

Section 2: How to Navigate *LIMs and Enter Test Results

Applicable Roles:

1. Materials Regional Coordinators
2. District Materials Sup. & Office Coord.
3. District Lab Technician

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

Once a Sample Record has been started, the Test Result information is Entered and Reviewed and then the Sample Record is Authorized.

NOTE: District Lab Technicians can **NOT** Authorize Sample Records.

2-1 LOCATE SAMPLE RECORDS IN ORDER TO ENTER TEST RESULTS

Go to the **Home Page**.

Click on **Enter Test Results**.

The screenshot shows the top navigation bar of the WVDOT Dev Site. It includes links for Home, Previous, My Pages, and WVDOT Dev Site. On the right, there are icons for Actions, Help, and Log. Below the navigation bar, a breadcrumb trail indicates the current page is 'Construction Materials Materials Worksheets Materials Reference Data System Administration'. The main content area shows a user profile for 'PROJECT Materials Regional Coordinators User (Materials)'. A navigation menu is displayed with three main categories: 'Materials', 'Materials Reference Data', and 'Construction'. The 'Materials' category includes links for Daily Source Reports, Mix Design, and Sample Records. The 'Materials Reference Data' category includes links for Code Tables, Destination Labs, Facilities, Item Family, Items, Lab, Material Categories, Materials, Person Qualifications, and Product Group. The 'Construction' category includes links for Change Order, Contract Administration, Contract Progress, Contract Specific Authorities, Contract Time, Contract Vendor Assets, Daily Work Reports, Daily Work Reports by Contract, Payment Estimate Accounting, Payment Estimate Approval Decisions, and Payment Estimates. The 'Materials Worksheets' category includes links for Enter Test Results (highlighted in yellow) and Maintain Test Queue.

(2-1)

This takes you to the **Enter Test Results Page**.

2-2 OPEN THE AGENCY VIEW

In the Search Box, Enter the **Lab Reference Number** or the **Sample ID Number**.

Press **Enter**.

NOTE: If you aren't sure of the Lab Reference Number or the Sample ID Number, you can look through the list of Sample Records to find the Sample Record you are looking for.

The screenshot shows the 'Sample Record Tests' interface. At the top, there is a search bar containing 'C423456' and a 'Received Date Sort' dropdown. Below the search bar, a table displays the search results. The table has columns for Sample ID, Lab Ref Num, Lab Control Number, Test Description, Test Number, Planned Test Start Date, Test Start Date, Test Status, and Priority. Three records are shown, all with a status of '10 - Test in Queue'.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status	Priority
GDraK20240214093851	C423456	CNGDrak20240214093851	PCC - QC - Slump & Air	1.0			10 - Test in Queue	
GDraK20240123013036	C423456	CNGDrak20240123013036	PCC - Yield & Unit Weight	1.0			10 - Test in Queue	
GDraK20240123013036	C423456	CNGDrak20240123013036	PCC - QC - Slump & Air	1.0			10 - Test in Queue	

(2-2)

Click on the ▼ (on the right) of the Line with the Sample Record you are working on.

A Box appears, click on **Views**.

NOTE: Ignore the **Retests Section** (This is only used for Samples that are Rejected and sent back to the Lab).

Enter Test Results

The screenshot shows the 'Sample Record Tests' interface with a search for 'C4234226'. A dropdown menu is open over the first row of the table, with the 'Views' option highlighted. The table columns are the same as in the previous screenshot.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status	Priority
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023		10 - Test in Queue	
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0			10 - Test in Queue	

(2-3)

Click on the **Test Description**, (in this example: *PCC Field Tests: Air, Slump, Temp V2.0.*)

Enter Test Results

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0	10 - Test in Queue

(2-4)

Right click on the **Test Description**.

Click on **open link in new tab**.

Enter Test Results

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0	10 - Test in Queue

(2-5)

NOTE: If there are multiple Versions of a Test listed, **ALWAYS** choose the Version with the highest number. (i.e. **V3.0** rather than V2.0).

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

This takes you to the **Agency View Summary Page**.

2-3 ENTER TEST RESULTS

NOTE: Agency Views may vary in depth and complexity.

Enter the **Test Result** information.

Once all Test Result Information has been Entered, click **Save**.

(2-6)

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

(2-7)

2-4 MARK TESTS COMPLETE

Click on the **Home Page**.

Click on **Enter Test Results**.

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

Press **Enter**.

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

Click on **Mark Tests Complete**.

Sample Record Tests

Tests

Q C4234226 Received Date Sort Showing 2 of 2

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023		10 - Test in Queue
<input checked="" type="checkbox"/> MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0		01/24/2024	10 - Test in Queue

Mark Tests Complete

(2-8)

2-5 REVIEW TESTS

Click on **Review Tests** (top of the page).

In the Search Box Enter the **Lab Reference Number**.

Press **Enter**.

Receive At Destination Lab Receive at Lab Unit Maintain Test Queue **Review Tests** Review Samples Sample Records

Review Tests

Review Tests

Q C4234226 Last Update Sort Showing 1 of 1

Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
<input checked="" type="checkbox"/> Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0	Pass

(2-9)

If the Sample Record is satisfactory, click the **Check Box** (to the left) of the Sample Record.

Click **Mark Tests Reviewed**.

Review Tests

Review Tests

Q C4234226 Last Update Sort Showing 1 of 1

Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
<input checked="" type="checkbox"/> Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0	Pass

Generate Test Results Comparison **Mark Tests Reviewed** Requeue Tests Request Retests...

(2-10)

If the Sample Record is **NOT** satisfactory, **Reject the Sample** and send it back to the Lab by **NOT** clicking on the **Check Box** , but instead click on **Requeue Tests**.

Review Tests

Review Tests Save ?

Search: c4234226 Last Update Sort Showing 1 of 1

0 added | 0 marked for deletion | 0 changed

Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
<input type="checkbox"/>	Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0 Pass

Generate Test Results Comparison Mark Tests Reviewed Requeue Tests Request Retests...

(2-11)

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

For instructions on How to Review and Authorize Sample Records: **Go to Section 3: How to Review and Authorize Sample Records**.