

11-6

**Sampling:**

**View Pending Samples**

**Objectives**

- Use the Query Tool to Find a Sample
- View Samples Pending for a Selected Contract
- View Samples Pending for a Selected Lab

# Overview

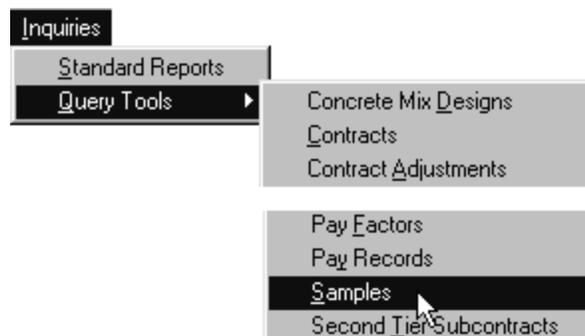
HiCAMS provides several ways to locate a specific sample:

- ◆ From the **Functions** menu, select **Review Sample Details** to search by Sample ID or Alternate ID.
- ◆ Use the **Query Tool** and define your own search criteria to search for a sample. The Query Tool can be used to perform inquiries on most areas of HiCAMS; we will discuss using the tool to locate a specific sample in this section.
- ◆ View a list of all samples pending for a specific contract.
- ◆ View a list of all samples pending for a specific lab.

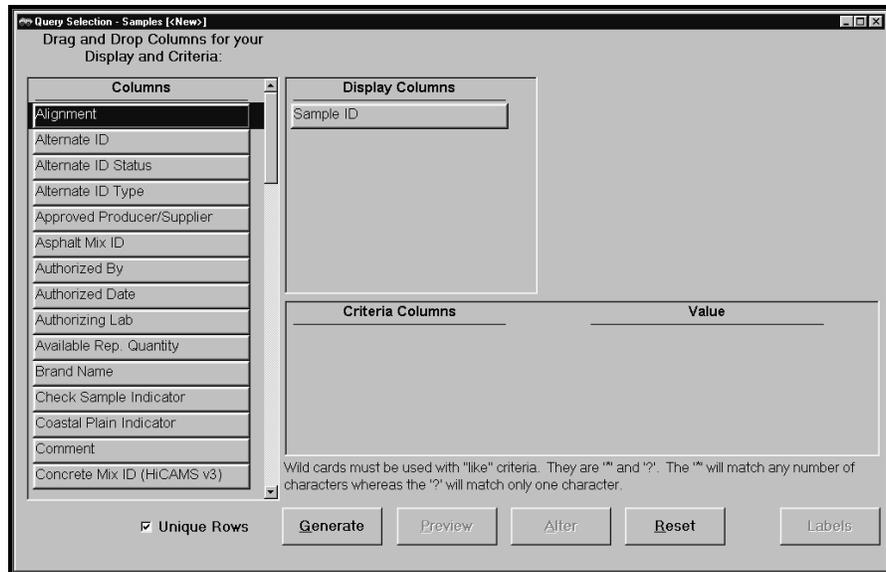
## Using the Query Tool to Find a Sample

**Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”

**Step 2:** From the **Inquiries** menu select **Query Tools**. From the Query Tools submenu select **Samples**.



The **Query Selection - Sampling Information** window displays.



## Defining Search Criteria

**Step 3:** Click a label in the **Columns** section that you want to use for search criteria and drag it to the **Criteria Columns** section. Repeat this process until you have dragged all the labels you require.

**Note:** If you change your mind about including certain column labels, you can remove them from the **Criteria Columns** section of the window by dragging them back to the **Columns** area.

At least one of the following criteria columns is required: Contract Number, Material Description, Material Type, Sample ID, or Sample Owner.

**Note:** Column labels that display Yield symbols cannot be used as Criteria columns.

For each column label you drag, **Operator** and **Value** fields display. These fields permit you to specify additional criteria to narrow your search.

Criteria Columns

Criteria Columns	Operator	Value
County	=	Vance
Sampled By	=	

Wild cards must be used with "like" criteria. They are "\*" and "?". The "\*" will match any number of characters whereas the "?" will match only one character.

**Step 4:**  To define operators for the search criteria you selected, click the down arrow in the **Operator** field and select an operator from the list.

#### Operator choices:

=	is equal to
<	is less than
<=	is less than or equal to
>	is greater than
>=	is greater than or equal to
<b>like</b>	is approximately like (a certain phrase)
<b>is blank</b>	the field is blank

Use the operator **like** when you do not know exactly what value to retrieve from the system.

When you use the **like** operator, you must enter characters in the **Value** field that approximate the characters you want the system to retrieve, then place wild card symbols ( \* or ? ) before, after, or around the text string. This ensures the system retrieves all of the variations of the characters for which you are searching.

**Example:** If you want to retrieve a contract that begins with **C103:**

- 1 Drag the **Contract Number** column heading into the **Criteria Column** area.
- 2 Select the operator **like**.

3 Enter **C103\*** in the **Value** field.

HiCAMS retrieves all contract numbers that begin with **C103**.

**Note:** *If you change your mind about including certain column labels, remove them from the Criteria Columns section of the window by dragging them back to the Columns area.*

**Step 5:** Complete the **Value** field.

1.  Click the **Value** button at the right of the field.

**Note:** *If the Value button does not display, you must enter the value for which you want the system to search. The Value button appears only when there are exact values stored in the database.*

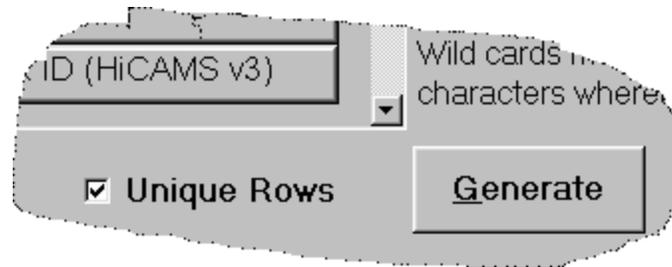
2. The **Select Data Value for...** window displays.



3. Select a value for which you want the system to search.

4. Click **OK**.

**Step 6:** To generate a report that does not contain duplicate entries, in the **Query Selection - Sampling Information** window, click the **Unique Rows** check box (below).



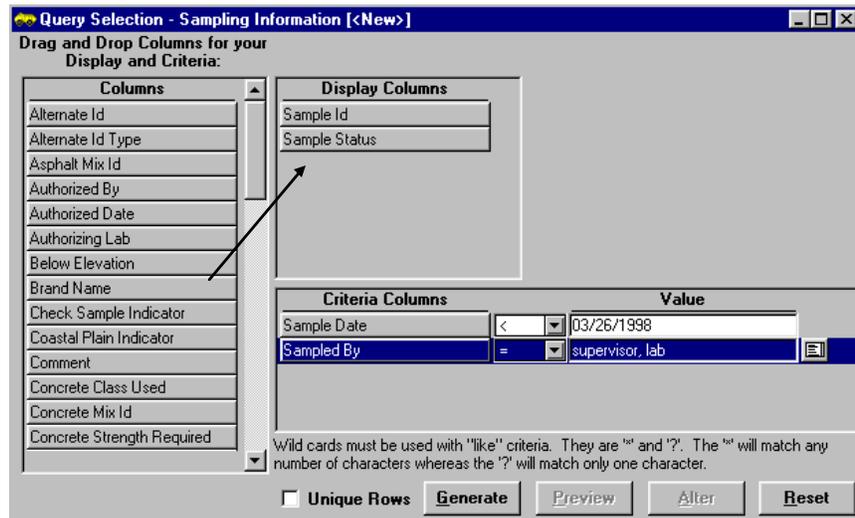
**Tip:** To create smaller reports, you should always check this box.

## Defining Display Information

To define the types of information to display in your report, do the following:

Click a label in the **Columns** section that you want to use for display column headings and drag it to the **Display Columns** section. Repeat this process until you have dragged all the labels you require.

**Note:** Some information types are required for each report. The system automatically places these required column headings in the Display Columns section of the window.



**Tip:** If you change your mind about including certain column labels, remove them from the **Display Columns** section by dragging them back to the **Columns** area.

To search for a sample taken during a range of dates, use your Sample Date criteria, using the “less than” and “greater than” operators as shown below:

The screenshot shows a software window titled "Query Selection - Samples [ <New> ]". It is divided into several sections:

- Columns:** A list of available fields including Route Description, Route Number, Route Type, Sample Date (highlighted), Sample Frequency, Sample Frequency Comments, Sample From, Sample ID, Sample Location Details, Sample Owner, Sample Received Date, Sample Status, Sampled By, Shelf Life Date, and Station From.
- Display Columns:** A list of selected fields: Sample ID, Sample Status, Sampled By, and Sample Date.
- Criteria Columns:** A table for defining search criteria:

Criteria Columns	Operator	Value
Sample Date	>=	04/15/2001
Sample Date	<=	08/31/2001
Material Type	=	Field Density - Embankment - E
- Snapshot Report (82 Rows):** A table showing the results of the query:

Sample ID	Sample Sta
191478	In Transit
191482	In Transit
191480	In Transit
191483	In Transit
192210	In Transit
192439	In Transit
- Buttons:** Unique Rows (checked), Generate, Preview, Alter, Reset, and Labels.
- Help Text:** "Wild cards must be used with 'like' criteria. They are '\*' and '?'. The '\*' will match any number of characters whereas the '?' will match only one character."

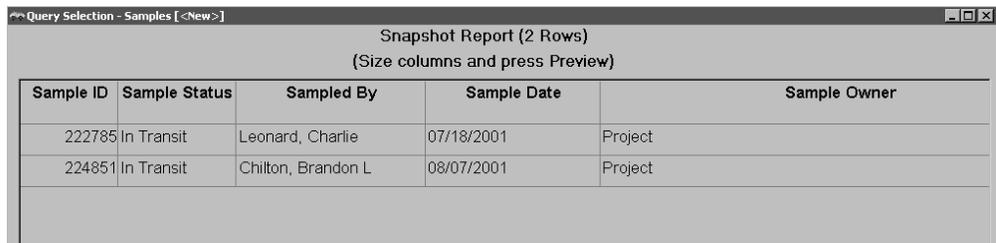
## Generating the Report

After you specify the search criteria and display options, click the **Generate** button to process the query.

The **Snapshot Report** window displays. It lists the results of the system’s search for the criteria and display options you selected.

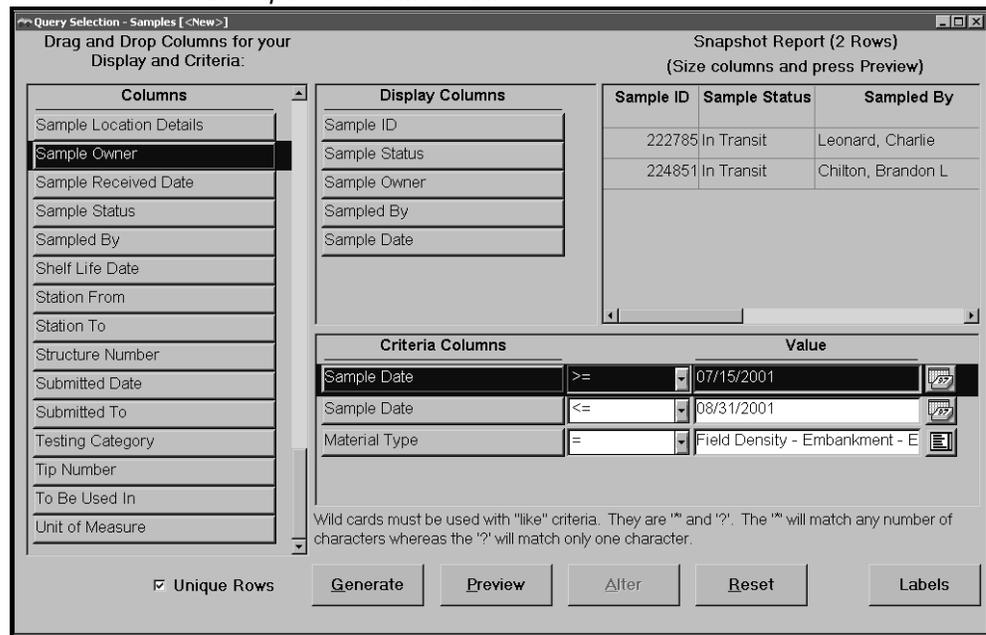
**Note:** The window's columns display in the exact order you added them to the **Display Columns** section.

**Step 6:** If the generated report does not provide the results you expected or you would like to use additional display columns, use the **Alter** button to return to the **Query Selection** window. In the example below, we have changed the starting *Sample Date* to 07/15/2001, and added the *Sample Owner* column:



Sample ID	Sample Status	Sampled By	Sample Date	Sample Owner
222785	In Transit	Leonard, Charlie	07/18/2001	Project
224851	In Transit	Chilton, Brandon L	08/07/2001	Project

**Note:** The *Sample Owner* field has been added as the third display column. This will NOT display as the third column in the report; any criteria added AFTER the report has initially been generated will result in any columns being displayed in the last column on the report as shown below:



Query Selection - Samples [ <New> ]

Drag and Drop Columns for your Display and Criteria:

Columns

- Sample Location Details
- Sample Owner**
- Sample Received Date
- Sample Status
- Sampled By
- Shelf Life Date
- Station From
- Station To
- Structure Number
- Submitted Date
- Submitted To
- Testing Category
- Tip Number
- To Be Used In
- Unit of Measure

Display Columns

- Sample ID
- Sample Status
- Sample Owner
- Sampled By
- Sample Date

Criteria Columns

Criteria Columns	Operator	Value
Sample Date	>=	07/15/2001
Sample Date	<=	08/31/2001
Material Type	=	Field Density - Embankment - E

Wild cards must be used with "like" criteria. They are "\*" and "?". The "\*" will match any number of characters whereas the "?" will match only one character.

Unique Rows

Generate Preview Alter Reset Labels

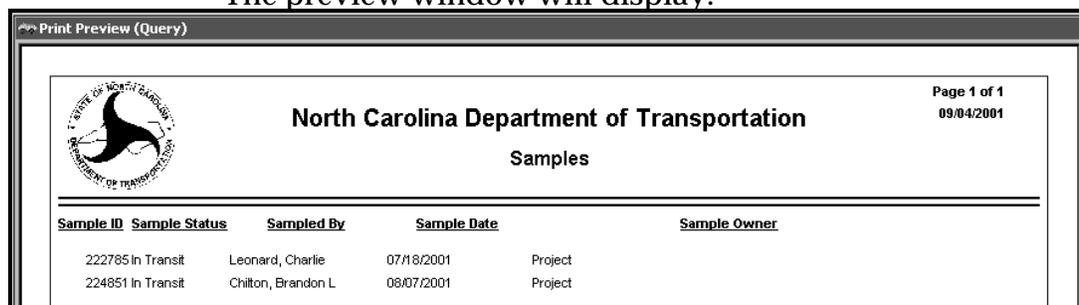
**Tip:** You cannot alter column order after a report has initially been generated. You must begin a new query to re-order the columns as needed.

**Step 7:** Double-click a row to display information about the selected sample in the **Review Sample Details** window.

## Saving the Generated Report to an Excel Spreadsheet

When your report is completed as needed, you may save the report to an Excel Spreadsheet.

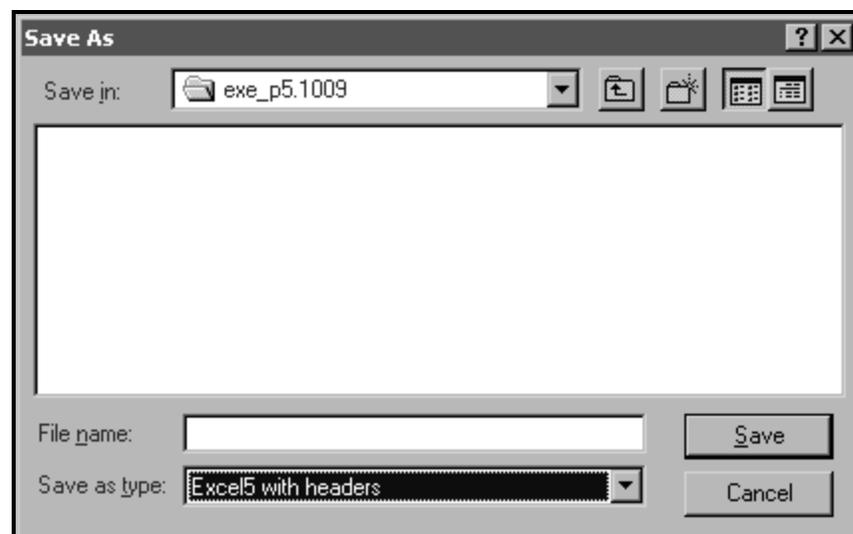
**Step 1:** From the Query Selection window, click the Preview button. The preview window will display:



The screenshot shows a window titled "Print Preview (Query)". Inside, there is a header section with the North Carolina Department of Transportation logo on the left, the text "North Carolina Department of Transportation" in the center, and "Page 1 of 1" and "09/04/2001" on the right. Below the header is a table with the following data:

Sample ID	Sample Status	Sampled By	Sample Date	Sample Owner
222785	In Transit	Leonard, Charlie	07/18/2001	Project
224851	In Transit	Chilton, Brandon L.	08/07/2001	Project

**Step 2:** Click the **Save As** button on the toolbar. The Save As window will appear:



**Step 3:** Select "Excel5 with Headers" for **Save as type**.

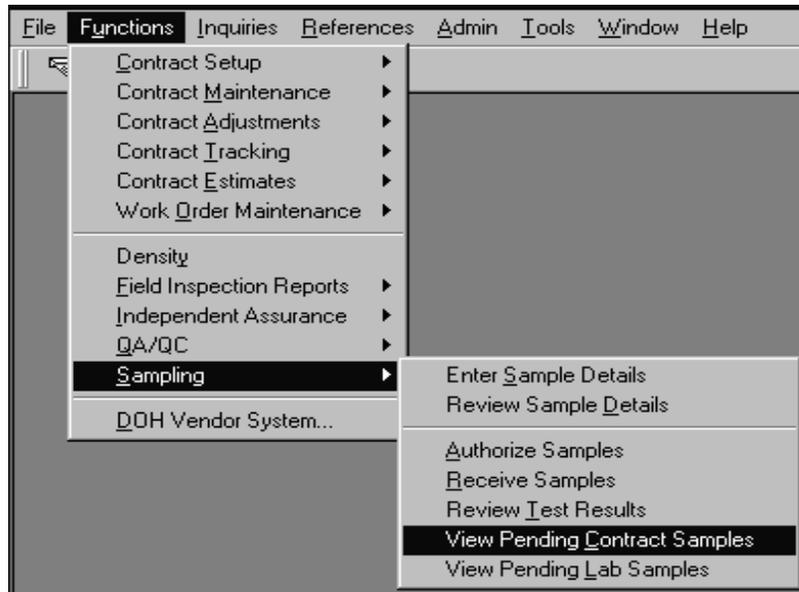
**Step 4:** Enter a File name and a “Save in” location, and click **Save**.

**Note:** *If you are using this method, and have altered your query, the columns will appear as you ordered them in the Query Selection window.*

## Viewing Samples Pending for a Specific Contract

**Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”

**Step 2:** From the **Functions** menu select **Sampling**. From the Sampling submenu select **View Pending Contract Samples**.



The **View Pending Contract Samples** window displays:

**Step 3:** If you know the contract number, click inside the **Pending Samples for** text box and enter it.



If you do not know the contract number, click the **book** button at the right of the field.

The **Contract Selection** window displays:

Contract	Work Order	TIP Number	Description (nickname)	Contractor
C102994	8.1500805	U-2003AA	GRADING, DRAINAGE, PAVING, PVT MARKINGS	ENGLISH CONSTRUCTION
C103030	6.499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVEMENT	APAC-CAROLINA, INC., C
C103144	8.T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	S. T. WOOTEN CORPORAT
C103339	8.T491804	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	BLYTHE CONSTRUCTION,
C103340	8.1501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS	VARIOUS LC(WATSON ELECTRICAL CC
C103357	8.T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	BLYTHE CONSTRUCTION,

**Note:** The information in this window is sorted by contract number, in ascending order. To change the sort order or type, click the corresponding column title.

Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.

**Step 4:** To display only those contracts associated with a particular status, select a status from the list box in the **Status** field.

**Note:** By default, contracts displayed are those associated with your office.

**Step 5:** If you want to select a contract from another location, select it from the list box in the **Location** field.

**Tip:** To display all available contracts, choose the option **All**.

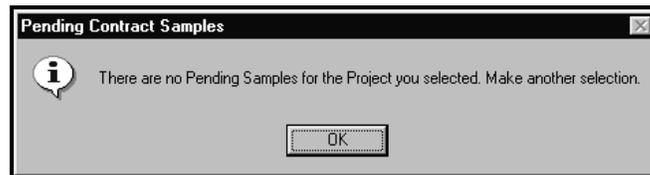
**Step 6:** Locate the contract number with which you want to associate the sample, using the scroll bar on the right side of the window, if necessary.

**Step 7:** Select the row containing the desired contract number.

**Step 8:** Click **OK**.

HiCAMS returns you to the **View Pending Contract Samples** window. It lists the samples pending for the contract you selected.

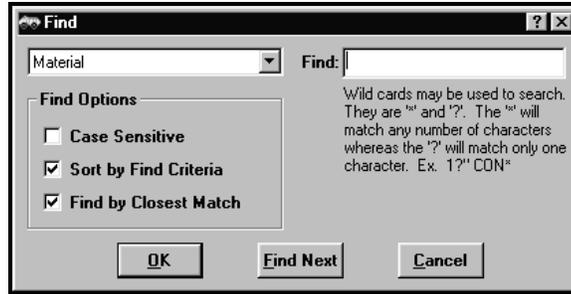
If there are no pending samples for the contract you selected, a message window (below) displays.



Click **OK** to clear this message, then repeat Steps 3 - 8.

**Step 9:** Locate the sample, using the scroll bar on the right side of the window, if necessary.

**Tip:**  You can also click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.



1. From the drop-down list, select the field you want to search. Choices include: Material, Field ID, Sample ID, Submitted Date, Received Date, and Work Order Number.
2. In the **Find** field, enter the text you want to locate.
3. Select appropriate **Find Options**.
4. Click the **OK** button to begin the search.

**Step 10:** Select the row containing the desired sample.

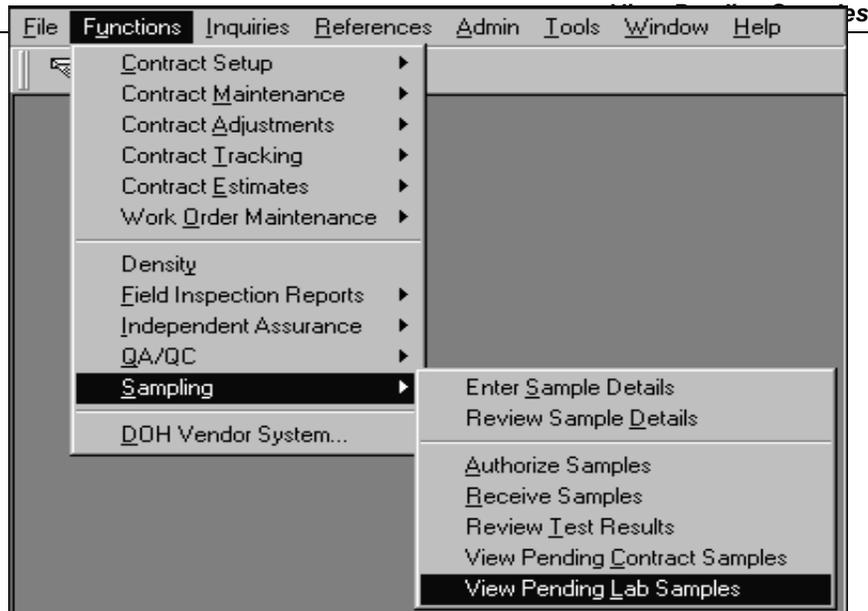
**Step 11:** To display information about the selected sample in the **Review Sample Details** Window:

- ◆ Click the **Details** button, or
- ◆ Double-click a selected row.

## Viewing Samples Pending for a Specific Lab

**Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”

**Step 2:** From the **Functions** menu select **Sampling**. From the Sampling submenu select **View Pending Lab Samples**.



The View Pending Lab Samples window displays:

Sample Date	Material « resizable column »	Testing Category	Sample/Part	Contract/ Field ID
12/25/1998	Select Material, Class II, Type 1	Acceptance	0000 0017	C104997
12/31/1998	Reinforced Concrete Pipe Culvert, Class III, 450 n	Pretest	0000 0005	C104997
02/15/1999	Concrete, Class A	Acceptance	0000 0019	C104997
02/15/1999	Concrete, Class AAA	Acceptance	0000 0018 / PHY	C104997
03/01/1999	Select Material, Class II, Type 1	Acceptance	0000 0015	C104997
03/05/1999	Concrete, Class A	Acceptance	0000 0007	C104997
03/10/1999	Coarse Aggregate, #57	Acceptance	0000 0093	C105007
03/15/1999	Concrete, Class AAA	Acceptance	0000 0009	C104997
04/10/1999	Concrete, Class A	Acceptance	0000 0028	C104997
05/20/1999	Coarse Aggregate, #5	Acceptance	0000 0022	C102994
06/30/1999	Concrete, Class AA	Acceptance	0000 0150	C105086
07/01/1999	Cement, Portland, Type II	IA - Comparative	0000 0151 / PHY1	C105086 / x1
07/01/1999	Concrete, Class AA	Acceptance	0000 0369	C104344 / 3
09/01/1999	Concrete, Class AA	Acceptance	0000 0382	C105061

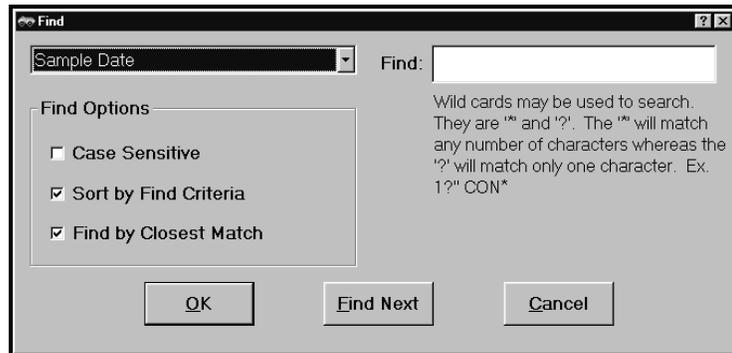
**Note:** Column rows default to ascending order (A-Z). Each time you click a column heading, its associated entries toggle between ascending (A-Z) and descending (Z-A) order.

**Step 3:** If you want to display samples associated with another lab, select the desired lab from the list box in the **Pending Lab Samples for** field.

**Note:** By default, the samples displayed are those associated with your lab.

**Step 4:** Locate a sample, using the scroll bar on the right side of the window, if necessary.

**Tip:**  You can also click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.



1. From the drop-down list, select the field you want to search. Choices include: Sample Date, Material, Testing Category, Sample Part, and Contract/Field ID.
2. In the **Find** field, enter the text you want to locate.
3. Select appropriate **Find Options**.
4. Click the **OK** button to begin the search.

**Step 5:** Select the row containing the desired sample.

**Step 6:** To display information about the selected sample in the **Review Sample Details** window:

- ◆ Click the **Details** button.
- ◆ Double-click a selected row.