

AASHTOWare Project Training Manual

Revision Date: August 2023



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

Test Assignments - Assigning Action Relationship to Units (Reference Data)

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

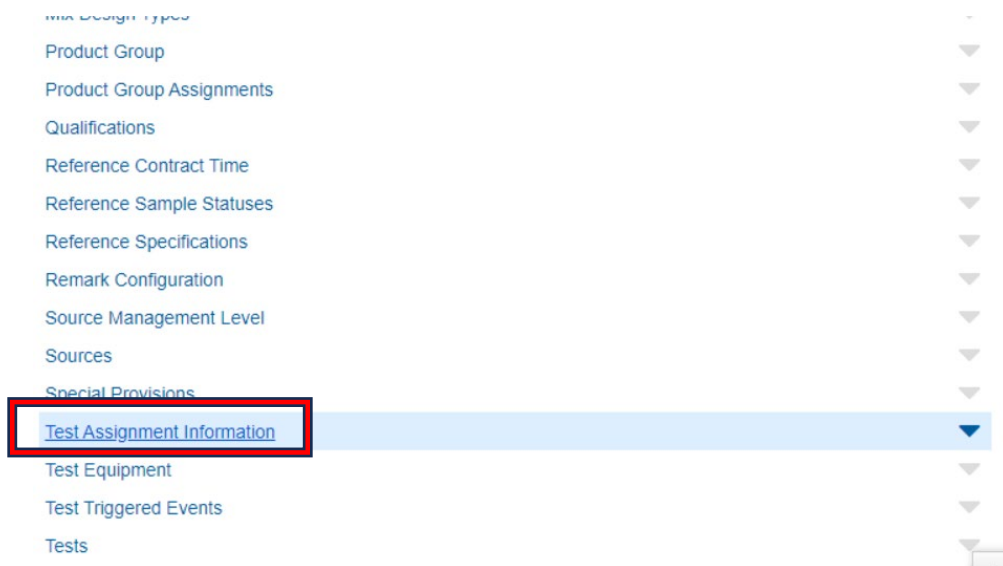
1. [Create a Test Assignment \(Assign an Action Relationship to Units\)](#)

Test Assignments - Assigning Action Relationship to Units (Reference Data)

1. Log into AWP.



2. Begin at the Dashboard and click Test Assignment Information under Reference Data.



3. The information tells you the lab that's qualified to report a specific test, on this type of sample for all materials in this category or specific material code. Each row displayed provides the following information.

- Material Category (the entire category if blank)
- Sample Type
- Lab Unit
- Test

Test Assignment Information Overview

▼ Test Assignment Information Overview Save ?

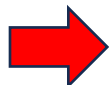
Test Assignments Test Result Values

Material Sample Type Lab Unit

Q Type search criteria or press Enter Advanced Showing 50 of 114848 Q Begin typing to search or pr No Filter Q Begin typing to search or pr 0 added 0 marked for deletion 0 changed

Material Category	Material	Sample Type	Lab Unit	Test
> 902 Asphalt, Emulsn - 902	-	INFO - Informational Testir	M&TD-Binder-LU - Materiz	AASHTO M316 - Polymer
> Default	Start Test Status	Required	Autofinalize	Test Runs
No	10 - Test in Queue	No	No	1
> No	10 - Test in Queue	No	No	1
> 902 Asphalt, Emulsn - 902	-	AUDT - Audit	M&TD-Binder-LU - Materiz	AASHTO M316 - Polymer
> No	10 - Test in Queue	No	No	1
> 902 Asphalt, Emulsn - 902	-	BACKUP - Backup Sampk	M&TD-Binder-LU - Materiz	AASHTO M316 - Polymer
> No	10 - Test in Queue	No	No	1
> 902 Asphalt, Emulsn - 902	-	FAIL - Failed Material Inve	M&TD-Binder-LU - Materiz	AASHTO M316 - Polymer
> No	10 - Test in Queue	No	No	1
> 902 Asphalt, Emulsn - 902	-	IAS - Independent Assurar	M&TD-Binder-LU - Materiz	AASHTO M316 - Polvmer

4. Expand the row by clicking the arrow under the Material Category.



Material Category	Material
> 902 Asphalt, Emulsn - 902 Asphalt Materials	-
> Default	Start Test Status
No	10 - Test in Queue

5. This gives you a more detailed view of the test requirements.

Material Category	Material	Sample Type	Lab Unit	Test
902 Asphalt, Emulsn - 902 Asphalt Materials	-	INFO - Informational Testing	M&TD-Binder-LU - Materials & Tests Binder	AASHTO M316 - Polymer Modified Cationic
Default	Start Test Status	Required	Autofinalize	Test Runs
No	10 - Test in Queue	No	No	1

Material Category ▼

902 Asphalt Materials, Asphalt Emulsions

Material ▼

Sample Type ▼

INFO - Informational Testing

Lab Unit ▼

Materials & Tests Binder - Lab Unit

Test ▼

Polymer Modified Cationic Emulsions

Default Test ▼

☐

Start Test Status ▼

10 - Test in Queue

Required Test ▼

☐

Autofinalize ▼

☐

Test Runs ▼

6. To add a new test to a lab unit, select the New button.

New

7. Select the Material Category that this test applies to from the list provided. Click into the Material Category field and press enter. The list will be displayed for you to select from.

Material Category ▼

100 Misc Materials

100 Miscellaneous Materials

200 Earthwork, Misc

200 Earthwork, Miscellaneous

213 Flowable Fill

213 Flowable Fill

216 Cell Conc Fill

216 Cellular Concrete Fill

300 Agg Pvt/Bs, Misc

300 Aggregate Pavements & Bases, Miscellaneous

400 Asphalt, Misc

400 Asphalt Pavement, Miscellaneous

8. If the test you are entering applies to a specific material code you need to enter the material code in the Material field. If the test applies to all material codes in the material category leave this field blank.

Material ▼

9. Select the Sample Type from the dropdown.

Sample Type* ▼

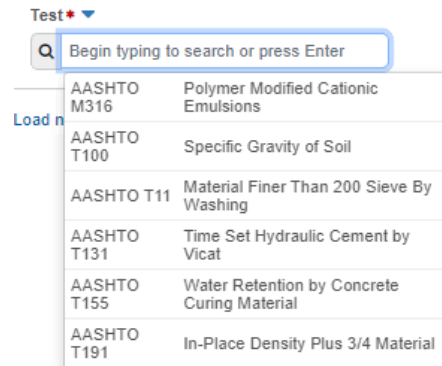
- ACCP - Acceptance Testing
- AUDT - Audit
- BACKUP - Backup Sample
- FAIL - Failed Material Investigation
- IAS - Independent Assurance Samples
- INFO - Informational Testing
- POUS - Point of Use
- QUALITY - Quality

10. Select the Lab Unit that this test applies to from the list provided. Click into the Lab Unit field and press enter. The list will be displayed for you to select from.

Lab Unit* ▼

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
M&TD-Chem-LU	Materials & Tests Chem Lab - Lab Unit
M&TD-Concrete-LU	Materials & Tests Concrete - Lab Unit

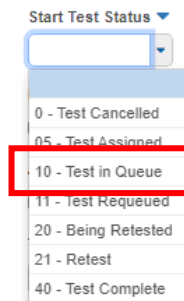
11. Select the Test that applies from the list provided. Click into the Test field and press enter. The list will be displayed for you to select from.



The screenshot shows a dropdown menu for selecting a test. The menu is titled "Test" with a red star and a downward arrow. Below the title is a search bar with the placeholder text "Begin typing to search or press Enter". To the left of the search bar is a blue button labeled "Load n". The dropdown list contains the following items:

Test	Description
AASHTO M316	Polymer Modified Cationic Emulsions
AASHTO T100	Specific Gravity of Soil
AASHTO T11	Material Finer Than 200 Sieve By Washing
AASHTO T131	Time Set Hydraulic Cement by Vicat
AASHTO T155	Water Retention by Concrete Curing Material
AASHTO T191	In-Place Density Plus 3/4 Material

12. Start Test Status should always be Test in Queue. This should always be selected from the dropdown list.

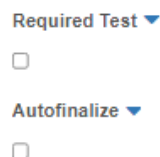


The screenshot shows a dropdown menu for selecting a start test status. The menu is titled "Start Test Status" with a downward arrow. The dropdown list contains the following items:

- 0 - Test Cancelled
- 05 - Test Assigned
- 10 - Test in Queue
- 11 - Test Requested
- 20 - Being Retested
- 21 - Retest
- 40 - Test Complete

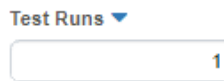
The item "10 - Test in Queue" is highlighted with a red rectangular box.

13. Required Test and Autofinalize should be left unchecked.



The screenshot shows two checkboxes. The first checkbox is labeled "Required Test" with a downward arrow. The second checkbox is labeled "Autofinalize" with a downward arrow. Both checkboxes are currently unchecked.

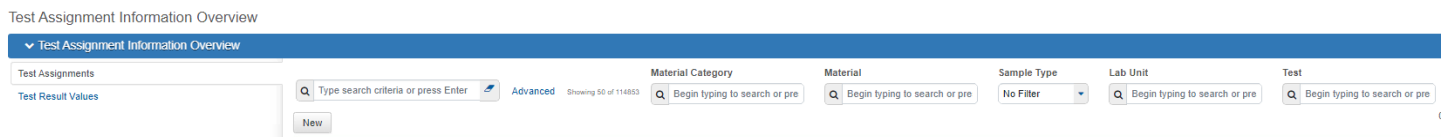
14. Test Runs should always be set to 1.

A screenshot of a web interface showing a dropdown menu labeled "Test Runs" with a downward arrow. Below the label is a text input field containing the number "1".

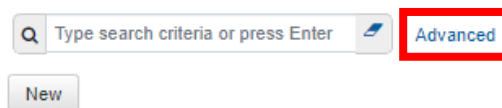
15. Select Save.



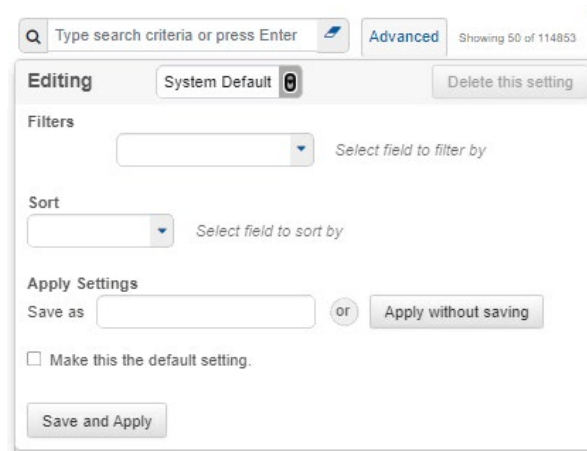
16. The test has been added to the system. The test must now be duplicated for all 9 Sample Types and for each Lab Unit needed (possibly duplicated 56 times). Scroll up to the top of the screen.

A screenshot of a web interface titled "Test Assignment Information Overview". Below the title is a blue header bar with a dropdown menu labeled "Test Assignment Information Overview". Below the header bar is a table with columns: "Test Assignments", "Material Category", "Material", "Sample Type", "Lab Unit", and "Test". The "Test Assignments" column has a search bar with the text "Type search criteria or press Enter" and a blue button labeled "Advanced". The "Material Category" column has a search bar with the text "Begin typing to search or pre". The "Material" column has a search bar with the text "Begin typing to search or pre". The "Sample Type" column has a dropdown menu labeled "No Filter". The "Lab Unit" column has a search bar with the text "Begin typing to search or pre". The "Test" column has a search bar with the text "Begin typing to search or pre". Below the table is a "New" button.

17. The first step to duplicate your newest test added is to create an advanced filter. This is needed to order all the tests displayed in order of newest added. Start by selecting Advanced.

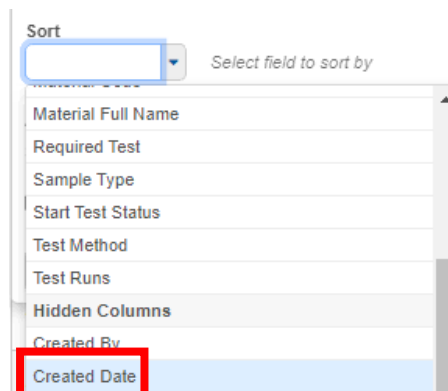
A screenshot of a web interface showing a search bar with the text "Type search criteria or press Enter" and a blue button labeled "Advanced". The "Advanced" button is highlighted with a red rectangular box. Below the search bar is a "New" button.

18. The Advanced Filter will be displayed.



The screenshot shows the 'Advanced' filter dialog box. At the top, there is a search bar with the text 'Type search criteria or press Enter' and a magnifying glass icon. To the right of the search bar is a button labeled 'Advanced' and a status indicator 'Showing 50 of 114853'. Below the search bar is a tabbed interface with 'Editing' selected and 'System Default' next to it. A 'Delete this setting' button is located to the right of the tabs. The 'Filters' section contains a dropdown menu with the placeholder text 'Select field to filter by'. The 'Sort' section contains a dropdown menu with the placeholder text 'Select field to sort by'. The 'Apply Settings' section includes a 'Save as' text field, an 'or' button, and an 'Apply without saving' button. At the bottom, there is a checkbox labeled 'Make this the default setting.' and a 'Save and Apply' button.

19. Select Created Date from the Sort dropdown.



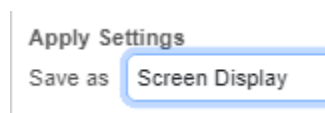
The screenshot shows the 'Sort' dropdown menu open. The dropdown list contains the following items: 'Material Full Name', 'Required Test', 'Sample Type', 'Start Test Status', 'Test Method', 'Test Runs', 'Hidden Columns', 'Created By', and 'Created Date'. The 'Created Date' item is highlighted with a red box.

20. Select the Sort descending box.



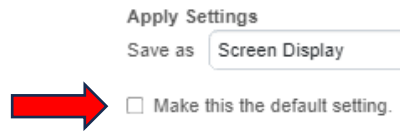
The screenshot shows the 'Sort' dropdown menu with 'Created Date' selected. A red arrow points to the 'Sort descending' checkbox, which is now checked.

20. Name the Advanced Filter in the Save as field.

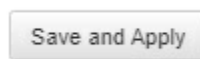


The screenshot shows the 'Apply Settings' section of the dialog box. The 'Save as' text field is highlighted with a blue box and contains the text 'Screen Display'.

21. Select the Make this the default setting box.



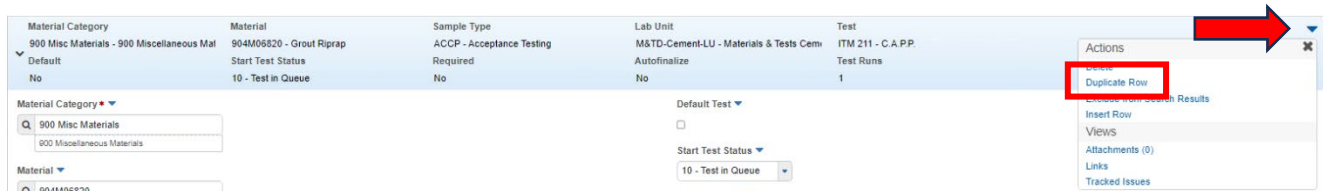
22. Select Save and Apply.



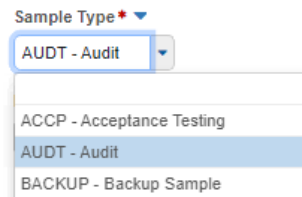
23. This screen will now display the newest test added on the top of the list.

Material Category	Material	Sample Type	Lab Unit	Test
900 Misc Materials - 900 Miscellaneous Mal	904M06820 - Grout Riprap	ACCP - Acceptance Testing	M&TD-Cement-LU - Materials & Tests Cem	ITM 211 - C.A.P.P.
Default	Start Test Status	Required	Autofinalize	Test Runs
No	10 - Test in Queue	No	No	1
401 HMA, QC/QA - 401 HMA, QC/QA	401M34542 - QC/QA HMA, 9.5mm Intermer	VERIFICATION - Verification Testing	M&TD-HMA-LU - Materials & Tests HMA - L	ITM 572 - Moisture Percent in Asphalt
> Yes	10 - Test in Queue	No	No	1
909 Pl&Epoxy, Met Sys - 909 Paint & Epoxy	913M14130 - Glass Beads, Standard	VERIFICATION - Verification Testing	M&TD-Chem-LU - Materials & Tests Chem I	AASHTO M247 - Glass Beads Used in Traff
> Yes	10 - Test in Queue	No	No	1
908 Base Mtl, Steel - 908 Base Metal, Steel	908M00006 - Steel, Base Metal for Pipe 18	VERIFICATION - Verification Testing	M&TD-Steel-LU - Materials & Tests Steel - L	AASHTO M218 - Mechanical Testing of Ster
> Yes	10 - Test in Queue	No	No	1
908 Base Mtl, Steel - 908 Base Metal, Steel	908M00006 - Steel, Base Metal for Pipe 18	VERIFICATION - Verification Testing	M&TD-Steel-LU - Materials & Tests Steel - L	AASHTO M197 - Alum Alloy for Corr Alum F
> Yes	10 - Test in Queue	No	No	1

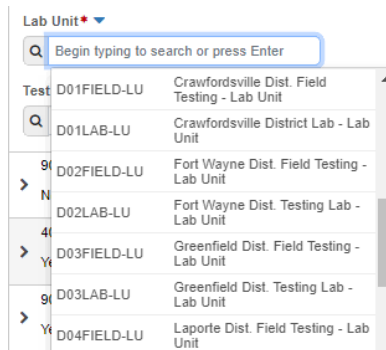
24. Select the Row Component Actions button and select Duplicate Row.



25. Change the Sample Type to the next sample type listed in the dropdown.



26. Change the Lab Unit to the next lab that needs the test.



27. Select Save.



26. Repeat steps 24 through 27 at add all Sample Types to each test added.