



QUICK REFERENCE GUIDE:

Adding Non-DOT Consultant Qualifications

Background:

Materials Qualifications are tracked through AASHTOWare and published on the WAQTC Qualifications website. In order for the website to display everyone in the state with a current WAQTC Qualification persons must be entered into AWP who are not AWP Users.

Roles:

Material Statewide

Navigation:

1. On the bottom of the **Home Page Component** in the **Person Qualification Overview Component** open the **Component Action Menu** and click **Add New**.
2. Enter the consultant's WAQTC number in the **Person ID** field.
3. Enter the consultant's first name and last name in the **First Name** and **Last Name** fields.
4. In the **WAQTC Region/Consult** dropdown select **Consult**.
5. Click **Save**.
6. The **WAQTC Qualification Number** field will now populate, in that field enter the consultant's WAQTC number.
7. Click **Save**.
8. Select the **Tester** or **Sampler** tab on the left, click the **Select Testing/Sampling Qualifications...** button.
9. In the Select Testing/Sampling Qualifications modal window, find the desired qualification, click the row to select it, and click the **Add to Tester/Sampler** button at the bottom of the page.

10. To activate the qualification, select **ACTIVE** in the **Status** dropdown, and set an **Effective Date**. If the qualification has a set expiration date, enter it in the **Expiration Date** field. To have the qualification publish to the WAQTC Qualifications website site check the **Publish to Website?** checkbox.
11. Click **Save**

Next Steps:

After all the necessary qualifications have been added to a person if you published them to the WAQTC Qualifications website verify that they are showing up correctly on the website.