

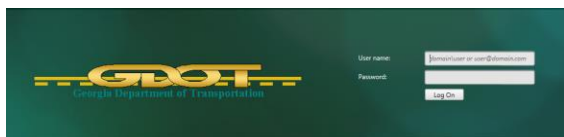
# QRG – SITEMANAGER BITUMINOUS-EXTERNAL

## LOGGING INTO SITEMANAGER

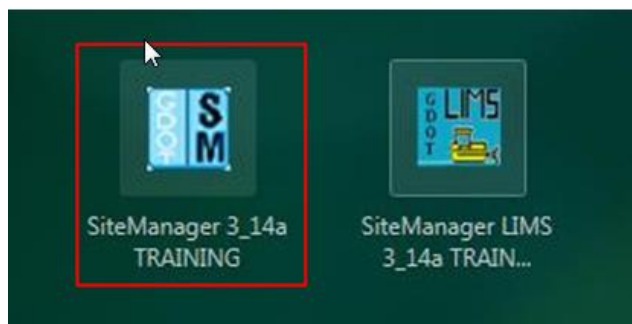
### Logging into SiteManager

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

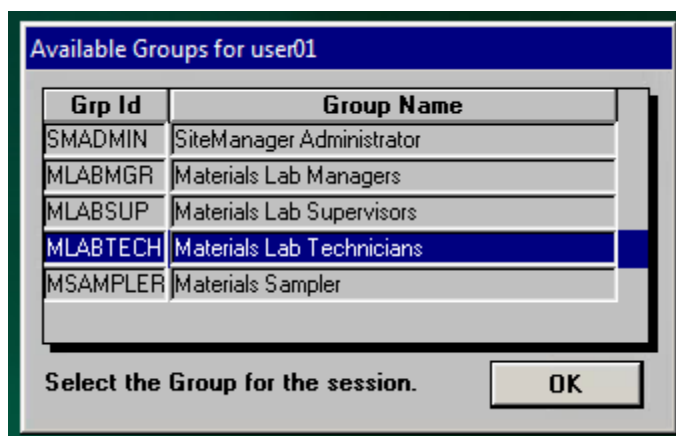
<https://gdotcitrix.dot.ga.gov>



2. Enter the **User name** and **Password**.
3. Double-click **SiteManager 3\_14a**

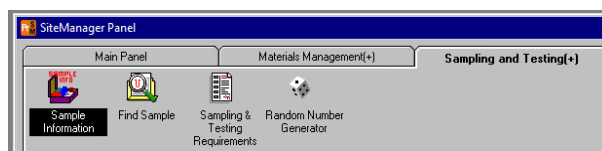


4. Select the group for **Materials Lab Technicians** and click **OK**



## 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



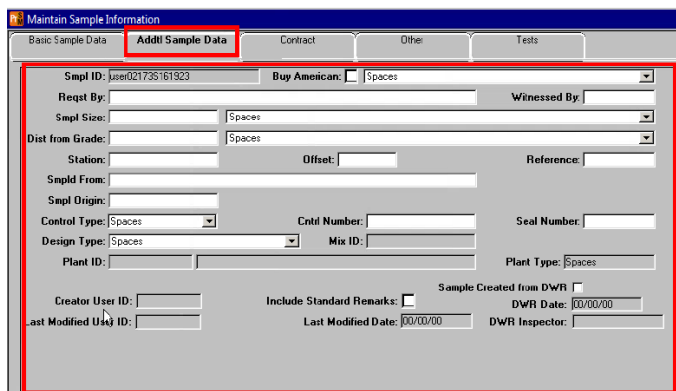
3. Additional Sample Data

### 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.
  - Design Type
  - Mix ID

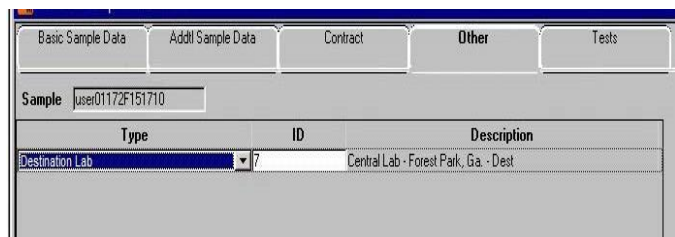
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## Other Tab

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

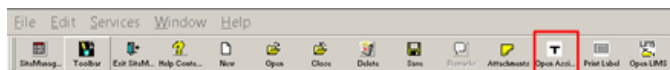
5. Select the type in the drop down. Then right click in the ID field and select Search to locate your information.



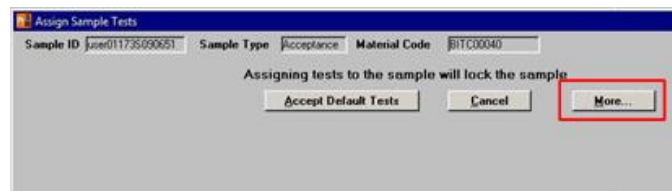
6. To add another line click the **New** button on the toolbar.
7. When finished, click **Save**.

## LINK TEST TO SAMPLE.

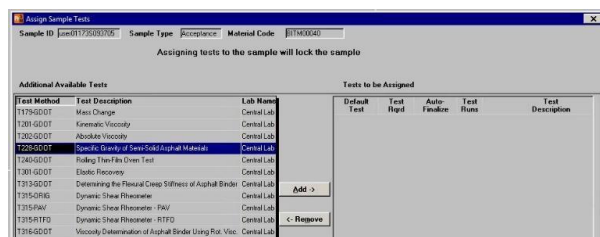
1. To link a test to a sample, click the **T** icon on the toolbar.



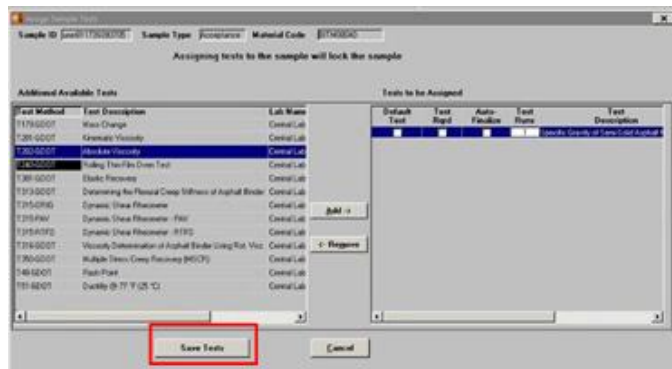
2. Select **More** from the pop up window.



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.



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

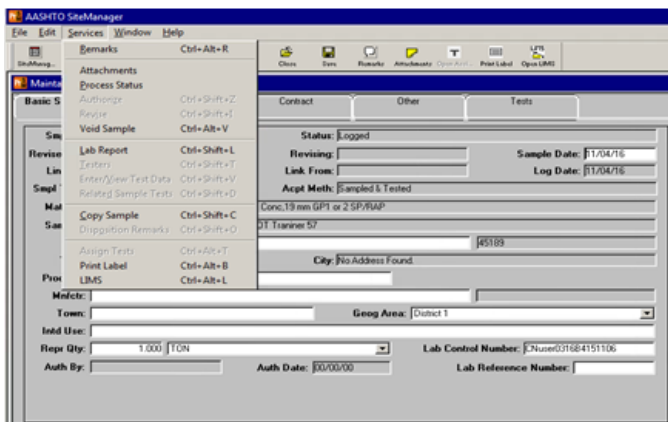


After clicking the **Save Test** button, only Lab Supervisors or Lab Managers may change the test assignments.

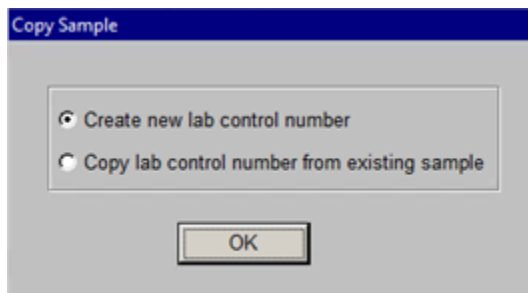
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## COPYING A SAMPLE

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.



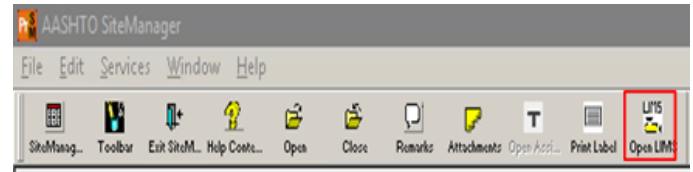
5. Ensure the **Create new lab control number** radio button is checked.



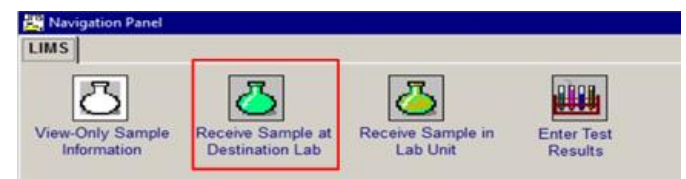
6. Assign tests to this new sample.
7. Click the **Save** button.
8. Click the **Close** button.

## RECEIVE SAMPLES AT DESTINATION LAB

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



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**.



4. Click **Save** and close this window

## RECEIVE SAMPLE AT LAB UNIT

1. Double-click **Receive Sample in Lab Unit**



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

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- 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.



Sample Received	Sample ID	Contract ID	Lab Ref Number	Destination	Lab Control Number	Log Date	Material Name	Geographic Area	Sample Date
<input checked="" type="checkbox"/>	10001173000705				10001173000705	03/09/17	Asph Content - SBS Mod Indr (H)		03/09/17

## 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.

- 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**".
- To specify a lab unit, click the radio button for "**Select a Lab Unit**".
- 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.

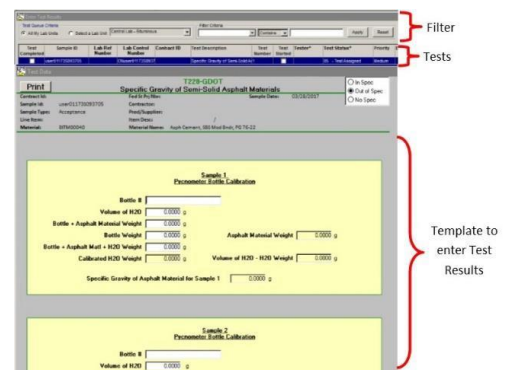
- Click **Apply** when you have completed the criteria setup. Be sure to clear the selection

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

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

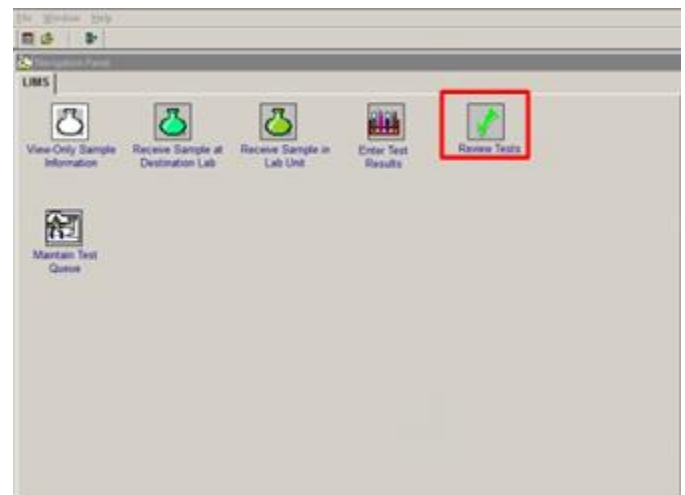
## REVIEW TESTS

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**.



The screenshot shows the 'Review Tests' window with a 'Filter' section at the top and two test templates below. The first template is for 'Specific Gravity of Semi-Solid Asphalt Materials' and the second is for 'Pycnometer Bottle Calibration'. Red arrows point to the 'Filter' section and the test templates.

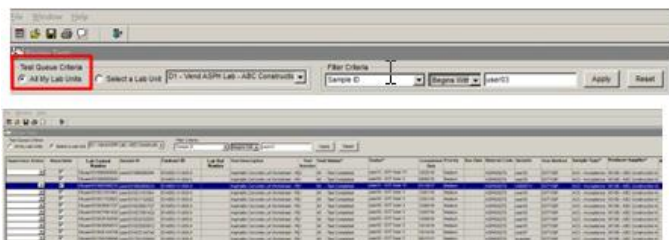
- Double-click the **Review Tests** icon.



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

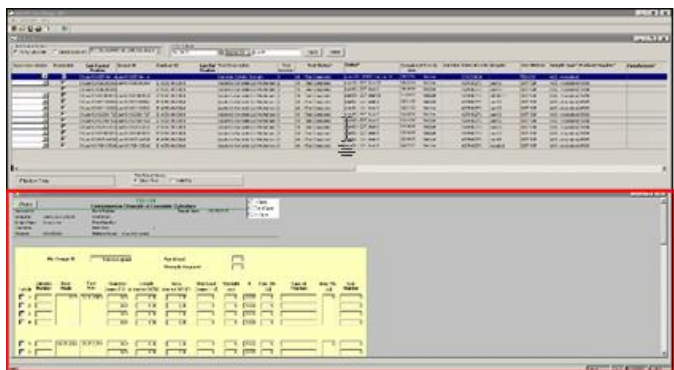


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- When selecting a test, the **Test Result** pane displays test results. This pane is view only.

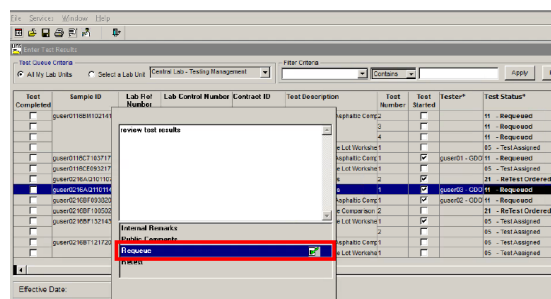
The reviewer can select a single test to review, or review multiple tests at a time. The multi-test view displays numerous test results for one selected test method associated to the same or different samples



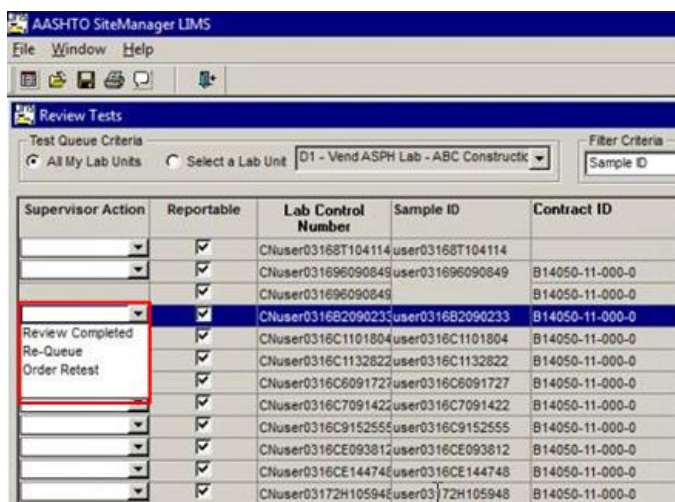
- Select the test to Review
- Select a **Supervisor Action**.

status as **Re-queued**.

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



- To close the Remarks window, on the toolbar, click the **Remarks** button again.
- Review the test in the lower pane.
- On the toolbar, click the **Remarks** button.
- Select the **Re-queue** choice.
- To close the **Remarks** window, on the toolbar, click the **Remarks** button again.
- In the **Test Completed** column, select the check box.



## HANDLING RE-QUEUED TEST

- Click the sample record. LIMS displays the test



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

