



Inspection and Materials Management System (I2MS) Version 3.2

User Manual

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SECTION 1 – INTRODUCTION

TxDOT developed Inspection and Materials Management System (I2MS) to manage data workflow, data analysis and data reports on design-build projects. It is a web-based software program that is best used on Google Chrome or Microsoft Edge. The program can be accessed with a computer, tablet, or a smartphone.

This manual describes the functionality of features within I2MS and is written to provide users instructions on how to use each of the features. It describes the version of I2MS currently being implemented. Previous versions of I2MS will function in a similar manner but may not completely match what is shown in this manual.

I2MS provides a systematic workflow process that enables users to enter, review, approve, or reject reports. It also includes robust search functionality that allows users to retrieve test results using selected search criteria. A schematic diagram of the workflow process is included in Appendix A.

Key features of I2MS include the following:

1. Role-Based Dashboards
2. Record Workflow – Data Entry, Review, and Approval
3. Robust Search Capabilities
4. Statistical and Verification Analyses
5. Robust search functionality
6. Reporting
7. Technician Qualifications
8. System and Project Administration

These tools allow the user to analyze various materials using a risk-based approach as described in TxDOT's *Quality Assurance Program CDA/Design-Build Projects*, also referred to as the "DB QAP." The basic premise in using these analysis techniques is to focus resources on key material properties related to performance and to provide the Materials Manager (known as the OVF Testing Manager role in I2MS) with the ability to analyze data on a near real-time basis, thus providing increased active materials management.

1.0 Acronyms

A listing of acronyms used throughout this manual is provided in Table 1-1 below.

Table 1-1: Acronyms

Acronym	Description
CQAF	Construction Quality Acceptance Firm. This term is the predecessor to the term IQF (which is currently in use).
CQMP	Construction Quality Management Plan
CSJ	Control Section Job
CVL	Controlled Vocabulary List (This is a list of allowable entries for a given field in the test records.)
DB	Design-Build
FHWA	Federal Highway Administration
GIF	Graphics Interchange Format
HMA	Hot-mix asphalt
IA	Independent Assurance
ID	Identification
IP Address	Internet Protocol address
I2MS	Inspection and Materials Management System
IQ	Independent Quality. This is the current term that supersedes the previous term QA which was used at the time I2MS was developed.
IQF	Independent Quality Firm. This is the current term that supersedes the previous term CQAF which was used at the time I2MS was developed.
MTD	Materials and Tests Division
OV	Owner Verification
OVF	Owner Verification Firm
OVTIP	Owner Verification Testing and Inspection Plan
PDF	Portable Document Format
PM	Project Manager

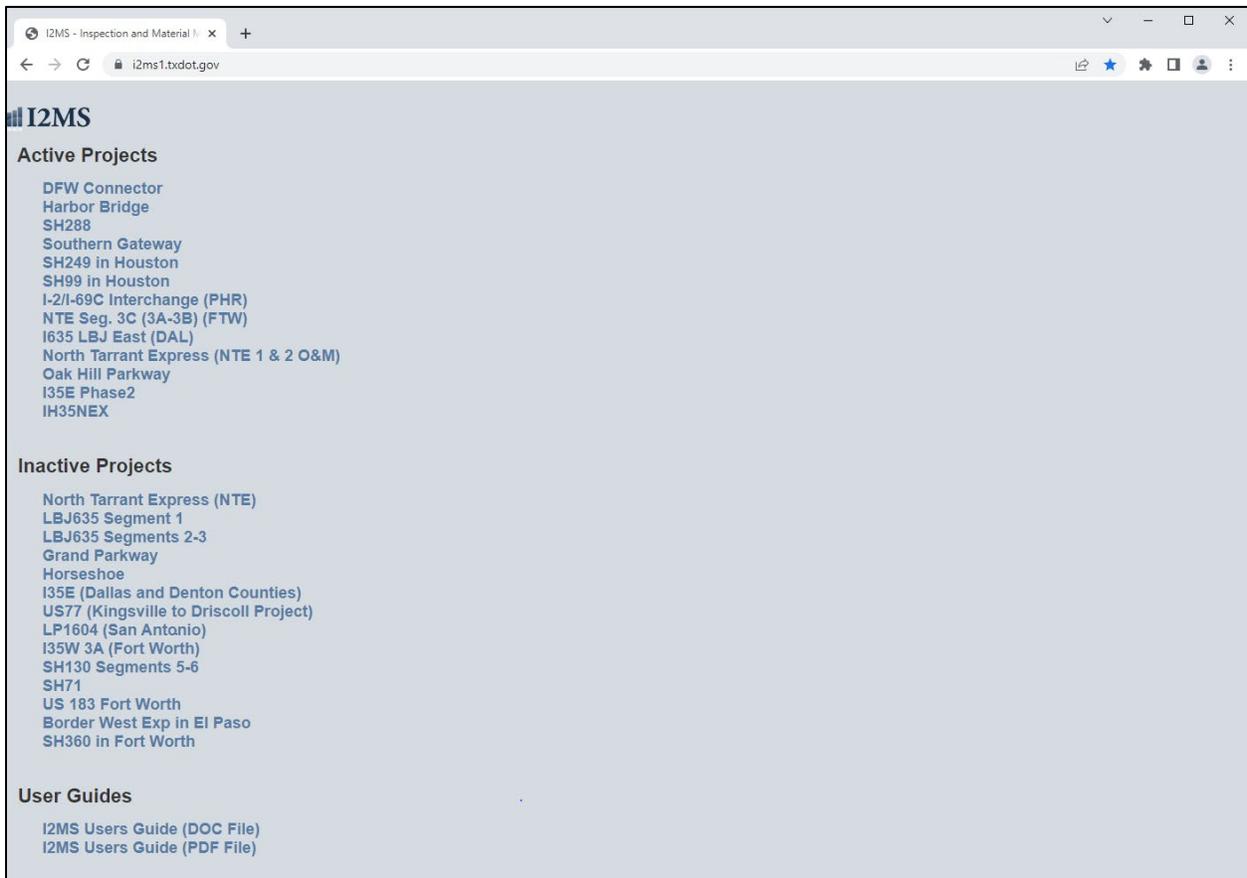
Acronym	Description
p-value	Probability of observing a sample statistic that is at least as extreme as the sample statistic, given that the null hypothesis is true
QA	Quality Acceptance. This term is the predecessor to the term IQ (which is currently in use).
QAP	Quality Assurance Program
TxDOT	Texas Department of Transportation
XML	Extensible Markup Language
UI	User Interface

SECTION 2 – LOGIN AND NAVIGATION

2.1 Login Procedures

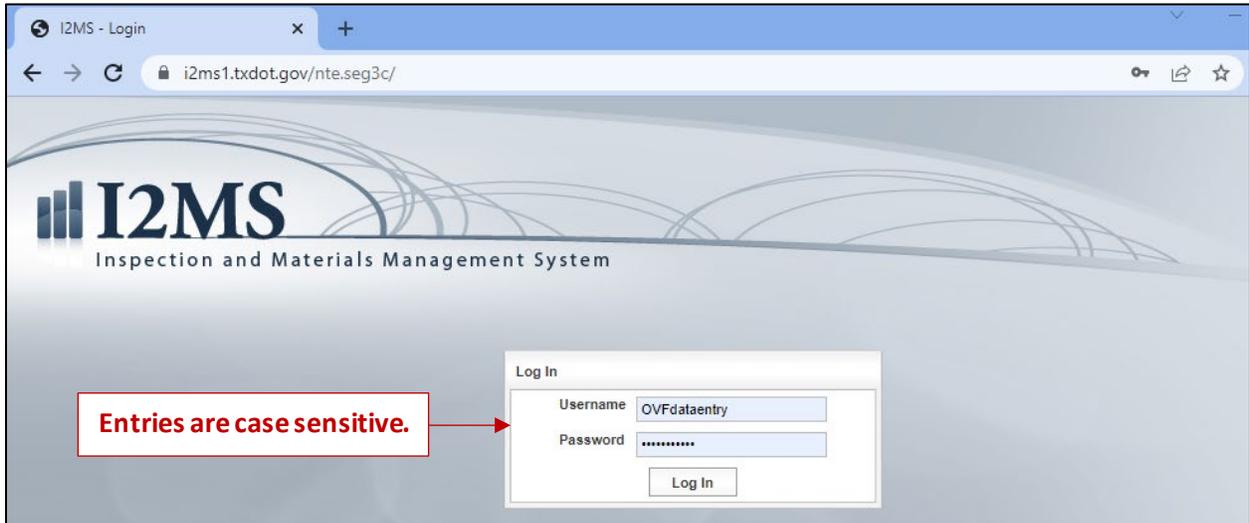
- Step 1. To begin using I2MS, the user will send a request to the TxDOT Project Manager or designee with their name, email, and description of their role on the project so the appropriate user rights will be assigned. The user will receive an email from the system administrator with their username login and temporary password.
- Step 2. Type the following web address into the web browser:
<https://i2ms1.txdot.gov/>
- Step 3. Select your project from the “Active Projects” list shown in Figure 2-1.

Figure 2-1: I2MS Project List



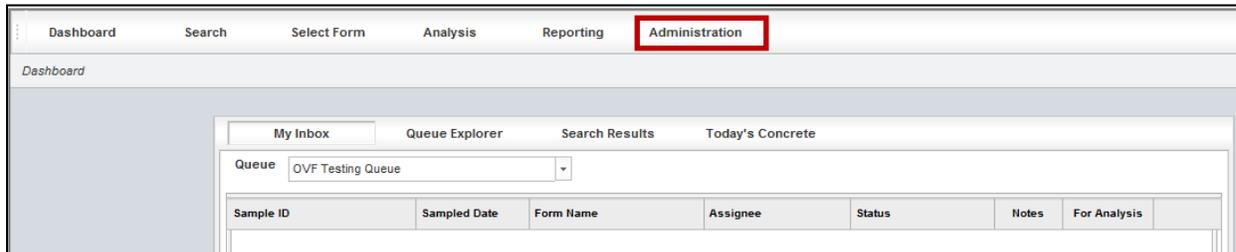
- Step 4. Using the cursor, type in the username and temporary password as assigned to the user in the boxes shown and select Log In (Figure 2-2). Entries are case sensitive.

Figure 2-2: I2MS Login Webpage



Step 5. Once successfully logged in, the user will see the Home Page with the default dashboard (Figure 2-3). The major menu options at the top of the page will show only the assigned functionality that the user has access to based on their assigned role.

Figure 2-3: I2MS Navigation Bar



Step 6. The user should change their temporary password by selecting the Administration menu as shown in Figure 2-3. See [Section 6.2.5](#) for more information on changing a user password.

2.2 Roles and Access

Various user rights have been established in I2MS. These rights range from “System Administrator” rights which gives the user all user rights within I2MS to limited “Read-Only

Access” rights which limits the access to viewing technician qualifications (certifications and IA evaluations) and test results. A full description of I2MS rights is provided in Table 2-1.

Table 2-1: I2MS Roles, Descriptions and User Access Rights

Role Name	Role Abilities	Menus that can be accessed in I2MS
System Administrators	Has rights listed in all roles listed below.	All menus listed below
	Can configure system users and roles.	
	Can configure project settings.	
	Can configure analysis applications.	
IA Manager	Can configure samplers and inspectors.	Dashboard Search Administration
	Can configure proficiency samplings.	
	Can configure technicians' qualifications.	
CVL Administrators	Can configure suppliers/producers.	Dashboard Search Select Form Administration
	Can configure materials header information.	
	Can configure material codes.	
Read Only	Read only access.	Dashboard Search Administration
OVF Data Entry	Can enter data and submit reports.	Dashboard Search Select Form Administration
	Read only access on remaining menus.	
OVF Data Entry Reviewers	Can review and reject OVF reports.	Dashboard Search Administration
	Read only access on administration.	
I2MS Testing Managers (aka OVF Materials Manager)	Can create trend/data analysis reports.	Dashboard Search Analysis Reporting Administration
	Can create continuous analysis reports.	
	Can create independent verifications reports.	
	Can create observation verification reports.	
	Can configure suppliers/producers.	
	Can approve and quarantine OVF and IQF reports.	
	Can configure CVL information.	
IQF Data Entry	Can enter data and submit reports.	Dashboard Search Select Form Administration
	Read only access on remaining menus.	
IQF Data Entry Reviewers	Can review and reject IQF reports.	Dashboard Search
	Read only access on administration.	

Role Name	Role Abilities	Menus that can be accessed in I2MS
		Reporting Administration
DB Reviewer (aka IQF Manager)	Can review IQF reports.	Dashboard Search Reporting Administration

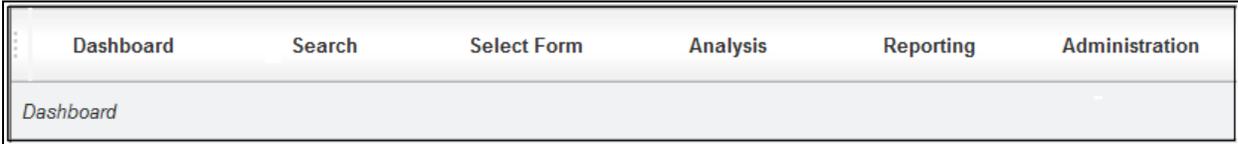
2.3 Navigating the User Interface (UI)

After logging into the system, the user will see the landing page, which is also the I2MS Dashboard. Certain options may not appear if the user has insufficient user rights. Table 2-1 in Section 2.2 lists the different project roles and their associated user access rights.

2.3.1 Navigation Bar Functions

The Navigation Bar (Figure 2-4) appears in the upper left corner of the screen and each item is dependent on the user’s rights.

Figure 2-4: Navigation Bar



The comprehensive Navigation Bar allows quick access to the following modules:

- **Dashboard** – Displays the current Sample IDs for action by user group. It also serves as a point to navigate to other functionality (e.g. Analysis).
- **Search** – Provides access to OVF and/or CQAF (IQF) test forms by selecting header fields and/or certain fields in the body of the form. Test records are returned based on the search criteria.
- **Select Form** – Allows the user to select and create test forms.
- **Analysis** – Allows user to view current and historical Level 1 and Level 2 analyses, and Level 3 observations (available only for I2MS Testing Manager and System Administrator roles).
- **Reporting** – Allows the selection of two functions:
 - **My Reports** - Allows the user to access output files for viewing, re-running, or deleting.

- **Create Report** - Allows the user to perform typical trend and data analyses, on a set of selected data. Allows the user to create Quarterly Federal Reports for the continuous analysis, independent verification, and observation verification analyses. Also, allows the user to Export test data. Selecting Print All under Create Report results in an error message. This is a known glitch in I2MS. Use Print All from the Search menu.

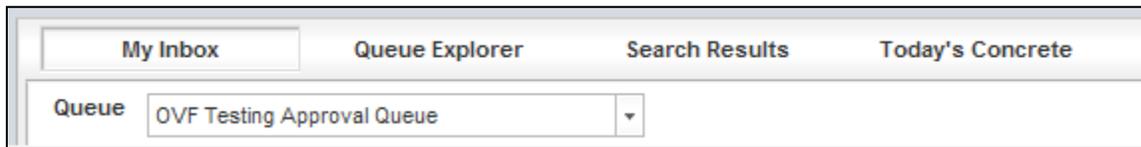
This module is available only for OVF Testing Manager, Read-only Access, and System Administrators.

- **Submission** – This is not functional and will no longer be viewable.
- **Administration** – Allows administrators to populate drop-downs fields in test forms and to manage the qualifications of technicians as part of an Independent Assurance Program. See Section 6 for more information on the functions within the Administration module.

2.3.2 Dashboard Functions

The dashboard module has the following four menus shown in the middle of the screen (Figure 2-5):

Figure 2-5: Dashboard Functions



- **My Inbox** – The Dashboard, by default, will present records that require action from the user as part of specific workflow duties.
- **Queue Explorer** – Expands the queue to not only user specific records but also other records.
- **Search Results** – Provides records that were queried using the “Search” feature in the Navigation Bar.
- **Today's Concrete** – A search tool that displays sample IDs for concrete test specimens due for testing on a Break Date selected by the user.

2.3.2.1 Dashboard Queues

Within the Dashboard, a queue drop-down menu is available. The options that are available in the drop-down menu are different for each role. For comparison, the role that represents the I2MS Testing Manager, is shown in Figure 2-6 and the OVF Data Entry role is shown in Figure 2-7.

Figure 2-6: Dashboard Queues (I2MS Testing Manager User)

Sample ID	Name	Assignee	Status	Notes	For Analysis	Options
OVF22032	17-E		Pending		<input type="checkbox"/>	Options
IQF211214	04-6		Pending		<input type="checkbox"/>	Options
IQF211214	40-E		Pending		<input type="checkbox"/>	Options
OVF21121	07-FPL		Pending		<input type="checkbox"/>	Options
IQF211213	00/07/36		Pending		<input type="checkbox"/>	Options
OVF21121	10-E		Pending	4	<input type="checkbox"/>	Options

Figure 2-7: Dashboard Queues (OVF Data Entry User)

Sample ID	Name	Assignee	Status	Notes	For Analysis	Options
OVF21121	207-FPL	OVF Data Entry	Draft		<input type="checkbox"/>	Options
OVF21121	406-A	OVF Data Entry	Draft		<input type="checkbox"/>	Options
OVF21121	104-6	OVF Data Entry	Draft		<input type="checkbox"/>	Options

Each queue group represent different test group and function, as explained below:

- **OVF Data Entry Queue** – List of OVF test records in Draft or Rejected status.
- **OVF Data Entry Review Queue** – List of OVF test records in Submitted status that need to be reviewed.
- **OVF Testing Approval Queue** – List of OVF tests records in Pending status that need to be approved by the I2MS Testing Manager.
- **OVF Quarantine** – List OVF test records that have been quarantined by the Testing I2MS Testing Manager and need further action by data entry personnel.
- **CQAF Data Entry Queue** – List of CQAF (IQF) test records in Draft or Rejected status. This is only used if CQAF's (IQF's) records are entered directly into I2MS instead of using an XML transfer.

- **CQAF Data Entry Review Queue** – List of CQAF (IQF) test reports in Submitted status that need to be reviewed. This is only used if CQAF's (IQF's) records are entered directly into I2MS instead of using an XML transfer.
- **DB Review Queue** – List of CQAF (IQF) test reports in Pending status that need to be approved by the I2MS Testing Manager. This is only used if CQAF's (IQF's) records are entered directly into I2MS instead of using an XML transfer.
- **CQAF Quarantine** – Consists of CQAF (IQF) test records that have been quarantined by the OVF Testing Manager and need further action by data entry personnel.

2.3.2.2 Sorting

I2MS allows the user to sort information in the columns under the four menus in the Dashboard by selecting any of the headings in the table. Figure 2-8 shows the Dashboard as it first appears.

Figure 2-8: Dashboard

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
IQF2112141430	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112140800	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141115	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options

If user selects the Sample ID column header (Figure 2-9) a triangle will appear in the heading next to Sample ID. The Sample IDs will sort in ascending order indicated by the triangle pointing up.

Figure 2-9: Dashboard – Sort by Sample ID – Ascending

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
IQF2112141430	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options
OVF2112140800	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141115	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options

If the user selects the Sample ID column header again, the test record order will be reversed and shown in descending order with the triangle pointing down (Figure 2-10).

Figure 2-10: Dashboard – Sort by Sample ID – Descending

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options
OVF2112141115	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112140800	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
IQF2112141430	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options

This list of test records can be sorted by any of the column headers. If another column header is selected the triangle will appear in the heading and user will be able to sort that column. Figure 2-11 shows the Sampled Date column sorted in ascending order indicated by the triangle pointing up.

Figure 2-11: Dashboard – Sort by Sampled Date – Ascending

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
IQF2112141430	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112140800	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141115	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options

2.3.2.3 Options

For any of the drop-down queues listed above, selecting the “Options” button on the right-hand side of the entry line of a test record will give the user the access to various capabilities (Figure 2-12) based on user rights:

Figure 2-12: Options Selections

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
OVF2203231200	03/23/2022	DB-117-E		Pending		<input type="checkbox"/>	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options

- View Form** – Allows a user to view a record but does not allow a user to edit the record (Figure 2-13). At the bottom of the form there are few action options available depending on user roles – e.g., Approve for Analysis, CQAF Test Review, Quarantine, Print View and Dashboard (to return to the dashboard menu).

Figure 2-13: Options - View Form

Remarks:

Reviewed By: Completed Date:

Authorized By: Authorized Date:

Reviewer's Signature:

Firm Name: Vulcan Logistical Builders
Firm Number: 82103

Approve for Analysis CQAF Test Review Quarantine Print View Dashboard

- **Edit Form** – Allows Data Entry users to edit the form (Figure 2-14). Four options are available; Save Draft (saves the report for further editing), Submit Final (sends the record for review), Update Calculations (updates screen values) and Dashboard (returns user to the dashboard menu without any changes being saved).

Figure 2-14: Options – Edit Form

Remarks:

Reviewed By: Completed Date:

Authorized By: Authorized Date:

Authorized By Signature:

Firm Name: USS Federation Enterprises
Firm Number: 84541

Save Draft Submit Final Update Calculations Dashboard

- **Add Note** – Allows user to add a note to the form and to view previous notes made by others (Figure 2-15). A note can be added by the Data Entry Reviewer or OVF Testing Manager to provide guidance for the Data Entry clerk regarding corrections needed on the test form. The Data Entry clerk can also add a note that corrections were performed or that the entry was reviewed and were correct. After adding notes, select the Submit button to add the note to the record.

Figure 2-15: Options - Add Note

The screenshot shows a window titled "DB-207-FPL OVF2112141700" with a close button (X) in the top right corner. Below the title bar is a tab labeled "Notes" with a speech bubble icon. The main area contains a table with three columns: "Date", "From", and "Note". The table is currently empty. Below the table is a text input field with the placeholder text "add a note in this space" and a "Submit" button at the bottom right.

- **History** – Allows the user to view the history of the form and the actions that were taken by various users (Figure 2-16). A separate window will appear with the history (actual names will be shown instead of the roles as shown below). Once history is viewed, simply close the window by selecting the “X” in the upper right-hand corner to return to Dashboard screen.

Figure 2-16: Options – History

The screenshot shows a window titled "DB-200/07/36 IQF2112131530" with a close button (X) in the top right corner. Below the title bar is a tab labeled "History" with a clock icon. The main area contains a table with two columns: "Date" and "Description".

Date	Description
02/03/2022 09:48 PM	IQF Manager performed data entry review for CQAF form.
02/03/2022 09:47 PM	IQF Reviewer performed data entry review for CQAF form.
02/03/2022 09:46 PM	IQF Data Entry submitted final copy.
02/03/2022 09:30 PM	OVF Manager quarantined CQAF form.
05/13/2021 03:56 PM	OVF Manager approved CQAF form for analysis.
05/13/2021 03:53 PM	IQF Manager performed data entry review for CQAF form.
05/13/2021 03:51 PM	IQF Reviewer performed data entry review for CQAF form.
05/13/2021 03:20 PM	IQF Data Entry submitted final copy.

- **Notes** – Allows the user to view the notes added to the form. This feature works the same as Add Note. Please see [Add Note](#) above.
- **Analysis Levels** – Allows the User to view level of analysis for each test in the record (Figure 2-17). Once Analysis Levels are viewed, simply close the window by selecting the “X” in the upper right-hand corner to return to Dashboard screen.

Figure 2-17: Options - Analysis Levels

Analysis Group	Material Application	Value Field	Level of Analysis
Hydraulic Cement Concrete	HCC - Structural Complete Mixture	Corrected Air Content	1 - Continuous Analysis
Hydraulic Cement Concrete	HCC - Structural Complete Mixture	Average Strength	1 - Continuous Analysis
Hydraulic Cement Concrete	HCC - Structural Complete Mixture	Slump	2 - Independent Verification
Hydraulic Cement Concrete	HCC - Structural Complete Mixture	Concrete Temperature	2 - Independent Verification
Hydraulic Cement Concrete	HCC - Structural Complete Mixture	Concrete Temperature	3 - Observation Verification

- **Print View** – Allows the user to print a PDF of the form. A separate window will appear allowing the user to save or print the PDF file created.

2.3.2.4 Today's Concrete

Allows users to search and display concrete test specimens due for testing on a Break Date selected by the user (Figure 2-18). I2MS will only allow the user to see the list of Sample IDs with concrete test specimens due for a specific date (Figure 2-19). It will not allow the Data Entry clerk to view or edit the test records from this screen.

Figure 2-18: Today's Concrete – Select Date

The screenshot shows the 'Today's Concrete' window with a 'Break Date' of 01/10/2022. A calendar is open, showing December 2021 and January 2022. The date 10/01/2022 is highlighted in yellow. Below the calendar are 'Today' and 'None' buttons.

Sample ID	Sampled Date	Form Name	Assignee	Sp
OVF2112130800	12/13/2021	DB-418-A		28

Figure 2-19: Today's Concrete Results

My Inbox		Queue Explorer		Search Results		Today's Concrete		
Queue	OVF Data Entry Queue					Break Date	01/10/2022	
Sample ID	Sampled Date	Form Name	Assignee	Specimen Age	Status	Notes	For Analysis	
OVF2112130800	12/13/2021	DB-418-A		28	Reviewed	0	<input checked="" type="checkbox"/>	Options

SECTION 3 – RECORD WORKFLOW – DATA ENTRY, REVIEW, AND APPROVAL

3.1 General Comments

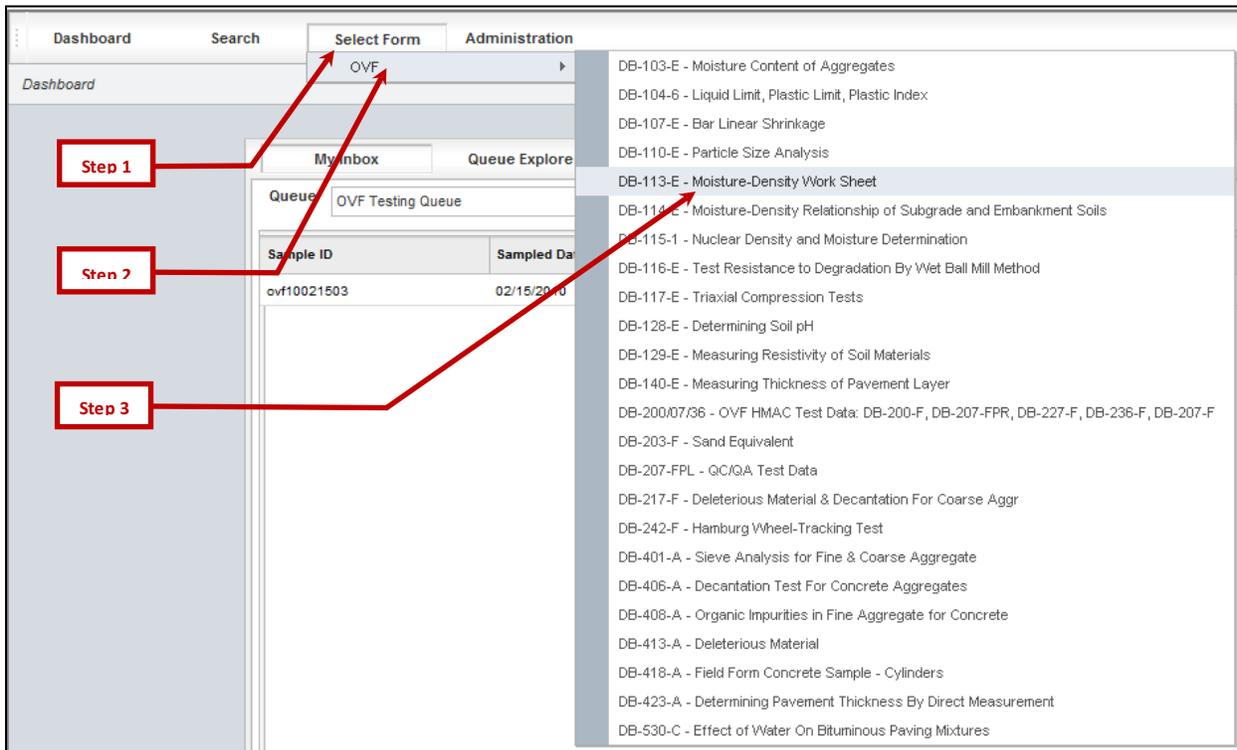
The Materials Module provides web-based test forms which allow users to enter laboratory and field testing results. It also allows the CQAF (IQF) to transmit the data directly into I2MS from their own testing management software. This section explains the basic functions of how to access test forms, general rules for entering data, how to print test reports, and reviewing, approving and searching for records. The test forms typically function in the same manner as their corresponding TxDOT Site Manager forms. There are specific smart header fields that have pull-down menus and required inputs that the user “must enter” before continuing. Please note the importance of using CVL (Controlled Vocabulary List) as definitive descriptive alpha and numeric entries that allow for consistency in header field records for both the OVF and CQAF (IQF).

3.2 Entering Materials Testing Data (OVF)

The steps below describe entering materials testing data for the OVF. Similar steps are used to enter CQAF (IQF) testing data.

- Step 1. From the Dashboard screen, choose the Select Form button on the Navigation Bar.
- Step 2. Choose OVF to initiate the form selection.
- Step 3. Select the test form needed from the drop down by selecting and clicking on the form number (Figure 3-1). As the user scrolls through the list of test forms, the selected form will have a blue background.

Figure 3-1: Test Form Selection



Step 4. Figure 3-2 shows a typical test form with the header, body and footer sections shown.

User will enter sample information into the record header (Figure 3-3). For fields with a drop-down list (where an upside-down triangle is shown), select the appropriate entry from the list. For the fields without drop down lists, type in the entry for that field.

Figure 3-2: Test Report Example



OAK HILL PARKWAY
Determining Soil PH
DB-128-E

Owner:OVF Testing
 Revision Date:06/01/2009

SAMPLE ID:		SAMPLED DATE:	
SAMPLE TYPE:		SPLIT SAMPLE ID:	
REPORT TYPE:	Original	SECTION:	
SAMPLED/INSPECTED BY:		SPEC YEAR:	2014
MATERIAL:		SPEC ITEM:	
SUPPLIER/PRODUCER:		SPECIAL PROVISION:	
STRUCTURE NUMBER:		GRADE:	
SAMPLE LOCATION:	FEATURE:		
COURSE/LIFT:	DIRECTION:	ROADWAY:	
STATION:	DIST FROM CL, FT.:	MISC:	

Record Header

Determining Soil PH:

Soil pH:

Test Method: Tested By: Tested Date: Stamp Code:

Remarks:

Reviewed By: Completed Date:

Authorized By: Authorized Date:

Authorized By Signature:

Firm Name: USS Federation Enterprises
 Firm Number: 84541

Record Body

Reviewed By:

Authorized By:

Completed Date:

Authorized Date:

Authorized By Signature:

Firm Name: USS Federation Enterprises
 Firm Number: 84541

Record Footer

Figure 3-3: Header Drop-Down Example



OAK HILL PARKWAY
PARTICLE SIZE ANALYSIS
DB-110-E

Owner:OVF Testing
 Revision Date:06/01/2009

SAMPLE ID:		SAMPLED DATE:	
SAMPLE TYPE:		SPLIT SAMPLE ID:	
REPORT TYPE:	Original	SECTION:	
SAMPLED/INSPECTED BY:		SPEC YEAR:	2014
MATERIAL:		SPEC ITEM:	
SUPPLIER/PRODUCER:		SPECIAL PROVISION:	
STRUCTURE NUMBER:		GRADE:	<div style="border: 1px solid black; padding: 2px;"> → </div>
SAMPLE LOCATION:	FEATURE:		
COURSE/LIFT:	DIRECTION:	ROADWAY:	1
STATION:	DIST FROM CL, FT.:	MISC:	2
			3
			SHOWN_ON_PLANS

Step 5. Once all the required data (see [Section 3.2.1](#) below for required header information) is entered into the form, press Update Calculations button at the bottom of the form to update the calculated fields in the test form (Figure 3-4). If the form is ready for review and approval go to Step 6, if any information is still missing, update the information and press Update Calculations again.

Figure 3-4: Updating Calculations

Reviewed By: Completed Date:

Authorized By: Authorized Date:

Authorized By Signature:

Firm Name: USS Federation Enterprises
Firm Number: 84541

Save Draft Submit Final **Update Calculations** Dashboard

Step 6. Once the form has been updated and the results reviewed, each form has a footer below the test results where values for Tested By, Tested Date and the Stamp Code are recorded, as shown in Figure 3-5.

Figure 3-5: Stamp Codes

Test Method	Tested By:	Tested Date:	Stamp Code:
DB-401-A	Owen Van Field	03/23/2021	1 - Pass
Remarks:			0 - Not Assigned
Reviewed By: <input type="text"/> Completed Date: <input type="text"/>			1 - Pass
Authorized By: <input type="text"/> Authorized Date: <input type="text"/>			2 - Engineering Decision
			5 - Fail
			9 - Informational

The following stamp codes are available.

- Stamp Code #0 – Not Assigned, should not be used.

- Stamp Code #1 - Pass, indicates a test report with results that meet specification requirements.
- Stamp Code #2 – Engineering Decision (Judgment), indicates a test report with results that do not meet specification, but Engineering Judgment was used to accept the material.
- Stamp Code #5 – Fail, indicates a test report with results that failed to meet specifications.
- Stamp Code #9 – Informational, indicates a tests report that is used for informational purposes only and is not for acceptance or included in the analysis.

If the Stamp Code is set to Engineering Decision or Informational, the Remarks field can be used to capture any corresponding information, such as the context of acceptance and the Engineer exercising acceptance.

Step 7. Once form has been fully updated, including Stamp Code, the user can either “Submit Final” for the I2MS Testing Manager to review or “Save as Draft” using the buttons, as shown in Figure 3-6. “Save Draft” allows the technician to save the test data entered so far, and access it later after completion of the test, to complete the form.

Figure 3-6: Final Submittal or Save Draft

Reviewed By: Completed Date:

Authorized By: Authorized Date:

Authorized By Signature:

Firm Name: USS Federation Enterprises
Firm Number: 84541

The OVF and CQAF (IQF) forms have different functionality. The OVF forms includes the ability to enter raw data and calculate results. For the CQAF (IQF), the calculations have been turned off and all the fields, including test results, need to be filled in manually. Correspondingly, the “Update Calculations” button (reference Section 3.2, Step 5) is also not available on the CQAF (IQF) forms. Examples provided in this manual use the OVF version of the web-based forms.

3.2.1 Header Information

One of the primary reasons for defining specific header information on a test report is to define “buckets” for which the data will be grouped and analyzed (Figure 3-7). As an example, the concrete Material Code (i.e., mix ID), Supplier/Producer, Spec Item, and Grade in the header field not only identifies the material being tested but also serves as a method to group various test results pertaining to the same mix design. Once grouped, CQAF (IQF) and OVF test results can be analyzed for verification purposes.

Figure 3-7: Header Example

		OAK HILL PARKWAY FIELD FORM CONCRETE SAMPLE - CYLINDERS DB-418-A, 414-A, 415-A, 407-A, 422-A, 447-A, 704-I		Owner:OVF Testing Revision Date:06/01/2009
SAMPLE ID:	TestSample#1	SAMPLED DATE:	12/14/2021	
SAMPLE TYPE:	Random Independent	SPLIT SAMPLE ID:		
REPORT TYPE:	Original	SECTION:		
SAMPLED/INSPECTED BY:	Owen Van Field	SPEC YEAR:	2014	
MATERIAL:	CON.ClassC	SPEC ITEM:	416	
SUPPLIER/PRODUCER:	Concrete Supplier 1	SPECIAL PROVISION:		
STRUCTURE NUMBER:		GRADE:	C	
SAMPLE LOCATION:		FEATURE:	Drilled Shaft	
COURSE/LIFT:		DIRECTION:		
STATION:		DIST FROM CL, FT.:		
		ROADWAY:		
		MISC:		

All the forms have fields in the header that are required and others that are optional. The **required fields** are shown in Figure 3-7 above and include:

- Sample ID
- Sampled Date
- Sample Type
- Report Type
- Sampled/Inspected By
- Material
- Supplier/Producer
- Spec Item
- Grade
- Feature

Within the test form itself, the shaded fields are inputs, and the clear fields are calculated or filled in automatically by the application. Below is an explanation of the different required header functions.

Sample ID – The Sample ID is a numeric or alphanumeric label that is used by the respective testing firms to track individual samples. A sample with multiple tests does not need separate Sample IDs for each test. Web-based forms which utilize multiple tests include DB 104-106, DB 200/07/36, and DB 418. A sample is taken by the field technician and a single Sample ID is assigned. The aforementioned forms allow the laboratory to perform multiple tests on a single sample. The same Sample ID can be used for a material that will have multiple tests that use different I2MS forms. For example, the following tests can be performed on the same concrete sand sample using the same Sample ID: DB-203-F, DB-401-A, DB-402-A, DB-408-A, DB-413-A. However, two identical same Sample IDs cannot be used for the same I2MS form. An error message will appear at the top of the test form if a Sample ID has previously been used for that I2MS form. The Sample ID format should be consistent for each testing group (i.e. within OVF Sample IDs or within CQAF (IQF) Sample IDs) and should clearly indicate the Sampled Date and the technician taking the sample or performing the test. An example format is YYMMDDFML-## where “YYMMDD” represents the date, “FML” represents the technician’s first, middle and last initials, and “##” represents the sequential number of a sample/test taken on a given date.

Sampled Date - The sampled date is the date the material was sampled in the field and/or the field test was performed. Enter the date by selecting the calendar or typing in the date.

Sample Type – The sample type is used to differentiate how a sample or test location was determined. It is important to determine if a sample/test location was randomly determined and/or independently determined based on the descriptions below.

- **Random sample** - The sample location was identified by applying a random number methodology to the entire sample lot such that each identifiable portion of the lot has an equal opportunity to be sampled/tested (Figure 3-8). The method used to determine random samples should be described in the Owner Construction Quality Management Plan (CQMP) and Verification Testing and Inspection Plan (OVTIP).
- **Independent sample** – OVF and CQAF (IQF) test samples are obtained independent of one another.

A brief explanation of each sample type available in I2MS is given below.

- **Random Independent** – Sample/test location that was obtained independent of either the OVF or CQAF (IQF) sample with the sample location identified by applying a random number methodology.
- **Random Split** – Sample/test location where a random number was used to obtain the location for a sample to be tested by the CQAF (IQF) and OVF.
- **Fixed Independent** – Sample/test location was not determined by applying a random number methodology. For example, the location may have been selected to address a localized area of concern.

- **Fixed Split** – Sample/test location of a split sample is determined by any method other than applying a random number methodology.
- **Internal** – Sample/test that is performed for a firm’s internal use, such as periodic quality control of testing methods or equipment.
- **Not Incorporated** – Sample/test designation used when a test report has been previously entered into I2MS, but the material has been removed and replaced. In this case, the sample type needs to be changed to Not Incorporated to exclude the record from analyses. Also, the Sample Type should be changed to Correction.

Figure 3-8: Sample Type

 OAK HILL PARKWAY PARTICLE SIZE ANALYSIS DB-110-E		Owner:OVF Testing Revision Date:06/01/2009	
SAMPLE ID:		SAMPLED DATE:	
SAMPLE TYPE:	<input type="text" value="Fixed Independent"/>	SPLIT SAMPLE ID:	
REPORT TYPE:		SECTION:	
SAMPLED/INSPECTED BY:	Fixed Independent	SPEC YEAR:	2014
MATERIAL:	Fixed Split	SPEC ITEM:	
SUPPLIER/PRODUCER:	Internal	SPECIAL PROVISION:	
STRUCTURE NUMBER:	Not Incorporated	GRADE:	
SAMPLE LOCATION:	Random Independent	FEATURE:	
COURSE/LIFT:	Random Split	ROADWAY:	
STATION:	Sample Type Example	MISC:	

When the CQAF (IQF) obtains a sample randomly, and the OVF desires to split the sample, then the Sample Type for the CQAF (IQF) should be designated as “Random Split” and the OVF should designate their sample as “Fixed Split.” To be included in the statistical analysis for verification, the sample must be designated as a random Sample Type in I2MS. Based on the example above, it is imperative that both laboratories have a clear understanding on how to designate the sample type well before production begins.

Report Type – Report type is defaulted to original. If there is a retest or correction of an original test, this will need to be changed to indicate the appropriate report type. The default original report type is shown in Figure 3-9. This is the test as it is first submitted to I2MS.

Correction is used if a correction needs to be made to any information in the test form. Correction should also be used for hydraulic concrete test forms for submitting 28-day strengths when 7-day strengths were already submitted in an original test form.

Retest is used when the sample is retested. It can also be used when a Fixed-Independent test is used to retest a location that previously failed a random-independent test (original random-independent test).

Only the latest version of a test is used in analyses.

Figure 3-9: Report Type

		OAK HILL PARKWAY PARTICLE SIZE ANALYSIS DB-110-E		Owner:OVF Testing Revision Date:06/01/2009	
SAMPLE ID:		SAMPLED DATE:			
SAMPLE TYPE:		SPLIT SAMPLE ID:			
REPORT TYPE:	Original	SECTION:			
SAMPLED/INSPECTED BY:	Correction Original Retest	SPEC YEAR:	2014		
MATERIAL:		SPEC ITEM:			
SUPPLIER/PRODUCER:		SPECIAL PROVISION:			
STRUCTURE NUMBER:		GRADE:			
SAMPLE LOCATION:			FEATURE:		
COURSE/LIFT:		DIRECTION:		ROADWAY:	
STATION:		DIST FROM CL, FT.:		MISC:	

Sampled/Inspected By - This field is used to identify the certified technician who sampled the material or performed the field tests.

Material – This field is used to identify the Material Code for a definable material, which is controlled by CVL and agreed upon by the CQAF (IQF) and OVF. It can vary from the proctor number for a soil or base course, a mix ID for hydraulic cement or hot-mix asphalt, or material code for a particular supplier’s aggregate.

Supplier/Producer - This field is used to identify the supplier or producer of the material that is being sampled and/or tested.

Spec Item - This field is used to identify the specification item that calls for the test to be performed and the specifications of the material.

Grade – This field is used to identify the grade, mix type, or class of a material as defined by the specification or the CVL agreed upon between the CQAF (IQF) and OVF. It is a drop down and will often trigger and populate other fields in the forms, such as the sieve sizes and specification requirements.

Feature – This field is a dropdown and is used to identify the feature of work where the material is incorporated. Typically, it is used to describe the type of structure, such as a drilled shaft backfill or footing, or may be used to designate the stationing used to locate the sample, such as a mainlane or frontage road.

The remaining header fields that are not required also serve a purpose in identifying the sample/test location and should be filled out to the best of one’s ability. This makes it easier

to track down the sample/test location should the need arise to identify material impacted by a failing test or if a further investigation is needed in the future.

3.2.2 Ad Hoc Form Features

Ad Hoc forms have recently been added to the current version of I2MS to reduce/eliminate manual analyses done outside I2MS. Only the final results for the test are entered into these forms. These forms do not have any other test information or calculations. Examples below are the DB-145-E, Sulfate Content (Figure 3-10) and DB-148-E, Organic Content (Figure 3-11).

Figure 3-10: DB-145-E Example

DB-145-E Sulfate Content			
Sulfate Content in Soils (PPM): <input type="text"/>			
Test Method:	Tested By:	Tested Date:	Stamp Code:
DB-145-E	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 3-11: DB-148-E Example

DB-148-E Organic Content			
Organic Content in Soils (%): <input type="text"/>			
Test Method:	Tested By:	Tested Date:	Stamp Code:
DB-148-E	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 Approval Workflow

The approval workflow process, as shown in Appendix A (Figure A-1), is for OVF test reports. There are three steps in the workflow.

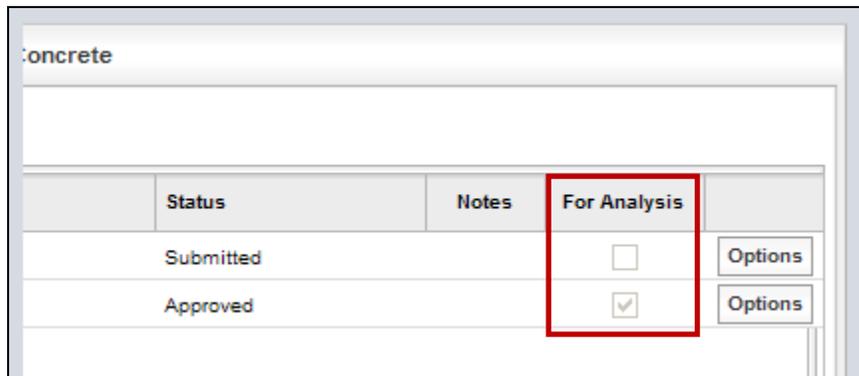
- **Data Entry:** Once a test report is entered by the Data Entry clerk or technician, the Submit Final button is selected and the status of the report is assigned as Submitted. The test report is now in the Data Entry Review Queue.
- **Data Review:** Upon review by the Data Entry Reviewer, the test report may be reviewed and sent to the OVF Testing Manager for approval or rejected back to the Data Entry clerk for corrections. If the test report is sent to the OVF Testing Manager

for approval, the status is changed from Submitted to Pending and the form is moved from the Data Entry Review queue to the OVF Testing Approval queue.

- **Data Approval:** At this point, the I2MS Testing Manager has the option of including the data in the analysis or quarantining the report for further action. If quarantined, the report is sent back to the Data Entry clerk for review, correction, and submittal back to the I2MS Testing Manager. The Data Entry Reviewer does not review quarantined reports.

For concrete strength testing, the approval workflow allows the I2MS Testing Manager to cycle the report back to the Data Entry clerk to enter remaining data (i.e., 2-day, 7-day, 28-day strengths). The “For Analysis” box is automatically checked (Figure 3-12), so that the test report can be included in the database for future analysis. This option allows the Materials I2MS Testing Manager to analyze data while the report is cycled back through the workflow process. As an example, 7-day strengths can be analyzed while the 28-day information is pending. See Appendix A for a graphical representation of the DB-418-A approval workflow. If the I2MS Testing Manager does not want the data automatically included in the database for analysis, the box can be manually unchecked.

Figure 3-12: Status Example



Status	Notes	For Analysis	Options
Submitted		<input type="checkbox"/>	Options
Approved		<input checked="" type="checkbox"/>	Options

If the user has edited a test form, they will not be able to review or approve it. Likewise, if the user has approved a test form and if it is rejected later, they cannot edit it.

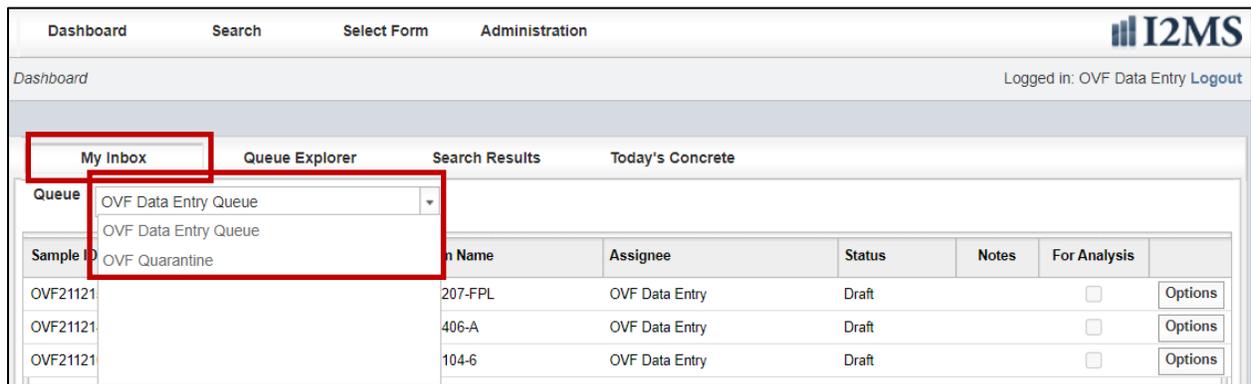
3.3.1 Reviewing and Submitting Test Reports

The following steps allow the Data Entry clerk or technician to view reports for correction and to submit reports for review/approval.

- Step 1. Select Dashboard from the Home Screen. Select either the Data Entry or Quarantine queue as shown in Figure 3-13. These queues are populated with

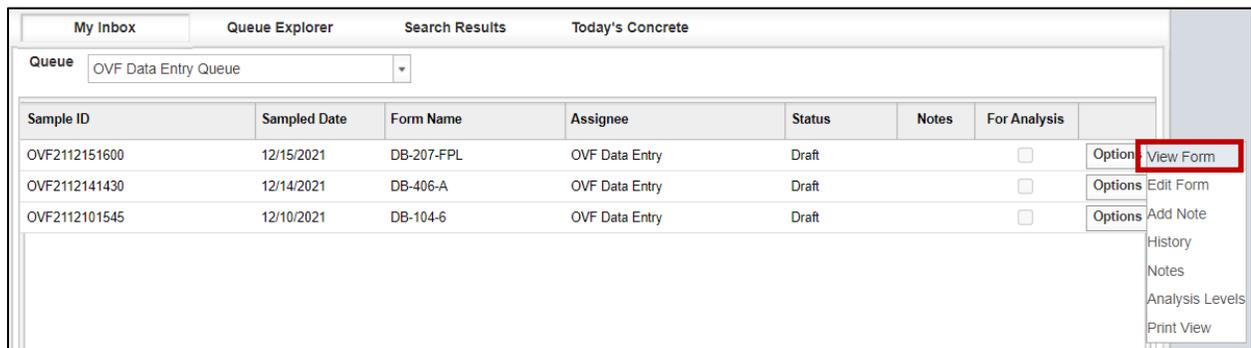
records that have been either saved as a draft by the Data Entry clerk, rejected during the review process by the Data Entry Reviewer or quarantined by the I2MS Testing Manager.

Figure 3-13: Step 1 – Dashboard, Select OVF Data Entry Queue or OVF Quarantine



Step 2. Choose a record to view by selecting the Options button on the far right-hand side of the report and select View Form (Figure 3-14).

Figure 3-14: Step 2 – Select Options – View Form



Step 3. Review any notes from the I2MS Testing Manager or Data Entry Reviewer by selecting Notes under Options or select the number under the Notes column (Figures 3-15 and 3-16).

Figure 3-15: Step 3 – Select Options – View Notes

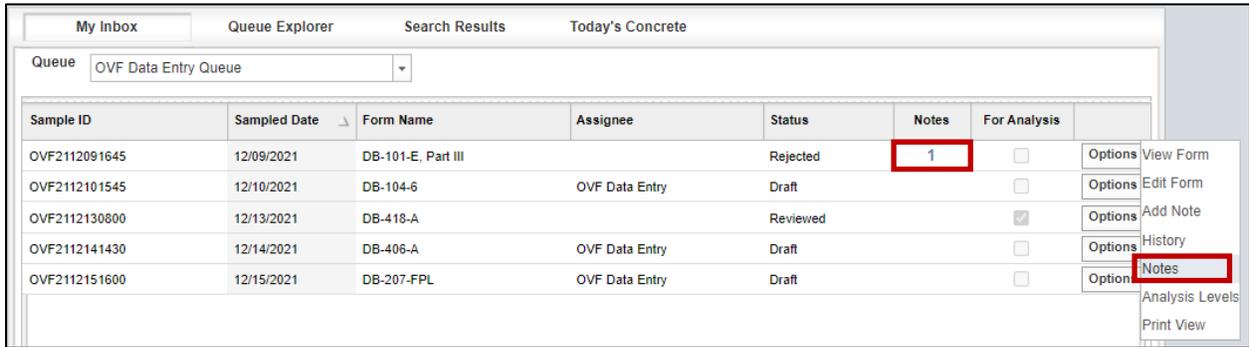
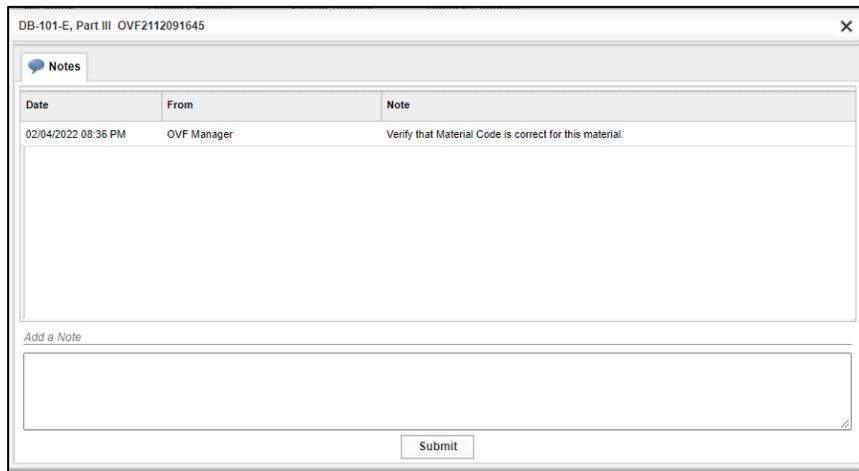
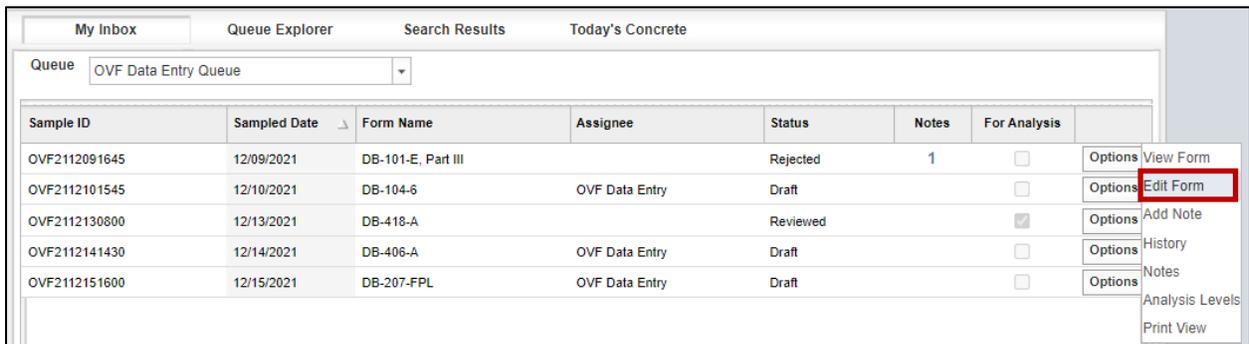


Figure 3-16: Step 3 – Review Notes



Step 4. If corrections are necessary, select the Options button on the far right and choose Edit Form and complete necessary fields (Figure 3-17).

Figure 3-17: Step 4 – Select Options – Edit Form



Step 5. Select the Submit Final button at the bottom of the form (Figure 3-18).

Figure 3-18: Step 5 – Submit Final

Authorized By Signature: _____

Save Draft **Submit Final** Update Calculations Dashboard

Step 6. The Data Entry Clerk can add a note to the I2MS Testing Manager or Data Entry Reviewer regarding the correctness of the data entry. To add a note select the Option button at the far right, enter the comment, then select Submit at the bottom of the form (Figure 3-19 and 3-20).

Figure 3-19: Step 6 – Add Note

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
OVF2112091645	12/09/2021	DB-101-E, Part III		Rejected	1	<input type="checkbox"/>	Options View Form
OVF2112101545	12/10/2021	DB-104-6	OVF Data Entry	Draft		<input type="checkbox"/>	Options Edit Form
OVF2112130800	12/13/2021	DB-418-A		Reviewed		<input checked="" type="checkbox"/>	Options Add Note
OVF2112141430	12/14/2021	DB-406-A	OVF Data Entry	Draft		<input type="checkbox"/>	Options History
OVF2112151600	12/15/2021	DB-207-FPL	OVF Data Entry	Draft		<input type="checkbox"/>	Options Notes

Figure 3-20: Step 6 – Enter Note and Select Submit

DB-101-E, Part III OVF2112091645

Notes

Date	From	Note
02/04/2022 09:40 PM	OVF Data Entry	Correct Material Code was verified and entered.
02/04/2022 08:36 PM	OVF Manager	Verify that Material Code is correct for this material.

Add a Note

Submit

3.3.2 Approving or Quarantining Test Reports

The I2MS Testing Manager has the user rights to either approve a test report to be included in the analysis or to quarantine a report for further correction. The drop-down queues available to the I2MS Testing Manager are shown in Figure 3-21.

Figure 3-21: I2MS Testing Manager's Queues

Sample ID	Form Name	Assignee	Status	Notes	For Analysis	
OVF21121	OVF Data Entry Queue					
OVF21121	OVF Data Entry Review Queue	110-E	Pending	4	<input type="checkbox"/>	Options
OVF21121	OVF Quarantine	101-E, Part III	Pending		<input type="checkbox"/>	Options
IQF211213	CQAF Data Entry Queue	200/07/36	Pending		<input type="checkbox"/>	Options
IQF211214	CQAF Data Entry Review Queue	104-6	Pending		<input type="checkbox"/>	Options
IQF211214	DB Review Queue	140-E	Pending		<input type="checkbox"/>	Options
IQF211214	CQAF Quarantine	118-A	Pending		<input type="checkbox"/>	Options
OVF2112141700		12/14/2021 DB-207-FPL	Pending		<input type="checkbox"/>	Options

- Step 1. To approve or reject test records, access either the OVF or CQAF (IQF) testing approval queue from the Dashboard shown as OVF Testing Approval Queue and DB Review Queue. Notice the Status of the records is Pending (Figure 3-22).
- Step 2. Choose a record to view by selecting the Option button on the far right-hand side of the report and select View Form. Select Notes if the reviewer wants to see all of the notes attached to the form.

Figure 3-22: I2MS Testing Manager's Queues

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options

Step 3. (All Forms except DB-418-A) After reviewing the form select the Approve for Analysis button at the bottom of the page to approve the form (Figure 3-23).

Figure 3-23: I2MS Testing Manager's Approve Buttons – All Forms Except DB-418-A

The screenshot shows a form with a signature field at the top labeled "Authorized By Signature:". Below the signature field is a row of four buttons: "Approve for Analysis", "Quarantine", "Print View", and "Dashboard". The "Approve for Analysis" button is highlighted with a red rectangular border.

Step 4. **For DB-418-A only:** After reviewing the form including the field test results, select the Review button to approve the field tests for analysis (Figure 3-24). The test record will return to the Data Entry clerk for future strength test results while the test results will be available for analysis. If 7-day breaks are entered and submitted for review, the Review button can be selected again to return to the Data Entry clerk for future strength test results while the new test results will be available for analysis. Once the final breaks are entered (typically 28-day breaks), the I2MS Testing Manager can then select Approve for Analysis. The new test results are made available for analysis, but the test record will not return to the Data Entry clerk.

Figure 3-24: I2MS Testing Manager's Review Buttons – OVF Form DB-418-A Only

The screenshot shows a form with a signature field at the top labeled "Authorized By Signature:". Below the signature field is a row of five buttons: "Approve for Analysis", "Review", "Quarantine", "Print View", and "Dashboard". The "Review" button is highlighted with a red rectangular border.

Step 5. If the I2MS Testing Manager wants to reject the record, a note can be added in the Add Notes. See [Section 2.3.2.3 Options – Add Notes](#). Select the Quarantine button to send the report back to the Data Entry clerk for correction.

Step 6. Once the Data Entry clerk makes the correction, the test record will go back through the workflow.

3.4 Searching for Test Reports

I2MS allows the user to search for test reports using a number of filters.

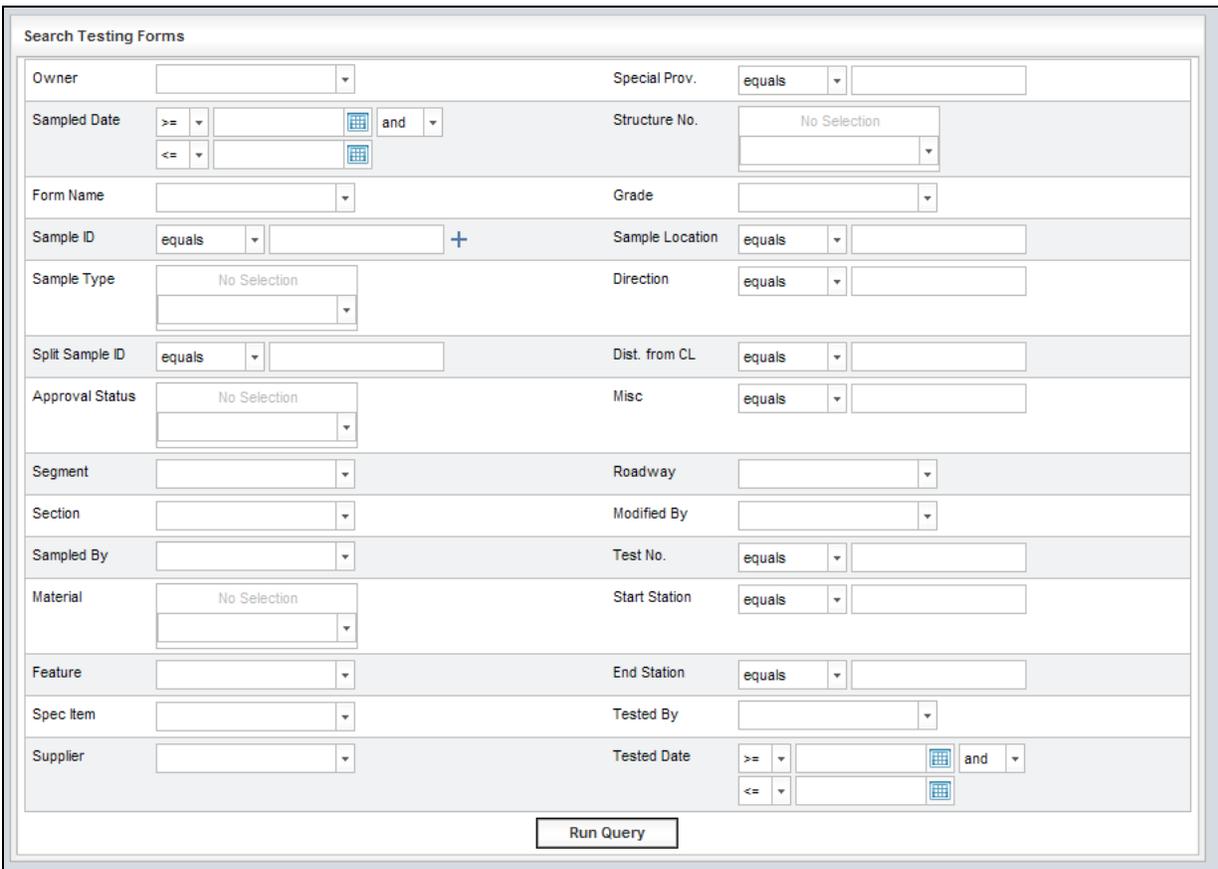
Step 1. Access the Search Module by selecting Search from the Navigation Bar and selecting the “Search Testing Forms” option (Figure 3-25).

Figure 3-25: Select Search Testing Forms



Step 2. Use the drop-down menus to complete as many fields as desired (Figure 3-26).

Figure 3-26: Search Testing Forms

A screenshot of the 'Search Testing Forms' search interface. The form is titled 'Search Testing Forms' and contains numerous filter fields arranged in a grid. Each field typically consists of a text input, a dropdown menu, and a comparison operator (e.g., 'equals', '>=', '<='). Some fields have a calendar icon for date selection. The fields include: Owner, Special Prov., Sampled Date, Structure No., Form Name, Grade, Sample ID, Sample Location, Sample Type, Direction, Split Sample ID, Dist. from CL, Approval Status, Misc, Segment, Roadway, Section, Modified By, Sampled By, Test No., Material, Start Station, Feature, End Station, Spec Item, Tested By, and Supplier, Tested Date. At the bottom of the form is a 'Run Query' button.

If a field is left blank, the search will return all combinations for that field. For example, if the Owner is left blank, the search will return both OVF and CQAF (IQF) forms (Figure 3-27). However, if the OVF is selected, then only OVF test reports will be returned in the search results. Another example is that if Form DB-418-A is selected, all tests DB-418-A tests will be returned. However, if Grade (Class) C is also selected, all concrete tests that have Grade C will be returned.

Figure 3-27: Search Testing Forms – Option to Select Owner

The screenshot shows a search form titled "Search Testing Forms". It contains several input fields:

- Owner:** A dropdown menu with a list of options including "OVF" and "CQAF".
- Sampled Date:** A date input field with a calendar icon and a dropdown menu for logical operators, currently showing "and".
- Form Name:** A text input field.
- Sample ID:** A text input field with a dropdown menu for logical operators, currently showing "equals", and a plus sign icon to the right.
- Sample Type:** A dropdown menu with "No Selection" as the current option.

Sample Date can be included as part of the search. The user can enter a date or choose a date from the calendar. In addition, there are options to search test records that are greater than and equal to the date or less than the date. The user can also select a date range by choosing the “and” or “or” option (Figure 3-28).

Figure 3-28: Search Testing Forms – Option to Select Date Range

This screenshot is similar to Figure 3-27 but highlights specific dropdown menus with red boxes:

- The dropdown menu for **Sampled Date** is open, showing options: $>=$, $<$, $<=$, $=$, $>$, and $<>$.
- The dropdown menu for the logical operator between **Sampled Date** and **Form Name** is open, showing options: "and", "and", and "or".

Below is an example of how to search for test records within a date range (Figure 3-29.)

Figure 3-29: Search Testing Forms – Option to Select Date Range

The screenshot shows a dialog box titled "Search Testing Forms". It contains several search criteria fields: "Owner" (a dropdown menu), "Sampled Date" (with operators ">=" and "<=" and date inputs "10/01/2021" and "12/31/2021"), "Form Name" (a dropdown menu), "Sample ID" (with an operator dropdown set to "equals" and a text input field), and "Sample Type" (with a "No Selection" button). There are also "and" and "+" operators for combining and adding search criteria.

The user may select a Form Name from the drop-down menu (Figure 3-30).

Figure 3-30: Search Testing Forms – Option to Select Form Name

The screenshot shows the same "Search Testing Forms" dialog box, but with the "Form Name" dropdown menu open. The dropdown list contains the following items: "ASTM-DCP", "DB-101-E, Part III", "DB-103-E", "DB-104-6", "DB-107-E", "DB-110-E", "DB-113-E", "DB-114-E", and "DB-115-1". The other search criteria fields are visible in the background but not the focus.

The user may search for a specific Sample ID using “equals” from the drop-down menu. In addition, there are other options to search for a Sample ID(s) by using one of the alternatives in the drop-down menu as shown below (Figure 3-31).

Figure 3-31: Search Testing Forms – Option to Select Sample ID

The screenshot shows the 'Search Testing Forms' window. The 'Sample ID' field has a dropdown menu open, displaying the following options: equals, like, equals, begins with, not like, not equals, and not begins. The 'equals' option is currently selected.

Sample ID, Sample Location, Direction, Dist. from CL, Misc., Test No., Start Station, and End Station have similar search options as shown below (Figure 3-32).

Figure 3-32: Search Testing Forms – Other Search Criteria Options like Sample ID

The screenshot shows the 'Search Testing Forms' window with several search criteria highlighted by red boxes. The 'Sample ID' dropdown menu is open, showing options: equals, like, equals, begins with, not like, not equals, and not begins. The 'Sample Location', 'Direction', 'Dist. from CL', 'Misc', 'Test No.', 'Start Station', and 'End Station' fields all have their search dropdown menus set to 'equals'.

By selecting the “plus” sign, the user can add another Sample ID option to search (Figures 3-33 and 3-34).

Figure 3-33: Search Testing Forms – Sample ID using the “+”

The screenshot shows a search form titled "Search Testing Forms". It contains several search criteria rows: "Owner" (a dropdown menu), "Sampled Date" (with operators >= and <= and a date picker icon), "Form Name" (a dropdown menu), "Sample ID" (with an operator dropdown set to "equals" and a text input field), and "Sample Type" (with a dropdown menu set to "No Selection"). A red box highlights a plus sign (+) button located to the right of the "Sample ID" search criteria row.

Figure 3-34: Search Testing Forms – Sample ID using the “+”

This screenshot shows the same "Search Testing Forms" interface as Figure 3-33, but with an additional search criteria row added. The "Sample ID" row now has two entries: the first with the operator "equals" and a text input field, and the second with the operator "like" and another text input field. A red box highlights the "like" operator dropdown and its corresponding text input field. To the right of the second "Sample ID" row, there is a red "X" button and a plus sign (+) button, indicating the option to add another search criteria.

The user may choose the “+” sign to add as many Sample ID criteria as needed. If a Sample ID search criteria is not needed select the “X” to remove the bottom Sample ID criteria (Figure 3-35).

Figure 3-35: Search Testing Forms – Sample ID using the “+”

The screenshot shows a web form titled "Search Testing Forms". It contains several search criteria sections:

- Owner:** A dropdown menu.
- Sampled Date:** Two rows of date pickers. The first row has a ">=" operator and a date input field. The second row has a "<=" operator and a date input field. An "and" operator is between the two rows.
- Form Name:** A dropdown menu.
- Sample ID:** A section with three rows of criteria. The first row has an "equals" operator and an input field. The second row has a "like" operator and an input field. The third row has a "like" operator and an input field, which is highlighted with a red rectangle. To the right of the third row are "X" and "+" buttons.
- Sample Type:** A dropdown menu currently showing "No Selection".

For Sample Type, Approval Status, Material, and Structures there is an option to select multiple entries. To select multiple entries, use the left mouse button to select the drop-down menu and make a selection with the left mouse button. Then select the drop-down menu again to make another selection (e.g., Random Independent and Random Split). These fields will be used as filters during the search routine (Figure 3-36).

Figure 3-36: Search Testing Forms

Search Testing Forms			
Owner	<input type="text"/>	Special Prov.	equals <input type="text"/>
Sampled Date	>= <input type="text"/> <input type="button" value="calendar"/> and <input type="text"/> <input type="button" value="calendar"/> <= <input type="text"/> <input type="button" value="calendar"/>	Structure No.	BR 001 <input type="button" value="X"/> BR 009 <input type="button" value="X"/> <input type="text"/>
Form Name	DB-418-A <input type="text"/>	Grade	C <input type="text"/>
Sample ID	equals <input type="text"/> +	Sample Location	equals <input type="text"/>
Sample Type	Not Incorporated <input type="button" value="X"/> Random Independent <input type="button" value="X"/> Random Split <input type="button" value="X"/> <input type="text"/>	Direction	equals <input type="text"/>
Split Sample ID	equals <input type="text"/>	Dist. from CL	equals <input type="text"/>
Approval Status	Approved <input type="button" value="X"/> Reviewed <input type="button" value="X"/> Pending <input type="button" value="X"/> <input type="text"/>	Misc	equals <input type="text"/>
Segment	Segment 1 <input type="text"/>	Roadway	SH 249 <input type="text"/>
Section	A <input type="text"/>	Modified By	<input type="text"/>
Sampled By	Anthony L. Sienkiewich <input type="text"/>	Test No.	equals <input type="text"/>
Material	0224902-MSETyAS <input type="button" value="X"/> 0AGG.COARSETCS <input type="button" value="X"/> 0050445G4 <input type="button" value="X"/> <input type="text"/>	Start Station	equals <input type="text"/>
Feature	Abutment <input type="text"/>	End Station	equals <input type="text"/>
Spec Item	421 <input type="text"/>	Tested By	<input type="text"/>
Supplier	Concrete Supplier 1 <input type="text"/>	Tested Date	>= <input type="text"/> 03/19/2022 <input type="button" value="calendar"/> and <input type="text"/> <input type="button" value="calendar"/> <= <input type="text"/> <input type="button" value="calendar"/>
<input type="button" value="Run Query"/>			

After all desired criteria are chosen, then select Run Query.

Step 3. When the Run Query button is selected, the user is automatically taken to the Search Results tab on the Dashboard to view the records returned from the search (Figure 3-37).

Figure 3-37: Search Results

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
OVF2112130800	12/13/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options
IQF2112130815	12/13/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options
IQF2112141430	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options
OVF2112140800	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options
OVF2112141115	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options

Step 4. The user can then select Options and then select View Form. The search window will open the form in the same window (Figure 3-38).

Figure 3-38: Search – Test Record Options

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
OVF2112130800	12/13/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options View Form
IQF2112130815	12/13/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Add Note
IQF2112141100	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options History
IQF2112141430	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Notes
OVF2112140800	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Analysis Levels
OVF2112141115	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Print View

3.5 Printing Reports

Step 1. From the Search Results menu, the user has two options to print a record. Use the Options button to select the Print View command (Figure 3-39). A PDF file of the selected record will open in a new window that can be printed.

Figure 3-39: Options – Print View

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
IQF2112141100	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options View Form
IQF2112141430	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Add Note
OVF2112140800	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options History
OVF2112141115	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options Notes
OVF2112130800	12/13/2021	DB-418-A	Search Results	Reviewed		<input checked="" type="checkbox"/>	Options Analysis Levels
IQF2112130815	12/13/2021	DB-418-A	Search Results	Quarantined		<input type="checkbox"/>	Options Print View

To select multiple records for printing, select the Print All button (Figure 3-40). A PDF file of the selected records will either be downloaded into the “Downloads” folder or open in a new window or in a pdf program. The number of records will be limited to a maximum of between 200 to 300 records (dependent the number of records that can be printed before the system times out).

Figure 3-40: Print All

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
OVF21010701	01/07/2021	DB-418-A	Search Results	Submitted		<input checked="" type="checkbox"/>	Options
OVF2112130800	12/13/2021	DB-418-A	Search Results	Reviewed		<input checked="" type="checkbox"/>	Options
IQF2112130815	12/13/2021	DB-418-A	Search Results	Quarantined		<input type="checkbox"/>	Options
IQF2112141100	12/14/2021	DB-418-A	Search Results	Pending		<input type="checkbox"/>	Options

SECTION 4 – STATISTICAL AND VERIFICATION ANALYSES

4.1 General

TxDOT's verification is divided into three tiers or approaches based on the material being tested and the test method. Each test method in each material category is associated with a level of analysis. The System Administrator will set the levels of analysis as approved in the project-specific materials risk assessment workshop. These levels of analysis should not be changed during the project. More information on modifying the levels of analysis can be found in [Section 6.2.3.4.1 Analysis Configurations](#).

4.2 Level 1 Analysis

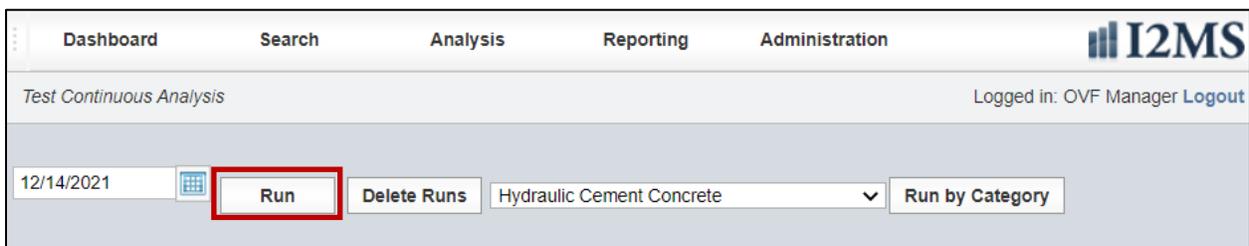
Level 1 continuous statistical analysis is a key component in the FHWA quarterly report. It compares the means and variances of OVF and CQAF (IQF) test results. The p-values (from the F- and t- tests) are reported for each analysis and tracked over time. This approach enables TxDOT to efficiently monitor the validation status of each analysis category daily and allows for more timely action to address non-validation.

Additional information on how the Level 1 continuous analysis works can be found in Section 4 of the DB QAP Implementation Guide.

4.2.1 Performing a Level 1 Statistical Analysis with a Manual Trigger

The manual analysis trigger functionality is for the I2MS Testing Manager role only. To manually trigger the analysis, the I2MS Testing Manager will need to select the I2MS manual trigger link. Once the link has been selected and the I2MS Testing Manager is logged in, the manual trigger view will be shown (Figure 4-1). The I2MS Testing Manager will choose a date from the calendar for the analysis run. This date can be a previous date from the current date. If the I2MS Testing Manager wants to run analyses on all categories (Asphalt, Hydraulic Cement Concrete, and Soils and Aggregates), select Run. Triggering the analyses for all categories is recommended since it will run all available Level 1 analysis runs.

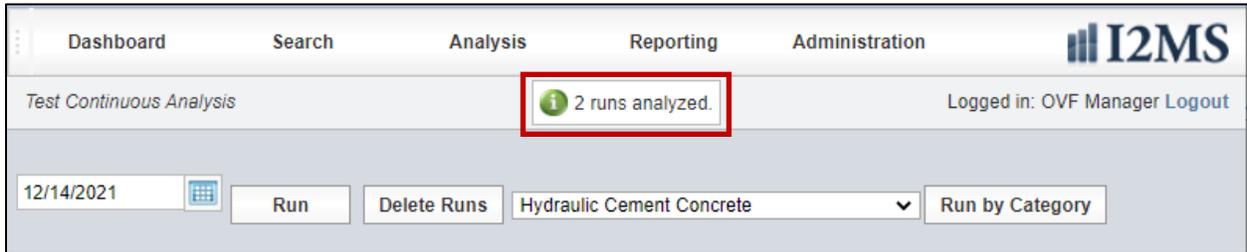
Figure 4-1: Manual Analysis Trigger



The screenshot displays the I2MS web application interface for manual analysis triggering. At the top, a navigation menu includes 'Dashboard', 'Search', 'Analysis', 'Reporting', and 'Administration'. The 'Analysis' menu item is selected. Below the navigation, the page title is 'Test Continuous Analysis' and the user is logged in as 'OVF Manager'. The main interface features a date selector set to '12/14/2021', a calendar icon, a 'Run' button (highlighted with a red box), a 'Delete Runs' button, a dropdown menu currently showing 'Hydraulic Cement Concrete', and a 'Run by Category' button.

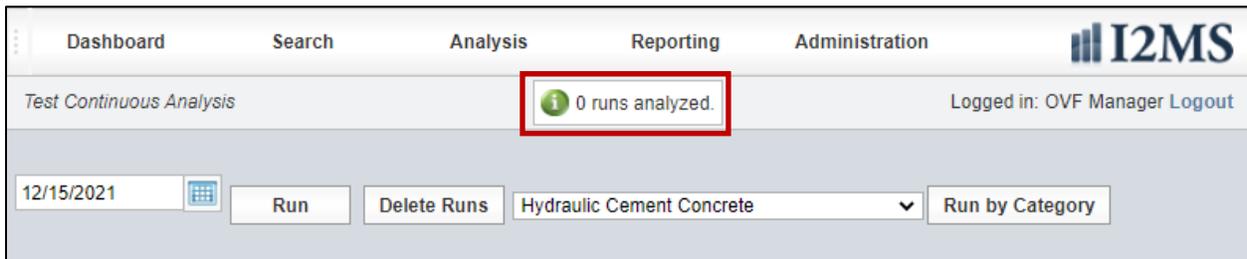
A message at the top of the page will display how many runs were analyzed as shown in Figure 4-2.

Figure 4-2: Manual Analysis Trigger – 2 Runs Analyzed



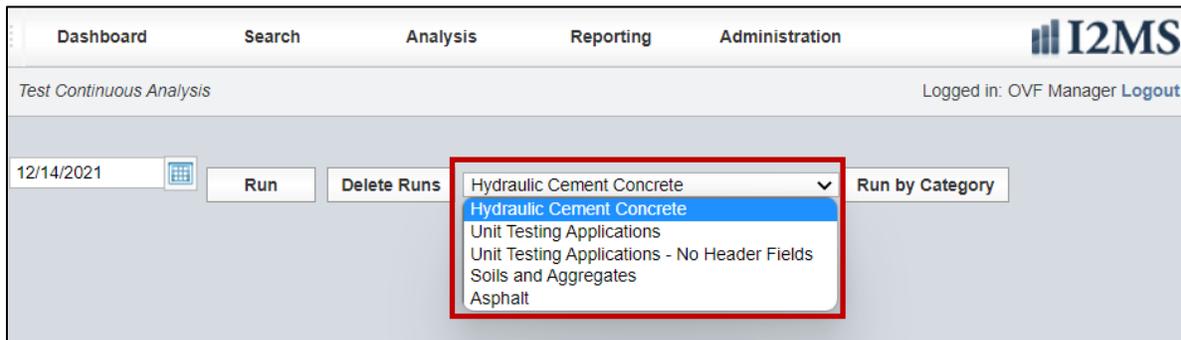
If there are no new OVF tests to trigger an analysis, then the message will state that there were “0 runs analyzed” as shown in Figure 4-3.

Figure 4-3: Manual Analysis Trigger – 0 Runs Analyzed



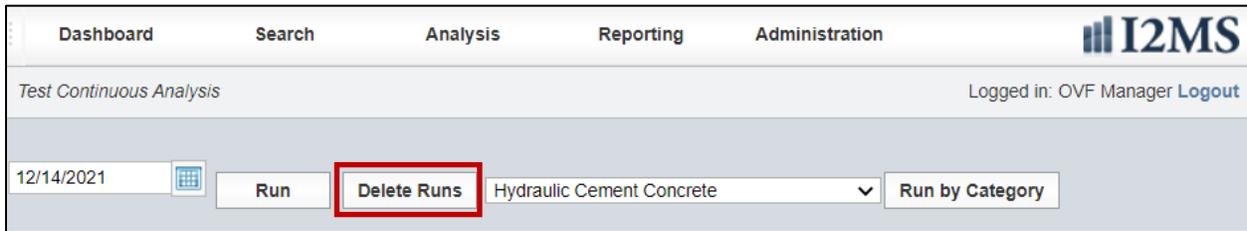
If an analysis needs to be run on just one category, then the I2MS Testing Manager can choose the drop-down menu and select the appropriate category (Figure 4-4). Choose only one of the three categories: Asphalt, Hydraulic Cement Concrete, and Soils and Aggregates. This feature is available but should not be used unless the I2MS Testing Manager is confident this is the only category with available data for analyses.

Figure 4-4: Manual Analysis Trigger – Run By Category



If the review of analyses indicates that test results were included in an incorrect analysis category, analyses for a given day may be deleted (Figure 4-5). The I2MS Testing Manager can delete the runs performed for a specific date, get the affected test results corrected and reapproved, and then re-run the analyses.

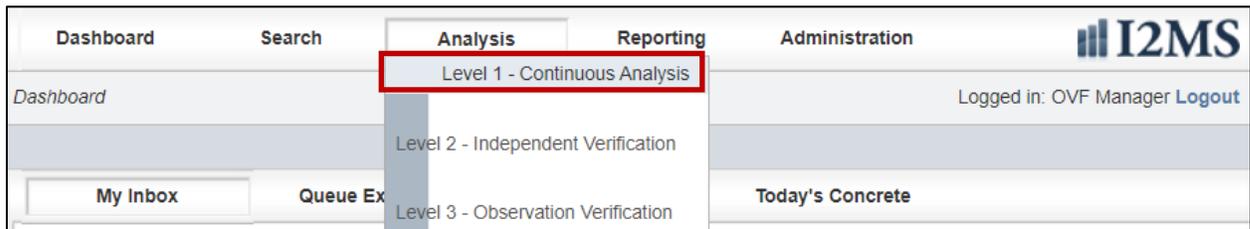
Figure 4-5: Manual Analysis Trigger – Delete Analysis Runs



4.2.2 Reviewing a Level 1 Statistical Analysis

Step 1. From the Navigation Bar, select Level 1- Continuous Analysis from the Analysis drop down menu (Figure 4-6).

Figure 4-6: Analysis – Level 1 Continuous Analysis



Step 2. The Current Analysis tab will be displayed showing results of the continuous analysis that was performed for each material application in which new data was analyzed. Figure 4-7 indicates “No data” for Asphalt and Hydraulic Cement Concrete which indicates that no new data was analyzed, however previous analyses can be found under the Historical Analyses tab.

The Current Analysis tab provides the I2MS Testing Manager with a snapshot of the most current analyses and those analyses that require attention. Analyses that will appear on this tab are:

- Analyses performed yesterday

- Analyses that require a comment from the I2MS Testing Manager
 - Non-validating analyses
 - Analyses that indicate continuously decreasing p-values (occurring three or more times in a row indicated by three downward red arrows)

When the results listed in the Current Analysis are addressed by entering a comment, those reports will no longer be shown under Current Analysis. They can be found under the Historical Analyses tab for future reference. Analyses that do not require a comment from the I2MS Testing Manager are automatically removed from the Current Analysis after one day and can be found under Historical Analyses.

Below, the only current analyses are in the Soils and Aggregates Analysis Group. Once the analyses have been reviewed and a comment added, then the analysis will no longer be shown under the Current Analyses but can be found under Historical Analyses.

Figure 4-7: Current Analyses Tab

Current Analyses												Historical Analyses																																																								
<input type="checkbox"/> Asphalt <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Analysis Date</th> <th>Material Application</th> <th>Test Method</th> <th>Value Field</th> <th>Spec Item</th> <th>Supplier</th> <th>Grade</th> <th>Material</th> <th>Alpha</th> <th>F p-value</th> <th>t p-value</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="12" style="text-align: right;">No data</td> </tr> </tbody> </table>																								Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value		No data																																
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No data																																																																				
<input type="checkbox"/> Hydraulic Cement Concrete <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Analysis Date</th> <th>Material Application</th> <th>Test Method</th> <th>Value Field</th> <th>Spec Item</th> <th>Supplier</th> <th>Grade</th> <th>Material</th> <th>Alpha</th> <th>F p-value</th> <th>t p-value</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="12" style="text-align: right;">No data</td> </tr> </tbody> </table>																								Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value		No data																																
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<input type="checkbox"/> Soils and Aggregates <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Analysis Date</th> <th>Material Application</th> <th>Test Method</th> <th>Value Field</th> <th>Spec Item</th> <th>Supplier</th> <th>Grade</th> <th>Alpha</th> <th>F p-value</th> <th>t p-value</th> <th></th> </tr> </thead> <tbody> <tr> <td>04/08/2022</td> <td>Untreated Base Course</td> <td>DB-106-E</td> <td>Plastic Index</td> <td>247</td> <td>Martin Marietta - Jerico Pit</td> <td>4</td> <td>0.01</td> <td>↓ 3.2 %</td> <td>↓ 33.5 %</td> <td>Details</td> </tr> <tr> <td>04/08/2022</td> <td>Untreated Base Course</td> <td>DB-140-E</td> <td>Average Depth:</td> <td>247</td> <td>Martin Marietta - Jerico Pit</td> <td>4</td> <td>0.01</td> <td>↓ 2.0 %</td> <td>↓ 52.8 %</td> <td>Details</td> </tr> <tr> <td colspan="12" style="text-align: right;">Page 1 of 1 (2 items)</td> </tr> </tbody> </table>																								Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Alpha	F p-value	t p-value		04/08/2022	Untreated Base Course	DB-106-E	Plastic Index	247	Martin Marietta - Jerico Pit	4	0.01	↓ 3.2 %	↓ 33.5 %	Details	04/08/2022	Untreated Base Course	DB-140-E	Average Depth:	247	Martin Marietta - Jerico Pit	4	0.01	↓ 2.0 %	↓ 52.8 %	Details	Page 1 of 1 (2 items)											
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Alpha	F p-value	t p-value																																																											
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04/08/2022	Untreated Base Course	DB-140-E	Average Depth:	247	Martin Marietta - Jerico Pit	4	0.01	↓ 2.0 %	↓ 52.8 %	Details																																																										
Page 1 of 1 (2 items)																																																																				

The OVF Testing Manager can monitor the status of validation for Level 1 analysis categories and record any action taken. Each line represents an analysis run for a given analysis category.

The green numbers represent F- and t-test p-values for analyses where the OV test results validate the CQAF (IQF) test results at the specified level of significance, and red numbers represent analyses that do not validate. Default levels of significance for each material

category can be found in the TxDOT DB QAP. These levels of significance were developed based on practical experience and are consistent with practices around the country.

The arrows to the left of the p-values indicate the trending of the moving F- and t- test analyses. Green upward arrows indicate a positive validation trend (increasing confidence in validation) and red downward arrows indicate a negative validation trend (decreasing confidence in validation). The number of arrows indicates how many times the analysis has moved in that direction, with a maximum of three arrows representing three or more movements in that direction. For example, a red number with one red downward arrow indicates that the material category is not validating and the last analysis indicated a decrease in the level of validation. I2MS enables TxDOT to evaluate these Level 1 tests practically in “real time” and take the necessary actions to proactively manage the project and minimize non-validation. The “details” button at the right of the screen allows TxDOT’s Materials Manager to record comments on the current analysis, view historical F- and t- test analysis results and comments, view a plot of the IQF and OV tests results against the date of each test, and view specific test identification (sample date, tested by, material code, etc.) for each test in the analysis.

The Table 4-1 below describes various scenarios that indicates the p-values validation status and trending of F and t test analyses.

Table 4-1: Icons and Descriptions of Level 1 Analysis

Icon	Description
Up arrow(s)	Up arrows are used to indicate the calculated p-value is trending up over time.
Down arrow(s)	Down arrows are used to indicate the calculated p-value is trending down over time.
Green calculated values	Indicates that the p-value is greater than the Level of Significance(α value).
Red calculated values	Indicates that the p-value is less than the Level of Significance (α value).

Step 3. Notice that the values shown in green (3.2%, 33.5% and 2.0%, 52.8%) with red arrow icons pointing down for each test value. To view the results of a specific analysis, select the Details button at the far right of each analysis run (Figure 4-8).

Figure 4-8: Current Analyses – Select Details

Soils and Aggregates										
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Alpha	F p-value	t p-value	
04/08/2022	Untreated Base Course	DB-106-E	Plastic Index	247	Martin Marietta - Jerico Pit	4	0.01	↓ 3.2 %	↓ 33.5 %	Details
04/08/2022	Untreated Base Course	DB-140-E	Average Depth:	247	Martin Marietta - Jerico Pit	4	0.01	↓ 2.0 %	↓ 52.8 %	Details

Page 1 of 1 (2 items)

Step 4. The Details page (Figure 4-9) provides a general material description in the upper portion of the display and two tabs (Last 10 Analyses and the Data Sets) in the lower portion of the display.

Note – The general material description provides CVL information to indicate which analysis category is shown in the analysis run.

The Last 10 Analyses is shown in Figure 4-9 and represents an overview of the last ten analyses that were performed for the material application. In this example, the α value for this material application is 0.010 or 1.0%. All analysis runs show validating results with p-values above the Alpha value. Since there are three down red arrows for the F-p-value (Figure 4-8), a comment must be entered for the analysis to be removed from the Current Analysis table. The I2MS Testing Manager will need to review the Data Sets tab to evaluate why this analysis is trending downward.

Figure 4-9: Level 1 Analysis – Detail View – Last 10 Analyses

DB-140-E Average Depth:

Analysis Date	04/08/2022	Alpha	0.010
F p-value	2.0 %	t p-value	52.8 %
Spec Item	247	Supplier	Martin Marietta - Jerico Pit
Grade	4		

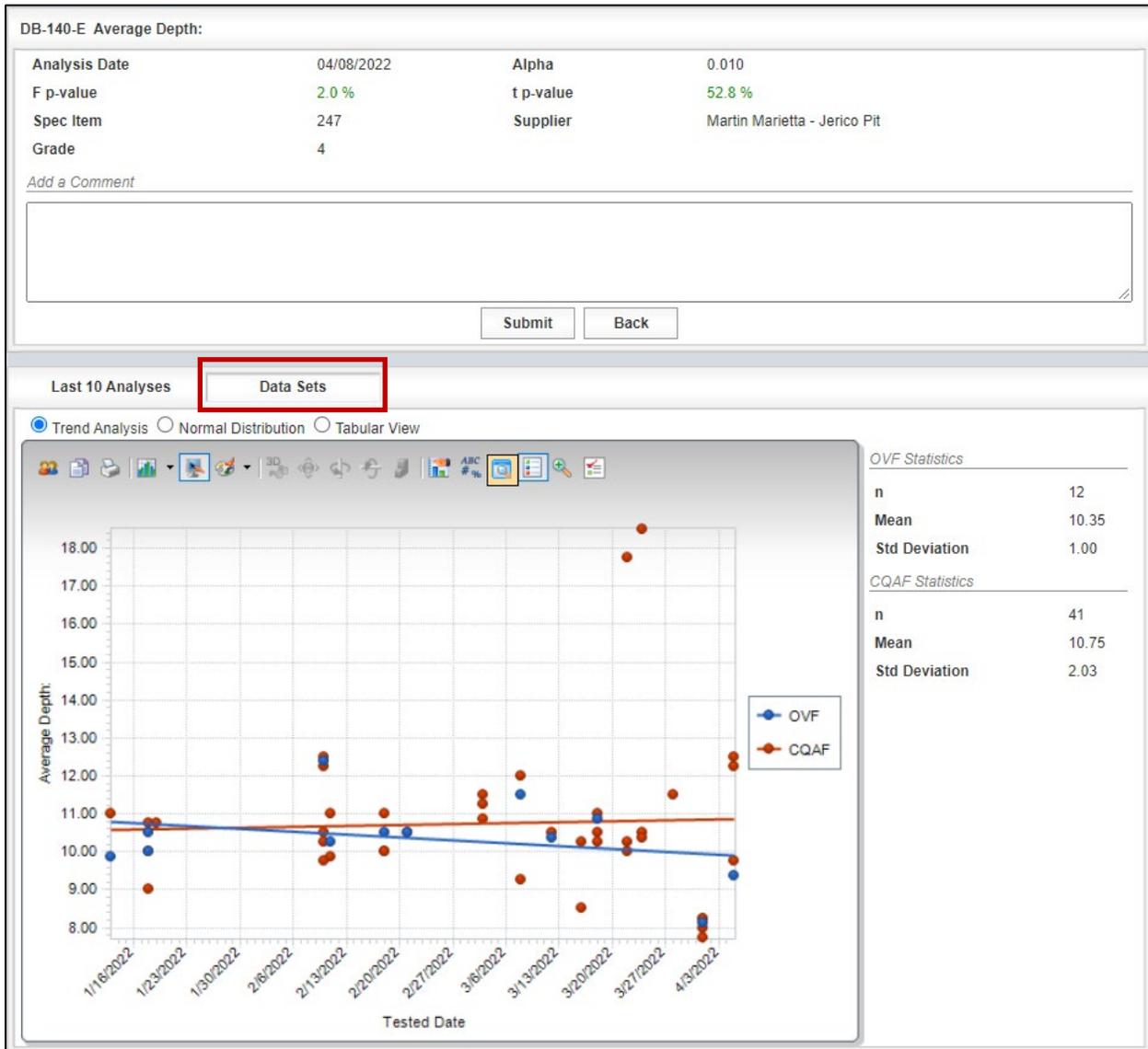
Add a Comment

Analysis Date	nOV	nQAF	F p-value	t p-value	Comments
04/08/2022	12	41	2.0 %	52.8 %	
03/22/2022	10	28	28.4 %	96.9 %	
03/17/2022	10	25	43.0 %	61.0 %	
03/12/2022	9	24	53.2 %	65.6 %	
02/23/2022	12	26	31.4 %	61.6 %	
02/17/2022	10	24	30.9 %	74.9 %	
01/19/2022	8	21	40.2 %	98.0 %	
01/14/2022	6	18	64.4 %	93.8 %	
01/03/2022	5	20	53.6 %	96.5 %	
12/13/2021	4	20	65.4 %	91.5 %	

Page 1 of 1 (10 items)

Step 5. To view various statistical parameters for the selected analysis run, the user can select the Data Sets tab as shown Figure 4-10.

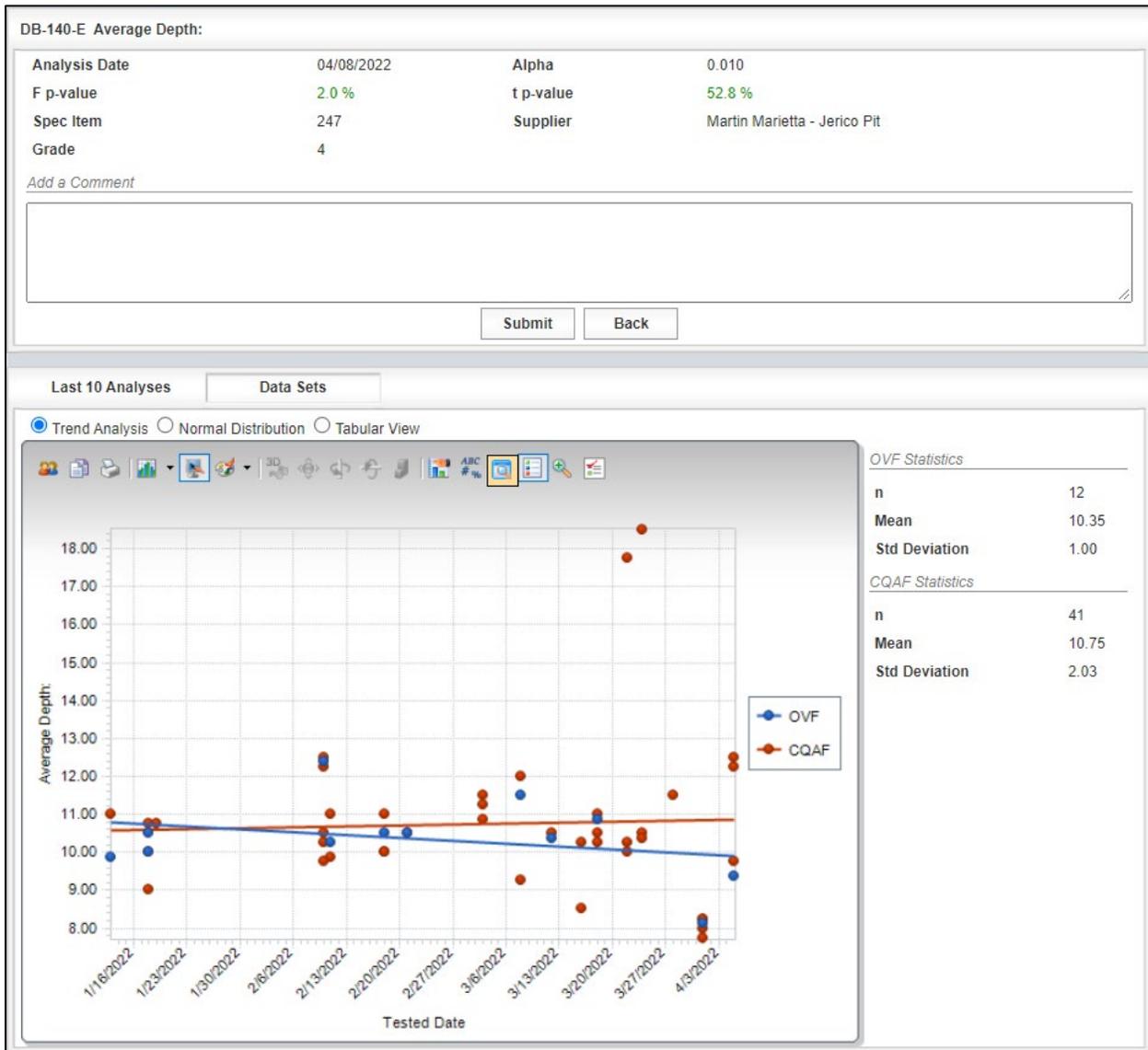
Figure 4-10: Level 1 Analysis - Details – Data Sets



Step 6. This Data Sets view provides the user with graphical results of:

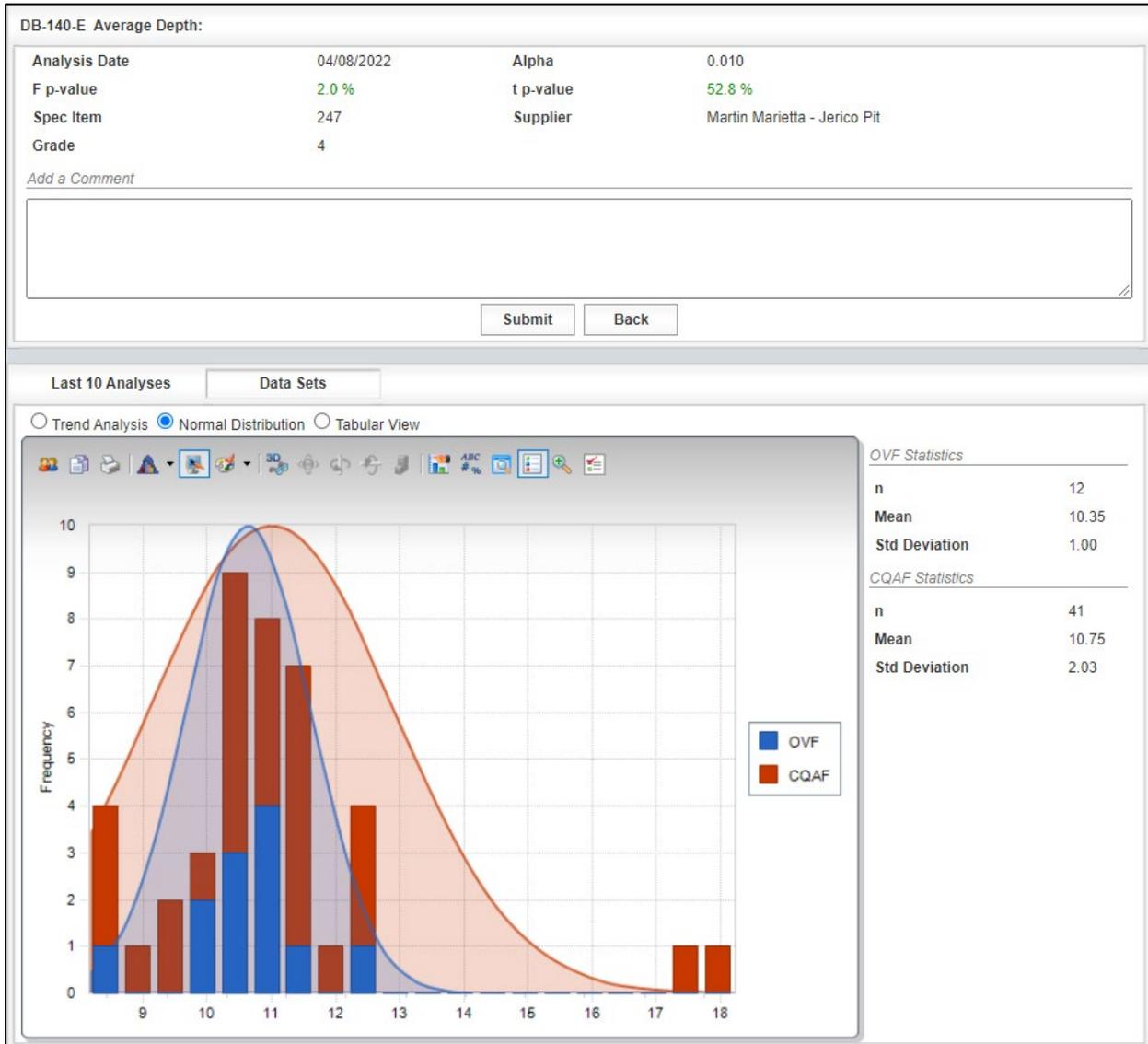
- Trend Analysis – OVF and CQAF (IQF) test results graphed over time. OVF and CQAF (IQF) statistics are also displayed to the right of the graph (Figure 4-11).

Figure 4-11: Level 1 Analysis - Details – Data Sets – Trend Analysis



- Normal Distribution – Normalized distribution of OVF and CQAF (IQF) data (Figure 4-12).

Figure 4-12: Level 1 Analysis - Details – Data Sets – Normal Distribution



- Tabular View – Displays the raw OVF and CQAF (IQF) data used in the statistical analysis. A scroll bar is provided to view the data to the right of the screen as well as a “next” page feature at the bottom of the screen (Figure 4-13).

Figure 4-13: Level 1 Analysis - Details – Data Sets – Tabular View

DB-140-E Average Depth:

Analysis Date	04/08/2022	Alpha	0.010
F p-value	2.0 %	t p-value	52.8 %
Spec Item	247	Supplier	Martin Marietta - Jerico Pit
Grade	4		

Add a Comment

Submit Back

Last 10 Analyses Data Sets

Trend Analysis Normal Distribution Tabular View

Owner	Tested Date	Average Depth:	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Sampled By	Spec Year
OVF	04/05/2022	9.375	JG220405-03A	4/5/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	04/01/2022	8.125	JG220401-04A	4/1/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	03/18/2022	10.875	JG220318-04A	3/18/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	03/12/2022	10.375	JG220312-01A	3/12/2022 12:00:00 AM	Random Independ...		Original	Segmen...	Juan J. Garcia	2004
OVF	03/08/2022	11.5	JG220308-01A	3/8/2022 12:00:00 AM	Random Independ...		Original		Juan C Cast...	2004
OVF	02/21/2022	10.5	JG220221-01A	2/21/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	02/18/2022	10.5	JG220218-03A	2/18/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	02/11/2022	10.25	JG220211-01A	2/11/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	02/10/2022	12.375	JG220210-04A	2/10/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	01/18/2022	10.5	JG220118-01A	1/18/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
OVF	01/18/2022	10	JG220118-03A	1/18/2022 12:00:00 AM	Random Independ...		Original	Segmen...	Juan J. Garcia	2004
OVF	01/13/2022	9.875	JG220113-02A	1/13/2022 12:00:00 AM	Random Independ...		Original		Juan J. Garcia	2004
CQAF	04/05/2022	9.75	JAX2204050	4/5/2022 2:12:13 PM	Random Independ...		Original	Segmen...	Jocsan Pecero	2004
CQAF	04/05/2022	12.25		2022 2:13:18 PM	Random Independ...		Original	Segmen...	Jocsan Pecero	2004
CQAF	04/05/2022	2.5		2022 2:14:05 PM			Original	Segmen...	Jocsan Pecero	2004

Scroll bar

Next page

Page 1 of 4 (53 items)

Step 7. The user can add a comment in the box in the upper portion of the display. Once the Submit key is selected, the comment will appear for the selected analysis run. The comment may discuss the trend in analysis status, actions taken as a result of this analysis run, or other relevant information to this analysis category. In the example shown in Figure 4-14, if the user entered a comment, it would be displayed for the 04/08/2022 analysis. Select the Submit key to save the results.

When the comment is added to the record, the BACK button on the I2MS user interface should be selected to navigate back to the Current Analysis tab. The user may not see the most recent actions/updates reflected if the web browser back arrow is used instead of the Back button in the I2MS user interface.

Figure 4-14: Level 1 Analysis - Details – Add a Comment

DB-140-E Average Depth:

Analysis Date	04/08/2022	Alpha	0.010
F p-value	2.0 %	t p-value	52.8 %
Spec Item	247	Supplier	Martin Marietta - Jerico Pit
Grade	4		

Add a Comment

Add Comment Here

Trend Analysis
 Normal Distribution
 Tabular View

Owner	Tested Date	Average Depth:	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Sampled By	Spec Year

4.2.3 Reviewing a Level 1 Historical Analysis

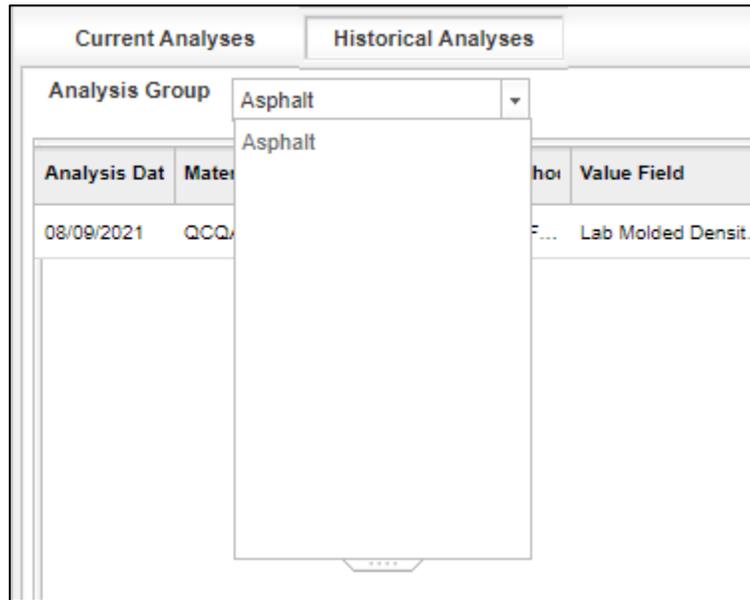
Step 1. To view historical analyses, select the Historical Analysis Tab (Figure 4-15).

Figure 4-15: Historical Analyses

Current Analyses		Historical Analyses									
[-] Asphalt											
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
											No data
[-] Hydraulic Cement Concrete											
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
											No data
[-] Soils and Aggregates											
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
											No data

Step 2. Then select the desired Analysis Group from the drop-down menu. If an analysis has run for an Analysis Group, the Analysis Group will show up in the drop down menu. In the example in Figure 4-16, the only analysis available is the Asphalt Analysis Group.

Figure 4-16: Historical Analyses Tab – Select Analysis Group – Example 1



In the example in Figure 4-17, all three analysis groups are available to review since analyses have been performed for Asphalt, Hydraulic Cement Concrete, and Soils and Aggregates.

Figure 4-17: Historical Analyses Tab – Select Analysis Group – Example 2

Current Analyses		Historical Analyses											
Analysis Group		Search											
Analysis Date	Material	Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value			
04/08/2022	QCC	Asphalt	7-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	80.8 %	66.3 %	Details	
04/08/2022	QCC	Asphalt	5-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	4.1 %	53.4 %	Details	
04/05/2022	QCC	Asphalt	5-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	5.1 %	96.2 %	Details	
04/05/2022	QCC	Asphalt	7-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	78.3 %	89.2 %	Details	
03/30/2022	QCC	Asphalt	7-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	50.6 %	58.6 %	Details	
03/30/2022	QCC	Asphalt	5-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	4.3 %	69.4 %	Details	
03/28/2022	QCC	Asphalt	5-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	3.4 %	65.5 %	Details	
03/28/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	66.5 %	57.6 %	Details		
03/22/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	97.4 %	89.0 %	Details		
03/22/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	62.7 %	65.0 %	Details		
03/17/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	344	DPJV A-1	344MixS...	D#14	0.025	19.7 %	16.7 %	Details		
03/17/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	344	DPJV A-1	344MixS...	D#14	0.025	73.0 %	73.2 %	Details		
01/31/2022	QCQA ACP - Complete Mix...	DB-207-F...	In Place Air Void, %	341	Texas Cordia P...	341MixT...	D#03	0.025	6.0 %	33.3 %	Details		
01/27/2022	QCQA ACP - Complete Mix...	DB-207-F...	In Place Air Void, %	341	Texas Cordia P...	341MixT...	D#03	0.025	74.9 %	80.8 %	Details		
01/27/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	341	Texas Cordia P...	341MixT...	D#03	0.025	25.8 %	100.0 %	Details		
01/27/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	D#03	0.025	44.6 %	82.2 %	Details		
01/05/2022	QCQA ACP - Complete Mix...	DB-207-F...	In Place Air Void, %	341	Texas Cordia P...	341MixT...	110	0.025	72.0 %	82.8 %	Details		
01/04/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	110	0.025	11.1 %	1.8 %	Details		
01/04/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	341	Texas Cordia P...	341MixT...	110	0.025	70.0 %	2.7 %	Details		
01/03/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	110	0.025	23.5 %	3.1 %	Details		

Navigation controls: Home, Previous, Stop, Next, End

Step 3. To view the results of a specific analysis, select the Details button at the far right of the desired analysis run (Figure 4-18). Then follow Steps 3 through 7 as shown in [Section 4.2.2 Reviewing a Level 1 Statistical Analysis](#).

Figure 4-18: Historical Analyses Tab – Select Details

01/27/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	341	Texas Cordia P...	341MixT...	D#03	0.025	25.8 %	100.0 %	Details
01/27/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	D#03	0.025	44.6 %	82.2 %	Details
01/05/2022	QCQA ACP - Complete Mix...	DB-207-F...	In Place Air Void, %	341	Texas Cordia P...	341MixT...	110	0.025	72.0 %	82.8 %	Details
01/04/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	110	0.025	11.1 %	1.8 %	Details
01/04/2022	QCQA ACP - Complete Mix...	DB-236-F	Asphalt Content, %:	341	Texas Cordia P...	341MixT...	110	0.025	70.0 %	2.7 %	Details
01/03/2022	QCQA ACP - Complete Mix...	DB-207-F...	Lab Molded Density...	341	Texas Cordia P...	341MixT...	110	0.025	23.5 %	3.1 %	Details

Page 1 of 2 (32 items)

4.2.4 Searching a Level 1 Statistical Analysis

A search tool is available for Level 1 Historical Analyses.

Step 1. From the Navigation Bar, select Level 1 – Continuous Analysis from the Analysis drop down menu (Figure 4-19).

Figure 4-19: Analysis -> Level 1 – Continuous Analysis

The screenshot shows the I2MS software interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Search', 'Analysis', 'Reporting', and 'Administration'. The 'Analysis' tab is active, and a dropdown menu is open, showing 'Level 1 - Continuous Analysis' selected and highlighted with a red box. Below the navigation bar, there is a 'My Inbox' section and a 'Queue' section with a dropdown menu set to 'OVF Testing Approval Queue'. The main content area displays a table of analysis results with columns for Sample ID, Sampled Date, Form Name, Assignee, Status, Notes, For Analysis, and Options. The table contains several rows of data, all with a 'Pending' status.

Sample ID	Sampled Date	Form Name	Assignee	Status	Notes	For Analysis	Options
IQF2112140915	12/14/2021	DB-104-6		Pending		<input type="checkbox"/>	Options
IQF2112141230	12/14/2021	DB-140-E		Pending		<input type="checkbox"/>	Options
OVF2112141700	12/14/2021	DB-207-FPL		Pending		<input type="checkbox"/>	Options
IQF2112131530	12/13/2021	DB-200/07/36		Pending		<input type="checkbox"/>	Options
OVF2112131400	12/13/2021	DB-110-E		Pending	4	<input type="checkbox"/>	Options
OVF2112131630	12/13/2021	DB-101-E, Part III		Pending		<input type="checkbox"/>	Options

Step 2. Select Historical Analyses (Figure 4-20).

Figure 4-20: Level 1 Historical Analyses

Dashboard Search Analysis Reporting Administration **I2MS**

Level 1 - Continuous Analysis Logged in: OVF Manager Logout

Current Analyses **Historical Analyses**

[-] Asphalt

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

[-] Hydraulic Cement Concrete

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

[-] Soils and Aggregates

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

Step 3. Select Search (Figure 4-21).

Figure 4-21: Level 1 Historical Analyses - Search

Current Analyses **Historical Analyses**

Analysis Group Asphalt

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
03/31/2022	QCQAACP - Complete ...	DB-236-F	Asphalt Content, %:	3224	Austin Bridge & Road	341MixTyB	BP1B...	0.025	87.5 %	9.2 %	Details
03/31/2022	QCQAACP - Complete ...	DB-207-...	Lab Molded Densi...	346	Reynolds Asphalt Sa...	346MixS...	1914F	0.025	26.8 %	55.1 %	Details
03/31/2022	QCQAACP - Complete ...	DB-207-...	Lab Molded Densi...	3224	Austin Bridge & Road	341MixTyB	FT1B...	0.025	95.6 %	25.8 %	Details
03/31/2022	QCQAACP - Complete ...	DB-207-...	Lab Molded Densi...	3224	Austin Bridge & Road	341MixTyB	BP1B...	0.025	19.4 %	74.5 %	Details
03/31/2022	QCQAACP - Complete ...	DB-236-F	Asphalt Content, %:	3224	Austin Bridge & Road	341MixTyC	FT1C...	0.025	0.0 %	0.0 %	Details
03/31/2022	QCQAACP - Complete ...	DB-207-...	Lab Molded Densi...	3224	Reynolds Asphalt Sa...	341MixTyC	1114C	0.025	92.6 %	100.0 %	Details

Step 4. The Search Continuous Analysis tool has several different parameters the user can select from drop-down menus to define the search (Figure 4-22).

Figure 4-22: Level 1 Historical Analyses – Search Continuous Analysis

Step 5. Once the user has chosen the parameters, select the Search button to perform the search (Figure 4-23).

Figure 4-23: Level 1 Historical Analyses – Search Continuous Analysis

Step 6. The search will return all results that match the parameters selected. Even if the Analysis Group “Hydraulic Cement Concrete” or “Soils and Aggregates” is

selected as one of the parameters, the search result shows the Analysis Group as Asphalt. The display will show “Asphalt” for the analysis group regardless of which analysis group is listed in the search results. This is a known glitch in I2MS (Figure 4-24).

The user may select “Details” as shown in Step 3 of [4.2.2 Reviewing a Level 1 Statistical Analysis](#) to review the analysis run.

The user may also select “Return to Search” to change any of the search parameters and resubmit the search. A third option is that the user may choose “Clear Search” which clears the parameters of the previous search and takes the user back to the Historical Analyses page. To perform another search the user will need to select “Search.”

Figure 4-24: Level 1 Historical Analyses – Search Results

Current Analyses		Historical Analyses									
Analysis Group		Asphalt									
										Clear Search	Return to Search
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
06/02/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	74.3 %	9.2 %	Details
06/03/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	75.3 %	7.7 %	Details
06/05/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	89.2 %	11.9 %	Details
06/08/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	87.0 %	10.2 %	Details
06/09/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	37.1 %	33.0 %	Details
06/11/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	46.6 %	41.3 %	Details
06/16/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	34.9 %	25.8 %	Details
06/26/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	44.3 %	14.9 %	Details
06/30/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	47.9 %	9.7 %	Details
06/30/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	34.9 %	5.3 %	Details
07/01/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	25.3 %	2.8 %	Details
07/08/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	21.8 %	14.0 %	Details
07/10/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	31.0 %	27.4 %	Details
07/15/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	52.5 %	12.3 %	Details
07/15/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	4674 CB	0.025	36.1 %	48.7 %	Details
07/17/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	81.7 %	13.8 %	Details
07/21/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	46.0 %	10.6 %	Details
07/22/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	58.1 %	15.9 %	Details
07/24/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCLG5...	0.025	58.5 %	61.8 %	Details
07/28/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Argos-128	C	8558 AAC	0.025	45.8 %	14.0 %	Details

Page 1 of 5 (98 items)

Step 7. If the user selects “Details” and then decides to perform another search the user selects “Back” (Figure 4-25).

Figure 4-25: Level 1 Historical Analyses – Select Back

DB-418-A Average Strength

Analysis Date	06/02/2020	Alpha	0.025
F p-value	74.3 %	t p-value	9.2 %
Spec Item	416	Supplier	Redi-Mix-71
Grade	C	Material	DTCIG5E2

Add a Comment

Step 8. This will take the user back to the “Current Analyses” page. The user will need to select “Historical Analyses” which will show the user the search results that was previously performed (Figure 4-26).

Figure 4-26: Level 1 Historical Analyses

Asphalt

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

Hydraulic Cement Concrete

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

Soils and Aggregates

Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value	
No data											

Step 9. To change search parameters, select “Return to Search” (Figure 4-27).

Figure 4-27: Level 1 Historical Analyses – Return to Search and Clear Search

Current Analyses		Historical Analyses										
Analysis Group Hydraulic Cement Concrete											Clear Search	Return to Search
Analysis Date	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Alpha	F p-value	t p-value		
06/02/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	74.3 %	9.2 %	Details	
06/03/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	75.3 %	7.7 %	Details	
06/05/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	89.2 %	11.9 %	Details	
06/08/2020	HCC - Structural Complete Mix...	DB-418-A	Average Strength (28 ...	416	Redi-Mix...	C	DTCIG5E2	0.025	87.0 %	10.2 %	Details	

Step 10. As mentioned, the user may choose “Clear Search” which clears the parameters of the previous search and takes the user back to the Historical Analyses page. To perform another search the user will need to select “Search.”

4.3 Level 2 Analysis

Level 2 analysis provides independent verification for those materials that are secondary indicators of performance. An example is the slump test for hydraulic cement concrete. The CQAF (IQF) testing frequency is required to be in compliance with the DB Guide schedule and the OVF testing frequency should be in accordance with the project-specific OV Levels for Materials Testing Validation/Verification in Appendix D of the DB QAP.

The Level 2 analysis in I2MS utilizes an independent verification approach. The OVF and CQAF (IQF) test results are plotted on a graph for the I2MS Testing Manager to review and make an independent determination whether the results are verified. This feature is available in I2MS and is further explained below.

4.3.1 Performing a Level 2 Independent Verification Analysis

Step 1. From the Navigation Bar, select Level 2- Independent Verification from the Analysis drop down menu (Figure 4-28).

Figure 4-28: Level 2 Independent Verification

Dashboard	Search	Analysis	Reporting	Administration
Dashboard		Level 1 - Continuous Analysis		
		Level 2 - Independent Verification		
		Level 3 - Observation Verification		

Step 2. The Current Categories page will be displayed for each material category for which data has been approved. Also displayed is the Date Last Verified field which provides useful information on when the particular analysis category was last analyzed (Figure 4-29).

Figure 4-29: Level 2 Independent Verification – Current Analysis Categories

Current Categories		Historical Analyses									
[-] Asphalt											
Material Application	Test Metho	Value Field	Spec Iter	Supplier	Grade	Materia	nCQAF	nOV	Date Last Verifie		
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1-1/2" sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1" sieve size)	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(3/4" sieve s...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.8 sieve ...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.16 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.30 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.50 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.200 siev...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
QCQA ACP - Complete M...	DB-227-F	Rice Specific Gravity (Gr):	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details	
											Page 1 of 1 (9 items)
[-] Hydraulic Cement Concrete											
Material Application	Test Meth	Value Field	Spec It	Supplier	Grade	Material	nCQA	nOV	Date Last Ver		
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(3/4"...	421	Hanson - Servtex	CoA...	Grade 6 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(1/2"...	421	Hanson - Servtex	CoA...	Grade 6 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(3/8"...	421	Hanson - Servtex	CoA...	Grade 6 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(No....	421	Hanson - Servtex	CoA...	Grade 6 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(No....	421	Hanson - Servtex	CoA...	Grade 6 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(1-1/...	421	Hanson - Servtex	CoA...	Grade 4 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(1" si...	421	Hanson - Servtex	CoA...	Grade 4 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(1/2"...	421	Hanson - Servtex	CoA...	Grade 4 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(No....	421	Hanson - Servtex	CoA...	Grade 4 Ag...	1	0	04/07/2022	Details	
HCC - Coarse Aggregate	DB-401-A	Cumulative Percent Passing(No....	421	Hanson - Servtex	CoA...	Grade 4 Ag...	1	0	04/07/2022	Details	

Step 3. To view the test results in a given analysis category, select the Details link on the far right each of run (Figure 4-30).

Figure 4-30: Level 2 Independent Verification – Details

nOV	Date Last Verifie	
2	04/06/2022	Details
2	04/06/2022	Details
2	04/06/2022	Details

Step 4. The Details view appears as shown in Figure 4-31. The Details page provides a general material description in the upper portion of the display and two tabs (Data Sets and Last 10 Verifications) in the lower portion of the display.

Figure 4-31: Level 2 Independent Verification – Current Categories - Details

DB-227-F Rice Specific Gravity (Gr):

Date Last Verified	04/06/2022	Supplier	DPJV A-1
Spec Item	344	Material	D#14
Grade	344MixSPB		

Add a Comment

Verified
 Not Verified (Comment Required)

Submit Back

Data Sets
Last 10 Verifications

Tabular View
 Trend Analysis
 Normal Distribution

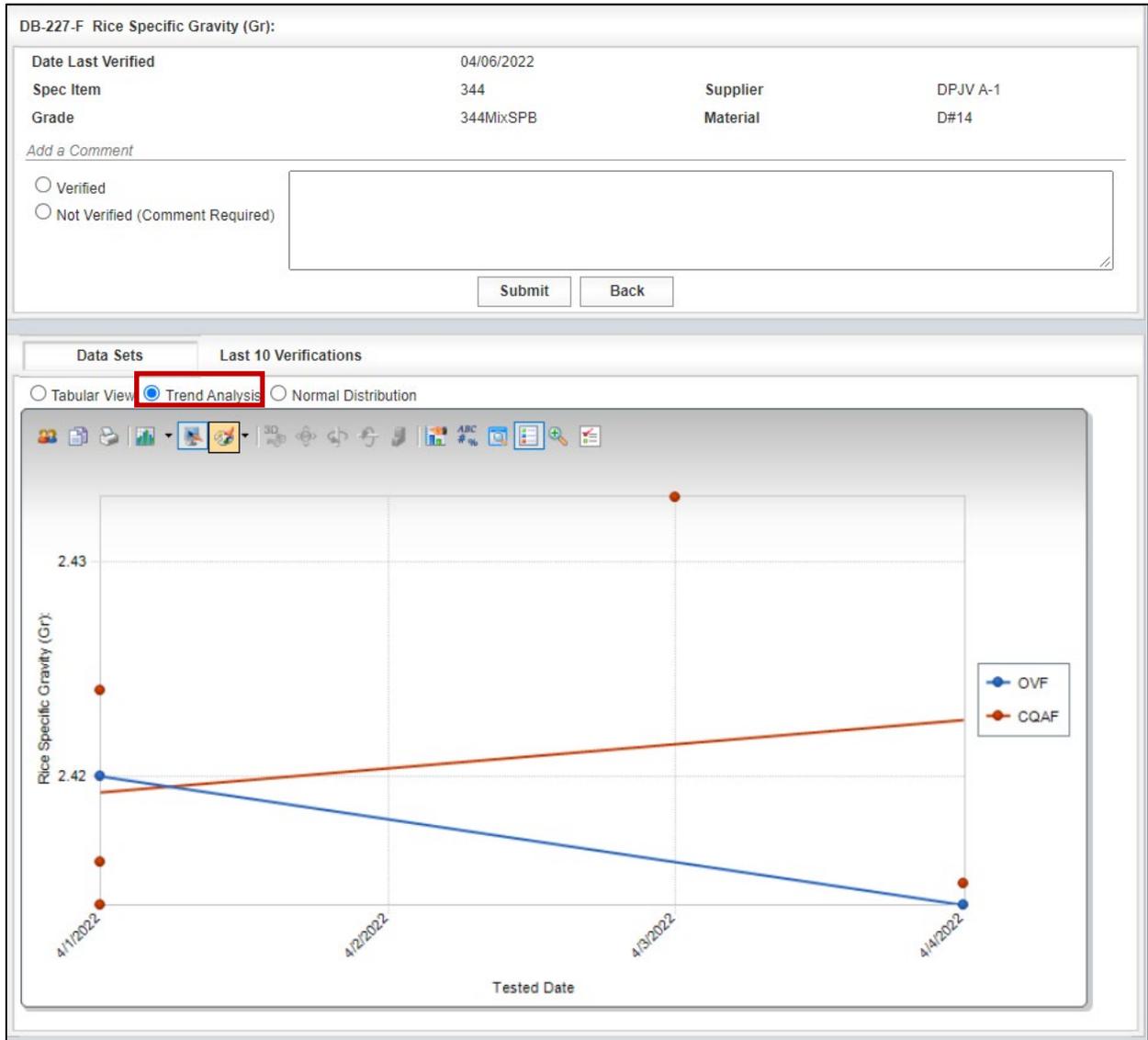
Tested Date	Rice Specific Gravity (Gr)	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Sampled By	Spec Year
Owner: OVF									
04/04/2022	2.414	JA220404-01	04/04/2022	Random Independ...		Original	Segmen...	John Aleman	2004
04/01/2022	2.42	JA220401-01	04/01/2022	Random Independ...		Original		John Aleman	2004
Owner: CQAF									
04/01/2022	2.424	HOC22040101A	04/01/2022	Random Independ...		Original	Segmen...	Hector Carmona	2004
04/01/2022	2.416	HOC22040102A	04/01/2022	Random Independ...		Original	Segmen...	Hector Carmona	2004
04/01/2022	2.414	HOC22040103A	04/01/2022	Random Independ...		Original	Segmen...	Hector Carmona	2004
04/03/2022	2.433	HOC22040309A	04/03/2022	Random Independ...		Original	Segmen...	Hector Carmona	2004
04/04/2022	2.415	HOC22040401A	04/04/2022	Random Independ...		Original	Segmen...	Hector Carmona	2004

Page 1 of 1 (7 items)

Step 5. The Data Sets tab is shown above in Figure 4-31 with the Tabular View option selected. This view displays the OVF and CQAF (IQF) data for a quick comparison.

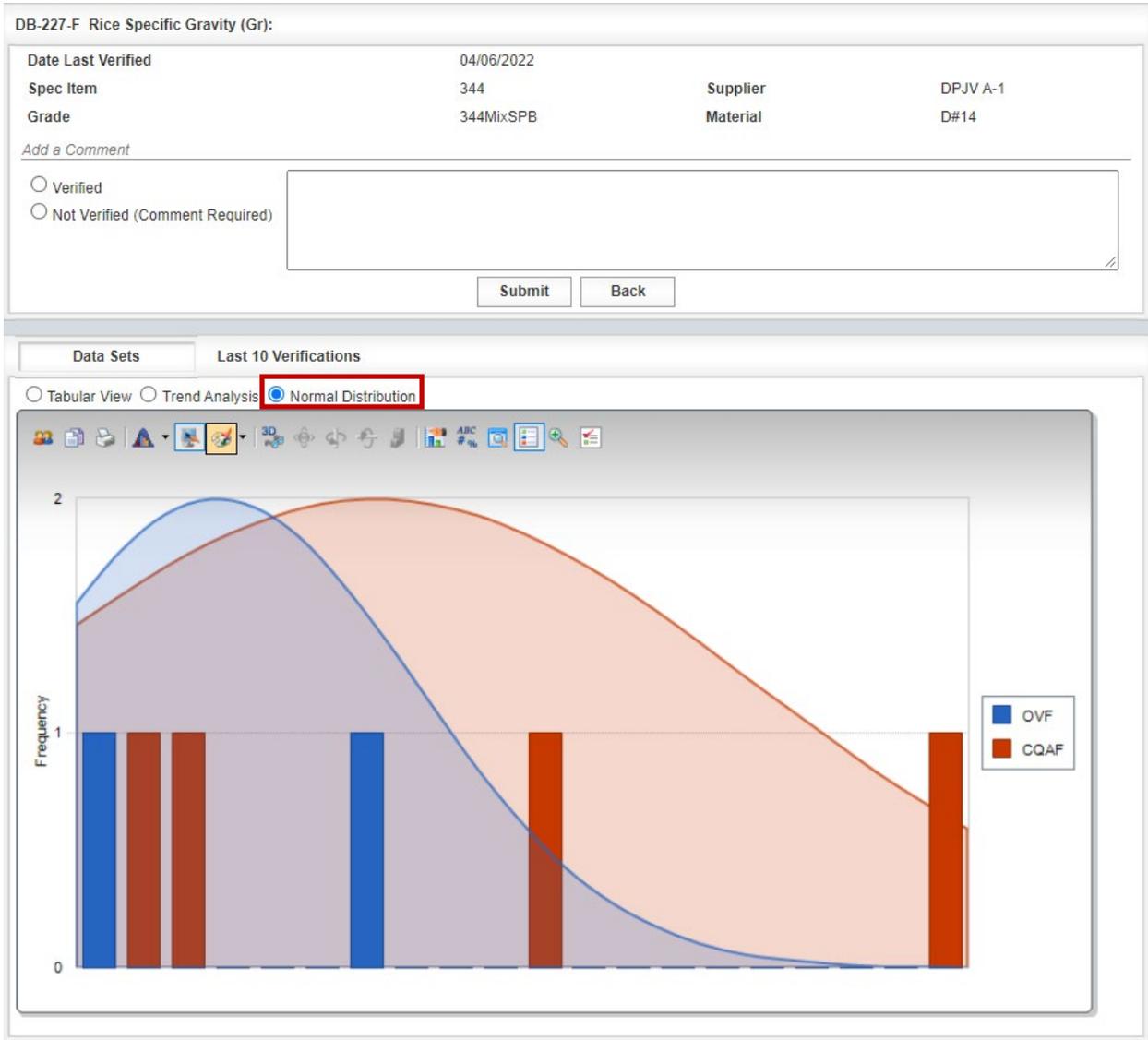
Step 6. Trend Analysis can also be selected by the user as shown in Figure 4-32.

Figure 4-32: Level 2 Independent Verification – Current Categories – Trend Analysis



Step 7: Normal Distribution can also be selected by the user as shown in Figure 4-33.

Figure 4-33: Level 2 Independent Verification – Current Categories – Normal Distribution



Step 8. Based on the results obtained, the user has the option of selecting “Verified” or “Not Verified” in the upper portion of the display (Figure 4-34). Note that a comment is optional when selecting “Verified,” but required when selecting “Not Verified.” Select the Submit key to save the results.

Note: Records will remain in the Current Categories display (see Step 2 above) until the Level 2 verification process is completed (either Verified or Not Verified) and the submit key is selected. Once the verification process is

completed, the record is transferred to the Historical Analysis tab for future reference.

Figure 4-34: Level 2 Independent Verification – Current Categories – Verification

DB-227-F Rice Specific Gravity (Gr):

Date Last Verified	04/06/2022	Supplier	DPJV A-1
Spec Item	344	Material	D#14
Grade	344MixSPB		

Add a Comment

Verified
 Not Verified (Comment Required)

Insert Comment Here

Submit Back

4.3.2 Reviewing a Level 2 Independent Verification Historical Analysis

- Step 1. From the Navigation Bar, select Level 2- Independent Verification from the Analysis drop down menu. To view historical analyses, select the Historical Analyses Tab (Figure 4-35).

Figure 4-35: Historical Analyses

Current Categories		Historical Analyses									
Asphalt											
Material Application	Test Metho	Value Field	Spec Itn	Supplier	Grade	Materia	nCQAF	nOV	Date Last Verifie		
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1-1/2" sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1" sieve size)	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(3/4" sieve s...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.8 sieve ...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.16 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.30 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.50 sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(No.200 siev...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
QCQA ACP - Complete M...	DB-227-F	Rice Specific Gravity (Gr):	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022		Details
Page 1 of 1 (9 items)											
Hydraulic Cement Concrete											
Material Application	Test Meth	Value Field	Spec Itn	Supplier	Grade	Material	nCQA	nOV	Date Last Ver		

Step 2. Then select the desired Analysis Group from the drop-down menu (Figure 4-36). If an analysis has run for an Analysis Group, the Analysis Group will show up in the drop down menu. In the example below, all three analysis groups are available to review since analyses have been performed for Asphalt, Hydraulic Cement Concrete, and Soils and Aggregates.

Figure 4-36: Historical Analyses Tab – Select Analysis Group

Date Verified	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Status	nCQAF	nOV	Details
04/07/2022	HCC - Soils and Aggregates		Color of the Supernatant Liquid	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	3	3	Details
04/07/2022	HCC - Soils and Aggregates		Color of the Supernatant Liquid	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Soils and Aggregates		Fineness Modulus	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Soils and Aggregates		Fineness Modulus	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Soils and Aggregates		Cumulative Percent Passing(No.200 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Soils and Aggregates		Cumulative Percent Passing(No.100 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Soils and Aggregates		Cumulative Percent Passing(No.50 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.30 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.16 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.8 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.4 sieve ...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(3/8" sieve si...	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.200 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.100 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.50 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.30 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.16 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.8 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(No.4 sieve ...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-401-A		Cumulative Percent Passing(3/8" sieve si...	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details

Step 3. The user may select “Details” as shown in Step 3 of [4.3.1 Performing a Level 2 Independent Verification Analysis](#) to review the analysis (Figure 4-37).

Figure 4-37: Historical Analyses Tab – Select Details

Date Verified	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Status	nCQAF	nOV	Details
04/07/2022	HCC - Fine Aggre... DB-408-A		Color of the Supernatant Liquid	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	3	3	Details
04/07/2022	HCC - Fine Aggre... DB-408-A		Color of the Supernatant Liquid	421	Fordyce - Bri...	FA	Fine Aggre...	Verif...	4	3	Details
04/07/2022	HCC - Fine Aggre... DB-402-A		Fineness Modulus	421	Hanson - Ar...	FA	Fine Aggre...	Verif...	4	3	Details

4.3.3 Searching a Level 2 Independent Verification Analysis

A search tool is available for Level 2 Historical Analyses.

- Step 1. To use the tool, select Historical Analyses and then select Search (Figure 4-38).

Figure 4-38: Level 2 Independent Verification – Historical Analyses – Search

Current Categories		Historical Analyses										
Analysis Group		Asphalt										Search
Date Verified	Material Application	Test Method	Value Field	Spec Item	Supplier	Grade	Material	Status	nQAF	nOV		
08/11/2021	Surface Treatment - Agg...	DB-217-F	Percent Deleterious Material	316	Williams Br...	1	DanST	Verified	2	1	Details	
08/11/2021	QCQAACP - Complete ...	DB-227-F	Rice Specific Gravity (Gr)	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	
08/11/2021	QCQAACP - Complete ...	DB-200-F	Cumulative Percent Passing(No.200 si...	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	
08/11/2021	QCQAACP - Complete ...	DB-200-F	Cumulative Percent Passing(No.50 sie...	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	
08/11/2021	QCQAACP - Complete ...	DB-200-F	Cumulative Percent Passing(No.30 sie...	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	
08/11/2021	QCQAACP - Complete ...	DB-200-F	Cumulative Percent Passing(No.8 siev...	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	
08/11/2021	QCQAACP - Complete ...	DB-200-F	Cumulative Percent Passing(No.4 siev...	341	Williams Br...	341MixT...	DanHM...	Verified	3	3	Details	

- Step 2. The Search Independent Verification tool has several different parameters the user can select from drop-down menus to define the search (Figure 4-39).

Figure 4-39: Level 2 Independent Verification – Historical Analyses – Search

Search Independent Verification

Analysis Group: Asphalt

Date Verified: >= [] and <= [] nOV: >= [] and <= []

Material Application: [] Spec Item: []

Test Method: [] Supplier: []

Value Field: [] Grade: []

Status: [] Material: []

nQAF: >= [] and <= []

Step 3. Once the user has chosen the parameters, select the Search button to perform the search (Figure 4-40).

Figure 4-40: Level 2 Independent Verification – Search Independent Verification

Search Independent Verification			
Analysis Group <input type="text" value="Hydraulic Cement Concrete"/>			
Date Verified	>= <input type="text"/>	and	nOVF
	<= <input type="text"/>		>= <input type="text"/>
			<= <input type="text"/>
Material Application	<input type="text"/>	Spec Item	<input type="text" value="416"/>
Test Method	<input type="text" value="DB-418-A"/>	Supplier	<input type="text"/>
Value Field	<input type="text" value="Concrete Temperature"/>	Grade	<input type="text"/>
Status	<input type="text"/>	Material	<input type="text"/>
nCQAF	>= <input type="text"/>	and	<= <input type="text"/>
	<= <input type="text"/>		
<input type="button" value="Search"/>			

Step 4. The search will return all results that match the parameters selected except for the Analysis Group. Even if the Analysis Group “Hydraulic Cement Concrete” or “Soils and Aggregates” is selected as one of the parameters, the search result shows the Analysis Group as Asphalt. The displaying showing “Asphalt” regardless of which analysis group is listed in the search results is a known glitch in I2MS (Figure 4-41).

Figure 4-41: Level 2 Independent Verification – Historical Analyses – Search Results

Current Categories		Historical Analyses										
Analysis Group Asphalt											Clear Search	Return to Search
Date Verifie	Material Application	Test Metho	Value Field	Spec Iten	Supplier	Grade	Material	Status	nCQAF	nOV		
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	F	1618475	Veri...	3	1	Details	
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	79	38	Details	
06/22/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	F	1618475	Veri...	0	1	Details	
07/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	C	2336493...	Veri...	1	0	Details	
07/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	55	20	Details	
07/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	C	1618506	Veri...	6	4	Details	
04/06/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Dragados-Pulice CTAH-120	SS	S75USS...	Veri...	2	0	Details	
01/11/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	7	4	Details	
01/11/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2436493...	Veri...	33	22	Details	
01/11/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Dragados-Pulice CTAH-120	SS	S75USS...	Veri...	1	0	Details	
01/11/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Dragados-Pulice CTAH-120	C	S75UC361	Veri...	6	3	Details	
04/06/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Dragados-Pulice CTAH-120	C	S75UC362	Veri...	1	1	Details	
04/06/2022	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2436493...	Veri...	21	9	Details	
07/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2436493...	Veri...	41	18	Details	
07/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	C	1620039	Veri...	9	2	Details	
10/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	C	1620039	Veri...	9	1	Details	
10/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	65	23	Details	
10/12/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2436493...	Veri...	8	4	Details	
10/13/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Dragados-Pulice CTAH-120	C	S75UC361	Veri...	2	0	Details	

Page 1 of 1 (19 items)

Step 5. The user may select “Details” as shown in Step 3 of [4.3.1 Performing a Level 2 Independent Verification Analysis](#) to review the analysis. The user may also select “Return to Search” to change any of the search parameters and resubmit the search (Figure 4-42).

Figure 4-42: Level 2 Independent Verification – Historical Analyses – Details

Current Categories		Historical Analyses										
Analysis Group Hydraulic Cement Concrete											Clear Search	Return to Search
Date Verifie	Material Application	Test Metho	Value Field	Spec Iten	Supplier	Grade	Material	Status	nCQAF	nOV		
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	F	1618475	Veri...	3	1	Details	
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	79	38	Details	

Step 6. Selecting “Back” will take the user to the “Current Categories” page (Figure 4-43).

Figure 4-43: Level 2 Independent Verification – Historical Analyses – Back

DB-418-A Concrete Temperature

Date Verified 04/11/2021
 Spec Item 416 Supplier Cemex - Mission Plant 4209A
 Grade F Material 1618475

Add a Comment

Verified
 Not Verified (Comment Required)

Submit **Back**

Data Sets Last 10 Verifications

Tabular View Trend Analysis Normal Distribution

Tested Date	Concrete Temperature	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Sampled By	Spec Year	M
-------------	----------------------	-----------	--------------	-------------	-----------------	-------------	---------	------------	-----------	---

Step 7. Select Historical Analyses to return to the Search which will show the user the search results that was previously performed (Figure 4-44).

Figure 4-44: Level 2 Independent Verification – Select Historical Analyses

Current Categories **Historical Analyses**

Asphalt

Material Application	Test Metho	Value Field	Spec Item	Supplier	Grade	Materia	nCQAF	nOV	Date Last Verifie	
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1-1/2" sieve...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(1" sieve size)	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details
QCQA ACP - Complete M...	DB-200-F	Cumulative Percent Passing(3/4" sieve s...	344	DPJV ...	344Mix...	D#14	5	2	04/06/2022	Details

Step 8. To change search parameters, select “Return to Search” (Figure 4-45).

Figure 4-45: Level 2 Independent Verification – Historical Analyses – Clear Search and Return to Search

The screenshot shows the 'Historical Analyses' tab selected. Below the tab is a dropdown menu for 'Analysis Group' set to 'Hydraulic Cement Concrete'. To the right of the dropdown are two buttons: 'Clear Search' and 'Return to Search', both highlighted with red boxes. Below these is a table with the following columns: Date Verifie, Material Application, Test Metho, Value Field, Spec Iten, Supplier, Grade, Material, Status, nCQAF, nOV, and Details. The table contains three rows of data.

Date Verifie	Material Application	Test Metho	Value Field	Spec Iten	Supplier	Grade	Material	Status	nCQAF	nOV	Details
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	F	1618475	Veri...	3	1	Details
04/11/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Alamo Concrete Products - PI...	SS	2336493...	Veri...	79	38	Details
04/07/2021	HCC - Structural Complete ...	DB-418-A	Concrete Temper...	416	Cemex - Mission Plant 4209A	F	1618475	Veri...	3	1	Details

Step 9. Another option is that the user may choose “Clear Search” which clears the parameters of the previous search and takes the user back to the Historical Analyses page. To perform another search the user will need to select “Search” (Figure 4-46).

Figure 4-46: Level 2 Independent Verification – Historical Analyses – Perform another Search

The screenshot shows the 'Historical Analyses' tab selected. Below the tab is a dropdown menu for 'Analysis Group' set to 'Hydraulic Cement Concrete'. To the right of the dropdown is a 'Search' button highlighted with a red box. Below this is a table with the same columns as in Figure 4-45. The table contains one row of data.

Date Verifie	Material Application	Test Metho	Value Field	Spec Iten	Supplier	Grade	Material	Status	nCQAF	nOV	Details
04/07/2022	HCC - Fine Aggregate	DB-408-A	Color of the Sun	421	Hanson - Ar	FA	Fine Aggre	Verified	3	3	Details

4.4 Level 3 Analysis

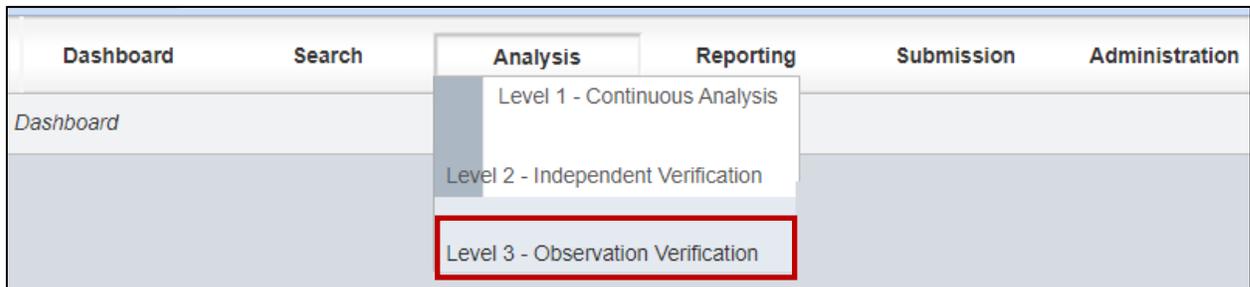
Level 3 provides observation verification for those materials that only require very few CQAF (IQF) tests for compliance with the DB Guide Schedule or tests on materials whose risk of failure does not affect the long-term performance of the facility past the contractual maintenance obligations. An example is the acid insoluble test (Tex-612-J) for fine aggregate in hydraulic cement for concrete pavements, which has a DB Guide Schedule defined frequency of once per project per source, where risk of failure does not affect the long-term performance of the facility past the contractual maintenance obligations. Under the Level 3 approach, OV does not perform tests but observes the CQAF (IQF) test performance for equipment and procedural compliance with the test procedure. The frequency of this testing is a minimum of once per project per test method during start-up operations and periodically as needed during ongoing production operations to verify compliance with test procedures.

An observation verification is required for those analysis categories identified in TxDOT's DB QAP as Level 3. For Level 3, the OV observing the CQAF (IQF) technician performing the test enters his observation findings into I2MS for record keeping purposes. This requires close coordination between both laboratories. After the verification is performed, the OVF enters the observation into I2MS. These comments are tracked within I2MS and a reporting feature allows the I2MS Testing Manager to include those observations into the OV Report. More information on this feature is explained below.

4.4.1 Performing a Level 3 Observation Verification

- Step 1. From the Navigation Bar, select Level 3 - Observation Verification from the Analysis drop down menu (Figure 4-47).

Figure 4-47: Level 3 Observation Verification



- Step 2. The Current Calendar Quarter page will be displayed. This screen provides the user with the number of Level 3 CQAF (IQF) records (nCQAF) that have been approved since the date last observed (Figure 4-48).

Figure 4-48: Level 3 Observation Verification – Current Quarter

Current Quarter		Historical Observations			
Calendar Quarter Jan 2022 to Mar 2022					
Test Method	Value Field	Date Last Observed	Last Observed By	nCQAF *	
DB-203-F	Average Sand Equivalent			4	Observe
DB-116-E	Wet Ball Mill Value			3	Observe
DB-116-E	Percent Soil Binder Increase			3	Observe
DB-217-F	Percent Deleterious Material			3	Observe
DB-114-E	Optimum Moisture			2	Observe
DB-401-A	Cumulative Percent Passing			2	Observe
DB-418-A	Corrected Air Content			2	Observe
DB-242-F	Number of Passes			1	Observe
DB-113-E	Max Density (pcf)			0	Observe
DB-113-E	Optimum Moisture			0	Observe
DB-114-E	Max Density (kg)			0	Observe
DB-204-F	Mix Design			0	Observe
DB-207-F, Part V	Highest to Lowest Density Difference			0	Observe
DB-207-F, Part VII	Correlated Joint Density			0	Observe
DB-217-F	Percent Loss By Decantation			0	Observe
DB-224-F	Flakiness Index			0	Observe
DB-226-F	Indirect Tensile Strength			0	Observe
DB-235-F	Average Percent of Draindown for Two Samples			0	Observe
DB-244-F	Temperature Differential			0	Observe

Page 1 of 2 (34 items)

* Number of approved CQAF records since Date Last Observed.

To be compliant with TxDOT’s DB QAP, the OVF is required to perform Observation Verification of the CQAF (IQF) during initial start-up testing operations and periodically during ongoing production operations to verify compliance with test procedures.

Step 3. Select the Observe key to enter observations (Figure 4-49).

Figure 4-49: Level 3 Observation Verification - Observe

Current Quarter		Historical Observations			
Calendar Quarter Jan 2022 to Mar 2022					
Test Method	Value Field	Date Last Observed	Last Observed By	nCQAF *	
DB-245-F	Cantabro Loss			0	Observe
DB-246-F	Permeability (Items 342, 347 and 348)			0	Observe
DB-280-F	Percent Failing 5 to 1 Ratio			0	Observe
DB-408-A	Color of the Supernatant Liquid			0	Observe
DB-410-A	La Abrasion Value			0	Observe
DB-411-M	Soundness Loss			0	Observe
DB-413-A	Deleterious Material Retained			0	Observe
DB-460-A	Percent Crushed Particles			0	Observe
DB-530-C	Estimated Percent of Stripping			0	Observe
DB-418-A	Concrete Temperature	06/21/2021	Owen Van Field	5	Observe
DB-107-E	Linear Shrinkage	08/04/2021	James Kirk	1	Observe
DB-461-A	Micro-Deval Abrasion	10/01/2021	Not Observed	0	Observe
DB-207-F	Voids in Mineral Aggregate (VMA)	10/20/2021	Not Observed	1	Observe
DB-212-F,Part II	Moisture Content	10/20/2021	James Kirk	0	Observe
DB-200-F	Cumulative Percent Passing	11/01/2021	Jean Luc Picard	0	Observe

Page 2 of 2 (34 items)

* Number of approved CQAF records since Date Last Observed.

Step 4. A separate window appears (shown below for form DB-418-A Concrete Temperature in Figure 4-50) allowing the user to enter the Observation Date, Observed By name, and Comment. Note that if a CQAF (IQF) test was not observed during the current calendar quarter, then a comment can still be added with the Observed By name being “Not Observed” though that is not necessary. It is understood that an observation verification was not performed if it does not show an observation verification in the report.

Note: The Observer that is performing the observation verification should be a certified OVF technician who observes the CQAF (IQF) certified technician performing the test. If an Observer is not in the drop-down menu, go to 6.2.3.4.2 Level 3 Observers to see how to add a qualified observer to the list.

Figure 4-50: Level 3 Observation Verification – Performing an Observation

The screenshot shows a software window titled "DB-418-A Concrete Temperature". At the top right is a close button (X). Below the title bar, there are two input fields: "Observation Date" with the value "01/06/2022" and a calendar icon, and "Observed By" with a dropdown menu. The dropdown menu is open, displaying a list of names: "Owen Van Field", "James Kirk", "Jean Luc Picard", "Not Observed", and "Owen Van Field". Below these fields is a text area labeled "Add a Comment" which is currently empty. At the bottom center of the form is a "Submit" button.

The I2MS Testing Manager can enter the observation provided by the OVF technician. The observation can be a simple statement that the OVF technician observed the IQF technician performing the test according to (or not according to) the test procedures and verification of the use of calibrated equipment. Select Submit to save the results (Figure 4-51).

Figure 4-51: Level 3 Observation Verification – Entering Observation Comment

This screenshot shows the same "DB-418-A Concrete Temperature" form as Figure 4-50. The "Observation Date" is "01/06/2022" and "Observed By" is "Owen Van Field". The "Add a Comment" text area now contains the text: "Owen Van Field observed Ian Quinn Ford perform DB-418-A according to procedures." The "Submit" button at the bottom center is highlighted with a red rectangular box.

Step 5. After submitting the observation, the top of the screen shows a “Observation recorded” notification. The observation for DB-418-A, Concrete Temperature is updated with the Date Last Observed, Last Observed By and the nCQAF resets to zero since there will not have been any tests approved since the observation was recorded (Figure 4-52).

Figure 4-52: Level 3 Observation Verification – Observation Recorded

Observation recorded.

Current Quarter | Historical Observations

Calendar Quarter Jan 2022 to Mar 2022

Test Method	Value Field	Date Last Observed	Last Observed By	nCQAF *	Observe
DB-245-F	Cantabro Loss			0	Observe
DB-246-F	Permeability (Items 342, 347 and 348)			0	Observe
DB-280-F	Percent Failing 5 to 1 Ratio			0	Observe
DB-408-A	Color of the Supernatant Liquid			0	Observe
DB-410-A	La Abrasion Value			0	Observe
DB-411-M	Soundness Loss			0	Observe
DB-413-A	Deleterious Material Retained			0	Observe
DB-460-A	Percent Crushed Particles			0	Observe
DB-530-C	Estimated Percent of Stripping			0	Observe
DB-107-E	Linear Shrinkage	08/04/2021	James Kirk	1	Observe
DB-461-A	Micro-Deval Abrasion	10/01/2021	Not Observed	0	Observe
DB-207-F	Voids in Mineral Aggregate (VMA)	10/20/2021	Not Observed	1	Observe
DB-212-F,Part II	Moisture Content	10/20/2021	James Kirk	0	Observe
DB-200-F	Cumulative Percent Passing	11/01/2021	Jean Luc Picard	0	Observe
DB-418-A	Concrete Temperature	01/06/2022	Owen Van Field	0	Observe

Page 2 of 2 (34 items)

* Number of approved CQAF records since Date Last Observed.

4.4.2 Reviewing a Level 3 Observation Verification

There are two options to review a Level 3 observation verification.

Step 1. The first option is selecting the Historical Observations.

If no observations have been performed in the current quarter, Historical Observations will show the previous quarter as shown in Figure 4-53.

Figure 4-53: Level 3 Observation Verification – Historical Observations

Current Quarter		Historical Observations			
Calendar Quarter		Oct 2021 to Dec 2021			
Test Method	Value Field	Date Observed	Observed By	Comments	
DB-200-F	Cumulative Percent Passing	11/01/2021	Jean Luc Picard	1	Comment
DB-207-F	Voids in Mineral Aggregate (VMA)	10/20/2021	Not Observed	4	Comment
DB-212-F,Part II	Moisture Content	10/20/2021	James Kirk	2	Comment
DB-461-A	Micro-Deval Abrasion	10/01/2021	Not Observed	1	Comment

Step 2. If an observation has been performed in the current quarter, Historical Observations will only show the current quarter. The observation can be reviewed by selecting either the number under the Comments column or selecting the Comment button (Figure 4-54).

Figure 4-54: Level 3 Observation Verification – Historical Observations Comment

Current Quarter		Historical Observations			
Calendar Quarter		Jan 2022 to Mar 2022			
Test Method	Value Field	Date Observed	Observed By	Comments	
DB-418-A	Concrete Temperature	01/06/2022	Owen Van Field	1	Comment

Step 3. The comment pop up can be reviewed and closed by selecting the “X” (Figure 4-55).

Figure 4-55: Level 3 Observation Verification – Historical Observations Comment Recorded

Date	Comment By	Comment
01/08/2022 12:06 PM	OVF Manager	Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures.

Add a Comment

Submit

Step 4. If upon review, the user wants to add a comment, enter the comment into the box as shown in Figure 4-56 and select Submit.

Figure 4-56: Level 3 Observation Verification – Additional Comments

01/06/2022 DB-418-A Concrete Temperature

Date	Comment By	Comment
01/08/2022 12:06 PM	OVF Manager	Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures.

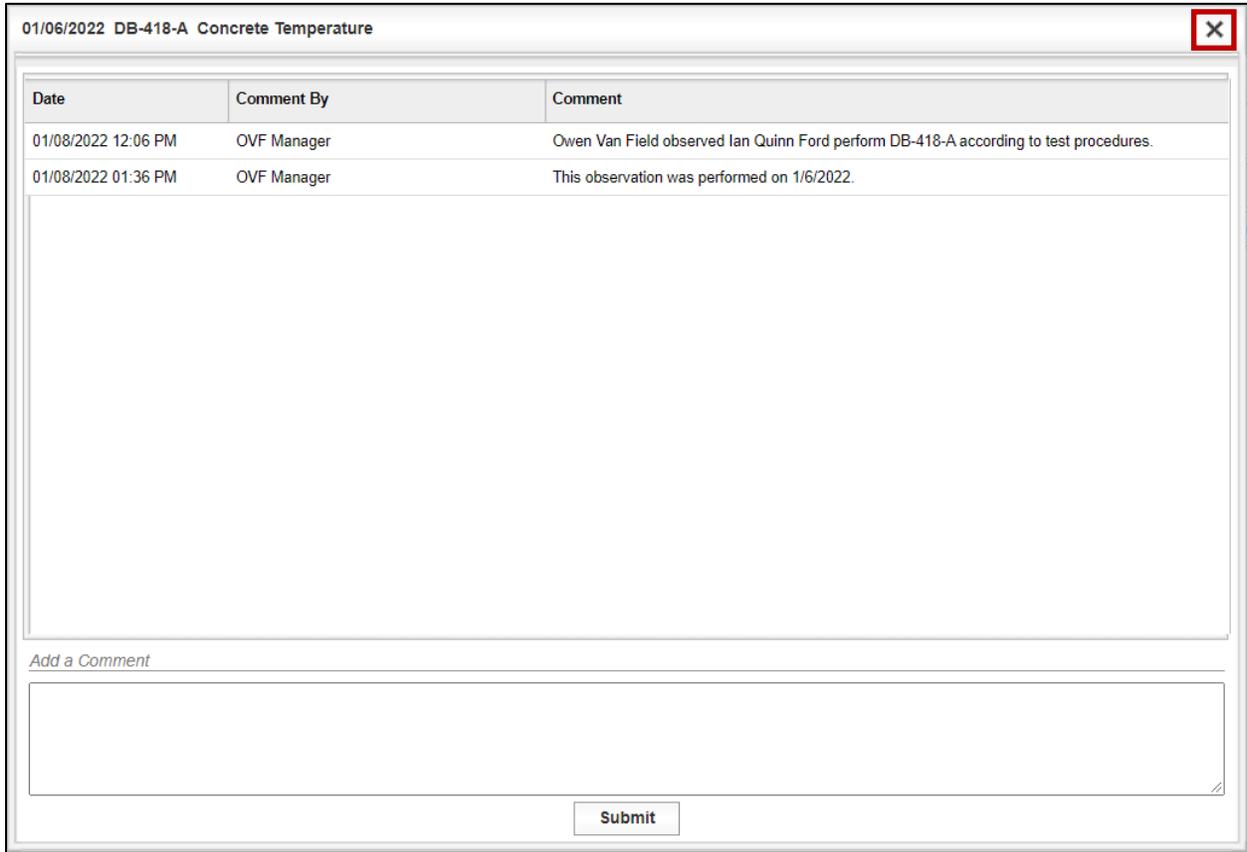
Add a Comment

This observation was performed on 1/6/2022.

Submit

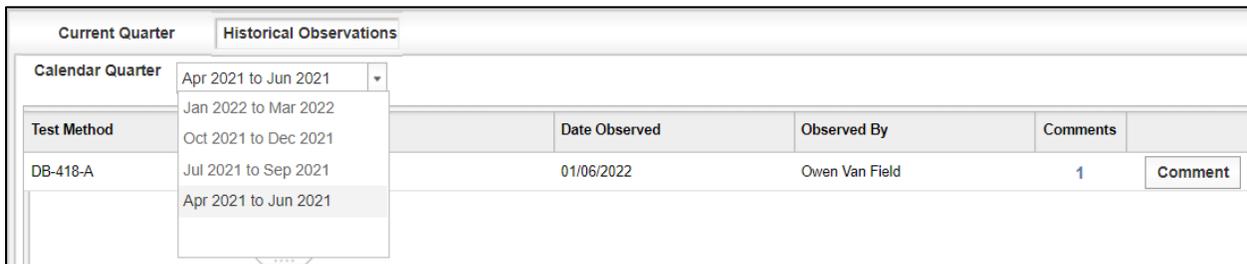
Step 5. After selecting the Submit button the screen will update showing the additional comment. To exit the screen, select “X” (Figure 4-57).

Figure 4-57: Level 3 Observation Verification – Historical Observations Comment Recorded



Step 6. Selecting a previous Calendar Quarter will not show the previous observations performed (Figure 4-58). This is a known glitch in I2MS.

Figure 4-58: Level 3 Observation Verification – Historical Observations by Calendar Quarter



Step 7. Another option to review previous observations is to create a Level 3 Report as described in [5.5 Observation Verification \(Level 3\) Reporting](#). A report can be created for just one quarter or for the entire project time.

SECTION 5 – REPORTING

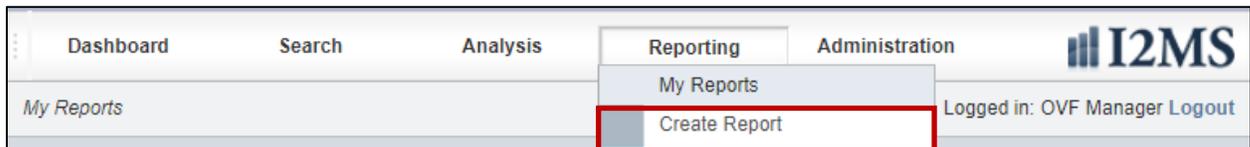
I2MS provides the ability for users to perform analysis of data over time on a single material category to compare OVF and CQAF (IQF) test results. This feature allows the flexibility to generate a customized analysis based on user-selected parameters. The analysis parameters for the OVF and CQAF (IQF) must be the same to generate a comparative analysis.

5.1 Performing a Trend Analysis

A trend analysis is typically run on a single category to compare the historical trends between OVF and CQAF (IQF) test results. This analysis can produce an Excel or PDF output file that contains data for both the OVF and CQAF (IQF) along with a graphical trend line based on the analysis parameters and timeframe defined by the user.

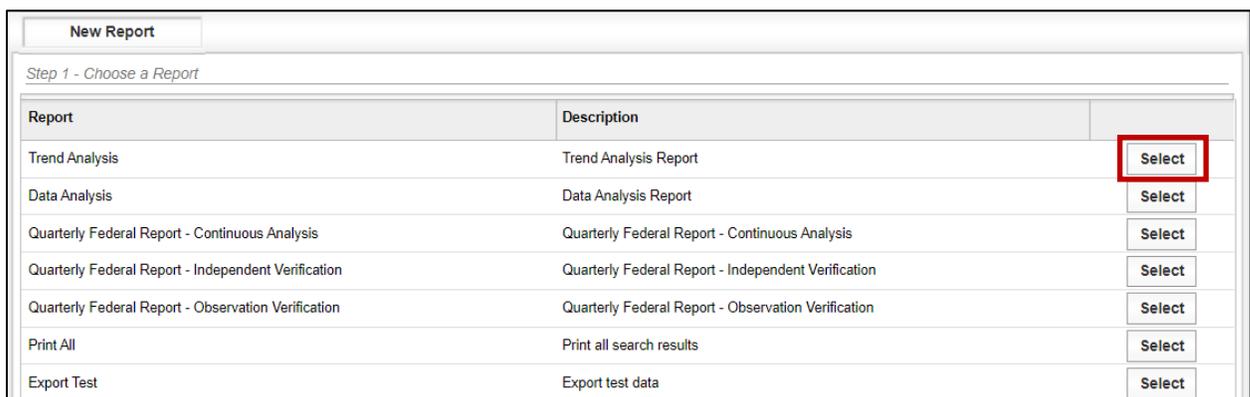
- Step 1. From the Navigation Bar, select Create Report from the Analysis drop down menu (Figure 5-1).

Figure 5-1: Select Create Report



- Step 2. Select Trend Analysis (Figure 5-2).

Figure 5-2: Select Trend Analysis



Step 3. The New Report screen will appear with two tabs – Data Set 1 and Data Set 2 (Figure 5-3). Select the desire trend analysis parameters on the Data Set 1 tab that will be used to create the trend analysis and assign the Owner as OVF.

Figure 5-3: Create Report – Trend Analysis – Data Set 1

New Report

Step 2 - Select Parameters

Report Trend Analysis

Data Set 1

Data Set 2

Copy Parameters

Maximum Records Returned
Series Legend

Owner <input style="width: 100%;" type="text" value="OVF"/>	Supplier <input style="width: 100%;" type="text" value="No Selection"/>
Sampled Date <input style="width: 20px;" type="text" value=">="/> <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text" value="and"/> <input style="width: 20px;" type="text" value="<="/> <input style="width: 100px;" type="text"/>	Special Prov. <input style="width: 100%;" type="text"/>
Test Method <input style="width: 100%;" type="text" value="DB-418-A"/>	Structure No. <input style="width: 100%;" type="text" value="No Selection"/>
Value Field <input style="width: 100%;" type="text" value="Average Strength"/>	Grade <input style="width: 100%;" type="text" value="No Selection"/>
Sample Type <input style="width: 100%;" type="text" value="Random Independent"/> <input style="width: 20px;" type="text" value="X"/> <input style="width: 100%;" type="text" value="Random Split"/> <input style="width: 20px;" type="text" value="X"/>	Sample Location equals <input style="width: 100%;" type="text"/>
Approval Status <input style="width: 100%;" type="text" value="Approved"/> <input style="width: 20px;" type="text" value="X"/>	Direction equals <input style="width: 100%;" type="text"/>
Segment <input style="width: 100%;" type="text" value="No Selection"/>	Dist. from CL equals <input style="width: 100%;" type="text"/>
Section <input style="width: 100%;" type="text" value="No Selection"/>	Misc equals <input style="width: 100%;" type="text"/>
Sampled By <input style="width: 100%;" type="text"/>	Roadway <input style="width: 100%;" type="text" value="No Selection"/>
Material <input style="width: 100%;" type="text" value="No Selection"/>	Test No. equals <input style="width: 100%;" type="text"/>
Feature <input style="width: 100%;" type="text" value="No Selection"/>	Start Station equals <input style="width: 100%;" type="text"/>
Spec Item <input style="width: 100%;" type="text" value="No Selection"/>	End Station equals <input style="width: 100%;" type="text"/>

DB-418-A Criteria

Average Age

Step 5. Select Data Set 2 (Figure 5-5). All parameters will be copied except when there are multiple selections. In this example, Random Independent and Random Split were originally selected for the Sample Type. However, only Random Independent was copied so the user will have to select Random Split from the drop-down menu to add to the Data Set 2 tab. This is a known glitch in the system.

Figure 5-5: Create Report – Trend Analysis – Data Set 1 parameters copied to Data Set 2

Data Set 1 parameters copied to Data Set 2.

New Report

Step 2 - Select Parameters

Report Trend Analysis

Data Set 1 **Data Set 2** Copy Parameters

Maximum Records Returned

Owner	<input type="text" value="OVF"/>	Supplier	<input type="text" value="No Selection"/>
Sampled Date	<input type="text" value="< and <"/>	Special Prov.	<input type="text"/>
Test Method	<input type="text" value="DB-418-A"/>	Structure No.	<input type="text" value="No Selection"/>
Value Field	<input type="text" value="Average Strength"/>	Grade	<input type="text" value="No Selection"/>
Sample Type	<input type="text" value="Random Independent X"/>	Sample Location	<input type="text" value="like"/>
Approval Status	<input type="text" value="Approved X"/>	Direction	<input type="text" value="like"/>
Segment	<input type="text" value="No Selection"/>	Dist. from CL	<input type="text" value="like"/>
Section	<input type="text" value="No Selection"/>	Misc	<input type="text" value="like"/>
Sampled By	<input type="text"/>	Roadway	<input type="text" value="No Selection"/>
Material	<input type="text" value="No Selection"/>	Test No.	<input type="text" value="like"/>
Feature	<input type="text" value="No Selection"/>	Start Station	<input type="text" value="like"/>
Spec Item	<input type="text" value="No Selection"/>	End Station	<input type="text" value="like"/>

DB-418-A Criteria

Average Age

Back Run Report

Step 6. Change the Owner from OVF to CQAF (IQF). Select any parameters that were not copied (Figure 5-6). In this example, select Random Split.

Figure 5-6: Create Report – Trend Analysis – Data Set 2

New Report

Step 2 - Select Parameters

Report Trend Analysis

Data Set 1 Data Set 2 Copy Parameters

Maximum Records Returned

Owner	OVF	Supplier	No Selection
Sampled Date	OVF CQAF	Special Prov.	
Test Method	DB-418-A	Structure No.	No Selection
Value Field	Average Strength	Grade	No Selection
Sample Type	Random Independent	Sample Location	like
Approval Status	Not Incorporated	Direction	like
Segment	Sample Type Example	Dist. from CL	like
Section	Random Independent Random Split	Misc	like
Sampled By	Fixed Independent	Roadway	No Selection
Material	Fixed Split	Test No.	like
Feature	Internal	Start Station	like
Spec Item		End Station	like

DB-418-A Criteria

Average Age 28

Back Run Report

Step 7. Select Run Report to generate the report (Figure 5-7).

Figure 5-7: Create Report – Trend Analysis – Run Report

New Report

Step 2 - Select Parameters

Report Trend Analysis

Data Set 1 Data Set 2 Copy Parameters

Maximum Records Returned

Owner	CQAF	Supplier	No Selection
Sampled Date	< > and < >	Special Prov.	
Test Method	DB-418-A	Structure No.	No Selection
Value Field	Average Strength	Grade	No Selection
Sample Type	Random Independent X Random Split X	Sample Location	like
Approval Status	Approved X	Direction	like
Segment	No Selection	Dist. from CL	like
Section	No Selection	Misc	like
Sampled By		Roadway	No Selection
Material	No Selection	Test No.	like
Feature	No Selection	Start Station	like
Spec Item	No Selection	End Station	like

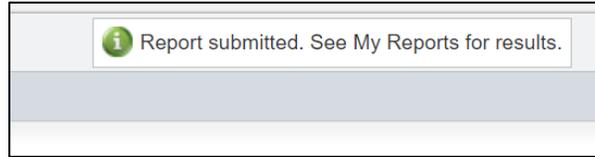
DB-418-A Criteria

Average Age 28

Back Run Report

A message at the top of the page will appear as shown in Figure 5-8 indicating that the report has been submitted and is being generated.

Figure 5-8: Trend Analysis - Report Submitted



Step 8. Select My Reports from Reporting Menu (Figure 5-9).

Figure 5-9: Reporting – My Reports



Step 9. The My Reports page displays with the list of reports that are available for viewing. Note that in this example, the report has a status of “Queued” (Figure 5-10). Periodically select the Refresh button at the bottom of the screen until the report status indicates “Completed.”

Figure 5-10: My Reports page

Report	Submitted	Completed	Status	Message	Delete	
Trend Analysis	02/14/2022 3:30 PM		Queued		<input type="checkbox"/>	Options
Trend Analysis	02/14/2022 12:34 PM	02/14/2022 12:34 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	01/25/2022 7:13 PM	01/25/2022 7:13 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	12/18/2021 10:53 AM	12/18/2021 10:54 AM	Completed		<input type="checkbox"/>	Options
Export Test	11/18/2021 3:41 PM	11/18/2021 3:41 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/12/2021 11:49 AM	11/12/2021 12:27 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/01/2021 10:59 AM	11/01/2021 10:59 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 4:27 PM	10/28/2021 4:28 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 9:40 AM	10/28/2021 9:40 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/07/2021 3:45 PM	10/07/2021 3:45 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	08/09/2021 3:52 PM	08/09/2021 3:52 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Data Analysis	06/21/2021 10:54 PM	06/21/2021 10:55 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:49 PM	06/21/2021 10:49 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:48 PM	06/21/2021 10:48 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	05/27/2021 2:47 PM	05/27/2021 2:47 PM	Completed		<input type="checkbox"/>	Options

Page 1 of 1 (17 items)

Delete Checked Refresh

Step 10. Once the report status is changed to Completed, select the Options button and then View (Figure 5-11).

Figure 5-11: My Reports – View Completed Report

Report	Submitted	Completed	Status	Message	Delete	
Trend Analysis	02/14/2022 3:30 PM	02/14/2022 3:30 PM	Completed		<input type="checkbox"/>	Options View
Trend Analysis	02/14/2022 12:34 PM	02/14/2022 12:34 PM	Completed		<input type="checkbox"/>	Options Rerun
Trend Analysis	01/25/2022 7:13 PM	01/25/2022 7:13 PM	Completed		<input type="checkbox"/>	Options Delete
Trend Analysis	12/18/2021 10:53 AM	12/18/2021 10:54 AM	Completed		<input type="checkbox"/>	Options

Step 11. The Excel file will download. After the file is finished downloading select the file to open and review it (Figure 5-12).

Figure 5-12: My Reports – Downloaded Report

The screenshot displays the 'My Reports' interface. It features a table with the following columns: Report, Submitted, Completed, Status, Message, Delete, and Options. The table lists 17 reports, all with a status of 'Completed'. Below the table is a pagination control with 'Page 1 of 1 (17 items)' and navigation buttons. At the bottom, there are 'Delete Checked' and 'Refresh' buttons. A file download bar at the very bottom shows 'Trend Analysis.xls' with a red box around it, indicating the file to be downloaded.

Report	Submitted	Completed	Status	Message	Delete	Options
Trend Analysis	02/14/2022 3:30 PM	02/14/2022 3:30 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	02/14/2022 12:34 PM	02/14/2022 12:34 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	01/25/2022 7:13 PM	01/25/2022 7:13 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	12/18/2021 10:53 AM	12/18/2021 10:54 AM	Completed		<input type="checkbox"/>	Options
Export Test	11/18/2021 3:41 PM	11/18/2021 3:41 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/12/2021 11:49 AM	11/12/2021 12:27 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/01/2021 10:59 AM	11/01/2021 10:59 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 4:27 PM	10/28/2021 4:28 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 9:40 AM	10/28/2021 9:40 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/07/2021 3:45 PM	10/07/2021 3:45 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	08/09/2021 3:52 PM	08/09/2021 3:52 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Data Analysis	06/21/2021 10:54 PM	06/21/2021 10:55 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:49 PM	06/21/2021 10:49 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:48 PM	06/21/2021 10:48 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	05/27/2021 2:47 PM	05/27/2021 2:47 PM	Completed		<input type="checkbox"/>	Options

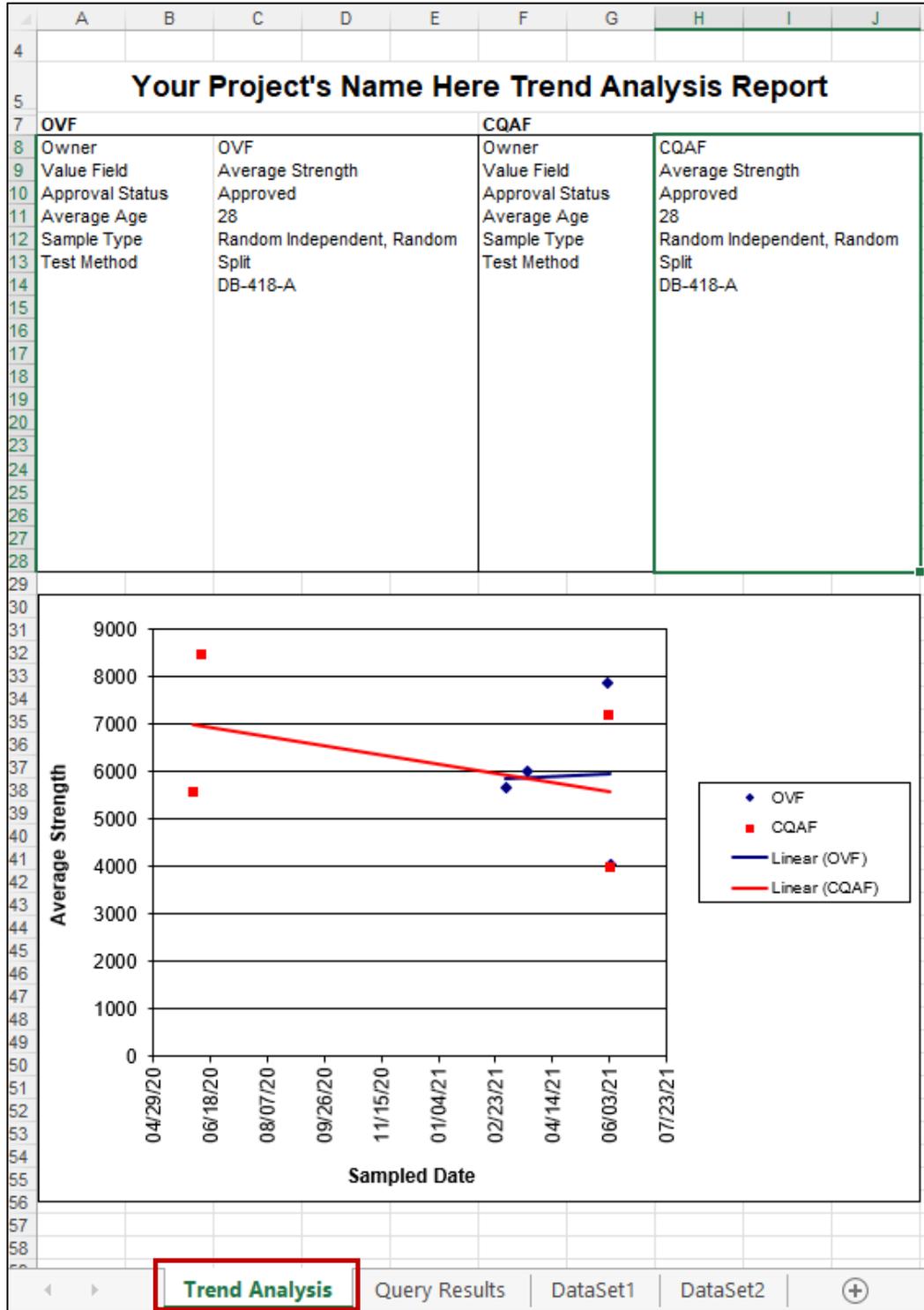
Page 1 of 1 (17 items)

Delete Checked Refresh

Trend Analysis.xls Show all

Step 12. The Excel file will open on the Trend Analysis tab. The file will show the parameters that were selected to generate the Trend Analysis. Figure 5-13 shows the parameters and a graph of the OVF and CQAF (IQF) data.

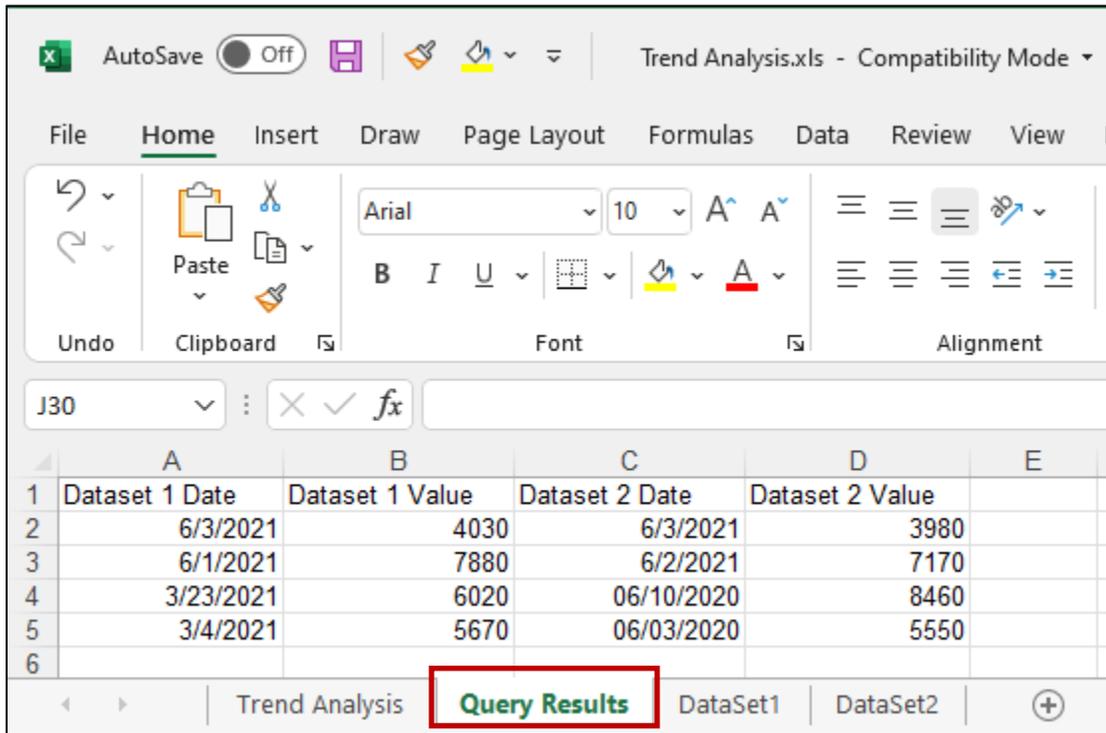
Figure 5-13: Downloaded Excel Report – Trend Analysis



Step 13. The Trend Analysis report is generated within Windows Excel as shown on the next tab (Figure 5-14).

The data used to generate the trend line is also included within the Excel file as shown directly below. This data is separated by the OVF (Dataset 1) and CQAF (IQF) (Dataset 2) and includes Header information and test results for each data point collected and analyzed. If desired, the I2MS Testing Manager can use this data to generate other types of graphs within Excel.

Figure 5-14: Downloaded Excel Report – Query Results



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Undo, Clipboard, Font, and Alignment. The active cell is J30. The spreadsheet contains the following data:

	A	B	C	D	E
1	Dataset 1 Date	Dataset 1 Value	Dataset 2 Date	Dataset 2 Value	
2	6/3/2021	4030	6/3/2021	3980	
3	6/1/2021	7880	6/2/2021	7170	
4	3/23/2021	6020	06/10/2020	8460	
5	3/4/2021	5670	06/03/2020	5550	
6					

The 'Query Results' tab is highlighted with a red box in the bottom tab bar, which also includes 'Trend Analysis', 'DataSet1', 'DataSet2', and a '+' icon for additional tabs.

Step 14. The DataSet1 tab will show the details related to the OVF test records in the Trend Analysis and the DataSet2 tab will show the details the CQAF (IQF) test records in the Trend Analysis. The user will be able to sort and search the data as needed (Figure 5-15).

Figure 5-15: Downloaded Excel Report – DataSet1 and DataSet2 Tabs

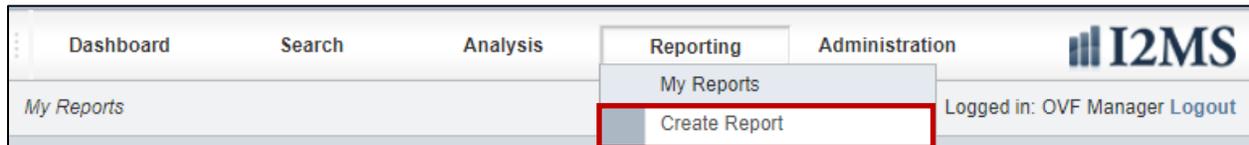
1	OVF								
2	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Inspected By	Material	Spec Item

5.2 Performing a Data Analysis

The Data Analysis procedure allows the user to create a customized data graph to compare two Value Fields (e.g., compressive strength versus slump), for both OVF and CQAF (IQF) data with one assigned to the x-axis and the other to the y-axis.

Step 1. From the Navigation Bar, select Create Report from the Analysis drop down menu (Figure 5-16).

Figure 5-16: Select Create Report



Step 2. The New Report screen will appear with five report types to choose as shown below. To generate a Data Analysis report, choose the Select button (Figure 5-17).

Figure 5-17: Select Data Analysis

Report	Description	Select
Trend Analysis	Trend Analysis Report	Select
Data Analysis	Data Analysis Report	Select
Quarterly Federal Report - Continuous Analysis	Quarterly Federal Report - Continuous Analysis	Select
Quarterly Federal Report - Independent Verification	Quarterly Federal Report - Independent Verification	Select
Quarterly Federal Report - Observation Verification	Quarterly Federal Report - Observation Verification	Select
Print All	Print all search results	Select
Export Test	Export test data	Select

Step 3. Complete the form for the owner being either OVF or CQAF (IQF). In this example, the data analysis will be performed to compare asphalt content versus lab molded density (Figure 5-18).

Figure 5-18: Data Analysis – Data Set 1

New Report	
<i>Step 2 - Select Parameters</i>	
Report Data Analysis	
<input checked="" type="radio"/> Data Set 1 <input type="radio"/> Data Set 2 Copy Parameters	
Maximum Records Returned <input type="text"/>	Series Legend <input type="text"/>
Owner <input type="text" value="OVF"/>	Special Prov. <input type="text"/>
Sampled Date <input type="text" value=">="/> <input type="text"/> <input type="text"/> <input type="text"/> and <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Structure No. <input type="text" value="No Selection"/>
Sample Type <input type="text" value="No Selection"/>	Grade <input type="text" value="No Selection"/>
Approval Status <input type="text" value="Approved"/> ✘	Sample Location equals <input type="text"/>
Segment <input type="text" value="No Selection"/>	Direction equals <input type="text"/>
Section <input type="text" value="No Selection"/>	Dist. from CL equals <input type="text"/>
Sampled By <input type="text"/>	Misc equals <input type="text"/>
Material <input type="text" value="No Selection"/>	Roadway <input type="text" value="No Selection"/>
Feature <input type="text" value="No Selection"/>	Test No. equals <input type="text"/>
Spec Item <input type="text" value="No Selection"/>	Start Station equals <input type="text"/>
Supplier <input type="text" value="No Selection"/>	End Station equals <input type="text"/>
Data Analysis X Axis	
Test Method <input type="text" value="DB-236-F"/>	Value Field <input type="text" value="Asphalt Content, %"/>
Data Analysis Y Axis	
Test Method <input type="text" value="DB-207-FPR"/>	Value Field <input type="text" value="Lab Molded Density, %"/>
<input type="button" value="Back"/>	<input type="button" value="Run Report"/>

Step 4. Select Copy Parameters. A message will appear at the top of the page indicating that Data Set 1 parameters were copied to Data Set 2 (Figure 5-19).

Figure 5-19: Create Report – Data Analysis – Data Set 2 – Copy Parameters

i Data Set 1 parameters copied to Data Set 2.

New Report

Step 2 - Select Parameters

Report Data Analysis

Data Set 1
 Data Set 2

Copy Parameters

Maximum Records Returned
Series Legend

Owner <input type="text" value="OVF"/>	Special Prov. <input type="text"/>
Sampled Date <input type="text" value=">="/> <input type="text"/> <input type="text"/> and <input type="text"/> <input type="text"/>	Structure No. <input type="text" value="No Selection"/>
Sample Type <input type="text" value="No Selection"/>	Grade <input type="text" value="No Selection"/>
Approval Status <input type="text" value="Approved"/> ✘	Sample Location equals <input type="text"/>
Segment <input type="text" value="No Selection"/>	Direction equals <input type="text"/>
Section <input type="text" value="No Selection"/>	Dist. from CL equals <input type="text"/>
Sampled By <input type="text"/>	Misc equals <input type="text"/>
Material <input type="text" value="No Selection"/>	Roadway <input type="text" value="No Selection"/>
Feature <input type="text" value="No Selection"/>	Test No. equals <input type="text"/>
Spec Item <input type="text" value="No Selection"/>	Start Station equals <input type="text"/>
Supplier <input type="text" value="No Selection"/>	End Station equals <input type="text"/>

Data Analysis X Axis

Test Method <input type="text" value="DB-236-F"/>	Value Field <input type="text" value="Asphalt Content, %"/>
---	---

Data Analysis Y Axis

Test Method <input type="text" value="DB-207-FPR"/>	Value Field <input type="text" value="Lab Molded Density, %"/>
---	--

Back
Run Report

Step 5. Select Data Set 2. All parameters will be copied except when there are multiple selections (Figure 5-20). If there are multiple selections such as Random Independent and Random Split for the Sample Type be sure to add the missing selection to Data Set 2. This is a known glitch in I2MS.

Figure 5-20: Create Report – Data Analysis – Data Set 2

New Report

Step 2 - Select Parameters

Report Data Analysis

Data Set 1
Data Set 2
Copy Parameters

Maximum Records Returned

Owner	OVF		Special Prov.	No Selection
Sampled Date	OVF CQAF	and	Structure No.	No Selection
Sample Type	No Selection		Grade	No Selection
Approval Status	Approved		Sample Location	like
Segment	No Selection		Direction	like
Section	No Selection		Dist. from CL	like
Sampled By			Misc	like
Material	No Selection		Roadway	No Selection
Feature	No Selection		Test No.	like
Spec Item	No Selection		Start Station	like
Supplier	No Selection		End Station	like

Data Analysis X Axis

Test Method	DB-236-F		Value Field	Asphalt Content, %:
-------------	----------	--	-------------	---------------------

Data Analysis Y Axis

Test Method	DB-207-FPR		Value Field	Lab Molded Density, %:
-------------	------------	--	-------------	------------------------

Back
Run Report

Step 6. Select Run Report to generate the report. A message will appear at the top of the page indicating that the report has been submitted and is being generated (Figure 5-21).

Figure 5-21: Data Analysis – Report Submitted



Step 7. Select My Reports from Reporting Menu (Figure 5-22).

Figure 5-22: Data Analysis – Select My Reports



Step 8. The My Reports page displays with the listing of reports that are available for viewing. If the desired report has a status of “Queued,” periodically select the Refresh button at the bottom of the screen until the report status indicates “Completed.” Select Options then View to download the report (Figure 5-23).

Figure 5-23: Data Analysis – My Reports – Select Options -> View

The screenshot shows a web interface titled "My Reports" containing a table of report entries. The table has the following columns: Report, Submitted, Completed, Status, Message, and Delete. The first row is highlighted, and its "Options" menu is open, showing "View", "Rerun", and "Delete" options. Below the table is a pagination control with "Page 1 of 1 (19 items)" and a "Refresh" button.

Report	Submitted	Completed	Status	Message	Delete	Options
Data Analysis	02/14/2022 5:10 PM	02/14/2022 5:10 PM	Completed		<input type="checkbox"/>	Options View
Export Test	02/14/2022 5:02 PM	02/14/2022 5:02 PM	Completed		<input type="checkbox"/>	Options Rerun
Trend Analysis	02/14/2022 3:30 PM	02/14/2022 3:30 PM	Completed		<input type="checkbox"/>	Options Delete
Trend Analysis	02/14/2022 12:34 PM	02/14/2022 12:34 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	01/25/2022 7:13 PM	01/25/2022 7:13 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	12/18/2021 10:53 AM	12/18/2021 10:54 AM	Completed		<input type="checkbox"/>	Options
Export Test	11/18/2021 3:41 PM	11/18/2021 3:41 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/12/2021 11:49 AM	11/12/2021 12:27 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/01/2021 10:59 AM	11/01/2021 10:59 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 4:27 PM	10/28/2021 4:28 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 9:40 AM	10/28/2021 9:40 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/07/2021 3:45 PM	10/07/2021 3:45 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	08/09/2021 3:52 PM	08/09/2021 3:52 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Data Analysis	06/21/2021 10:54 PM	06/21/2021 10:55 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:49 PM	06/21/2021 10:49 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:48 PM	06/21/2021 10:48 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	05/27/2021 2:47 PM	05/27/2021 2:47 PM	Completed		<input type="checkbox"/>	Options

Page 1 of 1 (19 items)

Delete Checked Refresh

Step 9. The Excel file will download (Figure 5-24). After the file is finished downloading select the file to open and review it.

Figure 5-24: Data Analysis – Downloaded Excel File

The screenshot shows a 'My Reports' interface with a table of reports. The table has columns for Report, Submitted, Completed, Status, Message, Delete, and Options. The 'Data Analysis' report is highlighted in red. Below the table are navigation controls and a file download bar showing 'Data Analysis.xls'.

Report	Submitted	Completed	Status	Message	Delete	Options
Data Analysis	02/14/2022 5:10 PM	02/14/2022 5:10 PM	Completed		<input type="checkbox"/>	Options
Export Test	02/14/2022 5:02 PM	02/14/2022 5:02 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	02/14/2022 3:30 PM	02/14/2022 3:30 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	02/14/2022 12:34 PM	02/14/2022 12:34 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	01/25/2022 7:13 PM	01/25/2022 7:13 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	12/18/2021 10:53 AM	12/18/2021 10:54 AM	Completed		<input type="checkbox"/>	Options
Export Test	11/18/2021 3:41 PM	11/18/2021 3:41 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/12/2021 11:49 AM	11/12/2021 12:27 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	11/01/2021 10:59 AM	11/01/2021 10:59 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 4:27 PM	10/28/2021 4:28 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/28/2021 9:40 AM	10/28/2021 9:40 AM	Completed		<input type="checkbox"/>	Options
Trend Analysis	10/07/2021 3:45 PM	10/07/2021 3:45 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	08/09/2021 3:52 PM	08/09/2021 3:52 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Export Test	06/21/2021 11:03 PM	06/21/2021 11:03 PM	Completed		<input type="checkbox"/>	Options
Data Analysis	06/21/2021 10:54 PM	06/21/2021 10:55 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:49 PM	06/21/2021 10:49 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	06/21/2021 10:48 PM	06/21/2021 10:48 PM	Completed		<input type="checkbox"/>	Options
Trend Analysis	05/27/2021 2:47 PM	05/27/2021 2:47 PM	Completed		<input type="checkbox"/>	Options

Page 1 of 1 (19 items)

Delete Checked Refresh

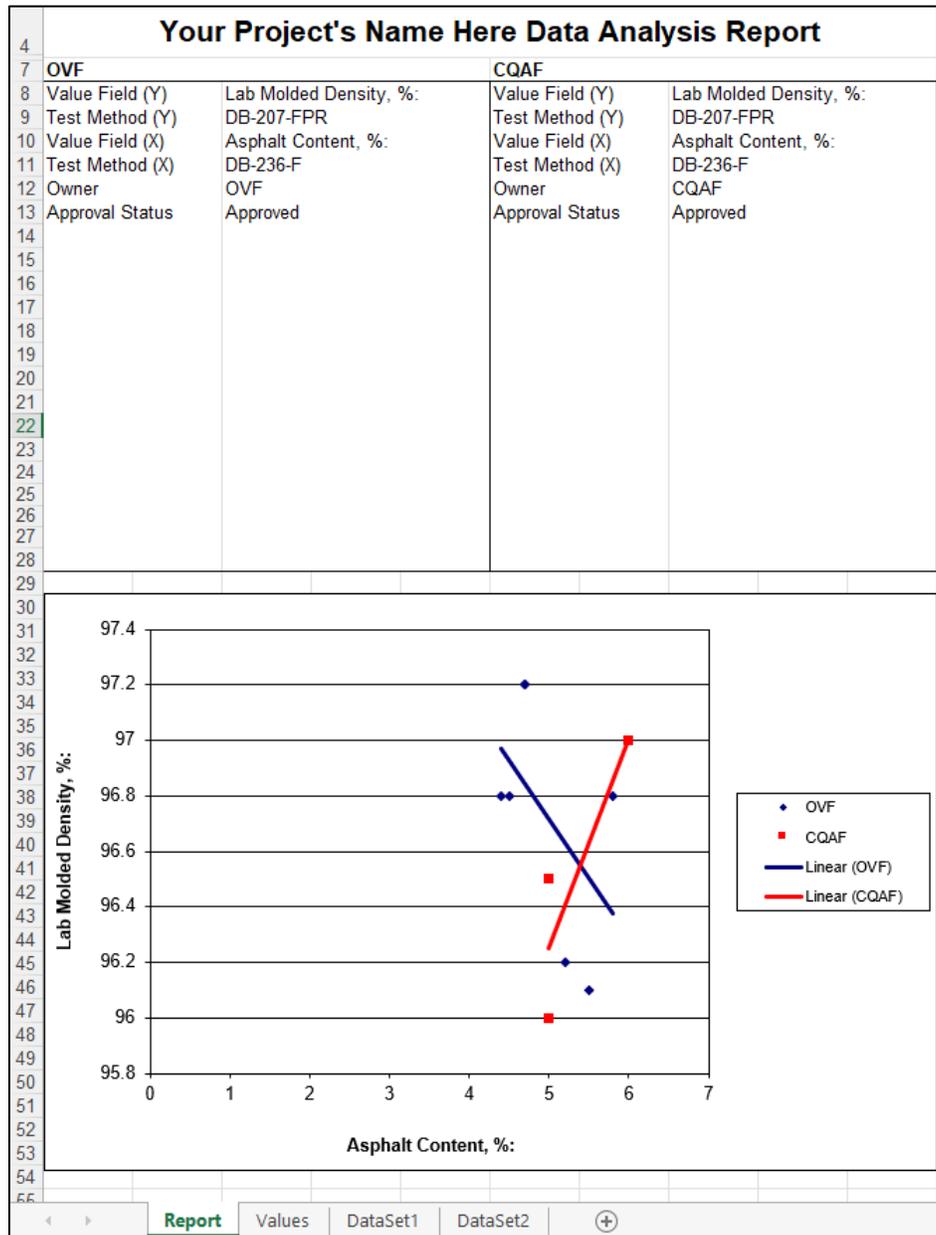
Data Analysis.xls Show all

Step 10. The Data Analysis report is generated within Windows Excel as shown below (Figure 5-25).

Similar to the Custom Reports, the data used to generate the trend line is also included within the Excel file. This data is separated by the OVF and CQAF (IQF) and includes Header information and test results for each data point collected and analyzed.

The Excel file will open on the Report tab. The file will show the parameters that were selected to generate the Data Analysis. Below the parameters is a graph of the OVF and CQAF (IQF) data.

Figure 5-25: Data Analysis – Excel Report – Report Tab



Step 11. The Values tab will show the values used to generate the graph on the Report tab. The values will be sorted into Dataset 1 and Dataset 2 (Figure 5-26).

Figure 5-26: Data Analysis – Excel Report – Values Tab

	A	B	C	D
1	Dataset 1 Xvalue	Dataset 1 YValue	Dataset 2 Xvalue	Dataset 2 YValue
2	4.7	97.2	6	97
3	5.8	96.8	5	96.5
4	5.2	96.2	5	96
5	5.5	96.1		
6	4.4	96.8		
7	4.7	97.2		
8	4.5	96.8		
9				

Step 12. The DataSet1 tab will show the details related to the OVF test records in the Data Analysis and the DataSet2 tab will show the details the CQAF (IQF) test records in the Data Analysis. The user will be able to sort and search the data as needed (Figure 5-27).

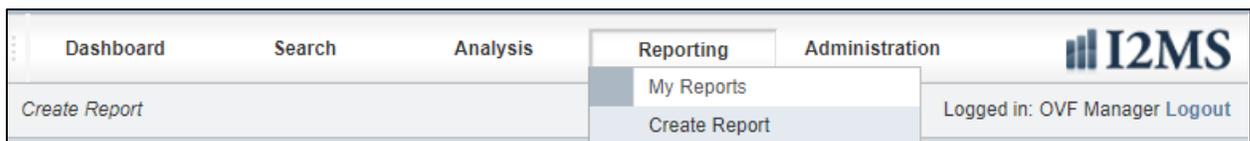
Figure 5-27: Data Analysis – Excel Report – DataSet1 and DataSet2 tabs

	A	B	C	D	E	F	G	H	I	J
1	OVF									
2	Sample ID	Sampled Date	Sample Type	Split Sample ID	Report Type	Section	Inspected By	Material	Spec Item	Supplier

5.3 Continuous Analysis (Level 1) Reporting

Step 1. From the Navigation Bar, select Create Report from the Reporting drop down menu (Figure 5-28).

Figure 5-28: Reporting – Create Report



Step 2. The New Report screen will appear with five report types to choose as shown below. To generate a Level 1 Continuous Analysis report for the Quarterly Federal Report, choose the Select button (Figure 5-29).

Figure 5-29: Select Quarterly Federal Report – Continuous Analysis

New Report		
Step 1 - Choose a Report		
Report	Description	
Trend Analysis	Trend Analysis Report	Select
Data Analysis	Data Analysis Report	Select
Quarterly Federal Report - Continuous Analysis	Quarterly Federal Report - Continuous Analysis	Select
Quarterly Federal Report - Independent Verification	Quarterly Federal Report - Independent Verification	Select
Quarterly Federal Report - Observation Verification	Quarterly Federal Report - Observation Verification	Select
Print All	Print all search results	Select
Export Test	Export test data	Select

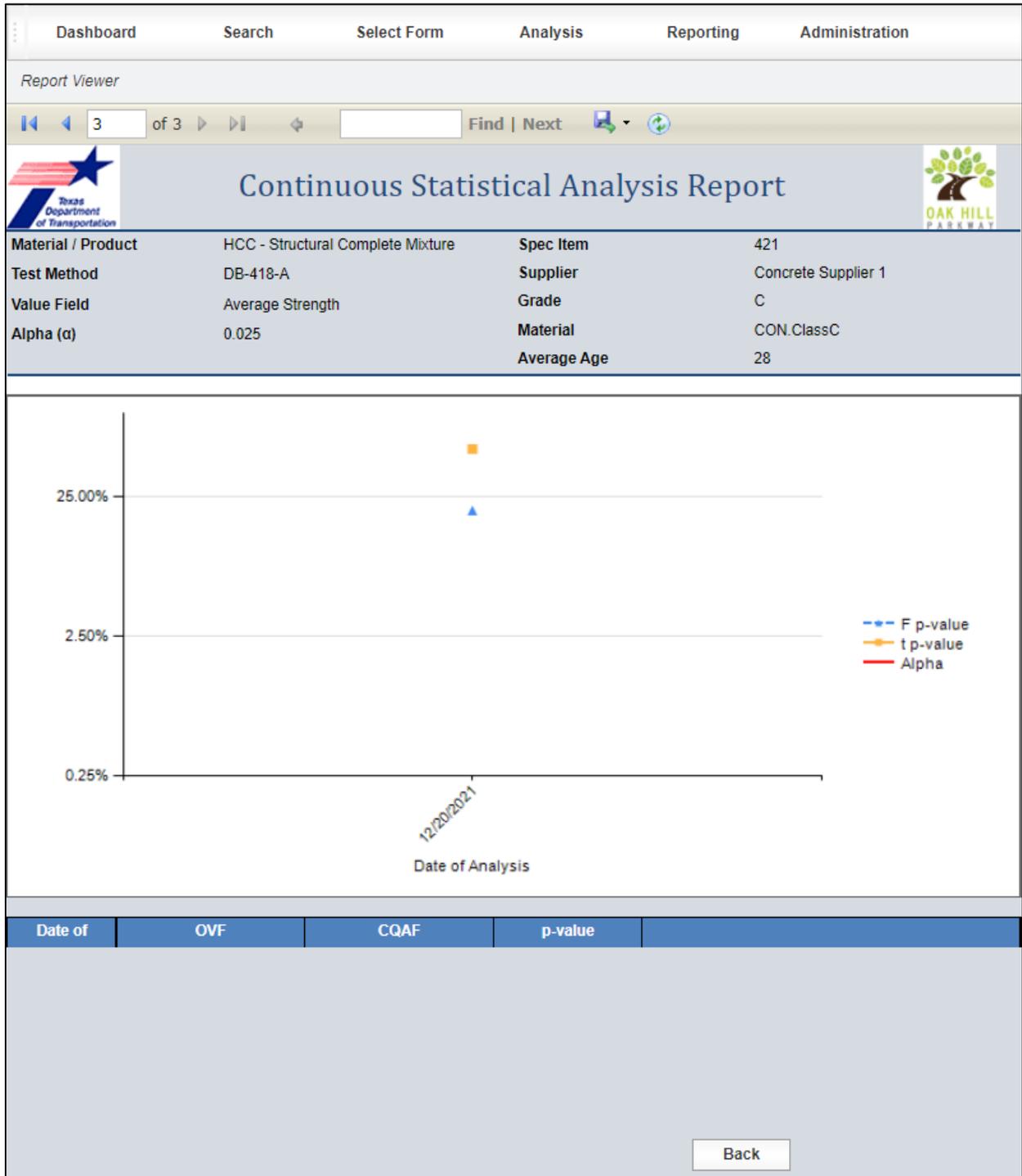
Step 3. Select the desired start and end dates and select Run Report to generate the report (Figure 5-30).

Figure 5-30: Quarterly Federal Report – Continuous Analysis – Select Start Date and End Date

New Report																																																																																																															
Step 2 - Select Parameters																																																																																																															
Report	Quarterly Federal Report - Continuous Analysis																																																																																																														
Start Date	10/01/2021																																																																																																														
End Date	12/31/2021																																																																																																														
<input type="button" value="Back"/> <input type="button" value="Run Report"/>																																																																																																															
<div style="border: 1px solid gray; padding: 5px;"> <p>October 2021 - November 2021</p> <table border="1"> <thead> <tr> <th colspan="7">October 2021</th> <th colspan="5">November 2021</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Today"/> <input type="button" value="None"/> </p> </div>		October 2021							November 2021					S	M	T	W	T	F	S	S	M	T	W	T	F	S						1	2	1	2	3	4	5	6		3	4	5	6	7	8	9	7	8	9	10	11	12	13	10	11	12	13	14	15	16	14	15	16	17	18	19	20	17	18	19	20	21	22	23	21	22	23	24	25	26	27	24	25	26	27	28	29	30	28	29	30					31													
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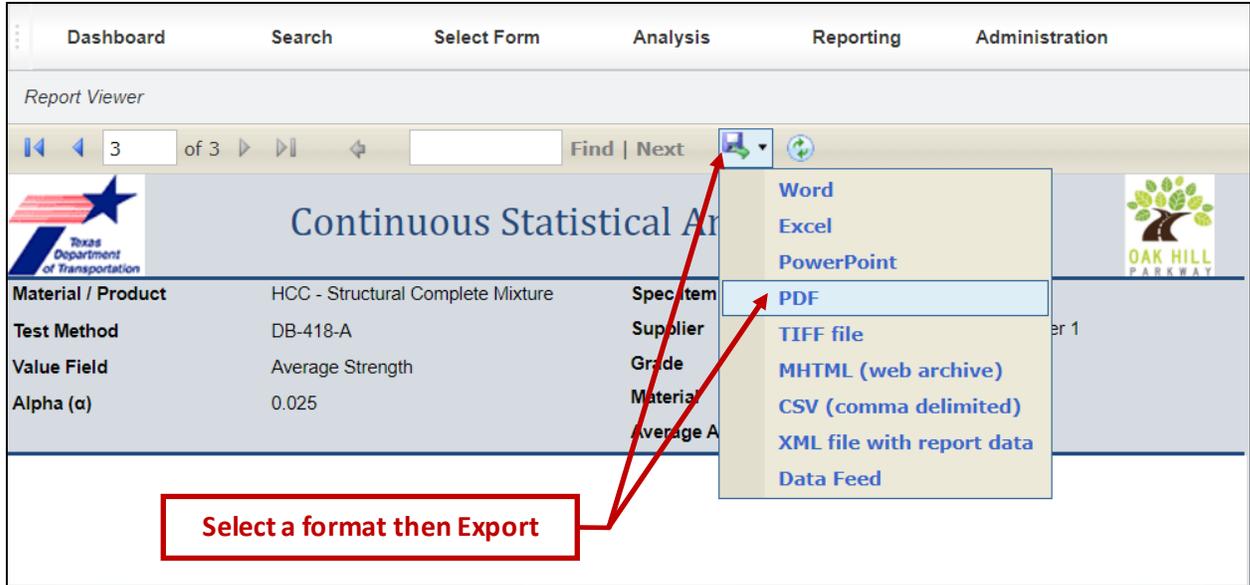
Step 4. After the Run Report button is selected, Quarterly Report – Continuous Statistical Analysis Reports will be generated as shown in Figure 5-31. Statistical Analysis reports will be generated across all materials categories where there is data approved for analysis for the selected time range.

Figure 5-31: Quarterly Federal Report – Continuous Analysis Report



Step 5. The user has the option to Print and/or Export the report using the options shown in Figure 5-32.

Figure 5-32: Quarterly Federal Report – Exporting Continuous Analysis Report

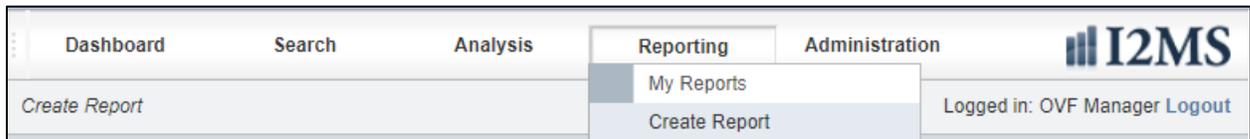


5.4 Independent Verification (Level 2) Reporting

Level 2 reports are generated using data obtained from the Level 2 Historical Analysis tab. Analyses on materials that were “Verified” or “Not Verified” are included within the report. The following steps will guide the user in generating a Level 2 report.

Step 1. From the Navigation Bar, select Create Report from the Reporting drop down menu (Figure 5-33).

Figure 5-33: Select Create Report



Step 2. The New Report screen will appear with five report types to choose as shown below. To generate a Level 2 Independent Verification report for the Quarterly Federal Report, choose the Select button (Figure 5-34).

Figure 5-34: Select Quarterly Federal Report – Independent Verification

New Report		
Step 1 - Choose a Report		
Report	Description	
Trend Analysis	Trend Analysis Report	Select
Data Analysis	Data Analysis Report	Select
Quarterly Federal Report - Continuous Analysis	Quarterly Federal Report - Continuous Analysis	Select
Quarterly Federal Report - Independent Verification	Quarterly Federal Report - Independent Verification	Select
Quarterly Federal Report - Observation Verification	Quarterly Federal Report - Observation Verification	Select
Print All	Print all search results	Select
Export Test	Export test data	Select

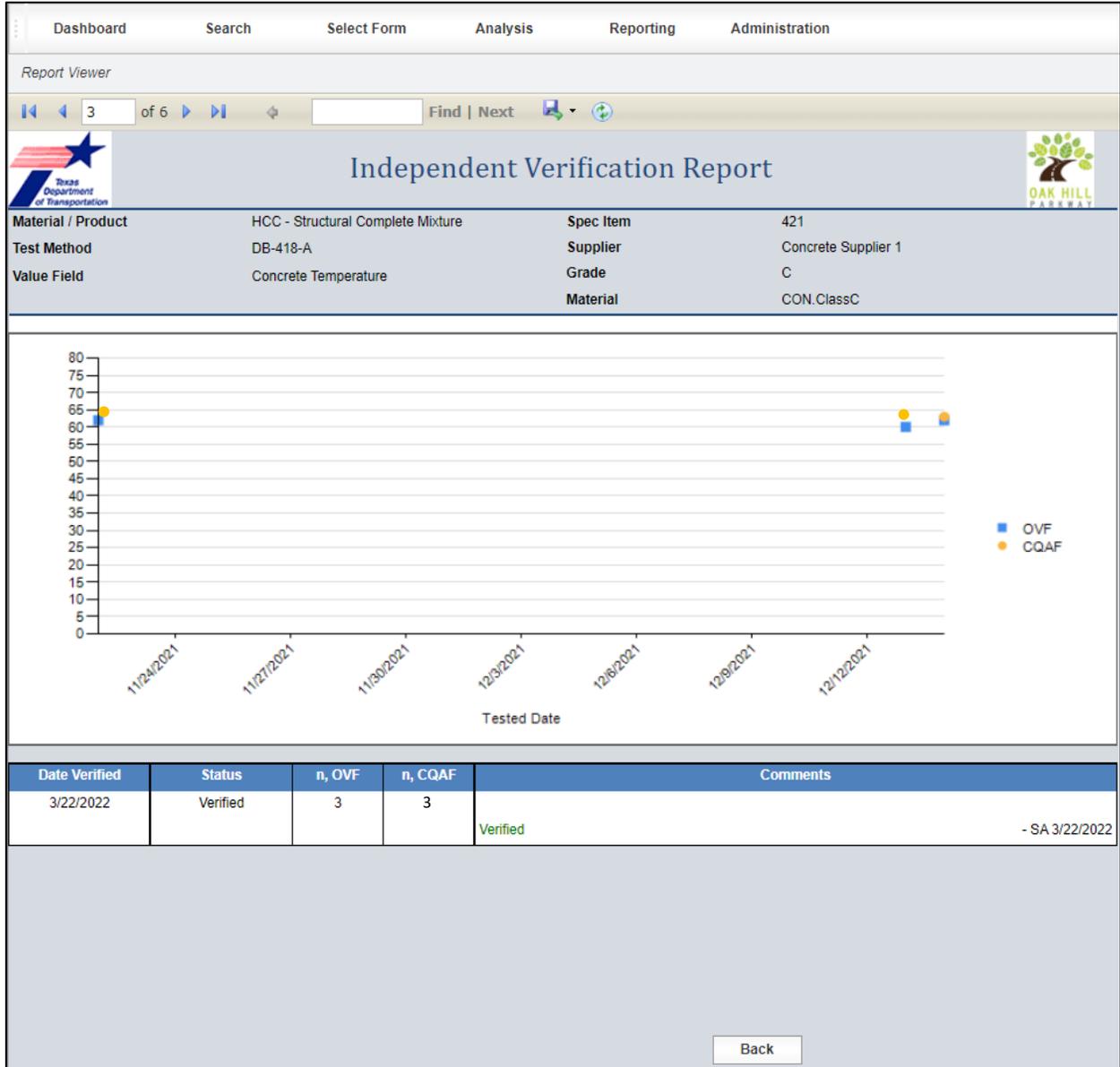
Step 3. Enter the start and end Dates for the Quarterly Federal Report and select Run Report to generate the report (Figure 5-35).

Figure 5-35: Quarterly Federal Report – Independent Verification – Select Start and End Date

New Report																																																																																																																	
Step 2 - Select Parameters																																																																																																																	
Report	Quarterly Federal Report - Independent Verification																																																																																																																
Start Date	01/01/2022																																																																																																																
End Date	03/31/2022																																																																																																																
<input type="button" value="Back"/> <input type="button" value="Run Report"/>																																																																																																																	
<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">January 2022 - February 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">January 2022</th> <th colspan="7">February 2022</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: yellow;">1</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td><td></td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Today"/> <input type="button" value="None"/> </p> </div>		January 2022							February 2022							S	M	T	W	T	F	S	S	M	T	W	T	F	S							1	1	2	3	4	5			2	3	4	5	6	7	8	6	7	8	9	10	11	12	9	10	11	12	13	14	15	13	14	15	16	17	18	19	16	17	18	19	20	21	22	20	21	22	23	24	25	26	23	24	25	26	27	28	29	27	28						30	31												
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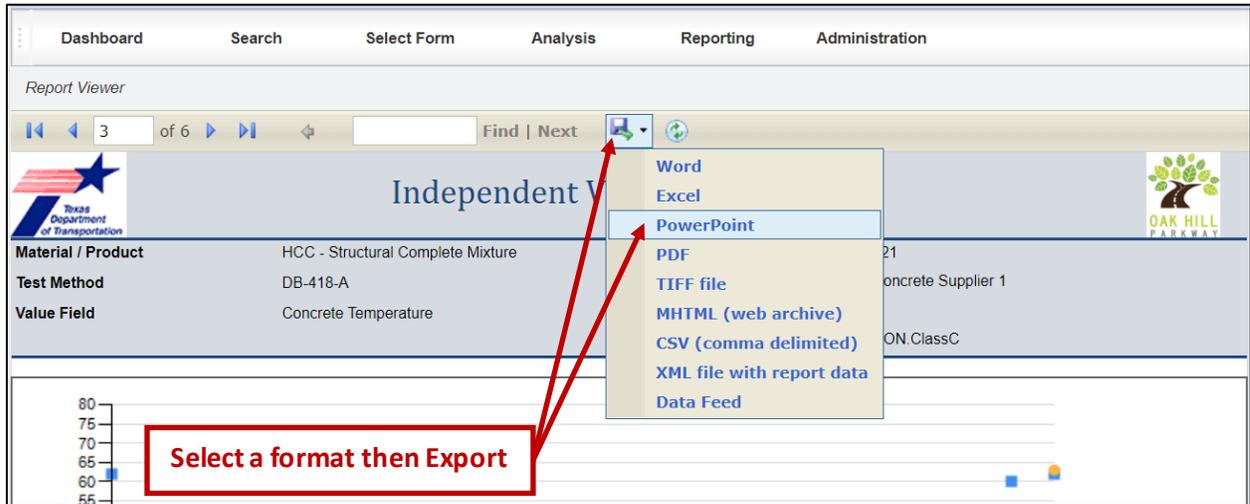
Step 4. After the Run Report key is selected, a Quarterly Report – Independent Verification Reports will be generated as shown in Figure 5-36.

Figure 5-36: Quarterly Federal Report – Independent Verification Report



Step 5. The user has the option to print the report and/or export the report using the options shown in Figure 5-37.

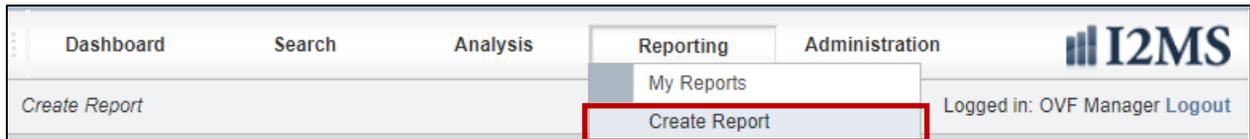
Figure 5-37: Quarterly Federal Report – Exporting Independent Verification Report



5.5 Observation Verification (Level 3) Reporting

Step 1. From the Navigation Bar, select Create Report from the Reporting drop down menu (Figure 5-38).

Figure 5-38: Select Create Report



Step 2. The New Report screen will appear with five report types to choose as shown below. To generate a Level 3 Observation Verification report for the Quarterly Federal Report, choose the Select button (Figure 5-39).

Figure 5-39: Select Quarterly Federal Report – Observation Verification

Report	Description	
Trend Analysis	Trend Analysis Report	Select
Data Analysis	Data Analysis Report	Select
Quarterly Federal Report - Continuous Analysis	Quarterly Federal Report - Continuous Analysis	Select
Quarterly Federal Report - Independent Verification	Quarterly Federal Report - Independent Verification	Select
Quarterly Federal Report - Observation Verification	Quarterly Federal Report - Observation Verification	Select
Print All	Print all search results	Select
Export Test	Export test data	Select

Step 3. Enter the start and end dates for the Quarterly Federal Report and select Run Report to generate the report (Figure 5-40).

Figure 5-40: Quarterly Federal Report – Observation Verification – Select Start and End Date

New Report

Step 2 - Select Parameters

Report: Quarterly Federal Report - Observation Verification

Start Date: 01/01/2022 End Date: 03/31/2022

January 2022 - February 2022

January 2022							February 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Today None

Step 4. After the Run Report key is selected, a Quarterly Report – Observation Verification Report will be generated as shown below (Figure 5-41).

Figure 5-41: Quarterly Federal Report – Observation Verification Report

Test Method	Value Field	Observed On	Observed By	Comments
DB-418-A	Concrete Temperature	1/6/2022	Owen Van Field	Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures. - OVFM 1/8/2022 This observation was performed on 1/6/2022. - OVFM 1/8/2022
DB-418-A	Corrected Air Content	1/6/2022	Owen Van Field	On 1/6/2022, Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures. - OVFM 3/22/2022

Reporting Calendar Quarter: 1/1/2022 to 3/31/2022
Report Date: 3/22/2022
Page: 1 of 1

Back

Step 5. The user has the option to print the report and/or export the report using the options shown below (Figure 5-42).

Figure 5-42: Quarterly Federal Report – Exporting Observation Verification Report

Test Method	Value Field	Observed On	Observed By	Comments
DB-418-A	Concrete Temperature	1/6/2022	Owen Van Field	Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures. - OVFM 1/8/2022 This observation was performed on 1/6/2022. - OVFM 1/8/2022
			Owen Van Field	On 1/6/2022, Owen Van Field observed Ian Quinn Ford perform DB-418-A according to test procedures. - OVFM 3/22/2022

Reporting Calendar Quarter: 1/1/2022 to 3/31/2022
Report Date: 3/22/2022
Page: 1 of 1

Back

Select a format then Export

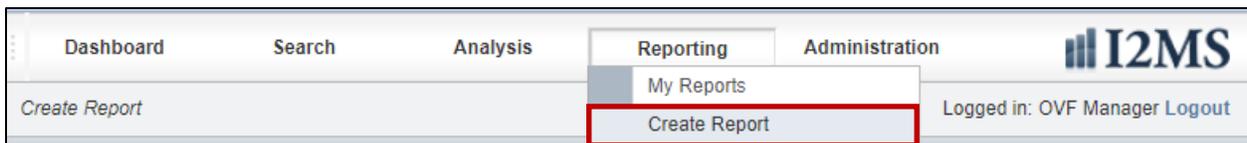
5.6 Print All

This feature currently does not work and if selected an error message will be returned. This is a known glitch in I2MS.

5.7 Export Test

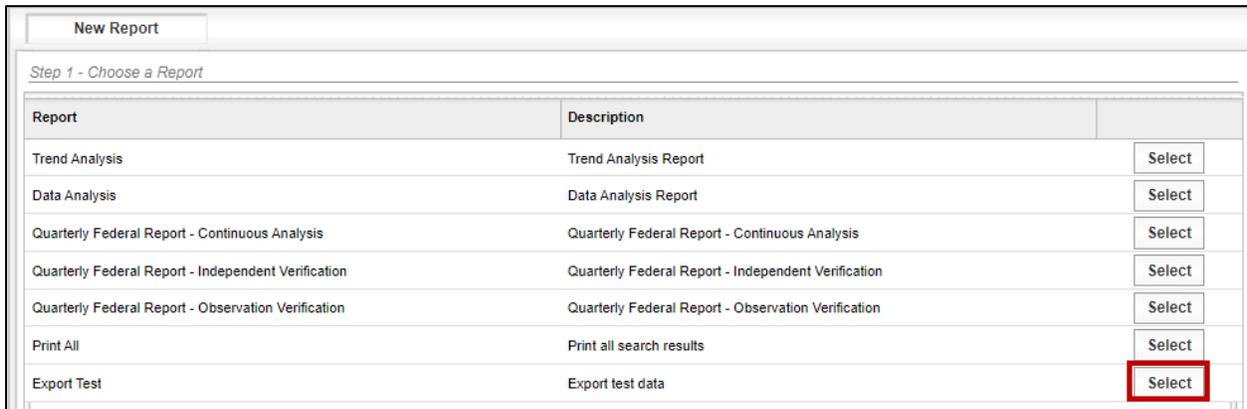
- Step 1. From the Navigation Bar, select Create Report from the Reporting drop down menu (Figure 5-43).

Figure 5-43: Select Create Report



- Step 2. The Report screen will appear with an option to choose Export Test as shown below. To generate an Export Test report, choose the Select button (Figure 5-44).

Figure 5-44: Select Export Test



Step 3. Select Parameters as needed. As a minimum, one Test Method must be selected for the Export Test Report to run successfully (Figure 5-45).

Figure 5-45: Export Test -Select Parameters

The screenshot shows a web interface for creating a report. At the top, there is a 'New Report' button. Below it, the page is titled 'Step 2 - Select Parameters'. The 'Report' is set to 'Export Test'. Under the 'Export Test Parameters' section, there are three main fields: 'Owner' (a dropdown menu), 'Test Method' (a dropdown menu), and 'Sampled Date' (two date pickers with '>=' and '<=' operators and an 'and' connector). At the bottom right, there are two buttons: 'Back' and 'Run Report'.

Step 4. After the parameters have been chosen, select Run Report (Figure 5-46). A message will appear at the top of the screen showing that the report was submitted and is being generated. See My Reports for results.

Figure 5-46: Select Run Report

This screenshot is identical to Figure 5-45, but with a message box at the top center that reads 'Report submitted. See My Reports for results.' Additionally, the 'Test Method' dropdown menu is now populated with the value 'DB-418-A'. The 'Run Report' button is still visible at the bottom right.

Step 5. The My Reports page displays with the listing of reports that are available for viewing (Figure 5-47). If the desired report has a status of “Queued,” periodically select the Refresh button at the bottom of the screen until the report status indicates “Completed.” Select Options then View to download the report.

Figure 5-47: My Reports – Export Text – Select Options -> View

Report	Submitted	Completed	Status	Message	Delete	
Export Test	02/17/2022 10:28 PM	02/17/2022 10:28 PM	Completed		<input type="checkbox"/>	Options View
Export Test	02/17/2022 10:27 PM	02/17/2022 10:27 PM	Completed		<input type="checkbox"/>	Options Rerun
Export Test	02/17/2022 10:27 PM		Error	Unknown error.	<input type="checkbox"/>	Options Delete
Data Analysis	02/16/2022 12:46 PM	02/16/2022 12:46 PM	Completed		<input type="checkbox"/>	Options

Step 6. The Excel file will download. After the file is finished downloading, select the file to open and review it (Figure 5-48).

Figure 5-48: My Reports – Export Text – Downloaded File

Report	Submitted	Completed	Status	Message	Delete	
Export Test	02/17/2022 10:28 PM	02/17/2022 10:28 PM	Completed		<input type="checkbox"/>	Options
Export Test	02/17/2022 10:27 PM	02/17/2022 10:27 PM	Completed		<input type="checkbox"/>	Options
Export Test	02/17/2022 10:27 PM		Error	Unknown error.	<input type="checkbox"/>	Options
Data Analysis	02/16/2022 12:46 PM	02/16/2022 12:46 PM	Completed		<input type="checkbox"/>	Options
Export Test	02/16/2022 12:45 PM	02/16/2022 12:45 PM	Completed		<input type="checkbox"/>	Options

Export Test.xls Show all

Step 7. The Excel file only has one tab. The file will show the parameters that were selected to generate the Export Test report. For the DB-418-A tests, there will be one line per each strength test. All associated data will be included such as concrete temperature, slump, and air content. The user will be able to sort and search the data as needed (Figure 5-49).

Figure 5-49: Export Text – Excel File

	A	B	C	D	E	F	G
1	file_version_id	sample_id	sample_type	report_type	sampled_by	material	supplier
95	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1
96	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1
97	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1
98	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1
99	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1
100	320239	OVF2112140800	Random Independent	Original	Owen Van Field	CON.ClassC	Concrete Supplier 1

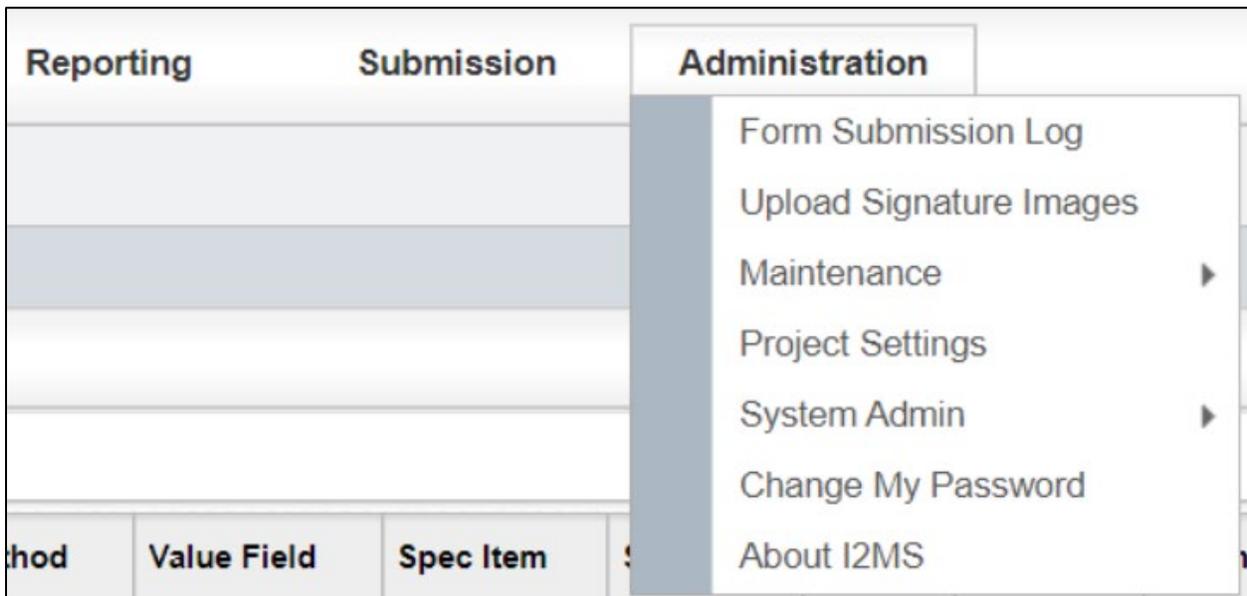
	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
1	concrete_temperature	air_temperature	slump	unit_weight	agg_correction_factor	corrected_air_content	class_of_concrete	specimen_size	req_stren
98	62.00000000		6.50000000			3.00000000	C	4x8	3600
99	62.00000000		6.50000000			3.00000000	C	4x8	3600
100	62.00000000		6.50000000			3.00000000	C	4x8	3600
101	62.00000000		6.50000000			3.00000000	C	4x8	3600
102	60.00000000	57	5.75000000			3.25000000	C	4x8	3600

SECTION 6 – ADMINISTRATION

6.1 General

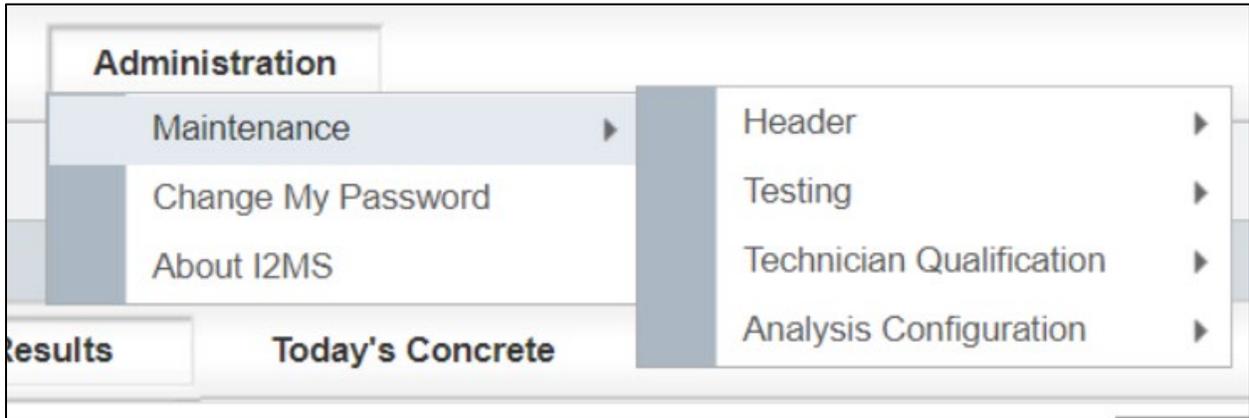
The Administration menu allows I2MS System administrators to set global and specific settings for each project. There are some views and commands that are granted only to I2MS System administrators and are not accessible to daily users. I2MS System Administrators have the following menu under Administration as shown in Figure 6-1.

Figure 6-1: Administration Menu for I2MS System Administrators



All other users have the following menu (Figure 6-2) under Administration except for the I2MS Testing Managers (I2MS Testing Manager) who is also able to view and search the Form Submission Log. There are some user roles that will allow the user to view, enter, and edit values. Some user roles only allow the user to view the values to verify what CVLs are available and to ensure Technician Qualifications are current. Refer to [2.2 Roles and Access](#) for user roles and access rights for more details on which users can view or edits items in this menu.

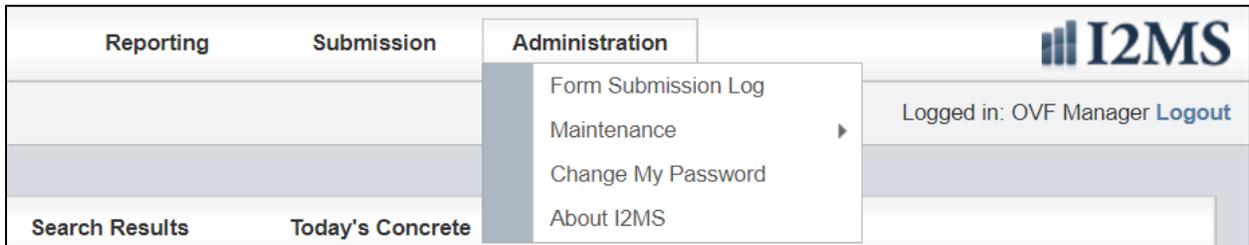
Figure 6-2: Administration Menu for Non-I2MS System Administrators



6.2 I2MS System Administration Commands

The following administrative commands can be accessed from the Administration menu (Figure 6-3). Based on the user's access rights, one may be able to view records or have the ability to add, edit, and delete records. Each of these commands will be discussed in greater detail below.

Figure 6-3: Administration Menu for I2MS Testing Managers



6.2.1 Form Submission Log

The Form Submission Log (Figure 6-4) is used to view all test forms that have been submitted in the system. The OVF Testing Manager has access to view this log.

Step 1. Search capabilities are provided using filters for Date, IP Address, Owner, Form Key, and Status. If no parameters are selected and the user selects “Run Query” all submitted forms from the beginning of the project are returned (Figure 6-5).

Figure 6-4: Form Submission Log

The screenshot shows a search interface for the Form Submission Log. It includes a search bar with the following fields and options:

- Date:** Filter set to \geq 12/14/2021. There are also options for $<$ and a calendar icon.
- Form Key:** Filter set to 'like' with a dropdown arrow and a plus sign.
- IP Address:** Filter set to 'like' with a dropdown arrow and a plus sign.
- Status:** Filter set to a dropdown menu.
- Owner:** Filter set to 'No Selection' with a dropdown arrow.

A 'Run Query' button is located below the search filters. Below the search bar is a section titled 'Submitted Forms' which contains a table with the following columns: Date, IP, Owner, Form Key, Status, and an empty column.

Figure 6-5: Form Submission Log Search Results

07/19/2021	Web Form	OVF	AGH210625040113E	Success	Details
07/19/2021	Web Form	OVF	AGH210625040117E	Error	Details
07/19/2021	23.98.217.35	CQAF	0468210621010418A	Success	Details
07/19/2021	23.98.217.35	CQAF	7035210621010418A	Success	Details
07/19/2021	23.98.217.35	CQAF	1578210618010418A	Success	Details

Navigation controls: Previous, First, Stop, Next, Last buttons. Page 6 of 1323 (26446 items)

Step 2. Any combination of the parameters can be selected to narrow the search for the submitted forms (Figure 6-6).

Figure 6-6: Form Submission Log Search Results from Selected Parameters

The screenshot shows a search interface with the following fields and options:

- Date:** Range from 12/25/2020 to 12/25/2021, with operators >= and <. A calendar icon is present for date selection.
- Form Key:** Operator 'like' and an input field with a plus sign (+).
- IP Address:** Operators 'like' and 'not like' with input fields and a plus sign (+).
- Owner:** A dropdown menu currently showing 'No Selection'. A list of options is visible: OVF, CQAF, and Submitted Form N/A.
- Status:** A dropdown menu with options 'Success' and 'Error'.
- Run Query:** A button to execute the search.

The IP Address and Form Key can be searched by selecting from the drop-down menu “like,” “equals,” “begins with,” “not like,” “not equals,” and “not begin” and then entering a value in the box to the right of the drop-down menu. Selecting the plus sign “+” allows the user further search options. Form Key is the combination of the Sample ID and test method. If the user knows that a form has been submitted but the form has not shown under the I2MS Testing Manager’s review, then the Sample ID can be searched using Form Key to determine if there was an XML transmission error for this form (Figure 6-7).

Figure 6-7: Form Submission Log Search Parameters

This screenshot shows the search interface with the dropdown menus expanded to show available operators:

- Date:** Operators >= and <.
- Form Key:** Operator 'like'.
- IP Address:** Operators 'like', 'equals', 'begins with', 'not like', 'not equals', and 'not begins'.
- Owner:** Operators 'like', 'equals', 'begins with', 'not like', 'not equals', and 'not begins'.
- Status:** Operators 'like', 'equals', 'begins with', 'not like', 'not equals', and 'not begins'.

If the Owner is left blank, then OVF and CQAF (IQF) submitted forms will be returned. The user can also select either OVF or CQAF (IQF) and only the submitted forms from the selected Owner will be returned.

There are two search options for Status: “Success” and “Error.” If neither is selected, the Query will return submitted forms with both statuses. If “Error” is selected, the Query will return submitted forms with an error message.

Step 3. To view the error message, the user will need to select “Details” (Figure 6-8). Typically, the error message indicates either a technician’s is not qualified to perform a test or the qualification has expired. Other error messages include that a form with the provided key already exists in the database, a CVL is not valid, or transport-level error has occurred.

Figure 6-8: Form Submission Log – Select Details

The screenshot shows a web interface for a Form Submission Log. At the top, there are search filters: 'IP Address' with a dropdown set to 'like' and an empty input field with a '+' icon; 'Status' with a dropdown set to 'Error'; and 'Owner' with a dropdown set to 'No Selection'. Below these filters is a 'Run Query' button. The main section is titled 'Submitted Forms' and contains a table with the following data:

Date	IP	Owner	Form Key	Status	
10/26/2021	Web Form	OVF	OVF21102215000341F	Error	Details

Step 4. If needed to research what caused the error, the XML code can be copied and viewed by either the user or XML programmer. The user may choose “Back” to go to the previous view (Figure 6-9).

Figure 6-9: Form Submission Log – Details

Log Details

Date 10/22/2021
IP Address Web Form
Owner OVF
Form Key OVF21102215000341F
Status Error

XML

```
<?xml version='1.0' encoding='UTF-8'?><form name="DB-200/07/36" first_version="false" action_name="OVTSubmitFinal" key="OVF21102215000341F" date="2021-10-22T00:00:00" display_key="OVF2110221500"><owner_id value="1" /><security user_guid="eebcc6c5-7913-4b7d-9afd-affcbd8a9461" /><header>
<column name="sample_id" value="OVF2110221500" /><column name="sampled_date" value="10/22/2021 12:00:00 AM" /><column name="sample_type" value="Random Independent" /><column name="split_sample_id" /><column name="report_type" value="Original" /><column name="section" /><column name="sampled_by" value="Owen Van Field" /><column name="spec_year" value="2004" /><column name="material" value="OHMA.TCShMAC1" /><column name="spec_item" value="341" /><column name="supplier" value="TCSHMACSupplier1" /><column name="special_provision" /><column name="structure_number" /><column name="grade" value="341MixTyB" /><column name="sample_location" /><column name="feature" value="Mainlane" /><column name="course_lift" /><column name="station" /><column name="dist_from_cl" /><column name="misc" /><column name="roadway" /><column name="direction" /></header><test name="DB-200-F"><table name="VALUE_DB200F_SIEVE"><row><column name="sieve_size" value="1&quot;" /><column name="Design_JMF" /><column name="Current_JMF" /><column name="pct" value="100" /></row><row><column name="sieve_size" value="3/4&quot;" /><column name="Design_JMF" /><column name="Current_JMF" /><column name="pct" value="95.5" /></row><row><column name="sieve_size" value="3/8&quot;" /><column name="Design_JMF" /><column name="Current_JMF" /><column name="pct" value="75.5" /></row><row><column
```

Response Owen Van Field's qualification for Tex-229-F has expired or is not yet valid. (Test Date: 10/22/2021)

6.2.2 Upload Signature Images

Allows the digital images of user signatures to be uploaded providing the ability to electronically sign each form. The Administration module within I2MS allows the user to upload signatures. However, this module is rarely used if at all. Typically, forms have been accepted without a signature since the manager’s login credentials are captured and recorded as the person who approved a form. If the OVF Testing Manager wants to use an approved signature on each test record, then a request with a signature saved as a gif will need to be sent to MTD. The System Administrator will need to follow the directions below to upload a signature image.

Step 1. Select Administration -> Upload Signature Images (Figures 6-10 and 6-11).

Figure 6-10: Administration -> Upload Signature Images

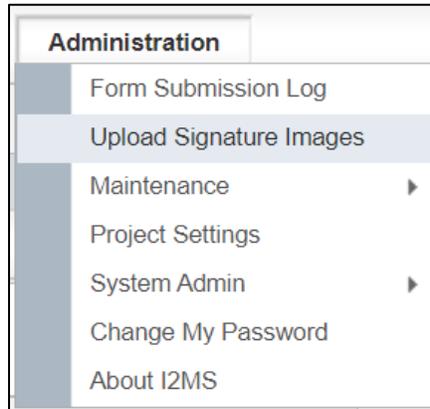
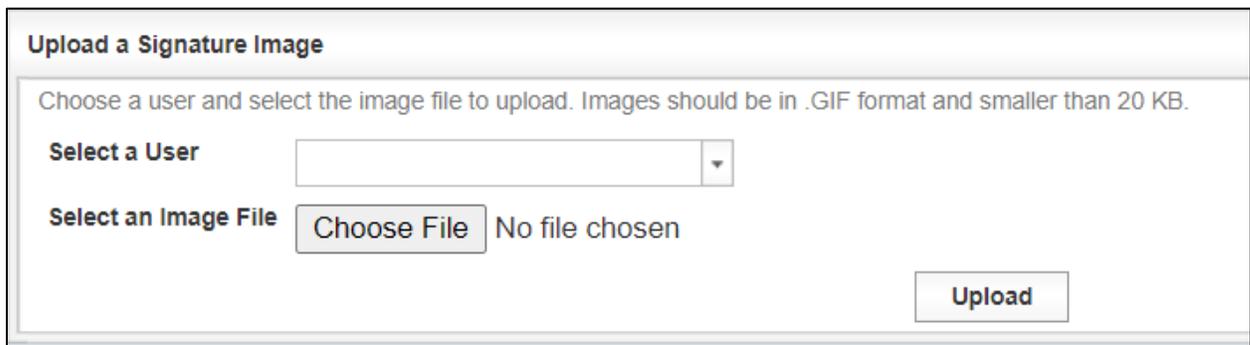
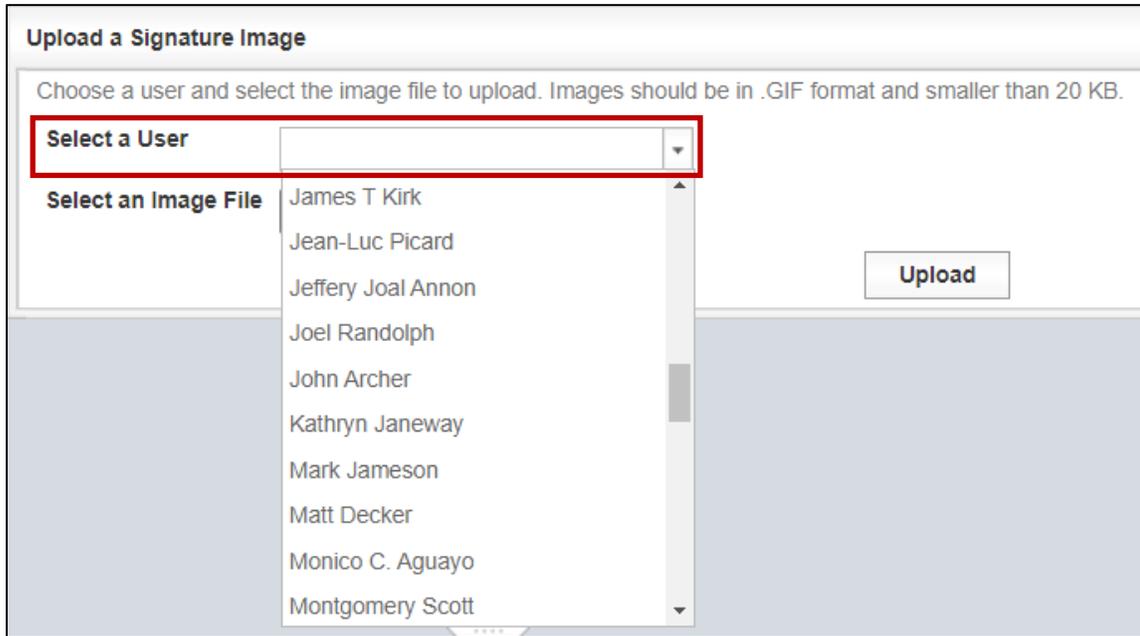


Figure 6-11: Upload a Signature Image

A screenshot of a web form titled "Upload a Signature Image". The form has a header with the title. Below the header, there is a text instruction: "Choose a user and select the image file to upload. Images should be in .GIF format and smaller than 20 KB." The form contains two main sections: "Select a User" with a dropdown menu, and "Select an Image File" with a "Choose File" button and the text "No file chosen". At the bottom right of the form, there is an "Upload" button.

Step 2. Select a User from the drop-down menu (Figure 6-12).

Figure 6-12: Upload a Signature Image – Select User

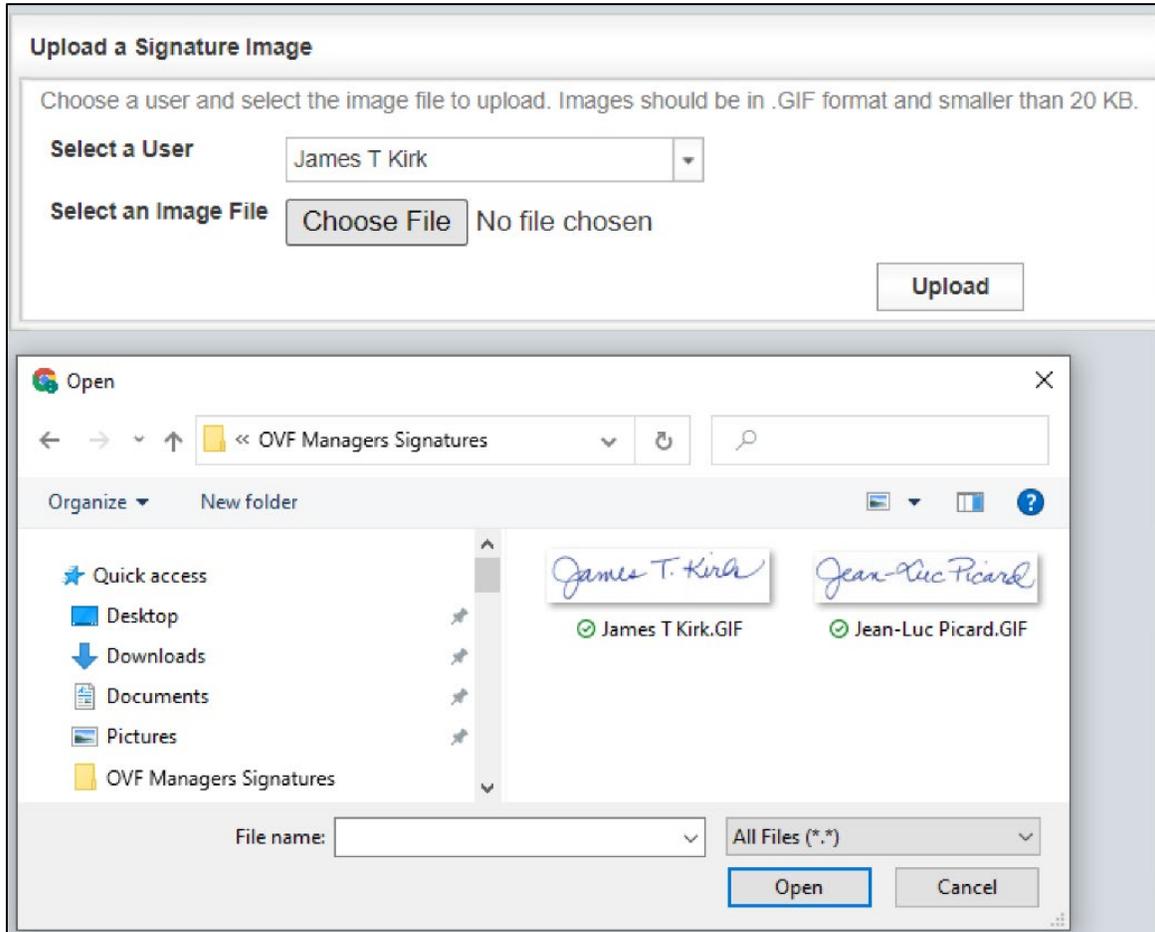


The screenshot shows a web form titled "Upload a Signature Image". Below the title is a instruction: "Choose a user and select the image file to upload. Images should be in .GIF format and smaller than 20 KB." The form contains two main sections: "Select a User" and "Select an Image File". The "Select a User" section is a dropdown menu with a red border around it, currently showing a blank selection. The "Select an Image File" section is a text input field. To the right of the form is an "Upload" button. A list of user names is displayed in a scrollable area below the dropdown menu.

Select a User	Select an Image File
James T Kirk	
Jean-Luc Picard	
Jeffery Joal Annon	
Joel Randolph	
John Archer	
Kathryn Janeway	
Mark Jameson	
Matt Decker	
Monico C. Aguayo	
Montgomery Scott	

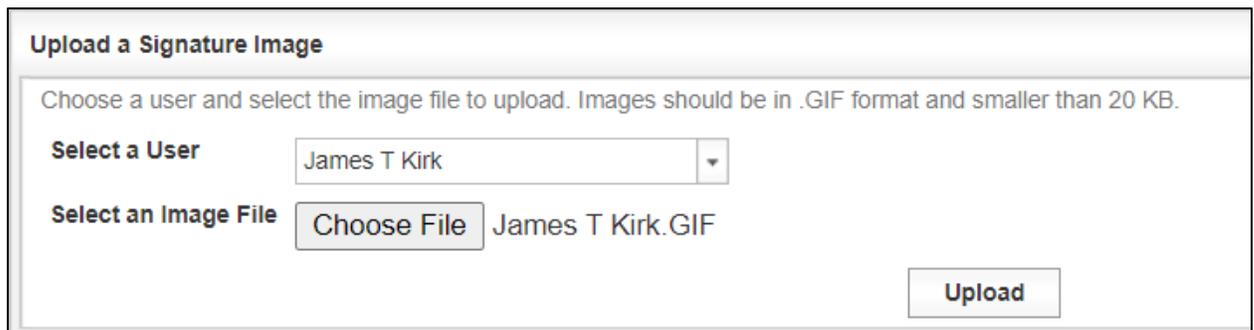
Step 3. Then select an image file saved as shown below. The image will need to be in GIF format and less than 20 KB (Figure 6-13).

Figure 6-13: Upload a Signature Image – Select an Image File



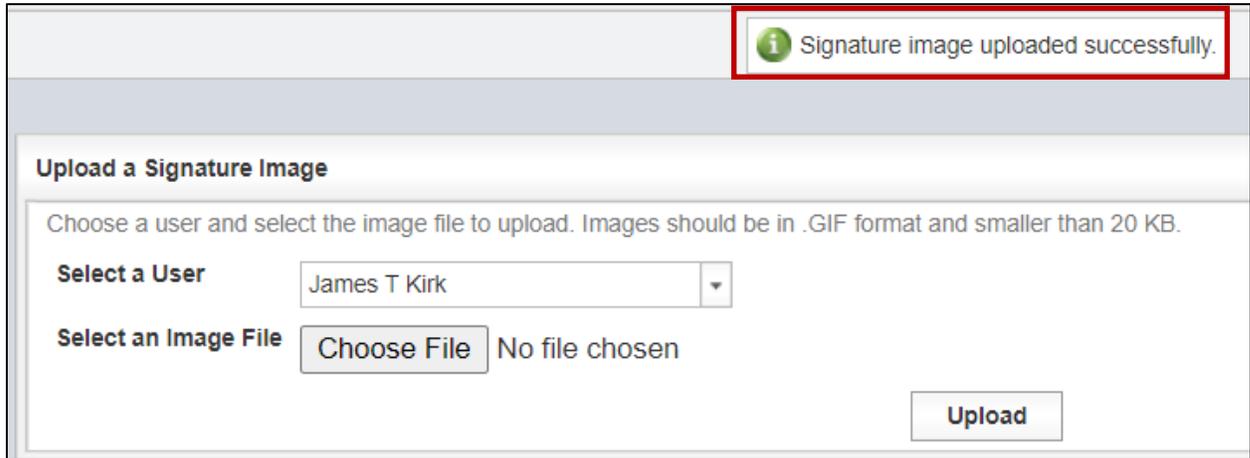
Step 4. After the file is chosen the text to the right of “Choose File” will change from “No file chosen” to the file that was selected (Figure 6-14). Now choose “Upload” the upload the GIF file.

Figure 6-14: Upload a Signature Image – Select Upload



Step 5. A message will be displayed indicating that the signature image was successfully uploaded (Figure 6-15).

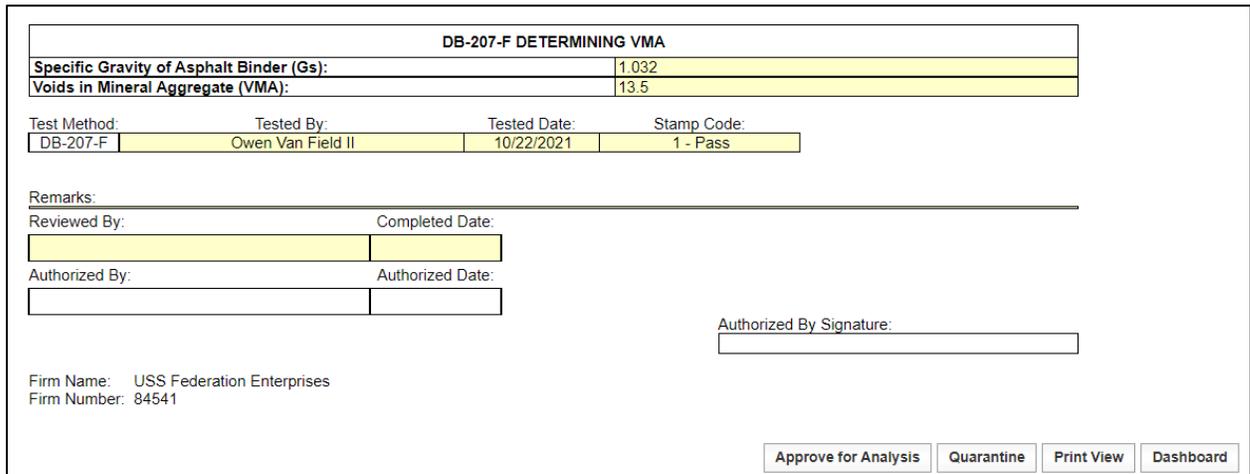
Figure 6-15: Upload a Signature Image – Signature image uploaded successfully



The screenshot shows a web interface for uploading a signature image. At the top right, a green information icon is followed by the text "Signature image uploaded successfully." Below this, the main heading is "Upload a Signature Image". Underneath, there is a instruction: "Choose a user and select the image file to upload. Images should be in .GIF format and smaller than 20 KB." The form includes a "Select a User" dropdown menu with "James T Kirk" selected. Below that is a "Select an Image File" section with a "Choose File" button and the text "No file chosen". At the bottom right of the form is an "Upload" button.

Step 6. When the I2MS Testing Manager reviews a test and selects “Approve for Analysis” the signature image is added to the test (Figure 6-16). The I2MS Testing Manager will not immediately see the signature because I2MS will navigate the manager back to the dashboard after the form is approved.

Figure 6-16: Approve for Analysis – Signature image added



The screenshot shows a test form titled "DB-207-F DETERMINING VMA". It contains the following data:

Specific Gravity of Asphalt Binder (Gs):		1.032	
Voids in Mineral Aggregate (VMA):		13.5	

Test Method:	Tested By:	Tested Date:	Stamp Code:
DB-207-F	Owen Van Field II	10/22/2021	1 - Pass

Remarks:

Reviewed By:	Completed Date:
Authorized By:	Authorized Date:

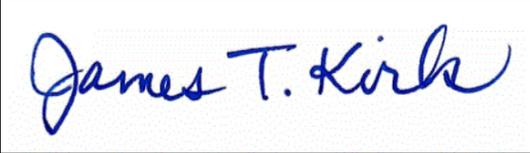
Authorized By Signature:

Firm Name: USS Federation Enterprises
Firm Number: 84541

At the bottom right, there are four buttons: "Approve for Analysis", "Quarantine", "Print View", and "Dashboard".

Step 7. To verify the signature image has been added the test will have to be selected again (Figure 6-17).

Figure 6-17: Signature image added to test record

DB-207-F DETERMINING VMA			
Specific Gravity of Asphalt Binder (Gs):		1.032	
Voids in Mineral Aggregate (VMA):		13.5	
Test Method:	Tested By:	Tested Date:	Stamp Code:
DB-207-F	Owen Van Field II	10/22/2021	1 - Pass
Remarks:			
Reviewed By:		Completed Date:	
James T Kirk		11/17/2021	
Authorized By:		Authorized Date:	
		Authorized By Signature:	
			
Firm Name: USS Federation Enterprises Firm Number: 84541			
		<input type="button" value="Approve for Analysis"/> <input type="button" value="Quarantine"/> <input type="button" value="Print View"/> <input type="button" value="Dashboard"/>	

Step 8. If another I2MS Testing Manager reviews and approves a test record that is different from the original I2MS Testing Manager, then the user who approved the test record last will have their name show as Authorized By even though a previous I2MS Testing Manager may have reviewed the record (Figure 6-18). This happens whether it is a signature image or the digital signature.

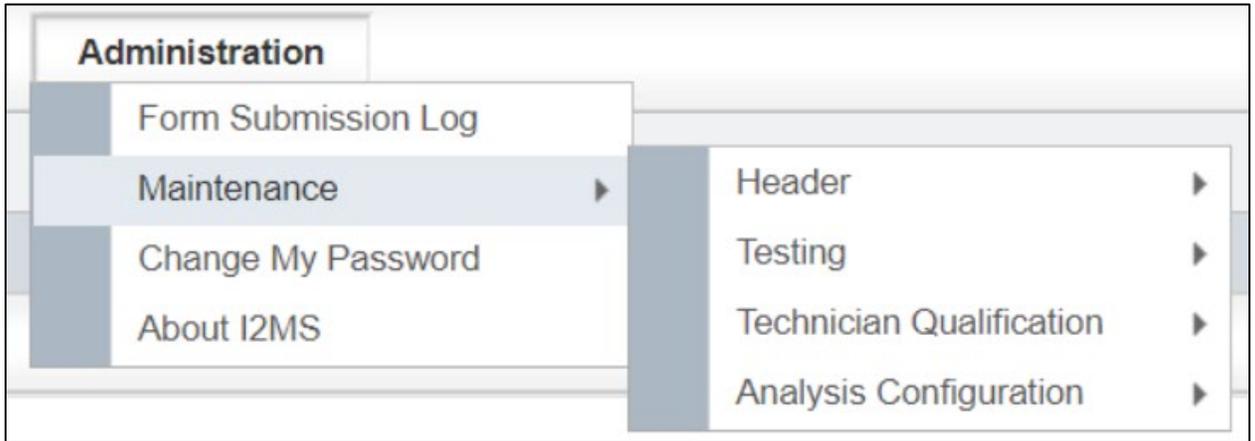
Figure 6-18: Second Approval by another I2MS Testing Manager will show second I2MS Testing Manager signature image added to test record

Remarks:	
Reviewed By:	Completed Date:
Jean-Luc Picard	11/17/2021
Authorized By:	Authorized Date:
	Authorized By Signature:
	
Firm Name: USS Federation Enterprises Firm Number: 84541	
<input type="button" value="Approve for Analysis"/> <input type="button" value="Quarantine"/> <input type="button" value="Print View"/> <input type="button" value="Dashboard"/>	

6.2.3 Maintenance

The drop-down menus that are provided in the various materials test forms are maintained and/or created in this portion of I2MS (Figure 6-19). Only those individuals that have access rights to make changes can update the various fields shown below. Maintenance has four sub menus: Header, Testing, Technician Qualification and Analysis Configuration.

Figure 6-19: Administration - Maintenance Menu



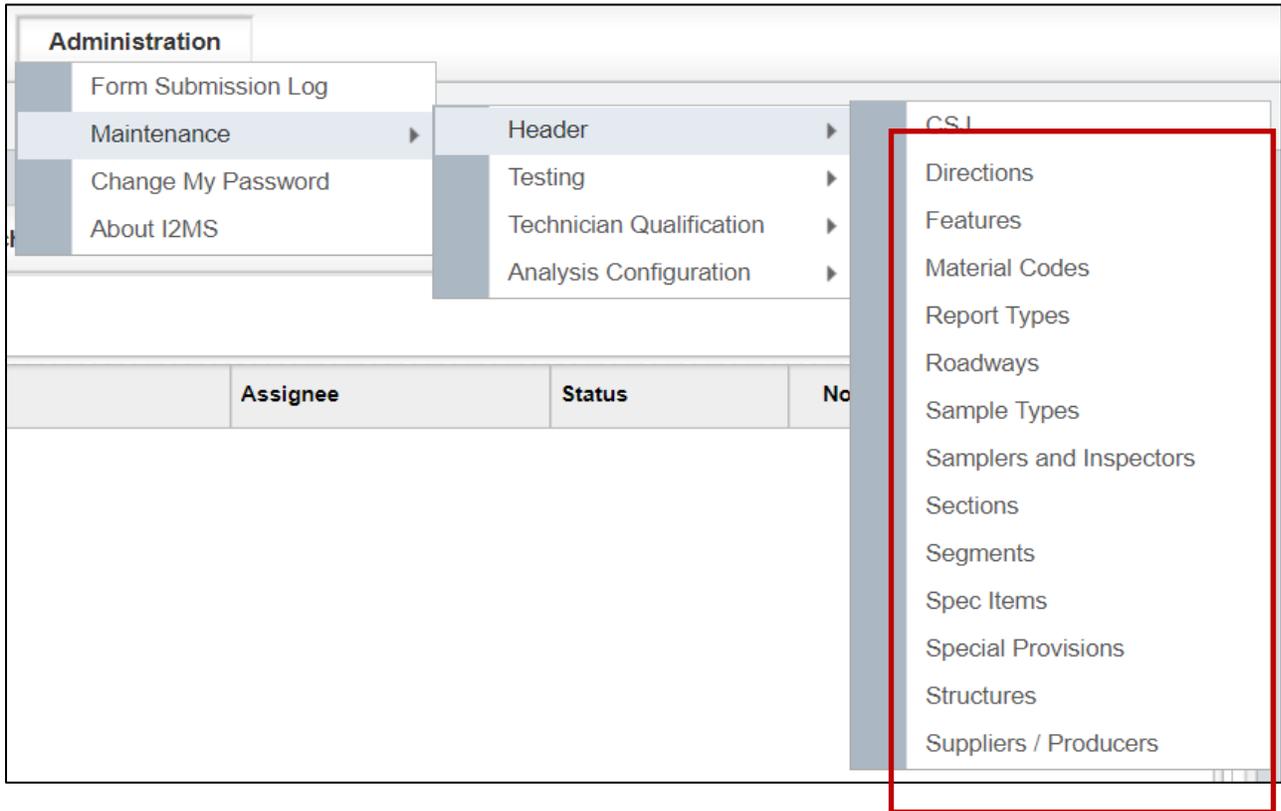
Adding, Editing, or Deleting Header and Testing CVLs. – Once an area is selected for Maintenance (example shown below is for Maintenance, Testing, Concrete Mix ID), there are three options the user can take.

- Add a new record. A screen will appear where new concrete mixtures, for example, can be added.
- Edit an existing record. A new window appears with the existing record information which can be edited and saved upon completion.
- Delete an existing record.

6.2.3.1 Header

Various header fields are used in the materials test forms. As shown in the outlined box below, the options the user can select include CSJ, Directions, Features, Material Codes, Report Types, etc. (Figure 6-20). It should be noted that not all Maintenance CVLs need to be populated. For example, the CVLs for Directions and Report Types are the same for all projects. Project-specific conditions will dictate the use of other CVL fields. As an example, the project limits may not be divided by “Section” and/or by “Segment.” In such cases, the CVLs for these items do not need to be edited. Once the Header CVLs are populated, they are available in the drop-down menus where applicable in the system.

Figure 6-20: Administration - Maintenance - Header



6.2.3.1.1 CSJ

The CSJ CVL is for project information only and is not used on any test records or reports.

- Step 1. The I2MS System Administrator or the I2MS Testing Manager can enter CSJ CVL related information by selecting "Add" (Figure 6-21).

Figure 6-21: Administration - Maintenance - Header - CSJ



Step 2. The project CSJ, Limits, and Estimated Construction Cost can be entered in this window. Once information is entered select Submit (Figure 6-22).

Figure 6-22: Add CSJ and Submit

Step 3. After selecting submit, I2MS will return to the screen as shown in Figure 6-23.

Figure 6-23: Header - CSJ Added

CSJ	Limits	Estimated Construction Cost
1234-56-789	SH 123 to SH 456	\$1,250,500,000.00

Step 4. Once the CSJ has been added, the user has the option to Add an additional CSJ or Edit or Delete existing entries (Figure 6-24).

Figure 6-24: Header – Edit or Delete CSJ

CSJ	Limits	Estimated Construction Cost
1234-56-789	SH 123 to SH 456	\$1,250,500,000.00

Step 5. Select “Edit” to make modifications and then select “Submit” to accept the changes (Figure 6-25).

Figure 6-25: Edit CSJ

Edit CSJ	
ID	17
CSJ	1234-56-789
Limits	SH 123 to SH 456
Estimated Construction Cost	1,250,500,000.00
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Step 6. Select “Delete” to remove the entry.

6.2.3.1.2 Directions

The CVLs for directions are standard for all projects (Figure 6-26). However, the option is available for the user to add or edit the directions CVLs. The process for adding Direction CVLs is essentially the same as for adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#).

Figure 6-26: Directions

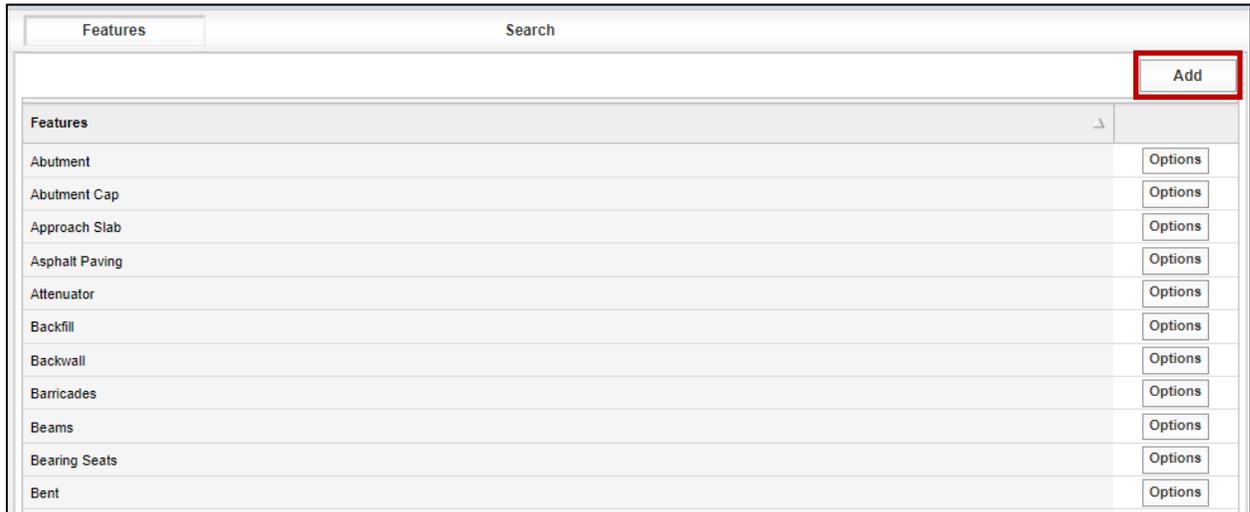
Directions		Search	<input type="button" value="Add"/>
Direction			
EB			<input type="button" value="Options"/>
NB			<input type="button" value="Options"/>
SB			<input type="button" value="Options"/>
WB			<input type="button" value="Options"/>

6.2.3.1.3 Features

The CVLs for Features are pre-populated with typical construction features (Figure 6-27). However, the user may choose to add, edit, or delete any feature to be project specific. All existing and added features are in alphabetical order.

Step 1. To add a feature select “Add.”

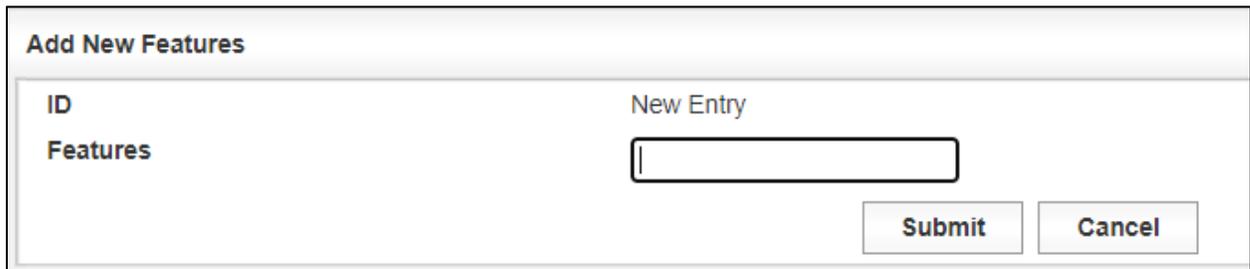
Figure 6-27: Administration - Maintenance – Features



Features	
Abutment	Options
Abutment Cap	Options
Approach Slab	Options
Asphalt Paving	Options
Attenuator	Options
Backfill	Options
Backwall	Options
Barricades	Options
Beams	Options
Bearing Seats	Options
Bent	Options

Step 2. The “Add New Features” screen will appear (Figure 6-28).

Figure 6-28: Add New Features



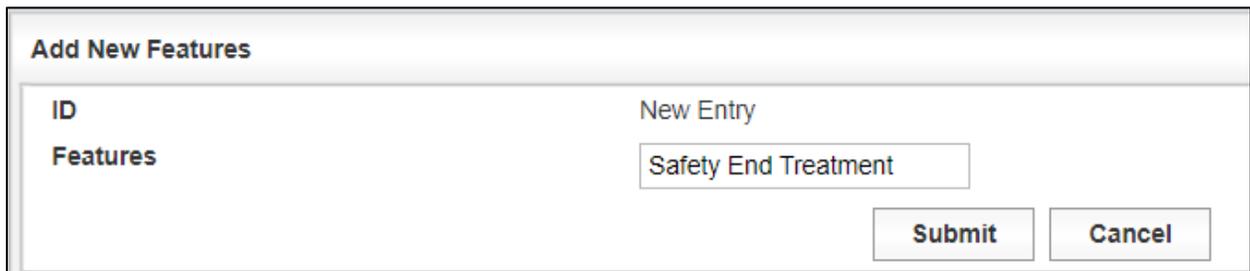
Add New Features

ID New Entry

Features

Step 3. Feature is an alphanumeric field in the system. After entering the feature name, select “Submit” to add it to the Features table (Figure 6-29).

Figure 6-29: Add New Features - Submit



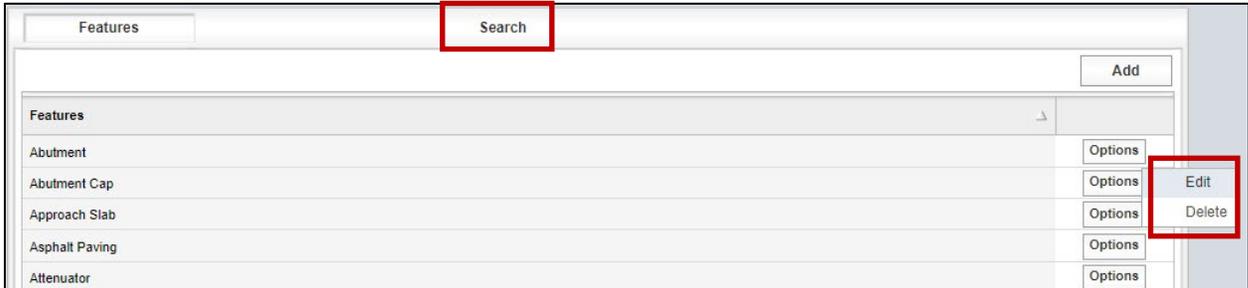
Add New Features

ID New Entry

Features

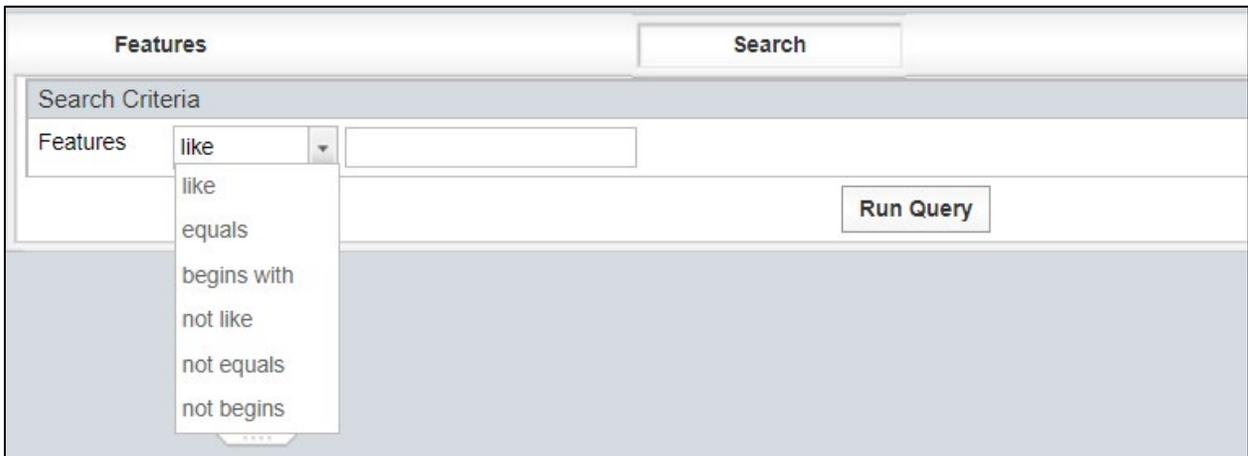
Step 4. There is a Search function to help the user quickly find a feature. Existing features can be edited or deleted. If a feature has been used in previous test records, do not edit or delete the feature (Figure 6-30).

Figure 6-30: Search Features



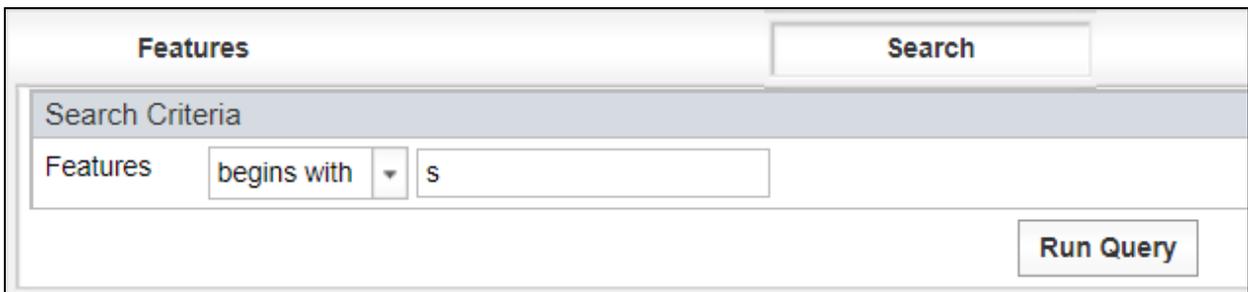
Step 5. The Search tool has selections in a drop-down menu to assist in quickly finding a feature(s) (Figure 6-31). Enter the alphanumeric text to search for a Feature and select “Run Query.”

Figure 6-31: Search Features Criteria



Step 6. In the example below, “begins with” and the alphanumeric text “s” was selected and entered (Figure 6-32).

Figure 6-32: Search Features Criteria Example



Step 7. Figure 6-33 are the query results from the search that was performed above.

Figure 6-33: Features Search Example Results

Features	
Safety End Treatment	Options
SBFR	Options
SBML	Options
Shear Key	Options
Shoulder	Options
Sidewalk	Options
Signs	Options
Sound Wall	Options
Stockpile	Options
Striping	Options

Step 8. Select “Delete” to remove a feature. A message will appear at the top of the screen indicating a feature was deleted (Figure 6-34).

Figure 6-34: Features – Delete Message

A record was deleted in the Features table.

Features	
Abutment	Options
Abutment Cap	Options
Approach Slab	Options
Asphalt Paving	Options

6.2.3.1.4 Material Codes

Material Codes are project specific and when the project begins there will not be any Material Code CVLs listed. Material Codes are alphanumeric. Some projects have used prefixes to place like materials together to quickly help find and select the material needed. Below are three examples.

CON.1234C – Concrete Mix Design

CPDC130 – Depth Check for 13” Concrete Pavement

HMA.5678B.RW – HMAC Mix Design

Once a Material Code has been used, do not edit or delete the Material Code name or Material Application. If a new Material Code is necessary, create a new Material Code.

Step 1. To add a Material Code select “Add” (Figure 6-35).

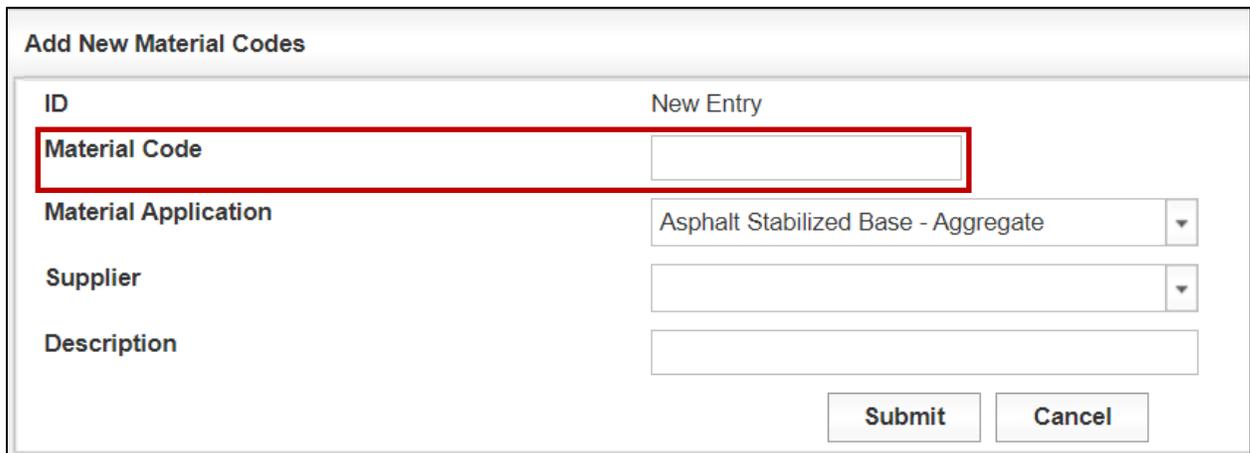
Figure 6-35: Administration - Maintenance – Material Codes – Select Add



The screenshot shows a web interface for managing Material Codes. At the top, there is a tab labeled "Material Codes" and a search bar. On the right side of the interface, there is a red-bordered button labeled "Add". Below the button is a table with the following columns: "Material Code", "Material Application", "Supplier", and "Description". The table is currently empty.

Step 2. Enter a unique material code (Figure 6-36).

Figure 6-36: Material Codes – Enter Material Code



The screenshot shows a form titled "Add New Material Codes". The form has the following fields and controls:

- ID:** A text input field with the label "Material Code" highlighted by a red box.
- New Entry:** A text input field.
- Material Application:** A dropdown menu with "Asphalt Stabilized Base - Aggregate" selected.
- Supplier:** A dropdown menu.
- Description:** A text input field.
- Buttons:** "Submit" and "Cancel" buttons at the bottom right.

Step 3. Choose a Material Application by selecting the pull-down menu. There is a list of Material Applications below this figure. Ensure that the correct Material Application is selected for the Material Code. There have been instances where the user enters a material code for concrete and the default Material Application “Asphalt Stabilized Base – Aggregate” was used (Figure 6-37). In this instance no analysis will run for this material code.

Figure 6-37: Material Codes – Select Material Application

The screenshot shows a web form titled "Add New Material Codes". The form has several fields: "ID" (containing "New Entry"), "Material Code" (containing "CON.4567C"), "Material Application" (a dropdown menu with "Asphalt Stabilized Base - Aggregate" selected), "Supplier", and "Description". A red box highlights the "Material Application" dropdown menu. The dropdown list contains the following items: "Asphalt Stabilized Base - Aggregate", "Asphalt Stabilized Base - Complete Mixture", "Asphalt Stabilized Base - Roadway", "Embankment - Cuts and Fills", "HCC - Coarse Aggregate", "HCC - Fine Aggregate", "HCC - Mineral Filler", "HCC - Non-Structural Complete Mixture", "HCC - Pavement Complete Mixture", and "HCC - Structural Complete Mixture".

Below is the current Material Application List showing material applications in I2MS.

- Asphalt Stabilized Base – Aggregate
- Asphalt Stabilized Base - Complete Mixture
- Asphalt Stabilized Base – Roadway
- Embankment - Cuts and Fills
- HCC - Coarse Aggregate
- HCC - Fine Aggregate
- HCC - Mineral Filler
- HCC - Non-Structural Complete Mixture
- HCC - Pavement Complete Mixture
- HCC - Structural Complete Mixture
- QCQA ACP - Coarse Aggregate
- QCQA ACP - Combined Aggregate

- QCQA ACP - Complete Mixture
- QCQA ACP - RAP
- QCQA ACP - Roadway
- Recycled Material - RAP Crushed Concrete
- Retaining Wall - Non-Select
- Retaining Wall - Select
- Surface Treatment - Aggregate
- Treated Subgrade / Base Course - Complete Mixture
- Treated Subgrade / Base Course - New
- Untreated Base Course

The material applications are listed in the Analysis Applications for your project, as further described in [6.2.3.4.1 Analysis Applications](#).

- Step 4. Select a Supplier from the pull-down menu (Figure 6-38). If the desired Supplier is not listed, the user can go to the Suppliers/Producers to add a new supplier. See [6.2.3.1.14 Suppliers/Producers](#) on how to add a supplier. Once the supplier has been added, the user can edit the material code and add the new supplier.

Figure 6-38: Material Codes – Select Supplier

The screenshot shows a web form titled "Add New Material Codes". The form has several fields: "ID" with the value "New Entry", "Material Code" with the value "CON.4567C", "Material Application" with the value "HCC - Structural Complete Mixture", and "Supplier" which is currently empty. The "Supplier" dropdown menu is open, showing a list of suppliers: BASF, Bluebonnet Materials, Boral, Campbell Concrete & Materials, Cemex, Colt Concrete, Hanson, Hanson-Lake Bridgeport, and Holcim. The "Supplier" field and its dropdown list are highlighted with a red border.

Step 5. Enter a description of the material that best represents the material (Figure 6-39).

Figure 6-39: Material Codes – Enter Description

The screenshot shows the same "Add New Material Codes" form. The "Supplier" dropdown menu is now closed, and the value "Colt Concrete" is visible in the field. The "Description" field is now filled with the text "3600 PSI Class C" and is highlighted with a red border. At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

Step 6. Select “Submit” to add to the Material Codes table (Figure 6-39). There is no notification message at the top that the material code has been added to the “Material Codes” table. The material code can be found by selecting the forward button at the bottom of the page as shown below to forward to the next page (Figure 6-40).

Figure 6-40: Material Codes – Forward Button

Material Code	Material Application	Supplier	Description	
AGG.CC	Untreated Base Course	Big City	Crushed Concrete - Big City	Options
AGG.CC.NGC	Untreated Base Course	Northgate Constructors	Crushed Concrete Flex Base	Options
AGG.CLFB	Treated Subgrade / Base Course - Complete Mixt...	Martin Marietta Chico Quarry	Crushed Limestone Flex Base	Options
AGG.COMB.TXIBP	QCQAACP - Combined Aggregate	TXI - Bridgeport, TX	COMBINED AGGREGATE	Options
CON.110FBB.LEW	HCC - Non-Structural Complete Mixture	TXI - Lewisville	3000 PSI Class A	Options
CON.110FMB	HCC - Non-Structural Complete Mixture	TXI -Plant # 128	3000 PSI, Class A	Options
CON.1506IB.105	HCC - Structural Complete Mixture	Southern Star - Plant 105 (Irving)	6000 PSI, CLASS F	Options
CON.1506IB.110	HCC - Structural Complete Mixture	Southern Star - Plant 110 (Coppell)	6000 PSI, CLASS F	Options

Page 1 of 16 (336 items)

Step 7. The Material Code search has four criteria items to help narrow the search: Material Code, Material Application, Supplier, and Description (Figure 6-41). Material Code and Description have the options of like, equals, begins with, not like, not equals, and not begins to assist in the search. Material Application has a drop-down menu with all of the Material Applications as choices. Supplier has a drop-down menu with all of the Supplier/Producers as choices. Once the search information has been entered, select “Run Query” to perform the search.

Figure 6-41: Material Codes – Searching Material Codes

Search Criteria

Material Code: like [] Supplier: []

Material Application: [] Description: like []

Run Query

Step 8. The user has the option of editing or deleting the material code. As previously mentioned, once a Material Code has been used, do not edit or delete the Material Code (Figure 6-42).

Figure 6-42: Material Codes – Option to Edit or Delete

The screenshot shows a table with the following data:

Material Code	Material Application	Supplier	Description	Options
AGG.CC	Untreated Base Course	Big City	Crushed Concrete - Big City	Options Edit
AGG.CC.NGC	Untreated Base Course	Northgate Constructors	Crushed Concrete Flex Base	Options Delete
AGG.CLFB	Treated Subgrade / Base Course - Complete Mixt...	Martin Marietta Chico Quarry	Crushed Limestone Flex Base	Options
AGG.COMB.TXIBP	QCOAACP - Combined Aggregate	TXI - Bridgeport, TX	COMBINED AGGREGATE	Options

Step 9. If a Material Code is deleted, there will be a notification at the top of the table immediately following the deletion (Figure 6-43). Again, Material Codes should not be deleted after they have been used.

Figure 6-43: Material Codes – Record Deleted Message

The screenshot shows a notification message at the top of the table area:

A record was deleted in the Material Codes table.

Below the notification, the table structure is visible with columns: Material Code, Material Application, Supplier, Description, and Options.

6.2.3.15 Report Types

Report Types are the same for each project and only TxDOT MTD (I2MS System Administrators) should add, edit, or delete these CVLs. The process for adding Report Types CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Note that Report Types is a field that drives I2MS processes and should not be added, edited, or deleted without consulting I2MS support programmers. Report type is an alphanumeric field in the system.

6.2.3.16 Roadways

Roadways are project specific and when the project begins there will not be any Roadway CVLs listed. The process for adding Roadways CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Roadway is an alphanumeric field in the system and has no spaces.

6.2.3.1.7 Sample Types

Sample Types are the same for each project and only MTD (I2MS System Administrators) should add, edit, or delete this CVL. The process for adding Sample Types CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Note that Sample Types is a field that drives I2MS processes and should not be added, edited, or deleted without consulting I2MS support programmers. Sample type is an alphanumeric field in the system.

6.2.3.1.8 Samplers and Inspectors

Samplers and Inspectors are project specific and when the project begins there will not be any Samplers and Inspectors CVLs listed. Samplers and Inspectors is an alphanumeric field in the system.

Step 1. To add a sampler and inspector select “Add” (Figure 6-44).

Figure 6-44: Administration – Maintenance – Samplers and Inspectors – Select Add

Name	Initials	Is Tester	Is Inspector	Owner	Guid
------	----------	-----------	--------------	-------	------

Step 2. Enter the name and initials of the Sampler and Inspector (Figure 6-45). If the same name and/or initials exists in in the table, the best practice is to add a number behind the name and/or initials to distinguish between the two samplers and inspectors. Select “Y” for both “Is Tester” and “Is Inspector.” From the pull-menu, select OVF or CQAF (IQF) based on who the sampler/inspector’s firm role on the project. Once all information has been entered select “Submit” to add the Sampler/Inspector to the Samplers and Inspectors table or choose Cancel to return to the Samplers and Inspectors table.

Figure 6-45: Samplers and Inspectors – Add

Add New Samplers and Inspectors

Primary Key

New Entry

Name Owen Van Field

Initials OVF

Is Tester Y

Is Inspector Y

Owner OVF

Guid

Submit Cancel

Step 3. There is no notification message at the top that the Samplers and Inspectors has been added to the Samplers and Inspectors table. The Sampler/Inspector can be found by selecting the forward button at the bottom of the page as shown in Figure 6-46 to forward to the next page. The new Sampler/Inspector can also be found by selecting “Search.”

Figure 6-46: Samplers and Inspectors – Search with Forward Arrow

Samplers and Inspectors Search Add

Name	Initials	Is Tester	Is Inspector	Owner	Guid	
Ian Quinn Ford	IQF	Y	Y	CQAF		Options
Owen Van Field	OVF	Y	Y	OVF		Options
Owen Van Field II	OVF	Y	Y	OVF		Options

Page 2 of 3 (52 items)

Step 4. To search the sampler/inspector just enter the first few letters of the name or the full name of the sampler/inspector as shown below (Figure 6-47). Select “Run Query” to perform the search.

Figure 6-47: Samplers and Inspectors – Search

Step 5. Below are the search results for this example. The Samplers and Inspectors can be edited or deleted (Figure 6-48).

Figure 6-48: Samplers and Inspectors – Edit or Delete

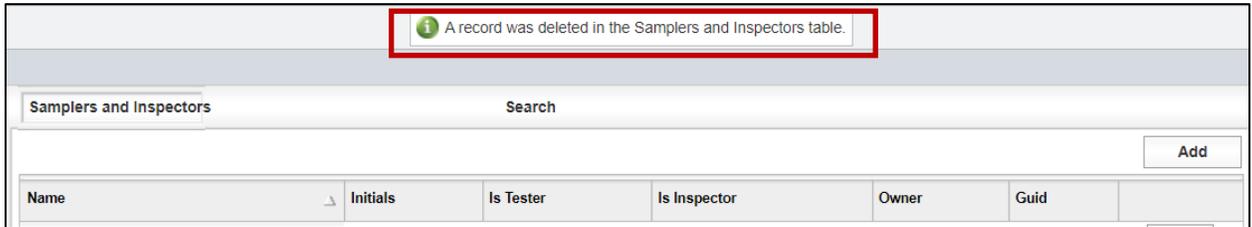
Name	Initials	Is Tester	Is Inspector	Owner	Guid	Options
Owen Van Field	OVF	Y	Y	OVF		Options Edit
Owen Van Field II	OVF	Y	Y	OVF		Options Delete

Step 6. The “Edit Samplers and Inspectors” screen will show if edit is selected (Figure 6-49). Once modifications are made select “Submit” to apply the changes or “Cancel” to exit the “Edit Samplers and Inspectors” screen.

Figure 6-49: Samplers and Inspectors – Edit

Step 7. There is a notification message at the top of the “Samplers and Inspectors” table if a record is deleted (Figure 6-50).

Figure 6-50: Samplers and Inspectors – Delete



6.2.3.1.9 Sections

A section is a part of a segment. A segment can be broken down to smaller lengths which are sections. The process for adding Section CVLs is essentially the same as for adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). A section is an alphanumeric field in the system.

6.2.3.1.10 Segments

Segments are project specific and when the project begins there will not be any Segments CVLs listed. The process for adding Segment CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). A segment is an alphanumeric field in the system.

6.2.3.1.11 Spec Items

The CVLs for Spec Items are pre-populated with typical spec items used for all projects. However, the user may choose to add, edit, or delete any spec item to be project specific. All existing and added features are in alphanumeric order. The process for adding Spec Item CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Spec Items is an alphanumeric field in the system.

6.2.3.1.12 Special Provisions

Special Provisions are project specific and when the project begins there will not be any Special Provision CVLs listed. The process for adding Special Provision CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Special Provisions is an alphanumeric field in the system.

6.2.3.1.13 Structures

Structures are project specific and when the project begins there will not be any Structure CVLs listed. The process for adding Structure CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Structures is an alphanumeric field in the system.

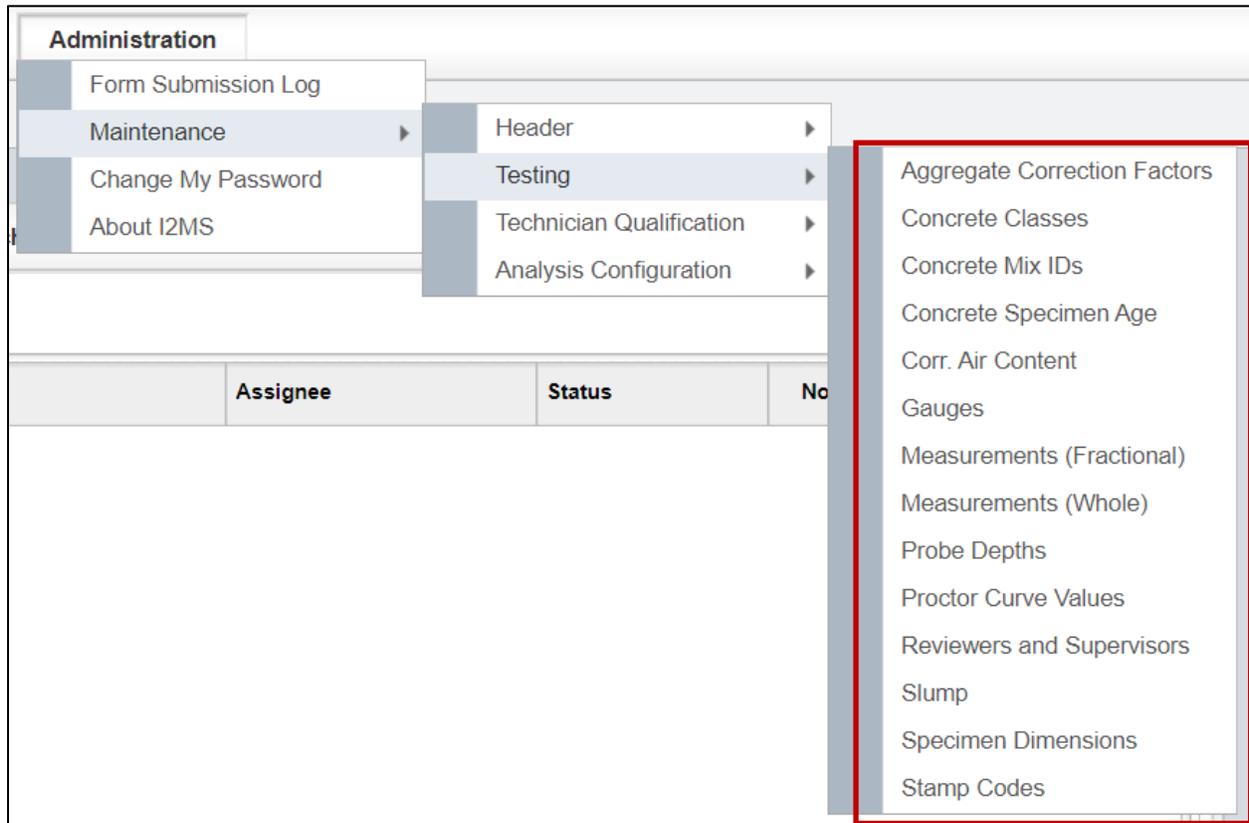
6.2.3.1.14 Suppliers/Producers

Suppliers and Producers are project specific and when the project begins there will not be any Suppliers and Producers CVLs listed. The process for adding Supplier/Producer CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Suppliers and Producers is an alphanumeric field in the system.

6.2.3.2 Testing

Various fields are used in the materials test forms. These CVLs include Aggregate Correction Factors, Concrete Classes, etc. as shown within the outlined box below (Figure 6-51).

Figure 6-51: Administration – Maintenance – Testing



6.2.3.2.1 Aggregate Correction Factors

The aggregate correction factors are standard for all projects (Figure 6-52). However, the option is available for the user to add or edit the aggregate correction factors. The aggregate correction factors can be used in the DB-418-A test form. The factors range from 0.1 to 1.5. The process for adding Aggregate Correction Factor CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). The Aggregate Correction Factor is a numeric field in the system.

Figure 6-52: Administration – Maintenance – Testing – Aggregate Correction Factors

Aggregate Correction Factors		Search	Add
Agg. Correction Factor			
0.1			Options
0.2			Options
0.3			Options
0.4			Options
0.5			Options
0.6			Options
0.7			Options
0.8			Options
0.9			Options
1			Options
1.1			Options
1.2			Options
1.3			Options
1.4			Options
1.5			Options

FIELD TEST RESULTS			
Concrete Temperature, (°F):		Slump, in.:	Agg. Correction Factor: ▾
Air Temperature, (°F):		Unit Wt.:	Corrected Air Content:

6.2.3.2.2 Concrete Classes

The CVLs for Concrete Classes are pre-populated with concrete classes used for all projects. There are classes of concrete that have strength requirements as shown on the plans. If these classes of concrete will be used then the strength requirements will need to be added by adding or editing the class of concrete. All existing and added concrete classes are in alphanumeric order. The process for adding Concrete Class CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Concrete Classes is an alphanumeric field in the system.

6.2.3.2.3 Concrete Mix IDs

Concrete Mix IDs are project specific and when the project begins there will not be any Concrete Mix IDs CVLs listed (Figure 6-53). Currently, there is not a drop-down menu on form DB-418-A to select the Concrete Mix IDs nor the Design Water. The Mix IDs and Design Water values must be entered on the form instead of chosen from a drop-down menu. This table can be used for documenting of the design water for each Mix ID. Projects often use the same information for Material Code and Mix ID. The process for adding Concrete Mix ID CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Concrete Mix IDs is an alphanumeric field in the system.

Figure 6-53: Administration – Maintenance – Testing – Concrete Mix IDs

BATCH INFORMATION				PUMPED PLACEMENT RESULTS	
Truck #:		Batch Size:		Pump Slump Loss:	
Sample Time:	<input type="text"/>	Agg. Size:	<input type="text"/>	Placement Slump:	<input type="text"/>
Design Water:		Actual Water:		Pump Air Loss:	
Water Added:		Total Water:	0	Placement Air:	
Batch Time:	<input type="text"/>	Ticket #:			
FIELD TEST RESULTS					
Concrete Temperature, (°F):	<input type="text"/>	Slump, in.:	<input type="text"/>	Agg. Correction Factor:	<input type="text"/>
Air Temperature, (°F):	<input type="text"/>	Unit Wt.:	<input type="text"/>	Corrected Air Content:	<input type="text"/>
CONCRETE CYLINDERS INFORMATION					
Class of Concrete:	<input type="text"/>	Req. Strength, psi:	<input type="text"/>		
Specimen Size:	<input type="text"/>	Mix ID:	<input type="text"/>		

6.2.3.2.4 Concrete Specimen Age

The CVLs for Concrete Specimen Age are pre-populated with concrete specimen ages from days 1 to 56 (Figure 6-54). The process for adding Concrete Specimen Age CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). The Concrete Specimen Age is a numeric field in the system. These numbers are used on the DB-418-A form drop-down menu for “Age(Days)”.

Figure 6-54: Testing – Concrete Specimen Age – DB-418-A Form

CONCRETE CYLINDERS INFORMATION						
Class of Concrete:					Req. Strength, psi:	
Specimen Size:					Mix ID:	
Specimen	Test Date	Age(Days)	Area	Load(lbs)	Strength(psi)	T
-						
-		1				
-		2				
-		3				
-		4				
-		5				
		6				
		7				
		8				
Diameter=6.00 unless noted.		Legend: Type 1 = Cone, Type 2 = Cone and Split, Type 3 = Split, Type 4 = Split and Core, Type 5 = Split and Core with Fracture, Type 6 = Pointed				
Average 7 Day Com						Average 28 Day

6.2.3.2.5 Corrected Air Content

The CVLs for Corrected Air Content are pre-populated with values from 0.5 to 10 (Figure 6-55). These values were intended for the DB-418-A form. However, there is not a drop-down menu for the Corrected Air Content and these values must be entered directly in the form. Therefore, this CVL can be ignored.

Figure 6-55: Testing – Corrected Air Content – DB-418-A Form

FIELD TEST RESULTS			
Slump, in.:		Agg. Correction Factor:	
Unit Wt.:		Corrected Air Content:	

6.2.3.2.6 Gauges

The Gauges CVL are project specific and when the project begins there will not be any Gauges CVLs listed. Currently, there is not a drop-down menu on form DB-115-1 to use for the gauges. The gauge number must be entered on the form instead of chosen from a drop-down menu. This table can be used for documentation of the gauges used on the project.

The process for adding Gauge CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Gauges is an alphanumeric field in the system (Figure 6-56).

Figure 6-56: Administration – Maintenance – Testing – Gauges

Probe Depth:		Gauge No.:	
Wet Density,pcf:			
Dry Density,pcf:			
Moisture Content,%:		Pass/Fail:	
Density,%:		Pass/Fail:	

6.2.3.2.7 Measurements (Fractional)

The Measurements (Fractional) CVL is not used in the current version of I2MS and can be ignored.

6.2.3.2.8 Measurements (Whole)

The Measurements (Whole) CVL is not used in the current version of I2MS and can be ignored.

6.2.3.2.9 Probe Depths

Probe Depths can be entered but it is not used in any drop-down menu in I2MS therefore, this CVL can be ignored. As shown in the snip of form DB-115-E, the probe depth must be entered manually instead of selected from a drop-down menu (Figure 6-57).

Figure 6-57: Testing – Probe Depth – DB-115-E Form

Probe Depth:		Gauge No.:	
Wet Density,pcf:			
Dry Density,pcf:			
Moisture Content,%:		Pass/Fail:	
Density,%:		Pass/Fail:	

6.2.3.2.10 Proctor Curve Values

Proctor Curve Values are unique to each project and can be added but it is not used in any drop-down menu in I2MS. Proctor curve values can be stored for reference or this CVL can be ignored. The process for adding Proctor Curve Value CVLs is essentially the same as

adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). The Proctor Curve Values CVL has five different entries. The Description and Location are an alphanumeric field in the system. The date can be selected by the calendar. This date is when the proctor curve was determined. The Max Density and Optimum Moisture are numeric fields in the system.

6.2.3.2.11 Reviewers and Supervisors

Reviewers and Supervisors are not used in the current version of I2MS. The user roles define who can review and approve tests. The Reviewers and Supervisors CVL can be ignored.

6.2.3.2.12 Slump

The Slump CVLs are pre-populated with values from 0 to 12. There should not be a reason to modify these values. These values are intended for the DB-418-A form for the Placement Slump under the Pumped Placement Results (Figure 6-58). The Slump under Field Test Results does not have a drop-menu for this entry (Figure 6-58). The slump for Field Test Results must be entered directly in the box.

Figure 6-58: Administration – Maintenance – Testing – Slump on DB-418-A

BATCH INFORMATION				PUMPED PLACEMENT RESULTS	
Truck #:		Batch Size:		Pump Slump Loss:	
Sample Time:		Agg. Size:		Placement Slump:	
Design Water:		Actual Water:		Pump Air Loss:	
Water Added:		Total Water:	0.00	Placement Air:	
Batch Time:		Ticket #:			
FIELD TEST RESULTS					
Concrete Temperature, (°F):		Slump, in.:		Agg. Correction Factor:	
Air Temperature, (°F):		Unit Wt.:		Corrected Air Content:	

6.2.3.2.13 Specimen Dimensions

The Specimen Dimension CVLs are the same for each project. This CVL is used in the DB-418-A form. Currently, 4x8 and 6x12 specimen dimensions have been pre-populated (Figure 6-59). Additionally, the process for adding Specimen Dimension CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). The Dimensions and Type are an alphanumeric field in the system.

Figure 6-59: Administration – Maintenance – Testing – Specimen Dimensions – DB-418-A

CONCRETE CYLINDERS INFORMATION					
Class of Concrete:				Req. Strength,	
Specimen Size:				Mix	
Specimen	Test Date	Area	Load(lbs)	Strength(psi)	
-		4x8			
-		6x12			

6.2.3.2.14 Stamp Codes

The Stamp Codes CVLs are the same for each project and only TxDOT MTD (I2MS System Administrators) should add, edit, or delete this CVL (Figure 6-60). The process for adding CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#). Note that Stamp Codes is a field that drives I2MS processes and should not be added, edited, or deleted without consulting I2MS support programmers.

Figure 6-60: Administration – Maintenance – Testing – Stamp Codes

Stamp Codes		Search
Stamp Code	Description	
0	Not Assigned	
1	Pass	
2	Engineering Decision	
5	Fail	
9	Informational	

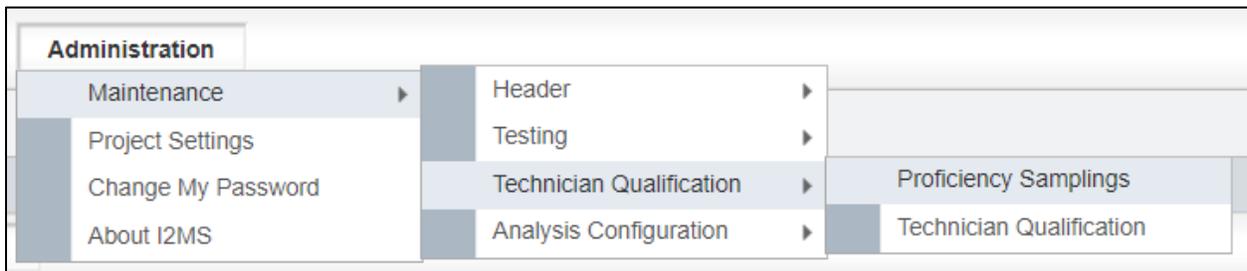
6.2.3.3. Technician Qualifications

This I2MS module allows those granted access rights to view the results of Technician Qualifications and Proficiency Samples as part of the Independent Assurance Program.

6.2.3.3.1 Proficiency Sampling and Testing

This I2MS module is used to document proficiency sampling and testing as part of the Independent Assurance Program. The original intent for the Proficiency Samplings module was to allow or deny a test record based on whether a technician passed the proficiency tests or to ignore the proficiency sampling requirements until the technician could perform the proficiency tests. However, this version of I2MS ignores the proficiency sampling entries and has no effect on test records. The Independent Assurance (IA) firm may use this module to document the proficiency results or use another tool for documentation. Access this module through the Administration menu as shown below in Figure 6-61.

Figure 6-61: Administration – Maintenance – Technician Qualification – Proficiency Samplings



Step 1. Opening screen for Proficiency Samplings is shown below. Depending on the user's access rights, a record can be added, edited, or deleted (Figure 6-62).

Figure 6-62: Technician Qualification – Proficiency Samplings - Select Add

The screenshot shows a table titled 'Proficiency Samplings' with a search bar. The table has four columns: 'Proficiency Type', 'Effective Date', 'Expiration Date', and an empty column. There are six rows of data, each with an 'Options' button in the empty column. An 'Add' button is located in the top right corner of the table area.

Proficiency Type	Effective Date	Expiration Date	
Tex-104-E	2/7/2021	2/7/2022	Options
Tex-105-E	2/7/2021	2/7/2022	Options
Tex-106-E	2/7/2021	2/7/2022	Options
Tex-415-A	1/10/2021	1/10/2022	Options
Tex-416-A	1/10/2021	1/10/2022	Options
Tex-418-A	1/10/2021	1/10/2022	Options

Step 2. Adding or Editing Proficiency Samplings – when adding or editing proficiency records, multiple Participating Technicians can be selected. Once all fields have been populated, select Submit to enter the record into I2MS (Figure 6-63).

Figure 6-63: Technician Qualification – Proficiency Samplings - Enter and Submit

Add New Proficiency Samplings

ID: New Entry

Proficiency Type: Tex-415-A

Effective Date: 01/10/2021

Expiration Date: 01/10/2022

Participating Technicians: Ian Quinn Ford, Owen Van Field

Comments: Slump of Hydraulic Cement

Buttons: Submit, Cancel

Step 3. Searching for Proficiency Samplings – populate the filters below and select Run Query (Figure 6-64).

Figure 6-64: Technician Qualification – Proficiency Samplings - Enter Criteria and Select Run Query

Proficiency Samplings Search

Search Criteria

Proficiency Type: [Dropdown]

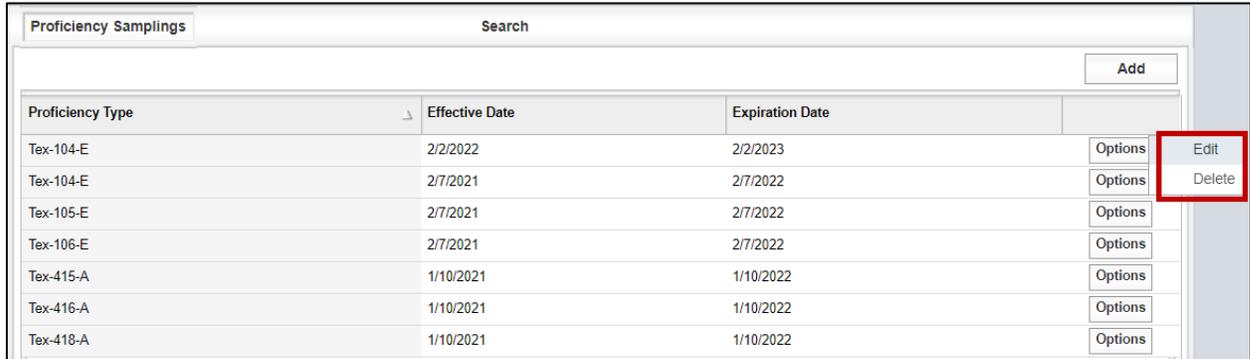
Expiration Date: < 02/01/2022 and >= [Dropdown]

Effective Date: <= [Dropdown] and <> [Dropdown]

Buttons: Run Query

Step 4. There is an option to edit or delete the “Proficiency Samplings” (Figure 6-65).

Figure 6-65: Technician Qualification – Proficiency Samplings – Edit or Delete

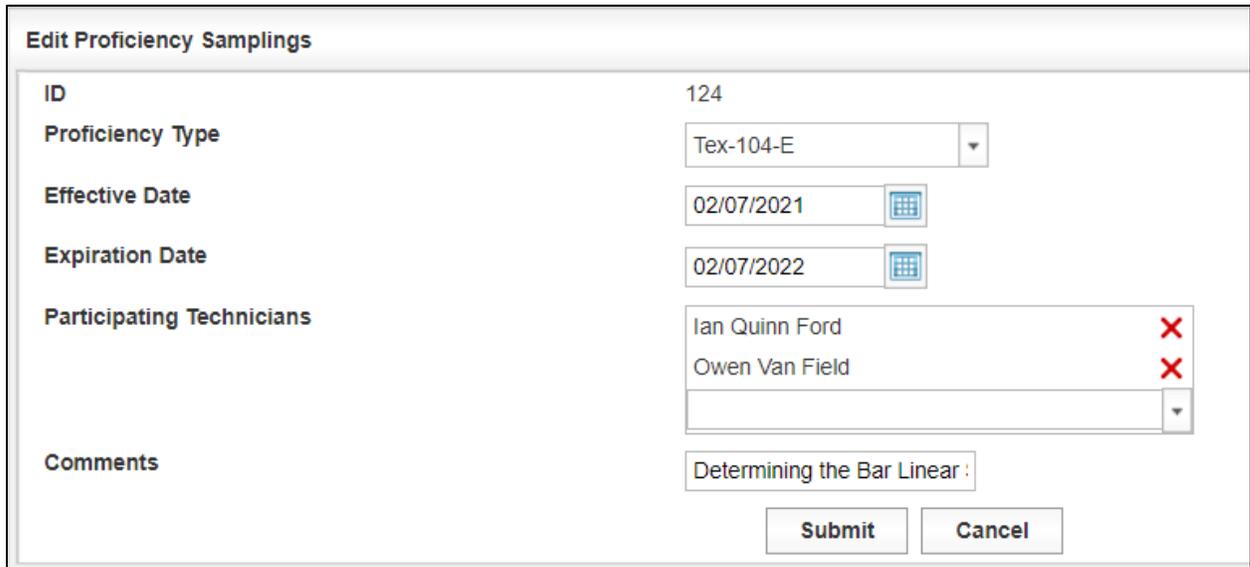


The screenshot shows a table titled "Proficiency Samplings" with a search bar and an "Add" button. The table has four columns: "Proficiency Type", "Effective Date", "Expiration Date", and "Options". The "Options" column contains a dropdown menu for each row. A red box highlights the "Edit" and "Delete" options in the dropdown menu for the first row.

Proficiency Type	Effective Date	Expiration Date	Options
Tex-104-E	2/2/2022	2/2/2023	Options
Tex-104-E	2/7/2021	2/7/2022	Options
Tex-105-E	2/7/2021	2/7/2022	Options
Tex-106-E	2/7/2021	2/7/2022	Options
Tex-415-A	1/10/2021	1/10/2022	Options
Tex-416-A	1/10/2021	1/10/2022	Options
Tex-418-A	1/10/2021	1/10/2022	Options

Step 5. The “Edit Proficiency Samplings” screen will show if edit is selected. Once modifications are made select “Submit” to apply the changes or “Cancel” to exit the “Edit Proficiency Samplings” screen (Figure 6-66).

Figure 6-66: Technician Qualification – Proficiency Samplings – Edit



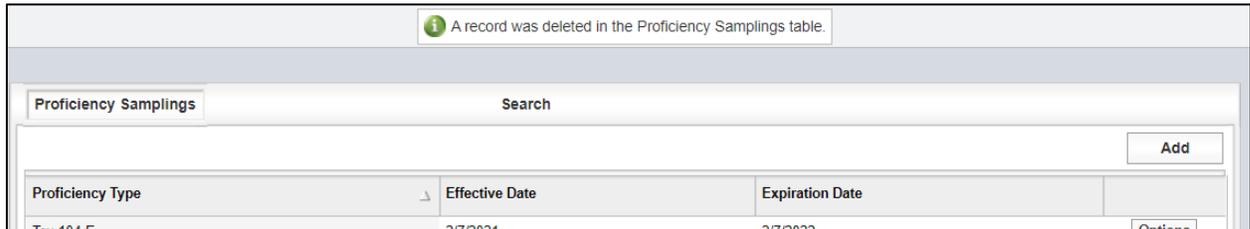
The screenshot shows the "Edit Proficiency Samplings" form. It has the following fields and values:

- ID: 124
- Proficiency Type: Tex-104-E
- Effective Date: 02/07/2021
- Expiration Date: 02/07/2022
- Participating Technicians: Ian Quinn Ford, Owen Van Field
- Comments: Determining the Bar Linear :

At the bottom of the form are "Submit" and "Cancel" buttons.

Step 6. There is a notification message at the top of the “Proficiency Samplings” table if a proficiency sampling is deleted (Figure 6-67).

Figure 6-67: Technician Qualification – Proficiency Samplings – Delete Message



6.2.3.3.2 Technician Qualifications

Selecting the Technician Qualification menu provides a listing of all technician certifications on the project along with their Authorized Date, Expiration Date, and whether they have been excluded from the Independent Assurance Proficiency Program. If technician’s qualification information is in I2MS, test forms cannot be submitted into I2MS for that technician. Before a technician qualification can be entered, the technician’s name must be entered first as a Sampler and Inspector. See [6.2.3.1.8 Samplers and Inspectors](#) for details.

If a technician’s qualification has not been entered or is expired, an error message will appear at the top of a test record as shown below (Figure 6-68). Figure 6-69 shows how to navigate to the Technician Qualification screen.

Figure 6-68: Technician Qualification – Technician Qualification – Error Message

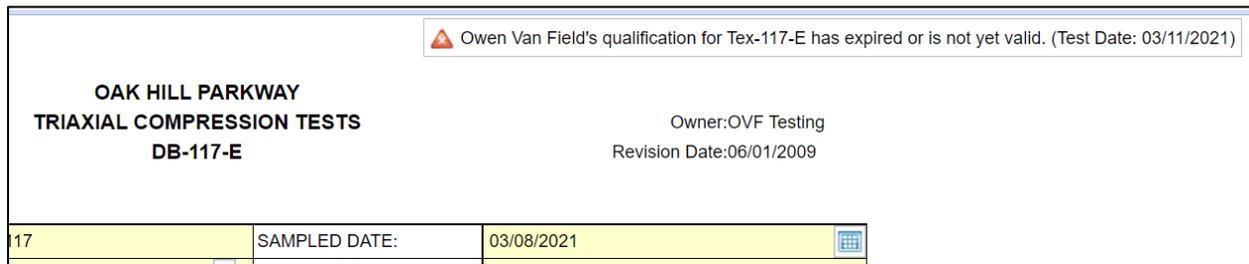
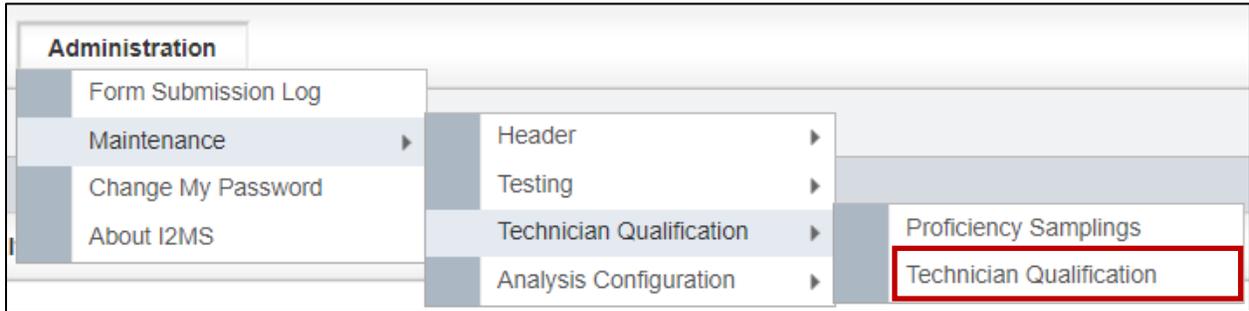


Figure 6-69: Administration – Maintenance - Technician Qualification – Technician Qualification



Step 1. To add a Technician Qualification, select “Add” (Figure 6-70).

Figure 6-70: Technician Qualification – Technician Qualification – Select Add

Technician Qualification							
							Search
Add							
Technician	Qualifying Agency	Qualification	Authorized Date	Expiration Date	Override	Ignore Proficiency	
Ian Quinn Ford	ACI	Field Testing Technician Grade I	1/1/2020	1/1/2025		No	Options
Ian Quinn Ford	HMAC	Level IA	1/1/2020	12/31/2025		No	Options
Ian Quinn Ford	HMAC	Level IB	1/1/2020	12/31/2025		No	Options
Ian Quinn Ford	HMAC	Level II	1/1/2020	12/31/2025		No	Options

Step 2. Select the Technician from the drop-down menu (Figure 6-71). This menu is populated from the technicians in the Samplers and Inspectors list.

Figure 6-71: Technician Qualification – Technician Qualification – Add – Select Technician

The screenshot shows a web form titled "Add New Technician Qualification". The form has several fields: ID, Technician, Qualifying Agency, Qualification, Authorized Date, Expiration Date, Override, Ignore Proficiency, and Comments. The "Technician" field is currently selected, and a dropdown menu is open, displaying a list of names: Ian Quinn Ford, Frank Velez, Ghanem Aridi, Gregerz Joseph, Gregory Lynn Trevino, Hatem Fayyadh, Henry Templo, Humam Al Hilali, Ian Quinn Ford (highlighted), Jason Manangan, and Jorge Velez. To the right of the dropdown is an "Edit" button. At the bottom of the form are "Submit" and "Cancel" buttons.

Step 3. Select the Qualifying Agency (Figure 6-72).

Figure 6-72: Technician Qualification – Technician Qualification – Select Qualifying Agency

The screenshot shows the same "Add New Technician Qualification" form. In this step, the "Qualifying Agency" field is selected, and a dropdown menu is open, displaying a list of agency names: ACI, HMAC, and TxDOT. The "Technician" field now shows "Ian Quinn Ford" and has an "Edit" button next to it. The "Qualification" field is empty. At the bottom of the form are "Submit" and "Cancel" buttons.

Step 4. Select the Qualification related to the Qualifying Agency (Figure 6-73). Multiple qualifications can be selected if the qualification has the same Authorized Date and Expiration Date.

Figure 6-73: Technician Qualification – Technician Qualification – Select Qualification

The screenshot shows a web form titled "Add New Technician Qualification". The form contains the following fields and controls:

- ID:** A dropdown menu with "New Entry" selected.
- Technician:** A dropdown menu with "Ian Quinn Ford" selected, followed by an "Edit" link.
- Qualifying Agency:** A dropdown menu with "ACI" selected.
- Qualification:** A dropdown menu with "Field Testing Technician Grade I" selected, including a red "X" icon for removal.
- Authorized Date:** A date input field with a calendar icon.
- Expiration Date:** A date input field with a calendar icon.
- Override:** A dropdown menu.
- Ignore Proficiency:** A dropdown menu with "No" selected.
- Comments:** A text input field.

At the bottom right of the form are two buttons: "Submit" and "Cancel".

Below are the Qualifications for the Qualifying Agencies ACI, HMAC, TTI, and TxDOT (Figure 6-74). TxDOT's list extends beyond what is shown in the Figure 6-73. TxDOT's qualifications should only be used if a technician is given a temporary provision to perform testing on the project until a certification can be acquired or for those tests that are not covered by the other approved qualifying agencies. If the ACI or HMAC qualifications do not appear to be working, please submit a ticket so the link can be repaired. To submit a ticket, please see [7.1 I2MS Help Desk](#) for further details.

Figure 6-74: Technician Qualification – Technician Qualification – Select Qualification

The screenshot shows the 'Add New Technician Qualification' form. The 'Qualification' dropdown menu is open, showing three options: ACI, HMAC, and TxDOT. Red arrows point from these options to their respective qualification lists below. The ACI list includes 'Field Testing Technician Grade I' and 'Strength Testing Technician'. The HMAC list includes 'AGG 101', 'Level IA', 'Level IB', 'Level II', 'SB 101', 'SB 102', 'SB 103', 'SB 201', and 'SB 202'. The TxDOT list includes 'ASTM D6951 (DCP)', 'SB 101', 'SB 102', 'Tex-100-E', 'Tex-101-E', 'Tex-102-E', 'Tex-103-E', 'Tex-104-E', 'Tex-105-E', 'Tex-106-E', and 'Tex-107-E'.

Qualifying Agency	Qualification
ACI	Field Testing Technician Grade I Strength Testing Technician
HMAC	AGG 101 Level IA Level IB Level II SB 101 SB 102 SB 103 SB 201 SB 202
TxDOT	ASTM D6951 (DCP) SB 101 SB 102 Tex-100-E Tex-101-E Tex-102-E Tex-103-E Tex-104-E Tex-105-E Tex-106-E Tex-107-E

- Step 5. Select the Authorized Date (Figure 6-75). The Expiration Date is the expiration date of the certification date. If the technician is no longer working on the project this date can be edited to the last day the technician worked on the project.

Figure 6-75: Technician Qualification – Select Authorized and Expiration Dates

The screenshot shows a web form titled "Add New Technician Qualification". The form contains the following fields and values:

- ID:** New Entry
- Technician:** Ian Quinn Ford (with an "Edit" link)
- Qualifying Agency:** ACI
- Qualification:** Field Testing Technician Grade I (with a red "X" icon)
- Authorized Date:** 01/10/2022 (with a calendar icon)
- Expiration Date:** 01/09/2027 (with a calendar icon)
- Override:** (empty dropdown menu)
- Ignore Proficiency:** No (dropdown menu)
- Comments:** (empty text box)

At the bottom right of the form are two buttons: "Submit" and "Cancel".

- Step 6. Select Override and choose one of the options: Allow or Deny (Figure 6-76). When the testing technician enters data into the web-based forms, a cross check is performed to verify that the technician has the appropriate credentials (a current qualification/certification in that particular test method). If the technician credentials are not verified, then the technician will receive an error message when submitting test results performed by that technician.

Special circumstances may require the use of the Override feature on the Technician Qualification interface as shown below. When the Override is set to "Allow," the technician is allowed to submit test results using web-based forms regardless of whether they are qualified/certified. Authority by administrator of the Independent Assurance (IA) Program must be granted and documented to use this feature.

Figure 6-76: Technician Qualification – Select Override Option

The screenshot shows a web form titled "Add New Technician Qualification". The form contains several fields: "ID" (New Entry), "Technician" (Ian Quinn Ford), "Qualifying Agency" (ACI), "Qualification" (Field Testing Technician Grade I), "Authorized Date" (01/10/2022), "Expiration Date" (01/09/2027), "Override" (dropdown menu), "Ignore Proficiency" (checkbox), and "Comments" (text area). The "Override" dropdown menu is open, showing two options: "Allow" and "Deny". The "Submit" and "Cancel" buttons are visible at the bottom right of the form.

Step 7. The original intent for the Proficiency Sampling module was to allow or deny a test record based on whether a technician passed the proficiency tests or to ignore the proficiency sampling requirements until the technician could perform the proficiency tests. However, this version of I2MS ignores the proficiency sampling entries and has no effect on test records. IA may use this module to document the proficiency results or use another tool for documentation. If IA chooses to use the Proficiency Sampling module for documentation, then select Ignore Proficiency and choose one of the options: Yes or No (Figure 6-77). When a technician arrives on a project without proof of participation in the Annual Split Sample/Proficiency program or when the Program has already been administered on the project, the IA Manager has the ability to select the Ignore Proficiency feature. If this feature is set to "Yes," then a technician is allowed to Submit testing. After the technician has participated in the Annual program, then the qualification record can be revised. The default is automatically set to "No." Please note that whether the setting is Yes or No, I2MS will not check the proficiency results.

Figure 6-77: Technician Qualification – Select Ignore Proficiency Option

The screenshot shows a web form titled "Add New Technician Qualification". The form fields are as follows:

ID	New Entry
Technician	Ian Quinn Ford Edit
Qualifying Agency	ACI
Qualification	Field Testing Technician Grade I X
Authorized Date	01/10/2022 Calendar
Expiration Date	01/09/2027 Calendar
Override	
Ignore Proficiency	No (dropdown menu is open showing Yes and No)
Comments	

Buttons: Cancel

Step 8. The IA Manager can add comments related to the technician qualification (Figure 6-78). The comment can include any documentation including about an override, ignoring a proficiency, or that the expiration date was revised to the technician’s last day on the project.

Figure 6-78: Technician Qualification – Add Comments

The screenshot shows the same "Add New Technician Qualification" form as Figure 6-77, but with the "Comments" field highlighted by a red rectangle. The "Ignore Proficiency" dropdown is now closed and set to "No".

ID	New Entry
Technician	Ian Quinn Ford Edit
Qualifying Agency	ACI
Qualification	Field Testing Technician Grade I X
Authorized Date	01/10/2022 Calendar
Expiration Date	01/09/2027 Calendar
Override	Deny
Ignore Proficiency	No
Comments	

Buttons: Submit Cancel

Step 9. There is an option to edit or delete the “Technician Qualification.” To edit a particular technician certification record, select the Options button on the far-right side, then the Edit command (Figure 6-79).

Figure 6-79: Technician Qualification – Edit or Delete Option

Technician Qualification								Search	
								Add	
Technician	Qualifying Agency	Qualification	Authorized Date	Expiration Date	Override	Ignore Proficiency			
Ian Quinn Ford	ACI	Field Testing Technician Grade I	1/1/2020	1/1/2025		No	Options	Edit	
Ian Quinn Ford	HMAC	Level IA	1/1/2020	12/31/2025		No	Options	Delete	
Ian Quinn Ford	HMAC	Level IB	1/1/2020	12/31/2025		No	Options		
Ian Quinn Ford	HMAC	Level II	1/1/2020	12/31/2025		No	Options		
Ian Quinn Ford	HMAC	SB 101	1/1/2020	12/31/2025		No	Options		

Step 10. The “Edit Technician Qualification” screen will show if edit is selected (Figure 6-80). Once modifications are made select “Submit” to apply the changes or “Cancel” to exit the “Edit Technician Qualification” screen.

Figure 6-80: Technician Qualification – Edit

Edit Technician Qualification

ID: 4699

Technician: Ian Quinn Ford Edit

Qualifying Agency: ACI

Qualification: Field Testing Technician Grade I

Authorized Date: 01/01/2020

Expiration Date: 01/01/2025

Override: Deny

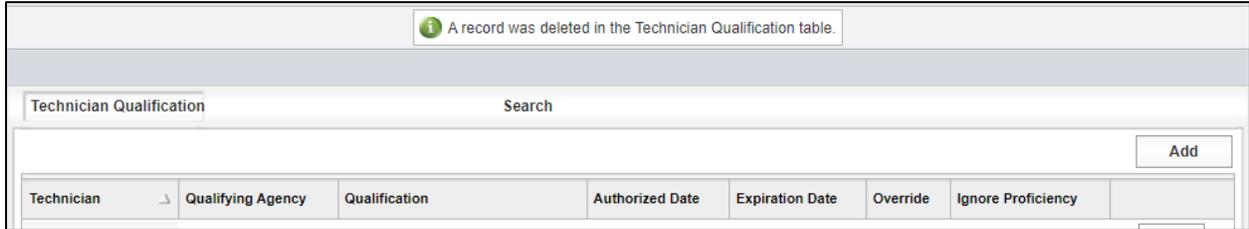
Ignore Proficiency: No

Comments:

Step 11. If the Delete option is selected the Technician Qualification will be immediately deleted and there is a notification message at the top of the “Technician Qualification” table if a technician qualification is deleted (Figure 6-81). Unless the technician qualification has not been used for any test records, do not delete technician qualifications. If the technician is no longer

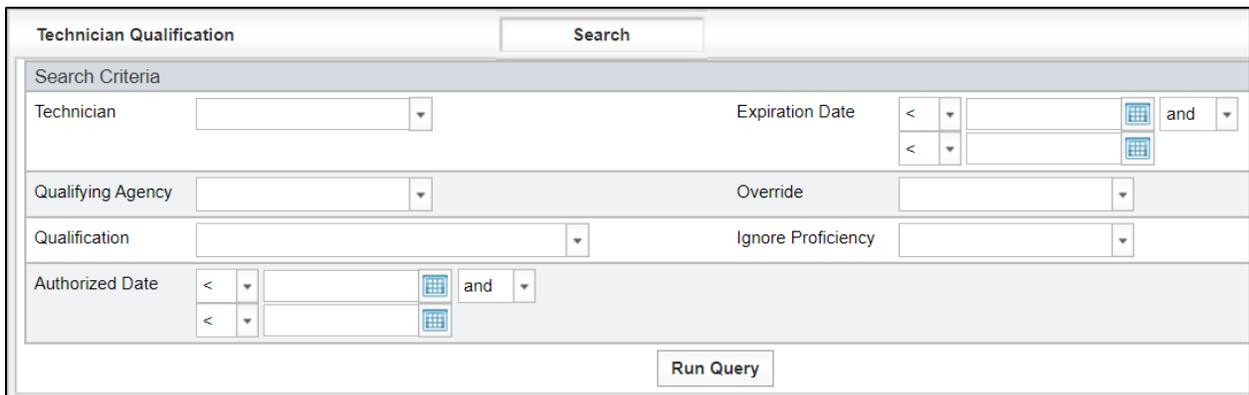
on the project, the user can inactivate the technician’s qualification by changing the expiration date instead of deleting the qualification.

Figure 6-81: Technician Qualification – Delete Message



Step 12. Searching for Technician Qualifications – to search for the qualifications of technicians, complete the various filters below and select Run Query (Figure 6-82). A page will then display all of the proficiency information based on the filters selected. These features can be used, for example, to flag certificates that have expired or will be expiring in 30 days, say.

Figure 6-82: Technician Qualification – Search

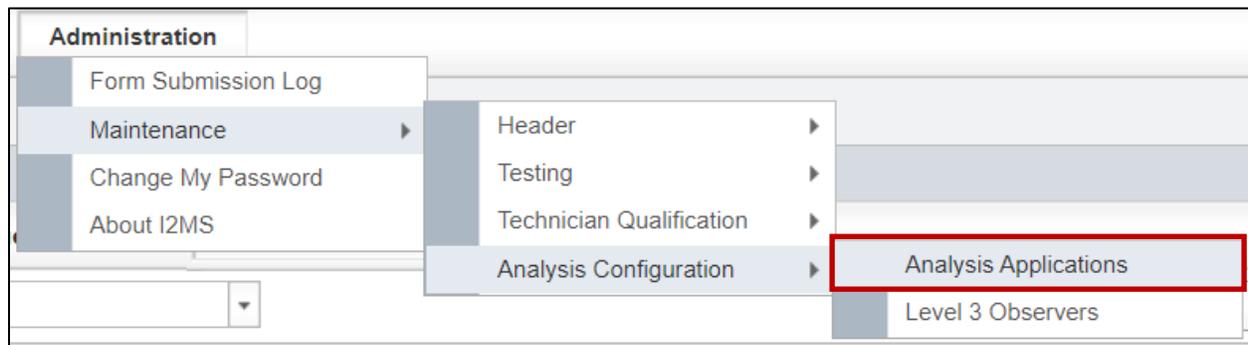


6.2.3.4. Analysis Configurations

6.2.3.4.1 Analysis Applications

The Analysis Configuration is used to set the level of analysis and the alpha level for all the Material Applications used on the project. When a material code is entered in I2MS, it is linked to a material application. I2MS uses that link to assign tests on a material code to the proper analysis. The configuration is accessed by selecting the Administration tab, followed by the Maintenance heading on the dropdown and finally the Analysis Configuration as shown in Figure 6-83.

Figure 6-83: Administration – Maintenance – Analysis Configuration – Analysis Applications



The Analysis Application screen lists the various Material Applications and the applicable values and fields associated with them (Figure 6-84). The entries can only be modified by the system administrator. However, they can be viewed on this screen. The associated level of analysis and alpha values are determined for each project during the Project’s Inspection and Materials Risk Workshop which is conducted prior to construction. Only the System Administrators can add, edit, or delete analysis applications.

Figure 6-84: Analysis Configuration – Analysis Applications

The screenshot displays a table titled 'Analysis Applications' with a search bar at the top right. The table contains the following data:

Analysis Group	Material Application	Test Method	Value Field	Subc	Level of Analysis	Alpha	Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-104-E	Liquid Limit		2 - Independent Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-106-E	Plastic Index		1 - Continuous Analysis	0.01	Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-107-E	Linear Shrinkage		2 - Independent Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-110-E	Cumulative Percent Retained		2 - Independent Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-116-E	Percent Soil Binder Increase		3 - Observation Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-116-E	Wet Ball Mill Value		3 - Observation Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-203-F	Average Sand Equivalent		3 - Observation Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-217-F	Percent Loss By Decantation		2 - Independent Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-410-A	La Abrasion Value		3 - Observation Verification		Options
Asphalt	Asphalt Stabilized Base - Aggregate	DB-460-A	Percent Crushed Particles		3 - Observation Verification		Options
Asphalt	Asphalt Stabilized Base - Complete MI...	DB-126-E	Minimum Specimen Unconfined Compressiv...		1 - Continuous Analysis	0.01	Options
Asphalt	Asphalt Stabilized Base - Complete MI...	DB-140-E	Average Depth		1 - Continuous Analysis	0.01	Options
Asphalt	Asphalt Stabilized Base - Complete MI...	DB-207-F...	In Place Air Void, %		1 - Continuous Analysis	0.01	Options
Asphalt	Asphalt Stabilized Base - Complete MI...	DB-236-F	Asphalt Content, %		1 - Continuous Analysis	0.01	Options
Asphalt	Asphalt Stabilized Base - Complete MI...	DB-530-C	Estimated Percent of Stripping		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-200-F	Cumulative Percent Passing		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-217-F	Percent Deleterious Material		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-217-F	Percent Loss By Decantation		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-410-A	La Abrasion Value		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-411-M	Soundness Loss		3 - Observation Verification		Options
Asphalt	LRA/HMCL ACP - Coarse Aggregate	DB-460-A	Percent Crushed Particles		3 - Observation Verification		Options

At the bottom of the table, there are navigation controls including first, previous, next, and last buttons, along with a page indicator: 'Page 1 of 7 (146 items)'.

Step 1. To add an Analysis Application, select “Add” (Figure 6-85).

Figure 6-85: Analysis Configuration – Analysis Applications – Select Add

Analysis Applications		Search						Add
Analysis Group	Material Application	Test Method	Value Field	Subcategorize E	Level of Analysis	Alpha		
Asphalt	Asphalt Stabilized Base - Aggregate	DB-104-E	Liquid Limit		2 - Independent Verifi...		Options	
Asphalt	Asphalt Stabilized Base - Aggregate	DB-106-E	Plastic Index		1 - Continuous Analysis	0.01	Options	
Asphalt	Asphalt Stabilized Base - Aggregate	DB-107-E	Linear Shrinkage		2 - Independent Verifi...		Options	
Asphalt	Asphalt Stabilized Base - Aggregate	DB-110-E	Cumulative Percent Retained	Sieve Size	2 - Independent Verifi...		Options	

Step 2. The Add New Analysis Applications screen will open with the first selection in each drop-down menu except for Subcategorize By and Alpha (Figure 6-86).

Figure 6-86: Analysis Configuration – Analysis Applications – Add

Add New Analysis Applications

ID New Entry

Analysis Group

Material Application

Test Method

Value Field

Subcategorize By

Level of Analysis

Alpha

Step 3. Choose one of the Analysis Groups: Asphalt, Hydraulic Cement Concrete, or Soils and Aggregates (Figure 6-87). The other selections are for programmer testing and are not used on projects.

Figure 6-87: Analysis Configuration – Analysis Applications – Select Analysis Group

Add New Analysis Applications

ID	New Entry
Analysis Group	Asphalt
Material Application	
Test Method	
Value Field	
Subcategorize By	
Level of Analysis	
Alpha	

Step 4. Choose a Material Application from the drop-down menu that is appropriate for the Analysis Group (Figure 6-88).

Figure 6-88: Analysis Configuration – Analysis Applications – Select Material Application

Add New Analysis Applications

ID	New Entry
Analysis Group	Soils and Aggregates
Material Application	Asphalt Stabilized Base - Aggregate
Test Method	
Value Field	
Subcategorize By	
Level of Analysis	
Alpha	

Step 5. Choose a Test Method from the drop-down menu that is appropriate for the Material Application (Figure 6-89).

Figure 6-89: Analysis Configuration – Analysis Applications – Select Test Method

The screenshot shows a web form titled "Add New Analysis Applications". The form contains several fields, each with a label on the left and a corresponding input area on the right. The "Test Method" field is currently open, displaying a list of options. The "Value Field" field also displays a list of options, with "DB-101-E, Part III" selected. The "Subcategorize By", "Level of Analysis", and "Alpha" fields are currently empty.

Field Label	Value
ID	New Entry
Analysis Group	Soils and Aggregates
Material Application	Embankment - Cuts and Fills
Test Method	DB-101-E, Part III
Value Field	DB-101-E, Part III
Subcategorize By	
Level of Analysis	
Alpha	

The "Test Method" dropdown menu is expanded, showing the following options:

- DB-101-E, Part III
- DB-103-E
- DB-104-E
- DB-105-E
- DB-106-E
- DB-107-E
- DB-110-E
- DB-113-E
- DB-114-E
- DB-115-1

Step 6. Choose a Value Field from the drop-down menu (Figure 6-90). There are Test Methods that will only have one Value Field selection and others that more than one selection.

Figure 6-90: Analysis Configuration – Analysis Applications – Select Value Field

The screenshot shows a web form titled "Add New Analysis Applications". The form contains several fields, each with a label on the left and a corresponding input field on the right. The fields are: "ID" (with "New Entry" text), "Analysis Group" (with a dropdown menu showing "Soils and Aggregates"), "Material Application" (with a dropdown menu showing "Embankment - Cuts and Fills"), "Test Method" (with a dropdown menu showing "DB-115-1"), "Value Field" (with a dropdown menu open), "Subcategorize By", "Level of Analysis", and "Alpha". The "Value Field" dropdown menu is open, displaying a list of options: "Density Count", "Density, %", "density_standard", "Dry Density, pcf", "Gauge No.", "Maximum Dry Density", "Moisture Content, %", "Moisture Count", "Moisture Standard", "Optimum Moisture Content", and "Probe Depth".

Step 7. Choose a Subcategory from the drop-down menu that is appropriate for the Value Field (Figure 6-91). The only subcategory is Sieve Size. If the Test Method is not a sieve analysis, then a subcategory will not be available in the drop-down menu, as shown below.

Figure 6-91: Analysis Configuration – Analysis Applications – Select Subcategorize By

ID	New Entry
Analysis Group	Soils and Aggregates
Material Application	Embankment - Cuts and Fills
Test Method	DB-115-1
Value Field	Moisture Content, %
Subcategorize By	
Level of Analysis	1 - Continuous Analysis
Alpha	

Submit Cancel

Since the Test Method shown below is a sieve analysis then the subcategory for sieve size will be available (Figure 6-92). This will allow each sieve to be analyzed for Level 2 Independent Verifications.

Figure 6-92: Analysis Configuration – Analysis Applications – Select Subcategorize By

ID	New Entry
Analysis Group	Soils and Aggregates
Material Application	Embankment - Cuts and Fills
Test Method	DB-101-E, Part III
Value Field	Cumulative Percent Passing
Subcategorize By	Sieve Size
Level of Analysis	
Alpha	

Step 8. Select the Level of Analysis based on the approved project-specific OV Levels for Materials Testing Validation/Verification in Appendix D of the DB QAP for the Analysis Application (Figure 6-93).

Figure 6-93: Analysis Configuration – Analysis Applications – Select Level of Analysis

The screenshot shows a dialog box titled "Add New Analysis Applications". It contains several fields and dropdown menus:

- ID:** New Entry
- Analysis Group:** Soils and Aggregates
- Material Application:** Embankment - Cuts and Fills
- Test Method:** DB-115-1
- Value Field:** Moisture Content, %
- Subcategorize By:** (empty dropdown)
- Level of Analysis:** 1 - Continuous Analysis (dropdown menu is open, showing options: 1 - Continuous Analysis, 2 - Independent Verification, 3 - Observation Verification)
- Alpha:** (empty text field)

Step 9. If the Level of Analysis is Level 1 – Continuous Analysis, enter a numerical value for Alpha based on the approved project’s DB QAP Appendix D for the Analysis Application (Figure 6-94).

Figure 6-94: Analysis Configuration – Analysis Applications – Enter Alpha value if applicable

The screenshot shows the same dialog box as Figure 6-93, but with the following changes:

- Level of Analysis:** 1 - Continuous Analysis
- Alpha:** 0.010
- Buttons:** Submit and Cancel

Step 10. Select Submit to add the Analysis Application to the analysis application list or Cancel to return to the analysis application list (Figure 6-95).

Figure 6-95: Analysis Configuration – Analysis Applications – Select Submit or Cancel

Add New Analysis Applications

ID New Entry

Analysis Group Soils and Aggregates ▼

Material Application Embankment - Cuts and Fills ▼

Test Method DB-115-1 ▼

Value Field Moisture Content, % ▼

Subcategorize By ▼

Level of Analysis 2 - Independent Verification ▼

Alpha

Step 11. There is an option to edit or delete the “Analysis Application” (Figure 6-96). To edit a particular analysis application record, select the Options button on the far-right side, then the Edit command.

Figure 6-96: Analysis Configuration – Analysis Applications – Select Edit or Delete

Analysis Applications		Search						Add	
Analysis Group	Material Application	Test Metho	Value Field	Subcategorize By	Level of Analysis	Alpha			
Soils and Aggregates	Embankment - Cuts and Fills	DB-115-1	Density, %		1 - Continuous Analysis	0.025	Options		
Soils and Aggregates	Embankment - Cuts and Fills	DB-115-1	Density, %		1 - Continuous Analysis	0.001	Options		
Soils and Aggregates	Embankment - Cuts and Fills	DB-115-1	Moisture Content, %		2 - Independent Verification		Options	Edit	
Soils and Aggregates	Retaining Wall - Non-Select	DB-115-1	Density, %		1 - Continuous Analysis	0.01	Options	Delete	
Soils and Aggregates	Retaining Wall - Select	DB-115-1	Density, %		1 - Continuous Analysis	0.01	Options		
Soils and Aggregates	Treated Subgrade / Base Course - ...	DB-115-1	Density, %		1 - Continuous Analysis	0.01	Options		
Soils and Aggregates	Untreated Base Course	DB-115-1	Density, %		1 - Continuous Analysis	0.01	Options		

Step 12. The “Edit Analysis Applications” screen will show if edit is selected (Figure 6-97). Once modifications are made select “Submit” to apply the changes or “Cancel” to exit the “Edit Analysis Applications” screen.

Figure 6-97: Analysis Configuration – Analysis Applications – Edit

Edit Analysis Applications

ID: 206

Analysis Group: Soils and Aggregates

Material Application: Embankment - Cuts and Fills

Test Method: DB-115-1

Value Field: Moisture Content, %

Subcategorize By:

Level of Analysis: 2 - Independent Verification

Alpha:

Submit Cancel

Step 13. If the Analysis Application has never been used in an analysis and the Delete option is selected, the Analysis Application will be immediately deleted and there is a notification message at the top of the “Analysis Applications” table if an analysis application is deleted as shown below (Figure 6-98).

Figure 6-98: Analysis Configuration – Analysis Applications – Delete

A record was deleted in the Analysis Applications table.

Analysis Applications Search Add

Analysis Group	Material Application	Test Method	Value Field	Subcategorize By	Level of Analysis	Alpha
----------------	----------------------	-------------	-------------	------------------	-------------------	-------

Note that if the analysis application has been used in an analysis, the analysis application cannot be deleted and a notification message at the top of the table will indicate that the analysis application is already in use as shown below (Figure 6-99).

Figure 6-99: Analysis Configuration – Analysis Applications – Analysis Application in Use

The screenshot shows a table interface for 'Analysis Applications'. At the top, there is a notification box with a red triangle icon and the text 'This analysis application is already in use.' Below this is a search bar with the text 'Analysis Applications' and 'Search'. To the right of the search bar is an 'Add' button. The table has several columns: 'Analysis Group', 'Material Application', 'Test Method', 'Value Field', 'Subcategorize By', 'Level of Analysis', and 'Alpha'. The 'Analysis Group' column has a small triangle icon next to it.

Step 14. Searching for Analysis Applications – to search for the analysis applications, complete the various filters below and select Run Query (Figure 6-100). A page will then display all of the analysis applications based on the filters selected.

Figure 6-100: Analysis Configuration – Analysis Applications – Search

The screenshot shows a 'Search Criteria' form. At the top, there is a search bar with the text 'Analysis Applications' and 'Search'. Below this is a section titled 'Search Criteria' with several input fields: 'Analysis Group', 'Material Application', 'Test Method', and 'Value Field', each with a dropdown arrow. To the right, there are 'Subcategorize By', 'Level of Analysis', and 'Alpha' fields. The 'Alpha' field has a '<' button and a dropdown arrow. At the bottom of the form is a 'Run Query' button.

Step 15. The Analysis Applications table can also be sorted by any of the headers. The table is automatically sorted by Analysis Group then Material Application and by Test Method. In the example below, the table has been sorted by Test Method as indicated by the triangle (Figure 6-101). The upward pointing triangle also indicates the column is sorted in ascending order.

Figure 6-101: Analysis Configuration – Analysis Applications – Sorting by Test Method Ascending

Analysis Applications		Search						Add
Analysis Group	Material Application	Test Method ▲	Value Field	Subcategorize By	Level of Analysis	Alpha		
Soils and Aggregates	Retaining Wall - Non-Select	DB-101-E, Part III	Cumulative Percent Passing	Sieve Size	2 - Independent Verificat...		Options	
Soils and Aggregates	Retaining Wall - Select	DB-101-E, Part III	Cumulative Percent Passing	Sieve Size	2 - Independent Verificat...		Options	
Soils and Aggregates	Treated Subgrade / Base Course - ...	DB-101-E, Part III	Cumulative Percent Passing	Sieve Size	2 - Independent Verificat...		Options	
Soils and Aggregates	Treated Subgrade / Base Course - ...	DB-101-E, Part III	Cumulative Percent Passing	Sieve Size	2 - Independent Verificat...		Options	
Soils and Aggregates	Treated Subgrade / Base Course - ...	DB-103-E	Moisture Content		2 - Independent Verificat...		Options	
Soils and Aggregates	Treated Subgrade / Base Course - ...	DB-103-E	Moisture Content		2 - Independent Verificat...		Options	
Soils and Aggregates	Untreated Base Course	DB-103-E	Moisture Content		2 - Independent Verificat...		Options	
Asphalt	Asphalt Stabilized Base - Aggregate	DB-104-E	Liquid Limit		2 - Independent Verificat...		Options	
Soils and Aggregates	Embankment - Cuts and Fills	DB-104-E	Liquid Limit		2 - Independent Verificat...		Options	

If the header Test Method is selected again the table will reverse the order and the triangle will point downward indicating the column is sorted in descending order (Figure 6-102).

Figure 6-102: Analysis Configuration – Analysis Applications – Sorting by Test Method Descending

Analysis Applications		Search						Add
Analysis Group	Material Application	Test Method ▼	Value Field	Subcategorize By	Level of Analysis	Alpha		
Unit Testing Applicat...	Unanalyzed Material	UnitTest	Unit Testing Result A		1 - Continuous Analysis	0.1	Options	
Unit Testing Applicat...	Unanalyzed Material	UnitTest	Unit Testing Result B		2 - Independent Verificat...		Options	
Asphalt	Asphalt Stabilized Base - Complete ...	DB-530-C	Estimated Percent of Strip...		3 - Observation Verificati...		Options	
Asphalt	QCQAACP - Complete Mixture	DB-530-C	Estimated Percent of Strip...		3 - Observation Verificati...		Options	
Asphalt	QCQAACP - Coarse Aggregate	DB-461-A	Micro-Deval Abrasion		3 - Observation Verificati...		Options	
Asphalt	Surface Treatment - Aggregate	DB-461-A	Micro-Deval Abrasion		3 - Observation Verificati...		Options	
Hydraulic Cement C...	HCC - Coarse Aggregate	DB-461-A	Micro-Deval Abrasion		3 - Observation Verificati...		Options	

In the example below, the table has been sorted by Level of Analysis (Figure 6-103).

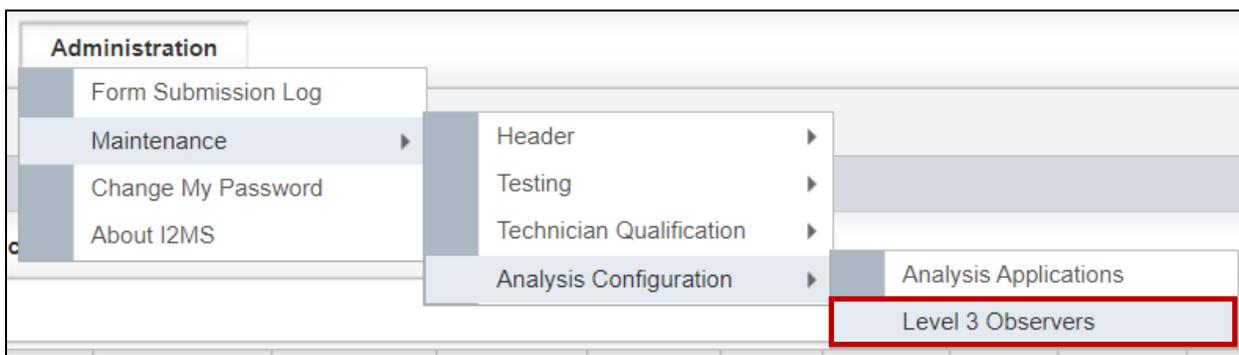
Figure 6-103: Analysis Configuration – Analysis Applications – Sorting by Level of Analysis

Analysis Applications		Search					Add
Analysis Group	Material Application	Test Method	Value Field	Subcategorize B	Level of Analysis	Alpha	Options
Unit Testing A...	Unanalyzed Material	UnitTest	Unit Testing Result A		1 - Continuous Analysis	0.1	Options
Asphalt	QCQA ACP - Complete Mixture	DB-207-FPL	In Place Air Void, %		1 - Continuous Analysis	0.025	Options
Asphalt	QCQA ACP - Complete Mixture	DB-207-FPR	Lab Molded Density, %:		1 - Continuous Analysis	0.025	Options
Asphalt	QCQA ACP - Complete Mixture	DB-236-F	Asphalt Content, %:		1 - Continuous Analysis	0.025	Options
Asphalt	QCQA ACP - Roadway	DB-207-FPL	In Place Air Void, %		1 - Continuous Analysis	0.025	Options
Hydraulic Ce...	HCC - Pavement Complete Mixture	DB-418-A	Average Strength	Average Age	1 - Continuous Analysis	0.025	Options
Hydraulic Ce...	HCC - Pavement Complete Mixture	DB-418-A	Corrected Air Content		1 - Continuous Analysis	0.025	Options

6.2.3.4.2 Level 3 Observers

To add users to the drop-down menu of Observers, use the Administration commands as shown below. Navigate to the Maintenance/Analysis Configuration/Level 3 Observers screen to add a list of qualified individuals that will be performing Observation Verifications (Figure 6-104). The process for adding Level 3 Observer CVLs is essentially the same as adding or editing the Features CVL in [Section 6.2.3.1.3 Features](#).

Figure 6-104: Administration – Maintenance – Analysis Configuration – Level 3 Observers

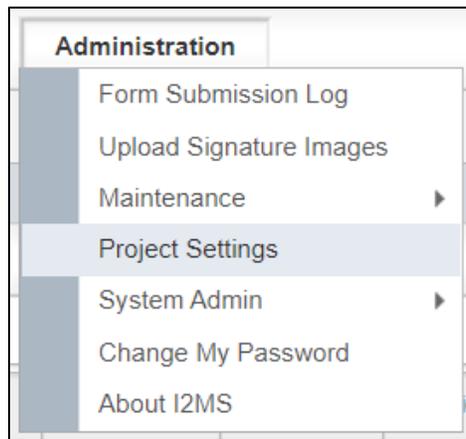


6.2.4 Project Settings

The System Administrator has the ability to modify the Project Settings. These settings should be discussed at the beginning of the project and changed prior to any data being entered into the system since the settings selected affect the business rules for the continuous analysis algorithm. The default settings will be applied by MTD unless a request for modifications is approved by MTD.

Step 1. Select Administration -> Project Settings (Figure 6-105).

Figure 6-105: Administration - Project Settings



Step 2. The Maximum Number of Days Per Analysis and Maximum Number of OVF Records Per Analysis for most projects are 90 and 25, respectively (Figure 6-106). However, the Risk Workshop may identify a need to change these programmatic default values.

Enter the OVF and CQAF (IQF) Firm Name and Firm Number.

For Workflow Settings, there is an option to choose Yes or No to Automatically Approve CQAF (IQF) Records. If the CQAF (IQF) are submitting records through XML then this is set to Yes so that the records are immediately available for the I2MS Testing Manager to review and approve for analysis.

Select Save Changes.

Figure 6-106: Project Settings – Update Project Settings

Update Project Settings

Continuous Analysis Settings

Maximum* Number of Days Per Analysis

Maximum* Number of OV Records Per Analysis

* These numbers are targets. Certain analysis conditions can result in larger data sets.

OVF Settings

Firm Name

Firm Number

CQAF Settings

Firm Name

Firm Number

Workflow Settings

Automatically Approve CQAF Records

Step 3. There will be a notification message at the top of the screen indicating that the settings were updated as shown below (Figure 6-107).

Figure 6-107: Project Settings – Project Settings Updated

The screenshot displays a web interface for updating project settings. At the top right, a green notification box with an information icon contains the text "Settings updated.". Below this is a header section titled "Update Project Settings". The settings are organized into four sections, each with a horizontal line separator:

- Continuous Analysis Settings:** Contains two input fields: "Maximum* Number of Days Per Analysis" with the value "90" and "Maximum* Number of OV Records Per Analysis" with the value "25". A note below reads: "* These numbers are targets. Certain analysis conditions can result in larger data sets."
- OVF Settings:** Contains two input fields: "Firm Name" with the value "USS Federation Enterprises" and "Firm Number" with the value "84541".
- CQAF Settings:** Contains two input fields: "Firm Name" with the value "Vulcan Logistical Builders" and "Firm Number" with the value "82103".
- Workflow Settings:** Contains a dropdown menu for "Automatically Approve CQAF Records" currently set to "Yes".

A "Save Changes" button is located at the bottom right of the form area.

6.2.5 Changing User Password

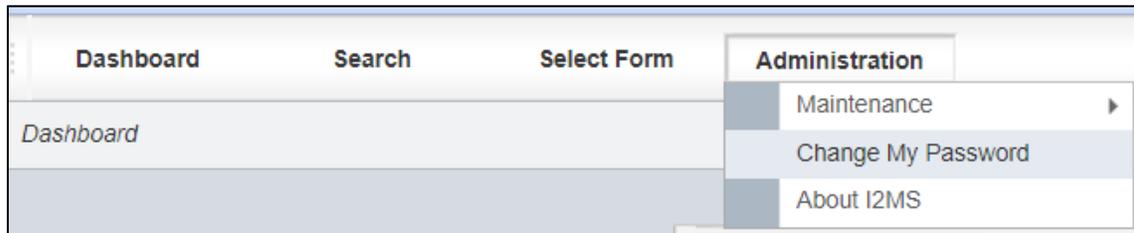
Step 1. Log into I2MS entering the user's Username and password as assigned to the user in the boxes shown and select submit. Entries are case sensitive (Figures 6-108 and 6-109).

Figure 6-108: I2MS Log In



Step 2. At the Home page, select Change My Password from the Admin menu.

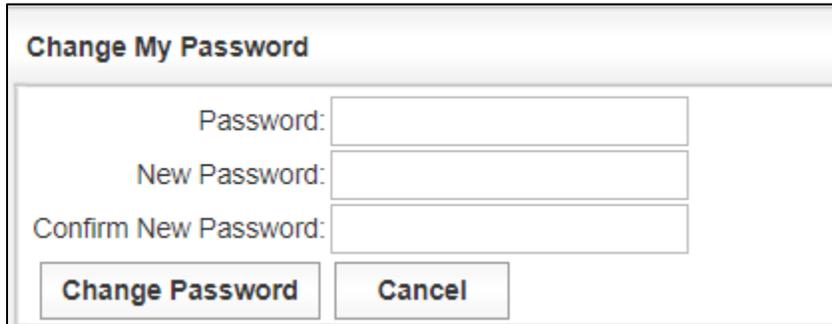
Figure 6-109: Administration -> Change My Password



Step 3. Enter a new password and then re-enter the password to confirm (Figures 6-110 and 6-111).

Note – Passwords must contain at least one uppercase letter, one lowercase letter, one numeric character, contain at least one special character (e.g. !, @, #, \$, etc....), and be at least eight characters in length.

Figure 6-110: Change My Password



Change My Password

Password:

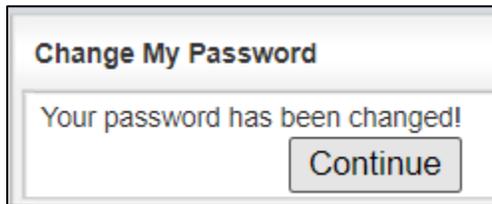
New Password:

Confirm New Password:

Change Password **Cancel**

Step 4. Select Change Password at the bottom of the form to accept the new password into I2MS.

Figure 6-111: Password has been changed



Change My Password

Your password has been changed!

Continue

6.2.6 About I2MS

This manual is based and updated to the I2MS Version 3.2.8105 as shown in Figure 6-112. New projects will be using this or a similar version.

Figure 6-112: About I2MS



I2MS Version 3.2

Build Number 3.2.8105

Build Date 3/11/2022

6.2.7 Project Logos

Project logos can be embedded into I2MS and is used as part of the Quarterly Federal Reports as shown in Figure 6-113. If a project logo has not been sent to MTD to include in the project's I2MS instance a boxed red **x** will appear where the logo is supposed to be as shown in Figure 6-114. The TxDOT Project Manager can submit a logo as an attachment through TxDOTNOW. Please see [Section 7 – I2MS Support](#) for more information about submitting a ticket.

Figure 6-113: Project Logo

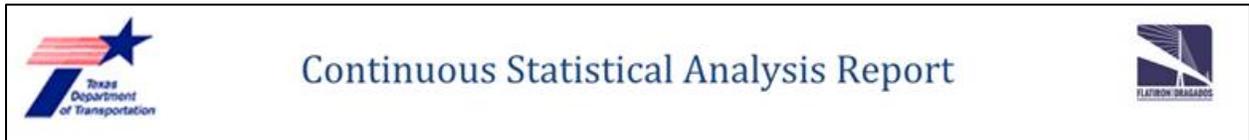


Figure 6-114: Project without Logo



SECTION 7 – I2MS Support

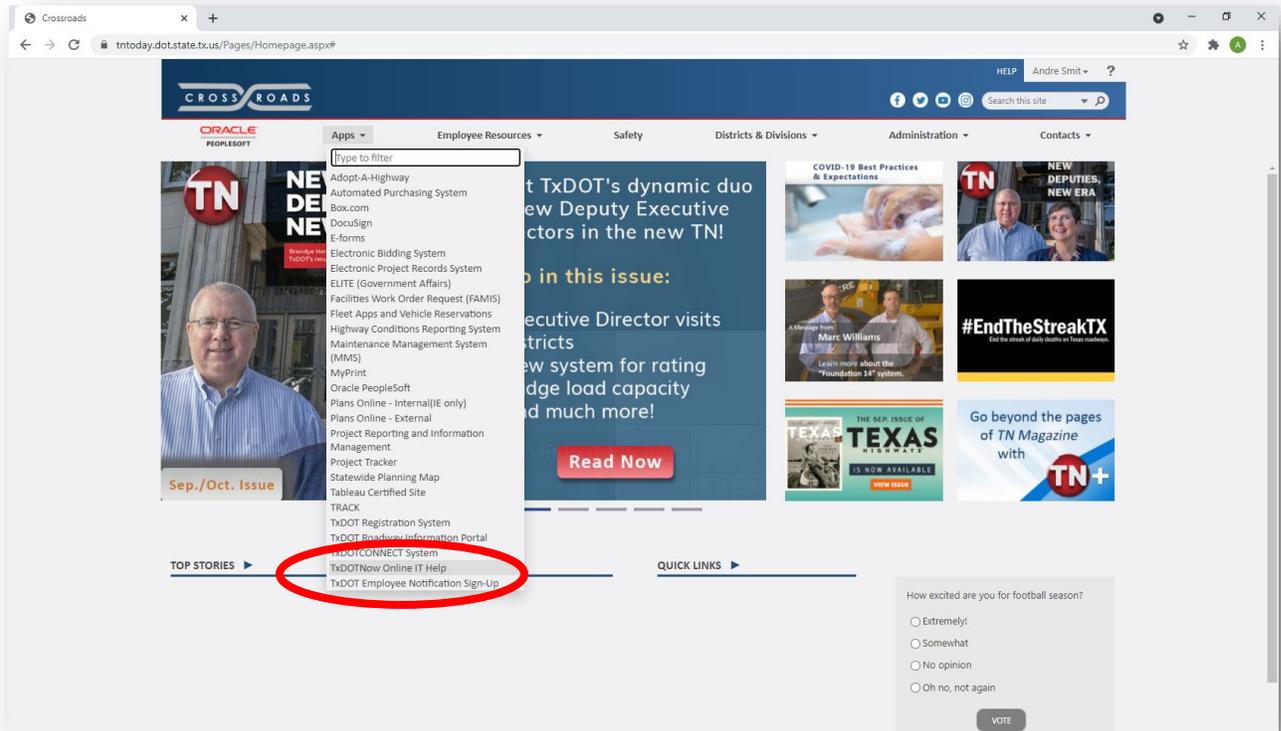
7.1 I2MS Help Desk

Technical support for I2MS may be required for a variety of issues. These issues may involve local internet connectivity, application (I2MS Software) related issues and engineering or application functionality related issues. TxDOT will be the clearinghouse for all support requests. TxDOT will log all support requests and respond in writing to the user submitting the request. These logs will serve as a means of documentation for future system administrators concerning frequency of issues, re-occurrence of similar issues, and development of a knowledge base of how issues are resolved.

I2MS users who require technical support are requested to contact their TxDOT PM or TxDOT designee who needs to submit a ticket to TxDOTNow through TxDOT Crossroads website. Instructions for the TxDOT PM or TxDOT designee on how to submit a ticket are below.

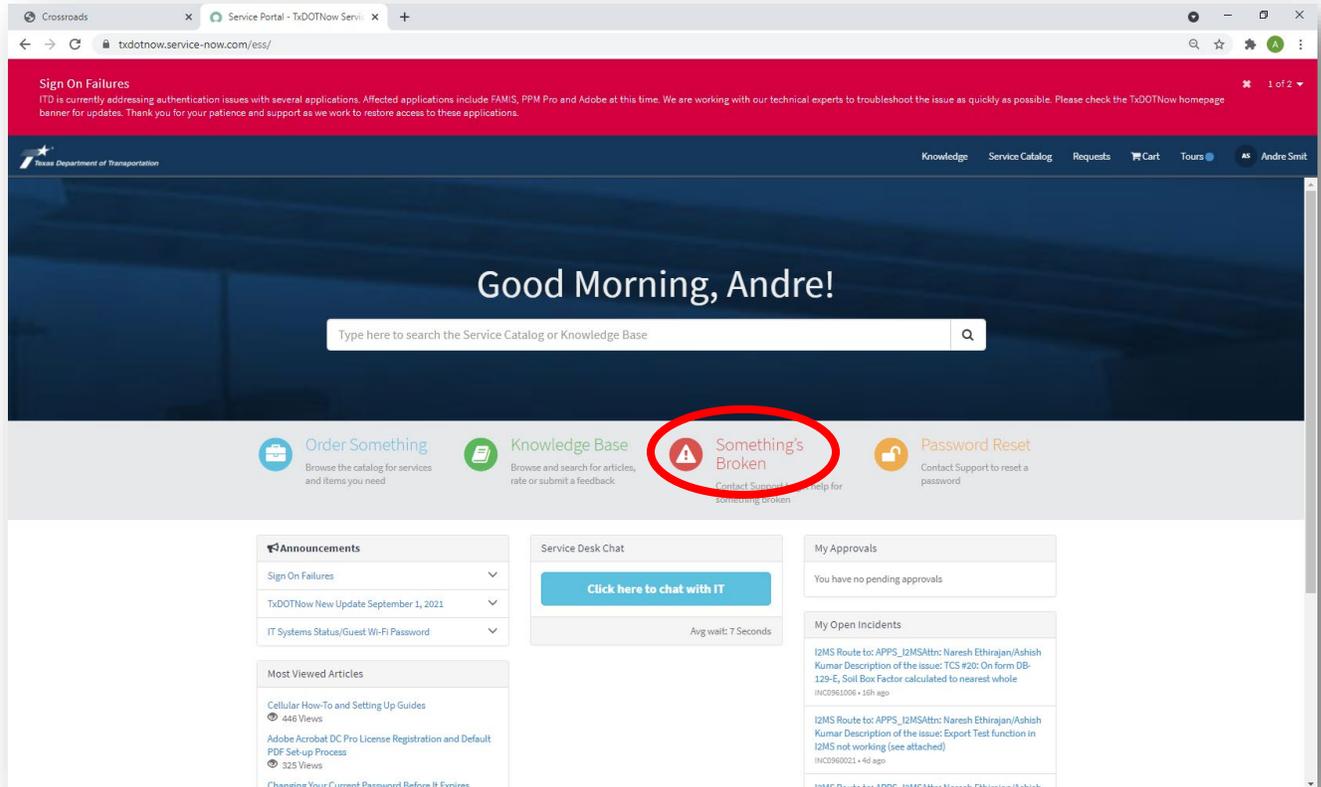
Step 1. Login to TxDOTNow through TxDOT Crossroads (Figure 7-1):

Figure 7-1: Crossroads Webpage



Step 2. Click on the Something's Broken link (Figure 7-2):

Figure 7-2: Link to Report I2MS Issue



Step 3. Fill out the form providing info on the problem (Figure 7-3).

Figure 7-3: Form to Report I2MS Issue

The screenshot shows a web form with the following sections:

- *Requested for**: A dropdown menu with the selected value "Andre Smit (ASMIT)".
- Impact**: A dropdown menu with the selected value "3 - Low (Individual)".
- *Please select the category that best describes your issue**: A dropdown menu with the selected value "Software".
- *Additional description or information**: A text area containing a bulleted list of instructions:
 - Route to: [ADM_NET_Custom](#)
 - Attn: [Ramanjaneya Gajjela \(rgajje-c@txdot.gov\)](#); [Siddartha Boreddy \(SBORED-C@txdot.gov\)](#)
 - Description of the issue: as detailed as possible. You can include attachments if needed to better explain the issue
 - Contact Info.: Project Name and a contact person's name and e-mail.

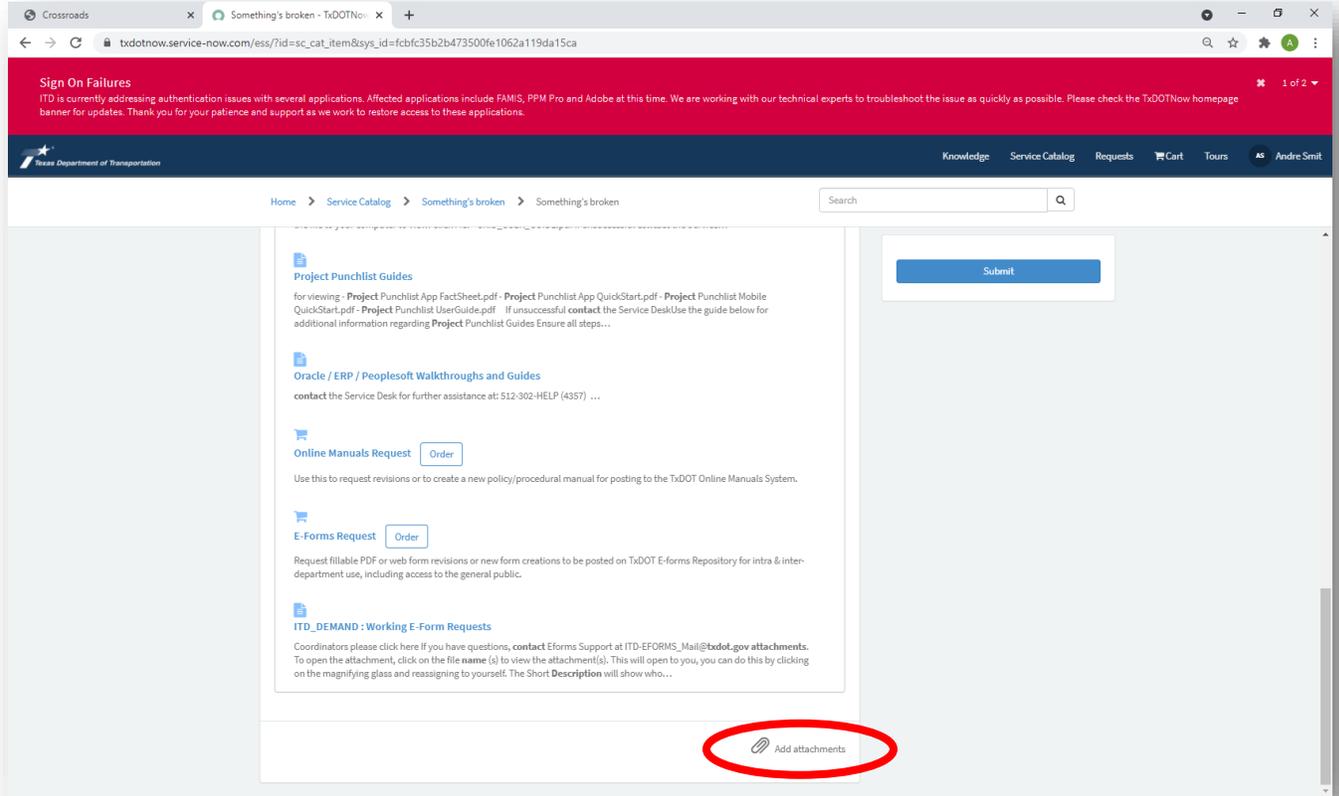
Note: Impact should be marked as “3-Low (Individual)” regardless of who is impacted.

Add the following block to the description:

- **Route to:** [ADM_NET_Custom](#)
- **Attn:** [Ramanjaneya Gajjela \(rgajje-c@txdot.gov\)](#); [Siddartha Boreddy \(SBORED-C@txdot.gov\)](#)
- **Description of the issue:** as detailed as possible. You can include attachments if needed to better explain the issue
- **Contact Info.:** Project Name and a contact person's name and e-mail.

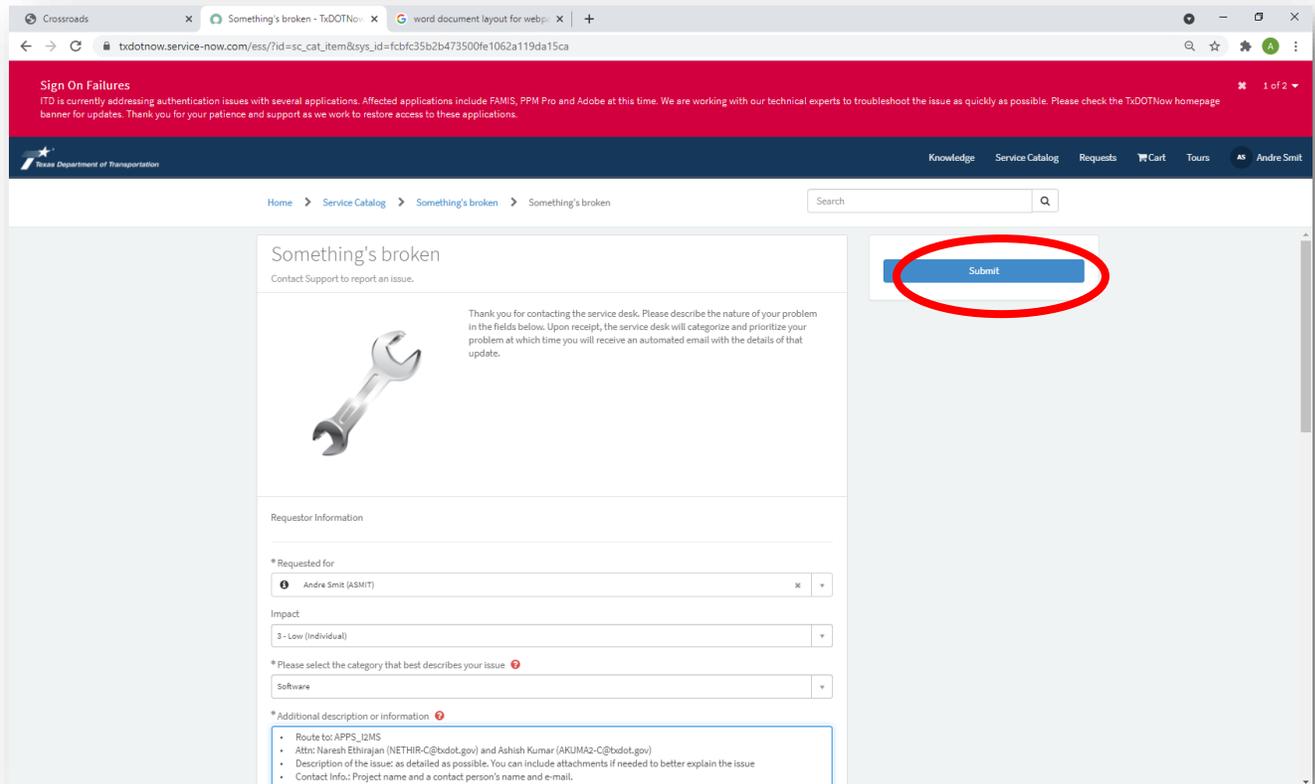
Step 4. Add attachments – scroll to the bottom of the page (Figure 7-4):

Figure 7-4: Link to Add Attachments



Step 5. Click on the Submit button (Figure 7-5):

Figure 7-5: Button to Submit Ticket



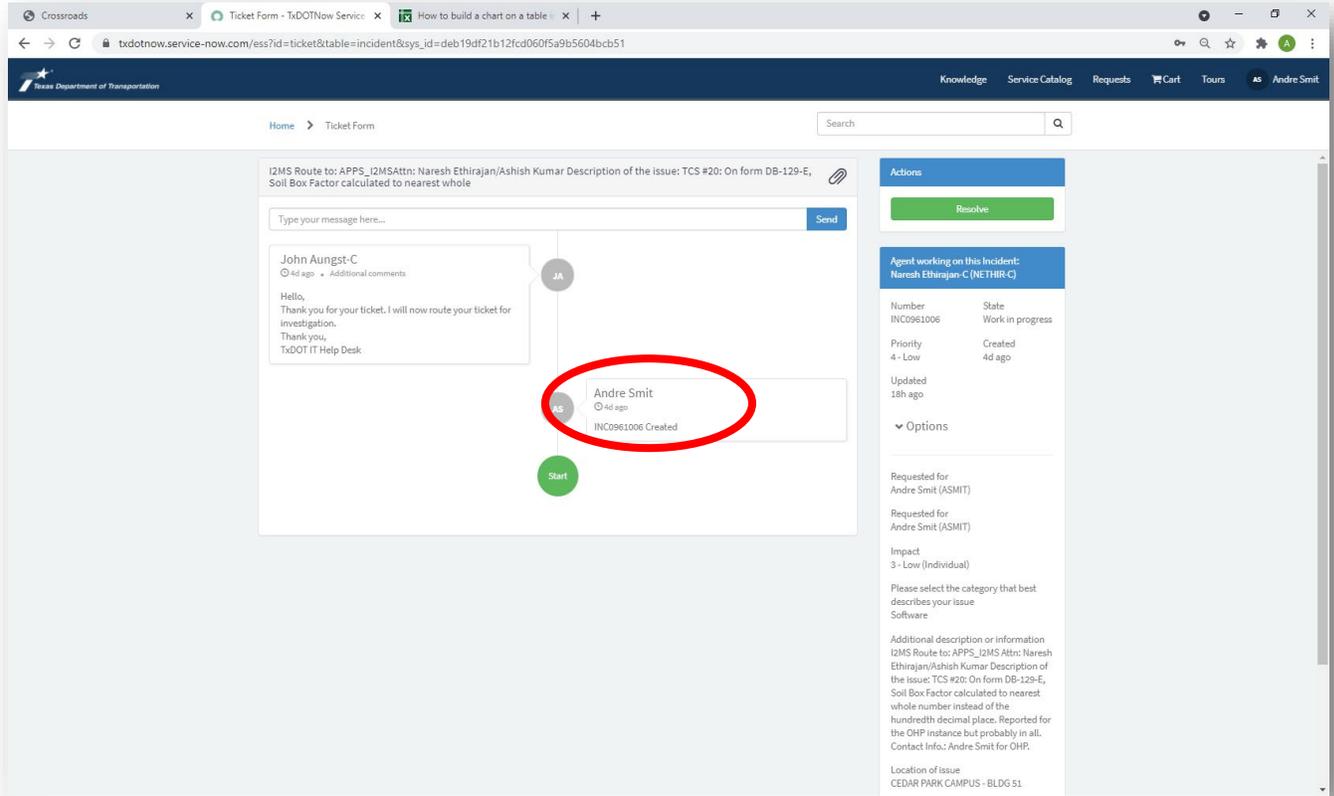
Step 6. Email ticket number:

When you hit the Submit button, an incident ticket is created with a tracking number INCXXXXXX (Figure 7-6).

Please email the ticket number to MTD:

Andre.Smit@TxDOT.gov; Claudia.Izzo@TxDOT.gov

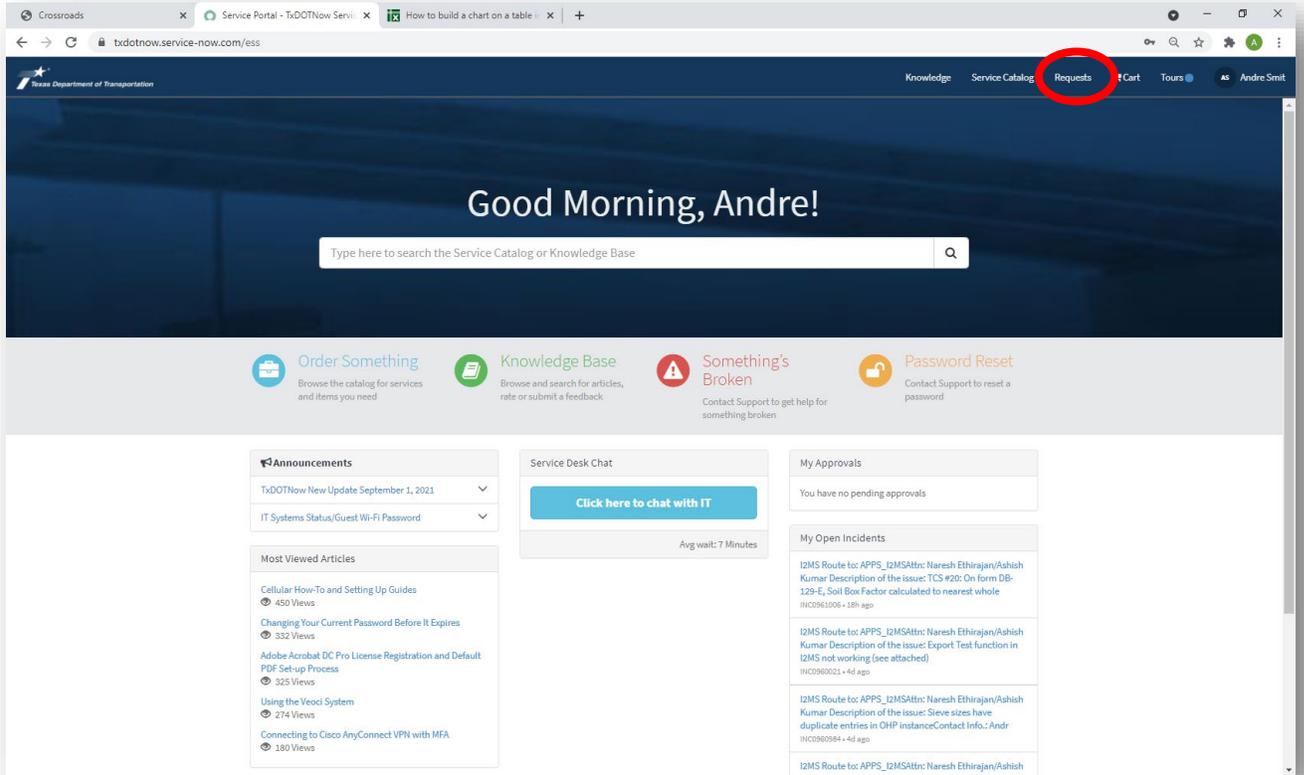
Figure 7-6: Tracking Number for Ticket



Step 7: Resolve the ticket:

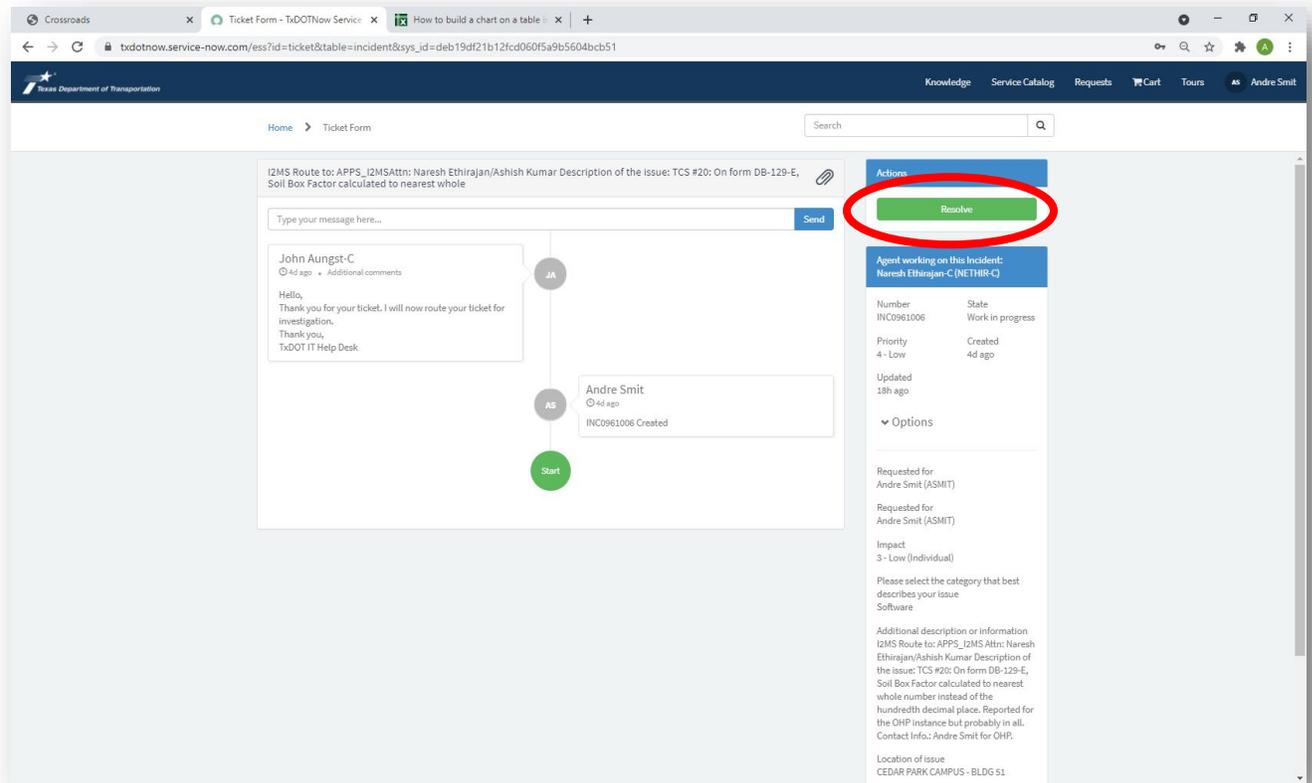
ITD will update the ticket as needed and notify the user when the issue is fixed. If the issue is indeed resolved, login to TxDOTNow. Click on the “Requests” link on the top of the page for a listing of your tickets (Figures 7-7).

Figure 7-7: Login to See Current Tickets



Select the ticket to be resolved and press the Resolve button (Figure 7-8).

Figure 7-8: Resolve Ticket



7.2 System Maintenance

Scheduled system maintenance on I2MS will be performed periodically. These planned outages include operating system upgrades, security patches, code promotions, etc. Normal system maintenance will occur on weekends or during weekday evening hours. If emergency system maintenance is required during normal working hours, users will receive an e-mail notification explaining when the maintenance will occur and the expected duration.

SECTION 8 – SYSTEM ADMINISTRATION

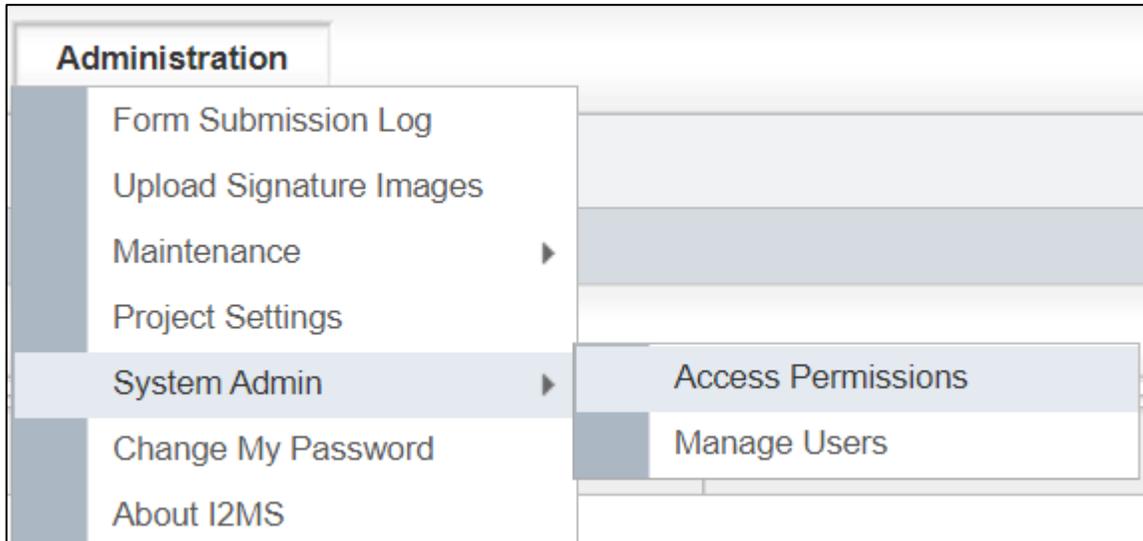
8.1 General

There are two menus available within the System Admin window – Access Permissions and Manage Users as shown in Figure 8-1. Delete Samples has been disabled.

8.2 Access Permissions

Access Permissions allows the System Administrator to modify the settings and permissions for various functions within I2MS (Figure 8-1).

Figure 8-1: Administration – System Admin – Access Permissions

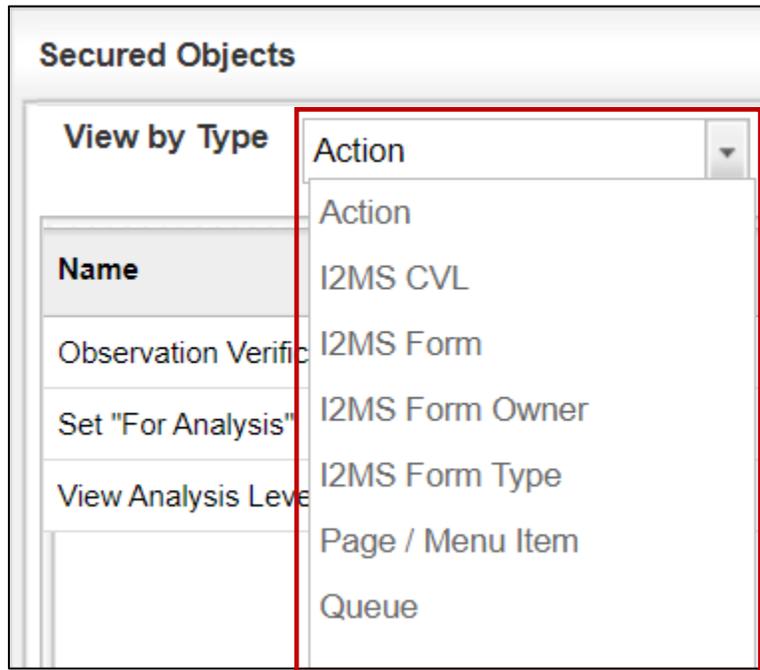


Step 1. The “View by Type” has seven different drop-down menu options (Figure 8-2):

1. Action,
2. I2MS CVL,
3. I2MS Form,
4. I2MS Form Owner,
5. I2MS Form Type,
6. Page/Menu Item, and
7. Queue.

Selecting an item from the drop-down menu will show the related access permissions for that item.

Figure 8-2: System Admin – Access Permissions – Secured Objects



Step 2. After choosing an item from the “View by Type” drop-down menu, I2MS will show the related permissions for that item. For the “View By Type” Action item there are three related permissions as shown below. The System Administrator can select Options and Edit which will bring up the permissions table (Figure 8-3).

Figure 8-3: System Admin – Access Permissions – Secured Objects - Edit

The screenshot shows the "Secured Objects" interface with the "View by Type" dropdown set to "Action". Below the dropdown is a table with the following data:

Name	Description	GUID	Options
Observation Verification - Observe / Add Comment	Permission to create an observation verification or add a comment.	66b44ff4-6e08-df11-...	Options
Set "For Analysis"	Permission to toggle the For Analysis checkbox for testing forms.	39e856d6-24d8-43-...	Options Edit
View Analysis Levels	Permission to choose the menu item Analysis Levels for dashboard records.	7779f97f-964d-df11-...	Options

Step 3. The System Administrator can select the Not Set and toggle between the three options – Not Set, Deny, and Allow (Figure 8-4). Allow gives permission to the role to perform task shown in the header. Not Set and Deny do not give permission to the role to perform the task shown. Tasks will vary in the permission tables but the different options will be View, Add, Edit, Delete, Execute, Approve, Add Form, Edit Form, Add Notes, Search, and Approve/Review Form.

Figure 8-4: Access Permissions – Secured Objects – Not Set, Allow, Deny

Execute	
CQAF Data Entry	Deny
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow

8.2.1 Secured Object Types and Tables – Action Permissions

This section describes the Action Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-5 shows the Action Permissions.

Figure 8-5: Access Permissions – Secured Objects – Action Permissions

Name	Description	GUID	
Observation Verification - Observe / Add Comment	Permission to create an observation verification or add a comment.	66b44ff4-6e08-df11-a808-0017a4ebc398	<input type="button" value="Options"/>
Set "For Analysis"	Permission to toggle the For Analysis checkbox for testing forms.	39e856d6-24d8-4333-b71c-a106cafa36a4	<input type="button" value="Options"/>
View Analysis Levels	Permission to choose the menu item Analysis Levels for dashboard recor...	7779f97f-964d-df11-b74f-415645000030	<input type="button" value="Options"/>

Figures 8-6 through 8-8 show the permissions tables under Actions.

Figure 8-6: Action Permissions – Observation Verification – Observe/Add Comment

Edit Permissions	
Secured Object Observation Verification - Observe / Add Comment	
Description Permission to create an observation verification or add a comment.	
Permissions	
Role	Execute
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-7: Action Permissions – Set For Analysis

Edit Permissions	
Secured Object Set "For Analysis"	
Description Permission to toggle the For Analysis checkbox for testing forms.	
Permissions	
Role	Execute
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Not Set
<input type="button" value="Save Changes"/>	

Figure 8-8: Action Permissions – View Analysis Levels

Edit Permissions	
Secured Object	View Analysis Levels
Description	Permission to choose the menu item Analysis Levels for dashboard records.
Permissions	
Role	Execute
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

8.2.2 Secured Object Types and Tables – I2MS CVL Permissions

This section describes the I2MS CVL Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-9 shows the I2MS CVL Permissions.

Figure 8-9: Access Permissions – I2MS CVL Permissions

Secured Objects			
View by Type <input type="text" value="I2MS CVL"/>			
Name	Description	GUID	
Analysis Applications	Project-wide levels of analysis for tests on different material types.	9d725462-7b06-df11-a808-0017a4ebc398	<input type="button" value="Options"/>
Inspection - Activities	Scheduled Activities	8a0f61a5-1e89-de11-86b8-0017a4ebc398	<input type="button" value="Options"/>
Inspection CVLs	Permission for all Inspection CVLs other than Activities	65404cb1-3c17-df11-a808-0017a4ebc398	<input type="button" value="Options"/>
Technician Qualification	Qualifications and Proficiency Participation for Technicians	caa5df3f-bad3-de11-926c-0017a4ebc398	<input type="button" value="Options"/>
Testing CVLs	All Testing CVLs	f517c68e-f085-de11-86b8-0017a4ebc398	<input type="button" value="Options"/>

Figures 8-10 through 8-14 show the permissions tables under I2MS CVL.

Figure 8-10: Access Permissions - I2MS CVL Permissions – Analysis Applications

Edit Permissions					
Secured Object Analysis Applications					
Description Project-wide levels of analysis for tests on different material types.					
Permissions					
Role	View	Add	Edit	Delete	
CQAF Data Entry	Allow	Not Set	Not Set	Not Set	
CQAF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set	
CVL Administrators	Allow	Not Set	Not Set	Not Set	
DB Reviewer	Allow	Not Set	Not Set	Not Set	
I2MS Testing Managers	Allow	Not Set	Not Set	Not Set	
IA Manager	Allow	Not Set	Not Set	Not Set	
OVF Data Entry	Allow	Not Set	Not Set	Not Set	
OVF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set	
Read-only Access	Allow	Not Set	Not Set	Not Set	
System Administrators	Allow	Allow	Allow	Allow	

Figure 8-11: Access Permissions - I2MS CVL Permissions – Inspection Activities (Not Used)

Edit Permissions					
Secured Object Inspection - Activities					
Description Scheduled Activities					
Permissions					
Role	View	Add	Edit	Delete	
CQAF Data Entry	Not Set	Not Set	Not Set	Not Set	
CQAF Data Entry Reviewers	Not Set	Not Set	Not Set	Not Set	
CVL Administrators	Not Set	Not Set	Not Set	Not Set	
DB Reviewer	Not Set	Not Set	Not Set	Not Set	
I2MS Testing Managers	Not Set	Not Set	Not Set	Not Set	
IA Manager	Not Set	Not Set	Not Set	Not Set	
OVF Data Entry	Not Set	Not Set	Not Set	Not Set	
OVF Data Entry Reviewers	Not Set	Not Set	Not Set	Not Set	
Read-only Access	Not Set	Not Set	Not Set	Not Set	
System Administrators	Not Set	Not Set	Not Set	Not Set	

Figure 8-12: Access Permissions - I2MS CVL Permissions – Inspection CVLs (Not Used)

Edit Permissions				
Secured Object Inspection CVLs				
Description Permission for all Inspection CVLs other than Activities				
Permissions				
Role	View	Add	Edit	Delete
CQAF Data Entry	Not Set	Not Set	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set	Not Set	Not Set
CVL Administrators	Not Set	Not Set	Not Set	Not Set
DB Reviewer	Not Set	Not Set	Not Set	Not Set
I2MS Testing Managers	Not Set	Not Set	Not Set	Not Set
IA Manager	Not Set	Not Set	Not Set	Not Set
OVF Data Entry	Not Set	Not Set	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set	Not Set	Not Set
Read-only Access	Not Set	Not Set	Not Set	Not Set
System Administrators	Not Set	Not Set	Not Set	Not Set

Figure 8-13: Access Permissions - I2MS CVL Permissions – Technician Qualification

Edit Permissions				
Secured Object Technician Qualification				
Description Qualifications and Proficiency Participation for Technicians				
Permissions				
Role	View	Add	Edit	Delete
CQAF Data Entry	Allow	Not Set	Not Set	Not Set
CQAF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set
CVL Administrators	Allow	Not Set	Not Set	Not Set
DB Reviewer	Allow	Not Set	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set	Not Set	Not Set
IA Manager	Allow	Allow	Allow	Allow
OVF Data Entry	Allow	Not Set	Not Set	Not Set
OVF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set
Read-only Access	Allow	Not Set	Not Set	Not Set
System Administrators	Allow	Allow	Allow	Allow

Figure 8-14: Access Permissions - I2MS CVL Permissions – Inspection CVLs (Not Used)

Edit Permissions				
Secured Object Testing CVLs				
Description All Testing CVLs				
Permissions				
Role	View	Add	Edit	Delete
CQAF Data Entry	Allow	Not Set	Not Set	Not Set
CQAF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set
CVL Administrators	Allow	Allow	Allow	Allow
DB Reviewer	Allow	Not Set	Not Set	Not Set
I2MS Testing Managers	Allow	Allow	Allow	Allow
IA Manager	Allow	Allow	Not Set	Not Set
OVF Data Entry	Allow	Not Set	Not Set	Not Set
OVF Data Entry Reviewers	Allow	Not Set	Not Set	Not Set
Read-only Access	Allow	Not Set	Not Set	Not Set
System Administrators	Allow	Allow	Allow	Allow

8.2.3 Secured Object Types and Tables – I2MS Forms Permissions

This section describes the I2MS Forms Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-15 shows the I2MS Form Permissions.

Figure 8-15: Access Permissions - I2MS Form

Secured Objects			
View by Type <input type="text" value="I2MS Form"/>			
Name	Description	GUID	
Testing Forms - All	Permissions for testing forms are currently not broken out by individual form. Permissions set here will affect all testing forms.	240764bd-...	<input type="button" value="Options"/>

Figure 8-16 shows the permissions tables under I2MS Forms.

Figure 8-16: Access Permissions – Testing Forms All

Edit Permissions				
Secured Object Testing Forms - All				
Description Permissions for testing forms are currently not broken out by individual form. Permissions set here will affect all testing forms.				
Permissions				
Role	View	Add	Edit	Approve
CQAF Data Entry	Allow	Allow	Allow	Not Set
CQAF Data Entry Reviewers	Allow	Not Set	Not Set	Allow
CVL Administrators	Allow	Not Set	Not Set	Not Set
DB Reviewer	Allow	Not Set	Not Set	Not Set
I2MS Testing Managers	Allow	Allow	Allow	Allow
IA Manager	Allow	Not Set	Not Set	Not Set
OVF Data Entry	Allow	Allow	Allow	Not Set
OVF Data Entry Reviewers	Allow	Not Set	Allow	Allow
Read-only Access	Allow	Not Set	Not Set	Not Set
System Administrators	Allow	Allow	Allow	Allow

8.2.4 Secured Object Types and Tables - I2MS Form Owner Permissions

This section describes the I2MS Form Owner Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-17 shows the I2MS Form Permissions.

Figure 8-17: Access Permissions - I2MS Form Owner

Secured Objects			
View by Type <input type="text" value="I2MS Form Owner"/>			
Name	Description	GUID	
Form Owner - CQAF	Permissions for CQAF Forms	17784344-8389-4394-bffd-c1660b4ae9c0	<input type="button" value="Options"/>
Form Owner - OVF	Permissions for OVF Forms	ad69ac57-2889-4a67-8d5b-0362715fc81f	<input type="button" value="Options"/>

Figures 8-18 and 8-19 show the permissions tables under I2MS Form Owner.

Figure 8-18: Access Permissions – Form Owner CQAF

Edit Permissions			
Secured Object Form Owner - CQAF			
Description Permissions for CQAF Forms			
Permissions			
Role	Add Form	Edit Form	Add Notes
CQAF Data Entry	Allow	Allow	Allow
CQAF Data Entry Reviewers	Not Set	Not Set	Allow
CVL Administrators	Not Set	Not Set	Not Set
DB Reviewer	Not Set	Not Set	Allow
I2MS Testing Managers	Not Set	Not Set	Allow
IA Manager	Not Set	Not Set	Not Set
OVF Data Entry	Not Set	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set	Not Set
Read-only Access	Not Set	Not Set	Not Set
System Administrators	Allow	Allow	Allow

Figure 8-19: Access Permissions – Form Owner OVF

Edit Permissions			
Secured Object Form Owner - OVF			
Description Permissions for OVF Forms			
Permissions			
Role	Add Form	Edit Form	Add Notes
CQAF Data Entry	Not Set	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set	Not Set
CVL Administrators	Not Set	Not Set	Not Set
DB Reviewer	Not Set	Not Set	Not Set
I2MS Testing Managers	Not Set	Not Set	Allow
IA Manager	Not Set	Not Set	Not Set
OVF Data Entry	Allow	Allow	Allow
OVF Data Entry Reviewers	Not Set	Not Set	Allow
Read-only Access	Not Set	Not Set	Not Set
System Administrators	Allow	Allow	Allow

8.2.5 Secured Object Types and Tables - I2MS Form Type Permissions

This section describes the I2MS CVL Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-20 shows the I2MS Form Type Permissions.

Figure 8-20: Access Permissions – I2MS Form Type

Secured Objects			
View by Type		I2MS Form Type	
Name	Description	GUID	
Inspection Forms	Inspection Forms	adae724c-22d4-de11-926c-0017a4ebc398	Options
Testing Forms	Testing Forms	13a5ff3e-22d4-de11-926c-0017a4ebc398	Options

Figures 8-21 and 8-22 show the permissions tables under I2MS Form Type.

Figure 8-21: Access Permissions – I2MS Form Type - Inspection Forms (Not Used)

Edit Permissions	
Secured Object	Inspection Forms
Description	Inspection Forms
Permissions	
Role	Search
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Not Set
Save Changes	

Figure 8-22: Access Permissions – I2MS Form Type - Testing Forms

Edit Permissions	
Secured Object	Testing Forms
Description	Testing Forms
Permissions	
Role	Search
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

8.2.6 Secured Object Types and Tables – Page / Menu Item Permissions

This section describes the Page/Menu Item Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-23 shows the I2MS Page/Menu Item Permissions.

Figure 8-23: Access Permissions – Permissions by Page/Menu Item

Secured Objects

View by Type

Name	Description	GUID	
Administration -> About I2MS	Permission to see the About I2MS screen.	73a0ff55-f4fd-de11-ad9b-0017a4...	Options
Administration -> Change Password	Permission to see the Change Password screen.	4beaa142-f4fd-de11-ad9b-0017a...	Options
Administration -> Delete Samples	Delete Samples from submission/history	40f25e69-ca83-4ee2-ae86-977cf...	Options
Administration -> Form Submission Log	Permission to see the Form Submission Log screen.	aadc449-e2fd-de11-ad9b-0017a...	Options
Administration -> Maintenance	Permission to see the Maintenance menu and screen.	669dc496-e2fd-de11-ad9b-0017...	Options
Administration -> Make a request	Permission to allow someone to make a request.	40bcdf2b-06ab-df11-925a-00248...	Options
Administration -> Project Settings	Permission to edit project-specific settings for analysis, forms, and workflow.	7f23fb68-ec14-df11-a808-0017a...	Options
Administration -> System Admin -> Access Permissi...	Permission to see the Access Permissions screen.	59162689-e2fd-de11-ad9b-0017...	Options
Administration -> System Admin -> Manage Users	Permissions for the Manage Users screen.	11cb8ae0-f2fd-de11-ad9b-0017a...	Options
Administration -> Upload Signature Images	Permission to see the Upload Signature Images screen.	db8ad059-e2fd-de11-ad9b-0017...	Options
Analysis -> Level 1 - Continuous Analysis	Permissions for the Continuous Analysis screen.	96de9601-e2fd-de11-ad9b-0017...	Options
Analysis -> Level 2 - Independent Verification	Permissions for the Independent Verification screen.	5cd8ae0c-e2fd-de11-ad9b-0017...	Options
Analysis -> Level 3 - Observation Verification	Permissions for the Observation Verification screen.	0ab6bc19-e2fd-de11-ad9b-0017...	Options
Analysis Trigger	Permission to create analysis points for a specific date.	4f33d4aa-d49d-e011-b0a0-0021...	Options
Dashboard	Permission to see the Dashboard screen.	ae992bc1-e1fd-de11-ad9b-0017...	Options
Form Submission -> Download Excel Form	Permission to download the excel forms for electronic submission	8aeec927-2a5c-42dc-a9cd-d070...	Options
Form Submission -> Submit Excel Form	Permission to submit any excel form for electronic submission	a96838ba-a98c-45da-95aa-ca1e...	Options
Reporting -> Create Report	Permission to see the Create Report screen.	d6777e34-e2fd-de11-ad9b-0017...	Options
Reporting -> My Reports	Permission to see the My Reports screen.	1d4b9d2c-e2fd-de11-ad9b-0017...	Options
Search	Permission to see the Search menu and the search screen. Specific searc...	af992bc1-e1fd-de11-ad9b-0017a...	Options

Page 1 of 2 (22 items)

Secured Objects

View by Type

Name	Description	GUID	
Search -> Search by Sample Id	Permission to open a sample given sample id and test method	cb98342a-3018-4dd3-b4bc-4446c82...	Options
Select Form	Permission to see the Select Form menu.	c7d023d9-e1fd-de11-ad9b-0017a4e...	Options

Figures 8-24 through 8-45 show the permissions tables under Page/Menu Item.

Figure 8-24: Permissions by Page/Menu Item – Administration -> About I2MS

Edit Permissions	
Secured Object Administration -> About I2MS	
Description Permission to see the About I2MS screen.	
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-25: Permissions by Page/Menu Item – Administration -> Change Password

Edit Permissions	
Secured Object Administration -> Change Password	
Description Permission to see the Change Password screen.	
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-26: Permissions by Page/Menu Item – Administration -> Delete Samples (disabled)

Edit Permissions	
Secured Object	Administration -> Delete Samples
Description	Delete Samples from submission/history
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-27: Permissions by Page/Menu Item – Administration -> Form Submission Log

Edit Permissions	
Secured Object	Administration -> Form Submission Log
Description	Permission to see the Form Submission Log screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-28: Permissions by Page/Menu Item – Administration -> Maintenance Menu

Edit Permissions	
Secured Object Administration -> Maintenance	
Description Permission to see the Maintenance menu and screen.	
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-29: Permissions by Page/Menu Item – Administration -> Make a request (not available)

Edit Permissions	
Secured Object Administration -> Make a request	
Description Permission to allow someone to make a request.	
Permissions	
Role	View
CQAF Data Entry	Deny
CQAF Data Entry Reviewers	Deny
CVL Administrators	Deny
DB Reviewer	Deny
I2MS Testing Managers	Deny
IA Manager	Deny
OVF Data Entry	Deny
OVF Data Entry Reviewers	Deny
Read-only Access	Deny
System Administrators	Deny
<input type="button" value="Save Changes"/>	

Figure 8-30: Permissions by Page/Menu Item – Administration -> Project Settings

Edit Permissions	
Secured Object Administration -> Project Settings	
Description Permission to edit project-specific settings for analysis, forms, and workflow.	
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Allow
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-31: Perms. by Page/Menu Item – Administration ->System Admin ->Access Permissions

Edit Permissions	
Secured Object Administration -> System Admin -> Access Permissions	
Description Permission to see the Access Permissions screen.	
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-32: Permissions by Page/Menu Item – Administration -> System Admin -> Manage Users

Edit Permissions	
Secured Object	Administration -> System Admin -> Manage Users
Description	Permissions for the Manage Users screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-33: Permissions by Page/Menu Item – Administration -> Upload Signature Images

Edit Permissions	
Secured Object	Administration -> Upload Signature Images
Description	Permission to see the Upload Signature Images screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-34: Permissions by Page/Menu Item – Analysis -> Level 1-Continuous Analysis

Edit Permissions	
Secured Object	Analysis -> Level 1 - Continuous Analysis
Description	Permissions for the Continuous Analysis screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-35: Permissions by Page/Menu Item – Analysis -> Level 2-Independent Verification

Edit Permissions	
Secured Object	Analysis -> Level 2 - Independent Verification
Description	Permissions for the Independent Verification screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-36: Permissions by Page/Menu Item – Analysis -> Level 3-Observation Verification

Edit Permissions	
Secured Object Analysis -> Level 3 - Observation Verification	
Description Permissions for the Observation Verification screen.	
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-37: Permissions by Page/Menu Item – Analysis Trigger

Edit Permissions	
Secured Object Analysis Trigger	
Description Permission to create analysis points for a specific date.	
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-38: Permissions by Page/Menu Item – Dashboard

Edit Permissions	
Secured Object	Dashboard
Description	Permission to see the Dashboard screen.
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Not Set
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-39: Permissions by Page/Menu Item – Form Submission-> Download Excel File (Not Working)

Edit Permissions	
Secured Object	Form Submission -> Download Excel Form
Description	Permission to download the excel forms for electronic submission
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Not Set
<input type="button" value="Save Changes"/>	

Figure 8-40: Permissions by Page/Menu Item – Form Submission-> Submit Excel File (Not Working)

Edit Permissions	
Secured Object	Form Submission -> Submit Excel Form
Description	Permission to submit any excel form for electronic submission
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Not Set
<input type="button" value="Save Changes"/>	

Figure 8-41: Permissions by Page/Menu Item – Reporting-> Create Report

Edit Permissions	
Secured Object	Reporting -> Create Report
Description	Permission to see the Create Report screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-42: Permissions by Page/Menu Item – Reporting -> Create Report

Edit Permissions	
Secured Object	Reporting -> My Reports
Description	Permission to see the My Reports screen.
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Allow
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-43: Permissions by Page/Menu Item – Search

Edit Permissions	
Secured Object	Search
Description	Permission to see the Search menu and the search screen. Specific search types still have their permissions set individually.
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Allow
CVL Administrators	Allow
DB Reviewer	Allow
I2MS Testing Managers	Allow
IA Manager	Allow
OVF Data Entry	Allow
OVF Data Entry Reviewers	Allow
Read-only Access	Allow
System Administrators	Allow
<input type="button" value="Save Changes"/>	

Figure 8-44: Permissions by Page/Menu Item – Search -> Search by Sample ID

Edit Permissions	
Secured Object	Search -> Search by Sample Id
Description	Permission to open a sample given sample id and test method
Permissions	
Role	View
CQAF Data Entry	Not Set
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Not Set
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Not Set
<input type="button" value="Save Changes"/>	

Figure 8-45: Permissions by Page/Menu Item – Select Form

Edit Permissions	
Secured Object	Select Form
Description	Permission to see the Select Form menu.
Permissions	
Role	View
CQAF Data Entry	Allow
CQAF Data Entry Reviewers	Not Set
CVL Administrators	Not Set
DB Reviewer	Not Set
I2MS Testing Managers	Not Set
IA Manager	Not Set
OVF Data Entry	Allow
OVF Data Entry Reviewers	Not Set
Read-only Access	Not Set
System Administrators	Allow
<input type="button" value="Save Changes"/>	

8.2.7 Secured Object Types and Tables – Queue Permissions

This section describes the Queue Permissions from Figure 8-2 and the tables associated with those permissions. Figure 8-46 shows the Queue Permissions.

Figure 8-46: Permissions by Queue

Secured Objects			
View by Type <input type="text" value="Queue"/>			
Name	Description	GUID	
CQAF Data Entry Queue		6ba3858e-ec81-4f29-948f-bca169e86bba	Options
CQAF Data Entry Review Queue		a2007340-328c-40a5-a6f3-28de8606bf6f	Options
CQAF Quarantine		2d502833-8689-435c-8de7-486f884fb4c5	Options
CQAF Testing Approval Queue		d5a7f166-7f8a-4db8-95b6-dda8d0ef6e0a	Options
DB Review Queue		615d6b3e-03b2-4b26-bf80-a90a3a4b83af	Options
OVF Data Entry Queue		0d2793fb-3b38-4d0a-8f0e-52cf8df3b70a	Options
OVF Data Entry Review Queue		b667a042-df01-453a-b594-e09dd3199...	Options
OVF Inspection Approval Queue		b61a3f24-bd4e-4d08-8476-4e8678733...	Options
OVF Inspection Queue		97f6164f-f680-4916-aff1-2c4905377927	Options
OVF Quarantine		bdb5fa8d-d110-416f-bb7f-6c5b8f2a10e4	Options
OVF Testing Approval Queue		ba029120-f148-41f9-9782-dd54e74edf1d	Options

Figures 8-47 through 8-57 show the permissions tables under Queue.

Figure 8-47: Permissions by Queue – CQAF Data Entry Queue

Edit Permissions		
Secured Object CQAF Data Entry Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Allow	Not Set
CQAF Data Entry Reviewers	Allow	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Not Set

Figure 8-48: Permissions by Queue – CQAF Data Entry Review Queue

Edit Permissions		
Secured Object CQAF Data Entry Review Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Allow	Not Set
CQAF Data Entry Reviewers	Allow	Allow
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Not Set	Not Set
System Administrators	Allow	Allow

Figure 8-49: Permissions by Queue – CQAF Quarantine

Edit Permissions		
Secured Object CQAF Quarantine		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Allow	Not Set
CQAF Data Entry Reviewers	Allow	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Allow	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Not Set

Figure 8-50: Permissions by Queue – CQAF Testing Approval Queue

Edit Permissions		
Secured Object CQAF Testing Approval Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Deny	Deny
CQAF Data Entry Reviewers	Deny	Deny
CVL Administrators	Deny	Deny
DB Reviewer	Deny	Deny
I2MS Testing Managers	Deny	Deny
IA Manager	Deny	Deny
OVF Data Entry	Deny	Deny
OVF Data Entry Reviewers	Deny	Deny
Read-only Access	Deny	Deny
System Administrators	Deny	Deny

Figure 8-51: Permissions by Queue – DB Review Queue

Edit Permissions		
Secured Object DB Review Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Allow	Allow
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Allow

Figure 8-52: Permissions by Queue – OVF Data Entry Queue

Edit Permissions		
Secured Object OVF Data Entry Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Allow	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Not Set

Figure 8-53: Permissions by Queue – OVF Data Entry Review Queue

Edit Permissions		
Secured Object OVF Data Entry Review Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Allow	Allow
Read-only Access	Allow	Not Set
System Administrators	Allow	Allow

Figure 8-54: Permissions by Queue – OVF Inspection Review Queue (Not available)

Edit Permissions		
Secured Object OVF Inspection Approval Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Not Set	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Not Set	Not Set
System Administrators	Not Set	Not Set

Figure 8-55: Permissions by Queue – OVF Inspection Queue (Not available)

Edit Permissions		
Secured Object OVF Inspection Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Not Set	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Not Set	Not Set
System Administrators	Not Set	Not Set
Save Changes		

Figure 8-56: Permissions by Queue – OVF Quarantine

Edit Permissions		
Secured Object OVF Quarantine		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Not Set
IA Manager	Not Set	Not Set
OVF Data Entry	Allow	Not Set
OVF Data Entry Reviewers	Allow	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Not Set
Save Changes		

Figure 8-57: Permissions by Queue – OVF Testing Approval Queue

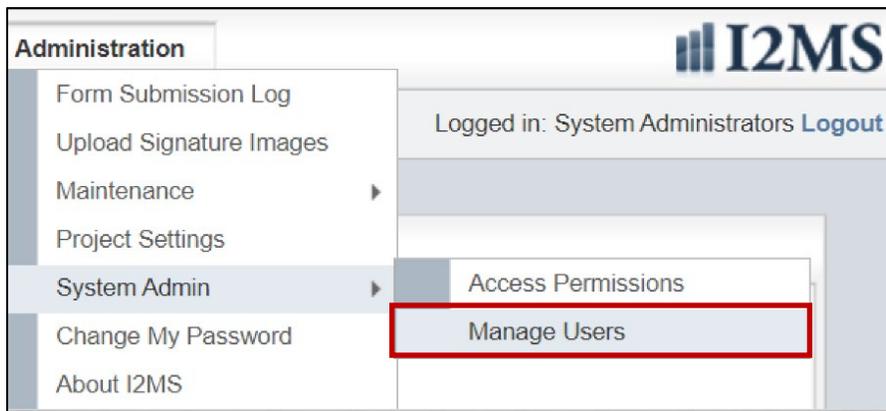
Edit Permissions		
Secured Object OVF Testing Approval Queue		
Description		
Permissions		
Role	View	Approve/Review Form
CQAF Data Entry	Not Set	Not Set
CQAF Data Entry Reviewers	Not Set	Not Set
CVL Administrators	Not Set	Not Set
DB Reviewer	Not Set	Not Set
I2MS Testing Managers	Allow	Allow
IA Manager	Not Set	Not Set
OVF Data Entry	Not Set	Not Set
OVF Data Entry Reviewers	Not Set	Not Set
Read-only Access	Allow	Not Set
System Administrators	Allow	Allow

8.3 Manage Users

This feature allows the System Administrator to Add users to I2MS. Selecting Edit will provide the ability to modify settings for existing users.

- Step 1. To manage users, select Administration -> System Admin -> Manage Users (Figure 8-58).

Figure 8-58: Administration – System Admin – Manage Users



Step 2. To add a User, select the Add key (Figure 8-59).

Figure 8-59: Manage Users – Select Add



The screenshot shows a web interface titled "Users". At the top right, there is a button labeled "Add". Below the button is a table with three columns: "Username", "First Name", and "Last Name". The table is currently empty.

Step 3. The Add and Edit User has the same page layout (Figure 8-60).

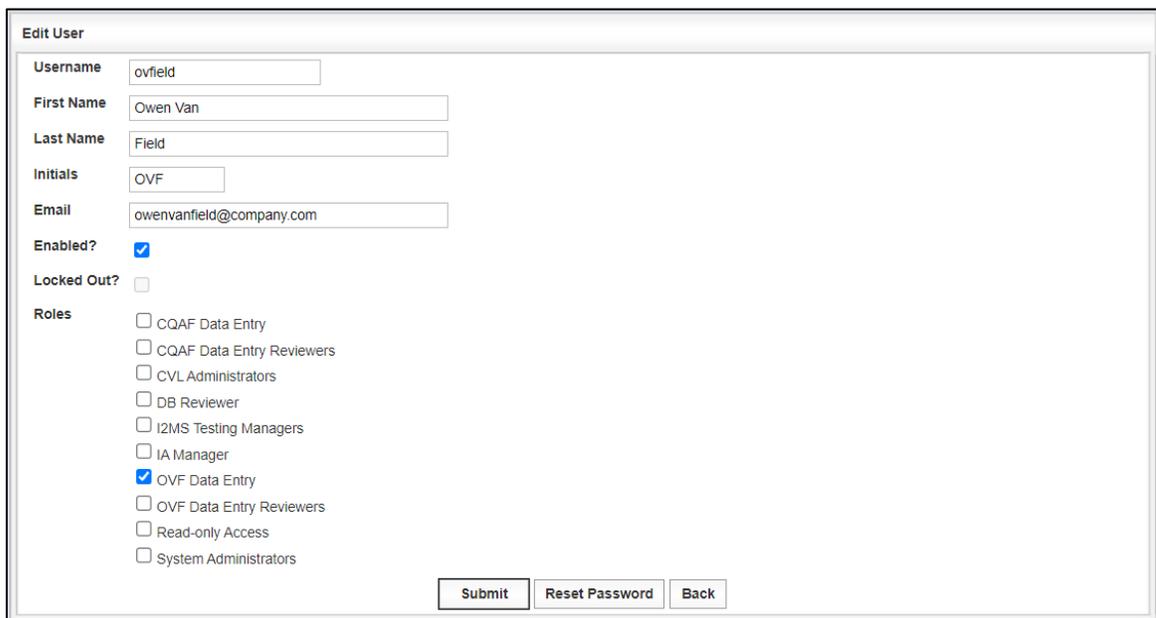
Enter the following for the User: Username, First Name, Last Name, Initials, and E-mail address.

Check Enabled to allow the User to have access to I2MS. If this box is not checked, the User will not be able to login to I2MS.

Check the Role(s) the User will need to perform their I2MS tasks.

Select Submit to add the User or Back to return to the main User page.

Figure 8-60: Manage Users – Adding a User



The screenshot shows the "Edit User" form. It contains the following fields and options:

- Username:
- First Name:
- Last Name:
- Initials:
- Email:
- Enabled?:
- Locked Out?:
- Roles:
 - CQAF Data Entry
 - CQAF Data Entry Reviewers
 - CVL Administrators
 - DB Reviewer
 - I2MS Testing Managers
 - IA Manager
 - OVF Data Entry
 - OVF Data Entry Reviewers
 - Read-only Access
 - System Administrators

At the bottom of the form are three buttons: "Submit", "Reset Password", and "Back".

Step 4. Once Submit has been selected, I2MS will generate a random password as shown in the figure below. The System Admin will need to copy the password and email the User the Username and temporary password (Figure 8-61).

Figure 8-61: Manage Users – Submitting User and Randomly Generated Password

Edit User

Username: ovfield

First Name: Owen Van

Last Name: Field

Initials: OVF

Email: owenvanfield@company.com

Enabled?

Locked Out?

Roles:

- CQAF Data Entry
- CQAF Data Entry Reviewers
- CVL Administrators
- DB Reviewer
- I2MS Testing Managers
- IA Manager
- OVF Data Entry
- OVF Data Entry Reviewers
- Read-only Access
- System Administrators

Randomly Generated Password jb@h1upD

Submit Reset Password Back

Step 5. To edit a User, select Edit (Figure 8-62).

Figure 8-62: Manage Users – Select Edit

Username	First Name	Last Name	
aballey	Angel	Bailey	Edit
achesman	Amy	Cheesman	Edit
Admin	I2MS	Admin	Edit
ahamzah	Ahmed	Hamzah	Edit

Step 6. To edit a User, select Edit. Once the changes are completed select Submit. A message at the top of the page will indicate that the User was updated (Figure 8-63). Select Back to return to the main User page.

Figure 8-63: Manage Users – User Updated

The screenshot displays the 'Edit User' interface. At the top, a green message box with an information icon contains the text 'User updated.', which is highlighted with a red rectangular border. Below this, the 'Edit User' form is visible. It includes the following fields and options:

- Username:** ovfield
- First Name:** Owen Van
- Last Name:** Field
- Initials:** OVF
- Email:** owenvanfield@company.com
- Enabled?:**
- Locked Out?:**
- Roles:**
 - CQAF Data Entry
 - CQAF Data Entry Reviewers
 - CVL Administrators
 - DB Reviewer
 - I2MS Testing Managers
 - IA Manager
 - OVF Data Entry
 - OVF Data Entry Reviewers
 - Read-only Access
 - System Administrators

At the bottom of the form, there are three buttons: 'Submit', 'Reset Password', and 'Back'.

Step 7. To reset the password for a User, select Edit and the Edit User page will be shown (Figure 8-64).

Figure 8-64: Manage Users – Edit User

Edit User

Username ovfield

First Name

Last Name

Initials

Email

Enabled?

Locked Out?

Roles

- CQAF Data Entry
- CQAF Data Entry Reviewers
- CVL Administrators
- DB Reviewer
- I2MS Testing Managers
- IA Manager
- OVF Data Entry
- OVF Data Entry Reviewers
- Read-only Access
- System Administrators

Step 8. Select Reset Password. I2MS will generate a random password as shown in the figure below. A message at the top of the page will indicate that the password is reset (Figure 8-65). The System Admin will need to copy the password and email the User the Username and temporary password.

Figure 8-65: Manage Users – Reset Password

Password reset.

Edit User

Username ovfield

First Name Owen Van

Last Name Field

Initials OVF

Email owenvanfield@company.com

Enabled?

Locked Out?

Roles

- CQAF Data Entry
- CQAF Data Entry Reviewers
- CVL Administrators
- DB Reviewer
- I2MS Testing Managers
- IA Manager
- OVF Data Entry
- OVF Data Entry Reviewers
- Read-only Access
- System Administrators

Randomly Generated Password zoqH\$da0

Submit **Reset Password** **Back**

Step 9. If a user changes companies and has a new role, the best approach is to create a new username for the user and adding a number to the end of the username, last name, and initials to distinguish between the distinct roles. If the role switch is within the same company, then the user can keep the same username and the administrator can just revise the role (Figure 8-66).

Figure 8-66: Manage Users – Adding current User who changed companies with new username

The screenshot shows a web form titled "Edit User". The form contains the following fields and options:

- Username:** ovfield2
- First Name:** Owen Van
- Last Name:** Field2
- Initials:** OVF2
- Email:** owenvanfield@newcompany.com
- Enabled?:**
- Locked Out?:**
- Roles:**
 - CQAF Data Entry
 - CQAF Data Entry Reviewers
 - CVL Administrators
 - DB Reviewer
 - I2MS Testing Managers
 - IA Manager
 - OVF Data Entry
 - OVF Data Entry Reviewers
 - Read-only Access
 - System Administrators

At the bottom right of the form are three buttons: "Submit", "Reset Password", and "Back".

Step 10. Once Submit has been selected, I2MS will generate a random password as shown in the Figure 8-67. The System Admin will need to copy the password and email the User the Username and temporary password.

Figure 8-67: Manage Users – User with Randomly Generated Password

Edit User

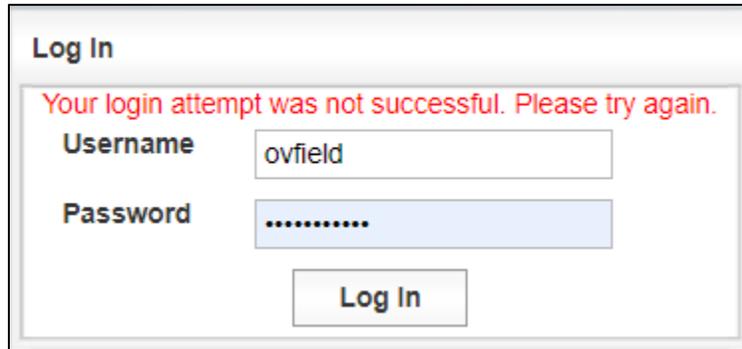
User created.

Edit User

Username	ovfield2
First Name	<input type="text" value="Owen Van"/>
Last Name	<input type="text" value="Field2"/>
Initials	<input type="text" value="OVF2"/>
Email	<input type="text" value="ownevanfield@newcompany.com"/>
Enabled?	<input checked="" type="checkbox"/>
Locked Out?	<input type="checkbox"/>
Roles	<input checked="" type="checkbox"/> CQAF Data Entry <input type="checkbox"/> CQAF Data Entry Reviewers <input type="checkbox"/> CVL Administrators <input type="checkbox"/> DB Reviewer <input type="checkbox"/> I2MS Testing Managers <input type="checkbox"/> IA Manager <input type="checkbox"/> OVF Data Entry <input type="checkbox"/> OVF Data Entry Reviewers <input type="checkbox"/> Read-only Access <input type="checkbox"/> System Administrators
Randomly Generated Password	g5nujP\$x

Step 11. Currently, if a user enters the incorrect password ten times or more then the user is “Locked Out” of I2MS (Figure 8-68).

Figure 8-68: Manage Users – User Locked Out



Log In

Your login attempt was not successful. Please try again.

Username

Password

There is no indication to the user that they are locked out but after the tenth attempt of incorrectly entering a password they will be locked out. The user will need to contact MTD to have their password reset.

Step 12. Note that there is a check mark next to “Locked Out?” The administrator will need to select “Unlock” at the bottom of the screen (Figure 8-69).

Figure 8-69: Manage Users – Locked Out

The screenshot displays the 'Edit User' interface. It includes the following fields and options:

- Username:** ovfield
- First Name:** Owen Van
- Last Name:** Field
- Initials:** OVF
- Email:** owenvanfield@company.com
- Enabled?:**
- Locked Out?:** (highlighted with a red box)
- Roles:**
 - CQAF Data Entry
 - CQAF Data Entry Reviewers
 - CVL Administrators
 - DB Reviewer
 - I2MS Testing Managers
 - IA Manager
 - OVF Data Entry
 - OVF Data Entry Reviewers
 - Read-only Access
 - System Administrators

At the bottom right, there are four buttons: **Submit**, **Reset Password**, **Unlock** (highlighted with a red box), and **Back**.

Step 13. I2MS will provide a message at the top of the “Edit User” screen that indicates that the User is unlocked and the check mark next to “Locked Out?” will no longer be visible also indicating the user is unlocked (Figure 8-70).

Figure 8-70: Manage Users – Unlocking User

Message: User unlocked.

Edit User

Username ovfield

First Name Owen Van

Last Name Field

Initials OVF

Email owenvanfield@company.com

Enabled?

Locked Out?

Roles

- CQAF Data Entry
- CQAF Data Entry Reviewers
- CVL Administrators
- DB Reviewer
- I2MS Testing Managers
- IA Manager
- OVF Data Entry
- OVF Data Entry Reviewers
- Read-only Access
- System Administrators

Submit **Reset Password** **Back**

Step 14. The I2MS Administrator can then select “Reset Password” and I2MS will randomly generate a password. The top of the screen will show that the password is reset (Figure 8-71). The I2MS Administrator will then need to email the user with the new temporary password.

Figure 8-71: Manage Users – User Unlocked and Password Reset

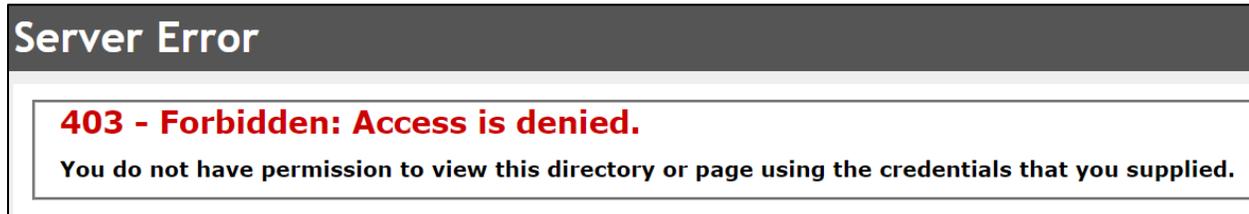
The screenshot shows the 'Edit User' interface. At the top right, a green notification box with an information icon contains the text 'Password reset.'. Below this is the 'Edit User' form. The form fields are: Username (ovfield), First Name (Owen Van), Last Name (Field), Initials (OVF), Email (owenvanfield@company.com), Enabled? (checked), Locked Out? (unchecked), and Roles (OVF Data Entry is checked). At the bottom, a 'Randomly Generated Password' is shown as 'zoqH\$da0'. Three buttons are at the bottom right: 'Submit', 'Reset Password', and 'Back'. The 'Reset Password' button is highlighted with a red border.

8.4 Delete Samples

Delete Samples is a function that has been disabled. Selecting this will result in the below error message. For new projects, this menu item has been removed (Figure 8-72). If a test record has been created in error, then the Sample Type can be changed to Internal or Quarantined and comments can be added in the Remarks box of the test record to explain

the reason the test record is not being used. For example, the reason could simply be that the record was entered twice.

Figure 8-72: Delete Samples – Forbidden: Access is denied



APPENDIX A - Diagram of OVF Workflow Process

Figure A-1. Diagram of OVF Workflow Process

