

AASHTOWare Project Construction & Materials[™] Quick Reference Guide for ODOT

Maintaining Contracts for a Mix Design

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Role(s): Central Lab Admin

Adding Contracts to a Mix Design:



The system will allow you to add contracts to a mix design only if the mix design is active. Once the

mix design expiration date passes, you cannot associate it with a contract. To add one or more contracts to a mix design:

- 1. From the Materials component, click the Mix Design link.
- 2. Search for and select the desired Mix Design.
- 3. From the Mix Design Summary, click the Contracts tab.
- 4. Click the Select Contracts button.
- 5. Search for and select the contract to add to the Mix Design.
- 6. Click the Add to Mix Design button.

7. Click the **Save** button.

| General | |
|---------------------|---|
| Component Materials | Q Type search criteria or press Enter Advanced |
| Contracts | Select Contracts |
| Specifications | |
| SMFMI | Enter search criteria above to see results or Show first 10 |
| | |

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Deleting Contracts from a Mix Design:

The system will allow you to delete a contract from a mix design if there are no associated contract sample records for that contract and mix design material. To delete a contract from a mix design:

- 1. From the Mix Design Summary, click the Contracts tab.
- 2. Click the row **Actions** menu of the contract you want to delete.
- 3. Click the **Delete** action.
- 4. Click the **Save** button.
 - Note: If you mark a contract for deletion in error, you can click the Undo arrow to undo the deletion.

Next Steps:

o Needed