

Section 3: How to Review and Authorize Sample Records

Applicable Roles:

1. District Materials Sup. & Office Coord.

The final steps in the LIMS process are to Review and Authorize Sample Records.

3-1 REVIEW SAMPLE RECORDS

Go to the **Home Page**.

Click on **Review Samples**.

The screenshot shows the top navigation bar with 'Home', 'Previous', and 'My Pages' buttons. Below it, a breadcrumb trail reads 'On this page: Materials > Materials Worksheets > Reference Data > Construction'. The main menu is titled 'PROJECT District Materials Supervisor/Office Manager (Materials)'. Two dropdown menus are visible: 'Materials Worksheets' and 'Materials'. The 'Materials Worksheets' dropdown has 'Review Samples' highlighted in yellow. The 'Materials' dropdown lists options like 'Acceptance Actions', 'Action Relationships', 'Daily Source Reports', 'Find Sample', 'Mix Design', and 'Sample Records'.

(3-1)

In the Search Box Enter the **Lab Reference Number** of the Sample Record you want to Review.

The screenshot shows the 'Review Samples' search interface. At the top, there's a 'Review Samples' header with a 'Save' button and a help icon. Below it, a search box contains 'M4233926'. To the right, there are filters for 'Lab Control Number' and 'Product Group'. A table displays one result with columns: Acceptance Method (TR - Test Results), Sample Status (QA - Similar Passed), Sample ID (MFile20231002085827), Test Status (60 - Test Marked Reviewed), Contracts (2023170019), Lab Ref Num (M4233926), and Test Method (AWP703.1B). Below the table are buttons for 'Generate Test Results Comparison', 'Send Test Back to Lab', and 'Authorize Samples'.

(3-2)

3-2 VIEW SAMPLE RECORD TEST INFORMATION

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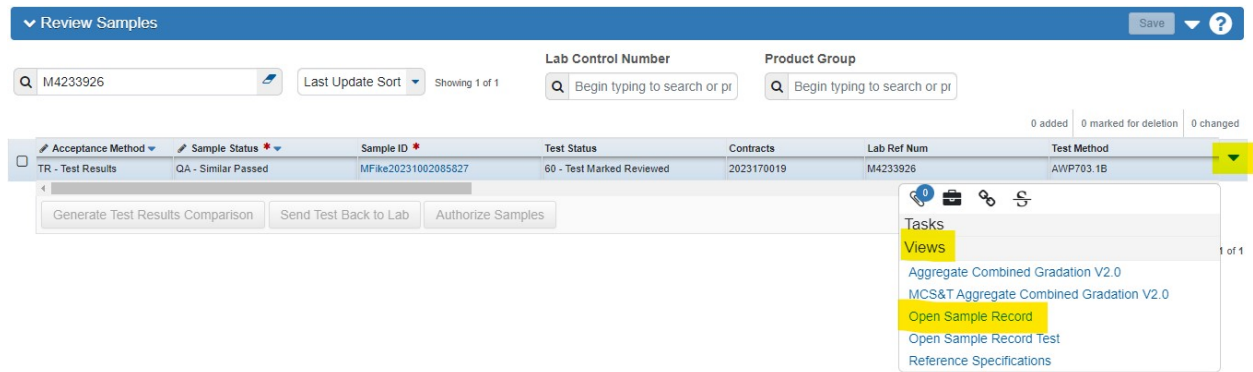
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Click on the ▼ (to the right) of the Sample Record you want to view Test Information for.

Click on **Views**.

Click on **Open Sample Record**.



(3-3)

Once you are done Viewing/Reviewing the Sample Record Test information, click on **Review Samples** (top of the page).

This takes you to the **Review Samples Page**.

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3-3 AUTHORIZE SAMPLE RECORDS

NOTE: District Materials Authorize QC and QAD Sample Records.

District Materials marks the Sample Status (i.e. Similar-Pass) of the QA Sample Records, but does NOT Authorize the QA Sample Records.

Materials Regional Coordinators Authorize QA Sample Records.

PAY CLOSE ATTENTION TO THIS STEP: (A lot of users make a mistake here)

You **MUST** change the Sample Status by **Double Clicking** in the box below Sample Status *, and clicking on the appropriate Status.

Click Save.

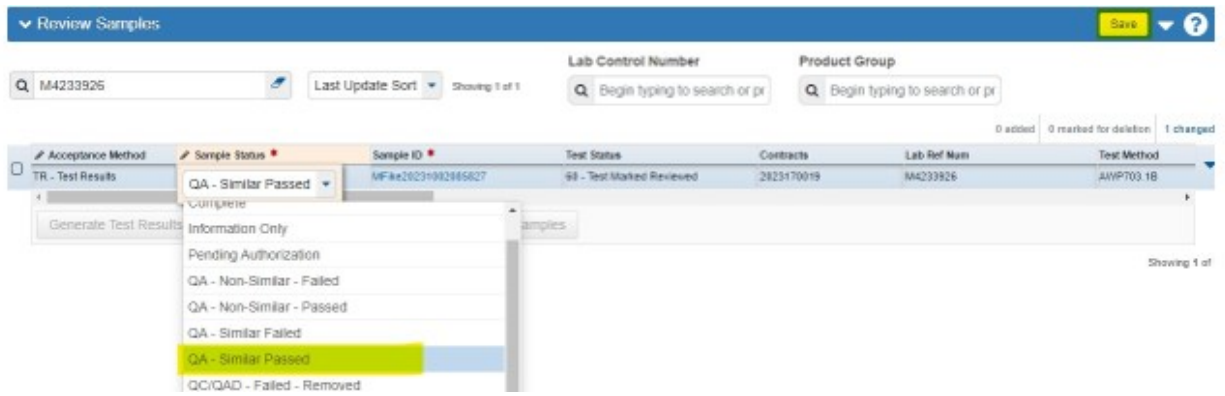
The screenshot shows the 'Review Samples' interface. At the top, there is a search bar with 'M4233926' and a 'Save' button. Below the search bar, there are filters for 'Lab Control Number' and 'Product Group'. The main table has columns for 'Acceptance Method', 'Sample Status *', 'Sample ID *', 'Test Status', 'Contracts', 'Lab Ref Num', and 'Test Method'. The 'Sample Status *' column for the selected row is highlighted in yellow, and a dropdown menu is open, showing options: 'Complete', 'Information Only', 'Pending Authorization', 'QA - Non-Similar - Failed', 'QA - Non-Similar - Passed', 'QA - Similar Failed', 'QA - Similar Passed', 'QC/QAD - Failed - Removed', 'QC/QAD - Failed Left In Place', and 'QC/QAD - Pass'. The 'Pending Authorization' option is currently selected.

(3-4)

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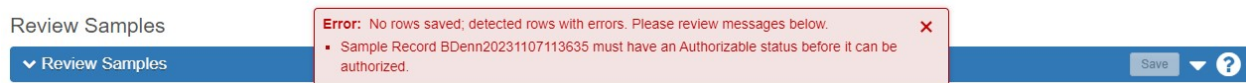
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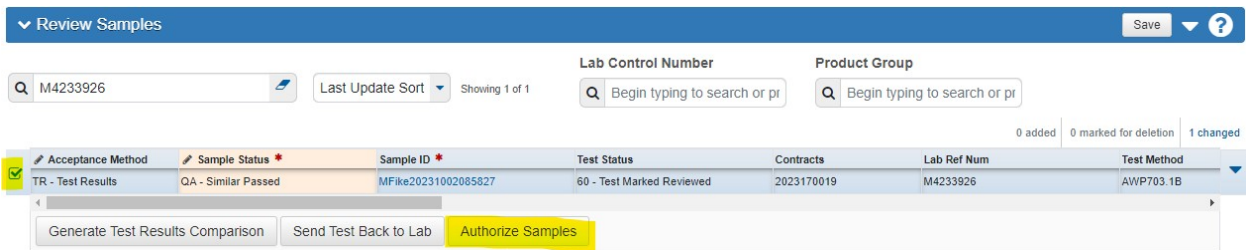
(3-5)

NOTE: If you do not **Change the Sample Status** and **Save**, before clicking **Authorize Sample**, you will get this **ERROR Message**:



(3-6)

Click the **Check Box** (to the left) of the Sample Record you are working on.
 Click **Authorize Sample**.



(3-7)

This Sample Record is now **COMPLETE**.

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