

Bentley Inspector Stakeout Weekly Concrete Reports

SUMMARY OF PROCEDURE

1. Input test data in field via handheld, tablet, etc. using Bentley Inspect/Stakeout.
 - Enter concrete test data.
 - Set up data for first mix. Once this is done, it can be selected for subsequent use.
 - Enter daily summary information.
2. Transfer to laptop/desktop that has printing capabilities.
3. Create PDF of weekly report.
4. Forward to project P.E. via GroupWise who can forward it to the concrete office via GroupWise.

STEP 1: INPUTTING DATA IN THE FIELD



Entering Concrete Test Data

1. Log into Inspect/Stakeout and access your project.
2. From the Main Menu, click Mn/DOT – Test Results.
3. Click Weekly Concrete.
4. Enter the Low S.P., Bridge # (optional), Engineer (responsible for signing reports), Contractor. Select the District.

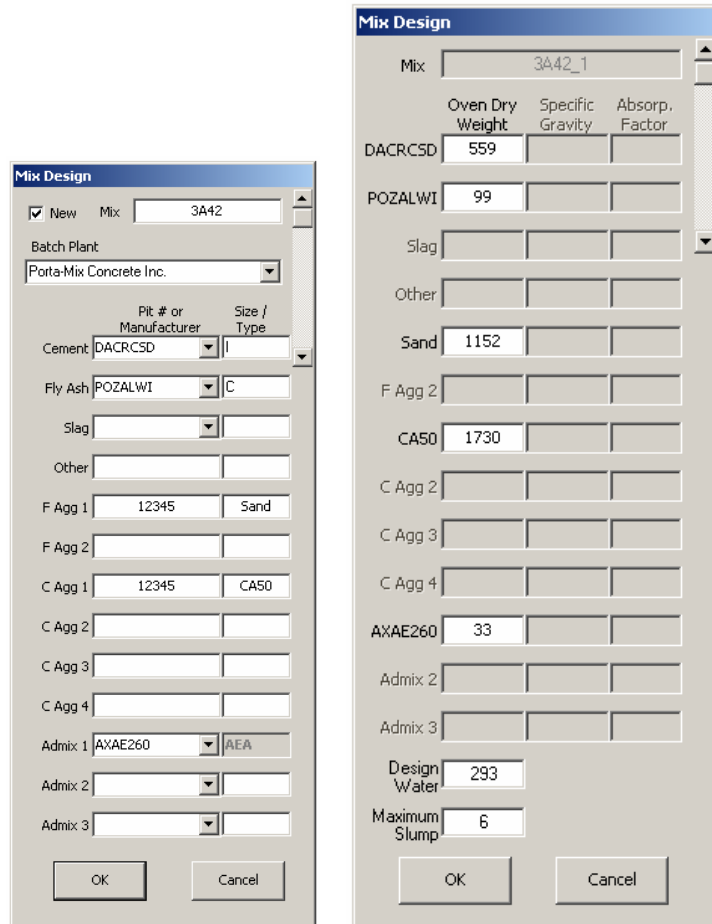
The screenshot shows a dialog box titled "Weekly Concrete Tests" with the following fields and values:

- Low S.P.: 1324-56
- Bridge #: (empty)
- District: D2-Bemidji
- Engineer: J. Doe
- Inspector: Train
- Contractor: J. Doe
- Mix: (empty)

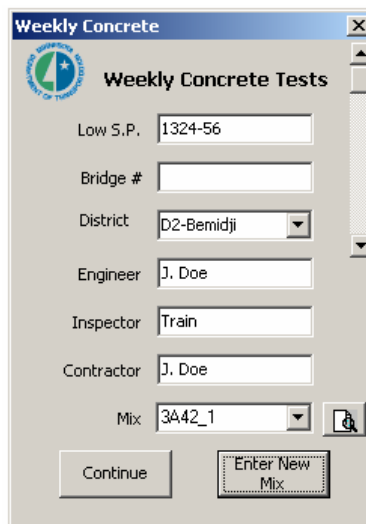
Buttons at the bottom: "Continue" and "Enter New Mix".

5. If you already have the mix you want to use, select it from the list, click Continue and go to step 8. If you need a new mix, click Enter New Mix.

- If there are no mixes in the FPDB then the New check box is toggled on automatically. If mixes already exist and you want to create a new mix, toggle on New. Fill out the Mix Design dialog and click OK to open the second Mix Design dialog. Fill out the weights for your chosen ingredients, including the Maximum Slump allowed for this given mix and click OK.



- You will be returned to the Weekly Concrete dialog and your new mix is added to Mix list box. Select the desired Mix and click Continue.



- Fill out the first Daily Concrete Test Results and click OK. Toggle on the tests and enter results. Enter any Notes/Comments and click OK.

The image shows two views of the 'Daily Concrete Test Results' dialog box. The left view shows the input fields: Ticket Number (110), Structure Type (Bridge Deck), Location (11+00.00), and checkboxes for Gallons and Pounds. The right view shows the test results section with checkboxes for Air %, Slump (in), Air Temp (°F), Conc Temp (°F), and Cylinder/Beam #, along with a Notes/Comments field.

 **Enter Daily Concrete Mix Totals**

- From the Mn/DOT Test Results dialog, click Daily Concrete Mix Totals. Enter the information and click OK.

The image shows the 'Daily Concrete Mix Totals' dialog box with the following fields: State Project # (1324-56), Inspector (Train), Mix (3A42_1), Batches (10), Cu. Yds Mixed (90), Cu. Yds Waste (5), Cu. Yds. Used (85), and Cu. Yds Required (80).

- Close the Mn/DOT Test Results dialog.

STEP 2: TRANSFERRING DATA TO LAPTOP/DESKTOP

 **Transferring From Handheld Device**

Note Note active sync has to be loaded. If you have multiple users or data from several handhelds, you need to transfer from all devices prior to report creation.

- Place in the handheld cradle.
- On the laptop or desktop, access CEI Administrator and log in. Select Project.
- From the main menu, select Transfer.

4. Select Transfer > Field Database > Send/Receive From Handheld.
5. Select the FPDB Search Info tab. Select the Users tab and toggle on Select All. Select the Activities tab, toggle on Select All. On the Status tab, toggle on all three (In Progress, Completed and Deleted).
6. Click the Transfer tab. Navigate to Mobile device:\(directory where projects are located on handheld\fieldprojects directory. Do not select the actual project!
7. Click Receive / Merge from Handheld. Prompt appears that the transfer succeeded.
8. Close the dialog and access reports here (from within CEI or from Inspect/Stakeout.)

Transferring from Tablet

Note Note: You will need a flash drive (memory stick) to complete this procedure.

1. On your tablet, check to see if `c:\ProjectTransfer\Uploads\` directory exists. If not, create it at this time. Your transfer data is loaded under this directory, so it can be used for multiple projects.
2. On the tablet, access Inspect/Stakeout and log in. Select your Project.
3. From the main menu, select Transfer. This changes the dialog to the Data Transfer view.
4. Click Folder, which changes to the Send/Receive Field Product Database view.
5. Select the FPDB Search Info tab. Select the Users tab and toggle on Select All. Select the Activities tab, toggle on Select All. On the Status tab, toggle on all three (In Progress, Completed and Deleted).
6. Click the Transfer tab. Navigate to `c:\ProjectTransfer\Uploads\` directory.
7. Click Send / Merge Into Folder. Prompt appears that the transfer succeeded. Click OK to close.
8. Click Back twice to return to the Main Menu, then click Exit to leave Inspector/Stakeout.
9. From Windows Explorer, navigate to `c:\ProjectTransfer\Uploads\`. Copy the entire S.P. directory located under the Uploads directory to your flash drive.
10. On your laptop, check to see if `c:\ProjectTransfer\Uploads\` directory exists. If not, create it at this time. Your transfer data is loaded under this directory, so it can be used for multiple projects.
11. Copy from the flash drive to `c:\ProjectTransfer\Uploads\` on your laptop. You want to mirror the same directory structure you had on handheld, i.e., `c:\ProjectTransfer\Uploads\SPxxxx`.
12. Access CEI administrator and login.
13. Click Project > Open and select your project.
14. Click Transfer > Field Data Base > Send/Receive from Folder. This changes to the FPDB dialog.
15. Select the FPDB Search Info tab. Select the Users tab and toggle on Select All. Select the Activities tab, toggle on Select All. On the Status tab, toggle on all three (In Progress, Completed and Deleted).
16. Click the Transfer tab. Navigate to `c:\ProjectTransfer\Uploads\` directory.
17. Click Receive / Merge From Folder. Prompt appears that the transfer succeeded. Click OK to close. Then close the Transfer dialog.
18. If you are creating the reports right away, you can remain logged in with your project selected.

STEP 3: CREATING THE WEEKLY CONCRETE REPORT



Custom Inspection Reports – Weekly Concrete Report

1. Log into Inspect/Stakeout and access your project. This can also be done from within CEI Administrator. If you just transferred data from a tablet, you already have this step done.
2. Using Inspector Stakeout click Mn/DOT – Custom Reports from the Main Menu.
Using CEI Administrator, select Reports > Design Archive > MnDOT Reports.
3. From the Custom Reports menu, click Weekly Concrete.
4. Select the Week Ending which defaults to the Saturday following today’s date. Select the Batch Plant.

5. Click Generate Report. You are prompted to preview the report.
6. Click Yes. The report (in PDF format) is created and opened for review.

Mn/DOT WEEKLY CONCRETE REPORT (ENGLISH) - Form 2448-04 (06/23/2004)

Low S.P.	1324-56	Material	Size/Type	PI # or Manufacturer	Specific Gravity	Absorp. Factor	Mix #1	Mix #2			
Bridge #		Cement	I	"Dawciah @ Rapid City, SD"	3.16		3A42_1				
		Fly Ash	C	"Dairyland Power - Poz.AC @ Alma, WI"			99				
Engineer	J. Doe	Slag									
		Other									
Inspector	Train	F Agg 1	Sand	12345			1162				
		F Agg 2									
Contractor	J. Doe	C Agg 1	CA60	12345			1730				
		C Agg 2									
Batch Plant	Porta-Mix Concrete Inc.	C Agg 3									
		C Agg 4									
Report #	2	Admix 1	AEA	Calceol AE 280			33.0				
		Admix 2									
Week Ending	2/11/2006	Admix 3									
						Design Water	263				
Mix	Date	Location	Time	% Air	Slump (in)	Total Act. Water (lb/cy.)	Cylinder/Beam #	Air Temp °F	Concrete Temp °F	Water Ratio	W/C Ratio
3M2_1	2/10/2006	Bridge Deck - 11+00.00	9:58 AM	6.0%	6 1/2	281	A1	70	72	0.68	0.43

7. Exit the PDF. When prompted, you may enter Additional Remarks and click OK. The remark will be added to the report and the report will be re-generated. You will be prompted to review the report again. Click No to exit the program. Click Yes to review again.



STEP 4: SIGN-OFF AND FORWARDING TO THE CONCRETE OFFICE



Forwarding Report to Signing Authority

1. Using GroupWise, create an e-mail to your project supervisor or engineer who is responsible for signing off on the report. In the Subject include: S.P. xxxx wk of 2-11-06. Use your S.P. and the date of the report. You may want to cc yourself if you want to keep a copy for your records.
2. Click Attach and navigate to c:\fieldprojects\SP9999-99\conc_02-11-2006*.pdf. Note this file name is based on your project name and date. If you added remarks, it may have an _2 after the date.
3. Click Send.



Signing Authority Forwarding Report to Concrete Office

1. Using GroupWise, forward the report to: Concrete Reports@dot.state.mn.us. The address can be selected from the GroupWise Address book under Concrete Reports (last name).

If not already there, include: S.P. xxxx wk of 2-11-06. Use your S.P. and the date of the report in the Subject

Note Sending or forwarding the report is your approval of the report accepted by the Concrete Office in lieu of an actual signature. The report must be forwarded by the individual authorized to sign the reports, not the technician in the field.