



AASHTOWare Project Training Manual

Project Engineer/Manager/Supervisor and Area Engineer

Date: February 2025

Revision: 3



Overview

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

1. [View Tester Qualifications assigned to a User](#)

Viewing Qualifications

1. In the “Personal Qualifications Overview” search field on your dashboard, type the first or last name of the user you are looking for.

▼ Person Qualification Overview

Q

Type search criteria or press Enter

Advanced

Qualifications

No Filter

0 changed

Enter search criteria above to see results or Show first 10

2. All users meeting the search criteria will be displayed.

▼ Person Qualification Overview

Q

hassan

Advanced

Showing 3 of 3

Qualifications

No Filter

0 changed

Last Name	First Name	Mi	Geographic Area	Person ID	User	Remarks
Hassan	Taha		COCC - Central Office	thassan	Yes	0
Hassan	Muhammad		6100 - Crawfordsville Distri	MHassan	No	0

3. Select the user you want to view qualifications for.

▼ Person Qualification Overview

Q

hassan

Advanced

Showing 3 of 3

Qualifications

No Filter

→

Last Name	First Name	Mi	Geographic Area	Person ID
Hassan	Taha		COCC - Central Office	thassan
Hassan	Muhammad		6100 - Crawfordsville Distri	MHassan

4. “General” information about the user will be displayed.

Person: Taha Hassan

General

Tester

Tester Labs

Sampler

Sampler Labs

Enter Test Results

Person ID *

thassan

Last Name *

Hassan

Middle Initial

Employer

Supervisor Id

Q Begin typing to search or press Enter

Primary Lab

Q Begin typing to search or press Enter

Email On-File

Yes

Email Required

Yes

Sampler

No

Remarks

0

First Name *

Taha

Previous Last Name

Title

Geographic Area

COCC - Central Office

User

Yes

Reference Employee

No

Calibrator

No

Exempt Calibrator

No

5. Select “Tester”. This screen will display all the “Qualifications” assigned to the user.

Person: Taha Hassan

General

Tester

Tester Labs

Sampler

Sampler Labs

Q Type search criteria or press Enter

Sort by Qual Status

Showing 11 of 11

Qualification ID	Qualification Description	Qualification Type	Active
> Non-IA	Common Tests-IA Not Required	None - None Required	Yes
> Effective Date	Expiration Date	Active	Yes
01-01-04		Yes	
> T119-Concrete-Exam	Slump of Concrete	Qualified - Qualified	Yes
> 01-01-04	01-01-27	Yes	
> T119-Concrete-Qual	Slump of Concrete	Qualified - Qualified	Yes
> 01-01-04	01-01-27	Yes	
> T121-Concrete-Exam	Unit Weight and Yield of Concrete	Qualified - Qualified	Yes
> 01-01-04	01-01-27	Yes	
> T121-Concrete-Qual	Unit Weight and Yield of Concrete	Qualified - Qualified	Yes
> 01-01-04	01-01-27	Yes	
> T152-Concrete-Exam	Air Content of Concrete by Pressure	Qualified - Qualified	Yes
> 01-01-04	01-01-27	Yes	

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

Qualification ID	Qualification Description	Qualification Type	Active
Non-IA	Common Tests-IA Not Required	None - None Required	Yes
Effective Date	Expiration Date	Status	Active
01-01-04		ACTIVE - Active	Yes

7. The second row shows you information about the Users Qualifications on that specific Material Test.

Qualification ID	Qualification Description	Qualification Type	Active
Non-IA	Common Tests-IA Not Required	None - None Required	Yes
Effective Date	Expiration Date	Status	Active
01-01-04		ACTIVE - Active	Yes

8. Select "Sampler".

Person Qualifications Summary

▼ Person: Melissa Shaw

General

Tester

Tester Labs

Sampler

Sampler Labs

9. The screen will display all the qualifications assigned to the user.

Person Qualifications Summary

Person: Melissa Shaw

General
Tester
Tester Labs
Sampler
Sampler Labs

Q Type search criteria or press Enter Sort by Qual Status Showing 18 of 18

Qualification ID	Qualification Description	Qualification Type
Geosynthetics	Geosynthetics	Active
Effective Date	Expiration Date	Status
01-01-20		ACTIVE - Active
		Yes
Geosynthetics	Geosynthetics	No
05-22-24	05-24-24	ACTIVE - Active
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
10-03-23		ACTIVE - Active
		Yes
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
04-23-24	12-31-49	ACTIVE - Active
		Yes

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

Qualification ID	Qualification Description	Qualification Type
Geosynthetics	Geosynthetics	
Effective Date	Expiration Date	Status
01-01-20		ACTIVE - Active
		Active
		Yes

11.The second row shows you information about the Users Qualifications on that specific Material Test.

Qualification ID	Qualification Description	Qualification Type
Geosynthetics	Geosynthetics	
Effective Date	Expiration Date	Status
01-01-20		ACTIVE - Active
		Active
		Yes