



## QUICK REFERENCE GUIDE:

# Entering Concrete Batch Data

## Background:

You have collected a Concrete Batch Ticket and want to check it against the Mix Design. The Concrete Batch Data AV will check if the Concrete is within tolerance. The Mix Design will have to be in the system and approved. If it is not, Mix Design approvals are managed by Paul Dougherty (CR), Andrew Schultz (NR), and Andrew Hills (SR). The role you are using to enter the batch data must have contract authority for the contract for which you're entering the batch data.

## Roles:

Construction Project Engineer, Construction Office Engineer, Construction Inspectors, Material Field Technicians

## Navigation:

Construction or Inspector Links > Contract Progress

1. Search for the contract and click the **Contract** hyperlink.
2. On the Contract Progress Summary page, select the **Daily Work Reports** tab on the left.
3. Use the *DWRs - Creating and Submitting* QRG 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. Reminder: You must have a Contractor on Site prior to adding an item posting.
5. Find the desired item posting, use the **Collapsible arrow** on the left to expand its row.

6. Use the dropdowns to select the **Material Set**.
7. Populate the **Location** field (If you are only adding batch data, write "Batch Data").
8. Click **Save**. The system will automatically generate an acceptance record for each material in the material set.
9. On the **Acceptance Records** tab, find the desired material set's row. Using the **Collapsible arrow** on the left, expand the row to reveal all materials within that material set.
10. Use the **Collapsible arrow** on the left to expand the row for the material that has batch data.
11. Select **BD – Batch** in the **Field Inspection Value** field.
12. Click **Save**.
13. Next you will check concrete batch proportion tolerance by entering the Concrete Batch Data into the acceptance record AV itself.
14. On the same acceptance record material, click the **Row Actions menu** (blue arrow on the right) and click **AV: Concrete Batch Data** (there may be an additional v001 or v002 at the end of the AV name, this indicates that it is a newer version of the AV)
  - a. *Pour Information:* This section of the AV is used to enter information about the concrete pour itself, such as **Pour Start Time, Pour Finish Time**, and if there was any wasted or rejected material.
    - i. The **Load Size (CY)** field must be filled out for the calculations in the AV to work.
    - ii. If there is no concrete wasted or rejected those fields can be left blank.



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- b. *Batch Masses:* This section of the AV is used to enter the weights of the materials from your batch ticket into the AV. It is also where you will put the mix design, specifications, and any samples created from the batch.
    - i. If your mix doesn't have a specific batch mass (such as lacking intermediate aggregate) then leave the field blank.
    - ii. If you do not know what **Mix Design, Ref Spec, or Ref Spec Condition** to fill out, ask your project's lead materials or Rover.
    - iii. If samples were taken from the batch and have been created in AWP, you can indicate which ones they are in the **Conc Placement Sample Record Test** autocomplete and the **AASHTO T 22 Sample Record Test** autocomplete.
  - c. *Aggregate Moisture Corrections:* This section is where you enter the **% moisture** from the batch ticket for each Aggregate and determine how the **% Free Moisture** is calculated.
    - i. In the **Select Ticket Type** dropdown choose *Manual* if the plant used an ATM 202 Soil Moisture or similar test to determine the aggregate's moisture. Choose *Automatic* if moisture was listed without a test being performed.
  - d. Click **Save**.
15. Navigate back to the DWR by clicking the **DWR Acceptance Record** in the upper left-hand corner.

## Next Steps:

If you also need to create a concrete sample, use - *Sample Records - Creating a Sample Record from a DWR QRG* to do so from the DWR you already created.

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



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Below demonstrates how to navigate to the Concrete Batch Data AV. Please note you have selected the **BD – Batch Data** as **Field Inspection Value** so that it shows up on the *Contract Material Acceptance Report*.

The screenshot displays the AASHTOWare Project interface for entering concrete batch data. The top section shows a table with columns: Item ID, Item Description, Project ID, Category ID, and Sequence Num. Below this, a form for 'Material' is visible, including fields for 'Material', 'Source', 'Conversion Factor', 'Reported Matl Qty', and 'Cont Est Matl Qty'. The 'Field Inspection Value' dropdown is highlighted with a red box and set to 'BD - Batch Data'. The 'Source ID' dropdown is also highlighted with a red box, and its menu is open, showing 'AV: Concrete Batch Data' as the selected option. A red arrow points to the dropdown arrow for the 'Source ID' field, and another red arrow points to the dropdown arrow for the 'Field Inspection Value' field.

If you need further assistance, please contact your Module Admin  
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