

# Quick Reference Guide

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## Independent Assurance Samples

The following guide describes IA sample record processes for samples on contracts where materials have been generated.

Paper copies of IA reports will no longer be made or distributed. This guide will assist Residency personnel in finding electronic samples, in understanding the split/comparison sample record link feature, and in printing the IA summary at the conclusion of a project.

### Finding Samples

The Find Sample window is very useful in locating and viewing sample records on your contract. All IA sample ID's begin with 96. To use the find sample window, navigate to:

- Main Panel > Materials Management(+) > Sampling and Testing(+) > Find Sample
- Click the Contract ID Box
- Type in or select your contract number
- Click OK and a list of all sample records for your contract will be displayed (you can sort by many of the columns)
- Highlight a sample by clicking in the row
- Go to Services > View Sample

### Split/Comparison Samples

Samples split between the Residency and Materials Division Lab will be linked together using the Link To/Link From field in the sample window. A sample record must be created for each half of the split. The Residency is responsible for creating their sample record and IA is responsible for creating their sample record. With good communication and coordination, the parties could agree on whom will make the sample record, so the other could use the copy sample feature, thereby avoiding duplication of effort and improving consistency between sample records.

**Sample ID:** It is recommended that both parties agree on a sample ID. The last ten digits of the sample ID should be the exact same on the two halves of the split.

**Link To:** The IA inspector is responsible for completing the Link To function in the sample record, electronically tying the two samples together.

### Independent Assurance Sampling/Testing Completed on a Contract

When IA activities have been completed on a contract, an e-mail notification will be sent to the Residency. A summary of the IA sampling and testing is available on a custom report in SiteManager. The Residency should open and print this report for their files. To navigate to the custom report:

- Main Panel > Accessories(+) > System Attachments
- Select the IAS Summary (double click on the line, or click once and click on the blue running man located near the right side of the top toolbar).
- Click Open (in the Internet Explorer box, asking what you want to do with the file).
- Click on the Microsoft Access window (to make it the active window), which will be behind the Internet Explorer window.
- You should see "Running Query" at the bottom right of the Microsoft Access window. Wait on that to complete.
- If a security warning with an "Enable Content" button is visible, near to top of the Microsoft Access window, click the "Enable Content" button. Wait a few minutes for processing and loading to complete (you may see "Running Query" at the bottom right of the Microsoft Access window again, wait on this to complete).
- Select your contract id from the dropdown box.
- Click the "View Contract Information" button. It will take a few minutes for the report to appear.
- To print the report, click the "Print" icon on the top toolbar, or click the "File" tab and then click "Print".