



## 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

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 [www.amcrete.co.uk](http://www.amcrete.co.uk)

Or email [info@amcrete.co.uk](mailto: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.

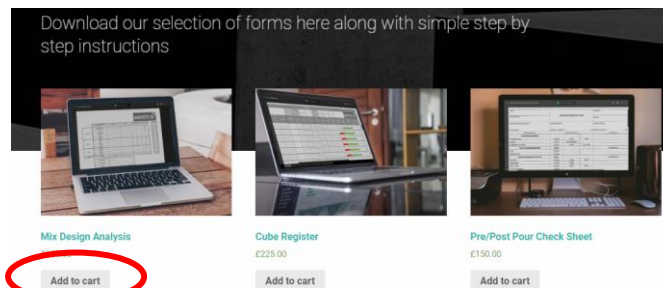
## 2. What you need first

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

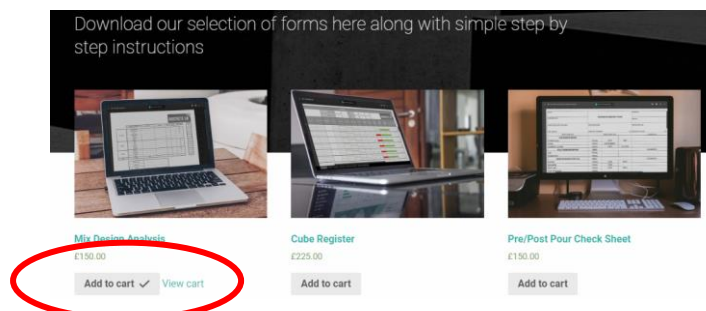
- a. A good internet connection
- b. Excel installed on your machine
- c. You may require admin permissions for downloads

## 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”

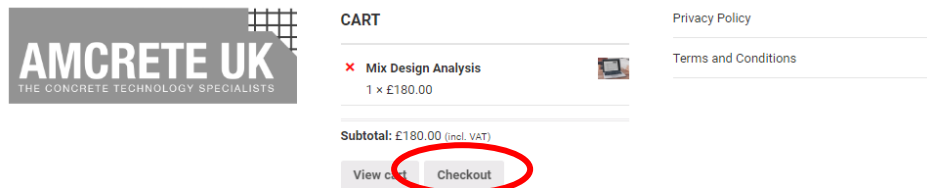


Once selected, you will see the following change on the screen, from here you can decide to add another document or simply view your cart:



## Step 2

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”



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.

The screenshot shows the 'Checkout' page with the 'Billing details' section. It includes fields for 'First name', 'Last name', 'Company name (optional)', 'Country' (set to United Kingdom), 'Street address', 'Langdon Hills', 'Town / City', 'County (optional)', 'Postcode', 'Phone', and 'Email address'. There is also a checkbox for 'Returning customer?' and a link to 'Click here to login'. A 'Create an account?' link is at the bottom left.

The screenshot shows the 'Your order' summary and the 'Credit Card (Stripe)' payment section. The order summary table is as follows:

Product	Subtotal
Mix Design Analysis × 1	£180.00 (incl. VAT)
<b>Subtotal</b>	<b>£180.00 (incl. VAT)</b>
<b>Total</b>	<b>£180.00 (includes £30.00 Tax)</b>

The payment section is for 'Credit Card (Stripe)'. It includes a note about test mode, a card number field (1234 1234 1234 1234), an expiry date field (MM / YY), and a card code (CVC) field. A 'Place order' button is at the bottom right.

Once you have completed the payment details, select and click “Place Order”.

### Step 3

You will automatically be directed to the order page.

The screenshot shows the order confirmation page. It starts with a 'Thank you. Your order has been received.' message. Below this, the order details are summarized:

ORDER NUMBER:	DATE:	TOTAL:	PAYMENT METHOD:
2050	November 18, 2019	£180.00	Credit Card (Stripe)

There is a 'Downloads' section with a table:

Product	Downloads remaining	Expires	Download
Mix Design Analysis	∞	Never	<a href="#">Mix-Design-Analysis.zip</a>

Below the downloads is an 'Order details' section with a table:

Product	Total
Mix Design Analysis × 1	£180.00
<b>Subtotal:</b>	<b>£180.00</b>
<b>Payment method:</b>	<b>Credit Card (Stripe)</b>
<b>Total:</b>	<b>£180.00 (includes £30.00 Tax)</b>

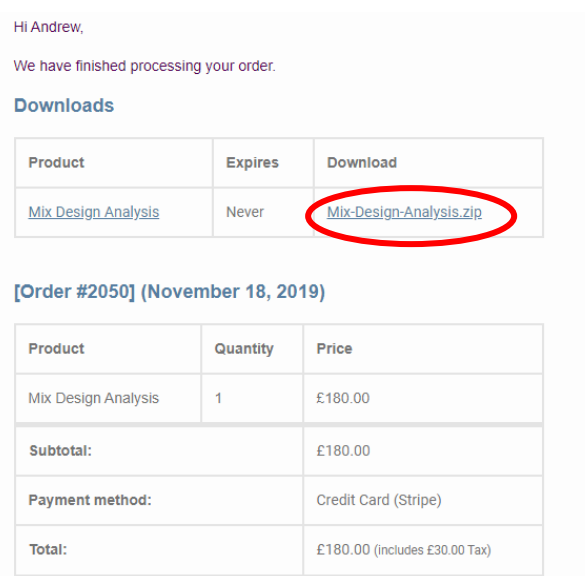
Here, you can initiate your download, by selecting and clicking the purple button that describes the document you wish to purchase, or you can access your downloads by waiting for 2 minutes for an email from the site, confirming your purchase, activation key and download, which we recommend you do.

#### 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:

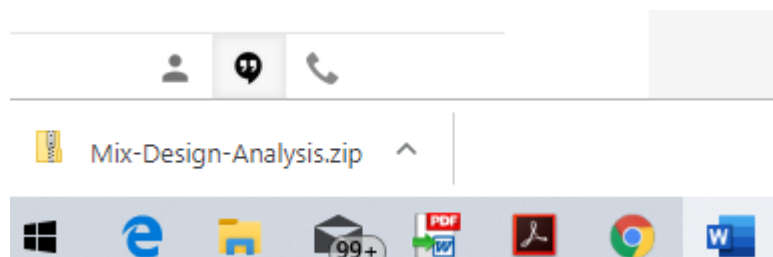
- a. The order has been processed
- b. The product is the one you have chosen
- c. The order number
- d. The price is right (*don't say it!*)
- e. The Billing address is correct
- f. The activation code is included at the bottom.

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



#### 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:

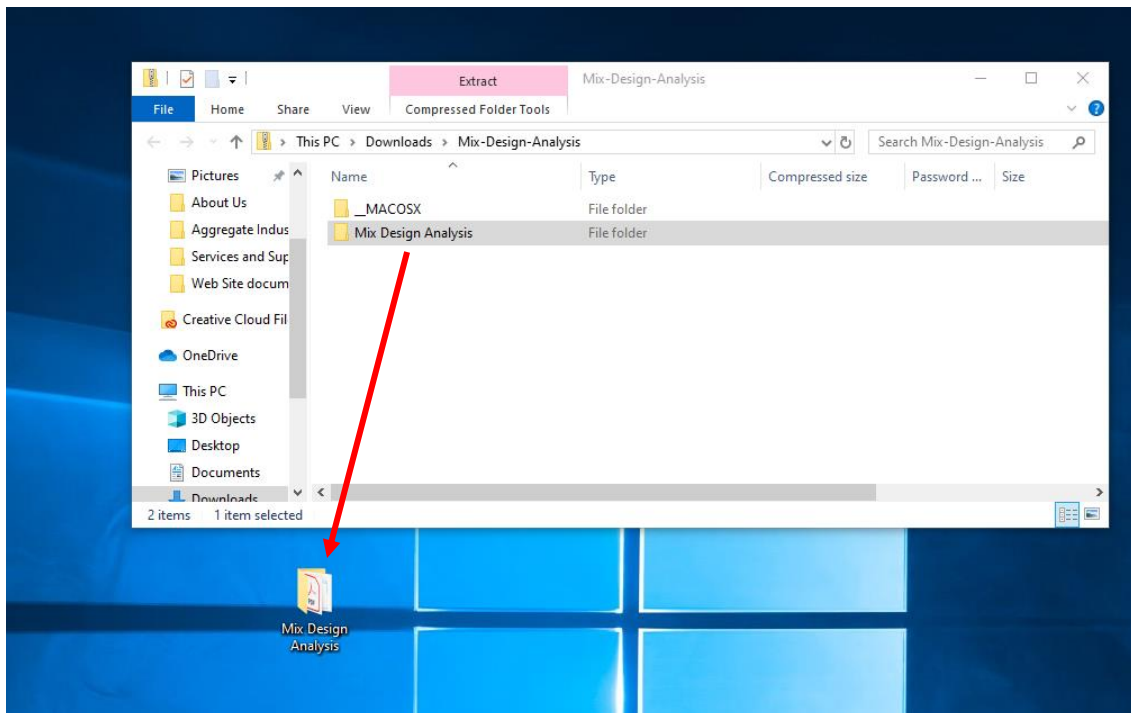
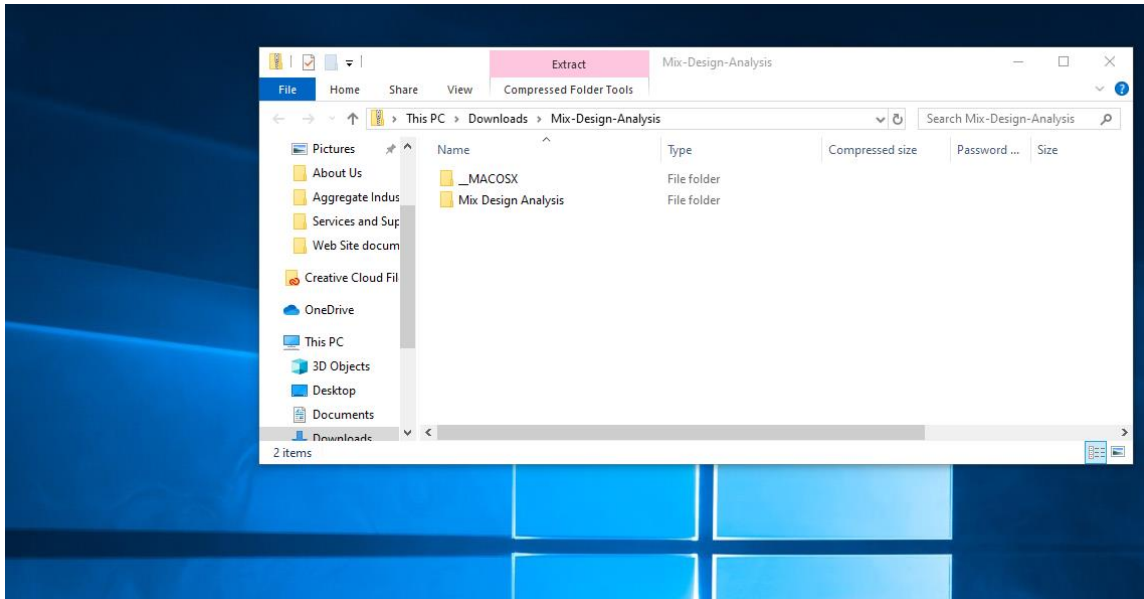


Once the download has finished, select and click the folder and it will automatically open. You will see that there are two folders displayed in the window. **IGNORE THE folder \_MACOSX**

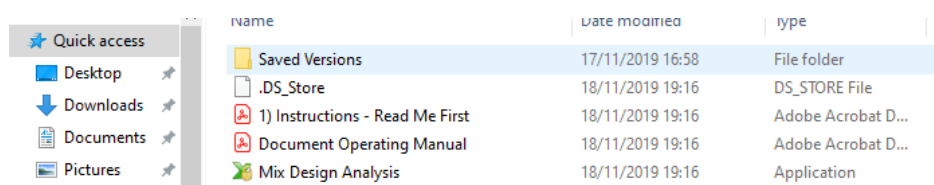
In order to open and use the chosen forms correctly and avoid any problems, the following steps must be adhered to:

## 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.

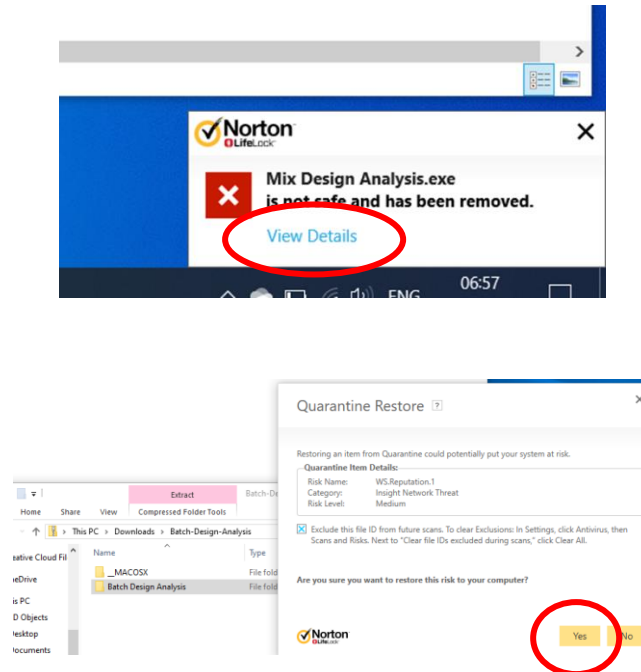


Double click the folder and it will automatically open and display the contents, which will look like this:

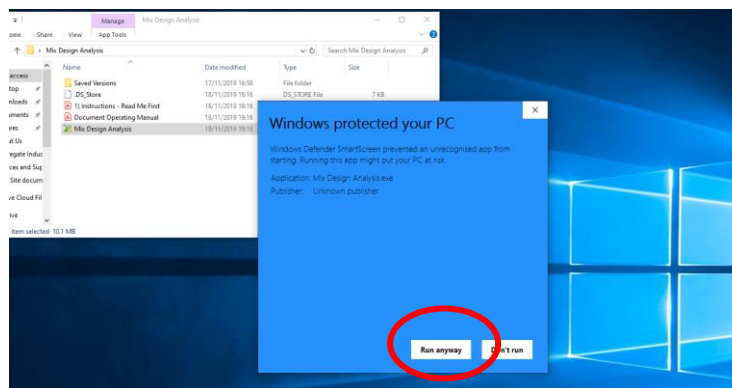


## Step 7

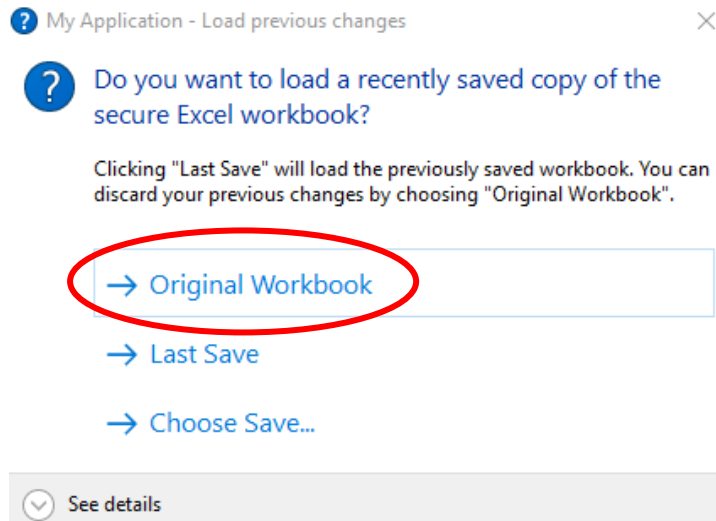
If you have anti-virus protection turned on, you may see this screen appear. If it does, then the excel file contained in the download folder you have just opened, may disappear. DO NOT PANIC. If your anti-virus software window appears, click the “review button” and then select the “restore”. The file 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:

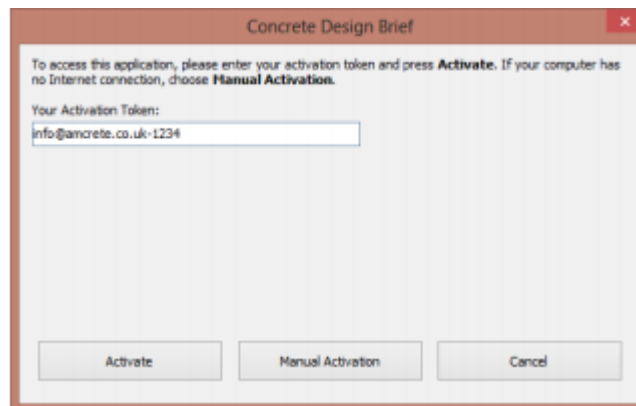


You will now see a window open with up to 3 options displayed. When you are opening for the first time, select “Original Workbook” We will explain in later steps when to use the remaining options:



### 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:



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

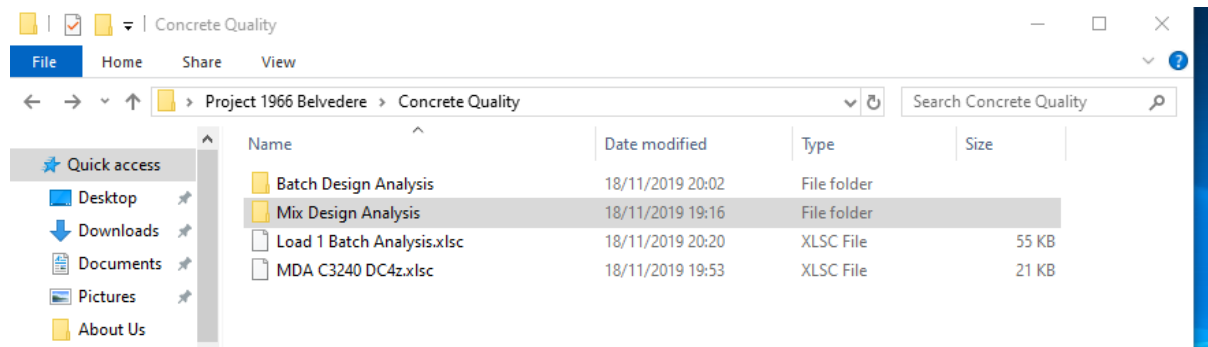


### Step 9

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:

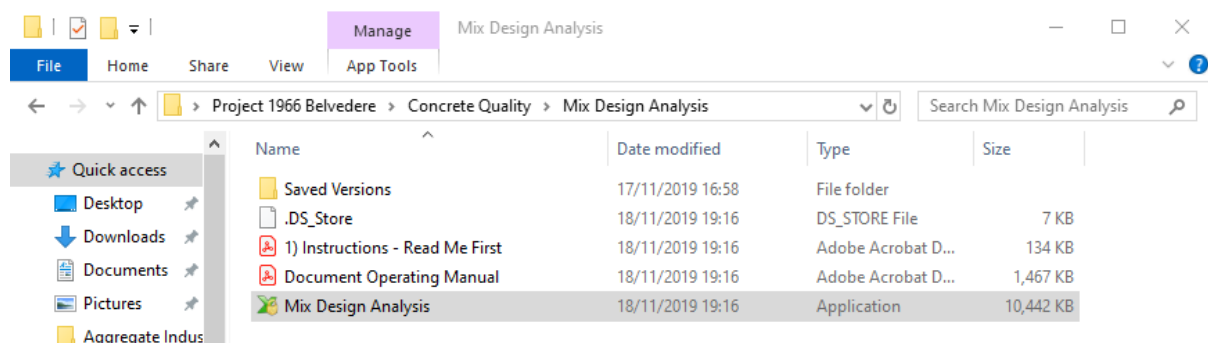


The example, above, shows that we have downloaded two forms, Mix Design Analysis and Batch Design Analysis. It also shows that we have completed one analysis on a batch (Load 1) and one analysis on a mix design (C32/40 DC4z). You will note that these documents present themselves as a white sheet of paper.

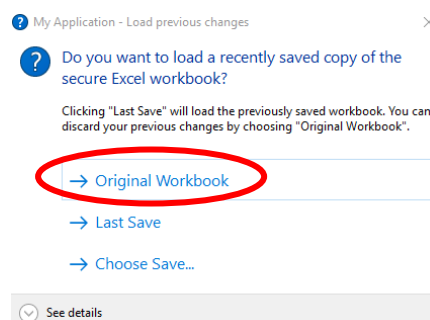
To open a document that you have used before, you need to select the folder that the excel file lives in:

## Step 10

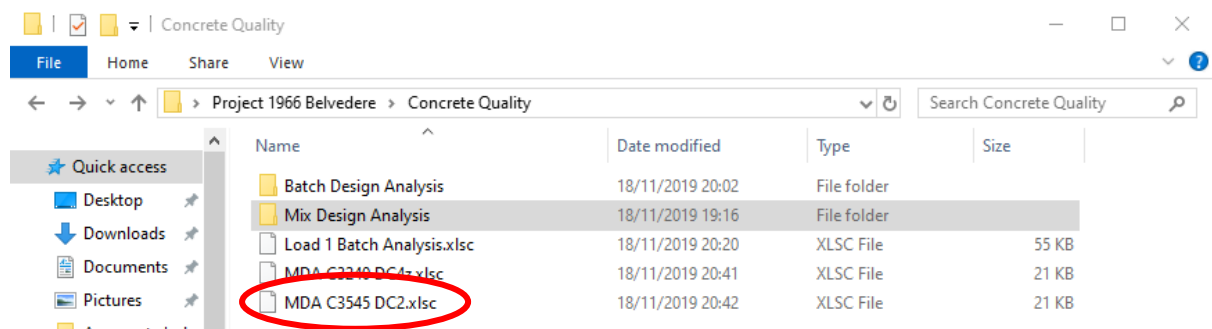
For example, we have a second mix design for the project that needs some analysis to make sure it is suitable for the proposed pour, so all you have to do is open the Mix Design Analysis folder, like this:



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:



### 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 [info@amcrete.co.uk](mailto:info@amcrete.co.uk) and we shall contact you promptly. Please provide your contact number in case we need to discuss anything with you.