



### UPDATING MATERIALS SETS NOT BEING USED

For material acceptance, items have materials sets associated that specify the materials that have requirements. An item can have one or more material sets (i.e. CRUSHED AGGREGATE COARSE has CBC 5A, CBC 6A and CBC 7A material sets).

As soon as possible, review the material sets for each bid item and determine if any of those material sets will not be used. There are some steps you can do to 'flag' that material set as not being used to help prevent the non-used material set from being selected and posted to in a DWR or being associated to in a sample record.

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions > Materials Tab
2. If desired, enter the item description in the Search box to filter the list
3. For the material set(s) not used, add text to the beginning of the material set name indicating it will not be used. (i.e. Not using-CBC 5A)
4. Save

Q crushed Advanced Showing 3 of 3 Item Source No Filter

Project	Description	Catg	Item	Description	Proj Ln...	Matl Set to Dt	Material Set	Materials
7668066000	TOSTON STRUCTURES (US-287)	0001	301020340	CRUSHED AGGREGATE COURSE	0230	0.000	Not Using-CBC 5A	
7668066000	TOSTON STRUCTURES (US-287)	0001	301020340	CRUSHED AGGREGATE COURSE	0230	0.000	CBC 6A	1
7668066000	TOSTON STRUCTURES (US-287)	0001	301020340	CRUSHED AGGREGATE COURSE	0230	0.000	Not Using-CBC 7A	1

5. Now when a DWR is created and a work item and posting added for that item, the material set names will indicate those not being used.



6. When associating contract project items to a sample record, you can create a filter on that association window to filter out material sets with the text you are using to mark them not used (i.e. Not Using)
7. Follow steps 1-4 to add Not Using text to the material set(s) not being used.

Q concrete-class general Advanced Showing 2 of 2 Item Source No Filter

0 changed

Project	Description	Catg	Item	Description	Proj Ln...	Matl Set to Dt	Material Set	Materials
7668066000	TOSTON STRUCTURES (US-287)	0001	551020030	CONCRETE-CLASS GENERAL	0340	0.000	General-Uses Optimized	7
7668066000	TOSTON STRUCTURES (US-287)	0001	551020030	CONCRETE-CLASS GENERAL	0340	0.000	Not Using-General-Uses Conventional	8

8. Navigate to Materials > Sample Records > Contract Tab



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9. Click on the Select Contract Project Items button
10. Click on the Advanced link to the right of the Search field
11. Click on the Filters dropdown list
12. Select Material Set
13. Change the dropdown to Does Not Contain
14. Enter Not Using in the field to the right of Does Not Contain
15. If you want to filter out all material sets that have Not Using in the name, you can save this Filter and even make it your default. Enter a Save As name, check the Make this the default setting checkbox and click Save and Apply. Otherwise, just select Apply without saving to create a Temporary filter.

**Editing** System Default

**Filters**

Material Set  Not Using

Or

**Sort**

**Apply Settings**

Save as

Make this the default setting.

16. This will automatically filter the list anytime you go into the Select Contract Project Items window.
17. Enter the contract ID in the Search field to filter the list further. Notice the Not Using material sets do not display

Contract	Project	Project Item	Material Set
03119 - TOSTON STRUCTURES (US-287)	7668066000	1740 - FURN STEEL PIPE PILE 16 X 1/2 IN	Steel Pile
03119 - TOSTON STRUCTURES (US-287)	7668066000	0340 - CONCRETE-CLASS GENERAL	General-Uses Optimized
03119 - TOSTON STRUCTURES (US-287)	7668066000	1650 - CONCRETE-SEAL	General-Uses Optimized
03119 - TOSTON STRUCTURES (US-287)	7668066000	0690 - CURB 4 IN-CONCRETE	General-Uses Optimized
03119 - TOSTON STRUCTURES (US-287)	7668066000	1130 - FOUNDATION-CONCRETE	General-Uses Optimized