

Maintaining a Test Queue

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

Role(s): Central Lab Supervisor, Central Lab Manager, Central Lab Admin, and Field Lab Manager.

Accessing the Maintain Test Queue Component:



1. From the **Dashboard**, in the **Materials Worksheets** component, click the **Maintain Test Queue** link.
2. From this queue, users can view sample record tests from sample records with the following Sample Statuses:
 - a. **Logged**
 - A Sample Record with this Sample Status will have Tests with a Test Status of **10 - Test in Queue**. Tests have been assigned, but the sample record has not been received.
 - b. **Received at Destination Lab**
 - A Sample Record with this Sample Status will have Tests in the Receive at Lab Unit queue with a Test Status of **10 - Test in Queue**. The sample record has been received at the Destination Lab but has not been received into a Lab Unit.
 - c. **Received at Lab Unit**
 - A Sample Record with this Sample Status will have Tests in the Enter Test Results queue with a Test Status of **10 - Test in Queue**. The sample record has been received into a Lab Unit.

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d. In Testing

- A Sample Record with this Sample Status may have Tests in the Enter Test Results queue with Test Statuses of **0 – Test Cancelled**, **10 – Test in Queue**, **11 – Test Requeued**, **20 – Being Retested**, **21 – Retest**, **40 – Test Complete**, or **81 – Test Referred Back to Lab**.

e. Pending Authorization

- A Sample Record with this Sample Status will have Tests in the Review Samples queue with a Test Status of **60 – Test Approved by Level 2**.

Viewing a Sample Record Summary:

1. On the **Maintain Test Queue** component, in the **Sample ID** column, right-click on a link for the option to open the Sample Record Summary in another browser tab.

Viewing a Sample Record Test Summary:

1. On the **Maintain Test Queue** component, in the **Test Number** column, right-click on a link for the option to open the Sample Record Test Summary in another browser tab.

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Changing the Indicator if the Test should Count Toward Material Acceptance Actions:

1. On the **Maintain Test Queue** component, in the **MAA** column for the desired sample record test, double-click to display the check box.
2. Select the check box to indicate **Yes** in the column to consider the test for satisfying material acceptance actions.
- or -
Clear the check box to indicate **No** in the column to not consider the test for satisfying material acceptance actions.

Changing the Assigned Lab Unit:

1. On the **Maintain Test Queue** component, in the **Lab** column, double-click to display the check box.
 - **Note:** This will allow you to select an unqualified lab unit for the test.

Changing the Priority:

1. On the **Maintain Test Queue** component, in the **Priority** column, double-click to display the choices: High, Medium, and Low.
 - **Note:** This is for information only. There is no system logic that impacts the workflow.

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Changing the Planned Test Start Date:

1. On the **Maintain Test Queue** component, in the **Planned Test Start Date** column, double-click to type a planned test start date in MM/DD/YYYY format.
 - **Note:** This is for information only to be added with user discretion. There is no system logic that impacts the workflow.

Changing the Due Date:

1. On the **Maintain Test Queue** component, in the **Due Date** column, double-click to type a planned test due date in MM/DD/YYYY format.
 - **Note:** This is for information only to be added with user discretion. There is no system logic that impacts the workflow.

Adding Test Runs:

1. On the **Maintain Test Queue** component, click the row **Actions** menu.
2. In the **Tasks** section, click the **Add Test Run** task. The system creates additional test runs in the **Enter Test Results** queue, sets the **Test Status** to **10 – Test in Queue**, and the **Test Number** field for the additional test runs are numbered as an incremental whole number (for example, 2.0 or 3.0)

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Assigning Tests to a Sample Record:

1. On the **Maintain Test Queue** component, click the row Action menu.
2. In the **Tasks** section, click the **Assign Tests** task.
3. In the **Select Default Tests** section, search for and select any default tests to assign to the sample.
4. Click the **Next** arrow in the lower right corner of the screen.
5. In the **Select Optional Tests** section, search for and select any optional tests to assign to the sample.
6. Click the **Next** arrow in the lower right corner of the screen.
7. In the **Add Test Runs and Confirm** section, in the **Test Runs** field, enter the number of test runs to perform for each assigned test on the sample.
8. Click the **Confirm** button.
9. View the information in the assigned sample record test row.

Splitting a Sample Record:

1. On the **Maintain Test Queue** component, on a sample record test row for the desired sample record to split, click the row **Actions** menu.
2. In the **Tasks** section, click the **Split Sample Record** task.
3. Enter the number of additional sample records you want to create from the split.

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4. Click **Split Sample Record**.
5. Click **Save**.
 - **Note:** You can split an unauthorized sample record to create one or more editable copies.
 - **Note:** When you split a sample record, the system copies information entered on the **General**, **Sample Location**, **Additional Information**, and **Sources/Facilities** tabs except for the value in the **Represented Quantity** field. In addition, the system copies sample record remarks, attachments, links, and any contract project item associations. Tests are copied, but test results are not.