

AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Reviewing Tests

Role: Lab Tech, Lab Supervisor

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

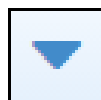
Key to Actions Menus:



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



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



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

Background:

- The Review Tests component is a worksheet where you review sample record tests.
- You can mark a test as reviewed, request a retest, or requeue a test.
- Within your assigned lab unit, you can only access and review tests that you have a testing qualification for, unless you are marked as an Exempt Tester.
- After you review a test, you will mark the test as reviewed by reviewer level 2.

Requesting a Retest:

You may request a retest for a test. Each new retest is a modifiable copy of the original sample record test.

Navigation: Materials Worksheets > Review Tests

1. Search for and select the test for which to request a retest.
2. Click the row **Actions** menu and in the **Tasks** section, select the **Request Retest** task.
3. In the **Number of Retests** field, enter the number of times you want this test to be performed again.
4. In the lower portion of the window, select one or more testers you want to perform the test.
5. Click the **Save** button.

Requeuing a Test:

You can return a test to the tester for additional review or comments by using the **Requeue Test** function. The system changes the test status to Requeued and the **Test Requeued** field to Yes.

1. Search for and select the test to requeue.
2. Click the row **Actions** menu and in the **Tasks** section, select the **Requeue Test** task.

Marking Tests as Reportable and Not Reportable:

If needed, you can clear or select the **Reportable** check box in a test record. At least one test that has not been canceled must be marked as reportable.

1. Search for and select the appropriate test.
2. Double-click in the **Reportable** field.
3. Ensure the **Reportable** check box remains checked. This indicates the test results should be reserved for future consideration.
4. Click the **Save** button.

Reviewing Tests:

The Review Tests component enables you to review a list of sample record tests and their results for which you and your lab have an active testing qualification. You can then mark a test as reviewed by reviewer level 2 depending on your user and role permissions.

1. Search for the test to review.
2. Scroll to the right to review the information.
3. Click the row **Actions** menu and in the **Views** section, select the test method.
4. Review the agency view information.
5. Click the **Previous** button.
6. Click the **Test Number** link.
7. Review the test information.
8. Click the **Previous** button.
9. Click the test row **Actions** menu and in the **Tasks** section, as needed, select the **Mark Test Review by Level 2** task.

Next Steps:

After reviewing tests, the next step is to Review Samples. Refer to TDOT Quick Reference Guides and CBTs for more information.