

AC Forms Help

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Main Menu / Navigation



Home – Returns you to the AC Forms Home Page. This is the page where project and form selection takes place.

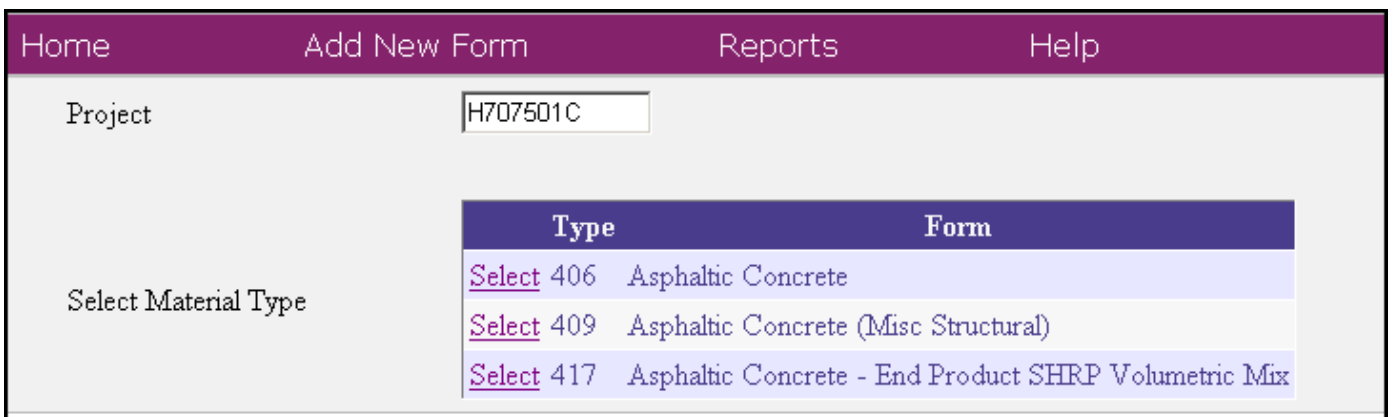
Add New Form – Add a new AC Form for the currently selected project.

Reports – This menu item is for viewing summary reports, but not the daily detail reports.

Help – Shows this document.

Add a New AC Form

After selecting the appropriate project on the Home Page, click on the “Add New Form” menu selection.



| Type | Form |
|----------------------------|--|
| Select 406 | Asphaltic Concrete |
| Select 409 | Asphaltic Concrete (Misc Structural) |
| Select 417 | Asphaltic Concrete - End Product SHRP Volumetric Mix |

Select the material type for the new form by clicking on the “Select” link. This will take you to the appropriate page for entering the new form.

Home Page – Project and Form Selection

| Home | Add New Form | Reports | Help | | |
|---------------------------|---|---------|----------------------|-------------------------|------------------------|
| Project Filters | | | | | |
| Select Project By | <input checked="" type="radio"/> StateWide <input type="radio"/> District <input type="radio"/> Org <input checked="" type="checkbox"/> Include Projects Owned By Field Reports | | | | |
| Project | | | | | |
| Project | <input type="text" value="H707501C - WEST TI - PARK AVE"/> | | Find | | |
| Federal Project # | <input type="text" value="B10-A-NFA"/> | | | | |
| Location | <input type="text" value="WEST TI - PARK AVE"/> | | | | |
| Contractor | <input type="text" value="FNF CONSTRUCTION, INC."/> | | | | |
| AC Forms Filters | | | | | |
| Year Produced | <input type="text" value="2009"/> | | | | |
| Material Type | <input type="text" value="(All Form Types)"/> | | | | |
| Forms For User | <input type="text" value="(All Users)"/> | | | | |
| AC Forms | | | | | |
| | Material | Lot | Date | User | |
| View/Edit | 417 - Asphaltic Concrete - End Product SHRP Volumetric Mix | | 2/17/2009 | Wiechman, Bob (B6660) | Report |
| View/Edit | 417 - Asphaltic Concrete - End Product SHRP Volumetric Mix | | 2/10/2009 | Wiechman, Bob (B6660) | Report |
| View/Edit | 417 - Asphaltic Concrete - End Product SHRP Volumetric Mix | 1 | 2/3/2009 | Navarro, Yvonne (D1084) | Report |
| View/Edit | 417 - Asphaltic Concrete - End Product SHRP Volumetric Mix | 1T | 2/2/2009 | Navarro, Yvonne (D1084) | Report |

Step 1 is to select a project to work with. Filters are available that allow you to filter the project list by District or by Org. The list may also be expanded to show Statewide projects and projects owned by Field Reports.

You may also click on the “Find” link to go to a page that will assist you in finding a project based on entered criteria.

The selected project and project filter criteria will be “remembered” the next time you enter the AC Forms Application.

Step 2 is to either add a new form or select a current form to work with. Forms for the currently selected project are displayed at the bottom of the page. The displayed forms may be filtered by year, by material, or by the creating user. The data may be sorted by any column by clicking on the column header. Multiple clicks on the column header toggles the sort order between ascending and descending.

Click the “View/Edit” link to navigate to the data entry page for the selected form. Click the “Report” link to view the daily detail report for the form.

Searching For a Project

Click on the “Find” link on the Home Page to activate a project search.

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Select / Enter one or more criteria for a search.

Federal Project Number (You may enter just a part of this number, such as "60")

Location / Description (Enter a part of the Location / Description to find)

County

District

Administering Org

Include Projects Owned By Field Reports

Find Matching Projects
Clear Search Criteria
Cancel Search

Results

| | Project | Federal Project # | Location / Description | County | District | Org |
|------------------------|----------|-------------------|--------------------------------|--------|----------|------|
| Select | H491701C | RAM 600-1-555 | JCT US 60 / 101L | MA | Phoenix | 7742 |
| Select | H508701C | STP 600-6(1)B | SANTANA-10, PH I, PECOS CNNCTN | MA | Phoenix | 7742 |
| Select | H508801C | AC* 600-7-(1)B | I-10 TI, PH 2(INCL CHNDLR BLV) | MA | Phoenix | 7742 |

Each of the search criteria is optional. You may enter criteria for any or all of the items shown.

After entering the search criteria, click on the “Find Matching Projects” button. You may “Select” a project by clicking on the link. This will return you to the Home Page with the project selected.

Clear Search Criteria – Clears any search criteria data that was entered without leaving the page.

Cancel Search – Returns to the Home Page without changing the initially selected project.

Entry Screens

A typical entry screen for type 405 is shown below.

| Home | Add New Form | Reports | Help |
|---|---|---------|------|
| Project | <input type="text" value="H399901C"/> | | |
| Material Type | <input type="text" value="405 - Road Mix Bituminous pavement"/> | | |
| Asphalt Concrete Item | <input type="text" value="4050999 - MISC (FOG COAT SS1 50/50) (Section: 1 - ROADWAY)"/> | | |
| Asphalt Cement Item | <input type="text" value="4040125 - FOG COAT (Section: 1 - ROADWAY)"/> | | |
| Date Produced | <input type="text" value="01/29/2009"/> | | |
| Hot Plant Report : | | | |
| Asphaltic Concrete Produced | <input type="text" value="2000.00"/> | Tons | |
| Asphalt Cement Used | <input type="text" value="1900.00"/> | Tons | |
| Percent of Asphalt Cement | <input type="text" value="95.00"/> | % | |
| Asphaltic Concrete Waste | <input type="text" value="200.00"/> | Tons | |
| Asphaltic Concrete Placed | <input type="text" value="1800.00"/> | Tons | |
| Asphaltic Cement Paid | <input type="text" value="1710.00"/> | Tons | |
| Comment | <input type="text" value="Testing"/> | | |
| <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Report"/> | | | |

All entry screens contain a drop-down list of Asphalt Concrete Items. Some entry screens contain drop-down lists for Asphalt Cement Items and/or Admixture Items. The lists will be populated with items appropriate to the project and the material type.

The Date Produced entry is **always required**. When this box is entered, a calendar will be displayed to facilitate date selection.

Some entries are calculated, and these can be identified by boxes with a gray color and a slightly darker border. If you hover over a calculated entry, the formula for the entry will be displayed.

The “Save” button **must be clicked** in order to save the data. If you return to the Home Page without saving, any entered data is lost.

The “Cancel” button removes any updates and returns the data to the state it was in when the page was loaded or the “Save” button was last clicked.

The “Report” button displays the Daily Detail report for the current record.

Report Selection

The Daily Detail report may be displayed in either of two ways. From the Home Page, click on the Report link for the form/record you wish to display. From the entry page, the Report button is clicked to display the report.

There are 2 types of summary reports:

- Summary Reports – The Summary Report is for a specific project and specific material type
- Project Overview Report – The Project Overview Report is for all material types for a specific project

The Summary Reports are accessed by a selection on the Reports menu



| | | | |
|------|--------------|---------|------|
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This will activate a screen that allows you to select the project (defaults to the currently selected project). For a Summary Report, the Material Type must also be selected. Optionally, a beginning and ending date may be specified. Clicking the Report button causes the report to be displayed.

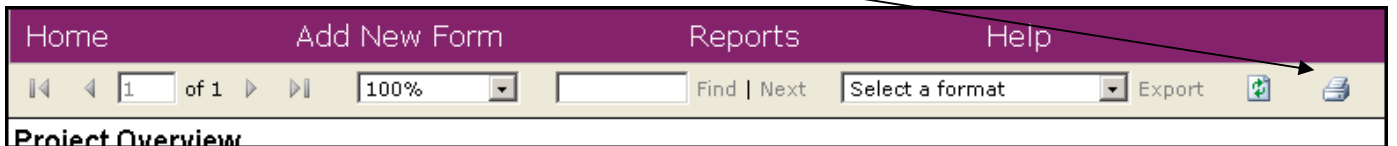
| | | | |
|--|--|-------------|----------------------|
| Home | Add New Form | Reports | Help |
| <h1>Report Selection Criteria</h1> | | | |
| Project | <input type="text" value="H707501C - WEST TI - PARK AVE"/> | | |
| Material Type | <input type="text" value="406 - Asphaltic Concrete"/> | | |
| Optionally select a beginning and/or ending date for the report | | | |
| Beginning Date | <input type="text"/> | Ending Date | <input type="text"/> |
| <input type="button" value="Report"/> | | | |

Reports

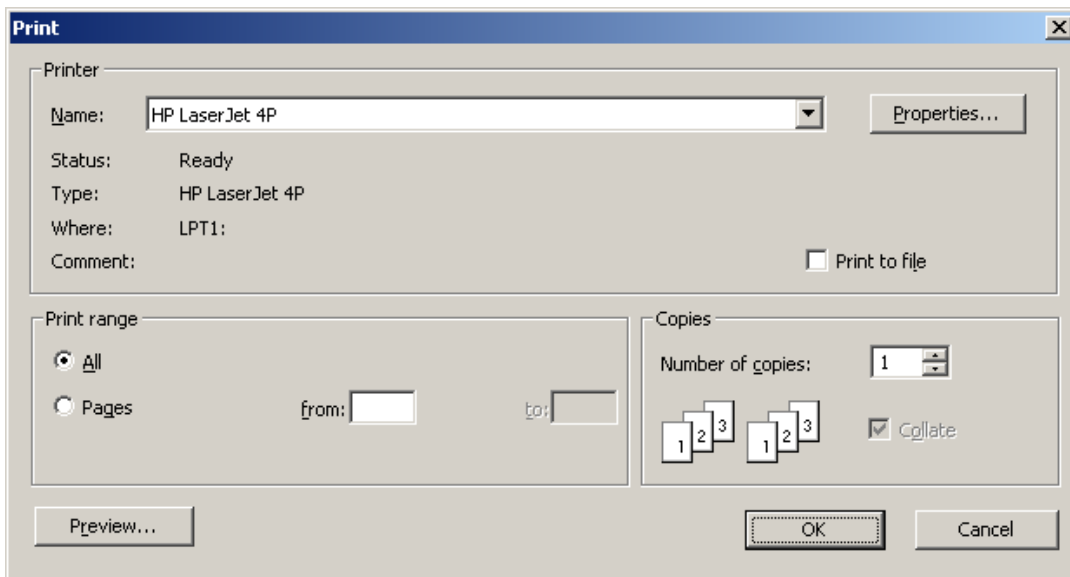
A sample report is shown below:

| AC Form Type | Section | Date Produced | lot # | HP AC Produced | AC Waste | AC Placed | HP Asphalt Rubber Used | Percent Asphalt Rubber Used | HP Asphalt Cement Used | HP Percent Asphalt Cement | ADOT Lab Sample Results | Average Content Per ADOT Lab | Asphalt Cement Paid |
|--------------|---------|---------------|-------|----------------|----------|-----------|------------------------|-----------------------------|------------------------|---------------------------|-------------------------|------------------------------|---------------------|
| 417 | 1 | 02/02/2009 | 1T | 2000.00 | 0.00 | 2000.00 | | | 239.00 | | | 6.54 | 130.80 |
| | | 02/03/2009 | 1 | 2200.00 | 0.00 | 2200.00 | | | 189.00 | | | 6.30 | 136.60 |
| | | 02/10/2009 | | | | | | | | | | | |
| | | 02/17/2009 | | | | | | | | | | | |
| | | | | 4200.00 | 0.00 | 4200.00 | | | 428.00 | | | | 269.40 |
| | | | | 4200.00 | 0.00 | 4200.00 | | | 428.00 | | | | 269.40 |

To print the report, the toolbar icon should be used – not the internet explorer print function.



The Toolbar Print icon activates this window. You may preview the report, print the report or set properties, such as orientation, using this window.



Errors

If an error occurs, the screen shown below will appear.

An error has occurred

The file '/AC Forms/abc.aspx' does not exist.
If applicable, please enter information below that may aid in troubleshooting this error.

I know what caused the problem. There is no need to investigate this error.
 Please investigate this error

Comment - Please enter some information about your actions prior to the error condition and click "Save"

Save

If you feel that the error is a problem with the AC Forms application, select the “Please investigate this error” option. A comment may also be helpful.

Be sure to click the Save button so your entries are saved.