Section 1: How to Start a Sample Record

Applicable Roles:
1. Materials Regional Coordinators
2. District Materials Supervisor & Office Coordinator
3. Project Engineer - Supervisor
4. Project Inspector

1-1   VIEW SAMPLE RECORDS

NOTE: This Sample Record screen may be in a different location based on your Role:

Click on the **Home Page.**

Click on **Sample Records**.

(1-1)

This takes you to the **Sample Record Overview Page.**

(1-2)

If you do not have access to this screen, please contact your System Administrator for assistance.

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1-2   START A SAMPLE RECORD

Click on the ▼ (to the right) of **Save**.

Click **Add Sample.**

(1-3)

This takes you to the **Add Sample Record Page**.
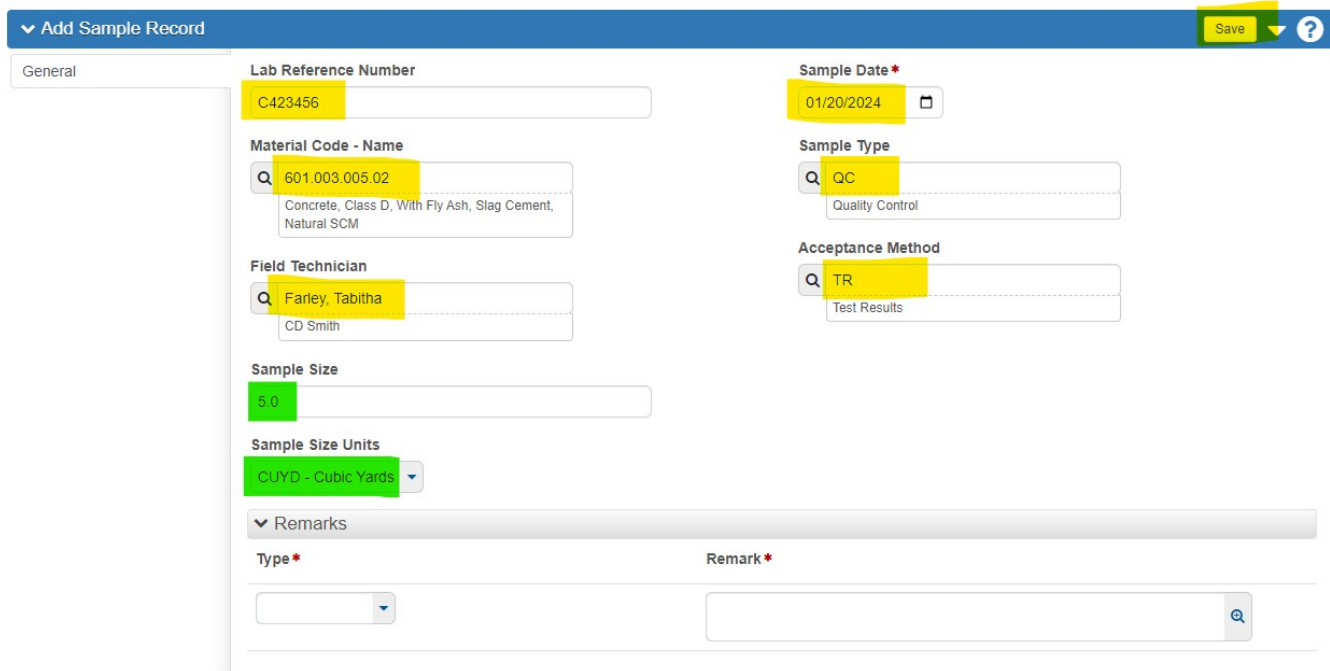
1-3   GENERAL TAB

Enter all the information shown below (**in Yellow - REQUIRED).**

The Green Fields **MAY** be used based on the Sample Type and your District's workflow.

If you have the information, you can fill in the Green Fields. If you do **NOT** have the Information to fill in the Green Fields, or the information is not applicable, leave it Blank.

Once the information has been Entered, click **Save.**

(1-4)

If you have more than **One (1) Test** assigned to a single Lab Reference Number (i.e. Field Tests), Enter those Test Numbers as follows:

C1B0239-02-**F**
C1B0239-03-**F**

In this Example, the -**02 is the Sequence or Load Number, t**he **F denotes the Field Test** and the **L denotes the Lab Tests**).

NOTE: The **Lab Reference Numbers** are assigned by the District Construction Engineer or their Designee.

For example, **Class B (or any other Mix Designs)**, use the following format to distinguish between the **Field** and **Lab** Samples:

C1B0239-**F** – **For Field Test** (Slump and Air)

C1B0239-**L - For Cylinder Breaks**

NOTE: The Materials Control Section will NOT reject Sample Records based on Lab Reference Number Convention.

Once you click **Save,** additional Tabs and Fields will appear on the Sample Record.

(1-5)

NOTES: If the **Material Tester** does **NOT** appear in the list of choices, Enter the Tester's name under **Remark*** in the **Remarks Section** (bottom of the page).

If you do **NOT** have Remarks, leave these Fields Blank.

BOTH the **Type*** and **Remark*** Fields are **REQUIRED.**
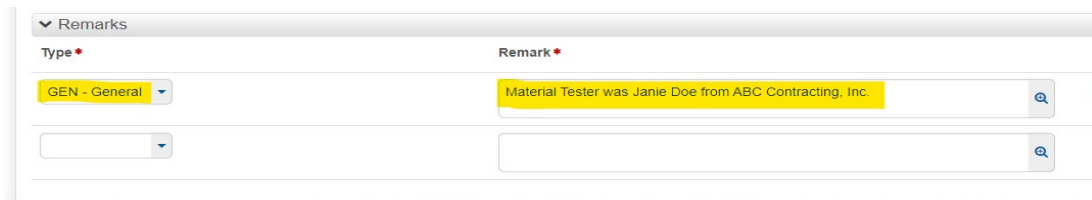
If you Enter One Field, you need to enter **BOTH** **Fields.**

Both Fields **MAY** be left Blank**.**

(1-6)

NOTE: The **Remark*** Field can be used for any General Purpose. For Example:
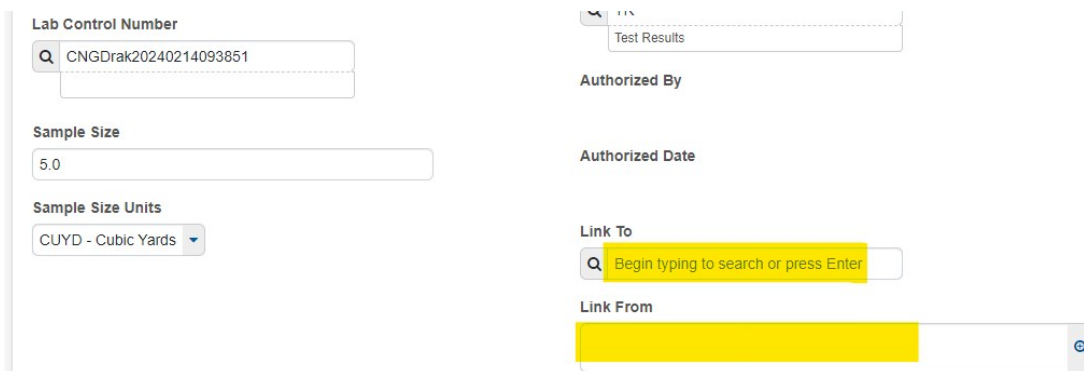
(1-7)

NOTES: Leave the **Link To** and **Link From** Fields Blank, they are used for **Similarity Evaluations.**

For information on QA Similarity Evaluations: **Go to Section 5:   How to Perform a QA Material Evaluation. An example of these fields are shown below.**

(1-8)

1-4   MIX DESIGN INFORMATION TAB

If the Material has a MIX DESIGN:

Click on **Mix Design Information Tab.**

Enter the **Mix Design Type.**

Enter the **Mix Design ID**.

Once the information has been Entered, click **Save**.

(1-9)

NOTES: If your Mix Design is **Not Available**, list the Mix Design information in the **Remarks Section** (at the bottom), choosing General as the **Type*** of Remark.

If the Material does **NOT** have a Mix Design:
Leave the **Mix Design Type Field** and **Mix Design ID Field** Blank.

Go to the **Next Step**.

1-5   DESTINATION LAB TAB

Click on the **Destination Lab Tab**.

Under **District/Central Lab***, type **DIST (**and a dialog box with the available choices listed appears).

Click on the appropriate **Destination Lab.**

Click **Save**.

(1-10)

1-6   **SOURCES/FACILITIES TAB**

Click on the **Sources/Facilities Tab.**

NOTE: **Primary Source MUST** be chosen **BEFORE** choosing **the Primary Facility.**

Click on **Select Primary Source (**a Select Primary Source dialog box appears**).**

(1-11)

In the **Search Box** Enter "**S- and the first few letters of the Source Name".**

A **Source ID - Name List** appears.

(1-12)

Click on the appropriate **Source ID Number** (i.e. S-CRH2 00 601) in the list.

Click **Add to Sample Record**.

(1-13)

Click on **Select Primary Facility** (a Select Primary Facility dialog box appears).

(1-14)

In the **Search Box** Enter "**F- and the first few letters of the Facility Name".**
A **Facility ID – Name List** appears. You can alternatively search by the City of the Facility.

(1-15)

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Click on the appropriate **Facility ID Number** (i.e. F-CRH2.09.601) in the list.

Click on **Add to Sample Record.**

(1-16)

After Entering the **Primary Source** and **Primary Facility**, click **Save**.

(1-17)

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1-7   CONTRACT TAB

Click on the **Contract Tab.**

Click on **Select Contract Project Items Box**.

(1-18)

In the Search Box Enter the **Contract ID Number**.

Click on the **Contract ID Number – Name** you are working on.

Click on each **Contract Project Item** you want to associate with this Sample Record.

NOTE: You can choose multiple Contracts and Line Numbers.

Click **Save**.

(1-19)

This takes you to the **Sample Record Summary Page**.

The **Project Inspector Role** stops here.

1-8   TESTS TAB

Click on the **Tests Tab**.

Click on **Assign Tests**.

(1-20)

Select only **One (1) Test** per Sample Record.

Click on the **Arrow** (bottom of the page).

(1-21)

This takes you to the **Add Test Runs and Confirm Screen**.

Choose only **One (1) Run** per Sample Record (unless directed otherwise).

Click the **Green Confirm button** (ONLY ONCE).

(1-22)

This takes you to the **Sample Record Summary Page**.

(1-23)

This lists all the Tests assigned to this Sample Record.

Users will push the **Sample Record** through **LIMS**, up until they Enter the **Test Results**.

For instructions on How to Enter Test Results: **Go to Section 2: How to Enter Test Results.**