

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

LIMS Maintain Test Queue Window

Navigation

LIMS \ Maintain Test Queue

Maintain Test Queue Window Description

The LIMS Maintain Test Queue area provides the supervisors with an overall view of the samples and their current test statuses in LIMS. This helps the supervisors in maintaining and planning the test queues. It also allows the supervisors to add or cancel tests for samples.

The Maintain Test Queue window allows the supervisors to view the current statuses of the tests that are being tracked currently in LIMS. When a user opens the Maintain Test Queue window, all samples and tests are listed as shown in the following Layout section.

The code table LMSMNTQ has all the sample statuses that should be used to build the list displayed for this window. Only those samples that have one of the statuses listed in the code table will be qualified. The system will filter all other sample statuses. Contract level security will limit a user's access to the sample records based on the contract authority and sample-to-contract associations. If a sample has no contracts associated, it will be available to any user who meets the other security conditions.

If the user belongs to multiple labs, they can use the ALL MY LAB UNITS radio button option under Test Queue Criteria to display tests for all their labs. Users can also restrict the list by using the Filter Criteria option.

Supervisors can add priority, due date and testers to the existing tests. Modifications to the lab unit and Charge Amounts can be done in the lower panel.

Testers can add remarks by clicking on the Remarks icon.

Procedure

To add, cancel a test, or add additional test runs, use the Maintain Test window. Any changes must be documented in remarks.

A test can be assigned a due date, tester and priority if appropriate.

A lab change can be made if the destination lab was entered incorrectly.

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Field Table

Field Name	KYTC Population Policy & Procedure
Select Lab	Select to display available tests in queue for a particular lab unit to which you belong.
Sample ID	Identifies the sample.
Contract ID	List of all contracts assigned to the sample.
Lab Control Number	An umbrella number used to link samples. May use during sample review to process multiple samples at once.
Lab Reference Number	Simplified sample identifier used in the labs.
Seal Number	Seal number on the batch of the material tested.
Test Description	Description of the test method.
Test Number	Indicates run of the test on the sample.
Receive Date	Date when the sample was received in the lab unit.
Priority	Assign priority to the test. Defaults to Medium. Optional.
Due Date	Assign date by which the tester should complete the test. Optional
Tester*	Tester assigned by the supervisor to perform or oversee the test. List is filtered by qualified testers. Optional.
Material Name	Name of the material code for the sample ID.
Test Status*	Current status of the test.
Product Name	Brand name of the material in the sample.
Sample Type*	Indicates type of sample.
Toolbar ~ Remarks	Enter/View remarks associated with the selected test. All remarks should be in capital letters followed by User ID and date.
Toolbar ~ Cancel Test	Cancel the selected test if it was improperly assigned to a sample. All remarks should be in capital letters followed by User ID and date.

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Field Name	KYTC Population Policy & Procedure
Toolbar ~ Add Test	Add a new test or additional test runs to the selected sample. Must record reason in remarks. All remarks should be in capital letters followed by User ID and date.
Lab ID	Change labs for tests only if a destination lab was improperly assigned to the sample.

ADDING TESTS TO SAMPLES

Adding Tests to Samples Description

Supervisors have the ability to add additional tests to the samples once the samples appear in the Maintain Test Queue window. Tests can be added by selecting a test and clicking on the Add icon. This will bring up the Add Tests window as shown in the following section. The list under Additional tests available for assignment lists all the tests that are available for the material and lab unit. The list under Tests already assigned to the sample will list all the tests that are currently assigned to the sample. Users can select tests and click on the ADD button to add the tests to the sample.

The Add Tests window will allow the users to add additional runs to tests that are already assigned to the sample. Users can select an assigned test and click on the ADD TEST RUNS button. This will bring up the Select Additional Runs window. Users can choose a value from 1 to 5 from the drop down list and click OK. This will add additional sample test numbers to the sample test.

When the user clicks on the OK button after adding new tests to a sample, the system will open the Remarks window so that the user can add remarks. The remarks will be added to the last test that was added to the sample. The system will use the LMSRMRKS code table to store the remarks. The remarks functionality is implemented as it is in SiteManager.

Procedure

If a test is needs to be added or additional test runs assigned, use the Add Test button. Document adding tests or additional tests in remarks.

Field Table

Field Name	KYTC Population Policy & Procedure
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Field Name	KYTC Population Policy & Procedure
Test Description	Description of the sample test
Lab Unit	The name of the lab unit where the test will be performed
Test Method	The test method available for selection
Test Number	The sample test number for the test
Select Additional Runs	The number of additional runs to be added to a sample test

CANCELLING TESTS

Canceling Tests Description

Supervisors have the ability to cancel tests assigned to a sample once the samples are received at the labs. The tests must be in the status defined in the LIMS Default Test Status system parameter before it can be cancelled. To cancel a test, a user must select the test. Clicking on the Cancel icon will bring up the Remarks window so the users can add remarks for the test being cancelled as shown in the following section. Clicking on the Remarks icon after adding remarks will mark the test as cancelled. Once a test is cancelled it can be assigned back to the sample using the Add test option as additional run(s).

Procedure

Document in remarks if a test is cancelled.