



Florida Department of TRANSPORTATION



Materials Acceptance and Certification (MAC) Production Facility Profile Management

August 1, 2015



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Introduction

A production facility profile is an entry in the MAC database representing a mine, plant or terminal. The production facility profile information is used to publish the FDOT Production Facility Listing. This list is used by contractors to find producers to provide materials and products to FDOT contracts. It is essential that each production facility has a person responsible for maintaining the profile information. Keeping it up to date will ensure that people wanting to do business with your facility can contact you.

What are the Production Facility Roles in MAC?

In MAC, there are several roles for people associated with production facilities. Depending on your company, these roles may be performed by the same person or different people.

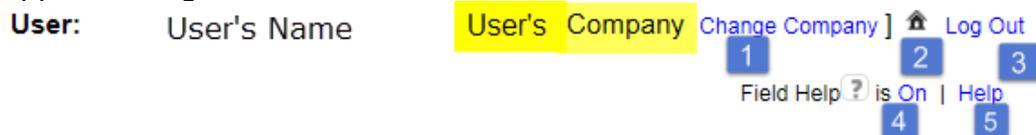
1. **Company Profile Manager** – this is a person who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Production Facility Profile Manager.
2. **Production Facility Profile Manager** – this is a person who maintains the information on the MAC Production Facility Profile.
3. **QC Manager** – this is the person who actually manages the production facility and resolves outstanding issues in the Quality Control Program with the FDOT. The QC Manager does not need to have MAC access unless he performs the role of company profile manager or production facility profile manager. The QC Manager must be listed in the Production Facility's Producer Quality Control Plan.
4. **Contact Person** – this is the person the company designates for people to call. In many cases it will be the QC Manager. It may be someone else, like a company Regional Manager or Area Sales Manager.

Chapter 1 – MAC Navigation

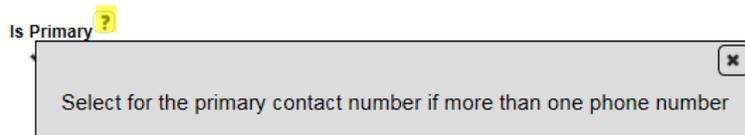
Here are some basic navigation tips for MAC.

NOTE: Because MAC is a web based program, the screen layout may be slightly different due to screen resolution and zoom. The zoom in the examples in this document is set very high to display the appropriate fields for each example. Your screen layout may be different; however, all fields should display. If you do not see all the fields, adjust your zoom or use the scroll bar until they become visible.

After login, in the top right corner of the screen, your name and Company Name will appear, along with other icons that are described below.



1. If you are a user assigned to more than one company, use the change company option to switch from one company to another. Your access for each company will depend on your role for that company. While you are logged in under this company, all actions will be associated to your user account and that company. Users with more than one company need to be careful to ensure they are performing duties for the correct company.
2. The Home icon will take you back to the home screen on any page in MAC.
3. Log Out option will log you out of MAC and back to the home page.
4. Field Help  is On/Off – There are entries on fields in MAC known as Field Help. They are represented by a question mark in a box icon. Not all fields have Field Help.



By clicking on the On/Off toggle in #4, you can turn the Field Help on or off.

5. The Help option takes you to the State Materials Office website where you can find general assistance and additional information on specific MAC topics.

MAC screens are tab based. Each screen is subdivided into subject areas that are located under the tabs. The data under the tab may not be visible if the tab is collapsed.

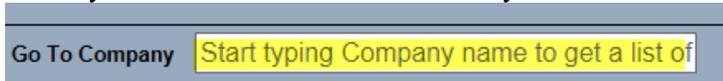
1. To view data under a collapsed tab, click on the tab to expand it.



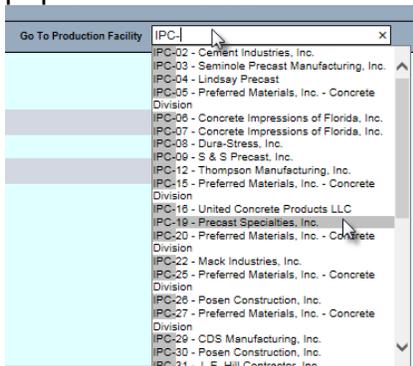
2. To hide data and see more of the screen, click on an expanded tab to collapse it.



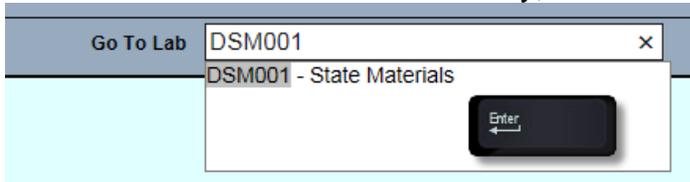
Searchable fields in MAC work on the wild card character process. These fields are usually indicated with text that tells you what to start typing.



At least 3 characters are needed to begin the search. It can be any 3 characters in the entry since the search is a "contains" search. After 3 characters have been entered, MAC will search for all existing entries that contain those characters. The more characters you provide, the shorter the list. Select the desired entry by clicking on it to populate the field.



NOTE: If the search returns one entry, use the enter key to populate the field.



Chapter 2 – Searching for an Existing Production Facility using the My Production Facilities Option

In MAC, select the Facilities option.

Select the Production Facilities option.

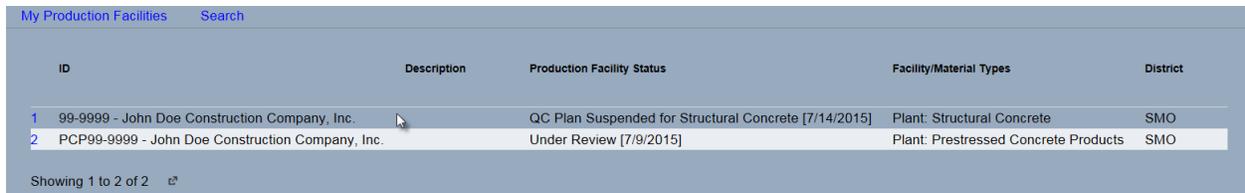


3. Select the My Production Facilities option.



A list of facilities will appear.

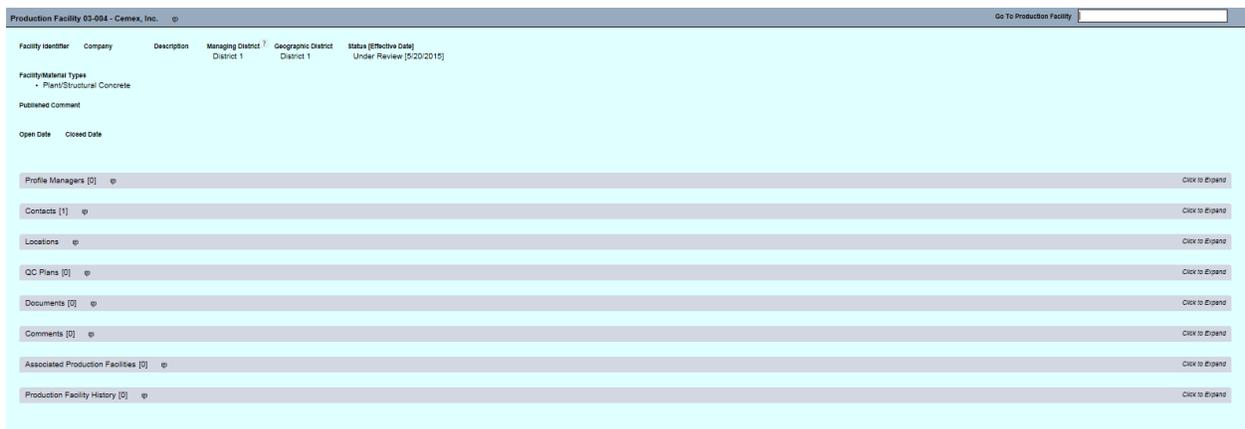
4. Select the production facility for the profile you want to navigate to.



ID	Description	Production Facility Status	Facility/Material Types	District
1	99-9999 - John Doe Construction Company, Inc.	QC Plan Suspended for Structural Concrete [7/14/2015]	Plant: Structural Concrete	SMO
2	PCP99-9999 - John Doe Construction Company, Inc.	Under Review [7/9/2015]	Plant: Prestressed Concrete Products	SMO

Showing 1 to 2 of 2

The Production Facility Profile screen will appear with tabs for Profile Managers, Contacts, Locations, QC Plans, Documents, Comments, Associated Production Facilities and Production Facility History.



Facility Identifier	Company	Description	Managing District	Geographic District	Status (Effective Date)
03-004	Cemex, Inc.		District 1	District 1	Under Review [5/20/2015]

Go To Production Facility

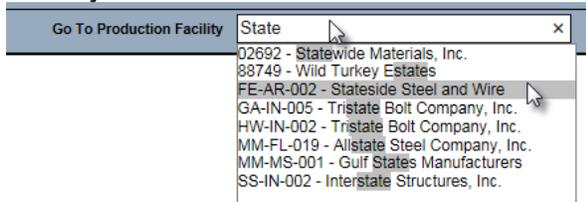
- Profile Managers [0] [Click to Expand](#)
- Contacts [1] [Click to Expand](#)
- Locations [Click to Expand](#)
- QC Plans [0] [Click to Expand](#)
- Documents [0] [Click to Expand](#)
- Comments [0] [Click to Expand](#)
- Associated Production Facilities [0] [Click to Expand](#)
- Production Facility History [0] [Click to Expand](#)

Chapter 3 – Searching for an Existing Production Facility Profile using the Go To Production Facility Field

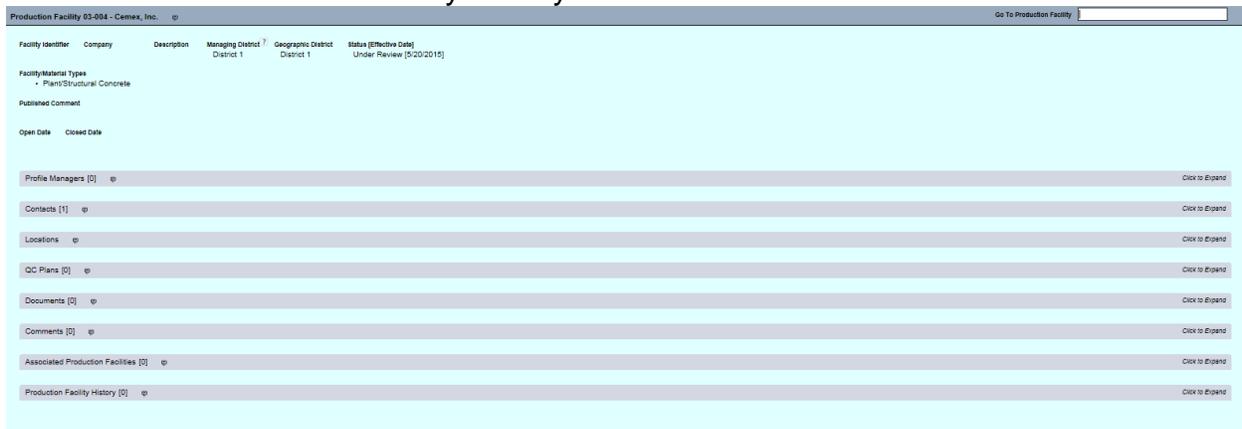
1. In MAC, select the Facilities option.
2. Select the Production Facilities option.



3. In the Go To Production Facilities field, search for the appropriate production facility by Production Facility Id or name.
4. Select the correct production facility by clicking on it to populate the Go To Production Facility field.



The Production Facility Profile screen will appear with tabs for Profile Managers, Contacts, Locations, QC Plans, Documents, Comments, Associated Production Facilities and Production Facility History.



Chapter 4 – Maintaining a Production Facility Profile

The Production Facility Profile Manager should occasionally review the production facility profile information to ensure that it is current. When any of the information changes, the Production Facility Profile Manager should update the profile to reflect the most current information.

NOTE: A ★ indicates a required field.

A. Adding a Production Facility Profile Manager

1. Click on the Add Profile Manager option.

An Add Profile Manager dialog box will appear.

a. The list for the User field is populated from the Company Profile User(s) tab. It will display any user that is eligible to be a facility profile manager that has not already been assigned to this facility profile. Select the appropriate user from the drop down list to populate the field.

The screenshot shows the 'Add Profile Manager' dialog box and a table of users. The dialog box has a 'User' dropdown menu with 'Butch Hines' selected. Below it are fields for 'Phone Type', 'Number', 'Extension', 'Is Primary', and 'Email', each with a red star indicating it is a required field. A 'Save' button is at the bottom. The table shows a list of users with checkboxes for 'Data Entry User', 'Data Reviewer', 'Facility Profile Manager', and 'Mix Design Reviewer'.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer
Allen Hughes	<input checked="" type="checkbox"/>			
Butch Hines			<input checked="" type="checkbox"/>	
Susan Burnett			<input checked="" type="checkbox"/>	
Susan Musselman			<input checked="" type="checkbox"/>	
Tanya Nash				<input checked="" type="checkbox"/>

a. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.

When you select the phone type, additional fields will appear for the phone number.

b. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.

c. **Extension** – provide the extension if applicable.

d. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.

e. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.

f. **EmailAddress** – Enter the email address provided for the contact person.

g. Click on the Save option to save the update to MAC.

Add Profile Manager

User ?
 *

Phone Type *
 Number *
 Extension
 Is Primary ? +

Email *

Save

B. Updating an Existing Production Facility Profile Manager

1. Click on the Update option to revise an existing Profile Manager's information.

Update

User ?
 Susan Musselman

Phone Type
 Number
 Extension
 Is Primary ? +

Email

Save

2. Revise the existing data. Complete the fields a - g as described above.

C. Removing an Existing Production Facility Profile Manager

NOTE: *This function is in the process of being updated based on user testing input. The database changes needed to allow a Company Profile Manager to remove a facility profile manager are not yet published. They will be in place in time for MAC Production Implementation 1. These instructions will be updated and posted on the SMO MAC website at that time.*

D. Updating Contact Information/Production Facility Contact Person

1. Click on the Contacts tab to select it.

There are 3 areas under Contacts for a Production Facility profile; Contact Person, QC Manager, and Others.

2. Select the Update option to update the Contact Person.

This area behaves differently if the contact person has an FDOT user account or has access to MAC through an Internet Subscription Account (ISA).

c. **Does this person have an FDOT User Id** Yes/No – No – The contact person may not be a user in MAC. If the contact person does not have an FDOT User Id or is not a MAC user, select the No option.

The information needed will change from a field where you can supply a full or partial name to a field for the First Name and a field for the Last Name.

d. **First Name and Last Name** - provide the first and last name of the contact person in these fields.

Update

Does this person have an FDOT User Id? [?]
 Yes No **c**

First Name **d** Butch Last Name Hines

e. **Does this person have an FDOT User Id** Yes/No – Yes – if the contact person has an FDOT User Id or is a MAC user, select the Yes option.

The information needed will change from First Name and Last Name to a field where you can supply a full or partial name.

f. Type in a full or partial name. MAC will provide a list of users that match the partial name. Select the appropriate user from the list. MAC will populate the user field with the selected name.

Does this person have an FDOT User Id? [?] Yes No **e**

User [?] Start **f** g user name to get list of users *

Phone Type **g** Office Number **h** (352) 955-6635 Extension **i** Is Primary **j** + **k**

Email **l** butch.hines@dot.state.fl.

Save

g. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.

When you select the phone type, additional fields will appear for the phone number.

h. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.

i. **Extension** – provide the extension if applicable.

j. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.

k. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.

l. **EmailAddress** – Enter the email address provided for the contact person.

Click on the Save option to save the update to MAC.

NOTE: The Production Facility Profile Manager cannot add, update or delete the QC Manager information because a QC Plan addendum must be submitted to revise this information. The appropriate State or District Materials Office personnel will update this through an accepted QC Plan addendum.

4. The Others section is an optional section to include personnel related to the production facility for contact purposes. It may be updated by the Production Facility Manager or the FDOT Program Maintenance User. It is intended as an easy way to list other possible contact information for the facility.

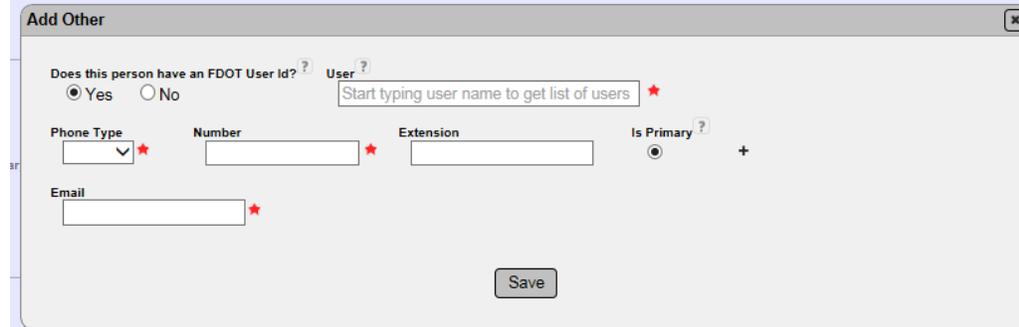
E. Adding Other Contacts

1. Click on the Add Other option.

An Add Other Dialog box will appear.

2. Complete the information on the dialog box. The fields are the same as the contact information fields already described.

3. Click on the Save option to save the contact information.



F. Revising Other Contacts

1. Click on the Update option.

An Update dialog box will appear. The options to revise are the same as the options to add.

e. Complete the necessary revisions.

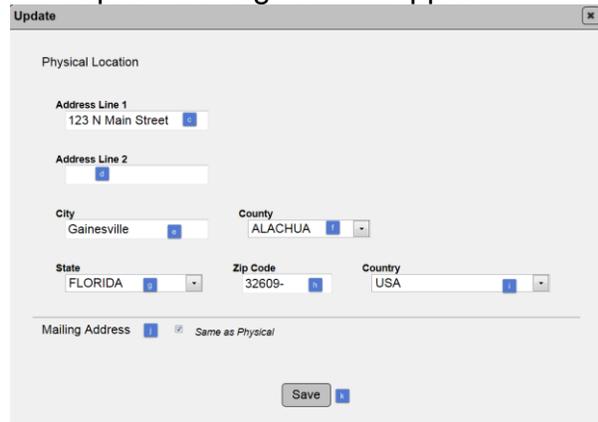
f. Click on the Save option to save the changes.

G. Updating Production Facility Location Information

a. Click on the Locations tab to select it.

b. Click on the Update option on the right side of the screen to make revisions.

The Update dialog box will appear.



c. **Address Line 1** – Enter the physical address of the facility location.

d. **Address Line 2** – If there is additional address information enter it in address line 2; for example Suite Number or Box Number.

e. **City** – Enter the City where the facility is located.

f. **County** – If the facility is located in Florida, select the county where the facility is located. If another State (#5) is selected, this field defaults to Out of State.

g. **State** – This field defaults to Florida. If the facility is in another state, change the state from Florida to the appropriate state where the facility is located.

h. **Zip Code** – Enter the zip code where the facility is located.

- i. **Country** – This field defaults to USA. If the facility is in another country, select the country where the facility is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.
- j. **Mailing Address** – If the mailing address is the same as the Physical Address leave this box checked. If it is different, uncheck the box. The Mailing Address fields will then become available. The instructions for updating the fields for the mailing address are the same as for the Physical Address.
- k. Click on the Save icon to save the revisions to the address.

H. Viewing QC Plans

The QC Plans tab is managed by the appropriate District or State Materials Office personnel responsible for reviewing and accepting/approving the QC Plan. For some material types, the QC Plan Status impacts the Production Facility status. FDOT attaches only the latest approved/accepted QC Plan and addendums (if applicable) to the production facility profile.

1. To view an attached QC Plan, click on the View Document option. A prompt will appear and ask you if you want to Save or Cancel the document download.
2. Select the Save option to view the document



When the download is complete, a prompt will appear and ask you if you want to open the document, open the folder or view downloads.

3. Select the Open option to view the QC Plan.



The QC Plan will be open in the format which is was uploaded, most likely pdf.

NOTE: Some QC Plans contain proprietary information and cannot be viewed by anyone except a production facility profile manager for the company the production facility belongs to or a Program Maintenance User. If you request to view a QC Plan from another company, you will receive a message advising you that the information is proprietary. Contact the appropriate District or State Materials Office QC Program personnel for further direction.

Chapter 5 – Documents on the Production Facility Profile

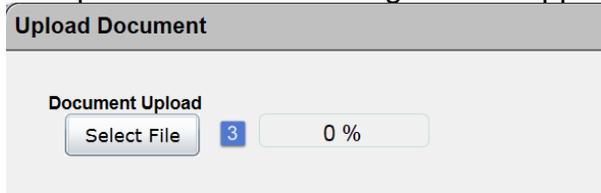
A. Adding a Document to the Production Facility Profile

There may be times you want to add documentation to the production facility profile under the Documents section.

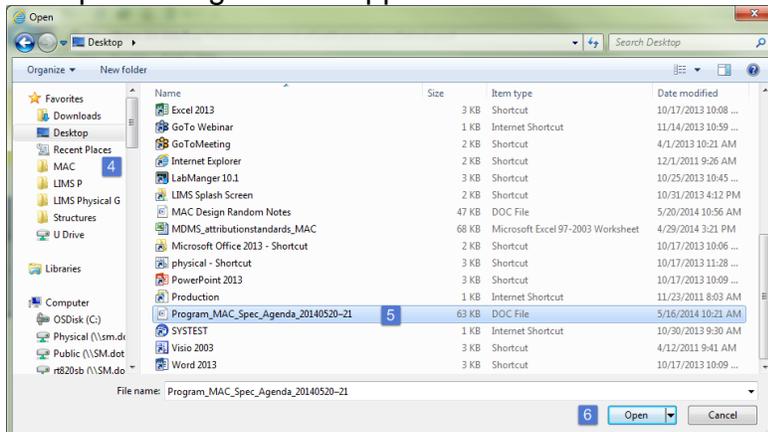
1. Click on the Documents tab to select it.



2. Click on the Upload Document option on the right side of the screen. An Upload Document dialog box will appear.



3. Click on the Select File option. An Open dialog box will appear.

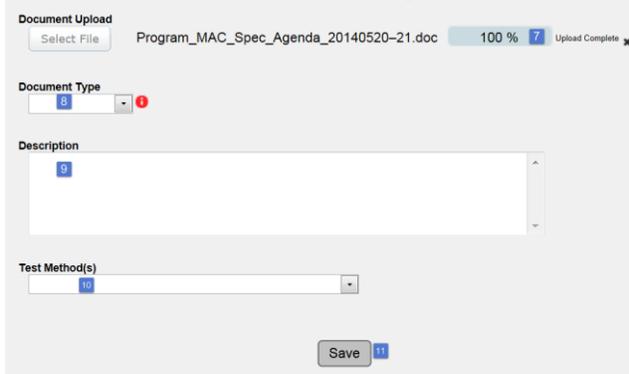


4. Navigate to the location where the document is stored on your computer, network or appropriate location.

5. Click on the file name to select it.

6. Click on the Open option to upload the document.

The Upload Document dialog box will reappear.

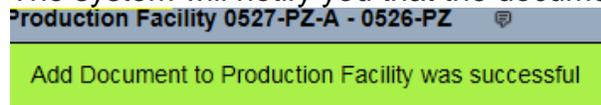


7. The dialog box will indicate that the document was successfully uploaded.
8. Select the document type.
- 9 Provide a description if appropriate.
10. Click on the Save option to complete the upload.

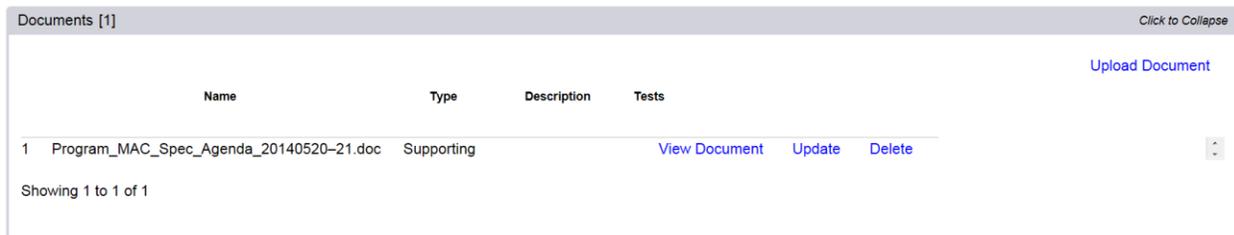
You will receive an error message if the document type is not selected.



The system will notify you that the document upload was successful.



The document will appear on the listing under the Documents Section.



Name	Type	Description	Tests
1 Program_MAC_Spec_Agenda_20140520-21.doc	Supporting		View Document Update Delete

NOTE: Do not use this section to attach a QC Plan to a production facility profile. In this initial implementation of MAC it is not intended for MAC to process QC Plan submittal, review and acceptance/approval in MAC. A future enhancement will be developed to allow producers to submit the plans electronically through MAC. Until that enhancement is implemented, all QC Plan review and acceptance/approval will be processed outside of MAC. This section is not intended to house approved or proposed QC Plans.

B. Updating the Description of an Existing Document on a Production Facility Profile

If you need to update the profile information on an existing document:



1. Select the Update option on the document you wish to update. An Update dialog box will appear.

Update

Document Name
Program_MAC_Spec_Agenda_20140520-21.doc

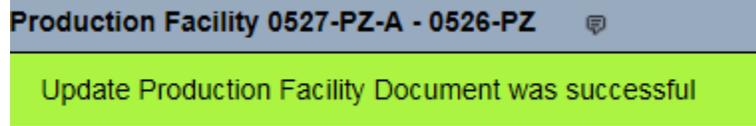
Document Type
Supporting

Description 2

Test Method(s)

Save 3

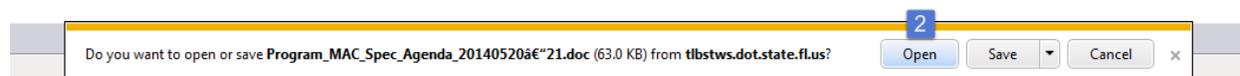
2. Make changes to each field as described in Section A.
3. Click on the Save option to save the changes. The system will notify you that the update was successful.



C. Viewing a Document on a Production Facility Profile



1. Select the View Document option on the document you wish to view. A dialog box will appear.



2. Select the Open or Save option as appropriate. The document will be opened in a program appropriate for the file format.

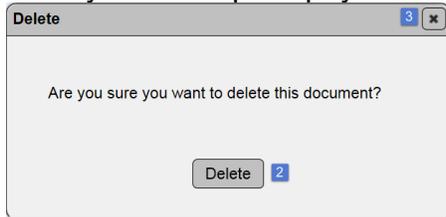
D. Deleting a Document from a Production Facility Profile

If you inadvertently add the wrong document to a profile, you may remove it.

1. Select the Delete option on the document you wish to delete.

1 Program_MAC_Spec_Agenda_20140520-21.doc Accreditation [View Document](#) [Update](#) [Delete](#)

The system will prompt you before deleting the document.



2. If you wish to continue, click on the Delete option.
The system will notify you that the delete was successful.

Delete Production Facility Document was successful

Chapter 6 – Comments on the Production Facility Profile

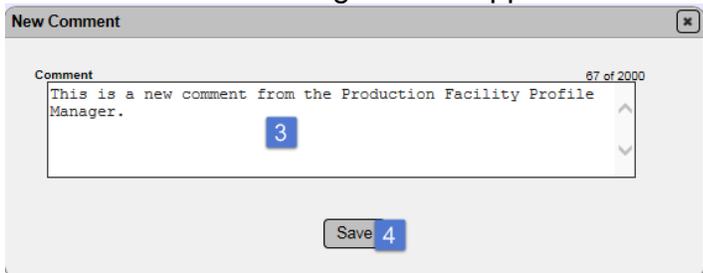
A. Adding a Comment to the Production Facility Profile

Comments [0] **1**

1. Click on the Comments tab to select it.



2. Select the New Comment option on the right side of the screen. An Add Comment dialog box will appear.



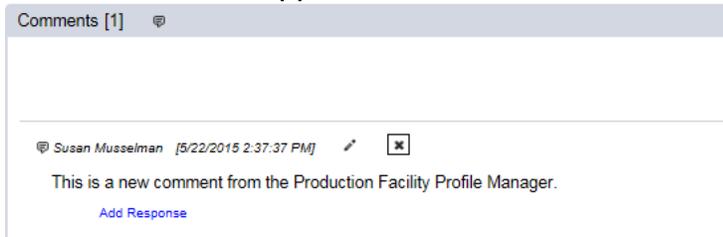
3. Enter the comment, up to 2,000 characters.

4. Click on the Save option to save the comment.

The system will notify you that the comment was added.

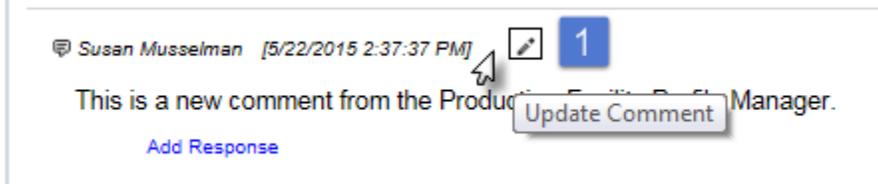
Create Production Facility Comment was successful

The comment will appear in the Comments Section.

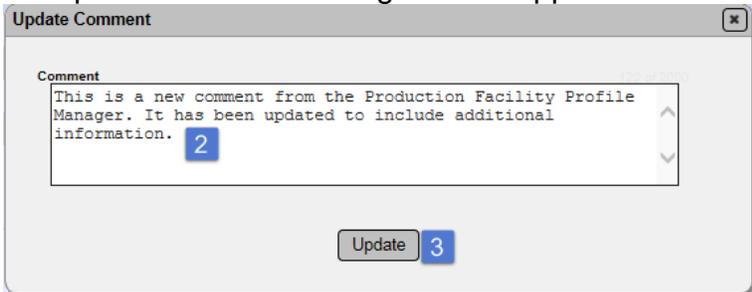


B. Updating an Existing Comment on the Production Facility Profile

You may revise comments you entered into the system. You cannot revise comments made by others.



1. Select the Update Comment option on the comment you wish to revise. An Update Comment dialog box will appear.

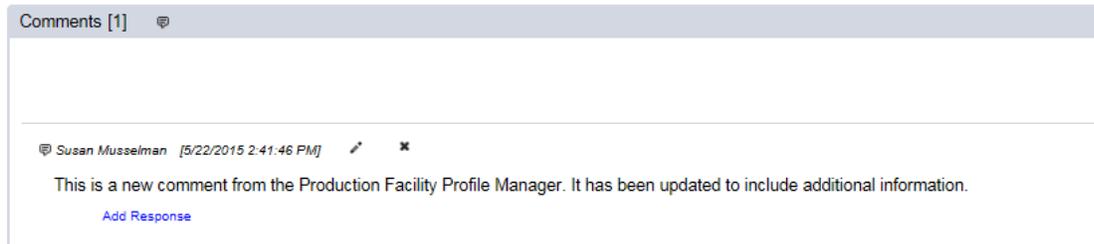


2. Revise the existing comment.
3. Click on the Update option to save the revisions.

The system will notify you that the update was successful.

Update Production Facility Comment was successful

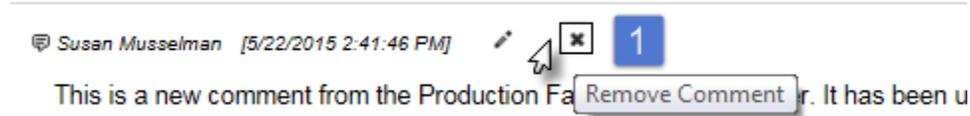
The updated comment will appear in the Comments Section.



C. Removing an Existing Comment from the Production Facility Profile

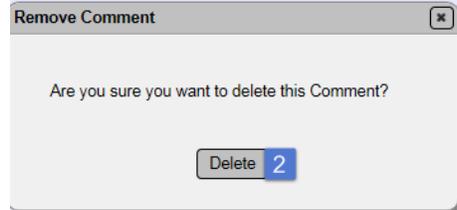
You can remove any comment you added to the profile. You cannot remove comments made by others.

1. Select the Remove option on the comment you wish to remove.

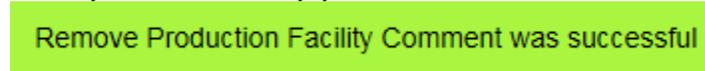


The system will prompt you before removing the comment.

2. Select the Delete option to remove the comment.



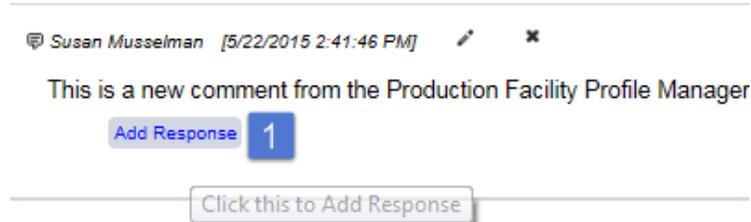
The system will notify you that the comment was removed.



D. Responding to Others' Comments on the Production Facility Profile

The FDOT QC Program Coordinator or others may make comments on the production facility profile. You cannot update or remove these comments, but you can provide responses.

1. Select the Add Response option on the comment you wish to respond.



The Add Response dialog box will appear.



2. Enter your response.
3. Click on the Save option to add the response to the comment.

The system will notify you that the response was added.

Add Comment To Production Facility Comment was successful

The response to the comment will appear under the comment.

Susan Musselman [5/22/2015 2:50:37 PM]

This is a new comment from the Production Facility Profile Manager. It has been updated to include additional information.

Susan Musselman [5/22/2015 2:50:08 PM] ✎ ✕

This is a response to someone else's comment

[Add Response](#)

NOTE: You can update and remove responses. The steps for this are the same as updating and removing comments.

Chapter 7 – Associated Production Facilities

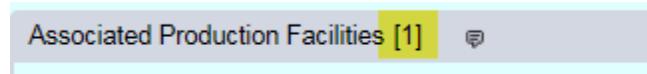
In MAC some production facilities have more than one material type. The material types assigned to a production facility are managed by the District and State Materials Office Program Maintenance users and are governed by the QC plan(s) submitted by the production facility's company. MAC production facility material types are:

- Aggregate
- Aluminum Fabricator
- Asphalt
- Asphalt Binder
- Asphalt Emulsions
- Bridge Machinery
- Bridges
- Castings
- Cement
- Fencing
- Fiber Reinforced Polymer
- Fly Ash
- Galvanizers
- GGBF Slag
- Ground Tire Rubber
- Guardrail
- Hardware
- Incidental Precast Products
- Metakaolin
- Metal Pipe
- Non-Structural Concrete
- Painters
- Plastic Pipe
- Powder Coaters
- Precast Drainage Structures
- Precast Pipe
- Prestressed Concrete Products
- Railroad
- Sign Structures
- Silica Fume
- Structural Concrete
- Timber
- Ultra-Fine Fly Ash

Material types, such as Prestressed Concrete Products and Structural Concrete may have two production facilities with two different production facility ids at the same location. Each of these production facilities has a different QC Plan for each material type.

To connect the production facilities that are related by physical location, the Program Maintenance User uses this function to link the facilities.

If there are any associated production facilities to the facility profile you are viewing, the Associated Production Facilities tab will indicate how many.



Associated Production Facilities [1] 

Click on the tab to view the facility id of the associated facility.

Chapter 8 –Production Facility History

In MAC major changes to the production facility profile are listed under the Production Facility History tab.

To view the production facility history, click on the tab to expand it.

Status [Effective Date]	Description	Reason	Date	User
QC Plan In Review for Plant/Structural Concrete [7/8/2015]	Latest Approved Producer ...		7/29/2015 10:06:25 AM	Susan Musselman
QC Plan Accepted for Plant/Structural Concrete [7/29/2015]	Latest Approved Producer ...		7/29/2015 10:06:39 AM	Susan Musselman
QC Plan Suspended for Plant/Structural Concrete [7/14/2015]	Latest Approved Producer ...	Incorrect QCP deficiencies	7/29/2015 1:48:00 PM	Susan Musselman

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