



South Carolina Department of Transportation

How to Submit a Sample Record

AASHTOWare Project Construction and Materials™
June 2022

This page is intentionally left blank



Table of Contents

Introduction.....	1
Material Samples.....	1
Create a Sample Record.....	1
General Sample Information.....	2
Sample Location.....	3
Sources.....	3
Additional Information.....	4
Associations.....	5
Contract.....	5
Material Certifications.....	6
Tests/Certs.....	6
Need Support.....	8

Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically 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](#)

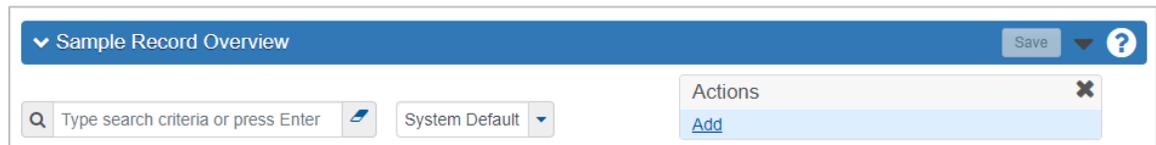


Figure 1 – Sample Record Overview

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

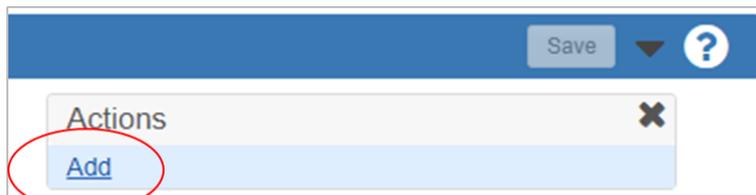


Figure 1 – Add Component Action

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

The screenshot shows the 'Add Sample Record' form with the 'General' tab selected. The form is divided into three columns. The left column contains a sidebar with 'General' selected, and other options like 'Sample Location', 'Additional Information', 'Sources', and 'Associations'. The middle column contains fields for 'Sample ID *', 'Material Code - Name *' (with a search icon), 'Administrative Office *' (with a search icon), 'Lab Control Number', 'Lab Reference Number', 'Control Number', 'Control Type' (dropdown), 'Seal Number', 'Sample Size', 'Sample Size Units' (dropdown), 'Represented Quantity *', and 'Represented Quantity Units *' (with a search icon). The right column contains fields for 'Sample Date *' (with a calendar icon), 'Sample Status', 'Sample Type *' (dropdown), 'Acceptance Method *' (dropdown), 'Authorized By', 'Authorized Date', 'Revising Sample ID', 'Revised By', 'Link To' (with a search icon), and 'Link From'.

Figure 2 - Add Sample Record

This screenshot shows the same 'Add Sample Record' form, but now with data entered. The 'Sample ID' is '999-22-999', 'Sample Date' is '03/10/2022', 'Material Code - Name' is 'SteelReinf-#4' (with 'Reinforcing Steel # 4 Bar / 13mm' below it), 'Administrative Office' is empty, 'Lab Control Number' is empty, 'Sample Date' is '03/10/2022', 'Sample Status' is empty, 'Sample Type' is 'JCTL - Job Control', and 'Acceptance Method' is 'SAMP - SAMPLE & TEST'. A yellow banner at the top says 'There are unsaved changes.' The 'Save Sample Record' button in the top right corner is circled in red.

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

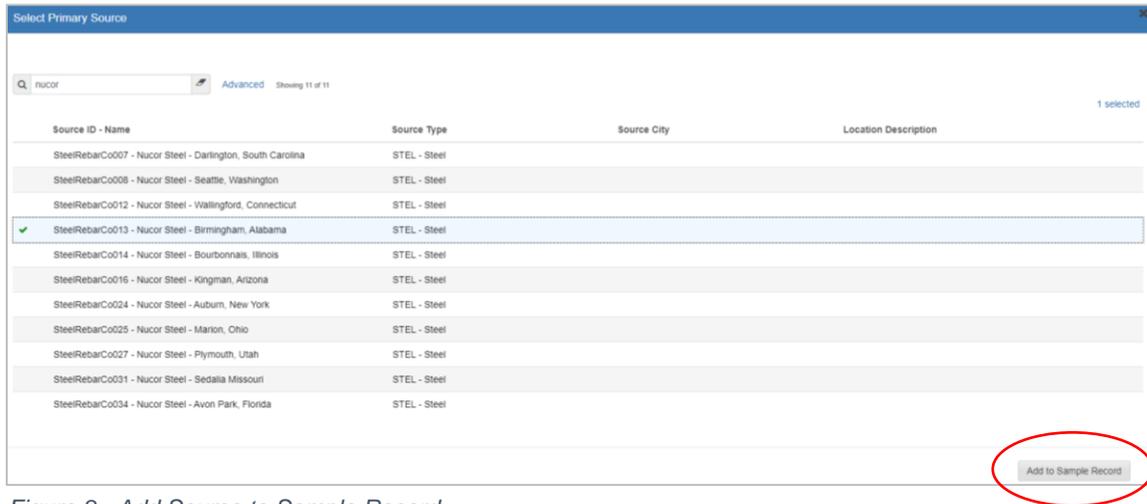


Figure 8 - Add Source to Sample Record

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

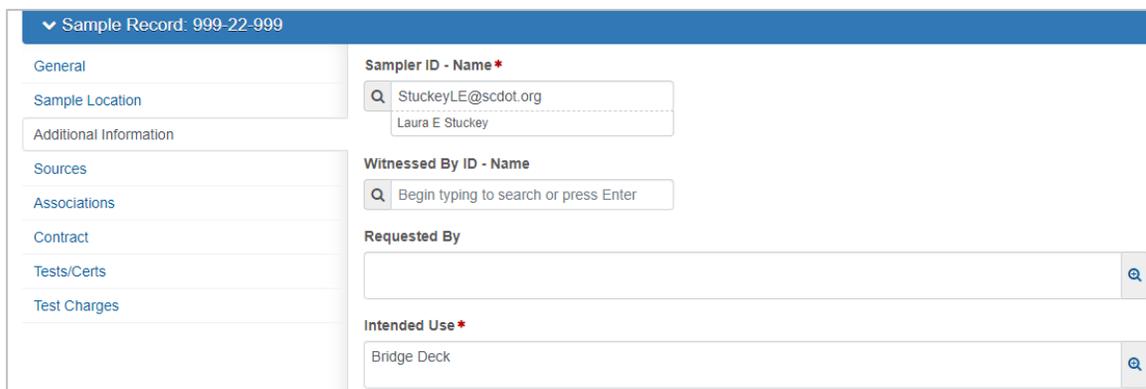


Figure 10 - Additional Information

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

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)

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.

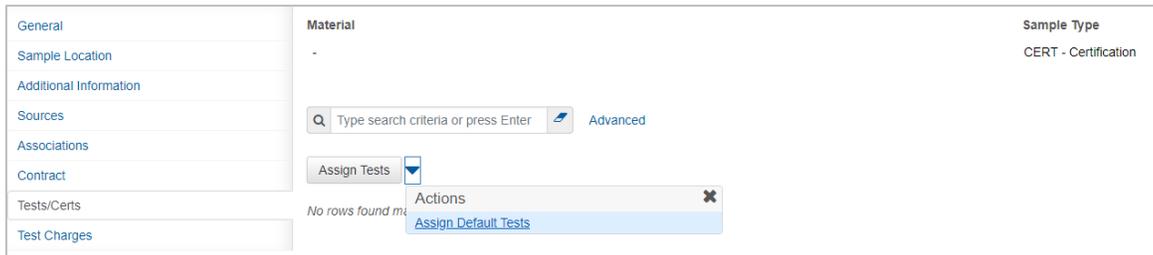


Figure 13 – Assign Tests

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 → [\[Next Arrow\]](#)

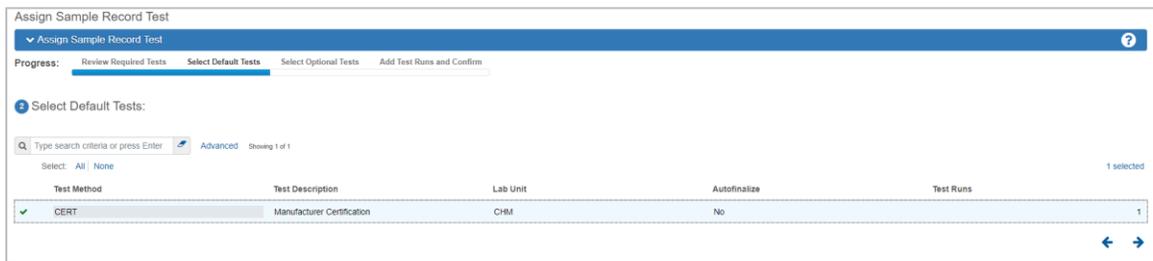


Figure 15 – Select Default Tests

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

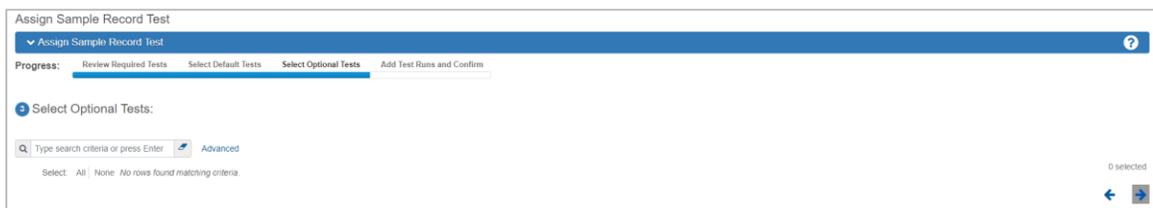


Figure 16 – Select Optional Tests

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

Assign Sample Record Test

▼ Assign Sample Record Test

Progress: Review Required Tests Select Default Tests Select Optional Tests **Add Test Runs and Confirm**

● Add Test Runs and Confirm:

▼ Required Tests 0 changed

No rows found matching criteria.

▼ Selected Default Tests 0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs ▼
CERT	Manufacturer Certification	CHM	No	1

▼ Selected Optional Tests 0 changed

No rows found matching criteria.

Confirm

Figure 17 – Add Test Runs and Confirm

- 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