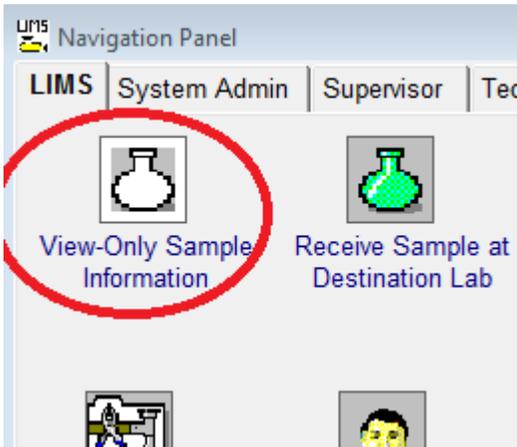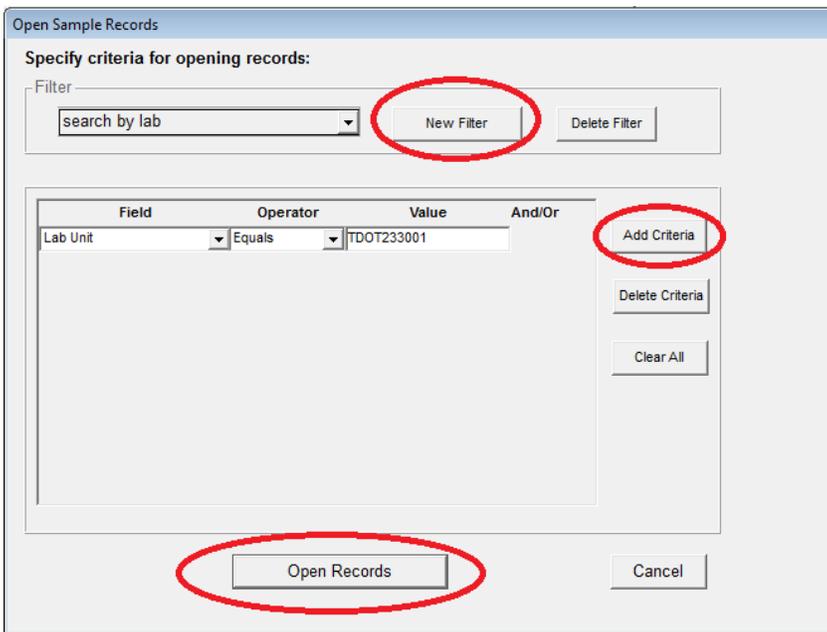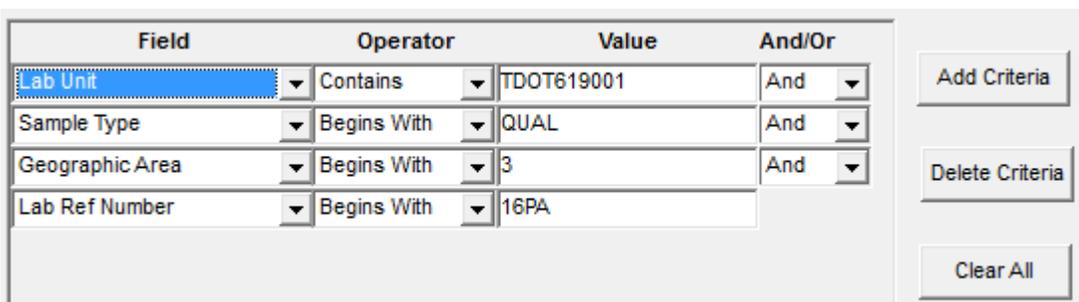# Using the "View Only Sample Information" Window

To view specific sample records by various criteria, you can use the "View Only Sample Information" window.

When you open this window you will be prompted to select an existing filter by clicking the down arrow in the filter section or create a new filter.

You can add multiple lines of criteria to limit the records displayed to be filtered to show only ones you are interested in.

Once your criteria are set up, click the open records button.

Below are lab unit numbers if you need them for a query:

TDOT619001	TDOT Aggregate Lab
TDOT619002	TDOT Asphalt - Emulsion Lab
TDOT619003	TDOT Asphalt - Liquid Lab
TDOT619004	TDOT Asphalt - Mix Design Lab
TDOT619005	TDOT Cement Lab
TDOT619006	TDOT Chemical Lab
TDOT619007	TDOT Concrete Cylinder/Core Lab
TDOT619008	TDOT Physical Lab
TDOT619010	TDOT Research and New Products Lab
TDOT619011	TDOT Soils Lab

Lab ID	
TDOT190001	TDOT Region 1 - Johnson City
TDOT147001	TDOT Region 1 - Main Lab
TDOT271001	TDOT Region 2 - Cookeville
TDOT233001	TDOT Region 2 - Main Lab
TDOT216001	TDOT Region 2 - Tullahoma
TDOT455001	TDOT Region 4 - Bethel Springs
TDOT457001	TDOT Region 4 - Main Lab

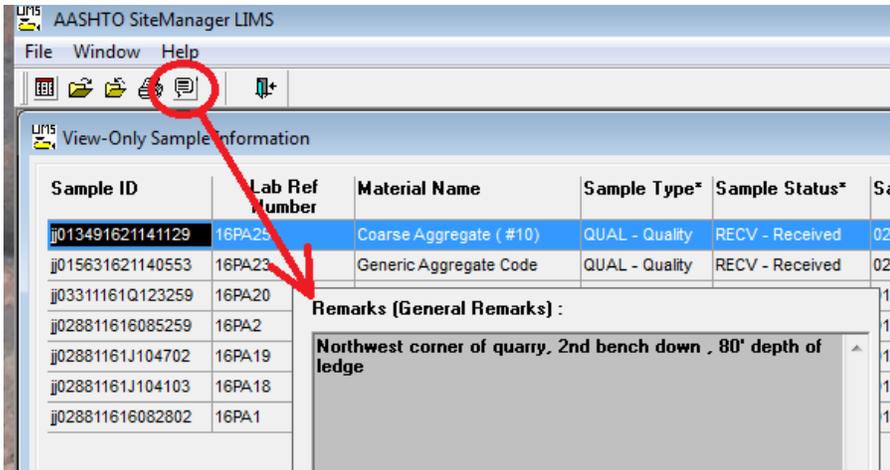|	
TDOT409001	TDOT Region 4 - McKenzie
TDOT479001	TDOT Region 4 - Memphis

Once you open your query, you can re-organize the top portion of the window to show the data you want. You can sort or move columns by clicking a column header to select the column. Then click and hold the mouse button and move the column to where you want it. When you release the mouse button the column will relocate to that location:

You can also resize columns to make more fit on the screen at once. Just place your curser on the right border of the column you want to re-size and you will see a 2 headed arrow. Then hold the mouse button down and move left or right to resize.
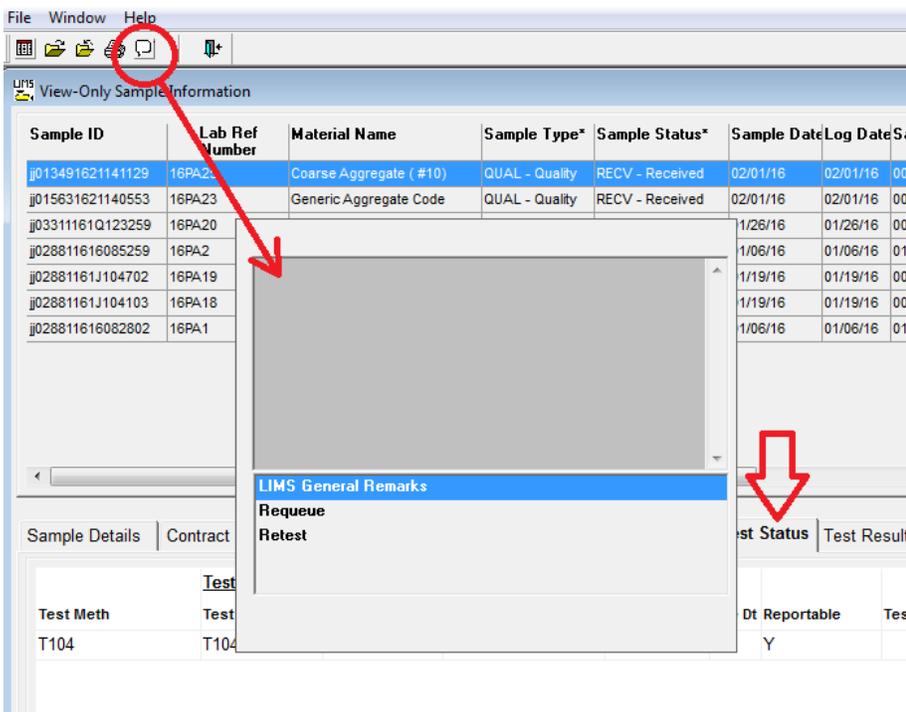
If the "Sample Details" tab is selected (shown below) you can open any remarks were added to the SiteManager sample record, in this window:

The bottom section of the window has tabs that contain all the info about the sample and test results:

If you are on the "Test Status" tab in the bottom section, you can view any remarks that were added to test records in LIMS:

From our Procedure Document:

Usage: TDOT makes the View-Only Sample Information window available to all LIMS users. Each user can create and save their designed filters for ease in researching information. All sample and testing information, including remarks, can be accessed on any sample.

To save a filter and locate sample records:

1. On the Navigation Panel window, double-click the **View-Only Sample Information** icon. The system displays the Open Sample Records window.

2. In the **Filter** area, click the **New Filter** button. The system displays a Save New Filter As window.

3. In the **Save New Filter As** field, type the desired name.

4. Click **OK**.

5. Click the **Add Criteria** button. The system displays a blank row.

6. In the **Field** dropdown list, select the desired choice.

7. In the **Operator** dropdown list, select the desired choice.

8. In the **Value** field, type the desired text.

9. Click the **Open Records** button.