| Mix Designs for Contractors

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AASHTOWare Project Construction & Materials Quick Reference Guide for ODOT

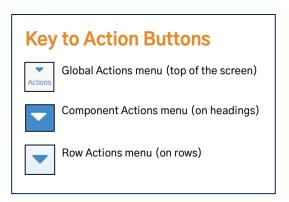Additional Quick Reference Guides and Computer Based Training files are available from ODOT

Key to Action Buttons

Actions (with ▼)	Global Actions menu (top of the screen)
▼	Component Actions menu (on headings)
▼	Row Actions menu (on rows)

Roles:

Edit: CM - Contractor Mix Design Entry, CM – Prime

View: CM - Contractor Lab QC Manager

Background:

- o The Mix Design Summary includes all the information recorded in the system about Mix Designs.
- o You can view, add, or edit a mix design for sources for which your current user role provides access via source authority.
- o Approved mix designs can be updated to add contracts, remarks, and attachments to the mix design, if needed.
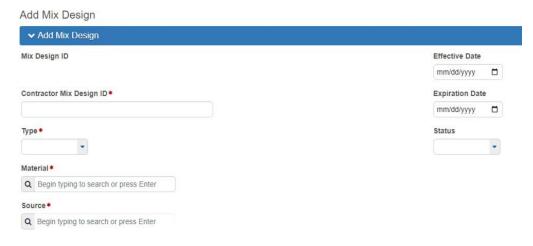
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Adding a Mix Design:

For CM – Contractor Mix Design Entry:

1. From the **Mix Design Overview**, click the component **Actions** menu and click **Add**.
   o **Note**: This action will generate an email to the CM – Mix Design Review & Approve role notifying that a design has been added.

2. Enter a **Contractor Mix Design ID**, **Type**, **Material**, **Source**, **Effective Date**, and set **Status** to ACTIVE.

3. Click **Save**.

4. Click the component **Actions** menu and in the **Views** section, click **Attachments**.

5. Click **Select File**, then select the mix design submittal file(s) that you would like to upload.

6. Click **Save**.

7. From the **Mix Design Overview**, click the component **Actions** menu and in the **Views** section, click the mix design agency view's name (ex: Structural Concrete, Asphalt Concrete Pavement).

8. Enter the mix design information into the agency view.
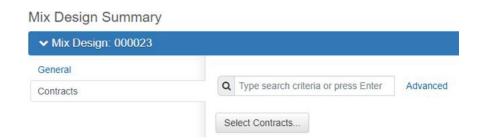
9. Click **Save**.

Adding Contracts on a Mix Design:

For CM – Contractor Mix Design Entry:

1. From the **Mix Design Overview**, select the **Mix Design ID** to open the mix design.
2. Click the **Contracts** tab.
3. Click the **Select Contracts** button.
4. In the **Select Contracts** modal, search for and select the Contract(s) to add to the mix design.
5. Click the **Add to Mix Design** button.
6. Enter the **Submittal Date** and click the **Ready for Review** check box. You may also enter the **Bid Items**.
   - o **Note**: When the **Ready for Review** check box is checked and the Mix Design is saved, an email will be sent to users with the CM – Mix Design Review & Approve, CM – Prime and CM – QCCS roles with contract authority for the contract notifying them the mix design is ready for review.
7. Click the **Save** button.

For CM – Prime:

1. In the **Contract Overview** component, search for a Contract and click **Mix Design** to open the Contract Progress Summary.
2. Click the **Mix Designs** tab.
3. Select the **Mix Design ID** to open the mix design.
4. Click the **Contracts** tab.

5.   Enter the **Bid Items** and **Prime Approval Date**.

- o   **Note**: When the **Prime Approval Date** is entered and the mix design is saved, an email will be sent to the CM – QCCS and CM – Prime roles with contract authority for the contract notifying them the mix design has been approved for a Contract.

6.   Click the **Save** button.

Viewing General Information on a Mix Design:

For CM – Contractor Mix Design Entry:

1.   From the **Mix Design Overview**, select the **Mix Design ID** to open the mix design.
2.   View the fields on the **General** tab.

For CM - Contractor Lab QC Manager:

1.   In the **Materials** component, click the **Mix Design** link.
2.   View the fields on the **General** tab.

For CM – Prime:

1.   In the **Contract Overview** component, search for a Contract and click **Mix Design** to open the Contract Progress Summary.
2.   Click the **Mix Designs** tab.
3.   View the fields on the **General** tab.

Viewing Contracts on a Mix Design:

For CM – Mix Design Entry:

1. From the **Mix Design Overview**, select the **Mix Design ID** to open the mix design.
2. Click the **Contracts** tab.

For CM - Contractor Lab QC Manager:

1. In the **Materials** component, click the **Mix Design** link.
2. Search for and select the **Mix Design ID** to open the Mix Design.
3. Click the **Contracts** tab.

For CM – Prime:

1. In the **Contract Overview** component, search for a Contract and click **Mix Design** to open the Contract Progress Summary.
2. Click the **Mix Designs** tab.
3. Search for select the **Mix Design ID** to open the Mix Design.
4. Click the **Contracts** tab.

Modifying Information on a Mix Design:

For CM – Contractor Mix Design Entry:

1. From the **Mix Design Overview**, select the **Mix Design ID** to open the mix design.
2. Modify the fields on the **General** tab or the **Contracts** tab.
3. To modify agency view data, select the **Actions** menu and in the **Views** section, click the mix design agency view's name (ex: Structural Concrete, Asphalt Concrete Pavement).
   - **Note**: Once a mix design is approved it is locked down for editing. You must first request the Agency remove the approval so that the fields are unlocked for editing.