

Section I-2: How to Navigate *LIMs and Enter Test Results (For Industry Users)

Applicable Role:

- 1. Industry Lab Access DXX

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

I2-1 GENERAL OVERVIEW OF LIMS

The order of Steps you must follow are:

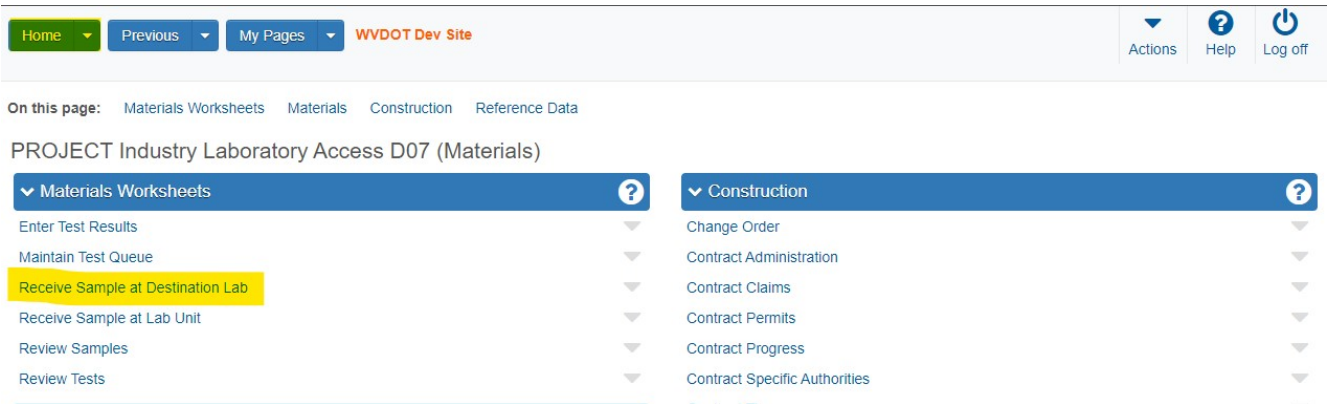
- 1. Start a Sample Record and Assign Test(s).
NOTE: For Starting a Sample Record, Go to **Section I-1 How to Start a Sample Record.**
- 2. Receive Sample at Destination Lab
- 3. Receive Sample at Lab Unit
- 4. Enter Test Results

I2-2 RECEIVE SAMPLE AT DESTINATION LAB

When a Sample Record has been Started, and the Sample is dropped off at the Lab:

Go to the **Home Page**

Click on **Receive Sample at Destination Lab**.



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Click (in the top box) under the **Receive at Destination Lab** Field.

Press **Enter**.

Click on your associated **Destination Lab**.

[Receive at Lab Unit](#) [Enter Test Results](#) [Maintain Test Queue](#) [Sample Records](#)

Receive Sample at Destination Lab

▼ Receive Sample at Destination Lab

Mark As Received ▼ ?

Receive at Destination Lab

Q Begin typing to search or press Enter

IDEST-02 IDEST-02

Showing 1 of 1

Q Type search criteria or press Enter

System Default ▼

Showing 3 of 3

Destination Lab

Q Begin typing to search or pr

		0 added		0 marked for deletion	0 changed
Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date
☐ TAWP20231226125422	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20231226125422	C2N-1267	12/26/2023
☐ TAWP20240112105124	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240112105124	C2M-4246-TEST	01/11/2024
☐ TAWP20240320065427	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240320065427	Industry-Training-Test2	03/20/2024

Showing 3 of 3

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If the Sample Record is shown in the middle of the screen, click the **Check Box** ☐ (to the left) of the Sample ID Number you are receiving.

Click on **Mark As Received**.

OTHERWISE: In the Search Box Enter the **Lab Reference Number** of the Sample Record you want to Receive in the Lab.

Press **Enter**

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

Click on **Mark as Received** (top right) next to the ▼.

Home ▼ Previous ▼ My Pages ▼

Actions Help Log off

[Receive at Lab Unit](#) [Enter Test Results](#) [Maintain Test Queue](#) [Sample Records](#)

Receive Sample at Destination Lab

▼ Receive Sample at Destination Lab

Mark As Received ▼ ?

Receive at Destination Lab

Q IDEST-02

IDEST-02

Q m1n-1234

System Default ▼

Showing 1 of 1

Destination Lab

Q Begin typing to search or pr

		0 added		0 marked for deletion	0 changed
Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date
☒ TAWP20240320103008	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNTAWP20240320103008	M1N-1234	03/20/2024

Showing 1 of 1

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NOTE: If after clicking on **Mark As Received** you receive the following **Error Message**, you have selected a test in the wrong District or you are working in the wrong role.

Receive Sample at Destination Lab

▼ Receive Sample at Destination Lab

Receive at Destination Lab

Q IDEST-07

IDEST-07

Q Type search criteria or press Enter

Advanced

Showing 4 of 4

Q Destination Lab

Begin typing to search or pr

Error: No rows saved; detected 1 row with errors. Please review messages below.

Sample ID 'DBray20231218013834': The Sample Record DBray20231218013834 is not associated with the selected Destination Lab IDEST-07; therefore, it cannot be received.

Show All

Show Errors

Mark As Received

?

Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date	Link
☐ DR#20231108103433	704.006.002.01	Class 1 Aggregate - Base or Subbase Course	CNDR#20231108103433	C7A2351	11/08/2023	
☒ DBray20231218013834	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20231218013834	Test for Industry User	12/18/2023	
☐ GDrak20240109090046	601.003.003.03	Concrete, Class B, Modified Strength	CNGDrak20240109090046	C423556	01/09/2024	
☐ DBray20240206024745	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20240206024745	test	02/06/2024	

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To correct this, click in the Box under **Receive at Destination Lab**, and choose the correct District Lab Number.

I2-3 RECEIVE SAMPLE AT LAB UNIT

Click on **Receive at Lab Unit**. This is located at the top of any **Sample Record** or **Lab Queue**, as well as on the **Home Page**.

Receive at Lab Unit

Enter Test Results

Maintain Test Queue

Sample Records

Receive Sample at Destination Lab

▼ Receive Sample at Destination Lab

Receive at Destination Lab

Q Begin typing to search or press Enter

Q Destination Lab

Begin typing to search or pr

Mark As Received

?

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This takes you to the **Receive Sample at Lab Unit Page**.

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Click in the box below **Receive at Lab Unit**.

Press **Enter**.

Choose the **appropriate Receiving Lab Unit**.

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

Click on **Mark As Received**.

Sample ID *	Material Code	Material Name	Lab Control Number	Lab Ref Num	Sample Date	Link To
☒ DBray20231218013834	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20231218013834	Test for Industry User	12/18/2023	
☐ DBray20240206024745	601.003.003.02	Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	CNDBray20240206024745	test	02/06/2024	

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I2-4 ENTER TEST RESULTS ON AGENCY VIEW

NOTE: This Section of the AWP Training Manual will **NOT** cover the **Retest Queue**.

Click **Enter Test Results**. This is located at the **top of the page** and is also available on the **Home Page**.

Receive at Destination Lab **Enter Test Results** Maintain Test Queue Sample Records

Receive Sample at Lab Unit

▼ Receive Sample at Lab Unit Mark As Received ▼ ?

Receive at Lab Unit

Q Begin typing to search or press Enter

Q Type search criteria or press Enter Advanced

Lab Unit

Q Begin typing to search or pr

No rows found matching criteria.

0 added 0 marked for deletion 0 changed

Showing 0 of 0

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

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

Press **Enter**.

This brings up the Sample ID Number you are working on.

Receive At Destination Lab Receive at Lab Unit Maintain Test Queue Sample Records

Enter Test Results

▼ Sample Record Tests Save ▼ ?

▼ Tests

Q M1N-1234 Received Date Sort Showing 1 of 1

Lab Unit

Q Begin typing to search or pr

0 added 0 marked for deletion 0 changed

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status
TAWP20240320065427	M1N-1234	CNTAWP20240320065427	PCC - QC - Slump & Air	1.0			10 - Test in Queue

Mark Tests Complete

Showing 1 of 1

▼ Retests

(I2-9)

Click on the ▼ (to the right) of the Sample ID Number you are working on.

Click **Views**.

Agency View Summary

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

Print

Save

▼ ?

Sample ID	Sample Type
DBray20231220073004	QC
Material Name	Material Code
Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	601.003.003.02
Source Name	Source Code
Facility	Date Received
	2/21/2024 12:00:00 AM

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Enter the **Test Result** information.

Click **Save**.

Agency View Summary

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

Print

Save

Sample ID	Sample Type
DBray20231220073004	QC
Material Name	Material Code
Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM	601.003.003.02
Source Name	Source Code
Facility	Date Received
	2/21/2024 12:00:00 AM
Laboratory ID	Material Tester
D01-PCC	Q Drake, Jacob TRIAD
Contract ID	Date Tested
	01/24/2024

New

1 added | 0 marked for deletion | 0

Method

☐ Pressure Meter

☐ Roll-A-Meter

New

1 added | 0 marked for deletion | 0

Air Content (%)	Slump (in)
4.50	4.20
Plastic Conc Temp	Cylinders Created? (Da...
72.0	01/24/2024 02:30 PM
Mix ID	

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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.
One or more tests associated with Sample Record MHedr20231107091047 have failed.

▼ PCC Field Tests: Air, Slump, Temp Viscosity

Print Save ?

12-5 MARK TESTS COMPLETE

Once the Agency View is completed, return to the **Enter Test Results Page**.

Locate the **Sample Record** you are working on.

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

Click on **Mark Tests Complete**.

Receive At Destination Lab Receive at Lab Unit Maintain Test Queue Sample Records

Enter Test Results

▼ Sample Record Tests Save ?

▼ Tests

Q IM1N-1234 Received Date Sort Showing 1 of 1 Lab Unit Q Begin typing to search or press enter

Sample ID *	Lab Ref Num	Lab Control Number	Test Description	Test Number *	Planned Test Start Date	Test Start Date	Test Status
☒ TAWP20240320065427	M1N-1234	CNTAWP20240320065427	PCC - QC - Slump & Air	1.0			10 - Test In Queue

0 added 0 marked for deletion 0 changed

Mark Tests Complete

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12-6 MARK SAMPLE RECORD AS INDUSTRY READY

Go to the **Home Page**. (Alternatively, you can find your sample record in your previous queue)

Click on **Sample Records**.

Home Previous My Pages WVDOT Dev Site Actions Help Log out

On this page: Materials Worksheets Materials Construction Reference Data

PROJECT Industry Laboratory Access D07 (Materials)

▼ Materials Worksheets ?

- Enter Test Results
- Maintain Test Queue
- Receive Sample at Destination Lab
- Receive Sample at Lab Unit
- Review Samples
- Review Tests

▼ Materials ?

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Sample Records

▼ Construction ?

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contractor Evaluation
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

▼ Materials Reference Data ?

- Facilities

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In the Search Box Enter the **Sample Record ID Number** (of the Sample Record you are working on).

Click **The Sample Record to Open It**.

Click on the **Tests Tab** (on the left).

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This will take you to the **Sample Record Summary Page**.

(I2-17)

Click the ▼ (to the right) of the drop-down box, under the **Industry Ready** Field

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Click **YES**.

Click on the date selection box, under the **Industry – Ready Date**

Enter **Today’s Date**

Click **Save**.

OverviewFind SampleMaintain Test QueueReceive at Destination LabReceive at Lab Unit

Sample Record Summary

▼ Sample Record: TAWP20240320065427 M1N-1234Save▼?

GeneralMix Design InformationSources/FacilitiesDestination LabContractTests

Material601.003.003.02 - Concrete, Class B, With Fly Ash, Slag CemenAssign Tests

Sample TypeQC - Quality Control

0 marked for deletion0 changed

Description	Test Method	Destination Lab	Test Data
PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	IDEST-02	1.0
Industry - Ready	Industry - Accepted	Industry - Rejected	
Industry - Ready Date	Industry - Accepted Date	Industry - Rejected Date	

Notes

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You are Done entering information for this Sample Record.