This QRG is applicable to the following role:
Vendor Materials Lab Supervisor.

Important

Generate a Random Number

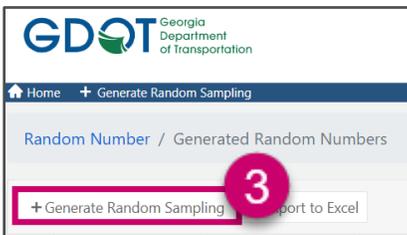The Random Number Generator is designed to take samples for the daily tonnage.

1. From the dashboard, under the Materials component, select the **GDOT AASHTOWare Utilities** link.

2. Select the **Random Number** icon.

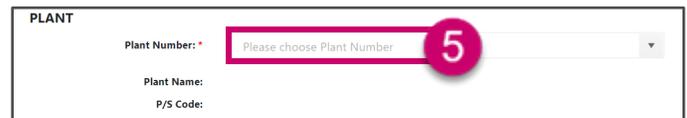3. On the Random Number page, select the **+Generate Random Sampling** button.

The **+ Generate Random Sampling** link can also be selected to begin creating a Random Number.
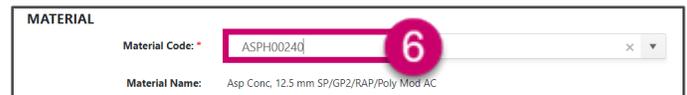
Note

4. Search and select the **Contract ID**.
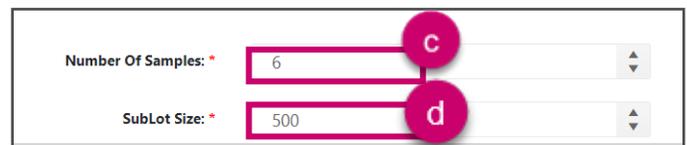

5. Search and select the **Plant Number**.

6. Search and select the **Material Code**.
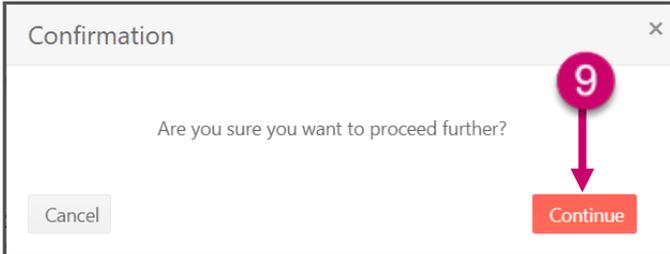

7. Input the following for the Logistics:
   a. Lot Number
   b. Head Vehicle Mass/Load
   c. Number of Samples
   d. Sublot Size

8. Select the **Generate Random Number** button.

9. Select **Continue** to proceed to generate the load number.

10. You will be taken to the Random Number/View page.

> The following data in the **Random Number Generator** and the **Sample Record** must align for it to work:
> Material, Contract, Source/Producer Supplier, Facility/Plant, Control Number/Lot Number.
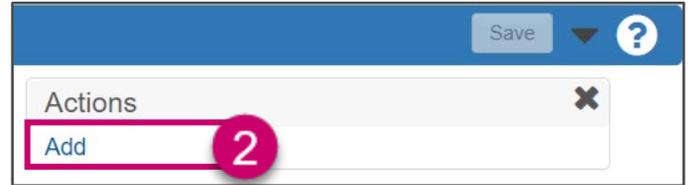>
> **Important**

Creating a Sample Record

1. Under the **Materials** component, select **Sample Records**.

2. From the **Component Action** menu, select **Add**.

The General Tab

1. On the Add Sample Record page, input the following on the General tab:
   a. Material Code – Name
   b. Control Number
   c. Control Type
   d. Sample Size
   e. Sample Size Units
   f. Represented Quantity
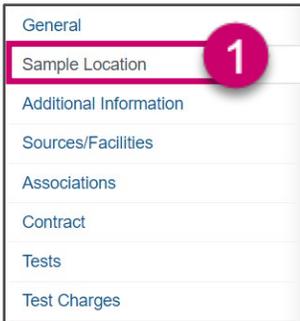   g. Sample Date
   h. Sample Type
   i. Acceptance Method

2. Select the **Save** button from the component bar.

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Sample Location Tab

1. Select the **Sample Location** tab.

General
Sample Location ①
Additional Information
Sources/Facilities
Associations
Contract
Tests
Test Charges

2. Select the sample location from the **Sample From** drop down.

Sampled From
TRUC - Truck ②

3. Select the **Save** button from the component bar.

Additional Information Tab

1. Select the **Additional Information** tab.
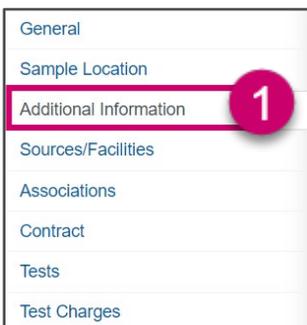
General
Sample Location
Additional Information ①
Sources/Facilities
Associations
Contract
Tests
Test Charges

2. Enter the **Sampler ID – Name** and select from the results.

Sampler ID - Name
🔍 gdot/C0001234 ②
Jane Doe

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3. Select the **Mix Type** from the drop-down menu.

4. Enter the **Mix Design ID** and select from the results.
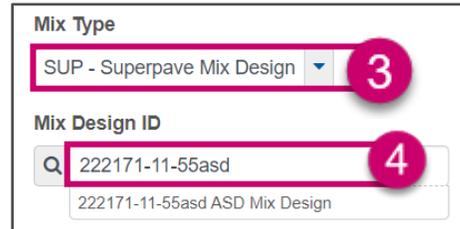
Mix Type
SUP - Superpave Mix Design ▼ ③
Mix Design ID
🔍 222171-11-55asd ④
222171-11-55asd ASD Mix Design

> The **DOT159P** test cannot be performed without a **Mix Design ID** assigned to the sample record.
>
> **Important**

5. Select the **Save** button from the component bar.

Sources and Facilities Tab

1. Select the **Sources/Facilities** tab.
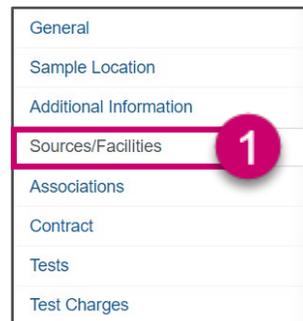
General
Sample Location
Additional Information
Sources/Facilities ①
Associations
Contract
Tests
Test Charges

2. Select the **Select Primary Source...** button.

∨ Primary Source/Facility
Select Primary Source... ② elect Primary Facility...
Source ID - Source Name
-

3. In the quick find search box, input a search value and select the primary source from the results.

Select Primary Source

Q XYZ Company   Advanced   Showing 1 of 1

Source ID - Name	Source Type
✔ 01234 - XYZ Contractor, Inc.Atlanta, GA	PROD - Producer

4. Select the **Add To Sample Record** button.

1 selected

Location Description

5678 Shady, Lane; Atlanta, GA 30334

Add to Sample Record

5. Select the **Select Primary Facility...** button.

∨ Primary Source/Facility

Select Primary Source...   Select Primary Facility...

Source ID - Source Name

-

6. In the quick find search box, input a search value and select the primary facility from the results.

Select Primary Facility

Q 01234   System Default ▾   Showing 1 of 1

Facility ID - Name	Facility Type
✔ 01234 - XYZ Contractor, Inc. Atlanta, GA	45

7. Select the **Add To Sample Record** button.

1 selected

Location Description

5678 Shady Lane; Atlanta, GA 30334

Add to Sample Record

> The **Primary Source** and **Primary Facility** should match the **Mix Design** and **Random Number** generator.
>
> **Important**

8. Select the **Save** button from the component bar.

Contract Tab

1. Select the **Contract tab**.

General
Sample Location
Additional Information
Sources/Facilities
Associations
Contract
Tests
Test Charges

2. Select the **Select Contract Project Items** button.

Q Type search criteria or press Enter   Advanced

Select Contract Project Items...

No rows found matching criteria.

3. Search for the contract in the quick find search box and select from the results.

4. Select the **Save** button.

Associations Tab

1. Select the **Associations** tab.

2. Select the **New** button.

3. Select the **Destination Lab** from the **Associations type** drop-down menu.

4. Search and select the **Association Value**.

5. Select the **Save** button from the component bar.

Tests Tab

1. Select the **Tests** tab.

2. Select the **Assign Tests** button.

3. Review **Required Tests**.

4. Select the blue right arrow.

5. Search and select **Default Tests**.

6. Select the blue right arrow.

7. Search and select **Optional Tests**.

8. Select the blue right arrow.

9. Review the selected tests and select **Confirm**. Your tests will automatically be saved.

Receiving Samples at Lab Unit

1. From the Sample Record Summary page, select the **Receive at Lab Unit** quick link.

2. Search and select for the lab unit in the **Receive at Lab Unit** search box.

3. Search for the Sample ID in the quick find search box.

4. Select the checkbox next to the Sample ID.

5. Select **Mark As Received** on the component bar.

Entering DOT 159 Test Results

1. From the **Materials Worksheet** component, select the **Enter Test Results** link.

2. In the **Tests** section, enter your sample ID in the quick find search box.

3. Select the **row actions menu button** for your sample.

4. Under Views, select **Asphaltic Concrete Lot Worksheet – Plant**.

5. On the DOT 159 agency view, input the following:
   - Type Course
   - Sieve Pay Factor
   - DOT159P Pay Factor

6. For the Daily Tonnage Total Qty input:
   - Date
   - Daily Qty
   - Lime %
   - Fiber %

7. From the component bar, select the **Save** button.

8. In the JMF Test section, enter the following:
   - Tech ID
   - Sample #
   - Sample Date
   - Actual Load #
   - Time
   - am/pm
   - Temp °F
   - Total Mass (g)
   - Agg Dry Mass (g)
   - Temp Corr
   - Strip % Restrained

> You can select the **Sample Date** field and hit enter. The sample date is based on the **Daily Tonnage.** When saved, the **Generated Load #** will be populated.
>
> **Note**

9. Select **Save** from the component bar.

> The sieve size fields will become available after entering in your Tech ID.
>
> **Note**

10. Enter the Sieve Size for the applicable fields.

The **% Passing** will automatically calculate.

Note

11. From the component bar, select **Save**.

Clearing the DOT 159

1. Select the Component Actions menu button.

2. Select **Clear Usage Data**.

3. You will be taken back to the Enter Test Results page.

Marking Tests Complete

1. From the dashboard, under the **Materials Worksheet** component, select the **Enter Test Results** link.

2. In the Test section, enter your sample ID in the quick find search box.

3. Select the checkbox next to the Sample ID.

4. Select Mark Test as Complete.

5. The Sample ID will be removed from the Enter Test Results page.