



Florida Department of TRANSPORTATION



Data Entry for Independent Assurance Program Proficiency Samples

May 25, 2021



Contents

Introduction.....	3
Chapter 1 – Entering the Evaluated Technician’s Sample and Test Data	4
A. Finding the Sample	4
B. Receiving a Lab Sample	5
C. Updating Evaluation Emails	6
D. Entering the Test Results and Finalizing the Sample.....	7

Introduction

Who enters the data for an IA evaluation sample?

The Florida Department of Transportation evaluates active sampling and testing technicians under the Independent Assurance (IA) Program. Technicians have a Technician Identification Number (TIN) that is tracked in the Department's Construction Training and Qualification Program (CTQP). This TIN is used as an indicator in MAC that the person active and should be evaluated is an active technician.

There are four types of evaluations; Observation, Split Samples, a combination of Observation and Split samples on the same evaluation and Proficiency Samples. For Proficiency Sample evaluations, there is data entry required for evaluated technicians' samples. These instructions focus on the data entry required for samples in the IA Proficiency Sample process. There are separate instructions that cover the entire Independent Assurance program for Program Maintenance Users and the State Materials Office Technical Unit.

Technicians and data entry personnel are two different things. Some people are both.

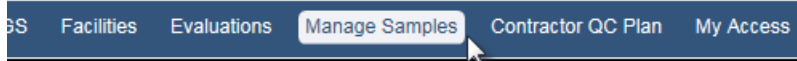
- As described above, technician qualifications are assigned to a TIN
- Data entry roles are assigned to users in companies on an FDOT account; either an FDOT User Id account or Internet Subscriber Account (ISA) and are not based on a TIN
 - Technicians are not required to perform their own data entry
 - Many technicians will have an FDOT account and company roles to perform their own data entry.

These instructions **do not** apply to the technician. Any person with the role of data entry for the company of the laboratory where the sample is tested or the company the field sample is associated to can enter the data on behalf of the technician if he doesn't have the appropriate account and roles assigned. The technician is **NOT** required to enter his own data.

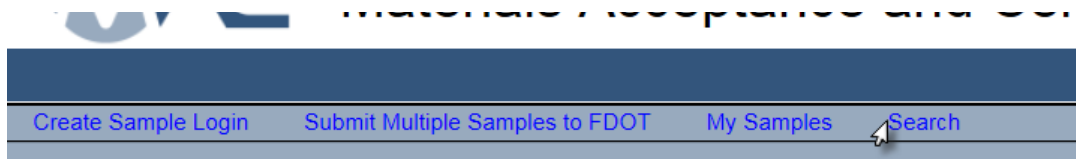
Chapter 1 – Entering the Evaluated Technician’s Sample and Test Data

A. Finding the Sample

There are several ways to find the sample in MAC.

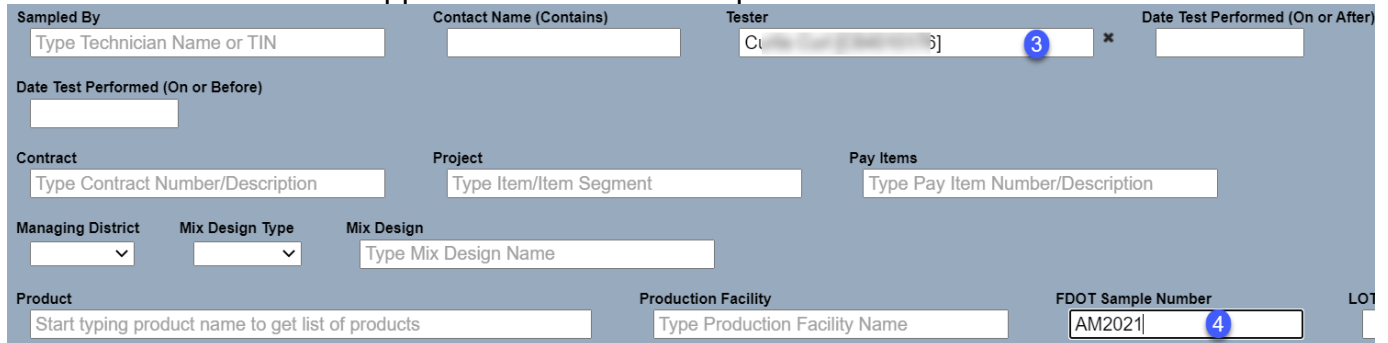


1. Click on the Manage Samples menu option from the MAC menu. You will be navigated to the Sample screen.



2. Click on the Search option on the top left side of the screen.

A Search sub screen will appear in front of the Sample Screen.

A screenshot of the Search sub screen. It features several search criteria fields: 'Sampled By' (Type Technician Name or TIN), 'Contact Name (Contains)', 'Tester' (with a blue circle '3' next to it), 'Date Test Performed (On or After)', 'Date Test Performed (On or Before)', 'Contract' (Type Contract Number/Description), 'Project' (Type Item/Item Segment), 'Pay Items' (Type Pay Item Number/Description), 'Managing District' (dropdown), 'Mix Design Type' (dropdown), 'Mix Design' (Type Mix Design Name), 'Product' (Start typing product name to get list of products), 'Production Facility' (Type Production Facility Name), 'FDOT Sample Number' (with a blue circle '4' next to it), and 'LOT'.

3. **Tester** – enter the Technician’s name or TIN and select it from the returned list.

4. **FDOT Sample Number** – enter the Proficiency FDOT Sample Number.

A screenshot of the search results area. It shows a green highlighted box with the text 'Currently selected criteria will yield 1 result'. Below this, there are two buttons: 'Search' and 'Clear Search'.

This should result in one sample returned.

5. Select the Search option.

The bottom of the search subscreen will return one sample.

Sample ID	MACSample Spec Level	Sample Status	Contract/Project (s)	FDOT Sample Number	Mix Design	LOT #
1 1600014444		Submitted for Lab Testing		ATT-SMO1		

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

6. Click on the row of the sample to navigate to it.

You will be navigated to the sample.

Sample 1600017776 (Submitted for Lab Testing)

Sample ID: 1600017776 | Sample Status: Submitted for Lab Testing

Sample Initiated By: [Redacted] | Sample Initiated Date: 10/19/2016 | Last Updated By: [Redacted] | Last Updated On: 10/19/2016

Evaluation: 000001853 | Current Status: In Progress

FDOT Sample Number: 001 | Technician: [Redacted] | Email: [Redacted] | Supervisor's Email: [Redacted] | [Update Emails](#)

Sample Comments [0] [Click to Expand](#)

Documents [0] [Click to Expand](#)

B. Receiving a Lab Sample

If the sample is a lab sample and it is not auto-received, the data entry person will need to designate that it was received at the lab.

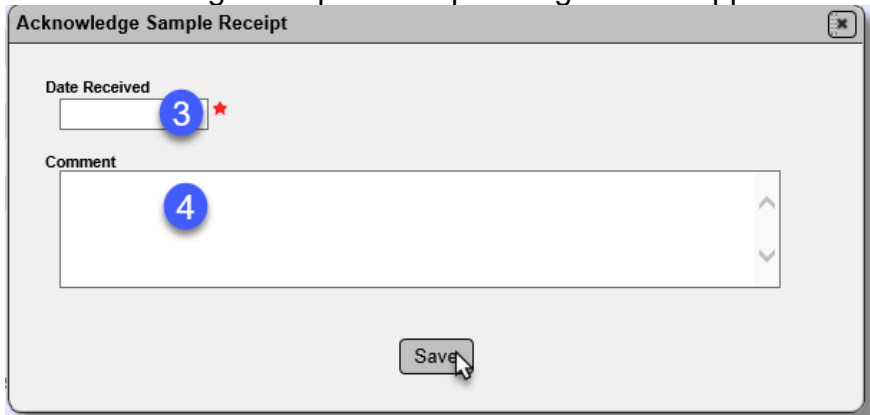
Laboratory Information

1. Click on the Laboratory Information tab to expand it.

Status	Type	Date Sample Received	Comment
Waiting on Receipt	Full		Acknowledge Sample Receipt

2. Click on the Acknowledge Sample Receipt option.

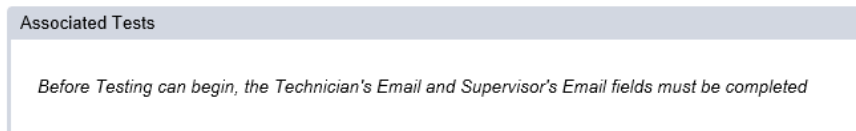
An Acknowledge Sample Receipt dialog box will appear.



3. **Date** – enter the date received.
4. **Comment** – enter any comments, if desired.
5. Click on the Save option to acknowledge the sample was received.

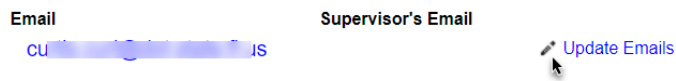
The sample status will be updated to Submitted for Lab Testing.

C. Updating Evaluation Emails



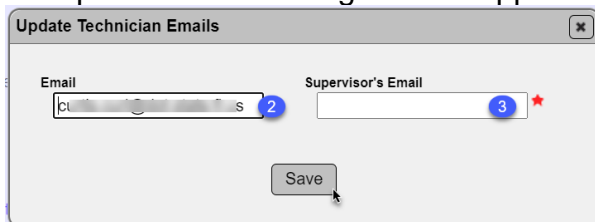
Even if a sample is received, testing cannot begin until the Technician and Supervisor's emails are entered or updated.

To update the email information on an evaluation:



1. Select the Update Emails icon (✎).

An Update Emails dialog box will appear.



2. **Email** – this is the technician's email. If the email is listed in CTQP, the field will be populated. This may not be up to date and need to be revised for the technician to receive the QPR. Update either or both emails.
3. **Supervisor's Email** – enter the technician's QC manager for QC technicians or PA for VT technicians. This is a requirement for the QPR.
4. Select the Save option.

You will receive a message the the emails were successfully updated.

Update Technician Emails was successful

D. Entering the Test Results and Finalizing the Sample

Click to Collapse

Perform Multiple Tests

1. To perform data entry for all or some of the tests, select the Perform Multiple Tests option.

A dialog box will appear with all the available tests.

Perform Multiple Tests

Tests to Perform

- AASHTO T 21 Color
- AASHTO T 255 Total Moisture
- FM 5-584 Mica Schist
- AASHTO T 27 Aggregate Gradation
- FM 1-T 011 Total Minus 200
- FM 1-T 084 Fine Aggregate Specific Gravity
- FM 1-T 085 Large Aggregate Specific Gravity
- FM 1-T 085 Coarse Aggregate Specific Gravity

2. If you don't want to perform a test now, deselect it from the checked list. Deselecting does not delete the test, it only removes it from the data entry now.

Perform Test

Test
FM 1-T166 Gmb - Plant for IA

Tester: C6 6 Testing Lab: DSM001 - State Materials Office Date Test Performed: *

	Pill 1		Pill 2	
Height at Nini (mm)	<input type="text"/>	*	<input type="text"/>	*
Height at Ndes (mm)	<input type="text"/>	*	<input type="text"/>	*
Dry Weight (g)	<input type="text"/>	*	<input type="text"/>	*
Water Weight (g)	<input type="text"/>	*	<input type="text"/>	*
SSD Weight (g)	<input type="text"/>	*	<input type="text"/>	*
Gmb (g)				
Average Height at Nini (mm)				
Average Height at Ndes (mm)				
Average Gmb				
Difference				

3. To perform the selected tests, enter the data in the test definition fields as appropriate.

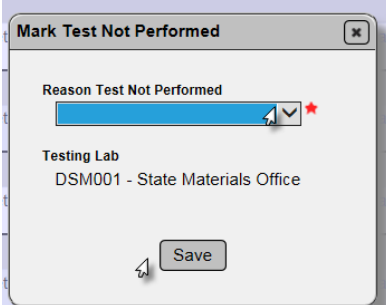
A rectangular button with the text "Save" inside, with a mouse cursor hovering over it.

4. When all the entries are complete, select the Save option.

A button with the text "Mark Test Not Performed" in blue, with a mouse cursor hovering over it. Other buttons like "Testing in Progress", "Required", and "Perform Test" are visible to the left.

5. Select the Mark Not Test Performed option to indicate that a test was not performed.

A Test Not Performed dialog box will appear.

A dialog box titled "Mark Test Not Performed" with a close button in the top right. It contains a dropdown menu labeled "Reason Test Not Performed" with a red asterisk, a text field labeled "Testing Lab" containing "DSM001 - State Materials Office", and a "Save" button at the bottom.

a. Select the reason the test was not performed from the drop down list.

b. Select the Save option.

The test status will be updated to Test Not Performed with the reason selected.

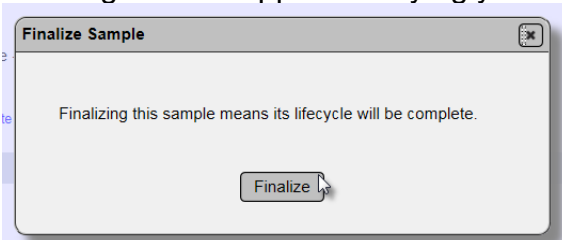
6. When all the tests are completed or designated as not performed, data entry person can finalize the sample.

Two buttons: "Finalize Sample" and "View Sample", both in blue text, with a mouse cursor hovering over "Finalize Sample".

7. Review the data to ensure it is correct and complete. If not, make changes as needed.

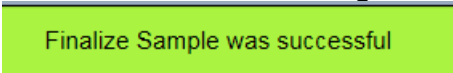
8. Select the Finalize Sample option to finalize the sample.

A dialog box will appear notifying you that finalizing the sample will end the sample life cycle.

A dialog box titled "Finalize Sample" with a close button in the top right. It contains the text "Finalizing this sample means its lifecycle will be complete." and a "Finalize" button at the bottom.

9. Select the Finalize option to continue.

You will receive a message that the sample was finalized successfully.

A green rectangular message box with the text "Finalize Sample was successful" in black.