



# Production Facility Profile Management



# **Contents**

Intro	duction	3
Chap	oter 1 – Navigating to an Existing Production Facility Profile	
A.	My Production Facilities	
B.	Searching for an Existing Production Facility Profile using the Go To Production Facility Field	5
Chap	oter 2 – Production Facility Profile Managers	6
A.	Published Comments	
B.	Adding a Production Facility Profile Manager	
C.	Updating an Existing Production Facility Profile Manager	
D.	Removing a Production Facility Profile Manager when there is only one Profile Manager	
E.	Removing a Production Facility Profile Manager when there is more than one Profile Manage	
	oter 3 – Contacts	
	oter 4 – Locations	
	oter 5 – Producer QC Plans	
	Viewing Producer QC Plans	
	oter 6 –Products	
	Viewing Product Details	
В.	Requesting a Product	
C.	Pulling a Product from Another Facility	
Chapter 7 – Mix Designs		
Chapter 8 – Documents		
Α.	Adding a Document	
В.	Viewing a Document	
C.	Updating Information about an Existing Document	
D.	Deleting a Document	
	oter 9 – Comments and Responses	
Α.	Adding a Comment	
В.	Viewing a Comment	
C.	Adding a Response to a Comment	
D.	Updating a Comment or Response	
E.	Deleting a Comment or Response	
	oter 10 – Associated Production Facilities	
unap	oter 11 – Production Facility History	.29

#### Introduction

A production facility profile is an entry in the MAC database representing a mine, plant or terminal. The production facility profile information is used to publish the FDOT Production Facility Listing. This list is used by contractors to find producers to provide materials and products to FDOT contracts. It is essential that each production facility has a person responsible for maintaining the profile information. This person is the production facility profile manager. Keeping it up to date will ensure that people wanting to do business with your facility can contact you.

# What are the Production Facility Roles in MAC?

In MAC, there are several roles for people associated with production facilities. Depending on your company, these roles may be performed by the same person or different people.

- 1. **Company Profile Manager** this is a person who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Production Facility Profile Manager.
- 2. **Production Facility Profile Manager** this is a person who maintains the information on the MAC Production Facility Profile.
- 3. **QC Manager** this is the person who manages the production facility and resolves outstanding issues in the Quality Control Program with the FDOT. The QC Manager does not need to have MAC access unless he performs the role of company profile manager or production facility profile manager. The QC Manager must be listed in the Production Facility's Producer Quality Control Plan.
- 4. **Contact Person** this is the person the company designates for people to call. In many cases it will be the QC Manager. It may be someone else, like a company Regional Manager or Area Sales Manager.
- 5. **Quality Control Program (QCP) Coordinator** the QCP Coordinator is a person working for the District Materials and Research (DMRO) or State Materials Office (SMO) who manages the Quality Control Program requirements for one or more material types. The person who performs these functions has the MAC role of Program Maintenance User.

# **Chapter 1 – Navigating to an Existing Production Facility Profile**



- 1. Select the Facilities menu option.
- 2. Select the Production Facilities sub menu option.

If you are assigned to only one production facility profile, MAC will automatically default to your production facility profile.

#### A. My Production Facilities

If you are a company profile manager or a user who has been assigned as a Production Facility Profile Manager, you can navigate to the production facility profile by using the My Production Facilities option.

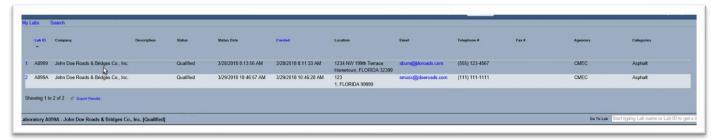


- 1. Select the Facilities menu option.
- 2. Select the Production Facilities sub menu option.



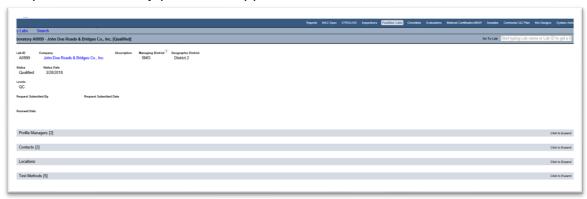
3. Select the My Production Facilities option.

A sub screen will appear at the top of the lab profile screen with all the production facilities you are listed as profile manager on.



4. Click anywhere on the row of the production facility profile you want to see to be navigated to that entry.

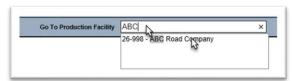
The production facility profile will appear.



B. Searching for an Existing Production Facility Profile using the Go To Production Facility Field



- 1. Select the Facilities menu option.
- 2. Select the Production Facilities sub menu option.



3. Enter the FDOT Production Facility Id or facility description in the Go To Production Facility field and select the appropriate entry from the returned list. You must make a selection, even if the returned list only has one entry. The production facility profile will appear.

# **Chapter 2 – Production Facility Profile Managers**

The Production Facility Profile Manager should occasionally review the production facility profile information to ensure that it is current. When any of the information changes, the Production Facility Profile Manager should update the profile to reflect the most current information.

#### A. Published Comments

Some production facility profiles have published comments. These are descriptive language added by the FDOT when the information from the production facility profile is not sufficient to assist users reviewing the production facility listing. They cannot be updated by the Facility Profile Manager.

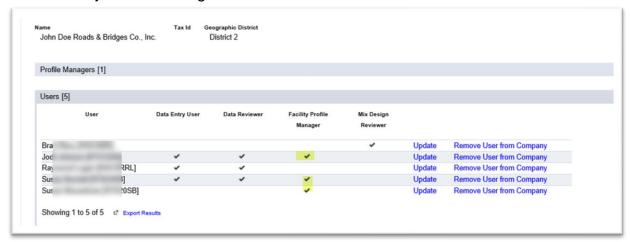
Here is an example of a published comment on a galvanizing production facility profile. It gives the kettle size so that steel and miscellaneous metals producers can determine if the facility's equipment is large enough to accommodate products they are fabricating.

Here is an example of a published comment on a galvanizing facility describing the kettle size. This information assists fabricators in determining if the kettle size is sufficient for the size of a product they are fabricating that needs to be galvanized.



#### B. Adding a Production Facility Profile Manager

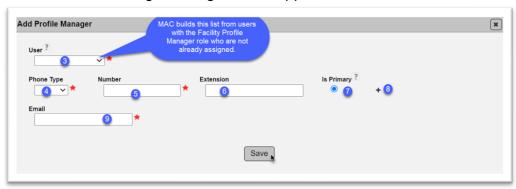
Every production facility profile must have at least one user assigned as the profile manager. There can be more than one user assigned as production facility profile manager. The users eligible to be assigned as a profile manager are users on the company profile with the company role of Facility Profile Manager.





- 1. Click on the Profile Managers tab to expand it.
- 2. Select the Add Profile Manager option.

An Add Profile Manager dialog box will appear.



**NOTE**: A red star (\*) indicates a required field.

- 3. **User** select the User dropdown list to get a list of users who have the facility profile manager role on the company profile who have not yet been assigned to this lab profile. Select the user from the list to populate the field.
- 4. **Phone Type** provide the phone type for the first phone number listed for the contact person; office, cell or fax.

When you select the phone type, additional fields will appear for the phone number.

- 5. **Number** provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.
- 6. **Extension** provide the extension if applicable.
- 7. **Is Primary** If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
- 8. + If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.
- 9. EmailAddress Enter the email address provided for the contact person.
- 10. Click on the Save option to save the new profile manager.

You will receive a message that the lab profile manager was successfully added.

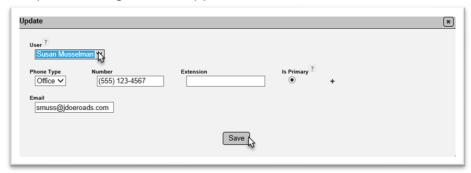
Add Profile Manager was successful

C. Updating an Existing Production Facility Profile Manager



- 1. Click on the Profile Managers tab to expand it.
- 2. Select the Update option to update the information for a currently listed production facility profile manager or to revise the current profile manager to another user.

An Update dialog box will appear.



- 3. To revise the user, select the dropdown list by the user field. This will be populated with the list of users who have the facility profile manager role on the company profile who have not yet been assigned to the lab profile. Select the user from the list to revise the current profile manager to a new manager.
- 4. Update the information contact information following the instructions listed in Section A above.
- 5. Select the Save option to save the updated information.

You will receive a message that the lab profile manager was successfully updated.

Update Production Facility Contact was successful

D. Removing a Production Facility Profile Manager when there is only one Profile Manager

Because there must be at least one user assigned as the Production Facility Profile Manager, there is no Remove option with only one profile manager listed. You must replace the current person with a new person using the Update option as described in <a href="C. Updating an Existing Production Facility Profile Manager">C. Updating an Existing Production Facility Profile Manager</a> above.

E. Removing a Production Facility Profile Manager when there is more than one Profile Manager

When more than one profile manager is listed, you will have a remove option on each of the listed profile managers. This will remain until you have removed all but one profile manager.



- 1. Click on the Profile Managers tab to expand it.
- 2. Select the Remove option associate with the profile manager you want to remove.
- A Remove dialog box will appear.



3. Select the Remove option.

You will receive a message that the profile manager was successfully removed.

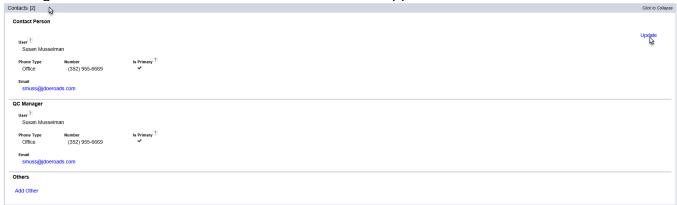
Delete Production Facility Contact was successful

#### **Chapter 3 – Contacts**



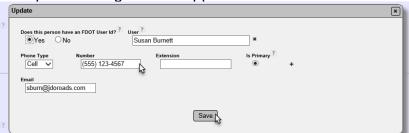
1. Click on the Contacts tab to expand it.

There are three different entries for Contacts; one for the contact person, one for the QC Manager and one for Others. They can be the same person as the Production Facility Profile Manager or different people. The definition of each is described in the <u>Introduction</u>. The Production Facility Profile Manager can update the Contact but not the QC Manager. That is because a change in QC Manager requires a Producer QC Plan addendum. The DMRO or SMO will update the QC Manager information when the QC Plan addendum is approved.



2. Select the Update option.

An Update dialog box will appear.



3. To update the contact information for an existing person, make the necessary changes and select the Save option.

- 4. To change this person to another person, you need to know if the new person has MAC access. The MAC Access indicator displays as "Does this person have an FDOT User Id?". That is slightly misleading. The person may have an FDOT User Id or an Internet Subscriber Account (ISA). If the person has either, select Yes. If they do not, select No.
- 5. If you select Yes, the User field will appear. Type in the first and last name of the user and MAC will review the account databases to return the account information for the user.



- 6. If you select No, the field changes from User to two fields, one for First Name and one for Last Name. Enter the contact's first and last names in the field.
- 7. Make additional changes to the data as needed.
- 8. Select the Save option.

You will receive a message that the contact was successfully updated.

Update Production Facility Contact was successful

Others are additional production facility personnel that the profile manager or FDOT can contact. It is an internal address book for each production facility to be used by the profile manager and/or the FDOT as needed. The instructions for adding or updating additional contacts is the same as for the Contact person.

#### **Chapter 4 – Locations**

The locations tab records the production facility's physical location and mailing address.

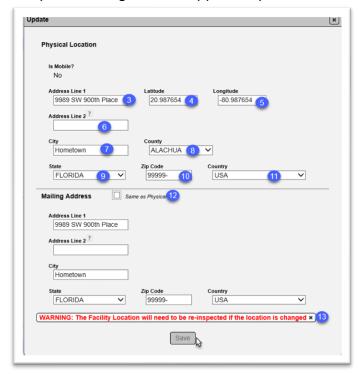


1. Click on the locations tab to expand it.

You will see an entry for physical location and mailing address. If you make changes to the physical location, MAC will notify the Coordinator. Changes to physical location for a laboratory usually results in an inspection to continue qualification. The system will provide a related warning and the entry will have a View History option showing the date the location was changed and the user who made the change.

2. Select the Update option to change the physical location or mailing address.

An Update dialog box will appear. Update information as needed.



- 3. **Address Line 1** –physical address of the production facility's location.
- 4. **Latitude** enter the production facility's latitude reading.
- 5. **Longitude** enter the production facility's longitude reading. Sometimes this value is preceded by a negative (-) sign to ensure the location is designated in the correct hemisphere.
- 6. **Address Line 2** If there is additional address information enter it in address line 2, for example Suite Number or Box Number.
- 7. **City** enter the City where the production facility is located.
- 8. **County** If the production facility is located in Florida, select the county where it is located. If another State is selected, this field defaults to Out of State.
- 9. **State** This field defaults to Florida. If the production facility is in another state, change the state from Florida to the appropriate state.
- 10. **Zip Code** enter the zip code where the production facility is located.
- 11. **Country** This field defaults to USA. If the production facility is in another country, select the country where it is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.
- 12. **Mailing Address** If the mailing address is the same as the Physical Address leave this box checked. If it is different, uncheck the box. The Mailing Address fields will then become available. The instructions for updating the fields for the mailing address are the same as for the Physical Address.
- 13. If you revise the existing physical address, the system will notify the appropriate user that the physical location has been changed. This may result in a reinspection of the facility.
- 14. Click on the Save icon to save the revisions to the adress.

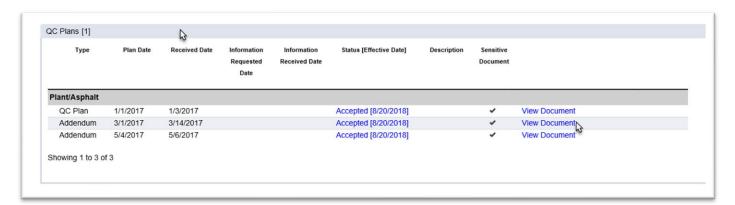
The system will notify you that the update was successful.

Update Production Facility Location was successful

# **Chapter 5 – Producer QC Plans**

FDOT is responsible for uploading the most current approved Producer QC plan on the production facility profile. There is additional security assigned to this tab to ensure that no one can see the document except for users with the appropriate roles. Do not upload any draft Producer QC Plans in MAC. Submit the draft directly to the appropriate DMRO or SMO.

# A. Viewing Producer QC Plans



- 1. Click on the QC Plans tab to expand it. There may be more than one document listed if there are addendums.
- 2. Click on the View Document option to view a specific entry.

MAC will download the document. A download pop up window will appear.



2. Select the open option.

MAC will open the document in an application for the file format; for example, pdf.

# **Chapter 6 - Products**

Some production facilities are assigned products. This is typically done to allow for a listing of approved products for the production facility and to assign product specific targets. An example of a production facility that has these types of entries is an aggregate mine or terminal.



- 1. Click on the Products tab to expand it.
- A. Viewing Product Details



1. Click on the Details option.

A Product Details screen will appear. The information under each tab is viewable by clicking on the tab to expand it.





- 2. To return to the list, select the Return to List option.
- B. Requesting a Product

This function allows a mine to request a new product.



- 1. Click on the Products tab to expand it.
- 2. Select the Request Product option.
- A Request Product dialog box will appear.



3. Enter the MAC Material that governs the product and select it from the returned list. You must make a selection, even if there is only one returned result.

Request Product **x** Material MAC Spec 901 - Coarse Aggregate 901 - Coarse Aggregate, Program [Aggregate Control Program], v1.7 Product **Brand Name** Geological Type Process Number Bank Run Shell Comment Description ? Supporting Document(s) Choose File No file chosen ther Document

The dialog box will expand with more fields. Not all products will have all fields.

4.**Product** – Select the appropriate product category from the drop-down list. This is populated from the MAC Material you selected.

Save

- 5. **Brand Name** If the product has a Brand Name, enter it in the Brand Name field. Not all products have brand names.
- 6. **Process Number** For aggregate products, enter the process number as defined by the Aggregate Control Program.
- 7. **Chose File** If you want to add a document associated to the product, follow the instructions in <u>Chapter 8 Documents</u>.
- 8. **Add Another Document** If you want to add more than one document, select Add Another Document and repeat the steps as described in <a href="Chapter 8 Documents">Chapter 8 Documents</a>.
- 9. Select Save.

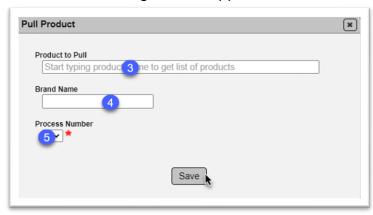
#### C. Pulling a Product from Another Facility

Some production facilities, like terminals, receive products from a source production facility, like mines. The Production Facility Profile Manager can request a product from a source production facility be added to the production facility's product list by pulling the product.



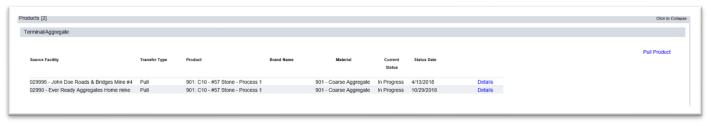
- 1. Click on the Products tab to expand it.
- 2. Select the Pull Product option.

# A Pull Product dialog box will appear.



- 3. **Product to Pull** enter the production facility id or description in the Product to Pull field to get a list of products and select the appropriate product from the returned list. You must select an entry, even if the list returns one entry.
- 4. **Brand Name** If the product has a Brand Name, enter it in the Brand Name field. Not all products have brand names.
- 5. **Process Number** For aggregate products, enter the process number as defined by the Aggregate Control Program
- 6. Select the Save option.

The product will be added to the products list with as status of In Progress.



#### **Chapter 7 – Mix Designs**

The Mix Design Tab lists the asphalt and/or structural concrete mix designs associated to the production facility.



- 1. Click on the Mix Designs Tab to expand it.
- 2. Click on the Mix Design Number or Mix Design Id (for mix designs that are in progress and don't have an FDOT Mix Design Number yet) to navigate to the mix design.

The Facility Profile Manager can print mix designs for the production facility's use.



3. Select the View for Print option to download a mix design report.

You can navigate directly back to the company profile by selecting the hotlink Owning Company name, but you cannot navigate back to the production facility unless you are on an asphalt mix design screen.



- 4. Click on the Production Facilities tab to expand it.
- 5. Select the Production facility hotlink.

You will be navigated back to the production facility profile.

# **Chapter 8 – Documents**

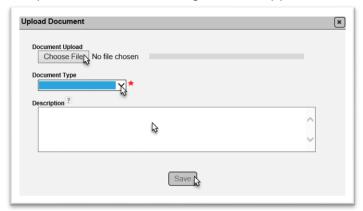
Documents are often stored on a production profile for both the profile manager and Department's use.

#### A. Adding a Document



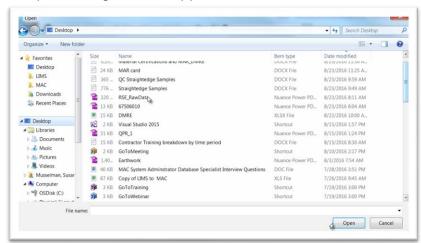
- 1. Click on the Documents tab to expand it.
- 2. Click on the Upload Document option.

An Upload Document dialog box will appear.



3. Select the Choose File option.

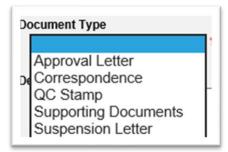
An Open dialog box will appear.



- 4. Navigate to the location where the document is stored.
- 5. Click on the document to select it.
- 6. Click on the Open option to upload the document.

The Upload Document dialog box will reappear with the file attached and upload progress at 100%.

7. Select the appropriate document type from the dropdown list.



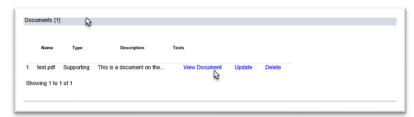
- 8. Enter any comments about the doucment in the Description field.
- 9. Select the Save option to save the document.

You will receive a message that the document was successfully added.

Add Document to Production Facility was successful

B. Viewing a Document

To view a document:



- 1. Click on the Documents tab to expand it.
- 2. Select the View Document option.

MAC will download the document. When the download is complete, a dialog box will appear.



3. Select the Open option.

The document will be opened in a pdf format. You must have an application installed that reads pdf files.

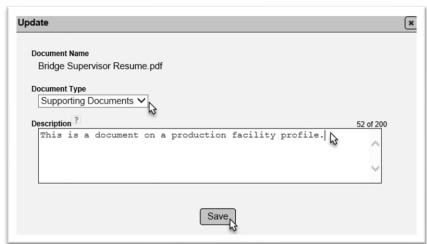
# C. Updating Information about an Existing Document

You can use the Update option to update the document type, description or test method.



- 1. Click on the Documents tab to expand it.
- 2. Select the Update option.

An Update dialog box will appear.



- 3. Make any changes as desired.
- 4. Select the Save option.

You will receive a message that the document was successfully updated.

Update Production Facility Document was successful

# D. Deleting a Document

If you uploaded a document, you can delete it. If you did not, you may not have access to delete the document.



- 1. Click on the Documents tab to expand it.
- 2. Click on the Delete option.
- A Delete dialog box will appear.



3. Select the Delete option.

You will receive a message that the document was deleted.

Delete Production Facility Document was successful

# **Chapter 9 – Comments and Responses**

You can make comments on the production facility profile.

#### A. Adding a Comment



- 1. Click on the Comments tab to expand it.
- 2. Click on the New Comment option.

# A New Comment dialog box will appear.



- 3. Enter the comment in the comment box.
- 4. Select the Save option.

You will receive a message that the comment was successfully created.

Create Production Facility Comment was successful

#### B. Viewing a Comment

Comments are shown under the comments tab.



- 1. Click on the comments tab to expand it.
- 2. The comments default sorted from the oldest to the newest. If you wish to reorder, deselect the default.

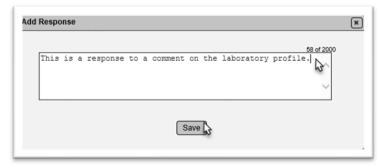
# C. Adding a Response to a Comment

You cannot revise or delete someone else's comment. You can add a response to a comment.



- 1. Click on the comments tab to expand it.
- 2. Click on the Add Response option.

An Add Response dialog box will appear.



- 3. Enter the response in the response field.
- 4. Select the Save option.

You will receive a message that the response (comment) was successfully added.

Add Comment To Production Facility Comment was successful

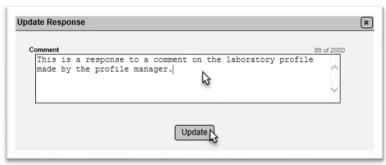
#### D. Updating a Comment or Response

The steps for updating and deleting comments and responses are the same. You may or may not be able to update or delete comments or responses. You cannot update or delete a comment with responses until the response has been update.



- 1. Click on the Comments tab to expand it.
- 2. Select the Update pencil icon (\*).

An Update Comment/Response dialog box will appear.



- 3. Make updates to the comment or response.
- 4. Select the Update option.

You will receive a message that the comment or response was updated successfully.

Update Production Facility Comment was successful

# E. Deleting a Comment or Response



- 1. Click on the Comments tab to expand it.
- 2. Select the Delete icon (\*).
- A Remove Comment/Response dialog box will appear.



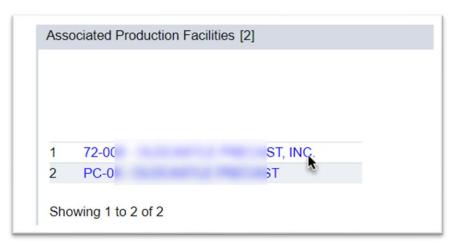
3. Select the Delete option.

You will receive a message that the comment or response was removed successfully.

Remove Production Facility Comment was successful

#### **Chapter 10 – Associated Production Facilities**

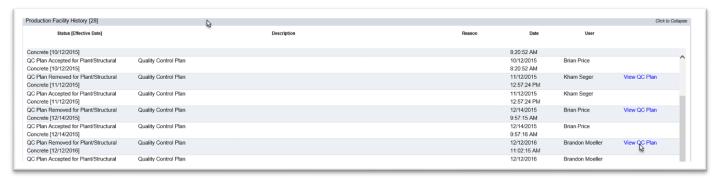
Some production facilities have more than one material type. Material types, such as Prestressed Concrete Products and Structural Concrete may have two production facilities with two different production facility ids at the same location. Each of these production facilities has a different QC Plan for each material type. To connect the production facilities that are related by physical location, the Program Maintenance User uses this function to link the facilities. If there are any associated production facilities to the facility profile you are viewing, the Associated Production Facilities tab will indicate how many.



- 1. Click on the Associated Production facilities tab to expand it.
- 2. You can navigate to an associated facility's profile by selecting the Production Facility Id hotlnk.

# **Chapter 11 – Production Facility History**

Major changes to the production facility profile are listed under the Production Facility History tab.



- 1. To view the production facility history, click on the tab to expand it.
- The entries are almost always related to a revision in the Producer QC Plan Status.
- 2. You can view older versions of a Producer QC Plan by selecting the View QC Plan option.