How to Submit a Sample Record

AASHTOWare Project Construction and Materials™
June 2022

This page is intentionally left blank

Table of Contents

Introduction

AASHTOWare Project™ (*AWP*) is a web-based program consisting of several modules designed to electronically to allow SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (*PrCM*) is a module designed to support the complete construction and materials management process.

Material Samples

Create a Sample Record

1. Log into AWP
2. Navigate to the **Links** menus for your coordinating Role on the Home Page
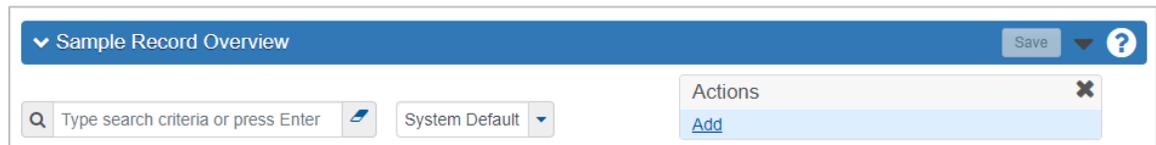3. Depending on your Role, Select *Sample Records* or *Sample Record Overview*

Figure 1 – Sample Record Overview

4. On the **Sample Record Overview** page, navigate to the top Right corner of the sub menu bar
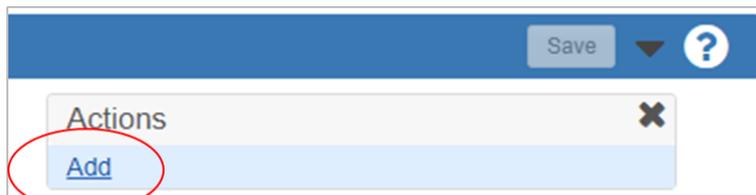5. Select the **Component Actions Menu** icon (down arrow)
6. Select the Add Action

Figure 1 – Add Component Action

General Sample Information

1. On the **Add Sample Record** page, of the "General" tab enter the required data fields
   (noted with a red asterisk*)
   - Sample ID number
   - Material Code – Name
   - Sample Date
   - Sample Type
   - Acceptance Method
   - Represented Quantity
   - Represented Quantity Units

Figure 2 - Add Sample Record

Figure 3 - Save Sample Record

2. Click the **[Save]** button, from the top Right corner of the sub menu bar

Sample Location

1. Select the "Sample Location" tab
2. Enter the required fields
   - Sampled From
   - Geographic Area

Figure 4 - Sample Location

3. At the bottom of the page, enter any additional Location data

Figure 6 – Location Data

4. Click the **[Save]** button

Sources

1. Select the "Sources" tab
2. Click the **[Select Primary Source…]** button

Figure 7 - Select Primary Source

3. Type or Search for the Source Name
4. Select/Check the *Source ID – Name*

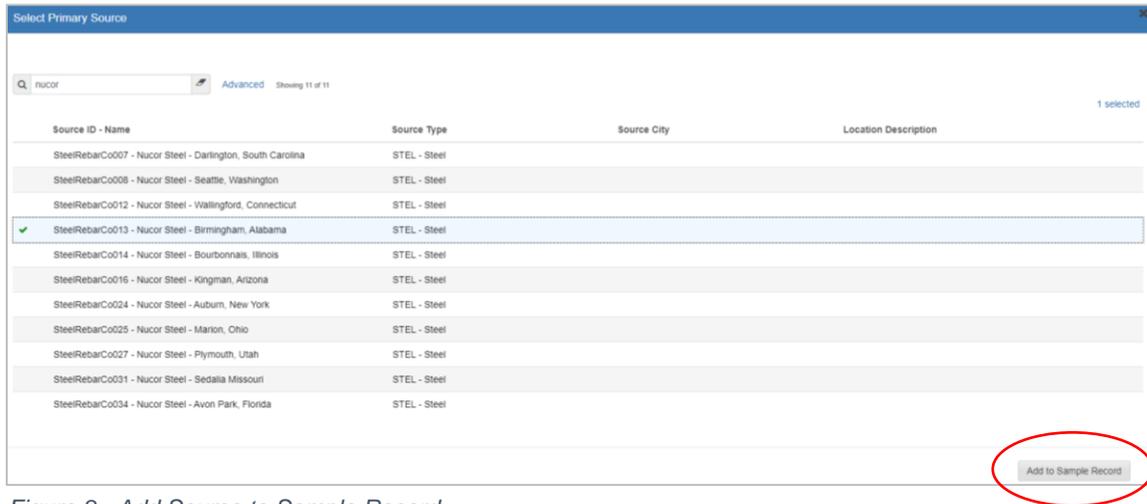5. Click the **[Add to Sample Record]** button

Figure 8 - Add Source to Sample Record

6. Click the **[Save]** button

Figure 9 - Save Sample Record

Additional Information

1. Select the "Additional Information" tab
2. Enter the required fields
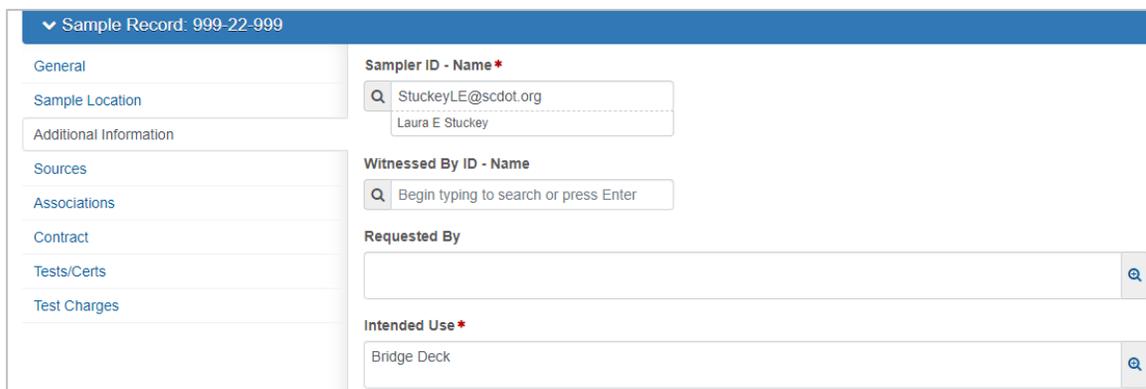   - Sampler ID
   - Intended Use

Figure 10 - Additional Information

3. Click the **[Save]** button

Associations

1. Select the "Associations" tab
2. Click the **[New]** button
3. Enter the required fields
   - Association Type >Select "Destination Lab"
   - Association Value > Select the Lab location to receive the sample in the drop down selection
4. Click the **[Save]** button

Additional Information			
Sources	Q Type search criteria or press Enter	Advanced	
Associations	New		
Contract	Association Type * ▼	Association Value * ▼	
Tests	Destination Lab ▼	Q LAB6	
Test Charges		DISTRICT 6 LAB	

Figure 11 - Associations Entry

*Note: For Material Certifications, the "Association Value" is always "CENT"

Contract

1. Select the "Contract" tab
2. Type or Search for the Contract (*Advanced* filter option available)

▼ Sample Record: 999-22-999		
General		
Sample Location	Q 4690020	Advanced Showing 1 of 1
Additional Information		
Sources	Select Contract Project Items...	
Associations	> Contract	Contract Project Item Material Sets
Contract	4690020.OMR	1

Figure 12 - Contract Tab

**NOTE: *Contract Authority* limits your user role to only view Contracts within your role's assigned District/County.

3. Click the **[Save]** button

***NOTE: STOP - For Samples, Do Not move forward with assigning a Test. This is performed by the Receiving Lab.

For Material Certifications submittal, see next page.

Material Certifications

Tests/Certs

1. Select the "Tests/Certs" tab
2. Select the **Component Actions Menu** icon (down arrow) next to the **[Assign Tests]** button
3. Depending on your Role, Select the Assign Default Tests Action or the **[Assign Tests]** button

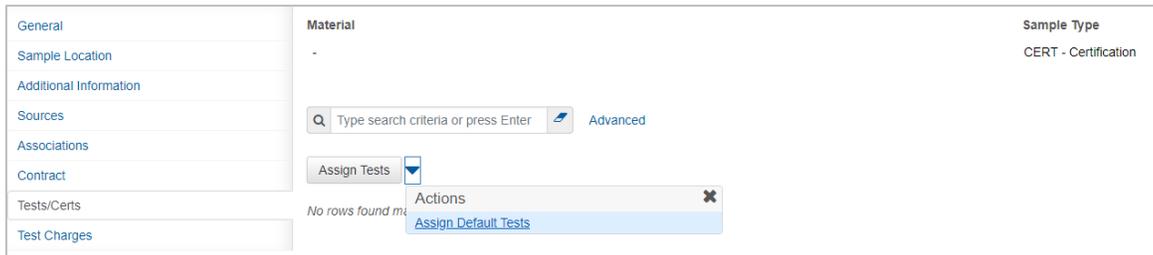*****NOTE:** For Materials only accepted as Certifications, the Default Test will be set to Certification.

Figure 13 – Assign Tests

4. On (1) Review Required Tests, Select the → [Next Arrow]

Figure 14 – Review Required Tests

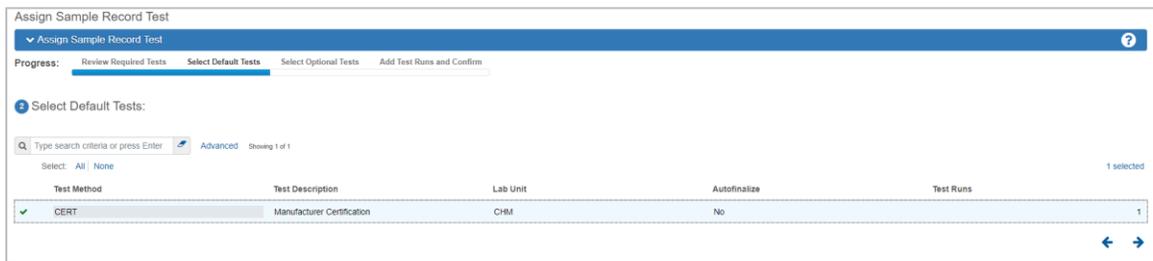5. On (2) Select Default Tests, Select/Check CERT Test Method, then Select the → [Next Arrow]

Figure 15 – Select Default Tests

6. On (3) Select Optional Tests, Select the → [Next Arrow]

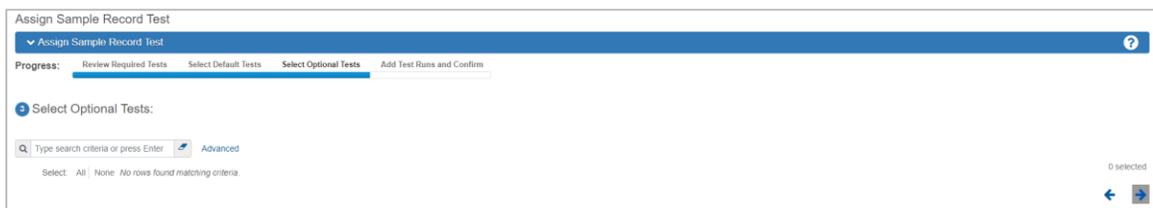*Figure 16 – Select Optional Tests*

7. On (4) Add Test Runs and Confirm, Select the [CONFIRM] button

Figure 17 – Add Test Runs and Confirm

8. Click the **[Save]** button

Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

https://www.scdot.org/business/aashtowareproject.aspx

South Carolina Department of Transportation