

6 Working with Materials

FieldManager software tracks quantities of material and material approvals when items are posted in an IDR. This includes items on the Qualified Product List (QPL), which are qualified / certified, but still require a physical certification of compliance. The Resident Engineer is responsible for tracking certification for material approval, using the Materials Sampling & Testing Checklist that is provided by HQ Materials Division Lab Services prior to Notice to Proceed of contract.

- **Note:** Payments cannot be made against items with corresponding materials which require a certification. All materials requiring certifications on original items will be loaded into the software by HQ Construction Admin. When adding a new item, please ensure there isn't a corresponding material certification required.

6.1 Adding New Materials to an Item

When adding an item to a contract that requires a material certification (either an unattached item (See Chapter/Section 5.1 in this user guide) or a new item added by a contract modification (See Chapter/Section 10.1.3 in this user guide) you will need to add the associated material for that item.

- **Note:** This step does not need to be completed if this is an unattached item where you have already added the required material (See Chapter/Section 5.1.3 in this user guide).

Log into FieldManager through Citrix (for more information on logging on to FieldManager, see Chapter/Section 2.1 in this user guide). This will open the Contracts list window (Figure 6-1).

Contract ID	Contract Description	Managing Office Comments	Closed	Access	Prime C
03576	1.5" COLDMILLING WITH 2" IN. PLANT MIX SURFACE.	C-906 1.5" COLDMILL WITH 2" PLA	No	Working	AGGREGATE INDUSTRIES
03577	3" COLD MILL, 3" PLANTMIX BITUMINOUS SURFACE	C-903 3" COLDMILL, 3" PBS SURF	No	Working	LAS VEGAS PAVING CORP
03578	PERMANENT WASHOE VALLEY WIND WARNING SYS	C-910 PERMANENT WASHOE VALL	No	Working	PAR ELECTRICAL CONTR
03580	US 93 BOULDER CITY BYPASS PART 1, PACKAGE 3	C-916 US 93 BOULDER CITY BYPA	No	Working	FISHER SAND & GRAVEL I
03581	MICROSURFACE EXISTING ROADWAY	C-902 MICROSURFACE EXISTING F	No	Working	INTERMOUNTAIN SLURRY
03582	REVISE STRIPING AND CONSTRUCT RAISED ISLAND	C-911 REVISE STRIPING & CONST	No	Working	SIERRA NEVADA CONSTR
03583	US95 NW PHASE 3A	C-926 US 95 NW PHASE 3A	No	Working	LAS VEGAS PAVING CORP
03584	1/2 INCH CHIP SEAL	C-915 CHIP SEAL ON US 95, AMAR	No	Working	VSS INTERNATIONAL DBA
03585	CONSTRUCT FOUR LANE CONTROLLED ACCESS FV	C-907 US 395 C.C. FREEWAY	No	Working	ROAD & HIGHWAY BUILDE
03586	STORM DRAINS DROP INLETS AT CLEAR CRK.US	C-911 STORM DRAINS AND INLETS	No	Working	MKD CONSTRUCTION INC
03587	CONSTRUCT FENCE WITH CATTLE GUARDS	C-911 FENCE AND CATTLE GUAR	No	Working	SIERRA NEVADA CONSTR
03588	CONSTRUCT SIDEWALK, STEPS, AND PED SIGNAL	C-910 5 SCHOOLS IN WASHOE CO	No	Working	GRANITE CONSTRUCTIOI
03589	COLD MILLING AND PLACING PLANTMIX	C-903 COLD MILL AND PLACE PLA	No	Working	LAS VEGAS PAVING CORP
03590	CONSTRUCT PASSING LANES & SLOPE FLATTENING	C-904 CONSTRUCT PASSING LAN	No	Working	A&K EARTHMOVERS INC
03591	CONSTRUCT LANDSCAPE & AESTHETICS	C-910 LANDSCAPE AND AESTHETI	No	Working	Q&D CONSTRUCTION INC
03592	2 INCH PLANTMIX BITUMINOUS OVERLAY	C-911 SR823 PLANTMIX OVERLAY	No	Working	SIERRA NEVADA CONSTR
03593	2 INCH PLANTMIX OVERLAY	C-904 SR722 PLANTMIX OVERLAY	No	Working	A&K EARTHMOVERS INC
03594	DRAINAGE IMPROVEMENTS REPAVE MAINT. YARD	C-301 MAINTENANCE YARD IMPRO	No	Working	REMINGTON CONSTRUCT
03595	SEISMIC RETROFIT & REHAB OF STRUCTURES	C-907 SEISMIC RETROFIT & REHA	No	Working	GRANITE CONSTRUCTIOI

Figure 6-1. FieldManager Contracts List Window

1. Select desired contract in the Contracts list window, and click **Materials** on the Application Toolbar (Figure 6-1). The Materials list window opens (Figure 6-2).

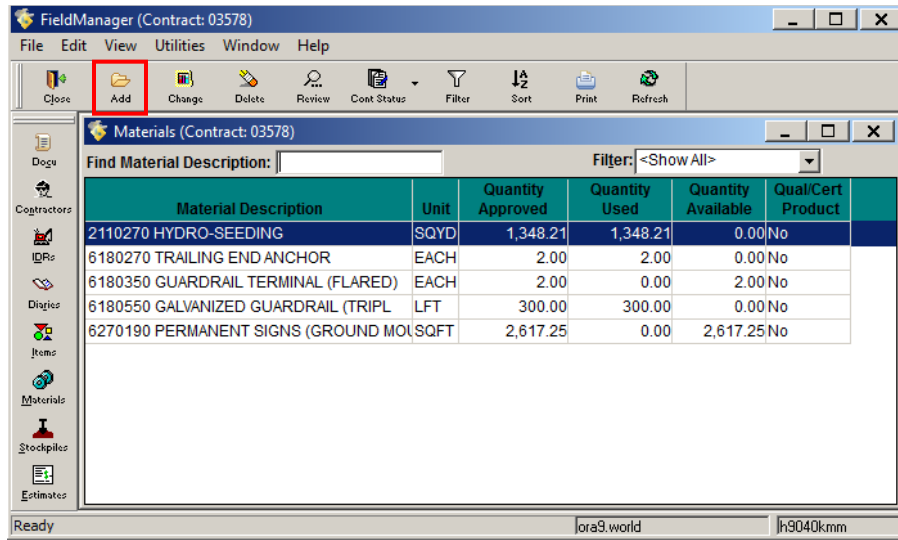


Figure 6-2. Materials List Window

2. Click **Add** on the Window Toolbar (Figure 6-2). The Add Material Tab window opens (Figure 6-3) with the **General** tab displayed.

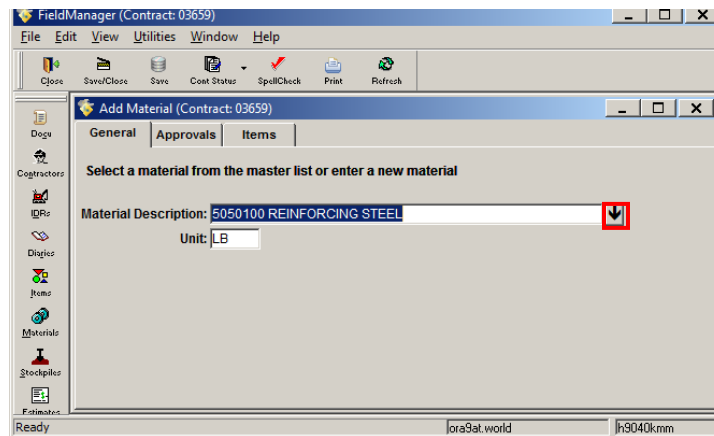


Figure 6-3. Add Material Tab Window - General Tab

6.1.1 General Tab

1. To complete the General tab material record, enter the following information in the appropriate fields:
 - **Material Description:** Click the drop down arrow to the right of this field (Figure 6-3). The Select Material from Agency and Local Master Lists window opens. Select the material from the list and click the **Select** button (Figure 6-4).

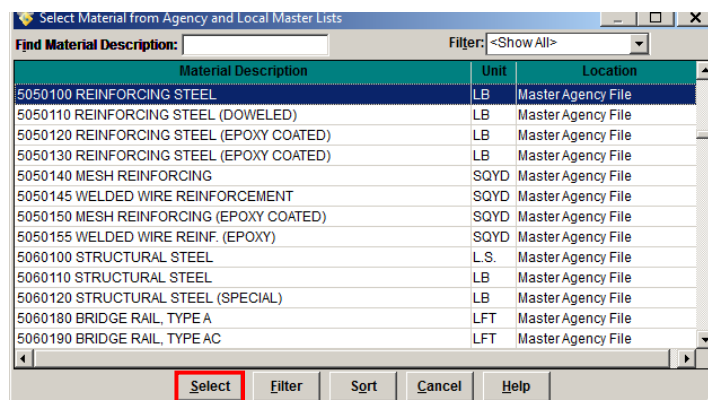


Figure 6-4. Select Material from Agency and Local Master Lists Window

- **Unit:** When an item is selected from the NDOT Master Material list, the unit automatically populates. **DO NOT CHANGE.**

2. Click **Save** on the Window Toolbar.

6.1.2 Items Tab

1. Click on the **Items** tab (Figure 6-5).

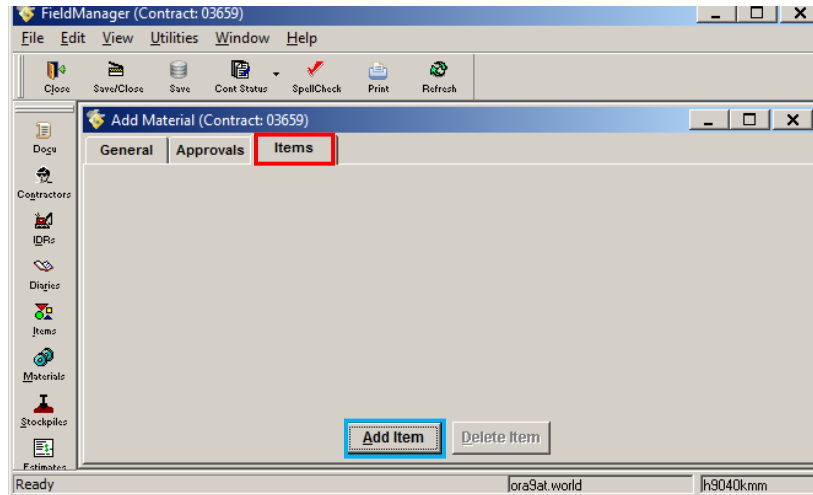


Figure 6-5. Add Material Tab Window – Items Tab

2. Click the **Add Item** button (See blue box in Figure 6-5). The Select Items for Material window opens (Figure 6-6).

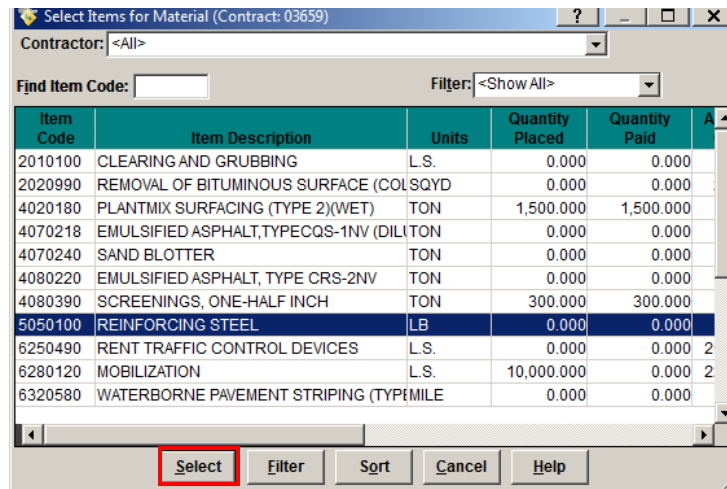


Figure 6-6. Select Items for Material Window

3. Select the item from the list and click the **Select** button (Figure 6-6). The Add Material Items tab window opens (Figure 6-7).

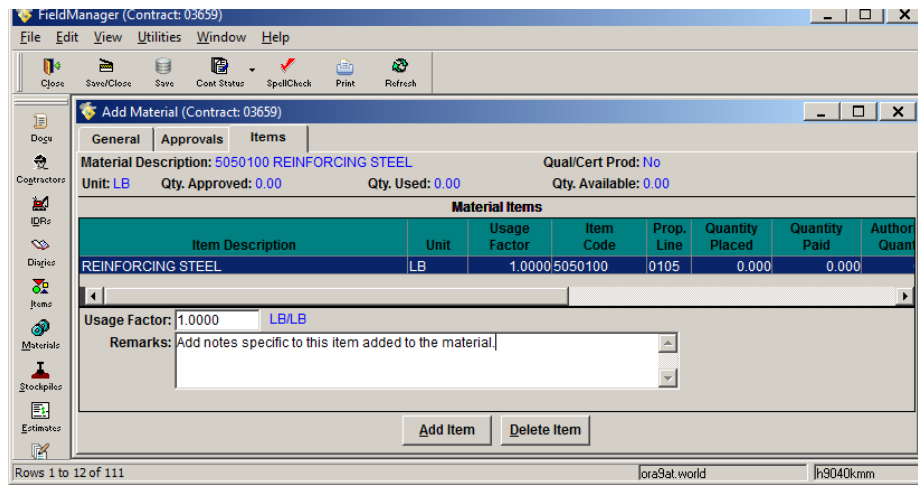


Figure 6-7. Add Materials – Items Tab Window

4. Fill in the following fields in which to record information about the material:
 - **Usage Factor:** Always 1. **(Required)**
 - **Remarks:** Enter additional information concerning the material’s usage. **(Required)**
5. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you want to proceed.

6.2 Approving Materials

When submitted certifications of compliance (material certifications) are approved by HQ Materials Division, add the material approval in FieldManager for that item.

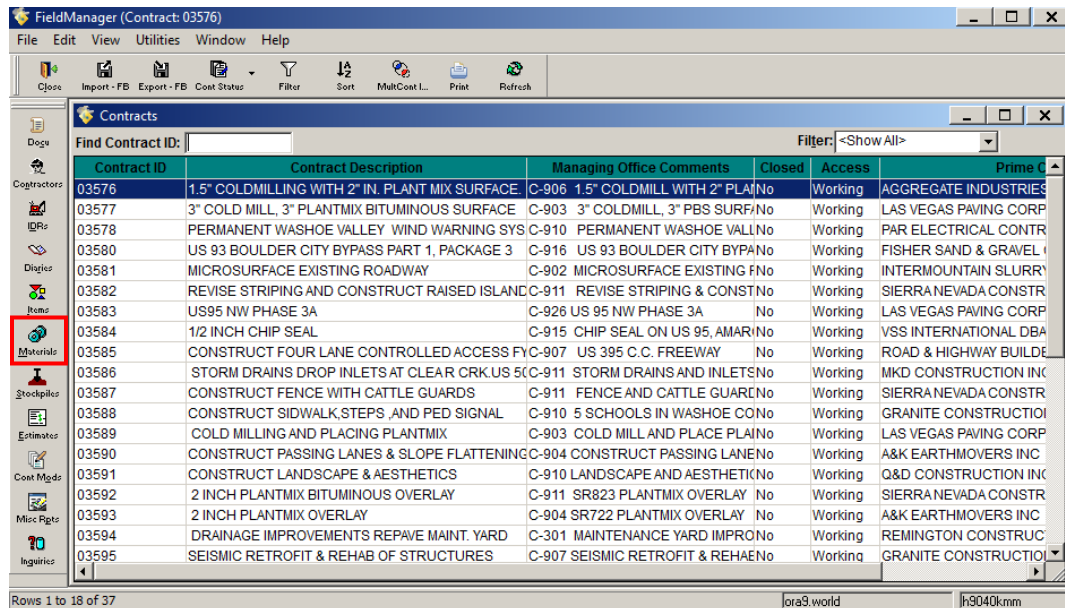


Figure 6-8. FieldManager Contracts List Window

1. Select the contract in the Contracts list window, and click Materials on the Application Toolbar (Figure 6-8). The Materials list window opens (Figure 6-9).

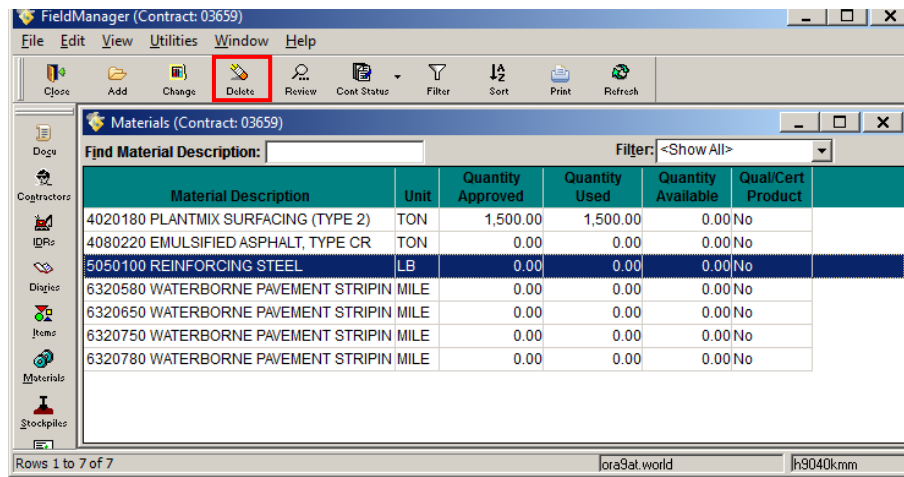


Figure 6-9. Materials List Window

- Click **Change** on the Window Toolbar (Figure 6-9). The Change Material Tab window opens with the **General** tab displayed (Figure 6-10).

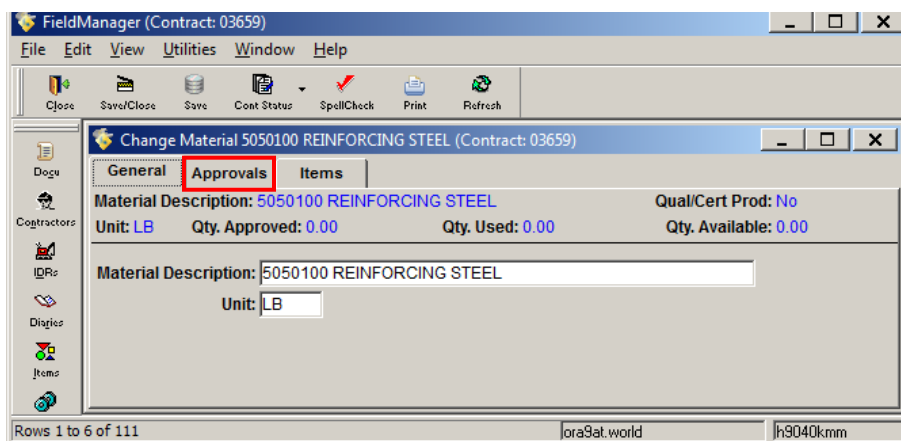


Figure 6-10. Change Material Tab Window – General Tab

- Click on the **Approvals** tab (Figure 6-10).

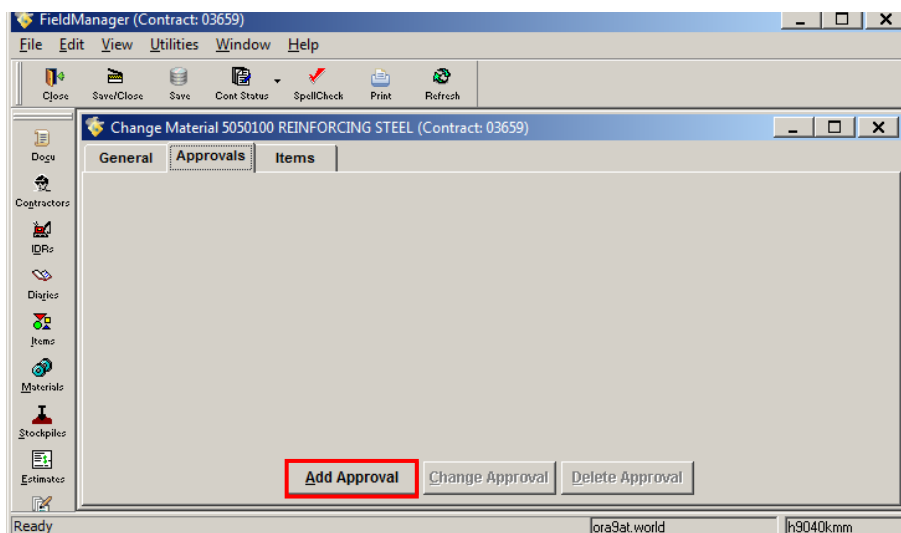


Figure 6-11. Change Material Tab Window – Approvals Tab

- Click the **Add Approval** button (Figure 6-11). The Approval form opens (Figure 6-12).

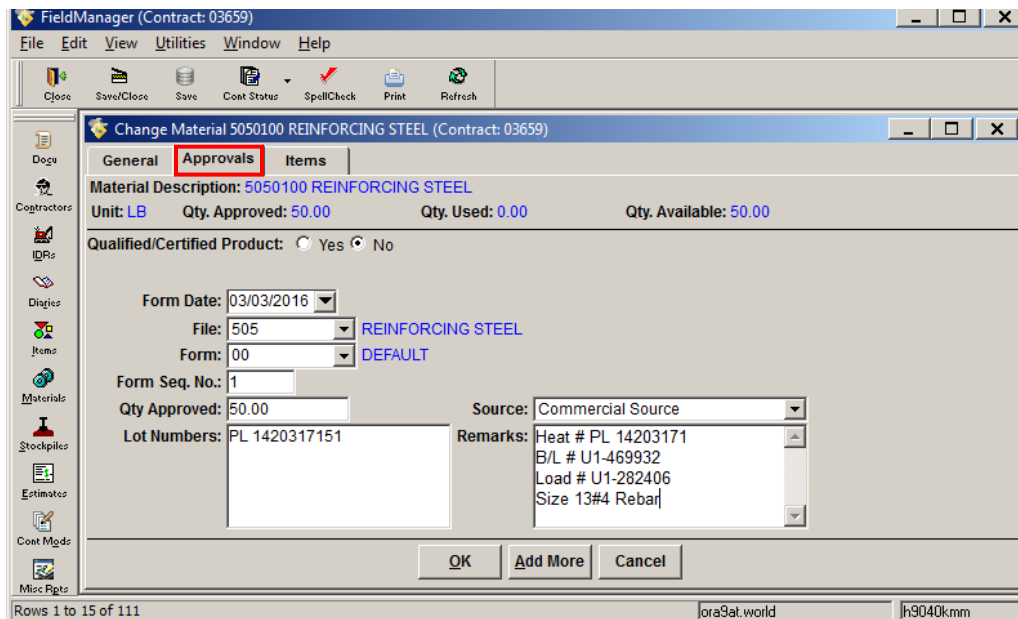


Figure 6-12. Change Material Tab Window – Approval Tab – Add Approval

5. Enter the following information in the appropriate fields (Figure 6-12):

- Qualified/Certified Product:** The default setting is **No**. **DO NOT CHANGE!** If you attempt to approve a material with the Yes button selected you will get an Error and will not be able to proceed (Figure 6-12).

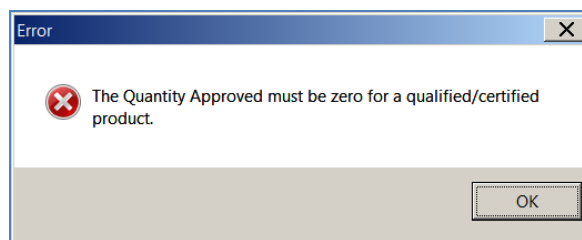


Figure 6-13. Error in Approvals Tab

- Form Date:** The date on the material certification from manufacturer. **(Required)**
- File:** Click the drop-down arrow and select the file identification code for the material. This field corresponds to the first three numbers of the bid item number. **(Required)**
- Form:** Click the drop-down arrow and select the **00** value. **(Required)**
- Form Seq. No:** This field keeps track of how many certs have been added for that material and will populate automatically. **(Required)**
- Quantity Approved:** Enter the numeric quantity for the material (up to 2 decimals are accepted). **(Required)** If a quantity is not entered an error will occur when you click the OK on the form.
- Source:** Click the drop-down arrow and select the appropriate source. **(Required)**
- Lot Numbers:** Enter lot number(s) when applicable. This field can be utilized and encouraged to use for whatever purpose the R.E. designates.
- Remarks:** Enter the information from the certification. (i.e. Heat #, B/L #, Load #, or Rebar size #) **(Required)**

6. Click the **Ok** button to add the approval, or the **Add More** button if adding additional

approvals.

- Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

6.3 Changing an Existing Material

6.3.1 Changing Approvals Tab Information

- Select the contract in the Contracts list window and click **Materials** on the Application Toolbar (Figure 6-14). The Materials list window opens (Figure 6-15).

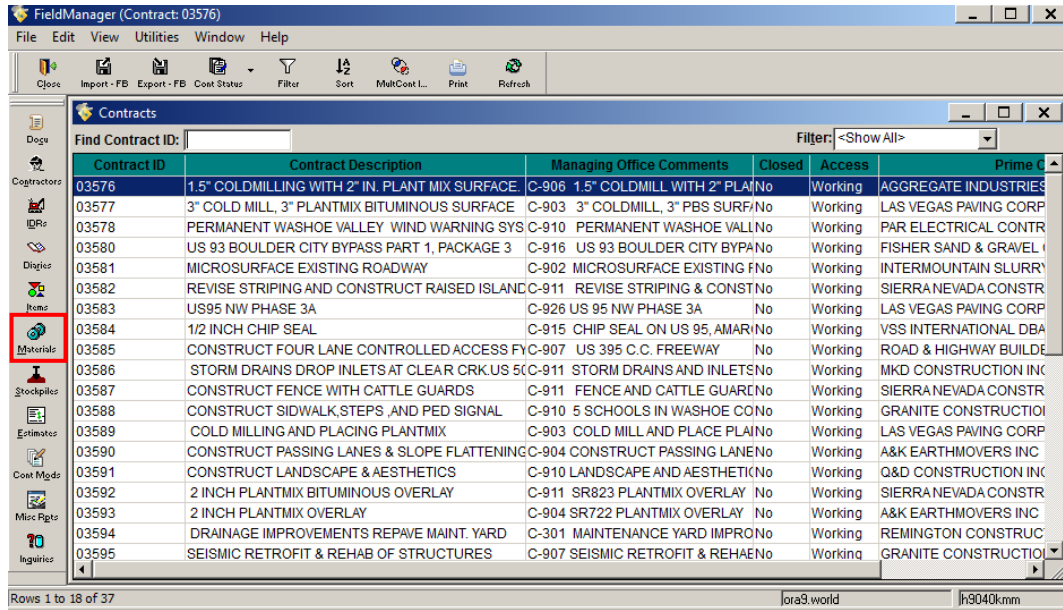


Figure 6-14. FieldManager Contracts List Window

- Select the material and click **Change** on the Window Toolbar (Figure 6-15). The Change Material window opens in the **General** tab.

➤ **Note:** There are no changes that can be made in the General tab.

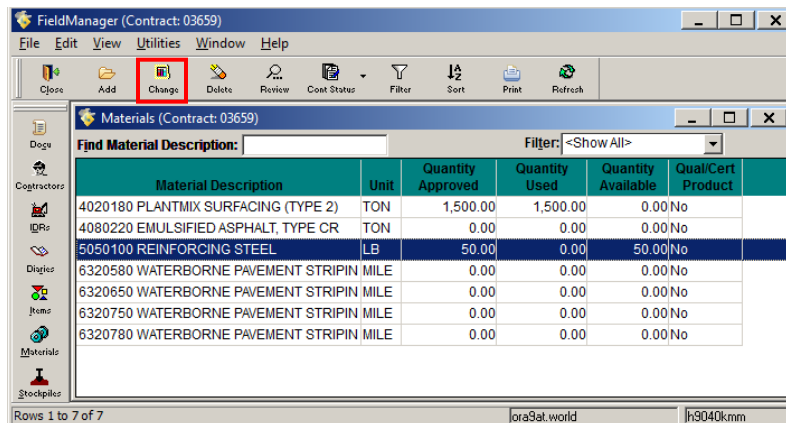


Figure 6-15. Materials List Window

- Click on the **Approvals** tab (Figure 6-16).

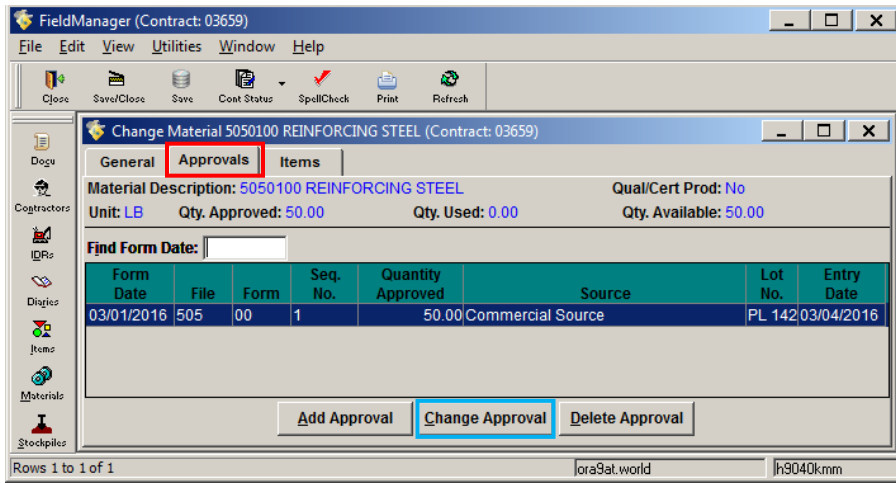


Figure 6-16. Change Material – Approvals Tab

4. Select the Approval record and click the **Change Approval** button (See blue box in Figure 6-16).
5. Change field information as needed (Figure 6-17).

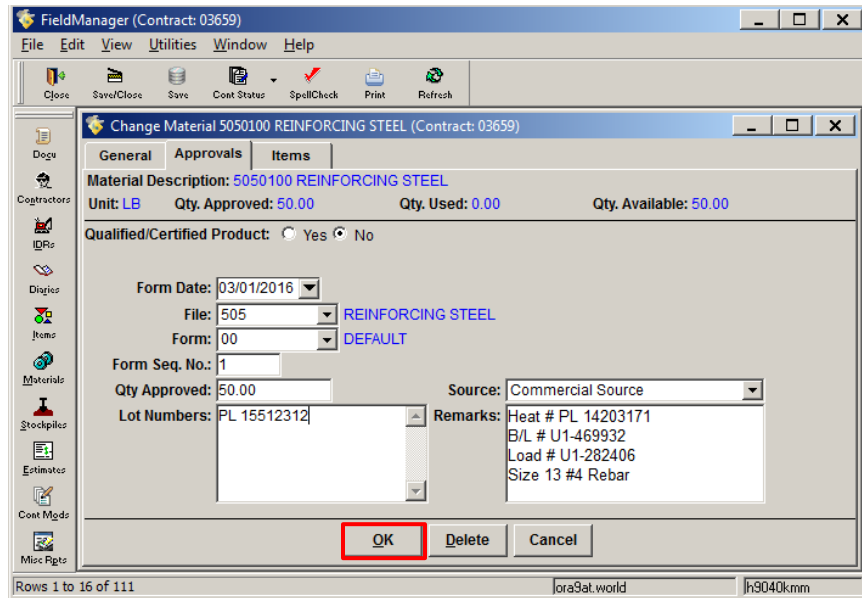


Figure 6-17. Change Material – Approvals tab – Change Approval

6. Click the **Ok** button to commit the changes (Figure 6-17).
7. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

6.3.2 Changing Item Tab Information

1. Click on the **Items** tab (Figure 6-18).

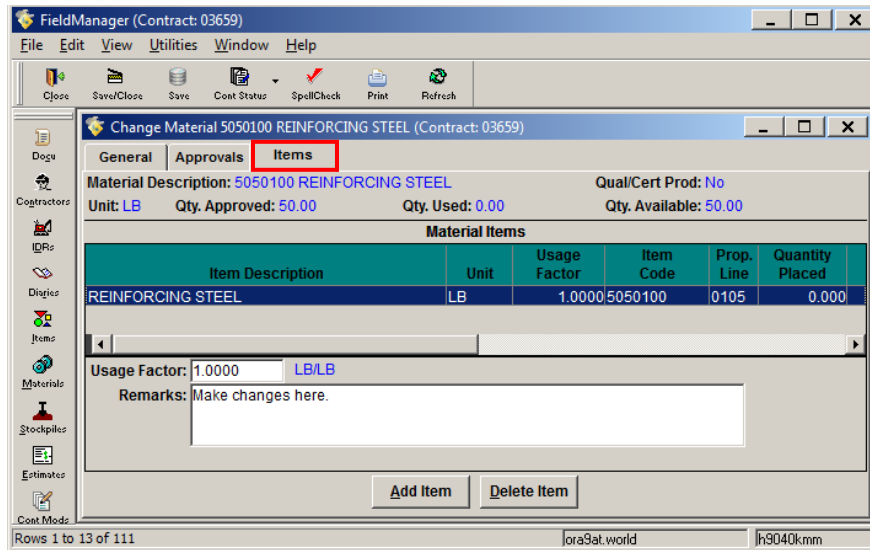


Figure 6-18. Change Material Window – Items Tab

2. Change the information in the Remarks field.
3. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

6.4 Deleting Approvals from an Existing Material

❖ **Warning:** You cannot delete an approval for a materials once it has been included in a pay estimate. To delete the approval for a material with usage BEFORE it has been included in a pay estimate, all usage needs to be deleted.

1. Select the contract in the Contracts list window and click **Materials** on the Application Toolbar (Figure 6-14). The Materials list window opens (Figure 6-19).

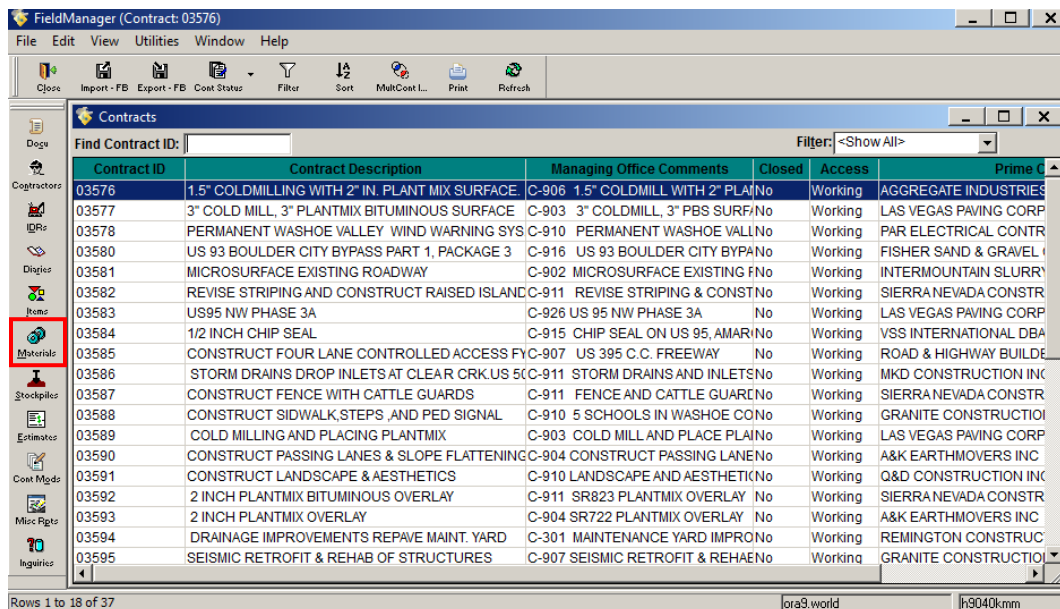


Figure 6-19. FieldManager Contracts List Window

2. Select the material and click **Change** on the Window Toolbar (Figure 6-20).

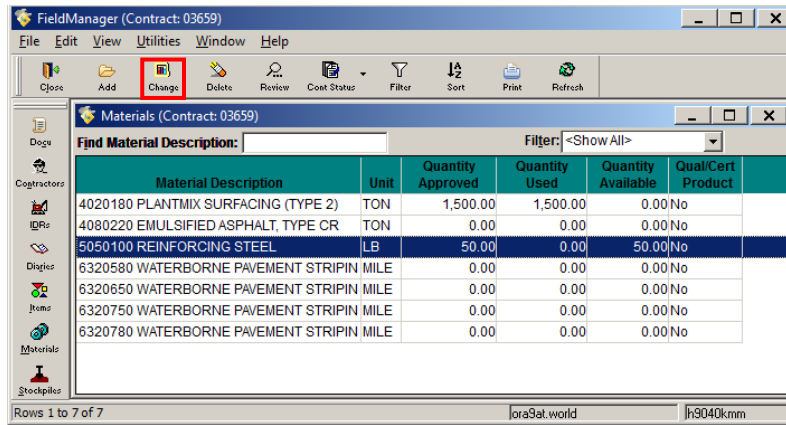


Figure 6-20. Materials List Window

3. Click on the **Approvals** tab (Figure 6-21).

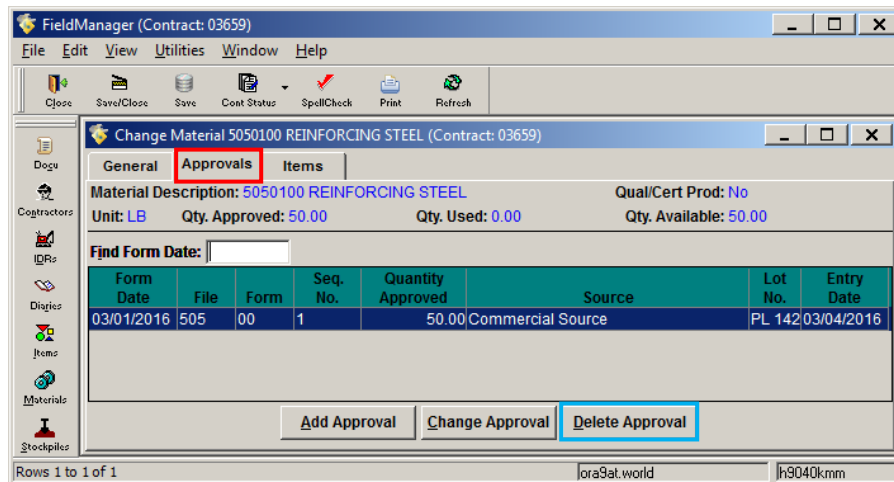


Figure 6-21. Change Material – Approvals Tab

4. Select the Approval record and click the **Delete Approval** button (See blue box in Figure 6-16).
5. Click the **Yes** button in the Delete Warning message (Figure 6-22).

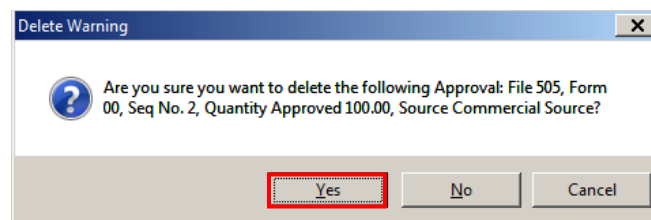


Figure 6-22. Delete Approval Warning Window

6. Click **Save** or **Save/Close** on the Window Toolbar, depending on how you would like to proceed.

6.5 Deleting Materials

- ❖ **Warning:** You cannot delete materials that have approvals or once items associated with that material have been included in a pay estimate. To delete usage BEFORE it has been included in a pay estimate, delete all usage. To delete a material with approvals BEFORE it has been included in a pay estimate, delete all approvals.

1. Select the contract in the Contracts list window and click **Materials** on the Application Toolbar (Figure 6-23). The Materials list window opens (Figure 6-24).

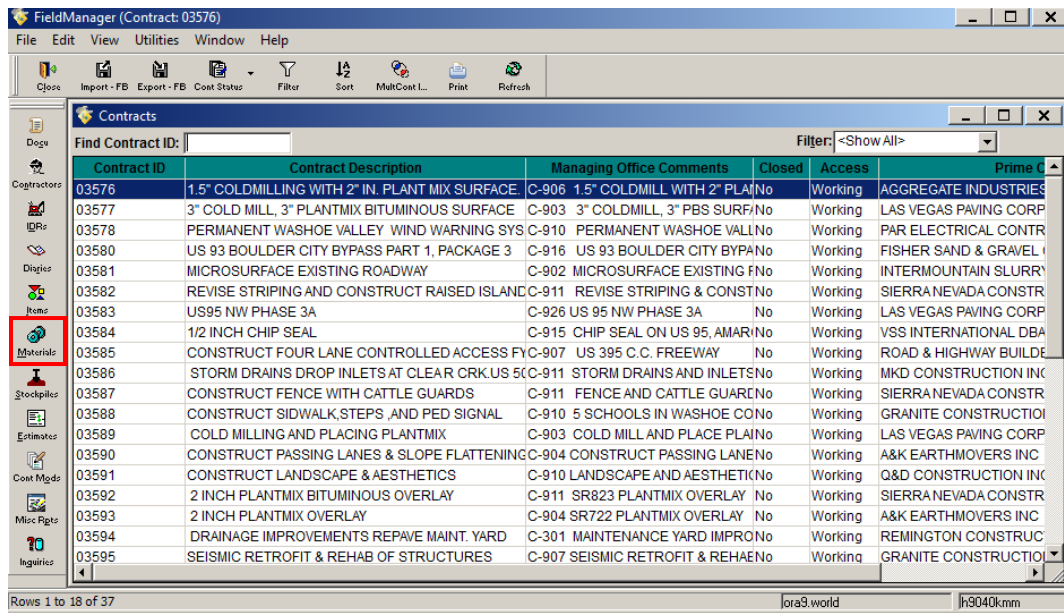


Figure 6-23. FieldManager Contracts List Window

2. Select the material and click **Delete** on the Window Toolbar (Figure 6-20).

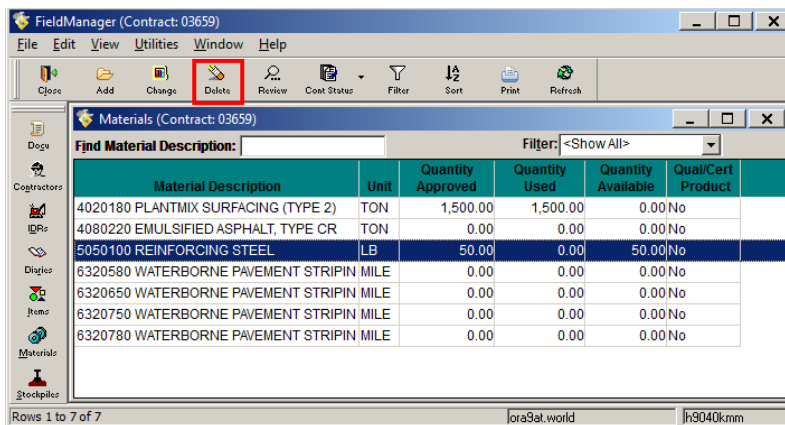


Figure 6-24. Materials List Window

3. Click the **Yes** button on the final Warning window (Figure 6-25).

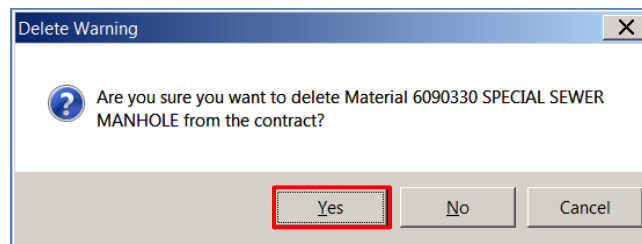


Figure 6-25. Delete Material - Delete Warning Window

4. Click **Close** on the Window Toolbar to close the Materials tab window.

6.6 Reviewing Materials

1. Select the contract in the Contracts list window, and click **Materials** on the Application Toolbar. The Materials list window opens (Figure 6-26).

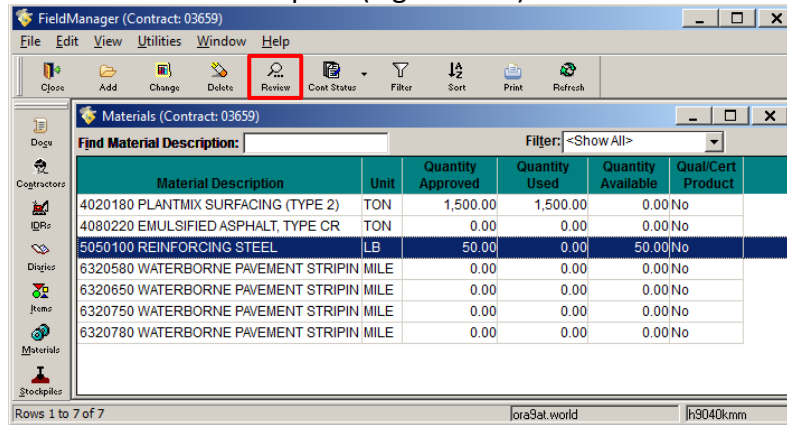


Figure 6-26. Materials List Window

2. Select the material to review and click Review on the Window Toolbar (Figure 6-26). The Review Item tab window opens in the General tab in a mode in which you can view but not change information (Figure 6-27).

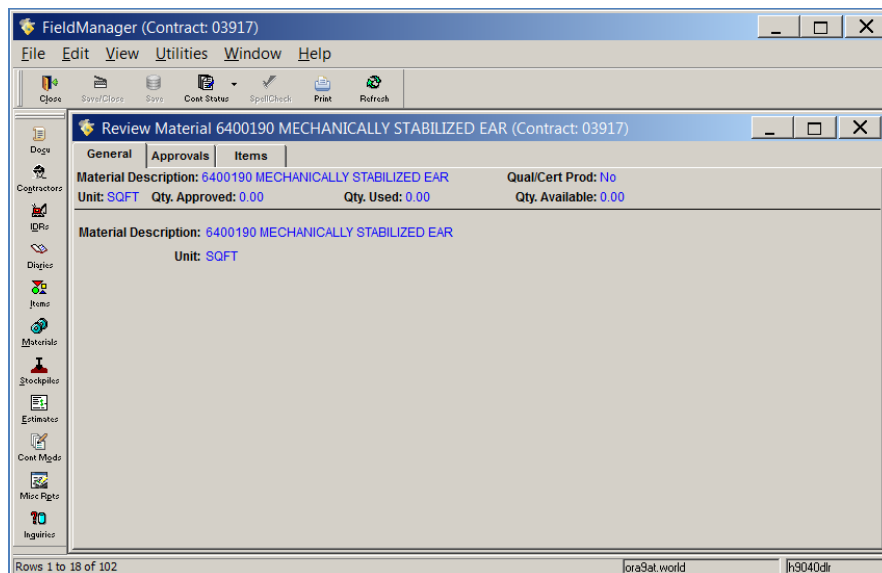


Figure 6-27. Review Material Tab Window. General Tab

3. Click on any of the tabs to review information for the material.
4. Click **Close** on the Application Toolbar to close the Review Material tab window and return to the Materials list window.