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**.

(2-1)

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

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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.

(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).

(2-3)

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

(2-4)

Right click on the **Test Description.**

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

(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**.

(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.**

(2-9)

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

Click **Mark Tests Reviewed.**

(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**.

(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.**

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