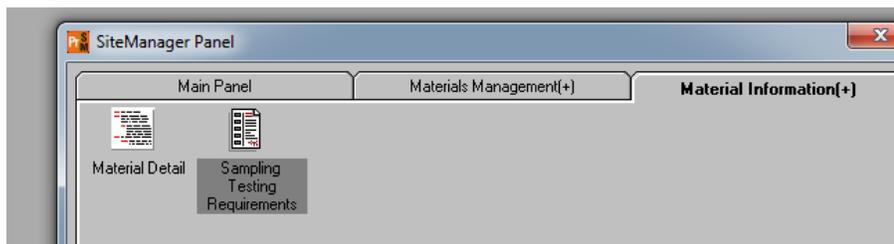


Outstanding Item List report

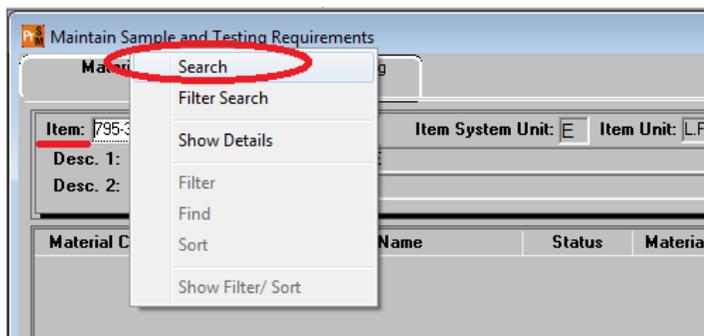
1. Before materials are generated for a contract”, the users will run the “Outstanding Item List report”. The goal is that this report should be blank. For every contract item listed on this report, HQ M&T Admin will have to look at each item’s S&T Requirements.
2. GENERAL ITEM MASTER RULES
 - a. Some items will **NEVER** have S&T Requirements. These items will have the material code **000.00.000 for No Test Required**. For example, Liquidated Damages or utility items.
 - b. Some items have no S&T Requirements on the Item Master, but will on the contract depending on the contracts requirements. These items will have the material code **999.99.999 for No Test Assigned**.
 - c. Some items have not been assigned their real S&T requirements, and not the 000.00.000 nor 999.99.999 material codes. These items are **blank** on the Item Master. These items will appear on the S&T Checklist, when generating contract materials.

HOW ADMIN. ADDRESSES ITEMS ON “Outstanding Item List report”

1. Open S&T Requirements window:



2. Type item number into Item field and search:



3. Click mid-section of window. This will make the “Material” section active (Note dark outline to right and bottom of section)

4. With the mid-section active, click “New” icon. This will add a row to the mid-section and the bottom will be ready to add material code, conversion factor & special instruction.

5. Once materials have been added, tests can be linked to the material (if needed) by selecting the “Sample and Testing” tab at top of window. The only fields that are required to be completed are Sample type, acceptance method, rate & frequency. See bottom section of screen capture below

6. If additional tests need to be added, you must save the first test set-up. Then make sure section directly above where Sample type, acceptance method, rate & frequency were entered is active (dark border on rt. And bottom) then click new icon at top of window.