



QUICK REFERENCE GUIDE:

Receiving at Lab (only for Regional or Consultant Labs)

Background:

Samples that go to Regional or Consultant Labs must be receive. Samples sent to other labs will be automatically received. In order to receive a sample at your lab you must be assigned as a Lab Tester for that Lab and have the appropriate Testing Qualifications.

The Sample Status must be in **Received at Lab Unit** or **In Testing** in order to enter test results into the Agency Views.

Roles:

Materials Lab Supervisor, Material Lab Technician, Material Rover, Material Lab Admin

Navigation:

Material Worksheets > Receive Sample at Lab Unit >

1. On the Receive Sample at Lab Unit worksheet, press enter in the **Receive at Lab Unit** and select the Lab you want to receive the sample in.
2. The Samples lists are all samples waiting to be received in any regional lab or consultant lab. Use the **Filter By Lab Unit** fields to filter the samples that have been sent to your lab specifically. You can also use the Search field and search by Sample ID, Material Code, Material Name, Regional Lab Number or Field Number.

3. When you see the sample records you want to receive, click in the checkbox on the left side of each sample record's row.
4. Click the **Mark As Received** button in the upper right corner.

Next Steps:

Sample Records – Entering Test Results

Sample Records – Modifying a Sample Record

See example:

The screenshot shows the 'Receive Sample at Lab Unit' worksheet in the AASHTOWare software. The interface includes a search bar, a 'Filter By Lab Unit' dropdown menu, and a table of sample records. A red box highlights the 'Receive at Lab Unit' dropdown menu, and a red arrow points to the 'Mark As Received' button in the top right corner.

Sample ID	Field Number	Reg Lab Num	Material Code	Material Name	Sample Date	Link To	Sample Remark
SampleID20230113020767-1	SC-G-1		703-2-03-BC	Aggregate for Base Course	01/03/2023		

If you need further assistance please contact your Module Admin
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