

AASHTOWare Project Training Manual

Revision Date: December 2024



Create a Sample Record for Test Results

By the end of this Module, you will be able to:

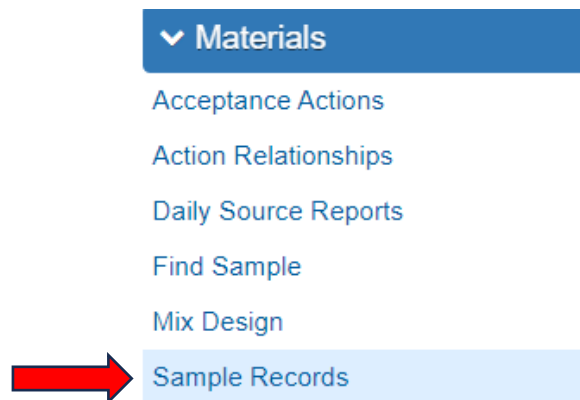
1. Create a Sample Record for Test Results in AASHTOWare Project

Creating a Sample with Test Results

1. Log into AWP

A login form with three input fields: a username field containing 'bholder', a password field with masked characters, and a dropdown menu set to 'DOT'. A 'Log On' button is at the bottom.

2. Select Sample Records from your Materials Dashboard.

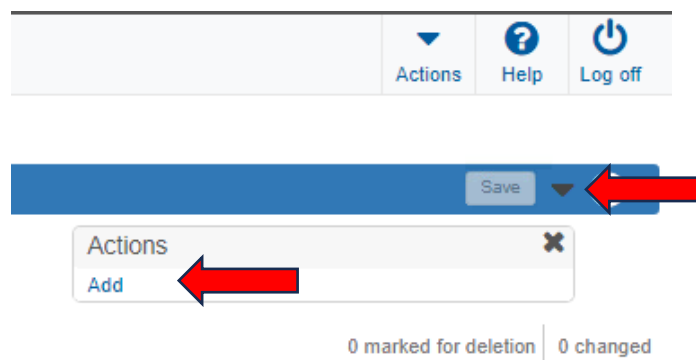


3. The Sample Record Overview will be displayed.

Sample Record Overview

▼ Sample Record Overview				
Q Type search criteria or press Enter  Create Date  Showing 50 of 264				
Sample ID	Sample Status	Authorized Date	Created Dt	Remarks
R242473710005	Pending		04/19/2024 10:22:39 AM	0
Material Code	Material Full Name			
904M06940	Structural Backfill, 4.75mm (#4)			
R243434100031	Logged		04/18/2024 9:17:21 AM	0
401M34516	QC/QA HMA, 19.0mm Base, Cat 2			

4. Select the Component Actions Menu and click Add.



5. The new Sample Record will appear.

Add Sample Record

▼ Add Sample Record

General

Sources

Associations

Sample Location

Additional Information

Sample ID *

Material Code - Name *

Q Begin typing to search or press Enter

Represented Quantity

Represented Quantity Units

Q Begin typing to search or press Enter

Administrative Office

Q Begin typing to search or press Enter

Lot

Sublot

Link To

Q Begin typing to search or press Enter

Link From

▼ Remarks

Type *

Remark *

Sample Date *

mm/dd/yyyy

Sample Status

Sample Type *

Acceptance Method *

6. Create your Sample ID (sample number) for this sample.

Sample ID *

7. Enter the sample date by using the calendar icon in the Sample Date field.

Sample Date *

8. Enter the Material Code required for this sample. Material codes can be entered by typing the material code numbers or by typing the material description.

Material Code - Name *

9. Select the Sample Type from the dropdown.

Sample Type *

10. Select the Acceptance Method from the dropdown.

Acceptance Method *

11. Enter the Represented Quantity that this sample represents.

Represented Quantity

12. Enter the Represented Quantity Unit of Measure that this sample represents.

Represented Quantity Units

Begin typing to search or press Enter

13. Enter Lot and Sublot information if required for this sample.

Lot

Sublot

14. If needed, you can link this sample to an existing sample by typing in the sample number you wish to Link To this sample. (Failed samples should be linked to passing samples)

Link To

Begin typing to search or press Enter

15. If remarks are needed for this sample, you can enter them in this section. If you select a remark type a remark must be typed into the remarks field. Samples cannot be saved until you select a Primary source.

Home Previous My Pages

Overview

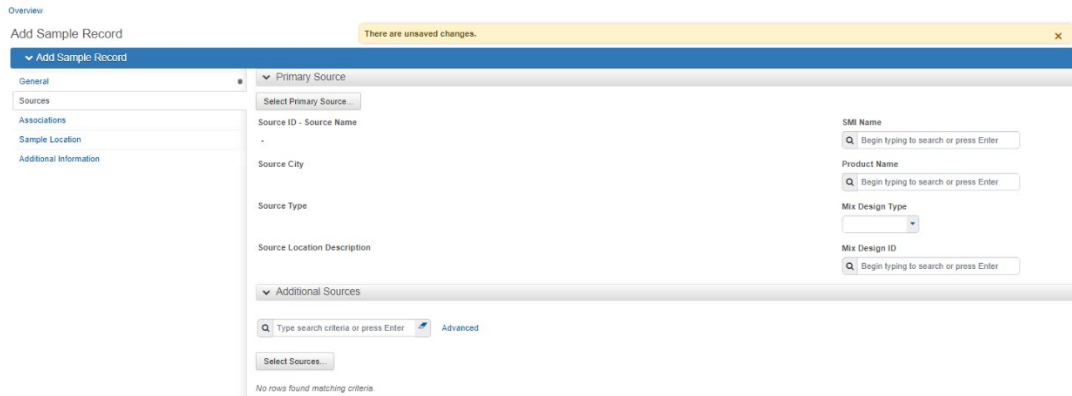
Add Sample Record

▼ Add Sample Record

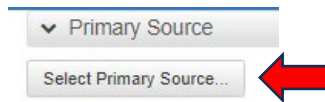
General Sources Associations Sample Location Additional Information



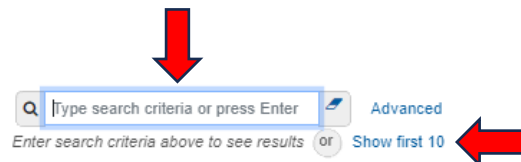
16. The Sources window will appear.



17. Click the Select Primary Source button.



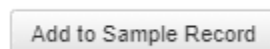
18. You can select a source by typing the source name into the search window or by selecting Show first 10.



19. Select your source from the list shown.

Select Primary Source			
Type search criteria or press Enter Advanced Showing 10 of 183			
Source ID - Name	Source Type	Source City	Location Description
✓ CONC01300 - Irving Materials Inc - Muncie, IN	CONC - PCC Producer		870 W. Fuson Rd. Muncie, IN 47302
CONC01301 - Irving Materials Inc - Lebanon, IN	CONC - PCC Producer		416 S. West St. Lebanon, IN 46052
CONC01206 - Kuert Concrete Inc - Rochester	CONC - PCC Producer		1101 W. 13th St. Rochester, IN 46975
CONC01293 - Kuert Concrete Inc - South Bend, IN	CONC - PCC Producer		3113 Lincolnway West South Bend, IN 46628

20. Select Add to Sample Record.



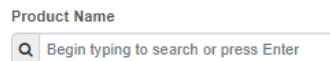
21. Select Save to save the sample.



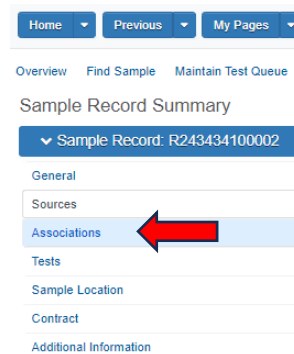
22. Your sample has now been saved to the system.



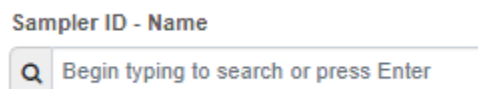
23. The system will prompt you if a Product Name is required.



24. Select Associations.



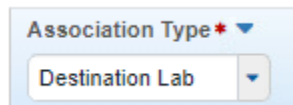
25. Enter the name of the user entering the Sample.



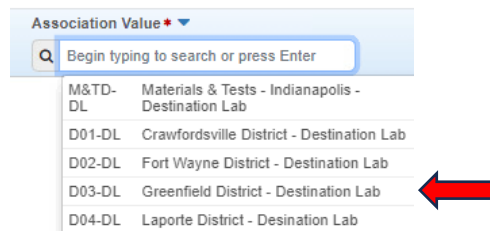
26. Select the New button to add Association Type.



27. Select Destination Lab from the Association Type from the dropdown.



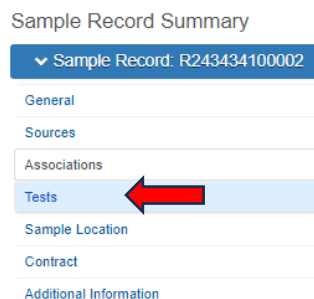
28. Select the district lab that the sample is being generated for. Click into the Association Value field and start typing the district you are working in. The value will appear. Click the lab you are looking for.



29. Select Save.



30. Next select Tests.



31. Select Assign Tests.

32. A list of available test methods will appear for selection. You can select the Test Method needed or multiple can be selected.

1 Select Default Tests:

Q Type search criteria or press Enter Advanced Showing 3 of 3

Select: All None

Test Method	Test Description	Lab Unit
✓ AASHTO T152	Air Content of Freshly Mixed Concrete by the Pressure Method	D03FIELD-LU
✓ AASHTO T119	Slump of Portland Cement Concrete	D03FIELD-LU
AASHTO T121	Yield of PC Pavement Concrete	D03FIELD-LU

33. Select the next arrow on the right side of your screen.



34. Select Optional Tests if needed on this screen. You can select the Test Method needed or multiple can be selected.

2 Select Optional Tests:

Q Type search criteria or press Enter Advanced Showing 4 of 4

Select: All None

Test Method	Test Description	Lab Unit
ITM 403	Water Cementitious Ratio	D03FIELD-LU
AASHTO T22	Compressive Strength of Concrete Specimens	D03LAB-LU
AASHTO T97	Flexural Strength of Concrete	D03FIELD-LU
ASTM C173	Air Content of Mixed concrete by Volumetric Method	D03FIELD-LU

35. Select the next arrow on the right side of your screen.



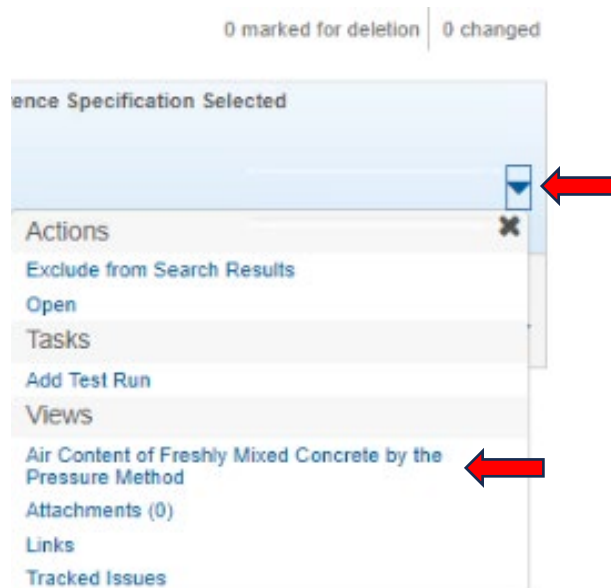
36. Multiple Tests can be added to the sample by changing the Test Runs number to the number of tests you want to enter. Each test will be assigned a unique test number automatically by the system.

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs ▼
AASHTO T152	Air Content of Freshly Mixed Concrete by the Pressure Method	D03FIELD-LU	No	1
AASHTO T119	Slump of Portland Cement Concrete	D03FIELD-LU	No	1

37. Once you have confirmed or changed the number of tests you want to enter select Confirm.



38. To add your test results to the Test Method, select the Row Component Menu and select the View you want to add. Note, the “View” will have the same name as the Test.



39. The test results screen will open. Note, all tests except AV9004 require data entry, and the relevant data is related to the test ran.

Agency View Summary

▼ Air Content of Freshly Mixed Concrete by the Pressure Method

Reference Specification Condition

Q Begin typing to search or press Enter

Percent of Air, Gross %

Aggregate Correction Factor %

Percent of Air, Net 0.00 %

Minimum 0.00 Maximum 100.00

Test Result Value

☐ Fail - Fail ☒ Pass - Pass ☐ Info - Information

40. Click into the Reference Specification Condition field and press Enter. The reference specifications will appear for you to select for this test. Select the reference specifications that applies.

Reference Specification Condition

Q Begin typing to search or press Enter

Air Content of Freshly Mixed Concrete by the Pressure Method

Showing 1 of 1

Percent of Air, Gross

41. Enter the test fields needed to calculate the test results. The system will calculate the results.

Percent of Air, Gross %

Aggregate Correction Factor %

Percent of Air, Net %

Minimum 0.00 Maximum 100.00

42. Confirm that Pass or Fail is accurate, based on test results entered. If the sample is for information then the user may select Informational.

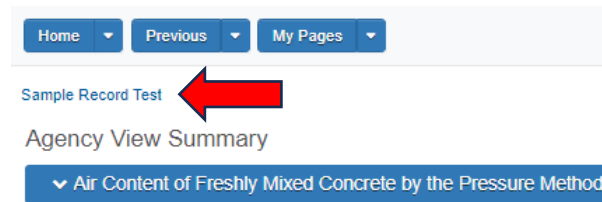
Test Result Value

☐ Fail - Fail ☒ Pass - Pass ☐ Info - Information

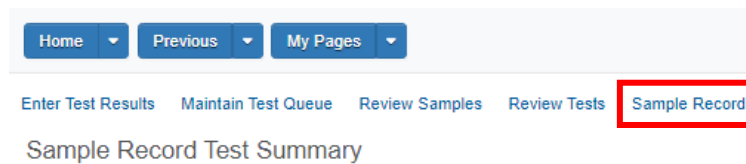
43. Select Save.



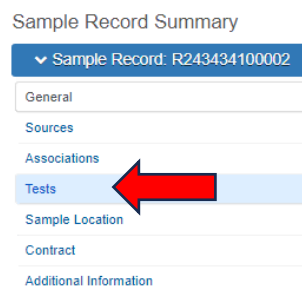
44. Select Sample Record Test to return to the screen to enter more test results.



45. Select Sample Record.

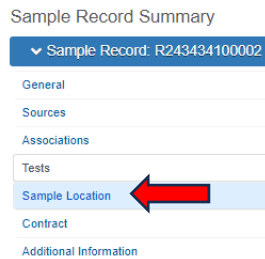


46. Select Tests.



47. Repeat steps 35 to 43 to enter additional test results.

48. Select Sample Location.

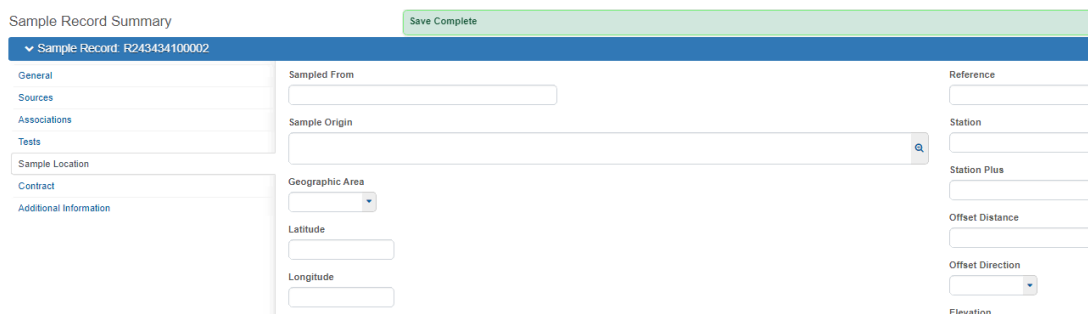


Sample Record Summary

▼ Sample Record: R243434100002

- General
- Sources
- Associations
- Tests
- Sample Location**
- Contract
- Additional Information

49. INDOT uses this window to capture Station/Location information for samples taken that may need to be located at a later date. Please refer to your immediate supervisor for instruction on what is needed on this screen.



Sample Record Summary

Save Complete

▼ Sample Record: R243434100002

General

Sources

Associations

Tests

Sample Location

Contract

Additional Information

Sampled From

Sample Origin

Geographic Area

Latitude

Longitude

Reference

Station

Station Plus

Offset Distance

Offset Direction

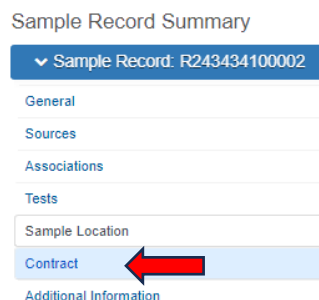
Elevation

50. If any information is added to this screen, select Save.



Save

51. Select Contract if the Sample Record needs to be associated to a contract item. Note: All Sample Records with the sample type of "Acceptance" should be associated to a contract item.



Sample Record Summary

▼ Sample Record: R243434100002

- General
- Sources
- Associations
- Tests
- Sample Location
- Contract**
- Additional Information

52. Click the Select Contract Project Items button.

53. Type the contract number or select Show first 10.

54. The contracts that you have contract authority on will appear on this screen.

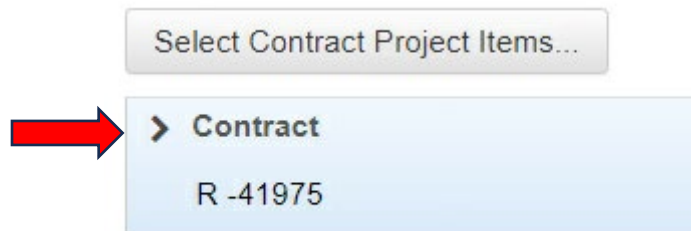
Contract	Project	Project Item	Material Set
RS-42622 - ASPHALT RESURFACE	1383236	0061 - WIDE FLANGE SIGN POST SUPPORT FOUNDATION, T	For W6x12 Post
RS-42622 - ASPHALT RESURFACE	1383236	0061 - WIDE FLANGE SIGN POST SUPPORT FOUNDATION, T	For W6x9 Post

55. Select the Project Items you want to associate to this sample. Multiple items can be selected.

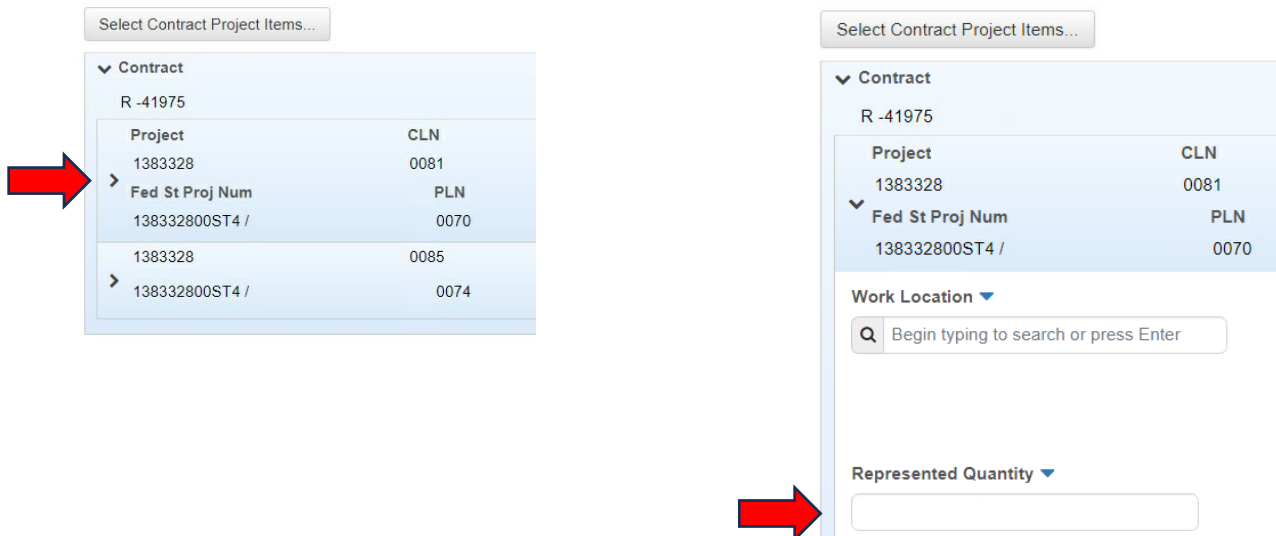
Contract	Project	Project Item	Material Set
☒ RS-42622 - ASPHALT RESURFACE	1383236	0061 - WIDE FLANGE SIGN POST SUPPORT FOUNDATION, T	For W6x12 Post
☒ RS-42622 - ASPHALT RESURFACE	1383236	0061 - WIDE FLANGE SIGN POST SUPPORT FOUNDATION, T	For W6x9 Post

56. Select Save.

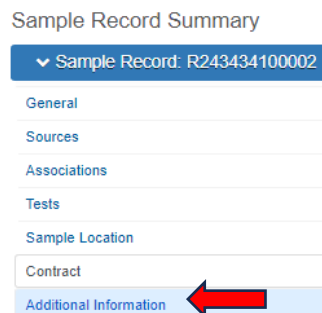
57. The contract you have selected will be displayed. Click the accordion button to expand the contract items list.



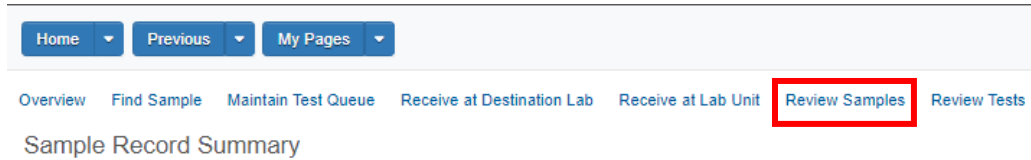
58. Click the accordion button to expand each item you have selected. This will allow you to enter the Represented Qty. for each item.



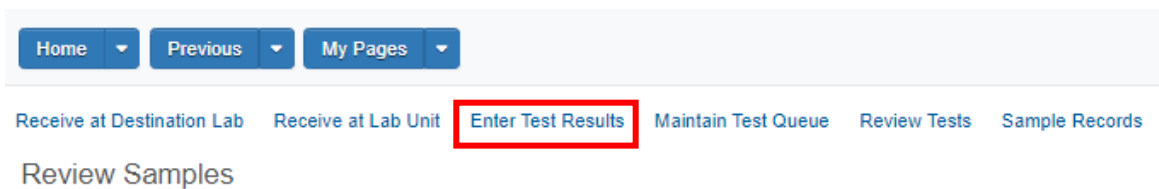
59. Please fill out Additional Information. If this is left blank, the sample cannot go into Pay Wizard. It must be filled out.



60. Select Review Samples on the top ribbon.



61. Select Enter Test Results on the top ribbon.



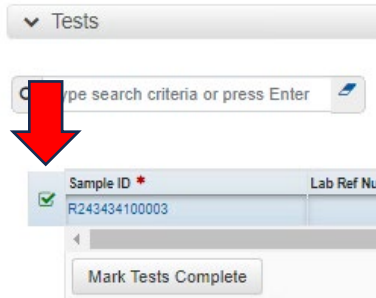
62. The Enter Test Results screen shows you all tests that need to be addressed before moving the sample to the next step in the review process. The Retests section shows you samples that have been sent back for correction. The Tests section shows you samples that need to be marked complete to move on for review.

Enter Test Results

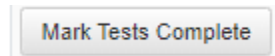
The screenshot shows the 'Enter Test Results' screen. It has a blue header bar with 'Sample Record Tests'. Below this, there are two main sections: 'Retests' and 'Tests'. The 'Retests' section is highlighted with a red border and contains a search bar, a 'Lab Unit' dropdown, and a 'Mark Tests Complete' button. The 'Tests' section is highlighted with a green border and contains a search bar, a 'Lab Unit' dropdown, and a table of test results. The table has columns for Sample ID, Lab Ref Num, Lab Control Number, Test Description, Test Number, Test Inst, Planned Test Start Date, Test Start Date, and Test Status. A single row is visible with the following data: Sample ID R243434100003, Lab Ref Num, Lab Control Number CNR243434100003, Test Description Certification Data, Test Number 1.0, Test Inst 1, Planned Test Start Date, Test Start Date 03/15/2024, and Test Status 10 - Test in Queue. A 'Mark Tests Complete' button is also present at the bottom of the 'Tests' section.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Test Inst	Planned Test Start Date	Test Start Date	Test Status
R243434100003		CNR243434100003	Certification Data	1.0	1		03/15/2024	10 - Test in Queue

63. In the Tests section select the sample box you want to mark complete.



64. Select Mark Tests Complete.



65. The sample has now been sent to the next step in the review process. Repeat steps 56 through 60 for additional sample records.