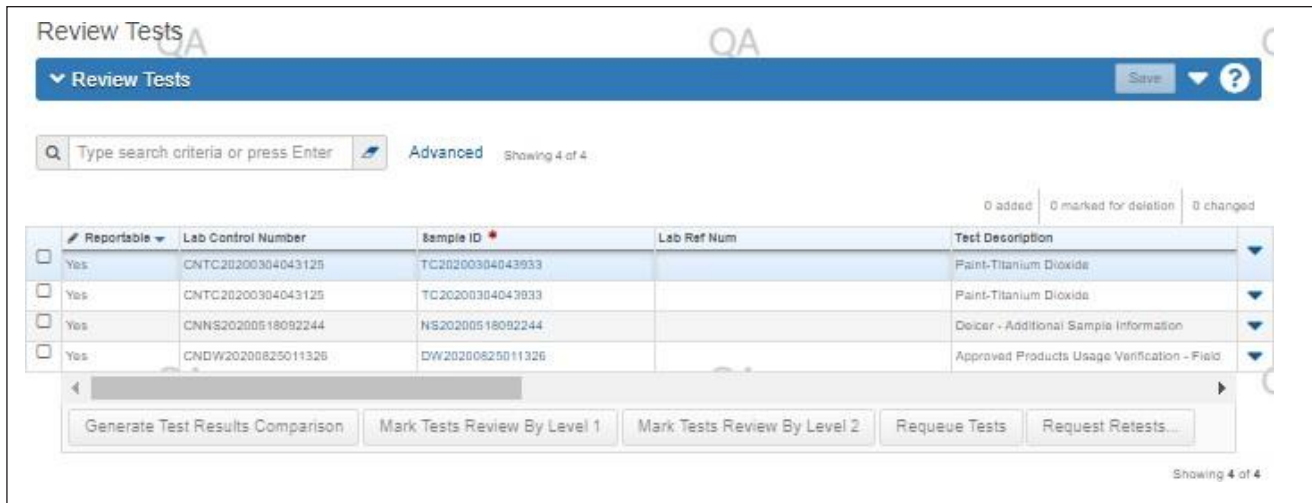


This QRG gives instructions on how to review tests through the Review Tests queue.

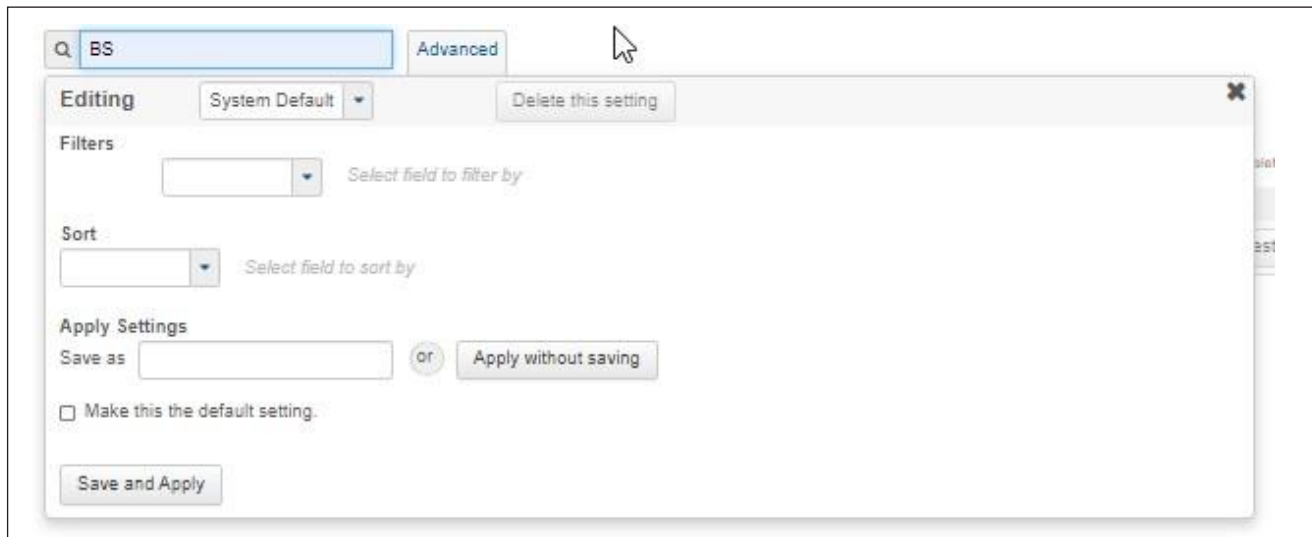


The screenshot shows the 'Review Tests' interface. At the top, there is a search bar with the text 'Type search criteria or press Enter' and a 'Save' button. Below the search bar, there is a table with the following columns: Reportable, Lab Control Number, Sample ID, Lab Ref Num, and Test Description. The table contains four rows of test records. Below the table, there are several buttons: 'Generate Test Results Comparison', 'Mark Tests Review By Level 1', 'Mark Tests Review By Level 2', 'Requeue Tests', and 'Request Retests...'. The interface also shows '0 added', '0 marked for deletion', and '0 changed' statistics.

Reportable	Lab Control Number	Sample ID	Lab Ref Num	Test Description
Yes	CNTC20200304043125	TC20200304043933		Paint-Titanium Dioxide
Yes	CNTC20200304043125	TC20200304043933		Paint-Titanium Dioxide
Yes	CNNS20200518092244	NS20200518092244		Deicer - Additional Sample Information
Yes	CNDW20200825011326	DW20200825011326		Approved Products Usage Verification - Field

Instructions on reviewing a Sample Record Test:

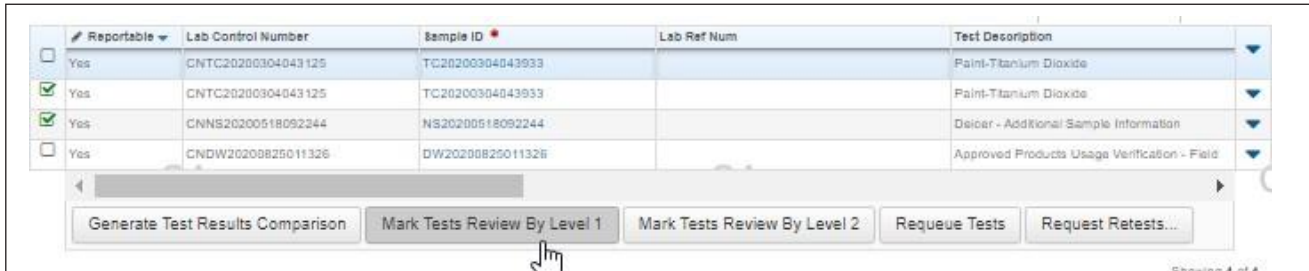
- Filtering the queue
  - Begin by narrowing the queue to just the Sample record Tests that are to be completed. This can be by Sample Record ID or can be narrowed down to a test using the filter function.



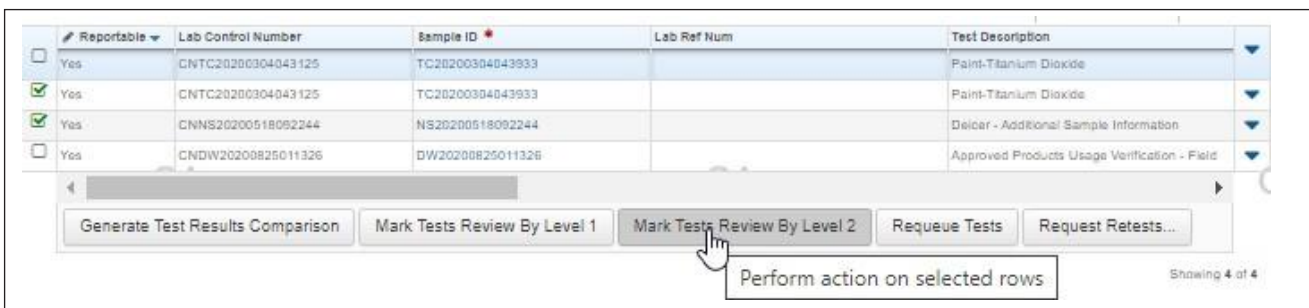
The screenshot shows the 'Editing' dialog box. It has a search bar with 'BS' and an 'Advanced' button. The dialog is titled 'Editing' and has a 'System Default' dropdown and a 'Delete this setting' button. There are sections for 'Filters' and 'Sort', each with a dropdown menu and a 'Select field to filter by' or 'Select field to sort by' label. Below these are 'Apply Settings' options: 'Save as' (with a text input), 'or', and 'Apply without saving'. There is also a checkbox for 'Make this the default setting' and a 'Save and Apply' button.

# Review Tests - QRG

- Mark Test Reviewed by Level 1 (Skip if not specified as required)
  - ☐ On the left side of the Sample Record Test row, check the box for all tests to be reviewed by Level 1.
  - ☐ Select "Mark Tests Review by Level 1" at the bottom of the queue.
  - ☐ The tests will then be marked as reviewed by Level 1 but will remain in the Review Test queue.



- Mark Test Reviewed by Level 2
  - ☐ On the left side of the Sample Record Test row, check the box for all tests to be reviewed by Level 2.
  - ☐ Select "Mark Tests Review by Level 2" at the bottom of the queue.
  - ☐ The tests will then be marked as Reviewed by Level 2 and will disappear from the Review Tests queue where it will become available again in the Review Samples queue when all tests associated to the Sample Record have reached a Completed status.

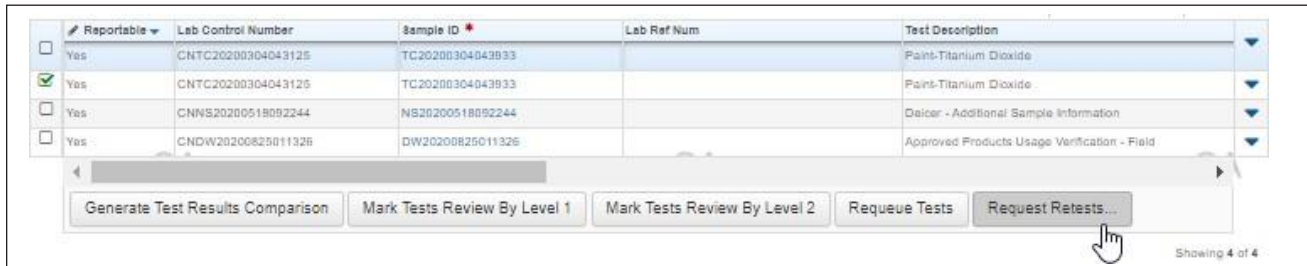


- Requeue Tests
  - ☐ On the left side of the Sample Record Test row, check the box for all tests to be re-queued back to the Enter Test Result queue.
  - ☐ Select "Requeue Tests" at the bottom of the queue.
  - ☐ The tests will then be pushed back to the Enter Test Result queue and will disappear from the Review Test queue.

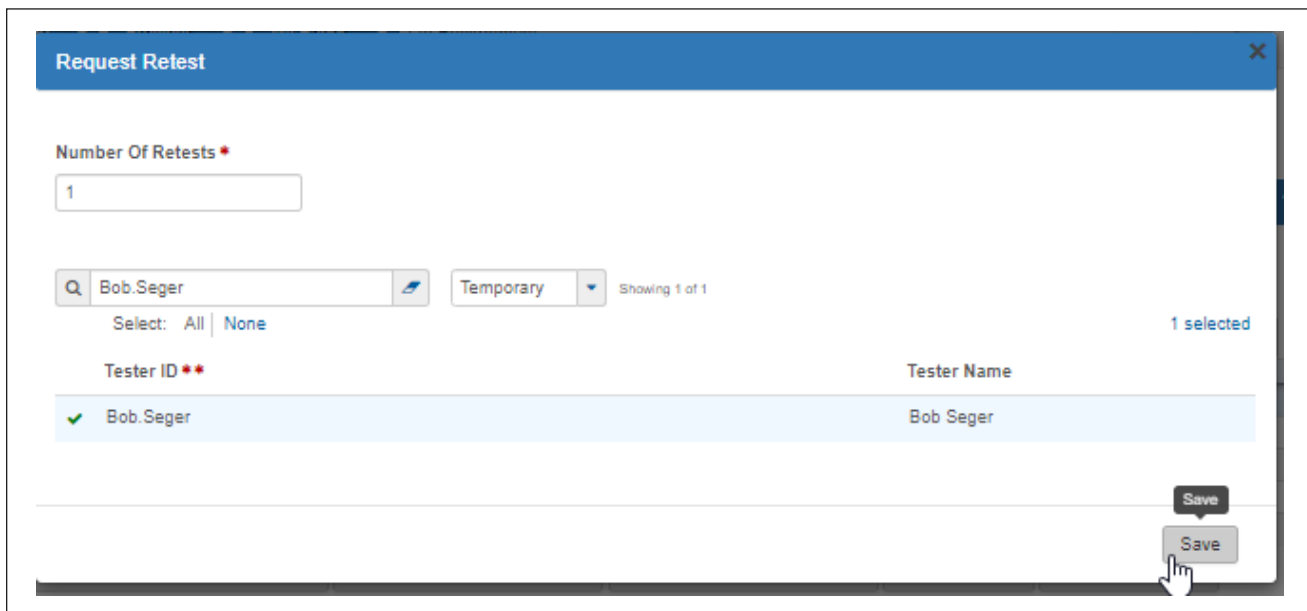


# Review Tests - QRG

- Request Retests
  - On the left side of the Sample Record Test row, check the box for all tests to be assigned a retest in the Enter Test Result queue.
  - Select "Request Retests" at the bottom of the queue.



- The Request Retest window will open where the user will indicate the Number of Retests needed and will assign which Tester is to Complete the Retest.



- After saving, the tests will disappear from the Review Test Queue. The Retest will appear in the Enter Test Result queue.
- When the Retests are Complete, the current tests and the requests will appear again in the Review Tests queue.