

AASHTOWare Project Training Manual

Revision Date: December 2024



Maintaining Lab Unit Personnel

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

1. Maintain the Personnel associated with a Lab Unit

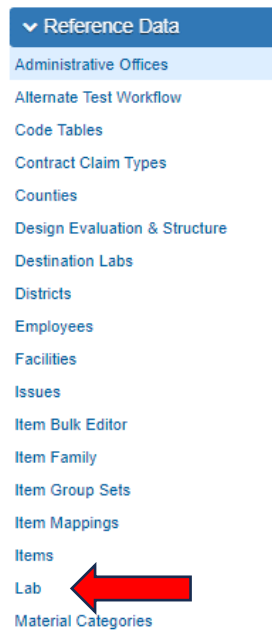
Maintaining Lab Unit Personnel

Adding a User to a Lab Unit

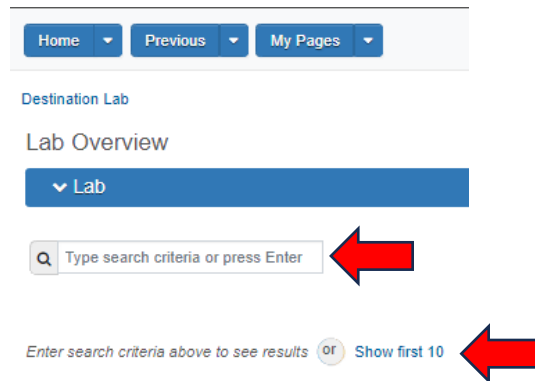
1. Log into AWP.



2. In the Reference Data area select Lab.



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



Home Previous My Pages

Destination Lab

Lab Overview

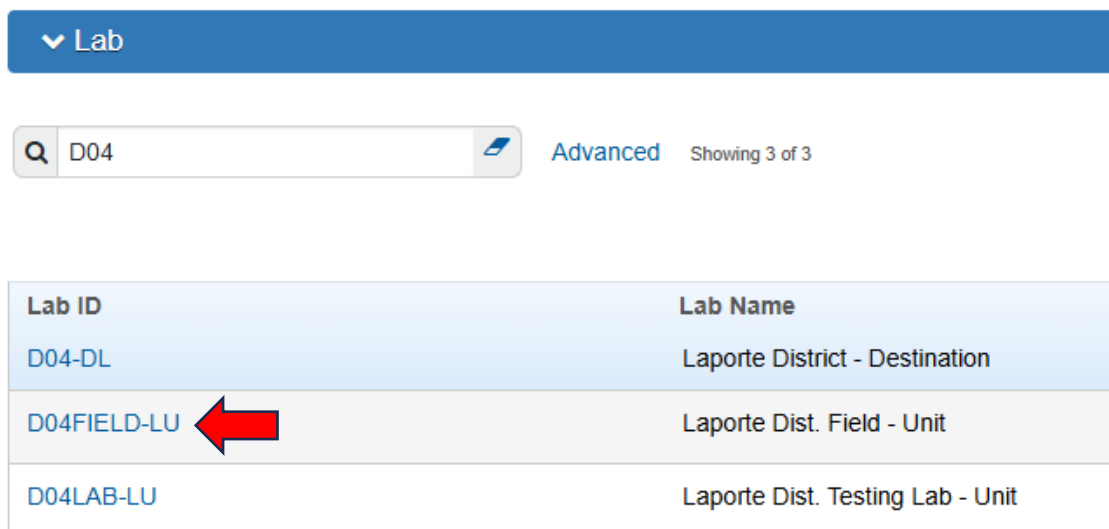
▼ Lab

🔍 Type search criteria or press Enter

Enter search criteria above to see results of Show first 10

4. Select the Lab Unit you wish to modify.

Lab Overview



▼ Lab

🔍 D04 Advanced Showing 3 of 3

Lab ID	Lab Name
D04-DL	Laporte District - Destination
D04FIELD-LU	Laporte Dist. Field - Unit
D04LAB-LU	Laporte Dist. Testing Lab - Unit

5. Select Lab Testers. The screen will display all the users with Tester rights at the lab selected.

Lab Summary

▼ Lab: D04FIELD-LU - Laporte Dist. Field - Unit

General
Qualifications
Lab Testers
Lab Samplers
Addresses

Q Type search criteria or press Enter  Advanced

Select Lab Testers...

Last Name	First Name
Walinski	Margaret
Thompson	Drew
Borkman	Eric
Acosta	Erick
Archuleta	Felicia

6. Click on Select Lab Testers.

Select Lab Testers...

7. You can search by First Name, Last Name or User ID.

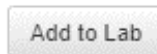
Q Type search criteria or press Enter  Sort by Qual ID ▼ Showing 50 of 152

Select: All | None

8. Once the users are displayed you can select the user(s) you are adding. Multiple selections can be made from this screen to be added to the Lab.

Last Name	First Name
User	ADMIN
User	CorpDomain\ADMIN
User	WTSYSTEMUSER
✓ Dunlap	Rose
Wooden	John
Stickney	Dan
✓ Avona	Joseph
Beuchel	Michael
✓ Schilling	Dave
Shipley	Nichole

9. Select Add to Lab.



10. Select Save to save your selections.



11. You have now added a specific user to a Lab Unit.

Removing a User from a Lab Unit

12. Follow steps 1 through 5.

13. Identify the user needing to be removed from the Lab Unit.

Lab Summary

▼ Lab: D04FIELD-LU - Laporte Dist. Field - Unit

General

Qualifications

Lab Testers

Lab Samplers

Addresses

Q

Type search criteria or press Enter

Advanced

Select Lab Testers...

Last Name	First Name
Walinski	Margaret
Thompson	Drew
Borkman	Eric
Acosta	Erick
Archuleta	Felicia

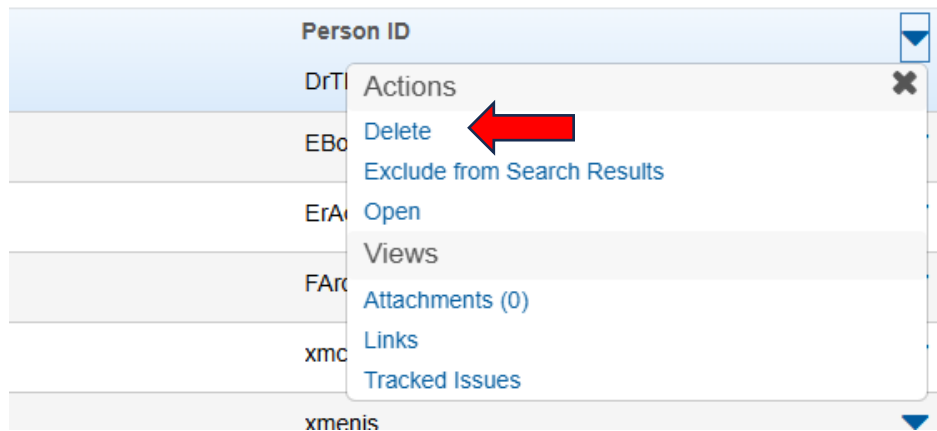
14. Select the action arrow to the right of the user.

0 marked for deletion | 0 changed

Person ID	▼
DrThompson	▼
EBorkman	▼

15. Select Delete to remove the user from the Lab Unit.

0 marked for deletion | 0 changed



16. Select Save.

