Select the Project – Must Have “Qualified Technician” Role

1. Select “Projects”
2. Select the project
3. Select “Edit”
Create New Witness Form – Must Have “Qualified Technician” Role

1. Select “Binder Sample Witness Form”
2. Select “New”
Binder Sample Witness Form

Create Labels – Must Have “Qualified Technician” Role

1. Enter sample alias
2. Select picker to select grade
3. Select binder
4. Select “Select”
5. Select sample date
6. Upload documents
7. Select “Create Labels”
8. Provide notes
9. Select “OK”
**Generate QR Code – Must Have “Qualified Technician” Role**

1. Select binder
2. Select “Generate QR”
3. Set to “Horizontal” and “2”
4. Select “Print”
5. Set margins to “None”

Browser settings vary. Set your margins to fit avery labels

6. Select “Print”
7. Select “Back”
Scan Labels – Must Have “Qualified Technician” Role

1. Select project
2. Select “Edit”
3. Upload documents
4. Select “Scan Labels”
5. Provide notes
6. Select “OK”
## Binder Sample Witness Form

**Scan QR Code**

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Qualified Technician</th>
<th>Grade</th>
<th>Binder Supplier</th>
<th>Sample Date</th>
<th>Workflow Status</th>
<th>Pending On Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-R1-000005</td>
<td>TestQT</td>
<td>PG 84-34</td>
<td>Paauk Asphalt</td>
<td>07/12/2019</td>
<td>Scan QR</td>
<td>Administrator, Consultant, Qualified Technician</td>
</tr>
<tr>
<td>19-R1-000004</td>
<td>TestQT</td>
<td>PG 84-34</td>
<td>Staker Parsons</td>
<td>06/10/2019</td>
<td>Approved</td>
<td>None</td>
</tr>
<tr>
<td>19-R1-000003</td>
<td>TestQT</td>
<td>PG 84-34</td>
<td>Staker Parsons</td>
<td>06/12/2019</td>
<td>Scan QR</td>
<td>Administrator, Consultant, Qualified Technician</td>
</tr>
<tr>
<td>19-R1-000002</td>
<td>TestQT</td>
<td>PG 84-34</td>
<td>Staker Parsons</td>
<td>06/12/2019</td>
<td>Scan QR</td>
<td>Administrator, Consultant, Qualified Technician</td>
</tr>
<tr>
<td>19-R1-000001</td>
<td>TestQT</td>
<td>PG 84-34</td>
<td>Staker Parsons</td>
<td>04/02/2019</td>
<td>Approved</td>
<td>None</td>
</tr>
</tbody>
</table>

**Witness Form Must Be In “Scan QR” Status**
Sync Ipad – Both “Qualified Technician” and “Consultant Qualified Technician” Role
Must Sync Before and After QR Scan

1. Select menu
2. Select “Sync”
3. Select “Get Sync Estimate”
4. Select “Start Sync”
5. Sync completed
Binder Sample Witness Form

Scan QR code – Must Have “Qualified Technician” Role

1. Select menu
2. Select “QR Scanning”
3. Select “Binder Sample Witness Form”
4. Select “Scan”
5. Scan QR Code
Binder Sample Witness Form

Scan QR code – Must Have “Consultant Qualified Technician” Role

1. Select menu
2. Select “QR Scanning”
3. Select “Binder Sample Witness Form”
4. Select “Scan”
5. Scan QR Code
Binder Sample Witness Form

Sync Ipad – Both “Qualified Technician” and “Consultant Qualified Technician” Role
Must Sync Before and After QR Scan

1. Select menu
2. Select “Sync”
3. Select “Get Sync Estimate”
4. Select “Start Sync”
5. Sync completed
Binder Sample Witness Form

Submit Witness Form—Must Have “Qualified Technician” Role

1. Select witness form
2. Select “Edit”
3. Enter information
4. Upload documents
5. Select “Submit”
6. Provide notes
7. Select “OK”
Binder Sample Witness Form

Witness Form Review—Must Have “Qualified Technician” Role

1. Workflow must be “Under Approval”
2. Select witness form
3. Select “Edit”
4. Review information
5. Select “Approve”
6. Provide notes
7. Upload documents
8. Select “OK”
## Binder Sample Witness Form

### Workflow Status “Approved”

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Qualified Technician</th>
<th>Grade</th>
<th>Binder Supplier</th>
<th>Sample Date</th>
<th>Workflow Status</th>
<th>Pending On Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-R1-000005</td>
<td>TestQT</td>
<td>PG 64-34</td>
<td>Peak Asphalt</td>
<td>07/10/2019</td>
<td>Approved</td>
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<td>Staker Parsons</td>
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<td>Staker Parsons</td>
<td>08/18/2010</td>
<td>Scan QR</td>
<td>Administrator, Consultant, Qualified Technician, Qualified Technician</td>
</tr>
<tr>
<td>19-R1-000002</td>
<td>TestQT</td>
<td>PG 64-34</td>
<td>Staker Parsons</td>
<td>06/19/2019</td>
<td>Scan QR</td>
<td>Administrator, Consultant, Qualified Technician, Qualified Technician</td>
</tr>
<tr>
<td>19-R1-000001</td>
<td>TestQT</td>
<td>PG 64-34</td>
<td>Staker Parsons</td>
<td>04/02/2019</td>
<td>Approved</td>
<td>None</td>
</tr>
</tbody>
</table>