



# Submitting a Mix Design QRG

1. Dashboard
  - a. Select “Mix Design” to navigate to the ‘Mix Design Overview’.
2. Mix Design Overview
  - a. Click on “Add Mix Design”, this will open the ‘Add Mix Design’ screen.
    - i. This screen can also be used to find existing Mix Designs and make updates to the Mix Design if it has yet to be approved.

Home Previous My Pages Actions Help Log off

Mix Design Overview

▼ Mix Design Overview Save ?

Q Type search criteria or press Enter Advanced

Add Mix Design 0 changed

Enter search criteria above to see results or Show first 10

3. Add Mix Design
  - a. Complete the available fields as necessary, then click the save button to create the Mix Design record.
    - i. The field “Mix Design Id” is the unique identifier for the Mix Design. This should have the format of (contract id)-(number). For example, 5555-1. Additional Mix Designs for the contract should then be entered with the same Contract ID followed by increasing the last digit by 1.
    - ii. Enter the effective date, mix design type, material, source, and facility. The Description is optional, but it will be helpful if identifying information is entered here to distinguish the Mix Design from other Mix Designs on the contract.
    - iii. The Remark field is optional and can be added as necessary.

Home Previous My Pages Actions Help Log off

Overview

Add Mix Design

▼ Add Mix Design Save ?

Mix Design ID \* Effective Date

Type \*

Description

Material \*  
Q Begin typing to search or press Enter

Source \*  
Q Begin typing to search or press Enter

▼ Remarks

Type \* Remark \*



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- 4. Mix Design Summary
  - a. General Tab
    - i. The editable fields on the General tab are the same as was available on the 'Add Mix Design' screen. The other non-editable fields are available for informational purposes.

The screenshot shows the 'Mix Design Summary' page for 'Mix Design: 5555-1'. The interface includes a navigation bar with 'Home', 'Previous', and 'My Pages' tabs, and 'Actions', 'Help', and 'Log off' buttons. The main content area is divided into a left sidebar with 'General', 'Component Materials', and 'Contracts' tabs, and a main form area. The form contains the following fields:

- Mix Design ID \***: 5555-1
- Mix Design Type**: PCC-Traditional - PCC-Traditional
- Description**: [Empty text field]
- Material \***: 1002PCC (Portland Cement Concrete)
- Source \***: RM1004 (Capital Concrete Co.)
- Remarks**: [Collapsible section with 'Type' dropdown and 'Remark' text field]
- Remarks**: 0
- Approval Date**: [Empty field]
- Approved By**: [Empty field]
- Effective Date**: 01/01/2021
- Expiration Date**: [Empty field]
- Active**: Yes



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## b. Components Materials Tab

- i. Add the components materials of the mix design with the "Select Component Material" button to open the 'Select Component Material' modal.
- ii. Use the autocomplete field to find the Component Materials and select each one by clicking on the row of the material. When all Component Materials have been selected, click "Add to Mix Design".
- iii. The Component Materials will now be listed on the Component Material tab. For each material, enter the Source, Facility, and percentage of Mix Design. When all Component Materials have been updated, click save.
- iv. If a Component Material was missed initially, it can be added by following the earlier steps.

The screenshot shows the 'Mix Design Summary' page for 'Mix Design: 5555-1'. The 'Component Materials' tab is selected, showing a table with 3 items. A modal titled 'Select Component Material...' is open, allowing selection of a material from a list. The selected material is '1033CLASSB Class B Aggregate'. The modal includes the following fields:

- Source:** RM1018 (Nebraska Ready Mix)
- Facility:** RM1018-2 (NW 1/4, Sec 19, T-23-N, R-5-E)
- Brand Name:** (Empty)
- Sample ID:** (Empty)
- Percentage of Mix Design:** 70.00

The table below shows the list of materials:

Material Code	Material Name
1033CLASSB	Class B Aggregate
1033CLASSE	Class E Aggregate
1004PC0001	Interground/Blended Cemen



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## c. Contracts Tab

- i. Select the Contract to associate to the Mix Design by clicking the "Select Contracts" button to open the 'Select Contracts' modal.
- ii. Use the autocomplete field to find the contract, click the "Add to Mix Design" button.

## d. Agency View

- i. Select the open components action menu followed by the Agency View listed under the Views header.
- ii. Complete the available fields as necessary, then click Save.

5. Upload any supporting documentation to OnBase using the Mix Design ID. With the required information entered, the mix design will be reviewed and authorized for use with the contract.