

# **WITNESSING PART 2 USER GUIDE**

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP\_KS
- CONTRACTOR\_KS
- CONTRACTS\_KS
- CONTRACTS\_KS\_NONC
- CONTRACTS\_KS\_NONC\_CO\_BUREAU
- DOL (READ ONLY)
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT\_LABORSUPERVISOR
- KDOT\_LABORUSER
- MATERIALUSER\_KS**
- MATERIALUSER\_KS\_SUPERVISOR
- OCC
- PRECON
- PROJMAN\_KS\_AREA
- PROJMAN\_KS\_BUREAU
- PROJMAN\_KS\_CO
- PROJMAN\_KS\_DISTRICT
- PROJMAN\_KS\_DIVISION
- PROJMAN\_KS\_FHWA
- PROJMAN\_KS\_INSP

Construction Person Overview Source Overview

Construction

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Save

Verify Role.

Type search criteria or press Enter System Default

Qualifications User Reference Employee  
No Filter No Filter No Filter

0 marked for deletion 0 changed

Enter search criteria above to see results or Show first 10

Source Overview Save

Type search criteria or press Enter Advanced

0 marked for deletion 0 changed

On this page: Materials Materials Worksheets Construction Person Overview Source Overview

### PROJECT KS ROLE for Material User

#### Materials

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Click "Sample Records".

#### Materials Worksheets

- Enter Test Results
- Maintain Test Queue
- Receive Sample at Destination Lab
- Receive Sample at Lab Unit
- Review Samples
- Review Tests

#### Construction

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

#### Person Overview

Q Type search criteria or press Enter System Default

Qualifications User Reference Employee

No Filter No Filter No Filter

0 marked for deletion 0 changed

Enter search criteria above to see results or Show first 10

#### Source Overview

Q Type search criteria or press Enter Advanced

### Sample Record Overview

▼ Sample Record Overview Save ?

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

1. Click the component action button.

2. Click "Add".

Actions ×  
Add

0 marked for deletion | 0 changed

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

Overview

### Add Sample Record

▼ Add Sample Record 5. Click "Save".  ?

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

6. Click "Sample Location".

Sample ID \*

Up to 63 characters  
Inventory Code - Name

1. Enter the Material Code corresponding to the CIT Class.

Lab Control Number

Lab Reference Number

Lot/Heat Number

Lot/Heat Type

Specimen Number

Sample Size

Sample Size Units

Represented Quantity

Represented Quantity Units

▼ Remarks

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

Sample Date

2. Enter the date the material was sampled.

Sample Status

Sample Type

3. Select "ASW-ASSURANCE WITNESS" from the drop down.

Acceptance Method

4. Select "ACCP-KDOT Tests And/Or Field Inspection" from the drop down.

Authorized By

Authorized Date

Revising Sample ID

Revised By

Link To Related Sample ID

Linked Related Sample ID

### Sample Record Summary

Sample Record slade20221229023152 - Successfully Saved

Sample Record: slade20221229023152 Save ?

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

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

Sampled From

Reference

Sample Origin

Station

Station Plus

Offset Distance

Offset Direction

Elevation

Comments

Geographic Area

Latitude

Longitude

Distance From Grade

Distance From Grade Units

Sampled Ledge Name

Location

Start Coordinate X

End Coordinate X

4. Click "Additional Information".

2. Select the area the material was sampled from the drop down.

1. Enter the "Sampled From".

3. Click "Save".

### Sample Record Summary

Save Complete

Sample Record: slade20221229023152 Save ?

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

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

5. Click "Save".

Sampler ID - Name Created By  
Begin typing to search or press Enter 1. Enter the person who is being witnessed.

Witnessed By ID - Name Created Date  
Begin typing to search or press Enter 2. Enter the person who is doing the witness.

6. Click "Associations".

Requested By Last Updated By  
DOTAD\slade 3. Select who requested the witness.

Intended Use Last Updated Date  
12/29/2022 2:33:09 PM

Mix Design Type DWR Inspector  
DSR Inspector

Mix Design ID Limited Sample Access Last Modified By  
Begin typing to search or press Enter

Buy America Limited Sample Access Last Modified Date

CIT Witnessed Administrative Office Modified By  
4. Select the appropriate class from the drop down.

Limited Sample Access Last Modified Date  
Administrative Office Modified By  
Administrative Office Modified Date

### Sample Record Summary

Save Complete X

Sample Record: slade20221229023152 Save ?

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

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

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

Sample Record: slade20221229023152 Save ?

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

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

Type search criteria or press Enter Advanced

New

1 added | 0 marked for deletion | 0 changed

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

4. Click "Tests".

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

2. Enter the lab that the person being witnessed works in.

3. Click "Save".

### Sample Record Summary

Save Complete X

Sample Record: slade20221229023152 Save ?

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

**Material** SF - SuperPave Field Tests  
**Sample Type** ASW - ASSURANCE WITNESS

Q Type search criteria or press Enter Advanced

Assign Tests

No rows found matching criteria.

0 marked for deletion | 0 changed

Click "Assign Tests".

Sample Record Maintain Test Queue

### Assign Sample Record Test

Assign Sample Record Test ?

Progress: Review Required Tests Select Default Tests Select Optional Tests Add Test Runs and Confirm

#### 1 Review Required Tests:

No rows found matching criteria.



Click the next button.

### Assign Sample Record Test

Assign Sample Record Test

Progress: Review Required Tests **Select Default Tests** Select Optional Tests Add Test Runs and Confirm

#### 2 Select Default Tests:

Type search criteria or press Enter

Advanced Showing 4 of 4

Select: All None

0 selected

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
KT-39	HMA, Gmm, Rice	D3A3 Field Lab	Yes	1
KT-57	HMA, Ignition Oven	D3A3 Field Lab	Yes	1
KT-56	HMA, Moisture Induced Damage, Lottman	D3A3 Field Lab	Yes	1
KT-58	HMA, Gyrotory	D3A3 Field Lab	Yes	1

1. Select the appropriate test(s) that are being witnessed.

2. Click the next button.

Sample Record Maintain Test Queue

### Assign Sample Record Test

Assign Sample Record Test ?

Progress: Review Required Tests Select Default Tests **Select Optional Tests** Add Test Runs and Confirm

#### 3 Select Optional Tests:

q Type search criteria or press Enter Advanced

Select: All None No rows found matching criteria.

0 selected



Click the next button.

Sample Record Maintain Test Queue

### Assign Sample Record Test

Assign Sample Record Test

Progress: Review Required Tests Select Default Tests Select Optional Tests **Add Test Runs and Confirm**

#### 4 Add Test Runs and Confirm:

Required Tests

0 changed

No rows found matching criteria.

Selected Default Tests

0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
KT-39	HMA, Gmm, Rice	D3A3 Field Lab	Yes	1
KT-57	HMA, Ignition Oven	D3A3 Field Lab	Yes	1
KT-56	HMA, Moisture Induced Damage, Lottman	D3A3 Field Lab	Yes	1
KT-58	HMA, Gyrotory	D3A3 Field Lab	Yes	1

Selected Optional Tests

0 changed

1. Verify the correct test(s) are being added.

No rows found matching criteria.

2. Click "Confirm".

Confirm



### Sample Record Summary

Save Complete



Sample Record: slade20221229023152

Save ?

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

#### Material

SF - SuperPave Field Tests

#### Sample Type

ASW - ASSURANCE WITNESS

Q Type search criteria or press Enter Advanced Showing 4 of 4

Assign Tests

0 marked for deletion | 0 changed

Test Number	Test Method	Destination Lab	Lab Unit	MAA	Test Inst	Required	Default
1.0	KT-39	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
Test Status		Reference Specification Selected					
40 - Test Complete		No					
1.0	KT-56	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
Test Status		Reference Specification Selected					
40 - Test Complete		No					
1.0	KT-58	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
Test Status		Reference Specification Selected					
40 - Test Complete		No					

Click on the test number.

### Sample Record Test Summary

Sample Record ID: slade2022122902 Save ?

- General
- Testers
- Reference Specifications
- Retests

**Test Information**

Test Status	40 - Test Complete	Remarks	0
Priority		Planned Test Start Date	<input type="text"/>
Default Test	Yes	Test Start Date	
Required Test	No	Estimated Completion Date	<input type="text"/>
Due Date	<input type="text"/>	Actual Completion Date	

**Sample Information**

Sample Type	ASW - ASSURANCE WITNESS	Contract ID	
Lab Unit	D3A3 Field Lab - D3A3 Field Lab Unit (Hays)	Source	-
Lab Reference Number		Sample Date	

Test Result Value

Counts Toward MAA: Yes

**Sample Record Remarks**

Type	Remark
------	--------

**Additional Test Information**

Retest Test	No	Reportable	Yes
Number of Retests	<input type="text" value="Number of Retests"/>	Updateable	Yes
Retest Requested	No		
Test Requested	No		

**Remarks**

Type *	Remark *
--------	----------

3. Click "Sample Record".

2. Click "Save".

1. Click the appropriate test result from the drop down.

NOTE: You may be required to enter remarks before the results will save.

Repeat pages 15 and 16 for each of the tests in the list that were witnessed.

### Sample Record Summary

Sample Record: slade20221229023152

Save ?

General

Sample Location

Sources

Associations

Contract

Tests

Material

SF - SuperPave Field Tests

Sample Type

ASW - ASSURANCE WITNESS

Q [Type search criteria or press Enter]

Advanced Showing 4 of 4

Assign Tests

0 marked for deletion | 0 changed

Test Number	Test Method	Destination Lab	Lab Unit	MAA	Test Inst	Required	Default
1.0	KT-39	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
Test Status		Reference Specification Selected					
40 - Test Complete		No					
1.0	KT-57	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
40 - Test Complete		No					
1.0	KT-56	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
40 - Test Complete		No					
1.0	KT-58	D3A3 Field	D3A3 Field Lab	<input checked="" type="checkbox"/>		1 No	Yes
40 - Test Complete		No					

Click "General".

### Sample Record Summary

Sample Record: slade20221229023152 Save ?

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

**Sample ID \***  
slade20221229023152

**Material Code - Name**  
SF  
SuperPave Field Tests

**Lab Reference Number**

**Lot/Heat Number**

**Lot/Heat Type**

**Represented Quantity**

**Represented Quantity Units**

**Lab Control Number**  
C\slade20221229023152

**Specimen Number**

**Remarks**  
0

**Sample Date**  
12/13/2022

**Sample Status**  
Complete

**Sample Type**  
ASW - ASSURANCE WITNESS

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

**Authorized By**  
WTSYSTEMUSER

**Authorized Date**

**Revised By**

**Link To Related Sample ID**

**Linked Related Sample ID**

Verify the Sample was autofinalized.