



Florida Department of TRANSPORTATION



Nonstandard Job Guide Schedule (JGS) User Instructions

December 16, 2024



Contents

Updates	3
Introduction.....	4
Chapter 1 – Project Specific MAC Specs	7
Chapter 2 – Creating and Maintaining an NSJGS	8
A. NSJGS in MAC	8
B. Requests for NSJGS.....	8
C. Creating an NSJGS for LS or DB PrC contract (Data Entry).....	9
1. Materials Tab.....	11
2. Program Specs Tab	13
3. APL Specs Tab	15
D. Updating Materials	16
1. Adding a Material after the Initial Report is Created	16
2. Updating the Quantities on Existing Materials	17
E. Deleting an NSJGS	18
F. Generating the hardcopy JGS Report.....	19
G. Work Order NSJGS (DACs or system administrators).....	20
1. Creating the initial Work Order NSJGS (DACs or system administrators).....	20
2. Creating an Additional Work Order NSJGS (DACs or system administrators)	22
H. Creating an NSJGS for a non-PrC project (DACs or system administrators).....	24
I. Creating an NSJGS for a Permit Job (DACs or system administrators).....	26
1. Creating an NSJGS for a Permit job with a Contract Id in MAC.....	26
2. Creating an NSJGS for a Permit job with a Contract Id in MAC	28
Chapter 3 – Initial, Monthly and Final Reports per Specification Section 105.....	30
A. Initial Reports	30
1. Generating the Initial Report.....	30
2. Deleting the Initial Report	31
3. Exporting the Initial Report	31
B. Generating Monthly Reports	32
1. Generating a Monthly Report	32
2. Updating a Monthly Report.....	34
3. Deleting a Monthly Report.....	36
4. Exporting a Monthly Report	37
C. Generating the Final Report.....	37
1. Generating the Final Report	38
2. Updating the Final Report	38
3. Deleting the Final Report.....	39
4. Exporting the Final Report	40
5. Finalizing the Final Report	40

Updates

This section summarizes the updates in this document from the last posted version.

Update	Page(s)
Added permit job general information in the introduction	5
Added information about Technical Special Provisions in MAC	7
Reordered and regrouped Chapter 2 – Data entry basic information first, the DAC details for special features. Renumbered sections	8-29
Added information on Work Order NSJGS	20-23
Added information on non-PrC NSJGS	24-25
Added information on permit job NSJGS	26-28

Introduction

What is a Job Guide Schedule (JGS)?

The Job Guide Schedule, or JGS, is an entry in MAC that summarizes the materials acceptance requirements for a Financial Project Id (FPN). The Sampling Testing and Reporting Guide, or STRG, is a summary of all MAC Specs. The JGS lists the subset of STRG entries that apply to a specific project.

What is a Material?

A Material in MAC is the highest level of material definition. It is made up of the Material Id and Material Description. For example, **FDOT Specifications Section 120** is for Excavation and Embankment. The MAC Material Id is “120” and the Material Description is “Excavation and Embankment”. Together they make up the MAC Material “120 – Excavation and Embankment”.

What is a MAC Spec?

A MAC Spec is the child record of a MAC Material. A MAC Spec is where the material acceptance requirements are designated: sample frequency, tests and acceptance limits, qualification requirements for sampling and testing personnel and labs, and comparison criteria. A MAC Material can have many MAC Specs.

There are four MAC Spec categories: Project; Program; Mix Design; and Research. Project MAC Specs contain the information for the JGS. There are also a few Program MAC Specs that are eligible for a JGS. Mix Design and Research MAC Specs are not part of a JGS.

There are six types of Project MAC Specs:

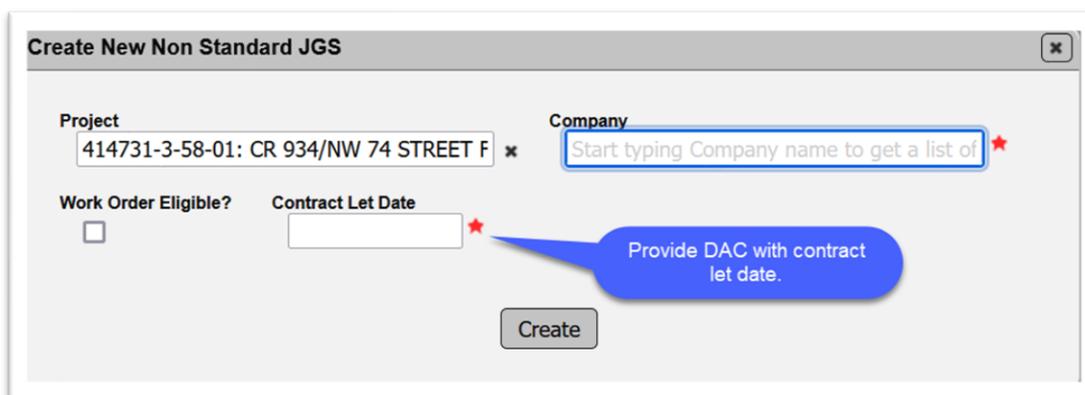
- Supplemental Specifications with corresponding FDOT workbook(s)
 - A Supplemental MAC Spec can overlap multiple FDOT workbooks.
 - For example, Project MAC Spec 200 – Rock Base [01/2009 v1] covers projects let from 01/01/2009 to 10/01/2021
- *Special Provisions (including Modified Special Provisions)*
- *Developmental Specifications*
- *Technical Special Provisions*
- *Change Orders*
- *Plan Notes*

MAC Project Supplemental Specifications apply to all projects with that material. The last five types are *project specific* entries and only appear on projects they are manually assigned to by the SMO. These are described in detail in [Chapter 1 – Project Specific MAC Specs](#).

What is a nonstandard JGS (NSJGS)? How is it created? Who creates it?

The nonstandard JGS, also known as an NSJGS, is for contracts with one pay item, like Lump Sum or Design Build: or no pay items, like a Local Agency Program (LAP) on-system contract. NSJGS can be used for certain permit jobs that warrant MAC entry; for example a pedestrian bridge being constructed outside FDOT right of way but crossing over the state highway system.

A Data Entry user creates an NSJGS entry and provides the Materials and Program MAC Specs. These entries are used for the Material Certification (MC) Review and to generate the hardcopy JGS report (Chapter 2, [F. Generating the hardcopy JGS Report](#)). These instructions are primarily for Data Entry; however, District Application Coordinators (DACs) create NSJGS entries for projects that are not from AASHTOWare Project Construction (PrC). These projects do not have a let date, for example, a LAP, Grant, or a permit project. For any project with special considerations, please contact a DAC to create the NSJGS entry and assign it to your company. They may need information from you for example, the let date or associated workbook in the contract documents.



The screenshot shows a web form titled "Create New Non Standard JGS". It has several input fields: "Project" with the value "414731-3-58-01: CR 934/NW 74 STREET F", "Company" with a placeholder "Start typing Company name to get a list of", "Work Order Eligible?" with an unchecked checkbox, and "Contract Let Date" with an empty text box. A blue callout bubble points to the "Contract Let Date" field with the text "Provide DAC with contract let date.". A "Create" button is located at the bottom of the form.

These instructions include steps and directions for DACs to create the initial entry in these special cases. MAC May allow data entry to create a NSJGS that needs special functions but they will not be applied. Any NJSGS created by data entry that did not get the special features will have to be deleted so a DAC can recreate the entry with the special features. If you are not sure, contact a DAC first. Once the DAC creates the initial entry so the special features are applied, Data Entry personnel take over with adding materials and generating reports.

What contracts get an NSJGS?

All FDOT Lump Sum contracts must have a NSJGS per **Specification Section 105**. Other contract types may include **Specifications Section 105**. An example would be an on-system LAP contract.

Contract types such as Small County Outreach Program (SCOP), Small County Road Assistance Program (SCRAP), and County Incentive Grant Program (CIGP) may also require an NSJGS. Some Permit jobs may have an NSJGS in MAC. The contract documents should indicate who will be responsible for creating and maintaining the NSJGS.

Why should the NSJGS be reviewed regularly?

QC and project personnel need to review an NSJGS regularly to ensure that entries are correct and complete. Are all the materials being used on the project on the NSJGS? As new material operations begin, the NSJGS should be reviewed to ensure the material and estimated quantity has been included.

The automatic assignments done by MAC only apply to MAC Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned manually by the SMO. Reviewing the NSJGS regularly will ensure that there are no missing MAC Specs or incorrect MAC Specs being assigned.

A sample cannot be entered into MAC if the material is not on the JGS. That is another reason why the NSJGS needs to be reviewed. Users must not attempt to log samples under the wrong MAC Material/Specification if the correct one isn't on the JGS. Users should notify the NSJGS data entry person when they cannot log a sample into MAC. For example, if the project has Integral Pile Jackets, MAC Material 457 – Integral Pile Jackets needs to be assigned to the Materials tab **and** the SMO Corrosion technical unit needs to assign the FPN on the Project MAC Spec 457 – Integral Pile Jackets. If the sampling and testing data entry personnel attempt to log the samples under MAC Specs for 346 – Structural Portland Cement Concrete, a 9" slump test result for ASTM C143 would be designated as failing under MAC Material 346 when it passes under MAC Material 457.

Chapter 1 – Project Specific MAC Specs

To understand how an NSJGS works, you need to know what project specific MAC Specs are. Project specific requirements are found in a document other than the **FDOT Supplemental Specifications**. They add to, alter, or delete the material method of acceptance (MOA) requirements in the **Supplemental Specifications**. When project specific requirements exist, MAC must be manually updated to include them. If a project MAC Spec is not created and assigned to the project by the SMO technical unit, the wrong requirements or no requirements may be applied in the JGS.

NOTE: For the purposes of MAC, an **FDOT Standard Specification** and an **FDOT Supplemental Specification** are the same thing.

The JGS automatic assignment applies to MAC Specs for **FDOT Supplemental Specifications only**. Project MAC Specs are **not** assigned automatically. They must be assigned manually by the SMO Technical unit responsible for Project MAC Spec. Examples of project specific MAC Specs are:

- Technical Special Provisions
- Special Provisions (including Modified Special Provisions)
- Developmental Specifications
- Change Orders
- Plan Notes

If one of these documents does not have any material MOA requirements in it, we don't need a project specific MAC Spec. For example, a special provision for **Specifications Section 120** for the removal of contaminated material does not have any language revising the Acceptance Program portion of **Specification Section 120** so a project specific MAC Spec is not needed. In contrast, if the project has Integral Pile Jackets for **Special Provision 457**, it will need the FPN to be assigned to the project specific MAC Spec 457.

Technical Special Provisions must be reviewed by the SMO and the District Materials Certification Reviewer. They may not be added to the JGS depending on the nature of the TSP. When there is no project specific MAC Spec for a TSP with material acceptance requirements assigned to the JGS, the compliance with the acceptance criteria are still to be met, but they are documented and tracked outside of MAC.

Chapter 2 – Creating and Maintaining an NSJGS

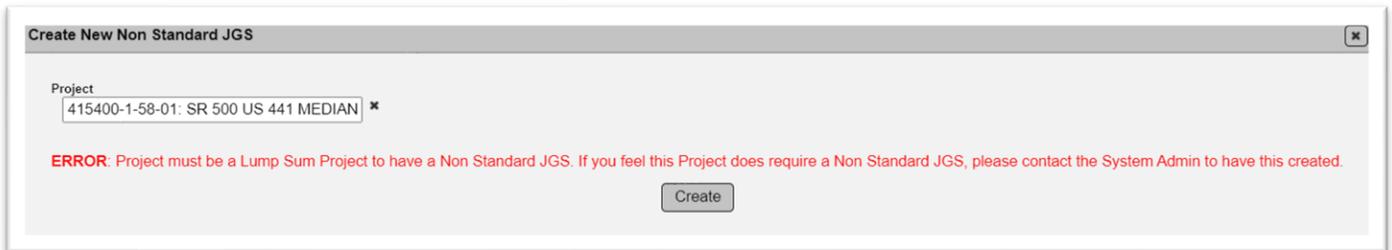
A. NSJGS in MAC

Specifications Section 105 requires the Contractor to submit a JGS for Lump Sum (including Design Build) contracts for each project on the contract. It also requires an initial report, monthly updates, and a final report. Because MAC requires a JGS for samples to be entered, contractors are not permitted to use alternate formats to report the JGS. The Department is not permitted to require Contractors to maintain alternate formats, like spreadsheets, because this is double data entry on contracts that require a MAC JGS.

B. Requests for NSJGS

There are many requests to have a project added to MAC. Any FDOT FPN can potentially have a NSJGS created. But data entry users won't be able to create an NSJGS for all entries. Sometimes it takes a DAC or a system administrator to create the entry.

The warning message says system administrator, but a DAC will normally create the entry.



Create New Non Standard JGS

Project
415400-1-58-01: SR 500 US 441 MEDIAN *

ERROR: Project must be a Lump Sum Project to have a Non Standard JGS. If you feel this Project does require a Non Standard JGS, please contact the System Admin to have this created.

Create

When a user asks to have a DAC or system administrator create an NSJGS, this question must be answered to determine if the contract belongs in MAC:

Will the contract have a Final Project Materials Certification (MC) Review performed by the District Materials and Research Office (DMRO) or SMO?

If the answer is yes, the DAC will create the NSJGS entry for the project. If the answer is no, the DAC will not create the entry.

Finally, if there is no FDOT FPN; for example, a Department of Agriculture contract being administered with FDOT resources, it will not be able to be entered into MAC.

These instructions will start with the Data Entry instructions for normal projects like LS and DB (not Work Order based). Then there will be additional details for special project types that must be created by a DAC.

C. Creating an NSJGS for LS or DB PrC contract (Data Entry)



Do not create a NSJGS if you are not sure if your project needs to be created by a DAC. Contact the appropriate DAC or a system administrator.

Once you have confirmed that your project does not need any special features (not a Work Order Based DB, not a non-PrC project, not a permit job, etc.), you can create the NSJGS.

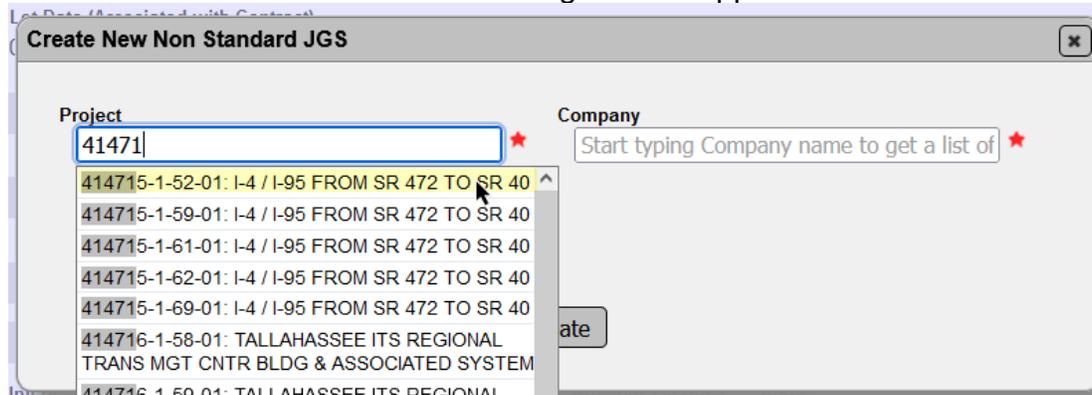


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



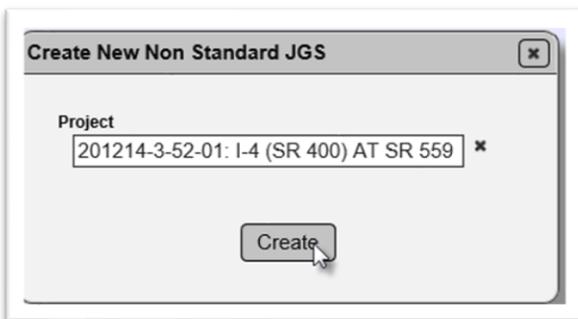
3. Select the Create New Non Standard JGS option.

A Create New Non Standard JGS dialog box will appear.



4. **Project** – begin typing in the FPN. Select the entry from the returned list.

NOTE: Since MAC interfaces with other FDOT applications, ANY project in the Work Program can be seen by MAC. Not all are eligible for an NSJGS. Some that can be selected will result in error messages when you attempt to create the entry. If you select an FPN that has conventional pay items ([Standard Job Guide Schedule](#)) you will receive an error message:



5. Select the Create option to create the NSJGS.

The NSJGS will appear on the screen.



There are two tabs on the entry; Materials and Program Specs. There are instances when an entry for the same material will be selected under both tabs; for example, a material that is APL MOA will be selected under the Materials tab for the APL tracking sample and a Program MAC Spec under the Program Specs tab for random samples.

1. Materials Tab

On an NSJGS, you assign materials to the project. There are a lot of materials in MAC. You need to be familiar with the contract to be able to select the ones that apply to your NSJGS.

There is a summary that shows materials based on general categories, like base, asphalt, concrete, guardrail or signs ([Non-Standard JGS Materials Summary Worksheet by Material Category](#)). These are intended to provide guidance to ensure the NSJGS is complete. They list all the MAC materials available for selection in MAC along with guidance for a specific material. They include detailed directions for entries under the tabs.

Under the Materials tab, you don't select a MAC Spec. You select Materials and the system assigns MAC Specs for those materials. The Materials tab is used to list all the materials used on the project, regardless of MAC Spec type or MOA. Some users think you only need to show materials that are sampled and tested under this tab. That is not the case.

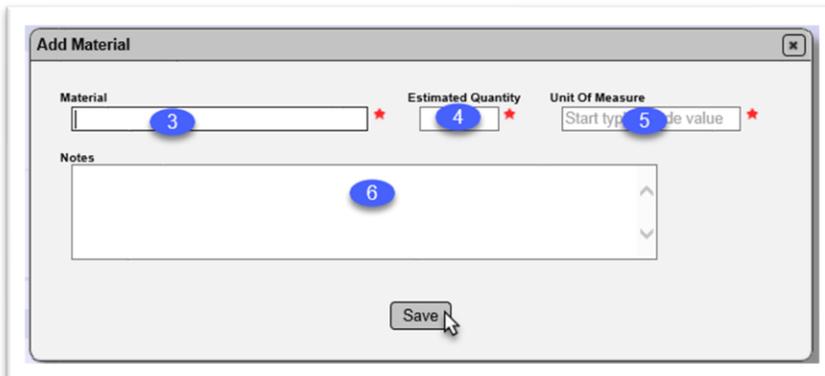
You must select all the materials needed for APL tracking so that project personnel can log the tracking samples into MAC. Beginning in January 2023 on any active contract in MAC, the Materials Tab must be updated to include any Material needed for project personnel to be able to log in APL and Build America Buy America (BABA) tracking samples. [Non-Standard JGS Materials Summary Worksheet by Material Category](#) has been updated to include a worksheet for the Materials that have an APL & BABA Tracking Category and Types.

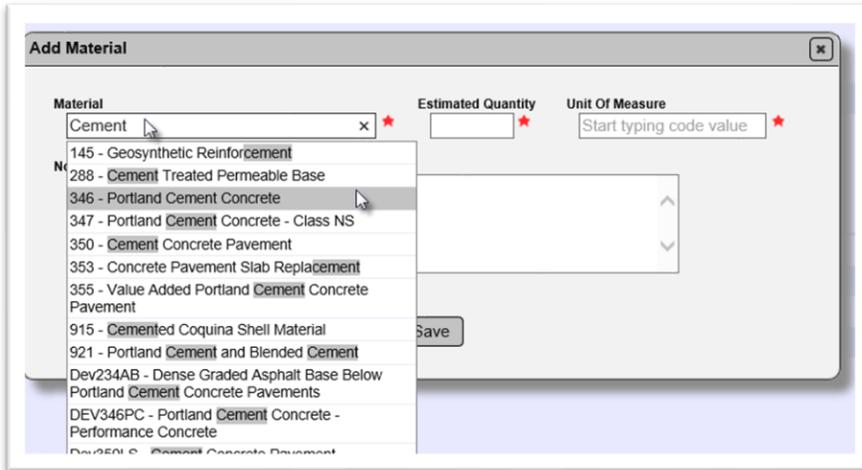
To add materials to the NSJGS:



1. Click on the Materials tab to expand it.
2. Click on the Add Material option.

An Add Material dialog box will appear.





3. **Material** – begin typing in the Material Id or Description. A list will appear with the entries matching the information you supplied. Select the material from the returned list.
4. **Estimated Quantity** – enter the estimated total quantity that will be placed. For example, if the estimated total quantity is to be placed is 10,000 cubic yards, enter 10,000.
5. **Unit of Measure** – enter the unit of measure for the estimated quantity and select it from the returned list. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter Cubic Yard(s).

NOTE: A material may represent multiple products or areas that may not have the same unit of measure. For example, MAC Material 346 may be paid for in cubic yards, linear feet, and assemblies on the same contract. Designate the overall quantity and unit of measure in terms that match the LOT definition. If you're not sure what unit of measure to use, contact the local MC Reviewer.

6. **Comment** – include a comment, if desired.
7. Select the Save option to add the material to the NSJGS.
8. Repeat steps 2-7 for each material on the project.



9. To export the data into an Excel spreadsheet, select the Export option. This is not the official hard copy JGS report but can be useful for other things.

The system will download the data into Excel. A download dialog box will appear, depending on the browser you are using.



10. Select the Open option to open the file. The file will be opened in Excel.

The Materials tab information entered by the user is shown on the JGS hardcopy report under the Project Specs header.

Materials [8]						
	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	100	100	Cubic Yard(s)	7/8/2019	
2	121 - Flowable Fill	50	50	Cubic Yard(s)	7/8/2019	
3	330 - Hot Mix Asphalt – General Construction Requirements	100	100	Ton(s)	7/8/2019	
4	334 - Superpave Asphalt Concrete	100	100	Ton(s)	7/8/2019	
5	337 - Asphalt Concrete Friction Courses	100	100	Ton(s)	7/8/2019	
6	347 - Portland Cement Concrete - Class NS	20	20	Cubic Yard(s)	7/8/2019	
7	449 - Precast Concrete Drainage Products	160	160	Linear Feet	7/8/2019	
8	916 - Bituminous Materials	100	100	Gallon(s)	7/8/2019	

Showing 1 to 8 of 8



Project Specs

Material ID: 120 - Excavation and Embankment

Spec: Supplemental Specification, 01/2009, v1.15
 Owner: Earthwork
 STRG Instructions:

Sampling And Testing

Embankment Material using Standard Proctor / IV

STRG Instructions:

Normally Sampled By: Project Personnel Sample Size: 100 Pound(s)
 Standard Frequency: 1 per 1 Engineer's Option Reduced Frequency: N/A

AASHTO M 145 Soils Classification [Version 8]

Normally Tested By: Verification Laboratory Test Size: Required: No

Test STRG Instructions: Engineer may forego resolution testing if QC & VT test results are within tolerable limits specified in AASHTO T-88.

AASHTO T-88 Particle Size Analysis of Soil (Minn. 8)

2. Program Specs Tab

There are a few Program MAC Specs that may need to be selected. The JGS report needs to include the sampling requirements for all samples taken on the project. They are for the Random Sampling Program or for liquid asphalt or ground tire rubber QC Program samples.

To add a Program MAC Spec:

program specs [v]

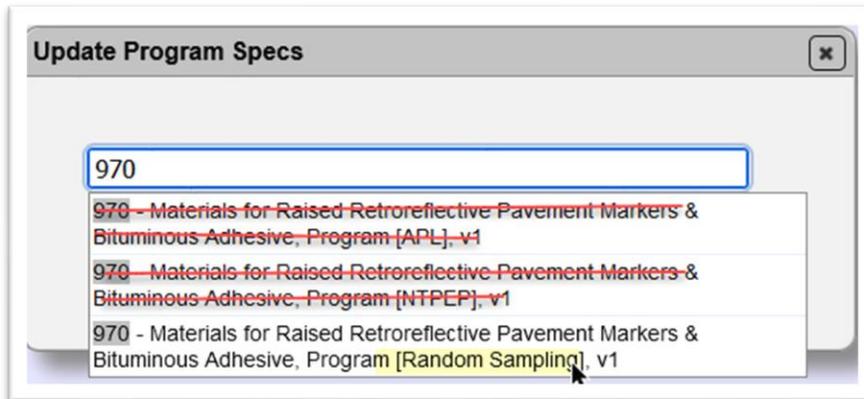
Click to Collapse

No results found

[Update Program Specs](#)

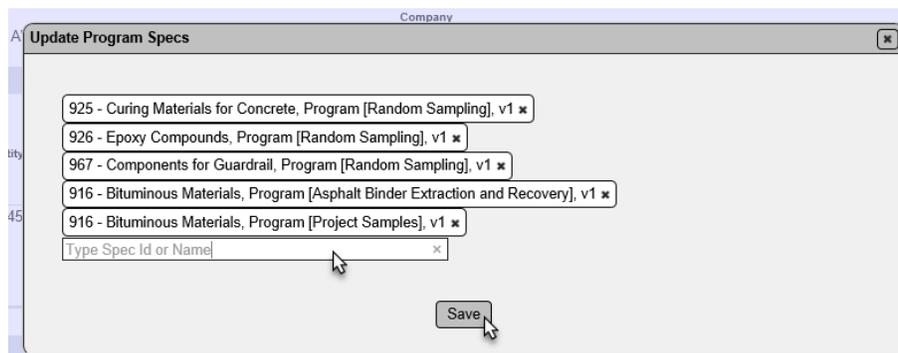
1. Click on the Program Specs tab to expand it.
2. Select the Update Program Specs option.

An Update Program Specs dialog box will appear.



3. Enter the Material Number (such as 970) or partial description (such as retroreflective pavement markers) in the field and select the entry from the returned list.

NOTE: For materials under the Random Sample Program (see [Materials Manual 5.10](#)), there is a corresponding Program MAC Spec used to evaluate new materials requesting to be added to the **Approved Products List (APL)**. There may also be a Program MAC Spec for NTPEP testing. This screenshot shows the example data for Program MAC Specs for **Specification Section 925 – Curing Materials for Concrete**. If the material is on your project, be sure to select the [Random Sampling] entry, not the [APL] or [NTPEP] entry.



4. The field is multi-select. Continue to enter the Program MAC Spec entries for all the materials on the project.

5. Select the Save option to save the entries to the NSJGS.

The Program Specs tab information entered by the user is shown on the JGS hardcopy report under the Program Specs header. This shows the field personnel how often to sample and how much sample is needed.

Program Specs [2]			
	Spec	Program Type	Spec Authority
1	925 - Curing Materials for Concrete, Program [Random Sampling], v1	Random Sampling	Materials Manual
2	971 - Pavement Marking Materials, Program [Random Sampling], v1	Random Sampling	Materials Manual

Showing 1 to 2 of 2



Program Specs

Material ID: 925 - Curing Materials for Concrete

Spec: Program [Random Sampling], v1.4
 Owner: Physical Lab
 STRG Instructions:

Sampling And Testing

Membrane-Forming Curing Compound / Type 1 - Clear / IV

STRG Instructions:
 Normally Sampled By: Project Personnel Sample Size: 1 Quart(s)
 Standard Frequency: 1 per 1 Product Reduced Frequency: N/A

ASTM E1252 Infrared Identification [Version 1]
 Normally Tested By: State Materials Office Test Size: Required: No

Test STRG Instructions:

Membrane-Forming Curing Compound / Type 2 - White Pigmented / IV

STRG Instructions:
 Normally Sampled By: Project Personnel Sample Size: 1 Quart(s)
 Standard Frequency: 1 per 1 Product Reduced Frequency: N/A

ASTM E1252 Infrared Identification [Version 1]
 Normally Tested By: State Materials Office Test Size: Required: No

3. *APL Specs Tab*

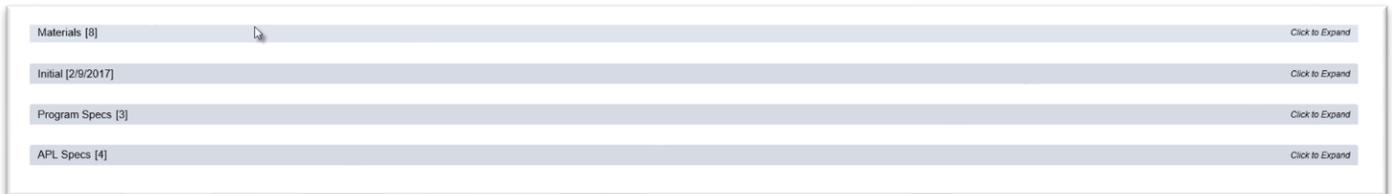
With the implementation of APL tracking in MAC, the APL Specs Tab has been removed from the NSJGS. It will still appear on existing NSJGS entries that were created before the tab was removed.

D. Updating Materials

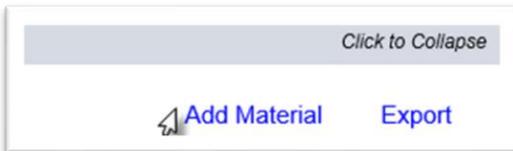
As materials are placed and quantities are tracked, the NSJGS must be updated on a monthly basis.

1. *Adding a Material after the Initial Report is Created*

Sometimes all the materials used on the project may not be included in the initial report (Chapter 3, [A. Initial Reports](#)). It is possible to add materials to the NSJGS after the initial report is generated.

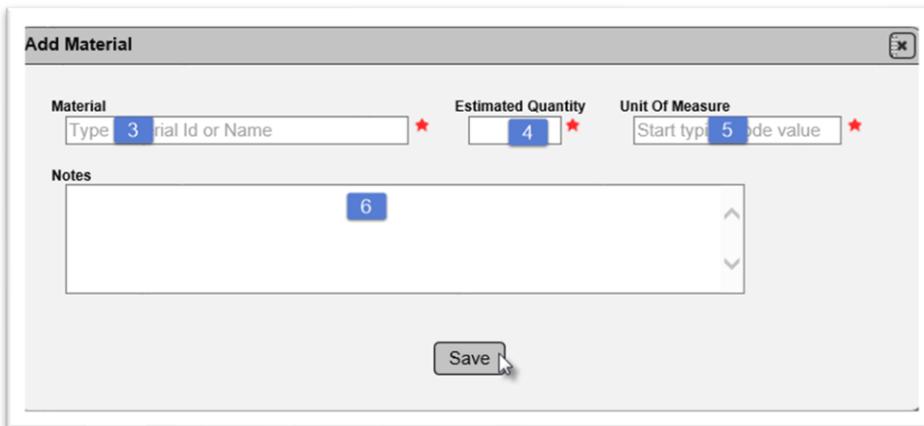


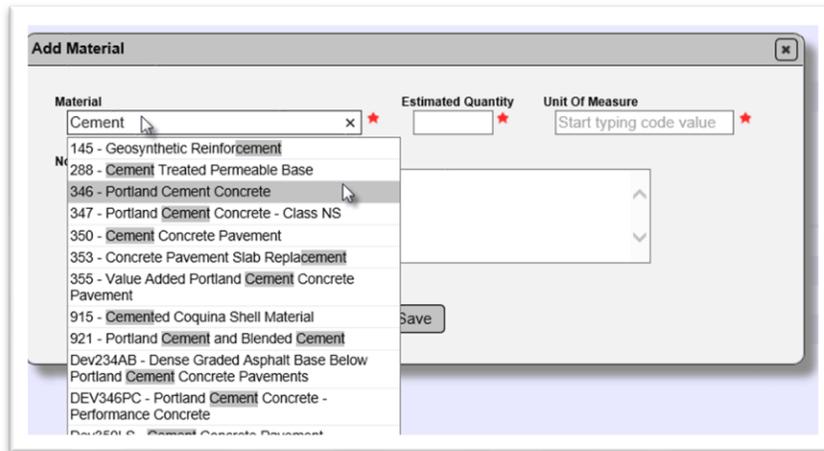
1. Click on the Materials tab to expand it.



2. Click on the Add Material option.

An Add Material dialog box will appear.

A screenshot of the 'Add Material' dialog box. It has a title bar with 'Add Material' and a close button. The form contains three input fields: 'Material' with a dropdown menu and a red asterisk, 'Estimated Quantity' with a numeric input field and a red asterisk, and 'Unit Of Measure' with a dropdown menu and a red asterisk. Below these is a 'Notes' text area with a blue '6' in the top left corner. At the bottom is a 'Save' button.



3. **Material** – begin typing in the Material Id or description. A list will appear with the entries matching the information you supplied. Select the material from the returned list.
4. **Estimated Quantity** – enter the estimated total quantity that will be placed. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter 10,000. This information can be updated later if the estimated quantity changes.
5. **Unit of Measure** – enter the unit of measure for the estimated quantity and select it from the returned list. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter Cubic Yard(s).
6. **Comment** – include a comment, if desired.
7. Select the Save option to add the material to the NSJGS.
8. Repeat steps 2-7 for each new material to be added.

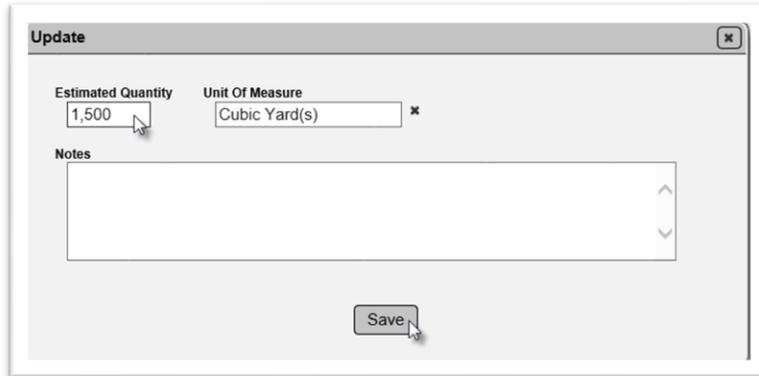
2. *Updating the Quantities on Existing Materials*

The total quantity provided as an estimate may need to be revised on occasion. For example, additional material may be added by Change Order. To revise the total estimated quantity:

	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	1,000	0	Cubic Yard(s)	2/8/2017	Update
2	125 - Excavation for Structures and Pipe	5,000	0	Cubic Yard(s)	2/8/2017	Update
3	160 - Stabilizing	1,000	0	Square Yards	2/8/2017	Update

1. Select the Update option on the row of the material you want to revise.

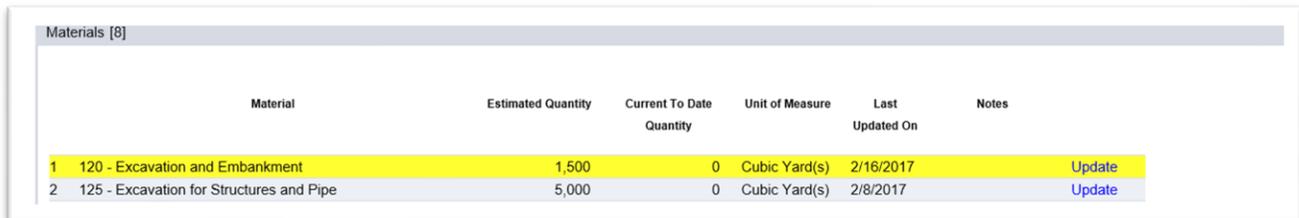
An Update dialog box will appear.



The image shows a dialog box titled "Update" with a close button (X) in the top right corner. It contains two input fields: "Estimated Quantity" with the value "1,500" and "Unit Of Measure" with the value "Cubic Yard(s)". Below these fields is a "Notes" text area. At the bottom center of the dialog is a "Save" button.

2. **Estimated Quantity** – revise the quantity as needed.
3. **Unit of Measure** – revise the unit of measure as needed.
4. Select the Save option.

The system will revise the Estimated Quantity and the highlight the row that was revised.



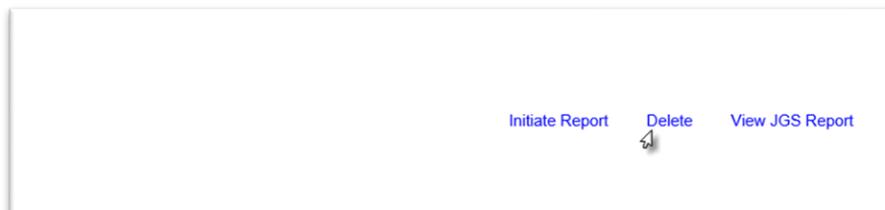
The image shows a table titled "Materials [8]". The table has the following columns: Material, Estimated Quantity, Current To Date Quantity, Unit of Measure, Last Updated On, and Notes. The first row is highlighted in yellow and contains the following data: 1, 120 - Excavation and Embankment, 1,500, 0, Cubic Yard(s), 2/16/2017, and Update. The second row contains the following data: 2, 125 - Excavation for Structures and Pipe, 5,000, 0, Cubic Yard(s), 2/8/2017, and Update.

	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	1,500	0	Cubic Yard(s)	2/16/2017	Update
2	125 - Excavation for Structures and Pipe	5,000	0	Cubic Yard(s)	2/8/2017	Update

E. Deleting an NSJGS

It is possible for the user who creates the NSJGS to delete it as long as the initial and no other reports are generated. If an initial, monthly and/or final report is generated, the report(s) must be deleted before the NSJGS can be deleted.

To delete an NSJGS:



The image shows a rectangular box containing three buttons: "Initiate Report", "Delete", and "View JGS Report". A mouse cursor is hovering over the "Delete" button.

1. Select the Delete option.

A Delete dialog box will appear.

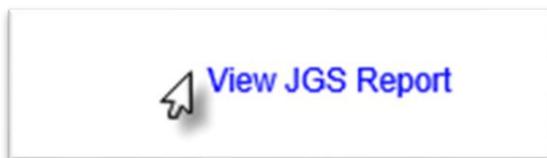


2. Select the Delete option to delete the NSJGS. If you don't wish to delete it, you can click on X on the dialog box to close it.

F. Generating the hardcopy JGS Report

The JGS hard copy report option allows you to create a printed version of the JGS for use by personnel who may not have access to MAC such as field inspectors.

To generate the JGS Report:



1. Select the View JGS Report option.

The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear, depending on the browser you are using.



2. Select the Open option to open the downloaded file. The JGS report will appear in pdf format. It can be saved, printed, and distributed as needed.

G. Work Order NSJGS (DACs or system administrators)

The Work Order NSJGS feature is for Design Build Phased projects but can be used for any project that is paid by work orders or invoices. If your project needs a Work Order NSJGS, **do not create an NSJGS** even if MAC allows you to. Contact the appropriate DAC.



Do not create a NSJGS if you are not sure if your project requires an NSJGS that needs to be created by a DAC. Contact the appropriate DAC or a system administrator.

1. *Creating the initial Work Order NSJGS (DACs or system administrators)*



1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.

You will be navigated to the NSJGS screen.



3. Select the Create New Non Standard JGS option.

A Create New Non Standard JGS dialog box appears.

The screenshot shows a dialog box titled "Create New Non Standard JGS". It has two input fields: "Project" with the text "Type Item/Item" and "Company" with the text "Start typing Compan". Both fields have a red asterisk to their right. A blue circle with the number "4" is over the "Project" field, and a blue circle with the number "5" is over the "Company" field. A "Create" button is centered at the bottom.

4. **Project** – enter the FPN or partial FPN and select the entry from the returned list.
5. **Company** – enter the company name or partial company name of the company responsible for maintaining the NSJGS entry and select it from the returned list.

New fields appear.

The screenshot shows the same dialog box. The "Project" field now contains "428400-1-59-01: SR-5/US-1 FED HWY FR I" and the "Company" field contains "State Materials Office". A new "Work Order Eligible?" checkbox is checked, with a blue circle "6" next to it. A "Contract Let Date" field is now present and empty. A "Create" button is at the bottom.

6. **Work Order Eligible?** – select this indicator to designate the NJSGS as a Work Order NSJGS.

New fields appear.

The screenshot shows the dialog box with more fields. The "Work Order Eligible?" checkbox is checked. Below it are "Work Order Id" and "Description" fields, both empty. Below those are "Begin Date" and "End Date" fields, both empty. A "Create" button is at the bottom. Blue circles with numbers "7", "8", "9", and "10" are placed over the "Work Order Id", "Description", "Begin Date", and "End Date" fields respectively.

7. **Work Order Id** – enter the identifying information for the Work Order. The format is relatively open; however, DACs should be consistent with the numbering system. Suggested format is: WO01; WO02, WO03, etc.

8. **Description** – enter a description of the Work Order. This could be the description from the contract documents, the description of the materials, etc.

9. **Begin Date** – enter the date the system should use for the MAC Supplemental Specifications i.e., the let date or the date of the Specification package in the contract documents. For example, if the key sheet says to use the July 2023 workbook, enter 07/01/2023.

NOTE: When the Work Order Eligible indicator is selected, the Contract Let Date disappears and this date is used as a contract let date.

10. **End Date** – Enter the estimated end date of the work being performed under the work order.

11. Select the Create option.

2. **Creating an Additional Work Order NSJGS (DACs or system administrators)**

Once the initial Work Order NSJGS has been created, MAC will allow for additional NSJGS on the same FPN for different work orders.

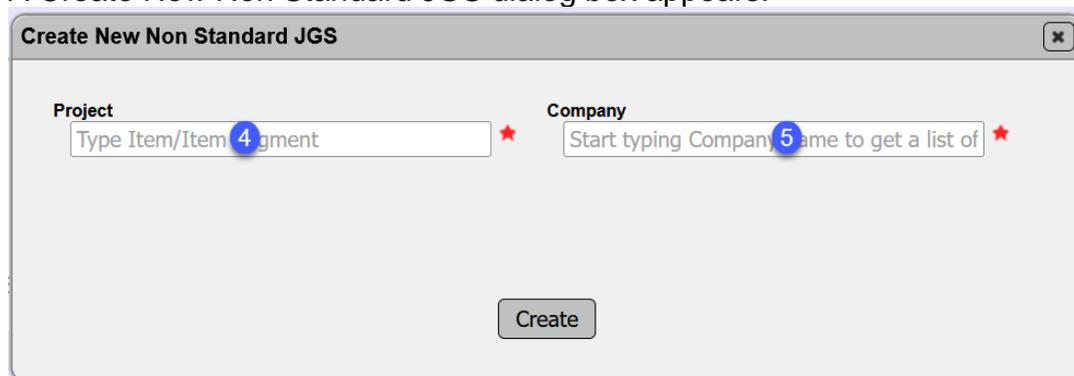
1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.

You will be navigated to the NSJGS screen.



3. Select the Create New Non Standard JGS option.

A Create New Non Standard JGS dialog box appears.



4. **Project** – enter the FPN or partial FPN that has one or more current Work Order NSJGS entries and select the entry from the returned list.

The dialog box reappears with the Work Order Eligible designation as YES.

The screenshot shows a dialog box titled "Create New Non Standard JGS". It has several input fields: "Project" with the value "441224-4-52-01: WIDEN TPK (SR 91) (MP) *", "Company" with a dropdown menu showing "Start typing C 5 any name to get a list of *", "Work Order Eligible?" with a yellow highlight and the value "YES", "Work Order Id" with the value "6 *", "Description" with the value "7 *", "Begin Date" with the value "8 *", and "End Date" with the value "9 *". A "Create" button is located at the bottom center.

5. **Company** – enter the company name or partial company name of the company responsible for maintaining the NSJGS entry and select it from the returned list.

6. **Work Order Id** – enter the identifying information for the Work Order. The format is relatively open; however, DACs should be consistent with the numbering system. Suggested format is: WO01; WO02, WO03, etc.

NOTE: If you attempt to create an entry for one that already exists, you will receive an error message. It is not case sensitive.

The screenshot shows the same dialog box as above, but with the following changes: "Company" is now "State Materials Office *", "Work Order Id" is "wo01", "Description" is "description", "Begin Date" is "4/1/2024", and "End Date" is "4/30/2029". A red error message is displayed at the bottom: "ERROR: Non Standard JGS already exists for this Project-Work Order combination." The "Create" button is still present.

7. **Description** – enter a description of the Work Order. This could be the description from the contract documents, the description of the materials, etc.

8. **Begin Date** – enter the date the system should use for the MAC Supplemental Specifications i.e., the let date or the date of the Specification package in the contract documents. For example, if the key sheet says to use the July 2023 workbook, enter 07/01/2023.

9. **End Date** – Enter the estimated end date of the work being performed under the work order.

10. Select the Create option.

H. Creating an NSJGS for a non-PrC project (DACs or system administrators)

DACs must create the NSJGS for LAP, SCRAP, SCOP, Grant or any other project that does not reside in the PrC application. This is because a let date needs to be applied so that the system can assign Supplemental MAC Specs. These contracts do not have a let date so this date is used in place of a let date read from their system of record.

If a user creates an NSJGS entry for a project that needs a let date, the functionality will not be applied. A DAC or system administrator will delete the entry created by the data entry user so that a let date can be applied.



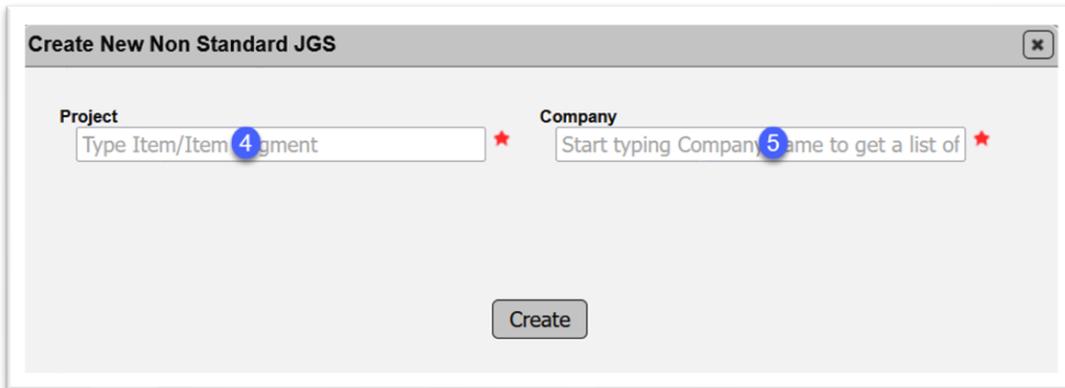
1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.

You will be navigated to the NSJGS screen.



3. Select the Create New Non Standard JGS option.

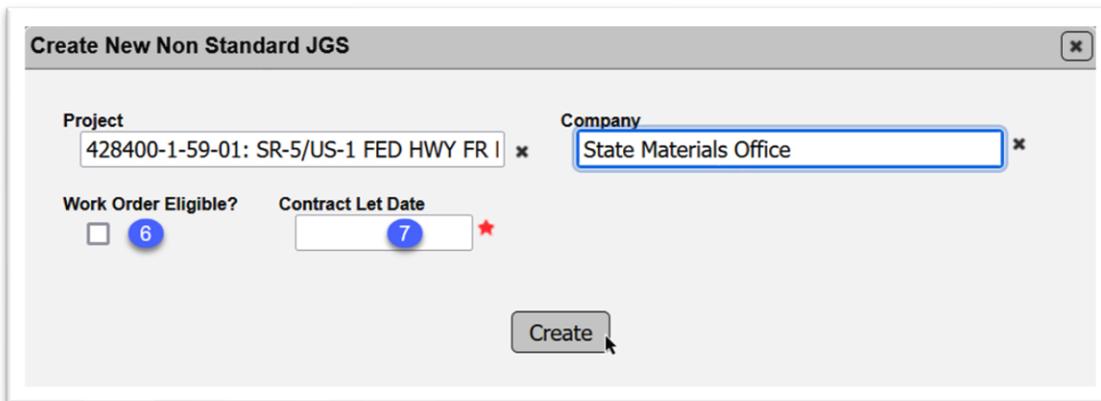
A Create New Non Standard JGS dialog box appears.



The screenshot shows a dialog box titled "Create New Non Standard JGS". It has two input fields: "Project" and "Company". The "Project" field contains the text "Type Item/Item" and has a blue circle with the number "4" next to it. The "Company" field contains the text "Start typing Company" and has a blue circle with the number "5" next to it. Both fields have a red asterisk to their right. At the bottom center of the dialog box is a "Create" button.

4. **Project** – enter the FPN or partial FPN and select the entry from the returned list.
5. **Company** – enter the company name or partial company name of the company responsible for maintaining the NSJGS entry and select it from the returned list.

New fields appear.



The screenshot shows the same dialog box, but with more data entered. The "Project" field now contains "428400-1-59-01: SR-5/US-1 FED HWY FR I" and has a blue circle with the number "6" next to it. The "Company" field now contains "State Materials Office" and has a blue circle with the number "7" next to it. Below these fields are two new fields: "Work Order Eligible?" with an unchecked checkbox and a blue circle with the number "6" next to it, and "Contract Let Date" with an empty text box and a blue circle with the number "7" next to it. A "Create" button is at the bottom center.

6. **Work Order Eligible?** – do not select this option unless the project is also a work order project ([G. Work Order NSJGS \(DACs or system administrators\)](#)).
7. **Contract Let Date** – enter the let date. The PA needs to provide this date to the DAC. It may be in the contract documents or stated on the key sheet as which Standard Specification Book applies. For example if the key sheet says the July 2022 Standard Specification Book, enter 07/01/2022.
8. Select the Create option to create the entry and apply the let date.

NOTE: This feature means that DACs and SMO Technical personnel no longer need to coordinate the Materials and assign project specific MAC Specs for the Materials. On existing NSGJS, this work has been done and it needs to remain in place until the PMCL is issued. This keeps MAC from applying new MAC Supplemental Specs that do not apply.

NOTE: The contract let date field appears on PrC contracts with the date displayed as a check to ensure the DAC is aware there is a let date already being used by MAC.

Create New Non Standard JGS

Project: 448921-1-52-01: SR-415 OVER DEEP CREE *

Company: Start typing Company name to get a list of *

Work Order Eligible?

Contract Let Date(Associated with Contract): 6/6/2023

Create

I. Creating an NSJGS for a Permit Job (DACs or system administrators)

Some permits jobs are not associated with a Contract Id in the Work Program data received by MAC for contracts and projects. Some are. All permits have a permit number. That is not the same as the Contract Id. MAC will allow a DAC or system administrator to create an NSJGS for any FPN with or without a Contract Id.

1. *Creating an NSJGS for a Permit job without a Contract Id in MAC*

If a Data Entry User attempts to create an NSJGS for a permit job with no Contract Id, they will receive an error message:

Create New Non Standard JGS

Project: 450761-3-61-01: SR A1A/5TH STREET M *

ERROR: This project is not yet associated with a contract. If you feel this Project does require a Non Standard JGS, please contact the System Admin to have this created.

Create

The entry does not have to be created by a system administrator. DACs will be the primary role creating these entries.

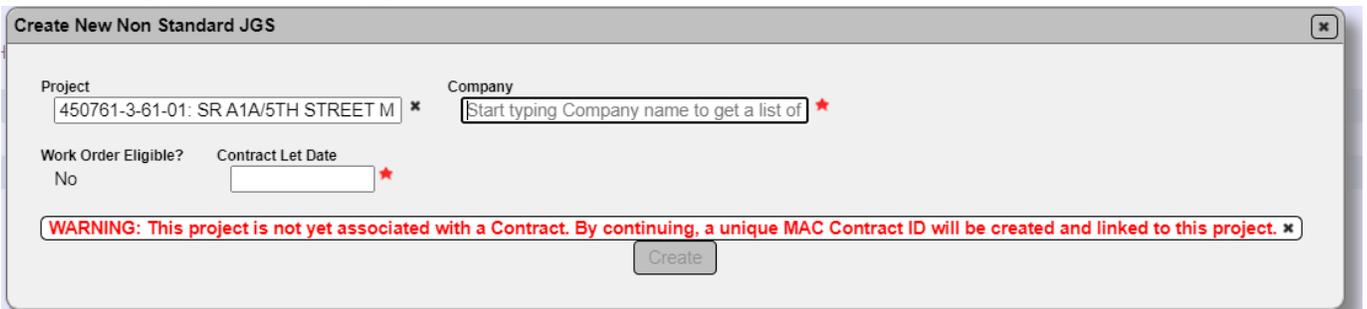


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



3. Select the Create New Non Standard JGS option.

A Create New Non Standard JGS dialog box will appear with a warning that the FPN has no Contract ID associated to it.



4. Click on the x in the warning message to dismiss it.
If the FPN is correct, continue with creating the NSJGS.
5. **Company** – enter the company name or partial company name of the company responsible for maintaining the NSJGS entry and select it from the returned list.



6. **Work Order Eligible?** – when the FPN is not associated with a Contract, it will not be WO eligible so the field defaults to No.
7. **Contract Let Date** – enter the let date. The PA needs to provide this date from the permit documents to the DAC.
8. Select the Create option to create the entry and apply the let date.

2. Creating an NSJGS for a Permit job with a Contract Id in MAC

When a permit is associated to a Contract Id, the “no contract” feature will not be triggered. A DAC will still need to create the NSJGS entry.

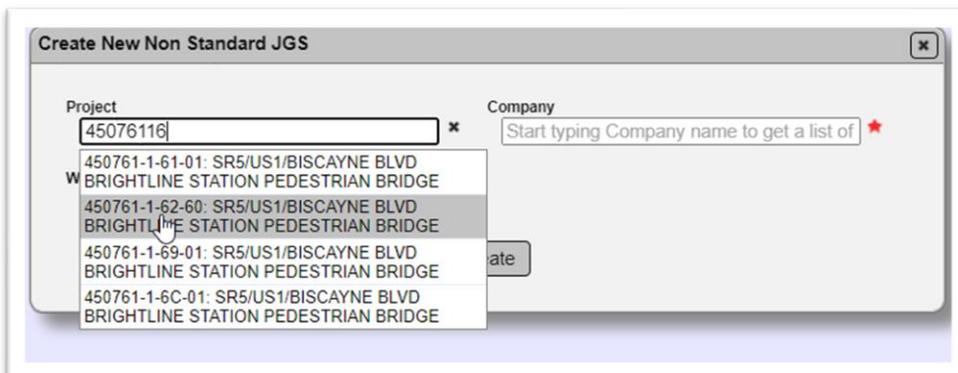


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



3. Select the Create New Non Standard JGS option.

A Create New Non Standard JGS dialog box will appear.



4. **Project** – begin typing in the FPN. Select the entry from the returned list.
5. **Company** – enter the company name or partial company name of the company responsible for maintaining the NSJGS entry and select it from the returned list.

Create New Non Standard JGS

Project: 450761-1-62-60: SR5/US1/BISCAYNE BL *
 Company: ABC Road and Bridge Construction *

Work Order Eligible?
 Contract Let Date: 10/1/2024

Create

6. **Work Order Eligible?** – select this indicator to designate the NJSJS as a Work Order NSJGS. See [G. Work Order NSJGS \(DACs or system administrators\)](#). In most cases, permit projects will not be work order eligible.

7. **Contract Let Date** – enter the let date. The PA needs to provide this date from the permit documents to the DAC.

8. Select the Create option to create the entry and apply the let date.

You cannot see the Contract Id on this screen or dialog box. You will know it has one because you did not receive the error message shown above. In most cases, permit jobs that need an NSJGS will also need a Contractor QC Plan (CQCP). If the Create Contractor QC Plan option is used and you supply the FPN, it will display the Contract Id associated with the FPN from the Work Program data.

Create New Contractor QC Plan

Contract: CAG77: TESTING MATERIALS [WSP USA ENVIRONMENT & INFRASTRU]
 Project(s): 450761-1-62-60: SR5/US1/BISCAYNE BL *

Company: Start typing Company name to get a list of *

Material Types: [dropdown] *

Create

Chapter 3 – Initial, Monthly and Final Reports per Specification Section 105

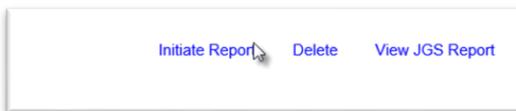
Specification Section 105 requires not only the list of materials on the NSGJS, but also how much material is being placed on a monthly basis up until the final quantities are known. This is accomplished by generating the initial, monthly and final reports.

A. Initial Reports

1. Generating the Initial Report

The initial JGS report generation allows for the monthly and final reports to be generated.

To create the initial JGS report:



1. Select the Initiate Report option.

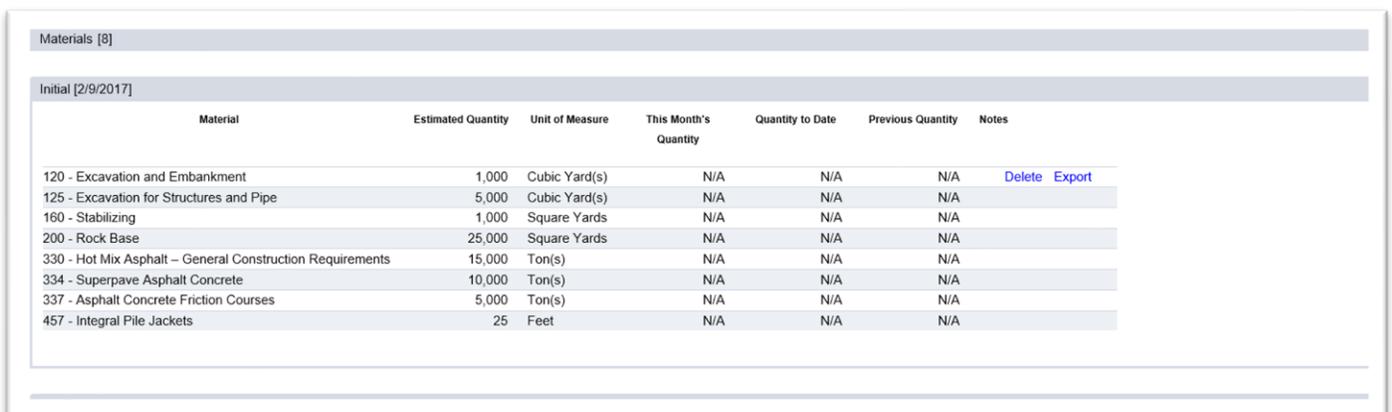
An Initiate Report dialog box will appear.



2. **Report Date** – enter the report date or select it from the calendar.

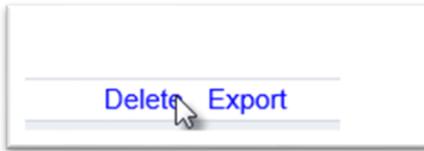
3. Select the Save option.

A new Initial tab will appear with the date. The materials and quantities entered will be populated under the tab. These entries cannot be revised.



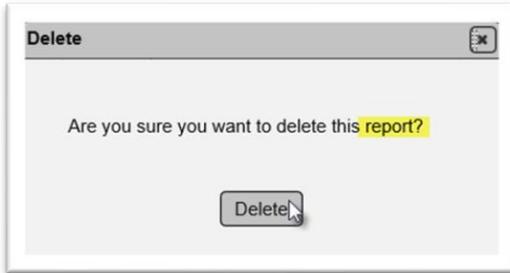
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	N/A	N/A	N/A	Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	N/A	N/A	N/A	
160 - Stabilizing	1,000	Square Yards	N/A	N/A	N/A	
200 - Rock Base	25,000	Square Yards	N/A	N/A	N/A	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	N/A	N/A	N/A	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	N/A	N/A	N/A	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	N/A	N/A	N/A	
457 - Integral Pile Jackets	25	Feet	N/A	N/A	N/A	

2. Deleting the Initial Report



1. If the report was created in error, select the Delete option to delete it.

A delete dialog box will appear.



2. Select the Delete option to delete the report.

NOTE: Once an initial report is generated, a material cannot be deleted from the Materials tab.

3. Exporting the Initial Report

Initial [8/4/2020]

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	146,262	Cubic Yard(s)	N/A	N/A	N/A	Export
160 - Stabilizing	130,944	Square Yards	N/A	N/A	N/A	
285 - Optional Base Course	95,459	Square Yards	N/A	N/A	N/A	
334 - Superpave Asphalt Concrete	26,183	Ton(s)	N/A	N/A	N/A	
337 - Asphalt Concrete Friction Courses	33,199	Ton(s)	N/A	N/A	N/A	
339 - Miscellaneous Asphalt Pavement	255	Ton(s)	N/A	N/A	N/A	
346 - Portland Cement Concrete	6,867	Cubic Yard(s)	N/A	N/A	N/A	
350 - Cement Concrete Pavement	118,950	Square Yards	N/A	N/A	N/A	
415 - Reinforcing Steel	1,717,261	Pound(s)	N/A	N/A	N/A	
536 - Guardrail	6,979	Linear Feet	N/A	N/A	N/A	

1. Click on the Initial tab to expand it.

2. Select the Export option.

A download dialog box will appear, depending on the browser you are using.



3. Select the Open option to open the downloaded file. The Excel file will open with the results.

B. Generating Monthly Reports

Specifications Section 105 requires the Contractor to submit monthly JGS reports with updated quantities.

1. **Generating a Monthly Report**

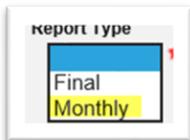
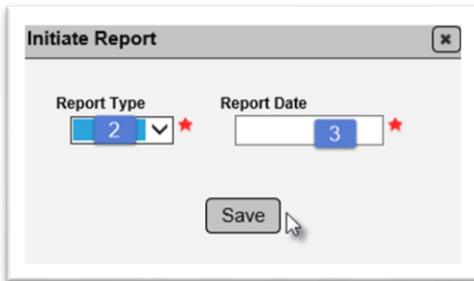
On a monthly basis, the Contractor must report how much of the total estimated quantity has been placed so far. This can be accomplished through the MAC NSJGS entries. To report the quantities used on a monthly basis:



1. Select the Initiate Report option.

NOTE: This option appears only after the initial report has been generated.

An Initiate Report dialog box will appear.



2. **Report Type** – select Monthly from the Report type dropdown list.
3. **Report Date** – enter a report date or select it from the calendar feature.
4. Select the Save option.

Now you will be able to provide the monthly quantities. When the Initiate Report option is selected and saved, a new Monthly Reports tab is added and automatically expanded. The next step is to provide the quantities.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

5. Click on the Monthly Reports tab to expand it.
6. Click on the appropriate Monthly report tab to expand it.
7. Select the Update option.

An Update dialog box will appear.

8. **This Month's Quantity** – enter the quantity used that month on any material that were placed. Not all materials will have a quantity placed every month.
9. **Notes** – add notes, if desired.
10. Select the save option to save the monthly quantities.

The system will update the previous quantity. In the first monthly report, all previous quantities will be zero. It will also calculate to Quantity to date.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Square Yards	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	

Initiate Report

Report Type: Report Date:

11. On a monthly basis, repeat steps 1-9.

2. **Updating a Monthly Report**

You have the ability to update the entries in a monthly report as long as another monthly report has not yet been generated. For example, you cannot update the entries in February's report if March's report has been generated.

Monthly Reports [1] Click to Collapse

Monthly [2/2017] Click to Collapse

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report subtab to expand it.
3. Select the Update option.

An Update dialog box will appear.

4. **Report Date** – revise the report date if needed.
5. **This Month's Quantity** – revise any quantities as needed.
6. **Notes** – revise or make notes, if desired.
7. Select the Save option to save the updates.

If an error is found, simply fix the quantity to date by entering a new monthly quantity in the next report to revise the data.

February's report is incorrect. The quantity can be corrected on March's report.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
Monthly Reports [2] Click to Collapse						
Monthly [3/1/2017] Click to Collapse						
120 - Excavation and Embankment	1,500	Cubic Yard(s)	0	250	250	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	0	100,000	100,000	
160 - Stabilizing	1,000	Square Yards	0			
200 - Rock Base	25,000	Square Yards	0			
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0			
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0			
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0			
457 - Integral Pile Jackets	25	Feet	0			
Monthly [2/16/2017] Click to Collapse						
120 - Excavation and Embankment	1,500	Cubic Yard(s)	250	250	0	Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100,000	100,000	0	
160 - Stabilizing	1,000	Square Yards	750			
200 - Rock Base	25,000	Square Yards	0			
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

Update

Report Date
3/1/2017

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	500 Cubic Yard (s)	
125 - Excavation for Structures and Pipe	-98,750 Cubic Yard (s)	
160 - Stabilizing	250 Square Yards	

The Quantity to Date (running total) now reflects appropriate amount.

Monthly Reports [2]

Monthly [3/1/2017]

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	500	750	250	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	-98,750	1,250	100,000	
160 - Stabilizing	1,000	Square Yards	250	1,000	750	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

3. Deleting a Monthly Report

Sometimes there will be a need to delete a report. For example, you entered the quantities for an incorrect FPN.

To Delete a Monthly Report:

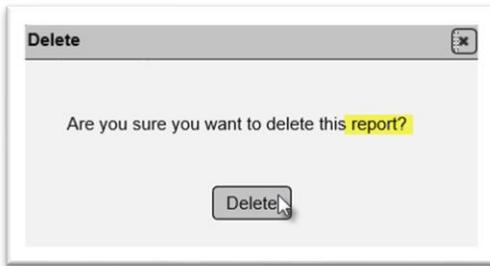
Monthly Reports [1]

Monthly [2/2/2017]

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report tab to expand it.
3. Select the Delete option.

A Delete dialog box will appear.



4. Select the Delete option to delete the report. If you don't wish to delete, you can click on X on the dialog box to close it.

4. **Exporting a Monthly Report**

You may wish to export the entries in the report to an Excel spreadsheet.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt - General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report tab to expand it.
3. Select the Export option.

A download dialog box will appear, depending on the browser you are using.



4. Select the Open option to open the downloaded file. The Excel file will open with the results.

C. **Generating the Final Report**

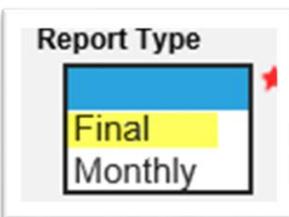
Specifications Section 105 requires the Contractor to submit a final JGS with quantities that reflect the material quantity actually placed.

1. *Generating the Final Report*



1. Select the Initiate Report option.

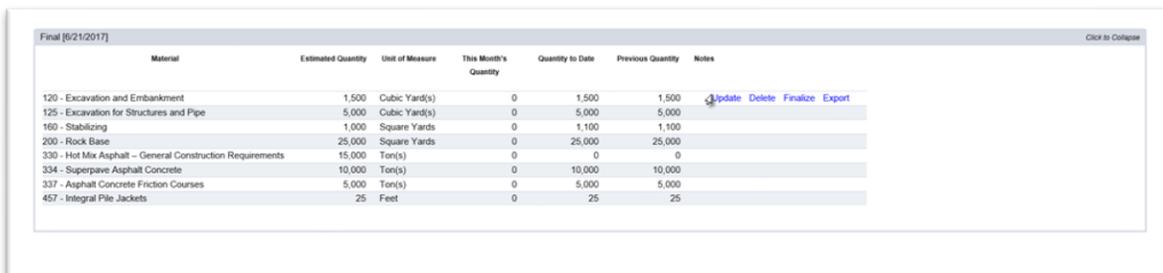
An Initiate Report dialog box will appear.



2. **Report Type** – select Final from the dropdown list.
3. **Report Date** – enter a date or select it from the calendar feature.
4. Select the Save option.

2. *Updating the Final Report*

You can update the Final Report up until the point you finalize it ([5. Finalizing the Final Report](#)). Once the final report is created, the final report tab stays expanded even if you navigate away from the NSJGS.



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	0	1,500	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	0	5,000	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Update option.

An Update dialog box will appear. This time the dialog box will have the quantities you entered when you created the final report.

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	100 Cubic Yard(s)	4
125 - Excavation for Structures and Pipe	45 Cubic Yard(s)	
160 - Stabilizing	17 Square Yards	
200 - Rock Base	250 Square Yards	
330 - Hot Mix Asphalt – General Construction Requirements	50 Ton(s)	
334 - Superpave Asphalt Concrete	0 Ton(s)	
337 - Asphalt Concrete Friction Courses	0 Ton(s)	
457 - Integral Pile Jackets	0 Feet	

2. **Report Date** – revise the date, if needed.
3. **This Month's Quantities** – update any quantities that need to be revised so that the total quantity placed matches the final material quantity placed.
4. **Notes** – add any notes, if desired.
5. Select the Save option.

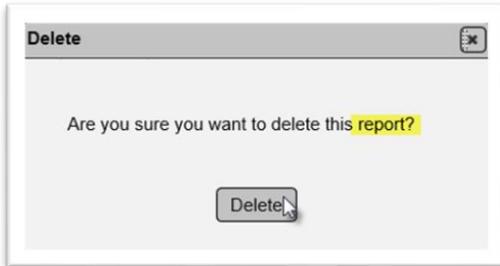
3. **Deleting the Final Report**

If you need to delete the final report, you may do so up until you finalize it ([5. Finalizing the Final Report](#)).

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Delete option.

A delete dialog box will appear.



2. Select the Delete option to delete the report.

4. **Exporting the Final Report**

If you want to export the final report data into an Excel spreadsheet, you can be selecting the Export option.

A screenshot of a web application window showing a table with columns: Material, Estimated Quantity, Unit of Measure, This Month's Quantity, Quantity to Date, Previous Quantity, and Notes. The table contains 8 rows of material data. In the last row of the table, the "Export" link is highlighted with a mouse cursor.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Export option.

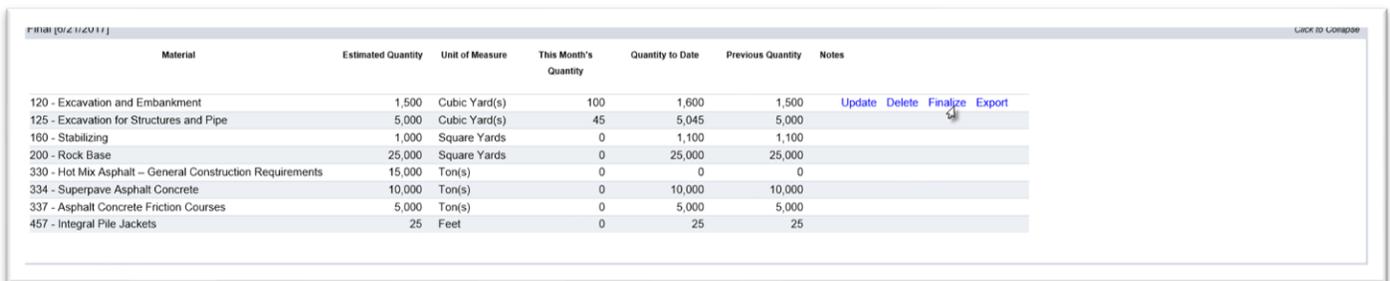
A download dialog box will appear, depending on the browser you are using.



2. Select the Open option to open the downloaded file. The report will open in Excel.

5. **Finalizing the Final Report**

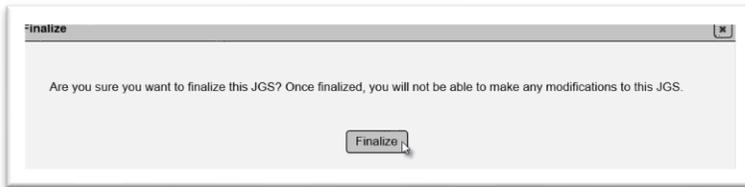
When all the final quantities are correctly entered, you can finalize the Final Report. This lets the FDOT know you are done working on it and it is available for use in the Final Project Materials Certification (MC) Review.

A screenshot of a web application window showing a table with columns: Material, Estimated Quantity, Unit of Measure, This Month's Quantity, Quantity to Date, Previous Quantity, and Notes. The table contains 8 rows of material data. In the last row of the table, the "Finalize" link is highlighted with a mouse cursor.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Finalize option.

A Finalize dialog box will appear warning you that by finalizing the Final Report, you will no longer be able to revise the entries.



2. Select the Finalize option. If you are not ready to finalize, you can select the X on the dialog box to close it.

Once a Final Report has been finalized, it can still be reopened for additional changes or deleted by a system administrator. If you inadvertently finalize a Final Report and need it reopened or deleted, contact MAC Support or your local DAC.