



NDOR SiteManager Materials Management

Instructions

Creating and Authorizing a
SiteManager Sample Record

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Modification Tracking Summary

Summary of Changes	Date	Author
Instruction document created	3/26/2012	Andi Clark
Updated Roles & Responsibilities	5/23/2012	Andi Clark
Updated Authentication and printing instructions	7/3/2012	Andi Clark
Update reference for material selection; see sections 2.4.1.6. and 2.4.5.1	2/4/2012	Andi Clark
Updated reference to generate the SCL	2/4/2013	Andi Clark
Updated Lab ID (required value)		

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 define the steps necessary to create and authorize a sample record within SMGR.

1.1 Roles and Responsibilities:

As of the publication date of this document, roles and responsibilities are defined as follows:

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

1.2 Authentication:

Find Sample: <http://www.transportation.nebraska.gov/mat-n-tests/MMG/General/FindSample.pdf>

Generate a Sampling Checklist: <http://www.transportation.nebraska.gov/mat-n-tests/MMG/General/GenerateSamplingChecklist.pdf>

Instructions for Project Manager Material Compliance:
<http://www.transportation.nebraska.gov/mat-n-tests/MMG/General/PMMaterialsCompliance.pdf>

Materials Sampling Guide: <http://www.dor.state.ne.us/mat-n-tests/sampguide.htm>

Printing Test Templates: <http://www.transportation.nebraska.gov/mat-n-tests/MMG/General/PrintingTestTemplates.pdf>

Sample Identification Numbering Scheme: <http://www.dor.state.ne.us/mat-n-tests/MMG/General/SampleIDNumberingScheme.pdf>

SiteManager Approved Products List: <http://www.dor.state.ne.us/mat-n-tests/aplist.htm>

Uploading Documents to OnBase: See OnBase 101 Training Document

1.3 Abbreviations:

ID: Identification Number

M&R: NDOR Materials & Research

NDOR: Nebraska Department of Roads

SCL: Sampling Checklist

SMGR: SiteManager

2. Operational Instructions – Create a SiteManager Sample Record:

SMGR maintains sample records and testing information as well as providing a source record for material certification, visual acceptance, approved sources, etc. These instructions will provide the steps necessary to assist personnel when creating SMGR sample records.

2.1 Main Panel:

After successfully completing the log in process, SMGR will present the Main Panel. From the Main Panel, select Materials Management(+). See Figure 1.

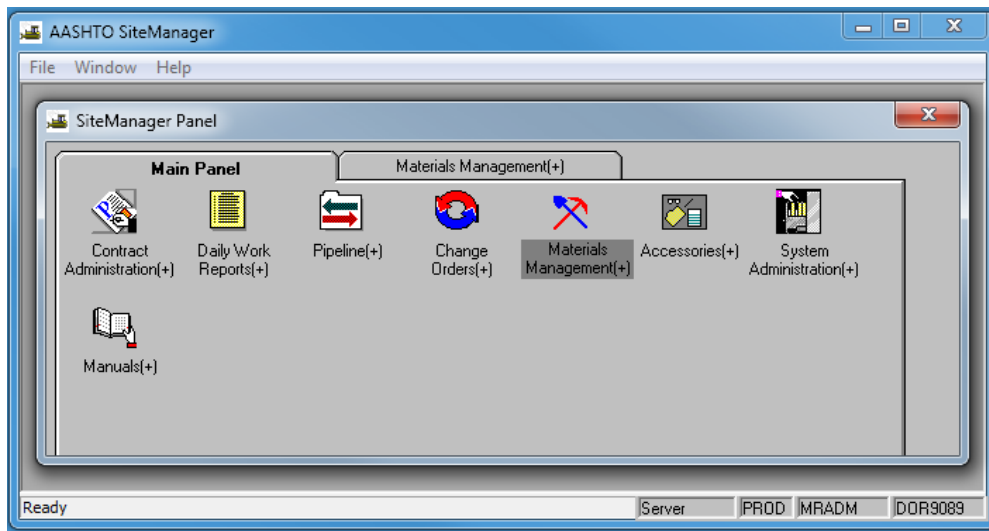


Figure 1, SiteManager Main Panel

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(+). See Figure 2.

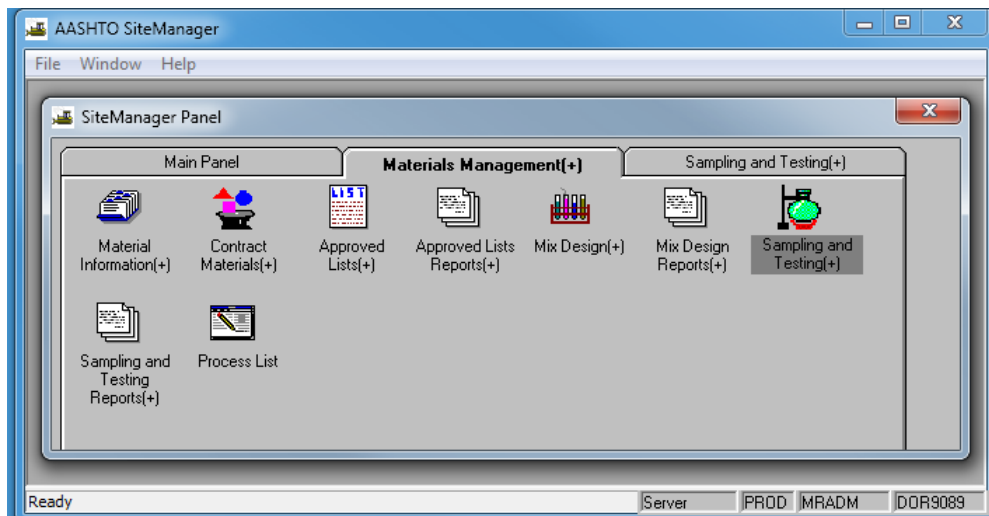


Figure 2, Materials Management(+) Panel

2.3 Sampling and Testing(+):

Once selected, the list of available icons within Sampling and Testing Tab will be presented. Within the Sampling and Testing(+) tab, double click the Sample Information icon. See Figure 3.

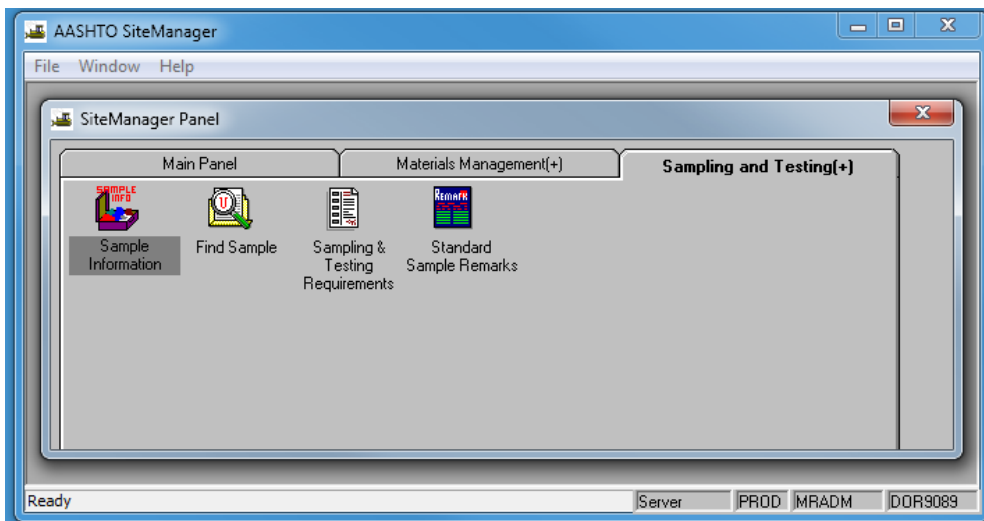


Figure 3, Sampling and Testing(+) Panel

2.4 Maintain Sample Information:

The Maintain Sample Information will be presented with five tabs labeled Basic Sample Data, Addtl Sample Data, Contract, Other and Tests. Up until authorization (for more information regarding sample authorization, see section 3), the sample record may be modified.

2.4.1 Basic Sample Data Tab:

Follow these steps to complete the information required on the Basic Sample Data tab. See Figure 4.

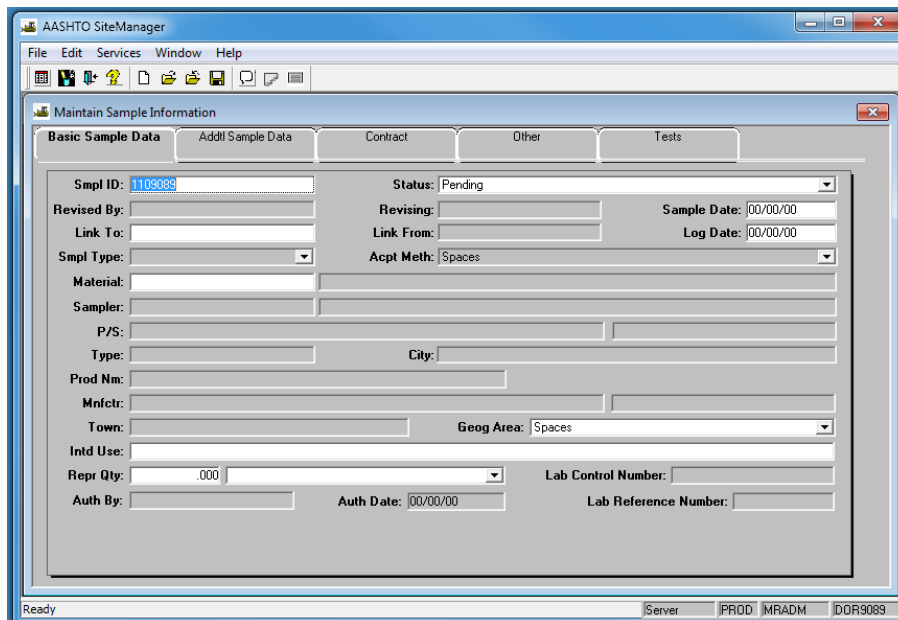


Figure 4, Basic Sample Data Tab

2.4.1.1 Basic Sample Data Tab, Sample ID Field:

Enter the Sample Identification Number in the Sample ID Field.

This value represents the Sample ID of the material being tested and/or accepted for a contract. The Sample ID is the unique identifier of a particular sample.

For more information about generating a Sample ID Number, see the instructional material for [Sample Identification Numbering Scheme](#).

2.4.1.2 Basic Sample Data Tab, Status:

Set the status appropriate for this sample record. Status displays the current status description of a particular sample record and is meant to represent where in the testing process the sample is currently.

The available options from the drop down menu include the selections:

Status
Complete
Fail
In Testing
Invalid Sample
Logged
Pending
Pending Authorization
Received
Shipped
Spaces
Void

2.4.1.3 Basic Sample Data Tab, Sample Date:

Enter the date the sample was taken in the Sample Date field in a MM/DD/YY format. This is a required value.

Failure to set the Sample Date will prompt an error message which will preclude the user from exiting the Basic Sample Data tab.


2.4.1.4 Basic Sample Data Tab, Link To/Link From:

Link To/Link From are not used for material management by NDOR. No information is necessary for the Link To field.

2.4.1.5 Basic Sample Data Tab, Log Date:

Enter the date the sample was received in the laboratory in the Log Date Sample Date field in a MM/DD/YY format.

2.4.1.6 Basic Sample Data Tab, 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.

Select the appropriate Material from the search window.

SMGR will populate the Material code value and Material name.

Alternatively, enter the material code and tab out of the field (SMGR is case sensitive so the uppercase alpha characters (A, B, C, etc) would be the appropriate keystroke). For example 1002PCC is the correct Material code value for Portland Cement Concrete.

In order to satisfy the contract material sampling requirement, the material code shall match the material requirement provided on the Sampling Checklist (SCL). For more information, refer to [Generate a Sampling Checklist](#).


Process ID: RMMSPCL Report Version: 10212010 Test Meth: N/A	State of Nebraska Department of Roads	Report Date: February 04, 2013									
Sampling Checklist		Materials & Research 1400 Hwy 2 Lincoln, NE 68502									
Contract ID: 1041 Federal/State Project: LCLC-5220(3) Location: "A" ST & VAN DORN ST, LINCOLN (STIMULUS) Letting Date: 12/17/2009 Type of Work: ASPHALT WITH County: LANCASTER Route: Vendor ID: 0574 Vendor Name: CONSTRUCTORS, INC.											
DISCLAIMER: Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.											
Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
Material											
Producer/Supplier											
						Cur Req	Tot Tkn	Tot Cmp	Tot Req	Tot Rem	
13041	000_0001	0001.08	BARRICADE, TYPE II	BDAY	900.000	8,034.000	8,034.000	8,034.000			
422RS - Reflective Sheeting 											
P0128 - All Roads											
						CHF001001 - Reflective Sheeting - Field	1	0	4	1	0

Figure 5, Sampling Checklist

2.4.1.7 Basic Sample Data Tab, Sampler:

The Sample field is representative of the person who actually gathered the sample or conducted the material testing.

To select a Sampler, click on the drop down arrow and the menu of SMGR personnel will be presented, sorted by SMGR User ID. 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 inspector in the sampler field.

Select the name of the inspector responsible for sampling the material.

SMGR will populate the Sampler User ID and the Sampler Name on the Basic Sample Data tab.

2.4.1.8 Basic Sample Data Tab, P/S (Producer/Supplier):

Select the Producer/Supplier.

Using the search function, select the appropriate P/S. The information displayed in the search window represents the applicable P/S for the selected material where the Sample Date falls between the P/S effective date and expiration date.

The information presented in the search window can be sorted by these respective columns: Producer/Supplier Code and Producer/Supplier Name. The available P/Ss have been linked to the material by SMGR Materials Administrator. In the event the appropriate Producer/Supplier is unavailable, please contact the SMGR Materials Administrator.

Select the appropriate Producer/Supplier from the search window.

SMGR will populate the Producer/Supplier, Producer/Supplier code value, Type, and City (if available) on the Basic Sample Data tab.

2.4.1.9 Basic Sample Data Tab, Prod Nm (Product Name):

Using the search function, select the appropriate Product Name. The information displayed in the search window represents the brand name of the product. 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 Materials Administrator.

Select the appropriate Product Name.

SMGR will populate the Product Name, Manufacturer (Mnfctr) on the Basic Sample Data tab.

2.4.1.10 Basic Sample Data Tab, Intd Use:

Intended Use is a free form text field. This value is not a required field. The Intended Use field is meant to store the description for the intended use of this material.

Complete this data field as necessary.

2.4.1.11 Basic Sample Data Tab, Geog Area:

Select the Geographic Area for this sample. Geographical Area displays the NDOR defined geographical region where the sample, lab or equipment is located.

The available options from the drop down menu include the selections:

Geographical Area
Branch Lab, Grand Island
Branch Lab, Norfolk
Branch Lab, North Platte
Branch Lab, Omaha
Central Complex
Central Lab, Lincoln
District 1
District 2
District 3
District 4
District 5
District 6


District 7
District 8
Lab – Ainsworth
Lab – Bridgeport
Non-Departmental
Other NDOR Certified Employees
Out of State
Spaces

2.4.1.12 Basic Sample Data Tab, Repr Qty:

Representative Quantity is a numerical data entry field. This value represents the quality of the sample. This value is not a required field. Complete this data field as needed.

Unit of measure is populated by means of a drop down list. This value is a required field. Select the unit of measure from the dropdown menu.

2.4.1.13 Basic Sample Data Tab, 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.

2.4.1.14 Basic Sample Data Tab:

The completed basic Sample Data tab will look like this.

NOTE: The Basic Sample Data tab presented here is for Pavement Smoothness Testing - Asphalt and is for demonstration purposes. See Figure 6.

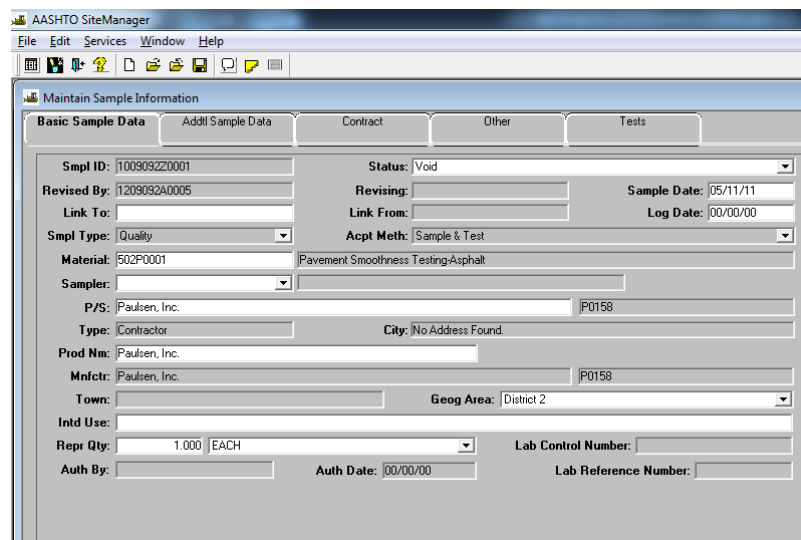


Figure 6, Completed Basic Sample Data Tab

2.4.2 Addtl Sample Data Tab:

No information is necessary on the Additional Sample Data tab. Continue to the Contract tab.

2.4.3 Contract Tab:

Follow these steps to complete the information required on the Contract tab. See Figure 7.

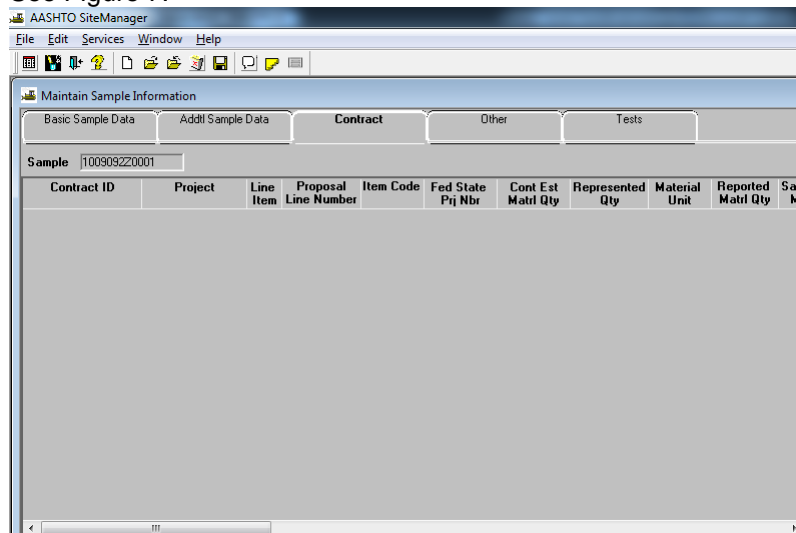



Figure 7, Contract Tab

2.4.3.1 Contract Tab, Add a Line Item:

From the button bar, select the New  icon. The Select Contract/Material Information response window will be presented. See Figure 8.

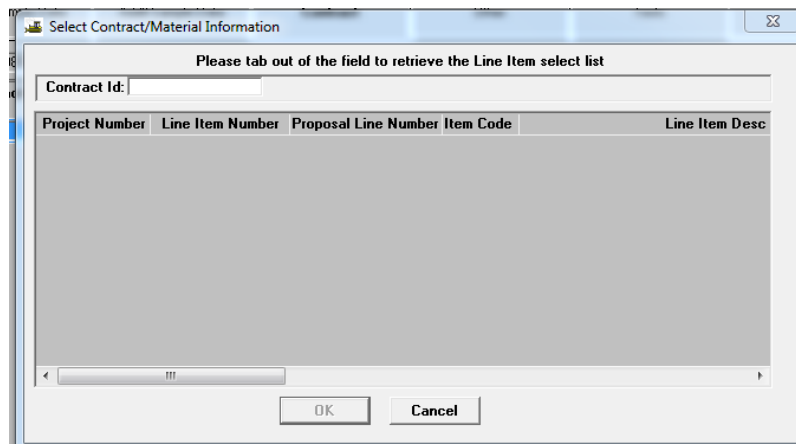


Figure 8, Select Contract/Material Information Response Window

2.4.3.2 Contract Tab, Contract ID:

Using the search function, select the appropriate Contract ID.

To search, hover over the contract ID field and right click to activate the search window.

Alternatively, enter the Contract ID and tab out of the field (SMGR is case sensitive so the uppercase alpha character (A, B, C, etc) would be the appropriate keystroke).

SMGR will populate the Select Contract/Material Information response window with the Project Number, Line Item Number, Item Code, and Line Item Description. See Figure 9.

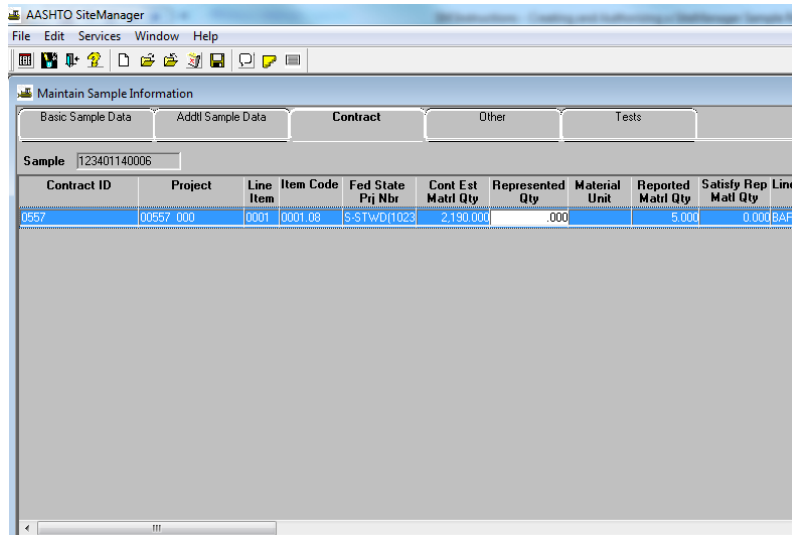


Figure 9, Contract Tab with Contract Information

2.4.3.3 Contract Tab, Material Information:

Individual line items as well as multiple line items may be selected. Highlight the appropriate line item(s) and select OK.

Once selected, the contract line item(s) will display. See Figure 10.

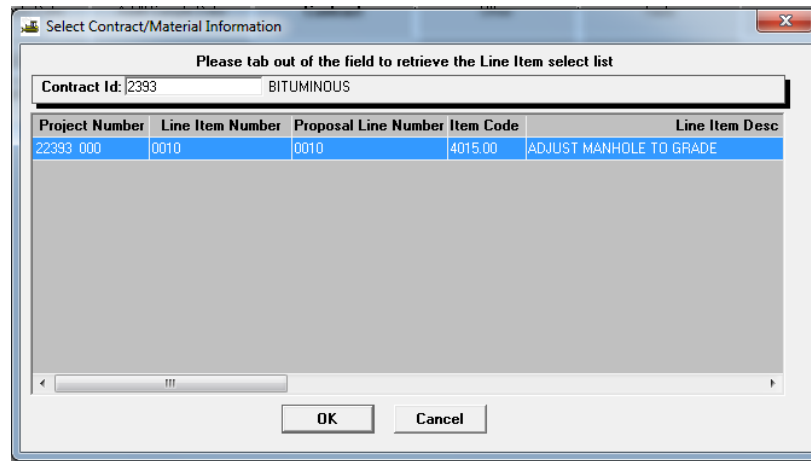


Figure 10, Select Contract/Material Information Response Window with Contract Information

2.4.3.4 Contract Tab, Representative Contract ID:

This self explanatory value will be populated by SMGR.

2.4.3.5 Contract Tab, Project:

This self explanatory value will be populated by SMGR.

2.4.3.6 : Contract Tab, Line Item:

This NDOR defined value is used to identify a particular item and will be populated by SMGR.

2.4.3.7 Contract Tab, Item Code:

This value represents the code for the bid item and will be populated by SMGR.

2.4.3.8 Contract Tab, Federal/State Project Number:

This value represents the federal project number for the Contact and will be populated by SMGR.

2.4.3.9 Contract Tab, Contract Estimated Material Quantity:

This value represents the current material quantity expected on the entire contract. The value will be populated by SMGR.

2.4.3.10 Contract Tab, Representative Quantity:

This value represents the approximate quantity of the bid item that the sample represents. This value is not a required field. Complete this data field as needed.

2.4.3.11 Contract Tab, Material Unit:

This value represents the unit description and will be populated by SMGR.

2.4.3.12 Contract Tab, Reported Material Quantity:

This value represents the total material installed and is populated by SMGR.

2.4.3.13 Contract Tab, Satisfied Represented Material Quantity:

This value represents how much of the material this sample represents and is populated by SMGR.

2.4.3.14 Contract Tab, Line Item Description:

This value represents the description of the contract and is populated by SMGR.

2.4.3.15 Contract Tab, Save:

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

2.4.3.16 Contract Tab:

The completed Contract tab will look like this. See Figure 11.

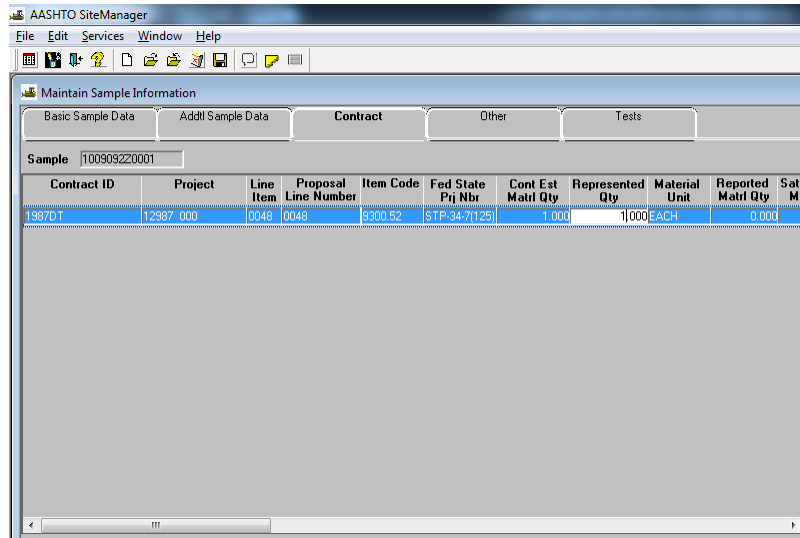


Figure 11, Completed Contract Tab

2.4.4 Other Tab

The Other tab is used by personnel from the Lincoln and Omaha Ready Mix plants to record aggregate, cement, and fly ash code numbers, as well as Performance Graded Binder batch numbers.

Follow these steps to complete the information required on the Other tab. See Figure 12.

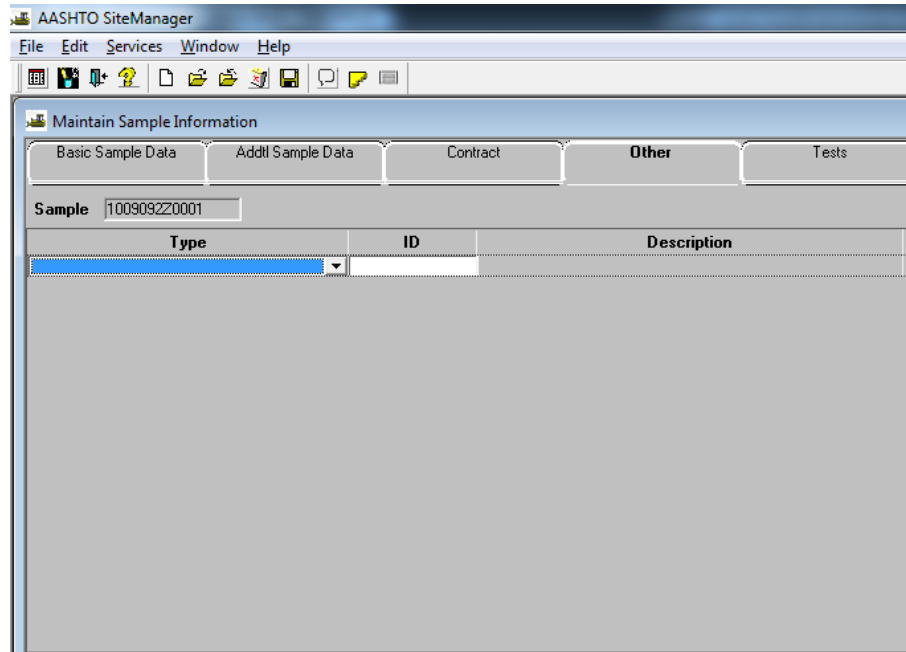


Figure 12, Other Tab

2.4.4.1 Other, Tab, Type:

Select the Type for this sample. This NDOR defined value is used to identify the information source.

The available options from the drop down menu include the selections:

Type
Batch Number
Contract ID
Destination Lab
Group(s)
Heat Number
Inspection Agency Code
Lot Number
Manufacturer's ID
Plant ID
Prestress Plant
Purchase Order
Ready Mix
Ticket Number
User ID for Email Notification

2.4.4.2 Other Tab, ID:

This value represents the unique value for the material (ex, PG Binder Lot Number).

2.4.4.3 Other Tab, Save:

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

2.4.4.4 Other Tab:

The completed Other tab will look like this. See Figure 13.

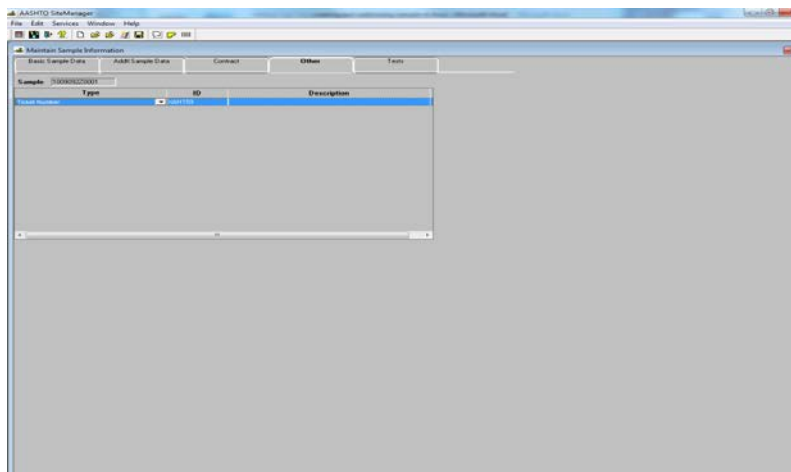



Figure 13, Completed Other Tab

2.4.5 Tests Tab:

Material acceptance and test results are documented on the Tests tab. A blank Test data entry screen will be presented on the tab as shown in Figure 13. Additional tests may be added by using the New  icon.

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

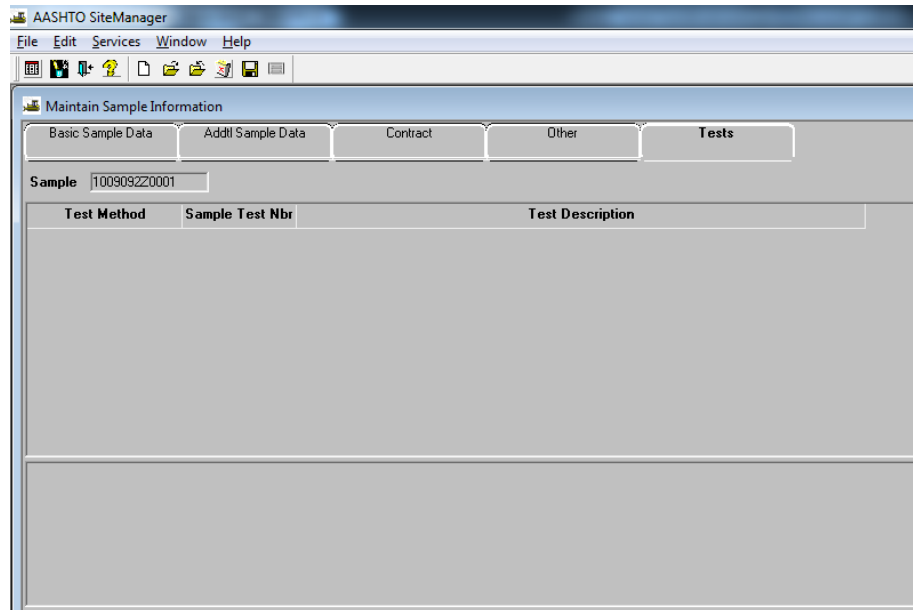


Figure 14, Tests Tab

2.4.5.1 Tests Tab, Test Method:

This value represents the method used for testing this material.

Using the search function, select the appropriate Test Method from the list presented. SMGR will populate the Test Method full name.

To search, hover over the test method field and right click to activate the search window. See Figure 15.

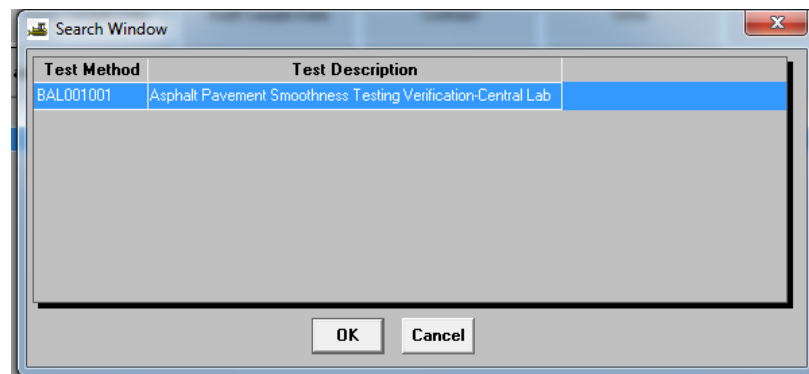


Figure 15, Test Method Search Window

In order to satisfy the contract material sampling requirement, the test method shall match the material requirement provided on the SCL. For more information, refer to [Generate a Sampling Checklist](#).

Process ID: RMMSMPCL Report Version: 10212010 Test Meth: N/A	State of Nebraska Department of Roads	Report Date: February 04, 2013
	Sampling Checklist	Materials & Research 1400 Hwy 2 Lincoln, NE 68502
Contract ID: 1041 Location: "A" ST & VAN DORN ST, LINCOLN (STIMULUS) Type of Work: ASPHALT WITH CONCRETE Vendor ID: 0574	Federal/State Project: LCLC-5220(3) Letting Date: 12/17/2009 County: LANCASTER Vendor Name: CONSTRUCTORS, INC.	Route:

DISCLAIMER:
Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.

Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
Material											
Producer/ Supplier											
						Cur Req	Tot Tkn	Tot Cmp	Tot Req	Tot Rem	
13041	000	0001	0001.08 BARRICADE, TYPE II	BDAY	900.000	8,034.000	8,034.000	8,034.000			
422RS - Reflective Sheeting											
P0128 - All Roads											
						CHF001001 - Reflective Sheeting - Field	1	0	4	1	0

Figure 16, Sampling Checklist

2.4.5.2 Tests Tab, Lab ID:

This value represents the ID number for the test lab where the testing is being conducted.

Using the search function, select the appropriate Lab ID from the list presented. SMGR will populate the Lab full name.

To search, hover over the Lab ID field and right click to activate the search window. See Figure 17.

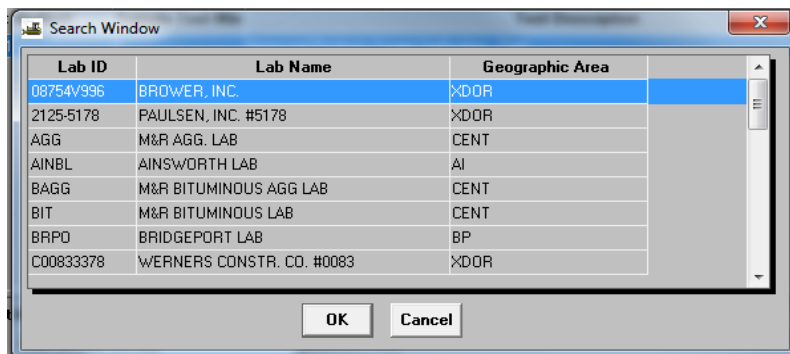


Figure 17, Test Lab Search Window

2.4.5.3 Tests Tab, Sample Test Nbr:

This system generated value represents the unique identifying number for the test. After identifying the first test method, SMGR will create Sample Test Nbr 1.

Should additional tests be necessary, from the button bar, select the New icon. A new row will be displayed in the upper grid and upon identification of the test method, SMGR will generate the next sequential Sample Test Nbr (2, 3, 4, etc.).

2.4.5.4 Tests Tab, Charge Amount:

This value is not a required field.

2.4.5.5 Tests Tab, Start Date:

The Start Date is reflective of the date a test began. This date is not a required field; however, if a Start Date must be less than or equal to the Actual Completion Date.

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

2.4.5.6 Tests Tab, Estimated Completion Date:

The Estimated Completion Date is reflective of the date the test is expected to be completed. This date is not a required field; however, if a date is entered the Estimated Completion date must be greater than or equal to the Start Date.

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

2.4.5.7 Tests Tab, Actual Completion Date:

The Actual Completion Date is reflective of the date the sample was reviewed and completed in the laboratory. The Actual Completion Date is a required field and must be greater than or equal to the Start date. A sample may not be authorized without an Actual Completion.

Enter the Actual Completion Date in a MM/DD/YY format. See Figure 18.

A screenshot of a software interface showing three date input fields. The first field is labeled 'Start Date:' and contains the value '03/12/10'. The second field is labeled 'Estimated Completion Date:' and contains '00/00/00'. The third field is labeled 'Actual Completion Date:' and contains '00/00/00'. The fields are arranged vertically and are part of a larger form with a grey background.

Figure 18, Test Tab, Date Fields

2.4.5.8 Tests Tab, Save:

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

2.4.5.9 Tests Tab:

The completed Tests tab will look like the representation in Figure 19.

A screenshot of the AASHTO SiteManager software interface. The window title is 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The main area is titled 'Maintain Sample Information' and has several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Tests' tab is selected. Below the tabs, there is a 'Sample' field with the value '100909220001'. A table with columns 'Test Method', 'Sample Test Nbr', and 'Test Description' is shown. The table contains one row: 'BAL001001', '1', and 'Asphalt Pavement Smoothness Testing Verification-Central Lab'. Below the table, there are several input fields: 'Test Method' (BAL001001), 'Lab ID' (empty), 'Sample Test Nbr' (1), 'Charge Amount' (\$00), 'Start Date' (05/11/11), 'Estimated Completion Date' (00/00/00), and 'Actual Completion Date' (05/11/11).

Figure 19, Completed Tests Tab

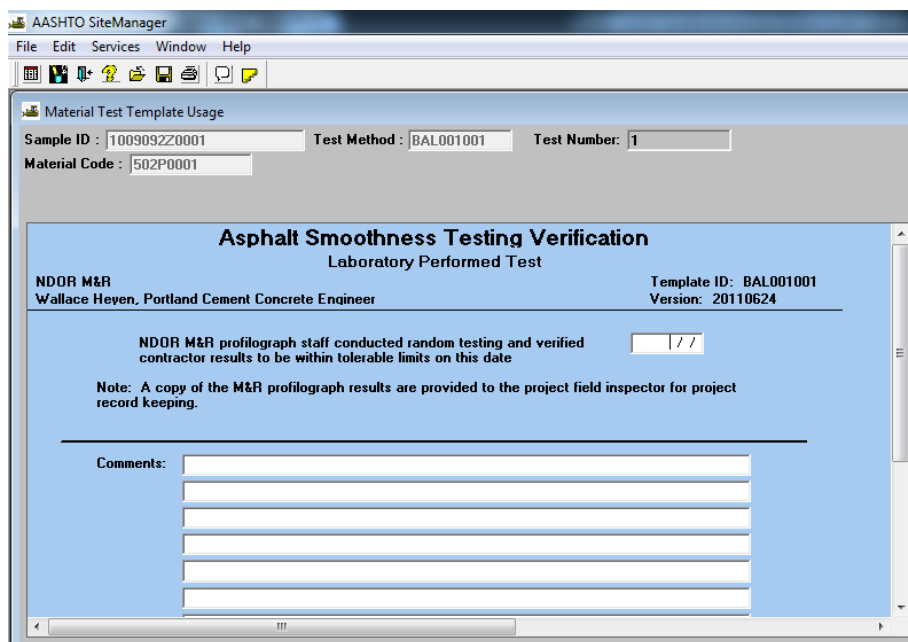
2.4.6 Test Data:

SMGR provides custom template for a vast number of distinctive materials. Each template is specific to that material and suitable for the unique testing requirements.

As described above, when a test method is added and the row selected, the Services Menu/View Test Data menu will be activated, thus allowing entry of test data. Follow these steps to add test data:

1. From the Tests tab, select the Services menu.
2. From the Services fold-over menu, select Enter/View Test Data.
3. SMGR will display the custom template.

NOTE: The template presented here is for Asphalt Pavement Smoothness Testing Verification and is for demonstration purposes. Templates will vary dependent on the material and method of acceptance. See Figure 20.



The screenshot shows the AASHTO SiteManager interface. At the top, there is a menu bar with 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Material Test Template Usage' and contains the following information:

- Sample ID : 100909220001
- Test Method : BAL001001
- Test Number: 1
- Material Code : 502P0001

The main content area is titled 'Asphalt Smoothness Testing Verification' and 'Laboratory Performed Test'. It includes the following text:

NDOR M&R
Wallace Heven, Portland Cement Concrete Engineer

Template ID: BAL001001
Version: 20110624

NDOR M&R profilograph staff conducted random testing and verified contractor results to be within tolerable limits on this date

Note: A copy of the M&R profilograph results are provided to the project field inspector for project record keeping.

Comments:

Below the comments section, there are four empty text input fields for entering data.

Figure 20, Custom Template

Enter the necessary test information in the template.

Click Save to store the information.

2.4.6.1 Template, 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. For more information, refer to [Printing Test Templates](#).

2.4.6.2 Template, Exit:

Close the custom template to return to the Tests tab.

2.5 Find Sample:

To find and retrieve an existing SMGR sample record, refer to [Find Sample](#).

3. Operation Instructions – Authorize a SiteManager Sample Record:

In order to authorize a sample record, all required fields on the Basic Sample Data tab must be completed and all tests specific to this sample must include an Actual Completion Date.

When the Sample is Authorized, the Authorized Date and the Authorized By fields will be completed by SMGR. Once a sample has been authorized, the record cannot be modified.

3.1 Authorization Authority:

Materials are authorized by field personnel and laboratory personnel. For additional information see the Instructions for [Project Manager Material Compliance](#).

3.1.1 Field Authorized Material

Many materials may be authorized by field staff and will be denoted by this symbol “☀”. These materials include materials from the approved products list (for more information, see [SiteManager Approved Products List](#)), materials that require a visual inspection for acceptance, or other designated field tested materials.

Generally speaking, a field authorized material is processed at the field level. Certification, documentation, or sample submittal to the M&R central or branch lab will not be required for this type of material.

The “☀” symbol can be found following the Material Full Name. Materials that are to be authorized by the central laboratory or branch laboratories will not have a symbol following the Material Full Name.

Field performed tests for aggregates are the one exception to this rule. These materials may be authorized by field staff, yet are not designated with the “☀” symbol.

3.1.2 Laboratory Authorized Materials:

The balance of SMGR materials are designated as Laboratory Authorized Materials. The requirement for submitting samples to the M&R Laboratory are provided herein.

3.1.2.1 Sample Submission:

Materials that are submitted to the laboratory for authorization must be accompanied by a sample identification tag. See Figure 19. The information provided on the sample identification tag will ensure proper handling and tracking of the sample. Samples that are improperly documented will not be accepted at the central or branch laboratories.

Enclose the Sample Identification Tag in a sample envelope, attach it the sample, and send the sample to the appropriate laboratory.

SiteManager
Sample Identification

Sample ID No.: (Fill all spaces)

Year	SiteManager User #	Dist.	Sample #						

Project No.: _____

Contract No.: _____

Project Mgr.: _____

Number of Items _____ of _____

Comments: _____

Contact Materials & Research Division's SiteManager staff for replacement cards.

Figure 21, SiteManager Sample Identification Tag

3.2 Authorizing a Sample in SiteManager

Proper authority for sample record authorization is defined in the Instructions for PM Material Compliance. For more information, see [PM Materials Compliance](#).

3.2.1 Basic Sample Tab, Status:

Status is populated by means of a drop down list. This list includes the corresponding status conditions for this material.

Select the status Complete from the list presented.

3.2.2 Basic Sample Data Tab, Authorize:

From the Services menu, Select Authorize from the menu presented. See Figure 20.

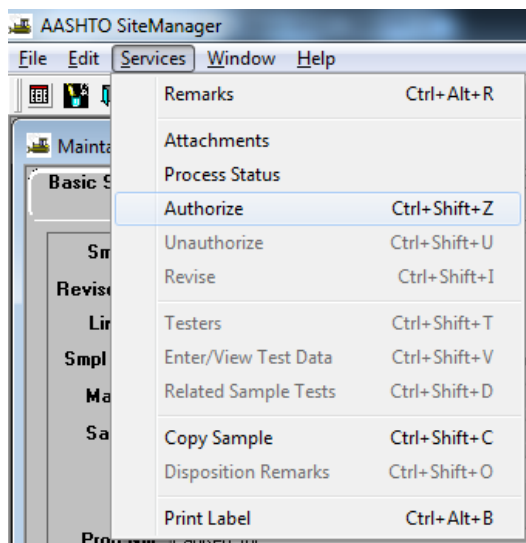


Figure 22, Service Menu, Authorize

After a sample has been authorized, the Authorized By field will display the NDOR User ID of the individual authorizing this sample. The Authorized Date will display the date the

sample was authorized. The Auth By and Auth Date field will be populated automatically. This step will lock the sample and no further modifications may be made to this sample.

As previously noted, omission of the Actual Completion Date on the Tests tab, will prompt SMGR to present this message to the user: “Tests, if any, must be complete.” Follow the instructions in Section 2.4.5.7., Tests Tab, Actual Completion Date, to resolve this conflict.

3.2.3 Revise a Sample:

An authorized sample cannot be modified, but it can be revised.

From the Services menu, select Revise.

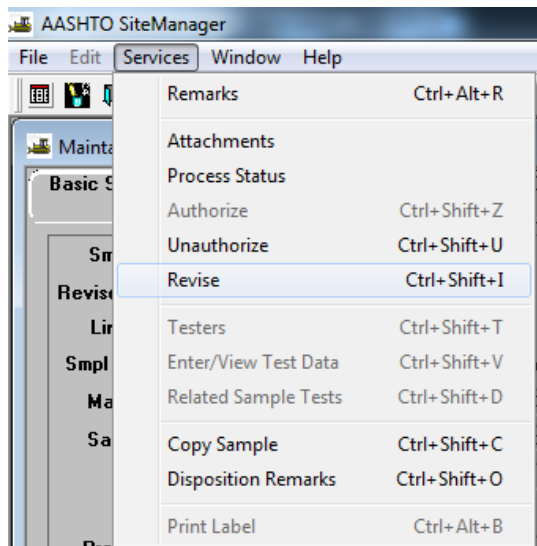


Figure 23, Service Menu, Revise

SMGR will make a copy of the original sample and then void the original sample. The void sample will be linked to the revised copy. The copy of the sample created by the Revise option will require a new sample ID number.

3.2.4 Unauthorize a Sample:

SMGR staff have the appropriate security to unauthorize a sample record. Should it be necessary to unauthorize a sample record, contact the SiteManager Support Team for assistance.