

# AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Entering Test Results

**Role:** Lab Tech, Lab Supervisor

**Role for previously unauthorized samples:** TDOT DWR Inspector,  
Office Staff V3

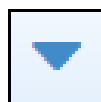
## Key to Actions Menus:



Global **Actions** menu  
(At the top of the screen)



Component **Actions**  
menu (On the heading)



Row **Actions** menu  
(On the row)

## Background:

- The Enter Test Results component lists tests for sample records that are currently in testing or in the testing queue and that have been received in their associated lab unit, enabling you to mark a test as complete when appropriate.
- The list is filtered to show only those sample record tests for which you are a qualified tester. You must also be associated with a lab that is both qualified to test the material and is associated with the sample record test.
- Tests with a status of Test Requeued or Retest are listed first.

## Entering Test Results:

**Navigation:** Materials Worksheets > Enter Test Results

1. From the Materials Worksheets component, select the **Enter Test Results** link.
2. Identify whether you will search in the **Retests** or **Tests** section.
3. In the **Lab Unit** field, search for and select the lab unit to filter the list to only the tests associated with the specified lab unit.
4. Locate the sample record test, using the **Quick Find** search box, if needed.
5. View the information available on the worksheet.

6. Double-click the **Planned Test Start Date** field and enter or select the date the sample test is planned to begin.
7. Click the **Save** button.

## Sample Record Test Summary:

The Sample Record Test Summary contains all of the information recorded about a test run assigned to a sample record. The general tab information is divided into four collapsible sections: **Test Information**, **Sample Information**, **Additional Test Information**, and **Remarks**.

1. To open the Sample Record Test component, click the **Test Number** link.
2. *(Optional)* In the **Test Information** section, in the **Due Date Field**, enter the date by which a test is to be performed on a sample.
3. *(Optional)* In the **Estimated Completion Date** field, enter the date by which the sample test is estimated to be complete.
4. View the sample record remarks in the **Sample Record Remarks** section.
5. In the **Additional Test Information** section, in the **Test Result Value** field, click the drop-down arrow and select the result of the sample record test, if necessary.
6. In the **Remarks** section, in the **Type** field, click the drop-down arrow and select the remark type.
7. In the **Remark** field, enter a remark.
8. Click the **Save** button.

## Printing an Agency View:

**Navigation:** Enter Test Results > Click row **Actions** menu on selected row > Views > Click Test Method

Once you've opened the Test Method, you can print.

1. Click the **Print** button.

### **Marking Tests Complete:**

Once you have completed a test, you can mark the test as complete. When you mark the test complete, the system sets the Actual Completion Date to the current date and makes the test available in the **Review Tests** worksheet.

1. From the **Enter Test Results** Worksheet, select the check box at the beginning of the test row(s).
2. Click the **Mark Tests Complete** button.
  - **Note:** You can also mark a test complete from the Sample Record Test Summary. To do so, click the component **Actions** menu and, in the **Tasks** section, select **Mark Test Complete**.

### **Next Steps:**

After entering test results, the next step is to Review Tests. Refer to TDOT Quick Reference Guides and CBTs for more information.