

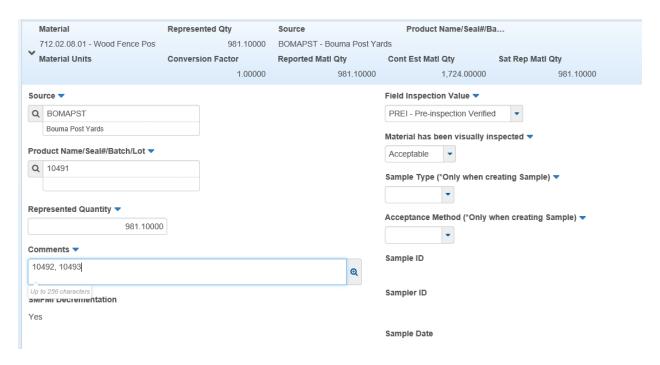


#### MATERIAL ACCEPTANCE FOR PRE-INSPECTED ITEMS IN A DAILY WORK REPORT

### **Timber Products**

#### **Navigation**

- 1. Click > to expand the appropriate work item row
- 2. Click > to expand the appropriate material row
- Enter part of the source name in the **Search** field and select the desired Source from the list
- 4. Select the Seal# from the **Product Name/Seal#/Batch/Lot** field. If there are multiple Seal #'s the others are entered in the **Comments** field
- 5. Select PREI Pre-inspection Verified from the Field Inspection Value
- Select Acceptable or Not Acceptable from the Material has been visually inspected field
- 7. Click Save
- 8. To attach the appropriate certification(s), click on the material row component and click on **Attachments** under **Views**.
- 9. Click the Select File button
- 10. Browse to the certification file, select and click on Open
- 11. Enter a **Description** if applicable
- 12. Click Save







### **Seed Products**

### **Navigation**

- 1. Click > to expand the appropriate work item row
- 2. Click > to expand the appropriate material row
- 3. Enter part of the source name in the **Search** field and select the desired Source from the list
- 4. Select the Seed Blend from the **Product Name/Seal#/Batch/Lot** field. Select PREI Pre-inspection Verified from the **Field Inspection Value**
- Select Acceptable or Not Acceptable from the Material has been visually inspected field
- 6. Click Save
- 7. Attach a scanned copy of the seed tag. Click on the material row component and click on **Attachments** under **Views**.
- 8. Click the Select File button
- 9. Browse to the file, select and click on Open
- 10. Enter a **Description** if applicable
- 11. Click Save



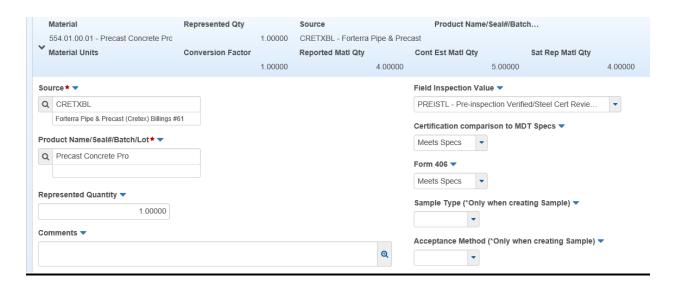




## **Precast Concrete Products**

### **Navigation**

- 1. Click > to expand the appropriate work item row
- Click > to expand the appropriate material row
- Enter part of the source name in the Search field and select the desired Source from the list
- Select the Product Name from the Product Name/Seal#/Batch/Lot field.
- 5. Select PREISTL Pre-inspection Verified/Steel Cert Reviewed from the **Field Inspection Value**
- 6. Select Meets Specs or Doesn't Meet Specs from the **Certification comparison to MDT Specs** field
- 7. Select Meets Specs or Doesn't Meet Specs from the Form 406 field
- 8 Click Save
- To attach the appropriate certification(s), click on the material row component and click on Attachments under Views.
- 10. Click the Select File button
- 11. Browse to the certification file, select and click on Open
- 12. Enter a **Description** if applicable
- 13. Click Save







### **Prestressed Beams**

### **Navigation**

- 1. Click > to expand the appropriate work item row
- Click > to expand the appropriate material row
- Enter part of the source name in the Search field and select the desired Source from the list
- Select the Beam# from the Product Name/Seal#/Batch/Lot field.
- 5. Select PREISTL Pre-inspection Verified/Steel Cert Reviewed from the **Field Inspection Value**
- 6. Select Meets Specs or Doesn't Meet Specs from the **Certification comparison to MDT Specs** field
- 7. Select Meets Specs or Doesn't Meet Specs from the Form 406 field
- 8 Click Save
- 9. To attach the appropriate certification(s), click on the material row component and click on **Attachments** under **Views**.
- 10. Click the Select File button
- 11. Browse to the certification file, select and click on Open
- 12. Enter a **Description** if applicable
- 13. Click Save

