Use of Asphaltic Concrete Forms

Purpose

Effective immediately for all open projects not already submitted to Field Reports, Orgs must use the Field Office Automation System (FAST) Asphaltic Concrete forms.

Background

ADOT has had these forms available but compliance is very poor. The forms were developed so that all payments are generated from calculations derived from the forms and that all final documents are submitted with these reports. Past practice had shown that multiple errors were being made in determining payments and bonuses. The use of these standardized forms is intended to achieve uniformity, produce correct calculations and initiate accurate payments.
Procedure

Even though personnel may have the FAST system access on their computer, an additional “Computer Access Request” will need to be completed by the employee’s supervisor and the employee must complete the second page “Computer Access Agreement.” A heat ticket then must be initiated through the ADOT Support Desk (602-712-7249) and both authorization pages need to be faxed (602-712-3368). The link for the above forms is http://adotnet/forms/indexadmacc.asp

After being granted access, the user (from the FAST Desktop) selects “Construction Administration” and then “AC Forms.” The top bar of that page has a menu that includes a “Help” option. Clicking on that will bring up an eight-page “AC Forms Help” booklet that provides assistance in the following areas:

- Main Menu/Navigation
- Add a New AC Form
- Home Page – Project and Form Selection
- Searching For a Project
- Entry Screens
- Report Selection
- Reports
- Errors

For your convenience the booklet is attached to this Construction Bulletin. Note that page seven instructions for printing work differently. Currently printing will require that you use the “Select a Format” drop down box to choose “Acrobat (PDF) file.” You then click on “Export” and “Open.” Next select the print icon to get the report format to print.

Attachment
Main Menu / Navigation

Home – Returns you to the AC Forms Home Page. This is the page where project and form selection takes place.

Add New Form – Add a new AC Form for the currently selected project.

Reports – This menu item is for viewing summary reports, but not the daily detail reports.

Help – Shows this document.

Add a New AC Form

After selecting the appropriate project on the Home Page, click on the “Add New Form” menu selection.

Select Material Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 406</td>
<td>Asphaltic Concrete</td>
</tr>
<tr>
<td>Select 409</td>
<td>Asphaltic Concrete (Misc Structural)</td>
</tr>
<tr>
<td>Select 417</td>
<td>Asphaltic Concrete - End Product SHRP Volumetric Mix</td>
</tr>
</tbody>
</table>

Select the material type for the new form by clicking on the “Select” link. This will take you to the appropriate page for entering the new form.
Step 1 is to select a project to work with. Filters are available that allow you to filter the project list by District or by Org. The list may also be expanded to show Statewide projects and projects owned by Field Reports.

You may also click on the “Find” link to go to a page that will assist you in finding a project based on entered criteria.

The selected project and project filter criteria will be “remembered” the next time you enter the AC Forms Application.

Step 2 is to either add a new form or select a current form to work with. Forms for the currently selected project are displayed at the bottom of the page. The displayed forms may be filtered by year, by material, or by the creating user. The data may be sorted by any column by clicking on the column header. Multiple clicks on the column header toggles the sort order between ascending and descending.

Click the “View/Edit” link to navigate to the data entry page for the selected form. Click the “Report” link to view the daily detail report for the form.
Searching For a Project

Click on the “Find” link on the Home Page to activate a project search.

Each of the search criteria is optional. You may enter criteria for any or all of the items shown.

After entering the search criteria, click on the “Find Matching Projects” button. You may “Select” a project by clicking on the link. This will return you to the Home Page with the project selected.

Clear Search Criteria – Clears any search criteria data that was entered without leaving the page.

Cancel Search – Returns to the Home Page without changing the initially selected project.
Entry Screens

A typical entry screen for type 405 is shown below.

<table>
<thead>
<tr>
<th>Home</th>
<th>Add New Form</th>
<th>Reports</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>H399901C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Type</td>
<td>405 - Road Mix Bituminous pavement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt Concrete Item</td>
<td>4250993 - MISC (FGE COAT SS1 50/50) (Section: 1 - ROADWAY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt Cement Item</td>
<td>4340125 - FOG COAT (Section: 1 - ROADWAY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Produced</td>
<td>01/29/2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hot Plant Report:**

<table>
<thead>
<tr>
<th>Asphalitic Concrete Produced</th>
<th>2000.00</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Cement Used</td>
<td>1900.00</td>
<td>Tons</td>
</tr>
<tr>
<td>Percent of Asphalt Cement</td>
<td>95.00</td>
<td>%</td>
</tr>
<tr>
<td>Asphalitic Concrete Waste</td>
<td>200.00</td>
<td>Tons</td>
</tr>
<tr>
<td>Asphalitic Concrete Placed</td>
<td>1800.00</td>
<td>Tons</td>
</tr>
<tr>
<td>Asphalitic Cement Paid</td>
<td>1710.00</td>
<td>Tons</td>
</tr>
<tr>
<td>Comment</td>
<td>Testing</td>
<td></td>
</tr>
</tbody>
</table>

All entry screens contain a drop-down list of Asphalt Concrete Items. Some entry screens contain drop-down lists for Asphalt Cement Items and/or Admixture Items. The lists will be populated with items appropriate to the project and the material type.

The Date Produced entry is **always required**. When this box is entered, a calendar will be displayed to facilitate date selection.

Some entries are calculated, and these can be identified by boxes with a gray color and a slightly darker border. If you hover over a calculated entry, the formula for the entry will be displayed.

The “Save” button **must be clicked** in order to save the data. If you return to the Home Page without saving, any entered data is lost.

The “Cancel” button removes any updates and returns the data to the state it was in when the page was loaded or the “Save” button was last clicked.

The “Report” button displays the Daily Detail report for the current record.
Report Selection

The Daily Detail report may be displayed in either of two ways. From the Home Page, click on the Report link for the form/record you wish to display. From the entry page, the Report button is clicked to display the report.

There are 2 types of summary reports:
- Summary Reports – The Summary Report is for a specific project and specific material type
- Project Overview Report – The Project Overview Report is for all material types for a specific project

The Summary Reports are accessed by a selection on the Reports menu

<table>
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This will activate a screen that allows you to select the project (defaults to the currently selected project). For a Summary Report, the Material Type must also be selected. Optionally, a beginning and ending date may be specified. Clicking the Report button causes the report to be displayed.

Report Selection Criteria

- **Project**: H707501C - WEST 11 - PARK AVE
- **Material Type**: 406 - Asphalitic Concrete
- **Optionally select a beginning and/or ending date for the report**
  - **Beginning Date**: 
  - **Ending Date**: 

[Report button]
Reports

A sample report is shown below:

To print the report, the toolbar icon should be used – not the internet explorer print function.

The Toolbar Print icon activates the window shown below. You may preview the report, print the report or set properties, such as orientation, using this window.

NOTE: Recently Microsoft implemented a “fix” due to a security problem. The fix involved killing the print capability. So far, they have not provided a fix that revives the print functionality. A temporary quick fix to the problem is to click format, select PDF format, and then click on export. If you have a problem printing the report, please use this workaround until the problem is fixed.
Errors

If an error occurs, the screen shown below will appear.

If you feel that the error is a problem with the AC Forms application, select the “Please investigate this error” option. A comment may also be helpful.

Be sure to click the Save button so your entries are saved.