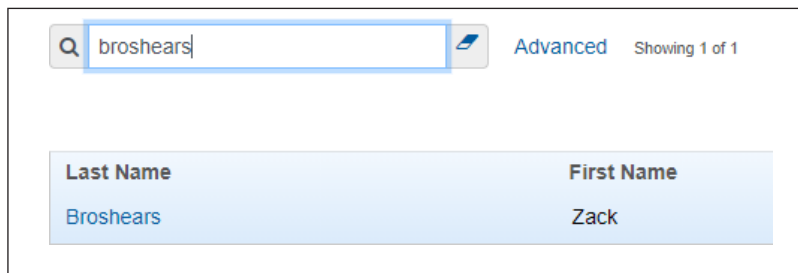


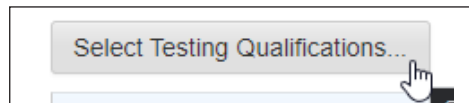


Maintaining Person Qualification Records

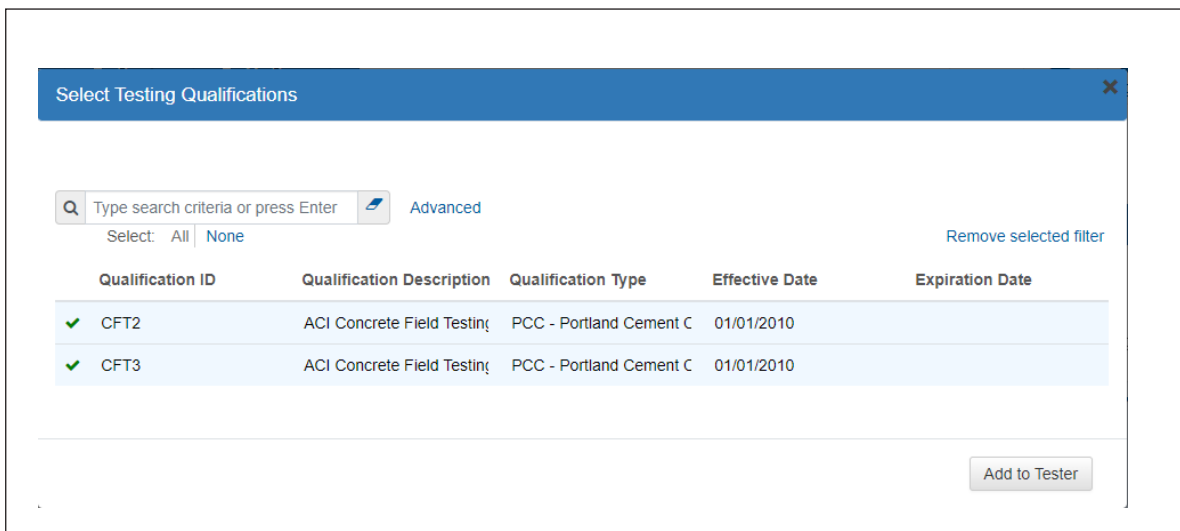
1. After logging into AASHTOWare Project, if not already logged in with this role, switch to `NDOT_Person_Qual_Mgmt`.
2. At the bottom of the screen, use the search box to locate the person by searching for the first name, last name, or their person ID value (firstname.lastname commonly). After locating the person, click on their name to open their qualification records.



3. To add more qualifications, click on the “Select Testing Qualifications...” button.



4. Using the modal window that opens, select the qualifications that are desired to be applied to the person. Once all have been selected, click the “Add to Tester” button.





Maintaining Person Qualification Records

- The new qualifications should be added to the bottom of the list. Use the “>” carrot to expand the new qualifications one at a time to fill out the appropriate Effective Date, Expiration Date and to set the Status.

Qualification ID	Qualification Type	Qualification Description
CFT2	PCC - Portland Cement	ACI Concrete Field Testing Tech (5 yr)
Effective Date	Expiration Date	Status
01/01/2010		Active

Qualification ID	Remarks
CFT2	0
Qualification Type	Effective Date
PCC - Portland Cement Concrete	01/01/2010
Qualification Description	Expiration Date
ACI Concrete Field Testing Tech (5 yr)	
	Status
	Active

Remarks	
Type *	Remark *

- Click “Save” to save your changes.