AASHTOWare™ PROJECT

MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Construction & Materials

Concrete Sample Records

Create a Concrete Sample Record

1. Navigate to Sample Records link
2. Select the component action menu drop arrow
3. Select the Add link



The General Tab

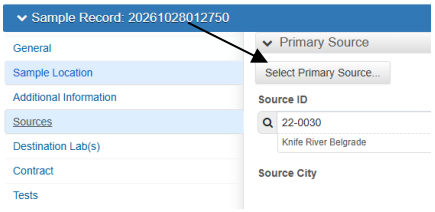
4. Enter the Sample Date
5. Enter in the Material Code – Name
6. Enter in the Witnessed by
7. In the Specimen(s) Number, enter the lot number and specimen information
8. Enter in the Intended Use
9. Enter the District/Area
10. **Control** Type and Control Number can be used, but it is not a requirement.
11. Enter in any **r**emarks as appropriate
12. Navigate to the Sources/Facilities tab

Note:

- Do NOT save until the Sources/Facilities step has been completed
- See the Materials Manual 609 section for the numbering process for the cylinders

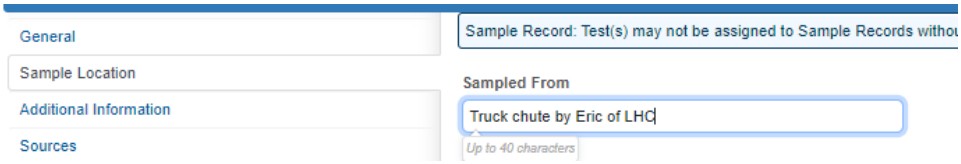
Sources/Facilities Tab

13. Click on the Sources/Facilities Tab
14. Click on the Select Primary Source button
15. In the search box, enter the source the material is coming from
16. Click on the Add to Sample Record after choosing the supplier
17. Save



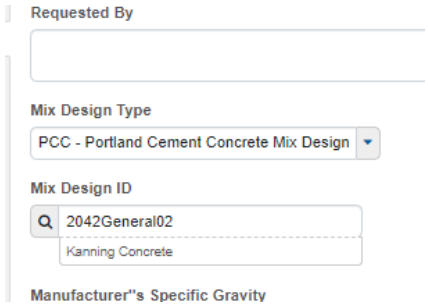
Sample Location Tab

18. Click on the Sample Location Tab
19. Fill in the information in the Sampled From field
20. Save



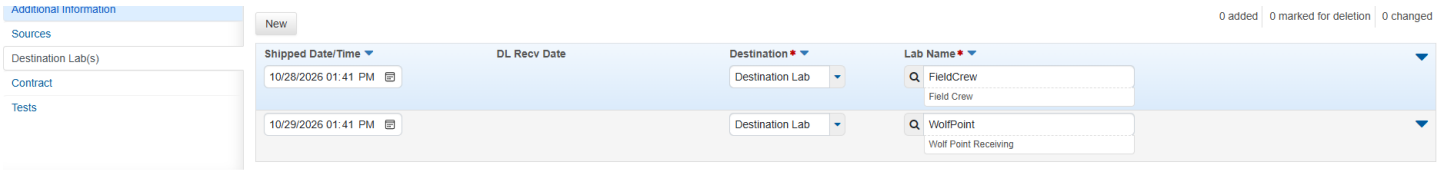
Additional Information Tab

21. Select the Additional Information Tab
22. Click on the Mix Design Type
23. Select PCC – Portland Cement Mix Design
24. Enter in the mix design number for the classification of concrete being tested.
25. Save



Destination Lab(s) Tab

26. Select the Destination Lab(s) tab
27. Select New
28. Enter the date of the test
29. Click on the Lab Name and enter FIELD CREW
30. Click New again
31. Enter the date that the cylinders are being given to the lab
32. Under the Lab Name field, enter in the lab name for the lab that the cylinders are going to
33. Save



Note:

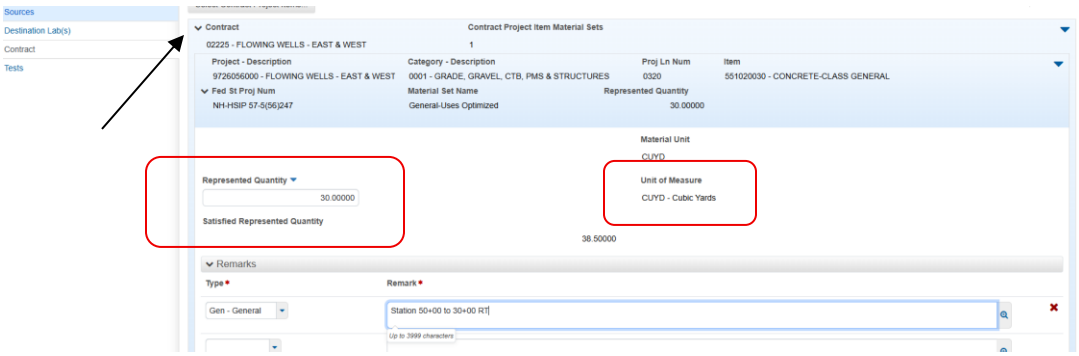
- The field crew should always be added to this tab if they have done anything with the sample
- Tests are populated by the information in this tab

Contract Tab

34. Select the Contract Tab
35. Click on the Select Contract Project Item button
36. Enter the contract number this sample is referenced to
37. Select the correct item(s) that this sample represents
38. Save

Project	Category - Description	Project Item	Material Set
9726056000	0001 - GRADE, GRAVEL, CTB, PMS & STRUCTURES	0320 - CONCRETE-CLASS GENERAL	General-Uses Conventional
9726056000	0001 - GRADE, GRAVEL, CTB, PMS & STRUCTURES	0320 - CONCRETE-CLASS GENERAL	General-Uses Optimized
9726056000	0001 - GRADE, GRAVEL, CTB, PMS & STRUCTURES	0670 - CURB 4 IN-CONCRETE	General-Uses Conventional
9726056000	0001 - GRADE, GRAVEL, CTB, PMS & STRUCTURES	0670 - CURB 4 IN-CONCRETE	General-Uses Optimized
9726056000	0001 - GRADE, GRAVEL, CTB, PMS & STRUCTURES	0840 - POSTS-STEEL STRUCTURAL SIGN	Foundation Uses Conventional

39. Expand the row by clicking on the > of the bid item row
40. Enter in the represented quantity by the Unit of Measure
41. Enter any comments as appropriate
42. Save



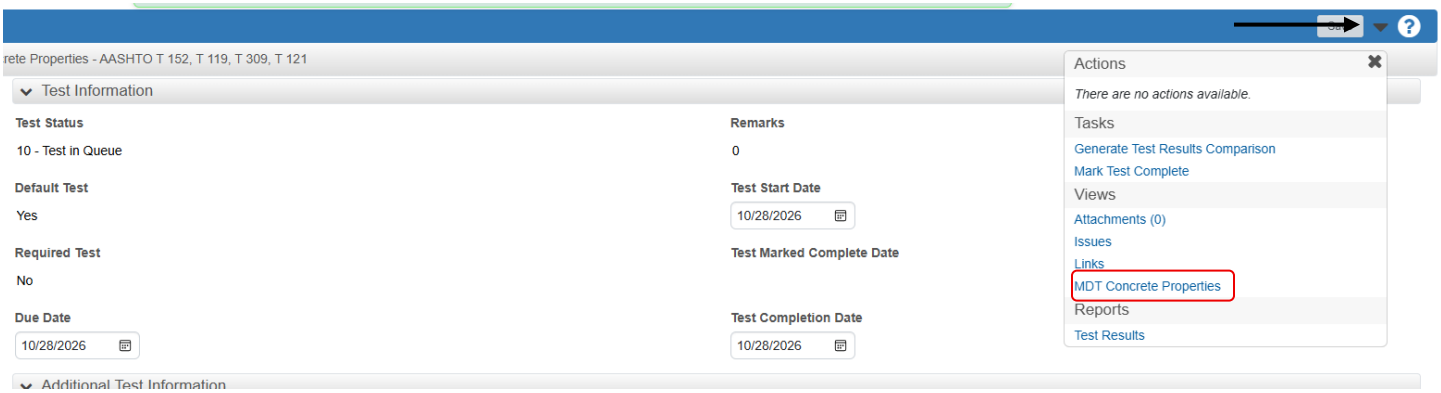
Note:

- The user will need to make sure that they are choosing the correct material set of Conventional or Optimized

- Verify the mix design if this information is unknown
- The user can add multiple items to the sample IF the sample is represented with the sample
- The **Unit of Measure** is how it is paid for. Not what is on the batch ticket
    - This can be LNFT, cuyd, sqyd ect
    - This matters when imported into QA for incentive and deducts
    - QA keeps an accumulative total by the unit of measure

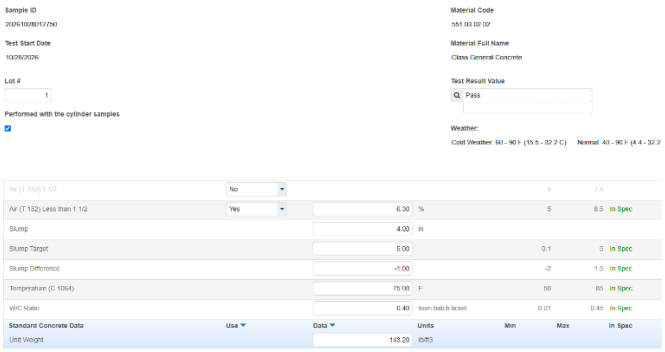
Test Tab

43. Select the Test Tab
44. Click on the Blue drop arrow next to Assign Tests and select **Assign Default tests**
45. Click on the **1.0** on the Concrete Properties field crew test
46. Add in the date tested in the Test Start Date, Test Completion and Due date fields
47. Save
48. Click on the white component action menu drop down arrow
49. Select the MDT Concrete Properties test link



Concrete Properties Agency View

50. Fill out the appropriate information with the testing data
51. Enter a Test Result Value
52. Save
53. Click on the Sample Record Test Quicklink

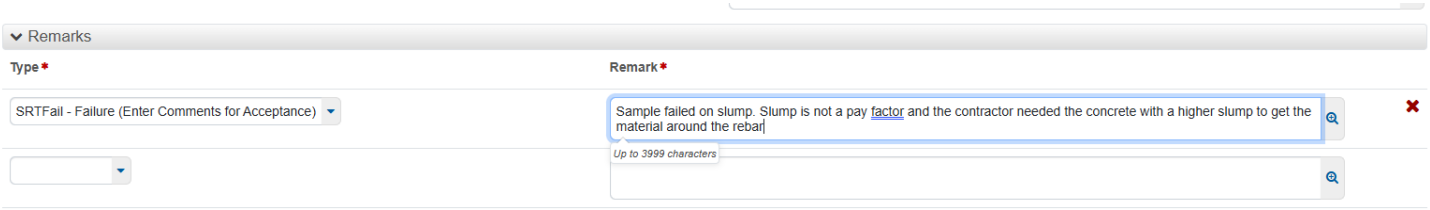


Note:

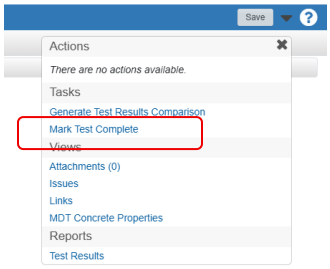
- The Test Result Value field must have the Pass/Fail
- If the properties tests were completed with cylinders, check the Performed with the cylinder samples check box
    - If something happens with the strength testing, this allows the appropriate personnel to see what the properties test information and verify if there was an issue
    - If the user did not create cylinders with the concrete properties with the specific test, do not check the box
- Every test run on the sample **MUST** have the same lot number in all the tests
    - This is the main cause of something not showing up when the user imports the data into QA

Sample Record Test Summary

54. Scroll down the Remarks Section
55. If a sample has FAILED, add the remark type of STRTFail – Failure (Enter Comments for Acceptance) and enter the remark as to why the sample will be accepted



56. If the sample test has passed, ignore step 55
57. Click on the white component action menu drop down
58. Click on the Mark Test Complete



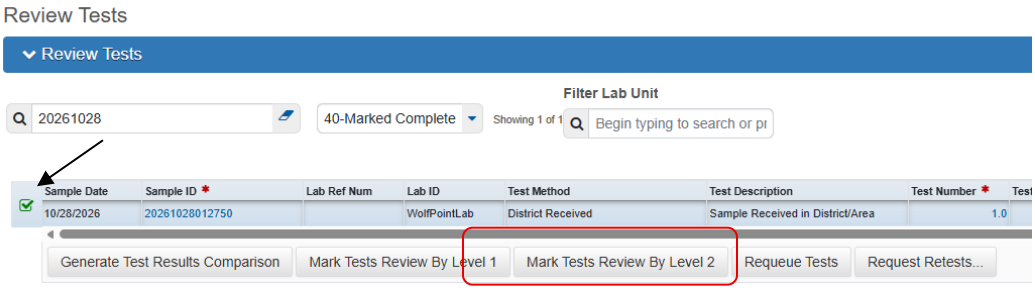
Note:

- Inspectors/Lab tech personnel should notify their EPM/FOP or Lab Supervisor that the test is ready to be Level 2 authorized
- Mark Test Complete locks the test from being edited.

Level 2 Authorize

Level 2 authorization can only be done by the FOP/EPM or Lab Supervisor roles

1. Click on the Review Tests quicklink
2. Enter the sample ID in the search box
3. Click on the checkbox next to the sample Id for the test that will need to be Level 2 authorized
4. Click on the Mark Tests Review by Level 2 button



Note:

- To open the test(s), the same process will be followed, but the 40-Marked Complete drop box needs to be changed to 60 – Approved Level 2
- Click the Requeue Tests button

