



Florida Department of TRANSPORTATION



Lab Manager Company Role Notifications

September 18, 2024



Contents

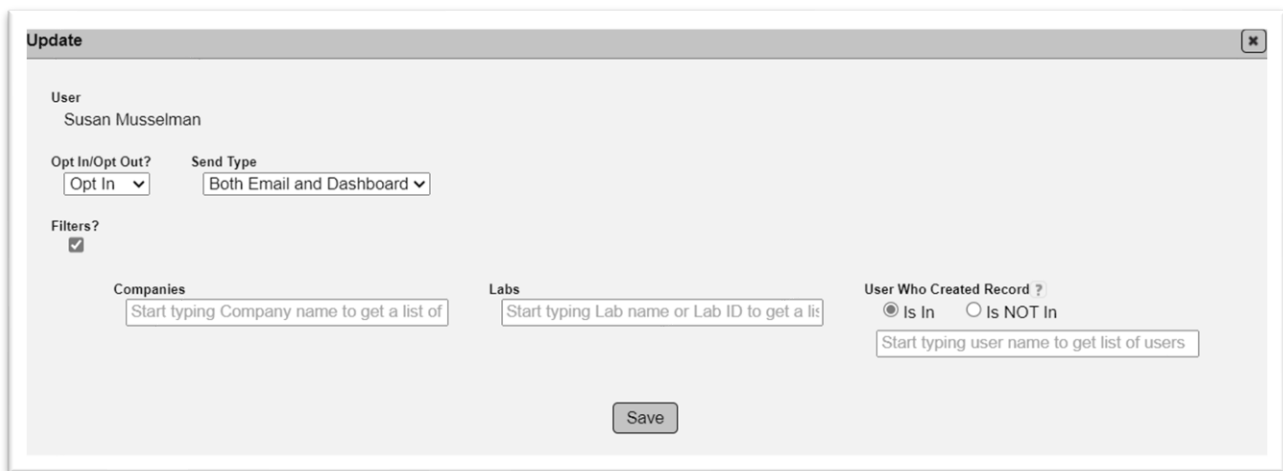
Chapter 1 – Lab Notifications	3
Chapter 2 – Lab Managers and Lab Profile Managers	4
A. Evaluations	4
LQPR has failing step response that has been rejected.....	4
B. Labs	4
Lab Suspended	4
Lab Disqualified	4
Lab Closed	4
Test Method Approved	5
Test Method Inactivated	5
Test Method Rejected	5
Test Method Suspended	5
C. Samples	5
Sample returned for lab test corrections.....	5
Sample returned for test corrections.....	5
Sample returned for sample and test corrections	6
Sample submitted for lab testing	6
Sample routed to lab	6

Chapter 1 – Lab Notifications

On notifications where company users are recipients, MAC evaluates the record that triggered the notification for a company to determine the appropriate recipients. These are designated with a hash tag (#) under the Will Receive Notification symbol. When you see a ✓#, you know that you are set up as a recipient based on the company of the lab.

All these are set so that you Can Opt Out. This means you will get them **unless** you opt out. If you don't want them, opt out. Be careful opting out if you are the only user with that role for the company.

If you want the notifications, you don't need to apply filters, except for a facility id if you only want to receive them for your facility/facilities.



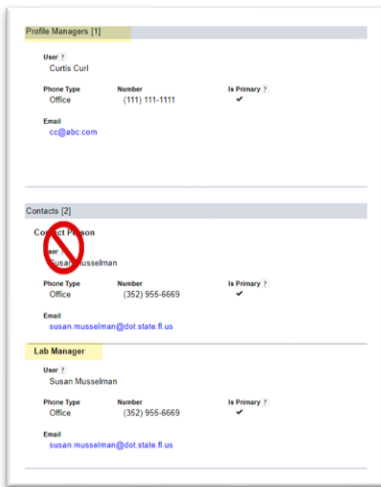
The screenshot shows a web form titled "Update" with a close button (X) in the top right corner. The form contains the following fields and controls:

- User:** Susan Musselman
- Opt In/Opt Out?:** A dropdown menu currently set to "Opt In".
- Send Type:** A dropdown menu currently set to "Both Email and Dashboard".
- Filters?:** A checkbox that is checked.
- Companies:** A text input field with the placeholder text "Start typing Company name to get a list of".
- Labs:** A text input field with the placeholder text "Start typing Lab name or Lab ID to get a list of".
- User Who Created Record?:** Radio buttons for "Is In" (selected) and "Is NOT In". Below this is a text input field with the placeholder text "Start typing user name to get list of users".
- Save:** A button located at the bottom center of the form.

- There is a company filter, but MAC is already filtering on your company
- In this example, for a lab notification, you may want to filter on the FDOT Lab Id(s) you are manage, especially if your company has many labs on the FDOT Qualified Lab list and you are the lab manager for only some of them

Chapter 2 – Lab Managers and Lab Profile Managers

MAC provides Lab Profile Managers and Lab Managers with notifications related to the laboratory profile, evaluations and samples. Some go to both and some are only for the Lab Manager.



The screenshot displays a user profile interface with three main sections:

- Profile Managers [1]:** Shows a user named Curtis Curt with phone type Office, number (111) 111-1111, and email cc@abc.com. The 'Is Primary?' checkbox is checked.
- Contacts [2]:** Shows a contact named Susan Musselman with phone type Office, number (352) 955-6669, and email susan.musselman@dot.state.fl.us. The 'Is Primary?' checkbox is checked. A red 'X' is overlaid on the contact's name.
- Lab Manager:** Shows a user named Susan Musselman with phone type Office, number (352) 955-6669, and email susan.musselman@dot.state.fl.us. The 'Is Primary?' checkbox is checked.

A. Evaluations

LQPR has failing step response that has been rejected

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User rejects a lab manager's response to a failing step. MAC emails the lab manager of the lab on evaluation so they can review the response and take further action as needed.

B. Labs

Lab Suspended

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to suspended.

Lab Disqualified

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to disqualified.

Lab Closed

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to closed.

Test Method Approved

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to approved.

Test Method Inactivated

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to inactivated.

Test Method Rejected

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to rejected.

Test Method Suspended

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to suspended.

C. Samples

There are a number of sample notifications that are intended for users other than the lab manager. Only those appropriate for lab managers are listed here.

Sample returned for lab test corrections

This is a secondary notification triggered when a sample is returned for test corrections and there is at least one lab test on the sample. Lab Managers get this notification and are expected to forward to the appropriate Data Reviewer.

Sample returned for test corrections

If a sample is returned for test corrections and there are field tests on the sample, all Data Reviewers for the company of the user that created a sample get notified. Examples are Rolling Straightedge samples and structural concrete samples.

For structural concrete samples that have both field tests and a lab test, MAC does not know if the tests that need correction are field or lab. Data Reviewers should coordinate with a Data Reviewer of the company or companies of the lab if both are needed to determine who will resubmit the sample to FDOT. Lab manager(s) of the lab(s) on the sample also get notified.

Sample returned for sample and test corrections

The same recipients for sample and test corrections apply. Lab Manager(s) and Data Reviewer(s) should coordinate to determine when the sample is ready to be resubmitted to FDOT and who will resubmit it.

Sample submitted for lab testing

This notification is reserved for the State Materials Office and requires a system administrator to set up specific users. It is not widely used because it results in too many incorrect notifications.

Sample routed to lab

This notification is triggered when a data entry person routes a sample to another lab. Lab Managers are notified so they know a sample has been routed to their lab and they should expect to physically receive all or part of a sample from the original lab.