

Sample Records - Changing a Test's Lab Unit

BACKGROUND: When initially assigned, a test is associated with the lab unit that is specified in its Test Assignment Information record. In order to change a test's lab unit after it has been assigned, you must be a tester in both the lab unit to which the test is currently assigned *and* the lab unit to which you are assigning it, or you must be an Exempt Tester.

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

NAVIGATION:

Materials Worksheets > Maintain Test Queue >

1. On the Maintain Test Queue page, use the search and filter options at the top of the page to find the desired test.
2. If necessary, scroll right to find the Lab Unit column.
3. Click twice in the **Lab Unit** column for the appropriate row. The field expands and becomes editable.
4. Delete the current value and enter the name of the desired lab unit in the autocomplete field.
5. Click **Save** in the upper right corner.