

Contract Materials - Reference Specifications

BACKGROUND: Reference specifications bring the specs in your spec book into the system. If ref specs have been properly configured, then data that has been entered into an agency view may automatically compare to the appropriate specification to determine whether the tested material has passed or failed. A given material may be checked against many different specifications, as it undergoes various tests and as the spec book changes over time. Alaska's agency views are programmed to correctly select each test's ref spec with your Contract ID from among all those associated with the material, so your task will generally be simply to make sure that a ref spec with your Contract ID is associated to the material. To that end, each material has an action relationship, entitled "[Material Code] Specification," that includes all specifications associated with the material. The pre-existing standard specifications can be copied and modified for your Contract's specifications.

ROLES: Materials Rover, Materials Module Admin, Materials Lab Supervisor (view only), Construction Project Engineer (view only)

NAVIGATION:

Reference Data > Materials >

1. On the Material Overview page, use the search and filter fields at the top of the page to find the desired material and click its **Material Code** link.
2. Select the **Action Relationships** tab on the left.
3. In the Additional Action Relationships section, find the row with Specification in its header. Click on the **Row Actions Menu**, and select the **Open Reference Specifications** link.
4. On the Reference Specification Overview, find the row with the standard reference specification you will use to copy. Click on the **Row Actions Menu**, and select the **Copy Reference Specification** link.
5. On the Copy Reference Specification modal, in the **Specification Name** field, enter the name of the contract that will refer to the spec. Select the Material your contract specification will be added to. Click **Add to Action Relationship** in the lower right corner.
6. On the Reference Specification Summary page, you may change the name in the **Specification Condition Name** field if needed for your contract.
7. Click the arrow on the left to expand the condition row and find the rows with Field for which your Contract has a modified specification.
8. In the expanded Field row, enter the appropriate **Min Limit** and **Max Limit** for your contract.
9. Click **Save** in the upper right corner.
10. Repeat steps 7-9 as necessary, to modify all fields with a specification different from the standard.