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COUNTY AND CITY DEMOS

5HBI GOV User manual

A practical guide for office administrators and field crews.

PLAN THE WORK / CAPTURE THE FACTS / REVIEW AND SHARE

Prepared for County and city demos

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One workspace for the office and the field. Plan the work, record what actually happened, and review it before reporting or sharing. The same account and permissions work on a phone and a desktop browser.

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Sign in and field work

Sign in and find your work

Everyone

1. Open your county or city's own demo address. Sign in with the email and password supplied by your administrator. Replace a temporary password when prompted.
2. On a phone, open the menu button to find your work. General users open My work orders; office users open Work planner or Work records.
3. Use Remember this device only on a device you control. Use Log out when finished on a shared device.
4. The public sample walkthrough resets when refreshed. Your signed-in entity demo saves successful changes to its cloud workspace. Keep the app open until it confirms a save.

A browser connection is required. If the embedded preview cannot sign in, choose Open 5HBI GOV and use the full browser tab. The host does not need to remain logged in.

Complete an assigned work order

Field crew and office users

1. Open My work orders or Work planner, select your assigned order, and start the field record.
2. The planned crew hours, equipment time and material quantities are already filled in. Change them only where the actual work differed. Check each person's hours and the selected material unit.
3. Describe the finished work in What happened in the field. Add useful before and after photos. Up to 10 JPG, PNG or WebP images are supported, with a maximum of 8 MB per photo.
4. Save a draft if the job is unfinished. When ready, submit it for office review. Wait for the save and photo uploads to finish.
5. If the office returns a record, read the correction note, update the record, and submit it again.

General users see their own or assigned records without office pricing. Selected photos are not safely saved until the upload succeeds. If an upload fails, keep the form open and retry.

Plan a job by speaking

Plan a job by speaking

Administrator and Super Admin

1. Open Work planner and start a plan. Choose the work dates and precinct. Say the road, work, crew, equipment and material quantities in ordinary language.
2. Tap to start recording and allow microphone access. Pause whenever you need; tap Finish when you are done. You can also type or use your phone keyboard microphone.
3. Read the proposed plan. Correct names, dates, units or quantities by speaking again or editing the fields. Clear conversation removes the conversation; Start over resets the plan after confirmation.
4. Use the location map to place a pin on the work site. Check the suggested nearest address in Road / Project and correct it if needed. The pin identifies the work location.
5. Add configured employees, including yourself if you are working in the field. Review total crew hours, equipment hours, materials and estimated costs. These quantities cover the work order’s full date range.
6. Save plan to keep a draft. Select Issue work order when it is ready for the crew. Assigned employees can receive it before their first sign-in; they will see it after logging in.

Issuing checks missing quantities, rates and resource scheduling conflicts. Office rate needed means the selected employee or resource still needs an explicit rate. A missing rate is different from a deliberately entered zero. Bulk tons and cubic yards convert using the configured material factor; verify that factor with your supplier.

Review and reports

Review records and prepare reports

Reviewer and office administrators

1. Open Review inbox and select a submitted record. Check what happened in the field, photos, actual quantities, dates and costs.
2. Approve an accurate record. Return it with a clear correction note if something needs attention. Approved work feeds the master records.
3. Open Reports & master, choose the report and date range, then download the required PDF or spreadsheet. Access follows your assigned scope; the county-wide Super Master belongs to Super Admin.
4. For a correction to approved work, reopen the record and explain the change. The last approved master remains available until a revised record is approved.
5. Where Drive is connected, use View records or Download in Drive master files. If you can see Sync master files, it refreshes the connected master tabs from approved app records.

Make record corrections in the app. A Drive sync replaces its managed Master and Line items tabs, so direct edits to those tabs will be overwritten. Reports remain available in the app when Drive is unavailable.

Maps and public updates

Use the map and share progress

Everyone for viewing; office administrators for publishing

1. Open Work map from the main menu. The map opens around the configured county or city and shows its boundary when available. Zoom and select a pin to inspect the work you have permission to see.
2. Office users review the public wording and location before publishing a work item to the public map. Publication permission follows the map settings.
3. Use the map’s sharing controls to copy its public link for an email, website or social post. Only reviewed, published pins appear to visitors.
4. From an approved work record, prepare the PDF or public update image. Review the finished description and any photos before downloading or sharing.
5. The workspace county logo is used on record PDFs and public update images after it has been configured. Post a downloaded image using the county’s normal social account.

The public map does not expose internal wages, costs or private attachments. A map location is approximate and should be checked. Downloads do not automatically send email or publish to social media.

People and resource setup

Set up people and resources

Administrator and Super Admin

1. Open People & access and choose Add employee. Enter the name, login email, precinct, role and hourly wage, then save. Active configured employees are available for assignments before signing in.
2. Open Manage employee to set or reset a temporary password. Confirm your own administrator password when required. The employee chooses a new password at the next sign-in.
3. Open Settings to add or configure equipment and materials. Give each equipment unit a distinct name so scheduling can identify the actual resource.
4. For bulk materials, choose the quantity unit—tons or cubic yards—and enter a confirmed conversion factor when both are used. The calculation happens in the background.
5. Administrators manage their precinct's employees, wages, equipment rates and resource setup. Super Admin manages broader access and material pricing, and can override costs.
6. Super Admin configures workspace identity, county logo, map preferences and the demo access window. Under Settings, View as user opens a scoped, read-only dashboard for troubleshooting; select Return to my dashboard to resume your own work.

Connections to existing payroll, purchasing and equipment systems are planned for full implementation and require configuration. Demo catalog entries are maintained manually. Super Admin must accept the demo terms once for the entity; the software role alone does not grant legal authority to bind it.

Public information requests

Handle a public information request

Super Admin only

1. Open Public Information for the configured county. Create the request and record the received date, requester, scope and applicable due date.
2. Attach the request scan or email and collect responsive documents. Check each page during review.
3. Review suggested redactions. Click a marked area to remove or restore it, and use manual redaction for information the system missed.
4. Before Review Complete, verify every redaction and every page. Finalizing creates the permanent redacted output; keep the original and the reviewed copy separate.
5. Inspect the final output before releasing it through your approved process. Keep the request, decision and response records under the entity’s retention rules.

AI suggestions do not decide what Texas law permits withholding. The responsible official must verify legal grounds, deadlines, any required Attorney General process and the final release. Do not rely on the demo as the sole repository for official records.

Common questions

Why can’t I issue a work order?

Read the specific message. Check each selected employee’s wage, equipment and material rates, required quantities and work dates. A resource may already be booked. Save the draft while the office resolves missing values, then refresh and reopen it.

Why can’t I see a draft or another person’s work?

Planning drafts appear in Work planner and Work records for authorized office users. General users receive issued orders assigned to them. Precinct and role restrictions still apply. Ask your administrator to check your account and the assignment.

The microphone will not connect. What should I try?

Open the full site in a browser tab, allow microphone permission and check the device microphone. If conversational service is unavailable, use the typed input or keyboard microphone and review the plan before issuing. Do not paste API keys into a work record.

Do phone app updates require reinstalling?

Normal changes arrive when you reopen or refresh the site. Save unfinished work first. A saved home-screen icon may keep its old image; removing and adding that shortcut again can refresh the county logo.

Who agrees to the terms?

An authorized Super Admin accepts the current version once for the entity under Settings or Help & instructions. Everyone can read the terms. Acceptance records the entity, person, time and version. Crew members are not asked to agree separately.

Why does the app say the workspace changed?

Someone saved a newer version. Keep any unsaved notes, refresh, reopen the record and reapply your change. This prevents one user from silently overwriting another user’s work.

How do I get help?

For access or a password, contact your county administrator. For a demo issue, contact Ryan Hanson at ryan@5hbi.com with the screen name, what you tried and the error. Leave passwords, API keys and sensitive record contents out of the message.