



# Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION  
Construction Group

## CONSTRUCTION BULLETIN 09-01

**To:**

Floyd P. Roehrich, Jr., State Engineer  
Dallas Hammit, Deputy State Engineer,  
Operations  
Sam Maroufkhani, Deputy State  
Engineer, Development  
Todd Williams, Director, Office of  
Environmental Services  
District Engineers  
Construction Orgs  
Consultant Contract Administrator

**Date:** July 9, 2009

**From:** Julio Alvarado, Assistant State  
Engineer, Construction

**Subject:** Use of New Asphaltic Concrete Forms

### 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://adonet/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

# AC Forms Help

	<u>Page</u>
Main Menu / Navigation .....	2
Add a New AC Form .....	2
Home Page – Project and Form Selection.....	3
Searching For a Project .....	4
Entry Screens .....	5
Report Selection .....	6
Reports .....	7
Errors.....	8

## 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.



Type	Form
<a href="#">Select</a> 406	Asphaltic Concrete
<a href="#">Select</a> 409	Asphaltic Concrete (Misc Structural)
<a href="#">Select</a> 417	Asphaltic Concrete - End Product SHRP Volumetric Mix

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.

## Home Page – Project and Form Selection

Home	Add New Form	Reports	Help		
<b>Project Filters</b>					
Select Project By	<input checked="" type="radio"/> StateWide <input type="radio"/> District <input type="radio"/> Org <input checked="" type="checkbox"/> Include Projects Owned By Field Reports				
<b>Project</b>					
Project	<input type="text" value="H707501C - WEST TI - PARK AVE"/>		<a href="#">Find</a>		
Federal Project #	<input type="text" value="B10-A-NFA"/>				
Location	<input type="text" value="WEST TI - PARK AVE"/>				
Contractor	<input type="text" value="FNF CONSTRUCTION, INC."/>				
<b>AC Forms Filters</b>					
Year Produced	<input type="text" value="2009"/>				
Material Type	<input type="text" value="(All Form Types)"/>				
Forms For User	<input type="text" value="(All Users)"/>				
<b>AC Forms</b>					
	Material	Lot	Date	User	
<a href="#">View/Edit</a>	417 - Asphaltic Concrete - End Product SHRP Volumetric Mix		2/17/2009	Wiechman, Bob (B6660)	<a href="#">Report</a>
<a href="#">View/Edit</a>	417 - Asphaltic Concrete - End Product SHRP Volumetric Mix		2/10/2009	Wiechman, Bob (B6660)	<a href="#">Report</a>
<a href="#">View/Edit</a>	417 - Asphaltic Concrete - End Product SHRP Volumetric Mix	1	2/3/2009	Navarro, Yvonne (D1084)	<a href="#">Report</a>
<a href="#">View/Edit</a>	417 - Asphaltic Concrete - End Product SHRP Volumetric Mix	1T	2/2/2009	Navarro, Yvonne (D1084)	<a href="#">Report</a>

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.

Home
Add New Form
Reports
Help

**Select / Enter one or more criteria for a search.**

Federal Project Number  (You may enter just a part of this number, such as "60")

Location / Description  (Enter a part of the Location / Description to find)

County

District

Administering Org

Include Projects Owned By Field Reports

Find Matching Projects
Clear Search Criteria
Cancel Search

Results

	Project	Federal Project #	Location / Description	County	District	Org
<a href="#">Select</a>	H491701C	RAM 600-1-555	JCT US 60 / 101L	MA	Phoenix	7742
<a href="#">Select</a>	H508701C	STP 600-6(1)B	SANTANA-10, PH I, PECOS CNNCTN	MA	Phoenix	7742
<a href="#">Select</a>	H508801C	AC* 600-7-(1)B	I-10 TI, PH 2(INCL CHNDLR BLV)	MA	Phoenix	7742

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.

Home	Add New Form	Reports	Help
Project	<input type="text" value="H399901C"/>		
Material Type	<input type="text" value="405 - Road Mix Bituminous pavement"/>		
Asphalt Concrete Item	<input type="text" value="4050999 - MISC (FOG COAT SS1 50/50) (Section: 1 - ROADWAY)"/>		
Asphalt Cement Item	<input type="text" value="4040125 - FOG COAT (Section: 1 - ROADWAY)"/>		
Date Produced	<input type="text" value="01/29/2009"/>		
<b>Hot Plant Report :</b>			
Asphaltic Concrete Produced	<input type="text" value="2000.00"/>	Tons	
Asphalt Cement Used	<input type="text" value="1900.00"/>	Tons	
Percent of Asphalt Cement	<input type="text" value="95.00"/>	%	
Asphaltic Concrete Waste	<input type="text" value="200.00"/>	Tons	
Asphaltic Concrete Placed	<input type="text" value="1800.00"/>	Tons	
Asphaltic Cement Paid	<input type="text" value="1710.00"/>	Tons	
Comment	<input type="text" value="Testing"/>		
<input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Report"/>			

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



Home	Add New Form	Reports	Help
------	--------------	---------	------

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.

Home	Add New Form	Reports	Help
<h1>Report Selection Criteria</h1>			
Project	<input type="text" value="H707501C - WEST TI - PARK AVE"/>		
Material Type	<input type="text" value="406 - Asphaltic Concrete"/>		
<b>Optionally select a beginning and/or ending date for the report</b>			
Beginning Date	<input type="text"/>	Ending Date	<input type="text"/>
<input type="button" value="Report"/>			

# Reports

A sample report is shown below:

AC Form Type	Section	Date Produced	lot #	HP AC Produced	AC Waste	AC Placed	HP Asphalt Rubber Used	Percent Asphalt Rubber Used	HP Asphalt Cement Used	HP Percent Asphalt Cement	ADOT Lab Sample Results	Average Content Per ADOT Lab	Asphalt Cement Paid
417	1	02/02/2009	1T	2000.00	0.00	2000.00			239.00			6.54	130.80
		02/03/2009	1	2200.00	0.00	2200.00			189.00			6.30	136.60
		02/10/2009											
		02/17/2009											
				<b>4200.00</b>	<b>0.00</b>	<b>4200.00</b>			<b>428.00</b>				<b>269.40</b>
				<b>4200.00</b>	<b>0.00</b>	<b>4200.00</b>			<b>428.00</b>				<b>269.40</b>

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

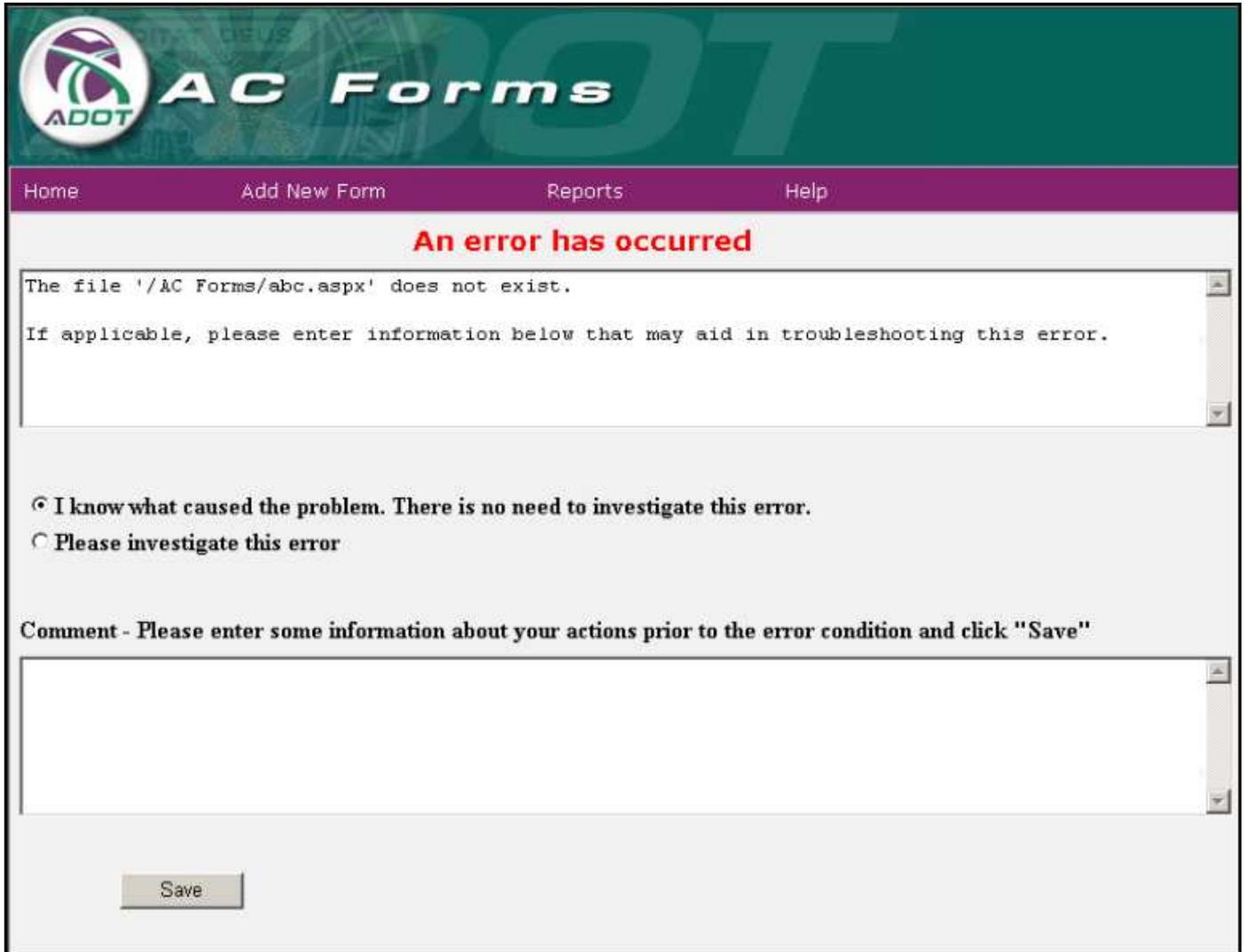


The Toolbar Print icon activates the window shown below. You may preview the report, print the report or set properties, such as orientation, using this window.

**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.



The screenshot shows the AC Forms application interface. At the top left is the ADOT logo. The main header is green with 'AC Forms' in white. Below the header is a purple navigation bar with links: Home, Add New Form, Reports, and Help. The main content area has a red heading 'An error has occurred'. Below this is a text box containing the error message: 'The file '/AC Forms/abc.aspx' does not exist.' and a prompt: 'If applicable, please enter information below that may aid in troubleshooting this error.' Below the text box are two radio button options: 'I know what caused the problem. There is no need to investigate this error.' (selected) and 'Please investigate this error'. Below the options is a text box with the prompt: 'Comment - Please enter some information about your actions prior to the error condition and click "Save"'. At the bottom left is a 'Save' button.

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.