

Quick Reference Guide

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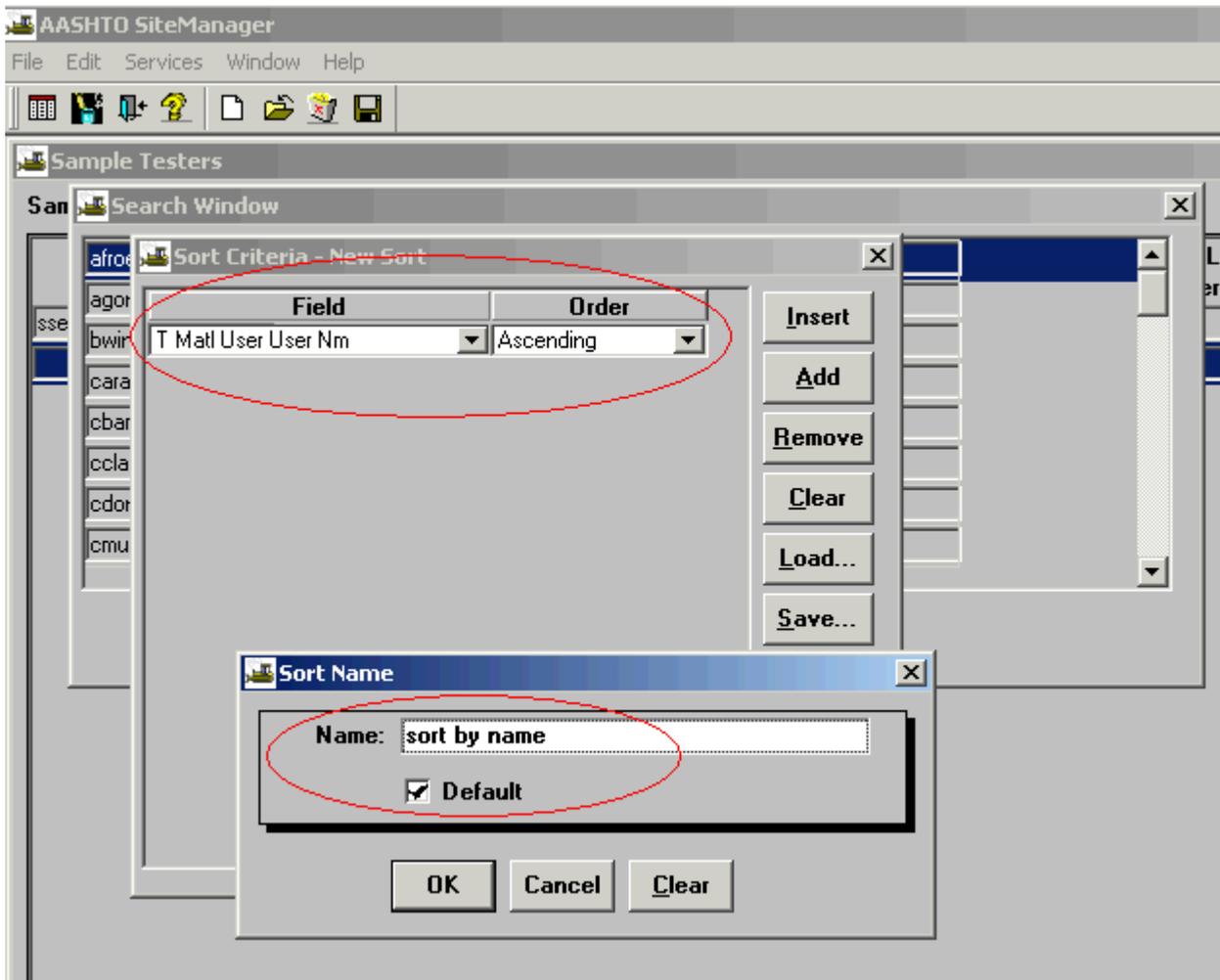
Tester - Sorting by Name in Services > Testers Menu

You need to add a tester to a test using the Services > Testers Menu on the Test tab of a sample record. The list sorts by userID and you wish there was a way to sort by the tester's name. The easy to follow instructions provided below walk you through setting up a default sort-by-name setting for this pick list. After doing this, the testers window will always be sorted by the Testers' Last name. This should make it easier to locate testers instead of having to remember a userID.

These instructions can be used to define default sort options in other pick list windows.

The following instructions assume the user is familiar with inputting a sample information record in the Materials Management area of SiteManager.

1. On the Test tab of the sample record, go to the Services > Testers Menu.
2. Select the New Icon.
3. Right click in the Tester ID Field and select Search.
4. When the Search window opens, right click in either column or select Sort.
5. The Sort Criteria window will open. Select Insert.
6. In the field column drop down box, select "T Matl User User Nm".
7. In the order column drop down box, select "Ascending".
8. Click the Save Button.
9. A Sort Name Window will open. Add a name, and Select the default box.



10. Click OK. Click OK.

The pick list for testers will now always be sorted by the Last Name of the tester, until you remove the new default sort you just created.