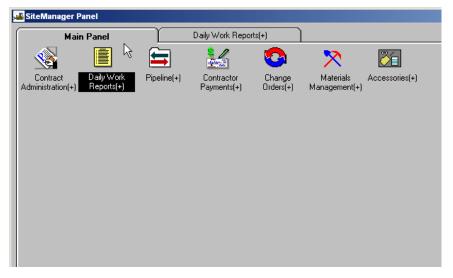
HOW TO COMPLETE A DAILY WORK REPORT

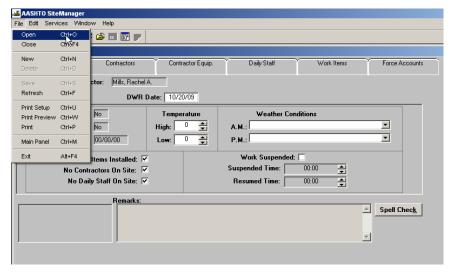
LOGIN TO SITEMANAGER IN THE INSPECTOR USER GROUP

STEP 1: DOUBLE CLICK DAILY WORK REPORTS ICON



STEP 2: DOUBLE CLICK DAILY WORK REPORTS ICON

SiteManager Pa	anel					
Mair	n Panel	Dai	ily Work Re	ports(+)		
		2		<u>@</u> ,		AII
Daily Work Reports	Diary	Diary Adjustments	History	DWR Template Usage Report	Process List	Reference Tables(DWR+)
\searrow						



STEP 3: GO TO FILE AND CLICK OPEN OR CLICK THE OPEN FOLDER ON THE BUTTON BAR

STEP 4: PLACE THE CURSOR IN THE CONTRACT ID COLUMN AND CLICK TO HIGHLIGHT, THEN TYPE THE CONTRACT ID NUMBER IN THE FIND FIELD

Contract ID Selection Contract ID Inspector Date								
Find : Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvi2	Lvl3	Lvi4	
020645	LEXINGTON QUARRY COMPANY	STPM 268-1 (21)	ACTV	JESSAMINE	07	300		FB
030334	THE ALLEN COMPANY INC	IM-NH 64-5 (63) 89	ACTV	CLARK	07	300		RE
030344	HAYDON BRIDGE COMPANY INC	FD04 003 0127 001-003	ACTV	ANDERSON	07	300		Blu
041004	FORD CONTRACTING INC	BRZ 0703(260)	ACTV	C034	07	300		BF
041112	FAULKNER CONSTRUCTION LLC	BRO 418-1(23)	ACTV	C034	07	300		BF
042125	ASPHALT PAVING & MAINTENANCE IN	0452 034 8037	ACTV	C034	07	300		OF _
•								Þ
	OK Cancel]						

STEP 5: THIS WILL BRING UP THE CONTRACT THAT YOU ARE LOOKING FOR, NOW DOUBLE CLICK ON THE CONTRACT.

Contract ID								
election								
2Contract ID								
Inspector								
Date								
nd : 091124								
ontract ID								
Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvi2	Lvl3	Lvi4	1
	Vendor Description L-M ASPHALT PARTNERS LTD D/B/A.	-		County FAYETTE	07	LvI3 300	Lvi4	TF
91120		JL02 034 1973 020-023		-				- 1
91120	L-M ASPHALT PARTNERS LTD D/B/A	JL02 034 1973 020 023 HSIP 8531 (12)	ACTV	FAYETTE	07	300		TF
91120 91124 91129	L-M ASPHALT PARTNERS LTD D/B/A. FREE CONTRACTING INC	JL02 034 1973 020-023 HSIP 8531 (12) NH 268-2 (10)	ACTV ACTV	FAYETTE FAYETTE	07 07	300 300		TF CQ
91120 91124 91129 91303	L-M ASPHALT PARTNERS LTD D/B/A FREE CONTRACTING INC L-M ASPHALT PARTNERS LTD D/B/A.	JL02 034 1973 020-023 HSIP 8531 (12) NH 268-2 (10)	ACTV ACTV ACTV ACTV	FAYETTE FAYETTE FAYETTE	07 07 07	300 300 300		TF CC CC
91120 91124 91129 91303 92027	L-M ASPHALT PARTNERS LTD D/B/A FREE CONTRACTING INC L-M ASPHALT PARTNERS LTD D/B/A CENTRAL BRIDGE COMPANY LLC	JL02 034 1973 020-023 HSIP 8531 (12) NH 268-2 (10) ARRA 114 (004) FD05 057 1268 012-013	ACTV ACTV ACTV ACTV	FAYETTE FAYETTE FAYETTE FAYETTE	07 07 07 07	300 300 300 300		
Contract ID 91120 91124 91129 91303 92027 92162	L-M ASPHALT PARTNERS LTD D/8/A. FREE CONTRACTING INC L-M ASPHALT PARTNERS LTD D/8/A. CENTRAL BRIDGE COMPANY LLC LEXINGTON QUARRY COMPANY	JL02 034 1973 020-023 HSIP 8531 (12) NH 268-2 (10) ARRA 114 (004) FD05 057 1268 012-013	ACTV ACTV ACTV ACTV ACTV	FAYETTE FAYETTE FAYETTE FAYETTE JESSAMINE	07 07 07 07 07 07	300 300 300 300 300		

STEP 5a: IF YOU HAVE NEVER COMPLETED A DAILY WORK REPORT ON A PROJECT, YOU MUST GO TO SERVICES AND SELECT THE CHOOSE KEYS OPTION.

Edit	Services Window Help			
	Choose Keys	Ctrl+Alt+K		
aily \	kj Attachments			
D₩	Process Status		r Equip.	Daily
trac	Select Work Item	Ctrl+Shift+I		
uac	Edit / View Work Item Template Data	Ctrl+Shift+T		
	FA Equipment	Ctrl+Shift+Q		
	FA Labor	Ctrl+Shift+L	re	W
	FA Material	Ctrl+Shift+E	-	A.M.:
1	SDMS	Ctrl+Shift+S		P.M.:
	Stockpiles	Ctrl+Shift+P		
	DWR History	Ctrl+Shift+D		Work 9
	Preview DWR	Ctrl+Shift+V		Suspended
	Record FA Information	Ctrl+Shift+F		Resumed
	Select Force Account	Ctrl+Shift+O		

STEP 6: EXAMPLE OF A DAILY WORK REPORT AS IT WILL LOOK IN SITEMANAGER WHEN IT IS FIRT OPENED.

🚢 AASHTO SiteManager					
File Edit Services Window	Help				
] 🎟 🕌 🕸 😤 🗅 🚅 🖻	ê 🖬 🗉 🖻 🦻				
🚢 Daily Work Reports					
DWR Info.	Contractors C	Contractor Equip.	Daily Staff	Y Work Items	Force Accounts
Contract ID: 091124	Inspector: Mills, I	Rachel A.			
R	DWR Date: 1	0/20/09			
Locked: No Authorized: No Authorized Date: 00	High:		Weather Con A.M.: P.M.:	ditions	T
No Contracto	ns Installed: 🔽 ors On Site: 🗹 taff On Site: 🗹		Work Suspended: Suspended Time: Resumed Time:	00:00	
Accident Begin and End Time Controlling Operation	Remarks:			2	Spell Check

STEP 7: ENTER BOTH THE HIGH AND LOW TEMPERATURE FOR THE DAY AND THE WEATHER CONDITIONS FOR THE AM AND PM.

🚜 AASHTO SiteManager				
File Edit Services Window Help				
🔲 🎬 🗣 😤 🗅 🚅 🍰 📰 📷				
Daily Work Reports				
DWR Info. Contractors	Contractor Equip.	Daily Staff	Work Items	Force Accounts
Contract ID: 091124 Inspector	r: Mills, Rachel A.			
DWR	Date: 10/20/09			
Locked: No	Temperature	Weather Con	ditions	
Authorized: No	High: 84 🚔	A.M.: Partly Cloudy		
Authorized Date: 00/00/00	Low: 70 🚔	P.M.: Sunny		
		Work Suspended:		
No Work Items Installed:		Suspended Time:		
No Contractors On Site:		· /		
No Daily Staff On Site: 🔽	1	Resumed Time:	00:00	
Remarks:				
Accident			1	Spell Check

STEP 8: ENTER THE TIME THAT THE CONTRACTOR STARTED WORK ON THE PROJECT AND THE TIME THAT THE CONTRACTOR STOPPED WORKING ON THE PROJECT. ENTER THE TIME THAT YOU(THE INSPECTOR) WAS ON THE PROJECT.

Daily Work Reports							
DWR Info. C	ontractors	Contractor Equip.	Daily Staff	Work Items	Force Accounts		
ontract ID: 091124	Inspector: Mills	, Rachel A.					
	DWR Date:	10/20/09					
Locked: No	Т	emperature	Weather Cond	litions			
Authorized: No	High	n: 84 🍧	A.M.: Partly Cloudy		T		
Authorized Date: 00/00/00 Low: 70			P.M.: Sunny		•		
No Work Items	Installed: 🔽		Work Suspended:	_			
No Contractors	On Site: 🔽		Suspended Time: 00:00 🚔				
No Daily Staff	On Site: 🔽		Resumed Time:	00:00			
	Remarks:						
Accident Acc		vas onsite working om 7:00 AM until 5	g from 6:30 AM until 5:30 i:45 PM.	PM. I w as onsite	Spell Check		

STEP 9: ENTER COMMENTS FOR THE TRAFFIC CONTROL ON THE JOBSITE. MAKE NOTE OF ANY DEFICIENCIES THAT WERE NOTED. DOCUMENT ITEMS SUCH AS FLAGGING THAT TOOK PLACE DURING THE DAY.

File Edit Services Window Help							
🛛 🎟 👫 🗣 😤 🗅 🖨 🚔 🖬 📰 🗖	2						
🚢 Daily Work Reports							
DWR Info. Contractors	Contractor Equip.	Daily Staff	Work Items	Force Accounts			
Contract ID: 091124 Inspector:	Contract ID: 091124 Inspector: Mills, Rachel A.						
DWR D	ate: 10/20/09						
Locked: No	Temperature	Weather Con	ditions				
Authorized: No	High: 84 🚔	A.M.: Partly Cloudy		_			
Authorized Date: 00/00/00	Low: 70 🛋	P.M.: Sunny		•			
No Work Items Installed: 🗹		Work Suspended:					
No Contractors On Site: 🗹		Suspended Time:	00:00				
No Daily Staff On Site: 🔽		Resumed Time:	00:00				
Remarks:							
Supervisor Remarks traffic cond drawings.	rol was in accordance Some flagging was ne	 through traffic within the a with MUTCD standards a accessary for mobilizing equ and signs for flagging were 	nd KYTC standard	Spell Check			

STEP 9a: ENTER THE CONTROLLING OPERATION FOR WORKING DAY CONTRACTS. (NOTE: BEGIN AND END TIME, CONTROLLING OPERATION (IF WORKING DAY CONTRACT), AND TRAFFIC CONTROL ARE ALL REQUIRED ON EVERY DWR)

😹 AASHTO SiteManager - [Daily Work Reports]				
🚢 File Edit Services Window Help				
💷 📲 🐏 😤 🗅 🖨 🖨 🖬 🖬 🤛				
DWR Info. Contractors Co Exit SiteManager	ontractor Equip.	Daily Staff	Work Items	Force Accounts
Contract ID: 091124 Inspector: Mills, F	lachel A.			
DWR Date: 10	1/20/09			
Locked: No Tem	perature	Weather Cond	itions	
Authorized: No High:	84 👤	A.M.: Partly Cloudy		•
Authorized Date: 00/00/00 Low:	70 👤	P.M.: Sunny		
No Work Items Installed: 🗹		Work Suspended: [
No Contractors On Site: 🗹		Suspended Time:	00:00	
No Daily Staff On Site: 🗹		Resumed Time:	00:00	
Remarks:				
Begin and End Time A Concrete Pavement Controlling Operation Delay	nt is the contro	lling operation.		Spell Check

STEP 10: ONCE THE INFORMATION IS ENTERED, THEN CLICK THE CONTRACTORS TAB.

🚢 AASHTO SiteManage	er					
File Edit Services Wind	low Help					
] 🎟 📲 🗣 😤 🗋 🛛	🋎 🔰 🖬 🖓 💷 🖥	<u>.</u>				
🚢 Daily Work Report	S					
DWR Info.	Contractors	Contractor Equip.	Daily Staff	γv	Vork Items	Force Acco
Contract ID: 091124	Inspector:	Mills, Rachel A. D.	ate: 10/20/09			•
Contractor			Nbrof Supervisors		Nbr of orkers	Contractor Hrs Worked
Supervisor/Foreman N	ame					ours orked
				Nbr of	Hours	Total
Personnel Type				Persons	₩orked	Hours

STEP 11: CLICK THE CONTRACTOR COLUMN HEADER

🛥 AASHTO SiteManager			
File Edit Services Window Help			
] 🎟 💕 🗣 😤 🗅 🚔 🤰 🖬 🖓 💷 📾			
🛎 Daily Work Reports			
DWR Info. Contractors Contractor Equip.	Daily Staff	Work Items	Force Accour
Contract ID: 091124 Inspector: Mills, Rachel A. D)ate: 10/20/09	۱	
Contractor	Nbr of Supervisors	Nbr of ₩orkers	Contractor Hrs Worked
	i i i i i i i i i i i i i i i i i i i		
Supervisor/Foreman Name			Hours /orked
			<u>ontou</u>
Personnel Type	Nbr Perso		Total Hours

STEP 12: CLICK THE NEW BUTTON.

🛥 AASHTO SiteManager			
File Edit Services Window Help			
] 🎟 🛐 🕸 😤 🕒 🚔 🤰 🖬 🖓 💷 📾			
🛎 Daily Work Rep <mark>New</mark>			
DWR Info. Contractors Contractor Equip.	Daily Staff	Work Items	Force Acco
Contract ID: 091124 Inspector: Mills, Rachel A. D	ate: 10/20/09		
Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
	,,		•
			Hours
Supervisor/Foreman Name			Worked
 	Nbi		Total
Personnel Type	Pers	ons Worked	Hours

STEP 13: SELECT THE CONTRACTOR FROM THE DROP DOWN LIST. (FOR THIS EXAMPLE, THE PRIME CONTRACTOR WAS THE ONLY CONTRACTOR ON SITE THAT DAY. THERE ARE MANY DAYS WHERE THERE WILL BE MORE THAN ONE CONTRACTOR ON SITE. TO ENTER A SECOND CONTRACTOR, JUST CLICK THE NEW BUTTON AGAIN AND SELECT THE CORRECT CONTRACTOR FROM THE DROP DOWN LIST.

AASHT	O SiteManager						
	Services Window						
III 🔡 .		32 🖬 🖓 🖬 🗖					
1		, a mila m					
🚢 Daily	Work Reports						
DW	√R Info.	Contractors	Contractor Equip.	Dail	y Staff	Work Items	Force Accou
				-	_		
Contract	t ID: 091124	Inspector:	Mills, Rachel A. D	ate: 10/20/0	9		
				Nb Superv	r of	Nbrof ∀orkers	Contractor Hrs Worked
Contracto 02069		CTING INC ** PRIME *	×	Superv		VOIKEIS	.000
02065		CTING INC ** PRIME **	FREE CONTRAC				.000
02005		RIC COMPANY INC	ARROW ELECTR				
03134		CRETE CURB INC	MCKENZIE CONI				
02480	PRO-MARK INC		PRO-MARK INC				
01674		S CONSTRUCTION COM	PANY INBANDLE-DAVIES				
							lours forked
<			>				UIKEU
		,					
					Nbr of	Hours	Total
Personne	el Type				Persons	Worked	Hours

STEP 14: CLICK THE SUPERVISOR/FOREMAN NAME COLUM	ſN
--	----

e Edit Services Windo	; 2 🖬 🖓 🔳					
Daily Work Reports DWR Info.	Contractors	Contractor Equip.	Daily Staff	Y Work It	ems Y	Force Acc
Contract ID: 091124	Inspector:	Mills, Rachel A. Da	te: 10/20/09			
		×× 🗖	Nbr of Supervisors	Nbro Worker		ontractor Worked
	ACTING INC - ** PRIME	KK V				
	acting inc ** Prime	- 22 - 22				s Worked
						s Worked .00
32069 FREE CONTR.					s Hrs	s Worked .00
32069 FREE CONTR.		: ** v			s Hrs	s Worked .000
32069 FREE CONTR.					s Hrs	s Worked .00

STEP 15: CLICK TH	E NEW BUTTO	N				
🚢 AASHTO SiteManager						
File Edit Services Window	/ Help					
🔟 🕌 🗣 😤 🗋 🚔	🔰 🖬 🖓 💷 🛅	1				
🖷 Daily Work Rep						
DWR Info.	Contractors	Contractor Equip.	Daily Staff	Y Wa	rk Items	Force Accou
Contract ID: 091124	Inspector:	Mills, Rachel A. D	ate: 10/20/09			
Contractor			Nbr of Supervisors		nrof (nkers H	Contractor Irs Worked
	CTING INC ** PRIME *	•				.000
Supervisor/Foreman Nam	e				Hou Worl	
Personnel Type				Nbr of Persons	Hours Worked	Total Hours
r cradimer rype				1 0130113	HOIKCU	Tiouis

STEP 16: SELECT EITHER A FOREMAN OR SUPERINTENDENT, IF BOTH ARE ON THE PROJECT, THEN SELECT ONE OF THEM AND CLICK THE NEW BUTTON AGAIN TO ADD THE OTHER.

🛎 🗚 SHTO SiteManager	r				
File Edit Services Window	w Help				
🔟 📲 🗣 😤 🗅 🛎	; 💐 🖬 🖓 💷 🖡				
🖷 Daily Work Reports					
DWR Info.	Contractors	Contractor Equip.	Daily Staff	Work Items	Force Acco
Contract ID: 091124	Inspector:	Mills, Rachel A. Da	ate: 10/20/09		
Contractor			Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
	ACTING INC ** PRIME	×× 💌	1		.000
Supervisor/Foreman Nan	ne				Hours Worked
Superintendent				_	0.000
Foreman					
Superintendent					
				Hours Worke	

STEP 17: NOTE THAT ONCE YOU SELECTED A SUPERINTENDENT, THE PROGRAM
AUTOMATICALLY UPDATED THE NUMBER OF SUPERVISORS.

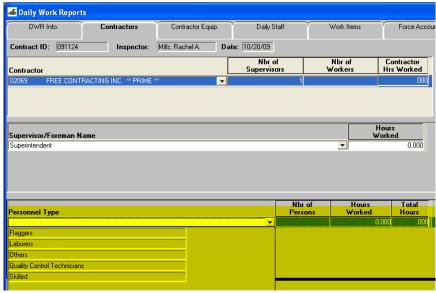
DWR Info.	Contractors	Contractor Equip.	Daily Staff	Work Items	Force Account
Contract ID: 091124	Inspector:	Mills, Rachel A. Da	ate: 10/20/09		
Contractor			Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTR	ACTING INC ** PRIME	NN 💌		1	.000
Supervisor/Foreman Na	ime				Hours Worked
Superintendent					0.000
				brof Hours	Total
Personnel Type				ersons Worker	

STEP 18: CLICK THE PERSONNEL TYPE HEADER AND CLICK THE NEW BUTTON.

🛎 AASHTO SiteManager			
File Edit Services Window Help			
I III 👫 🗣 😤 🗋 🚔 🛃 🖓 💷 🔤			
🛥 Daily Work Rep <mark>Na</mark> w			
DWR Info. Contractors Contractor Equip.	Daily Staff	Work Items	Y Force Accou
Contract ID: 091124 Inspector: Mills, Rachel A. D	ate: 10/20/09		
Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING NC ** PRIME **	1		.000
Supervisor/Foreman Name			Hours Worked
Superintendent			0.000
Personnel Type	Nbr Perso		Total Hours

STEP 19: SELECT THE TYPE OF PERSONNEL THAT YOU HAVE ON THE PROJECT AND ONLY ENTER THE NUMBER FOR EACH TYPE. THE CABINET DOES NOT USE THE HOURS WORKED COLUMN.

AGAIN, ONCE YOU HAVE ADDED ONE TYPE OF PERSONNEL, JUST CLICK THE NEW BUTTON AGAIN TO CONTINUE TO ADD ADDITIONAL PERSONNEL TYPES.



STEP 20: THIS PROJECT HAD VARIOUS PERSONNEL TYPES: FLAGGERS, A QUALITY CONTROL TECHNICIAN FOR THE CONCRETE PAVING, SEVERAL LABORERS AND A COUPLE OF SKILLED WORKERS. (AGAIN, ONCE YOU HAVE ENTERED THE PERSONNEL TYPES AND NUMBERS, SITEMANAGER WILL AUTOMATICALLY UPDATE YOUR NUMBER OF WORKERS IN YOUR CONTRACTOR WINDOW).

DWR Info.	Contractors	Contractor Equip.	Daily Stal	if Y W	/ork Items	Force Acco
Contract ID: 091124	Inspector:	Mills, Rachel A. D	ate: 10/20/09			
Contractor			Nbr of Supervisor			ontractor s Worked
02069 FREE CONTR	ACTING INC ** PRIME	** 💌		1	18	.000
					Hour	
Supervisor/Foreman Na	me				Work	
A. 1.1. 1.1.						
Superintendent					-	0.000
Superintendent					<u>•</u>	0.000
Superintendent					<u>-</u>	0.000
Superintendent					_	0.000
Superintendent						
				Nbr of Persons	Hours Worked	0.000 Total Hours
Personnel Type					Hours	Total Hours
Personnel Type Flaggers Quality Control Technicians			<u></u>	Persons 2 1	Hours Worked 0.000	Total Hours .00
Personnel Type Flaggers				Persons 2	Hours Worked	Total Hours .00 .00

SIEF 21. CLICK IT	IE CONTRACT	OK EQUIP. TAB					
🚢 AASHTO SiteManager							
File Edit Services Window	/ Help						
🔄 🎟 📲 🗣 😤 🗅 🚔	2 🖬 🖓 🔳						
🚢 Daily Work Reports							
DWR Info.	Contractors	Contractor Equip.	ř	Daily Staff	Ŵ	ork Items	Force Acco
Contract ID: 091124	Inspector:	Mills, Rachel A. D	ate: 10%	20/09	•		
Contractor			Su	Nbr of pervisors		br of orkers	Contractor Hrs Worked
02069 FREE CONTRAI	CTING INC - ** PRIME	xx 💽		1		18	.000
. <u></u>	_	_	_	Nbr. of		Nbr	Hours
Equipment ID - Description	on			Pieces		Used	Used

STEP 22: CLICK THE EQUIPMENT ID-DESCRIPTION COLUMN HEADER

AASHTO SiteManager			
File Edit Services Window Help			
III 👫 🗣 😤 🗅 🖆 🧕 🖬 🖓 💷 🔤			
🛎 Daily Work Reports			
DWR Info. Contractors Contractor Equip.	Daily Staff	Vork Items	Force Acco
Contract ID: 091124 Inspector: Mills, Rachel A. D	ate: 10/20/09		
Contractor	Nbr of Supervisors	Nbr of ₩orkers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **		1	18 .000
Equipment ID - Description		lbr. of Nbr Vieces Used	Hours Used

STEP 21. CLICK THE CONTRACTOR EQUIP TAB

STEP 23: CLICK THE NEW BUTTON.

🚢 AASHTO SiteManager							
File Edit Services Window Hel	p						
🛛 🎟 🕌 🗣 😤 <mark></mark> 🖆 🧕 🛛							
🖷 Daily Work Re New							
DWR Info.	Contractors	Contractor Equip.		Daily Staff	Ϋ́	Work Items	Force Acco
Contract ID: 091124	Inspector:	Mills, Rachel A. Date	e: 10/2	20/09			
Contractor			Su	Nbr of pervisors		Nbr of ∀orkers	Contractor Hrs Worked
02069 FREE CONTRACTING	INC ** PRIME	** 🔽		1		18	.000
Equipment ID - Description	,			Nbr. of Pieces		Nbr Used	Hours Used

STEP 24: SELECT THE EQUIPMENT THAT WAS USED ON THE PROJECT AND THE NUMBER OF PIECES THAT WERE USED. AS STATED PREVIOUSLY, YOU CAN ADD ADDITIONAL PIECES OF EQUIPMENT BY CLICKING ON THE NEW BUTTON.

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09 Contractor Nbr of Supervisors Nbr of Workers Nbr of His Wor 02069 FREE CONTRACTING INC ** PRIME ** 1 18 18 18 18 18 1020 18 10 18 18 18 18 18 18 18 18 18 19 10 18 18 18 18 19 10 18 18 10 18 18 18 19 10 18 10 18 10 10 10 10 18 10 18 19 10 18 10 18 19 18 18 19 19 10 10	File E	dit Services Window	нөр						
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Ford Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09 Contractor Nbr of Supervisors Nbr of Workers Contractor Contractor 102069 FREE CONTRACTING INC ** PRIME ** Image: Contractor Nbr. of Used Nbr 60 Concrete Payers Image: Concrete Payers Image: Concrete Payers Image: Concrete Payers Image: Concrete Payers 045 Concrete Saws Concrete Saws Concrete Payers Image: Concrete Payers Image: Concrete Payers		📲 🗣 🔶 🗅 🚔	🥴 🖬 🖓 💷 I						
Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09 Contractor Nbr of Supervisors Nbr of Workers Nbr of His Wor 102069 FREE CONTRACTING INC ** PRIME ** 1 18 18 18 18 18 18 1020 18 1020 18 18 1020 18 18 18 18 1020 18 18 18 18 18 19 1020 18 1020 18 18 18 18 18 19 19 1020 10 10<	🚢 Da	ily Work Reports							
Nbr of Supervisors Nbr of Workers Contract Hrs Workers 02069 FREE CONTRACTING INC PRIME 1 18 19 10 <li10< li=""> 10<th>\square</th><th>DWR Info.</th><th>Contractors</th><th>Contractor Equip</th><th>). ĭ</th><th>Daily Staff</th><th>Work Iten</th><th>ns</th><th>Force A</th></li10<>	\square	DWR Info.	Contractors	Contractor Equip). ĭ	Daily Staff	Work Iten	ns	Force A
Contractor Supervisors Workers Hrs Wor 02069 FREE CONTRACTING INC ** PRIME ** * 1 18 Equipment ID - Description Nbr. of Pieces Nbr Ho Used 035 Concrete Pavers * 0 0 045 Concrete Saws 0 Cranes 0 0	Contr	act ID: 091124	Inspector:	Mills, Rachel A.	Date: 10/20	0/09			
Equipment ID - Description Nbr. of Nbr Used Used Used Used Used Used Used Used	Contr	actor							
Equipment ID - Description Pieces Used Used <thused< th=""> Used Used <t< td=""><td>02069</td><td>FREE CONTRAC</td><td>TING INC ** PRIME</td><td>××</td><td>•</td><td>1</td><td></td><td>18</td><td>.(</td></t<></thused<>	02069	FREE CONTRAC	TING INC ** PRIME	××	•	1		18	.(
040 Concrete Pump	Fauin	ment ID - Description							
040 Concrete Pump 045 Concrete Saws 050 Cranes		ment ID - Descriptior	•		•				Used
050 Cranes	035		1						Used
	035	Concrete Pavers							Used
055 Distributors	035 040	Concrete Pavers Concrete Pump							Used
	035 040 045 050	Concrete Pavers Concrete Pump Concrete Saws			▼ ■				Used
	035 040 045 050	Concrete Pavers Concrete Pump Concrete Saws Cranes							Used
	035 040 045 050	Concrete Pavers Concrete Pump Concrete Saws Cranes							Used
	035 040 045	Concrete Pavers Concrete Pump Concrete Saws Cranes							Hours Used
	035 040 045 050	Concrete Pavers Concrete Pump Concrete Saws Cranes							Used

STEP 25: CLICK SAVE AFTER ALL EQUIPMENT IS ENTERED.

🛎 🗛	HTO SiteManager								
File E	dit Services Window	Help							
	📲 🗣 😤 🗅 🚔	🥸 🖓 🖬 🕻							
🚢 Da	ily Work Reports	Şave							
	DWR Info.	Contractors	Contractor Equip.	<u> </u>	aily Staff	Ύ,	Nork Items	For	ce Accou
Conti	act ID: 091124	Inspector:	Mills, Rachel A. Dat	e: 10/20)/09				
Contr	actor				Nbr of ervisors		Nbr of /orkers	Contra Hrs ₩o	
02069									000
02063	FREE CONTRAC	CTING INC ** PRIME	**		1		18		.000
02065	FREE CONTRAC	CTING INC ** PRYME	XX		1		18		.000
	ment ID - Descriptio	\	XX.		Nbr. of Pieces		Nbr Used	Ho	ours sed
		\	57 x			1	Nbr	Ho	ours
Equip	ment ID - Descriptio	\	55 V			1	Nbr	Ho	ours sed
Equip 035	ment ID - Descriptio Concrete Pavers	\	53 y			1	Nbr	Hc U	ours sed
E quip 035 045	ment ID - Descriptio Concrete Pavers Concrete Saws	\		-		1 1 1 3	Nbr	He U 1 1	ours sed 0.000 0.000
Equip 035 045 070	ment ID - Descriptio Concrete Pavers Concrete Saws Excavators	\		• •		1 1 1 1 3	Nbr	Ho U 1 1 1	ours sed 0.000 0.000 0.000
Equip 035 045 070	ment ID - Descriptio Concrete Pavers Concrete Saws Excavators	\		• •		1 1 1 3	Nbr	Ho U 1 1 1	ours sed 0.000 0.000 0.000

STEP 26: THE DEPARTMENT DOES NOT USE THE DAILY STAFF TAB.

🚢 AASHTO SiteManager							
File Edit Services Window	v Help						
] 🎟 👫 🗣 😤 🗅 🚔	🧕 🖬 🖓 🛅						
🚢 Daily Work Reports							
DWR Info.	Contractors	Contractor Equip.	Daily	Staff	Work Iten	ns	Force Accounts
Contract ID: 091124	Inspector:	Mills, Rachel A.	Date: 10/20/09				
Contraction: jostitz4	mspector.	jimile, Hachera.	Date: 110/20/00				
Staff Member	inspector.	S/C Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage
,	inspector.	S/C Work	Reg.	OT	Vehicle ID		
,	Inspector.	S/C Work	Reg.	OT	Vehicle ID		
,	mspecial.	S/C Work	Reg.	OT	Vehicle ID		
,	mspectur.	S/C Work	Reg.	OT	Vehicle ID		

STEP 27: CLICK THE WORK ITEM TAB AND THEN FIND THE ITEM THAT WAS INSTALLED AND DOUBLE CLICK (JPC PAVEMENT 8 IN)

ile E	dit Services	Window Help	2			
	📲 🗣 😤 🖆) 🔎 🔌	10			
ut n	aily Work Re		-			
- 100	DWR Info.	1	ontractors	Contractor Equip.	Daily Sta	aff Work Items Force Accounts
	DWH INU.	L	onuaciois	Contractor Equip.	Daily Sta	an work realls Porce Accounts
Cont	ract ID: 0911	24	Inspector:	Mills, Rachel A. Dat	e: 10/20/09	
Instid	Project Number	Line Item Number	Category Number	Category Description	Item Code	Description
	DE0341681092	0170	0001	ROADWAY	02014	BARRICADE-TYPE III
	DE034168109	0180	0001	ROADWAY	02084	JPC PAVEMENT-8 IN
	DE0341681092	0190	0001	ROADWAY	02159	TEMP DITCH
	DE0341681092	0200	0001	ROADWAY	02230	EMBANKMENT IN PLACE
	DE034168109;	0210	0001	ROADWAY	02242	WATER
	DE034168109;	0220	0001	ROADWAY	02429	RIGHT-OF-WAY MONUMENT TYPE 1
	DE0341681092	0230	0001	ROADWAY	02432	WITNESS POST
	DE0341681092	0240	0001	ROADWAY	02483	CHANNEL LINING CLASS II
	DE0341681092	0250	0001	ROADWAY	02545	CLEARING AND GRUBBING
	DE0341681092	0260	0001	ROADWAY	02562	SIGNS
	DE0341681092	0270	0001	ROADWAY	02600	FABRIC GEOTEXTILE TY IV FOR PIPE
	DE0341681092	0280	0001	ROADWAY	02650	MAINTAIN & CONTROL TRAFFIC
	DE0341681092	0290	0001	ROADWAY	02671	PORTABLE CHANGEABLE MESSAGE SIGN
	DE0341681092	0300	0001	ROADWAY	02678	SCARIFYING PAVEMENT
	DE0341681092	0310	0001	ROADWAY	02701	TEMP SILT FENCE

STEP 28: THIS WILL BRING UP THIS WINDOW, NOW YOU WILL NEED TO CLICK THE NEW BUTTON TO ADD QUANTITIES AND INFORMATION FOR THIS ITEM.

🗯 AASHTO SiteManager		
File Edit Services Window Help		
💷 😽 🗣 😤 <mark>घ</mark> 😤 😨 🕞 🗩 🖉 💌 📐		
🛥 Daily Work Reports		
DWR Info. Contractors Contractor Eq	uip. Daily Staff	Work Items Force Accounts
Contract ID: 091124 Inspector: Mills, Rachel A.	Date: 10/20/09	
Project Nbr: DE03416810924 Line Itm Nbr: 0180	Item Code: 02084	Category Nbr: 0001
Item Desc: JPC PAVEMENT-8 IN		Unit Price: \$75.00000
Supp Desc 1:		
Supp Desc 2:		
Qty Reported to Date: 0.000 Qty	y Authorized to Date: 0.000	Units Type: SQYD
Qty Installed to Date: .000	Bid Qty: 484.000	Pay To Plan Qty:
Status: Active Qty Paid to Date: .000	Current Contract Qty: 484.000	D
Loc Seq Nbr Location Installed	Placed Qty. Plan Page	Number Templt Used

STEP 29: THIS WINDOW ALLOWS YOU TO ENTER THE QUANTITY INSTALLED, LOCATION WHERE THE MATERIAL WAS USED AND THE STATION NUMBERS FOR WHERE IT WAS USED.

🚢 Daily Work Repo	rts						
DWR Info.	Contractors	Contractor I	Equip.	Daily SI	aff 🔰 🖌	/ork Items	Force Accounts
C ID 00110	<u> </u>			10,100,100			
Contract ID: 091124	Inspector:	Mills, Rachel A.	Dat	e: 10/20/09			
Project Nbr: DE034	16810924 Line Itm N	br: 0180	ltem (Code: 02084	Cat	egory Nbr: 🗌	0001
Item Desc: JPC PA	VEMENT-8 IN				Unit	Price:	\$75.00000
Supp Desc 1:							
Supp Desc 2:							
G	ty Reported to Date:	0.000	atu Author	ized to Date:	0.000	Units T	ype: SQYD
	Ity Installed to Date:	.000		Bid Qtv:		Pay To P	'lan Qty:
Status: Active	Qty Paid to Date:	.000	Current	Contract Qty:			
Status. Monte	aty raid to bate.	.000	cuncil	contract ety.	1404.000		
Loc Seq Nbr Locatio	n Installed		Place	ed Qty. Pla	n Page Number 1	femplt Used	
1 Turn abo	out-14' Truck Apron			484.000 0	[
<u></u>							
Placed Qty:	484.000 Plan Page Nbr	: 0	Contrac	tor: FREE CON	NTRACTING INC *	* PRIME **	•
As Built Qty:	.000 Loc Seq Nbr: 1	Location	: Turn abou	it-14' Truck Apri	on		-Measured Indicator
	Station 0	fset Distance		Station	Offset	Distance	• Y
From:	23 + .000		000 To:	24 +	50.000 CL	.000	on 🗟 🔰
, 		Material	Inspection		,		-
Material Comp	opent Cont Fe		Satisf Repi		Reprt Matri Qty	Matri Unit	
GGBF	onene conces	0.000	Sador Kepi	0.000	0.00		
PCCP		484.000		0.000	0.00		ARD
HOOK BOLTS		484.000		0.000	0.00	0 EACH	
MICROSILICA		0.000		0.000	0.00	0 BLANK	
							×

STEP 30: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW BUTTON

🛥 AASHTO SiteManager			
File Edit Services Window Help			
] 🎟 隣 🗣 😤 🗅 🖨 🧕 🖬 🖓 🖉 💌 🐻 📂 🛕			
🚟 Daily Work Reports 🛛 🕞	en Material Inspection Detail Window		
DWR Info. Contractors Contractor	Equip. Daily Staff	Work Items	Force Accounts
Contract ID: 091124 Inspector: Mills, Rachel A.	Date: 10/20/09		
Project Nbr: DE03416810924 Line Itm Nbr: 0180	Item Code: 02084	Category Nbr:	0001
Item Desc: JPC PAVEMENT-8 IN		Unit Price: \$	75.00000
Supp Desc 1:			
Supp Desc 2:			
	Qty Authorized to Date: 0.000	Units Type	
Qty Installed to Date: .000	Bid Qty: 484.000	Pay To Plan	i Qty:
Status: Active Qty Paid to Date: .000	Current Contract Qty: 484.000		
Status: Active Qty Paid to Date: .000	,	umber Templt Used	
	,	Imber Templt Used	
Loc Seq Nbr Location Installed	Placed Qty. Plan Page Nu	umber Templt Used	
Loc Seq Nbr Location Installed 1 Turn about-14' Truck Apron	Placed Qty. Plan Page Nu 484.0000		
Loc Seq Nbr Location Installed T Turn about-14' Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0	Placed Qty. Plan Page Nu 484.000 0 Contractor: FREE CONTRACTING		
Loc Seq Nbr Location Installed Turn about-14' Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 Contractor: FREE CONTRACTING 1 Turn about-14' Truck Apron	NC ** PRIME **	easured Indicator
Loc Seq Nbr Location Installed Turn about:14' Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 Contractor: FREE CONTRACTING Turn about-14' Truck Apron Station 0	i INC ** PRIME ** ffset_Distance	Y
Loc Seq Nbr Location Installed Turn about 14 Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 484.000 Contractor: FREE CONTRACTING x: Turn about-14' Truck Apron Station 0 0000 To: 24 + 50.000	i INC ** PRIME ** ffset_Distance	
Loc Seq Nbr Location Installed Turn about:14' Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 Contractor: [FREE CONTRACTING r Turn about-14' Truck Apron Station 0 000 To: 24 + 50.000 Inspection Detail	INC ** PRIME ** ffset Distance	Y
Loc Seq Nbr Location Installed Turn about 14' Truck Apron Placed Qty: 484.000 Plan Page Nbr; 0 As Built Qty: .000 Loc Seq Nbr: 1 Location Station Offset Distance From: 23 + .000 CL Material Material Component Cont Est Matr/ Oty	Placed Qty. Plan Page Nu 484.000 0 484.000 0 Contractor: [FREE CONTRACTING Contractor: [FREE CONTRACTING Station D 0000 To: 24 + 50.000 [Inspection Detail Station D DOD To: 24 + 50.000 [Inspection Detail Station D	i INC ** PRIME ** ffset Distance CL 000 trl Oty Matrl Unit	Y N
Loc Seq Nbr Location Installed Turn about:14' Truck Apron Placed Qty: 484.000 Plan Page Nbr: 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 Contractor: [FREE CONTRACTING r Turn about-14' Truck Apron Station 0 000 To: 24 + 50.000 Inspection Detail	INC ** PRIME ** ffset Distance	Y N
Loc Seq Nbr Location Installed Turn about:14' Truck Apron Placed Qty: 484.000 Plan Page Nbr. 0 As Built Qty:	Placed Qty. Plan Page Nu 484.000 0 Contractor: FREE CONTRACTING (um about-14' Truck Apron Station 0 000 To: 24 + 50.000 Truspection Detail Satisf Repr Matrl Oty Reprt Matrl Oty	iINC ** PRIME ** ffset Distance CL	Y N

STEP 31: CLICK THE "CREATE SAMPLE FOR SELECTED MATERIAL" BUTTON.

le Edit Services	Window Help								
🔟 🖆 🗣 😤	R 🏂 🖬								
🛎 Material Insp	e <mark>ction</mark> Create Sample for Se	lected Material							
Contract ID:	091124 Inspector: Mill	s, Rachel A.	DWR Date:	10/20/09					
Project Nbr:	DE03416810924 Line	e Itm Nbr: 018	ltem Code	: 02084		Category	y Nbr:	0001	
ltem Desc: JP	C PAVEMENT-8 IN				l	Jnit Price:	\$75	5.00000	
Supp Desc 1:									
Supp Desc 2:						_			
	Qty Reported to Date:		Qty Authori	zed to Date:			nits Type:		
	Qty Installed to Date:			Bid Qty:		Pay	To Plan (aty: 🔄	
Status: Active	Qty Paid to Date:	.000	Current C	ontract Qty:	484.000				
Material Compon	ent	Cont Est Matri Qty	Satisf Repr Matrl Qty	Reprt Matri Qty	l Matrl Unit	Conversion Factor	Contract S&T	D₩R Sample	
PCCP		484.000	0.000	0.000	SQYD	1.0			
RAPID-CURE SIL S	EAL	0.000	0.000	0.000	GAL	0.0	V		
SELF-LEVEL SIL RI	JBBR	484.000	0.000	0.000	GAL	1.0	V		
STEEL REINUN 61	5GR40	0.000	0.000	0.000	LB	0.0	V		
STEEL REINUN 61	5GR60	484.000	0.000	0.000	LB	1.0	v		
Test Method		late Sampling I	-						P/
	NCRETE CYLIN 0.0	ate Sampling 1 1000.0		•TEST RESU		0C -0C	mple Type	B	PZ
	NCRETE CYLIN 1.0	2500.0	TB	-TEST RESU		PACP -PRO.		PTANCE	
	NCRETE CYLIN 0.0	8000.0	TB	·TEST RESU		QA -QA			
COCONCCOMP-CO		1000.0	TB	-TEST RESU		00.00			
COCONCPLAS-CON			TB	-TEST BESUI	LTS	DA -DA			
COCONCPLAS-CON COCONCPLAS-CON	NCRETE PLASTIC.0 NCRETE PLASTIC.0 NCRETE PLASTI1.0	8000.0	TR	-TEST RESU		QA -QA PACP -PBO	JECT ACCE	PTANCE	

STEP 32	ENTER	A SAMPLE	ID IN	ACCORDANCE	WITH T	HE POLICY
JILI 52.	LITLIC	IT DI HVII LL	ID II (neconornici		IL I OLICI.

🛎 Maintain Sample	Information					
Basic Sample Data	Addti Sample Data	Contract	0#	her	Tests	
Smpl ID:		Status:	PENDING			•
Revised By:	<u>d</u>	Revising:			Sample Date	
Link To:		Link From:			Log Date	: 10/20/09
Smpl Type:	•	Acpt Meth:				-
Material: 41295		PCCP				
Sampler:						
P/S:						
Туре:		City:				
Prod Nm:						
Mnfctr:						
Town:			Geog Area:			•
Intd Use:						
Repr Qty:	.000 SQUARE YARD	A	_	Lab Contro	· · · · · · · · · · · · · · · · · · ·	
Auth By: Lock Type: Resid	ent: 300 💌	Auth Date: 00/00/	-00	Lab	Reference Number:	
LOCK Type. Hesid	eni. 500	LUCKEU Dy.			LUCK Date.	
	- (SSS) The se	nstances in the Sample ID has a the naming co	case of a a specific r nvention c tlined belo where the s	revised s meaning (of <i>DDSSS</i> ow. sample wa	ample or a rech i.e. it is "smart" ///YY####XXX. as taken.	neck. Every number) X. The
	names should same 3 letters	uld use "X" as I choose which s consistently w	3 letters the hen loggir	hey want t ng sample	o use, but sho	
	 (YY) The 2-dig 	git year sample	was taker	n.		
		git sequential nu ements sequent 003, etc.)				
	indicate speci sample (e.g. F time). RK01 w	ast four charact al circumstance RV01 Revised S /ould be used tr .ple 1 st time, RM	es. RV01 v Sample 1 st p indicate :	would be u ^t time, RV a recheck	used to indicate 02 Revised Sar sample (e.g. F	e a revised mple 2 nd

Status	Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group will select the appropriate sample status before the sample is authorized.
	Notes:
	 Only PENDING, COMPLETE, INVALID and FAILED will count toward satisfying the sample requirements for a material.
	 Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample
	- Now automatic
Revised by	This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.
	Note:
	 This is only relevant when a sample record is revised.
	- This field is not populated on the <i>revised</i> sample record.
Revising	Used when the current sample has been authorized and a revision is being made on a sample record.
	This field is auto populated with the Sample ID of the original sample record for revised samples only.
	A sample should only be revised if the original material failed, and a new sample is taken for further testing, or to correct an error/issue on an authorized sample.
	Note:
	 If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.
Sample Date	Enter the actual date the sample was physically taken.
	Note:
	 This field is automatically filled in by the system with today's date.
Link To	This field is populated by using the look-up function to link the current sample to another sample that already exists in SiteManager. Link samples for the following:
	 IAS samples should be linked to an Acceptance Sample
	 When additional testing needs to be performed for failing samples, the new sample should be linked to the failing sample
	 QC/QA samples will be linked to the Mix Design sample records
	- Other situations when applicable.
Link From	This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.
Log Date	This field is automatically filled in by the system with today's date.
Sample Type	This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.

Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.
Material	Using the look-up function select the material being sampled and tested.
Sampler	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.
P/S	Using the look-up function select the approved P/S for the material being sampled. In the case where the P/S is not approved or the approval has expired, the sampler will contact the DME in his office for further action.
Туре	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).
City	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.
Prod Nm	Using the look-up function, select the appropriate product name (brand of material) when available.
Mnfctr	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available.
	 For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field.
	Note:
	 If the Brand Name is required on the Material Detail window, then after the Product Name is populated the Manufacturer field is auto populated.
	 If the Brand Name is not required on the Material Detail window, then the Manufacturer field is a search field that only displays the Producer/Suppliers that are approved for that material.
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	This field is auto populated with the date the sample was authorized.
	Note:
	- The system will use the current date when the same is authorized.

Lock Type	The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.
	If a sampler from an <i>equivalent other office</i> will be updating the sample record, choose No Lock (e.g. Inspector from one Residency Crew is assigned to another Residency Crew and needs to update the sample record, choose No Lock).
	For <i>IAS samples</i> , select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.
	- <u>Office Level One</u> : Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records)
	 Office Level Two: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District)
	 Office Level Three: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.
Lab Reference Number	This field is a number defined by the lab unit to identify a sample. KYTC will not use this field.

STEP 33: THE ITEMS HIGHLIGHTED IN YELLOW CAN BE FOUND FROM THE SAMPLING CHECKLIST. AN EXAMPLE OF HOW TO PRINT THE CHECKLIST WILL BE SHOWN LATER IN THE BOOK.

🛎 Maintain Sample Information							
Basic Sample	Data Addtl Sample Data	Contract	Other	Tests			
Smpl ID:	07300RAM090001	Status:	PENDING				
Revised By:		Revising:		Sample Date	10/20/09		
Link To:	00640JRS080006	Link From:		Log Date	: 10/20/09		
Smpl Type:	PROJECT ACCEPTANCE	Acpt Meth:	TEST RESULTS		•		
Material:	41295	PCCP					
Sampler:	rsturgi1	Sturgill, jr., Roy E.					
P/S:	WT CONGLETON (CENTRAL MIX) @ LEXINGTON * COP010019						
Туре:	QCP	City: L	EXINGTON				
Prod Nm:							
Mnfetr:							
Town:			Geog Area: DISTRICT 0	7	-		
Intd Use:	JPC PAVEMENT ROUND ABOUT T	RUCK APRON					
Repr Qty:	.000 SQUARE YARD		Lab Cont	trol Number: CN07300RAM	4090001		
Auth By:		Auth Date: 00/00/	'00 L.	ab Reference Number:			
Lock Type:	Resident: 300 💌	Locked By:		Lock Date:			

STEP 34: CLICK THE "ADDTL SAMPLE DATA" TAB.

🛎 Maintain Sample Ir	nformation			
Basic Sample Data	Addtl Sample Data	Contract Othe	er Tests	
Smpl IP:	07300RAM090001	Buy American:		
Chemistry Lot Num			Witnessed By:	
Smpl Size:				
Dist from Grade:				•
Station:		Offset:	Reference:	
Smpld From:				
Smpl Origin:				
Control Type:	_	Cntrl Number:	Seal Number:	
Design Type:		Mix ID:		
Plant ID:			Plant Type:	
			Sample Created from DWR	
Creator Use	r ID:	Include Standard Remarks: 🗍		0/00
Last Modified User	r ID:	Last Modified Date: 🛛	0/00/00 DWR Inspector:	
* KYTC Cust 04/25/	07			

Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per KYTC policy, this field will not be used.
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.

Comment [v1]: Need to update for LIMS (Additional fields).

r							
Offset	Population of this field is required for the following:						
	 Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left) 						
	- Soils and Cores: distance left or right from centerline (e.g. 7' Left)						
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.						
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.						
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.						
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.						
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.						
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.						
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.						
Mix ID	Per KYTC policy, this field will not be used.						
Plant ID	Per KYTC policy, this field will not be used.						
Plant Name	Per KYTC policy, this field will not be used.						
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).						
Creator User ID	This field is auto populated with the ID of the person who created the sample record.						
Include Standard	Population of this field indicates that standard remarks should be included on the Lab Report.						
Remarks	This checkbox should always be populated for Project Acceptance and QC samples.						
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.						
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.						
Sample Created From DWR	Indicates sample was created from a Daily Work Report.						
DWR Date	Date of the Daily Work Report						
DWR Inspector	Inspector who recorded the Daily Work Report.						

STEP 35: THE FOLLOWING IS THE COMPLETED WINDOW.

Basic Sample Data	Addtl Sample Data	Contract	Other	Tests	
Smpl ID: 07	7300RAM090001	Buy American:			_
Chemistry Lot Num:				Witnessed By:	
Smpl Size:					_
Dist from Grade:					_
Station: 2	3+75	Offset: F	RT 33 FEET	Reference:	
Smpld From: T	RUCK				
Smpl Origin:		R			
Control Type: C	YLINDER ID 📃	Cntrl Num	ber: 102009-A	Seal Number:	
Design Type:		🗾 Mis	ID:		
Plant ID:				Plant Type:	
			Samp	e Created from DWR	
Creator User	ID: mills	Include Standar	d Remarks: 🔀	D₩R Date: 00/00/	00
Last Modified User	ID: mills	Last Mo	dified Date: 10/20/09	DWR Inspector:	
* KYTC Cust 04/25/0	7				

STEP 36: CLICK THE "CONTRACT" TAB AND CLICK SAVE.

🐱 Maintain Sample Information								
Basic Sample Data	Addti Sample Data	Contract	Other	Tests				
Sample 07300RAM0								
Contract ID	Project Line Iter		Cont Est Represent Matri Qty Qty	Unit MatriQty	Matl Qty			
091124	DE03416810924 0180	02084 HSIP 8531 (12	484.000	00 SQUARE YA 0.00	0 0.000 JPC P.			
	k,							
<					>			

STEP 37: NOTE THAT THE SAMPLE CREATED FROM DWR IS NOW CHECKED.

Basic Sample Data Addtl Sample Data	Contract	Other	Tests	
Smpl ID: 07300RAM090001	Buy American:			
Chemistry Lot Num:			Witnessed By:	
Smpl Size:				
Dist from Grade:				_
Station: 23+75	Offset: R	T 33 FEET	Reference:	
Smpld From: TRUCK				
Smpl Origin:				
Control Type: CYLINDER ID	Cntrl Numl	ber: 102009-A	Seal Number:	
Design Type:	🗾 Mix	ID:		
Plant ID:			Plant Type:	
			le Created from DWR 🔽	
Creator User ID: mills	Include Standard		DWR Date: 10/20/09	
Last Modified User ID: mills	Last Mod	lified Date: 10/20/09	DWR Inspector: mills	
KYTC Cust 04/25/07				

STEP 38: CLICK THE "OTHER" TAB AND CLICK THE NEW BUTTON.

🛥 AASHTO SiteManager			
File Edit Services Window Help			
🎟 📲 🗣 🙎 📮 🚘 🚔 🖬 💭	🗩 т 🗏 🗒		
🚟 Maintain Sam _{New} Information			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Basic Sample Data Addtl Sample Dat	a Conti	ract Other	Tests
<u>}</u>	¹		
Sample 07300RAM090001			
Туре	ID	Description	
Destination Lab	DL07300	D-07 Lexington Section	

STEP 39: THIS ESTABLISHES A DESTINATION LAB OF THE SECTION OFFICE FOR THE PLASTICS TESTS (SLUMP, TEMPERATURE) AND THE DISTRICT MATERIALS LAB FOR THE CONCRETE CYLINDERS.

🛎 Maintain Sample Information								
Basic Sample Data	Addtl Sample Data	Con	Itract	Other	Tests			
		_			<u> </u>			
Sample 07300RAM0900	001							
Туре		ID		Description				
Destination Lab		.07300	D-07 Lexingto	n Section				
Destination Lab	– pi	.07210	D-07 Material:	s Section				

STEP 40: CLICK THE "OPEN ASSIGN TESTS" BUTTON.

🛎 AASHTO SiteManager				
File Edit Services Window Help				
🔲 📲 🗣 😤 🗅 🛩 🚔 🔰 🔲	₽ <mark>₽<mark>⊼</mark>■¦</mark>	ms Ex		
😹 Maintain Sample Information	Open As	sign Tests		
Basic Sample Data 🕺 Addtl Sample	Data (Contract	Other	Tests
Sample 07300RAM090001			<u>.</u>	۱ <u>ــــ</u>
Туре	ID		Description	
Destination Lab Destination Lab	 DL07300 DL07210 	D-07 Lexingt D-07 Materia		

STEP 41: THIS WILL OPEN THE WINDOW BELOW.

🛎 Maintain Sample Information								
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests				
🚢 Assign Sample Test	s							
Sample ID 07300RAM0	90001 Sample Type	PROJECT ACCEPTANCE	Material Code	CCP				
	Ase	signing tests to the se	mple will lock the	sample				
		Accept Default Tests	<u>C</u> ancel	<u>M</u> ore				

STEP 42: CLICK THE MORE BUTTON.

Tests
e PCCP
k the sample
ancel <u>M</u> ore

STEP 43: CHECK THE TESTS ASSIGNED TO THE CONCRETE SAMPLE, CONCRETE CYLINDER STRENGTH AND CONCRETE PLASTIC TESTS.

	INFECT ACCEPTANCE	Material Code PC	CP				
Assigni			CP				
	ing tests to the sa	mple will lock the :					
Additional Available Tests			ample				
			Tests to be	e Assigned			
	ab Unit		Default Test	Test Rord	Auto- Finalize	Test	Test Description
	JJ07210		I est	nqiu	Finalize	nuns	CUNCRETE CYLINDER STRENG
	U07210		-	-		1	CONCRETE PLASTIC TESTS
	U07210						
	U07210						
	.007300						
	U07300						
TELLEVE OF TRUTE (ALC:	U07300	Add ->					
PAVEMENT THICKNESS	U07300						
		<- Remove					
		R					
		. 0					
C	1	0	C				
			-				

Basic Sample Data Addtl Sample Data	Contract	Other	Tests		
Assign Sample Tests					
ample ID 07300RAM090001 Sample Type	PROJECT ACCEPTANCE	laterial Code PC	CCP		
Ass	igning tests to the samp	ole will lock the	sample		
Additional Available Tests			Tests to be Assigned		
est Description	Lab Unit		Test Description	Lab Unit	Test Method
ONCRETE CORES	LU07210		1 CONCRETE CYLINDER STRENGTH	LU07210	COCONCCOMP
DNCRETE PLASTIC TESTS	LU07210		CONCRETE PLASTIC TESTS	LU07300	COCONCPLAS
SUAL INSPECTION FOR CONCRETE SECTION	LU07210				
VEMENT THICKNESS	LU07210				
DNCRETE CYLINDER STRENGTH	LU07300				
SUAL INSPECTION FOR CONCRETE SECTION	LU07300				
DNCRETE CORES	LU07300	Add ->			
AVEMENT THICKNESS	LU07300				
		<- Remove			
		>	<	111	>

STEP 44: EARLY BREAK CYLINDERS WERE MADE BECAUSE THE CONTRACTOR WAS WANTING TO OPEN THE PAVEMENT UP AS SOON AS POSSIBLE, SO 2 ADDITIONAL TEST RUNS WERE ADDED TO ACCOUNT FOR THE EXTRA TESTING.

Maintain Sample Information				_			
Basic Sample Data Addtl Sample Data	Contract	Other	Test	s			
🛎 Assign Sample Tests							X
Sample ID 07300RAM090001 Sample Type	PROJECT ACCEPTANCE	Material Code PC	CCP				
Ass	igning tests to the sam	ple will lock the	sample				
Additional Available Tests			Tests to b	e Assigned			
Test Description	Lab Unit		Default	Test	Auto-	Test	Test
CONCRETE CORES	LU07210		Test V	Rqrd	Finalize	Runs 2 CONC	Description RETE CYLINDER STRENGTH
CONCRETE PLASTIC TESTS	LU07210		V V	_			RETE PLASTIC TESTS
VISUAL INSPECTION FOR CONCRETE SECTION	LU07210					- Ne come	Incrementation increases
PAVEMENT THICKNESS	LU07210						
CONCRETE CYLINDER STRENGTH	LU07300						
VISUAL INSPECTION FOR CONCRETE SECTION	LU07300						
CONCRETE CORES	LU07300	Add ->					
PAVEMENT THICKNESS	LU07300	Wag ->					
		<- Remove					

STEP 45: CLICK THE SAVE TESTS BUTTON ONCE YOU ARE SURE THAT ALL TESTS ASSIGNED TO THE SAMPLE ARE CORRECT AND YOU HAVE ACCOUNTED FOR THE ADDITIONAL SET OF EARLY BREAK CYLINDERS.

🛎 Maintain Sample Ir	nformation								
Basic Sample Data	Addtl Sample Data	Contract	T Other	Test	s				
🚢 Assign Sample Te	ests								X
Sample ID 07300RAM	M090001 Sample Type	PROJECT ACCEPTANC	E Material Code F	CCP					
	Ác	signing tests to the s	ample will lock the	sample					
		signing tests to the t	sample win lock the	sample					
Additional Available	Tests			Tests to b	e Assigned				
Test Description		Lab Unit		Default	Test	Auto-	Test	Test	
CONCRETE CORES		LU07210		Test	Rqrd	Finalize	Runs	Description	
CONCRETE PLASTIC TI	ESTS	LU07210		▼ ▼		_	2	CONCRETE CYLINDER STRENGTH CONCRETE PLASTIC TESTS	1
VISUAL INSPECTION FI	OR CONCRETE SECTION	LU07210						CUNCRETE PLASTIC TESTS	
PAVEMENT THICKNES	S	LU07210							
CONCRETE CYLINDER	STRENGTH	LU07300							
VISUAL INSPECTION FI	OR CONCRETE SECTION	LU07300							
CONCRETE CORES		LU07300	Add ->	1					
PAVEMENT THICKNES	s	LU07300	Mad ->	4					
			<- Remove						
<			>	<		Ш			
	Sa	ave Tests	<u>C</u> ancel						
		<u>_</u>		_					

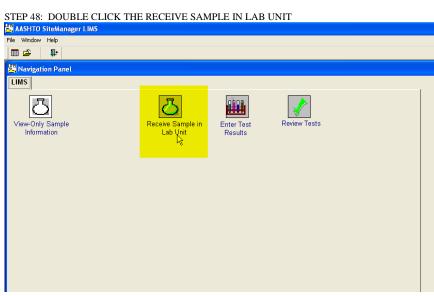
STEP 46: TO PRINT A LABEL FOR THE CYLINDERS OR ANY OTHER SAMPLE, CLICK THE PRINT LABEL BUTTON.

🛎 AASHTO Site	Manager				
File Edit Service	s Window Help				
🔲 🌃 👫 🌮	. 🗅 📽 🗳 🖬 🖓 🍞 🕇				
🕌 Maintain Sa	mple Information	Print Label			
Basic Sample	Data Addtl Sample Data	Contract	Other	Tests	
Smpl ID:	07300RAM090001	Status: Logged			
Revised By:		Revising:		Sample Date:	10/20/09
Link To:	00640JRS080006	Link From:		Log Date:	10/20/09
Smpl Type:	PROJECT ACCEPTANCE	Acpt Meth: TEST RE	SULTS		
Material:	41295	PCCP			
Sampler:	rsturgi1	Sturgill, jr., Roy E.			
P/S:	WT CONGLETON (CENTRAL MIX)	@ LEXINGTON *		COP010019	
Туре:	QCP	City: LEXINGT	ON		
Prod Nm:			_		
Mnfctr:					
Town:		Geog	g Area: DISTRICT 07		•
Intd Use:	JPC PAVEMENT ROUND ABOUT T	RUCK APRON			
Repr Qty:	.000 SQUARE YARD		 Lab Control 	DINumber: CN07300RAN	1090001
Auth By:		Auth Date: 00/00/00	Lat	Reference Number:	
Lock Type:	•	Locked By: mills		Lock Date: 10/2	0/2009 11:10:29
Ca	entral: 🔟 Distric	et: 07	Resident : 300		

Print Label	
SAMPLER: DATE SAMPLED: TYPE OF INSPECTION:	10/20/2009 PACP V/T CONGLETON (CENTRAL MIX) @ LEX
Available Printers	Print
Number of Copies 1	Cancel

STEP 47: AFTER YOU CLICK SAVE TESTS, YOU WILL SEE THE WINDOW BELOW. NOW CLICK THE "LIMS" BUTTON.

AASHITO Site	s Window Help						
🎟 🕌 🗣 😤	🗋 📽 🖨 🖬 🖓 🖓 T						
🛎 Maintain Sa	mple Information	Open LIMS					
Basic Sample	Data CAddtl Sample Data	Contract	Other	Tests			
Smpl ID:	07300RAM090001	Status: Logged					
Revised By:		Revising:		Sample Date:	10/20/09		
Link To:	00640JRS080006	Link From:		Log Date:	10/20/09		
Smpl Type:	PROJECT ACCEPTANCE	Acpt Meth: TEST RES	ULTS				
Material:	41295	PCCP					
Sampler:	irsturgi1	Sturgill, jr., Roy E.					
P/S:	WT CONGLETON (CENTRAL MIX)	@ LEXINGTON *		C0P010019			
Type:	QCP	City: LEXINGTO	N				
Prod Nm:							
Mnfctr:							
Town:			Area: DISTRICT 07		•		
	JPC PAVEMENT ROUND ABOUT T		_				
Repr Qty:	.000 SQUARE YARD	-	 Lab Control 	ol Number: CN07300RAN	1090001		
Auth By:		Auth Date: 00/00/00	Lat	Reference Number:			
Lock Type:	•	Locked By: mills		Lock Date: 10/2	0/2009 11:10:29		
Ce	entral: 🔟 Distrie	ct: 07 R	esident: 300				



STEP 49: THE WINDOW BELOW WILL SHOW UP WITH ALL THE SAMPLES THAT ARE CURRENTLY IN THE SELECTED LAB.

				Filter Criteria					
Select Lab. D-07 L	exington Section		*		• 00		Apply Reset		
Sample Received	Sample ID	Contract ID	Lab Bef Number	Destination Receive Date	Lab Control Number	Log Date	Material Hame	Geographic Area*	
	07300ADW090001	071063			CN07300ADM0900		CLASS & CONCRETE		
F	07300BAB090010	071063			CN07300BAB09001		MISCELLANEOUS PRECAST	D07 - DISTRICT 07	
Ē	07300BAB090012	071063			CN07300BAB09001		FERTILIZER	D07 - DISTRICT 07	
Г	07300BAB090013	071063			CN07300BAB09001	05/15/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07	
E.	07300BAB090014	071063			CN07300BAB09001	-05/19/09	EROSION CONTROL BLANKET	D07 - DISTRICT 07	
1	07300BAB090015	071063			CN07300BAB09001	05/19/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07	
I.	07300BAB090016	071063	2		CN07300BAB09001	405/19/09	FERTILIZER	D07 - DISTRICT 07	
F	07300BAB090017	071063			CN07300BAB09001	05/27/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07	
F	07300BAD090018	071063			CN07300BAB09001	05/27/09	FERTILIZER	D07 - DISTRICT 07	
	07300BAB090019	071063			CN07300BAB09001	05/28/09	PIPE, CMP 1.63MM, AASHTO M 3	ED07 - DISTRICT 07	
F	07300BAB090021	071063			CN07300BAB09002	06/25/09	MISCELLANEOUS PRECAST	D07 - DISTRICT 07	
Г	07300BAB090022	071063			CN07300BAB09002	06/25/09	CLASS A CONCRETE	D07 - DISTRICT 07	
Г	07300BAB090027	071063			CN07300BAB09002	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07	
Г	07300BAB090029	071063			CN07300BAB09002	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07	
Г	07300BAB090030	071063			CN07300BAD09003	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07	
	07300BAB090031	071063			CN073008AB09003	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07	
Г	07300BAB090032	071063			CN07300BAB09003	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07	
Г	07300BAB090035	071063			CN07300BAB09003	07/16/09	GEOTEXTILE, TYPE IV	D07 - DISTRICT 07	
F	07300BAB090036	071063			CN07300BAB09003	07/16/09	EROSION CONTROL BLANKET	D07 - DISTRICT 07	
Г	07300BAB090037	071063			CN07300BAB09003		FERTILIZER	D07 - DISTRICT 07	
F	07300BAB0900380623	071063			CN07300BAB09003	07/16/09	SEED, CROWN VETCH	D07 - DISTRICT 07	
Г	07300BAB090039	071063			CN07300BAB09003	07/16/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07	
Г	07300BAB090040	071063			CN07300BAB09004	07/16/09	FERTILIZER	D07 - DISTRICT 07	
Г	07300BAB090041	071063			CN07300BAD09004	07/16/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07	

INFORMATION IS ENTERED, CLICK THE APPLY BUTTON.

STEP 50: TO FIND ALL SAMPLES FOR CONTRACT ID 091124, USE THE FILTER CRITERIA WINDOW TO CREATE A FILTER THAT USES THE INFORMATION HIGHLIGHTED BELOW. AFTER THE

				-Filter Criteria				and the second se			
Select Lab: D-07 Le	suington Section		*	Contract ID		quais 💌	091124	T.Phy	Reset		
ample Received	Sample ID	Contract ID	Lab Rel Number	Destination Receive Date	Lab Control Number	Log Date	Material Bame	Geo	graphic Area*		
	07300ADW090001	071063			CN07300ADV090	0068/18/09	CLASS & CONCRETE	007	- DISTRICT 07		
F	07300BAB090010	071063	2		CN07300BAB0900	01/05/15/09	MISCELLANEOUS PRECAST	D07	- DISTRICT 07		
E	07300BAB090012	071063			CN07300BAB0900		FERTILIZER	D07	- DISTRICT 07		
	07300BAB090013	071063			CN07300BAB0900	01:05/15/09	SEED, MIX NUMBER 1	D07	- DISTRICT 07		
	07300EAB090014	071063			CN07300BAB0900	01-05/19/09	EROSION CONTROL BLANKET	D07	- DISTRICT 07		
F	07300BAB090015	071063			CN07300BAB0900	01:05/19/09	SEED, MIX NUMBER 1	D07	- DISTRICT 07		
E	07300BAB090016	071063			CN07300BAB0900		FERTILIZER	D07	- DISTRICT 07		
	07300BAB090017	071063			CN07300BAB0900		SEED, MIX NUMBER 1	D07	- DISTRICT 07		
E	07300BAB090018	071063			CN07300BAB0900		FERTILIZER	D07	- DISTRICT 07		
1	07300BAB090019	071063			CN07300BAB0900		PIPE, CMP 1.63MM, AASHTO M	36007	- DISTRICT 07		
—	07300BAB090021	071063			CN07300BAB0900		MISCELLANEOUS PRECAST	D07	- DISTRICT 07		
E.	07300BAB090022	071063			CN07300BAB0900		CLASS & CONCRETE	007	- DISTRICT 07		
Г	07300BAB090027	071063			CN07300BAB0900		SOIL CONSTRUCTION	007	- DISTRICT 07		
	07300BAB090029	071063	3		CN07300BAB0900		SOIL CONSTRUCTION	D07	- DISTRICT 07		
E	07300BAB090030	071063			CN07300BAB0900		SOIL CONSTRUCTION	D07	- DISTRICT 07		
	07300BAB090031	071063	1		CN07300BAB0900		SOIL CONSTRUCTION	D07	- DISTRICT 07		
E .	07300BAB090032	071063			CN07300BAB0900		SOIL CONSTRUCTION	D07	- DISTRICT 07		
	07300BAB090035	071063			CN07300BAB0900		GEOTEXTILE, TYPE IV	D07	- DISTRICT 07		
	07300BAB090036	071063			CN07300BAB0900		EROSION CONTROL BLANKET	D07	- DISTRICT 07		
1	07300BAB090037	071063			CN07300BAB0900		FERTUZER	D07	- DISTRICT 07		
E	07300BAB0900300623	071063			CN07300BAB0900		SEED, CROWN VETCH	D07	- DISTRICT 07		
	073008AB090039	071063			CN07300BAB0900		SEED, MIX NUMBER 1	D07	- DISTRICT 07		
E.	07300EAB090040	071063			CN07300BAB0900		FERTILIZER	D07	- DISTRICT 07		
F	07300BAB090041	071063			CN07300BAB0900	04/07/16/09	SEED, MIX NUMBER 1	D07	- DISTRICT 07		

STEP 51: THERE IS ONLY ONE SAMPLE FOR THE CONTRACT SELECTED, AND IT IS THE SAMPLE THAT WE WERE LOOKING FOR. WE WERE LOOKING FOR THE SAMPLE THAT WAS TAKEN FOR THE CONCRETE PAVEMENT.

Select Lab: D-07 Le	sxington Section	•	Filter Criteria Contract ID		quais 💌	091124	Apply Reset	
iample Received	Sample ID	Contract ID	Lab Rel Number	Destination Receive Date	Lab Control Number	Log Date	Material Name	Geographic Area*
	07300RAM090001	091124		1	CN07300RAM0900	0102009	PCCP	D07 - DISTRICT 07

STEP 52: CLICK THAT WE RECEIVED THE SAMPLE AND CLICK THE SAVE BUTTON.

a 🖂								ager LIMS	AASHTO SiteMan
									File Window Help
								.	m & R & C
								in Lab Unit	Receiv Save 1pla
		and the second se		-	Filter Criteria				
	Apply Reset	091124	zuals 👱	- E	Contract ID	*		xington Section	Select Lat: D-07 Le
					1.22				
R	Geographic Area*	Material Hame	1	Number	Receive Date	Lab Bel Number	Contract ID	Sample ID	Sample Received
	D07 - DISTRICT 07	PCCP -	010/20/09	CN07300RAM0900			091124	07300RAM090001	I
	Geographic Area* D07 - DSTROCT 07	Material Bame	Log Date	Lab Control Number CN073007AM0900		Lab Ref Number	Contract ID 091124		Sample Received

STEP 53: DOUBLE CLICK THE ENTER TEST RESULTS ICON.



STEP 54: SCROLL THROUGH THE SAMPLES AND FIND THE SAMPLE THAT YOU ARE LOOKING FOR. IN THIS EXAMPLE, WE ARE LOOKING FOR THE CONCRETE PLASTIC TESTS SAMPLE THAT WAS TAKEN BY RAM. DOUBLE CLICK ON THE SAMPLE ONCE YOU FIND IT.

	🚟 Enter To	est Results										
	C All My Lab Units C Select a Lab Unit D-07 Lexington Section					Fiter Criteria					Reset	
I	Test Completed	Sample ID	Lab Ref Number	Lab Control Number	Contract ID	Test Description	Test Number	Test Started	Tester*	Test Status*	Priority	Due D
I	Г	07300KLB090059REV1		CN07300KLB0900		CONCRETE PLASTIC TESTS	1			10 - Test in Queue	Medium	
I	<u> </u>	07300BLC090056		CN07300KLB0900 CN07300BLC0900		VISUAL INSPECTION FOR CONCI VISUAL INSPECTION FOR CONCI				10 - Test in Queue 10 - Test in Queue	Medium Medium	_
I		07300BLC090056		CN07300RAM0900		CONCRETE PLASTIC TESTS	1	~		10 - Test in Queue 10 - Test in Queue	Medium	
I		5						_				
I												
I												
I												Þ
I	· ·											<u> </u>
I												
I	뱀 Test D	at a										
I	i rest b	ata			D	1						
<u>Pint</u>										-		
CONCRETE PLASTIC TESTS												
I	N N	lati Cd: 41295				Sample ID: 07300RAM090	0001					
		N DOOD										10000

SiteManager LIMS Panel	
Test Data	- 6 .
CONCRETE PLASTIC TESTS	-
Medi Cd: 41295 Sample ID: 07300RAM050001 Material Name: PCCP Test Method: CPCNNPLAS Prod Supp Cd: COPIOU19 Test Method: CPCNNPLAS od Supp Name: VVT CONGLETON (CENTRAL MA) @ LEXINGTON * Testes::::::::::::::::::::::::::::::::::	
Template Status	
Sampled at Quantity	
Slump KM 64-302	
Sluno	
Technician	
Air Content (Pressure Method) KM 64-303 Initial Al Content % Aggregate Connection Factor 0.2	
Final Ale Content %	
(RUIRURI)	
Air Temperature KM 64-310	
F F	
Technician	
Concrete Temperature KM 64-318	
emperature F	
iechnician	
IC Tests Witnessed By KYTC	

STEP 55: THIS IS A SCREEN SHOT OF WHAT THE PLASTIC TESTS SHEET LOOKS LIKE.

Print CONCRETE PLASTIC TESTS Mail Cit. 41295 Sample ID: 07300RAM080001 Imital Name: PCCP Fait Method: COCONCPLAS of Supp Cit. COPOTOD19 Test Method: COCONCPLAS Stapp Name: V/T CONGLETON ICENTRAL MARGE LEXINGTON* Test method: Normality plate Status: Important part Important Important part Important Important part Important Important part Important Important All Cortext % Important pricinant Intropy miniant Intropy	4
CONCRETE PLASTIC TESTS Mail Cd: 41255 Sample ID: 07300RAM090001 Test Mathod: COCONCPLAS Test Mathod: COCONCPLAS Baup Name: VT CONGLETON (CENTRAL MAD) @ LEGINGTON* Tester: milt plade Status: Inspect Inspect plade Status: 75, 50°D • Inspect Inspect pine inspect 75, 50°D • Inspect Inspect pine inspect 15 in Inspect Inspect pine inspect 15 in Inspect Inspect page Caracton Factor 0.2 Inspect Inspect All Content % 6 58 Inspect Inspect All Content % 58 58 Inspect Inspect Inspect	ŀ\$
Mail Cd: 41295 Sample 10: 07300RAM090001 Inimial Name: PCCP Test Method: C00000PLAS: Jupp Name: VT CONDETION (CENTRAL MCR/QE LEXINGTON* Test mills plade Status: Inspec Inspec plade Alguardty 75: S0/P O ap KM 64-302: Isturgi polate Context Name: 6 gale Context No: 58 Air Context % 6 ap Context % 58 ynian raturgi	1 <u>7</u>
terial Name: PCCP Test Method: COCONCPLAS dd Supp Cdc: COPO10019 Test Method: COCONCPLAS jupp Name: VT CONSLETON (CENTRAL MAQ @ LEXINGTON * Tester: mills plade Status Infisee plad a Quantly 75, SQYD ▼ ap KM 64-302 p 15 in vician futurg1 Content (Pressure Method) KM 64-303 Hár Content % 6 geale Correcton Factor Q.2 Ar Content % 58 vician futurg1	L ₈
terial Name: PCCP Test Method: COCONCPLAS dd Supp Cdc: COPO10019 Test Method: COCONCPLAS jupp Name: VT CONSLETON (CENTRAL MAQ @ LEXINGTON * Tester: mills plade Status Infisee plad a Quantly 75, SQYD ▼ ap KM 64-302 p 15 in vician futurg1 Content (Pressure Method) KM 64-303 Hár Content % 6 geale Correcton Factor Q.2 Ar Content % 58 vician futurg1	ŀş
od Supp Cad: CDP010019 Test No: 1 Supp Name: VT CONSLETON (CENTRAL MAY)@ LEAVINGTON* Tester: imilia plate Statux Imistration Imilia Imistration plate Statux Imistration Imilia Imilia plate Statux Imistration Imilia Imilia plate Add Quankly 75, S0070 v Imilia Imilia p 1.5 in Imilia Imilia provision Imilia Imilia Imilia Content (Pressure Method) KM 64-303 Imilia Imilia Qual Content % 6 Imilia Imilia Imilia Ar Content % 58 Imilia Imilia Imilia Imilia	ŀ₹
plate Status IIII Statu 75, 500°D v app KM 64-302 p 1.5 in pritugi Content (Pressure Method) KM 64-303 Likie Content % 6 agea Contection Factor 0.2 v Air Content % 58 writian pturgi	P3
led at Quantity 75, 50YD ▼ ap KM 64-302 p 1.5 in pician pturg1 Content (Pressure Method) KM 64-303 Alf Content % 6 agate Conection Factor 0.2 ▼ Alf Content % 55 mician pturg1	l≩
led at Quantity 75, 50YD ▼ ap KM 64-302 p 1.5 in pician pturg1 Content (Pressure Method) KM 64-303 Alf Content % 6 agate Conection Factor 0.2 ▼ Alf Content % 55 mician pturg1	h
np KM 64-302 p 1.5 in picking 1 Content (Pressure Method) KM 64-303 LANG Content % 6 egate Consection Factor 0.2 • Ar Content % 58 mician plurg1	
op 1.5 in nician Isturgit Content (Pressure Method) KM 64-303 JAir Content % 6. egate Consolion Factor 0.2 Air Content % 5.8 nician Isturgit	
vrician raturgi Content (Pressure Method) KM 64-303 LAir Content % 6. egale Correction Factor 0.2 2 Air Content % 5.8 mician sturgi	
Content (Pressure Method) KM 64-303 I Air Content % 6 egate Content % 0.2 Air Content % 58 mician glurg1	
IAji Content % 6. egate Conscion Factor 0.2 Air Content % 5.8 mician jaturg1	
egate Conection Factor 0.2 At Content % 58 vincian vincian	
Air Content % 58 mician jaturgit	
Air Content % 58 mician Isturgi	
remperature KM 64-318	
emperature KM 64-318	
perature 78. F	
nician (sturgi)	
crete Temperature KM 64-318	
perature 83. F	
inician Isturgil	
Tests Witnessed By KYTC	

STEP 56: ENTER ALL OF THE PLASTICS INFORMATION AND THEN MINIMIZE THE WINDOW.

STEP 57: CLICK THAT THE TEST HAS BEEN COMPLETED AND CLICK ON THE SAVE BUTTON.

Enter 1Savel	esults										
Test Queue Criter All My Leb Unit	ts (+ Select e	Lab Unt	07 Lexington Sectio	'n	Fiter Criteria	• Conti	sins 💌	-	Apply	Reset	ī
Test	Sample ID	Lab Ref	Lab Control	Contract ID	Test Description	Test	Test	Tester*	Test Status*	Priority	Due
Completed	0KL B090050REV1	Number	Number CN07300KLB0900	071023	CONCRETE PLASTIC TESTS	Humber	V		10 - Test in Queue	Medium	-
- Ur30	UNLEUGUUSGREYT		CN07300KLB0900		VISUAL INSPECTION FOR CONCI	1	Ē		10 - Test in Queue	Medium	-
0730	08LC090056		CN07300BLC0900		VISUAL INSPECTION FOR CONCI		W		10 - Test in Queue	Medium	
	ORAM090001		CN07300RAM090		CONCRETE PLASTIC TESTS	1	~		10 - Test in Queue	Medium	
•											1
										- 1	
				Pint	J					-1	
			CONCRE	<u>Print</u> TE PLAST	L L IC TESTS					-	
불 Test Data Mati C	lat: 41295		CONCRE		CTESTS Sample ID: 07300RAM09	0001				-1	
Test Data Mati C Material Nar	e: PCCP		CONCRE		Sample ID: 07300RAM09 Test Method: COCONCPLAS						
Material Nam Prod Supp C	e: PCCP d: COP010019			TE PLAST	Sample ID: 07300RAM09 Test Method: COCONCPLAS Test No.: 1						-
Matt C Material Nam Prod Supp C	e: PCCP d: COP010019	ON (CENTR)	CONCRE	TE PLAST	Sample ID: 07300RAM09 Test Method: COCONCPLAS					-	-
Matt C Material Nam Prod Supp C	e: PCCP ad: COPO10019 ee: WT CONGLET		AL MDQ @ LEXING	TE PLAST	Sample ID: 07300RAM09 Test Method: COCONCPLAS Test No.: 1					-	-
Matt Data Matt D Material Nan Prod Supp Nan	tus In Spec			TE PLAST	Sample ID: 07300RAM09 Test Method: COCONCPLAS Test No.: 1						-

STEP 58: CLICK ON THE EXIT SITEMANAGER LIMS ICON.

Test Outcor Contains Contains Apply Reset All My Lab Units Select a Lab Unit DA77 Unsington Section Image: Contains Test Apply Reset Completed Sample ID Lab Ref Lab Control Contract ID Fest Description Test Test Seture Priority 073000L0000007FEV Contract ID Fest Description Test Test Seture Priority 073000L0000007FEV Contract ID Fest Description Test Test Seture Priority 073000L0000007FEV Contract ID Contract ID Fest Description Test Seture Priority 073000L0000007FEV Contract ID Contract ID Fest Description Test Autoe Medue 073000L00000000 Contract ID Visual Autoe Contract ID Network Contract ID Medue Medue 073000L00000000 Contract ID Priority Visual Autoe Medue Medue Medue VISUAL INSPECTION FOR CONCRETE SECTION Medue Medue Distribute Sample ID: 073008L030006 Medicial Name: CuAS53 A Conc Test Medue	🔟 🍰 🖬 🚳 💭 🔥	R									
Test Outroe Otenia Party Lab Units Control Contract ID Feet Creation Control Contract ID Feet Creation East Acory Reset Test Sample ID Lab Ref Lab Control Contract ID Test Description Test Test Tester* Test Status* Priority 073000L0000050FEV Contract ID Test Description Test Tests IP Medium Medium 073000L0000050FEV Contract ID Test Description Test Status* Priority 073000L0000050FEV Contract ID Test Description Test Status* Priority 073000L0000050FEV Contract ID Test Description Test Description Test Description Test Description 073000L0000050FEV Contract ID Contract ID Test Description Test Des	Enter Test Results	Exit SiteManag	er LIMS								
Test Sample ID Lab Ref Lab Control Contract ID Test Description Test Test Test Completed 073004.000005984V Cub273004.0000001071063 Cont/CRETE PLASTIC TESTS I IV Ivator Priority Control Cub273004.0000001071063 Control Cub273004.0000001071063 Control Ivator Ivator Priority Cur20004.00000000 Cur20004.0000001071063 VISUAL INSECTION FOR CONKIT Ivator Ivator <td< th=""><th>Test Queue Criteria</th><th></th><th></th><th></th><th>Fiter Criteria</th><th></th><th></th><th></th><th></th><th></th><th>_</th></td<>	Test Queue Criteria				Fiter Criteria						_
Descriptional Number Numer N	C All My Lab Units 🛛 🛈 S	elect a Lab Unit	07 Lexington Sectio	n .	• · · · · ·	• Contr	nins 🔻		Apply	Reset	
Protocol Control Contro Control Control <t< td=""><td></td><td>Lab Ref</td><td></td><td>Contract ID</td><td>Test Description</td><td>Test</td><td>Test Started</td><td>Tester*</td><td>Test Status*</td><td>Priority</td><td>Du</td></t<>		Lab Ref		Contract ID	Test Description	Test	Test Started	Tester*	Test Status*	Priority	Du
				6071063	CONCRETE PLASTIC TESTS	1			10 - Test in Queue	Medium	+
			CN07300HLB0900	071063	VISUAL INSPECTION FOR CONC	11	F		10 - Test in Queue	Medium	
Test Data	07300BLC09005		CN07300BLC0900	091303	VISUAL INSPECTION FOR CONC		M	bcrowe - Crowe,	10 - Test in Queue	Medium	
Dirit VISUAL INSPECTION FOR CONCRETE SECTION Met Cd: 40005 Sample ID: 07308LC080056 Material Name: CLASS A CONC Test Method: CD/MSUAL	•1				_						
VISUAL INSPECTION FOR CONCRETE SECTION Mat Cd: 40005 Sample ID: 073008L0090056 Material Name: CLASS A CONC Test Methical COVISUAL	(J						
Hotl Cd: 40005 Sample ID: 073008LC090056 Material Name: CLASSA CONC Text Method: CDV/SUAL										- 1	- 16
Moterial Name: CLASS & CONC Test Method: CDVISUAL				Print				_	_	- 1	- 16
		VISUAL	INSPECTIC		DNCRETE SECTION		_	_	_	. (
	Test Data	VISUAL	INSPECTIC			056	_	_	_	. (
	Test Data Moti Cd: 40005 Moterial Name: CLASS	A CONC	INSPECTIC		Sample ID: 073008LC090 Test Method: C0VISUAL	1056		_	_		
Prod Supp Name: WT CONGLETON (CENTRAL MOX) @ LEXINGTON * Tester: borowe	Test Data Moli Cd: 40905 Moterial Name: CLASS Prod Supp Cd: CDP01	A CONC 0019		ON FOR CO	Sample ID: 073008LC090 Test Method: COVISUAL Test No.: 1	1056		-	_		- 2
Template Status In Spec	Test Data Moli Cd: 40905 Moterial Name: CLASS Prod Supp Cd: CDP01	A CONC 0019		ON FOR CO	Sample ID: 073008LC090 Test Method: C0VISUAL	1056			_	. (- 2
	Mott Cd: 40005 Moterial Name: CLASS Prod Supp Cd: CDP01 Prod Supp Name: VT CD	A CONC 0019 NGLETON (CENTRA	AL MIX) @ LEXINGT		Sample ID: 073008LC090 Test Method: COVISUAL Test No.: 1	1056	_	_	_	- (

STEP 59: CONTINUE TO CLOSE OUT WINDOWS WITHIN SITEMANAGER UNTIL YOU GET BACK TO THE DAILY WORK REPORTS "WORK ITEMS" TAB. NOW CLICK ON THE SELECTS WORK ITEM BUTTON.

LOSE WINDOWS UN	11L			
AASHTO SiteManager				
He Edit Services Window Help				
🛋 Daily Work Reports	Selects Work Item			
DWR Info. Contractors	Contractor Equip. Daily Stal	Work Items	Force Accounts	
Contract ID: 091124 Inspect	tor: Milts, Bachel A. Date: 10/20/08			
Project Nbr: DE03416810924 Line I	tm Nbr: 0180 Item Code: 02084	Category Nbr.	0001	
Item Desc; JPC PAVEMENT-8 IN		Unit Price:	\$75.00000	
Supp Desc 1:				
Supp Desc 2:			Type: SUVD	
Qty Reported to Date Oty Installed to Date			Plan Qty:	
Status: Active Dty Paid to Date		101.000		
Loc Seg Nbr Location Installed	Placed Qty. Plan 484.0000	Page Number Tempk Used		
The second	404,0000	_		
Placed Qty: 484.000 Plan Page				
As Built Qty: .000 Loc Seq N		The contract of the contract	- Measured Indicator	
From: 23 + 0	Offset Distance Station 00 CL .000 Tu: 24 +	Offset Distance	CN CN	
	Material Inspection Detail	30.000 cc 000		
Material Component Co		Reprt Matri Oty Matri Unit	, <u> </u>	
GGBF	0.000 0.000	0.000 TONS		
PCCP HOOK BOLTS	404.000 0.000 484.000 0.000	0.000 SQUARE 0.000 EACH	YARD	
MCROSILICA	0.000 0.000	0.000 BLANK		
			×.	

STEP 60: THE CONTRACTOR HAS INSTALLED CLASS II CHANNEL LINING ON THE PROJECT, SO WE NEED TO SCROLL THROUGH THE WORK ITEMS AND FIND THE CLASS II CHANNEL LINING. DOUBLE CLICK ON THE CHANNEL LINING CLASS II ITEM.

	DWR Info.) c	ontractors	Contractor Equip.	Daily Sta	ff Work Items Force Acc	oun
Cont	ract ID: 091	124	Inspector:	Mills, Rachel A. Dat	e: 10/20/09		
Instid	Project Number	Line Item Number	Category Number	Category Description	Item Code	Description	^
	DE034168109;	0150	0001	ROADWAY	01825	SLAND CURB AND GUTTER	1
	DE0341681092	0160	0001	ROADWAY	01891	SLAND HEADER CURB TYPE 2	
	DE0341681092	0170	0001	ROADWAY	02014	BARRICADE-TYPE III	
•	DE0341681092	0180	0001	ROADWAY	02084	JPC PAVEMENT-8 IN	
	DE0341681092	0190	0001	ROADWAY	02159	TEMP DITCH	
	DE0341681092	0200	0001	ROADWAY	02230	EMBANKMENT IN PLACE	
	DE0341681092	0210	0001	ROADWAY	02242	WATER	
	DE0341681092	0220	0001	ROADWAY	02429	RIGHT-OF-WAY MONUMENT TYPE 1	
	DE0341681092	0230	0001	ROADWAY	02432	WITNESS POST	
_	DEQ341681093	0240	0001	ROADWAY	02483	CHANNEL LINING CLASS II	
	DE0341681092	0250	0001	ROADWAY	02545	CLEARING AND GRUBBING	
	DE0341681092	0260	0001	ROADWAY	02562	SIGNS	
	DE0341681092	0270	0001	ROADWAY	02600	FABRIC GEOTEXTILE TY IV FOR PIPE	1
	DE0341681092	0280	0001	ROADWAY	02650	MAINTAIN & CONTROL TRAFFIC	
	DE0341681092	0290	0001	ROADWAY	02671	PORTABLE CHANGEABLE MESSAGE SIGN	
	DE0341681092	0300	0001	ROADWAY	02678	SCARIFYING PAVEMENT	
	DE0341681092	0310	0001	ROADWAY	02701	TEMP SILT FENCE	
<		1111				>	

STEP 61: CLICK THE NEW BUTTON AND ENTER THE INFORMATION FOR THE CHANNEL LINING. LOCATION, STATIONS, QUANTITY PLACED.

🚢 AASHTO SiteManager				
File Edit Services Window Help				
] 🖩 📲 🗣 😤 🗖 🎥 🐲 🔛	🖵 🖉 🥸 🖬 💌 👗 👘			
🛎 Daily Work Rep(New				
DWR Info. Contra	actors Contractor Equip). 🍸 🛛 Daily Staff	Work Items	Force Accounts
Contract ID: 091124 In	nspector: Mills, Rachel A.	Date: 10/20/09		·
Project Nbr: DE03416810924	Line Itm Nbr: 0240	Item Code: 02483	Category Nbr:	0001
Item Desc: CHANNEL LINING CLAS	SS II		Unit Price:	\$35.00000
Supp Desc 1: Supp Desc 2:				
Qty Reported t	o Date: 0.000 Qty /	Authorized to Date: 0.000	Units Ty	pe: TON
Qty Installed t	o Date: .000	Bid Qty: 1130.	000 Pay To Pla	an Qty: 📃
Status: Active Qty Paid t	o Date: .000 Cu	rrent Contract Qty: 1130.	000	
Loc Seg Nbr Location Installed		Placed Qty. Plan Pag	e Number Templt Used	
1				
	Material Insp	ection Detail		
Material Component			t Matri Qty Matri Unit	
AGG CHANEL LINING I	1,130.000	2,000.000	0.000 TONS	

File Edit Services Window Help	
III 🕌 🕸 😤 🗅 🛎 🧕 Ŗ 🖓 🌶 🐨 🖝 👗	
Jaily Work Reports Save	
DWR Info. Contractors Contractor Equip. Daily Staff	Work Items Force Accounts
Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09	
Project Nbr: DE03416810924 Line Itm Nbr: 0240 Item Code: 02483	Category Nbr: 0001
Item Desc: CHANNEL LINING CLASS II	Unit Price: \$35.00000
Supp Desc 1:	
Supp Desc 2:	
Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000	Units Type: TON
Qty Installed to Date: .000 Bid Qty: 1130.00	0 Pay To Plan Qty:
Status: Active Qty Paid to Date: .000 Current Contract Qty: 1130.00	0
Loc Seg Nbr Location Installed Placed Qty. Plan Page	
	Number Templt Used
1 2' FLAT BOTTOM SPECIAL DITCH 246.000	Number I emplt Used
	Number Tempit Used
1 2' FLAT BOTTOM SPECIAL DITCH 246.0000	
1 2'FLAT BOTTOM SPECIAL DITCH 246.000 Placed Qty: 246.000 Plan Page Nbr; 0 Contractor: FREE CONTRACTII As Built Qty: .000 Loc Seq Nbr; 1 Location: 2'FLAT BOTTOM SPECIAL DITCH	NG INC ** PRIME **
1 2'FLAT BOTTOM SPECIAL DITCH 246.000 Placed Qty: 246.000 Plan Page Nbt; 0 Contractor: [FREE CONTRACTII]	NG INC ** PRIME ** H H H H H H H H H H H H H H H H H H
1 2'FLAT BOTTOM SPECIAL DITCH 246.0000 Placed Qty: 246.0000 Plan Page Nbr; 0 Contractor: [FREE CONTRACTII As Built Qty: 0000 Loc Seq Nbr; 1 Location: 2'FLAT BOTTOM SPECIAL DITCH Station Offset Distance Station Station Station	NG INC ** PRIME ** H H H H H H H H H H H H H H H H H H
I 2' FLAT BOTTOM SPECIAL DITCH 246.000 Placed Qty: 246.000 Plan Page Nbr; 0 Contractor: FREE CONTRACTII As Built Qty: 000 Loc Seq Nbr; 1 Location: 2' FLAT BOTTOM SPECIAL DITCH Station Offset Distance Station From: 18 + .000 RT .000 To; 21 + 45.000	NG INC ** PRIME ** H H H H H H H H H H H H H H H H H H
I 2' FLAT BOTTOM SPECIAL DITCH 246.000 Placed Qty: 246.000 Plan Page Nbr; 0 Contractor: FREE CONTRACTII As Built Qty: 000 Loc Seq Nbr; 1 Location: 2' FLAT BOTTOM SPECIAL DITCH Station Offset Distance Station From: 18 + .000 RT .000 To; 21 + 45.000	NG INC ** PRIME **
1 2'FLAT BOTTOM SPECIAL DITCH 246.000 Placed Qty: 246.000 Plan Page Nbr; 0 Contractor: FREE CONTRACTION As Built Qty: .000 Loc Seq Nbr; 1 Location: 2'FLAT BOTTOM SPECIAL DITCH 246.000 Station Offset Distance Station From: 18 .000 RT Material Inspection Detail Cont Est Matri Qty Statisf Repr Matri Qty	NG INC ** PRIME ** Offset Distance TT

STEP 62: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW.

File Edit Services Window Help	
] III 📲 🗣 😤 D 🗀 🕸 🖬 🖓 🖉 🖉 🔤 📂 📥	
Daily Work Reports	w
DWR Info. Contractors Contractor Equip. Daily Staff	Work Items Force Accounts
Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09	
Project Nbr: DE03416810924 Line Itm Nbr: 0240 Item Code: 02483	Category Nbr: 0001
Item Desc: CHANNEL LINING CLASS II	Unit Price: \$35.00000
Supp Desc 1:	
Supp Desc 2:	
Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000	Units Type: TON
Qty Installed to Date: .000 Bid Qty: 1130.00	0 Pay To Plan Qty:
Status: Active Qty Paid to Date: .000 Current Contract Qty: 1130.00	10
Loc Seq Nbr Location Installed Placed Qty. Plan Page	Number Templt Used
1 2' FLAT BOTTOM SPECIAL DITCH 246.000	
Placed Qty: 246.000 Plan Page Nbr: 0 Contractor: FREE CONTRACTIO	NG INC ** PRIME **
As Built Qty: .000 Loc Seq Nbr: 1 Location: 2' FLAT BOTTOM SPECIAL DITCH	Measured Indicator
Station Offset Distance Station	Offset Distance CY
From: 18 + .000 RT .000 To: 21 + 45.000	RT .000 • N
Material Inspection Detail	

STEP 63: CLICK THE CREATE SAMPLE FOR SELECTED MATERIAL.

AASHTO SiteManager									
File Edit Services Window Help									
🔟 🖆 🗣 🙎 🗶	<u> </u>								
🚢 Material Inspect	or Create Sample for Sele	cted Material							
Contract ID: 0911		, Rachel A.	DWR Date:	10/20/09					
Project Nbr: DE03416810924 Line Itm Nbr: 0240 Item Code: 02483 Category Nbr: 0001									
	NEL LINING CLASS I				(Jnit Price:		5.00000	
Supp Desc 1:									
Supp Desc 2:	Qty Reported to Date:	246.000	Qty Authoriz	ed to Date:	0.000	U	nits Type:	TON	
	Qty Installed to Date:	.000		Bid Qty:			To Plan (
Status: Active	Qty Paid to Date:	.000		ontract Qty: 🖡					
Material Component		Cont Est Matri Qty	Satisf Repr Matrl Qty	Reprt Matri Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample	
AGG CHANEL LINING I	I	1,130.000	2,000.000	0.000	TON	1.0			
Test Method		ate Sampling I		Acceptance			mple Type		P/S C
AGVISQUAL-VISUALA STEP 64: COM		999999.0 SIC SAMP		TAB BY		PACP PRO			OLICY:
Sample ID	Identifier of the Sampler when characters in r are special cir character of th and should fol definition of ea	logging the most circul cumstance ne Sample low the na	ne sample mstances es in the c ID has a ming con	e in SiteM but may case of a specific i vention c	lanage be up t revised meanin of DDS	r. The Ś to 18 cha I sample g (i.e. it i	ample aracters or a re s "sma	ID is 14 s long if echeck. rt" num	1 f there Every ber)
	- (DD) The c				•	was take	ən.		
	- (SSS) The								
	 (III) The 3 last names names sho same 3 let 	should use ould choos	e "X" as th e which 3	heir midd letters th	le initial hey war	. Users	with m	ore the	n three
	- (YY) The 2	digit year	sample v	vas taker	n.				
	- (####) A 4 and then ir 0001, 0002	ncrements	sequentia						•

(XXXX) The last four characters of the Sample ID should only be entered to indicate special circumstances. RV01 would be used to indicate a revised sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time).

Status	Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group will select the appropriate sample status before the sample is authorized.
	Notes:
	 Only PENDING, COMPLETE, INVALID and FAILED will count toward satisfying the sample requirements for a material.
	 Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample
	- Now automatic
Revised by	This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.
	Note:
	 This is only relevant when a sample record is revised.
	- This field is not populated on the <i>revised</i> sample record.
Revising	Used when the current sample has been authorized and a revision is being made on a sample record.
	This field is auto populated with the Sample ID of the original sample record for revised samples only.
	A sample should only be revised if the original material failed, and a new sample is taken for further testing, or to correct an error/issue on an authorized sample.
	Note:
	 If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.
Sample Date	Enter the actual date the sample was physically taken.
	Note:
	- This field is automatically filled in by the system with today's date.
Link To	This field is populated by using the look-up function to link the current sample to another sample that already exists in SiteManager. Link samples for the following:
	 IAS samples should be linked to an Acceptance Sample
	 When additional testing needs to be performed for failing samples, the new sample should be linked to the failing sample
	- QC/QA samples will be linked to the Mix Design sample records
	- Other situations when applicable.
Link From	This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.
Log Date	This field is automatically filled in by the system with today's date.
Sample Type	This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.

Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.
Material	Using the look-up function select the material being sampled and tested.
Sampler	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.
P/S	Using the look-up function select the approved P/S for the material being sampled. In the case where the P/S is not approved or the approval has expired, the sampler will contact the DME in his office for further action.
Туре	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).
City	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.
Prod Nm	Using the look-up function, select the appropriate product name (brand of material) when available.
Mnfctr	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available.
	 For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field.
	Note:
	 If the Brand Name is required on the Material Detail window, then after the Product Name is populated the Manufacturer field is auto populated.
	 If the Brand Name is not required on the Material Detail window, then the Manufacturer field is a search field that only displays the Producer/Suppliers that are approved for that material.
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	This field is auto populated with the date the sample was authorized.
	Note:
	- The system will use the current date when the same is authorized.

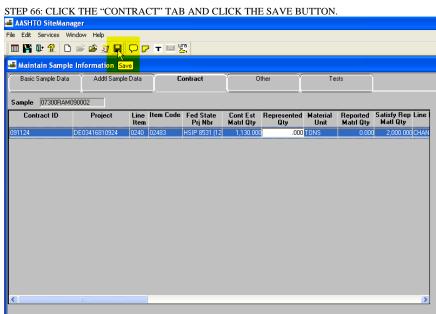
Lock Type	The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.
	If a sampler from an <i>equivalent other office</i> will be updating the sample record, choose No Lock (e.g. Inspector from one Residency Crew is assigned to another Residency Crew and needs to update the sample record, choose No Lock).
	For <i>IAS samples</i> , select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.
	- <u>Office Level One</u> : Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records)
	 Office Level Two: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District)
	 Office Level Three: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.
Lab Reference Number	This field is a number defined by the lab unit to identify a sample. KYTC will not use this field.

🐱 Maintain Sample Information								
Basic Sample	Addtl Sample Data	Contract	Other	Tests				
	``````````````````````````````````````	<u>.</u>		·				
Smpl ID:	07300RAM090002	Status:	PENDING	<b>_</b>				
Revised By:		Revising:		Sample Date: 10/20/09				
Link To:		Link From:		Log Date: 10/20/09				
Smpl Type:	PROJECT ACCEPTANCE	Acpt Meth:	VISUAL INSPECTIONS	<b>•</b>				
Material:	10115	AGG - CHANNEL LININ	IG II					
Sampler:	rwaldrid	Waldridge, Richard T.						
P/S:	VULCAN MATERIALS COMPANY @	@ LEXINGTON-RICHMOND RD						
Type:	LMST	City:	LEXINGTON					
Prod Nm:								
Mnfctr:								
Town:			Geog Area: DISTRICT	77				
Intd Use:	FLAT BOTTOM SPECIAL DITCH							
Repr Qty:	.000 TONS		Lab Cor	trol Number: CN07300RAM090002				
Auth By:		Auth Date: 00/0	D/00	ab Reference Number:				
Lock Type:	<b>•</b>	Locked By: mills		Lock Date: 10/20/2009 12:11:06				
С	entral: 🖾 Distric	ct : 07	Resident : 300					

STEP 65: CLICK THE "ADDTL	SAMPLE DATA" TAB	AND ENTER INFORMATION

Smpl ID	This field is auto populated with the Sample ID.	Comment [v2]: Need to update for LIMS (Additional fields).
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.	(Additional neids).
Buy American (drop-down list)	Per KYTC policy, this field will not be used.	
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.	
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.	
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).	
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.	
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.	
Offset	Population of this field is required for the following:	
	<ul> <li>Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left)</li> </ul>	
	- Soils and Cores: distance left or right from centerline (e.g. 7' Left)	
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.	
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.	
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.	
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.	
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.	
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.	
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.	
Mix ID	Per KYTC policy, this field will not be used.	
Plant ID	Per KYTC policy, this field will not be used.	

Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard	Population of this field indicates that standard remarks should be included on the Lab Report.
Remarks	This checkbox should always be populated for Project Acceptance and QC samples.
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.
Sample Created From DWR	Indicates sample was created from a Daily Work Report.
DWR Date	Date of the Daily Work Report
DWR Inspector	Inspector who recorded the Daily Work Report.



# STEP 67: CLICK THE OTHER TAB AND SELECT DESTINATION LAB. THEN SELECT WHICH LAB UNIT THAT THE MATERIAL WILL BE TESTED AT AND CLICK SAVE.

🛎 Maintain Sample Information									
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests					
Sample 07300RAM090	002	<b>`</b>							
Туре	•	ID	Descriptio	n					
Destination Lab FACILITY MANAGEMENT Inspection Agency Code LOCAL GOVERNMENT MAINTENANCE	×								

🛎 Maintain Sample Information									
Basic Sample Data Contract Other Tests									
Sample 07300RAM090002				I					
Туре	ID		Description						
Destination Lab	► DL07300	D-07 Lexingto	on Section						
	45								

STEP 68: CLICK THE	E OPEN ASSIGN	TESTS B	UTTON.		
🛎 AASHTO SiteManager					
File Edit Services Window	Help				
🎟 📲 🗣 😤 🗅 💕	🛎 💱 🖬 🖓 🖻	र 🖻 🖫			
🚢 Maintain Sample Info	rmation	<mark>Øpe</mark> n Assign	n Tests		
Basic Sample Data	Addtl Sample Data	Y Con	tract	Other	Tests
Sample 07300RAM090002	2				
Туре		ID		Description	
Destination Lab	■ DL0	/300	D-07 Lexingto	on section	

# STEP 69: CLICK THE MORE BUTTON.

🛎 Assign Sample Tests			
Sample ID 07300RAM090002 S	ample Type PROJECT ACCEPT	ANCE Material Code AC	GG CHANEL LINING II
	Assigning tests to t	the sample will lock the	sample
	<u>A</u> ccept Default	Tests <u>C</u> ancel	<u>M</u> ore
			hġ

STEP 70: REVIEW THAT THE ASSIGNED TEST IS A VISUAL AND IT IS ASSIGNED TO THE SECTION OFFICE.

🚢 Assign Sample Tests									
Sample ID 07300RAM090002 S	ample Type PROJECT ACCE	PTANCE Mat	erial Code 🛛 🗚	G CHANEL LIN	IING II				
	Assigning tests to	o the sample	will lock the	sample					
Additional Available Tests				Tests to b	oe Assigned	1			
Test Description	Lab Unit			Default Test	Test Rard	Auto- Finalize	Test Runs		Test Description
VISUAL AGGREGATE PROPERTIES	LU07300			<b>X</b>			ħ	VISUAL AGE	REGATE QUALITY
			<u>A</u> dd ->						
			<- Re <u>m</u> ove						
<		>		<	R	ш			>
	Save Tests		Cancel	1					
	5476 16863		Gancer	J					
🛥 Assign Sample Tests									
Sample ID 07300RAM090002 S	ample Type PROJECT ACCE	PTANCE Mat	erial Code 🛛 🗚	GG CHANEL LIN	NING II				
	Assigning tests t	o the sample	will lock the	sample					
Additional Available Tests				Tests to I	be Assigned	1			
Test Description	Lab Unit				Tes Descrip	t		Lab Unit	Test Method
VISUAL AGGREGATE PROPERTIES	LU07300			1 VISUAL AGO			L	U07300	AGVISQUAL
			<u>A</u> dd ->						
			Eag >						
			<- Re <u>m</u> ove						
<		>		<					
			_						
	Save Tests		Cancel						

STEP 71: CLICK SAVE TESTS.							
🛎 Assign Sample Tests							
Sample ID 07300RAM090002	Sample Type PROJECT ACCEPTAN	ICE Material Code AG	G CHANEL LIN	ING II			
	Assigning tests to the	e sample will lock the :	sample				
Additional Available Tests			Tests to b	e Assigned			
Test Description	Lab Unit		Default Test	Test Rgrd	Auto- Finalize	Test Runs	Test Description
VISUAL AGGREGATE PROPERTIE	S LU07300		· • • • • • • • • • • • • • • • • • • •				VISUAL AGGREGATE QUALITY
		Add ->					
		<- Remove					
<		>	<		ш		>
	Save Tests	<u>C</u> ancel					

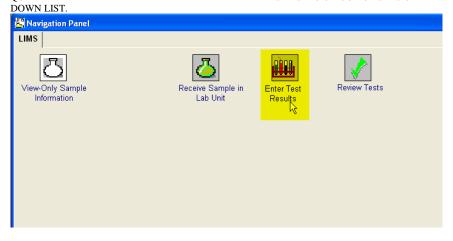
#### STEP 72: CLICK THE "OPEN LIMS" BUTTON.

<u>کر</u>	🛎 AASHTO SiteManager									
File	File Edit Services Window Help									
	II 🕌 🗣 😤	. 🗅 📽 🗳 🖬 🖓 🍞 🔻								
	🕯 Maintain Sa	mple Information	Open LIMS							
ſ	Basic Sample	Addtl Sample Data	Contract	Other	Tests					
	Smpl ID:	07300RAM090002	Status: Log	jged						
	Revised By:		Revising:		Sample Date: 1	0/20/09				
	Link To:		Link From:		Log Date: 1	0/20/09				
	Smpl Type:	PROJECT ACCEPTANCE	Acpt Meth: VIS	SUAL INSPECTIONS						
	Material:	10115	AGG - CHANNEL LINING I	1						
	Sampler:	rwaldrid	Waldridge, Richard T.							
	P/S:	VULCAN MATERIALS COMPANY	LEXINGTON-RICHMOND F	RD	AGP007001					
	Туре:	LMST	City: LE>	KINGTON						
	Prod Nm:									
	Mnfctr:									
	Town:			Geog Area: DISTRICT 0	17	-				
	Intd Use:	FLAT BOTTOM SPECIAL DITCH								
	Repr Qty:	.000 TONS		<ul> <li>Lab Con</li> </ul>	trol Number: CN07300RAM0	90002				
	Auth By:		Auth Date: 00/00/00	) L	ab Reference Number:					
	Lock Type:		Locked By: mills		Lock Date: 10/20/	2009 12:11:06				
	Ce	entral: 🛛 Distric	ct : 07	Resident : 300						

STEP 73: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON. CHECK THAT THE SAMPLE HAS BEEN RECEIVED AND CLICK THE SAVE BUTTON.

LIMS							
View-Only Informa				Receive Sample in Lab Unit	Er	nter Test Results	Review Tests
Receive Sample	in Lab Unit						
Select Lax (D-07 Lex			<u> </u>	Filter Criteria	Equals 💌	091124	Apply Reset
	xington Section	Contract ID	Lab Ref Number		Equals 💽 Log Date	091124  Material Name	Internet Internet

I		
S	STEP 74: DOUBLE CLICK THE ENTER TEST RESULTS ICON. MAXIMIZE THE VISUAL AGGREG.	ATE
(	QUALITY TEMPLATE AND ENTER IF THE MATERIAL WAS IN SPEC OR OUT OF SPEC ON THE D	OROP



Test Data	Ref Lab Control Number Control Contract ID Number Control Contract ID Control Control Contract ID Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control Cont	Filer Citeris  Fest Description  Concrete PLASTIC TESTS  MISLAL REPECTION FOR CO  MISLAL REPECTION FOR CO  MISLAL REPECTION FOR CO  MISLAL ADDREGATE CARA	ONCH F	t ed kbaker - Baker,	Apply Test Status* Ke 10 - Test in Queue 10 - Test in Queue 10 - Test in Queue 10 - Test in Queue	Reset Priority D Medium Medium Medium
All My Lab Units C Select a Lab Units Gent Lab Units C Select a Lab Units O7300KLD990058REV1 F 07300KLD990058	Lab Control Number         Contract ID           CN07300KLD09005(071063)         CN07300KLD09005(071063)           CN07300KLD09005(071063)         CN07300KLD09005(071063)	Test Description     CONCRETE PLASTIC TESTS     VISUAL INSPECTION FOR O     VISUAL INSPECTION FOR O	Test Tes Humber Start 1 V ONCH V ONCH V	t Tester* ed kbaker - Baker,	Test Status* Ke10 - Test in Queue 10 - Test in Queue e, 10 - Test in Queue	Priority D Medium Medium Medium
Vent         Sample ID         Lub           07300kLD09005sREv1         07300kLD09005sREv1         1           07300kL0090088         07200kL009002         1	Lab Control Number         Contract ID           CN07300KLD09005(071063)         CN07300KLD09005(071063)           CN07300KLD09005(071063)         CN07300KLD09005(071063)	Test Description CONCRETE PLASTIC TESTS VISUAL INSPECTION FOR O VISUAL INSPECTION FOR O	Test Tes Humber Start 1 V ONCH V ONCH V	t Tester* ed kbaker - Baker,	Test Status* Ke10 - Test in Queue 10 - Test in Queue e, 10 - Test in Queue	Priority D Medium Medium Medium
mpleted Num 07300kLD09005sREv1 07300kLD09005sREv1 07300kLC09005s 0720050vM090002	CN07300KLB09005071063 CN07300KLB09005071063 CN07300BLC09005091303	CONCRETE PLASTIC TESTS VISUAL INSPECTION FOR O VISUAL INSPECTION FOR O	Number Start	ed kbaker - Baker,	Ke 10 - Test in Queue 10 - Test in Queue e, (10 - Test in Queue	Medium Medium Medium
07300HLB090058REV1     07300HLB0900588     07300HLC090058     07500RAM020002	CN07300KLB09005071063 CN07300KLB09005071063 CN07300BLC09005091303	CONCRETE PLASTIC TESTS VISUAL INSPECTION FOR O VISUAL INSPECTION FOR O	1 🔽	kbaker - Baker,	10 - Test in Queue e, 110 - Test in Queue	Medium Medium
07300RAM690002	CN073008LC09005091303	VISUAL INSPECTION FOR O	ONCI 🔽	bcrowe - Crow	e, 110 - Test in Queue	Medium
073008/04090002			or the fi	bcrowe - Crow		
						and an other states of the state of the stat
Test Data						
	Prin	st.				- 6
Matl Cd: 10115 Aaterial Name: AGG CHANEL LINING Prod Supp Cd: AGP007001 d Supp Name: VULCAN MATERIALS	VISUAL AGGREGAT	Sample Test Meth Test N	ID: 07300FAM0900 nod: AGVISQUAL No.: 1 eter: mills	02		
Visual Aggregate Quality						
Revenues with the 2008 Scare, Year More	al Annarata Ocalita is to include increasion	un fra resetativos stealas aversarensa.	coaling parad could	art also		
Test Data						
		Print				
	VISUAL A	GGREGATE QU	JALITY			
N 4101 10115				1 10 07	2000 4 4000002	
Matl Cd: 10115 Material Name: AGG CHANE				ample ID: 07 Method: AG	300RAM090002	
Prod Supp Cd: AGP007001	E EINING II			Test No.: 1	NIGOAL	
	TERIALS COMPANY @ LEXING	TON-RICHMOND F		Tester: rmi	lls	
Visual Aggregate Quali Beginning with the 2008 Spec. 's as appropriate. A visual failure n	Y /ear, Visual Aggregate Quality is to ust be followed up with a physica	o include inspection for gra al test for the property in qu	dation, shale, exc estion.	essive coating,	percent crushed, etc.	

Print		
VISUAL AGGREGATE Q	UALITY	
Matl Cd: 10115 Material Name: AGG CHANEL LINING II Prod Supp Cd: AGP007001 rod Supp Name: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND F	Sample ID: Test Method: Test No.: Tester:	1
Visual Aggregate Quality	radation, shale, excessive coat	ing, percent crushed, etc.,
Out of Spec		

STEP 75: CLICK THE TEST COMPLETED BOX AND CLICK SAVE.

lest Gueur Save In				Filter Criteria							
All My Lab Units (* Select o	Lab Unit D-0	07 Lexington Sectio	n	•	Contai	ns 💌	1		Apply	Reset	
Test Sample ID	Lab Rel Number	Lab Control Number	Contract ID	Test Description	Test Number	Test Started	Tester*	Test S	tatus*	Priority	Duef
07300KLB090059REV1		CN07300KLB0900	8071063	CONCRETE PLASTIC TESTS	1		kbaker - Baker, Ke	10 - T	fest in Queue	Medium	2
<b>F</b>		CN07300KLB0000	4071063	VISUAL INSPECTION FOR CONC	1	Г		10 - T	fest in Queue	Medium	8
07300BLC090056		CN07300BLC0900	£091303	VISUAL INSPECTION FOR CONC	t .	V	bcrowe - Crowe, F	10 - T	fest in Queue	Medium	
V 07300RAM090002		CN07300RAM0000	0091124	VISUAL ACCREGATE QUALITY	1	~	milis - Mils, Racho	10 - T	fest in Queue	Modium	
Test Data			_							1	
Test Data			Print		-		-		-	1	
Test Data		VISUAL AG		E QUALITY						1	(7)
Matl Ed: 10115		VISUAL AG		Sample ID:						1	
Matl Cd: 10115 Material Name: AGG CHANEL		VISUAL AG		Sample ID: Test Method:	AGVISQU						
Matl Cd: 10115 Material Name: AGG CHANEL Prod Supp Cd: AGP007001	LINING II		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1						_
Matl Cd: 10115 Material Name: AGG CHANEL Prod Supp Cd: AGP007001	LINING II		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1		2				
Mail Cd: 10115 Material Name: ABG CHANEL Prod Supp Cd: A6P007001 od Supp Name: VULCAN MAT	LINING II ERIALS COMP		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1					1	
Matl Cd: 10115 Material Name: AGG CHANEL Prod Supp Cd: AGP007001	LINING II ERIALS COMP		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1					6	
Mail Cd: 10115 Material Name: ABG CHANEL Prod Supp Cd: A6P007001 od Supp Name: VULCAN MAT	ERIALS COMP		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1					6	
Matt Cd: 10715 Material Name: ABG CHANEL Prod Supp Cd: ABP027001 od Supp Name: VULCAN MAT Visual Aggregate Qualit	LINING II ERIALS COMP		GREGAT	Sample ID: Test Method: Test No.:	AGVISQU 1					6	
Mail Cd: 10115 Matrial Name: AGG D434E1 Morel Supp Cd: AGP007001 od Supp Name: VULCAN MAT Visual Aggregate Quality (In Spec Begregen with the 2028 Same V		YANY @ LEXING TO	ON-RICHMOND F	Sample ID: Test Method: Test No : Tester: Tester:	AGVISQU 1 milli	AL.				6	
Material Name: AGG CHAVIEL Prod Supp Cd: AGP002001 rod Supp Name: VULCAN MAT Visual Aggregate Qualit [In Spec		YANY @ LEXING TO	ON-RICHMOND F	Sample ID: Test Method: Test No : Tester: Tester:	AGVISQU 1 milli	AL.					

**ENTERING OTHER INFORMATION ON A DWR** STEP 76: THERE ARE OTHER PLACES IN THE DWR TO ENTER INFORMATION. THE GENERAL REMARKS IS A GOOD PLACE TO ENTER INFORMATION ABOUT THE CONTRACT. THERE ARE OTHER REMARKS AREAS FOR VISITORS, EROSION CONTROL, OTHER OR ACCIDENTS WHERE CABINET PERSONNEL CAN DOCUMENT IN DETAIL THE IMPORTANT ASPECTS OF THINGS THAT HAPPENED ON THE PROJECT DURING THE DAY.

🛎 Daily Work Report						
DWR Info.	Contractors	Contractor Equip.	Daily Staff	Work Items	Force Accounts	]
Contract ID: 091124		Mills, Rachel A.				
Locke Authorize Authorized Dat	ed: No	Temperature High: 84 🜩 Low: 70 羮	Weather Con A.M.: Party Cloudy P.M.: Sunny	ditions	-	
No Con	k Items Installed: 🗌 atractors On Site: 🗖 aily Staff On Site: 🔽		Work Suspended: Suspended Time: Resumed Time:	00.00		
Erosion Control General Other	pavement is pavement w	used for the truck apr as placed today and th	ent using a concrete pa on as part of the turn a re truck apron is comple 0 on mainline (Old Fran	bout. All of the JPC ate.	Spell Check	

#### STEP 77:

PREVIEW DWR INFORMATION

File Edit Services Window Help										
] III 📲 🗣 😤   D 😂 😂 🖬 🗉 🚾	<b>F</b>									
a Daily Work Reports Preview DWR										
DWR Info. Contractors	Contractor Equip.	Ƴ DailyStaff ♈ Work Items	Force Accounts							
Contract ID: 091124 Inspector	Contract ID: 091124 Inspector: Mills, Rachel A.									
DWR	Date: 10/20/09									
Locked: No	Temperature	Weather Conditions								
Authorized: No	High: 84 🚔	A.M.: Partly Cloudy	<b>•</b>							
Authorized Date: 00/00/00	Low: 70 🍧	P.M.: Sunny	•							
No Work Items Installed:	1	Work Suspended:								
No Contractors On Site:	1	Suspended Time: 00:00 🚖								
No Daily Staff On Site: 🔽	1	Resumed Time: 00:00								
Remarks:										
Accident Begin and End Time			Spell Check							

#### STEP 78: SNAPSHOT OF THE DWR PREVIEW

<b>USER</b> : rmills Mills, Ra			ATION CABINET RT FOR CONTRACT:	PAGE: 091124	I OF 3	
DWR Date 10/20/20	009 Contract ID 09113	24		Authorized: No	Locked No	Paid: No
Inspector ID: mills	Inspector: Mills, F	Rachel A.				
High Temp: 84	Low Temp: 70	A.M. Condition:	Partly Cloudy	P.M. Condition	n: Sunny	
Work Suspended	Time: 00:00 Work R	esumed Time:00:00	No Work Items Instit	: 🔲 No Contrs Pr	esent: 🗌 No S	itaff Present: 🛛
Remarks: Yes	Begin and End Time	The Contractor was or 7:00 AM until 5:45 PM	nsite working from 6:30 AM	until 5:30 PM. I was	onsite for inspecti	ion from
	Controlling Operation	Concrete Pavement is	the controlling operation.			
	Erosion Control	BMPs are in place acc	cording to the BMP plan ar	id as advised by D. Ja	sper on 10/12/2	009.
	General		JJPC pavement using a co t of the turn about. All of the			
		of 75 feet progressing taken and cylinders m	station 23+50 on mainline NB around the round abou ade from Ticket number #1 ds (340 CY) of Class P wa	ut finishing at the starti ######. The results w	ng joint. A sampl ere entered into :	e was
			ucted a Flat Bottom Specia A 21+45. This was done u rial.			
	Traffic Control	accordance with MUT	s closed to through traffic v "CD standards and KYTC s g equipment. All flaggers u	tandard drawings. So	me flagging was	
	Working Day Statement	The Contractor will be the controlling operation	charged a working day for on.	since more than 4 ho	urs was expende	don

Contractor I	n- 02069	Contract	or Name: F		NTRACTING IN					Hrs Worked:	0.0
Contractor		r of Superv		NEE CUNTR		orkers: 18				HIS WORKED.	0.0
Supervisor/											
Foreman :	Name							Hrs	Work		
	Superintend	lent							0.00	10	
Variable Lab	or: Personr	nel Title					G	lty	Hrs.₩e	orked	
	Flaggers							2		0.000	
N											
$\searrow$											
	Qualitu Con	trol Technici	ane					1		0.000	
	digramy con		2016							0.000	
	Laborers							12		0.000	
	Skilled							3		0.000	
Equipment:	Descriptio							Qty		Hrs. Used	
	Concrete Pa	wers					1		1	0.000	
	Concrete Sa	ws					1		1	0.000	
				w	ork Item I	nformation					
tem Code: 020	184 <b>E</b>	Description	: JPC PAVE	MENT-8 IN							
pp Desc 1: pp Desc 2:											
pp											
							Cont	racto	D		
-	ine Item Nb	-		-			Name	e Me		Instid Qty	
03416810924 0		0001	0	484.000	SQYD	02069			Yes	.00	
ocation: Tum. c	about-14' Tru tation		Distance		Station		REECC set D		ACTING	INC	
-	+ 0.000	CL	0.000	To: 24			set D L	0.00			
					1222						
tem Code: 024	83 <b>I</b>	Description	: CHANNEL	LINING CLA	500 H						
tem Code: 024 Ipp Desc 1: Ipp Desc 2:	83 <b>[</b>	Description	: CHANNEL								
pp Desc 1:	83 <b>(</b>	Description	: CHANNEL	LINING CLA							
pp Desc 1: pp Desc 2:							Cont				
ipp Desc 1: ipp Desc 2: oject Nbr L	ine Item Nb	r Catg. Pl	an Pg Nbr	Place Qty	Units				asured	Instid Qty	
pp Desc 1: pp Desc 2: oject Nbr L 03416810924 0	<b>ine Item Nb</b> 240	r Catg. Pl 0001	an Pg Nbr O		Units	02069	Name	e Me	asured No	.00	
npp Desc 1: npp Desc 2: oject Nbr L 03416810924 0 .ocation: 2'FL	<b>ine Item Nb</b> 240	r Catg. Pl 0001 SPECIAL DI	an Pg Nbr O	Place Qty	Units	02069 Fi	Name	DNTR/	Asured No ACTING	.00	

### ENTERING SAMPLE DIRECTLY IN SITEMANAGER

STEP 1: DOUBLE CLICK MATERIALS MANAGEMENT ICON.

2	🛎 SiteManager Panel										
	Main Panel			Daily Work Repo	ts(+)						
			<b></b>	\$ //	0	*					
	Contract Administration(+)	Daily Work Reports(+)	Pipeline(+)	Contractor Payments(+)	Change Orders(+)	Materials Management(+)	Accessories(+)	L			
						~~		L			
								L			
								L			
								L			
								L			

# STEP 2: DOUBLE CLICK SAMPLING AND TESTING.

,ł	SiteManager	Panel						
ĺ	Main Panel Materials Management(+)				ment(+)	Material	Information(+)	Ì
	ð	*					5	
	Material Information(+)	Contract Materials(+)	Approved Lists(+)	Approved Lists Reports(+)	Mix Design(+)	Mix Design Reports(+)	Sampling and Testing(+)	
	Sampling and Testing Reports(+)	Process List						
l								

# STEP 3: DOUBLE CICK SAMPLE INFORMATION.

	🛎 SiteManager	Panel			
I	Mair	Main Panel		Materials Management(+)	Sampling and Testing(+)
I				Remet	
I	Sample Information	Find Sample F	Sampling & Testing Requirements	Standard Sample Remarks	

# STEP 4: ENTER SAMPLE INFORMATION.

Basic Sample Data	Addtl Sample Data	Contract	Y Other	Tests	
Smpl ID:		Status:		_ <u>\</u>	
			FENDING		
	Q	Revising:		Sample Date: 1	
Link To:	•	Link From:		Log Date: 1	0/20/09
Smpl Type:		Acpt Meth:			
Material:					
Sampler:					
P/S:					
Туре:		City:			
Prod Nm:					
Mnfctr:					
Town:			Geog Area:		•
Intd Use:					
Repr Qty:	.000		🗾 🛛 Lab Ce	ontrol Number:	
Auth By:		Auth Date: 00/00/	/00	Lab Reference Number:	
Lock Type: Resid	lent: 300 💌	Locked By:		Lock Date:	

Sample ID	Identifier of the sample record. The Sample ID is manually entered by the Sampler when logging the sample in SiteManager. The Sample ID is 14 characters in most circumstances but may be up to 18 characters long if there are special circumstances in the case of a revised sample or a recheck. Every character of the Sample ID has a specific meaning (i.e. it is "smart" number) and should follow the naming convention of <i>DDSSSIIIYY####XXXX</i> . The definition of each character is outlined below.						
	- (DD) The district number of where the sample was taken.						
	- (SSS) The section number of the Sampler.						
	<ul> <li>(III) The 3 letter initials of the Sampler. (Note: Users with only a first and last name should use "X" as their middle initial. Users with more then three names should choose which 3 letters they want to use, but should use the same 3 letters consistently when logging samples).</li> </ul>						
	- (YY) The 2-digit year sample was taken.						
	<ul> <li>(####) A 4-digit sequential number that starts with 0001 for each Sampler and then increments sequentially for each sample logged thereafter (i.e. 0001, 0002, 0003, etc.)</li> </ul>						
	<ul> <li>(XXXX) The last four characters of the Sample ID should only be entered indicate special circumstances. RV01 would be used to indicate a revise sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time).</li> </ul>						
Status	Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group will select the appropriate sample status before the sample is authorized. Notes:						
	<ul> <li>Only PENDING, COMPLETE, INVALID and FAILED will count toward satisfying the sample requirements for a material.</li> </ul>						
	<ul> <li>Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample</li> </ul>						
	- Now automatic						
Revised by	This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.						
	Note:						
	- This is only relevant when a sample record is revised.						
	- This field is not populated on the <i>revised</i> sample record.						

Revising	Used when the current sample has been authorized and a revision is being made on a sample record.					
	This field is auto populated with the Sample ID of the original sample record for revised samples only.					
	A sample should only be revised if the original material failed, and a new sample is taken for further testing, or to correct an error/issue on an authorized sample.					
	Note:					
	<ul> <li>If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.</li> </ul>					
Sample Date	Enter the actual date the sample was physically taken. Note:					
	<ul> <li>This field is automatically filled in by the system with today's date.</li> </ul>					
Link To	This field is populated by using the look-up function to link the current sample to another sample that already exists in SiteManager. Link samples for the following:					
	<ul> <li>IAS samples should be linked to an Acceptance Sample</li> </ul>					
	<ul> <li>When additional testing needs to be performed for failing samples, the new sample should be linked to the failing sample</li> </ul>					
	- QC/QA samples will be linked to the Mix Design sample records					
	- Other situations when applicable.					
Link From	This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.					
Log Date	This field is automatically filled in by the system with today's date.					
Sample Type	This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.					
Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.					
Material	Using the look-up function select the material being sampled and tested.					
Sampler	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.					
P/S	Using the look-up function select the approved P/S for the material being sampled. In the case where the P/S is not approved or the approval has expired, the sampler will contact the DME in his office for further action.					
Туре	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).					
City	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.					
Prod Nm	Using the look-up function, select the appropriate product name (brand of material) when available.					

Mnfctr	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available.
	<ul> <li>For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field.</li> </ul>
	Note:
	<ul> <li>If the Brand Name is required on the Material Detail window, then after the Product Name is populated the Manufacturer field is auto populated.</li> </ul>
	<ul> <li>If the Brand Name is not required on the Material Detail window, then the Manufacturer field is a search field that only displays the Producer/Suppliers that are approved for that material.</li> </ul>
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	This field is auto populated with the date the sample was authorized.
	Note:
	- The system will use the current date when the same is authorized.
Lock Type	The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.
	If a sampler from an <i>equivalent other office</i> will be updating the sample record, choose No Lock (e.g. Inspector from one Residency Crew is assigned to another Residency Crew and needs to update the sample record, choose No Lock).
	For <i>IAS samples</i> , select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.
	<ul> <li>Office Level One: Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records)</li> </ul>
	<ul> <li><u>Office Level Two</u>: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District)</li> </ul>
	<ul> <li><u>Office Level Three</u>: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)</li> </ul>
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.

Lab	This field is a number defined by the lab unit to identify a sample. KYTC will
Reference	not use this field.
Number	

STEP 5: CLI									
🚢 AASHTO Site									
File Edit Service									
🔄 🎹 👫 🥼 😤		≝ 🖆 <mark> -</mark> 🖓 🗩 <b>-</b> -	2						
🚢 Maintain Sa	mple In	formatic <mark>Save</mark>							
Basic Sample	Data	Addtl Sample Data	Contract	Ĭ	Other	Tests			
Smpl ID:	07300R/	AM090003	Status:	PENDING				-	
Revised By:			Revising:			Sample Date	10/20/09		
Link To:			Link From:			Log Date:	10/20/09		
Smpl Type:	CERTIF	ICATION	Acpt Meth: CERTIFICATION					-	
Material:	40305		CURING COMPOUND TYPE II						
Sampler:	rsturgi1		Sturgill, jr., Roy E.						
P/S:	KAUFM/	AN PRODUCTS @ BALTIMO	DRE, MD (CEM)			C0P060020			
Туре:	MISC		City: BALTIMORE						
Prod Nm:	WHITE '	WAX CURE J-9A							
Mnfctr:	DAYTON	N SUPERIOR CHEMICALS (	@ OREGON, IL (CEM)			COP060016			
Town:		Geog Area: DISTRIC			ea: DISTRICT 0	7		-	
Intd Use:	CURING	JRING COMPOUND FOR JPC PAVEMENT							
Repr Qty:		.000 GALLONS	rol Number: CN07300RAM	4090003					
Auth By:			Auth Date: 00/00/00		La	Lab Reference Number:			
Lock Type:	Residen	it: 300 💌	Locked By:			Lock Date:			

#### STEP 6: CLICK THE ADDTL SAMPLE DATA TAB, ENTER THE INFORMATION AND CLICK SAVE.

OmelUD	This field is such a sould to doubt the Oscial ID
Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per KYTC policy, this field will not be used.
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.
Offset	Population of this field is required for the following:
	<ul> <li>Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left)</li> </ul>
	- Soils and Cores: distance left or right from centerline (e.g. 7' Left)
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.
Mix ID	Per KYTC policy, this field will not be used.

**Comment [v3]:** Need to update for LIMS (Additional fields).

Plant ID	Per KYTC policy, this field will not be used.
Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard	Population of this field indicates that standard remarks should be included on the Lab Report.
Remarks	This checkbox should always be populated for Project Acceptance and QC samples.
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.
Sample Created From DWR	Indicates sample was created from a Daily Work Report.
DWR Date	Date of the Daily Work Report
DWR Inspector	Inspector who recorded the Daily Work Report.

🚢 🗚 SHTO SiteManag				
File Edit Services Wind	low Help			
🔟 🕌 🕸 😤 🖬	S 🔜 🖓 🔽 T 🗏 🗒			
🛋 Maintain Sample I				
Basic Sample Data	Addtl Sample Data	Contract Other	Tests	]
				-
Smpl ID:	07300RAM090003	Buy American: 🔲		•
Chemistry Lot Num:	K090700067		Witnessed B	y:
Smpl Size:				•
Dist from Grade:				-
Station:		Offset:	Reference	
		onset.		
Smpld From:			_	
Smpl Origin:				
Control Type:		Cntrl Number:	Seal Numbe	er:
Design Type:		Mix ID:		
Plant ID:			Plant Type:	
			Sample Created from DWR	
Creator Use	er ID: mills	Include Standard Remarks: 🔀		
Last Modified User ID: mills		Last Modified Date: 10/	D WIT D dtd. jot	1/00/00
Last Modified Ose	The prime	Lust Moulled Date. 10/	Difference Difference (	
* KYTC Cust 04/25/	'07			

#### STEP 7: CLICK THE CONTRACT TAB AND CLICK THE NEW BUTTON.

Contract ID	Using the search function, make the necessary contract item associations for Project Acceptance samples. The Contract ID will be displayed based upon the record selected.			
Project	This field is auto populated with the Project Number based on the record selected.			
Line Item	This field is auto populated with the Line Item based on the record selected.			
Item Code	This field is auto populated with the Item Code based on the record selected.			
Fed State Prj Nbr	This field is auto populated with the Federal/State number based on the record selected.			
Cont Est Matrl Qty	This field is auto populated with the Contract Estimated Material Quantity based on the record selected.			
	This is the material quantity expected to be placed over the life of the contract based on the current bid item quantity to conversion factor relationship identified in the contract sampling and testing requirements.			
Represented Qty	Population of this field is optional.			
Material Unit	This field is auto populated with the Material Unit based on the record selected.			
Reported Matrl Qty	This field is auto populated with the Reported Material quantity based on the record selected.			
	This total material installed. Calculated: Installed Quantity of Contract Item x Conversion Factor.			
Satisfy Rep Matrl Qty	This field is auto populated with the Satisfy Reported Material Quantity (total material quantity reported on the Contract tab of the Maintain Sample Window) based on the record selected.			
	In standalone mode, this data only includes those samples logged on the current local database, and therefore may not be representative of the entire item.			
Line Item Desc	This field is auto populated with the Line Item Description based on the record selected.			
Supplemental Description 1	This field is auto populated with the Supplemental Description based on the record selected.			
Supplemental Description 2	This field is auto populated with the Supplemental Description 2 based on the record selected.			
Contract Description	This field is auto populated with the Contact Description based on record selected.			

🛎 🗚 SHTO SiteMana	ger								
File Edit Services Wi	ndow Help								
] 🎟 📲 🗣 😤 📴	🖻 🖆 🔰 🖬	🖓 🔽 T 💷	uns Ei						
🖷 Maintain Samp 🖪	ew formation								
Basic Sample Data	Addtl Sample	Data	Contract	) c	)ther	Te	sts		
Sample 07300RAMO	90003								
Contract ID	Project	Line Item Cod Item	e Fed State Prj Nbr	Cont Est Matri Qty	Represented Qty	Material Unit	Reported Matri Qty	Satisfy Rep Matl Qty	Line I
<									>

#### STEP 8: ENTER THE CONTRACT ID.

ηpl	, i	Select Contract/Material Information	3
73		Please tab out of the field to retrieve the Line Item select list	
st		Contract Id: 091124	
		Project Number Line Item Number Item Code Line Item Desc	
		OK Cancel	
	-		-

iple		ct/Material Inform	ation							
'3 :t		Please tab o	ut of the fie	ld to retrieve the Line Item select list	1					
:t	Contract Id: 091124 OLD FRANKFORT PIKE (KY 1681)									
	Project Number	Line Item Number	Item Code	Line Item Desc						
	DE03416810924	0110	01024	PERF PIPE HEADWALL TY 2-4 IN	I					
I	DE03416810924	0120	01028	PERF PIPE HEADWALL TY 3-4 IN	I					
I	DE03416810924	0140	01761	MANHOLE TYPE B	I					
I	DE03416810924	0150	01825	ISLAND CURB AND GUTTER	I					
I	DE03416810924	0160	01891	ISLAND HEADER CURB TYPE 2						
I	DE03416810924	0180	02084	JPC PAVEMENT-8 IN	I					
I	DE03416810924	0600 13	04740	POLE BASE	I					
	<	Ⅲ )		>						
			OK	Cancel						

AASHTO SiteManager											
File Edit Services Window Help											
🛛 🎟 📲 🗣 😤 🗠 🗅	🎟 🛐 🗣 😤 🗅 😂 🕸 🖳 🖓 🔽 🗉 🦉										
Maintain Sample Information Save											
Basic Sample Data Addtl Sample Data Contract Other Tests											
Sample 07300RAM0	090003			·	·						
Contract ID	Project	Line Item Coo Item	le Fed State Prj Nbr	Cont Est Matri Qty	Represented Qty	Material Unit	Reported Matri Qty	Satisfy Rep Line I Matl Qty			
091124	DE03416810924	0180 02084	HSIP 8531 (12	484.000	ļ.000	GALLONS	0.000	0.000 JPC P			
2								>			



🚢 Maintain Sample Inf	ormation			
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests
Sample 07300RAM09000	12		<u>+</u>	·
	J3	ID	Description	
Type Destination Lab	-		Description	
Destination Lab	· ^			
FACILITY MANAGEMENT				
Inspection Agency Code				
LOCAL GOVERNMENT				
MAINTENANCE	✓			
<	>			
🛎 AASHTO SiteManage				
File Edit Services Wind		1.000		
🔟 📲 🗣 😤 🗅 🛛	≇ 🛎 🧕 <mark>⊟</mark> , 🖓 🖓	т 🗏 🛒		
🚢 Maintain Sample Ir	formation Save			
Basic Sample Data	Addtl Sample Data	Contra	act Other	Tests
Sample 07300RAM090		-,	,	
			<b>.</b> .	
Туре Destination Lab		ID .07300 E	Descrip 0-07 Lexington Section	tion
Destination Lab		.07300 L	707 Lexington Section	

STEP 10: CLICK THE OPEN ASSIGN TESTS BUTTON AND CLICK MORE.

🚢 AASHTO SiteManager					
File Edit Services Window	Help				
] 🎟 👫 🗣 😤 🗋 🗃 🕯	🎽 🕄 🖬 🖓 🗖	<b>T</b> 🖃 🛒			
🖷 Maintain Sample Infor	rmation	Öpen Ass	ign Tests		
Basic Sample Data	Addtl Sample Data	Čo	ntract	Other	Tests
Sample 07300RAM090003					
Туре		ID		Description	
Destination Lab	<mark>. ▼</mark> DL0	7300	D-07 Lexingto	n Section	
Assign Sample Tests					
Sample ID 07300RAM090003	Sample Type CER1	TIFICATION	Material Code	CURING CPOUND T II	_
	Assignin	g tests to t	he sample w	ill lock the sample	
	<u>A</u> cc	cept Default	Tests	<u>C</u> ancel	More

# STEP 11: REVIEW THE TESTS ASSIGNED TO THE SAMPLE.

🚢 Assign Sample Tests									
Sample ID 07300RAM090003	Sample Type CERTIFICATION	Material Code	CURING CP	OUND T II					
Assigning tests to the sample will lock the sample									
Additional Available Tests				Tests to b	e Assigned	I.			
Test Description	Lab Unit		ſ	Default Test	Test Rard	Auto- Finalize	Test Buns	Test Description	
CURING COMPOUND	LU07300			<b>V</b>	<b>V</b>	<b>V</b>	1	CERTIFICATION FOR CONCRETE SE	
			<u>A</u> dd ->						
		<-	Remove						
<			ļ	<				>	
	Save Tests		Cancel			13			
	2446 162(2		Cancel						

🛎 Assign Sample Tests					E
Sample ID 07300RAM090003	Sample Type CERTIFICATION Material C	ode CURING C	POUND T II		
	Assigning tests to the sample	e will lock the s	ample		
Additional Available Tests			Tests to be Assigned		
Test Description	Lab Unit		Test Description	Lab Unit	Test Method
CURING COMPOUND	LU07300		CERTIFICATION FOR CONCRETE SECTION		COCERTIFY
		Add ->			
		- Han y			
		<- Remove			
					<u></u> }
<	>		<	ш	
L					
	Save Tests	<u>C</u> ancel			

# STEP 12: CLICK SAVE TESTS.

🛎 Assign Sample Tests					
Sample ID 07300RAM090003	Sample Type CERTIFICATION Material C	ode CURING C	POUND T II		
	Assigning tests to the sample	e will lock the	sample		
	, , ,		•		
Additional Available Tests			Tests to be Assigned		
Test Description	Lab Unit	1	Test Description	Lab Unit	Test Method
CURING COMPOUND	LU07300		CERTIFICATION FOR CONCRETE SECTION		COCERTIFY
		<u>A</u> dd ->			
		<- Re <u>m</u> ove			
<	>				1.0
		J			>
	Save Tests	Cancel			

# STEP 13: CLICK THE OPEN LIMS BUTTON.

AASHTO Site									
🔟 🕌 🗣 😤	D 📽 📽 🖬 🖓 🖓 🔻								
Maintain Sample Information Open LIMS									
Basic Sample	Data Addtl Sample Data	Contract		ther	Tests	<u> </u>			
Smpl ID:	Smpl ID: 07300RAM090003 Status: Logged								
Revised By:		Revising:			Sample Date	: 10/20/09			
Link To:		Link From:			Log Date	: 10/20/09			
Smpl Type:	CERTIFICATION	Acpt Meth:	CERTIFICATION						
Material:	40305	CURING COMPOUND TYPE II							
Sampler:	rsturgi1	Sturgill, jr., Roy E.							
P/S:	KAUFMAN PRODUCTS @ BALTIMO	ORE, MD (CEM)			COP060020				
Туре:	MISC	City: BALTIMORE							
Prod Nm:	WHITE WAX CURE J-9A								
Mnfctr:	DAYTON SUPERIOR CHEMICALS (	◎ OREGON, IL (CEM)			COP060016				
Town:			Geog Area:	DISTRICT 07		<b>T</b>			
Intd Use:	CURING COMPOUND FOR JPC PA	/EMENT							
Repr Qty:	.000 GALLONS		•	Lab Contr	ol Number: CN07300RA	M090003			
Auth By:		Auth Date: 00/00	)/00	La	b Reference Number:				
Lock Type:		Locked By: mills			Lock Date: 10/3	20/2009 13:24:32			
Ce	entral: 🔯 Distric	t: 07	Reside	nt: 300					

STEP 14: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON, FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR.

view-Only Sample		Rec	eive Sample in Lab Vnit	Enter Test Results	Review Te	ests
			L3			
teceive Sample in Lab Unit						
			-Filer Cilleria			Read
			-Filter Criteria Contract D	<u>v Reado v 001124</u>	Apply	Reset
Receive Sample In Lab Unit Head Lab (D-07 Lexington Section ample Received Sample B	Contract ID 001124	• Lab Ref Number		antrol Log Date Materi		

STEP 15: SELECT THE SAMPLE ID THAT YOU ARE LOOKING FOR, CLICK SAMPLE RECEIVED AND CLICK SAVE.

Receivsave npl	in the second							
Select Latz D-07 L			•	Filter Criteria Contract ID	× [	quais 💌	091124	Apply Reset
Sample Received	Sample ID	Contract ID	Lab Bel Number	Destination Receive Date	Lab Control Number	Log Date	Material Barne	Geographic Area*
<b>V</b>	07300RAM090003	091124			CN07300RAM0900	010/20/09	CURING COMPOUND TYPE I	D07 - DIGTRICT 07

### STEP 16: DOUBLE CLICK THE ENTER TEST RESULTS ICON.

🖧 Navigation Panel			
LIMS			
View-Only Sample Information	Receive Sample in Lab Unit	Enter Test Results	Review Tests

STEP 17: FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR AND MAXIMIZE THE TEST DATA WINDOW.

🗱 Enter 1	Test Results											_	
-Test Quer						Filter Criteria							-
C AI My	Lab Units 💿 Select a	Lab Unit D-	07 Lexington Sectio	n .	•		Contr	ains 💌	[		Apply	Reset	
Test Complete	Sample ID	Lab Ref Number	Lab Control Number	Contract ID	Test	Description	Test Number	Test Started	Tester*	Test Statu	<b>5</b> *	Priority	Due D
Ē	07300KLB090059REV1		CN07300KLB0900	€071063	CONC	CRETE PLASTIC TESTS	1	7	kbaker - Baker, Ke	10 - Test	n Queue	Medium	
			CN07300KLB0900	071063	VISU	AL INSPECTION FOR CONCI				10 - Testi	n Gueue	Medium	
	07300ELC090056		CN07300BLC0900	091303	VISU	AL INSPECTION FOR CONCI	1	M	bcrowe - Crowe, I	10 - Testi	n Gueue	Medium	
	07300RAM090003		CN07300RAM0900	091124	CERT	FICATION FOR CONCRETE	1			10 - Testi	n Gueue	Medium	
Test 1	Data											- 1	
				Print	1								-
		CERT	IFICATION		CRET	TE SECTION							
	Matl Cd: 40305					ample ID: 07300RAM090	003						
	al Name: CURING CPOI	UND T II				t Method: COCERTIFY							1
	Supp Cd: COP060020					Test No.: 1							
Prod Sup	p Name: KAUFMAN PR	UDUCIS @6	ALTIMURE, MD (C	амј		Tester: mills							
Temple	ite Status												
CERTI	FICATION FOR CONCE	RETE SECTI	ON										
Was cer	tification provided for the m	aterial/produc	17	1									-

Enter Test Res	ults				
🗒 Test Data					
			<u>Print</u>		
	CERTIFIC	ATION FOR C	ONCRETE SEC	TION	
Prod Supp Cd:	CURING CPOUND T II	ORE, MD (CEM)	Sample ID: Test Method: Test No.: Tester:	1	
Template Status CERTIFICATION	FOR CONCRETE SECTION	-	I		-
Does the certification Is the material/produ	vided for the material/product? meet the required specifications? et in satisfactory condition? oduct match the certification? lifer approved?	Y Y Y Y			

STEP 18: ENTER THE INFORMATION FOR THE SAMPLE AND WHETHER OR NOT THE MATERIAL WAS IN SPEC OR NOT.

WAS IN SILE OK NOT.	
AASHTO SiteManager LIMS	
File Services Window Help	
▥ ☞ 묘 좋 ♀ ๙ 🛛 🕸	
📇 Enter Test Results	
📇 Test Data	
	Print
CERTIFIC	CATION FOR CONCRETE SECTION
Matl Cd: 40305 Material Name: CURING CPOUND T II Prod Supp Cd: COP060020 Prod Supp Name: KAUFMAN PRODUCTS @ BALTII	Sample ID:         07300RAM090003           Test Method:         COCERTIFY           Test No.:         1           MORE, MD (CEM)         Tester:         rmills
Template Status         In Spec           CERTIFICATION FOR CONCRETE SECTION           Was certification provided for the material/product?           Does the certification meet the required specifications?           Is the material/product in satisfactory condition?           Does the material/product match the certification?           Is the material/product match the certification?           Is the producer/supplier approved?           Technician	Yes V Yes V Yes V Yes V Yes V

	903 P	3											
Enter Sa	ve Results												
Test Queue	Criteria					Filter Criteria					1 (1997) - 1 (1997)		7
All My Lo	b Units 👎 Select a	Leb Unit D-	07 Lexington Section	n .	-	J	Cont	ains 🔻	1		Apply	Reset	
Test Completed	Sample ID	Lab Ref Number	Lab Control Number	Contract ID	Te	st Description	Test Number		Tester*	Test Sta	tus*	Priority	Du
F (	07300KLB090059REV1		CN07300KLB0900	2071063	co	NORETE PLASTIC TESTS	1	7	kionker - Baker, Ke	10 - Ter	st in Queue	Medium	
E			CN07300KLB0900			SUAL INSPECTION FOR CONC		F			st in Queue	Medium	
	07300ELC090056		CN07300BLC0900	1:091303	VIS	SUAL INSPECTION FOR CONC	31	4	bcrowe - Crowe,	[10 - Te:	st in Queue	Medium	
<b>V</b>				0001104	Unite	and the second se						1.000	
	07300RAM090003		CN07000RAM090	0091124	jas	RTIFICATION FOR CONCRETE	it.	×	imilis - Milis, Rech	d10 → Te:	st in Queue	Medium	
4			CN07000RAM090	0091124	jas	RTIFICATION FOR CONCRETE	. t		imilis - Milis, Rech	d10 - Te:	st in Queue		
•   Test De			CHO7000RAM090			RTIFICATION FOR CONCRETE	1		jmilis - Mils, Rech	d10 - Te	st in Queue		
4			CINO7 DOOR AMORD	0091124		REFICATION FOR CONSIGN	ł		ymets - Mets, Roch	él0 - Te	t in Queue		
4		CERT		Print		RITZAIONIORCONAET	it		jmas - Mas, Roch	έ10 - Te	st in Queue		
(]	sta.	CERT		Print	CRE	ETE SECTION			jmas - Mas, Roch	410 - Te	st in Queue		
e   15 Test De 14				Print	CRE	ETE SECTION Sample ID: 07300FAM03			jmas - Mas, foch	410 - Te	it in Queue		
( ) Test De M Material	sta lati Cd: 40305			Print	CRE	ETE SECTION			jmas - Mas, foch	d10 → Te	it in Gueue		
( ) Tost Do M Material Prod Su	ita Ieli Ed: 40305 Name: CURING CPOL	JND T II	IFICATION	Print FOR CON	CRE	ETE SECTION Sample ID: 07300FAM08 eil Method: COCERTIEY			jmas - Mas, Roch	410 → Tei	tt in Gueue		
( ) Test De M Material Prod Su	lat Cd: 40305 Name: CURING CPOL Ipp Cd: COP06020 Name: KAUPMAN PR	IND T II DDUCTS @ P	IFICATION BALTIMORE, MD (0	Print FOR CON	CRE	ETE SECTION Sample ID: 073078AM06 est Method: COCENTRY Test No: 1			jmilis - Milis, Roch	d10 → Te	it in Gueue		

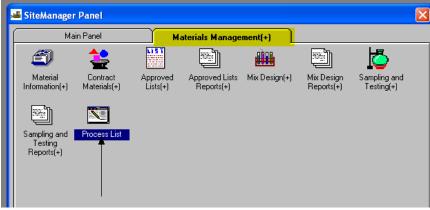
### STEP 19: MINIMIZE THE TEST DATA WINDOW, CLICK TEST COMPLETED AND CLICK SAVE.

### HOW TO RUN A SAMPLING CHECKLIST REPORT

STEP 1:

SiteManager	Panel					Đ
Main	Panel	<u> </u>	faterials Managem	ient(+)		
		<b></b>		0	▶	<b>~</b>
Contract Administration(+)	Daily Work Reports(+)	Pipeline(+)	Contractor Payments(+)	Change Orders(+)	Materials Management(+)	Accessories(+)

#### STEP 2: DOUBLE CLICK PROCESS LIST



STEP 3: DOUBLE CLICK SAMPLING CHECKLIST REVISED SUBSET

File Services Window Help

Process Li	st	
Process ID	Process Type	Process Description
dwrall	Custom	DWR ALL KYTC USE ONLY!
FUNDCHEK	Custom	Report to check funding lines
SmplChkR	Custom	Sampling Checklist Revised Subset
items	Custom	Material Contract Line Items
DWRSUM	Custom	DWR Summary Report

STEP 4: ACCEPT "NO" VALUE TO OBTAIN CONTRACT SAMPLING & TESTING REQUIREMENTS NOT INCLUDING INDEPENDENT ASSURANCE SAMPLES (IAS). "YES" VALUE RETURNS ONLY IAS SAMPLING & TESTING REQUIREMENTS. "ALL" WILL RETURN BOTH THE IAS AND ALL OTHER SAMPLING & TESTING REQUIREMENTS FOR THE CONTRACT. *99% OF TIME THE "NO" VALUE WILL BE ACCEPTABLE. CHECK WITH THE DISTRICT MATERIALS ENGINEER IF IAS TESTING IS BEING DONE.

AASHT(	) SiteManager	
File Servic	es Window Help	
🔲 🔛 🚺	🗜 😤 🚔 💰	
Proce:		
Proces		
dwrall	3; YES=IAS Only; ALL=Both NO	String
FUNDCH SmplChk		
items		
DWRSU		
	Submit Parameters Subset Cancel	

STEP 5: C	CLICK SUBSET	
🚢 AASHT(	) SiteManager	
File Service	es Window Help	
🔲 🎹 🕌 🎙	l 😰 🚔 💰	
-		
Je Proces	🛥 Confirm Process Submission	
Proces		
dwrall	S; YES=IAS Only; ALL=Both NO	String
FUNDCH		
SmplChk		
items		
DWRSU		
	Submit Parameters Subset Cancel	
	Submit Parameters <u>Subset</u> Cancel	

Proces Iwrall		🛎 Select Subset						
UNDCH	3; YES=IAS Or	Contract N	Fed St/Pr Prj Nbr	Vendor	Status	Primary Cour	Lev2	Lev3
SmplChkF		000274	FE04 MGT TUNNEL	611302314	ACTV	121	11	
tems		000555	APD 119-2 (66)	00226	ACTV	098	12	300
WRSUI		000622	FD04 042 0121 011-012	00237	ACTV	042	01	340
/ 11301		000736	IM-NH 75-7 (115) 165	00117	ACTV	041	06	320
		000750	APD 119-2 (68)	00226	ACTV	098	12	300
		000753	FD04 048 0421 006-011	00226	ACTV	048	11	320
		010088	JJ01 048 0421 010-012	00226	ACTV	048	11	320
		010409	STP 7370 (4)	00237	ACTV	038	01	340
		010602	STPR 60-3 (68)	02288	ACTV	082	04	300
		010705	STPS 7434 (8)	02519	ACTV	114	03	300
	<	010707	APD 119-2 (69)	02520	ACTV	098	12	300
		010732	STP 7320 (7) FSP 037 0060 4-7	00897	CMPL	037	05	380
		010764	FD 04 005 0068 010-013	01116	ACTV	005	03	320
L		010797	STPM 8764 (10)	02452	ACTV	056	05	340
		010801	DPR-STPR 025 (003)	02457	ACTV	062	04	320
		010804	APD 80-6 (16)	02628	ACTV	098	12	340
		<						>

STEP 6: CLICK IN THE CONTRACT COLUMN TO SORT CONTRACTS IN NUMERICAL ORDER AND FIND YOUR CONTRACT.

STE	Ρ7	': C	LIC	CK	OK	
		4 <del>1</del>			20	

Proces wrall	3: YES=IAS Or	🛎 Select Subse	et					
UNDCH	5, TES-IAS UN	Contract	Fed St/Pr Prj Nbr	Vendor	Status	Primary Court	ev2 l	.ev3 🔨
mplChkf		091121	ARRA 5196 (10)	01947	ACTV	037 0	05 3	380
ems		091122	BRZ 1003 (194)	00349	ACTV	097 1	10 3	340
DWRSUI		091123	ARRA 150-1 (096)	01947	ACTV	115 0	04 3	360
		091124	HSIP 8531 (12)	02069	ACTV	034 0	37 3	300
		091125	BRZ 0903 (156)	01590	ACTV	091 0	09 3	300
		091126	084GR09D003 HPP	02280	ACTV	084 0	07 3	360
		091127	BRZ 0903 (159)	00349	ACTV	068 0	09 3	320
		091128	BRZ 1003 (192)	00349	ACTV	097 1	10 3	340
		091129	NH 268-2 (10)	01947	ACTV	034 0	07 3	300
		091132	FE04 118 0296 001-002	00434	ACTV	118 1	11 3	360
	<	091134	121GR09D007 FE04	02360	ACTV	013 1	10 3	300
		091135	ARRA 5121 (010)	02942	ACTV	090 0	04 3	860
		091201	BRZ 0903 (165)	02280	ACTV	035 0	09 3	800
		091202	STP 5057 (012)	01910	ACTV	089 0	02	
		091204	CPTL 104 8034	02493	ACTV	029 0	08 3	860
		091301	IM 64-8 (070)	02938	ACTV	010 0	09 3	320
		<					_	>

		⊧ 🐒 🚔 🚿					
P	Proces	🚢 Confirm Process S	ubmission				
L	Proces						
L	dwrall	S; YES=IAS Only; AL	L=Both NO				String
L	FUNDCH		,				
L	SmplChkf						
L	items						
L	DWRSUI						
L							
L							
L							
L							
L			1				
L		<	•				
		,					
L			Submit	<u>P</u> arameters	Subset	<u>C</u> ancel	

STEP 9: CLICK OK AND THEN CLICK OK IF ANOTHER BOX POPS UP.

STEP 8: CLICK SUBMIT.

🛎 Proces	Å	Confirm Process Submission	
Proces			
dwrall		3; YES=IAS Only; ALL=Both NO	String
FUNDCH			
SmplChkf			
items			
DWRSU			
		Client Job Monitor	
		Process SmplChkRA submitted.	
			<b>F</b>
		<u>S</u> ubmit <u>P</u> arameters <u>Nok</u>	

### STEP 10: CLICK SERVICES AND CLICK PROCESS STATUS.

e Services V Process S Run Proc Process Li	ess		
Process ID	Process Type	Process Description	
dwrall	Custom	DWR ALL KYTC USE ONLY!	
FUNDCHEK	Custom	Report to check funding lines	
SmplChkR	Custom	Sampling Checklist Revised Subset	
	Custom	Material Contract Line Items	
items			

STEP 11: FIND THE MOST CURRENT PROCESS THAT YOU RAN AND DOUBLE CLICK. File Edit Services Window Help

nd Tin
am

#### STEP 12: DOUBLE CLICK OUTPUT.HTML

Files For Process SmplChkRA				
				Show system files
Name	Size	Date	Time	
Output.html	141636	10/21/2009	09:07:09	
OUTPUT.TXT	0	10/21/2009	09:06:57	
	1093	10/21/2009	09:07:09	
PROCLOG.TXT			09:06:53	

#### STEP 13: THIS IS A SNAPSHOT OF THE SAMPLING CHECKLIST FOR CONTRACT ID 091124.

Rpt-ID: RMMSMPCL User:				COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET Sampling Checklist				Date: 10/21/2009					
C	ontract	ID: 0	91124				Federal/	State Proje	ct:				
	Locati	on:											
Tyj	pe of Wo	rk: W	RADE & DI VITH ASPH URFACE			County	: FAYETT	Е		R	oute:		
	Vendor I	ID: 0	2069		v	endor Name	: FREE CO	ONTRACTI	NG INC				
	Li		2069 Item Code	Item De	v	endor Name	: FREE CC	Bid + CO Qty	Installed Qty	Unit			
Project	Li Ite	ne em		Item De	scription	endor Name		Bid + CO	Installed	Unit TON			
<mark>'roject</mark> DE034168 Iaterial	Li Ite	em	Item Code		scription	endor Name Accept. Method		Bid + CO Qty 1,189.000	Installed Qty	TON	otal Reg'd	Total Taken	Samples Deficient
roject E034168 Iaterial ode	Li Ite 10924 00 Materi Name	ine em )10 ial	Item Code		escription ASE Sample	Accept.	Test	Bid + CO Qty 1,189.000	Installed Qty 126.400	TON 1 F			
Project DE034168 Jaterial Code	Li Ite 10924 00 Materi Name	ine em )10 ial	Item Code 00001		ASE Sample Type	Accept. Method	Test Method AG%	Bid + CO Qty 1,189.000	Installed Qty 126.400 Freq.	TON T F	Req'd	Taken	Deficient
Project DE034168 Material Code 0455	Li Ite 10924 00 Materi Name	ine em )10 ial	Item Code 00001		scription ASE Sample Type PACP	Accept. Method TR	Test Method AG% SHALE	Bid + CO Qty 1,189.000	Installed Qty 126.400 Freq. 1 /50,00	TON 1 F	Reg'd 1	Taken 0	Deficient

SPECIAL INSTRUCTIONS: SMALL QUANTITY FOR AGGREGATE MAY APPLY. PLI FOR ALL FAILING SE MIXING PLANTS APPROVED PRIOR TO INITIAL USE INSPECTED ONCE EVERY TWO YRS

THIS SHOWS THE TESTS AND NUMBER OF TEST REQUIRED TO SATISFY SAMPLING AND TESTING REQUIREMENTS FOR CONTRACT 091124, LINE ITEM 0010. SAMPLES LOGGED IN THAT MATCH THESE SAMPLE TYPES, ACCEPTANCE METHODS, AND TEST METHODS WILL COUNT TOWARD SAMPLING AND TESTING REQUIREMENTS. IF THESE THREE THINGS DO NOT MATCH YOUR SAMPLE RECORD, THEY WILL NOT COUNT.

### STEP 1: DOUBLE CLICK THE CONTRACT ADMINISTRATION ICON

,e	AASHTO Si	teManager						
Fi	le Window	Help						
<b>,</b>								
	ڬ SiteMar	ager Panel						
		Main Pan	el	Contra	act Administratio	on(+)		
				4	0	2		
	Contra Administra				Change Orders(+) M	Materials anagement(+)	Accessories(+)	

### STEP 2: DOUBLE CLICK THE CONTRACTOR MANAGEMENT ICON

,e	þ	ASHTO Sit	eMan	ager						
Fi	le	Window	Help							
Γ,										
	è	SiteMana	ager P	anel						
	ſ		Mair	n Panel		Contract Admi	nistration(+)	-γ	Con	tractor Managemen
	╏┠						mscracion(+)			
		R 🚺			- <b>A</b>		Ň	i		
					<b>}</b>					
		Reference		Contract	Contract	er i reperce (er	A+) Proces	s List		
		Tables(C4	4+J	Records(+)	Manageme					
					1	8				

### STEP 3: DOUBLE CLICK THE SUBCONTRACTS ICON

Fi	AASHTO SiteManager e Window Help				_	
	SiteManager Panel		Contract Ar	dministration(+)		Contractor
	Construction Subcontra Conference	cts				

### STEP 4: CLICK THE OPEN FOLDER BUTTON ON THE TOOLBAR

🚜 AASHTO SiteManager	
File Edit Services Window Help	
🖩 📲 🗣 😤   🗅 🚅 🛎 🗽 🖬   🖓 🔤	
Subcontracts Open	
Description Items Contract ID :	
SubCont Nbr: Parent Subcont Nbr:	Supp/Hauler Ind
Subcontractor:	Contract DBE Goal Pct: .00
SubCont Type: DBE Type:	Verified Payment Amt
Work Type: Cert Type:	Last: 00 Total: 00
Approval Date: 00/00/00 Pct Twrds DBE Goal: .00	Fed Supp/Haul Fund Pct: .00
Amounts Pct of Total Sub'd	Pct of Total Contract
This SubContract: .00 0	.00
This Original Commitment : .00 0	.00
This Current Commitment: 0.00	
Total Original Commitment: .00	.00
Total Current Commitment: .00	.00
Total Allowable Max (non-spcity): .00	.00
Total Towards Max (non-spcity): .00	.00

### STEP 5: PLACE CURSOR IN THE CONTRACT ID COLUMN

	HTU SICEManager									
le Ed	it Services Window	Help								
III	y 🗣 🙎 🗋 😅 (	ž 🗓 🖃 🖓 🎬								
Sub	contracts									
Des	🛎 Select Contract ID									×
	- Selection									
s	合 Contract ID									
Su	Subcontract	/								
Su										
50										
0	J.									_
	Find a				_					
Ар	Find :									
	Contract ID									
	Contract ID Contract ID	Vendor ID	Fed State Proj Nbr	Status	County		Lvi 3		Loca	
	Contract ID Contract ID 000274	611302314	FE04 MGT TUNNEL	ACTV	121	11		N	MIDDLESBORO, B	
	Contract ID Contract ID		FE04 MGT TUNNEL		-		LvI 3 300	N		
	Contract ID Contract ID 000274	611302314	FE04 MGT TUNNEL	ACTV ACTV	121	11		N F	MIDDLESBORO, B	
	Contract ID Contract D 000274 000555	611302314 00226	FE04 MGT TUNNEL           APD 119-2 (66)           FD04 042 0121 011-012	ACTV ACTV	121 098	11 12	300	h F K	MIDDLESBORO, E FROM ZEBULON I	
	Contract ID Contract D 000274 000555 000622	611302314 00226 00237	FE04 MGT TUNNEL           APD 119-2 (66)           FD04 042 0121 011-012           IM-NH 75-7 (115) 165	ACTV ACTV ACTV	121 098 042	11 12 01	300 340	h F k F	MIDDLESBORO, E FROM ZEBULON I KY 121 EXTEND T	
	Contract ID Contract ID 000274 000555 000622 000736	611302314 00226 00237 00117	FE04 MGT TUNNEL           APD 119-2 (66)           FD04 042 0121 011-012           IM-NH 75-7 (115) 165	ACTV ACTV ACTV ACTV ACTV	121 098 042 041	11 12 01 06	300 340 320	F F F F	MIDDLESBORO, E FROM ZEBULON I KY 121 EXTEND T FROM NORTH OF	
<u>Ap</u> —	Contract ID Contract ID 000274 000555 000622 000736 000750	611302314 00226 00237 00117 00226	FE04 MGT TUNNEL           APD 119-2 (66)           FD04 042 0121 011-012           IM-NH 75-7 (115) 165           APD 119-2 (68)	ACTV ACTV ACTV ACTV ACTV	121 098 042 041 098	11 12 01 06 12	300 340 320 300	F F F F	MIDDLESBORO, E FROM ZEBULON I KY 121 EXTEND T FROM NORTH OF FROM ZEBULON	

### STEP 6: RIGHT CLICK ON THE CONTRACT ID COLUMN TO HIGHLIGHT

File Edit	Services Window	Help							
III 😽									
	💵 😤   🗅 🖨 🛛	ê 🧾 🖬 🖓 🏧							
📕 Subco	ontracts								
Des 🚂	Select Contract ID								
— Г.	Selection								
s r	Contract ID	[							
	Subcontract	'							
Su									
Su									
					_				
Ap F	ind :								
	Contract ID								
	Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvi 4	Loca 📥
	000274 1	611302314	FE04 MGT TUNNEL	ACTV	121	11			MIDDLESBORO, E
	000555	00226	APD 119-2 (66)	ACTV	098	12	300		FROM ZEBULON I
	000622	00237	FD04 042 0121 011-012	ACTV	042	01	340		KY 121 EXTEND T
	000736	00117	IM-NH 75-7 (115) 165	ACTV	041	06	320		FROM NORTH OF
	000750	00226	APD 119-2 (68)	ACTV	098	12	300		FROM ZEBULON
Te	000753	00226	FD04 048 0421 006-011	ACTV	048	11	320		FROM LENARUE
									<b>_</b>

### STEP 7: TYPE THE CONTRACT ID NUMBER IN THE FIND BOX

	HTO SiteManager it Services Window I			_	_	_	_	_		_
_	1	🗜 🧾 🔲 💭 🏧								_
_	contracts									
)es	Select Contract ID									
	Selection									_ ]
s	合 Contract ID									
Su	Subcontract									
Su										
50	1									-1.
	Find : 091121 T				_					
Ap	Find : 091121									
· · ·	Cashaah ID									
<u> </u>	Contract ID	-								_
÷	Contract ID	Vendor ID	Fed State Proj Nbr	Status	County		Lvl 3		Loca_	-
- 	Contract ID 091120	01947	JL02 034 1973 020-023	ACTV	034	07	300		TRAFFIC OPERA	-
	Contract ID 091120 091121	01947 01947	JL02 034 1973 020 023 ARRA 5196 (10)	ACTV ACTV	034 037	07 05	300 380		TRAFFIC OPERAT	-
_	Contract ID 091120 091121 091122	01947 01947 00349	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194)	ACTV ACTV ACTV	034 037 097	07 05 10	300 380 340		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI	J
	Contract ID 091120 091121 091122 091122 091123	01947 01947 00349 01947	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096)	ACTV ACTV ACTV ACTV	034 037 097 115	07 05 10 04	300 380 340 360		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP	3
	Contract ID 091120 091121 091122 091122 091123 091125	01947 01947 00349 01947 01990	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096) BRZ 0903 (156)	ACTV ACTV ACTV ACTV ACTV	034 037 097 115 091	07 05 10 04 09	300 380 340 360 300		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP REPLACE BRIDGI	
 	Contract ID 091120 091121 091122 091122 091123	01947 01947 00349 01947	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096)	ACTV ACTV ACTV ACTV	034 037 097 115	07 05 10 04	300 380 340 360		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP	
_	Contract ID 091120 091121 091122 091122 091123 091125	01947 01947 00349 01947 01990	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096) BRZ 0903 (156)	ACTV ACTV ACTV ACTV ACTV	034 037 097 115 091	07 05 10 04 09	300 380 340 360 300		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP REPLACE BRIDGI	
	Contract ID 091120 091121 091122 091123 091125 091125	01947 01947 00349 01947 01990	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096) BRZ 0903 (156)	ACTV ACTV ACTV ACTV ACTV	034 037 097 115 091	07 05 10 04 09	300 380 340 360 300		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP REPLACE BRIDGI	
	Contract ID 091120 091121 091122 091123 091125 091125	01947 01947 00349 01947 01990	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096) BRZ 0903 (156) 084GR09D 003 HPP	ACTV ACTV ACTV ACTV ACTV	034 037 097 115 091	07 05 10 04 09	300 380 340 360 300		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP REPLACE BRIDGI	
	Contract ID 091120 091121 091122 091123 091125 091125	01947 01947 00349 01947 01590 02280	JL02 034 1973 020-023 ARRA 5196 (10) BRZ 1003 (194) ARRA 150-1 (096) BRZ 0903 (156) 084GR09D 003 HPP	ACTV ACTV ACTV ACTV ACTV	034 037 097 115 091	07 05 10 04 09	300 380 340 360 300		TRAFFIC OPERAT FRANKFORT-LEX REPLACE BRIDGI BARDSTOWN-SP REPLACE BRIDGI	

### STEP 8: DOUBLE CLICK ON THE CONTRACT ID ROW THAT IS HIGHLIGHTED

File	Edil Sube	ITO SiteManager t Services Window P P P 2 C contracts Select Contract ID Selection		FIELDS							×
9	S iu iu	Find : 091121					_				
		Contract ID	Ver	dor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvi 4	Loca
		091120	01947		JL02 034 1973 020-023	ACTV	034	07	300		TRAFFIC OPERA1
		091121	01947		ARRA 5196 (10)	ACTV	037	05	380		FRANKFORT-LEX
-	-	091122	00349	43	BRZ 1003 (194)	ACTV	097	10	340		REPLACE BRIDGI
		091123	01947		ARRA 150-1 (096)	ACTV	115	04	360		BARDSTOWN-SP
		091125	01590		BRZ 0903 (156)	ACTV	091	09	300		REPLACE BRIDGI
1	Γα Τ	091126	02280		084GR09D003 HPP	ACTV	084	07	360		

STEP 9: THIS SCREEN SHOWS THE LIST OF SUBCONTRACTS THAT HAVE BEEN APPROVED FOR THIS PROJECT.

	on						
	ntract ID ubcontract	091121					
Find : Subcor		SubCont Nbr	Subcontractor		DPE Turne	Sub Type	Hierarchio
1	Falent Subcont NDI	00000001	SPARTAN CONSTRUCTION	Sub Amount	DBE	PQSB	00000001
1		00000002	CEDAR VALLEY SEEDING		DBE	PQSB	00000002
1		00000003		\$6,532.10		PQSB	00000003
		00000004	CENTRAL BRIDGE COMPA			PQSB	00000004
1							

### STEP 10: DOUBLE CLICK ON THE SUBCONTRACT TO FIND OUT THE APPROVAL DATE AND TO SEE EXACTLY WHICH ITEMS OF WORK THEY HAVE BEEN APPROVED FOR.

	TO SiteMa				_		-	
		Window Help						
II 👫	i 🗣 😤	🗅 🖻 🍎 💆 🔲						
Subc	ontracts							
es 🚂	Select C	ontract ID						
— п	Selection	n						
s	Contr	ract ID	091121					
Su	倉 Sut	peontract						
Su	[							
30	l							
. 1	Find :							
Ар	Subcont							
		ract						
	Level	ract Parent SubCont Nbr	SubCont Nbr	Subcontractor	Sub Amount	DBE Type	Sub Type	Hierarchica 🔺
	Level 1	Parent SubCont Nbr	SubCont Nbr 00000001	Subcontractor SPARTAN CONSTRUCTION		DBE Type DBE	Sub Type PQSB	Hierarchica A
	Level 1 1				\$272,535.00			
	Level 1 1 1	Parent SubCont Nbr	00000001	SPARTAN CONSTRUCTION CEDAR VALLEY SEEDING	\$272,535.00	DBE	PQSB	00000001
_	Level 1 1 1 1	Parent SubCont Nbr	00000001 00000002	SPARTAN CONSTRUCTION CEDAR VALLEY SEEDING	\$272,535.00 \$218,382.50 \$6,532.10	DBE	PQSB PQSB	00000001
— Tc	1 1 1 1	Parent SubCont Nbr	00000001 00000002 00000003	SPARTAN CONSTRUCTION CEDAR VALLEY SEEDING SAF-TI-CO INC	\$272,535.00 \$218,382.50 \$6,532.10 \$178,804.50	DBE	PQSB PQSB PQSB	00000001 00000002 00000003

### STEP 11: THIS WINDOW GIVES THE DESCRIPTION OF THE SUBCONTRACT (AMOUNT, SUBCONTRACTOR, DBE OR NOT, APPROVAL DATE)

AASHTU SiteManager	
File Edit Services Window Help	
🛯 🎟 🚰 🏚 😰 🗁 🥸 🔛 💭 🔤	
😹 Subcontracts	
Description Items Contract ID : 091121	
SubCont Nbr: 00000001 Parent Subcont Nbr:	Supp/Hauler Ind
Subcontractor: SPARTAN CONSTRUCTION INC	Contract DBE Goal Pct: 4.80
SubCont Type: PRE-QUAL SUB DBE Type: DBE	Verified Payment Amt
Work Type: PIPELINE CONSTRUCTION  Cert Type: CERTIFIED AUC	Last: .00 Total: .00
Approval Date: 06/26/09 Pct Twrds DBE Goal: 100.00	Fed Supp/Haul Fund Pct: 00
Amounts Pct of Total Sub'd Pc	ct of Total Contract
This SubContract: 272,535.00 6.02	3.05
This Original Commitment : .00 0	.00
This Current Commitment: 272,535.00 48.8	3.05
Total Original Commitment: .00	
Total Current Commitment: 558,512.88	6.26
Total Allowable Max (non-spcity): 6,248,610,40	70.00
Total Towards Max (non-spelty): 4,529,611.93	50.74

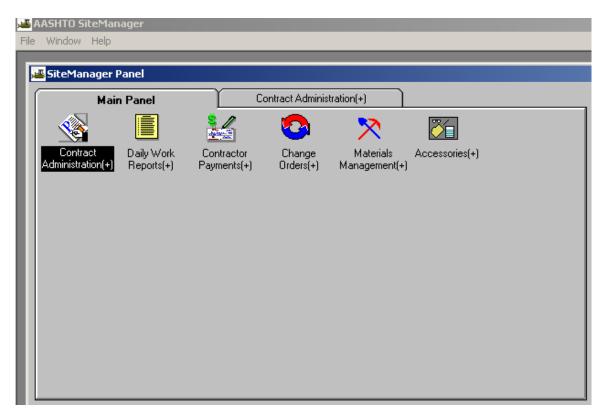
### STEP 12: CLICK ON THE ITEMS TAB

_							
, <u>-</u>	AASHTO SiteManager						
Fil	e Edit Services Window Help						
]	🎟 👫 🗣 😤 🗅 🖨 🏂 🛃 🖬						
	Subcontracts						
	Description Items	tract ID	1121				
	SubCont Nbr: 00000001	Parent S	ubcont Nbr:		Supp	/Hauler Ind 🔲	
	Subcontractor: SPARTAN CONSTRU	ICTION INC			Contract D	BE Goal Pct: 4.80	
	SubCont Type: PRE-QUAL SUB	▼ DBE	Type: DBE		Verified Paymer	nt Amt	
	Work Type: PIPELINE CONSTRU	CTION - Cert	Type: CERTIFIED AU	ī	Last: .00	Total: .00	
		Pct Twrds DBE		_	Fed Supp/Ha	ul Fund Pct: 00	j
		Amounts F	Pct of Total Sub'd	Pct of Total Con	tract		-
	This SubContract:	272,535.00	6.02	3.05			
	This Original Commitment :	.00	0	.00			
	This Current Commitment:	272,535.00	48.8	3.05			_
	Total Original Commitment:	.00		.00			
	Total Current Commitment:	558,512.88		6.26			
	Total Allowable Max (non-spcity):	6,248,610.40		70.00			
	Total Towards Max (non-spcity):	4,529,611.93		50.74			
	Total Spolty Subcontracted:	.00		.00			
	Total Subcontracted:	4,529,611.93		50.74			

### STEP 13: REVIEW THE ITEMS IN THE ITEMS TAB TO DETERMINE WHICH ITEMS OF WORK THAT THE SUBCONTRACTOR IS APPROVED TO PERFORM

AASHTO SiteMar	nager						
e Edit Services	Window H	lelp					
🖩 🕌 🗣 😤	🗅 🖻 🛎	े 💐 🖬 🖓					
Subcontracts							
Description	ltems	Contract I	D : 091121	Su	bcontract Nbr :	00000001	
Project Number	Line Item	Item Code	Units Type	Specialty		Short Description	
DE03704210921	1720	01052	LINEAR FOOT	N	SEWER PIPE-8 IN		ото -
DE03704210921	1730	01052	LINEAR FOOT	N	SEWER PIPE-8 IN		10 FE
DE03704210921	1740	01052	LINEAR FOOT	N	SEWER PIPE-8 IN		6 FEE
DE03704210921	1750	01052	LINEAR FOOT	N	SEWER PIPE-8 IN		8 FEE
DE03704210921	1760	01054	LINEAR FOOT	N	SEWER PIPE-12 IN		0 T O I
•							
Prj Nbr: DE0370		Line Item: 172	0				
Supp Desc1: 01	O 6 FEET D	EPTH					
Supp Desc2:							
		Quantity	Unit		Price \$	Amount \$	
Contra	ct Bid:	60.000	LINEAR FOOT		54.00000	3,240.00	
Current Co	ntract: 📃	60.000	LINEAR FOOT		54.00000	3,240.00	

### HOW TO RUN A DIARY REPORT



Step 1: Double Click the Contract Administration Icon

Step 2: Double Click the Process List Icon

T IIC	mindom hicip						
	SiteManager	Panel					
		in Panel	Cor	tract Administr	ation(+)		
U	<u>M</u>		<u></u>			-	
l	Reference Tables(CA+)	II <del>r i I</del> Contract Records(+)	Contractor Management(+)	9≝⊅ Reports (CA+)	Process List		
l							
l							
U							
l							
l							
l							

Step 3: Double Click the Diary Report (KYDIARY)

	2 🚔 🚿		
Process List	t		
Process ID	Process Type	Process Description	
малтмкү	Custom	Major Item MAJITMKY template	
WD	Custom	Work Day	
KYDIARY	Custom	Diary report	
cat	Custom	Proj. Pay Items by Category with Major It	
catonly	Custom	contid/project/category	
cattext	Custom	category for PDA & Payroll	
SubState	Custom	SubContract Approval ~ State	
ATTACH	Custom	Attachment Report	
SubCont	Custom	SubContract Summary	
subFed	Custom	Subcontract Approval Federal	
listcont	Custom	LIST OF CONTRACTS	
CHOR	Custom	Change Order Funding Report	
MLSTNWD	Custom	MILESTONE WORK DAY REPORT	
FINALEST	Custom	FINAL ESTIMATE DATA SHEET	
FCI	Custom	Final Inspection Report	
Formal	Custom	Formal Acceptance Report	
FUNDCHEK	Custom	Report to check funding lines	
ConStat	Custom	Contract status	
MATITEMS	Custom	BID ITEMS WITH PROJECT LINE NUMBERS	

Step 4: Click the Subset button or (Enter the specific dates that you want to inquire about and then click the Subset button)

🛎 AASHTO SiteManager	
File Services Window Help	
💷 👫 🗣 😤 🚔 🚿	
📲 Process List	
Proces	×,
MA UTHE	——————————————————————————————————————
From date (mm/dd/yyyy) 12/31/1900 S	itring
WD To date (mm/dd/yyyy) 13/31/2100	tring
cat	
catonly	
cattext	
SubState	
ATTACH	
SubCont	
subFed	
listcont	
CHOR	
MLSTNW	
FINALES Submit Parameters Cancel	
Formal Custom Formal Acceptance Report	
FUNDCHEK Custom Report to check funding lines	

Step 5: Right Click on the Contract Column and then click Filter

1 🛐 📭 🖞	2 🖆 🚿								
Process Lis									
Proces	Confirm Process	Submission							<b>×</b> ,
	From date (	🛎 Select Subse	t						
VD	To date (	Contrac*	E-JCUD-D	rj Nbr	Vendor	Status	Primary Cour	Lev2	Leva
(YDIARY	TO Uate (	000274	Search Filter Search		611302314	ACTV	121	11	
at		000555			00226	ACTV	098	12	315
atonly		000622		-012	00237	ACTV	042	01	316
attext		000736	Find Sort	65	00117	ACTV	041	06	311
ubState		000750 -			00226	ACTV	098	12	315
TTACH		000753	Show Filter/ Sort	-011	00226	ACTV	048	11	310
ubCont		010088	JJ01 048 0421 010-	012	00226	ACTV	048	11	310
ubFed		010409	STP 7370 (4)		00237	ACTV	038	01	316
stcont		010602	STPR 60-3 (68)		02288	ACTV	082	04	313
HOR		010705	STPS 7434 (8)		02519	ACTV	114	03	310
		010707	APD 119-2 (69)		02520	ACTV	098	12	315
		010732	STP 7320 (7) FSP 0	37 0060 4-7	00897	CMPL	037	05	312
		010764	FD04 005 0068 010	1-013	01116	ACTV	005	03	319
		010797	STPM 8764 (10)		02452	ACTV	056	05	319
ormal —	Lustom	010801	DPR-STPR 025 (00	3)	02457	ACTV	062	04	317
UNDCHEK	Custom	010804	APD 80-6 (16)		02628	ACTV	098	12	310
ConStat	Custom	1	_			- 1	1		

st Confirm Process	C						जा	
	Select Subset					2		
To date (	Contract	Fed St/Pr Prj Nbr	Vendor	Status	Primary Cour	Lev2 I	ev:	
TO Date (	000274	FE04 MGT TUNNEL	611302314	ACTV	121	11		
	000555	APD 119-2 (66)	00226	ACTV	098	12 3	315	
	000622	FD04 042 0121 011-012	00237	ΔΩΤΛ	042	01 2	316	
	000736 🛁 Filter	r Criteria - New Filter						×
	000750	Field	Condition	Value	; ,	Join	<u>I</u> nsert	
		ontract 🗾 =	▼ 0710	022			<u>A</u> dd	
	010088						<u>R</u> emove	
	010602						<u>C</u> lear	
	010705						Test	
	010707 010732						 Load	
	010752						<u>L</u> 0au	
	010797						<u>S</u> ave	
LUSTOM	010801							
Custom	010804						ОК	
Custom								
Custom							Cancel	
							<u>H</u> elp	

**Step 6: Click Insert, Select Contract under the Field Colum & then Enter the Contract Id that you are looking for. Click OK** 

**Step 7: Click OK to the Filter Message** 

		Submission					]	× ×
	From date (	Contract	Fed St/Pr Prj Nbr	Vendor	Status	Primary	Cour Lev2	Lev:
IABY	To date (	000274	FE04 MGT TUNNEL	611302314	ACTV	121	11	
		000555	APD 119-2 (66)	00226	ACTV	098	12	315
nly		000622	FD04 042 0121 011-012	00237	ΔΩΤΛ	042	01	316
ext		000736 🚢 Filt	er Criteria - New Filter					
tate		000750	Field	Condition	Valu	e	Join	<u>I</u> nsert
(CH			Contract 💌 📼	. 🗾 071	022			Add
ont		010088						Remove
ed		010409						<u>n</u> eillove
nt		010602						<u>C</u> lear
3		010705		with the state				<u>T</u> est
NW 🛄		010707		Filter Messag	je		×	Load
ES.		010732		i) Sp	ecified filter w	ull roturo 1 m	000	<u>L</u> Uau
		010764				Antecontri	0005	<u>S</u> ave
ы —	Custom	010797				7		
CHEK	Custom	010801			ОК			ОК
	Custom	010804						
tat								
tat TEMS	Custom							Cancel

Step 8: Click the OK button

			_ c		
Contract	Fed St/Pr Prj Nbr	Vendor	Status	Primary Co	
71022	IM 75-4(59)	01947	ACTV	034	07 3

Step 9: Click the Submit button

AASHTO SiteManager	
le Services Window Help	
🎟 F 🌵 😤 🍃 💰	
Process List	
Proces Submission	<u>ک</u>
MAIITMK	F
Model from date (mm/dd/yyyy)         12/31/1900	String
To date (mm/dd/yyyy)         13/31/2100	String
cat	
catonly	
cattext	
SubState	
ATTACH	
SubCont	
subFed	
listcont	
CHOR	
MLSTNW	
FCI <u>Submit</u> <u>Parameters</u> <u>Subset</u> <u>Cancel</u>	
Formal Custom Formal Acceptance Report	

Step 10: Click OK on both Messages

🚢 AASHTO Si	iteManager	
	Window Help	
🔳 🕌 📭	😤 🖆 😻	
Process L	ist	
Proces	Confirm Process Submission	×.
MAJITMK	From date (mm/dd/yyyy) 12/31/1900	String
WD		-
KYDIARY	To date (mm/dd/yyyy) 13/31/2100	String
cat		
catonly		
cattext		
SubState		
ATTACH	Client Job Monitor	1
SubCont		
subFed	🕕 Process KYDIARYA submitted.	
listcont	V	
CHOR	OK	
MLSTNW		
FINALES	Submit Parameters Subset Cancel	
FCI	<u>Submit</u> <u>Parameters</u> <u>Subset</u> <u>Cancel</u>	
Formal	Lustom  Formal Acceptance Report	
FUNDCHEK	Custom Report to check funding lines	

AASHTU SICE	manager				
Services V	Window Help				
I 👫 🗣 🕯	2 🚔 🚿				
Process List	t				
Proces	Confirm Process Subn	nission		×.	
	From date (mm/dd/	<b>'yyyy)</b> 12/31/1900		String	
WD KYDIARY	To date (mm/dd/	<b>/yyyy)</b> 13/31/2100		String	
cat					
catonly					
cattext					
SubState					
ATTACH					
SubCont					
subFed					
listcont					
CHOR	,		Client Job	Monitor	×
MLSTNW 🗳					
FINALES		Submit Parameters Subse	. i	Process KYDIARYB submit	ited.
FCI					
Formal	Lustom	ormal Acceptance Report		DPS Status Monitor	<u>×</u>
FUNDCHEK	Custom F	Report to check funding lines		Profile KYDIAF	NB for process KYDIARY has completed
ConStat	Custom 0	Contract status			Cronor process Krozakci nas completeu
MATITEMS	Custom E	BID ITEMS WITH PROJECT LINE NUMBERS		]	ок
				l	

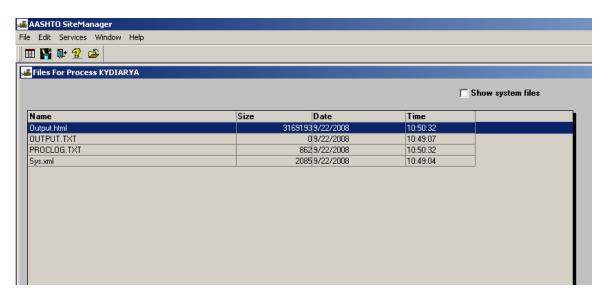
### Step 11: Click the Process Status under the Services Menu

AASHTO Site	Manager	
Services V	Vindow Help	
Process S	itatus 📕	
Run Proc		
Process List		
Process ID	Process Type	Process Description
MAJITMKY	Custom	Major Item MAJITMKY template
WD	Custom	Work Day
KYDIARY	Custom	Diary report
cat	Custom	Proj. Pay Items by Category with Major It
catonly	Custom	contid/project/category
cattext	Custom	category for PDA & Payroll
SubState	Custom	SubContract Approval ~ State
ATTACH	Custom	Attachment Report
SubCont	Custom	SubContract Summary
subFed	Custom	Subcontract Approval Federal
listcont	Custom	LIST OF CONTRACTS
CHOR	Custom	Change Order Funding Report
MLSTNWD	Custom	MILESTONE WORK DAY REPORT
FINALEST	Custom	FINAL ESTIMATE DATA SHEET
FCI	Custom	Final Inspection Report
Formal	Custom	Formal Acceptance Report
FUNDCHEK	Custom	Report to check funding lines
ConStat	Custom	Contract status
MATITEMS	Custom	BID ITEMS WITH PROJECT LINE NUMBERS

Process St Regular	Scheduled					
Proce	ss Name	- Status	Date Submitted	Queue Time	Start Time	End Tim
CID		Completed	9/18/2008	11:19 am	11:19 am	11:19 am
HORA		Completed	9/19/2008	12:52 pm	12:52 pm	12:52 pm
HORB		Completed	9/19/2008	12:58 pm	12:58 pm	12:58 pm
HORC		Completed	9/19/2008	01:00 pm	01:00 pm	01:00 pm
HORD		Completed	9/19/2008	01:02 pm	01:02 pm	01:02 pm
YDIARYA		Completed	9/22/2008	10:49 am	10:49 am	10:50 am

### Step 12: Double Click the KYDIARYA report

Step 13: Double Click the Output.html



Step 14: Print Diary Report for your Review & Enjoy the Reading

File Edit View Favori	ites Tools Help				
🕤 Back 🔻 🕥 👻 🔀	) 😰 🏠 🔎	Search 🤺 Favorites	🥴 🔗 - 🌺 🗷 - 📙 💽 🕻	1 3	
ddress 🙋 C:\Documents	and Settings\rmills\Lo	al Settings\Temp\cpy858.ht	m		
Coogle G-	💌 Go 🔶 🤇	🗊 🚰 👻 🏠 Bookmark	s 🔻 🔊 636 blocked 🛛 🏶 Check 👻 🔨 Aut	oLink 👻 📔 AutoFill 🍺 Send to 🗸 🖉	
RPT-ID: KYDIARY Date: 09/22/2008				ALTH OF KENTUCKY TATION CABINET	
Date: 09/22/2008 Time: 10:49 am				MARY FOR CONTRACT: 071022	
Contract Time Type: C	OMPLETION DAT	E	DIAKI WORK ITEM SUM		
FOR DIARY ( DATE:	03/31/2007	Diary Created By:	Lancaster, Teresa J.	Last Modified By:	Lancaster, Teresa J.
ASSOCIATED DA	ILY WORK RE	PORTS			
Inspector Name			Authorized Indicator	Authorized Date	
Walker, Keith			Y	04/06/2007	
Remarks: NO					
DAILY WORK RE	PORT				
Contract ID:	071022		DWR	Date: 03/31/2007	Authorized: Y
Inspector ID:	kwalker		Inspector	Name: Walker, Keith	Paid: Y
High Temp:	72	Low Temp:	51	A.M. Conditions: Cloudy	P.M. Conditions: Cloudy

 High Temp:
 72
 Low Temp:
 51
 A.M. Conditions: Cloudy
 P.M. Conditions: Cloudy

 Remarks: YES

# HOW TO RUN AN ESTIMATE REPORT IN SITEMANAGER

File	AASHTO SiteMan e Window Help	ager					
Ę	SiteManager F	Panel	) c	Contractor Payn	nents(+)		
	Contract Administration(+)	Daily Work Reports(+)	Contractor Payments(+)	Change Orders(+)	Materials Management(+)	Accessories(+)	

### Step 1: Double Click Contractor Payments Icon

Step 2: Double Click Process List Icon

	AASHTO SiteMa							
Fil	e Window Help	)	_	_	_	_	_	_
	基 SiteManage	r Panel						
	M	lain Panel	Co	ntractor Paym	ents(+)			_
		Milestone						
	Estimate(+)	Contract Adjustments(+)	Reports (CP+)	Reference Tables (CP+)	Process List			
l								
l								

Step 3: Double Click the ESTSUM5 process ID

e Services V	Vindow Help		
I 🕌 🗣 💈	2 🚔 🚿		
Process List			_
Process ID	Process Type	Process Description	
MAJITMKY	Custom	Major Item MAJITMKY template	
WD	Custom	Work Day	
ESTSUM5	Custom	Estimate Summary for Contractor ESTSUM5 Template	
KYDIARY	Custom	Diary report	
cat	Custom	Proj. Pay Items by Category with Major It	
catonly	Custom	contid/project/category	
cattext	Custom	category for PDA & Payroll	
ATTACH	Custom	Attachment Report	
SUBPAY	Custom	Subcontract Payments	
ESTCSV	Custom	Estimate Summary CSV by ContID	
MLSTNWD	Custom	MILESTONE WORK DAY REPORT	
condwr	Custom	Item Quantites from DWR in CSV format APPROVED	
dwrall	Custom	DWR ALL KYTC USE ONLY!	
FINALEST	Custom	FINAL ESTIMATE DATA SHEET	
FUNDCHEK	Custom	Report to check funding lines	
MATITEMS	Custom	BID ITEMS WITH PROJECT LINE NUMBERS	

### Step 4: Click Subset

	eManager		
e Services	Window Help		
🗉 🕌 💵 🖞	💡 🖆 🚿		
Process Lis	st		
Proces	Confirm Process	5 Submission	
MAJITMK WD ESTSUM	<u>S</u> ubmit	Parameters Subset Can	cel
	Lustom	Proj. Pay items by Lategory with Major It	
KYDIARY	Lustom Custom	Proj. Pay items by Lategory with Major it contid/project/category	
KYDIARY cat			
KYDIARY cat catonly	Custom	contid/project/category	
KYDIARY cat catonly cattext	Custom Custom	contid/project/category category for PDA & Payroll	
KYDIARY cat catonly cattext ATTACH	Custom Custom Custom	contid/project/category category for PDA & Payroll Attachment Report	

Step 5: Right Click on the Contract Id column and click filter

	2 🖆 💰					_	_	_	_
Process Lis						1			
Proces	Lonfirm Proc	ess Submissi	חכ		×				
MAJITMK		🚢 Select S	ubset						
WD	Submit	Contr	Search	Est Nbr	Prd End Dt	Gen Dt	Gen By	Est Status	Vend Ic
ESTSUM -	gabilit	041014	Filter Search	0001	20050211	20050222 Б	higginb	APRV	00226
KYDIARY		041014	Filter	0002	20050225	20050315 b	higginb	APRV	00226
cat	Lustom	041014	Find	0003	20050311	20050316 b	higginb	APRV	00226
catonly	Custom	041104	Sort )	0001	20050311	20050316 s	dempsey	APRV	02616
cattext	Custom	041208	Show Filter/ Sort	0001	20050311	20050328 d	white	APRV	02519
ATTACH	Custom	041216	51PR 5115 (20)	0001	20050311	20050328 Ь	warren	APRV	01943
SUBPAY	Custom	041104	STPR 3000 (472)	0002	20050326	20050328 s	dempsey	APRV	02616
ESTCSV	Custom	041216	STPR 5115 (20)	0002	20050325	20050328 lp	pierce	APRV	01943
MLSTNWD	Custom	041014	100GR04D001	0004	20050325	20050329Ъ	higginb	APRV	00226
condwr	Custom	041216	STPR 5115 (20)	0003	20050408	20050408 lp	pierce	APRV	01943
dwrall	Custom	042231	121GR04P115 - FE	01 0001	20050408	20050408 jr	nosely	APRV	00124
FINALEST	Custom	041104	STPR 3000 (472)	0003	20050408	20050411 s	dempsey	APRV	02616
FUNDCHEK	Custom	043319	118GR04R089	0001	20050410	20050411 jr	nosely	APRV	02520
MATITEMS	Custom	042057	071GR04P063 - FD	05 0001	20050408	20050411 g	everett	APRV	02519
MATHEMS	Custom	042183	FE01 056 8209	0001	20050408	20050412 m	iyoung	APRV	00261
		041014	100GR04D001	0005	20050408	20050413Ъ	higginb	APRV	00226

Step 6: Click Insert, Click on Contract ID from the field drop down menu, enter the Contract Id and Click OK

🚢 AA	5HTO Site	Manager									
File S	iervices \	Vindow Help									
		°~~~⇒	e-1.						đ		
P	Filter	Criteria - New I	Filter					<u>×</u>			
		Field	C	ondition	Value		Join	<u>I</u> nsert			_
P MA	Co	ntract Id	=	▼ 061	055			<u>A</u> dd			×
W.E								<u>R</u> emove	Est Status	Vend	
ES								<u>C</u> lear	APRV	02519	"듹
KY								Lest	APRV	00111	
cal cal								<u>L</u> oad	APRV APRV	00111 00111	
cal								<u>Save</u>	APRV	00111	
AT									APRV	00349	
SU									APRV	00349	-
ES								0K	APRV	00349	
ML								Cancel	APRV	00349	
сог								<u>H</u> elp	APRV	01766	
dw	L							Terb	APRV	02519	
EIN.	ALEST	Custom	041014	100GR04D	001 UU	101	20050211	20050222 bhigginb	APRV	00226	
	NDCHEK	Custom	041014	100GR04D	001 00	007	20050506	20050510 bhigginb	APRV	00226	
	TITEMS	Custom	041014	100GR04D	001 00	003	20050311	20050316 bhigginb	APRV	00226	
	IIIEMJ	Custom	041014	100GR04D	001 00	008	20050520	20050523 bhigginb	APRV	00226	
			041014	100GR04D	001 00	005	20050408	20050413 bhigginb	APRV	00226	
			•							D	
						OK	Can	cel			

Step 7: Click OK

	<b>SiteManager</b> es Window Help								
	📭 🚳 😁 🚙   ilter Criteria - New	Filter					×		
	Field		ondition	Value	Join	<u>I</u> nsert			_
P	Contract Id	=	▼ 061055			Add			×
						<u>R</u> emove	Est Statu	us Vend	
ES						<u>C</u> lear	APRV	02519	"=
KY						<u>T</u> est	APRV	00111	
cal cal						<u>L</u> oad	APRV APRV	00111	-
cal						Save	APRV	00111	-
AT							APRV	00349	-
<u>su</u>							APRV	00349	-
ES						OK	APRV	00349	
ML						Cancel	APRV	00349	
COI						Filter Me	ssage		×
dw		041014	100GR04D001	10001	20050211	200: ①	Specified filte	e uill eab ea	
FINALES	T Custom	041014	100GR04D001	0007	20050211	200:	specified fille	r wiirecum	40 rows
UNDCH	EK Custom	041014		0007	20050308	200:		_	
MATITEM	4S Custom	041014	100GR04D001	0003	20050511	200:	OK		
		041014	100GR04D001 100GR04D001	0008	20050520	200: 20050413 bhiga	inb APRV	00226	
		041014	10008040001	0003	20000408	20000413001190		00226	
				OK	Can	cel			

Step 8: Select the Estimate Number & Click OK

Statumit         Statumit         Contract Id           01         Statumit         Contract Id           031047         Contract Id         061055           051057         051055         051055           051058         051055         051055           051057         051055         051055           051058         051055         051055           051059         051055         051055           051055         051055         051055           05105         Custom         051055           05105         051055         051055           05105         Custom         051055           ndw         Custom         051055           NDCHEK         Custom         051055	ANH 756 (13) 138         0032         20080319         20080324 oney         APFV         02399           ANH 756 (13) 38         0034         20080401         20080401 mimpson         APFV         02399           ANH 756 (13) 38         0034         20080412         20080101 mimpson         APFV         02399           ANH 756 (13) 38         0035         20080412         20080101 mimpson         APFV         02399           ANH 756 (13) 38         0036         20080512         20080510 mimpson         APFV         02399           ANH 756 (13) 38         0037         20080512         20080512 mimpson         APFV         02399           ANH 756 (13) 138         0039         20080512         20080512 mimpson         APFV         02399           ANH 756 (13) 138         0040         2008052         20080525 mimpson         APFV         02399           ANH 756 (13) 138         0040         2008052         2008072 mimpson         APFV         02399           ANH 756 (13) 138         0042         2008072         2008072 mimpson         APFV         02399           ANH 756 (13) 138         0043         20080802         2008072 mimpson         APFV         02399           ANH 756 (13) 138         0044         2	Correct Submit         Submit         Submit <th< th=""><th>rocess Li</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>_</th></th<>	rocess Li														_
Submit         Contract Id           TSUM         05105           DIAPi         061055           DiaPi         05105           text         05105           text         05105           text         05105           text         051055           text         051055           text         061055           text	d SI Pin Natr HAH 75-6 (S3) 138 0022 20080178 20080242 comay APPV 02399 HAH 75-6 (S3) 138 0034 20080402 20080403 cmay APRV 02399 HAH 75-6 (S3) 138 0034 20080415 20080161 mimispron APRV 02399 HAH 75-6 (S3) 138 0035 20080412 20080516 mimispron APRV 02399 HAH 75-6 (S3) 138 0037 2008052 20080512 mimispron APRV 02399 HAH 75-6 (S3) 138 0037 2008052 20080512 mimispron APRV 02399 HAH 75-6 (S3) 138 0037 2008052 20080512 mimispron APRV 02399 HAH 75-6 (S3) 138 0047 2008052 2008052 mimispron APRV 02399 HAH 75-6 (S3) 138 0047 2008052 2008052 mimispron APRV 02399 HAH 75-6 (S3) 138 0042 2008052 2008052 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008052 2008052 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008052 2008071 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008052 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008052 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008072 2008072 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008073 2008073 2008075 mimispron APRV 02399 HAH 75-6 (S3) 138 0044 2008073 2008075 2008075 mimispron APRV 02399 HAH 75-6 (S3) 138 0045 20080907 200808075 2008076 200808076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2008076 2	Submit         Contract Id         Fed SI Pin Nbr         Ext Nbr         Prd End D1         Gen D1         Gen D1         Gen D2         C2999           DIAR1         001055         IM-NH 756 (33) 138         0032         20080103         20080103         20090103         2099           Submit         001055         IM-NH 756 (33) 138         0032         20080402         20080403         2099         00105           Ionny         Custom         061055         IM-NH 756 (33) 138         0035         20080403         20080101         APRV         02999           Ionny         Custom         061055         IM-NH 756 (30) 138         0035         20080101         20080101         APRV         02999           Itext         Custom         061055         IM-NH 756 (30) 138         0037         20080152         20080514         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         20080161         2008	roces	Confirm Proce	ss Submission			×									
ISUM         051055           DIAR         051055           DIAR         051055           Donny         041065           totay         041055           TCH         04100           DERY         041055           DERY         04100           DERY         041000           DERY         0410000           DERY         0	ANH 756 (i3) 138       0032       20080319       20080324 onnay       APFIV       02999         ANH 756 (i3) 138       0034       20080402       20080403 onnay       APFIV       02999         ANH 756 (i3) 138       0034       20080412       20080141 mimpson       APFIV       02999         ANH 756 (i3) 138       0035       20080412       20080151 mimpson       APFIV       02999         ANH 756 (i3) 138       0035       20080514       20080151 mimpson       APFIV       02999         ANH 756 (i3) 138       0037       20080528       20080528       20080514       0009151 mimpson         ANH 756 (i3) 138       0038       2008051       20080528       20080528 onnineton       APFIV       02999         ANH 756 (i3) 138       0040       2008053       2008053 onnineton       APFIV       02999         ANH 756 (i3) 138       0041       20080729       20080721 mimpson       APFIV       02999         ANH 756 (i3) 138       0042       20080722       20080722 mimpson       APFIV       02999         ANH 756 (i3) 138       0043       20080722       20080722 mimpson       APFIV       02999         ANH 756 (i3) 138       0044       20080922       20080922       00999       00999 <th>Submit         Submit         Constantion         Constantion         Constantion           DIAPY         Currorm         061055         IM-NH 75 (6)3138         0033         20000324 (mail)         APRV         02999           tot         061055         IM-NH 75 (6)3138         0034         200001400         200001400         02999           tot         061055         IM-NH 75 (6)3138         0035         20000140         02000140         02999           tot         061055         IM-NH 75 (6)3138         0035         20000154         02000024 (mail)         02999           tot         061055         IM-NH 75 (6)3138         0035         20000164         20000156         02999           tot         061055         IM-NH 75 (6)3138         0035         20000162         20000025         02000157         02999           tot         061055         IM-NH 75 (6)3138         0037         20000025         02000016         02999           TSV         Currorm         061055         IM-NH 75 (6)3138         0038         20000011         0000016         02999           TSV         Currorm         061055         IM-NH 75 (6)3138         0041         20000025         00000017         02999</th> <th>JIT MK</th> <th></th> <th>🚢 Select Subs</th> <th>et</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>×</th> <th></th> <th></th> <th></th> <th></th>	Submit         Submit         Constantion         Constantion         Constantion           DIAPY         Currorm         061055         IM-NH 75 (6)3138         0033         20000324 (mail)         APRV         02999           tot         061055         IM-NH 75 (6)3138         0034         200001400         200001400         02999           tot         061055         IM-NH 75 (6)3138         0035         20000140         02000140         02999           tot         061055         IM-NH 75 (6)3138         0035         20000154         02000024 (mail)         02999           tot         061055         IM-NH 75 (6)3138         0035         20000164         20000156         02999           tot         061055         IM-NH 75 (6)3138         0035         20000162         20000025         02000157         02999           tot         061055         IM-NH 75 (6)3138         0037         20000025         02000016         02999           TSV         Currorm         061055         IM-NH 75 (6)3138         0038         20000011         0000016         02999           TSV         Currorm         061055         IM-NH 75 (6)3138         0041         20000025         00000017         02999	JIT MK		🚢 Select Subs	et							×				
DIARY         05105           Currorm         051055           Octorer         051055           Ordy         Currorm         051055           TACH         Currorm         051055           TACH         Currorm         051055           TACH         Currorm         051055           STNVD         Currorm         051055           STNVD         Currorm         051055           Alge Currorm         051055           STNVD         Currorm         051055           all         Currorm         051055           ALEST         Currorm         051055           NDCHEK         Currorm         051055           THEMS         Currorm         051055	ANH 756 [13] 138       0033       20080402       20080403 cmay       APFV       02999         ANH 756 [13] 138       0034       20080418       20080416       mimpson       APFV       02999         ANH 756 [13] 138       0035       20080514       20080516       mimpson       APFV       02999         ANH 756 [13] 138       0036       20080514       20080516       mimpson       APFV       02999         ANH 756 [13] 138       0036       20080512       20080518       mimpson       APFV       02999         ANH 756 [13] 138       0039       20080528       20080528       mimpson       APFV       02999         ANH 756 [13] 138       0049       20080528       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0040       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0041       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0042       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0042       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0042       20080703 cmahr       APFV       02999         ANH 756 [13] 138       0042       200807	Otacian         Initial Top (2) 13         Octoc 2000         Initial Top (2) 13         Octoc 2000403         Octoc 2	)	Submit	Contract Id	Fed St Prj Nbr	Est Nbr	Prd End Dt	Gen Dt	Gen By	Est Status	Vend Ic					
Cutrom         061055           ordy         Cutom         051055           text         Cutom         051055           text         Cutom         051055           TCSV         Cutom         051055           TCSV         Cutom         051055           STNVD         Cutom         051055           dwr         Cutom         051055           dwr         Cutom         051055           dLEST         Cutom         051055           NDCHEK         Cutom         051055           TITEMS         Cutom         051055	ANH 756 (13) 138       0034       20080118       20080118       minippion       APRV       02399         ANH 756 (13) 138       0035       20080124       20080151       minippion       APRV       02399         ANH 756 (13) 138       0036       20080151       20080128       minippion       APRV       02399         ANH 756 (13) 138       0037       20080151       20080151       20080152       minippion       APRV       02399         ANH 756 (13) 138       0039       20080152       20080152       minippion       APRV       02399         ANH 756 (13) 138       0040       20080152       20080152       20080152       20080152         ANH 756 (13) 138       0040       20080152       20080153       20080154       20080154         ANH 756 (13) 138       0041       20080152       20080153       20080173       minippion         ANH 756 (13) 138       0042       20080172       20080173       minippion       APRV       02399         ANH 756 (15) 138       0043       20080172       20080174       APRV       02399         ANH 756 (15) 138       0044       20080172       200801751       APRV       02399         ANH 756 (15) 138       0045       20080	Cuttom         061055         MAHY 75 (53) 130         0034         20080416         20080418         APRV         0299           only         Cuttom         061055         MAHY 75 (63) 138         0034         20080511         mimpson         APRV         0299           text         Cuttom         061055         MAHY 75 (63) 138         0036         20080511         mimpson         APRV         0299           text         Cuttom         061055         MAHY 75 (63) 138         0036         20080512         mimpson         APRV         0299           BPAY         Cuttom         061055         MAHY 75 (63) 138         0037         20080528         20080528         20080514         20080515           BPAY         Cuttom         061055         MAHY 75 (63) 138         0039         20080528         20080528         20080529         2099           TSVN_D         Cuttom         061055         MAHY 75 (63) 138         0040         20080628         2008073         2099          2008073         2008073         2099          0407         2299          0407         20080723         20080723         20080723         20080723         20080723         20080723         20080724         20080711	TSUM	22-51111	061055	IM-NH 75-6 (93) 138	0032	20080319	20080324	omay	APRV	02999					
only         Custom         061055           text         Custom         061055           ACH         Custom         061055           BPAY         Custom         061055           SPAY         Custom         061055           STMVD         Custom         061055           al         Custom         061055           ALEST         Custom         061055           DECHEK         Custom         061055           TITEMS         Custom         061055	ANH 756 [13] 138       0035       2008043       20080516 mimpton       APFV       02999         ANH 756 [13] 138       0036       20080516       20080516 mimpton       APFV       02999         ANH 756 [13] 138       0038       20080517       20080516 mimpton       APFV       02999         ANH 756 [13] 138       0038       20080512       20080528       20080528 mimpton       APFV       02999         ANH 756 [13] 138       0049       2008052       20080529 mimpton       APFV       02999         ANH 756 [13] 138       0044       2008072       20080520 mimpton       APFV       02999         ANH 756 [13] 138       0044       2008072       2008072 mimpton       APFV       02999         ANH 756 [13] 138       0044       2008072       2008072 mimpton       APFV       02999         ANH 756 [13] 138       0044       2008082       20080808       20080802       20080809       20080805       2008074       02999         ANH 756 [13] 138       0044       2008082       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805	Ordy         Curitom         061055         IM-NH 75-6 (33) 138         00.35         20080433         20080510 minimpion         APRV         02399           ext         Curitom         061055         IM-NH 75-6 (33) 138         00.35         20080514         20080516 minimpion         APRV         02399           3FAV         Curitom         061055         IM-NH 75-6 (33) 138         00.33         20080625 minimpion         APRV         02399           3FAV         Curitom         061055         IM-NH 75-6 (33) 138         00.33         20080625 minimpion         APRV         02399           STNVD         Curitom         061055         IM-NH 75-6 (33) 138         00.33         20080723 minimpion         APRV         02399           STNVD         Curitom         061055         IM-NH 75-6 (33) 138         00.41         20080723 minimpion         APRV         02399           al         Curitom         061055         IM-NH 75-6 (33) 138         00.42         20080723 minimpion         APRV         02399           aLEST         Curitom         061055         IM-NH 75-6 (33) 138         00.44         200808025 minimpion         APRV         02399           OLTEK         Curitom         061055         IM-NH 75-6 (33) 138         00.44	DIARY		061055	IM-NH 75-6 (93) 138	0033	20080402	20080403	omay	APRV	02999					
ext         Custom         061055           FACH         Custom         051055           SPAY         Custom         051055           STNVD         Custom         061055           STNVD         Custom         061055           Alge         Custom         061055           STNVD         Custom         061055           Alge         Custom         061055           ALEST         Custom         061055           NDCHEK         Custom         061055           DG1055         Custom         061055	ANH 75-6 (19) 138       0036       20080514       20080518       mimpson       APRV       02399         ANH 75-6 (19) 138       0037       20080528       20080513       mimpson       APRV       02399         ANH 75-6 (19) 138       0039       20080513       mimpson       APRV       02399         ANH 75-6 (19) 138       0039       20080528       20080528       20080528       20080528         ANH 75-6 (19) 138       0040       20080738       20080711       mimpson       APRV       02399         ANH 75-6 (19) 138       0040       20080738       20080711       mimpson       APRV       02399         ANH 75-6 (19) 138       0042       20080718       mimpson       APRV       02399         ANH 75-6 (19) 138       0043       20080702       20080728       mimpson       APRV       02399         ANH 75-6 (19) 138       0044       2008082       20080808       mimpson       APRV       02399         ANH 75-6 (19) 138       0044       2008082       20080808       mimpson       APRV       02399         ANH 75-6 (19) 138       0045       200808051       200808051       20080805       20080805       20080805       20080805       20080805       200808051	ext         Custom         061055         M-NH 75-6 (33) 138         0036         20080516         20080516         M2PK         02393           FACH         Custom         061055         M-NH 75-6 (33) 138         0037         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080528         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080928         20080928         20080928         20080928		Lustom	061055	IM-NH 75-6 (93) 138	0034	20080416	20080418	msimpson	APRV	02999					
TACH         Curitom         061055           BPAY         Curitom         061055           TCSV         Curitom         061055           STINUD         Curitom         061055           oder         Curitom         061055           oder         Curitom         061055           oder         Curitom         061055           NdLEST         Curitom         061055           NDCHEK         Curitom         061055           TITEMS         Curitom         061055	ANH 75-6 (is) 138       0037       20080528       20080528       miniption       APRV       02399         ANH 75-6 (is) 138       0039       20080511       20080513       miniption       APRV       02399         ANH 75-6 (is) 138       0039       20080522       20080525       200805200       APRV       02399         ANH 75-6 (is) 138       0040       20080725       20080725 miniption       APRV       02399         ANH 75-6 (is) 138       0041       2008072       20080723 miniption       APRV       02399         ANH 75-6 (is) 138       0042       20080722       20080725 miniption       APRV       02399         ANH 75-6 (is) 138       0044       20080725 miniption       APRV       02399         ANH 75-6 (is) 138       0044       20080820       200808026 miniption       APRV       02399         ANH 75-6 (is) 138       0044       20080820       200808026 miniption       APRV       02399         ANH 75-6 (is) 138       0045       200808032       200808026 miniption       APRV       02399         ANH 75-6 (is) 138       0016       20070112       20070112       VAPR       02399       V         ANH 75-6 (is) 138       0016       200701112       20070112	TACH         Curitom         061055         IM-NH 75-6 (33) 138         0037         20080528         20080528         mimpson         APRV         02393           BPAY         Curitom         061055         IM-NH 75-6 (33) 138         0039         20080621         20080628         Mimpson         APRV         02393           TCSV         Curitom         061055         IM-NH 75-6 (33) 138         0039         20080627         20080628         mimpson         APRV         02393           TCSV         Curitom         061055         IM-NH 75-6 (33) 138         0040         2008073         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080728         20080708         20080708	only	Custom	061055	IM-NH 75-6 (93) 138	0035	20080430	20080501	msimpson	APRV	02999					
BPAY         Curtom         051055           TCSV         Curtom         061055           STNVD         Curtom         051055           adv         Curtom         061055           all         Curtom         061055           ALEST         Curtom         061055           DOLHEK         Curtom         061055           TITEMS         Curtom         061055	ANH 756 [13] 138       0038       20080611       20080613       mimption       APRV       02999         ANH 756 [13] 38       0040       2008632       2008073 panelf       APRV       02999         ANH 756 [13] 38       0041       2008073       2008073 panelf       APRV       02999         ANH 756 [13] 38       0042       2008073       2008073 panelf       APRV       02999         ANH 756 [13] 38       0042       2008072       2008072 mimption       APRV       02999         ANH 756 [13] 38       0043       2008082       20080808 mimption       APRV       02999         ANH 756 [13] 138       0044       2008082       20080808 mimption       APRV       02999         ANH 756 [13] 138       0044       2008082       20080808 mimption       APRV       02999         ANH 756 [13] 138       0045       20080808       20080808       20080808       20080808       20080808       20080808         ANH 756 [13] 138       0044       20080808       20080808       20080808       20080808       20080808       20080808         ANH 756 [13] 138       0045       20080807       200808078       20080701       Q0870112       Q0870112       Q0870112       Q0870112       Q0870112	BPAY         Custom         051055         IM-NH 75 (33) 138         0038         20080611         20080625         MAPK         02393           TCSV         Custom         051055         IM-NH 75 (33) 138         0038         20080625         20080625         0208073         02393           STNVD         Custom         051055         IM-NH 75 (53) 138         0041         2008073         0208073         02093           vidw         Custom         051055         IM-NH 75 (53) 138         0041         2008073         0208073         0208073           al         Custom         051055         IM-NH 75 (53) 138         0042         2008072         02080726         0208073           ALEST         Custom         051055         IM-NH 75 (53) 138         0042         2008072         02080726         0208070           DCHEK         Custom         051055         IM-NH 75 (53) 138         0044         20080802         0008082         02089907         022999           MELST         Custom         051055         IM-NH 75 (53) 138         0044         0208902         02089070         APRV         02299         02099           TITEMS         Custom         051055         IM-NH 75 (63) 138         0045         200890	text	Custom	061055	IM-NH 75-6 (93) 138	0036	20080514	20080516	msimpson	APRV	02999					
Cost         Custom         061055           STNVD         Custom         061055           odd         Custom         061055           radi         Custom         061055           ALEST         Custom         061055           NDCHEK         Custom         061055           TITEMS         Custom         061055	ANH 75-6 (IS) 138       0039       20080625       20080626       20080626       20080726         ANH 75-6 (IS) 138       0041       20080703       20080701       APRV       02999         ANH 75-6 (IS) 138       0042       20080702       2008071       mimpson       APRV       02999         ANH 75-6 (IS) 138       0042       2008072       20080725       mimpson       APRV       02999         ANH 75-6 (IS) 138       0043       20080802       20080808       mimpson       APRV       02999         ANH 75-6 (IS) 138       0044       20080822       20080802       mimpson       APRV       02999         ANH 75-6 (IS) 138       0044       20080822       20080802       mimpson       APRV       02999         ANH 75-6 (IS) 138       0045       20080803       20080703       APRV       02999         ANH 75-6 (IS) 138       0045       2008071       2008071       2008071       0208071       020897         ANH 75-6 (IS) 138       0045       2008073       2008073       2008073       2008074       APRV       02999         ANH 75-6 (IS) 138       0045       2008073       2008073       2008074       APRV       02999         ANH 75-6 (IS) 138	Construction         OpenDesity         OpenD	TACH	Custom	061055	IM-NH 75-6 (93) 138	0037	20080528	20080529	msimpson	APRV	02999					
Custom         061055           ndw         Custom         061055           ndw         Custom         061055           val         Custom         061055           VALEST         Custom         061055           NDCHEK         Custom         061055           XTITEMS         Custom         061055	ANH 75-6 (is) 138       0040       20080703       20080703       iconier       APRV       02399         ANH 75-6 (is) 138       0041       20080702       20080724       20080724       20080725         ANH 75-6 (is) 138       0042       20080725       20080725       20080725       20080725         ANH 75-6 (is) 138       0044       20080725       20080725       20080725       20080725         ANH 75-6 (is) 138       0044       20080805       20080805       20080805       20080725         ANH 75-6 (is) 138       0044       20080925       20080925       APRV       02399         ANH 75-6 (is) 138       0045       200809053       200809053       Consologet mainpoon       APRV       02399         ANH 75-6 (is) 138       0001       20070112       APRV       02399          ANH 75-6 (is) 138       0001       20070112       APRV       02399	Curstantine         Control         Contro         Control         Control	IBPAY	Custom	061055	IM-NH 75-6 (93) 138	0038	20080611	20080613	msimpson	APRV	02999					
STI-WO         Cutotini         061055           wall         Custom         061055           NALEST         Custom         061055           JNDCHEK         Custom         061055           ATITEMS         Custom         061055	ANH 75-6 (33) 138       0041       20080703       20080711       mimption       APRV       02999         ANH 75-6 (93) 38       0042       20080723       20080725       20080724       00997         ANH 75-6 (93) 38       0043       20080725       20080726       20080726       002999         ANH 75-6 (93) 138       0044       20080802       20080806       20080807       002999         ANH 75-6 (93) 138       0044       20080802       20080805       20080805       20080805       20080805         ANH 75-6 (93) 138       0044       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805       20080805<	Laiteani Laiteani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani Valiani V	STCSV	Custom	061055	IM-NH 75-6 (93) 138	0039	20080625	20080626	msimpson	APRV	02999					
wall         Custom         061055           wall         Custom         061055           NALEST         Custom         061055           INDCHEK         Custom         061055           ATITEMS         Custom         061055	ANH 75-6 (IS) 138 0042 20080723 20080725 minippon APRV 02999 ANH 75-6 (IS) 138 0043 2008806 20088026 minippon APRV 02999 ANH 75-6 (IS) 138 0044 20080822 20080822 minippon APRV 02999 ANH 75-6 (IS) 138 0045 2008093 20089052 minippon APRV 02999 ANH 75-6 (IS) 138 0045 20080912 (Isoander APRV 02999 ANH 75-6 (IS) 138 0001 20070110 20070112 (Isoander APRV 02999 ANH 75-6 (IS) 138 0001 20070110 20070112 (Isoander APRV 02999	Num         Custom         Op1055         IM-NH 75-6 (93) 138         0042         200800723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723	LSTNWD	Custom	061055	IM-NH 75-6 (93) 138	0040	20080630									
well         Custom         061055           VALEST         Custom         061055           NDDCHEK         Custom         061055           ATITEMS         Custom         061055	ANH 75-6 (IS) 138 0043 20080806 20080802 minipson APRV 02999 ANH 75-6 (IS) 138 0045 20088022 20089035 jacuher APRV 02999 ANH 75-6 (IS) 138 0045 20080903 20089035 jacuher APRV 02999 ANH 75-6 (IS) 138 0045 20080903 20089035 jacuher APRV 02999 ANH 75-6 (IS) 138 0045 2008131 20089131 jacuher INAP	rail         Custom         O61055         IM-NH 75-6(3)138         0042         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723         20080723 <th< td=""><td>ndwr</td><td>Custom</td><td>061055</td><td>IM-NH 75-6 (93) 138</td><td>0041</td><td>20080709</td><td>20080711</td><td>msimpson</td><td>APRV</td><td>02999</td><td></td><td></td><td></td><td></td><td></td></th<>	ndwr	Custom	061055	IM-NH 75-6 (93) 138	0041	20080709	20080711	msimpson	APRV	02999					
VALLS1 Custom 061055 INDCHEK Custom 061055 ATITEMS Custom 061055	ANH 75-6 (33) 138 0044 20060822 20060822 minipson APRV 02399 ANH 75-6 (33) 38 0045 20060903 2006905 jcanlar MAPRV 02399 ANH 75-6 (33) 138 0045 2006917 2008918 jcanlar MAPRV 02399 ANH 75-6 (33) 138 0045 20070110 20070112 (tlancast APRV 02399	VALES 1 Custom 061055 IM-NH 75-6 (33) 138 0044 20080822 20080822 mainpaon APRV 02993 NDCHEK Custom 061055 IM-NH 75-6 (33) 138 0045 20080805 janaler APRV 02993 ATITEMS Custom 061055 IM-NH 75-6 (33) 138 0045 2008010 2009010 janaler INAP 02993 061055 IM-NH 75-6 (33) 138 0001 2007011 2007011 200901 janaler INAP 02993 061055 IM-NH 75-6 (33) 138 0001 2007011 2007011 200901 janaler INAP	al	Custom	061055	IM-NH 75-6 (93) 138	0042	20080723	20080725	msimpson	APRV	02999					
JNDCHEK Custom 061055 ATITEMS Custom 061055 061055	ANH 75-6 (33) 138 0045 20080903 20080905 jcanler APRV 02399 ANH 75-6 (33) 138 0045 20080917 20080919 jcanler INAP 02399 ANH 75-6 (33) 138 0001 20070110 20070112 (tisncast APRV 02399 ↓	JNDCHEK, Custom U61/055 IM-NH 75-6 (19) 138 0044 20080622 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 200806302 20080602 20080602 20080002 20080002 20080000000000	NALEST	Custom	061055	IM-NH 75-6 (93) 138	0043	20080806	20080808	msimpson							
ATITEMS Custom 061055 061055	ANH 75-6 (33) 138 0045 20060917 20060919 jcanler INAP 02999 4NH 75-6 (33) 138 0001 20070110 20070112 tilencest (APRV 02999 ↓	ATITEMS Custom 061055 (M-NH 75-6 (93) 138 0045 200080403 200080405)=enile APPV 02399 061055 (M-NH 75-6 (93) 138 0001 20008016)=enile (NHAP 02399 061055 (M-NH 75-6 (93) 138 0001 20070110 20070112(tlancast APRV 02399 4			061055	IM-NH 75-6 (93) 138	0044	20080822	20080822	msimpson	APRV	02999					
061055	ANH 75 6 (33) 138 0001 20070110 20070112(tencest APRV 02339	061055   M-NH 75-6 (93) 138 0045 20080917 20080919 panler   NAP 02399 061055   M-NH 75-6 (93) 138 0001 20070110 20070112 (tlancast APRV 02399 ↓ ↓				IM-NH 75-6 (93) 138	0045	20080903	20080905	icanler	APRV	02999					
061055			ATTENS	Custom	061055	IM-NH 75-6 (93) 138	0046	20080917	20080919	icanler							
4	OK Cancel	OK Cancel			061055	IM-NH 75-6 (93) 138	0001	20070110	20070112	tlancast	APRV	02999	Ŧ				
	OK Cancel	OK Cancel			•							E					
	UK Cancei					Γ	OF						_				
						L	UK		icei								

### Step 9: Click Submit

🚢 AASHTO Site	Manager	
File Services V	Window Help	
🛛 🎟 👫 🗣 🕯	2 🖆 🚿	
🚢 Process Lis	t	
Proces	Confirm Process Sub	mission
MAJITMK WD ESTSUM	Submit P	arameters <u>Subset</u>
KYDIARY cat		Proj. Pay items by Lategory with Major It
catonly	Custom	contid/project/category
cattext	Custom	category for PDA & Payroll
ATTACH	Custom	Attachment Report
SUBPAY	Custom	Subcontract Payments
ESTCSV	Custom	Estimate Summary CSV by ContID
MLSTNWD	Custom	MILESTONE WORK DAY REPORT
and the	Custom	

Step 10: Click OK to both pop up messages

AASHTO Site Services	emanager Window Help	
II 📔 🗣 🖞		
Process Lis		
	rc Confirm Process St <u>S</u> ubmit	Parameters Subset Cancel
		Proj. Pautrems nuttarenoru wiro Maior Ir
catonly	Custom	Contix Client Job Monitor
cattext	Custom	catec
ATTACH	Custom	Attac Process ESTSUM5D submitted.
SUBPAY	Custom	Subc
ESTCSV	Custom	
MLSTNWD	Custom	MILESTUNE WURK DAY REPURT
condwr	Custom	Item Quantites from DWR n CS DP5 Status Monitor
dwrall	Custom	DWR ALL KYTC USE ONLY!
FINALEST	Custom	FINAL ESTIMATE DATA SHEE (1) Profile ESTSUM5D for process ESTSUM5 has completed
FUNDCHEK	Custom	Report to check funding lines
	Custom	BID ITEMS WITH PROJECT LI

Step 11: Click process status under the services menu

Services W Process S Run Proce Process List	ess 🚽 🚽		
Process ID	Process Type	Process Description	-
MAJITMKY	Custom	Major Item MAJITMKY template	
WD	Custom	Work Day	
ESTSUM5	Custom	Estimate Summary for Contractor ESTSUM5 Template	
KYDIARY	Custom	Diary report	
cat	Custom	Proj. Pay Items by Category with Major It	
catonly	Custom	contid/project/category	
cattext	Custom	category for PDA & Payroll	
ATTACH	Custom	Attachment Report	
SUBPAY	Custom	Subcontract Payments	
ESTCSV	Custom	Estimate Summary CSV by ContID	
MLSTNWD	Custom	MILESTONE WORK DAY REPORT	
condwr	Custom	Item Quantites from DWR in CSV format APPROVED	
dwrall	Custom	DWR ALL KYTC USE ONLY!	

### **Step 12:** Find the process and double click

Process Status Regular Scheduled					
Process Name	Status	Date Submitted	Queue Time	Start Time	End Tim
FCID	Completed	9/18/2008	11:19 am	11:19 am	11:19 am
CHORA	Completed	9/19/2008	12:52 pm	12:52 pm	12:52 pm
CHORB	Completed	9/19/2008	12:58 pm	12:58 pm	12:58 pm
CHORC	Completed	9/19/2008	01:00 pm	01:00 pm	01:00 pm
CHORD	Completed	9/19/2008	01:02 pm	01:02 pm	01:02 pm
KYDIARYA	Completed	9/22/2008	10:49 am	10:49 am	10:50 am
KYDIARYB	Completed	9/22/2008	10:55 am	10:55 am	10:57 am
CHORC	Completed	9/22/2008	02:37 pm	02:37 pm	02:37 pm
ESTSUM5D	Completed	9/22/2008	03:38 pm	03:38 pm	03:39 pm

Step 13: Double Click Output.html

		I	Show system files
Size	Date	Time	
	456588 9/22/2008	15:39:02	
	0 9/22/2008	15:38:46	
	862 9/22/2008	15:39:02	
	2085 9/22/2008	15:38:42	
	2085 9/22/2008	15:38:42	
	Size	456588 9/22/2008 0 9/22/2008 862 9/22/2008	456588         9/22/2008         15:39:02           0         9/22/2008         15:38:46           862         9/22/2008         15:39:02

### **Step 14: Review and Print the Estimate**

061055 - 0046 09/22/20	08 - Microsoft Internet Explorer					_ 8
File Edit View Favorites	: Taols Help					1
🕞 Back 🔻 🕥 👻 🚺	🖹 🏠 🔎 Search 🤺 Favorites   🔗	🍃 🗷 • 🛄 💽 🎉 🕴	8			
ddress 🕘 C:\Documents and	l Settings\mills\Locel Settings\Temp\cpyGD5.htm					💌 🔁 Go 🛛 Link
Google G-	💽 Go 🕂 🍏 😫 👻 🏠 Bookmarks 🛛 👰 636 blo	cked 🛛 🏘 Check 👻 🚳 Autobiek	👻 🔚 Auto Fil 🍙 Send to 👻 🖉	ŷ		<ul> <li>Setting</li> </ul>
Estimate for: 061055 N	o. 0046				Pr	int Date:09/22/2008
		COMMONWEALT	H OF KENTUCKY			
		TRANSPORTAT	ION CABINET			
Contract ID District Office	061055 LEXINGTON (07314) Empson, Matthew P., P.E.	Estimate Number	0046		Estimate Type	PROGRESS
Contractor	CENTRAL ROCK /V NALLY & GESON PO BOX 4277 LEXINGTON , KY , 40544		ADDR SN 2 VC Code VCC	0000132736		
Pay Period Data di mumuni 4	09/04/2008 TO 09/17/2008					
Date Approved Frimary Proj Number	DE105007506W21					
Froject No.	IM-NH 75-6 (93) 138					
Primary County	SCOTT					
Name of Road Description	LEXINGTON-COVINGTON ROAD (1-75) 1-75 FROM SOUTH OF POKEBERRY ROAD 138 500 T	O GEANT COLUMNS IN ME ME 14	1 220			
Contract Type	GRADE & DRAIN WITH ASPHALT SURFACE	O DRAMT CODM IT EINEME 14	3.239			
Date Let	11/17/2006		Formal Acceptance			
Date Awarded Date Contract Recuted	11/22/2006 11/22/2006		Date Work Began Open To Traffic			11/29/2006
Date NTP Issued	11/29/2006		A rtual Completion Date			
Current Contract Amount Original Amount	\$51,171,308.63 \$49.880,219.04	Total Farmings		Total to Date \$39.894.761.77	Prev to Date \$39,586,092,35	This Estimate \$308,669,42
Percent Complete	545,280,215.04 77.96	Stockpiled Materi	ala	\$-0.01	\$93.090.51	\$.93,090,52
Funds Available	\$11,278,046.87	Gross Earnings		\$39,894,761.76	\$39,679,182.86	\$215,578.90
Total Change Orders	\$1,291,089.59	Other Adjustment	8	\$-1,500.00	\$-1,500.00	\$0.00
		TOTAL		\$39,893,261.76	\$39,677,682.86	\$21 <i>5,</i> 578.90
Contract.Id 0610 Estimate Nbr 004d		Change Orde	r Summary	County Project Number	SCOTT IM-NH 75-6 (93) 138	
	TRAL ROCK JV NALLY & CHESON			Period	09/04/2002 TO 09/17/2	

### SITEMANAGER GUIDANCE/PROCEDURE ON USE OF

### **MATERIAL DEFICIENCY REMARK ON DAILY WORK REPORT**

The *Material Deficiency* remark on a Sitemanager Daily Work Report should be used to document any problems associated with sampling, testing, or delivered materials to be used on Highway Construction projects. These problems may include, but are not limited to the following:

- 1. Project material samples are not taken according to proper sampling frequencies.
- 2. Project material tests are not performed according to proper testing frequencies.
- 3. A material is found to be Out of Spec, but is allowed to be incorporated into project.
- 4. Materials are delivered to the project arrive damaged, without proper documentation, missing proper identifying markings, etc.

The remark should give a full and detailed explanation of the issue that occurred on site and should list material name, project line item, and location on project. Any other pertinent information should also be included so as to accurately document deficiency.

### **EXAMPLES**

- Permanent striping placed on project station 100+00 to 150+00. No paint sample was taken as striping was completed while I was inspecting Asphalt surface placement at station 307+00. Stripers had left project before I could return to area in question. Striping passes visual inspection. I was the only inspector on site this date.
- Required Nuclear Density test not performed on third lift of soil embankment at station 273+98. I was the only inspector on site this date and fill was being placed at the same time as Concrete for Pier 1 of bridge at Station 405+07. Density tests before and after this test had passing density and moisture results and material appeared to have adequate compaction upon visual inspection.
- Concrete Class-A accepted without Entrained air test results. 4.5 CY was received to be used on sidewalk ramp at station 155+27 RT. Seal on meter broke as test was being performed and concrete was accepted on a visual basis.
- Received notification from Division of Materials that Sample of Geotextile fabric used to wrap pipe backfill, station 173+00 placed 3/19/2009, had failed physical testing requirements.

- Shipment of Reinforced concrete pipe from Quality Pipe Company arrived on site without proper certifications. It was also determined that 3 pieces of 36" pipe were damaged. Damaged pipe was marked by inspector for removal from site. Supplier to fax all appropriate paperwork to Section Engineers office before material is used on project.