

# TRANSPORTATION



# Flexible Pavement Coring and Evaluation Data Sample Instructions

July 7, 2025



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#### Introduction

This document describes entering Pavement Evaluation Coring and Condition data into MAC. Historically, the Department entered pavement coring data in the mainframe application Pavement Coring Reporting (PCR). The Department no longer has support for the application or the ability to maintain or update it. The switch from PCR to MAC eliminates the need for a separate application and allows for better data collection and reporting.

It is assumed that the user has access to MAC and has the roles to perform the functions. Users needing access to MAC should review the <u>MAC Access Instructions</u> on the FDOT State Materials Office MAC website. If assistance is needed, contact your local MAC District Application Coordinator or a system administrator (<u>FDOT: State Materials Office - MAC Contacts</u>). Or you can submit an FDOT Service Desk Ticket by emailing <u>FDOT.ServiceDesk@dot.state.fl.us</u> and request assistance with MAC access.

#### What is PCR?

PCR stands for Pavement Coring and Reporting. The PCR process is described in <u>Materials</u> <u>Manual 3.2 Volume I - Flexible Pavement Coring and Evaluation</u>. This document describes the data entry process for MAC. If these instructions conflict with the instructions in *MM 3.2 VI*, the Materials Manual supersedes these instructions.

### Who enters the data?

PCR data is entered into MAC by the District and Research Materials Offices personnel or consultants. The data may be entered by someone other than the person who took the cores and documented the measurements. Core measurements can be documented FDOT Form **PAVEMENT EVALUATION CORING AND CONDITION DATA (Form No 675-030-09)**. The person who enters the data must have the company role of Data Entry and Data Reviewer (to submit the samples) for the consulting company or the DMRO.

#### **Chapter 1 – Sample Login**

A. Logging in a PCR Sample

You must be in your company roles to create a sample. You must have the company role of Data Reviewer to submit the sample to FDOT.

To log in a sample:



1. Select the Manage Samples option from the MAC menu.

You will be navigated to the Sample screen.

Submit Multiple Samples to FDOT My Samples Create Sample Login

2. Select the Create Sample Login option.

The Create Sample Login dialog box appears. A red or orange star (\*) indicates a required field.

Create Sample Login	×
Sample Category Program ✔ 3	
Material/Specification MM3.2 MM3.2V1 - Flexible Pavement Coring and Evaluation	

3. **Sample Category** – this field defaults to Project. Change it to Program for PCR samples. 4 **Material/Specification** – enter MM3.2 and select the MM 3.2V1 – Flexible Pavement Coring and Evaluation returned entry by clicking on it to populate the field.

Create Sample Login	×
Sample Category Program	
MaterialSpecification MM3.2V1 - Flexible Pavement Coring and X	
MAC Spec MM3.2V1 - Flexible Pavement Coring and Evaluation, Program (Pavement Coring and Condition), v1.0	
Continue to Sample Information Screen	

5. **Continue to Sample Information Screen** – select this option to display more of the sample login screen.

Method of Acceptance	Sample Level	Category 🥱
Sampling And Testing	VT 👩	Pavement Cores
Contract/Project	-	
Type Contract Number	8 acription or Pr	oject Number/Desc 🗯

- 6. Sample Level this defaults to VT.
- 7. Category this defaults to Pavement Cores.

8. **Contract/Project** – enter the design Financial Project Number (FPN) in the Contract/Project field. From the returned search results, select the appropriate entry.

**NOTE**: Do not split cores for the same design FPN on more than one sample. In order for Contractors to be able to print their own reports, the FPN is the primary report parameter. All cores for the same FPN should be listed under one sample, regardless of how many core operations are performed. For example, if due to MOT issues, the mainline is cored, then some time later the ramps and crossovers are cored, you can create a sample for the mainline cores and not submit it to FDOT, then add the ramp and crossover cores to the same sample later or you can wait until you have all the cores assessed and create the sample then.

NOTE: The FPN used may not be in phase "52". MAC receives all FPNs, including those for planning and design. Use phase 3X which is preliminary engineering including design. If there is an active MC review with the same FPN as the PCR sample, the sample will be locked down when the Project Material Certification Letter (PMCL) is generated. You will not be able to return it for corrections as described in <u>Chapter 4 – Returning a</u> <u>Sample for Corrections (FDOT Verifier)</u> and <u>Chapter 5 – Correcting Returned Samples</u> and Resubmitting to FDOT (Data Reviewer).

	4490072 *
D	CAH97 / 449007-2-3C-01: SR 934/NE 79 ST FROM W OF PELICAN HARBOR DR TO E OF ADVENTURE AVE
	CAV90 / 449007-2-32-01: SR 934/NE 79 ST FROM W OF PELICAN HARBOR DR TO E OF ADVENTURE AVE

9. Date Sample Taken – enter the date the cores were taken or select it from the calendar.

**NOTE**: Date sample taken is required on all samples in MAC. Use the date the pavement was cored.

st of roadways		
40		
	13	13

10. **RCI Roadway ID** – enter the RCI Roadway ID (i.e. 05020000: SR-78) and select an entry from the returned list.

11. Beginning Mile Post – enter the beginning mile post of the area the cores represent.

12. Ending Mile Post – enter the ending mile post of the area the cores represent.

13. **Contact Information** – these fields are optional. If provided, only one contact phone number is needed.

Comment	
14	
Document	
Choose File _ No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen Choose File No file chosen Description 7 16 16	

14. **Comment** – enter any comments about the sample you wish to make. If you do not make a comment now, you will be able to add comments later.

15. **Document** – to attach a document, click on the Choose File option.

**NOTE**: Many districts utilize data worksheets or the official PCR form. If the data is collected on a form, it should be attached to the sample.

An Open dialog box appears.

Desktop				Search Desktop	
Organize • New folder	t.			• 11	0 0
Favorites	Size	Name Material Certifications and mAn_DWINC	Item type	Date modified	
LIMS	<ul> <li>24 KB</li> <li>365 -</li> <li>776 -</li> </ul>	WAK cara QC Straightedge Samples Straightedge Samples	DOCK File DOCK File	8/23/2016 1:25 A. 8/23/2016 9:59 AM 8/23/2016 9:49 AM	
Downloads     Recent Places	320 320 320 320 320 320	RSE_RawDate 67506010	Nuance Power PD Nuance Power PD XI SX File	8/23/2016 8:11 AM 8/23/2016 8:04 AM 8/22/2016 10:00 A	
Desktop     Dibraries	2 KB	Visual Studio 2015	Shortcut	8/15/2016 1:57 PM	
<ul> <li>Documents</li> <li>Music</li> </ul>	15 KB	QFK_L Contractor Training breakdown by time period	DOCX File	8/15/2016 1:24 PM 8/15/2016 8:30 AM 8/10/2016 2:17 PM	
<ul> <li>Pictures</li> <li>Videos</li> </ul>	1,40_ 40 KB	Earthwork MAC System Administrator Database Specialist Interview Questions	Nuance Power PD DOC File	8/3/2016 7:54 AM 7/28/2016 3:51 PM	
🛛 💄 Musselman, Susar 4 🌺 Computer	<ul> <li>87 KB</li> <li>3 KB</li> </ul>	Copy of LIMS to MAC GoToTraining	XLS File Shortcut	7/26/2016 9:45 AM 7/19/2016 3:00 PM	
O THOSDISK (C)	🗯 3 КВ	GoToWebinar	Shortcut	7/19/2016 3:00 PM	

- a. Navigate to the location where the document is stored.
- b. Click on the document to select it.
- c. Click on the Open option to upload the document to the sample.

16. **Description** – enter a description of the document, if desired.

#### 17. Save and Submit –

a. **Save** – select Save if you are not ready send the sample for testing and want to save the data you have entered so far.

b. **Save and Submit** – select Save and Submit if you are ready to enter core results. If you select Save, the sample will be designated as Logged and will need to be Submitted for Testing in order for the core results to be entered.

#### B. Sample Receipt

There is no sample receipt on PCR samples. They are designated as auto received.

#### **Chapter 2 – Result Entry**

Associate	ed Tests [1]									
		Lab or Field	Lab ID	Tester	Test Disposition	Test Status	Required	Which test Rules?		
MM3.2V1	1 - PCR-Paveme	ent Coring and Condition								
1	Initial Test	Field				Ready for Testing	Required		Perform Test	Mark Test Not Performed
Showing	1 to 1 of 1								ĸ	

1. Click on the Associated Tests tab to expand it.

2. Select the Perform Test option.

A Perform Test dialog box appears. Fields 3 – 9 apply to all cores taken for the design FPN.

Test		
MM3.2V1 - PCR-Pavemen	t Coring and Condition	
MM3.2V1 - PCR-Pavemen	t Coring and Condition Date Test Performed	

3. **Tester** – this field is on all tests in MAC. Enter the name of the person in charge of the coring operation or the person who assessed the cores.

**NOTE**: Some tests require the Tester to be identified a qualified tester. Because the same field is used when a test requires a qualified tester and when it does not, the field reviews the CTQP database to determine if the name or TIN supplied has any qualifications. A qualified tester is not required for PCR, and the person who performed the coring operation does not have a TIN so MAC may display a message, *No Results Found*, and it will look like you cannot move forward. Select the tab key to move from the Tester field to the Date Test Performed field and the Tester field will be populated with the name you entered.

Tester	Tab
John Smithe	Hereformed
No results round	

4. **Date Test Performed** – this field is required on all tests in MAC. Enter the date the cores were taken.



5. **Shoulder Type** – select the type of shoulder from the dropdown.

6. **Shoulder Condition** – enter a short description of the shoulder condition, for example, poor conditions, transverse cracking.

7. Median Curbed (Y/N) - select yes if the median is curbed or no if it is not.

8. Median Type – select Paved, Lawn, Other for the median type.

9. Curb & Gutter (Y/N) – select yes if the cores were taken in an area with curb and gutter or no if it is not.

**NOTE**: Almost all fields in MAC are optional because coring data varies in each operation. The test data should include all pertinent information as described in *MM 3.2V1*.

The following fields apply to each core. Enter all fields that apply to the single Core ID.

ore Data	
Core Number	10 *
Mile Post	
Lane	12 ✓ ★
Wheel Path	13 🗸
Core Offset	14

10. Core ID – enter the core identification number.

11. Mile Post – enter the mile post where the core was taken.

12. Lane – select the lane from the dropdown list.

13. Wheel Path – if the core was taken in the wheel path select Y for yes; otherwise select N for No.

14. **Core Offset** – enter the distance from the left edge of the lane.

Number of Layers	3 ~ 15
Pavement Layer Type 1 (Top)	FC-2/FC-5/FC-7 16 V
Pavement Layer Measurement	
Pavement Layer Type 2	Type SP/ Type S Appears after layer type is selected
Pavement Layer Measurement 2	
Pavement Layer Type 3	Type I v
Pavement Layer Measurement 3	
Core Length 18	

15. **Number of Layers** – select the number of layers in the core, up to 6. New fields will appear for the number of layers selected.

16. **Pavement Layer 1 (Top)** – select the type of layer for the top layer. This field is a required field.

17. **Pavement Layer Measurement 1** – when a layer is selected, a new field appears for the thickness of that layer. Enter the layer thickness in inches to the 0.1 of an inch.

Continue selecting layers and entering thicknesses.

18. Core Length – MAC will calculate the total length of the pavement layers.

Number of Base Types	2 🗸 19	
Base Type	Limerock	20 🗸
Base Thickness	21	-
Base Type 2	Other	~
Base Thickness 2		
Base Thickness Total	22	

19. Number of Base Types – select the number of base types, 1 or 2.

20. **Base Type** – select the type of base, for example limerock.

21. **Base Thickness** – when a base type is selected, a new field appears for the thickness of that layer. Enter the layer thickness to the nearest 0.1 of an inch.

Repeat if there are two base layers.

22. Base Thickness Total – MAC will calculate the total base thickness.

Stabilized Subgrade	Yes 23 V
Stabilized Subgrade Thickness	24
Crack Depth (Inches)	25
Full Depth	26 ~
Crack Type	27
Crack Class	28
Pavement Condition	29 🗸
Rut Depth (Inches)	30
Cross Slope (%)	(31)
Core Comments	32

23. **Stabilized Subgrade** – select yes if there is stabilized subgrade, no if there is not or not investigated if the core wasn't used to determine if there is stabilized subgrade.

24. **Stabilized Subgrade Thickness** – when Stabilized Subgrade is Yes, (#24), a new field appears for the stabilizing thickness. Enter the thickness to the nearest 0.1 of an inch.

25. Crack Depth (Inches) – enter the depth of any cracks in the core.

26. **Full Depth** – select Yes if the crack is the full depth of all pavement layers, otherwise, select No.

- 27. Crack Type enter the crack type information in accordance with MM 3.2 V1.
- 28. Crack Class enter the crack class information in accordance with MM 3.2 V1.
- 29. **Pavement Condition** select the pavement condition from the dropdown.
- 30. Rut Depth if there is rutting, enter the depth of the rutting.
- 31. Cross Slope enter the % cross slope.
- 32. Core Comments enter any comments specific to this core, if applicable.
- 33. Add Core select the add core option to get another set of core fields.

Core Number	1			1	2		
Mile Post	2.123				3.345		
Lane	L1		~	Ī	L2	-	~
Wheel Path	Yes 🗸				No 🗸		
Core Offset	6			2	2		
Number of Layers	3♥	_		Ē	3∨	_	
Pavement Layer Type 1 (Top)	FC-9.5/FC-12	2.5/FC-6	~	·] [	FC-9.5/FC-12	2.5/FC-6	~
Pavement Layer Measurement 1	1.20			1	1.30		
Pavement Layer Type 2	Type SP/ Typ	be S	~	·] [	Type SP/ Typ	e S	~
Pavement Layer Measurement 2	3.00			:	3.10		
Pavement Layer Type 3	Туре І		~		Туре І		~
Pavement Layer Measurement 3	3.00			:	3.20		
Core Length	7.20			7	7.60		
Number of Base Types	2▼			[	2∨		
Base Type	Asphalt Base	•	~		Asphalt Base	;	~
Base Thickness	1.00			(	0.75		
Base Type 2	Limerock		~	Ī	Limerock		~
Base Thickness 2	3.00			(	6.00		
Base Thickness Total	4.00			6	6.75		
Stabilized Subgrade	Yes	~		[	Yes	~	
Stabilized Subgrade Thickness	12.00			ľ	12.00		
Crack Depth (Inches)	0.00			1	2.00		
Full Depth	No 🗸				No 🗸		
Crack Type	N/A			7	Alligator		
Crack Class	N/A			Ī	IB		
Pavement Condition	Fair 🗸				Fair 🗸		
Rut Depth (Inches)	0.25			(	0.00		
Cross Slope (%)	0.03			(	0.03		
Core Comments	This core was	s broken.		1	2' shoulder		
	+ Add Core				- Remove Last	Core	
stes +		_					

34. **Test Notes** – select this option and enter any comments regarding the coring operation, if needed.

35. Select the save option to save the test.

#### **Chapter 3 – Sample Review and Submitting Samples to FDOT**

#### A. Sample Review

Samples must be reviewed by a user in the company who has custody of the sample to ensure the sample is correct and complete. The functions in this chapter are performed by a user with the company role of Data Reviewer. The act of submitting the sample to FDOT indicates that the company has performed a thorough review of the data and made necessary changes.

A Data Reviewer should ensure any field with pertinent information has been entered and is correct and complete. At this point the sample is still updateable for:

Material Information – Contract Project Sample Information – Date Sample Taken Location Information – RCI Roadway ID, Beginning Mile Post, Ending Mile Post Contact Information Test Information

Reopen for Data Entry Submit to FDOT Delete Sample View Sample Transmittal Information for Print View Sample Certificate of Analysis for Print

When the review is complete, the Data Reviewer selects the Submit to FDOT option.

B. Sample Finalization

PCR samples are auto finalize. When the Data Reviewer submits the sample to FDOT, the sample status is updated to Finalized.

#### **Chapter 4 – Returning a Sample for Corrections (FDOT Verifier)**

If sample data entry errors are found after the sample has been submitted to FDOT, because they are auto finalized, the sample will have to be returned for corrections. This can be done by a user with the system role of FDOT Verifier, a District Application Coordinator (DAC) or a system administrator.

A. Returning a Sample Data for Incorrect Sample Data

If the sample data is incorrect, but the tests results are okay, the FDOT Verifier should return the sample by selecting the Sample Data Correction option. This opens the Materials Information, Sample Information and Location Information on the sample, but not the test.

1. On the sample screen, select the Return Sample option.

n Required	Return Sample	Delete Sample	View Sample Transmittal Information for
------------	---------------	---------------	---

A Return Sample dialog box appears.

urn Sample				
By returning this Sam	ple it will be resubr	nitted to the User to upda	te and Resubmit for Finaliza	ation.
Correction Type				
Sample Data Correc	tion 🗙			
Reason	<b>N</b>			
Please update the	RCI Roadway Id	3		
		-		
		Return		

2. **Correction Type** – select the Sample Data Correction option from the Correction Type dropdown.

- 3. **Reason** enter the information that needs to be revised in the Reason field.
- 4. Select the Return option to return the sample to the company that created the sample.

The sample status will be revised to Sample Data Correction Needed.

B. Returning a Sample for Test Result Entry Correction

If the test data is incorrect, the FDOT Verifier should return the sample for test corrections.



1. Select the Return Sample option.

A Return Sample dialog box appears.

turn s	Sample
By	returning this Sample it will be resubmitted to the User to update and Resubmit for Finalization.
Correc	ction Type
Tes	st Correction
Reaso	n
Ple	ease include the core offset and stabilized subgrade
1111	formation from the worksheet.
	(3)
	Potura
	Return
	•

- 2. **Correction Type** select the Test Correction option from the Correction Type dropdown.
- 3. **Reason** enter the information that needs to be revised in the Reason field.

4. Select the Return option to return the sample to the company that created the sample. The associated tests will be opened for data corrections.

The sample status will be revised to Test Correction Needed.

To return the sample to Finalized status:



- 6. Select the Correction Made Submit for FDOT Verification option.
- A Correction Made Submit for FDOT Verification dialog box appears.



- 7. Select the Submit for FDOT Verification option.
- C. Returning a Sample for both Sample and Test Corrections

If the sample header and test data are incorrect, the FDOT Verifier should return the sample for corrections to both areas.



1. Select the Return Sample option.

A Return Sample dialog box appears.



2. **Correction Type** – select the Sample Data and Test Correction option from the Correction Type dropdown.

3. **Reason** – enter the information that needs to be revised in the Reason field.

4. Select the Return option to return the sample to the company that created the sample. The sample header AND associated tests will be opened for data corrections.

The sample status will be revised to Sample Data and Test Correction Needed.

#### **Chapter 5 – Correcting Returned Samples and Resubmitting to FDOT (Data Reviewer)**

A. Correcting the Sample Data & Returning the Sample to FDOT (Data Reviewer)

#### 1. Correcting the Contract/Project

Susan Musselr	nan [7/7/2025 10:05:42 AM]	1	×			
Please inclu	de the core offset and s	tabilize	d subgrade info	rmation from th	ne worksheet.	
Add R	esponse		-			

1. On the sample screen of the returned sample, click on the Sample Comments tab to expand it. The information from the FDOT Verifier is displayed here. Make note of the corrections needed.

Material Information		Click to Collepse
Sample Category Contract/Project Program		Update Sample Contract/Projects
Material MM3.2V1 - Flexible Pavement Coring and Evaluation	MAC Spec MM3.2V1 - Flexible Pavement Coring and Evaluation, Program [Pavement Coring and Condition], v1.2	

2. If the Contract Project field needs to be updated, click on the Material Information tab to expand it.

3. Select the Update Sample Contracts/Projects option.

An Update Sample Contract/Projects dialog box appears.

Update Sample Contract/Projects	×
Contract/Project	
Type Contract 4 nber/Description or Project Number/Desc	
Save	

4. **Contract/Project** – enter the Contract or Financial Project Number (FPN) in the Contract/Project field and select the appropriate entry from the returned list. Check with the MC Review team to ensure the entry does not have an active MC Review.

5. Select the Save option to save the changes.



6. To return the sample to Finalized status, select the Correction Made – Submit for FDOT Verification option, if no other changes are needed.

A Correction Made – Submit for FDOT Verification dialog box appears.



7. Select the Submit for FDOT Verification option.

2. Correcting the RCI Roadway ID, Begin MP and/or End MP

Location Information	<b>▶</b>	
		Update Lo
RCI Roadway ID Beginning Mile Post	Ending Mile Post	
16261101: SR 60 6.000	7.580	
County District		
or of the second s		

- 1. Click on the Location Information tab to expand it.
- 2. Select the Update Location Info option.

An Update Location Info dialog box appears.

(	Update Location Info			×
lii .S	RCI Roadway ID 16261101: SR 60	Beginning Mile Post 6.000	Ending Mile Post 7.580	
	Save			

- 3. Make changes as needed.
- 4. Select the Save option.



5. To return the sample to Finalized status, select the Correction Made – Submit for FDOT Verification option, if no other changes are needed.

A Correction Made – Submit for FDOT Verification dialog box appears.



6. Select the Submit for FDOT Verification option.

B. Correcting the Test Results & Returning the Sample to FDOT (Data Reviewer)

If the sample has been returned by the FDOT for test corrections, the associated tests are opened to data reviewers in the company of the sample. None of the sample information can be corrected.

To correct the test information:

Susan Musselman [7/7/2025     Please include the core of					
Susan Musselman [7/7/2025 Please include the core					
Susan Musselman [7/7/2025 Please include the core of					
Susan Musselman [7/7/2025     Please include the core					
Susan Musselman [7/7/2025     Please include the core					
Please include the core	5 10:05:42 AMJ	×			
	offset and stabilized	d subgrade infor	mation from th	he worksheet.	
Add Response					

1. On the sample screen of the returned sample, click on the Sample Comments tab to expand it. The information from the FDOT Verifier is displayed here. Make note of the corrections needed.

Associated Tests [1]	•								
	Lab or Field	Lab ID	Tester	Test Disposition	Test Status	Required	Which test Rules?		
MM3.2V1 - PCR-Pave	ment Coring and Condition								
1 Initial Test	Field		Susan Burnett	Pass	Test Complete	Required		Perform Test	Mark Test Not Performe

- 2. Click on the Associated Tests tab to expand it.
- 3. Select the Perform Test option.

## A Perform Test dialog box appears.

r	Date Test Performed	
usan Burnett	× 6/25/2025	
Additional Location Information		
Inside Shoulder (Y/N)	Yes 🗸	
Inside Shoulder Condition:	Good	
Outside Shoulder (Y/N)	Yes 🗸	
Outside Shoulder Condition	Good	
Median Curbed (Y/N)	No 🗸	
Median Type	Lawn 🗸	
Outside Curb & Gutter (Y/N):	No 🗸	
Core Data		
Core Number	1	2
Mile Post	2.123	3.345
Lane	L1 V	L2 V
Wheel Path	Yes 🗸	No V
Core Offset	6	2
Number of Layers	3 🗸	3 🗸
Pavement Layer Type 1 (Top)	FC-9.5/FC-12.5/FC-6	FC-9.5/FC-12.5/FC-6
Pavement Layer Measurement 1	1.20	1.30
Pavement Layer Type 2	Type SP/ Type S 🗸	Type SP/ Type S 🗸
Pavement Layer Measurement 2	3.00	3.10
Pavement Layer Type 3	Type I V	Type I V
Pavement Layer Measurement 3	3.00	3.20
Core Length	7.20	7.60
Number of Base Types	2 🗸	2 🗸
Base Type	Asphalt Base V	Asphalt Base
Base Thickness	1.00	0.75
Base Type 2	Limerock V	Limerock V
Base Thickness 2	3.00	6.00
Base Thickness Total	4.00	6.75
Stabilized Subgrade	Yes V	Tes V
Stabilized Subgrade Thickness	12.00	12.00
Crack Depth (Inches)		2.00
Pull Depth	NO V	
Crack Type	N/A	Alligator
Crack Grass		
Pavement Condition		
Rut Dopth (Inchor)	0.03	0.03
Rut Depth (Inches)	0.00	0.05
Rut Depth (Inches) Cross Slope (%)	This core was broken	2' shouldor

- 4. Make the necessary changes.
- 5. Select Save to save the changes.

Correction Made - Submit to FDOT	Delete Sample	View Sample Transmi
----------------------------------	---------------	---------------------

6. To return the sample to Finalized status, select the Correction Made – Submit for FDOT Verification option, if no other changes are needed.

A Correction Made – Submit for FDOT Verification dialog box appears.



- 7. Select the Submit for FDOT Verification option.
- C. Correcting Both & Returning the Sample to FDOT (Data Reviewer)

A Data Reviewer should follow the sample data correction instructions in <u>B. Correcting the</u> <u>Sample Data and Returning the Sample to FDOT (Data Reviewer)</u> and <u>D. Correcting the</u> <u>Test Results and Returning the Sample to FDOT (Data Reviewer)</u>.

#### **Chapter 6 – Notifications**

Because MAC uses the sample life cycle for entering and storing PCR data, Data Entry, Data Reviewers and FDOT Verifiers can subscribe to sample notifications. See the <u>Notifications</u> <u>Basic Instructions</u> for more details. The notifications of primary interest to PCR users are listed below with examples of subscription filters.

To update your notification subscriptions:



- 1. Select the User Profile menu option.
- 2. Select the My Notifications submenu option.

The My Notification Subscriptions screen appears.

Nouncation Subscriptio	ns					
Email Notification Schedule ?		Email Addres	s			
Real Time	JP Upda	ste Susan.Mu	sselman@dot.state.fl.u	IS		
Notification Event Type Group		Notification Event Type				
Samples	~	Sample returned for	or sample corrections	~		
	Subject		Opt In/Opt Out	Will Receive	Filter	Method
				Notification		
1 {Display} Returned for	Sample Info	rmation Corrections	Can Opt Out #	Ø #		Update

3. Notifications Event Type Group – select the Samples option.

Because samples can be returned for sample data corrections, test corrections or both, MAC has separate notifications for each type of correction. In order for a Data Reviewer to receive only the ones that apply to them, they must set up each notification subscription with the appropriate filters.

A. Sample Returned for Corrections – Data Reviewer

There are 3 different notifications for when a sample is returned. PCR data reviewers should subscribe to all 3.

1. Sample Returned for Sample Information Corrections

Email Notification Schedule ?		Email Address	s			
Real Time	JP Update	Susan.Mu	sselman@dot.state.fl	.us		
Notification Event Type Group	No	tification Event Type			_	
Complex		0 1 1 1			1	
Samples	<b>•</b>	Sample returned to	or sample corrections	~	J	
Samples	Subject	Sample returned to	Opt In/Opt Out	✓ Will Receive	Filter	Method
Samples	Subject	Sample returned to	Opt In/Opt Out	Will Receive Notification	Filter	Method

- 1. Notification Event Type select the Sample returned for sample corrections.
- 2. Select the Update option.

An Update dialog box appears.



3. Opt In/Opt Out? - select Opt In from the dropdown even if you are already opted in.



- 4. Send Type select the type of notification you want; email only, dashboard only or both.
- 5. Filters select this indicator to display the available filters.

More fields will appear. The options are not the same on all notifications.

Update Opt In/Opt Out? Send Type Opt In  Filters?	
Managing Districts Projects District 1 x District 7 x Type Item/Item Segment Sample Categories Mix Design IA Evaluation Mix Design Companies Production Facilities	Sample Levels Sample Levels User Who Created Record ?
Start typing Company name to get a list of       Type Production         Materials       MM3.2V1 - Flexible Pavement Coring and Evaluation x         Type Material Id or Name       Type Material Id or Name	Facility Name Is In O Is NOT In Start typing user name to get list of users
	Save

The filters to work best for returned samples are as follows:

a. **Managing Districts** – select the managing district(s) you are performing core operations in.

b. **Sample Categories** – select the Program indicator. At this time only program samples are logged under the material for PCR, so this is optional.

c. **Materials** – enter MM3.2 and select the MM 3.2V1 – Flexible Pavement Coring and Evaluation returned entry by clicking on it to populate the field. Selecting this option will filter out any other samples your company may receive that would not apply to a PCR user.

#### 2. Sample Returned for Test Corrections



1. **Notification Event Type** – select the Sample returned for test corrections notification event type.

2. Select the Update option.

An Update dialog box appears.

- 1

3. Follow the instructions for filters as described above.

#### 3. Sample Returned for Sample & Test Corrections



1. **Notification Event Type** – select the Sample returned for sample and test corrections notification event type.

2. Select the Update option.

An Update dialog box appears.



3. Follow the instructions for filters as described above.

B. Sample Corrections Made and Resubmitted – FDOT Verifier

FDOT Verifiers or DACs may wish to subscribe to the notification that alerts you when the Data Reviewer has made the requested updates and resubmitted the sample to FDOT.



- 1. Select the User Profile menu option.
- 2. Select the My Notifications submenu option.

The My Notification Subscriptions screen appears.

Email Notification Schedule ?		Email Address			
Real Time	Update	Susan.Musselman@d	lot.state.fl.us		
Samples	3 V Samp	le resubmitted 4	Will Receive	✓ Filter	Method
			Notification		

- 3. Notification Event Type Group select the Samples Event Type Group option.
- 4. Notification Event Type select the Sample resubmitted option.
- 5. Select the Update option.

An Update dialog box appears.

Update		×
User Susan Mussel	man	
Opt In/Opt Out? Opt In v Filters?	Send Type	
8	Save	

- 6. Opt In/Opt Out? select Opt In from the dropdown even if you are already opted in.
- 7. Send Type select the type of notification you want; email only, dashboard only or both. 8. Filters – select this indicator to display the available filters.

The filters would be similar to what the Data Reviewer would use.

Opt In/Opt Out? Send Type Opt In  Filters?	★	×
Managing Districts District 1 x V	Projects Type Item/Item Segment Sample Categories □ IA Evaluation □ Mix Design ☑ Program	Sample Levels  Project Research
Companies Start typing Company name	to get a list of Type Production Facilities	User Who Created Record ⊉
Materials MM3.2V1 - Flexible Paveme Type Material Id or Name	nt Coring and Evaluation x	
	Save	