



QUICK REFERENCE GUIDE:

Adding Sampling & Testing Quals to a Person

Background:

A user must have the appropriate qualifications in order to be the sampler or tester. Each qualification includes many tests outlined in the WAQTC qualification and can also be viewed in the Qualifications area of Aashtoware.

Unique situations:

- If a Lab Supervisor is overseeing and review tests that they are not qualified to perform, they can be granted the Lab Supervisor Testing Qualification.
- If a user is comparing acceptance and assurance tests in AASHOTWare using a Comparison Agency (all comparison Agency Views start with CF. Example CF ATM 304C), they can be granted the Rover Testing Qualification.

Roles:

Materials Rover, Materials Lab Admin, Material Statewide, CM Admin (view only), Construction QA (view only), Construction Project Engineers (view only)

Navigation:

Materials Reference Data or System Administration > Person Qualifications >

1. On the Person Qualifications Overview page, search for the person by First Name, Last Name, or SOA ID. Click on the **Last Name** link. *Note: If you are unable to find the Person in the system, contact your CM Admin.*

2. On the Person Qualifications Summary page, select the **Tester** or **Sampler** tab on the left, click the **Select Testing/Sampling Qualifications...** button.
3. In the Select Testing/Sampling Qualifications window, find the desired qualification, click the row to select it, and click the **Add to Tester/Sampler** button at the bottom of the page.
4. To activate the qualification you have just selected, select ACTIVE in the **Status** dropdown, and set an **Effective Date**. If the qualification has a set expiration date, enter it in the **Expiration Date** field.
5. Click the **Save** button in the upper right.

Note: If a qualification allows a user to sample and test a material, the qualification will need to be added as both a Sampling Qualification and a Testing Qualification.

Next Steps:

After a qualification has been added to a person. Send the qualification paperwork to the Statewide WAQTC Coordinator per usual. Currently AASHTOWare project and the WAQTC Qualification website is not linked.