Marshall Mix Design Import & Approval Process Cheat Sheet
December 5, 2014

MIX ID FORMAT is as follows:
> **RYYSSSS**, where
> - **R** represents the 1-digit region;
> - **YY** represents the 2-digit year; (**Tip!** Must be the current or previous year)
>   **SSSS** represents the 4-digit sequence number
>
> Example: 1150023 for Region 1, 2015, 23rd design approved in that region for that year.

IMPORTANT ITEMS TO NOTE ON MARSHALL MIX DESIGN WINDOW:
- Effective date is the date the JMF is imported
- REG – M&T Supervisor APPROVES the mixes

MIX DESIGN SET UP WORKFLOW:

1. ***Producer/Supplier*** sends the mix to Main TDOT Regional lab (both physical sample & emails the JMF). For Region 3 mixes, the Main TDOT Lab is the TDOT Asphalt Mix Design lab.

2. ***HQ – M&T Mix Designs Marshall Security Group will import in the Marshall Mix Design.*** One of 8-10 regional people (Mitch, Billy, Brad, etc.) will belong to the HQ-M&T Mix Designs Marshall Security Group.
   a. Create Mix ID & enter on JMF spreadsheet
   b. Move file to network (N:\AllRegionsAsphalt MixDesign\<regional subfolder>
   c. Import Mix ID – Main Panel > Accessories > System Attachments > Marshall Mix Import > Browse button > Network location noted in step above

3. ***After successful import, HQ – M&T Mix Designs Marshall Security Group will***
   a. Review imported mix design for accuracy
      i. Materials Management > Mix Design > Marshall Mix Design
      ii. Click OPEN button to view the Mix you just imported.
      iii. Enter effective date
      iv. Extra fields on Custom Record: Services Menu, Custom Record option. Right click on Template ID field and do Search and choose template ID (MARSHALL)
   b. Enter future termination date
   c. *Create Sample Record in SiteManager (If Region 3, Dock Manager enters the sample; otherwise, person taking the sample enters the sample)
      i. Sample Type = Design
      ii. Acceptance Method = Information Only
      iii. Link the Sample ID to the mix design on the Marshall Mix Design

Material tab.
- iv. Destination Lab:
  1. Regional Lab for Regions 1, 2, & 4
  2. HQ Dock for HQ Asphalt Lab (Region 3)
- v. Assign Tests
4. Receive Sample in SiteManager:
   a. **HQ – Dock Person**: Receive Sample at Dock (If field person did not create sample record in SIteManager, dock person must)
   b. **Lab Tech** (Regions 1,2, & 4): Receive Physical Sample in Lab Unit
5. **Lab Tech** – Perform Tests AND Enter Results
6. **Lab Supervisor or REG – M&T Supervisor** – reviews tests.
7. **Lab Supervisor or REG - M&T Supervisor**
   a. Review Sample
   b. Authorize Sample*
8. **M&T Supervisor:**
   a. Approves the Mix Design (via Services Menu, Approve option)
   b. "SAME AS" Process - Associate Mix Design to all contract IDs, located at Materials Management > Mix Design > Contract Mixes. Associate second and subsequent contract to same Mix Design by clicking OPEN again.
   c. Notifies HQ-Materials and Test (Mark and Clay) that a mix design has been approved so they can review the Marshall Mix Design in SiteManager.

Mix Design IMPORT Error messages:
1. Microsoft OFFICE detects that the file did not originate from this computer and has not yet been opened on this computer. (CLICK OK) Open excel file save. Try to import again. This will Unprotect the sheet and Enable Editing.
2. Import rejected. MixID already exists. (CLICK OK) Make sure Excel file has unique Mix ID
3. Import rejected. Mix ID has invalid year value; digits 2 and 3 must represent the mix formula year; valid values are previous or current year (13 or 14). (CLICK OK) Make sure Excel has valid year in Mix ID.
4. Import rejected. Mix ID has invalid format; must be seven digits in length. (CLICK OK) Make sure Excel file has a 7 digit valid Mix ID.
5. Component rejected. Liquid Asphalt Producer not found. (CLICK OK) Make sure Excel file has valid component and valid producer for the valid component.
6. Marshall Import failed to find Active material gradations. (CLICK OK) Open the Material Detail window to verify and, if appropriate, contact system admin to fix the issue.
7. Import rejected. Inactive producer/supplier. (CLICK OK) Open the Producer/Supplier windows or check the BOE P/S report, and, if appropriate, contact system admin to fix the issue.
8. Warning component load issues. Inactive component material. (CLICK OK) Contact System Admin to fix P/S material, if appropriate.

*Gray means this is not implemented in December 2014