

AASHTOWare Project Construction and Materials™

Quick Reference Guide for TDOT

Creating T2 Samples

Role: Office Staff V3

Key to Actions Menus:



Global **Actions** menu
(At the top of the screen)



Component **Actions**
menu (On the heading)



Row **Actions** menu
(On the row)

Background:

- A sample record contains information about a material that was sampled, tested, reviewed, or otherwise assessed.
- You cannot change the value in the **Material Code - Name** field after a test has been assigned to the sample record or after the sample record reaches *Logged* status or higher.
- No changes can be made to a sample record with a status of *Authorized* except adding or modifying disposition remarks.
- The **Tests** tab on a sample record allows you to assign default tests as appropriate for the sample record's material code, sample type, and destination lab.

Create a T2 Sample:

When adding a new sample record, the system will generate a new sample ID.

Navigation: Materials > Sample Records

1. Click the Home drop-down arrow and verify the correct role is selected.
2. In the Materials component, click the **Sample Records** link.
3. Click the component **Actions** menu and select the **Add** action.
4. In the **Material Code - Name** field, search for and select the material code for the material.
5. In the **Sample Date** field, enter the date the sample was taken.

6. In the **Sample Type** field, click the drop-down arrow and select the type of sample taken.
 - **Note:** This will always be **Certification** for a T2 Sample.
7. In the **Acceptance Method** field, click the drop-down arrow and select the acceptance method for the sample.
 - **Note:** This will always be **Certification** for a T2 Sample.
8. Click the **Save** button.
9. Click the **Sources** tab.
10. Click the **Select Primary Source...** button.
11. Search for and select a primary source.
12. Click the **Add to Sample Record** button.
13. Click the **Save** button.
14. Click the **Associations** tab.
15. Click the **New** button.
16. In the **Association Value** field, search for and select a destination lab.
17. Click the **Save** button.
18. From the **Sample Record Associations** tab, right-click the **Sample Record Summary** web browser tab, and select **Duplicate** tab.
19. Click the **Home** button.
20. In the Construction component, click the **Contract Administration** link.
21. Search for and select the contract for the Sample Record.
22. Click the **Subcontracts** quick link.
23. In the **Subcontract** section, double-click the applicable **Vendor number**.
24. Hover over the three dots and select **Copy**.
25. Click the **Sample Record Summary** web browser tab.
26. Click the **New** button.
27. In the **Association Type** field, click the drop-down arrow and select **Inspection Agency**.
28. Click in the **Association Value** field, right click and select **Paste**.
29. Press **Enter** on the keyboard and click the **Vendor number**.
30. Click the **Save** button.
31. Click the **Contract** tab.

32. Click the **Select Contract Project Items** button.
33. Search for and select the contract project item(s) to add to the sample record.
34. Click the **Save** button.
35. Expand the Contract Panel, then expand the item row.
36. Enter a value in the **Represented Quantity** field.
37. Click the **Save** button.
38. Click the **Tests** tab.
39. Click the list **Actions** menu next to the **Assign Tests** button and click the **Assign Default Tests** action.
40. To open the Sample Record Test component, click the **Test Number** link.
41. Scroll down to the **Additional Test Information** section; in the **Test Result Value** field, click the drop-down arrow and select the result of the sample record test.
42. Click the **Save** button.
 - **Note:** You can click the [Sample Record](#) quick link to confirm the **Sample Status** field shows complete.

Next Steps:

After assigning T2 default tests to sample records, the next step is to Maintain the Test Queue. Refer to TDOT Quick Reference Guides and CBTs for more information.