

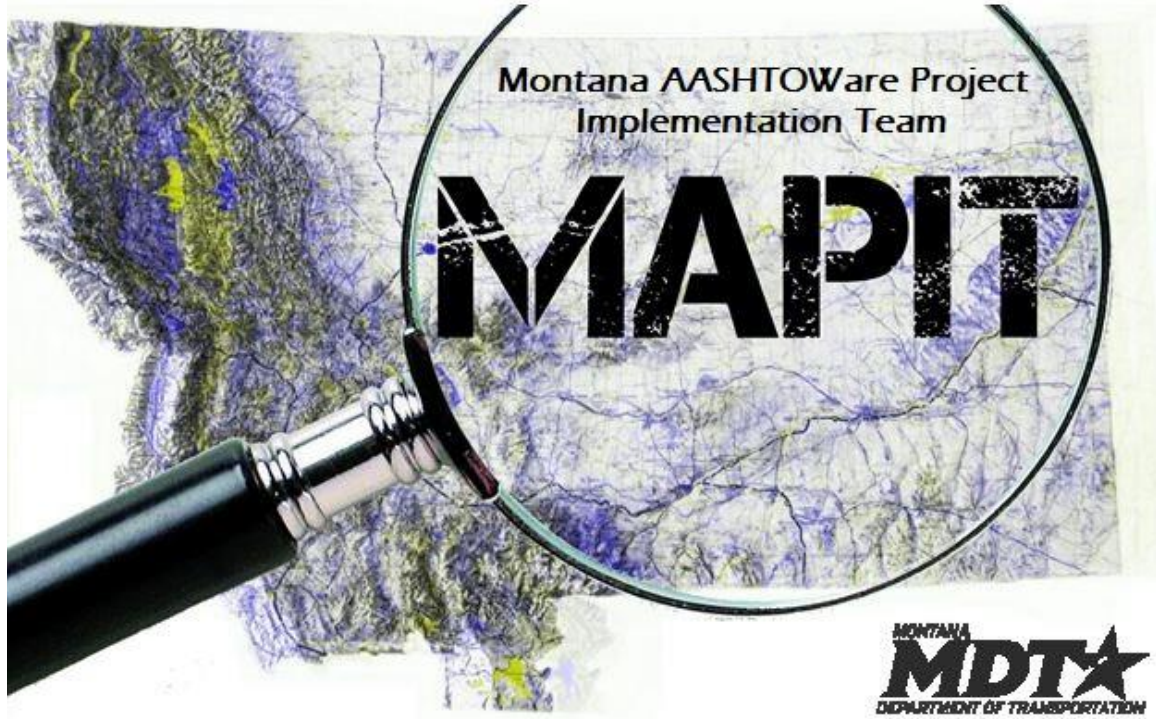


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS



MDT Procedure
Process: **DWR Acceptance Actions**

Date: November 1, 2017
Updated: August 26, 2019





MONTANA DEPARTMENT OF TRANSPORTATION
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❑ **Acronyms and Definitions**

DWR – Daily Work Report

MDT – Montana Department of Transportation

❑ **MDT Procedure – Visual Inspection Acceptance Actions**

1. When a DWR Item Posting is created on a DWR and a material set is selected, the system will automatically create a DWR acceptance record for that material set with a row for each material in the material set. Acceptance of the material by visual inspection will be satisfied by data entered in the DWR acceptance record.
2. Navigate to Contract Daily Work Report Summary > Acceptance Records
3. Expand the material row to see the details.
4. Select VIS – Visual Inspection from the Action Type dropdown list.
5. Enter the Represented Quantity of the bid item that the sample represents for the material.
6. Select a Work Location if applicable.
7. Select the Source
8. Select the Product Name/Seal#/Batch/Lot if applicable.
9. Select INSPECT – Visually Inspected from the Field Inspection Value dropdown list.
10. Select the appropriate value for Material has been visually inspected dropdown list (Acceptable or Not Acceptable).
11. Enter Comments if applicable.
12. Click Save.

Material	Represented Qty	Source	Facility	Product Name/Seal#/Batch/Lot
12.02.08.01 - Wood Fence Post/Brace Rail	3.75000	MARKSMILLERPOST - Marks-Miller Post an	-	1043B
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
	0.01250	3.75000	23.91500	3.75000

Action Type VIS - Visual Inspection	Field Inspection Value INSPECT - Visually Inspected
Represented Quantity 3.75000	Material has been visually inspected Acceptable
Work Location <input type="text"/>	Sample Type <input type="text"/>
Source ID MARKSMILLERPOST Marks-Miller Post and Pole Inc.	Acceptance Method <input type="text"/>
Facility ID <input type="text"/>	Comments <input type="text"/>
Product Name/Seal#/Batch/Lot 1043B	Sample ID <input type="text"/>
SMFM Decrementation <input checked="" type="checkbox"/>	Sampler ID <input type="text"/>
	Sample Date <input type="text"/>

❑ MDT Procedure – Certification Acceptance Actions

1. When a DWR Item Posting is created on a DWR and a material set is selected, the system will automatically create a DWR acceptance record for that material set with a row for each material in the material set. Acceptance of the material by certification can be satisfied by data entered in the DWR acceptance record.
2. Navigate to Contract Daily Work Report Summary > Acceptance Records
3. Expand the material row to see the details.
4. Select CERT – Certification from the Action Type dropdown list.
5. Enter the Represented Quantity of the bid item that the sample represents for the material.
6. Select a Work Location if applicable.
7. Select the Source
8. Select the Product Name/Seal#/Batch/Lot if applicable.
9. Select CERT – Certification Reviewed from the Field Inspection Value dropdown list.
10. Select the appropriate value for Certification comparison to MDT Specs dropdown list (Meets Specs or Does not Meet Specs).
11. Enter Comments if applicable.
12. Click Save.



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Material	Represented Qty	Source	Facility	Product Name/Seal#/Batch/Lot
618.03.02.01 - Cert of Comp for Traffic Contr		99-PRECISIONHWY - Precision Highway Co	-	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
UNIT	1.00000		450,000.00000	0.00000

Action Type ▾ CERT - Certification	Field Inspection Value ▾ CERT - Certification Reviewed
Represented Quantity ▾ <input type="text"/>	Certification comparison to MDT Specs ▾ Meets Specs
Work Location ▾ <input type="text"/>	Sample Type ▾ <input type="text"/>
Source ID ▾ 99-PRECISIONHWY Precision Highway Contractors, Inc.	Acceptance Method ▾ <input type="text"/>
Facility ID ▾ <input type="text"/>	Comments ▾ <input type="text"/>
Product Name/Seal#/Batch/Lot ▾ <input type="text"/>	Sample ID
SMFMI Decrementation ▾ <input checked="" type="checkbox"/>	Sampler ID
	Sample Date

❑ MDT Procedure – QPL Acceptance Actions

1. When a DWR Item Posting is created on a DWR and a material set is selected, the system will automatically create a DWR acceptance record for that material set with a row for each material in the material set. Acceptance of the material on the QPL can be satisfied by data entered in the DWR acceptance record.
2. Navigate to Contract Daily Work Report Summary > Acceptance Records
3. Expand the material row to see the details.
4. Select QCERT – QPL Verification from the Action Type dropdown list.
5. Enter the Represented Quantity of the bid item that the sample represents for the material.
6. Select a Work Location if applicable.
7. Select the Source
8. Select the Product Name/Seal#/Batch/Lot.
9. Select QPL – Verified on the QPL from the Field Inspection Value dropdown list.
10. Enter Comments if applicable.
11. Click Save.



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Material	Represented Qty	Source	Facility	Product Name/Seal#/Batch/Lot
✓ J51.02.10.01 - Fly Ash	1,000.00000	LAFARGECENTR - LaFarge North America	-	Fly Ash Class C
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
LB	1.00000		1,524.52000	0.00000

Action Type ▼ QCERT - QPL Verification	Field Inspection Value ▼ QPL - Verified on the QPL
Represented Quantity ▼ 1,000.00000	Sample Type ▼
Work Location ▼ Begin typing to search or press Enter	Acceptance Method ▼
Source ID ▼ LAFARGECENTR LaFarge North America Centralia Plant	Comments ▼
Facility ID ▼ Begin typing to search or press Enter	Sample ID
Product Name/Seal#/Batch/Lot ▼ Fly Ash Class C	Sampler ID
SMFM Decrementation ▼ <input checked="" type="checkbox"/>	Sample Date

- ❑ **IT Systems Interfaces Outside of AASHTOWare Project**
- ❑ **Process Exceptions**
- ❑ **Business Change Summary** – Acceptance of material can now be satisfied in a DWR Acceptance Record instead of only in a Sample Record.
- ❑ **Comments**