



Task: Manually Input Test Data

Description:

Follow these instructions to manually input test data into DIME.

Who can perform this task?

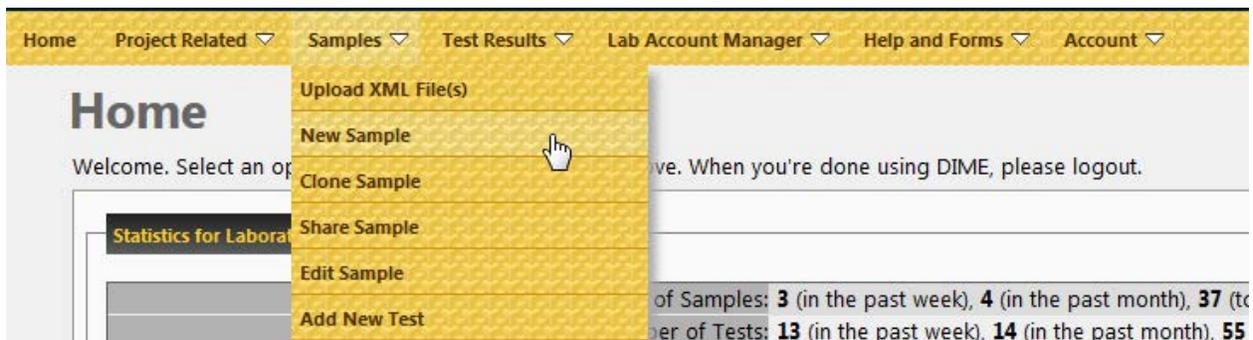
Test data can only be manually inputted by users with input privileges.

Steps:

1. Log into DIME by entering your Email and Password at the following login page:

<http://www.dot.ca.gov/hq/esc/Translab/DIME/login.php>

2. Point to the 'Samples' menu item, then click on 'New Sample'.



3. Type the Caltrans project identification number into the Project Identification box, then click the 'Next>>' button to search for the project. This project identification number can refer to a DEA, EFIS, Co-op Number, Minor B Contract Number, permit number or the DIME Project ID number.

Project Information

Instruction: Please enter the DEA, EFIS, Co-op Number, Minor Contract Number, permit number, or the DIME Project ID and click on the **Next>>** button next to the field to bring up project information and sample information fields. If the entered number returns multiple projects, then click to select the correct project. After project data is displayed, you may need to scroll to the bottom of the page to start entering sample data.

Project identifier: **Next>>**

4. If multiple project are identified based on the Caltrans project identification you entered, identify the correct project based on the DIST-CO-RTE-PM, work description and location description displayed, then click on that row of the table to select the correct project.

Sample Identification

Instruction: Please enter sample identification and click on the **Next>>** button at the button to bring up more sample information fields.

07/30/2013 @ 14:05 Date and time of sampling

3263 Random 4 Digit Number

Next>> Fill out the above fields, then click Next.

Note: Sample ID for this sample is 2013-07-30-14-06-3263. Sample ID is used to uniquely identify a sample and tests associated with the sample within DIME. A field for entering laboratory's sample identification will be provided below once the type of sample is selected.

Project identification: 0322222 **Next>>**

More than one projects are found for the given project ID. Please click to select the correct project.

DIME Project ID	DIST-CO-RTE-PM	Work Description	Location Description
9999	03-SAC.ORG-888,99,80-0.6-0.6	YANG ADDED FOR DIME DEVELOPMENT TESTING	SAC TRANSLAB
7788	04-NAP-29-0.6/0.6	The work on American Canyon Road consists of road rehabilitation (FDR AND HMA),curb and gutter,median relocation,bike lanes,striping and pavement markings,traffic loops and replacement of a broken water valve.	American Canyon Rd, American Canyon
7750	04-NAP-29-0.6/0.6	The work on American Canyon Road consists of road rehabilitation (FDR AND HMA),curb and gutter,median relocation,bike lanes,striping and pavement markings,traffic loops and replacement of a broken water valve.	American Canyon Rd, American Canyon
8244	no data-NAP-29-0.6-0.6	The work on American Canyon Road consists of road rehabilitation (FDR AND HMA),curb and gutter,median relocation,bike lanes,striping and pavement markings,traffic loops and replacement of a broken water valve.	no data

5. Identify the sample by inputting the date and time of sampling, and a random 4-digit number will be generated for you, then click the 'Next>>' button.

6. Complete the remaining required sample information. Please note that the field with a DIME icon next to is a required field.

Sampled Material Information

Instruction: Please select the sampled material to bring up the material specific input fields. You may need to scroll down to see the fields.

Sampled material: 

 Source Identification

 The fabricator's/manufacturer's product name for the sample.

 The fabricator / manufacturer designation for the sample.

 The plant number

 A detailed description of where the material sample was collected.

 Where the material sample would have been placed if not sampled.

7. In the sample material information section, select a material and complete the required material information.

8. In the tests result data section, select a test from the test dropdown box and complete a test card. Here we have completed a CTM 202 test card as an example.

 Sample received at the laboratory?

 Type of sample

 The quantity and unit(bags, cylinders, etc) of what the sample constitutes.

 A brief description of the sample.

 First name of person that collected the sample

 Last name of person that collected the sample

 Title of person that collected the sample

 Sampler's telephone number

 Was sample collected at the source?

 The fabricator/manufacturer/facility name where sample was collected.

 Laboratory Sample Identification

Test Data 2:
Select another test to be run on the sample:

- Select a test -

Save

Test Data 1:
Select a test to be run on the sample:
CTM_202(Nov-11) : Me

Input value

What size aggregate
Individual or cumulative
Test identification
Tester's full name
Date and Time

Method of Test

Reportable

Cumulative p
Cumulative p
Cumulative p
Cumulative p
Cumulative p
Cumulative p

Test Comments:
||

10. If you have more tests for the same sample, you can always add a new test. As shown below, there is always a new test dropdown box appears at the bottom of the page. If you are done, click the save button at the bottom of the page.

11. A copy of the receipt appears on the screen confirming the test data was successfully submitted to DIME. You will also receive a copy of the receipt in your email. Click the 'Print' button to print.

Data has been successfully submitted to DIME. A copy of the receipt (below) was emailed to yang.zhu@dot.ca.gov

[Print](#) [Home](#)

DIME Receipt

Data has been successfully submitted to DIME.

Project Information

DIME Project ID: 99999
DEA: 0322222

Sample Information

Sample ID: 2013-07-30-14-06-3263
Is this a new sample?: Yes
Was the sample received at the laboratory?: No
Type of sample.: Quality Control
The quantity and unit(bags, cylinders, etc) of what the sample constitutues.: 2 Bags
A brief description of the sample.: Any type of description of the sample
First name of person that collected the sample: John
Last name of person that collected the sample: Heather
Title of person that collected the sample: Demonstrator
Sampler's telephone number: (913) 333-6666
Was sample collected at the source?: No
The fabricator/manufacturer/facility name where sample was collected.: Prime Fabricator

Material Information

Source Identification: 123456678
The fabricator's/manufacturer's product name for the sample.: Coupler
The fabricator / manufacturer designation for the sample.: ABC
The plant number: 1102
A detailed description of where the material sample was collected.: Quary
Where the material sample would have been placed if not sampled.: Foundation Footing NW Corner

Test Data and/or Results

Test Identification Number: 1
Tester Full Name: Bob Smith
Test ID: 45
Test Title: Method of Test for Determining Sieve Analysis of Fine and Coarse Aggregates CTM 202 V.Nov-11