

Quick Reference Guide

Last Modified: 05/22/2007 03:16:33 PM
Reviewed for Version: SiteManager 3.4a-1, SiteManager 3.7

Sampling Checklist

The sampling checklist is a contract specific report showing material samples and tests required to satisfy Sampling and testing requirements. There are certain selections that need to be made correctly on a sample record that must exactly match what is shown in the sampling checklist. If these things don't match, the sample will not count and discrepancies will eventually show up. To make life easier, it is essential to print the sampling checklist and refer to the material and item listing (material code, test method, acceptance method, Sample type) when filling out a sample record.

The sampling checklist is updated by the Sampling Checklist Process. This update process must occur for the sampling checklist to display accurate Sampling and Testing requirements for a contract. This Sampling Checklist update process runs by two different methods:

1. Any time a sample is authorized, the sampling checklist process automatically runs and updates the contract sampling and testing requirements ONLY for the pay items associated to the authorized sample.
2. Manual procedure for running the sampling checklist process: There are two reasons to manually run the Sampling checklist process:
 - a. After Generating Materials
 - b. Anytime a revision is made to Contract Sampling and Testing Requirements.

Instructions for manually running the Sampling Checklist Process:

- Main Panel > Materials Management > Process List
- Double click on the RMMSMPCL Process ID
- Select your contract and click Submit

(Note: The process typically takes 10-20 seconds to run. The only indication the process is complete is an audio notification. Make sure your sound is turned up.)

There are two Sampling Checklist reports:

1. Custom Sampling checklist report using MS Access (recommended)
2. Built-in Sampling checklist Process Report (PITA to read)

1. Custom Sampling checklist report using MS Access

This custom report organizes sampling and testing by material (material code), with a listing of pay items using the material, or you can choose specific line items. The Microsoft (MS) Access application on your computer must be up to date for the report to function correctly. If strange characters (# DELETE) are observed, you will need to contact TSD to update MS Access.

Follow this procedure for running/printing this report:

- Main Panel > Accessories > System Attachments
- Choose S&T Checklist (double click or select and click blue running man)

- Click Open (in the File Download window)
- Click Open (in the Security Warning window)
- Be Patient
- Select your contract ID (READ THE [NOTES](#) IN THE WINDOW)
- Select the appropriate "Report All" or by Item number button.
- Resize the report window if necessary
- To Print: File > Print

2. Built-in Sampling checklist Process Report

This built-in report organizes the S&T Requirements by pay item. The report is not real easy to read.

Follow this procedure for running/printing this report:

- Main Panel > Materials Management > Process List
- You should have already ran the process so choose Services > Process Status
- (if this list is getting long, delete the old processes using the delete icon)
- Select the process you ran earlier by double clicking on the proper line
- Double click on Output.html
- To Print: File > Print

Summary of Revisions:

5/22/2007: Added detailed discussion about the sampling checklist process, what causes it to run automatically and when a user should manually run the sampling checklist process, and why. Delete language about setting up the process to run daily.