

# Policy & Procedure Document

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

**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1108.5

**ITEM:** MIX DESIGN FOR CONTRACT

**REVISED:** 03/12/2007

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## **SCOPE:**

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

## **GENERAL:**

The Mix Design for Contract Report lists mix designs associated to a contract. User selected search criteria includes Contract ID, and Design type. If a contract is chosen without selecting a Design type, the report functions correctly. Conversely, if no contract is chosen and SuperPave Design Type is chosen, a list of all contracts with SuperPave mix designs are displayed. The report is available for information purposes and will be used as the need for that information arises.

Like most built in SiteManager reports, the output is not formatted well. This would be a useful report if the Mix ID was not cut off at thirteen characters, since most SuperPave mix ID's are 14 characters in length.

Any security group with inquiry or update rights to anything in the 1107 section shall have inquiry 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 discussion about format of report and lack of usefulness.