

AASHTOWare Project Training Manual

Revision Date: August 2023



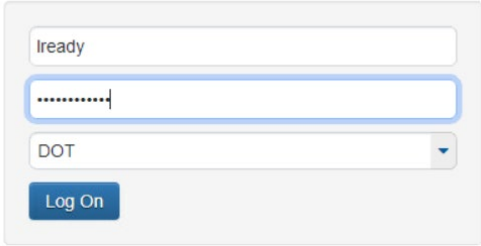
Receiving a Sample at a Lab Unit

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

1. [Receive a sample](#)

Receiving a Sample

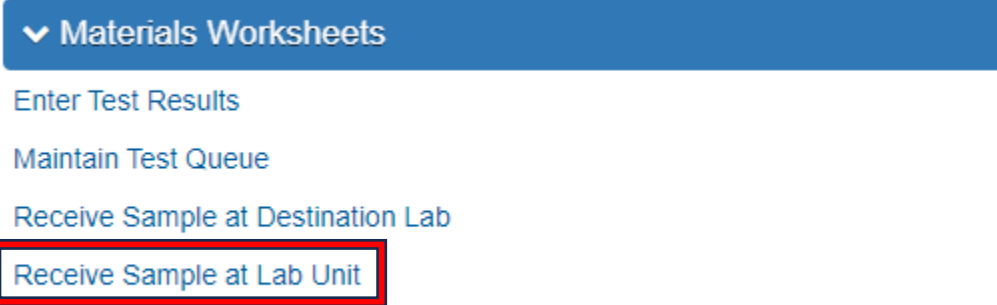
1. Log into AWP.

The login form contains the following fields and buttons:

- Username field: Pre-filled with "lready".
- Password field: Masked with "*****".
- DOT dropdown menu: Set to "DOT".
- Log On button: A blue button with white text.

2. From the Home screen, select Receive Sample at Lab Unit.



The menu is titled "Materials Worksheets" and contains the following options:

- Enter Test Results
- Maintain Test Queue
- Receive Sample at Destination Lab
- Receive Sample at Lab Unit** (highlighted with a red border)

3. Click enter and the full list will be displayed. Choose the Lab Unit that you are a part of.

Receive Sample at Lab Unit

▼ Receive Sample at Lab Unit

Receive at Lab Unit

Q Begin typing to search or press Enter

LU	Unit	Lab Unit	Scan Barcode
D02FIELD-LU	Fort Wayne Dist. Field Testing - Lab Unit	Showing 9 of 9	Q Begin typing to search or pr
M&TD-HMA-LU	Materials & Tests HMA - Lab Unit		
M&TD-Paint-LU	Materials & Tests Paint - Lab Unit		
M&TD-Aggregate-LU	Materials & Tests Aggregate - Lab Unit		
D02LAB-LU	Fort Wayne Dist. Testing Lab - Lab Unit		
D01LAB-LU	Crawfordsville District Lab - Lab Unit		

Name	Lab Control Number	Lab Ref Num	Sample Date	Link To	Sample Remark
ISS A, CS, 8	CNR232123410003		03/05/2023		0
ISS AP, CS, 8	CNR232123410004		03/05/2023		0
Corr Steel, 68x13mm, 1.63mm	CNR232123410006		03/05/2023		0
HW	CNR239198800002		08/07/2023		0
HW	CNR239198800003		08/03/2023		0
ISS A, CS, 9	CNR239198800017		08/04/2023		0
HMA, 9.5mm Surface, Cat 3	CNR239198800019		08/04/2023		0
	CNR247416100017		03/14/2024		0
	CNR247416100031		03/28/2024		0

Showing 9 of 9

R247416100031 401M34547 QC/QA HMA, 9.5mm Surface, Cat 3

4. Use the search box to filter if needed. Select the sample ID that has been received. These should be marked with a green check mark.

▼ Receive Sample at Lab Unit

Receive at Lab Unit

Q D02LAB-LU

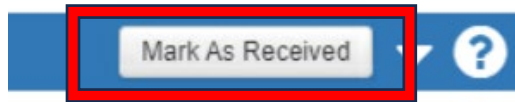
Fort Wayne Dist. Testing Lab - Lab Unit

Q 4161

Advanced Showing 1 of 1

Sample ID *	Material Code	Material Name
✓ R247416100031	401M34547	QC/QA HMA, 9.5mm Surface, C

5. Select Mark As Received.



6. If wanting to verify the Sample Status, it would now show Received at Lab Unit for the sample.

Sample Record Summary

A screenshot of the 'Sample Record Summary' form for Sample ID R247416100031. The form is divided into two main sections. The left section contains a sidebar with tabs: General, Sources, Associations, Tests, Sample Location, Contract, and Additional Information. The right section contains fields for Sample ID, Material Code - Name, Represented Quantity, Sample Date, Sample Status, Sample Type, and Acceptance Method. A red arrow points to the 'Sample Status' field, which now displays 'Received at Lab Unit'. The 'Sample Date' is 03/28/2024, 'Sample Type' is ACCP - Acceptance Testing, and 'Acceptance Method' is also ACCP - Acceptance Testing.

7. Select Enter Test Results.

A screenshot of the software interface showing the 'Enter Test Results' button highlighted with a red rectangular border. The interface includes a top navigation bar with 'Home', 'Previous', and 'My Pages' buttons. Below this is a horizontal menu with 'Receive at Destination Lab', 'Enter Test Results', 'Maintain Test Queue', 'Review Tests', 'Review Samples', and 'Sample Records'. The 'Enter Test Results' button is highlighted. Below the menu is a section titled 'Receive Sample at Lab Unit' with a 'Save Complete' button. Underneath is a blue bar with 'Receive Sample at Lab Unit'. The main area is titled 'Receive at Lab Unit' and contains a search bar with the text 'Begin typing to search or press Enter'. Below the search bar is a field with the value '4161' and an 'Advanced' button. To the right is a 'Lab Unit' field with the value 'D02LAB-LU' and a dropdown menu showing 'Fort Wayne Dist. Testing Lab - Lab Unit'. Further right is a 'Scan Barcode' checkbox.

8. Use the search box to filter if needed. Under Tests, click on the sample ID to get to the sample to enter results or to reroute sample to a second location.

Enter Test Results

▼ Sample Record Tests

▼ Retests

Q Type search criteria or press Enter **Advanced** Showing 2 of 2

Lab Unit

Q Begin typing to search or pr

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Test Inst	Planned Test Start Date ▼	Test Start Date	Test Status
☐ R220325621000		CNR220325621000	Density of Paint Products	1.0	1		03/09/2023	11 - Test Requested
☐ R232495723500		CNR232495723500	Certification Data	1.0	1			11 - Test Requested

Mark Tests Complete

▼ Tests

Q 4161 **Advanced** Showing 8 of 8

Lab Unit

Q Begin typing to search or pr

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Test Inst	Planned Test Start Date ▼	Test Start Date	Test Status
☐ R237416100001		CNR237416100001	Sieve Analysis of Asphalt Aggregate	1.0	1	09/19/2023		10 - Test in Queue
☐ R237416100002		CNR237416100002	Sieve Analysis of Asphalt Aggregate	1.0	1			10 - Test in Queue
☐ R237416100003		CNR237416100003	Sieve Analysis of Asphalt Aggregate	1.0	1	09/19/2023		10 - Test in Queue
☐ R247416100012		CNR247416100012	Coating and Batch Numbers	1.0	1	03/18/2024		10 - Test in Queue
☐ R247416100015		CNR247416100015	Pavement Marking Retroreflectivity V...	1.0	1	03/14/2024		10 - Test in Queue
☐ R247416100017		CNR247416100017	Delivery of Sample to District Testing...	1.0	1			10 - Test in Queue
☐ R247416100019		CNR247416100019	Coating and Batch Numbers	1.0	1	03/26/2024		10 - Test in Queue
☐ R247416100031		CNR247416100031	Delivery of Sample to District Testing...	1.0	1			10 - Test in Queue

Mark Tests Complete

9. If routing the sample to another lab, under the Associations tab, select a new destinations lab and begin at step 24 in the Create a Sample for Test Results module.

Sample Record Summary

▼ Sample Record: R247416100031

General

Sources

Associations

Tests

Sample Location

Contract

Additional Information

Sampler ID - Name

Q D20JACO

David Jacobs

Q Type search criteria or press Enter **Advanced** Showing 1 of 1

New

Association Type ▼

Destination Lab

Association Value ▼

Q D02-DL

Fort Wayne District - Destination Lab