

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.

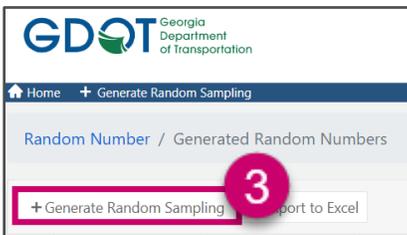
- From the dashboard, under the Materials component, select the **GDOT AASHTOWare Utilities** link.



- Select the **Random Number** icon.



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



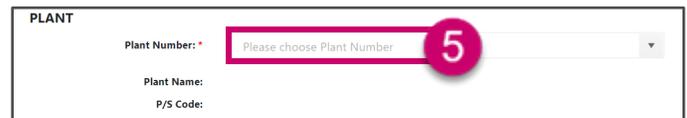
The **+ Generate Random Sampling** link can also be selected to begin creating a Random Number.

**Note**

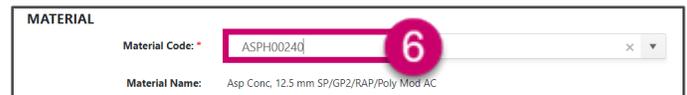
- Search and select the **Contract ID**.



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

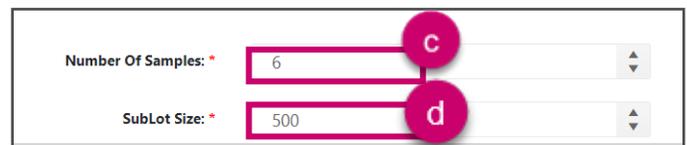


- Search and select the **Material Code**.



- Input the following for the Logistics:

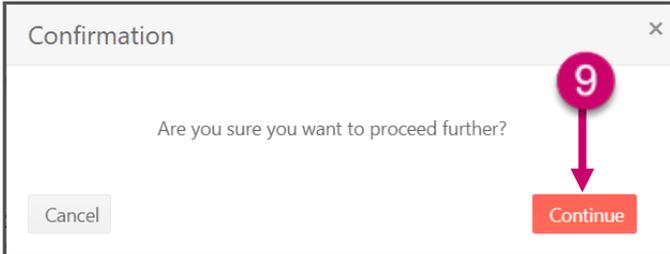
- Lot Number
- Head Vehicle Mass/Load
- Number of Samples
- Sublot Size



- 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.

| Random Number / View   |  |
|--|--|
| Random Number: C000765714G0002347<br>NF Username: E10007657                                      | Created By: Ashley Downs<br>Sample Date: 2/24/2022 9:59:41 AM                                    |
| <b>Project</b>   |  |
| Contract ID: BSCDA1801234-56-7<br>Project Name: SR 173 - Bridge<br>Primary County FIPS Code: 055 | Primary Project ID: 0095530<br>Federal State Project Number: 0095530<br>Primary County: Cherokee |
| <b>Plant</b>   |  |
| Plant Number: 123<br>Plant Name: XYZ Contractor, Inc.<br>P/S Code: 01234                         | Plant Location: 567 CDOT Way, Atlanta, GA<br>P/S Name: XYZ CONTRACTOR, INC - ATLANTA, GA         |
| <b>Material</b>  |  |
| Material Code: ASPH00230<br>Material Name: Asp Conc, 12.5 mm SP/CP2/RAP/PLY MUD AC               | Category: Asphalt Concrete   |
| <b>Logistics</b>   |  |
| Lot Number: 1<br>Haul Vehicle Make/Code: 999   | Number Of Samples: 5<br>SubLot Size: 500   |
| Sample ID  | Load Number  |
| 1  | 3  |

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.

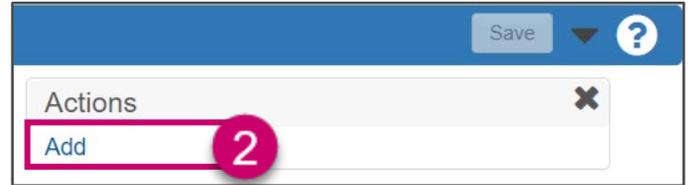
**Important**

## 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:

- Material Code – Name
- Control Number
- Control Type
- Sample Size
- Sample Size Units
- Represented Quantity
- Sample Date
- Sample Type
- Acceptance Method

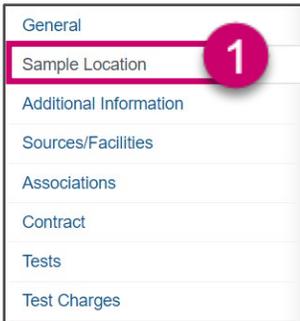
Material Code - Name: ASPH00230  
 Administrative Office: Begin typing to search or press Enter  
 Lab Control Number: [empty]  
 Lab Reference Number: 11683  
 Control Number: 10  
 Control Type: LOT - Lot Number  
 Seal Number: [empty]  
 Sample Size: 1  
 Sample Size Units: [empty]  
 Represented Quantity: 1.000

Sample Date: 01/14/2022  
 Sample Status: [empty]  
 Sample Type: ACC - Acceptance  
 Acceptance Method: SMPL - Sampled & Tested

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

## Sample Location Tab

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



A screenshot of a navigation menu with the following items: General, Sample Location, Additional Information, Sources/Facilities, Associations, Contract, Tests, and Test Charges. The 'Sample Location' item is highlighted with a red box and a red circle containing the number '1'.

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

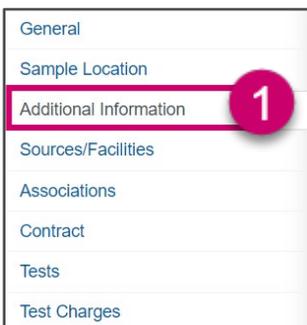


A screenshot of a dropdown menu titled 'Sampled From'. The selected option is 'TRUC - Truck', which is highlighted with a red box and a red circle containing the number '2'.

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

## Additional Information Tab

1. Select the **Additional Information** tab.



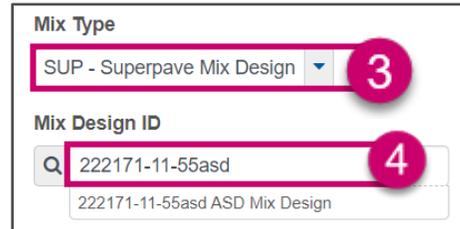
A screenshot of a navigation menu with the following items: General, Sample Location, Additional Information, Sources/Facilities, Associations, Contract, Tests, and Test Charges. The 'Additional Information' item is highlighted with a red box and a red circle containing the number '1'.

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



A screenshot of a search field titled 'Sampler ID - Name'. The search term 'gdot/C0001234' is entered and highlighted with a red box and a red circle containing the number '2'. Below the search field, the result 'Jane Doe' is visible.

3. Select the **Mix Type** from the drop-down menu.
4. Enter the **Mix Design ID** and select from the results.



A screenshot of two form fields. The first is a dropdown menu titled 'Mix Type' with 'SUP - Superpave Mix Design' selected, highlighted with a red box and a red circle containing the number '3'. The second is a search field titled 'Mix Design ID' with '222171-11-55asd' entered and highlighted with a red box and a red circle containing the number '4'. Below the search field, the result '222171-11-55asd ASD Mix Design' is visible.

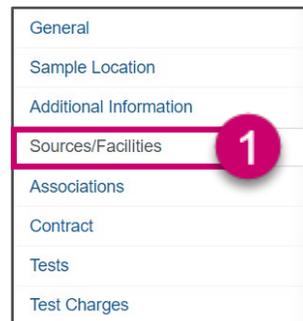
The DOT159P test cannot be performed without a Mix Design ID assigned to the sample record.

### Important

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

## Sources and Facilities Tab

1. Select the **Sources/Facilities** tab.



A screenshot of a navigation menu with the following items: General, Sample Location, Additional Information, Sources/Facilities, Associations, Contract, Tests, and Test Charges. The 'Sources/Facilities' item is highlighted with a red box and a red circle containing the number '1'.

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



A screenshot of a dropdown menu titled 'Primary Source/Facility'. The 'Select Primary Source...' button is highlighted with a red box and a red circle containing the number '2'. Below the dropdown, the text 'Source ID - Source Name' and a hyphen '-' are visible.

- 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 |

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

1 selected

Location Description

5678 Shady, Lane; Atlanta, GA 30334

Add to Sample Record

- Select the **Select Primary Facility...** button.

▼ Primary Source/Facility

Select Primary Source... Select Primary Facility... **5**

| Source ID - Source Name |
|-------------------------|
| -                       |

- 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            |

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

1 selected

Location Description

5678 Shady Lane; Atlanta, GA 30334

Add to Sample Record **7**

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

### Important

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

## Contract Tab

- Select the **Contract** tab.

General

Sample Location

Additional Information

Sources/Facilities

Associations **1**

Contract

Tests

Test Charges

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

Q Type search criteria or press Enter Advanced

Select Contract Project Items... **2**

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.

Material: ASPH00230 - Asp Conc, 12.5 mm GP2 SP/RAP  
Sample Type: ACC - Acceptance

Assign Tests

3. Review **Required Tests**.

4. Select the blue right arrow.

Review Required Tests

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

6. Select the blue right arrow.

Select Default Tests

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

8. Select the blue right arrow.

Select Optional Tests

| Test Method | Test Description                        | Lab Unit | Lab Name                    | AutoFinalize | Test Runs |
|-------------|---|----------|-----------------------------|--------------|-----------|
| DOT159P     | Asphalt Concrete Lab Worksheet - Part 2 | 0224     | XO Contractor, Inc. Atlanta | No           | 1         |

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

Add Test Runs and Confirm

Confirm

## Receiving Samples at Lab Unit

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

Receive at Lab Unit

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.

Receive at Lab Unit

Lab Unit

4. Select the checkbox next to the Sample ID.

| Sample ID *  | Material Code | Material Name                            |
|--|---------------|--|
| AshleyDowers20211019102406-1                                   | CONC00200     | Portland Cement, Type I                  |
| AshleyDowers20211130092749                                     | CONC00200     | Portland Cement, Type I                  |
| AshleyDowers20220214042849                                     | ASPH00230     | Asp Conc, 12.5 mm GP2 SP/RAP             |
| AshleyDowers20220215110959                                     | ASPH00230     | Asp Conc, 12.5 mm GP2 SP/RAP             |
| AshleyDowers20220215022104                                     | ASPH00230     | Asp Conc, 12.5 mm GP2 SP/RAP             |
| <input checked="" type="checkbox"/> AshleyDowers20220216053802 | ASPH00240     | Asp Conc, 12.5 mm SP/GP2/RAP/Poly Mod AC |

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

Mark As Received

## Entering DOT 159 Test Results

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

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

- Select the **row actions menu button** for your sample.
- Under Views, select **Asphaltic Concrete Lot Worksheet – Plant**.

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

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

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

- 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.

| Sieve Size  | 1 1/2 in. | 1 in. | 3/4 in. | 1/2 in. | 3/8 in. | No. 4 | No. 8 | No. 50 | No. 200 | % AC | GDTES |
|-------------|-----------|-------|---------|---------|---------|-------|-------|--------|---------|------|-------|
| 10          |           |       |         | 74.8    | 230.1   |       |       |        | 1,250.7 | 0.03 |       |
| % Deviation |           |       |         | 94.7    | 83.1    |       |       |        | 10.9    |      |       |

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**.

| Sample ID *  | Lab Ref Num | Lab Control Number       |
|--|-------------|--------------------------|
| <input type="checkbox"/> AshleyDowers20220215061147            |             | CNAshleyDowers2022021... |
| <input type="checkbox"/> AshleyDowers20220216053802            | 11683       | CNAshleyDowers2022021... |
| <input type="checkbox"/> AshleyDowers20220221091630            |             | CNAshleyDowers2022022... |
| <input type="checkbox"/> AshleyDowers20220224093036            |             | CNAshleyDowers2022022... |
| <input checked="" type="checkbox"/> AshleyDowers20220224021540 |             | CNAshleyDowers2022022... |

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