Sample Records - Reviewing Samples

BACKGROUND: After all tests on a sample record have been reviewed, the sample record progresses to the Review Samples queue. From the Review Sample queue, you can review tests, compare test results, and authorize samples. Different sample types are authorized by different groups of people. Below is the reviewers for each type of sample:

Sample Type	Reviewer
INFO	PE
ACPT	PE
ASSR	QA
QUAL	PE
MD	Lab

If you should see a Sample but don't, Contract your C&M Admin. You may need to be added to the product group (reviewer group).

ROLES: Materials Rover, Project Engineer, Materials Review & Approve, Materials Lab Supervisor

NAVIGATION:

Materials Worksheets > Review Samples >

1. On the Review Samples page, use the search and filter fields at the top of the page to find the desired samples. Each test on the sample gets its own row.
2. To examine test results, find the desired test, click the blue arrow on the right to open its Row Actions menu, open the Views section of the resulting menu, and right-click the title of its Agency View to open its results in a new tab.
3. Back on the Review Sample page either…
    a. Send a test back to the lab, click in the desired checkboxes on the left, and click the **Send Test Back to Lab** button on the bottom of the page. The system changes the sample's status to "10 – In Testing" and the test's status to "81 – Test Referred Back to Lab." *Note: when you send a test back to the Lab, the entire sample will disappear from Review Sample until all tests are ready for review again.*
    b. Authorize the entire Sample, double click on the **Sample Status** on one test and select a status.
4. Click **Save** in the upper right corner. The system changes the sample's status for all tests on that Sample.
5. Click the checkbox on the left of any samples ready to be Authorized. At the bottom click on the **Authorize Samples** button. The system authorizes the sample, removes it and all its tests from the sample queues, and makes the sample record read-only.

If a sample needs to be unauthorized for any reason the C&M module admins or Material Lab admins are able to unauthorize a sample.