Adding Sampling & Testing Quals to a Person

Background:

A user must have the appropriate qualifications to be listed as a sampler or tester. Each qualification includes many tests outlined in the WAQTC qualification and can also be viewed in the Qualifications area of Aashtoware.

Note: If a Lab Supervisor is overseeing and reviewing tests that they are not qualified to perform, they can be granted the Lab Supervisor Testing Qualification.

Roles:

Materials Rover, Materials Lab Admin, Material Statewide, CM Admin (view only), Construction QA (view only), Construction Project Engineers (view only)

Navigation:

Materials Reference Data or System Administration > Person Qualifications >

1. On the Person Qualifications Overview page, search for the person by First Name, Last Name, or SOA ID. Click on the **Last Name** link. *Note: If you are unable to find the Person in the system, contact your CM Admin.*

2. On the Person Qualifications Summary page, select the **Tester** or **Sampler** tab on the left, click the **Select Testing/Sampling Qualifications…** button.

3. In the Select Testing/Sampling Qualifications 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.

4. To activate the qualification you have just selected, 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.

5. If you are in the Materials Statewide role and wish to publish the results to the WAQTC website, click on the checkbox under **Publish to website?**

6. Click the **Save** button in the upper right.

Note: If a qualification allows a user to sample and test a material, the qualification will need to be added as both a Sampling Qualification and a Testing Qualification.

Next Steps:

After a qualification has been added to a person send the qualification paperwork to the Statewide WAQTC Coordinator per usual.