INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

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Michael R. Pence, Governor
Brandye L. Hendrickson, Commissioner

September 16, 2015

CONSTRUCTION MEMORANDUM
15-16

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers
District Traffic Engineers
District LPA Coordinators
Project Engineers/Supervisors
Office of Material Management
Field Engineers

FROM: for Mark A. Miller, Director
Division of Construction Management and District Support

SUBJECT: Implementation of the SM-530 Field Assistant Application for HMA, Soils, QC/QA PCCP Cores and PCCP Cylinders

The purpose of this memorandum is to notify all field personnel of the implementation of the SM-530 Field Assistant application. This application is used for recording data for HMA, soil samples, QC/QA PCCP cores, and PCCP cylinders.

Effective Monday, September 21, 2015, all field personnel submitting a material for testing should use the SM-530 via the Field Assistant application either by utilizing an iPad or computer to enter test information into SiteManager. Paper copies of the SM-530 records are only acceptable for materials not listed above. Paper SM-530 records will no longer be an acceptable method of documenting Sample information but can be used temporarily when a device is not available to be used in the field.

The intent of this application is to minimize the amount of time spent documenting and copying paper documents that have no use after testing is completed. Furthermore, this application is to be used as a resource for getting the test record information to SiteManager without being logged into the Citrix application, authenticating thru Phone Factor, or having internet connectivity. However, test record information can be modified at a future time by logging into SiteManager directly.

This field application does not serve as a replacement for tester certifications or understanding of Sampling concepts. When Independent Assurance personnel perform their annual testing procedure inspection, field personnel will be able to utilize the application. The purpose of annual testing procedure inspections is to confirm that field personnel have an acceptable level of understanding of the testing concepts.

For more information and training material regarding the SM-530 Field Assistant application, please refer to the training manual found on the SharePoint website under *Shared Documents/Field Assistant Training Documents* or by clicking the following hyperlink (Training Manuals).

Any questions or SharePoint access requests should be directed to Ellis Holder at 317-232-0678, eholder@indot.in.gov or through assigned to your District Field Engineer of the Division of Construction Management.

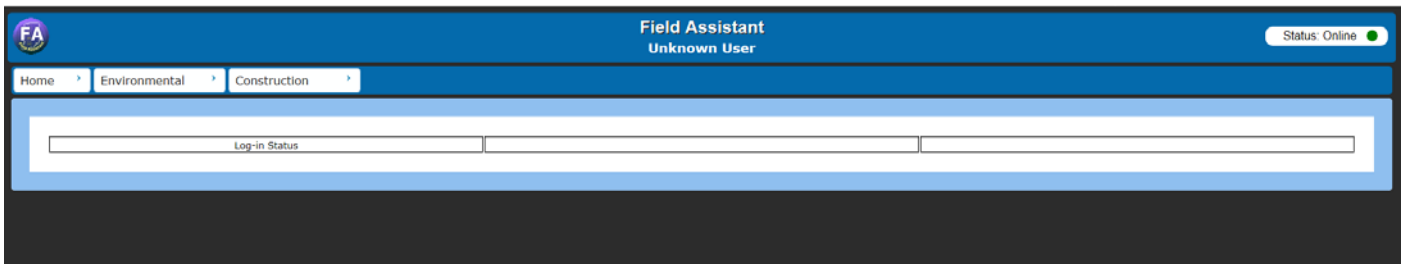
MAM/REG/ekh

Field Assistant 530

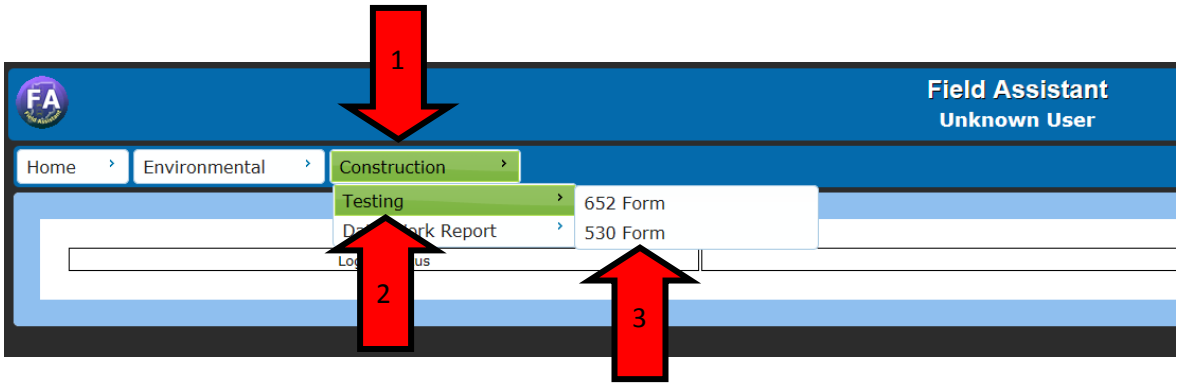
https://fieldassistant.indot.in.gov

Enter the above URL into your browser or Google search INDOT Field Assistant to navigate to the Field Assistant website.

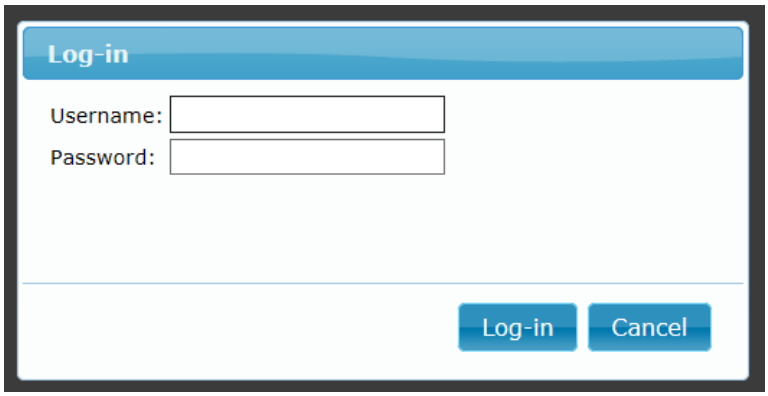
The below image is the Field Assistant Homepage.



1. Hover over or touch the Construction tab
2. Click or touch the Testing option
3. Finally click or touch the 530 Form option

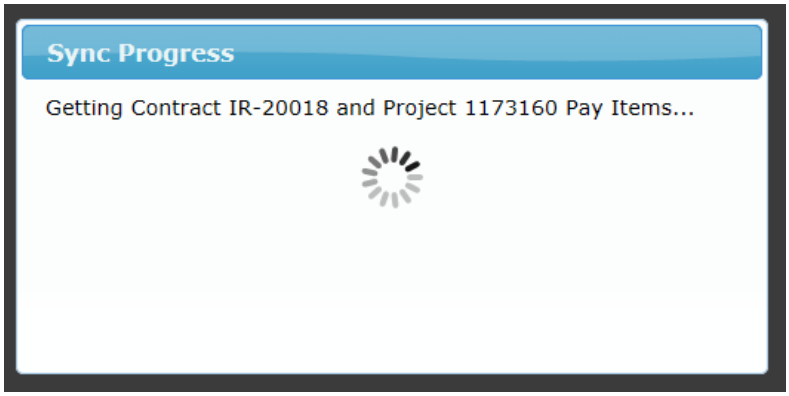


The Field Assistant validates who you are by your SiteManager user ID and password.



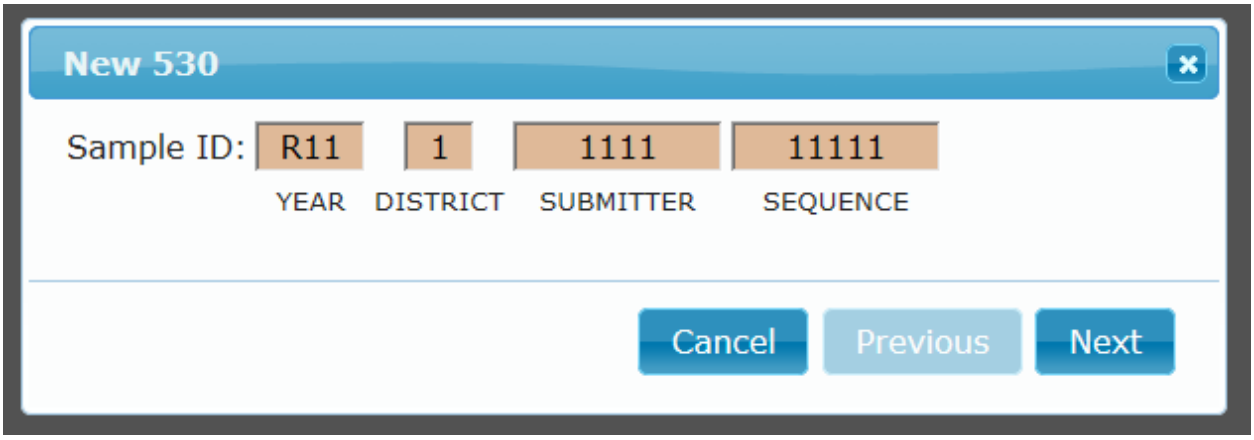
Please enter your SiteManager user ID and password then click or touch Log-in.

The Sync Progress screen will appear and indicates that the Field Assistant is downloading all Contract information from SiteManager that you have Contract Authority on.

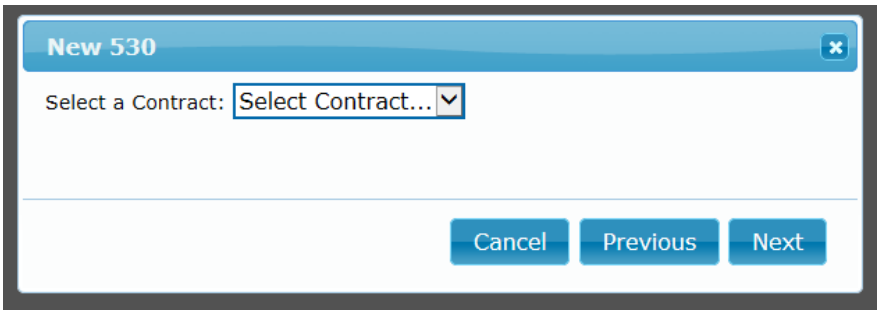


The Sample ID wizard will appear, Sample ID's must contain a capital R and 12 numbers. To build a Sample ID follow the steps below. Once the Sample ID is built click or touch Next.

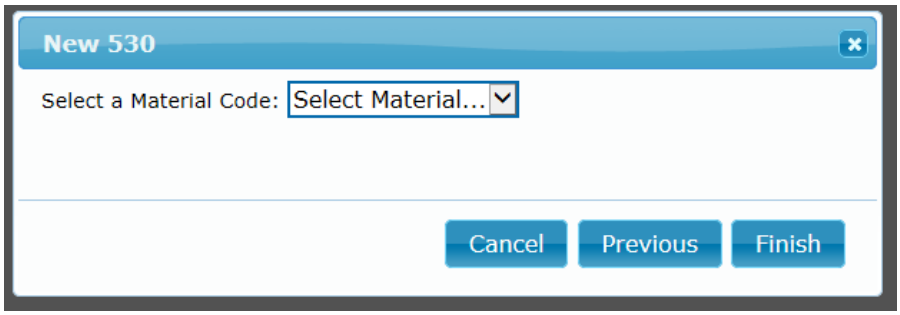
- R = Report
- First two number indicate the year the Sample was made
- Third number indicates the District the Sample was taken in
- Numbers Four through Seven indicates the submitter number of the person entering the Sample. The submitter number to be used will be at the discretion of the PE/S on all Samples submitted for each specific contract.
- Numbers Eight through Twelve can be any sequence of numbers at the discretion of the PE/S.



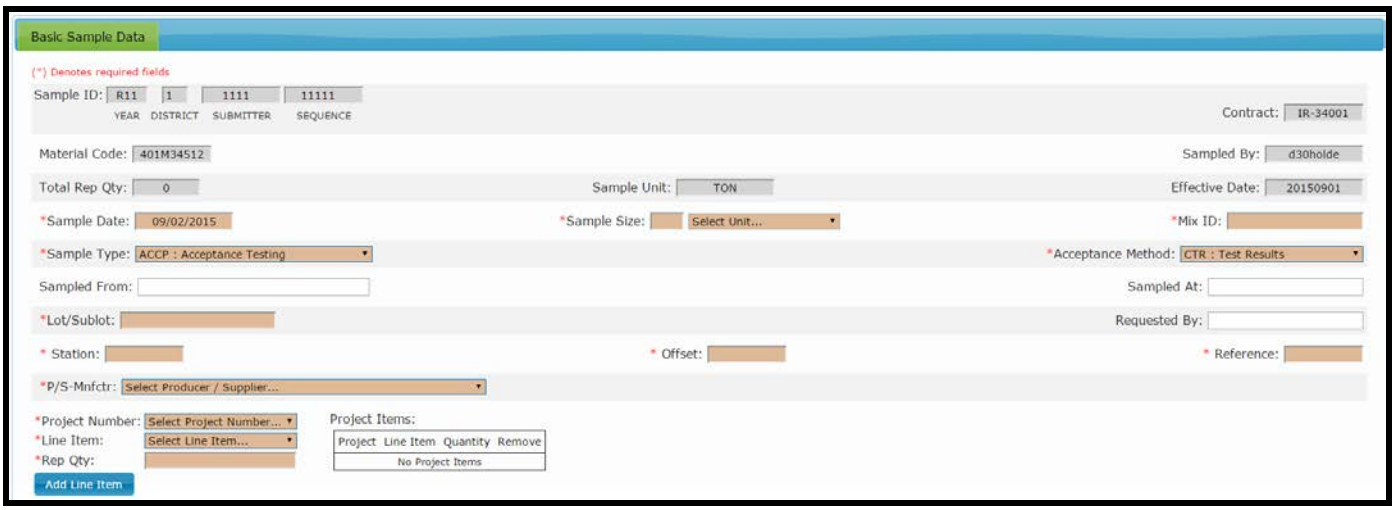
Select the Contract ID from the dropdown provided you want to associate the Sample to then click or touch Next.



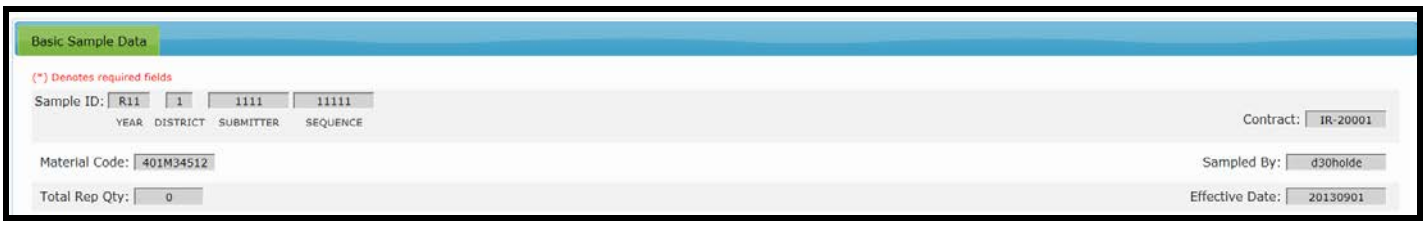
Select the Material Code from the dropdown provided that the Sample being submitted is relevant to then click or touch Finish.



The 530 form will then appear



Any fields shaded in gray are auto populated and cannot be changed unless the current Sample ID is deleted and a new ID is created.

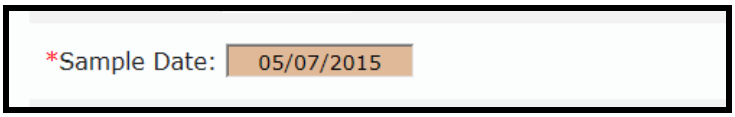


Any fields that are shaded in peach and have an (*) are required fields and must be populated to push the Sample to SiteManager. Any fields that are white are optional fields and are not required to push the Sample to SiteManager.

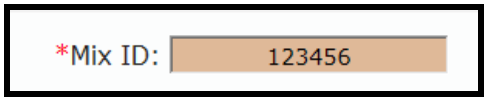
To fill out the 530 Form please follow the steps listed below.

- The Tab key on the keyboard of the PC or iPad work to move from field to field. On the iPad you can use the touch screen to move in between fields as well.

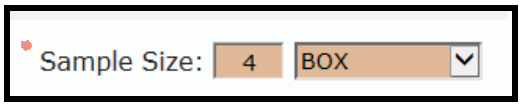
1. Sample Date auto populates with the date the Sample was created but can be changed to a day prior to that date. SiteManager Data Entry Policy still applies; all samples should be entered within two day of taking the sample. The Log Date in SiteManager will be the date the sample is pushed to SiteManager.



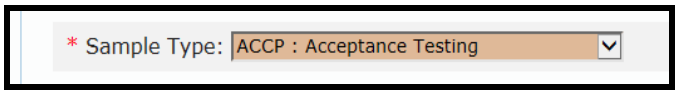
2. Mix ID is required when entering a 530 for QC/QA HMA only. On any other materials this field will not appear on the form.

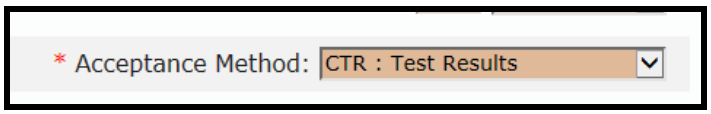


3. Sample Size indicates the amount of items being submitted for testing, then select from the dropdown provided what the sample is being submitted in for testing (box, bag, can).

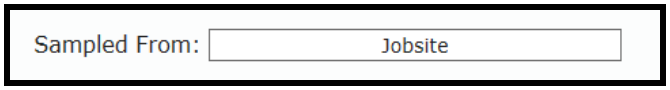


4. Sample Type and Acceptance Method are defaulted to Acceptance Testing and Test Results but can be changed by selecting different options on each dropdown provided.



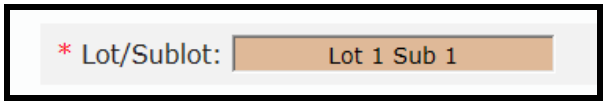


5. Sampled from is optional but represents where the sample was taken from in general (Jobsite, Plant, Supplier).

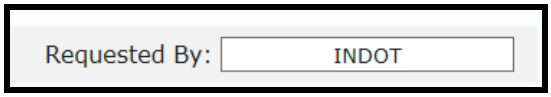


6. Sampled At is optional but represents where the sample was taken from specifically (Paver, Truck, Stockpile).

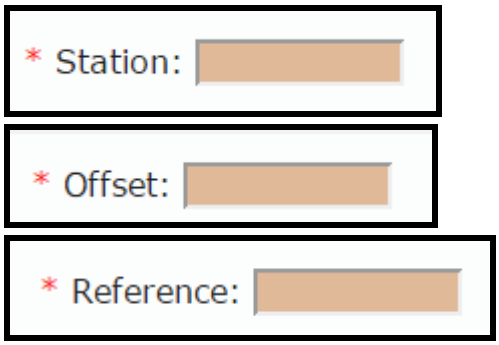
7. Lot/Sublot is required when entering a 530 for QC/QA HMA only. Any other samples this field will appear white and the asterisk will disappear.



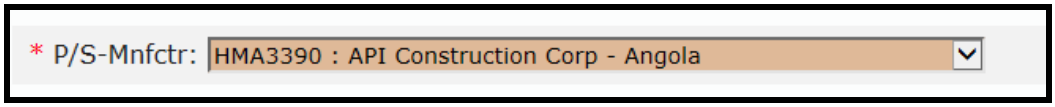
8. Requested By is optional but represents who asked you to pull a sample for testing.



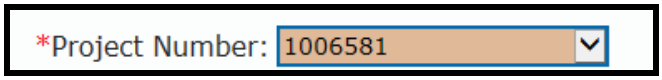
9. Station, Offset and Reference are required to be filled out when submitting a QC/QA HMA sample only.



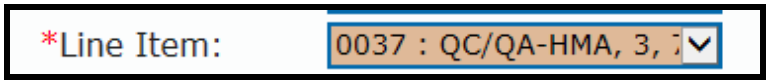
10. P/S Mnfctr is required on every sample submitted for testing and represents who manufactured the material being tested. Select the P/S Mnfctr from the dropdown provided.



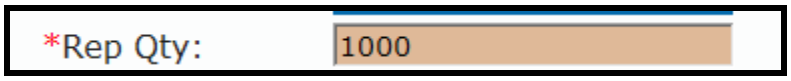
11. Project Number is required on every sample submitted for testing and represents what project the item is listed on in the Item Pay Item List. Select the Project Number from the dropdown provided.



12. Line Item is required on every sample submitted for testing and represents what Pay Item this sample is associated with. Select the Item Number from the dropdown provided.

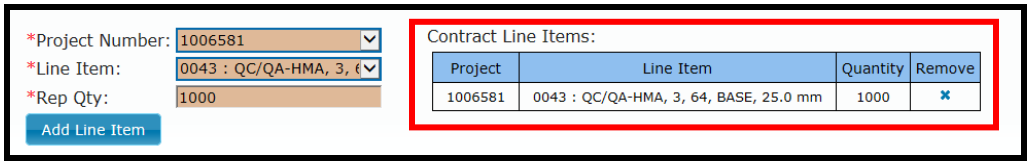


13. Rep Qty is required on every sample submitted for testing and represents the quantity this sample represents per the Frequency Manual.



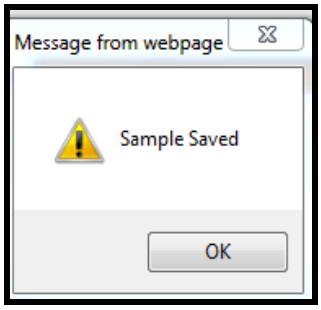
14. At this point you must click or touch Add Line Item for the Field Assistant to save the Project, Lin Item and Rep. Qty. You can add additional Items to the sample by repeating steps 11 – 14.

15. Once you have clicked or touched Add Line Item the Contract Line Items grid will populate with all Pay Items that have been associated with this sample. You can remove a Pay Item by clicking or touching the remove X located in the grid.

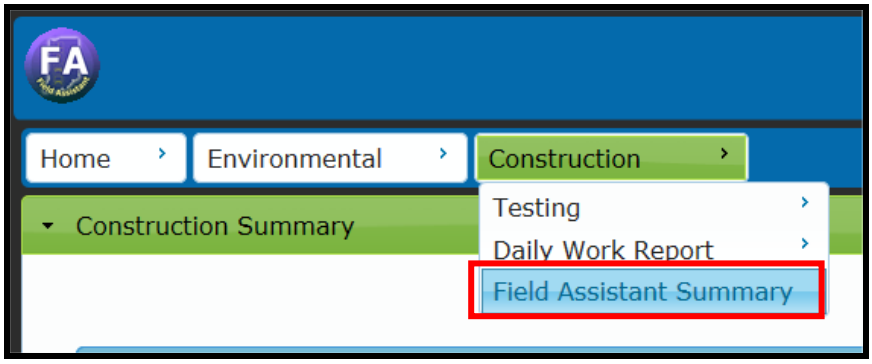


16. Now you must click or touch Save Sample in order for the Field Assistant to save the sample to whatever device you are using to submit the sample from.

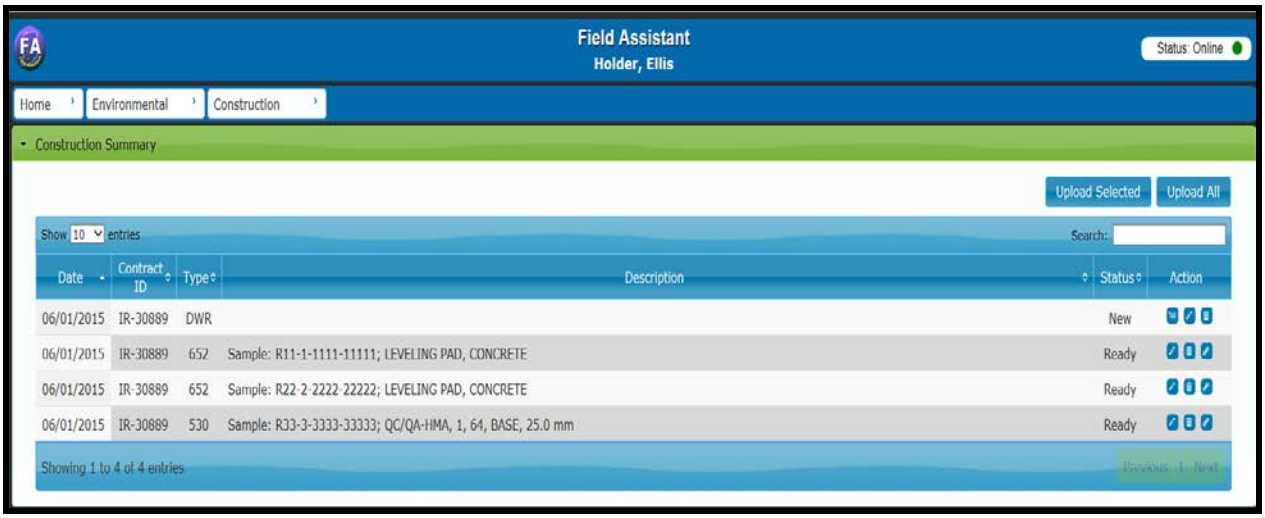
17. Once you have saved the sample this message will appear confirming the save click or touch OK.



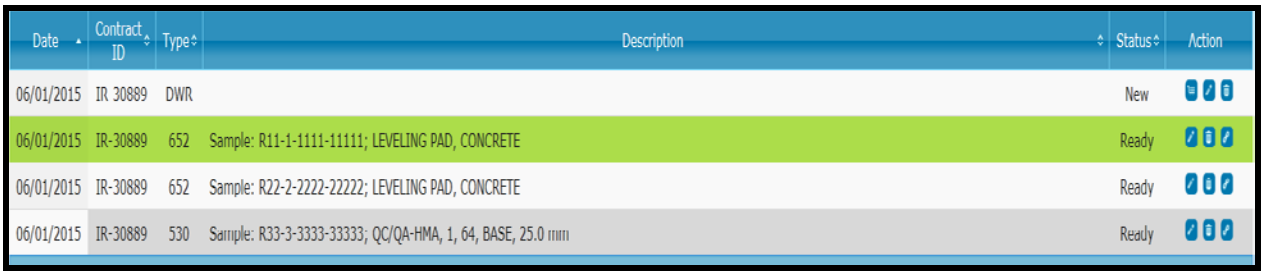
18. At this point you are ready to push the sample to SiteManager. Click or touch Construction then Field Assistant Summary. The Field Assistant will then open the summary grid.



19. The Summary Grid contains all Test Forms/DWR's that have not been pushed to SiteMananger yet. The Summary Grid allows you to edit or delete Test Forms/DWR's.

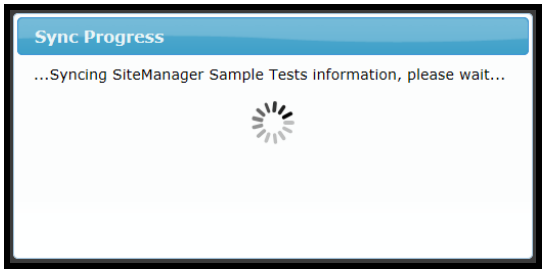


20. To push a single Sample to SiteManager Click or Touch the Sample you would like to push turning it green.

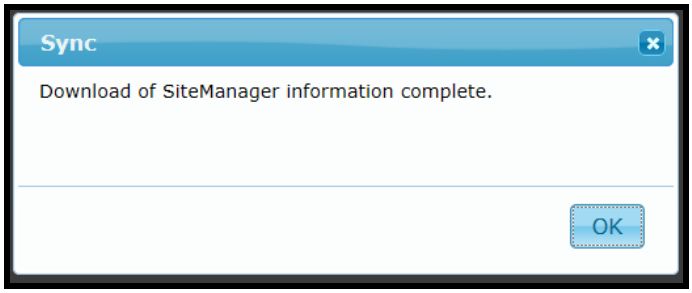


21. Then Click or touch Upload Selected.

22. This screen will appear and indicates that Field Assistant is pushing the Sample to SiteManager.

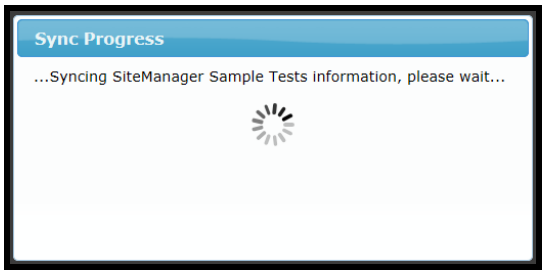


23. The Sync screen will appear if the Sample was successfully uploaded to SiteManager, click or touch Ok

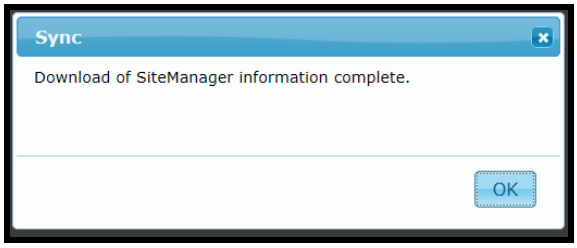


24. To push all Samples and DWR's to SiteManager you do not have to select each form separately. Click or Touch Upload All to upload all forms to SiteManager.

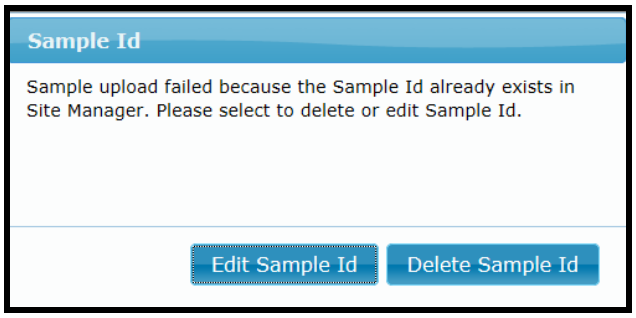
25. This screen will appear and indicates that Field Assistant is pushing the Sample to SiteManager.



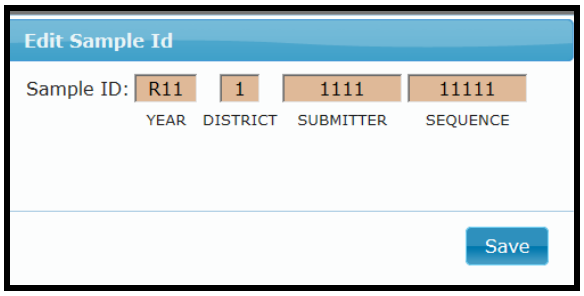
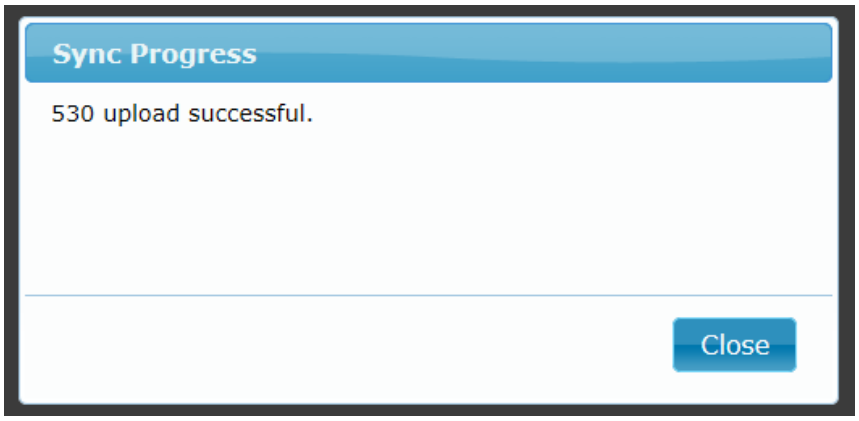
26. The Sync screen will appear if the Sample was successfully uploaded to SiteManager, click or touch Ok



27. If the Field Assistant sees a duplicate Sample ID this warning will be generated. You can then Edit the Sample ID or Delete the Sample ID.



28. If you select Edit Sample ID the Sample ID wizard will appear to allow changes to be made and saved. Once changed you must repeat steps 20 thru 23.



29. If the Sample has been uploaded to SiteManager successfully you will see this message appear.