



Contract Samples

Overview

Inspectors and Project Managers with a contract assignment can add/edit sample information for samples that are collected from the construction project.

Contract Samples Summary

The Contract Samples Summary window displays a list of material codes that been associated to the contract via Contract > Material Item. It is where a new contract sample is added. Each material code will display the number of samples taken and the number of approved samples. The blue arrow at each material code expands to display all samples associated to the material code and displays detail information such as the Sample ID, Sample Card No, Status, Pay Items, Approval Date, and Approver.

Basic Procedure
1. Open the desired <i>Contract ID</i> link and select the <i>Contract Samples</i> subprocess.
2. At Contract Samples window, click <i>Add</i> to open the Contract Samples Add window.
3. Click on the blue arrow  on the left-hand side of each row to expand the selection and view the samples and detail information for a particular material code. Samples will display once added.
4. After samples have been added, a <i>Detail</i> link will display on the row for the sample. Click on <i>Detail</i> to open the Sample Detail window and tab windows.
5. The Sample ID will display with a PDF  link in order to retrieve the Materials Testing Report once a test has been added to the sample, otherwise it will display just the Sample ID.

Notes:

- Converted samples will also display at this window.
- Taken Samples increments when samples are added at either Contract Samples or Test Methods, if associated to the Contract.
- Approved Samples increments when the sample is approved at the Test Method Sample Approval tab.

Contract Samples Add

Inspectors and Project Managers can add samples on this window.

Basic Procedure
1. Open the <i>Contract Samples</i> Summary window.
2. Click on <i>Add</i> in upper right-hand corner to open Contract Samples Add window.
3. Select the <i>Material Code</i> .
4. Enter the <i>Producer/Supplier</i> , if applicable.
5. Select the <i>Sample Type</i> .
6. Enter the <i>Represented Qty</i> .

7. Enter the <i>Sampled From</i> location.
8. Enter <i>Intended Use</i> .
9. Enter the <i>Sample Card No</i> from the sample card.
10. Select the <i>Sample Date</i> . (This is the day the sample was taken).
11. Select the <i>Sampled By</i> for the sampler. (Start typing in the name and it will sort.)
12. Select the <i>Submitted By</i> .
13. Select all <i>Pay Items</i> that the sample pertains to.
14. Select <i>Testing Lab</i> . On Save, value defaults to the Contract's Default Job Control Lab, if not selected for testing elsewhere.
15. Select <i>Material Test Method</i> (if known).
16. Click <i>Save</i> .

Notes:

- The pay item/material code PDF list can be used as a reference.
- Once a sample has been added and saved, CAMMS will open the *Contract Samples Detail* window.

General Information Tab

Inspectors and Project Managers will be able to edit general information.

Basic Procedure
1. Contract Samples Detail will open to the General Information Tab window.
2. If sample information needs to be updated, the Edit link is available to edit sample. Click on the <i>Edit</i> link
3. Click in any fields that need to be edited and make changes.
4. Click <i>Save</i> .

Notes:

- Filter and scroll are available at this window.

Remarks Tab

Any additional information that needs to be included can be entered under *Remarks*. The Remarks Tab window will display any remarks that have been entered and saved.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>Contract Samples</i> subprocess.
2. Locate the <i>Material Code/Sample</i> and click on <i>Detail</i> .
3. Click on the Remarks Tab to open the window.
4. Click on the <i>Add</i> link to open the Contract Samples Remark Add window.
5. At the Contract Samples Remark Add window, click in Remark text box and enter remarks. (Please limit size of remark so that all of it will display on the report.)
6. Click <i>Save</i> .
7. If remarks need to be changed or updated, click on <i>Edit</i> link to open Contract Samples Remark Edit window.

8. Make changes and <i>Save</i> .
9. If remarks need to be deleted, click on <i>Delete</i> link on the row with the remarks.
10. Pop-up message will display. Click <i>OK</i> to delete or <i>Cancel</i> to return to the Remarks Tab window.

Notes:

- Filter is available at this window.
- User may add multiple remarks.
- Contract Remarks will display on Test Report as Sample Remarks and have a Remark Type = Default.
- Eyeglass icon will display at tab, if there is data on the window.

Documents Tab

Inspectors and Project Managers can upload any test reports, certifications, etc., from their computer to associate to the sample and store in CAMMS. The window will display documents that have been uploaded and will allow user to open the documents.


Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>Contract Samples</i> subprocess.
2. Locate the <i>Material Code/Sample</i> and click on <i>Detail</i> on that row.
3. Click on the <i>Documents Tab</i> to open the window.
4. Click on the <i>Upload File</i> link to open the Contract Samples Documents Add window.
5. Click in <i>Choose File</i> field under File to Upload.
6. This action will open available documents from the user's computer.
7. Select and highlight document that is to be uploaded.
8. Click <i>Open</i> at the bottom of the dialog box.
9. Click in the <i>Store as File Name</i> field and enter the name of the document.
10. Click <i>Save</i> .
11. Uploaded document will display under the File Name column. Click on the <i>file name</i> link to open and view the file. User can print the document, if desired.
12. Click on <i>Delete</i> on the row with the file name to delete document, if needed.
13. Pop-up message will display. Click <i>OK</i> to delete or <i>Cancel</i> to return to the Documents Tab window.

Notes:

- User can upload multiple files.
- File types PDF, etc., can be uploaded.
- Filters are available at this window.
- Eyeglass icon will display at tab, if there is data on the window.

Sample Search for Test Reports

Users can utilize Search at SysAdmin > Search > Sample to view sample information and generate testing reports. Search results will return Sample ID, Sample Card No, Status, Contract ID, Project No, Sample Type, and Testing Lab.

Basic Procedure
1. Click on the <i>Search</i> icon on the bottom toolbar or via SysAdmin > Search.
2. Click on <i>Sample</i> on the left-hand menu.
3. At Sample Search window, enter the search parameters and click <i>Search</i> .
4. Search results will return.
5. Filter can be used to located specific sample.
6. If sample has an associated test that has been executed, the PDF icon will display. Click on the <i>Sample ID</i> PDF  to generate and view the test report.

Notes:

- PDF link will display if a test has been executed.
- No PDF link will display if test has not been executed.
- Filters are available at this window.
- Eyeglass icon will display at tab, if there is data on the window.