

# Policy & Procedure Document

Last Modified: 09/11/2006  
Reviewed for Version: SiteManager 3.7

**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1108.1

**ITEM:** AGGREGATE (SOIL) MIX DESIGN LIST

**REVISED:** 09/11/2006

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## **SCOPE:**

To establish policies and procedures for the Aggregate (soil) Mix Design List reports in SiteManager.

## **GENERAL:**

The Aggregate (Soil) Mix Design Report lists aggregate (soil) mix designs for a range of items selected by the user. A range can be selected based on several variables; Mix ID, effective date, approval date, material, Producer/Supplier. This report is available for information purposes and can be used as the need for that information arises.

Any group with update or inquiry rights in 1107.9, shall have inquiry rights to this list.

## **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.