



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)

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
5736174000	0001	0400	607100362 FARM FENCE-PANEL/SINGLE FM	7.000	EACH	130.000	8.000

  

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/Units	Est	Req	Tkn	Def
712.02.00.01 Fence Wire Panel-Wood	1.000	8.00		Acceptance: Steel Certification											
				Steel Cert	Daily Work Report	Steel Cert Reviewed				0/Contract		0	0	1	0

  

DWR Date	Inspector	Seq #	Field Insp Value	Comments	Rep Qty	Attach Filename
03/28/2019	Grant Frazier	1	Steel Cert Reviewed	Smooth Wire	0.00	Yes 13419_POST_GATE_BARBED.pdf

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

The screenshot shows the AASHTOWare interface for material units. It displays a table with columns for Material Units, Conversion Factor, Reported Matl Qty, Cont Est Matl Qty, and Sat Rep Matl Qty. Below the table, there is a search box for 'Source' with 'KEYSTON' entered, and a dropdown for 'Field Inspection Value' set to 'STL - Steel Cert Reviewed'. An 'Attachments' menu is open, showing options like 'Copy', 'Create New Sample Record', 'Delete', 'Views', and 'Attachments'. Below the menu, there is a section for 'Attachments For DWR Acceptance Record' with a search bar and a 'Showing 2 of 2' indicator. A 'Select File...' button is visible. At the bottom, a table lists attachments with columns for Name, Historical Report, Size (kb), and Additional Roles Count. One attachment is listed: '13419\_POST\_GATE\_BARBED.pdf' with a size of 1,151 kb and 0 additional roles.

**\*\*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.



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



**\*\*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)

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9033069000	0002	0130	617000000 FOUNDATION-CONCRETE	4.000	CUYD	1,400.000	4.000

  

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def																								
551.02.05.01 Concrete Admixture General-Uses Conventional	1.000	4.00		Acceptance: Concrete Admixture QPL Verification	Concrete Admixture	Sample Record	Project Acceptance	Concrete Admixture	FLD	FLD	1/Source	1	1	1	0																								
<table border="1"> <thead> <tr> <th>Sample ID</th> <th>Sample Date</th> <th>Test #</th> <th>Sample Type</th> <th>Acceptance Method</th> <th>Rep Qty</th> <th>Attach</th> <th>Filename</th> </tr> </thead> <tbody> <tr> <td>20190418124354</td> <td>04/18/2019</td> <td>1</td> <td>Project Acceptance</td> <td></td> <td></td> <td>Yes</td> <td>MasterAirR+AE+90 (002).pdf</td> </tr> <tr> <td>20190418124354</td> <td>04/18/2019</td> <td>1</td> <td>Project Acceptance</td> <td></td> <td></td> <td>Yes</td> <td>MasterPolyheedR+1020 (002).pdf</td> </tr> </tbody> </table>																Sample ID	Sample Date	Test #	Sample Type	Acceptance Method	Rep Qty	Attach	Filename	20190418124354	04/18/2019	1	Project Acceptance			Yes	MasterAirR+AE+90 (002).pdf	20190418124354	04/18/2019	1	Project Acceptance			Yes	MasterPolyheedR+1020 (002).pdf
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Sample Record > General Tab > Component Action menu > Attachments

▼ Sample Record: 20190418124354 Save

<p>General</p> <p>Sample Location</p> <p>Additional Information</p> <p>Sources</p> <p>Destination Lab(s)</p> <p>Contract</p> <p>Tests</p>	<p>Sample ID 20190418124354</p> <p>Id 139</p> <p>Material Code - Name <input type="text" value="551.02.05.01"/> Concrete Admixture</p> <p>QPL Required</p>	<p>Remarks 0</p> <p>Sample Date <input type="text" value="04/18/2019"/></p> <p>Created Date 04/18/2019 12:43:54 PM</p> <p>Sample Status In Testino</p>	<p>Actions</p> <ul style="list-style-type: none"> <li>Add New</li> <li>Copy</li> <li>Tasks</li> <li>Authorize</li> <li>Split Sample Record...</li> <li>Unauthorize</li> <li>Void</li> <li>Views</li> <li>Attachments</li> </ul>
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▼ Attachments For Sample Record

Showing 2 of 2

Name	Historical Report	Size (kb)	Additional Roles Count
MasterPolyheedR+1020 (002).pdf	No	147	0
Description ▼			
<input type="text"/>	<input type="checkbox"/>		
MasterAirR+AE+90 (002).pdf	No	147	0
Description ▼			
<input type="text"/>	<input type="checkbox"/>		