

HiCAMS won't take my Alternate ID on my Material Received Report for Precast or Prestressed Concrete materials. What do I need to do?

Precast and **Prestressed Concrete** materials require Alternate IDs to be entered on a Material Receipt and the Alternate ID must match a Field Inspection Report Alternate ID. If the Alternate ID entered does not **match** the Alternate ID Type, Alternate ID Number, and Alternate ID Material Description, HiCAMS will not let you save the Material Receipt.

Several Saved Queries have been created to assist you in confirming the Alternate IDs information. They will provide you with the information needed to confirm that you are entering the correct Alternate ID, and enable you to obtain accepted quantities for your Materials.

Saved Queries are available for the following FIRs:

- Concrete Pipe
 - Query Name: FIR Concrete Pipe Alternate IDs
 - Minimum Required Info: Plant/Facility ID (CP##)
- Precast Concrete
 - Query Name: Precast Concrete Alt ID Search
 - Required Info: Plant/Facility ID (PC##)
- Prestressed Concrete
 - Query Name: FIR Prestressed Concrete Alternate IDs
 - Required Info: Contract Number

How do I access the Alternate ID queries?

To access these queries, go to **Inquiries > Query Tools > Field Inspection Reports**. Select one of the FIR types from the flyout menu. The query window opens.

1. In the toolbar, click on the **Open Files** icon, or go to **File > Open**. Select the Query Name above from the list.
2. In the Criteria portion of the window (lower right side), replace the existing Value with the Plant/Facility ID or Contract that is on the MRR whose material you are entering.
3. Generate the query. This may take a minute or two.

Once the data is retrieved, find the alternate id you are trying to enter on the list. Verify that you are using the correct **Material Description**, and that the Alternate ID you are entering **matches** the Alternate ID **Type** and **Number** as listed in the query. The FIR must also be in the **Authorized Status** and the Alternate ID must have an **Available** quantity greater than 0.

You may find that the Alternate ID submitted on the MRR is missing some zeros, or is not formatted exactly as what the FIR has. By reviewing the query, you can standardize the Alternate ID being entered on the MRR with the way it was entered on the FIR. This should then allow you to save the MRR.

If the Alternate ID you are trying to enter does not appear on the query listing, please contact Francine Ward at the Materials and Test section. Her number is 919-329-4357.

Reviewed 14 November 2014