PCC Mix Design Import & Approval Process Cheat Sheet
July 25, 2014

MIX ID FORMAT is as follows:

Format: **YYSSS**, where

- **YY** represents the year
- **SSS** represents a sequential number.

Note: Use this same format for prestress and precast. Do not include a 'P' in the mix ID.

IMPORTANT ITEMS TO NOTE ON PCC MIX DESIGN WINDOW:

- Effective date is the date the JMF is imported
- Use import feature only if the PCC Mix has been reviewed and approved

MIX DESIGN SET UP WORKFLOW:

1. *__Producer/Supplier__* sends the JMF spreadsheet with their test results to TDOT Materials and Test.
2. *__HQ – M&T Mix Designs PCC Security Group__*
   a. Review the JMF spreadsheet tests and results to determine if this PCC Mix will be imported into SiteManager.
3. *__HQ – M&T Mix Designs PCC Security Group will import in the PCC Mix Design.__*
   a. Create Mix ID
   b. Enter on JMF spreadsheet
   c. Move file to network (N:\HQMT FIELDOPS >Field Ops >Concrete>Mix Design.)
   d. Import Mix ID – Main Panel > Accessories > System Attachments > **PCC Mix** Import > Browse button > Network location noted in step above
4. *__After successful import, HQ – M&T Mix Designs PCC Security Group will__*
   a. Review imported mix design for accuracy
      i. PCC Mix Design window, located at: Materials Management > Mix Design > Portland Cement Concrete Mix Design
      ii. Click OPEN button to view
      iii. Extra fields on Custom Record, located at: Services Menu, Custom Record option. Right click on Template ID field and do Search and choose template ID.
   b. Enter effective date
   c. Enter in generic material code
   d. Approves the Mix Design (via Services Menu, Approve option)
   e. Enter in a future termination date of 12/31/2049.

f. Save the PCC Mix Design record.

5. ***HQ – M&T Mix Designs PCC Security Group***
   a. Associate Mix Design to a contract ID, located at Materials Management > Mix Design > Contract Mixes
   b. Associate second contract to same Mix Design by clicking OPEN again.
6. System notification will be sent to project supervisors and regional lab supervisors that an approved PCC Mix has been associated with a contract.

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.
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. Component rejected. Ready Mix Producer not found. (CLICK OK) Make sure Excel file has valid component and valid producer for the valid component.
5. PCC 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.
6. 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.
7. Warning component load issues. Inactive component material. (CLICK OK) Contact System Admin to fix P/S material, if appropriate.