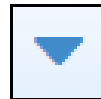**Role:** Lab Supervisor, Office Staff V3

Key to Actions Menus:
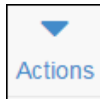
Global **Actions** menu (At the top of the screen)	Component **Actions** menu (On the heading)	Row **Actions** menu (On the row)

Background:

- The Maintain Test Queue component lists tests for sample records that are currently in testing or in the testing queue.
- You can use this component to split a sample record, add new tests or test runs to a sample record, or cancel tests as needed.
- The Maintain Test Queue component lists tests in the appropriate statuses. It is filtered to show only those sample record tests for which you are a lab tester for the lab unit associated with the sample record test, but it will show all sample record tests if you are an Exempt Tester.

Assigning Tests to a Sample Record:

The Maintain Test Queue component allows you to assign additional tests to an existing sample record.

Navigation: Materials Worksheet > Maintain Test Queue

1. In the Materials Worksheets component, click the **Maintain Test Queue** link.
2. Locate the sample record.
3. Click the sample row **Actions** menu and in the **Tasks** section, select the **Assign Tests** task.
4. In the **Review Required Tests** section, review any tests that are required to be performed for this sample.
5. Click the **Next** button.

6. In the **Select Default Tests** section, search for and select any default tests to assign to the sample.
7. Click the **Next** arrow in the lower right corner of the screen.
8. In the **Select Optional Tests** section, search for and select any optional tests to assign to the sample.
9. Click the **Next** arrow in the lower right corner of the screen.
10. In the **Add Test Runs and Confirm** section, in the **Test Runs** field, enter the number of test runs to perform for each assigned test on the sample.
11. Click the **Confirm** button.

Adding a Test Run to a Sample Record:

The **Add Test Run** command allows you to add test runs to an existing test on a sample record. The system duplicates the test row, increments the test number by one, and saves the change automatically. This command is not available for tests that are marked as required.

1. Locate the sample record test.
2. Click the test row **Actions** menu and, in the **Tasks** section, select **Add Test Run**.

Splitting a Sample Record:

You can split a sample record to create one or more editable copies. When you split a sample, the system copies all the information entered on the sample record.

1. Locate the sample record.
2. Click the row **Actions** menu and, in the **Tasks** section, select **Split Sample Record**.
3. Enter the number of additional sample records to create from the split.
4. Click the **Split Sample Record** button.

Canceling a Sample Record:

If a test was assigned in error or is no longer needed, the Maintain Test Queue component allows you to cancel a test on a sample record. To save

the cancelation, the system requires that you enter a remark with a remark type of Canceled.

1. Search for the test to cancel and click the **Test Number** link.
2. On the Sample Record Test Summary, in the **Remarks** section, click the **Type** drop-down arrow and select the **Canceled** option.
3. In the **Remark** field, enter the reason for canceling the test.
4. Click the **Save** button.
5. Click the Maintain Test Queue quick link.
6. Locate the test to cancel. Click in the **Test Status** field, and press **Enter** to display the drop-down menu.
7. Select **0 - Test Canceled**.
8. Click the **Save** button.

Void Sample

Background:

- You can void a sample record only when the sample record is not authorized, and all tests assigned to the sample record have either been canceled or completed.
- To void a sample record from the sample record, select **Void** from the **Actions** menu on the component header.

Voiding a Sample:

To void a sample in the Review Samples component:

Navigation: Materials Worksheets > Review Samples

1. In the Review Samples component, locate the sample record.
2. Double-click the **Sample Status** field and select a status of *VOID*.
3. Click the **Save** button.

Next Steps:

After maintaining the test queue, the next step is to Generate Contract Materials and Acceptance Actions. Refer to TDOT Quick Reference Guides and CBTs for more information.