Entering Test Results

Background:

After a sample has been received at the lab unit (only applies to Regional or Consultant Labs) or automatically received (applies to all other labs), the tests will have a status of "10 – Test in Queue," which means you can enter test results in the test's agency view.

You must be assigned as a Lab Tester for the Lab the sample was sent and have the appropriate Testing Qualification to perform this task.

a. Labs – Maintaining Testers QRG
b. Check your qualifications here:
https://dot.alaska.gov/stwddes/desmaterials/waqtc/

Roles:

Materials Technician, Materials Lab Supervisor, Materials Lab Technician, Construction Project Engineer, Materials Rover, Material Lab Admin.

*Most Construction & Material roles can view test results

Navigation:

Materials Worksheets > Enter Test Results >

1. On the Enter Test Results page, use the Sample ID, Field Number and Test Description to locate the test you are performing.
2. On the desired test, click the blue arrow on the right to open its Row Actions menu, click on **Views**, and click the name of the test's **Agency View**. In most cases, the name of the agency view is the test method's AASHTO or ATM number and name.

3. On the Agency View Summary page, enter the test results.
Note: **Save** your data often to reduce the change of it timing out and losing data.
4. Are you the testers? If yes, skip this step.
   a. If no and you are entering a different testers data, click **Sample Record Test** in the upper left hand corner.
   b. Click the **Testers** Tab, you will see that you have been marked as the Tester.
   c. Click the **New** button
   d. Fill out the **Tester ID** with the user who performed the test
   e. Fill out the **Testers Action** with what part the Tester performed. Example: If they completed the entire test, say "Performed Entire Test"
   f. Return complete, click the **Enter Test Results** hyperlink
5. *optional* To attach the result(s), photo(s) or back up information, return to the **Enter Test Results** queue and find the desired test again.
   a. Click the Row Actions Menu and click the paperclip
   b. Click **Select File…** button and click the appropriate file and **Save**. Repeat for as many attachments as needed.
   c. Click the **Previous** button.
6. When all results have been entered, attachments added and the test is ready for review, return to the **Enter Test Results** queue and find the desired test again. Click in the checkbox on the left side of the row and click the **Mark Tests Complete** button at the bottom of the page. The test status is changed to "40 – Test Complete." The test is removed from the Enter Test Results queue and added to the Review Tests queue.

Next Steps:

Sample Records – Reviewing Tests QRG

QUICK REFERENCE GUIDE:

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Below is the Enter Test Results page: