

LOGGING INTO SITEMANAGER

Logging into SiteManager

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

https://gdotcitrix.dot.ga.gov





4. Select the group for Materials Lab Technicians and click OK

A	vailable Gro	oups for user01	
	Grp Id	Group Name	1
	SMADMIN	SiteManager Administrator	L
	MLABMGR	Materials Lab Managers	L
	MLABSUP	Materials Lab Supervisors	L
	MLABTECH	Materials Lab Technicians	
	MSAMPLER	Materials Sampler	L
			L
	Select the	Group for the session. OK	

CREATING SAMPLE RECORDS

1. On SiteManager Main Panel, select Materials Management; then select Sampling and Testing. Now, select Sample Information.



2. Enter the required data on the Basic Sample tab

REQUIRED

- Sample Type
- Material
- Sampler
- (P/S) Producer Supplier
- Acceptance Method

OPTIONAL

- Geographic Area
- Lab Reference Number



3. Additional Sample Data

Additional Sample Data

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

4. On the Additional Same data tab, enter the required information in the data window.

1

- Design Type
- Mix ID





Other Tab

The **Other** tab links the Contract ID, Destination Lab, Vendor Lab and Random Number ID to the sample.

5. Select the type in the drop down. Then right click in the ID field and select Search to locate your information.

ample user01172F151			_	D	= =
Type Destination Lab	e • 7	ID		Description Forest Park, Ga. • Dest	

- 6. To add another line click the **New** button on the toolbar.
- 7. When finished, click Save.

LINK TEST TO SAMPLE.

1. To link a test to a sample, click the T icon on the toolbar.

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2. Select **More** from the pop up window.



- 3. From the Assign Samples Test window, select the test method for the lab.
- 4. After selecting the test, click **Add** to move the selected test to the **Tests to be Assigned** window.

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11735093	1735093705	Sample Type	Acceptance	Material Code	BITM00040					
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blo Tost	de Tests					Toola to b	e Assianed			
	Feat Description			Lab Name		Default	Test	Auto	Test	Test
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	Synamic Shear Bh			Central Lab						
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Dynamic :		eameter - RTFD			<- Remove					

- 5. Repeat the process to select and assign the other test methods.
- 6. Click **Save Tests** to save the test assignment.

Additional Area				Ecute to b	a Antiqued			
Feet Method	Text Description	Lah Mane		Defailt Test	Test	Asta- Finder	Test .	Text Description
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185400	Rales Decide Does Test	CreitalLab						
1008-0007	Elaste Facoulty	Crew/Let						
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10142-01	Cwally (9-77 9 (25-12)	Constat						
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After clicking the **Save Test** button, only Lab Supervisors or Lab Managers may change the test assignments.



COPYING A SAMPLE

- 1. On the Sampling and Testing panel, double-click the Sample Information icon.
- 2. Right click in the **Smpl ID** field, and from the object menu click Search.
- 3. Click the Sample ID and click the OK button.
- 4. Click the Services menu and click the Copy Sample choice.



5. Ensure the Create new lab control number radio button is checked.



- 6. Assign tests to this new sample.
- 7. Click the **Save** button.
- 8. Click the Close button.

RECEIVE SAMPLES AT DESTINATION LAB

 To receive the sample into the lab, open SiteManager LIMS by clicking the LIMS icon.

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<u>F</u> ile <u>E</u> dit	Services	Windo	w <u>H</u> elp							
SiteManog	Noolbar Toolbar	₽ + Exit SiteM	<u> ?</u> Help Conte	🚰 Open	Close	D Remarks	P Attachments	T Open Acci	Print Label	UI'IS 주 Open LIMS

2. Double-click "Receive Sample at Destination Lab"



3. Receive the sample into the destination lab by highlighting the row for the sample and clicking the box for Sample Received.

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Select Sample Local	es Cerbalus - For	HE FINA, GA + DAM	-	Sarga Data (rasa	1099) •	ipan <u>+</u>	1026281/	Appy Read	
Sample Received	Lab Canitral Number	Sample II	Contract (D	Lab Ref	Log Dete	Sempler	Material Kame	Sample Type*	Sample

4. Click Save and close this window

RECEIVE SAMPLE AT LAB UNIT

1. Double-click Receive Sample in Lab Unit

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/iew-Only Sample	Receive Sample at Destination Lab	Receive Sample in Lab Unit	Enter Test Results

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



3. Highlight the row for the sample you are receiving and click the Sample Received box. Click the Save button and the sample will be added to the Enter Test Results queue.

-				Filter Criteria					
Select Lab. Central	Lab - Bituminous		-	Sample ID	💌 Begins W	e v usero1	Apply	Reset	
Sample Received	Sample ID	Contract ID	Lab Ref Number	Destination Receive Date	Lab Control Number	Log Date	Material Name	Geographic ArR	rque Sample D

ENTER TEST RESULTS

To access test templates to record test results, use the Enter Test Results window. Tests are available in the Enter Test Results window once personnel receives them in the lab unit.

LIMS security determines the tests available to you. You will only have access to tests you are qualified to perform, and that are in your associated lab units. If a contract is associated to a sample record, you must also have contract authority on that contract.

- 1. As you select different rows in the upper pane of the window, LIMS displays the corresponding test templates in the bottom pane. After you enter the test results and mark the test complete.
- Click the Save button to save the results. The system changes the sample's status to In Testing, removes the test from the Enter Test Results queue and adds the test results to the Review Test queue for review.
- You may set selection criteria in the top portion of the window. If you want to see all the sample/tests for all of the labs assigned to you, click the radio button for "All My Lab Units".
- 4. To specify a lab unit, click the radio button for "Select a Lab Unit".
- 5. Select the lab from the drop-down list.

Note: You may also set "**Filter Criteria**" to narrow the list. There are several criteria types and operands to select from the drop-down lists.

6. Click **Apply** when you have completed the criteria setup. Be sure to clear the selection

criteria before you migrate away from this screen or it will remain effective the next time you open this screen.

7. To clear the criteria, click the **Reset** button.

REVIEW TESTS

A reviewer, typically a lab supervisor, determines where the test moves forward in the LIMS workflow. The test can be marked as **Review Complete, Re-queue, or Order Retest.**



1. Double-click the **Review Tests** icon.

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Vise-Only Sample Information	Receive Sample at Destination Lab	Receive Sample in Lab Unit	Enter Test Results	Raven Tests	
Mantan Test					

2. In the Test Queue Criteria area, click the All My Lab Units radio button.



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3. When selecting a test, the **Test Result pane** displays test results. This pane is view only.

The reviewer can select a single test to review, or review multiple tests at a time. The multi-test view displays numerous test results for one selected test method associated to the same or different samples



- 4. Select the test to Review
- 5. Select a Supervisor Action.

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Review Tests					
Test Queue Criteria -				_	Filter Criteria
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Supervisor Action	Reportable	Lab Control Number	Sample ID	Conti	ract ID
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	R	CNuser03169609084		B1405	50-11-000-0
	V	CNuser03168209023	user0316B2090233	B1405	50-11-000-0
Review Completed	P	CNuser0316C110180-	user0316C1101804	B1405	50-11-000-0
Re-Queue Order Retest	R	CNuser0316C1132822	user0316C1132822	B1405	50-11-000-0
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-	P	CNuser03172H10594	Euser03172H105948	B1405	0-11-000-0

HANDLING RE-QUEUED TEST

1. Click the sample record. LIMS displays the test

status as Re-queued.

- 2. Click the **Remarks** button.
- 3. Select the **Re-queue remark type** to see the reviewer's remarks.

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Enter Te	st Results							ī	
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- 4. To close the Remarks window, on the toolbar, click the **Remarks** button again.
- 5. Review the test in the lower pane.
- 6. On the toolbar, click the **Remarks** button.
- 7. Select the **Re-queue** choice.
- 8. To close the **Remarks** window, on the toolbar, click the **Remarks** button again.
- 9. In the **Test Completed** column, select the check box.



10. Click the **Save** button. LIMS returns the test to the Review Tests window.



5