

LOGGING INTO SITEMANAGER

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

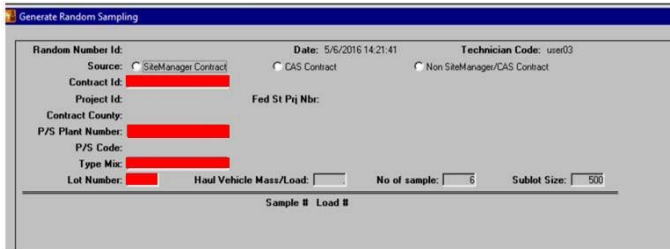
<https://gdotcitrax.dot.ga.gov>



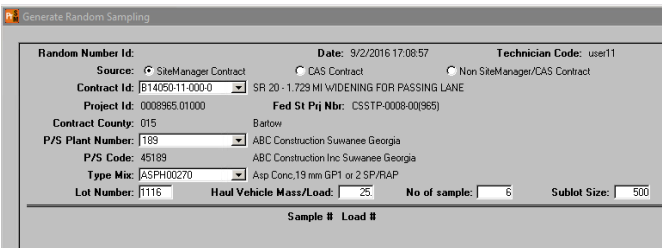
- Enter User name and Password.

CREATE A RANDOM NUMBER ID

- Enter data into the following fields:
 - Contract ID
 - Type Mix
 - P\S Plant Number
 - Lot Number



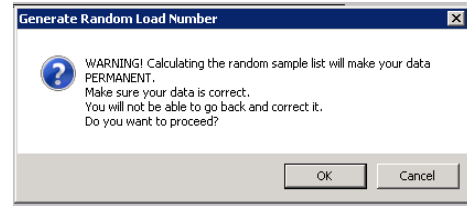
Below is an example of a completed record prior to running the generation process.



- You are now ready to generate the random sample number; click the **Generate** button on the toolbar. (See the example below).



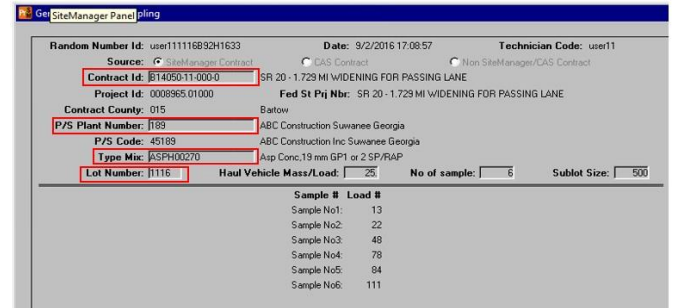
The following message will appear warning the user that the data will not be editable after the random numbers have been generated; so verify all the information and make any necessary corrections prior to clicking OK.



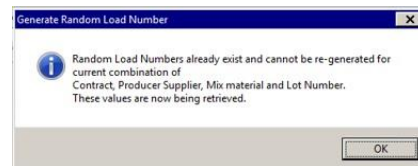
If you make an error, you must correct it before you click OK, you will not be able to create another RNG (Random Number) for the same information as only one set of **RANDOM** numbers can be generated based on these 4 field.

- Contract ID
- Type Mix
- P/S Plant number
- Lot Number

The Random Sample Numbers generates as shown below. These numbers are utilized in the Other tab on the Sample Record, which will be entered in SiteManager. Please make note of your Random Number ID.



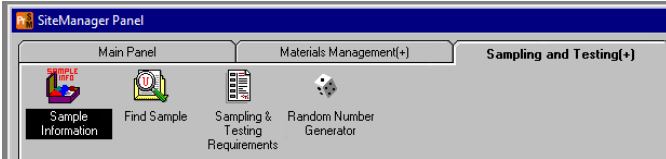
If you try to create another RNG with the same information, a message, as shown below, will advise you that a set of random numbers already exists with the same combination of Contract, Producer/Supplier, Type Mix and Lot Number. Click OK to bring up the existing record once.



- Close this window by clicking on the **Close** icon on the toolbar.

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 Data** tab.

REQUIRED

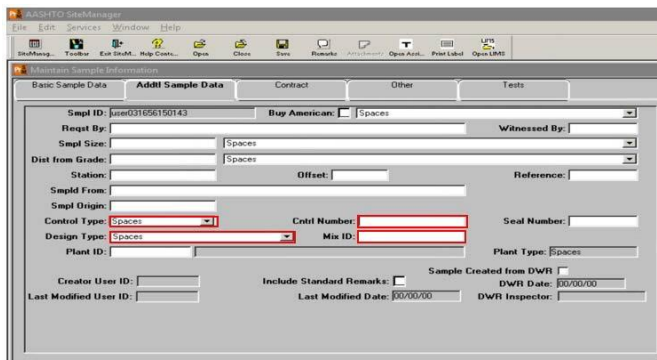
- Sample Type
- Material
- Producer/Supplier
- Sampler
- Acceptance Method

OPTIONAL

- Geographic Area
- Lab Reference Number

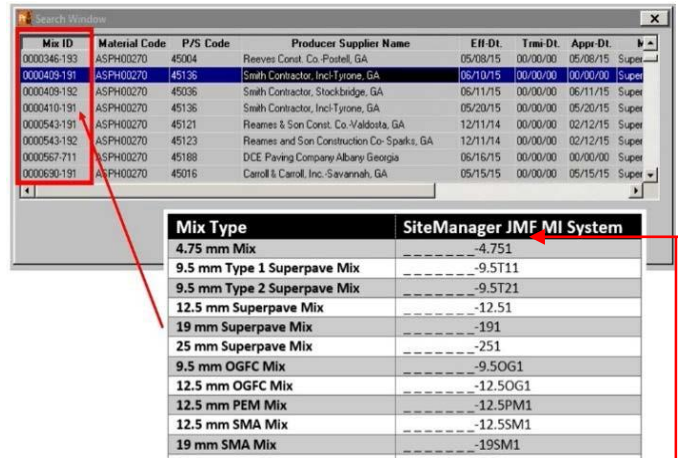
Additional Sample Data

3. Click the **Add'l Sample Data** tab and enter the required data.
 - Control Type
 - Control Number
 - Design Type
 - Mix ID

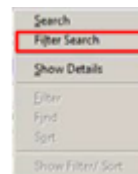


Job Mix Formula

The Mix ID is the same as the job mix formula. The first 7 digits is the Project ID Number and the last is the Mix Type. You can right click then search, filter or find the mix type.



1. Right click in the Find window to perform a Filter search on the Material Code

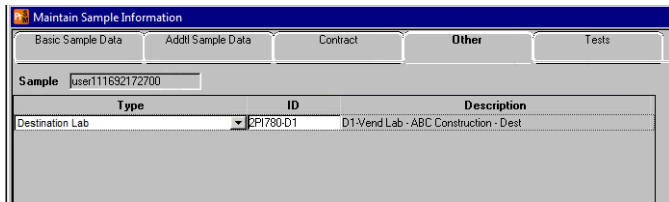


This number is the sequential number for that type of mix approved for this contract ID.

Other Tab

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

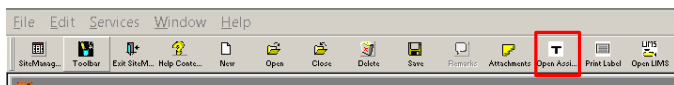
1. Select the type in the drop down. Then right click in the ID field and select Search to locate your information.



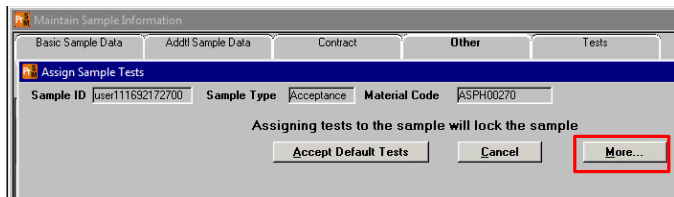
2. To add another line, click the **New** button on the toolbar.
3. When finished, click **Save**.

Link Test to Sample

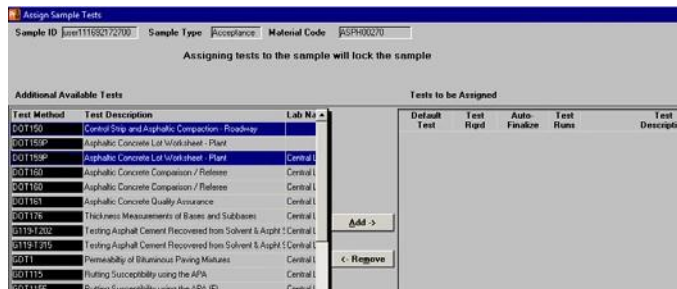
4. To link a test to a sample, click the **T** icon on the toolbar.



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



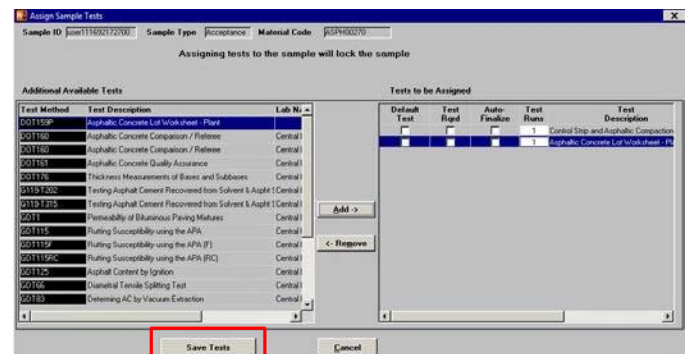
6. From the **Assign Samples Test** window, select the test method for the lab.
7. After selecting the test, click **Add** to move the selected test to the **Tests to be Assigned** window.



8. Repeat the process to select and assign the other test methods.



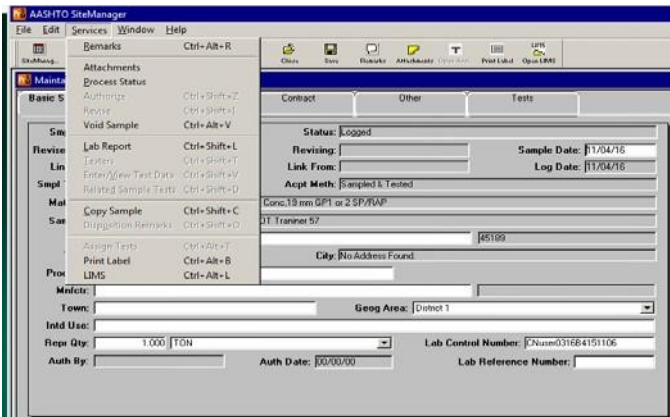
9. Click **Save Tests** to save the test assignment.



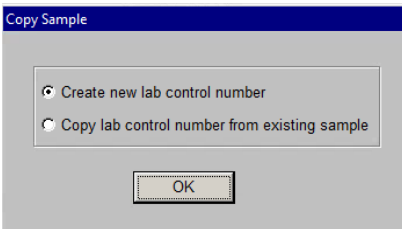
After clicking the **Save Tests** button, only Lab Supervisors or Lab Managers may change the test assignments.

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.



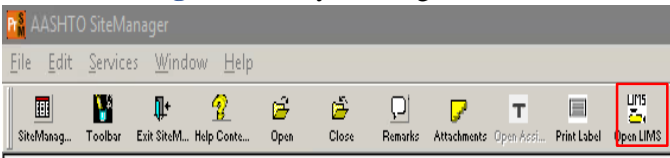
5. Be sure to check the radio button, **Create new lab control number**.



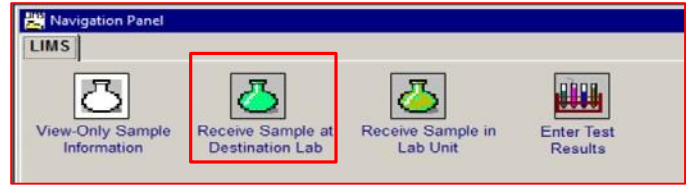
6. Assign tests to this new sample.
7. Click the **Save** button.
8. Click the **Close** button.

RECEIVE SAMPLE AT DESTINATION LAB

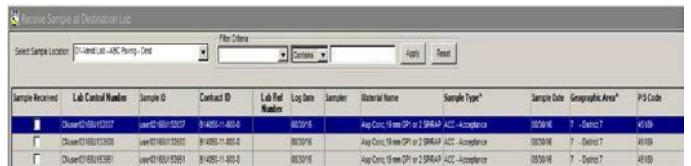
1. To receive the sample into the lab, open **SiteManager LIMS** by clicking the LIMS icon.



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



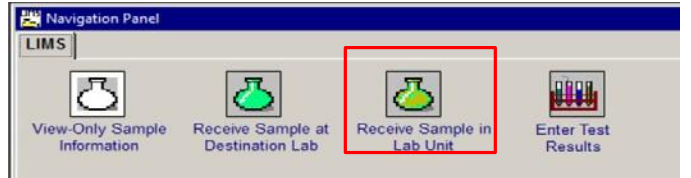
3. Receive the sample into the destination lab by highlighting the row for the sample and clicking the box for **Sample Received**.



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

RECEIVE SAMPLE AT LAB UNIT

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



2. Select your **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.



ENTER TEST RESULTS

1. To access the test templates in which you record test results, use the Enter Test Results window.
2. **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.

- As you select different rows in the upper pane of the window, LIMS displays the corresponding test templates in the bottom pane.
- 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”. If you want to specify a lab unit, click the radio button for “Select a Lab Unit” and then select the lab from the drop-down list. You may also set “Filter Criteria” to narrow the list some. You may select several criteria types and operands from the drop-down lists.
- Click the **Apply**.
- To clear the criteria, simply click the **Reset** button.

HANDLING RE-QUEUED TESTS

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

HANDLING RETEST

- In the **Sample ID** column, select the sample record. LIMS displays a new test template for the sample with a test status of Retest Ordered.
- Click the **Remarks** button, and select the **Retest** choice.
- In the remarks field, type a reason for retesting
- Click the **Remarks** button to close the Remarks window.
- Click the **Save** button.

