



QUICK REFERENCE GUIDE:

Receiving at Lab (only for Regional or Consultant Labs)

Background:

Samples that go to Regional or Consultant Labs must be received. Samples sent to other labs will be automatically received. In order to receive a sample at your lab you must be assigned as a Lab Tester for that Lab and have the appropriate Testing Qualifications.

The Sample Status must be **Received at Lab Unit** or **In Testing** to enter test results into the Agency Views.

Roles:

Materials Lab Supervisor, Material Lab Technician, Material Rover, Material Lab Admin

Navigation:

Material Worksheets > Receive Sample at Lab Unit

1. On the Receive Sample at Lab Unit worksheet, press enter in the **Receive at Lab Unit** and select the Lab you want to receive the sample in.
2. The Samples lists are all samples waiting to be received in any regional lab or consultant lab. Use the **Filter By Lab Unit** field to filter the samples that have been sent to your lab specifically. You can also use the Search field and search by Sample ID, Material Code, Material Name, Regional Lab Number, or Field Number.
3. When you see the sample records you want to receive, click in the **checkbox** on the left side of each sample record's row.
4. Click the **Mark As Received** button in the upper right corner.

Next Steps:

Sample Records – Entering Test Results

Sample Records – Modifying a Sample Record

If you need further assistance, please contact your Module Admin
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