
Lab Reports Search User Guide

ODOT Enterprise Content Management System



Oregon Department of Transportation

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Table of Contents

About this Document 2

Access Lab Reports System..... 3

Lab Reports Search Options 4

Lab Reports Search Steps 5

Lab Reports Advanced Search Steps 6

Lab Reports Search Tips 8

Lab Reports Search Results 9

 Hide/Show Search Criteria 10

 Sort Search Results 10

 Navigate Search Results 10

 Export and Print Search Results..... 11

 Change Search Results View 11

 Download Lab Report..... 11

 View Lab Report Information..... 13

Technical Support 14

About this Document

The Lab Reports system within the ODOT Enterprise Content Management (ECM) system provides users with the ability to search for, view, download and print lab reports from the Materials Laboratory of the Oregon Department of Transportation.

This document provides an introduction to the Lab Report Searches functionality, including step-by-step directions to using the searches to complete a search for lab reports.

Note: This document does not address the features and functions used to capture and store lab report documents or for other system administration. It only addresses the document search capabilities.

Access Lab Reports System

If you receive an e-mail message from the ODOT Materials Laboratory, you will be provided a link to a specific lab report and/or to the Lab Reports system.

Follow the steps below to access the Lab Report system.

1. Click on the Lab Reports links(s) provided in the e-mail.
 - a. Click on the Lab Report link to open a specific Lab Report to launch your default Internet browser and open the Lab Reports in Adobe Reader.
 - b. Click on the link to the Lab Reports system to launch your default Internet browser and open the Lab Reports system.

Link for Public access to Lab Reports: <https://ecmnet.odot.state.or.us/labreports>

Link for ODOT internal access only: <https://ecmnetintra.odot.state.or.us/labreports>

Lab Reports Search Options

Lab Reports Search: Use the basic search criteria provided in this search when you have general information for the lab report(s) you want to locate. For example, you want to locate lab reports associated with a specific Report Number or Contractor.


Lab Reports
Version: 1.0.0.0
Release: 8/10/2018

Lab Reports Search

Report Number <input style="width: 90%;" type="text"/>	Data Sheet Number <input style="width: 90%;" type="text"/>	Contract Number <input style="width: 90%;" type="text"/>	EA Number <input style="width: 90%;" type="text"/>
Aggregate Source Number <input style="width: 90%;" type="text"/>	Report Date is equal to <input style="width: 90%;" type="text"/>	Manufacturer <input style="width: 90%;" type="text"/>	Pass Fail Status <input style="width: 90%;" type="text" value="▼"/>

[Advanced Search](#)

Search
Reset

Lab Reports Advanced Search: Use the search criteria provided in this search when you have other specific key information for the lab report(s) you want to locate.


Lab Reports
Version: 1.0.0.0
Release: 8/10/2018

Lab Reports Search


Report Number <input style="width: 90%;" type="text"/>	Data Sheet Number <input style="width: 90%;" type="text"/>	Contract Number <input style="width: 90%;" type="text"/>	EA Number <input style="width: 90%;" type="text"/>
Aggregate Source Number <input style="width: 90%;" type="text"/>	Report Date is equal to <input style="width: 90%;" type="text"/>	Manufacturer <input style="width: 90%;" type="text"/>	Pass Fail Status <input style="width: 90%;" type="text" value="▼"/>

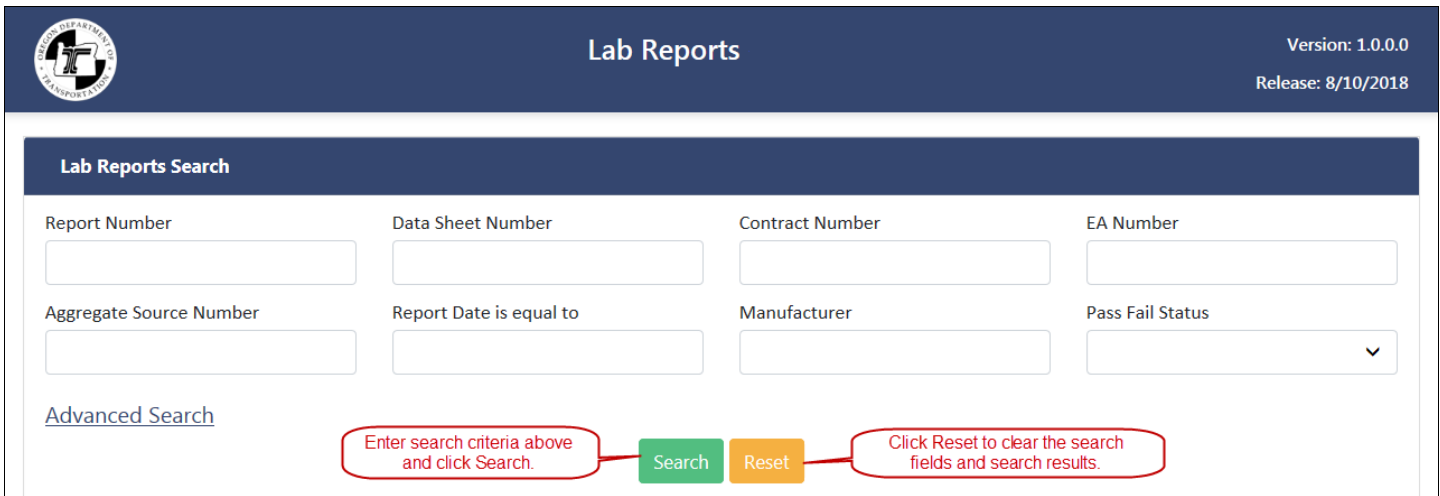
[Advanced Search](#)

Sample Date (Range) <input style="width: 90%;" type="text"/>	Supplier Name <input style="width: 90%;" type="text"/>	Project Title <input style="width: 90%;" type="text"/>	Lab Report Type <input style="width: 90%;" type="text"/>
Sample Number <input style="width: 90%;" type="text"/>	Submitted by Name is equal to <input style="width: 90%;" type="text"/>	Class Type <input style="width: 90%;" type="text"/>	Contractor <input style="width: 90%;" type="text"/>
Project Manager <input style="width: 90%;" type="text"/>	Crew Number <input style="width: 90%;" type="text"/>	Material Source <input style="width: 90%;" type="text"/>	Sample Type <input style="width: 90%;" type="text"/>
Product / Brand <input style="width: 90%;" type="text"/>	Grade <input style="width: 90%;" type="text"/>		

Search
Reset

Lab Reports Search Steps

1. Enter or select search criteria, as applicable, to narrow your search for the lab report(s) you want to locate. Refer to the “Lab Report Search Tips” section for helpful information on performing an effective search.
2. Click **Search**. The system completes the search and displays the results in the lower portion of the screen. Refer to the “Lab Report Search Results” section for more information.
3. Click **Reset** to clear the entered search criteria and search results.
4. Click  to close the Internet Browser tab to close the Lab Reports system.



Lab Reports Search

Version: 1.0.0.0
Release: 8/10/2018

Report Number Data Sheet Number Contract Number EA Number

Aggregate Source Number Report Date is equal to Manufacturer Pass Fail Status


[Advanced Search](#)

Enter search criteria above and click Search. Click Reset to clear the search fields and search results.

Lab Reports Search Criteria

Field	Description
Report Number	The unique alphanumeric identifier for the lab report.
Aggregate Source Number	The unique identifier for the quarry that is the source for the aggregate sample submitted for testing.
Data Sheet Number	The number submitted by the supplier to identify the sample being tested.
Report Date is equal to	The specific date of a lab report. You may enter a date or use the calendar feature to select a date. Format is MM/DD/YY. Click Clear to clear an entered date.
Contract Number	The alphanumeric identifier for the ODOT contract associated with the project and the sample submitted for testing.
Manufacturer	The name of the manufacturer that produced the sample material.
EA Number	The ODOT Expenditure Account (EA) number assigned by the TEAMS financial system used for tracking expenditures associated with a project.
Pass Fail Status	The results of the lab report. Select from Pass, Fail or Info.

Lab Reports Advanced Search Steps

1. Click **Advanced Search**.
2. Enter or select search criteria, as applicable, to narrow your search for the lab report(s) you want to locate. Refer to the “Lab Report Search Tips” section for helpful information on performing an effective search.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the screen. Refer to the “Lab Report Search Results” section for more information.
4. Click **Reset** to clear the entered search criteria and search results.
5. Click  to close the Internet Browser tab to close the Lab Reports system.


Lab Reports
Version: 1.0.0.0
Release: 8/10/2018

Lab Reports Search

Report Number <input style="width: 90%;" type="text"/>	Data Sheet Number <input style="width: 90%;" type="text"/>	Contract Number <input style="width: 90%;" type="text"/>	EA Number <input style="width: 90%;" type="text"/>
Aggregate Source Number <input style="width: 90%;" type="text"/>	Report Date is equal to <input style="width: 90%;" type="text"/>	Manufacturer <input style="width: 90%;" type="text"/>	Pass Fail Status <input style="width: 90%;" type="text" value="▼"/>

Advanced Search

Sample Date (Range) <input style="width: 80%;" type="text"/>	Supplier Name <input style="width: 90%;" type="text"/>	Project Title <input style="width: 90%;" type="text"/>	Lab Report Type <input style="width: 90%;" type="text"/>
Sample Number <input style="width: 90%;" type="text"/>	Submitted by Name is equal to <input style="width: 90%;" type="text"/>	Class Type <input style="width: 90%;" type="text"/>	Contractor <input style="width: 90%;" type="text"/>
Project Manager <input style="width: 90%;" type="text"/>	Crew Number <input style="width: 90%;" type="text"/>	Material Source <input style="width: 90%;" type="text"/>	Sample Type <input style="width: 90%;" type="text"/>
Product / Brand <input style="width: 90%;" type="text"/>	Grade <input style="width: 90%;" type="text"/>		

Enter search criteria above and click Search.

Click Reset to clear the search fields and search results.

Lab Reports Search Criteria

Field	Description
Report Number	The unique alphanumeric identifier for the lab report.
Aggregate Source Number	The unique identifier for the quarry that is the source for the aggregate sample submitted for testing.
Data Sheet Number	The number submitted by the supplier to identify the sample being tested.

Lab Reports Search User Guide


Field	Description
Report Date is equal to	The specific date of a lab report. You may enter a date or use the calendar feature to select a date. Format is MM/DD/YY. Click Clear to clear an entered date.
Contract Number	The alphanumeric identifier for the ODOT contract associated with the project and the sample submitted for testing.
Manufacturer	The name of the manufacturer that produced the sample material.
EA Number	The ODOT Expenditure Account (EA) number assigned by the TEAMS financial system used for tracking expenditures associated with a project.
Pass Fail Status	The results of the lab report. Select from Pass, Fail or Info.
Sample Date (Range)	The date a sample was taken from a Material Source. You may specify greater/less than or equal to a specific date. You may enter a date or use the calendar feature to select a date. Format is MM/DD/YY. Click Clear to clear an entered date.
Sample Number	A number that identifies a unique test sample. For example, multiple samples of asphalt may be submitted for testing. Each sample submitted with the Materials Lab data sheet will have a sequential number assigned to it, such as Sample 1, Sample 2 and Sample 3. This allows the Materials Lab staff to record test results for the specific samples tested.
Project Manager	The name of the ODOT project manager associated with the sample submitted for testing.
Product / Brand	The product or brand name of the supplied material.
Supplier Name	The name of the supplier who provided the material for testing.
Submitted by Name equal to	The name of the person who submitted the sample to the Materials Lab for testing.
Crew Number	The unique identifier of the ODOT organization unit or crew associated with the sample submitted for testing.
Grade	A sub-classification of a specific material.
Project Title	The name of the ODOT project associated with the sample submitted for testing.
Class Type	The type of test or procedure performed.
Material Source	The source from where the sample material being tested was taken. This may include a jobsite, stockpile or pit.
Lab Report Type	The type of lab report produced.
Contractor	The name of the prime contractor for the project for which the sample pertains.
Sample Type	A material classification which identifies the specific product or sample to be tested.

Lab Reports Search Tips

- Enter sufficient search criteria to identify the desired lab report(s) without returning too many or too few results. The more specific criteria you enter, the better the search results.
- The search value you enter is not case sensitive. For example, entering “SMITH” or “smith” or “SmiTH” in the Supplier Name field will produce the same search results.
- Use the dropdowns next the non-date criteria to select contains, starts with or ends with to make your search more specific.
- If using contains you may enter a partial or whole value. If you enter a partial value the search results will include all lab reports with this partial value anywhere in the searched field. For example, if you only enter “1” in the Report Number field, the search will return all lab reports which contain a “1” anywhere in the Report Number. If you are not specific enough, this could result in too many matching documents.
- If using starts with the search process looks for all lab reports that start with the search criteria you entered. For example, if you enter “1” in the Report Number field, the search will return all lab reports where the first value in the Report Number field is “1.”
- If using ends with the search process looks for all lab reports that end with the search criteria you entered. For example, if you enter “1” in the Report Number field, the search will return all lab reports where the last value in the Report Number field is “1.”
- If using multiple search criteria the search process looks for lab reports that meet all of the search criteria you enter. For example, if you enter a Report Number, Contract Number, Supplier Name and Manufacturer, then the search results will include each lab report that meets all of these entered criteria.
- If your search results in no or very few matching lab reports, reduce your search criteria. For example, search only on Contract Number, instead of Contract Number, Supplier Name and Manufacturer.
- If your search results in too many matching lab reports, increase the number of criteria used in your search. For example, search on Contract Number, Supplier Name and Manufacturer, instead of just Contract Number.
- A maximum of 500 results may be returned with any one search.

Lab Reports Search Results

Once you complete a search, the search results appear in a grid format, below the search criteria fields, in the lower portion of the Lab Reports Search screen. The Search Results provides a count of the number of lab reports matching your search criteria.


Lab Reports
Version: 1.0.0.0
Release: 8/10/2018

Lab Reports Search

Report Number

Data Sheet Number

Contract Number

EA Number

Aggregate Source Number

Report Date is equal to

Manufacturer

Pass Fail Status

Advanced Search

Sample Date (Range)

Supplier Name

Project Title

Lab Report Type

Sample Number

Submitted by Name is equal to

Class Type

Contractor

Project Manager

Crew Number

Material Source

Sample Type

Product / Brand

Grade

Search Results

Show entries

Search:

		Title	Report Number	Data Sheet Number	Contract Number	EA Number
+	<input type="checkbox"/>	09-001116_AGGREGATE	09-001116	F408032009	REG 5 QA	QA5000 000
+	<input type="checkbox"/>	09-001380_AGGREGATE	09-001380	F44020001	REG 2 QA	QA2000 000
+	<input type="checkbox"/>	09-001556_AGGREGATE	09-001556	F44322022	REG 2 QA	QA2000 000
+	<input type="checkbox"/>	09-001384_AGGREGATE	09-001384	F44020007	REG 2 QA	QA2000 000
+	<input type="checkbox"/>	09-001451_AGGREGATE	09-001451	F436490342	REG 4 QA	QA4000 000
+	<input type="checkbox"/>	09-001551_AGGREGATE	09-001551	F44248018	REG 2 QA	QA2000 000
+	<input type="checkbox"/>	09-000570_AGGREGATE	09-000570	F41110001	REG 3 QA	QA3000 000

Showing 1 to 7 of 7 entries

Previous Next

Click on Lab Reports Search to hide/display search criteria.

Click on column headings to sort search results in ascending/descending order.

Use this field to search in Search Results for specific lab reports.

Provides a count of your search results.

Page 9 of 15

Hide/Show Search Criteria

Click on Lab Reports Search at the top right corner of the screen to hide your search criteria. Click it again to show your search criteria.

	Title	Report Number	Data Sheet Number	Contract Number	EA Number
<input type="checkbox"/>	09-003137_AGGREGATE	09-003137	F43273003	REG 2 QA	QA2000 000
<input type="checkbox"/>	09-001116_AGGREGATE	09-001116	F408032009	REG 5 QA	QA5000 000

Sort Search Results

Click on a column heading to sort all search results (not just those displayed on the current page) in ascending or descending order by the column category.

	Title	Report Number	Data Sheet Number	Contract Number	EA Number
<input type="checkbox"/>	09-000570_AGGREGATE	09-000570	F41110001	REG 3 QA	QA3000 000
<input type="checkbox"/>	09-001116_AGGREGATE	09-001116	F408032009	REG 5 QA	QA5000 000
<input type="checkbox"/>	09-001380_AGGREGATE	09-001380	F44020001	REG 2 QA	QA2000 000

Navigate Search Results

If your search results in multiple pages of lab reports matching your search criteria, you can navigate through the pages, if desired, by clicking on page numbers or clicking the **Previous** and **Next** links at the bottom left corner of the search results.

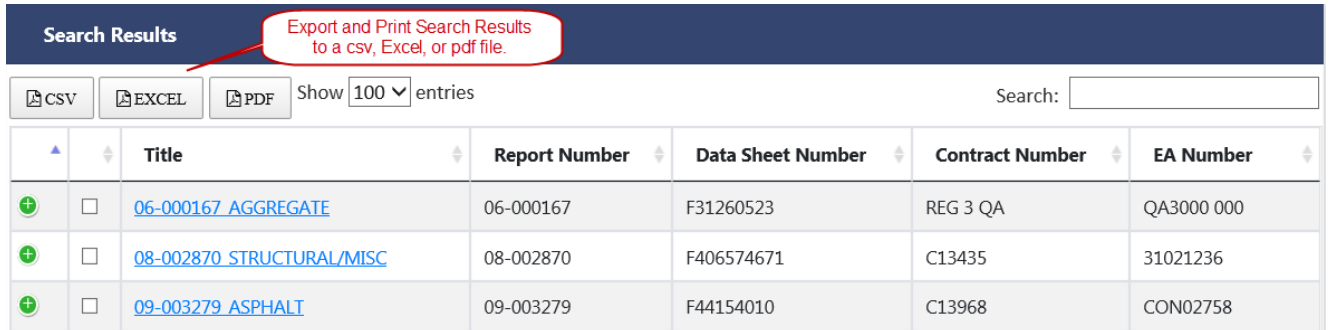
- Click on page numbers to navigate between pages of search results.
- Click Previous navigate to the previous page of search results.
- Click Next to go to the next page of search results.

<input type="checkbox"/>	06-003559_STRUCTURAL/MISC	06-003559	F3768023	C13177	CON02462
<input type="checkbox"/>	05-001298_AGGREGATE	05-001298	F2858101	C13061	CON01660

Showing 1 to 50 of 500 entries. A maximum of 500 results may be returned with any one search. Navigate Search Results. Previous 1 2 3 4 5 ... 10 Next

Export and Print Search Results

Click on the **CSV**, **EXCEL**, or **PDF** buttons to export and print search results. Clicking on the **CSV** button will export your search results to a csv file. Clicking on the **EXCEL** button will export your search results to an Excel file. Click on **PDF** will export your search results to a pdf file.



Search Results

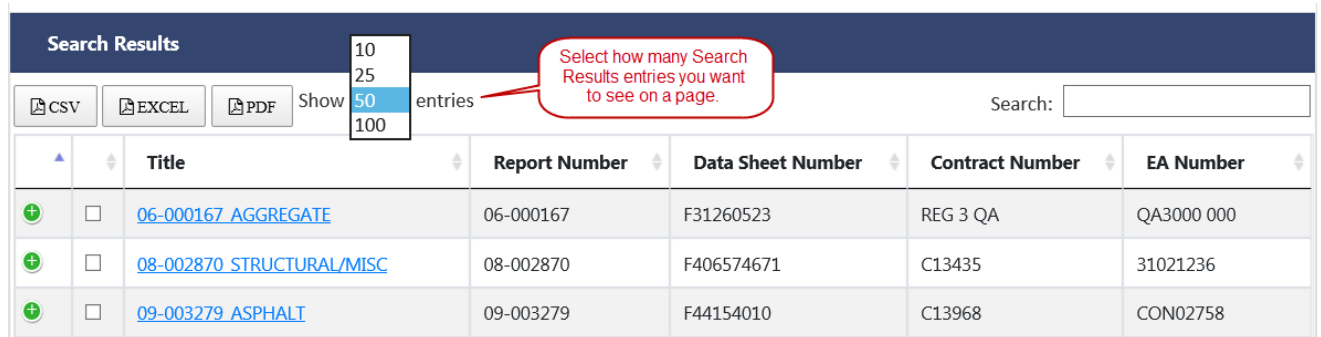
Export and Print Search Results to a csv, Excel, or pdf file.

Show entries
 Search:

		Title	Report Number	Data Sheet Number	Contract Number	EA Number
<input type="checkbox"/>	<input type="checkbox"/>	06-000167 AGGREGATE	06-000167	F31260523	REG 3 QA	QA3000 000
<input type="checkbox"/>	<input type="checkbox"/>	08-002870 STRUCTURAL/MISC	08-002870	F406574671	C13435	31021236
<input type="checkbox"/>	<input type="checkbox"/>	09-003279 ASPHALT	09-003279	F44154010	C13968	CON02758

Change Search Results View

Select how many Search Results entries you want to show on a page.



Search Results

Select how many Search Results entries you want to see on a page.

Show entries
 Search:

		Title	Report Number	Data Sheet Number	Contract Number	EA Number
<input type="checkbox"/>	<input type="checkbox"/>	06-000167 AGGREGATE	06-000167	F31260523	REG 3 QA	QA3000 000
<input type="checkbox"/>	<input type="checkbox"/>	08-002870 STRUCTURAL/MISC	08-002870	F406574671	C13435	31021236
<input type="checkbox"/>	<input type="checkbox"/>	09-003279 ASPHALT	09-003279	F44154010	C13968	CON02758

Download Lab Report

Use one of the three options to download lab reports.

- Open a lab report by clicking on the document link in the Title column. Click Open to view the lab report in Adobe Reader.
- Select one or more checkboxes in front of the document title and then click Download. Click Open to open a zip file with the downloaded lab reports. Open and view selected lab reports.
- Click Page-Select to select all documents on the page and then click Download. Click Open to open a zip file with the downloaded documents. Open and view selected lab reports. Navigate to another page and click Page-Select to include those lab reports in the zip file. Click Page-Deselect to deselect documents on a page.

Three Options to download Lab Reports

<input checked="" type="checkbox"/>	07-003457 SOIL	57	F43451015	C13227	CON01608
<input type="checkbox"/>	09-003234 BIT - CORE/OTHER		F43300035	C13984	CON02778
<input checked="" type="checkbox"/>	07-001100 AGGREGATE		F43279067	C13208	CON02451
<input type="checkbox"/>	09-000814 STRUCTURAL/MISC	09-000814	F4798172	C13403	CON02596
<input checked="" type="checkbox"/>	05-000819 STRUCTURAL/MISC	05-000819	F0000001	C12792	CON02220
<input type="checkbox"/>	06-002095 AGGREGATE	06-002095	F2858203	C13253	CON02515

Showing 1 to 100 of 500 entries

Previous 1 2 3 4 5 Next

Download Page-Select Page-Deselect

Open Lab Report Example

06-000167_20060213115257.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 06-000167_20060... x

103%

OREGON DEPARTMENT OF TRANSPORTATION
 MATERIALS LABORATORY
 800 AIRPORT RD. SE SALEM, OR 97301-4798

Page 1 of 1
 (503) 986-3100
 FAX (503) 986-3096



Contract No.: EA No.: QA3000 000 Lab No.: 06-000167
 Project: REGION 3 COMMERCIAL SOURCE - STOCKPILE
 Highway: County: Data Sheet No.: F3126 052
 Contractor: FA No.:
 Project Manager: ANDY CLARK Org Unit: Bid Item No.:
 Submitted By: MATT CARLOCK Org Unit: BY Sample No.:
 Material Source: 08-108-3 JOHN WAHL PIT Qty Represented: ANNUAL COMPLIANCE
 Sampled At: STOCKPILE Sampled By: Witnessed By: ROD SAVAGE
 DATE-Sampled: 06/ 1/23 Received: 06/ 1/26 Tested: 06/ 2/10 Date Reported:
 Class/Type: COMPLIANCE Use: COARSE PCC AGGR FEB 13 2006





Q or G: GRAVEL AGGREGATE LABORATORY REPORT - CPCCAG Size: 3/4-4

Test	Field	Lab
T 176 S.E.		
T 89 L.L.		
T 90 P.I.		
TP 61 Ttl Frac.		
TM 226 Dust/Clay		
TM 227 Cleanness		
TM 229 Elong pcs		
308 Incin/Ga A/C		
Total A/C		
Retention		
TM 6 Moisture		
T 27/11		
Sieve	Passing	Passing
63 mm		
50		
37.5		
25.0		100 %
19.0		96 %
12.5		67 %
9.5		45 %
6.3		17 %
4.75		4 %
2.36		0 %
2.00		
1.18		
600 μm		0 %
425		
300		
150		
75		0.1 %

T 84 F. Grav.	T 85 C. Grav.
Bulk:	Bulk: 2.541
S.S.D.:	S.S.D.: 2.608
Appar.:	Appar.: 2.723
Absorp.:	Absorp.: 2.63 %
T 104 Soundness	TM 208 Degrade
C A: 9% F A:	
37.5-19.0: 0.4 %	
19.0-9.5: 5.3 %	
9.5-4.75: 3.5 %	
4.75-2.36:	
2.36-1.18:	
1.18-600 μm:	
600 μm-300:	
T 96 Abrasion	T 21 Impurity
20.1 %	Plate #:
Type B	
TP 61 Fracture	TM 221 Friables
19.0:	Wt'd Avg:
12.5:	37.5-19.0:
9.5:	19.0-9.5:
6.3:	9.5-4.75:
4.75-2.00:	4.75-1.18:
T 113 Lightweight	TM 225 Woodwaste
Coarse: 0.1 %	Lab:
Fine:	Field:
AASHTO T 288/289	AASHTO T 267
Resist: Ω	Organic:
pH:	
AASHTO T 291	AASHTO T 290
Chloride:	Sulfate:

View Lab Report Information

Click on the plus  sign to view lab report information (metadata). Click on the minus  sign to hide report information.

		Title	Report Number	Data Sheet Number	Contract Number	EA Number
	<input type="checkbox"/>	06-000167_AGGREGATE	06-000167	F31260523	REG 3 QA	QA3000 000
<p>Project Title REGION 3 COMMERCIAL SOURCE - STOCKPILE</p> <p>Aggregate Source Number 08-108-3</p> <p>Sample Date 1/23/2006 12:00:00 AM</p> <p>Pass Fail status PASS</p> <p>Sample type COARSE PCC AGGR</p> <p>Class type C</p> <p>Product/Brand -</p> <p>Grade</p> <p>Lab Report Type AGGREGATE</p> <p>Report Date</p> <p>Submitted By Name MATT CARLOCK</p> <p>Supplier Name FRED</p> <p>Contractor</p> <p>Manufacturer</p> <p>CrewNumber 7840</p>						
	<input type="checkbox"/>	08-002870_STRUCTURAL/MISC	08-002870	F406574671	C13435	31021236

Click on the minus sign to hide metadata.

Click on the plus sign to view metadata.

Technical Support

For issues with the Lab Reports system, contact your Lab Reports System Administrator first. If the issue is not resolved, the Lab Reports System Administrator will then contact the Computer Support Desk.

For technical assistance, please contact the Computer Support Desk at (503) 986-3800.