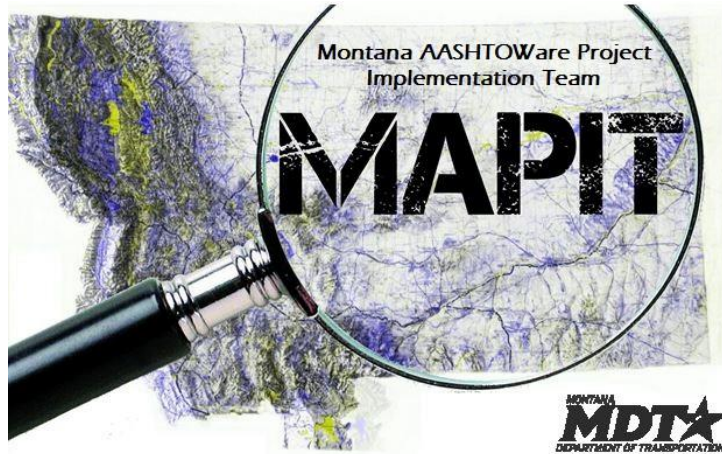**MONTANA DEPARTMENT OF TRANSPORTATION**
AASHTOWare Project Construction and Materials

MDT Procedure
Process: Product Group Assignments

Date: July 10, 2017
Updated: August 26, 2019

❑ **Process Definition**

This process defines the steps associated with product group assignment. Product groups are associated with a material category, lab and sample type. This assignment can then be associated to person qualifications for access to review samples

❑ **Acronyms and Definitions**

CSS – Construction Systems Section

MDT – Montana Department of Transportation

❑ **MDT Procedure - Create a new product group**

1. Navigate to Reference Data > Product Group Assignments.
2. Click the New button.
3. Select MATL – All Materials from the Product Group Name – Desc field.
4. Select the appropriate Destination Lab ID – Name.
5. Select the appropriate Sample Type from the dropdown list.
6. Select the appropriate Material Category Code – Name.
7. Click Save.
8. Repeat steps 2-7 for each Material Category, Destination Lab and Sample Type combination.

❑ **IT Systems Interfaces Outside of AASHTOWare Project**

❑ **Process Exceptions**

❑ **Business Change Summary**

❑ **Comments**

Only one product group will be used but it must be associated to all material category, destination lab and sample type combinations.