Rev 4/3/2017

Bridge Deck Chloride Determination Sample Creation

Once you are logged into SiteManager, follow the path highlighted in the green box to get to the "Sample Information" window in the green circle.

ſ	SiteManager Panel		
	Main Panel	Materials Management(+)	Sampling and Testing(+)
	Sample Information	Sampling & Standard Testing Sample Remarks Requirements	

Double click on the "Sample Information" icon to open the window where you will create your sample.

A blank sample will open when you first go to this window. Below are required fields for each tab of sample records created in SiteManager for test "M015 - Bridge Deck Chloride Determination" performed in the HQ lab:

Maintain Sample Information				
Basic Sample Data	Addtl Sample Data	Contract	Other	Tests
Smpl ID: jj04361165N135024		Status: Rec	ceived	
Revised By:		Revising:		Sample Date: 05/23/16
Link To:		Link From:		Log Date: 05/23/16
Smpl Type: Information	n Only	Acpt Meth Info	ormation Only	
Material: 604.01.00)1D	Class D, Concrete Mix		
Sampler:				
P/S:				
Туре:		City:		
Prod Nm:				
Mnfctr:				
Town:			Geog Area: Region 1 - L	Loudon
Intd Use:				
Repr Qty:	.000 Cubic Yard		Lab Con	trol Number: CNij04361165N135024
Auth By: jj04361		Auth Date: 05/23/16	i L	ab Reference Number: 16C605
Lock Type:		Locked By: jj04361		Lock Date: 5/23/2016 13:50:52
HQ: 🗵	3			



Once you have entered data on the Basic Sample Data tab, save.

WRITE THE SAMPLE ID AT THE TOP OF YOUR PAPER T2 THAT WILL BE SUBMITTED WITH THE SAMPLE

Maintain Sample Information Basic Sample Data Addtl Sam	nple Data Co	ntract Other
Sample jj07246166A102214		
Туре	ID	Description
Destination Lab	TDOT619000	DEST - TDOT Headquarters/Receiving Dock
Bridge Number	15 - SR73 - 4.56	
1	2	

Next click the "Other" tab. Below is an example of data captured on it:

NOTE: info in box 1 is selected from a drop-down. You will need to right click your mouse inside the ID field to get a shortcut menu to pop up to select the Destination lab Info in box 2. Select "Search" Then select HQ Dock from the list of labs, and select OK button.

4 I			
🎦 Maintain Sample Inform	nation		
Basic Sample Data	Addtl Sample Data	Contract	Öth
Sample jj01563173G132	844	Search	
Туре		Filter Search	D
Destination Lab	_]	Show Details	
		Filter	
		Find	
		Sort	
		Show Filter/ Sort	
	_		_

A row for the "Bridge number" can be added by selecting the "New" Icon (looks like a blank sheet of paper).





The bridge number can then be typed into the ID field. Save the record.



Next Click the "T" icon to add the test

In the pop up window, select "Accept Default Tests"

Assign Sample Tests	
Sample ID jj01563173G132844	Sample Type Certification Material Code T2.EP0XY
	Assigning tests to the comple will lock the sample <u>Accept Default Tests</u> <u>Cancel</u> <u>M</u> ore

If everything was done correctly, you will be back at the Basic sample data tab of your sample and the status (top right corner of sample record) will be "Logged"

If you have more than 1 sample, click the new icon in the row of icons at the top of the window and a new blank record will open.