



QUICK REFERENCE GUIDE:

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 > Labs >

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 the **Delete** link.

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.

If you need further assistance please contact your Module Admin
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