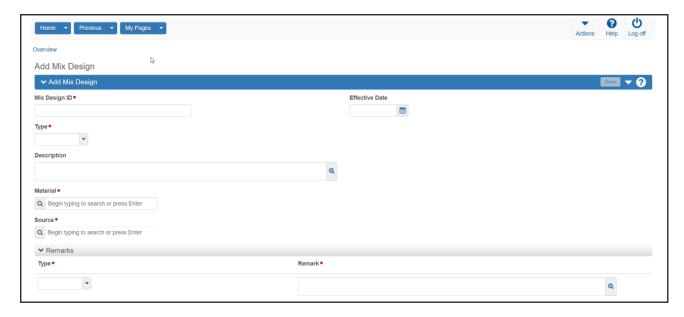1. Dashboard
   a. Select "Mix Design" to navigate to the 'Mix Design Overview'.
2. Mix Design Overview
   a. Click on "Add Mix Design", this will open the 'Add Mix Design' screen.
      i. This screen can also be used to find existing Mix Designs and make updates to the Mix Design if it has yet to be approved.
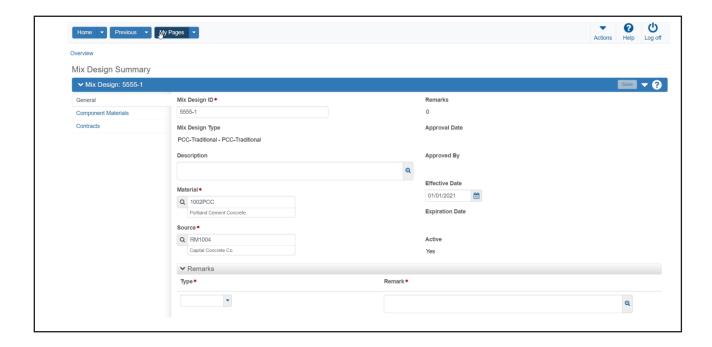

3. Add Mix Design
   a. Complete the available fields as necessary, then click the save button to create the Mix Design record.
      i. The field "Mix Design Id" is the unique identifier for the Mix Design. This should have the format of (contract id)-(number). For example, 5555-1. Additional Mix Designs for the contract should then be entered with the same Contract ID followed by increasing the last digit by 1.
      ii. Enter the effective date, mix design type, material, source, and facility. The Description is optional, but it will be helpful if identifying information is entered here to distinguish the Mix Design from other Mix Designs on the contract.
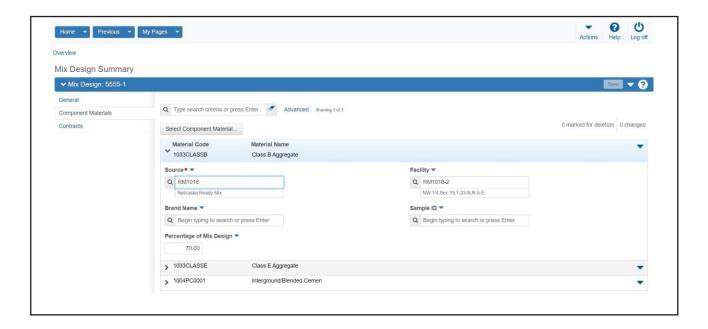   iii. The Remark field is optional and can be added as necessary.

4. Mix Design Summary
   a. General Tab
      i. The editable fields on the General tab are the same as was available on the 'Add Mix Design' screen. The other non-editable fields are available for informational purposes.

b. Components Materials Tab

    i. Add the components materials of the mix design with the "Select Component Material" button to open the 'Select Component Material' modal.

    ii. Use the autocomplete field to find the Component Materials and select each one by clicking on the row of the material. When all Component Materials have been selected, click "Add to Mix Design".

    iii. The Component Materials will now be listed on the Component Material tab. For each material, enter the Source, Facility, and percentage of Mix Design. When all Component Materials have been updated, click save.

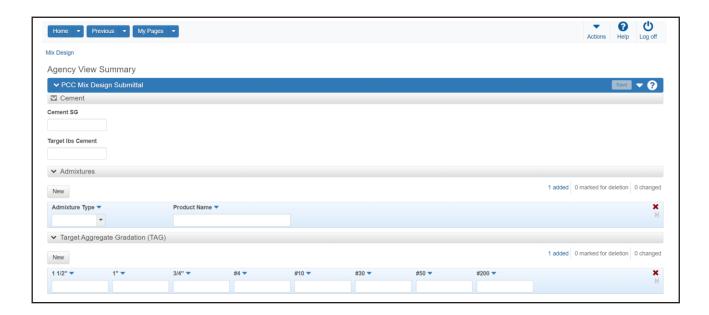   **iv.** If a Component Material was missed initially, it can be added by following the earlier steps.

c. Contracts Tab
   i. Select the Contract to associate to the Mix Design by clicking the "Select Contracts" button to open the 'Select Contracts' modal.
   ii. Use the autocomplete field to find the contract, click the "Add to Mix Design" button.

d. Agency View
   i. Select the open components action menu followed by the Agency View listed under the Views header.
   ii. Complete the available fields as necessary, then click Save.

5. Upload any supporting documentation to OnBase using the Mix Design ID. With the required information entered, the mix design will be reviewed and authorized for use with the contract.