

LIMS

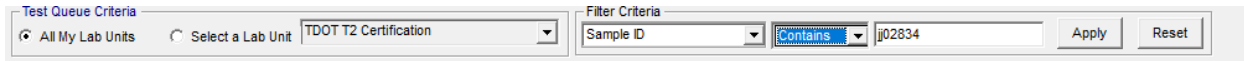
LIMS

Open **LIMS** Using Citrix

Enter Test Results – to ENTER results on test templates

Click **Enter Test Results** icon

Use **Filter Criteria** to find Samples (NOTE: Set Test Queue Criteria to All My Lab Units. Set Filter Criteria to Sample ID , Contains, and your jj# to see only your samples when opening this window)

A screenshot of the LIMS interface showing filter criteria. The 'Test Queue Criteria' section has a dropdown menu set to 'All My Lab Units' and a 'Select a Lab Unit' dropdown set to 'TDOT T2 Certification'. The 'Filter Criteria' section has a dropdown menu set to 'Sample ID', a search dropdown set to 'Contains', and a text input field containing 'jj02834'. There are 'Apply' and 'Reset' buttons to the right.

Maximize template (Use the middle button on right side of Template screen)

Enter test results

Restore Down template - **ALWAYS** Restore Down **before** saving (Use the middle button on right side of Template screen)

Save

Select **Test Completed** check box

Save

Exit Window when all tests results have been entered

Review Tests – to select a Supervisor Action (**Review Completed**, **Re-queue** or **Order Retest**)

Click **Review Tests** icon

Look over test templates to make sure they are correct

Select **Review Completed** from drop down menu for each test that is complete

Save

Exit Window when all tests have been reviewed

Exit LIMS

Quick Reference Guides (QRGs) developed by Materials & Tests can be seen here:

<https://www.tn.gov/tdot/materials-and-tests/field-operations/site-manager-materials.html>