MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS

Creating IAC Samples in the District/Area Lab

<u>IA Comparison sample is NOT the project acceptance sample</u>

A. Navigate to Materials > Sample Records
B. Action > Add
C. Select the material code and sample date
D. Select a Sample Type of IA – Independent Assurance
E. Select an Acceptance Method of TEST – Test Results
F. Select District/Area

Sample Record: 20190425112749

General	**Sample ID**	**Remarks**
Sample Location	20190425112749	0
Additional Information	**Id**	**Sample Date**
Sources	163	04/16/2019
Destination Lab(s)	**Material Code - Name**	**Created Date**
Contract	701.01.01.01	04/25/2019 11:27:49 AM
Tests	Fine Concrete Aggregate	**Sample Status**
	QPL Required	In Testing
	No	**Sample Type**
	Lab Control Number	IA - Independent Assurance
	CN20190419020934	**Acceptance Method**
		TEST - Test Results
	Witnessed By ID - Name	**Source ID - Source Name**
	Begin typing to search or press Enter	11-263001A - Allen, HC (Knife River Concrete Msla)
	Specimen(s) Number	**Source City**
	Lot 1+	
	Intended Use	**Authorized By**
	District/Area	**Authorized Date**
	MIS - Missoula	

G. Click on the Sources tab
H. Click on the Primary Source button
I. Search and select the source
J. Click the Add to Sample Record button
K. Click Save
L. Click on the Destination Lab(s) tab
M. Click the New button
N. In the Lab Name field, select your District/Area Lab
O. Enter a Shipped Date/Time if applicable
P. Click the New button
Q. In the Lab Name field, select Helena Receiving

R. Enter a Shipped Date/Time
S. Click Save
T. Click on the Contract tab
U. Click on the Select Contract Project Items button
V. Enter the contract in the search field
W. Check the item(s) for the appropriate material sets
X. Click Save
Y. Click on the Tests tab
Z. Click on the arrow to the right of the Assign Tests button and select Assign Default Tests
AA. Confirm 4 tests were added (IA – Sieve – Fld, IA – Sieve – Dist, IA – Sieve – Mtrl, IA Grading Comp)
BB. Click on the Test# link for the IA – Sieve – Fld and IA – Sieve – Dist to enter test results. If only doing a 2-way, you can delete the IA – Sieve – Fld test (Row Action > Delete)

Tests	Test #	Test Method	Test Description ▼	Dest Lab	Lab Unit	MAA ▼	Test Status	Test Result	▼
	1.0	IA - Sieve - Mtrl	IA - MT 202 - Materials Bureau	Helena	Aggregate	☑	05 - Test Assigned		▼
	1.0	IA Grading Comp	IA Grading Comparison	Helena	Aggregate	☑	05 - Test Assigned		▼
	1.0	IA - Sieve - Dist	IA - MT 202 - District Lab	Missoula	MissoulaLab	☑	60 - Test Approved by Level 2	Pass	▼

CC. Click on the Testers tab
DD. Click the New button
EE. In the Tester ID field enter a name and select the tester
FF. Click Save
GG. Click on the Component Action and select MDT Sieve Analysis of Fine and Coarse Aggregates
HH. Enter your test results
II. Click Save
JJ. Click on the Sample Record Test quicklink
KK. If all test results are reviewed and accurate, click on the Component Action and select Mark Test Complete
LL. Navigate to Materials Worksheets > Review Tests
MM. Find the test in the list
NN. From the Row Action under Views you can open the Agency View to review test results or from Reports you can run the Test Results
OO. Once reviewed and approved, From the Row Action under Tasks select Mark Test Review By Level 2. This will lock down the test

<u>IA Comparison sample is the same as the project acceptance sample</u>

A. Navigate to Materials > Sample Records
B. In the search field find the project acceptance sample
C. Click on the Row Action and select Copy

D. Accept the default of Copy Lab Control Number and click the Right arrow →
E. Change the Sample Date if applicable and click the Right arrow
F. Accept the defaulted items to Copy (** Do not check Tests or Test Results) and click the Right arrow
G. Click the Right arrow 2 more times through the next screens
H. Scroll down and click the Confirm button
I. A new sample will be created copying the general, sources, destination lab and contract tabs automatically
J. Change the Sample Type to IA – Independent Assurance

∨ Sample Record: 20190425112749

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Contract	🔍 701.01.01.01	04/25/2019 11:27:49 AM
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		In Testing
	QPL Required	**Sample Type**
	No	IA - Independent Assurance ▼
	Lab Control Number	**Acceptance Method**
	🔍 CN20190419020934	TEST - Test Results ▼
		Source ID - Source Name
	Witnessed By ID - Name	11-263001A - Allen, HC (Knife River Concrete Msla)
	🔍 Begin typing to search or press Enter	**Source City**
	Specimen(s) Number	
	Lot 1+ 🔍	**Authorized By**
	Intended Use	
	🔍	**Authorized Date**
	District/Area	
	MIS - Missoula ▼	

K. Click on the Destination Lab(s) tab
L. Click the New button
M. In the Lab Name field, select Helena Receiving
N. Enter a Shipped Date/Time
O. Click Save
P. Click on the Tests tab
Q. Click on the arrow to the right of the Assign Tests button and select Assign Default Tests

R. Confirm 4 tests were added (IA – Sieve – Fld, IA – Sieve – Dist, IA – Sieve – Mtrl, IA Grading Comp)

S. Click on the Test# link for the IA – Sieve – Fld and IA – Sieve – Dist to enter test results. If only doing a 2-way, you can delete the IA – Sieve – Fld test (Row Action > Delete)

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