Using the Turnpike Materials ProjectSolveSP System (CEIs)

ACCESS THE PROJECT’S MATERIALS TEST REQUEST SYSTEM
Part of ProjectSolveSP
- Use the Direct Link from your ProjectSolveSP Site (located in menu on the left of the page)
  - If the link has not yet been added to your site, use the following URL: https://fdot.pbid.com/sites/turnpike/Materials/SitePages/Home.aspx. Then select the project from the menu on the left
  - The Test Request System uses the same login information as all other ProjectSolveSP sites.
  - If additional personnel require access to ProjectSolveSP, please contact Robert Laurence (robert.laurence@dot.state.fl.us)

CREATE, VIEW, EDIT OR DELETE TEST REQUESTS
- To create a new request:
  - From the Project’s Materials Test Request main page, Select the Type of request
    - This will bring up a list of previously submitted test requests for the type selected
  - Click on "Create Test Request" selection above the list.
  - Enter the information into the Form
    - If the request is for one day, enter the date and time and leave the End Date blank
    - If this request is for multiple days AND the days are consecutive AND the start time is the same for all days, then enter the End Date. This one request will automatically create a separate entry for each Day in the range.
    - For Asphalt Test Requests, please indicate the Roadway VT and Roadway VT’s Cell Phone Number in the comments box.
  - Click Save
- To View the list of all submitted Test Requests
  - From the Project’s Materials Test Request main page, Select the Type of request
    - This will bring up a list of previously submitted test requests for the type selected
- To Edit the details of a previously submitted Test Request:
  - Cancel the request and resubmit a new request with the updated information
- To Cancel a previously submitted request:
  - From the Project’s Materials Test Request main page, Select the Type of request
    - This will bring up a list of previously submitted test requests for this type of request
  - From the list of submitted requests, click the 3-dots in the request that needs to be cancelled and select "Edit Item"
  - Check the "Cancel This Request" check box at the top of the request form
  - Click Save
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**CHANGE YOUR PROJECTSOLVESP PASSWORD**
- Log in to the ProjectSolveSP system
- Click your name at the top right corner of the webpage then Click Change Password
- Enter the current password and the new password and click “Change Password”

**TIME FRAMES FOR TEST REQUESTS**
- Asphalt, Earthwork, and Concrete requests:
  - Must be submitted at least 24 hour prior to the time being requested.
  - Please do not make requests that are more than 7 consecutive days.
  - Please only make requests for dates in the current week or dates in the following week. Please DO NOT make requests for dates that are beyond ‘next week.’
- Laser Profiler requests
  - Must be submitted at least 2 weeks prior to the date the roadway will be ready for testing
  - If the date has to be pushed out, a new request is not necessary. Send an email to tpkasphalt@dot.state.fl.us and let them know that profiling must be delayed
- Pre-Ops Requests
  - These are used to inform the Materials Staff that a Pre Ops meeting is needed and to **propose** a date and time for the meeting
  - Turnpike Materials will reply if the applicable staff is not available for the proposed date/time
  - Follow-up with a Calendar Invite to all necessary personnel, including applicable Turnpike staff