

Tips for Materials Information Tracking (MIT)

Updated April 2024

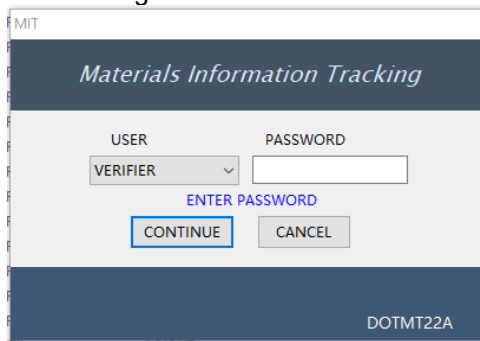
WisDOT currently uses four (4) separate programs plus an eGuide used for material report test data entry. All the applications and processes are developed and supported by Atwood Systems.

- Materials Information Tracking System (MIT) – This application is loaded locally on field personnel computers and used to remotely enter materials reports. After verifying the reports, they are sent from MIT to Atwood Systems who uploads them to the Materials Tracking System (MTS) and posts them in the Materials Reporting System (MRS). These material reports are then available for region staff to review using MTS or the contractor to review using MRS.
- Materials Tracking System (MTS) – WisDOT LAN application used by region and central office materials staff to enter reports directly into an Oracle database and to view reports entered by field staff and uploaded from MIT.
- Highway Quality Management System (HQMS) website. This is a web-based application for materials reports and test results. Staff with an HQMS account can view and access reports through this Atwood Systems web application.
- Materials Reporting System (MRS) – Used by the contractors for data entry. The system consists of 4 individual modules – PCC, IRI, HMA, Soils and Aggregates
- eGuide: Web based generation tool used to develop project-specific sampling and testing guides for standard bid items on each construction contract. The guides are primarily used by construction field personnel.

More details about the WisDOT materials reporting system can be found in the [Construction and Materials Manual Chapter 846 - Materials Data Collection and Reporting Software System](#).

System logon

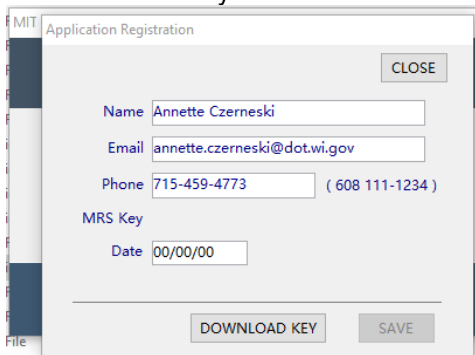
The MIT logon ID is “VERIFIER” and the password is “person”.



New installations

Complete the Application Registration information, if prompted:

1. Name
2. Email address
3. Phone Number
4. If the MRS Key field is blank, enter the installation date in the Date field (MMDDYY). Then select <Download Key> to obtain an MRS key.



5. Click <Close> to save changes.

Download aggregate source, brand/mill, sub/supplier, test type, admixture, and project lists

To download the latest data for any of the above lists:

1. Select the <Get Updates> toolbar option followed by “Project Data”.
2. Wait for the download and import process to complete.

Adding / Removing Projects

Projects are downloaded from the MRS system. Each project is added separately. Projects can be loaded on multiple materials PCs.

1. On the Projects tab, the list of projects added to this computer will appear. Use this screen to add or delete projects from this computer.
2. To add new projects, select the <Add a Project> toolbar option.
3. Search for the project by entering the “partial project ID”. Scroll through the list and select the project to add. Select the <Return w/selection> toolbar option.
4. If the project does not appear, select the <Get Updates> toolbar option followed by “Project Data” to obtain a new project list.
5. All projects added in this area are available for use when creating MIT reports.

Approved Products Lists

The Approved Lists are located on the Internet at <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnsit-rsrcs/tools/appr-prod/default.aspx>. The lists include approved products, approved beam guard vendors, pre-tested white curing compounds, approved nuclear gauges and users and current the approved pit and quarry listing by county.

Materials report information – list of reports that field staff may create

Important notes:

1. On each report be sure to include the full name of the individual sampling and testing the specific material.
2. Staff MUST use the test data remarks field when a remark is required. DO NOT use the sample card remarks field.

130 Concrete Cylinders

133 Concrete Strength - Flexural

135 Concrete Probing Thickness

136 Concrete Thickness (MIT Scan)

155 Miscellaneous Materials

This includes QMP Summary Reports and RFI's for explanation on acceptance of Non-conforming Materials.

The “test description” field is used to enter report comments. This information is entered on Test Data screen.

The “remarks” field is used to reference another report. This information is entered on the Sample Card screen.

162 Fine & coarse aggregate for concrete

Summary report for concrete aggregate gradations - this includes all Concrete Aggregate Gradations.

217 Aggregates

Summary report for all other aggregates - this includes Aggregate Field Gradations, Base Course, Backfill, Select Borrow.

230 Soils

This includes summary reports for soils for QMP Subgrade and MSE Walls

232 Soil Nuclear Density

257 Asphalt Mix Testing

Only used by Asphalt Mix Testing laboratory.

262 Asphaltic Pavement Nuclear Density

900 External Test Reference – No longer used.

905 Material Diary Inspection

Standard report when required from EGuide comments, also includes ability to reference Certifications, Certified

Report of Tests, Aggregate Quality Tests not sent to Madison under your Project ID and Asphalt Mix Designs.

DT1310

WisDOT Certification of Materials Report

Project Materials Coordinator creates this report upon completion of the materials finals (see section below for more details).

Test types

Important notes:

1. The test type is a required entry.
2. Some test types are designated as *reserved*. DO NOT select these types unless you have been authorized.
3. Refer to the project specifications for correct test types.

Analytical Test

Reserved for use by Central Office Laboratory personnel only. Typical AT test report would be design test data or test research information.

Certifications on File (CF)

Report used for referencing external Certification of Compliance and Certified Report of test and Analysis documents.

Independent Assurance (IA)

Report of test and observation done for the Independent Assurance Program. **Reserved** for use by region Independent Assurance personnel.

Quality Control (QC)

Report of tests done by the contractors as required under QMP specifications. Not commonly input at this time.

Electronic entry of QC test is optional.

Verification (V)

Report of tests done by WisDOT to verify product/material quality. These are tests of independent samples taken by the Department as required by certain QMP specifications or for non-QMP material acceptance. This type replaces Acceptance (A) and Quality Verification (QV).

DT1310 Certification of Materials Report

How to create the DT1310 Certification of Materials Report in Materials Information Tracking (MIT)

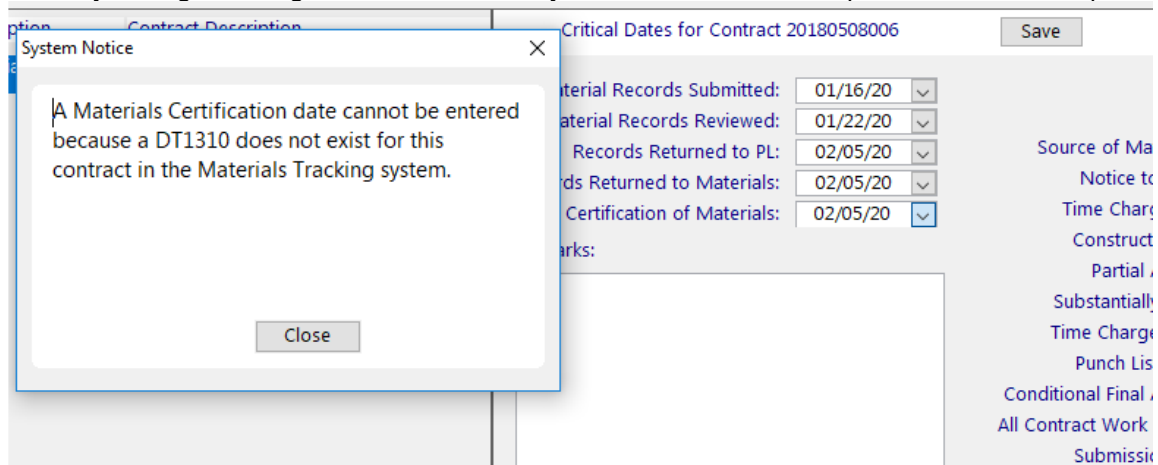
1. Log into MIT
2. Select the Certification of Materials Report tab
3. If the DT1310 report has not been created yet, click <Add>
 - a. Enter required data
 - b. Click <Save and verify>
 - c. Click <Close>
4. If the DT1310 report exists, highlight report and click <Edit>
 - a. Make required changes (e.g. add exceptions, sign report, etc.)
 - b. Click <Save and verify>.
 - c. Click <Close>
5. Once the report is finalized, click <Send Data> to upload the report to the Materials Tracking System (MTS).

Region Materials staff work on materials finals

The physical DT1310 form signed by the Project Engineer and all material documents is reviewed by region materials staff. They also confirm that the DT1310 was sent from MIT and appears in MTS. They review all the materials and enter their review dates in MTS. They obtain the other required signatures on the DT1310 form. Once the Project Manager signs the DT1310 meaning the records review is complete, the Certification of Materials date is entered into MTS and automatically appears in AASHTOWare Project Construction (AWP Construction) on the Contract Status Dates Agency View.

If the Certification of Materials DT1310 form is missing in AWP Construction and Materials Tracking (MTS), the error message below will appear in the Materials Tracking System (MTS).

- Either the Project Engineer forgot to create the DT1310 report in MIT.
OR
- The Project Engineer forgot to <Save and verify> and <Send Data> to upload the DT1301 report to MTS.



If you feel you followed the process correctly, but the DT1310 report does not appear in MTS, work with your region materials staff. WisDOT construction administration staff need all three dates below to appear on the AWP Construction Contract Status Dates Agency View before WisDOT can send the Semi Final estimate.

AWP Construction Contract Status Dates Agency View

Material Records Submitted

11/04/2021

Material Records Reviewed

12/02/2021

Certification Of Materials

12/02/2021

Verifying and sending MIT reports

Important note: All reports must be verified prior to sending to MIT and HQMS. Region materials support staff recommend sending verified reports to the Atwood Systems immediately after verifying.

Lab Site and Verification Information:

1. If the report verifier and lab site window appears, confirm the Project Engineer's name appears on the left under Report Verifier's Name and the correct lab site is selected on the right (region office).
2. To update the information, complete these steps:
 - a. Enter the verifier's name.
 - b. Click <Save Name>.
 - c. Choose the lab site searching for region office or consultant firm in the Site Name list.
 - d. Double click on the company name.
 - e. Double click on the correct company address.
 - f. Select <Close> to save changes.
3. Note that the Project Engineer can update this information under Site | Verifier and complete the steps above.

| SITE NAME | SITE ID | ADDRESS |
|-------------------------|---------|------------------------|
| 1- SW REGION- Madison | 1 | 2101 Wright Street |
| 2-SE Region | 2 | 141 NW Barstow Street |
| 3- NE Region | 3 | 944 Vanderperren Way |
| 4- NCR- Wisc. Rapids | 4 | 2841 Industrial Street |
| 5-SW REGION- LaCrosse | 5 | 3550 Mormon Coulee R |
| 6-NW REGION- Eau Claire | 6 | 5009 Highway 53 South |
| 7-NCR- Rhinelander | 7 | 501 Hanson Lake Road |
| 8-NW REGION-Superior | 8 | 1701 North 4th Street |

Verifying tests:

1. From the Create | Edit Tests tab, select <To Be Verified> from the pulldown list.
2. Double click on the report you would like to submit.
3. On the *Labsite and Verification Information* window, confirm the first and last name of the verifier along with the company name. Select "Stop showing this window" followed by <Save> to use the same verifier for all the reports in this group.
4. Confirm that the report is accurate and complete.
5. Select <Create Verified Report>.
6. Select <Close Test>.
7. Repeat the steps 1-6 to verify other reports.

Steps to follow to send MIT data:

1. Select Send Data | Start Processing Send Data on the menu bar.
2. Confirm and/or update the contact information on the *MIT Data Send* window.
3. Select the method to send your MIT data:
 - a. Consultant staff – Select “Direct Web Send” to send data to Atwood Systems
 - b. WisDOT staff – Select “Send Via E-mail” to send using the WisDOT Exchange servers.
4. Click <Start Data Send> to continue the process.
5. Click <OK> on the window that the data send was successful.

If your MIT data send is failing, check the MIT data send configuration settings.

6. Configure the MIT data send feature by selecting Send Data | Configure Email
 1. POP server name
 - o mail.dot.state.wi.us for WisDOT computers
 - o blank for consultants
 2. SMTP server name
 - o mailx.dot.state.wi.us for WisDOT computers
 - o blank for consultants
 3. Email address – Project Engineer’s email address
 4. Select “A userid and password is not required”
7. Click <Save and Exit> to save changes.

Confirming that MIT reports are posted successfully in the MTS and HQMS systems

Important note: The Project Engineer is responsible for ensuring that reports are successfully posted to MRS.

After creating reports in the MIT system, the reports are verified, and sent to Atwood Systems. Atwood Systems replicates the reports to MTS and posts them on the MRS system too.

1. Staff should ensure the reports are posted and accurate by going to <http://www.atwoodsystems.com/> .
2. Select and log into HQMS.

Note: New users must register online and obtain a logon ID and password.

Materials finals process

Here are things to do to help expedite the Materials finals process.

- All reports created in MIT should be verified and sent to the web prior to sending in for review.
- Contact the region TSS Materials section for more information on applicable requirements for the following:
 - o Generate a hard copy of all reports for each project ID and submitting for review.
 - o Request a copy of the MTS index of all reports included in the test report record.
 - o Submit the Materials Diary, all reports, and the index to the region TSS materials section for review.

Support

Support website <http://www.atwoodsystems.com/>
E-mail address support@atwoodsystems.com
Telephone number 1-877-518-1920 (toll free)