



## QUICK REFERENCE GUIDE:

# 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 - Informational	PE/Lab
ACPT - Acceptance	PE
ASSR - Assurance	QA
QUAL - Quality	PE
MD – Mix Design	Lab

If you should see a Sample but don't, Contact your CM Module Admin. You may need to be added to the product group (reviewer group).

## Roles:

Materials Rover, Construction Project Engineer, Materials Review & Approve, Materials Lab Supervisor

## Navigation:

Materials Worksheets > Review Samples

1. On the Review Samples page, find the sample you'd like to review.  
*Note: Each test on the sample gets its own row.*

2. Review a Test on a Sample:
  - a. Examine the test results - find the desired test, click the blue arrow on the right to open its **Row Actions Menu**, click **Views**, and click the title of its Agency View to open. Any results that are outside specification will be red and be indicated by the **In Spec?** field.
  - b. View attachments – find the desired test, click the blue arrow on the right to open its **Row Actions Menu**, click the paperclip, and click the Filename link to open or download the attachment.
3. Click the **Previous** button to return to the Review Samples page and **Authorize Sample** or **Send a Test Back to the Lab**.
  - a. Authorize the entire Sample - double click on the **Sample Status** on one test and select a status.
  - b. Click **Save**.
  - c. Check the checkbox on the left and click the **Authorize Samples** button at the bottom. *Note: Authorizing the sample will remove the Sample and all its tests from the Review Sample queue and make the sample record read-only.*
  - d. Send a test back to the lab - click in the desired checkboxes on the left and click the **Send Test Back to Lab** button at 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.*

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



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## Next Steps:

If a sample needs to be unauthorized for any reason the CM Module Admins or Material Lab admins are able to unauthorize a sample.

## Reviewing Tests on a Sample:

Review Samples

Review Samples

Lab Control Number - linked ACPT/ASSR:  Product Group:

Sample Status	Sample ID	Field Number	Reg Lab Num	Test Status	Contracts	Test Method	Test Description	Test Number	Test Result Value
Pending Review	ijkvapl20240118082634	ASTM D4253		60 - Test Approved by Level 2		ASTM D4253	Max Index Density and Unit Weight ...	1.0	
Pending Review	ijkvapl20240118082634	ASTM D4253		60 - Test Approved by Level 2		ATM 308	Specific Gravity and Absorption of C...	1.0	

Notice this Sample has two Tests

## Changing the Sample Status

Review Samples

Review Samples

Lab Control Number - linked ACPT/ASSR:  Product Group:

Sample Status	Sample ID	Field Number	Reg Lab Num	Test Status	Contracts	Test Method	Test Description	Test Number	Test Result Value	Lab Unit Name	Material Code	Mi
Pending Review	ijkvapl20240118082634	ASTM D4253		60 - Test Approved by Level 2		ASTM D4253	Max Index Density and Unit Weight ...	1.0		NRML LU	703-2.07	Se
Pending Review	ijkvapl20240118082634	ASTM D4253		60 - Test Approved by Level 2		ATM 308	Specific Gravity and Absorption of C...	1.0		NRML LU	703-2.07	Se

- Approved
- Failed
- Failed - Left In Place
- JEF Test Status
- Pending Review
- Void
- Waste

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