



Task: Add New Tests

Description:

Follow these instructions to add new tests to existing sample data

Who can perform this task?

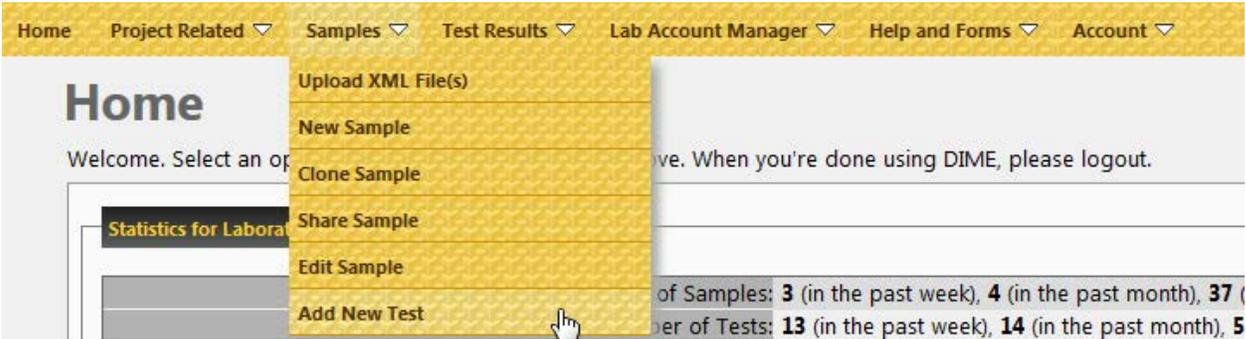
New tests can be only added by a user with edit privileges.

Steps:

- 1. Log into DIME by entering your Email and Password at the following login page:

<http://www.dot.ca.gov/hq/esc/Translab/DIME/login.php>

- 2. Point to the 'Samples' menu item, then click on 'Add New Test.'



- 3. As shown in the search criteria below, the default date starts from 2 months before

Edit Test Data

Test data can only be edited by the users of the same laboratory which submitted the test. Therefore, test data from other labs are not shown on this page. To view all test data, please visit [View Test Data](#) page. To process TL101/TL502 tests, please visit [Process TL101/502](#) page. To verify test data, please visit [Publish Test Data](#) page.

Search Criteria

Sample Date: from 06-01-2013 to 07-31-2013
Testing Facility: AVS Testing Internal
Submitted By: All Users
Group listing by: Project Sample Test
Project Filter text:

today; and the results are shown by projects. Sample can also be listed by sample or test by clicking the radio button.

4. Identify the DIME Project ID, Project Number/Contract Number, and Sample ID (for the sample). If using a TL-101 form, these three numbers are identified below.

DIME Receipt

Data has been successfully submitted to DIME.

Project Information

DIME Project ID: 99999
DEA: 0322222 → **Contract Number**

Sample Information

Sample ID: 2013-07-30-14-06-3263 →
Is this a new sample?: Yes
Was the sample received at the laboratory?: No
Type of sample.: Quality Control

5. In the DIME 'Edit Test Data' window, the DIME Project ID, Project Number/Contract Number, and Sample ID are identified below. The magnifier next to the fields below allows to search with project or sample information.

DIME +	DEA +	EFIS +	COOP +	Minor +	Permit Numbers +	
9999	034E3804	034E3804	99999333399	444444	555555...	
Sample ID	Date Sampled	Material Type	Testing Facility	Sample Type	Material Identification	Action
2013-07-11-11-34-4311	07-11-2013	Aggregate	AVS Testing Internal	Quality Control	source identification b	Add New Test Edit Delete
2013-07-26-10-09-1240	07-26-2013	Concrete	AVS Testing Internal	Quality Control	999	Add New Test Edit Delete
2013-07-26-11-11-1861	07-26-2013	Aggregate	AVS Testing Internal	Verification	MINE ID 101	Add New Test Edit Delete
2013-06-27-10-10-2233	06-27-2013	Concrete	Translab North	Verification	123456	Add New Test Edit Delete

6. Click the 'Add New Test' link corresponding to the sample you want to add tests for.

DIME +	DEA +	EFIS +	COOP +	Minor +	Permit Numbers +	
9999	034E3804	034E3804	99999333399	444444	555555...	
Sample ID	Date Sampled	Material Type	Testing Facility	Sample Type	Material Identification	Action
2013-07-11-11-34-4311	07-11-2013	Aggregate	AVS Testing Internal	Quality Control	source identification b	Add New Test Edit Delete
2013-07-26-10-09-1240	07-26-2013	Concrete	AVS Testing Internal	Quality Control	999	Add New Test Edit Delete
2013-07-26-11-11-1861	07-26-2013	Aggregate	AVS Testing Internal	Verification	MINE ID 101	Add New Test Edit Delete

7. You will be directed to the 'Submit Data' Page. In the 'Tests Result Data' section at the bottom of the page, you may select a test to add. There is no limit for the number of tests you can add each time. When you finished adding tests to your sample, click the 'Save' button.

Test Data 2:

Select another test to be run on the sample:

Save