

LOG INTO SITEMANAGER

Log into SiteManager

- To log into SiteManager, enter the following web address into your browser address bar.

<https://gdotcitrix.dot.ga.gov>



- Enter **User Name** and **Password**.

CREATING SAMPLE RECORDS

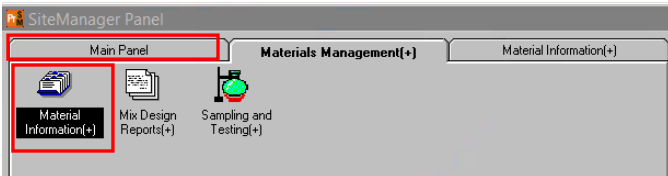
Sampling and Testing

Sampling and testing information is maintained using the components of the Sampling and Testing panel. The Sample Information icon allows you to create sample records from various geographic areas within the transportation agency.

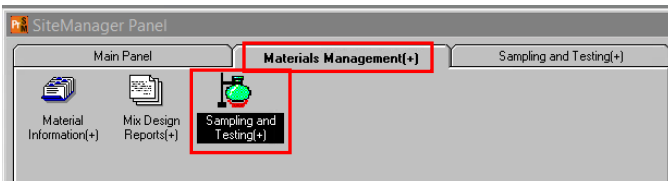
- Click on the SiteManager icon.



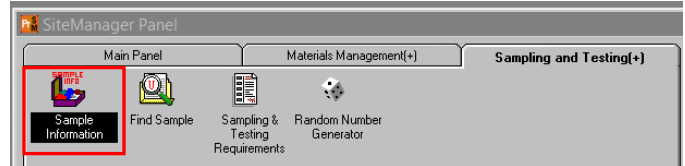
- From the SiteManager **Main Panel**, double click the **Materials Management** icon.



- On the **Materials Management** Tab, double click the **Sampling and Testing** icon.



- On the **Sampling and Testing** Tab, double click the **Sample Information** icon.

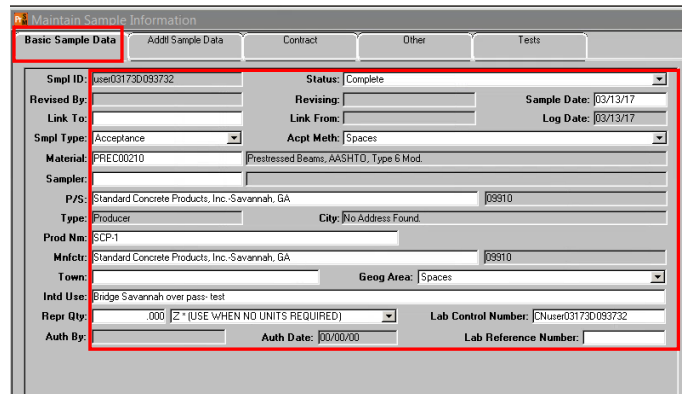


Basic Sample Data

- On the **Basic Sample Data** tab, enter the required information in the data window.

REQUIRED

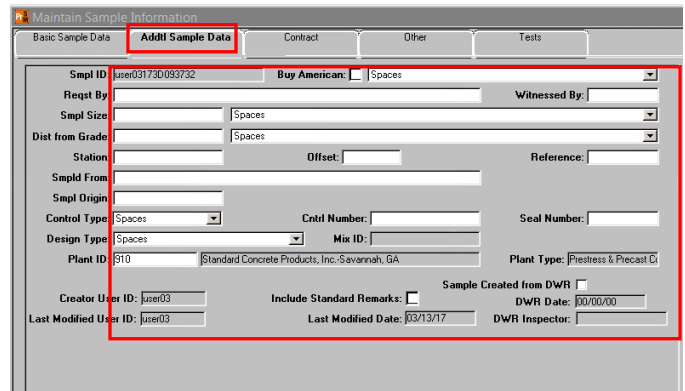
- Sample Type
- Acceptance Method
- Material
- Sampler
- Producer/Supplier
- Geographic Area



Additional Sample Data

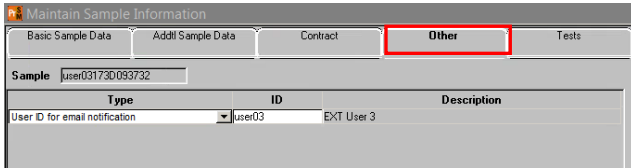
The **Additional Sample Data** tab on the Sample Information window provides an opportunity to provide further details regarding the sample record.

- On the **Additional Sample Data** tab, enter the required information in the data window.



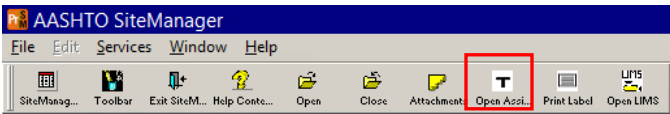
Other

The **Other** tab allows you to assign entities other than contracts to the current sample such as the **Destination Lab**.



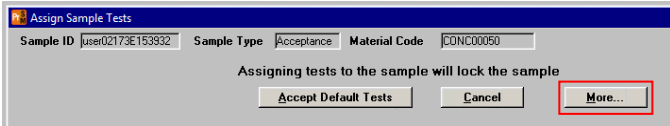
ASSIGNING TESTS TO A SAMPLE

1. Click **Open Assigned Tests** button on the toolbar.

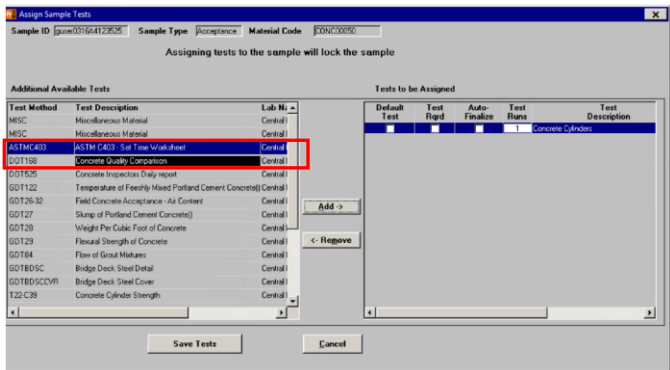


The Assign Sample Tests window opens

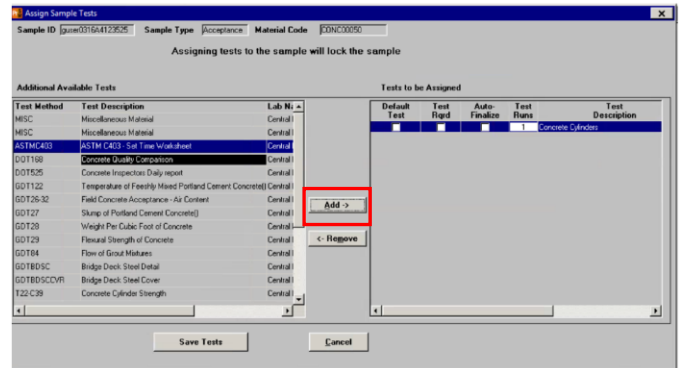
2. Click **More** to expand the Assign Sample Test window.



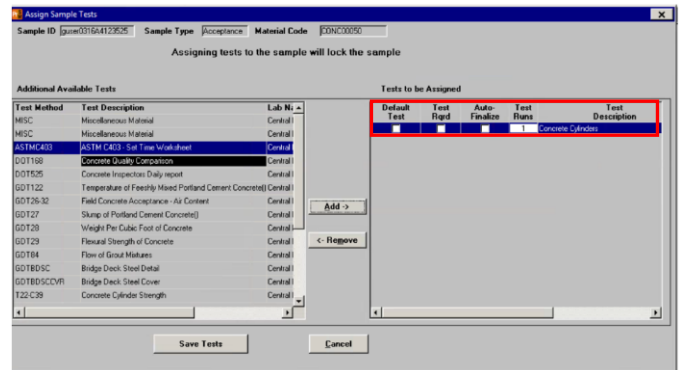
3. Select desired test (DOT640) from the **Additional Available Tests** pane.



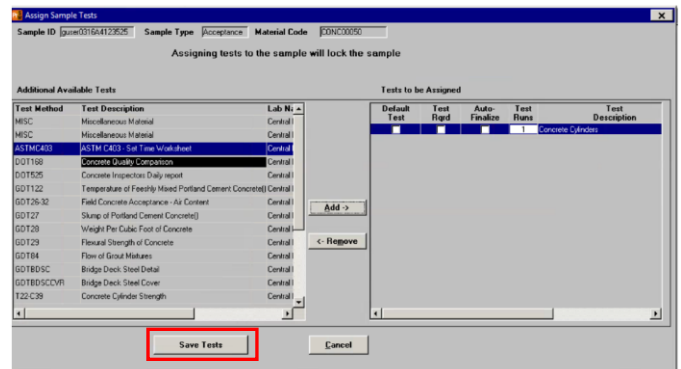
4. Click **Add** to add test to the Tests to be Assigned Pane.



5. If required, enter the number of **Test Runs** desired.



6. Click **Save Tests**.



You can not remove an assign test after you click the **Save Test** button. A lab supervisor/manager can remove the test in LIMS.

RECEIVE SAMPLES IN DESTINATION LAB

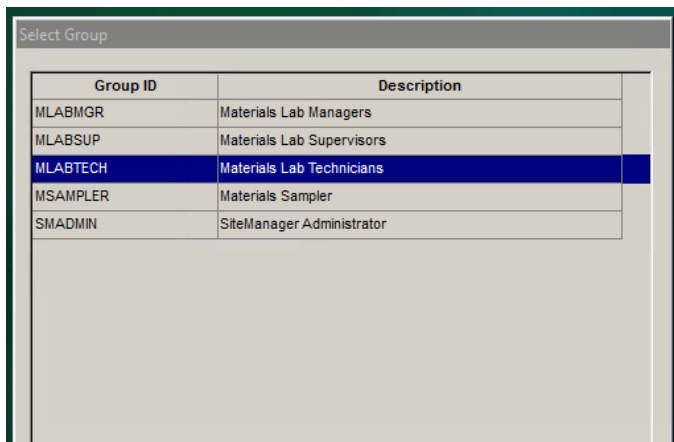
Before a lab technician can enter test results in LIMS, the sample must be received at a destination lab and/or a lab unit.

LIMS security determines the labs and samples available to you. Each user is assigned to one or more lab units, which are associated to specific destination labs. You will only have access to samples in your associated destination lab and lab units.

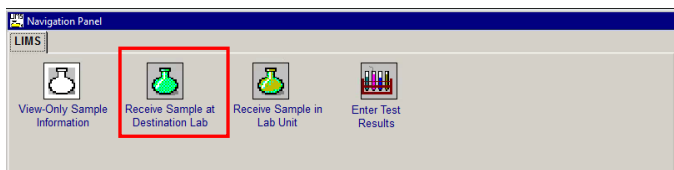
1. Log into **LIMS**.



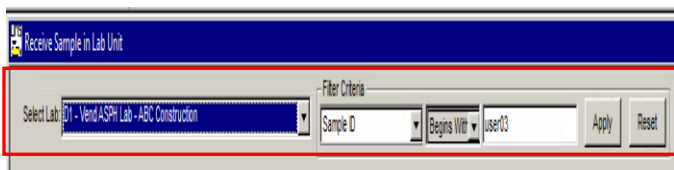
2. Log in your assigned security role.



3. Double click the **Receive Sample Destination Lab** icon.



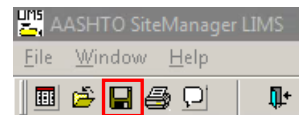
4. Select your **Field Lab – Lab Unit** from the Select Sample Location drop-down list.



5. Click in the **Sample Received** column to select the sample(s) to be received in the Destination Lab.

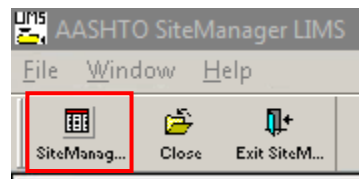
Sample Received	Lab Control Number	Sample ID	Contact ID	Lab Ref Number	Log Date	Sampler	Material Name	Sample Type*	Sample Date	Geographic Area?	PIS Code	Plant ID
<input checked="" type="checkbox"/>	Chkuser019208343	user019208343	814634-11-0004		12/18/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/18/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser019201044	user019201044	814634-11-0004		12/18/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/18/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192010244	user0192010244	814634-11-0004		12/14/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/14/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192078428	user0192078428	814634-11-0004		12/07/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/07/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192084637	user0192084637	814634-11-0004		12/08/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/08/16	1 - District 1	45188	188

6. Click **Save**.

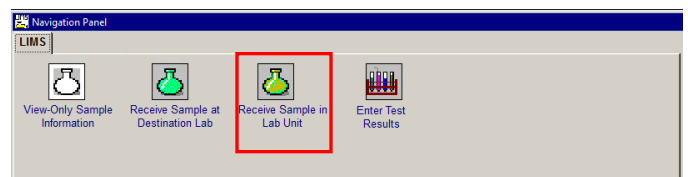


RECEIVE SAMPLES IN UNIT LAB

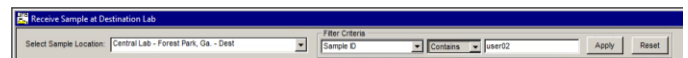
1. Navigate to the **Main Panel**.



2. Double click the **Receive Sample in Unit Lab**.



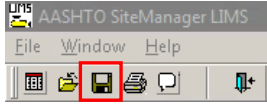
3. Select your **Field Lab – Lab Unit** from the Select Sample Location drop-down list.



4. In the **Sample Received** column select the sample(s) to be received in the Destination Lab.

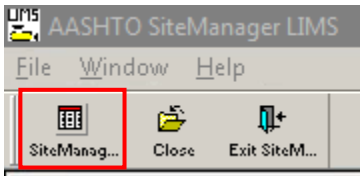
Sample Received	Lab Control Number	Sample ID	Contact ID	Lab Ref Number	Log Date	Sampler	Material Name	Sample Type*	Sample Date	Geographic Area?	PIS Code	Plant ID
<input checked="" type="checkbox"/>	Chkuser019208343	user019208343	814634-11-0004		12/18/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/18/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser019201044	user019201044	814634-11-0004		12/18/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/18/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192010244	user0192010244	814634-11-0004		12/14/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/14/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192078428	user0192078428	814634-11-0004		12/07/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/07/16	1 - District 1	45188	188
<input type="checkbox"/>	Chkuser0192084637	user0192084637	814634-11-0004		12/08/16	user03	Asp Conc 18 mm GPH w/ 2 SRAP ACC - Acceptance		12/08/16	1 - District 1	45188	188

5. Click **Save**.

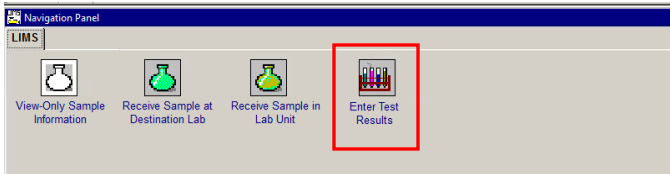


ENTERING TEST RESULTS

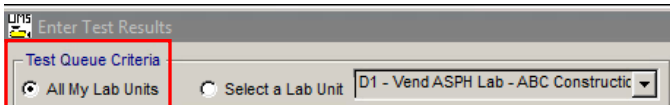
To access the test templates in which you record test results. Navigate to the **Main Panel**.



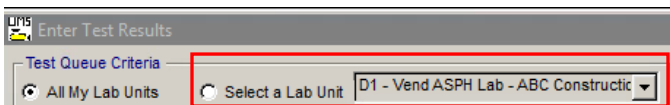
6. Double click the **Enter Test Results** icon.



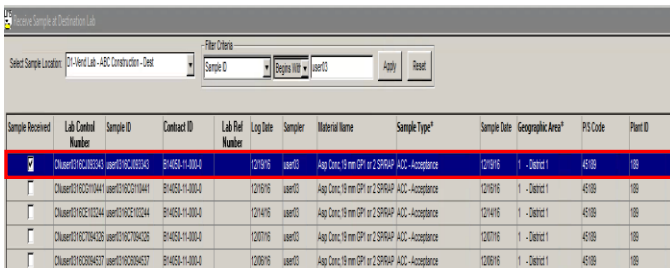
7. Click in the **All My Lab Units** radio button to view the sample/tests assigned to you



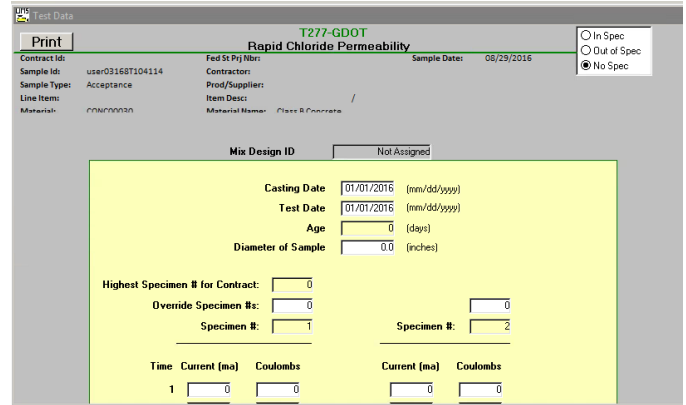
8. To select a **Specific Lab Unit**, click the Select a Lab Unit radio button, then click the **drop down arrow** to select a Lab Unit from the list.



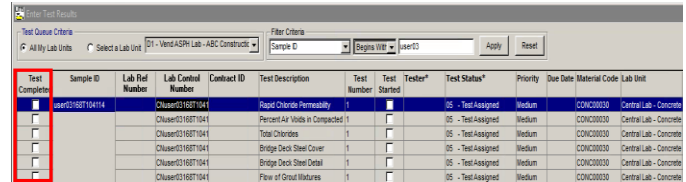
9. Select the sample in the upper pane.



10. Enter **Test Results Data** in the template in the **lower** pane.



11. Place a **Check Mark** in the **Test Completed** column to complete and submit the test for review.



12. Click **Save**.

