AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS

AASHTO’s NTPEP Program presents:

DataMine 2.0
User: Manufacturer

NTPEP DataMine 2.0
Website Overview

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1. Registering for NTPEP Website

Step 1.
Log onto the NTPEP DataMine 2.0 website
http://data.ntpep.org
Click on the ‘Register” link in the left hand column.
Step 2.
Type in your email address, then click next.
Step 3.

(1) Provide the appropriate information in each field, including the required fields marked with an asterisk (*).
(2) Check the terms and agreement box.
(3) Type in Confirmation Code.
(4) Click “OK”.

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Step 4.

You will receive a message indicating your registration has been successfully completed.

(1) Click OK.

(2) To alert NTPEP Staff you have registered for the website, please email one of the following staff members:

Greta Smith:
gsmith@aashto.org

Katheryn Malusky:
kmalusky@aashto.org

Evan Rothblatt:
erothblatt@aashto.org

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2. Do You Want to Receive the Daily Digest?

Step 1.
Log into the NTPEP DataMine 2.0 website

Step 2:
Click on the “Preferences” link on the left hand side of the NTPEP DataMine homepage
Step 3.
Choose whether or not you would like to receive email notifications via the Daily Digest (summary of work completed that day for each technical committee) or have individual emails sent to you to alert you of data being inputted and available for review.

Step 4.
Click “Save”
3. How to Submit a Product Application

Step 1.
(1) Enter your email Address and Password
(2) Click “Log In”

Note 1:
If you have forgotten your password, type in your email address and click “Get Password”
Step 2.
Click “Submit Evaluation/Audit Application”
Step 3.

(1) Choose the technical committee from the dropdown menu you want to submit a product for
(2) Click on “Next”.

Note 2:
You can review the fees prior to submitting your application by clicking on the ‘Fee Schedule” link.
Step 4.

(1) Provide the appropriate information in each field, including the required fields marked with an asterisk (*) as it relates to your manufacturer. (2) Click “Next”.

Note 3.

If you need to step away and finish submitting your application at another time, click “Save & Close”.

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Step 5.

(1) Provide the appropriate information in each field, including the required fields marked with an asterisk (*) as it relates to the product (system) you are submitting.

(2) Click “Next”

Note 4.

If you are submitting a product (system) which has not been submitted previously, click “new system evaluation”. If you are resubmitting a product (system), which has already been submitted to NTPEP, click “existing system requalification”.
Step 6.

1. Provide any additional information in each field, including the required fields marked with an asterisk (*) as it relates to the product (system) you are submitting. Please be sure to upload the required documents.

2. Click “Next”
Step 7.

(1) Click “Next to submit product (system)

(2) Click “add another system” if you want to submit additional products (systems)
Step 8.

1. Read the Terms and Conditions, check the agreement box.
2. Click submit.
You will receive a message indicating your product (system) has been submitted.
You will receive a message indicating your product (system) has been submitted

**Note 5.**

The status of the product will change from “Submitted” to ‘Accepted” once AASHTO processes the product (system) submittal. If you see the status “In Progress” next to a product (system), this means that a particular product has not been submitted yet and the application still needs to be completed and submitted.
4. Invoice Payment

Step 1.
(1) Log into the NTPEP DataMine 2.0 website
(2) Click on the “My DataMine” link in the left hand column
(3) Click on “Print Invoice” to access and submit payment for your invoice
(4) This red dot will turn green once your payment is received at AASHTO

Note 6.
For many technical committees, your product will not be tested until AASHTO receives payment for your invoice

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5. Notification Email to Pay Invoice

If you do not pay your invoice within 30 days, you will receive an email notification reminding you to submit payment for your invoice.

Dear Mr. Smith,
This e-mail is to provide you a summary report of activities perform on Mar 05, 2012

Reinforcing Steel
AASHTO Sent Invoice Notification for Evaluation Application
AASHTO has sent Invoice notification for the following Application: Application Number: 01234
Technical Committee: Reinforcing Steel
Manufacturer: Nucor Steel
Date: 09/29/2010
Comments: This message serves as a reminder to submit payment for your invoice at your earliest convenience.
The data for the products the invoice was generated for will not be available until AASHTO receives payment for you invoice.
Thank you for your cooperation.

In order to review the associated data, please log on to the NTPEP DataMine 2.0 web site.

If you have any questions or need further information, please feel free to e-mail us at HYPERLINK "mailto:support@iengineering.com"support@iengineering.com for assistance.

Thank you.
The NTPEP DataMine Team
http://data.ntpep.org
6. Review/Release of Test Results

Step 1.

(1) Log into the NTPEP DataMine 2.0 website

(2) Click on the “My DataMine” link in the left hand column

(3) Scroll down the page until you see the product (system) listed you are looking to review data for

(4) Under the Data column, select Test from the dropdown menu then click Go.

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### Step 2.

1. Review the data for your product (system).
2. Once you are finished reviewing, click the “Back” button to return to your “My DataMine” page.

### Note 7:

Your data is in green font at this stage in the review/release process because it is set to private (Data will not be viewable to public).
Step 3.

When you have returned to your “My DataMine” page, under the Action column, select Release then click Go.

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Step 4.

(1) Choose the tests you want to take action on. If you want all of the test data to be released, select all of the boxes and include a comment indicating data can be released.

(2) If you have questions or want to withdraw a product (system), do not check mark those boxes and submit a comment in the comment box requesting the action you want to take. This comment will then be sent to the lead state and AASHTO.
Step 1.

(1) The data you have accepted to release will now appear in black font, indicating the data has been released to the public.

(2) Any data in question will remain in green (private) until the manufacturer requests a retest and then accepts the data, or the manufacturer chooses to withdraw a product.

Note 8:
A manufacturer may withdraw a product at any time during the submission/testing process.

Note 9:
If data is proprietary; it will be in blue font, indicating it is restricted.
7. How to Withdraw a Product

The manufacturer must send a written notification to AASHTO requesting a product be withdrawn.

AASHTO reviews the notification with the chairman and vice-chairman of that particular technical committee.

If it is acceptable, the product is then marked as withdrawn on the NTPEP DataMine website.

Note 10.
All state users will be able to see if a product has been withdrawn when they log onto the NTPEP DataMine website.
8. Product Test Reports (Example-ECP)

Step 1.

1) Log into the NTPEP DataMine 2.0 website
2) Click on the “My DataMine” link in the left hand column
3) Click on “Reports” in the left hand column

Note 11:
Not all technical committees have test reports. The technical committees who do not create test reports utilize the data tables.
Step 2.

(1) From the dropdown menu, choose the type Report you want

(2) Choose the criteria you want to select from to generate a Report

(3) After selecting your criteria, click “Generate Report”
9. How to Access Audit Reports

Step 1.

(1) Log into the NTPEP DataMine 2.0 website
(2) Choose the technical committee you want to access an Audit Report for

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Step 2.

(1) Click on the “Audit Results” link on the left hand side of the page
Step 3.

(1) Choose the manufacturer and facility location you want to view an Audit Report for.

(2) Select the “Audit Info” tab from the dropdown menu under the Data column and Go.

Note 12:
The only Audit Reports you will be able to view are those that are for your plant.
Step 4.

(1) Click on the “Audit Reports” tab to access the Audit Report and corresponding documentation.
Step 5.

(1) Click on the Report Title links to open and review each document.
10. Search Function (Example-SSM)

**Step 1.**

1. Log into the NTPEP DataMine 2.0 website
2. Click on the “My DataMine” link in the left hand column
3. Click on “Search” in the left hand column

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Step 2.

1. Choose the submittal year or Manufacturer for the product you want to review data for, or type in the Product Name.

2. Choose the criteria from the Product Specific Criteria to limit your Search to specific properties of products.

3. Click on the "Search" button to have your results populated.
Step 3.

(1) Click on the NTPEP Number to access the data test results for that particular product or

(2) Click on the “Export Results” tab to have an Excel spreadsheet open with the properties of each product listed

Note 13:
To save your Search to use at a later time, click on the “Save Search” tab
11. Product Lookup

Step 1.

(1) Log into the NTPEP DataMine 2.0 website

(2) Choose the technical committee you want to access data for (2) To search for a particular product use the Product Lookup up and choose from the following criteria: Submittal Year, Manufacturer, or NTPEP Number

(3) Click on the “Search” tab
Step 1.

1. To view the test data, select “Test” from the dropdown menu under the Data column and select “Go”.

2. To view product information, select “Product” from the dropdown menu under the Data column and select “Go”.

3. If you want to release data, select “Release” from the dropdown menu under the Action Column and select “Go”.

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