

AASHTOWare Project Construction and Materials™

Quick Reference Guide for TDOT

Creating T2 Samples

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.

Assigning T2 Default Tests to Sample Records:

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 **Associations** tab.
10. Click the **New** button.
11. In the **Association Value** field, search for and select a destination lab.
12. Click the **Save** button.

13. From the **Sample Record Associations** tab, right-click the **Sample Record Summary** web browser tab, and select **Duplicate** tab.
14. Click the **Home** button.
15. In the Construction component, click the **Contract Administration** link.
16. Search for and select the contract for the Sample Record.
17. Click the **Subcontracts** quick link.
18. In the **Subcontract** section, double-click the applicable **Vendor number**.
19. Hover over the three dots and select **Copy**.
20. Click the **Sample Record Summary** web browser tab.
21. Click the **New** button.
22. In the **Association Type** field, click the drop-down arrow and select **Inspection Agency**.
23. Click in the **Association Value** field, right click and select **Paste**.
24. Press **Enter** on the keyboard, and click the **Vendor number**.
25. Click the **Save** button.
26. Click the **Contract** tab.
27. Click the **Select Contract Project Items** button.
28. Search for and select the contract project item(s) to add to the sample record.
29. Click the **Save** button.
30. Expand the Contract Panel, then expand the item row.
31. Enter a value in the **Represented Quantity** field.
32. Click the **Save** button.
33. Click the **Tests** tab.
34. Click the list **Actions** menu next to the **Assign Tests** button and click the **Assign Default Tests** action.
35. To open the Sample Record Test component, click the **Test Number** link.
36. 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.
37. 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.

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)