

Task: Manually Create New Sample

Description:

A sample record has to be created before submitting test results to the system. This file describes how you can manually create a new sample record using online forms. A new sample can also be created via uploading the correct DIMEXML file for non-Caltrans users. For the DIMEXML Schema, please visit the following link:

<https://dime.dot.ca.gov/index.php?r=dimexml/schema>

Who can perform this task?

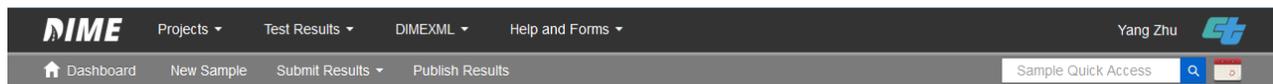
New samples can be created by users with data editing privileges.

Steps:

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

<https://dime.dot.ca.gov/index.php?r=site/login>

2. Once you are logged in, click on the 'New Sample' link from the secondary menu.



3. Type the Caltrans project identification number into the Project Identifier box, select a material type, and select the sample taken date for the sample. Then hit the Next Button.

4. The page shows the rest of the form for creating a new sample after the Next button is clicked. Fill out at least all of the required fields.

Sample Record Form

Instructions: Fill in at least the required fields indicated by a red asterisk (*)

Will the laboratory/organization for which you are a member perform testing on this material sample? *	<input type="text"/>	Date that the sample was received by the laboratory/organization performing the testing:	<input type="text"/>
Sample type *	<input type="text" value="Select an option"/>	The quantity of what the sample constitutes *	<input type="text"/>
A brief description of the sample *	<input type="text"/>	First name of sampler *	<input type="text"/>
Last name of sampler *	<input type="text"/>	Title of sampler:	<input type="text"/>
Telephone number of sampler:	<input type="text"/>	From where was the sample collected *	<input type="text"/>
The fabricator/manufacturer/facility name *	<input type="text"/>	Laboratory sample identification:	<input type="text"/>
Linked DIME Sample ID:	<input type="text"/>	Transportation Laboratory (TL) Number from the Transportation Laboratory (TL) Form:	<input type="text"/>
Lot Number from the Transportation Laboratory (TL) Form:	<input type="text"/>		

The concrete mix design number *	<input type="text"/>	The truck number from where the sample was collected:	<input type="text"/>
The batch plant ticket number from where the sample was collected *	<input type="text"/>	The fabricator/manufacturer designation for the sample:	<input type="text"/>
The batch plant number:	<input type="text"/>	A detailed description of where the material sample was collected *	<input type="text"/>
Where the material sample would have been placed if not sampled:	<input type="text"/>	Structure unique identifier:	<input type="text"/>
Structure name:	<input type="text"/>	From Lot No.:	<input type="text"/>
Bag Lot No.:	<input type="text"/>		

- If you would like to assign/send the samples to other labs, select labs from the field below. Also, provide any additional notes at the very end of the form. Click on the 'Create Sample' button at the bottom of the page to create the sample when ready.

Assign Sample To Lab

Instructions: Indicate additional laboratory(s)/organization(s) in the field below to which you will be sending the material sample to perform testing. Only the laboratory(s)/organization(s) indicated below will have access to this material sample record and will be able to submit test results for the material sample.

Lab Name:

Any Additional Notes about the Sample:

- If there was any error with the data, the page prompts you to fix the errors. Example shown below:

The concrete mix design number *:	<input type="text"/>	The truck number from where the sample was collected:	<input type="text"/>
	The concrete mix design number is required.		
The batch plant ticket number from where the sample was collected *:	<input type="text"/>	The fabricator/manufacturer designation for the sample:	<input type="text"/>
	The batch plant ticket number from where the sample was collected is required.		
The batch plant number:	<input type="text"/>	A detailed description of where the material sample was collected *:	<input type="text"/>
			A detailed description of where the material sample was collected is required.
Where the material sample would have been placed if not sampled:	<input type="text"/>	Structure unique identifier:	<input type="text"/>
Structure name:	<input type="text"/>	From Lot No.:	<input type="text"/>
Bag Lot No.:	<input type="text"/>		

- Hit the 'Create Sample' button again after all of the errors are fixed. You are redirected to the sample's summary page after the sample record is created.

The screenshot shows the DIME web application interface. At the top, there is a navigation bar with the DIME logo and menu items: Projects, Test Results, DIMEXML, and Help and Forms. The user name 'Yang Zhu' and a logo are on the right. Below this is a secondary navigation bar with links: Dashboard, New Sample, Submit Results, Publish Results, and User Accounts. A search bar labeled 'Sample Quick Access' is also present. The main content area shows the breadcrumb trail: DIME » Projects » Project - DEA: 034E3804 » Sample 2015-11-11-2 » Sample Details. The title 'Sample Record' is prominently displayed. Below the title, there is a message: 'Sample detail information. You may need to scroll down to see the tests for the samples.' followed by a link: 'New to Sample Detail page? Click here for an on-screen tutorial.' The main content area displays 'DIME Sample ID: 2015-11-11-2' with an information icon. A 'Project Information' section is visible with 'Project Identifiers' and 'Project ID: 9999'. On the right side, there is a 'Sample Operations' section with a 'View Sample Detail' link. An orange callout box on the right contains the text: 'Assigning tests operation are merged into one menu. Click "Assign Tests" below to see more detail.'