

Concrete Quality Management Documents

Download Instructions

Rev 00 Nov 19

For:

Concrete Design Brief, Mix Design Analysis

Batch Analysis with Graphs, Cube Register

Pre-pour and Post-pour Check Sheet

Terms and Conditions Apply to this document

This instruction guide has been put together to explain the steps to download and save each of the AMCRETE UK concrete quality documents. The guide demonstrates the specific steps that are required to use your forms.

The Operating Manual is issued as a stand alone guide or along with the documents whether they are purchased as individual documents or as a bundle.

The AMCRETE suite of document will only work with Windows, not MAC.

For more information, visit <u>www.amcrete.co.uk</u>

Or email

info@amcrete.co.uk

1. Introduction

The AMCRETE documents are an excel based range of forms, which have embedded formulas to help you quickly and efficiently manage your concrete projects. The forms are password protected to protect your own purchases and the copyrights of AMCRETE UK Ltd. In order to use your documents, you will need to activate the documents, after download, by way of a validation or activation key. The validation key is issued to you in an email when we confirm the purchase of the document(s)

This "Download Instruction" document is available to download, for free, prior to any purchase. However, the same document will be included within any downloads you make, either as individual documents or as part of the bundle.

Once you have selected the document, a number of documents or indeed the whole bundle, follow these simple steps and guidelines, to ensure a successful download.

2. What you need first

In order to download from the site and to operate your documents efficiently and correctly, you will need the following:

- a. A good internet connection
- b. Excel installed on your machine
- c. You may require admin permissions for downloads

3. Step 1

From the Quality Documents section of the website, select the form(s) you require, or the bundle and select/click "Add to Cart"



Once selected, you will see the following change on the screen, from here you can decide to add another document or simply view your cart:





Once you have decided to purchase your documents, you can go direct to the checkout by selecting and clicking "view cart" or by scrolling down to the bottom of the page and selecting and clicking "Checkout"

<u>##</u> #	CART	Privacy Policy
AMCRETE UK	X Mix Design Analysis 1 × £180.00	Terms and Conditions
	Subtotal: £180.00 (mel. VAT) View ckt Checkout	

At the checkout, you will be required to fill in your company details, including your company email address. Here you have the option to create an account or use a coupon, if and when sent to you, for discounts on any purchases.

Complete the first part of the billing details and then scroll down the page to complete the payment options. You will see that there is a summary of your purchases directly above the payment details.

Returning customer? Click here to login		Product	Subtotal
		Mix Design Analysis × 1	£180.00 (not VAT)
Have a coupon? Click here to enter your co	de	Subtotal	£180.00 (Ind. VAT)
ling details	Additional information	Total	£180.00 (includes £30.00 Tex)
t name * Last name *	Order notes (optional)		
	Notes about your order, e.g. special notes for delivery.	Credit Card (Stripe) 🔽 📰 👥	
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Once you have completed the payment details, select and click "Place Order".

Step 3

You will automatically be directed to the order page.

ORDER NUMBER DATE: TOTAL: PAYMENT METHOD: 2050 November 18, 2019 £180.00 Credit Card (Stripe)						
ownloads						
Product	Downloads remaining	Expires	Download			
Mix Design Analysis	00	Never	Mix-Design-Analysis.zip			
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Product						
Product Mix Design Analysis × 1		£180.00				

Here, you can initiate your download, by selecting and clicking the purple button that describes the document you wish to purchase, or you can access your downloads by waiting for 2 minutes for an email from the site, confirming your purchase, activation key and download, which we recommend you do.

Step 4

You will receive an email from our online store advising you that the order is now complete. Open the email and check that the information contained includes:

- a. The order has been processed
- b. The product is the one you have chosen
- c. The order number
- d. The price is right (don't say it!)
- e. The Billing address is correct
- f. The activation code is included at the bottom.

Then, select and click the product you purchased under the download heading, as identified in the example below:

i Andrew,		
le have finished processing	g your order.	
ownloads		
Product	Expires	Download
Mix Design Analysis	Never	Mix-Design-Analysis.zip
Order #2050] (Nove	mber 18, 20	19)
Order #2050] (Nover	mber 18, 20 _{Quantity}	19) Price
	Quantity	Price
Product Mix Design Analysis	Quantity	Price £180.00

Step 5

When you click the button as described above, the website will begin the download of your document(s), which will appear in the bottom left of your screen:



Once the download has finished, select and click the folder and it will automatically open. You will see that there are two folders displayed in the window. **IGNORE THE folder _MACOSX**

In order to open and use the chosen forms correctly and avoid any problems, the following steps must be adhered to:

Step 6

Select the folder containing the document that you have purchased, in this example, it is the Mix Design Analysis, and drag it onto your desktop.

 Pictures * Name About Us Aggregate Indus Services and Sup Web Site docum Creative Cloud Fil OneDrive This PC 30 Objects Desktop Documents 	File Home Shar		ed Folder Tools			
Pictures * Name Type Compressed size Password Si About Us Aggregate Indus Services and Sup Web Site docum Creative Cloud Fil OneDrive This PC 3 3D Objects Desktop Documents	← → ~ ↑ ¹ / ₁ × 1		/lix-Design-Analysis		√ Ö	Search Mix-Design-A
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Double click the folder and it will automatically open and display the contents, which will look like this:

🖈 Quick access		Name	Date modified	iype :
		Saved Versions	17/11/2019 16:58	File folder
Desktop	*	DS_Store	18/11/2019 19:16	DS_STORE File
🕂 Downloads	*	1) Instructions - Read Me First	18/11/2019 19:16	Adobe Acrobat D
Documents	*	🚨 Document Operating Manual	18/11/2019 19:16	Adobe Acrobat D
Pictures	*	🎽 Mix Design Analysis	18/11/2019 19:16	Application

Step 7

If you have anti-virus protection turned on, you may see this screen appear. If it does, then the excel file contained in the download folder you have just opened, may disappear. DO NOT PANIC. If your anti-virus software window appears, click the "review button" and then select the "restore". The file will appear back into the folder. Your anti-virus software is working as it should be and has already scanned the downloads. Another window may appear asking if you are sure to continue, select and click "yes"



Once you have completed this step, double click the excel file, in this case it is the Mix Design Analysis excel sheet. On the first install of any AMCRETE UK quality document, you may see this window appear. Again, do not panic, your software does not recognise the source of the excel file and is simply advising you of this. Click the "More info" button and then the "run anyway" button:

🧾 🕖 Mix Design Analysis		v Ö Se	arch Mix Design Analysis	P		
Name Saved Versions	Date modified 17/11/2019 16:58 18/11/2019 19:16	Type File folder DS_STORE File	Size 7 KB			
Is Is Isstructions - Read Me First Es Image: Structure Construction Structure Image: Structure Structure Image: Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Structure Structure Image: Image: Structure Structure Image: Structure Structure Image: Structure Image: Structure Image: Structure Structure Image: Structure Structure Image: Structure Image: Structure Image: Structure Image: Structure Structure Image: Structure Structure Image: Structure	18/11/2019 19:16 18/11/2019 19:16 18/11/2019 19:16	Windows	protected y	our PC	×	
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You will now see a window open with up to 3 options displayed. When you are opening for the first time, select "Original Workbook" We will explain in later steps when to use the remaining options:

? My /	Application - Load previous changes	\times
?	Do you want to load a recently saved copy of the secure Excel workbook?	
	Clicking "Last Save" will load the previously saved workbook. You can discard your previous changes by choosing "Original Workbook".	ı
C	→ Original Workbook	
	\rightarrow Last Save	
	→ Choose Save	
⊘ Se	ee details	

Step 8

Your computer will contact the AMCRETE website looking for validation and a box will appear. In the box, enter your activation key which is normally your email address, followed by a dash and then followed by the order number, with no spaces, looking like the example below:

	Concrete Design Brief	×
To access this application, please e no Internet connection, choose Ma Your Activation Token:	nter your activation token and press / anual Activation.	Activate. If your computer has
nfo@amcrete.co.uk-1234		
Activate	Manual Activation	Cancel

After approximately 30 seconds, the activation key will be validated and your concrete quality management document will open automatically.



Step 9

Whichever form you have purchased, it will now open and be ready for you to input your data. Please refer to the Document Operating Manual to see how you enter the information. The guide is easy to follow and the prompts identify all of the applicable information required to assess the quality of the concrete delivered to the Project.

When you have entered the information, you need on the form, you will need to save it into a folder of your choice. Once you have saved the form to the folder, then go back to your desktop and drag the folder you downloaded from the site (contains all of the original pdf's and excel file) into the same project folder, so it looks like the example below:

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10:1	^	Name	Date modified	Туре	Size	
Quick access		Batch Design Analysis	18/11/2019 20:02	File folder		
Desktop	*	📙 Mix Design Analysis	18/11/2019 19:16	File folder		
🕂 Downloads	*	Load 1 Batch Analysis.xlsc	18/11/2019 20:20	XLSC File	55 KB	
🔮 Documents	*	MDA C3240 DC4z.xlsc	18/11/2019 19:53	XLSC File	21 KB	
Pictures	*	—				
About Us						

The example, above, shows that we have downloaded two forms, Mix Design Analysis and Batch Design Analysis. It also shows that we have completed one analysis on a batch (Load 1) and one analysis on a mix design (C32/40 DC4z). You will note that these documents present themselves as a white sheet of paper.

To open a document that you have used before, you need to select the folder that the excel file lives in:

Step 10

For example, we have a second mix design for the project that needs some analysis to make sure it is suitable for the proposed pour, so all you have to do is open the Mix Design Analysis folder, like this:



Double click the excel file *(the one with the padlock on it*!) and a window will appear. If you want to complete a new analysis, select "Original Workbook". If you wish to continue with something you were doing previously, then select "Last Save". You will not need to use "choose save" (normally!)



Complete the analysis or data entry, depending upon the form you are using and then go to "file" and "save". This time give it a new name as we have here. Our second analysis is on a C32/45 DC2 Concrete. Your folder is beginning to populate with your saved quality checks and will look something like this:

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A Quick access	Name	Date modified	Туре	Size	
	Batch Design Analysis	18/11/2019 20:02	File folder		
	Mix Design Analysis	18/11/2019 19:16	File folder		
👆 Downloads 🖈	Load 1 Batch Analysis.xlsc	18/11/2019 20:20	XLSC File	55 KB	
🔮 Documents 🖈	MDA C2240 DC4z xlsc	18/11/2019 20:41	XLSC File	21 KB	
Pictures 🖈	MDA C3545 DC2.xlsc	18/11/2019 20:42	XLSC File	21 KB	

Points to remember

- 1. Your activation key or token is unique to you and your computers IP address.
- 2. You can enter and save data as many times as you like with the one excel file, saved as many times as you like, either as one file name or many different names.
- 3. You can only "save" but not "save as".
- 4. You cannot send the excel file to anyone for their use, as they will need an activation code (see #1 above).

If you experience any difficulties in downloading the form, then email us on <u>info@amcrete.co.uk</u> and we shall contact you promptly. Please provide your contact number in case we need to discuss anything with you.