

Review Samples is a queue where all the tests of a Sample Record can be reviewed as a whole to assess whether the record is Complete, should be marked as Fail, can be Authorized, or if any of the tests need to be sent back through the testing process.

This QRG gives instructions on how to review samples through the Review Samples queue.

Sample Status	Sample ID	Lab Ref Num	Test Description	Test Number
Pending Authorization	BS20200903064342		Reflective Sheeting - Field (Lettings After 6/23/2016)	
Pending Authorization	BS20200908025209		Microsurfacing (Mineral Aggregate) - Field	
Pending Authorization	BS20200908025209		Microsurfacing (Mineral Aggregate) - Central Lab	
Pending Authorization	BS20200908025209		Sodium Sulfate - Central Lab	
Pending Authorization	BS20200908025209		LA Abrasion - Central Lab	
Pending Authorization	BS20200908025209		Aggregate - Fine Aggregate Angularity (T-304)	
Pending Authorization	BS20200908025209		Bulk Specific Gravity (Dry) - Central Lab	
Pending Authorization	BS20200908025209		Sand Equivalent - Central Lab	

Instructions on reviewing a Sample Record:

- Filtering the queue
 - Begin by narrowing the queue to just the Sample Record tests that are to be completed. This can be done by Sample Record or can be narrowed to a test using the filter function.

- Sample Status

- ❑ The column of Sample Status indicates what stage the Sample Record is in.
 - ❑ Select the Sample Status field of any of the Sample Record test rows and select the appropriate Sample Record status of Complete or Fail, then click on Save when complete.
 - ❑ A selection of Void will set the status to Void.

The screenshot shows the 'Review Samples' interface. At the top, there is a 'Review Samples' header with a 'Save' button and a help icon. Below the header are search filters for 'Lab Control Number' and 'Product Group'. The main area contains a table with columns: Sample Status, Sample ID, Lab Ref Num, Test Description, and Test Number. A dropdown menu is open over the 'Sample Status' column of the first row, showing options: Pending Authorization, Complete, Fail, Pending Authorization, and Void. A mouse cursor is pointing at the 'Complete' option. At the bottom of the table, there are buttons for 'Generate Test Results Comparison', 'Send Test Back to Lab', and 'Authorize Samples'. The status 'Showing 8 of 8' is visible at the bottom right.

- Authorize Sample

- ❑ On the left side of the Sample Record test row, check the box for at least one test of each Sample Record intended to be authorized.
 - ❑ Select "Authorize Sample" at the bottom of the queue.
 - ❑ The Sample Record will then be Authorized, locked, and will disappear from the Review Samples queue, no further action is needed once the record is Authorized.

This screenshot shows the 'Review Samples' interface after the first row's status has been changed to 'Complete'. The 'Sample Status' dropdown for the first row now shows 'Complete'. The 'Authorize Samples' button at the bottom of the interface is highlighted by a mouse cursor. The rest of the table and interface elements are the same as in the previous screenshot. The status 'Showing 8 of 8' is visible at the bottom right.

- Send Test Back to Lab
 - On the left side of the Sample Record Test row, check the box for all tests to be sent back to Lab for correction.
 - Select “Send Test Back to Lab” at the bottom of the queue.
 - The tests will then be pushed back to the Review Tests queue and will disappear from the Review Samples queue.

Sample Status *	Sample ID *	Lab Ref Num	Test Description	Test Number
<input checked="" type="checkbox"/> Pending Authorization	BS20200908025209		Microsurfacing (Mineral Aggregate) - Field	
<input checked="" type="checkbox"/> Pending Authorization	BS20200908025209		Microsurfacing (Mineral Aggregate) - Central Lab	
<input checked="" type="checkbox"/> Pending Authorization	BS20200908025209		Sodium Sulfate - Central Lab	
<input checked="" type="checkbox"/> Pending Authorization	BS20200908025209		LA Abrasion - Central Lab	
<input type="checkbox"/> Pending Authorization	BS20200908025209		Aggregate - Fine Aggregate Angularity (T-304)	
<input type="checkbox"/> Pending Authorization	BS20200908025209		Bulk Specific Gravity (Dry) - Central Lab	
<input type="checkbox"/> Pending Authorization	BS20200908025209		Sand Equivalent - Central Lab	

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