

Sample Life Cycle – How To

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DISCLAIMER

This document was created on 02/15/2016. All MAC related references in this How-To document are from the MAC System Test site and are not up to date with the current MAC Training site. The Step by Step information and the MAC UI screens used for illustration in this document might have changed since it got created.

Initiate Sample

This section describes initiating a sample. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) Material has been created; (2) Official MAC Spec has been created; (3) Material to Pay Item relationship established (project samples); (4) Approved Mix Design has been created and assigned to a production facility or CQC Plan; and (5) Products has been created and assigned to a production facility (program samples).

Role(s) – Data Entry || Data Reviewer

Steps:

1. Log into MAC.
2. Click on the “Manage Samples” menu.



3. Click the “Create Sample Login” link. This action launches the ‘Create Sample Login’ dialogue box.



4. Fill out the required fields on the ‘Create Sample Login’ dialogue box. In this example a project sample will be initiated.

A screenshot of the "Create Sample Login" dialogue box. The form contains the following fields:

- Sample Category:** A dropdown menu with "Project" selected.
- Contract:** A text input field with the placeholder "Type Contract Number/Description" and a red asterisk.
- Projects:** A text input field with the placeholder "Type Item/Item Segment" and a red asterisk.
- Pay Items:** A text input field with the placeholder "Type Pay Item Number/Description".
- Material/Specification:** A text input field with the placeholder "Type Spec Id or Name".

- 5. Click the ‘Continue to Sample Information Screen’

Create Sample Login

Sample Category
Project

Contract
T6250: CRS CONTRACTS [KELLY BROT] *

Projects
413328-1-52-01: SR 5/OVERSEAS HWY. AT MM 5.25 ON COW KEY, S. OF KEY HAVEN ROAD

Pay Items
0415 1 8 - REINFORCING STEEL- BULKHEAD *

Material/Specification
346H - MAC Test Portland Cement Concrete

MAC Spec
346H - MAC Test Portland Cement Concrete, Change Order [5423], v1.1

[→ Continue to Sample Information Screen](#)

- 6. Select ‘Sample Level’ and ‘Category’ (and Sample Purpose if present). Then fill out the rest of the required fields (marked with orange and red asterisks) and optional fields (if desired) and click the ‘Save’ button. Note once the Save button has been clicked that MAC navigates to the Sample page (a Sample ID will be visible). After the Save button (or ‘Save and Submit’ button) has been clicked the sample header fields are remain editable from the Sample page.

Create Sample Login

MAC Spec
346H - MAC Test Portland Cement Concrete, Change Order [5423], v1.1

Contracts
T6250: CRS CONTRACTS [KELLY BROTHERS, INC.]

Projects
413328-1-52-01: SR 5/OVERSEAS HWY. AT MM 5.25 ON COW KEY, S. OF KEY HAVEN ROAD

Pay Items
0415 1 8 - REINFORCING STEEL- BULKHEAD

[← Return to Material Selection Screen](#)

Sample Info

Method of Acceptance
Sampling And Testing

Sample Level
QC

Category
Type I

Production Facility
Type Production Facility Name *

Mix Design
Please select a Production Facility to get Eligible Mix Designs

Sampled By *
Date Sample Taken *

FDOT Sample Number *
Batch/Delivery Ticket #

LOT # *

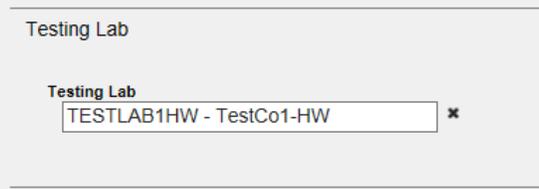
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| Sample ID | Sample Status | Submit Sample for Lab Testing | Create New Sample Login from this Sample | Delete Sample | View for Print |
|---------------------|-----------------------|-------------------------------|--|---------------|----------------|
| 1600008024 | Logged | | | | |
| Sample Initiated By | Sample Initiated Date | Last Updated By | Last Updated On | | |
| Hector Kenamachuw | 1/7/2016 | Hector Kenamachuw | 1/7/2016 | | |

Notes:

1. The Sample header fields are editable until a lab acknowledges sample receipt.
2. Regarding the ‘Testing Lab’ field (on the ‘Create Sample Login’ dialogue box) —



if the MAC Spec indicates that a qualified lab is required, and an unqualified lab has been entered — MAC provides an error message (ERROR: Cannot Route Sample to Non-Qualified Lab) after the ‘Save’ button (or the ‘Save and Submit’ button) has been clicked.

Result: Sample has been initiated (Sample Status = Logged).

Open Sample

This section describes opening an existing sample in MAC. Ensure the correct role has been assigned per the roles below. The assumption this section makes is the sample has already been initiated (or uploaded) in MAC.

Role(s) – Data Entry || Data Reviewer || System Roles (e.g., System Administrator, District Application Coordinator, SMO Technical Unit, etc.)

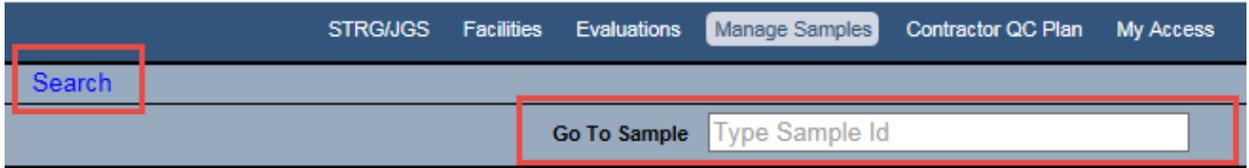
Steps:

1. Click the ‘Manage Samples’ menu.



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2. Either use the ‘Search’ menu (to search and open a particular sample) or enter the Sample ID in the ‘Go To Sample’ field to open the sample.



Notes:

1. For System Roles the user may need to hover over the ‘Manage Samples’ menu first and then click ‘Manage Samples’ in order to navigate to a sample.
2. Once a user has navigated to the sample page MAC displays the last the sample the user updated.
3. A sample is associated with the same company as the user that initiated the sample. For example, if a user with a Data Entry role is associated with ‘ABC’ company, and that user initiates a sample — then that sample is associated with ‘ABC’ company.
4. Users with non-system roles (Data Entry, and Data Reviewer) — must be associated with the same company as the sample is associated with in order to access the sample.
5. System roles such as District Application Coordinator, FDOT Verifier, Project Administrator, etc. are not associated with a company; users logged in with one of these roles may view any sample (regardless of the company the sample is associated with).

Result: sample has been opened.

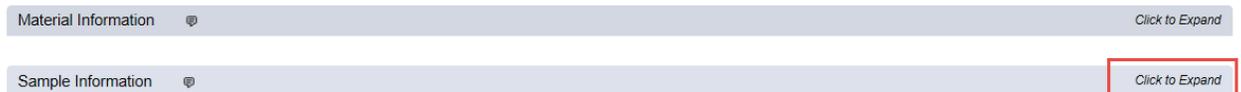
Update Sample Header Fields

This section describes updating sample header fields before a lab acknowledges sample receipt. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that a lab has not acknowledged receipt of the sample.

Role(s) – Data Entry || Date Reviewer || System Administrator

Steps:

1. Click and expand a section on the sample page (e.g., expand the ‘Sample Information’ section).



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- Click the ‘Update Sample Info’ link. This action launches the ‘Update Sample Info’ dialogue box.

Sample Information Click to Collapse

Company
TestCo1-HW

Method of Acceptance Sample Level Category Production Facility Mix Design
Sampling And Testing QC Type I TestPF1-HW - Test production facility for MAC demo purposes. MAC-PCC-20151221

Sampled By Date Sample Taken
Hector 1/7/2016

FDOT Sample Number Batch/Delivery Ticket #
TEST10001Q

LOT #
10A

[Update Sample Info](#)

- Update the fields and click the ‘Save’ button.

Update Sample Info

Sample Level Category Production Facility Mix Design
QC Type I TestPF1-HW - Test production facility for I * MAC-PCC-20151221

Sampled By Date Sample Taken
Hector 1/7/2016

FDOT Sample Number Batch/Delivery Ticket #
TEST10001Q

LOT #
10A

Save

Notes:

- The Sample Header fields can be updated after it has been submitted for lab testing. However, once a lab has acknowledged the physical sample the ‘Sample Information’ section cannot be updated.*
- The ‘Location Information’ section has an ‘Update Location Info’ until the sample has been submitted for FDOT Verification.*
- The ‘Contact Information’ section has an ‘Update Contact Info’ link until the sample has been submitted for FDOT Verification.*

Result: Sample Header field have been updated.

Delete Sample

This section describes deleting a sample. Ensure the correct role has been assigned per the roles below. The assumption this section makes is the sample is not associated with a comparison package.

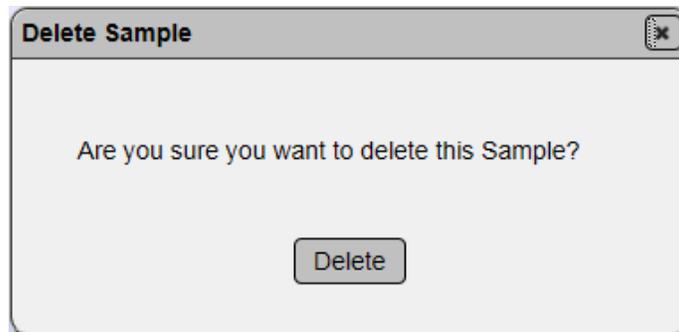
Role(s) – Data Entry || Data Reviewer || District Application Coordinator || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Delete Sample’ link (located at the top of the sample header). This action launches the ‘Delete Sample’ dialogue box.



3. Click the ‘OK’ button.



Notes:

1. A finalized sample may not be deleted (by any user/role) if it is part of a comparison package. The comparison package would first have to be deleted in order to delete the sample.
2. A user that has been assigned the ‘System Administrator’ role or the ‘District Application Coordinator’ (DAC) role can delete samples regardless of the Sample Status. For example, a DAC may delete a finalized sample (as long as it is not included in a comparison package).
3. Users assigned the Data Entry and/or Data Reviewer role(s) lose the ability to delete the sample once the sample has been acknowledged by a lab.
4. Data Entry and Data Review Users can delete samples that are associated with their company. They cannot delete other companies’ samples.

Result: the sample (and all of its associated data such as test data) has been deleted.

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Perform Field Tests

This section describes performing field tests before the sample has been submitted for lab testing. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are (1) the sample has been yet been submitted for lab testing (Sample Status = Logged); and (2) the sample has field tests (versus only having lab tests).

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Perform Test’ link in the ‘Associated Tests’ section. This action launches the test dialogue box.

| | | Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? |
|--------------------------------------|--------------|--------------|--------|------------------|--------------------------|----------|------------------------------|
| ASTM A370 PT Bar | | | | | | | |
| 1 | Initial Test | Lab | | | Pending Sample Submittal | Optional | |
| ASTM C138 Density | | | | | | | |
| 2 | Initial Test | Field | | | Ready for Testing | Optional | Perform Test |
| ASTM C39 Compressive Strength | | | | | | | |
| 3 | Initial Test | Lab | | | Pending Sample Submittal | Required | |

Showing 1 to 3 of 3

3. Enter the ‘Tester’ and ‘Date Test Performed’ (required as indicated by the red asterisks).
4. Enter the required fields (indicated by red/orange asterisks) on the test and click the ‘Save’ button.

Notes:

1. *If the associated MAC Spec indicates that a qualified tester is required then the test will require entry of a qualified technician (in the ‘Tester’ field) per CTQP. However, if an unqualified technician has been entered on the test MAC does not stop the entry or submission of the sample. Rather, this will become a finding for Materials Certification.*
2. *If the associated MAC Spec indicates that a qualified tester is NOT required then any text can be entered in the ‘Tester’ field (the text will maintain if the Tab button is pressed on the keyboard).*
3. *Result entry/update for field tests may occur before the sample has been submitted for lab testing.*
4. *Result entry/update for field tests can be performed by any Data Entry/Reviewer user that is associated with the same company as the user that initiated the sample.*
5. *Data for field tests may not be entered/updated once the sample has been submitted for FDOT Verification.*

Result: field test data have been entered and saved.

Create Sample from a Sample

This section describes creating a sample from an existing sample. Ensure the correct role has been assigned per the roles below. The assumption this section makes is the sample page has been opened by a user associated with the same company the sample is associated with.

Role(s) – Date Entry || Data Reviewer

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Create New Sample Login from this Sample’ link. This action launches the ‘Create New Sample Login from this Sample’ dialogue box

| Sample ID | Sample Status |
|------------|---------------|
| 1600008024 | Logged |

| Sample Initiated By | Sample Initiated Date | Last Updated By | Last Updated On |
|---------------------|-----------------------|-------------------|-----------------|
| Hector Kenamachuw | 1/7/2016 | Hector Kenamachuw | 1/7/2016 |

3. Fill out the fields in the ‘Create New Sample Login from this Sample’ dialogue box and follow the steps as described in the section above titled “Initiate Sample.”

Notes:

1. **A sample is associated with the same company as the user that initiated the sample.**
2. **Users cannot access a sample that is associated with a company they are not associated with unless the sample has been finalized. Users with non-system roles (e.g., Data Entry, and Data Reviewer) may view any finalized sample and may create a sample from a finalized sample even if it is NOT associated with their company.**
3. **Users with the Data Entry or Data Reviewer role may create a sample from a sample in any status (e.g., Submitted for Lab Testing, Pending Finalization, etc.) as long as they are affiliated with the same company as the sample (or the sample has been finalized).**

Result: a new sample has been initiated from an existing sample.

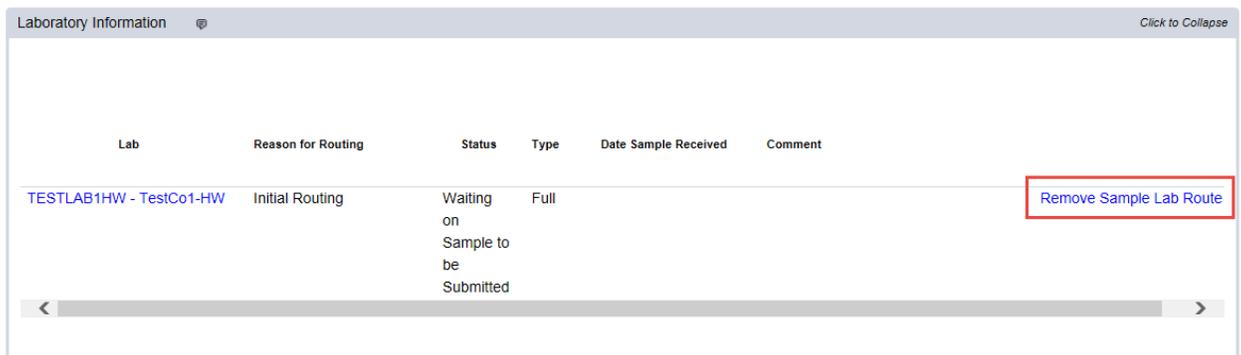
Remove Sample Lab Route

This section describes removing a lab from a sample’s lab route. Ensure the correct role has been assigned per the roles below. The assumption this section makes is the sample is being submitted to a lab that has not already returned the physical sample (clicked the ‘Return Physical Sample’ link).

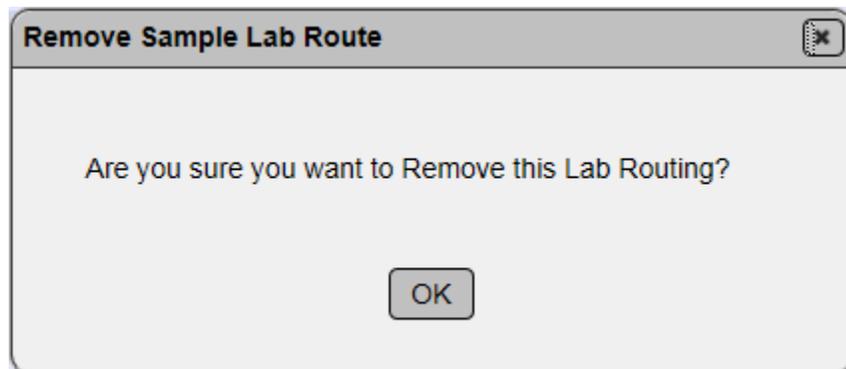
Role(s) – Data Entry || Date Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Remove Sample Lab Route’ link. This action launches the ‘Remove Sample Lab Route’ dialogue box.



3. Click the “OK” button.



Notes:

1. *If a user submits the sample to a lab and that lab then clicks the “Return Physical Sample” link then (in the Lab Info section) the “Remove Sample Lab Route” link will be replaced with “Resubmit Sample”; and the Lab Routing Status will be “Returned.”*
2. *If all labs have been removed from the “Laboratory Information” section then the message “The Sample has not been routed to a Lab yet” displays.*

Result: *the lab has been removed from the sample routing.*

Submit Sample for Lab Testing

This section describes submitting a sample for lab testing. Ensure the correct role has been assigned per the roles below. The assumption this section makes is upon initiating the sample the sample has been “Saved” and not “Saved and Submitted.”

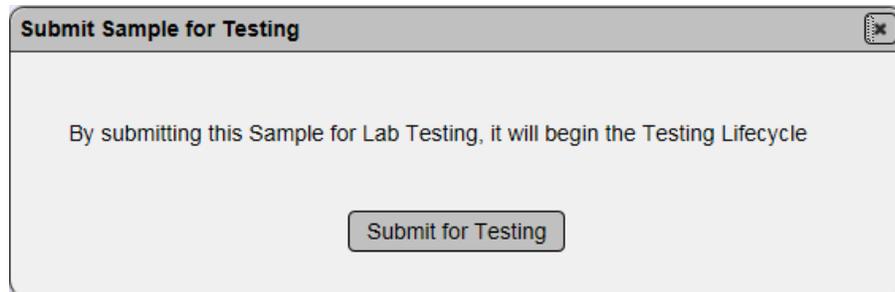
Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Submit Sample for Lab Testing’ link. This action launches the ‘Submit Sample for Testing’ dialogue box.



3. Click the ‘Submit for Testing’ button on the ‘Submit Sample for Testing’ dialogue box.



Notes:

1. *Ensure there is at least one lab listed in the Laboratory Information section (otherwise, an error message will display).*
2. *Once the ‘Submit Sample for Lab Testing’ link has been clicked the option to ‘Retest’ becomes available.*

Result: Sample submitted for lab testing. Sample Status updates from “Logged” to “Submitted for Lab Testing.”

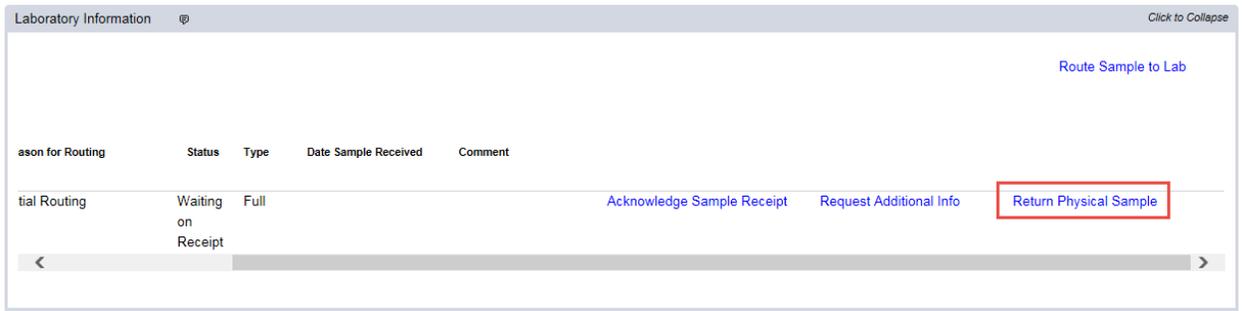
Return Physical Sample

This section describes a user associated with a lab returning a sample back to the sample logger (user that initiated the sample). Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the lab (or any user associated with the lab) has not clicked the ‘Acknowledge Sample Receipt’ link.

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Go to the ‘Laboratory Information’ section and click the ‘Return Physical Sample’ link (note that scrolling to the right may be required in order for the link to be visible). This action launches the ‘Return Physical Sample’ dialogue box.



3. Enter a comment (required field as indicated by the red asterisk) in the ‘Return Physical Sample’ dialogue box and click the ‘Save’ button.

The screenshot shows a dialog box titled 'Return Physical Sample'. Inside the dialog, there is a text input field labeled 'Comment'. To the right of the input field, it says '0 of 2000' and there is a red asterisk indicating that the field is required. Below the input field is a 'Save' button.

Notes:

1. **Although this action emulates returning the sample to the user that logged/initiated the sample — any user with the correct role (e.g., Data Entry) that is associated with same the company as the logger (the user that initiated the sample) has access to the sample and can submit the sample for lab testing, or resubmit the sample to the same lab.**

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2. **For any lab in the Laboratory Information section (as there could be many labs) — this action will not be available once a user has clicked the ‘Acknowledge Sample Receipt’ link (link in the ‘Laboratory Information’ section of the sample). Note that only users that are associated with the same company as the lab are allowed to perform these lab actions (pending they have at least one of the roles listed above).**

Result: Sample logger/submitter (or any user that is associated with the same company as the sample logger): (1) has access to the sample and can update the sample header fields; and (2) can submit the sample to another lab or resubmit the sample to the same lab.

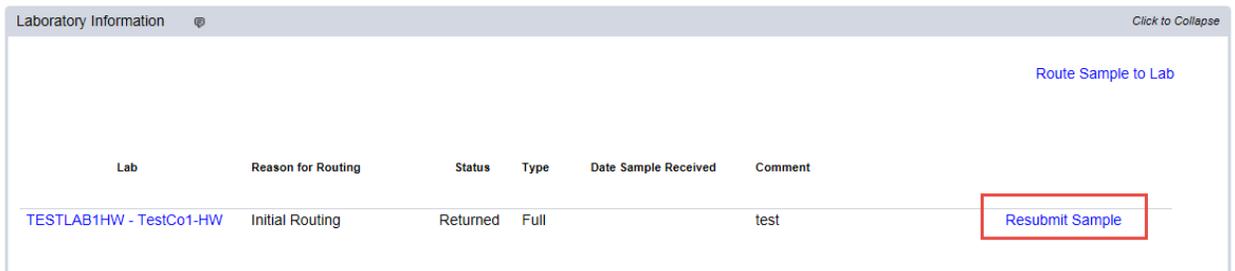
Resubmit Sample

This section describes resubmitting a sample to a lab after: (1) the sample has been submitted to a lab; and (2) that lab has clicked the “Return Physical Sample” link. Ensure the correct role has been assigned per the roles below. The assumption this section makes is upon initial routing the receiving lab has returned the physical sample.

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Click the ‘Resubmit Sample’ link.



The screenshot shows a web interface titled "Laboratory Information" with a "Click to Collapse" link in the top right. Below the title is a table with the following columns: Lab, Reason for Routing, Status, Type, Date Sample Received, and Comment. A "Route Sample to Lab" link is located in the top right of the table area. The table contains one row with the following data: Lab: TESTLAB1HW - TestCo1-HW, Reason for Routing: Initial Routing, Status: Returned, Type: Full, Date Sample Received: (empty), Comment: test. A "Resubmit Sample" link is located at the end of the row and is highlighted with a red box.

| Lab | Reason for Routing | Status | Type | Date Sample Received | Comment | |
|-------------------------|--------------------|----------|------|----------------------|---------|-----------------|
| TESTLAB1HW - TestCo1-HW | Initial Routing | Returned | Full | | test | Resubmit Sample |

Notes: clicking the ‘Resubmit Sample’ link does not launch a dialogue box. The Lab Routing Status (see “Status” in the image above) becomes “Waiting on Receipt” as it does upon initial lab routing.

Result: the sample has been submitted to the lab and is ready for the lab to acknowledge physical receipt of the sample.

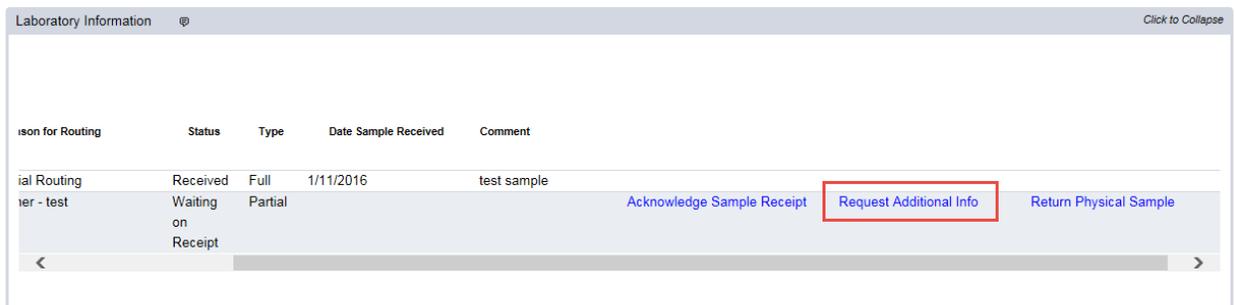
Request Additional Info

This section describes requesting additional information from the sample logger (the user that initiated the sample) regarding the physical sample. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the lab (or any user associated with the lab) has not clicked the ‘Acknowledge Sample Receipt’ link.

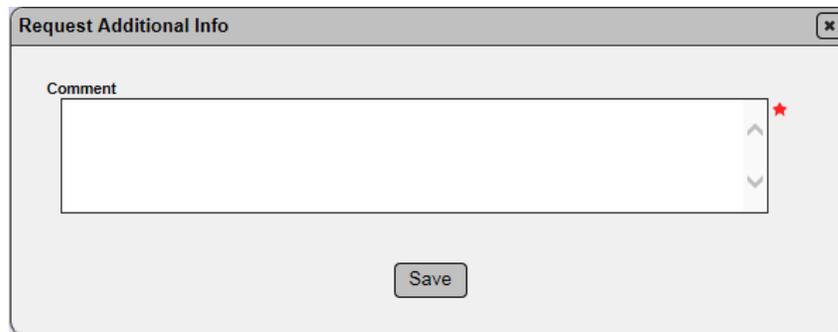
Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Request Additional Information’ link in the ‘Laboratory Information’ section. This action launches the ‘Request Additional Info’ dialogue box.



3. Enter a comment (which is required as indicated by the red asterisk) and click the ‘Save’ button.



Notes:

1. Although this action emulates requesting additional information from the user that logged/initiated the sample — any user with the correct role (e.g., Data Entry) that is also associated with same company as the logger (the user that initiated the sample) has access to the sample and can submit additional info to the same lab.
2. For any lab in the Laboratory Information section (as there can be more than one lab) — this action will not be available once a user has clicked the ‘Acknowledge Sample Receipt’ link.

Result: the ‘View Additional Info Comments’ link is available to users associated with the sample and/or lab(s). This link is used to respond to the request (submit the information to the lab).

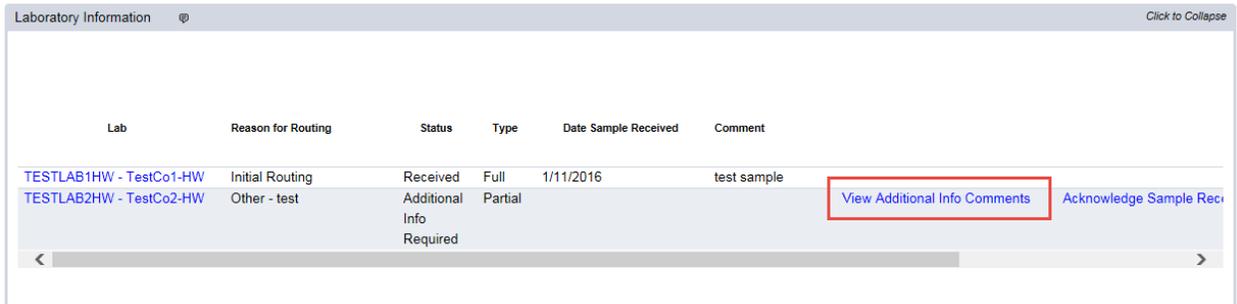
View Additional Comments (Laboratory Information)

This section describes viewing comments made by a lab and the sample logger (the user that initiated the sample) regarding the lab’s requested information about the physical sample (see section above ‘Request Additional Info’ for details regarding requested info about the physical sample). Ensure the correct role has been assigned per the roles below. The assumption this section makes is that a lab has made a request for additional information about the physical sample.

Role(s) – Data Entry || Data Reviewer || Project Administrator || FDOT Verifier || District Application Coordinator || System Administrator

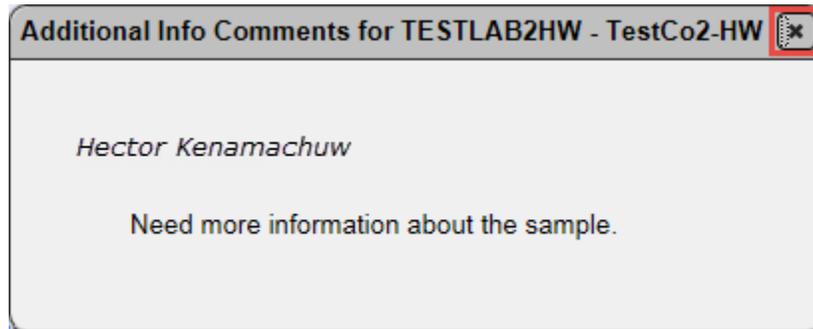
Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘View Additional Info Comments’ link in the ‘Laboratory Information’ section. This action launches the ‘Additional Info Comments’ dialogue box.



| Lab | Reason for Routing | Status | Type | Date Sample Received | Comment | | |
|---|--------------------|--------------------------|---------|----------------------|-------------|---|--|
| TESTLAB1HW - TestCo1-HW | Initial Routing | Received | Full | 1/11/2016 | test sample | View Additional Info Comments | Acknowledge Sample Rec |
| TESTLAB2HW - TestCo2-HW | Other - test | Additional Info Required | Partial | | | | |

3. After reading the comments press the ‘x’ in the upper right had corner of the info box.



Notes:

1. **Data Entry and Data Reviewer users that are associated with the lab — and the sample logger (the user that initiated the sample) — can view these comments.**
2. **Requested information made by the lab and the responses made by the sample logger are visible on this info box.**
3. **These comments in the Laboratory Information section may be viewed after the lab has acknowledged sample receipt.**

Result: Info box displays with all the comments made by the lab and the sample logger regarding the requested information about the physical sample.

Submit Additional Comments

This section describes the sample logger submitting information about the physical sample. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that a lab has requested additional information regarding the physical sample.

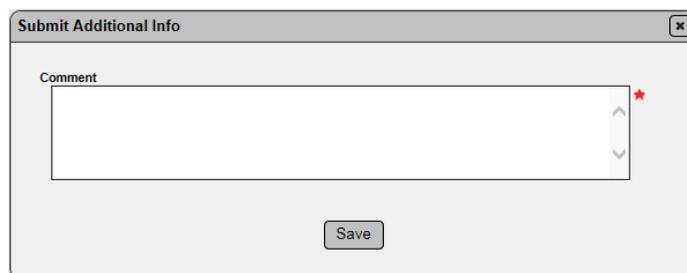
Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Submit Additional Info’ link in the ‘Laboratory Information’ section. This action launches the ‘Submit Additional Info’ dialogue box.



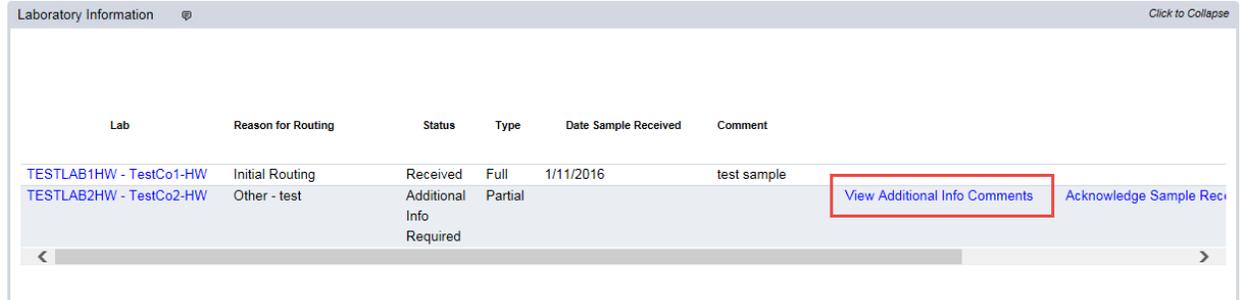
3. Enter a comment (required as indicated by the red asterisk) and click the ‘Save’ button.



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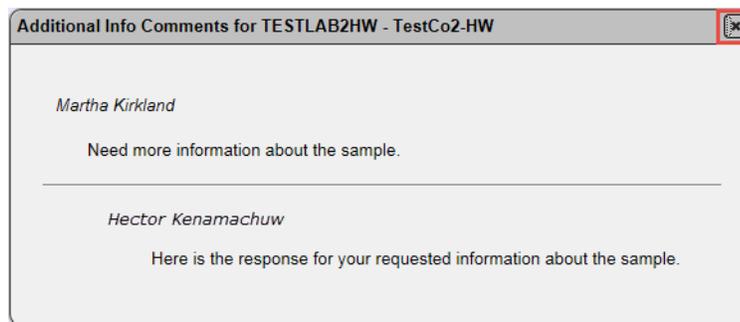
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4. If desired the comment made can be viewed by clicking the ‘View Additional Comments’ link in the ‘Laboratory Information’ section.
 - a. Click the ‘View Additional Info Comments’ link. This action launches the ‘Additional Info Comments’ dialogue box.



| Lab | Reason for Routing | Status | Type | Date Sample Received | Comment |
|---|--------------------|--------------------------|---------|----------------------|--|
| TESTLAB1HW - TestCo1-HW | Initial Routing | Received | Full | 1/11/2016 | test sample |
| TESTLAB2HW - TestCo2-HW | Other - test | Additional Info Required | Partial | | View Additional Info Comments Acknowledge Sample Rec |

- b. Click the ‘x’ in the upper right hand corner of the info box to close it.



Additional Info Comments for TESTLAB2HW - TestCo2-HW

Martha Kirkland

Need more information about the sample.

Hector Kenamachuw

Here is the response for your requested information about the sample.

Notes: the Data Entry and Data Reviewer roles have the rights (ability) to submit additional comments. However — in order to submit additional comments — the user must be associated with the same company that the sample is associated with. Recall that the sample is associated with the same company as the user who initiated the sample.

Result: comments submitted regarding requested information about the physical sample have been saved and can be viewed in the Laboratory Information section.

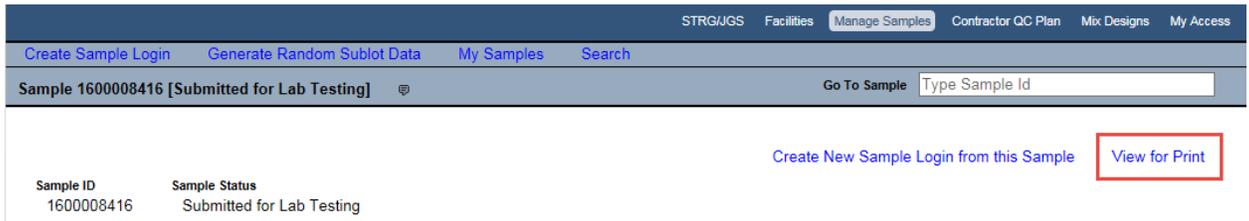
Print Sample (Generate PDF)

This section describes generating a PDF in order to print or save the sample. Ensure the correct role has been assigned per the roles below.

Role(s) – Data Entry || Data Reviewer || System Roles (e.g., System Administrator, SMO Technical Unit, etc.)

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘View for Print’ link.



3. Click the ‘Open’ button in the dialogue box located at the bottom of the screen.



Notes: there are also options to Save, and ‘Save As’ (these action taken instead of clicking the ‘Open’ button).

Result: the sample has been opened as PDF and can be printed for Saved.

Acknowledge Sample Receipt

This section describes a lab acknowledging receipt of the physical sample in MAC. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the sample logger has submitted the sample for lab testing.

Role(s) – Data Entry || Data Reviewer || System Administrator

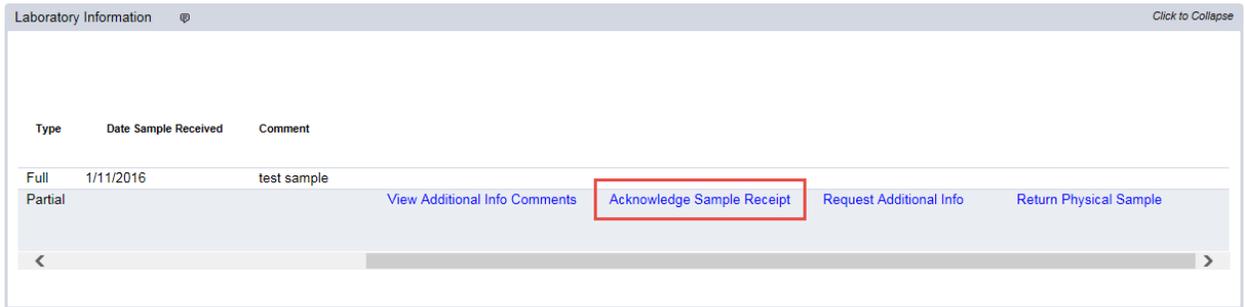
Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).

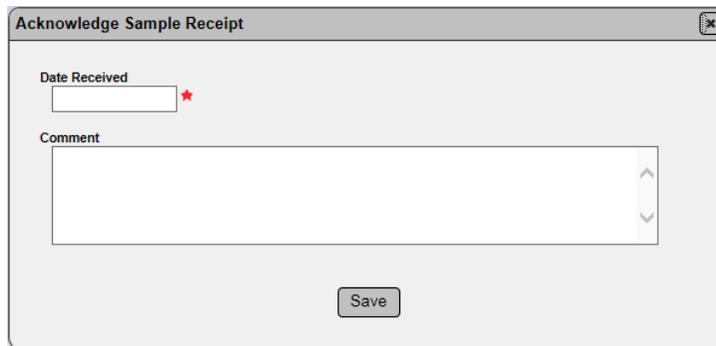
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2. Click the ‘Acknowledge Sample Receipt’ link in the ‘Laboratory Information’ section. This action launches the ‘Acknowledge Sample Receipt’ dialogue box.



3. Enter the ‘Date Received’ (required as indicated by the red asterisk) and enter a comment if desired.



Notes:

1. For each lab listed in the Laboratory Information section — in order for the ‘Acknowledge Sample Receipt’ link to display the user must be associated with the same company as the lab. That is, a user with a Data Entry and/or Data Reviewer role that is logged in under the same company as the lab’s company has the ability to acknowledge sample receipt.



2. Sample Status remains “Submitted for Lab Testing.”

Result: sample receipt has been acknowledged by the lab and the lab tests are now available for result entry. Note that users can enter data for field tests before the sample receipt has been acknowledged.

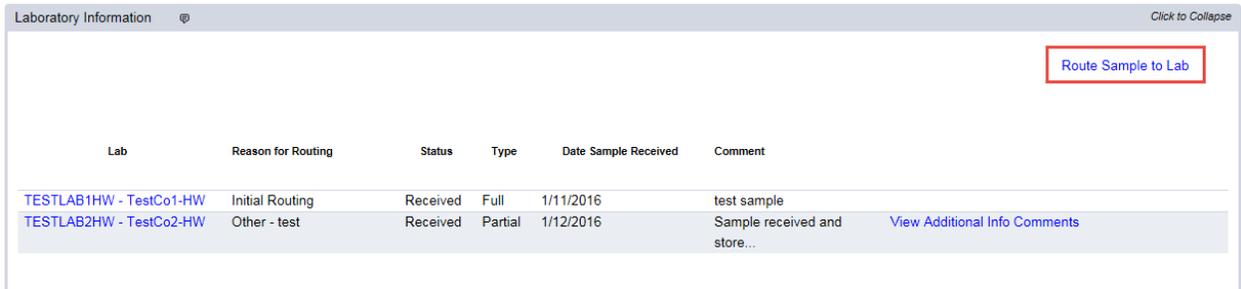
Route Sample to Lab

This section describes a lab routing a full or partial sample to another lab. Ensure the correct role has been assigned per the roles below.

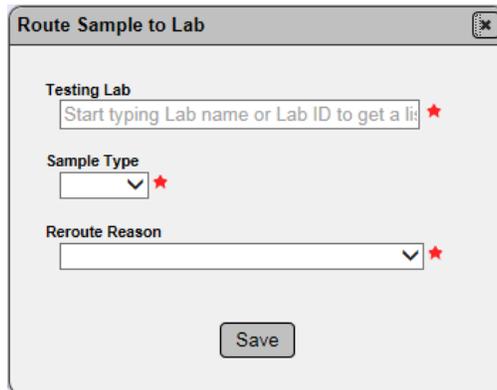
Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Click the ‘Route Sample to Lab’ link in the ‘Laboratory Information’ section. This action launches the ‘Route Sample to Lab’ dialogue box.



2. Enter ‘Testing Lab’ (must be a qualified lab); ‘Sample Type’ (Full or Partial); and ‘Reroute Reason’; and click the ‘Save’ button. All of these fields are required as indicated by the red asterisks.



Notes:

1. After a lab (routing lab) routes a partial or the full sample to another lab — the routing lab still has the ability to enter test results.
2. The lab the sample is being routed to must be a qualified lab. Otherwise, MAC provides an error message upon clicking the ‘Save’ button (Error: Cannot Route Sample to Non-Qualified Lab).

Result: the system indicates that a full or partial sample has been routed to another lab.

Add Test

This section describes adding lab or field tests to the sample. Ensure the correct role has been assigned per the roles below.

Role(s) – Data Entry || Data Reviewer || Project Administrator || FDOT Verifier || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click on the ‘Add Test’ link in the ‘Associated Tests’ section. This action launches the ‘Add Test’ dialogue box.

| | Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? |
|--------------------------------------|--------------|--------|------------------|-------------------|----------|-----------------------------|
| ASTM A370 PT Bar | | | | | | |
| 1 | Initial Test | Lab | | Ready for Testing | Optional | Remove Test |
| ASTM C138 Density | | | | | | |
| 2 | Initial Test | Field | | Ready for Testing | Optional | Remove Test |
| ASTM C39 Compressive Strength | | | | | | |
| 3 | Initial Test | Lab | | Ready for Testing | Required | |

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3. Enter a test in the ‘Select Test to Add’ field. This field is required as indicated by the red asterisk.

4. Select values from the ‘Reason For Additional Test’ and ‘Lab/Field’ fields. These fields are required as indicated by the red asterisk. Then click the ‘Save’ button.

Notes:

1. In order to add tests on the sample the associated MAC Spec must be set up to allow tests to be added. This function is independent of Retest.
2. Tests (Lab or Field) can be added before the sample has been submitted for FDOT Verification.
3. Added tests are considered optional and can be removed from the sample. The only exception is if a Special Test is added to a sample then it is required and cannot be removed from the sample.
4. Field tests added before the sample has been submitted for lab testing are available for result entry. Lab tests added before the sample has been submitted for lab testing are not allowed for result entry.

Result: Test has been added to sample as an ‘Added’ test (versus “Required” or “Optional”).

Remove Optional/Added Tests

This section describes removing optional and added tests from a sample. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) optional tests are on the sample per the associated MAC Spec; and/or (2) tests have been added to the sample.

Role(s) – Data Entry || Date Reviewer || Project Administrator || FDOT Verifier || System Administrator

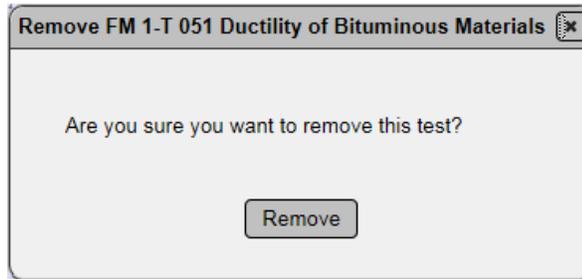
Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Remove Test’ link in the ‘Associated Tests’ section. This action launches the Remove Test information box.

The screenshot shows a table titled "Associated Tests [5]" with a "Click to Collapse" link. The table has columns: "Lab or Field", "Lab ID", "Test Disposition", "Test Status", "Required", and "Which test Rules?". There are five rows of test data. The first row is for a "Lab" test with "Pending Sample Submittal" status, "Optional" disposition, and a "Remove Test" link. The second row is for a "Field" test with "Ready for Testing" status, "Optional" disposition, and links for "Perform Test", "Mark Test Not Performed", and "Remove Test". The third row is for a "Lab" test with "Pending Sample Submittal" status and "Required" disposition. The fourth row is for a "Lab" test with "Pending Sample Submittal" status, "Added" disposition, and a "Remove Test" link. The fifth row is for a "Field" test with "Ready for Testing" status, "Added" disposition, and links for "Perform Test", "Mark Test Not Performed", and "Remove Test". The table is paginated, showing "Showing 1 to 5 of 5".

| Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? |
|--------------|--------|------------------|--------------------------|----------|--|
| Lab | | | Pending Sample Submittal | Optional | Remove Test |
| Field | | | Ready for Testing | Optional | Perform Test Mark Test Not Performed Remove Test |
| Lab | | | Pending Sample Submittal | Required | |
| Lab | | | Pending Sample Submittal | Added | Remove Test |
| Field | | | Ready for Testing | Added | Perform Test Mark Test Not Performed Remove Test |

3. Click the ‘Remove’ button.



Notes:

1. Test can be removed after test result entry.
2. Both field and lab tests can be removed before and after the sample receipt has been acknowledged by the lab.
3. Optional and Added tests may be removed from the sample.

Result: Optional and/or Added test(s) have been removed from the sample.

Perform Lab Test

This section describes performing lab tests. Ensure the correct role has been assigned per the roles below.

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Perform Test’ link in the ‘Associated Tests’ section. This action launches the test dialogue box.

| Associated Tests [4] | | | | | | | Click to Collapse | |
|--------------------------------------|--------------|--------|------------------|-------------------|----------|-------------------|------------------------------|---|
| | Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? | | |
| TM A370 PT Bar | | | | | | | | |
| Initial Test | Lab | | | Ready for Testing | Optional | | Perform Test | Mark Test Not Performed |
| TM C138 Density | | | | | | | | |
| Initial Test | Field | | | Ready for Testing | Optional | | Perform Test | Mark Test Not Performed |
| TM C39 Compressive Strength | | | | | | | | |
| Initial Test | Lab | | | Ready for Testing | Required | | Perform Test | Mark Test Not Performed |
| SHTO T 27 Aggregate Gradation | | | | | | | | |
| Initial Test | Lab | | | Ready for Testing | Added | | Perform Test | Mark Test Not Performed |

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3. Enter the ‘Tester’; ‘Testing Lab’; and ‘Date Test Performed’ (required as indicated by the red asterisks). See notes below regarding when ‘Tester’ and ‘Testing Lab’ field are required.
4. Enter the required fields (indicated by red/orange asterisks) on the test and click the ‘Save’ button.

Notes:

1. If the associated MAC Spec indicates that a qualified tester is required then the test will require entry of a qualified technician (in the ‘Tester’ field) per CTQP. However, if an unqualified technician has been entered on the test MAC does not stop the entry or submission of the sample. Rather, this will become a finding for Materials Certification.
2. If the associated MAC Spec indicates that a qualified tester is NOT required then any text can be entered in the ‘Tester’ field (the text will maintain if the Tab button is pressed on the keyboard).
3. For any LAB test — if the associated MAC Spec indicates that a qualified lab is required then a qualified lab should be entered. However, if an unqualified lab has been entered on the test MAC does the not stop the entry or submission of the sample. Rather, this will become a finding for Materials Certification.
4. Tests can be saved without all the required fields. However, sample itself cannot be submitted to FDOT (for verification or finalization) until all the required fields on all required tests have been entered.
5. Result entry/update may be performed by any Data Entry/Reviewer user that is associated with the same company as the lab.
6. Result entry/update for lab tests may not occur until the lab has acknowledged sample receipt.
7. Result entry/update may not occur once the sample has been submitted for FDOT Verification.

Result: lab test data have been entered and saved.

Mark Test Not Performed

This section describes marking field and/or lab tests as “Test Not Performed.” Ensure the correct role has been assigned per the roles below.

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

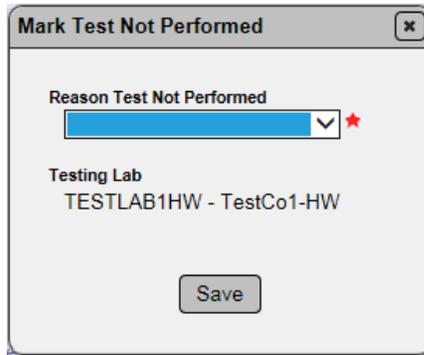
1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. For any test, click the ‘Mark Test Not Performed’ in the ‘Associated Tests’ section. This action launches the ‘Mark Test Not Performed’ dialogue box.

| Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? |
|--|------------|------------------|-------------------|----------|--|
| Field | | | Ready for Testing | Optional | Perform Test Mark Test Not Performed Remove Test |
| Field | | | Ready for Testing | Optional | Perform Test Mark Test Not Performed Remove Test |
| Strength | | | | | |
| Lab | TESTLAB1HW | Fail | Test Complete | Required | Perform Test Mark Test Not Performed Ret |
| Water for Retaining Wall Systems (2010 - 2013) | | | | | |
| Field | | | Ready for Testing | Optional | Perform Test Mark Test Not Performed Remove Test |

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3. Make a selection from the ‘Reason Test Not Performed’ listbox and click the ‘Save’ button.



Notes:

1. Tests with results entered can be marked as not performed.
2. Both Required and Optional tests may be marked as not performed.

Result:

1. The ‘Test Status’ of the test has been updated to “Test Not Performed [<reason>]”.
2. The Test Disposition has been updated to “Fail”.

Retest

This section describes retesting a test. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the test already has a Test Disposition of Pass or Fail.

Role(s) – Data Entry || Data Reviewer || System Administrator

Steps:

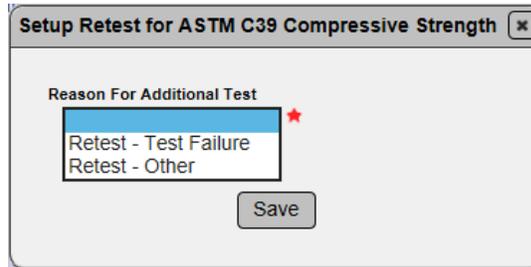
1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. For a test that has a Pass or Fail test disposition — click the ‘Retest’ link in the ‘Associated Tests’ section. This action launches the ‘Setup Retest for <test>’ dialogue box.

| Associated Tests [4] | | | | | | Click to Collapse | |
|---|------------|------------------|-------------------|----------|-------------------|-------------------------|---------------|
| Lab or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? | | |
| Field | | | Ready for Testing | Optional | Perform Test | Mark Test Not Performed | Remove Test |
| Field | | | Ready for Testing | Optional | Perform Test | Mark Test Not Performed | Remove Test |
| Lab | TESTLAB1HW | Pass | Test Complete | Required | Perform Test | Mark Test Not Performed | Retest |
| Retaining Wall Systems (2010 - 2013) | | | | | | | |
| Field | | | Ready for Testing | Optional | Perform Test | Mark Test Not Performed | Remove Test |

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3. Select an option from the ‘Reason For Additional Test’ listbox and click the ‘Save’ button.



4. Test has been added. Many tests can be added using Retest. Use the ‘Which Test Rules?’ radio button to indicate which test will be used in a comparison package (see notes below for details).

| Associated Tests [5] | | | | | | Click to Collapse | | |
|----------------------|------------|------------------|-------------------|----------|----------------------------------|-------------------|-------------------------|-------------|
| b or Field | Lab ID | Test Disposition | Test Status | Required | Which test Rules? | Perform Test | Mark Test Not Performed | Remove Test |
| Field | | | Ready for Testing | Optional | <input type="radio"/> | Perform Test | Mark Test Not Performed | Remove Test |
| Field | | | Ready for Testing | Optional | <input type="radio"/> | Perform Test | Mark Test Not Performed | Remove Test |
| Lab | TESTLAB1HW | Pass | Test Complete | Required | <input type="radio"/> | Perform Test | Mark Test Not Performed | Retest |
| Lab | | | Ready for Testing | Added | <input checked="" type="radio"/> | Perform Test | Mark Test Not Performed | Remove Test |

Notes:

1. This feature is not available for field or lab tests until the sample has been submitted for lab testing.
2. This feature is available for tests with a Pass or Fail test disposition.
3. If “Retest – Other” has been selected from the “Setup Retest for <test>’ dialogue box then the user will be required to enter a reason in the ‘Reason For Additional Test Details’ text box.
4. The ‘Which test Rules?’ radio buttons allow the user to indicate which test will be used in a comparison. However, if comparison is not in the lifecycle of the sample then there is no need to make this selection.

Result:

1. Test has been added in the ‘Associated Tests’ section.
2. The ‘Required’ column indicates ‘Added’.
3. The “Which test Rules?” radio buttons have become active.

Submit Sample for FDOT Verification

This section describes submitting a sample for FDOT Verification. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) the sample has been acknowledge by the receiving testing lab; and (2) all required test data for the required tests have been entered.

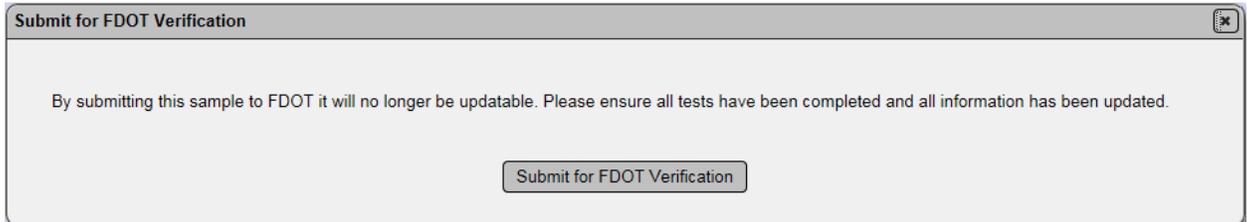
Role(s) – Data Reviewer || System Administrator

Steps:

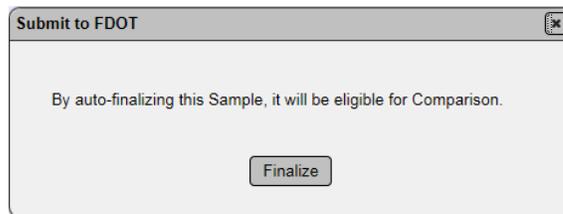
1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click “Submit for FDOT Verification” at the top of the screen. This action launches the “Submit for FDOT Verification” dialogue box.



3. Click the ‘Submit for FDOT Verification’ button.



Notes: if the associated MAC Spec indicates “Auto Finalize Sample” then the link will read “Submit to FDOT” instead of “Submit for FDOT Verification”. Upon clicking the “Submit to FDOT” link this dialogue box displays instead:



Note that auto-finalize means that the test is finalized upon submission to the Department without review from another user (e.g., a PA does not need to review and finalize the sample).

Result:

1. **Sample has been submitted for FDOT Verification.**

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2. *Sample Status has been updated to “Pending Finalization”. In the case of an auto-finalized sample the Sample Status becomes “Finalized”.*
3. *The sample header and associated tests are locked down and are no longer editable.*

Submit Multiple Samples to FDOT

This section describes submitting multiple samples to FDOT (or for FDOT Verification). Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) there is at least one sample that has been submitting for lab testing; and (2) all required sample and test data has been entered.

Role(s) – Data Reviewer || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Manage Samples’ option.



3. Click the ‘Submit Multiple Samples to FDOT’ link.



4. Enter additional filters in the ‘Optional Filters’ section (this is not a required entry). Then click the ‘Apply Filters’ link.



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- Individually select the samples to submit or use the ‘Select All’ checkbox to select all the samples in the ‘Select Samples to Submit’ section. Then click the ‘Submit’ button.

Select Samples to Submit

| Sample | FDOT Sample Number | LOT # | Mix Design | Sample Level | Created By | Sample Status | Select All |
|------------|--------------------|-------|-----------------------|--------------|-------------------|-------------------------------|-------------------------------------|
| 1600006736 | MAC10004V | 10HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006735 | MAC10003V | 10HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006734 | MAC10001V | 10HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006733 | MAC10004VR | 10HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006732 | MAC10003VR | 10HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006731 | MAC10002VR | 10HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006730 | MAC10001VR | 10HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006729 | MAC10004QR | 10HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006728 | MAC10003QR | 10HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006727 | MAC10001QR | 10HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006726 | MAC10002QR | 10HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006725 | MAC10002V | 10HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006724 | MAC10006Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006723 | MAC10005Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006722 | MAC10004Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006721 | MAC10003Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006720 | MAC10002Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Sample Data Correction Needed | <input checked="" type="checkbox"/> |
| 1600006719 | MAC10001Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |
| 1600006718 | MAC1000222Q | 10HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Submitted for Lab Testing | <input checked="" type="checkbox"/> |

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Submit

← Click the 'Save' button after the samples have been selected.

Notes:

- The ‘Sample Status’ becomes “Pending Finalization” for all the samples that have been submitted.**
- Test data are no longer editable once the samples have been submitted.**

Result: One or more samples have been submitted to FDOT (or for FDOT Verification).

Return Sample for Corrections

This section describes returning the sample for corrections after it has been submitted for FDOT Verification. Ensure the correct role has been assigned per the roles below. The assumption this section the sample has been submitted for FDOT Verification.

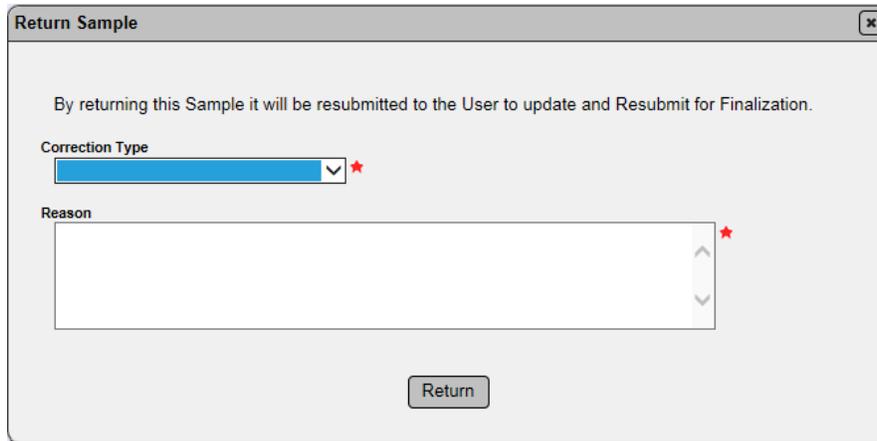
Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Return Sample’ at the top of the sample page. This action launches the ‘Return Sample’ dialogue box.



3. Select an option from the ‘Correction Type’ listbox and enter text in the ‘Reason’ text box. These field are required as indicated by the red asterisks. Then click the ‘Return’ button.



Notes:

1. *The sample can be returned for:*
 - a. *Sample Header Corrections || Sample Status updated to: Sample Data Corrections Needed*
 - b. *Test Correction || Sample Status updated to: Test Correction Needed*
 - c. *Sample Header and Test Corrections || Sample Status updated to: Sample Data and Test Correction Needed*

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2. *A finalized sample can be returned for updates. However, a finalized sample may not be returned if it is part of a comparison package. If so, the comparison package would have to be deleted first in order for the ‘Return Sample’ link to display.*
3. *If the sample has been returned for Sample Header corrections then the user who initiated the sample (or any user with the Data Entry or Data Reviewer role and is associated with the same company as the sample) may update the Sample Header fields. Note that if the sample has been returned for only Sample Header corrections then the test(s) will not be available for result entry.*
4. *If the sample has been returned for ‘Test Correction’ then any user with the Data Entry or Data Reviewer role and is associated with the same company as a lab may update the test data. Note the sample header fields will not be available for update when the sample has been returned for test corrections only.*
5. *If the sample has been returned for both sample header and test corrections then both the sample header and the test(s) are available for update.*
6. *Only users with the Data Reviewer role will have the ‘Corrections Made – Submit for FDOT Verification’ link available to them.*
7. *Note that when the sample has been returned the reason comments are located in the ‘Sample Comments’ section.*

Result: the sample has been returned with corrections. The ‘Sample Status’ indicates whether the test, sample, or test and sample need to be corrected.

Submit Sample after Corrections Made

This section describes submitting a sample once the sample, test, or sample and test corrections have been made. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the sample has been returned by a Project Administrator or FDOT Verifier for sample, test, or sample and test corrections.

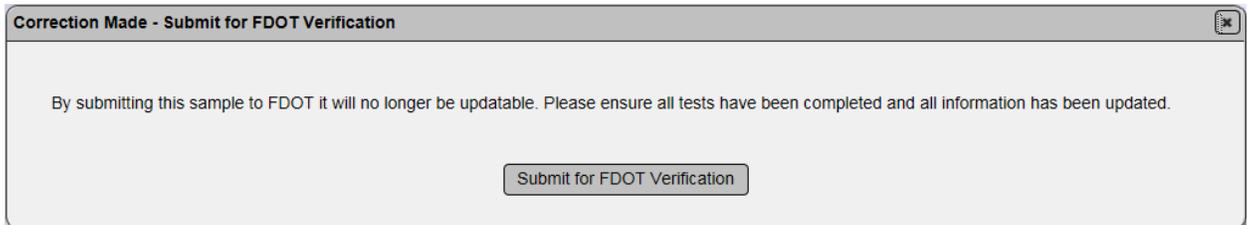
Role(s) – Data Reviewer | System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Make updates to the sample and/or tests (depending on the reason selected for returning the sample).
3. Click the ‘Corrections Made – Submit for FDOT Verification’ link on top of the sample page.



4. Click the ‘Submit for FDOT Verification’ button.



Notes: for samples that have been returned for corrections — Data Entry users can update the sample and test data, but cannot submit for FDOT Verification.

Result:

1. **Sample has been submitted for FDOT Verification.**
2. **Sample Status updates to “Pending Finalization”.**

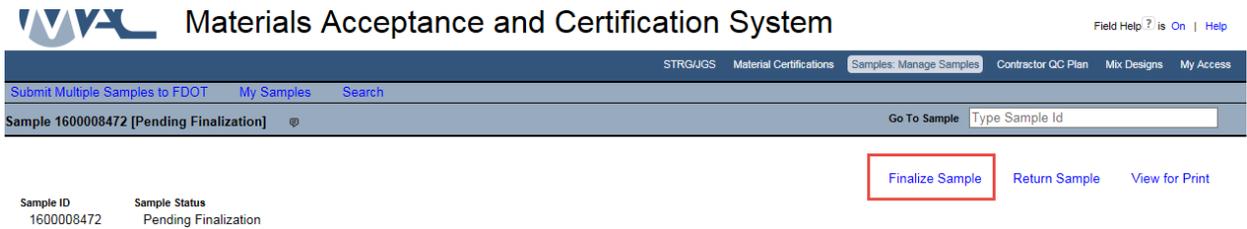
Finalize Sample

This section describes finalizing a sample. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) the MAC Spec does not indicate auto-finalization; and (2) the sample has been submitted for FDOT Verification.

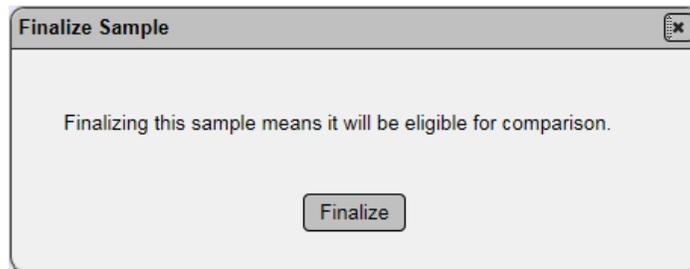
Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. Open the sample (see section above titled ‘Open Sample’ for more details).
2. Click the ‘Finalize Sample’ link at the top of the sample page. This action launches the ‘Finalize Sample’ dialogue box.



3. Click the ‘Finalize’ button.



Notes:

1. *Project, Program, and Research samples can be finalized.*
2. *Project Administrators may finalize project samples.*
3. *FDOT Verifiers may finalize program samples.*
4. *Both Project Administrators and FDOT Verifiers may finalize research samples.*

Result:

1. *The sample header and associated tests are locked down and are no longer editable.*
2. *The sample is eligible to be part of a comparison package (if the MAC Spec indicates comparison is required or optional).*
3. *The ‘Sample Status’ has been updated to “Finalized”.*

Finalize Multiple Samples

This section describes finalizing multiple samples at once. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) there have been one or more samples submitted for FDOT Verification; (2) the MAC Spec does not indicate Auto Finalize; and (3) the MAC Spec indicates Multi Finalize.

Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. On the top level menu — hover over the ‘Samples’ menu and click the ‘Closeout Samples’ option.



2. Click the ‘Finalize Multiple Samples’ link on top of the page. This action navigates to the Finalized Multiple Samples page.



3. Enter optional filters and click the ‘Apply Filters’ link. This action is not required, but may assist with sample selection.

A screenshot of the 'Optional Filters' section in the MACS interface. It contains several input fields: 'Material/Spec Id' with the value '346H - MAC Dev - Portland Cement Conc' and a red asterisk, 'Project' with the placeholder 'Type Item/Item Segment', 'Contract' with the placeholder 'Type Contract Number/Description', 'Mix Design' with the placeholder 'Type Mix Design Name', and 'Sample Level' with a dropdown arrow. A red box highlights the 'Apply Filters' button at the bottom left.

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4. In the last section (‘Select Samples to Finalized’ section) — individually select the samples to finalize or use the ‘Select All’ checkbox to select all the samples. Then click the ‘Finalize’ button.

Select Samples to Finalize

| Sample | FDOT Sample Number | LOT # | Mix Design | Sample Level | Created By | Sample Status | Select All |
|------------|--------------------|-------|-----------------------|--------------|-------------------|----------------------|-------------------------------------|
| 1600006742 | MAC120001Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006743 | MAC120002Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006744 | MAC120003Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Claudia Anderson | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006745 | MAC120004Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006746 | MAC120005Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006747 | MAC120006Q | 11HW | MAC-PCC-20160119-HW-1 | QC | Amanda Strickland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006748 | MAC120001V | 11HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006750 | MAC120003V | 11HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006751 | MAC120004V | 11HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006752 | MAC120001QR | 11HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006753 | MAC120002QR | 11HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006754 | MAC120003QR | 11HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006755 | MAC120004QR | 11HW | MAC-PCC-20160119-HW-1 | QR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006756 | MAC120001VR | 11HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006757 | MAC120002VR | 11HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006758 | MAC120003VR | 11HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006759 | MAC120004VR | 11HW | MAC-PCC-20160119-HW-1 | VR | Martha Kirkland | Pending Finalization | <input checked="" type="checkbox"/> |
| 1600006760 | MAC120002V | 11HW | MAC-PCC-20160119-HW-1 | VT | Hai Ngo | Pending Finalization | <input checked="" type="checkbox"/> |

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Finalize

Notes: the associated MAC Spec must indicate the multi finalize is allowed or the sample(s) will not display on the Finalize Multiple Samples page.

Result: one or more samples have been finalized. The Samples Status for each sample has been updated to ‘Finalized’.

Create Comparison Package

This section describes creating a comparison package. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are (1) the MAC Spec (entered in Step 3 below) has a required or optional comparison set up; and (2) samples have been finalized for the comparison package.

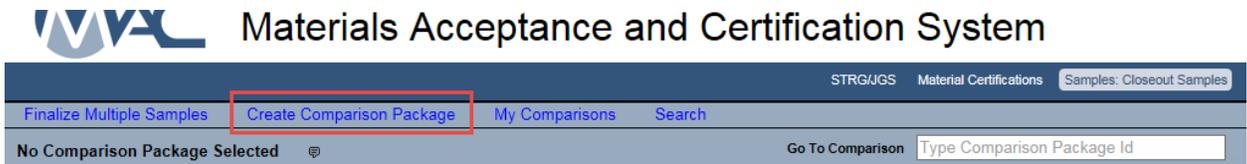
Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

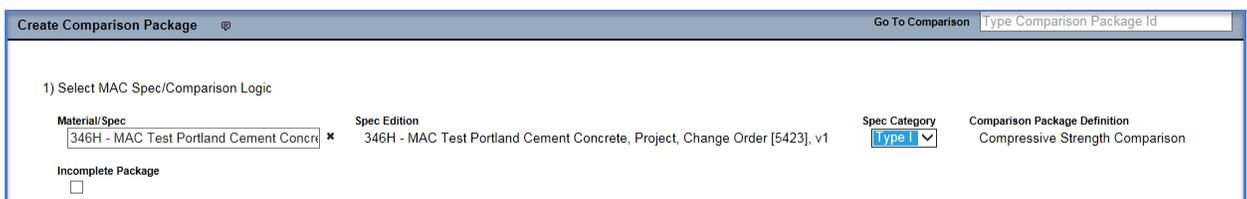
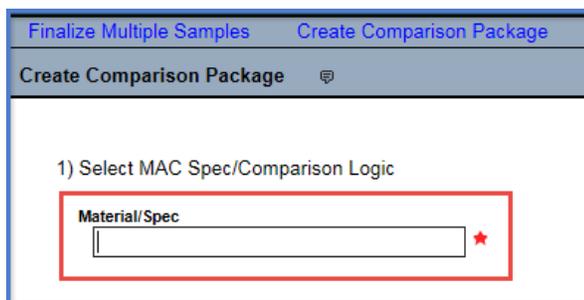
1. Navigate to the comparison page by hovering over the ‘Samples’ menu and then clicking the ‘Closeout Samples’ link.



2. Click the ‘Create Comparison Package’ link on the top of the page. This action navigates to the ‘Create Comparison Package’ page.



3. Enter a material in the ‘Material/Spec’ field (required as indicated by the red asterisk). And enter the Spec Edition, Spec Category, and Comparison Package Definition. If there is only one value then MAC defaults to that value as static text (e.g., in the image below the ‘Comparison Package Definition’ defaults to “Compressive Strength Comparison” because it was the only comparison set up in the MAC Spec).



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4. Enter the ‘Contract/Project’ (required as indicated by the red asterisk).

2) Filter Sample List

Contract/Project
 *

5. Enter the additional filters if desired (not required).

3) Additional Optional Filters

Mix Design FDOT Sample Number LOT #

Sampled On or After Sampled Before

Production Facility Product

6. Select the samples that will be placed in the comparison package.

4) Select Samples for Comparison Package

| Sample | Date Sample Taken | FDOT Sample Number | LOT # | Mix Design | Sample Level | Production Facility | Product | Select All |
|------------|-------------------|--------------------|----------|------------------|--------------|--|---------|-------------------------------------|
| 1500006760 | 12/21/2015 | FDOT100001Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500006762 | 12/21/2015 | FDOT100002Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500006763 | 12/21/2015 | FDOT100003Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500006764 | 12/21/2015 | FDOT100004Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500007336 | 12/28/2015 | FDOT100001V | 1 | MAC-PCC-20151221 | VT | TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500007369 | 12/28/2015 | TestDelete100001Q | Hector1A | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | | <input type="checkbox"/> |

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7. In the next section [“5) Configure Selected Samples”] select Original and Verification samples and click the “Create Package” button.

5) Configure Selected Samples

| | Sample Level | FDOT Sample Number | LOT # | Mix Design | Original | Verification |
|------------|--------------|--------------------|-------|------------------|-------------------------------------|-------------------------------------|
| 1500006760 | QC | FDOT100001Q | 1 | MAC-PCC-20151221 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1500006762 | QC | FDOT100002Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |
| 1500006763 | QC | FDOT100003Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |
| 1500006764 | QC | FDOT100004Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |
| 1500007336 | VT | FDOT100001V | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Show Comparison after Creation
 Stay on Create Screen to create more Comparisons

Notes:

1. See the radio buttons in the image above. Upon clicking the ‘Create Package’ button the “Stay on Create Screen to create more Comparisons” radio button option allows the user to stay on the comparison package after each comparison has been created (so the user can create packages back to back). Upon clicking the “Create Package” button — the “Show Comparison after Creation” option makes the system navigate away from the Create Comparison Package page to the comparison package.
2. Project Administrators can create comparison packages for project samples only.
3. FDOT Verifiers can create comparison packages for program samples only.
4. Comparison packages are used for research samples.
5. When creating a comparison package the option to “Create Package and Run Compare” allows the user to create the comparison package and run the comparison at the same time. This feature is not covered in detail in this document.

Result: Comparison Package has been created.

Run Comparison

This section describes running a comparison. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that a comparison package has been created.

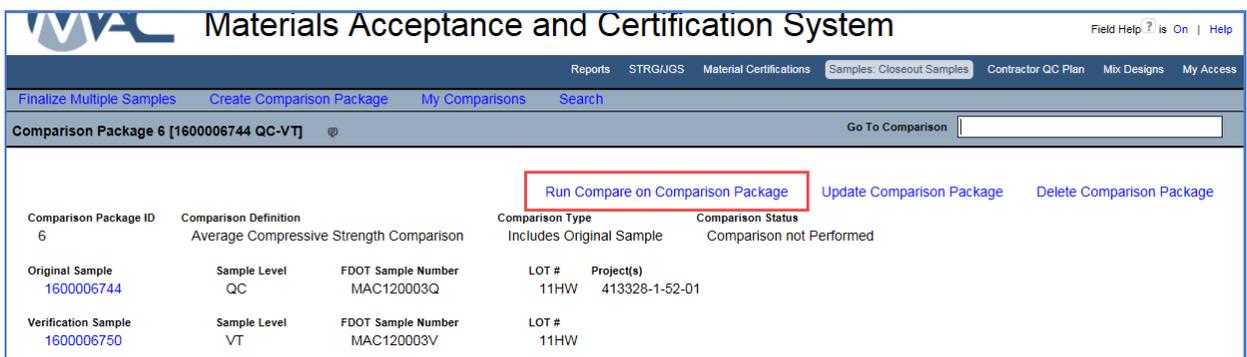
Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

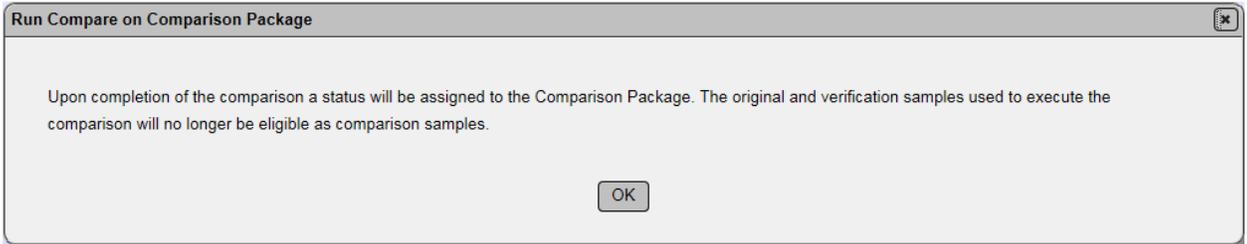
1. On the top level menu — hover over the ‘Samples’ menu and click the ‘Closeout Samples’ option.
2. Open the comparison package. The comparison package can be located by: (1) clicking on the ‘My Comparison’ link (this works if you are the user that created the package); (2) Clicking the ‘Search’ link; or (3) entering the Comparison Package ID into the “Go To Comparison” field.



3. Once the comparison package has been opened — click the ‘Run Compare on Comparison Package’ link. This action launches the ‘Run Compare on Comparison Package’ dialogue box.



4. Click the ‘OK’ button.



Notes: the steps of the comparison package may differ based on which type of comparison was set up in the MAC Spec.

Result: Comparison has been ran and the ‘Comparison Status’ (e.g., “Compares” or “Does Not Compare”) displays on the comparison package.

Run Resolution

This section describes running resolution on a comparison package. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) the comparison has been ran; and (2) the ‘Comparison’ Status is “Does Not Compare.”

Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. Open the comparison package if is not already opened (use the ‘My Comparisons’ link; ‘Search’ link; or the ‘Go To Comparison’ field to search/open the package)
2. Click the ‘Run Resolution’ link on the top of the page. This action launches the ‘Run Resolution’ dialogue box.

Comparison Package 135 [1500006760 QC-VT] Go To Comparison

| Comparison Package ID | Comparison Definition | Comparison Type | Comparison Status | |
|--|---------------------------------|--|-------------------|--|
| 135 | Compressive Strength Comparison | Includes Original Sample | Does Not Compare | Run Resolution Mark Resolution Not Performed Delete Comparison Package |
| Original Sample 1500006760 | Sample Level QC | FDOT Sample Number FDOT100001Q | LOT # 1 | Project(s) 413328-1-52-01 |
| Verification Sample 1500007336 | Sample Level VT | FDOT Sample Number FDOT100001V | LOT # 1 | |

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3. Select the resolution samples.

Run Resolution

Select Resolution Sample For Original Sample

Mix Design: FDOT Sample Number: LOT #:

Sampled On or After: Sampled Before:

| | Sample | Date Sample Taken | FDOT Sample Number | LOT # | Mix Design | Sample Level | |
|---|------------|-------------------|--------------------|-------|-----------------------|--------------|--|
| 1 | 1600006726 | 1/19/2016 | MAC10002QR | 10HW | MAC-PCC-20160119-HW-1 | QR | <input checked="" type="checkbox"/> Select |
| 2 | 1600006727 | 1/19/2016 | MAC10001QR | 10HW | MAC-PCC-20160119-HW-1 | QR | <input checked="" type="checkbox"/> Select |
| 3 | 1600006728 | 1/19/2016 | MAC10003QR | 10HW | MAC-PCC-20160119-HW-1 | QR | <input checked="" type="checkbox"/> Select |
| 4 | 1600006729 | 1/19/2016 | MAC10004QR | 10HW | MAC-PCC-20160119-HW-1 | QR | <input checked="" type="checkbox"/> Select |

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Select Resolution Sample For Verification Sample

Mix Design: FDOT Sample Number: LOT #:

Sampled On or After: Sampled Before:

| | Sample | Date Sample Taken | FDOT Sample Number | LOT # | Mix Design | Sample Level | |
|---|------------|-------------------|--------------------|-------|-----------------------|--------------|--|
| 1 | 1600006730 | 1/19/2016 | MAC10001VR | 10HW | MAC-PCC-20160119-HW-1 | VR | <input checked="" type="checkbox"/> Select |
| 2 | 1600006731 | 1/19/2016 | MAC10002VR | 10HW | MAC-PCC-20160119-HW-1 | VR | <input checked="" type="checkbox"/> Select |
| 3 | 1600006732 | 1/19/2016 | MAC10003VR | 10HW | MAC-PCC-20160119-HW-1 | VR | <input checked="" type="checkbox"/> Select |
| 4 | 1600006733 | 1/19/2016 | MAC10004VR | 10HW | MAC-PCC-20160119-HW-1 | VR | <input checked="" type="checkbox"/> Select |

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4. Click the ‘Run’ button.

Run Resolution

Select Resolution Sample For Original Sample

1600006726 QR [MAC10002QR] Change

Select Resolution Sample For Verification Sample

1600006731 VR [MAC10002VR] Change

Notes: for this comparison there is an option to manually enter the final resolution status. This can be done by clicking the ‘Update Final Resolution Status’ link at the top of the comparison package page.

Result:

1. Resolution has been ran.
2. Resolution Status displays on top of the comparison package page.
3. The ‘Resolution Samples’ section indicates which samples ‘Compares’ and ‘Does Not Compare’.

Mark Resolution as Not Performed

This section describes marking resolution as not performed after a comparison has been ran. Ensure the correct role has been assigned per the roles below. The assumptions this section makes are: (1) the comparison has been ran; and (2) the ‘Comparison’ Status is “Does Not Compare.”

Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. On the top level menu — hover over the ‘Samples’ menu and click the ‘Closeout Samples’ option.



2. Open the comparison package. The comparison package can be located by: (1) clicking on the ‘My Comparison’ link (this works if you are the user that created the package); (2) Clicking the ‘Search’ link; or (3) entering the Comparison Package ID into the “Go To Comparison” field.



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- Click the ‘Mark Resolution Not Performed’ link on top of the comparison package page. This action launches the ‘Mark Resolution Not Performed’ dialogue box.

The screenshot shows the 'Materials Acceptance and Certification System' interface. At the top, there are navigation tabs: 'Reports', 'STRG/JGS', 'Material Certifications', 'Samples: Closeout Samples', 'Contractor QC Plan', 'Mix Designs', and 'My Access'. Below these are links for 'Finalize Multiple Samples', 'Create Comparison Package', 'My Comparisons', and 'Search'. The main header indicates 'Comparison Package 3 [160006720 QC-VT]' and includes a 'Go To Comparison' search field. The main content area displays a table with the following data:

| Comparison Package ID | Comparison Definition | Comparison Type | Run Resolution | Mark Resolution Not Performed | Delete Comparison Package |
|---|---|--|----------------------|-------------------------------------|---------------------------|
| 3 | Average Compressive Strength Comparison | Includes Original Sample | Does Not Compare | | |
| Original Sample 160006720 | Sample Level QC | FDOT Sample Number MAC10002Q | LOT # 10HW | Project(s) 413328-1-52-01 | |
| Verification Sample 160006725 | Sample Level VT | FDOT Sample Number MAC10002V | LOT # 10HW | | |

- Select an option (reason) from the ‘Comparison Package Resolution Not Performed Reason’ and then click the ‘Save’ button.

The dialog box titled 'Mark Resolution Not Performed' contains a dropdown menu labeled 'Comparison Package Resolution Not Performed Reason'. Below the dropdown is a 'Save' button.

Notes:

- Even if resolution has been marked as not performed the option to run resolution remains on the sample package.
- Updating the reason can be done by clicking the ‘Mark Resolution Not Performed’ link.

Result: the ‘Comparison Package Resolution Not Performed Reason’ is visible on the comparison package page

This screenshot shows the same comparison package page as above, but with an additional link, 'Mark Resolution Not Performed', added to the top row of the table. A red box highlights this link and the text 'Comparison Package Resolution Not Performed Reason' and 'Missing Resolution Samples' below it.

| Comparison Package ID | Comparison Definition | Comparison Type | Run Resolution | Mark Resolution Not Performed | Delete Comparison Package |
|---|---|--|----------------------|--|---------------------------|
| 3 | Average Compressive Strength Comparison | Includes Original Sample | Does Not Compare | Comparison Package Resolution Not Performed Reason Missing Resolution Samples | |
| Original Sample 160006720 | Sample Level QC | FDOT Sample Number MAC10002Q | LOT # 10HW | Project(s) 413328-1-52-01 | |
| Verification Sample 160006725 | Sample Level VT | FDOT Sample Number MAC10002V | LOT # 10HW | | |

Update Comparison Package

This section describes updating the comparison package (after the package has been created, but before the comparison has been ran). This action allows the user to update the Original Sample, Verification Sample, and the Associated Samples. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the comparison package has been created.

Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

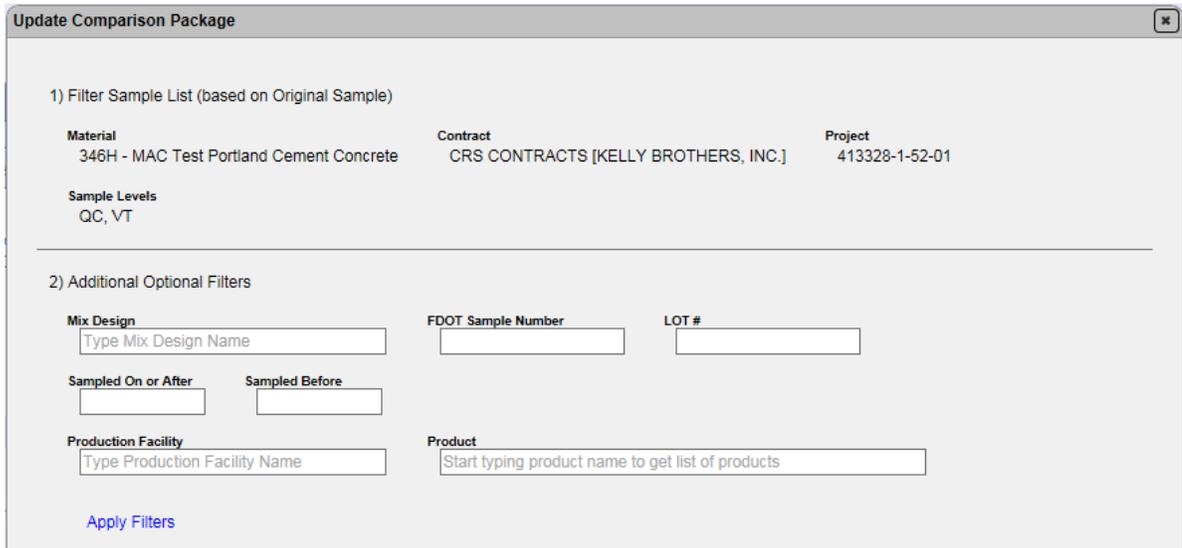
1. Open the comparison package. The comparison package can be located by: (1) clicking on the ‘My Comparison’ link (this works if you are the user that created the package); (2) Clicking the ‘Search’ link; or (3) entering the Comparison Package ID into the “Go To Comparison” field.



2. Click the ‘Update Comparison Package’ link on top of the comparison package page. This action launches the ‘Update Comparison Package’ dialogue box.



3. If desired enter additional filters in section 2 in order to reduce the number of samples in section 3.



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4. Select/unselect which samples are to be included in the package in section 3.

3) Select Samples for Comparison Package (note the original samples will remain in the list regardless of filter options)

| Sample | Date Sample Taken | FDOT Sample Number | LOT # | Mix Design | Sample Level | Production Facility | Product | Select All |
|------------|-------------------|--------------------|-------|------------------|--------------|--|--|-------------------------------------|
| 1500006760 | 12/21/2015 | FDOT100001Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | TestPF1-HW - Test production facility for MAC demo purposes. | <input checked="" type="checkbox"/> |
| 1500007336 | 12/28/2015 | FDOT100001V | 1 | MAC-PCC-20151221 | VT | TestPF1-HW - Test production facility for MAC demo purposes. | TestPF1-HW - Test production facility for MAC demo purposes. | <input checked="" type="checkbox"/> |
| 1500006764 | 12/21/2015 | FDOT100004Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | TestPF1-HW - Test production facility for MAC demo purposes. | <input checked="" type="checkbox"/> |
| 1500006763 | 12/21/2015 | FDOT100003Q | 1 | MAC-PCC-20151221 | QC | TestPF1-HW - Test production facility for MAC demo purposes. | TestPF1-HW - Test production facility for MAC demo purposes. | <input checked="" type="checkbox"/> |

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5. Select/unselect which samples are the Original and Verification samples in section 4. Then click the 'Save' button.

4) Configure Selected Samples

| | Sample Level | FDOT Sample Number | LOT # | Mix Design | Original | Verification |
|------------|--------------|--------------------|-------|------------------|-------------------------------------|-------------------------------------|
| 1500006760 | QC | FDOT100001Q | 1 | MAC-PCC-20151221 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1500007336 | VT | FDOT100001V | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1500006764 | QC | FDOT100004Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |
| 1500006763 | QC | FDOT100003Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |
| 1500006762 | QC | FDOT100002Q | 1 | MAC-PCC-20151221 | <input type="checkbox"/> | <input type="checkbox"/> |

Save

Notes: the 'Update Comparison Package' link is not available once the comparison has been ran.

Result: the comparison package has been updated (meaning the Original and/or Verification and/or one or more of the Associated Samples have been exchanged (or added or removed in the case of Associated Samples).

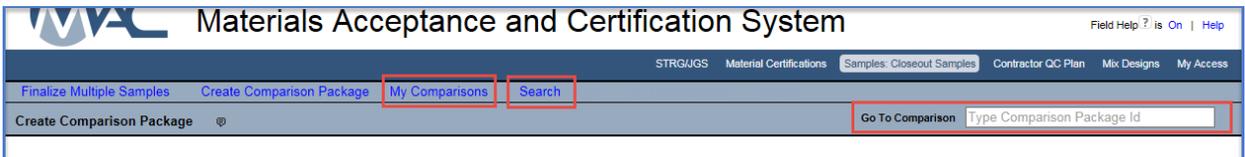
Update Associated Samples

This section describes updating the Associated Samples of a comparison package (this feature has been created specifically for updating associated samples after the comparison has been ran). Ensure the correct role has been assigned per the roles below. The assumption this section makes is that a comparison package has been created.

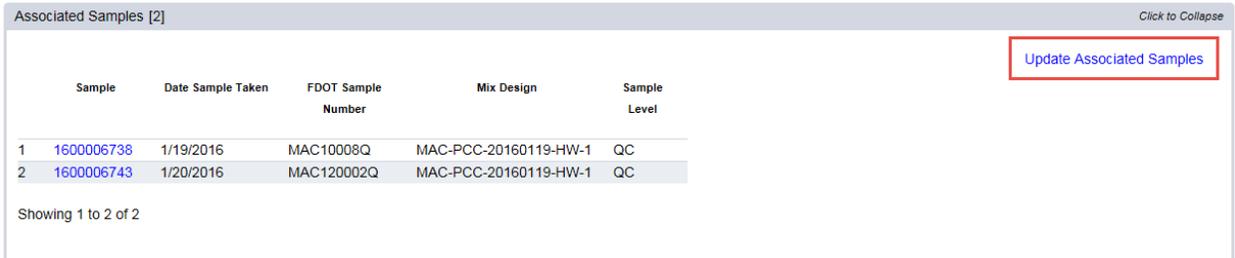
Role(s) – Project Administrator || FDOT Verifier || System Administrator

Steps:

1. Open the comparison package. The comparison package can be located by: (1) clicking on the ‘My Comparison’ link (this works if you are the user that created the package); (2) Clicking the ‘Search’ link; or (3) entering the Comparison Package ID into the “Go To Comparison” field.



2. Click the ‘Update Associated Samples’ link the ‘Associated Samples’ section of the comparison package. This action launches the ‘Update Associated Samples’ dialogue box.



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- Uncheck the sample(s) not desired in the package and select any new Associated Samples to be included in the package. Then click the ‘Save’ button.

| Sample | Date Sample Taken | FDOT Sample Number | LOT # | Mix Design | Sample Level | Production Facility | Product | Select All |
|------------|-------------------|--------------------|----------|------------------|--------------|---|---------|-------------------------------------|
| 1500006763 | 12/21/2015 | FDOT100003Q | 1 | MAC-PCC-20151221 | QC | MAC demo purposes. TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500006762 | 12/21/2015 | FDOT100002Q | 1 | MAC-PCC-20151221 | QC | MAC demo purposes. TestPF1-HW - Test production facility for MAC demo purposes. | | <input checked="" type="checkbox"/> |
| 1500007369 | 12/28/2015 | TestDelete100001Q | Hector1A | MAC-PCC-20151221 | QC | MAC demo purposes. TestPF1-HW - Test production facility for MAC demo purposes. | | <input type="checkbox"/> |
| | | | | | | | | |

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Save

Notes:

- The MAC Spec determines the minimum and maximum amount of associated samples. If the number of Associated Samples selected in the ‘Update Associated Samples’ dialogue box is not within that range then MAC will provide an error message.*
- The Associated Samples can be updated after comparison has been ran.*
- The Associated Samples can be updated after resolution has been ran.*

Result: Associated samples have been updated in the comparison package.

Delete Comparison Package

This section describes. Ensure the correct role has been assigned per the roles below. The assumption this section makes is that the comparison package has been created.

Role(s) – Project Administrator || FDOT Verifier || System Administrator

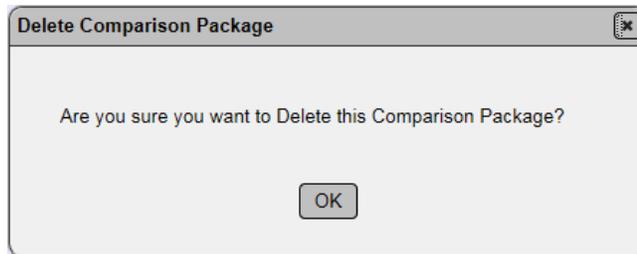
Steps:

1. Open the comparison package if not already opened.
2. Click the ‘Delete Comparison Package’ link on top of the Comparison Package page. This action launches the ‘Delete Comparison Package’ dialogue box.

The screenshot shows the MACS web application interface. At the top, there is a navigation bar with various menu items like 'MAC Spec', 'STRG/GS', 'Inspections', etc. Below this is a sub-navigation bar with 'Create Comparison Package' highlighted. The main content area displays details for 'Comparison Package 135 [1500006760 QC-VT]'. A table lists the comparison details, including 'Original Sample' and 'Verification Sample' information. A red box highlights the 'Delete Comparison Package' link in the top right corner of the table area.

| Comparison Package ID | Comparison Definition | Comparison Type | Comparison Status | Resolution Status |
|--|---------------------------------|--|-------------------|-------------------------------------|
| 135 | Compressive Strength Comparison | Includes Original Sample | Does Not Compare | QC Upheld |
| Original Sample 1500006760 | Sample Level QC | FDOT Sample Number FDOT100001Q | LOT # 1 | Project(s) 413328-1-52-01 |
| Verification Sample 1500007336 | Sample Level VT | FDOT Sample Number FDOT100001V | LOT # 1 | |

3. Click the ‘OK’ button.



Notes:

1. A comparison package can be deleted once the package has been created, after the comparison has been ran, or after resolution has been ran.
2. Deleting the comparison package allows the samples to be included in other comparison packages.

Result: the comparison package has been deleted.