



## **NDOR SiteManager Materials Management**

SiteManager Materials & Research  
Administrator Instructions

Contract Materials:

- Contract Outstanding Item List
- Generate Contract Sampling & Testing Requirements
- Adjust Contract Sampling & Testing Requirements

## Table of Contents

<b>1.</b>	<b>Purpose:</b> .....	<b>3</b>
1.1	Roles and Responsibilities: .....	3
1.2	Abbreviations: .....	3
<b>2.</b>	<b>Operational Instructions:</b> .....	<b>4</b>
2.1	Generate Contract Materials and Outstanding Item List Report: .....	4
2.1.1	Main Panel: .....	4
2.2	Materials Management: .....	4
2.3	Contract Materials(+): .....	5
2.3.1	Contract Materials: .....	5
2.4	Contract Outstanding Item List: .....	6
2.5	Generate Contract Requirements: .....	7
2.6	Contract Sampling and Testing Requirements: .....	9
2.6.1	Producer/Supplier: .....	9
2.6.2	Contract Sample and Testing Requirements: .....	11

### Modification Tracking Summary

Summary of Changes	Date	Author
Instruction document created	7-8-11	Andi Clark
Updated Roles & Responsibilities	5-23-2012	Andi Clark

## 1. Purpose:

This document is intended to be used in conjunction with the existing training materials provided by the NDOR (Nebraska Department of Roads), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

The purpose of this document is to create contract sampling and testing requirements. After a contract has been initialized in SMGR, the Contract Materials folder provides for the generation of Sampling and Testing Requirements, Sampling and Testing Requirement Materials, and the Contract Outstanding Item List for a selected contract.

SMGR can identify contracts that lack the defined sampling and testing requirements and through a background process, will generate the contract sampling and testing requirements and the materials records for the specified contract.

After the process is complete, the sampling and testing requirements may be modified.

### 1.1 Roles and Responsibilities:

SiteManager Staff: 402.479.4760, [DOR.SiteManagerMaterials@nebraska.gov](mailto:DOR.SiteManagerMaterials@nebraska.gov).

### 1.2 Abbreviations:

ID: Identification Number  
M&R: NDOR Materials & Research  
NDOR: Nebraska Department of Roads  
RUG: Report and Utility Generator  
SMGR: SiteManager

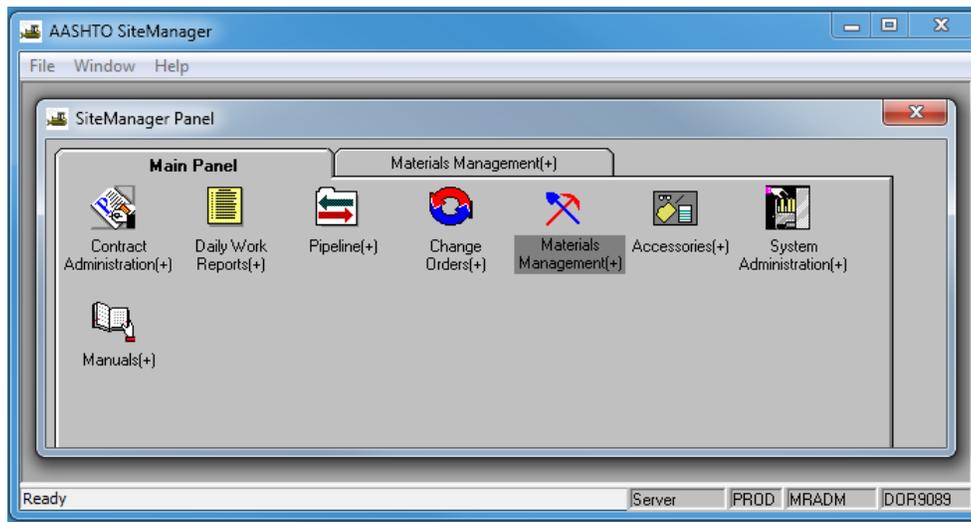
## 2. Operational Instructions:

These instructions will provide the steps necessary to assist personnel to create contract sampling and testing requirements.

### 2.1 Generate Contract Materials and Outstanding Item List Report:

#### 2.1.1 Main Panel:

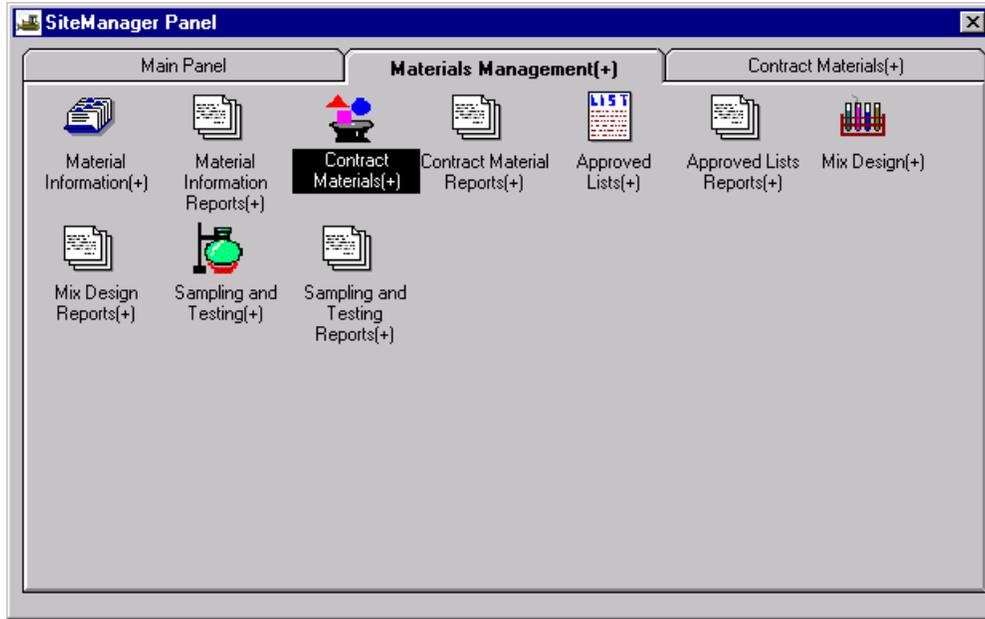
After successfully completing the log in process, SMGR will present the Main Panel. From the Main Panel, select Materials Management(+).



NOTE: The icons represented in these illustrations may differ based on the user's security group.

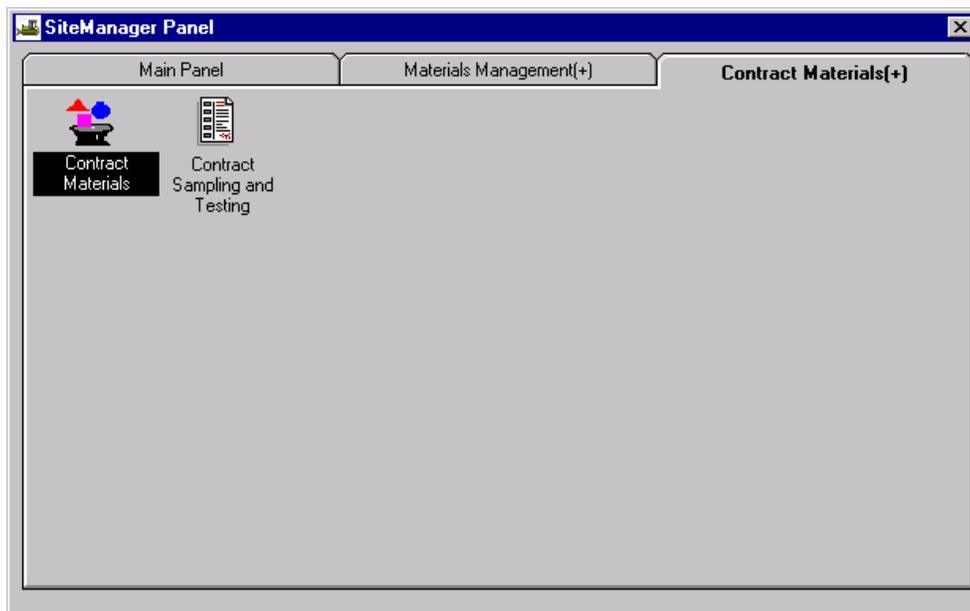
#### 2.2 Materials Management:

Select Contract Materials(+). Icon.



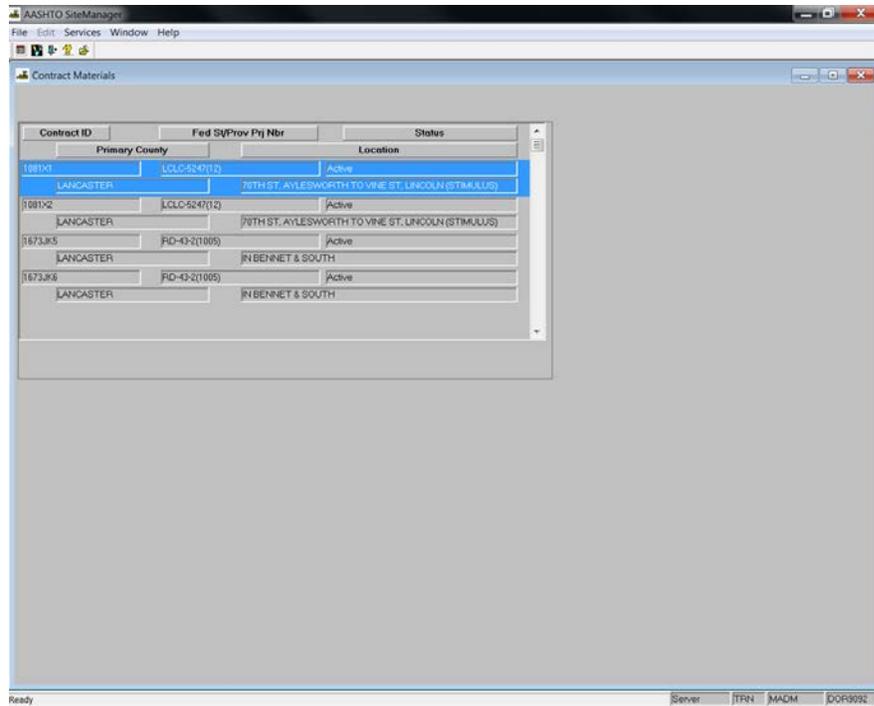
### 2.3 Contract Materials(+):

Select Contract Materials.



#### 2.3.1 Contract Materials:

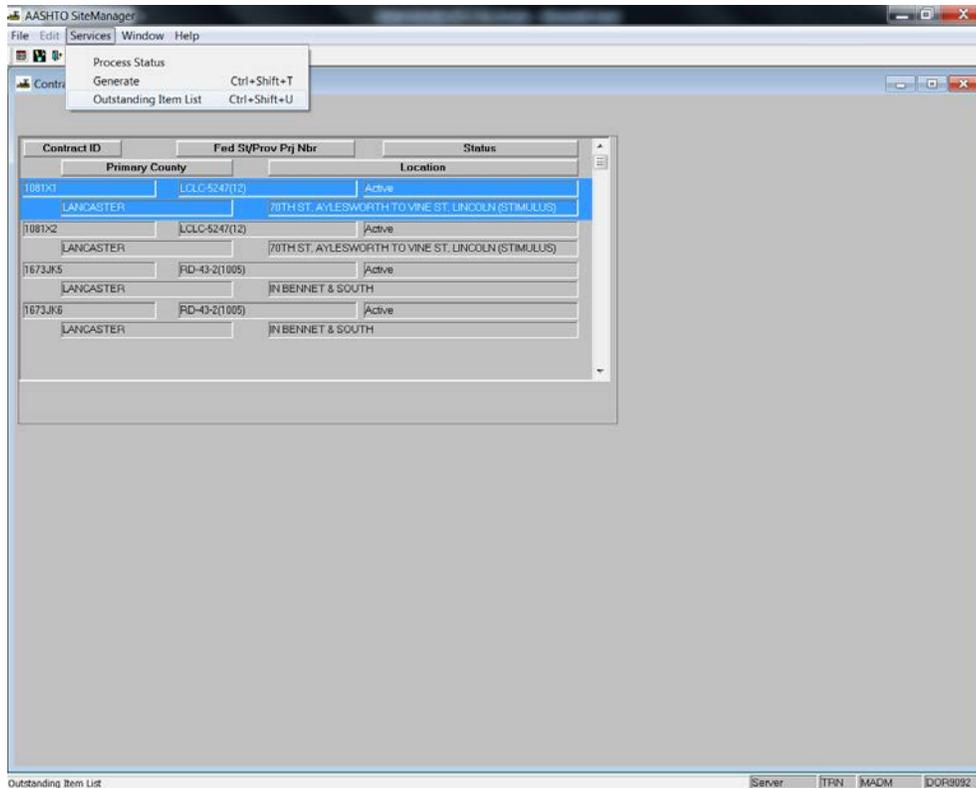
Select the desired contract from the list by highlighting the appropriate row.



## 2.4 Contract Outstanding Item List:

It is critical that all contract line items have the necessary material requirements linked to them within SMGR. The Outstanding Item List identifies those items that do not have materials linked to them.

With the contract highlighted, from the Services menu, select Outstanding Item List.



If linked to a printer, the Outstanding Items list will automatically print a detailed record of those line items that are not linked to a material.

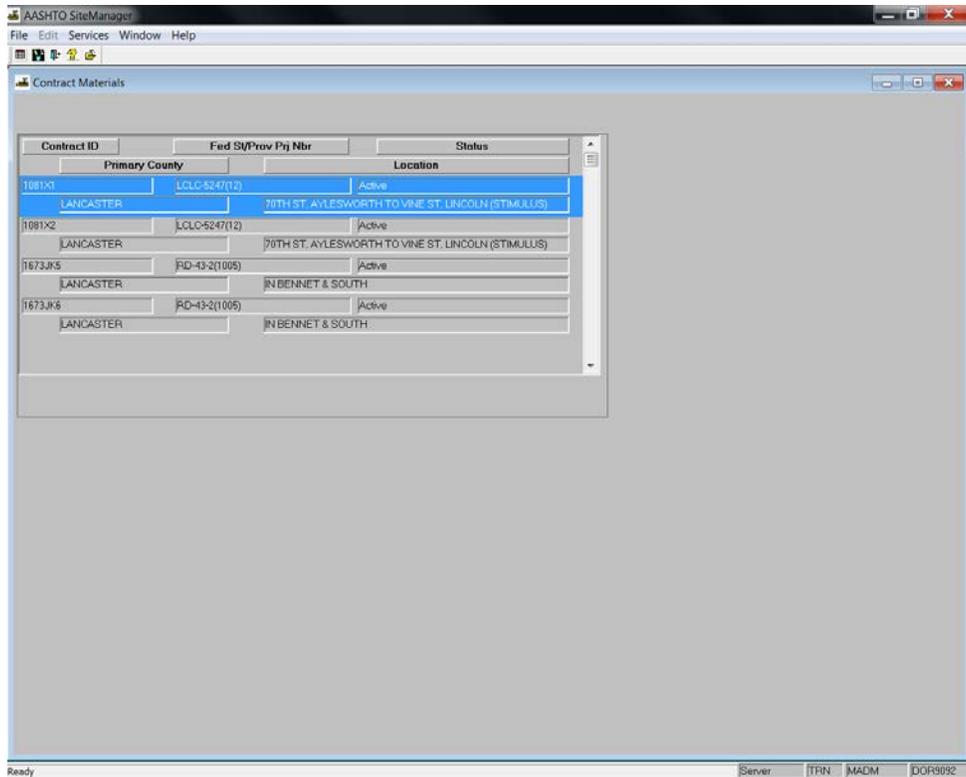
Do not select the Generate function. Doing so will prohibit the creation of the Outstanding Item List. Functionality of the Generate function will be covered in Section 2.5.

## 2.5 Generate Contract Requirements:

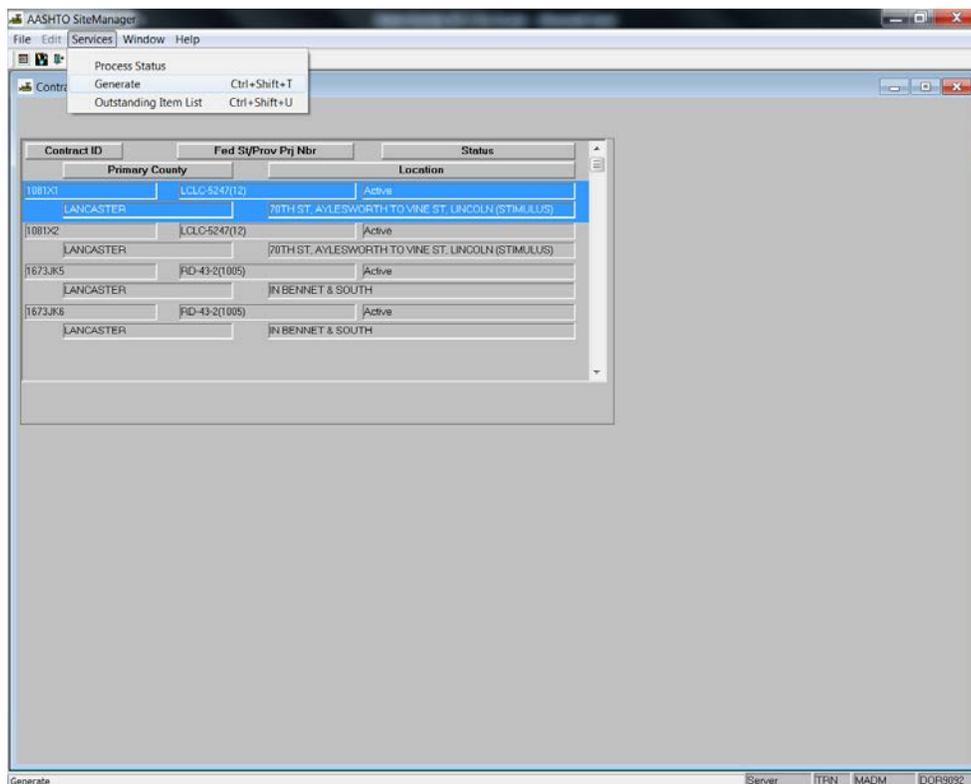
Contract Sampling and Testing requirements and Contract Sampling and Testing Requirement Materials records are created for the items that have materials for the specified contract. When the generate button is selected, the Generate Contract Requirements background process is initiated.

To generate the Sampling and Testing Requirements and Materials records, select the desired contract from the list by highlighting the appropriate row.

**NDOR SiteManager Materials Management**  
**SiteManager Material Administrator Instructions – Contract Materials: Contract Outstanding Item List,**  
**Contract Sampling & Testing Requirements, and Adjust Contract Sampling & Testing Requirements**



With the contract highlighted, from the Services menu, select Generate.



Once Generate has been selected, the hourglass will appear briefly while the process works in the background.

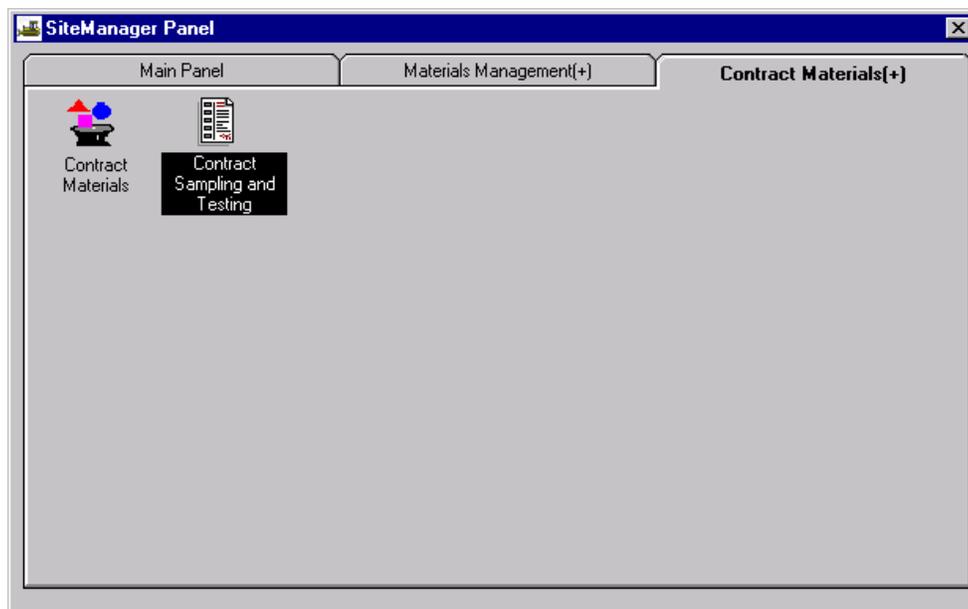
When the cursor returns to its routine state, the process is complete. Exit this window of SMGR.

## 2.6 Contract Sampling and Testing Requirements:

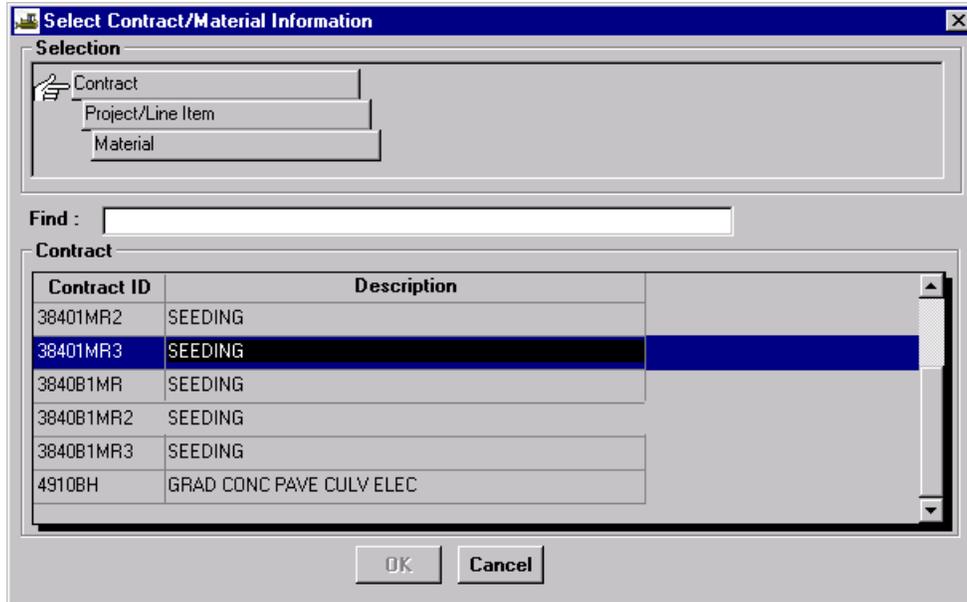
A contract may have material requirements that vary from the norm (i.e. a sample frequency may be different or a unique material may be used for a given line item). Contract Sampling and Testing allows this variation to be captured.

### 2.6.1 Producer/Supplier:

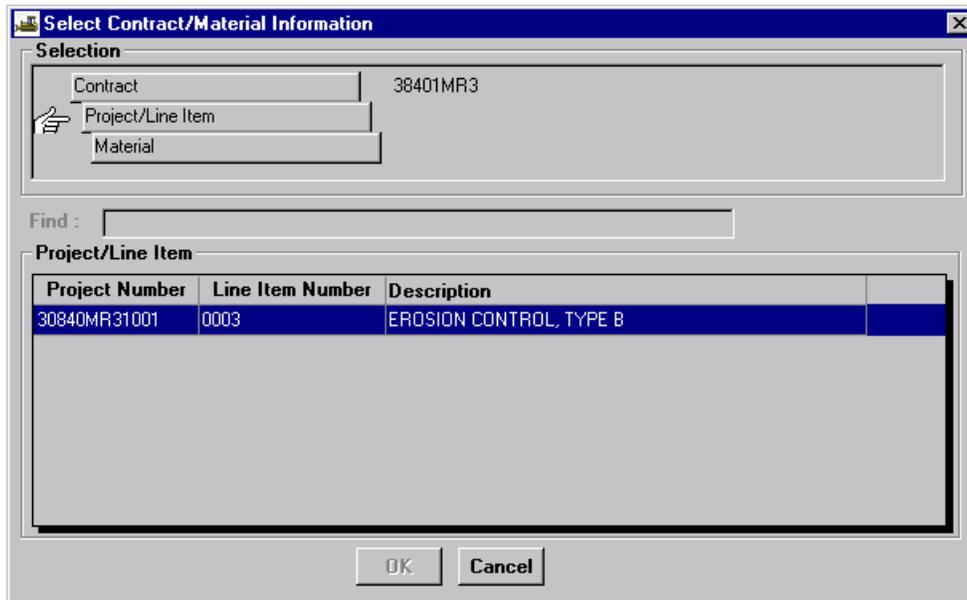
To review Producer/Supplier information, select Contract Sampling and Testing.



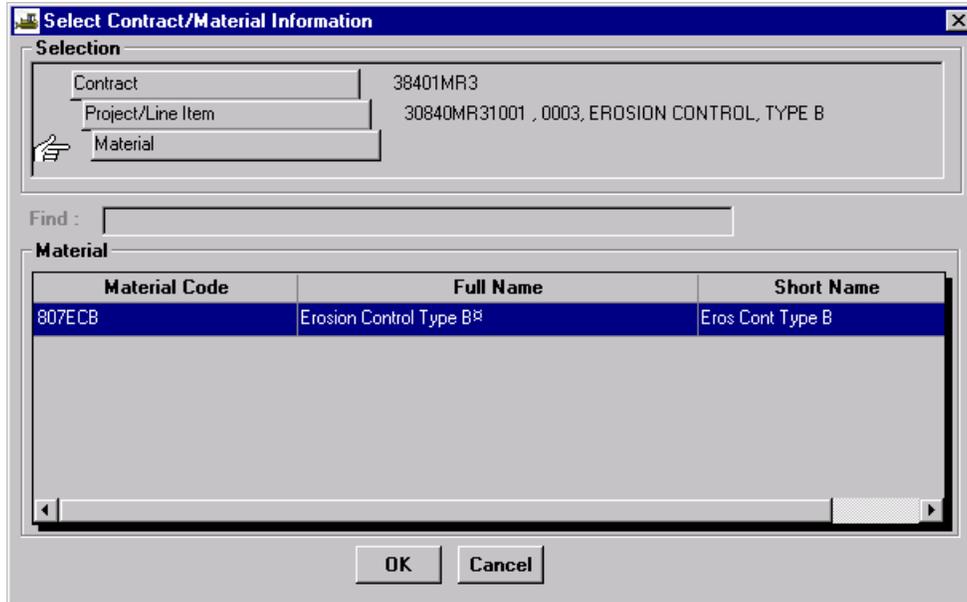
From Contract/Material Information, select the desired Contract ID and Description and double click.



Select the desired Project Number, Line Item Number and Description and double click.



Select the desired Material Code, Full Name and Short Name and click OK.

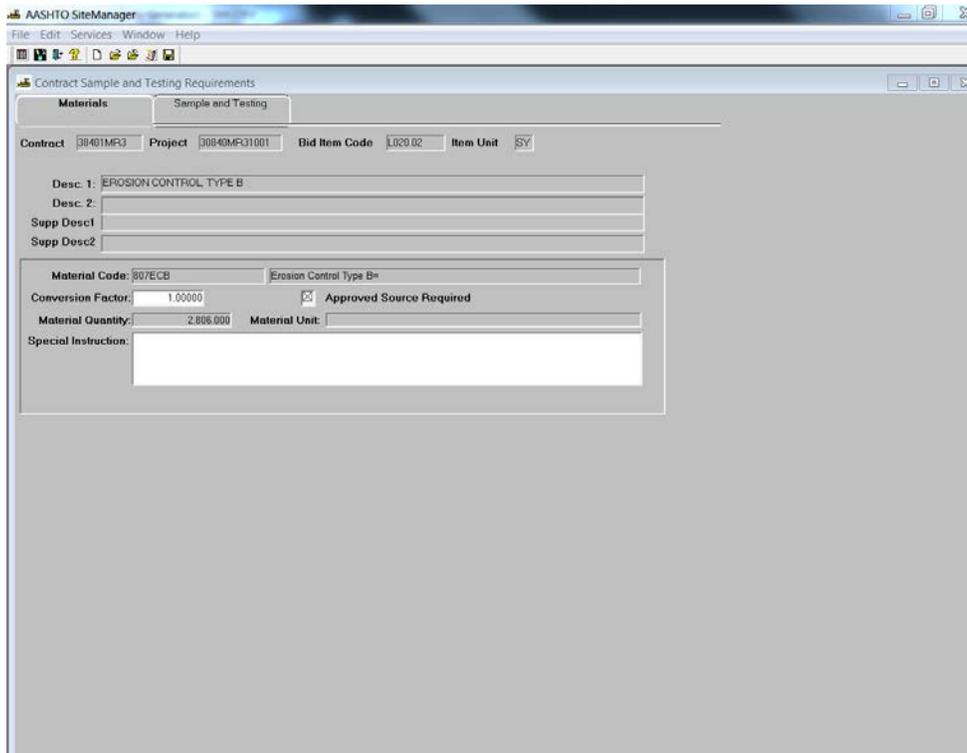


### 2.6.2 Contract Sample and Testing Requirements:

The Contract Sample and Testing Requirements screen will be active.

The Material Code, Conversion Factor and Approved Source must be recorded on the Material tab.

If necessary, the conversion factor can be altered for this specific material.



The Producer/Supplier Code, Sample Type, Acceptance Method, Test Method, Rate and Frequency Source must be recorded on the Sample and Testing tab.

If necessary, the rate and frequency can be adjusted for each test method.

**Contract Sample and Testing Requirements**

Materials | **Sample and Testing**

Contract: 08401MF3 | Project: 0840MF31001 | Bid Item Code: 1020.02 | Item Unit: SY

Material: 007ECB | Material Desc: Erosion Control Type B\*

Desc. 1: EROSION CONTROL TYPE B  
 Desc. 2:  
 Supp Desc1:  
 Supp Desc2:

Producer Supplier Code	Sample Type	Acceptance method	Test Method
EC04	Visual	APL-Visual Verification	MSF001001
P0118	Visual	APL-Visual Verification	MSF001001

Producer Supplier Code: EC04 | Synthetic Industries

Sample Type: Visual | Acceptance Method: APL-Visual Verification

Test Method: MSF001001 | Approved Products Usage Verification - Field

Sample Location: PFO | Rate: 1 | Samples per.: 1,000,000,000

Sample Units: SQ YD | Sample Size:

Sample Responsibility:  
 Test Responsibility: