



*MAC Quick Sheet*

*October 26, 2018*

*Entering a Ride Acceptance Request (Laser Profile) for the State Materials Office*

These instructions assume you have MAC access and Data Entry and/or Data Reviewer roles. If you are not able to access the Sample screen or if you see "Readonly" by your name on the MAC screen, contact your local DAC ([FDOT: State Materials Office - MAC Contacts](#)) for access instructions.

**How to enter a Laser Profile Ride Acceptance Request:**

1. From the MAC home screen, select the Manage Samples menu option.
2. Select the Create Sample Login page level action on the left side of the screen.

A Create Sample dialog box will appear. A red star (★) indicates a required field.

3. The Sample Category defaults to Project. Leave it as is.
4. Begin typing the contract number or Financial Project Id in the Contract/Project field. Either can be supplied.
5. Skip the Pay Item field and enter 330 in the Material/Specification field next.

**NOTE:** If the project falls under the IRI Developmental specification, please select the DEV330SM option. If the project falls under the IRI developmental specification and the MAC spec DEV330SM is not an available option to choose, please contact the State Materials Office Pavements Section.

6. If desired, you can select the pay item, but it is optional. Do NOT select the pay item if the contract is Lump Sum or Design Build.

When this information is complete, an option to Continue to the Sample Information Screen will appear.

7. Select the Continue to Sample Information Screen option to continue.

The dialog box will be expanded to show more fields. Additional fields will be added as more information is provided.

8. Select Sample Level VT from the Sample Level drop down list.

9. Select Laser Profile from the Category drop down list.

Fields for requesting the Laser Profile Ride Acceptance will appear.

10. Enter today's date in the date sample taken field.

11. Enter the date the project will be ready for testing in the Date Requested field.

12. Enter the time you would like to schedule the Laser Profile Ride Acceptance @ field.

**NOTE:** If traffic volume and/or signalized intersections are of concern, testing may be more appropriate for night hours.

13. Select the appropriate selection from the Paving Time dropdown for the time which a majority of the paving took place.

14. Select the Design Speed which the typical sections of the project were designed.

**NOTE:** The design speed and posted speed are not always the same. If multiple design speeds are present, select the predominate design speed that is 55 mph or above.

15. Enter the Roadway ID in the Road Number field. This field can be found on the project key sheet.

16. Enter the project beginning mile post according to FDOT roadway characteristics in the Beginning Mile Post field.

17. Enter the project ending mile post according to FDOT roadway characteristics in the Ending Mile Post field.

18. Enter the project beginning station number in the Station From field.

19. Enter the project ending station number in the Station To field.

20. Select the lane(s) that require testing from the Lane drop down list.

21. Enter the name of the contact person requesting the Laser Profile Ride Acceptance in the Contact Name field. The final report will be sent to this individual.

22. Enter the cell phone number in the Cell Phone # field or office phone number in the Office Phone # field of the contact person. Both may be entered, but only one is required. When one is entered, the red star by the other field goes away. It is better to supply both if possible.

23. Enter the contact person's email in the Email field.

**NOTE:** If another individual is to be onsite during testing, please submit their contact information in the comments section.

24. Enter a comment, if desired. Please include any pertinent information needed for this project. Information could include location information such as traffic level and signalized intersections that could require night testing and/or a police escort. Also, if you are not planning to be onsite during testing, please include information about project personnel who will be onsite for laser profile acceptance testing.

25. Documents are **required** for Laser Profile samples. **Please upload both the Key Sheet and Typical Sections for the project.** Testing cannot be schedule until both documents are received.

26. Click on the Select File option.

An Open dialog box will appear.

a. Navigate to the file location and click on it to select it.

b. Select the Open option to upload the document to the sample.

26. Select Save or Save and Submit to create the sample.

a. Selecting Save will set the sample status to Logged. You can make changes to the data without losing what you have entered so far. You can save the sample without all required fields, but you will receive a warning message.

b. Selecting Save and Submit will set the sample status to Submitted for Lab Testing and the State Materials Office will be able acknowledge the sample and confirm the requested schedule.

If you have any questions or issues submitting the project, please contact the State Materials Office for assistance.