Creating a Sample from the DWR

Background:

The DWR date must be for the same day the sample was taken. This guide assumes you've already created a DWR for the same day. If you have not created a DWR you will need to create a DWR or create a sample from the Dashboard. See *DWR – Creating and Submitting QRG* or *Sample Records – Creating from the Dashboard QRG.*

Roles:

Material Field Technician, Inspector, Construction Project Engineer.

*Your role must have Contract Authority and appropriate Sampling Qualifications in order to perform this task

Navigation:

Construction or Inspector Links > Contract Progress

1. Search for the contract and click the **Contract** hyperlink.
2. On the **Contract Progress Summary** page, click the **Daily Work Reports** tab on the left.
3. Use the *DWRs - Creating and Submitting QRG* to add a new DWR and edit fields or use the search to find your existing DWR and click its **Sequence** hyperlink.
4. On the Contract Daily Work Report Summary page, select the **Item Postings** tab on the left.
   Note: You must have a Contractor on Site prior to adding an item posting.
5. Find the desired item posting and click the arrow on the left to expand its row.

6. Use the dropdowns to select the **Material Set.**
   Note: If there is only one Material Set for an item it will automatically be chosen.
7. Populate the **Location** field (If you are only adding batch data, write "Batch Data").
8. Click **Save**. The system generates an acceptance record for each material in the material set.
9. On the **Acceptance Records** tab, find the row with the desired **Item** with the **Material Set** you chose. Using the arrow on the left, expand the row to reveal all materials within that material set.
10. Use the arrow on the left to expand the row for the material for which you want to create a sample.
11. Use the dropdowns and autocomplete field to fill out the **Sample Type** and **Source ID** fields.
12. Click **Save** in the upper right corner.
13. On the same acceptance record material, click the blue arrow on the right to open the **Row Actions** menu and click **Create New Sample Record**.
14. On the Create New Sample Record page, check the **Ready to Create** checkbox and click **Save**.
15. The sample you just created will open. On Sample Record Summary General Tab fill out any additional information. (i.e. Field Number and Stationing).
16. On the Mix Design Information Tab, select the **Mix Design Type** and **Mix Design ID** (skip this step if you are not testing a material with a Mix Design)
17. On **Lab Associations** Tab, Click the **New** button.

18. In the **Association Type** dropdown, select Destination Lab.
19. In the **Association Value** autocomplete field, hit enter and select the appropriate Destination Lab.
20. Click **Save**.
21. Are you splitting your sample for an Assurance? If no, skip to the next step.
    a. Click the arrow in the upper right to open the Component Actions menu and, in the Tasks section, click on **Split Sample Record…**
    b. In the Split Sample Record modal window, enter the number of new sample records you would like to create, and click the Split Sample Record button. Each copy is assigned the Sample ID of the original sample record with a hyphen and a sequential number that identifies the split number. The split samples will have the original sample ID in the **Lab Control Number –linked ACPT/ASSR** field on the sample record.
    c. To find the Split Sample Record(s), click the **Overview** quicklink at the top of the page.
    d. Search for the **Sample ID** of the original sample.
    e. Click the **Sample ID** link of the split sample, on the general tab change the **Sample Type**, **Field Number**, and **Stationing** information if necessary
    f. On the **Lab Associations** tab, change the **Association Value** if necessary and click **Save**.

22. Both the original sample and the split sample record(s) need tests assigned.
23. On the **Tests** Tab, Click the **Assign Tests** button to launch the guided test assignment process.
    Note: A sample record cannot have tests assigned to it until it has been associated with a Destination Lab.
24. Using the blue arrows in the bottom right for navigation, click the next button. No tests will appear in the required tests or select default. All available tests will appear in the **Select Optional Tests** screen. Click the appropriate tests for this sample and click next.
25. Review and click the **Confirm** button.
    Note: If the guided process does not show you the tests you expect, return to the sample record and check that it's Material, Sample Type, and Destination Lab are correct. If that does not fix the problem, reach out to the Global Material Admin or Material Lab Admin.
26. On the Tests Tab fill out the following fields above the assigned tests.
    a. **Ref Spec –** Enter either the Standard Specification (i.e. SSHC 2020), the Regional Modification, Special Provision, or Change Order (i.e. CR703.1-050122 for Central Region Selected Material)
    b. **Ref Spec Condition –** Enter the Classification of the material being tested. Such as Type A of Type B for Selected Material.

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Note: If you do not know what your Ref Spec or Ref Spec Condition should be consult your contract materials or contact your Module Admins.

27. Repeat steps 22 through 26 for all sample records created.
28. *If you forgot to split your sample before adding tests, you can manually link the samples. To manually link the samples*:
    a. Copy the **Sample ID** of the ACPT sample record.
    b. Navigate to the ASSR sample record and paste the ACPT sample record Sample ID in the Lab **Control Number - linked ACPT/ASSR field**.
    c. Click **Save**.

Next Steps:

If you also need to enter Concrete Batch Data, use - *DWR – Entering Concrete Batch Data QRG.*

If the DWR is now complete, return to the DWR and submit it using - *DWRs - Creating and Submitting QRG.*

Sample Records – Entering Test Results

Sample Records – Modify a Sample Record