

# **Welcome to Training for Laboratory Information Management System (LIMS)**

**Presented by District 5 M&R-Quality  
Systems**

# What is LIMS?

- The **Laboratory Information Management System** is a data management computer program which is used to report the sampling, testing and business decisions related to the Florida Department of Transportation's Quality Assurance Program.

# Why LIMS?

- LIMS is used to improve the efficiency and accuracy of laboratory test samples by automating the process by interfacing with existing databases to track the progression of samples from receipt through testing to reporting of test data.
- Upload Sheets are used for:
  - Asphalt
  - Aggregate Control

# Reporting

LIMS is used to provide statistical analyses of materials and manufactured products to support quality assurance and independent assurance activities.

<http://materials.dot.state.fl.us/smo/laboratory/lims/reports.htm>

## **Ad Hoc Reporting**

- [Adhoc Reporting User Reference](#)

## **Crystal Reports**

- [Crystal Reports \(File Download\)](#)
- [Entity Relationship Diagram \(ERD\)](#)

## **Contact Information**

[FDOT Directory](#)

[SMO Directory](#)

## **Questions?**

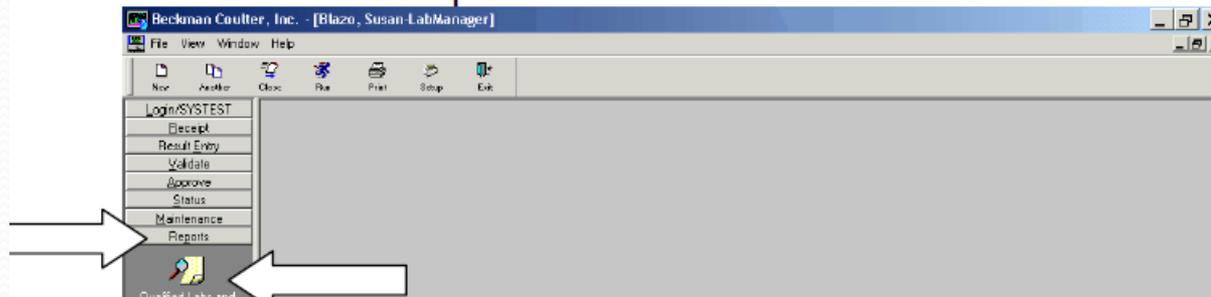
Please review the list of [Frequently Asked Questions](#).

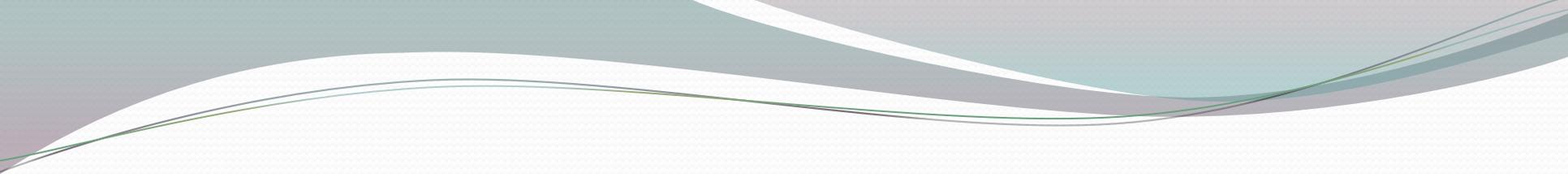
# Reports

Users have the ability to generate Standard Reports embedded in LIMS. These reports have been designed to provide information on data for contract management, program management and measures for how timely the sample data is being processed.

To generate these reports:

1. Click on the Reports tab.





LIMS ensures that:

1. laboratory samples are tested efficiently and accurately;
2. test results will be reported to our customers in a timely manner;
3. test results will be reported to our customers in the most useful format.

# How does LIMS work?

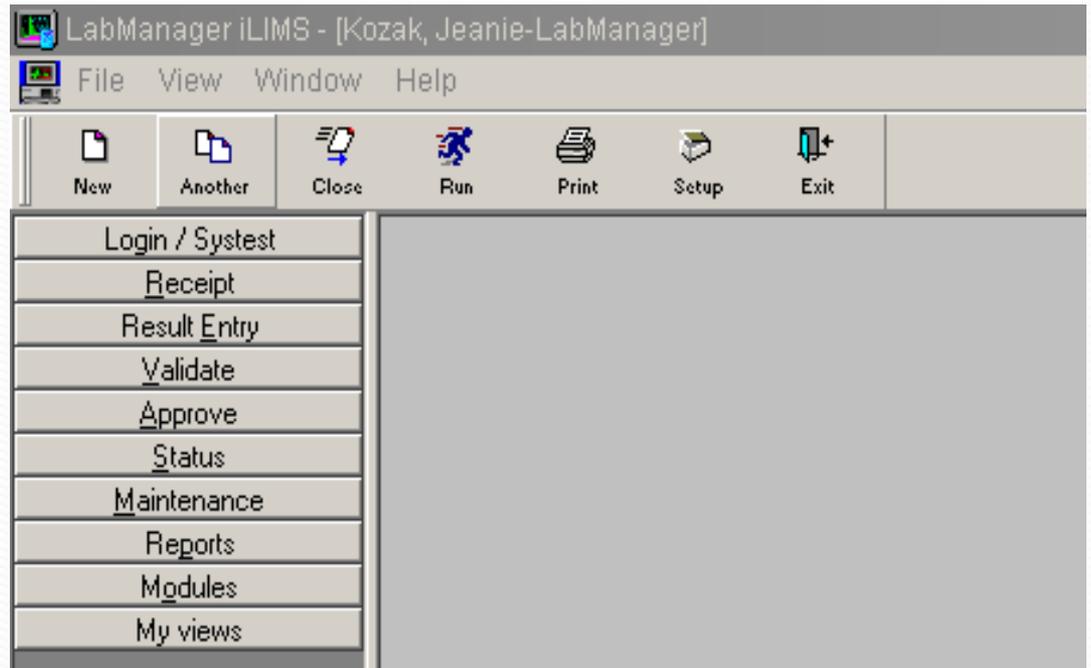
## **LIMS SAMPLE LIFE CYCLE**

- In LIMS, a sample follows a logical path or time line. This is referred to as the LIMS Sample Life Cycle. A sample is in one of the stages of the LIMS Sample Life Cycle at all times. It follows through the stages in a progressive manner.

# The LIMS Sample Life Cycle

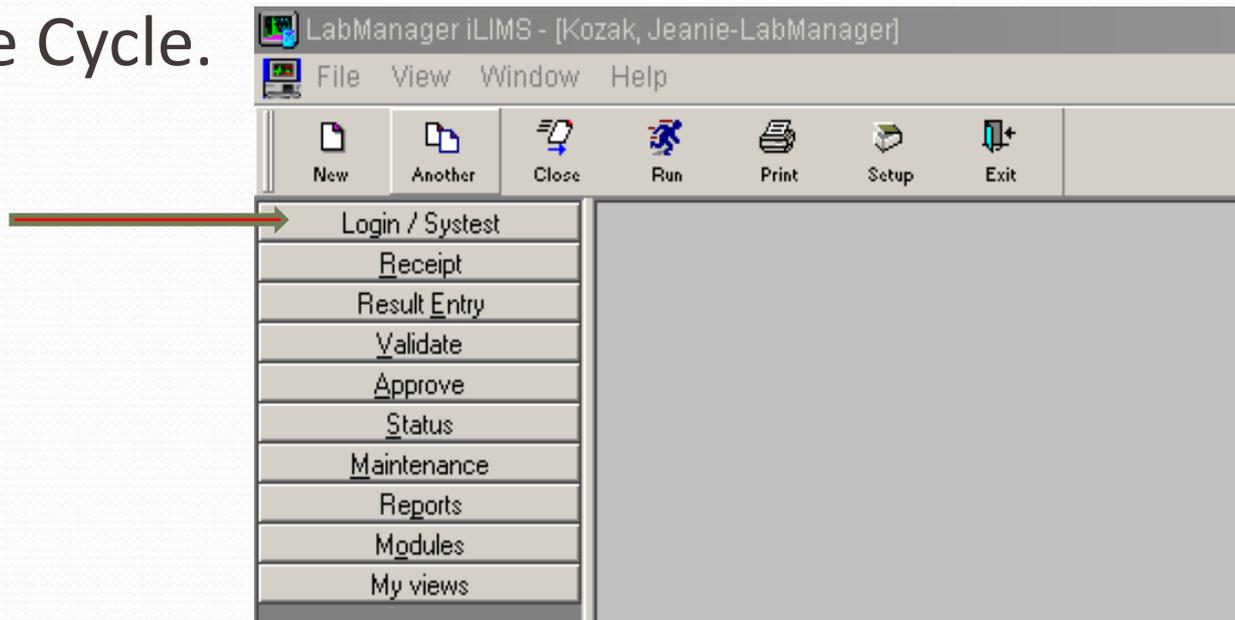
## Stages are:

1. Login
2. Receipt
3. Result Entry
4. Validate
5. Approval & Disposition



# 1. Login

In the Login stage, a user records that a sample has been taken. At this stage, LIMS automatically assigns a LIMS Sample Id Number. This number is used to track a sample through the rest of the LIMS Sample Life Cycle.



# 2. Receipt

After a sample is logged into LIMS, it must be received before it can be tested and results entered into the database. In the Receipt stage, a user records that a sample has been physically received in a laboratory and is ready for testing. Field samples are auto-receipt.



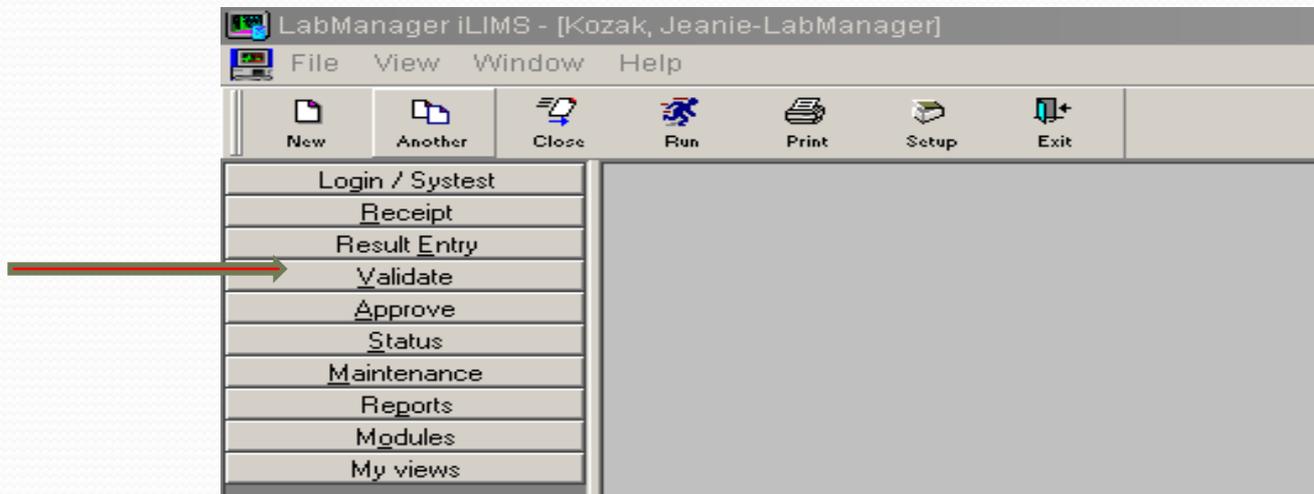
# 3. Result Entry



At the Result Entry stage, as tests are completed the results are entered by test code. Since more than one test can be assigned to a sample, this can occur at once or as each test is complete. In some cases, LIMS compares the test result with a series of limits that have been established for that test and assigns a pass or fail status to those tests according to the primary limits, if no limits are specified the test will pass.

# 4. Validate

The Validation stage is used to review test result entries. It is the last chance a user has to revise any incorrect data before passing the sample to the Approval stage.



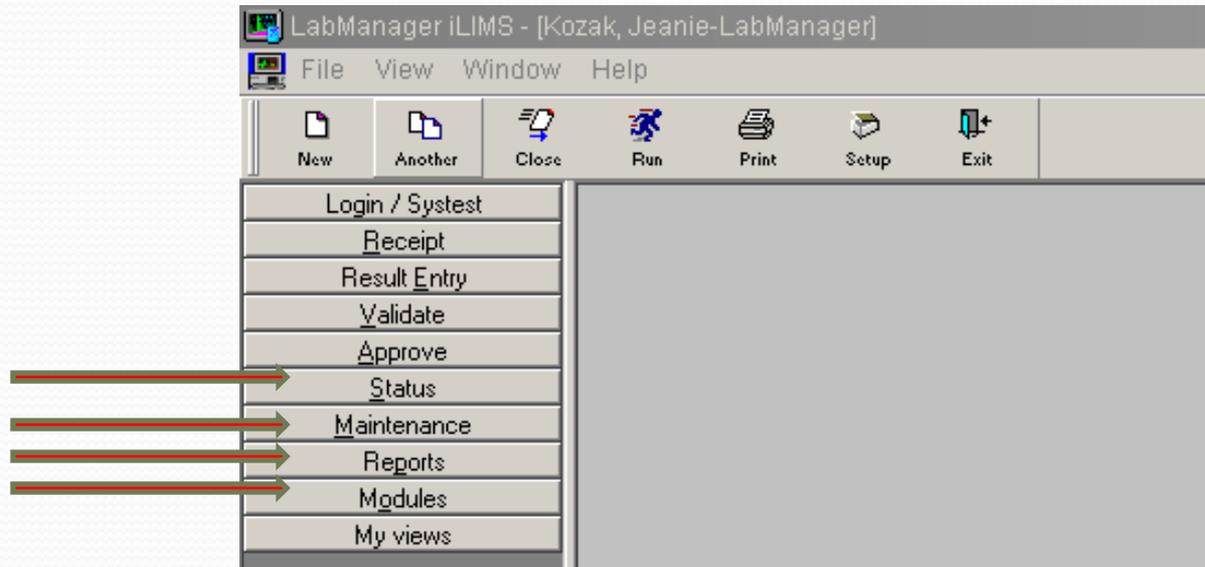
# 5. Approval & Disposition

Approval is the stage where a user makes a comparison to another sample if one is available and records the results of the comparison. The approval process requires Level 3 Security. Disposition is part of the Approval life cycle stage. All samples must be approved. Not all samples get a disposition code.

- NOTE: Login, Receipt, Result Entry and Validation can be performed by a user with LIMS Security Level 2. Approval and Disposition must be performed by a user with Level 3 Security



# Other options on the Navigation bar



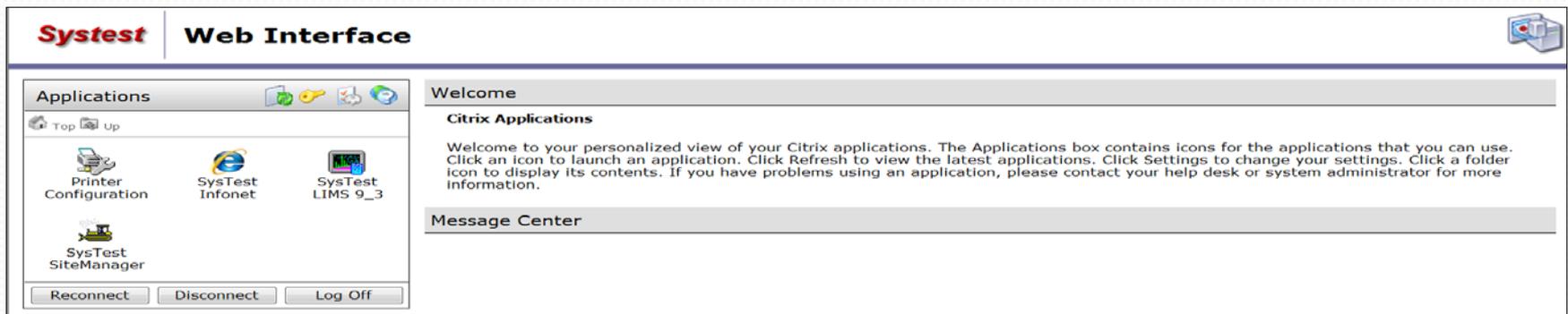
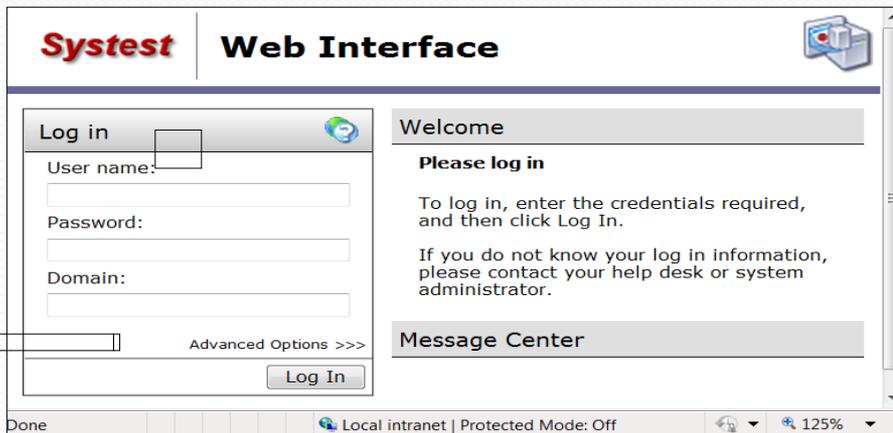
- Status – Lets you see where the sample is in the LIMS life cycle.
- Maintenance – Used by LIMS Coordinators to make corrections to samples in LIMS
- Reports – Lets you access different reports
- Modules – Used to update different databases in LIMS

# Topics we'll cover today...

- Concrete field sample login
  - Adding & killing tests
  - Result entry error messages
  - Validation
  - Approval
- Earthwork sample login
- Sample receipt
- Receipt error messages
- Sample Status
- Sample and test data revisions
- Status Screens
- Reports
- Using Notepad
- Recent changes in LIMS with Microsoft Word Viewer messages

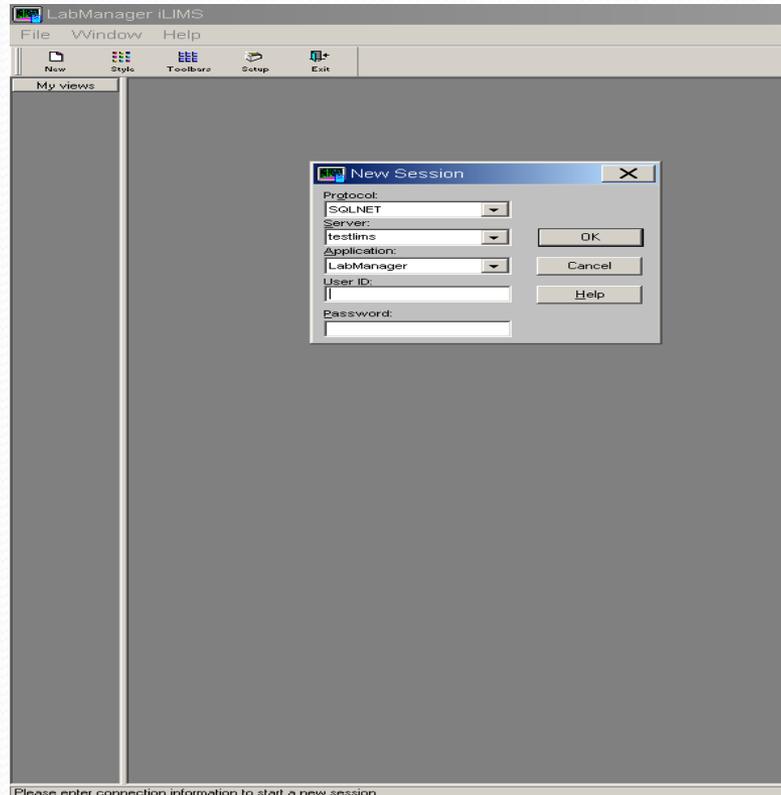
# Logging on to LIMS – 2 Steps

- Click on: Link/Shortcut to Systest Web Interface
- Click on: SysTest LIMS 9\_3
- Enter Your Network User Id, Password, and Domain name, for example, D5 (for District 5) in the domain field.



# Logging into LIMS

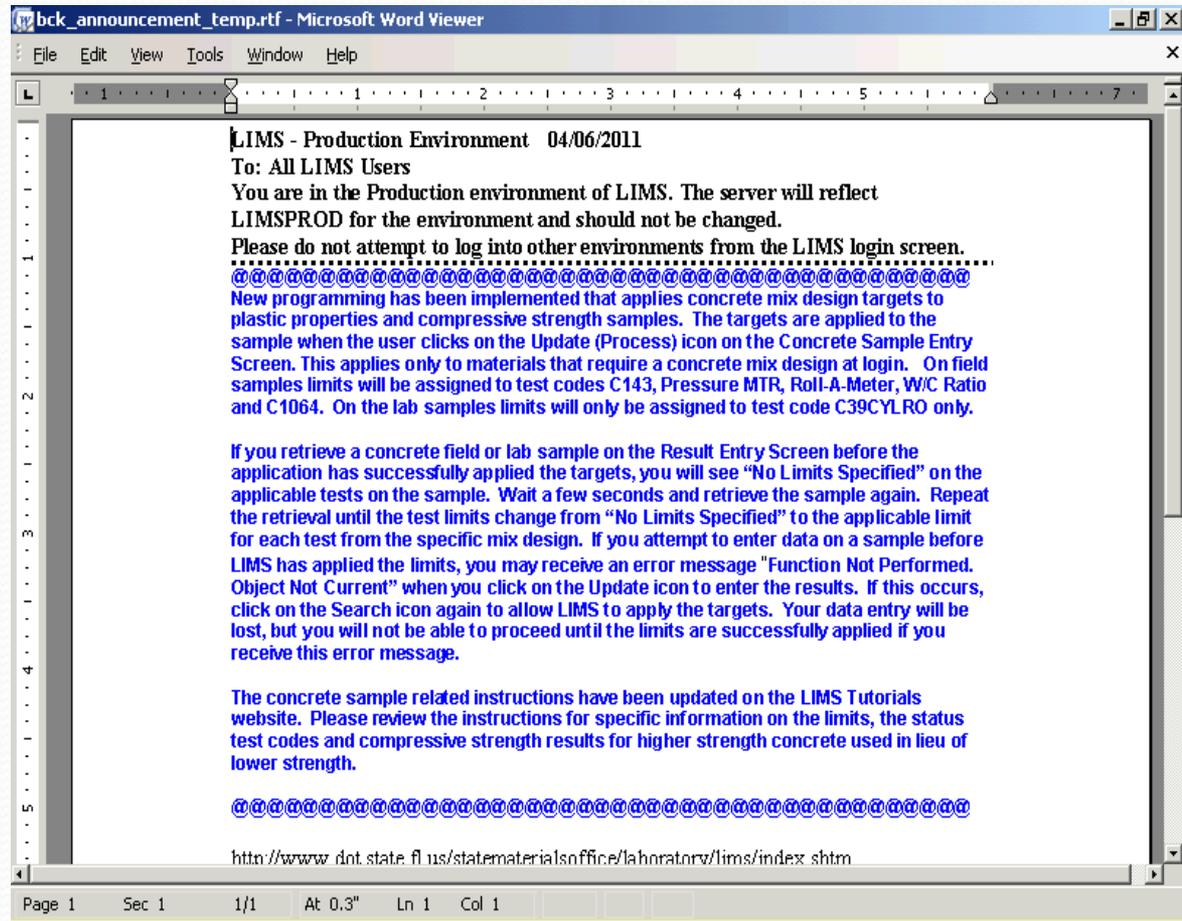
Enter your Network  
User Id and Password



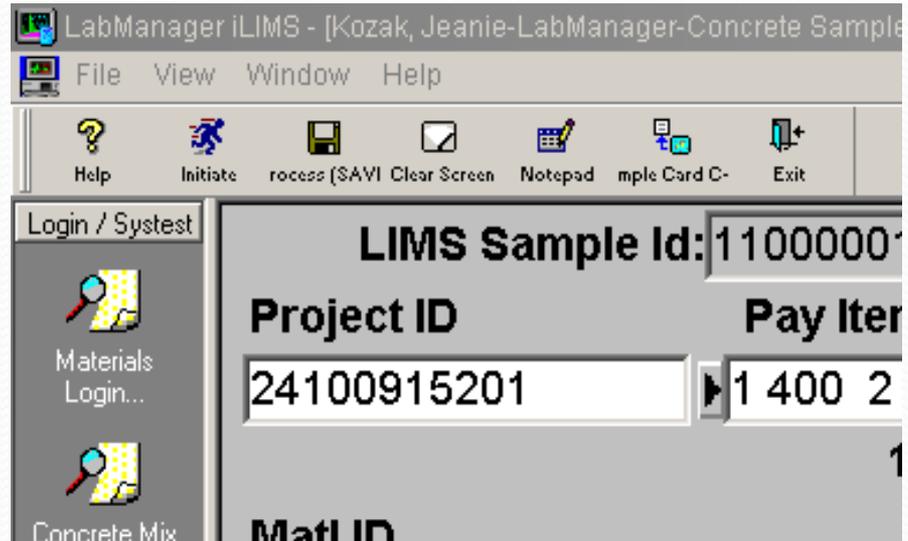
For training and practice, use the Systest Environment. For actual job input, use the Production Environment

# Changes in LIMS – Notification by Microsoft Word Viewer at Login

Read the word pad for important messages and information. To close the window, click on the X at the right corner.



# Logging in a Concrete Field Sample



Under Login/Systest

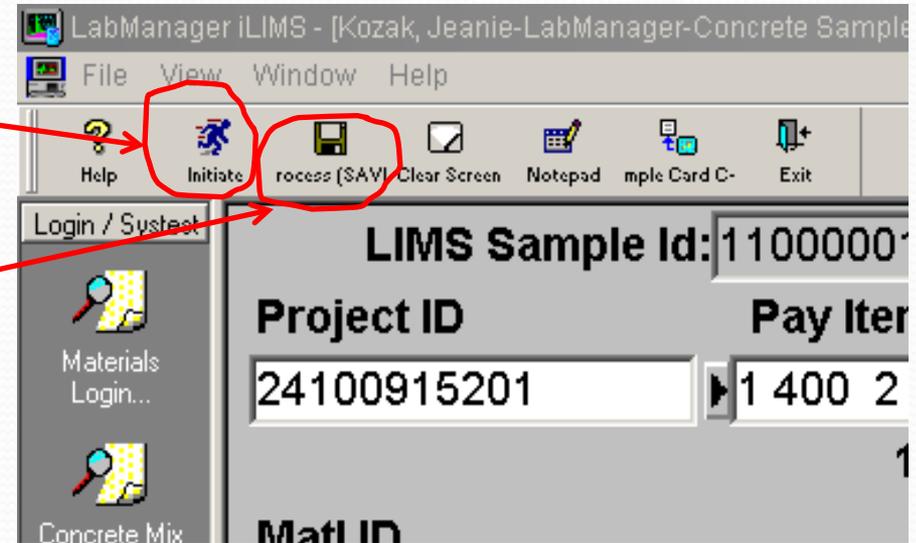
➤ Click on:

- Materials Login
- Concrete Sample Login

➤ Enter the sample data using the drop down boxes whenever possible.

# Logging in a Concrete Field Sample

- Initiate – Check Data
- Process (SAVE)
- Make sure you click on Process (SAVE) to save the sample.



- Record the LIMS ID, so you can find the sample easily.

110000

# Concrete Field Sample Login

LabManager (LIMS) - [Kozak, Jeanie-LabManager-Concrete Sample Login]

File View Window Help

Help Reports (SAY) Clear Screen Notepad Application Control Exit

Logon / System

**LIMS Sample Id:** [ ] **CONCRETE SAMPLE LOGIN**

**Project ID** [24100915201] **Pay Item No** [1 400 2 4] **Mat ID** [160F] **Level** [V] **Year/Authority:** [200207/STD Spec 346] **Resolution Y/N?** [N]

145F /145L /146F /146L /154 /159F /159L /160F /160L

**Mat ID**

**On Spec:** [ ] **Level** [ ] **Auth:** [ ] **Year:** [ ] **Sub Mat ID** [ ] **Sample No:** [CC4A0001V] **Date Sampled** [10/20/2011]

**Sta From:** [100+00] **Sta To:** [105+00] **Samp From:Rdway Side:Offset Dist:** [R] [5] **Offset Dir:** [R] **Mainline:** [Y]

**Reference Line:** [CL] **Plant No:** [70-214] **Quant Rep:** [100.00] **Unit of Measure:** [CY]

**Intended Use:** [ROADSAY] **Sampled By (TIN#):** [K22043357-000] (Axxxxxxx-yyy)

**Matl Description:** [ ]

**Road Number** [SR44] **Design Mix No:** [05-0956] **Lot No:** [1-4] **Destination LabID** [D05001] **Delivery Ticket/Batch No:** [12345]

**Submitted By:** Jeanie Kozak of FDOT **Phone:** 386-740-3489

**Address:** 1650 N. Kepler Rd. DeLand, FL 32725

**Remarks:** CLASS 4

(logcnc)

Receipt  
Result Entry  
Validate  
Approve  
Status  
Maintenance  
Reports  
Modules  
My views

These fields are only used for substituting Materials IDs.

05-1305

# Sample and Test Data Revisions

Incorrect project, pay item, material id, sample level or LIMS specification authority cannot be changed.

In these cases, you must request that the DAC purge the incorrect LIMS sample and re-enter the sample with the correct information.

# Revising Sample Data at Login

Before you process a sample, you will be prompted by LIMS. This prompt gives you a chance to review the sample header data and make changes if anything is missing or incorrect.

# Revising Sample Information before Processing the Sample

The screenshot shows a LIMS login screen with the following fields and values:

- LIMS Sample Id: 0600068042
- Resolution Sample: N
- Cert. (P/F/C):
- Project ID: 10020025201
- Pay Item No: 11001 1
- Matl ID: 020L
- Sample Level: V
- Year/Authority: 200207/STD Spec 160
- Sub Matl ID:
- Matl ID (On Spec): 020L
- Level: V
- Auth: STD Spec 160
- Year: 200207
- Destination LabID: DSM001
- Date Sampled: 12:00 AM 9/28/2006
- Auto Receive?:
- Sampled By (TIN#): 042070264-000 (A:XXXXXXXX-yyy)
- Manfr or Prod:
- Source (Shipped From):
- Sample No:
- Batch No:
- Lot No:
- Sub Lot:
- Sta From:
- Sta To:
- Samp From:
- Rdway Side:
- Offset Distance:
- Offset Direction:
- Mainline:
- Reference Line:
- Road No:
- Quant Rep:
- Plant or PIT No:
- QPL Number:
- Unit of Measure:
- Intended Use:
- Design Mix No:
- Matl Description: Stab Subgrade & Shoulders
- Submitted By: of Phone:
- Address:
- Remarks: (single)

The status bar at the bottom of the window displays the message: "1 Sample(s) Initiated - Waiting for Processing".

When you see this message, check the sample header information on the login screen before clicking on the Save icon.

# Revising Sample Information after Processing the Sample

Once you click on the Process Icon, you will have one more opportunity to change the information, if you aren't sure everything is correct:

1. Click No.
2. Change the data
3. Click on the Process Icon again.

The screenshot shows the Beckman Coulter LIMS software interface. The main window is titled "Beckman Coulter, Inc. : [Blaza, Susan LabManager Single Routine Sample Login]". The interface includes a menu bar (File, View, Window, Help), a toolbar, and a sidebar with various icons for sample management. The main area contains a form for entering sample information. A "Save" dialog box is overlaid on the form, asking "Are you sure?" with "Yes" and "No" buttons. A white arrow points to the "No" button. The form fields include:

- LIMS Sample ID: 0600088042
- Resolution Sample: N
- Cert. (P/F/C):
- Project ID: 10020025201
- Pay Item No: 1.1001.1
- Mat ID: 020L
- Sample Level: V
- Year/Authority: 200207/STD Spec 160
- Sub Mat ID:
- Mat ID (On Spec): 020L
- Level: V
- Auth: STD Spec 160
- Year: 200207
- Destination LabID: DSM001
- Date Sampled: 12:00 AM 9/28/2006
- Auto Receive?:
- Sampled By (TIN#): E42079264-000 (Axxxxxxx-yyyy)
- Manfr or Prod:
- Source (Shipped From):
- Sample No:
- Batch No:
- Lot No:
- Sub Lot:
- Sta From:
- Sta To:
- Samp From:
- Rdway Side:
- Offset Distance:
- Offset Direction:
- Mainline:
- Reference Line:
- Quant Rep:
- Plant or Pit No:
- Unit of Measure:
- Intended Use:
- Design Mix No:
- Mat Description: Slab Subgrac
- Submitted By: of Phone:
- Address:
- Remarks: (single)

# After Process (Save)

Sample will show as logged on bottom left

LabManager LIMS - [Kozak, Jeanie-LabManager-Concrete Sample Login]

File View Window Help

Help Inlets receipt (DAVI) Clear Screen Notepad mpic Card C Exit

Login / System

LIMS Sample Id: 1100000126 CONCRETE SAMPLE LOGIN

Project ID: 24100915201 Pay Item No: 1 400 2 4 Matl ID: 160F Level: V Year/Authority: 200207/STD Spec 346 Resolution Y/N?: N

145F /145L /146F /146L /154 /159F /159L /160F /160L

Matl ID

On Spec: 160F Level: V Auth: STD Spec 346 Year: 200207 Sub Matl ID: CC4A0001V Sample No: 10/20/2011 Date Sampled: 10/20/2011

Sta From: 100+00 Sta To: 105+00 Samp From: Rdway Side: R Offset Dist: 5 Offset Dir: R Mainline: Y

Reference Line: CL Plant No: 70-214 Quant Rep: 100.00 Unit of Measure: CY

Intended Use: ROADSAY Sampled By (TIN#): K22043357-000 (Axxxxxxx-yyy)

Matl Description: Concrete-Structural

Road Number: SR44 Design Mix No: 05-1305 Lot No: 1-4 Destination LabID: D05001 Delivery Ticket/Batch No: 12345

Submitted By: Jeanie Kozak of FDOT Phone: 386-740-3489

Address: 1650 N. Kepler Rd. DeLand, FL 32725

Remarks: CLASS 4

(logcnc)

Receipt  
Result Entry  
Validate  
Approve  
Status  
Maintenance  
Reports  
Materials  
My views

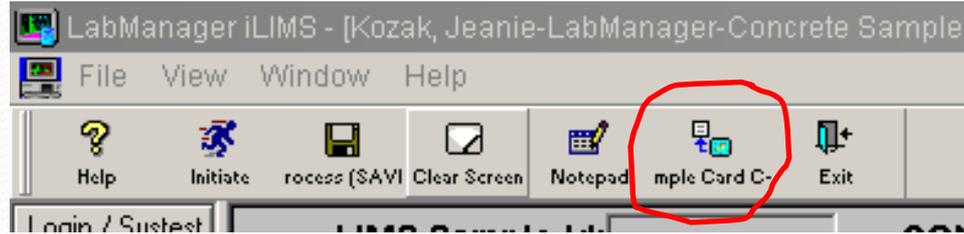
Sample 1100000126 Logged

Group: 2 Server: testflms

# After Process (SAVE) – You can print a C-22 card

Click on:

- Sample Card C-22.
- Click YES
- A Crystal report of the C-22 card will be generated, you can click on the printer icon to print.



1100000126 STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FORM 675-050-04  
MATERIALS - 06/01

PROJECT NO. 24100915201	PAY ITEM NO. 1 400 2 4		
MATERIAL NO. 150F - STD Spec 348	SAMPLE NO. CC4A0001V		
DATE SAMPLED 10/20/11 12:00 am	STA FROM 100+00		
STA TO 105+00	SAMP FROM		
RDWAY SIDE R	OFFSET DISTANCE 5	OFFSET DIRECTION R	MAINLINE Y
REFERENCE LINE CL			
PLANT OR PIT NO. 70-214	QUANTITY REP. 100.00	Unit of Measure: CY	
INTENDED USE OR PART OF STRUCTURE PLACED	ROADWAY		
ROAD NO. SR44	DISTRICT NO. 05	COUNTY 79 Volusia	SECTION 100
CONTRACT T5085		SAMPLED BY K22043357-000	
MATERIAL DESCRIPTION Concrete-Structural			
SOURCE (PLACE FROM WHICH SHIPMENT WAS MADE)			
MANUFACTURER OR PRODUCER:			
LOT NO. 1-4	SUBLOT:	BATCH NO. 12345	DESIGN MIX NO. 05-1305
LIMS SAMPLE ID: 1100000126	LAB NO. D05031	GPL PRODUCT ID	
REMARKS CLASS 4			
SUBMITTED BY Jeanie Kozak	PHONE 386-740-3489		
ADDRESS 1850 N Kepler Rd	DeLand	FL	
STRAND/WIRE SIZE:	GRADE:	HEAT/SERIAL NUMBER:	

# Concrete Mix Information

To find the approved design mixes for a project, click on the following:

- Login
- Concrete Mix Information
- Choose: Mix Use by Project, Mix Use by Mix Number, or Approved Concrete Mixes
- Enter Mix use by Project: “24100915201” then click OK  
When Device Selection Window pops up, click OK
- A report with all the approved mixes and the plants they are approved at pops up.

# Logging in a 2<sup>nd</sup> sample using the same screen

A second sample can be logged in using the same login screen if the sample has most of the same information. This will save the user from having to enter the same data over again. For example: **160F then 160L**

- After saving the first sample and recording the number, keep the current screen and just change the fields that are different.
- Then click Initiate; then Process (SAVE)
- A new LIMS ID will be assigned to that sample.

# Concrete Field Sample

## Result Entry

- Test Entry by Sample - Enter the LIMS Sample Id number in the Sample Id. Wild card may be used here, select sample ID from drop down.
- Search

LabManager iLIMS - [Kozak, Jeanie-LabManager-Test Result Entry By Sample]

File View Window Help

Help Search Update Qualify Test Qualify All Display Calc Single Calc All Calc Add test Kill Test Notepad G CORR Fac mple C-22 C: Exit

Login / Systest  
Receipt  
Result Entry

Test Entry by Sample  
IA Checklist

(SCNTE)

LIMS Sample Id:	11*000126	Logger ID:		Notes?	
Project ID:		Pay Item No:		Matl ID:	
Sample Level:		Spec Authority:		Spec Year:	
Sample No:		Lab ID:		Routed To :	
Sample Date:		Date Received:		Lab Due Date:	

# Concrete Field Sample – Result Entry

LabManager iLIMS - [Kozak, Jeanie-LabManager-Test Result Entry By Sample]

File View Window Help

Help Search Update Qualify Test Qualify All Display Calc Single Calc All Calcs Add test Kill Test Notepad G CORR Fac mple C-22 C: Exit

Login / Systest

Quality Test Qualify All Display Calc Single Calc All Calcs Add test Kill Test Notepad G CORR Fac mple C-22 C: Exit

Login / Systest  
Receipt  
Result Entry  
Test Entry by Sample  
IA Checklist

**(SCNTE)**

LIMS Sample Id: 11\*000126    Logger ID: RT519KJ    Notes?   
 Project ID: 24100915201    Pay Item No: 1 400 2 4    Mat ID: 160F  
 Sample Level: V    Spec Authority: STD Spec 346    Spec Year: 200207  
 Sample No: CC4A0001V    Lab ID: D05001    Routed To :   
 Sample Date: 10/20/2011    Date Received: 09/09/2011    Lab Due Date: 09/10/2011

C143    ASTM C143 Slump of Hydraulic Cement Concrete    Pend  
 Test Category: PHYS

Results Entered By:  On   
 Performed By:  On     Lab/Tech Qual Status:

Component: Slump     inches  
 Limits: 1.50 to 4.50  
 Instr #:   
 Comment:

PRESSURE MTR    ASTM C231 - Air Content Using Pressure Meter    Pend  
 Test Category: PHYS

Results Entered By:  On   
 Performed By:  On     Lab/Tech Qual Status:

Component: Air Content     percent  
 1.0 to 6.0  
 Agg Corr Factor      
 Instr #:   
 Comment:

ROLL-A-METER    ASTM C173 - Air Content Using Volumetric Method    Pend  
 Delete    Test Category: PHYS

Validate  
Approve  
Status  
Maintenance  
Reports  
Modules  
My views

Unknown resource #HREADY

- Enter Results
- Qualify Test or All
- Update (to save)

# Concrete Field Sample – Result Entry

**NOTE: Many samples in LIMS have more than one test assigned to the sample. Data entry for tests does not have to wait until all tests are completed. As technicians complete tests and the results are available, you can enter the data on each test individually.**

**Until all tests results are entered or unneeded tests are killed, the sample will remain in the “Awaiting Testing” stage.**

# Concrete Field Sample – Result Entry

- Adding Test(s) to a Sample
- Killing Test(s) Off a Sample
- Result Entry Error Messages

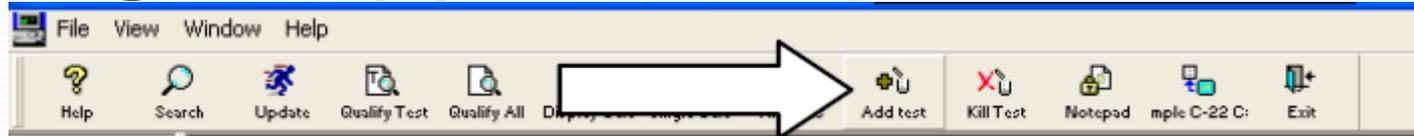
The screenshot displays the LabManager iLIMS interface. The title bar reads "LabManager iLIMS - [Kozak, Jeanie-LabManager-Test Result Entry By Sample]". The menu bar includes "File", "View", "Window", and "Help". The toolbar contains icons for "Help", "Search", "Update", "Qualify Test", "Qualify All", "Display Calc", "Single Calc", "All Calcs", "Add test" (circled in red), "Kill Test" (circled in red), "Notepad", "G CORR Fac mple C-22 C:", and "Exit".

The main window shows a sidebar with navigation options: "Login / Sustain", "Receipt", "Result Entry", "Test Entry by Sample", and "IA Checklist". The main content area is divided into sections for different test types:

- (SCNTE)** Section:
  - LIMS Sample Id: 11'000126
  - Project ID: 24100915201
  - Sample Level: V
  - Sample No: CC4A0001V
  - Sample Date: 10/20/2011
  - Logger ID: RT519KJ
  - Pay Item No: 1 400 2 4
  - Spec Authority: STD Spec 346
  - Lab ID: D05001
  - Date Received: 09/09/2011
  - Notes?:
  - Matt ID: 160F
  - Spec Year: 200207
  - Routed To:
  - Lab Due Date: 09/10/2011
- C143** Section: ASTM C143 Slump of Hydraulic Cement Concrete
  - Test Category: PHYS
  - Results Entered By: [ ] On [ ]
  - Performed By: [ ] On [ ]
  - Component: Slump
  - Limits: 1.50 to 4.50
  - Instr #: [ ]
  - Comment: [ ]
- PRESSURE MTR** Section: ASTM C231 - Air Content Using Pressure Meter
  - Test Category: PHYS
  - Results Entered By: [ ] On [ ]
  - Performed By: [ ] On [ ]
  - Component: Air Content
  - Limits: 1.0 to 6.0
  - Agg Corr Factor: [ ]
  - Instr #: [ ]
  - Comment: [ ]
- ROLL-A-METER** Section: ASTM C173 - Air Content Using Volumetric Method
  - Test Category: PHYS
  - Delete: [ ]

At the bottom left, there is a "Validate" section with buttons for "Validate", "Approve", "Status", "Maintenance", "Reports", "Modules", and "My views". The status bar at the bottom reads "Unknown resource: #FREEDY".

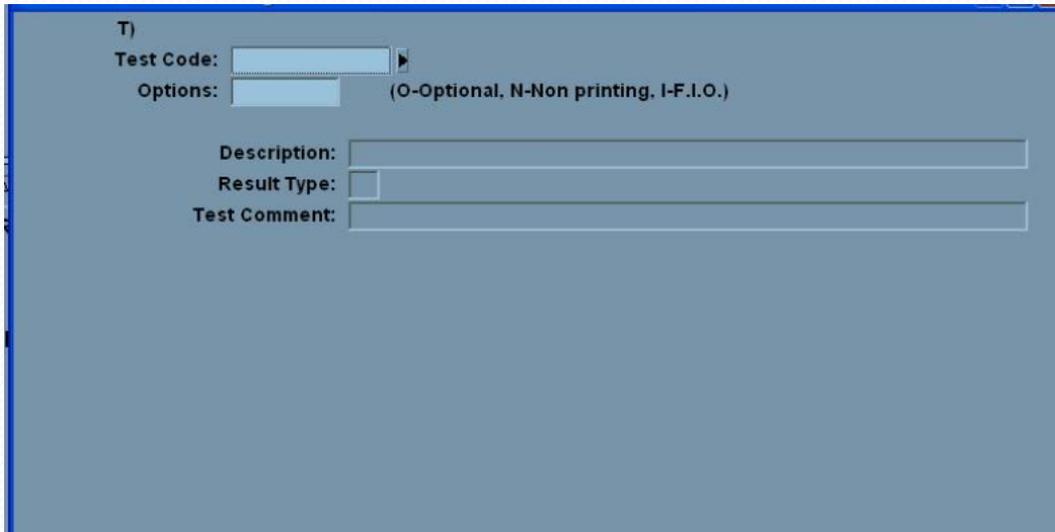
# Adding Test(s) to a Sample



- **The lists of tests associated with a sample come from the Material Id in the LIMS Specifications table. There will be times when a test must be run that is not on the Material Id list. You can add a test to a sample. There is one thing to remember when performing this function. Since the added test comes from the LIMS Test table and not the LIMS Specifications table, it will not have any test limits associated with it.**

# ADDING A TEST

1. On the Result Entry screen: Click on the name of the test below where you want the test added. The test will show a dashed border.
2. Click on the Add Test icon.
  - This pop up window will appear. The drop down list includes all the tests in the LIMS test table, the \* wildcard can be used here.
3. Click on the test you want to add to highlight it.
4. Click OK.



T)  
Test Code:   
Options:  (O-Optional, N-Non printing, I-F.I.O.)  
Description:   
Result Type:   
Test Comment:

# Killing Tests off a Sample

- When a test that is on the LIMS Specification Table for a Material Id does not need to be performed, you will need to kill the test off the sample.
- 1. Click on the name of the test you want to kill. The test will show a dashed border
- 2. Click on the Kill Test icon.

# Killing a test

Beckman Coulter, Inc.

File View Window Help

Help Search Update Display Calc Quality Test Quality All Single Calc Add text Kill Test Select Menu Jolite Marko Notepad Volksteet C-22 Card Exit

Blazo, Susan LabManager-Test Result Entry by Sample

(SCNTE)

Sample Id: 0400000822      Logger ID: RT820WH      Notes? [ ]

Project: 10020025201      Pay Item: 1 1001 1      Material: 123L

Sample Level: Q      Spec Authority: STD Spec 334      Spec Year: 200207

Sample Number: [ ]      Lab Due Date: 2/17/2004      Lab: [ ] SMO01

Sample Date: 2/12/2004      Received: 2/17/2004      Routed To: [ ]

Eval Technician ID: [ ]

ROMATION... Results Only, Reporting Material Tonnage (Plant Report)      Pend

Del Results Entered By: [ ]      On [ ]      Test Category: BITUM      Delete

Performed By: [ ]      On [ ]      Delete

Component: (A) Previous Material Tonnage      [ ]      Tons

Limits: No limits specified

(B) Today's Material Tonnage      [ ]      Tons

(C) Waste      [ ]      Tons

(D) Adjusted Total (B-C)      [ ]      Tons

(E) Total (D+A)      [ ]      Tons

Instr #: [ ]

Comment: [ ]

my views

Test T89 Removed from Sample 0600047092      Group: 2      Server: LMSTEST

If you are certain you have selected the correct test to kill, click on Yes when prompted “Are you sure?” You will see a message at the bottom left corner of the screen that states the test in question has been removed from the sample.

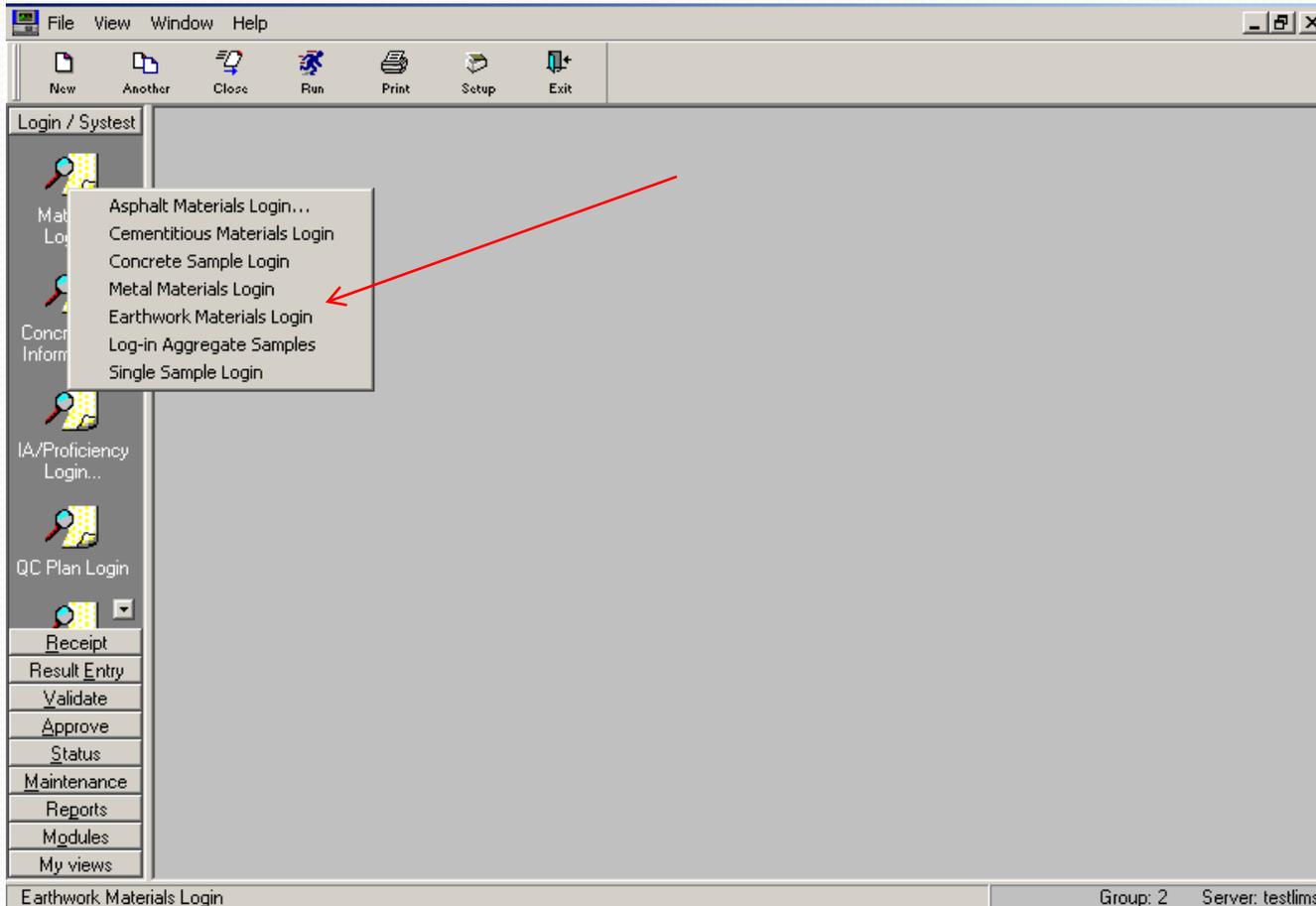
# Concrete Field Sample Approval

- Approve
- Approve One Sample
- Enter LIMS id
- Search
- Approve

The screenshot shows the LabManager iLIMS application window. The title bar reads "LabManager iLIMS - [Kozak, Jeanie-LabManager-Approve One Sample]". The menu bar includes "File", "View", "Window", and "Help". The toolbar contains icons for Help, Search, Approve, Display Tests, ReTest, Notepad, SampleDetail, Spec Detail, Test Detail, Audit Trail, and Exit. A left-hand navigation pane lists several options: "Login / Systest", "Receipt", "Result Entry", "Validate", "Approve", "Approval by Project...", "Approve One Sample", and "Change Sample Information". The main workspace is a form for sample approval. At the top left of the form is the label "(APPR1)". To its right are fields for "Notes?" and "QC Plan". The form contains several input fields: "LIMS Sample Id:" with a dropdown arrow, "Sample Status:", "Project ID:", "Pay Item No:", "Matl ID:", "Sample Level:", "Spec Year:", "Mix", "Authority:", "Sample No:", "Lab Due Date:", "Process Due Date:", "Date Sampled:", and "Sampled By:". Below these is a "Verification Status:" dropdown menu currently set to "AC", followed by a "Verification Comment:" text area. At the bottom of the form is a "Logger Remarks" section with a text area.

# Lab Sample Login - Earthwork

- Materials Login
- Earthwork Materials Login



# Lab Sample Login - Earthwork

LabManager iLIMS - [Agnew, Jeffery-LabManager-Single Routine Sample Login]

File View Window Help

Help Initiate rcces (SAVI) Clear Screen Notepad mpk Card C- Exit

Login / System

### Earthwork Materials Login

004/020/032/054/092/251/330/440

LIMS Sample ID:  Resolution Sample:

Project ID:  Pay Item No:  Matl ID:  Sample Level:

Year/Authority:  Sub Matl ID:

Matl ID (On Spec):  Level:  Auth:  Year:

Destination LabID:  Date Sampled:

Sampled By (TIN#):  (Annnnnnnn-00X) Sample No:

Manfr or Prod:  Source (Shipped From):

Lot No:  - Enter N/A for matl id 004L

Sta From:  Sta To:  Samp From:

Rdway Side:  Offset Distance:  Offset Direction:  Mainline:

Reference Line:  Road No:  Quant Rep:

Plant or Pit No:  Unit of Measure:

Intended Use:

Matl Description:

Submitted By:  of  Phone:

Address:   ,

Remarks:

(elog)

Receipt  
Result Entry  
Validate  
Approve  
Status  
Maintenance  
Reports  
Modules  
My views

Ready Group: 2 Server: testilms

# NOTEPAD

LIMS has fields for recording remarks and comments on many screens. In most cases, these fields are around sixty characters in length. Many times, there will be a need to record more information than the remarks or comments fields will allow. That is when you can use the Notepad feature.

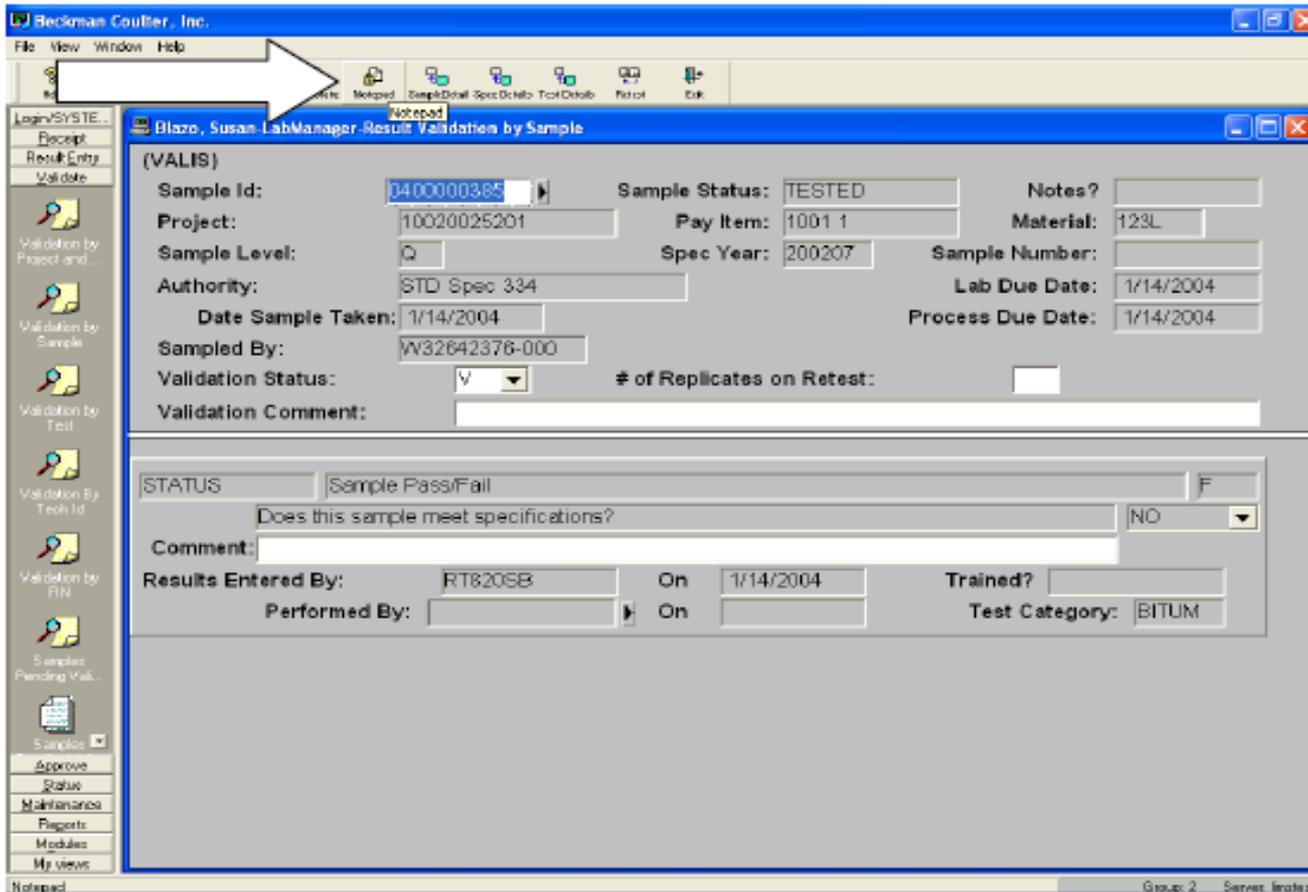
## A. Adding a Note To a Sample with No Note

On any screen with a Notepad icon, you can enter information to a sample which has not yet been approved. Some examples of the information that you might want to include using Notepad are special instructions for the laboratory personnel, which Quality Control lots a Verification sample coincides with, if a sample is distributed on more than one pay item, more than one project or both.

**NOTE:** A note cannot be added to a sample at login until it is initiated. A note cannot be added to a sample after it is approved. At any other time during the sample life cycle, anyone can add a note to a sample in LIMS. There is no spell check for this feature. Any information added to a sample by Notepad cannot be erased or deleted once it is saved.

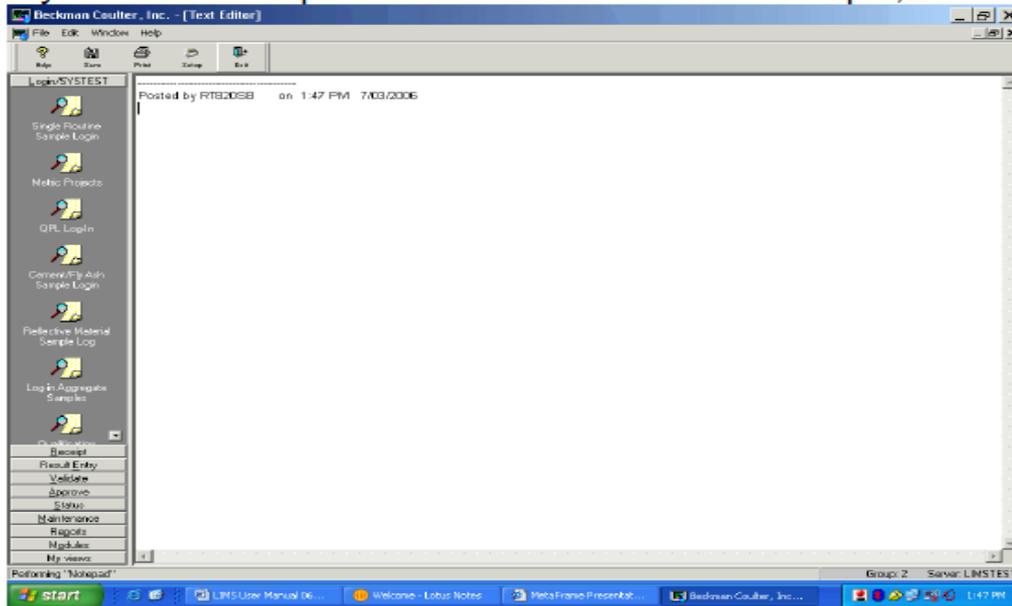
# NOTEPAD

1. Click on the Notepad icon on any screen where it is available.

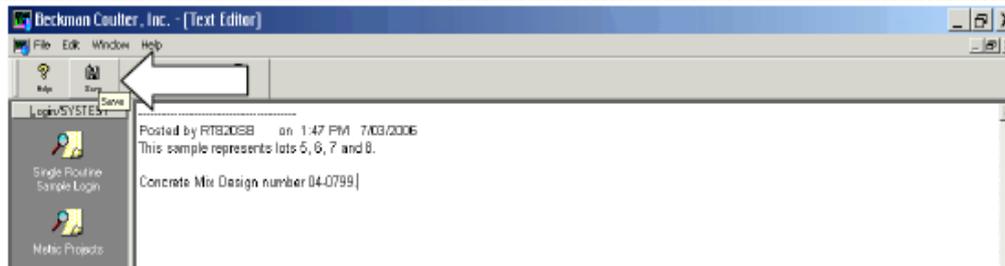


# NOTEPAD

If you are the first person to enter a note on the sample, this screen will appear.



2. Type in the information you want to add. Be professional.
3. Once you are finished typing, click on the save icon to add the note to the sample. Clicking on the Exit icon will close the Notepad without saving it.



# NOTEPAD

The message “Notepad Updated” will appear in the lower left corner of the screen. Once a note is saved to a sample in LIMS, it cannot be deleted. Users can add to the notes, but cannot change or delete any notes.

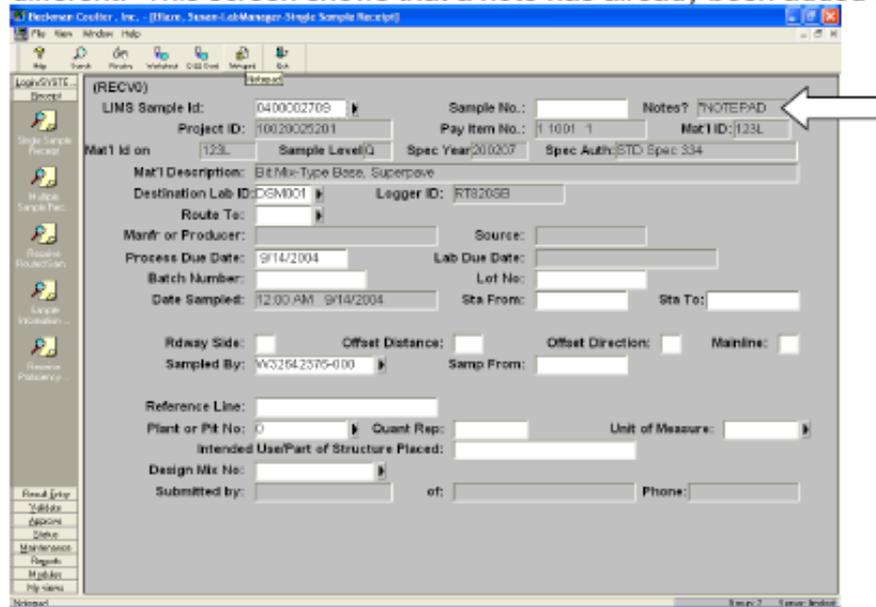
The screenshot displays the LIMS application interface. The window title is "Beckman Coulter, Inc. - [Blazo, Susan-LabManager-Single Routine Sample Login]". The interface includes a menu bar (File, View, Window, Help) and a toolbar with icons for Help, Refresh, Save, Clear Screen, Mailpad, Single Card ID, and Run. A sidebar on the left contains navigation options: Single Routine Sample Login, Note Pad, QPL Login, Cement/Fly Ash Sample Login, Reflective Material Sample Log, Login Aggregate Samples, and a "Notes" section with buttons for Receipt, Result Entry, Validate, Signature, Show, Maintenance, Reports, Modules, and My views. The main form contains the following fields:

- LIMS Sample ID: 0600051950
- Resolution Sample: N
- Cert. (P/F/C):
- Project ID: 10020025201
- Pay Item No: 1 1001 1
- Matl ID: 123L
- Sample Level:
- Year/Authority: 200207/STD Spec 334
- Sub Matl ID:
- Matl ID (On Spec): 123L
- Level: Q
- Auth: STD Spec 334
- Year: 200207
- Destination LabID: DSM001
- Date Sampled: 12:00 AM 7/21/2006
- Auto Receive?:
- Sampled By (TIN#): W32642376-000
- Manfr or Prod:
- Source (Shipped From):
- Sample No:
- Batch No:
- Lot No:
- Sub Lot:
- Sta From:
- Sta To:
- Samp From:
- Rdway Side:
- Offset Distance:
- Offset Direction:
- Mainline:
- Reference Line:
- Road No:
- Quant Rep:
- Plant or Pit No: A0100
- QPL Number:
- Unit of Measure:
- Intended Use:
- Design Mix No:
- Matl Description: Bit Mix-Type Base, Superpave
- Submitted By:
- Address:
- Phone:
- Remarks: (single)

The taskbar at the bottom shows a notification for "Note Pad Updated" with a white arrow pointing to it. The system tray includes the Start button, a clock showing 1:58 PM, and the server name "Server: LIMS TEST".

# NOTEPAD - Adding a Note To a Sample That Already Has a Note

If someone else has already added a note to a sample, the screen will appear slightly different. This screen shows that a note has already been added to the sample.



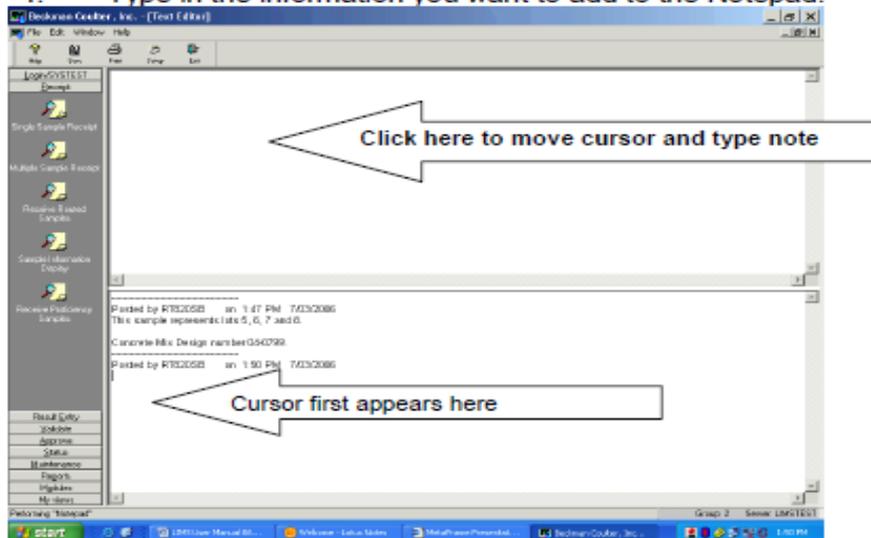
To add more information to a Note that already has information posted:  
1. Click on the Notepad icon.



# NOTEPAD - Adding a Note To a Sample That Already Has a Note

This screen will appear. The top half of the screen is for you to add your note. The bottom half of the screen is for you to read what has already been posted. Notice that the cursor is located in the bottom half of the screen.

2. Read the information on the bottom half of the screen.
3. Click on the top half of the screen to move the cursor out of the bottom.
4. Type in the information you want to add to the Notepad.



5. Once you are finished typing, click on the Save icon to add the note to the sample. Clicking on the Exit icon will close the Notepad without saving it.



# Sample Receipt

- Single Sample Receipt
- Routing a Sample to Another Lab
- Receive Routed Samples

# Single Sample Receipt

LabManager iLIMS - [Agnew, Jeffery-LabManager-Single Sample Receipt]

File View Window Help

Help Search Receive mpc C-22 C Notepad Exit

Login / System

Receipt

Single Sample Receipt

Multiple Sample Rec...

Receive Routed Sam...

Sample Information ...

Receive Proficiency ...

(RECV0)

LIMS Sample Id: 1000000479 Sample No.: E001V Notes?

Project ID: 24100915201 Pay Item No.: 2 120 1 Matl ID: 004L

Sample Level: V Spec Year: 200207 Spec Auth: STD Spec 120

Material Id on Spec: 004L

Matl Description: EMBANKMENT - ROADWAY CONSTRUCTION

Destination Lab ID: D05001 Route To:  Logger ID: RT519JA

Process Due Date: 10/12/2010 Lab Due Date:

Batch Number:  Lot No: N/A

Date Sampled: 12:00 AM 10/12/2010 Sta From: 100+00 Sta To: 105+00

Manfr or Producer:  Source (shipped from): POND A

Rdway Side: R Offset Distance: 10' Offset Direction: R Mainline: Y

Sampled By: A25043976-000 Samp From: 103+00

Sampler Qual Status: TRAINED

Reference Line: CL

Plant or Pit No:  Quant Rep: 500.00 Unit of Measure: LF

Intended Use/Part of Structure Placed: EMBANKMENT

Design Mix No:

Submitted by: J.Agnew of: District 5 FDOT Phone: 386-740-3500

Logger Remarks

Result Entry

Validate

Approve

Status

Maintenance

Reports

Modules

Maintenance

DARK BROWN SAND

# Receipt Error Messages

## 1. Sample not found.

This is the most common error message. This message appears for several reasons. The sample may not be awaiting receipt or the sample may not be logged into your lab. Remember that on this screen, LIMS will only retrieve samples that are ready to be received and that are logged into your lab. The best way to determine the cause of the error message is to look the sample up on the Sample Status by Sample Id Screen.

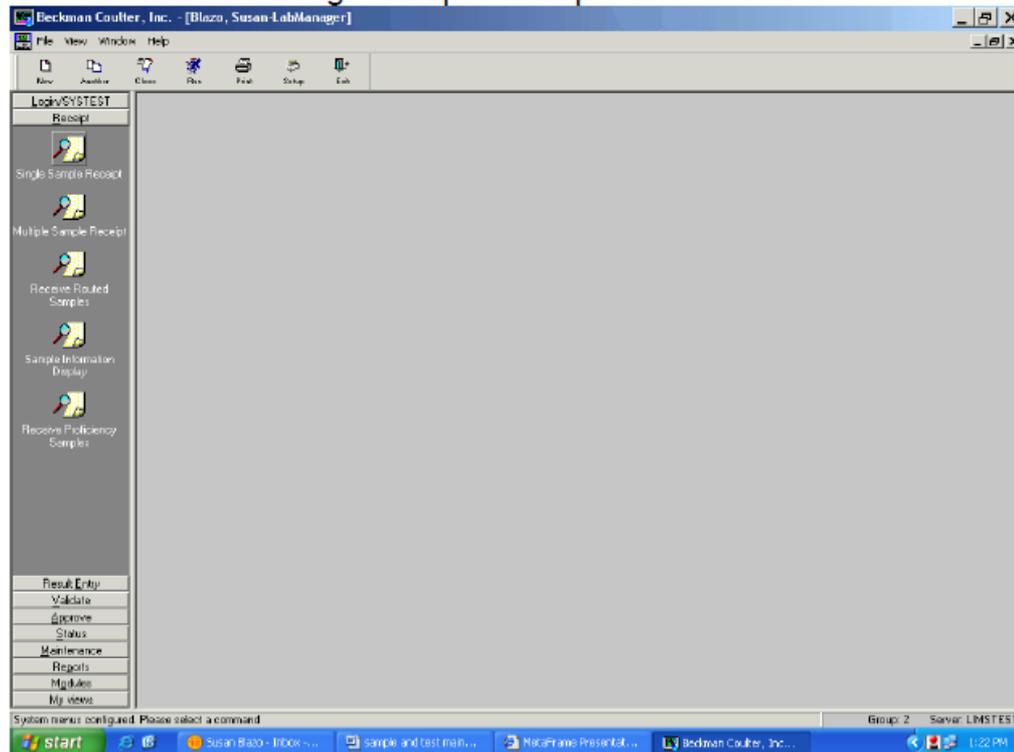
# Revising Sample Data at Receipt

Once the sampling personnel have processed the sample, they will not be able to access the sample to make changes sample information, unless it is a sample with field tests that is logged into their own lab. An example would be a sample logged into LIMS under the Material ID 160F.

- For lab tests, if you are the sampler and you want the sample header data changed, you will need to send a request with the changes to a user in the lab that has access to the sample.

# Revising Sample Data at Receipt

- A. Single Sample Receipt Screen
1. Click on the Receipt tab.
  2. Click on the Single Sample Receipt icon.



# Revising Sample Data after Receipt

After the sample has been received, you can't use the Receive Single Sample screen to update sample data. You can access the sample data from the Change Sample Information screen.

## A. Change Sample Information

1. Click on the Status tab.
2. Click on the Change Sample Information icon.

This screen will appear.

Beckman Coulter, Inc. - [Lion, Status-LabelManager-Change Sample Header]

File View Window Help

Home Search Markers Setup CSD Card Audit Trail Exit

Logon/LOGTEST  
Receipt  
Result Entry  
Validate  
Approve  
Status  
Status by Project ID and  
Sample Status by Label ID  
Change Sample Information  
Status by Project Material  
Status Report Project Material  
Sample Status by District  
Maintenance  
Regain  
Modules  
My View

Sample Id: \_\_\_\_\_ Notes?   
Project: \_\_\_\_\_ Material Number: \_\_\_\_\_ Level: \_\_\_\_\_  
Pay Item: \_\_\_\_\_ Date Sampled: \_\_\_\_\_ Sampled By: \_\_\_\_\_  
Date Due: \_\_\_\_\_ Destination Lab: \_\_\_\_\_ Route To: \_\_\_\_\_  
Sample No.: \_\_\_\_\_ Plant/Pit No.: \_\_\_\_\_ Design Mix Number: \_\_\_\_\_  
Road No.: \_\_\_\_\_ Sta. From: \_\_\_\_\_ Sta. To: \_\_\_\_\_ Samp From: \_\_\_\_\_  
Rdway Side: \_\_\_\_\_ Offset Distance: \_\_\_\_\_ Offset Direction: \_\_\_\_\_  
Reference Line: \_\_\_\_\_ Mainline: \_\_\_\_\_ Resolution Sample:   
Sample Qty: \_\_\_\_\_ LIOM: \_\_\_\_\_ Lot: \_\_\_\_\_ Sublot: \_\_\_\_\_ QPL Number: \_\_\_\_\_  
Manufacturer or Producer (Not Jobber): \_\_\_\_\_  
Submitted By: \_\_\_\_\_ of \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Modification Reason: \_\_\_\_\_

Ready: Waiting for input Group: 2 Serial: UNSTEST

# Revising Sample Data after Receipt

3. Enter the LIMS Sample Id.
4. Click on the Search icon.

The screenshot displays the 'Beckman Coulter, Inc. - [Beckman Coulter LabManager-Change Sample Header]' application window. The interface includes a menu bar (File, View, Window, Help) and a toolbar with icons for Home, Search, Add Test, and Edit. A white arrow points to the Search icon. The main form contains the following fields:

- Sample Id: 0200000019
- Project: [ ]
- Material Number: [ ]
- Level: [ ]
- Pay Item: [ ]
- Date Sampled: [ ]
- Sampled By: [ ]
- Date Due: [ ]
- Destination Lab: [ ]
- Route To: [ ]
- Sample No.: [ ]
- Plant/Pit No.: [ ]
- Design Mix Number: [ ]
- Road No.: [ ]
- Sta. From: [ ]
- Sta. To: [ ]
- Samp From: [ ]
- Roadway Side: [ ]
- Offset Distance: [ ]
- Offset Direction: [ ]
- Reference Line: [ ]
- Mainline: [ ]
- Resolution Sample: [N]
- Sample Qty: [ ]
- UOM: [ ]
- Source: [ ]
- Batch No.: [ ]
- Lot: [ ]
- Sublot: [ ]
- QPL Number: [ ]
- Manufacturer or Producer (Not Jobber): [ ]
- Submitted By: [ ] of [ ]
- Phone: [ ]
- Address: [ ]
- Modification Reason: [ ]

The Windows taskbar at the bottom shows the Start button, search bar, and several open applications including 'Welcome - Lotus Notes', 'Microsoft Office', and 'Beckman Coulter, Inc.'. The system tray displays 'Group 2', 'Server LIMS TEST', and the time '11:44 AM'.

# Revising Sample Data after Receipt

The sample information will be posted on the screen. White fields are updateable.

5. Change sample information as needed.
6. Click on the update icon.
7. When prompted "Are you Sure" click on Yes.

Beckman Coulter, Inc. - (Home, Status LabManager - Change Sample Header)

File View Window Help

Logon/LOGTEST  
Receipt  
Result Entry  
Update  
Reports  
Status

Sample Id: 0500000010 Notes?

Project: 10020025201 Material Number: 160F 160L Level: N

Pay Item: 23.4 Date Sampled: 1/04/2006 Sampled By: 20014172-000

Date Due: 1/04/2006 Destination Lab: 001001 Route To:

Sample No.: A003V Plant/Plt No.: 25-004 Design Mix Number:

Road No.:  Sta. From: 04+28 Sta. To: 06+24 Samp From: 05+80

Roadway Side: R Offset Distance: 34 Offset Direction: R

Reference Line: CLCONSTRUCT Mainline:  Resolution Sample: N

Sample Qty: 50.00 UDM: CY Source:

Batch No.:  Lot:  Sublot:  QPL Number:

Manufacturer or Producer (not Jobber):

Submitted By: John Truesdale of GBF Engineering Phone: 123-456-7891

Address: Around the Corner Past the Signal CALL ME

Modification Reason:

Ready Working for input

start | Windows - Local Mail | Microsoft Office ... | Beckman Coulter, Inc. | Group 2 Server: UNSTEST

**NOTE:** At this time, the Lab Id can not be changed. The sample has already been received by a lab so that information must remain with the sample. All fields appearing in white can be updated. Again, if you are requested to change the data by someone else and you did not log the sample in, make a note in notepad of the change, the reason for the change and the requestor's name.

This concludes the instructions for changing sample header information. For any other changes to the sample header information, contact the District Application Coordinator.

# Revising Test Data at Result Entry

There will be cases when users will want to change test results. LIMS provides two opportunities for users to revise test data. The first is on the Result Entry Screen.

Make sure the data is correct before updating. There is a chance to look at the data before updating by using the Qualify icon.

1. If you want to qualify one test, click on the test to highlight it. A dashed border will appear around the field.
2. Click on the Qualify Test icon.

The screenshot shows the 'Result Entry' screen in a LIMS application. The window title is 'Benkran Cochrane, Inc. - (Basic, Secure) LabManager Test Result Entry By Sample'. The interface includes a menu bar (File, Edit, View, Window, Help), a toolbar with icons for 'Qualify Test', 'Print', 'Save', 'Delete', etc., and a main data entry area. The data entry area is divided into several sections: 'Sample Information' (Sample ID: 0472009, Project: 10020025201, Logger ID: RT8205B, Pay Item: 110011, Material: T33L, Sample Level: Q, Spec Authority: STD Spec 334, Spec Year: 200207, Sample Number, Lab Due Date: 5/27/2004, Lab: DSM001, Sample Date: 5/27/2004, Received: 5/27/2004, Routed To, Eval Technician ID, Lot), 'Instrument Information' (Instr #: 2502, Comment: AVERAGE BSG), 'Test Results' (Results Entered By: [highlighted with a dashed border], Performed By, Component: Percent Gmm, Limits: No limits specified, Instr #: [highlighted with a dashed border], Comment: in Roadway Cores, Test Category: BITUM, Trained?, Delete), and 'Sample Status' (STATUS: Sample Status, Do all sample characteristics comply with Table 334-5?, YES, Comment, Results Entered By: RT8205B, Performed By: [highlighted with a dashed border], Test Category: BITUM). A white arrow points to the 'Qualify Test' icon in the toolbar.

# Revising Test Data at Result Entry

3. If you want to qualify all, click on the Qualify All icon.

The screenshot shows the 'Test Result Entry By Sample' window. The top toolbar contains icons for 'Qualify All', 'Data Merge', 'Setup', 'Validate', 'Call Card', and 'Exit'. A white arrow points to the 'Qualify All' icon. The main form is divided into several sections:

- Sample Information:** Sample Id: 04P1009, Project: 10020025201, Sample Level: 0, Sample Number: [blank], Sample Date: 5/27/2004, Eval Technician ID: [blank].
- Logger Information:** Logger ID: RTS203B, Pay Item: 11001.1, Lab Due Date: 5/27/2004, Received: 5/27/2004, Lot: [blank].
- Material Information:** Material: 123L, Spec Year: 200207, Lab: 054001, Routed To: [blank].
- Test Results:** Instr #: [blank], Value: 2.502, Comment: AVERAGE BSG.
- PO%GMMCORES:** Average Percent Grmm from Roadway Cores, Pend. Results Entered By: [blank], On: [blank], Test Category: BITUM. Performed By: [blank], On: [blank], Trained?: [blank]. Component: Percent Grmm, Value: 192.25, B Grmm. Limits: No limits specified. Delete: [checkbox]. Instr #: [blank], Comment: [blank].
- STATUS:** Sample Status: P. Do all sample characteristics comply with Table 334-5? YES.
- Bottom Section:** Results Entered By: RTS203B, On: 5/27/2004, Delete: [checkbox]. Performed By: [blank], On: [blank], Test Category: BITUM.

Any test that has limits assigned will flag results that are outside those limits.

# Revising Test Data at Result Entry

LIMS also will prompt you in some cases if an expected format is not met.

The screenshot shows a LIMS software interface for entering test results. The main window is titled "LabManager - Test Result Entry By Sample". The interface includes a sidebar with navigation options like "Sample Entry", "Test Entry by Sample", "Qualification/Check", and "Print Entry by PM". The main area contains a form for sample information, including fields for Sample ID, Project, Sample Level, Sample Number, Sample Date, Eval Technician ID, Logger ID, Pay Item, Lab Due Date, Received, Material, Spec Year, Lab, and Routed To. A "Results Entered By" field is populated with "RTS005B" and "On 5/27/2004". A "Test Category" dropdown is set to "BITUM". A "LabManager Error" dialog box is open, displaying the message "Invalid Field Value: Exceeding 2 Dotted Places" and a red "182.253" value. The dialog has an "OK" button. At the bottom of the form, there is a "STATUS" section with a "Sample Status" dropdown set to "F" and a "Comment" field containing the text "Do all sample characteristics comply with Table 334-5?".



# Revising Test Data at Validation

3. Enter the LIMS Sample Id.

4. Click on the Search icon.

This screen appears.

The screenshot shows the Beckman Coulter LIMS software interface. The title bar reads "Beckman Coulter, Inc. - (Data) Scan-LogManager Result Validation by Sample". The interface includes a menu bar (File, New, Window, Help), a toolbar with icons for Search, Print, and other functions, and a sidebar with navigation options like "Icon SYSTEM", "Design", "Result Entry", "Mobile", "Validation by PIN", "Validation by Sample", "Validation by Test", and "Validation by Test #".

The main data entry area is titled "(VALID)" and contains the following fields:

- Sample Id: 000001871 (highlighted with a white arrow)
- Sample Status: TESTED
- Notes?:
- Project: 10020025201
- Pay Item: 10011
- QC Plan:
- Sample Level: N
- Spec Year: 200207
- Material: 160F
- Authority: STD Spec 348
- Lab Due Date: 6/24/2003
- Date Sample Taken: 6/24/2003
- Process Due Date: 6/24/2003
- Sampled By:
- Validation Status: V
- # of Replicates on Retest:
- Validation Comment:

Below this are two test result entry sections:

**C143** ASTM C143 Slump of Hydraulic Cement Concrete

- Test Category: PHYS
- Results Entered By: RT8205B On 6/24/2003
- Performed By: M24544158-000 On 6/24/2003
- Lab/Tech Qual Status:
- Component: Slump 4.00 inches
- Limits: No limits specified
- Instr #:
- Comment:

**C173** ASTM C173 Air Content of Freshly Mixed Concrete / Volumetric

- Test Category: PHYS
- Results Entered By: RT8205B On 6/24/2003
- Performed By: M24544158-000 On 6/24/2003
- Lab/Tech Qual Status:

At the bottom left, there is a "Print" button and a "My View" button. The status bar at the bottom indicates "Group 2 - Source: LIMS1TEST".

If any result entry data is incorrect, you can change it by rolling the test status back.

# Revising Test Data at Validation

5. Click on the test to select it. A dashed border will appear around the test name.
6. Click on the Change Status icon.

The screenshot shows a software window titled "Bedrose Cocher, Inc. - (Data, Server LabManager Result Validities by Sample)". The interface includes a menu bar (File, View, Window, Help), a toolbar with icons for "Change Status", "Print", "Manage", "Sample", "Spec", "Test", "Order", "Alert", and "Go", and a sidebar with "Validation" options: "Validation by PIN", "Validation by Sample", "Validation by Test", and "Validation by User".

The main form area is titled "(VALID) Change Status" and contains the following fields:

- Sample Id: 1500012577
- Project: 1909701A101
- Sample Level: V
- Authority: STD Spec 705 White 12
- Sample Status: TESTED
- Pay Item: N/A
- Spec Year: 200207
- Lab Id: DSM001
- Notes?:
- QC Plan:
- Material: 911
- Sample Number: 3
- Lab Due Date: 3/11/2005
- Process Due Date: 3/11/2005
- Date Sample Taken: 5/11/2004
- Sampled By: A16272062-000
- Routed To:
- Validation Status: V
- # of Replicates on Retest:
- Validation Comment:

The test list below shows two entries:

- D4280CLEAN** | Color Classification Test Division | F  
Results Entered By: RT820AM On 3/11/2005 Test Category: CHEM  
Performed By: A16272062-000 On 2/09/2005  Delete  
Lab/Tech Qual Status:  
Component: Select color WHITE  
Limits:  
Instr #:   
Comment:
- D4280AVC0 | ASTM D4280 CLEAN AVG OF MEASURED VALUES @ 0 DEG | F  
Results Entered By: RT820AM On 3/11/2005 Test Category: CHEM  
Performed By: A16272062-000 On 2/09/2005  Delete  
Lab/Tech Qual Status:

At the bottom, there is a "Change Status" button and a status bar showing "Group 2 Server:IMPRES".

# Revising Test Data at Validation

A pop up window will appear.

The screenshot shows a software application window titled "Validation by Sample". The main area contains a form for sample details. A pop-up window titled "Sample: 0500012577 Test: D4280COLOR" is open, showing a list of test results. The first result is "Color" with a status of "Pending". An arrow points to the "OK" button in the pop-up window. The main window has a sidebar with icons for "Validation by Test" and "Validation by Tech". The pop-up window has buttons for "OK", "Cancel", and "Help".

Sample Id:	0500012577	Sample Status:	TESTED	Material:	911
Project:	1900701A101	Pay Item:	N/A	sample number:	3
Sample Level:	V	Spec Year:	200207	Lab Due Date:	3/11/2005
Authority:	STD Spec 705 White 12	Lab Id:	DSM001	Process Due Date:	3/11/2005
Sampled By:	A10272062-000	Routed To:		Date Sample Taken:	5/11/2004
Validation Status:	V	# of Replicates on Retest:			
Validation Comment:					
Results Entered By:	D4280COLOR		Test Category:	CHEM	
Component:	Select	color	Tech Qual Status:		
Limits:		WHITE			
Instr #:					
Comment:					
D4280AVC0	ASTM D4280 CLEAN AVG OF MEASURED VALUES @ 0 DEG				
Results Entered By:	RT820AM	On	3/11/2005	Test Category:	CHEM
Performed By:	A18272062-000	On	2/9/2005		
Lab/Tech Qual Status:					

DoubleClick to select a choice

Group 2 Score: LMSFREE

7. Click OK to change the test status back to pending.
8. Repeat if more than one test needs to be revised.
9. If all tests need to be changed, it is easier to change the sample status instead of each test status. Do this by clicking on the Sample Status field instead of a test to highlight it.
10. Click on the change status icon.

# Revising Test Data at Validation

Desktop Center, Inc. - [Home, SampleLabManager Result Validation by Sample]

File Edit View Help

Home Search

Logout  
Result Entry  
Validate  
Validation by Test  
Validation by Test  
Validation by Test  
Validation by Test

Change Status

Sample Id: 0500012577 Sample Status: TESTED Notes? [ ]

Project: 1308701A101 Pay Item: N/A Material: 911

Sample Level: M Spec Year: 200207 Sample Number: 3

Authority: STD-Spec 700 White 12 Lab-Id: DSM001 Lab Due Date: 3/11/2005

Sampled By: A16272082-000 Routed To: Process Due Date: 3/11/2005

Validation Status: [ ] # of Replicates on Retest: [ ] Date Sample Taken: 3/11/2004

Validation Comment:

D42800COLOR Color Classification/Test Description [ ]

Results Entered By: RTS30AM On 3/11/2005 Test Category: CHEM

Performed By: A16272082-000 On 3/09/2005 [ ] Delete

Lab/Tech Qual Status:

Component: Select color WHITE

Limits:

Instr #: [ ]

Comment:

D4280AVCD ASTM D4280 CLEAN AVG OF MEASURED VALUES @ 0 DEG [ ]

Results Entered By: RTS30AM On 3/11/2005 Test Category: CHEM

Performed By: A16272082-000 On 3/09/2005 [ ] Delete

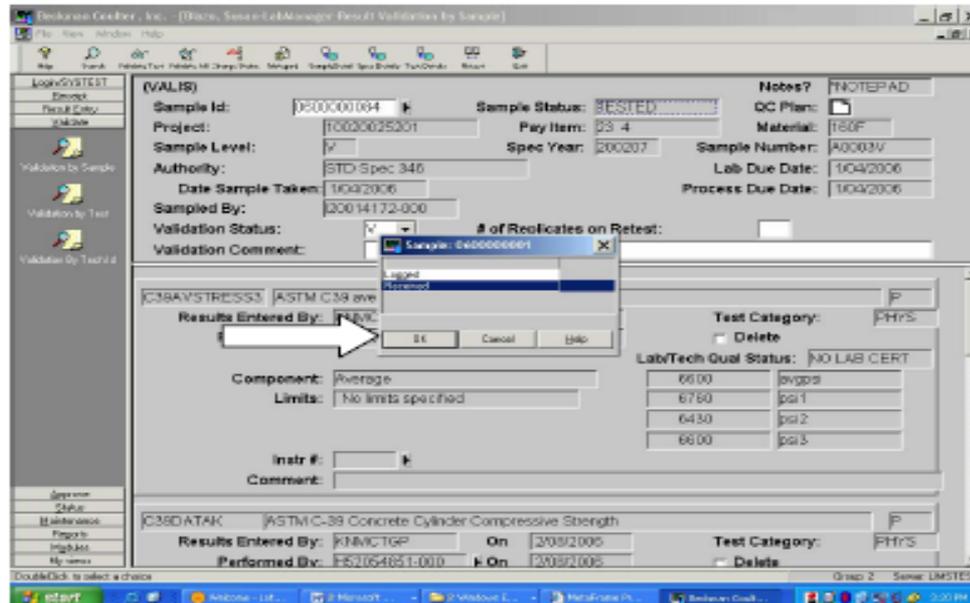
Lab/Tech Qual Status:

Change Status Group: 2 Score: UNOFFICIAL

# Revising Test Data at Validation

A different pop up window will appear. These options will change the entire sample status, not the test status.

11. Choose the Received option.
12. Click OK.



The sample will be rolled back to the Received, Awaiting Testing status.

Whether you change one test, a few tests or the entire sample, you will need to reenter the test results you deleted by changing the status.

13. Go to the Result Entry screen and reenter results as needed.

Once you reenter the test data, return to the Validation screen. Validate the sample to continue it through the LIMS sample life cycle.

# Retest Option

**NOTE:** Do not use the Retest option for correcting test data. Retest in LIMS means keep the old test data and give me a blank worksheet too. That is not what you want to do when the test data is incorrect.

# Sample Status

Click on:

*Status; Sample Status by Sample ID; Enter Sample ID: 11\*-----*

Click the *Search Icon;*

Look for the Lab ID.

If the lab ID shown is not your Lab ID, the sample will need to be routed to your lab. Contact your District LIMS Coordinator to route the sample.

The screenshot displays the LabManager iLIMS application window. The title bar reads "LabManager iLIMS - [Kozak, Jeanie-LabManager-Sample Status by Sample ID]". The menu bar includes "File", "View", "Window", and "Help". The toolbar contains icons for Help, Search, Notepad, Test Status, View Tests, Audit Trail, C-22 Card, and Exit. The main interface is divided into a left sidebar and a main content area. The sidebar contains buttons for Login, Receipt, Result Entry, Validate, Approve, Status, and a search icon. Below the search icon are three options: "Status by Project / Ma...", "Status Report Project/Mat...", and "Status by Lab Between Da...". At the bottom of the sidebar are "Sample Status by Sample ID", "Maintenance", "Reports", "Modules", and "My views". The main content area is a form with various input fields and labels. The fields are organized into sections: "Sample Id:" (with a dropdown arrow), "Sample No.:", "County:", "Notes?"; "Project:", "Pay Item:", "Material:"; "Sample Level:", "Spec Year:", "Spec Authority:"; "Date Sampled:", "By:", "Sampler Qual Status:"; "Sampled From:", "Plant or Pit #"; "Lab ID:", "Logger ID:", "Date Logged:"; "Routed To:", "Received by:", "Date Received:"; "QPL Number", "Lot:", "Date Approved/Evaluated:"; "Design Mix Number:", "Technician Evaluated:"; "Technician E-Mail", "Supervisor E-Mail"; "QC Plan:" (checkbox), "QPR Referenced Sample:"; "Resolution Sample Flag:" (checkbox), "Approver ID:", "on:"; "Sample Status:", "Disposition:"; and "Approver Remarks:". At the bottom of the form is a table with the following columns: "Test Code", "Description", "(STATSF)", "Performed By", "Test Status", "Validation Date". The status bar at the bottom of the window shows "Ready, Waiting for input!" on the left and "Group: 2 Server: PRO" on the right.

# Sample Status Screens

- Sample Status by Project ( Specify Login Dates )
- Sample Status by Logger Id ( Specify Login Dates )
- ***Change Sample Information (requires Level 2 security)***
- Status by Project/Material ( on screen display )
- Status by Project/Material (Crystal report) \*Printable\*
- Sample Status by Lab between Dates
- Sample Status by Sample ID

# ICONS on the Status Screens

- C22 Info – Click on a sample and this icon to generate a C-22 card for that sample.
- Audit Trail – Click on a sample and on this icon this to show the users who worked on this sample and the status of the sample.
- Display Tests – Click on a sample and this icon to show the tests that were logged for this sample and what is their status.

## Sample Status by Project ( Specify Login Dates )

Click on:

- Status
- Sample Status by Project
- Enter Project Id: ex: 24100915201
- Enter Dates: for samples logged from (ex: 6/1/2011 to 7/12/2011)

Click on Search

# Status by Logger ID

Click on:

- Status
- Status by Logger ID
- Enter User Id and date criteria.
- Click on Search

This report will show all samples logged in by a certain user.

LabManager - Sample Status by Logger ID

(STATLI)  
Logger Id: RT519KJ For Samples Logged From 06/12/2011 To 07/12/2011

Sample ID	Pay Item	Mat'l	Sample Number	Date Logged	Lab	Routed To	Sample Status
1100000062	2 120 1	004L	E001Q	06/14/2011	D05001		TESTED, awaiting VA
1100000063	2 120 1	004L	E001V	06/14/2011	D05001	I05012	awaiting TESTING
1100000087	2 120 1	004L	E0001V	06/15/2011	D05001		awaiting TESTING
1100000089	2 120 1	004L	E001V	06/29/2011	D05001	I05018	VALIDATED, awaiting
1100000090	2 120 1	004L	E001V	06/29/2011	I05018		VALIDATED, awaiting
1100000091	1 400 4 5	160F	CCA40001V	06/29/2011	I05018		awaiting TESTING

Check Sample Status by Project/Material (on screen display)

Click on:

- Sample Status by Project/Material
- Enter Project Id: ex: 24100915201
- Enter For Material: ex: 004L

Click on Search

# **Status Report Project/Material (Crystal Report) \*Printable\***

Click on:

- Status
- Status Report Project/Material

Enter Project: ex: 24100915201

Enter Material: ex: 004L

Click on “OK”

## Sample Status by Lab between Dates

- Click on
- Status
- Status by Lab Between Dates
- Enter Lab Id: ex: D05001
- Enter Date Logged Between EX: 6/1/2011 and cd
- Click on Search
- This report shows all samples logged at a specific lab between two dates.

## Check Sample Status by Sample Id

Click on:

- Status
- Sample Status by Sample ID
- Enter Sample ID: Ex: 11\*00023 (Can use the wild card)
- Search

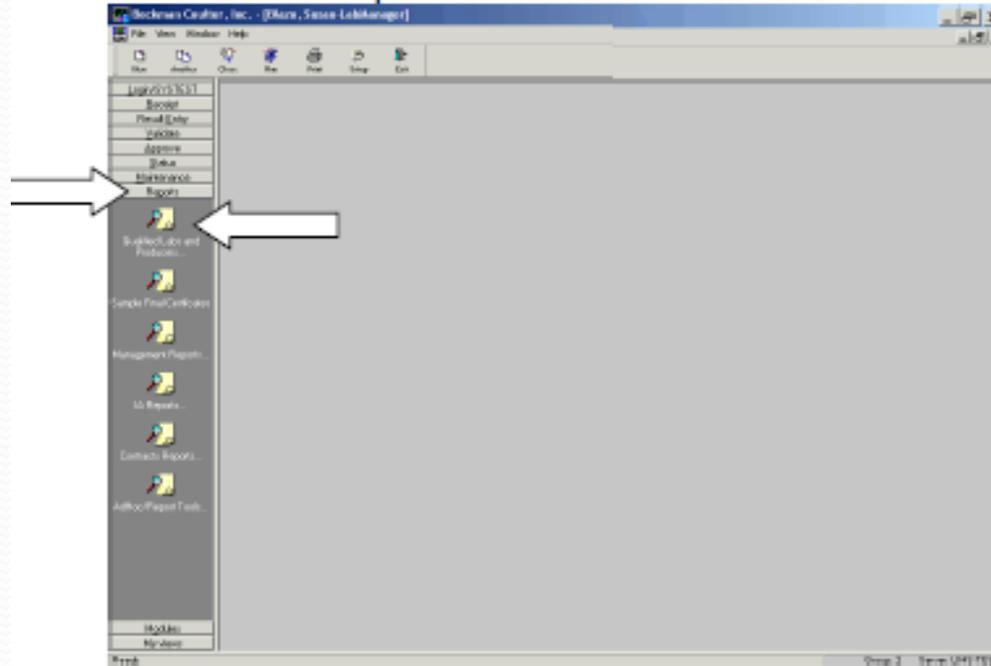
# Reports

- Users have the ability to generate Standard Reports embedded in LIMS. These reports have been designed to provide information on data for contract management, program management and measures for how timely the sample data is being processed.

# Reports

To generate these reports:

1. Click on the Reports tab.

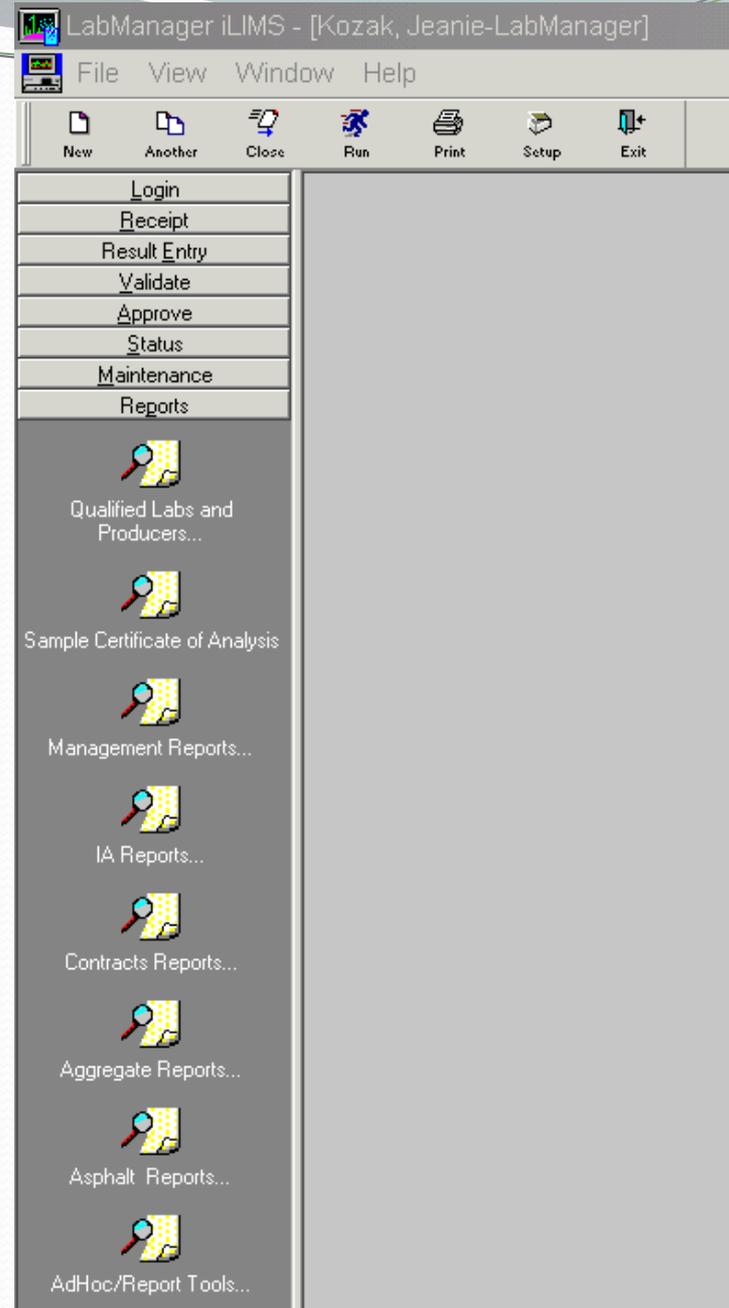


2. Click on one of the report icons. For example, if you want to see a lab report, click on the Qualified Labs and Producers icon.

**NOTE:** The only report generated directly from an icon is the Sample Certificate of Analysis. This icon generates the Certificate of Analysis for a sample in LIMS. You can locate other reports embedded in LIMS by using the drop down lists.

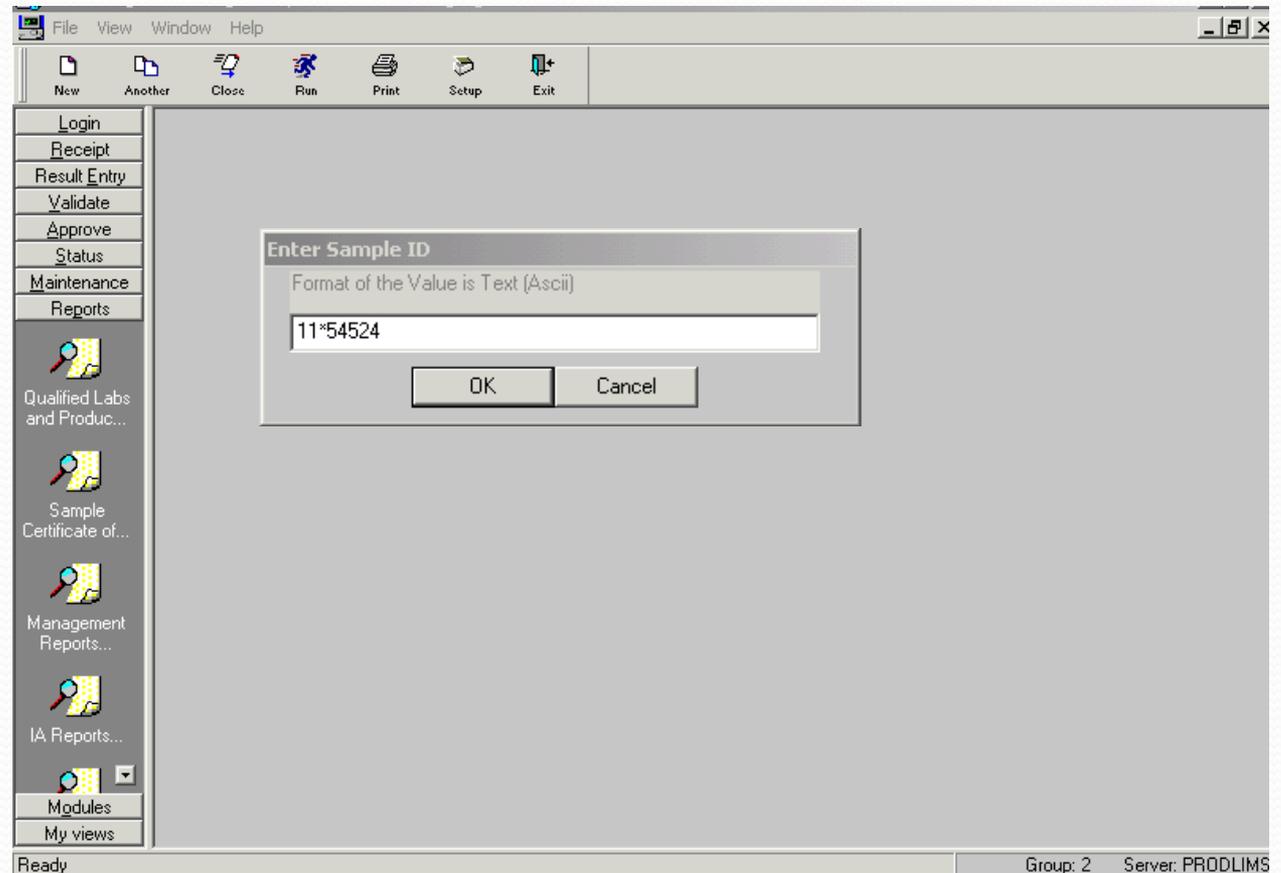
# Reports

Qualified Labs and Producers  
Lab



# Test Results Report

- Click on Sample Certificate of Analysis
- Enter LIMS ID of sample
- Click OK



# Print reports

Click on Print Report Icon

LabManager iLIMS Crystal Reports Interface v5.1.3

powered by crystal

Preview  
1,242,427.00

Certificate of Analysis  
for Sample ID: **1100054524**  
Resolution Sample: **NO**

Project No.: 41456115201 Contract ID: E4K87  
Pay Item: 2 50 2 Material: 100 V  
Material ID on Spec.: 100 V  
Sample Number: CAG019V QPL ID:  
Design Mix Mix Type:  
Plant: 87-535 Lot: Sublot:  
Terminal: Date Sample Taken: 05/03/2011  
Manufacturer or Producer: CEMEX Logged: 05/03/2011  
Aggregate Sample Type: Process: Received: 05/04/2011  
Sample Status: APPROVED Approved: 06/03/2011  
RS: No Comparison Sample  
Post Approval Disposition:

**Loggers Remarks:** MIX NUMBER ACPG-065 2 CYL BREAK 7 & 2 CYL BREAK 28 DAYS

**C39ACP7 ASTM C 39 Auger Cast Pile Grout 7 Day Strength** Test  
Tested :05/10/2011 By: J55243859-000 Comment:  
Validated:06/03/2011 By: RT419JE  
Technician Qualification Status:N/A

Rep #	1	Assay Results	Pr
Cylinder 1	5,960	psi	
Cylinder 2	5,840	psi	
Average	5,900	psi	

# Other Reports...

## **Unqualified Technicians Per Project**

Click on:

- Management Reports....
- Construction Reports...
- Unqualified Techs Per Project

In pop up box;

Highlight Date; enter date criteria

Highlight Project #: enter project number

Click OK

## **Job Guide Schedule**

Click on:

- Contracts Reports
- Job Guide
- Enter Project ID, then click OK

# Certifications – Login - PP/CL Material

## Certification Samples for LIMS

If you have a material that falls under a PP/CL Material id, follow these instructions to process the sample in LIMS:

- A. Collect the document from the Contractor.
- B. Log a sample into LIMS. Make note of the LIMS Sample ID for your records. If you are mailing or sending the document via courier, print the Sample Transmittal Card report with the LIMS Sample ID. Attach the Sample Transmittal Card report to the hard copy document and send it to the State Materials Office, Attn: Physical Lab.

If you have any questions about Certifications, please contact your District Materials Certification Specialist.

# LIMS Contacts -

<http://materials.dot.state.fl.us/smo/laboratory/lims/contacts/index.htm>

\* (P) = Primary Contacts, (S) = Secondary Contacts

## District One and Seven

(P) Angela Koloc	863-519-4227	<a href="mailto:angela.koloc@dot.state.fl.us">angela.koloc@dot.state.fl.us</a>	Bartow
(S) John (Joe) Freeman	863-519-4221	<a href="mailto:john.freeman@dot.state.fl.us">john.freeman@dot.state.fl.us</a>	Bartow
(S) Ken Jenkins	863-519-4279	<a href="mailto:kenneth.jenkins@dot.state.fl.us">kenneth.jenkins@dot.state.fl.us</a>	Bartow
(S) Tim Meeks	863-519-4239	<a href="mailto:timmy.meeks@dot.state.fl.us">timmy.meeks@dot.state.fl.us</a>	Bartow
(S) Tracy Padula	863-519-4276	<a href="mailto:tracy.padula@dot.state.fl.us">tracy.padula@dot.state.fl.us</a>	Bartow

## District Two

(P) Curtis Becker	386-961-7724	<a href="mailto:curtis.becker@dot.state.fl.us">curtis.becker@dot.state.fl.us</a>	Lake City
(S) Bobby Croft	386-961-7753	<a href="mailto:bobby.croft@dot.state.fl.us">bobby.croft@dot.state.fl.us</a>	Lake City
(S) Rhonda Hale	904-360-5396	<a href="mailto:rhonda.hale@dot.state.fl.us">rhonda.hale@dot.state.fl.us</a>	Jacksonville
(S) Larry Keen	386-961-7741	<a href="mailto:larry.keen@dot.state.fl.us">larry.keen@dot.state.fl.us</a>	Lake City
(S) Michael Lindboe	386-961-7728	<a href="mailto:michael.lindboe@dot.state.fl.us">michael.lindboe@dot.state.fl.us</a>	Lake City
(S) Mike Spradley	386-961-7755	<a href="mailto:michael.spradley@dot.state.fl.us">michael.spradley@dot.state.fl.us</a>	Lake City

## District Three

(P) Tonya C. Myers	850-415-9630	<a href="mailto:tonya.myers@dot.state.fl.us">tonya.myers@dot.state.fl.us</a>	Chipley
(S) Glenn Cook	850-415-9747	<a href="mailto:glenn.cook@dot.state.fl.us">glenn.cook@dot.state.fl.us</a>	Chipley
(S) Roy O'Dell	850-981-2740	<a href="mailto:roy.odell@dot.state.fl.us">roy.odell@dot.state.fl.us</a>	Chipley
(S) Sydney Snell	850-415-9767	<a href="mailto:sydney.snell@dot.state.fl.us">sydney.snell@dot.state.fl.us</a>	Chipley

## Districts Four and Six

(P) Ernst Registre	954-475-4102 x118	<a href="mailto:ernst.registre@dot.state.fl.us">ernst.registre@dot.state.fl.us</a>	Davie
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## District Five

(P) Ken Zinck	386-740-3471	<a href="mailto:ken.zinck@dot.state.fl.us">ken.zinck@dot.state.fl.us</a>	Deland
(S) Jeffery Agnew	386-740-3509	<a href="mailto:jeffery.agnew@dot.state.fl.us">jeffery.agnew@dot.state.fl.us</a>	Deland
(S) Barbara Gibson	386-740-3505	<a href="mailto:barbara.gibson@dot.state.fl.us">barbara.gibson@dot.state.fl.us</a>	Deland
(S) Jeanie Kozak	386-740-3489	<a href="mailto:jeanie.kozak@dot.state.fl.us">jeanie.kozak@dot.state.fl.us</a>	Deland
(S) Joe Owens	386-740-3487	<a href="mailto:joseph.owens@dot.state.fl.us">joseph.owens@dot.state.fl.us</a>	Deland
(S) Jennifer Taylor	386-943-5367	<a href="mailto:jennifer.taylor@dot.state.fl.us">jennifer.taylor@dot.state.fl.us</a>	Deland
(S) Thomas Wright	386-740-3527	<a href="mailto:thomas.wright@dot.state.fl.us">thomas.wright@dot.state.fl.us</a>	Deland

## Tumpike

Help Desk	407-264-3121		
(P) Ed Cueto	305-252-4350	<a href="mailto:eduardo.cueto@dot.state.fl.us">eduardo.cueto@dot.state.fl.us</a>	Miami
(P) Karen Bleus	954-934-1157	<a href="mailto:karen.bleus@dot.state.fl.us">karen.bleus@dot.state.fl.us</a>	Pompano Beach
(P) Christopher NeSmith	954-934-1111	<a href="mailto:christopher.nesmith@dot.state.fl.us">christopher.nesmith@dot.state.fl.us</a>	Pompano Beach
(S) Brad Biery	954-934-1147	<a href="mailto:brad.biery@dot.state.fl.us">brad.biery@dot.state.fl.us</a>	Pompano Beach

# District 5 - LIMS Help Contact Information by County

<u>Name &amp; email</u>	<u>Counties (for projects in)</u>	<u>Office Phone</u>
<b>Barbara Gibson</b> <a href="mailto:Barbara.gibson@dot.state.fl.us">Barbara.gibson@dot.state.fl.us</a>	<b>Lake &amp; Sumter</b>	<b>386-740-3505</b>
<b>Jeffery Agnew</b> <a href="mailto:Jeffery.agnew@dot.state.fl.us">Jeffery.agnew@dot.state.fl.us</a>	<b>Brevard &amp; Seminole</b>	<b>386-740-3509</b>
<b>Jeanie Kozak</b> <a href="mailto:Jeanie.kozak@dot.state.fl.us">Jeanie.kozak@dot.state.fl.us</a>	<b>Marion &amp; Osceola</b>	<b>386-740-3489</b>
<b>Ken Zinck</b> <a href="mailto:Ken.zinck@dot.state.fl.us">Ken.zinck@dot.state.fl.us</a>	<b>Volusia</b>	<b>386-740-3471</b>
<b>Tom Wright</b> <a href="mailto:Thomas.wright@dot.state.fl.us">Thomas.wright@dot.state.fl.us</a>	<b>Orange &amp; Flagler</b>	<b>386-740-3527</b>
<b>Joseph Owens</b> <a href="mailto:Joseph.owens@dot.state.fl.us">Joseph.owens@dot.state.fl.us</a>	<b>Materials &amp; Dura-Stress</b>	<b>386-740-3487</b>

# Helpful Contacts

## Asphalt Upload Sheet Help

- Tanya Nash – State Materials Office – 352-955-2903

## PROABS – As Built Data Help

- Richard Massey – Central Office – 850-414-4184

# Informative Links

**State Materials Office Internet:**

<http://www.dot.state.fl.us/statematerialsoffice/>

**State Materials Office Intranet:**

<http://materials.dot.state.fl.us/>

**LIMS User Manual - Internet**

<http://www.dot.state.fl.us/statematerialsoffice/laboratory/lims/resources/training/usermanual/index.shtm>

**LIMS User Manual - Intranet**

<http://materials.dot.state.fl.us/smo/laboratory/lims/resources/training/usermanual/index.htm>

**LIMS Tutorials – How To's**

<http://www.dot.state.fl.us/statematerialsoffice/laboratory/lims/resources/tutorials.shtm>

# Informative Links

## State Materials Office – Sample Delivery Process

- <http://materials.dot.state.fl.us/smo/administration/resources/library/publications/laboratory/sampled deliveries.pdf>

## LIMS User Instructions for Sample and Test Data Revisions

- <http://materials.dot.state.fl.us/smo/laboratory/lims/resources/sampletestdata/revisions.pdf>

# Concrete LIMS Links

Concrete Sample Numbering System:

<http://materials.dot.state.fl.us/smo/structural/structuralhome.htm>

click-on “Standardized Concrete Numbering System”

*NEW*- Producer Access to LIMS:

<http://www.dot.state.fl.us/statematerialsoffice/laboratory/lims/resources/instructions/concretelimsaccess.pdf>

*NEW*- Producer Reports:

<http://www.dot.state.fl.us/statematerialsoffice/laboratory/lims/resources/instructions/concretesamplereports.pdf>

*NEW* -The project based information is posted on the intranet and internet websites. Internet:

<http://www.dot.state.fl.us/statematerialsoffice/laboratory/lims/resources/instructions/projectsamplereports.pdf>

Intranet:

<http://materials.dot.state.fl.us/smo/laboratory/lims/resources/instructions/projectsamplereports.pdf>