



NDOR SiteManager Materials Management

Central Laboratory Personnel
Instructions

Create and Authorize an Asphaltic
Concrete Sample Record

Table of Contents

1. Purpose:	3
1.1 Roles and Responsibilities:	3
1.2 Abbreviations:	3
1.3 Archival:	3
2. Operational Instructions:	4
2.1 Main Panel:	4
2.2 Materials Management:	4
2.3 Sampling and Testing (+):	5
2.4 Maintain Sample Information:	5
2.5 Basic Sample Data Tab:	5
2.5.1 Sample ID:	6
2.5.2 Sample Date:	6
2.5.3 Material:	6
2.5.4 Sampler:	6
2.5.5 P/S:	6
2.5.6 Prod Nm:	7
2.5.7 Geog Area:	7
2.5.8 Rep Qty:	7
2.5.9 Save:	7
2.6 Contract Tab:	7
2.6.1 Add Line Item:	8
2.6.2 Save:	8
2.7 Tests Tab:	8
2.7.1 Test Method:	9
2.7.2 Lab ID:	9
2.7.3 Actual Completion Date:	9
2.7.4 Save:	9
2.8 Basic Sample Data Tab:	9
2.8.1 Link Contract Documents:	9
2.8.2 Authorize the Sample	11

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1. Purpose:

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

The purpose of this instructional document is to provide the steps necessary to successfully create and authorize an Asphaltic Concrete sample record in SMGR.

1.1 Roles and Responsibilities:

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

Bituminous Aggregate Laboratory Manager: Larry Koves, 402.479.3851,
Larry.Koves@nebraska.gov.

Assistant Flexible Pavement Engineer: Matt Beran, 402.479.4663, Matt.Beran@nebraska.gov

1.2 Abbreviations:

ID: Identification Number

M&R: NDOR Materials & Research

NDOR: Nebraska Department of Roads

SMGR: SiteManager

1.3 Archival:

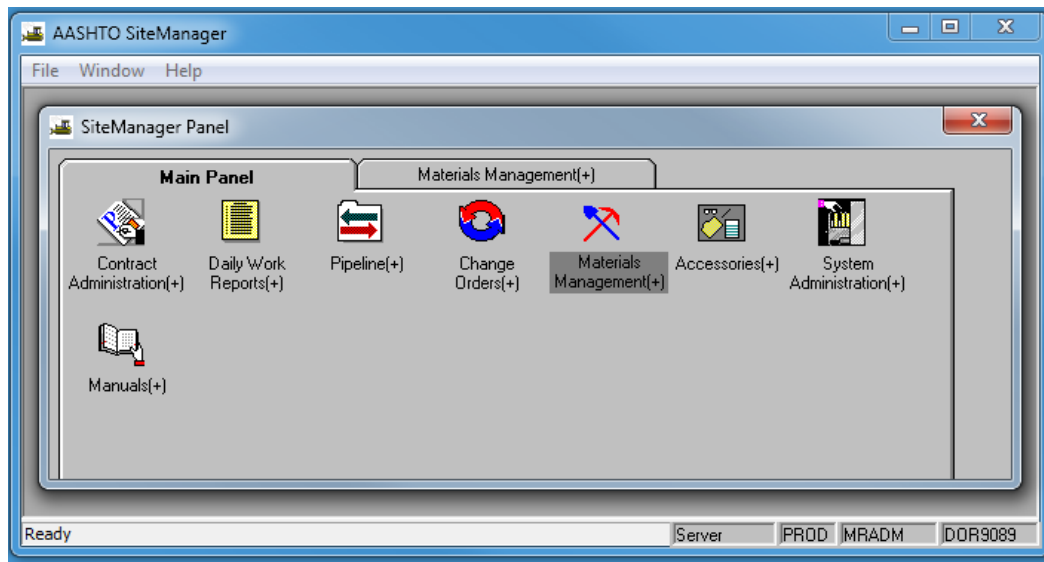
Effective August 2011, the archive records are maintained at S:\Asphalt\[contract year]\[contract-project number].

2. Operational Instructions:

These instructions will provide the steps necessary to successfully complete an Asphaltic Concrete sample record in SMGR.

2.1 Main Panel:

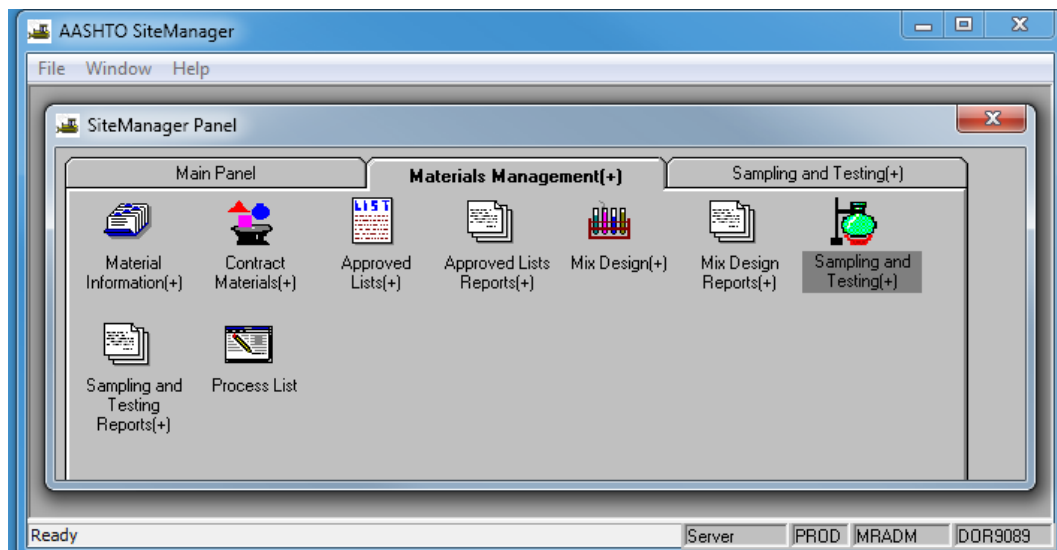
After successfully completing the log in process, SiteManager will present the Main Panel. From the Main Panel, select Materials Management(+).



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

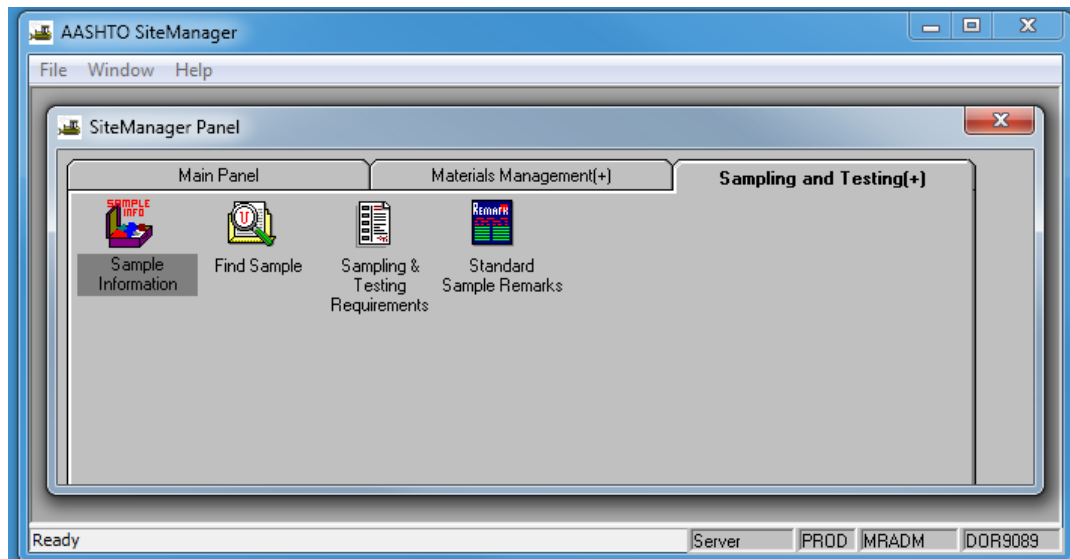
2.2 Materials Management:

Once selected, an array of Material Management(+) icons will be presented on the Materials Management(+) tab. From the Material Management(+) tab, select Sampling and Testing(+) icon.



2.3 Sampling and Testing (+):

Within the Sampling and Testing(+) Tab, select the Sampling Information icon by double clicking.



2.4 Maintain Sample Information:

The Maintain Sample Information tab will be displayed.

This screen will present five tabs: Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

2.5 Basic Sample Data Tab:

Follow these steps to complete the information required on the Basic Sample Data 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 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 controls:

- Smpl ID: 1109088
- Status: Pending
- Revised By: [empty]
- Revising: [empty]
- Sample Date: 00/00/00
- Link To: [empty]
- Link From: [empty]
- Log Date: 00/00/00
- Smpl Type: [dropdown menu]
- Acpt Meth: Spaces
- Material: [empty]
- Sampler: [empty]
- P/S: [empty]
- Type: [empty]
- City: [empty]
- Prod Nm: [empty]
- Mnfctr: [empty]
- Town: [empty]
- Geog Area: Spaces
- Intd Use: [empty]
- Repr Qty: .000
- Lab Control Number: [empty]
- Auth By: [empty]
- Auth Date: 00/00/00
- Lab Reference Number: [empty]

The status bar at the bottom shows 'Ready', 'Server', 'PROD', 'MRADM', and 'DOR9088'.

2.5.1 Sample ID:


Following the instructions found in Material Test Management - Instructions - Sample Identification Numbering Scheme create a unique SMGR sample ID.

2.5.2 Sample Date:

Sample Date is a required value and should be entered in a MM/DD/YY format. Failure to set the Sample Date will prompt an error message which will preclude the user from exiting the Basic Sample Data tab.

Enter the Sample Date in a MM/DD/YY format.

2.5.3 Material:

To select a material, hover over the field until a search lens  appears. Right click to select search and scroll to find the appropriate material. The information presented in the Search Window can be sorted by these respective columns: Material Code, Material Full Name, and Material Category.


Enter or select the 503A0101, Asphaltic Concrete, as the desired Material.

2.5.4 Sampler:

From the dropdown menu, select the name of the individual responsible for sampling the material. If someone other than the sampler is creating the sample record, use the creator's SMGR number in the Sample ID and the name of the field staff in the sampler field.

Enter or select the User ID of the Central Laboratory Bituminous Aggregate Laboratory Manager for the Sampler. As of the publication date of these instructions, use DOR9020.

2.5.5 P/S:

To select a Producer/Supplier, hover over the field until a “Search” lens  appears. Right click to select search and scroll to find the appropriate Producer/Supplier. The information presented in the search window is representative of the Asphalt Producers found on the Nebraska Qualified Material Vendor List. The information presented in the Search Window can be sorted by these respective columns: Producer/Supplier Code and Producer/Supplier Name. The available Producer/Suppliers have been linked to the material by SiteManager Materials Administrator. In the event the appropriate Producer/Supplier is unavailable, please contact the SiteManager Materials Administrator.

Select the organization that performed the work as the Producer/Supplier from the search window.

2.5.6 Prod Nm:

Using the Search function, select the appropriate Product Name. The information presented in the Search Window will be the available Products. The available Product Names have been linked to the material by SMGR System Administrator. In the event the appropriate Product is unavailable, please contact the SMGR System Administrator.

Select the Prod Nm that matches the P/S.

2.5.7 Geog Area:

Geographical Area is populated by means of a drop down list.


Select the geographical area where the work was done.

2.5.8 Rep Qty:

Representative Quantity is a numerical data entry field. This value is not a required field but is useful sample information.

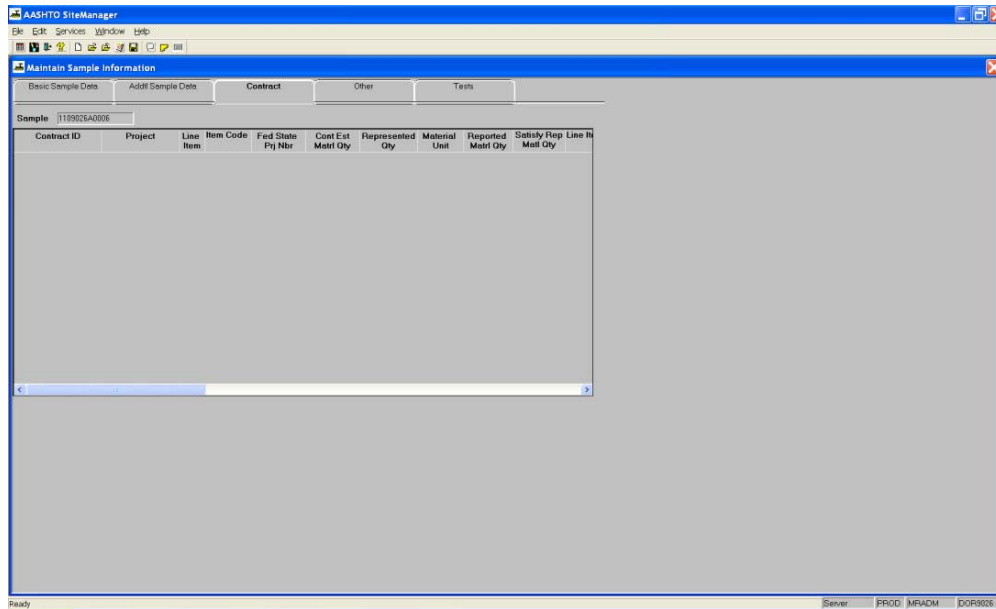
Set the Repr Qty unit to Each.

2.5.9 Save:

When all of the required information has been updated on the Basic Sample Data tab, before proceeding to the Contract tab, press Save  to store the data.

2.6 Contract Tab:

Follow these steps to complete the information required on the Contract tab.



2.6.1 Add Line Item:

From the sheet toolbar, select the New  icon. The Select Contract/Material Information response window will be presented.

Enter the Contract ID or use the Search Window to select the desired contract.

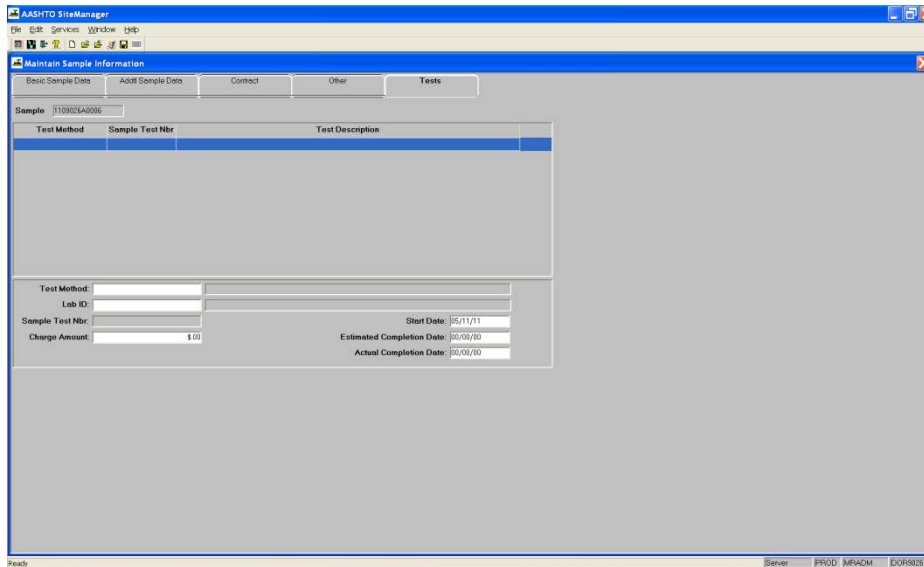
From the Select Contract/Material Information window, highlight the line item that apply to the sample and click OK.

2.6.2 Save:

When all of the required information has been updated on the Contract tab, before proceeding to the Tests tab, select Save to store the data.

2.7 Tests Tab:

Follow these steps to complete the information required on the Tests tab.



2.7.1 Test Method:

Using the Search function, select the appropriate Test Method. Select the Test Method from the list presented. SiteManager will populate the Test Method full name. To execute the search, right click.

Enter or select Test Method MSL003001

2.7.2 Lab ID:

Enter or select Lab ID where the asphaltic concrete testing was performed.

2.7.3 Actual Completion Date:

The Actual Completion Date is reflective of the date the sample was reviewed and deemed acceptable in the laboratory. The Actual Completion Date is a required field. A sample may not be authorized without an Actual Completion.

Enter the Actual Completion Date


2.7.4 Save:

When all of the required information has been updated on the Tests tab, select Save to store the data.

2.8 Basic Sample Data Tab:

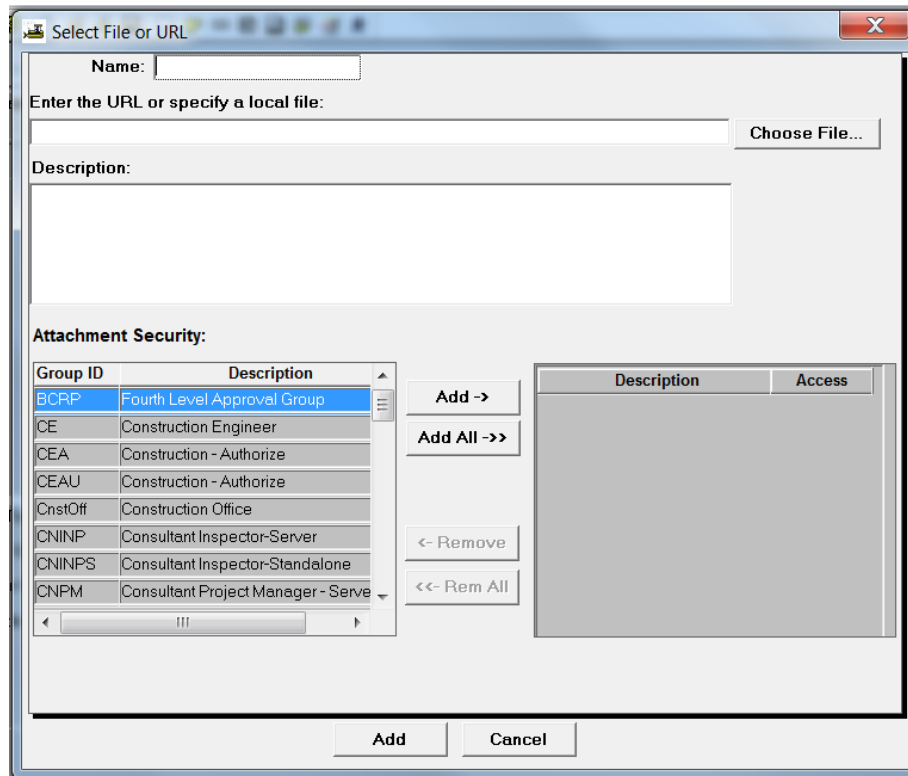
Follow these steps to link contract documents to the sample record. This function is performed from the Basic Sample Data tab.

2.8.1 Link Contract Documents:

From the Sheet toolbar, select Attachments, 

Click the New URL button, 

The Select File or URL frame will appear.

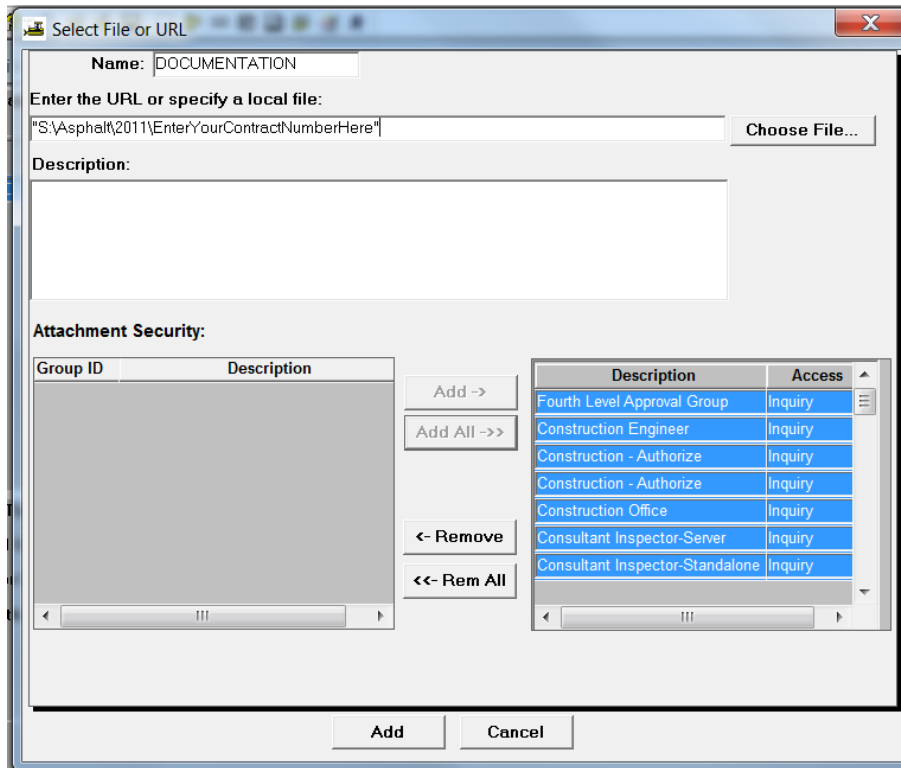


Enter DOCUMENTATION in the Name field.


Select Add All ->>.

Outside of SiteManager, browse to S:\Asphalt\[contract year]\[contract-project number] and copy the full path to the asphalt contract documentation. The file is comprised of a series of documents which include but are not limited to Mix Design, QA Results, Contractor SuperPave Spreadsheet, and Random Sample Schedule.

Paste the full path into the Enter the URL or specify a local file field, finish by adding quotation marks around the full path, and click the Add button at the very bottom of the window.



Click Save.

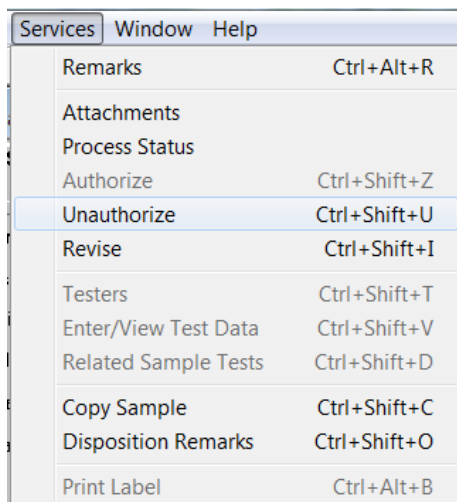
After an Attachment has been successfully linked, note the difference in the appearance of the Attachments icon, .

2.8.2 Authorize the Sample

Set the Status to Complete.

Click Services.

Click Authorize.



A completed sample is represented here.

Maintain Sample Information					
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests	
Smpl ID:	1109092A0111	Status:	Complete		
Revised By:		Revising:		Sample Date:	09/14/11
Link To:		Link From:		Log Date:	00/00/00
Smpl Type:	Documentation	Acpt Meth:	M&R Approval		
Material:	503A0102	Asphaltic Concrete-ContractorSpreadsheet			
Sampler:	DOR9020	Koves, Larry			
P/S:	Constructors, Inc.	P0156			
Type:	Contractor	City: No Address Found.			
Prod Nm:	Constructors, Inc.				
Mnfctr:	Constructors, Inc.	P0156			
Town:		Geog Area: Central Complex			
Intd Use:					
Repr Qty:	.000	EACH	Lab Control Number:		
Auth By:	DOR9092	Auth Date:	09/15/11	Lab Reference Number:	