



MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project CONSTRUCTION and MATERIALS

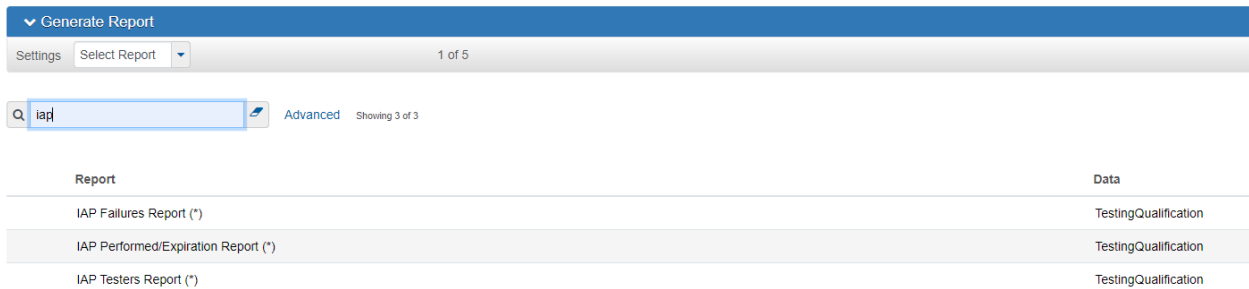


INDEPENDENT ASSURANCE PROCEDURAL (IAP) REPORTS

There are three (3) new reports available for IAP Procedural Checks. You may not have access to all three depending upon your role.

Navigation

1. **Global Actions** button
2. Select **Generate Report**
3. Enter *iap* in the **Search** field
4. Click on the appropriate report



**IAP Failures Report (\*)** – displays all individuals with IAP Failure remarks that were entered for an IA Procedural check on a specific WAQTC qualification, for the date range and district selected.

1. Click on **Show first 10**
2. Click **Select All**



4. Select **Start Date**
5. Select **End Date**
6. Select **District** or **All**
7. Click **Execute**

**IAP Performed/Expiration Report (\*)** – displays all individuals with WAQTC qualifications whose date type selected (Expiration or Effective Date) falls within the date range and district selected.

1. Click on **Show first 10**
2. Click **Select All**



4. Select **Start Date**
5. Select **End Date**
6. Select the **Date Type** to apply date range to (Expiration Date or Effective Date)



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7. Select **District** or **All**
8. Click **Execute**

**IAP Testers Report (\*)** – displays all individuals with DWR Testing remarks that were entered in Daily Work Reports (DWR) with a DWR Date within the date range and district selected.

1. Click on **Show first 10**
2. Click **Select All**



4. Select **Start Date**
5. Select **End Date**
6. Select **District** or **All**
7. Click **Execute**