

Requesting a Test

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 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)

Requesting a Test to Send it Back to the Enter Test Results Queue:

1. From the **Materials Worksheets** component, click the **Review Tests** link.
2. From the **Review Completed Tests** section, search for the sample record you want to requeue.
3. Click the check box to the left of the sample record's test method row to select it.
 - **Note:** Tests in the **Incomplete Tests / Must Requeue to Complete Agency Views** section must be requeued to complete ODOT required fields in the Agency View.
4. Click the **Requeue Tests** button.
 - **Note:** The sample record test has been moved to the **Enter Test Results** queue's **Requeued Tests / Requested Retests** section.
 - **Note:** The system changes the **Test Status** field to *Requeued*.