

## MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



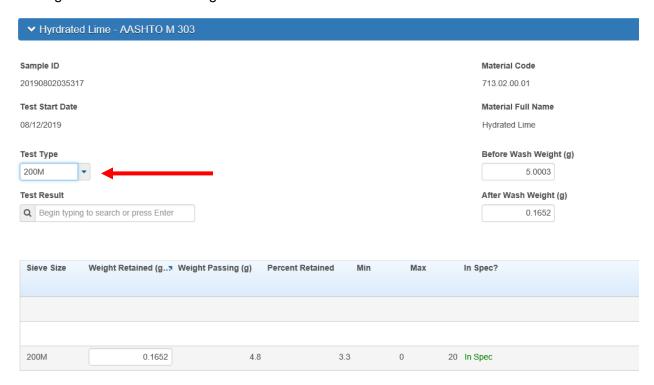
#### **AGENCY VIEWS - IMPORTANT TIPS**

#### Reference Specifications

For reference specifications to be automatically pulled into the materials agency view, they must be selected on the Reference Specifications tab before 'first' opening the agency view. When entering test results for a sample record test, make sure to navigate to the Reference Specifications tab first. If there are specifications tied to the material and sample type, they will be displayed for you to select. Check the Use for Test checkbox and click Save. Then navigate to the Action Menu and select the agency view under Views.



In some cases, if there is not a reference specification to choose or additional choices related to the specification, you may see a dropdown list in the agency view to select from. In this scenario the reference specifications will be automatically pulled into the agency view after making a selection and clicking Save.



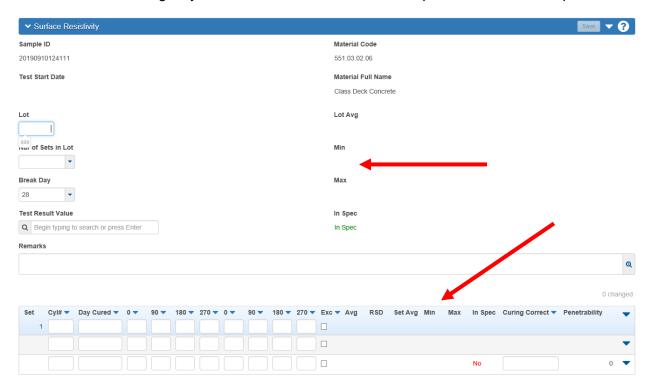


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#### Clear Usage Data

If you accidentally open the agency view the first time before selecting and saving the reference specification (or someone else opened it first before you) and you notice that the Min and Max specification columns are not filled in, you can clear the agency view and re-open it after you've selected and saved the reference specifications. From the Action Menu select Clear Usage Data. This will remove the blank agency view records. Navigate to the Reference Specifications Tab and check the Use For Test checkbox and Save. Then Click on the Action Menu and select the agency view under Views to recreate and pull in the reference specs.



Clear Usage Data can also be used if you want to delete the information entered and start over with a new blank agency view.



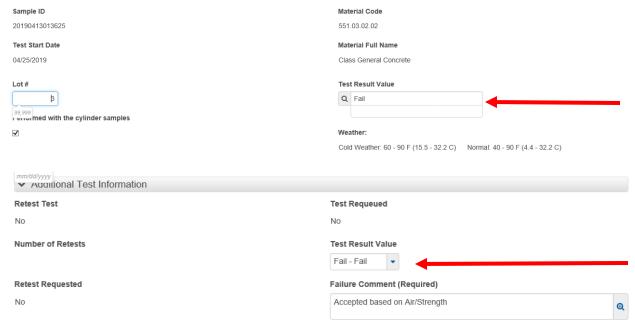
### Test Results Value

Each materials agency view has a field for the test results value. When it is applicable to select pass or fail for testing (i.e. reference specifications are calculated), remember to select this value in the agency view. If not applicable select N/A. This value will automatically pass back to the sample record test. This should be done before marking the test complete.



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### **Navigating**

The Tab key will move horizontally through a list row. Keep in mind that it will tab to each item which includes dropdowns, calendar popups and action menus, not just data fields. You may need to tab an extra time or two to navigate past those objects. The tab key will move down to the next row once you tab past the action menu at the end of the row.



The down arrow and up arrow keys will move vertically through multiple list rows.

Scrollable grid fields must be double-clicked to activate them for data entry or selection.

