

## Mix Designs - Reviewing and Approving

**BACKGROUND:** You can only view, add, or edit a mix design if your current user role provides access to the mix design's source via source authority or vendor authority.

After a mix design has been created and the data has been entered, it must be approved before it can be used on a contract. This approval is contract-specific; that is, a given mix design must go through the creation and approval stages for each contract it is used on. Note that a mix design can be used for multiple line items on the same contract, and may provide data for numerous agency views in use on the contract. For example, asphalt gradation AVs will pull gradation specification data from the mix design.

A mix design is approved by entering a value in its **Approval Date** and **Approved By** fields. Once a mix design has been approved, you can only modify it if your active user role has access rights that allow updating an approved mix design. Whether or not your active role has such rights, you can still add contracts, remarks, and attachments to the mix design as needed.

**ROLES:** Materials Mix Design Approval

**NAVIGATION:**

Materials > Mix Design >

1. On the Mix Design Overview page, use the search field at the top to find the desired mix design, and click the **Mix Design ID** hyperlink.
2. To view the Mix Design, click on the blue arrow in the upper right to open the component actions menu and, in the Views section, find the name of the mix design AV. Right-click on it to open the mix design AV in another tab.
3. When you have finished reviewing the mix design AV, back on the Mix Design Summary page in the original tab, select the **General** tab on the left.
4. If the mix design is ready for approval, enter today's date in the **Approval Date** field.
5. Begin typing your name or user ID in the **Approved By** autocomplete field, and select your name when it populates. The mix design is now approved, and can no longer be modified by users without the affirmative right to do so.