

The purpose of this Quick Reference Guide (QRG) is to provide guidance to Design Reviewers, Designers, Construction Program EHSs, Inspectors, and Contractor Contacts to navigate various techniques in the DOTA Veoci® processes. The primary process steps covered by this QRG, and a quick link to each, include:

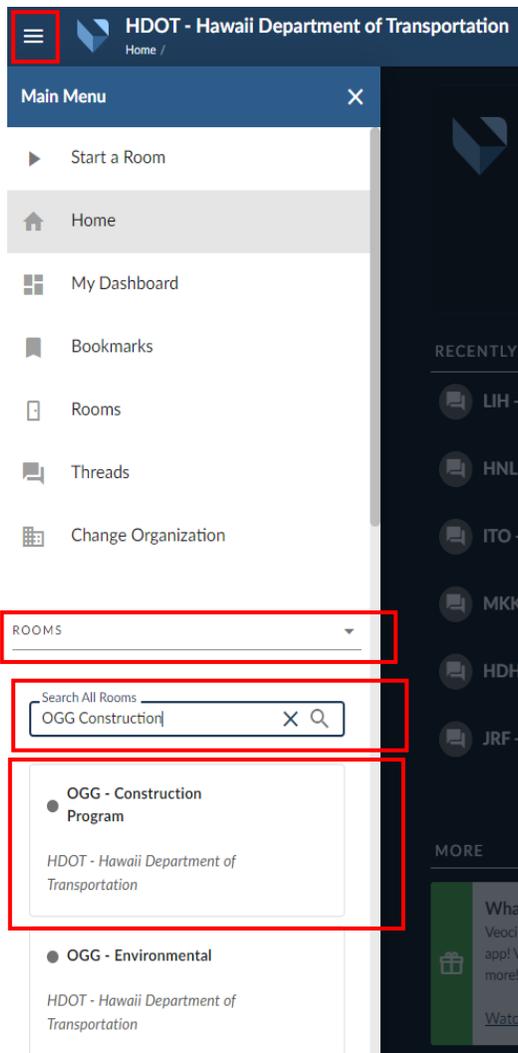
- [Module Navigation](#)
- [Filter Dashboard Lists](#)
- [Minimize/Expand Sections](#)
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- [Add/Remove Locations from Map Fields](#)
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Note: Access permissions may vary and not all users will have access to the rooms, dashboards, or workflows identified herein.

Please note, this is a living document and is continually updated to reflect the most current version of Veoci.®

I. Module Navigation

1. Click on the Main Menu icon (displayed as ≡) and under **Rooms** enter the airport of interest in the 'Search All Rooms' search bar and select the 'Construction Program' room (e.g., *OGG - Construction Program*).

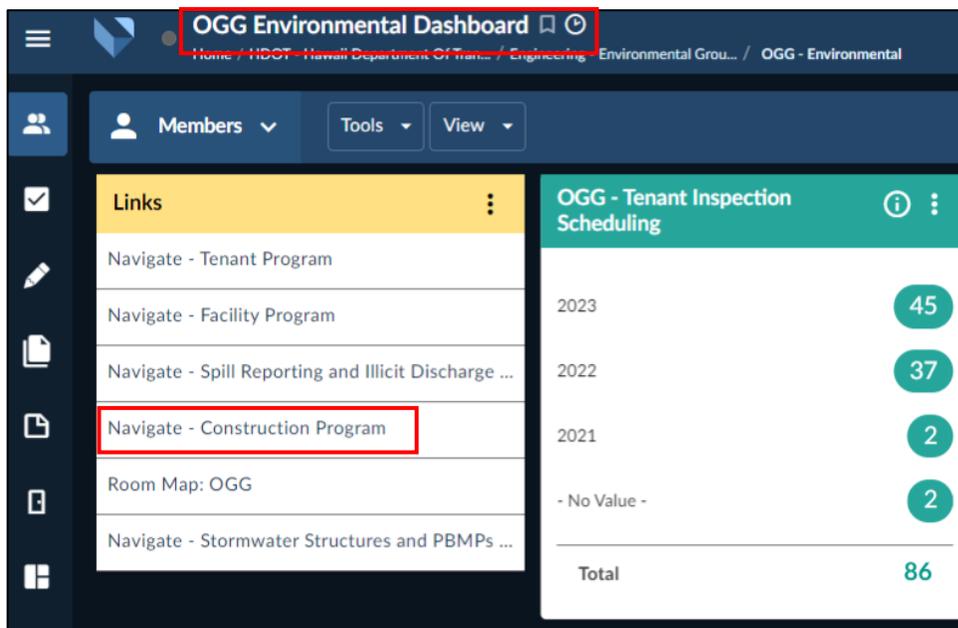


- a. After previously using rooms, select the Environmental room name under **Recently Active Rooms** on the **Home** page.



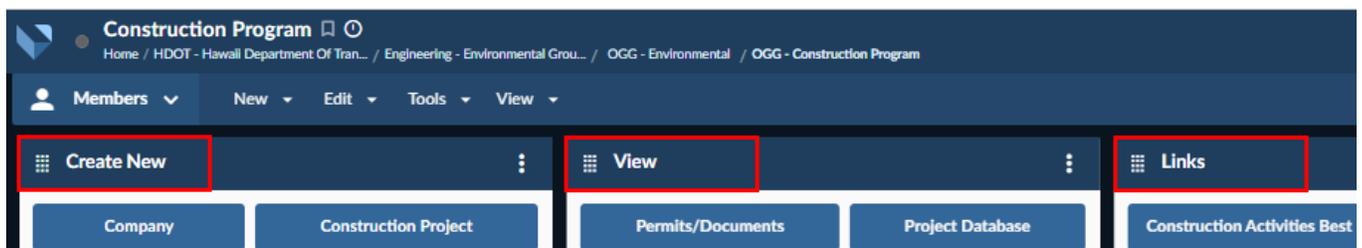
i If a project spans multiple airports, it will be created in the Multi Airport room.

Notice that in this example the room is labeled as **OGG – Environmental**; enter the Construction Program from the **OGG Environmental Dashboard**, as indicated below.

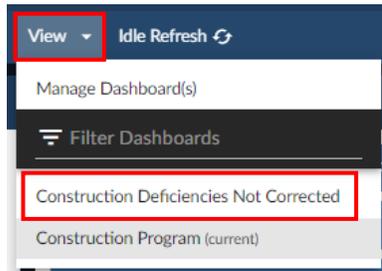


i Upon entering the Environmental room of any airport, click **Navigate - Construction Program** to enter the Construction Program under that airport.

2. From the airport's **Construction Program** Dashboard, new construction projects can be created under **Create New**, existing projects can be viewed under **View**, and helpful links can be found under **Links**.

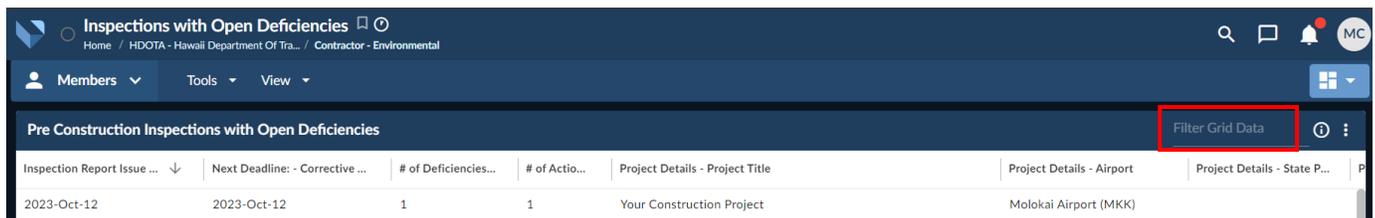


- a. The status of **Reviews** and **Inspections** for the airport can be found in their respective tiles by scrolling down.
- b. **Outstanding Deficiencies** identified during inspections for the airport can be found at the bottom of the page.
 - i. Contractors will interact with a different dashboard to upload their corrective actions. This can be viewed by selecting the **View** drop-down menu at the top of the page and selecting **Construction Deficiencies Not Corrected**.



II. Filtering Dashboard Lists

1. Open projects can be found in an airport's **Construction Program** Dashboard or **Inspections with Open Deficiencies** Dashboard by typing the Project Title, State Project Number, or TIP Number into the **Filter Grid Data** search bar.



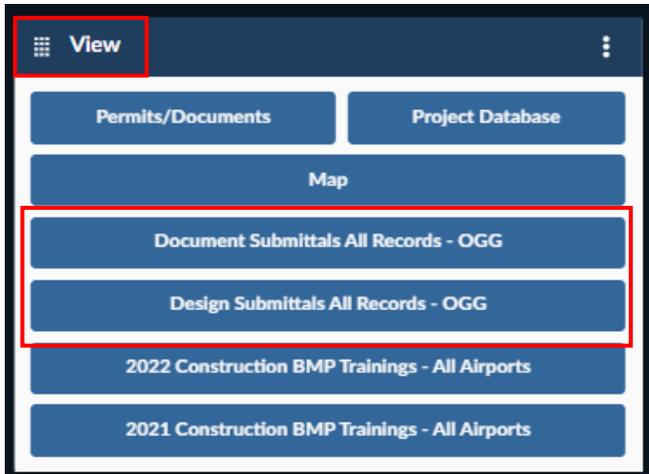
2. Dashboard tiles will be filtered to only show open workflows.
 - a. To view all relevant workflows for a project, including closed ones, select **Project Database** under **View** in the airport's **Construction Program** Dashboard.



- i. Find the existing project by typing the Project Title, State Project Number, Type, or TIP Number into the **Filter Entries** search bar in the top, right corner.
- ii. Once the project's entry is open, expand the **Associated Processes** section to view all **Construction Design Submittals**, **Contractor Document Submittals**, and **BMP Inspections**.

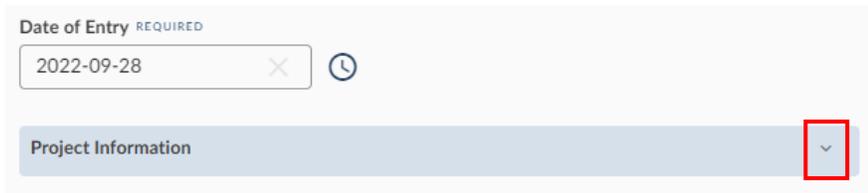


- b. To view all **Construction Design Reviews** or **Contractor Document Submittals** for a specific airport, select **Document Submittals All Records** or **Design Submittals All Records** under **View** in the airport's **Construction Program Dashboard**.



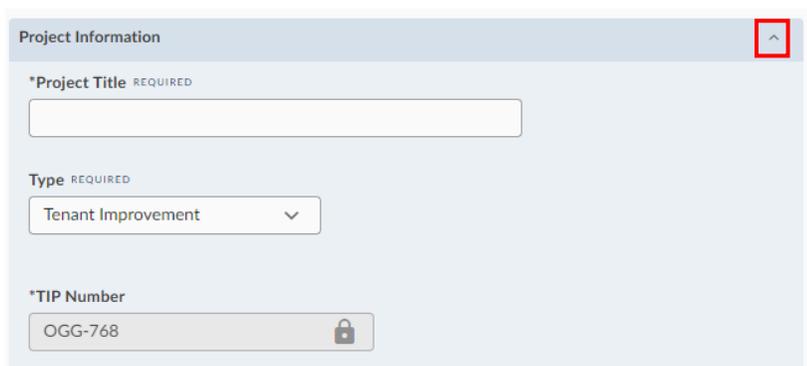
III. Minimize/Expand Sections

1. Some sections may be minimized to reduce clutter in a workflow. To expand a section, click on the down arrow.



The screenshot shows a form with a 'Date of Entry' field containing '2022-09-28' and a clock icon. Below it, a 'Project Information' section is minimized, indicated by a small downward-pointing arrow icon in a red box on the right side of the section header.

2. To minimize an expanded section, click on the up arrow.



The screenshot shows the 'Project Information' section expanded. It contains a '*Project Title' field, a 'Type' dropdown menu set to 'Tenant Improvement', and a '*TIP Number' field containing 'OGG-768'. A small upward-pointing arrow icon in a red box is located in the top right corner of the section header.

IV. Date Auto-Population

1. To set a date field to the current date, click on the clock symbol to the right of the field. The field can still be changed at any point before submission.

Airport REQUIRED

Kahului Airport (OGG)

Airport Code

OGG

Date of Entry REQUIRED

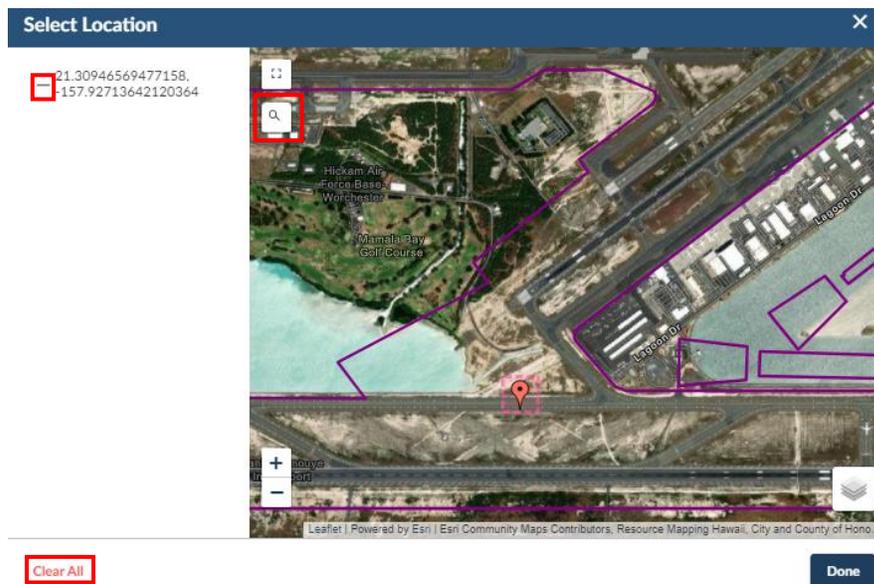
2022-11-11

V. Add/Remove Locations from Map Field

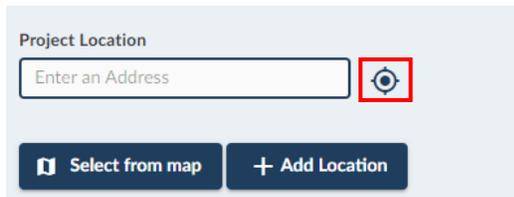
1. To add a **Project Location** or **Staging Location**, either:
 - a. Type in the physical address.
 - b. Click on **Select from map** to choose the location from a satellite map.

Project Location

- i. In the pop-up window, click on the map to identify the location or select the magnifying glass to enter an address.
- ii. To remove a location, click on the – symbol or select **Clear All**.



- c. Select the GPS symbol to populate the user's current location.

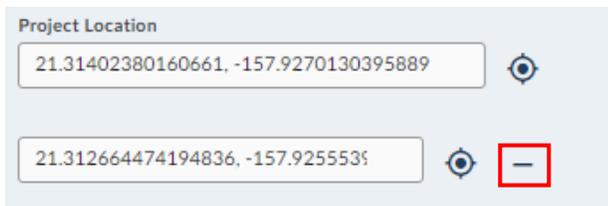


Project Location

Enter an Address 

- To add an additional project or staging location, select **+ Add Location**.
- To remove a project or staging location, select the **–** symbol.



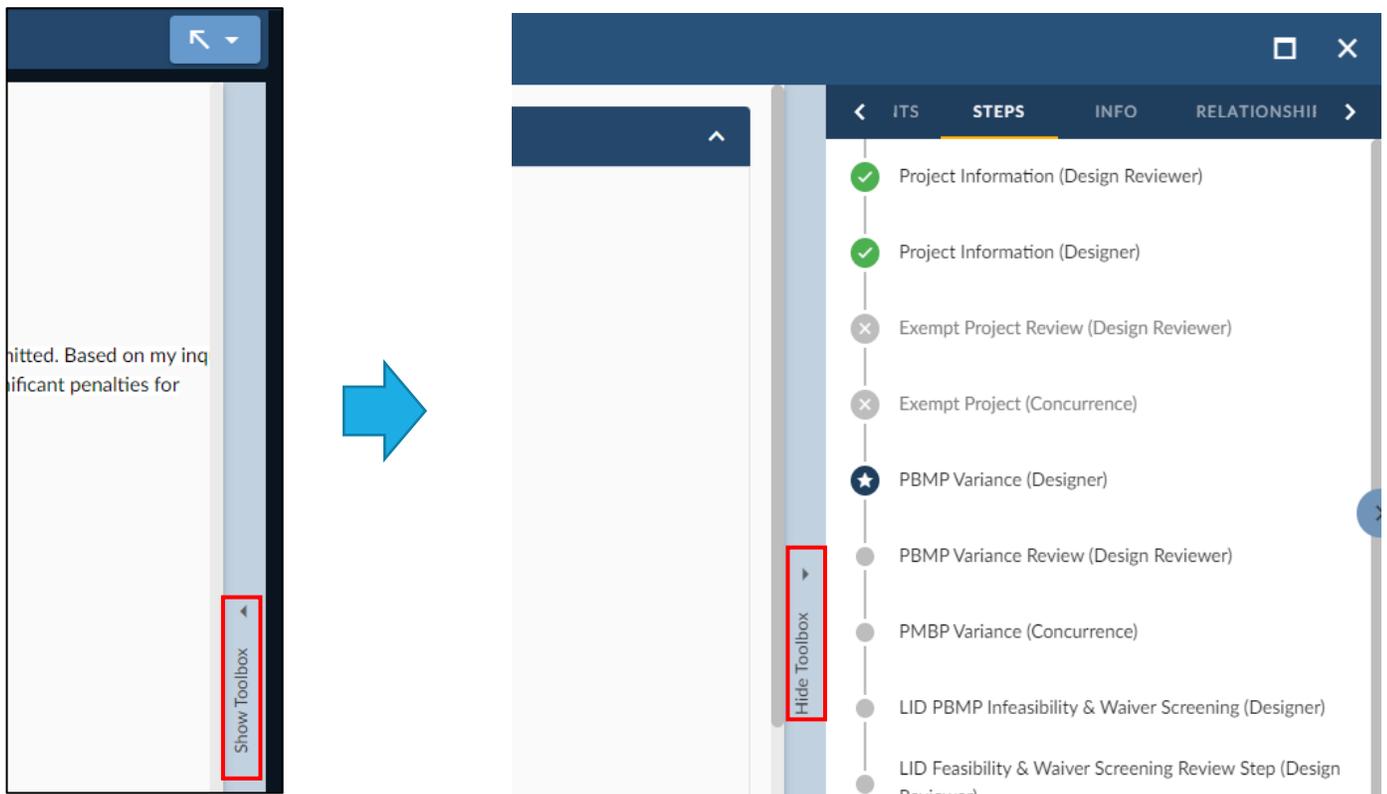
Project Location

21.31402380160661, -157.9270130395889 

21.312664474194836, -157.9255535  

VI. Hide/Show Toolbox

- While working in a form or step in a workflow, the Toolbox can be used to view project information, switch between steps, export PDFs, or reassign individuals. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu.

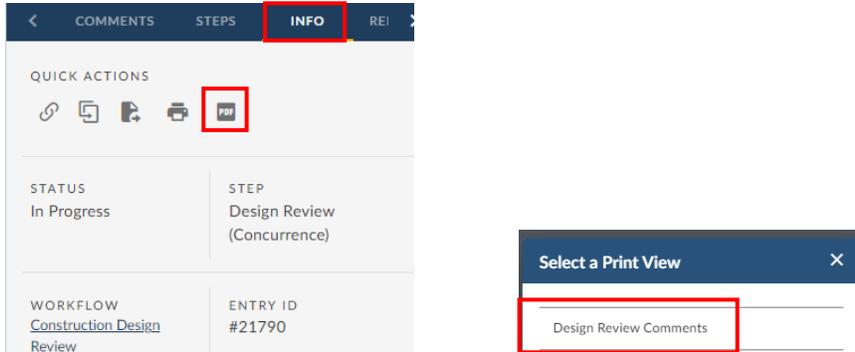


- Click on **Hide Toolbox** on the edge of the screen to hide the Toolbox menu.

VII. Exporting PDFs

i Reports can be exported to a PDF for internal review before submission through Veoci.®

1. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu (see Section VI above).
2. In the Toolbox menu, click on **Info**, select the **PDF** icon, and select the applicable report. Popups might need to be unblocked for this to work. The report will be downloaded as a PDF.

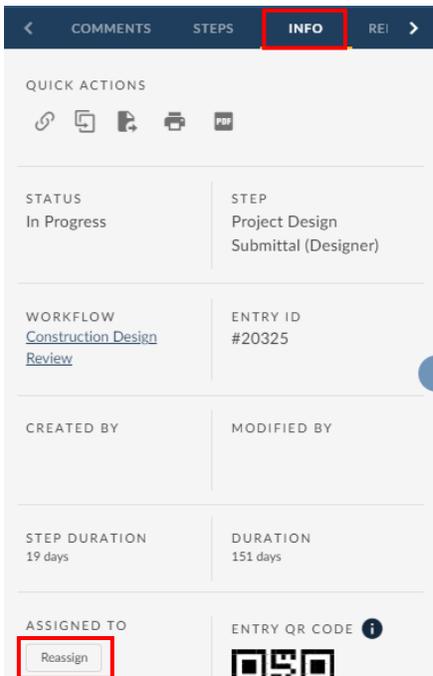


i Popups may need to be enabled for this process.

i Use the PDF icon for the best formatting results. The printer icon may result in formatting errors.

VIII. Reassigning Individuals

1. To reassign a specific step in a workflow or form to a new individual:
 - a. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu (see Section VI above).
 - b. In the Toolbox menu, click on **Info**, then select the **Reassign** button. When prompted, identify the name or email of the person who should be responsible for this form or workflow step. They will receive an email notification that this has been assigned to them.



2. To update the roles and contact information for a project (e.g., a new design consultant):
 - a. From the airport's **Construction Program** Dashboard select **Project Database** in the **View** tile.



- b. Find the existing project by typing the Project Title, State Project Number, Type, or TIP Number into the **Filter Entries** search bar in the top, right corner.

i *If a **Construction Design Review**, **Contractor Document Submittal**, or **BMP Inspection** workflow is already open, select **View Source Entry** in the **Project Information** step.*

Project Details

Airport
Kahului Airport (OGG)

Airport Code
OGG

***Project Title**
OGG Baseyard Building Improvements

***State Project Number**
CM1923-33

Type
State Project

***TIP Number**
<No Value>

Project Status
In Construction

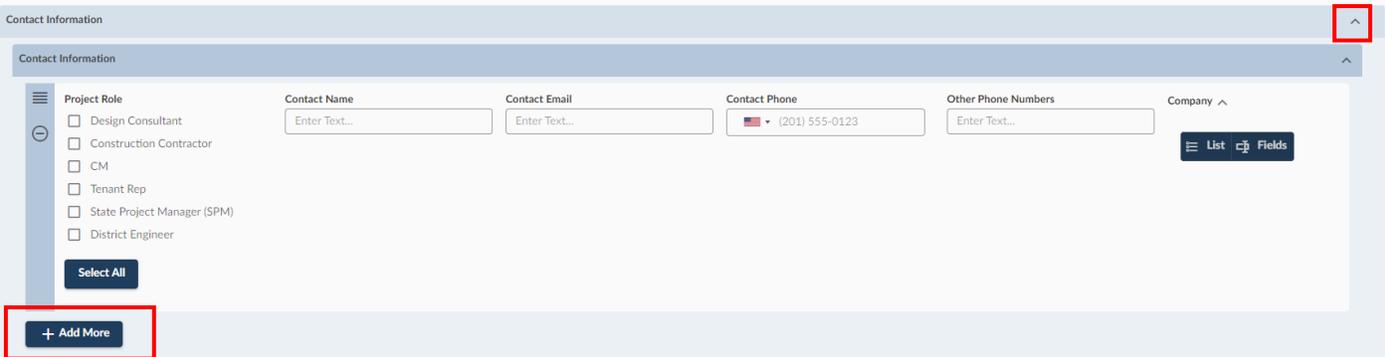
Project Acreage
Less than 1 acre

[View Source Entry](#)

- c. Once the appropriate project entry is opened, view the current project roles by expanding the **Contact Information** section.

Contact Information 

- d. To update or change contacts, select **Edit** in the bottom, right corner. Select **+ Add More** if additional contact entries are necessary.

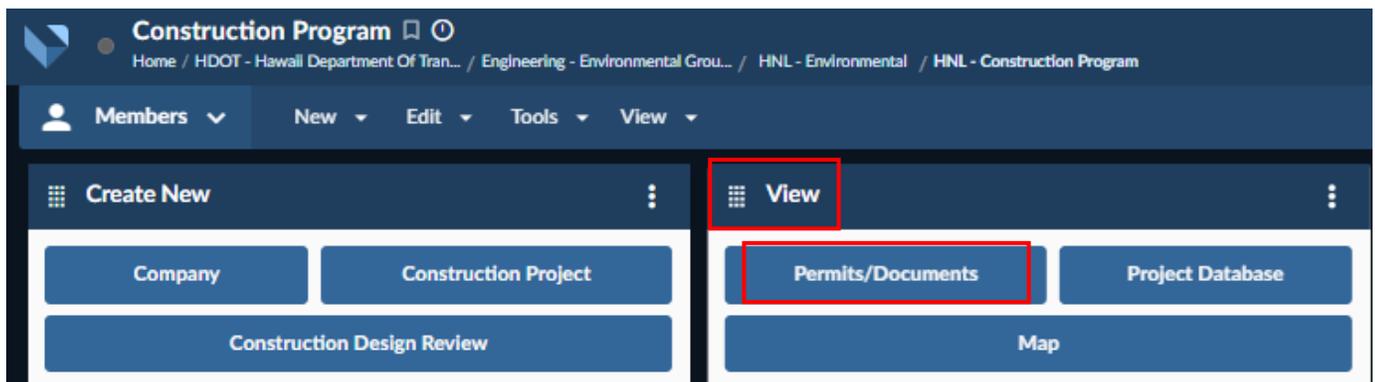


3. Once the contacts are updated, select **Update** in the bottom right corner.

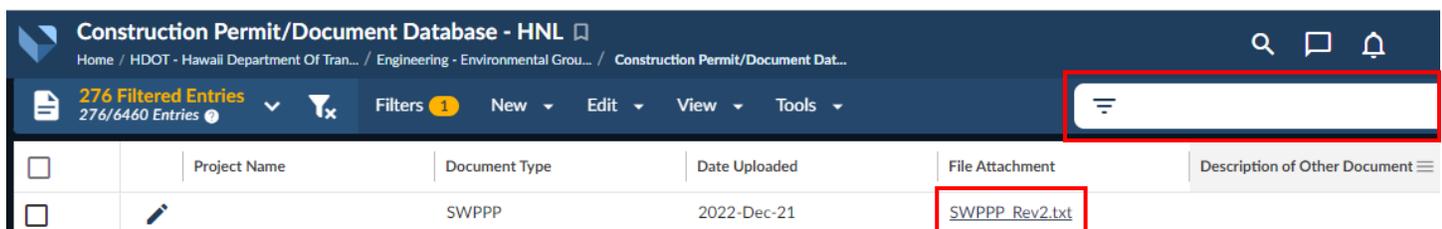
i Click **Update** before continuing to edit locked fields. If **Update** is not clicked, the field will return to its default value.

IX. View Previous Document Versions

1. The most recent version of submitted documents will be linked in the project's **Project Database** entry. Previous versions of all documents can still be viewed in the **Construction Permit/Document Database**. From the airport's **Construction Program** Dashboard, select **Permits/Documents** under **View** to find construction permits and documents.



2. In the **Construction Permit/Document Database**, use the search bar in the upper, right corner to find a specific project. Documents can be organized by **Document Type** and **Date Uploaded**. Clicking on the **File Attachment** link will download the file. Clicking anywhere else on the row will open the document's entry in the database and may contain additional information.



	Project Name	Document Type	Date Uploaded	File Attachment	Description of Other Document
<input type="checkbox"/>		SWPPP	2022-Dec-21	SWPPP_Rev2.txt	