Reviewing and Authorizing Samples

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)

Reviewing and Authorizing Samples:

1. From the **Review Tests** component, select the **Review Samples** quick link.
2. Scroll to the right to review the information.
   - o Note: Right–click to open links in another browser tab. This allows you to return easily to the original screen.
3. Review the sample information.
   - o **Tip!** To familiarize yourself with the sample record, right–click on the link in the Sample ID column.
4. Review the agency view information.
   - o **Tip!** To familiarize yourself with the test results, on the row **Actions** menu, in the **Views** section, right–click on the link for each sample record test's associated 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.
5. For the row(s) that correspond(s) to the sample record you wish to authorize, in the **Acceptance Method** column, confirm/modify the acceptance method of the first row.

- o **Important note!** Since modifying an Acceptance Method affects the sample record, but the rows reflect individual test instances, a modification to any related sample record row will impact all related sample record rows upon saving changes.

6. For the row(s) that correspond(s) to the sample record you wish to authorize, double-click the **Sample Status** field, and select an authorizable status in the first row.

    - o **Important note!** Since modifying a Sample Status affects the sample record as a whole, but the rows reflect individual test instances, a modification to any related sample record row will impact all related sample record rows upon saving changes.

7. Click the **Save** button.

8. For the row(s) that correspond(s) to the sample record you wish to authorize, select the check box to the left of the first row.

9. Click the **Authorize Samples** button.

    - o **Note:** The Sample Record Tests for that Sample ID have been removed and will no longer appear in the Review Samples queue.

Sending a Test Back to the Lab:

1. Locate the sample test(s) you would like to send back to the Review Tests queue.
2. Click the applicable check boxes.
3. Click the **Send Test Back to Lab** button.

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Next Steps:

- o Needed