



## Important information regarding AASHTOWare Project

There is an issue with the Review Samples and Enter Test Results queues in AASHTOWare Project. We have an Urgent call ticket in with the Vendor and are awaiting a resolution. In the meantime, we have developed some workarounds for these queues so that you can still perform the same actions. We have removed all links to the Review Samples and Enter Test Results queues because accessing these windows slows down performance.

### Review Samples-Requeue a Test to make changes

If you need to make changes to a test that has been Approved Level 2 and need to Requeue it, use the following process:

The Review Tests queue has been changed to include tests that have a status of 60-Approved Level 2 so that they are accessible in this queue. We created a 'default' filter on the Review Tests to initially only display the tests with a status of 40-Marked Complete. We also created a new filter '60-Approved Level 2' on the Review Tests so that a user can select that filter and see only tests that are Approved Level 2.

District/Area Lab Supervisors, Helena Materials Lab Supervisors and System Admin have role authority to Requeue tests. All other users, please contact one of the above individuals.

1. Go to the Review Tests queue.
2. Select the 60-Approved Level 2 filter
3. Enter a sample ID in the search field to narrow down the list
4. From the Row Action button select Tasks > Requeue Test

This will change the test status to 11-Requeued Test and allow you to make changes

#### Review Tests

Review Tests

▼ Review Tests Save ?

Q Type search criteria or press Enter Review Tests CurrentFilter 10 of 855

60-Approved Level 2

Reportable	Lab Control Number	Method	Test Description	Test Number	Test Result Value	Test
<input type="checkbox"/> Yes	CN20190412052929	crete Properties	AASHTO T 152, T 119, T 309, T 121	1.0	40 -	
<input type="checkbox"/> Yes	CN20190503111520	crete Properties	AASHTO T 152, T 119, T 309, T 121	1.0	40 -	
<input type="checkbox"/> Yes	CN20190516091501	Concrete Properties	AASHTO T 152, T 119, T 309, T 121	1.0 Pass	40 -	

0 added | 0 marked for deletion | 0 changed

## Review Tests

Review Tests Save ?

Q Type search criteria or press Enter 60-Approved Level 2 Showing 50 of 4176

0 added | 0 marked for deletion | 0 changed

Reportable	Lab Control Number	Sample ID	Id	Lab Ref Num	Test Method	Test Description	Test Number	Test Result Value	Test
<input type="checkbox"/>	Yes	CN20190319074000	20190319074000	57	Soil Class - LLPI	AASHTO T 89, T 90 (for Soils Class)	1.0	60	-
<input type="checkbox"/>	Yes	CN20190319074000	20190319074000	57	Soil Class	AASHTO M 145	1.0	60	-
<input type="checkbox"/>	Yes	CN20190319074000	20190319074000	57	Soil Class - Sieve	MT 202 (for Soils Class)	1.0	60	-
<input type="checkbox"/>	Yes	CN20190319074000	20190319074000	57	Proctor	MT 210, 230	1.0	60	-
<input type="checkbox"/>	Yes	CN20190322065056	20190322065056	60	Soil Class - LLPI	AASHTO T 89, T 90 (for Soils Class)			
<input type="checkbox"/>	Yes	CN20190322065056	20190322065056	60	Soil Class	AASHTO M 145			
<input type="checkbox"/>	Yes	CN20190322065056	20190322065056	60	Soil Class - Sieve	MT 202 (for Soils Class)			
<input type="checkbox"/>	Yes	CN20190322065056	20190322065056	60	Proctor	MT 210, 230			
<input type="checkbox"/>	Yes	CN20190325073851	20190325073851	62	Soil Class - LLPI	AASHTO T 89, T 90 (for Soils Class)			
<input type="checkbox"/>	Yes	CN20190325073851	20190325073851	62	Soil Class	AASHTO M 145			
<input type="checkbox"/>	Yes	CN20190325073851	20190325073851	62	Soil Class - Sieve	MT 202 (for Soils Class)			

Tasks

- Generate Test Results Comparison
- Mark Test Review By Level 1
- Mark Test Review By Level 2
- Request Retest...
- Request Test

## Enter Test Results for a test

There is also an issue with the Enter Tests Results queue, so the workaround is to get to the test via the Sample Record.

1. Go to Sample Records
2. Enter a sample ID in the search field to narrow down the list
3. Click on the Sample ID link
4. Click on the Tests Tab
5. Click on the Test # link of the test you need to enter test results for

## Sample Record Summary

Sample Record: 20190402022915 Save ?

General

Sample Location

Additional Information

Sources

Destination Lab(s)

Contract

Tests

Material

551.03.02.02 - Class General Concrete

Sample Type

PROJ - Project Acceptance

Q | System Default Showing 3 of 3

Assign Tests 0 marked for deletion | 0 changed

Test #	Test Method	Test Description	Dest Lab	Lab Unit	MAA	Test Status	Test Result
1.0	28,56-day Cylinder	AASHTO T 22 - 28/56 Day	Billings	BillingsLab	<input checked="" type="checkbox"/>	60 - Test Approved by Lewi	Pass
1.0	7-day Cylinder	AASHTO T 22 - 7 Day	Billings	BillingsLab	<input checked="" type="checkbox"/>	60 - Test Approved by Lewi	Pass
1.0	Concrete Properties	AASHTO T 152, T 119, T 309, T 121	FieldCrew	FieldCrewTestin	<input checked="" type="checkbox"/>	60 - Test Approved by Lewi	

## Authorizing Sample Records

Until we have a resolution from the vendor, sample records will not be able to be authorized. This will not hold up finalization for the materials certification.