Maintaining Testers

Background:

If a user is testing materials in a lab or is running tests in the field, the user must be assigned to the Lab or Field Lab in order to enter test results.

Roles:

Material Lab Supervisor, Material Rover, Material Lab Admin, CM Admin, Construction Project Engineer, Material Lab Technician (view only), Material Field Technician (view only)

Navigation:

Materials Reference Data > Lab >

1. On the Lab Overview page, find the desired lab unit and click its **Lab ID** link. Make sure you open the lab unit and not its parent destination lab—look for the "LU" suffix on its name.
2. Select the **Lab Testers** tab on the left.
3. Click the **Select Lab Testers…** button.
4. In the Select Lab Testers modal window, use the search and filter fields to find the desired person, click in their row to select them, and click the **Add to Lab** button on the bottom of the page.
5. Click the **Save** button in the upper right. The person is now added to the Lab.
6. To remove a person from the list of lab testers, on the **Lab Testers** tab of the Lab Summary page, find the desired person and click on the blue arrow on the right to open the **Row Actions Menu**. Select **Delete**.
7. Click the **Save** button in the upper right.

Next Steps:

If the user is working in a regional lab or a consultant lab performing regional lab testing, they will need regional contract authority so they can enter test results for all contracts in that region. Reach out to your region's C&M module admins to get this added to the user.