

## MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



#### ATTACHMENTS FOR MATERIAL CERTIFICATION

When MICO (Materials Inspection Certification Office) is verifying material acceptance for finalization, they will be looking for documentation to be attached in AASHTOWare in 2 places: 1) DWR Acceptance Records and 2) Sample Records

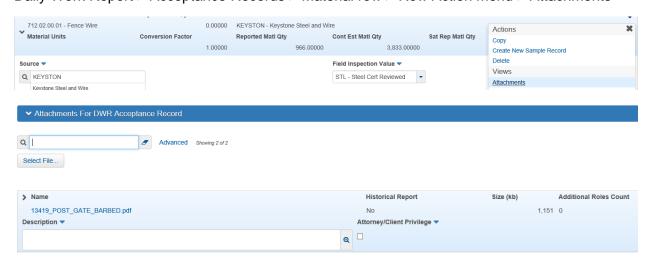
When attached, the Contract Materials Acceptance Actions (Checklist) Report will display if there is an attachment and what the filename is. This will direct MICO to be able to find the correct certifications. The attachment filenames are hyperlinked text that will directly navigate into AASHTOWare to the attachment window.

#### **DWR Acceptance Records Attachments**

(Examples: Certifications, Steel Category 2 Certifications, QPL Verification, Emulsion & Binder Sample Certifications)



#### Daily Work Report > Acceptance Records > Material row > Row Action menu > Attachments



\*\*NOTE: You do not have to attach the same document repeatedly to multiple acceptance records. You can reference the bid item the document is originally attached to in the comments of the acceptance record(s) on subsequent items.



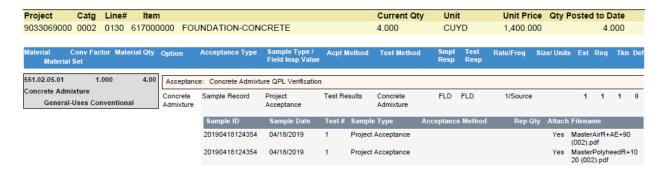
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\*\*NOTE: You can add attachments to a DWR Acceptance record even if the DWR is locked and on a Payment Estimate. Make sure you are attaching only on the DWR Acceptance record > Material row.

## Sample Record Attachments

(Examples: Concrete Admixtures, Steel Category 1 Certifications)



### Sample Record > General Tab > Component Action menu > Attachments

