Section I-1: How to Start a Sample Record (for Industry Users)

Applicable Role:
1. Industry Lab Access DXX

I1-1 VIEW SAMPLE RECORDS

Click on the **Home Page.**

Click on **Sample Records**.

(I1-1)

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

(I1-2)

If you don't have access to this screen, contact the DOH Materials Email listed at the bottom of this page.

I1-2   START A SAMPLE RECORD

Click on the ▼ (to the right) of **Save**.

Click **Add Sample.**

(I1-3)

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

(I1-4)

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I1-3   GENERAL TAB

Enter all the information (in Yellow) as it is Required.

NOTE: 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.

Add Sample Record

Lab Reference Number	**Sample Date ★**
C423456	01/20/2024
Material Code - Name	**Sample Type**
Q 601.003.005.02	Q QC
Concrete, Class D, With Fly Ash, Slag Cement, Natural SCM	Quality Control
Field Technician	**Acceptance Method**
Q Farley, Tabitha	Q TR
CD Smith	Test Results
Sample Size	
5	
Sample Size Units	
CF - CUBIC FEET	

(I1-5)

Go to the **Next Step**.

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 **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

Once all the information has been Entered, click **Save**.

(I1-6)

Once you click **Save** additional Tabs and Fields appear on the Sample Record.

(I1-7)

NOTES: If the **Material Tester** does **NOT** appear in the list of choices,
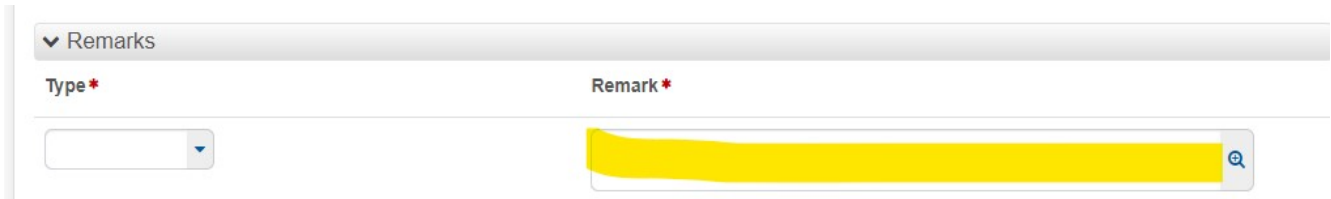Enter the Tester's name under **Remark*** in the **Remarks Section** (bottom of the Page).

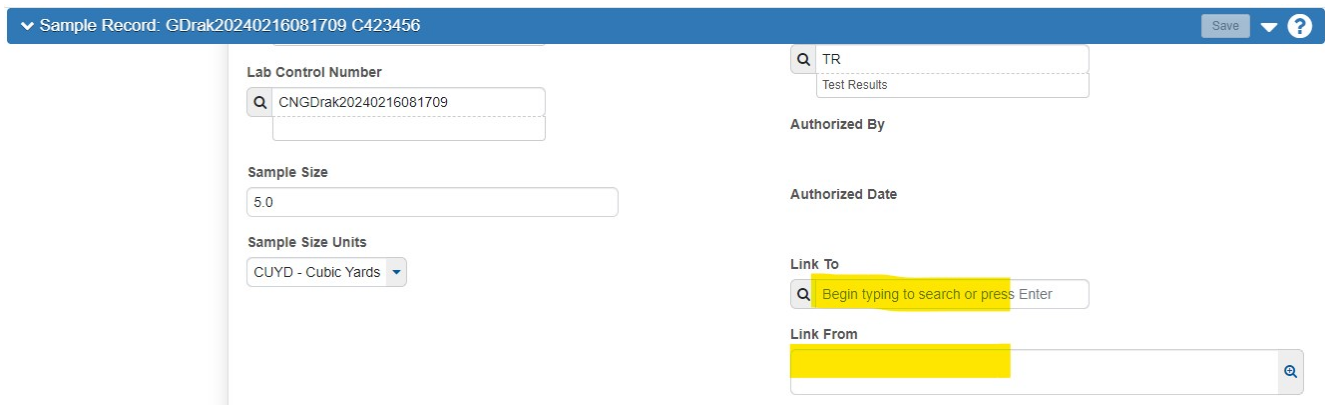The **Remark*** Field can be used for any General Purpose.

(I1-8)

BOTH the Type* and Remark* Fields are **REQUIRED,** if you Enter **One Field, you need to Enter BOTH Fields**.

If you do **NOT** have Remarks, leave these Fields Blank.

(I1-9)

NOTE: Leave the **Link To** and **Link From** Fields Blank, these are used for **Similarity Evaluations** done by the WVDOH.

(I1-10)

I1-4   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**.

(I1-11)

NOTE: If your Mix Design is **NOT** Available, list the Mix Design information in the **Remarks*** Section (at bottom of page), choosing **General** as the **Type*** of Remark.

If the Material does **NOT** have a Mix Design, leave the Mix Design Type and Mix Design ID Fields Blank.

Go to the **Next Step.**

Once the information has been Entered for the Sample Record, click **Save**.

(I1-12)

I1-5   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**).**

(I1-13)

In the **Search Box** Enter the first few letters of the Source Name (a Source ID - Name appears).

Click on the **Source ID Number** (i.e. S-CCC4.600) that appears in the list.

Click on **Add to Sample Record.**

(I1-14)

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

In the **Search Box** Enter the first few letters of the Facility Name (a Facility ID – Name appears).

Click on the **Facility ID Number** (i.e. F-CCC4.600) that appears in the list.

Click on **Add to Sample Record.**

(I1-15)

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

(I1-16)

I1-6   DESTINATION LAB

Click on the **Destination Lab Tab**.

Click on the ▼ (beneath **Ready?**).

Choose **Yes.**

Make sure the correct **Destination Lab** has been chosen.

Click **Save**.

(I1-17)

I1-7   CONTRACT TAB

Click on the **Contract Tab.**

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

(I1-18)

In the Search Box Enter the **Contract Name**.

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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**.

(I1-19)

I1-8   **TESTS TAB**

Click on the **Tests Tab**.

Click **Assign Tests**.

(I1-20)

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

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

1 Select Optional Tests:

	Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
	MP601.03.51	Total A-Bar of Solids	D01-AGG	No	1
	T22	Compressive Strength - Cylinders	D01-PCC	No	1
✓	AWP601.03 PCC QA/QC	PCC - Slump & Air	D01-PCC	No	1
	T121	PCC - Yield & Unit Weight	D01-PCC	No	1

Showing 4 of 4 — Select: All None — 1 selected

(I1-21)

NOTE: Choose only **One (1) Run** per Sample Record, unless directed otherwise.

Click the **Green Confirm button** (**ONLY ONCE**).

2 Add Test Runs and Confirm:

❏ Required Tests
0 changed

No rows found matching criteria.

❏ Selected Default Tests
0 changed

No rows found matching criteria.

❏ Selected Optional Tests
0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs ▼
AWP601.03 PCC QA/QC	PCC - Slump & Air	D01-PCC	No	1

Confirm

(I1-22)

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

Sample Record Summary

(I1-23)

NOTE: The Industry Ready Field is used when the Sample Record is Complete and ready to be Reviewed by the District.

Users will push the **Sample Records** through **LIMS**, up until they Enter their **Test Results**.

For instructions on How to Enter the Test Results: **Go to Section I-2   How to Navigate LIMs and Enter Test Results (for Industry Users)**.

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