

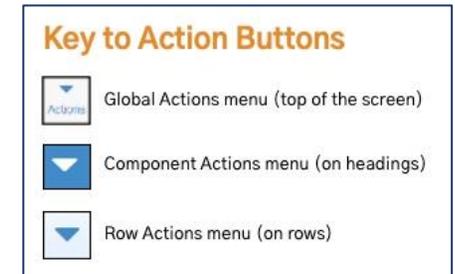
Entering Test Results using Agency Views and Marking Tests Complete

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Role(s): Field Lab Technician, Field Lab Manager, Residency Administration, Project Inspector, Project Manager, Central Lab Admin, Central Lab Technician, Central Lab Supervisor, Central Lab Manager, and Independent Assurance

Entering Test Results:

1. From the **Receive Sample at Lab Unit** component, click the **Enter Test Results** quick link.
2. In the **Tests** section on the lower half of the screen, locate the sample record test, using the **Quick Find** search box if needed.
 - o **Note:** Paste the sample ID into the Search field to the left of the Advanced link. Press Enter. The system filters the list to show only rows containing the criteria entered.
 - o **Tip!** Check the Priority, Due Date, and Planned Test Start Date columns to manage lab workflow.
3. For the desired Sample Record Test row, click the row **Actions** menu and in the **Views** section, click the name of the agency view.
 - o **Note:** ODOT added an asterisk (*) to the start of each Agency View to make it easier to identify at the top of the list.
4. Enter any pertinent or required information in the specified fields within the agency view.
 - o **Note:** Until all the necessary fields have been populated, the AV Recommendation field displays Incomplete and the Test Result field will not be editable.





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- **Note:** If any of the In Spec field values indicate No, the AV Recommendation field will indicate Fail based on the reference specification, but user has discretion to make appropriate selection in the Test Result field.
5. In the **Test Result** field, select the desired choice.
 6. Click the **Save** button.
 7. Click the drop-down arrow next to the **Previous** button and select the **Enter Test Results** page.

Marking Tests Complete:

1. From the **Enter Test Results** summary, in the **Tests** section for the row that corresponds to the test for which you just completed the agency view, select the **check box** to the left of the row.
2. Click the **Mark Tests Complete** button.
 - **Note:** The Sample Record Test for that Sample ID has been moved to the Review Tests queue and will no longer appear in the Enter Test Results queue.
 - **Tip!** Clear the search and filter criteria by clicking the eraser icon next to the search fields.

Next Steps:

- Reviewing Tests