

## Task: Publish Test Result

### Description:

This page describes how to publish test results so that the test result is available for viewing for authorized users. For instructions on how to submit test results and how to search for a sample, please refer to the corresponding instruction files.

### Who can perform this task?

Test results can be published by Caltrans 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. There are two ways you can get to the test result publishing page.
  - a. Through the 'Publish' link on the unpublished test table at the bottom of the Login Home page:

Unpublished Tests			
Displaying 1-10 of 11 results.			
DIME Test ID	Test Code	Date Tested	
2015-12-01-1-1	ASTM A931-0810	12/01/2015	Publish
2015-12-01-1-2	ASTM A931-0810	12/01/2015	Publish
2015-11-11-5-3	ASTM E340-15	11/30/2015	Publish
2015-11-11-1-3	CTM 670-13-Dec	11/19/2015	Publish
2015-11-16-1-1	ASTM D624-00-re12	11/17/2015	Publish
2015-11-12-2-3	ASTM A370-15	11/17/2015	Publish
2015-11-12-1-1	CTM 670-13-Dec	11/12/2015	Publish
2015-11-10-1-1	CTM 670-13-Dec	11/10/2015	Publish
2015-11-06-2-1	CTM 670-13-Dec	11/06/2015	Publish
2015-11-30-1-1	ASTM A1064-15	11/01/2015	Publish
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- b. Through the 'Publish' link on the submitted tests table near the bottom of the sample's detail page:

Submitted Tests							
DIME Test ID	Test Method	Tester Name	Date Tested	Submitted By	published?	Test Comments	
2015-12-01-1-1	ASTM A931-0810: (Diameter Verification) Standard Test Method for Tension Testing of Wire Ropes and Strand	Yang Zhu	12/01/2015	Yang Zhu	No		   
2015-12-01-1-2	ASTM A931-0810: (Breaking Force) Standard Test Method for Tension Testing of Wire Ropes and Strand	Yang Zhu	12/01/2015	Yang Zhu	No		   
2015-12-01-1-3	ASTM A931-0810: (Breaking Force) Standard Test Method for Tension Testing of Wire Ropes and Strand	yz	12/02/2015	yz	No		<a href="#">Info</a>

3. Once arrive at the page, review the test information displayed on the page.
4. Check the project personnel you want to receive the publishing notifications. For instructions on how to add project personnel to a project, please refer to the appropriate instruction file.

Place a checkmark in the box beside the person who should be emailed a link to the test results, once published.					
Email Address	Full Name	Role	Personnel Source	<input type="checkbox"/>	Action
test2@9999.com	last2, bed2	Role 2222	DIME Project Personnel	<input type="checkbox"/>	 

5. Provide any additional notes in the notification email by typing the the text in the text area. You may also add or remove any personnel on the page. When you are ready, click on the 'Publish' button.

Add New Project Personnel

**Additional Notes:**  
You may include additional notes in the text area below which will be included in the notification email sent to you and all selected project personnel. These notes are optional and not saved.

Publish

6. After publishing, you are redirected to a page indicating that the test results have been published. Also, you and the selected project personnel will receive an notification email regarding this publishing action.