

## 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.

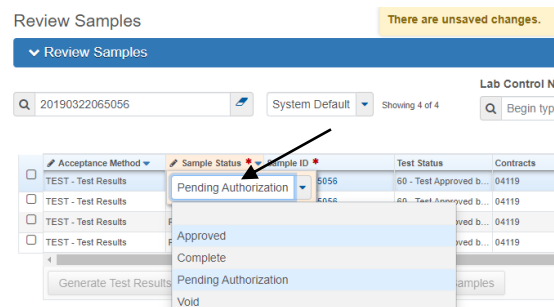
Roles that have access to these materials queues will now see the Enter Test Results and Review Samples links.

Materials	Materials Worksheets
<b>Enter Test Results</b>	<b>Enter Test Results</b>
Find Sample	Maintain Test Queue
Mix Design	Receive Sample at Destination Lab
<b>Review Samples</b>	Receive Sample at Lab Unit
Review Tests	<b>Review Samples</b>
Sample Records	Review Tests

### 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

Acceptance Method	Sample Status	Sample ID	Test Status	Contracts
TEST - Test Results	Approved	20190322065056	60 - Test Approved b...	04119
TEST - Test Results	Approved	20190322065056	60 - Test Approved b...	04119
TEST - Test Results	Approved	20190322065056	60 - Test Approved b...	04119
TEST - Test Results	Approved	20190322065056	60 - Test Approved b...	04119

Generate Test Results Comparison   Send Test Back to Lab   Authorize Samples

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

Number	Test Inst	Lab Unit Name	Material Code	Material Name
1.0	1	BillingsLab	203.01.00.01	Embankment
1.0	1	BillingsLab		
1.0	1	BillingsLab		
1.0	1	BillingsLab		

Tasks  
 Authorize  
 Generate Test Results Comparison  
 Send Test Back to Lab  
 Views  
 Reports

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.**

Review Samples

Review Samples

402022   System Default   Showing 6 of 6   Lab Control Number: Begin typing to

Acceptance Method	Sample Status	Sample ID	Test Status	Contracts	Lab
TEST - Test Results	Pending Authorization	20190402022915	60 - Test Approved b...	04119	
TEST - Test Results	Pending Authorization	20190402022915	60 - Test Approved b...	04119	
TEST - Test Results	Pending Authorization	20190402022915	60 - Test Approved b...	04119	
TEST - Test Results	Pending Authorization	20190924020221	60 - Test Approved b...	17319	
TEST - Test Results	Pending Authorization	20190924020221	60 - Test Approved b...	17319	
TEST - Test Results	Pending Authorization	20190924020221	60 - Test Approved b...	17319	

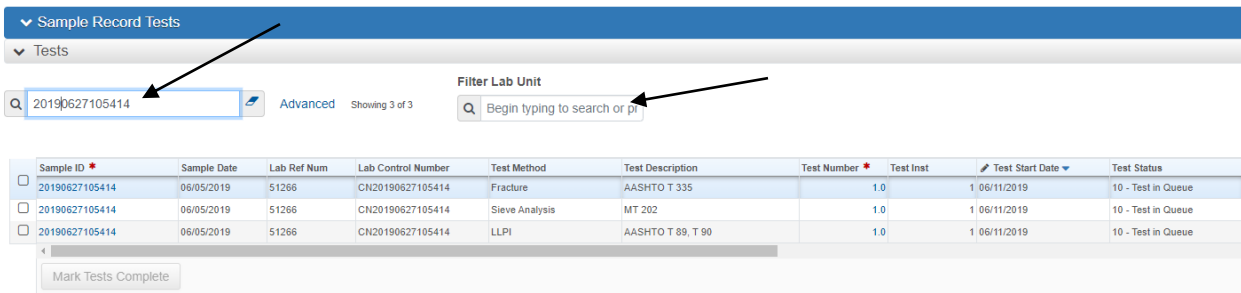
Generate Test Results Comparison   Send Test Back to Lab   Authorize Samples

## 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.

Enter Test Results



Sample Record Tests

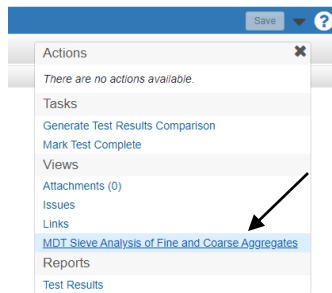
Tests

20190627105414 Advanced Showing 3 of 3 Filter Lab Unit Begin typing to search or press

Sample ID *	Sample Date	Lab Ref Num	Lab Control Number	Test Method	Test Description	Test Number *	Test Inst	Test Start Date	Test Status
20190627105414	06/05/2019	51266	CN20190627105414	Fracture	AASHTO T 335	1.0		1 06/11/2019	10 - Test in Queue
20190627105414	06/05/2019	51266	CN20190627105414	Sieve Analysis	MT 202	1.0		1 06/11/2019	10 - Test in Queue
20190627105414	06/05/2019	51266	CN20190627105414	LLPI	AASHTO T 89, T 90	1.0		1 06/11/2019	10 - Test in Queue

Mark Tests Complete

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



Save ?

Actions

There are no actions available.

Tasks

- Generate Test Results Comparison
- Mark Test Complete

Views

- Attachments (0)
- Issues
- Links
- MDT Sieve Analysis of Fine and Coarse Aggregates
- Reports
- Test Results

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.