



# **NDOR SiteManager Materials Management**

Laboratory and Field Personnel  
Instructions

Find Sample

## Table of Contents

|           |                                         |          |
|-----------|-----------------------------------------|----------|
| <b>1.</b> | <b>Purpose:</b> .....                   | <b>3</b> |
| 1.1       | Roles and Responsibilities: .....       | 3        |
| 1.2       | Abbreviations: .....                    | 3        |
| <b>2.</b> | <b>Operational Instructions:</b> .....  | <b>4</b> |
| 2.1       | Main Panel: .....                       | 4        |
| 2.2       | Materials Management:.....              | 4        |
| 2.3       | Sampling and Testing:.....              | 5        |
| 2.4       | Find Sample Parameters:.....            | 6        |
| 2.5       | Parameter Descriptions:.....            | 6        |
| 2.5.1     | Geographic Area:.....                   | 6        |
| 2.5.2     | Sampled By: .....                       | 7        |
| 2.5.3     | Material Code: .....                    | 7        |
| 2.5.4     | Producers/Supplier Code:.....           | 8        |
| 2.5.5     | Sample Date: .....                      | 8        |
| 2.5.6     | Contract ID: .....                      | 9        |
| 2.6       | Find Samples from List:.....            | 9        |
| 2.7       | View Additional Samples from List ..... | 10       |

### Modification Tracking Summary

| Summary of Changes                | Date      | Author           |
|-----------------------------------|-----------|------------------|
| Updated Materials and Screenshots | 4/6/2011  | Trevor Hasenkamp |
| Instruction document created      | 6-13-11   | Andi Clark       |
| Updated Roles & Responsibilities  | 5-23-2012 | Andi Clark       |
|                                   |           |                  |
|                                   |           |                  |

## 1. Purpose:

This document is intended to be used in conjunction with the existing training materials provided by the NDOR (Nebraska Department of Roads), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

The purpose of this instructional document is to provide the steps necessary to successfully find a sample record(s) in SMGR.

### 1.1 Roles and Responsibilities:

SiteManager Staff: 402.479.4760, [DOR.SiteManagerMaterials@nebraska.gov](mailto:DOR.SiteManagerMaterials@nebraska.gov).

### 1.2 Abbreviations:

ID: Identification Number

M&R: NDOR Materials & Research

NDOR: Nebraska Department of Roads

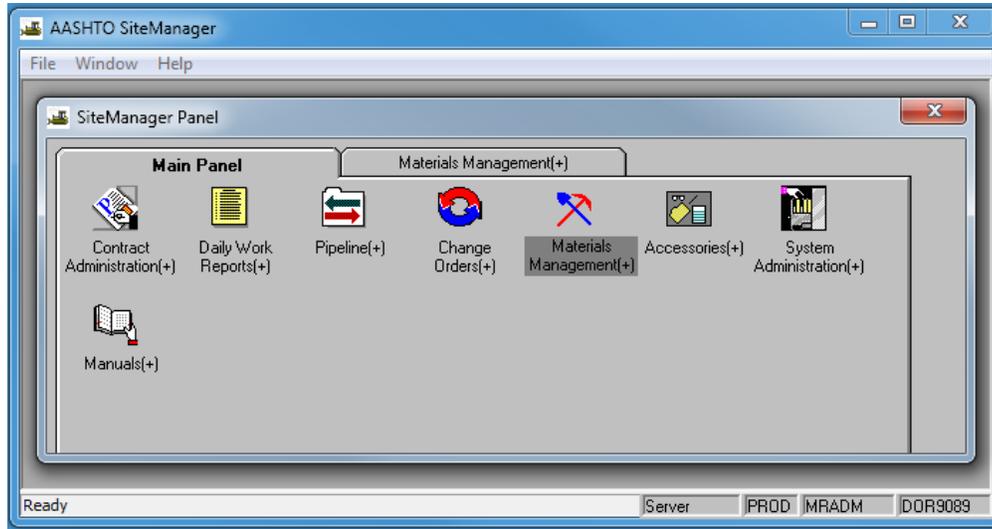
SMGR: SiteManager

## 2. Operational Instructions:

These instructions will provide the steps necessary to assist personnel to seek and search for a sample record(s) in SMGR.

### 2.1 Main Panel:

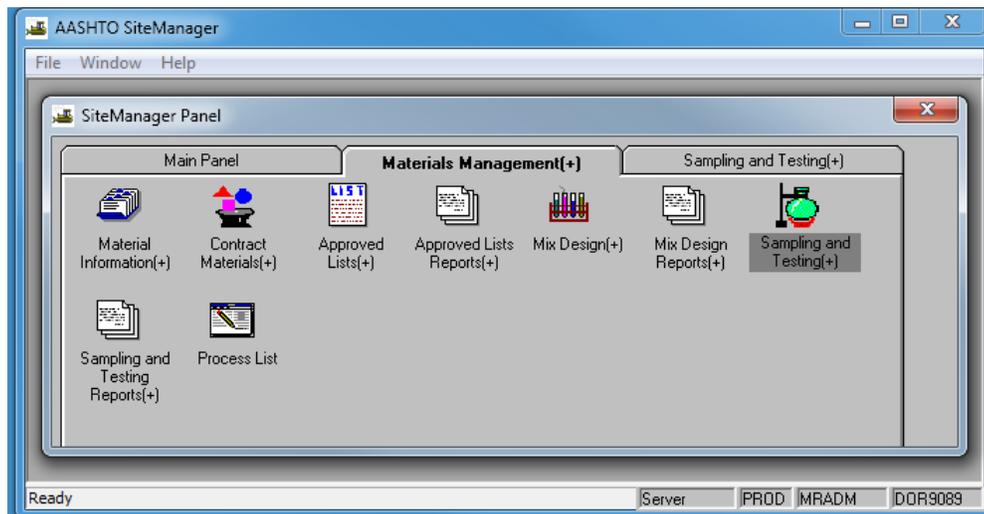
After successfully completing the log in process, SMGR will present the Main Panel. From the Main Panel, select Materials Management(+).



NOTE: The icons represented in these illustrations may differ based on the user's security group.

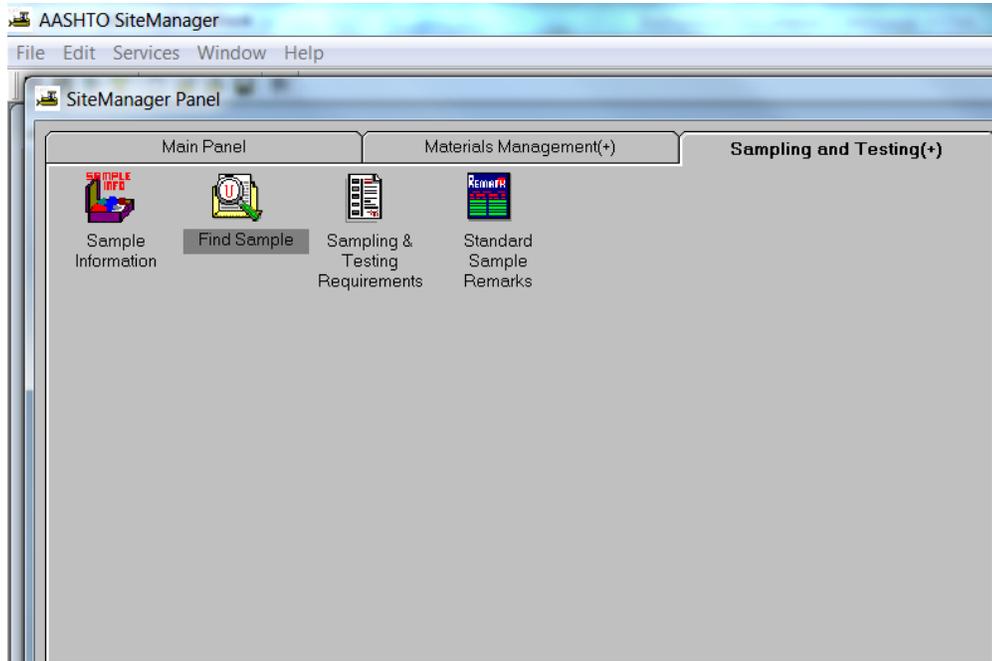
### 2.2 Materials Management:

Once selected, an array of Material Management(+) icons will be presented on the Materials Management(+) tab. From the Material Management(+) tab, select Sampling and Testing(+).

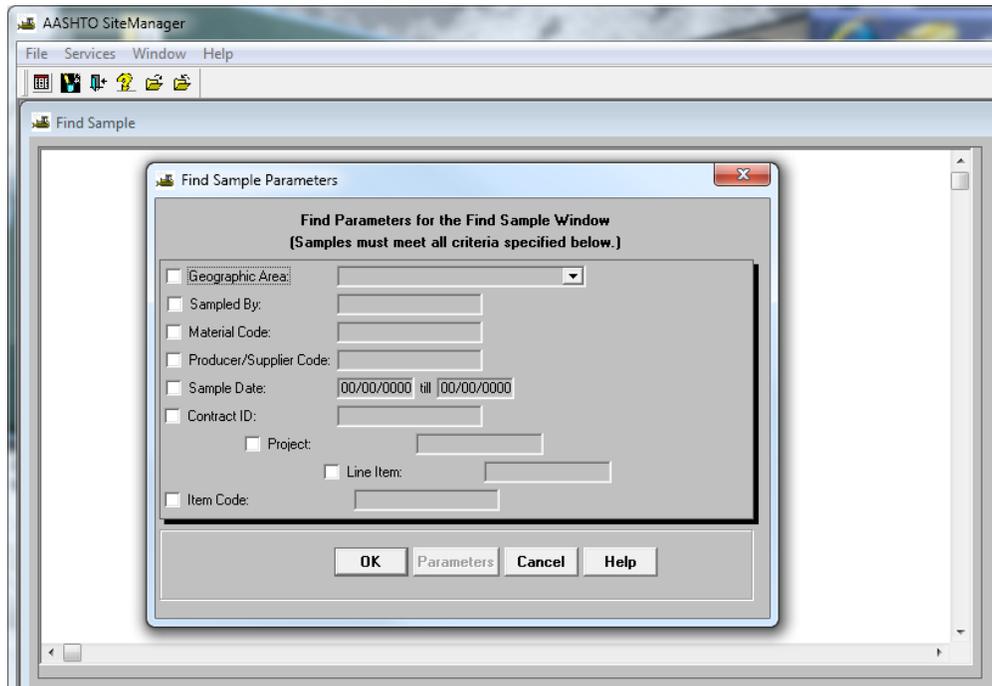


## 2.3 Sampling and Testing:

Once selected, the list of available icons within Sampling and Testing Tab will be presented. Within this Tab, double click the Find Sample icon.



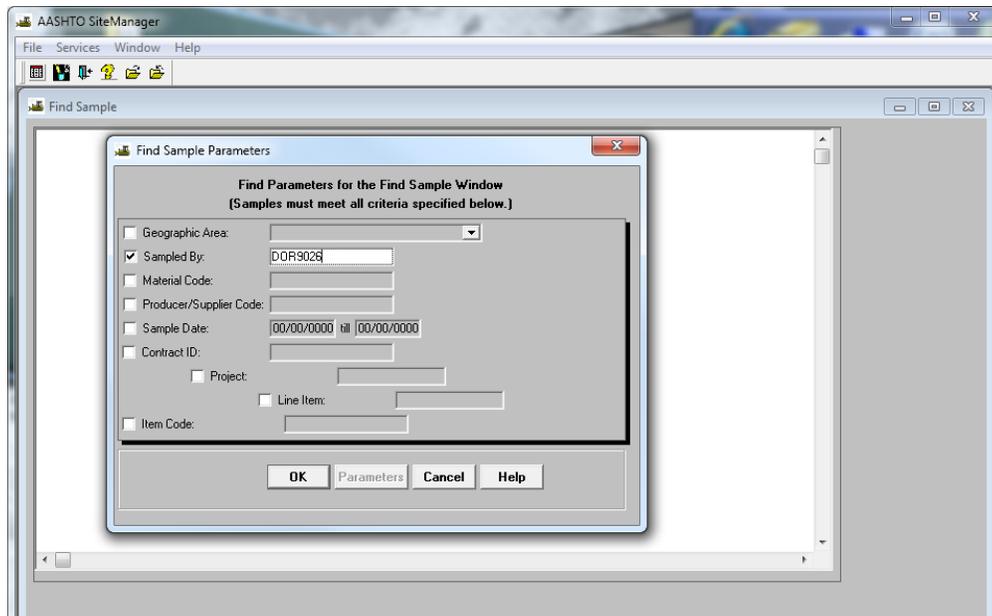
This action will display a screen that is labeled Find Sample Parameters.



## 2.4 Find Sample Parameters:

SMGR will search based on one or more sample parameters. If multiple parameters are identified within a search, SMGR will return only those samples that meet all of the selected criteria.

Select the desired Parameter(s) and select OK.

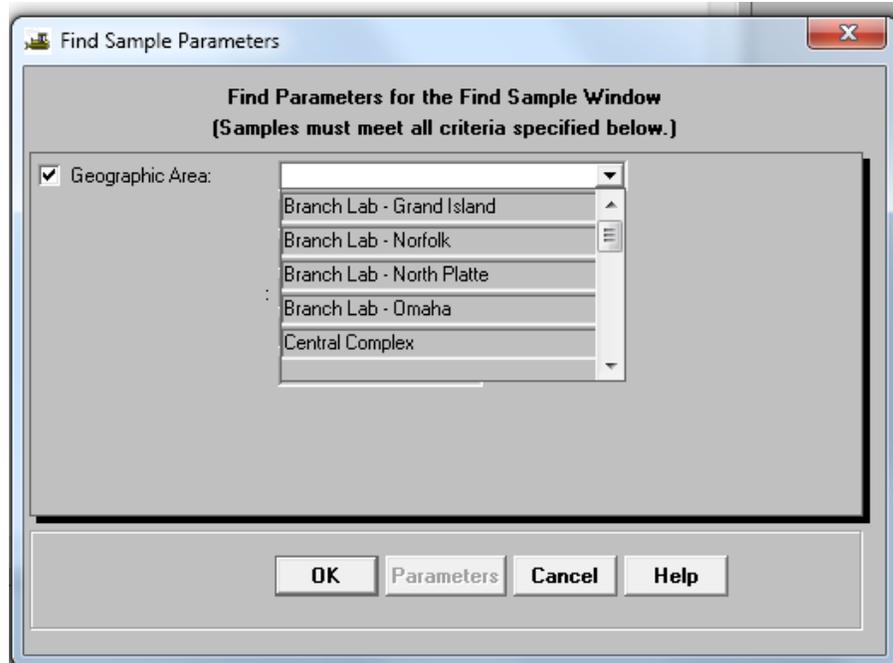


## 2.5 Parameter Descriptions:

The purpose of this section is to provide a brief description of each of the parameters that enable the search function.

### 2.5.1 Geographic Area:

This drop-down list allows the user to search for sample records by District as defined by the geographic area identified on the Basic Sample Data tab.

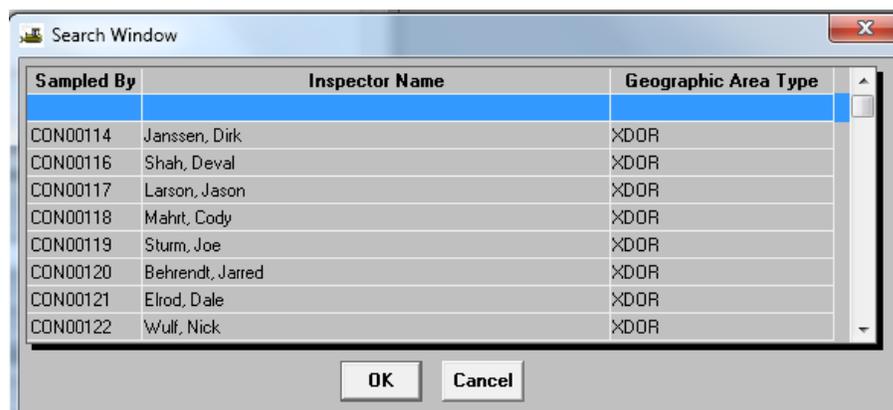


### 2.5.2 Sampled By:

This search parameter allows the user to search for sample records by sampler as recorded in the Sampler field on the Basic Sample Data tab. SMGR will not return records based on the SMGR User ID in the Sample ID field.

When the Search Lens  is engaged, the following screen will appear. SMGR will present a search window that may be sorted by these respective columns: Sampled By, Inspector Name, and Geographic Area Type.

To select a Sampler, highlight the name of the sampler and select OK.

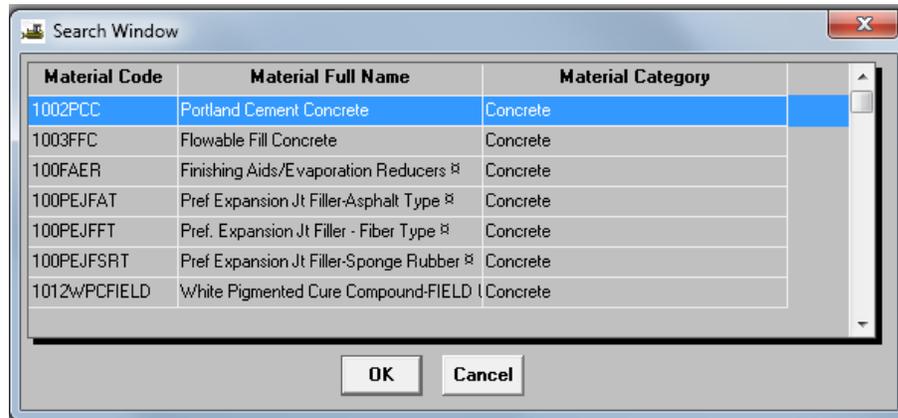


### 2.5.3 Material Code:

This search parameter allows the user to search for sample records by Material Code or Material Full Name. When the Search function is engaged, the following screen will appear.

SMGR will present a search window that may be sorted by these respective columns: Material Code, Material Full Name, and Material Category.

To select a Material, highlight the name of the material code/material full name and select OK.

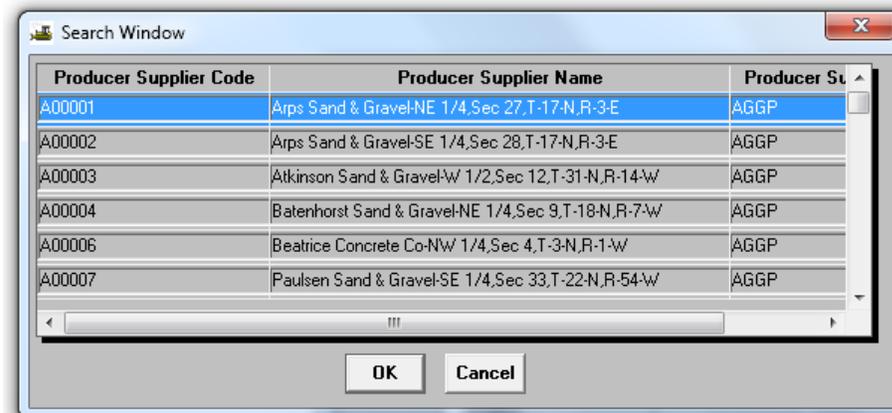


#### 2.5.4 Producers/Supplier Code:

This search parameter allows the user to search sample records by Producer/Supplier as recorded in the P/S Field on the Basic Sample Data tab. When the Search function is engaged, the following screen will appear.

SMGR will present a search window that may be sorted by these respective columns: Producer Supplier Code, Producer Supplier Name, and Producer Supplier Type.

To select a Producer/Supplier, highlight the name of the producer supplier and select OK.

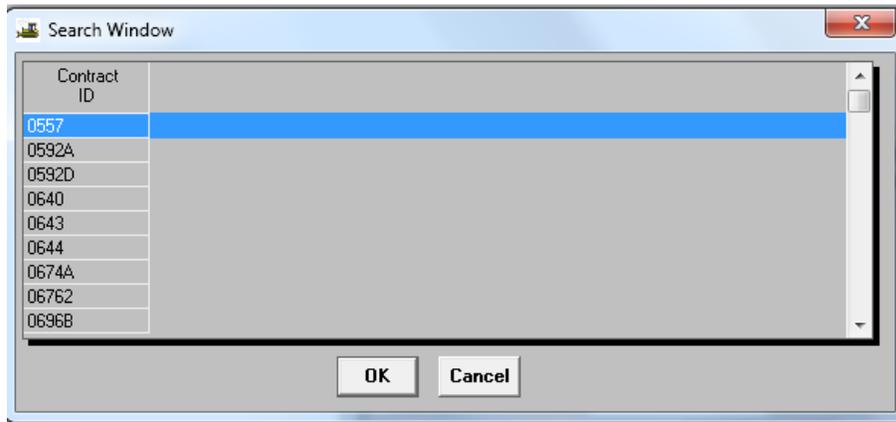


#### 2.5.5 Sample Date:

This search parameter allows the user to search for a sample record created within a specified date range.

### 2.5.6 Contract ID:

This search parameter allows the user to search for sample records created for a specific contract.



### 2.6 Find Samples from List:

Once the search parameters have been identified, click OK; SMGR will present a list of samples that meet the specified criteria.

SMGR will present a list of samples that meet the defined search parameters. The search window that may be sorted by these respective columns: Sample ID, Material Code, Material Name, Producer Supplier Code, Producer Supplier Name, Geographic Area, Status, Sampled By, Sampled By Name, Sample Date, and Authorized Date.

| Sample ID    | Material Code | Material Name                          | Producer Supplier Code | Producer Supplier Name                    |
|--------------|---------------|----------------------------------------|------------------------|-------------------------------------------|
| 0209012A0015 | 106BA         | Buy America Cert (Prime Contractor)    | P0171                  | Hawkins Construction Company              |
| 0209012A0016 | 106BA         | Buy America Cert (Prime Contractor)    | P0171                  | Hawkins Construction Company              |
| 0209026A0002 | 106BA         | Buy America Cert (Prime Contractor)    | P0182                  | Dominion Construction Co. and Subsidiar   |
| 0309026A0001 | 1072RDP       | Reflectors for Delineator Posts R      | P0052                  | Safe-Lite Manufacturing Company           |
| 0309026A0009 | 106BA         | Buy America Cert (Prime Contractor)    | P0150                  | Cement Products, Inc.                     |
| 0309026A0014 | 106BA         | Buy America Cert (Prime Contractor)    | P0189                  | The Diamond Engineering Company           |
| 0309026A0015 | 106BA         | Buy America Cert (Prime Contractor)    | P0189                  | The Diamond Engineering Company           |
| 0309026A0016 | 1007AEA       | Air-Entraining Admixture R             | P0087                  | Degussa Admixtures, Inc (formerly Master  |
| 0309026A0017 | 1007WRSRD     | Water Reducer - Set Retarder Type D R  | P0087                  | Degussa Admixtures, Inc (formerly Master  |
| 0309026A0018 | 1002PCC       | Portland Cement Concrete               | RM0065                 | Lincoln-Ready Mixed Concrete Co. Havek    |
| 0309026A0019 | 106BA         | Buy America Cert (Prime Contractor)    | P0151                  | Werner Construction Co., Inc.(0083)       |
| 0309026A0020 | 106BA         | Buy America Cert (Prime Contractor)    | P0187                  | Capital Contractors, Inc.                 |
| 0309026A0021 | 1007HRWRSFP   | Hgh Range Wtr Rdcr Supr Plstczr Type F | P0004                  | Grace Construction Products               |
| 0309026A0022 | 106BA         | Buy America Cert (Prime Contractor)    | P0148                  | Western Engineering Co., Inc. (Harlan,IA) |
| 0309026A0025 | 106BA         | Buy America Cert (Prime Contractor)    | P0199                  | D-K Contracting Corporation               |
| 0409026A0001 | 106BA         | Buy America Cert (Prime Contractor)    | P0182                  | Dominion Construction Co. and Subsidiar   |
| 0409026A0002 | 106BA         | Buy America Cert (Prime Contractor)    | P0179                  | Chas Vrana & Son Construction             |
| 0409026A0003 | 106BA         | Buy America Cert (Prime Contractor)    | P0161                  | Elk Horn Construction Company             |
| 0409026A0004 | 106BA         | Buy America Cert (Prime Contractor)    | P0151                  | Werner Construction Co., Inc.(0083)       |

To review a sample from the list, highlight the sample, click on Services menu and select View Sample.

| Sample ID    | Material Code | Material Name                          | Producer Supplier Code | Producer Supplier Name                    |
|--------------|---------------|----------------------------------------|------------------------|-------------------------------------------|
| 0209012A0015 | 106BA         | Buy America Cert (Prime Contractor)    | P0171                  | Hawkins Construction Company              |
| 0209012A0016 | 106BA         | Buy America Cert (Prime Contractor)    | P0171                  | Hawkins Construction Company              |
| 0209026A0002 | 106BA         | Buy America Cert (Prime Contractor)    | P0182                  | Dominion Construction Co. and Subsidiar   |
| 0309026A0001 | 1072RDP       | Reflectors for Delineator Posts R      | P0052                  | Safe-Lite Manufacturing Company           |
| 0309026A0009 | 106BA         | Buy America Cert (Prime Contractor)    | P0150                  | Cement Products, Inc.                     |
| 0309026A0014 | 106BA         | Buy America Cert (Prime Contractor)    | P0189                  | The Diamond Engineering Company           |
| 0309026A0015 | 106BA         | Buy America Cert (Prime Contractor)    | P0189                  | The Diamond Engineering Company           |
| 0309026A0016 | 1007AEA       | Air-Entraining Admixture R             | P0087                  | Degussa Admixtures, Inc (formerly Master  |
| 0309026A0017 | 1007WRSRD     | Water Reducer - Set Retarder Type D R  | P0087                  | Degussa Admixtures, Inc (formerly Master  |
| 0309026A0018 | 1002PCC       | Portland Cement Concrete               | RM0065                 | Lincoln-Ready Mixed Concrete Co. Havek    |
| 0309026A0019 | 106BA         | Buy America Cert (Prime Contractor)    | P0151                  | Werner Construction Co., Inc.(0083)       |
| 0309026A0020 | 106BA         | Buy America Cert (Prime Contractor)    | P0187                  | Capital Contractors, Inc.                 |
| 0309026A0021 | 1007HRWRSFP   | Hgh Range Wtr Rdcr Supr Plstczr Type F | P0004                  | Grace Construction Products               |
| 0309026A0022 | 106BA         | Buy America Cert (Prime Contractor)    | P0148                  | Western Engineering Co., Inc. (Harlan,IA) |
| 0309026A0025 | 106BA         | Buy America Cert (Prime Contractor)    | P0199                  | D-K Contracting Corporation               |
| 0409026A0001 | 106BA         | Buy America Cert (Prime Contractor)    | P0182                  | Dominion Construction Co. and Subsidiar   |
| 0409026A0002 | 106BA         | Buy America Cert (Prime Contractor)    | P0179                  | Chas Vrana & Son Construction             |
| 0409026A0003 | 106BA         | Buy America Cert (Prime Contractor)    | P0161                  | Elk Horn Construction Company             |
| 0409026A0004 | 106BA         | Buy America Cert (Prime Contractor)    | P0151                  | Werner Construction Co., Inc.(0083)       |

## 2.7 View Additional Samples from List

To view another sample from the list, click the X on the Maintain Sample Information screen to return to the list of samples that meet the filtered criteria.

