



QUICK REFERENCE GUIDE:

# Getting Started – Regional Lab

## Background:

Certain tasks need to occur at the beginning of every contract and certain skills are necessary to navigate successfully through AWP. This QRG (with links to other QRGs) should be used after your contract is Activated (a status of Active will display on the Contract Administration Summary page).

## Resources:

### *General Knowledge*

- [AWP Terminology](#)
  - This QRG identifies the different pieces of AWP. This is important foundational knowledge as these terms are used throughout the other QRGs.
- [Sort and Filter Using the Advanced Filter](#)
  - Search fields and advanced filters are appear throughout the system. This QRGs explains how to best use them.
- [Reports - Generating](#)
  - Reports can be helpful in aggregating data in AWP. There are many reports available for each role.

### *Material Lab Supervisor/Material Lab Admin*

- [Global Materials – Adding Sources and Source Materials](#)
  - Sources must be exist and have the appropriate materials associated in order for it to be selected on a sample record.
  - This task is performed by the Regional Source creators: NR – Justin Northrup/SR – Andrew Hills/CR – Paul Dougherty
- [Global Materials – Test Equipment](#)
  - Nuke Gauges and Ignition Ovens are in AWP. When equipment is added or replaced it will need to be maintained in the system.

- [Labs – Maintaining Lab Testers](#)
  - Each Lab is responsible for assigning their Lab staff.
- [Qualifications – Adding Sampling and Testing Quals to a person](#)
  - All WAQTC Testing Qualifications will reflect on the <https://dot.alaska.gov/stwddes/desmaterials/waqtc/> website.
- [Mix Designs – Add New, Add Contract to, or Copy Mix Design](#)
  - Only Mix designs with testable quantity or being checking proportional tolerance need to be entered into AWP.
- [Sample Records – Receiving at Lab](#)
  - All Regional Facilities must receive the sample before test results can be entered.
- [Sample Records – Modifying a Sample Record](#)
- [Sample Records – Review Tests](#)
  - After all tests are reviewed at level 2 the sample will go to the Project Staff (if acceptance or quality) or to QA (if assurance).

### *Material Lab Technician*

- [Samples Records – Creating a Sample form the Dashboard](#)
- [Sample Records – Receiving at Lab](#)
  - All Regional Facilities have to receive the sample before test results can be entered
- [Sample Records – Enter Test Results](#)
- [Sample Records – Reviewing Tests](#)
  - Material Lab Technicians can review at level 1. Material Lab Supervisor can review at level 2.

If you need further assistance please contact your Module Admin  
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