

**GENERAL SAMPLE RECORD  
CREATION  
USER GUIDE AGENCY**

This is for creation of a Sample Record and is generic. You will need to add your specific information where applicable.

The screenshot displays a web application interface. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are icons for Actions, Help, and Log off. Below the navigation, there are several menu items: Daily Work Report Overview, Inspector Links, External Links, Person Qualification Overview, Acceptance Actions Overview, Action Relationship Overview, and Special Provision Overview.

A 'Switch Role' dropdown menu is open on the left side. The roles listed are: Brent Slade, ADMIN, **CONSTRINSP\_KS** (selected and highlighted with a red box and an arrow), CONTRACTOR\_KS, CONTRACTS\_KS, CONTRACTS\_KS\_NONC, CONTRACTS\_KS\_NONC\_CO\_BUREAU, CONTRACTS\_KS\_STAGING, DOL (READ ONLY), ESTIMATION\_KS, EXTERNALBIDDER, EXTERNALPRIMEPAYROLL, EXTERNALSUBPAYMENT, EXTERNALSUBPAYROLL, KDOT\_LABORSUPERVISOR, KDOT\_LABORUSER, MATERIALUSER\_KS, MATERIALUSER\_KS\_SUPERVISOR, MobileInspector, MobileInspectorAdmin, OCC, PRECON, PROJMAN\_KS\_AREA, PROJMAN\_KS\_BUREAU, PROJMAN\_KS\_CO, PROJMAN\_KS\_DISTRICT, and PROJMAN\_KS\_DIVISION.

The main content area is titled 'Inspector User' and features a red box with the text 'Verify Role' and an arrow pointing to the 'CONSTRINSP\_KS' role in the dropdown menu. Below this, there are several sections:

- Daily Work Report Overview**: Includes a search bar with the text 'Type search criteria or press Enter', an 'Advanced' button, and a 'Status' dropdown menu set to 'No Filter'. Below the search bar, there are two columns of data, each with '0 marked for deletion' and '0 changed'.
- External Links**: A table of links with descriptions:

Link	Description
AASHTOWare Project Website	Information about the AASHTOWare Project™ system and other AASHTOWare products, events, newsletters, and more
Highway Contractors	Information for Highway Contractors
AWP Program Files	Bid Item, Inspector, Material, and Producer Codes
KDOT Reports Portal	Crystal Reports for Agency Users
KDOT Website	Internet
Payroll XML	Resources for Using XML with AASHTOWare Project™ Payroll XML
Subcontractor Payment Activity	Resource Kit
Working Days Charged CCD Time Charged Report	Prompt Payment Report
Contract Materials Report Final	Working Days Charged CCD Time Charged Report
Daily Diary and Daily Work Report Remarks	Contract Materials Report Final
	Daily Diary and Daily Work Report Remarks

At the bottom of the page, there are search filters for 'Qualifications' and 'System Default', and a 'No Filter' dropdown menu. The page also includes a footer with the text 'Enter search criteria above to see results or Show first 10'.

### PROJECT KS ROLE for Construction Inspector User

#### Home Page News

#### Rejected Daily Work Report Overview

Q Type search criteria or press Enter Advanced

0 marked for deletion | 0 changed

No rows found matching criteria.

#### Inspector Links

- Contract Permits
- Contract Progress
- Contract Vendor Assets
- Daily Work Report
- Mix Design
- Sample Records

Click "Sample Records".

#### Daily Work Report Overview

Q Type search criteria or press Enter Advanced

Status No Filter

0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

#### External Links

- AASHTOWare Project Website
- Highway Contractors
- AWP Program Files
- KDOT Reports Portal
- KDOT Website
- Payroll XML
- Subcontractor Payment Activity
- Working Days Charged CCD Time Charged Report
- Contract Materials Report Final
- Daily Diary and Daily Work Report Remarks

#### Person Qualification Overview

Q Type search criteria or press Enter System Default

Qualifications No Filter

0 changed

Enter search criteria above to see results or Show first 10

### Sample Record Overview

▼ Sample Record Overview **1. Click the component action button.** Save ?

🔍 Type search criteria or press Enter [Advanced](#)

**2. Click "Add".**

Actions ✕

- Add
- Attachments and Links
- General Notes.docx

Enter search criteria above to see results [or](#) [Show first 10](#)

Overview

### Add Sample Record

▼ Add Sample Record Save ?

- General
- Sources/Facilities
- Associations

12. Click the "Sources/Facilities" tab.

Sample ID \*  
[Text Input] 4. Enter where the material was sampled from.

Sample Date  
mm/dd/yyyy [Calendar Icon] 1. Enter the sample date.

Sampled From  
[Text Input]

Sample Status  
Sample Type  
ACC - for tests that satisfy the Insufficient Materials  
Ver and INF - can be used for other tests

Geographic Area  
[Dropdown] 5. Select the geographic area where the project is located.

Material Code - Name  
[Search Input] 6. Enter the material code for the material being tested. Needs to match the code on the contract line item.

Acceptance Method  
[Dropdown] 3. Select ACCP from the acceptance method drop down.

7. Enter the quantity for the test.

Represented Quantity  
[Text Input]

8. Click in the represented quantity units box and select the units.

Represented Quantity Units  
[Search Input]

9. Enter the specimen number if applicable. Mainly for cylinders.

Specimen Number  
[Text Input]

Mix Design Type  
[Dropdown] 10. Select the mix design type if applicable.

11. Enter the mix design ID. If it doesn't appear, your material code doesn't match the one on the mix design.

Mix Design ID  
[Search Input]

Authorized By

Authorized Date

Revising Sample ID

Revised By

Link To Related Sample ID  
[Search Input]

Linked Related Sample ID

Overview

### Add Sample Record

▼ Add Sample Record Save ?

- General
- Sources/Facilities
- Associations
- Sample Location
- Additional Information

▼ Primary Source/Facility

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

Click "Select Primary Source".

Source ID - Source Name	Facility ID - Facility Name
Source City	Facility City
Source Type	Facility Type
Source Location Description	Facility Location Description
Brand Name	SMFMI Name
<input type="text" value="Begin typing to search or press Enter"/>	<input type="text" value="Begin typing to search or press Enter"/>

▼ Additional Sources

Type search criteria or press Enter Advanced

Select Sources...

0 marked for deletion | 0 changed

No rows found matching criteria.

▼ Additional Facilities

Type search criteria or press Enter Advanced

Home | There are unsaved changes | Log off

### Select Primary Source

Q Type search criteria or press Enter [Advanced](#) **Either enter the source or click "Show first 10".**

Enter search criteria above to see results or [Show first 10](#) 0 selected

Add to Sample Record

Source City	Facility City
Source Type	Facility Type
Source Location Description	Facility Location Description
Brand Name	SMFMI Name

Q Begin typing to search or press Enter

Q Begin typing to search or press Enter

Additional Sources

Q Type search criteria or press Enter [Advanced](#)

Select Sources... 0 marked for deletion | 0 changed

No rows found matching criteria.

Additional Facilities

Q Type search criteria or press Enter [Advanced](#)

Home | There are unsaved changes | Log off

### Select Primary Source

Q MCM | Advanced | Showing 3 of 3 | 0 selected

Source ID - Name	Source Type	Source City	Location Description
00600902 - MCM (SALINA,KS PLT)	M - MIX PLANT	TOPEKA (HOME OFF)	
00601617 - MCM (MANHATTAN, KS) (PLANT #11) REXCON	M - MIX PLANT	MANHATTAN	
00602401 - MCM (PLANT #2) (ABILENE PLANT)	M - MIX PLANT	ABILENE	

1. Select the source.

2. Click "Add to Sample Record".

Add to Sample Record

Source Location Description | Facility Location Description

Brand Name | SMFMI Name

Q Begin typing to search or press Enter | Q Begin typing to search or press Enter

Additional Sources

Q Type search criteria or press Enter | Advanced

Select Sources... | 0 marked for deletion | 0 changed

No rows found matching criteria.

Additional Facilities

Q Type search criteria or press Enter | Advanced

Overview

### Add Sample Record

▼ Add Sample Record Save ?

- General
- Sources/Facilities
- Associations
- Additional Information

▼ Primary Source/Facility

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

Source ID - Source Name Facility ID - Facility Name

00601905 - MIDWEST CONC MATRL(MANHATTAN PCCP PLT#3)

Source City Facility City

MANHATTAN (HOME OFF)

Source Type Facility Type

M - MIX PLANT

Source Location Description Facility Location Description

Brand Name SMFMI Name

Q Begin typing to search or press Enter

▼ Additional Sources

Q Type search criteria or press Enter Advanced

Select Sources... 0 marked for deletion | 0 changed

No rows found matching criteria.

▼ Additional Facilities

Q Type search criteria or press Enter Advanced

2. Click the "General" tab.

1. Click "Save".

### Sample Record Summary

Sample Record slade20231024103411 - Successfully Saved

Sample Record: slade20231024103411 Save ?

General

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

<b>Sample ID *</b> slade20231024103411	<b>Remarks</b> 0
<b>Inspector Name</b> Begin typing to search or press Enter	<b>Sample Date</b> 10/23/2023
<b>Sampled From</b> Roadway	<b>Sample Status</b> Pending
<b>Geographic Area</b> 02 - DISTRICT 2 - SALINA	<b>Sample Type</b> ACC - Acceptance
<b>Material Code - Name</b> PCCStructures PCC Structures and Miscellaneous Construction	<b>Acceptance Method</b> ACCP - KDOT Tests And/Or Field Inspection
<b>Represented Quantity</b> 50,000	<b>Authorized By</b>
<b>Represented Quantity Units</b> CUYD CUBIC YARD	<b>Authorized Date</b>
<b>Specimen Number</b> 2	<b>Revised By</b>
<b>Mix Design Type</b>	<b>Link To Related Sample ID</b> Begin typing to search or press Enter
	<b>Linked Related Sample ID</b>

3. Click the "Associations" tab.

Note the Sample ID name.

1. Enter the Inspector Name. (Person Performing the test)

2. Click "Save".

### Sample Record Summary

Save Complete X

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Q Type search criteria or press Enter Advanced

New ← Click "New".

0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

### Sample Record Summary Save Complete X

Sample Record: slade20231024103411 Save ?

4. Click the "Contract" tab.

- General
- Associations
- Contract**
- Tests
- Sample Location
- Additional Information

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

3. Click "Save".

Q Type search criteria or press Enter Advanced

New 1 added | 0 marked for deletion | 0 changed

2. Enter the Office performing the test. If Consultant, select Consultant.

Association Type \* Association Value \*  
Q Begin typing to search or press Enter

1. Select "Destination Lab" from the drop down.

### Sample Record Summary

Save Complete X

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

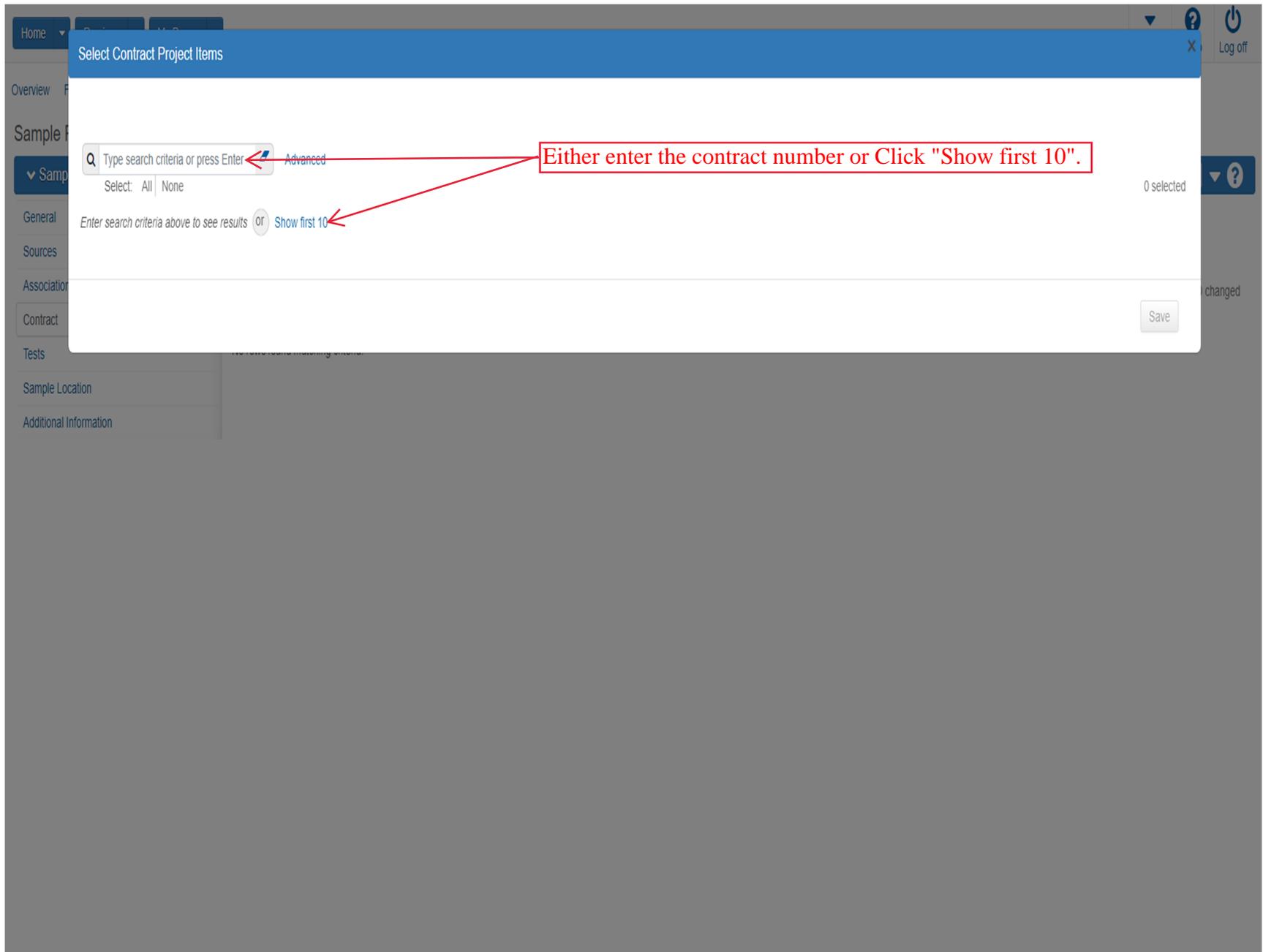
Q Type search criteria or press Enter Advanced

Select Contract Project Items...

Click "Select Contract Project Items".

No rows found matching criteria.

0 marked for deletion | 0 changed



Select Contract Project Items

Type search criteria or press Enter

Advanced Showing 10 of 1461

Select: All None

0 selected

1. Select the project line item(s).

Contract	Project Item Line Nbr	Material Set
520102181 - GRADING AND SURFACING	26 - CONCRETE (GRADE 4.0) (AE) (RCB)	MIGRATION 011899 90 Set A 520102181
521114252 - GRADING, BRIDGE AND SURFACING	34 - CONCRETE (GRADE 4.0) (AE) (SW)	MIGRATION 012073 90 Set A 521114252
520022101 - GRADING, BRIDGE AND SURFACING	21 - CONCRETE (GRADE 4.0) (RCB)	MIGRATION 012083 90 Set A 520022101
520102181 - GRADING AND SURFACING	25 - CONCRETE (GRADE 4.0) (RCB)	MIGRATION 012083 90 Set A 520102181
520102181 - GRADING AND SURFACING	55 - CONCRETE DITCH LINING	MIGRATION 012750 90 Set A 520102181
520102181 - GRADING AND SURFACING	53 - CONCRETE BACKSLOPE DITCH LINING	MIGRATION 012756 90 Set A 520102181
521092575 - GRADING AND SURFACING	56 - INLET (AREA) (SPECIAL)	MIGRATION 012853 90 Set A 521092575
521092575 - GRADING AND SURFACING	57 - INLET (GUTTER) (SPECIAL)	MIGRATION 012867 90 Set A 521092575
521092575 - GRADING AND SURFACING	55 - INLET (TYPE II CURB) (SPECIAL)	MIGRATION 012955 90 Set A 521092575
521022575 - GRADING, BRIDGE AND SURFACING	71 - RETAINING WALL (MSEW)	MIGRATION 013847 90 Set A 521022575

Load next 50

Showing 10 of 1461

2. Click "Save".

Save

### Sample Record Summary

Save successful

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

Type search criteria or press Enter Advanced Showing 1 of 1

Select Contract Project Items...

0 marked for deletion | 0 changed

Contract	Contract Project Item Material Sets
523022262	1

Click the row expand button.

### Sample Record Summary

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

Q Type search criteria or press Enter Advanced Showing 1 of 1

2. Click "Save".

Select Contract Project Items...

0 marked for deletion | 1 changed

Contract		Contract Project Item Material Sets	
523022262	1		
Project	Item	Material Set Name	
KA 3939-01	012083 - CONCRETE (GRADE 4.0) (RCB)	Concrete (RCB)	
Fed St Proj Num	Proj Ln Num	Work Location	Remarks
-A393(901) / K156-027 KA 3939-01	20		0

3. Click the "Additional Information" tab.

Work Location

Material Unit  
CUYD

Represented Quantity \*

1. If Sample Type is "ACC", Enter the Represented Quantity.

Remarks

Type *	Remark *
<input type="text"/>	<input type="text"/>

### Sample Record Summary

Save Complete X

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location

Witnessed By ID - Name	Created By
<input type="text" value="Begin typing to search or press Enter"/>	KDOTAD/slade
Requested By	Created Date
<input type="text" value=""/>	10/24/2023 10:34:12 AM
Lab Control Number	Last Updated By
<input type="text" value="CNslade20231024103411"/>	KDOTAD/slade
Lab Reference Number	Last Updated Date
<input type="text" value=""/>	10/24/2023 10:41:55 AM
Lot/Heat Number	DWR Inspector
<input type="text" value=""/>	DSR Inspector
Lot/Heat Type	Limited Sample Access Last Modified By
<input type="text" value=""/>	Limited Sample Access Last Modified Date
Intended Use	Administrative Office Modified By
<input type="text" value=""/>	Administrative Office Modified Date
Buy America	
<input type="checkbox"/>	
CIT Witnessed	
<input type="text" value=""/>	

1. Select which District the requested test is being run in.

2. Click "Save".

3. Click the "Tests" tab.

### Sample Record Summary

Save Complete X

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

**Material** PCCStructures - PCC Structures and Miscellaneous Constructio  
**Sample Type** ACC - Acceptance

Q Type search criteria or press Enter Advanced

Assign Tests

If the Sample Type "ACC", Click the drop down next to "Assign Tests".

0 marked for deletion | 0 changed

No rows found matching criteria.

### Sample Record Summary Save Complete

Sample Record: slade20231024103411 Save

General	Material	Sample Type
Sources	PCCStructures - PCC Structures and Miscellaneous Construction	ACC - Acceptance
Associations		
Contract	<input type="text" value="Type search criteria or press Enter"/> <span>Advanced</span>	
Tests	<span>Assign Tests</span>	0 marked for deletion   0 changed
Sample Location	<div style="border: 1px solid gray; padding: 2px;">No rows found me Actions Assign Default Tests</div>	
Additional Information		

Click "Assign Default Tests".

NOTE: If Sample Type is either "INF" or "VER", Click Assign Tests and select the tests for the Sample Record.

### Sample Record Summary Save Complete X

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

**Material** PCCStructures - PCC Structures and Miscellaneous Constructio

**Sample Type** ACC - Acceptance

Q Type search criteria or press Enter Advanced Showing 1 of 1

Assign Tests 0 marked for deletion | 0 changed

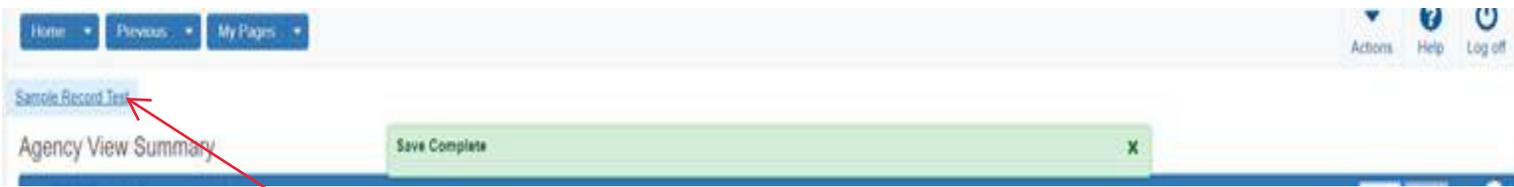
Test Number	Test Method	Destination Lab	Lab Unit	MAA	Test Inst	Required	Default
1.0	PCC Plastic Tests	D2A2 Field	D2A2 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes

**Test Status** Reference Specification Selected

05 - Test Assigned No

To access your specific Agency View, click the row action button and select it under "Views".

The remaining pages are for AFTER you complete entering your test result values on your Agency View.



Once you have completed you Agency View, Scroll to the top of the page and click "Sample Record Test".

### Sample Record Test Summary

There are unsaved changes.

Sample Record ID: slade20231024103411 Save

Test Number: 1.0 Test Method - Description: PCC Plastic Tests - PCC Plastic Tests (KT-17, KT-18, KT-19, KT-20, KT-21)

Testers

General

Q slade  
Brent Slade

Q slade  
Brent Slade

Tester ID	Tester ID	Tester Action Defaults *	
Q slade Brent Slade		<input checked="" type="radio"/> 1 - Entered test results <input type="radio"/> 2 - Performed test <input type="radio"/> 3 - Witnessed tester <input type="radio"/> 4 - Custom	X
Q slade Brent Slade		<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	X

3. To add additional testers, click "New" and repeat Steps 1 and 2.

2. Select the appropriate action. At least one has to have "Performed Test" selected.

4. Click "Save".

1. These should be populated from the agency view. If you need to change a name you will have to delete the incorrect ones.

### Sample Record Test Summary Save Complete

Sample Record ID: slade20231024103411 Save

Test Number: 1.0 Test Method - Description: PCC Plastic Tests - PCC Plastic Tests (KT-17, KT-18, KT-19, KT-20, KT-21)

- Testers
- General
- Reference Specifications

3. Click the "General" tab.

Type search criteria or press Enter Advanced Showing 2 of 2

2. Select "Mark Test Complete".

Actions

There are no actions available.

Tasks

- Mark Test Complete

Views

Attachments (0)

Issues

Links

Attachments and Links

General Notes.docx

Tester ID	Tester ID	Tester Action Defaults			
Q slade Brent Slade	slade	<input checked="" type="radio"/> 1 - Entered test results	<input type="radio"/> 2 - Performed test	<input type="radio"/> 3 - Witnessed tester	<input type="radio"/> 4 - Custom
Q slade Brent Slade	slade	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Home Previous My Pages Actions Help Log off

Enter Test Results Maintain Test Queue Review Samples Review Tests Sample Record

Sample Record Test Summary Save Complete

Sample Record ID: slade20231024103411 Save ?

Test Number: 1.0 Test Method - Description: PCC Plas

Testers

General Reference Specifications Retests

Test Information

Test Status	Remarks
40 - Test Complete	0
Priority	Planned Test Start Date
	mm/dd/yyyy
Default Test	Test Start Date
Yes	
Required Test	Estimated Completion Date
No	mm/dd/yyyy
Due Date	Actual Completion Date
mm/dd/yyyy	01/08/2024

Sample Information

Sample Type	Contract ID
ACC - Acceptance	523022262
Lab Unit	Source
D2A2 Field Lab - D2A2 Field Lab Unit (Belleville)	00601905 - MIDWEST CONC MATRL(MANHATTAN PCCP PLT#3)
Lab Reference Number	Sample Date

Test Result Value Sample Record Remarks

Yes

Sample Record Remarks

Type	Remark

Additional Test Information

Retest Test	Reportable
Retest Requested	Test Instances
No	1
Test Requested	
No	

Remarks

Type *	Remark *

NOTE: If the test is either "PAAA" or "Fail", you will need to enter remarks below as to why the test was not passed.

3. Click "Sample Record".

2. Click "Save".

1. Select the Test Result value from the drop down.

NOTE: If the test is either "PAAA" or "Fail", you will need to enter remarks below as to why the test was not passed.

### Sample Record Summary

Sample Record: slade20231024103411 Save ?

- General
- Sources
- Associations
- Contract
- Tests
- Sample Location
- Additional Information

**Sample ID \***  
slade20231024103411

**Inspector Name**  
Q noland  
Jeffery Noland

**Sampled From**  
Roadway

**Geographic Area \***  
02 - DISTRICT 2 - SALINA

**Material Code - Name**  
Q PCCStructures  
PCC Structures and Miscellaneous Construction

**Represented Quantity**  
50.000

**Represented Quantity Units**  
Q CUYD  
CUBIC YARD

**Specimen Number**  
2

**Mix Design Type**  
PCC Design Mix - PCC Design Mix Design

**Remarks**  
0

**Sample Date**  
10/23/2023

**Sample Status**  
Complete

**Sample Type**  
ACC - Acceptance

**Acceptance Method**  
ACCP - KDOT Tests And/Or Field Inspection

**Authorized By**  
WTSYSTEMUSER

**Authorized Date**

**Revised By**

**Link To Related Sample ID**  
Q Begin typing to search or press Enter

**Linked Related Sample ID**

Note that the sample is now authorized by "WTSYSTEMUSER".