

2014 HMA Plant Report – Computer Training

This one day training session will help users understand the interface between the HMA Plant Report and the HMA charting programs, learn how to group days for PWL work, and practice interpreting and understanding the payment information.

This class is intended for both contractors and agency personnel who are working with the HMA Plant Report files. Computers and program files will be provided for instruction.

Level I HMA Certification is required to participate in this class.

The basics of the computer program will not be taught, it is assumed the user has some familiarity with the program.

Class Dates:

- April 14: Boone**
- April 15: Cedar Rapids**
- April 16: Fairfield**
- April 21: Mason City**
- April 22: Sioux City**
- April 23, Atlantic**

Class Times: 9:00 a.m – 4:00 p.m.

Max Class Size: 20 people (max of 2 people per entity)

Cost: Government Agency Employees \$75, Non-Government Employees \$100

Class Outline (subject to change):

- Importing data from Shades
- Inputting additional data from contract documents
- handling projects in square yards
- Grouping days
- handling multiple bid items
- handling multiple projects
- handling multiple mix designs
- Importing from the charting program
- Exporting to the Plant Book
- PWL
- Auditing
- Validating
- Other Issues?

To apply, click on “Application”, fill in the requested information and then fax, mail, or send via e-mail attachment, to your local District Materials office. Office information is located here:

<http://www.iowadot.gov/training/ttcp/RegBook/Contacts.pdf>

APPLICATION