

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:

1. 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.**

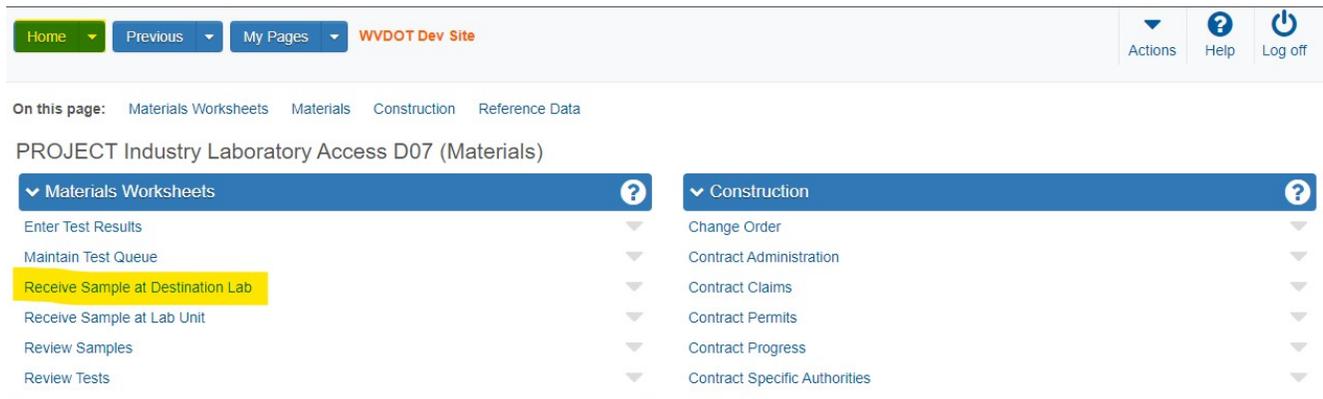
2. Receive Sample at Destination Lab
3. Receive Sample at Lab Unit
4. Enter Test Results

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.**



(I2-1)

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

Press **Enter**.

Click on your associated **Destination Lab**.

Receive at Lab Unit Enter Test Results Maintain Test Queue Sample Records

Receive Sample at Destination Lab

Receive at Destination Lab

Search: IDEST-02

Destination Lab: Search: Begin typing to search or pr

Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date
<input type="checkbox"/> TAWP20231226125422	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20231226125422	C2N-1267	12/26/2023
<input type="checkbox"/> TAWP20240112105124	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240112105124	C2M-4246-TEST	01/11/2024
<input type="checkbox"/> TAWP20240320065427	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240320065427	Industry-Training-Test2	03/20/2024

(I2-2)

If the Sample Record is shown in the middle of the screen, click the **Check 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 **▼**.

Home Previous My Pages Actions Help Log off

Receive at Lab Unit Enter Test Results Maintain Test Queue Sample Records

Receive Sample at Destination Lab

Receive at Destination Lab

Search: IDEST-02

Destination Lab: Search: m1n-1234

Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date
<input checked="" type="checkbox"/> TAWP20240320103008	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240320103008	M1N-1234	03/20/2024

(I2-3)

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.

Receive Sample at Destination Lab

Receive at Destination Lab

Q IDEST-07

Q Type search criteria or press Enter Advanced Showing 4 of 4

Destination Lab

Q Begin typing to search or pr

0 added 0 marked for deletion 0 changed

Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date	Link
<input type="checkbox"/> DR#20231108103433	704.006.002.01	Class 1 Aggregate - Base or Subbase Course	CNDR#20231108103433	C7A2351	11/08/2023	
<input checked="" type="checkbox"/> DBray20231218013834	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20231218013834	Test for Industry User	12/18/2023	
<input type="checkbox"/> GDrak20240109090046	601.003.003.03	Concrete, Class B, Modified Strength	CNGDrak20240109090046	C423556	01/09/2024	
<input type="checkbox"/> DBray20240206024745	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20240206024745	test	02/06/2024	

(I2-4)

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 Sample Records

Receive Sample at Destination Lab

Receive at Destination Lab

Q Begin typing to search or press Enter

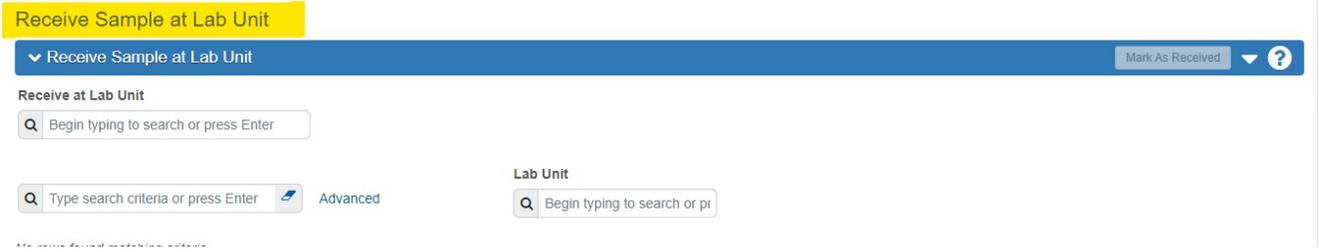
Q Type search criteria or press Enter Advanced

Destination Lab

Q Begin typing to search or pr

(I2-5)

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



(I2-6)

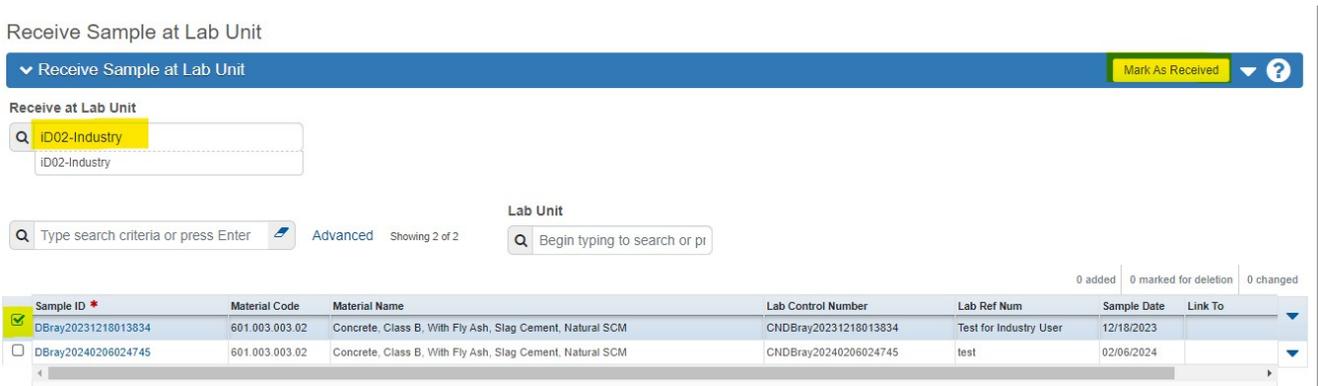
Click in the box below **Receive at Lab Unit**.

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**.

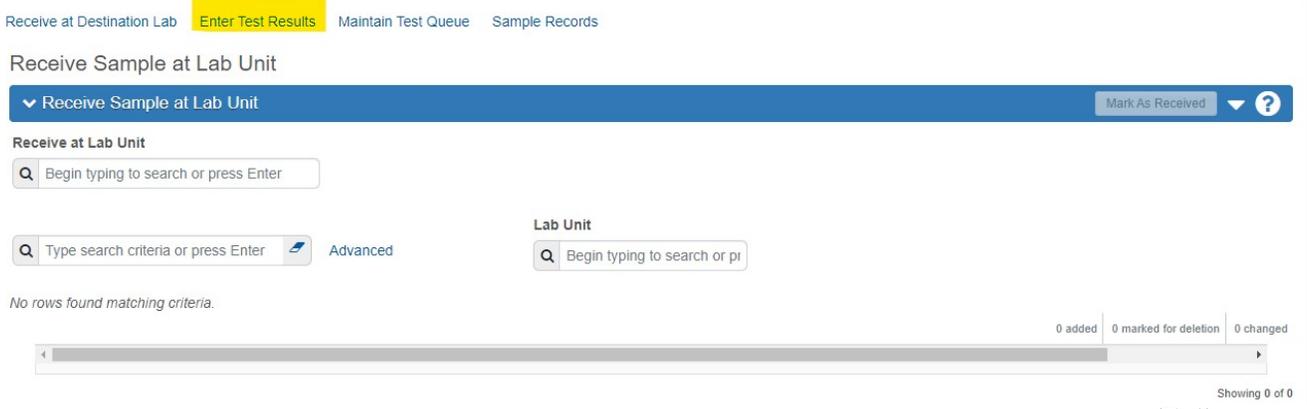


(I2-7)

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**.



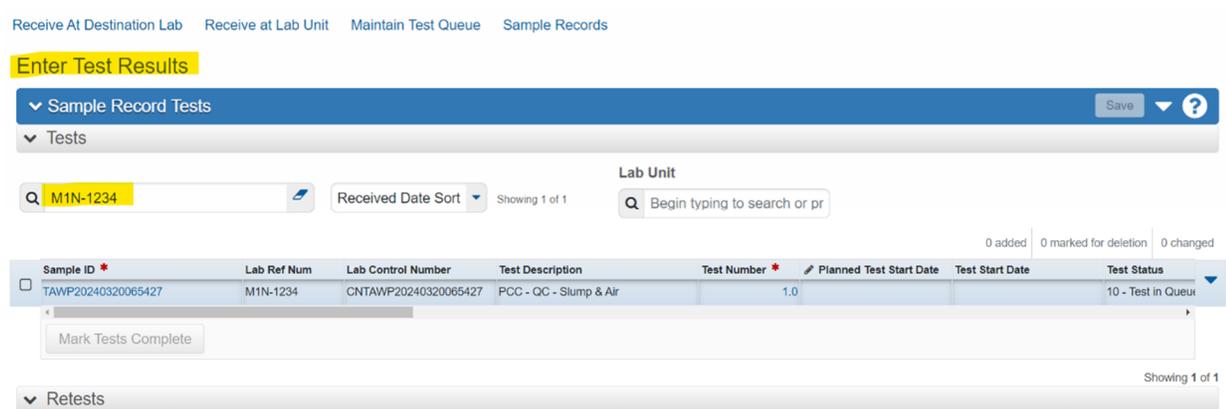
(I2-8)

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.



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Click on the ▼ (to the right) of the Sample ID Number you are working on.

Click **Views**.

Receive At Destination Lab Receive at Lab Unit Maintain Test Queue Sample Records

Enter Test Results

The screenshot shows the 'Enter Test Results' page. At the top, there is a blue header with 'Sample Record Tests', a 'Save' button, and a help icon. Below this is a 'Tests' section with a search bar containing 'M1N-1234' and a 'Received Date Sort' dropdown. A table lists test records with columns: Sample ID, Lab Ref Num, Lab Control Number, Test Description, Test Number, Planned Test Start Date, Test Start Date, and Test Status. One record is visible: TAWP20240320065427, M1N-1234, CNTAWP20240320065427, PCC - QC - Slump & Air, 1.0, and 10 - Test in Queue. A 'Views' button is highlighted in yellow next to the record. Below the table is a 'Retests' section.

(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**.

This screenshot is similar to the previous one but shows a right-click context menu open over the 'Views' button. The menu options include: 'Open link in new tab' (highlighted in yellow), 'Open link in new window', 'Open link in incognito window', 'Save link as...', 'Copy link address', 'Inspect', and 'PCC Field Tests: Air, Slump, Temp V2.0' (highlighted in yellow). The 'Views' button in the background is also highlighted in yellow.

(I2-11)

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

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

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.**

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
Laboratory ID	Material Tester
D01-PCC	<input type="text" value="Drake, Jacob"/>
Contract ID	<input type="text" value="TRIAD"/>
	Date Tested
	<input type="text" value="01/24/2024"/>

1 added | 0 marked for deletion | 0

Method

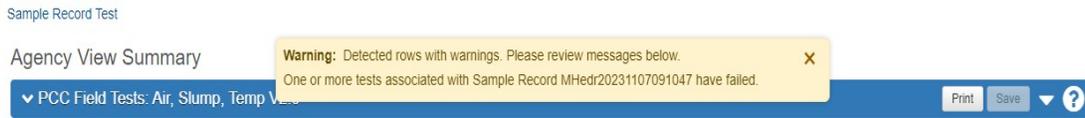
Pressure Meter Roll-A-Meter

1 added | 0 marked for deletion | 0

Air Content (%)	<input type="text" value="4.50"/>	Slump (in)	<input type="text" value="4.20"/>
Plastic Conc Temp	<input type="text" value="72.0"/>	Cylinders Created? (Da...	<input type="text" value="01/24/2024 02:30 PM"/>
Mix ID	<input type="text" value=""/>		

(I2-13)

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



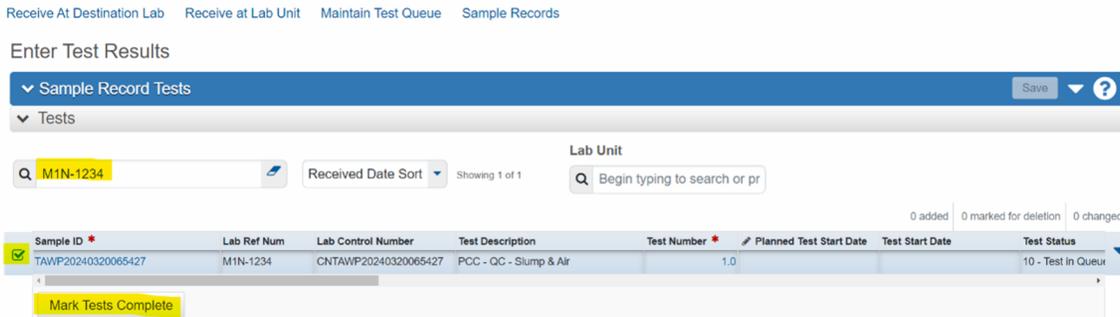
I2-5 MARK TESTS COMPLETE

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**.

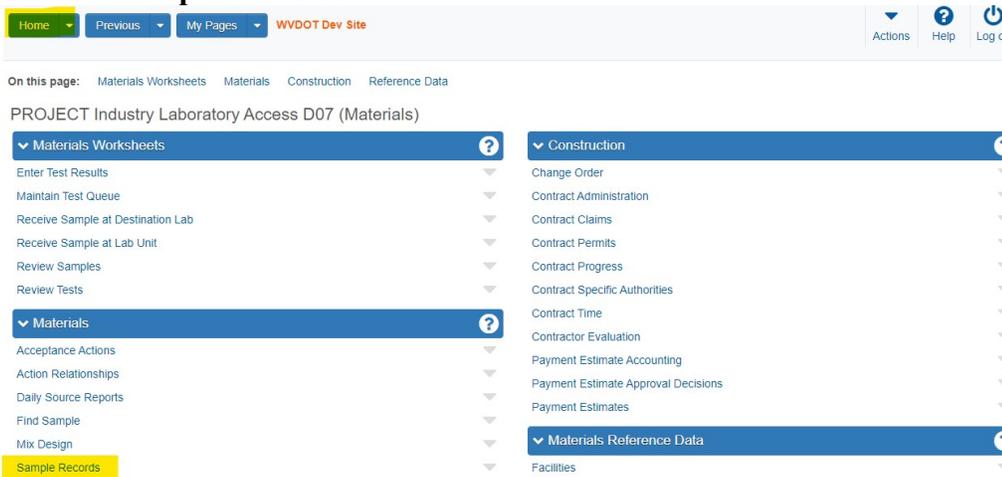


(I2-14)

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**.



(I2-15)

In the Search Box Enter the **Sample Record ID Number** (of the Sample Record you are working on).

Click **The Sample Record to Open It**.

Click on the **Tests Tab** (on the left).

The screenshot shows the 'Sample Record Summary' page for record ID TAWP20240320065427 M1N-1234. The left sidebar has the 'Tests' tab highlighted in yellow. The main content area shows fields for Lab Reference Number (M1N-1234), Sample ID (TAWP20240320065427), Material Code - Name (601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM), Field Technician (Begin typing to search or press Enter), Sample Size, Created By (AWPTEST1@wv.gov), Sample Date (03/20/2024), Sample Status (Received at Lab Unit), Sample Type (QC - Quality Control), and Acceptance Method (TP).

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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

The screenshot shows the 'Sample Record Summary' page for record ID TAWP20240320065427 M1N-1234. The left sidebar has the 'Tests' tab selected. The main content area shows the 'Material' (601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cemen) and 'Sample Type' (QC - Quality Control). Below this is an 'Assign Tests' button and a table of test results. The table has columns for Description, Test Method, Destination Lab, and Test Data. The first row shows 'PCC - QC - Slump & Air' with test method 'AWP601.03 PCC QA/QC', destination lab 'IDEST-02', and test data '1.0'. Below the table are fields for 'Industry - Ready', 'Industry - Ready Date', 'Industry - Accepted', 'Industry - Accepted Date', 'Industry - Rejected', and 'Industry - Rejected Date'. There is also a 'Notes' field at the bottom.

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

Click **YES**.

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

Enter **Today's Date**

Click **Save**.

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

Sample Record Summary

Sample Record: TAWP20240320065427 M1N-1234 Save ?

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
Contract
Tests

Assign Tests 0 marked for deletion 0 changed

Description	Test Method	Destination Lab	Test Data
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 Date	

Notes

(I2-18)

You are Done entering information for this Sample Record.