Policy & Procedure Document

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

SECTION: 1100 - Materials Management

ITEM NUMBER: 1108.8

ITEM: SUPERPAVE MIX DESIGN LIST   **REVISED: 03/12/2007**

SCOPE:

To establish policies and procedures for the SuperPave Mix Disign List report in SiteManager.

GENERAL:

The SuperPave Mix Design List Report displays a list of SuperPave Mix Designs based on user selected criteria. A list of mix designs can be made based on; Mix ID's, effective date, approved date, material, producer/supplier, and mix type. The report includes basic information about the mixes including; producer/supplier, approved date, designer name, effective date, and termination date. The usefulness of this report is limited by the formatting of the Mix ID output, which only displays 12 characters of the Mix ID. This report is available for information purposes and will be used as the need for that information arises.

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.