

When cylinders come to the dock, they will not need to be received @ the Dock. They will go directly to the cylinder lab. Using the Receive Samples in Lab Unit window we will be able to sort the samples coming in by contract and filter the list to show only one region's samples:

Sample Received	Geog	Contract ID	Control Number	Seal Number	Lab Ref Number	Sample ID	Sample Date	Material Name
<input type="checkbox"/>	2-88	- 222DIL	3, 3A			jj0037614A7140803	09/24/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 333DIL	10, 10A			jj0066514AA100228	11/22/10	Class A, Concrete Mix
<input type="checkbox"/>	2-14	- 222DIL	14, 14A			jj0156314AH091625	02/16/11	Class A, Concrete Mix
<input type="checkbox"/>	2-16	- 222DIL	15, 15A			jj0156314AH092022	02/18/10	Class A, Concrete Mix
<input type="checkbox"/>	2-04	- 222DIL	25, 25A			jj0156314AH111846	03/23/11	Class A, Concrete Mix
<input type="checkbox"/>	2-04	- 222DIL	26, 26A			jj0156314AH112533	03/25/11	Class A, Concrete Mix
<input type="checkbox"/>	2-04	- 222DIL	28, 28A			jj0156314AH113513	03/29/11	Class A, Concrete Mix
<input type="checkbox"/>	2-04	- 222DIL	27, 27A			jj0156314AH131758	03/25/11	Class A, Concrete Mix
<input type="checkbox"/>	2-04	- 222DIL	29, 29A			jj0156314AL161938	04/01/11	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 444DIL	1, 1A			jj0211314A7144015	09/13/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	2,2A			jj0231814A7151140	09/14/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	1, 1A			jj0238214A7150802	09/13/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	11, 11A			jj0238214AA095546	11/29/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	9 and 9A			jj0238214AA101508	11/18/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	8 and 8A			jj0238214AA102331	11/10/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	7 and 7A			jj0238214AA102903	11/01/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	6 and 6A			jj0238214AA104120	11/01/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 444DIL	4, 4A			jj0572614A7142601	09/28/10	Class A, Concrete Mix
<input type="checkbox"/>	2-88	- 222DIL	3, 3A			jjvp679151L140125	09/24/10	Class A, Concrete Mix

This list should be saved as a pdf (set default printer to CutePDF Writer, and save to computer before printing) printed and used to set up for penciling in the "Lab Ref. Number" of the samples.

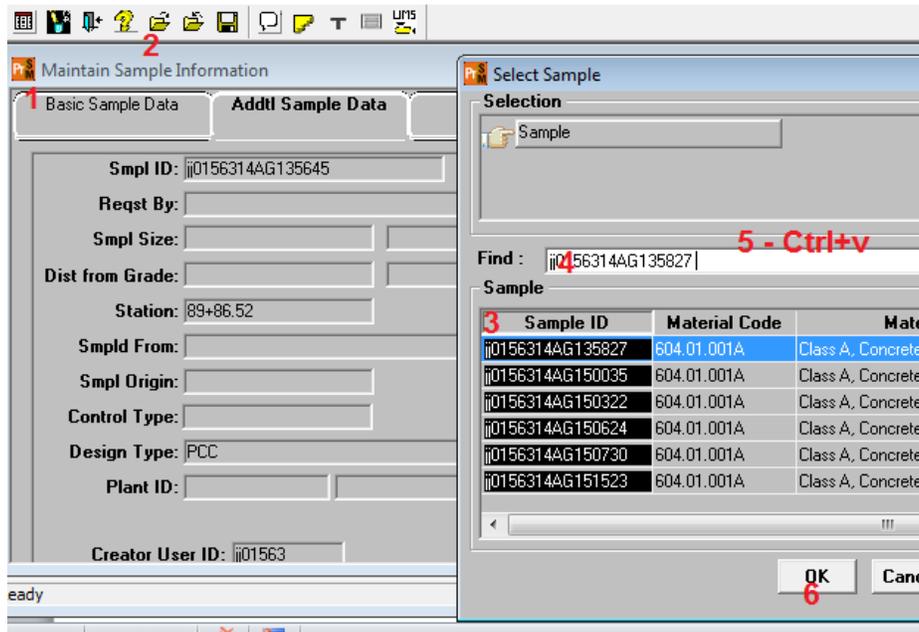
Once the cylinders have been arranged, and lab ref. numbers are penciled into the printed list, we are ready to make these updates to SiteManager. The easiest way to go about this is to open the pdf document and the Maintain Sample Info window in SiteManager

On the pdf document, you will hi-lite and then RIGHT click the sample ID field of the line you are working on and select "Copy".

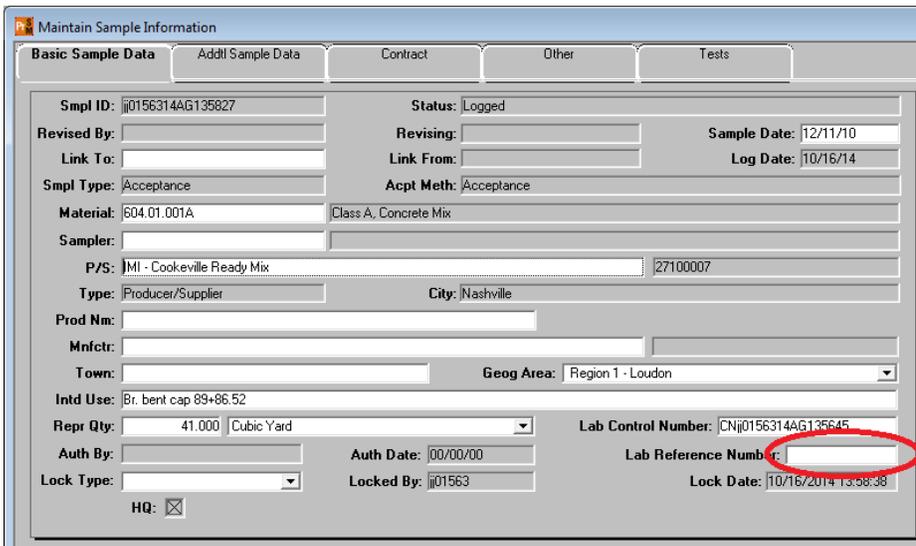
You are now ready to open SiteManager and enter the Lab Reference Number noted on the printed sheet for that sample record.

1. Navigate to "Sample Information" Window.
2. Select the "Open" icon
3. Click the "Sample ID" header in the window that opens.
4. Click in the "Find" field.
5. Click Ctrl+v to paste the sample ID you copied from the pdf document

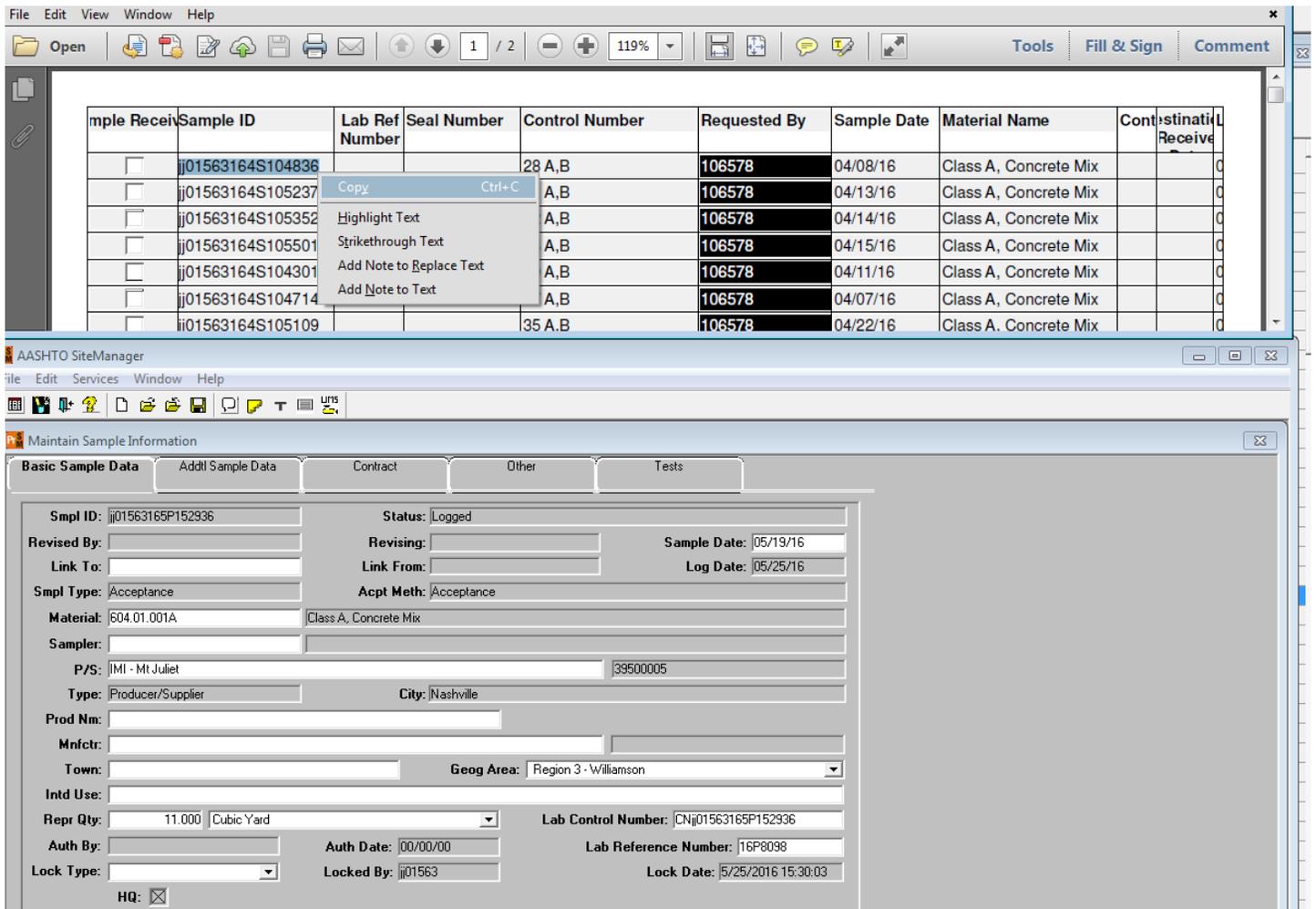
6. Click "OK" button and sample will open.



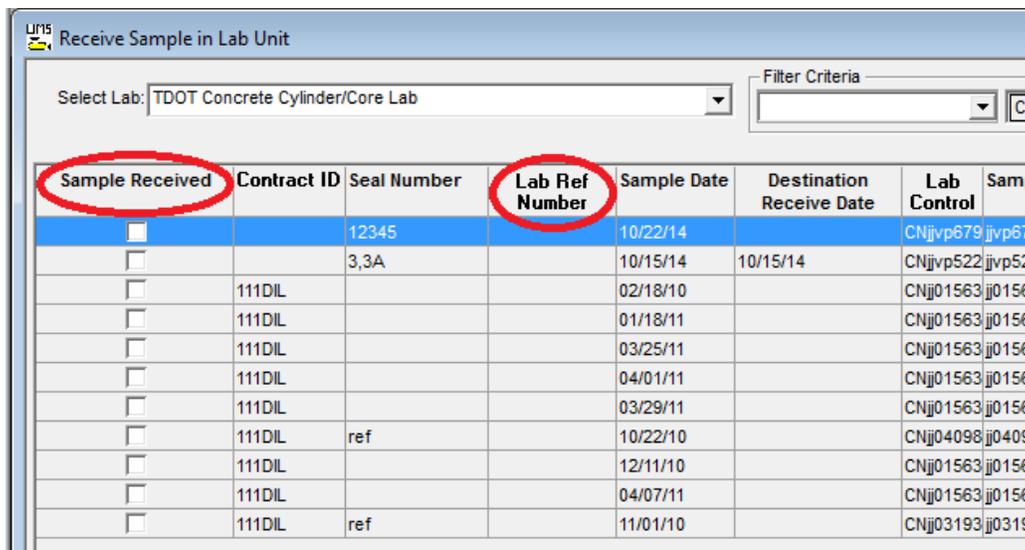
Once the sample is opened all that is left is to add the Lab Reference number from the same line of the printed pdf document on the "Basic Sample Data" tab.



Then you will go back to pdf's and repeat the process for the rest of the samples that came in. You can have both windows open at the same time to make going back and forth easier (See Below)



Once the Lab Reference number has been added for all samples received, navigate to the “Receive Sample in Lab Unit” window of LIMS and put a check in the “Sample Received” field for all samples with a Lab Ref Number listed.



The samples are now in the queue to be tested.

To set up for each day open the “Enter Test Results” window of LIMS and set the filter to show cylinders with a sample date 28 days prior to the current date. Hit apply. Then sort by Lab Reference Number:

715 Enter Test Results

Test Queue Criteria

All My Lab Units Select a Lab Unit DOT Concrete Cylinder/Core Lab Sample Date (mm/dd/yy) Equals 04/27/16 Apply Reset

Test Completed	Sample ID	Lab Ref Number	Control Number	Seal Number	Due Date	Test Description	Material Code	Producer Supplier	Lab Control	Contract ID	es ml	Test Started	Tester	Test Si
<input type="checkbox"/>	jj015631652015214	16P6409	1 A, B	CNP050	05/25/16	T22-CYL - Compressive Strn	604.01.001A	39500004 - IMI - Le	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165610557	16P6482	130 A, B	CNN165	05/25/16	T22-CYL - Compressive Strn	604.01.001A	35600003 - Garrott	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165611002	16P6506	19 A, B	CNP256	05/25/16	T22-CYL - Compressive Strn	604.01.001A	35600003 - Garrott	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj015631659160722	16P6548	32A, B	CNN307	05/25/16	T22-CYL - Compressive Strn	604.01.001A	20600004 - Clevela	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj015631659161113	16P6560	44A, B	CNP105	05/25/16	T22-CYL - Compressive Strn	604.01.001A	23300022 - Lambcc	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C163710	16P6647	190	CNM010	05/25/16	T22-CYL - Compressive Strn	604.01.001A	11500011 - Newport	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C164555	16P6650	48	CNP326	05/25/16	T22-CYL - Compressive Strn	604.01.001A	11500011 - Newport	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C165331	16P6680	254	CNK821	05/25/16	T22-CYL - Compressive Strn	604.01.001A		CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C150446	16P6683	253	CNK821	05/25/16	T22-CYL - Compressive Strn	604.01.001A	18200008 - Summe	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C14591	16P6689	298	CNL041	05/25/16	T22-CYL - Compressive Strn	604.01.001A	17800008 - Blalock	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C153237	16P6701	191	CNM010	05/25/16	T22-CYL - Compressive Strn	604.01.001A	11500011 - Newport	CNjj015		1	<input type="checkbox"/>		10 - Te
<input type="checkbox"/>	jj01563165C152736	16P6746	60	CNN201	05/25/16	T22-CYL - Compressive Strn	604.01.001A	17300002 - Harris	CNjj015		1	<input type="checkbox"/>		10 - Te

The samples are now sorted to match the way they were added to the day's workload. You are now ready to enter test results.