



Florida Department of TRANSPORTATION



Nonstandard Job Guide Schedule (JGS) User Instructions

April 17, 2026



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Introduction

What is a Job Guide Schedule (JGS)?

The Job Guide Schedule, or JGS, is an entry in MAC that summarizes the material Method of Acceptance (MOA) 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 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. In some cases, a District Application Coordinator (DAC) must create the initial entry so the NSGJS will have special programming. 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). They include steps and directions for DACs to create the initial entry in these special cases. MAC may allow a Data Entry user to create an NSJGS that needs special functions but they will not be applied. Any NJSJS created by a Data Entry user 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 users take over with adding materials and generating reports. When the instructions are directed to the DAC, it will be denoted that the DAC is the appropriate user and when a Data Entry user takes over.

The NSJGS entries are used for the Material Certification (MC) Review and to generate the hardcopy JGS report (Chapter 2, [F. Generating the hardcopy JGS Report](#)).

What contracts get an NSJGS?

All FDOT Lump Sum contracts must have an 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.

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](#).

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. 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 MAC 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 a Project MAC Spec 457 – Integral Pile Jackets. Logging and processing samples under the wrong MAC Spec may result in incorrect material Method of Acceptance (MOA) requirements being applied and test results that are passing may be designated as failing or vice versa.

Chapter 1 – Project Specific MAC Specs

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 is automatically assigned 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, if a special provision for **Specifications Section 120** for the removal of contaminated material that does not also have any language revising the Acceptance Program portion of **Specification Section 120**, a project specific MAC Spec is not needed. Conversely, 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 (TSPs) 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

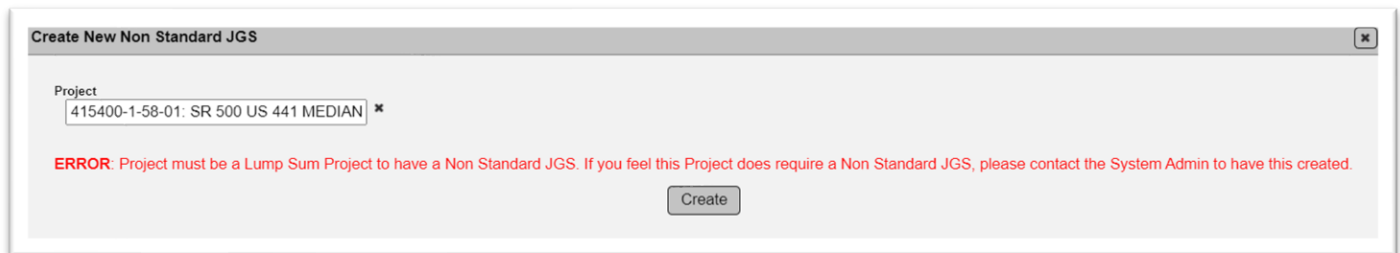
A. NSJGS in MAC

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.

B. Requests for NSJGS

There are many requests to have a project added to MAC. Any FDOT FPN can potentially have an NSJGS created. However, 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 to 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.

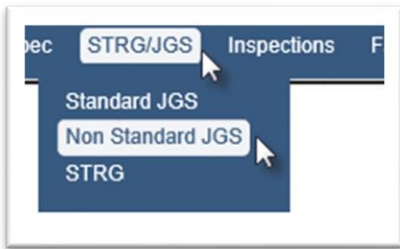
These instructions will start with the Data Entry instructions for normal projects like LS and DB (not Work Order based). Then there will be additional details for special project types that must be created by a DAC.

C. Creating an NSJGS for LS or DB PrC contract



Do not create an 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.

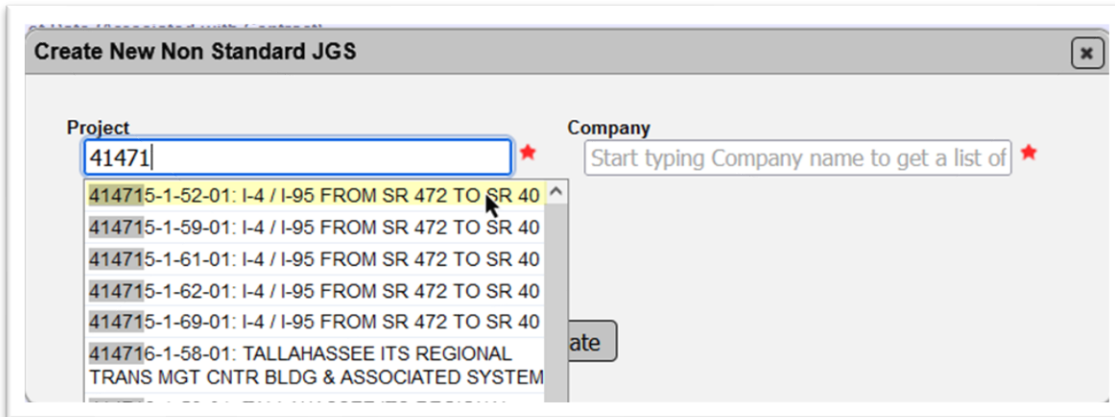


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



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.

5. Select the Create option to create the NSJGS.

The NSJGS will appear on the screen.

Project	Company	Contract Let Date (Associated with Contract)
420613-2-52-01: I-75 (SR 93) AT FRUITVILLE ROAD/CR 780	Ranger Construction Industries, Inc.	8/12/2024

Work Order Id	Description	Begin Date	End Date
WO01	Asphalt and Concrete Pavement	10/1/2024	11/16/2030

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.

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:

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 are documents that summarize materials based on general work categories, like base, asphalt, concrete, guardrail or signs: one for [Nonstandard JGS Material Summary By Material Category for MAC Materials](#) and one for [Nonstandard JGS Material Summary by Material Category For APL Tracking](#). These are intended to provide guidance to ensure the NSJGS is complete.

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

NOTE: 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 tracking samples. For contracts let on or after January 1, 2026, APL and BABA tracking is documented in PrC. For active contracts let before January 1, 2026, APL tracking can be documented in either MAC or PrC. For those contracts continuing in MAC, the system was never updated to include BABA compliance before the shift to PrC. If the project tracking remains in MAC, the BABA compliance must be reviewed and confirmed manually.

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.

The screenshot shows the 'Add Material' dialog box with the following fields and callouts:

- Material:** A text input field with a blue circle '3' over it.
- Estimated Quantity:** A text input field with a blue circle '4' over it.
- Unit Of Measure:** A dropdown menu with the text 'Start typing code value' and a blue circle '5' over it.
- Notes:** A large text area with a blue circle '6' over it.
- Save:** A button at the bottom center.

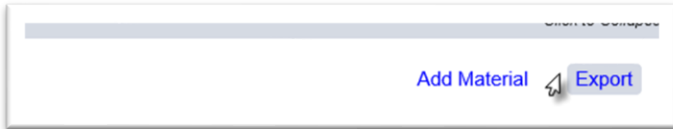
The screenshot shows the 'Add Material' dialog box with a dropdown menu open over the 'Material' field. The dropdown list contains the following items:

- Cement
- 145 - Geosynthetic Reinforcement
- 288 - Cement Treated Permeable Base
- 346 - Portland Cement Concrete
- 347 - Portland Cement Concrete - Class NS
- 350 - Cement Concrete Pavement
- 353 - Concrete Pavement Slab Replacement
- 355 - Value Added Portland Cement Concrete Pavement
- 915 - Cemented Coquina Shell Material
- 921 - Portland Cement and Blended Cement
- Dev234AB - Dense Graded Asphalt Base Below Portland Cement Concrete Pavements
- DEV346PC - Portland Cement Concrete - Performance Concrete
- Dev250S - Special Concrete Pavement

- 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).

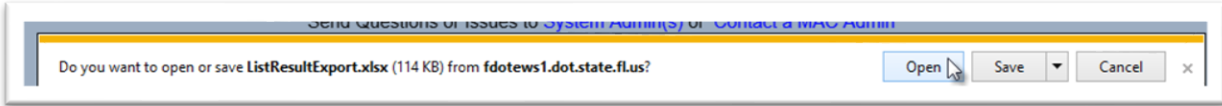
NOTE: A material may represent multiple products or areas that may not have the same unit of measure. For example, MAC Material 346 may be paid for in cubic yards, linear feet, and assemblies on the same contract. Designate the overall quantity and unit of measure in terms that match the LOT definition.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

- 6. Comment** – include a comment, if desired.
- Select the Save option to add the material to the NSJGS.
- 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]

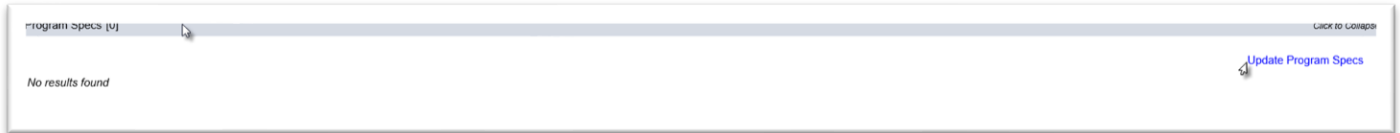
Normally Tested By: Verification Laboratory Test Size: Required: No
 Test STRG Instructions: Engineer may forego resolution testing if QC & VT test results are within tolerable limits specified in AASHTO T-88.

AASHTO T-88 Particle Size Analysis of Soil

2. Program Specs Tab

There are a few Program MAC Specs for prime and tack, and asphalt binder, that may need to be selected. The JGS report needs to include the sampling requirements for all samples taken on the project.

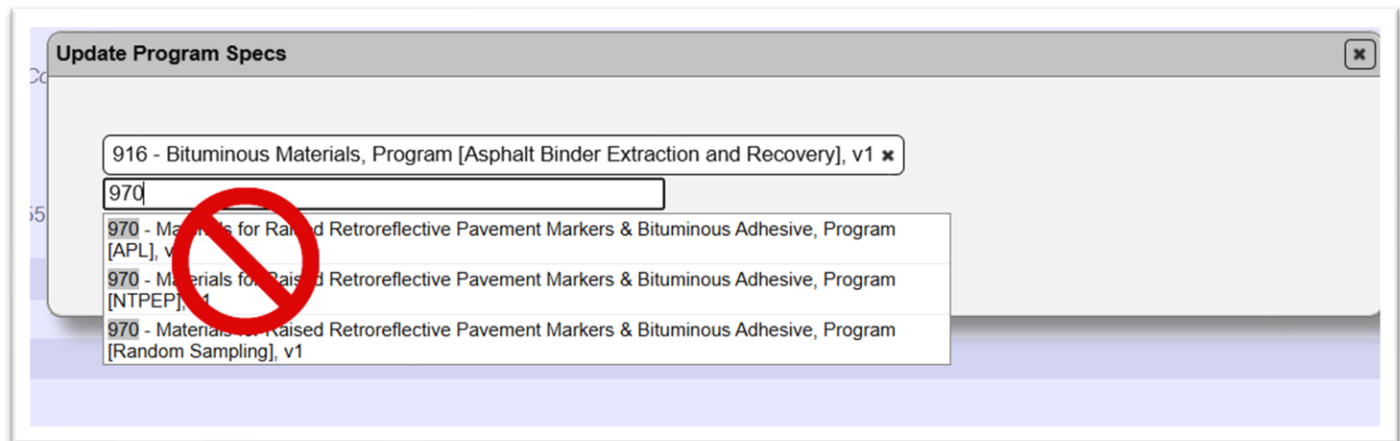
To add a Program MAC Spec:



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

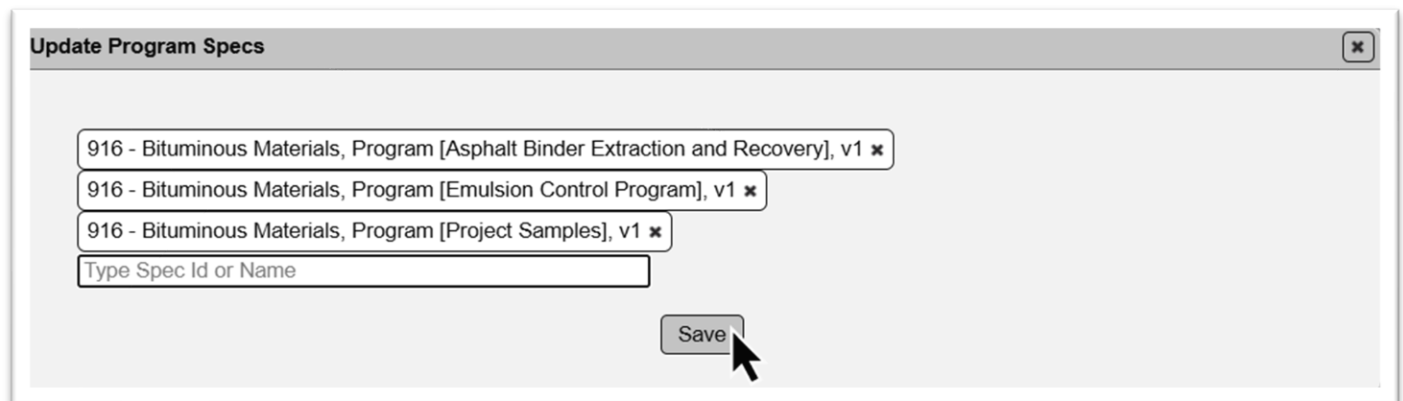
An Update Program Specs dialog box will appear.

3. Enter the Material Number (such as 916) or partial description and select an entry from the returned list.



NOTE: For materials under the Random Sample Program, *Materials Manual 5.10* was discontinued on March 12, 2026. Random Sampling has been incorporated into the Product Evaluation process. Product Evaluation Office will call project personnel if random sample is needed. Because it is no longer project based frequency, you no longer need to select Program MAC Specs for Random Sampling.

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.

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

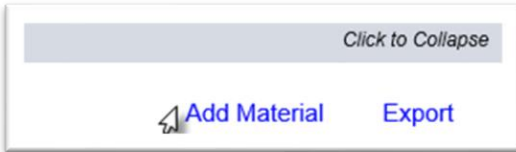
As materials are placed and quantities are tracked, the NSJGS must be updated on a monthly basis. Materials can still be added if they are not included in the original entry up until a final report is created.

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.

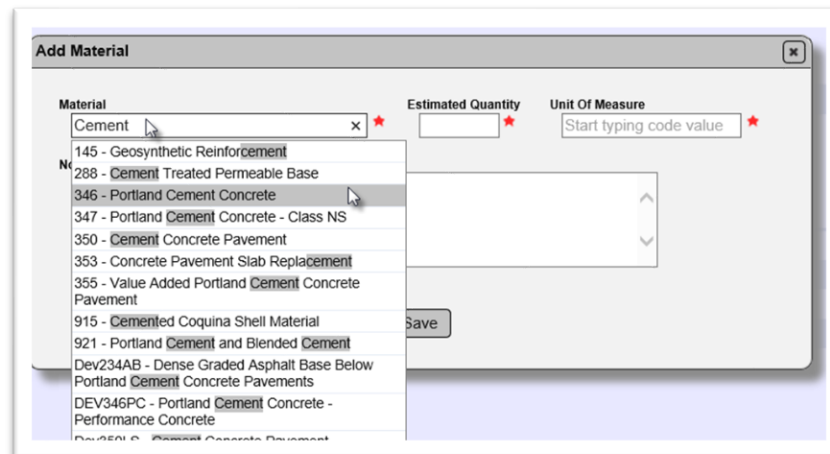


1. Click on the Materials tab to expand it.



2. Click on the Add Material option.

An Add Material dialog box will appear.



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.

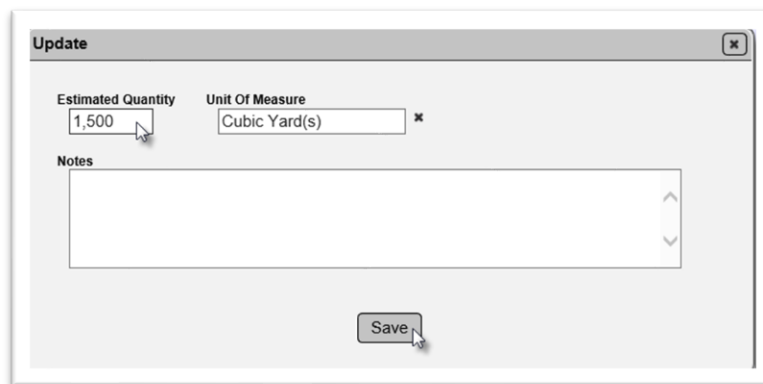
2. Updating the Quantities on Existing Materials

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 Update dialog box contains the following fields:

- Estimated Quantity:** A text input field containing the value "1,500".
- Unit Of Measure:** A dropdown menu currently set to "Cubic Yard(s)".
- Notes:** A large empty text area for entering additional information.
- Save:** A button at the bottom right to confirm the changes.

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

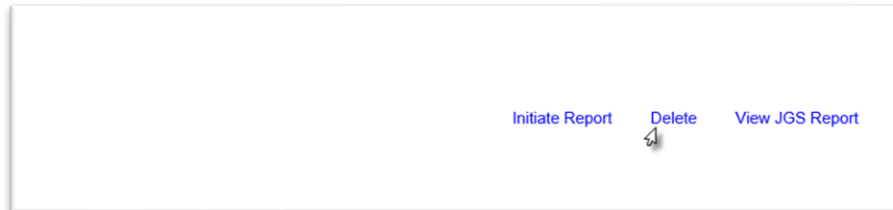
The system will revise the Estimated Quantity and highlight the row that was revised.

Materials [8]						
	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

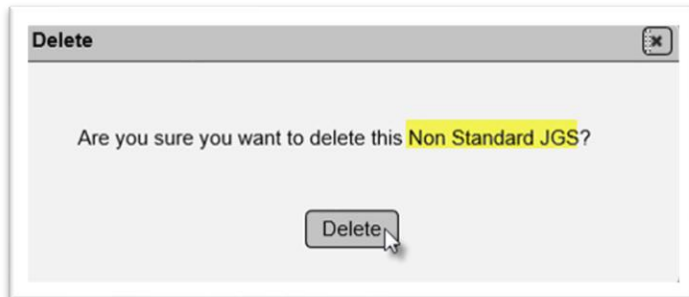
It is possible for the user who creates the NSJGS to delete it as long as the initial and no other reports are generated. If an initial, monthly and/or final report is generated, the report(s) must be deleted before the NSJGS can be deleted. Contact a DAC or system administrator if reports have been created and the NSJGS needs to be deleted.

To delete an NSJGS:



1. Select the Delete option.

A Delete dialog box will appear.

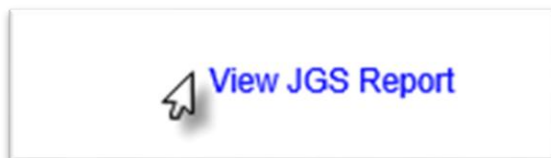


2. Select the Delete option to delete the NSJGS. If you don't wish to delete it, you can click on X on the dialog box to close it.

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.

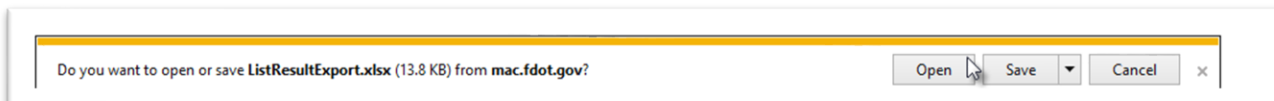
To generate the JGS Report:



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 an 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 placeholder text "Type Item/Item" and "Company" with the placeholder 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". Below these is a "Work Order Eligible?" checkbox which is checked, and a "Contract Let Date" field. A blue circle with the number "6" is over the "Work Order Eligible?" checkbox. 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 "Project" and "Company" fields are the same. The "Work Order Eligible?" checkbox is checked. Below it are "Work Order Id" and "Description" fields, and "Begin Date" and "End Date" fields. Blue circles with numbers "7", "8", "9", and "10" are over the respective fields. A "Create" button is at the bottom.

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 Oder 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.

Once the DAC creates the entry, a Data Entry user from the company in field #5 can begin to maintain the entry according to the instructions in this document.

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.

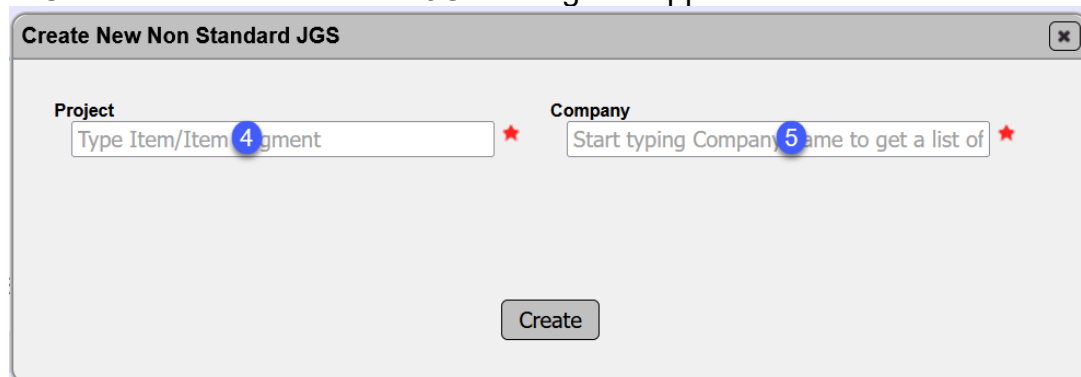
1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.

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.

A screenshot of a dialog box titled 'Create New Non Standard JGS'. The dialog box has a title bar with a close button. It contains two input fields: 'Project' and 'Company'. The 'Project' field has a blue circle with the number '4' next to it. The 'Company' field has a blue circle with the number '5' next to it. Below the input fields is a 'Create' button.

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 placeholder "Start typing Company name to get a list of *", "Work Order Eligible?" with 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 values: "Project" is "441224-4-52-01: WIDEN TPK (SR 91) (MP) *", "Company" is "State Materials Office *", "Work Order Eligible?" is "YES", "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: "ERROR: Non Standard JGS already exists for this Project-Work Order combination." The "Create" button is at the bottom.

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.

Once the DAC creates the entry, a Data Entry user from the company in field #5 can begin to maintain the entry according to the instructions in this document.

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.



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



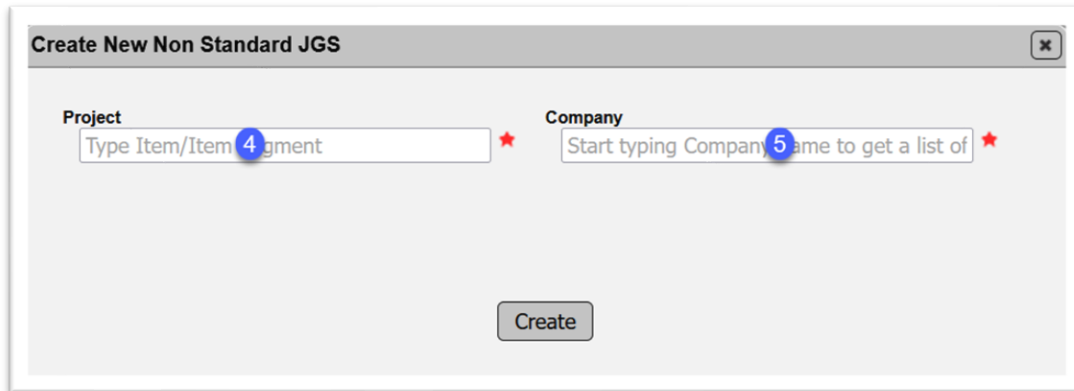
1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.

You will be navigated to the NSJGS screen.



3. Select the Create New Non Standard JGS option.

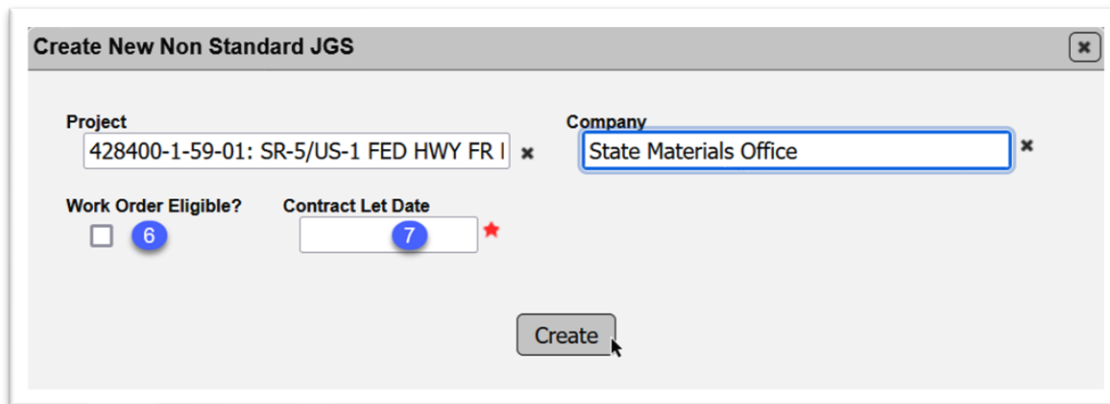
A Create New Non Standard JGS dialog box appears.



4. **Project** – enter the FPN or partial FPN 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.



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.

Once the DAC creates the entry, a Data Entry user from the company in field #5 can begin to maintain the entry according to the instructions in this document.

I. Creating an NSJGS for a Permit Job

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.



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

1. *Creating an NSJGS for a Permit job without a Contract Id in MAC (DACs or system administrators)*

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: SRA1A/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.

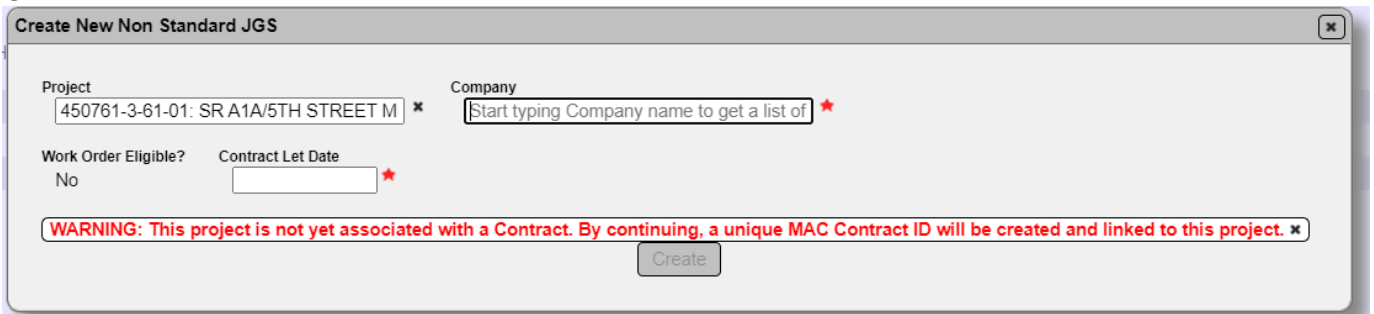


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



3. Select the Create New Non Standard JGS option.

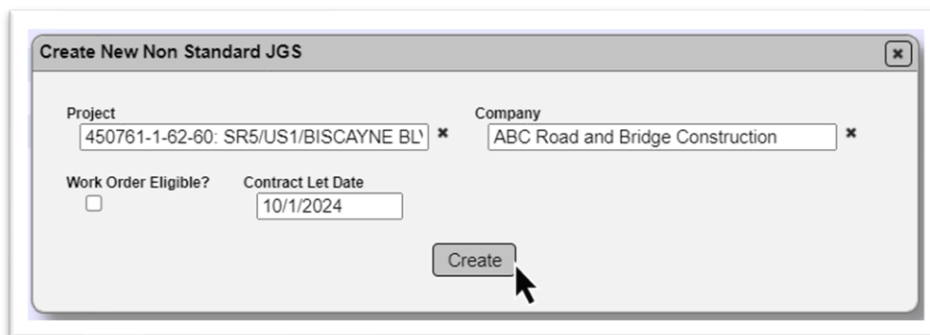
A Create New Non Standard JGS dialog box will appear with a warning that the FPN has no Contract ID associated to it.



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.

Once the DAC creates the entry, a Data Entry user from the company in field #5 can begin to maintain the entry according to the instructions in this document.

2. ***Creating an NSJGS for a Permit job with a Contract Id in MAC [Data Entry for entries with an FDOT contract Id] [DACs or system administrators for entries with no FDOT contract Id]***



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

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.

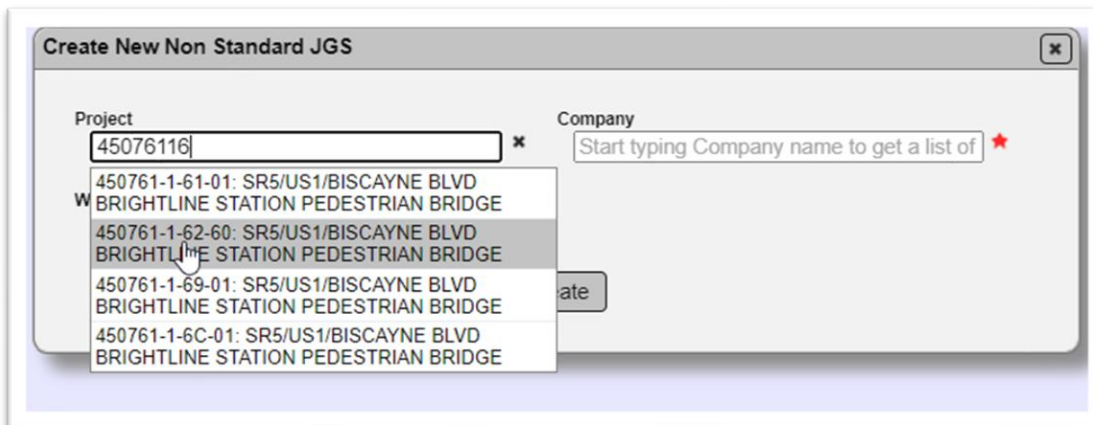


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



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.

Once the DAC creates the entry, a Data Entry user from the company in field #5 can begin to maintain the entry according to the instructions in this document.

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

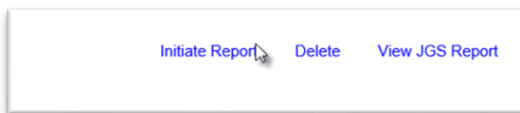
Specification Section 105 requires not only the list of materials on the NSGJS, but also how much material is being placed on a monthly basis up until the final quantities are placed. This is accomplished by generating the initial, monthly and final reports.

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.

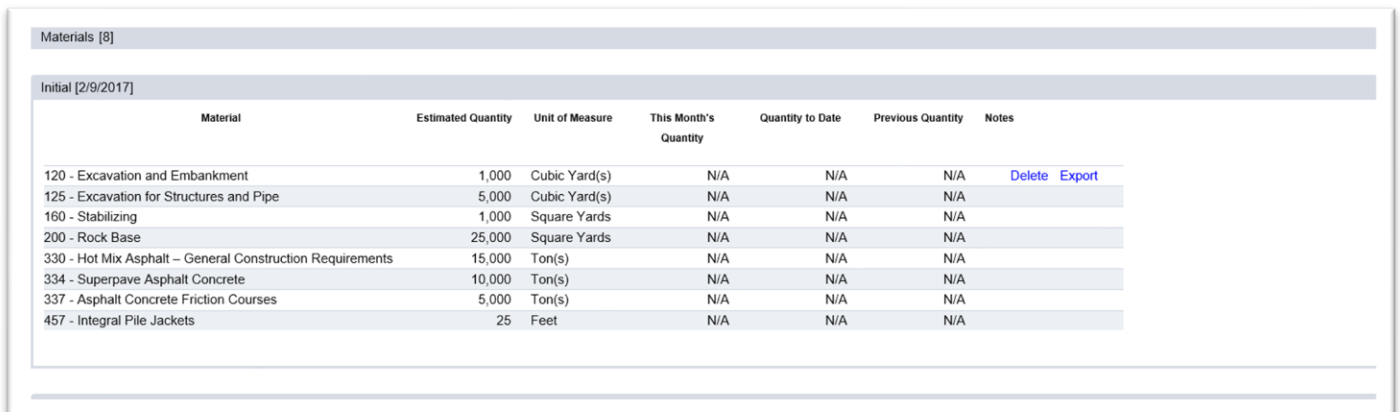
An Initiate Report dialog box will appear.



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

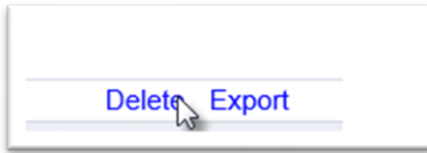
3. Select the Save option.

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.



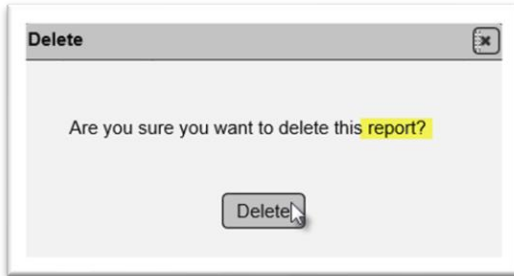
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	N/A	N/A	N/A	Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	N/A	N/A	N/A	
160 - Stabilizing	1,000	Square Yards	N/A	N/A	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.

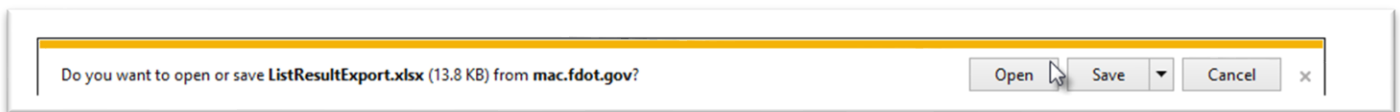
3. Exporting the Initial Report

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.



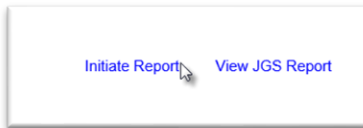
3. Select the Open option to open the downloaded file. The Excel file will open with the results.

B. Generating Monthly Reports

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

1. *Generating a Monthly Report*

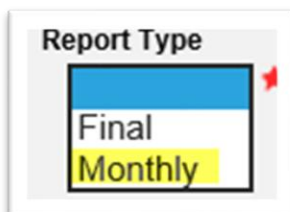
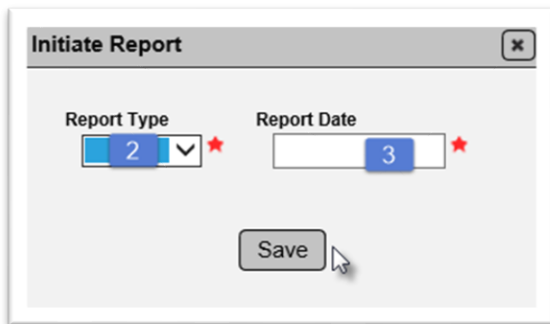
On a monthly basis, the Contractor must report how much of the total estimated quantity has been placed so far. To report the quantities used on a monthly basis:



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.

Update

Report Date: 2/2/2017

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	250 Cubic Yard(s)	9
125 - Excavation for Structures and Pipe	100 Cubic Yard(s)	
160 - Stabilizing	750 Cubic Yard(s)	
200 - Rock Base	0 Square Yards	8
330 - Hot Mix Asphalt – General Construction Requirements	0 Ton(s)	
334 - Superpave Asphalt Concrete	0 Ton(s)	
337 - Asphalt Concrete Friction Courses	0 Ton(s)	
457 - Integral Pile Jackets	0 Feet	

Save

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**

Monthly 3/1/2017

11. On a monthly basis, repeat steps 1-10.

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 [2/2/2017] 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.

Monthly Reports [2]							Click to Collapse
Monthly [3/1/2017]							Click to Collapse
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes	
120 - Excavation and Embankment	1,500	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				

March quantity = 250. Quantity to date should be 1,250. Enter this month's quantity of -98,750.

Monthly [2/16/2017]							Click to Collapse
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes	
120 - Excavation and Embankment	1,500	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			Should have been 1,000	
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:

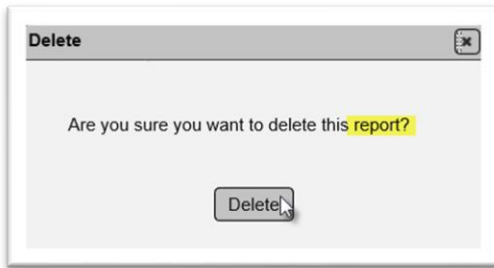
Monthly Reports [1]

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.

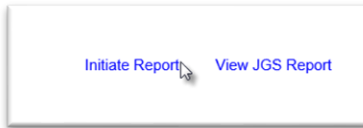


4. Select the Open option to open the downloaded file. The Excel file will open with the results.

C. **Generating the Final Report**

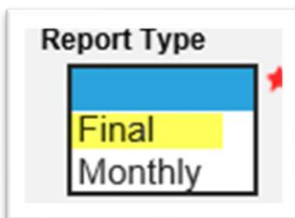
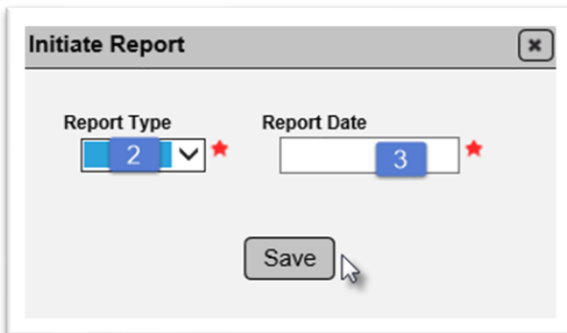
Specifications Section 105 requires the Contractor to submit a final JGS with quantities that reflect the material quantity actually placed.

1. **Generating the Final Report**



1. Select the Initiate Report option.

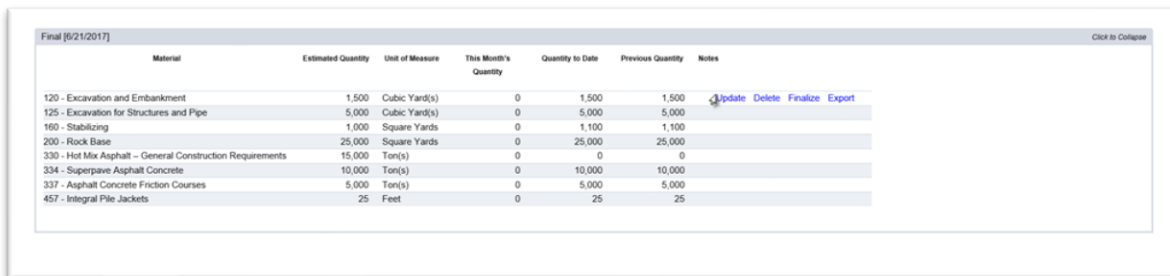
An Initiate Report dialog box will appear.



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.

A screenshot of a table titled 'Final [6/21/2017]'. The table has columns for Material, Estimated Quantity, Unit of Measure, This Month's Quantity, Quantity to Date, Previous Quantity, and Notes. The table contains several rows of data for different materials and their quantities.

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 File 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.

Update

Report Date: 9/21/2017 2

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	

Save

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.

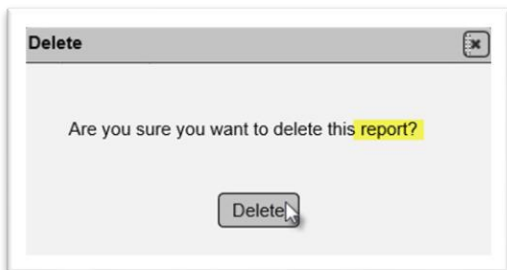
3. *Deleting the Final Report*

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.

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.

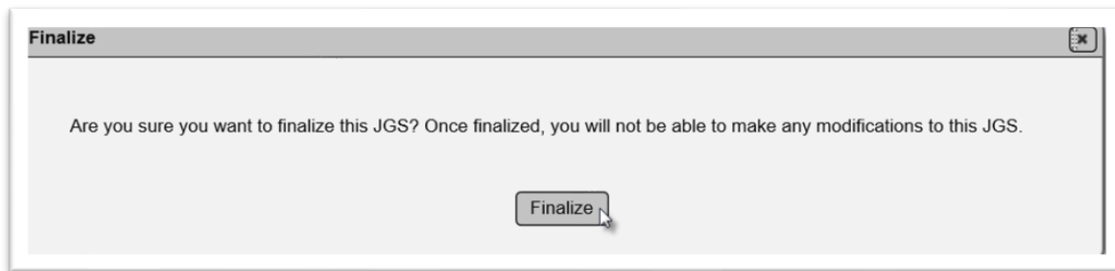
5. **Finalizing the Final Report**

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.

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.