

# HiCAMS User Guide

## Chapter 12: Project Certification

### Section 2: Review Project Certification

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# Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400. For assistance with the Project Certification module, please contact the Materials and Tests Quality Systems Section at 919-814-2220.

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
March 2006	1.0	Initial Version	Marie Novello
December 2007	2.0	Added additional content	Marie Novello
April 2012	2.1	Updated Phone Numbers	Marie Novello
October 2014	3.0	Moved to Chapter 12, and reordered content	Marie Novello

# About Project Certification

Material Certification is the Process by which the NCDOT certifies to the Federal Highway Administration (FHWA) that all materials and workmanship on each Federal-Aid project are in compliance with the Standard Specifications for Roads and Structures (SSRS).

The process covers Sampling and Testing, the Minimum Sampling Guide (MSG), Independent Assurance functions, QC/QA Programs, Certified Laboratories, Sampling, and Testing Technicians.

The HiCAMS Project Certification module is a tool that identifies apparent discrepancies between Paid, Received, and Accepted quantities for a project and allows the discrepancies to be resolved so that the maximum Federal Aid is received.

When this function is opened and a contract number entered, the application retrieves all source records (Material Received Reports, Tickets, Pay Records, Work Items, FIRs, and Samples) associated with that contract and computes aggregate material quantity received, accepted and paid, and marks material quantity discrepancies (Paid vs Accepted vs Received).

In addition, this function:

1. Displays material quantities in an order to set focus to the critical materials with quantity discrepancies first.
2. Provides Status columns to allow both Construction and M&T staff to independently mark the materials that they have reviewed.
3. Provides a Notes column to document where explanations for the system identified Discrepancies can be entered. This allows communication between the construction field users and the records section at the Materials and Tests unit.
4. Allows a Material drill-down to source detail.
5. Provides Date, Line Item, and Material filters, and options for sorting and grouping the retrieved data, while allowing simultaneous print previews of the same. You can do a Print Preview of the data sorted and displayed with one set of parameters, and then select different settings and generate a second report. Both print previews will remain active.
6. Accumulates and displays additional information pertaining to calculation of contract material quantities about a source record and its material.
7. Displays the Minimum Sampling Guide logic used to derive the Material Quantity accepted from a source record.

For assistance with the Project Certification module, please contact the Materials and Tests Quality Systems Section at 919-814-2220 or your Area Materials Engineer.

# Working with the Review Project Certification Window - Contract Materials Quantity Tab

To work with the Review Project Certification window, go to **Functions -> Project Certification -> Review Project Certification**. Enter the Contract Number whose project records you wish to review 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.

Below is an example of the Review Project Certification window for contract C202335.

### Possible Error:

Pay attention to the Date and Time following Material Quantities. The data on this report is from 9/22/2014 at 12:20:34. Any corrections made to data after that time will not appear in this window until the report is Generated again.

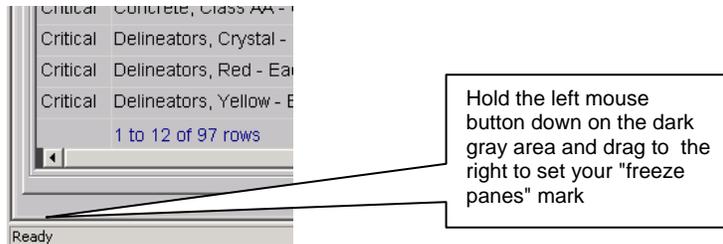
The screenshot shows the HiCAMS software interface for reviewing project certification. The window title is "Review Project Certification (C202335)". The contract number is C202335, the contractor is DANE CONSTRUCTION, INC., and the status is Accepted. The description is "Lillington Bridge". The last reviewed date is 08/22/2014 by Margaret M. Lloyd. The material quantities list filter shows Criticality: Critical, Const. Status: All Status, and Material Type: (All). The table below shows material quantities as of 9/22/2014 12:20:34.

Material	Constr Status	M&T Status	Accepted - Used	Received - Used	Received - Accepted	Notes	LI Disc	Plan	Estimated	Accepted
Borrow Excavation - Cubic	TBR	TBR	(50,323.660)	(50,424.660)	(101.000)	-----htrayv	*	69,000.000	50,424.660	101.000
Prestressed Concrete Deck	RVWD	RVWD	(26,628.000)	(26,628.000)	.000	-----mlloyd	*	26,628.000	26,628.000	
Metal Rail, Two Bar - Linear	TBR	RVWD	(620.020)	.000	620.020	-----mlloyd	*	620.020	620.020	
Glass Beads - Pounds	TBR	RVWD	(418.144)	11.856	430.000	-----mlloyd	*	881.508	963.144	544.852
Aggregate Base Course - T	TBR	TBR	(252.123)	68.217	320.340	-----htrayv	*	345.000	252.123	
Sole Plates - Each	TBR	RVWD	(59.240)	.760	60.000	-----mlloyd	*	59.240	59.240	
Concrete, Class B - Cubic	TBR	RVWD	(57.526)	17.974	75.500	-----mlloyd	*	293.551	310.930	75.500
Polyethylene Outlet Pipe, 4	RVWD	RVWD	(50.000)	(50.000)	.000	-----mlloyd	*	50.000	50.000	
Fabricated Metal Stay-In-Pi	TBR	RVWD	(35.786)	15.214	51.000	-----mlloyd	*	18,053.784	18,053.784	18,018.000
Corrugated Polyethelene Pi	TBR	RVWD	(33.000)	106.000	139.000	-----mlloyd	*	1,092.000	1,110.000	1,041.000
Ductile Iron Restrained Joi	RVWD	RVWD	(25.800)	(25.800)	.000	-----mlloyd	*	470.000	509.945	484.145
Concrete, Class A - Cubic	TBR	TBR	(11.427)	45.073	56.500		*	352.039	352.427	341.000
Field Density - Subgrade -	TBR	TBR	(1.000)	(1.000)	.000	-----htrayv	*	1.000	1.000	
Prestressed Concrete Girde	TBR	RVWD	(.220)	2.635	2.855	-----mlloyd	*	3,117.920	3,117.920	3,117.920

The default setting for the Criticality filter is Critical. The default setting for the other filters is All. These settings can be updated by the user.

There are two ways to see the additional columns on the window. The first way is to use the scroll bar or arrow buttons on the bottom of the window. It is somewhat difficult to review the window this way because the columns move off the window to the left.

A better way to review the additional columns is to use the "Freeze Panes" tool in the far left of the scroll bar.



Below is an example of the Review Project Certification window after the freeze panes mark has been positioned between the M&T Status column and the Notes column, and the columns scrolled to the left to show the remaining columns.

HICAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Project Certification (C202335)

Contract Material Quantities | Line Item Quantities | Detail | Previous Material Quantities | Log | Comments

(Re) Generate

Contract: C202335 Contractor: DANE CONSTRUCTION, INC. Status: Accepted

Description (nickname): Lillington Bridge

Generate Data Using: MSG spec on source record Last Reviewed By M&T: 08/22/2014 M&T Group: Group 3

By: Lloyd, Margaret M

Material Quantities List Filter

Criticality: Critical Const. Status: All Status  Include 'Not Received' Material Types

Material Type: (All) M&T Status: All Status

Material Quantities ( as of 9/22/2014 12:20:34 )

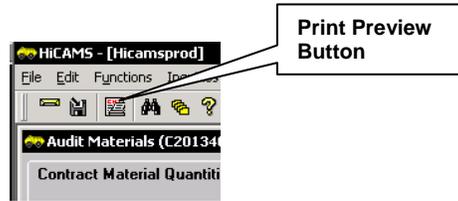
Material	Constr Status	M&T Status	ved pted	Notes	LI Disc	Plan	Estimated	Accepted	Received	Paid/Used	Cl
Borrow Excavation - Cubic	TBR	TBR	01.000	-----htrayv	*	69,000.000	50,424.660	101.000	.000	50,424.660	Soil
Prestressed Concrete Deck	RVWD	RVWD	.000	-----mloyc	*	26,628.000	26,628.000	.000	.000	26,628.000	Con
Metal Rail, Two Bar - Linear	TBR	RVWD	620.020	-----mloyc	*	620.020	620.020	.000	620.020	620.020	Stee
Glass Beads - Pounds	TBR	RVWD	130.000	-----mloyc	*	881.508	963.144	545.000	975.000	963.144	Traf
Aggregate Base Course - T	TBR	TBR	320.340	-----htrayv	*	345.000	252.123	.000	320.340	252.123	Agg
Sole Plates - Each	TBR	RVWD	60.000	-----mloyc	*	59.240	59.240	.000	60.000	59.240	Misc
Concrete, Class B - Cubic	TBR	RVWD	75.500	-----mloyc	*	293.551	310.930	79.000	154.500	136.526	Con
Polyethylene Outlet Pipe, 4	RVWD	RVWD	.000	-----mloyc	*	50.000	50.000	.000	.000	50.000	Pipe
Fabricated Metal Stay-In-P	TBR	RVWD	51.000	-----mloyc	*	18,053.784	18,053.784	18,018.000	18,069.000	18,053.786	Misc
Corrugated Polyethelene Pi	TBR	RVWD	139.000	-----mloyc	*	1,092.000	1,110.000	1,041.000	1,180.000	1,074.000	Pipe
Ductile Iron Restrained Joi	RVWD	RVWD	.000	-----mloyc	*	470.000	509.945	484.145	484.145	509.945	Utilit
Concrete, Class A - Cubic	TBR	TBR	56.500		*	352.039	352.427	341.000	397.500	352.427	Con
Field Density - Subgrade -	TBR	TBR	.000	-----htrayv	*	1.000	1.000	.000	.000	1.000	Misc
Prestressed Concrete Girde	TBR	RVWD	2.855	-----mloyc	*	3,117.920	3,117.920	3,117.700	3,120.555	3,117.920	Pres

1 to 14 of 78 rows

Ready

## Reporting Function

It is possible to generate a Printout of the data shown on the Contract Materials Quantities tab by clicking on the Print Preview button.



Below is an example of the Print Preview for Contract C202335.

The screenshot shows the HiCAMS software interface with a report titled 'North Carolina Department of Transportation Contract Material Quantities (C202335 - as of 9/22/2014 12:20:34)'. The report includes contract details and a table of material quantities.

Contract Number: C202335      Criticality: Critical      Include 'Not Received' Material Types: Yes  
 Contract Description: GRADING, DRAINAGE, PAVING, AND STRUCTURE  
 Contract Location: BRIDGE OVER CAPE FEAR RIVER AND APPROACHES ON US-401  
 Const. Status: All Status      M&T Status: All Status  
 Material Type: (All)

Material	Constr Status	M&T Status	Accepted - Used	Received - Used	Received - Accepted	LI Disc	Plan	Estimated	Accepted	Received	Paid/Used	Critical
Borrow Excavation - Cubic Yards	TBR	TBR	(50,323.660)	(50,424.660)	(101.000)	*	69,000.000	50,424.660	101.000	.000	50,424.660	Critical
Prestressed Concrete Deck Panels - Square Feet	RVWD	RVWD	(26,628.000)	(26,628.000)	.000	*	26,628.000	26,628.000	.000	.000	26,628.000	Critical
Metal Rail, Two Bar - Linear Feet	TBR	RVWD	(620.020)	.000	620.020	*	620.020	620.020	.000	620.020	620.020	Critical
Glass Beads - Pounds	TBR	RVWD	(418.144)	11.856	430.000	*	981.508	963.144	545.000	975.000	963.144	Critical
Aggregate Base Course - Tons	TBR	TBR	(252.123)	68.217	320.340	*	345.000	252.123	.000	320.340	252.123	Critical
Sole Plates - Each	TBR	RVWD	(59.240)	.760	60.000	*	59.240	59.240	.000	60.000	59.240	Critical
Concrete, Class B - Cubic Yards	TBR	RVWD	(57.526)	17.974	75.500	*	293.551	310.930	79.000	154.500	196.526	Critical
Polyethylene Outlet Pipe, 4 in - Linear Feet	RVWD	RVWD	(50.000)	(50.000)	.000	*	50.000	50.000	.000	.000	50.000	Critical
Fabricated Metal Stay-In-Place Forms - Square Feet	TBR	RVWD	(35.786)	15.214	51.000	*	18,053.784	18,053.784	18,018.000	18,069.000	18,053.786	Critical
Corrugated Polyethylene Pipe Culvert, Double Wall, 15 in - Linear Feet	TBR	RVWD	(33.000)	106.000	139.000	*	1,092.000	1,110.000	1,041.000	1,180.000	1,074.000	Critical
Ductile Iron Restrained Joint Force Main Sewer Pipe - Linear Feet	RVWD	RVWD	(25.800)	(25.800)	.000	*	470.000	509.945	484.145	484.145	509.945	Critical
Concrete, Class A - Cubic Yards	TBR	TBR	(11.427)	45.073	56.500	*	352.039	352.427	341.000	397.500	352.427	Critical
Field Density - Subgrade - Unstabilized - Square Yards	TBR	TBR	(1.000)	(1.000)	.000	*	1.000	1.000	.000	.000	1.000	Critical
Prestressed Concrete Girders, 54in (AASHTO Type IV) - Linear Feet	TBR	RVWD	(.220)	2.635	2.855	*	3,117.920	3,117.920	3,117.700	3,120.555	3,117.920	Critical
Additional Guardrail Post - Each	OK	OK	.000	.000	.000		10.000	1.000	1.000	1.000	1.000	Critical
Aluminized Corrugated Steel Pipe Culvert, 12 Gage, 0.109 in Thick, 72 in - Linear Feet	OK	OK	.000	.000	.000		60.000	60.000	60.000	60.000	60.000	Critical

Zoom: 100      Page 1 of 5

To print the report, click on the Printer Icon again and print as usual.

# The Line Items Quantities Tab

While the Contract Material Quantities tab displays a summary at the Material level, the Line Item Quantities Tab displays the information at the Line Item level. For Material Certification purposes, it is not enough to have the Accepted and Received quantities greater than or equal to the Paid quantity, the quantities must also balance at the Line Item level.

The Line Item Quantities tab displays the Line Item information for whatever Material is selected on the Contract Material Quantities tab. The Material selected on the Contract Materials Quantities tab is displayed at the top of the tab. An example for the Material "Glass Beads" is shown below.

The screenshot shows the HiCAMS software interface. The title bar reads "HiCAMS - [hicamsval]". The menu bar includes "File", "Edit", "Functions", "Inquiries", "References", "Admin", "Tools", "Window", and "Help". The main window title is "Review Project Certification (C202335)". There are tabs for "Contract Material Quantities", "Line Item Quantities" (selected), "Detail", "Previous Material Quantities", "Log", and "Comments". The "Material:" field contains "Glass Beads - Pounds" and there is a "Show All LI" checkbox.

LI	Cont Adj	Work item	LI Description	Accepted -Used	Received -Used	Received -Accepted	Const Status	M&T Status	Notes	PI
85			THERMO PVT MKG LINES 4"90	.600	.600	.000	OK	OK		
86			THERMO PVT MKG LINES 4"120	1.256	1.256	.000	OK	OK		
87			THERMO PVT MKG LINES 8"90 MILS	.664	.664	.000	OK	OK		
88			24"WIDE THERMO 120 MILS	.784	.784	.000	OK	OK		
92			PAINT PVMT MARKINGS 4"	(369.284)	3.716	373.000	TBR	TBR		
93			PAINT PVMT MARKINGS 8"	(42.264)	3.736	46.000	TBR	TBR		
94			PAINT PVT MKG LINES 24"	(9.900)	1.100	11.000	TBR	TBR		

1 to 7 of 7 rows

CBOM Materials for LI 92

Material Description	Material Type	How Received	How Accepted	Subs Group	Conv Factor	Incidental	
Glass Beads - LB	Glass Beads for Paint	Material Receipt	Certification(MT)-Vis		0.006	<input type="checkbox"/>	<
Paint for Pavement Marking - WHITE - GAL	Paint for Pavement Marking	Material Receipt	Certification(MT)-Pre	A	0.003	<input type="checkbox"/>	
Paint for Pavement Marking - YELLOW - GAL	Paint for Pavement Marking	Material Receipt	Certification(MT)-Pre	A	0.003	<input type="checkbox"/>	

Ready

When different classes of Concrete are being balanced, it may be useful to check the **Show All LI** checkbox.

In the lower grid of the tab, the Contract Bill of Materials (CBOM) for the Line Item selected in the upper grid is displayed. The row for the Material being examined is marked with a blue Left Arrow. It may or may not be the first row listed.

This tab allows a quick review of the Conversion Factors and Substitution Groups assigned to the Line Item.

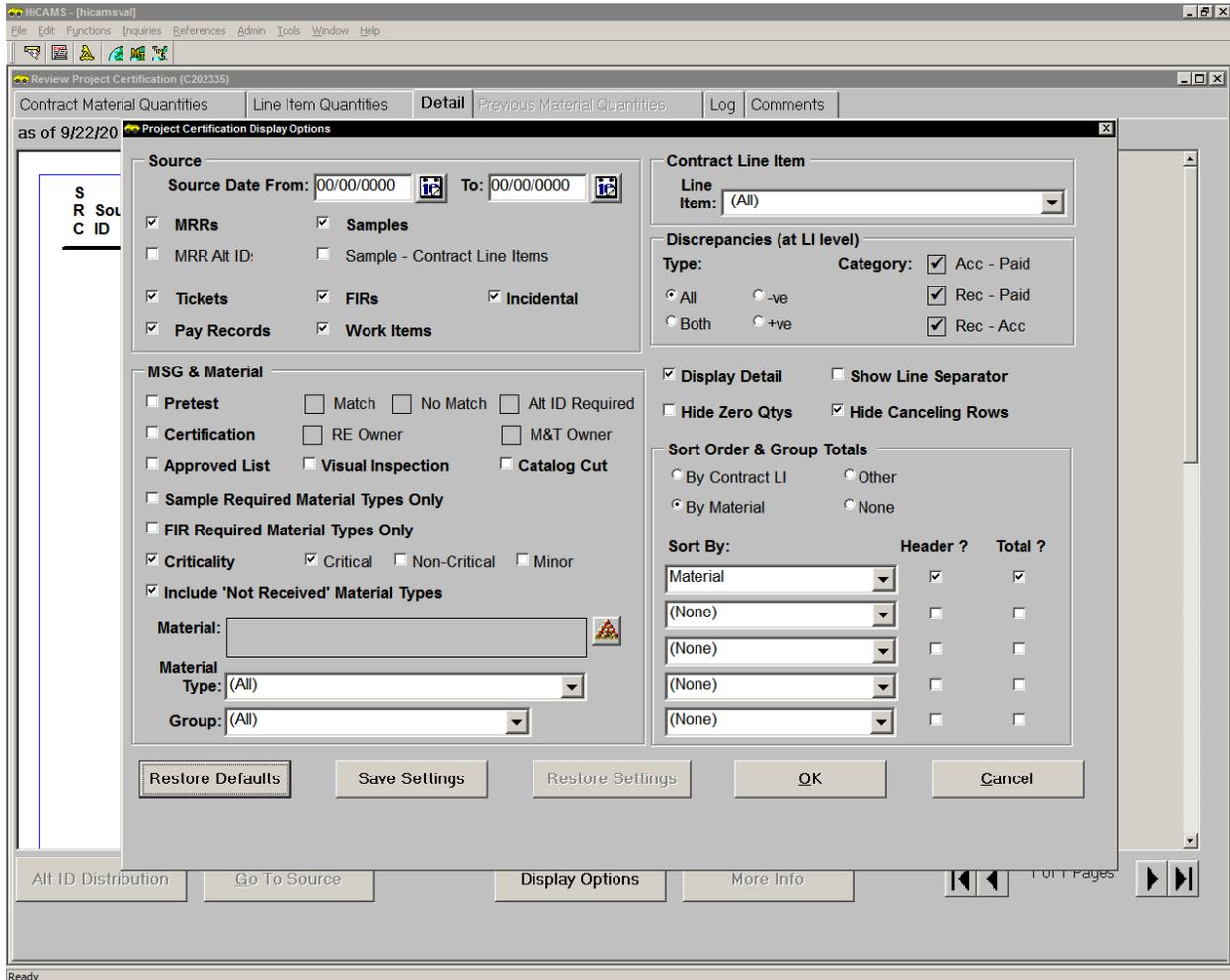
Once the Line Item shortages have been identified, it is time to find the reason for the shortage. That is done with on the Details Tab.

## The Detail Tab

The power of the Review Project Certification module is in the Detail Tab.

When the Detail tab is accessed the first time after a contract's data is retrieved or regenerated, the Project Certification Display Options window opens automatically.

Below is an example of the Project Certification Display Options window for Contract C202335 with the default settings shown.



## What the Filters Mean

There are four Filter areas. The default settings give a review of the discrepancies by Material for Critical Materials. The Default Settings can always be obtained by clicking on the Restore Defaults button at the bottom of the window.

**Source Filter:** The default is for all data which contributes to Paid, Accepted, and Received Quantities.

**Source Date From and To:** Entering dates in these fields allows the user to retrieve records for a specific time period, for example the Fiscal Year or the first quarter. The date settings also allow a review of when samples were taken relative to when payments were made. The default setting is blank to include all records regardless of date.

**MRRs:** If this box is checked, information from Material Received Reports will display on the report. The default setting is checked.

**MRR Alt IDs:** If this box is checked, Alternate IDs associated with an MRR will be displayed. The default setting is unchecked.

Below is an example of the report obtained when the MRR Alt IDs box is checked. If the alternate ID is matched to a Sample or a Field Inspection Report, the linked Sample/FIR number will displayed.

S	R	Source	Source Quantity	Conversion	Material Quantity	Source	Source	Substi	
C	ID	Represented	Accepted	Factor	Paid/Used	Accepted	Received	tution	
			PAR	P				Group	
Line Item - 5 - REINF BRG APPR ***** [(30+63.00)]					Lump Sum				
Material - Precast Concrete Units					Each				
M	248		2.000				2.000	Received 10/24/2013	
	Alt IDType	Alt ID	Received	Converted	Linked Sample	Linked FIR Type	Linked FIR		
	Piece	PC43-091013-382	1.000	1.000		Precast Concrete	48037		
	Piece	PC43-091013-381	1.000	1.000		Precast Concrete	48037		
P	1/21		.500		2.000	1.000		Processed 11/30/2011	
P	1/21		.500		2.000	1.000		Processed 09/30/2012	
F	48037		22.000	.000	2.000		2.000	Authorized 09/10/2013	
Total for group Material - Precast Concrete Units:					2.000	2.000	2.000		

**Tickets:** If this box is checked, Ticket Book information will be displayed. The default setting is checked.

**Pay Records:** If this box is checked, information from Pay Records will display on the report. The default setting is checked.

**Samples:** If this box is checked, Sample information will be displayed. The default setting is checked.

**Samples - Contract Line Items:** If this box is checked, Samples that have multiple Line Items associated with them display the multiple Line Items. The default setting is unchecked.

Below is an example of the report obtained when the **Samples - Contract Line Items** box is checked. Notice that for sample 361442, multiple line items are listed.

S R C	Source ID	Source Quantity			CBOM Conversion Factor	Material Quantity			Source Status	Source Date	Sul tut Gr
		Represented	Accepted	PAR		Paid/Used	Accepted	Received			
Material - Aggregate Base Course											
Metric Ton											
S	361442	5,000.000	5,000.000			5,000.000			Meets Specs	12/09/2004	
Line Item											
50 - AGGREGATE BASE COURSE											
52 - PC FOR SOIL CEMENT BASE											
S	363265	5,000.000							In Transit	01/05/2005	
S	363266	5,000.000	5,000.000			5,000.000			Meets Specs	01/05/2005	
S	363267	5,000.000							In Transit	01/06/2005	
S	364923	2,500.000	2,500.000			2,500.000			Meets Specs	01/14/2005	

**FIRs:** If this box is checked, information from Field Inspection Reports will display on the report. The default setting is checked.

**Work Items:** If this box is checked, Work Items information will be displayed. The default setting is checked.

**MSG and Material Filter:** The only default filter that is checked in this area is the one that includes Critical Materials. These filters are useful for investigating discrepancies at the Material level.

**Pretest, Certification, Approved List, Visual Inspection, Catalog Cut:** These filters are based on the Acceptance method on the Minimum Sampling Guide. Checking the box will limit the materials to those that require the Acceptance method selected. The default setting for all these filters is unchecked.

**Sample Required Material Types Only:** If this box is checked, the material listing is narrowed to display only those Materials which require Samples. The default setting for this filter is unchecked.

**FIR Required Material Types Only:** If this box is checked, the material listing is narrowed to display only those Materials which require Field Inspection Reports. The default setting for this filter is unchecked.

**NOTE:** Materials often have several Acceptance methods which must all be met before the material's Accepted Quantity is updated. While these filters limit the results to materials which require a specific method, be aware that more than one method may be required to obtain an Accepted Quantity.

**Criticality:** These three filters provide the ability to limit the materials by the Project Acceptance Criticality Code. The default setting for these filters is Criticality equals Critical checked.

**Include 'Not Received' Material Types:** This filter allows for the inclusion or exclusion of Not Received Material Types. The default setting for this filter is checked.

**Material:** Clicking on the Material Selection icon  opens the Material Selection window and allows a single Material to be selected for review. The default setting for this filter is All materials.

**Material Type:** Selecting a Material Type from the drop down list allows for the review of all materials of a single Minimum Sampling Guide Material Type. The default setting for this filter is All Material Types.

**Group:** Selecting a Group from the drop down list allows for the review of all the Material Types and Materials that belong to a single Minimum Sampling Guide Material Group. The MSG Group is a high level classification such as Steel, Pipe, or Asphalt. The default setting for this filter is All Material Groups.

**Contract Line Item Filters:** The Contract Line Item filters allow for manipulation of the display based on the Line Item and type of Discrepancy. The default settings are for All Line Items, All discrepancies, and display of all the detail records.

**Line Item:** This filter is useful for investigating discrepancies at the Line Item level. The default display is set for all Line Items.

**Discrepancies (at LI Level):** These filters allow very specific groupings of discrepancies to be displayed, based on a Discrepancy Type and Discrepancy Category.

**Discrepancy Type:** Use these filters to select the type of discrepancy to display (overages, shortages, both, or neither).

None: Includes all data based on the other filter criteria. Nothing is excluded from the display.

Both: Only displays materials where (Accepted – Paid), (Received – Paid) or (Received – Accepted) returns either a negative or positive value not equal to zero.

Negative: (Abbreviated as **-ve**) Only displays materials where (Accepted – Paid), (Received – Paid) or (Received – Accepted) returns a negative value. (Shortages)

Positive: (Abbreviated as **+ve**) Only displays materials where (Accepted – Paid), (Received – Paid) or (Received – Accepted) returns a positive value. (Overages)

**Discrepancy Category**: Use these filters to select the category of discrepancy to display (e.g., has more material been paid for than has been received, has more material been accepted than received, etc.).

None: Includes all data based on the other filter criteria. Nothing is excluded from display.

Accepted – Paid: Only displays materials where the Accepted Quantity and the Paid Quantity are not equal.

Received – Paid: Only displays materials where the Received Quantity and the Paid Quantity are not equal.

Received – Accepted: Only displays materials where the Received Quantity and the Accepted Quantity are not equal.

**Display Detail**: This filter allows the display of all the records that contribute to the Paid, Accepted, and Received quantities. These include Pay Records, Material Receipts Reports, Ticket Books, Samples, Field Inspection Reports, etc. The details will only be displayed for those items if they are checked as Included in the Source Filter.

**Show Line Separator**: Checking this box adds a thin gray line between every row. The default setting is unchecked.

**Hide Zero Qtys**: Checking this box eliminates Materials where the Paid, Accepted, and Received quantities are zero. This is useful at the beginning of the project when few materials have been paid for or received. The default setting is unchecked.

**Hide Canceling Rows**: Checking this box matches tickets that have been adjusted to 0.000 and keeps them from displaying on the report. The default setting is checked.

**Sort Order & Group Totals**: The radio buttons define how the data is grouped, and the dropdowns define how the data is sorted. There are three Presets. It is also possible to choose None and define a personal sort and group order.

**By Contract LI**: The sort order for this Preset is Contract Line Item first, and then the Materials assigned to that Line Item. This provides a report similar to the Contract Materials with Line Items Report but in Line Item instead of Material order.

**By Material:** The sort order for this Preset is Material with no Line Item information. You can add Line Item as a second Sort By field and create the Contract Materials with Line Items Report.

**Other:** The sort order for this Preset is MSG Material Type, Material, Contract Line Item, and Source.

**None:** This sort order provides a list of the source data without any Material or Contract LI headings.

### ***Using the Restore Defaults, Save Settings, and Restore Settings buttons***

These buttons provide a way to return to default settings after making changes without having to close and reopen the window.

**Restore Defaults:** Clicking this button returns the filters to the system default settings.

**Save Settings, and Restore Settings:** It is possible to customize the filters and save this report for future use. If you modify the standard default filter settings, and want to save this report to use again, click the Save Settings button. Then whenever you login and use the Review Project Certification function, your custom report will open.

If you modify your custom report and wish to return to it, click the Restore Settings box.

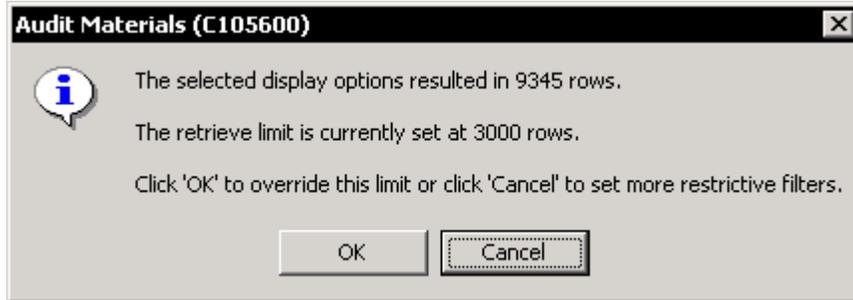
If you want to replace your custom report with another custom report, click the Save Settings button again.

If you want your custom report to be restored to the system defaults, click Restore Defaults, and the Save Settings. When the message box saying "This will overwrite your existing Saved Settings. Continue?" answer Yes. Now the window will open with the default settings again.

## Viewing the Report

To view the report, click the **OK** button.

**Note:** On contracts for which large amounts of data has been entered, you may receive a warning stating:



Below is an Example of how the details window appears when using the default filters:

The screenshot shows the HICAMS software interface. The main window is titled "Review Project Certification (C202684)" and displays "Contract Material Quantities" in "Detail" view. The report is dated "as of 9/26/2014 21:00:59".

S	Source	Source Quantity	CBOM D	Material Quantity	Source	Substi
R	Represented	Accepted	Conversion N	Paid/Used	Status	tution
C	ID	PAR	Factor P	Accepted	Received	Group
<b>Material - 12.7 mm 1860 Mpa Low Relaxation Prestressing Strand</b>						
Meters						
P	4/55	1.000	.010	.010	Processed	04/30/2012
P	4/55	1.000	.010	.010	Processed	05/31/2012
P	4/55	1.000	.010	.010	Processed	03/31/2013
P	4/55	11.000	.010	.110	Processed	07/31/2014
P	4/56	3.000	.010		In Process	08/19/2014
Total for group Material - 12.7 mm 1860 Mpa Low Relaxation Prestressing Strand:				.140	.000	.000
<b>Material - 457 mm Steel Pipe Piles</b>						
Meters						
M	675	201.168	1.000	201.168	Received	10/18/2012
M	1105	256.080	1.000	256.080	Received	09/26/2013
M	1102	146.280	1.000	146.280	Received	09/24/2013
P	26/68	100.030	1.000	100.030	Processed	11/30/2012 1
P	26/72	97.630	1.000	97.630	Processed	11/30/2012 1
P	26/69	16.660	1.000	16.660	Processed	11/30/2012 1
P	26/66	98.870	1.000	98.870	Processed	10/31/2013 1
P	26/70	99.330	1.000	99.330	Processed	10/31/2013 1
Total for group Material - 457 mm Steel Pipe Piles:				412.520	603.528	603.528
<b>Material - 457 mm Steel Pipe Piles - Coated</b>						
Meters						
M		18.923	1.000		Transfer	12/04/2012
P	26/68	100.030	1.000	100.030	Processed	11/30/2012 1
P	26/72	97.630	1.000	97.630	Processed	11/30/2012 1
P	26/69	16.660	1.000	16.660	Processed	11/30/2012 1
P	26/66	98.870	1.000	98.870	Processed	10/31/2013 1
P	26/70	99.330	1.000	99.330	Processed	10/31/2013 1
Total for group Material - 457 mm Steel Pipe Piles - Coated:				412.520	.000	.000
<b>Material - Aggregate Base Course</b>						
Metric Ton						
T	1	140.470	1.000	140.470	Processed	07/12/2011
T	3	1,530.830	1.000	1,530.830	Processed	07/21/2011
T	2	1,070.790	1.000	1,070.790	Processed	07/20/2011
T	8	267.170	1.000	267.170	Processed	08/03/2011
T	7	2,037.900	1.000	2,037.900	Processed	08/02/2011
T	6	400.310	1.000	400.310	Processed	08/01/2011
T	5	39.600	1.000	39.600	Processed	07/11/2011
T	4	59.890	1.000	59.890	Processed	07/11/2011

At the bottom of the window, there are buttons for "Alt ID Distribution", "Go To Source", "Display Options", and "More Info". A page indicator shows "1 of 132 Pages".

**Column Definitions for Details Tab Interactive Report**

**SRC:** Stands for Source. Abbreviations for the Source Documents are as follow:

<b>Entry</b>	<b>Stands for:</b>	<b>Notes:</b>
M	Material Received Report	Updates Received, and sometimes, Accepted, Quantities
T	Ticket	Updates Received, and Paid Quantities (unless marked Do Not Pay)
P	Pay Record	Updates Paid Quantities (unless marked Do Not Pay)
W	Work Accomplished	Updates Paid Quantities
S	Sample	Updates Accepted Quantities
F	Field Inspection Report	Updates Accepted Quantities from the following report types: <ul style="list-style-type: none"> <li>- Concrete Pavement</li> <li>- Corrugated Metal Pipe</li> <li>- Guardrail</li> <li>- Stay in Place Forms</li> <li>- Structural Steel</li> </ul>

**Source ID:** The Material Receipt number, Ticket Book number, Pay Record Book and Page number, Sample ID, or Field Inspection Report Number for the quantities on this line.

**Source Quantity**

**Represented:** The Represented quantity from the Material Receipt, Ticket Book, Pay Record, Sample, or Field Inspection Report.

**Accepted:** The Accepted quantity from the Material Receipt, Sample, or Field Inspection Report.

**PAR:** The quantity from the PAR field for a Sample, or Field Inspection Report.

**CBOM Conversion Factor:** The Conversion Factor entered on the Contract Bill of Materials report for this material if the source document type is P (Pay Record).

**DNP:** A \* in this column indicates that the Pay Record or Ticket is marked Do Not Pay.

**Material Quantity**

**Paid/Used:** The Pay Record quantity multiplied by the conversion factor for the material or the Ticket Book quantity.

**Accepted:** Accepted quantities from Project Acceptance Samples and Acceptance Field Inspection Reports.

**Received:** Quantity of the material received on a Material Receipt report or Ticket

**Source Status:** All source documents are shown on this report. The status column indicates at what stage the item is in its Received, Payment (Not Estimated, In Process, Processed) or Approval (Authorized, Meets Specs, Does Not Meet Specs, etc.) process.

**Source Date:** The Material Receipt date, Ticket Book date, Pay Record date, Sampled Date, or FIR Inspection Date.

**Substitution Group:** Indicates which Material can substitute for another. Also points out unnecessary materials which can be deleted from the Contract Bill of Materials.

### ***Using the Review Project Certification Detail Tab buttons***

There are four buttons at the bottom of the Details tab once the Report has been generated. They are the Alt ID Distribution button, The Go to Source button, the Display Options button, and the More Info button.

**The Alt ID Distribution button:** This button is enabled by clicking on an alternate ID displayed on the Detail report obtained when the MRR Alt ID filter is selected in the Detail display options window. See Appendix B: Alt ID Distribution Button for usage.

**The Go to Source button:** This button allows keyboard navigation to the Source record. The other access is by double clicking on the row in the report corresponding to the source record you wish to review.

**The Display Options button:** Clicking on this button reopens the Project Certification Display Options popup window so that materials and/or line items, etc. can be changed.

**The More Info button:** Clicking on this button opens the Project Certification - More Info popup for the record selected. The popup has information about the Source, the Material and Material Type, the Contract Line Item, and Source and Material Quantities.

The second tab in the popup is the Acceptance Tab. This is where the Accepted quantities checklist is displayed. By reviewing the list, it is possible to determine why the Accepted quantity has or has not updated.

## **The Previous Material Quantities Tab**

The Previous Material Quantities tab shows the previous set of material quantities of the contract, i.e, the material quantities stored and displayed in the Material Quantities tab just before 'Regenerate' was clicked. This is displayed only while the Review Project Certification window is open in the current session.

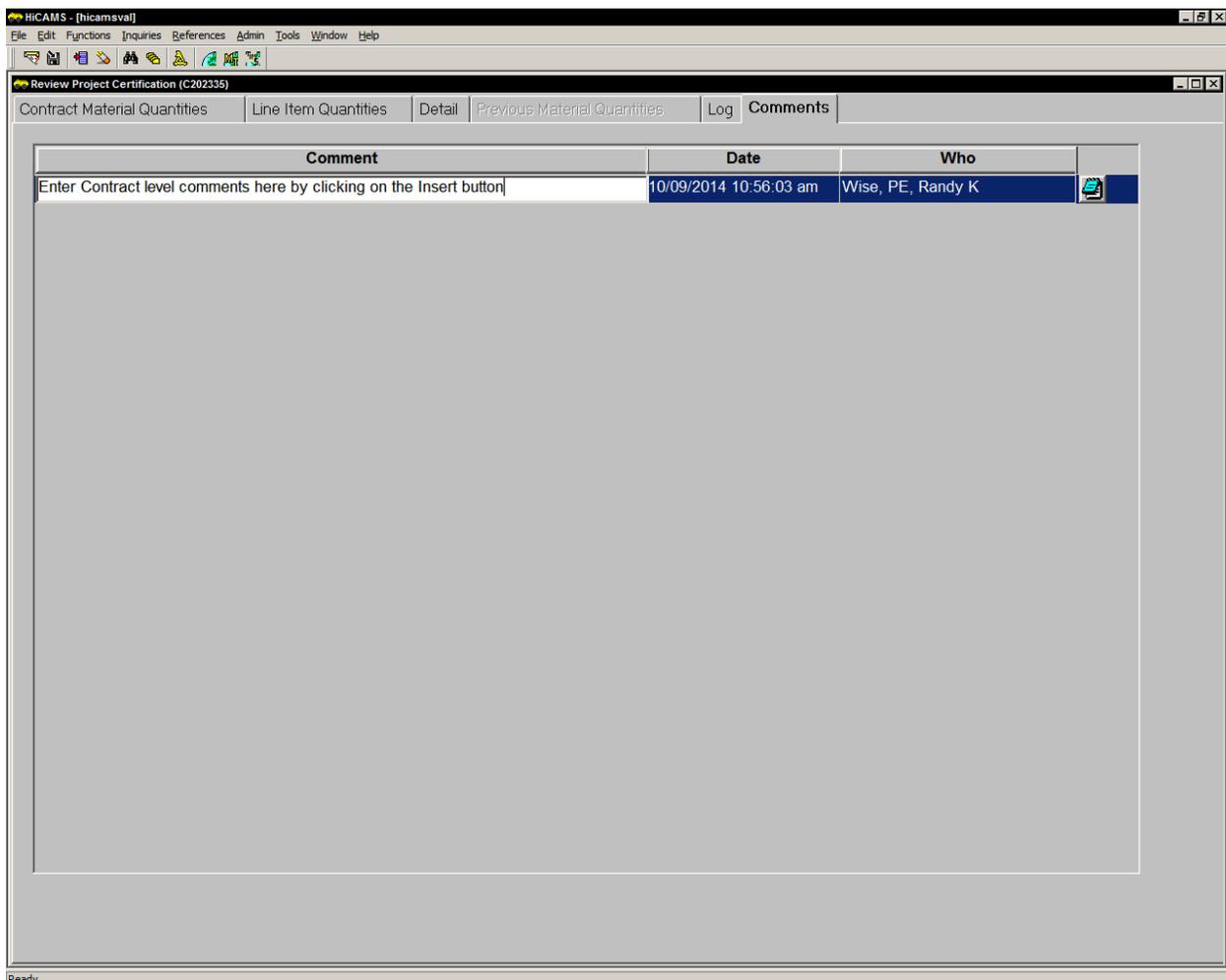
## The Log Tab

The Log tab shows the activity log of the most recent 25 (re)generations of project certification data for the contract specified. This indicates who executed project certification data generation, from where in HiCAMS, and how long it took to process the quantities on the database server.

## The Comments Tab

The Notes column is used for comments at the Material level. The Comments Tab is used to enter Contract level comments.

Here is an example of how the window looks after the Insert button has been clicked, and a comment entered but not Saved



At this point, the Comment could still be deleted. Once a Save is done, the comment is grayed out and becomes Read Only. The comment can no longer be deleted.

# The Discrepancy Review Process

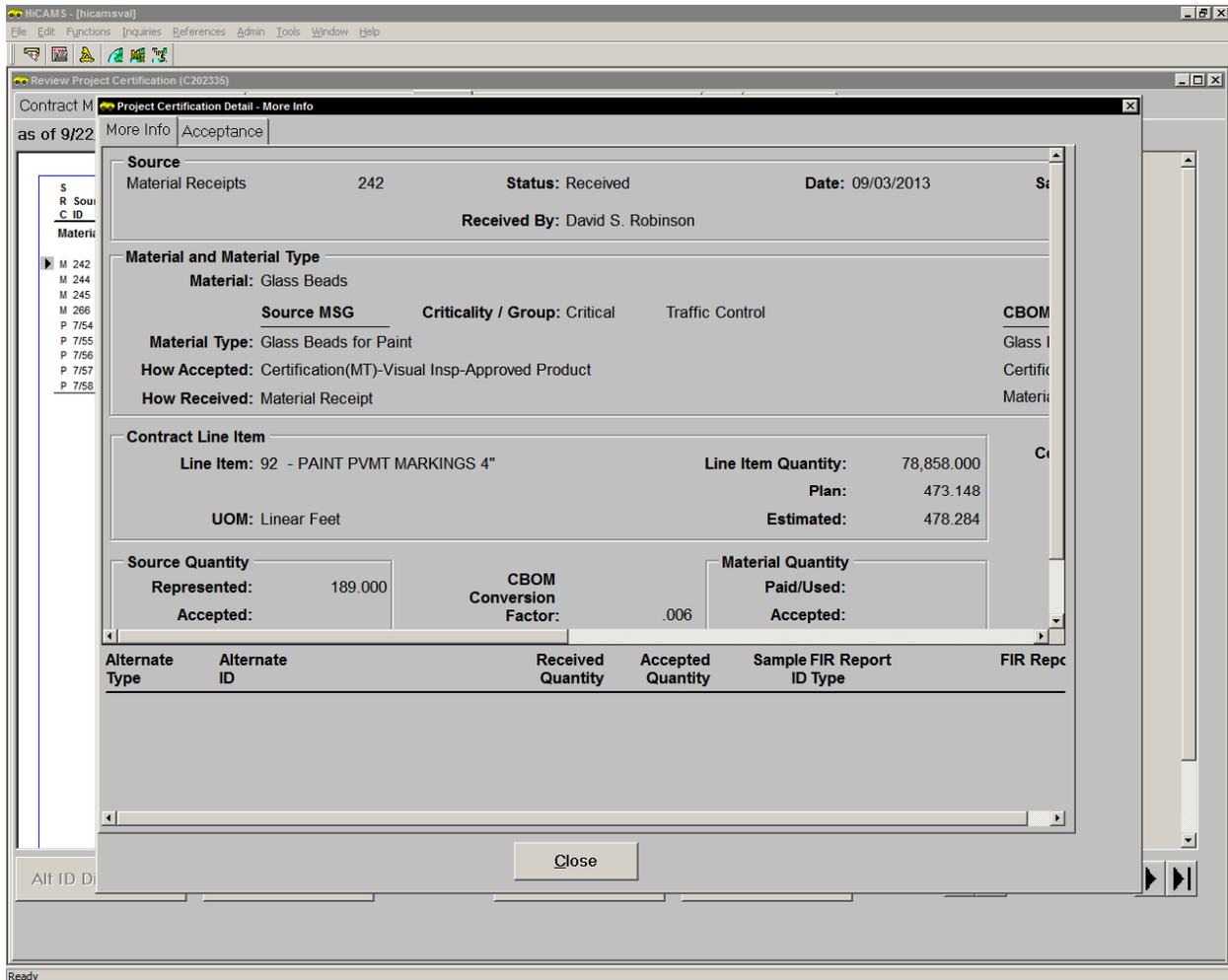
To work with the Review Project Certification window, go to **Functions -> Project Certification -> Review Project Certification**.

- Step 1:** Enter the Contract Number whose project records you wish to review in the Contract field and hit Enter. The Review Project Certification window opens to the Contract Material Quantities Tab.
- Step 2:** The Critical Materials with a negative Accepted minus Paid quantity appear at the top of the list. These are the ones which must be reviewed.
- Step 3:** Click on the Detail tab, and generate the default report. For larger contracts with many materials, you may need to generate the report by Material Type groups.
- Step 4:** Examine the data for the first Material on the Detail tab. To see the details of any Source document, click on the row you wish to view. A Next arrow will appear at the beginning of the active row.

S R C ID	Source	Source Quantity		Conversion Factor	Material Quantity			Source Status	Source Date	Substi tution Group
		Represented	Accepted		Paid/Used	Accepted	Received			
Material - Glass Beads										
M 242		189.000		.006			189.000	Received	09/03/2013	
M 244		184.000		.006			184.000	Received	09/04/2013	
M 245		73.000		.006		73.000	73.000	Received	09/05/2013	
M 266		36.000		.006		36.000	36.000	Received	02/20/2014	
P 754		25,650.000		.006	153.900			Processed	07/27/2013	
P 755		4,768.000		.006	28.608			Processed	07/29/2013	
P 756		6,394.000		.006	38.364			Processed	08/20/2013	
P 757		5,691.000		.006	34.146			Processed	08/20/2013	
P 758		5,883.000		.006	35.298			Processed	02/28/2014	
Total for group Material - Glass Beads:					290.316		109.000	482.000		

- Step 5:** Double-clicking on the row will take you to the Source document. You can also select the row and click the "Go to Source" button.
- Step 6:** For assistance in determining why there is a discrepancy, the Minimum Sampling Guide, Contract BOM, and Acceptance Flow chart have been incorporated into this window. These are accessed by clicking on the "More Info" button. This opens the **Project Certification Detail** window.

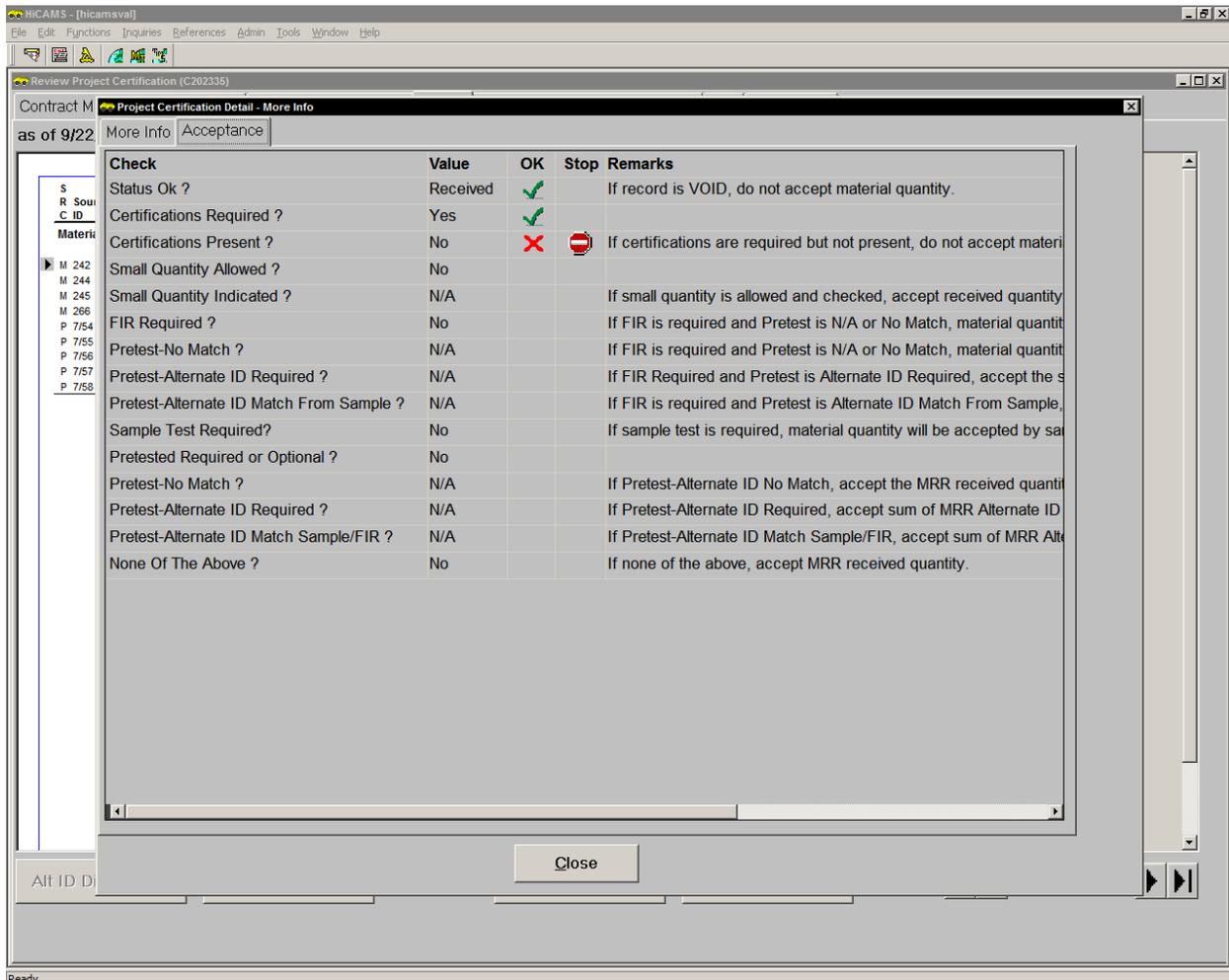
Here is an example of the **More Info** tab of the Project Certification Detail window for Contract C202335 and Material Glass Beads.



The **More Info** tab displays the Minimum Sampling Guide and Contract Bill of Materials information. There is no need to navigate to additional windows to see this data.

If the Material Receipt has Alternate IDs assigned to it, they will display in the lower grid.

Here is an example of the **Acceptance** tab of the Project Certification Detail window for Contract C202335 and Material Glass Beads.



Reviewing the information on this tab shows that the required Certifications are not accounted for in HiCAMS, and therefore there can be no Accepted Quantities for the Material.

- Step 7:** Examine the Material Receipt submitted to determine if the Certifications were attached.
- Step 8:** After the discrepancy has been investigated and resolved, make any corrections needed to the source MRR. Regenerate the report. If a discrepancy still exists, enter a note of explanation on the Contract Material Quantities tab in the column **Constr Status**.
- Step 9:** To enter a note, click on the Notepad icon. Enter your note explaining the discrepancies. When you are done, click OK and Save the record.

The next time the Notes log is opened, your comment will be listed in the upper portion of the window, along with any comments entered by others. This log is in date and time order. It is not necessary to enter comments when you are still investigating a discrepancy, i.e. there is no need to enter a note such as "working with SMS to resolve difference"

The screenshot shows a software window titled "Status & Notes". At the top, it displays "Material: Prestressed Concrete Deck Panels - Square Feet". Below this, there are three fields: "Critical: Critical", "MSG Group: Concrete", and "How Received: Material Receipt". A summary table follows:

<b>Plan:</b>	26,628.000	<b>Estimated:</b>	26,628.000		
<b>Paid / Used:</b>	26,628.000	<b>Accepted:</b>	.000	<b>Received:</b>	.000

Below the table is a "Notes Log" section with a scrollable text area containing two entries:

- milloyd on 8/25/2014 07:18:19—  
need to enter a material received report w/the documents received box checked and a date—also need a sample/fir
- ajriddle on 9/13/2013 07:31:54—  
A material prepayment for Prestressed Concrete Deck Panels was incorrectly entered. The Contractor submitted Fabricated Metal SIPs (18,069 sf) to be used on the bridge deck.

At the bottom of the window is a "New Note:" section with an empty text input field. Below the input field are three buttons: "Spell Check", "OK", and "Cancel".

**Step 10:** Continue investigating remaining discrepancies, entering notes for those which have not been resolved in HiCAMS.

For assistance with the Project Certification module, please contact the Materials and Tests Quality Systems Section at 919-814-2220 or your Area Materials Engineer.

# Appendix A: Window Definitions

To work with the Review Project Certification window, go to **Functions -> Project Certification -> Review Project Certification**. Enter the Contract Number whose project records you wish to review 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.

Below is an example of the Review Project Certification window for contract C202335.

The screenshot shows the HiCAMS Review Project Certification window for contract C202335. The window title is "HiCAMS - [hcamaval]". The menu bar includes File, Edit, Functions, Inquiries, References, Admin, Tools, Window, and Help. The toolbar contains various icons for navigation and actions.

The main window displays the following information:

- Contract:** C202335
- Contractor:** DANE CONSTRUCTION, INC.
- Status:** Accepted
- Description (nickname):** Lillington Bridge
- Generate Data Using:** MSG spec on source record
- Last Reviewed By M&T:** 08/22/2014
- M&T Group:** Group 3
- By:** Lloyd, Margaret M

The **Material Quantities List Filter** section includes:

- Criticality:** Critical
- Const. Status:** All Status
- Material Type:** (All)
- M&T Status:** All Status
- Include 'Not Received' Material Types**

The **Material Quantities** table (as of 9/22/2014 12:20:34) is displayed below:

Material	Constr Status	M&T Status	Accepted - Used	Received - Used	Received - Accepted	Notes	LI Disc	Plan	Estimated	Accepted
Borrow Excavation - Cubic	TBR	TBR	(50,323.660)	(50,424.660)	(101.000)	-----htrayv	*	69,000.000	50,424.660	101.000
Prestressed Concrete Deck	RVW	RVWD	(26,628.000)	(26,628.000)	.000	-----mloycd	*	26,628.000	26,628.000	
Metal Rail, Two Bar - Linear	TBR	RVWD	(620.020)	.000	620.020	-----mloycd	*	620.020	620.020	
Glass Beads - Pounds	TBR	RVWD	(418.144)	11.856	430.000	-----mloycd	*	881.508	963.144	544.852
Aggregate Base Course - T	TBR	TBR	(252.123)	68.217	320.340	-----htrayv	*	345.000	252.123	
Sole Plates - Each	TBR	RVWD	(59.240)	.760	60.000	-----mloycd	*	59.240	59.240	
Concrete, Class B - Cubic	TBR	RVWD	(57.526)	17.974	75.500	-----mloycd	*	293.551	310.930	75.500
Polyethylene Outlet Pipe, 4	RVWD	RVWD	(50.000)	(50.000)	.000	-----mloycd	*	50.000	50.000	
Fabricated Metal Stay-In-Pi	TBR	RVWD	(35.786)	15.214	51.000	-----mloycd	*	18,053.784	18,053.784	18,018.000
Corrugated Polyethelene Pi	TBR	RVWD	(33.000)	106.000	139.000	-----mloycd	*	1,092.000	1,110.000	1,049.000
Ductile Iron Restrained Joi	RVWD	RVWD	(25.800)	(25.800)	.000	-----mloycd	*	470.000	509.945	484.145
Concrete, Class A - Cubic	TBR	TBR	(11.427)	45.073	56.500		*	352.039	352.427	340.990
Field Density - Subgrade -	TBR	TBR	(1.000)	(1.000)	.000	-----htrayv	*	1.000	1.000	
Prestressed Concrete Girde	TBR	RVWD	(.220)	2.635	2.855	-----mloycd	*	3,117.920	3,117.920	3,117.700

The table shows 1 to 14 of 78 rows. The status bar at the bottom indicates "Ready".

## ***The Contract Material Quantities Tab***

### **Material Quantities List Filters**

These filters provide the ability to limit the window output.

**Criticality:** The Minimum Sampling Guide (MSG) Project Certification Criticality code. The default setting is Critical. The MSG Project Certification Criticality Codes are as follows:

**Critical:** Materials with an MSG Project Certification Code set to CRITICAL must be entered using the Review Tickets or Review Materials Receipts window.

**Non-Critical:** Materials with an MSG Project Certification Code set to NON-CRITICAL can be entered using the Review Tickets or Review Materials Receipts window but entry is not required. However, all materials have to meet the specification requirements. If a Non-Critical material requires a type 4 certification then the Resident Engineer needs to have the type 4 certification on file. This information is needed for audit purposes

**Minor:** This criticality is a holdover from the previous MSG. Material may or may not be able to be received in HiCAMS. Documentation pertaining to certifications and inspections is required to be kept for audit purposes.

**Material Type:** This drop down contains all the MSG Material Types present on the Contract's Contract Bill of Materials.

**Construction and M&T Status:** This is the Project Certification status for the Materials which are listed below. The default setting is All.

**Checkbox - Include 'Not Received' Material Types:** Unchecking this box removes Material that cannot be received from the listing.

**The (Re) Generate button:** Use this button to incorporate any changes that have been made to Material Receipts, Tickets, FIRs, Samples, etc. now instead of waiting for the nightly batch process to run. A copy of the current record will be saved on the Previous Material Quantities tab until the window is closed.

**The Send Notification button:** This button allows the M&T Records Section Specialists to send a HiCAMS notification with additional comments to the Resident and Assistant Resident assigned to a contract. This allows feedback from M&T to the RE office.

**Note:** Access to these two buttons is controlled by the user's security settings.

## Column Definitions for Contract Material Quantities Tab

**Material:** The Material Description for Materials found on this project.

**Constr Status and M&T Status:** The predefined values for this column are:

Entry	Stands for:	Required Action:
OK	No discrepancy	OK indicates that the Material Quantity Paid is less than or equal to the Material Quantity Accepted AND that the Material Quantity Accepted is less than or equal to the Material Quantity Received. No action needed
TBR	To Be Reviewed	The Material Quantity Accepted is less than the Material Quantity Paid OR the Amount Accepted is greater than the Amount Received. The difference should be investigated and explained.
RVWD	Reviewed	The discrepancy is investigated and the reason is noted in the Notes column. This is the only status is set by the user.
CSR	Changed since Reviewed	The Amount Accepted is less than the Amount Paid after a re-generation of the data. NOTE: It is also possible that a material which was OK before the re-generation changes to TBR based on data entry which has occurred.

**Accepted - Used:** The difference between the Accepted Quantity and the Paid/Used Quantity.

**Received - Used:** The difference between the Received Quantity and the Paid/Used Quantity.

**Received - Accepted:** The difference between the Received Quantity and the Accepted Quantity.

**Notes:** A running log of comments made by Construction and Materials and Test Users. Click the Notepad icon to enter a new note or read the ones previously entered. Comments cannot be erased. See example below.

**Material:** Prestressed Concrete Deck Panels - Square Feet

**Critical:** Critical      **MSG Group:** Concrete      **How Received:** Material Receipt

**Plan:** 26,628.000      **Estimated:** 26,628.000

**Paid / Used:** 26,628.000      **Accepted:** .000      **Received:** .000

**Notes Log:**

—milloyd on 8/25/2014 07:18:19—  
need to enter a material received report w/the documents received box checked and a date—also need a sample/fir

—ajriddle on 9/13/2013 07:31:54—  
A material prepayment for Prestressed Concrete Deck Panels was incorrectly entered. The Contractor submitted Fabricated Metal SIPs (18,069 sf) to be used on the bridge deck.

**New Note:**

Spell Check      OK      Cancel

**LI Disc:** An asterisk (\*) in this column indicates that there is a line item discrepancy.

**Plan:** The Contract Plan Quantity multiplied by the conversion factor.

**Estimated:** The calculated amount of material on all Estimates which have a status of Paid PLUS any quantity that has been included on an estimate which is not in the Paid Status.

**Accepted:** The quantity of this specific material which has been Accepted.

**Received:** The quantity of this specific material which has been received.

**Paid/Used:** The amount of this specific material which has been paid.

**CBOM MSG Group:** The high level material group to which this Material Type and Material Description belong.

**CBOM MSG How Received:** The Contract Tracking function used to update the Received Quantity. The two categories are Material Receipts and Tickets. There is also a How Received code of Not Received. The Received Quantity for these items will always be zero.

**Constr Last Revwd:** The date on which the Const Status for this Material was last changed.

**Constr Revwd Qtys:** The Paid, Accepted, and Received quantities at the time of the last construction review. This will help identify what has changed to cause the Constr Status column to be set to CSR (Changed Since Reviewed).

**M&T Last Revwd:** The date on which the M&T Status for this Material was last changed.

**M&T Revwd Qtys:** The Paid, Accepted, and Received quantities at the time of the last M&T review. This will help identify what has changed to cause the M&T Status column to be set to CSR (Changed Since Reviewed).

**Critical:** The MSG Criticality Code.

**Material Type:** The MSG Material Type.

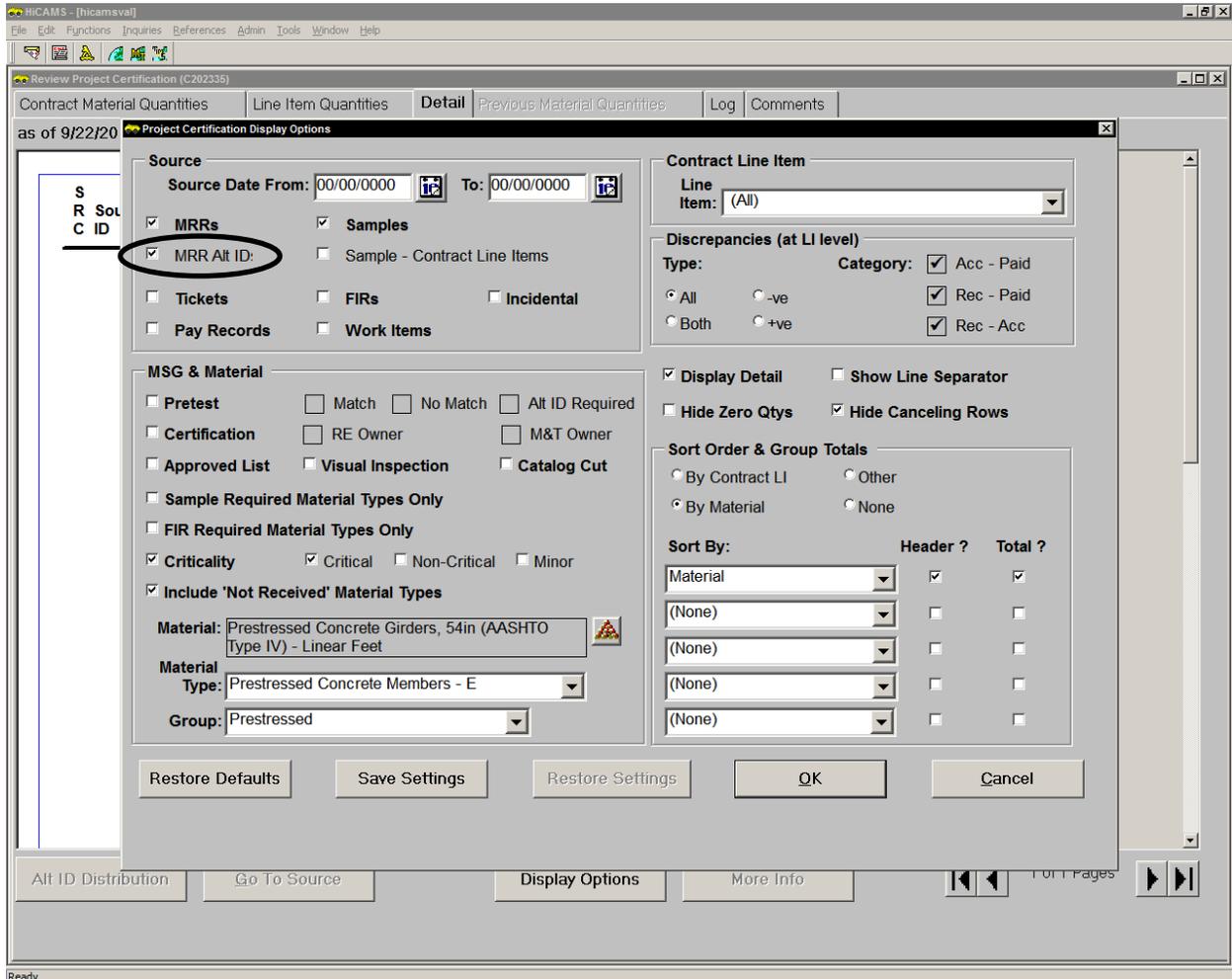
**How Accepted:** The details of what the MSG requires to create an Accepted Quantity.

Definitions for the Line Item Quantities and Detail Tabs were given in their sections above.

# Appendix B: Alt ID Distribution Button

The Alt ID Distribution button is enabled by clicking on an alternate ID displayed on the Detail report obtained when the MRR Alt ID filter is selected in the Detail display options window.

Below is how to set the MRR Alt ID filter:



The other filters have been unchecked so a more compact report is presented.

Generate the report by clicking OK. The Detail report opens.

On the report window, click next to the Alternate ID being investigated. The Alt ID Distribution button is now available.

The screenshot shows the HICAMS software interface. The main window displays a report titled "Review Project Certification (C202335)" with the date "as of 9/22/2014 12:20:34". The report is in "Detail" view and shows material quantities for "Material - Prestressed Concrete Girders, 54in (AASHTO Type IV)".

S	R	Source	Source Quantity	CBOM D	Material Quantity	Source	Source	Substi
C	ID	Represented	Accepted	Conversion II	Paid/Used	Accepted	Received	tution
			PAR	Factor P				Group
Material - Prestressed Concrete Girders, 54in (AASHTO Type IV) Linear Feet								
M 32		522.835		1.000			522.835	Received 01/19/2011
	Alt IDType	Alt ID	Received	Converted	Linked Sample	Linked FIR Type	Linked FIR	
	Girders/Piles	PS16-120910-8	104.160	104.160		Prestressed Conc	33958	
	Girders/Piles	PS16-120910-7	104.160	104.160		Prestressed Conc	33958	
	Girders/Piles	PS16-120910-6	104.160	104.160		Prestressed Conc	33958	
	Girders/Piles	PS16-121510-10	104.160	104.160		Prestressed Conc	33959	
	Girders/Piles	PS16-121510-9	104.160	104.160		Prestressed Conc	33959	
M 33		522.835		1.000			522.835	Received 01/19/2011
	Alt IDType	Alt ID	Received	Converted	Linked Sample	Linked FIR Type	Linked FIR	
	Girders/Piles	PS16-120710-1	104.410	104.410		Prestressed Conc	33957	
	Girders/Piles	PS16-120910-5	104.410	104.410		Prestressed Conc	33958	
	Girders/Piles	PS16-120710-2	104.410	104.410		Prestressed Conc	33957	
	Girders/Piles	PS16-120710-4	104.410	104.410		Prestressed Conc	33957	
	Girders/Piles	PS16-120710-3	104.410	104.410		Prestressed Conc	33957	
M 67		522.085		1.000			522.085	Received 06/29/2011
	Alt IDType	Alt ID	Received	Converted	Linked Sample	Linked FIR Type	Linked FIR	
	Girders/Piles	PS16-121510-12	104.410	104.410		Prestressed Conc	33959	
	Girders/Piles	PS16-121510-11	.007	.000				
	Girders/Piles	PS16-121510-12	.007	.000				
	Girders/Piles	PS16-012711-15	.007	.000				
	Girders/Piles	PS16-012711-14	104.410	104.410		Prestressed Conc	34495	
	Girders/Piles	PS16-012711-15	104.410	104.410		Prestressed Conc	34495	
	Girders/Piles	PS16-012711-13	104.410	104.410		Prestressed Conc	34495	
	Girders/Piles	PS16-012711-13	.007	.000				
	Girders/Piles	PS16-121510-11	104.410	104.410		Prestressed Conc	33959	
	Girders/Piles	PS16-012711-14	.007	.000				
M 68		520.800		1.000			520.800	Received 06/30/2011
	Alt IDType	Alt ID	Received	Converted	Linked Sample	Linked FIR Type	Linked FIR	
	Girders/Piles	PS16-020111-20	104.160	104.160		Prestressed Conc	34496	
	Girders/Piles	PS16-020111-19	104.160	104.160		Prestressed Conc	34496	
	Girders/Piles	PS16-020111-18	104.160	104.160		Prestressed Conc	34496	
	Girders/Piles	PS16-020111-17	104.160	104.160		Prestressed Conc	34496	
	Girders/Piles	PS16-012711-16	104.160	104.160		Prestressed Conc	34495	
M 102		516.000		1.000			516.000	Received 11/11/2011

At the bottom of the window, there are several buttons: "Alt ID Distribution", "Go To Source", "Display Options", and "More Info". The "More Info" button is highlighted with a red circle in the original image. Below the buttons, it says "1 of 2 Pages".

As noted above, all the Alternate IDs on the Material Receipt are shown when the More Info button is clicked.

If the Alt ID Distribution button is clicked instead, the following window opens:

The screenshot shows the 'Alternate ID Distribution' window in the HiCAMS application. The window title is 'HiCAMS - (hicamsval)'. The menu bar includes 'File', 'Functions', 'Inquiries', 'References', 'Admin', 'Tools', 'Window', and 'Help'. The window contains a form with the following fields and values:

- Alternate ID Filter:**
  - Alternate Type: Girders/Piles
  - Alternate ID: PS16-120910-6
  - Contract: C202335
  - Material: Prestressed Concrete Girders, 54in (AASHTO Type IV)
- Sample/FIR:**
  - Sample/FIR:  Sample  FIR
  - Sample ID: (empty)
- Report Information:**
  - Report Name: Prestressed Concrete
  - Report ID: 33958
  - Approved Producer/Supplier: (empty)

Below the form is a table with the following data:

Alternate Type	Alternate ID	Alternate ID Status	Contract	Material Receipt	Received Date	Material Receipt Status	Alternate ID Received Quantity	Alternate ID Converted Quantity
Girders/Piles	PS16-120910-6	In Use	C202335	32	01/19/2011	Received	104.160	104.1

The status bar at the bottom of the window shows 'Ready'.

If scrolled to the right, this report provides information about the Producer Supplier of the material, and additional information about the FIR or Sample.