



QUICK REFERENCE GUIDE:

Creating a Sample from the DWR

Background:

The DWR date must be for the same day the sample was taken. This guide assumes a DWR for the sample date has already been created. To create a DWR see *DWR – Creating and Submitting* QRG. If only a sample record needs to be created, see *Sample Records – Creating from the Dashboard* QRG.

In order to complete the following task you must have appropriate Sampling qualifications. The role being used must have Contract Authority.

Roles:

Material Field Technician, Inspector, Construction Project Engineer.

Navigation:

Construction or Inspector Links > Contract Progress

1. Search for the contract and click the **Contract** hyperlink.
2. On the **Contract Progress Summary** page, click the **Daily Work Reports** tab on the left.
3. Use the search to find your existing DWR and click its **Sequence** hyperlink.
4. If you have already created an item posting for the item you sampled, go to Step #10.
5. If you need to create an item posting for the DWR, on the Contract Daily Work Report Summary page, select the **Item Postings** tab.
Note: A Contractor must be entered as on Site prior to adding an item posting.

6. Find the item posting that contains the material for which you're creating a sample and click the **Collapsible arrow** on the left to expand its row.
7. Use the dropdowns to select the **Material Set**.
Note: If there is only one Material Set for an item it will automatically be chosen.
8. Populate the **Location** or **Station Information** fields with where the sample was taken.
9. Click **Save**. The system automatically generates an acceptance record for each material in the material set.
10. On the **Acceptance Records** tab, find the row with the desired **Item** with the **Material Set** you chose. Using the **Collapsible arrow** on the left, expand the row to reveal all materials within that material set.
11. Use the **Collapsible arrow** on the left to expand the row for the material you want to create a sample for.
12. Use the dropdowns and autocomplete field to fill out the **Sample Type** and **Source ID** fields.
13. Click **Save** in the upper right corner.
14. On the same acceptance record material, click the **blue arrow** on the right to open the **Row Actions Menu** and click **Create New Sample Record**.
15. On the Create New Sample Record page, populate the **Field Number** field and click **Save**.
16. The sample you just created will open. On the Sample Record Summary General Tab, fill out any additional information. (i.e. Stationing, Grade Reference...).



QUICK REFERENCE GUIDE:

Creating a Sample from the DWR

17. On the **Mix Design Information** Tab, select the **Mix Design Type** and **Mix Design ID** (skip this step if you are not testing a material with a Mix Design)
18. On the **Associations** Tab, Click the **New** button.
19. In the **Association Type** dropdown, select *Destination Lab*.
20. In the **Association Value** autocomplete field, hit enter and select the Lab that is performing the test.
21. Click **Save**.
 - a. If this Sample requires splitting for Assurance, follow the *QRG – Splitting A Sample for Assurance*. (Not all samples will require this step).
22. On the **Tests** Tab, Click the **Assign Tests** button to launch the guided test assignment process.

Note: A sample record cannot have tests assigned to it until it has been associated with a Destination Lab.
23. Using the **blue arrows** in the bottom right for navigation, click the next button. No tests will appear in the required tests or select default. All available tests will appear in the **Select Optional Tests** screen. Click the appropriate tests for this sample and click next.
24. Review and click the **Confirm** button.

Note: If the guided process does not show you the tests you expect, return to the sample record and check that it's Material, Sample Type, and Destination Lab are correct. If that does not fix the problem, reach out to your Global Materials Admin or Materials Lab Admin.
25. On the **Tests** Tab fill out the following fields above the assigned tests.

- a. **Ref Spec** – Enter either the Standard Specification (i.e. SSHC 2020), the Regional Modification, Special Provision, or Change Order (i.e. CR703.1-050122 for Central Region Selected Material)
- b. **Ref Spec Condition** – Enter the Classification of the material being tested. Such as Type A or Type B for Selected Material.

Note: If you do not know what your Ref Spec or Ref Spec Condition should be, consult your contract materials or contact your Module Admins.

26. Click **Save**.

Next Steps:

If you also need to enter Concrete Batch Data, use - *DWR – Entering Concrete Batch Data QRG*.

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

Sample Records – Entering Test Results

Sample Records – Modify a Sample Record

If you need further assistance, please contact your Module Admin

Updated February 2025