



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.

## Roles:

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

\*Your role must have Contract Authority

## 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 you 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 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 generates 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 arrow on the left, expand the row to reveal all materials within that material set.
10. Use the 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** in the upper right corner.
13. Check concrete batch proportion tolerance by entering the Concrete Batch Data into the acceptance record AV itself.
  - a. On the same acceptance record material, click the blue arrow on the right to open the **Row Actions menu** and click **AV: Concrete Batch Data**
  - b. Use the Batch Ticket you collected to fill out the Agency View.
  - c. Click **Save**.
14. 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 sample, use - *Sample Records - Creating a Sample Record from a DWR QRG*.

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

If you need further assistance please contact your Module Admin  
Updated January 2023



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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 software interface for entering concrete batch data. The main form includes the following fields and options:

- Item ID:** 608.2013.E004
- Item Description:** Concrete, Type V, 4 inches thick, C
- Project ID:** CFHWY00833
- Category ID:** 00BB
- Sequence Num:** 1
- Material Set:** Project Specific
- Materials:** 1
- Material:** 550-2.02 - Commercial Concr
- Source:** -
- Conversion Factor:** 1.00000
- Reported Matl Qty:** 0.00000
- Cont Est Matl Qty:** 30.00000
- Field Inspection Value:** BD - Batch Data (highlighted with a red box)
- Approval Level:** (dropdown menu)
- Comments:** (text input field)
- Sample Type:** (dropdown menu)
- Source ID:** (dropdown menu)
- Sample ID:** (text input field)
- Sampler ID:** (text input field)
- Sample Date:** (text input field)

An **Actions** dropdown menu is open, showing the following options:

- Copy
- Copy DWR Acceptance Records to Items
- Create New Sample Record
- Delete
- Views
- Attachments (0)
- AV: Concrete Batch Data** (highlighted with a red box)
- Links
- Material

Red arrows indicate the selection of 'AV: Concrete Batch Data' from the Actions menu and the 'Field Inspection Value' dropdown.

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