



## QUICK REFERENCE GUIDE:

# Entering Test Results

## Background:

After a sample has been received at the lab unit (only for the Regional and Consultant Labs) or automatically received (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 where the sample was sent and have appropriate Testing Qualification(s) to perform this task.**

- *Labs – Maintaining Testers* QRG
- Check tester 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, in the Tests collapsible, use the Sample ID, Field Number, and Test Description to locate the test you are performing.
2. On the desired test, click the blue **Row Actions menu** on the right, 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 chance of it timing out and losing data.*
4. If you need 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 click **Open**. Populate the **Description** field if helpful. Click **Save**. Repeat for as many attachments as needed.
  - c. Click the **Previous** button to return to Enter Test Results.
5. 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 will change to “40 – Test Complete”, be removed from the Enter Test Results queue and be added to the Review Tests queue.

## Next Steps:

*Sample Records – Reviewing Tests* QRG

If you need further assistance, please contact your Module Admin  
Updated February 2025



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Below is the Enter Test Results page:

## Enter Test Results

▼ Sample Record Tests
Save ?

▼ Retests

Advanced Showing 2 of 2

Lab Unit
Q Begin typing to search or pr

Retests and Requeue'd tests will appear here

| Sample ID                                      | Field Number     | Reg Lab Num | Test Description                        | Test Number | Planned Test Start Date | Test Start Date | Test Status | Priority | Due Date | Material Code | Material Name                 | Sampler I |
|------------------------------------------------|------------------|-------------|-----------------------------------------|-------------|-------------------------|-----------------|-------------|----------|----------|---------------|-------------------------------|-----------|
| <input type="checkbox"/> jselmes20220310015213 |                  |             | Temp / Slump / Unit Weight / Air Con... | 1.1         |                         |                 | 21 - Retest |          |          | 501-2.02      | Concrete for Structures (m... |           |
| <input type="checkbox"/> sfyork20220425104124  | MD2022A-0339 ... |             | Temp / Slump / Unit Weight / Air Con... | 1.1         |                         | 04/25/2022      | 21 - Retest |          |          | 550-2.02      | Commercial Concrete (mix...   |           |

Mark Tests Complete

▼ Tests

Advanced Showing 10 of 106

Lab Unit
Q Begin typing to search or pr

0 added 0 marked for deletion 0 changed

| Sample ID                                        | Field Number | Reg Lab Num | Test Description                         | Test Number | Planned Test Start Date | Test Start Date | Test Status        | Priority | Due Date | Material Code | Material Name             | Sampler I |
|--------------------------------------------------|--------------|-------------|------------------------------------------|-------------|-------------------------|-----------------|--------------------|----------|----------|---------------|---------------------------|-----------|
| <input type="checkbox"/> cmdeskins20220309035558 | CNT01-BC-    | 45622       | % of Fracture in Coarse Aggregate        | 1.0         |                         | 08/08/2022      | 10 - Test in Queue |          |          | 703-2.03-BC   | Aggregate for Base Course |           |
| <input type="checkbox"/> jselmes20220309043853   |              |             | % of Fracture in Coarse Aggregate        | 2.0         |                         | 08/09/2022      | 10 - Test in Queue |          |          | 703-2.03-BC   | Aggregate for Base Course |           |
| <input type="checkbox"/> jselmes20220309043853   |              |             | % of Flat and Elongated Particles in ... | 1.0         |                         | 05/16/2022      | 10 - Test in Queue |          |          | 703-2.03-BC   | Aggregate for Base Course |           |
| <input type="checkbox"/> jselmes20220309043853-1 |              |             | Sieve Analysis of Fine and Coarse A...   | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-1 |              |             | % of Fracture in Coarse Aggregate        | 1.0         |                         | 04/01/2022      | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-2 |              |             | % of Flat and Elongated Particles in ... | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-3 |              |             | Sieve Analysis of Fine and Coarse A...   | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-3 |              |             | % of Flat and Elongated Particles in ... | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-4 |              |             | Sieve Analysis of Fine and Coarse A...   | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |
| <input type="checkbox"/> jselmes20220309043853-4 |              |             | % of Fracture in Coarse Aggregate        | 1.0         |                         |                 | 10 - Test in Queue |          |          |               |                           |           |

Mark Tests Complete

Mark Test Complete by checking the box on the left and clicking Mark Test Complete

Attachments

Agency View

Row Actions Menu

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