

Policy & Procedure Document

Last Modified: 08/23/2004

Reviewed for Version:

SECTION: 1100 - Materials Management

ITEM NUMBER: 1106.10

ITEM: TEST & FEE SCHEDULE REPORT

REVISED: 08/23/2004

SCOPE:

To establish the policy and procedure for the SiteManager Test & Fee Schedule Report.

GENERAL:

This report is generated using data from 1105.5 Test & Fee Schedule. The Test & Fee Schedule Report generates a list of all SiteManager test templates (Test Methods) and specification templates in the system, including those OkDOT will not be using. There is no user-selected criteria option.

What a Test & Fee Schedule Report looks like:



Test And Fee Schedule Report

Zoom: 100 Copies: 1

RPT ID: RMMTAFSC	Oklahoma Department of Transportation	Date: 05/08/2003
User: dcooney	Test And Fee Schedule Report	Page: 1 of 3

Test Method	Test Description	Charge Amount	Billing Code	AASHTO Indc	Template Type Indc
----	Free Form Test	\$0.00		N	
BRQC	Brochure Test	\$0.00		N	B
D2487	Soils Classification	\$0.00		N	
D4402	Rotational Viscosity @ 275F/135C	\$0.00		N	
D4791	Flat Elongated Particles	\$0.00		N	
D4867	Moisture Damage to Bituminous Mixes	\$0.00		N	
D5821	Coarse Aggregate Angularity	\$0.00		N	
M145	Classification of Soils and Soil/Agg mixes for Highways	\$0.00		N	
OK-1	Slump, Air Content, Temperature	\$0.00		N	T
OK-1 spec	Air Content spec (DO NOT PICK)	\$0.00		N	B
OK-2	Superpave (T-30, T-209, etc)	\$0.00		N	B
QVX	QUAL Products Verification	\$0.00		N	B
SHDT	Shop Drawing Test	\$0.00		N	B
SISV	Shop Inspection Stamp Verification	\$0.00		N	B
T-11/T-27	Sieve Analysis (T-11/T-27)	\$0.00		N	B
T-176	Sand Equivalent T176	\$0.00		Y	B
T-22	Compressive Strength of Cylindrical Concrete Specimens	\$0.00		N	B
T-22 INFD	Compressive Strength of Cylindrical Concrete Specimens-INFD	\$0.00		N	B
T-310	Nuclear Density	\$0.00		N	T
T-310 spec	Compaction Spec (DO NOT PICK)	\$0.00		N	T
T100	Specific Gravity of Soils	\$0.00		N	
T104	Sodium or Magnesium Sulfate Soundness	\$0.00		N	
T106	Compressive Strength of Hydraulic Cement Mortar (ASTM C109)	\$0.00		N	

SiteManager Access Assignments				
Central Office				
Group Code	Group Name	Update	Inquiry	None
CENADMIN	Central Office Administration			X
FHWA	Federal Highway Administration			X
CENINQRY	Central Office Inquiry Group			X
REGSERV	Regulatory Services			X
SYSADMIN	System Administration		X	
Construction Division				
Group Code	Group Name	Update	Inquiry	None
CONSADMN	Construction Administration			X
CONEST	Construction Estimate Processor			X
CONSLOAD	Construction Project Load			X
Field Division				
Group Code	Group Name	Update	Inquiry	None
DIVADMIN	Field Division Administration			X
DIVAUDIT	Field Division Auditor			X
DIVINQRY	Field Division Inquiry			X
Materials Division				
Group Code	Group Name	Update	Inquiry	None
MATADMIN	Materials Administrator		X	
MATAUTH	Materials Authorizations			X
MATIAS	Materials Independent Assurance			X
MATINQRY	Materials Inquiry			X
MATSTA	Materials Sampling Testing & Approval			X
MATTEST	Materials Tester			X
MATTRAIN	Materials Training			X
Residency				
Group Code	Group Name	Update	Inquiry	None
RESADMIN	Residency Administration			X
RESAUDIT	Residency Auditor			X
COUNTPRT	Contractor Counterpart			X
RESINQRY	Residency Inquiry			X
RESLABMN	Residency Lab Manager			X
RESLABTC	Residency Lab Technician			X
RESINSP	Residency Inspector			X
RESPRMAN	Residency Project Manager			X
RESSCTRY	Residency Secretary			X

- **About SiteManager reports in general:**

Inquiry rights are all that is necessary to utilize reporting capabilities. Certain reports seem to function best if at least one filter criteria is set. Save allows for SiteManager reports to be saved in a .PSR format. Users give the report a name and designate a storage location. The report may then be accessed later using the View Saved Reports function described in 1102.5. On many SiteManager reports, certain code and data from the report may be exported using the Export option from the Services menu. Users give the export a name, format and designate a storage location. Available option formats may include Text File (*.TXT), Excel File (*.XLS), Lotus 1-2-3 File (*.WKS) and Windows MetaFile (*.WMF). Users should always test the saving and exporting processes to assure that they have functioned as intended and needed.