Quick Guide

Table of Contents

Site URL

The new Statewide and District's Adhoc reporting application is located https://scoc.fdot.gov.

Note: This new application is on the internet. This means no need to log into Citrix to access it. If you do log into Citrix it will most likely not work for you.

Overview

Menu

The applications menu is located under the FDOT banner and FDOT's main menu. Highlighted below.
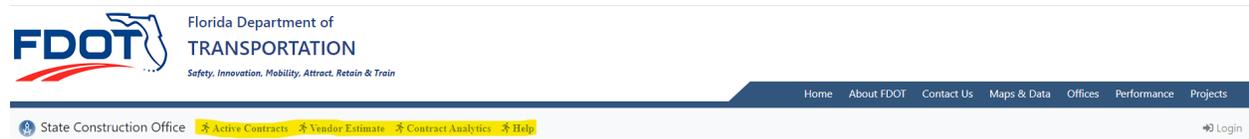
Additional items are available to users that login.

Grid

The main grid displays contract data that are currently active and contracts that have been completed within the past 819 days.

The grid consists of 11 columns, each column having label header that can be selected to sort the grid. Also, each column has a filter box that allows the user to filer the grid data by typing or selecting from a drop down.

Three columns have links, these are Contract ID and Vendor Name. Selecting either as these links will take you to another page that displays additional information on the column header topic. Example, the contract id column link when clicked will provide additional contract data, and the vendor column will provide additional vendor information. The third column may have a link called Map. This link is only available if map data is available for the selected contract. Clicking on this link will take you to another site, that will display the contract on a map of Florida.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	
✓	TURNPIKE	BDN51	NTP ISSUED	2010-11-08	42241815201	RECONST TPK SERVICE PLAZASPLAZA MODIFICATION (MP 299)	REST AREA	SUMTER	AREAS USA FLTP, LLC	Map
	FIFTH	BE626	FINAL PAYMENT MADE	2019-02-04	43787225201	Bridge Repair and Rehab75030000 -	BRIDGE-REPAIR/REHABILITATION	ORANGE	SEMINOLE EQUIPMENT, INC.	Map
✓	FIRST	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJS.MATERIALS & RESEARCH MAINTENANCE OF TRAFFICDISTRICT WIDE	INSPECT CONSTRUCTION PROJS.	DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map

Export to Excel

The export to excel button located on the top left of the grid, provides the means to export the filter data contained with the grid to excel. This option also includes the data found when the user selects the link under the column contract id.

Help

The help menu option provides a quick reference to the most common issues.

Link for Comments and Suggestions: CO-SCO-SystemSection@dot.state.fl.us

Link to report issues: https://scos.fdot.gov/

Hours of Availability: This only affects the reporting options for those that can login.

General Information on how to log in.

Note: If you have the grid filter, this feature will only include the filter data, not the entire contents. If that is what you want, make sure to select the Clear Filters button located top right of the grid first.

Login

To see the reports option on the menu bar, you must log in. Logging in, is only available to FDOT & Consultants only. This is not available to the public.

To login, start by clicking on the login link far right below the FDOT menu bar.

Home	About FDOT	Contact Us	Maps & Data	Offices	Performance	Projects

→] Login
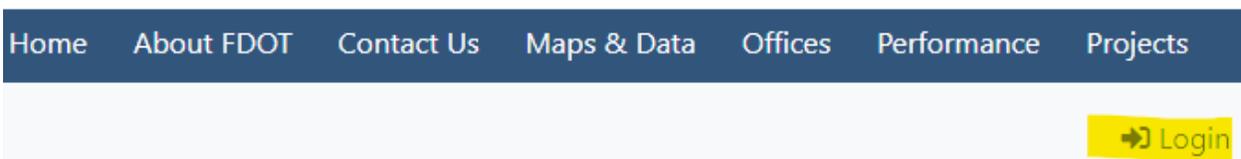
If presented with this enter your FDOT email address. Note: Consultants, you will also use the FDOT email address provided to you. If you don't know what it is, then contact Central Office Construction at CO-SCO-SystemSection@dot.state.fl.us.

Click **Next** button.

Next provide your Username and password. This is the FDOT username provided and AD(LAN) password. Also, the same username and password you would use to log into Citrix.

Click **Sign In** button.
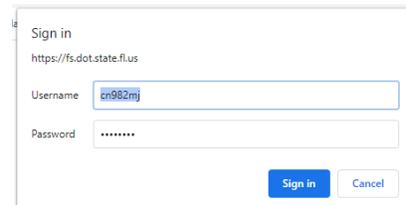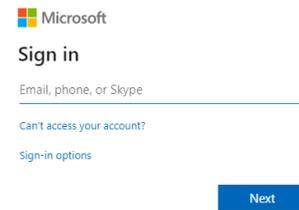
Reports

All Reports are found under the report's menu option. The first menu option is Central Office (Statewide Reports). This option contains all the reports that existed on the Constructions Statewide Dashboard site.

Note: Not all reports exist at this time, but Central Office working to add the missing reports as quickly has we can.
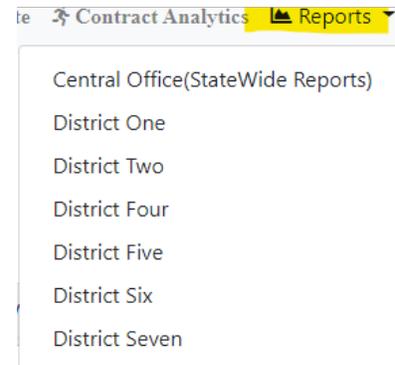
The remaining menu options are for the District reports. These are links to each district reports that once existed on the District Dashboard.

Note: These reports were created by and maintained by the districts. They are not designed to provide data on contracts outside the selected district.

Each menu option will take you to a page that has tabs. These tabs should look familiar. We used the same tab names that were used on the old dashboard adhoc reporting system.

Note: Not all tabs exist currently. Central Office will add new tabs as new reports are added.

Most report forms look and work the same as the old ones, with some minor Improvements. The below reports work a little different.

DWR Report

Select the Daily Work Report button located under the DWR Reports tab.

Central Office Reports

FDOT Hours of Availability

| Change Orders | Contract Change Tracking System | **DWR Reports** |

 Daily Work Report

Report File Name and Contract Id are required fields denoted by the red ***** next to the label.

Report File Name is used to save the pdf report. You may change this to any file name of your choosing up to 140 characters in length.

Once a contract id is provided, additional options become available. Selecting the Get List of DWR's button will provide a list of all DWR dates. Once selected you will see a list of dates and be presented with two additiona buttons. You may select a date and use the buttons Set Begin Date or Set End Date to populate the Begin and End date.

Selecting a date range greater than 30 days will cause the report to be queued. You will see a message stating the reported has been submitted for processing. Once the report is ready you will receive an email at the followin address. (your email address), with details on how to retrive the report.

Note: All queued reports are available from the menu option My Queued Reports. This menu option provides a list of all queued reports you have submitted and are still less than 24 hours old.

All request less than 30 days will be processed immediately.

Once your request has been process you will receive an email similar the one below.

Subject: Queued Rport Complete

Body: You report request 'DWR Report'. Created: 8/3/2020 3:06:28 PM has completed. Click on the link below to see a list of your queued reports.

Link to report here.

Help

If you need any help with any of the reports please contact your District representative for help. If they are not available or can not help contact the central office using the SCO support application to submit a ticket. That address is https://scos.fdot.gov