



QUICK REFERENCE GUIDE:

Mix Design – Review and Approve

Background:

A Mix Design is stamped and approved outside the system, if there is testable quantity then the Mix Design needs to be entered into Aashtoware and approved in order to be used on a Contract and referenced on Sample Records.

Roles:

Material Mix Design Approval

Navigation:

Materials > Mix Design

1. On the Mix Design Overview page, use the search field at the top to find the desired mix design, and click the **Mix Design ID** hyperlink.
2. To view the Mix Design AV, click on the blue arrow in the upper right to open the **Component Actions Menu** and click the name of the mix design AV.
3. When you have finished reviewing the mix design AV, click **Previous** to return to the Mix Design Summary page.
4. Review the General Tab for the appropriate Material and Source.
5. Review the Aggregate Blend Tab if applicable.

6. Review the Contracts Tab to ensure the appropriate Contracts are associated and have their appropriate approved Mix Design attached. To see attachments, click the **Row Actions Menu** of the Contract, click **Attachments**.
7. If the mix design is ready for approval, return to the General Tab. Populate the **Approval Date** and **Approved By** fields.
8. Click **Save**.

Note: The mix design is now approved, and can no longer be modified. If for some reason it needs to be unapproved, delete the **Approval Date** and **Approved By** and click **Save**. If you do not have permissions to do this, contact your CM Admin for permission.

Next Steps:

N/A