

Mix Designs - Copying

BACKGROUND: Each mix design will only have one Contract association. If the same Mix Design is going to be used on another Contract, you can copy the Mix Design. Copying a Mix Design will copy the associations and the data inside the Mix Design AV. The old associated Contract will need to be removed and the new one added before it is approved.

ROLES: Materials Lab Supervisor, Materials Engineer

NAVIGATION:

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 name and click the **Copy** button in the upper right corner.
3. 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.
4. Click **Save** in the upper right corner.
5. 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.
6. Delete the existing contract association. Click on the contract's **Row Actions** menu on the right side, and select the **Delete** action.
7. Click **Save** in the upper right corner.
8. Add a new contract association. Click the **Select Contracts** button.
9. In the Select Contracts modal window, 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.
10. Click **Save** in the upper right corner.
11. To open the mix design's associated agency view, open the **Component Actions** menu in the upper right corner and click the name of the agency view associated to the mix design.
12. The agency view opens with old associated data in the Contract field, but it will update as soon as you delete the old Contract items and add the new Contract items. To do so, at the bottom of the Header panel, in the Contract Items grid, click the item's **Row Actions** menu on the right side.
13. On the row actions menu, click the **Delete** icon that looks like a trash can.
14. Click **Save** in the upper right corner. When the screen refreshes, the agency view reloads with the correct contract, from which you can now add the correct contract items.

NEXT STEPS:

If the Mix Design is complete and ready for review, notify the Materials Engineer.