**Florida Department of**
# TRANSPORTATION

# Earthwork Records System (ERS) Program Maintenance User ERS Project Instructions

*September 7, 2021*

# Contents

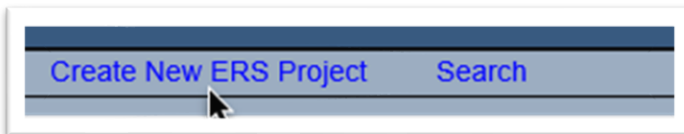## Chapter 1 – ERS Program Maintenance User ERS Project Functions

An ERS Program Maintenance User (PMU) creates the ERS Project in MAC and assigns the companies so a data entry user from one of the Quality Control (QC) companies can create the plots.
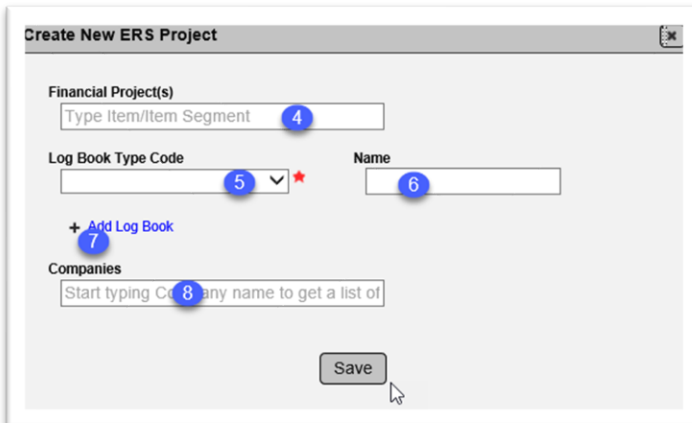
A.      Creating an ERS Project



1. Select the Earthwork Records System menu option.
2. Select the Earthwork Records System submenu option.

The Earthwork Records System screen appears.
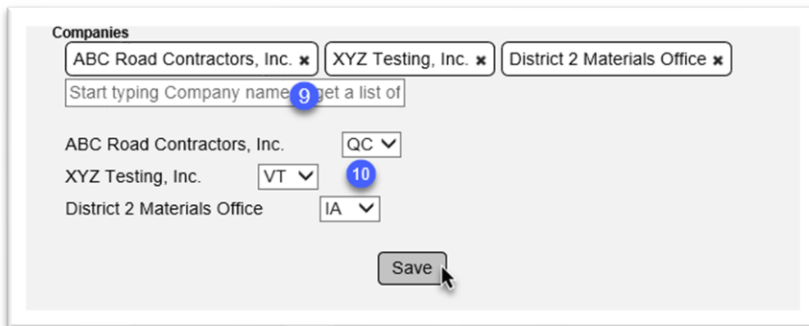


3. Select the Create New ERS Project option.

A Create New ERS Project dialog box appears.



4. **Financial Project(s)** – enter the first Financial Project Number (FPN) and select it from the returned list. An ERS project can be for more than one FPN if they are all on the same contract number.
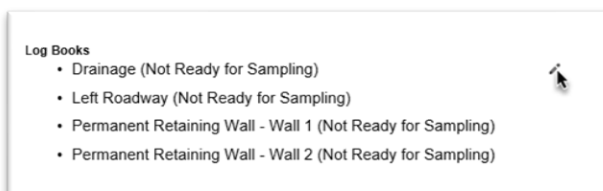
**NOTE**: If the contract has multiple FPNs, it is better to create an ERS project for each FPN. Do not create one for only the Lead FPN. Base thickness samples need to be logged under the FPN that it belongs to for Measurement and Payment purposes. You can enter more than one FPN, but if you decide to do this, any sample will be counted towards all FPNs unless the user indicates otherwise. Any findings on samples with multiple FPNA that has findings will appear under each FPN.

5. **Log Book Type Code** – select the logbook type from the dropdown list for the first logbook. At least one logbook type is needed to save the ERS project. Once an ERS project is created by an ERS PMU, the QC data entry person can add more logbook types as needed.

6. **Name** – for any logbook type that is designated as ESB (everything but drainage), a name is optional. If more than one logbook type of the same type (for example, more than one Left Roadway) is selected, the field becomes a required field on all entries with that logbook type.

7. **Add Log Book** – select this indicator to get more fields to create additional logbooks.

8. **Companies** – enter the name of the QC company and select it from the returned list. New fields will appear.
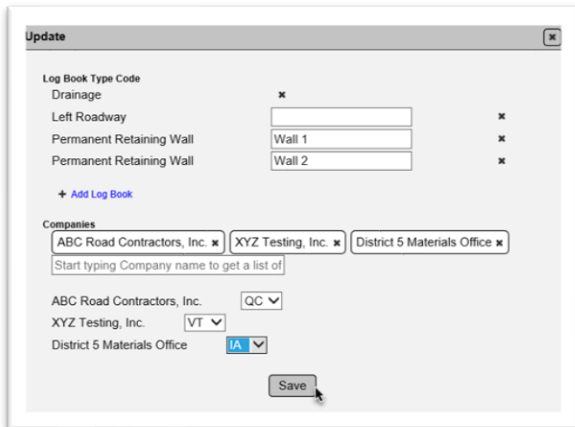


9. **Companies** – as soon as you select the first company, another field will appear. Continue selecting all the companies until all QC, VT and the District Materials and Research Office (DMRO) responsible for IA Project Review are selected. More than one company can be selected for each company level.

10. **Company Level** – by each company, select the company level indicator; QC, VT, or IA.

11. Select the Save option to create the entry.

B.      Updating ERS Project Information



1. Select the Update icon ( ✏ ).

An Update dialog box appears.



2. Add, update, or delete Log Book Types, names, companies, and company levels as needed.
3 Select the Save option.

**NOTE**: QC data entry cannot add or update companies. If a company needs to be added or deleted, it must be done by a PMU or DAC.
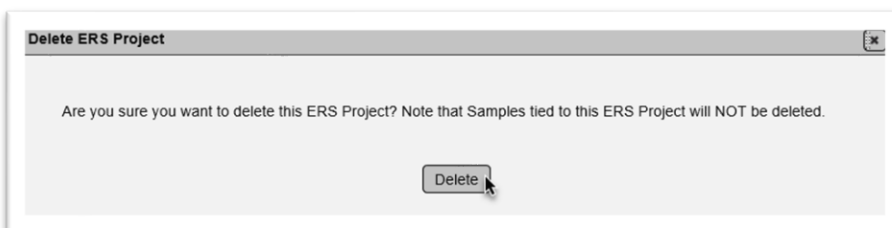
C.      ERS PMU Deleting an ERS Project

An ERS project can be deleted by a PMU, in some cases, even after samples have been created.



1. Select the Delete ERS Project option.

A Delete ERS Project dialog box appears with a warning message that if samples exist, they will not be deleted. Samples can still be accessed on the Sample screen.



2. Select the Delete option.

The ERS project will be deleted.

## Chapter 2 – ERS PMU IA Project Review

The ERS PMU performs an IA Project Review. This review is a subset of the Materials Certification (MC) Review. Both reviews are performed by a user with the system role of PMU. ERS IA Project personnel and MC Review PMUs in each district work together to ensure the two reviews are coordinated.