

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Materials Module

## Material Detail Window

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### General Description

The Material Detail window is used to enter and view the SiteManager material inventory. There are three folder tabs in Material Detail: Description, Tests, and Gradations that allow for the entry and modification of base material information and testing options for the selected material.

### Procedure

In KYTC, the maintenance of the Material Detail window will be a joint effort between the SiteManager System Administrator and Division of Materials Section Supervisors. Submit requests for new material codes or modifications of existing material codes to the appropriate Section Supervisor on the Material Detail Request Form.

### DESCRIPTION FOLDER TAB

#### *Description Folder Tab Description*

The Material Description tab allows for the addition and modification of standard material inventory information. It captures all of the base material information. The information on this tab is used for material validations throughout other portions of SiteManager, including approved lists, mix designs, and sampling and testing.

#### *Procedure*

Material Codes should be entered into SiteManager in accordance with the field table definitions below.

In KYTC, the Material Code is a five digit number. Each laboratory section is assigned a block of numbers to use for Material Codes as described in the table below:

Material Codes	Laboratory Section
10000 – 19999	Aggregates

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Material Codes	Laboratory Section
20000 – 29999	Asphalt Mixtures
30000 – 39999	Chemical
40000 – 49999	Concrete
50000 – 59999	Geotech
60000 – 69999	Liquid Asphalt
70000 – 79999	Physical
80000 – 99999	Unused
Z0000	New Products (for Central Office use)

### **Field Table**

Field Name	KYTC Population Policy & Procedure
Material Code	Enter a unique identifier for the material. This field is required to save the record. - In KYTC this will be a five digit number (see table above).
Short Name	Enter an abbreviated description of the material. This field is required to save the record.
Full Name	Enter the full name or description of the material. This field is required to save the record.
Category	Select the classification type of the material. This field is required to save the record.
Recycled	Indicates if the material is recycled. This field will be utilized as appropriate for the material.
English Unit	Select the English unit of measure for the material (e.g. feet, inches). This field is required to save the record.
Metric Unit	Select the Metric unit of measure for the material.
Type Code	Type of material. - KYTC will not be using this field.
Size Code	Free form field for the further definition of the material. - KYTC will not be using this field.
Brand Name Required	This field indicates whether or not a brand name must be associated with the material. If the indicator displays a checkmark, the brand name of an approved product must be entered in the Product Name field on the Sample Information window when creating a sample record for the material. Mark the checkbox when applicable.
Control Number Required	Indicates if a control number must be supplied when sampling the material. - This field will be utilized as appropriate for the material. A control number will reference a Lot, Heat, Batch, etc. on the Sampling and Testing record.

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Field Name	KYTC Population Policy & Procedure
Specification Reference	Indicates the material test specification number. <ul style="list-style-type: none"><li>- In KYTC, this field can be populated with reference to the section of the specification manual in which the material is listed.</li><li>- Special Provisions are indicated with SP. Special Notes are indicated with SN. If the field displays REMARKS, then the multiple specifications that the material references are entered in the Remarks bubble.</li></ul>
Status Ind	Select the Status Indicator. Indicates if the material is active or inactive. Inactive indicates the material is no longer in use. Defaults to Active.
Status Date	Enter the current date when any data on the material record is changed. Defaults to current date for new records.

## TESTS FOLDER TAB

### *Tests Folder Tab Description*

The Materials Test tab allows the user to add, modify, and delete specific tests that can be performed on a material. Identification of the tests is completed by selecting from a list of tests defined by the department. This information is used to provide a list of valid tests for a material when performing the Sampling and Testing processes.

If a user attempts to delete a test that has material specifications, the user will receive a delete confirmation message. If the deletion is confirmed, the specifications will be deleted with the test method.

If a user attempts to delete a test that has sampling and testing requirements and/or contract sampling and testing requirements, the test can not be deleted until all the associated requirements are deleted.

### *Procedure*

In KYTC, Material (Test) Specifications should be identified for tests when the specifications always apply. If the test specifications do not always apply, this window should not be used. Example: Concrete applications.

### *Field Table for Tests Folder Tab*

Field Name	KYTC Population Policy & Procedure
Material Code	Auto Populated with the Material Code from the Description folder tab.
Test Method	After the selecting the test associated to the Material, the KYTC Test Method will be displayed.

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Field Name	KYTC Population Policy & Procedure
Test Nbr	The SiteManager number used to identify the test window on which the test result information is recorded. This field is displayed based on the Test Method selected. The system automatically assigns this number for standard test and when creating the test template corresponding to the test method.
Test Description	Displays the KYTC description of the test template.

#### ***Field Table for Material (Test) Specifications***

Field Name	KYTC Population Policy & Procedure
Material Code	Displays the Material Code from the Description folder tab.
Test Method	Displays the Test Method from the Tests folder tab.
Test Description	Displays the Test Description from the Description folder tab.
Effective Date	Enter the date the test specification becomes effective. There can be multiple Effective Dates.
Minimum	Enter the beginning value for the specification limit.
Maximum	Enter the ending value for the specification limit.
Status	Select the status. Indicates if the test specification is active or inactive. Indicates if the material is active or inactive. Defaults to Active.

## **GRADATIONS TAB**

### ***Gradations Folder Tab Description***

The Material Gradations window is used to add, copy, or modify material gradations. Since the material gradations can change over time, the gradations are maintained by effective date. This window details the gradations limits of passing percentages for a material through a sieve window. The gradations may be either numeric or alphanumeric. This data from this window is used for validation and information by the Mix Design and Sampling and Testing functions of SiteManager.

### ***Procedure***

In KYTC, minimum and maximum gradation values should be entered for appropriate sieve sizes and Material Codes.

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## ***Field Table***

<b>Field Label</b>	<b>KYTC Population Policy &amp; Procedure</b>
Material Code	Displays the Material Code from the Description folder tab.
Effective Date	The date the gradation becomes effective. Defaults to current date when a new set of material gradations are created or copied
Status	Select the status. Identifies the current status of this contract item record (e.g. active or inactive). Status defaults to active.
Sieve Size	Enter the AASHTO and ASTM standard sieve sizes (e.g. 1/2, # 4). Sieve size is required when Minimum or Maximum values are entered.
Minimum Range	Enter the beginning value for the gradation limit.
Maximum Range	Enter the ending value for the gradation limit (must be greater than minimum range value).

## **GENERIC FIELDS WINDOW**

### ***Generic Fields Window Description***

The Generic Fields Window allows for the addition and modification of generic user data on to the Material Detail record. This data can be used for agency specific purposes beyond those supplied by the SiteManager base product.

The data is fully editable on this window.

### ***Procedure***

Generic Fields should be entered into SiteManager in accordance with the field table definitions below.

In KYTC, the Generic Fields on the Material Detail window will not be used.

## **REMARKS WINDOW**

### ***Remarks Description***

The Remarks window outlines specific information that describes free form remarks for the current material.

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## ***Procedure***

In KYTC, the Remarks window on the Material Detail window should be populated in accordance with the field table definitions below.

## **Field Table**

Field Name	KYTC Population Policy & Procedure
Remark	Enter information relating to the current record when applicable.