

## Mix Designs - Creating and Submitting

**BACKGROUND:** The Mix Design section will function as the final product of a Mix Design; this is what will be submitted for review and signature. Any tests that need to be performed in advance of this document being produced will occur in separate AVs (test forms). The Mix Design AV can pull in test results from other AVs to streamline the process and reduce data errors. In order to view, add, or edit a mix design, your current user role must have access to the mix design's source.

If there is an existing Mix Design that you want to copy instead of starting new, see the **Mix Design - Copying QRG**.

**ROLES:** Materials Lab Supervisor, Materials Mix Design Approvals

**NAVIGATION:**

Materials > Mix Design >

1. On the Mix Design Overview page, open the **Component Actions** menu in the upper right corner and click **Add**.
2. Enter the name of the mix design in the **Mix Design ID** field.
3. Select the mix design's **Type** from the drop-down menu.
4. Begin to type the name or code of the material in the **Material** autocomplete field, and select the material when it populates.
5. In the **Source** field, hit Enter to display the sources that are associated with the selected material. Select the desired source.
6. In order to make the mix design selectable elsewhere in the system, enter today's date in the **Effective Date** field, and select ACTIVE in the **Status** drop-down.
7. Click the **Save** button in the upper right corner. The system saves the mix design and takes you to its Mix Design Summary page.
8. Select the **Aggregate Blend** tab on the left. *Note: this section is for only the Aggregates, additional components will be added inside the Mix Design AV.*
9. Click the **Select Component Material** button to open a modal window.
10. In the Select Component Material window, use the search bar and filters to find and select the materials that make up the mix design.
11. Click the **Add to Mix Design** button at the bottom of the modal window.
12. Click on the arrow to expand the row for the first component material and enter its **Source**. For aggregates, enter the **Percentage of Mix Design** that it makes up.
13. Repeat step 11 for each component material in the mix design.
14. Select the **Contracts** tab on the left.
15. Click the **Select Contracts** button to open a modal window.
16. In the Select Contracts window, use the search bar and filters to find and select the contract for which the mix design will be used. Only one contract should be added per mix design. If you need to use this mix design on another contract, you will need to make a copy. See the *Mix Designs - Copying QRG*.
17. Click the **Add to Mix Design** button at the bottom of the modal window.
18. Select the **General** tab on the left.
19. Click **Save**.

*To open a mix design agency view:*

20. To open a mix design agency view from the Mix Design Summary page, click on the arrow in the upper right to open the component actions menu. Find the title of the mix design agency view in the Views section and right-click on its link to open it in a new tab. If the Contract ID or Aggregate Blend are missing from your mix design, you will need to clear all data from your agency view, add the Contract and/or Aggregate Blend, and reopen the agency view.
  - a. In order to Clear Usage Data, on the Agency View Summary, open the Component Actions menu in the upper right corner and click Clear Usage Data.
21. Enter necessary information on the form and click **Save**.

NEXT STEPS:

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