

AASHTOWare Project Training Manual

Revision Date: December 2024



Maintaining Lab Unit tests

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

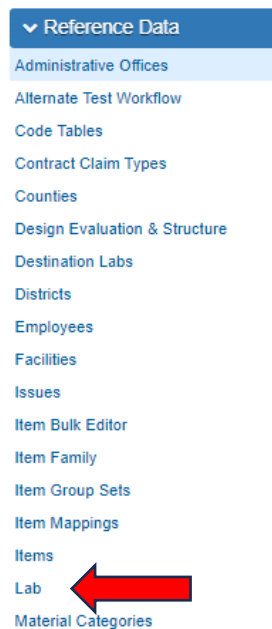
1. [Add Tests to a Lab Unit](#)
2. [Remove Tests from a Lab Unit](#)

Adding Tests to a Lab Unit

1. Log into AWP.



2. In the Reference Data area select Lab.



3. The search field will allow you to search by Lab name, Lab ID or you can select Show first 10.

Home Previous My Pages

Destination Lab

Lab Overview

Lab

Type search criteria or press Enter

Enter search criteria above to see results of Show first 10

4. Select the lab you want to add the test to.

Lab

Type search criteria or press Enter

Advanced Showing 10 of 40

Lab ID	Lab Name
M&TD-DL	Materials & Tests - Indianapolis - Destination Lab
M&TD-Aggregate-LU	Materials & Tests Aggregate - Lab Unit
M&TD-Binder-LU	Materials & Tests Binder - Lab Unit
M&TD-Cement-LU	Materials & Tests Cement - Lab Unit

5. Select the Qualifications tab.

Lab Summary

▼ Lab: M&TD-DL - Materials & Tests - Indianapolis - Destination Lab

General

Qualifications ←

Lab Testers

Lab Samplers

Addresses

Lab ID *

M&TD-DL

Lab Name *

Materials & Tests - Inc

Geographic Area

6. The screen will display all the tests assigned to the lab selected.

Lab Summary

▼ Lab: M&TD-DL - Materials & Tests - Indianapolis - Destination Lab

General

Qualifications

Lab Testers

Lab Samplers

Addresses

▼ Sampling Qualifications

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

Select Sampling Qualifications...

Qualification ID	Qualification Type	Qualification Description	
▼ M&T Paint Lab	None - None Required	M&T Paint Lab Sampling Qualifications	
Effective Date	Expiration Date	Status	Active
01/01/2020		ACTIVE - Active	Yes

7. The first row shows you the information about the Material Test.

Qualification ID	Qualification Type	Qualification Description	
▼ M&T Paint Lab	None - None Required	M&T Paint Lab Sampling Qualifications	
Effective Date	Expiration Date	Status	Active
01/01/2020		ACTIVE - Active	Yes

8. The second row shows you information about the Lab Qualifications on that specific Material Test.

Qualification ID	Qualification Type	Qualification Description	
M&T Paint Lab	None - None Required	M&T Paint Lab Sampling Qualifications	
Effective Date	Expiration Date	Status	Active
01/01/2020		ACTIVE - Active	Yes

9. To add a new qualification to a lab, click Select Sampling Qualifications.

Select Sampling Qualifications...

10. All available tests will be displayed.

Q [Type search criteria or press Enter] Advanced Showing 16 of 16

Select: All | None

Qualification ID	Qualification Description	Qualification Type
ITM580-HMA-Exam	Sampling Hot Mix Asphalt	Qualified - Qualified
R60-Concrete-Qual	Sampling Freshly Mixed Concrete	Qualified - Qualified
M&T Paint Lab	M&T Paint Lab Sampling Qualifications	None - None Required
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
ITM207-Agg-Qual	Sampling Stockpiled Aggregates	Qualified - Qualified
ITM580-HMA-Qual	Sampling Hot Mix Asphalt	Qualified - Qualified

11. You can search by Qualification ID, Description or Type.

Q [Type search criteria or press Enter] Sort by Qual ID Showing 50 of 152

Select: All | None

12. Once the qualifications are displayed, you can select the appropriate one. Multiple selections can be made from this screen to be added to the lab.

	Qualification ID	Qualification Description	Qualification Type
✓	ITM580-HMA-Exam	Sampling Hot Mix Asphalt	Qualified - Qualified
	R60-Concrete-Qual	Sampling Freshly Mixed Concrete	Qualified - Qualified
✓	M&T Paint Lab	M&T Paint Lab Sampling Qualifications	None - None Required
	ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
✓	ITM207-Agg-Qual	Sampling Stockpiled Aggregates	Qualified - Qualified
	ITM580-HMA-Qual	Sampling Hot Mix Asphalt	Qualified - Qualified

13. Select Add to Lab.

Add to Lab

14. Expand the arrow between the Qualification ID and the Effective Date for the newly added qualifications.



Qualification ID	Qualification Type	Qualification Description
ITM580-HMA-Exam	Qualified - Qualified	Sampling Hot Mix Asphalt
Effective Date	Expiration Date	Status
01/01/2020		

15. This will expand the qualifications and allow you to enter required data.

Qualification ID	Qualification Type	Qualification Description	
ITM580-HMA-Exam	Qualified - Qualified	Sampling Hot Mix Asphalt	
Effective Date	Expiration Date	Status	Active
2020-01-01			

Qualification ID	Effective Date
ITM580-HMA-Exam	01/01/2020
Qualification Type	Expiration Date
Qualified - Qualified	mm/dd/yyyy
Qualification Category	Status
Qualification Description	
Sampling Hot Mix Asphalt	
Remarks	
Type	Remark

16. Populate the Effective Date the lab can perform the test.

Effective Date

mm/dd/yyyy



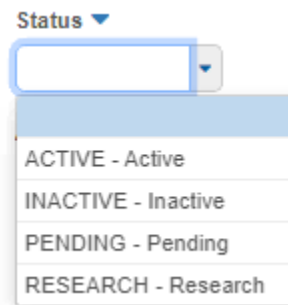
17. Populate the Expiration Date when the lab can no longer perform the test.

Expiration Date

mm/dd/yyyy

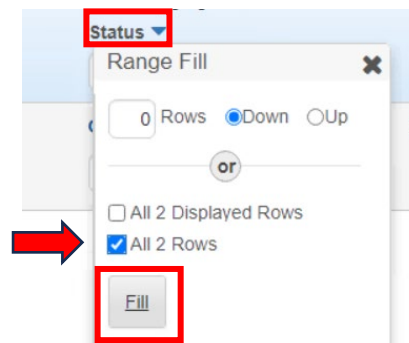


18. Select the Status from the dropdown.



A screenshot of a web form showing a dropdown menu for 'Status'. The dropdown is open, displaying four options: 'ACTIVE - Active', 'INACTIVE - Inactive', 'PENDING - Pending', and 'RESEARCH - Research'. The 'Status' label is at the top of the dropdown with a small downward arrow.

19. If there are multiple new qualifications being added, click the Status arrow. Range Fill allows you to choose how many rows can be filled. Click Fill when completed.



A screenshot of a 'Range Fill' dialog box. The dialog has a title bar with a close button. It contains a 'Status' dropdown (highlighted with a red box) and a 'Range Fill' section. The 'Range Fill' section has a '0 Rows' input, radio buttons for 'Down' (selected) and 'Up', and an 'or' separator. Below the separator are two checkboxes: 'All 2 Displayed Rows' (unchecked) and 'All 2 Rows' (checked). At the bottom of the dialog is a 'Fill' button (highlighted with a red box). A red arrow points from the 'Status' dropdown to the 'Fill' button.

20. Enter Remarks if needed.



A screenshot of a web form showing a 'Remarks' section. It has a label 'Remarks' with a dropdown arrow. Below it are two fields: 'Type' with a dropdown menu and 'Remark' with a text input field. Both fields have a red asterisk indicating they are required.

21. Select Save to save your selections.



A screenshot of a blue button with the text 'Save', a small downward arrow, and a question mark icon.

Maintaining Tests from a Lab Unit

1. Repeat steps 1 through 6 of [Adding Tests to a Lab Unit](#).
2. Locate the test needing to be revised.
3. To INACTIVATE the test, either the Expiration Date or the Status may be used.
Entering an Expiration Date will expire the Lab Unit's ability to use the test after the specified date. Setting the Status to INACTIVE immediately makes the test inactive, regardless of the date the test was performed.

Effective Date ▼
01/01/2021

Expiration Date ▼
mm/dd/yyyy

Status ▼
ACTIVE - Active

- ACTIVE - Active
- INACTIVE - Inactive
- PENDING - Pending
- RESEARCH - Research

4. Select Save to save your revision.

Save ▼ ?