



## QUICK REFERENCE GUIDE:

# Add New, Add Contract to, or Copy Mix Design

## Background:

A Mix Design is stamped and approved outside the system, all mix designs will be entered and attached in the system except Asphalt Treated Base Coarse (ATB) that is being tested using method B. The Mix Design will need to be entered in Aashtoware and approved in order to be used on a Contract and referenced on Sample Records.

## Roles:

Material Lab Supervisor, Material Mix Design Approval

## Add a New Mix Design:

Materials > Mix Design

1. On the Mix Design Overview page, open the **Component Actions Menu** in the upper right corner and click **Add**.
2. Enter the name of the mix design in the **Mix Design ID** field.
  - The Mix Design ID must be unique and it must start with the regional abbreviations. Regional abbreviations for reference: CR, NR, SR, SW.
3. Select the mix design's **Type** from the drop-down menu.
4. Begin to type the name or code of the material in the **Material** autocomplete field, and select the material when it populates.
5. In the **Source** field, hit enter or begin typing to find the desired source. Select Source.
6. In order to make the mix design selectable elsewhere in the system, enter today's date in the **Effective Date** field, and select ACTIVE in the **Status** drop-down.
7. Click **Save**.
8. Select the **Aggregate Blend** tab on the left. *Note: this section is for only the Aggregates, additional components will be added inside the Mix Design AV.*
9. Click the **Select Component Material** button to open a modal window. Use the search bar and filters to find and select the materials that make up the mix design.
10. Click the **Add to Mix Design** button at the bottom of the modal window.
11. Click on the arrow to expand the row for the first component material and enter its **Source**. For aggregates, enter the **Percentage of Mix Design** that it makes up.
12. Repeat step 11 for each component material in the mix design.
13. Select the **Contracts** tab on the left.
14. Click the **Select Contracts** button to open a modal window.
15. In the Select Contracts window, use the search bar and filters to find and select the contract for which the mix design will be used.
16. Click the **Add to Mix Design** button at the bottom of the modal window.
17. Click **Save**.
18. On the Contracts Tab, click the **Row Actions Menu** of the Contract, click **Attachments**. Click **Select File...** and select the stamped and approve Mix Design and then click **Open**.
19. Click **Save**.
20. Click Previous to return to the Mix Design Summary.
21. To open the Mix Design Agency View, click the **Component Actions Menu**. Find the title of the mix design agency view in the Views section.
22. Enter the approved Mix Design information into the AV and click **Save**.

If you need further assistance please contact your Module Admin

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## Add a Contract to an existing Mix Design:

If you have an approved Mix Design, you can add a Contract to the Mix Design allowing multiple Contracts to utilize the same Mix Design.

Materials > Mix Design

1. On the Mix Design Overview page, use the search and filter fields to find the mix design.
2. Click the **Mix Design ID** to open the Mix Design.
3. Select the **Contracts** tab on the left.
4. Click the **Select Contracts** button to open a modal window.
5. In the Select Contracts window, use the search bar and filters to find and select the contract for which the mix design will be used.
6. Click the **Add to Mix Design** button at the bottom of the modal window.
7. Click **Save**.

## Copy an existing Mix Design:

A copy of a Mix Design will create a copy of the Mix Design Summary and the values within the Mix Design Agency View.

Materials > Mix Design

1. On the Mix Design Overview page, use the search and filter fields to find the mix design you wish to copy. Click on its **Row Actions** menu on the right side, and select the **Copy** action.
2. On the Copy Mix Design page, give the new mix design a unique **Mix Design ID**. Remember: The Mix Design ID must be unique and it must start with the regional abbreviations. Regional abbreviations for reference: CR, NR, SR, SW.

3. Click the **Copy** button in the upper right corner.
4. On the Mix Design Summary page for the new mix design, activate the mix design. In the **Effective Date** field, enter today's date. In the **Status** dropdown, select **ACTIVE**.
5. Click **Save**.
6. The copied mix design is still associated to the original contract. To update the mix design's contract association, click the **Contracts** tab on the left.
7. Delete the existing contract association. Click on the contract's **Row Actions Menu** on the right side, and click **Delete**. Repeat this step as needed.
8. Click **Save**.
9. Add a new contract association. Click the **Select Contracts...** button.
10. In the Select Contracts modal, click in the row of the contract that will use the new mix design. Click the **Add to Mix Design** button at the bottom of the window.
11. Click **Save**.
12. On the Contracts Tab, click the **Row Actions Menu** of the Contract, click **Attachments**. Click **Select File...** and select the stamped and approve Mix Design and then click **Open**.
13. Click **Save**.
14. To open the Mix Design Agency View, click the **Component Actions Menu**. Find the title of the mix design agency view in the Views section.
15. The agency view opens with old data. Change any data as needed for the new mix design.
16. Click **Save**.

## Next Steps:

Notify the Material Mix Design Approver that there is a Mix Design ready to be reviewed and approved. See *Mix Design – Review and Approve QRG*

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