



NDOR SiteManager Materials Management

Laboratory and Field Personnel
Instructions

Printing Test Templates

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| Summary of Changes | Date | Author |
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1. Purpose:

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

The purpose of this instructional document is to provide the steps necessary to successfully generate printable SMGR test templates suitable for proper reporting and documentation purposes.

1.1 Roles and Responsibilities:

SiteManager Staff: 402.479.4760, DOR.SiteManagerMaterials@nebraska.gov.

1.2 Authentication:

Creating and Authorizing a SiteManager Sample Record: http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Creating_Authorizing_SiteManager_Sample_Record.pdf

Find Sample: http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Find_Sample.pdf

1.3 Abbreviations:

M&R: NDOR Materials & Research
NDOR: Nebraska Department of Roads
SMGR: SiteManager

2. Operational Instructions:

SMGR includes a custom feature to allow users to print a system template. A printed template is acceptable for reporting and documentation purposes.

To generate a test template suitable for use as a SMGR report, follow these steps.

2.1 Sample Data:

Create a new sample or select an existing sample. For more information on sample creation, refer to [Creating and Authorizing a SiteManager Sample Record](#). For more information on finding an existing sample, refer to [Find Sample](#).

The screenshot shows the 'Maintain Sample Information' window in AASHTO SiteManager. The 'Basic Sample Data' tab is active. The form contains the following fields and values:

| | | | | | |
|-------------|------------------------------|---------------------|---------------------|-----------------------|----------|
| Smpl ID: | 043102810015 | Status: | Complete | Sample Date: | 07/12/04 |
| Revised By: | | Revising: | | Log Date: | 00/00/00 |
| Link To: | | Link From: | | | |
| Smpl Type: | Field Tested | Acpt Meth: | Sample & Test | | |
| Material: | 422RS | | Reflective Sheeting | | |
| Sampler: | DOR31028 | | Perry, Brion | | |
| P/S: | TrafCon | | P0127 | | |
| Type: | Traffic Control | City: | No Address Found. | | |
| Prod Nm: | reflective sheeting material | | | | |
| Mnctr: | | | | | |
| Town: | | Geog Area: | District 1 | | |
| Intd Use: | Barricades | | | | |
| Repr Qty: | 12.000 EACH | Lab Control Number: | | | |
| Auth By: | DOR31028 | Auth Date: | 07/15/04 | Lab Reference Number: | |

Figure 1 – Basic Sample Data tab

2.2 Tests Tab

From the Tests tab, highlight the Test Method.

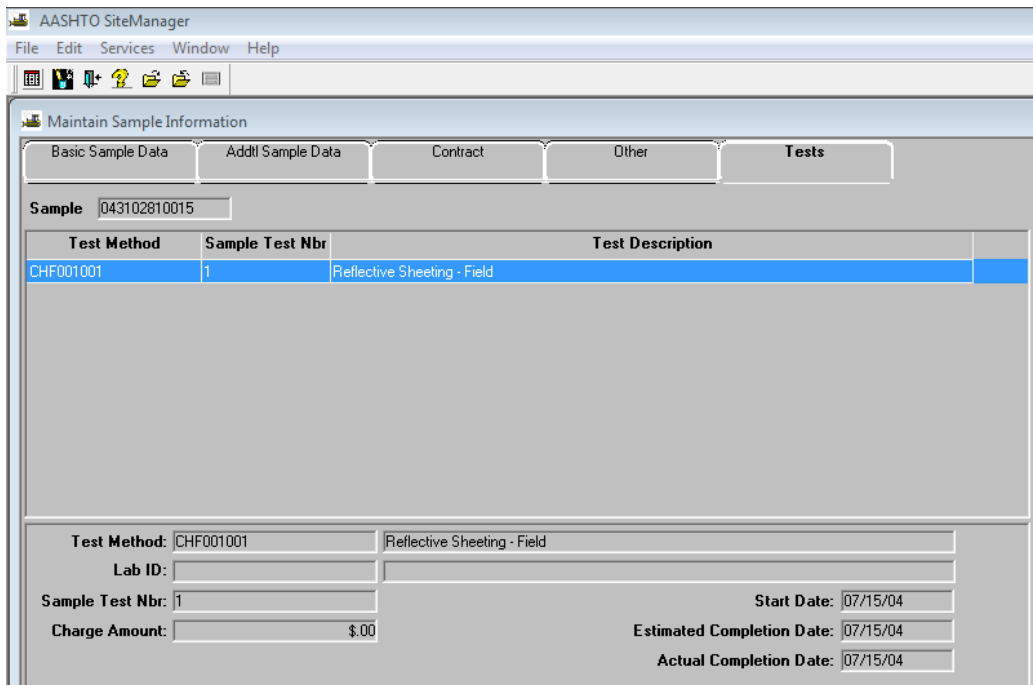


Figure 2 – Tests tab

From the Services Menu, select Enter/View Test Data.

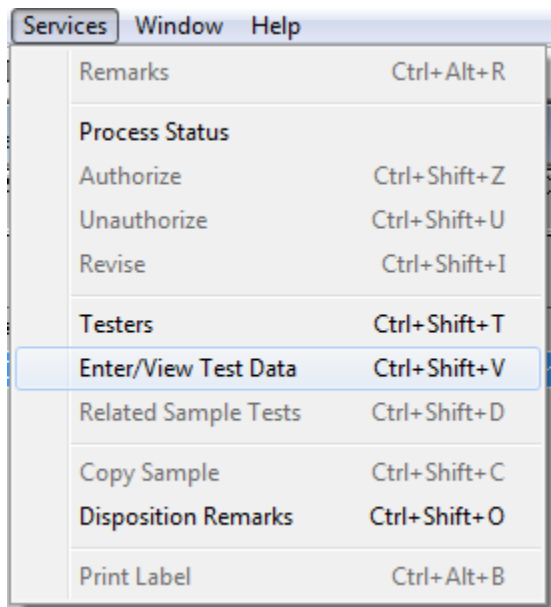


Figure 3 – Services menu

2.3 Material Test Template Usage

SMGR will display the custom test template.

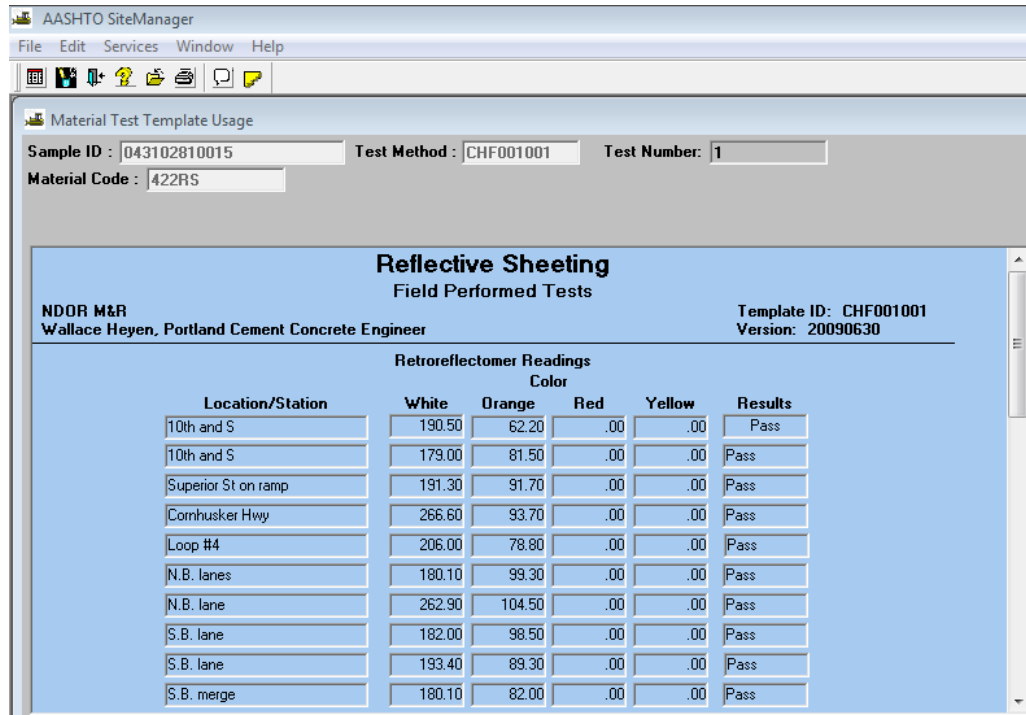


Figure 4 – Test template

Note: The template presented here is for Reflective Sheeting and is for demonstration purposes. Templates will vary dependent on the material and method of acceptance.

2.4 Print:


The custom test template can be printed when necessary. Functional purposes of the printed template range from personal use to proper reporting and documentation needs.

The print function adds sample and contract information to what is displayed in the material template. An example of this is shown in Figure 5.

To print a custom template, follow these steps.

From the menu of buttons, select Print .

SMGR will open Adobe Reader and display the report.

From the menu of buttons within Adobe Reader, select Print  and then OK to print the template.

Sample Id: 043102810015 **Material:** 422RS Reflective Sheeting ▾
Producer: TrafCon **Product Name:** reflective sheeting material
Supplier Name: _____
Sample Date: 7/12/2004 **Test Method:** CHF001001 **Smpl Tst Nbr:** 1

Contract Id **Fed St Prj Nbr** **Location**
 0557 S-STWD(1023) STATEWIDE I-80 REST AREA SIGNING

**Reflective Sheeting
Field Performed Tests**

NDOR M&R
Wallace Heyen, Portland Cement Concrete Engineer

Template ID: CHF001001
Version: 20090630

| Location/Station | Retroreflector Readings | | | | Results |
|---------------------|-------------------------|--------|-----|--------|---------|
| | Color | | | | |
| | White | Orange | Red | Yellow | |
| 10th and S | 190.50 | 62.20 | .00 | .00 | Pass |
| 10th and S | 179.00 | 81.50 | .00 | .00 | Pass |
| Superior St on ramp | 191.30 | 91.70 | .00 | .00 | Pass |
| Cornhusker Hwy | 266.60 | 93.70 | .00 | .00 | Pass |
| Loop #4 | 206.00 | 78.80 | .00 | .00 | Pass |
| N.B. lanes | 180.10 | 99.30 | .00 | .00 | Pass |
| N.B. lane | 262.90 | 104.50 | .00 | .00 | Pass |
| S.B. lane | 182.00 | 98.50 | .00 | .00 | Pass |
| S.B. lane | 193.40 | 89.30 | .00 | .00 | Pass |
| S.B. merge | 180.10 | 82.00 | .00 | .00 | Pass |
| N.B. merge | 200.30 | 90.50 | .00 | .00 | Pass |
| | .00 | .00 | .00 | .00 | |
| | .00 | .00 | .00 | .00 | |
| | .00 | .00 | .00 | .00 | |
| | .00 | .00 | .00 | .00 | |

| Minimum Required Retroreflectivity | | | | | Minimum Test Required |
|--|-------|--------|------|--------|--|
| Coefficient of Retroreflection | White | Orange | Red | Yellow | When less than 50 are furnished, test one of every five furnished, or a minimum of two of each, whichever is greater. |
| | 125 | 50 | 22.5 | 85 | |
| Candelas per lux per square meter | | | | | Tests shall be performed as soon as possible and not more than ten days after the devices are erected, and should be re-tested once every six months of the project. |
| Reference Standard Plan 920-R4 for Sheeting Requirements | | | | | |
| | | | | | Additional tests may be requested any time the engineer suspects a device may not meet the minimum required retroreflectivity. |
| | | | | | Devices that fail shall be repaired or replaced. |

Comments: _____

Figure 5 – Printed template