Section I-2: How to Navigate *LIMs and Enter Test Results (For Industry Users)

Applicable Role:

1. Industry Lab Access DXX

*Note LIMS is not the SiteManager Application, but the AWP Equivalent.

I2-1 GENERAL OVERVIEW OF LIMS

The order of Steps you must follow are:

- Start a Sample Record and Assign Test(s).
 NOTE: For Starting a Sample Record, Go to Section I-1 How to Start a Sample Record.
- 2. Receive Sample at Destination Lab
- 3. Receive Sample at Lab Unit
- 4. Enter Test Results

I2-2 RECEIVE SAMPLE AT DESTINATION LAB

When a Sample Record has been Started, and the Sample is dropped off at the Lab:

Go to the Home Page

Click on Receive Sample at Destination Lab.



Click (in the top box) under the **Receive at Destination Lab** Field.

Press Enter.

Click on your associated **Destination Lab**.

Section I-2 (Page 1 of 10)

	eive at Lab Unit	Enter Test Results	Maintain Test Queue	Sample Records					
Re	eceive Samp	le at Destinatio	on Lab						
~	 Receive Sam 	ple at Destination	Lab				Mark As Receiv	ved 🔻 ?	
Re	ceive at Destinat	ion Lab							
Q	Begin typing to a	search or press Enter							
	iDEST-02	iDEST-02							
	Showing 1 of 1	1020102			Destination Lab				
Q	Type search crit	eria or press Enter	System Defaul	lt - Chewing 2 of 2					
		enter en preses Enter	Cycloni Dolda	showing 3 of 3	Q Begin typing to search or p	r			
			oyotom bolda	Showing 3 of 3	Q Begin typing to search or p	ſ			
				Showing 3 bi 3	Q Begin typing to search or p	r	0 added 0 marked for de	eletion 0 change	d
	Sample ID *	Material	Code Material Name	· Showing 3 of 3	Q Begin typing to search or p	Lab Control Number	0 added 0 marked for de	Sample Date	ed
	Sample ID * TAWP202312261254	Material 22 601.003	Code Material Name	s B, With Fly Ash, Slag Cement,	Begin typing to search or p	r Lab Control Number CNTAWP20231226125422	0 added 0 marked for de Lab Ref Num C2N-1267	Sample Date	ed
	Sample ID * TAWP202312261254 TAWP202401121051:	Material 22 601.003 24 601.003	Code Material Name .003.02 Concrete, Class .003.02 Concrete, Class	s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement,	Q Begin typing to search or p Natural SCM	CNTAWP20231226125422 CNTAWP20240112105124	0 added 0 marked for de Lab Ref Num C2N-1267 C2M-4246-TEST	Sample Date 12/26/2023 01/11/2024	ed
	Sample ID * TAWP202312261254 TAWP202401121051: TAWP202403200654	Material 22 601.003 24 601.003 27 601.003	Code Material Name 003.02 Concrete, Class 003.02 Concrete, Class 003.02 Concrete, Class	s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement,	Q Begin typing to search or p Natural SCM Natural SCM Natural SCM	CNTAWP20231226125422 CNTAWP202311226125422 CNTAWP20240112105124 CNTAWP20240320065427	0 added 0 marked for de Lab Ref Num C2N-1267 C2M-4248-TEST Industry-Trainining-Test2	Sample Date 12/26/2023 01/11/2024 03/20/2024	2d
	Sample ID * TAWP202312261254 TAWP202401121051: TAWP202403200654 <	Material 22 601.003 24 601.003 27 601.003	Code Material Name 003.02 Concrete, Class 003.02 Concrete, Class	s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement,	Q Begin typing to search or p Natural SCM Natural SCM Natural SCM	r Lab Control Number CNTAWP20231226125422 CNTAWP20240112105124 CNTAWP20240320065427	0 added 0 marked for de Lab Ref Num C2N-1267 C2M-4246-TEST Industry-Trainining-Test2	Sample Date 12/26/2023 01/11/2024 03/20/2024	ed •
	Sample ID * TAWP202312261254 TAWP2024011210513 TAWP202403200654:	Material 22 601.003 24 601.003 27 601.003	Code Material Name 003.02 Concrete, Class 003.02 Concrete, Class 003.02 Concrete, Class	s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement, s B, With Fly Ash, Slag Cement,	Q Begin typing to search or p Natural SCM Natural SCM Natural SCM	r Lab Control Number CNTAWP20231226125422 CNTAWP20240112105124 CNTAWP20240320065427	0 added 0 marked for de Lab Ref Num C2N-1267 C2M-4246-TEST Industry-Trainining-Test2	0 change Sample Date 12/26/2023 01/11/2024 03/20/2024 Showing 3 o	ed • •

(I2-2)

If the Sample Record is shown in the middle of the screen, click the **Check Box** \Box (to the left) of the Sample ID Number you are receiving.

Click on Mark As Received.

OTHERWISE: In the Search Box Enter the Lab Reference Number of the Sample Record you want to Receive in the Lab.

Press Enter

Click the **Check Box** □ (to the left) of the Sample ID Number you are Receiving.

Click on Mark as Received (top right) next to the $\mathbf{\nabla}$.

Home Previous	 My Pages 		0 /				Actio	ns Help	U Log off
eceive at Lab Unit Enter T	Fest Results Maint	ain Test Queue Sa	ample Records						
Receive Sample at I	Destination La	ab							
✓ Receive Sample at I	Destination Lab						Mark	As Received	- ?
Receive at Destination Lab									
Q iDEST-02									
iDEST-02									
				Desti	nation Lab				
Q m1n-1234	-	System Default 💌	Showing 1 of 1	Q	Begin typing to search or p	r			
							0 added 0 ma	ked for deletio	n 0 changed
Sample ID *	Material Code	Material Name				Lab Control Number	Lab Ref Num	Si	ample Date
TAWP20240320103008	601.003.003.02	Concrete, Class B, Wi	th Fly Ash, Slag Ceme	ent, Natural	SCM	CNTAWP20240320103008	M1N-1234	03	3/20/2024
•									+
									Showing 1 of 1

NOTE: If after clicking on **Mark As Received** you receive the following **Error Message**, you have selected a test in the wrong District or you are working in the wrong role.

Section I-2 (Page 2 of 10)

					(R	Sec ev. 03-2	<mark>tion</mark> 0-20	I-2 24)
Re	eceive Sample at Des	tination L	rror: No rows saved; detected 1 row with errors. Please review mess	ages below. X				
~	Receive Sample at Desti	nation Lab	 Sample ID 'DBray20231218013834': The Sample Record DBray2023 associated with the selected Destination Lab iDEST-07; therefore, it 	31218013834 is not cannot be received.	Mark	As Received	- 6	
Re	ceive at Destination Lab		Show All Show Errors					
٩	IDEST-07							
	iDEST-07							
٩	Type search criteria or press l	Enter 🥒 A	dvanced Showing 4 of 4		0 added 0 may	dead for delation	0 change	and
	Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date	Link	Cu
	DRiff20231108103433	704.006.002.01	Class 1 Aggregate - Base or Subbase Course	CNDRiff20231108103433	C7A2351	11/08/2023		•
Ø	DBray20231218013834	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20231218013834	Test for Industry User	12/18/2023		-
	GDrak20240109090046	601.003.003.03	Concrete, Class B, Modified Strength	CNGDrak20240109090046	C423556	01/09/2024		-
	DBray20240206024745	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20240206024745	test	02/06/2024		-
	4						Þ	

(I2-4)

AWP Training Manual

To correct this, click in the Box under **Receive at Destination Lab**, and choose the correct District Lab Number.

I2-3 RECEIVE SAMPLE AT LAB UNIT

Click on **Receive at Lab Unit.** This is located at the top of any **Sample Record** or **Lab Queue**, as well as on the **Home Page**.

Receive at Lab Unit Enter Test Results Maintain Test Queue Sa	nple Records	
Receive Sample at Destination Lab		
✓ Receive Sample at Destination Lab		Mark As Received 🗸 🦿
Receive at Destination Lab		
Q Begin typing to search or press Enter		
Q Type search criteria or press Enter Advanced	Q Begin typing to search or pt	

(I2-5)

This takes you to the Receive Sample at Lab Unit Page.

Section I-2 (Page 3 of 10)

AWP Training Manual Section I-2 (Rev. 03-20-2024)

				(100-20-2024
Re	ceive Sample at Lab Unit			
-	Receive Sample at Lab Unit			Mark As Received 🗸 💎 🕐
Re	eive at Lab Unit			
Q	Begin typing to search or press Enter			
			Lab Unit	
Q	Type search criteria or press Enter	Advanced	Q Begin typing to search or pr	
	#			
				(12-6)

Click in the box below Receive at Lab Unit.

Press Enter.

Choose the appropriate Receiving Lab Unit.

Click the **Check Box** □ (to the left) of the Sample ID Number you are Receiving.

Click on Mark As Received.

eceive Sample at L	ab Unit						
✓ Receive Sample at La	ıb Unit					Mark As F	keceived 🔻
eceive at Lab Unit							
iD02-Industry iD02-Industry							
Q Type search criteria or pre	ss Enter 🥒 A	dvanced Showing 2 of 2	Lab Unit Q Begin typing to search or pr) added 0 marked	for deletion 0 char
Sample ID *	Material Code	Material Name		Lab Control Number	Lab Ref Num	Sample Date	Link To
DBray20231218013834	601.003.003.02	Concrete, Class B, With Fly Asl	h, Slag Cement, Natural SCM	CNDBray20231218013834	Test for Industry User	12/18/2023	
DBray20240206024745	601.003.003.02	Concrete, Class B, With Fly Asl	h, Slag Cement, Natural SCM	CNDBray20240206024745	test	02/06/2024	
4						(12	-7)

I2-4 ENTER TEST RESULTS ON AGENCY VIEW

NOTE: This Section of the AWP Training Manual will **NOT** cover the **Retest Queue**.

Click Enter Test Results. This is located at the top of the page and is also available on the Home Page.

Section I-2 (Page 4 of 10)

Receive at Destination Lab	Maintain Test Queue	Sample Records	
Receive Sample at Lab Unit			
✓ Receive Sample at Lab Unit			Mark As Received 🗸 🌏
Receive at Lab Unit Q Begin typing to search or press Enter Q Type search criteria or press Enter Mo rows found matching criteria	Advanced	Lab Unit Q Begin typing to search or pr	
<			0 added 0 marked for deletion 0 changed Showing 0 of 0 (I2-8)

This takes you to the Enter Test Results Page.

In the Search Box Enter the Lab Reference Number of the Sample Record you are working on.

Press Enter.

This brings up the Sample ID Number you are working on.

eive At Destination Lab	Receive at Lab Unit	Maintain Test Queue	Sample Records						
nter Test Results									
Sample Record Tests	5							Sav	• – ?
Tests									
				Lab Unit					
M1N-1234	2	Received Date Sort 💌	Showing 1 of 1	Q Begin t	yping to search	or pr			
							0 added	0 marked for del	etion 0 changed
Sample ID *	Lab Ref Num	Lab Control Number	Test Description		Test Number *	In Planned Test Start Date	Test Start Date	Tes	t Status
TAWP20240320065427	M1N-1234	CNTAWP20240320065427	PCC - QC - Slump & A	ir	1.	D		10 -	Test in Queue
4									÷
Mark Tests Complete									
									Showing 1 of

Click on the $\mathbf{\nabla}$ (to the right) of the Sample ID Number you are working on.

Click Views.

Section I-2 (Page 5 of 10)

Rece	ive At Destination Lab	Receive at Lab Unit	Maintain Test Queue	Sample Records					
En	ter Test Results								
~	Sample Record Test	s							Save 🔻 ?
~	Tests								
					Lab Unit				
Q	M1N-1234	a	Received Date Sort 💌	Showing 1 of 1	Q Begin t	yping to search o	r pr		
								0 added	0 marked for deletion 0 change
	Sample ID *	Lab Ref Num	Lab Control Number	Test Description		Test Number *	Planned Test Start Date	Test Start Date	Test Status
	TAWP20240320065427	M1N-1234	CNTAWP20240320065427	PCC - QC - Slump & A	r	1.0			10 - Test in Queut
	Mark Tests Complete						🤣 💼 🗞	5	
	Mark Tests Complete						Views		
	_								Showing 1 of
~	Retests								
									(I2-10

Right click on the **applicable Agency View**. (In this example it is PCC Field Tests: Air, Slump, Temp V2.0).

Click on open link in new tab.

Enter Test Results ✓ Sample Record Tests Save \mathbf{O} $\overline{}$ ✓ Tests Lab Unit Received Date Sort
Showing 1 of 1 **Q** M1N-1234 _ Q Begin typing to search or pr ed for deletion 0 changed Sample ID * Lab Ref Num Test Number * Test Status Lab Control Number Test Description & Planned Test TAWP20240320065427 n link in new windo 10 - Test in Queue M1N-1234 CNTAWP20240320065427 PCC - QC - Slump & Ai <? Mark Tests Complete Views Copy link addres Refe of 1 ✓ Retests Ope Inspect Lab Unit PCO Testers **0** T

(I2-11)

Click on the **new tab** you just opened.

This takes you to the Agency View Summary Page.

Section I-2 (Page 6 of 10)

Agency View Summary	
✓ PCC Field Tests: Air, Slump, Temp V2.0	Print Save 🗸 🖓
Sample ID	Sample Type
DBray20231220073004	QC
Material Name	Material Code
Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	601.003.003.02
Source Name	Source Code
Facility	Date Received
	2/21/2024 12:00:00 AM

(I2-12)

Enter the Test Result information.

Click Save.	
✓ PCC Field Tests: Air, Slump, Temp V2.0	Print Save
Sample ID	Sample Type
DBray20231220073004	QC
Material Name	Material Code
Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	601.003.003.02
Source Name	Source Code
Facility	Date Received 2/21/2024 12:00:00 AM
Laboratory ID	Material Tester
D01-PCC	Q Drake, Jacob
Contract ID	TRIAD
	Date Tested 01/24/2024
New	1 added 0 marked for deletion
Method	
O Pressure Meter O Roll-A-Meter	
New	1 added 0 marked for deletion
Air Content (%) Slump (in)	
4.50 4.20	
Plastic Conc Temp Cylinders Created? (Da	
Mix ID	

(I2-13)

Section I-2 (Page 7 of 10)

If you see this Error Message, IGNORE it. This has NO effect on the Test Results or your process.

I2-5 MARK	TESTS COMPLETE		
Agency View Summary PCC Field Tests: Air, Slump, Temp V. 	Warning: Detected rows with warnings. Please review messages below. One or more tests associated with Sample Record MHedr20231107091047 have failed.	×	Print Save 🔻
Sample Record Test			

Once the Agency View is completed, return to the Enter Test Results Page.

Locate the **Sample Record** you are working on.

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

Click on Mark Tests Complete.

eceive At Destination Lab Re	eceive at Lab Unit	Maintain Test Queue	Sample Records					
Enter Test Results								
✓ Sample Record Tests							Save	- ?
✓ Tests								
				Lab Unit				
		Description of Desta Des						
	4	Received Date Sort	Showing 1 of 1	Q Begin typing to search	n or pr			
	8	Received Date Sort	Showing 1 of 1	Q Begin typing to search	n or pr	0 added	0 marked for deletion	0 changed
Sample ID *	Lab Ref Num	Lab Control Number	Showing 1 of 1 Test Description	Q Begin typing to search		0 added Test Start Date	0 marked for deletion Test Statu	0 changed
Sample ID * TAWP20240320065427	Lab Ref Num M1N-1234	Lab Control Number CNTAWP20240320065427	Showing 1 of 1 Test Description PCC - QC - Slump & A	Q Begin typing to search	 Planned Test Start Date 	0 added Test Start Date	0 marked for deletion Test Statu 10 - Test i	0 changed
Sample ID * TAWP20240320065427	Lab Ref Num M1N-1234	Lab Control Number	Showing 1 of 1 Test Description PCC - QC - Slump & A	Q Begin typing to search		0 added Test Start Date	0 marked for deletion Test Statu 10 - Test i	0 changed Is In Queue
Sample ID * TAWP20240320065427 Mark Tests Complete	Lab Ref Num M1N-1234	Lab Control Number CNTAWP20240320065427	Showing 1 of 1 Test Description PCC - QC - Slump & A	Q Begin typing to search		0 added Test Start Date	0 marked for deletion Test Statu 10 - Test i	0 changed
Sample ID * TAWP20240320065427 Mark Tests Complete	Lab Ref Num M1N-1234	Leb Control Number CNTAWP20240320065427	Showing 1 of 1 Test Description PCC - QC - Slump & A	Q Begin typing to search	Planned Test Start Date	0 added Test Start Date	0 marked for deletion Test Statu 10 - Test i	0 changed in Queue

I2-6 MARK SAMPLE RECORD AS INDUSTRY READY

Go to the Home Page. (Alternatively, you can find your sample record in your previous queue)

Click on Sample Records.

Home Home			Actions	() Help	Log o
On this page: Materials Worksheets Materials Construction Reference Data					
PROJECT Industry Laboratory Access D07 (Materials)					
✓ Materials Worksheets	?	✓ Construction			(
Enter Test Results	~	Change Order			
Maintain Test Queue	-	Contract Administration			3
Receive Sample at Destination Lab	-	Contract Claims			
Receive Sample at Lab Unit	-	Contract Permits			
Review Samples	-	Contract Progress			
Review Tests	-	Contract Specific Authorities			
Matorials	0	Contract Time			
 Matchais 	U	Contractor Evaluation			3
Acceptance Actions		Payment Estimate Accounting			
Action Relationships		Payment Estimate Approval Decisions			3
Daily Source Reports		Payment Estimates			
Find Sample	~	MILLIPE			
Mix Design	~	 Materials Reference Data 			
Sample Records	∇	Facilities			

(I2-15)

Section I-2 (Page 8 of 10)

Click The Sample Record to Open It.

Click on the Tests Tab (on the left).

Home 👻 Previous 🗣	My Pages 🔻		Actions Help Log of
Overview Find Sample M	Iaintain Test Queue Receive at Destination Lab Receive at Lab U	nit	
Sample Record Sur	nmary		
✓ Sample Record: TAV	VP20240320065427 M1N-1234		Save 🔻 ?
General	Lab Reference Number	Created By	
Mix Design Information	M1N-1234	AWPTEST1@wv.gov	
Sources/Facilities	Sample ID	Sample Date *	
Destination Lab	TAWP20240320065427	03/20/2024	
Contract	Material Code - Name	Sample Status	
Tests	Q 601.003.003.02	Received at Lab Unit	
	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	Sample Type	
	Field Technician	Q QC	
	Q Begin typing to search or press Enter	Quality Control	
	Sample Size	Acceptance Method	
	Campio Gree	O TP	
			(12-16)

This will take you to the Sample Record Summary Page.

Overview Find Sample Maintain Test Queue Receive at Destination Lab Receive at Lab Unit

Sample Record Summary

✓ Sample Record: TAV	VP20240320065427 M1N-1234			Save 🔻 ?
General	Material		Sample Type	
Mix Design Information	601.003.003.02 - Concrete, Class E	3, With Fly Ash, Slag Cemen	QC - Quality Control	
Sources/Facilities				
Destination Lab	Assign Tests			0 marked for deletion 0 changed
Contract	Description	Test Method	Destination Lab	Test Data 🔷 🗸
Tests	PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	iDEST-02	1.0
	Industry - Ready	Industry - Accepted	Industry - Rejected	
	Industry - Ready Date	Industry - Accepted Date	Industry - Rejected D	ate
	mm/dd/yyyy			
	Notes			
				Q

(I2-17)

Click the ▼ (to the right) of the drop-down box, under the Industry Ready Field

Section I-2 (Page 9 of 10)

Click YES.

Click on the date selection box, under the Industry – Ready Date

Enter Today's Date

Click Save.

verview Find Sample N	laintain Test Queue Receive at Destina	ation Lab Receive at Lab Unit			
Sample Record Sun	nmary				
✓ Sample Record: TAV	VP20240320065427 M1N-1234			Sa	we 🔻 ?
General	Material		Sample Type		
Mix Design Information	601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cemen		QC - Quality Control		
Sources/Facilities					
Destination Lab	Assign Tests			0 marked for deletion	0 changed
Contract	Description	Test Method	Destination Lab	Test Data	-
Tests	PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	iDEST-02	1.0	
	Industry - Ready	Industry - Accepted	Industry - Rejected		
	Industry - Ready Date	Industry - Accepted Date	Industry - Rejected Da	te	
	mm/dd/yyyy				
	Notes				
					Q

You are Done entering information for this Sample Record.

Section I-2 (Page 10 of 10)