

- 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".

✓ Reference Data
Destination Labs
Lab Ju

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

Lab Overview	
✓ Lab	
Q PCC	Advanced Showing 4 of 4
Lab ID	Lab Name
PCC	NDOT Portland Cement Concrete Lab

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

Lab Summary	
✓ Lab: PCC - ND	OT Portland Cement (
General	
Qualifications	
Test Equipment	
Lab Testers	շիտ
Lab Samplers	\bigcirc
Lab Calibrators	
Addresses	



- 5. The Lab Testers are now displayed. They can be reviewed, added, or removed.
- 6. 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.

Q carlson Select: All None	Advanced	Showing 10 of 10	
Last Name		First Name	
✓ Carlson		Ту	Ŀ

- 7. 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.
- 8. 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.

on ID	•
Actions	×
Delete	