Rev. 5/26/16

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:

eceive Sample in I	.ab Uni	t						_		
elect Lab: TDOT Co	ncrete (Cylinder/Core	Lab	(•	Geogr	aphic Area*	Begins With 💌 🛛	2	Apply
ample Received	Geog	Contract ID	Control Number	Seal Number	Lab Nur	Ref nber	Sample ID	Sample Date	Material Name	
	2-88 -	222DIL	3, 3A				jj0037614A7140803	09/24/10	Class A, Concrete Mix	
	2-88 -	333DIL	10, 10A				jj0066514AA100228	11/22/10	Class A, Concrete Mix	
	2-14 -	222DIL	14, 14A				jj0156314AH091625	02/16/11	Class A, Concrete Mix	
	2-16 -	222DIL	15, 15A				jj0156314AH092022	02/18/10	Class A, Concrete Mix	
	2-04 -	222DIL	25, 25A				jj0156314AH111846	03/23/11	Class A, Concrete Mix	
	2-04 -	222DIL	26, 26A				jj0156314AH112533	03/25/11	Class A, Concrete Mix	
	2-04 -	222DIL	28, 28A				jj0156314AH113513	03/29/11	Class A, Concrete Mix	
	2-04 -	222DIL	27, 27A				jj0156314AH131758	03/25/11	Class A, Concrete Mix	
	2-04 -	222DIL	29, 29A				jj0156314AL161938	04/01/11	Class A, Concrete Mix	
	2-88 -	444DIL	1, 1A				jj0211314A7144015	09/13/10	Class A, Concrete Mix	
	2-88 -	222DIL	2,2A				jj0231814A7151140	09/14/10	Class A, Concrete Mix	
	2-88 -	222DIL	1, 1A				jj0238214A7150802	09/13/10	Class A, Concrete Mix	
	2-88 -	222DIL	11, 11A				jj0238214AA095546	11/29/10	Class A, Concrete Mix	
	2-88 -	222DIL	9 and 9A				jj0238214AA101508	11/18/10	Class A, Concrete Mix	
	2-88 -	222DIL	8 and 8A	1			jj0238214AA102331	11/10/10	Class A, Concrete Mix	
	2-88 -	222DIL	7 and 7A				jj0238214AA102903	11/01/10	Class A, Concrete Mix	
	2-88 -	222DIL	6 and 6A				- ij0238214AA104120	11/01/10	Class A, Concrete Mix	
	2-88 -	444DIL	4, 4A				jj0572614A7142601	09/28/10	Class A, Concrete Mix	
	2-88 -	222DIL	3. 3A				iivp679151L140125	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.

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Image: Second	Select Sample Selection Sample Find : ji0(56314AG1	35827 5 -	Ctrl+v
Station: 89+86.52	3 Sample ID	Material Code	Mate
Smpld From:	j0156314AG135827	604.01.001A	Class A, Concrete
Smpl Origin:	jj0156314AG150035	604.01.001A	Class A, Concrete
Control Type:	jj0156314AG150322	604.01.001A	Class A, Concrete
Design Types DCC	0156314AG150624	604.01.001A	Class A, Concrete
	IIU156314AG150730	504.01.001A	Class A, Concrete
Plant ID:	U155314AG151523	604.01.001A	Llass A, Concrete
eady	•	l	0K Cano

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.

Smpl ID: ji0156314AG135827 Status: Logged Revised By: Revising: Image: Comparison of the status of th	Sample Date: 12/11/10 Log Date: 10/16/14 27100007
Revised By: Revising: Link To: Link From: Smpl Type: Acceptance Material: 604.01.001A Class A, Concrete Mix Sampler: P/S: MI - Cookeville Ready Mix Type: Producer/Supplier	Sample Date: 12/11/10 Log Date: 10/16/14
Link To: Link From: Acceptance Acceptance Acceptance Class A, Concrete Mix Sampler: P/S: MI - Cookeville Ready Mix Type: Producer/Supplier City: Nashville	Log Date: 10/16/14
Smpl Type: Acceptance Material: 604.01.001A Class A, Concrete Mix Sampler: P/S: MI - Cookeville Ready Mix Type: Producer/Supplier City: Nashville	27100007
Material: 604.01.001A Class A, Concrete Mix Sampler:	27100007
Sampler: Producer/Supplier City: Nashville	27100007
P/S: JMI - Cookeville Ready Mix Type: Producer/Supplier City: Nashville	27100007
Type: Producer/Supplier City: Nashville	
Prod Nm:	
Mnfetr:	
Town: Geog Area: Region 1 · Lo	udon
Intd Use: Br. bent cap 89+86.52	
Repr Qty: 41.000 Cubic Yard Lab Control	ol Number: CNij0156314AG135645
Auth By: Auth Date: 00/00/00 La	Reference Number:
Locked By: ji01563	Lock Date: 10/16/2014 13:58:38

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)

Open		нер									
	i) 🛛 🖓 🗎 🖨		1 / 2	119% -	📑 🗄 🖻	V	Tools Fill	& Sign Comme		
	mple Recei	Sample ID	Lab Ref Number	Seal Number	Control Number	Requested By	Sample Date	Material Name	Contestination Receive		
		jj01563164S104836			28 A,B	106578	04/08/16	Class A, Concrete Mix	C C		
17		jj01563164S105237	Сор <u>у</u>	Ctrl+C	A,B	106578	04/13/16	Class A, Concrete Mix	C		
L I		jj01563164S105352	Highlight 1	ext	A,B	106578	04/14/16	Class A, Concrete Mix	C		
	jj01563164S105501 Strikethrough Text				A,B	106578	04/15/16	Class A, Concrete Mix	C		
		jj01563164S104301	Add Note t	o <u>R</u> eplace Text	A,B	106578	04/11/16	Class A, Concrete Mix	C		
		jj01563164S104714	Add <u>N</u> ote t	o Text	A,B	106578	04/07/16	Class A, Concrete Mix	C		
		ii01563164S105109			35 A.B	106578	04/22/16	Class A. Concrete Mix	d		
ic Samp	ple Data	Addtl Sample Data	Contract	01	her Tests						
Smpl I	D: jj01563165F	9152936	Sta	itus: Logged							
evised B	ly:		Revis	ing:	Sa	mple Date: 05/19/16	_				
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mpl Lup	e. Acceptance	Acceptance Acpt Meth: Acceptance									
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ompl Typ Materia Sample	al: 604.01.001/	A Cla	Acpt M s A, Concrete	eth: Acceptance Mix							
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smpl Typ Materia Sample P/S Type Prod Nr	al: 604.01.001/ er: S: IMI - Mt Julie e: Producer/Si m:	A Clar	Acpt M	eth: Acceptance Mix City: Nashville	39500005						
smpl Typ Materia Sample P/(Type Prod Nn Mnfct	al: 604.01.001/ er: S: IMI - Mt Julie e: Producer/Si m: tr:	A Clar	Acpt M	eth: Acceptance Mix Dity: Nashville	39500005						
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Smpl Typ Materia Sample P/! Typ Prod Nn Mnfct Town	al: 604.01.001/2 er:	A Clar	Acpt M	eth: Acceptance Mix City: Nashville Geog Area:	39500005 Region 3 - Williamson						
smpl Typ Materia Sample P/S Typ Prod Nn Mnfct Town Intd Uss Repr Qt	al: 604.01.001/ er: S: MI - Mt Julie er: Producer/Sr m: tr: n: ee: ty: 1	A Clar et upplier	Acpt M	eth: Acceptance Mix City: Nashville Geog Area:	39500005 Region 3 - Williamson Lab Control Number:	Njj01563165P152936					
smpl Typ Materia Sample P/S Typ Prod Nr Mnfct Town Intd Use Repr QU Auth By	al: 604.01.001/ er: 53: IMI - Mt Julia S: IMI - Mt Julia Producer/Si m: 5 m: 5 m: 5 m: 5 m: 1 m: 1 m: 1 m: 1 m: 1 m: 1 m: 1 m: 1	A Clar	Acpt M s A, Concrete	eth: Acceptance Mix City: Nashville Geog Area:	39500005 Region 3 - Williamson Lab Control Number: C Lab Reference	Nij01563165P152936 Number: [16P8098					

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.

U	Receive Sample in L	ab Unit						
	Select Lab: TDOT Cor	icrete Cylinder	_	Filter Criteria				
	Sample Received	Contract ID	Seal Number	Lab Ref Number	Sample Date	Destination Receive Date	Lab Control	Sam
			12345		10/22/14		CNjjvp679	jjvp67
			3,3A		10/15/14	10/15/14	CNjjvp522	jjvp52
		111DIL			02/18/10		CNjj01563	jj0156
		111DIL			01/18/11		CNjj01563	jj0156
		111DIL			03/25/11		CNjj01563	jj0156
		111DIL			04/01/11		CNjj01563	jj0156
		111DIL			03/29/11		CNjj01563	jj0156
		111DIL	ref		10/22/10		CNjj04098	jj0409
		111DIL			12/11/10		CNjj01563	jj0156
		111DIL			04/07/11		CNjj01563	jj0156
		111DIL	ref		11/01/10		CNjj03193	jj0319

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:

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TS Enter T	est Results											
- Test Que C All My	ue Criteria Lab Units 📀	elect a Lab U	nn TDOT	Concrete C	Sylinder/Co	re Lab	teria Date (mm/dd/yy)	Equals	• 04/27/16		Apply	Reset
Test Complete	Sample I	Lab Ref Number	Control Numbe	Seal Number	Due Date	Test Description	Material Code	Producer Supplie	Lab Contract ID Contro	es ml	Test Started	Tester Test S
	jj0156316520 (5214	16P6409	1 A,B	CNP050	05/25/16	T22-CYL - Compressive St	m 604.01.001A	39500004 - IMI - Le	CNjj01:	1		10 – Te
	jj015631656110557	16P6482	130 A B	CNN165	05/25/16	T22-CYL - Compressive Str	n 604.01.001A	35600003 - Garrott	CNjj01	1		10 - Te
	jj015631656 11002	16P6506	19 A,E	CNP256	05/25/16	T22-CYL - Compressive Str	n 604.01.001A	35600003 - Garrott	CNjj01	1		10 - Te
	jj015631659 60722	16P6548	32A,B	CNN307	05/25/16	T22-CYL - Compressive Str	n 604.01.001A	20600004 - Clevela	CNjj01	1		10 - Te
	jj015631659 61113	16P6560	44A,B	CNP105	05/25/16	T22-CYL - Compressive Str	n 604.01.001A	23300022 - Lambco	CNjj01	1		10 - Te
	jj01563165C153710	16P6647	190	CNM010	05/25/16	T22-CYL - Compressive St	n 604.01.001A	11500011 - Newpo	CNjj01	1		10 - Te
	jj01563165C114555	16P6650	48	CNP326	05/25/16	T22-CYL - Compressive St	n 604.01.001A	11500011 - Newpo	CNjj01	1		10 - Te
	jj01563165C15 331	16P6680	254	CNK821	05/25/16	T22-CYL - Compressive St	n 604.01.001A		CNjj01:	1		10 - Te
	jj01563165C150-46	16P6683	255	CNK821	05/25/16	T22-CYL - Compressive St	n 604.01.001A	18200008 - Summe	CNjj01	1		10 - Te
	jj01563165C14591	16P6689	298	CNL041	05/25/16	T22-CYL - Compressive St	n 604.01.001A	17800008 - Blalock	CNjj01:	1		10 - Te
	jj01563165C153237	1079704	191	CNM010	05/25/16	T22-CYL - Compressive St	n 604.01.001A	11500011 - Newpo	CNjj01	1		10 - Te
	jj01563165C152736	16P6746	60	CNN201	05/25/16	T22-CYL - Compressive St	n 604.01.001A	17300002 - Harriso	CNjj01!	1		10 - Te
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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.