Reviewing Samples

Background:

After all tests on a sample record have been reviewed, the sample record progresses to the Review Samples queue. From the Review Sample queue, you can review tests, compare test results, and authorize samples. Different sample types are authorized by different groups of people. Below is the reviewers for each type of sample:

Sample Type	Reviewer
INFO - Informational	PE
ACPT - Acceptance	PE
ASSR - Assurance	QA
QUAL - Quality	PE
MD – Mix Design	Lab

If you should see a Sample but don't, Contract your C&M Admin. You may need to be added to the product group (reviewer group).

Roles:

Materials Rover, Project Engineer, Materials Review & Approve, Materials Lab Supervisor

Navigation:

Materials Worksheets > Review Samples >

1. On the Review Samples page, find the sample you'd like to review. *Note: Each test on the sample gets its own row.*

2. Review a Test on a Sample:
   a. Examine the test results - find the desired test, click the blue arrow on the right to open its **Row Actions Menu**, click **Views**, and click the title of its Agency View to open. Any results that are outside specification will be red and be indicated by the **In Spec?** field.
   b. View attachments – find the desired test, click the blue arrow on the right to open its **Row Actions Menu**, click the paperclip, and click the Filename link to open or download attachment.

3. Click the **Previous** button to return to the Review Samples page and **Authorize Sample** or **Send a Test Back to the Lab**.
   a. Authorize the entire Sample - double click on the **Sample Status** on one test and select a status. Check the checkbox on the left and click the **Authorize Samples** button at the bottom. *Note: Authorizing the sample will removes the Sample will all its tests from Review Sample queue and makes the sample record read-only.*
   b. Send a test back to the lab - click in the desired checkboxes on the left, and click the **Send Test Back to Lab** button on the bottom of the page. The system changes the sample's status to "10 – In Testing" and the test's status to "81 – Test Referred Back to Lab." *Note: when you send a test back to the Lab, the entire sample will disappear from Review Sample until all tests are ready for review again.*

Next Steps:

If a sample needs to be unauthorized for any reason the C&M module admins or Material Lab admins are able to unauthorized a sample.

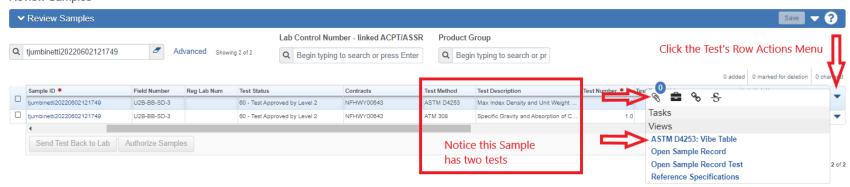QUICK REFERENCE GUIDE:

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Reviewing Tests on a Sample:

Click the Test's Row Actions Menu

Notice this Sample has two tests

Changing the Sample Status:

If you need further assistance please contact your Module Admin
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