SECTION: 1100 - Materials Management

ITEM NUMBER: 1108.2

ITEM: CONTRACTS FOR MIX DESIGN   **REVISED: 09/11/2006**

SCOPE:

To establish policies and procedures for the Contracts for Mix Design report in SiteManager.

GENERAL:

A custom report has been created for displaying a list of SuperPave mix designs. Users are strongly encouraged to utilize the custom report instead of the built in report discussed below. The custom report is available from the Main Panel > Accessories > System Attachments. The custom report allows the selection of SuperPave mix designs by; contract, mix design, design lab, or all.

The Built in "Contracts for Mix Design Report" <u>attempts</u> to display a list of contracts that have been associated to a specific mix design. The user selects design type, mix ID, and office (or state wide), and the report returns a list of contracts satisfying the user selected variables. **The report does not display the Mix Design ID on the report so the report's usefulness is extremely limited**. User's printing out this report should write the Mix Design ID on the output to make the report useful.

Any security group with inquiry or update rights to anything in the 1107 section, shall have inquiry rights to this report.

- **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.

Changes to previous versions of the policy:

9/11/2006: Added information letting users know about the custom report available and to warn about the limitations of the built in report.