AASHTOWare™ PROJECT

MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Construction & Materials

Embankment & Aggregate Sample Records

1. Navigate to the Sample records row
2. Click on the white component arrow
3. Select Add
4. Enter the material code or the name of the material in the Material Code – Name field
5. Enter a Sample Date when the sample was obtained
6. Enter the Witnessed By
7. Select the Sample Type
8. Select the Acceptance Method
9. Enter in the Specimen(s) Number
10. Fill out the Intended Use field
11. Select the District the user is from
12. Enter any comments/remarks as appropriate
13. Select the Sources/Facilities tab
14. Click on the Select Primary Source button
15. Search for the correct Source
16. Select the Add to Sample Record button
17. Save
18. Navigate to the Sample Location Tab
19. Enter where the sample was obtained in the Sampled From field
20. Save
21. Click on the Destination Lab(s) tab
22. Select the New button
23. Enter the date the sample was obtained
24. Enter FIELD in the Lab Name field
25. Select New again
26. Enter the date the sample will go to the lab
27. Enter the correct lab in the Lab field Name
28. Save
29. Go to the Contract Tab
30. Click on the Select Contract Project Items button
31. Enter the contract in the search box and hit enter
32. Find the representative bid items that this material will be used for
33. Save

34. Navigate to the tests tab
35. Click on the blue drop arrow next to the Assign Tests button
36. Click on the Assign Default Tests link
37. Turn the sample into the lab

Note:

- Embankment and Aggregate samples require a source to be entered before saving.
- If the user saves and then goes to enter the source, the list will not populate
    - If this happens, the user will need to go back to the General Tab and re-enter the material code/name then go back to sources tab and select the source.
    - If the user saves before the source, it will wipe out the code and not know which sources will need to be selected.
- The sample location should be filled out where the sample was obtained and who sampled it. This will help if tests fail
- If the field collects the sample, they must be added to the Lab tab. This is for chain of custody.
- A lab must be entered with a test added or they cannot receive the sample in the lab without it.
- If a field test is defaulted but the field is not completing the testing requirement, then the test will have to be deleted
- Only the assigned lab unit will be able to delete the test

To delete the sample test:

- Click on the blue row action arrow on the test
- Select delete
- Save

