

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**.

The screenshot shows a navigation bar with 'Home', 'Previous', and 'My Pages' buttons. On the right are 'Actions', 'Help', and 'Log off' icons. Below the bar, a breadcrumb trail reads 'On this page: Construction Materials Materials Worksheets Materials Reference Data System Administration'. The main area shows 'PROJECT Materials Regional Coordinators User (Materials)'. Two dropdown menus are visible: 'Materials' (with 'Sample Records' highlighted) and 'Construction'.

(1-1)

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

The screenshot shows the 'Sample Record Overview' page. It includes a search bar with the text 'Type search criteria or press Enter', a 'Sample Date Sort' dropdown, and 'Showing 50 of 16144' records. At the bottom right, it says '0 marked for deletion | 0 changed'. The table below has three columns: Sample ID, Lab Reference Number, and Sample Status. The first row shows a sample with ID 'AFost20240214073140', Lab Reference Number 'C012ARF', and Status 'QC/QAD - Pass'. The second row shows a sample with ID '401.002.001.03', Lab Reference Number 'M010ARF', and Status 'Complete'. The third row shows a sample with ID '401.002.001.03', Lab Reference Number 'Wearing 1 Skid Asphalt Mix, Marshall', and Status 'Complete'.

Sample ID	Lab Reference Number	Sample Status
AFost20240214073140	C012ARF	QC/QAD - Pass
401.002.001.03	Wearing 1 Skid Asphalt Mix, Marshall	02/14/2024
AFost20240214072456	M010ARF	Complete
401.002.001.03	Wearing 1 Skid Asphalt Mix, Marshall	02/14/2024

(1-2)

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

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**.

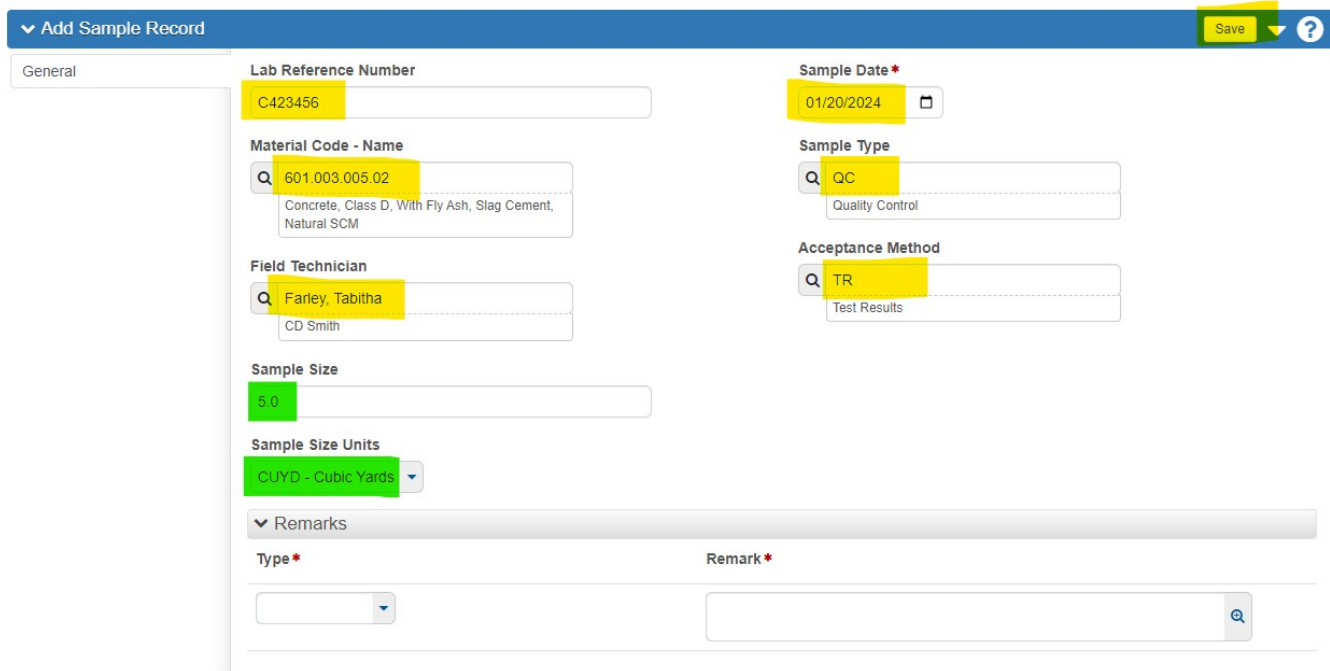
1-3 GENERAL TAB

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**, the **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.

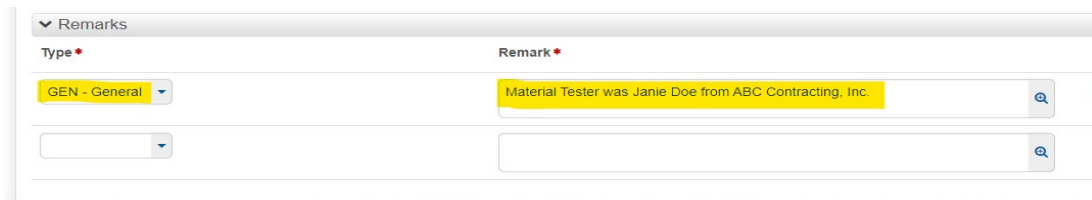
Both Fields **MAY** be left Blank.



The screenshot shows a form titled 'Remarks' with two columns: 'Type*' and 'Remark*'. Both columns have a yellow highlight behind the input area, indicating that both fields are required for entry.

(1-6)

NOTE: The **Remark*** Field can be used for any General Purpose. For Example:

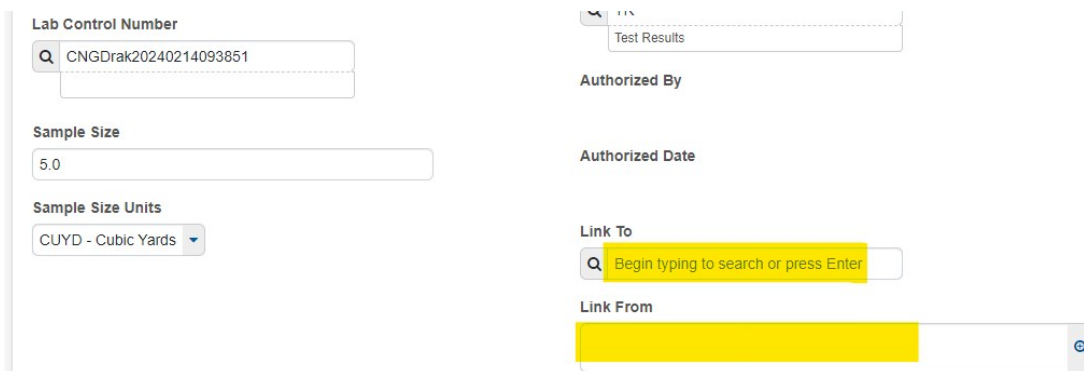


The screenshot shows the 'Remarks' form with 'Type*' set to 'GEN - General' and 'Remark*' containing the text 'Material Tester was Janie Doe from ABC Contracting, Inc.'.

(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.**



The screenshot shows a form with several fields: 'Lab Control Number' (CNGDrak20240214093851), 'Sample Size' (5.0), 'Sample Size Units' (CUYD - Cubic Yards), 'Link To' (Begin typing to search or press Enter), and 'Link From' (highlighted in yellow).

(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**.

The screenshot shows a software interface for a sample record. The top bar displays 'Sample Record: GDrak20240214093851 C423456' and a 'Save' button. On the left, a navigation menu includes 'General', 'Mix Design Information' (highlighted), 'Sources/Facilities', 'Destination Lab', 'Contract', 'Tests', and 'Evaluation'. The main area is divided into three sections: 'Mix Design Type' with a dropdown menu set to 'PCC - Portland Cement Concrete', 'Mix Design ID' with a search field containing '1436411-PCC' and a dropdown for 'Class D with Fly Ash', and a metadata section on the right with fields for 'Created By' (A037034@wv.gov), 'Created Date' (02/14/2024 9:38:51 AM), 'Last Updated By' (A037034@wv.gov), and 'Last Updated Date' (02/14/2024 9:38:51 AM).

(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**.

The screenshot shows the 'Destination Lab' tab selected in the software interface. The top bar is the same as in the previous screenshot. The left navigation menu has 'Destination Lab' highlighted. The main area shows a 'New' button and a search field for 'Destination Lab' containing 'DEST-DISTRICT 04'. A dropdown menu for 'District/Central Lab*' is open, showing 'DEST-DISTRICT 04' as the selected option. In the top right corner, there are status indicators: '0 added', '0 marked for deletion', and '0 changed'.

(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).

Source ID - Source Name	Facility ID - Facility Name
-	-
Source City	Facility City
Source Type	Facility Type
Source Location Description	Facility Location Description

(1-11)

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

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

Source ID - Name	Source Type	Source City	Location Description
S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.			
S-CS0.601 - CLAXTON SMITH CONCRETE			
S-CCC0.601 - The WELLS GROUP - NORTH			
S-CRH10.01.600 - CRH-OLDCASTLE INFRASTRU			

(1-12)

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

Click **Add to Sample Record**.

Select Primary Source

Q S-C Advanced Showing 4 of 4 0 selected

Source ID - Name	Source Type	Source City	Location Description
S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.			
S-CS0.601 - CLAXTON SMITH CONCRETE			
S-CCC0.601 - The WELLS GROUP - NORTH			
S-CRH10.01.600 - CRH-OLDCASTLE INFRASTRU			

Add to Sample Record

(1-13)

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

Sample Record: GDrak20240214093851 C423456 Save ?

General Primary Source/Facility

Mix Design Information Select Primary Source... Select Primary Facility...

Sources/Facilities Source ID - Source Name Facility ID - Facility Name

Destination Lab S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.

(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.

Select Primary Facility

Q F-C Advanced Showing 15 of 15 0 selected

Facility ID - Name	Facility Type	Facility City	Location Description
F-CRH2.09.601 - Central Supply @ Princeton, WV		Princeton	
F-CRH2.10.601 - Central Supply @ Bluefield		Bluefield	
F-CRH2.11.601 - Central Supply @ Alta, WV		Lewisburg	
F-CRH2.12.601 - Central Supply @ Mt. Hope		Mt Hope	

(1-15)

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

Click on **Add to Sample Record**.

Select Primary Facility

Q F-C Advanced Showing 15 of 15 1 selected

Facility ID - Name	Facility Type	Facility City	Location Description
✓ F-CRH2.09.601 - Central Supply @ Princeton, WV		Princeton	
F-CRH2.10.601 - Central Supply @ Bluefield		Bluefield	
F-CRH2.11.601 - Central Supply @ Alta, WV		Lewisburg	
F-CRH2.12.601 - Central Supply @ Mt. Hope		Mt Hope	
F-CRH2.13.601 - Central Supply @ Pennsboro, W		Pennsboro	
F-CRH2.14.601 - Central Supply @ Parsons, WV		Parsons	
F-CRH2.01.601 - Central Supply @ Saltwell, WV		Bridgeport	
F-CRH2.02.601 - Central Supply @ Westover, WV		Morgantown	
F-CRH2.03.601 - Central Supply @ Elkins, WV		Elkins	
F-CRH2.04.601 - Central Supply @ Gassaway, W		Gassaway	
F-CRH2.05.601 - CRH-Central Supply @ Glenville		Glenville	
F-CRH2.06.601 - Central Supply @ Buckhannon,		Buckhannon	
F-CRH2.07.601 - Central Supply @ Mabscott, WV		Mabscott	
F-CRH2.08.601 - Central Supply @ Summersville		Summersville	

Add to Sample Record

(1-16)

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

Sample Record: GDrak20240214093851 C423456 Save

Primary Source/Facility

Select Primary Source... Select Primary Facility...

Source ID - Source Name	Facility ID - Facility Name
S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.	F-CRH2.09.601 - Central Supply @ Princeton, WV
Source City	Facility City
	Princeton
Source Type	Facility Type

(1-17)

1-7 CONTRACT TAB

Click on the **Contract Tab**.

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

Sample Record: GDrak20240214093851 C423456 Save ?

General
Mix Design Information
Sources/Facilities
Destination Lab
Contract

Select Contract Project Items...
No rows found matching criteria.

0 marked for deletion | 0 changed

(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**.

Select Contract Project Items

Q whe System Default Showing 1 of 1
Select: All | None 1 selected

Contract	Project	Project Item	Material Set
✓ 2017000545 - Wheeling Streetscape	2017000545	0395 - CLASS D CONCRETE	Default

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**.

Sample Record: GDrak20240214093851 C423456 Save ?

General	Material	Sample Type
Mix Design Information	601.003.005.02 - Concrete, Class D, With Fly Ash, Slag Cemen	QC - Quality Control
Sources/Facilities		
Destination Lab	Assign Tests	0 marked for deletion 0 changed
Contract	No rows found matching criteria.	
Tests		

(1-20)

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

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

1 Select Optional Tests:

Select: All | None 1 selected

Test Description	Test Method	Lab Unit	Autofinalize	Test Runs
Total A-Bar of Solids	MP601.03.51	D04-AGG	No	1
Compressive Strength - Cylinders	T22	D04-PCC	No	1
<input checked="" type="checkbox"/> PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	D04-PCC	No	1
PCC - Yield & Unit Weight	T121	D04-PCC	No	1
Optimized Aggregate Gradation	WDOH_OAG	D04-PCC	No	1

(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)**.

Assign Sample Record Test

Progress: Select Optional Tests Add Test Runs and Confirm

2 Add Test Runs and Confirm:

Selected Optional Tests

0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
AWP601.03 PCC QA/QC	PCC - QC - Slump & Air	D04-PCC	No	1

Confirm

(1-22)

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

Sample Record Summary

Sample Record: GDrak20240214093851 C423456

Save

General Material Sample Type

Mix Design Information 601.003.005.02 - Concrete, Class D, With Fly Ash, Slag Cemen QC - Quality Control

Sources/Facilities

Destination Lab Assign Tests 0 marked for deletion | 0 changed

Test Number	Description	Test Method	Destination Lab	Lab Unit
1.0	PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	DEST-DISTRICT 04	D04-PCC
Delivered to Lab	Received at Lab	Test Marked Com...	Test Last Updated...	
02/14/2024 12:00:00 AM	02/14/2024 12:00:00 AM		02/14/2024 11:29:21.	

Tests

Evaluation

(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**.