

Task: Verify Test Result

Description:

This page describes how to verify 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 verified by Non-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 verifying page.
 - a. Through the 'Verify link on the unverified test table at the bottom of the Login Home page:

Unverified Tests				Sample ID
DIME Test ID	Test Code	Date Tested		DI
2015-10-05-11-1	ASTM C143-10a	01/04/2016	Verify	2015-

- b. Through the 'Verify' link on the submitted test table near the bottom of the sample's

detail page:

Submitted Tests							
DIME Test ID	Test Method	Tester Name	Date Tested	Submitted By	verified?	Test Comments	
2015-10-05-11-1	ASTM C143-10a: Slump of Hydraulic-Cement Concrete	123 Zhu	01/04/2016	123 Zhu	No		   

- Upon arriving at the page, review the test information displayed on the page.
- Check the project personnel you want to receive the verifying 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 verified.

Email Address	Full Name	Role	Personnel Source	<input type="checkbox"/>	Action
test2@9999.com	last2, bed2	Role 2222	DIME Project Personnel	<input type="checkbox"/>	

- Provide any additional notes in the notification email by typing the the text in the text area. When you are ready, click on the 'Verify' button.

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.

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