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# **MATERIALS MANAGEMENT SYSTEM (MMS) USER'S GUIDE**

**Version 1.0**

**STATE HIGHWAY ADMINISTRATION  
STATE OF MARYLAND**

**March 22, 2010**

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# 1 Overview



Figure 1. Materials Management System (MMS) Home Page

## 1.1 MMS Project Goals

The implementation of a single electronic MMS has the following mission critical goals:

- Manage the materials quality process throughout the construction project life cycle; this should include support for materials quality activities in traditional design-bid-build construction contracts, as well as design-build and other innovative contracting methods;
- Allow information sharing and knowledge transfer among key SHA stakeholders;
- Allow one-stop data entry and status reporting on progress against material quality goals;
- Provide construction project managers with a notification of potential materials discrepancies as part of the preparation of construction contractor progress estimates;
- Provide documentation of materials clearance compliance for FHWA certification;
- Allow lab managers to track the status and costs of testing within a given Technical Material Division;
- Automate the allocation of testing costs to the various projects;
- Identify sources and materials used on projects through a referencing system to allow for easier access to materials information during construction and ongoing maintenance of the asset; and
- Support capture of data from testing performed by construction contractors, and facilitate the comparison of this test data with SHA quality assurance test results.

## 1.2 MMS Benefits

The benefits that MMS create for SHA are:

- The central storage and retrieval of common data elements, reduction of data entry errors caused by re-entry of data fields;
- Assurance of real-time data updates, elimination of the need for smaller systems and associated integrations;
- The provision of more robust reporting tools;
- Allowance for easily accessible data and the provision of more robust tools to aid in the management of this complex information set;
- Automation by reducing the amount of paperwork involved and the amount of time taken to transmit information between materials sections as well as between OMT and construction project sites;
- Standardization by contributing to a workforce which is both more interchangeable between projects or districts or between materials sections and a workforce which is more accountable;
- Integration of MMS with existing software applications across SHA;
- Accurate and efficient materials management process;
- Accountability by keeping an audit trail of all changes to the test results, as well as maintaining a record of the entering of test results;
- Support implementation of a knowledge-based system;
- Prevent system obsolescence; and
- Reduction of overhead created by multiple systems and lower training and maintenance costs for large numbers of smaller disparate systems.

## 2 Module and Application Settings

The Module and Application Settings application enables Administrators to set general information for the applications that the MMS employs. Only MMS administrators can access this screen, as it is used to edit the applications and their module groupings that exist inside of the MMS.

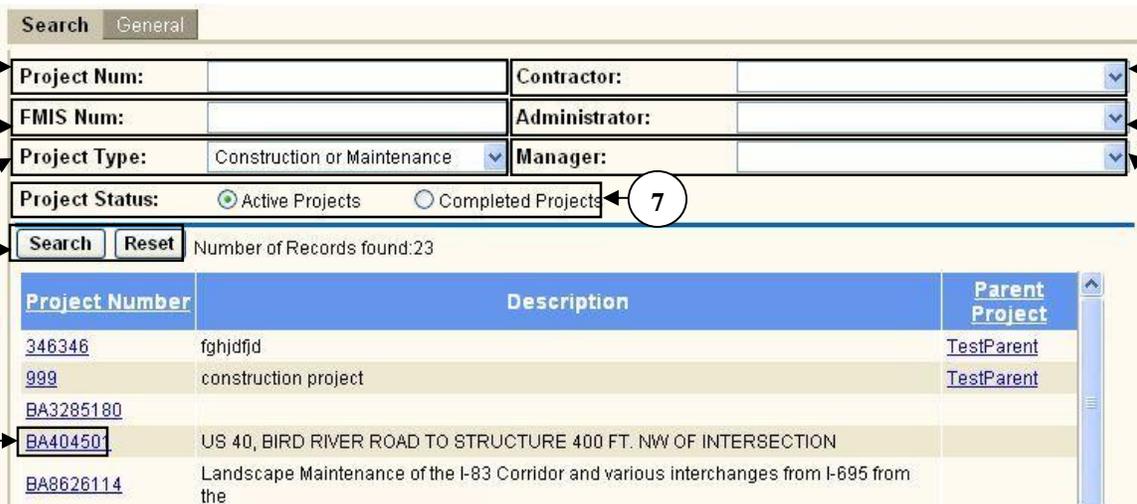


**Figure 2. Application Module Screen**

### 3 Project Data Application

The Project Data application enables the user to create new projects and search for all active and completed projects.

#### 3.1 Project “Search” Screen



The screenshot shows the Project Search screen with the following fields and callouts:

- 1: Project Num: text input field
- 2: Contractor: drop-down menu
- 3: FMIS Num: text input field
- 4: Administrator: drop-down menu
- 5: Project Type: drop-down menu (selected: Construction or Maintenance)
- 6: Manager: drop-down menu
- 7: Project Status: radio buttons (Active Projects selected, Completed Projects unselected)
- 8: Search and Reset buttons, and Number of Records found: 23
- 9: Project Number column in the results table, with BA40450 highlighted

Project Number	Description	Parent Project
<a href="#">346346</a>	fghjdjfd	TestParent
<a href="#">999</a>	construction project	TestParent
<a href="#">BA3285180</a>		
<a href="#">BA40450</a>	US 40, BIRD RIVER ROAD TO STRUCTURE 400 FT. NW OF INTERSECTION	
<a href="#">BA8626114</a>	Landscape Maintenance of the I-83 Corridor and various interchanges from I-695 from the	

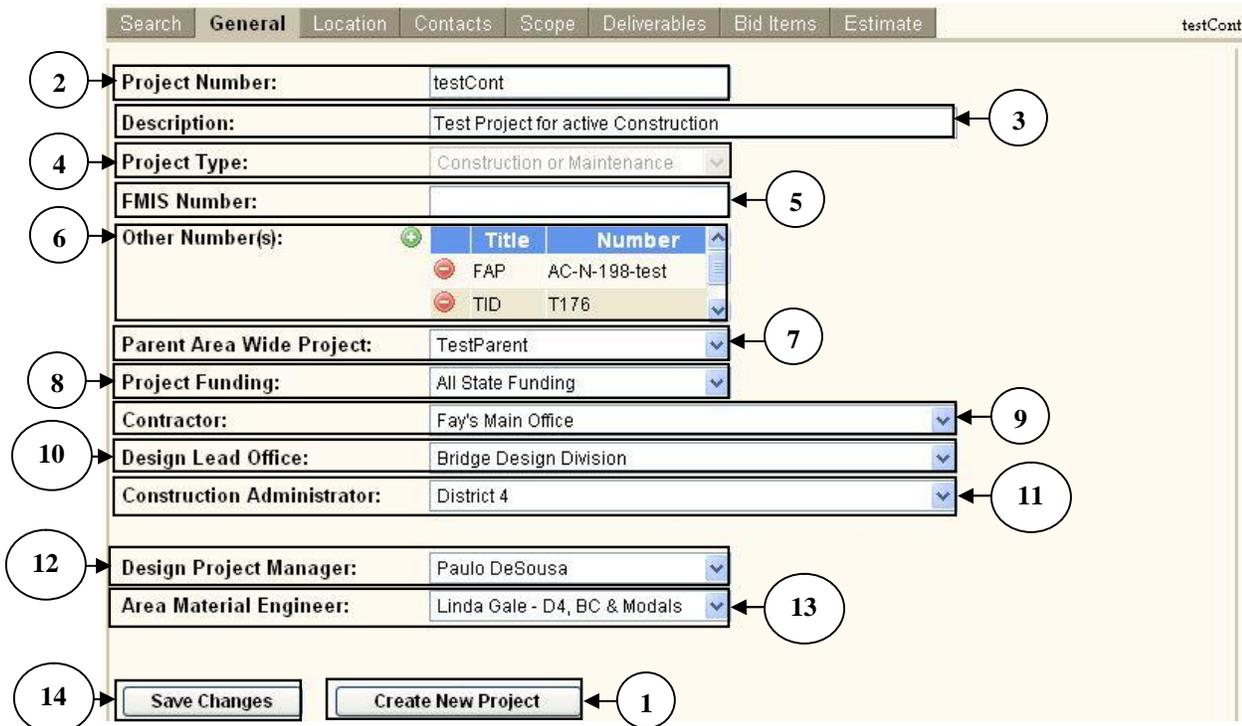
**Figure 3. Project “Search” Tab Screen**

Perform the following steps to search projects from the Project “Search” screen:

1. Enter a unique project number in the “Project Num” field.
2. Select a contractor from the “Contractor” drop-down box.
3. Enter the project’s FMIS number in the “FMIS Num” field.
4. Select an administrator from the “Administrator” drop-down box.
5. Select a project type from the “Project Type” drop-down box.
6. Select a manager from the “Manager” drop-down box.
7. Click on the “Active Projects” or “Completed Projects” radio button in the “Project Status” field.
8. Click **Search** to perform the search or **Reset** to reset the screen.
9. To view an existing project, click on the project number link located in the “Project Number” column. The Project “General” tab screen will be displayed (see **Figure 4**).

**TIP:** The quickest way to search for all material products is by clicking on the **Search** button after the default search screen is displayed.

## 3.2 Project “General” Tab Screen



Search **General** Location Contacts Scope Deliverables Bid Items Estimate testCont

2 → Project Number: testCont

Description: Test Project for active Construction ← 3

4 → Project Type: Construction or Maintenance

FMIS Number: ← 5

6 → Other Number(s):

Title	Number
FAP	AC-N-198-test
TID	T176

Parent Area Wide Project: TestParent ← 7

8 → Project Funding: All State Funding

Contractor: Fay's Main Office ← 9

10 → Design Lead Office: Bridge Design Division

Construction Administrator: District 4 ← 11

12 → Design Project Manager: Paulo DeSousa

Area Material Engineer: Linda Gale - D4, BC & Modals ← 13

14 → Save Changes Create New Project ← 1

**Figure 4. Project “General” Tab Screen**

You can create a new project by clicking the “General” tab from the default “Search” screen. You can also create a new project by performing a search of an existing project in the default “Search” screen. The Project “General” tab screen is displayed (see **Figure 4**). Perform the following steps to create a new project from the Project “General” tab screen:

1. Click on the **Create New Project** button. Please note that this button will disappear once you click on it and only the **Save Changes** button will remain at the bottom of the screen.
2. Enter a unique project number in the “Project Number” field.
3. Enter a brief description of the project in the “Description” field.
4. Select a project type from the “Project Type” drop-down box.
5. Enter the project’s FMIS number in the “FMIS Number” field.
6. Select the parent area-wide project in the “Parent Area Wide Project” drop-down box.
7. Select the source of project funding from the “Project Funding” drop-down box.
8. Select the contractor from the “Contractor” drop-down box.
9. Select the design lead office from the “Design Lead Office” drop-down box.

## Project “General” Tab Screen (cont’d)

10. Select the construction administrator from the “Construction Administrator” drop-down box.
11. Select the design project manager from the “Design Project Manager” drop-down box.
12. Select the area material engineer from the “Area Material Engineer” drop-down box.
13. Click  to save project data.

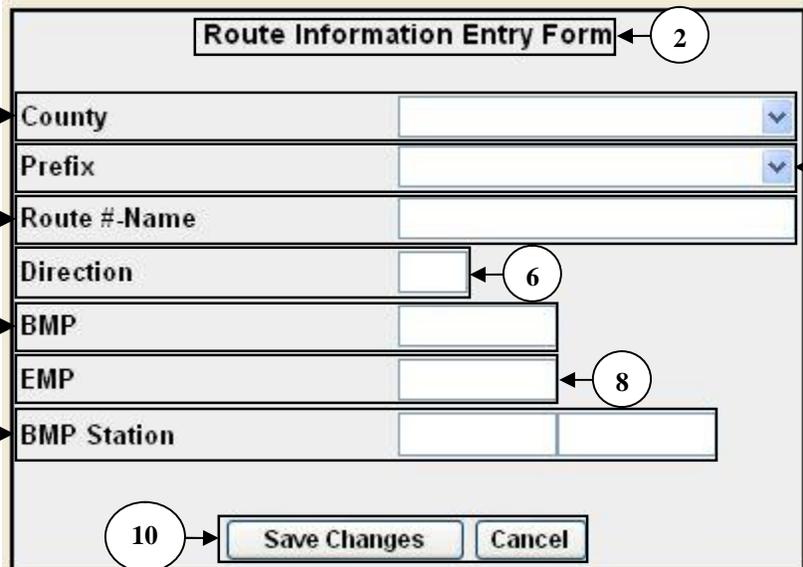
### 3.3 Project “Location” Tab Screen

County	Prefix	Route	Direction	BMP	EMP	BMP Station
MD		48	West	6	2	+
BA	US	1234	n			+

**Figure 5. Project “Location” Tab Screen**

Construction and Maintenance Projects (and to a lesser degree Area-wide Projects) will have locations associated with them. These locations are the roadway sections where work is being performed. Users are not required to enter this information; however, entering in the location data will provide benefits in reporting. Perform the following steps to enter a location from the Project “Location” tab screen:

1. Click on the **Add Route** button.
2. The “Route Information Entry Form” pop-up box is displayed (see **Figure 6**).



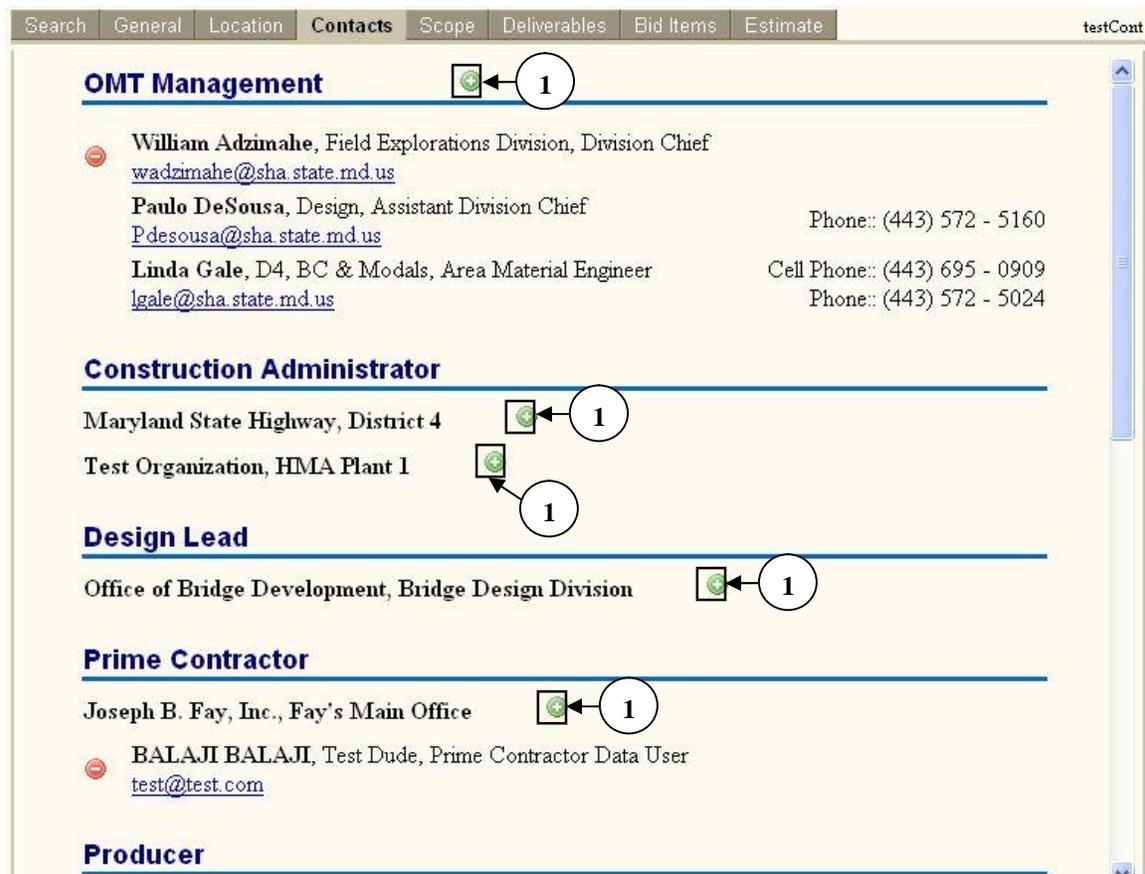
The figure shows a pop-up form titled "Route Information Entry Form". It contains the following fields and controls:

- County:** A drop-down menu (labeled 3).
- Prefix:** A drop-down menu (labeled 4).
- Route #-Name:** A text input field (labeled 5).
- Direction:** A text input field (labeled 6).
- BMP:** A text input field (labeled 7).
- EMP:** A text input field (labeled 8).
- BMP Station:** A text input field (labeled 9).
- Buttons:** "Save Changes" and "Cancel" buttons (labeled 10).

**Figure 6. “Route Information Entry Form” Pop-up Box**

3. Select the county where the project is located from the “County” drop-down box.
4. Select the route prefix from the “Prefix” drop-down box.
5. Enter the route number and name in the “Route #-Name” field.
6. Enter the direction in the “Direction” field.
7. Enter the Beginning Mile Point in the “BMP” field.
8. Enter the Ending Mile Point in the “EMP” field.
9. Enter the Beginning Mile Point Station in the “BMP Station” field.
10. Click **Save Changes** to save your changes or **Cancel** to cancel the operation.

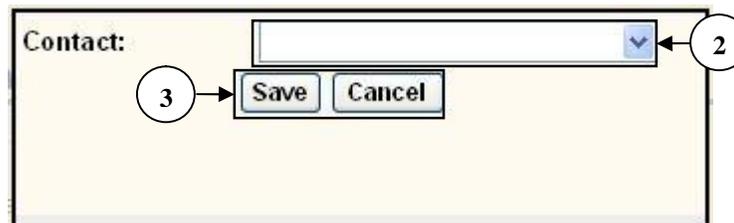
### 3.4 Project Data “Contacts” Tab Screen



**Figure 7. Project Data “Contacts” Tab Screen**

The Project “Contacts” screen lists contact information on each project. Perform the following steps to add contacts to the Project “Contacts” tab screen:

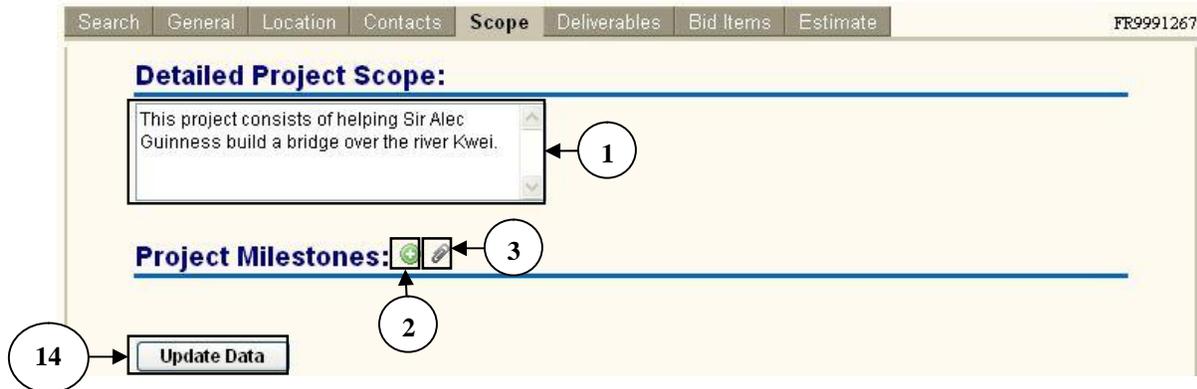
1. Click on the Add Contact icon (  ).
2. The “Contact” pop-up box is displayed (see **Figure 8**). Click the “Contact” drop-down box and select a contact.



**Figure 8. Add Contact Pop-up Box**

3. Click  to save changes or  to cancel changes.

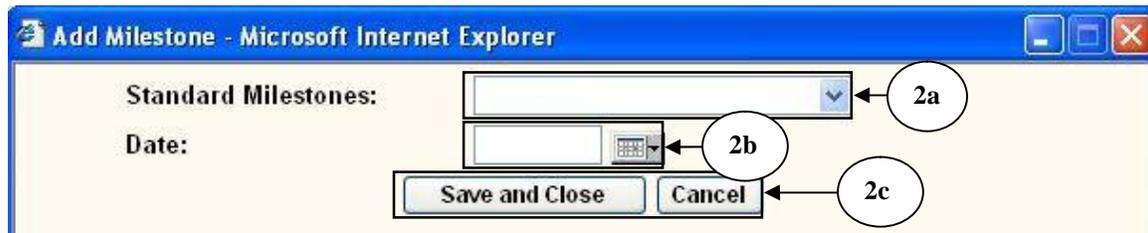
### 3.5 Project “Scope” Tab Screen



**Figure 9. Project “Scope” Tab Screen**

The Project “Scope” tab screen enables the user to enter detailed project scope information as well as project milestones. Perform the following steps to add information to the Project “Scope” tab screen:

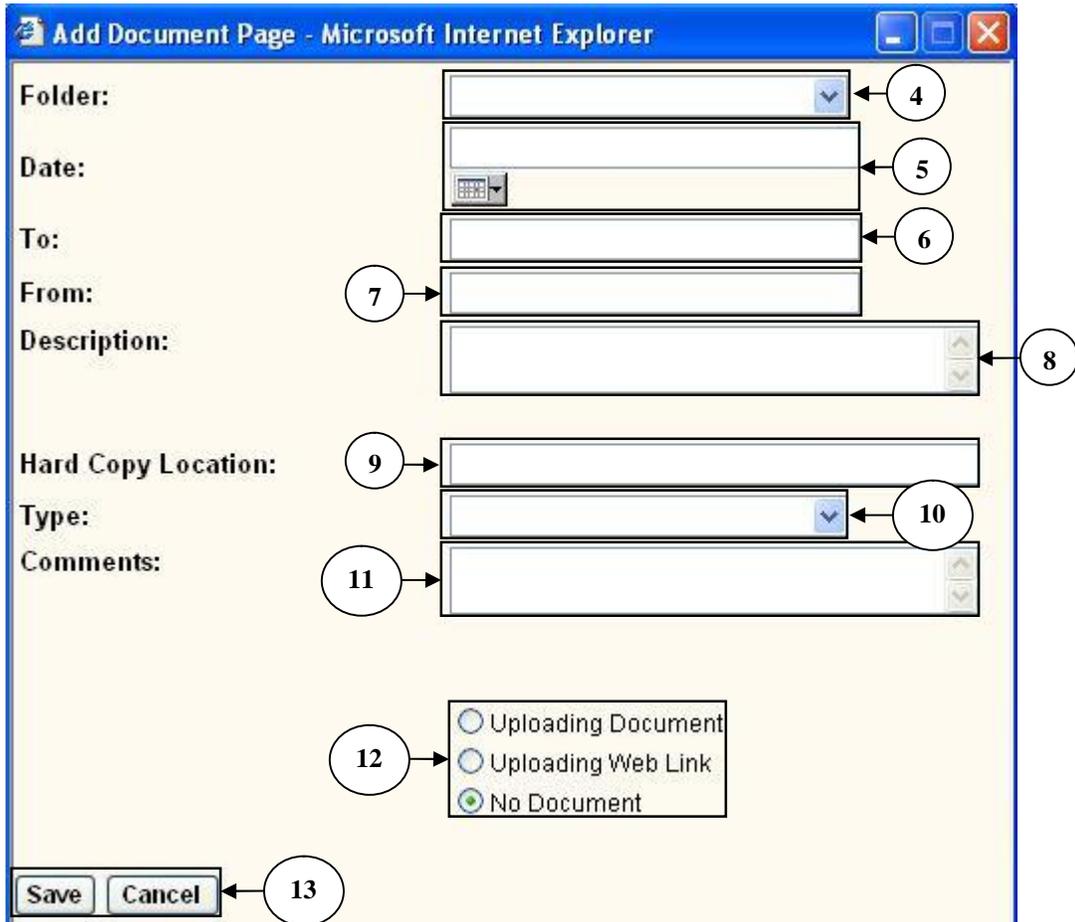
1. Enter information in the Detailed Project “Scope” field.
2. In the “Project Milestones” area, click the Add Milestone icon (  ) to add a milestone. The “Add Milestone” pop-up box is displayed (see **Figure 10**).



**Figure 10. “Add Milestone” Pop-up Box**

- 2a. Click the “Standard Milestones” drop-down box and select a milestone.
- 2b. Click the calendar icon (  ) and select a date.
- 2c. Click  to save changes or  to cancel changes.
3. Click the add document icon (  ) to add a document. The “Add Document Page” pop-up box is displayed (see **Figure 11**).

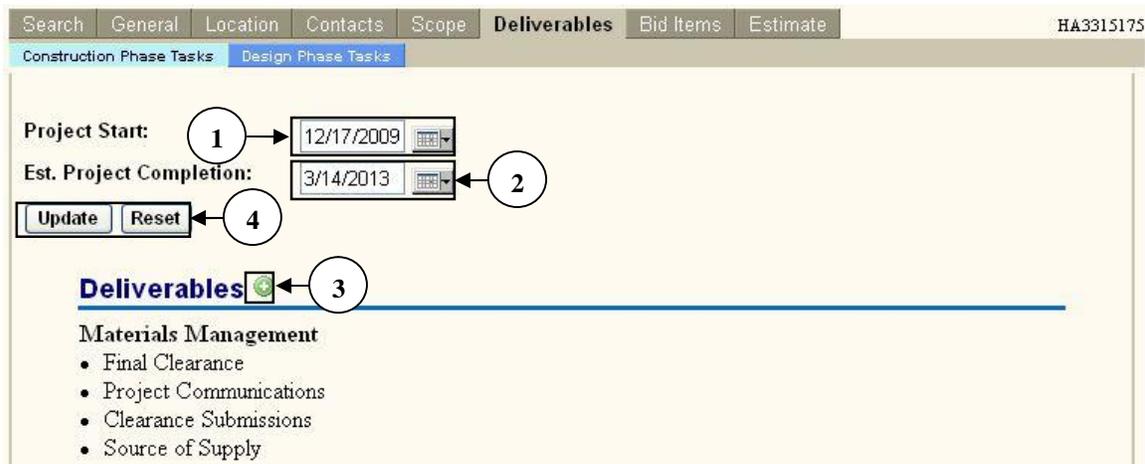
## Project “Scope” Tab Screen (cont’d)



**Figure 11. “Add Document Page Pop-up Box**

4. Click the “Folder” drop-down box and select a folder.
5. Click the calendar icon (  ) and select a date in the “Date” field.
6. Enter the name of the person to whom you will send the document in the “To” field.
7. Enter the name of the person from which the document was sent in the “From” field.
8. Enter a description of the document in the “Description” field.
9. Enter the location of the document in the “Hard Copy Location” field.
10. Click the document type in the “Type” drop-down box.
11. Enter comments in the “Comments” field.
12. Select the action you wish to take by selecting the appropriate radio button.
13. Click  to save changes or  to cancel changes.
14. Click  to update all changes in the Project “Scope” tab screen.

### 3.6 Project “Deliverables” Tab Screen



**Figure 12. Project “Deliverables” Tab Screen**

The Project “Deliverables” tab screen enables the user to enter standard deliverables and enter a start and estimated completion date for the project. Perform the following steps to add information to the Project “Deliverables” tab screen:

1. Click the calendar icon (  ) and select a date in the “Project Start” field.
2. Click the calendar icon (  ) and select a date in the “Est. Project Completion” field.
3. Click on the Add Tasks to Project icon (  ). The “Add Tasks to Project” pop-up box is displayed (see **Figure 13**).



**Figure 13. “Add Tasks to Project” Pop-up Box**

- 3a. Click on the deliverable in the “Standard Deliverables” drop-down box.
- 3b. Click  to save changes or  to cancel changes.
4. Click  to update data or  to cancel changes.

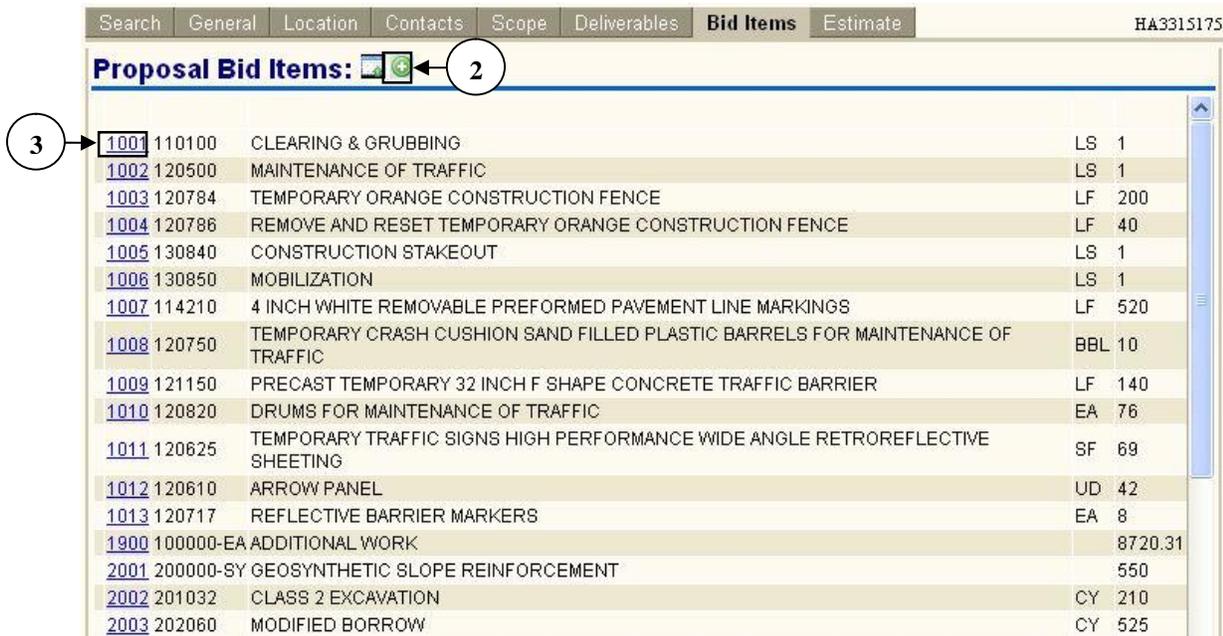
### 3.7 Project “Proposal Bid Items” Tab Screen



**Figure 14. Project “Proposal Bid Items” Tab Screen**

The Project “Proposal Bid Items” tab screen enables the user to add proposal bid items. Perform the following steps to add proposal bid items to the Project “Proposal Bid Items” tab screen:

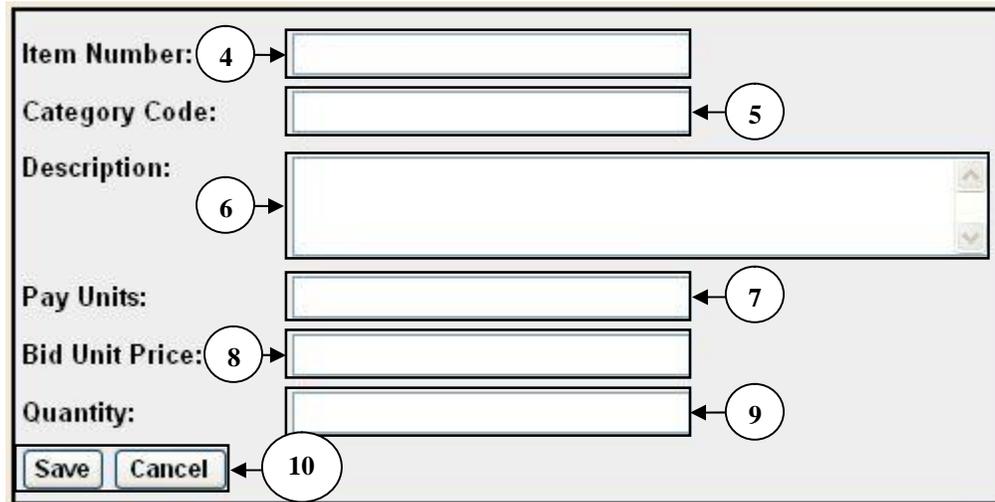
1. Click on the Add Proposal Bid Item icon (  ) to import proposal bid items from Trns\*port for the selected project.



**Figure 15. “Proposal Bid Items” List Screen**

2. The “Proposal Bid Items” list is displayed (see **Figure 16**). Click on the Add Proposal Bid Item icon (  ) to add a proposal bid item.
3. Click on the item number link to view or edit details on the bid item of the project selected (see **Figure 16**).

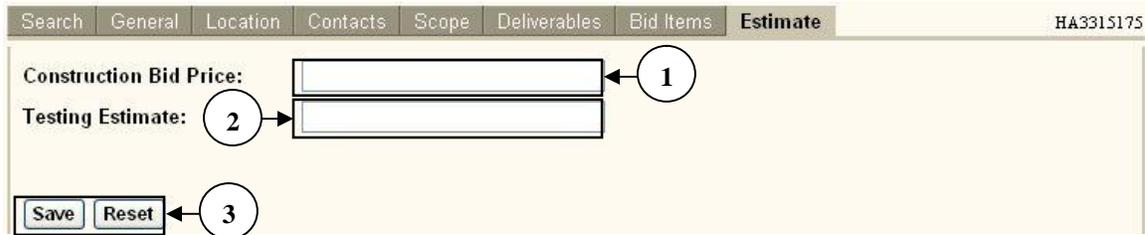
## Project “Proposal Bid Items” Tab Screen (cont’d)

A screenshot of a software pop-up window titled "Project 'Proposal Bid Items'". The window contains several input fields and two buttons. The fields are: "Item Number:" with a text box and a circled number 4 pointing to it; "Category Code:" with a text box and a circled number 5 pointing to it; "Description:" with a large text area and a circled number 6 pointing to it; "Pay Units:" with a text box and a circled number 7 pointing to it; "Bid Unit Price:" with a text box and a circled number 8 pointing to it; and "Quantity:" with a text box and a circled number 9 pointing to it. At the bottom left, there are two buttons: "Save" and "Cancel", with a circled number 10 pointing to the "Save" button.

**Figure 16. Project “Proposal Bid Items” Pop-up Box**

4. Enter a contract bid item number of the project selected in the “Item Number” field.
5. Enter the category code to which the contract bid item belongs in the “Category Code” field.
6. Enter a description of the contract (Project) bid item in the “Description” field.
7. Enter the pay units upon which payment calculations on the contract item will be based in the “Pay Units” field.
8. Enter the bid unit price in the “Bid Unit Price” field. The bid unit price is the price of each pay unit bid item.
9. Enter the quantity in the “Quantity” field to document how many estimated quantities are included for the contract bid item.
10. Click  to save changes or  to cancel changes.

### 3.8 Project “Estimate” Tab Screen



**Figure 17. Project “Estimate” Tab Screen**

The Project “Estimate” tab screen enables the user to input construction bid price and testing estimate information. Perform the following steps to add information to the Project “Estimate” tab screen:

1. Enter the construction bid price in the “Construction Bid Price” field.
2. Enter the testing estimate price in the “Testing Estimate” field.
3. Click **Save** to save changes or **Reset** to reset the screen.

## 4 Material Data Application

The Material Data application categorizes the materials with which OMT works, defines who has responsibility over the material, and provides information on how the material is accepted on projects. Only OMT users will have access to this application, and those rights will be limited based on page and material-specific rights.

### 4.1 Material “Search” Screen

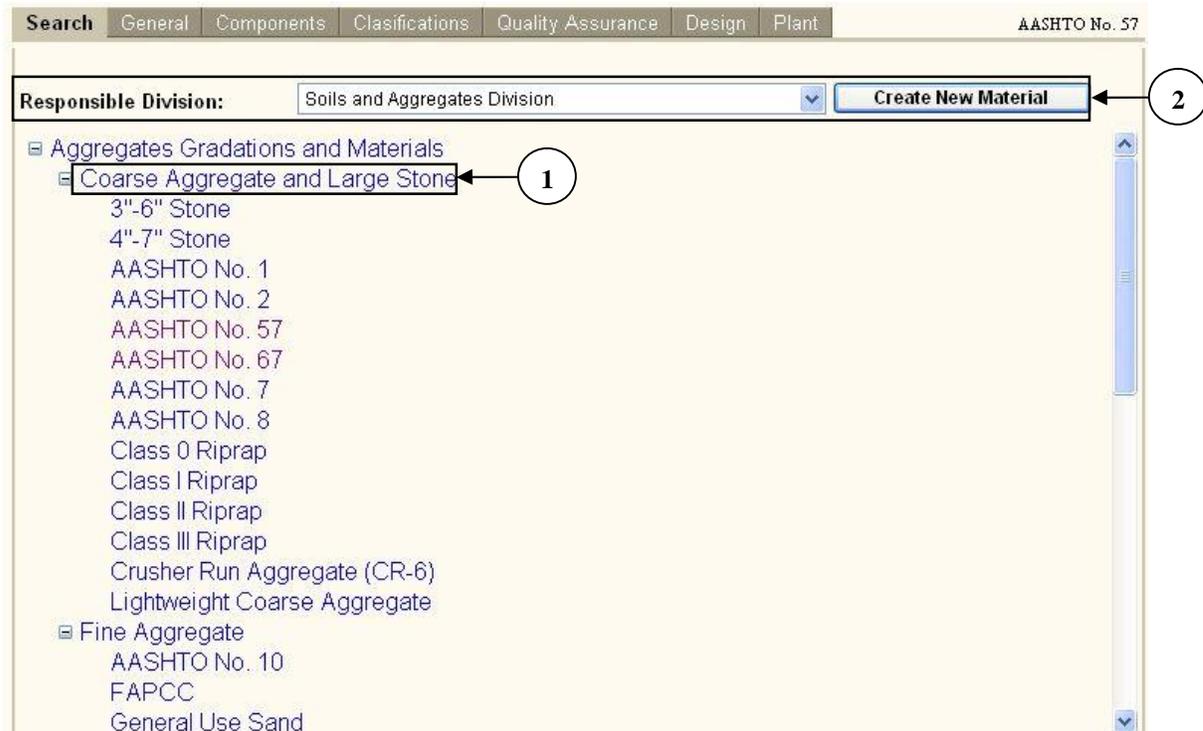
The Material “Search” page allows users to select a material from a hierarchy that organizes the material by likeness. The broadest material likeness is based on which OMT testing division has the primary responsibility for the material. To view a material list, the user will select a testing division (lab area) within OMT from the “Responsible Division” dropdown list. Based on the selection made the page will show the material breakdown structure of all materials under this division’s responsibility as hyperlinks that would go to the “General” tab.



The screenshot shows a web interface with a tab labeled "Search". Below the tab is a form with a label "Responsible Division:" followed by a dropdown menu. The dropdown menu is open, showing a list of five options: "Materials Management Division", "Soils and Aggregates Division", "Asphalt Technology Division", "Concrete Technology Division", and "Structural Materials and Coatings Evaluations Division". The first option, "Materials Management Division", is highlighted in blue.

**Figure 18. Material “Search” Screen**

## 4.2 View/Update Material Data



**Figure 19. List of Materials Screen**

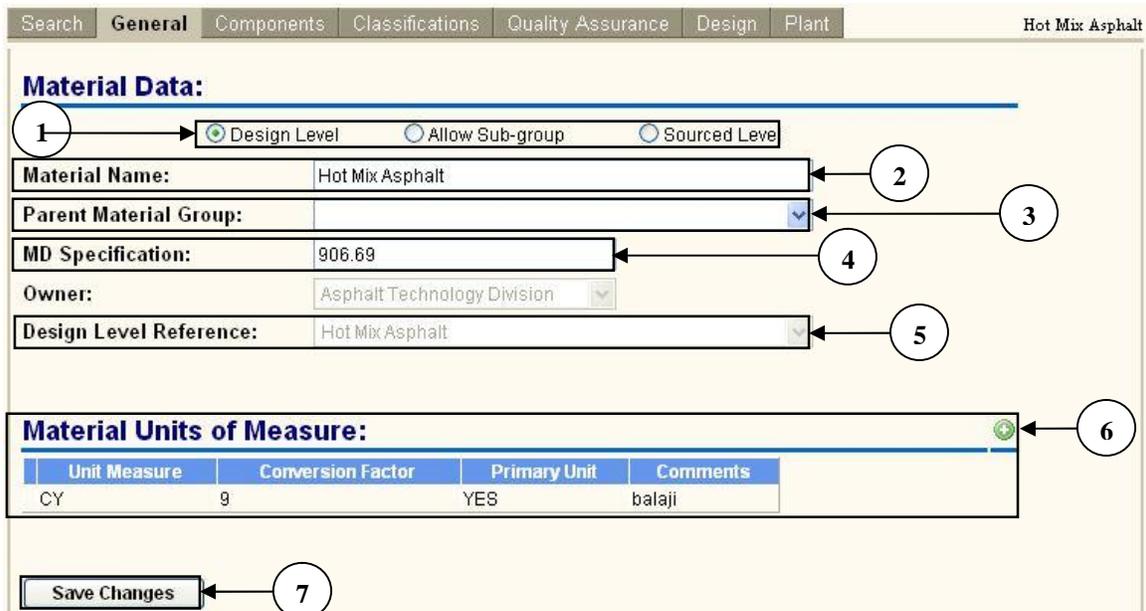
The Material General page provides a method to name the material and define what material category in which it belongs. This tool also provides methodologies on material categories. This screen consists of three different levels, depending on what type of material category is selected (Design Level, Allow Sub-group or Sourced Level).

- Design Format Level –”This level stores high level information and possible property options that are passed down to specific sourced level materials.
- Allow Sub-group –”This is a means to group families of materials together; e.g., all dense graded HMA and gap graded HMA.
- Sourced Level –”This is the lowest level on the hierarchy and shows what specific material property options are allowed for it.

To view material data or to create new material from the List of Materials screen, perform the following steps:

1. To update material data, click on a material link. The Material Data “General” tab screen for the selected material will be displayed (see **Figure 20**).
2. To create a new material, click the  button. A blank Material Data “General” tab screen is displayed.

## 4.2.1 Updating Material Data from the Material Data “General” “Design Level” Screen



Search **General** Components Classifications Quality Assurance Design Plant Hot Mix Asphalt

**Material Data:**

1  Design Level  Allow Sub-group  Sourced Level

Material Name: Hot Mix Asphalt ← 2

Parent Material Group: ← 3

MD Specification: 906.69 ← 4

Owner: Asphalt Technology Division

Design Level Reference: Hot Mix Asphalt ← 5

**Material Units of Measure:** ← 6

Unit Measure	Conversion Factor	Primary Unit	Comments
CY	9	YES	balaji

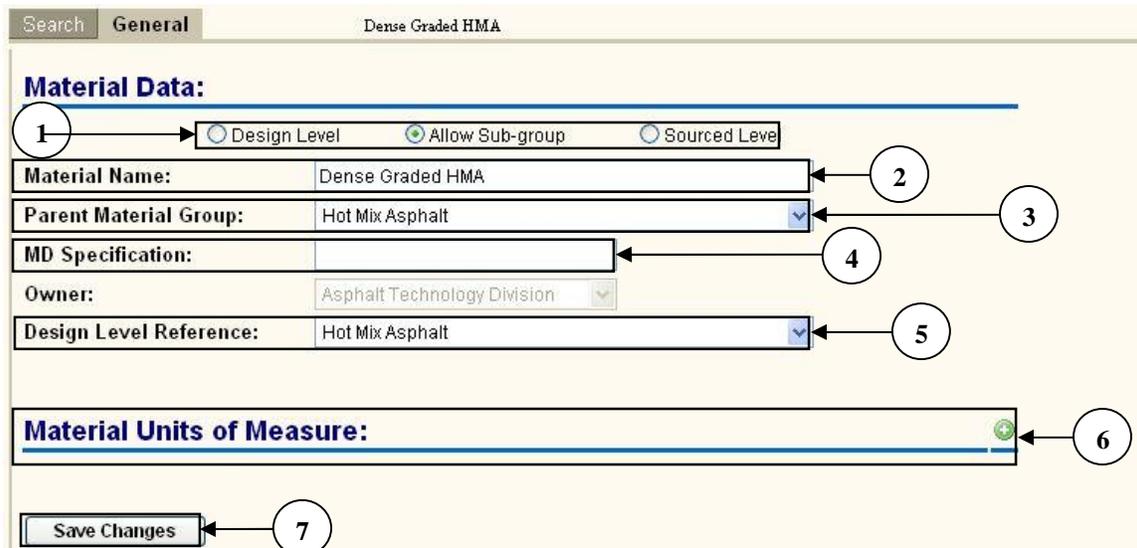
Save Changes ← 7

**Figure 20. Material Data “General” “Design Level” Tab Screen**

Perform the following steps to update material data from the Material Data “General” “Design Level” screen:

1. Click on the “Design Level” radio button.
2. Enter unique material name in the “Material Name” field.
3. Select the Parent Material Group from the “Parent Material Group” drop-down box.
4. Enter the MD specification in the “MD Specification” field.
5. Select the design level reference from the “Design Level Reference” drop-down box.
6. To add a unit of measure, click on the add icon (  ) at the top right side of the “Material Units of Measure” area of the Material Data screen. The Unit of Measure pop-up box is displayed (see **Figure 23**).
7. Click .

## 4.2.2 Updating Material Data from the Material Data “General” “Allow Sub-group” Screen



The screenshot shows the 'Material Data' screen for 'Dense Graded HMA'. The 'General' tab is active. The 'Material Data' section includes the following fields and callouts:

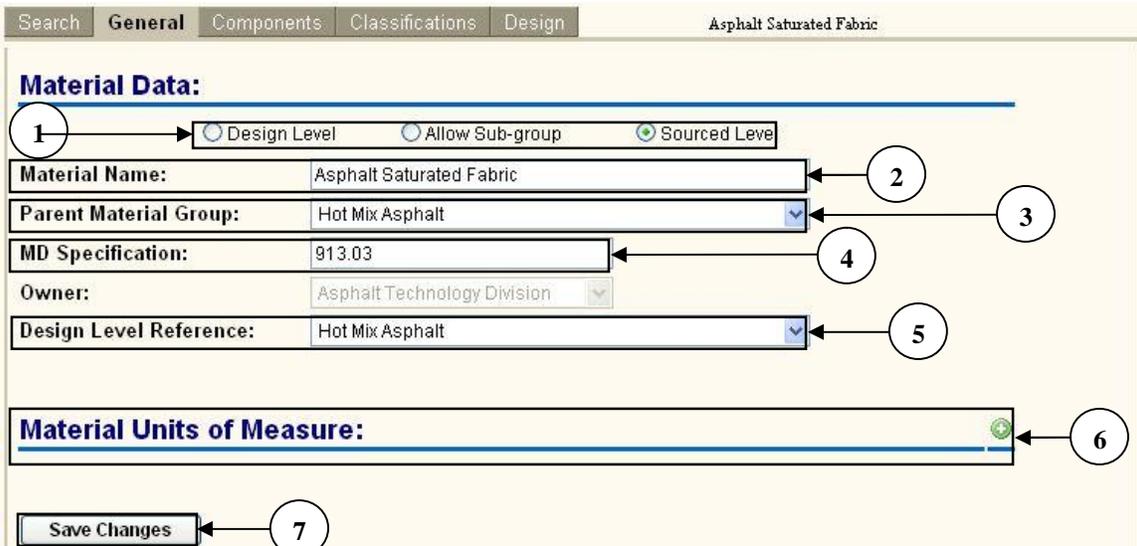
- 1**: Points to the 'Allow Sub-group' radio button, which is selected.
- 2**: Points to the 'Material Name' field, which contains 'Dense Graded HMA'.
- 3**: Points to the 'Parent Material Group' drop-down menu, which is set to 'Hot Mix Asphalt'.
- 4**: Points to the 'MD Specification' field, which is currently empty.
- 5**: Points to the 'Design Level Reference' drop-down menu, which is set to 'Hot Mix Asphalt'.
- 6**: Points to the green plus icon (+) in the top right corner of the 'Material Units of Measure' section.
- 7**: Points to the 'Save Changes' button at the bottom left.

**Figure 21. Material Data “General” “Allow Sub-group” Tab Screen**

Perform the following steps to update material data from the Material Data “Allow Sub-group” screen:

1. Click on the “Allow Sub-group” radio button.
2. Enter unique material name in the “Material Name” field.
3. Select the Parent Material Group from the “Parent Material Group” drop-down box.
4. Enter the MD specification in the “MD Specification” field.
5. Select the design level reference from the “Design Level Reference” drop-down box.
6. To add a unit of measure, click on the add icon (  ) at the top right side of the “Material Units of Measure” area of the Material Data screen. The Unit of Measure pop-up box is displayed (see **Figure 23**).
7. Click .

### 4.2.3 Updating Material Data from the Material Data “General” “Sourced Level” Screen



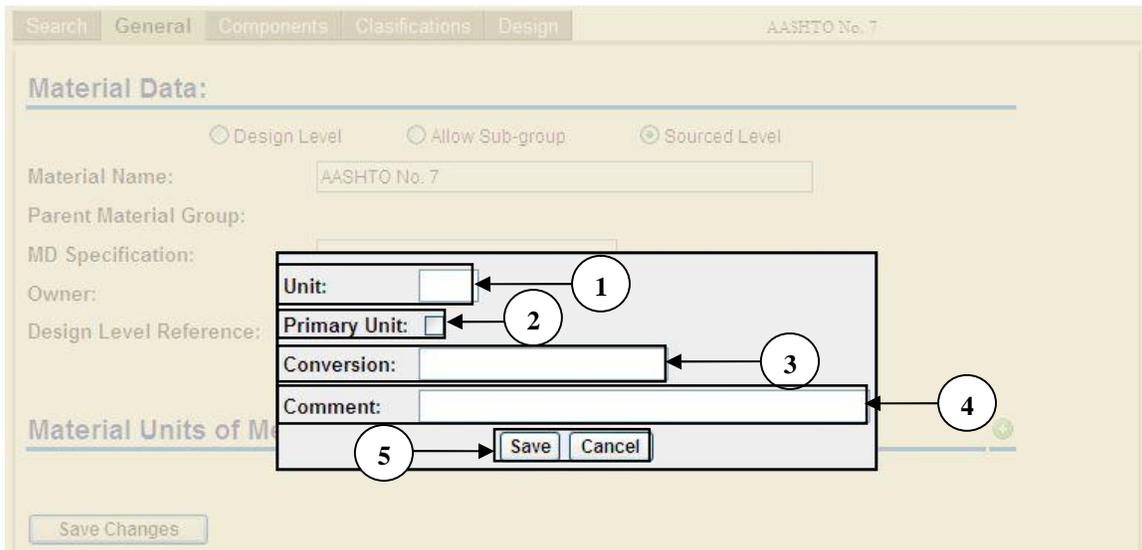
The screenshot shows the 'Material Data' screen for 'Asphalt Saturated Fabric'. The 'Sourced Level' radio button is selected. The fields are: Material Name (Asphalt Saturated Fabric), Parent Material Group (Hot Mix Asphalt), MD Specification (913.03), Owner (Asphalt Technology Division), and Design Level Reference (Hot Mix Asphalt). The 'Material Units of Measure' section has an add icon (+) at the top right. A 'Save Changes' button is at the bottom left.

**Figure 22. Material Data “General” “Sourced Level” Tab Screen**

Perform the following steps to update material data from the Material Data “General” “Sourced Level” screen:

1. Click on the “Sourced Level” radio button.
2. Enter unique material name in the “Material Name” field.
3. Select the Parent Material Group from the “Parent Material Group” drop-down box.
4. Enter the MD specification in the “MD Specification” field.
5. Select the design level reference from the “Design Level Reference” drop-down box.
6. To add a unit of measure, click on the add icon (  ) at the top right side of the “Material Units of Measure” area of the Material Data screen. The Unit of Measure pop-up box is displayed (see **Figure 23**).
7. Click .

## 4.2.4 Adding Material Units of Measure



The screenshot shows the 'Material Data' form with the 'General' tab selected. The 'Material Name' is 'AASHTO No. 7'. Below the 'Material Units of Measure' section, a pop-up box is open. The pop-up box contains the following fields and buttons:

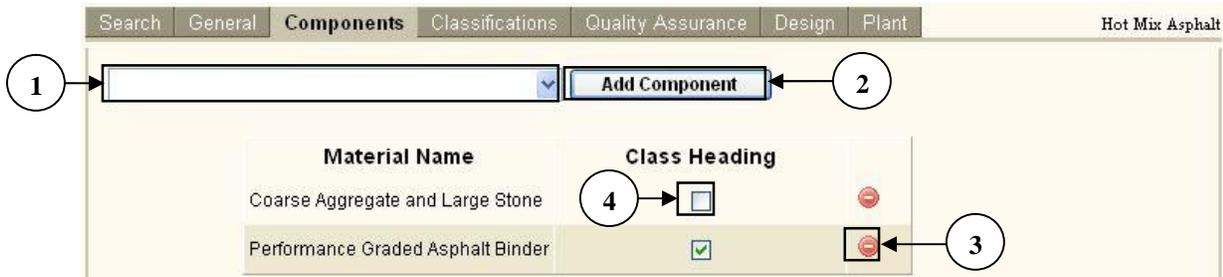
- Unit:** A text input field with a callout '1' pointing to it.
- Primary Unit:** A check box with a callout '2' pointing to it.
- Conversion:** A text input field with a callout '3' pointing to it.
- Comment:** A text input field with a callout '4' pointing to it.
- Buttons:** 'Save' and 'Cancel' buttons with a callout '5' pointing to the 'Save' button.

**Figure 23. Unit of Measure Pop-up Box**

To add material units of measure, click on the add icon (  ) in the Material Units of Measure area of the Material Data “General” tab screen and perform the following steps:

1. Enter the unit in the “Unit” field (e.g., EA, FT, or CY). Please note that this is a required field, and that you can enter a maximum of five characters.
2. Click on the “Primary Unit” check box if the unit is a primary unit.
3. Enter a conversion value in the “Conversion” field. Please note that this is a required field and will be used to convert the unit being entered into the primary unit. If the unit being entered is Primary, enter “1”.
4. Enter any appropriate comments in the “Comment” field.
5. Click  to save the unit of measure or  to cancel the operation.

## 4.2.5 “Components” Tab Screen

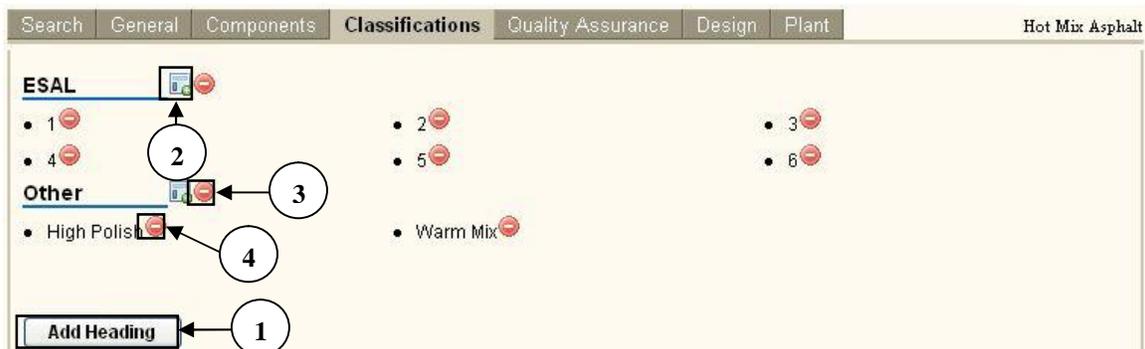


**Figure 24. Material Data “Components” Tab Screen**

To add a component from the “Components” tab screen, perform the following steps:

1. Click on the drop-down box located at the top of the screen and select the component you wish to add.
2. Click on the **Add Component** button.
3. To delete a component, click on the delete icon (⊖).
4. Select the check box that corresponds to a material, if the material is a Class Heading.

## 4.2.6 “Classifications” Tab Screen

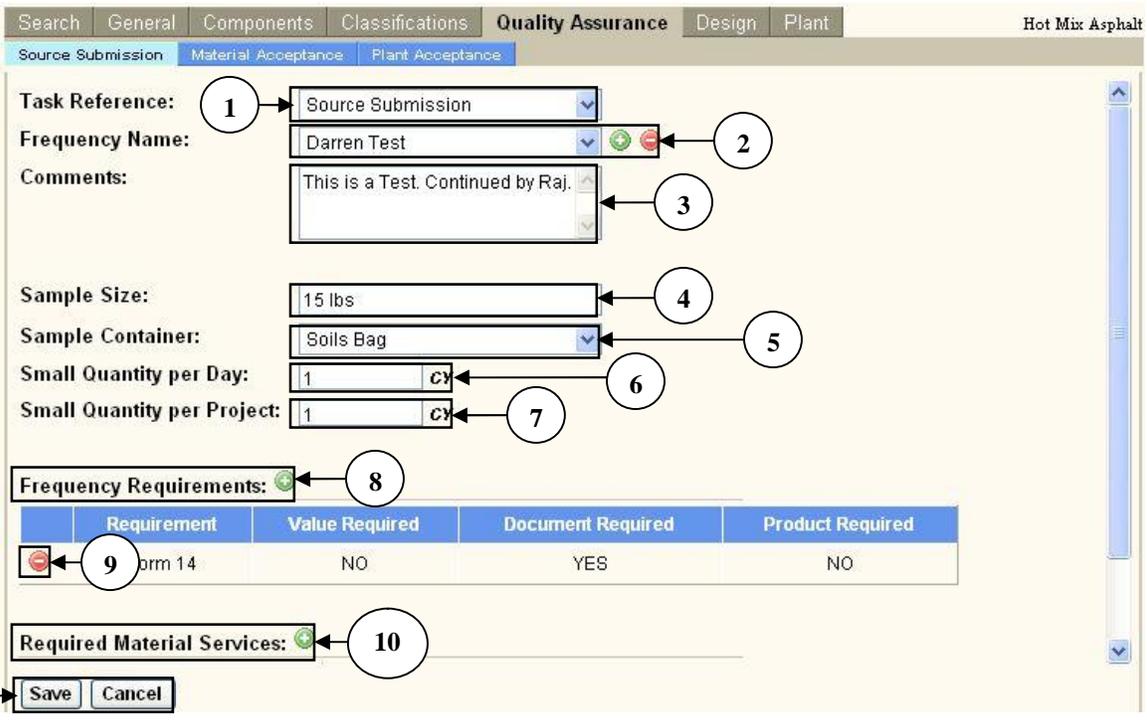


**Figure 25. Material Data “Classifications” Tab Screen**

To add a classification from the “Classifications” tab screen, perform the following steps:

1. Click on the **Add Heading** button. The Heading pop-up box is displayed. Type in the Heading name and click **Save**.
2. To add an option to a heading, click on the Add Option icon (⊕). The Option pop-up box is displayed. Type in the Option name and click **Save**.
3. To delete a heading, click on the delete icon (⊖).
4. To delete an option, click on the delete icon (⊖).

## 4.2.7 “Quality Assurance” “Source Submission” Sub-tab Screen



Search General Components Classifications **Quality Assurance** Design Plant Hot Mix Asphalt

Source Submission Material Acceptance Plant Acceptance

Task Reference: **1** Source Submission

Frequency Name: Darren Test **2**

Comments: This is a Test. Continued by Raj. **3**

Sample Size: 15 lbs **4**

Sample Container: Soils Bag **5**

Small Quantity per Day: 1 **6** cy

Small Quantity per Project: 1 **7** cy

Frequency Requirements: **8**

	Requirement	Value Required	Document Required	Product Required
<b>9</b>	Form 14	NO	YES	NO

Required Material Services: **10**

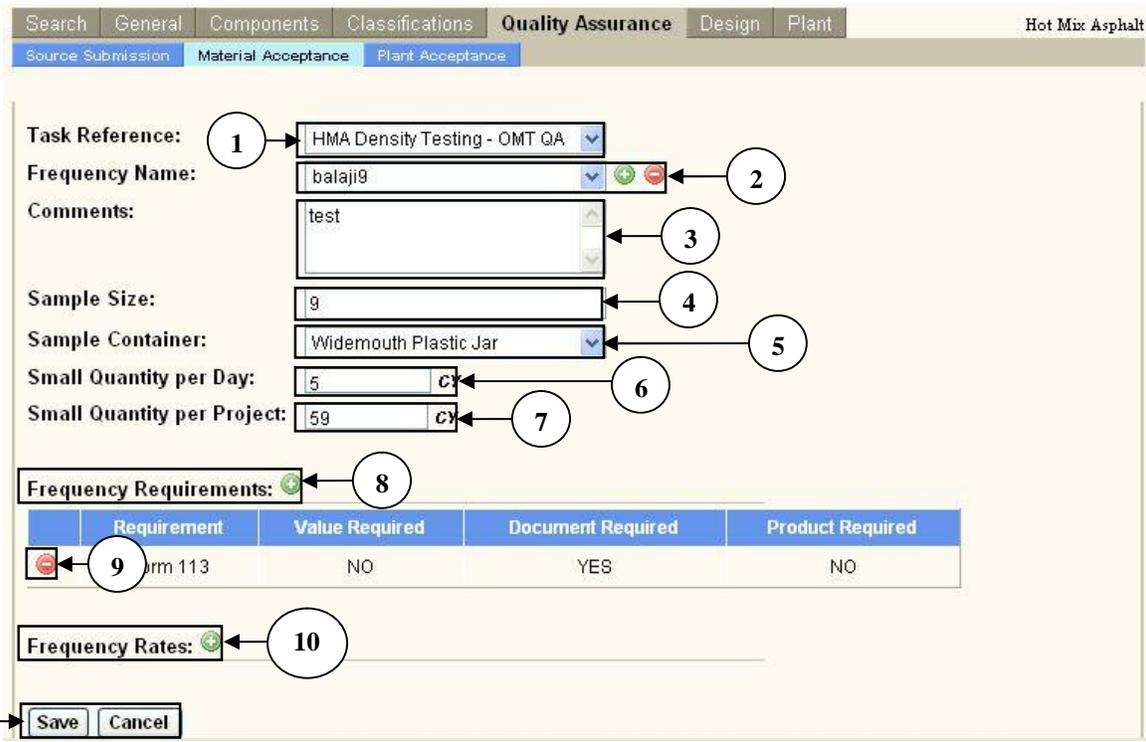
**11** Save Cancel

**Figure 26. “Quality Assurance” “Source Submission” Sub-tab Screen**

To save data in the “Quality Assurance” “Source Submission” sub-tab screen, perform the following steps:

1. Click on the “Task Reference” drop-down box and select a task reference.
2. Click on the “Frequency Name” drop-down box and select a frequency name.
3. Enter appropriate comments in the “Comments” field.
4. Enter a sample size in the “Sample Size” field.
5. Click on the “Sample Container” drop-down box and select a sample container.
6. Enter a number in the “Small Quantity per Day” field.
7. Enter a number in the “Small Quantity per Project” field.
8. In the “Frequency Requirements” field, click on the add icon (  ) to add a frequency requirement.
9. To delete a frequency requirement, click on the delete icon (  ) located in the far left column in the “Frequency Requirements” area.
10. In the “Required Material Services” field, click on the add icon (  ) to add a required material service.
11. Click **Save** to save changes.

## 4.2.8 “Quality Assurance” “Material Acceptance” Sub-tab Screen



Search General Components Classifications **Quality Assurance** Design Plant Hot Mix Asphalt

Source Submission **Material Acceptance** Plant Acceptance

Task Reference: **1** → HMA Density Testing - OMT QA

Frequency Name: balaji9 **2**

Comments: test **3**

Sample Size: 9 **4**

Sample Container: Widemouth Plastic Jar **5**

Small Quantity per Day: 5 **6**

Small Quantity per Project: 59 **7**

Frequency Requirements: **8**

	Requirement	Value Required	Document Required	Product Required
<b>9</b>	Form 113	NO	YES	NO

Frequency Rates: **10**

**11** → Save Cancel

**Figure 27. “Quality Assurance” “Material Acceptance” Sub-tab Screen**

To save data in the “Quality Assurance” “Material Acceptance” sub-tab screen, perform the following steps:

1. Click on the “Task Reference” drop-down box and select a task reference.
2. Click on the “Frequency Name” drop-down box and select a frequency name.
3. Enter appropriate comments in the “Comments” field.
4. Enter a sample size in the “Sample Size” field.
5. Click on the “Sample Container” drop-down box and select a sample container.
6. Enter a number in the “Small Quantity per Day” field.
7. Enter a number in the “Small Quantity per Project” field.
8. In the “Frequency Requirements” field, click on the add icon (  ) to add a frequency requirement.
9. To delete a frequency requirement, click on the delete icon (  ) located in the far left column in the “Frequency Requirements” area.
10. In the “Frequency Rates” field, click on the add icon (  ) to add a frequency rate.
11. Click **Save** to save changes.

## 4.2.9 “Quality Assurance” “Plant Acceptance” Sub-tab Screen

Search General Components Classifications **Quality Assurance** Design Plant Hot Mix Asphalt

Source Submission Material Acceptance **Plant Acceptance**

Task Reference: **1** Review of Producer (SM) **2**

Frequency Name: pppp+ **2**

Comments: cmt **3**

Sample Size: 1 **4**

Sample Container: Soils Bag **5**

Small Quantity per Day: 1 **6**

Small Quantity per Project: 1 **7**

Frequency Requirements: **8**

Frequency Rates: **9**

	Number of Tasks (Min)	Per Unit	Frequency Units
<b>10</b> 	78	78	Production Day
	88	88	Ton

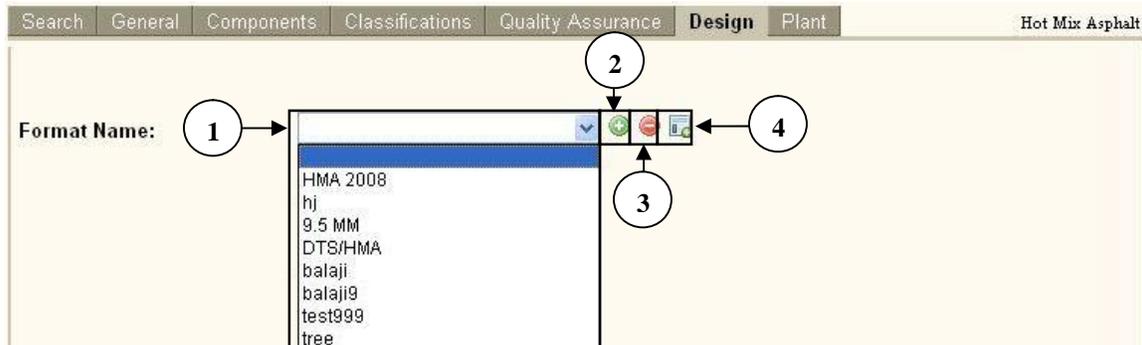
**11** Save Cancel

**Figure 28. “Quality Assurance “Plant Acceptance Sub-tab Screen**

To save data in the “Quality Assurance “Plant Acceptance sub-tab screen, perform the following steps:

1. Click on the “Task Reference” drop-down box and select a task reference.
2. Click on the “Frequency Name” drop-down box and select a frequency name.
3. Enter appropriate comments in the “Comments” field.
4. Enter a sample size in the “Sample Size” field.
5. Click on the “Sample Container” drop-down box and select a sample container.
6. Enter a number in the “Small Quantity per Day” field.
7. Enter a number in the “Small Quantity per Project” field.
8. In the “Frequency Requirements” field, click on the add icon (  ) to add a frequency requirement.
9. In the “Frequency Rates” field, click on the add icon (  ) to add a frequency rate.
10. To delete a frequency requirement, click on the delete icon (  ) located in the far left column in the “Frequency Requirements” area.
11. Click **Save** to save changes.

## 4.2.10 “Design” Tab Screen



**Figure 29. “Design” Tab Screen**

To save data in the “Design” tab screen, perform the following steps:

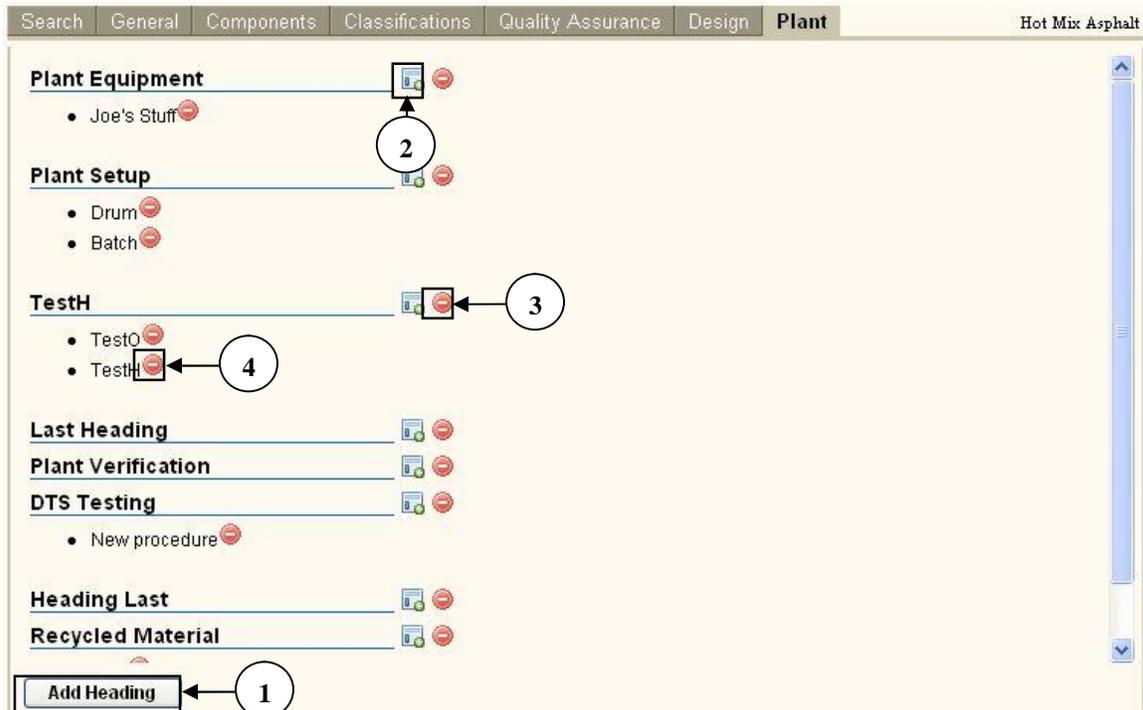
1. Click on the “Format Name” drop-down box and select a format. A screen similar to the following is displayed.



**Figure 30. “Design” “Format Name” Screen**

2. To add a format, click on the plus icon (  ) located at the top right portion of the “Format Name” drop-down box.
3. To delete a format, click on the delete icon (  ) located at the top right portion of the “Format Name” drop-down box. This will delete the format in selection.
4. To add a section to a format, click on the Section Name icon (  ). Enter the Section Name and click  .

## 4.2.11 “Plant” Tab Screen



**Figure 31. “Plant” Tab Screen**

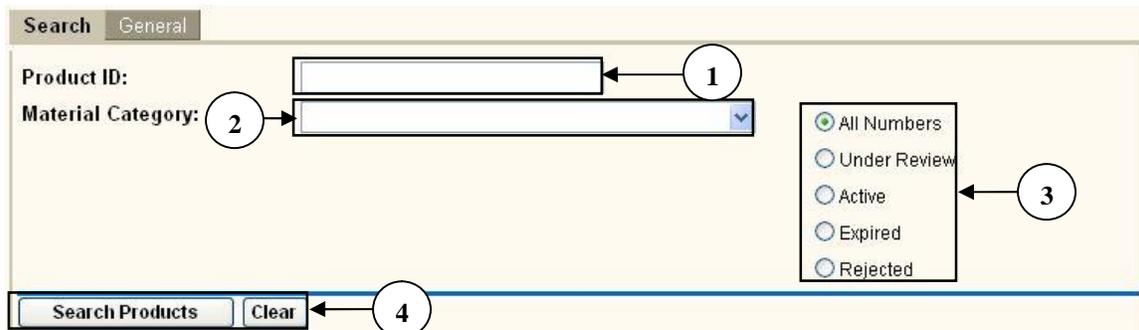
The “Plant” tab screen allows the user to add or delete lists of plant headings. Perform the following steps to update data to the “Plant” tab screen:

1. To add a heading to the “Plant” tab, click **Add Heading**.
2. To add an option to the heading, click on the Add Option icon (  ), enter the option name in the Option pop-up box, and click **Save**.
3. To delete a heading, click on the delete icon (  ) located at the far right of the heading field.
4. To delete an option, click on the delete icon (  ) located at the far right of the option field.

## 5 Material Products Application

The Material Products application enables users to define specific material products that are used on state projects. This tool describes materials that are produced and sold to the state for use on highway projects. Specific OMT users can enter, update and validate product information and submit their specific product information.

### 5.1 Material Products Search Screen



**Figure 32. Material Products Search Screen**

To search for a material product, perform the following steps:

1. To search for a particular product, enter the Product ID in the “Product ID” field.
2. Click on the “Material Category” drop-down box and select a material category. The “Material Category” drop-down displays the type of material the product is satisfying. This list is populated with sourced level materials only.
3. To search for materials for a current project, check the Materials for Project checkbox and click the appropriate radio button selection. Choices are “All Numbers,” “Under Review,” “Active,” or “Expired.”
4. Click the **Search Products** button to perform a search of a material product or **Clear** to clear the screen. The results of the search are displayed (see **Figure 33**).

**TIP:** The quickest way to search for all material products is by clicking on the **Search Products** button after the default blank screen is displayed.

## 5.2 Material Products Search Results Screen

Search **General** ← 2

Product ID:

Material Category:

All Numbers  
 Under Review  
 Active  
 Expired  
 Rejected

Number of Records found:25

Product Number	Material Type	Producing Plant	Organization
<a href="#">BENTEST9MM</a>	9.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">TestHMA19</a>	9.5mm DHMA	Quary 1	Another Test Org
<a href="#">12341</a>	12.5mm DHMA	Quary 1	Another Test Org
<a href="#">TESTHMA33</a>	12.5mm DHMA	Binder Plant 1	Test Organization
<a href="#">BALAJI</a>	12.5mm DHMA	Binder Plant 1	Test Organization
<a href="#">ID TEST</a>	12.5mm DHMA	Binder Plant 1	Test Organization
<a href="#">HHHHHHH</a>	12.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">ANOTHER_PROD_ID_FOR_12.5MMHMA-HMA</a>	12.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">DHMA12 TEST</a>	12.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">TESTID5</a>	12.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">HMA PLANT 1 PRODUCT TEST</a>	19mm DHMA	HMA Plant 1	Test Organization
<a href="#">TestHMA27</a>	37.5mm DHMA	HMA Plant 1	Test Organization
<a href="#">NTEST PRODUCT</a>	12.5mm GSMA	HMA Plant 1	Test Organization

1 →

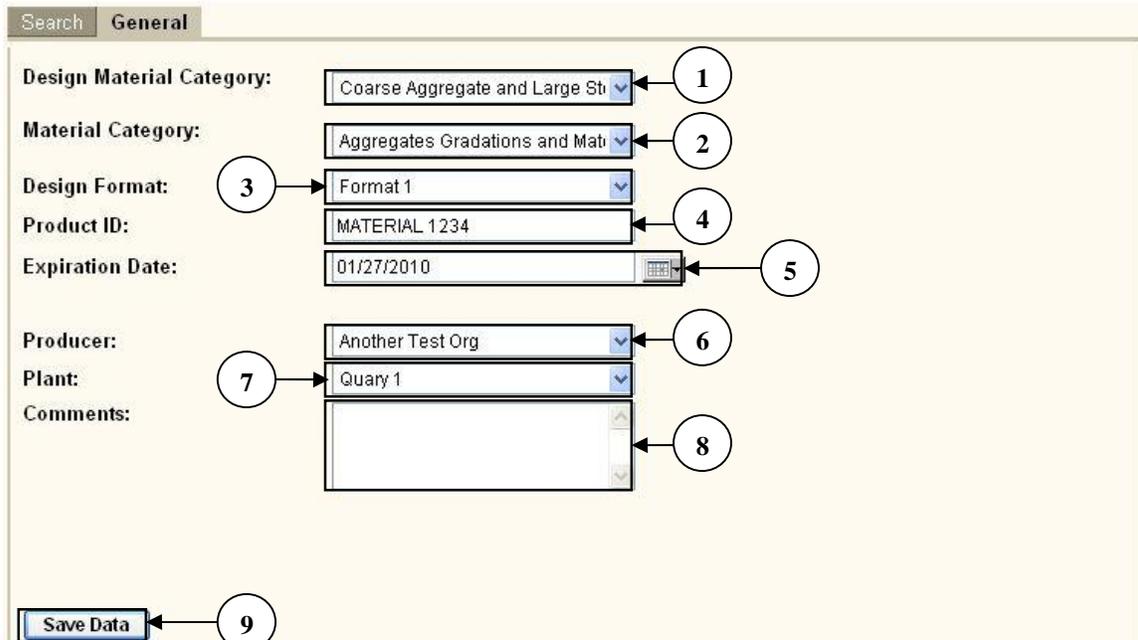
**Figure 33. Material Products Search Results Screen**

To search for a material product, perform the following steps:

1. Click on the Material Product link to view details of the product.
2. To enter a new material product, click on the “General” tab after clearing Search results via the  button. This will open up a blank form in the “General” tab (see **Figure 34**).

### 5.3 Material Products “General” Tab Screen

The Material Products “General” tab screen provides a tool to enter high level information on the product. This is typically used to define what material type and usages to which the product conforms.



**Figure 34. Material Products “General” Tab Screen**

To search for a material product, perform the following steps:

1. Click on the “Design Material Category” drop-down box and select a design material category.
2. Click on the “Material Category” drop-down box and select a material category. The “Material Category” drop-down box displays the type of material the product is satisfying. This list is populated with sourced level materials only.
3. Click on the “Design Format” drop-down box and select a design format. The “Design Format” drop-down box indicates the types of values that need to be stored in reference to the material product. Typically, there will only be one value in the list once it is populated. This control may only be populated when a material is selected in the “Material Category” drop-down box.
4. Enter the product ID in the “Product ID” field.

## Material Products “General” Tab Screen (cont’d)

5. Click on the calendar icon and select an expiration date in the “Expiration Date” field.
6. Click on the “Producer” drop-down box and select a producer. The “Producer” drop-down box is used to filter the list of potential production facilities. This list is populated with names of organizations that own plants that produce the material for which it is being asked. It can only be populated when a material is selected in the “Material Category” drop-down box.
7. Click on the “Plant” drop-down box and select a plant. The “Plant” drop-down box specifies the production facility that makes the product in question. The “Plant” drop-down box only displays production facilities that are owned by the selected producer and produce the selected material. This control may only be populated after the other fields have a value selected.
8. Enter appropriate comments in the “Comments” field.
9. Click  to save data.

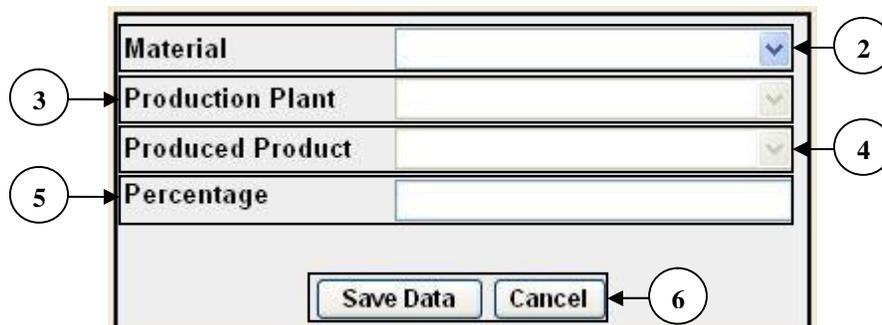
## 5.4 Material Products “Sources” Tab Screen



**Figure 35. Material Products “Sources” Tab Screen**

The Material Products “Sources” tab screen provides a method to enter the sources of supply for the ingredients that go into a material mixture that is sold a product to state projects. To enter a material product, perform the following steps:

1. Click on the Add Material icon (  ). The following pop-up box is displayed:

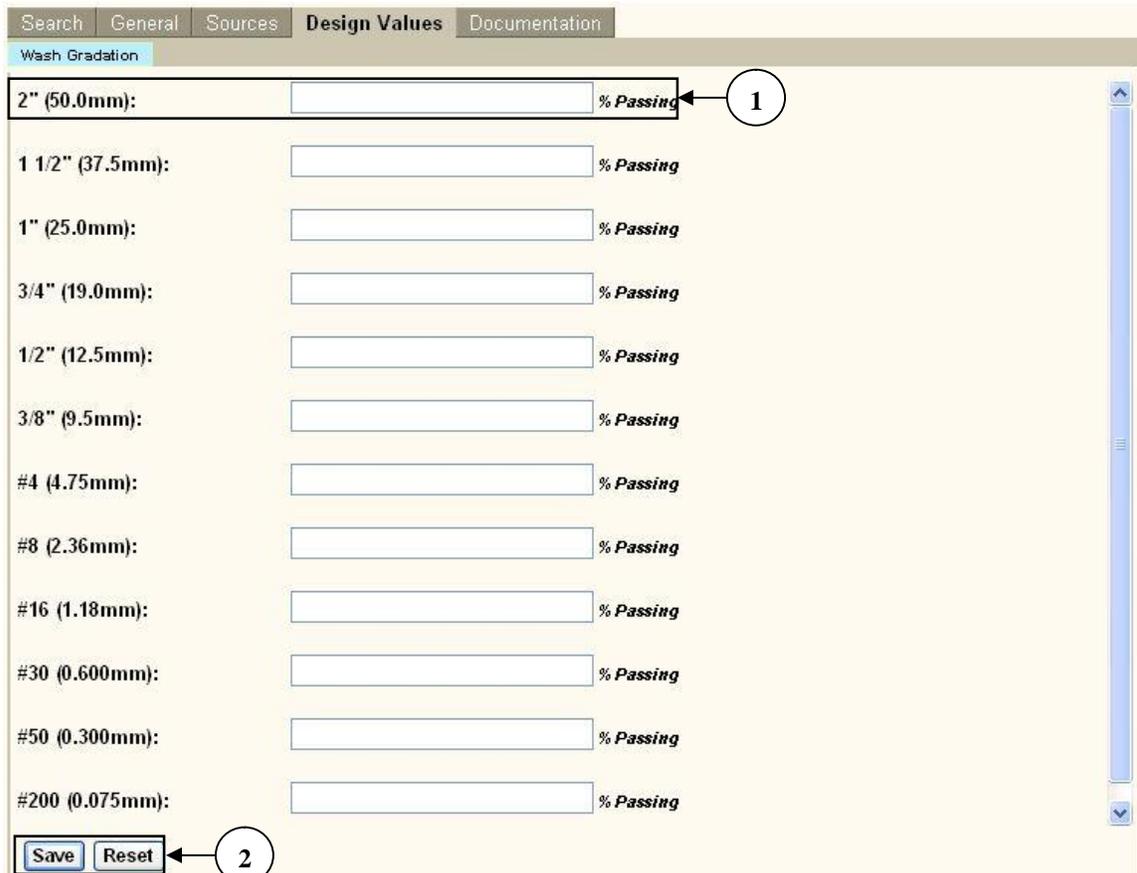


**Figure 36. Material Products “Sources” Pop-up Box**

2. Click on the “Material” drop-down box and select from a list of source level materials that fall under component design level material references.
3. Click on the “Production Plant” drop-down box and select a plant that is allowed to produce that material to supply for the mixture.
4. Once a production facility has been selected, the user can click the “Produced Product” drop-down box and select a produced product.
5. Enter a percentage of the ingredient material.
6. Click  to save data or  to cancel the operation.

## 5.5 Material Products “Design Values” Tab Screen

The Material Products “Design Values” tab screen enables the user to enter the target values against which samples of the material will be compared. These values may be taken from a certification or other documentation that is provided from the material producer.



Sieve Size	Input Field	% Passing
2" (50.0mm):	<input type="text"/>	% Passing
1 1/2" (37.5mm):	<input type="text"/>	% Passing
1" (25.0mm):	<input type="text"/>	% Passing
3/4" (19.0mm):	<input type="text"/>	% Passing
1/2" (12.5mm):	<input type="text"/>	% Passing
3/8" (9.5mm):	<input type="text"/>	% Passing
#4 (4.75mm):	<input type="text"/>	% Passing
#8 (2.36mm):	<input type="text"/>	% Passing
#16 (1.18mm):	<input type="text"/>	% Passing
#30 (0.600mm):	<input type="text"/>	% Passing
#50 (0.300mm):	<input type="text"/>	% Passing
#200 (0.075mm):	<input type="text"/>	% Passing

At the bottom of the screen, there are two buttons: **Save** and **Reset**. A circled '2' points to these buttons.

**Figure 37. Material Products “Design Values” Tab Screen**

To enter a design value, perform the following steps:

1. Enter a target value in the “% Passing” field.
2. Click **Save** to save data or **Reset** to reset the operation.

## 5.6 Material Products “Documentation” Tab Screen

The documentation screen displays all documents that are associated with the material product.



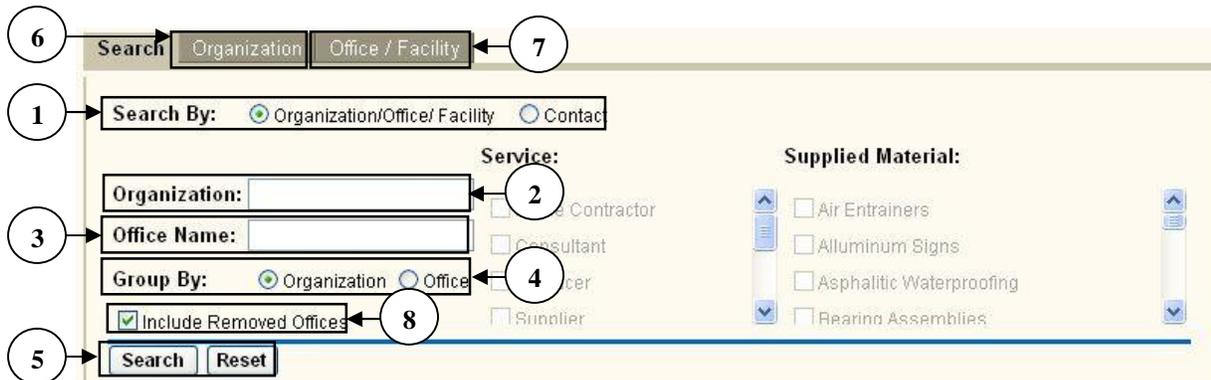
**Figure 38. Material Products “Documentation” Tab Screen**

Number	Description
1	<b>General Documents:</b> Click on the Add Document icon (  ) to bring up the “Add Document” pop-up box (see <b>Figure 11</b> ).

## 6 Organizations, Offices and Contacts Application

The Organization, Offices and Contacts application is a tool that is used to store information regarding entities with which OMT does business, what parties own these businesses, and who works in those businesses. Additionally, if the business is a production facility, this application enables the user to store data regarding the types of materials it produces, such as specific products, production history and detailed plant information.

### 6.1 Organization “Search” Screen



The screenshot shows the search interface for organizations, offices, and facilities. It includes a search bar at the top with tabs for 'Organization' and 'Office / Facility'. Below the search bar, there are radio buttons for 'Search By' (Organization/Office/Facility and Contact). There are text input fields for 'Organization' and 'Office Name'. A 'Group By' section has radio buttons for 'Organization' and 'Office'. A checkbox labeled 'Include Removed Offices' is present. On the right, there are sections for 'Service' and 'Supplied Material' with various checkboxes. At the bottom, there are 'Search' and 'Reset' buttons. Numbered callouts (1-8) point to specific elements: 1 points to the search bar, 2 to the Organization input field, 3 to the Office Name input field, 4 to the Group By radio buttons, 5 to the Search and Reset buttons, 6 to the Organization tab, 7 to the Office / Facility tab, and 8 to the Include Removed Offices checkbox.

**Figure 39. Organization/Office/Facility “Search” Screen**

To search for an organization/office/facility from the “Search” tab screen, perform the following steps:

1. Click on the “Organization/Office/Facility” radio button.
2. Type in the first few letters of the organization.
3. Type in the first few letters of the office name.
4. In the “Group By” field, click on the “Organization” or “Office” radio button. “Organization” is the default choice. This will change the order that results are displayed (alphabetical by either organization name or office name).
5. Click **Search** to search for an Organization or Contact. The Search results are displayed below the **Search** and **Reset** buttons (see **Figure 40**). Click **Reset** to reset the Search form.
6. Clicking the “Organization” tab from the default “Search” screen enables the user to enter a new organization.
7. Clicking the “Office / Facility” tab enables the user to enter an office / facility.
8. Check the “Include Removed Offices” checkbox to include search results for offices that have been previously entered and later removed.

**TIP:** The quickest way to search for organizations is by clicking on the **Search** button after the default blank “Search” screen is displayed.

## Organization “Search” Screen (cont’d)

Search Organization Office / Facility

Search By:  Organization/Office/ Facility  Contact

Organization:

Office Name:

Group By:  Organization  Office

Include Removed Offices ← 4

Service:  Prime Contractor  Consultant  Producer  Supplier

Supplied Material:  Air Entrainers  Alluminum Signs  Asphaltic Waterproofing  Hearing Assemblies

Search Reset

Office Name - Organization Name	Services
- <a href="#">Another Test Orq999</a>	
1 → <a href="#">testhma3</a> - <a href="#">Another Test Orq99999</a> ← 2	Producer ← 3
- <a href="#">balaji</a>	
<a href="#">balaji9999999</a> - <a href="#">balaji999</a>	Prime Contractor Producer
<a href="#">balaji balaji balaji</a>	
<a href="#">balaji - balaji999</a>	Prime Contractor Consultant Producer
<a href="#">BALAJI999_PGAB PLANT - balaji999</a>	Producer
- <a href="#">balaji999999</a>	
<a href="#">Chaney Enterprises - balaji999999999</a>	

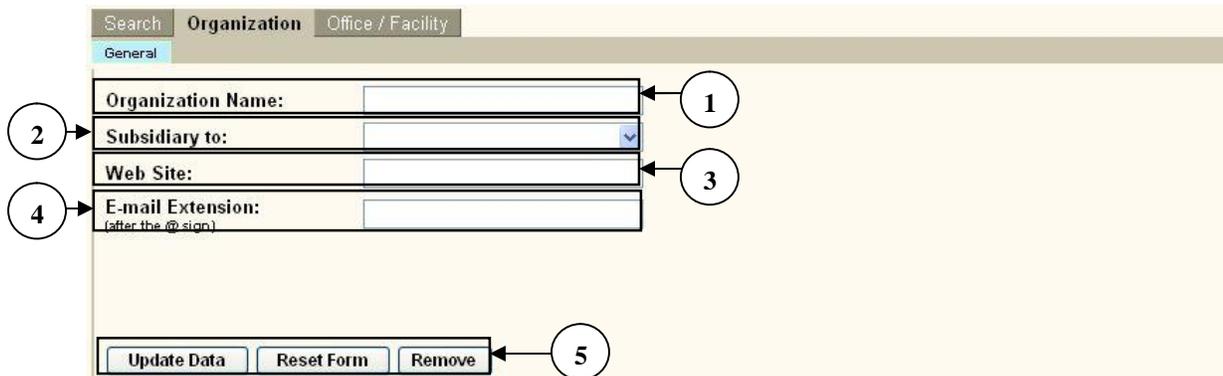
**Figure 40. Organization/Office/Facility “Search Results Screen**

To search for an organization/office/facility from the “Search results screen, perform the following steps:

1. Click on the Office link to go to the “Office / Facility” tab screen (see **Figure 44**).
2. Click on the Organization link to go to the “Organization” tab screen (see **Figure 41**).
3. Information listed in the “Services” column displays the type of service offered by the corresponding office.
4. Check the “Include Removed Offices” checkbox to include search results for offices that have been previously entered and later removed.

## 6.2 “Organization” Tab Screen

The organization level is the highest level in the hierarchy. This tab contains basic information on the entities that own the businesses with which OMT works. This tool can also show if an organization is subsidiary to another organization.

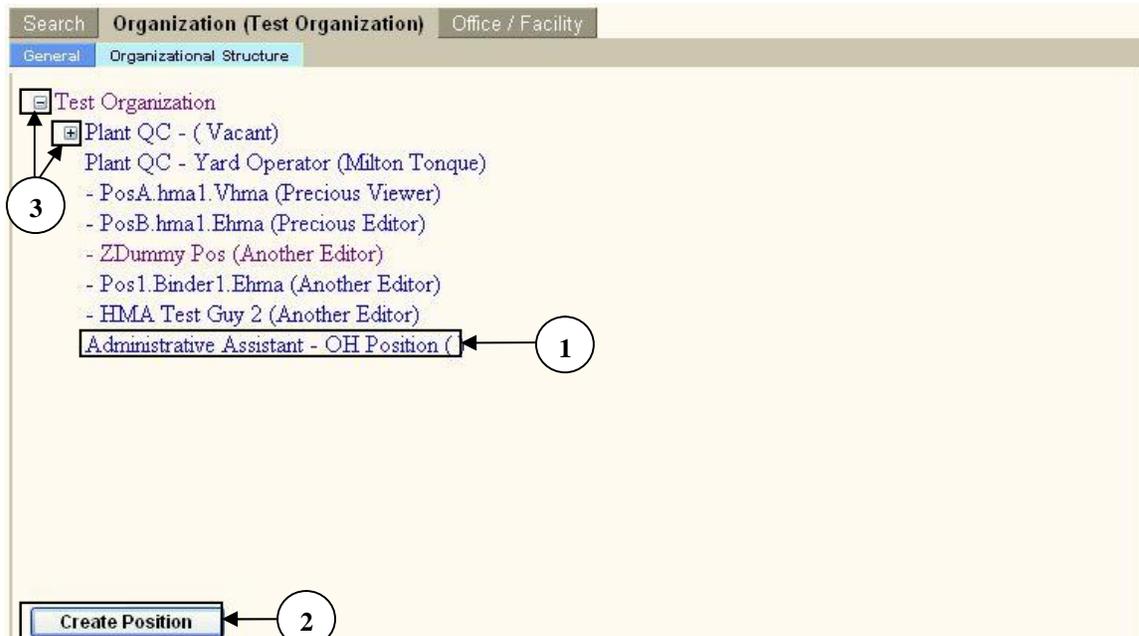


**Figure 41. “Organization” Tab Screen**

To search for an organization/office/facility from the Search tab screen, perform the following steps:

1. Enter the name of the organization. This is a required field.
2. Click on the “Subsidiary to” drop-down box and select the appropriate subsidiary organization. This field is used when another organization owns the organization in question.
3. Enter the website of the organization. This field is used to store a web site URL that is specific to the organization as a whole.
4. Employees often have the same extension on their email addresses (e.g., @sha.state.md.us). This field is used to store this commonality so that it does not have to be modified for each person that works in the company. Enter the email extension after the @ sign.
5. Click **Update Data** to update the organization data. Click **Reset Form** to reset the form. Click **Remove** to remove the organization.

### 6.3 “Organizational Structure” Sub-tab Screen

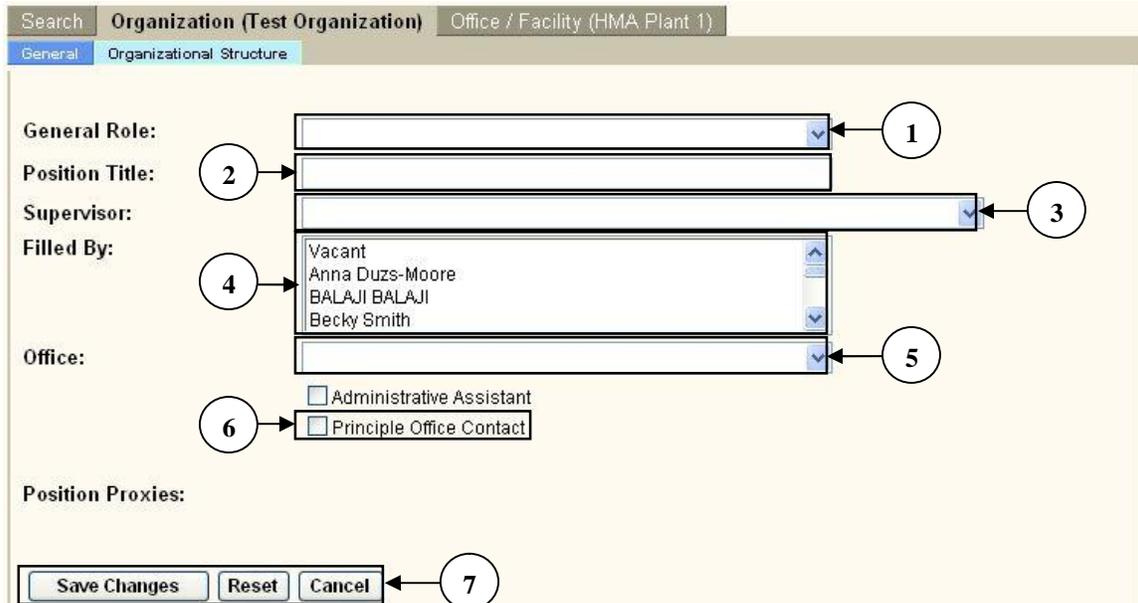


**Figure 42. “Organizational Structure” Sub-tab Screen**

To create or modify a position from the “Organizational Structure” sub-tab screen, perform the following steps:

1. To modify or view an existing position, click on a listed position’s link.
2. To create a new position, click **Create Position**. This will modify the organizational structure by adding an additional position. A screen is displayed that enables the user to define details of the created position (see **Figure 43**).
3. Click on the plus sign next to the organization name to expand the “Organizational Structure” details or on the minus sign to condense the “Organizational Structure” details.

## 6.4 Creating a New Position from the “Organizational Structure” Sub-tab Screen



Search Organization (Test Organization) Office / Facility (HMA Plant 1)

General Organizational Structure

General Role:  1

Position Title:  2

Supervisor:  3

Filled By:  4  
 Vacant  
 Anna Duzs-Moore  
 BALAJI BALAJI  
 Becky Smith

Office:  5

Administrative Assistant  
 Principle Office Contact 6

Position Proxies:

7

**Figure 43. “Organizational Structure, Create New Position” Screen**

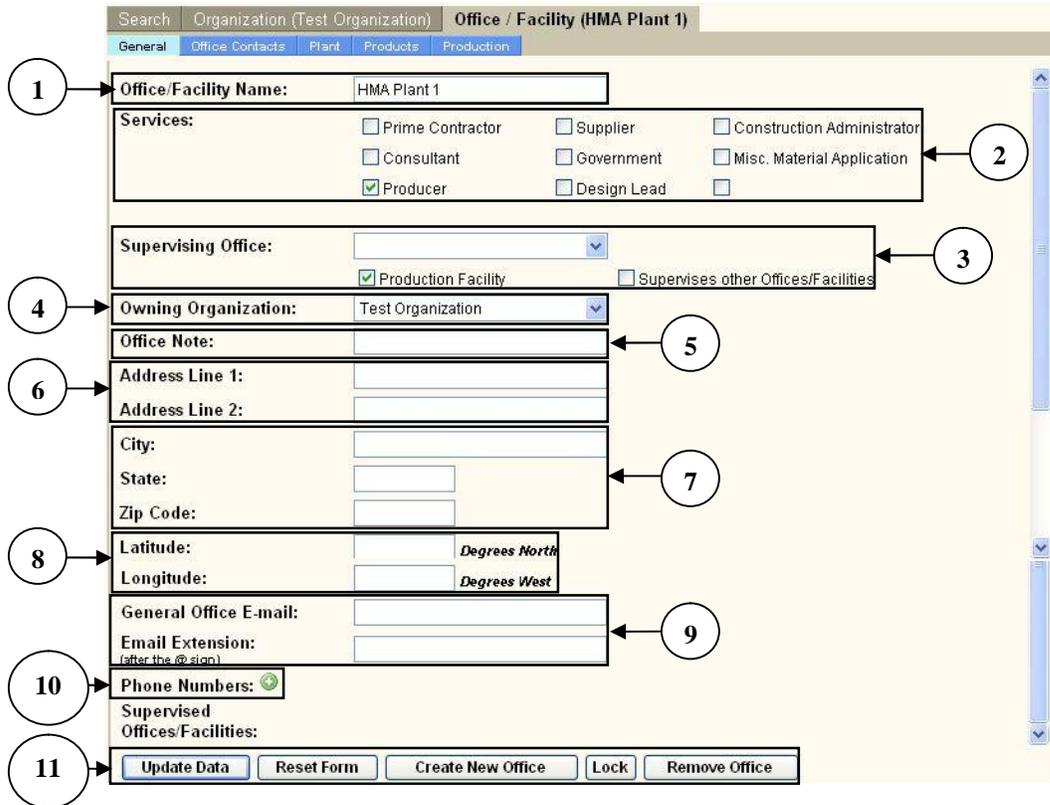
To create a new position from the “Organizational Structure” sub-tab screen, perform the following steps:

1. Click on the “General Role” drop-down box. This indicates the general responsibilities of the position.
2. Enter the position title in the “Position Title” field. This is the title of the position requested. This is a required field.
3. Click on the “Supervisor” drop-down box. This field indicates the position within the organization that supervises the position in question.
4. In the “Filled By” box, click on the name of the individual person that is filling this position. Note that one person may fill multiple positions.
5. In the “Office” drop-down box, click the office out of which the position works. This is a required field.
6. Check this box if the position in question is the primary point of contact for the office to which it is assigned or is an administrative assistant position.
7. Click  to save changes to this screen. Click  to clear the screen. Click  to cancel.

## 6.5 “Office / Facility” “General” Data Screen

The “Office / Facility” “General” Data screen is used to store a wide variety of information that is relevant to a specific office location. For example, the user can store the office name, address and what services the office performs for OMT. Offices may be production facilities (such as quarries or plants), mobile production facilities (e.g., concrete batch trucks), or a physical location for doing business. When modifying an office, this page can be accessed via a link on the Search results.

There are times that one office is supervised by a separate office. For example, several separate production facilities may be dispatched through a common centralized office. The “Office / Facility” “General” Data screen is able to store this relationship.



The screenshot shows the 'Office / Facility (HMA Plant 1)' screen with the 'General' tab selected. The form contains the following fields and controls:

- 1**: Office/Facility Name: HMA Plant 1
- 2**: Services:
  - Prime Contractor
  - Supplier
  - Construction Administrator
  - Consultant
  - Government
  - Misc. Material Application
  - Producer
  - Design Lead
  -
- 3**: Supervising Office: [Dropdown menu]
- Production Facility
- Supervises other Offices/Facilities
- 4**: Owning Organization: Test Organization
- 5**: Office Note: [Text area]
- 6**: Address Line 1: [Text area]
- Address Line 2: [Text area]
- 7**: City: [Text area]
- State: [Text area]
- Zip Code: [Text area]
- 8**: Latitude: [Text area] Degrees North
- Longitude: [Text area] Degrees West
- 9**: General Office E-mail: [Text area]
- Email Extension: (after the @ sign) [Text area]
- 10**: Phone Numbers: [Text area] (with a green plus icon)
- Supervised Offices/Facilities: [Text area]
- 11**: Action buttons: Update Data, Reset Form, Create New Office, Lock, Remove Office

Figure 44. “Office / Facility” “General” Tab Screen

## “Office / Facility” “General” Data Screen (cont’d)

To update data in the “Office / Facility” tab screen, perform the following steps:

1. Enter the office / facility name in the “Office/Facility Name” field. This is a required field.
2. In the “Services” field, check the appropriate service(s) the office/facility provides. This is a required field.
3. If the office is supervised by another office, select the supervising office in the “Supervising Office” field. Check the “Supervises other Offices/Facilities” box if the office oversees other offices, e.g., a dispatch office that oversees several concrete plants.
4. In the “Owning Organization” field, select the organization that owns the office. This is a required field.
5. In the “Office Note” field, enter an office-wide note that the responsible party deems needed in this field.
6. In the “Address Lines 1 and 2” fields, enter the street address of the office.
7. In the “City” / “State” / “Zip Code” fields, enter the city, state, and zip code of the organization.
8. In the “Latitude” / “Longitude” field, enter the latitude and longitude coordinates to locate the facility if a street address is not accessible.
9. In the “General Office E-mail” / “Email Extension” fields, enter the email address if an office has a single email address that is not specific to any of the employees.
10. To add a phone number, click on the Add Phone Number (  ) icon and enter a phone title and phone number in the pop-up box.
11. Click  to update the organization data. Click  to reset the form. Click  to create a new office.

### 6.5.1 “Office Contacts” Tab Screen

The “Office Contacts” tab screen provides a quick report of the positions that work in the selected office along with some contact information. This information was entered in through the “Organizational Structure” page.

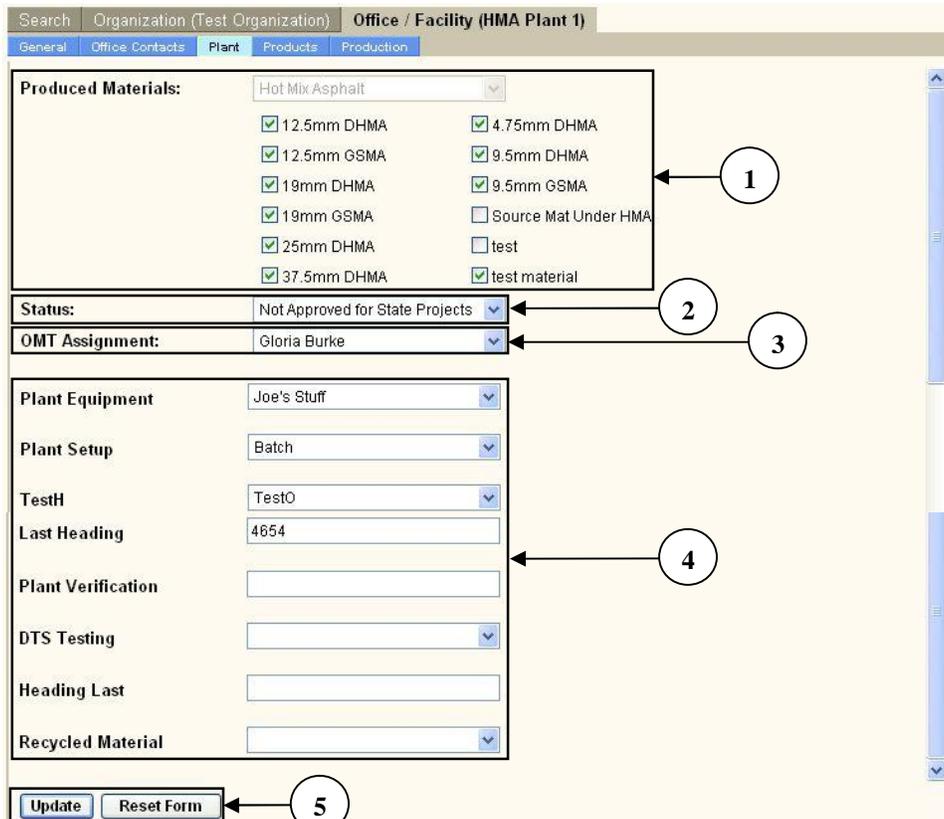
Search		Organization (Test Organization)		Office / Facility (HMA Plant 1)	
General		Office Contacts		Plant	
		Products		Production	
Name	Position	Phone Number			
Anna Duzs-Moore	Administrative Assistant - balaji		<a href="mailto:aduzsmoore@sha.state.md.us">aduzsmoore@sha.state.md.us</a>		
Becky Smith	- OMG NEW POSITION IN HMA 1		<a href="mailto:rsmith8@sha.state.md.us">rsmith8@sha.state.md.us</a>		
Bennie Thomas	Area Material Engineer - Chief Engineer		<a href="mailto:bthomas@sha.state.md.us">bthomas@sha.state.md.us</a>		
Vacant	- dummy pos				
	- OH Position				

Figure 45. “Office Contacts” Tab Screen

Number	Description
1	<b>Email Link:</b> Click on the email link to send the person an email.

## 6.5.2 “Plant” Tab Screen

The “Plant” tab screen is used to define what specific values need to be stored for a production facility of the selected material type. For production facilities that only produce one material type, these values may be used to store material properties. For example, aggregate quarries may store the values of their stone in these fields.



**Figure 46. “Plant” Tab Screen**

To update data in the “Plant” tab screen, perform the following steps:

1. Click on the “Produced Materials” drop-down box to select a produced material. This field identifies what category of materials and what specific material types are produced at the facility. After the user picks a category, a checkbox list is displayed for the source level materials. This is a required field.
2. Click on the “Status” drop-down box to select the status of the material. Status indicates the present status of the plant, e.g., if the plant is presently approved for state use or unapproved. This is a required field.

### “Plant” Tab Screen (cont’d)

- Click on the “OMT Assignment” drop-down box to select the OMT assignment. The “OMT Assignment” field enables the user to identify the position in OMT that is responsible for the routine inspection of the selected plant. This is a required field.
- Note the area below the “OMT Assignment” field. This is a dynamic area form that is dependent on the material category that has been picked. Enter the appropriate choices in each field.
- Click  to update the form or  to reset the form.

### 6.5.3 “Products” Tab Screen

The “Products” tab is a report view of the products that are produced at the selected plant and their status of approval for state projects as a whole.

Product Name	Material
ANOTHER PROD ID FOR 12.5MMHMA-HMA	12.5mm DHMA
HHHHHHH	12.5mm DHMA
DHMA12 TEST	12.5mm DHMA

Figure 47. “Products” Tab Screen

### 6.5.4 “Production” Tab Screen

The “Production” tab is a report that details what material products were produced, what day and for what projects. The information that is reported out on this screen is generated through other applications.

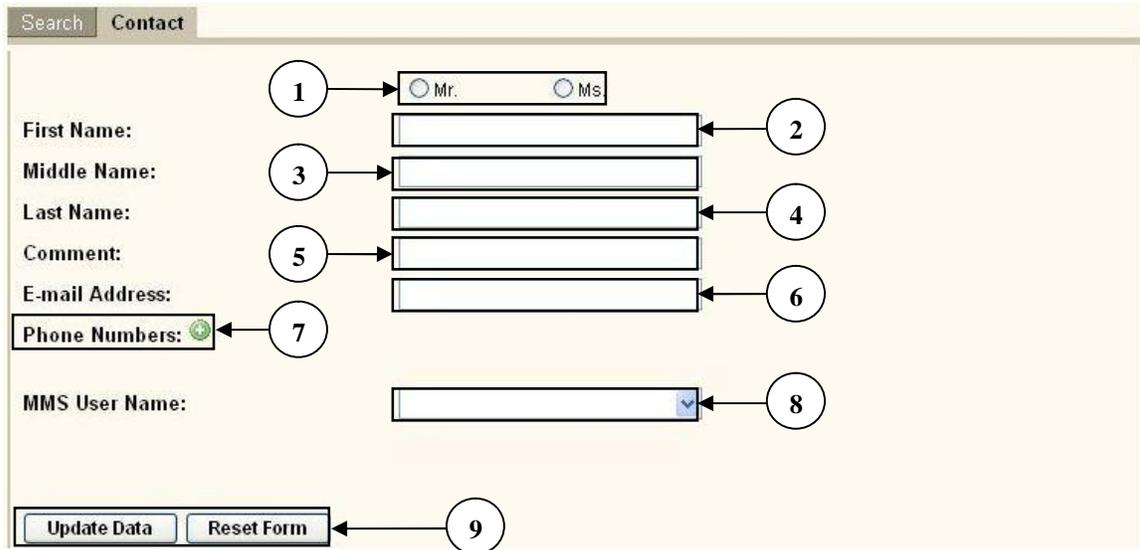
Date	Contract	Product	Quality Est. (Act.)	Usage
10/15/2010	<a href="#">testCont</a>	TestHMA12G	1500CY	Sub-Grade
1/19/2010	<a href="#">testCont</a>	TestHMA12G	9(9)CY	99
1/19/2010	<a href="#">testCont</a>	TestHMA12G	55(99)CY	999

Figure 48. “Production” Tab Screen

Number	Description
1	<b>Contract Links:</b> These links can only be accessed by users with certain permission rights. These links open the General Project data tab.

## 6.5.5 “Contact” Tab Screen

Individuals are entered through the “Contact” tab, and these people are referenced to the positions they fill through the “Organizational Structure” page. Any personal information (such as name, email address, phone numbers and notes) is entered through this screen.



**Figure 49. “Contact” Tab Screen**

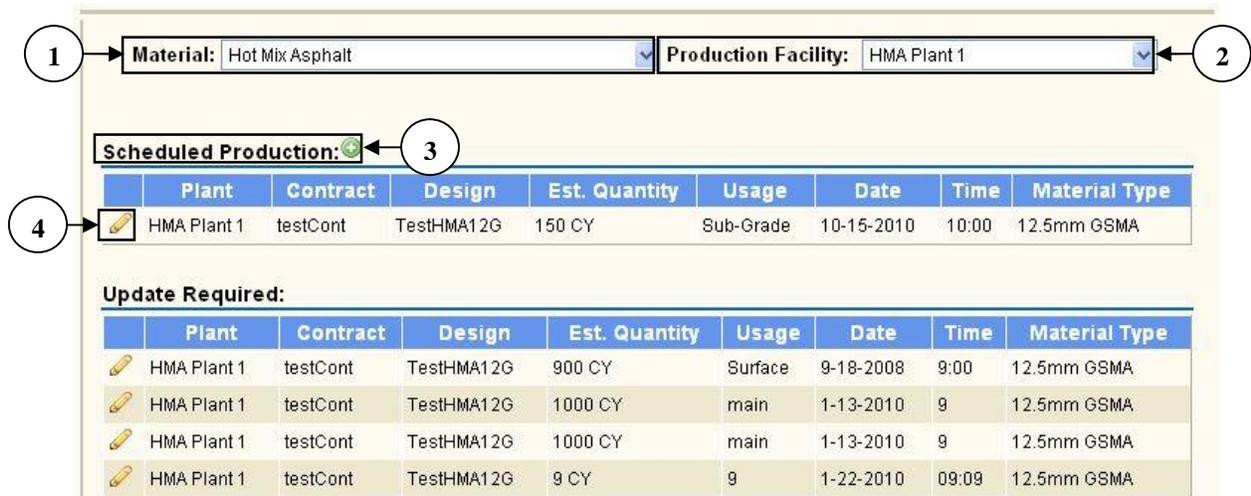
To update data in the “Contact” tab screen, perform the following steps:

1. Click on the appropriate salutation radio button.
2. Enter the contact’s first name in the “First Name” field.
3. Enter the contact’s middle name in the “Middle Name” field.
4. Enter the contact’s last name in the “Last Name” field.
5. Enter appropriate comments (if any) in the “Comment” field.
6. Enter the contact’s e-mail address in the “E-mail Address” field.
7. Enter a list of phone numbers that pertain to the contact by clicking on the add icon (  ).
8. Click on the MMS User Name in the “MMS User Name” drop-down box. Please note that only administrators can perform this function.
9. Click  to update the contact data. Click  to reset the form.

## 7 Scheduled Production Application

The Scheduled Production application is a tool that enables all MMS users to see what materials are being shipped to what projects. Production-specific users can utilize this tool to enter their estimated production as well as report the actual quantities that they produced. Contract-specific users will be able to verify that the materials that they expect are on their way.

### 7.1 “Scheduled Production” Report



**Scheduled Production:**

	Plant	Contract	Design	Est. Quantity	Usage	Date	Time	Material Type
	HMA Plant 1	testCont	TestHMA12G	150 CY	Sub-Grade	10-15-2010	10:00	12.5mm GSMA

**Update Required:**

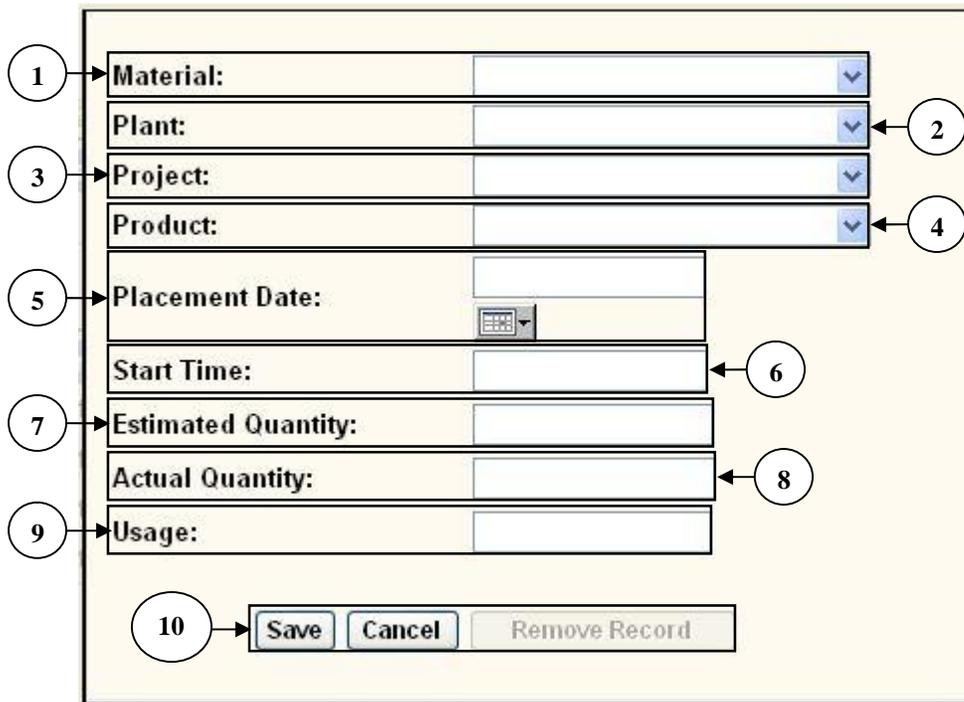
	Plant	Contract	Design	Est. Quantity	Usage	Date	Time	Material Type
	HMA Plant 1	testCont	TestHMA12G	900 CY	Surface	9-18-2008	9:00	12.5mm GSMA
	HMA Plant 1	testCont	TestHMA12G	1000 CY	main	1-13-2010	9	12.5mm GSMA
	HMA Plant 1	testCont	TestHMA12G	1000 CY	main	1-13-2010	9	12.5mm GSMA
	HMA Plant 1	testCont	TestHMA12G	9 CY	9	1-22-2010	09:09	12.5mm GSMA

**Figure 50. “Scheduled Production” Report Screen**

The “Scheduled Production” screen displays all records for production that are planned to occur on the given day or in the future. This report will be shown to all users of the MMS application. Depending on the user’s permission rights, users might not be able to view data on this page. To update data in the “Scheduled Production” screen, perform the following steps:

1. Click on the appropriate material in the “Material” drop-down box to limit results to a specific material.
2. Click on the appropriate production facility in the “Production Facility” drop-down box.
3. To schedule a material production, click on the add icon (  ). A blank Material pop-up box is displayed (see **Figure 51**).
4. To update an existing record, click on the edit icon (  ). The Material pop-up box for the existing material is displayed. Edit all appropriate fields and click **Save** . If you wish to remove the record, click **Remove Record** .

## 7.1.1 Entering Data in the Material Production Pop-up Box



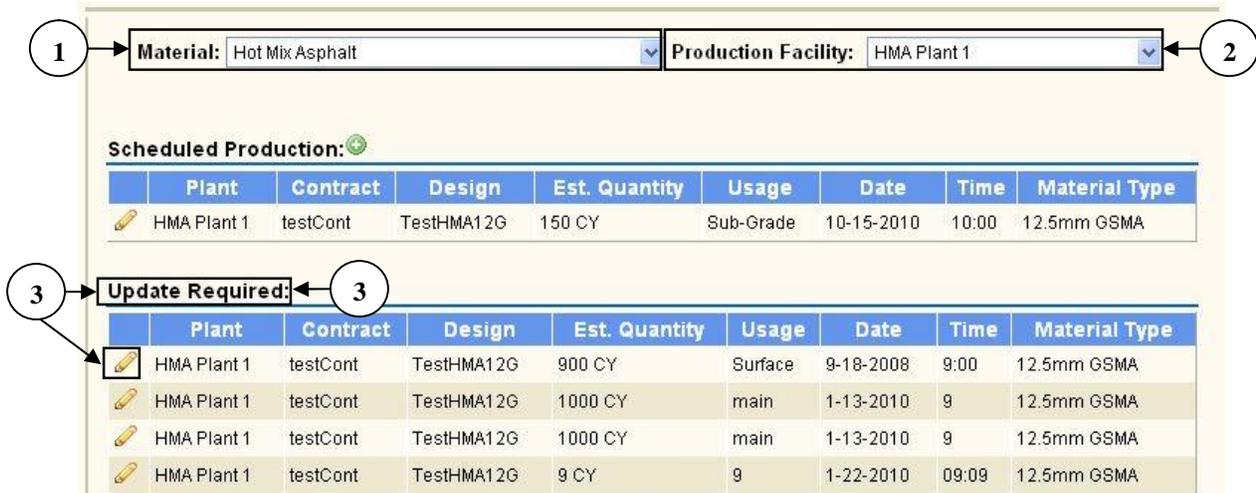
**Figure 51. Material Production Pop-up Box**

To add or update data to the Material Production pop-up box, perform the following steps:

1. Click on the appropriate material in the “Material” drop-down box.
2. Click on the appropriate production facility in the “Plant” drop-down box.
3. Click on the appropriate project in the “Project” drop-down box.
4. Click on the appropriate product in the “Product” drop-down box.
5. Click on the calendar icon (  ) and select a date in the “Placement Date” field.
6. Enter a start time in the “Start Time” field.
7. Enter an estimated quantity in the “Estimated Quantity” field.
8. Enter an actual quantity in the “Actual Quantity” field.
9. Enter how the material will be used (e.g., Main, Sub-grade, or Surface) on that shipment in the “Usage” field.
10. Click  to save data,  to cancel the operation, or  to remove an existing record. Please note that the  button will not function when you add new material in the Material Production pop-up box.

## 7.2 “Update Required” Report

The “Update Required” Report is a listing of production records that was to occur in the past but the actual quantities were not reported. The “Update Required” fields list productions with past placement dates, but the fields null or blank actual quantity (see the blank “Actual Quantity” field in **Figure 53**). This report only needs to be viewed by OMT and Production Specific Users.



**Scheduled Production:**

Plant	Contract	Design	Est. Quantity	Usage	Date	Time	Material Type
HMA Plant 1	testCont	TestHMA12G	150 CY	Sub-Grade	10-15-2010	10:00	12.5mm GSMA

**Update Required:**

Plant	Contract	Design	Est. Quantity	Usage	Date	Time	Material Type
HMA Plant 1	testCont	TestHMA12G	900 CY	Surface	9-18-2008	9:00	12.5mm GSMA
HMA Plant 1	testCont	TestHMA12G	1000 CY	main	1-13-2010	9	12.5mm GSMA
HMA Plant 1	testCont	TestHMA12G	1000 CY	main	1-13-2010	9	12.5mm GSMA
HMA Plant 1	testCont	TestHMA12G	9 CY	9	1-22-2010	09:09	12.5mm GSMA

**Figure 52. “Update Required” Report Screen**

To update data in the “Update Required” screen, perform the following steps:

1. Click on the appropriate material in the “Material” drop-down box to limit results to a specific material.
2. Click on the appropriate production facility in the “Production Facility” drop-down box.
3. Click on the edit icon (  ). The Material pop-up box for the existing material is displayed (see **Figure 53**). Edit all appropriate fields and click **Save**. If you wish to remove the record, click **Remove Record**.

## “Update Required” Report (cont’d)

<b>Material:</b>	Hot Mix Asphalt	▼
<b>Plant:</b>	HMA Plant 1	▼
<b>Project:</b>	testCont	▼
<b>Product:</b>	TestHMA12G	▼
<b>Placement Date:</b>	01/01/2000	
<b>Start Time:</b>		
<b>Estimated Quantity:</b>	50	CY
<b>Actual Quantity:</b>		CY
<b>Usage:</b>	saf	

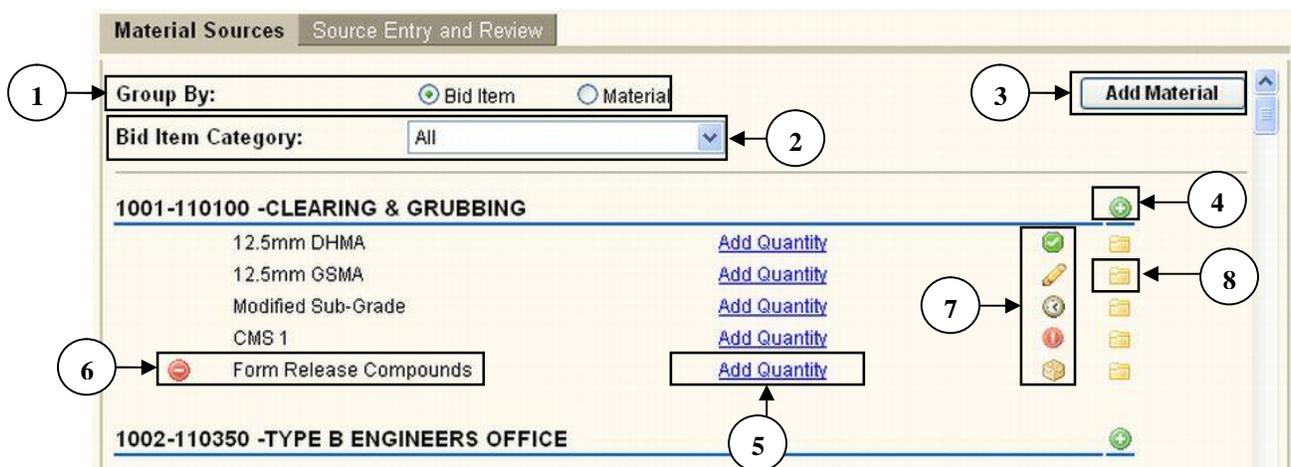
Figure 53. Material Production (Update Required) Pop-up Box

## 8 Source of Supply

One of the main goals of the Materials Management System is to submit sources of supply for materials that are being used on highway projects. All materials are associated with a Project Bid Item. The bid items are entered through another application that is part of Project Data, but this application may be used to add additional project-specific materials. The entire Source of Supply application requires a selection of a Contract Number.

### 8.1 “Material Sources” Screen

The Material Sources tab screen allows users to associate additional materials with project bid items. This screen is also a reporting tool that enables users to review the status of a source submission.



**Figure 54. “Material Sources Tab Grouped by Bid Items Screen**

To update data in the “Material Sources” screen, perform the following steps:

1. Click on Bid item or Materials to display results either by Bid Items or by Sourced Materials.
2. When the “Bid Item” “Group By” radio button is selected, the “Bid Item Category” drop-down box will be displayed. Its purpose is to filter the list of bid items presented. If the Grouping is shown by “Materials”, this drop-down list filters or limits page-displayed results to materials of bid items per selected project (contract).
3. When the user clicks on the “Add Material” button, a popup window will appear and will prompt the user to select a bid item and its sourced material. (See **Figure 55.**)

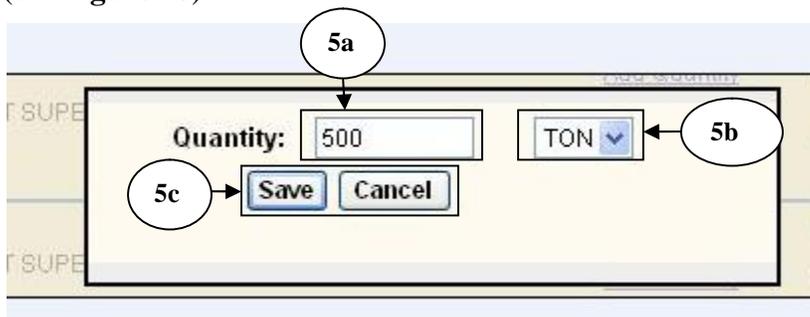
## “Material Sources” Screen (cont’d)



**Figure 55. Bid Items Pop-up Box**

To link a material with a bid item perform the following steps.

- 3a. Select a bid item for the project in selection
- 3b. Select a design level material for the project in selection.
- 3c. Select a sourced level material.
- 3d. Click the **Save** button to save or **Cancel** to exit.
4. Clicking on the “Add Material” icon (on a specific bid item) opens the same popup window as above, but with the bid item number already preselected. The user is prompted to select a sourced level material for the bid item.
5. Click on the link to input quantity on the material you associated with the bid item (see **Figure 56**).



**Figure 56. Quantity Entry Pop-up Box**

To enter a quantity, perform the following steps.

- 5a. Enter the quantity of the Sourced Material being sourced in the “Quantity” field.
- 5b. Select the unit of measure of the Sourced material in the unit of measure drop-down box.
- 5c. Click **Save** to save or **Cancel** to exit the pop-up box.

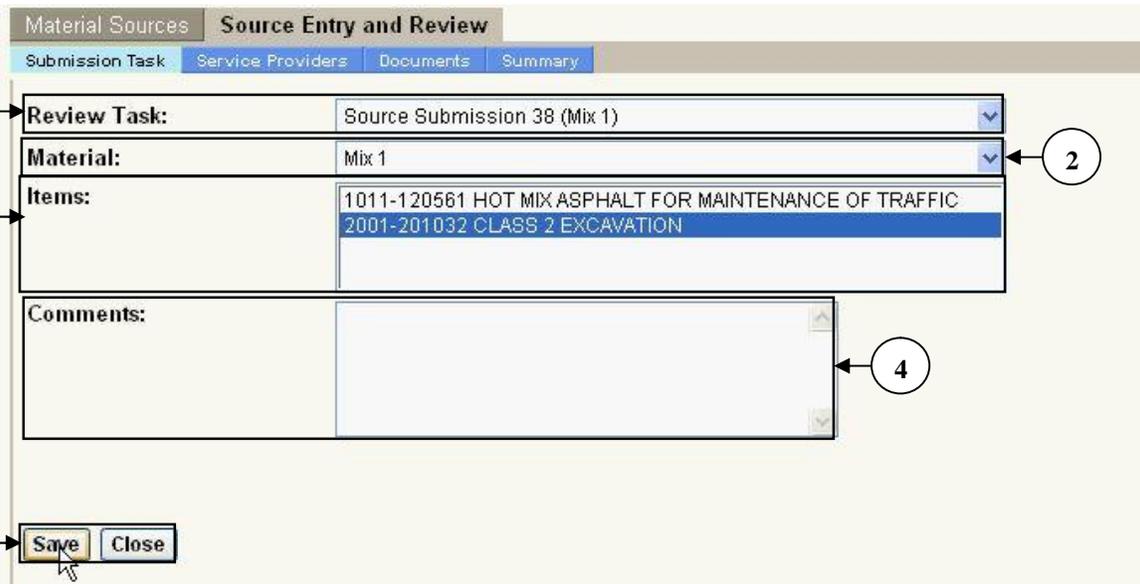
## “Material Sources” Screen (cont’d)

6. Deletes the displayed source material from its displayed bid item.
7. Click on any of the following icons to navigate to Source Entry and Review tab screen. Each Icon implies a different submission status as given below.
  - (  ) No Material has been submitted and submission is not created.
  - (  ) A Source Supply submission is created but not submitted
  - (  ) There is presently a source submission review underway.
  - (  ) There is an approved source of supply.
  - (  ) The Source of Supply was rejected.
8. Clicking on the “Source of Supply History” icon will open up a pop-out window to show all of the source submission history and review outcomes for the given bid item and material relation. (See **Figure 57.**)

1001-12.5mm DHMA			
Producer	Supplier	Misc.	Outcome
Rock HMA Plant	Rock HMA Plant	Rock HMA Plant	Submitted Date: 04-MAR-10 Completed Date: Approved For Use Expiration Date:
Rock HMA Plant	Rock HMA Plant	Rock HMA Plant	Submitted Date: 04-MAR-10 Completed Date: Approved For Use Expiration Date:

**Figure 57. Source of Supply Submission History Pop-up Box**

## 8.2 “Source Entry and Review” “Submission Task” Screen

The screenshot shows a web application interface for 'Material Sources' with a sub-tab 'Source Entry and Review'. The interface has a navigation bar with 'Submission Task', 'Service Providers', 'Documents', and 'Summary'. The main content area contains several fields: 'Review Task:' with a dropdown menu showing 'Source Submission 38 (Mix 1)'; 'Material:' with a dropdown menu showing 'Mix 1'; 'Items:' with a list box containing two items: '1011-120561 HOT MIX ASPHALT FOR MAINTENANCE OF TRAFFIC' and '2001-201032 CLASS 2 EXCAVATION'; and 'Comments:' with a text area. At the bottom, there are 'Save' and 'Close' buttons. Numbered callouts (1-5) point to these elements: 1 points to the 'Review Task' dropdown, 2 points to the 'Material' dropdown, 3 points to the 'Items' list box, 4 points to the 'Comments' text area, and 5 points to the 'Save' button.

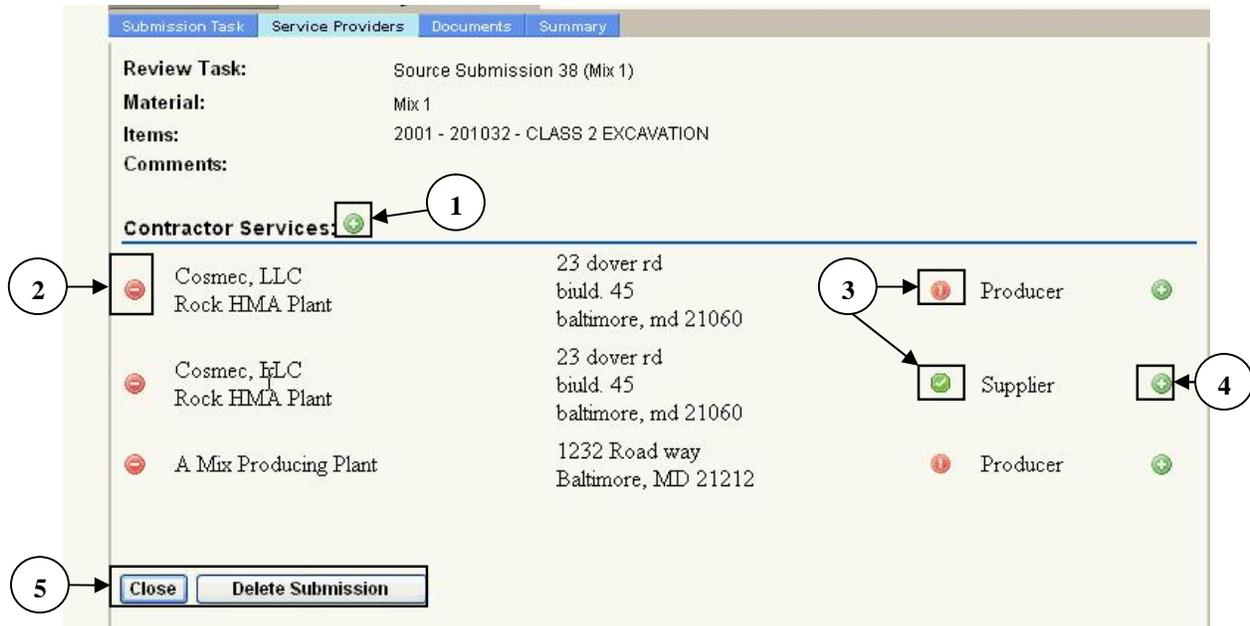
**Figure 58. “Source Entry and Review –’Submission Screen**

To update data in the “Source Entry and Review “Create New Submission screen, perform the following steps:

1. Click on the “Review Task” drop-down box. The “Review Task” drop-down box enables the user to select a source submission or to create a new submission.
2. Select the “Material” drop-down box to show which material is associated with the project being sourced.
3. Select one or multiple bid items. The “Items” list box enables the user to select the bid item to which the source of submission refers.
4. Add comments regarding the submission underway in the “Comments” field.
5. Click **Save** to update data or **Close** to close the screen.

### 8.3 “Source Entry and Review” “Service Providers” Screen

The Service Providers screen enables the user to define which contractors are supplying and/or manufacturing materials for a given source of supply submission.



**Figure 59. “Source Entry and Review” “Service Providers” Screen**

To update data in the “Source Entry and Review” “Service Providers” screen, perform the following steps:

1. Click on the add Contractor Services icon (  ) to initiate a pop-up box in which service providers are entered for the specific source submission underway.
2. Click on the delete icon (  ) to delete the Service Provider shown.
3. Click on these icons to open the “Facility Review Required” pop-up box on facilities that have not been approved for state use (see **Figure 60**).

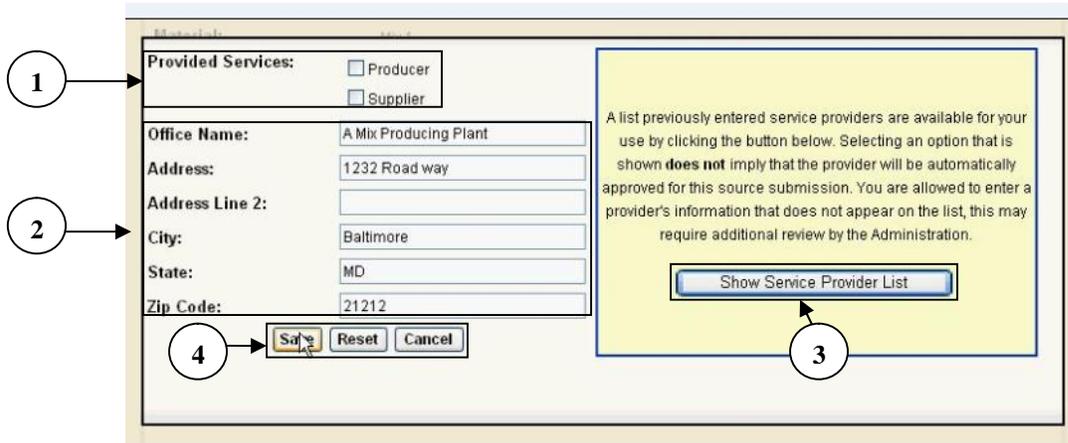


**Figure 60. “Service Providers Initiate Review Task” Screen**

4. Click on this icon to open the pop-up window that will prompt the user to select a product that is approved and produced by the corresponding service provider (only applicable if a product [mix] is required for source approval).
5. Click  to close the “Service Providers” screen or  to delete the submission.

### 8.3.1 “Source Provider” Pop-up Screen – Manual Input

The “Source Provider” pop-up screen allows users to select a service provider that has been already processed in the past or to manually input a service provider. The following screen allows users to manually input a service provider.

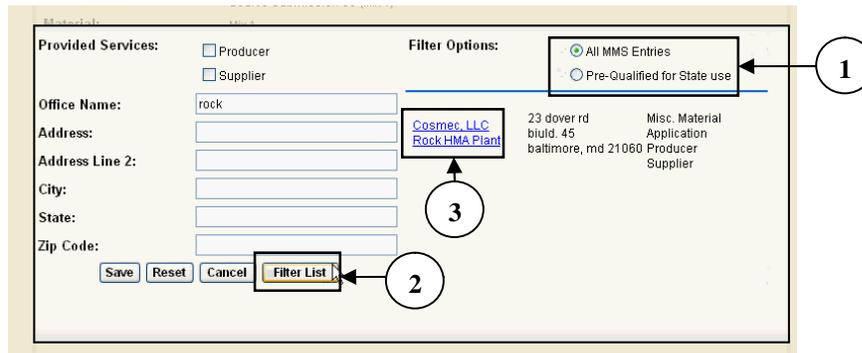


**Figure 61. “Service Provider Manual Entry Pop-up Screen**

To update data in the “Source Entry and Review “Service Providers” pop-up screen, perform the following steps:

1. Select all applicable “Provided Services” of the facility being entered/selected.
2. Enter basic information on a facility you would like to enter manually.
3. Select to view a list of previously entered service providers that are available for your use (please read disclaimer shown).
4. Click **Save** to save the facility information in the text fields you entered, **Reset** to reset values, or **Cancel** to cancel the screen display.

### 8.3.2 The “Source Provider” Pop up Screen – Filtered Input



**Figure 62. “Service Provider Manual Entry Pop up**

To update data in the “Source Provider Manual Entry pop-up box, perform the following steps:

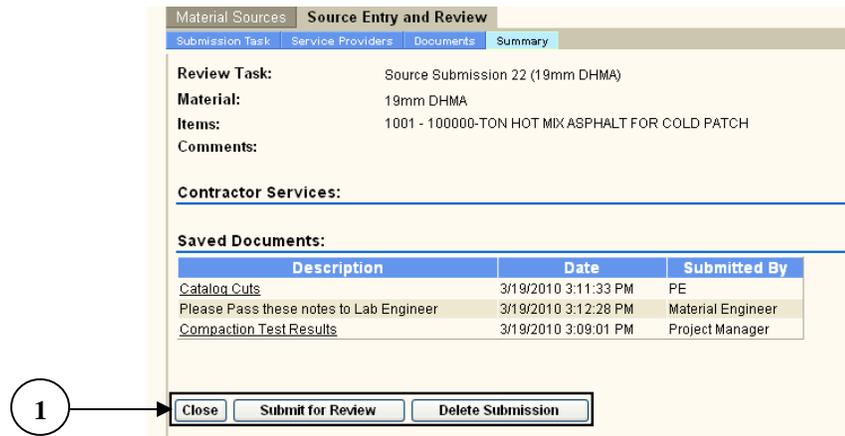
1. Select a check box to choose whether you would like to filter the list of service providers that are “Pre-qualified for state use or all MMS entries.
2. Click to filter the previously entered service providers list. (The user must first enter a filtering criteria/text in any of the text fields shown on the left.)
3. Select a filtered service provider; the facility information will be auto filled in the text fields shown on the left.

### 8.4 “Source Entry and Review” “Documents” Screen

Refer to **Figure 11** to see the Add Document screen.

## 8.5 “Source Entry and Review” “Summary” Screen

The “Source Entry and Review” “Summary” screen summarizes information on the source submission process that is yet to be completed. The screen will only be editable to users with certain permission rights.



Description	Date	Submitted By
Catalog Cuts	3/19/2010 3:11:33 PM	PE
Please Pass these notes to Lab Engineer	3/19/2010 3:12:28 PM	Material Engineer
Compaction Test Results	3/19/2010 3:09:01 PM	Project Manager

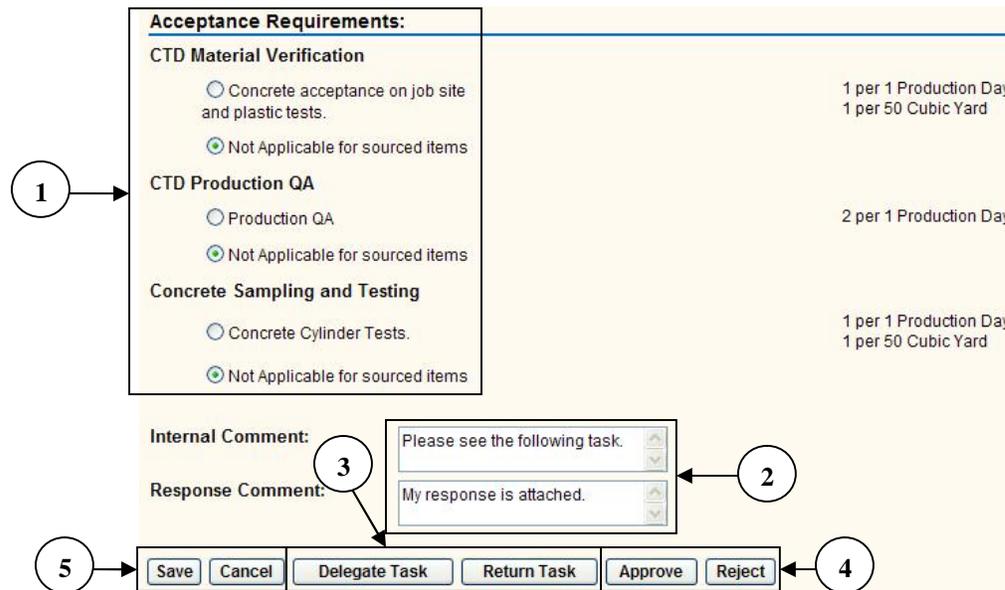
**Figure 63. “Source Entry and Review” “Summary” Screen**

To update data in the “Source Entry and Review” “Summary” screen, perform the following:

1. Click on the **Close** button to close the screen, **Submit for Review** to submit for review, or **Delete Submission** to delete the submission.

## 8.6 “Source Entry and Review” “Acceptance Requirements” Screen

The “Source Entry and Review” “Acceptance Requirements” screen will only be available for source submissions that have already been carried out and are under review. This screen will only be accessed by users with certain permissions.



The screenshot shows the 'Acceptance Requirements' screen. It is divided into three main sections: 'CTD Material Verification', 'CTD Production QA', and 'Concrete Sampling and Testing'. Each section contains radio buttons for different options and associated requirements. Below these sections are 'Internal Comment' and 'Response Comment' fields with text input areas and up/down arrows. At the bottom is a row of action buttons: 'Save', 'Cancel', 'Delegate Task', 'Return Task', 'Approve', and 'Reject'. Numbered callouts point to specific elements: 1 points to the 'CTD Material Verification' section, 2 points to the 'Internal Comment' field, 3 points to the 'Response Comment' field, 4 points to the 'Approve' button, and 5 points to the 'Save' button.

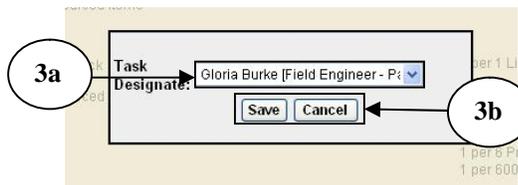
Section	Option	Requirement
CTD Material Verification	<input type="radio"/> Concrete acceptance on job site and plastic tests.	1 per 1 Production Day 1 per 50 Cubic Yard
	<input checked="" type="radio"/> Not Applicable for sourced items	
CTD Production QA	<input type="radio"/> Production QA	2 per 1 Production Day
	<input checked="" type="radio"/> Not Applicable for sourced items	
Concrete Sampling and Testing	<input type="radio"/> Concrete Cylinder Tests.	1 per 1 Production Day 1 per 50 Cubic Yard
	<input checked="" type="radio"/> Not Applicable for sourced items	

**Figure 64. “Acceptance Requirements” Screen**

To update data in the “Acceptance Requirements” screen, perform the following steps:

1. Click on the appropriate source “Acceptance Requirements” radio buttons. Selections are dependent on the Material being sourced. Only users with certain privileges will have access to this part of the application.
2. Enter initial comments regarding the source submission.
3. Click **Delegate Task** to delegate the task of reviewing/inputting information on the source submission or click **Return Task** to return the delegated task back (see **Figure 65**).

## “Source Entry and Review” “Acceptance Requirements” Screen (cont’d)



**Figure 65. “Task Designate Pop-up Box**

- 3a. Select the Source Review Task Designee from the “Task Designate” drop-down box.
- 3b. Click **Save** to save or **Cancel** to close the “Task Designate” pop-up box.
4. Click **Approve** to approve or **Reject** to reject the source submission.
5. Click **Save** to save the data changes or **Cancel** to cancel changes and exit the “Acceptance Requirements” screen.

## 9 Project Tasks and Documents

The Project Tasks and Documents module is a means to report various tasks and documents of a specific Project. A project number must be selected before the application is run.

### 9.1 “User Tasks” Screen

The “User Tasks” screen is a tool to show any user what tasks he has assigned to him and what other tasks are available for him to work on. 4

Task	Contract	Due Date	Status	Asignee
Source Submission 47 (12.5mm DHMA)	testCont		Task Initiating	Donald Olivier
Source Submission 6 (12.5mm GSMA)	BA404501		Task Initiating	Donald Olivier

Figure 66. “User Tasks” Screen

### 9.2 Project Tasks Screen

The “Project Tasks” screen is a tool to provide a hierarchical view of all tasks that are being worked on for a given project. The user must select contract number for this application to function properly.

Task	Assigned To	Date	% Complete
<b>Project testCont</b>			
• Construction Phase for testCont	Linda Gale	12/2/2008	0
• Materials Management	Scott Stomps	12/1/2008	0
• Source of Supply for testCont	Scott Stomps	12/5/2008	0
• Source Submission 1	Benjamin Gilardi	12/6/2008	0
• Source Submission 1	Benjamin Gilardi		
• Source Submission 10 (9.5mm DHMA)	Kiran Kanipakam		
• Source Submission 11 (9.5mm DHMA)	Kiran Kanipakam		
• Source Submission 12 (9.5mm DHMA)	Kiran Kanipakam		
• Source Submission 13 (9.5mm DHMA)	Kiran Kanipakam		
• Source Submission 14 (9.5mm DHMA)	Kiran Kanipakam		

Figure 67. “Projects Tasks” Screen

Number	Description
1	<b>Source Submission Number:</b> Shows source submissions that have attached documents on file.

### 9.3 “Project Documents” Screen

The “Project Documents” screen lists all documents that are associated with a given project. It is a list of documents grouped by document type and ordered by date. The user must select a contract number in order for this application to function properly. 4

User Tasks   Project Tasks   <b>Project Documents</b>				
<b>General Correspondence</b>				
Document	Date	To	From	
happy	3/10/2010	stu	Jones	
Darren	3/12/2010	me	Darren	
asdkfj	3/12/2010	test	ron	
<a href="#">this is a test document.</a>	3/19/2010	Don	Mesgana	
<a href="#">Catalog Cuts</a>	3/19/2010	Lab Tech.	PE	
Please Pass these notes to Lab Engineer	3/19/2010	Lab Tech.	Material Engineer	
<b>Material Design</b>				
Document	Date	To	From	
<a href="#">another correspondence test</a>	3/2/2010	him	her	
<a href="#">BEN'S DESCRIPTION</a>	3/19/2010	MR. BEN	BEN	
<b>Project Plans</b>				
Document	Date	To	From	
DON'S DOC.	3/19/2010	MESGANA	DON	
<b>Project Proposal</b>				
Document	Date	To	From	

Figure 68. “Project Documents” Screen

