

## Labs - Maintaining Testers

**BACKGROUND:** When a technician joins the Lab, they will not see anything in the sample and test queues until they have been assigned to that Lab.

**ROLES:** Materials Lab Supervisor, Materials Rover, Materials Module Admin, Construction Project Engineer

**NAVIGATION:**

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 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 a lab tester.
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 STEP:** After a user has been added to the Lab, they will only see tests they are qualified to perform. To assign additional qualifications, see the *Qualifications - Adding Sampling and Testing Quals to a Person QRG*.