

Sample Records - Reviewing Tests

BACKGROUND: After test results have been entered and the test has been marked complete, it progresses to the Review Tests queue, where it proceeds through two levels of review. In order to see it on the Review Tests page, you must either be an Exempt Tester, or you must be a tester at the test's lab unit *and* both you and the lab unit must have a testing qualification that includes the test's method.

Your ability to review tests depends on your role. A review at Level 1 is optional.

ROLES LEVEL 1: Materials Technician, Materials Lab Technician, Materials Lab Supervisor, Materials Engineer, Construction Project Engineer, Materials Rover, Materials Review and Approve

ROLES LEVEL 2: Materials Lab Supervisor, Materials Engineer, Construction Project Engineer, Materials QA, Materials Review and Approve

NAVIGATION:

Materials Worksheets > Review Tests >

1. On the Review Tests page, use the search and filter fields at the top of the page to find the desired tests.
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. To compare results of multiple tests, back on the Review Tests page, click in the desired checkboxes on the left, and click the **Generate Test Results Comparison** button at the bottom of the page. The system generates a .csv file comparing the selected tests. To access it, click on the blue arrow in the extreme upper right to open the Global Actions menu and right-click the **Open Process History** link to open it in a new tab. Find the relevant row on the Process History Overview page and download the comparison by clicking the TestResultsComparison.csv link.
4. To request a retest, back on the Review Tests page, click the blue arrow on the right side of the desired test's row to open the row actions menu. In the Tasks section, click the **Request Retest** link. In the Request Retest modal window, enter a value in the **Number of Retests** field, select a tester by clicking on a row, and click the **Save** button at the bottom of the page. The system updates the test's status to "20 – Being Retested" and creates a new test on the sample record with a status of "21 – Retest."
5. To requeue a test, on the Review Tests page, click in the desired checkboxes on the left, and click the **Requeue Tests** button at the bottom of the page. The system updates the test's status to "11 – Test Requeued."
6. To finish reviewing the test, click the blue arrow on the right side of the desired test's row to open the row actions menu. In the Tasks section, click either the **Mark Test Review by Level 1** link or the **Mark Test Review by Level 2** link, depending on your level. If the test has been reviewed once, the system updates the test's status to "50 – Test Reviewed by Level 1." If the test has been reviewed twice, the system updates the test's status to "60 – Test Approved by Level 2." Once all tests on the sample have reached status 60, the system moves the sample to the Review Samples queue and changes its status to Pending Authorization.