



QUICK REFERENCE GUIDE:

Materials – Batch Loading Qualifications

Background:

Using the Excel spreadsheet Qualifications Batch Load, materials staff can input multiple AWP user's testing and sampling qualifications for efficient upload into AWP software.

Roles:

Materials Rover, Materials Lab Admin

Navigation:

AWP Information website: <https://dot.alaska.gov/aashtoware/> > Resources Tab

1. Download the Excel sheet titled *Qualifications Batch Load* in the Resources tab.
2. Start on the **Testing Qualifications** Sheet.
3. Fill out the **Person ID** column with the same **Person ID** the User has in AASHTOWare.
4. In the **Testing Qualification ID** column from the dropdown box, select which Qualification to give the User.
5. Fill out the **Effective Date** column with the date the User received the qualification.
6. Verify that the **Expiration Date** auto-populates correctly and with the correct date.
 - a. If an expiration date does not populate, the qualification may not have an assigned expiration date. You can add one manually if required; however, it will overwrite the formula in the cell and will not auto-populate in that location in the future.

7. In the **Status** column, choose from the dropdown the **Active** status to add a qualification.
8. Repeat steps 1-7 for each qualification for each User. The same steps can also be utilized in the **Sampling Qualifications Sheet** tab.
9. Once the Excel sheet is completed, save it with a filename of RegionMonthYearQualifications and email the file to dot.awp.team@alaska.gov.

Next Steps:

Once a member of the AWP Team has uploaded your qualification data into AASHTOWare, verify that the data was uploaded correctly and that users had the correct qualifications.