

Section 2: How to Navigate *LIMS and Enter Test Results

Applicable Roles:

1. Materials Regional Coordinators
2. District Materials Sup. & Office Coord.
3. District Lab Technician

*Note LIMS is not the SiteManager Application, but the AWP Equivalent.

Once a Sample Record has been started, the Test Result information is Entered and Reviewed and then the Sample Record is Authorized.

NOTE: District Lab Technicians can **NOT** Authorize Sample Records.

2-1 LOCATE SAMPLE RECORDS IN ORDER TO ENTER TEST RESULTS

Go to the **Home Page**.

Click on **Enter Test Results**.

The screenshot shows the AWP Training Manual interface. At the top, there is a navigation bar with buttons for 'Home', 'Previous', 'My Pages', and 'WV DOT Dev Site'. To the right of these buttons are links for 'Actions', 'Help', and 'Log'. Below the navigation bar, there is a section titled 'In this page:' with links for 'Construction', 'Materials', 'Materials Worksheets', 'Materials Reference Data', and 'System Administration'. The 'Materials' link is selected, and the page displays a list of materials-related options. On the left, there are two main categories: 'Materials' and 'Materials Reference Data'. Under 'Materials', there are links for 'Daily Source Reports', 'Mix Design', and 'Sample Records'. Under 'Materials Reference Data', there are links for 'Code Tables', 'Destination Labs', 'Facilities', 'Item Family', 'Items', 'Lab', 'Material Categories', 'Materials', 'Person Qualifications', and 'Product Group'. On the right, there are three main categories: 'Construction', 'Materials Worksheets', and 'Maintain Test Queue'. Under 'Construction', there are links for 'Change Order', 'Contract Administration', 'Contract Progress', 'Contract Specific Authorities', 'Contract Time', 'Contract Vendor Assets', 'Daily Work Reports', 'Daily Work Reports by Contract', 'Payment Estimate Accounting', 'Payment Estimate Approval Decisions', and 'Payment Estimates'. Under 'Materials Worksheets', there are links for 'Enter Test Results' (highlighted in yellow) and 'Maintain Test Queue'.

(2-1)

This takes you to the **Enter Test Results Page**.

2-2 OPEN THE AGENCY VIEW

In the Search Box, Enter the **Lab Reference Number** or the **Sample ID Number**.

Press **Enter**.

NOTE: If you aren't sure of the Lab Reference Number or the Sample ID Number, you can look through the list of Sample Records to find the Sample Record you are looking for.

The screenshot shows the 'Sample Record Tests' interface. At the top, there's a blue header with 'Sample Record Tests', a 'Save' button, and a help icon. Below the header, there's a 'Tests' section. A search bar contains 'C423456'. To the right of the search bar, there's a 'Received Date Sort' dropdown and a 'Showing 3 of 3' indicator. Further right, there's a 'Lab Unit' search bar with the placeholder 'Begin typing to search or pi'. Below these elements is a table with the following columns: Sample ID, Lab Ref Num, Lab Control Number, Test Description, Test Number, Planned Test Start Date, Test Start Date, Test Status, and Priority. The table contains three rows of data, all with a status of '10 - Test in Queue'.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status	Priority
GDraK20240214093851	C423456	CNGDrak20240214093851	PCC - QC - Slump & Air	1.0			10 - Test in Queue	
GDraK20240123013036	C423456	CNGDrak20240123013036	PCC - Yield & Unit Weight	1.0			10 - Test in Queue	
GDraK20240123013036	C423456	CNGDrak20240123013036	PCC - QC - Slump & Air	1.0			10 - Test in Queue	

(2-2)

Click on the ▼ (on the right) of the Line with the Sample Record you are working on.

A Box appears, click on **Views**.

NOTE: Ignore the **Retests Section** (This is only used for Samples that are Rejected and sent back to the Lab).

Enter Test Results

The screenshot shows the 'Sample Record Tests' interface. At the top, there's a blue header with 'Sample Record Tests', a 'Save' button, and a help icon. Below the header, there's a 'Tests' section. A search bar contains 'C4234226'. To the right of the search bar, there's a 'Received Date Sort' dropdown and a 'Showing 2 of 2' indicator. Further right, there's a 'Lab Unit' search bar with the placeholder 'Begin typing to search or pi'. Below these elements is a table with the following columns: Sample ID, Lab Ref Num, Lab Control Number, Test Description, Test Number, Planned Test Start Date, Test Start Date, Test Status, and Priority. The table contains two rows of data. A context menu is open over the first row, showing options like 'Tasks' and 'Views'.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status	Priority
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023		10 - Test in Queue	
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0			10 - Test in Queue	

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Click on the **Test Description**, (in this example: *PCC Field Tests: Air, Slump, Temp V2.0.*)

Enter Test Results

Sample Record Tests

Tests

Search: C4234226

Received Date Sort

Showing 2 of 2

Lab Unit

Search: Begin typing to search or pi

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Sta
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0	10 - Test in Queue

Tasks

Views

Reference Specifications

Open

PCC Field Tests: Air, Slump, Temp V2.0

Testers

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Right click on the **Test Description**.

Click on **open link in new tab**.

Enter Test Results

Sample Record Tests

Tests

Search: C4234226

Received Date Sort

Showing 2 of 2

Lab Unit

Search: Begin typing to search or pi

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Sta
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0	10 - Test in Queue

Tasks

Views

Reference Specifications

Open

PCC Field Tests: Air, Slump, Temp V2.0

Testers

Open link in new tab

Open link in new window

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NOTE: If there are multiple Versions of a Test listed, **ALWAYS** choose the Version with the highest number. (i.e. **V3.0** rather than V2.0).

Click on the **new tab** you just opened.

This takes you to the **Agency View Summary Page**.

2-3 ENTER TEST RESULTS

NOTE: **Agency Views** may vary in depth and complexity.

Enter the **Test Result** information.

Once all Test Result Information has been Entered, click **Save**.

▼ PCC Field Tests: Air, Slump, Temp V2.0 Print Save

Laboratory ID
D04-PCC

Contract ID
2017000545

Material Tester
Q Drake, Jacob
TRIAD

Date Tested
01/24/2024

New 1 added | 0 marked for deletion | 0 chan

Method ▼
☐ Pressure Meter ☐ Roll-A-Meter

New 1 added | 0 marked for deletion | 0 chan

Air Content (%) ▼ Slump (in) ▼
4.20 4.80

Plastic Conc Temp ▼ Cylinders Created? (Date...
70.0 01/14/2024 02:30 PM

Mix ID ▼
Q 1293159

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If you see this Error Message, **IGNORE** it. This has **NO** effect on the Test Results or your process.

Sample Record Test

Agency View Summary

Warning: Detected rows with warnings. Please review messages below. X
One or more tests associated with Sample Record MHedr20231107091047 have failed.

▼ PCC Field Tests: Air, Slump, Temp V2.0 Print Save ?

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2-4 MARK TESTS COMPLETE

Click on the **Home Page**.

Click on **Enter Test Results**.

In the Search Box Enter the **Lab Reference Number** of the Sample ID Number you are working on.

Press **Enter**.

Click on the **Check Box** ☐ (to the left) of the Sample ID Number you are working on.

Click on **Mark Tests Complete**.

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status
MHedr20231107091317	C4234226-L	CNJStan20230920040333	Compressive Strength - Cylinders	1.0	12/04/2023		10 - Test in Queue
MHedr20231107091047	C4234226-F	CNJStan20230920040333	PCC - QC - Slump & Air	1.0		01/24/2024	10 - Test in Queue

(2-8)

2-5 REVIEW TESTS

Click on **Review Tests** (top of the page).

In the Search Box Enter the **Lab Reference Number**.

Press **Enter**.

Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0	Pass

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If the Sample Record is satisfactory, click the **Check Box** ☐ (to the left) of the Sample Record.

Click **Mark Tests Reviewed**.

Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0	Pass

(2-10)

If the Sample Record is **NOT** satisfactory, **Reject the Sample** and send it back to the Lab by **NOT** clicking on the **Check Box** ☐, but instead click on **Requeue Tests**.

Review Tests

Review Tests

Save

?

Q

c4234226

Last Update Sort

Showing 1 of 1

0 added

0 marked for deletion

0 changed

	Reportable	Lab Control Number	Sample ID *	Lab Ref Num	Test Description	Test Number *	Test Result Value
☐	Yes	CNJStan20230920040333	MHedr20231107091047	C4234226-F	PCC - QC - Slump & Air	1.0	Pass

Generate Test Results Comparison

Mark Tests Reviewed

Requeue Tests

Request Retests...

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The final steps in the LIMS process are to **Review and Authorize Sample Records**.
For instructions on How to Review and Authorize Sample Records: **Go to Section 3: How to Review and Authorize Sample Records**.