

Policy & Procedure Document

Last Modified: 03/12/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1108.7

ITEM: SAMPLE USING MIX DESIGN REPORT

REVISED: 03/12/2007

SCOPE:

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

GENERAL:

The Sample Using Mix Design Report displays a list of sample records associated to a user specified design type and Mix ID. This report is available for information purposes and will be used as the need for that information arises. The usefulness of this report is limited by the formatting of the Sample ID output, which only displays 15 1/2 characters of the Sample ID.

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 this Policy:

3/12/2007: Reviewed for 3.7 Upgrade. Added note discussing the limitation of the report due to format of the output.