MATERIAL ACCEPTANCE FOR STEEL CATEGORY 1

Navigation

Materials > Sample Records or Inspector Links > Sample Records

1. Click the Component Action menu and select **Add**
2. Select the **Material Code**
3. Select the **Sample Date**
4. Select **Sample Type** = PROJ – Project Acceptance
5. Select **Acceptance Method** = TEST – Test Results
6. Click **Save**
7. Select **Witnessed By** and **District/Area**
8. Enter **Intended Use** if applicable
9. Click **Save**

10. Click on the **Sources** tab
11. Click the Select **Primary Source** button
12. Select the source
13. Click **Save**

14. Click on the **Destination Lab** tab
15. Click **New**
16. Select **Lab Name** = FieldCrew
17. Click **Save**

18. Click on the **Contract** tab
19. Click **Select Contract Project Items** button
20. Check the row(s) for appropriate items and appropriate material sets
21. Click **Save**

22. Click on the **Tests** tab

23. Click on the arrow to the right of the Assign Tests button and select **Assign Default Tests**

24. The Steel Category 1 test will be added
25. Click on the **Test#** 1.0 link
26. Click on the Component Action menu and under Views select **MDT Heat Numbers**

27. Select a response for each question
28. Enter the Heat number and comments if applicable
29. If more than one heat number, click the New button for a new row.
30. Click **Save**

31. Click the **Sample Record Test** quick link at the top to return to the sample test

32. If the information is complete, click the Component Action menu and select **Mark Test Complete**