

Receiving Samples into Lab Units

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

Key to Action Buttons

| | |
|---|---|
|  | Global Actions menu (top of the screen) |
|  | Component Actions menu (on headings) |
|  | Row Actions menu (on rows) |

Receiving Sample Records at Lab Units:

1. From the **Sample Record Summary** component, click the **Receive at Lab Unit** quick link.
2. In the **Receive Sample at Lab Unit** component, in the **Receive at Lab Unit** field, search for and select the appropriate lab unit where the physical sample is in hand and will be tested.
3. Search for and select the samples to receive.
 - Tip! Paste the sample ID or a portion of it 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.
4. Select the check box to the left of the desired sample record.
5. Click the **Mark As Received** button.
 - **Note:** The system changes the Sample Status on the Sample Record Summary component from Received at Destination Lab to Received at Lab Unit.
 - **Note:** The Sample ID has been moved to the Enter Test Results queue and will no longer appear in the Receive at Lab Unit queue.
 - **Tip!** Clear the search and filter criteria by clicking the eraser icon next to the search fields.

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Next Steps:

- Entering Test Results using Agency Views and Marking Tests Complete