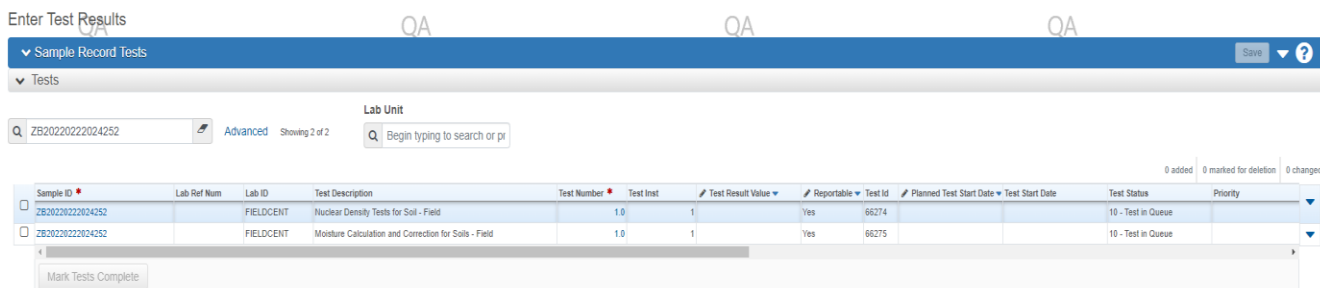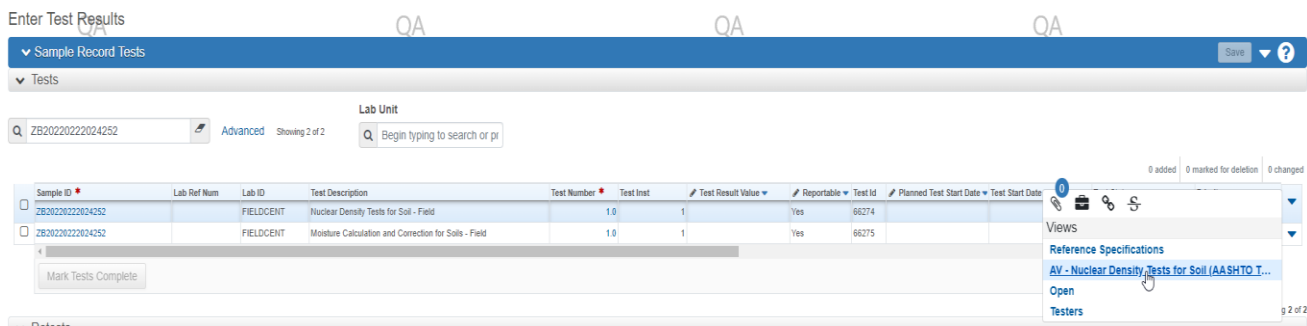This QRG gives instructions on how to complete tests through the Enter Test Results queue.

Instructions on completing a sample record test:

- Filtering the queue
  - Begin by narrowing the queue to just the sample record tests that are to be completed. This can be by sample record ID or can be narrowed to a test using the filter function.

- Agency View
  - Some tests require information to be entered specific to that test via Agency Views (AV-, similar to Test Templates in SiteManager).
  - To access the Agency view, select the row action icon on the right-hand side of the sample record test row.
  - Select Views, then select the Agency View available in the list. (AV – Name of AV)

  - Complete the Agency View.

- Test Result
  - Navigate to the Test Result Value Field on the row of the completed test.
  - Double click the field and select either "Pass" or "Fail".

- Mark Test Complete
  - On the left-hand side of the sample record test row, check the box for any tests intended to be completed.
  - Select "Mark Tests Complete" at the bottom of the queue.
  - The test(s) will then be complete and will be removed from the Enter Test Result queue and move forward to the Review Tests Queue.