Role: Lab Tech, Lab Supervisor

Role for previously unauthorized samples: TDOT DWR Inspector, Office Staff V3
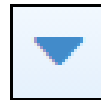
Key to Actions Menus:
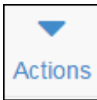
Global **Actions** menu (At the top of the screen)	Component **Actions** menu (On the heading)	Row **Actions** menu (On the row)

Background:

- The Review Samples component enables you to review a list of sample records and related test results. You can then approve or authorize one or more sample records or return tests to the lab, as needed.
- The Review Samples component lists either the sample records for which you are an approved product group sample reviewer or all applicable samples if you are an Exempt Sample Reviewer.
- A sample record is listed only when all the tests associated with the sample record have an appropriate test status, as determined by agency options. A sample record is not listed if all its tests are set to Autofinalize and have Test Result Values of Pass.

Viewing Test Results:

Navigation: Materials Worksheets > Review Samples

1. From the Materials Worksheets component, select the **Review Samples** link.
2. Locate the sample record test, using the **Quick Find** search box, if needed.
3. Click the row **Actions** menu and in the **Views** section, select the agency view.
4. Click the **Previous** button.

5. Click the **Test Number** link.
6. Review the test information.
7. Click the **Previous** button.

Sending a Test Back to the Lab:

A sample can be returned to the lab for further review. By default, the system changes the test status to *Test Referred Back to Lab* and the sample status to *In Testing*. These changes are saved automatically. The test is sent back to the Review Test Queue.

1. Locate the sample test(s) you would like to send back to the lab.
2. Click the applicable check boxes.
3. Click the **Send Test Back to Lab** button.

Reviewing Tests Sent Back to Lab:

After the sample record test has been sent back to the lab for further review and has been reviewed, it can be brought back to the sample review stage.

1. In the Review Samples component, click the Review Tests quick link.
2. Search for the test to review.
3. Click the test row **Actions** menu and in the **Tasks** section, as needed, select the **Mark Test Review by Level 1** and/or the **Mark Test Review by Level 2** task.
4. In the Review Tests component, click the Review Samples quick link.

Changing the Status of a Sample Record:

When all the tests for a sample have either been canceled or approved by reviewer level 2 you can change the status of the sample to *Complete*, *Approved*, or *Void*. Changes can still be made as needed until the sample has been authorized. Authorizing a sample record changes it to read-only, and additional changes cannot be made without creating a revised sample record or unauthorizing the sample record.

- **Note:** 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.

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

Authorizing a Sample Record:

Authorization prevents further changes to the sample record information unless the sample is unauthorized.

- **Note:** Disposition remarks can be added and modified on an authorized sample.

1. Locate the sample record.
2. Click the **Sample Status** field and select the **Complete** status.
3. Click the row **Actions** menu and in the **Tasks** section, select the **Authorize** task.

- **Note:** Another method to authorize sample is to select the check box next to the sample record(s) and then click the **Authorize** button.

Next Steps:

After reviewing samples, the next step is to Copy, Authorize, and Unauthorize Samples. Refer to TDOT Quick Reference Guides and CBTs for more information.