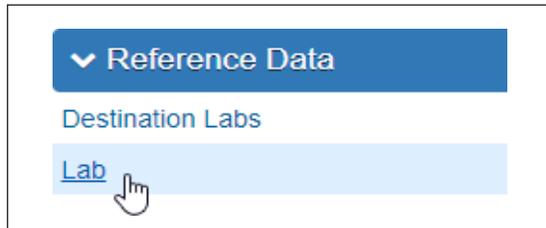


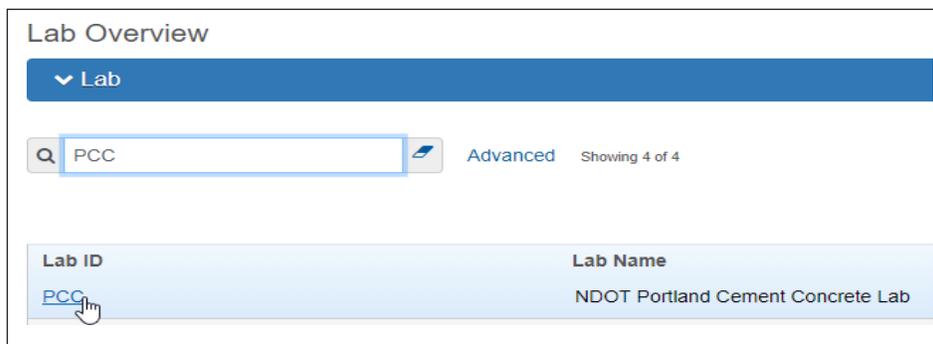


Maintaining Testers for Labs - QRG

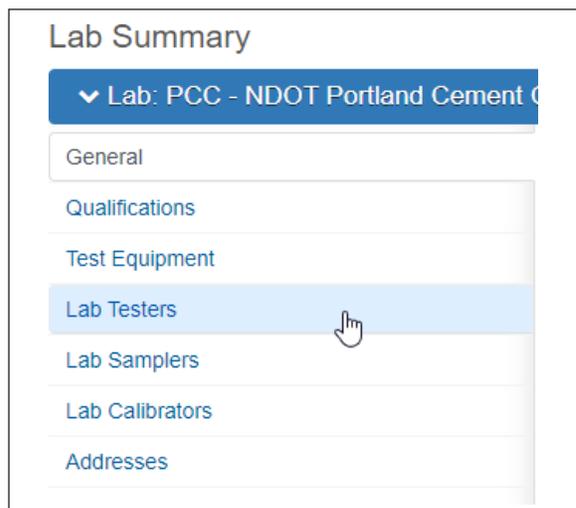
1. After logging into AASHTOWare Project, if not already logged in with this role, switch to the `NDOT_Lab_Manager` role.
2. Under Reference Data, select the link for “Lab”.



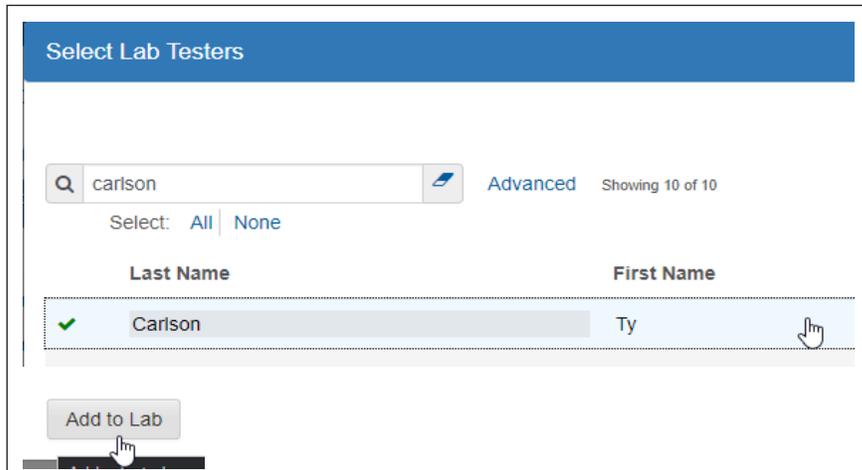
3. On the Lab Overview, search and select the link for the appropriate lab.



4. On the Lab Summary, select the “Lab Testers” tab along the left side.



- The Lab Testers are now displayed. They can be reviewed, added, or removed.
- To Add more Lab Testers, select the “Select Lab Testers...” button. On the modal window, search and select the individuals desired. Once all selections are made, select the “Add to Lab” button in the lower right of the modal window.



- The Lab Testers tab should now include the name(s) of any individual(s) selected on the modal. At this point, the testers are not yet saved. If the names appear correctly, click on the “Save” button in the component header.
- To remove Lab Testers, locate the individual(s) desired for removal. Select the Row Action button and click the “Delete” link. At this point, removal changes are not yet saved. If the changes appear correct, click on the “Save” button in the component header.

