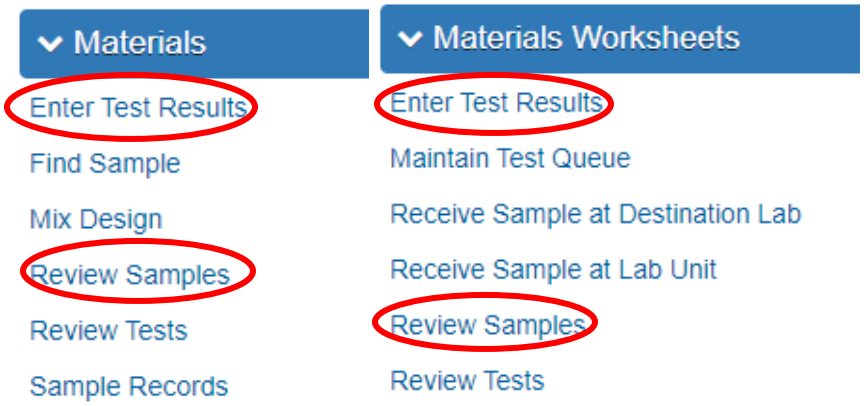
MONTANA
Department of Transportation

AUTHORIZING SAMPLES / ENTERING TEST RESULTS QUEUES

The issue we previously had with the Review Samples and Enter Test Results queues in AASHTOWare Project has been resolved with a recent upgrade.

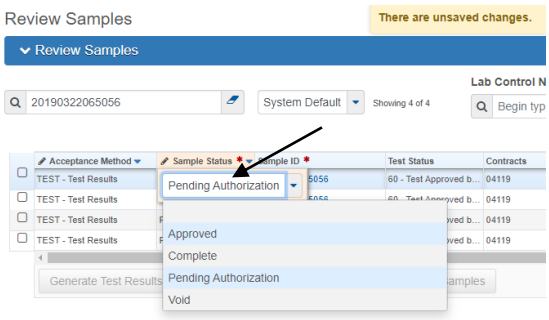
Roles that have access to these materials queues will now see the Enter Test Results and Review Samples links.



Authorizing Sample Records

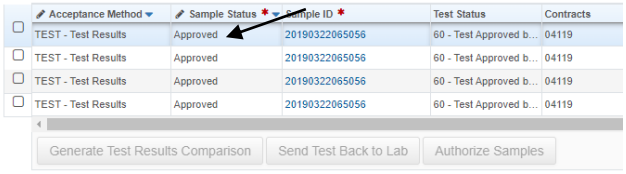
Sample records are authorized from the Review Samples queue. The recommendation is to not authorize samples until after Conditional Final Acceptance. Since test results are locked when approved by level 2, there is no need to authorize the sample(s) any earlier.

1. In the search field enter the sample ID you wish to authorize
2. Change the Sample Status to Approved by double-clicking the Sample Status field and selecting Approved. If there are multiple tests on the sample, you only need to do this on one row

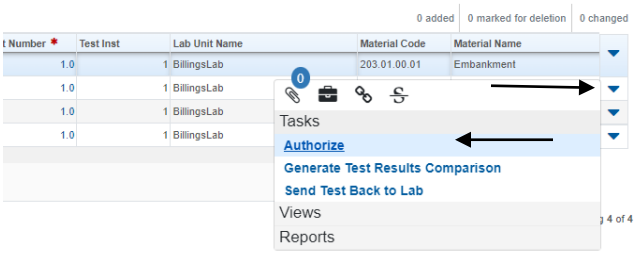


3. Save
4. The Status will be changed on all the rows of the sample

Updated 6/8/23



5. On any row, click on the Row Action menu > Tasks > Authorize



6. Once Authorized, the sample will disappear from the queue.
7. The sample will now show in an Authorized Status on the General Tab with a date and the personnel that authorized the record.

Authorized By

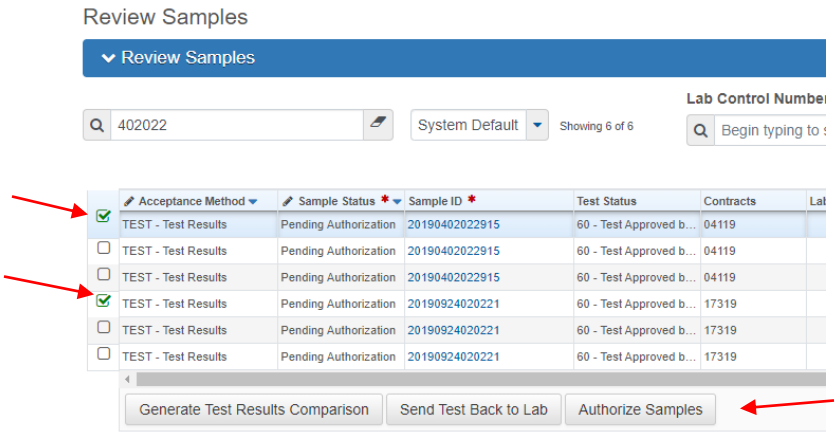
JamesK

Authorized Date

06/10/2022

Authorizing Multiple Sample Records

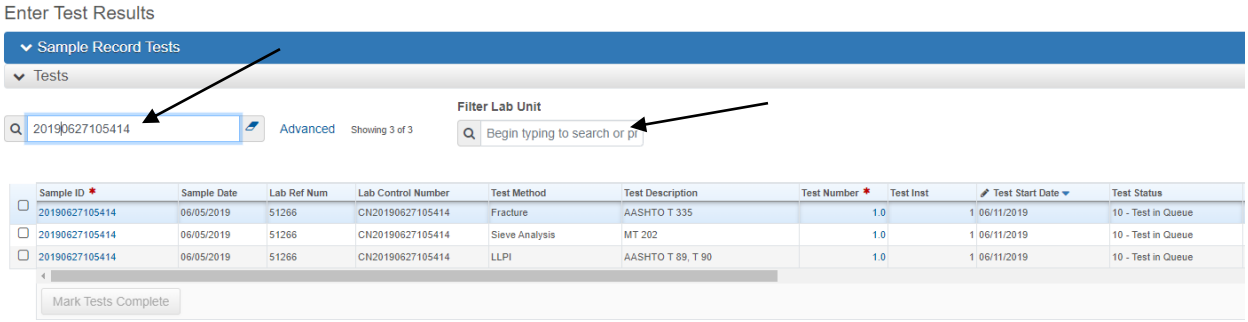
Multiple sample records can be authorized at once by checking multiple sample ID's and clicking the Authorize Samples button. ***Note: only one test row of each sample ID needs to be checked.*



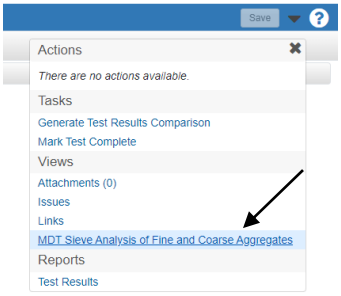
Entering Test Results

Users can now navigate to the Enter Test Results queue to find their sample and enter test results.

1. If the user belongs to multiple lab units, use the Filter Lab unit to narrow the list.
2. In the search field, enter the sample ID.



3. Click on the Test Number link to open the test and enter test results into any applicable agency view.



4. Add any applicable test data.
5. When all applicable information is complete, mark the Test Complete and level 2 authorize.
    a. Any FIELD tests should be level 2 authorized when the test information has been completed. This works well with concrete properties especially.