Review Tests - QRG

This QRG gives instructions on how to review tests through the Review Tests queue.
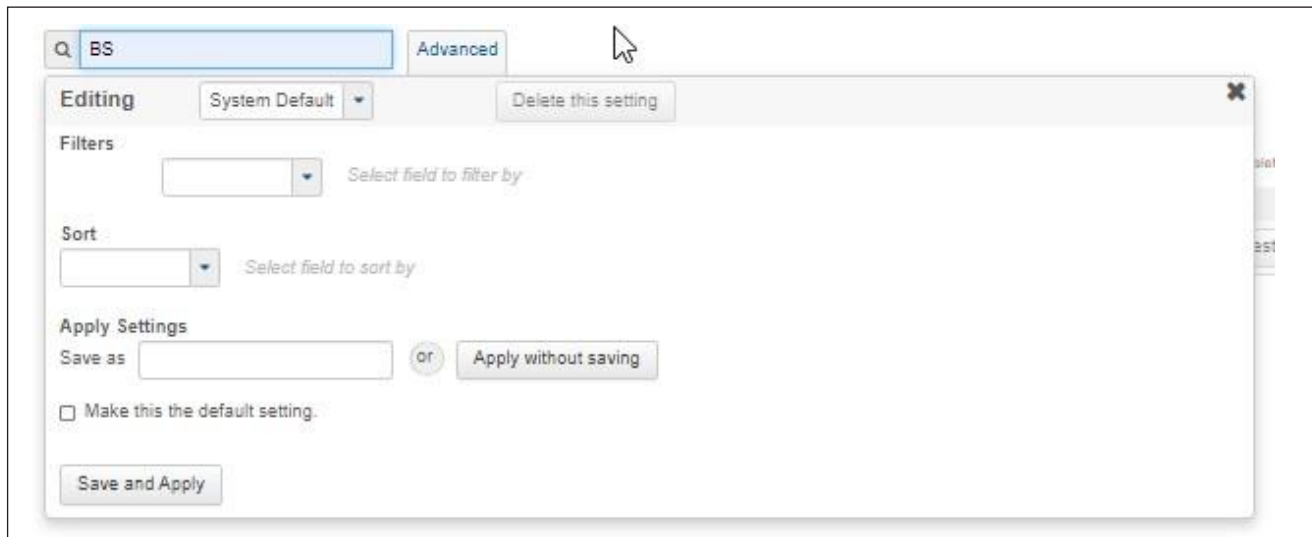

Instructions on reviewing a Sample Record Test:
- Filtering the queue
  - Begin by narrowing the queue to just the Sample record Tests that are to be completed. This can be by Sample Record ID or can be narrowed down to a test using the filter function.

- Mark Test Reviewed by Level 1 (Skip if not specified as required)
  - On the left side of the Sample Record Test row, check the box for all tests to be reviewed by Level 1.
  - Select "Mark Tests Review by Level 1" at the bottom of the queue.
  - The tests will then be marked as reviewed by Level 1 but will remain in the Review Test queue.
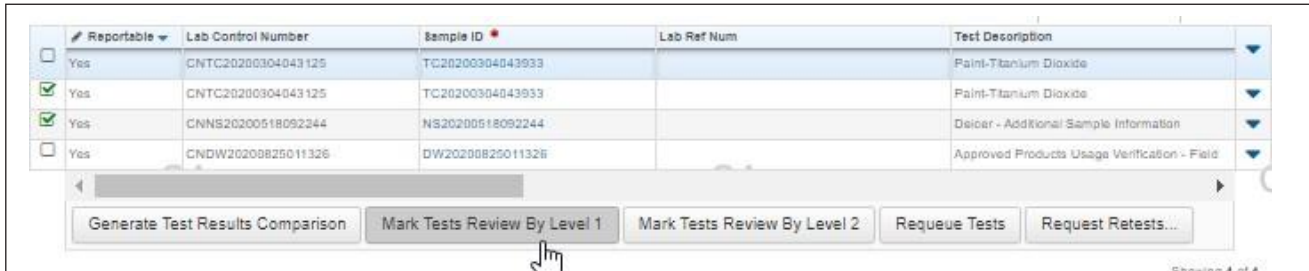
- Mark Test Reviewed by Level 2
  - On the left side of the Sample Record Test row, check the box for all tests to be reviewed by Level 2.
  - Select "Mark Tests Review by Level 2" at the bottom of the queue.
  - The tests will then be marked as Reviewed by Level 2 and will disappear from the Review Tests queue where it will become available again in the Review Samples queue when all tests associated to the Sample Record have reached a Completed status.
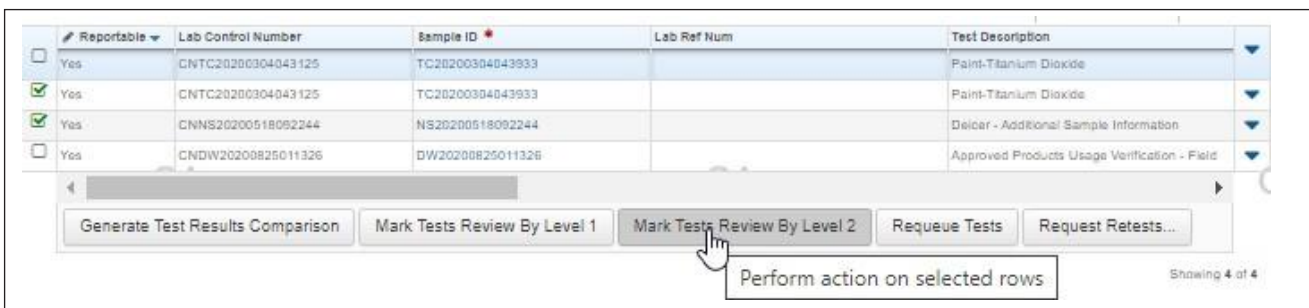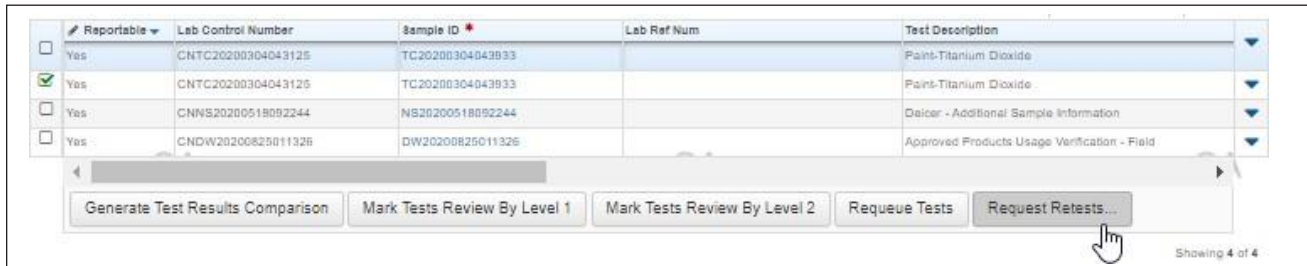

- Requeue Tests
  - On the left side of the Sample Record Test row, check the box for all tests to be re-queued back to the Enter Test Result queue.
  - Select "Requeue Tests" at the bottom of the queue.
 - The tests will then be pushed back to the Enter Test Result queue and will disappear from the Review Test queue.

- Request Retests
  - On the left side of the Sample Record Test row, check the box for all tests to be assigned a retest in the Enter Test Result queue.
  - Select "Request Retests" at the bottom of the queue.

- The Request Retest window will open where the user will indicate the Number of Retests needed and will assign which Tester is to Complete the Retest.
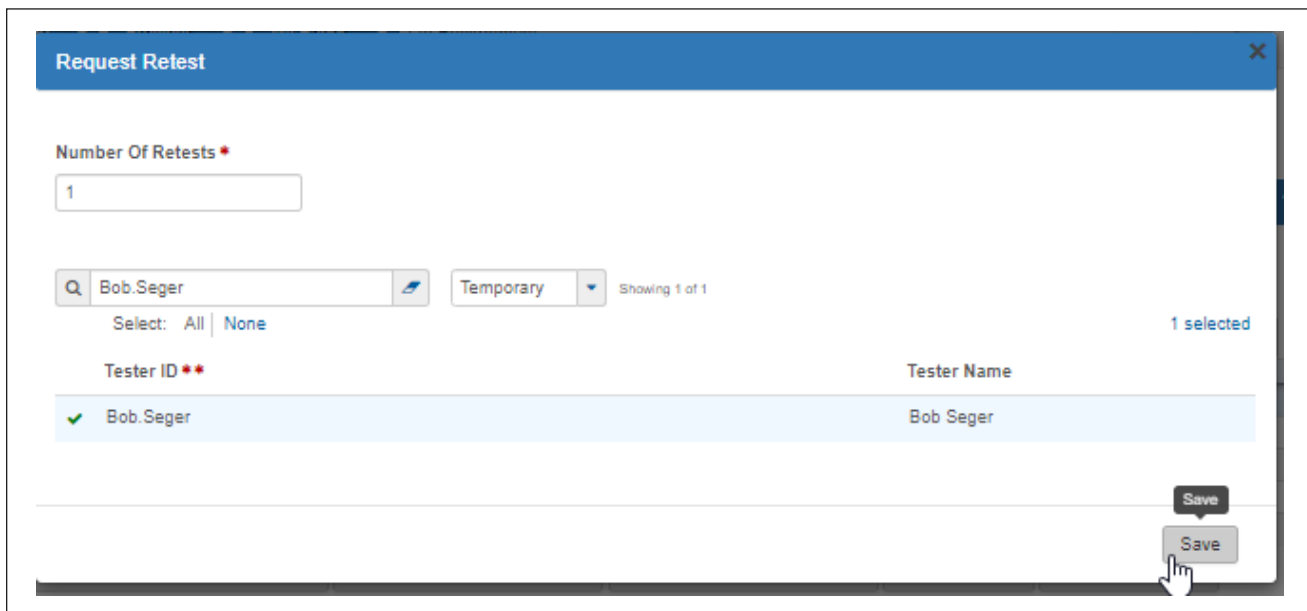
- After saving, the tests will disappear from the Review Test Queue. The Retest will appear in the Enter Test Result queue.
- When the Retests are Complete, the current tests and the requests will appear again in the Review Tests queue.