



# Viewing and Adding Testers to a Sample Record 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 Administrator, Project Inspector, Project Manager, Central Lab Admin, Central Lab Technician, Central Lab Supervisor, Central Lab Manager, Independent Assurance

**Key to Action Buttons**

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

## Viewing and Adding Testers to a Sample Record Test:

1. From the **Dashboard**, in the **Materials Worksheets** component, click the **Enter Test Results** link.
2. To add the name of a tester involved with the testing process who did not interact with the sample record test Agency View, click the row **Actions** menu for the sample record test in the **Tests** section.
3. Click the **Views** section heading.
4. Click the **Testers** link. The system will display the Sample Record Test Summary.
5. Click the **New** button. The system will inset a new row.
6. In the **Tester ID** field, search for and select the desired tester.
7. In the **Tester ID Action** field, type the action the tester performed on the test.
8. Click the **Save** button.
  - **Note:** Users may also access the Sample Record Test Summary via the Maintain Test Queue and the Review Tests components if needed to add testers.