## **Find Samples Window**

Navigation: MAIN PANEL > MATERIALS MANAGEMENT > SAMPLING AND TESTING > FIND SAMPLE

| P | SiteManager Panel     |   | <b>×</b>                |
|---|-----------------------|---|-------------------------|
|   | Main Papel            | Materials Management(+)                                       | Sampling and Testing(+) |
|   | Sample<br>Information | Sampling & Standard<br>Testing Sample Remarks<br>Requirements |                         |

Use the Find Sample Parameters window to search for sample records based on specific criteria. One or more selections can be made to narrow down the number of records shown.

| Find Sample Parameters  |   | × |  |  |  |  |
|---|---|---|--|--|--|--|
| Find Parameters for the Find Sample Window<br>(Samples must meet all criteria specified below.) |   |   |  |  |  |  |
| Geographic Area:  |   |   |  |  |  |  |
| Producer/Supplier Code: 47900057 Sample Date: 00/00/0000 till Contract ID: Project:             | Search<br>Filter Search<br>Show Details     | 1 |  |  |  |  |
| Line Item:  | Filter<br>Find<br>Sort<br>Show Filter/ Sort |   |  |  |  |  |
|   | µ   |   |  |  |  |  |

## Procedure

Use this window to search for samples based upon one or multiple criteria in SiteManager.

Step-by-Step Instruction

To retrieve a list of sample records based upon criteria:

1. In the Find Sample Parameters window, select the check boxes for the desired criteria.

2. If necessary, select from the associated dropdown or search box.

3. Click the OK button. The system displays the Find Samples window

with a list of sample records that meet the desired criteria. To view a sample record from the Find Samples window:

| <b>P</b> X |   | 2         | ) SiteMan              | ager               |                                     |          |
|------------|---|-----------|------------------------|--------------------|-------------------------------------|----------|
| ☆ ₩        |   | 3         | Process St<br>View Sam | atus<br>ple Ctrl+S | hift+W                              |          |
|            |   | Samp      | ole ID                 | Material Code      | Material Name                       | Produce  |
| 01563      |   | jj0105415 | 6M133212               | 904.03.021         | Tennessee Trackless Tack 2          | 47900057 |
| Log Out    |   | jj0105415 | 77160244               | 904.03.014         | Emulsion (Cationic Slow-Set CSS-1h) | 47900057 |
| Log Out    |   | jj0105415 | 77160745               | 904.03.021         | Tennessee Trackless Tack 2          | 47900057 |
| ate ×      |   | jj0105415 | 7L084049               | 904.03.021         | Tennessee Trackless Tack 2          | 47900057 |
| ^          |   | jj0105415 | 7L084504               | 904.03.014         | Emulsion (Cationic Slow-Set CSS-1h) | 47900057 |
|            | 1 | jj0105415 | 85083734               | 904.03.021         | Tennessee Trackless Tack 2          | 47900057 |
|            |   | jj0105415 | 85090911               | 904.03.014         | Emulsion (Cationic Slow-Set CSS-1h) | 47900057 |

- 1. Select the row for the desired sample record.
- 2. Select the Services menu,
- 3. select the View Sample choice.
- 4. The system displays the desired record in the Maintain Sample Information window.

## To view test results:

| -000 | File     | Edit     | Serv | ices Window Help     |              |                         |
|------|----------|----------|------|----------------------|--------------|-------------------------|
| Σ3   |          | <b>1</b> |      | Remarks              | Ctrl+Alt+R   |                         |
| 0    | <b>P</b> | Mainta   |      | Process Status       |              |                         |
|      |          | Basic !  |      | Authorize            | Ctrl+Shift+Z | Contract Other 1 Te     |
|      |          |          |      | Unauthorize          | Ctrl+Shift+U |                         |
|      | Sa       | mple     |      | Revise               | Ctrl+Shift+I |                         |
| up   |          | Te:      |      | Void Sample          | Ctrl+Alt+V   | Test Description        |
| - 2  | Τ4       | 9        |      | Lab Report           | Ctrl+Shift+L | of Bituminous Materials |
|      | T5       | 9        |      | Testers              | Ctrl+Shift+T | Asphalts                |
|      |          | 3        | 0    | Enter/View Test Data | Ctrl+Shir+V  |                         |
|      |          |          |      | Related Comple Tests | Cur+Shift+D  |                         |
|      |          |          |      | Copy Sample          | Ctrl+Shift+C |                         |
|      |          |          |      | Disposition Remarks  | Ctrl+Shift+O |                         |
|      |          |          |      | Assign Tests         | Ctrl+Alt+T   |                         |

- 1. Navigate to the Tests tab.
- 2. Select the test method you want to see.
- 3. From the Services menu select Enter/View Test Data

A new window will open. You can use the print button on the test template to get a printout of the test if needed

| Material Test Template Usage  |         |
|---|---------|
| Sample ID : jj010541585083734 Test Method : T49 Test Numb                     | er: 1   |
| Material Code : 904.03.021  |         |
| Effective Date:   |         |
| Penetration of Bituminous Ma  | terials |
| Equipment   |         |
| Test 1         0.0         0.1 mm           Test 2         0.0         0.1 mm |         |
| Iest 3     0.0     0.1 mm       Average Penetration     0.1 mm                |         |
| Remarks   |         |
| Version 1.3 (01-07-15)  |         |
|   |         |