



# Florida Department of TRANSPORTATION

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## MAC Navigation

October 26, 2023

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## Introduction

The Materials Acceptance and Certification system (MAC) is a web based application. As with most web based applications, much of the application view is in the user's control. For example, the zoom can be set to make the items on the screen appear larger or smaller.

**NOTE:** Because MAC is a web based program, the screen layout may be slightly different due to screen resolution and zoom. The zoom used for the screen examples in this manual is set high to display the options. Your screen layout may be different; however, all fields should display. If you do not see all the fields, adjust your zoom, or use scroll bars until they become visible. Some pages have multiple scroll bars.

MAC is a tab based system. Each module has a set of tabs associated with the subject. Information on navigating the tabs is included in this manual.

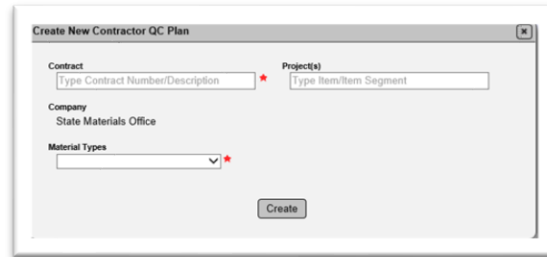
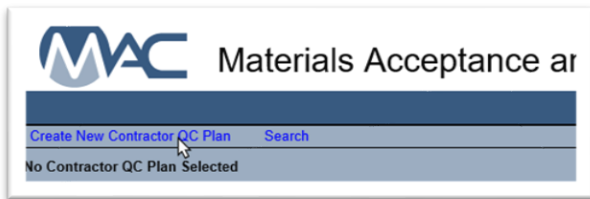
## Chapter 1 – Menus and Functions

The main method for MAC navigation is menu and submenu options. The menu appears in MAC at the top of the screen in white letters on the dark blue banner. The menu options available will differ depending on the user's role(s). For example, a person with no access to MAC and no MAC roles will only see a few menu options such as Reports.

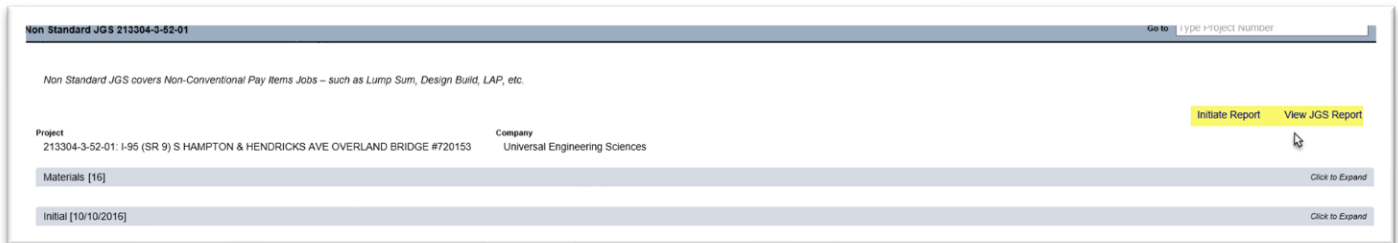
Selecting a menu option navigates you to that location in MAC. Or it will display a menu with submenu items that will navigate you to those locations.



Functions are options that cause an action in MAC on the screen you are on. For example, selecting the Create Contractor QC Plan function opens a dialog box screen for the user to create a Contractor QC Plan entry.

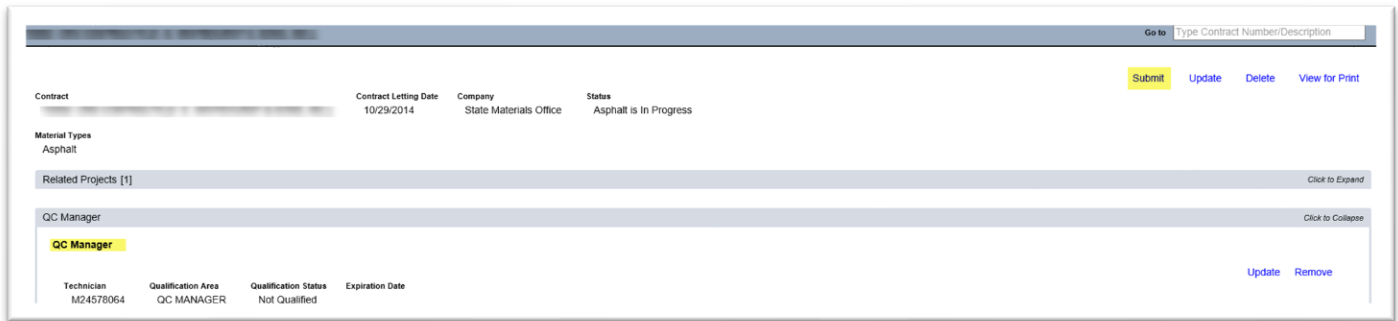


Sometimes functions are on the screen themselves. In this case, they appear in blue font on the screen's white background, normally at the top of the page or under a tab. These are called page level functions.

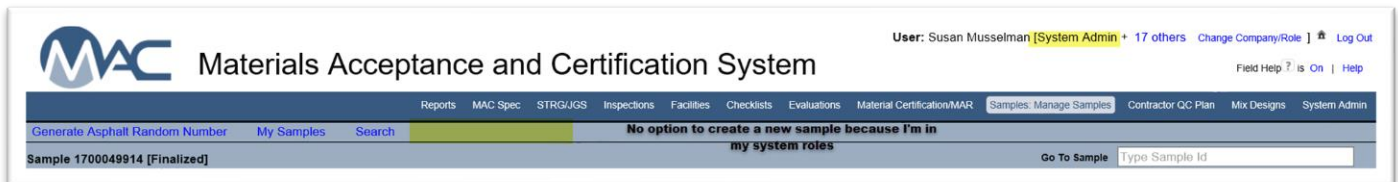


Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	661,621	Cubic Yard(s)	0	8,716.5	8,716.5	Update Delete Export
160 - Stabilizing	25,872	Square Yards	2,220	52,867.73	50,647.73	
200 - Rock Base	257,872	Square Yards	483	10,585.6	10,102.6	

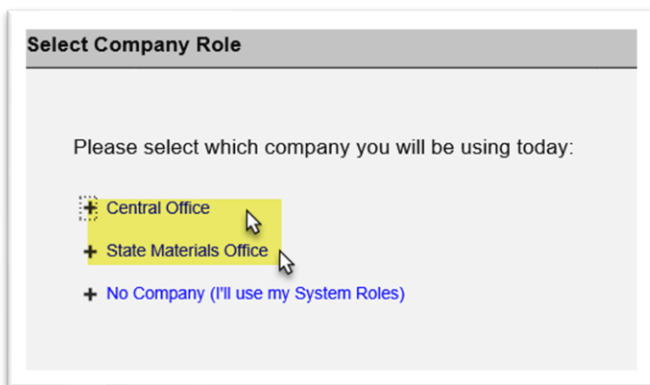
Sometimes functions do not appear until other actions are taken. For example, the Submit option does not appear on the Contractor QC Plan until a QC Manager has been entered.



Because functions are controlled by user roles and custody, if you don't see functions you think you should, check your current role set. For example, if you have company roles and the system role of PA, but you don't see the PA functions on a sample screen, make sure you are in your system roles. If you still do not see it, make sure the sample has been submitted to FDOT.



If you want to perform any functions related to sample life cycle data entry or data reviewer, you must be in a company role.



Some users have more than one company role. If you have need to perform functions for a different company, you will need to switch from one company to another. The company role you select will allow you to perform functions for the sample life cycle for that company.

If you need to perform functions that require a system role, like finalizing samples, and you are in your company role, you will not see the menu options or functions for finalizing samples.

**MAC** Materials Acceptance and Certification System

User: Susan Musselman [State Materials Office Change Company/Role] Log Out

Field Help ? is On | Help

Reports STRGUGS Facilities **Manage Samples** Contractor QC Plan My Access

Create Sample Login Submit Multiple Samples to FDOT My Samples Search

Sample 1700066299 [Pending Finalization] **No option to finalize the sample because I'm in my company roles** Go To Sample

Create New Sample Login from this Sample View Sample Transmittal Information for Print View Sample Certificate of Analysis for Print View History

Sample ID	Sample Status
1700066299	Pending Finalization

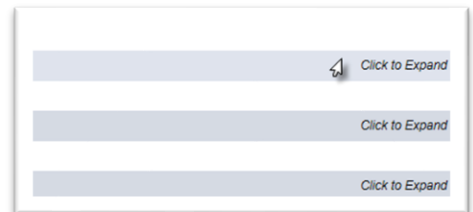
## Chapter 2 - Tabs

The information on any MAC screen is divided into tabs. For example, on a production facility profile there are tabs for Profile Manager, Contacts, Locations, QC Plans, Products, Mix Designs, Documents, Comments, Associated Production Facilities and Production Facility History.

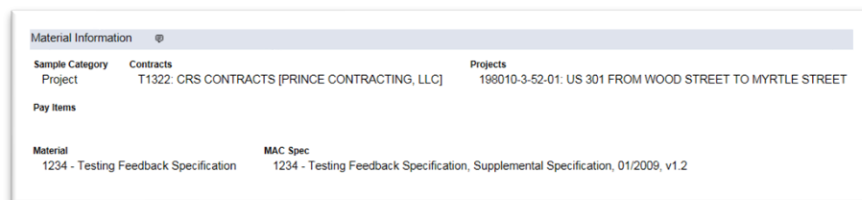
Not every screen will have information under every tab, but all the tabs are visible on every screen. For example, not every company profile facility will have facilities or mix designs. The tabs will still be there. There just won't be any information under them.



When you navigate to a screen with tabs, typically the tabs are closed or collapsed. To see the information under a tab, just click on the tab to expand it.



The information under the tab will become visible.



To close the tab, click on it to collapse it.



The tab will collapse and more of the screen will be visible.

## Chapter 3 – Hotlinks

Throughout MAC, there are intelligent “hotlinks” to related information. For example, on the company profile, there are hot links to facilities and mix designs. You can navigate to and from related entries using hotlinks.

Company Profile for State Materials Office

Name: State Materials Office | Managing District: SMO | Geographic District: District 2

Profile Managers [2] | Users [106] | Access Requests [0] | Locations | Facilities [1] | Labs [1] | Production Facilities [0]

Lab ID	Location	Description	Profile Managers
<a href="#">DSM001</a>	Gainesville, FLORIDA	State Materials Office	Butch Hines, (352) 955-6635, <a href="mailto:butch.hines@dot.state.fl.us">butch.hines@dot.state.fl.us</a>

1. Click on the hotlink to be navigated to the related entry. In this example, we will navigate to a lab profile from the company profile.

The lab profile will appear.

laboratory DSM001 - State Materials Office [Qualified]

Lab ID: DSM001 | Company: [State Materials Office](#) | Description: State Materials Office | Managing District: SMO | Geographic District: District 2

Status: Qualified | Status Date: 6/23/2015

Levels

Request Submitted By | Request Submitted Date

Renewal Date

Profile Managers [1]

2. Click on the Company Name hotlink at the top of the lab profile to navigate back to the company profile.

**NOTE:** There isn't always a hotlink to take you back to where you navigated from. Sometimes you must use the menu options to navigate back.

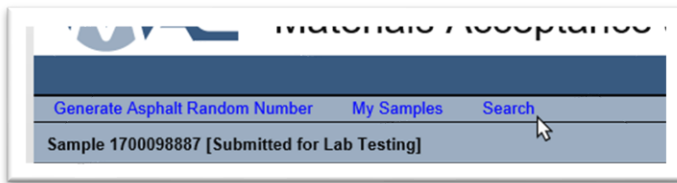


## Chapter 4 – Searching in MAC

There are two standard ways to search in MAC. The first is the Search option. Most screens have a Search option that has detailed search fields for the entries on that screen, for example the Sample Search screen. The second is the Go To field. It is a way to navigate directly to a specific entry for that screen based on the key field for that screen. For example, on the sample screen the Go To field input is the MAC sample id.

### A. Search Screens

The MAC search screens are very powerful. Each search screen has different fields for search parameters. The function for searching is the same for every screen.



1. Select the Search option on the screen you wish to search on. This example shows the Sample Search screen.

A subscreen is opened with the search screen parameters. The original screen is still open in the background. Opening the search subscreen does not navigate you away from your original screen.



The bottom of the search screen will indicate how many records would be retrieved if you search with no parameters.



It is possible to search for all the records in an area by selecting the search option on a blank search screen. This is discouraged for areas with a large number of entries like samples. It would take a long time to retrieve 101,000+ entries. Use the search parameters to narrow down the number of results.

2. Select search parameters that will result in the entries you want to see. In this example, the search parameters have been set to:
  - a. Sample Category = Project (versus Program, Mix Design or Research samples)
  - b. Material Spec/ID = 346
  - c. Sample Status = Pending Finalization
  - d. Contract = T5506

These parameters reduced the number of entries that would be retrieved from 101,000+ to 10.

3. When you are satisfied with the number of results that will be returned, select the Search option.

The search sub screen will populate the bottom half of the screen with the results. Depending on your view settings, you may now have two scroll bars; one for the search results sub screen and one for the sample screen in the background.

Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project	FDOT Sample Number
5 1900020685	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CD4A0194Q
6 1900024057	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CD4A0193Q
7 1900024058	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CD4A0195Q
8 1700059389	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CC2B0001Q 05-1556-03 1
9 1700052390	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CC2B0002Q 05-1556-03 2
10 1700061847	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CC2B0003Q 05-1556-03 3
11 1700066879	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	B0001V 05-1556-03 1
12 1700068803	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	B0004Q 05-1556-03 4
13 1700069784	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	B0005V 05-1556-03 5
14 1700065885	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CC2B0005Q 05-1556-03 5
15 1700064545	346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01: SR 600(U51792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (U5182)	CA4A002V 07-0945-01 20

Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project(s)	FOOT Sample Number	Mix Design	LOT #	Repes
1600020685	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0014Q	07-0945-01	14	
1600024057	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0018Q	07-0945-01	18	
1600024059	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0019Q	07-0945-01	19	
1700059389	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0001Q	05-1556-03	1	
1700059388	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0002Q	05-1556-03	2	
1700061847	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0003Q	05-1556-03	3	
1700066079	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0001V	05-1556-03	1	
1700068803	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0004Q	05-1556-03	4	
1700069784	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0005V	05-1556-03	5	
1700069885	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0005Q	05-1556-03	5	

4. To navigate to a specific entry in the search results, click anywhere on the row of that entry.

You will be navigated to that entry.

Generate Asphalt Random Number   My Samples   Search

Sample 1700059389 [Pending Finalization] Go To Sample [Type Sample ID]

[Finalize Sample](#)   [Return Sample](#)   [View Sample Transmittal Information for Print](#)   [View Sample Certificate of Analysis for Print](#)   [View History](#)

Sample ID	Sample Status
1700059389	Pending Finalization

The search screen is now in the background, but your search parameters are kept.

Generate Asphalt Random Number   My Samples   Search

Sample 2100865714 [Finalized]

5. To return to your search, select the search option.

The search sub screen will reopen with the same results you originally selected. You can navigate back and forth between entries. The system will remember your search results as long as you don't leave the screen or input new search parameters and generate a new search. For example, if you search on samples, it will remember the results of your sample search as long as you stay on the sample screen. If you navigate to another screen, like the comparison screen, the search results will be erased.

Managing District:  Mix Design Type:

Mix Design:  Product:  Production Facility:  FOOT Sample Number:  LOT #:  LOTs Represented:

Lab:  Lab Routing Status:

Road Number:  Station From:  Station To:

Comparison Package Status:

Currently selected criteria will yield 16 results

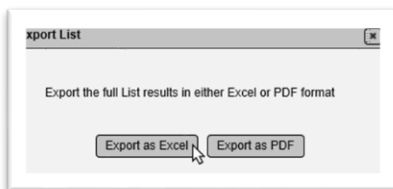
Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project(s)	FOOT Sample Number	Mix Design	LOT #	Repes
1600020685	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0014Q	07-0945-01	14	
1600024057	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0018Q	07-0945-01	18	
1600024059	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.8	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0019Q	07-0945-01	19	
1700059389	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0001Q	05-1556-03	1	
1700059388	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0002Q	05-1556-03	2	
1700061847	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01: SR 600(US1792) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0003Q	05-1556-03	3	

14	1700069885	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.10	QC	Pending Finalization
15	1700094545	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.11	VT	Pending Finalization
16	1700095667	346 - Portland Cement Concrete, Supplemental Specification, 01/2013, v2.11	QC	Pending Finalization

Showing 1 to 16 of 16 [Export Results](#)

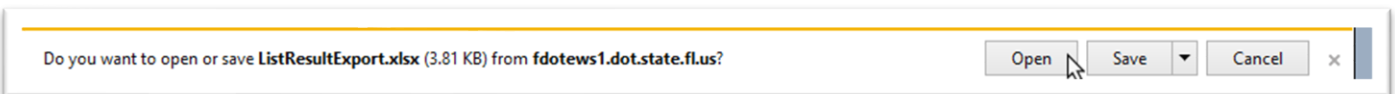
6. To export your results, select the Export Results option. The search results will be downloaded into an Excel file.

A dialog box will appear asking you which format you prefer, Excel or pdf. You will need the appropriate application(s) to read the download file.



7. Select the desired format for the output. Selecting Excel will allow you to manipulate the format of file. Selecting pdf gives you a static format.

A download dialog box will appear according to the browser you are using.



8. Select the open option to open the file in the format you selected.

If you selected Excel, you can format the column widths, sort and filter, etc.

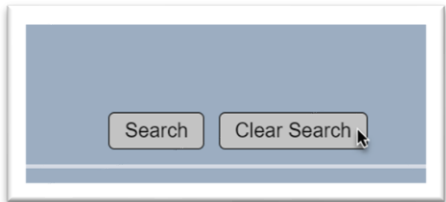
Sample ID	MAC Spec	Sample Level	Category	Sample Purpose	Sample Status	Contract/Project	FDOT Sample Number	Mix Design	LOT #	LOTS Represented
16000177	01/2013, v2.6	QC	Conventional	Finalization	ST	CO4A001	07-0945-3Q	01	13	
82	346 - Portland Cement Concrete - Supplemental Specification, 01/2013, v2.6	QC	Class IV Drilled Shaft	Finalization	ST	CO4A001	07-0945-3Q	01	13	

**NOTE:** If you attempt to export any search results that exceed 1,000 rows, you will receive an error message. Only a system administrator can export search results that exceed 1,000 rows.

9. Select OK to close the dialog box.

10. Select additional parameters to narrow your search to 1,000 rows or less.

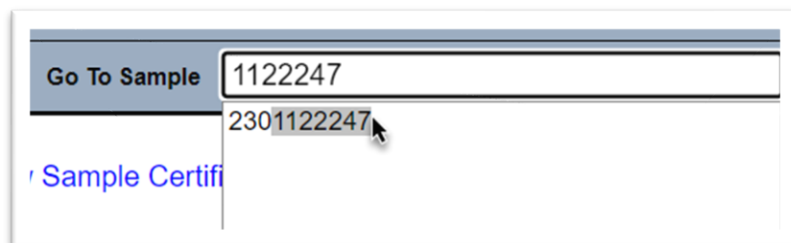
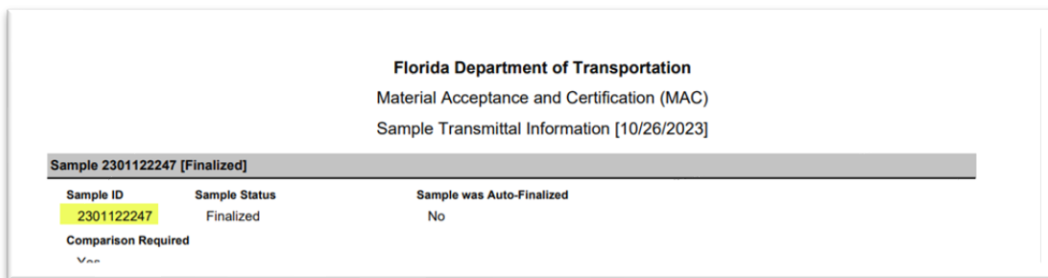
11. If you need to have the results exported, send an FDOT service desk ticket by selecting the Service Desk hotlink on the main MAC page. In the service desk ticket, include the search screen and parameters used; for example, a screen shot of the search with the number of results.



12. To clear a search and start over, select the Clear Search option.

## B. Go To Field

When you know the record you want to go to, you don't need to use the search option. You can use the Go To field to navigate directly to the entry.



1. Using a known entry, enter the information in the Go To field. For example, if you are a user at a lab and need to acknowledge sample receipt and you have the sample transmittal report, begin typing the MAC Sample Id in the Sample Go To field on the sample screen.

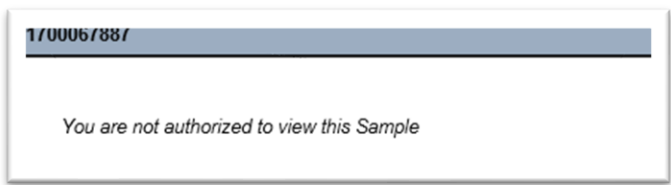
MAC will retrieve a list of entries that contain the search criteria in the field. The more characters you provide, the shorter the list.

2. Select the appropriate entry from the list by clicking on it.

**NOTE:** If you use the Go To field to navigate to an entry in the system you don't have access to, you will receive a message similar to this:



If you are in your company roles and you navigate to a sample that another company has custody of and has not submitted to FDOT for verification, you will not be able to see the sample. Even some system roles cannot see the samples until they have been submitted to FDOT for Verification, like a PA.



The Go To field is tied to the primary key of the screen you are on. It is known as the “picker” field. Here are some examples of the Go To fields for screens in MAC. A few fields can accept more than one type of data, but they are related to the same field. For example, you can use the Go To field to find a production facility by typing in the FDOT facility id or the facility description. They are both related to the same entry of the production facility. Here are a few examples:

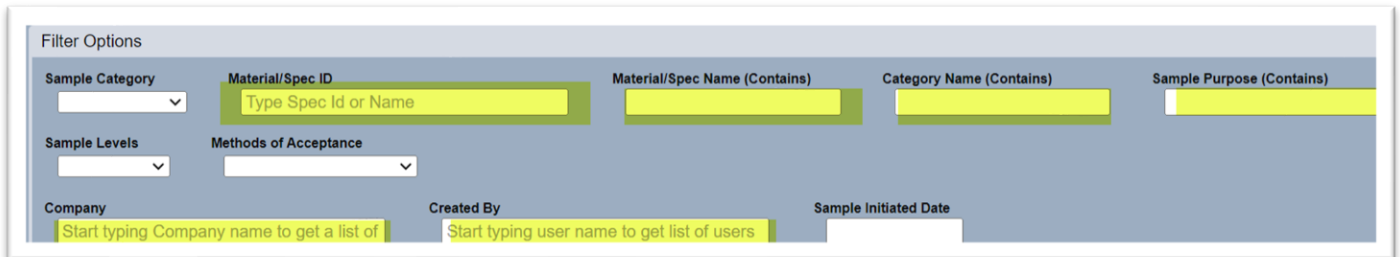
Screen	Go To Field Data
Sample	MAC Sample Id
Comparison Package	Comparison Package Id
Contractor QC Plan	Contract Number
Nonstandard JGS	Financial Project Id
Companies	Company Name
Production Facility	Production Facility Id or Description
Laboratory	Laboratory Id or Description
Mix Design	Mix Design Id or FDOT Mix Design Number
MC Review/MAR	Financial Project Id

## Chapter 5 – Type Ahead (Contains) Search Fields

All through MAC, there are fields that operate on a type ahead, “contains” search. These fields are tied to areas of the database or other FDOT databases where there are a lot of entries that can be returned. In these cases, a drop down would not be appropriate. A type ahead search field works like a wild card search, but you don’t need a wild card character like an asterisk.

The Go To field is an example of this type of search field. There are many in MAC. You can tell it’s a type ahead field because it won’t have a dropdown arrow and the field has grey text to designate the information needed in the field.

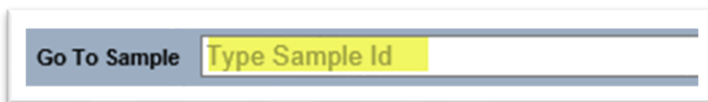
These fields are all examples of type ahead search fields.



The screenshot shows a 'Filter Options' form with several search fields. The fields and their placeholder text are:

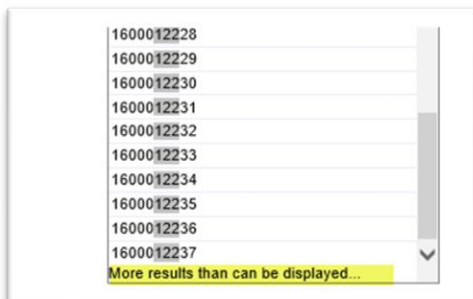
- Sample Category: [Dropdown arrow]
- Material/Spec ID: Type Spec Id or Name
- Material/Spec Name (Contains): [Grey text]
- Category Name (Contains): [Grey text]
- Sample Purpose (Contains): [Grey text]
- Sample Levels: [Dropdown arrow]
- Methods of Acceptance: [Dropdown arrow]
- Company: Start typing Company name to get a list of
- Created By: Start typing user name to get list of users
- Sample Initiated Date: [Text input]

In each field is the text that tells you what data the field will accept. For example, in the Go To Sample field, it says “Type Sample Id”.



The image shows a close-up of a search field labeled 'Go To Sample'. The placeholder text inside the field is 'Type Sample Id'.

On a type ahead search field, when you begin typing, once you have supplied 3 characters, MAC will search for any entries with those 3 characters anywhere in the field, not just at the beginning. Sometimes the characters you use will result in more entries than can be displayed. You need to add more characters to narrow down the search to fewer results. This is a search on 122 in the Go To sample field.

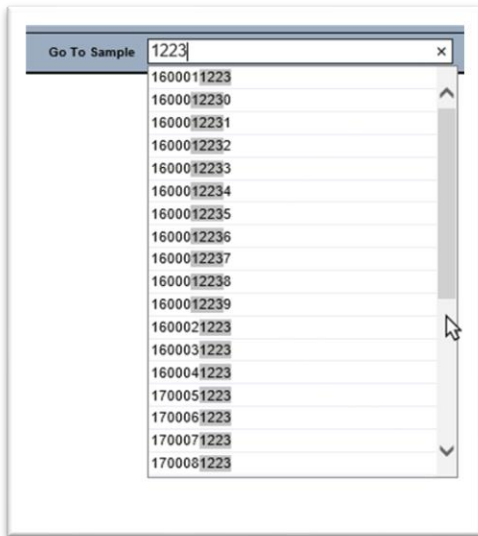


The screenshot shows a list of search results for sample IDs. The list contains the following entries:

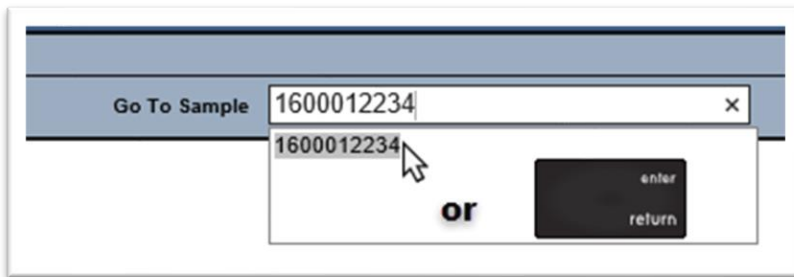
- 1600012228
- 1600012229
- 1600012230
- 1600012231
- 1600012232
- 1600012233
- 1600012234
- 1600012235
- 1600012236
- 1600012237

At the bottom of the list, there is a message: 'More results than can be displayed...'

Adding one more character shortens the list to all the results being displayed, but it still has a scroll bar to see all the entries.



When your search results in only one record returned, you must select the returned result to populate the field.



Click on the single entry to select it or press the enter key to populate the field.



## Chapter 6 – Common MAC Sample Searches

Here are some examples of some common sample searches. These types of searches would be used for sample status reports. All of these examples are generated by selecting the Samples Menu option, then Manage Samples submenu option (some users will only see the Manage Samples option on the main menu) then selecting the Search option on the Sample screen.

### A. Samples Logged into a Specific Lab Awaiting Receipt

Many times, lab managers will want to see what samples have been submitted for lab testing in MAC, but have not yet been received in MAC by the laboratory yet.

The screenshot shows the MAC Sample Search interface. It features a complex form with multiple sections for filtering. Key sections include:
 

- Sample Category:** Material Spec Id, Material Spec Name, Category Name, Sample Program, Sample Levels, Methods of Acceptance.
- Company:** Search by Company Name.
- Controlled By:** Search by User Name and Submitted Date.
- Last Updated By:** Search by User Name, Last Updated On, Date Sample Taken, and Date Sample Taken (Before).
- Sample Status:** Filtered, Logged, Pending Finalization, Sample Data and Test Correction Needed, Sample Data Correction Needed, Submitted for Lab Testing, Test Correction Needed.
- Contract:** Search by Contract Name, Type, Date Performed, and Date Test Performed.
- Managing District:** Select from a dropdown menu.
- Mix Design:** Search by Design Name, Product, Production Facility, FDOT Sample Number, LOT #, and LOTs Represented.
- Lab:** Select from a dropdown menu (e.g., CSMD01 - State Materials Office).
- Lab Routing Status:** Select from a dropdown menu (e.g., Waiting on Receipt).
- Test Number:** Search by Roadway Id, Station From, and Station To.
- Competition Package Status:** Select from a dropdown menu.

 At the bottom, it indicates 'Currently selected criteria will yield 292 results' and has 'Search' and 'Clear Search' buttons.

1. On the Sample search screen, select the following filter options:
  - a. Lab – Enter the FDOT Lab Id or description. Select the correct lab from the returned list.
  - b. Lab Routing Status – Waiting on Receipt.
  - c. Additional filters can be provided to narrow the information down further. For example if you want to see the structural concrete samples awaiting receipt so you can plan for the cylinder storage and breaks, select Material/Spec Id of 346, 350 or 353.
2. Select the Search option to get a list of the samples.

The first 50 samples will be returned.

The screenshot shows the results of a search in the MAC system. The table displays the following columns: Sample ID, MAC Spec, Sample Level, Sample Status, Contract/Project#, FDOT Sample Number, Mix Design, LOT #, and LOTs Represented. The first 10 rows of data are as follows:

Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project#	FDOT Sample Number	Mix Design	LOT #	LOTs Represented
89	1700102754	931 - Metal Accessory Materials for Concrete Pavement and Concrete Structures, Supplemental Specification, 01/2009, v1.1	VT	175534 / 428753-1-52-01: SRA1A (ATLANTIC AVE) FROM N OF SR500 US 192 TO S OF SR 404				
90	1700105041	916 - Bituminous Materials, Program [Binder Control Program], v1.5	VT	ESW13 / 432193-1-52-01: 1.4 MANAGED LANES FROM KIRKMAN TO SR 434	J0002		115	
91	1700109686	967 - Rail Elements for Guardrail, Supplemental Specification, 01/2009, v1.1	VT	15548 / 240216-2-52-01: SR 46 FROM MELLONVILLE AVE TO SR 415				
92	1700109687	967 - Rail Elements for Guardrail, Supplemental Specification, 01/2009, v1.1	VT	15548 / 240216-2-52-01: SR 46 FROM MELLONVILLE AVE TO SR 415				
93	1700109689	967 - Rail Elements for Guardrail, Supplemental Specification, 01/2009, v1.1	VT	15548 / 240216-2-52-01: SR 46 FROM MELLONVILLE AVE TO SR 415				
94	1700110380	916 - Bituminous Materials, Program [Asphalt Binder Extraction and Recovery], v1.0	VT	ESW13 / 432193-1-52-01: 1.4 MANAGED LANES FROM KIRKMAN TO SR 434	2D010	SP 15-13400B	122	
95	1700110524	923 - Water for Concrete, Program [Quality Control Program], v1.6	IV	Submitted for Lab Testing				
96	1700110551	916 - Bituminous Materials, Program [Binder Control Program], v1.5	VT	Submitted for Lab Testing			124	
97	1700110858	929 - Pozzolans and Slag, Program [Quality Control Program], v1.11	VT	Submitted for Lab Testing			D-0017	
98	1700110864	929 - Pozzolans and Slag, Program [Quality Control Program], v1.11	VT	Submitted for Lab Testing			D-0017	
99	1700110866	921 - Portland Cement and Blended Cement, Program [Quality Control Program], v1.13	VT	Submitted for Lab Testing			D-0019	
100	1700110866	923 - Water for Concrete, Program [Quality Control Program], v1.6	IV	Submitted for Lab Testing				

At the bottom of the table, it says 'Showing 1 to 100 of 292' and has buttons for 'Show Next 50' and 'Export Results'.

3. Review the returned list.
  - a. If additional samples need to be reviewed, select the Show Next 50 option until the appropriate samples are shown.
  - b. You can also export the entire list if the returned results are 1,000 rows or less.

## B. Samples Waiting to Be Finalized

The PA may want to see the samples on a project or contract that have been submitted to FDOT for Verification but have not yet been finalized.

Filter Options

Sample Category: Project, Material/Spec ID: 346 - Portland Cement Concrete, Material/Spec Name (Contains):, Category Name (Contains):, Sample Purpose (Contains):, Sample Levels:, Methods of Acceptance:

Company: [Start typing Company name to get a list of], Created By: [Start typing user name to get list of users], Sample Initiated Date: [Start typing user name to get list of users]

Last Updated By: [Start typing user name to get list of users], Last Updated On: [Start typing user name to get list of users], Date Sample Taken (On or After): [Start typing user name to get list of users], Date Sample Taken (Before): [Start typing user name to get list of users]

Sample Status:  Finalized,  Logged,  Pending Finalization,  Sample Data and Test Correction Needed,  Sample Data Correction Needed,  Submitted for Lab Testing,  Test Correction Needed

Sampled By: [Start typing Technician Name or TIN], Contact Name (Contains): [Start typing Technician Name or TIN], Tester: [Start typing Technician Name or TIN], Date Test Performed (On or After): [Start typing Technician Name or TIN], Date Test Performed (On or Before): [Start typing Technician Name or TIN]

Contract: T5506 CRS CONTRACTS (MASC GEN), Project: [Start typing Project Name], Pay Items: [Start typing Pay Item Number/Description]

Managing District: [Start typing Managing District], Mix Design Type: [Start typing Mix Design Type]

Mix Design: [Start typing Mix Design Name], Product: [Start typing product name to get list of products], Production Facility: [Start typing Production Facility Name], FDOT Sample Number: [Start typing FDOT Sample Number], LOT #: [Start typing LOT #], LOTs Represented: [Start typing LOTs Represented]

Lab: [Start typing Lab name or Lab ID to get a list of], Lab Routing Status: [Start typing Lab Routing Status]

Road Number: [Start typing roadway # or description to get list of roadways], Station From: [Start typing Station From], Station To: [Start typing Station To]

Comparison Package Status: [Start typing Comparison Package Status]

Currently selected criteria will yield 16 results

Search Clear Search

1. On the Sample search screen, select the following filter options:

- Sample Category – Select Project from the drop down list.
  - Material/Spec ID – Enter a Material Id, for example 346.
  - Sample Status – Select Pending Finalization.
  - Contract or Project – Enter the Contract Id in the Contract field to get all the samples on the contract. Or enter the Financial Project Id in the project field to get the samples on a specific project. Some lots are tracked across projects within a contract, like structural concrete. Others are project specific, like asphalt.
2. Select the Search option to get a list of the samples.

This example returned less than 50 samples so they are all displayed.

Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project(s)	FDOT Sample Number	Mix Design	LOT #	Repres
5	160002085 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0014Q	07-0945-01	14	
6	1600024057 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0018Q	07-0945-01	18	
7	1600024059 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.6	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0019Q	07-0945-01	19	
8	1700059389 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0001Q	05-1556-03	1	
9	1700059390 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0002Q	05-1556-03	2	
10	1700061547 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.9	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0003Q	05-1556-03	3	
11	1700066879 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0001V	05-1556-03	1	
12	1700068803 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0004Q	05-1556-03	4	
13	1700069784 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	VT	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0005V	05-1556-03	5	
14	1700069885 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.10	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CC2B0005Q	05-1556-03	5	
15	1700094545 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.11	VT	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CA4A0026V	07-0945-01	26	
16	1700095667 346 - Portland Cement Concrete, Supplemental Specification, 012013, v2.11	QC	Pending Finalization	T5506 / 418403-2-52-01 SR 600(US17/92) JYP FROM S. OF PORTAGE ST TO N. OF VINE ST (US192)	CD4A0020Q	07-0945-01	20	

Showing 1 to 16 of 16 [Export Results](#)

Go To Sample [Type Sample ID]

3. Now you can navigate to each sample by selecting it from the list.

[Generate Asphalt Random Number](#)   [My Samples](#)   [Search](#)

Sample 1600024057 (Pending Finalization) Go To Sample

[Finalize Sample](#)   [Return Sample](#)   [Delete Sample](#)   [View Sample Transmittal Information for Print](#)   [View Sample Certificate of Analysis for Print](#)   [View History](#)

**Sample ID** 1600024057   **Sample Status** Pending Finalization

**Sample Initiated By** Steve Spaldt   **Sample Initiated Date** 11/16/2016   **Last Updated By** DARWING LOPEZ   **Last Updated On** 11/26/2016

**Material Certification**  
[418493-2-52-01 \(Pending\)](#)

**Material Information** [Click to Expand](#)

**Sample Information** [Click to Collapse](#)

**Company**  
 Universal Engineering Sciences

<b>Method of Acceptance</b> Sampling And Testing	<b>Sample Level</b> QC	<b>Category</b> Class IV Drilled Shaft (4000 PSI) / Conventional	<b>Structural Concrete Production Facility</b> 75-534 - CEMEX, INC.	<b>Mix Design</b> 07-0945-01	<b>Allow any Approved Mix Design</b> No	<b>Mix Design Category</b> Class IV Drilled Shaft (4000 PSI) / Conventional
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**Sampled By Tech** 063207090   **Date Sample Taken** 10/26/2016

**Higher Class in Lieu of Lower Class**  
 No

**FDOT Sample # (CC40001Q)**   **Quantity Represented**   **Unit of Measure**   **Batch/Delivery Ticket #**

4. Review the sample and test data according to the checklist and if the sample is ready, you can select the Finalize Sample option.

Since you have not navigated away from the sample screen, you can return to the search by selecting the Search option again and navigating to the next sample. Repeat until all samples are finalized.

#### C. Samples Waiting to be in a Comparison Package

Currently there isn't a search filter available to make it obvious what samples that are required to be in a comparison package have not been added to a package yet. The Open Sample Report has a parameter you can select to see the samples that are finalized, are required to be in a comparison package, but are not yet, or are in a comparison package that has a comparison status of Does Not Compare but do not yet have resolution included in the comparison package.