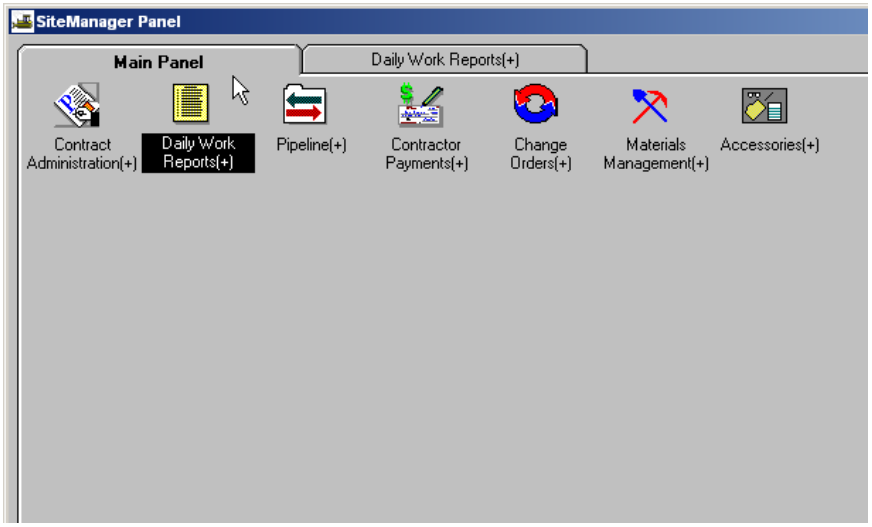
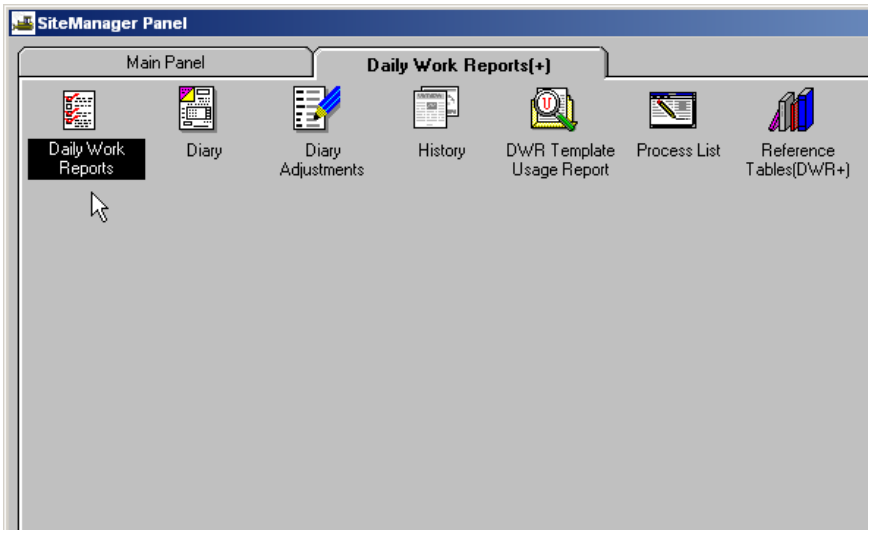
HOW TO COMPLETE A DAILY WORK REPORT

LOGIN TO SITEMANAGER IN THE INSPECTOR USER GROUP

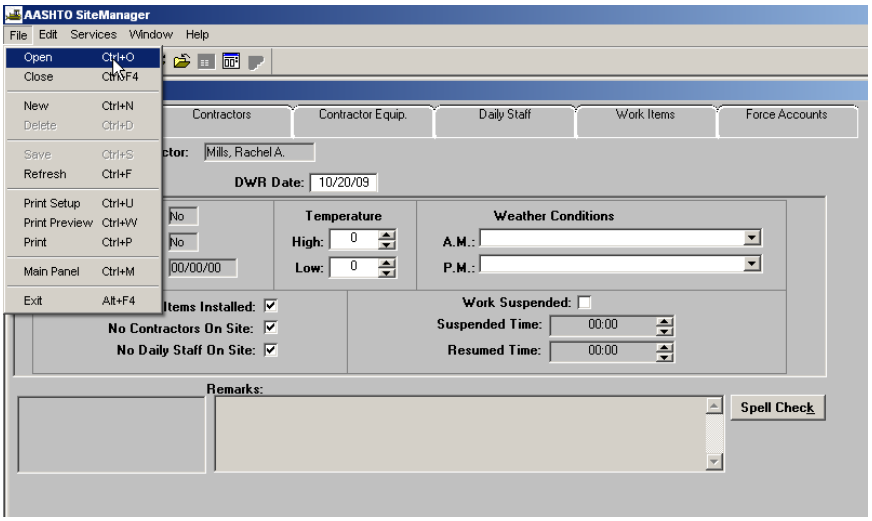
STEP 1: DOUBLE CLICK DAILY WORK REPORTS ICON



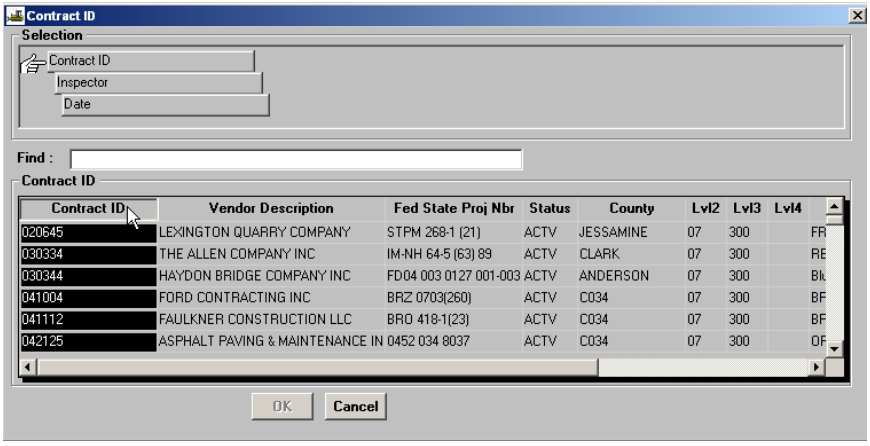
STEP 2: DOUBLE CLICK DAILY WORK REPORTS ICON



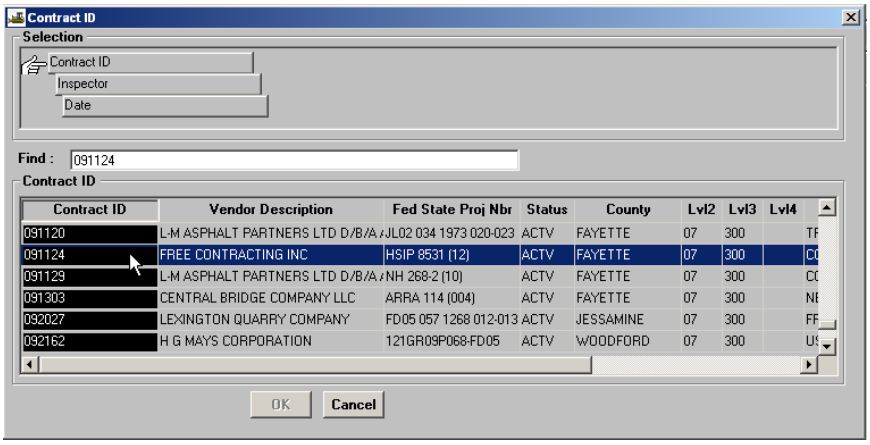
STEP 3: GO TO FILE AND CLICK OPEN OR CLICK THE OPEN FOLDER ON THE BUTTON BAR



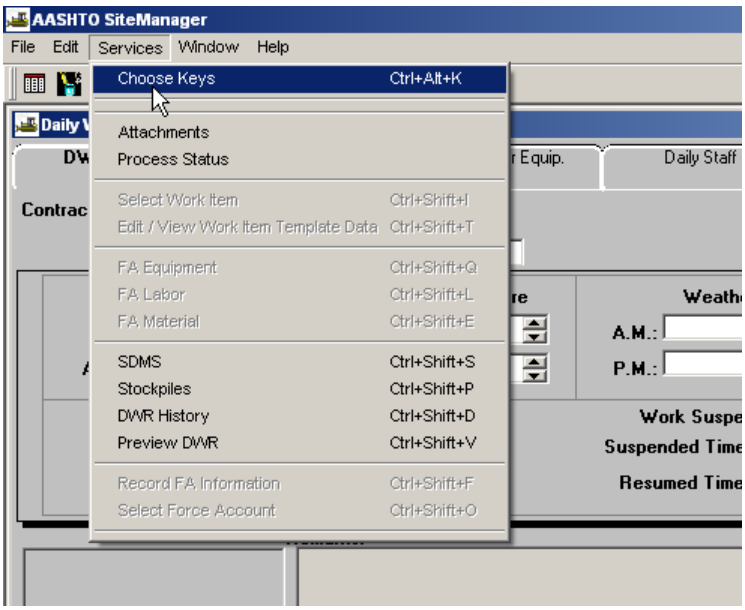
STEP 4: PLACE THE CURSOR IN THE CONTRACT ID COLUMN AND CLICK TO HIGHLIGHT, THEN TYPE THE CONTRACT ID NUMBER IN THE FIND FIELD



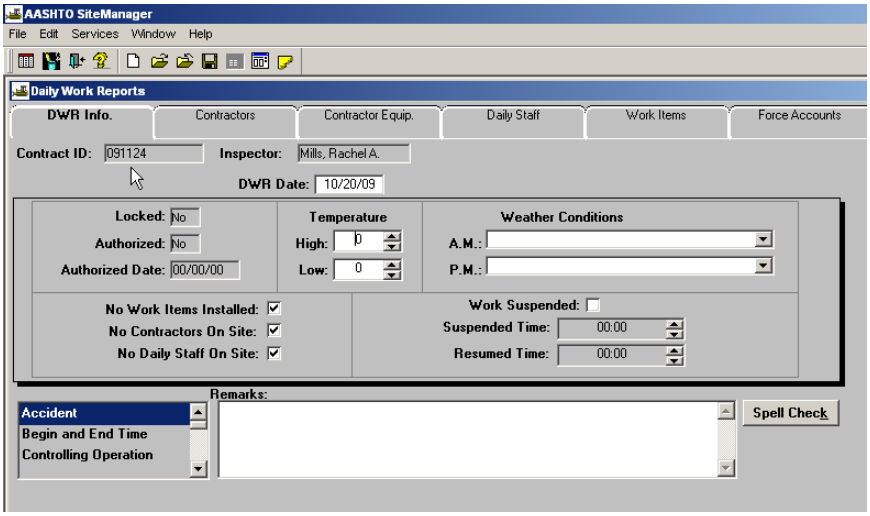
STEP 5: THIS WILL BRING UP THE CONTRACT THAT YOU ARE LOOKING FOR, NOW DOUBLE CLICK ON THE CONTRACT.



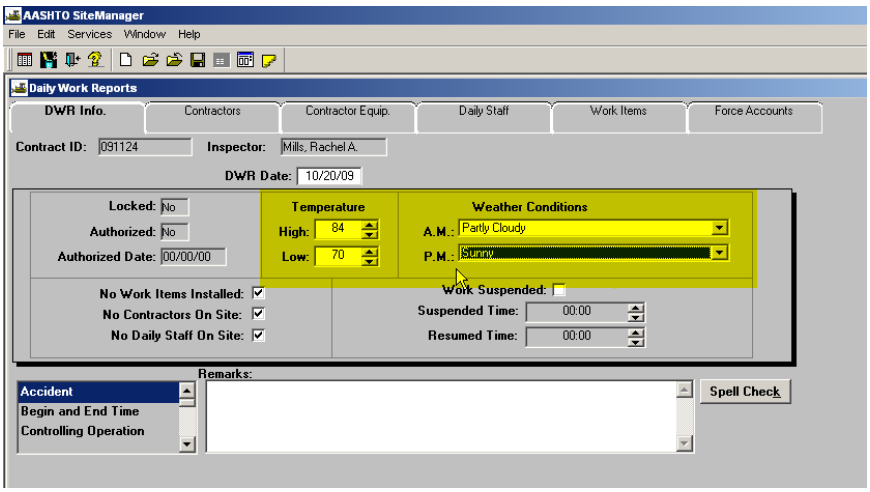
STEP 5a: IF YOU HAVE NEVER COMPLETED A DAILY WORK REPORT ON A PROJECT, YOU MUST GO TO SERVICES AND SELECT THE CHOOSE KEYS OPTION.



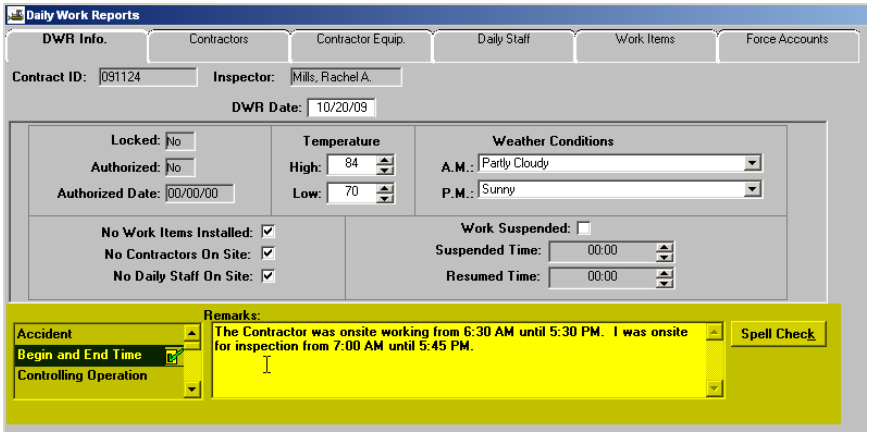
STEP 6: EXAMPLE OF A DAILY WORK REPORT AS IT WILL LOOK IN SITEMANAGER WHEN IT IS FIRT OPENED.



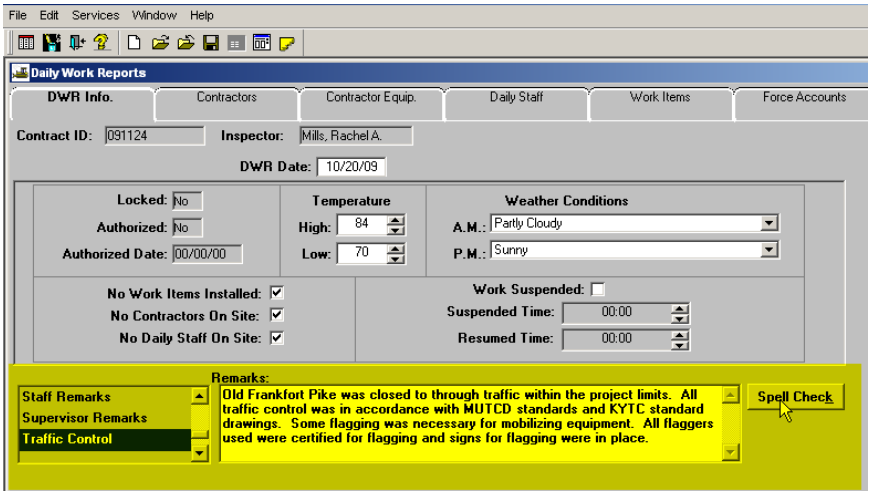
STEP 7: ENTER BOTH THE HIGH AND LOW TEMPERATURE FOR THE DAY AND THE WEATHER CONDITIONS FOR THE AM AND PM.



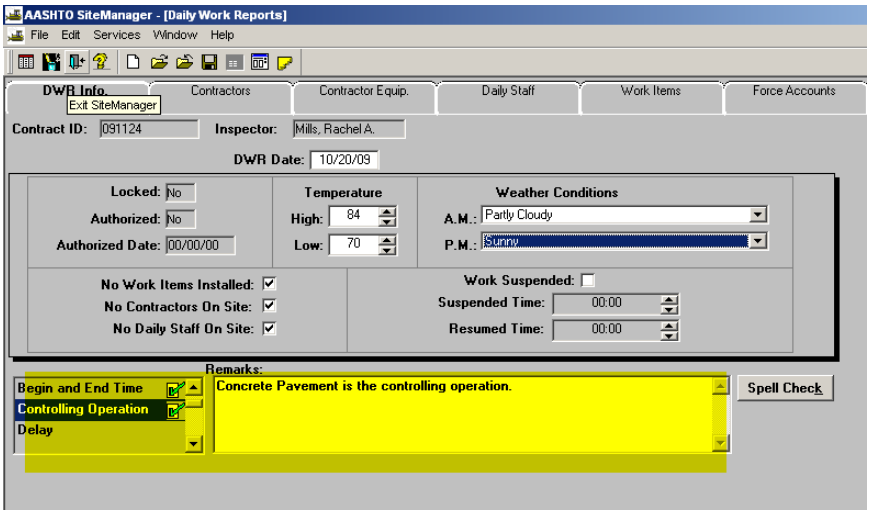
STEP 8: ENTER THE TIME THAT THE CONTRACTOR STARTED WORK ON THE PROJECT AND THE TIME THAT THE CONTRACTOR STOPPED WORKING ON THE PROJECT. ENTER THE TIME THAT YOU(THE INSPECTOR) WAS ON THE PROJECT.



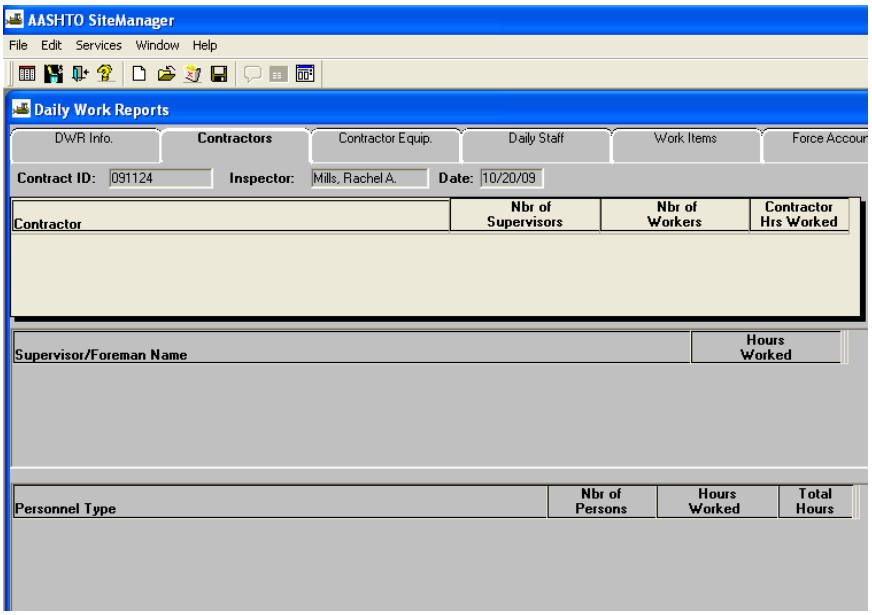
STEP 9: ENTER COMMENTS FOR THE TRAFFIC CONTROL ON THE JOBSITE. MAKE NOTE OF ANY DEFICIENCIES THAT WERE NOTED. DOCUMENT ITEMS SUCH AS FLAGGING THAT TOOK PLACE DURING THE DAY.



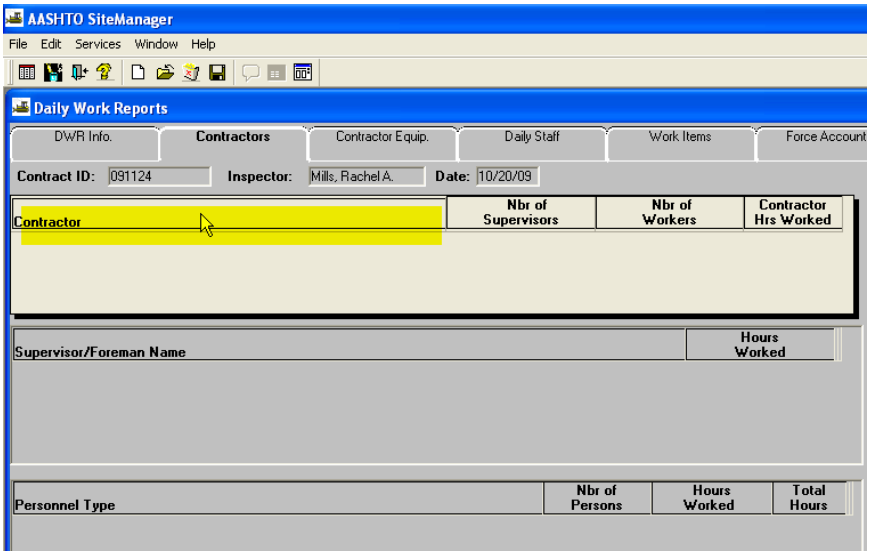
STEP 9a: ENTER THE CONTROLLING OPERATION FOR WORKING DAY CONTRACTS.
(NOTE: BEGIN AND END TIME, CONTROLLING OPERATION (IF WORKING DAY CONTRACT), AND TRAFFIC CONTROL ARE ALL REQUIRED ON EVERY DWR)



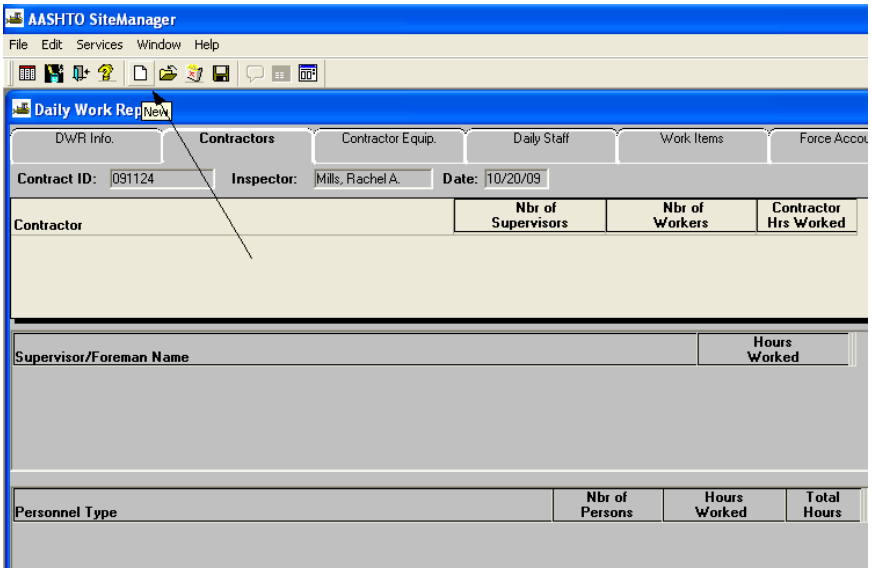
STEP 10: ONCE THE INFORMATION IS ENTERED, THEN CLICK THE CONTRACTORS TAB.



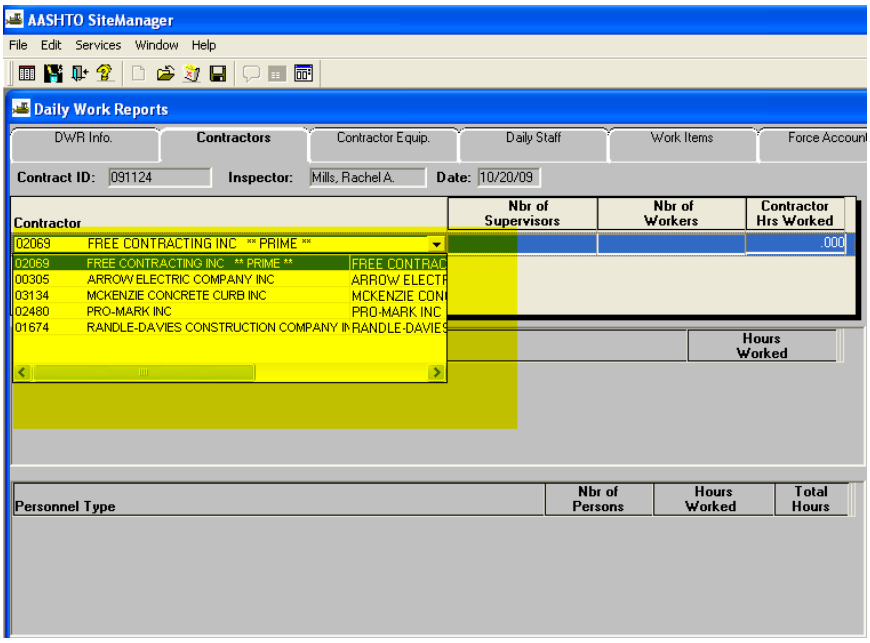
STEP 11: CLICK THE CONTRACTOR COLUMN HEADER



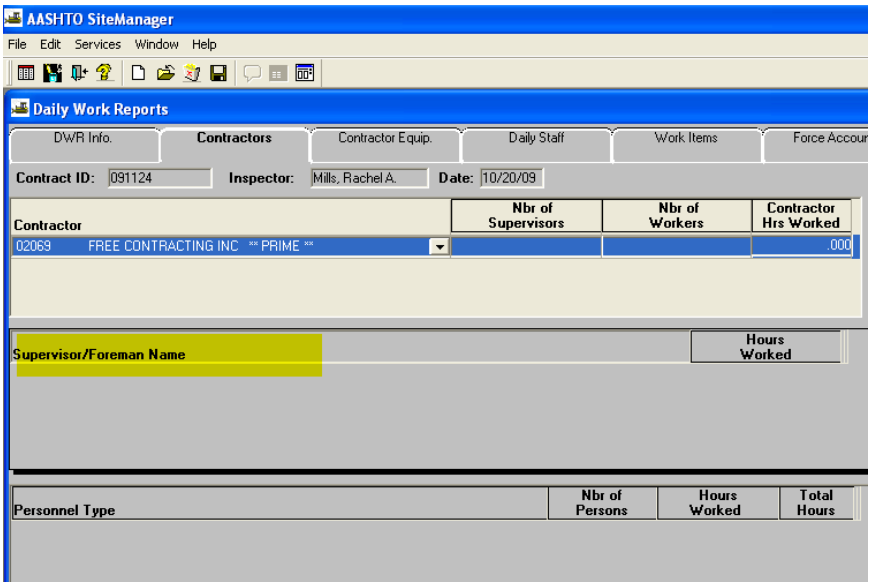
STEP 12: CLICK THE NEW BUTTON.



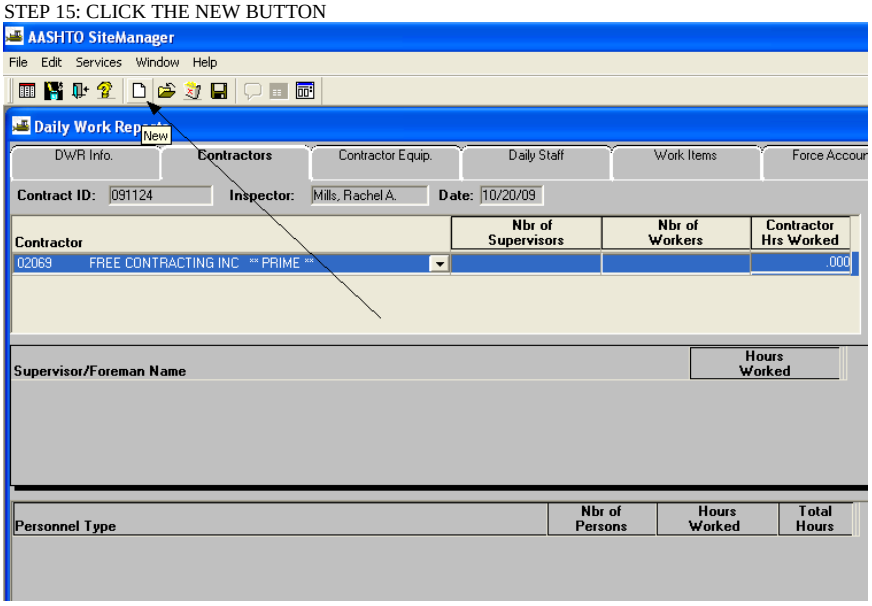
STEP 13: SELECT THE CONTRACTOR FROM THE DROP DOWN LIST. (FOR THIS EXAMPLE, THE PRIME CONTRACTOR WAS THE ONLY CONTRACTOR ON SITE THAT DAY. THERE ARE MANY DAYS WHERE THERE WILL BE MORE THAN ONE CONTRACTOR ON SITE. TO ENTER A SECOND CONTRACTOR, JUST CLICK THE NEW BUTTON AGAIN AND SELECT THE CORRECT CONTRACTOR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



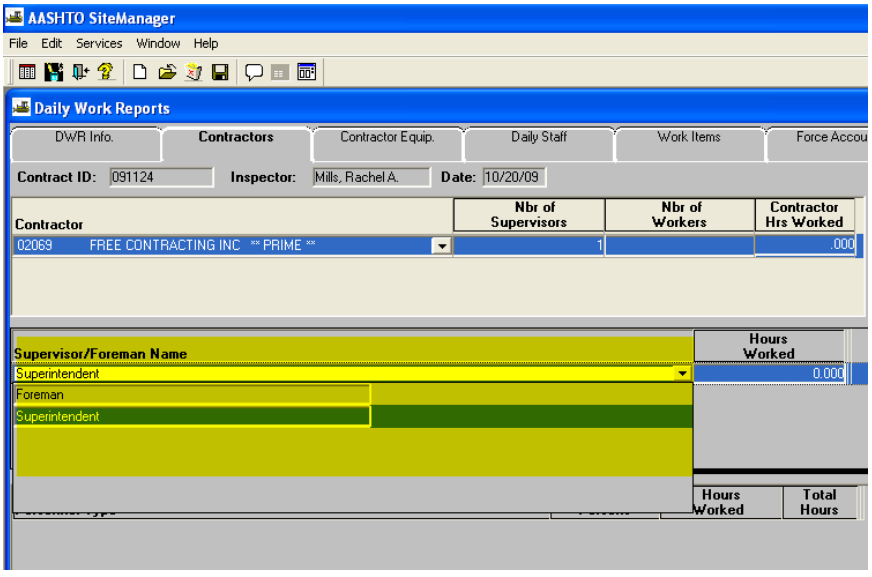
STEP 14: CLICK THE SUPERVISOR/FOREMAN NAME COLUMN



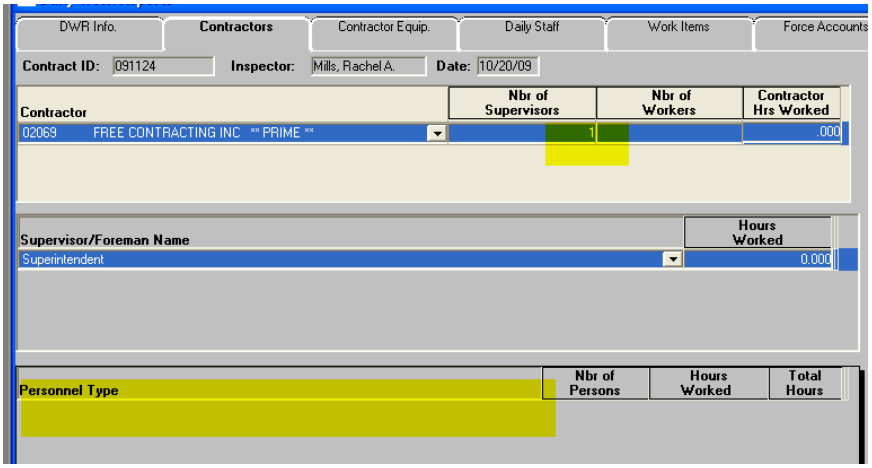
STEP 15: CLICK THE NEW BUTTON



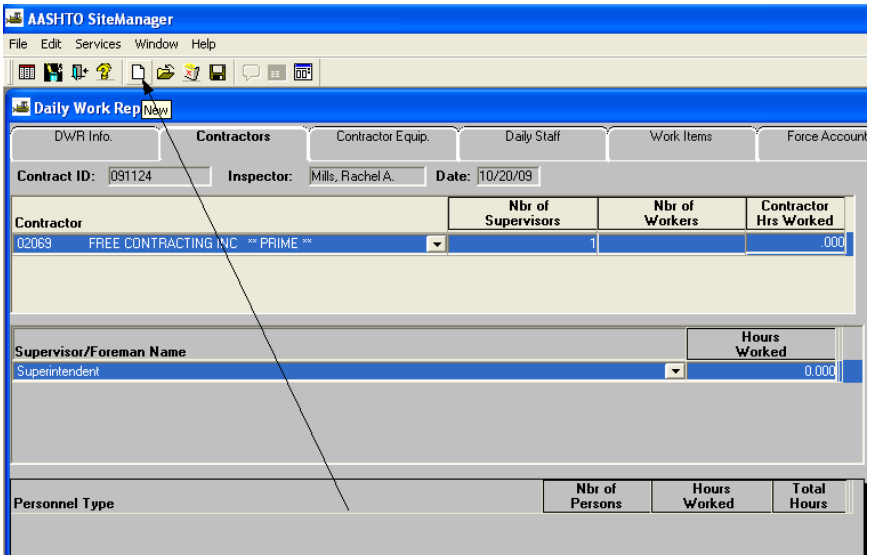
STEP 16: SELECT EITHER A FOREMAN OR SUPERINTENDENT, IF BOTH ARE ON THE PROJECT, THEN SELECT ONE OF THEM AND CLICK THE NEW BUTTON AGAIN TO ADD THE OTHER.



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

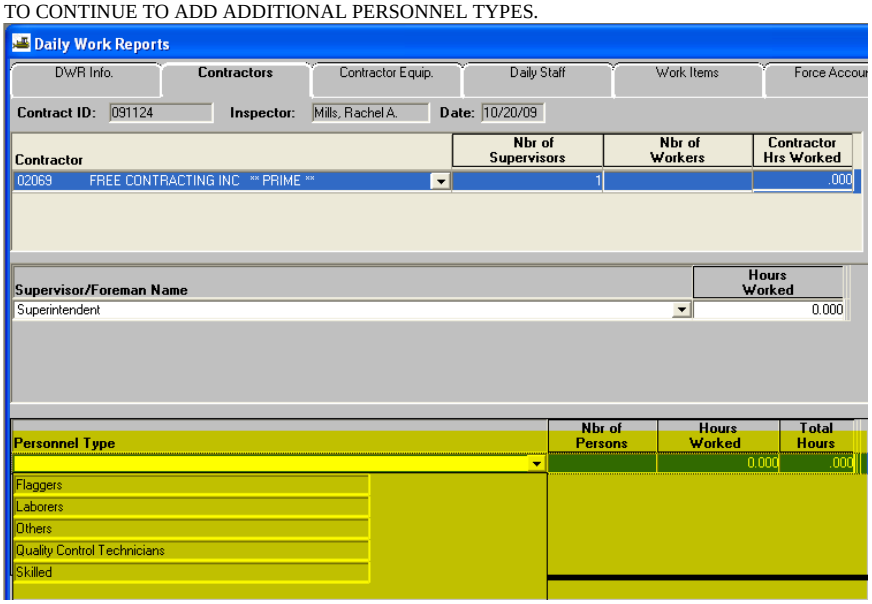


STEP 18: CLICK THE PERSONNEL TYPE HEADER AND CLICK THE NEW BUTTON.

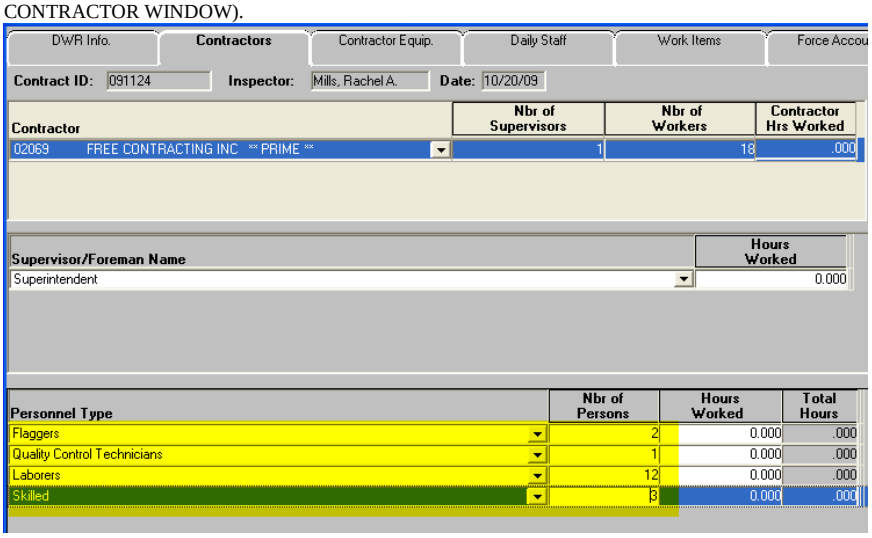


STEP 19: SELECT THE TYPE OF PERSONNEL THAT YOU HAVE ON THE PROJECT AND ONLY ENTER THE NUMBER FOR EACH TYPE. THE CABINET DOES NOT USE THE HOURS WORKED COLUMN.

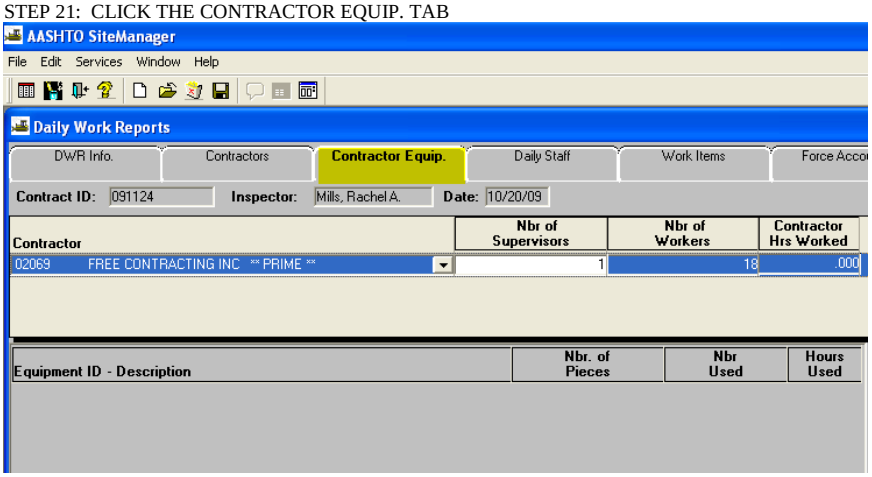
AGAIN, ONCE YOU HAVE ADDED ONE TYPE OF PERSONNEL, JUST CLICK THE NEW BUTTON AGAIN TO CONTINUE TO ADD ADDITIONAL PERSONNEL TYPES.



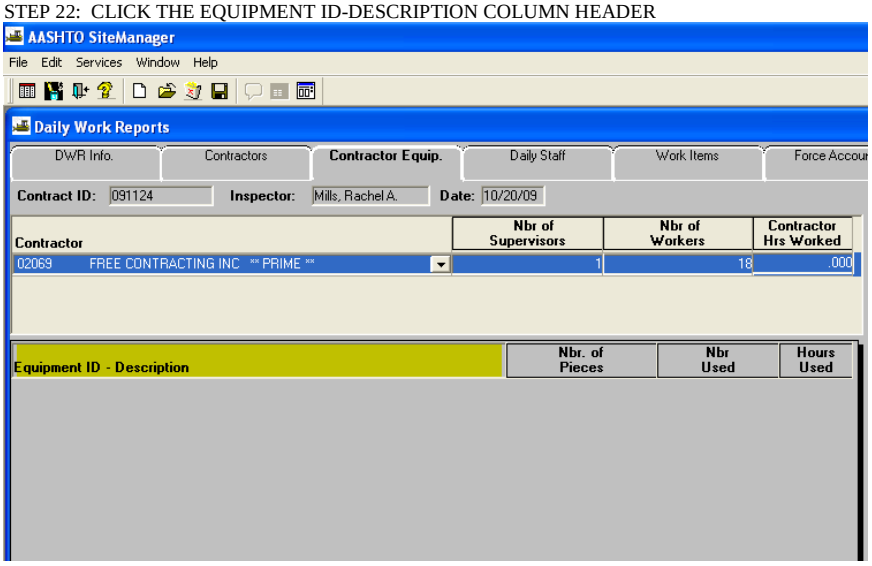
STEP 20: THIS PROJECT HAD VARIOUS PERSONNEL TYPES: FLAGGERS, A QUALITY CONTROL TECHNICIAN FOR THE CONCRETE PAVING, SEVERAL LABORERS AND A COUPLE OF SKILLED WORKERS. (AGAIN, ONCE YOU HAVE ENTERED THE PERSONNEL TYPES AND NUMBERS, SITEMANAGER WILL AUTOMATICALLY UPDATE YOUR NUMBER OF WORKERS IN YOUR CONTRACTOR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



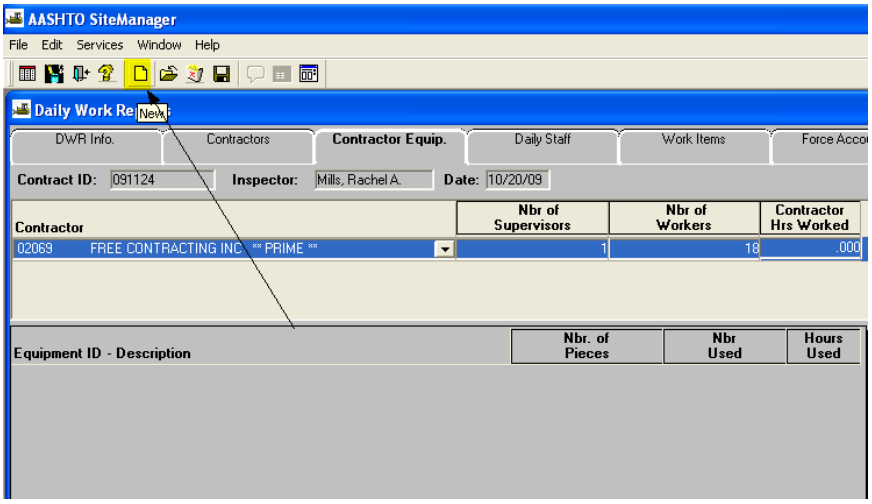
STEP 21: CLICK THE CONTRACTOR EQUIP. TAB



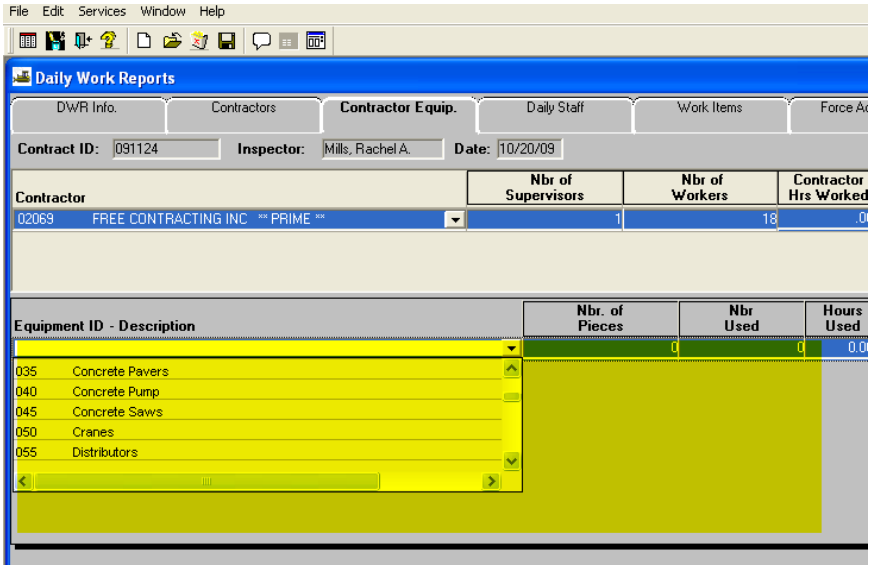
STEP 22: CLICK THE EQUIPMENT ID-DESCRIPTION COLUMN HEADER



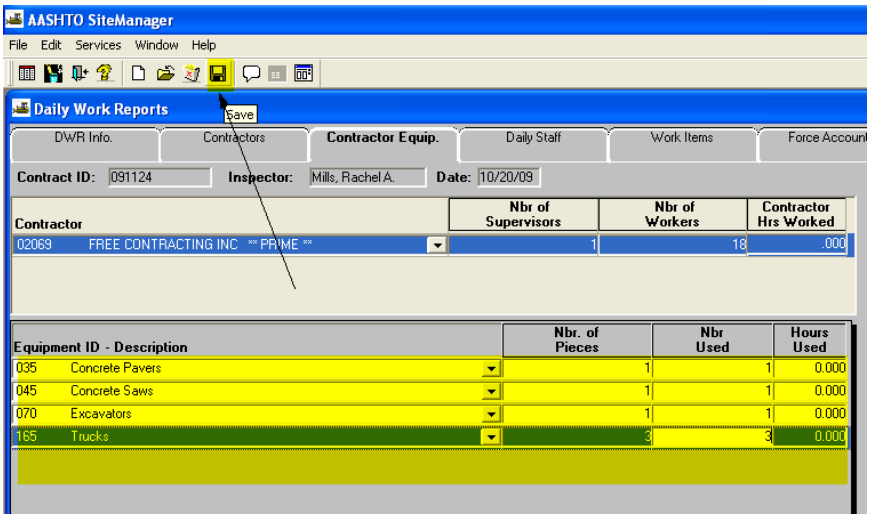
STEP 23: CLICK THE NEW BUTTON.



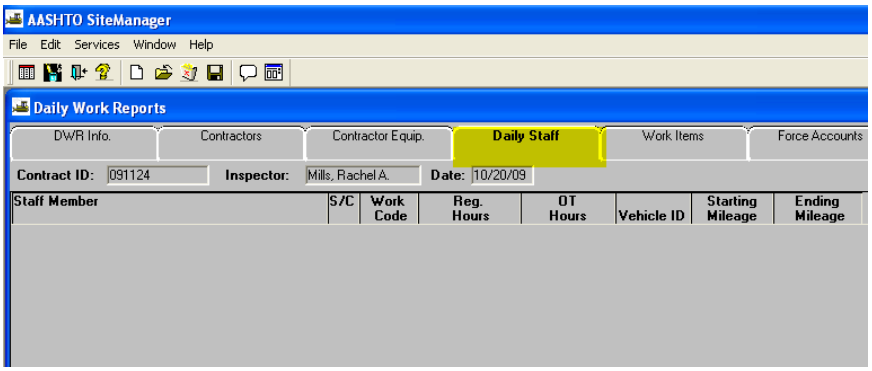
STEP 24: SELECT THE EQUIPMENT THAT WAS USED ON THE PROJECT AND THE NUMBER OF PIECES THAT WERE USED. AS STATED PREVIOUSLY, YOU CAN ADD ADDITIONAL PIECES OF EQUIPMENT BY CLICKING ON THE NEW BUTTON.



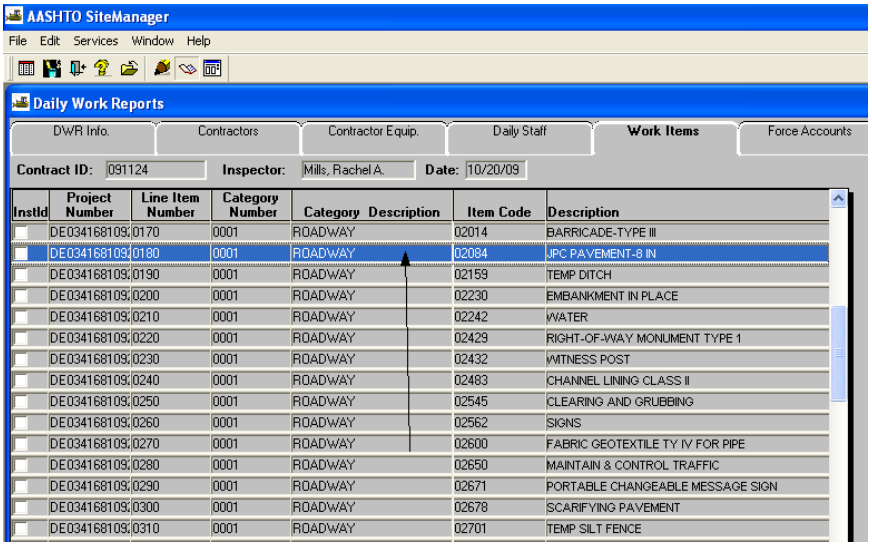
STEP 25: CLICK SAVE AFTER ALL EQUIPMENT IS ENTERED.



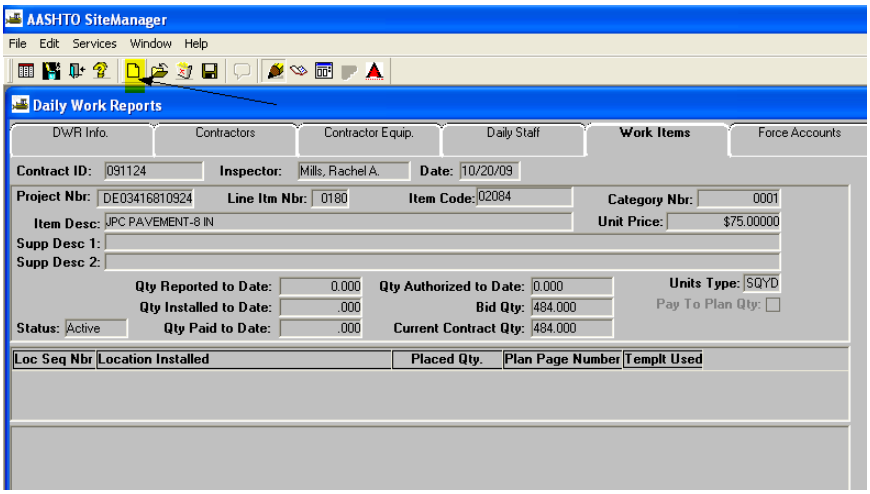
STEP 26: THE DEPARTMENT DOES NOT USE THE DAILY STAFF TAB.



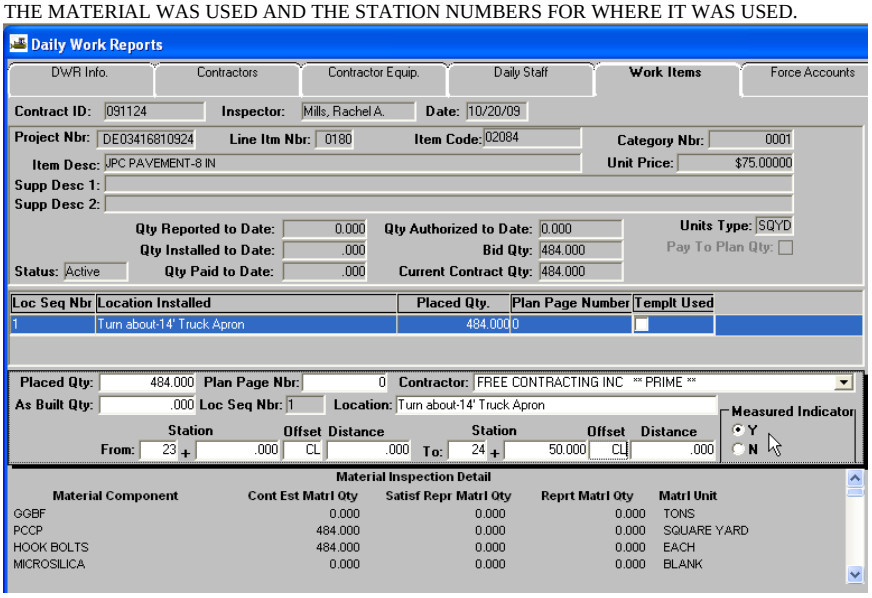
STEP 27: CLICK THE WORK ITEM TAB AND THEN FIND THE ITEM THAT WAS INSTALLED AND DOUBLE CLICK (JPC PAVEMENT 8 IN)



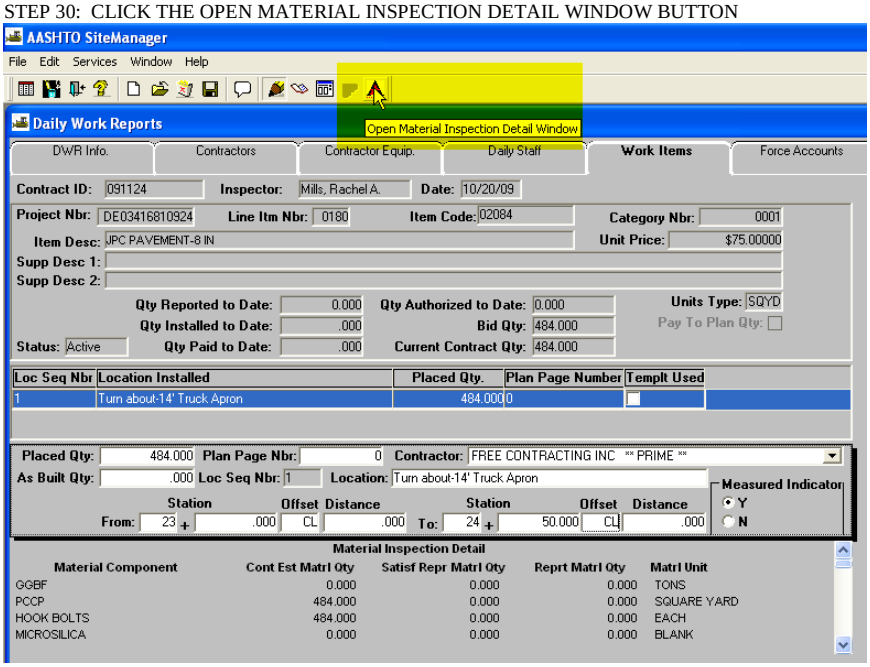
STEP 28: THIS WILL BRING UP THIS WINDOW, NOW YOU WILL NEED TO CLICK THE NEW BUTTON TO ADD QUANTITIES AND INFORMATION FOR THIS ITEM.



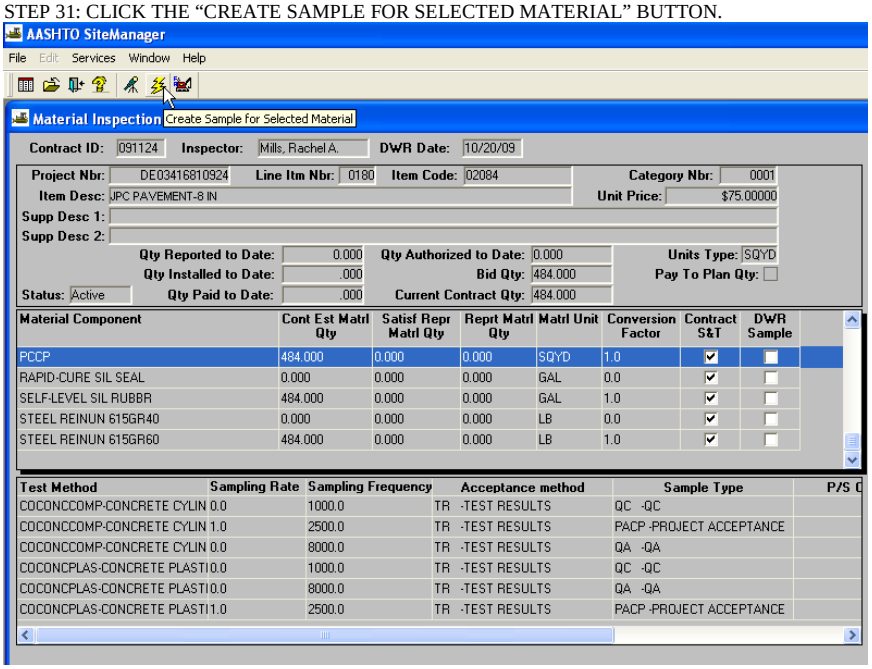
STEP 29: THIS WINDOW ALLOWS YOU TO ENTER THE QUANTITY INSTALLED, LOCATION WHERE THE MATERIAL WAS USED AND THE STATION NUMBERS FOR WHERE IT WAS USED.



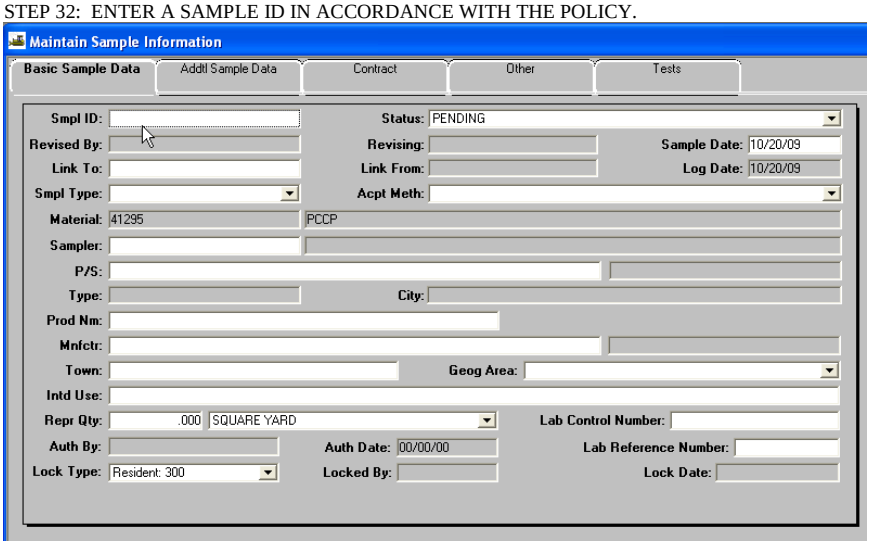
STEP 30: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW BUTTON



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



STEP 32: ENTER A SAMPLE ID IN ACCORDANCE WITH THE POLICY.



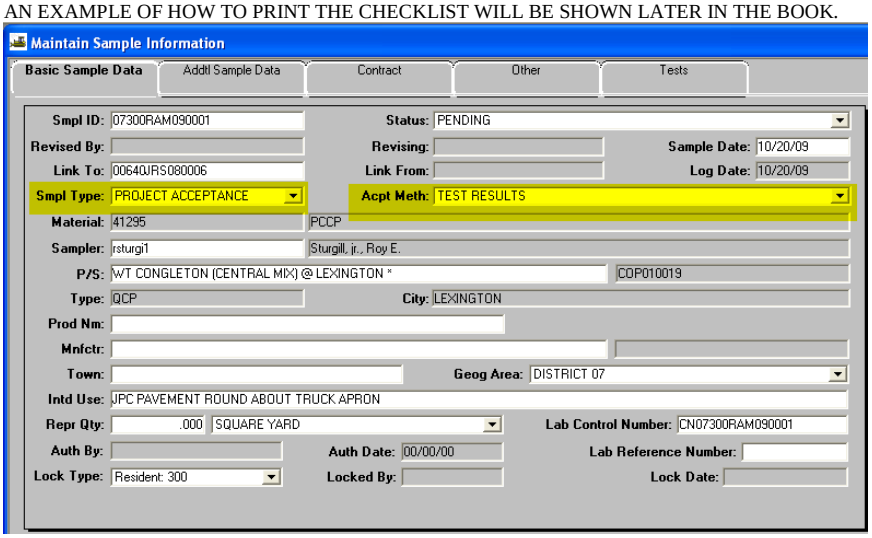
Sample ID	Identifier of the sample record. The Sample ID is manually entered by the Sampler when logging the sample in SiteManager. The Sample ID is 14 characters in most circumstances but may be up to 18 characters long if there are special circumstances in the case of a revised sample or a recheck. Every character of the Sample ID has a specific meaning (i.e. it is "smart" number) and should follow the naming convention of *DDSSSIIIYY####XXXX*. 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. - (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). - (YY) The 2-digit year sample was taken. - (####) 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.) - (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 *original* 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 *revised* 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.

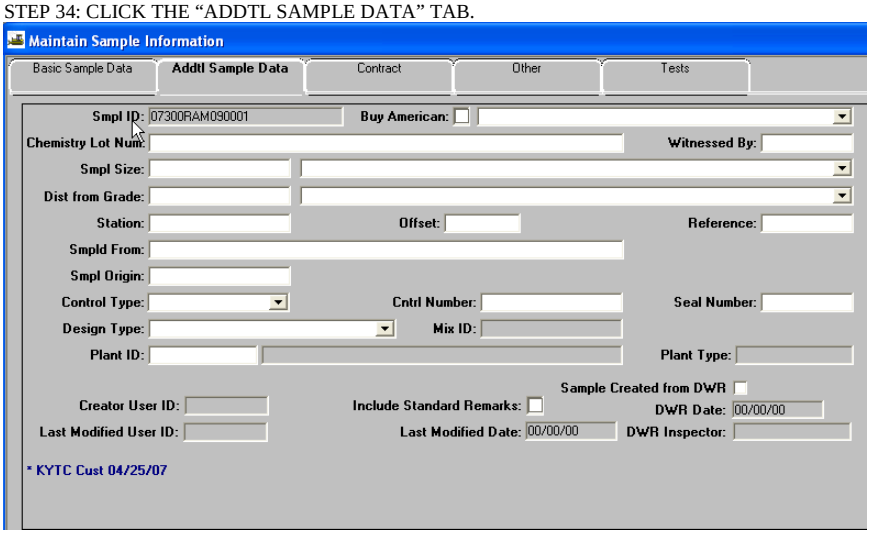
Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.
Material	Using the look-up function select the material being sampled and tested.
Sampler	Using the look-up 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.
Type	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. <u>Note:</u> - 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. <u>Note:</u> - 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 *equivalent other office* 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 *IAS samples*, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock. - 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) - 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.



STEP 34: CLICK THE “ADDTL SAMPLE DATA” TAB.

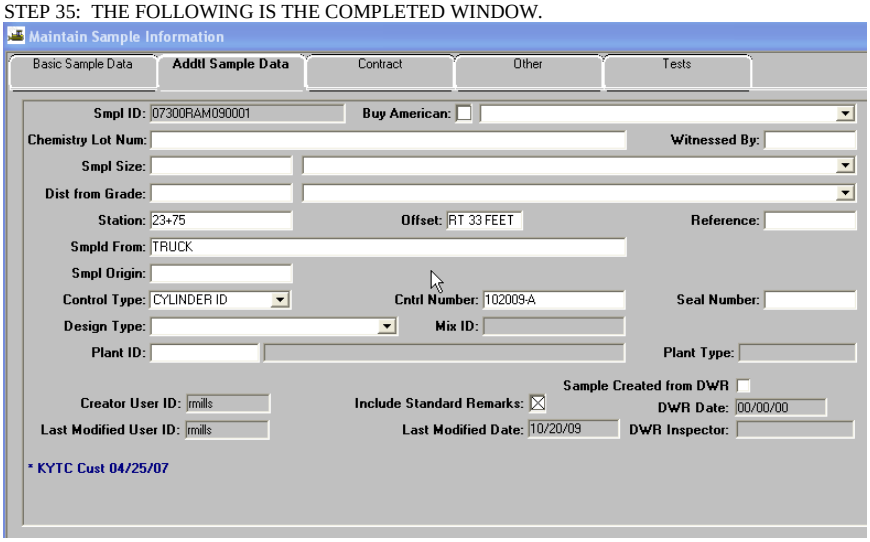


Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per 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.

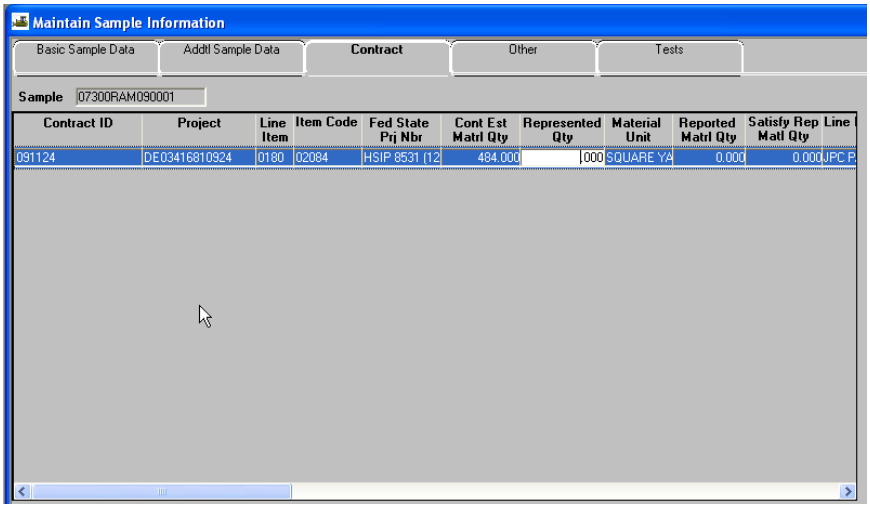
Comment [v1]: Need to update for LIMS (Additional fields).

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 Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. 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.

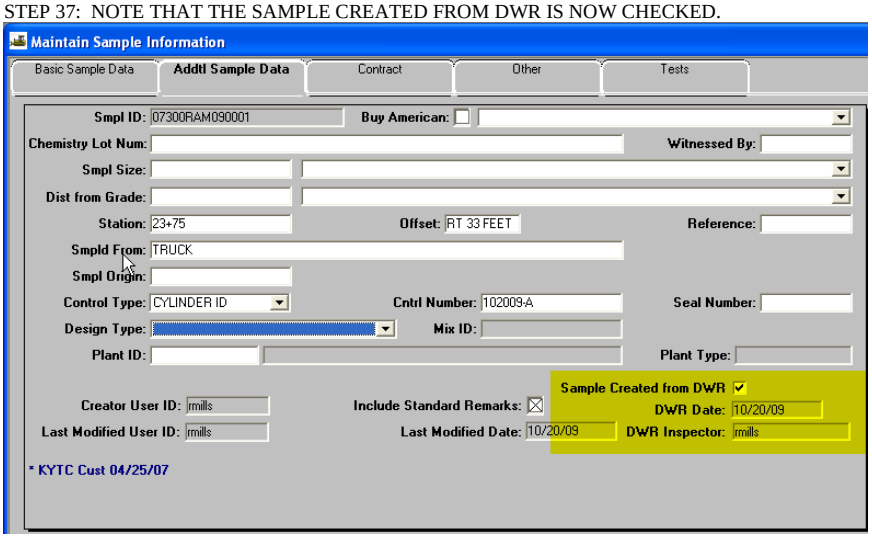
STEP 35: THE FOLLOWING IS THE COMPLETED WINDOW.



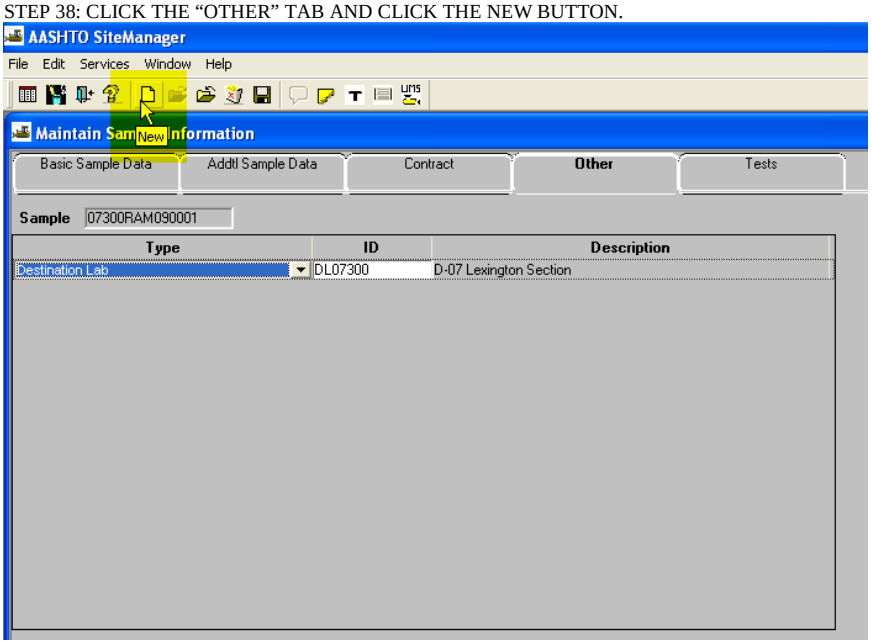
STEP 36: CLICK THE “CONTRACT” TAB AND CLICK SAVE.



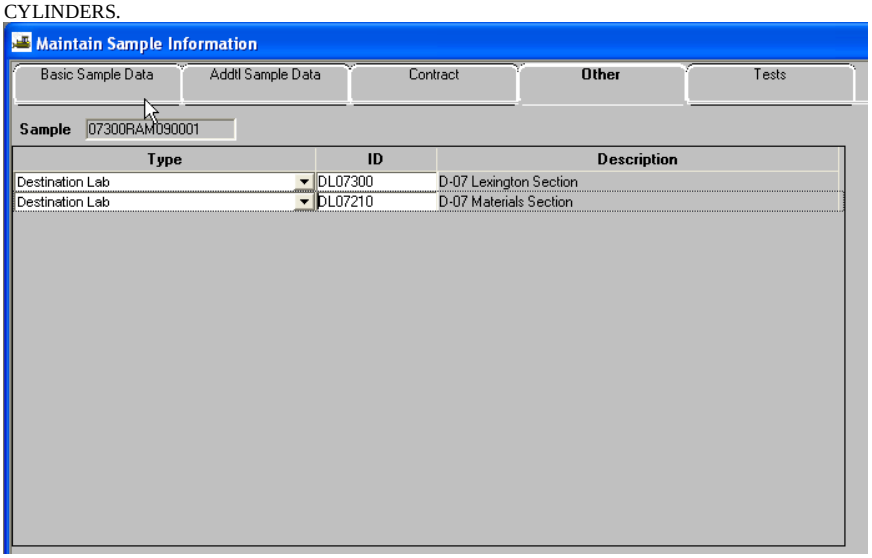
STEP 37: NOTE THAT THE SAMPLE CREATED FROM DWR IS NOW CHECKED.



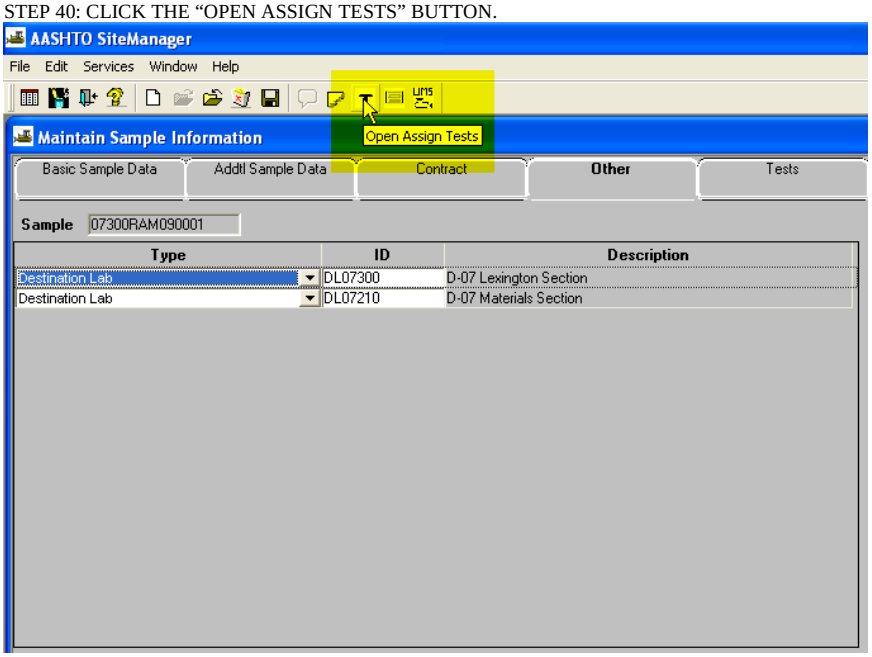
STEP 38: CLICK THE “OTHER” TAB AND CLICK THE NEW BUTTON.



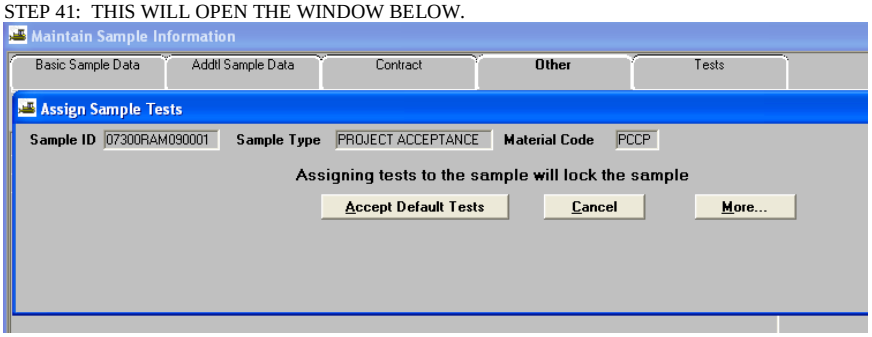
STEP 39: THIS ESTABLISHES A DESTINATION LAB OF THE SECTION OFFICE FOR THE PLASTICS TESTS (SLUMP, TEMPERATURE) AND THE DISTRICT MATERIALS LAB FOR THE CONCRETE CYLINDERS.



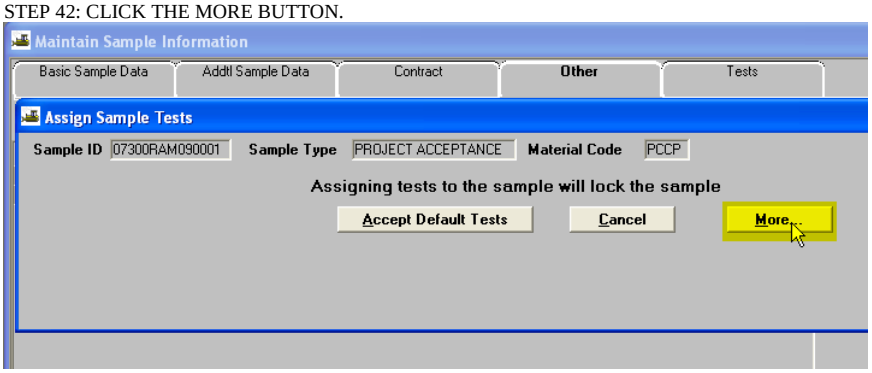
STEP 40: CLICK THE “OPEN ASSIGN TESTS” BUTTON.



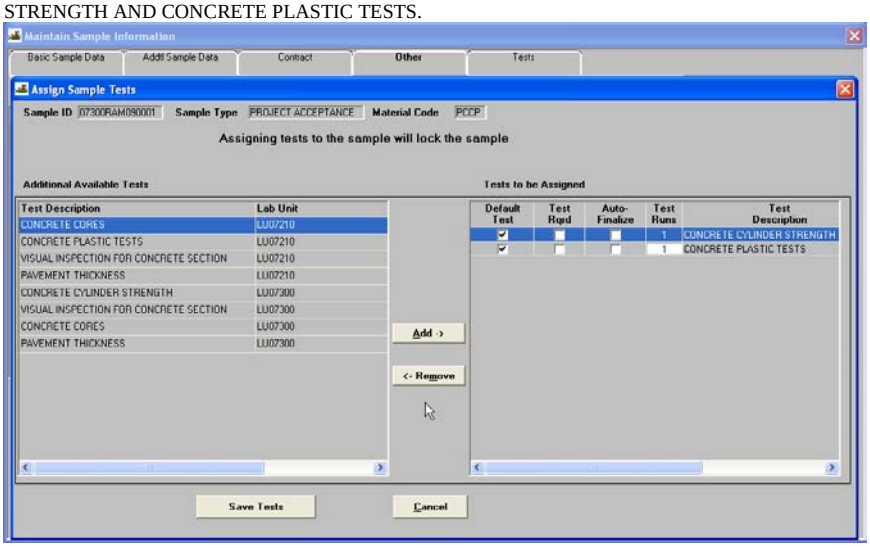
STEP 41: THIS WILL OPEN THE WINDOW BELOW.

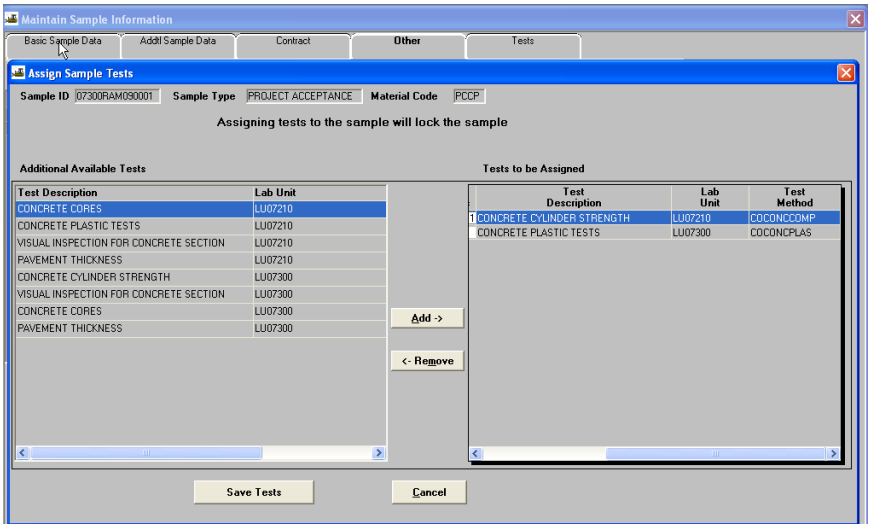


STEP 42: CLICK THE MORE BUTTON.

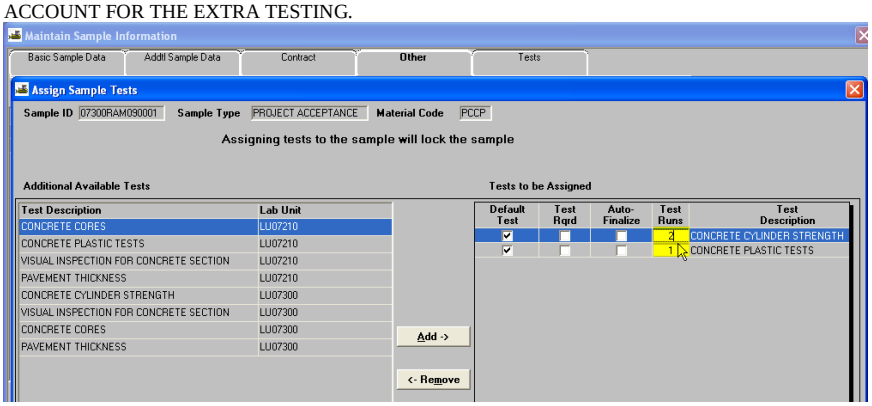


STEP 43: CHECK THE TESTS ASSIGNED TO THE CONCRETE SAMPLE, CONCRETE CYLINDER STRENGTH AND CONCRETE PLASTIC TESTS.

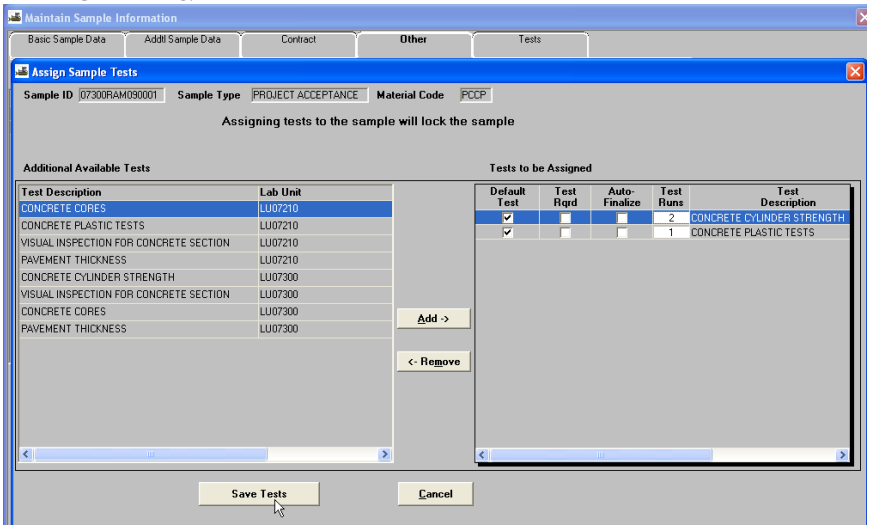




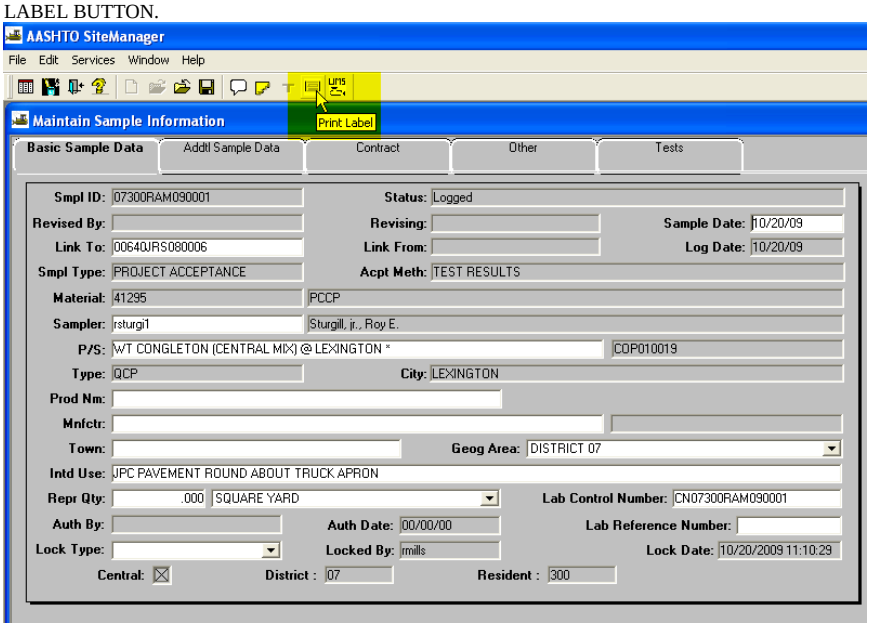
STEP 44: EARLY BREAK CYLINDERS WERE MADE BECAUSE THE CONTRACTOR WAS WANTING TO OPEN THE PAVEMENT UP AS SOON AS POSSIBLE, SO 2 ADDITIONAL TEST RUNS WERE ADDED TO ACCOUNT FOR THE EXTRA TESTING.

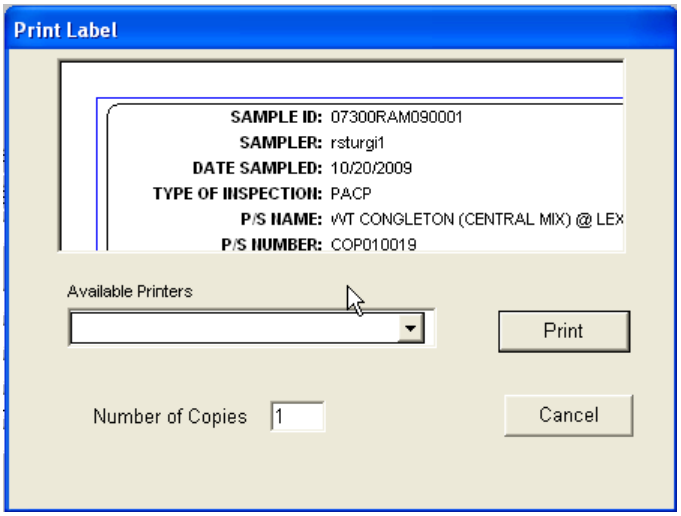


STEP 45: CLICK THE SAVE TESTS BUTTON ONCE YOU ARE SURE THAT ALL TESTS ASSIGNED TO THE SAMPLE ARE CORRECT AND YOU HAVE ACCOUNTED FOR THE ADDITIONAL SET OF EARLY BREAK CYLINDERS.

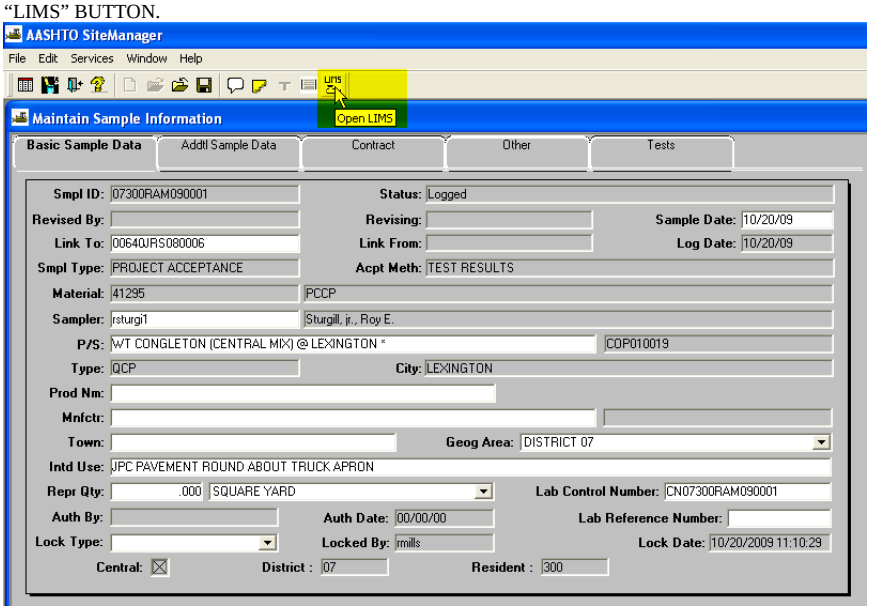


STEP 46: TO PRINT A LABEL FOR THE CYLINDERS OR ANY OTHER SAMPLE, CLICK THE PRINT LABEL BUTTON.

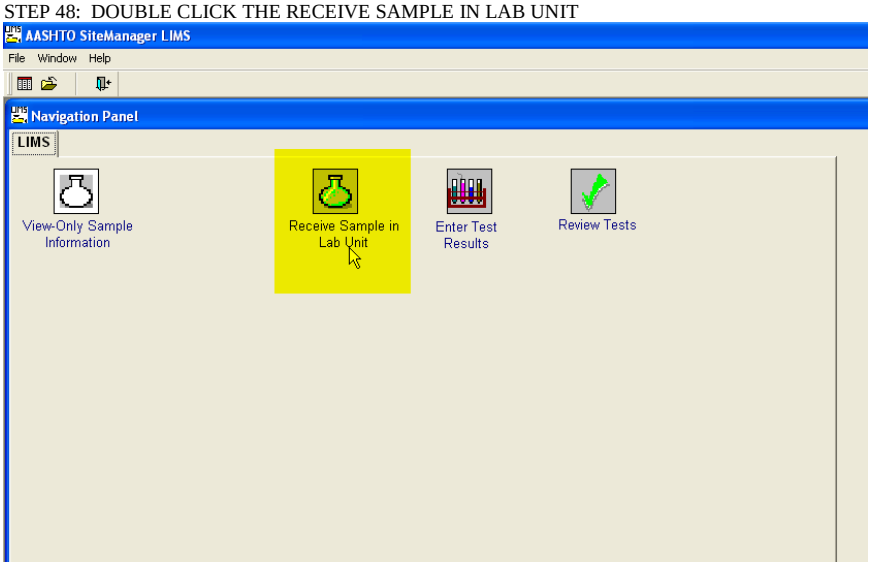




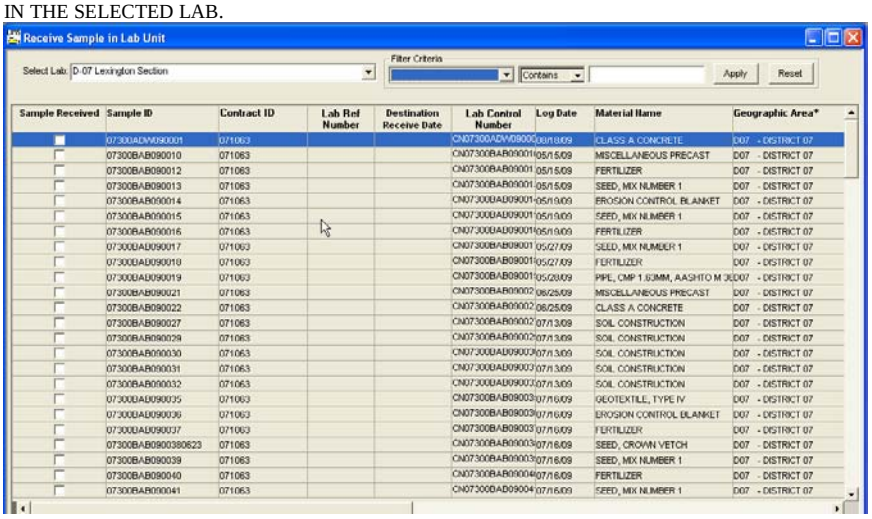
STEP 47: AFTER YOU CLICK SAVE TESTS, YOU WILL SEE THE WINDOW BELOW. NOW CLICK THE "LIMS" BUTTON.



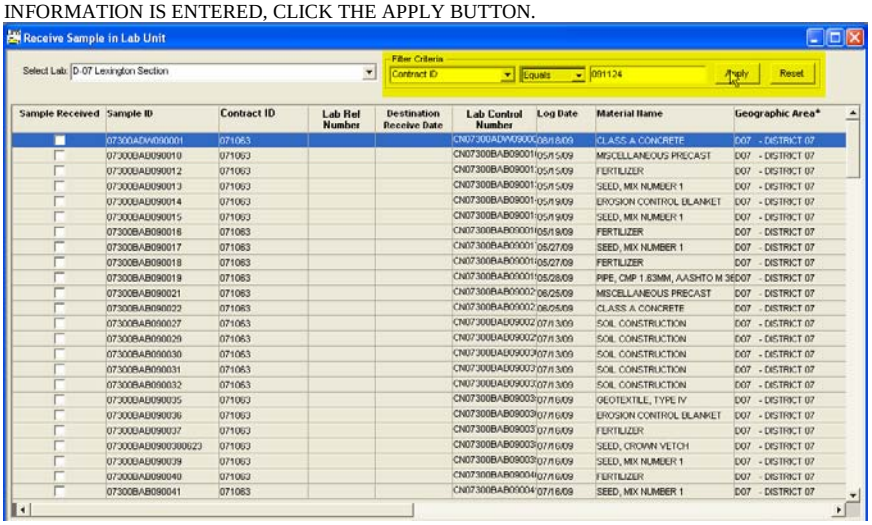
STEP 48: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT



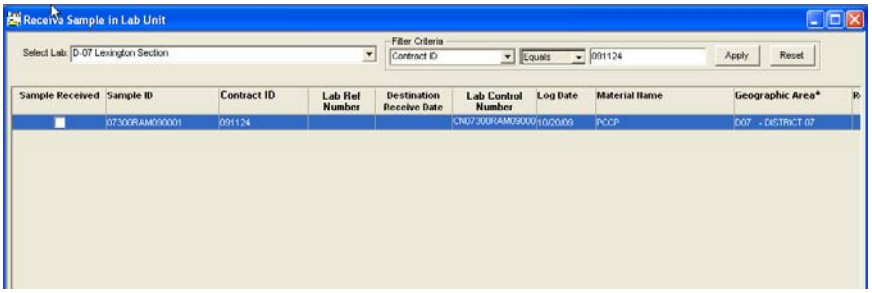
STEP 49: THE WINDOW BELOW WILL SHOW UP WITH ALL THE SAMPLES THAT ARE CURRENTLY IN THE SELECTED LAB.



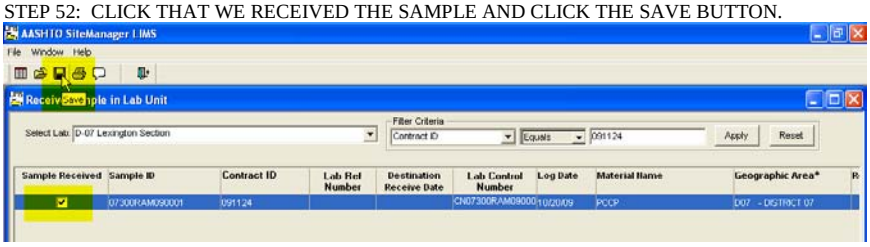
STEP 50: TO FIND ALL SAMPLES FOR CONTRACT ID 091124, USE THE FILTER CRITERIA WINDOW TO CREATE A FILTER THAT USES THE INFORMATION HIGHLIGHTED BELOW. AFTER THE INFORMATION IS ENTERED, CLICK THE APPLY BUTTON.



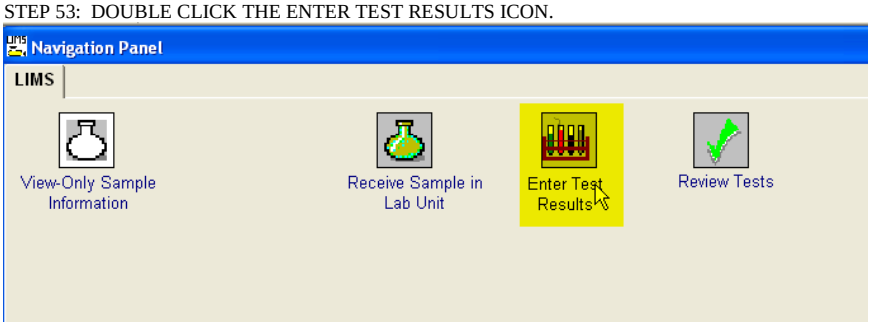
STEP 51: THERE IS ONLY ONE SAMPLE FOR THE CONTRACT SELECTED, AND IT IS THE SAMPLE THAT WE WERE LOOKING FOR. WE WERE LOOKING FOR THE SAMPLE THAT WAS TAKEN FOR THE CONCRETE PAVEMENT.



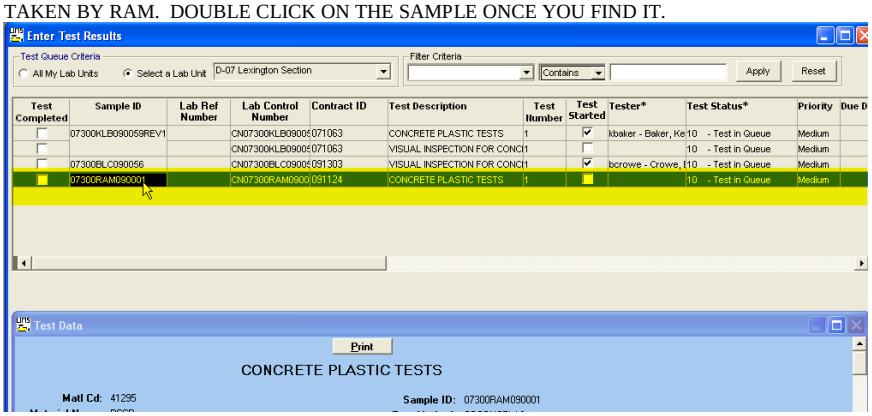
STEP 52: CLICK THAT WE RECEIVED THE SAMPLE AND CLICK THE SAVE BUTTON.



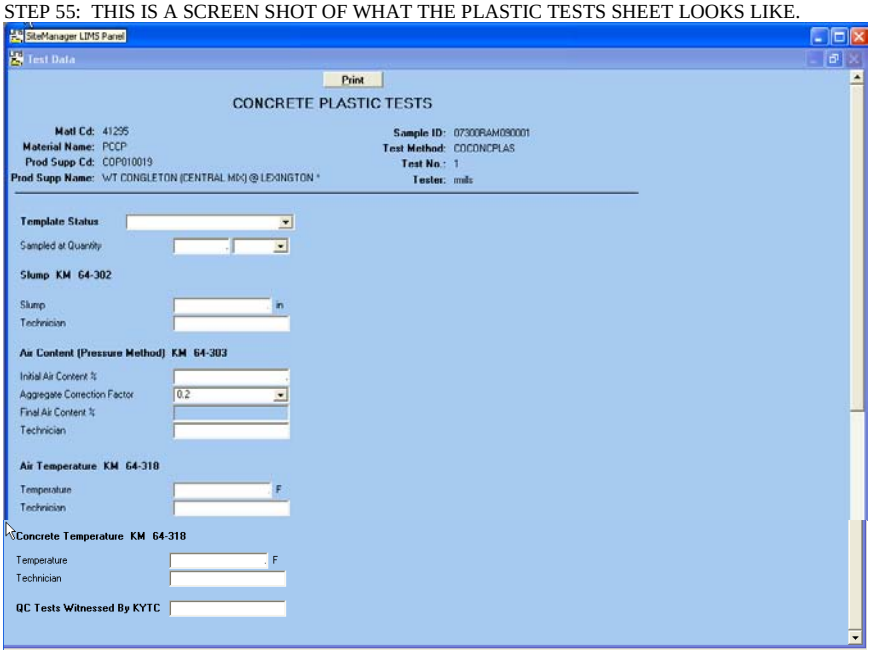
STEP 53: DOUBLE CLICK THE ENTER TEST RESULTS ICON.



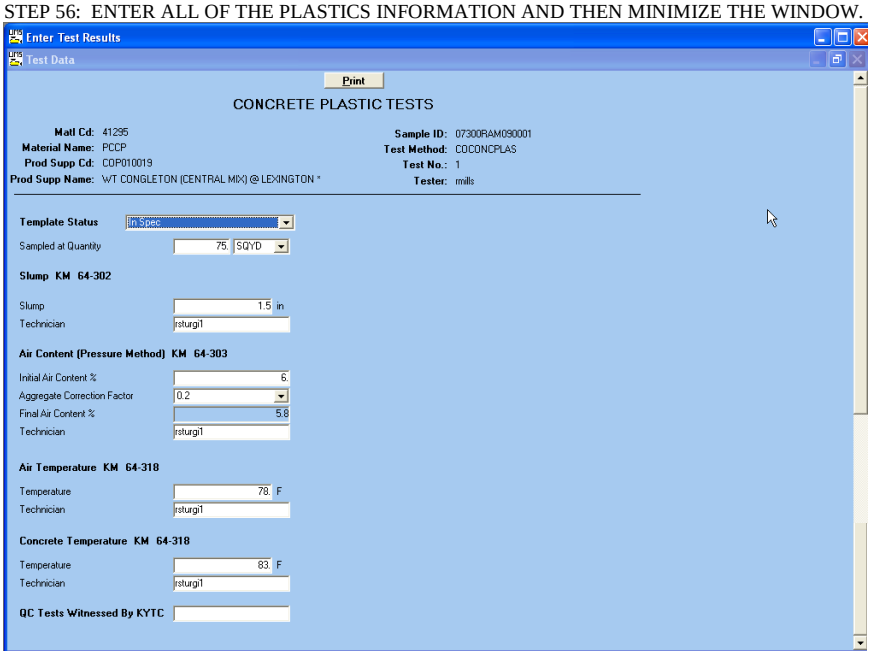
STEP 54: SCROLL THROUGH THE SAMPLES AND FIND THE SAMPLE THAT YOU ARE LOOKING FOR. IN THIS EXAMPLE, WE ARE LOOKING FOR THE CONCRETE PLASTIC TESTS SAMPLE THAT WAS TAKEN BY RAM. DOUBLE CLICK ON THE SAMPLE ONCE YOU FIND IT.



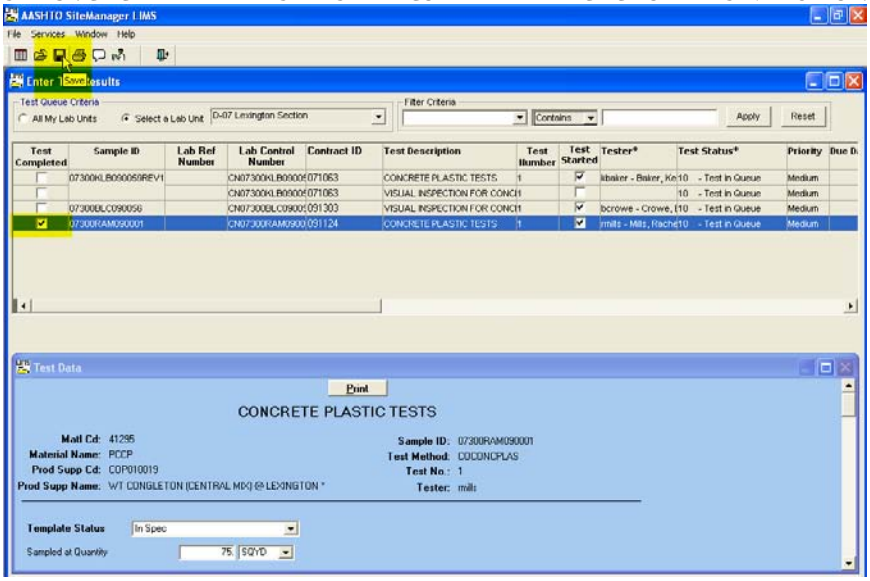
STEP 55: THIS IS A SCREEN SHOT OF WHAT THE PLASTIC TESTS SHEET LOOKS LIKE.



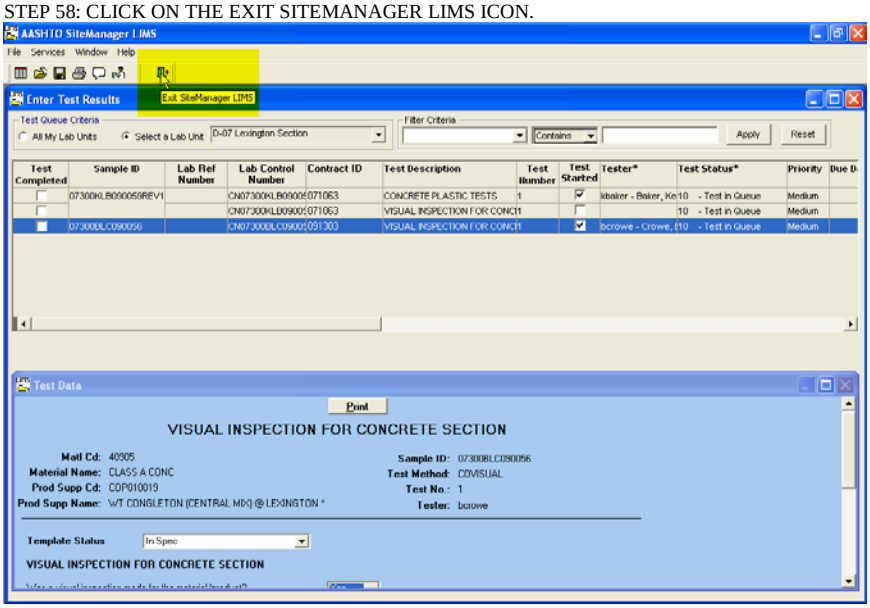
STEP 56: ENTER ALL OF THE PLASTICS INFORMATION AND THEN MINIMIZE THE WINDOW.



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

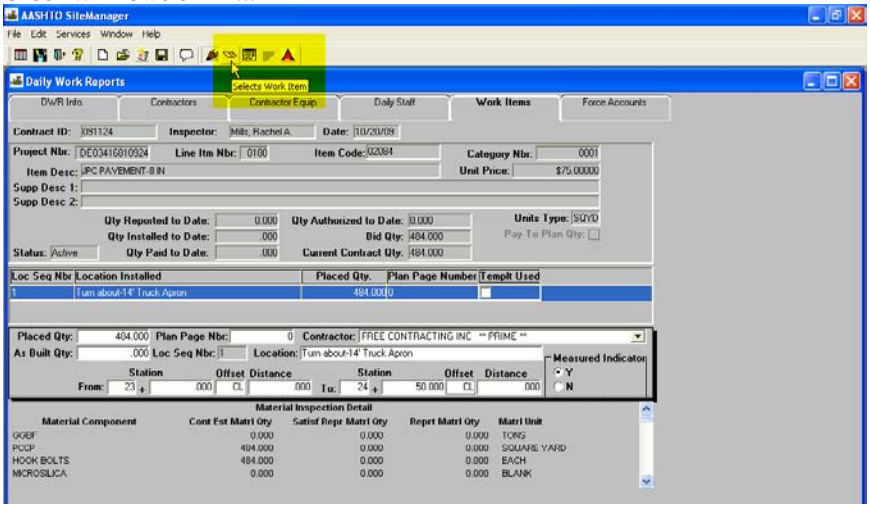


STEP 58: CLICK ON THE EXIT SITEMANAGER LIMS ICON.

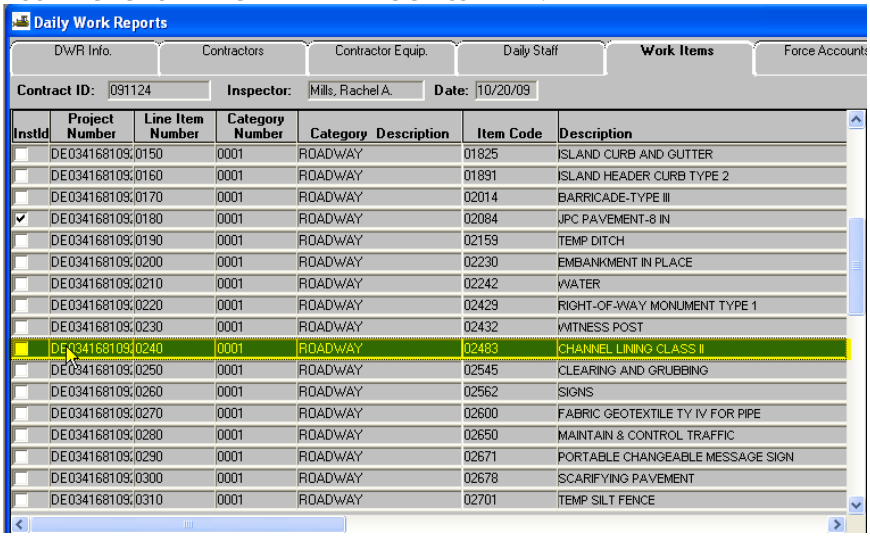


STEP 59: CONTINUE TO CLOSE OUT WINDOWS WITHIN SITEMANAGER UNTIL YOU GET BACK TO THE DAILY WORK REPORTS “WORK ITEMS” TAB. NOW CLICK ON THE SELECTS WORK ITEM BUTTON.

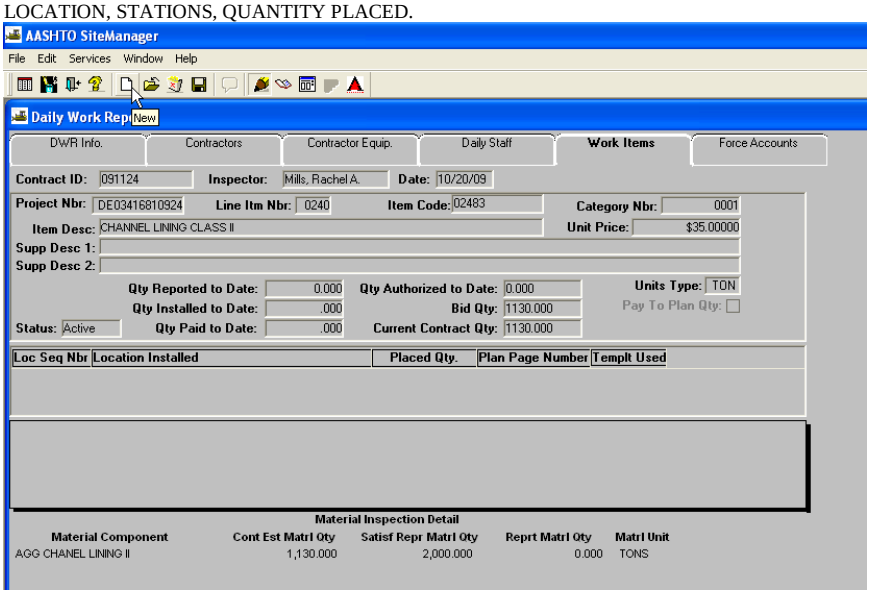
CLOSE WINDOWS UNTIL…

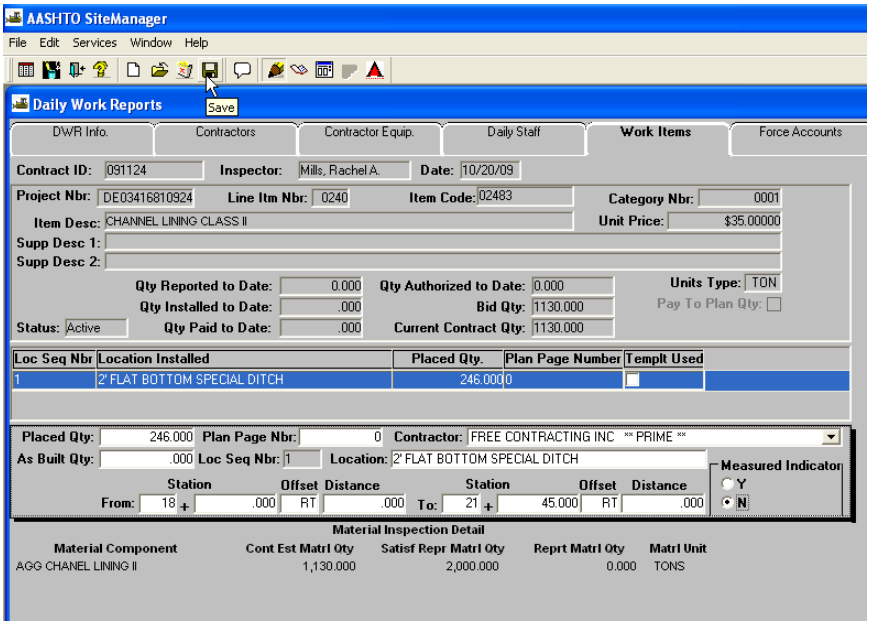


STEP 60: THE CONTRACTOR HAS INSTALLED CLASS II CHANNEL LINING ON THE PROJECT, SO WE NEED TO SCROLL THROUGH THE WORK ITEMS AND FIND THE CLASS II CHANNEL LINING. DOUBLE CLICK ON THE CHANNEL LINING CLASS II ITEM.

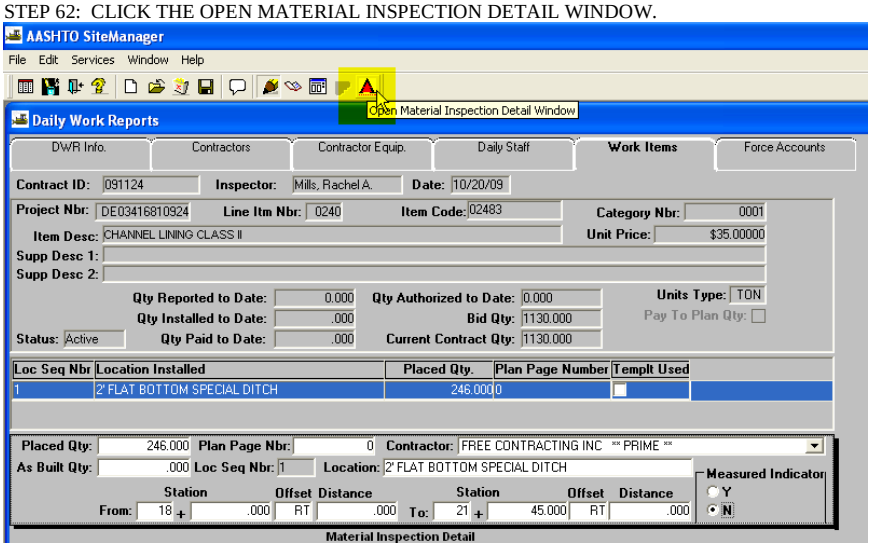


STEP 61: CLICK THE NEW BUTTON AND ENTER THE INFORMATION FOR THE CHANNEL LINING. LOCATION, STATIONS, QUANTITY PLACED.

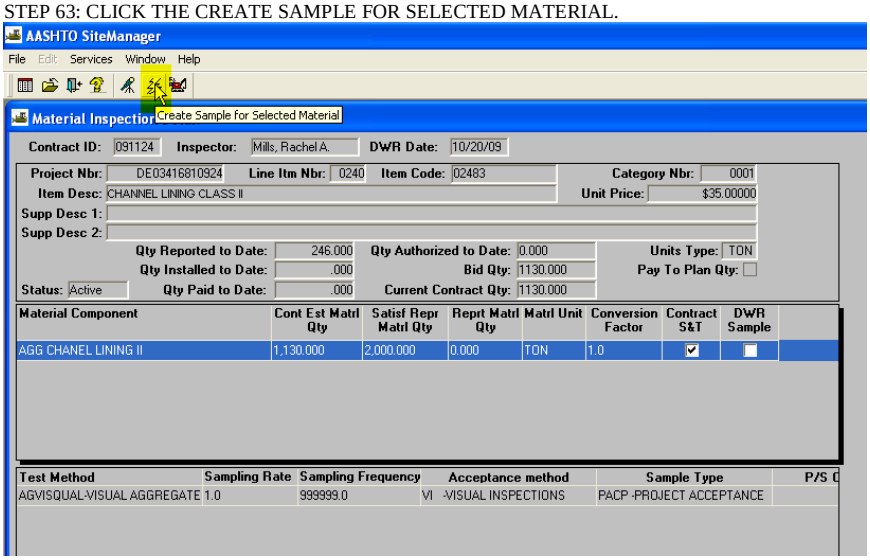




STEP 62: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW.



STEP 63: CLICK THE CREATE SAMPLE FOR SELECTED MATERIAL.



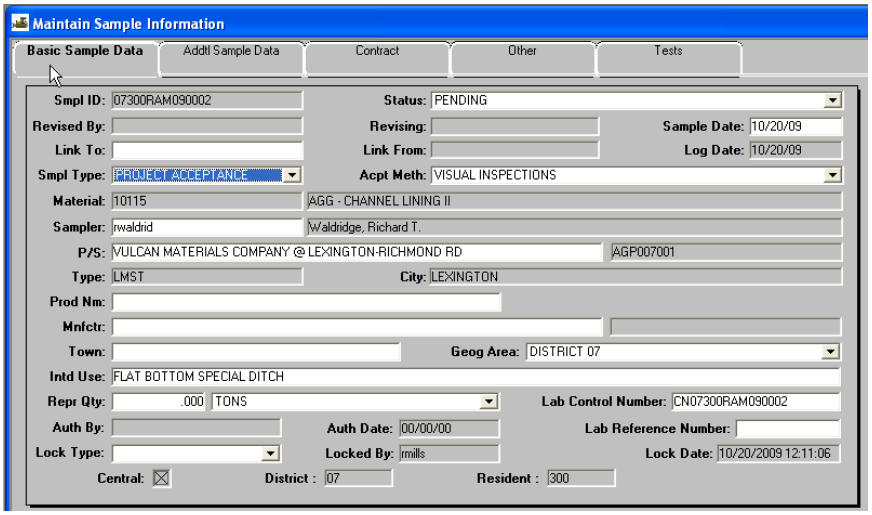
STEP 64: COMPLETE THE BASIC SAMPLE DATA TAB BY USING THE FOLLOWING POLICY:

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 *DDSSSIIIYY####XXXX*. 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. - (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). - (YY) The 2-digit year sample was taken. - (####) 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.) - (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 *original* 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 *revised* 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.
Type	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. <u>Note:</u> - 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. <u>Note:</u> - 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 *equivalent other office* 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 *IAS samples*, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock. - 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) - 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.



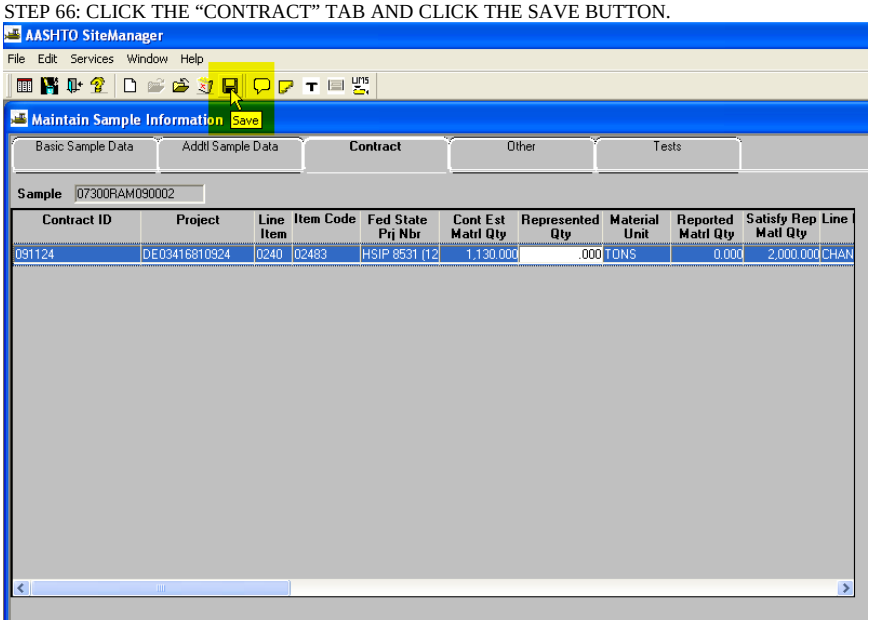
STEP 65: CLICK THE "ADDTL SAMPLE DATA" TAB AND ENTER INFORMATION

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: - 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.

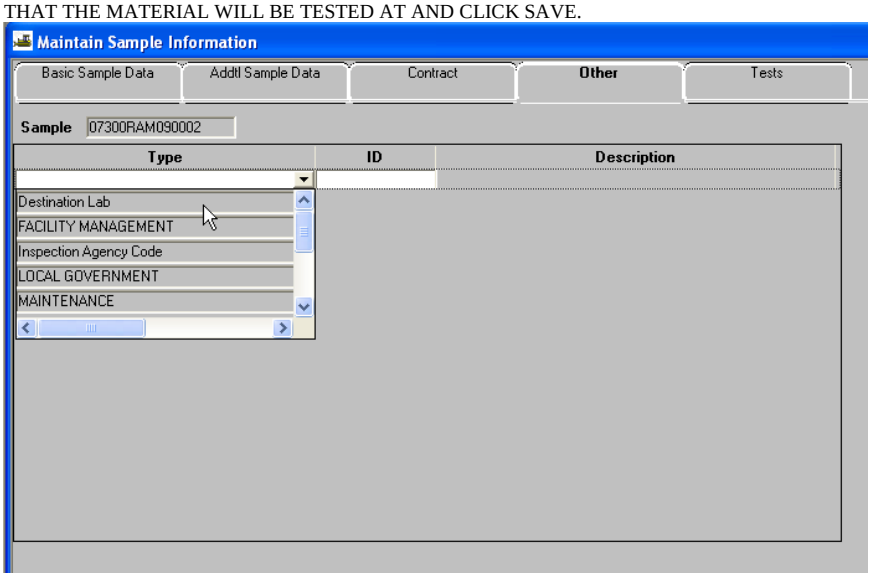
Comment [v2]: Need to update for LIMS (Additional fields).

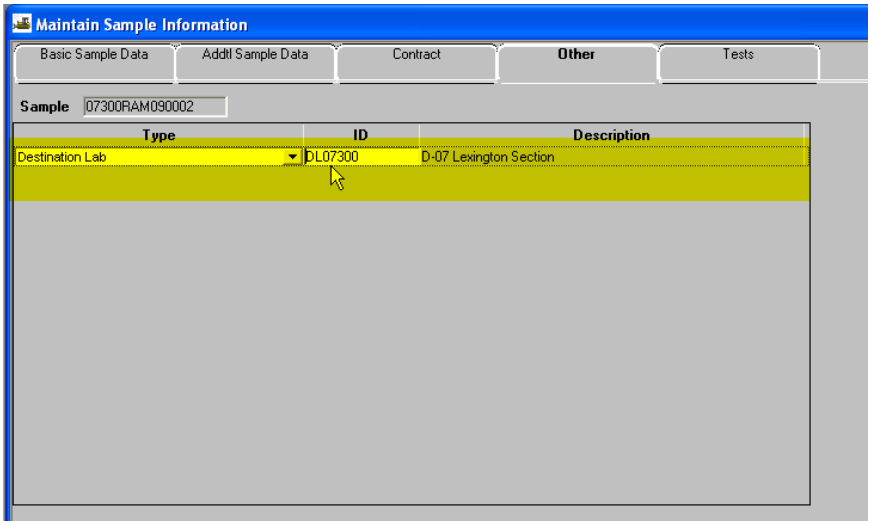
Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. 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 66: CLICK THE “CONTRACT” TAB AND CLICK THE SAVE BUTTON.

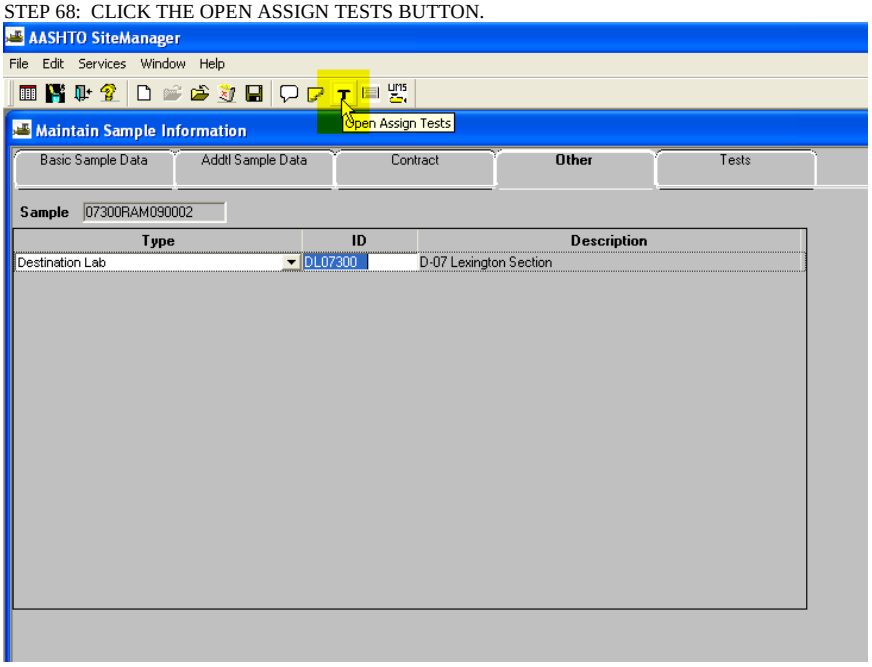


STEP 67: CLICK THE OTHER TAB AND SELECT DESTINATION LAB. THEN SELECT WHICH LAB UNIT THAT THE MATERIAL WILL BE TESTED AT AND CLICK SAVE.

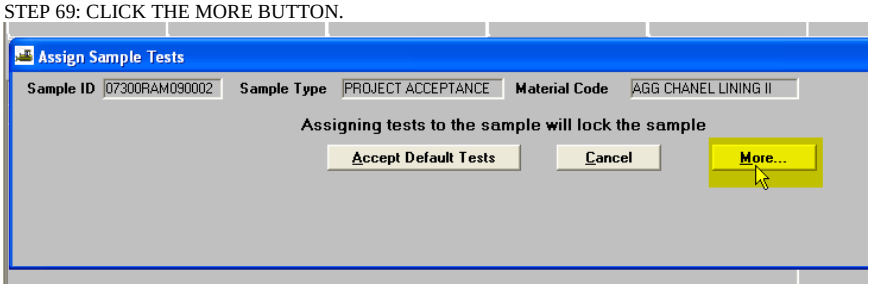




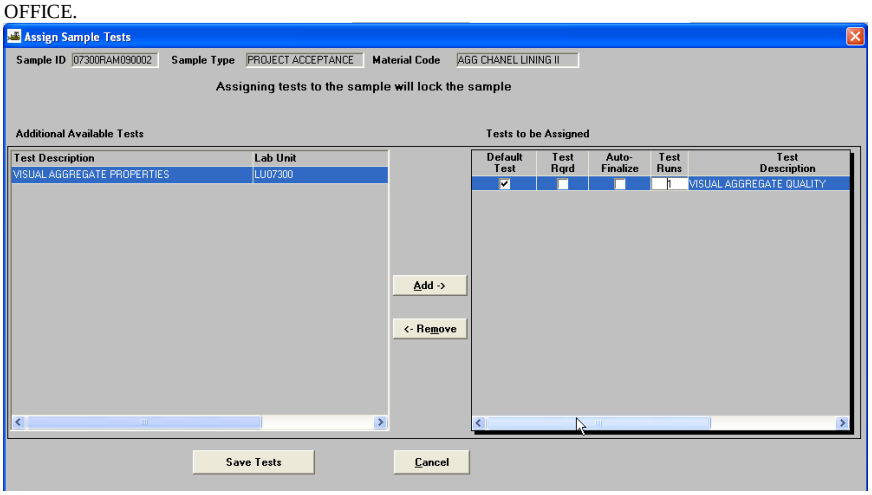
STEP 68: CLICK THE OPEN ASSIGN TESTS BUTTON.

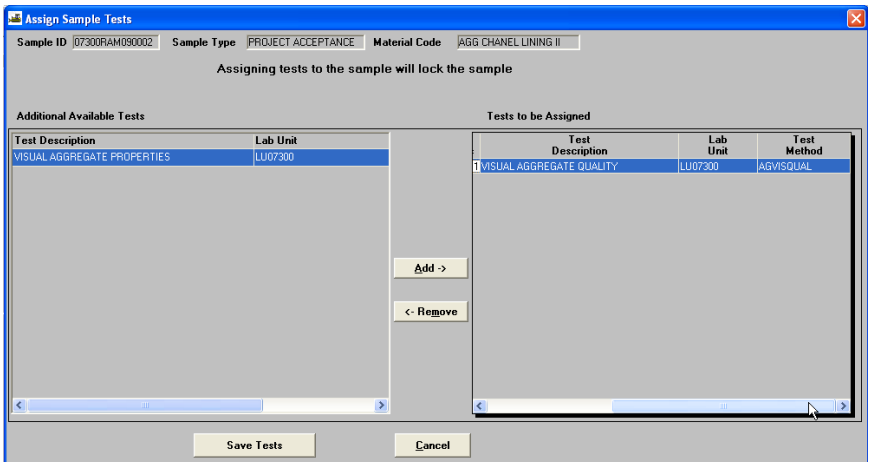


STEP 69: CLICK THE MORE BUTTON.

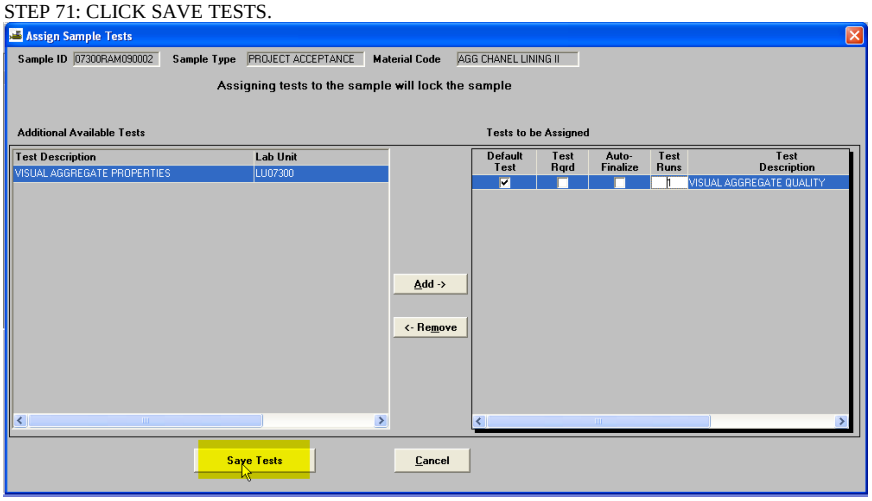


STEP 70: REVIEW THAT THE ASSIGNED TEST IS A VISUAL AND IT IS ASSIGNED TO THE SECTION OFFICE.

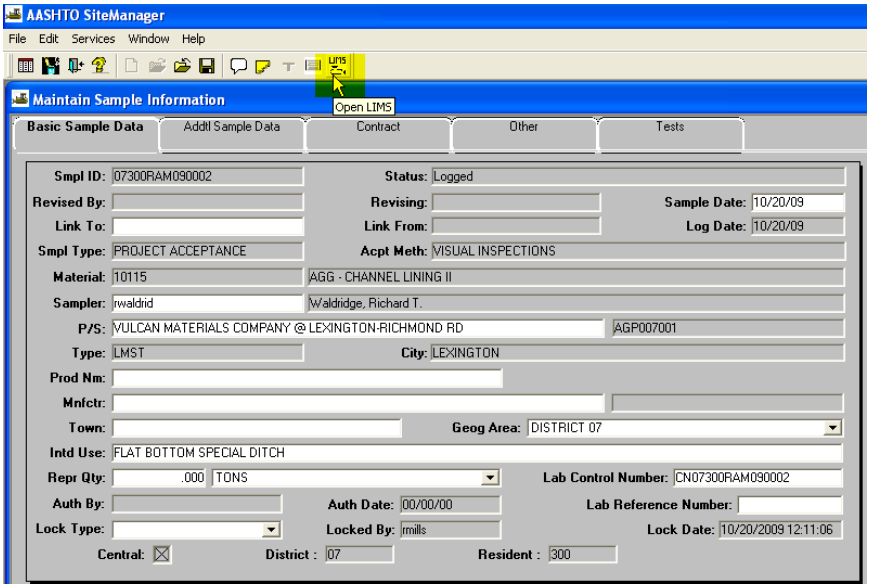




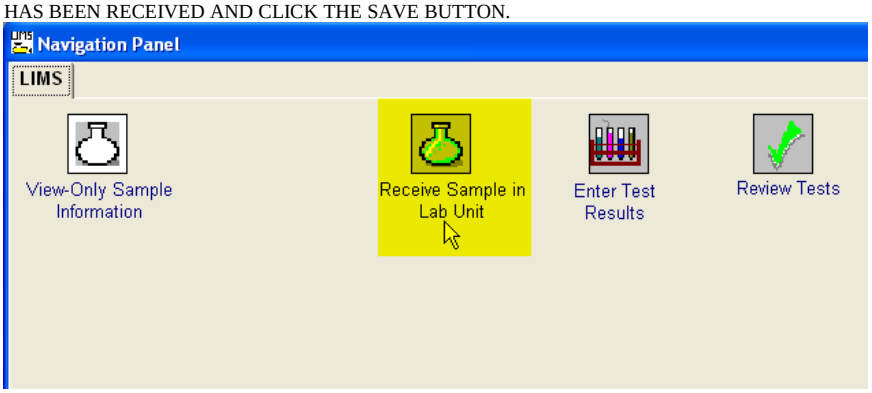
STEP 71: CLICK SAVE TESTS.

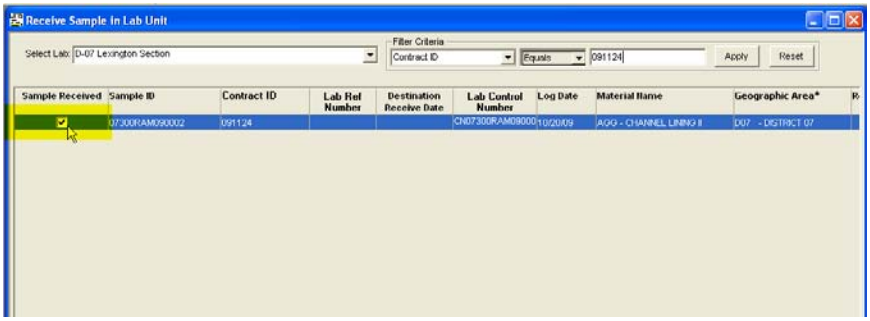


STEP 72: CLICK THE "OPEN LIMS" BUTTON.

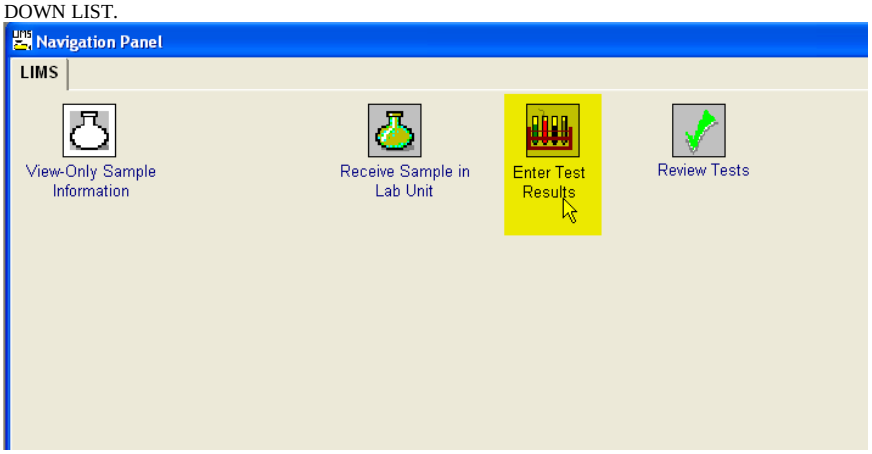


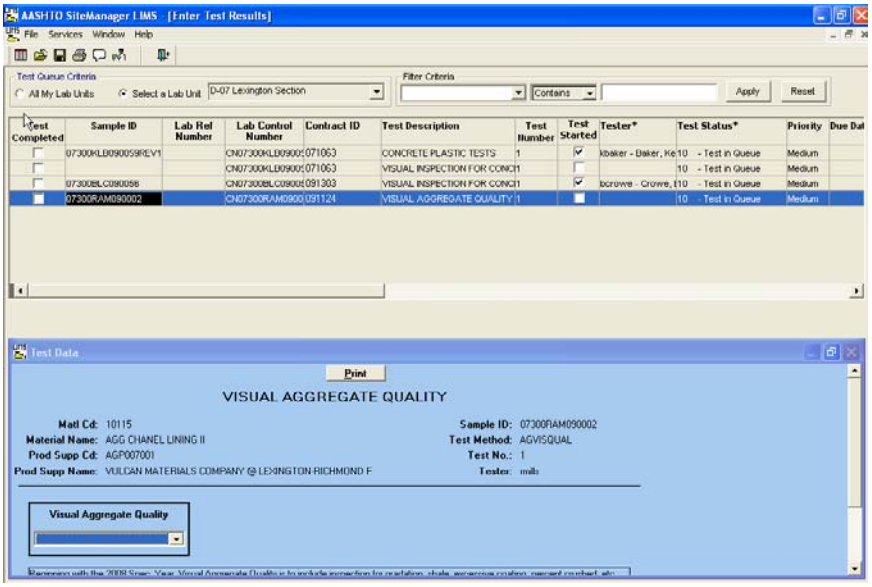
STEP 73: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON. CHECK THAT THE SAMPLE HAS BEEN RECEIVED AND CLICK THE SAVE BUTTON.

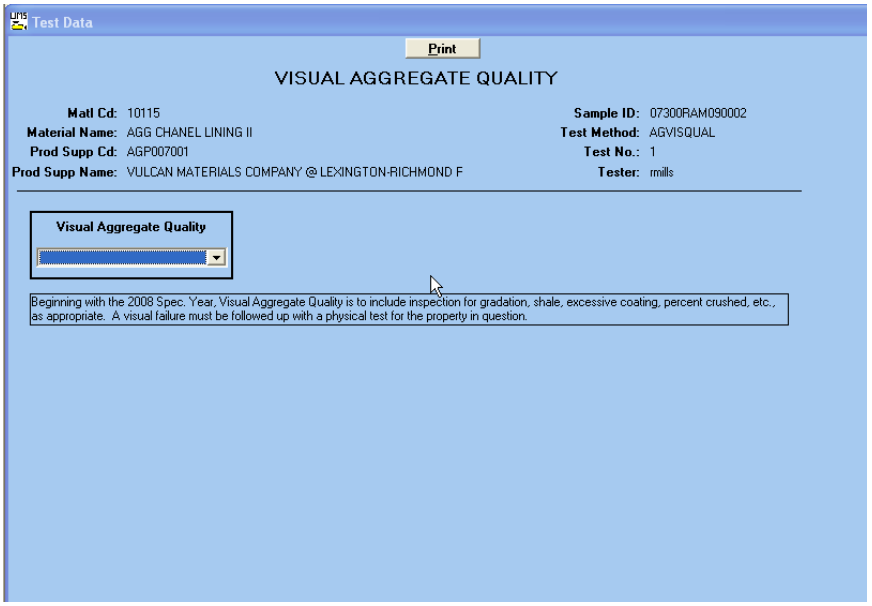


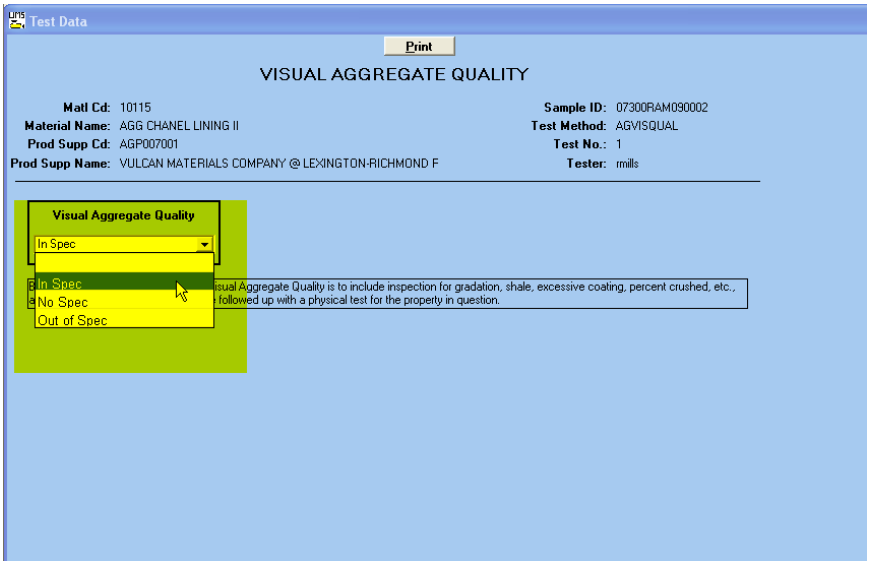


STEP 74: DOUBLE CLICK THE ENTER TEST RESULTS ICON. MAXIMIZE THE VISUAL AGGREGATE QUALITY TEMPLATE AND ENTER IF THE MATERIAL WAS IN SPEC OR OUT OF SPEC ON THE DROP DOWN LIST.

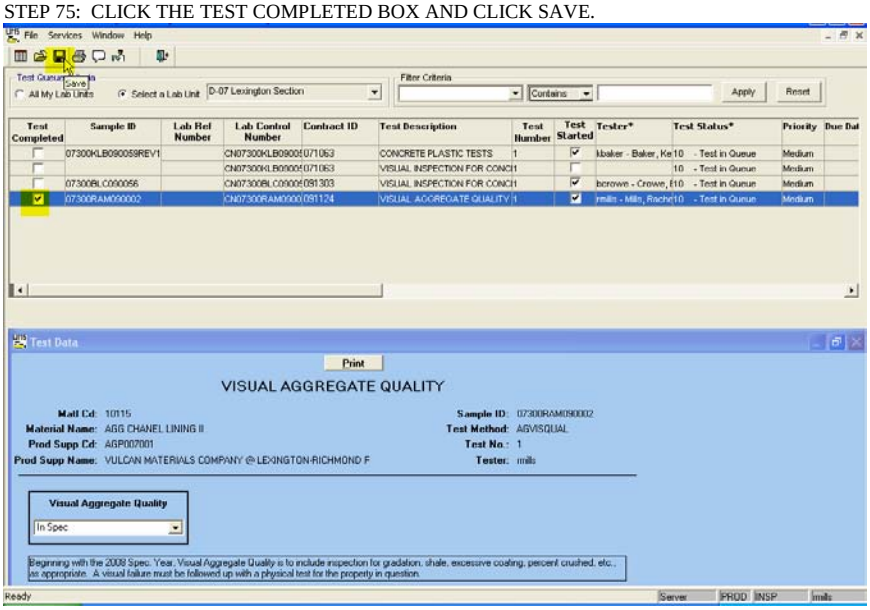



AASHTO SiteManager LIMS - [Enter Test Results]
File Services Window Help
Test Queue Criteria
All My Lab Units
Select a Lab Unit
D-07 Lexington Section
Filter Criteria
Contains
Apply
Reset
Test Completed
Sample ID
Lab Ref Number
Lab Control Number
Contract ID
Test Description
Test Number
Test Started
Tester*
Test Status*
Priority
Due Dat
07300KLB090059REV1
CN07300KLB0900
071063
CONCRETE PLASTIC TESTS
kbaker - Baker, Ke
10 - Test in Queue
Medium
CN07300KLB0900
071063
VISUAL INSPECTION FOR CONCI
10 - Test in Queue
Medium
07300BLC090058
CN07300BLC0900
091303
VISUAL INSPECTION FOR CONCI
lcrowe - Crowe, L
10 - Test in Queue
Medium
07300RAM090002
CN07300RAM0900
091124
VISUAL AGGREGATE QUALITY
10 - Test in Queue
Medium
Test Data
Print
VISUAL AGGREGATE QUALITY
Matl Cd: 10115
Material Name: AGG CHANEL LINING II
Prod Supp Cd: AGP007001
Prod Supp Name: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND F
Sample ID: 07300RAM090002
Test Method: AGVISQUAL
Test No.: 1
Tester: rmills
Visual Aggregate Quality


Test Data
Print
VISUAL AGGREGATE QUALITY
Matl Cd: 10115
Material Name: AGG CHANEL LINING II
Prod Supp Cd: AGP007001
Prod Supp Name: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND F
Sample ID: 07300RAM090002
Test Method: AGVISQUAL
Test No.: 1
Tester: rmills
Visual Aggregate Quality
Beginning with the 2008 Spec. Year, Visual Aggregate Quality is to include inspection for gradation, shale, excessive coating, percent crushed, etc., as appropriate. A visual failure must be followed up with a physical test for the property in question.

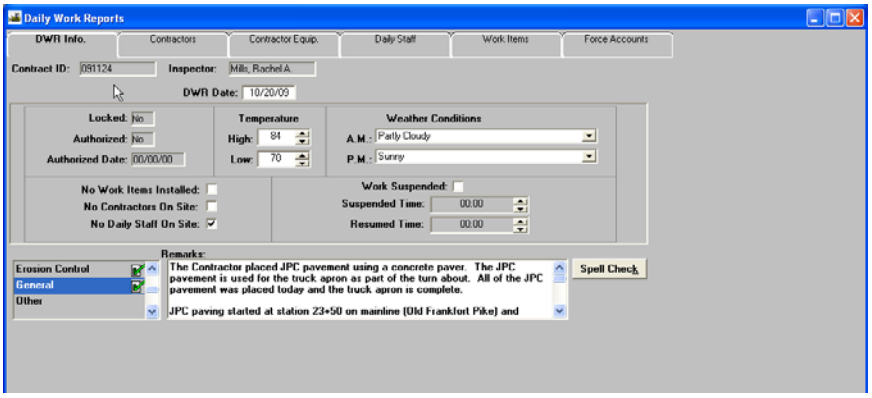


STEP 75: CLICK THE TEST COMPLETED BOX AND CLICK SAVE.

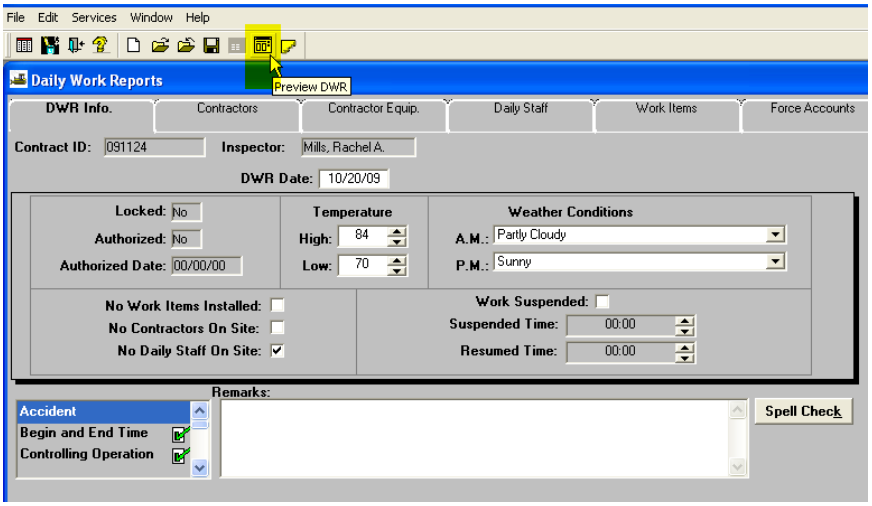


ENTERING OTHER INFORMATION ON A DWR

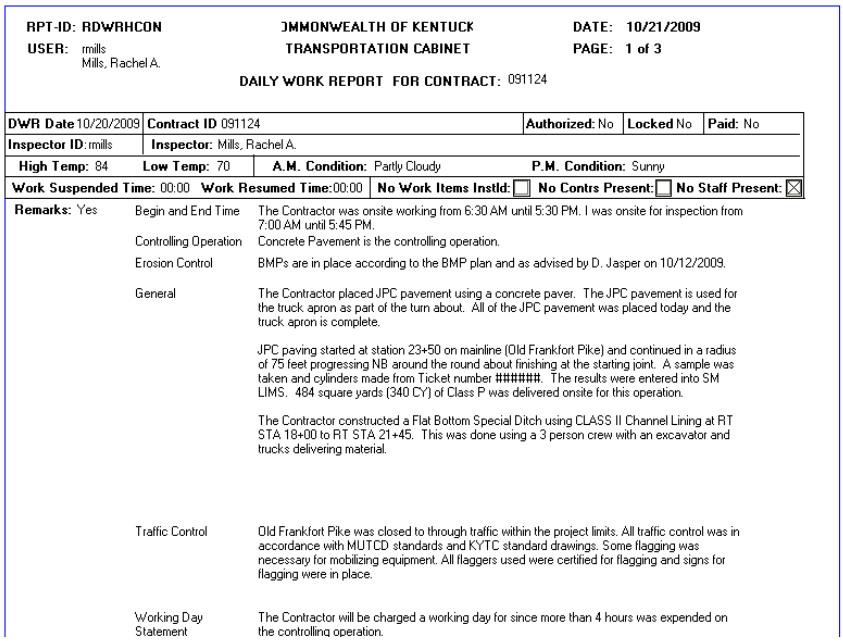
STEP 76: THERE ARE OTHER PLACES IN THE DWR TO ENTER INFORMATION. THE GENERAL REMARKS IS A GOOD PLACE TO ENTER INFORMATION ABOUT THE CONTRACT. THERE ARE OTHER REMARKS AREAS FOR VISITORS, EROSION CONTROL, OTHER OR ACCIDENTS WHERE CABINET PERSONNEL CAN DOCUMENT IN DETAIL THE IMPORTANT ASPECTS OF THINGS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



STEP 77:
PREVIEW DWR INFORMATION



STEP 78: SNAPSHOT OF THE DWR PREVIEW



RPT-ID: RDWRHCON | OMMONWEALTH OF KENTUCK | DATE: 10/21/2009
USER: rmills Mills, Rachel A. | TRANSPORTATION CABINET | PAGE: 1 of 3

DAILY WORK REPORT FOR CONTRACT: 091124

DWR Date 10/20/2009	Contract ID 091124	Authorized: No	Locked No	Paid: No
Inspector ID: rmills	Inspector: Mills, Rachel A.			
High Temp: 84	Low Temp: 70	A.M. Condition: Partly Cloudy	P.M. Condition: Sunny	
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: ☐	No Contrs Present: ☐	No Staff Present: ☒

Remarks: Yes

Begin and End Time	The Contractor was onsite working from 6:30 AM until 5:30 PM. I was onsite for inspection from 7:00 AM until 5:45 PM.
Controlling Operation	Concrete Pavement is the controlling operation.
Erosion Control	BMPs are in place according to the BMP plan and as advised by D. Jasper on 10/12/2009.
General	The Contractor placed JPC pavement using a concrete paver. The JPC pavement is used for the truck apron as part of the turn about. All of the JPC pavement was placed today and the truck apron is complete. JPC paving started at station 23+50 on mainline (Old Frankfort Pike) and continued in a radius of 75 feet progressing NB around the round about finishing at the starting joint. A sample was taken and cylinders made from Ticket number ######. The results were entered into SM LIMS. 484 square yards (340 CY) of Class P was delivered onsite for this operation. The Contractor constructed a Flat Bottom Special Ditch using CLASS II Channel Lining at RT STA 18+00 to RT STA 21+45. This was done using a 3 person crew with an excavator and trucks delivering material.
Traffic Control	Old Frankfort Pike was closed to through traffic within the project limits. All traffic control was in accordance with MUTCD standards and KYTC standard drawings. Some flagging was necessary for mobilizing equipment. All flaggers used were certified for flagging and signs for flagging were in place.
Working Day Statement	The Contractor will be charged a working day for since more than 4 hours was expended on the controlling operation.

Contractor Information

Contractor ID: 02069 **Contractor Name:** FREE CONTRACTING INC **Hrs Worked:** 0.000

Nbr of Supervisors: 1 **Nbr Of Workers:** 18

Supervisor/ Foreman :	Name	Hrs. Worked
	Superintendent	0.000

Variable Labor:	Personnel Title	Qty	Hrs.Worked
	Flaggers	2	0.000
	Quality Control Technicians	1	0.000
	Laborers	12	0.000
	Skilled	3	0.000

Equipment:	Description	Qty	Qty Used	Hrs. Used
	Concrete Pavers	1	1	0.000
	Concrete Saws	1	1	0.000

Work Item Information

Item Code: 02084 **Description:** JPC PAVEMENT-8 IN

Supp Desc 1:

Supp Desc 2:

Project Nbr	Line Item Nbr	Catg.	Plan Pg Nbr	Place Qty	Units	Contractor ID Contractor Name	Measured	Instld Qty
DE03416810924	0180	0001	0	484.000	SQYD	02069 FREE CONTRACTING INC	Yes	.00

Location: Turn about-14' Truck Apron

	Station	Offset	Distance		Station	Offset	Distance
From:	23 + 0.000	CL	0.000	**To:**	24 + 50.000	CL	0.000

Item Code: 02483 **Description:** CHANNEL LINING CLASS II

Supp Desc 1:

Supp Desc 2:

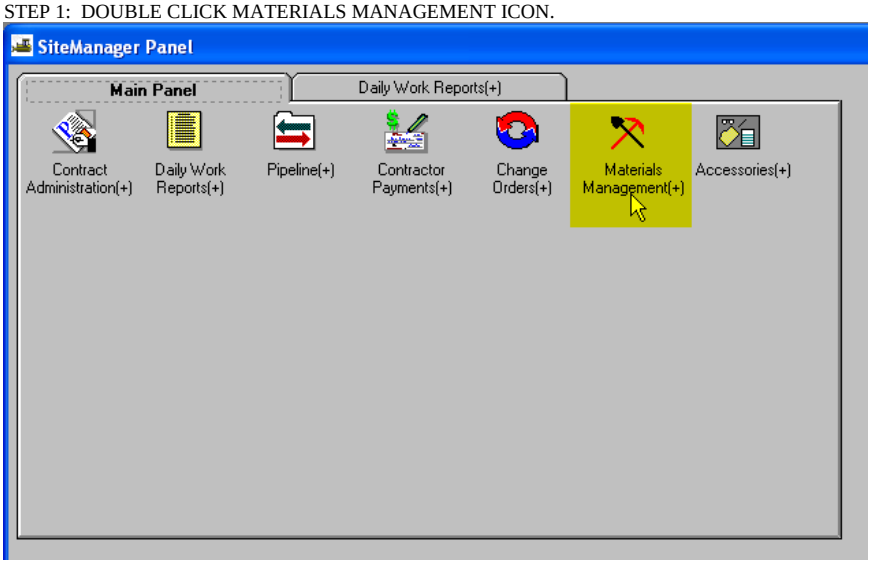
Project Nbr	Line Item Nbr	Catg.	Plan Pg Nbr	Place Qty	Units	Contractor ID Contractor Name	Measured	Instld Qty
DE03416810924	0240	0001	0	246.000	TON	02069 FREE CONTRACTING INC	No	.00

Location: 2' FLAT BOTTOM SPECIAL DITCH

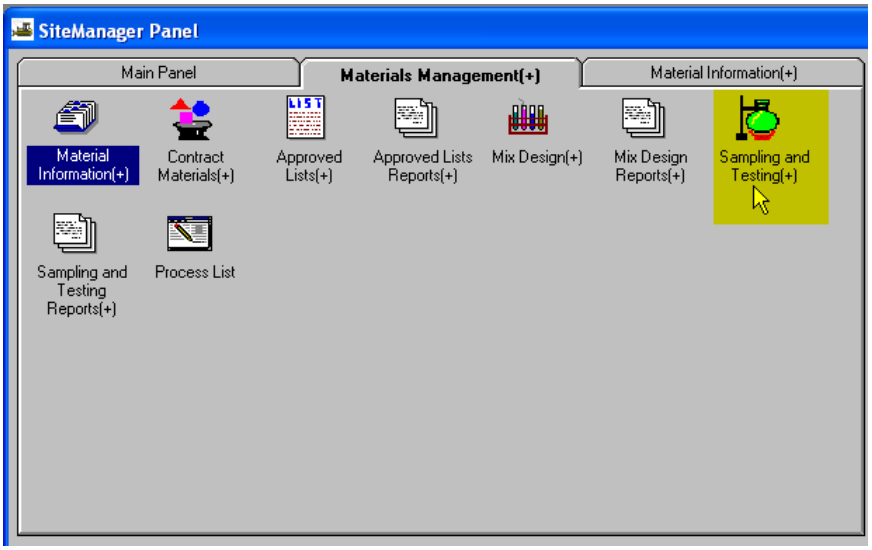
	Station	Offset	Distance		Station	Offset	Distance
From:	18 + 0.000	RT	0.000	**To:**	21 + 45.000	RT	0.000

ENTERING SAMPLE DIRECTLY IN SITEMANAGER

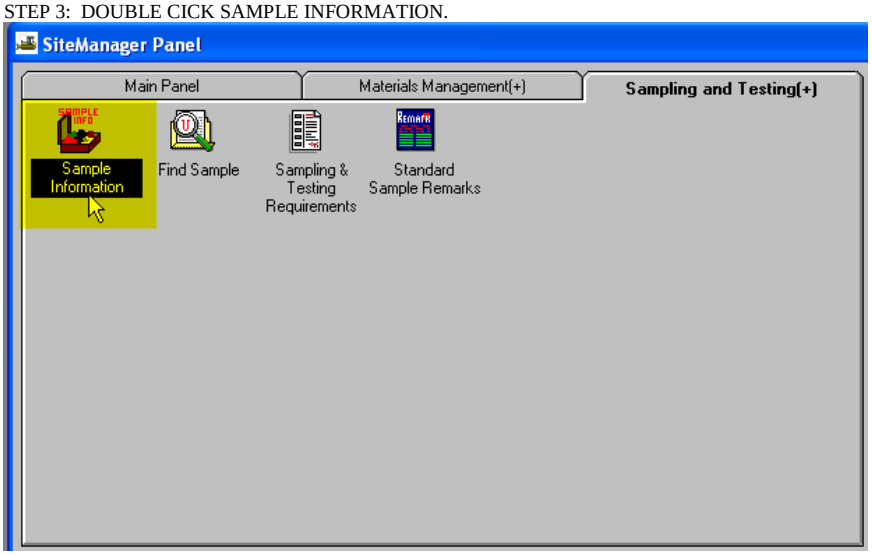
STEP 1: DOUBLE CLICK MATERIALS MANAGEMENT ICON.



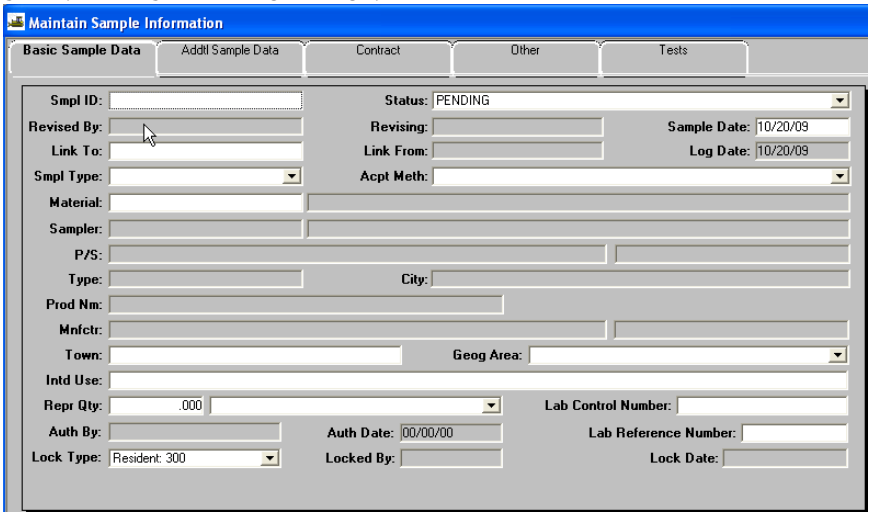
STEP 2: DOUBLE CLICK SAMPLING AND TESTING.



STEP 3: DOUBLE CICK SAMPLE INFORMATION.



STEP 4: ENTER SAMPLE INFORMATION.



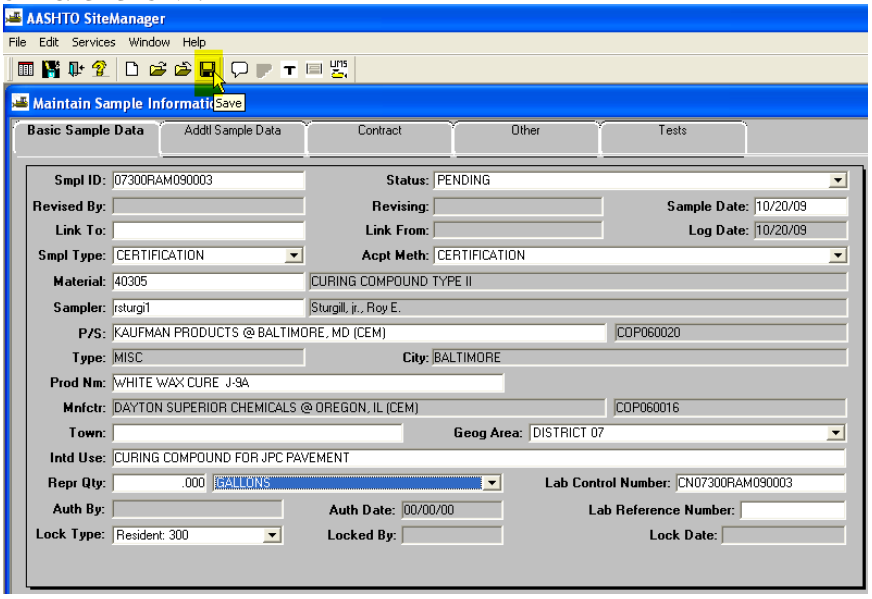
Sample ID	Identifier of the sample record. The Sample ID is manually entered by the Sampler when logging the sample in SiteManager. The Sample ID is 14 characters in most circumstances but may be up to 18 characters long if there are special circumstances in the case of a revised sample or a recheck. Every character of the Sample ID has a specific meaning (i.e. it is "smart" number) and should follow the naming convention of *DDSSSIIIYY####XXXX*. 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. - (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). - (YY) The 2-digit year sample was taken. - (####) 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.) - (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. <u>Notes:</u> - 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 *original* sample record with the User ID of the person who revised the sample record. <u>Note:</u> - This is only relevant when a sample record is revised. - This field is not populated on the *revised* 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.
Type	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 *equivalent other office* 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 *IAS samples*, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock. - 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) - 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 5: CLICK SAVE.

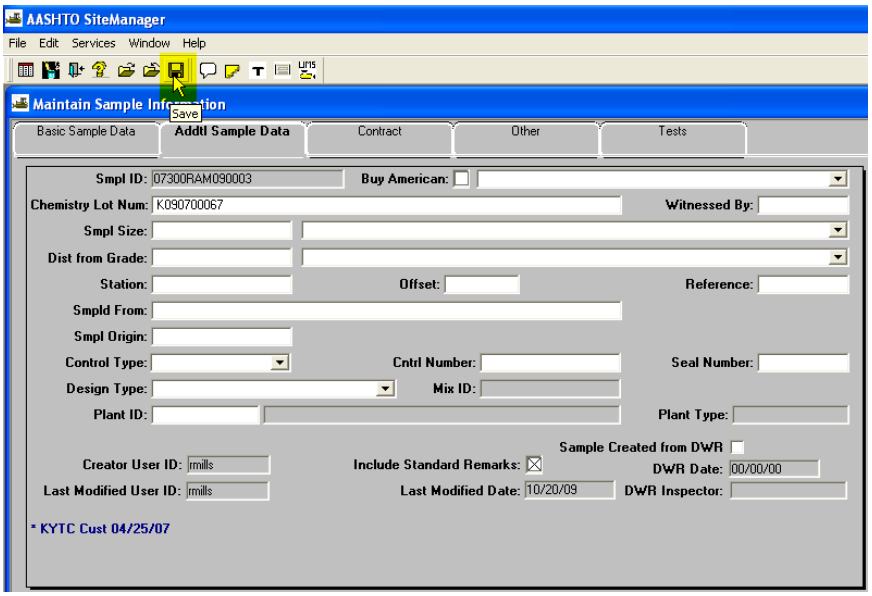


STEP 6: CLICK THE ADDTL SAMPLE DATA TAB, ENTER THE INFORMATION AND CLICK SAVE.

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: - 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.

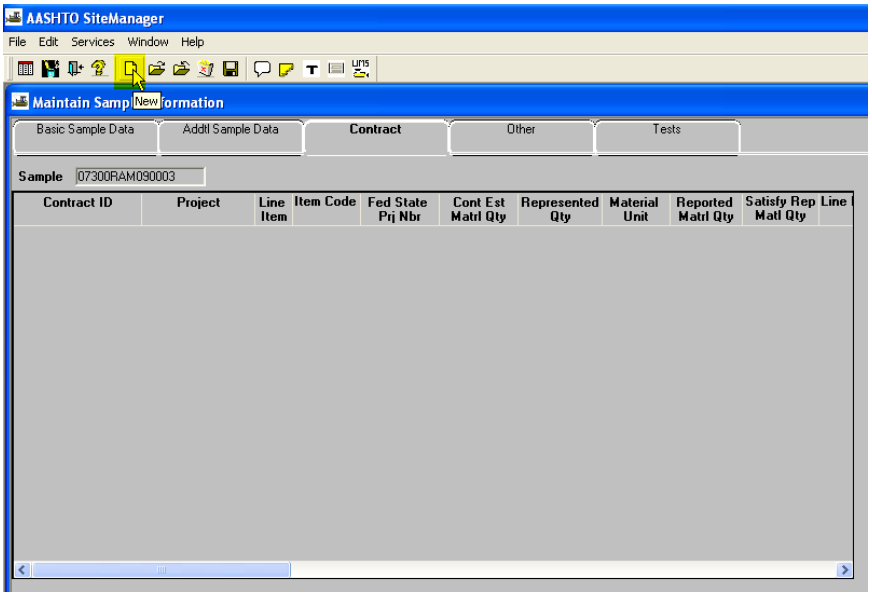
Comment [v3]: Need to update for LIMS (Additional fields).

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 Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. 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.

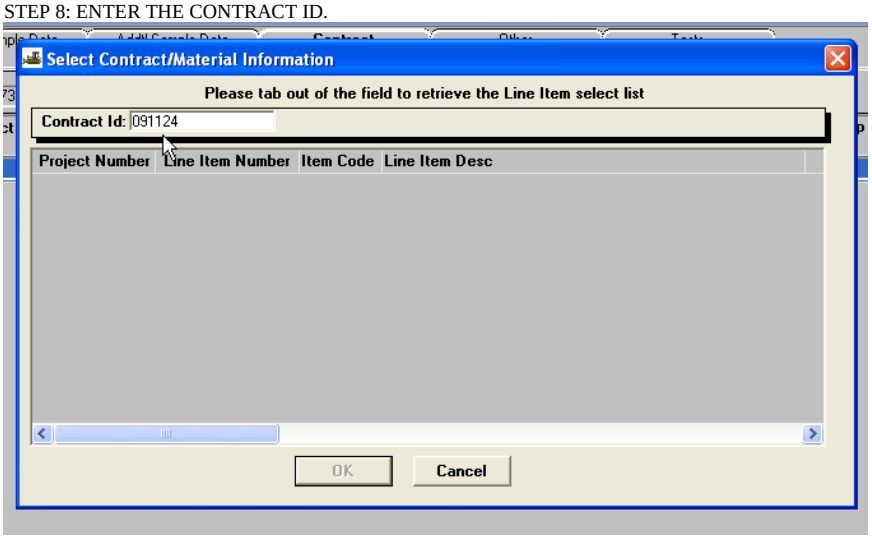


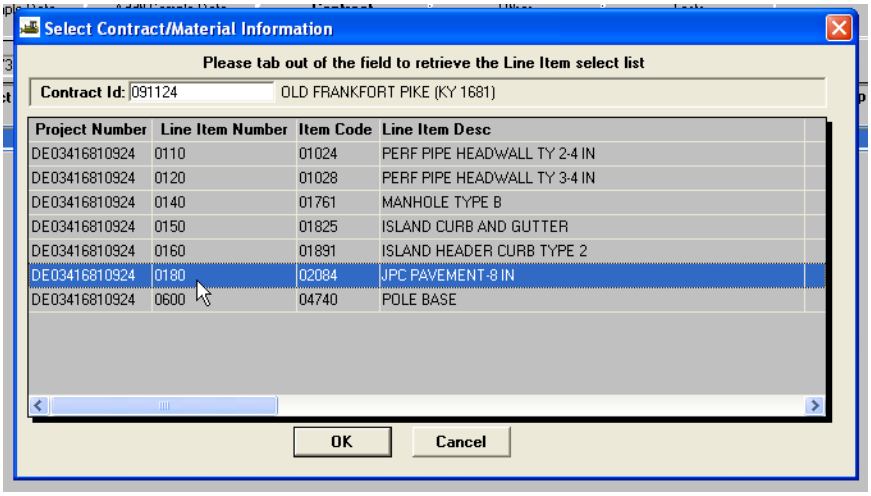
STEP 7: CLICK THE CONTRACT TAB AND CLICK THE NEW BUTTON.

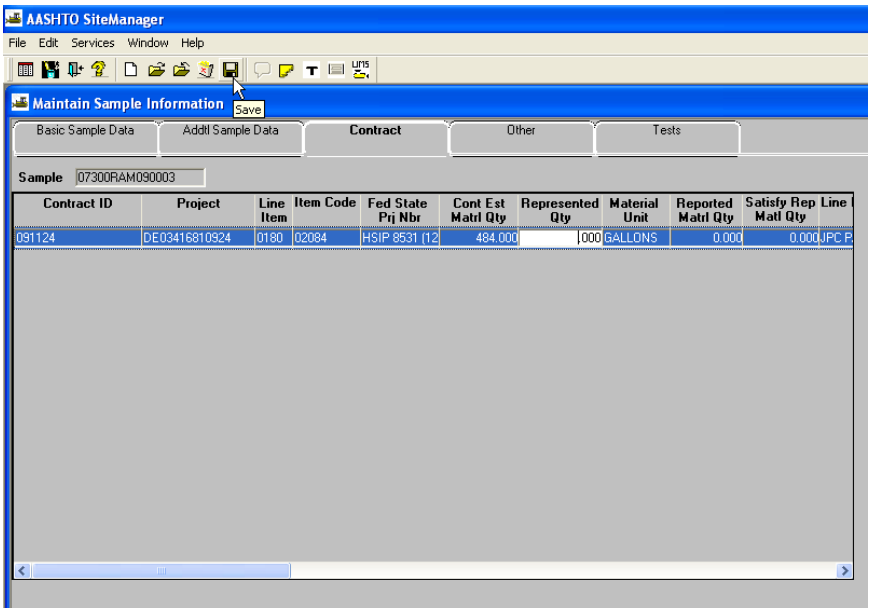
Contract ID	Using the search function, make the necessary contract item associations for Project Acceptance samples. The Contract ID will be displayed based upon the record selected.
Project	This field is auto populated with the Project Number based on the record selected.
Line Item	This field is auto 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.



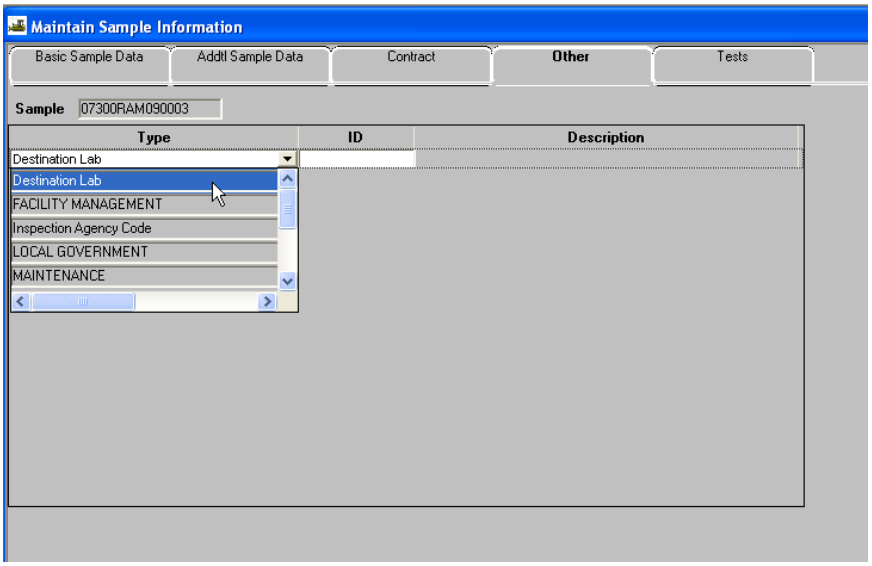
STEP 8: ENTER THE CONTRACT ID.

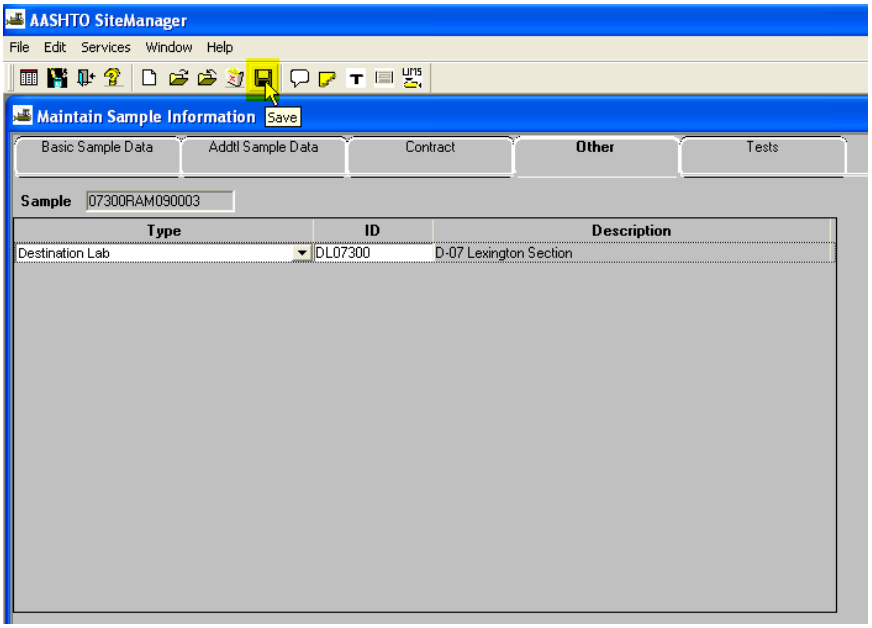



Select Contract/Material Information
Please tab out of the field to retrieve the Line Item select list
Contract Id: 091124
OLD FRANKFORT PIKE (KY 1681)
Project Number | Line Item Number | Item Code | Line Item Desc
DE03416810924 | 0110 | 01024 | PERF PIPE HEADWALL TY 2-4 IN
DE03416810924 | 0120 | 01028 | PERF PIPE HEADWALL TY 3-4 IN
DE03416810924 | 0140 | 01761 | MANHOLE TYPE B
DE03416810924 | 0150 | 01825 | ISLAND CURB AND GUTTER
DE03416810924 | 0160 | 01891 | ISLAND HEADER CURB TYPE 2
DE03416810924 | 0180 | 02084 | JPC PAVEMENT-8 IN
DE03416810924 | 0600 | 04740 | POLE BASE
OK
Cancel

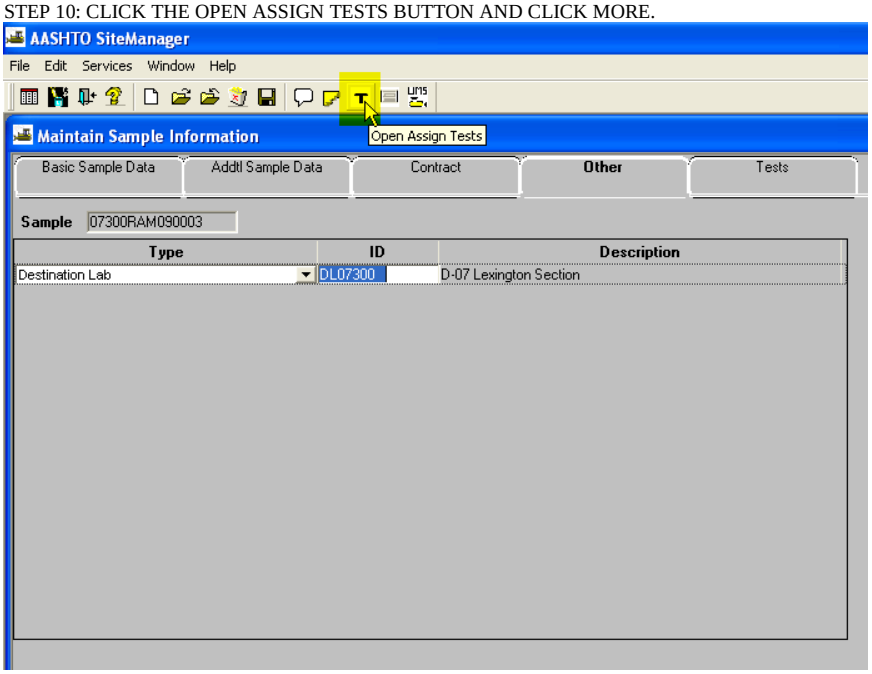

AASHTO SiteManager
File Edit Services Window Help
Maintain Sample Information
Save
Basic Sample Data
Addtl Sample Data
Contract
Other
Tests
Sample 07300RAM090003
Contract ID | Project | Line Item | Item Code | Fed State Prj Nbr | Cont Est Matl Qty | Represented Qty | Material Unit | Reported Matl Qty | Satisfy Rep Matl Qty | Line
091124 | DE03416810924 | 0180 | 02084 | HSIP 8531 (12 | 484.000 | 000 | GALLONS | 0.000 | 0.000 | JPC P

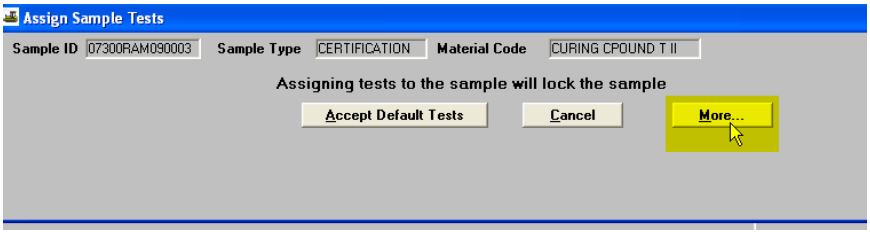
STEP 9: CLICK THE OTHER TAB, SELECT DESTINATION LAB, SELECT THE APPROPRIATE LAB AND CLICK SAVE.



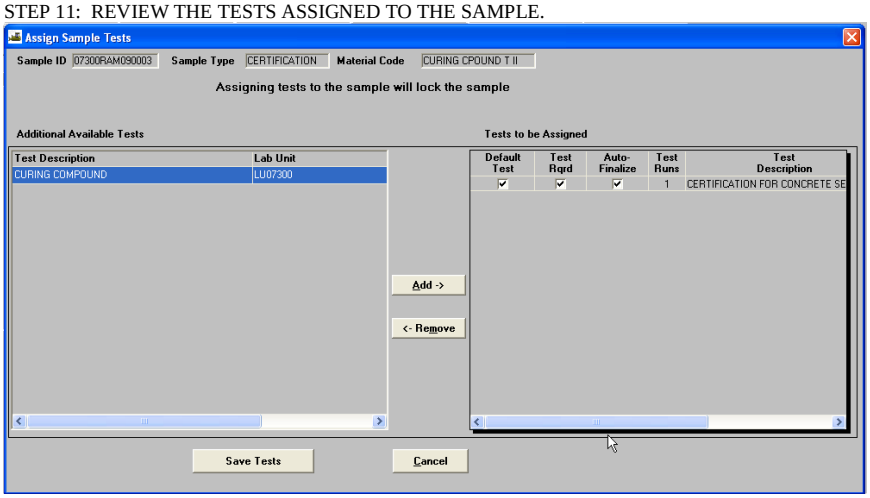


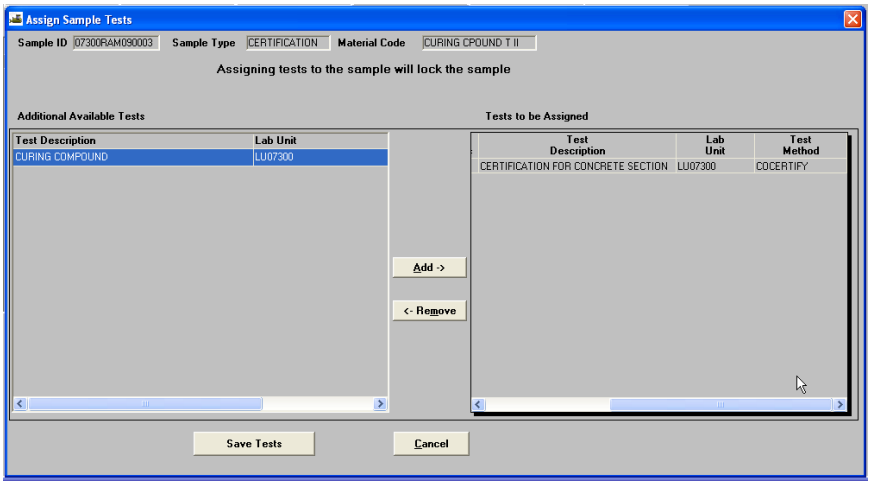
STEP 10: CLICK THE OPEN ASSIGN TESTS BUTTON AND CLICK MORE.



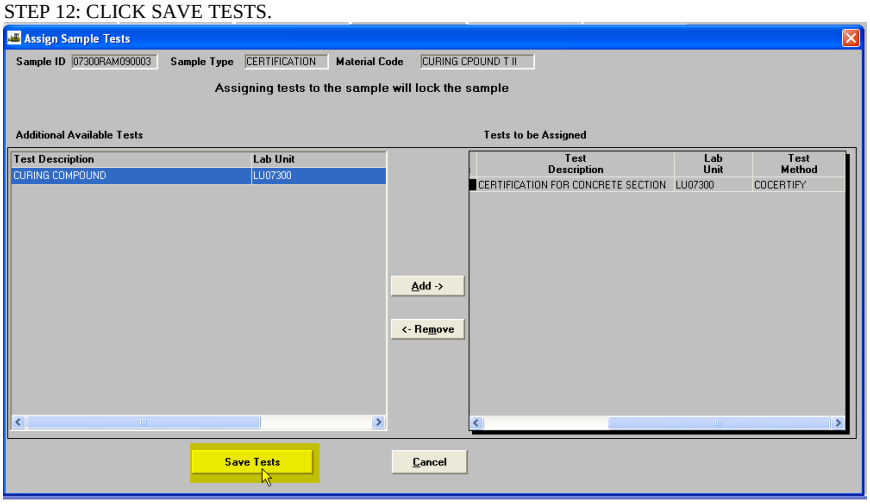


STEP 11: REVIEW THE TESTS ASSIGNED TO THE SAMPLE.

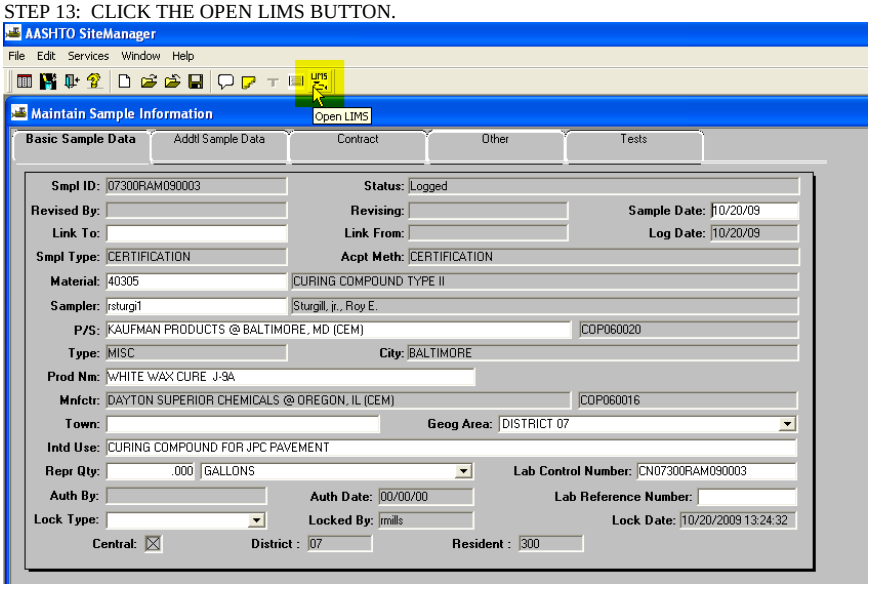




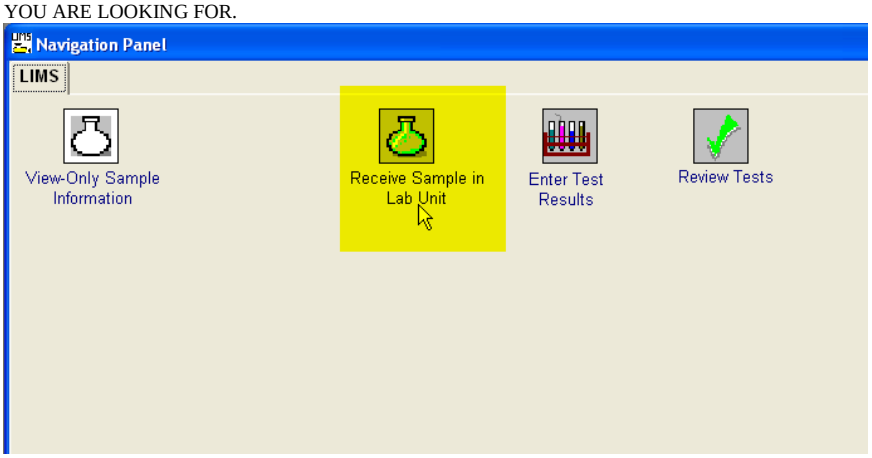
STEP 12: CLICK SAVE TESTS.

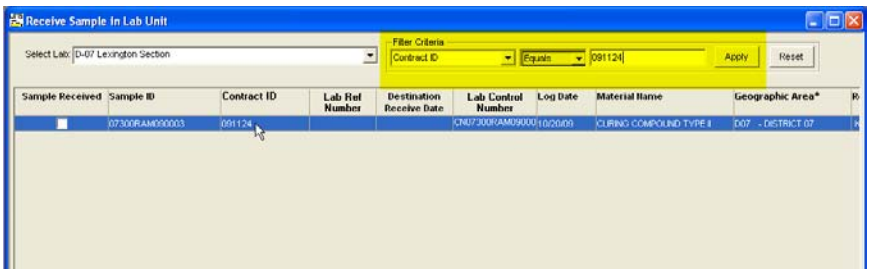


STEP 13: CLICK THE OPEN LIMS BUTTON.

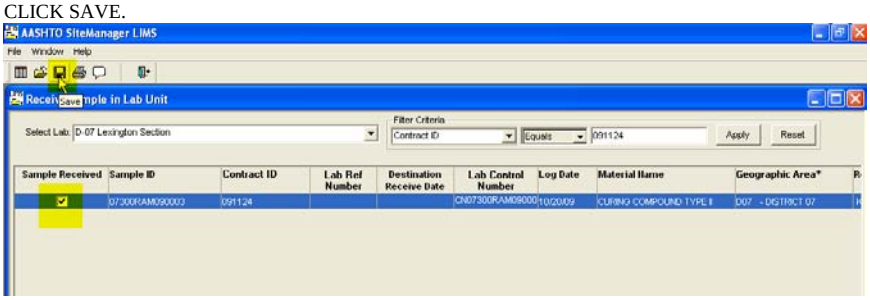


STEP 14: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON, FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR.

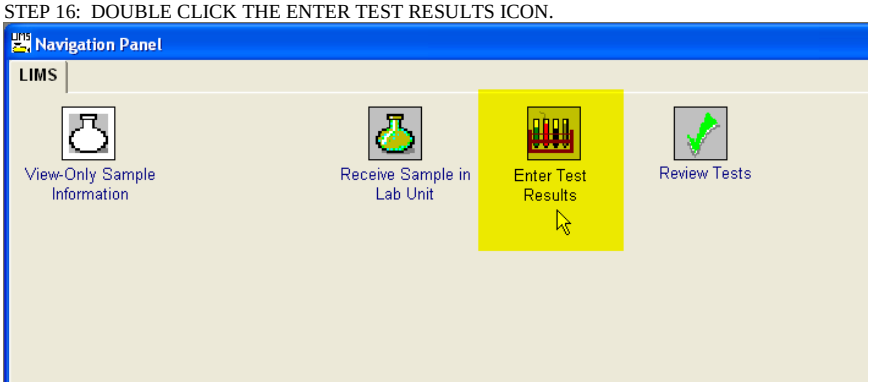




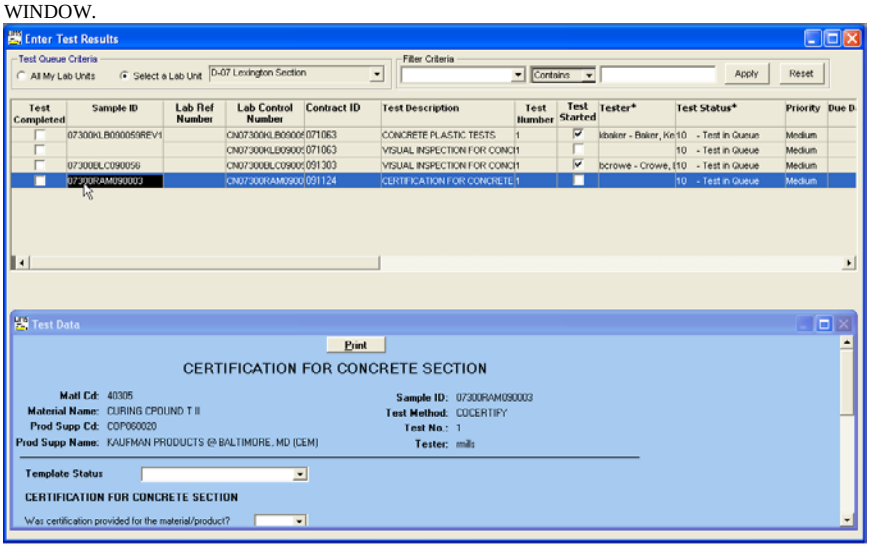
STEP 15: SELECT THE SAMPLE ID THAT YOU ARE LOOKING FOR, CLICK SAMPLE RECEIVED AND CLICK SAVE.

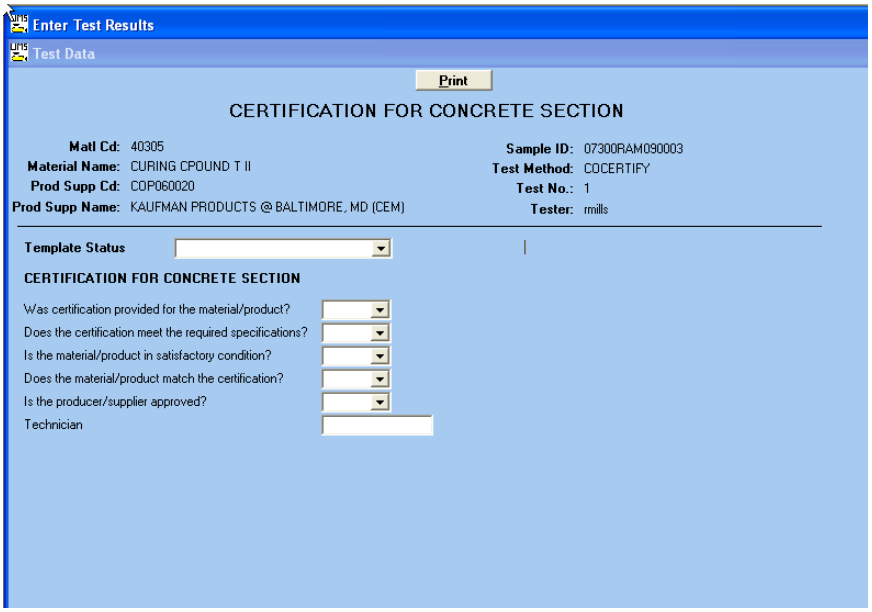


STEP 16: DOUBLE CLICK THE ENTER TEST RESULTS ICON.

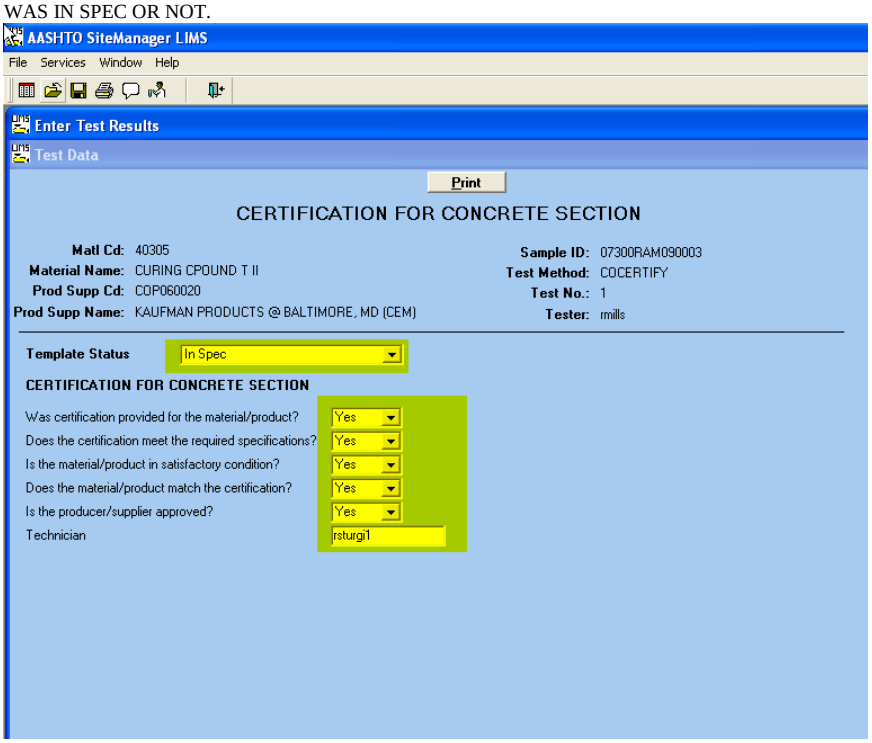


STEP 17: FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR AND MAXIMIZE THE TEST DATA WINDOW.

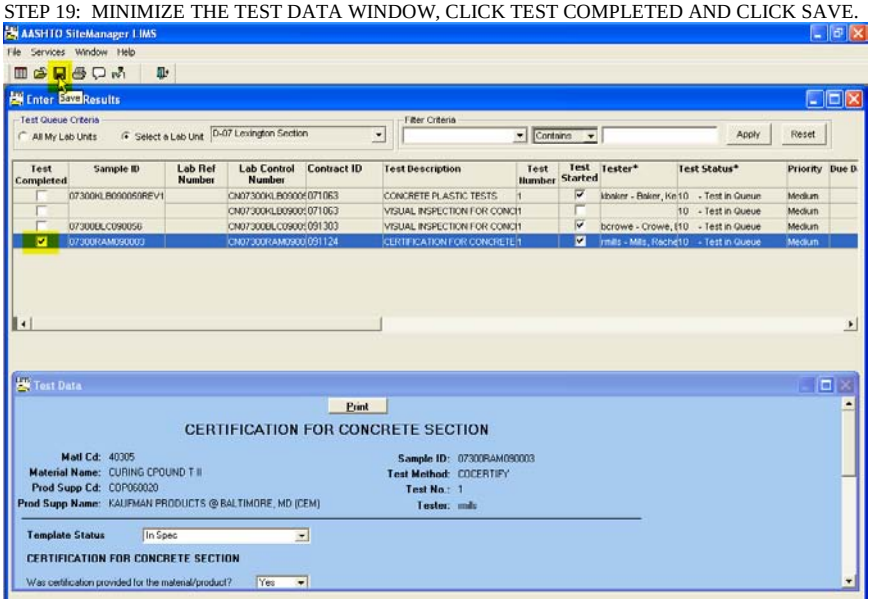



Enter Test Results
Test Data
Print
CERTIFICATION FOR CONCRETE SECTION
Matl Cd: 40305
Material Name: CURING CPOUND T II
Prod Supp Cd: COP060020
Prod Supp Name: KAUFMAN PRODUCTS @ BALTIMORE, MD (CEM)
Sample ID: 07300RAM090003
Test Method: COCERTIFY
Test No.: 1
Tester: rmills
Template Status
CERTIFICATION 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 producer/supplier approved?
Technician

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

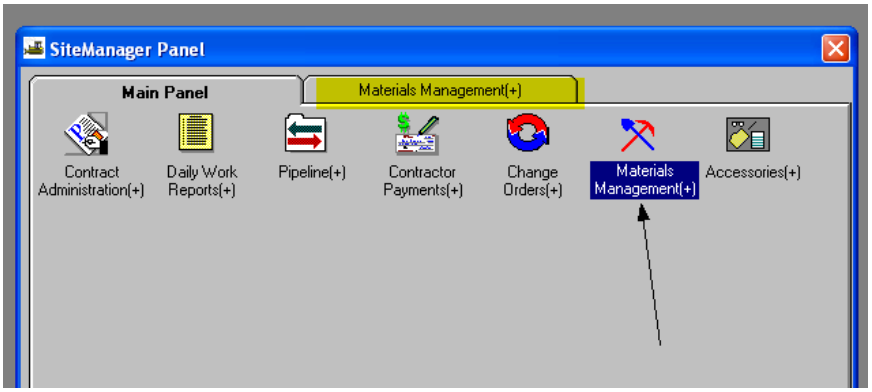


STEP 19: MINIMIZE THE TEST DATA WINDOW, CLICK TEST COMPLETED AND CLICK SAVE.

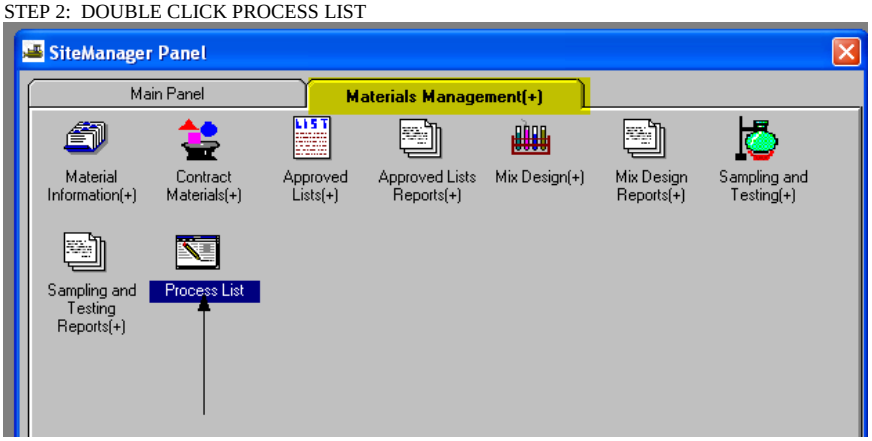


HOW TO RUN A SAMPLING CHECKLIST REPORT

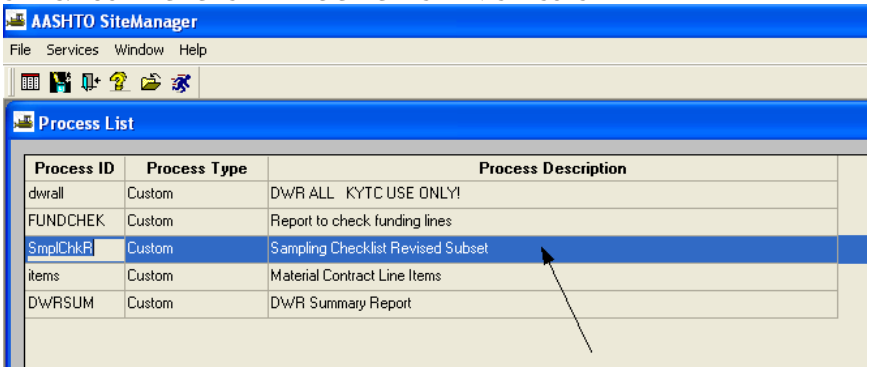
STEP 1:



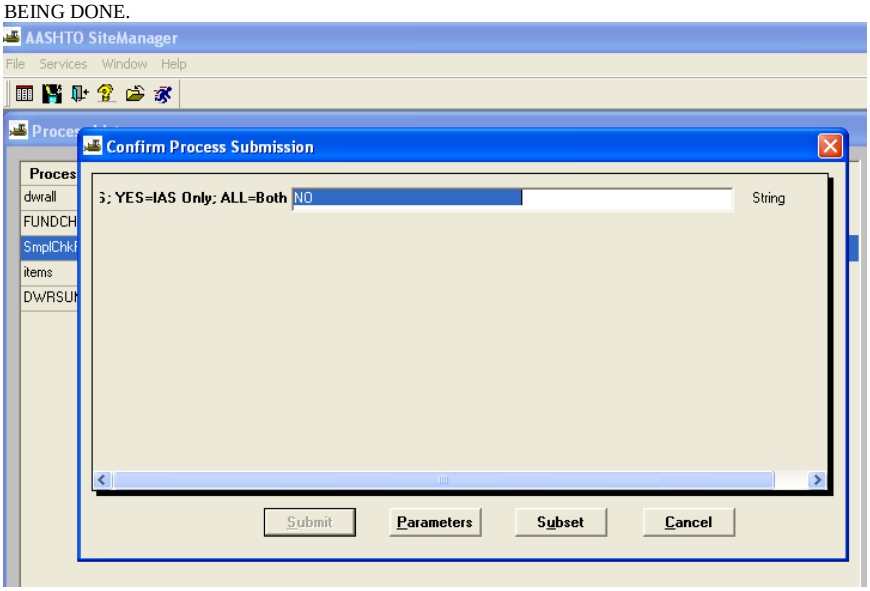
STEP 2: DOUBLE CLICK PROCESS LIST



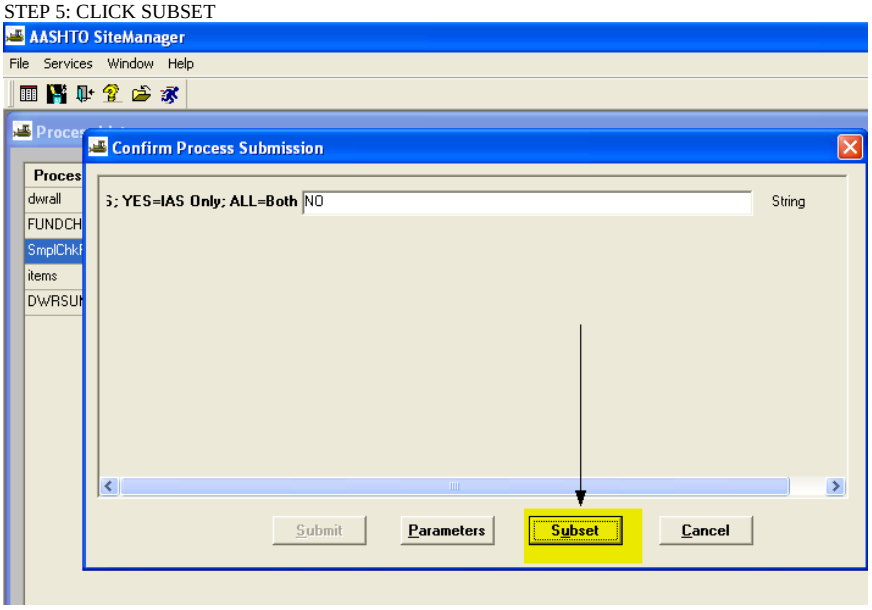
STEP 3: DOUBLE CLICK SAMPLING CHECKLIST REVISED SUBSET



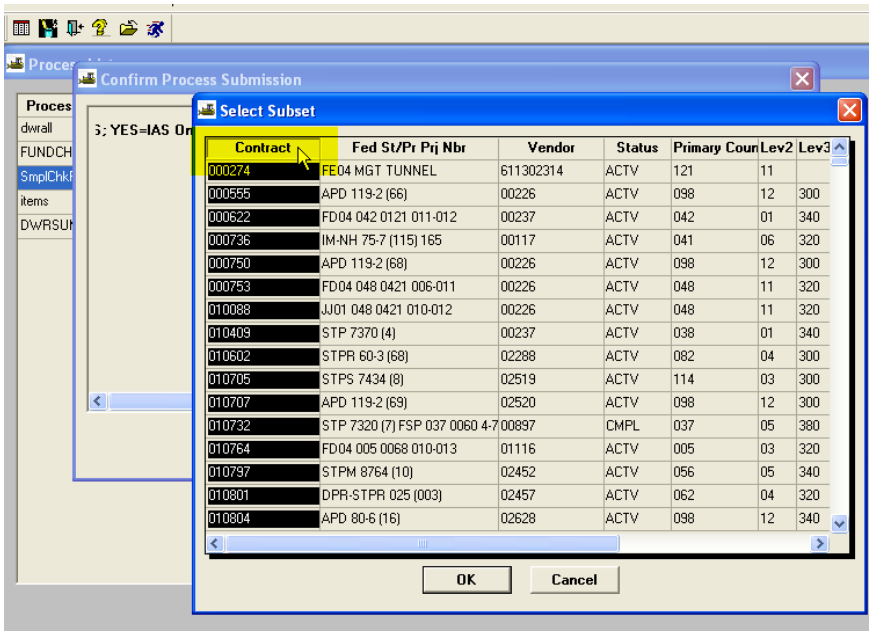
STEP 4: ACCEPT “NO” VALUE TO OBTAIN CONTRACT SAMPLING & TESTING REQUIREMENTS NOT INCLUDING INDEPENDENT ASSURANCE SAMPLES (IAS). “YES” VALUE RETURNS ONLY IAS SAMPLING & TESTING REQUIREMENTS. “ALL” WILL RETURN BOTH THE IAS AND ALL OTHER SAMPLING & TESTING REQUIREMENTS FOR THE CONTRACT. *99% OF TIME THE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



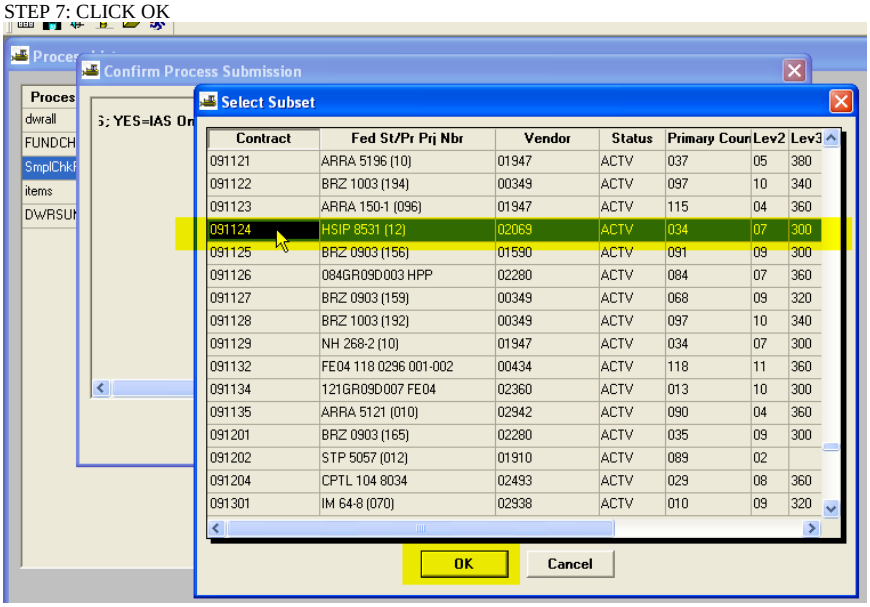
STEP 5: CLICK SUBSET



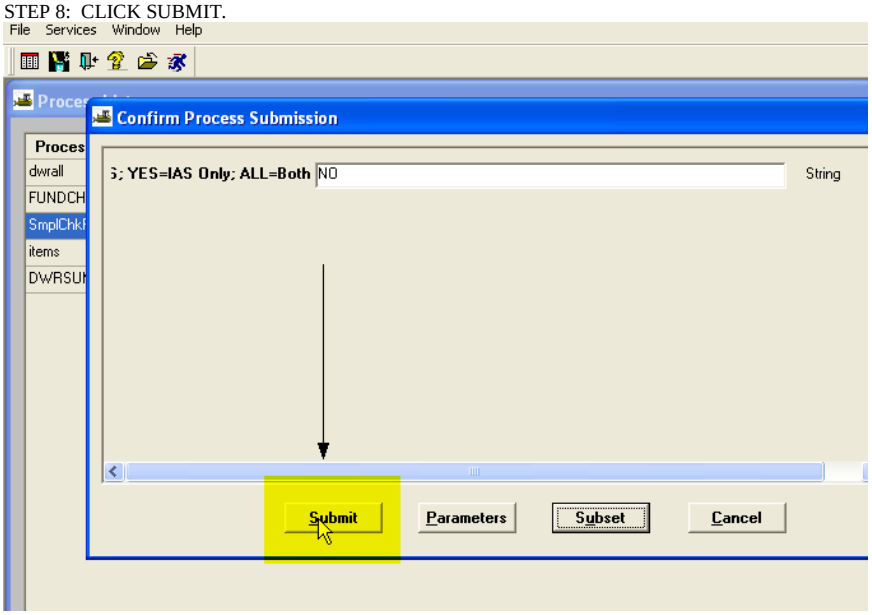
STEP 6: CLICK IN THE CONTRACT COLUMN TO SORT CONTRACTS IN NUMERICAL ORDER AND FIND YOUR CONTRACT.



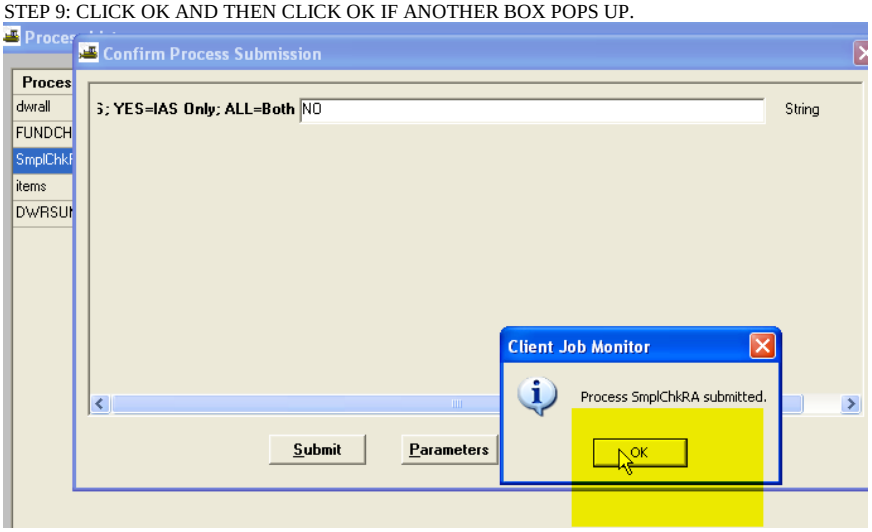
STEP 7: CLICK OK



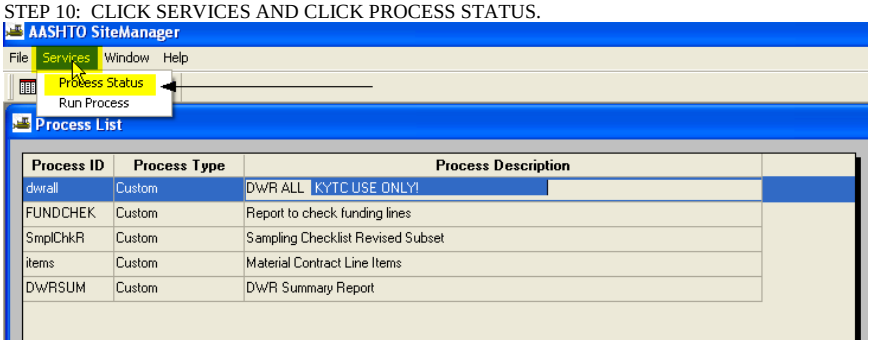
STEP 8: CLICK SUBMIT.



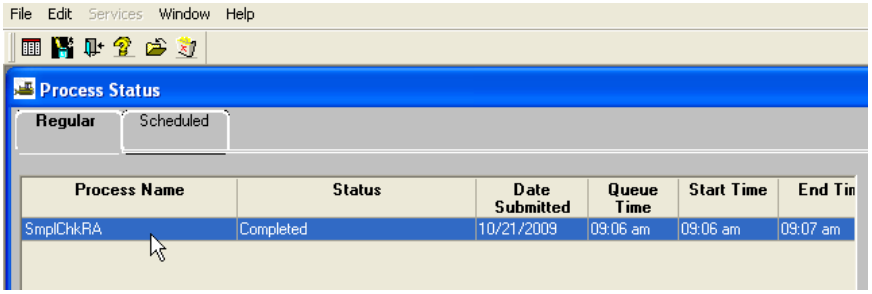
STEP 9: CLICK OK AND THEN CLICK OK IF ANOTHER BOX POPS UP.



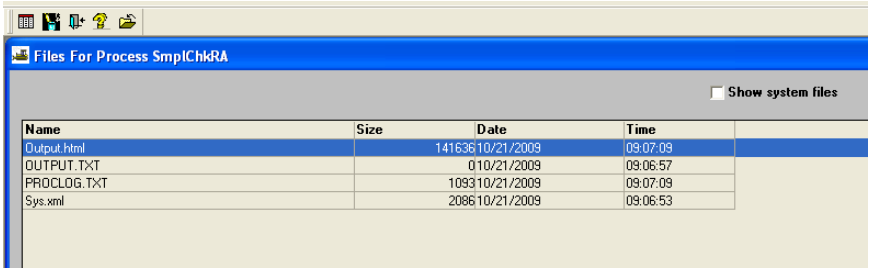
STEP 10: CLICK SERVICES AND CLICK PROCESS STATUS.



STEP 11: FIND THE MOST CURRENT PROCESS THAT YOU RAN AND DOUBLE CLICK.



STEP 12: DOUBLE CLICK OUTPUT.HTML



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

Rpt-ID: RMMSMPCL **COMMONWEALTH OF KENTUCKY** **Date:** 10/21/2009
User: **TRANSPORTATION CABINET**
Sampling Checklist

Contract ID: 091124 **Federal/State Project:**
Location:
Type of Work: GRADE & DRAIN WITH ASPHALT SURFACE **County:** FAYETTE **Route:**
Vendor ID: 02069 **Vendor Name:** FREE CONTRACTING INC

Project	Line Item	Item Code	Item Description	Bid + CO Qty	Installed Qty	Unit
DE03416810924	0010	00001	DGA BASE	1,189.000	126.400	TON

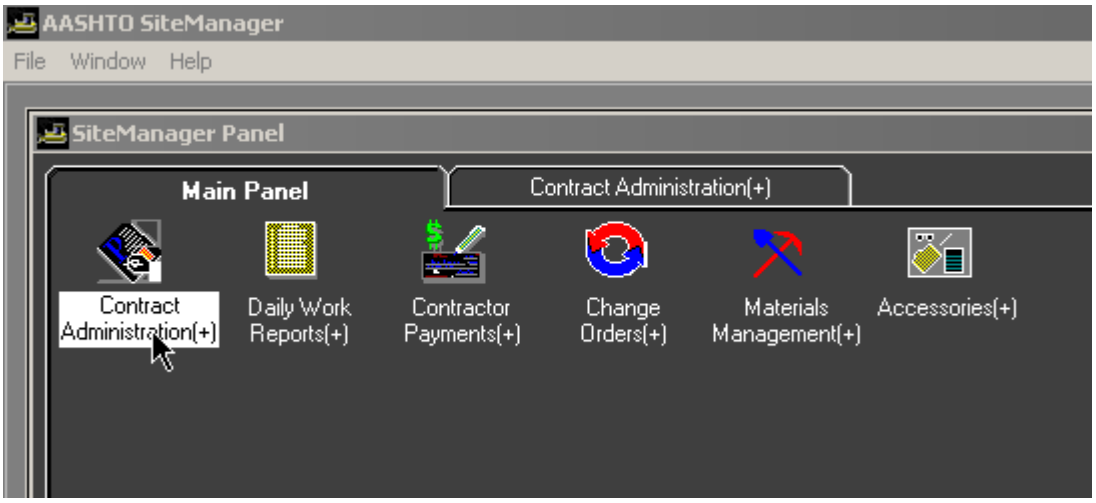
Material Code	Material Name	Sample Type	Accept. Method	Test Method	Freq.	Total Req'd	Total Taken	Samples Deficient
10455	BASE AGG - DGA	PACP	TR	AG% SHALE	1 /50,000	1	0	1
		PACP	TR	AGCRSQUAL	1 /50,000	1	0	1
		PACP	TR	AGK200&T27	1 /2,000	1	0	1
		PACP	TR	AGSANDEQUL	1 /25,000	1	0	1

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

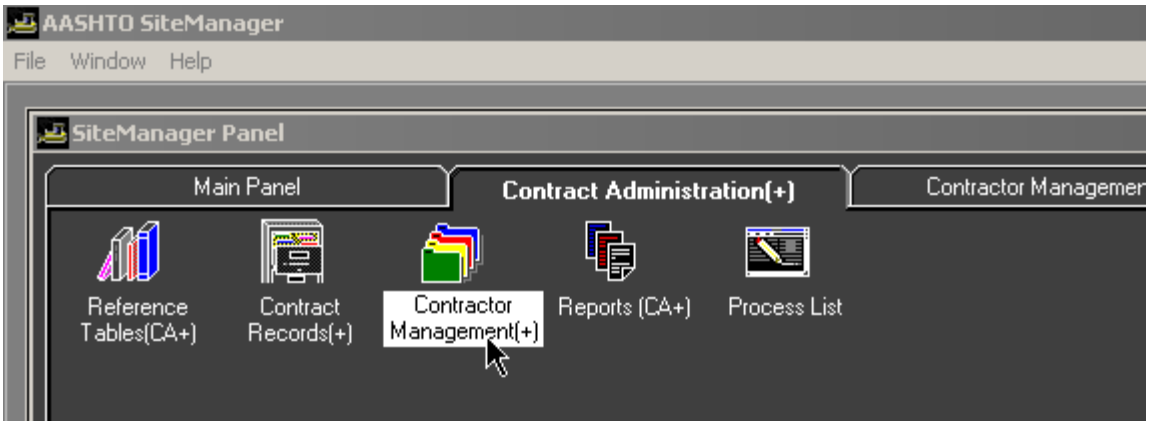
THIS SHOWS THE TESTS AND NUMBER OF TEST REQUIRED TO SATISFY SAMPLING AND TESTING REQUIREMENTS FOR CONTRACT 091124, LINE ITEM 0010. SAMPLES LOGGED IN THAT MATCH THESE SAMPLE TYPES, ACCEPTANCE METHODS, AND TEST METHODS WILL COUNT TOWARD SAMPLING AND TESTING REQUIREMENTS. IF THESE THREE THINGS DO NOT MATCH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

VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

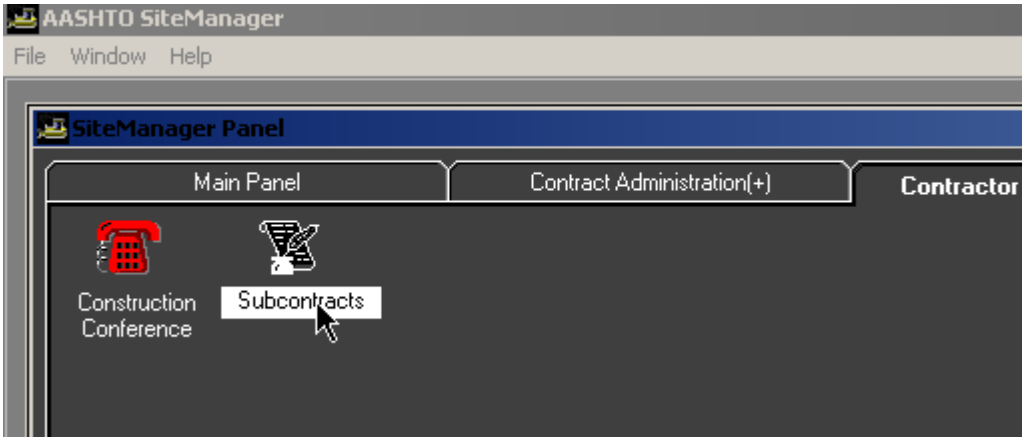
STEP 1: DOUBLE CLICK THE CONTRACT ADMINISTRATION ICON



STEP 2: DOUBLE CLICK THE CONTRACTOR MANAGEMENT ICON

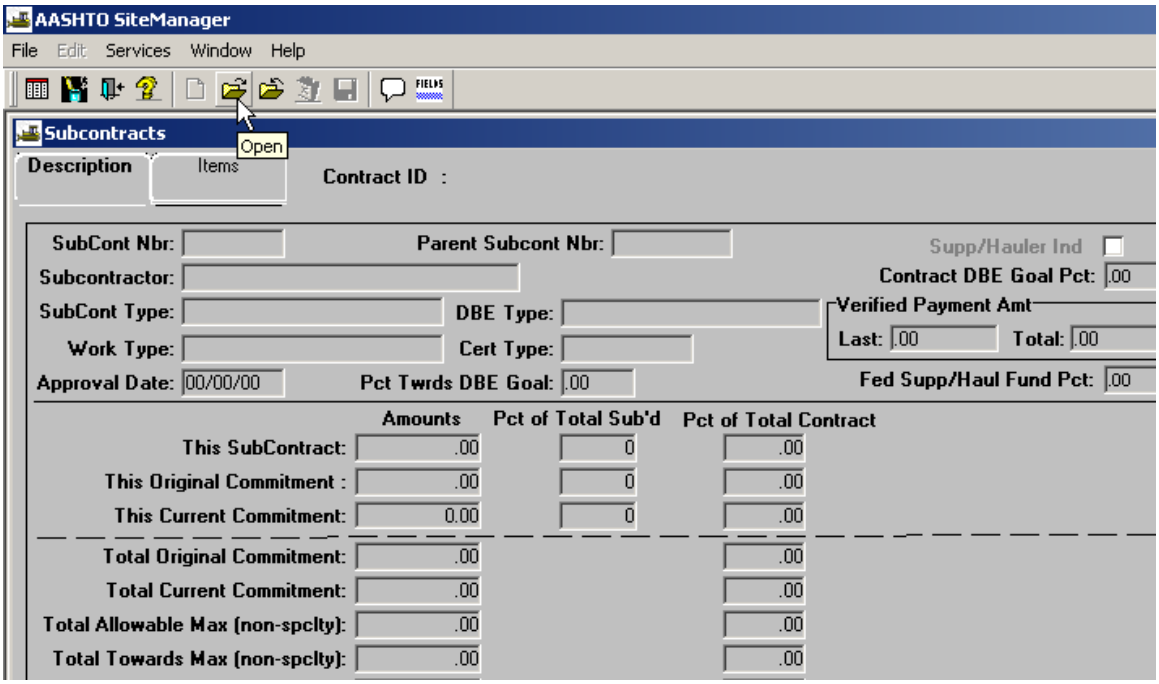


STEP 3: DOUBLE CLICK THE SUBCONTRACTS ICON

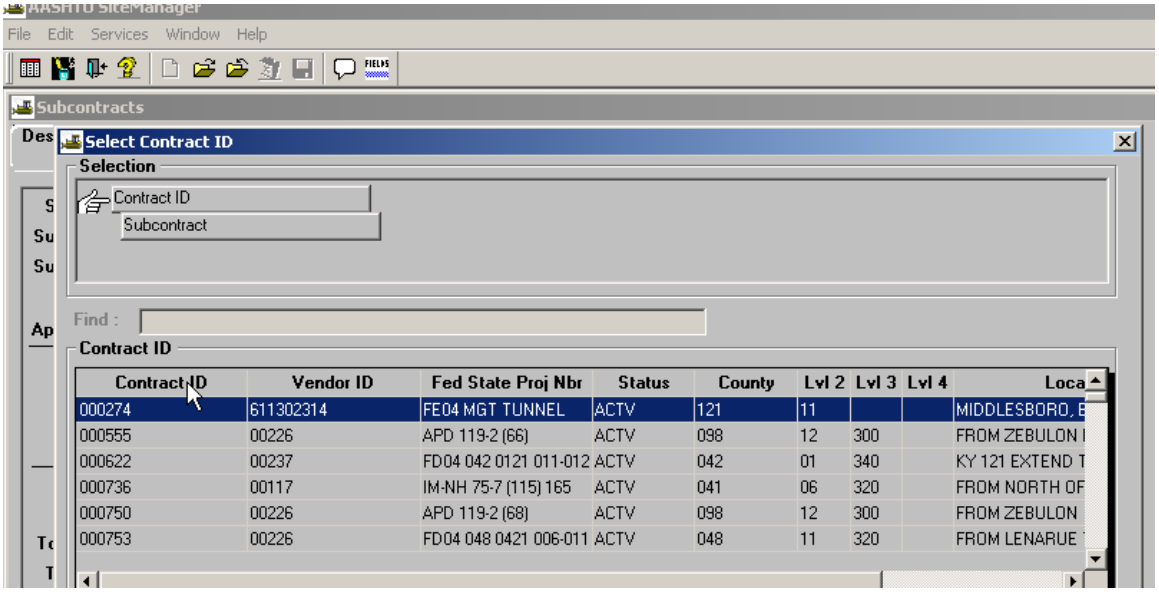


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 4: CLICK THE OPEN FOLDER BUTTON ON THE TOOLBAR

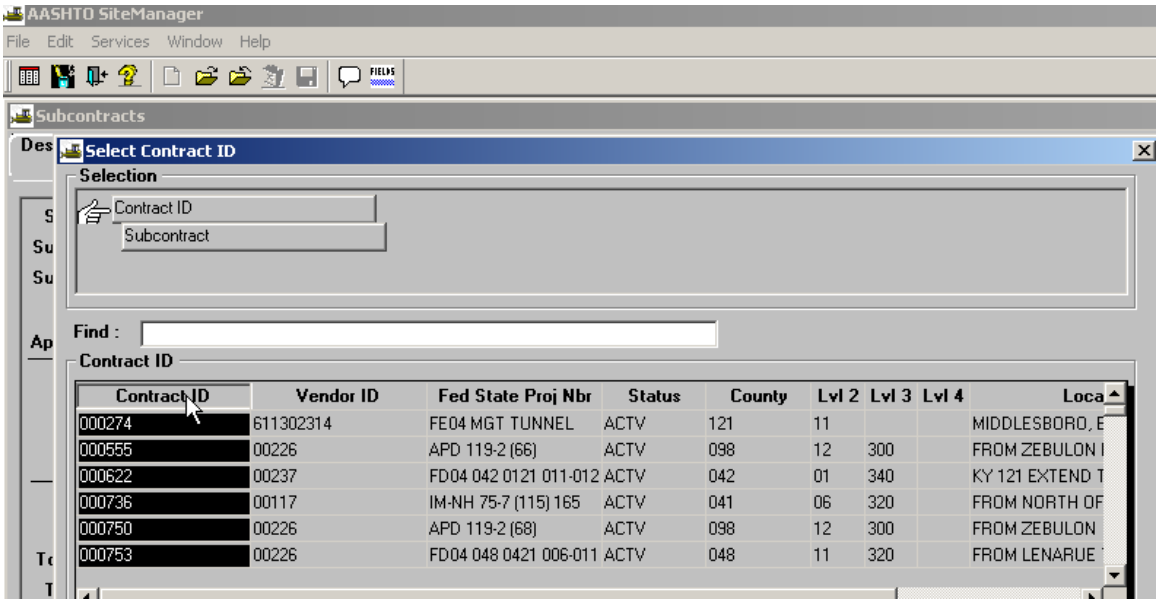


STEP 5: PLACE CURSOR IN THE CONTRACT ID COLUMN

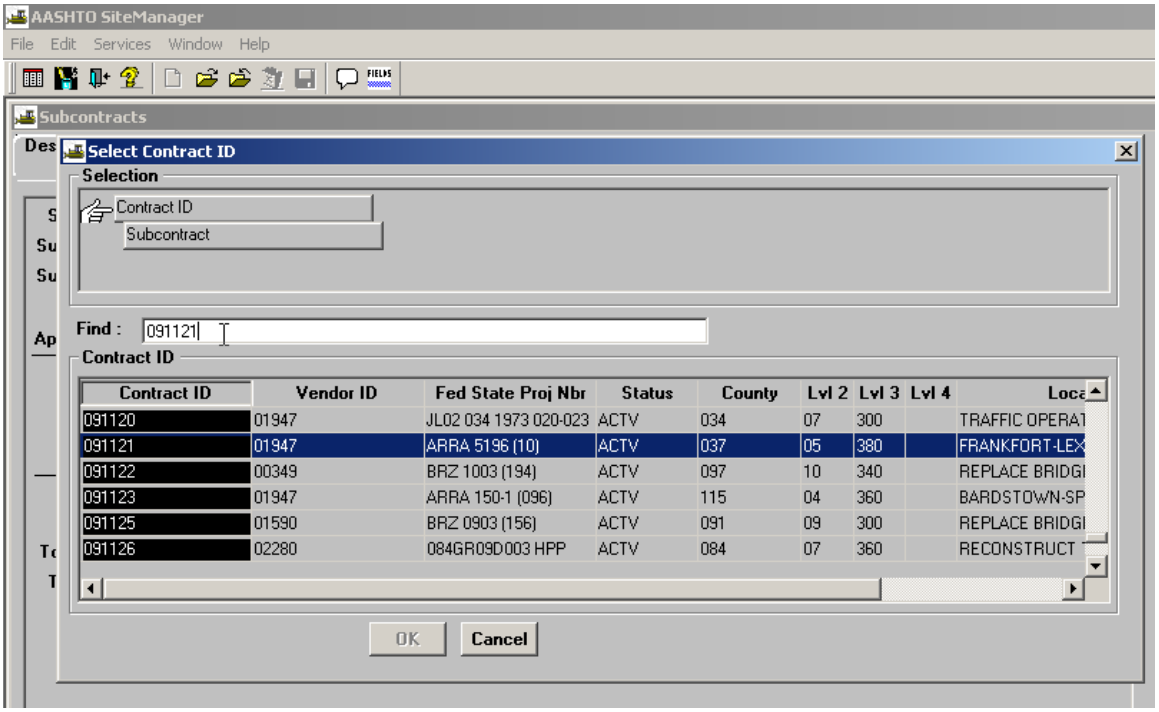


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

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

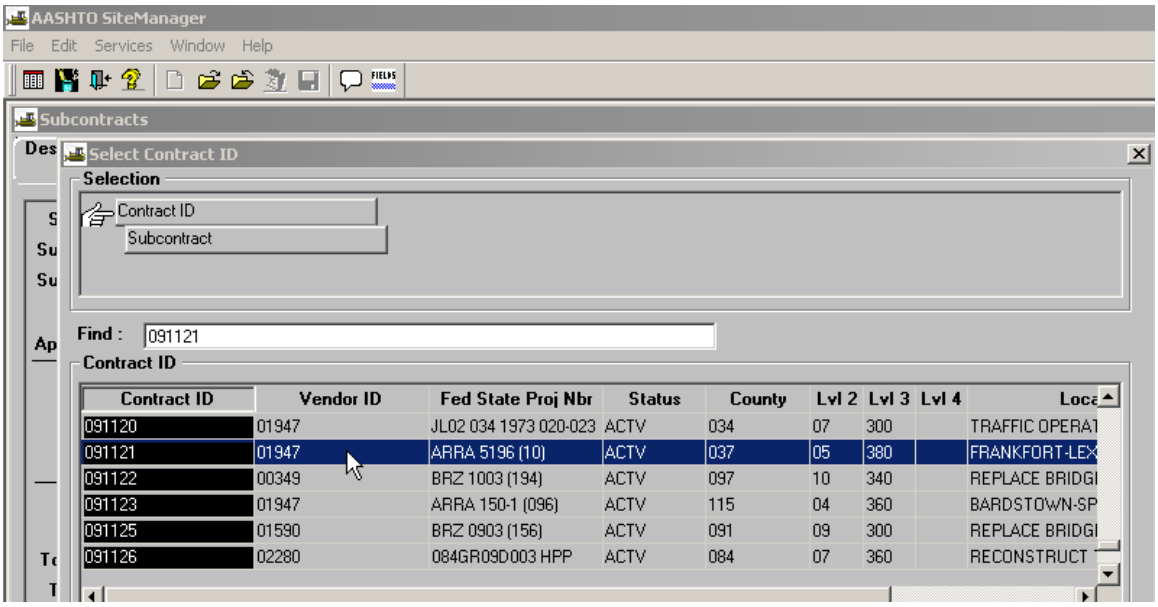


STEP 7: TYPE THE CONTRACT ID NUMBER IN THE FIND BOX

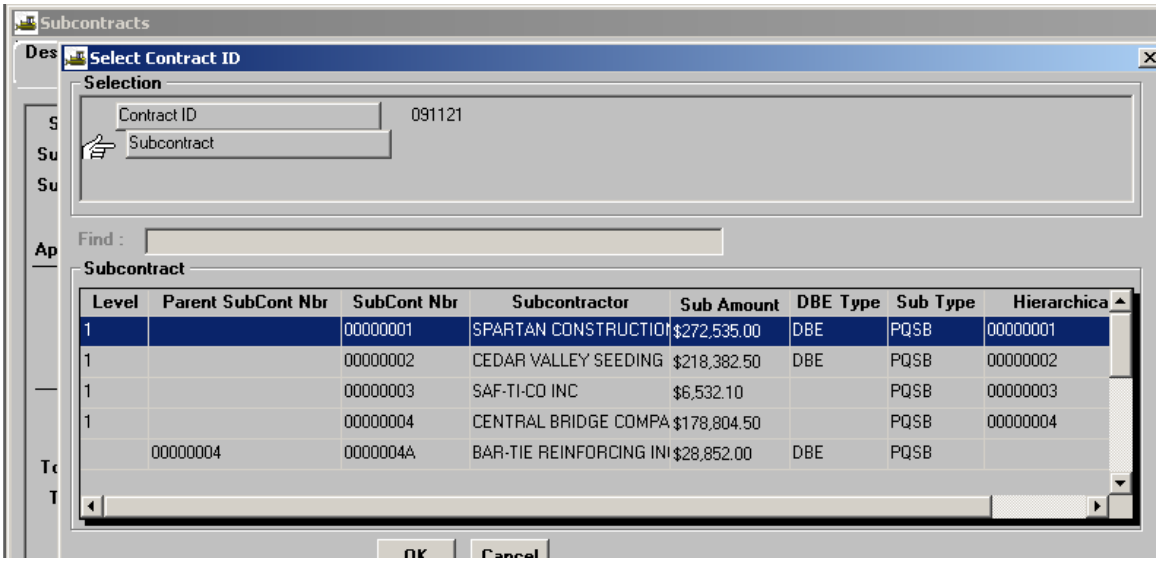


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

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

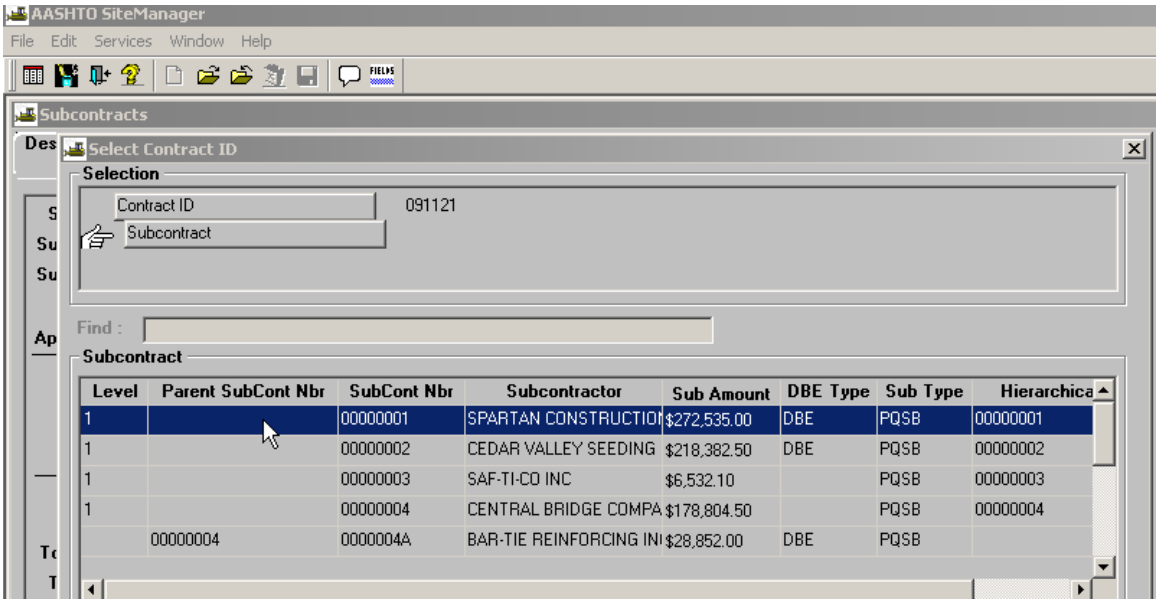


STEP 9: THIS SCREEN SHOWS THE LIST OF SUBCONTRACTS THAT HAVE BEEN APPROVED FOR THIS PROJECT.

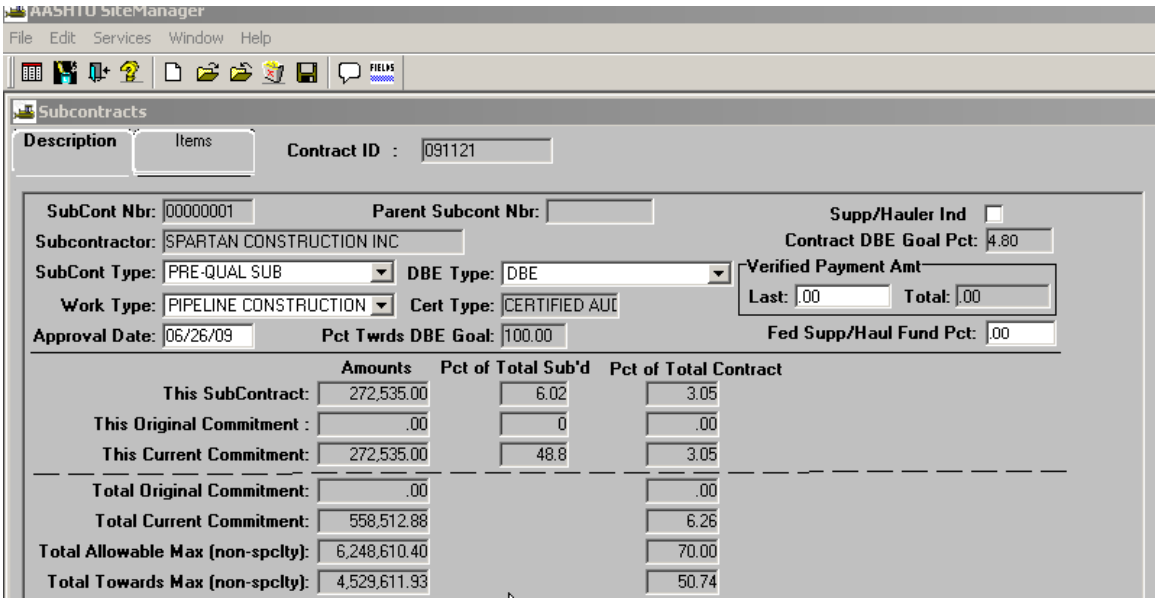


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

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.

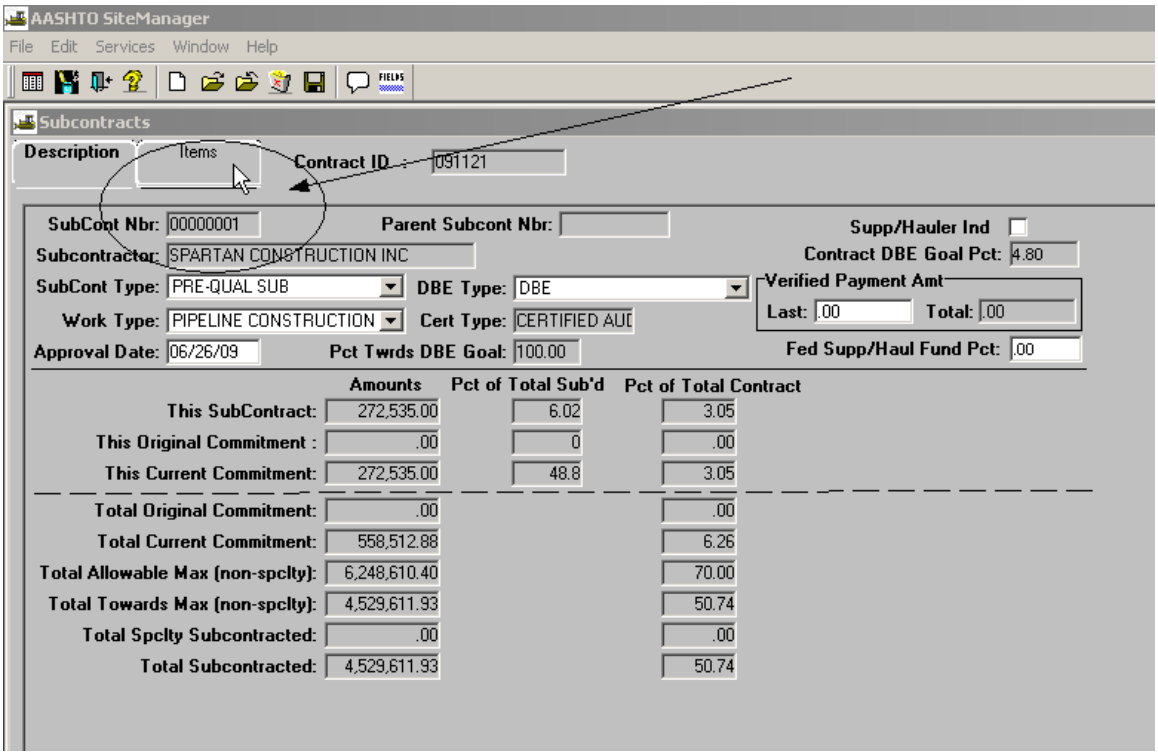


STEP 11: THIS WINDOW GIVES THE DESCRIPTION OF THE SUBCONTRACT (AMOUNT, SUBCONTRACTOR, DBE OR NOT, APPROVAL DATE)

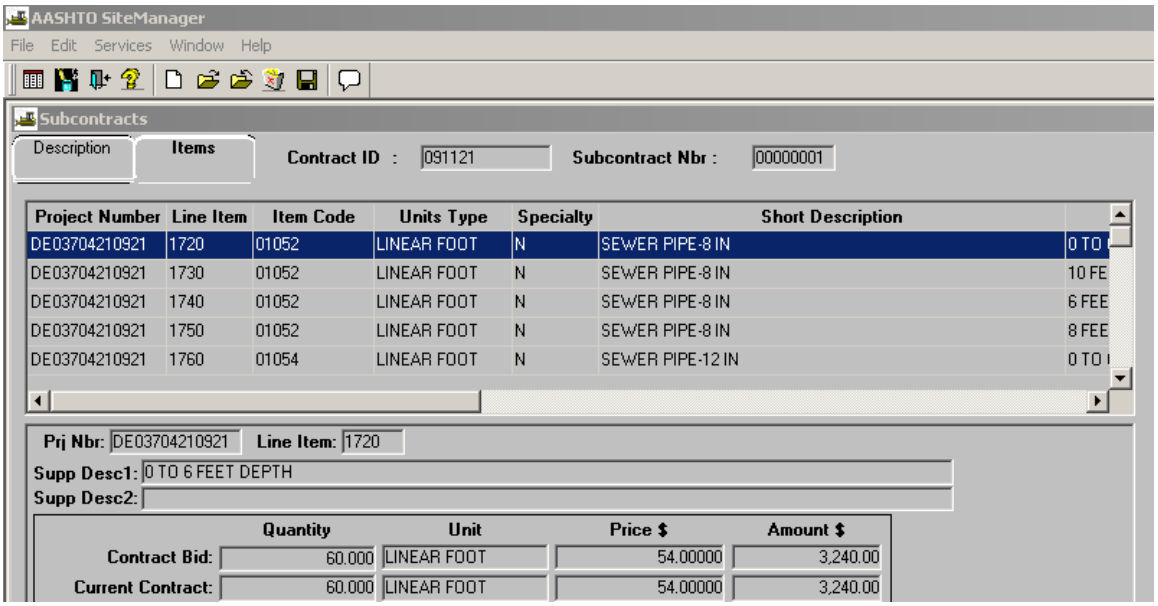


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 12: CLICK ON THE ITEMS TAB

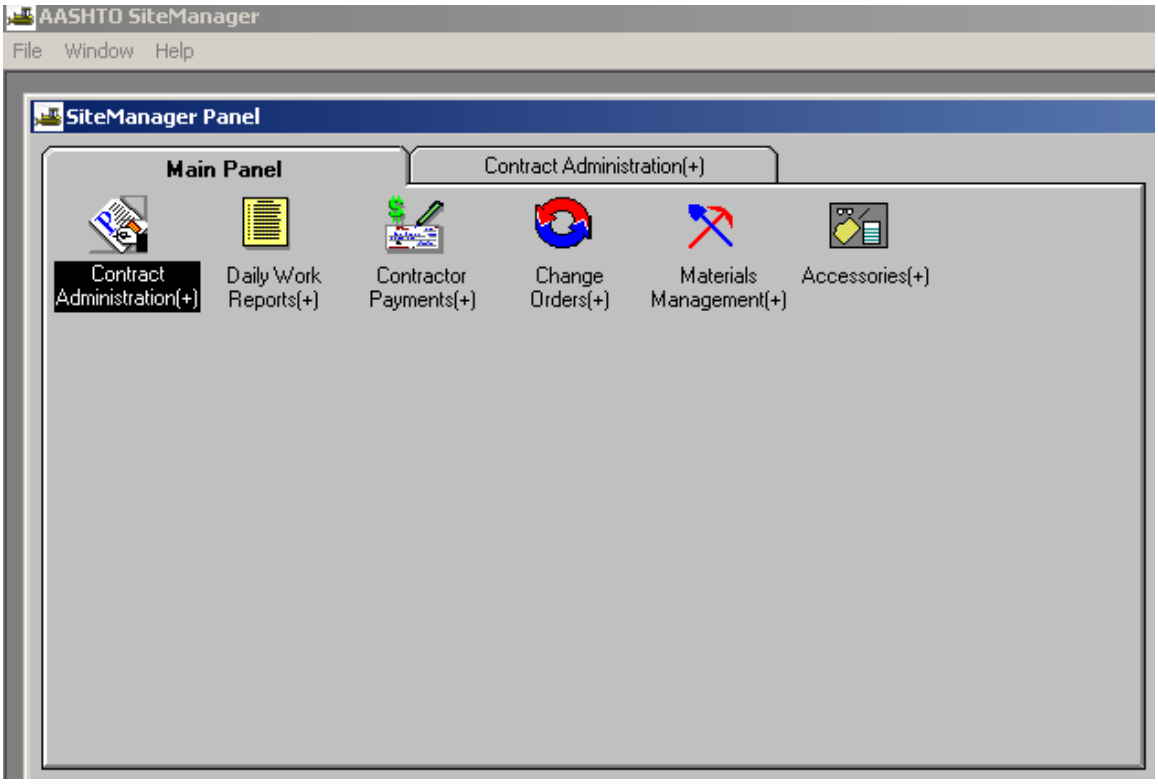


STEP 13: REVIEW THE ITEMS IN THE ITEMS TAB TO DETERMINE WHICH ITEMS OF WORK THAT THE SUBCONTRACTOR IS APPROVED TO PERFORM

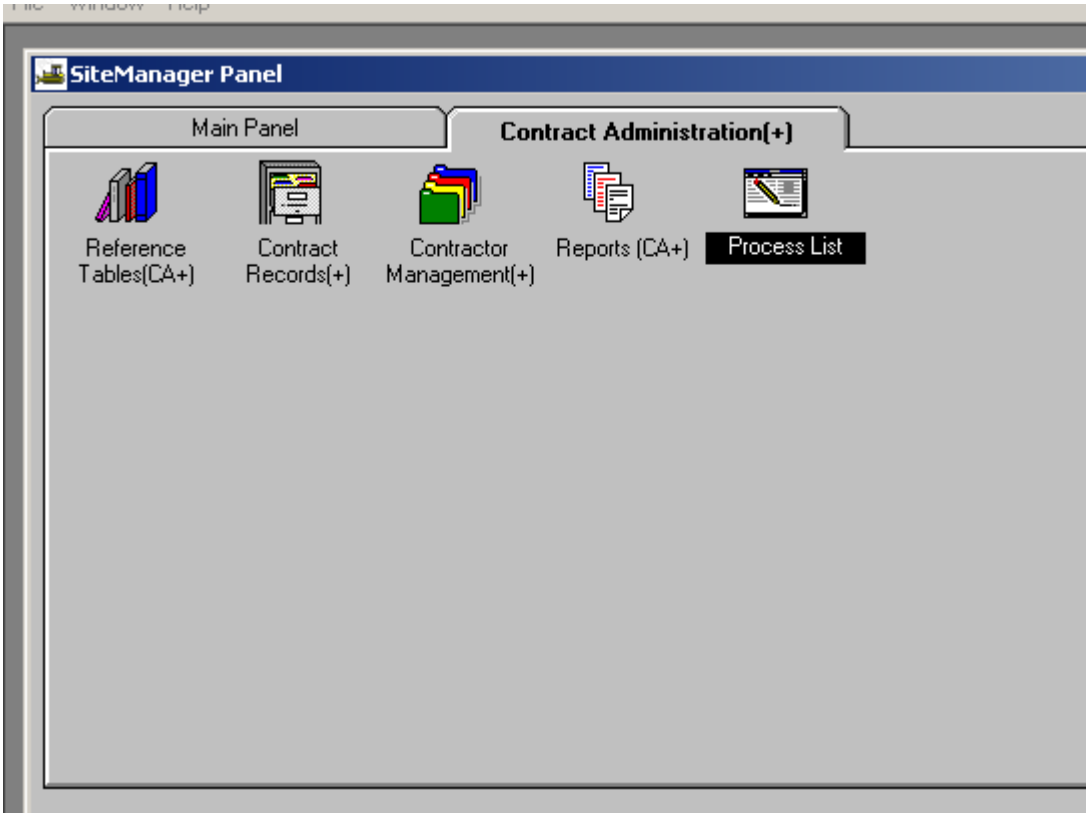


HOW TO RUN A DIARY REPORT

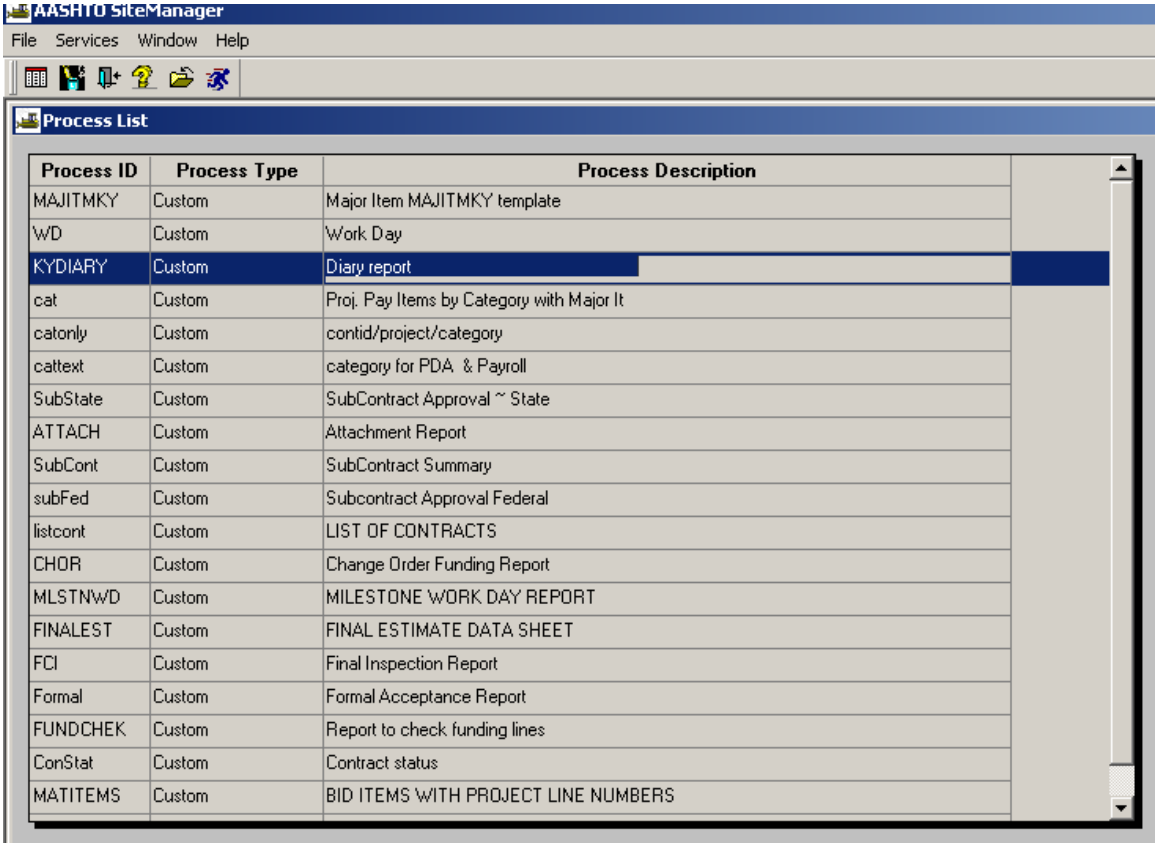
Step 1: Double Click the Contract Administration Icon



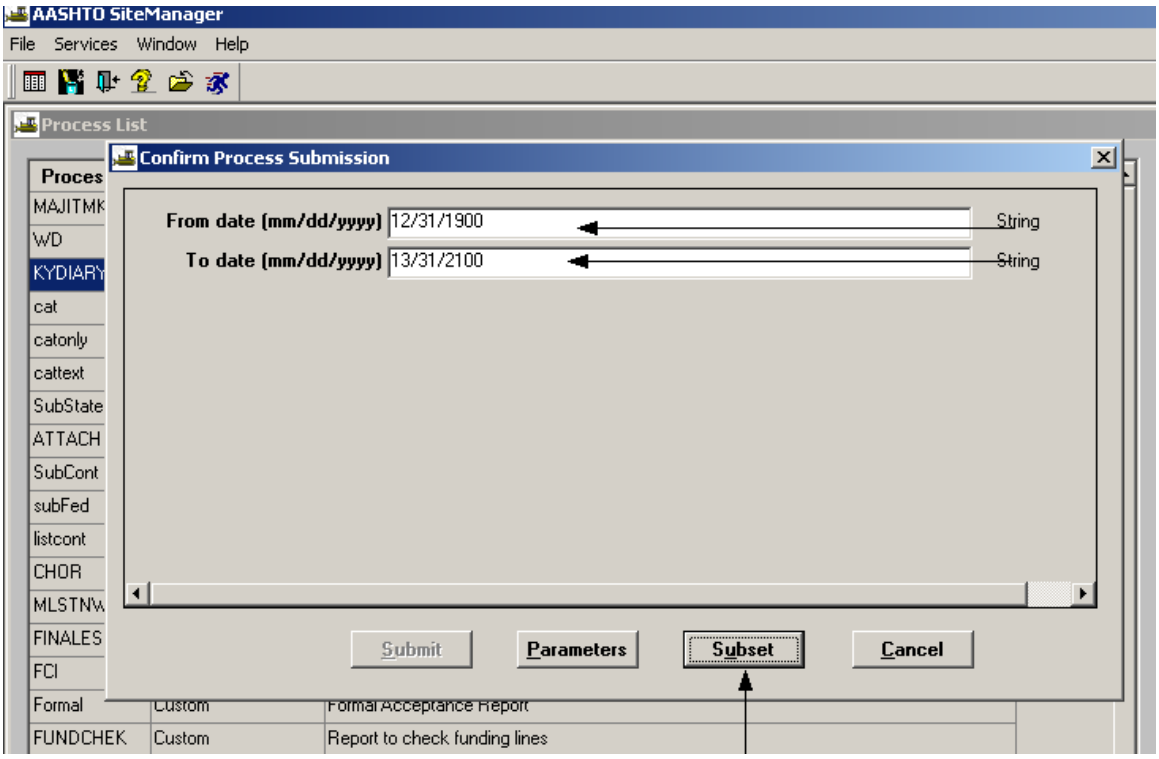
Step 2: Double Click the Process List Icon



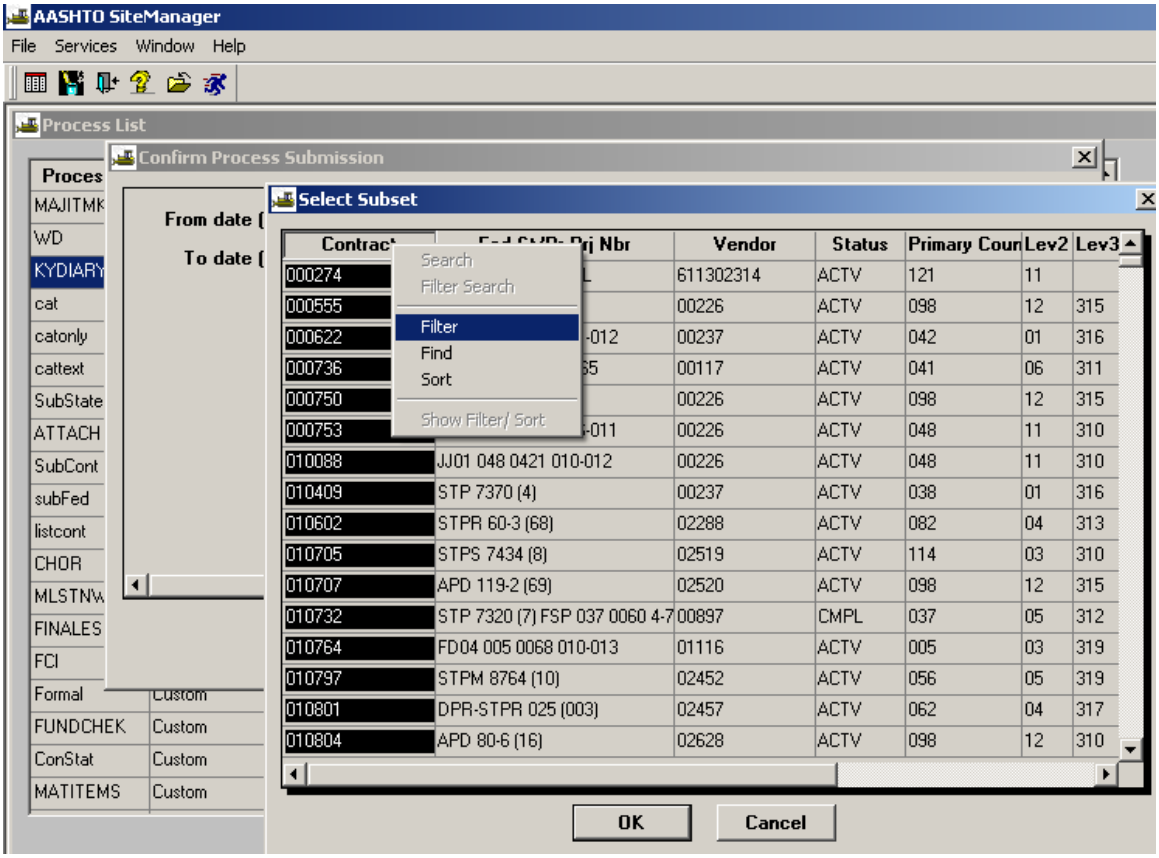
Step 3: Double Click the Diary Report (KYDIARY)



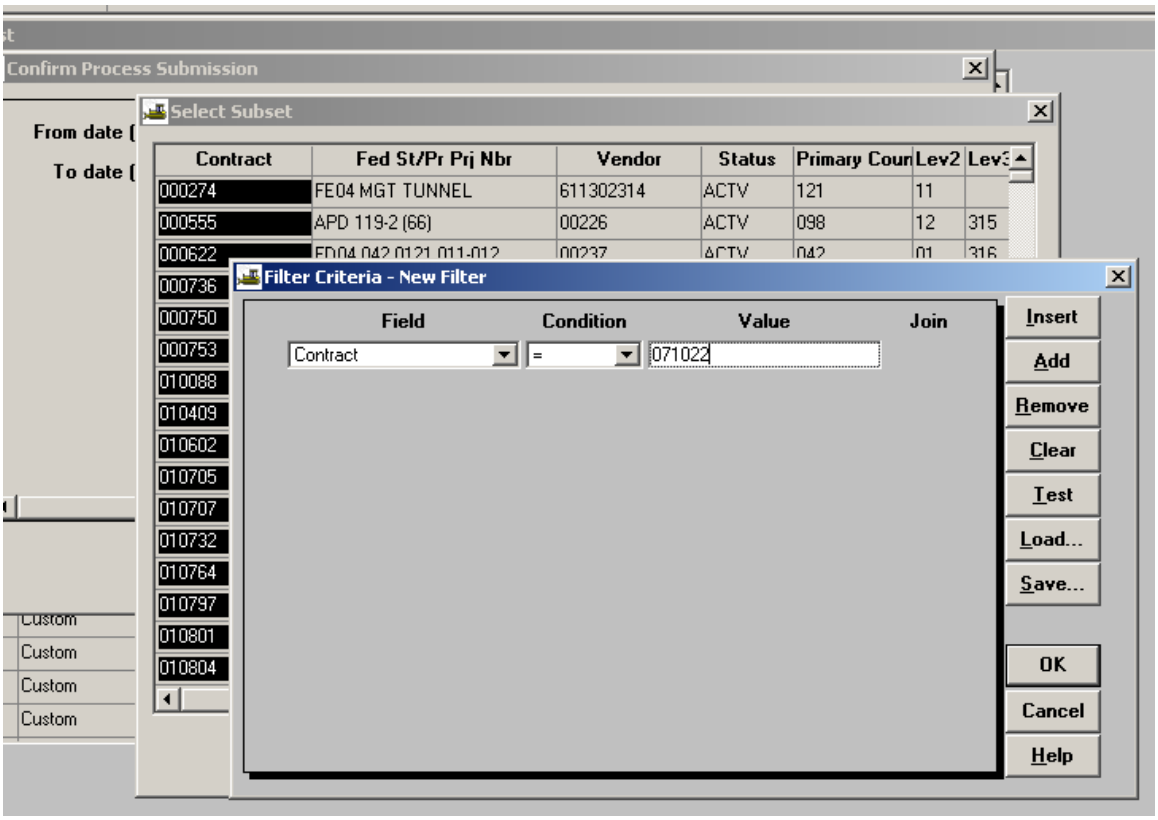
Step 4: Click the Subset button or (Enter the specific dates that you want to inquire about and then click the Subset button)



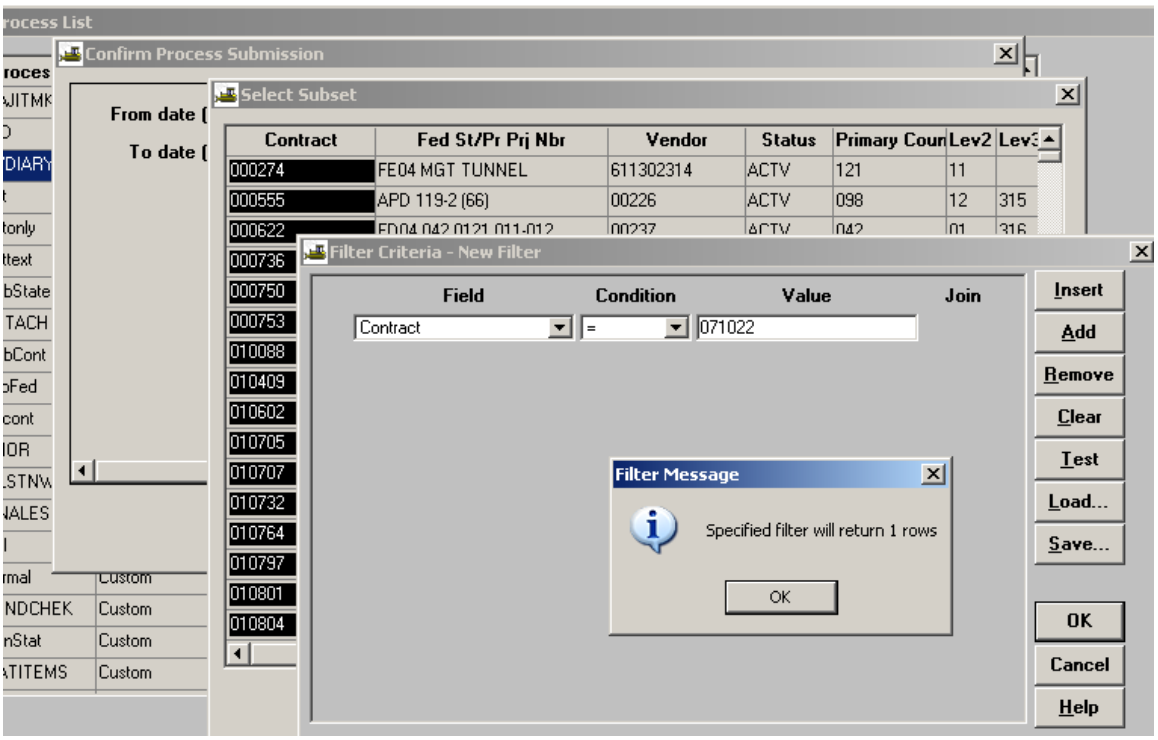
Step 5: Right Click on the Contract Column and then click Filter



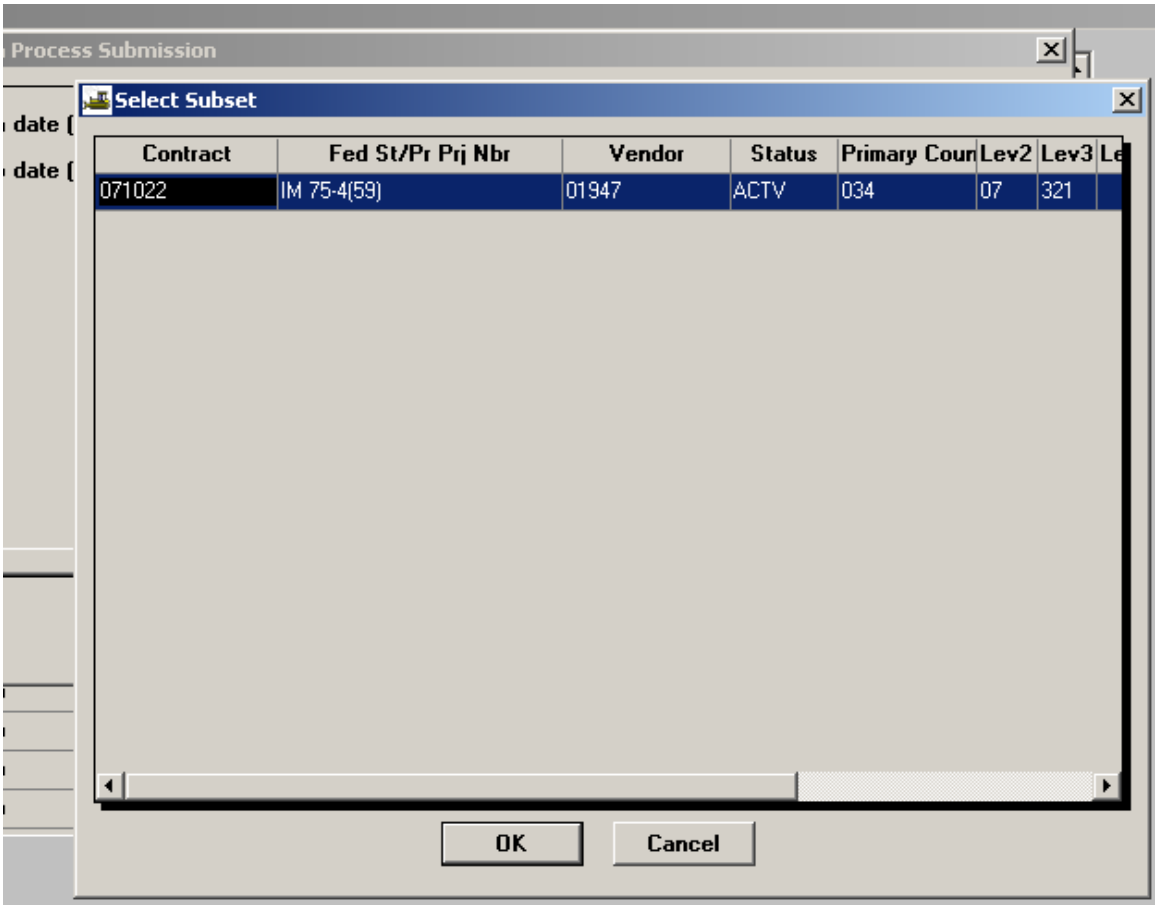
Step 6: Click Insert, Select Contract under the Field Colum & then Enter the Contract Id that you are looking for. Click OK



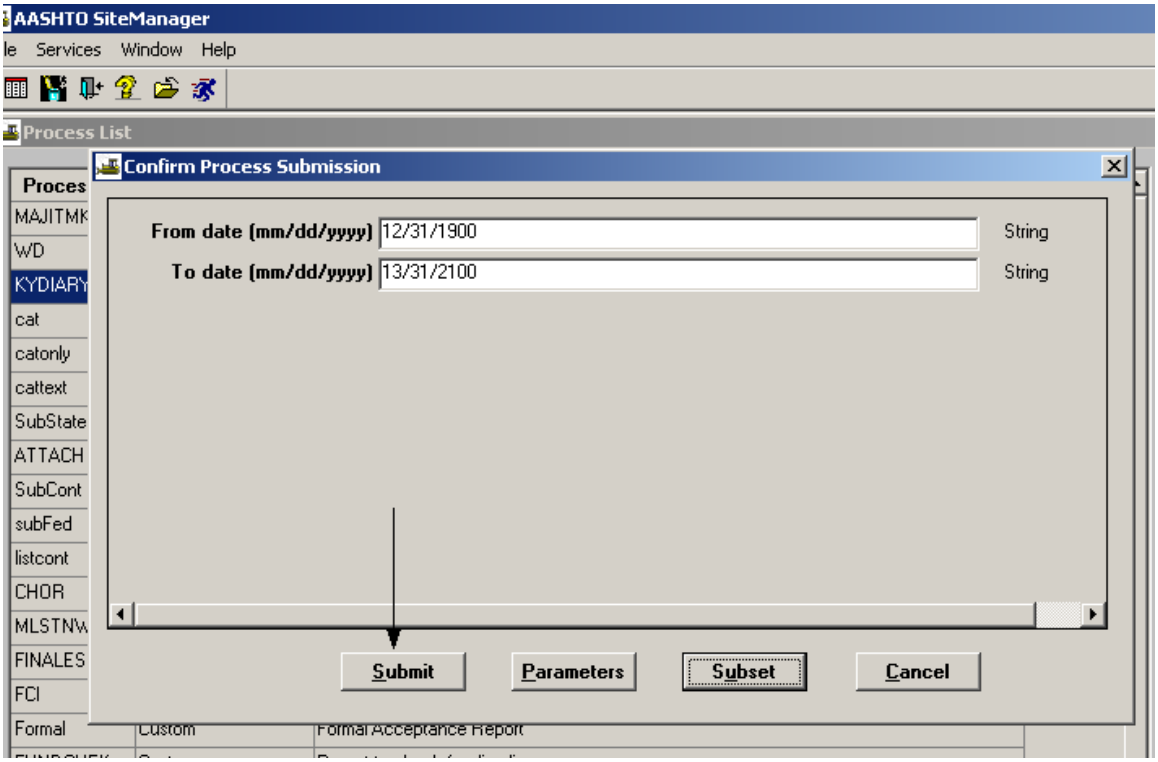
Step 7: Click OK to the Filter Message



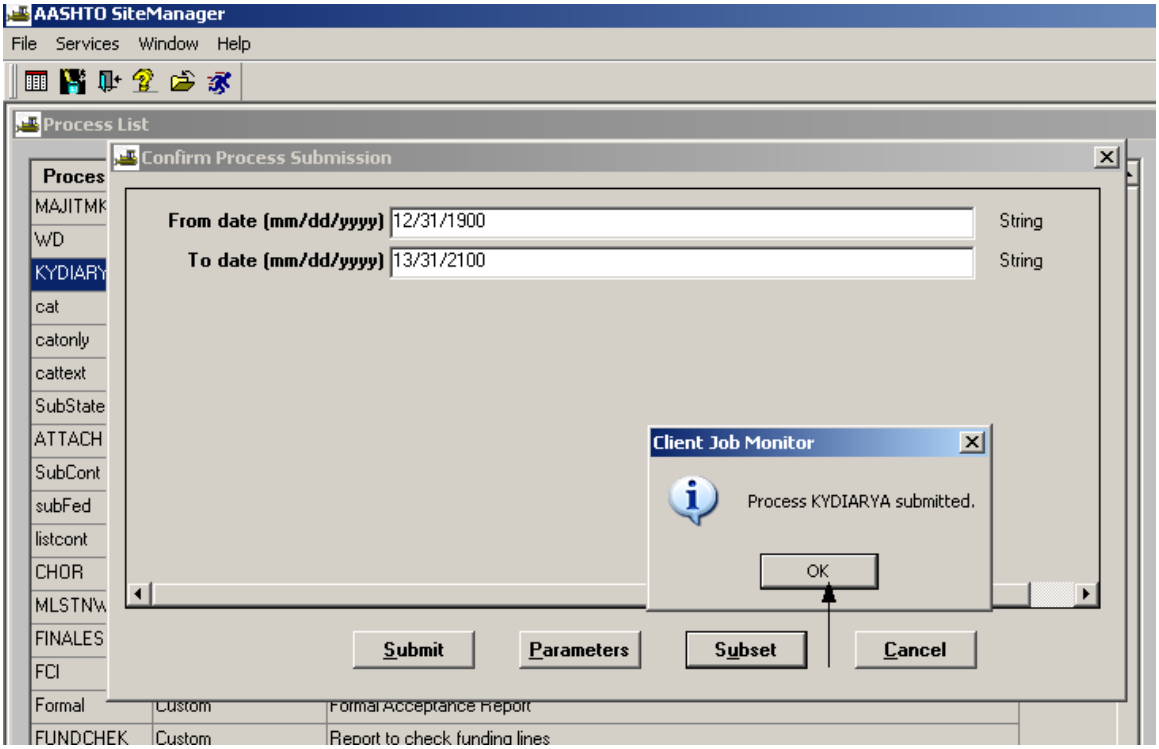
Step 8: Click the OK button

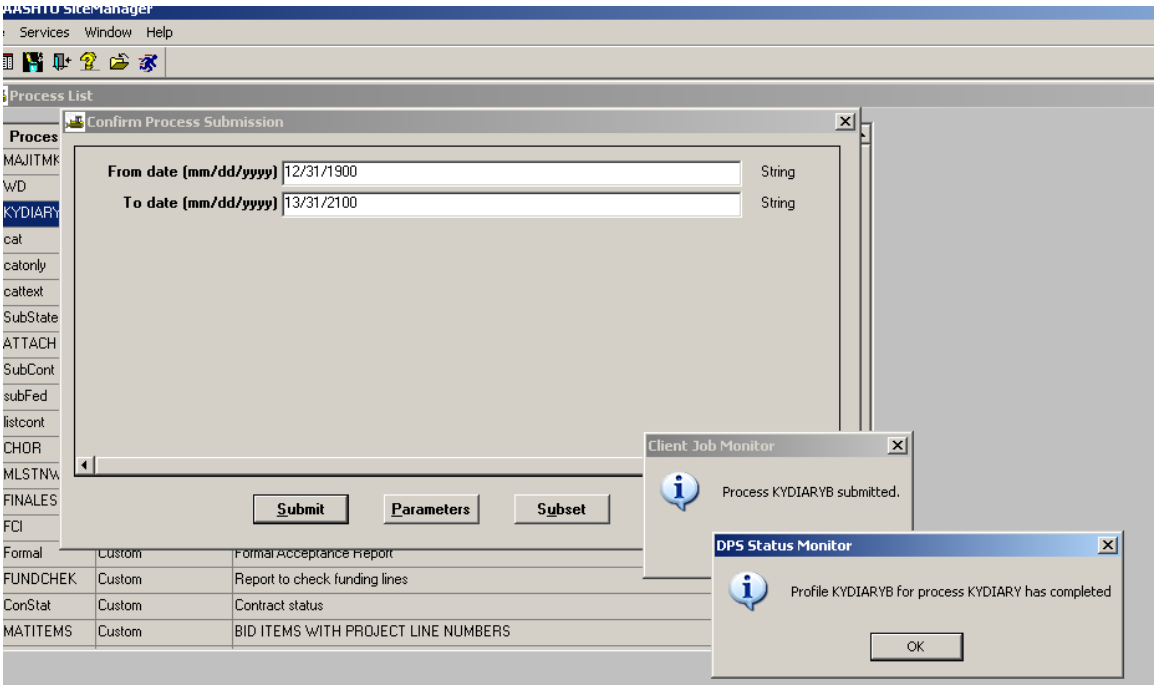


Step 9: Click the Submit button

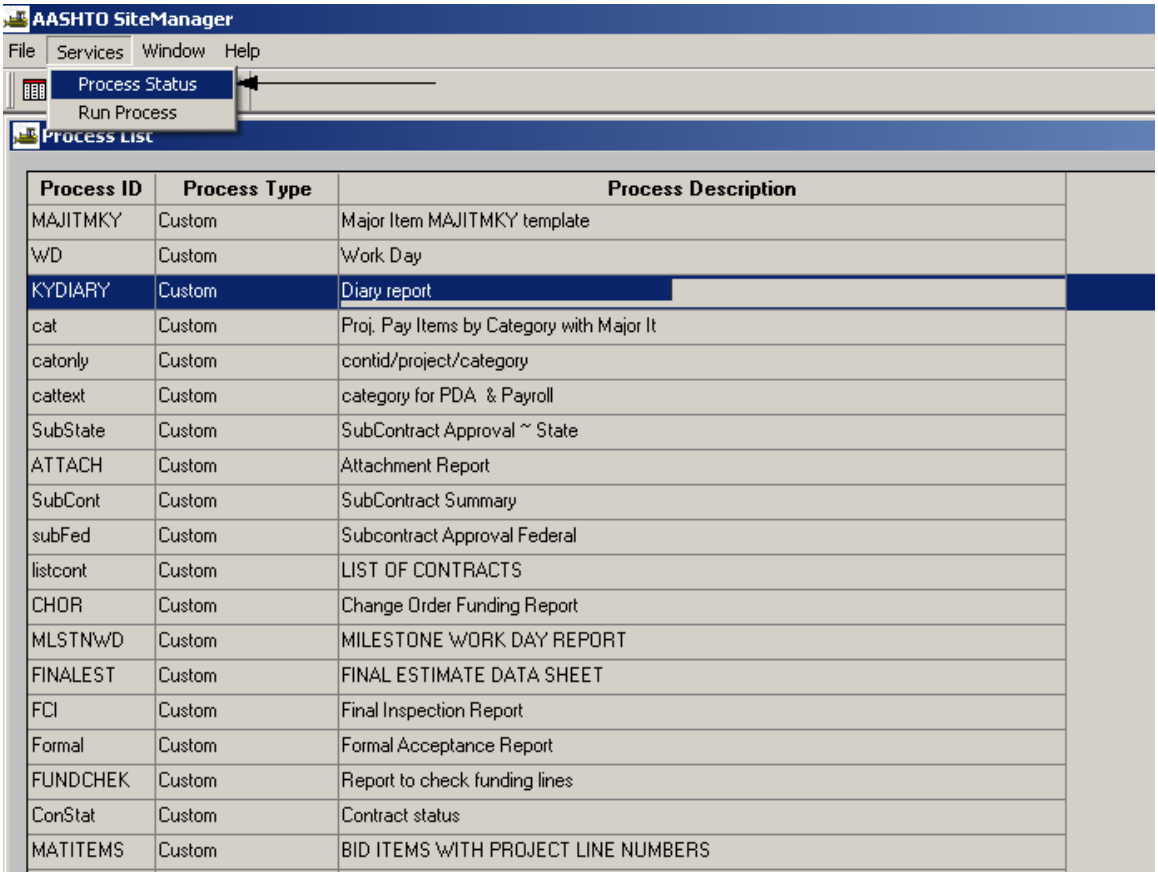


Step 10: Click OK on both Messages

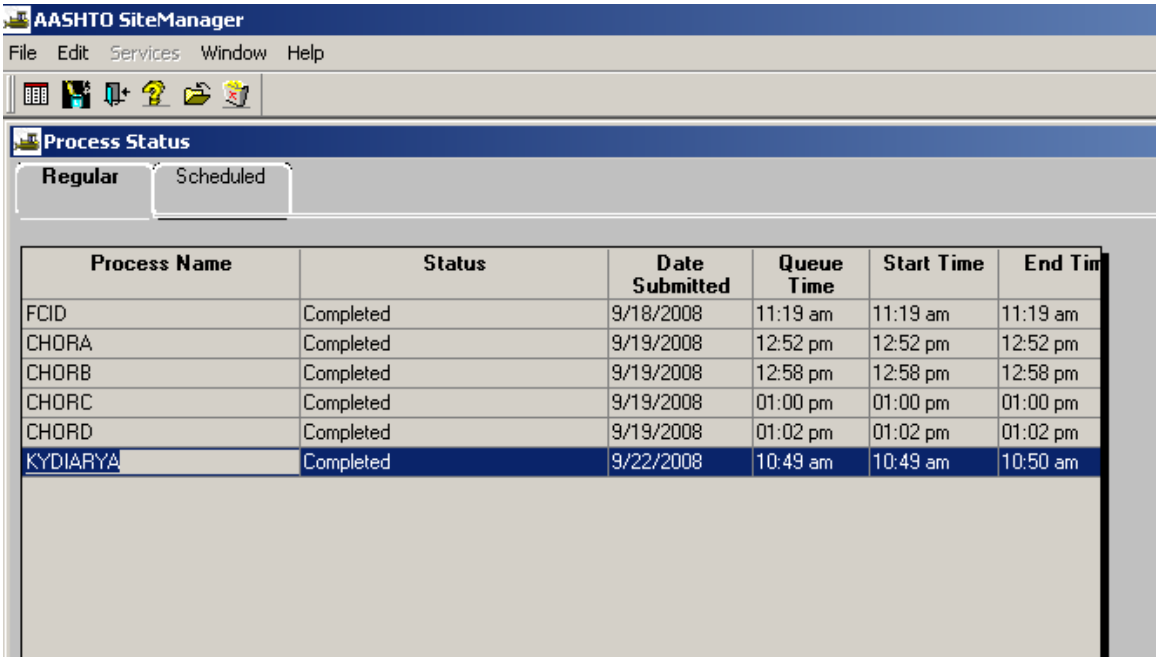




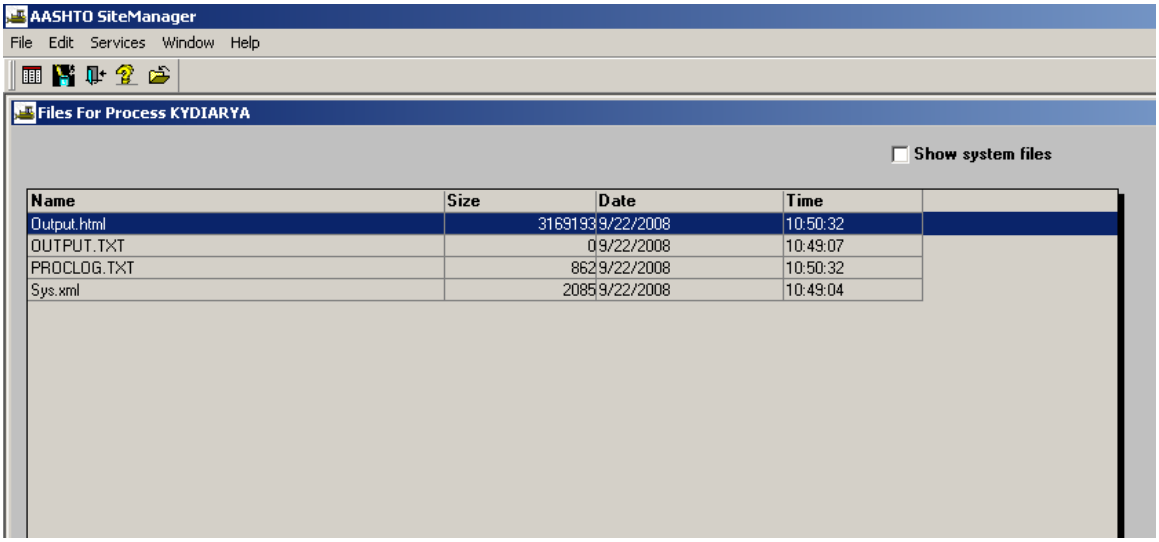
Step 11: Click the Process Status under the Services Menu



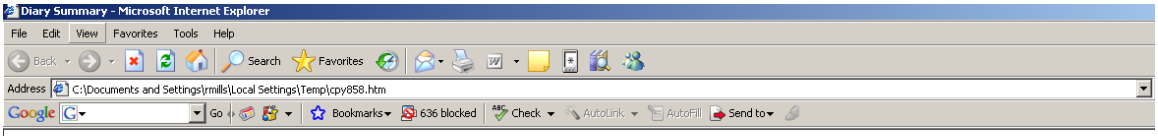
Step 12: Double Click the KYDIARYA report



Step 13: Double Click the Output.html



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



RPT-ID: KYDIARY
Date: 09/22/2008
Time: 10:49 am
Contract Time Type: COMPLETION DATE

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
DIARY WORK ITEM SUMMARY FOR CONTRACT: **071022**

FOR DIARY DATE:	03/31/2007	Diary Created By:	Lancaster, Teresa J.	Last Modified By:	Lancaster, Teresa J.

ASSOCIATED DAILY WORK REPORTS

Inspector Name	Authorized Indicator	Authorized Date
Walker, Keith	Y	04/06/2007

Remarks: NO

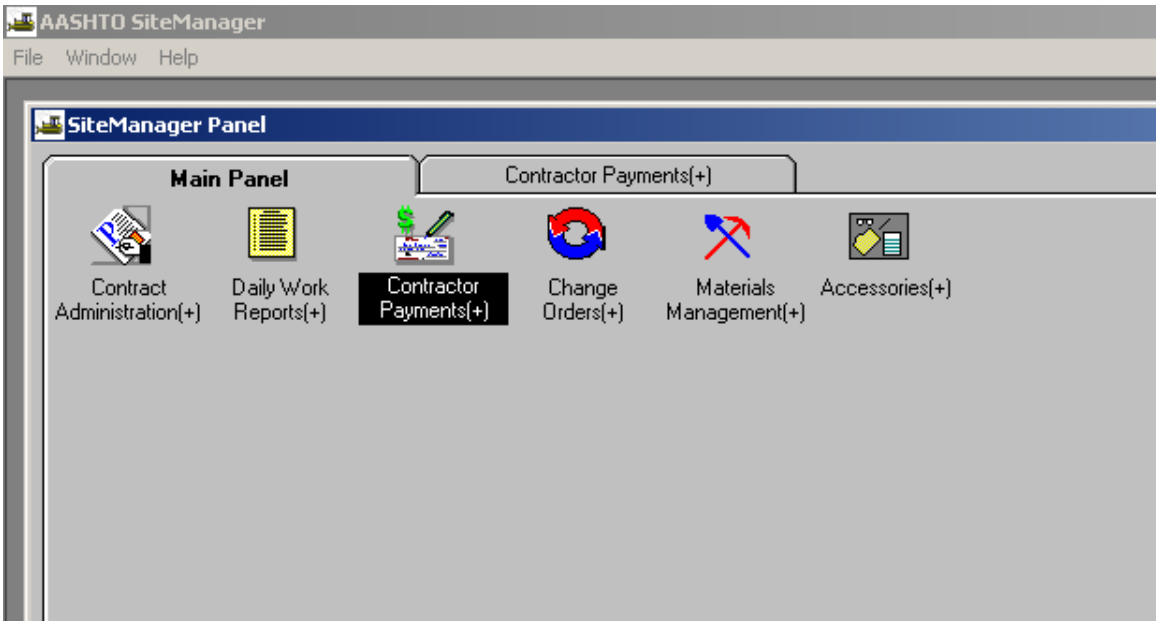
DAILY WORK REPORT

Contract ID: 071022 — DWR Date: 03/31/2007 — **Authorized:** Y
Inspector ID: kwalker — Inspector Name: Walker, Keith — **Paid:** Y

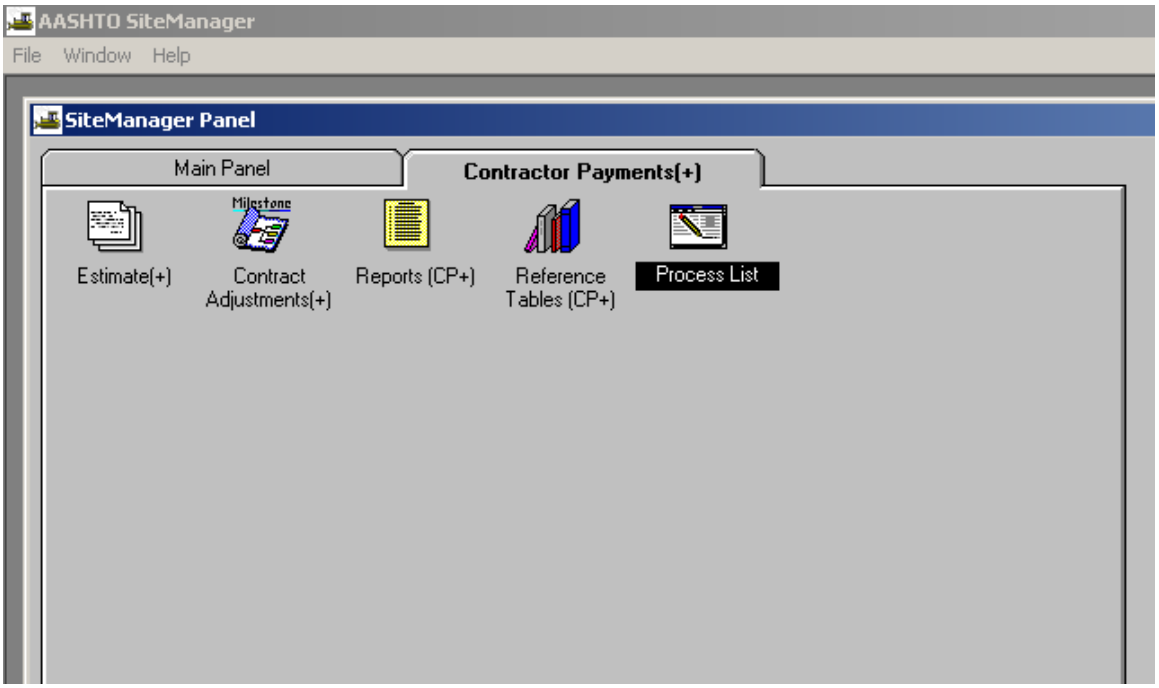
High Temp: 72 **Low Temp:** 51 **A.M. Conditions:** Cloudy **P.M. Conditions:** Cloudy
Remarks: YES

HOW TO RUN AN ESTIMATE REPORT IN SITEMANAGER

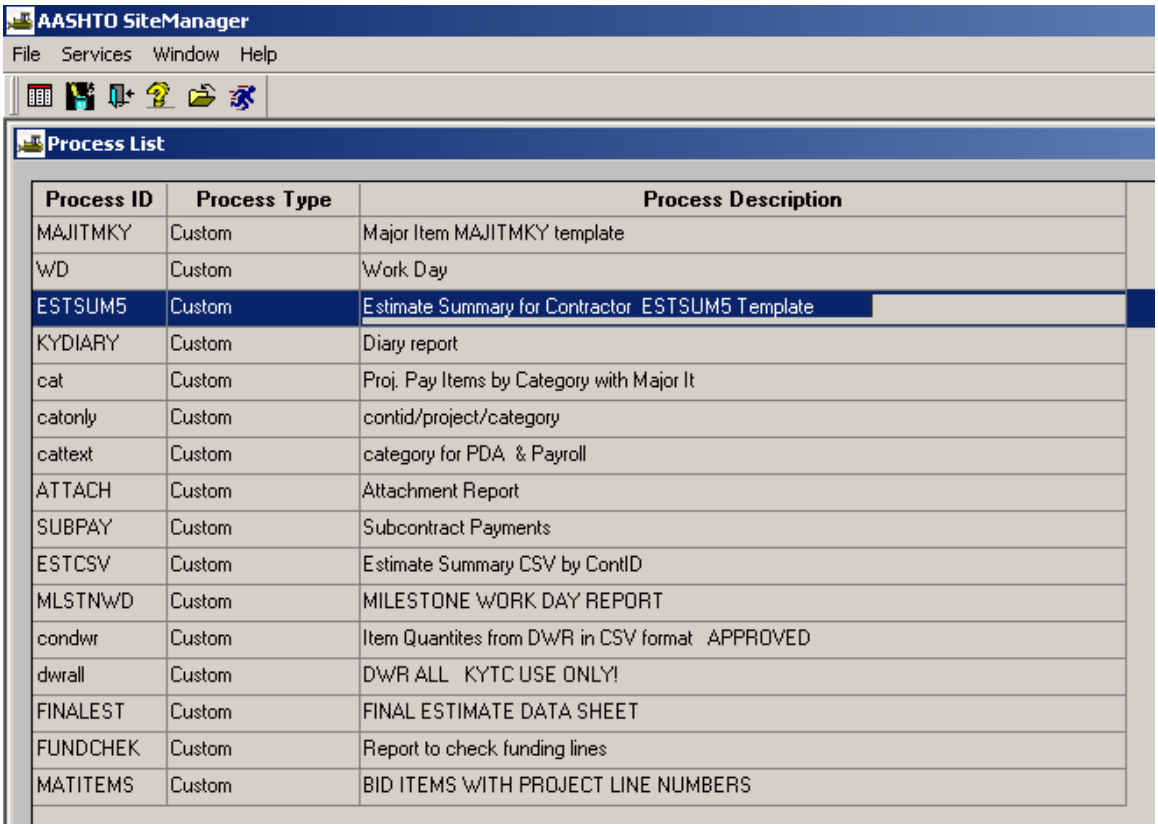
Step 1: Double Click Contractor Payments Icon



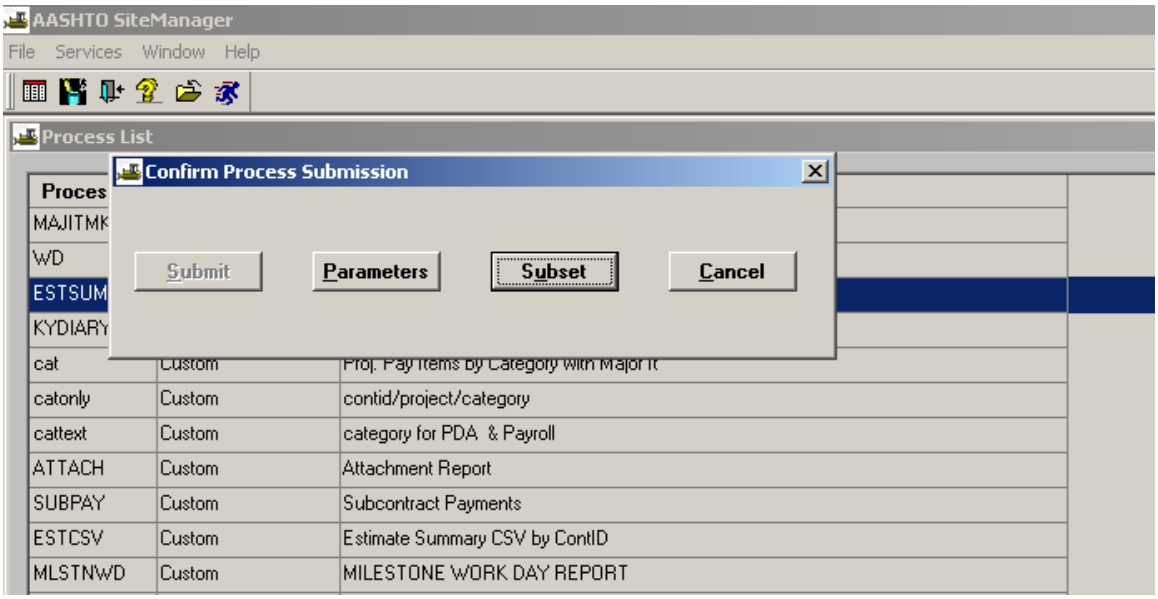
Step 2: Double Click Process List Icon



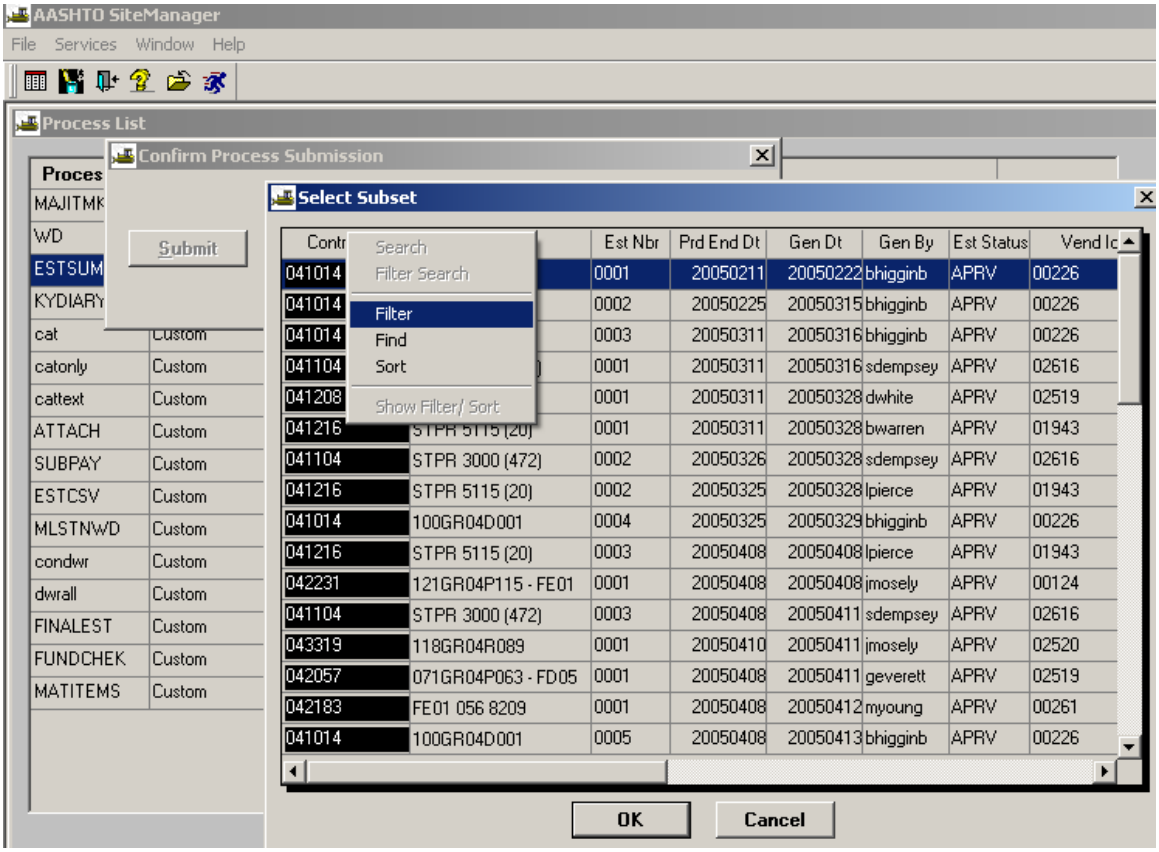
Step 3: Double Click the ESTSUM5 process ID



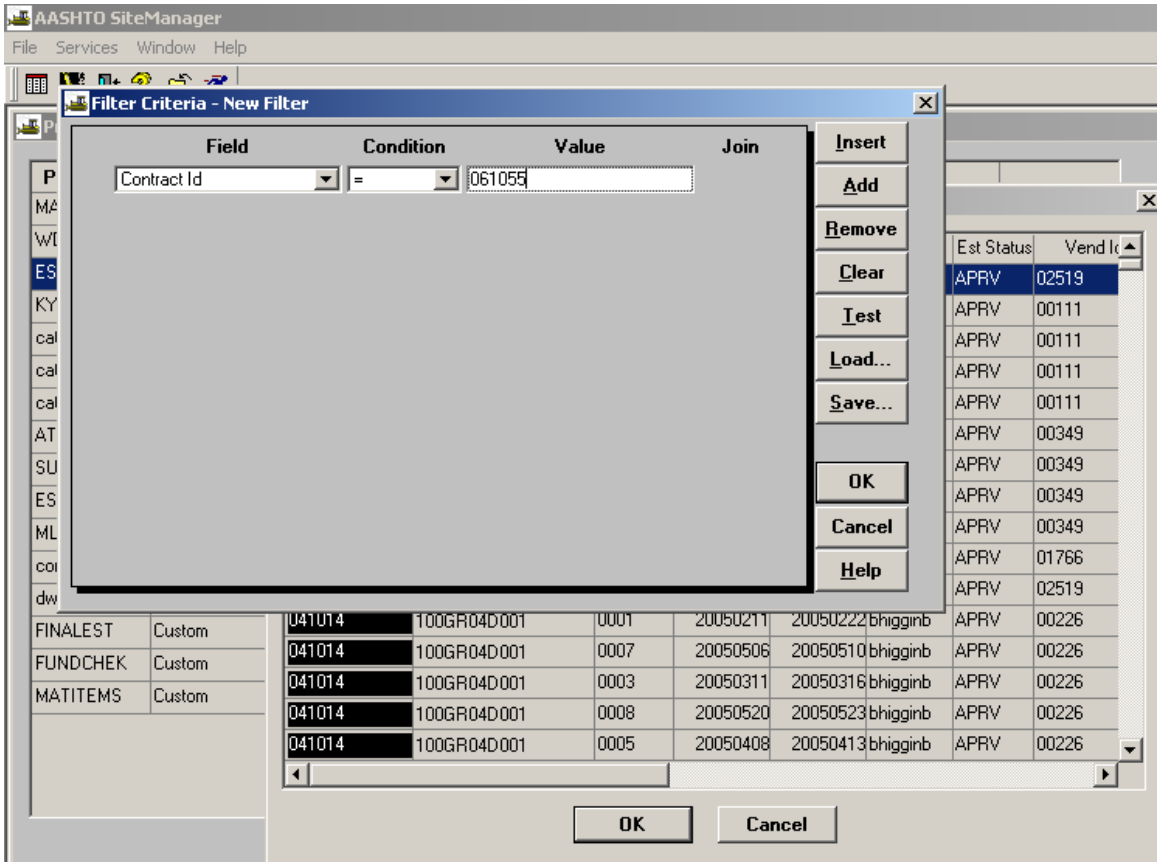
Step 4: Click Subset



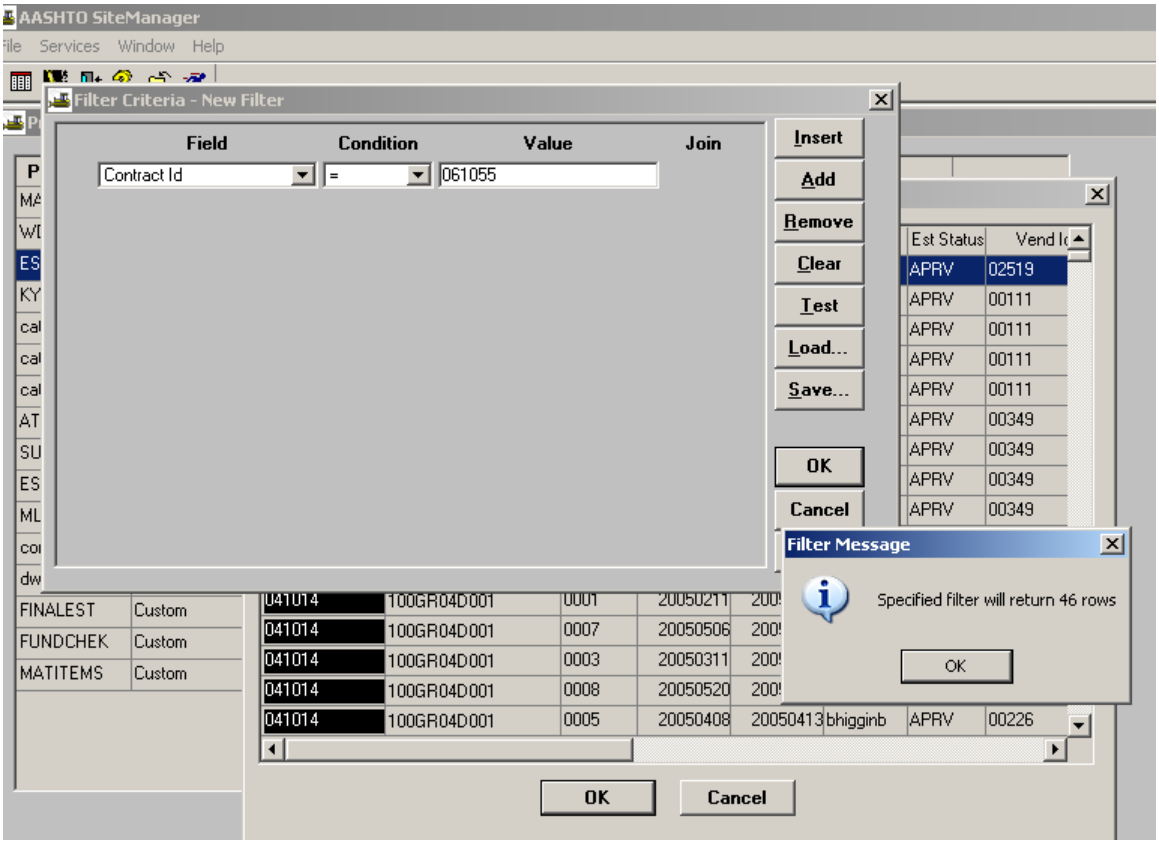
Step 5: Right Click on the Contract Id column and click filter



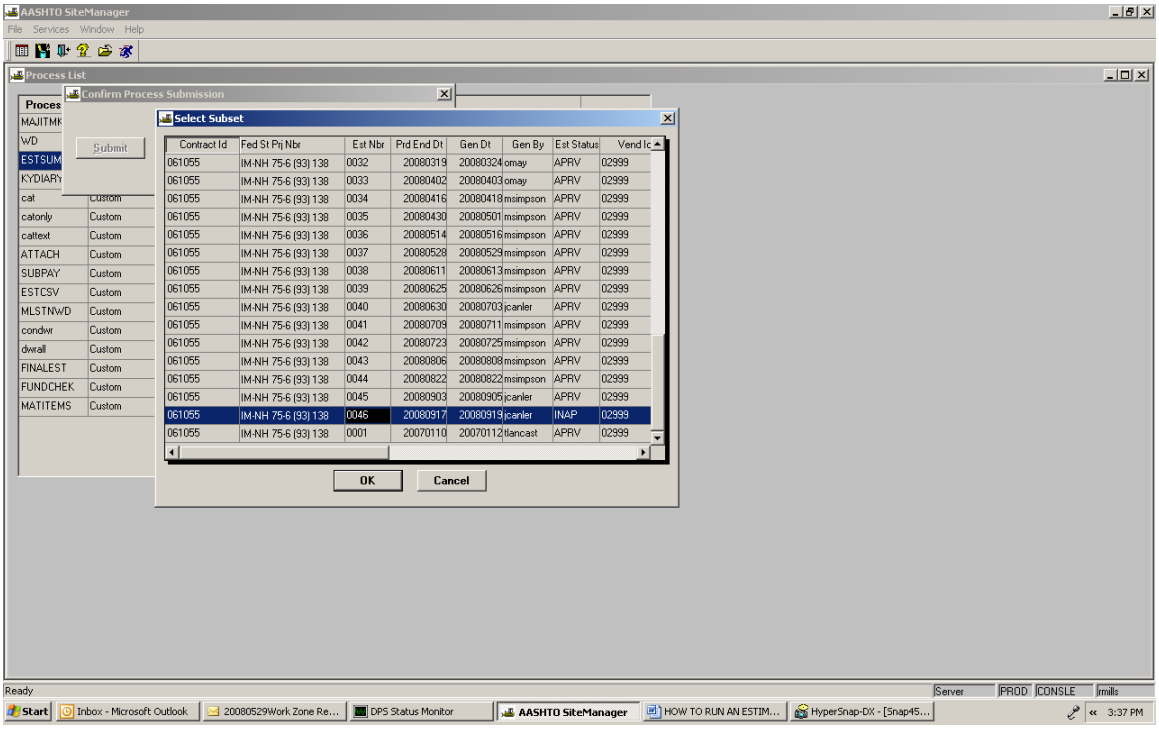
Step 6: Click Insert, Click on Contract ID from the field drop down menu, enter the Contract Id and Click OK



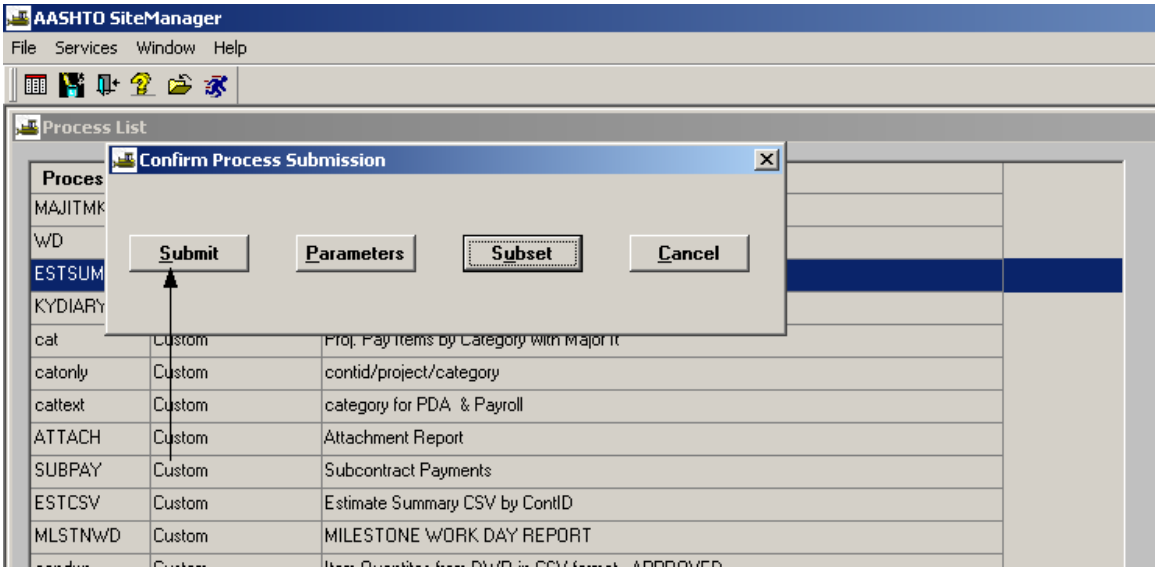
Step 7: Click OK



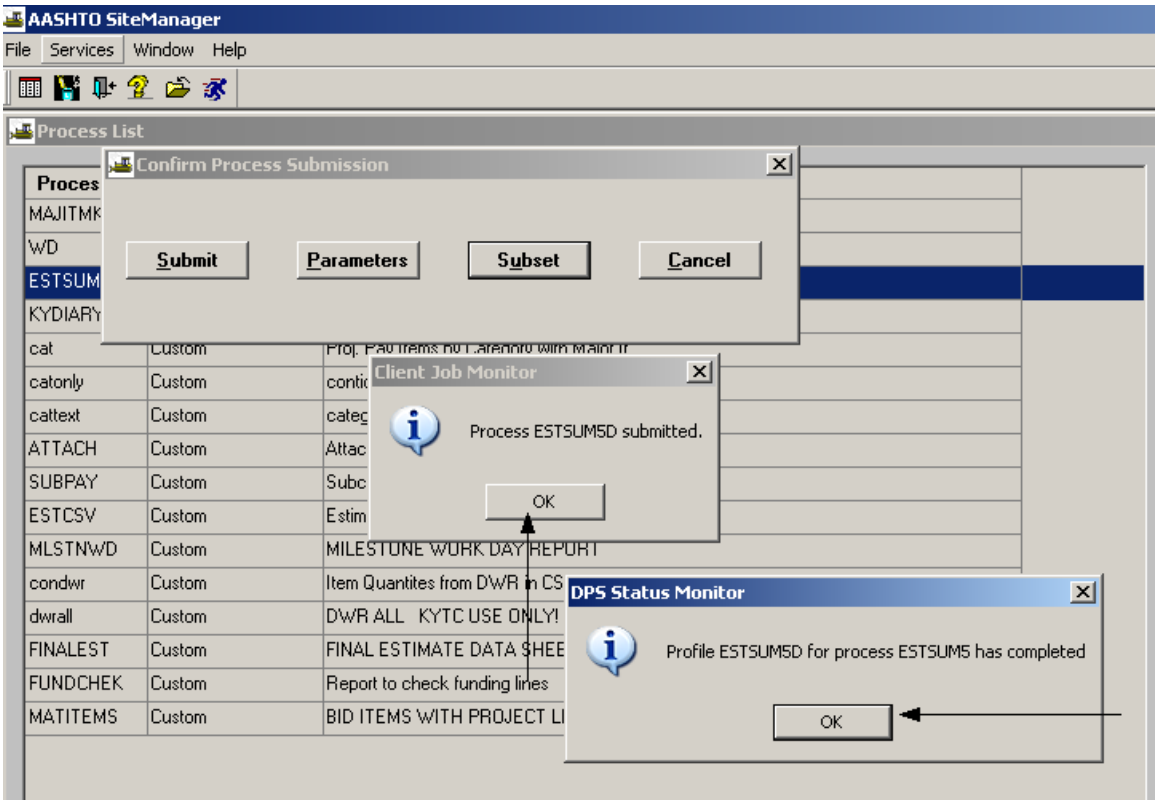
Step 8: Select the Estimate Number & Click OK



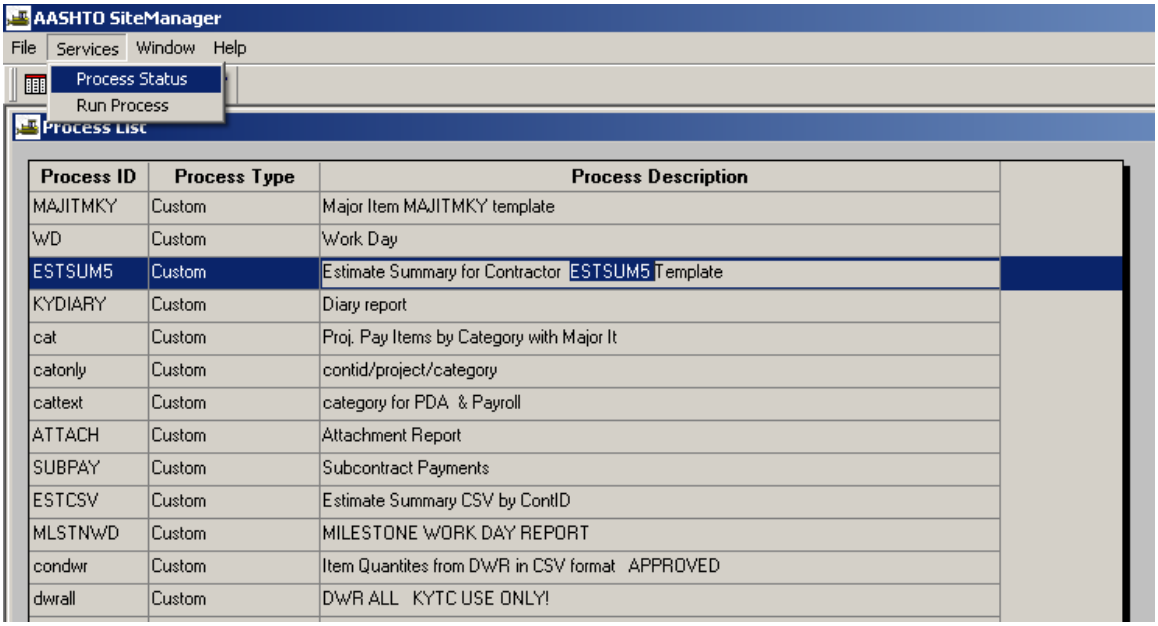
Step 9: Click Submit



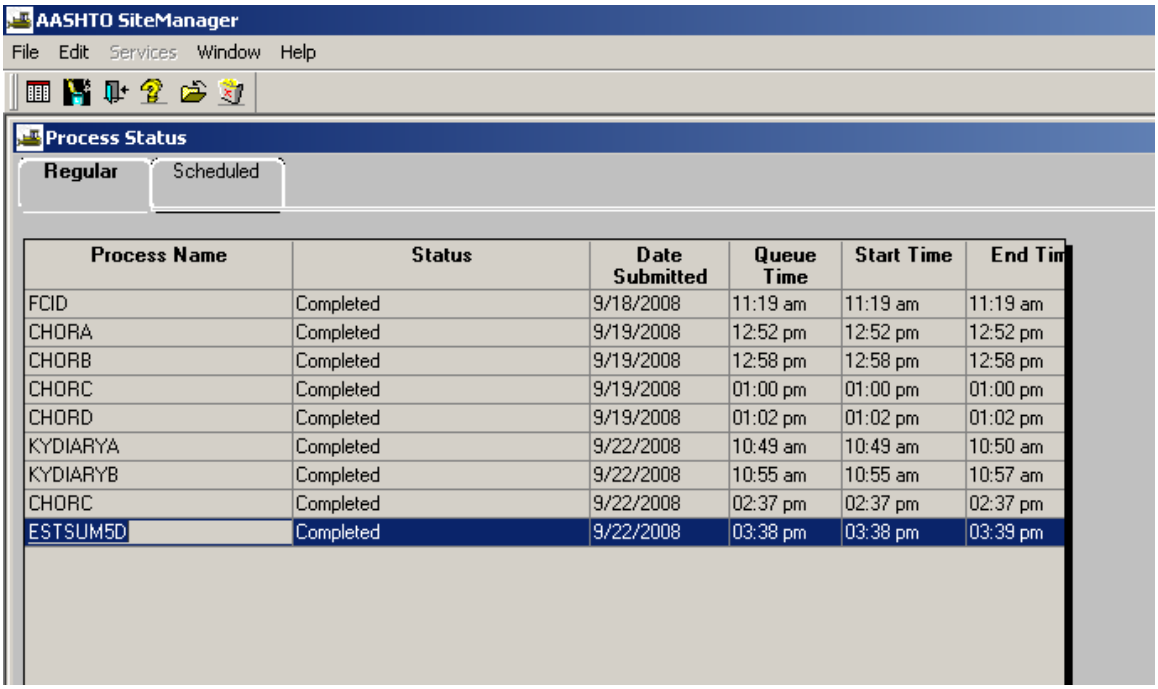
Step 10: Click OK to both pop up messages



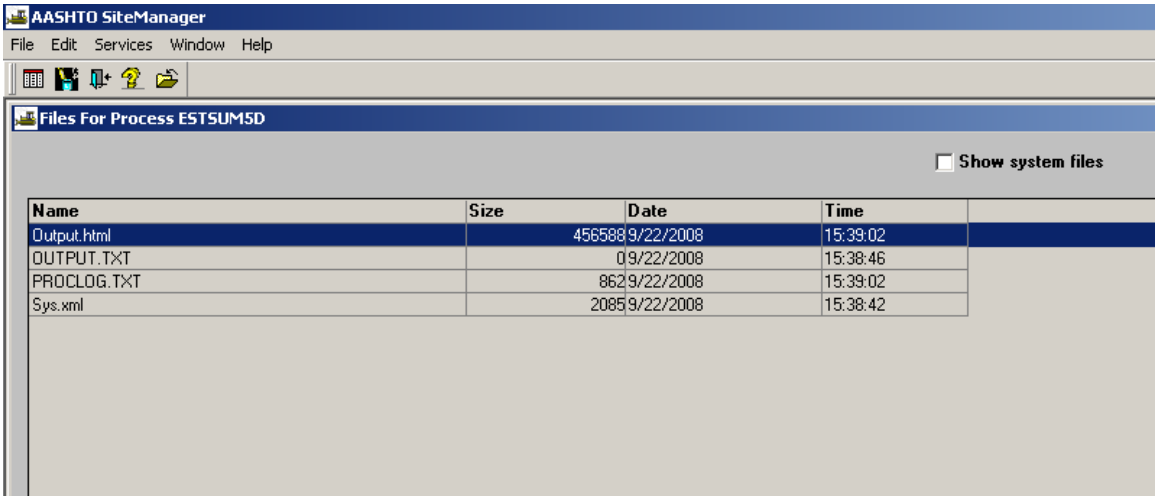
Step 11: Click process status under the services menu



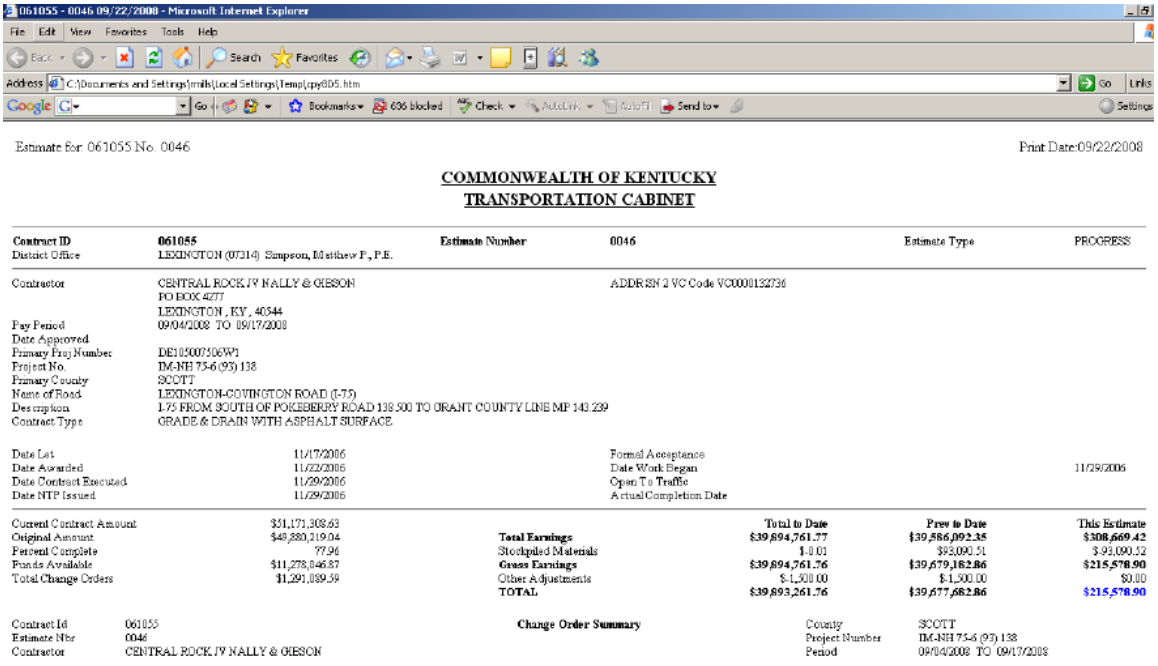
Step 12: Find the process and double click



Step 13: Double Click Output.html



Step 14: Review and Print the Estimate



061055 - 0046 09/22/2008 - Microsoft Internet Explorer

Estimate for 061055 No. 0046 Print Date:09/22/2008

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

Contract ID	**061055**	**Estimate Number**	**0046**	Estimate Type	PROGRESS
District Office	LEXINGTON (07314) Simpson, Matthew F., P.E.				
Contractor	CENTRAL ROCK JV NALLY & GIESON PO BOX 4277 LEXINGTON , KY , 40544		ADDRSN 2 VC Code VC0008152736		
Pay Period	09/04/2008 TO 09/17/2008				
Date Approved					
Primary Proj Number	DE1500750SW1				
Project No.	IM-NH 75-6 (93) 138				
Primary County	SCOTT				
Name of Road	LEXINGTON-COVINGTON ROAD (I-75)				
Description	I-75 FROM SOUTH OF POKEBERRY ROAD 138.500 TO GRANT COUNTY LINE MP 143.239				
Contract Type	GRADE & DRAIN WITH ASPHALT SURFACE				
Date Let	11/17/2006		Formal Acceptance		
Date Awarded	11/22/2006		Date Work Began		11/29/2006
Date Contract Executed	11/29/2006		Open To Traffic		
Date NTP Issued	11/29/2006		Actual Completion Date		

			Total to Date	Prev to Date	This Estimate
Current Contract Amount	$51,171,308.63	**Total Earnings**	**$39,894,761.77**	**$39,586,092.35**	**$308,669.42**
Original Amount	$49,880,219.04	Stockpiled Materials	$.0.01	$93,090.51	$-93,090.52
Percent Complete	77.96	**Gross Earnings**	**$39,894,761.76**	**$39,679,182.86**	**$215,578.90**
Funds Available	$11,278,046.87	Other Adjustments	$-1,500.00	$-1,500.00	$0.00
Total Change Orders	$1,291,089.59	**TOTAL**	**$39,893,261.76**	**$39,677,682.86**	**$215,578.90**

Contract Id	061055	**Change Order Summary**		County	SCOTT
Estimate Nbr	0046			Project Number	IM-NH 75-6 (93) 138
Contractor	CENTRAL ROCK JV NALLY & GIESON			Period	09/04/2008 TO 09/17/2008

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.