HiCAMS User Guide

Chapter 4:

Contract Tracking

Section 1A:

Review Material Receipts - Mobile Devices

Contents

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
October 2014	1.0	Initial Version	Marie Novello

About Material Receipts and Mobile Devices

HiCAMS is accessible on mobile devices using CITRIX Receiver. However, data entry is complicated by the window structure.

Since many materials received on the project have Alternate ID information, and many of these Alternate IDs are represented by barcodes, the MRR function has been enhanced to utilize the barcode readers present in mobile devices.

Two modules have been added to the Contract Tracking function. The new modules are:
    MRR Mobile Data Entry
    Reconcile MRR

Currently, the *MRR Mobile Data Entry* window functions for Precast Concrete Materials only (Materials that have Field Inspection Report type of Precast Concrete).

To accommodate the discrepancies that sometimes occur when working with Alternate IDs, the *MRR Mobile Data Entry* window does NOT require that the Material be present on the CBOM in order to accept the Alternate ID/Barcode scan nor does the FIR containing the Alternate ID have to be in the Authorized Status. These discrepancies are identified in the *Reconcile MRR* window and resolved as they currently are.

The *MRR Mobile Data Entry* window can also be used by office staff to identify the correct material to use to enter the MRR instead of doing a query.

For more information about working with the *MRR Mobile Data Entry* window on mobile devices, please contact Randy Pace at 919-329-4200 or Phillip Johnson at 919-707-2400. For assistance with the window on desktops and the Reconcile MRR windows, please contact the Construction Unit at 919-707-2400 or Materials and Tests at 919-329-4200.

MRR Mobile Data Entry

To work with the MRR Mobile Data Entry window, go to **Functions > Contract Tracking > MRR Mobile Data Entry**. The window opens.

An example of the window as seen on a desktop computer is shown below. It can be viewed in portrait mode on a mobile device.

Step 1: Enter the Contract Number on which you wish to receive Material in the Contract field.

> *Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.*

Step 2: Scan in the Alternate IDs/Barcodes for the Materials being received. It is also possible to type in the Alternate IDs.

Step 3: Tap the Validate button. HiCAMS searches the database for the Alternate ID. If the Alternate ID is found on an Authorized FIR, is available for use, and the

material exists on the CBOM, a popup listing the Line Items the Material is assigned to will open.

Step 4: Select the Line Item on which the Material is being received from the list and tap OK. If the desired Line Item is not listed, select None from the popup list.
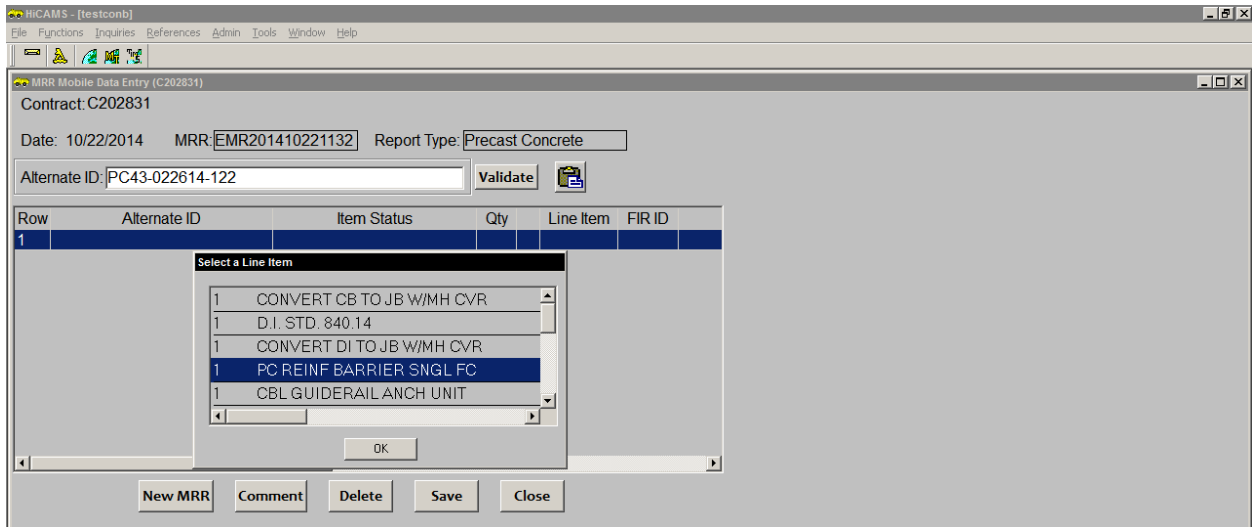
HiCAMS inserts a row and displays the Item Status. If the Alternate ID is good, the Item Status will be Validated. If there is a problem with the Alternate ID, it will be available in the Reconcile MRR window for further handling.
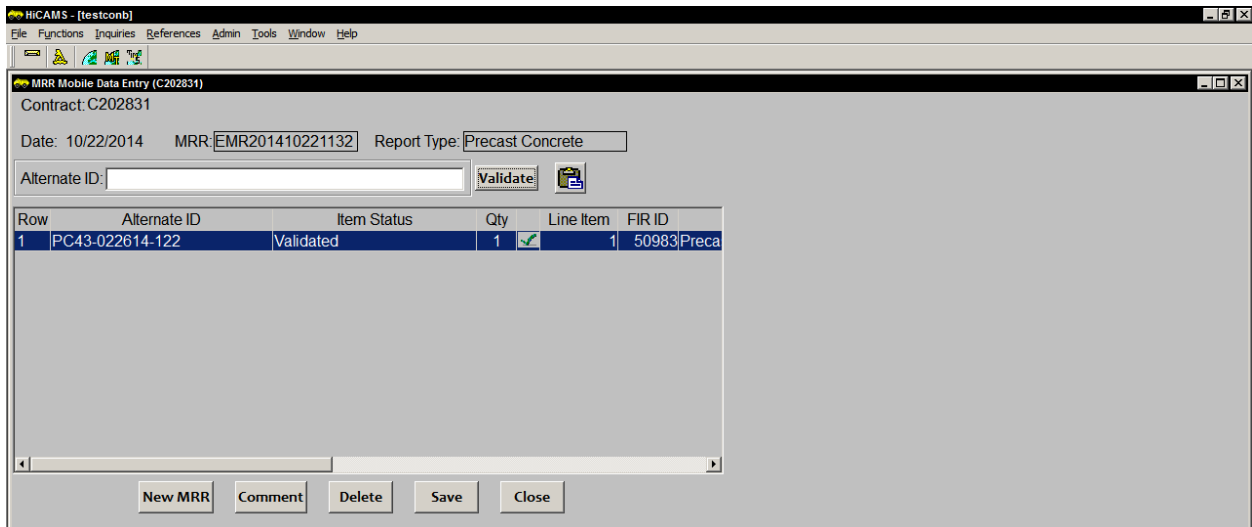
Step 5: If this Alternate ID/Barcode is the only one being entered, tap the Save button. HiCAMS creates an MRR that can now be viewed in the Review Material Receipt window.

If there are additional Alternate IDs to enter, they can be scanned or entered at this time and then the Save button tapped.

Each Save creates a new MRR.

Below is an example of the Review Material Receipts window showing the EMR entry and the Alternate IDs associated with it.

The record can be manipulated in this window the same as any Material Receipt entered through this window.

If desired, the MRR number can be updated.

Error Messages

If there is a problem with the Alternate ID/Barcode or its associated FIR, HiCAMS will display a message such as the one shown below:


The Alternate ID will be displayed in the window with its associated error message. The Alternate ID entry can still be saved for further handling in the Reconcile MRR window.

Possible errors include:

> FIR not found based Alternate ID and Report Type
>
> FIR Report Status not in Authorized status
>
> FIR Alternate ID is in Rejected status
>
> FIR Alternate ID does not have the quantity requested
>
> If Material Inspection Results on FIR does not meet specs and is rejected
>
> FIR Inspection Results on FIR does not meet specs and is rejected
>
> FIR Contract not the same as Mobile MRR Contract
>
> Material not found on CBOM

Deleting Alternate IDs before MRR is created

Another error that may occur is displayed below:
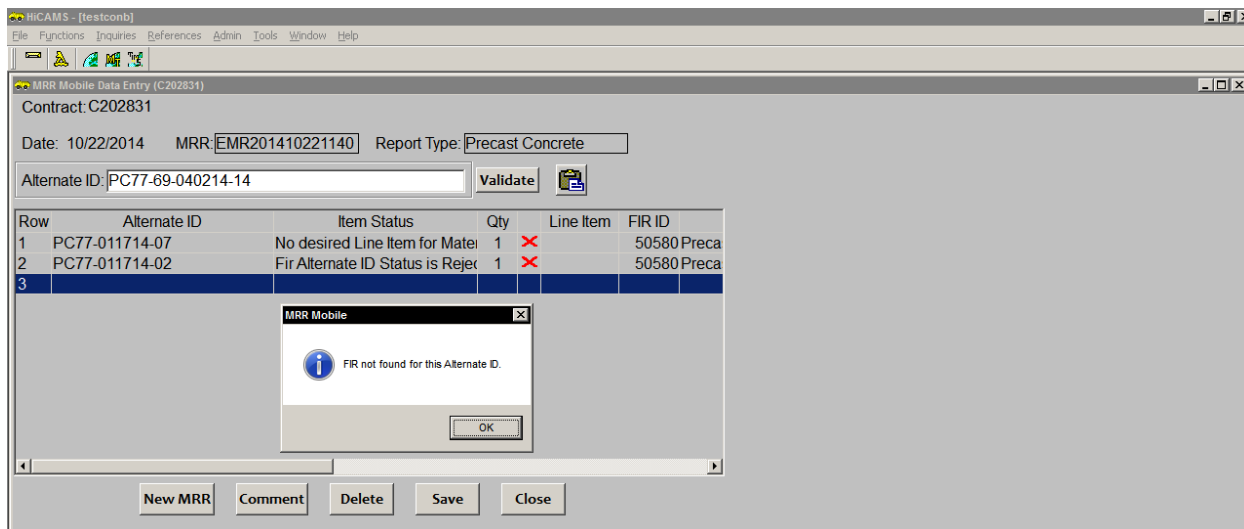
When the OK button is tapped, a row is inserted.
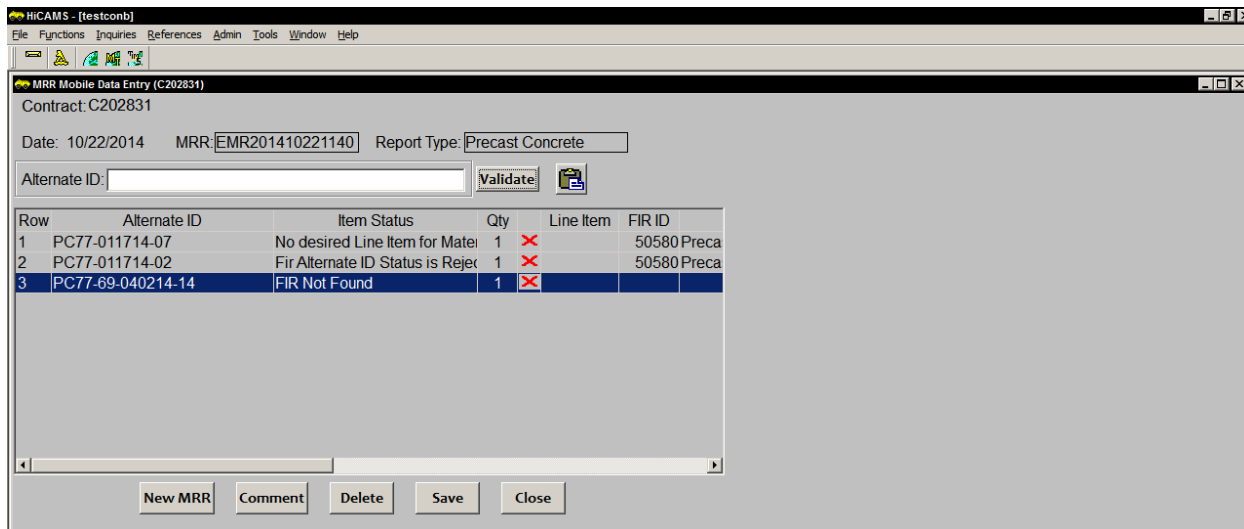
This row or any other can be deleted by highlighting the row, and tapping the Delete button.

Be sure to Save to send the Alternate IDs to the Reconcile MRR window.

Reconcile MRR Module

The Reconcile MRR module is used to identify Alternate IDs that were not able to create an EMR record without additional processing.
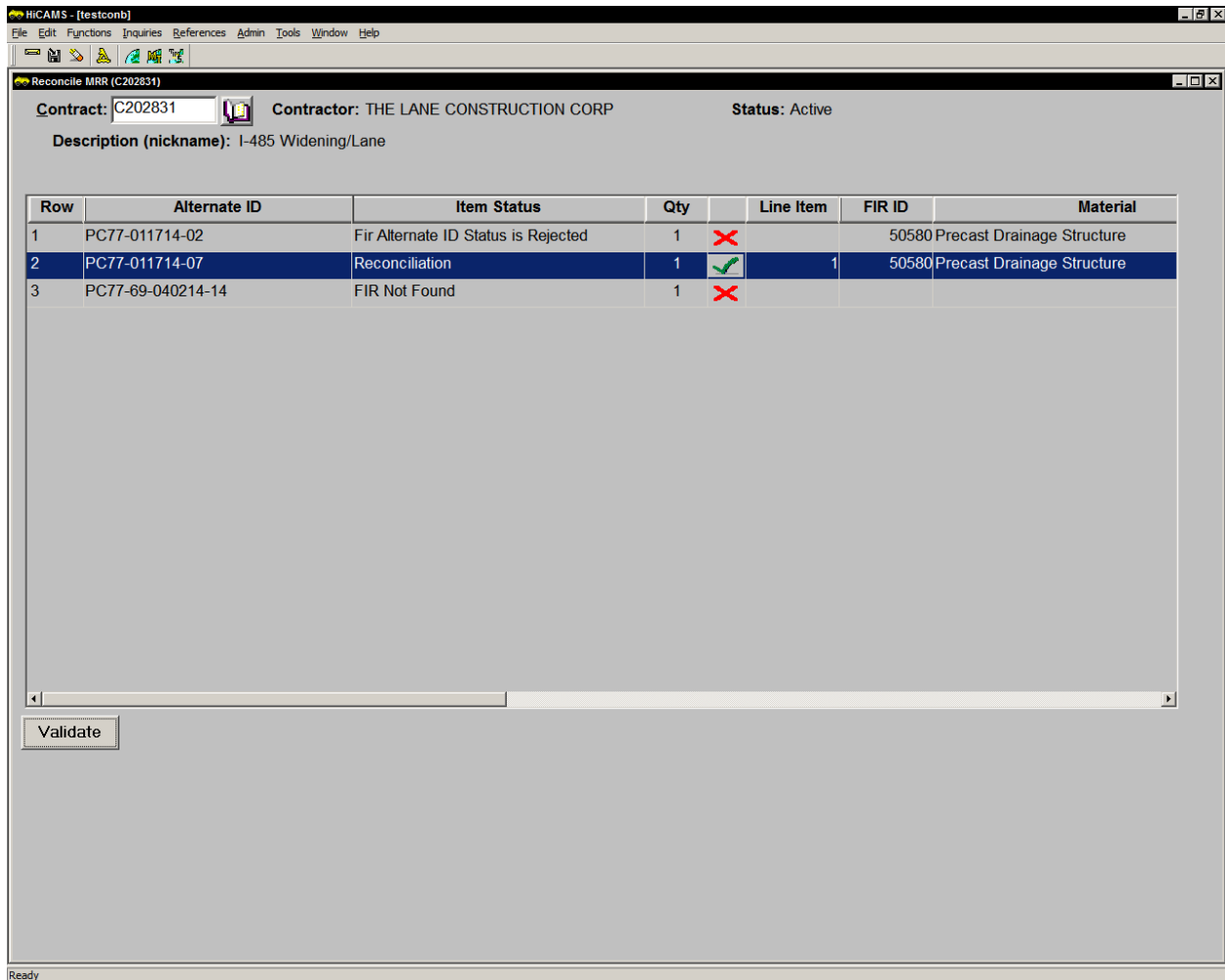
To work with the Reconcile MRR window, go to **Functions > Contract Tracking > Reconcile MRR**. The window opens.

An example of the window is displayed below. Note that this window is set up for desktop computer viewing.

The window displays the Alternate ID and its associated error. The reconciliation process is the same as is done when an Alternate ID is not accepted by the main Material Received window.

Once the Alternate IDs issue is resolved, highlight the Alternate ID row, and click the Validate button. HiCAMS will perform the same error checks as when the original Alternate ID was scanned. If the Alternate ID is validated, its Item Status will change to Reconciliation.

Click Save. The Alternate ID row will be deleted from the Reconcile MRR window and an MRR will be created.

It is also possible to delete a row from the Reconcile MRR by using the Delete button in the Toolbar.

Window Definitions - MRR Mobile Data Entry

To work with the MRR Mobile Data Entry window, go to **Functions > Contract Tracking > MRR Mobile Data Entry**.

Below is an example of the MRR Mobile Data Entry window for contract C202831 after entering an Alternate ID.

Header Definitions for the MRR Mobile Data Entry window

Contract: A number assigned to a Project by the Contract Office.

Date: The date on the MRR. This date corresponds to the date on the System clock of the computer on which the data entry is being done. For mobile devices accessing HiCAMS through CITRIX, it is the time on the CITRIX server on which the HiCAMS application is running.

MRR: The number assigned by HiCAMS to the Material Received (MRR). The number is the letters EMR followed by the year, the month, the date, and the system time when the window was opened (EMRYYYYMMDDHHMM).

Report Type: The Field Inspection Report (FIR) name on which the Alternate ID is present. Currently, the only Report Type available is Precast Concrete.

Alternate ID: A number assigned by Materials and Tests to a Material. It may or may not be unique. It may follow a format that includes the producer supplier information (PC43-022614-122), or it may be a barcode that does not follow the existing formats (1C0001000000000000000840).

Column Definitions for the MRR Mobile Data Entry window

Row: A number assigned by HiCAMS.

Alternate ID: A number assigned by Materials and Tests to a Material.

Item Status: The status of the Alternate ID based on edits performed when an Alternate ID is Validated. The possible statuses displayed are:
>Validated
>FIR Not Found
>Report Status is Not Authorized
>FIR Alternate ID Status is Rejected
>FIR Alternate ID Quantity is Not Available
>Material Inspection Result is Rejected
>FIR Inspection Result is Rejected
>FIR Alternate ID Not Designated for Contract
>Material Not Found on Contract Bill of Materials
>No Desired Line Item for Material

Qty: The amount of material assigned to the Alternate ID. For Precast Concrete, the Quantity is one (1).

Blank column: This column displays a green check mark if all the required information is available and Valid. If any of the required information entered creates an error message a red X will appear on the row. The rows with red Xs can still be saved for use in the Reconcile MRR window.

Line Item: The Contract Line Item number that was selected as part of the Alternate ID validation process.

FIR ID: The unique Field Inspection Report number to which the Alternate ID is assigned.

Scrolling to the right of the window reveals additional columns.

Material: The Material associated with the Alternate ID.

Producer: The name of the Facility that fabricated the Material.

Comment: Remarks entered by the inspector by using the Comment button.

Button Definitions for the MRR Mobile Data Entry window

New MRR: When New MRR is selected, the Contract Number and any Alternate IDs displayed on the screen are removed. A new MRR number is displayed in the window. Depending on status, Alternate IDs that have not been manually Saved are saved to either the Review Material Receipts or the Reconcile MRR window.

Comment: When Comment is selected, the inspector is able to provide additional information about the Alternate ID.

Delete: When Delete is selected, the Alternate ID row that is highlighted is removed from the Material Receipt.

Save: When Save is selected, the set of Alternate IDs/Barcodes entered/scanned (in that session) are saved under that MRR number. The same MRR number is applied to the set of Barcodes saved, both those that are validated and those with errors. If additional Alternate IDs are entered after the Save, they will have the same MRR number as well.

Close: When Close is selected, the MRR Mobile Data Entry window closes. Depending on status, Alternate IDs that have not been manually Saved are saved to either the Review Material Receipts or the Reconcile MRR window.

Window Definitions - Reconcile MRR

To work with the Reconcile MRR window, go to **Functions > Contract Tracking > Reconcile MRR**. The window opens.

An example of the window is displayed below.

Column Definitions for the Reconcile MRR window

Row: A number assigned by HiCAMS.

Alternate ID: A number assigned by Materials and Tests to a Material.

Item Status: The status of the Alternate ID based on edits performed when an Alternate ID is Validated. The possible statuses displayed are:

       Validated
       FIR Not Found
       Report Status is Not Authorized
       FIR Alternate ID Status is Rejected
       FIR Alternate ID Quantity is Not Available
       Material Inspection Result is Rejected

FIR Inspection Result is Rejected
FIR Alternate ID Not Designated for Contract
Material Not Found on Contract Bill of Materials
No Desired Line Item for Material

Qty: The amount of material assigned to the Alternate ID. For Precast Concrete, the Quantity is one (1).
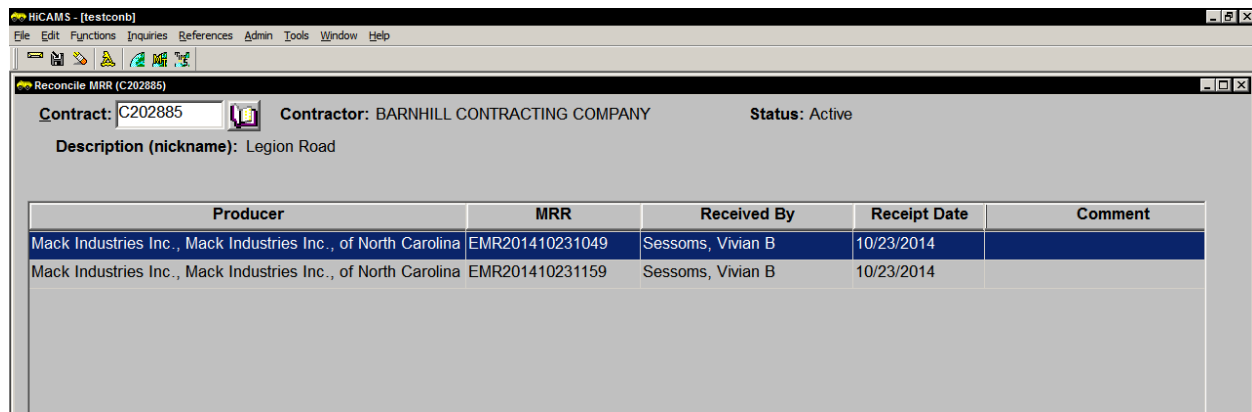
Blank column: This column displays a green check mark ✅ if all the required information is available and Valid. If any of the required information entered creates an error message a red X ❌ will appear on the row.

Line Item: The Contract Line Item number that was selected as part of the Alternate ID validation process.

FIR ID: The unique Field Inspection Report number to which the Alternate ID is assigned.

Material: The Material associated with the Alternate ID.

Scrolling to the right of the window reveals additional columns.

Producer: The name of the Facility that fabricated the Material.

MRR: The number assigned by HiCAMS to the Material Received (MRR). The number is the letters EMR followed by the year, the month, the date, and the system time when the window was opened (EMRYYYYMMDDHHMM).

Received By: The name of the person logged into HiCAMS when the Alternate ID was entered.

Receipt Date: The day the Alternate ID was entered.

Comment: Remarks entered by the inspector by using the Comment button.