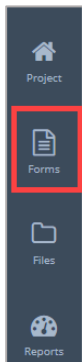


Material Testing

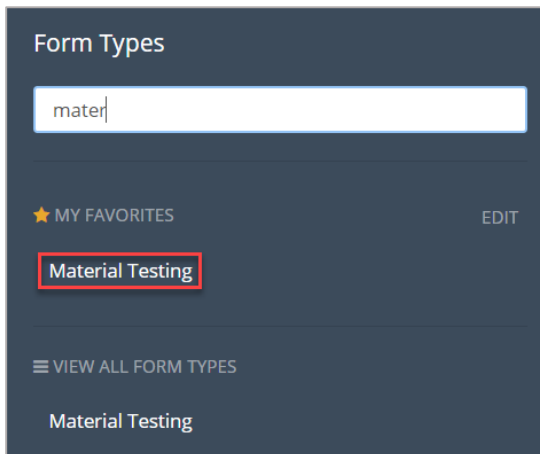
This form is utilized by the vendors responsible for material testing on a project. This may be the General Contractor or a 3rd party depending on the project. Each material test should be recorded by the responsible party by creating a new Material Testing record. Material tests should be recorded the day that they occur and copies of any testing documents or results should be added to the completed record at the time of creation or added to the existing record as soon as test results are available if the test does not produce immediate results.

Creating a **Material Testing** Form

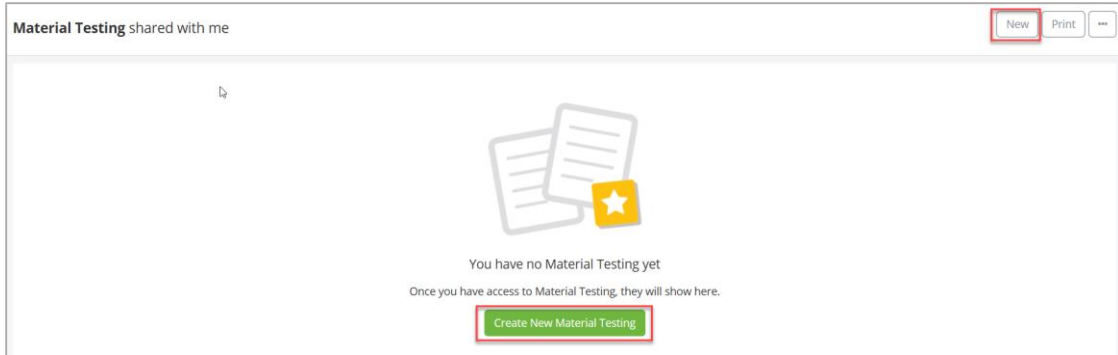
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** start to enter Material and then select **Material Testing**.

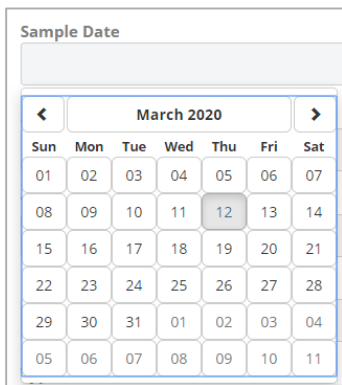


3. Click the **Create New Material Testing** button located in the middle of the log or click the **New** button in the upper right corner.



- 4. Enter the title of the test in the **Subject** field.

- 5. Enter the test/sample date in the **Sample Date** field using the calendar menu.



- 6. Enter the time the testing sample(s) were taken in the **Sampling Time** field.

- 7. Select a **Testing Company** from the list or enter a new company. The testing company is the vendor contracted to perform the test.

- 8. Enter the name of the **Product Being Tested**.

Product Being Tested
Type the Product Being Tested

9. Enter the **Type of Test**.

Type of Test
Type the Type of Test

10. To add a **Specification**, click the **Add Existing** button.

Specification Section

Subject	Specification #	Revision #	Revision Date
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- a. Use the **Search** feature to quickly locate a specification and click the **checkbox beside each specification** you wish to add to the Material Testing document. Once the specifications are selected, click the **Add** button.

Add Specification Section

Search...

Subject	Specification #	Revision #	Revision Date
<input checked="" type="checkbox"/> Electrical Cables	26 05 23	0	
<input checked="" type="checkbox"/> Cable Trays for Electrical Systems	26 05 36	0	
<input type="checkbox"/> Architectural Lighting Control System	26 09 33	0	
<input type="checkbox"/> Electrical #3	000-0000	0	
<input type="checkbox"/> Electrical #2	000-0000	0	
<input type="checkbox"/> Electrical #1	000-0000	0	

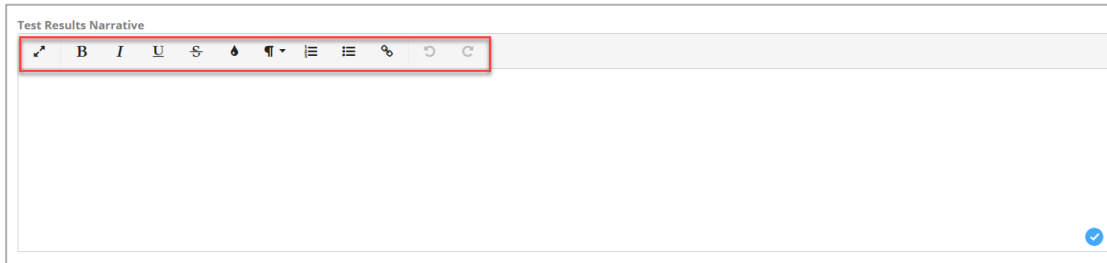
11. Enter any **Notes/Comments**. Note the enhanced formatting available.

Notes/Comments

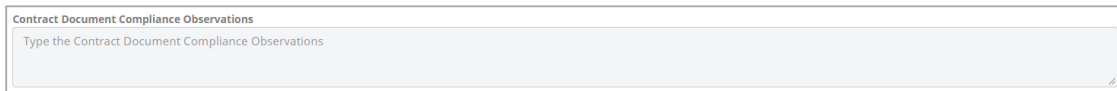
12. Select a **Test Result** from the list. This information can be added to the record at a later time if necessary using the edit function as detailed below.

Test Result

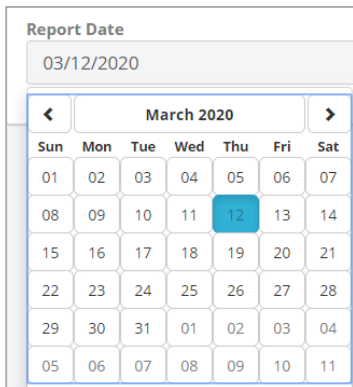
13. Enter the **Test Results Narrative**. This information can be added to the record at a later time if necessary using the edit function as detailed below.



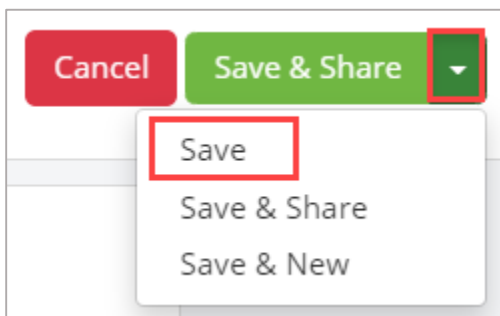
14. Enter any **Contract Document Compliance Observations**, if applicable.



15. Select the date that the test report was generated from the calendar menu in the **Report Date** field.

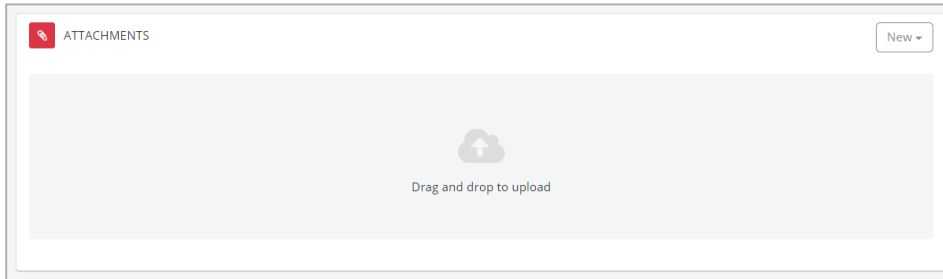


16. To complete and save the **Material Testing** document, click the dropdown arrow beside **Save & Share** and click the **Save** button to save the record or click the **Save & Share** button and share with any applicable share groups.



Attach Supporting Documentation

1. Drag and drop any supporting files to the **Attachments** section of the record.

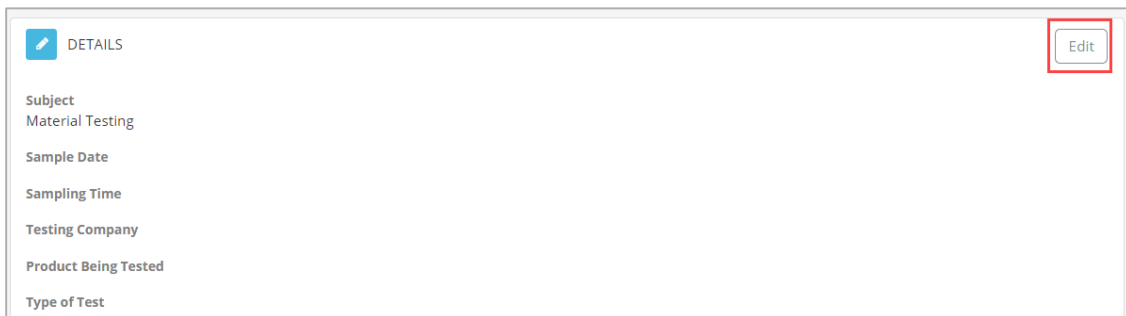


Editing the Material Testing Document

1. Open the Material Testing log and click the title of the record you would like to edit.



2. Click the **Edit** button located in the Details panel.



3. Make the required edits to the applicable fields and click the dropdown arrow beside **Save & Share** and click the **Save** button to save the record or click the **Save & Share** button and share with any applicable share groups.

