



QUICK REFERENCE GUIDE:

Adding and Maintaining Materials

Background:

Every material belongs to one material category, and inherits qualifications, action relationships, and acceptance actions from its parent category, though it can also have qualifications, action relationships, and acceptance actions of its own.

Roles:

Global Material Admins

Navigation:

Materials Reference Data > Material Categories >

1. A material must be added to its parent category. On the Material Category Overview page, locate the parent category to which you want to add a material. Click the arrow on the right to open the Row Actions menu and select the **Create New Material** link.
2. On the Add Material page, enter a **Material Code** and a **Material Full Name**. The **English Unit**, **Metric Unit**, **Effective Date**, **Expiration Date**, and **Status** are inherited from the material's parent category, but you can overwrite them. If the Material is a Standard Spec material, use the spec section - subsection for the Material Code (example: Spec Section 702 subsection 2.08 would be 702-2.08). If the Material is a Special Provision material, use the spec section - sequential number (example: Spec Section 702 special provision material would be 702-S0001). The Material Name should be the name in the specification.
3. Click **Save** in the upper right corner.

To modify an existing material:

NAVIGATION:

Reference Data > Materials >

1. On the Material Overview page, use the search field to find the desired material and click its **Material Code** link.
2. To modify action relationships, select the **Action Relationships** tab on the left. See *Global Materials - Action Relationships* QRG.
3. To modify acceptance actions, select the **Acceptance Actions** tab on the left. See *Global Materials - Acceptance Actions* QRG.
4. To modify the qualifications required for sampling the material, see the **Qualifications** tab on the left. See *Qualifications - Adding Sampling and Testing Quals to a Person* QRG.
5. Associations between materials and sources are managed on source records. See the *Global Materials - Adding Sources and Source Materials* QRG.
6. Click **Save** in the upper right corner.

Next Steps:

If you need further assistance please contact your Module Admin
Updated January 2023