of a Group and click the small solid triangle next to the expanded group’s header (see item 8 in illustration); the group will collapse and the triangle will change.
  - To un-hide the group, click the hollow triangle (see item 9 in illustration) next to the collapsed group header to expand (show) the group

- To view an entry’s details:
  - Click the Contract number for the entry