

AASHTOWare Project Training Manual

Revision Date: August 2023



Reviewing Tests, Authorizing Samples, and Unauthorizing Samples

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

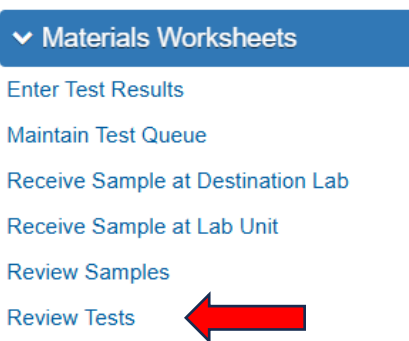
1. [Review Tests](#)
2. [Review/Authorize samples](#)
3. [Unauthorize samples](#)

Reviewing a Test

1. Log into AWP.

A login form with a text input field containing 'placeholder', a password input field with masked characters, a dropdown menu set to 'DOT', and a 'Log On' button.

2. In the Materials Worksheets dashboard, select Review Tests.



- All tests that are ready for review are displayed. Each row on the list represents a test on a sample record that the technician has marked as complete. Locate the test you intend to review.

▼ Review Tests

🔍 Type search criteria or press Enter [Advanced](#) Showing 10 of 24

	Sample ID *	Material Code	Material Name	Test Method	Test Description
☐	R220325621000	909M00200	Paint, Polyurethane Finish Coat	ASTM D562	Stormer Viscosity
	R232515600000	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3	AASHTO T166	Bulk Specific Gravity of Compacted HMA
☐	R232417800002	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3	ITM 571	Binder Content by Extraction
☐	R232417800002	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3	ITM 571	Binder Content by Extraction

- Use the action arrow on the right, in the same row as the test, to review test results.

Contracts	Test Result Value	Test Status	
	Pass	40 - Test Complete	▼
RS-42622,R -42136		40 - Test Complete	▼
RS-42622			▼
RS-42622			▼
RS-42622			▼
RS-42622			▼
RS-42622			▼
RS-42622			▼
RS-42622			▼

1    

Tasks

Views

Reference Specifications

Bulk Specific Gravity Compacted HMA 

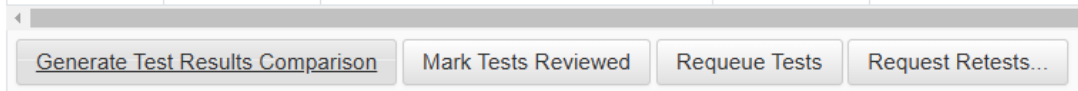
Open Sample Record Test

Testers

- Once you have reviewed the test, return to the Review Tests section noted in step 2, and locate the test reviewed in step 3. Check the box to the left of the test reviewed.

	Sample ID *	Material Code	Material Name ▼
☐	R220325621000	909M00200	Paint, Polyurethane Finish Coat
	☒ R232515600000	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3
☐	R232417800002	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3
☐	R232417800002	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3

6. Depending on the accuracy of the results of the test (passing, failing, incomplete information, or questionable results), the Supervisor has the following options.
- If the test reports passing results, then select Mark Test Reviewed.
 - If the test reports failing results, then select Mark Test Reviewed.
 - If the test reports incomplete results, then select Requeue Tests.
 - If the test reports results that appear questionable (possibly due to an error in running the test), then select Request Retest.



Reviewing/Authorizing a Sample

1. In the Materials Worksheets dashboard select Review Samples.

▼ Materials Worksheets

[Enter Test Results](#)

[Maintain Test Queue](#)

[Receive Sample at Destination Lab](#)

[Receive Sample at Lab Unit](#)

[Review Samples](#)

[Review Tests](#)

2. All samples that are ready for you to review will be displayed. Each row represents a sample record test that was assigned to the sample.

Review Samples

▼ Review Samples

Type search criteria or press Enter

Advanced

Showing 10 of 31

Lab Control Number

Begin typing to search or pre

Sample ID *	Sample Status ▼	Test Status	Material Code	Material Name	Source ID	Source Name
☐ R232123410001	Pass/Completed	80 - Test Approved by Level 2	401M34518	QC/QA HMA, 19.0mm Base, Cat 2	HMA03324	Brooks Construction Co - Ft Wayne
☐ R237999900010	Pass/Completed	80 - Test Approved by Level 2	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3	HMA03324	Brooks Construction Co - Ft Wayne
☐ R237999900010	Pass/Completed	80 - Test Approved by Level 2	401M34547	QC/QA HMA, 9.5mm Surface, Cat 3	HMA03324	Brooks Construction Co - Ft Wayne
☐ R232123410011	Fail/Completed	80 - Test Approved by Level 2	401M34518	QC/QA HMA, 19.0mm Base, Cat 2	HMA03324	Brooks Construction Co - Ft Wayne
☐ R232515800004	Pass/Completed	80 - Test Approved by Level 2	401M34518	QC/QA HMA, 19.0mm Base, Cat 2	HMA03324	Brooks Construction Co - Ft Wayne
☐ R232123410012	Fail/Completed	80 - Test Approved by Level 2	904M00030	CA, Class AP, CS, 8	AGG02237	Heidelberg Mat Mid - Woodburn, IN
☐ R232123410012	Fail/Completed	80 - Test Approved by Level 2	904M00030	CA, Class AP, CS, 8	AGG02237	Heidelberg Mat Mid - Woodburn, IN
☐ R233258290021	Pass/Completed	80 - Test Approved by Level 2	904M00080	CA, Class A, CS, 5	AGG02764	Heidelberg Mat Mid - Milner - Peru, IN
☐ R230325829004	Pass/Completed	80 - Test Approved by Level 2	909M00160	Paint, Zinc Prime, Multi-Comp, Inorg...	SSCS038031	Carboline Co
☐ R239198800010	Pass/Completed	80 - Test Approved by Level 2	401M34000	Profilograph, HMA	HMA03324	Brooks Construction Co - Ft Wayne

3. Select the sample you want to authorize by clicking the box beside the Sample ID.

Review Samples

Review Samples

Q

Type search criteria or press Enter

Temporary

Showing 31 of 31

Q

Lab Control Number

Begin typing to search or pre

	Sample ID *	Sample Status *	Test Status	Material Code	Material Name	Source ID	Source Name
☐	R24799990012	Pending Authorization	60 - Test Approved by Level 2	401M34542	QC/QA HMA, 9.5mm Intermediate, C...	HMA03360	Brooks Construction Co - Ft. Wayne, IN
☒	R237999900034	Pending Authorization	60 - Test Approved by Level 2	918M00125	Geotextile Silt Fence Self Supported	GEOM8300	Willacoochee Industrial Fabrics, Inc
☐	R243434100011	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCCP	CONC01301	Irving Materials Inc - Lebanon, IN

4. Click one time in the Sample Status field. You will notice the table header will drop down above the row you are working in.

Review Samples

There are unsaved changes.

Review Samples

Q

Type search criteria or press Enter

Temporary

Showing 31 of 31

Q

Lab Control Number

Begin typing to search or pre

☐	R24799990012	Pending Authorization	60 - Test Approved by Level 2	401M34542	QC/QA HMA, 9.5mm Intermediate, C...	HMA03360	Brooks Construction Co - Ft. Wayne, IN
☒	R237999900034	Pending Authorization	60 - Test Approved by Level 2	918M00125	Geotextile Silt Fence Self Supported	GEOM8300	Willacoochee Industrial Fabrics, Inc
☐	R243434100011	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCCP	CONC01301	Irving Materials Inc - Lebanon, IN

5. Click the Sample Status field one more time to get the test completion options to appear. Select the appropriate status for the sample.

Review Samples

There are unsaved changes.

Review Samples

Q

Type search criteria or press Enter

Temporary

Showing 31 of 31

Q

Lab Control Number

Begin typing to search or pre

☐	R24799990012	Pending Authorization	60 - Test Approved by Level 2	401M34542	QC/QA HMA, 9.5mm Intermediate, C...	HMA03360	Brooks Construction Co - Ft. Wayne, IN
☒	R237999900034	Pending Authorization	60 - Test Approved by Level 2	918M00125	Geotextile Silt Fence Self Supported	GEOM8300	Willacoochee Industrial Fabrics, Inc
☐	R243434100011	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCCP	CONC01301	Irving Materials Inc - Lebanon, IN
☐	R243434100008	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100006	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100004	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100004	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100004	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100004	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN
☐	R243434100004	Pending Authorization	60 - Test Approved by Level 2	502M00010	PCC, Class A	CONC01225	Smith Ready Mix - New Carlisle, IN

Questions/Issues? Please fill out the [CMSi Form](#)

6. Select Authorize Samples. Multiple samples can be authorized at once.

Authorize Samples

7. The sample has now been authorized.

Sample Record Summary

▼ Sample Record: R237999900010

General

Sources

Associations

Tests

Sample Location

Contract

Additional Information

Sample ID *

R237999900010

Material Code - Name *

Q 401M34547

QC/QA HMA, 9.5mm Surface, Cat 3

Represented Quantity

1,000.000

Represented Quantity Units

Q TON

TON

Administrative Office

Q Begin typing to search or press Enter

Link To

Q Begin typing to search or press Enter

Link From

Sample Date *

03/09/2023

Sample Status

Pass/Completed

Sample Type *

ACCP - Acceptance Testing

Acceptance Method *

CTR - Test Results

Created By

DOT\ssshaw

Created Date

03/09/2023 12:21:43 PM

Authorized By

eholder

Authorized Date

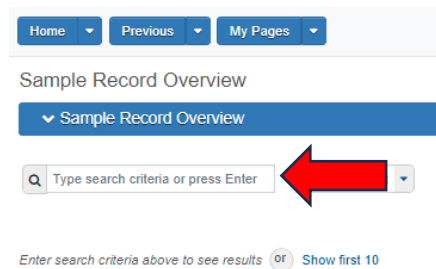
03/28/2024

Unauthorizing a Sample

1. From your AWP dashboard select Sample Records.



2. Type the sample number you are looking for into the search field.



3. The sample will be displayed.

Sample Record Overview

▼ Sample Record Overview

Q R237999900010 System Default Showing 1 of 1

Sample ID	Sample Status	Authorized Date	Created Dt	Remarks
R237999900010	Pass/Completed		03/09/2023 12:21:43 PM	1
Material Code		Material Full Name		
401M34547		QC/QA HMA, 9.5mm Surface, Cat 3		

4. Click on the sample number displayed.

Sample Record Overview

▼ Sample Record Overview

Q R237999900010 System Default Showing 1 of 1

Sample ID	Sample Status
R237999900010	Pass/Completed
Material Code	
401M34547	

5. The sample will be displayed.

Sample Record Summary

▼ Sample Record: R237999900010

General	Sample ID *	Sample Date *
Sources	R237999900010	03/09/2023
Associations	Material Code - Name *	Sample Status
Tests	Q 401M34547	Pass/Completed
Sample Location	QC/QA HMA, 0.5mm Surface, Cat 3	Sample Type *
Contract	Represented Quantity	ACCP - Acceptance Testing
Additional Information	1,000,000	Acceptance Method *
	Represented Quantity Units	CTR - Test Results
	Q TON	Created By
	TON	DOTusshaw
	Administrative Office	Created Date
	Q Begin typing to search or press Enter	03/09/2023 12:21:43 PM

6. Select the Component Actions Menu button and select Unauthorize.

Save ?

Actions

- Add New
- Copy
- Tasks
- Authorize
- Unauthorize

7. The sample is now Unauthorized.

Sample Record Summary Save Complete

▼ Sample Record: R237999900010

General	Sample ID * R237999900010	Sample Date * 03/09/2023
Sources	Material Code - Name * 401M34547 QC/QA-HMA, 9.5mm Surface, Cat 3	Sample Status Pass/Completed
Associations	Represented Quantity 1,000.000	Sample Type * ACCP - Acceptance Testing
Tests	Represented Quantity Units TON TON	Acceptance Method * CTR - Test Results
Sample Location	Administrative Office Begin typing to search or press Enter	Created By DOT\jshaw
Contract	Link To Begin typing to search or press Enter	Created Date 03/09/2023 12:21:43 PM
Additional Information	Link From	Authorized By Authorized Date