MEDL Custom Process Import

Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Central Office	KYTC_Final Estimate Section
KYTC_Section Office Supervisor	KYTC_Section Office Manager
KYTC_District Construction Office Manager	KYTC_Inspector
KYTC_Subcontract User	KYTC_Construction Read-Only User
KYTC_Auditor	KYTC_Final Approval Change Order
KYTC_Materials Read-Only User	KYTC_Materials Central Office User
KYTC_Materials Central Office Manager	KYTC_ Materials District Office User
KYTC_Materials District Office Manager	KYTC_Materials Admin

Background:

- The MEDL custom process was developed to import Sample, Sample Records Tests, and Mix Designs from Excel spreadsheets into AASHTOWare Project Construction & Materials.



Importing Test Results Using MEDL

Navigation: Dashboard

1. From the **Dashboard**, click the global **Actions** menu and select **Execute Process**.
2. From the **Select Process** component, select the **MEDL Import** process.
3. Click the **Execute** button.
4. A new window will appear with the file load modal. Click the **Choose File** button to select the Excel file to be uploaded. Then, click **Open**.
   - **Note**: Click the Replace Existing Sample(s) check box if you have permission to that feature and you wish to replace the sample.
5. Click the **Load Samples** button.
6. Review the Validation Summary for any information or error messages that may need to be addressed.

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7. To review the sample in web-based AASHTOWare Project, navigate to the **Sample Record Overview**.

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