

# Reviewing Tests

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

## Reviewing Tests:

1. From the **Enter Test Results** component, select the **Review Tests** quick link.
2. In the **Review Completed Tests** section, search for the test to review.
3. Scroll to the right to review the information.
  - Note: Right-click to open links in another browser tab. This allows you to return easily to the original screen.
4. Review the sample information.
  - **Tip!** To familiarize yourself with the sample record, right-click on the link in the Sample ID column.
5. Review the agency view information.
  - **Tip!** To familiarize yourself with the test results, on the row **Actions** menu, in the **Views** section, right-click on the link for the Agency View.
  - **Note:** ODOT added an asterisk (\*) to the start of each Agency View to make it easier to identify at the top of the list.
6. On the **Review Tests** queue, in the **Review Completed Tests** section, for the row that corresponds to the test with your Sample ID, select the check box to the left of the row. The system enables the **Mark Tests Reviewed** button.

**Key to Action Buttons**

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

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7. Click the **Mark Tests Reviewed** button.

- **Note:** The Sample Record Test for that Sample ID has been moved to the Review Samples queue to appear when all tests for the sample have been reviewed. The Sample Record Tests will no longer appear in the Review Tests queue.
- **Tip!** Clear the search and filter criteria by clicking the eraser icon next to the search fields.

## Next Steps:

- Reviewing and Authorizing Samples