

AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Receiving Samples

Roles: Lab Tech, and Lab Supervisor

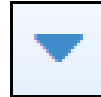
Key to Actions Menus:



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



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



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

Background:

- Once a sample record has been created and tests assigned, the sample progresses through its lifecycle, beginning with receiving the sample record in the destination lab and lab unit.
- Your agency may choose to bypass receiving the sample in either the destination lab or the lab unit or both of these labs.

Receiving Samples at a Destination Lab:

The Receive Sample at Destination Lab component enables you to review the list of samples and mark them as received at one or more destination labs as needed. The component lists sample records that have a sample status of Logged, Received at Destination Lab, Received at Lab Unit, or In Testing and are associated with the current destination lab.

Navigation: Materials Worksheets > Receive Sample at Destination Lab

1. In the Materials Worksheet component, select the **Receive Samples at Destination Lab** link.
2. In the **Receive at Destination Lab** field, search for and select the appropriate destination lab.
3. Search for and select the samples to receive.
4. Select the **Mark as Received** button.

Receiving Samples at a Lab Unit:

The Receive Sample at Lab Unit component lists sample records that have been marked as Received at the Destination Lab associated with the sample

record tests' assigned lab unit. You can review the list of samples and mark them as received at one or more lab units for which you are designated as a lab tester and have a testing qualification for the test method on the associated sample record tests (or are marked as an Exempt Tester).

Navigation: Materials Worksheets > Receive Sample at Lab Unit

1. In the Materials Worksheet component, select the **Receive Samples at Lab Unit** link.
2. In the **Receive at Lab Unit** field, search for and select the appropriate lab unit.
3. Search for and select the samples to receive.
4. Select the **Mark as Received** button.

Next Steps:

After receiving samples, the next step is to Enter Test Results. Refer to TDOT Quick Reference Guides and CBTs for more information.