

AASHTOWare Project Training Manual

Revision Date: August 2023



Add User Qualifications

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

1. [Add Sampler and Tester Qualifications to a User](#)

Adding Qualifications

1. Log into AWP.

A login form with fields for 'holder', a password field with masked characters, a 'DOT' dropdown menu, and a 'Log On' button.

2. In the Personal Qualifications Overview type in the first or last name of the user you are looking for.

A screenshot of the 'Person Qualification Overview' page. It shows a search bar with the placeholder 'Type search criteria or press Enter' and a red arrow pointing to it. There are also navigation tabs at the top and a 'Qualifications' dropdown menu.

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

Person Qualification Overview				
Q shaw		Advanced	Showing 2 of 2	Qualifications No Filter
Last Name	First Name	Mi	Geographic Area	Person ID
Shaw	Melissa		6500 - Seymour District	isshaw
Bottorff	Shawn		6500 - Seymour District	SBottorff

4. Select the user you are wanting to add qualifications to.

Person Qualification Overview

Q shaw  Advanced Showing 2 of 2 Qualifications No Filter 

Last Name	First Name
Shaw	Melissa
Bottomf	Shawn

5. General information about the user will be displayed.

Person Qualifications Summary

Person: Melissa Shaw

General

Tester

Tester Labs

Sampler

Sampler Labs

Person ID *

isshaw

Last Name *

Shaw

Middle Initial

Staff Type

Agency

Supervisor Id

Q idunlap 
Dunlap Rose

Primary Lab

Q D05FIELD-LU 
Seymour Dist. Field Testing - Lab Unit

Email On-File

Yes

Remarks

1

First Name *

Melissa

Previous Last Name

Title

Geographic Area

6500 - Seymour District

User

Yes

Reference Employee

No

Calibrator

No

6. Select Tester.

Person Qualifications Summary

Person: Melissa Shaw

General

Tester

Tester Labs

Sampler

Sampler Labs

7. The screen will display all the Qualifications assigned to the user.

Person Qualifications Summary

Person: Ellis Holder

General

Tester

Tester Labs

Sampler

Sampler Labs

Q Type search criteria or press Enter Sort by Qual Status Showing 33 of 33

Select Testing Qualifications...

Qualification ID	Qualification Description	Qualification Type	Active
D6103-Concrete-Exam	Flow Consistency of Flowable Backfill	Qualified - Qualified	No
Effective Date	Expiration Date	Status	Active
04/10/2018	01/01/2021	ACTIVE - Active	No
D6103-Concrete-Qual	Flow Consistency of Flowable Backfill	Qualified - Qualified	Yes
12/06/2022	01/01/2025	ACTIVE - Active	Yes
ITM216-Concrete-Exam	Ltweight DCP Testing of Flowable Fill	Qualified - Qualified	No
04/10/2018	01/01/2021	ACTIVE - Active	No
ITM216-Concrete-Qual	Ltweight DCP Testing of Flowable Fill	Qualified - Qualified	Yes
12/06/2022	01/01/2025	ACTIVE - Active	Yes

8. The first row shows you the information about the Test.

Qualification ID	Qualification Description	Qualification Type	Active
AASHTO T155	Water Retention by Concrete Curing Mater	Qualified - Qualified	Yes
Effective Date	Expiration Date	Status	Active
03/19/2024		ACTIVE - Active	Yes

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

Qualification ID	Qualification Description	Qualification Type	Active
AASHTO T155	Water Retention by Concrete Curing Mater	Qualified - Qualified	Yes
Effective Date	Expiration Date	Status	Active
03/19/2024		ACTIVE - Active	Yes

10. To Add a new qualification to a user, click Select Testing Qualifications.

Select Testing Qualifications...

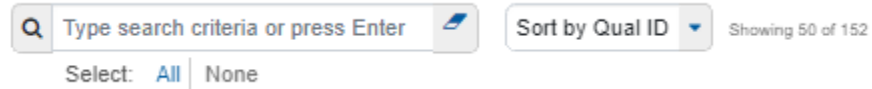
11. All available tester qualifications will be displayed.

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

Select: All None

Qualification ID	Qualification Description	Qualification Type
AASHTO	AASHTO Resource	Accredited - Accredited
AASHTO T155	Water Retention by Concrete Curing Mater	Qualified - Qualified
AASHTO T24	Compress Stren of Drilled Cores	Qualified - Qualified
AASHTO T260	Chloride Ion	Qualified - Qualified
AASHTO T27	Sieve Analysis of Aggregate	Qualified - Qualified

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



The interface shows a search bar with a magnifying glass icon, a text input field containing "Type search criteria or press Enter", and a blue pencil icon. To the right is a "Sort by Qual ID" dropdown menu. Further right, it says "Showing 50 of 152". Below the search bar, there is a "Select:" label followed by "All" (highlighted in blue) and "None".

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

Qualification ID	Qualification Description	Qualification Type
AASHTO	AASHTO Resource	Accredited - Accredited
✓ AASHTO T155	Water Retention by Concrete Curing Mater	Qualified - Qualified
AASHTO T24	Compress Stren of Drilled Cores	Qualified - Qualified
✓ AASHTO T260	Chloride Ion	Qualified - Qualified
AASHTO T27	Sieve Analysis of Aggregate	Qualified - Qualified
✓ AASHTO T277	Elec. Ind. of Conc. to Resist Chloride	Qualified - Qualified

14. Select Add to Tester.

Add to Tester

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



A red arrow points to a blue box containing the following text:

Qualification ID	Qualification Description
AASHTO T155	Water Retention by Concrete Curing Mater
Effective Date	Expiration Date

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

The screenshot shows a web form for entering qualification data. At the top, there is a header bar with the following fields: Qualification ID (AASHTO T155), Qualification Description (Water Retention by Concrete Curing Mater), Qualification Type (Qualified - Qualified), and Status (Active). Below this, the form is divided into sections for Effective Date, Expiration Date, and Status. The Effective Date field is highlighted with a blue box and a red arrow. The Expiration Date field is also highlighted with a blue box and a red arrow. The Status field is a dropdown menu with 'Active' selected. Below these fields, there is a section for Remarks, which is currently empty.

17. Populate the Effective Date following INDOT's policy for Independent Assurance Qualifications.

A close-up of the 'Effective Date' field. The field is a date picker with a blue border and a red arrow pointing to the date input area. The text 'mm/dd/yyyy' is visible inside the field.

18. Populate the Expiration Date following INDOT's policy for Independent Assurance Qualifications.

A close-up of the 'Expiration Date' field. The field is a date picker with a blue border and a red arrow pointing to the date input area. The text 'mm/dd/yyyy' is visible inside the field.

19. Select the Status from the dropdown.

A close-up of the 'Status' dropdown menu. The menu is open, showing four options: 'ACTIVE - Active', 'INACTIVE - Inactive', 'PENDING - Pending', and 'RESEARCH - Research'. The 'ACTIVE - Active' option is currently selected.

To add a sampling method to a user's qualifications:

20. Select Sampler.

Person Qualifications Summary

▼ Person: Melissa Shaw

General

Tester

Tester Labs

Sampler ←

Sampler Labs

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

Person Qualifications Summary

▼ Person: Ellis Holder

General

Tester

Tester Labs

Sampler

Sampler Labs

Q Type search criteria or press Enter

Sort by Qual Status Showing 4 of 4

Select Sampling Qualifications...

Qualification ID	Qualification Description	Status	Qualification Type
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	ACTIVE - Active	Qualified - Qualified
ITM207-Agg-Qual	Sampling Stockpiled Aggregates	ACTIVE - Active	Qualified - Qualified
ITM590-HMA-Exam	Sampling Hot Mix Asphalt	ACTIVE - Active	Qualified - Qualified

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

Qualification ID	Qualification Description	Qualification Type
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
Effective Date	Expiration Date	Status
04/10/2018	01/01/2021	ACTIVE - Active

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

Qualification ID	Qualification Description	Qualification Type
ITM207-Agg-Exam	Sampling Stockpiled Aggregates	Qualified - Qualified
Effective Date	Expiration Date	Status
04/10/2018	01/01/2021	ACTIVE - Active

24. To add a new qualification to a user, click Select Sampling Qualifications.

Select Sampling Qualifications...

25. All available Sampler Qualifications 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	

26. 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	

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

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

28. Select Add to Sampler.

Add to Sampler

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



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

Qualification ID	Qualification Description	Qualification Type
R60-Concrete-Qual	Sampling Freshly Mixed Concrete	Qualified - Qualified
Effective Date	Expiration Date	Status

Qualification ID: R60-Concrete-Qual

Qualification Description: Sampling Freshly Mixed Concrete

Qualification Type: Qualified - Qualified

Effective Date: 12/19/2024

Expiration Date: mm/dd/yyyy

Status: Active

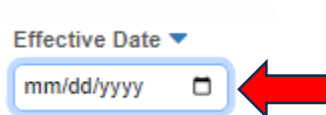
Remarks: 0

▼ Remarks

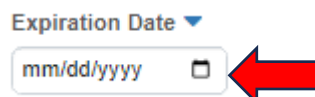
Type:

Remark:

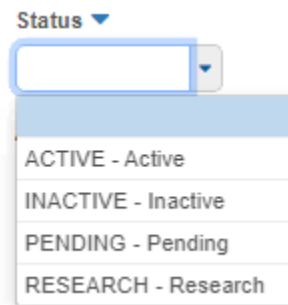
31. Enter the Effective Date for the new qualification by selecting the calendar icon.



32. Populate the Expiration Date following INDOT's policy for Independent Assurance Qualifications.



33. 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 dropdown is highlighted with a blue border.

34. Enter Remarks if needed.



A screenshot of a web form showing a section for 'Remarks'. It includes a dropdown menu for 'Type' and a text input field for 'Remark'. The 'Type' dropdown is currently empty, and the 'Remark' field is also empty.

35. Select Save to save your selections.



A screenshot of a web form showing a 'Save' button. The button is blue with a white border and contains the text 'Save', a downward arrow, and a question mark icon.