

SiteManager

Instructions

For Materials

Date: January 19, 2002
Revised: January 10, 2004

Section 2

Materials Management

SiteManager Reports

Section 2A – Sampling Checklist

Section 2B – Find Sample

Section 2C – Material List

Date: January 19, 2002

Revised: March 8, 2003

Section 2A

Materials Management

Sampling Checklist

Date: January 19, 2002
Revised: March 8, 2003

SECTION 2A

MATERIALS MANAGEMENT SAMPLING CHECKLIST REPORT

Purpose: Section 2A will explain how to create and use the Sampling Checklist Report.

The Sampling Checklist is EXTREMELY valuable and can be generated at any time during the life of the project.

Generate a copy of your project's Sampling Checklist prior to the start of construction.

It is an excellent tool that will provide you with the line items, materials, sampling requirements, test methods, sample types, acceptance methods and material producer/suppliers.

The Sampling Checklist report can be used to identify discrepancies between the total number of required samples and the number of samples taken based on the current quantity, throughout the life of the contract and at finalization.

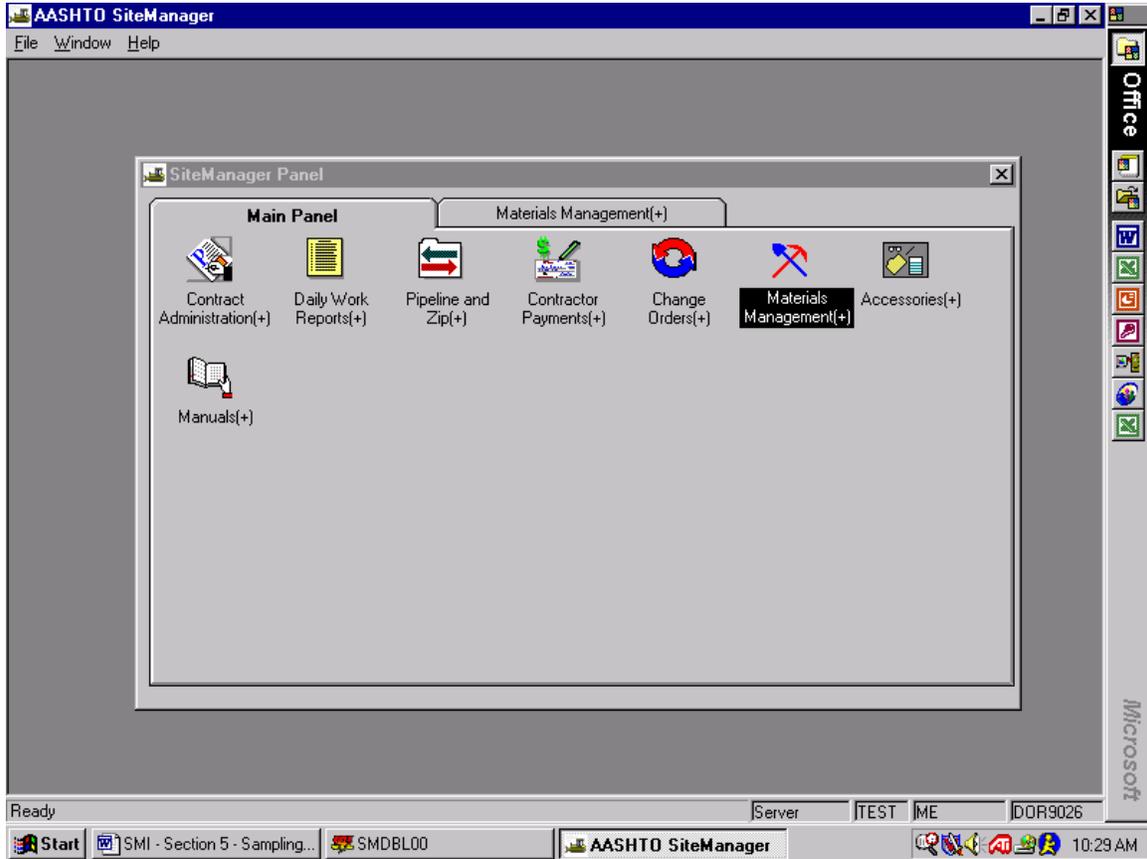
When insufficient samples have been taken, an Estimate Discrepancy will result when an estimate is generated.

A sample is considered "taken" when it is complete but has not yet been authorized. A sample is considered "completed" when it is complete and authorized.

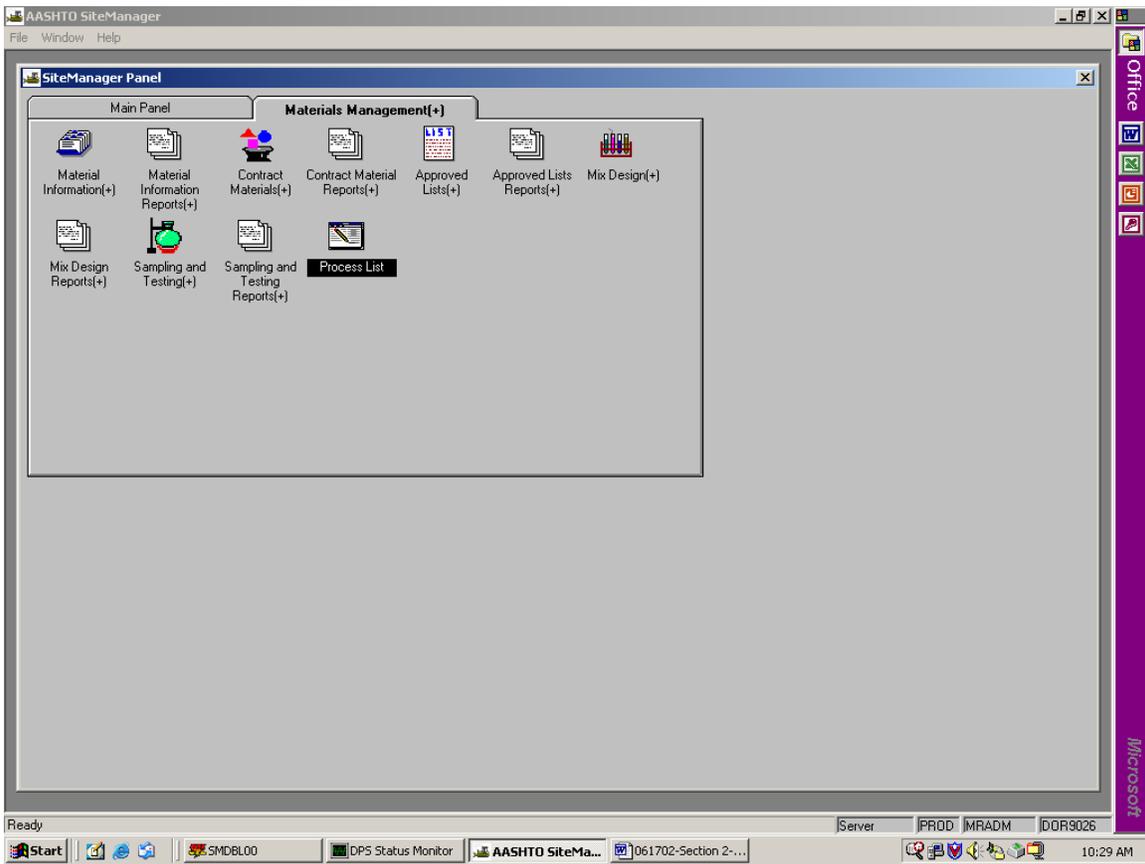
To use the Sampling Checklist feature perform the following steps:

Select the Materials Management(+) Icon

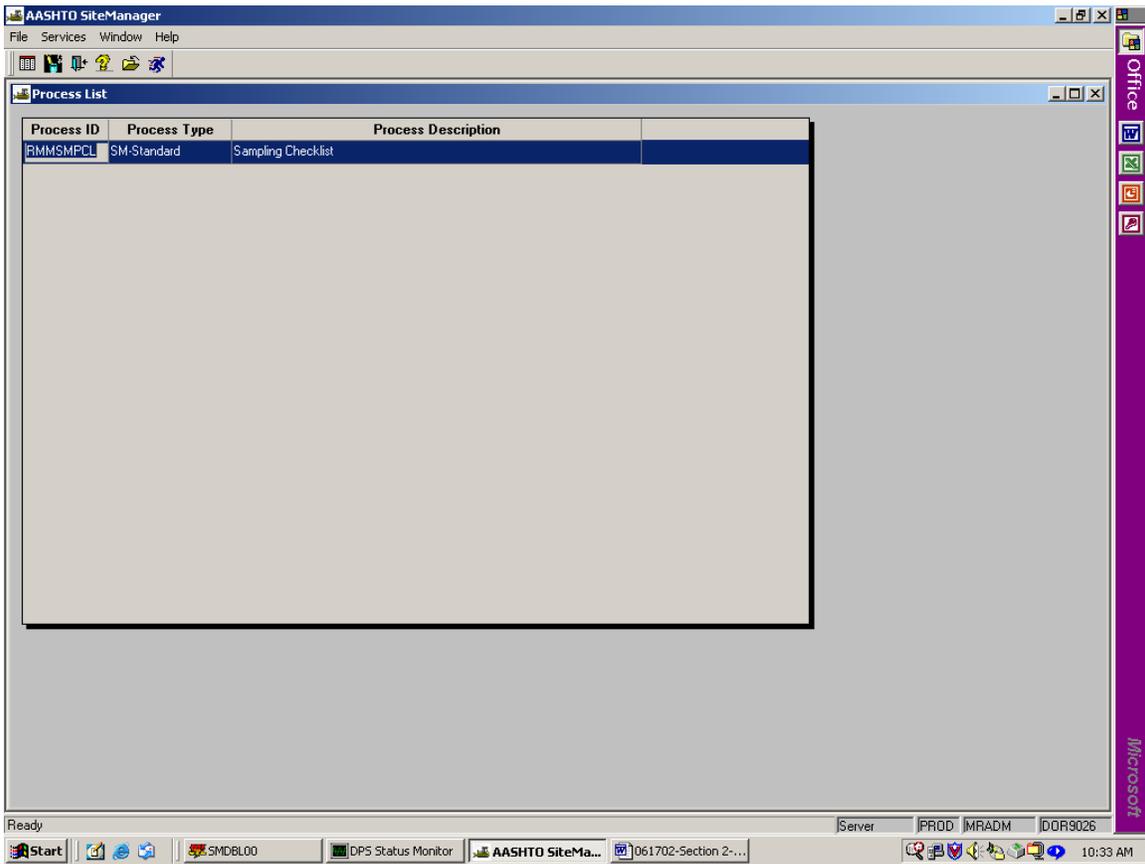
Double Click



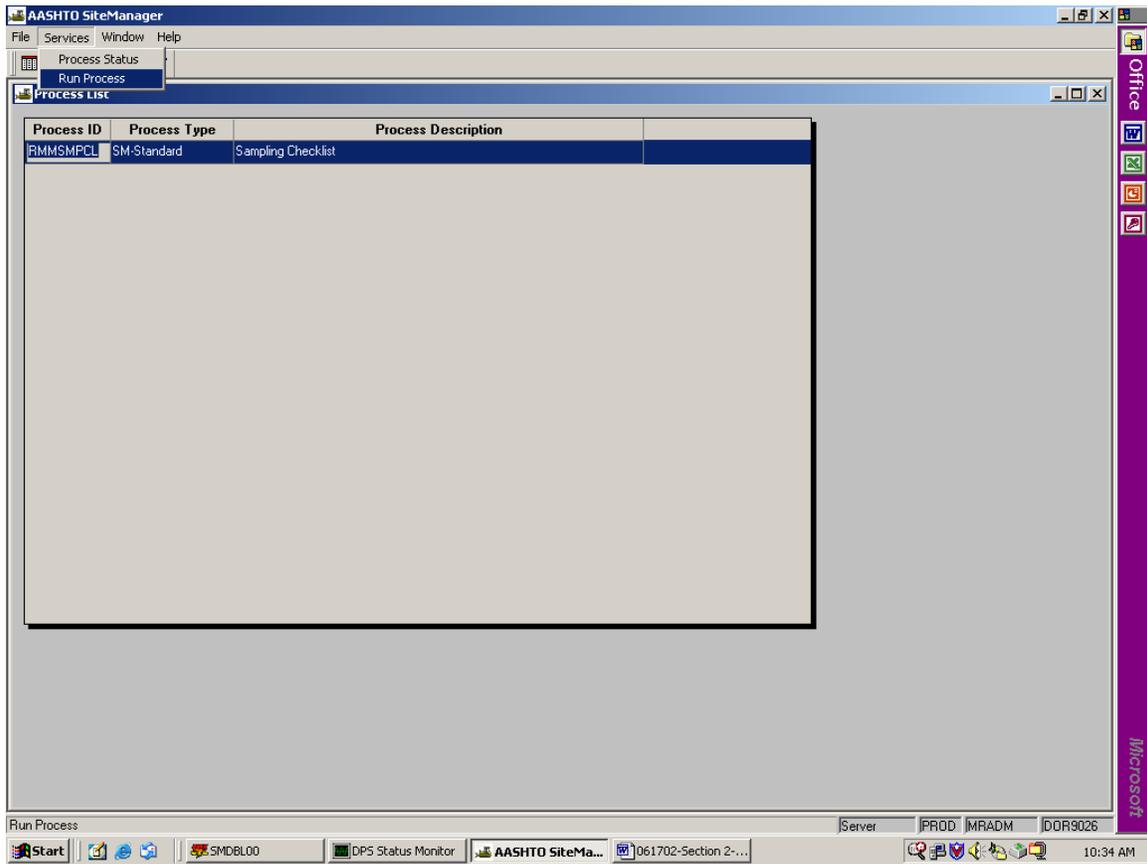
Select the Process List Icon
Double Click



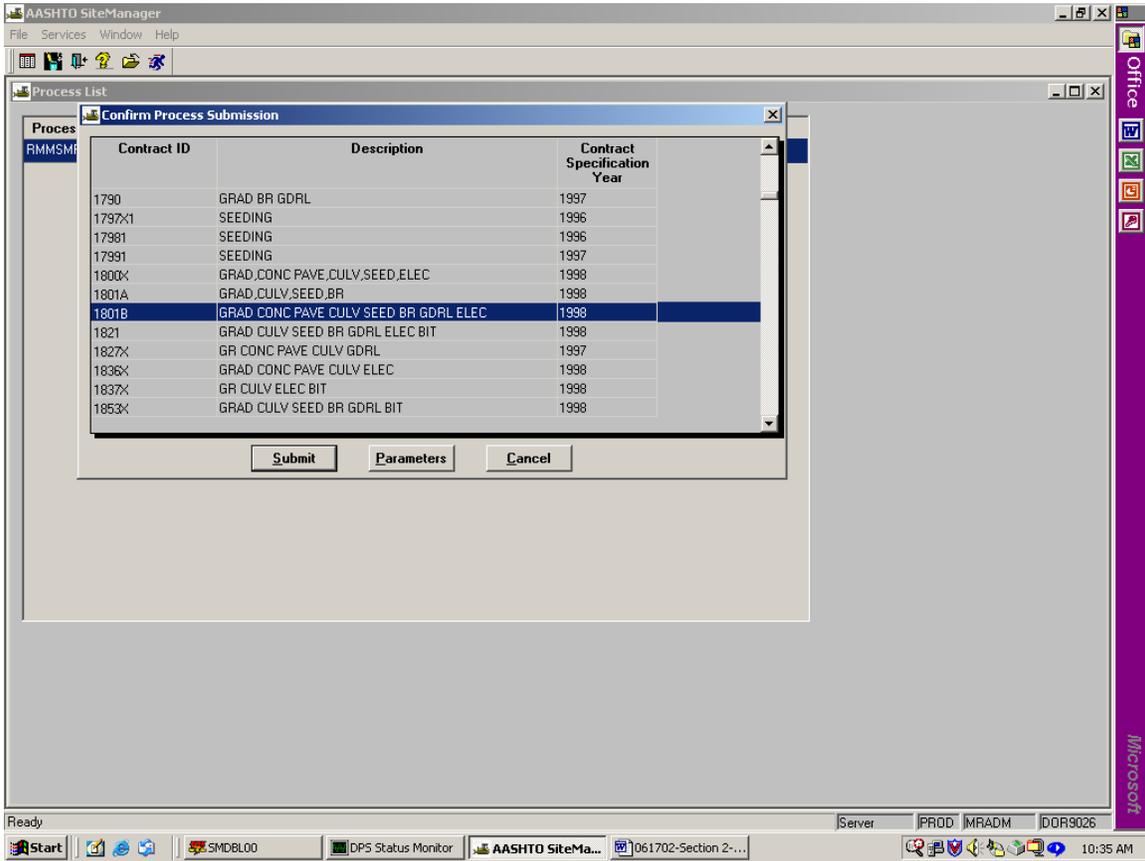
This will bring you to the Process List screen.



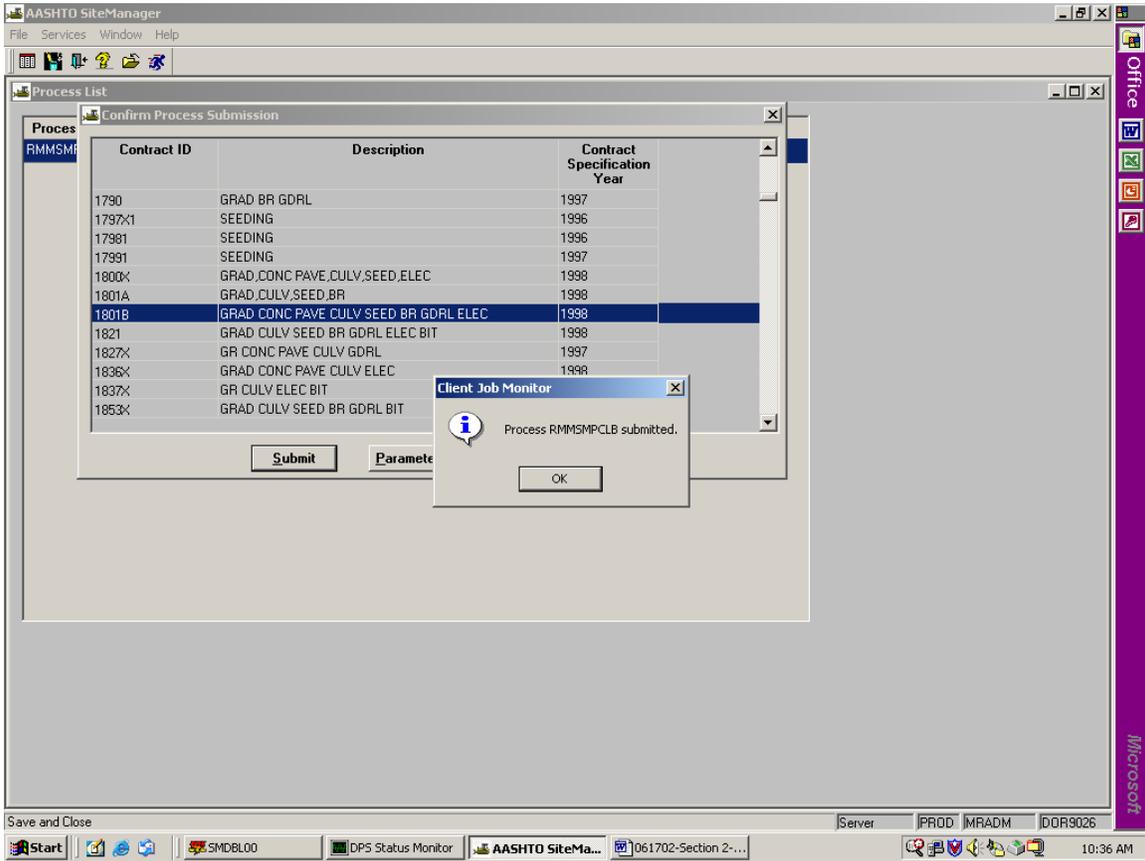
Go to Services and Select Run Process



Highlight your contract.
Click the submit button once.

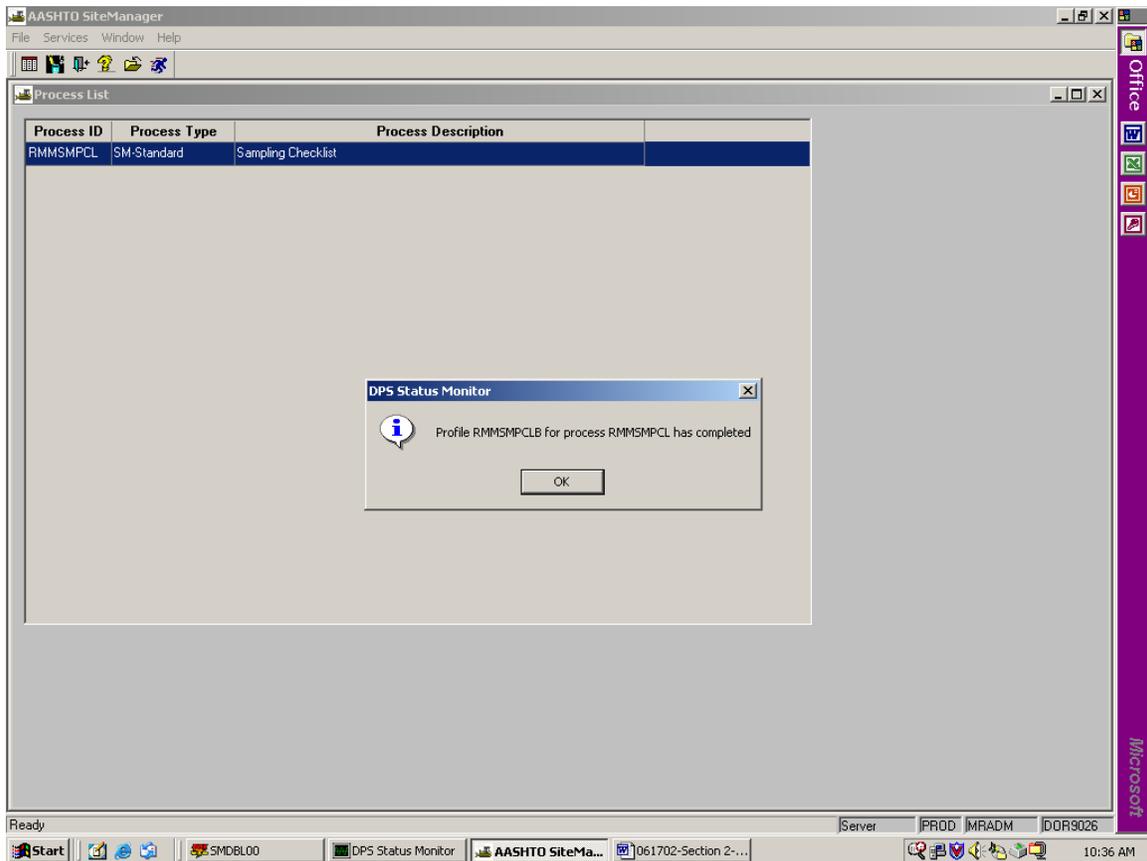


The Process RMMSPCLB submitted message will be displayed.
Click ok once.



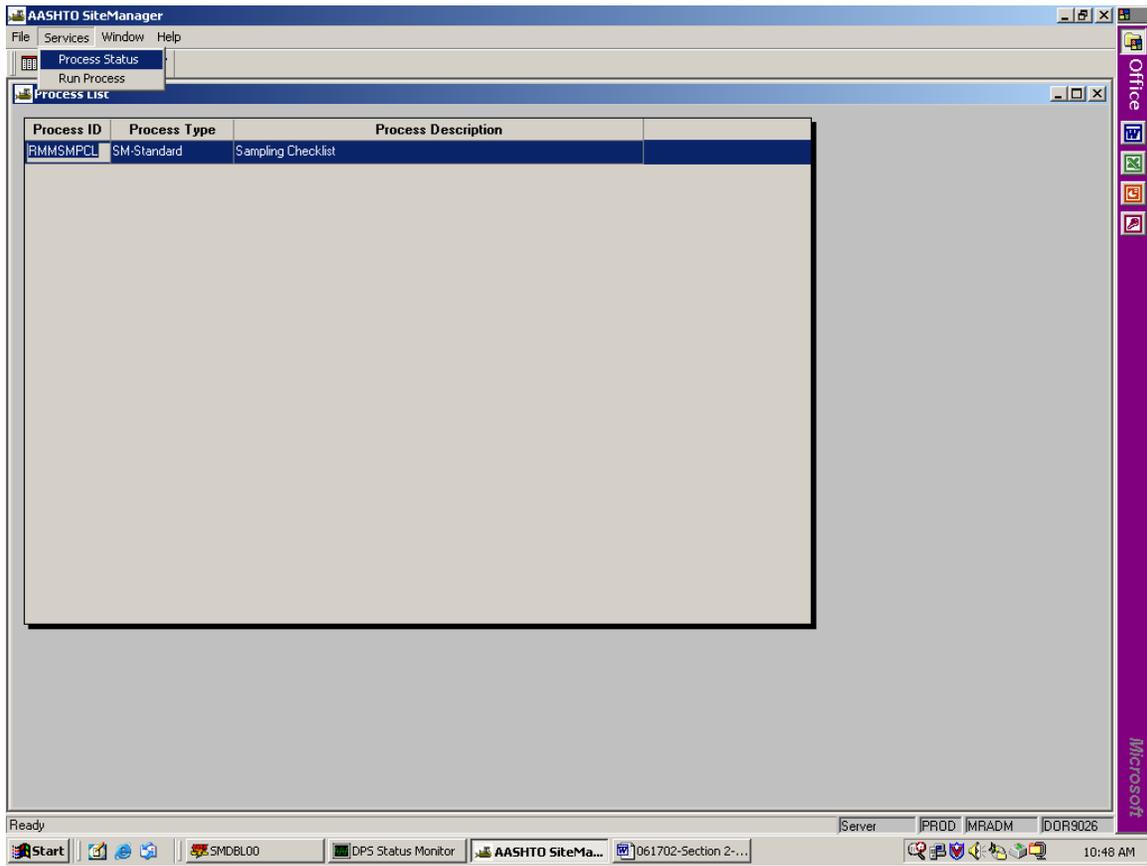
Your report has been submitted.

When your report is complete the following message will be displayed.
Click the ok button once.

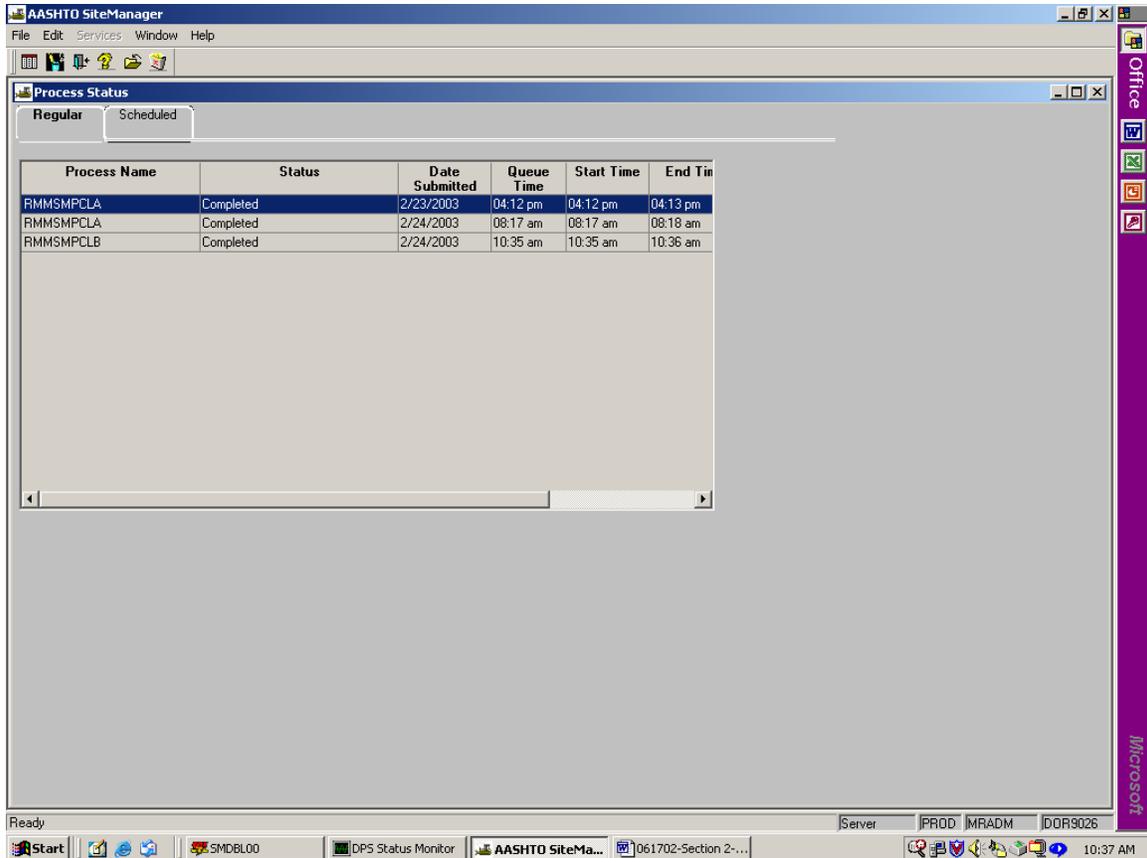


NOTE: THERE MAY BE A SIGNIFICANT TIME DELAY BEFORE YOU RECEIVE THE MESSAGE SHOWN ABOVE. IF THE MESSAGE DOES NOT APPEAR IN A REASONABLE TIME CONTINUE WITH THESE INSTRUCTIONS.

Go to Services and Select Process Status.

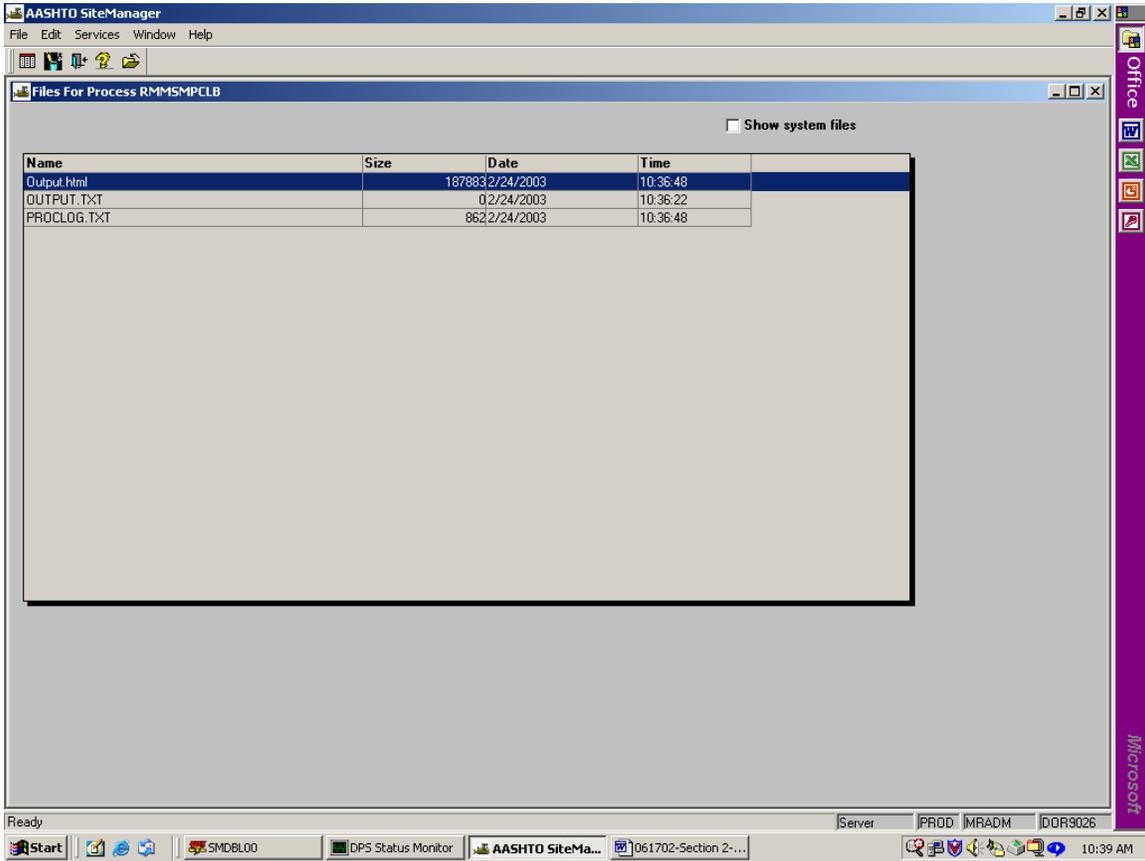


This will now display the status of the project.
Highlight the report that you would like to view.
Double Click.



NOTE: ALL OF THE PREVIOUS REPORTS THAT YOU HAVE CREATED WILL BE DISPLAYED. YOU MAY DISCARD ANY REPORTS THAT YOU NO LONGER WISH TO VIEW BY HIGHLIGHTING THE REPORT AND SELECT THE DISCARD  ICON. THESE REPORTS WILL ALSO AUTOMATICALLY BE DELETED IN SEVEN DAYS.

Highlight Output.html.
Double Click.



The Sampling Checklist will now be displayed.

This is a printable report if you desire a hard copy.

Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
11801B 000	0001	L020.00	EROSION CONTROL	m2	1,222.000	0.000	0.000	0.000			
	807EC		Erosion Control	VISU	APL	APLNT	0	0	0	1	1
11801B 000	0002	L020.01	EROSION CONTROL, TYPE A	m2	3,050.000	0.000	0.000	0.000			
	807ECA		Erosion Control Type A	VISU	APL	APLNT	0	0	0	1	1
	807FF		Filter Fabric	VISU	APL	APLNT	0	0	0	1	1
11801B 000	0003	L020.08	EROSION CONTROL, TYPE AA	m2	3,009.000	0.000	0.000	0.000			
	807ECAA		Erosion Control Type AA	VISU	APL	APLNT	0	0	0	1	1
	807FF		Filter Fabric	VISU	APL	APLNT	0	0	0	1	1
11801B 000	0004	L020.09	EROSION CONTROL, TYPE AAA	m2	1,081.000	0.000	0.000	0.000			
	807ECAAA		Erosion Control Type AAA	VISU	APL	APLNT	0	0	0	1	1
	807FF		Filter Fabric	VISU	APL	APLNT	0	0	0	1	1
11801B 000	0005	L020.10	EROSION CONTROL, TYPE HV	m2	9,594.000	0.000	0.000	0.000			
	807ECHV		Erosion Control Type HV	VISU	APL	APLNT	0	0	0	1	1
11801B 000	0006	L021.01	EROSION CHECKS, TYPE A	BALE	110.000	0.000	0.000	0.000			
	807FF		Filter Fabric	VISU	APL	APLNT	0	0	0	1	1

This completes the instructions for Section 2A.

Section 2B

Materials Management

Find Sample

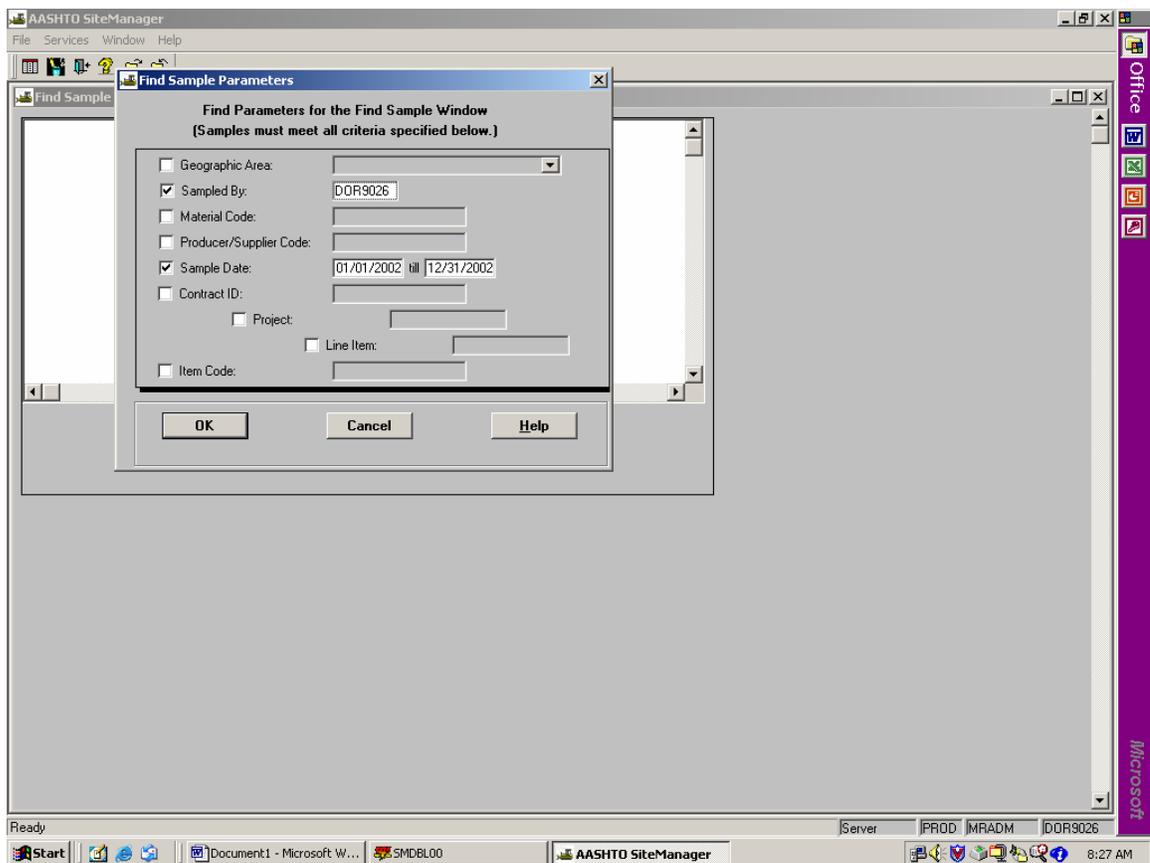
Date: March 8, 2003
Revised:

FIND SAMPLE

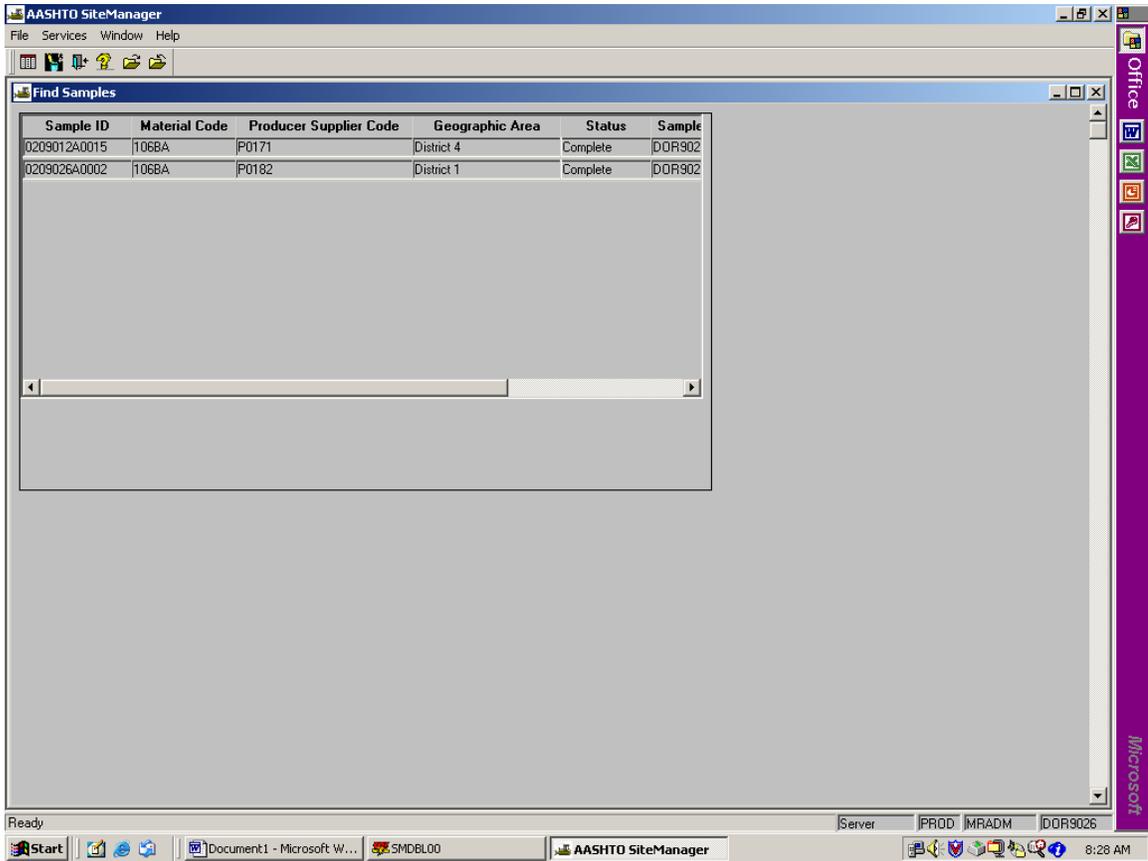
SiteManager has a nice feature that allows you to find a sample or samples based on one or several parameters.

To use this feature perform the following steps:

- 1) Log into SiteManager
- 2) Select the Materials Management (+) Icon
- 3) Select the Sampling and Testing (+) Icon
- 4) Select the Find Sample Icon
- 5) You will now be at the Find Sample Parameter Screen
- 6) Select the parameters you wish to use
- 7) Click the ok button once



This will now bring up a list of samples that meet those specific criteria.



Highlight the sample that you wish to view.

The screenshot shows the AASHTO SiteManager application window. The 'Find Samples' window is open, displaying a table with the following data:

Sample ID	Material Code	Producer Supplier Code	Geographic Area	Status	Sample
0209012A0015	106BA	P0171	District 4	Complete	DOR902
0209026A0002	106BA	P0182	District 1	Complete	DOR902

The first row of the table is highlighted. The application interface includes a menu bar (File, Services, Window, Help), a toolbar, and a taskbar at the bottom showing the Start button, open documents, and system tray icons. The system tray displays the time as 8:29 AM.

Go to Services and select View Sample

The screenshot shows the AASHTO SiteManager application window. The menu bar includes File, Services, Window, and Help. A dropdown menu is open under 'Services', showing 'View Sample' with the keyboard shortcut Ctrl+Shift+W. The main window displays a table titled 'Find Samples' with the following data:

Sample ID	Material Code	Producer Supplier Code	Geographic Area	Status	Sample
0209012A0015	106BA	P0171	District 4	Complete	DOR902
0209026A0002	106BA	P0182	District 1	Complete	DOR902

The application window also shows a status bar at the bottom with 'Ready', 'Server', 'PROD', 'MRADM', and 'DOR9026'. The taskbar at the bottom includes the Start button, several icons, and the taskbar title 'AASHTO SiteManager'.

This will take you directly to the sample that you requested.

The screenshot shows the 'AASHTO SiteManager' application window. The main window is titled 'Maintain Sample Information' and has several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active, displaying a form with the following fields:

Smpl ID:	0209012A0015	Smpl Unit:	EACH	Status:	Complete
Revised By:		Revising:		Smpl Dt:	12/26/02
Link To:		Link From:		Log Dt:	12/26/02
Smpl Type:	Approval Request	Acpt Meth:	Contractor Certification		
Smpld By:	DOR9026	DeButts, Rhonda			
Material:	106BA	Buy America Certification			
P/S:	P0171	Hawkins Construction Company			
Type:	CONT	City:	No Address Found.		
Mnfctr:	STL	Town:			
Geog Area:	District 4	Prod Nm:			
Intd Use:		Represented Quantity:	.000		
Auth By:	DOR9012	Auth Date:	12/26/02		

The Windows taskbar at the bottom shows the Start button, several open applications including 'Document1 - Microsoft W...', 'SMD6L00', and 'AASHTO SiteManager'. The system tray on the right shows the time as 8:30 AM and the date as 12/26/02. The server information 'Server | PROD | MRADM | DOR9026' is visible in the top right corner of the application window.

If you would like to view more of the samples that met the specific parameters that were selected click the “X” on the Maintain Sample Information Screen and it will return you to your list of samples.

Section 2C

Materials Management

Material List Report

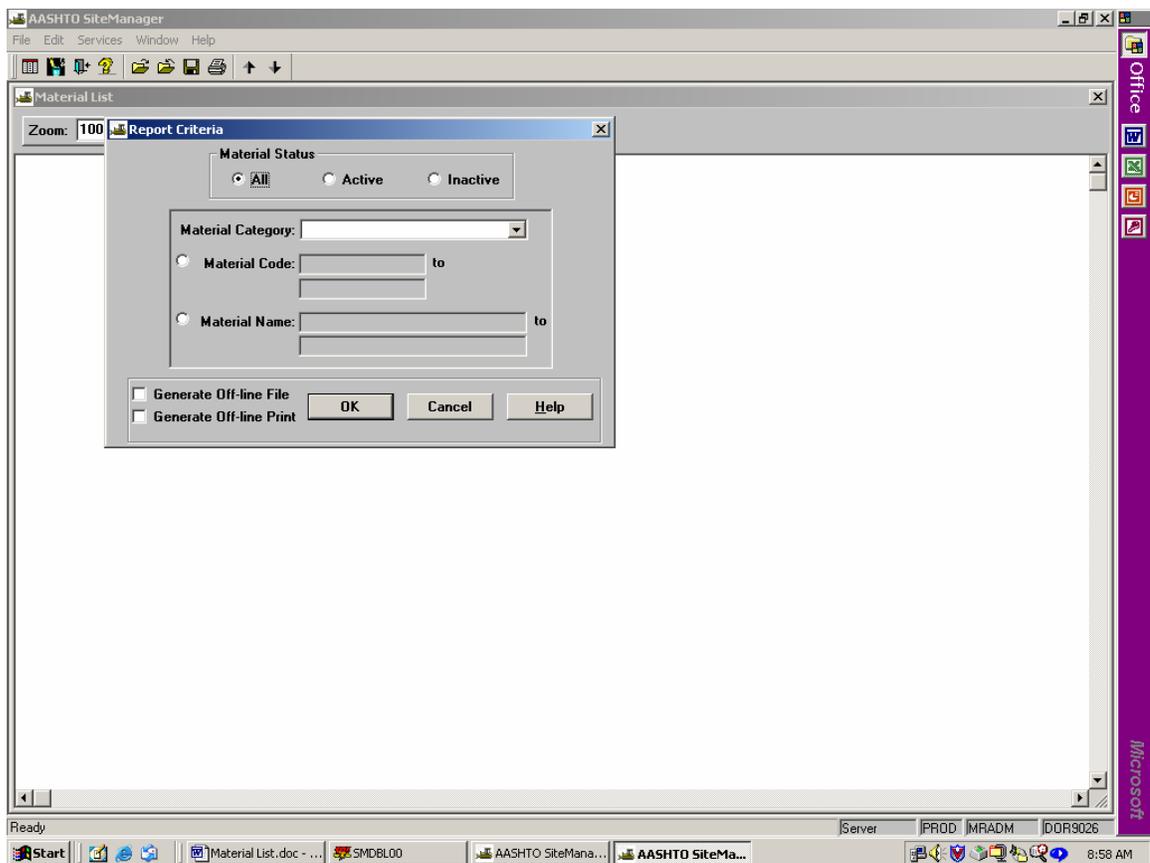
Date: March 8, 2003
Revised:

MATERIAL LIST

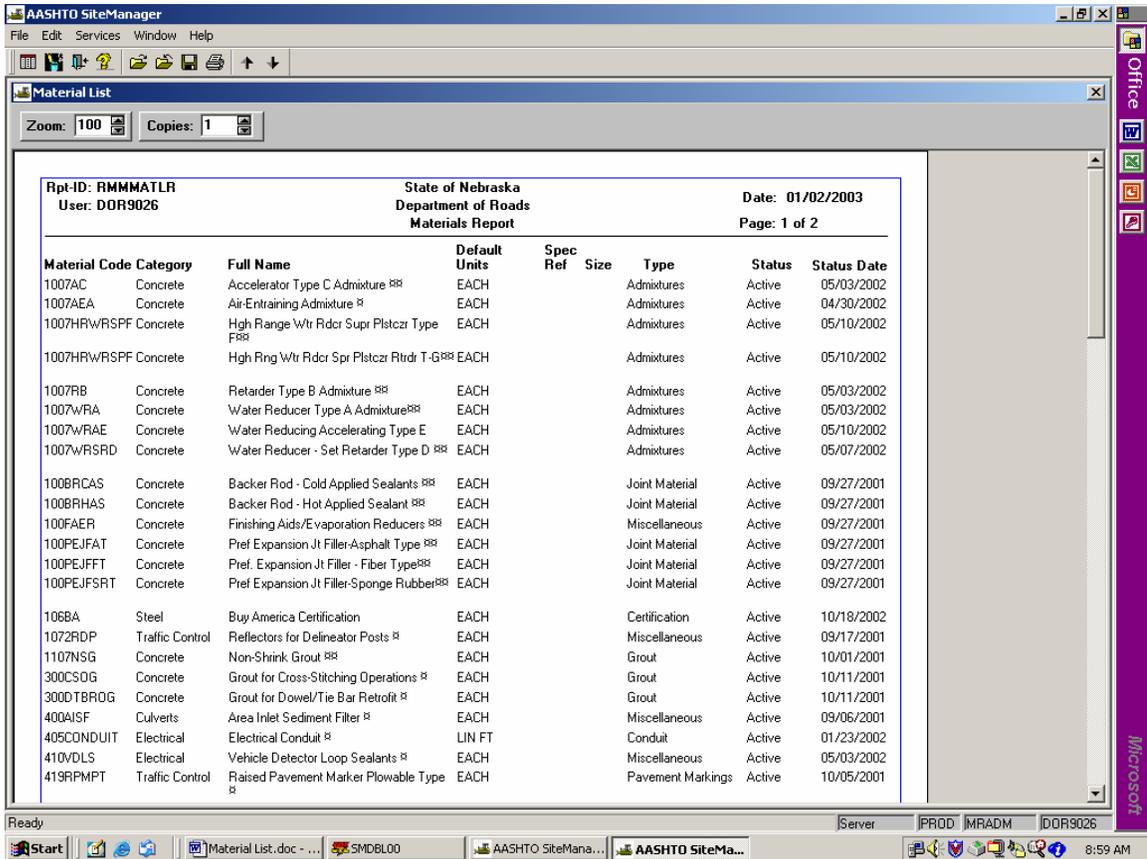
SiteManager has a feature that allows you to print or view a report of all materials that can be reported in SiteManager.

To use this feature perform the following steps:

- 1) Log into SiteManager
- 2) Select the Materials Management (+) Icon
- 3) Select the Material Information Reports (+) Icon
- 4) Select the Material List Icon
- 5) You will now be at the Report Criteria Screen
- 6) The All button has been selected automatically.
- 7) Click the ok button once



A report will now be displayed that lists all of the materials that can be reported in SiteManager.



To print this report hit the Ctrl and p keys.

Note: If you will notice in the Full Name column there is a “☼” or “☼☼” symbol behind some of the material names.

These materials are field authorized items. (☼ you enter information on the Contract Tab. ☼☼ you enter information on the Other Tab. See Section 5 of the instructions for further details).

If no symbol exists the Materials and Research Division will perform the authorization.

Section 3

Materials Management

Sample Identification Numbering Scheme

Date: January 19, 2002
Revised: February 5, 2003

SECTION 3

MATERIALS MANAGEMENT SAMPLE IDENTIFICATION NUMBER

Purpose: Section 3 will describe how to accurately assign a sample identification number.

Sample Identification is one of the most important steps in the materials portion of SiteManager.

The Sample Identification Number contains twelve digits. It is important to utilize all of these digits to accurately track your sample within SiteManager.

Listed below are what each digit represents:

First Two Digits – These two digits will capture the year the sample was taken. Use the last two digits of the calendar year (i.e. 2002 = 02, 2003 = 03, etc).

Example: 02 _____

Next Five Digits – These digits will contain your user id (exclude the DOR). Example: if your user id is DOR54321 you will use 54321. If you have a dor number with less than five digits put zero in the leading space or spaces. Example: If your user id is DOR1234, you will use 01234.

Example: 0254321 _____

Next One Digit – Construction personnel and laboratory personnel will use this space differently.

Construction Personnel

Construction personnel will enter the district number that their office is located in.

NOTE: Field construction personnel will **never** have a letter in their numbering scheme.

Laboratory Personnel

Laboratory personnel will use this space when a sample is received directly in the laboratory from a producer/supplier or a manufacturer (i.e. white pigmented curing compound, hot pour joint sealer, paint, etc.).

Laboratory personnel will use the following letters to identify their laboratories:

- Lincoln Central Lab – A
- Omaha Branch Lab – B
- Norfolk Branch Lab – C
- Grand Island Branch Lab – D
- North Platte Branch Lab – E

Example: 0254321 A _ _ _ _

Next Four Digits – These digits are for the consecutive number of samples taken per year. Example: Your first sample will be 0001, followed by 0002, 0003 etc.

Example: 0254321 A 0001

IMPORTANT: Each person entering samples will continue their consecutive numbering scheme throughout the year. **DO NOT** start a new numbering scheme when you move from one project to another. Only begin a new numbering scheme when you enter your first sample of the year.

Section 4

Materials Management

Sample Identification Tag

Date: January 19, 2002
Revised:

Number of Items: Individual sample identification numbers may contain more than one physical item (i.e. concrete cylinders, there may be two cylinders, four cylinders, etc. for each sample identification number). Using cylinders as an example, if there were two cylinders submitted to a laboratory, a sample identification tag would be attached to each cylinder showing “1 of 2” and “2 of 2”. Using this field will help track that all samples are received in the Laboratory

Comments: This area can contain any comments (i.e. RUSH, check sample, lot number, etc. If you want the sample to go to a specific person this could also be reported here).

Section 5

Materials Management

Field Authorized Materials

Date: January 19, 2002
Revised: October 6, 2003

FIELD AUTHORIZED MATERIALS

Field personnel will authorize certain materials/samples within SiteManager.

These materials may be: a) items that are on the approved products list, b) materials that only require a visual inspection for acceptance c) conduit requiring UL approval, d) field tested material, etc.

Materials that are to be field authorized are denoted by this symbol “☼”. You will find this symbol following the Material Full Name.

Materials that are to be authorized by the Central laboratory or one of the Branch laboratories will not have a symbol following the Material Full Name.

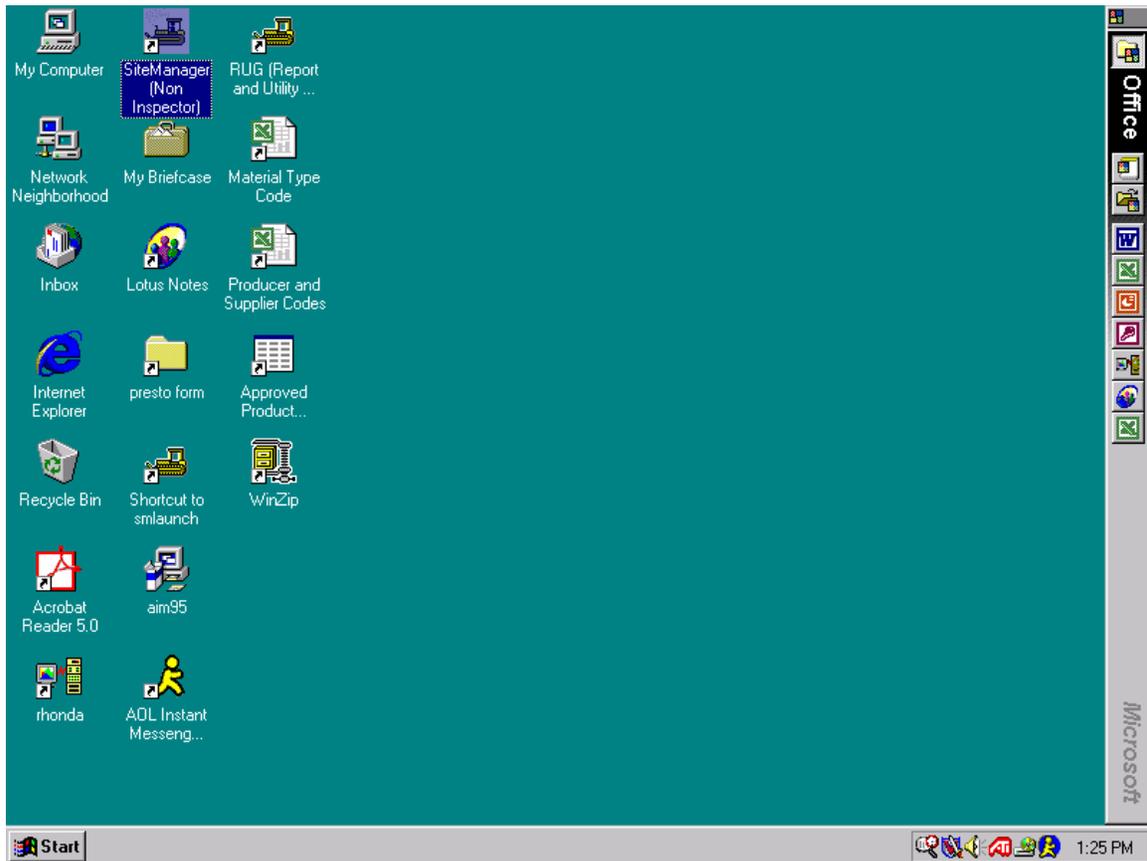
SECTION 5

MATERIALS MANAGEMENT FIELD AUTHORIZED MATERIALS

Purpose: Section 5 will demonstrate how to successfully report materials that are authorized by field personnel.

Detailed below are the necessary steps:

Select the SiteManager (Non-Inspector) Icon. Double Click.

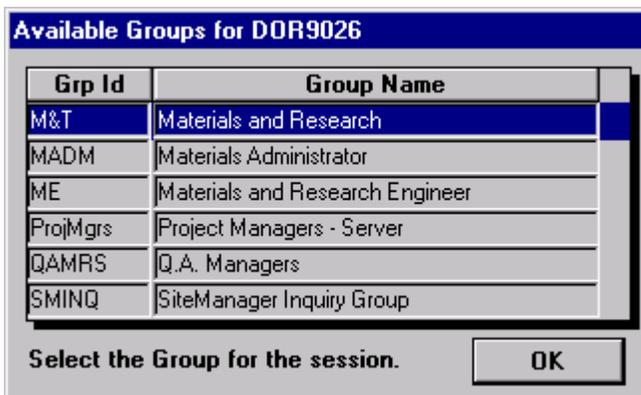


Enter your user ID and Password. Connect to: Server
 (My user id is: _____)
 (Password Hint: _____) Do not reveal your password as
 this will risk the SiteManager security system.
 Select the Logon button. Click once.



The dialog box is titled "SiteManager Logon" and features the SiteManager logo (a stylized 'S' with "Transport" above it and "Construction Management Software" below it). Below the logo are three input fields: "User ID:" containing "DOR9026", "Password:" containing "xxxxxxx", and "Connect to:" with a dropdown menu set to "Server". At the bottom are three buttons: "Logon", "Change Password", and "Close". Below the buttons is copyright information: "Copyright © 1996 by the American Association of State Highway and Transportation Officials, Inc. 444 North Capitol Street, N.W., Suite 249 Washington, D.C. 20001 U.S.A. [202] 624-5800". At the very bottom is a text box with the placeholder "Enter the User Password."

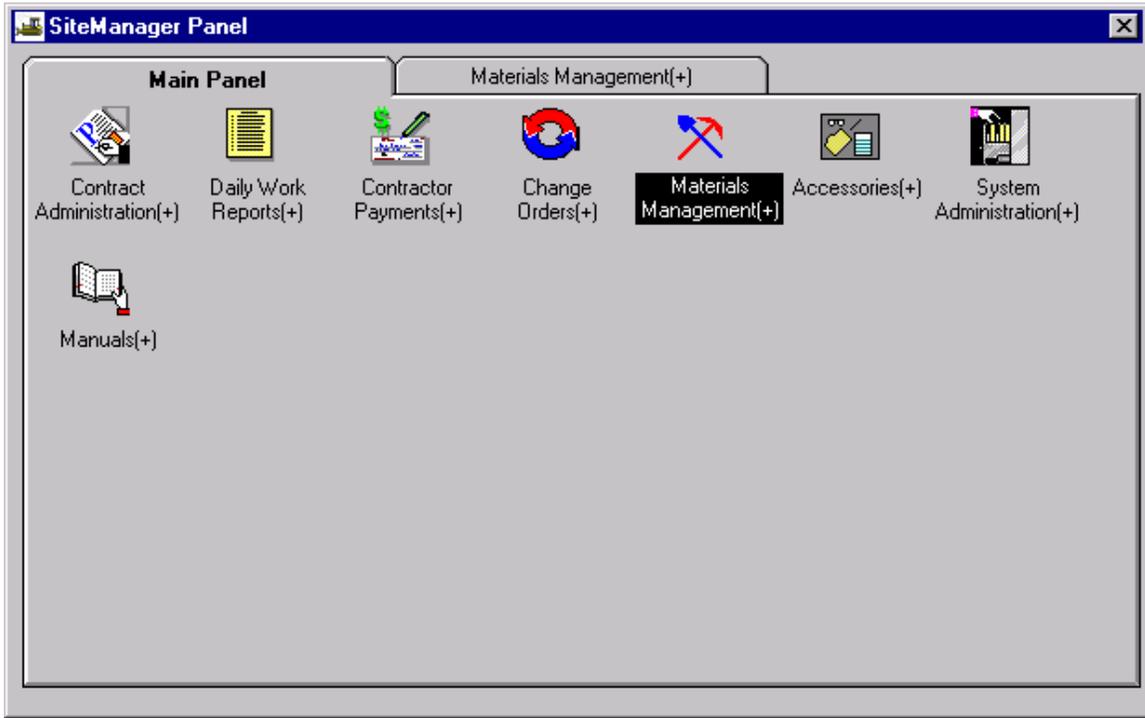
Select Correct Group Id and Group Name
 (My Group Is: _____)
 Select OK button. Click once.



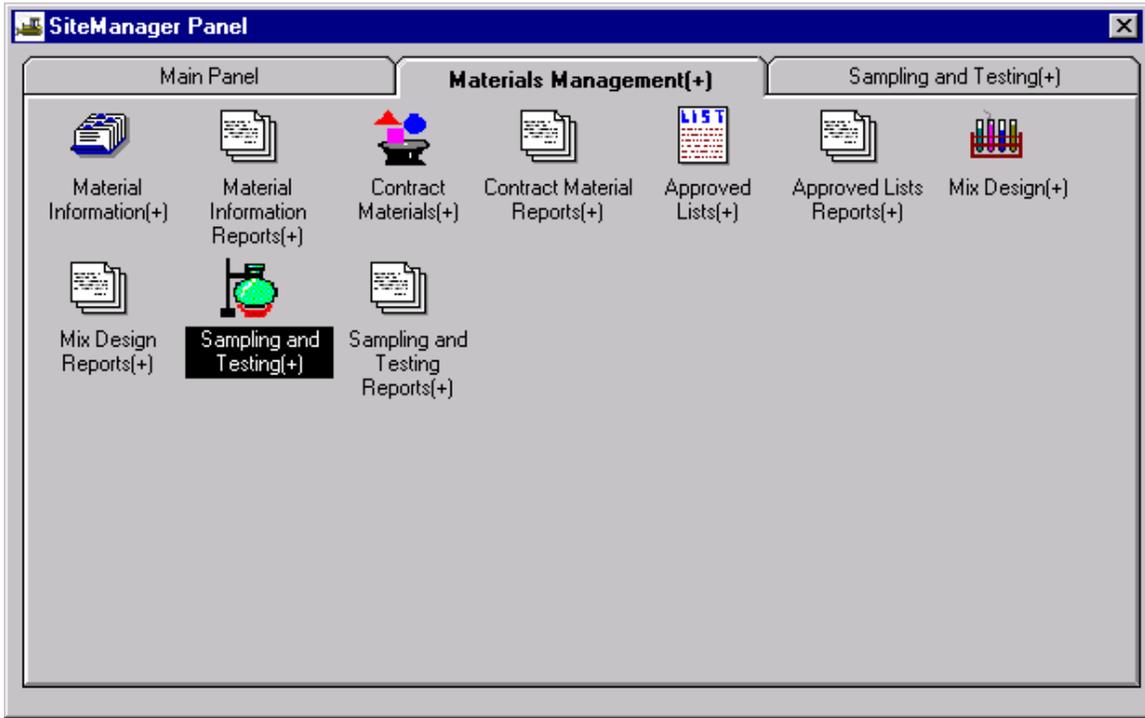
The dialog box is titled "Available Groups for DOR9026" and contains a table with two columns: "Grp Id" and "Group Name". The "Materials and Research" group is selected. Below the table is the instruction "Select the Group for the session." and an "OK" button.

Grp Id	Group Name
M&T	Materials and Research
MADM	Materials Administrator
ME	Materials and Research Engineer
ProjMgrs	Project Managers - Server
Q&MRS	Q.A. Managers
SMINQ	SiteManager Inquiry Group

Select the Materials Management(+) Icon. Double click.



Select the Sampling and Testing(+) Icon. Double click.



Select the Sampling Information Icon. Double click.



You will now be at the Maintain Sample Information Screen.

On this screen you will see five tabs. They are labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

Shown below are the instructions for each tab.

Basic Sample Data Tab

The screenshot displays the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' dialog is open, with the 'Basic Sample Data' tab selected. The form contains the following fields:

- Smpl ID:** 0209026
- Smpl Unit:** (dropdown menu)
- Status:** Spaces
- Revised By:** (text field)
- Revising:** (text field)
- Smpl Dt:** 00/00/00
- Link To:** (text field)
- Link From:** (text field)
- Log Dt:** 00/00/00
- Smpl Type:** (dropdown menu)
- Acpt Meth:** (dropdown menu)
- Smpld By:** (text field)
- Material:** (text field)
- P/S:** (text field)
- Type:** (text field)
- City:** (text field)
- Mnfctr:** (text field)
- Town:** (text field)
- Geog Area:** (dropdown menu)
- Prod Nm:** (text field)
- Intd Use:** (text field)
- Represented Quantity:** .000
- Auth By:** (text field)
- Auth Date:** 00/00/00

Fill in the following information on this screen:

Smpl ID – Enter the sample identification number as outlined in Section 3. (Note: This field will automatically be populated with the year and the dor number. The remaining five digits need to be manually filled in).

Smpl Unit – Select the appropriate unit from the drop down list.

Status – Select complete from the dropdown list.

Smpl Dt – Enter the date the sample was taken/or the record is created.

Sample Type – This field will automatically be populated after a material is selected.

Acpt Meth – This field will automatically be populated after a material is selected.

Smpld By – Perform a search and select your name

Material – Perform a search and select the material.

P/S – After you have selected a material, then go to the P/S (producer/supplier) field and perform a search and select the correct producer/supplier.

Geog Area – Select the district that the work was performed in.

ProdNm – Perform a search and select the correct product name.

Intd Use – Not required. Use at your discretion.

Represented Quantity – Not required. Use at your discretion.

After you have filled out this information click on the save icon .

Addtl Sample Data Tab

The screenshot displays the 'AASHTO SiteManager' application window. The main window title is 'Maintain Sample Information'. It features a tabbed interface with the following tabs: 'Basic Sample Data', 'Addtl Sample Data' (which is the active tab), 'Contract', 'Other', and 'Tests'. The 'Addtl Sample Data' tab contains a form with the following fields and values:

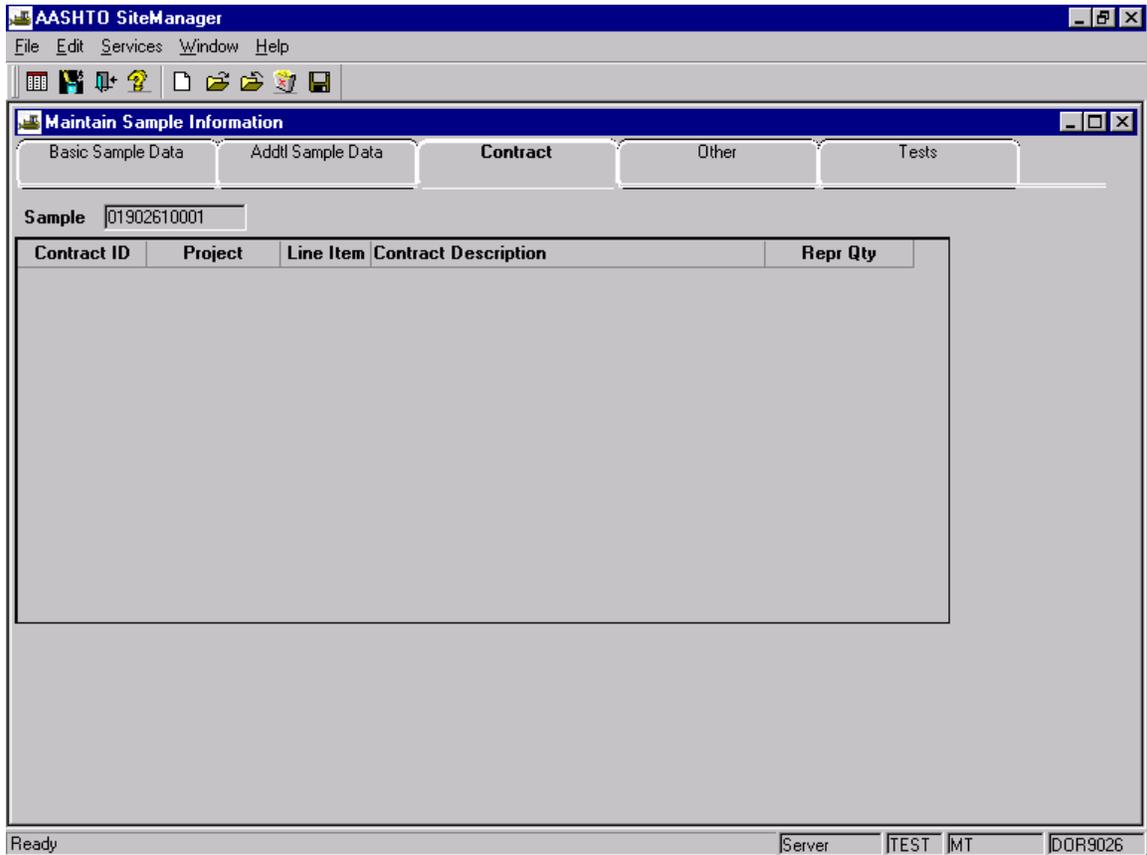
- Smpl ID: 01902610001
- Buy American:
- Reqst By: [Empty]
- Witnessed By: [Empty]
- Smpl Size: [Empty]
- Dist from Grade: [Empty]
- Station: [Empty]
- Offset: [Empty]
- Reference: [Empty]
- Smpl From: [Empty]
- Smpl Origin: [Empty]
- Control Type: [Empty]
- Cntrl Number: [Empty]
- Seal Number: [Empty]
- Design Type: [Empty]
- Mix ID: [Empty]
- Plant ID: [Empty]
- Plant Type: [Empty]
- External Reference Document: [Empty]
- Creator User ID: DOR902
- Include Standard Remarks:
- Last Modified User ID: DOR902
- Last Modified Date: 06/22/01

The status bar at the bottom of the window shows 'Ready' on the left and 'Server TEST MT DOR9026' on the right.

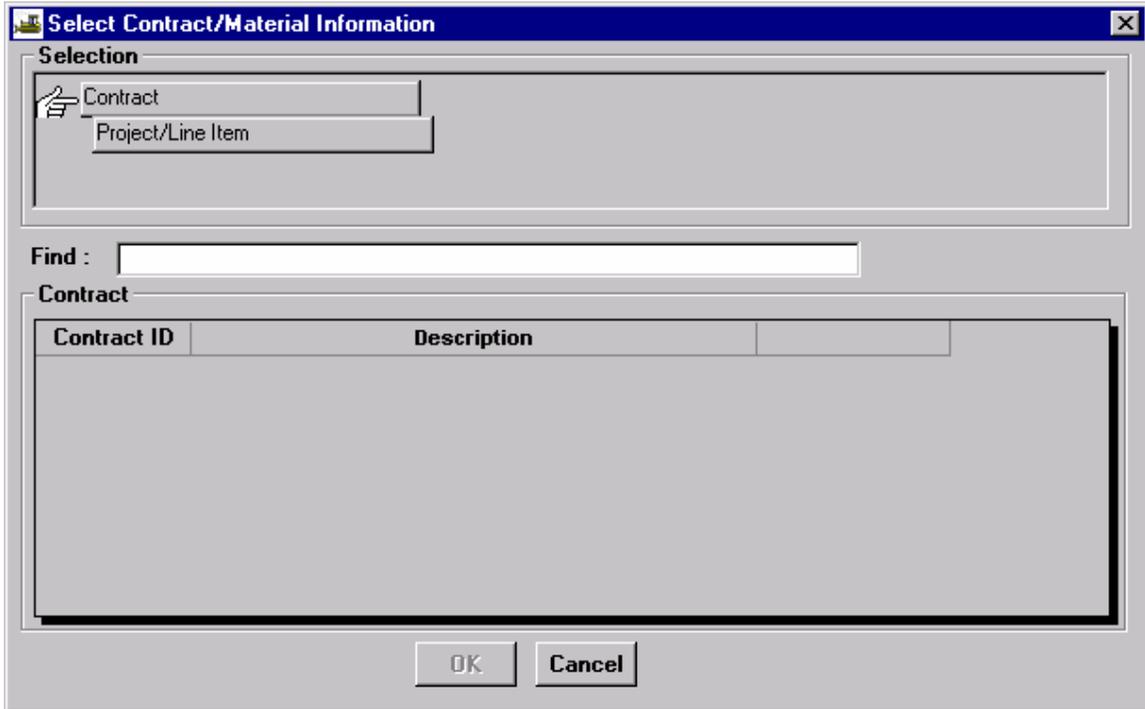
No information needs to be entered on the Additional Sample Data tab.

Contract Tab

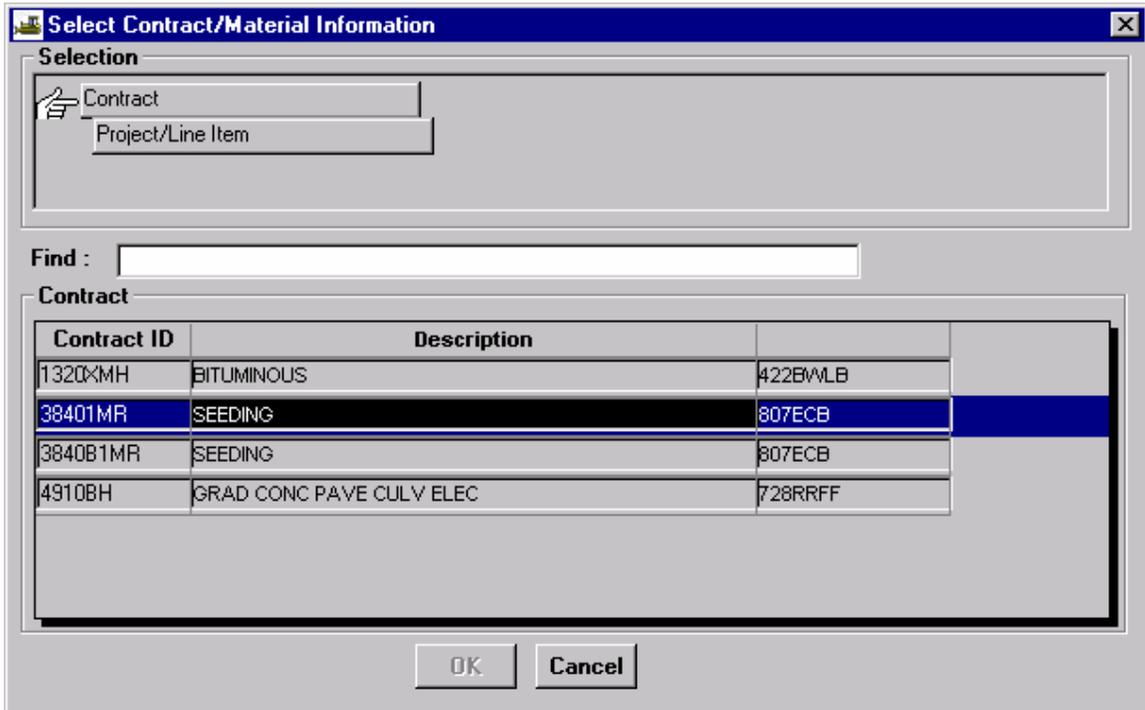
This is the tab that you will associate the material sample to a specific contract.



Select the new icon  at the top of the page.



Highlight the Contract ID you are assigning this sample to. Double Click.



Highlight the Project/Line Item that this material is representing. Click ok once.

Select Contract/Material Information

Selection

Contract: 38401MR

Project/Line Item:

Find:

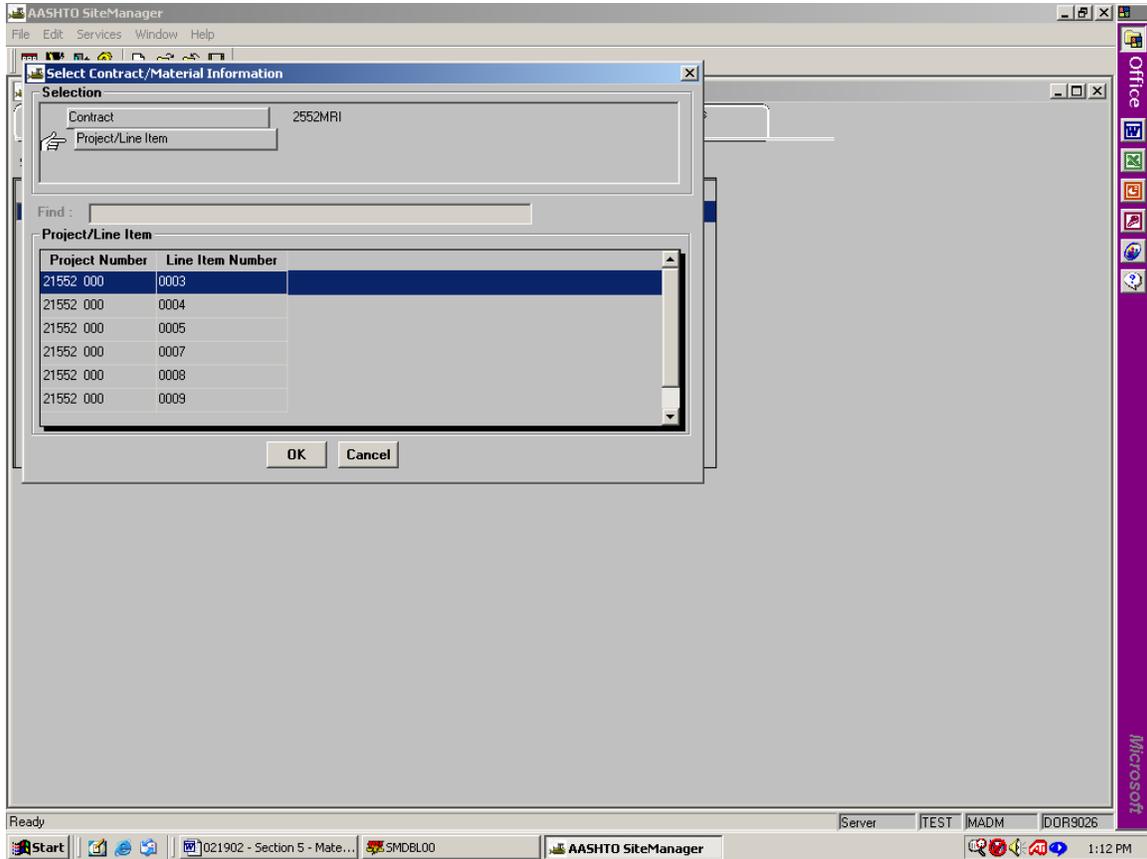
Project Number	Line Item Number
30840MR1001	0003

OK Cancel

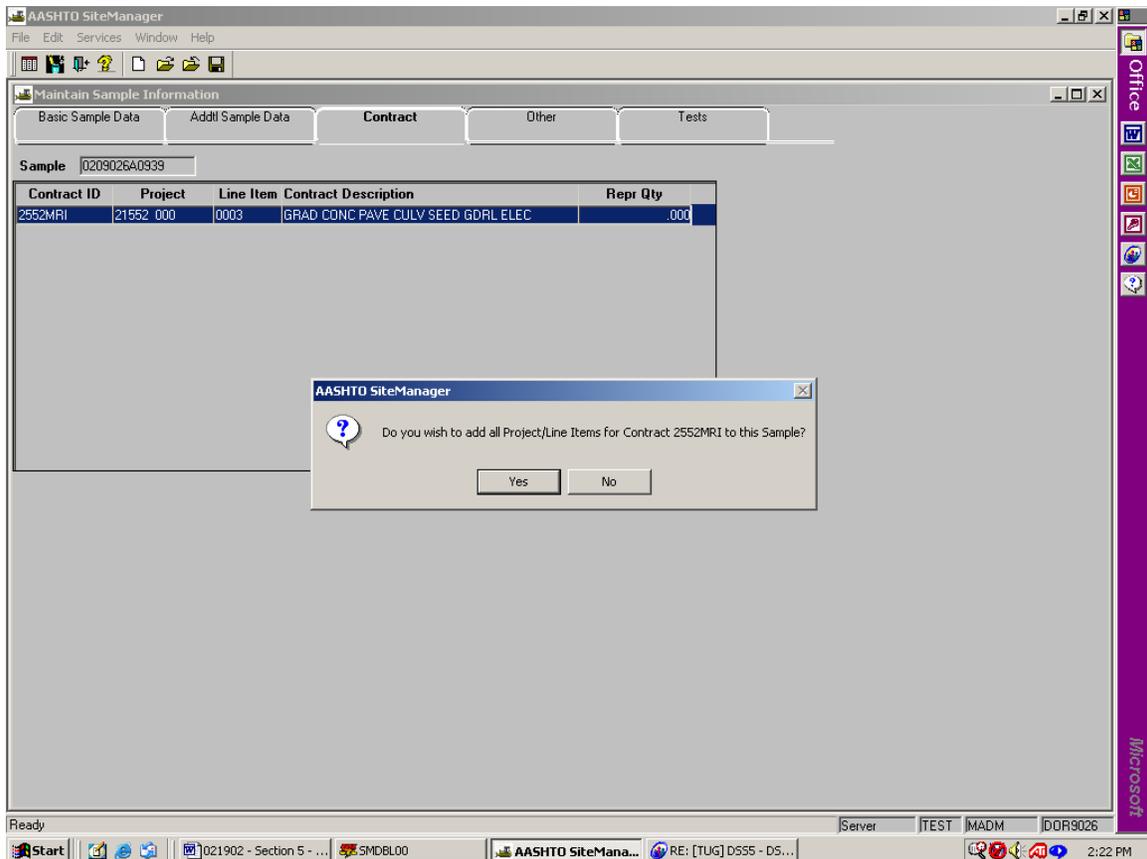
In some instances a material may be associated with several line items (i.e. filter fabric can be used for several erosion control items).

On these types of materials when you select the Project/Line Item it will show you all line items that have been linked to that specific material.

Highlight a line item and select ok.



After you have selected ok, you will receive the message shown below.



If you want this material assigned to all of the related line items select “Yes”.

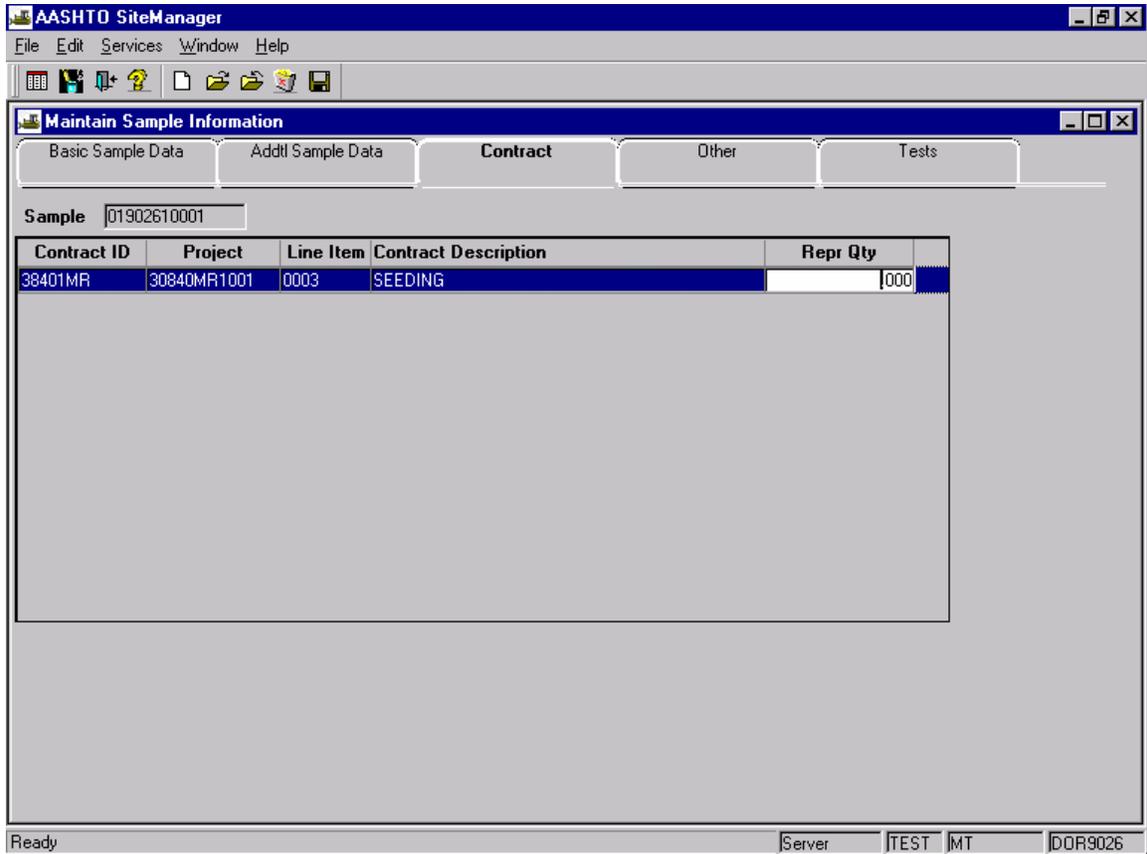
If you want this sampled linked to only the one line item you highlighted select “No”.

If you want this sample assigned to multiple, but not all, of the line items select “No”.

Follow the steps shown on pages 12 thru 19 for each additional line item you wish to associate to your sample.

The Repr Qty field is an optional field. Use at your discretion.

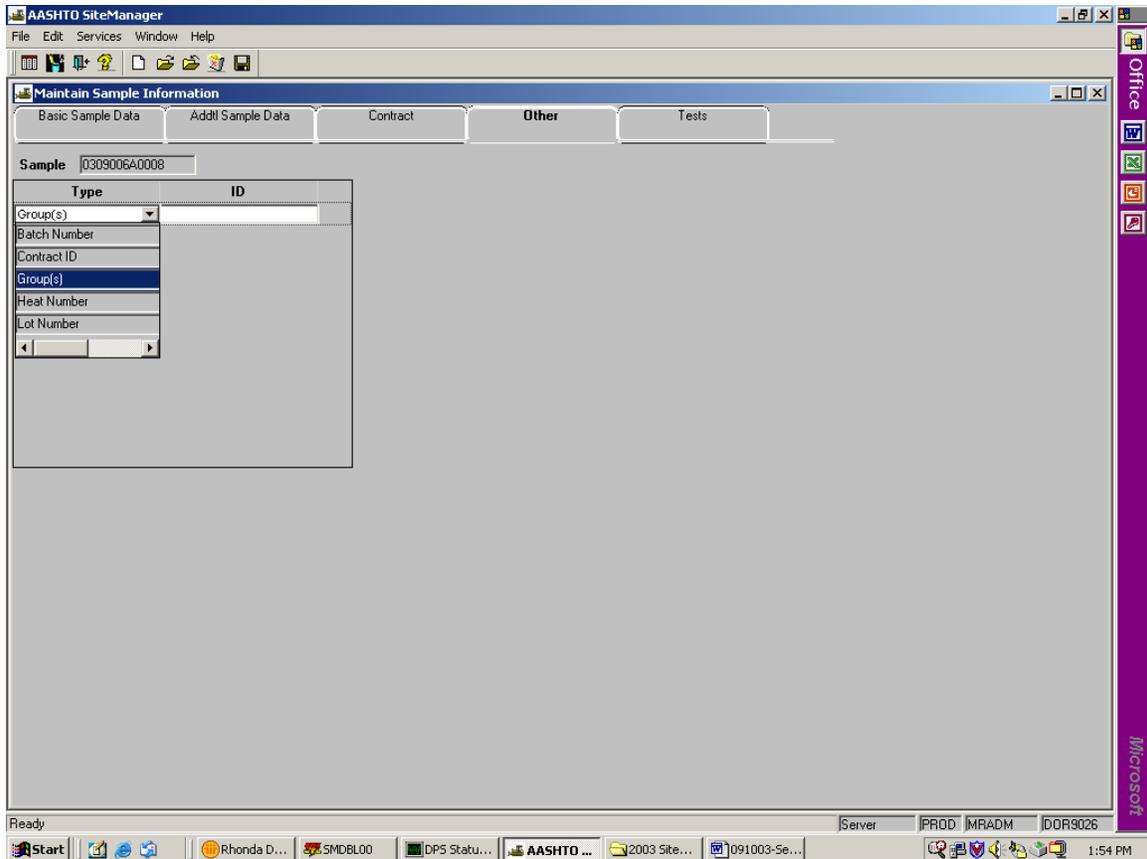
Click on the save icon 



Other Tab

If you would like to track the Group number that this material is associated with you can do so on this tab.

On the dropdown list under Type select Group(s). In the ID column enter the group or groups that this material is used on.



Click on the save icon  .

Tests Tab

SiteManager requires that all materials have an associated test method.

Material acceptance and test results are documented on the Tests tab.

The screenshot shows the 'AASHTO SiteManager' application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The toolbar contains various icons for file operations. The main window is titled 'Maintain Sample Information' and has five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Tests' tab is active. Below the tabs, there is a 'Sample' field with the value '0209026M0001'. A table with the following columns is present:

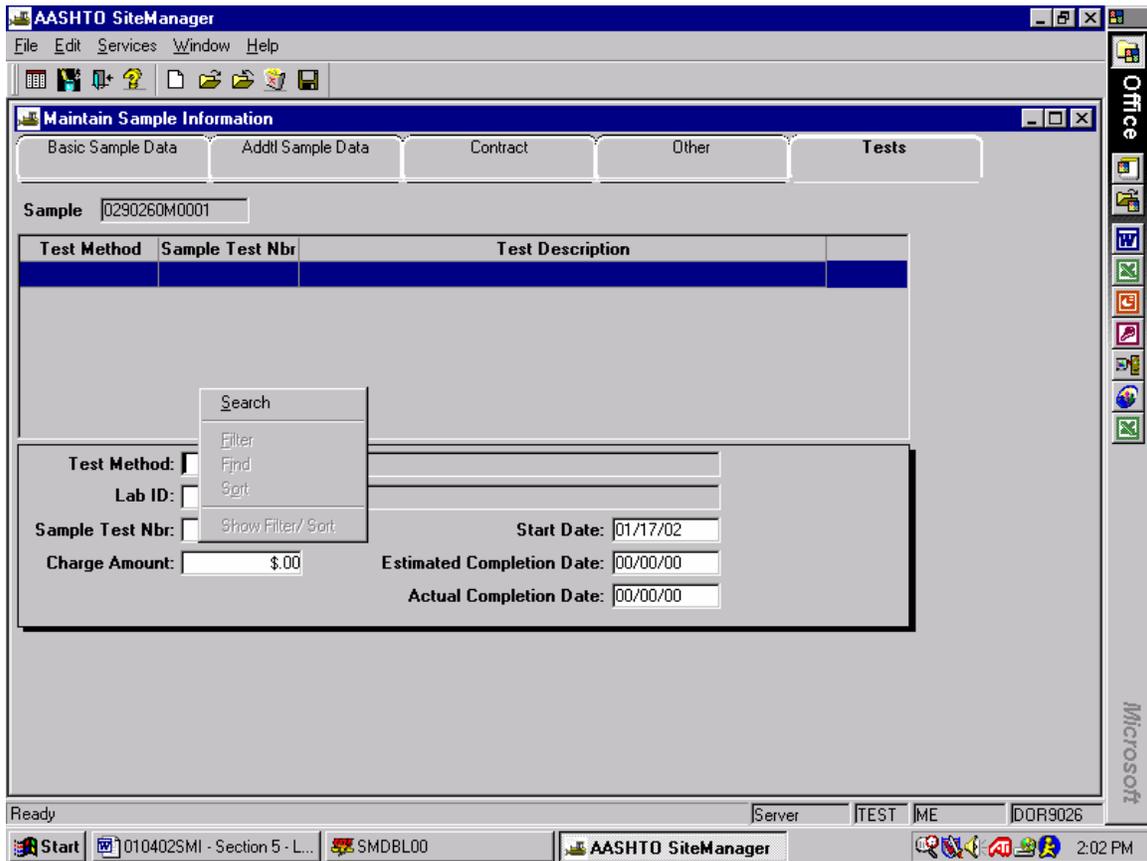
Test Method	Sample Test Nbr	Test Description

Below the table is a form with the following fields:

Test Method:	<input type="text"/>	<input type="text"/>
Lab ID:	<input type="text"/>	<input type="text"/>
Sample Test Nbr:	<input type="text"/>	Start Date: 12/11/01
Charge Amount:	<input type="text"/> \$00	Estimated Completion Date: 00/00/00
		Actual Completion Date: 00/00/00

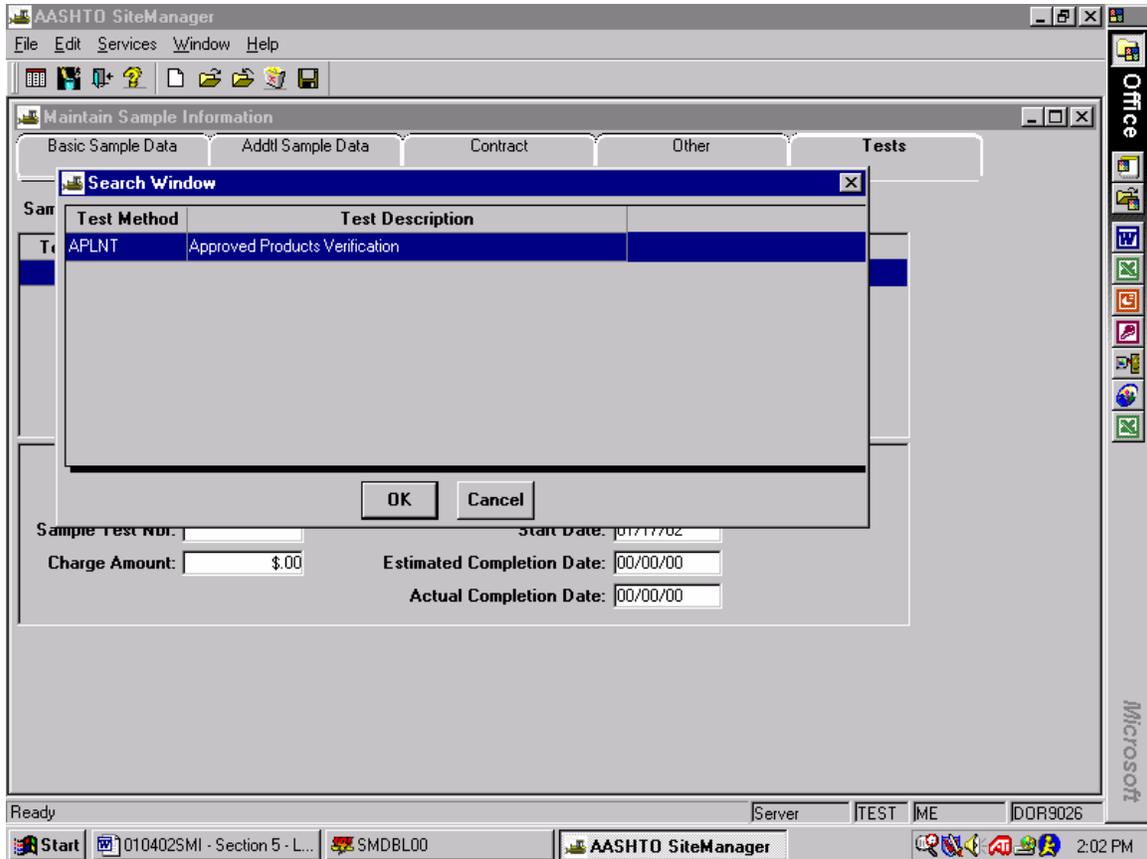
The status bar at the bottom shows 'Ready' on the left, and 'Server TEST MT 00R9026' on the right.

Perform a Search in the Test Method field.



Highlight the test method that is associated with the material.

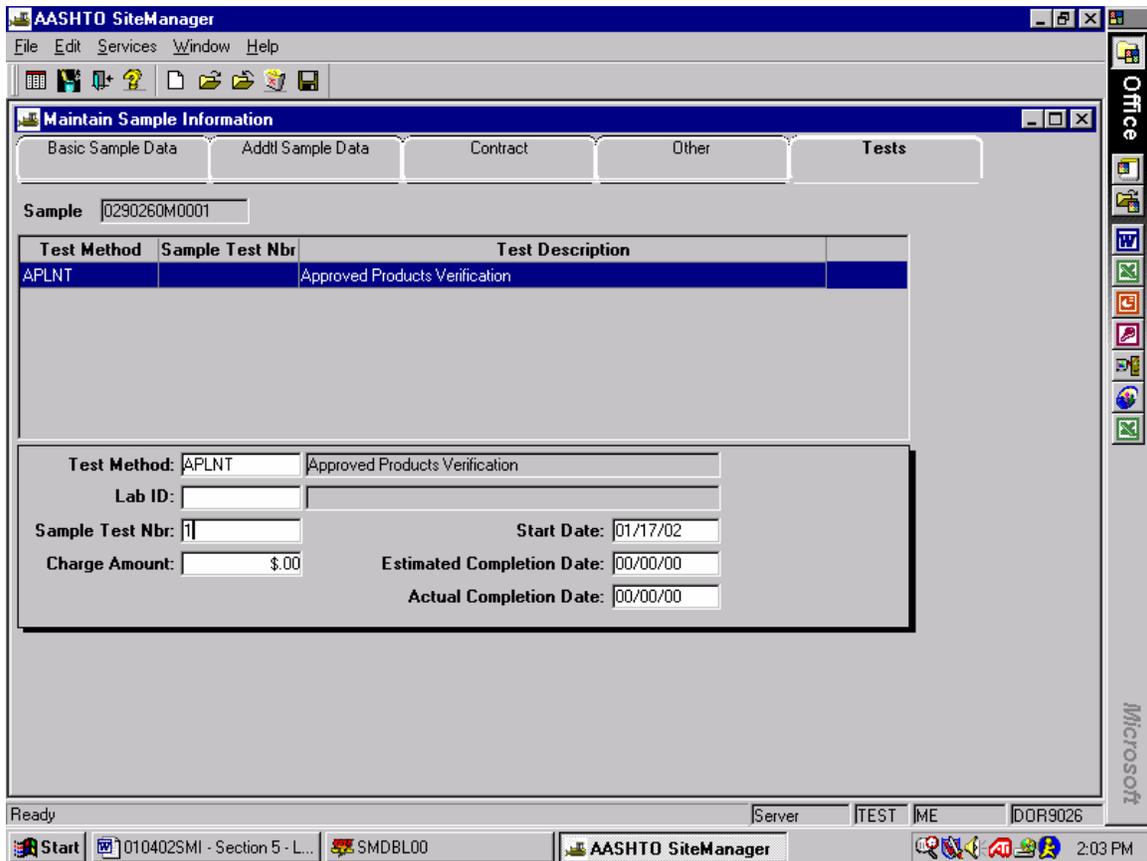
Select the OK button. Click once.



This will return you to the Tests tab.

Enter the number “1” in the Sample Test Nbr: field.

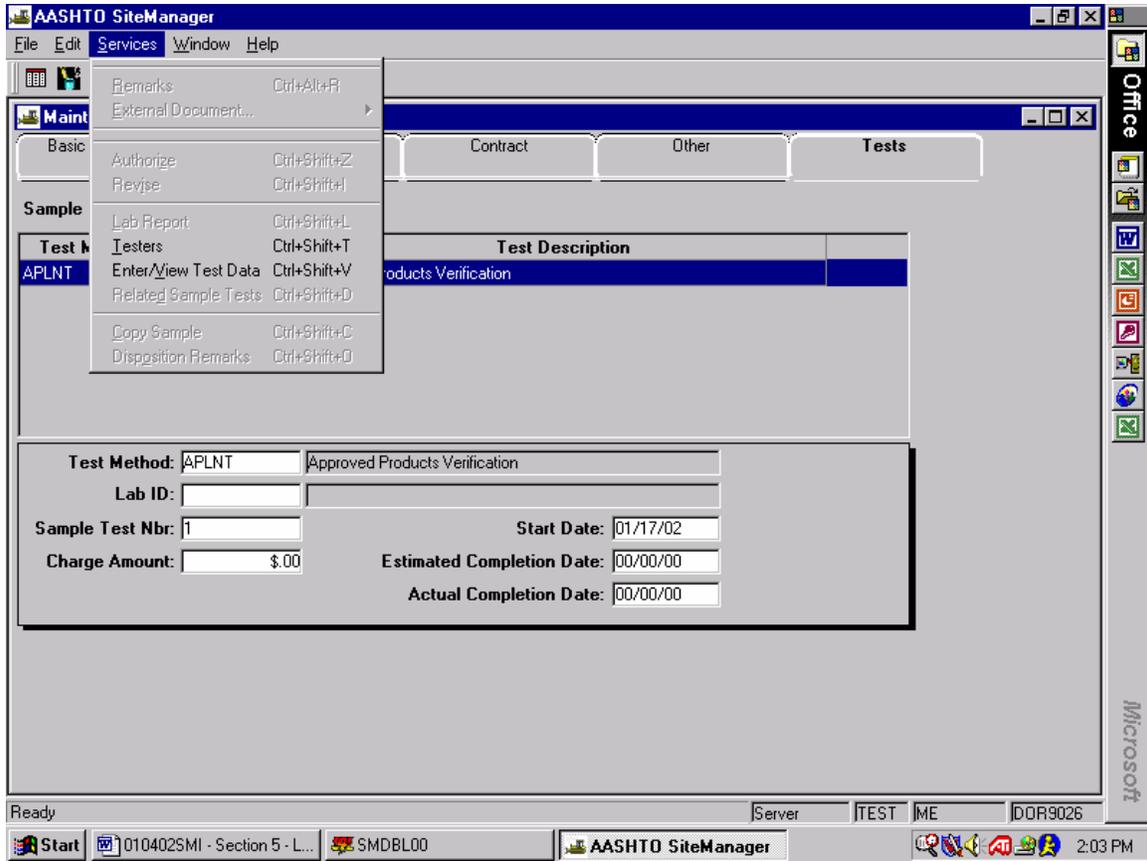
NOTE: The sample test number for field authorized samples will almost always be the number “1”.



Click on the save icon 

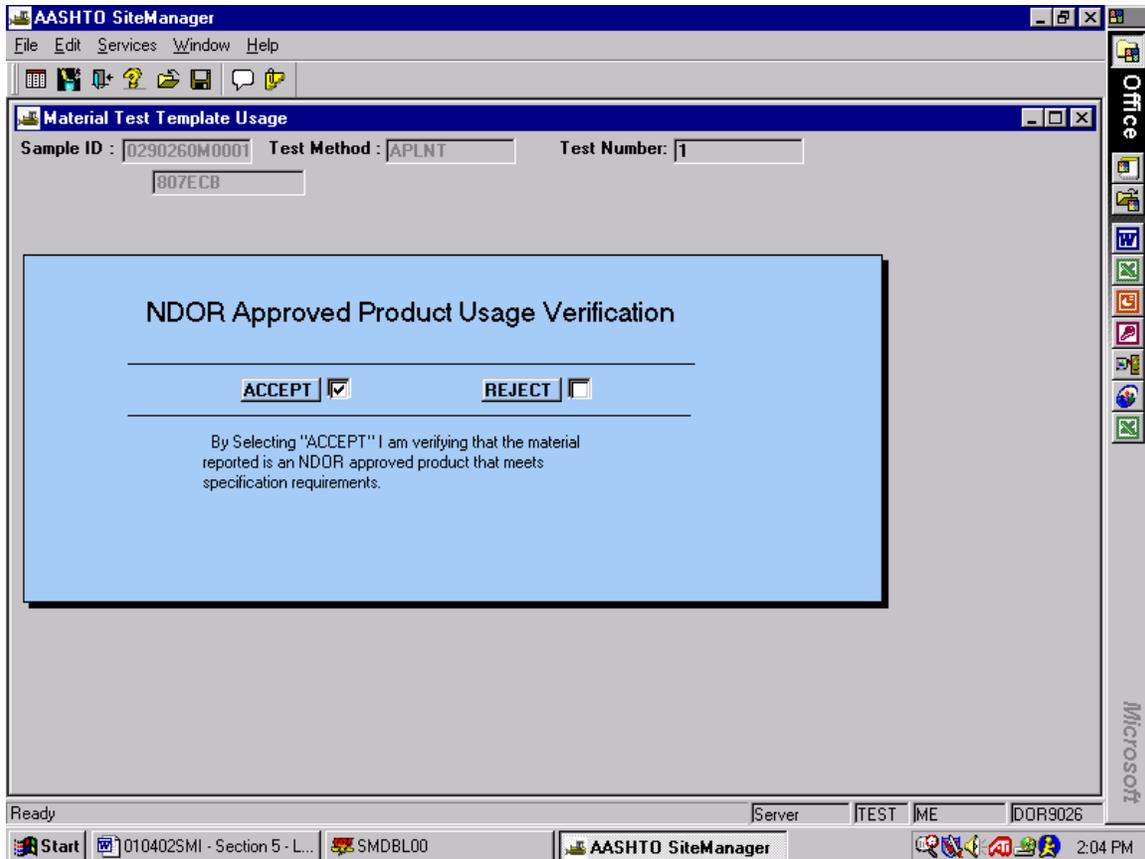
Access the Services menu.

Select Enter/View Test Data.



This will activate a material template.

NOTE: THE TEMPLATE SHOWN BELOW IS FOR ACCEPTANCE OF APPROVED PRODUCTS. TEMPLATES WILL VARY DEPENDENT ON THE MATERIAL AND METHOD OF ACCEPTANCE.



Enter the necessary information in the template.

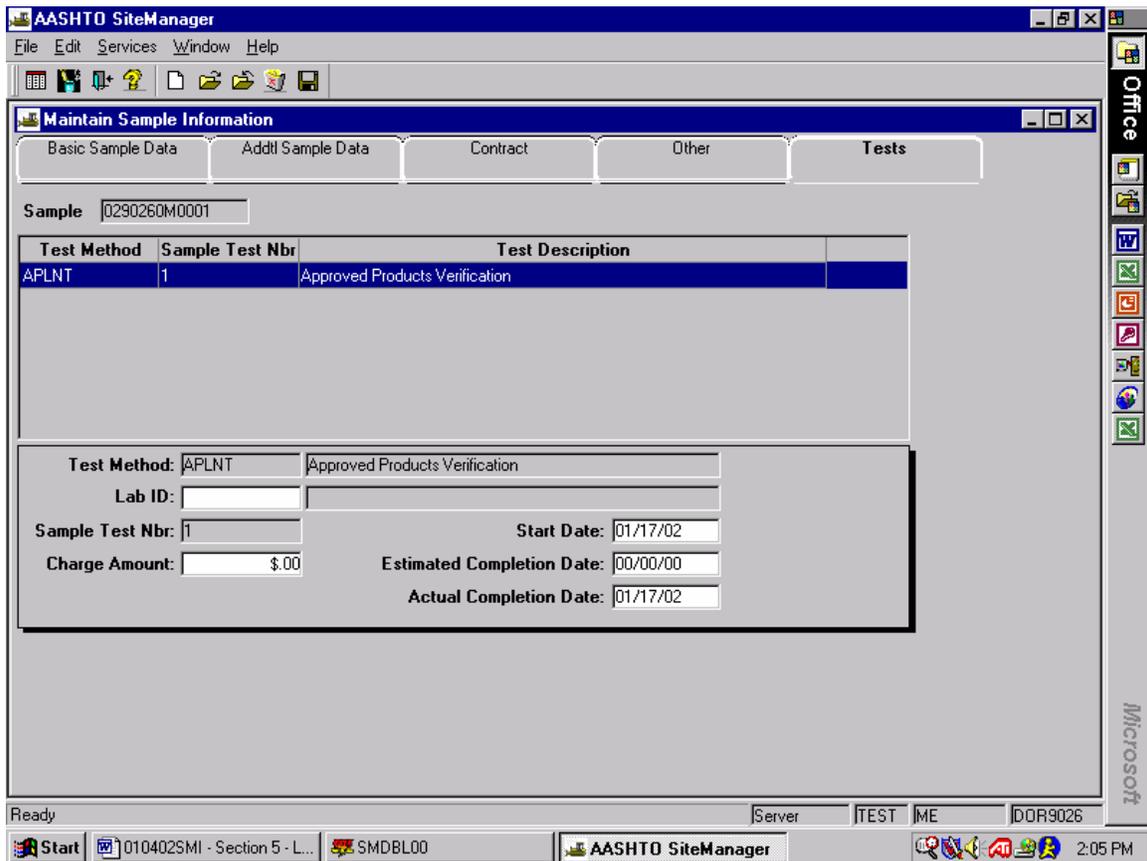
Save  .

Close this window.

Enter the date the acceptance or test has been completed in the Actual Completion Date field.

NOTE: THE ACTUAL COMPLETION DATE IS A REQUIRED FIELD. YOU WILL NOT BE ABLE TO AUTHORIZE YOUR SAMPLE WITHOUT A DATE IN THIS FIELD.

Save  .



Sample Authorization

WARNING: THIS STEP IS EXTREMELY CRITICAL. BE ABSOLUTELY SURE THAT YOU ARE READY TO AUTHORIZE YOUR SAMPLE.

WHEN A SAMPLE IS AUTHORIZED, NO CHANGES CAN BE MADE TO THE RECORD.

To authorize the sample that you have created return to the Basic Sample Data tab.

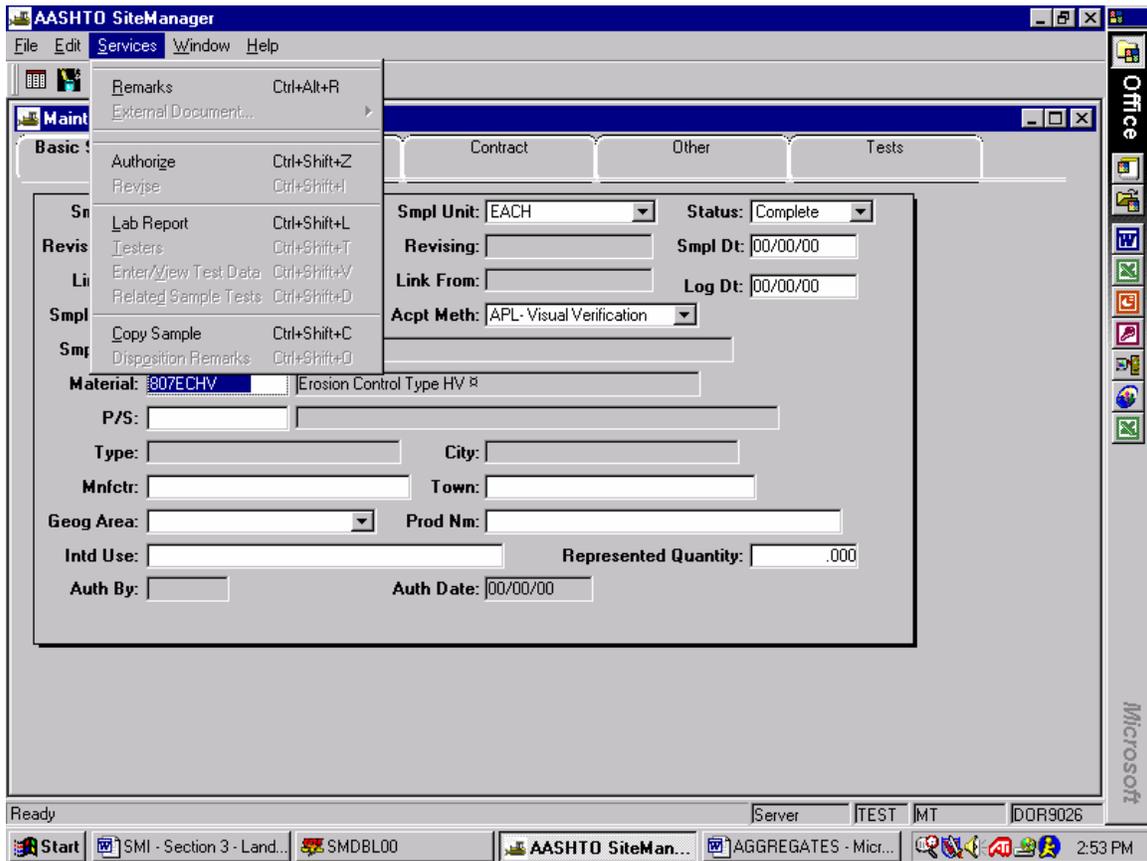
Access Services.

The screenshot displays the AASHTO SiteManager application window. The main window is titled 'Maintain Sample Information' and has several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active. The form contains the following fields and values:

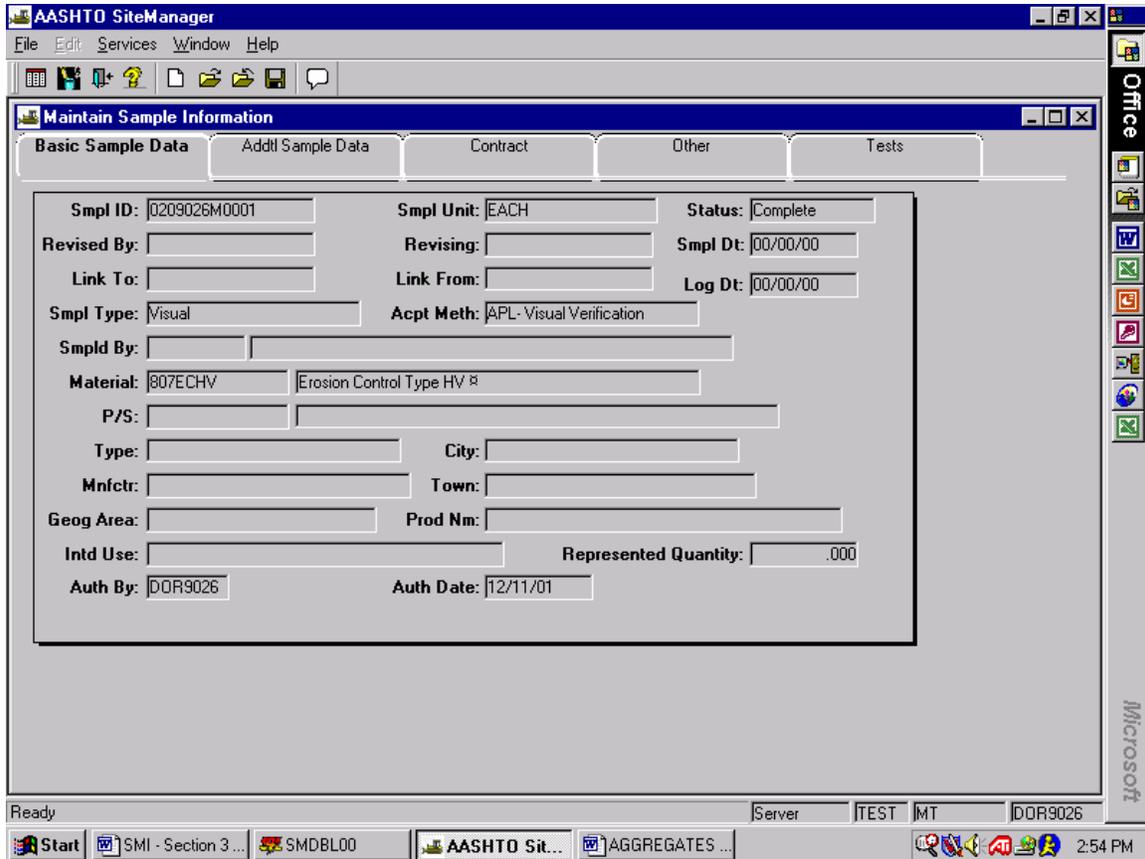
Smpl ID:	0209026M0001	Smpl Unit:	EACH	Status:	Complete
Revised By:		Revising:		Smpl Dt:	00/00/00
Link To:		Link From:		Log Dt:	00/00/00
Smpl Type:	Visual	Acpt Meth:	APL-Visual Verification		
Smpld By:					
Material:	807ECHV	Erosion Control Type HV ®			
P/S:					
Type:		City:			
Mnfctr:		Town:			
Geog Area:		Prod Nm:			
Intd Use:		Represented Quantity:	.000		
Auth By:		Auth Date:	00/00/00		

The taskbar at the bottom shows the Start button, several open applications including 'SMI - Section 3 - Land...', 'SMBL00', 'AASHTO SiteMan...', and 'AGGREGATES - Micr...', and the system tray with the time '2:53 PM'.

Select authorize from the drop down list.



After you have selected authorize, the Auth By and Auth Date fields (at the bottom of the screen) will display who made the authorization and the date the authorization was made.



When you are certain that you want this sample authorized click on the save icon .

WARNING: AS MENTIONED EARLIER BEFORE YOU SAVE AN AUTHORIZATION MAKE SURE THAT YOUR INFORMATION IS CORRECT. CHANGES CANNOT BE MADE TO THIS SAMPLE RECORD AFTER AN AUTHORIZATION IS SAVED.

REVISING A SAMPLE

An authorized sample cannot be modified but it can be revised. The **Service** menu **Revise** choice creates a copy of the original sample and **voids** the original sample.

The voided original is automatically linked to the revised copy.

The copy created by the **Revise** choice requires a new Sample ID, Status and Sample Date on the Basic Sample Data Tab. On the Tests tab you may need to enter a new Actual Completion Date.

It is at this time that you will make the necessary modifications or corrections to the original sample.

An example of this feature is shown below.

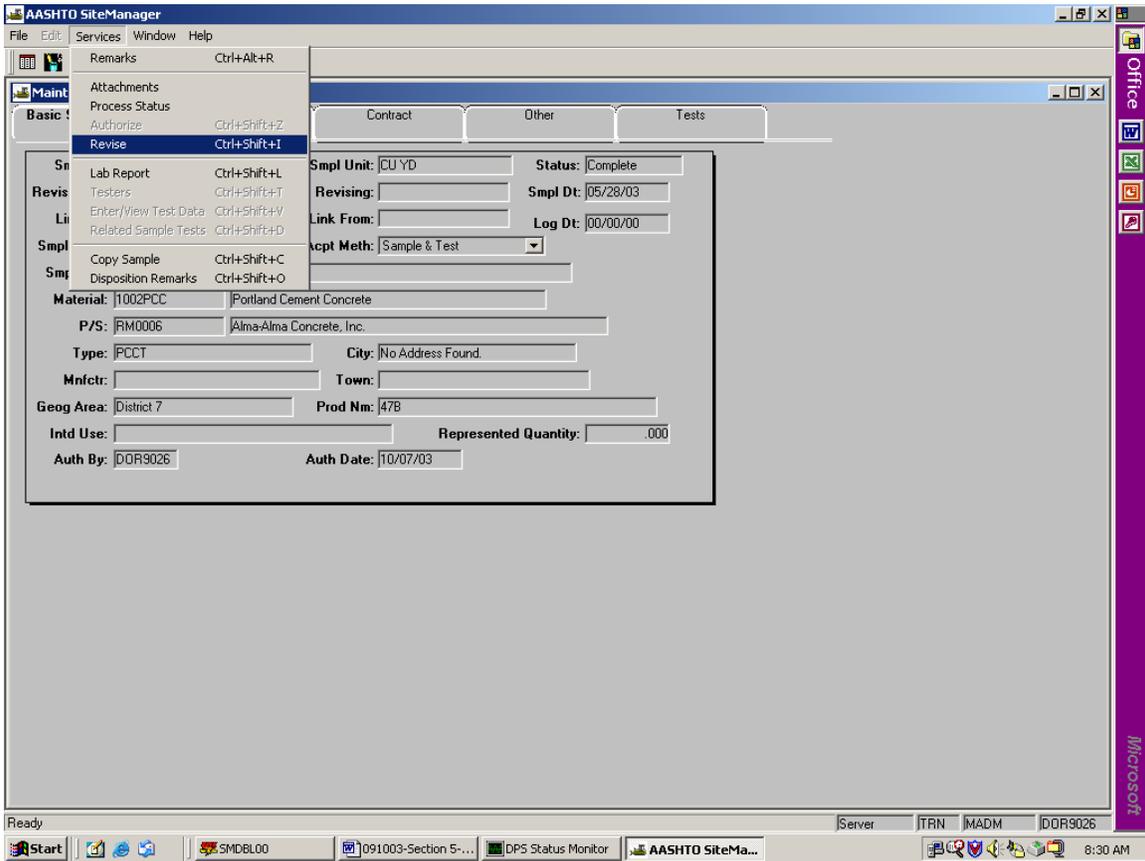
The screen shown is a sample that has been created and authorized.

The screenshot displays the 'AASHTO SiteManager' application window. The main window is titled 'Maintain Sample Information' and contains several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is selected, showing a form with the following fields and values:

Smpl ID:	0309026A0013	Smpl Unit:	CU YD	Status:	Complete
Revised By:		Revising:		Smpl Dt:	05/28/03
Link To:		Link From:		Log Dt:	00/00/00
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026 DeButts, Rhonda				
Material:	1002PCC Portland Cement Concrete				
P/S:	RM0006 Alma-Alma Concrete, Inc.				
Type:	PCCT	City:	No Address Found		
Mnfcn:		Town:			
Geog Area:	District 7	Prod Nm:	47B		
Intd Use:		Represented Quantity:	.000		
Auth By:	DOR9026	Auth Date:	10/07/03		

The Windows taskbar at the bottom shows the Start button, several open applications including SMDBL00, 091003-Section 5-..., DPS Status Monitor, and AASHTO SiteMa..., and the system tray with the time 8:30 AM.

To modify this sample:
Access Services and select Revise



This will create a copy of the original sample. This also voids the original sample.

Assign a new Sample ID, Status and Completion Date and make any necessary corrections.

The screenshot displays the 'AASHTO SiteManager' application window. The main window is titled 'Maintain Sample Information' and contains several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active, showing a form with the following fields and values:

Smpl ID:	<input type="text"/>	Smpl Unit:	CU YD	Status:	Complete
Revised By:	<input type="text"/>	Revising:	0309026A0013	Smpl Dt:	00/00/00
Link To:	<input type="text"/>	Link From:	<input type="text"/>	Log Dt:	00/00/00
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026 DeButts, Rhonda				
Material:	1002PCC Portland Cement Concrete				
P/S:	RM0006 Alma-Alma Concrete, Inc.				
Type:	PCCT	City:	No Address Found		
Mnfrctr:	<input type="text"/>	Town:	<input type="text"/>		
Geog Area:	District 7	Prod Nm:	47B		
Intd Use:	<input type="text"/>	Represented Quantity:	<input type="text" value="0.000"/>		
Auth By:	<input type="text"/>	Auth Date:	00/00/00		

This completes the instructions for Section 5.

Section 7A

Materials Management

Portland Cement Concrete
Plant & Field Personnel Instructions

Date: November 21, 2002
Revised: January 10, 2004

IMPORTANT NOTES

Throughout these instructions you will notice that **PLANT**, **FIELD** and **LABORATORY** are listed behind many of the data entry requirements.

In some areas of the state there is a permanent inspector at the Ready Mix plant.

If there is a permanent inspector in the plant he will fill out the information marked **PLANT**.

The plant inspector will then complete the Sample Identification card and send this card to the field inspector via the first truckload of concrete being delivered to the jobsite.

The field inspector will access SiteManager and complete the remainder of the SiteManager data entry requirements marked **FIELD**.

The field inspector will use the number sent from the plant for the project cylinders.

On some projects the field inspector is also the plant inspector. When this scenario occurs the inspector will complete the entire SiteManager record.

When starting a new project that has a plant and field inspector, it is recommended that the Project Manager discuss with the inspectors how he would like them to enter the concrete information.

If you have any questions or need assistance contact the Materials and Research Division, SiteManager staff.

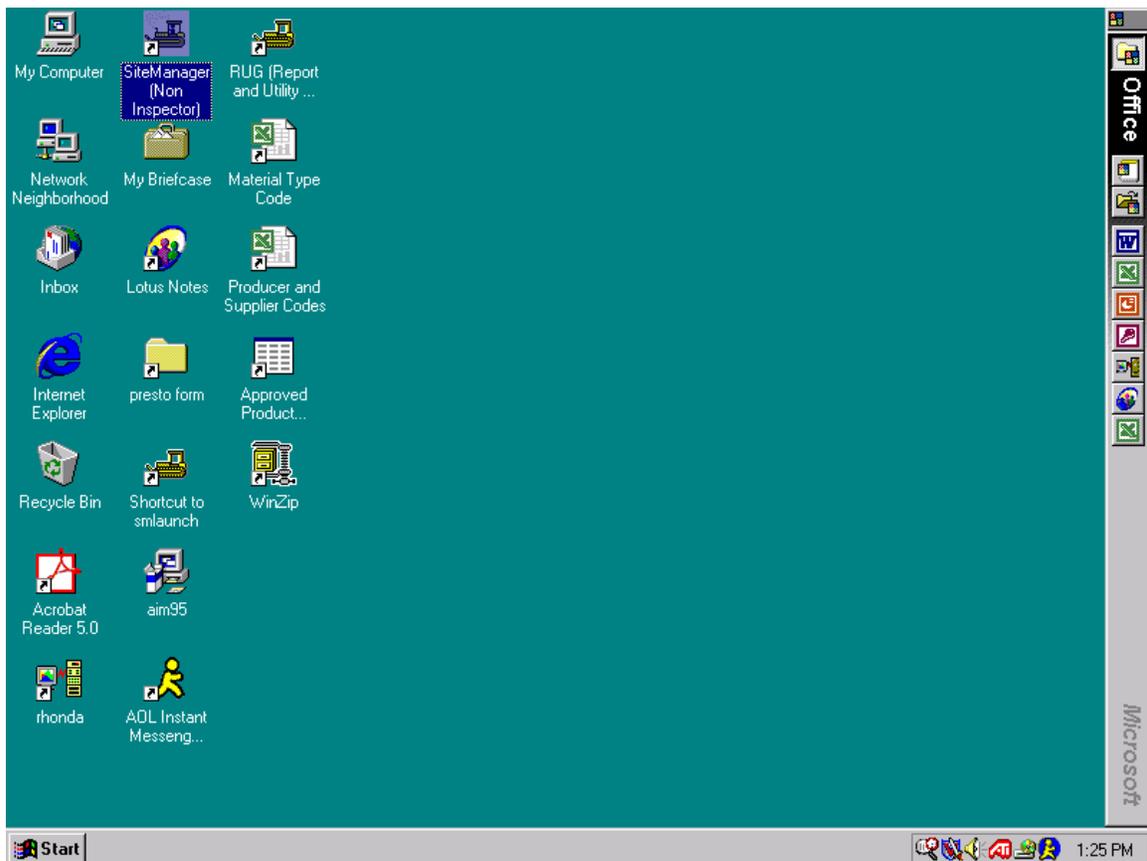
SECTION 7A

MATERIALS MANAGEMENT PORTLAND CEMENT CONCRETE

Purpose: Section 7A will define the field requirements for entering Portland Cement Concrete information.

Detailed below are the necessary steps:

Select the SiteManager Non-Inspector Icon. Double Click.

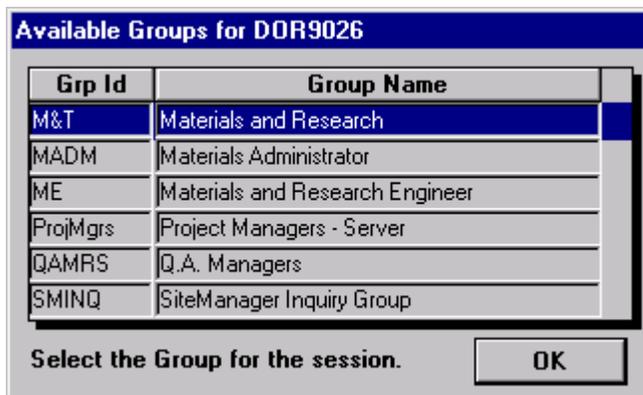


Enter your user ID and Password. Connect to: Server
 (My user id is: _____)
 (Password Hint: _____) Do not reveal your password as
 this will risk the SiteManager security system.
 Select the Logon button. Click once.



The dialog box is titled "SiteManager Logon" and features the SiteManager logo (a stylized 'S' with "Transport" above it and "Construction Management Software" below it). Below the logo are three input fields: "User ID:" containing "DOR9026", "Password:" containing "xxxxxxx", and "Connect to:" with a dropdown menu set to "Server". At the bottom are three buttons: "Logon", "Change Password", and "Close". Below the buttons is copyright information: "Copyright © 1996 by the American Association of State Highway and Transportation Officials, Inc. 444 North Capitol Street, N.W., Suite 249 Washington, D.C. 20001 U.S.A. [202] 624-5800". At the very bottom is a text box with the placeholder "Enter the User Password."

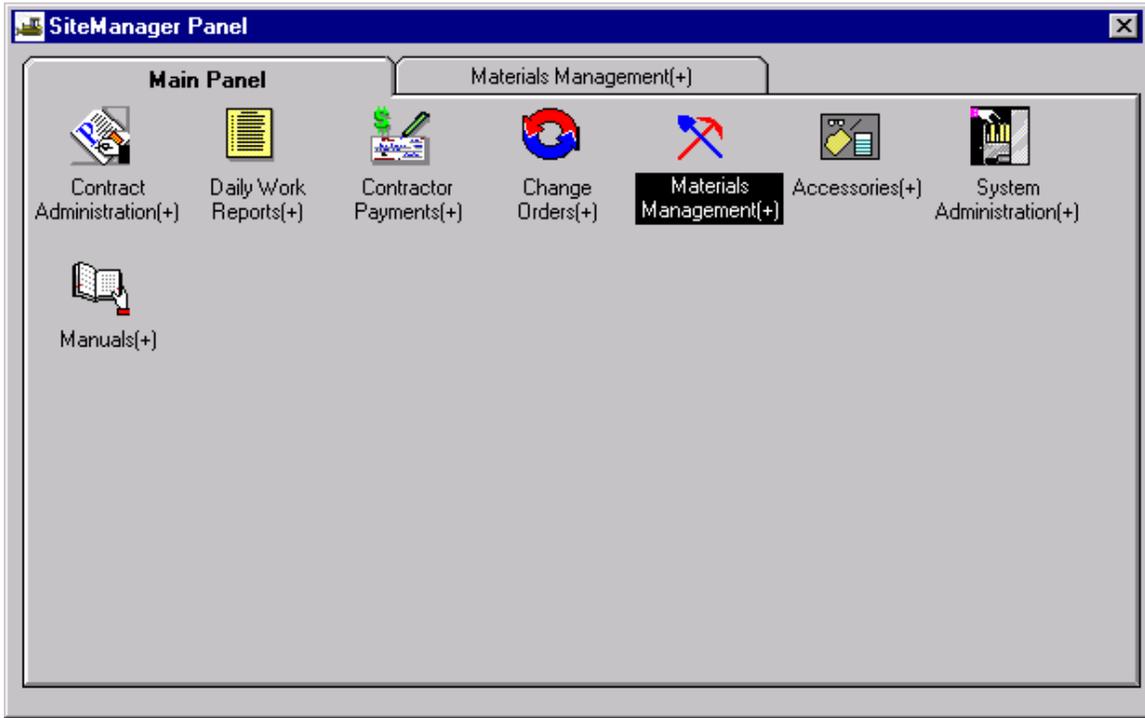
Select Correct Group Id and Group Name
 (My Group Is: _____)
 Select OK button. Click once.



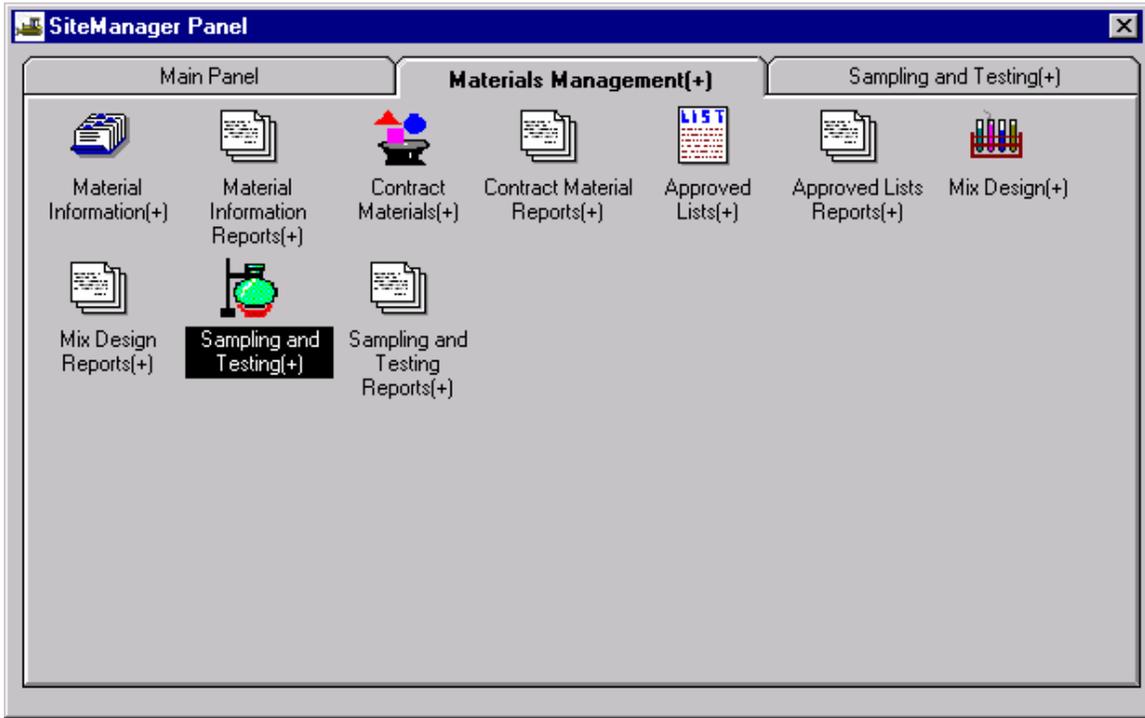
The dialog box is titled "Available Groups for DOR9026" and contains a table with two columns: "Grp Id" and "Group Name". The "Materials and Research" group is selected. Below the table is the text "Select the Group for the session." and an "OK" button.

Grp Id	Group Name
M&T	Materials and Research
MADM	Materials Administrator
ME	Materials and Research Engineer
ProjMgrs	Project Managers - Server
Q&MRS	Q.A. Managers
SMINQ	SiteManager Inquiry Group

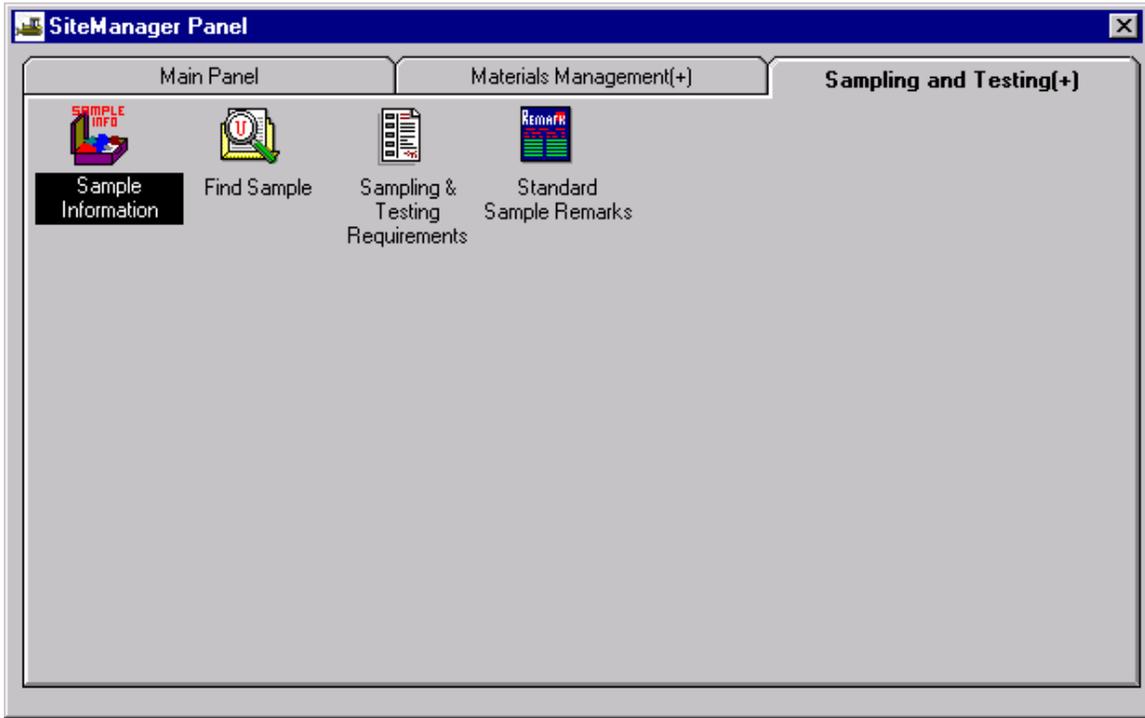
Select the Materials Management(+) Icon. Double click.



Select the Sampling and Testing(+) Icon. Double click.



Select the Sample Information Icon. Double click.



You will now be at the Maintain Sample Information Screen.

On this screen you will see five tabs. They are labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

Shown below are the instructions for each tab.

Basic Sample Data Tab

The screenshot shows the AASHTO SiteManager application window. The 'Maintain Sample Information' window is open, displaying the 'Basic Sample Data' tab. The form contains the following fields and values:

Smpl ID:	020902610001	Smpl Unit:	CU YD	Status:	Pending
Revised By:		Revising:		Smpl Dt:	11/22/02
Link To:		Link From:		Log Dt:	00/00/00
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026	DeButts, Rhonda			
Material:	1002PCC	Portland Cement Concrete			
P/S:	RM0001	Adams-Adams Ready Mix/Beatrice Concrete			
Type:	PCCCT	City:	No Address Found.		
Mnfcn:		Town:			
Geog Area:	District 1	Prod Nm:	PR1		
Intd Use:	pavement repair	Represented Quantity:	15,000		
Auth By:		Auth Date:	00/00/00		

Fill in the following information:

- Smpl ID** – Enter the sample identification number as outlined in Section 3. (Note: This field will automatically be populated with the year and the dor number. The remaining five digits need to be manually filled in). **PLANT**
- Smpl Unit** – Select CU YD from the drop down list. **PLANT**

Status – a) Select Pending from the dropdown list. **PLANT**
b) Change the status to Shipped when the Portland Cement Concrete cylinders are sent to the laboratory. **FIELD**
c) Select complete if you are accepting the placement of concrete based on small quantity certification. **FIELD**
d) If you are accepting the Portland Cement Concrete based on maturity meter readings select Pending. The Portland Cement Concrete Section will authorize this sample. **FIELD**

Smpl Dt – Enter the date of the concrete placement **PLANT**

Log Dt – Do not enter any information in this field. The Materials & Research Division will use this field to record the date that the cylinders are received in the laboratory. **LABORATORY**

Sample Type – This field will automatically be populated after a material is selected.

Acpt Meth – This field will automatically be populated after a material is selected.

Smpld By – Perform a search and select your name. **FIELD**

Material – Perform a search and select 1002PCC – Portland Cement Concrete. **PLANT**

P/S – Perform a search and select the correct ready mix plant. **PLANT**

Geog Area – Select the district that the work was performed in. **PLANT**

ProdNm – Perform a search and select the correct class of concrete **PLANT**

Intd Use: - Self explanatory. This is an optional field, use at your discretion **FIELD**

Represented Quantity: Self explanatory. This is an optional field, use at your discretion. **FIELD**

Select the Save icon .

Addtl Sample Data Tab

The screenshot shows the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' dialog box is open, with the 'Addtl Sample Data' tab selected. The form contains the following fields:

- Smpl ID: 020902610001
- Buy American:
- Request By: [Text Field]
- Witnessed By: [Text Field]
- Smpl Size: 2 (highlighted with a red box) [Dropdown: Cylinders]
- Dist from Grade: [Text Field]
- Station: [Text Field]
- Offset: [Text Field]
- Reference: [Text Field]
- Smpl From: [Text Field]
- Smpl Origin: [Text Field]
- Control Type: [Text Field]
- Cntrl Number: [Text Field]
- Seal Number: [Text Field]
- Design Type: [Dropdown]
- Mix ID: [Text Field]
- Plant ID: [Text Field]
- Plant Type: [Text Field]
- External Reference Document: [Dropdown]
- Creator User ID: DOR902
- Include Standard Remarks:
- Last Modified User ID: DOR902
- Last Modified Date: 11/22/02

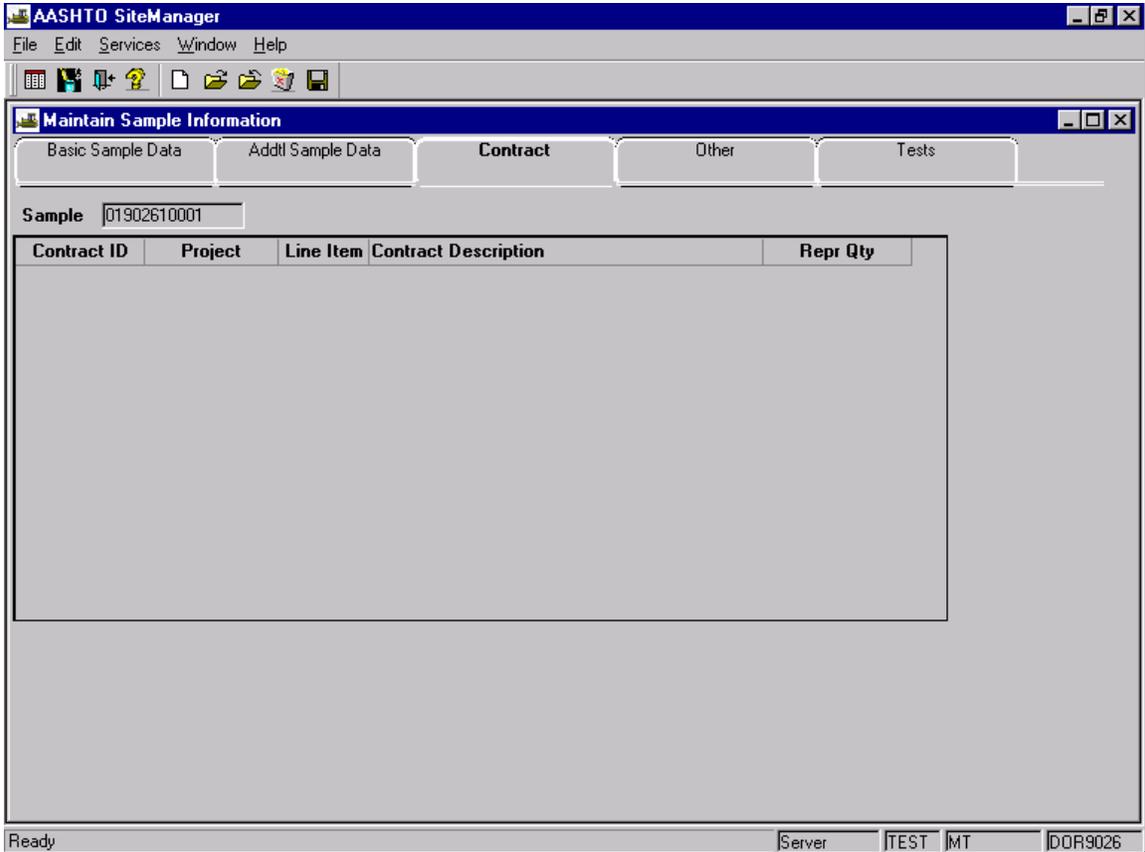
Fill in the following information:

Smpl Size: - Report the number of cylinders that were made for this concrete placement. **FIELD**

Contract Tab (FIELD PERSONNEL WILL ENTER THE DATA FOR THE CONTRACT TAB)

The Contracts Tab is where you will associate the Portland Cement Concrete sample to a specific contract and line item.

A sample can be linked to multiple line items on the Contracts Tab.



If your contract has only one Portland cement Concrete line item follow the Contract Tab instructions from Page 12 to Page 15.

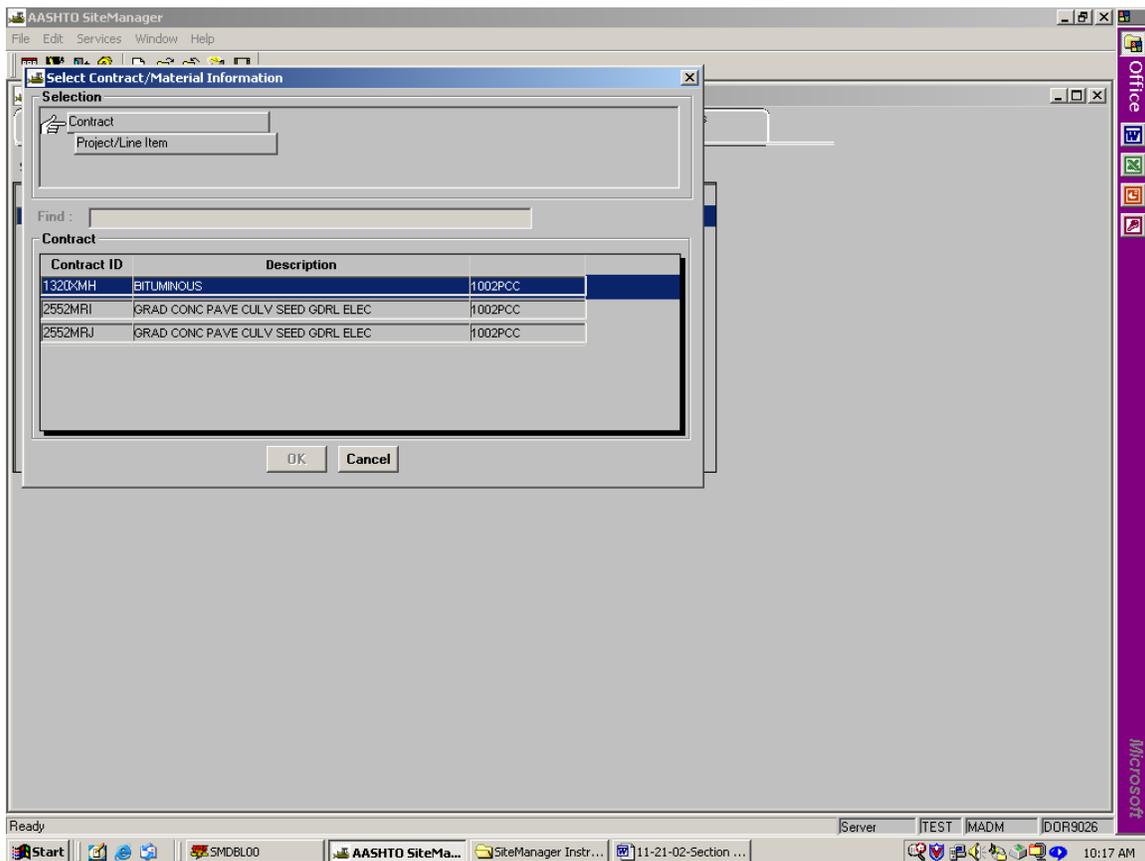
If your contract has multiple Portland Cement Concrete items follow the Contract Tab instructions from Page 16 to Page 24.

Instructions For Contracts With Single Portland Cement Concrete Line Items

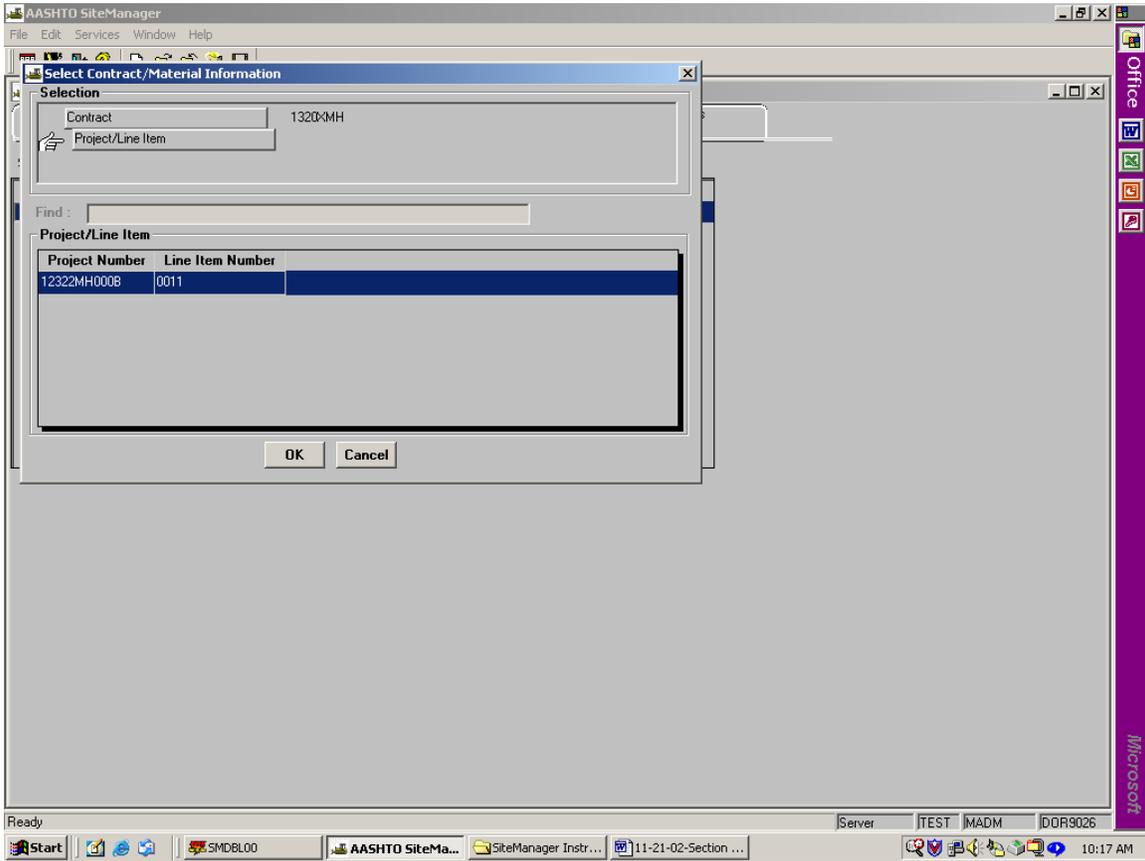
When you select the Contract tab the contracts that have Portland Cement Concrete line items will be displayed.

(Note: If the contracts are not displayed select the new icon  and they will appear)

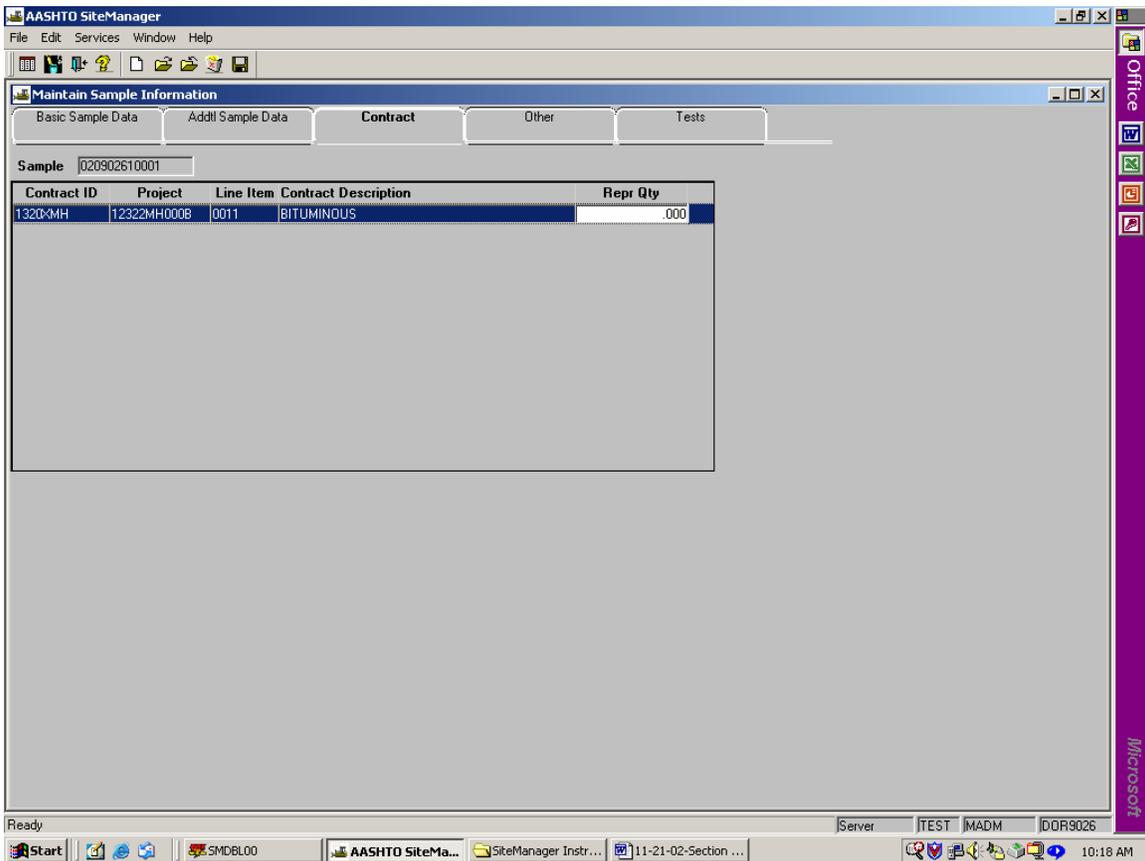
Highlight the Contract ID you are assigning this sample to. Double Click.



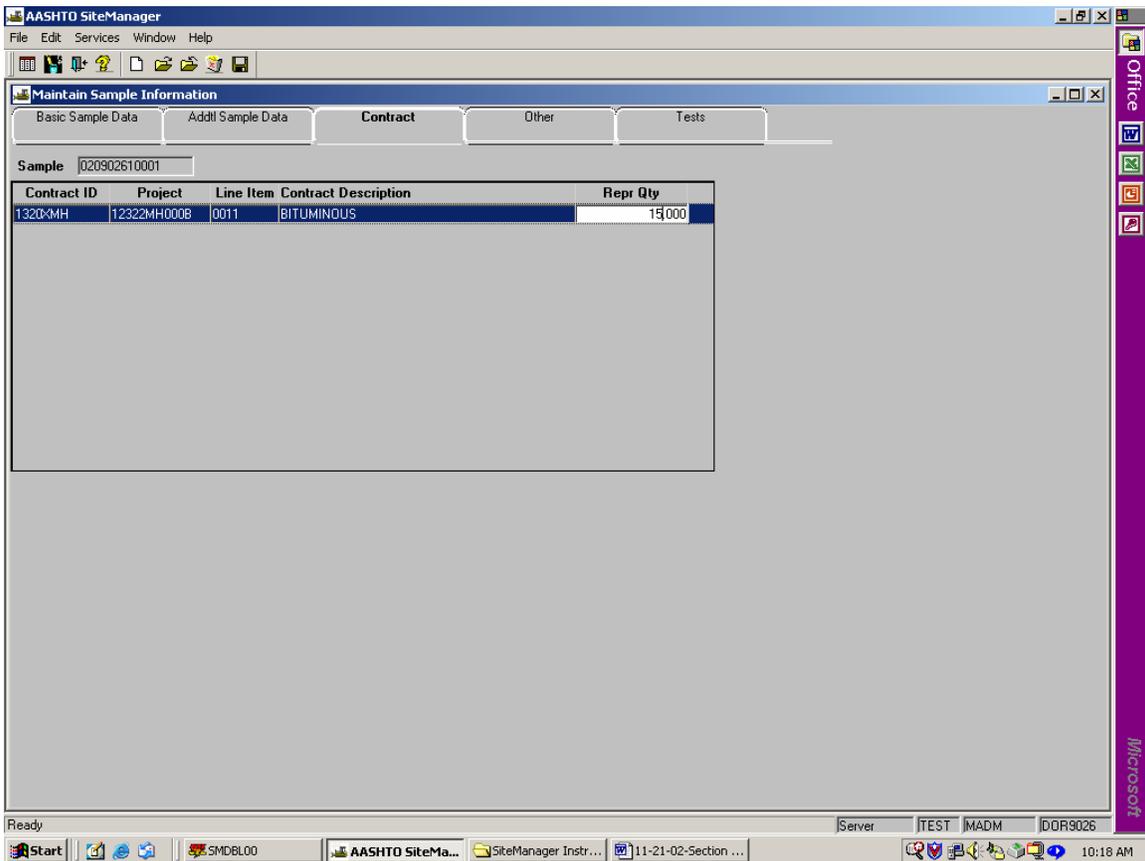
Highlight the Project/Line Item that this material is representing.
Click ok once.



You have now associated the placement of concrete to your contract and to the line item.



The Repr Qty field is an optional field. You are not required to enter the represented quantity; it is at your discretion.



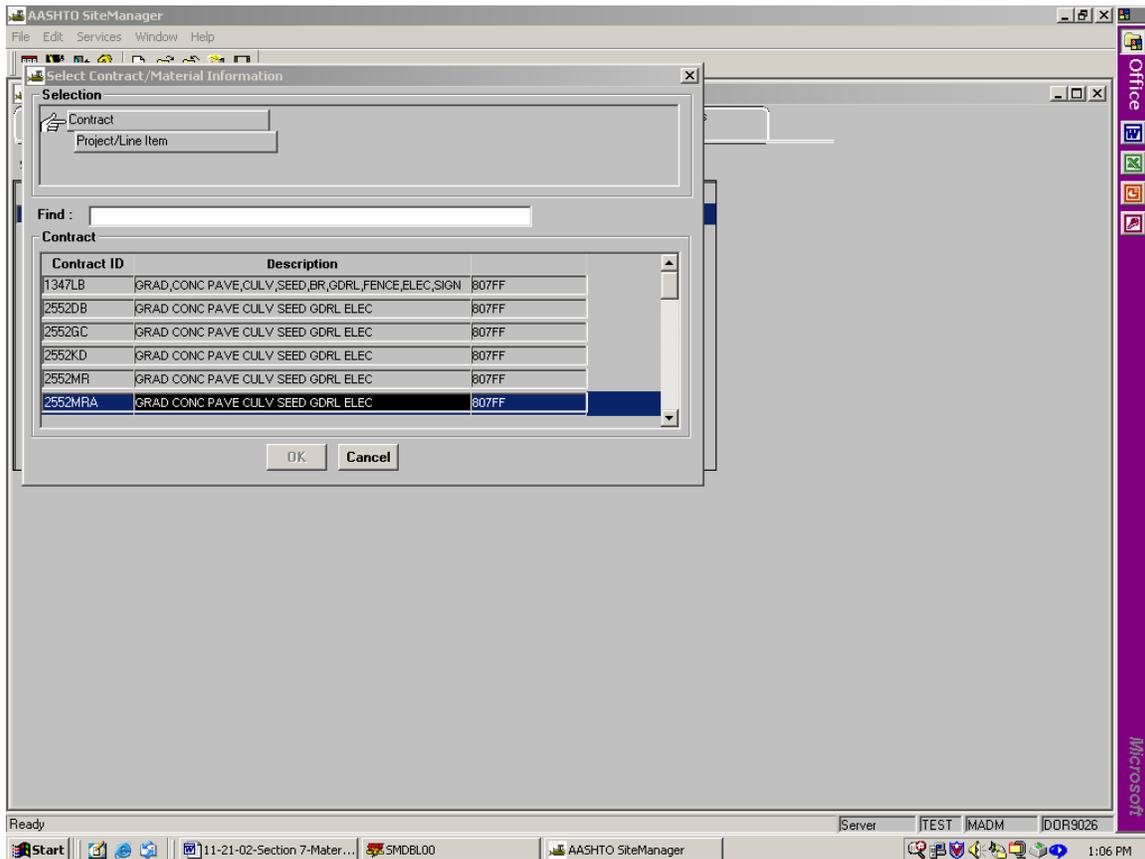
Save 

Instructions For Contracts With Multiple Portland Cement Concrete Line Items

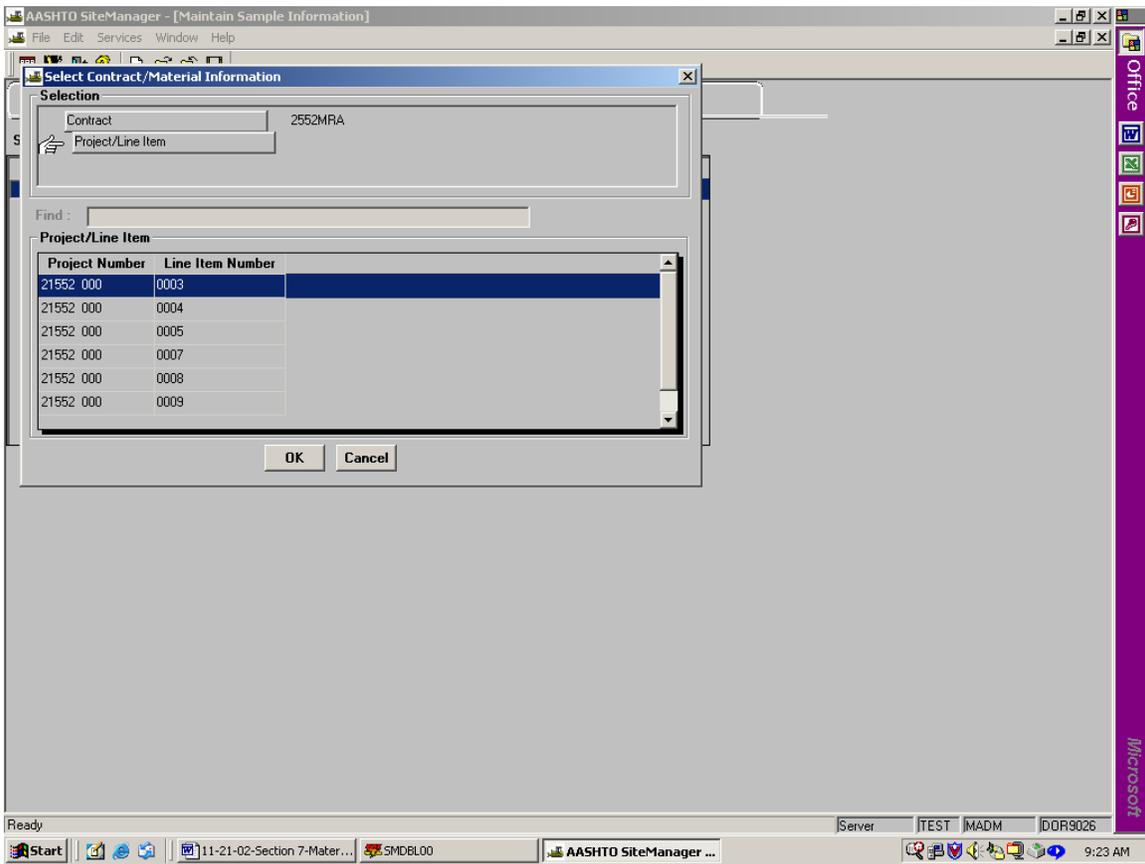
When you select the Contract tab the contracts that have Portland Cement Concrete line items will be displayed.

(Note: If the contracts are not displayed select the new icon  and they should appear)

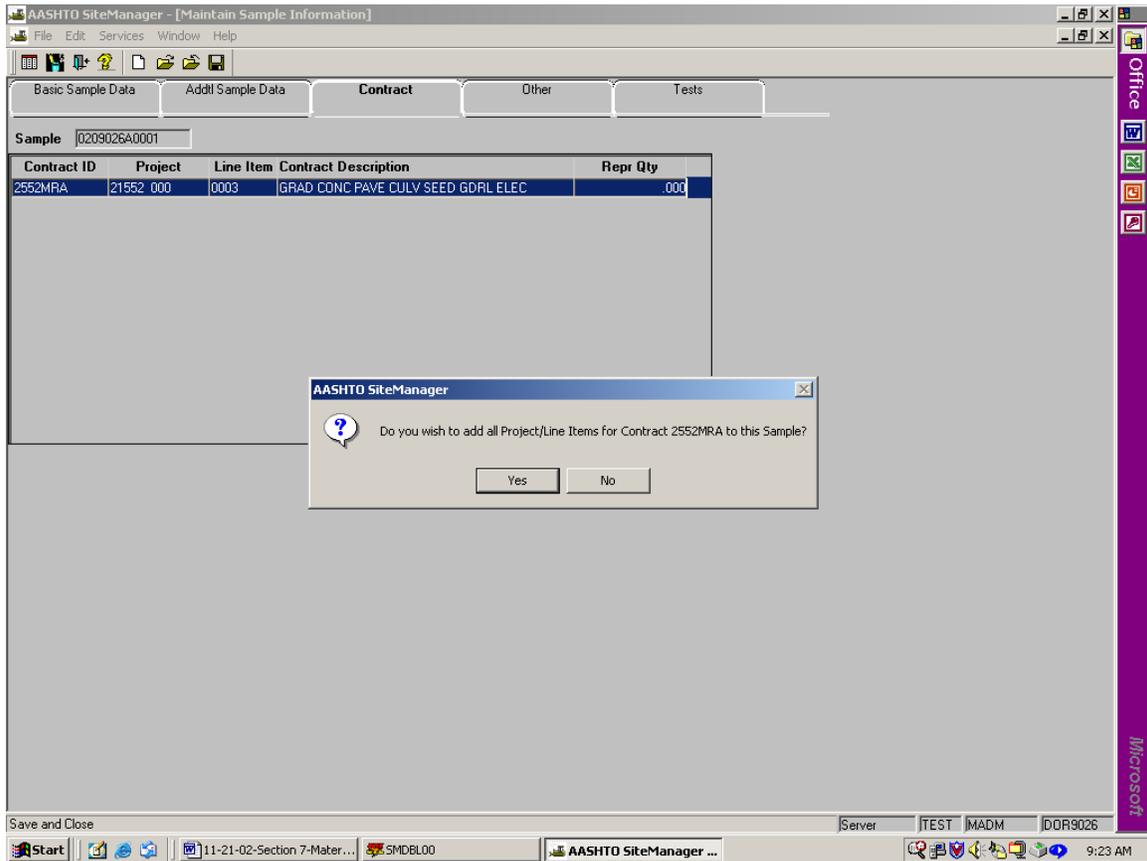
Highlight the Contract ID you are assigning this sample to. Double Click.



Highlight one of the Project/Line Items that this sample is representing.
Click ok once.



After you have selected ok, you will receive the message shown below.



If you want this sample linked to only the one line item you highlighted select "No".

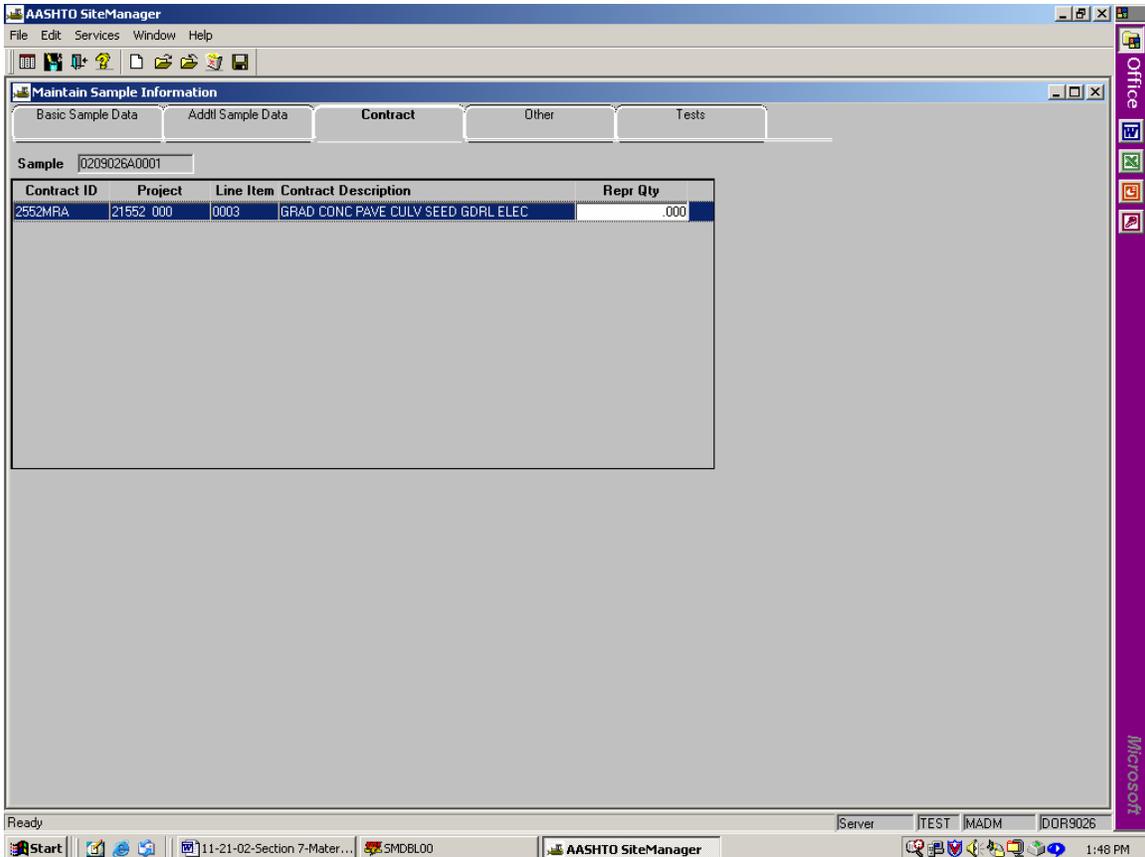
If you want this sample assigned to multiple, but not all, of the line items select "No".

If you want this sample assigned to all of the related line items select "Yes".

To link your Portland Cement Concrete sample to additional line items you will need to select these line items one at a time.

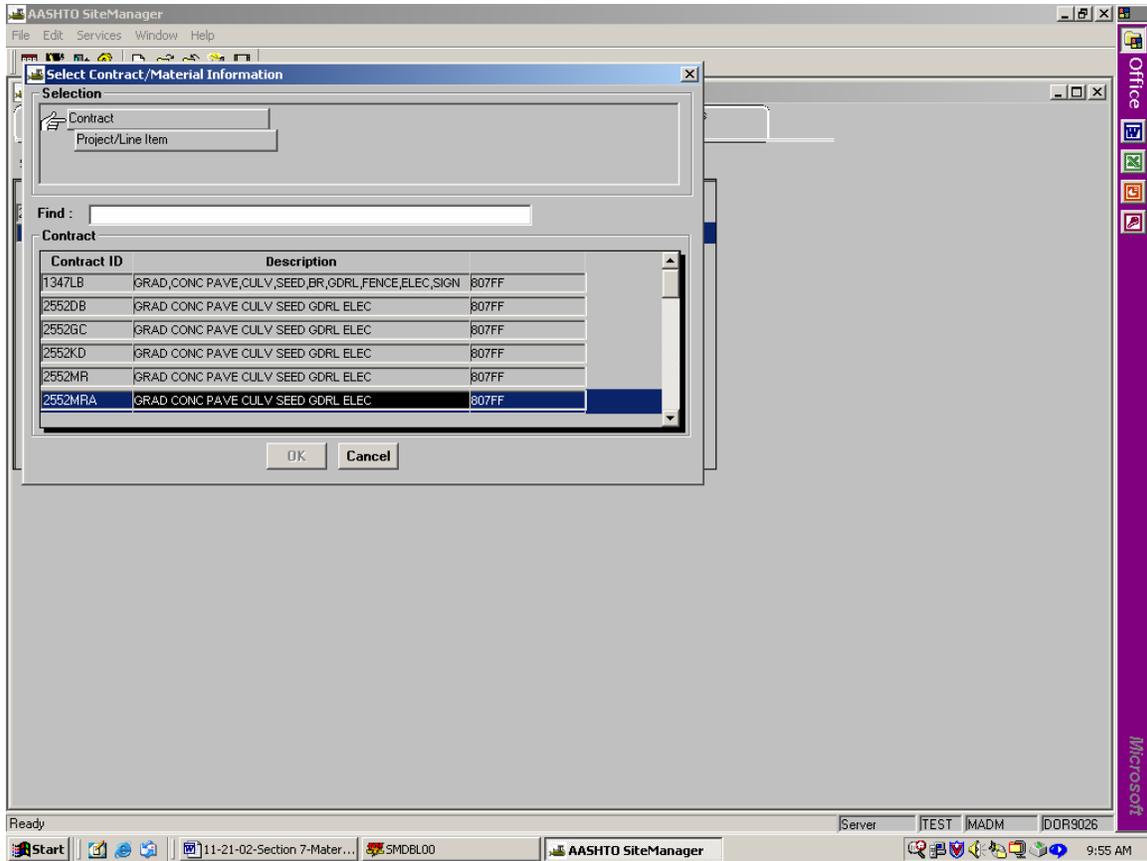
After you have selected the first line item your screen will appear as shown below.

To add a second line item click on the new icon .



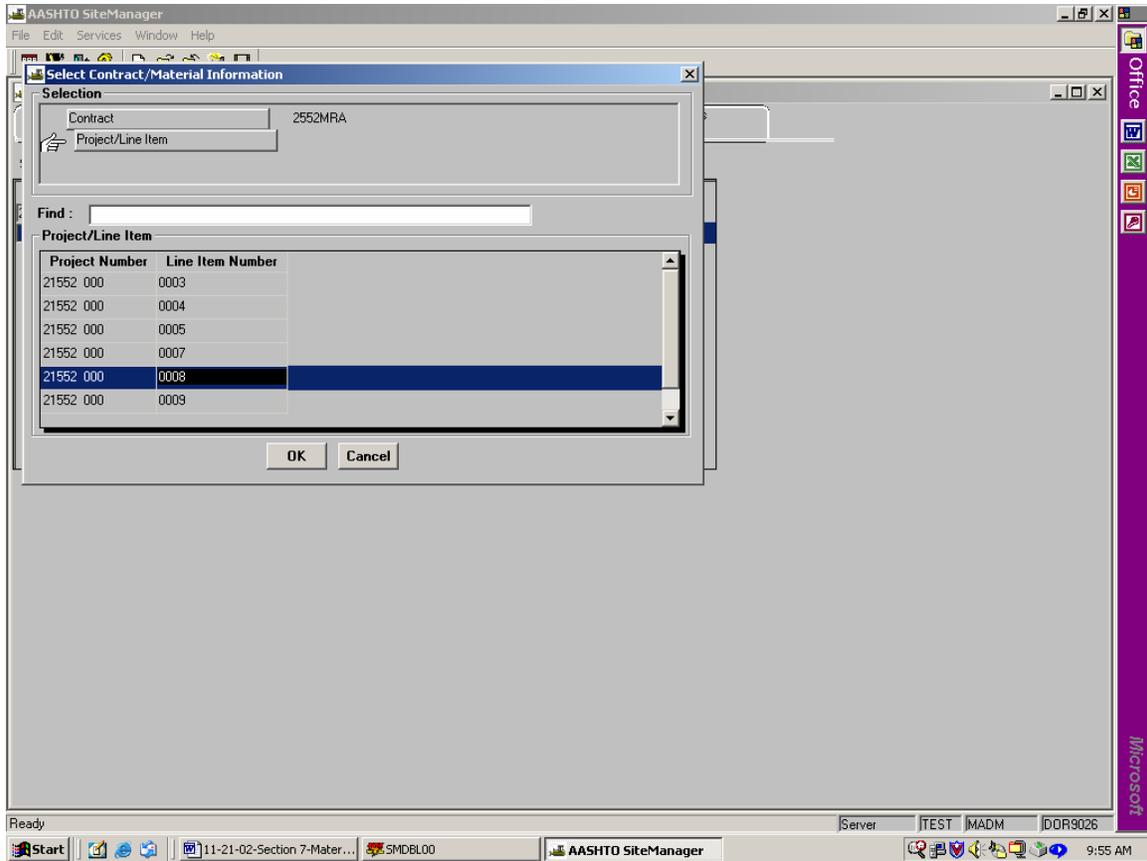
This will display all of the contracts that have Portland Cement Concrete.

Select the contract and double click.



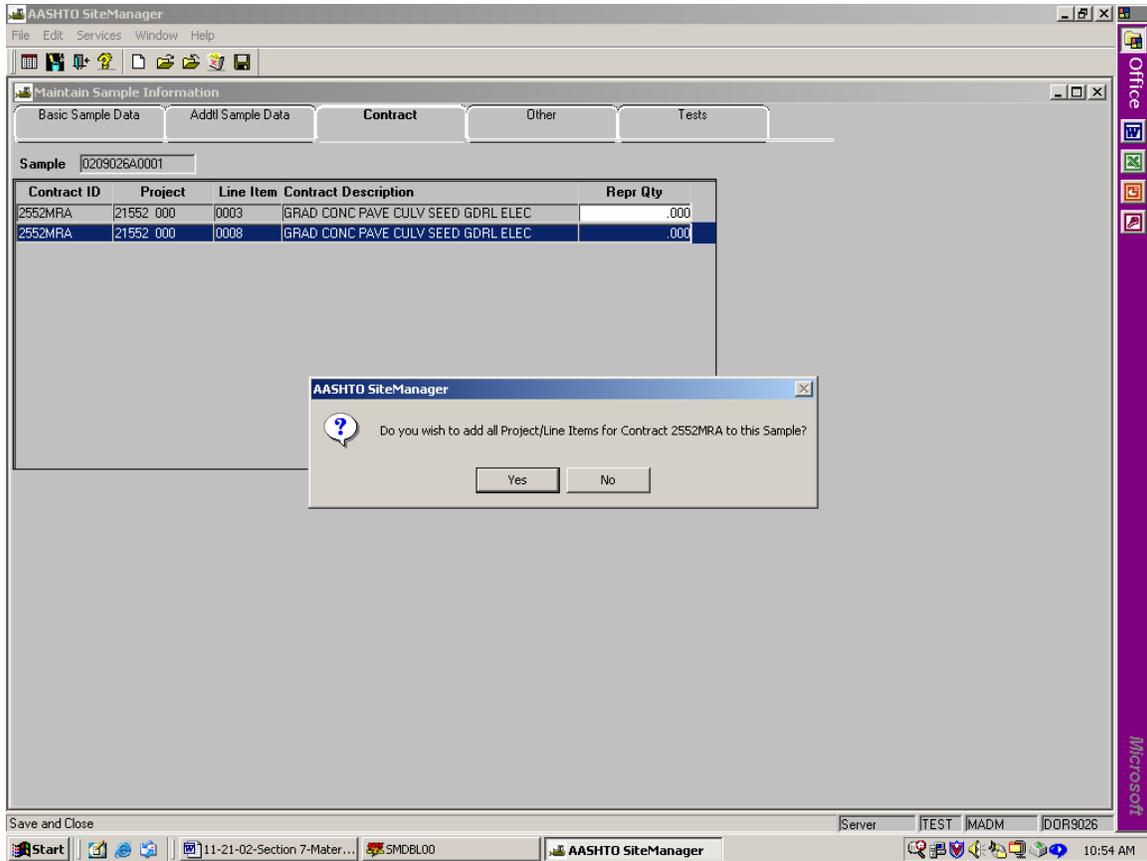
Select the additional line item you wish to associate your sample with.

Click ok once.

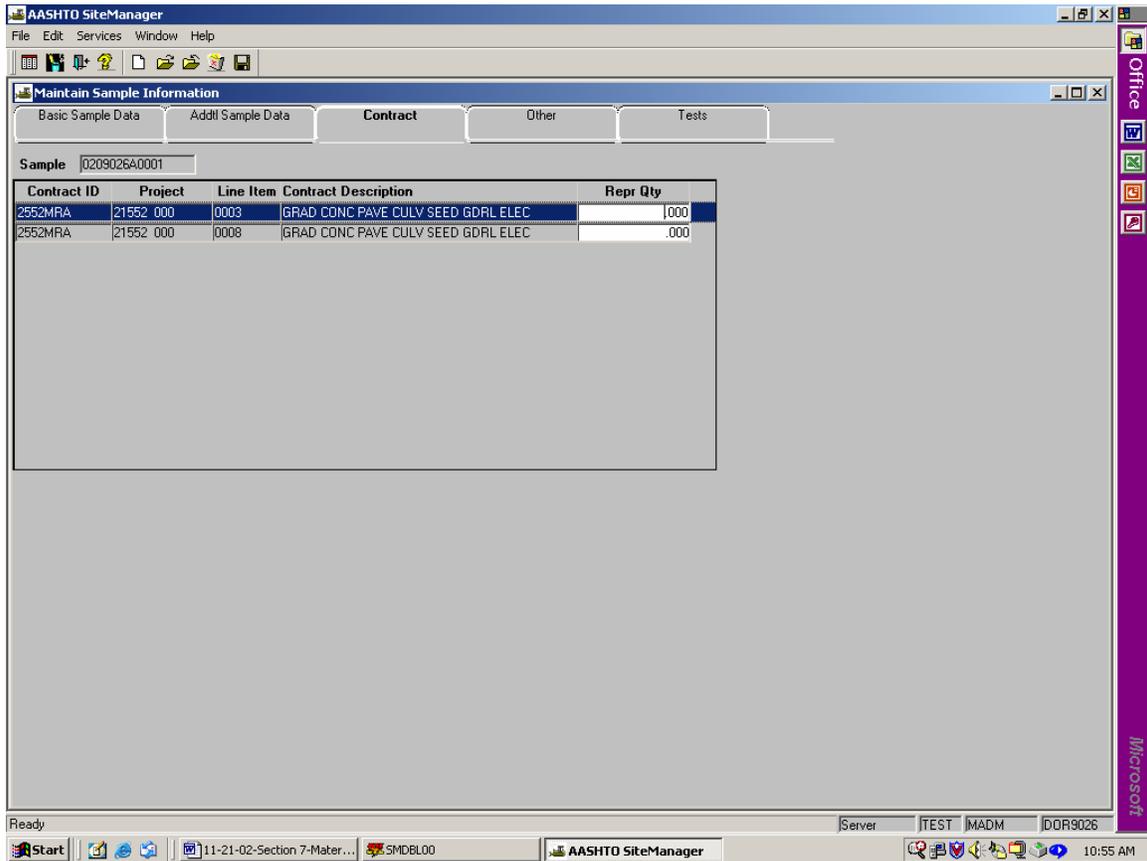


You will receive the message shown below.

Select No.

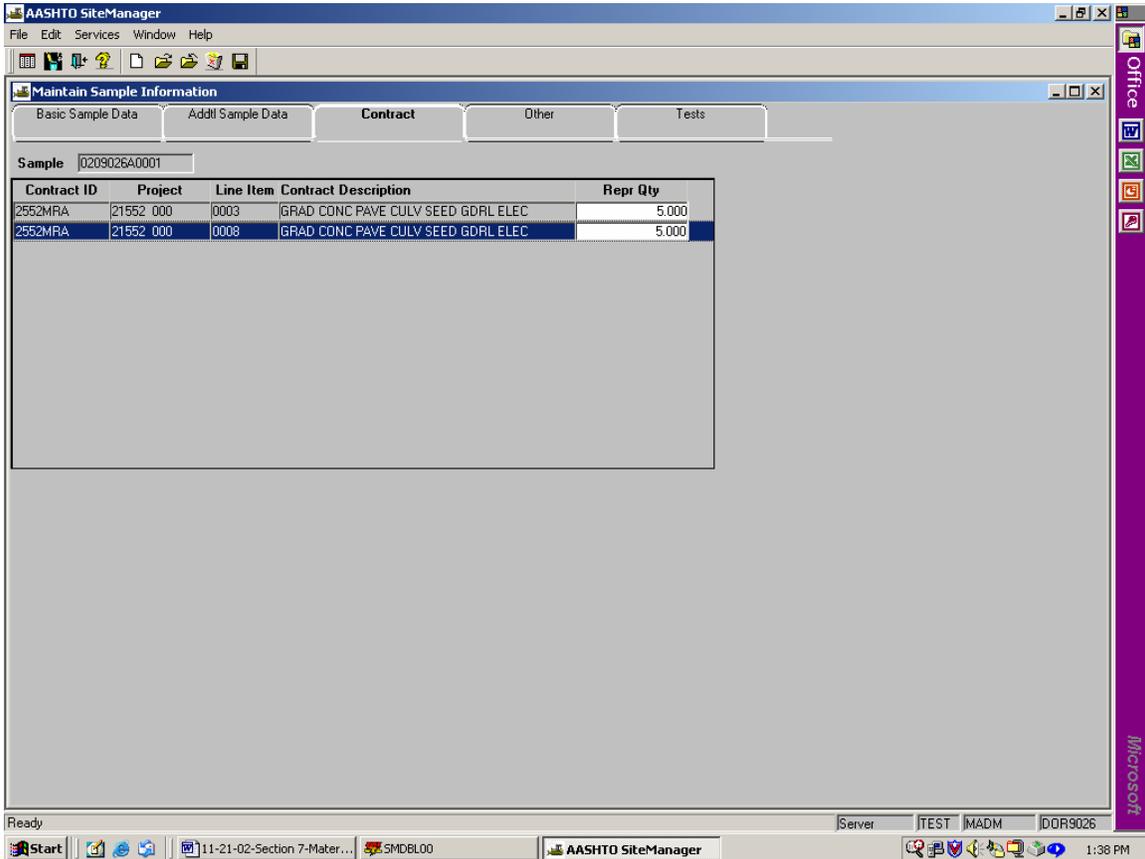


Your sample has now been associated to two line items.



Follow the steps outlined in Pages 19 through Page 22 for every line item you wish to associate to your sample.

The Repr Qty field is an optional field. You are not required to enter the represented quantities; it is at your discretion.

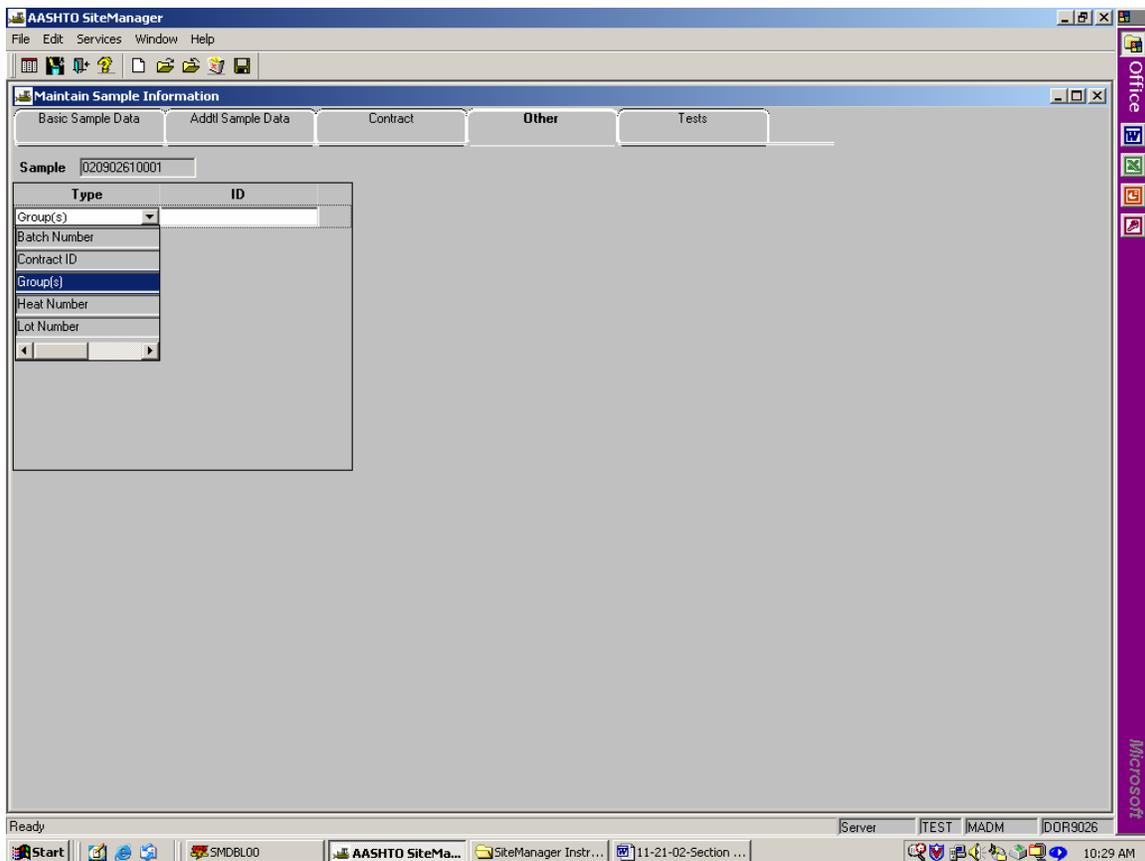


Click on the save icon 

Other Tab (FIELD PERSONNEL WILL ENTER THE DATA FOR THE CONTRACT TAB)

If you would like to track the Group number that this placement is used on you can do it on this tab. This is an optional step, use at your discretion.

On the dropdown list under Type select Group(s). In the ID column enter the group or groups that this concrete is placed on.



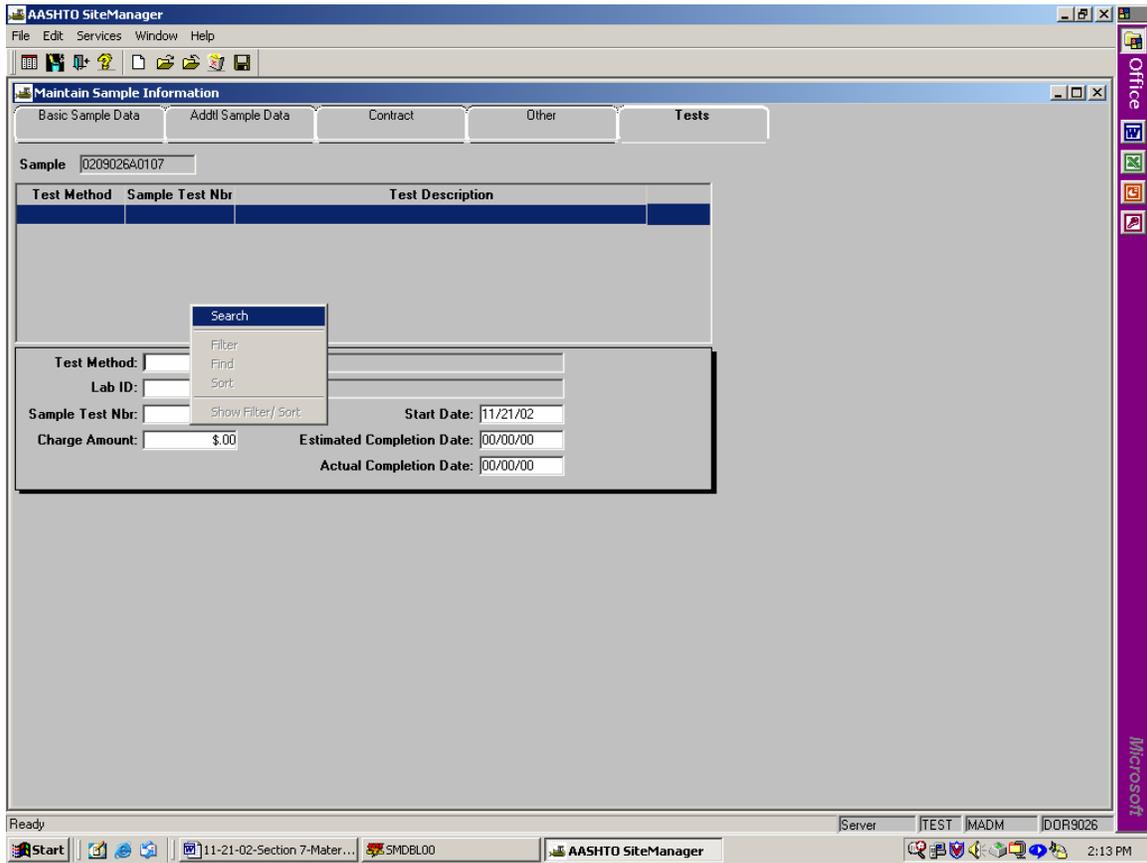
Click on the save icon  if you make an entry in this field.

Tests Tab

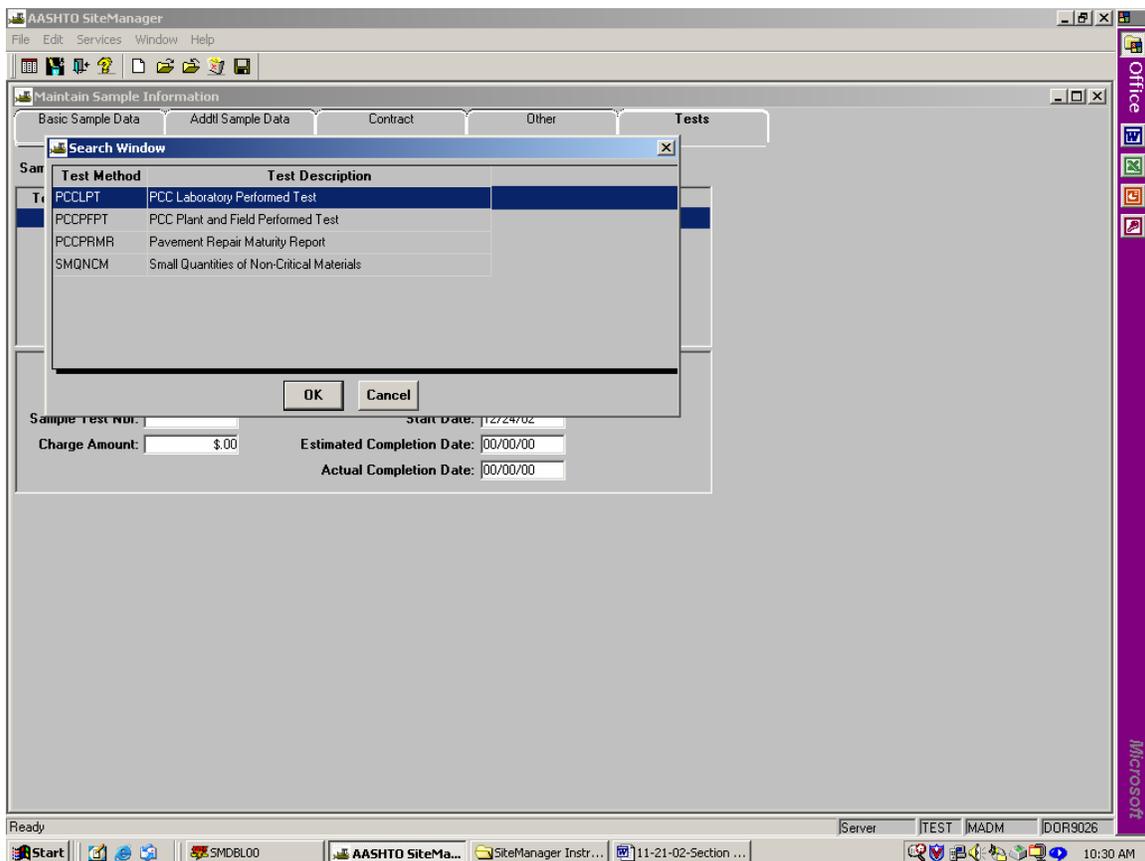
The Concrete Proportioning Report, Small Quantity Acceptance, Maturity Meter and Concrete Cylinder Compressive Strength reports will be accessed through the Tests tab.

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations. The main window is titled "Maintain Sample Information" and has five tabs: "Basic Sample Data", "Addtl Sample Data", "Contract", "Other", and "Tests". The "Tests" tab is currently selected. Below the tabs, the "Sample" field contains the value "0209026M0001". A table with the following columns is displayed: "Test Method", "Sample Test Nbr", and "Test Description". Below the table is a form with the following fields: "Test Method:" (text input), "Lab ID:" (text input), "Sample Test Nbr:" (text input), "Charge Amount:" (text input with "\$00" next to it), "Start Date:" (date input with "12/11/01" next to it), "Estimated Completion Date:" (date input with "00/00/00" next to it), and "Actual Completion Date:" (date input with "00/00/00" next to it). The status bar at the bottom shows "Ready" on the left and "Server TEST MT DOR9026" on the right.

Perform a Search in the Test Method field.



This will display the Test Methods and Test Descriptions that have been associated with Portland Cement Concrete.



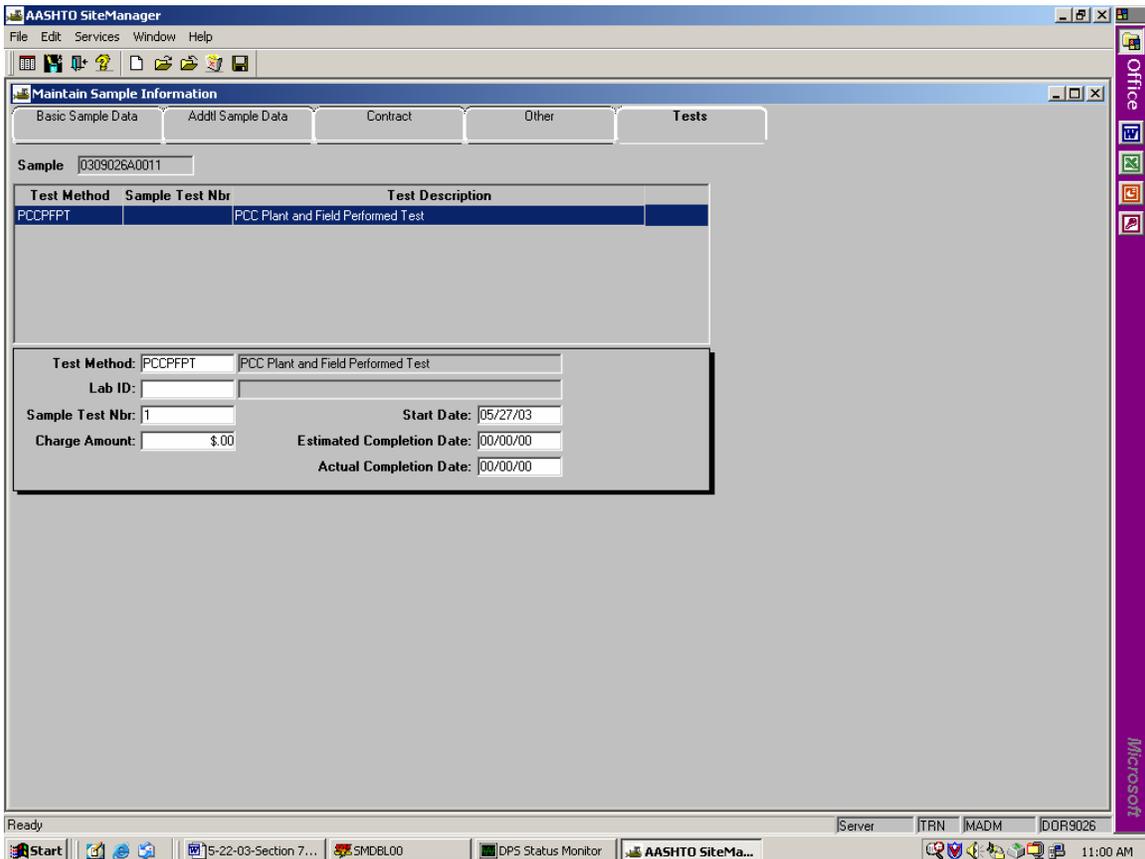
Select the appropriate Test Method:

- 1) PCC Laboratory Performed Test** – For use by the Materials and Research Division to enter cylinder compressive strength. Field personnel may use this test method to access the compressive strengths for their projects. **LABORATORY**
- 2) PCC Plant and Field Performed Tests** – This will be used by plant and field personnel to enter the concrete proportioning data and field performed test results. **PLANT AND FIELD**
- 3) Pavement Repair Maturity Report** – This will be used by field personnel to enter the Maturity Meter data. **FIELD**
- 4) Small Quantities of Non-Critical Materials** – This will be used by field personnel for authorizing small quantities of Portland Cement Concrete as outlined in the Materials and Research Division Sampling Guide, Section 27, Note 1. **FIELD**

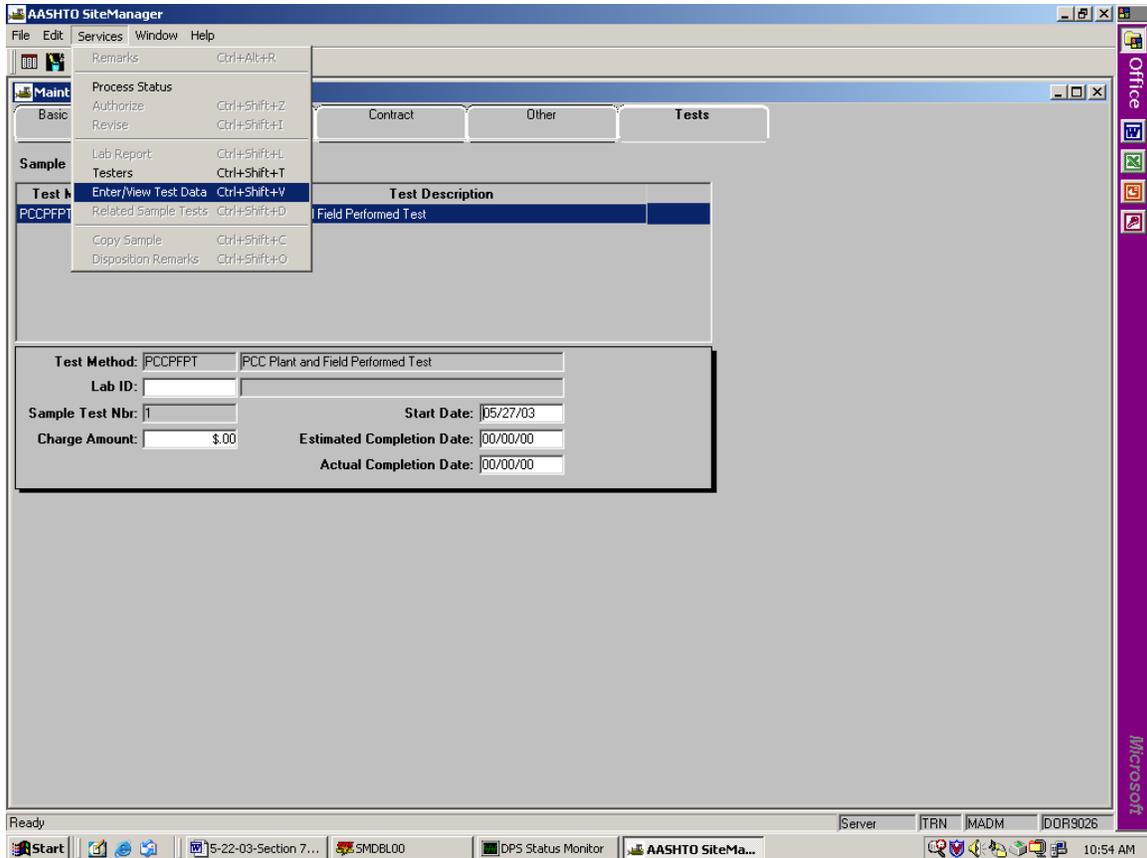
After you have selected the appropriate test method you will move your cursor to the Sample Test Nbr field.

Enter the number “1” in the Sample Test Nbr field. The only time that you will not enter the number 1 is if you use that test description more than once for this sample. (i.e. the proportioning report template allows you to report two lines of proportioning data. If you run more than two air tests you will enter those test results on the first template. To report the remaining air tests you will return to the “Tests” tab and select the PCC Plant and Field Performed Test template again. This time you will enter the number “2” in the Sample Test Nbr field. You can then report the remaining air test results).

The Sample Test Nbr is the number of times you use a particular template for a single sample.



After you have selected the template and entered the Sample test number you will go to Services and then Enter/View Test Data.



You will then be able to view the selected template.

If you would like to print a template you can do so by selecting the “Ctrl” and “P” keys on your computer keyboard. This will send a copy to your printer.

Following are examples of each test template:

PCC Laboratory Performed Tests (**LABORATORY**)

(See Section 7B for detailed instructions regarding compressive strength data entry).

The screenshot shows the 'PCC LABORATORY TEST' dialog box within the AASHTO SiteManager application. The dialog box is titled 'PCC LABORATORY TEST' and contains the following fields and sections:

- Sample Date:** 00/00/00
- Break Date:** 00/00/00
- Age:** DAY
- Cylinder Size:** 6 X 12
- Machine Load:** [Empty]
- Compressive Strength:** PSI [Empty] and Mpa [Empty]
- Non-Standard Sized Cylinders:** Dia. [Empty] X Length [Empty]
- Comments:** [Empty text area]

The dialog box also includes 'OK' and 'Cancel' buttons at the bottom. The background shows the AASHTO SiteManager interface with a menu bar (File, Edit, Services, Window, Help) and a taskbar at the bottom with various icons and the system clock showing 2:05 PM.

Laboratory personnel will enter the sample date, minimum compressive strength requirements, break date, age and machine load. The PSI and Mpa compressive strengths are automatically calculated.

The PSI and Mpa compressive strength fields will be displayed in red if the compressive strength fails to meet specification requirements.

A Portland Cement Concrete compressive strength summary is available in RUG.

To access this report go to RUG.

You will then select Reports, Materials & Research, Portland Cement Concrete Cylinders. You can then get a summary either by Contract or Ready Mix Plant.

PCC Plant and Field Performed Tests

If there is a single inspector that performs both the plant and field tests he will complete the entire proportioning report template.

If there is a permanent plant inspector at the ready mix plant he will enter the proportioning data into SiteManager that pertains to the plant performed tests.

The plant inspector will complete a sample identification tag which states the sample identification number he has assigned to this sample.

This tag will be delivered to the field inspector on the first truckload of concrete to the jobsite.

The field inspector will access the sample that the plant inspector has created. The field inspector will then enter the information that relates to the actual field tests that were performed, structure information and curing methods used.

The field inspector will also: 1) enter his name in the Sampled By field on the Basic Sample Data tab, 2) complete the “Addt Sample Data”, “Contract” and “Other” tabs

If the Project Manager prefers that one inspector enter all of the concrete proportioning data that is acceptable.

Target Weight of Cement per C.Y.		PCC PLANT / FIELD PERFORMED TESTS						
<input type="text"/>	lbs	BATCH WEIGHT / LBS					WET WEIGHT	
<input type="text"/>	lbs	Cement	Fly Ash	Silica Fume	GGBS	Water at Mixer	Aggregate Fine	Aggregate Coarse
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPECIFIC GRAVITY ENTER 1 IF NOT USED					% FREE MOISTURE			
Cement	Fly Ash	Silica Fume	GGBS	Aggregate		Aggregate		
				Fine	Coarse	Fine	Coarse	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Water at Job		Cubic Yards of Concrete		Cement Per C.Y.s Batched		% of Required Cement		Water/Cement Ratio
<input type="text"/>	gal	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>	gal	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
Time	% Air	Slump	Unit Weight		Calc. Unit Weight	Concrete Temp		
<input type="text"/>	<input type="text"/>	<input type="text"/>	in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F
<input type="text"/>	<input type="text"/>	<input type="text"/>	in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F
Admixtures Per 100 lbs of Cement								
Admixture		Qty-oz		Admixture		Qty-oz		
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
Concrete Structure		Group	Required	Used	Wasted	Required PSI		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method of Cure		WORK CYLINDERS		<input type="text"/>				
<input type="text"/>		<input type="text"/>		<input type="text"/>				
Comments:		<input type="text"/>						
<input type="text"/>		<input type="text"/>						
<input type="text"/>		<input type="text"/>						

Hints:

- Target weight of cement – You will enter the weight of just the Portland cement for a cubic yard of concrete. Do not include the weights of fly ash, silica fume or ground granular blast furnace slag.
- Batch Weight Fields – Enter the weights of the entire amount batched. If you do not use a specific material no entry needs to be made.
- Specific Gravity Fields - if you do not use a specific material enter a “1” in that field.
- Use Military Time
- Unit Weight Field – Will be used by Prestress personnel.
- Enter all information in English even if you have a metric project.

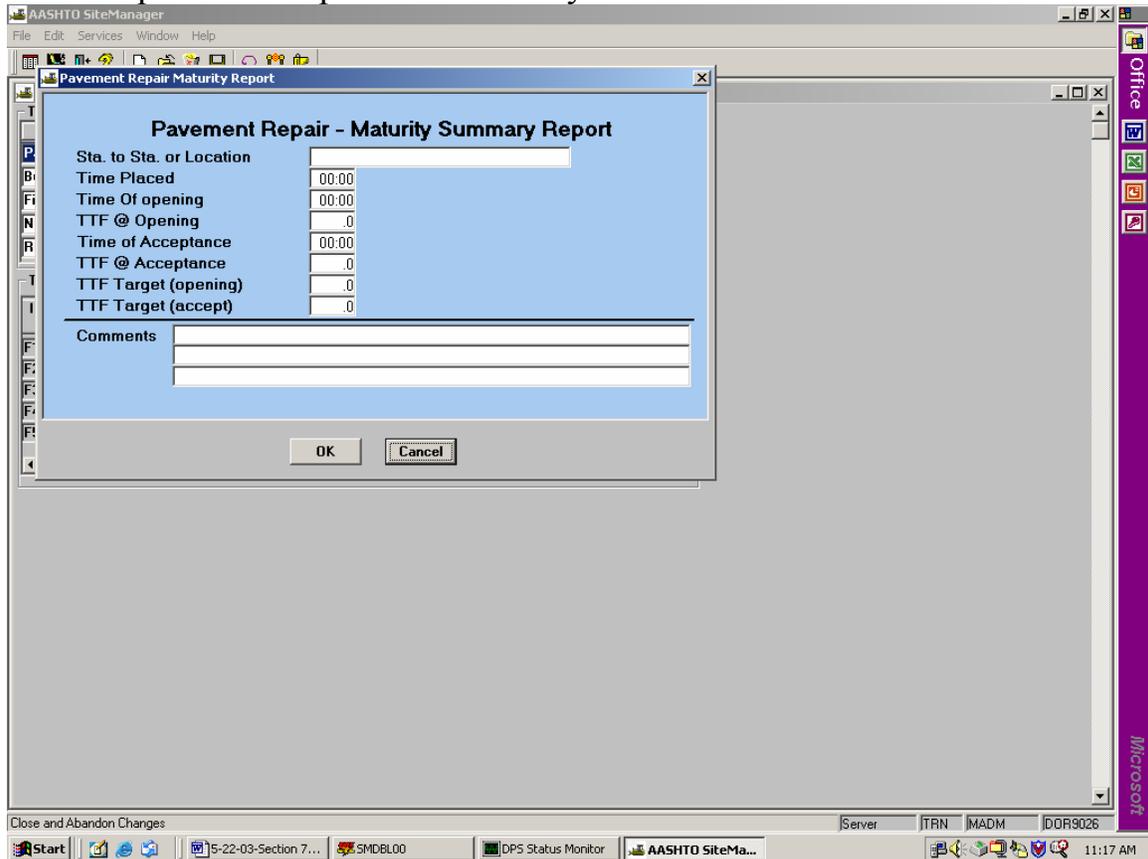
- g) Field personnel will enter the PSI requirement for each structure. To compute MPa to psi multiply the MPa x 145 (i.e. 30 MPa x 145 = 4350 psi).
- h) The fields shown in white are manual entry fields.
- i) The fields shown in blue are automatically calculated fields.
- j) The Admixture fields are a drop down list that you can select the type of admixture and enter the amount used.

NOTE: If this template does not contain enough room to enter all of your test results return to the Tests Tab. Select the PCCPFPT – PCC Plant and Field Performed Test Method and enter the number 2 in the Sample Test Nbr field. This will provide you with a new template to enter the remainder of your test results.

After completion of the PCC Plant and Field Test template, return to the tests tab and enter a date in the Actual Completion Date field.

Pavement Repair Maturity Meter (FIELD)

This template will capture the maturity meter data.



Hint: Use Military Time

Small Quantities of Non-Critical Materials (FIELD)

The screenshot shows the AASHTO SiteManager application window. A dialog box titled "Small Quantities of Non-Critical Materials" is open. The dialog box has a blue header and contains the following text:

SMALL QUANTITIES OF NON-CRITICAL MATERIALS
THIS IS TO CERTIFY THAT:
All of the Items listed below have been declared to be " Small Quantities of Non-Critical Materials" as defined in the "Materials Sampling Guide". The basis for waiving the State's normal, established sampling and testing policies and procedures is one of the following:

- (a) Accepted on the basis of visual examination and knowledge that these sources have recently furnished similar material which was found to be satisfactory under the State's normal sampling and testing procedures.
- (b) Accepted on the basis of notarized Certifications by the producers or suppliers stating that the material complies with the specification requirements.

Comments:

There are two empty text input fields for comments. At the bottom of the dialog box are "OK" and "Cancel" buttons.

The background window shows the AASHTO SiteManager interface with a menu bar (File, Edit, Services, Window, Help) and a toolbar. The taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 10:23 AM.

This template will allow the project manager or one of his inspectors to accept a small or non-critical placement of concrete.

After you have entered the information on the template return to the tests tab and enter a date in the Actual Completion Date field.

If the placement of Portland Cement Concrete is accepted using this method field personnel will authorize the sample.

This completes the field personnel's required SiteManager entries.

Submitting The Sample To The Laboratory

Complete the Sample Identification tag as outlined in Section 4.

The Sample Identification Tag may then be enclosed in a sample envelope and attached to the set of cylinders and send to the appropriate laboratory.

When submitting the cylinders to the laboratories please write the sample identification number on each cylinder in permanent marker.

It is advisable to work directly with the laboratory that will be breaking your cylinders regarding any additional information that they may need.

WARNING: THE CENTRAL LABORATORY OR THE BRANCH LABORATORIES WILL NOT ACCEPT ANY SAMPLE THAT HAS NOT BEEN PROPERLY DOCUMENTED IN SITEMANAGER.

THE SAMPLE IDENTIFICATION TAG AND SAMPLE IDENTIFICATION NUMBER MUST ACCOMPANY THE CYLINDERS.

WITHOUT THIS INFORMATION THE LABORATORIES HAVE NO WAY TO TRACK YOUR SET OF CYLINDERS.

Section 7B

Materials Management Portland Cement Concrete

Portland Cement Concrete Laboratory Instructions

Date: November 21,2002
Revised: May 6, 2003

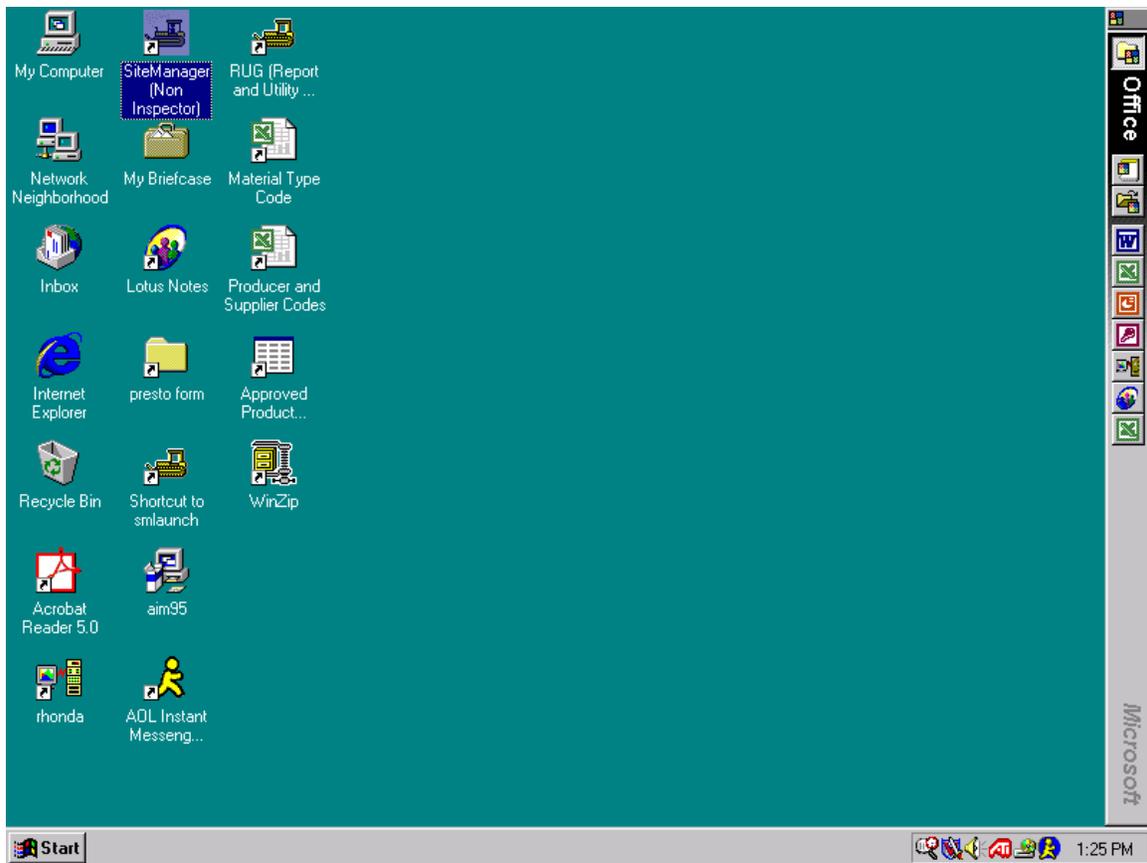
SECTION 7B

MATERIALS MANAGEMENT PORTLAND CEMENT CONCRETE LABORATORY INSTRUCTIONS FOR PORTLAND CEMENT CONCRETE

Purpose: Section 7B will outline the laboratory instructions for Portland Cement Concrete.

Detailed below are the necessary steps:

Select the SiteManager (Non-Inspector) Icon. Double Click.

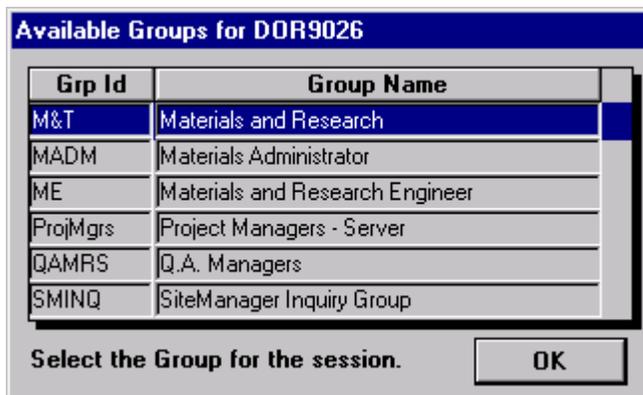


Enter your user ID and Password. Connect to: Server
 (My user id is: _____)
 (Password Hint: _____) Do not reveal your password as
 this will risk the SiteManager security system.
 Select the Logon button. Click once.



The dialog box is titled "SiteManager Logon" and features the SiteManager logo (a stylized 'S' with "Transport" above it and "Construction Management Software" below it). Below the logo are three input fields: "User ID:" containing "DOR9026", "Password:" containing "xxxxxxx", and "Connect to:" with a dropdown menu set to "Server". At the bottom are three buttons: "Logon", "Change Password", and "Close". Below the buttons is copyright information: "Copyright © 1996 by the American Association of State Highway and Transportation Officials, Inc. 444 North Capitol Street, N.W., Suite 249 Washington, D.C. 20001 U.S.A. [202] 624-5800". At the very bottom is a text box with the placeholder "Enter the User Password."

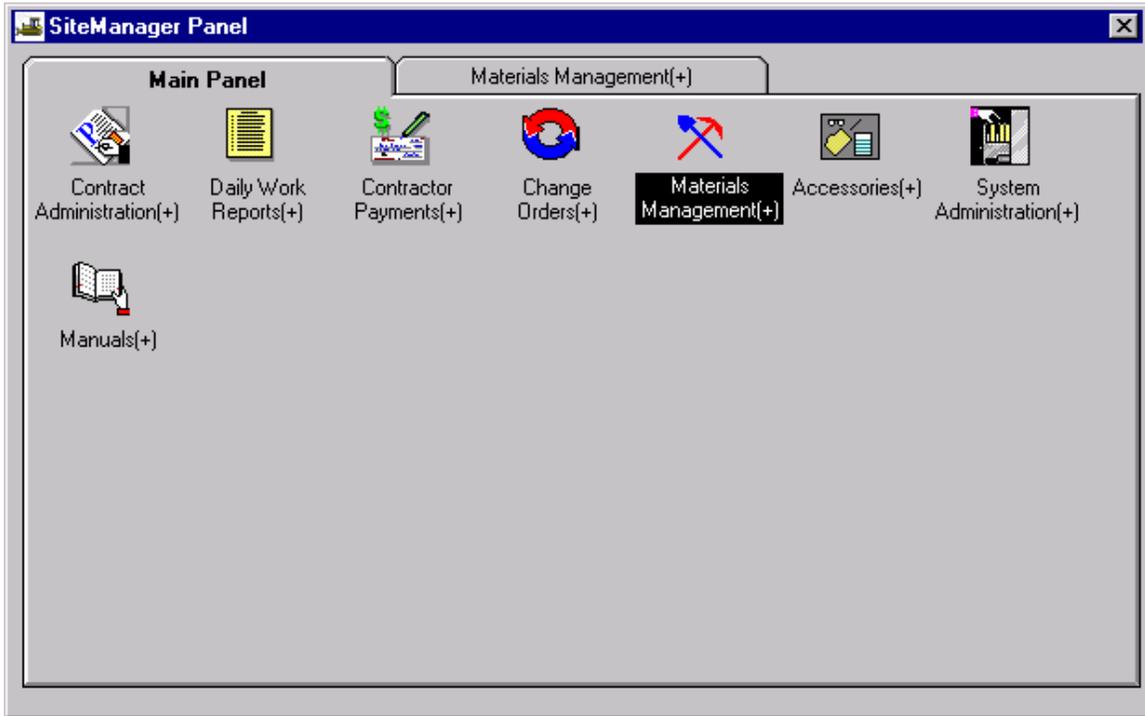
Select Correct Group Id and Group Name
 (My Group Is: _____)
 Select OK button. Click once.



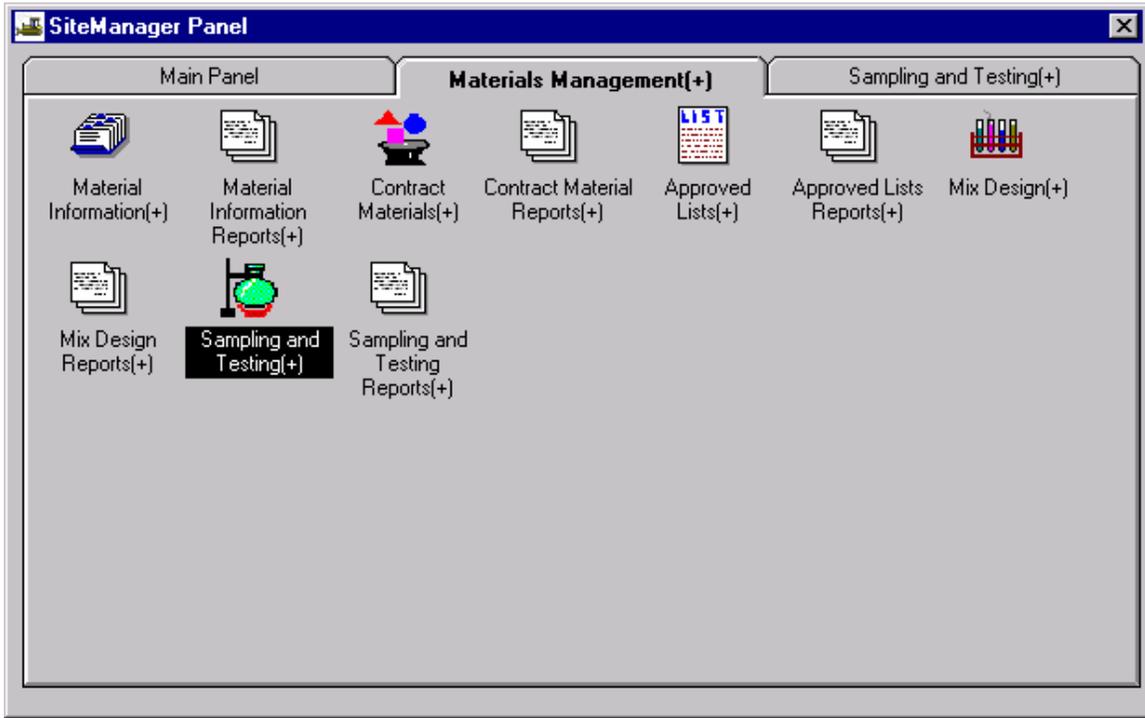
The dialog box is titled "Available Groups for DOR9026" and contains a table with two columns: "Grp Id" and "Group Name". The "Materials and Research" group is selected. Below the table is the text "Select the Group for the session." and an "OK" button.

Grp Id	Group Name
M&T	Materials and Research
MADM	Materials Administrator
ME	Materials and Research Engineer
ProjMgrs	Project Managers - Server
Q&MRS	Q.A. Managers
SMINQ	SiteManager Inquiry Group

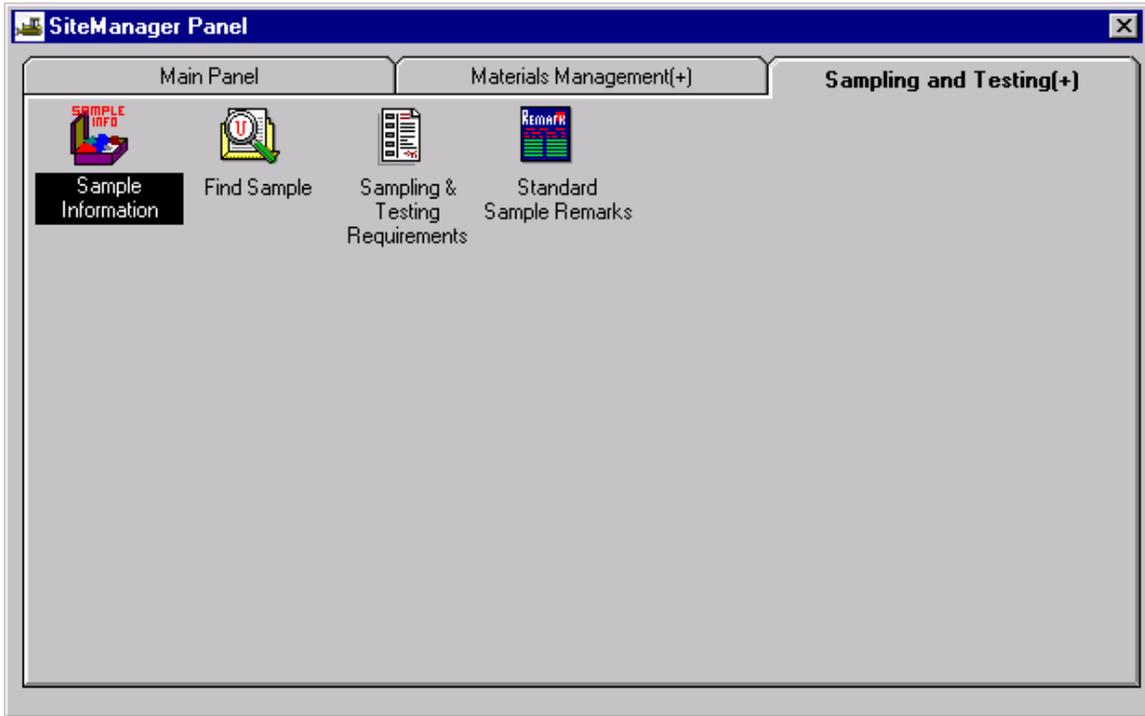
Select the Materials Management(+) Icon. Double click.



Select the Sampling and Testing(+) Icon. Double click.



Select the Sample Information Icon. Double click.



You will now be at the Maintain Sample Information Screen.

On this screen you will see five tabs. They are labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

The screenshot displays the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The toolbar contains various icons for file operations and help. The main window is titled 'Maintain Sample Information' and features five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active, showing a form with the following fields:

- Smpl ID:
- Smpl Unit:
- Status:
- Revised By:
- Revising:
- Smpl Dt:
- Link To:
- Link From:
- Log Dt:
- Smpl Type:
- Acpt Meth:
- Smpld By:
- Material:
- P/S:
- Type:
- City:
- Mnfr:
- Town:
- Geog Area:
- Prod Nm:
- Intd Use:
- Represented Quantity:
- Auth By:
- Auth Date:

The status bar at the bottom shows 'Ready' on the left and 'Server | TEST | MT | DOR9026' on the right.

Shown below are the instructions for each tab.

Basic Sample Data Tab

When sets of concrete cylinders are received in the laboratory a Sample Identification Tag will accompany them.

This tag will possess a sample identification number that has previously been recorded in SiteManager by field personnel.

The sample identification number can also be written directly on the concrete cylinders with permanent marker.

Note: If the concrete cylinders do not have the identification tag or identification number, or if the necessary information is not in SiteManager contact the Project Manager so field personnel can enter the necessary data.

The Basic Sample Data tab should appear as shown below.

The screenshot displays the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main window is titled 'Maintain Sample Information' and features five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is currently active. The form within this tab contains the following fields and controls:

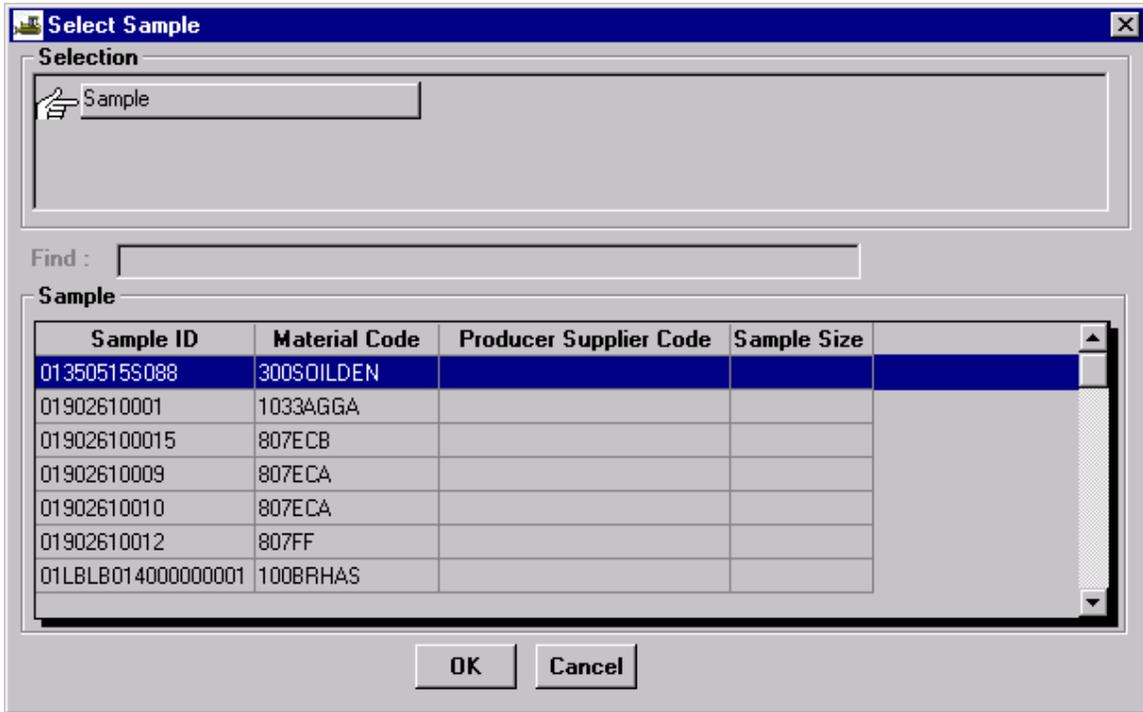
- Smpl ID:
- Smpl Unit:
- Status:
- Revised By:
- Revising:
- Smpl Dt:
- Link To:
- Link From:
- Log Dt:
- Smpl Type:
- Acpt Meth:
- Smpld By:
- Material:
- P/S:
- Type:
- City:
- Mnctr:
- Town:
- Geog Area:
- Prod Nm:
- Intd Use:
- Represented Quantity:
- Auth By:
- Auth Date:

The status bar at the bottom of the window shows 'Ready' on the left and 'Server TEST MT DOR9026' on the right.

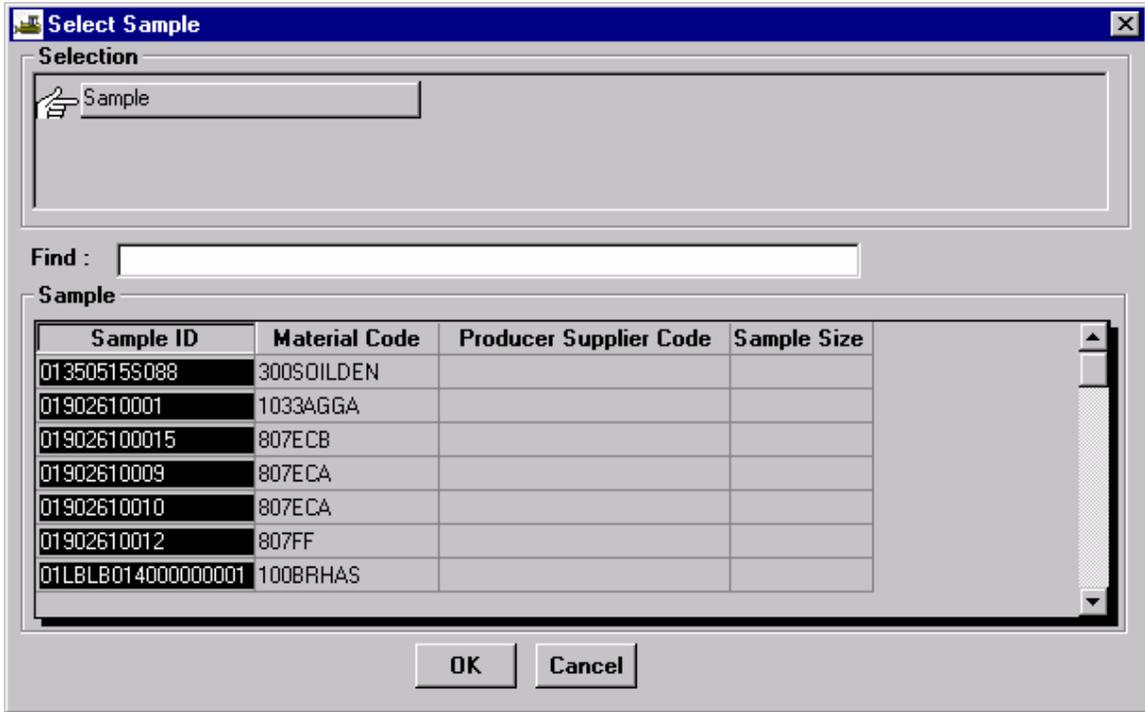
Select the Open  Icon

The Select Sample screen will now be displayed.

This screen contains all of the material samples that have been entered in SiteManager.

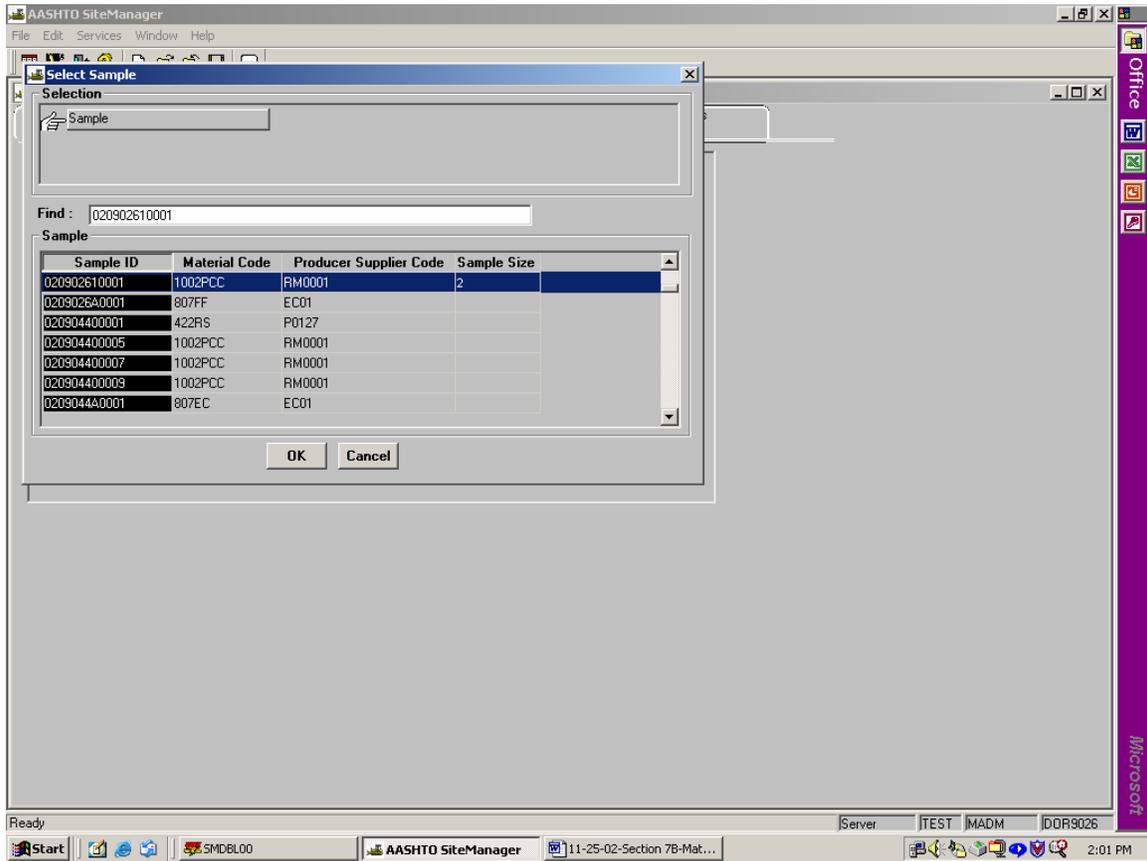


Click on the Sample ID column. This will highlight and sort that column. It will also make the Find field available. This feature can also be performed on the Material Code column.



To locate the Sample ID that corresponds with the number that is on the Sample Identification Tag or the concrete cylinder use the scroll bar or type the sample identification number in the find field.

When you have located the sample highlight that line and click the ok button once.



The Maintain Sample Information screen will now display the sample data that was completed by field personnel.

The screenshot shows the 'Maintain Sample Information' window in the AASHTO SiteManager application. The window has a menu bar (File, Edit, Services, Window, Help) and a toolbar. Below the toolbar are tabs for 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active, showing a form with the following fields:

Smpl ID:	020902610001	Smpl Unit:	CU YD	Status:	Received
Revised By:		Revising:		Smpl Dt:	11/22/02
Link To:		Link From:		Log Dt:	11/26/02
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026 DeButts, Rhonda				
Material:	1002PCC Portland Cement Concrete				
P/S:	RM0001 Adams-Adams Ready Mix/Beatrice Concrete				
Type:	PCC	City:	No Address Found		
Mnfrctr:		Town:			
Geog Area:	District 1	Prod Nm:	47B		
Intd Use:	driveway	Represented Quantity:	15.000		
Auth By:		Auth Date:	00/00/00		

Fill in the following information:

Status: Change the Status to Received

Log Dt: Enter the date the sample was received in the laboratory.

Select the save  icon.

Addtl Sample Data Tab

This tab will display how many cylinders were made for this concrete placement.

The screenshot displays the AASHTO SiteManager application window. The main window is titled "Maintain Sample Information" and has several tabs: "Basic Sample Data", "Addtl Sample Data" (which is selected), "Contract", "Other", and "Tests". The "Addtl Sample Data" tab contains a form with the following fields:

- Smpl ID: 020902610001
- Buy American:
- Reqst By: [text box]
- Witnessed By: [text box]
- Smpl Size: 2 Cylinders
- Dist from Grade: [text box]
- Station: [text box]
- Offset: [text box]
- Reference: [text box]
- Smpl From: [text box]
- Smpl Origin: [text box]
- Control Type: [text box]
- Cntrl Number: [text box]
- Seal Number: [text box]
- Design Type: [text box]
- Mix ID: [text box]
- Plant ID: [text box]
- Plant Type: [text box]
- External Reference Document: [text box]
- Creator User ID: DOR902
- Include Standard Remarks:
- Last Modified User ID: DOR902
- Last Modified Date: 11/25/02

The Windows taskbar at the bottom shows the Start button, several icons, and the following taskbar items: SMD8L00, AASHTO SiteManager, and 11-25-02-Section 7B-Mat... The system tray on the right shows the time as 2:03 PM.

Tests Tab

This is the tab that you select the tests that need to be performed for this particular sample.

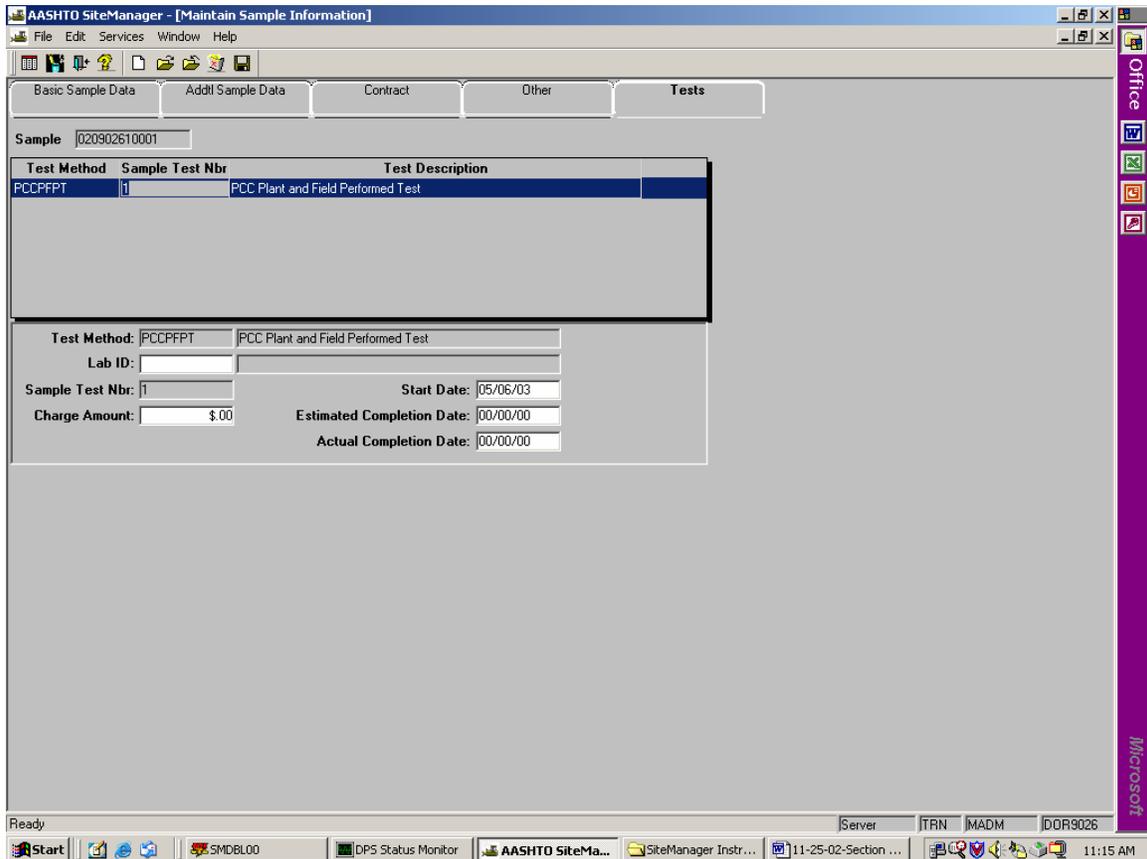
The screenshot displays the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' section is active, with the 'Tests' tab selected. The sample ID is 020902610001. A table lists the test methods and descriptions. Below the table, a form contains fields for Test Method, Lab ID, Sample Test Nbr, Charge Amount, Start Date, Estimated Completion Date, and Actual Completion Date.

Test Method	Sample Test Nbr	Test Description
PCCFFPT	1	PCC Plant and Field Performed Test

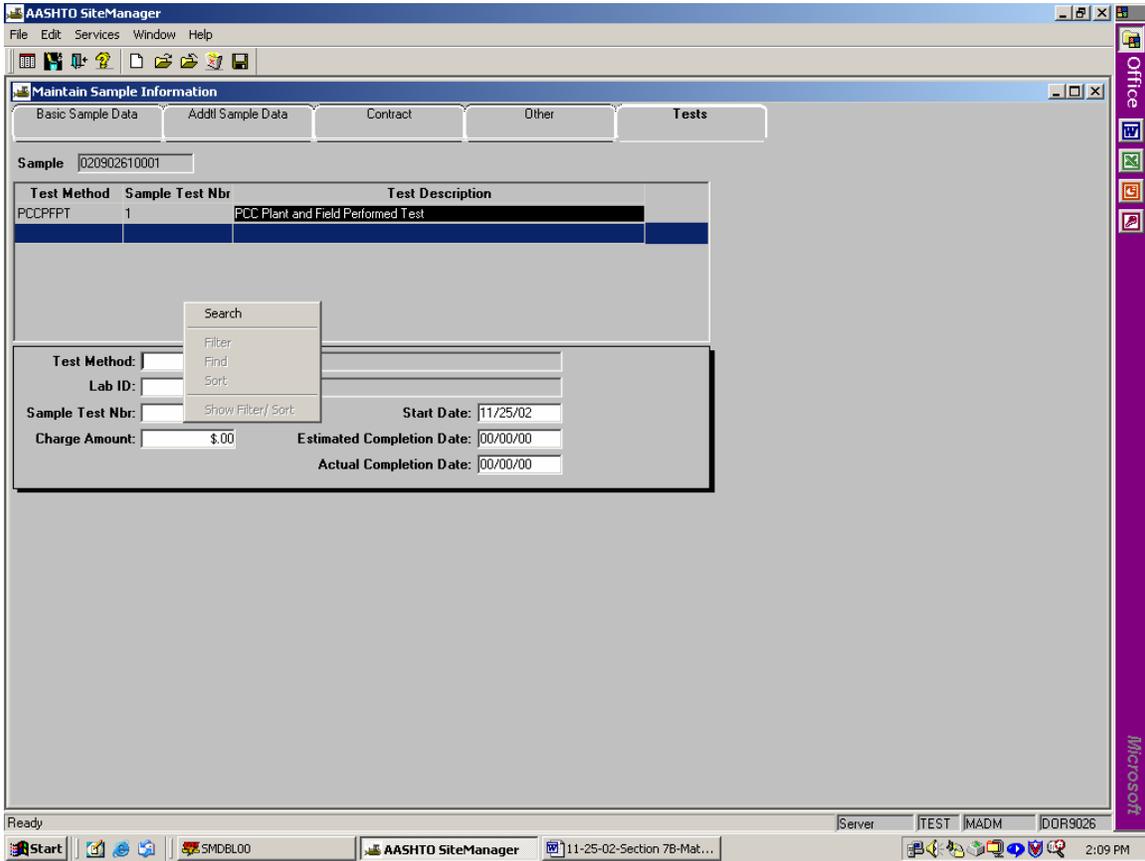
Test Method:	PCCFFPT	PCC Plant and Field Performed Test
Lab ID:		
Sample Test Nbr:	1	Start Date: 11/22/02
Charge Amount:	\$ 00	Estimated Completion Date: 00/00/00
		Actual Completion Date: 00/00/00

Select the New icon .

NOTE: Before selecting the New icon make sure that the top half of the “Tests” tab has a dark outline on the right side and the bottom. If this outline is not there, click on the top half of the screen below any tests that are displayed. This will activate this area and let you select the New icon.

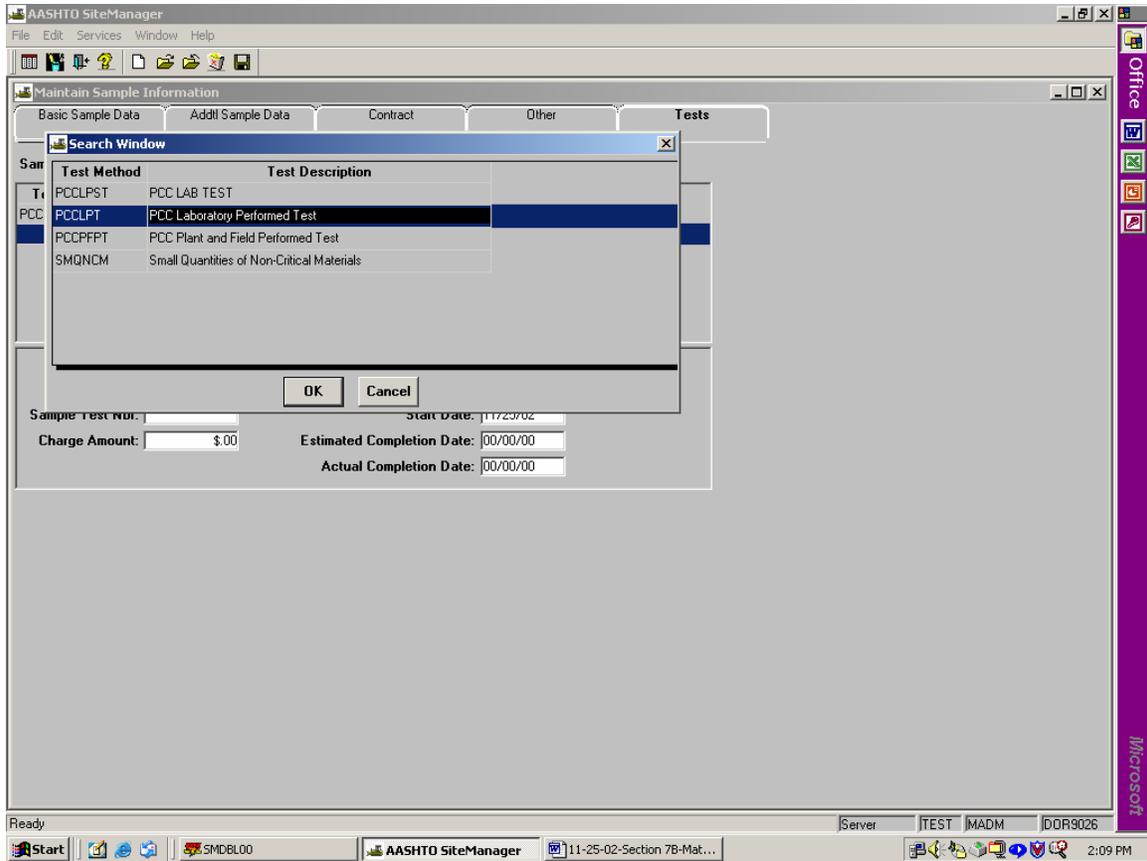


Perform the Search function on the Test Method field



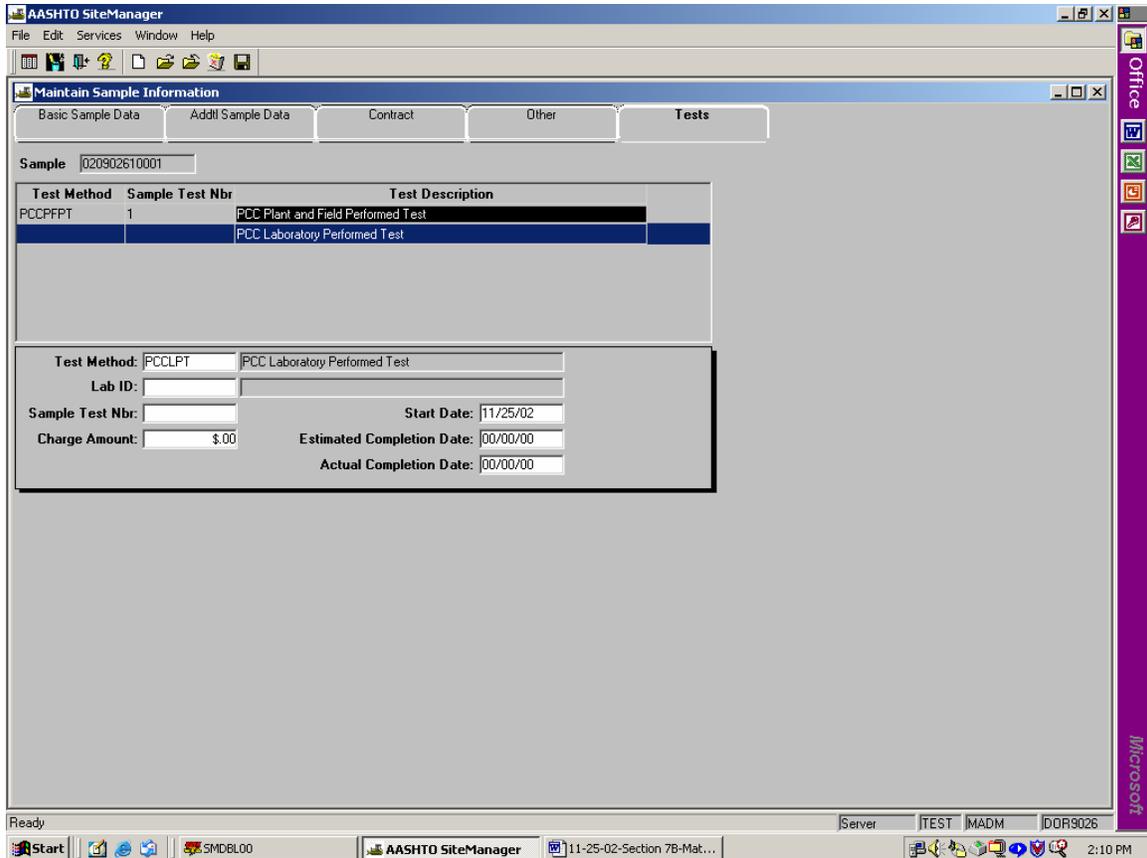
Select Test Method PCCLPT, PCC Laboratory Performed Test.

Select the OK button. Click once.

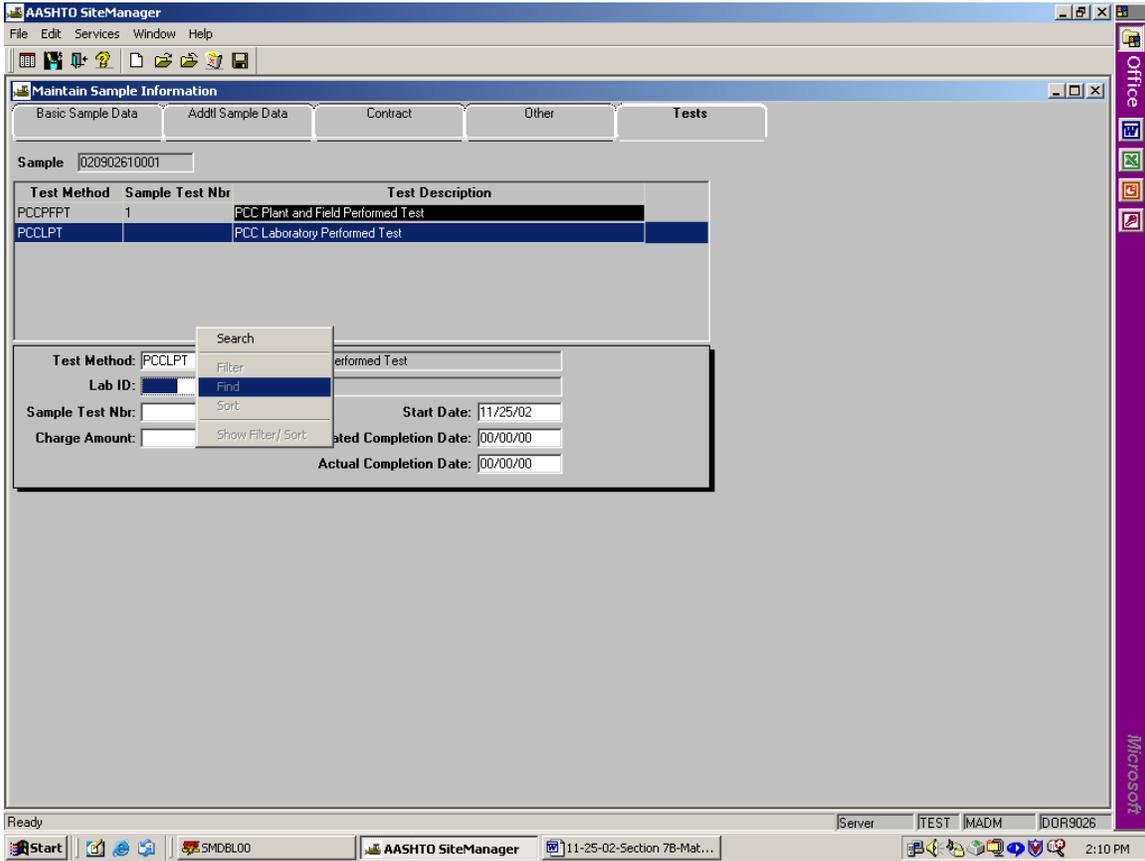


This will return you to the Tests tab.

The test method you have selected should be displayed as shown below.

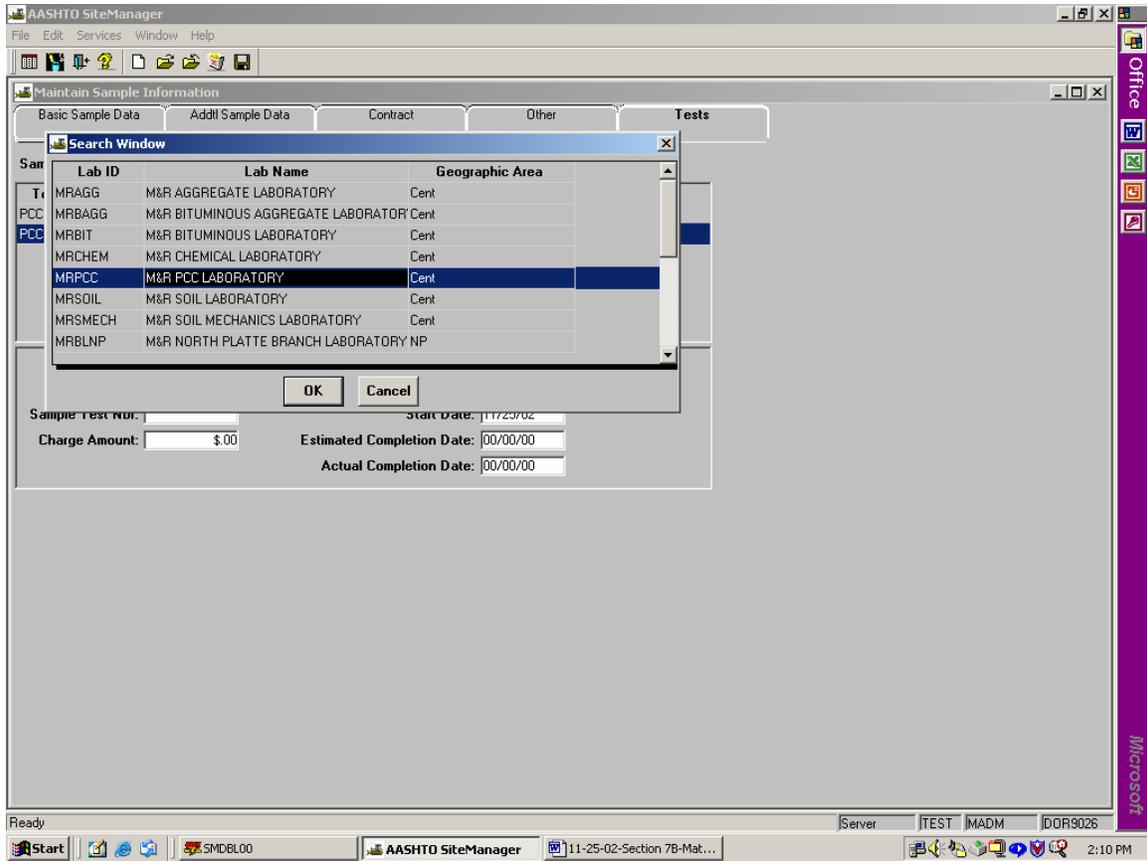


Perform the Search function on the Lab ID field.

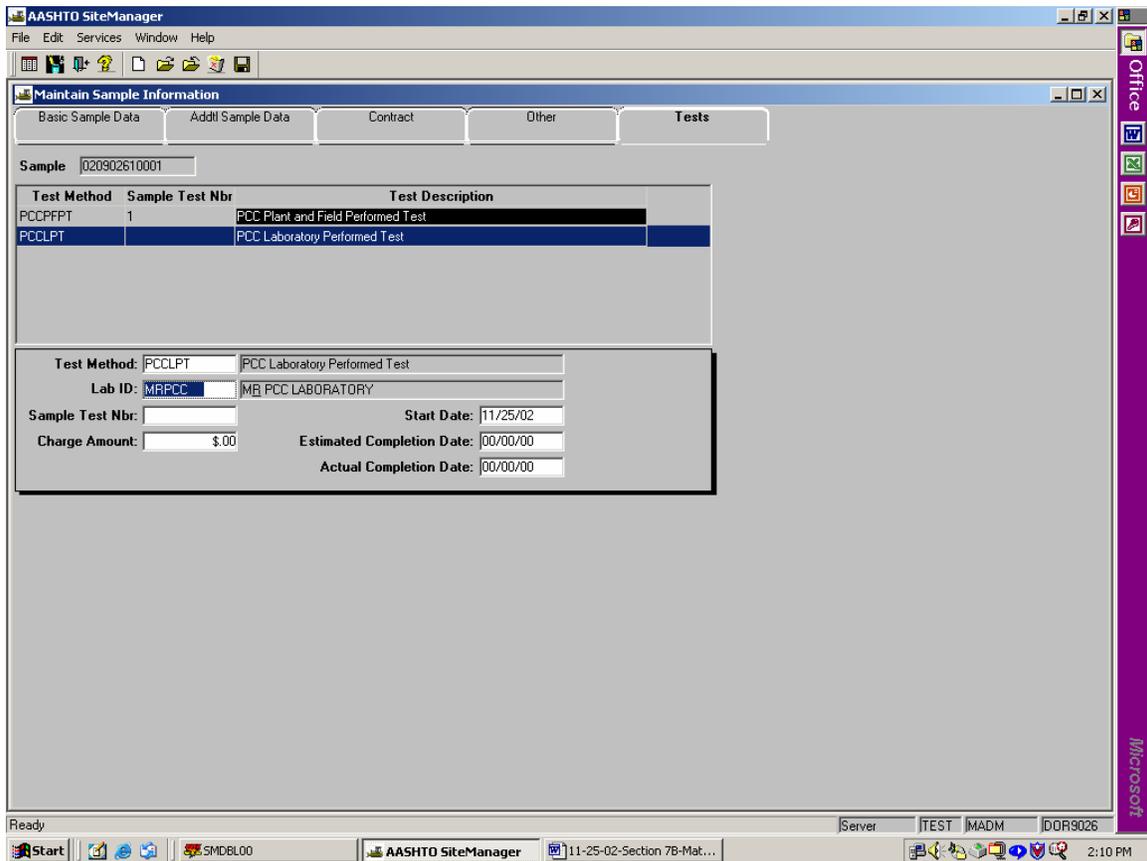


Select the appropriate laboratory.

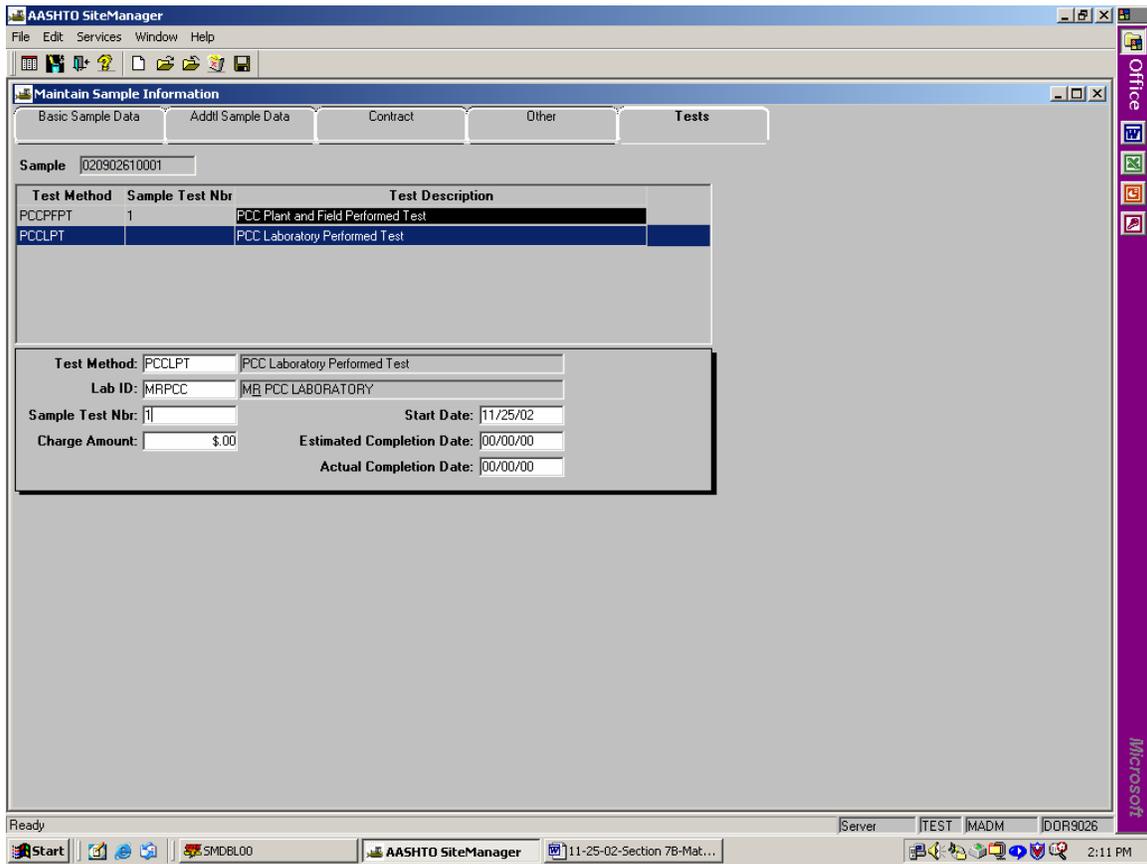
Click ok once.



This will return you to the Tests Tab. The Lab ID field will be populated as shown below.



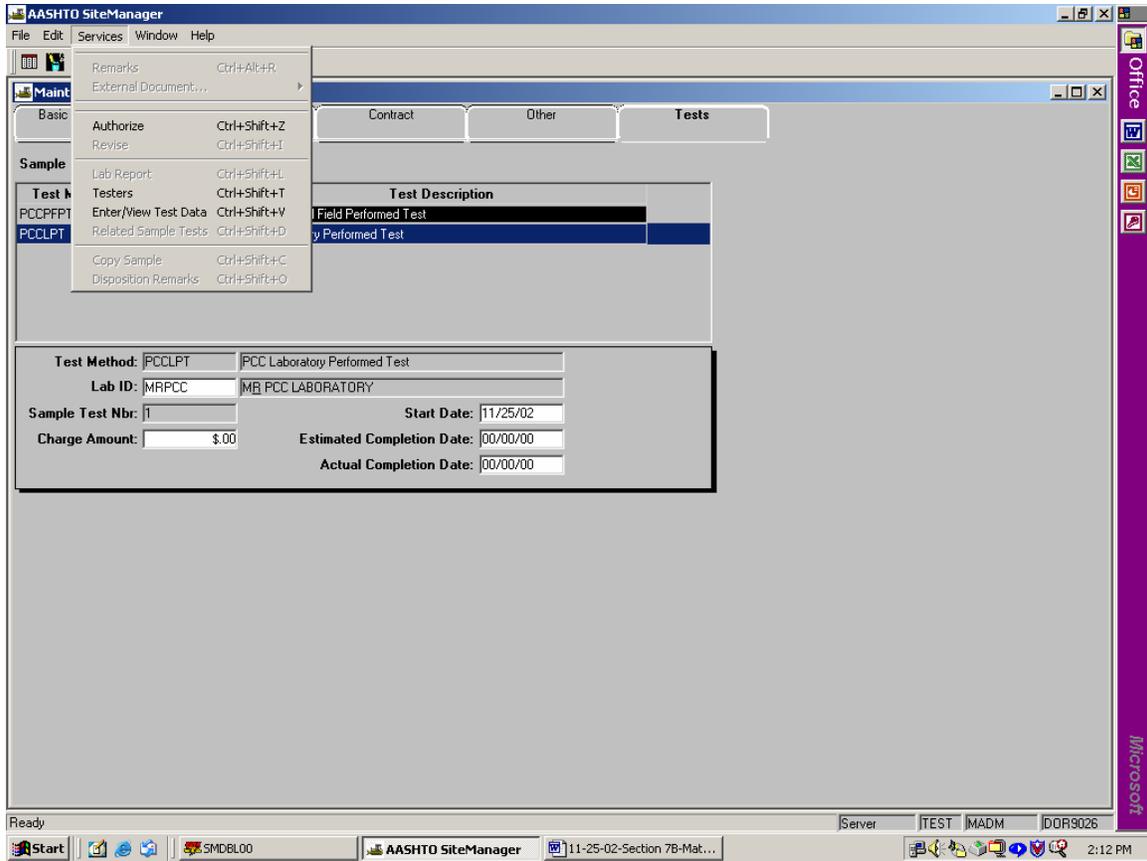
Enter the number 1 in the Sample Test Nbr: field.



Select the save  icon.

Access the Services menu.

Select Enter/View Test Data.



The Portland Cement Concrete cylinder template will now be displayed as shown below.

The screenshot shows the AASHTO SiteManager application window. The main window is titled 'Material Test Template Usage' and contains the following fields:

- Sample ID : 020902610001
- Test Method : PCCLPT
- Test Number : 1
- Material Code : 1002PCC
- Mix Type : []

The central part of the window displays a 'PCC LABORATORY TEST' form with the following structure:

Sample Date	Age	Cylinder Size	Machine Load	PSI	Compressive Strength	Mpa
00/00/00	DAY	6X12		0		0.00
00/00/00	DAY	6X12		0		0.00
00/00/00	DAY	6X12		0		0.00
00/00/00	DAY	6X12		0		0.00
00/00/00	DAY	6X12		0		0.00
00/00/00	DAY	6X12		0		0.00

Below the table is a section for 'Non-Standard Sized Cylinders' with fields for 'Dia.' and 'Length'.

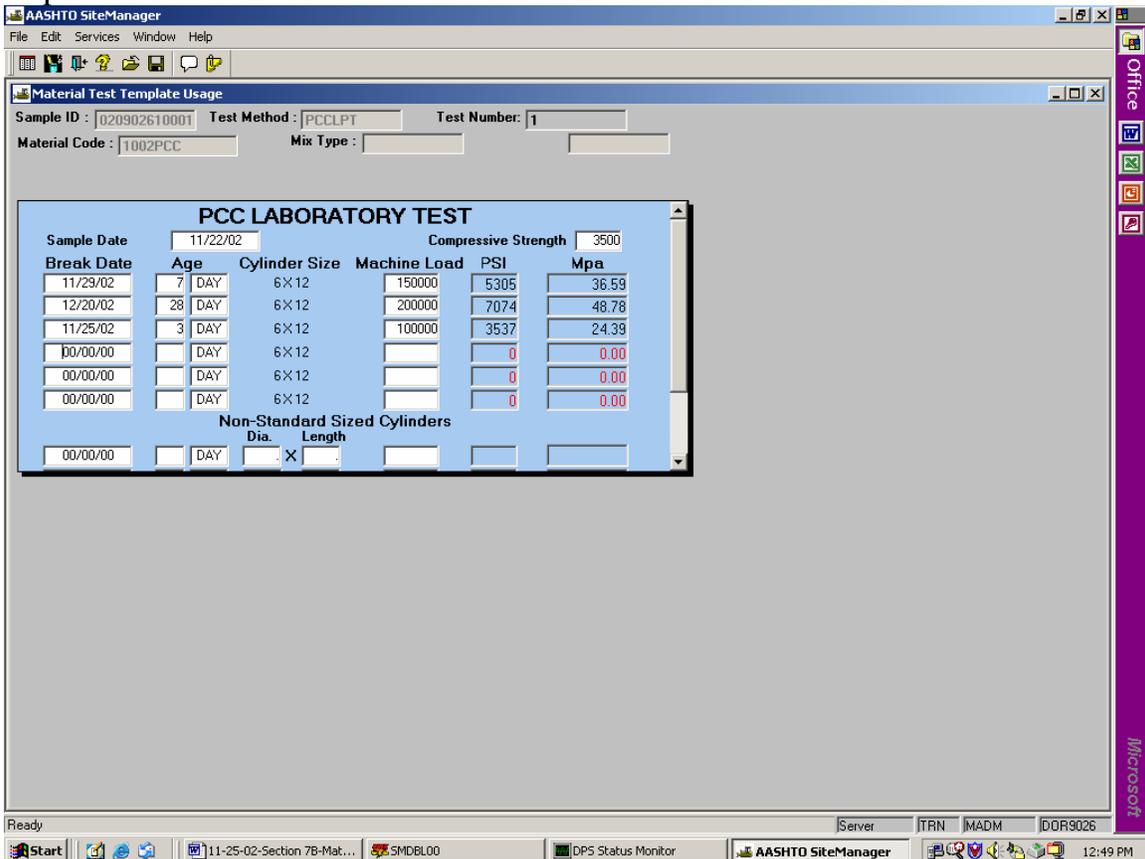
The Windows taskbar at the bottom shows the Start button, several open applications including '11-25-02-Section ...', 'SMBL00', 'DPS Status Monitor', and 'AASHTO SiteMa...', and the system tray with the time '12:47 PM'.

Enter the Sample Date, Required Compressive Strength, Break Dates, Age and Machine Load.

A policy has been established that the 7 day cylinder break is reported on the first line, the 28 day cylinder break on the second line and any other breaks will be reported on subsequent lines.

The template has been designed for the standard 6 x 12 cylinder. If you are breaking a cylinder that is not a 6 x 12 you will enter the size of the cylinder and the break information under the “Non-Standard Sized Cylinders” area of this template.

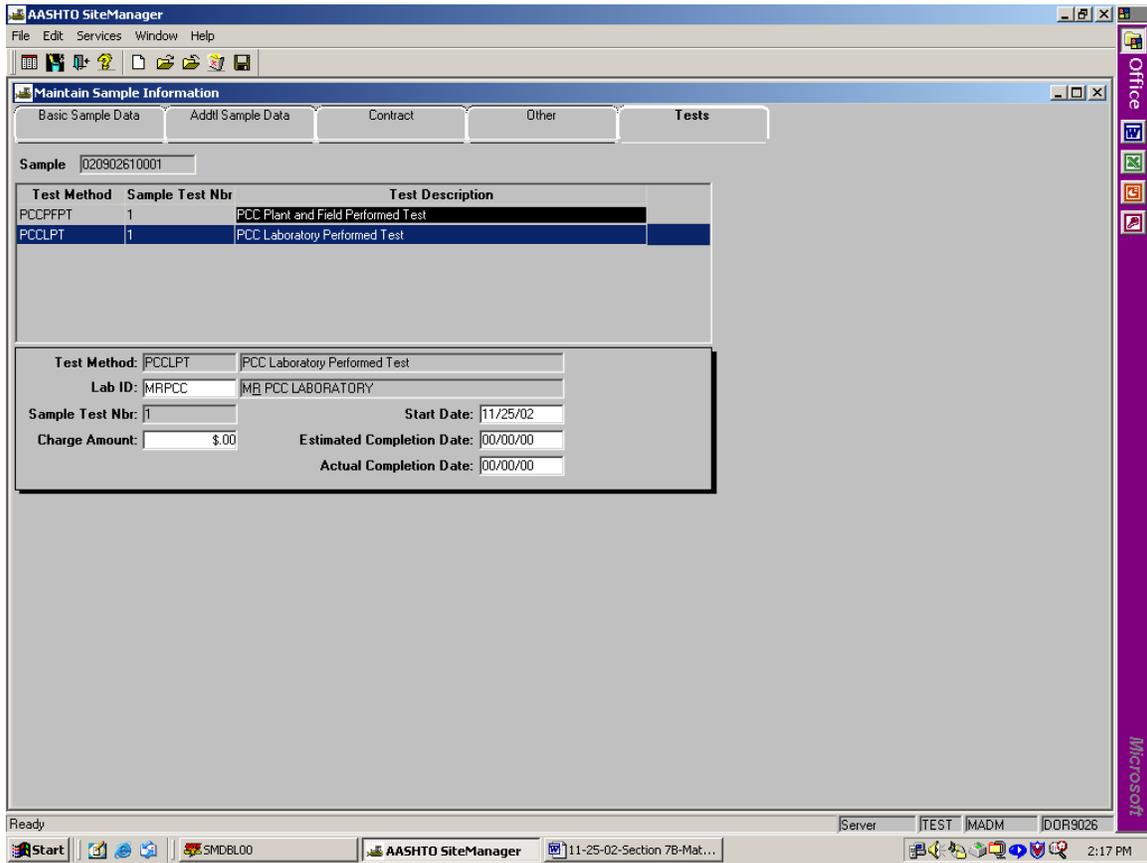
The PSI and Mpa compressive strength test results will be displayed in red if the concrete cylinder fails to meet the minimum compressive strength requirements.



Select the save  icon.

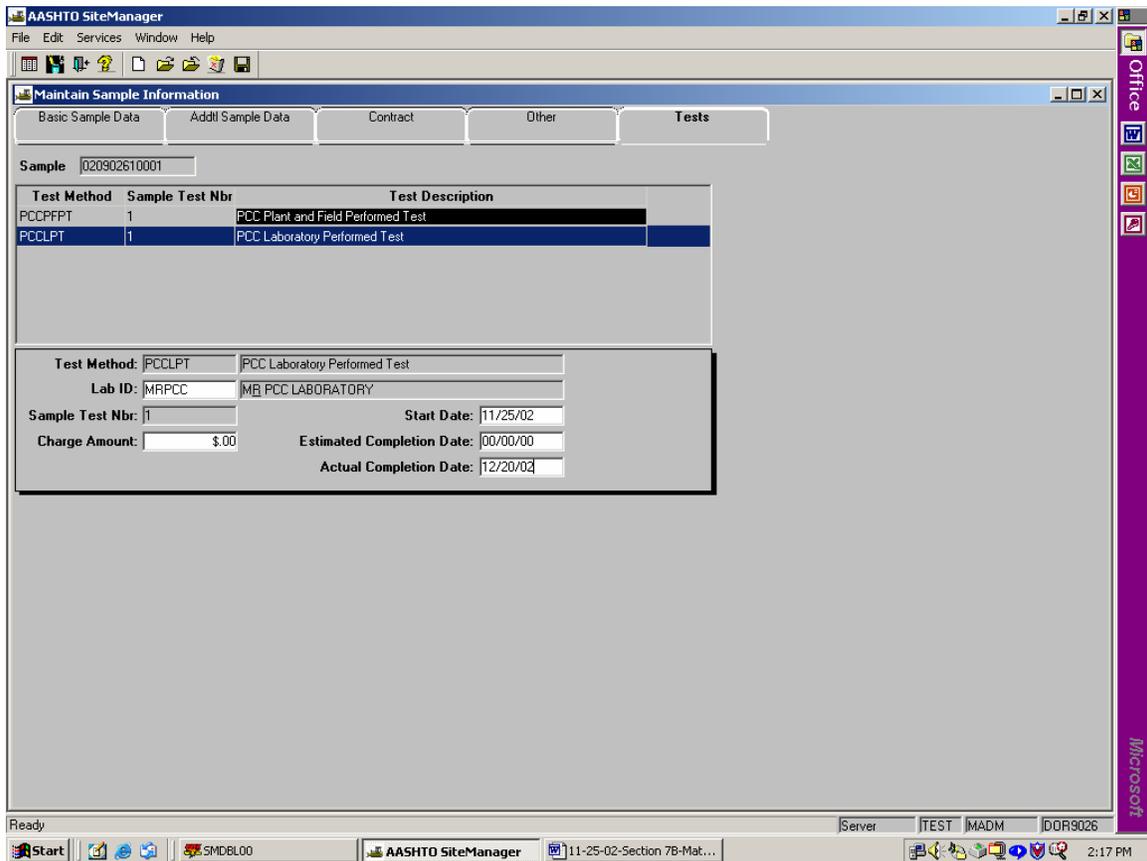
Close the PCC Laboratory Test screen.

You will now be returned to the Tests tab.



Enter the date you completed testing the concrete cylinders in the Actual Completion Date field.

NOTE: Concrete cylinders require multiple test result entries on different dates. Do not enter an actual completion date or authorize a sample until all test results have been entered.



Select the save  icon.

Sample Authorization

IMPORTANT: THE AUTHORIZATION STEP IS EXTREMELY CRITICAL. BE ABSOLUTELY SURE THAT YOU ARE READY TO AUTHORIZE THIS SAMPLE.

AS MENTIONED EARLIER SOME MATERIALS REQUIRE MULTIPLE TEST RESULT ENTRIES ON DIFFERENT DATES (I.E. CONCRETE CYLINDERS). DO NOT AUTHORIZE THIS SAMPLE UNTIL ALL TESTING HAS BEEN COMPLETED.

WHEN A SAMPLE IS AUTHORIZED, NO CHANGES CAN BE MADE TO THE RECORD.

To authorize the sample return to the Basic Sample Data tab.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information
Basic Sample Data Addtl Sample Data Contract Other Tests

Smpl ID: 020902610001 Smpl Unit: CU YD Status: Received
Revised By: Revising: Smpl Dt: 11/22/02
Link To: Link From: Log Dt: 11/26/02
Smpl Type: Quality Acpt Meth: Sample & Test
Smpld By: DOR9026 DeButts, Rhonda
Material: 1002PCC Portland Cement Concrete
P/S: RM0001 Adams-Adams Ready Mix/Beatrice Concrete
Type: PCCT City: No Address Found
Mnfr: Town:
Geog Area: District 1 Prod Nm: 47B
Intd Use: driveway Represented Quantity: 15.000
Auth By: Auth Date: 00/00/00

Ready Server TEST MADM DOR9026
Start SMD6L00 AASHTO SiteManager 11-25-02-Section 7B-Mat... 2:18 PM

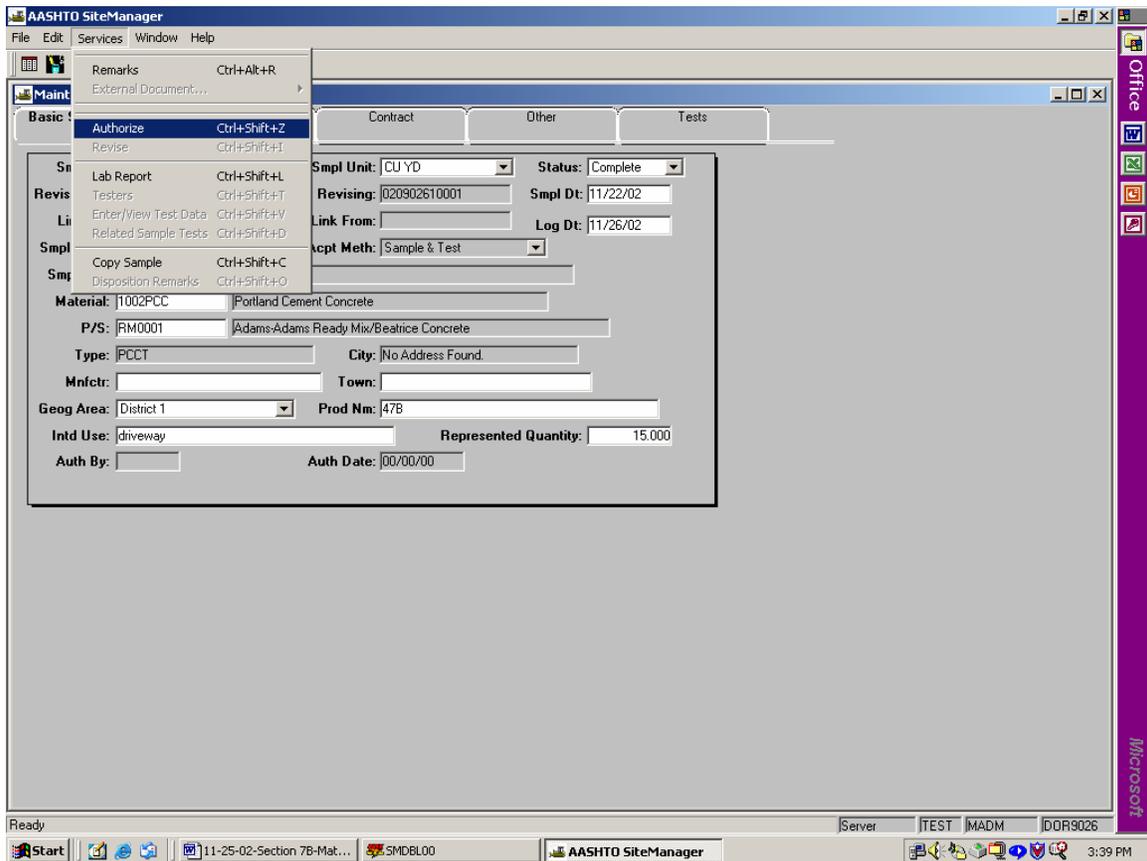
Change the Status field to Complete.

The screenshot displays the AASHTO SiteManager application window. The main window is titled "Maintain Sample Information" and contains several tabs: "Basic Sample Data", "Addtl Sample Data", "Contract", "Other", and "Tests". The "Basic Sample Data" tab is active, showing a form with the following fields:

Smpl ID:	020902610001	Smpl Unit:	CU YD	Status:	Complete
Revised By:		Revising:	020902610001	Smpl Dt:	11/22/02
Link To:		Link From:		Log Dt:	11/26/02
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026 DeButts, Rhonda				
Material:	1002PCC Portland Cement Concrete				
P/S:	RM0001 Adams-Adams Ready Mix/Beatrice Concrete				
Type:	PCCT	City:	No Address Found		
Mnfctr:		Town:			
Geog Area:	District 1	Prod Nm:	47B		
Intd Use:	driveway	Represented Quantity:	15.000		
Auth By:		Auth Date:	00/00/00		

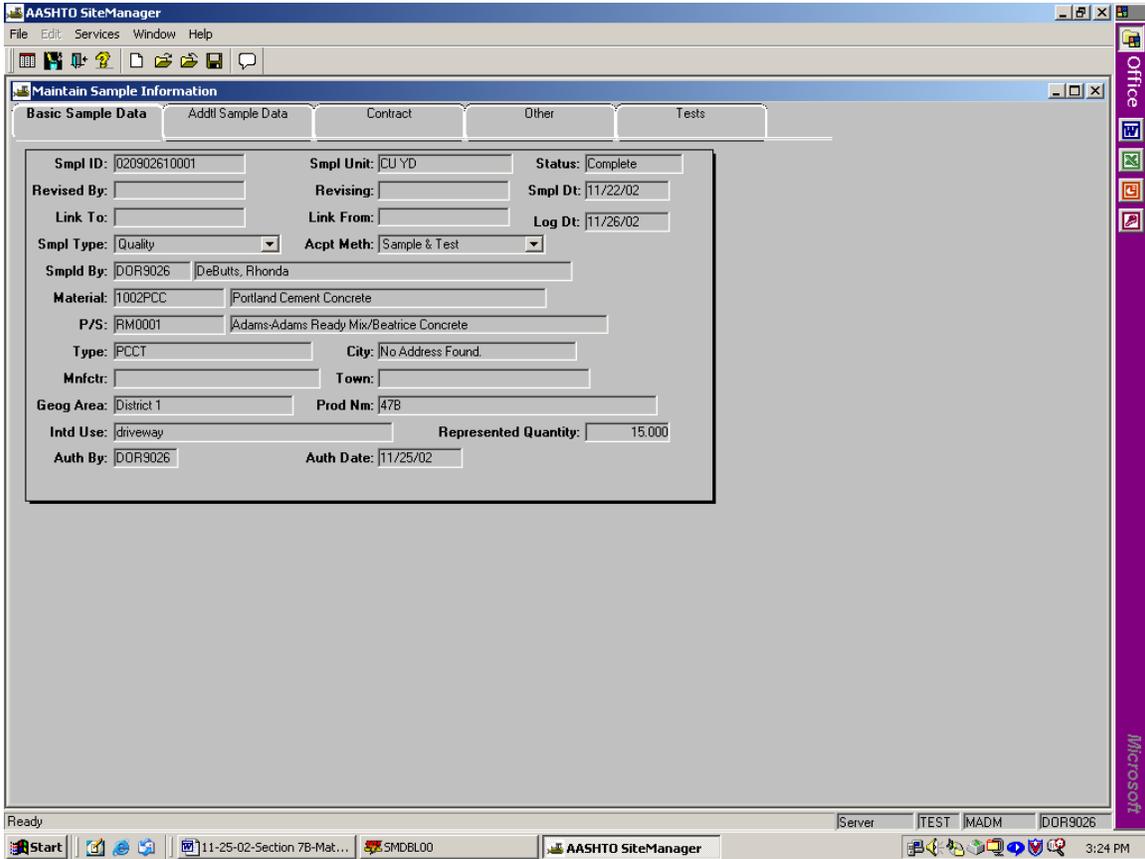
The status field is highlighted with a red box, indicating it has been changed to "Complete". The taskbar at the bottom shows the Start button, several open applications including "SMD8L00" and "AASHTO SiteManager", and the system tray with the time "3:11 PM".

Access Services.
Select Authorize from the drop down list.



The authorized by and authorized date will be displayed at the bottom of the screen.

You will also notice that the screen will now be totally gray.



When you are certain that you want this sample authorized click on the save icon .

NOTE: AS MENTIONED EARLIER BEFORE YOU SAVE AN AUTHORIZATION MAKE SURE THAT YOUR INFORMATION IS CORRECT. CHANGES CANNOT BE MADE TO THIS SAMPLE RECORD AFTER AN AUTHORIZATION IS SAVED.

REVISING A SAMPLE

An authorized sample cannot be modified but it can be revised. The **Service** menu **Revise** choice creates a copy of the original sample and **voids** the original sample.

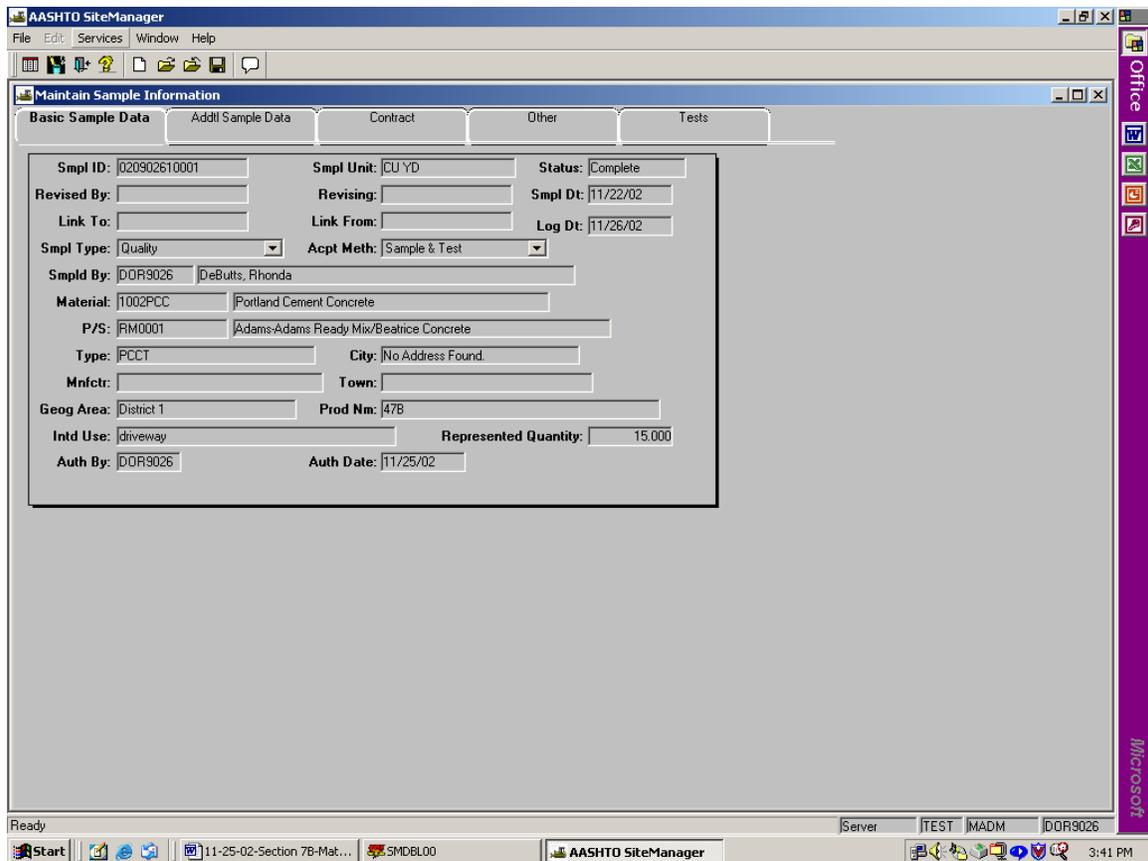
The voided original is automatically linked to the revised copy.

The copy created by the **Revise** choice requires a new Sample ID, Status and Sample Date on the Basic Sample Data tab. On the Tests tab you may need to enter a new Actual Completion Date.

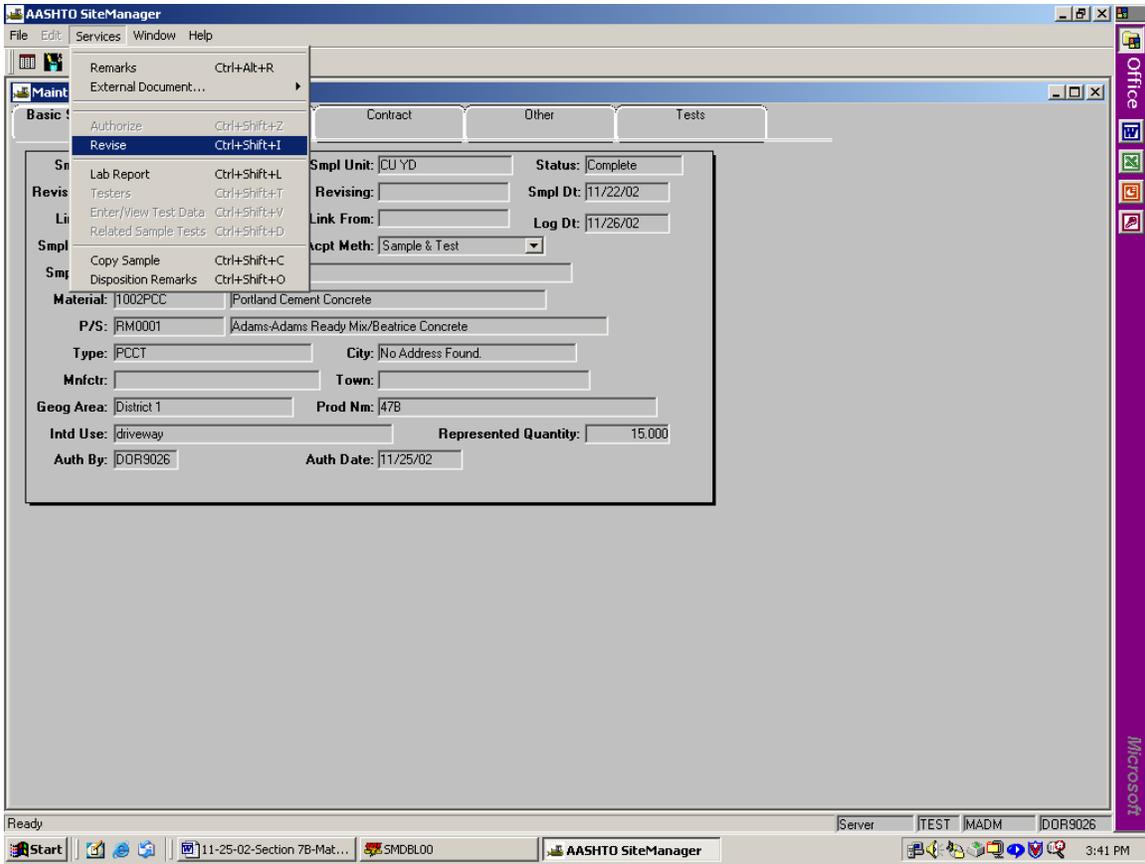
It is at this time that you will make the necessary modifications or corrections to the original sample.

Follow these steps to revise a sample:

The screen shown is a sample that has been created and authorized.



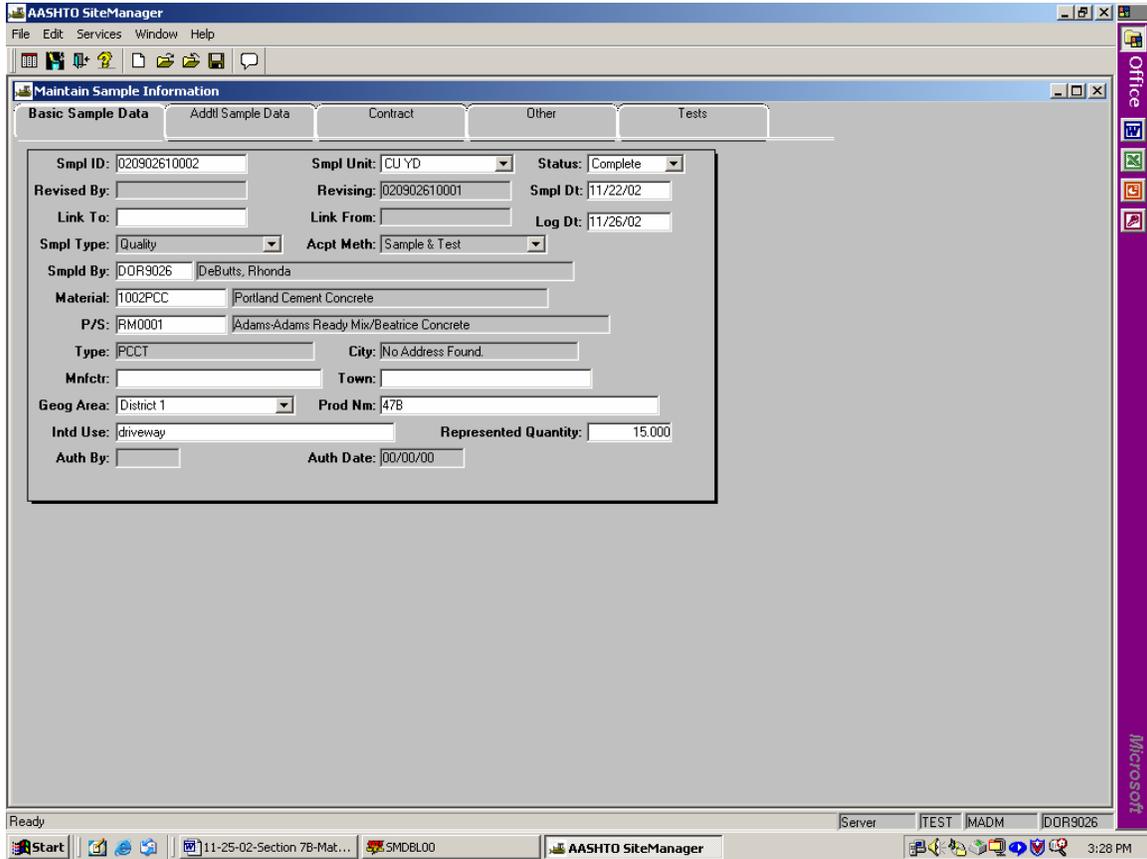
To revise this sample:
Access Services and select Revise



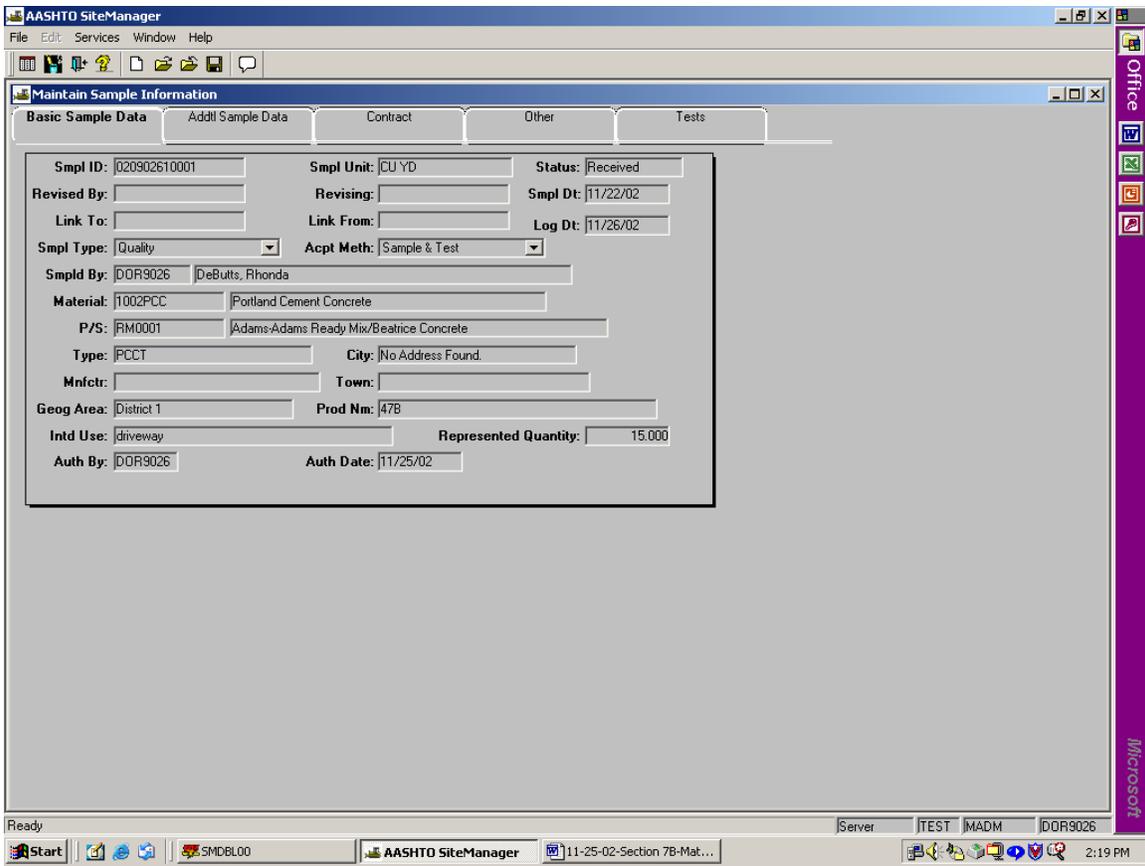
This will create a copy of the original sample. This also voids the original sample.

Assign a new Sample ID. The Status and Smpl Dt field will also need to be selected as the revision process blanks these two fields out.

Now you can make any necessary corrections.



After you have made your corrections, authorize the sample and save  ..



This completes the instructions for Section 7B.

Section 8

Materials Management

Laboratory Authorized Materials

Field Personnel Instructions

Buy America Certification

Date: December 11, 2002
Revised:

SECTION 8

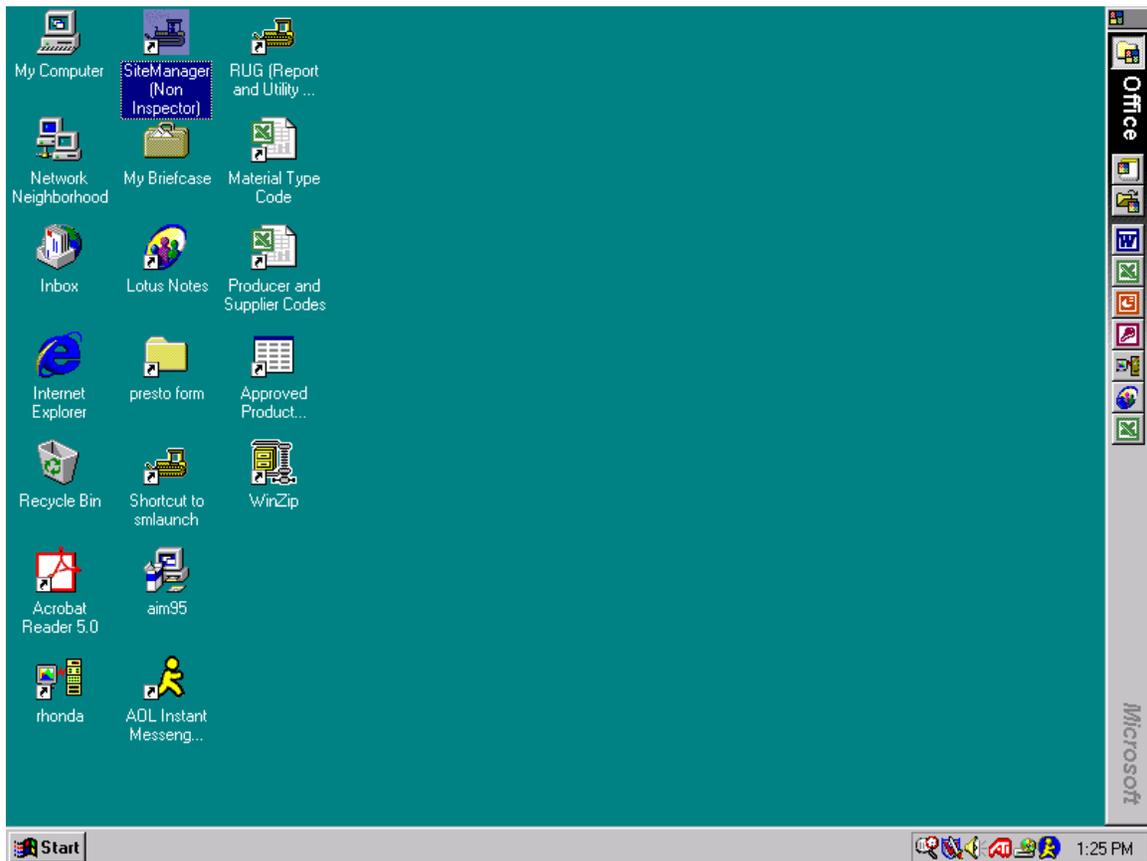
MATERIALS MANAGEMENT FIELD PERSONNEL INSTRUCTIONS BUY AMERICA CERTIFICATION

Purpose: Section 8 will define the field personnel's requirements for submitting a Buy America Certification to the Central Laboratory.

NOTE: FIELD PERSONNEL WILL NOT AUTHORIZE THE BUY AMERICA CERTIFICATION. AUTHORIZATION WILL BE PERFORMED BY THE MATERIALS AND RESEARCH DIVISION.

Detailed below are the necessary steps:

Select the SiteManager Non-Inspector Icon. Double Click.



Enter your user ID and Password. Connect to: Server
 (My user id is: _____)
 (Password Hint: _____) Do not reveal your password as
 this will risk the SiteManager security system.
 Select the Logon button. Click once.

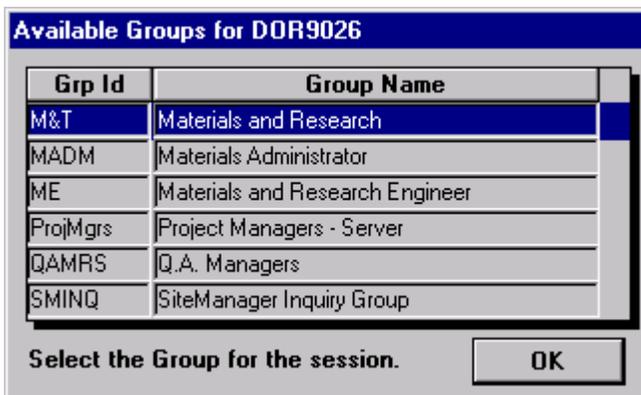


The dialog box is titled "SiteManager Logon" and features the SiteManager logo (a stylized 'S' with "Transport" above it and "Construction Management Software" below it). Below the logo are three input fields: "User ID:" containing "DOR9026", "Password:" containing "xxxxxxx", and "Connect to:" with a dropdown menu set to "Server". At the bottom are three buttons: "Logon", "Change Password", and "Close".

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Enter the User Password.

Select Correct Group Id and Group Name
 (My Group Is: _____)
 Select OK button. Click once.

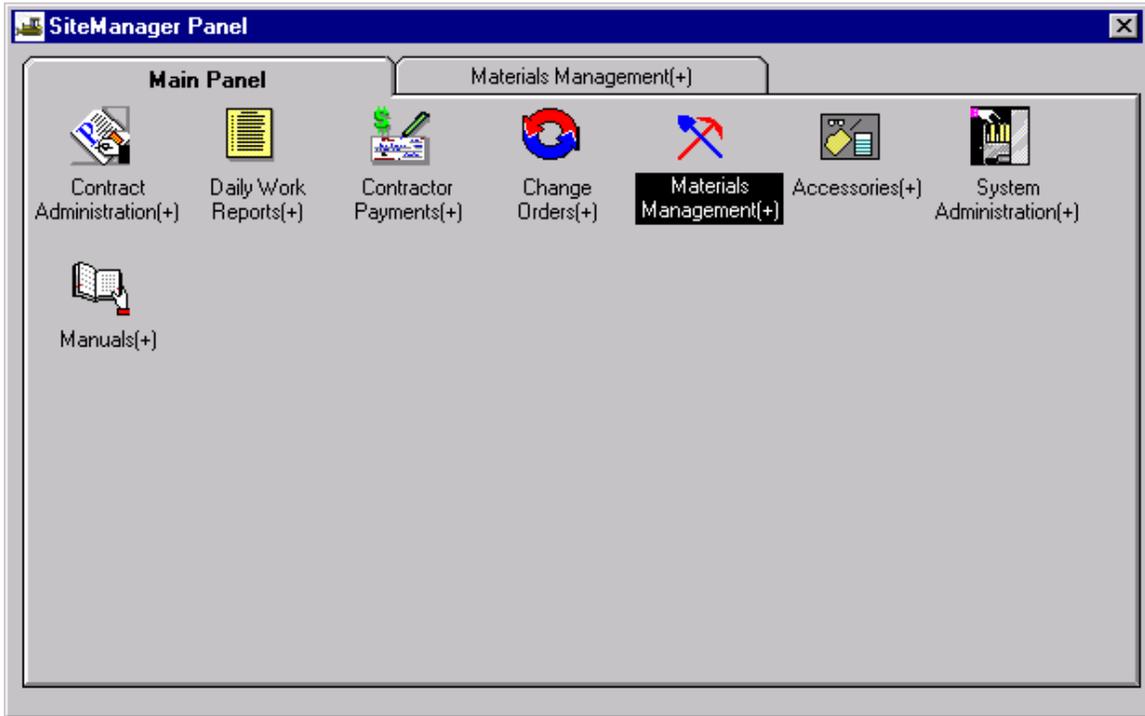


The dialog box is titled "Available Groups for DOR9026" and contains a table with two columns: "Grp Id" and "Group Name". The "Materials and Research" group is selected.

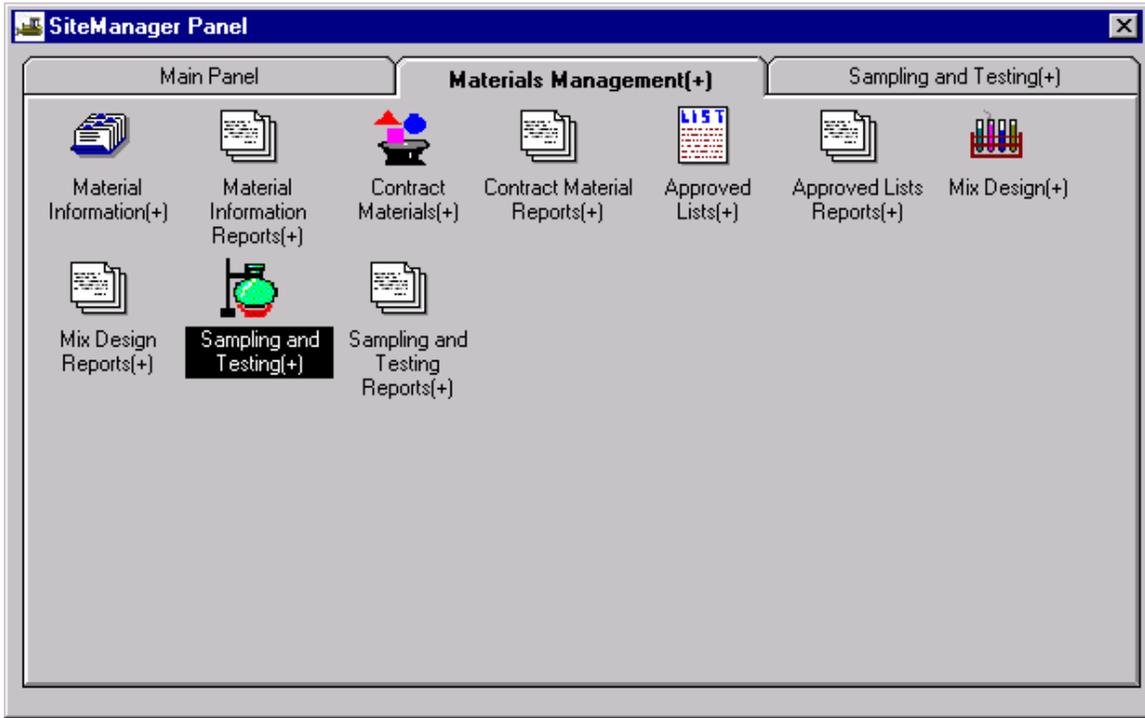
Grp Id	Group Name
M&T	Materials and Research
MADM	Materials Administrator
ME	Materials and Research Engineer
ProjMgrs	Project Managers - Server
Q&MRS	Q.A. Managers
SMINQ	SiteManager Inquiry Group

Select the Group for the session.

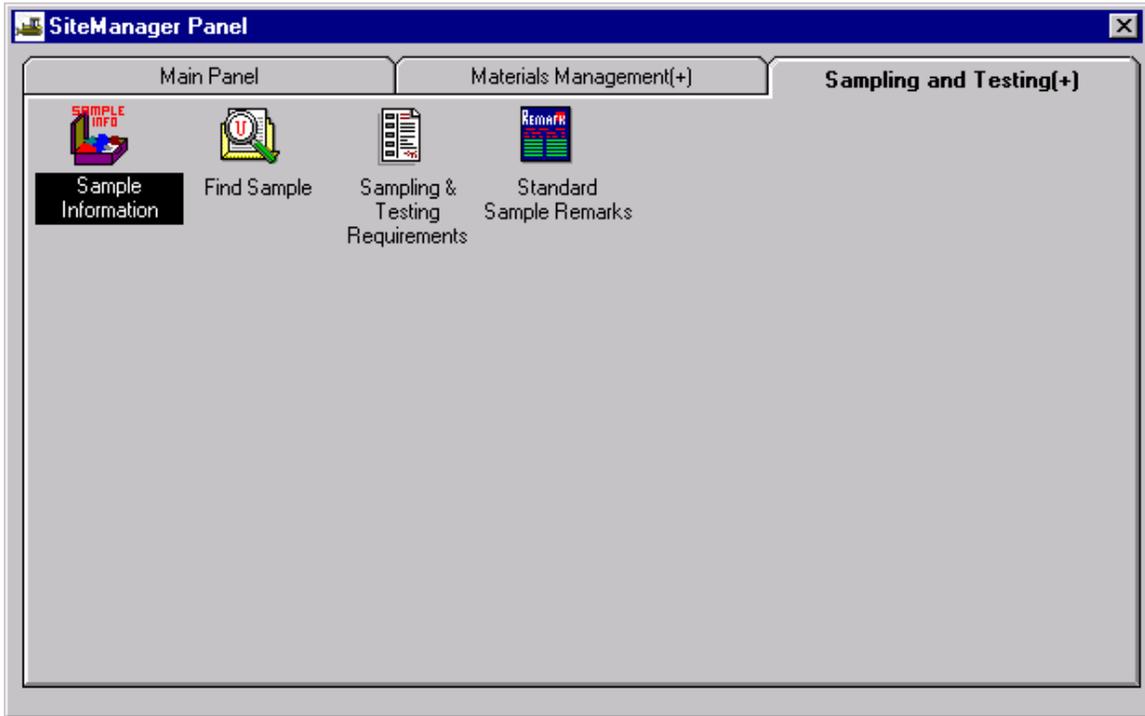
Select the Materials Management(+) Icon. Double click.



Select the Sampling and Testing(+) Icon. Double click.



Select the Sample Information Icon. Double click.



You will now be at the Maintain Sample Information Screen.

On this screen you will see five tabs. They are labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

Shown below are the instructions for each tab.

Basic Sample Data Tab

The screenshot shows the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' window is open, displaying the 'Basic Sample Data' tab. The form contains the following fields and values:

Smpl ID:	0209026A0003	Smpl Unit:	EACH	Status:	Shipped
Revised By:		Revising:		Smpl Dt:	12/11/02
Link To:		Link From:		Log Dt:	00/00/00
Smpl Type:	Approval Request	Acpt Meth:	Contractor Certification		
Smpld By:	DOR9026		DeButts, Rhonda		
Material:	106BA		Buy America Certification		
P/S:	P0199		D-K Contracting Corporation		
Type:	CONT	City:	No Address Found		
Mnfcn:		Town:			
Geog Area:	District 1	Prod Nm:			
Intd Use:		Represented Quantity:		.000	
Auth By:		Auth Date:	00/00/00		

Fill in the following information:

Smpl ID – Enter the sample identification number as outlined in Section 3. (Note: This field will automatically be populated with the year and the dor number. The remaining five digits need to be manually filled in).

Smpl Unit – Select Each from the drop down list.

Status – Select Shipped from the dropdown list.

Smpl Dt – Enter the date the sample record is created.

Sample Type – This field will automatically be populated after the Material field is completed.

Acpt Meth – This field will automatically be populated after the Material field is completed.

Smpld By – Perform a search and select your name.

Material – Perform a search and select Buy America Certification.

P/S – Perform a search and select the contracts prime contractor. (The prime contractor must submit the Buy America certification. The certification must be on the prime contractor's letterhead and signed by an officer of the company).

Geog Area – Select the district that the work was performed in.

ProdNm – Not applicable, no entry required in this field.

Intd Use: - Not applicable, no entry required in this field.

Represented Quantity: Not applicable, no entry required in this field.

Select the Save icon .

Addtl Sample Data Tab

The screenshot displays the 'AASHTO SiteManager' application window. The main window title is 'Maintain Sample Information'. Below the title bar, there are five tabs: 'Basic Sample Data', 'Addtl Sample Data' (which is selected), 'Contract', 'Other', and 'Tests'. The 'Addtl Sample Data' tab contains a form with the following fields and values:

- Smpl ID: 01902610001
- Buy American:
- Reqst By: [Empty]
- Witnessed By: [Empty]
- Smpl Size: [Empty]
- Dist from Grade: [Empty]
- Station: [Empty]
- Offset: [Empty]
- Reference: [Empty]
- Smpld From: [Empty]
- Smpl Origin: [Empty]
- Control Type: [Empty]
- Cntrl Number: [Empty]
- Seal Number: [Empty]
- Design Type: [Empty]
- Mix ID: [Empty]
- Plant ID: [Empty]
- Plant Type: [Empty]
- External Reference Document: [Empty]
- Creator User ID: DOR902
- Include Standard Remarks:
- Last Modified User ID: DOR902
- Last Modified Date: 06/22/01

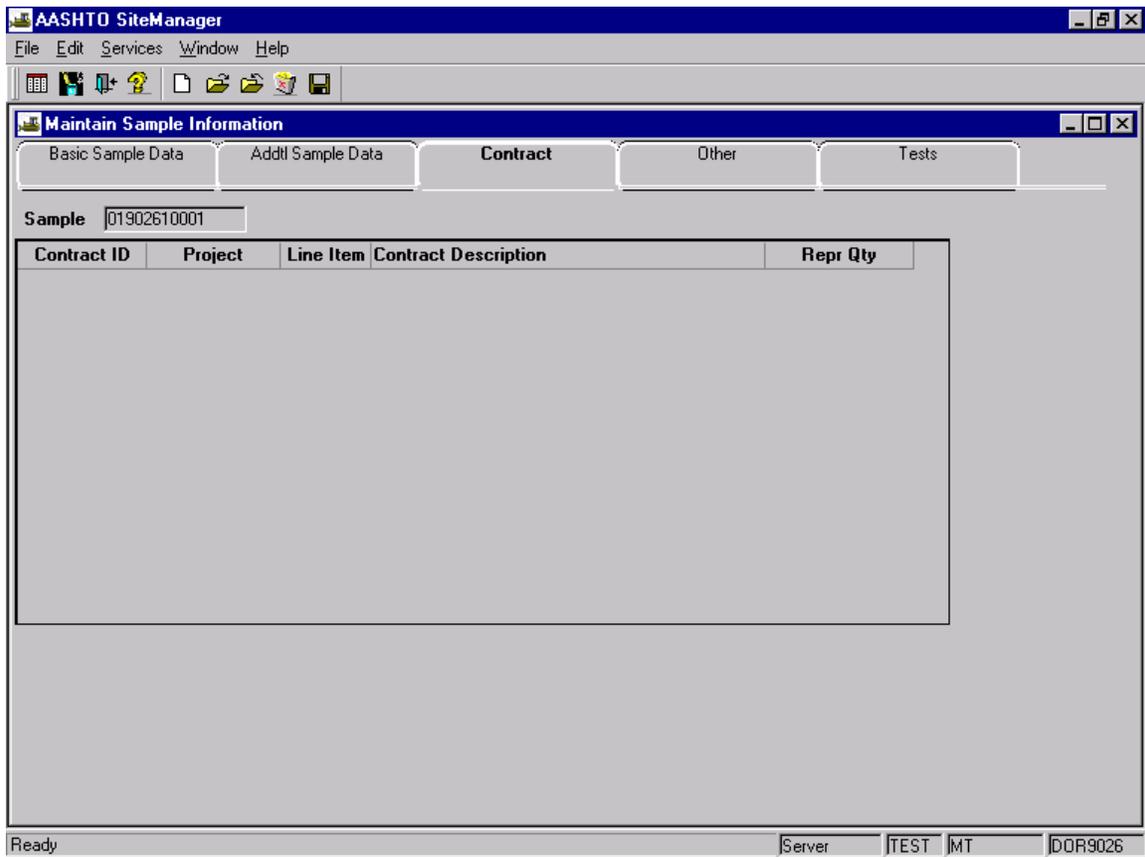
The status bar at the bottom of the window shows 'Ready' on the left and 'Server TEST MT DOR9026' on the right.

No information required on this tab.

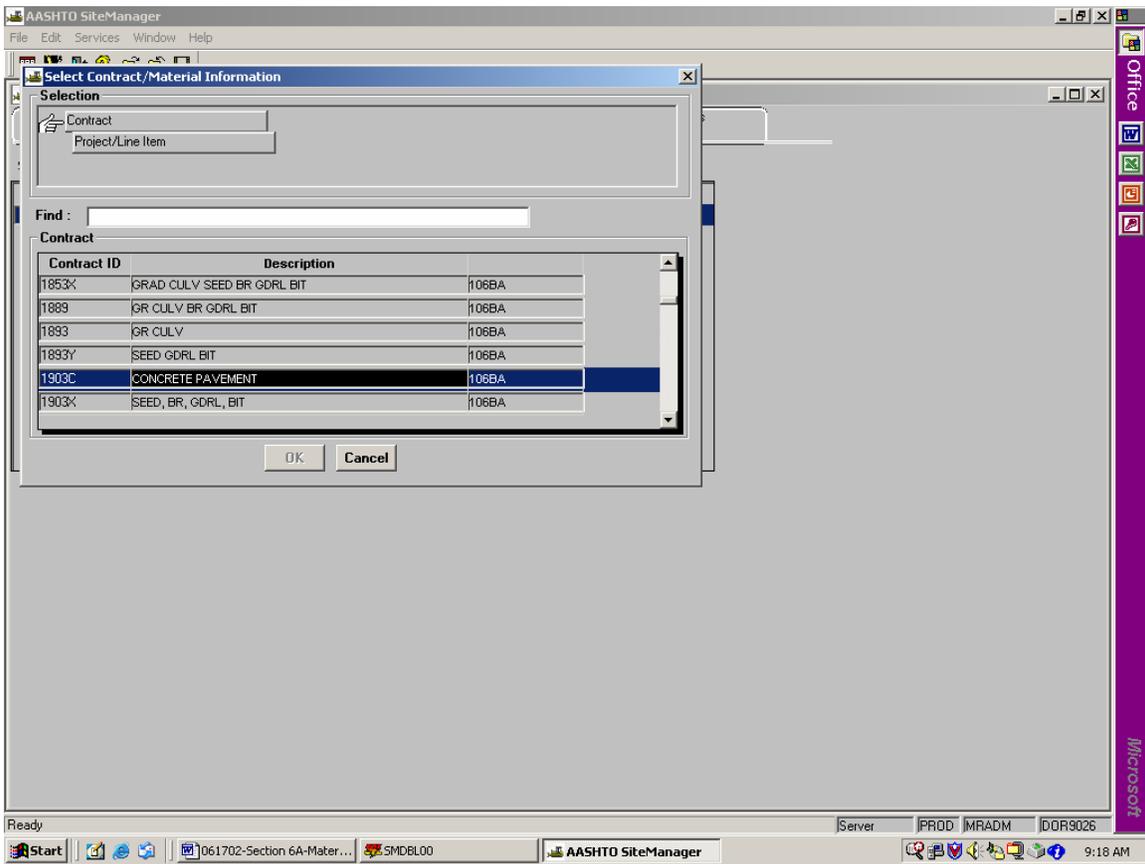
Contract Tab

This is the tab that you will associate the Buy America certification to a specific contract.

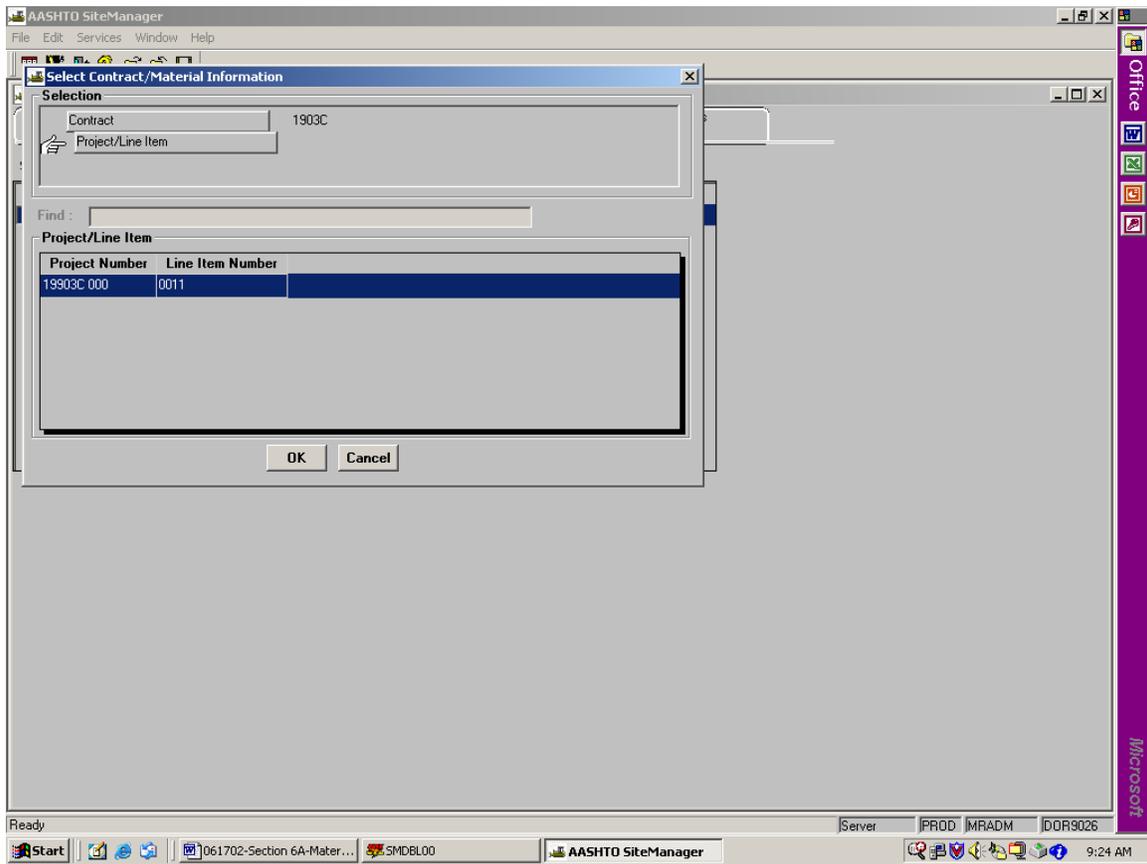
(If the list of contracts does not appear select the new icon  at the top of the page).



Highlight the Contract ID you are assigning the Buy America certification to. Double Click.

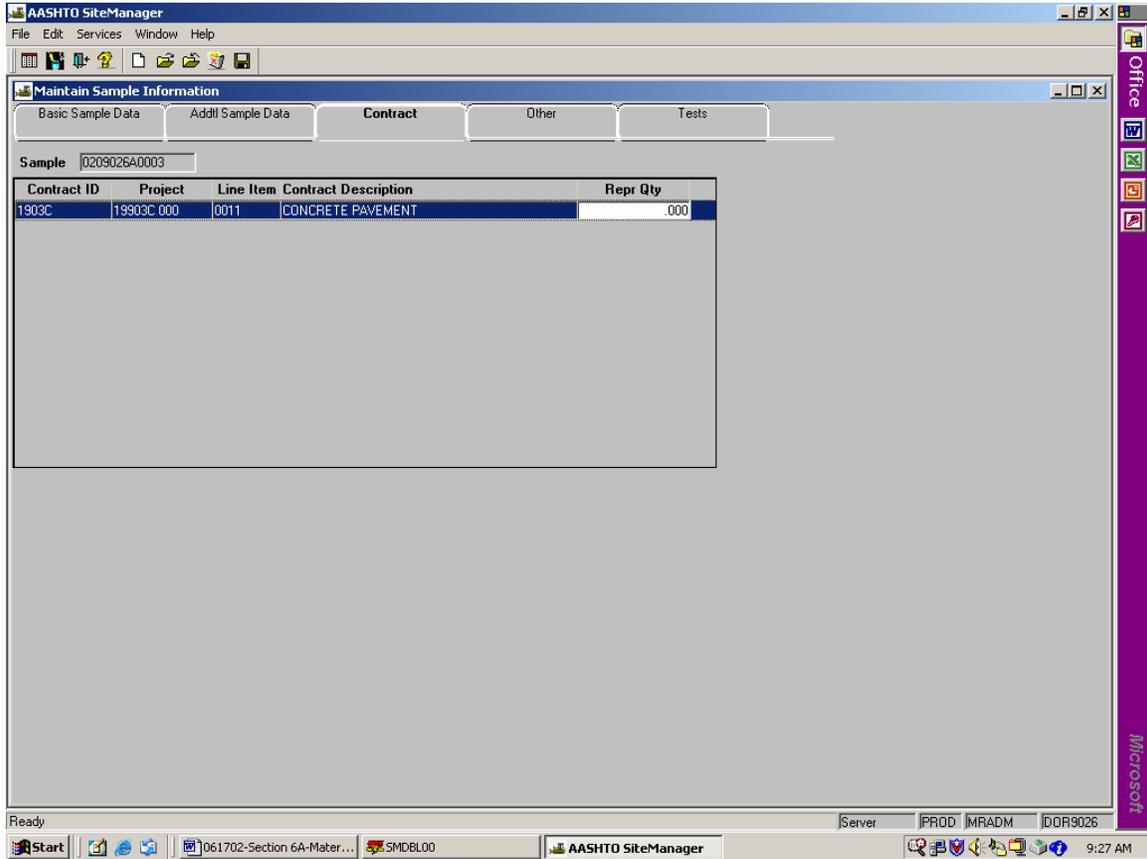


Highlight the Project/Line Item that the Buy America certification is representing. Click ok once.



You have now linked your Buy America certification to the contract and to the line item.

No information is required in the Repr Qty field.



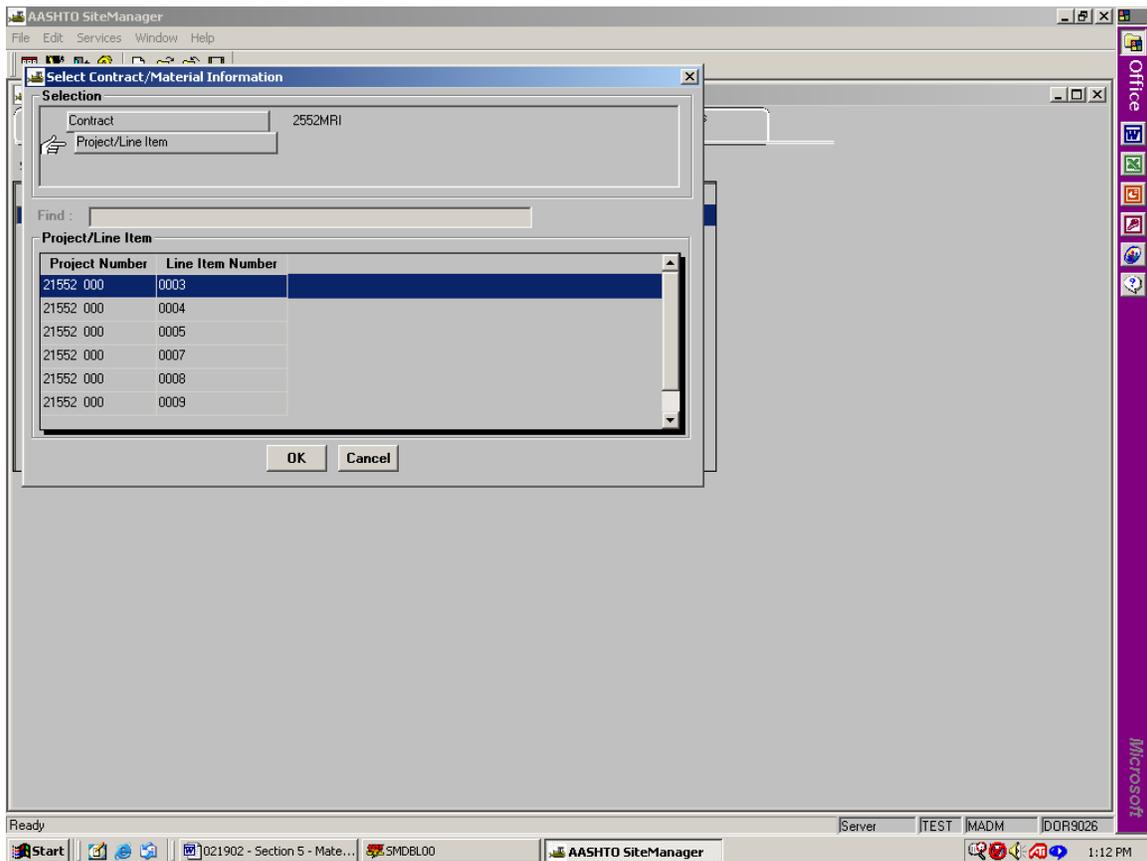
Click on the save icon 

On the majority of contracts the Buy America certification will be associated with several line items (i.e. culvert pipe, reinforcing steel, etc.)

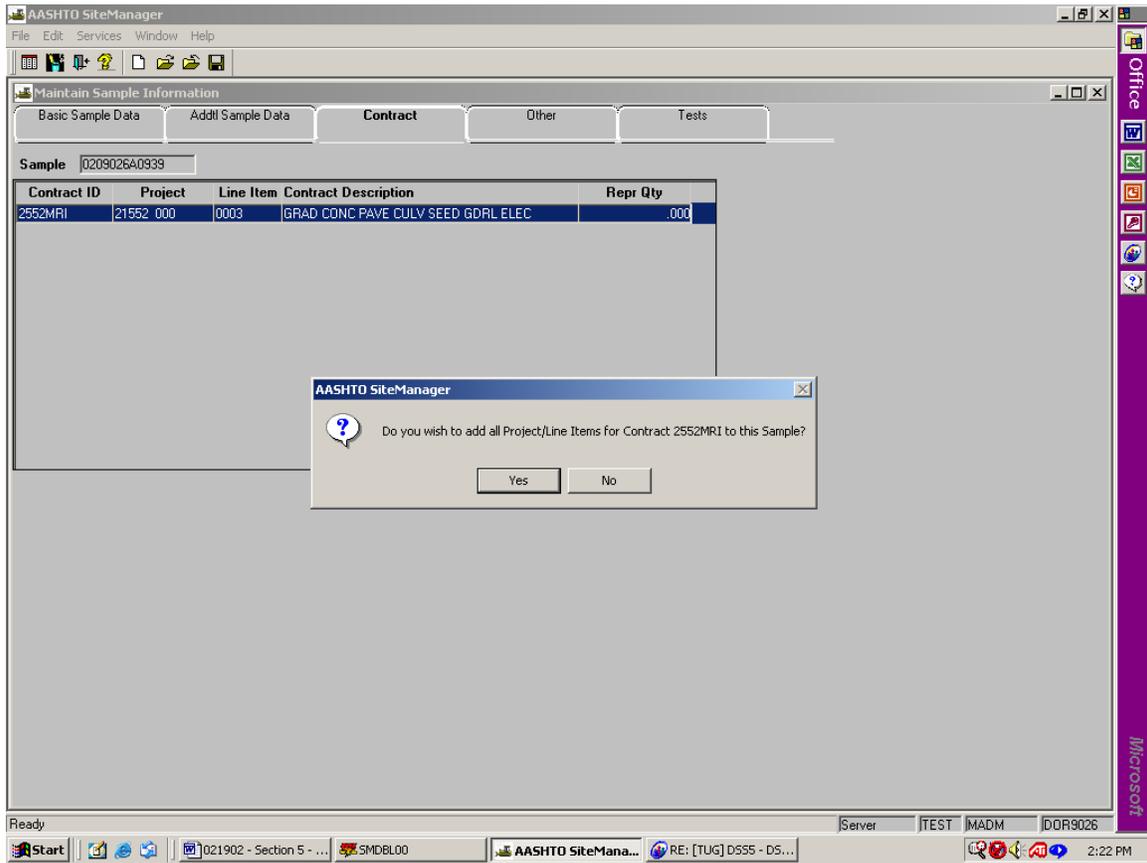
On these types of contracts when you select the Project/Line Item it will show you all line items that require the Buy America certification.

In the case of multiple line item contracts perform the following steps:

Highlight a line item and select ok.

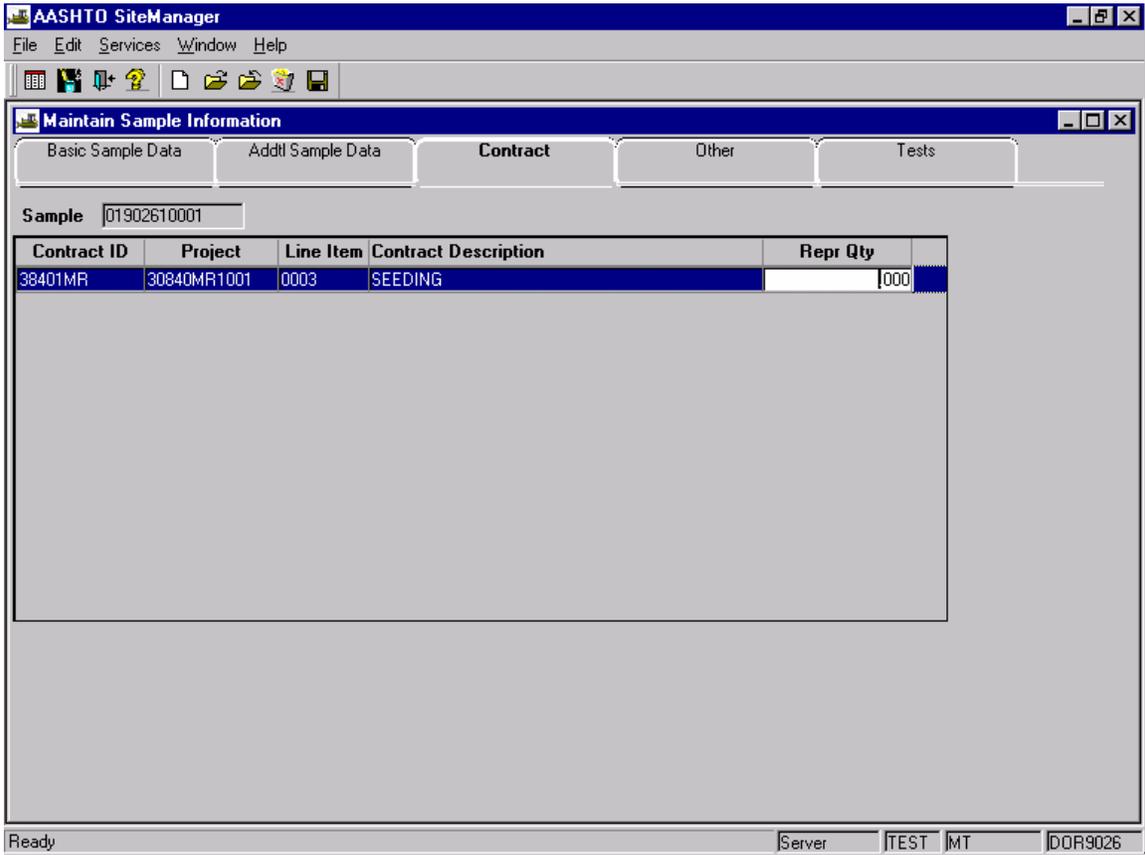


After you have selected ok, you will receive the message shown below.



Select Yes.

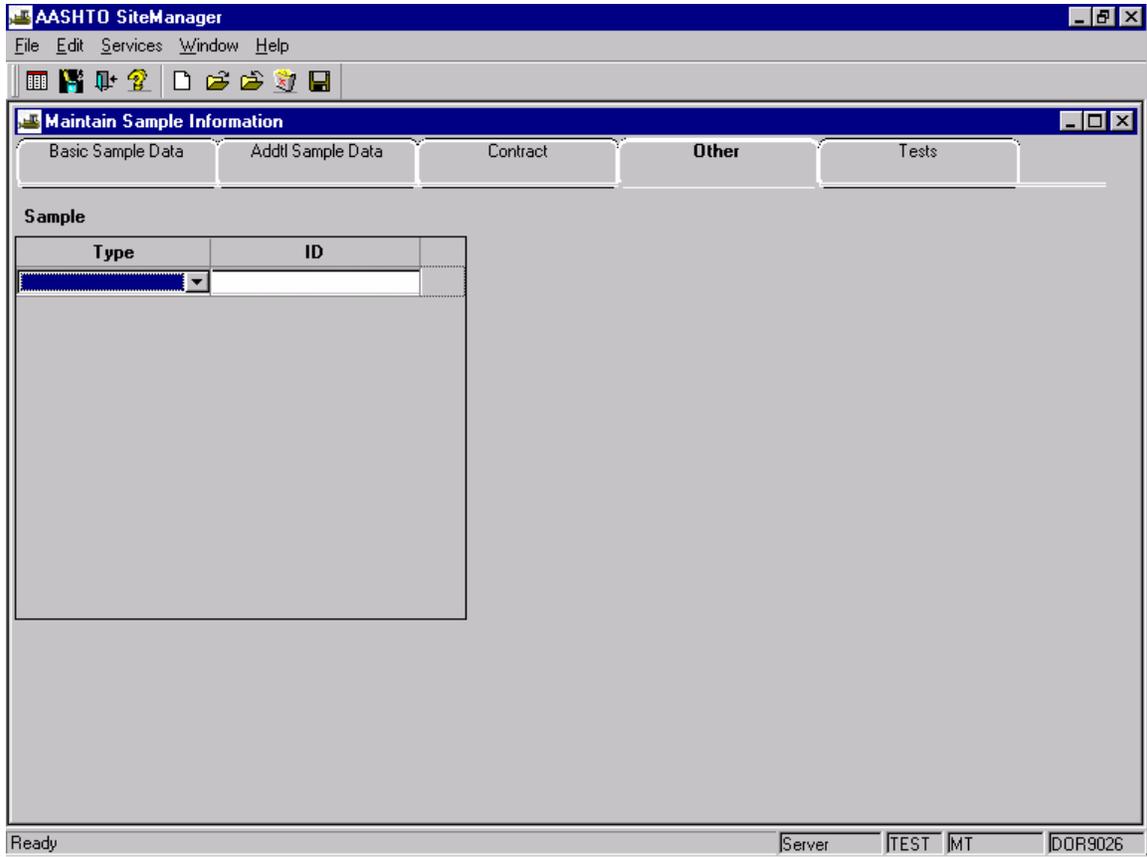
No information is required in the Repr Qty field.



Click on the save icon 

Other Tab

No entry required on this tab.



Tests Tab

No information is required on this tab from field personnel.

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations. The main window has a tabbed interface with the following tabs: "Basic Sample Data", "Addtl Sample Data", "Contract", "Other", and "Tests". The "Tests" tab is selected and active. It displays a table with the following columns: "Test Method", "Sample Test Nbr", and "Test Description". Below the table is a form with the following fields:

Test Method:	<input type="text"/>
Lab ID:	<input type="text"/>
Sample Test Nbr:	<input type="text"/>
Charge Amount:	<input type="text" value="\$0.00"/>
Start Date:	<input type="text" value="12/11/02"/>
Estimated Completion Date:	<input type="text" value="00/00/00"/>
Actual Completion Date:	<input type="text" value="00/00/00"/>

The status bar at the bottom of the window shows "Ready" on the left and "Server | PROD | MRADM | DOR9026" on the right. The taskbar at the bottom of the screen shows the Start button, several open applications, and the system tray with the time "10:28 AM".

This completes the field personnel's required SiteManager entries.

Submitting The Buy America Certification To The Laboratory

When submitting the Buy America Certification to the Materials and Research Division you can

a) Write the sample number directly on the Buy America certification

Or

b) Complete the Sample Identification tag as outlined in Section 4 and staple the tag to the Buy America certification.

Send the Buy America certification to the Materials and Research Division attention SiteManager Section.

When the Buy America certification is received the Materials and Research Division will review the certification and authorize the sample record in SiteManager.

The Sampling Checklist will not show the sample as Completed until the Materials and Research Division have authorized it.

Section 9A

Materials Management

Field Instructions For Aggregates

Date: February 5, 2004
Revised:

Bullet Items for Aggregates

- If you are sending a correlation sample to the laboratory:
 - a) create a sample record in SiteManager
 - b) report your correlation gradation in SiteManager
 - c) fill out sample identification card
 - d) send sample and identification card to the Materials and Research Division in Lincoln
 - e) the Materials and Research Division will authorize the sample

- If you are recording field gradation test results:
 - a) create a sample record in SiteManager for each day's gradations
 - b) on the "Test" tab you can initiate numerous gradations for a single day (i.e. your first gradation will have a "1" in the Sample Test Nbr field, a "2" for the second gradation, etc.)
 - c) field personnel can authorize a sample for daily field control gradations

- Important – Remember that your correlation gradation is a single sample record, do not include it in numerous daily gradation results

- If reporting only field gradations, authorization of these samples can be performed by field personnel

- If reporting a correlation sample, and a Central Lab sample is being sent to Lincoln, the Materials and Research Division will authorize the sample

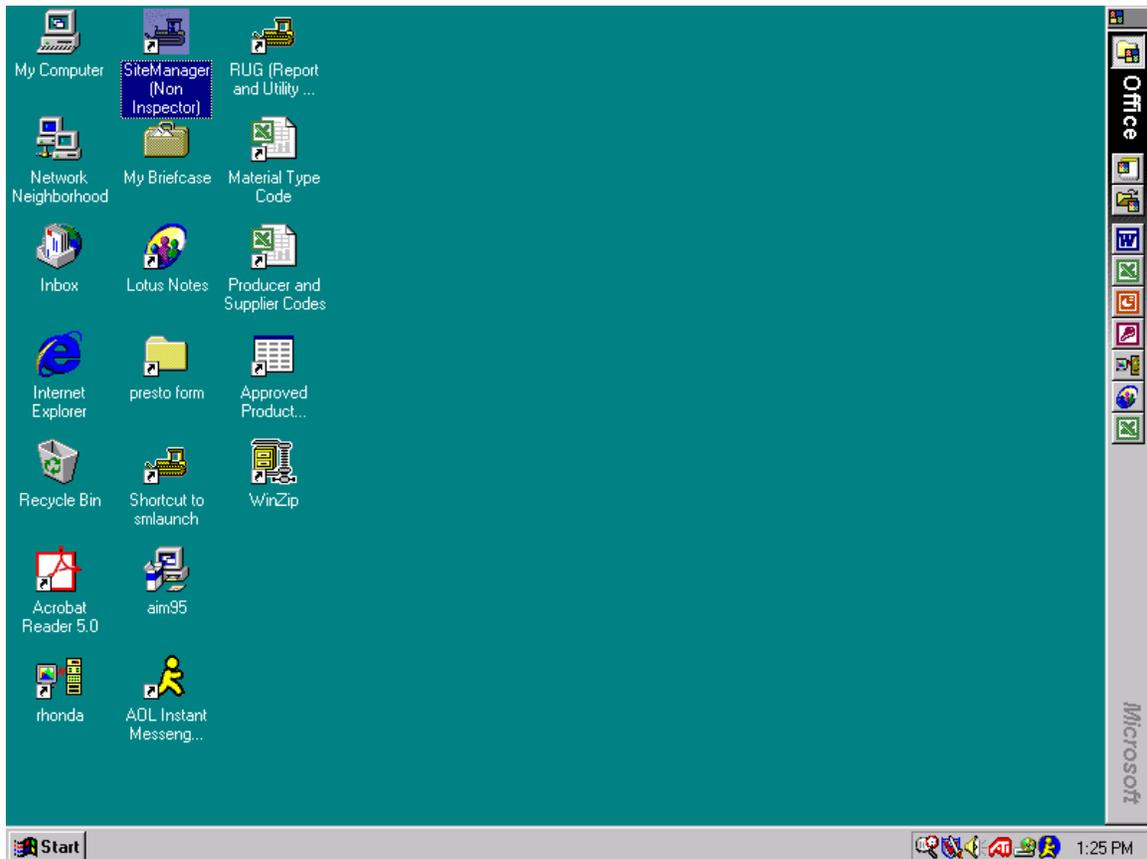
SECTION 9A

MATERIALS MANAGEMENT FIELD INSTRUCTIONS FOR AGGREGATES

Purpose: Section 9A will define the field requirements for entering aggregate information.

Detailed below are the necessary steps:

Select the SiteManager Non-Inspector Icon. Double Click.



Enter your user ID and Password. Connect to: Server
 (My user id is: _____)
 (Password Hint: _____) Do not reveal your password as this will risk
 the SiteManager security system.
 Select the Logon button. Click once.

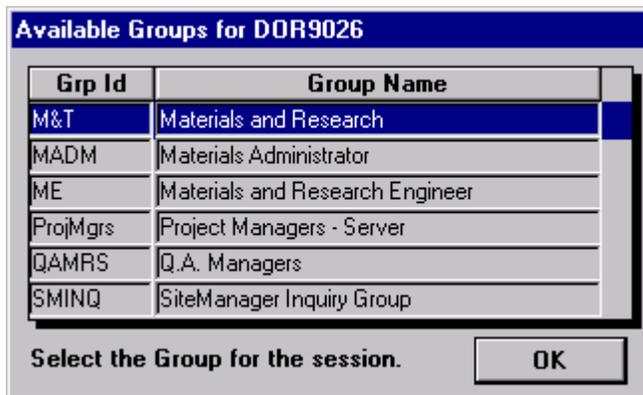


The dialog box is titled "SiteManager Logon" and features the SiteManager logo (a stylized 'S' with "Transport" above it and "Construction Management Software" below it). Below the logo are three input fields: "User ID:" containing "DOR9026", "Password:" with masked characters, and "Connect to:" with a dropdown menu set to "Server". At the bottom are three buttons: "Logon", "Change Password", and "Close".

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 Washington, D.C. 20001 U.S.A. [202] 624-5800

Enter the User Password.

Select Correct Group Id and Group Name
 (My Group Is: _____)
 Select OK button. Click once.

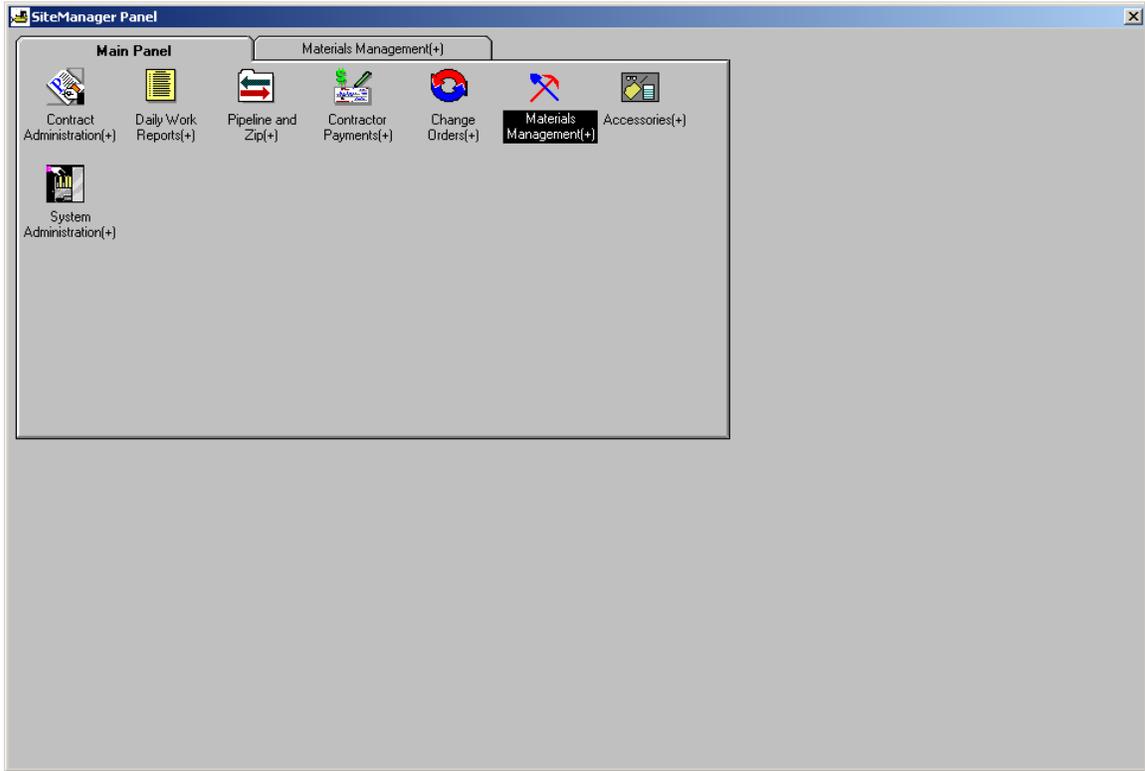


The dialog box is titled "Available Groups for DOR9026" and contains a table with two columns: "Grp Id" and "Group Name". The "Materials and Research" group is highlighted in blue.

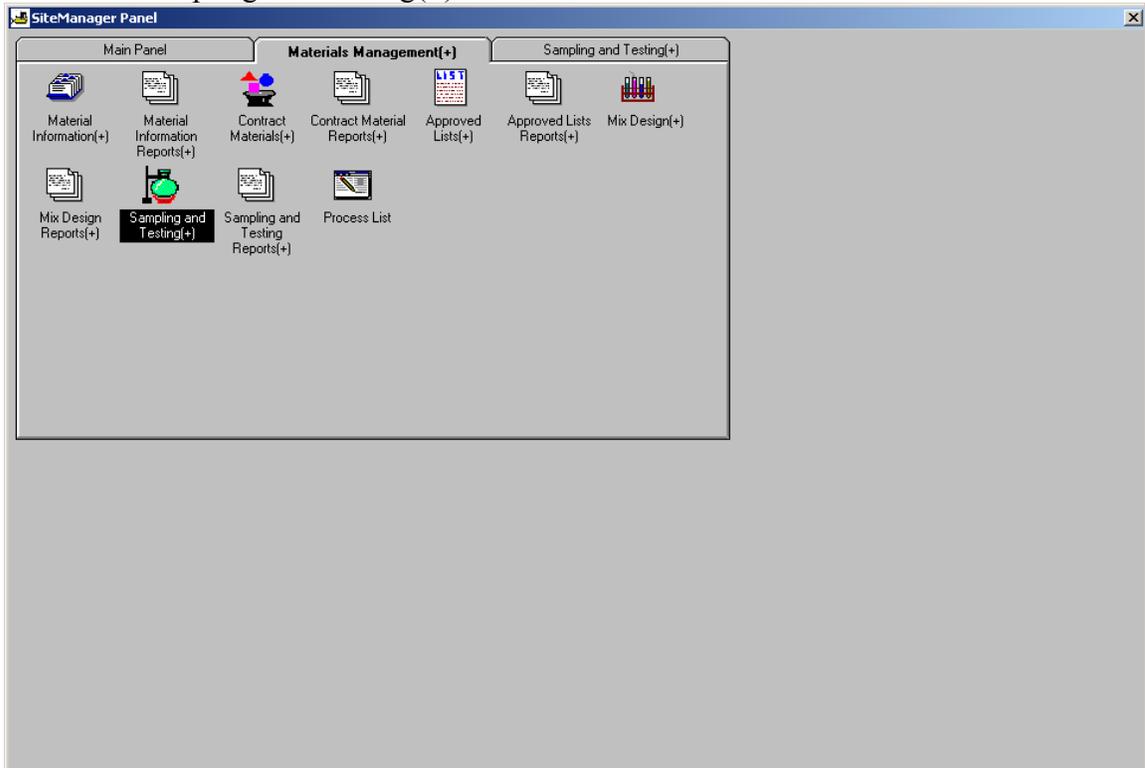
Grp Id	Group Name
M&T	Materials and Research
MADM	Materials Administrator
ME	Materials and Research Engineer
ProjMgrs	Project Managers - Server
QAMRS	Q.A. Managers
SMINQ	SiteManager Inquiry Group

Select the Group for the session.

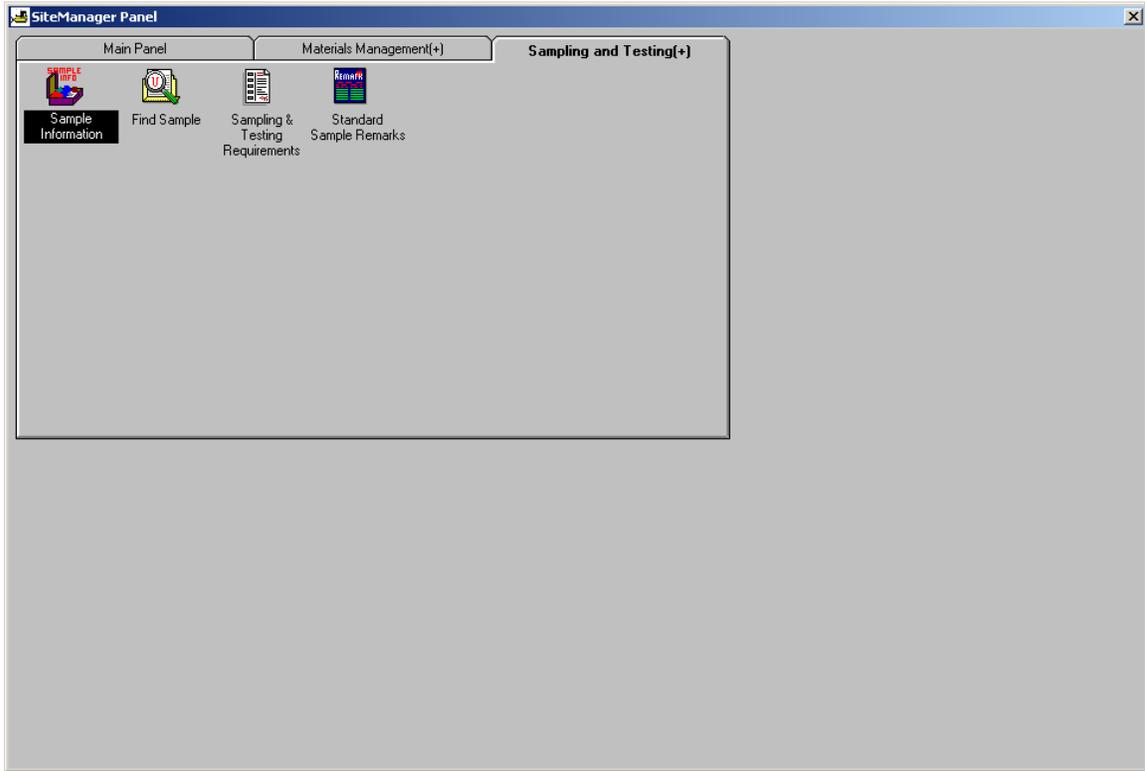
Select the Materials Management(+) Icon. Double click.



Select the Sampling and Testing(+) Icon. Double click.



Select the Sample Information Icon. Double click.



You will now be at the Maintain Sample Information Screen.

On this screen you will see five tabs. They are labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

Shown below are the instructions for each tab.

Basic Sample Data Tab

The screenshot shows the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' window is open, displaying the 'Basic Sample Data' tab. The form contains the following fields and values:

Smpl ID:	0409026A0004	Smpl Unit:	CU YD	Status:	Pending
Revised By:		Revising:		Smpl Dt:	01/12/04
Link To:		Link From:		Log Dt:	00/00/00
Smpl Type:	Quality	Acpt Meth:	Sample & Test		
Smpld By:	DOR9026 DeButts, Rhonda				
Material:	1033CLASSC Class C (AX) Aggregate				
P/S:	A00001 Arps Sand_Gravel NE 1/4,Sec 27,T-17-N,R-3-E				
Type:	AGGP	City:	No Address Found.		
Mnctr:		Town:			
Geog Area:	District 1	Prod Nm:	Class C (AX) Aggregate		
Intd Use:	AX Concrete	Represented Quantity:	500.000		
Auth By:		Auth Date:	00/00/00		

Fill in the following information:

Smpl ID – Enter the sample identification number as outlined in Section 3.

(Note: This field will automatically be populated with the year and the dor number. The remaining five digits need to be manually filled in).

Smpl Unit – Select CU YD from the drop down list.

Status – If you are reporting field ran gradation select Complete. If you are going to send the sample to the lab select Pending.

Smpl Dt – Enter the date the sample was taken.

Log Dt – This will be used by the laboratory to report when the sample was received.

Sample Type – This field will automatically be populated after a material is selected.

Acpt Meth – This field will automatically be populated after a material is selected.

Smpld By – Perform a search and select your name.

Material – Perform a search and select the class of aggregate.

P/S – Perform a search and select the correct producer supplier and pit location. (Be careful that you select the correct pit location)

Geog Area – Select the district that the project is located in.

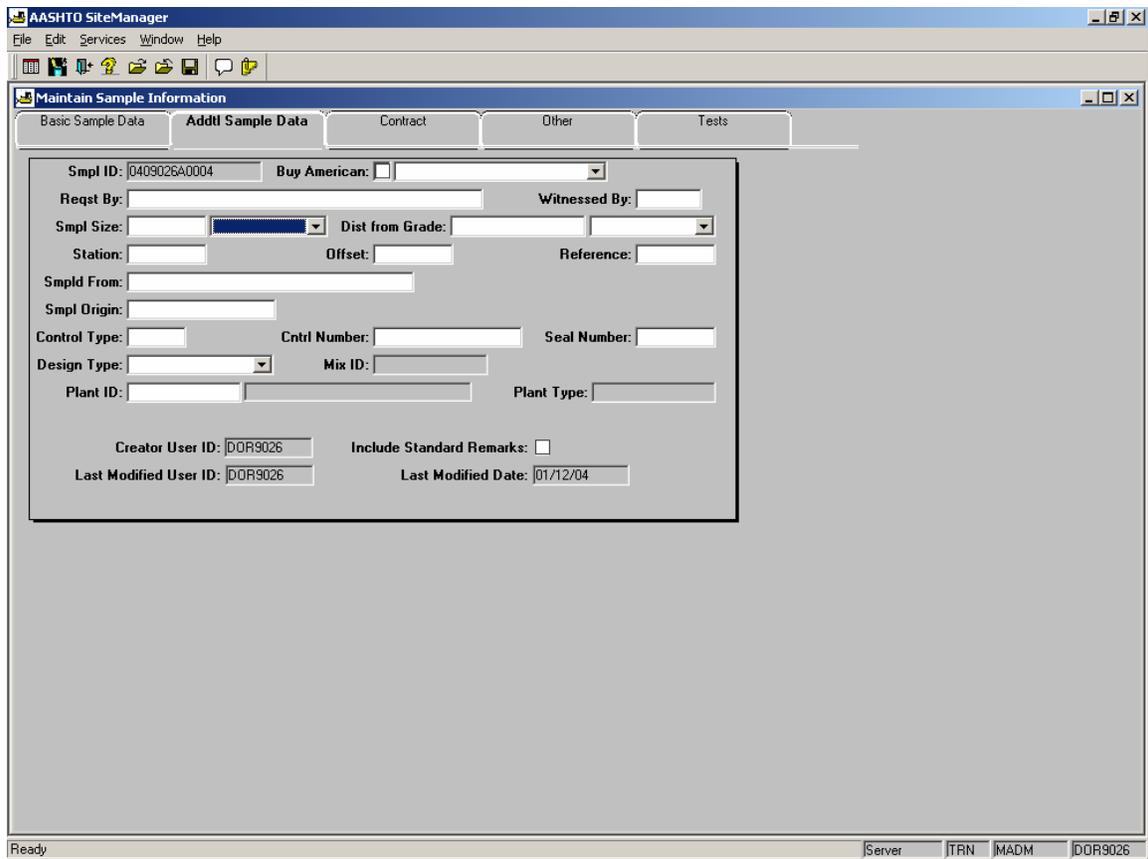
ProdNm – Perform a search and select the class of aggregate.

Intd Use: - Self explanatory.

Represented Quantity: Enter quantity of material that sample represents.

Select the Save icon .

Addtl Sample Data Tab



The screenshot displays the 'AASHTO SiteManager' application window. The 'Maintain Sample Information' window is open, showing the 'Addtl Sample Data' tab. The form contains the following fields and controls:

- Smpl ID: 0409026A0004
- Buy American:
- Reqst By:
- Witnessed By:
- Smpl Size: (dropdown menu)
- Dist from Grade: (dropdown menu)
- Station:
- Offset:
- Reference:
- Smpl From:
- Smpl Origin:
- Control Type:
- Cntrl Number:
- Seal Number:
- Design Type: (dropdown menu)
- Mix ID:
- Plant ID:
- Plant Type:
- Creator User ID: DOR9026
- Include Standard Remarks:
- Last Modified User ID: DOR9026
- Last Modified Date: 01/12/04

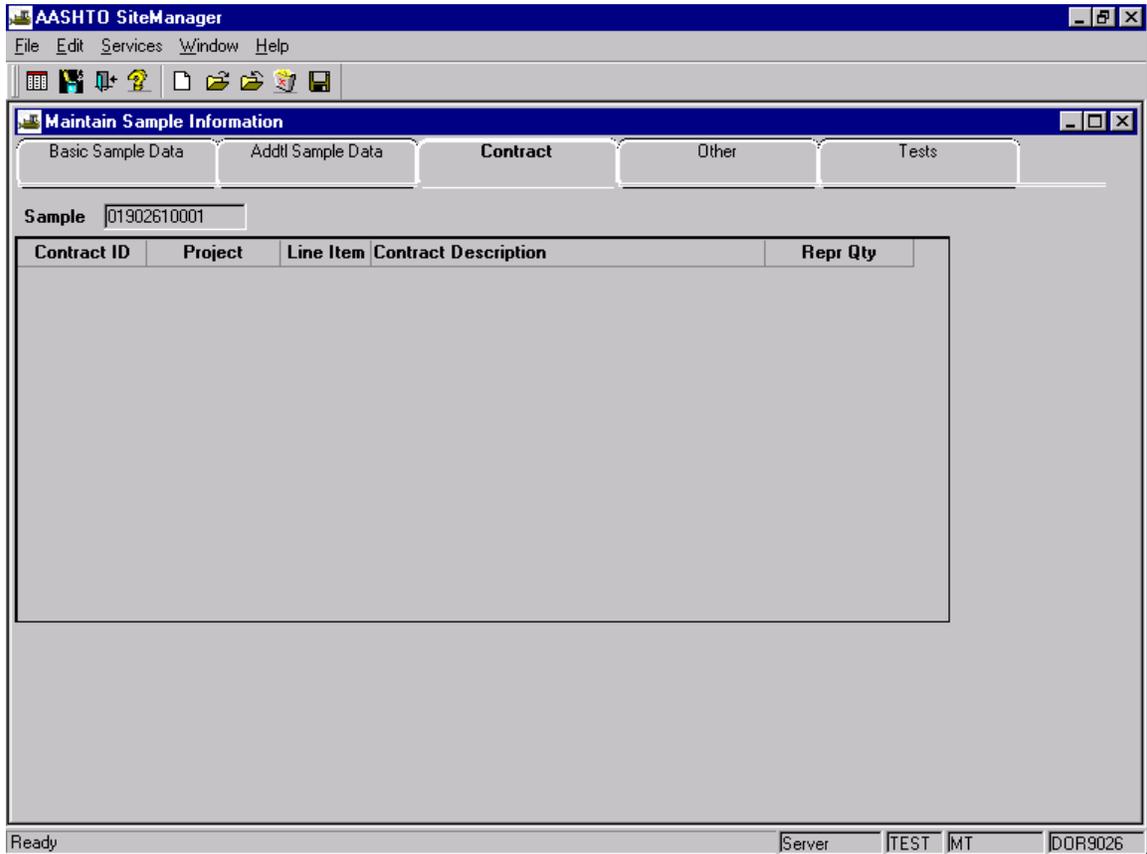
The status bar at the bottom shows 'Ready' and 'Server ITRN MADM DOR9026'.

No information necessary on this tab.

Contract Tab

The Contract Tab is where you will associate the aggregate sample to a specific contract and line item.

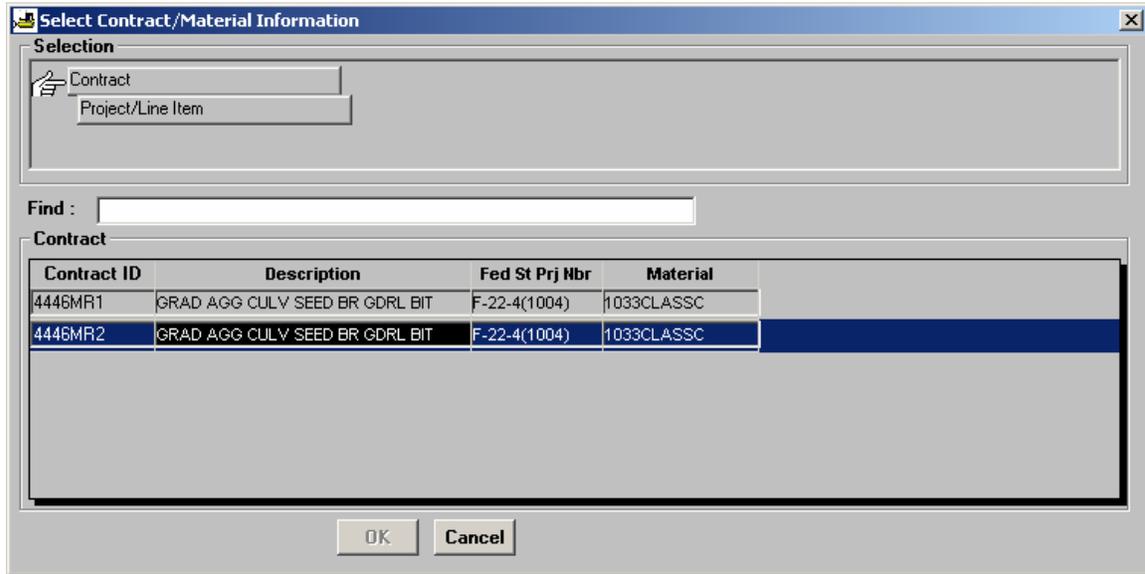
A sample can be linked to multiple line items and multiple contracts on the Contracts Tab.



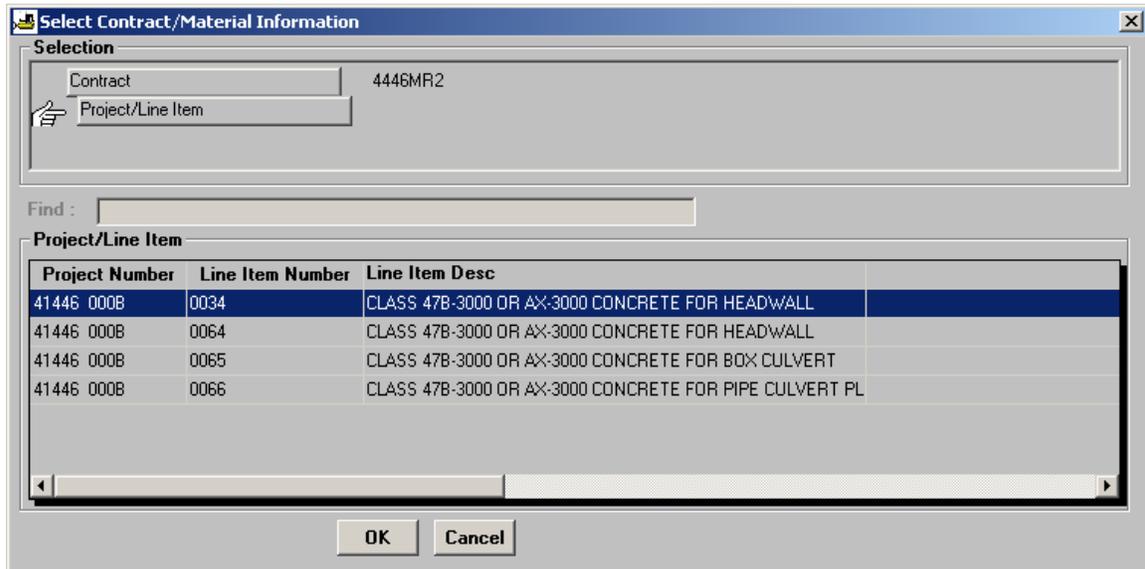
Since you are reporting the use of aggregates, when you select the Contract tab the contracts that have line items that use the type of aggregate that you are reporting will be displayed.

(Note: If the contracts are not displayed select the new icon  and they will appear)

Highlight the Contract ID you are assigning this sample to. Double Click.

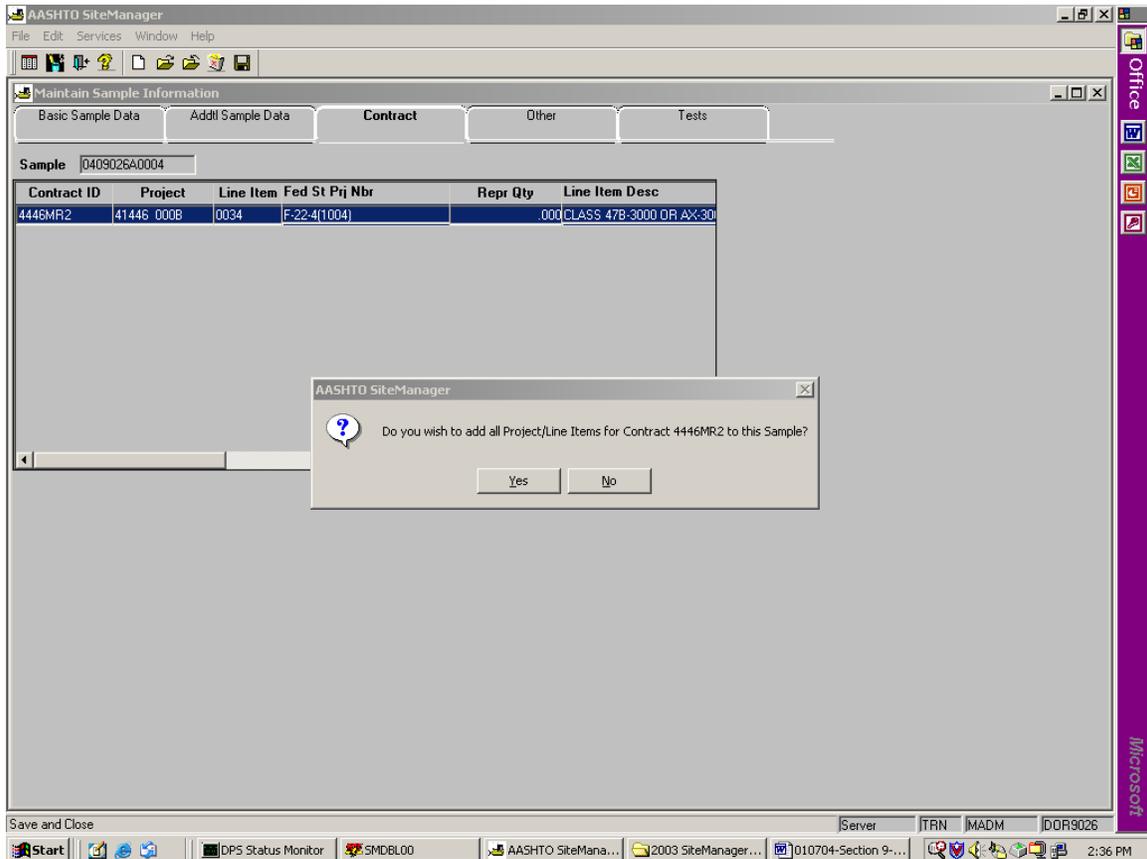


Highlight the Project/Line Item that this material is representing. Click ok once.



You will receive the message shown below. If you want your:

- a) aggregate sample linked to all of the line items select “Yes”
- b) aggregate sample linked to only the line item you highlighted select “No”
- c) aggregate sample linked to some but not all of the line items select “No”. To link to another line items return to page 10 and repeat the steps



Enter the represented quantity of material in the “Repr Qty” field.

You have now associated the aggregate sample to your contract and to the line item.

Select the Save icon .

Other Tab

If you would like to track the Group number that this aggregate is used for you can do it on this tab. This is an optional step, use at your discretion.

On the dropdown list under Type select Group(s). In the ID column enter the group or groups that this concrete is placed on.

Type	ID
Group(s)	
Batch Number	
Contract ID	
Group(s)	
Heat Number	
Lot Number	

Click on the save icon  if you make an entry in this field.

Tests Tab

The Field Performed Gradation and Central Lab gradation templates can be accessed from the Tests tab.

The screenshot shows the AASHTO SiteManager application window. The 'Maintain Sample Information' dialog box is open, and the 'Tests' tab is selected. The 'Sample' field contains the value '0209026M0001'. Below this is a table with the following structure:

Test Method	Sample Test Nbr	Test Description

Below the table is a form with the following fields:

Test Method:

Lab ID:

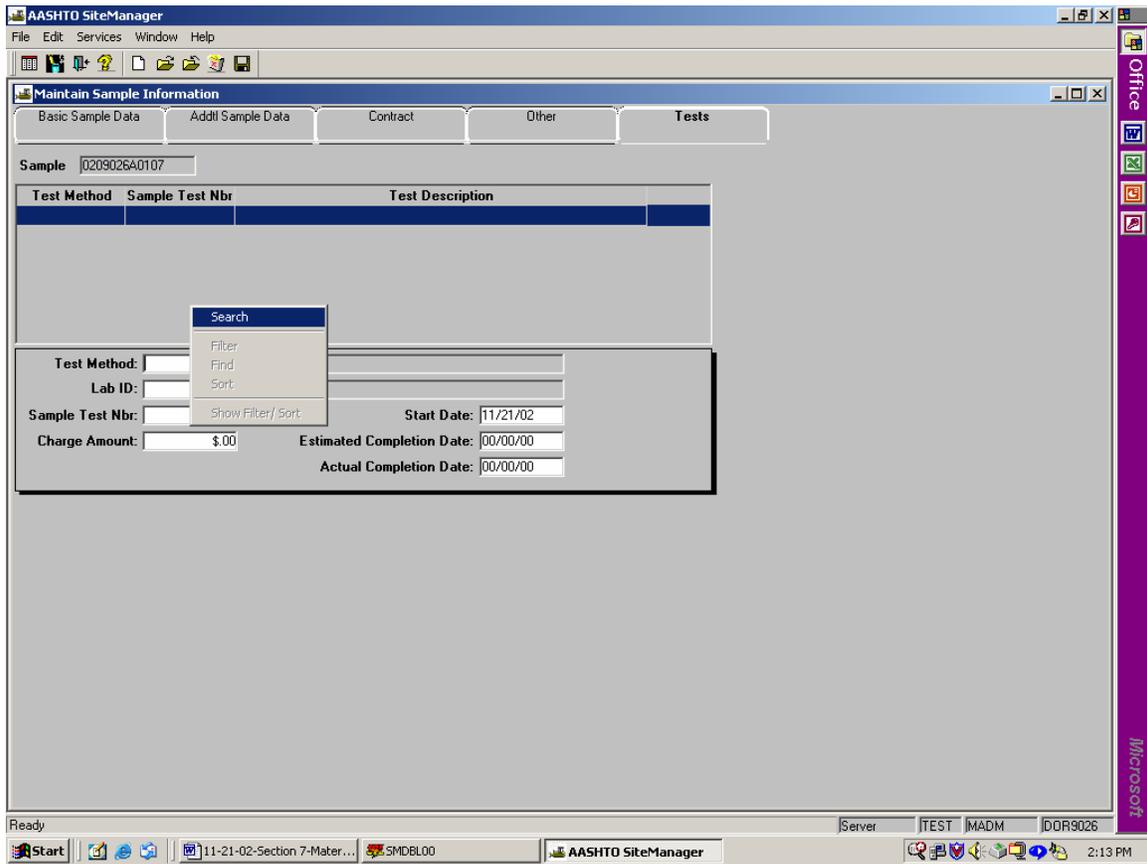
Sample Test Nbr: Start Date:

Charge Amount: Estimated Completion Date:

Actual Completion Date:

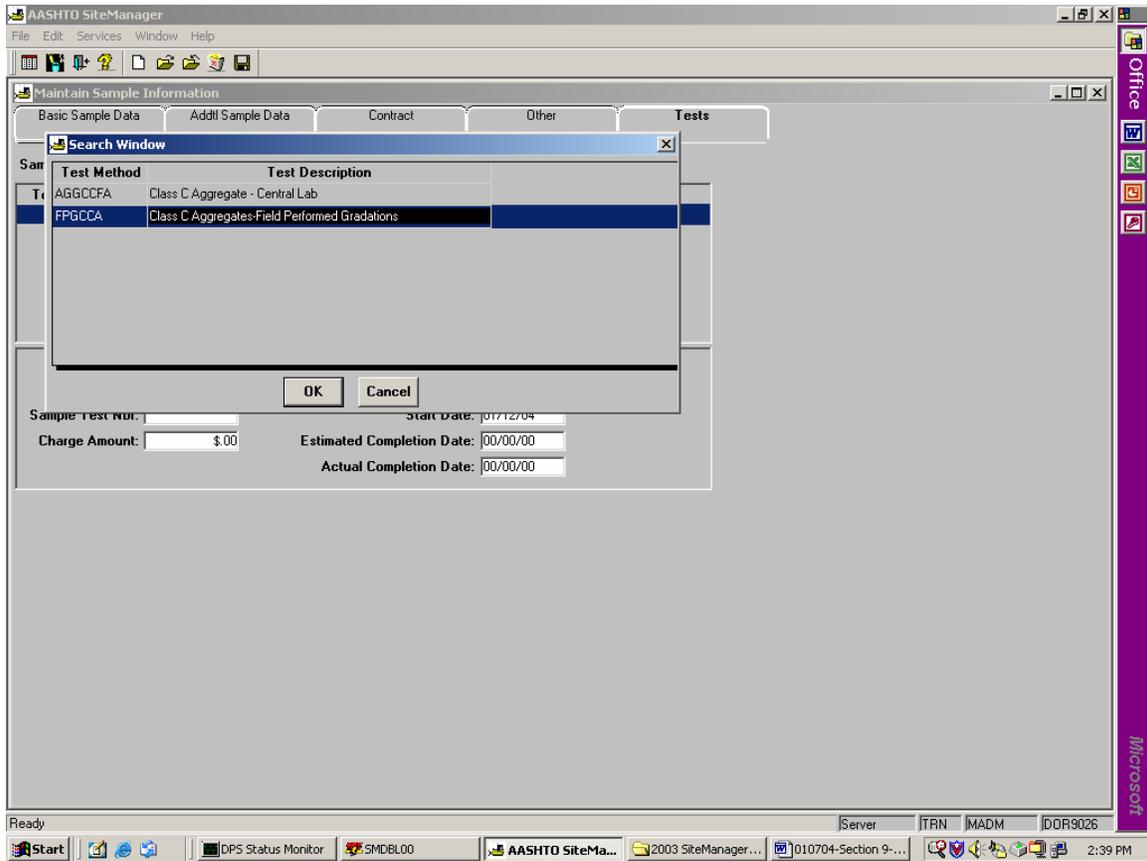
The status bar at the bottom of the window shows 'Ready', 'Server', 'TEST', 'MT', and 'DOR9026'.

Perform a Search in the Test Method field.



This will display the Test Methods and Test Descriptions that have been associated with a specific aggregate.

NOTE: Field personnel will select the test description that has “Field Performed Gradations” as part of its title.



After you have selected the appropriate test method you will move your cursor to the Sample Test Nbr field.

Enter the number “1” in the Sample Test Nbr field. The only time that you will not enter the number 1 is if you use that test description more than once for this sample. (i.e. you are running multiple daily field control gradation. Your first field control gradation will have a number “1” in the Sample Test Nbr field, your second field control gradation will have a “2” in the Sample Test Nbr field, etc).

The Sample Test Nbr is the number of times you use a particular template for a single sample.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other **Tests**

Sample: 0409026A0004

Test Method	Sample Test Nbr	Test Description
		Class C Aggregates-Field Performed Gradations

Test Method: FPGCCA Class C Aggregates-Field Performed Gradations

Lab ID:

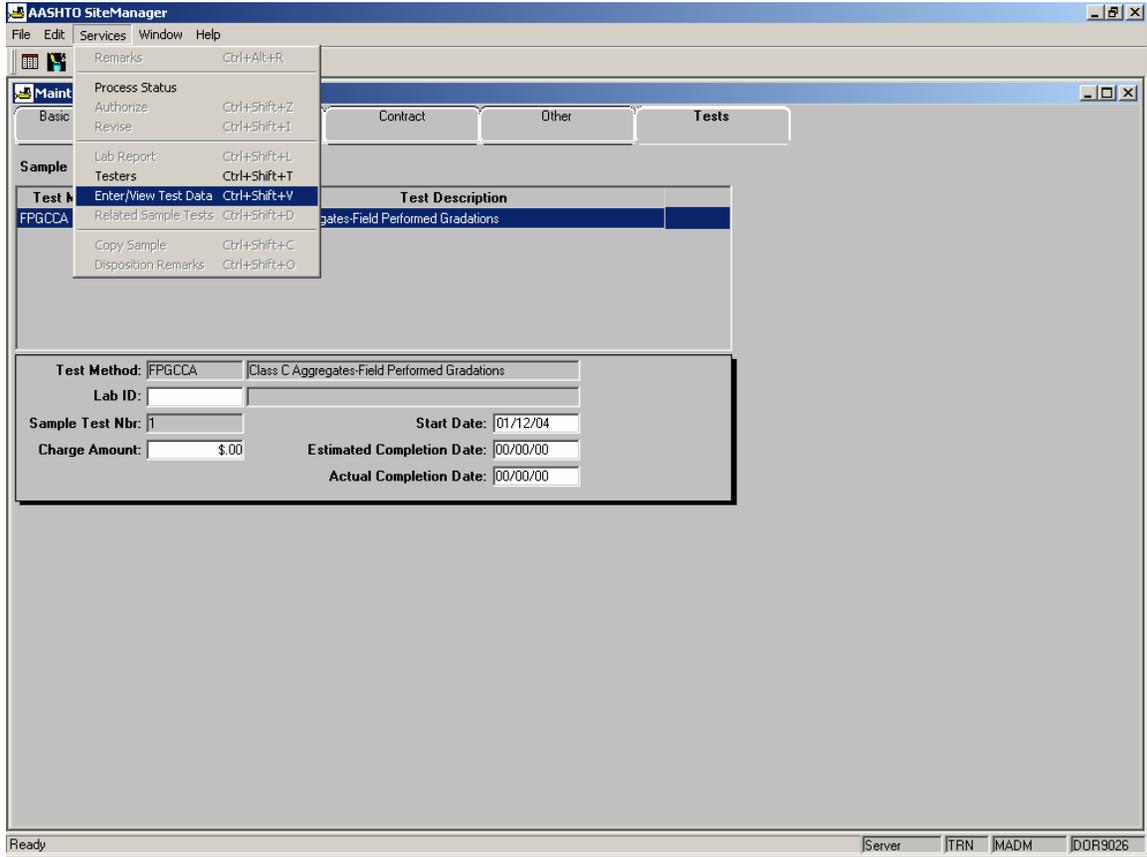
Sample Test Nbr: **Start Date:** 01/12/04

Charge Amount: \$ 00 **Estimated Completion Date:** 00/00/00

Actual Completion Date: 00/00/00

Ready Server TRN MADM IDOR9026

After you have selected the template and entered the Sample test number you will then go to Services. Select Enter/View Test Data.



This will bring you to the field control gradation screen:

- a) Enter your field control gradation results. Enter the weight retained and it will automatically compute percent passing.

The screenshot shows the AASHTO SiteManager application window. At the top, there is a menu bar (File, Edit, Services, Window, Help) and a toolbar. Below this is a 'Material Test Template Usage' section with the following fields:

- Sample ID: 0409026A0004
- Test Method: FPGCCA
- Test Number: 1
- Material Code: 1033CLASSC
- Mix Type: (empty)

The main area contains a form titled 'CLASS C AGGREGATES-FIELD PERFORMED GRADATIONS'. It includes a 'Sieve Analysis' section with a checkbox for 'Spacer Sieves were used' and 'were not used'. Below this is a table for 'Total Percent Passing' with columns for sieve sizes: 1 1/2, 1, 3/4, 3/8, 4, 10, 20, 30, and 200. The table has three rows: 'Weight Retained', 'Percent Passing', and 'Specifications'. The 'Specifications' row shows values: 100, 44/88, 24/50, 4/20, and 0/3. Below the table are fields for 'Wash or Dry Test', 'Type of Gradation Test', and 'Results'. A 'Remarks:' section is also present.

	1 1/2	1	3/4	3/8	4	10	20	30	200
Weight Retained	.0	.0	.0	.0	.0	.0	.0	.0	.0
Percent Passing									
Specifications	100		44/88	24/50		4/20	0/3		

At the bottom of the window, the taskbar shows the Start button, several running applications (DPS Status Monitor, SMDBL00, AASHTO SiteMa..., 010704-Section 9-...), and the system tray with the time 3:11 PM.

Select Wash or Dry

AASHTO SiteManager

File Edit Services Window Help

Material Test Template Usage

Sample ID : 0409026A0004 Test Method : FPGCCA Test Number: 1
 Material Code : 1033CLASSC Mix Type :

CLASS C AGGREGATES-FIELD PERFORMED GRADATIONS

Sieve Analysis
 [Spacer Sieves were used were not used]

Dry Weight of Samples

Total Percent Passing	1 1/2	1	3/4	3/8	4	10	20	30	200
Weight Retained	.0	.0	.0	.0	.0	.0	.0	.0	.0
Percent Passing									
Specifications	100		44/88	24/50			4/20	0/3	

Wash or Dry Test: Type of Gradation Test: Results

Remarks:

Ready Server TRN MADM DOR9026

Select Correlation, Field Control, Field & Proportioning, or Proportioning Report

AASHTO SiteManager

File Edit Services Window Help

Material Test Template Usage

Sample ID : 0409026A0004 Test Method : FPGCCA Test Number: 1

Material Code : 1033CLASSC Mix Type :

CLASS C AGGREGATES-FIELD PERFORMED GRADATIONS

Sieve Analysis
 (Spacer Sieves were used were not used)

Dry Weight of Samples	Total Percent Passing								
	1 1/2	1	3/4	3/8	4	10	20	30	200
Weight Retained	.0	.0	.0	.0	.0	.0	.0	.0	.0
Percent Passing									
Specifications	100		44/88	24/50			4/20	0/3	

Wash or Dry Test: Type of Gradation Test: Results:

Remarks:
 Correlation
 Field Control
 Field & Proportioning
 Proportioning Report

Ready Server TRN MADM DOR9026

Select Pass or Fail

AASHTO SiteManager

File Edit Services Window Help

Material Test Template Usage

Sample ID : 0409026A0004 Test Method : FPGCCA Test Number: 1

Material Code : 1033CLASSC Mix Type :

CLASS C AGGREGATES-FIELD PERFORMED GRADATIONS

Sieve Analysis
 (Spacer Sieves were used were not used)

Dry Weight of Samples	Total Percent Passing								
	1 1/2	1	3/4	3/8	4	10	20	30	200
Weight Retained	.0	.0	.0	.0	.0	.0	.0	.0	.0
Percent Passing									
Specifications	100		44/88	24/50			4/20	0/3	

Wash or Dry Test: Type of Gradation Test: Results: **Pass**

Remarks:

Ready Server JTRN JADM IDOR9026

If you would like to print a copy of your template you can do so by selecting the “Ctrl” and “P” keys on your computer keyboard. This will send a copy to your printer.

If you are reporting only field control gradations:

- 1) close out of the template and return to the Tests tab and enter a date in the actual completion date field
- 2) then go to the Basic Sample Data tab and authorize the sample record

Remember, do not authorize a correlation sample. This will be done by the Materials and Research Division.

Submitting An Aggregate Sample To The Laboratory

Complete the Sample Identification tag as outlined in Section 4.

The Sample Identification Tag may then be enclosed in a sample envelope and attached to the bag of aggregates and sent to the laboratory.

WARNING: THE CENTRAL LABORATORY OR THE BRANCH LABORATORIES WILL NOT ACCEPT ANY SAMPLE THAT HAS NOT BEEN PROPERLY DOCUMENTED IN SITEMANAGER.

THE SAMPLE IDENTIFICATION TAG AND SAMPLE IDENTIFICATION NUMBER MUST ACCOMPANY THE AGGREGATE SAMPLE.

WITHOUT THIS INFORMATION THE LABORATORIES HAVE NO WAY TO TRACK YOUR SAMPLE.