



QUICK REFERENCE GUIDE:

Materials – Batch Loading Qualifications

Background:

Using the excel spreadsheet Qualifications Batch Load, materials staff can input multiple AWP user's testing and sampling qualifications for efficient upload into AWP software.

Roles:

Materials Rover, Materials Lab Admin

Navigation:

AWP Information website: <https://dot.alaska.gov/aashtoware/> > Resources Tab

1. Download excel sheet titled *Qualifications Batch Load* in Resources tab.
2. Start on the **Testing Qualifications Sheet**.
3. Fill out the **Person ID** column with the same **Person ID** the User has in AASHTOWare.
4. In the **Testing Qualification ID** column from the dropdown box, select which Qualification to give the User.
5. Fill out the **Effective Date** column with the date the User received the qualification.
6. Verify that the **Expiration Date** auto-populates correctly and with the correct date.
 - a. If an expiration date does not populate, the qualification may not have an assigned expiration date. You can add one manually if required; however, it will overwrite the formula in the cell and will not auto-populate in that location in the future.

7. In the **Status** column, choose from the dropdown the **Active** status to add a qualification.
8. Repeat steps 1-7 for each qualification for each User. Steps can also be utilized in the **Sampling Qualifications Sheet** tab.
9. Once the Excel sheet is completed, save with a filename of RegionMonthYearQualifications and email the file to dot.awp.implementation.team@alaska.gov.

Next Steps:

Once a member of the AASHTOWare Implementation Team has uploaded your qualification data into AASHTOWare, verify that the data was uploaded correctly and that users had the correct qualifications.

If you need further assistance please contact your Module Admin
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